

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, dan *inbox*

*Account Information & Access Management is used to **setup** and edit the account & inbox*

03

User basic
Information

12

Secured Inbox

Account & Dashboard

User Basic Information



- 1 Kunjungi Website OCTO Biz di:
www.octobiz.co.id

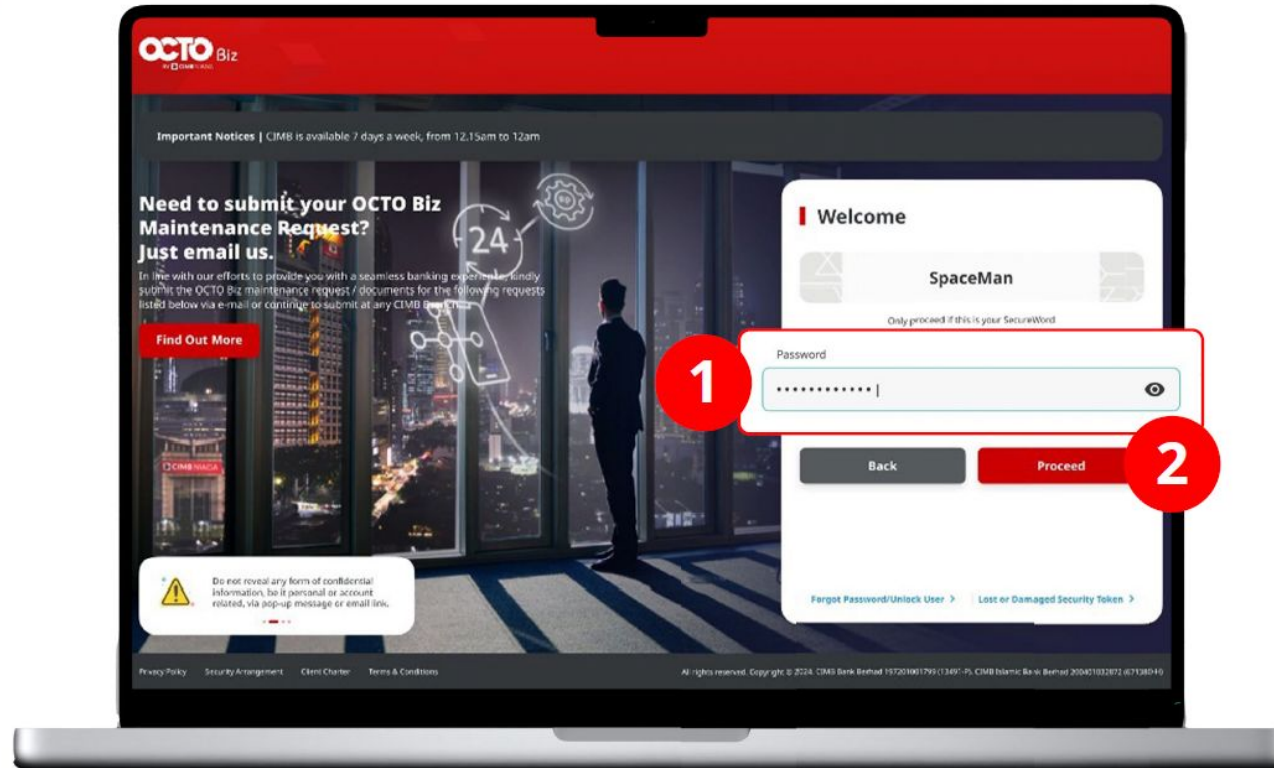
Visit OCTO Biz website:
www.octobiz.co.id

- 2 Masuk dengan menggunakan
User & Company ID

Login using **User & Company ID**

- 3 Klik **Next**

Click **Next**



- 1 Isi **Password**
Input Password
- 2 Klik **Proceed**
Click Proceed



Sistem akan **menampilkan halaman Dashboard**

System will show the Dashboard page

1 Arahkan ke **Settings**
Navigate to Settings

2 Klik **User Basic Information**
Click User Basic Information

Basic Information

Details

User ID

TESTERCFO1

User Role

Maker

Authoriser

Viewer

Company ID

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**

*System will show the **Basic Information** page*

1 Klik **Edit**

*Click **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**

System will show the **Edit** page

- 1 Pilih **foto**
Choose **photo**
- 2 Klik **Upload**
Click **Upload**
- 3 Isi **SecureWord**
Input **SecureWord**
- 4 Jika sudah, Klik **Next**
Once ok, click **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

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Update

Sistem akan menampilkan halaman **Review Details**

System will show the **Review Details** page

1 Klik **Update**

Click **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

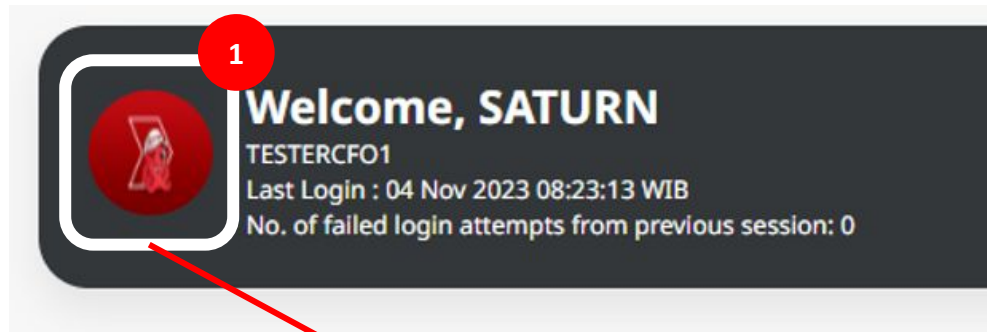
Sistem akan menampilkan halaman **Acknowledgement**

System will show the **Acknowledgement** page

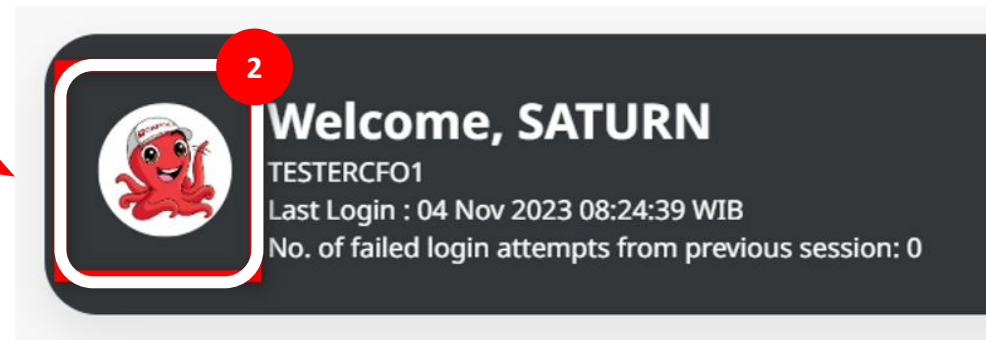
1 Klik **Done**

Click **Done**

Sebelum



Sesudah



Account & Dashboard

Secured Inbox



- 1 Kunjungi Website OCTO Biz di:
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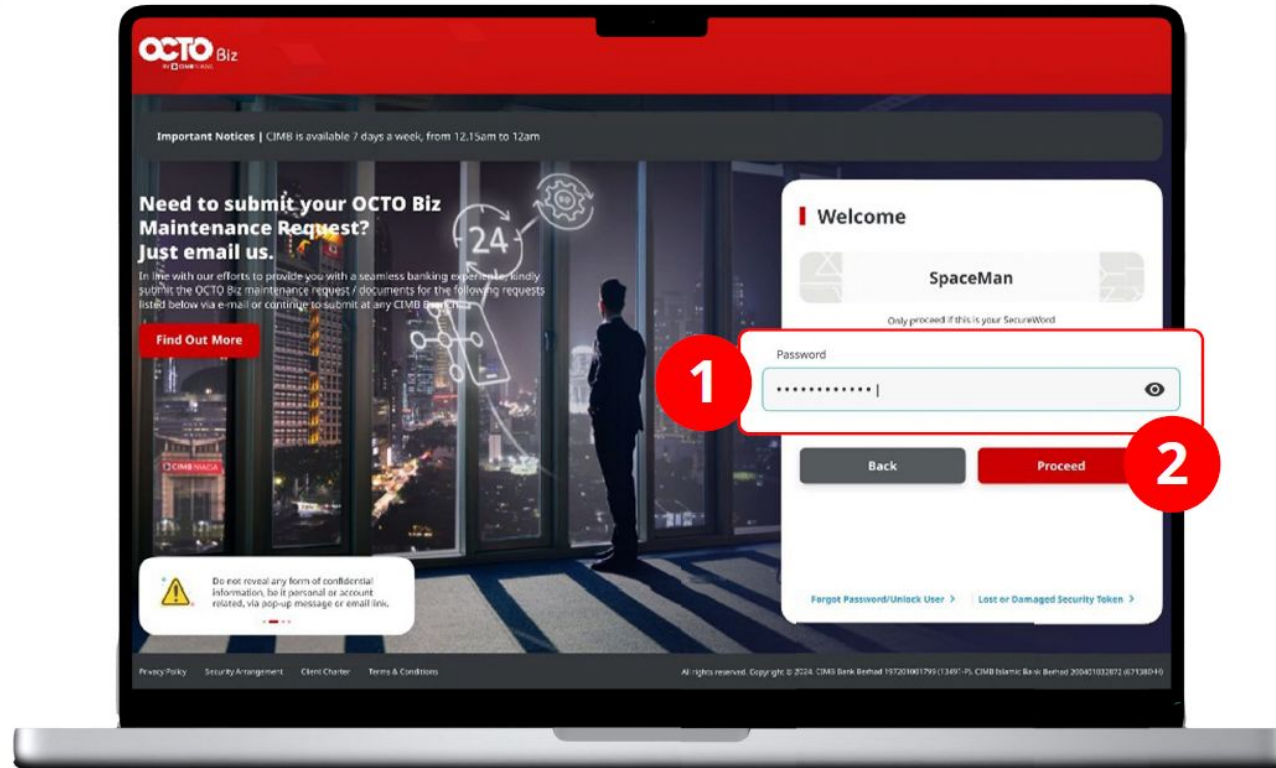
Visit OCTO Biz website:
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- 2 Masuk dengan menggunakan
User & Company ID

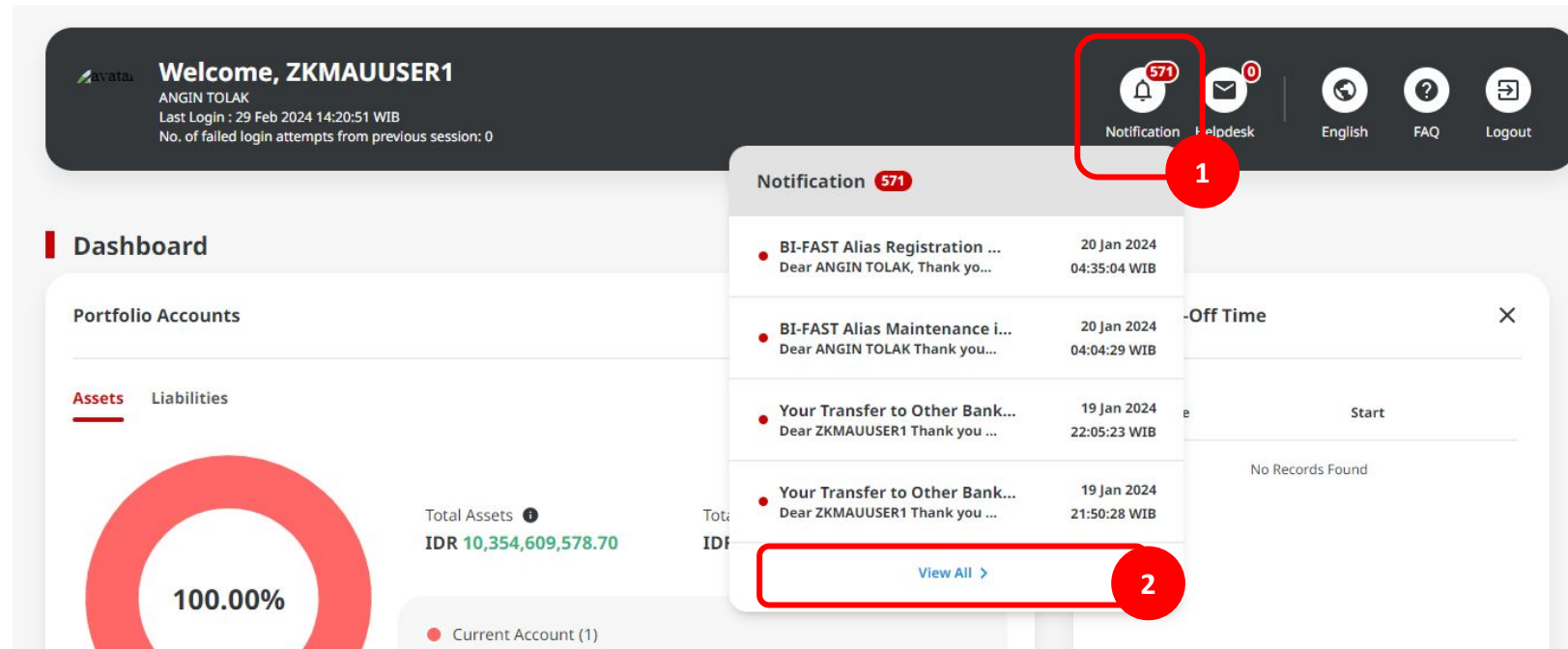
Login using **User & Company ID**

- 3 Klik **Next**

Click **Next**



- 1 Isi **Password**
Input Password
- 2 Klik **Proceed**
Click Proceed



Sistem akan menampilkan halaman **Dashboard**

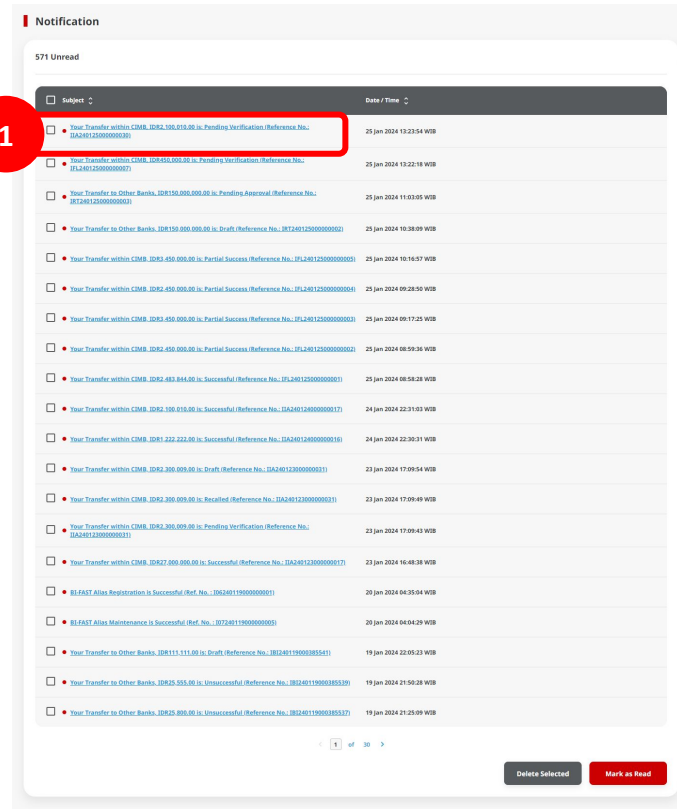
System will show the Dashboard page

- 1 Klik ikon notifikasi di bagian **ujung kanan atas**

Click Notification icon

- 2 Klik **View All**

Click View All



Sistem akan menampilkan halaman **Listing**

System will show the **Listing page**

1 Pilih **Hyperlink** notifikasi

Choose **Notification Hyperlink**

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

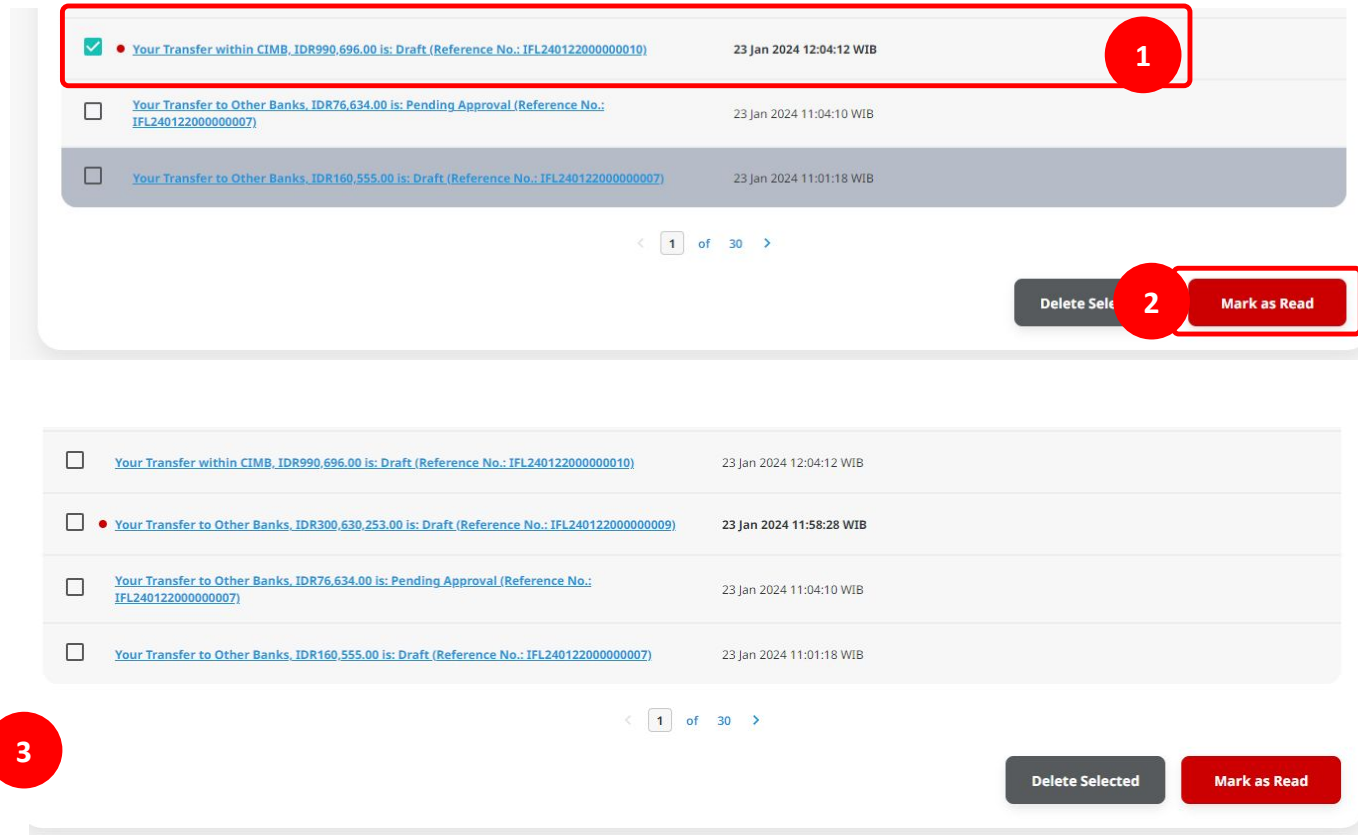
OCTO Biz Team

Back

Delete

Sistem akan menampilkan halaman **detail**

*System will show the **Details** page*



The screenshot shows a 'Secured Inbox' interface with a list of notifications. The first notification is highlighted with a red box and a red circle with the number 1. The second notification is also highlighted with a red box. The 'Mark as Read' button is highlighted with a red box and a red circle with the number 2. The pagination controls show '1 of 30' and are highlighted with a red circle with the number 3.

Notification	Time
☒ Your Transfer within CIMB_IDR990,696.00 is: Draft (Reference No.: IFL240122000000010)	23 Jan 2024 12:04:12 WIB
☐ Your Transfer to Other Banks_IDR76,634.00 is: Pending Approval (Reference No.: IFL240122000000007)	23 Jan 2024 11:04:10 WIB
☐ Your Transfer to Other Banks_IDR160,555.00 is: Draft (Reference No.: IFL240122000000007)	23 Jan 2024 11:01:18 WIB

1 of 30

Delete Selected Mark as Read

Notification	Time
☐ Your Transfer within CIMB_IDR990,696.00 is: Draft (Reference No.: IFL240122000000010)	23 Jan 2024 12:04:12 WIB
☒ Your Transfer to Other Banks_IDR300,253.00 is: Draft (Reference No.: IFL240122000000009)	23 Jan 2024 11:58:28 WIB
☐ Your Transfer to Other Banks_IDR76,634.00 is: Pending Approval (Reference No.: IFL240122000000007)	23 Jan 2024 11:04:10 WIB
☐ Your Transfer to Other Banks_IDR160,555.00 is: Draft (Reference No.: IFL240122000000007)	23 Jan 2024 11:01:18 WIB

1 of 30

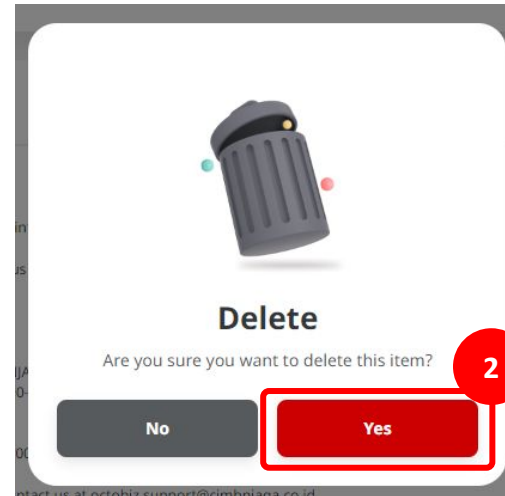
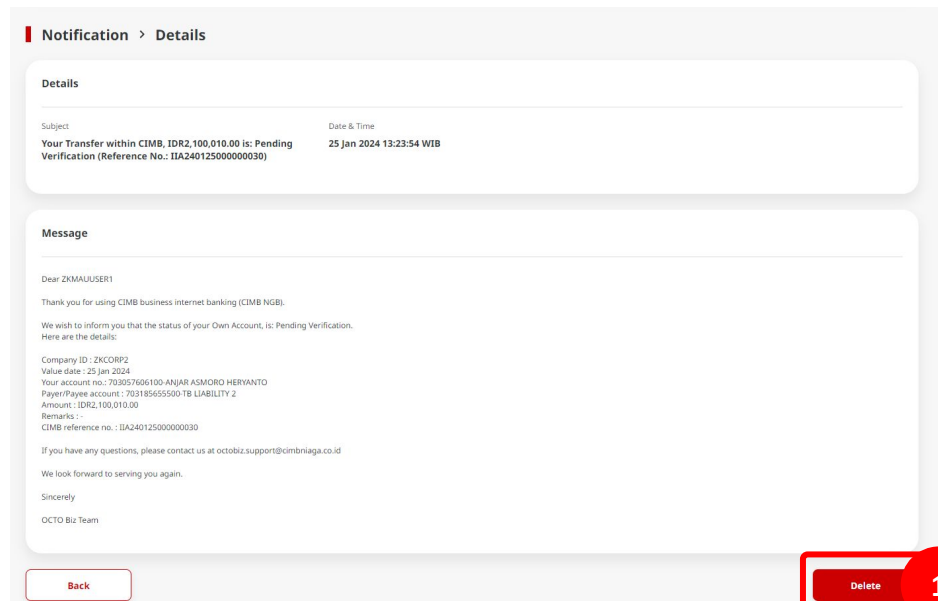
Delete Selected Mark as Read

Pada halaman **Listing Notifikasi**
On **Notification Listing** page

1 Centang notifikasi
Tick Notification

2 Klik **Mark as Read**
Click Mark as Read

3 tanda merah akan
menghilang
Red marks will gone



Untuk melakukan **Delete Notification**

To **Delete the Notification**

1 Pada **halaman details**, klik **delete**

On **Details page**, click **Delete**

2 Klik **Yes**

Click **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***

System will show the Acknowledgement page



OCTO Biz
BY  **CIMB NIAGA**

