

The OCTO Biz logo, with 'OCTO' in a large, bold, white sans-serif font and 'Biz' in a smaller, white sans-serif font.

Account & Dashboard

Account Information & Access Management

TUTORIALOCTOBIZ2025

KEJAR MIMPI

Account & Dashboard

Account Information & Access Management

Account Information & Access Management berfungsi untuk **melakukan pengaturan** Terhadap akun, info kontak, dan inbox

03

User basic
Information

12

Contact Info

20

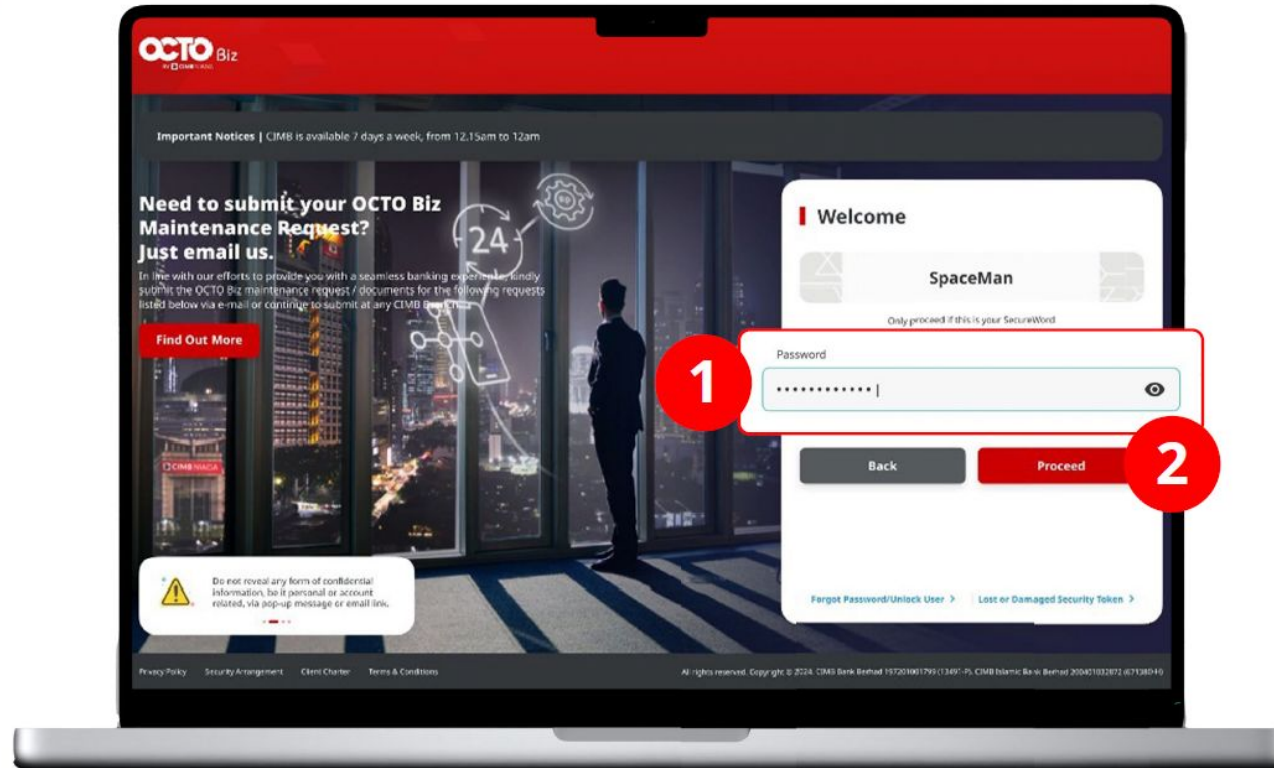
Secured Inbox

Account & Dashboard

User Basic Information



- 1 Kunjungi Website OCTO Biz di: **www.octobiz.co.id**
- 2 Masuk dengan menggunakan **User & Company ID**
- 3 Klik **Next**



1 Isi **Password**

2 Klik **Proceed**



Sistem akan
menampilkan
halaman *Dashboard*

- 1** Arahkan ke ***Settings***
- 2** Klik ***User Basic Information***

Basic Information

Details

User ID	User Role	Company ID
TESTERCF01	Maker Authoriser Viewer	SATURN
Security Device Type		
Mobile Security Device		

Profile Photo

Image

octosavers-account-i-meta.png



SecureWord

Current SecureWord

CIMBniaga

1

Edit

Sistem akan menampilkan halaman **Basic Information**

1 Klik **Edit**

Basic Information > Edit

Details

User ID	User Role
TESTERCF01	Maker Authoriser Viewer
Company ID	Security Device Type
SATURN	Mobile Security Device

Profile Photo

Image *

octo.png

Upload

octo.png
9KB
04 Nov 2023

SecureWord

SecureWord *

CIMBniaga

Back

Next

Sistem akan menampilkan halaman **edit**

- 1 Pilih **foto**
- 2 Klik **Upload**
- 3 Isi **SecureWord**
- 4 Jika sudah, Klik **Next**

Basic Information > Review Details

Details

User ID

TESTERCFO1

User Role

Maker Authoriser Viewer

Company ID

SATURN

Security Device Type

Mobile Security Device

Profile Photo

Image

octo.png



SecureWord

SecureWord

CIMBniaga

Back

Update

Sistem akan menampilkan halaman **Review Details**

1 Klik **Update**

Basic Information > Acknowledgement

Profile Successfully Updated

Reference No. : M11231104000000017 Updated On : 04 Nov 2023 08:24:04 WIB

Details

User ID	User Role
TESTERCFO1	Maker Authoriser Viewer
Company ID	Security Device Type
SATURN	Mobile Security Device

Profile Photo

Image

octo.png

SecureWord

SecureWord

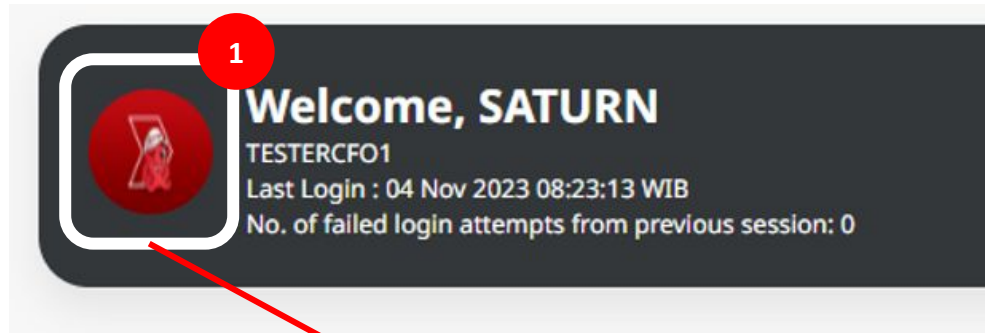
CIMBniaga

Done

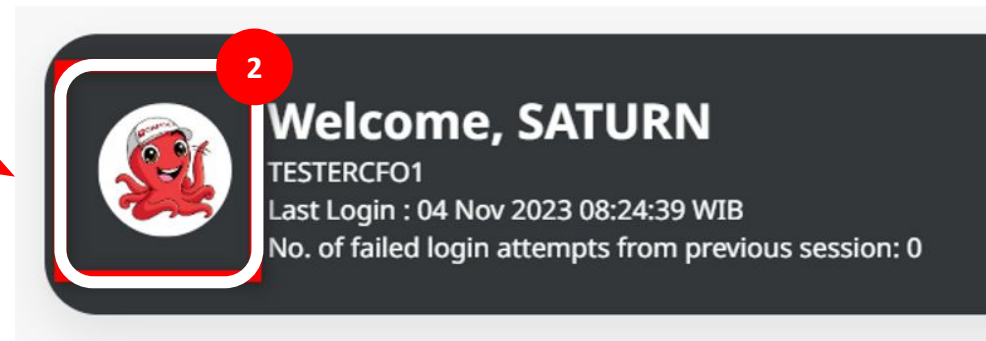
Sistem akan menampilkan halaman
Acknowledgement

1 Klik **Done**

Sebelum



Sesudah

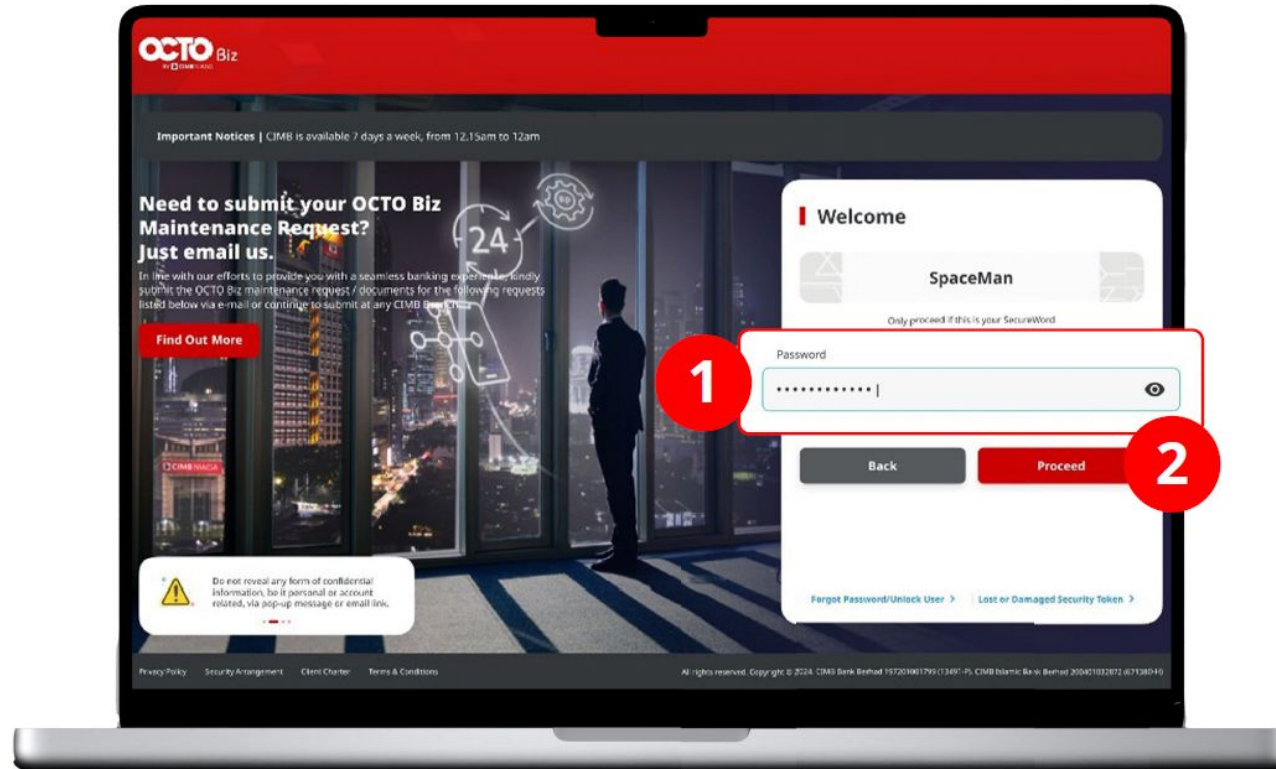


Account & Dashboard

Contact Info



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- 3 Klik **Next**



1 Isi **Password**

2 Klik **Proceed**



Sistem akan
menampilkan
halaman *Dashboard*

- 1** Arahkan ke ***Settings***
- 2** Klik ***User Contact Details***

User Contact Details

Details

Mobile No.

+6228828281000

Email Address

cindy01@gmail.com

Edit

Sistem akan menampilkan halaman ***User Contact Details***

1 Klik ***Edit***

User Contact Details > Edit

Details

Country Code *	Mobile No. *	Email Address *
+62	811766000	cindy16@hitachi-ebworx.com

Back Next

Modifikasi dan perbaharui data

- 1 Jika sudah sesuai, Klik **Next**

User Contact Details > Review Details

Details

Mobile No.	Email Address
+622882828228	asyifatesting@gmail.com

Back Submit

Sistem akan menampilkan halaman ***Review Details***

1 Klik ***Submit***

User Contact Details > Acknowledgement

Submitted for approval

✓ Reference No. : M10230913000000054
 ⌚ Submitted On : 13 Sep 2023 15:59:16 WIB

Details

Mobile No.	Email Address
+622882828228	asyifateesting@gmail.com

Print

Done

Sistem akan menampilkan halaman

Acknowledgement

1 Klik **Done**

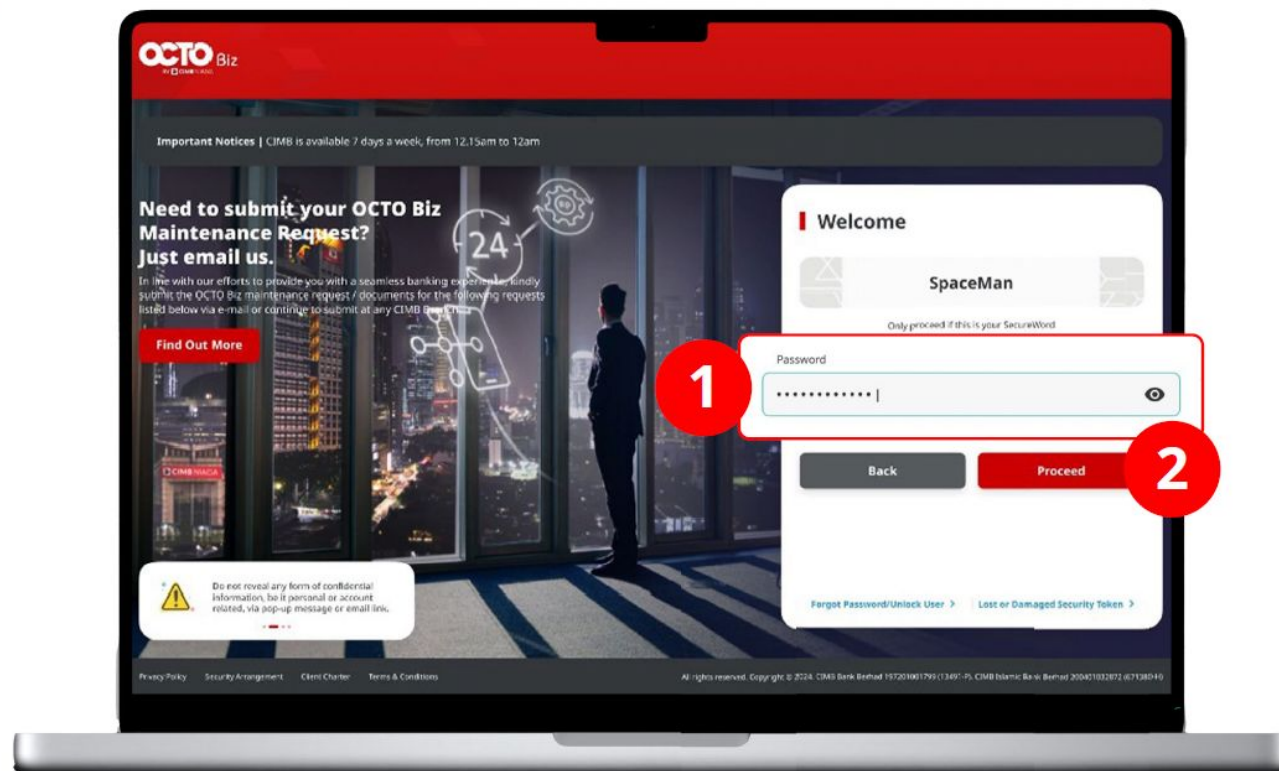
Selanjutnya Approver melakukan proses **Approve Transaksi**

Account & Dashboard

Secured Inbox

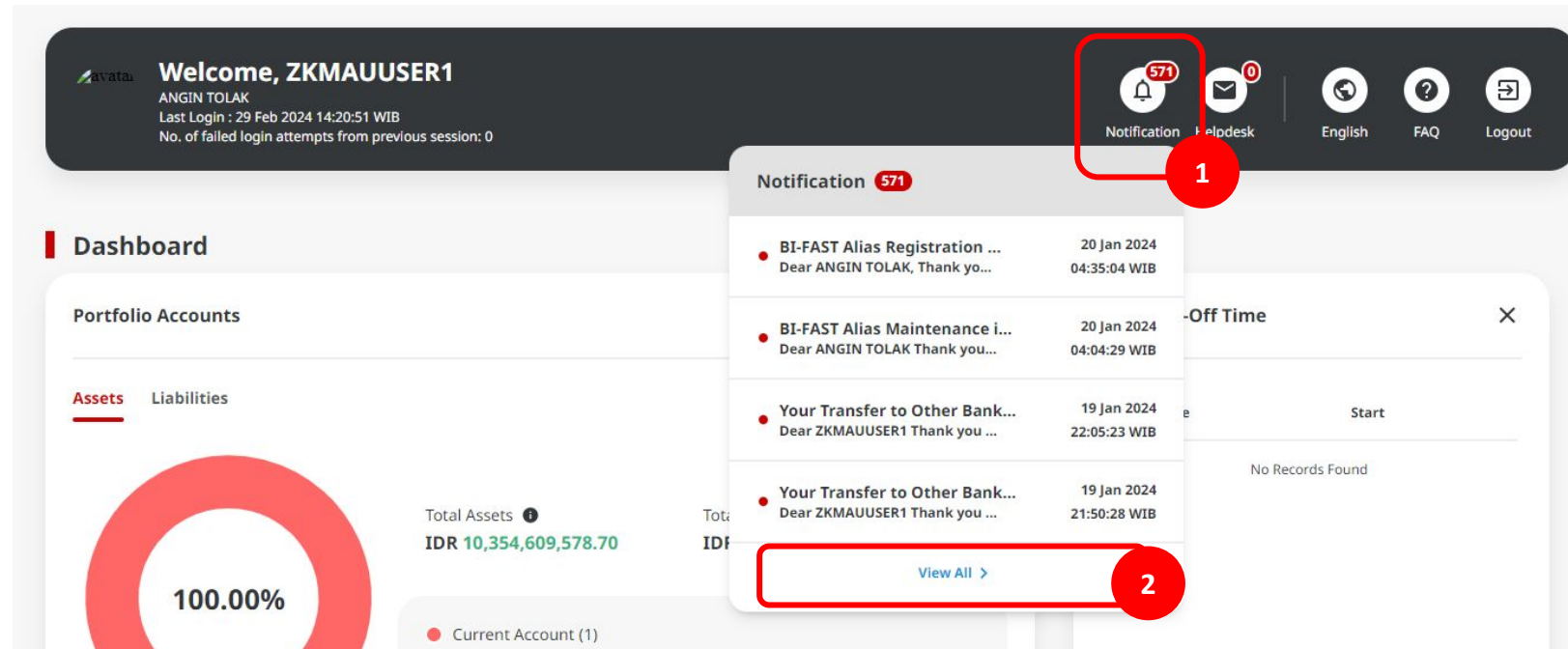


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- 3 Klik **Next**



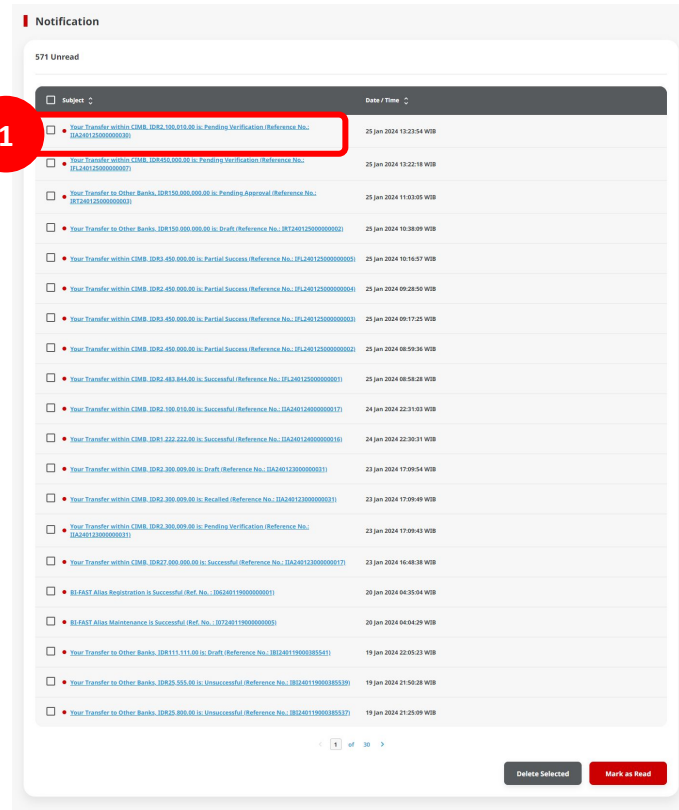
1 Isi *Password*

2 Klik *Proceed*



Sistem akan menampilkan halaman *Dashboard*

- 1 Klik ikon notifikasi di bagian ujung kanan atas
- 2 Klik *View All*



Sistem akan menampilkan halaman **Listing**

1 Pilih **Hyperlink** notifikasi

Notification > Details

Details

Subject	Date & Time
Your Transfer within CIMB, IDR2,100,010.00 is: Pending Verification (Reference No.: IIA240125000000030)	25 Jan 2024 13:23:54 WIB

Message

Dear ZKMAUUSER1

Thank you for using CIMB business internet banking (CIMB NGB).

We wish to inform you that the status of your Own Account, is: Pending Verification. Here are the details:

Company ID : ZKCORP2
Value date : 25 Jan 2024
Your account no.: 703057606100-ANJAR ASMORO HERYANTO
Payer/Payee account : 703185655500-TB LIABILITY 2
Amount : IDR2,100,010.00
Remarks : -
CIMB reference no. : IIA240125000000030

If you have any questions, please contact us at octobiz.support@cimbniaga.co.id

We look forward to serving you again.

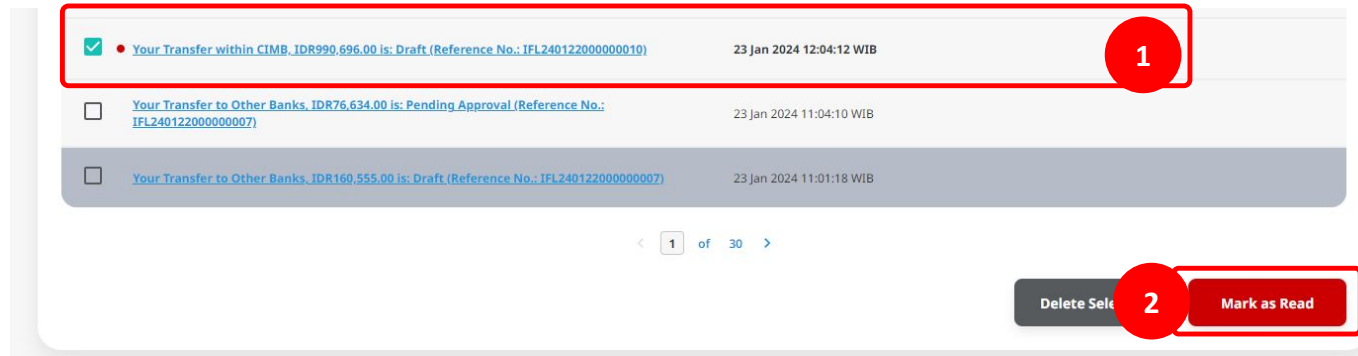
Sincerely

OCTO Biz Team

Back

Delete

Sistem akan menampilkan halaman ***detail***

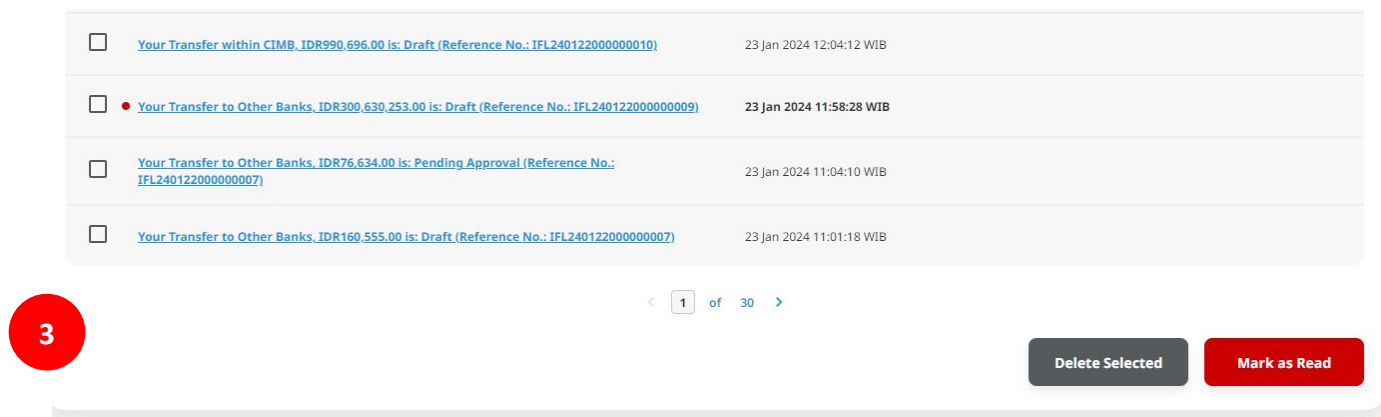


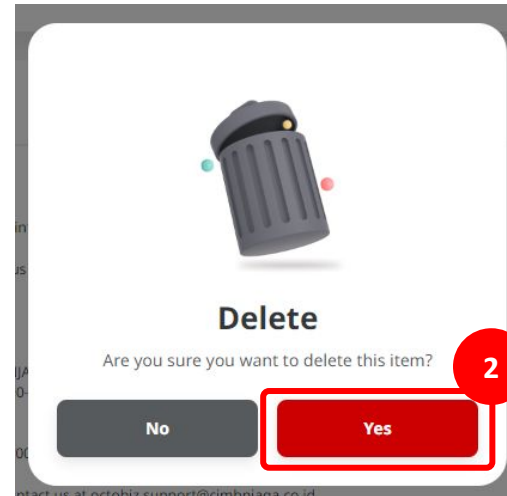
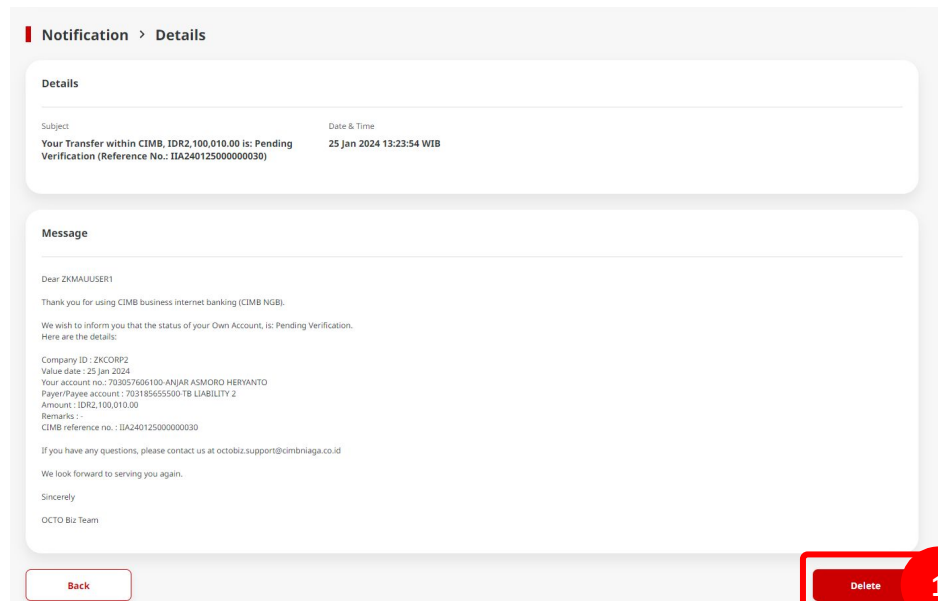
Pada halaman **Listing Notifikasi**

1 Centang notifikasi

2 Klik **Mark as Read**

3 tanda merah akan **menghilang**





Untuk melakukan
Delete Notification

- 1 Pada **halaman details**, klik **delete**
- 2 Klik **Yes**

Notification

Notification(s) successfully deleted



565 Unread

☐ Subject ↕	Date / Time ↕
☐ Your Transfer within CIMB, IDR450,000.00 is: Pending Verification (Reference No.: IFL240125000000007)	25 Jan 2024 13:22:18 WIB
☐ Your Transfer to Other Banks, IDR150,000,000.00 is: Pending Approval (Reference No.: IRT240125000000003)	25 Jan 2024 11:03:05 WIB
☐ • Your Transfer to Other Banks, IDR150,000,000.00 is: Draft (Reference No.: IRT240125000000002)	25 Jan 2024 10:38:09 WIB
☐ • Your Transfer within CIMB, IDR3,450,000.00 is: Partial Success (Reference No.: IFL240125000000005)	25 Jan 2024 10:16:57 WIB

Sistem akan menampilkan halaman ***acknowledgement***



OCTO Biz
BY  **CIMB NIAGA**

