

How to use Suomi.fi Messages

Suomi.fi Messages is a communication service between the Hospital District of Southwest Finland and Finnish citizens. Suomi.fi Messages is a secure way of sending administrative documents such as Patient register data check requests, requests for Report on patient register usage log information or Notifications. You can send and receive messages via Suomi.fi after you have activated the service and identified yourself with, for example, online banking codes or a mobile certification.

Instructions for using Suomi.fi Messages

1. Go to Suomi.fi and select English from the language menu on top of the page.
2. Click the blue **Identification** button and identify yourself.
3. Select Messages. You will get a notification if you haven't activated Suomi.fi Messages. Click **Activate Suomi.fi Messages**.
4. Write your e-mail address twice to the spaces provided. Next you will receive a link to your e-mail that you need to click for confirmation.
5. Now you can send us a message. Select **Compose message** on the left side of the page. Select **The Hospital District of Southwest Finland** from **Recipient of the message** menu. Then select **e-Services** from **Recipient's service or issue** menu.
6. Write a subject for your message in **Subject field**. Write your message into **Your message** field. If you ask us for copies of documents, please also tell us if you want copies electronically to the messages of Suomi.fi service or by mail to your home. If you choose mail, please include your home address in the message.
7. If you need to send attachments, you can do so in the **Attachments** field. You can either drag the attachments to the box or click the box and select an attachment by browsing.
8. When the message is ready to be sent, click **Send the message** at the bottom of the page. If you do not want to send the message, click **Cancel**.