



5 November 2024

Online Escrow deposit

These instructions explain how you can make an escrow deposit using the Helsinki Region Chamber of Commerce escrow service at secure.escrow.fi.

Registration as a user

You will receive an email from **noreply@escrow.fi** with the subject line “**Kutsu Escrow-palveluun / Invitation to Escrow service.**” The message contains a link that allows you to set a password for your username. Your username is your email address. If the message does not arrive, please check your junk email folder.

The password must be at least 16 characters long and contain at least one lowercase letter, one uppercase letter, one number, and one special character. The password is valid when both fields “**New Password**” and “**Confirm Password**” turn green.

After you have entered the password, click the “**Save**” button. No further settings need to be changed (**Notifications, Folders, Additional**).

The screenshot shows the 'User Settings' interface. At the top, there's a blue header with 'KAUPPAKAMARI' and 'Info Logout' links. Below is the 'User Settings' title. The settings include: 'Language' (In English), 'Username' (blurred), 'E-mail, GSM', 'New password', 'New password' (with a red box around it and a note: 'Minimum length of password 16. The password must contain at least one lowercase, uppercase, numeric and special character.'), 'Confirm password' (with a red box around it), 'Notifications', 'Folders', 'Additional settings', and 'Save' and 'Back' buttons.

Figure 1. Setting a password in the User Settings view



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After you have saved your password, you will be redirected to the page shown below. No changes are required on this page; you can proceed by clicking the **Chamber of Commerce** logo (**KAUPPAKAMARI**) in the upper left corner.

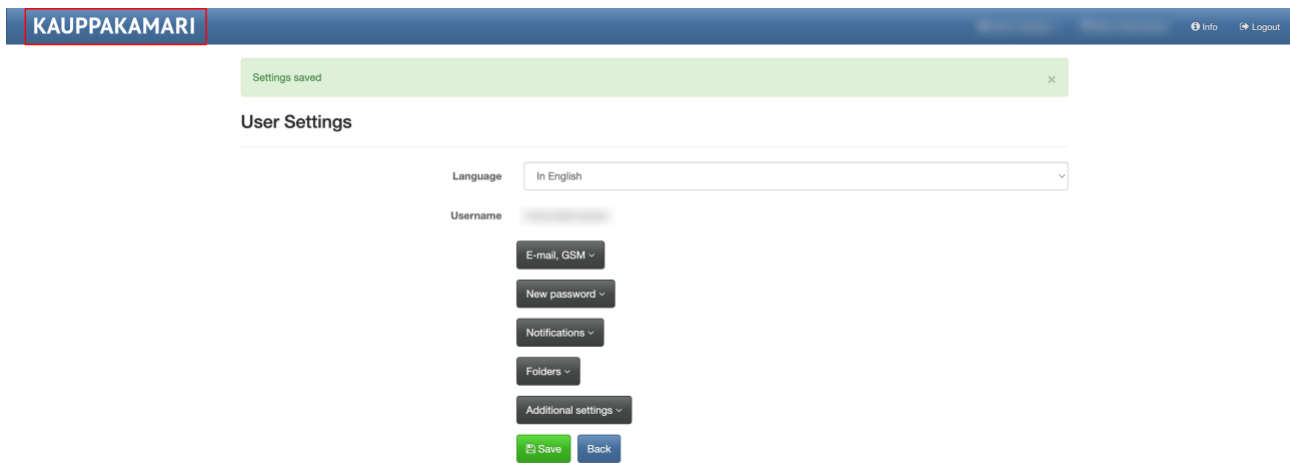


Figure 2. User Settings view after setting the password



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Making a deposit

After clicking on the Chamber of Commerce logo in the upper left corner, you will be redirected to the deposit space selection view. Click the deposit space logo or name to select the deposit space.



Figure 3. Deposit space selection view

You can add the files to be deposited by dragging them under “**Drop files here**” or by clicking to browse. The maximum size of a single file is 2 GB. After selecting the file, click the **Submit** button. Repeat the process for each file.

Enter the identification information related to the deposit in accordance with the escrow agreement (see **Identification of the deposit**). Please note that messages cannot be edited after saving.

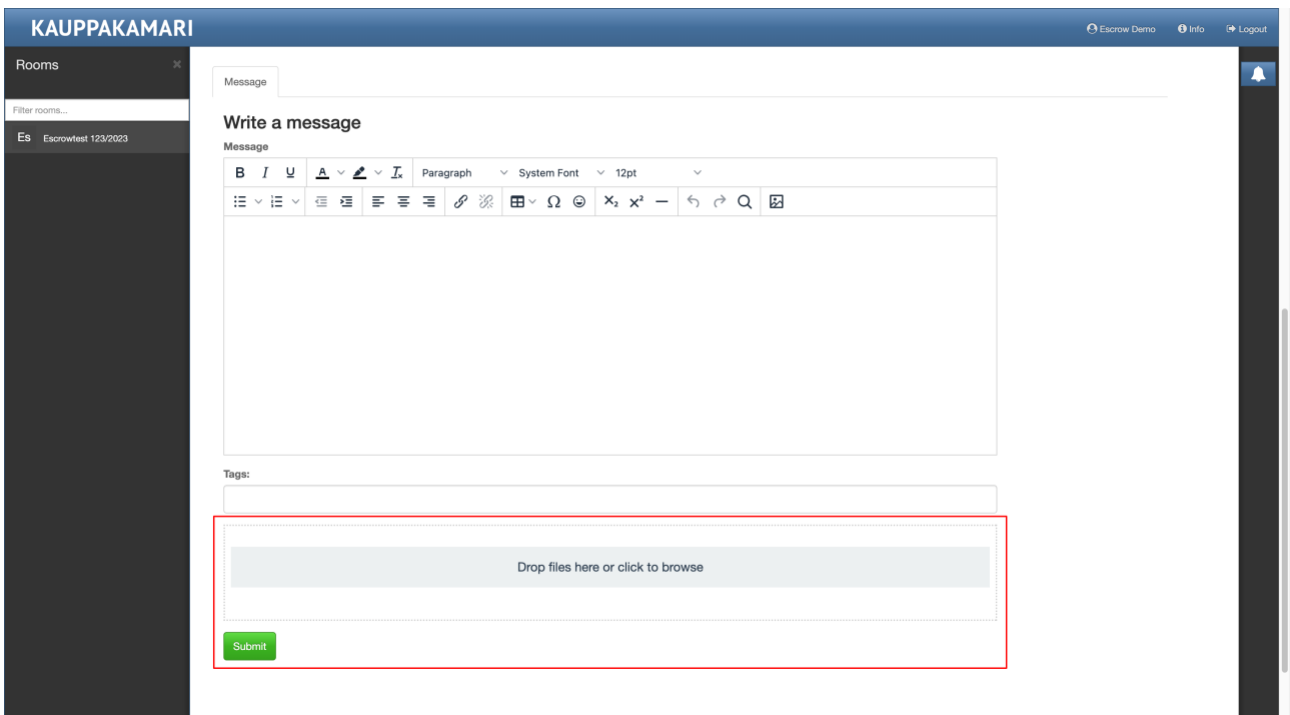


Figure 4. Adding files to be deposited in the deposit space



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Logging in

To log in, visit secure.escrow.fi. Your username is your email address, and your password is the one you created.

If you forget your password, you can set a new one by entering your username on the login page and then clicking the **“Set/Reset Password”** link.

KAUPPAKAMARI

Secure Rooms

Insert your user name:

Submit

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KAUPPAKAMARI

Secure Rooms

To access this board you must have a PIN code that is automatically sent to your mobile phone [redacted]. It can take a moment for the SMS message to arrive. You also need a password.

Password:

Enter PIN code:

Continue

[Set/Reset password](#)

If you do not receive a SMS message, please check if the above phone number is correct. If the phone number is correct, order a new PIN code.

Order PIN code

[Log in with a different account](#)

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Figures 5 and 6. Login view



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Identification of the deposit

For each deposit, the deposited material must be identified. The depositary will send a written notification to the escrow agent indicating at least the following:

- The parties to the agreement;
- The date of conclusion of the contract;
- The date when the material was placed in escrow; and
- The identification of the deposited material.

The notification should be sent to escrow@helsinki.chamber.fi.

Contact information

If you need help in escrow related matters, please contact

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