

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

Transaction

# Bill Payment

Mobile

TUTORIALOCTOBIZ2025

KEJAR MIMPI

## Transaction

# Bill Payment

**Transaction - Bill Payment** Fungsi ini adalah mode pembayaran bagi pelanggan untuk melakukan Pembayaran Tagihan untuk **Online Merchant**

- Termasuk tanda *Download* melalui TSI
- *Send* dan *Retrigger* email + tanda terima

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Transaction

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Non-Transaction

Share & Download Email Receipt

**Bill Payment**

# Transaction

*Create Transaction*

*Approve Transaction*

**Bill Payment**

# Transaction

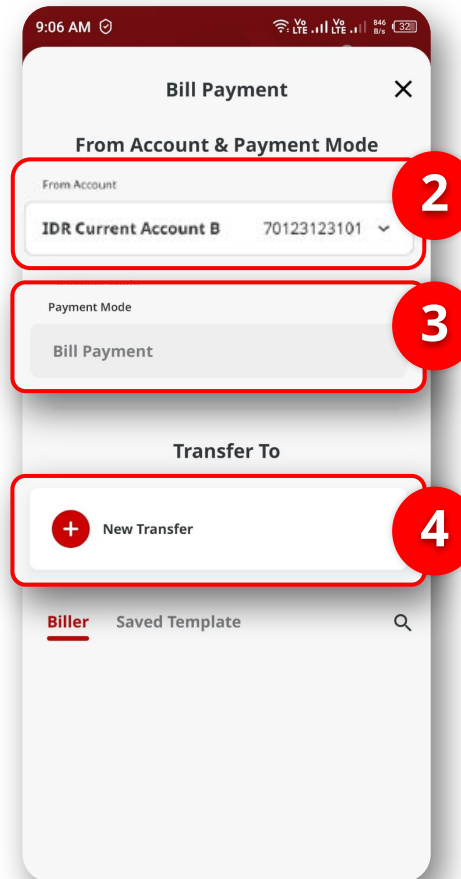
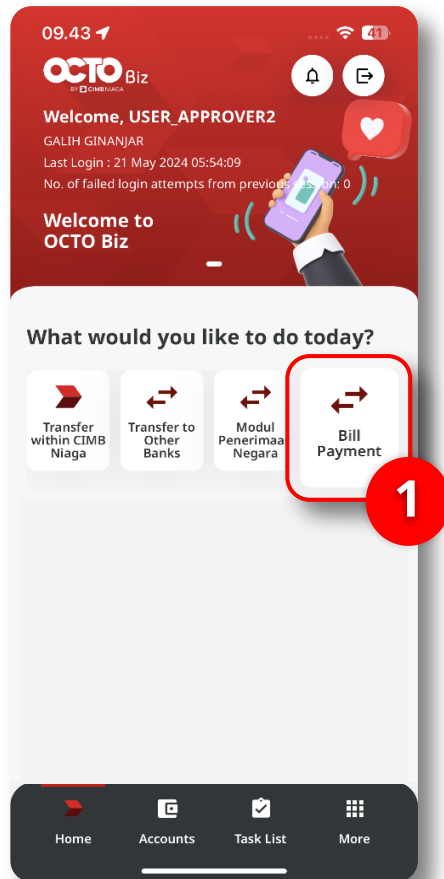
*Create Transaction*



**1** Klik **Password Login**

**2** Masukkan **Password**

**3** Klik **Proceed**



- 1 Klik Menu **Bill Payment**
- 2 Pilih **From Account**
- 3 Pilih **Bill Payment** sebagai **Payment Mode**
- 4 Klik **New Transfer**

The image shows two mobile app screens for the 'Bill Payment' process. The left screen is titled 'Bill Payment' and has a 'Biller Details' section. It features a 'Biller Category' dropdown menu with 'BPJS' selected, and a 'Biller Name' dropdown menu with 'BPJS Ketenagakerjaan - Individu...' selected. Below this is a 'Transaction Details' section with a 'NIK' field containing '3327032312880002'. At the bottom is a red 'Next' button. The right screen is titled 'Biller Name' and shows a search bar with the text 'Search'. Below the search bar are four search results: 'BPJS Ketenagakerjaan - Perusahaan (EPS)', 'BPJS Kesehatan', 'BPJS Ketenagakerjaan - Individual', and 'BPJS Ketenagakerjaan - Perusahaan (VA)'. A red arrow points from the 'Biller Name' dropdown on the left screen to the search results on the right screen.

- 1 Pilih **BPJS** sebagai **Biller Company**
- 2 Pilih **Biller Name** yang sesuai. Sebagai Contoh: **BPJS Ketenagakerjaan - Individu**
- 3 Masukan **NIK\***

\*Jika **NIK** sesuai, sistem akan otomatis menampilkan **detail Transaksi**

The screenshot shows the 'Bill Payment' app interface. The 'Biller Details' section includes fields for 'Biller Category' (Credit Card), 'Biller Name' (CIMB NIAGA MASTER CARD), and 'Credit Card Type' (3rd Party Credit Card). The 'Transaction Details' section includes fields for 'Amount' (IDR 12), 'Credit Card Number' (5228660002018634), 'Customer Name' (MACRO CREATION 26), and 'Payment Due Date'. The 'Payment Date & Recurring' section includes a 'Method' selector (Payment Date) and a 'Payment Date' field (28 Jan 2025). A red 'Next' button is at the bottom.

### Credit Card Payment

1. Pilih **Credit Card** sebagai **Biller Category**
2. Pilih **Biller Name** yang sesuai. Sebagai Contoh: **CIMB NIAGA MASTERCARD**
3. Pilih **Credit Card Type**
4. Masukkan **Credit Card Number**
5. Pilih **Payment Date**
6. Klik **Next**

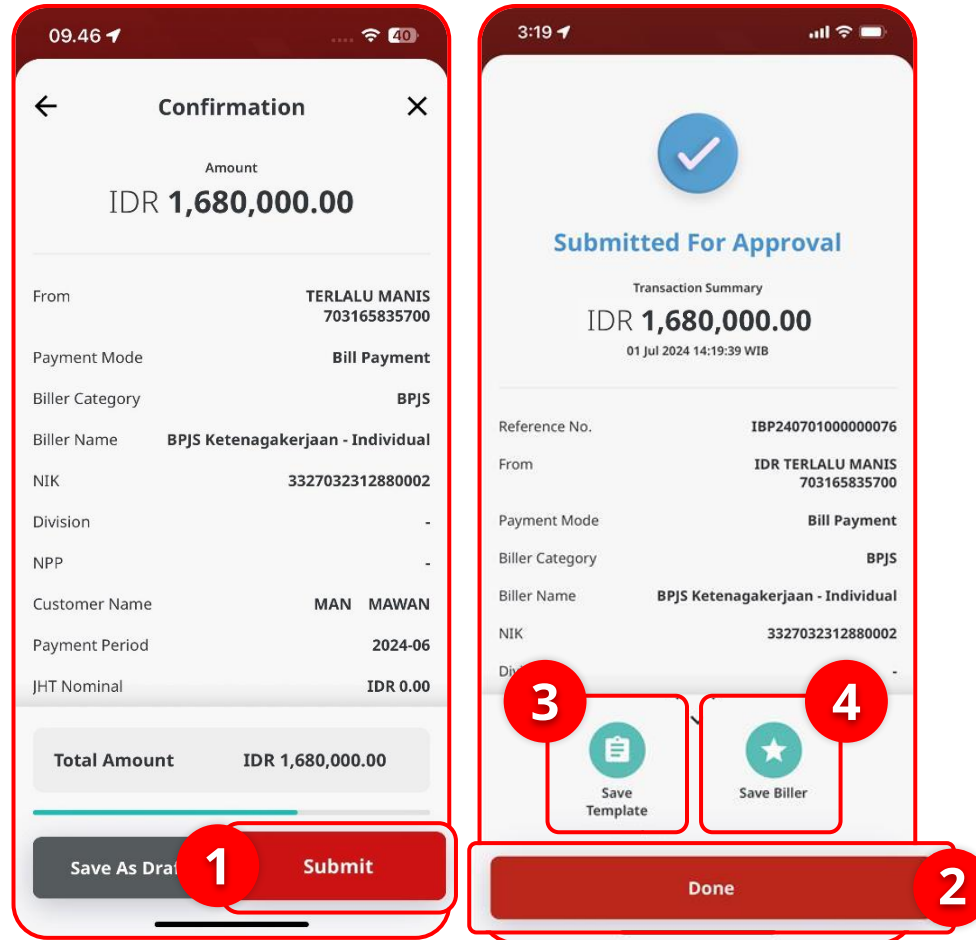
CATATAN: Bagian **Credit Card** akan hanya **muncul** jika **memilih Biller Name**:

- CIMB NIAGA JCB CARD
- CIMB NIAGA MASTERCARD
- CIMB NIAGA VISA CARD

Didalamnya akan terdapat 2 opsi yaitu, **Own Credit Card & 3<sup>rd</sup> Party Credit Card**. Bagian ini akan disembunyikan jika tidak memilih **Credit Card**

The image displays two sequential screenshots of the OCTO Biz mobile application's 'Bill Payment' screen. The left screenshot shows the 'Payment Date & Recurring' section, which includes a 'Method' section with 'Payment Date' and 'Recurring' options, and a 'Payment Date' field set to '22 May 2024'. A red box highlights this section, and a red circle with the number '1' is placed next to it. The right screenshot shows the 'Other Details' section, which includes fields for 'Enter Customer Reference No.', 'Enter Other Payment Details (Optional)', and 'Receipt Notification' with 'Send' and 'Don't Send' buttons. A red box highlights this section, and a red circle with the number '2' is placed next to it. Both screenshots have a red box at the bottom with a red circle containing the number '3'.

- 1 Pilih Tanggal Pembayaran
- 2 Lengkapi *Other Details*
- 3 Klik *Next*



Sistem Lalu menampilkan **Halaman Confirmation**

- 1 Tinjau ulang Transaksi, lalu **Klik Submit**
- 2 Sistem Lalu menampilkan **Halaman Acknowledgement** Klik **Done**

Informasi Tambahan:

- 3 **Save Template:** untuk menyimpan **Template Transaksi**
- 4 **Save Biller:** untuk menyimpan **Biller Transaksi**

Langkah melakukan **Approve Transaction**  
Kunjungi Halaman:

05

Mobile Token

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Hard Token

**Bill Payment**

# Transaction

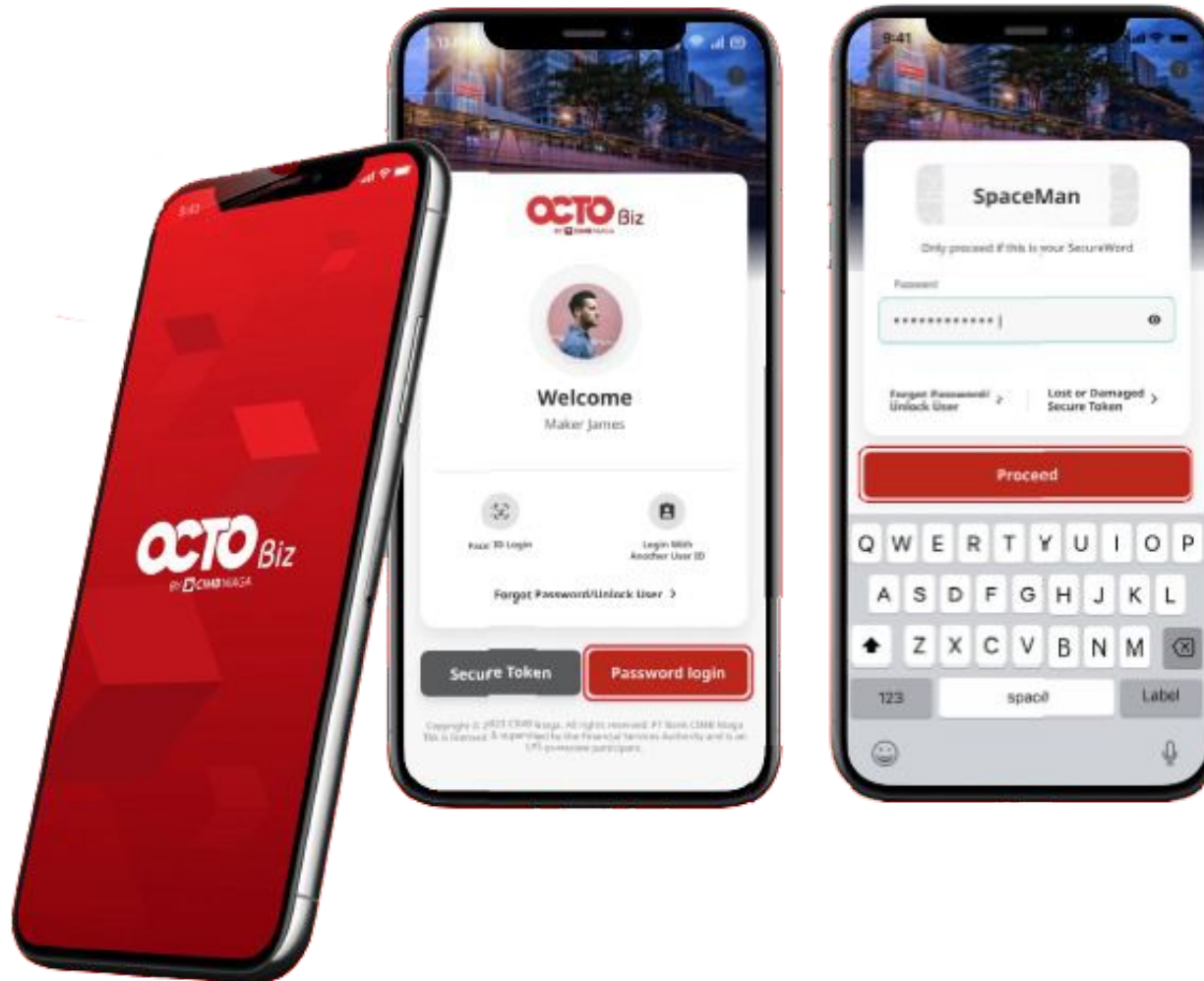
*Approve Transaction*

Bill Payment

# Approve Transaction

*Mobile Token*

Proses **approval transaksi** untuk user yang memiliki atau menggunakan **Mobile Token**



Login sebagai **Approver**

**1** Isi **Password**

**2** Klik **Proceed**

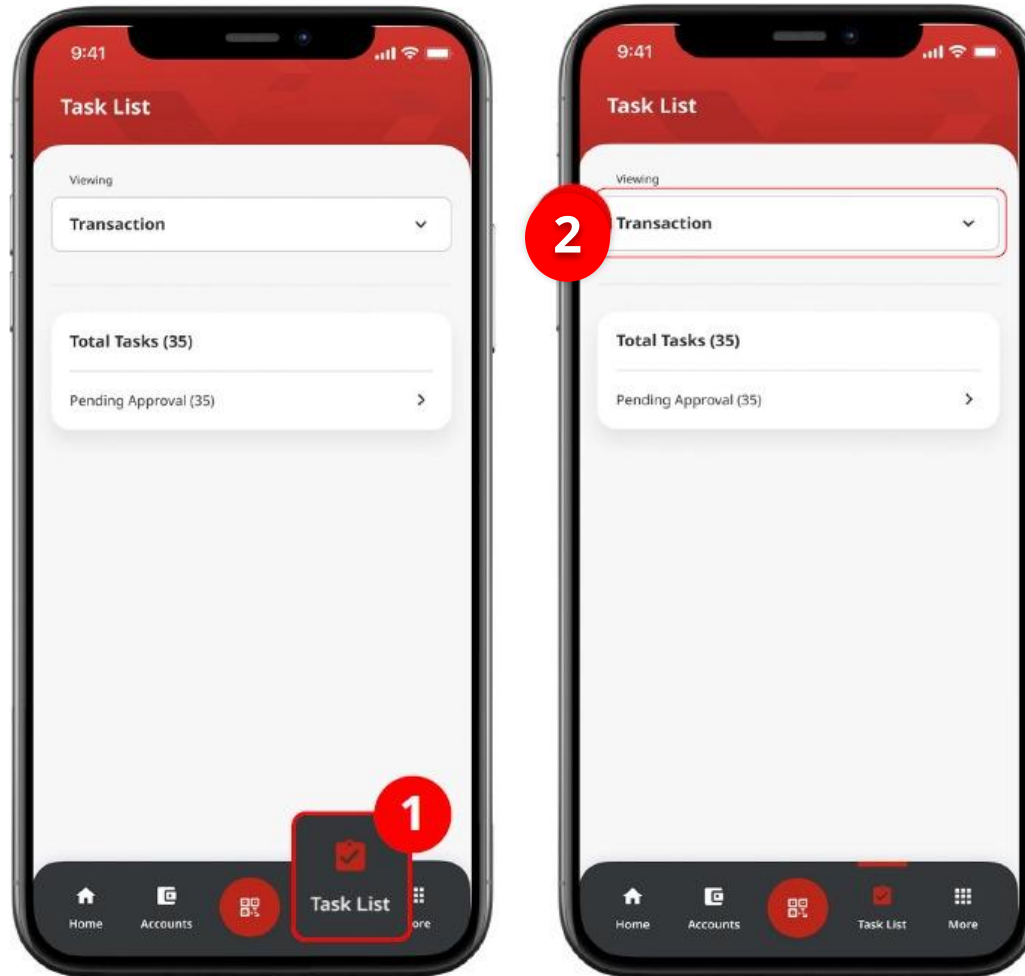
## LANGKAH

# 02

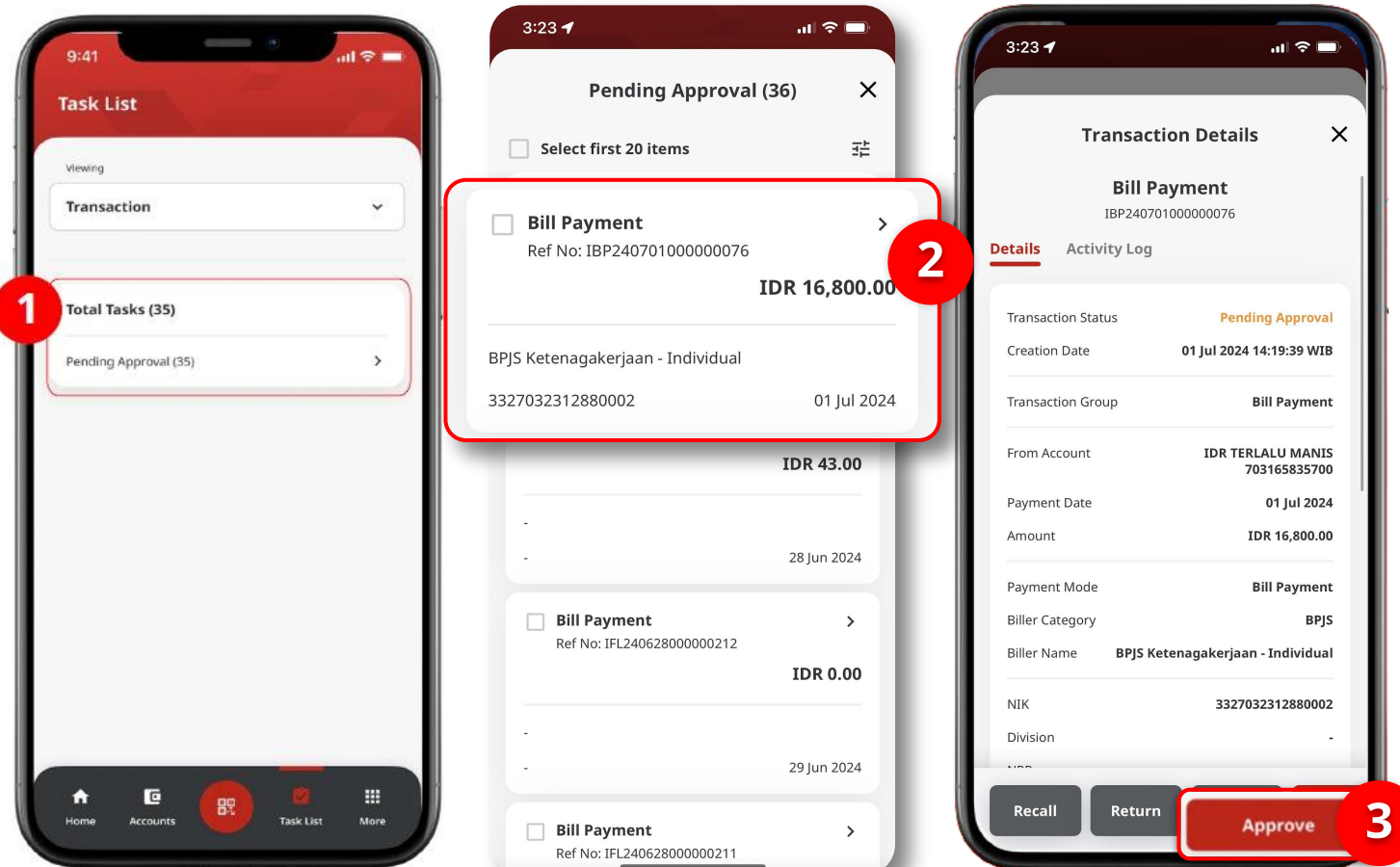
APPROVER

## Approve Transaction | Bill Payment

Menu: Task List > Approve



- 1 Arahkan pada menu dibawah, **klik *Task List***
- 2 Pilih ***Transaction*** sebagai *Viewing*



- 1 Pilih **Pending Approval**
- 2 Pilih Transaksi yang ingin di **Approve**
- 3 Tinjau Transaksi, Klik **Approve**

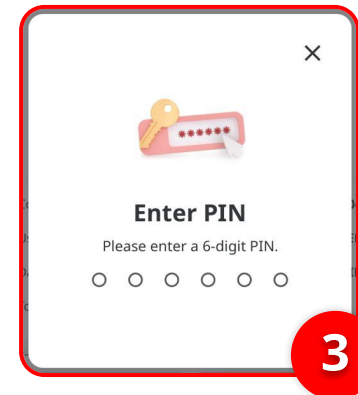
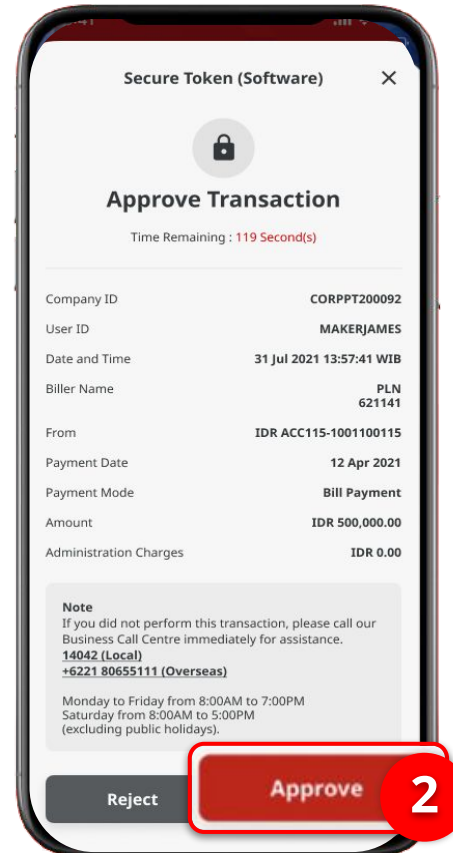
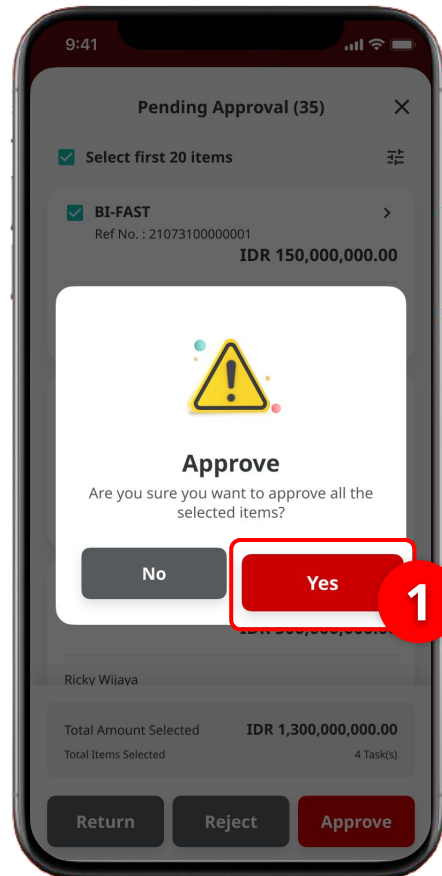
## LANGKAH

# 04

### APPROVER

## Approve Transaction | Bill Payment

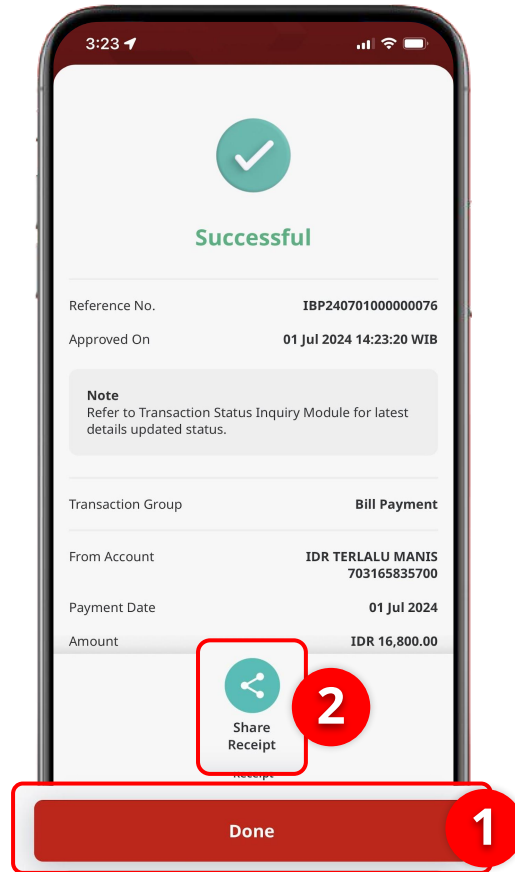
Menu: Task List > Approve



**1** Klik **Yes**

**2** Klik Tombol **Approve**

**3** Isi **6-Digit Pin**



**1** Jika **Transaksi berhasil**, akan masuk ke halaman **Successful**, Klik **Done**

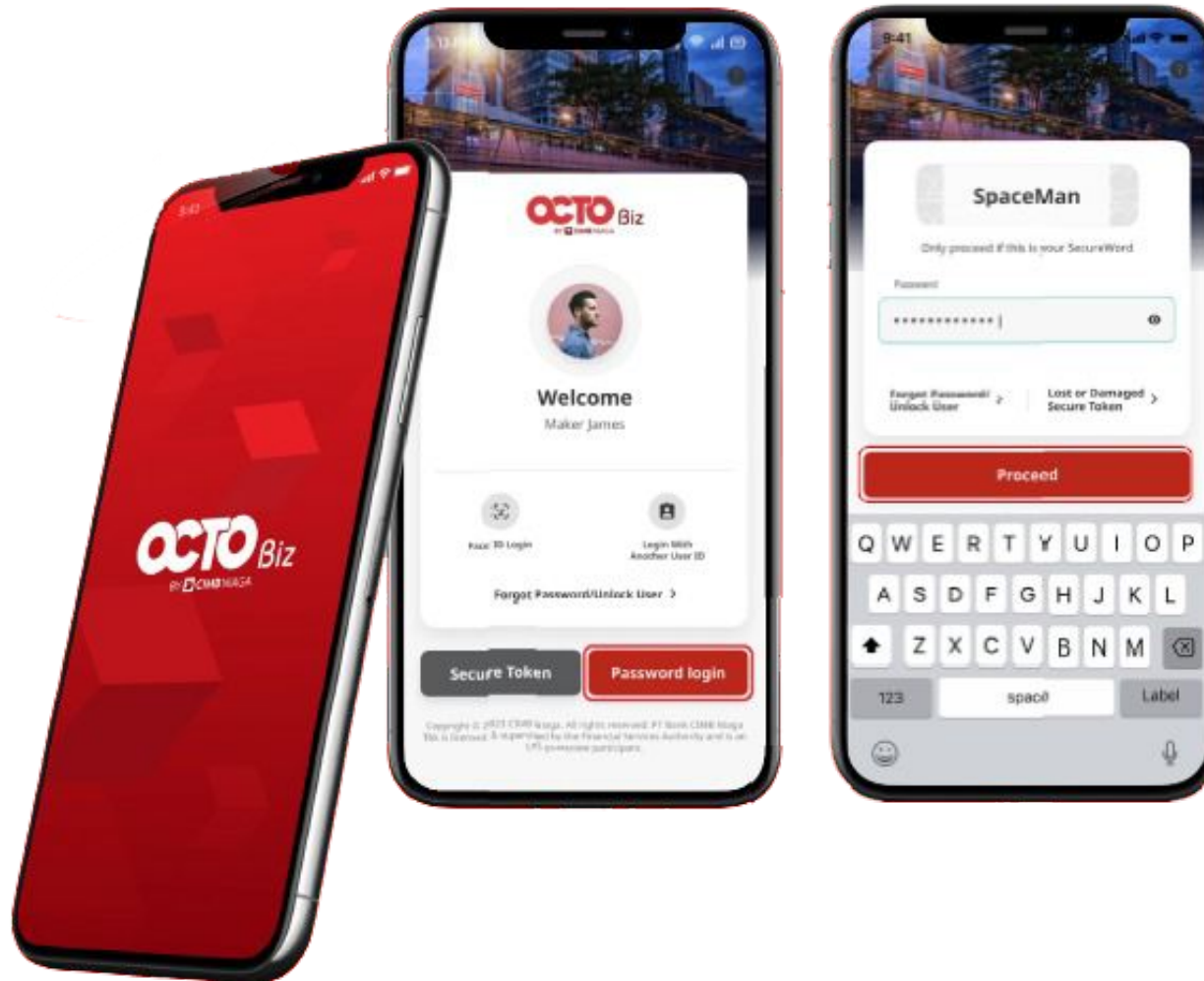
**2** Jika ingin **membagikan Receipt**, Klik **Share Receipt**

Bill Payment

# Approve Transaction

*Hard Token*

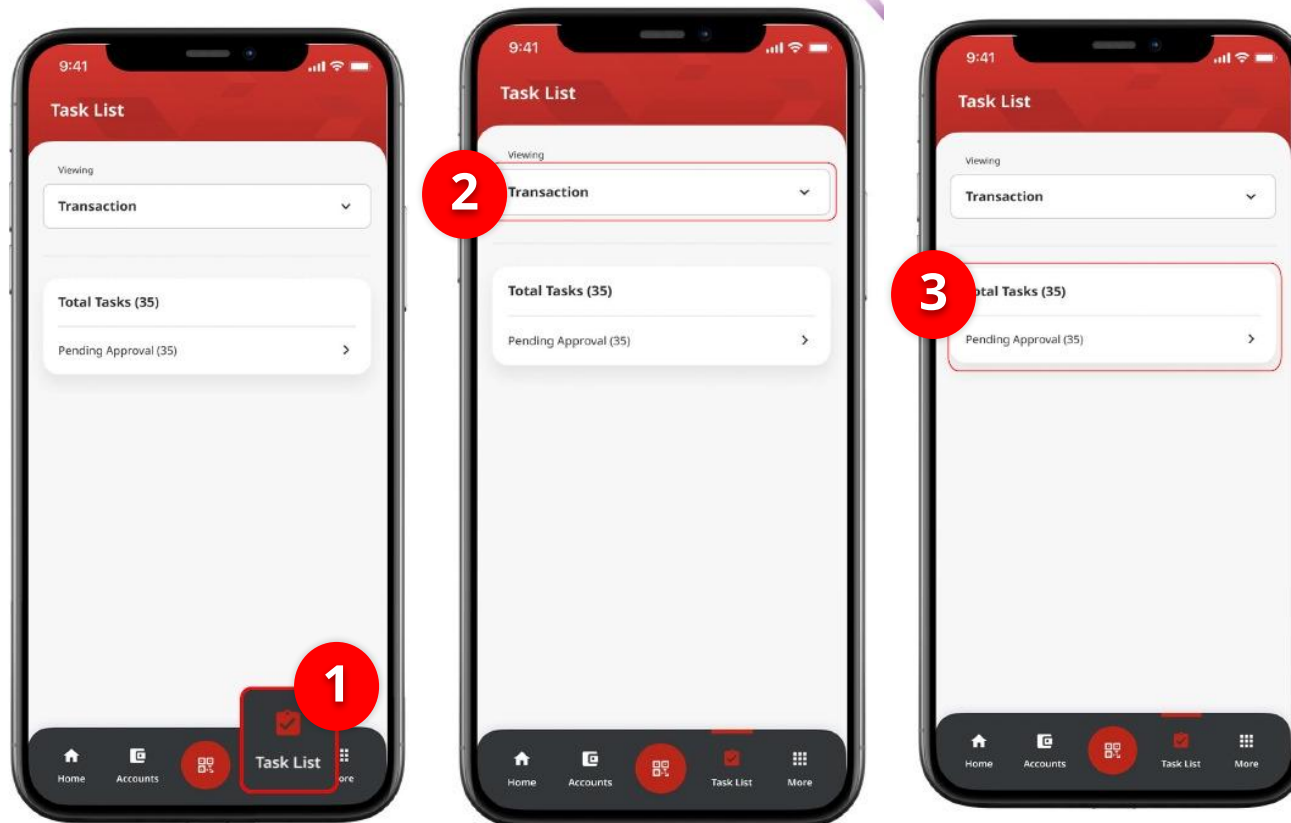
Proses **approval transaksi** untuk user yang memiliki atau menggunakan **Hard Token**



Login sebagai **Approver**

**1** Isi **Password**

**2** Klik **Proceed**



- 1 Arahkan pada menu dibawah, **klik *Task List***
- 2 Pilih ***Transaction*** sebagai *Viewing*
- 3 Pilih ***Pending Approval***

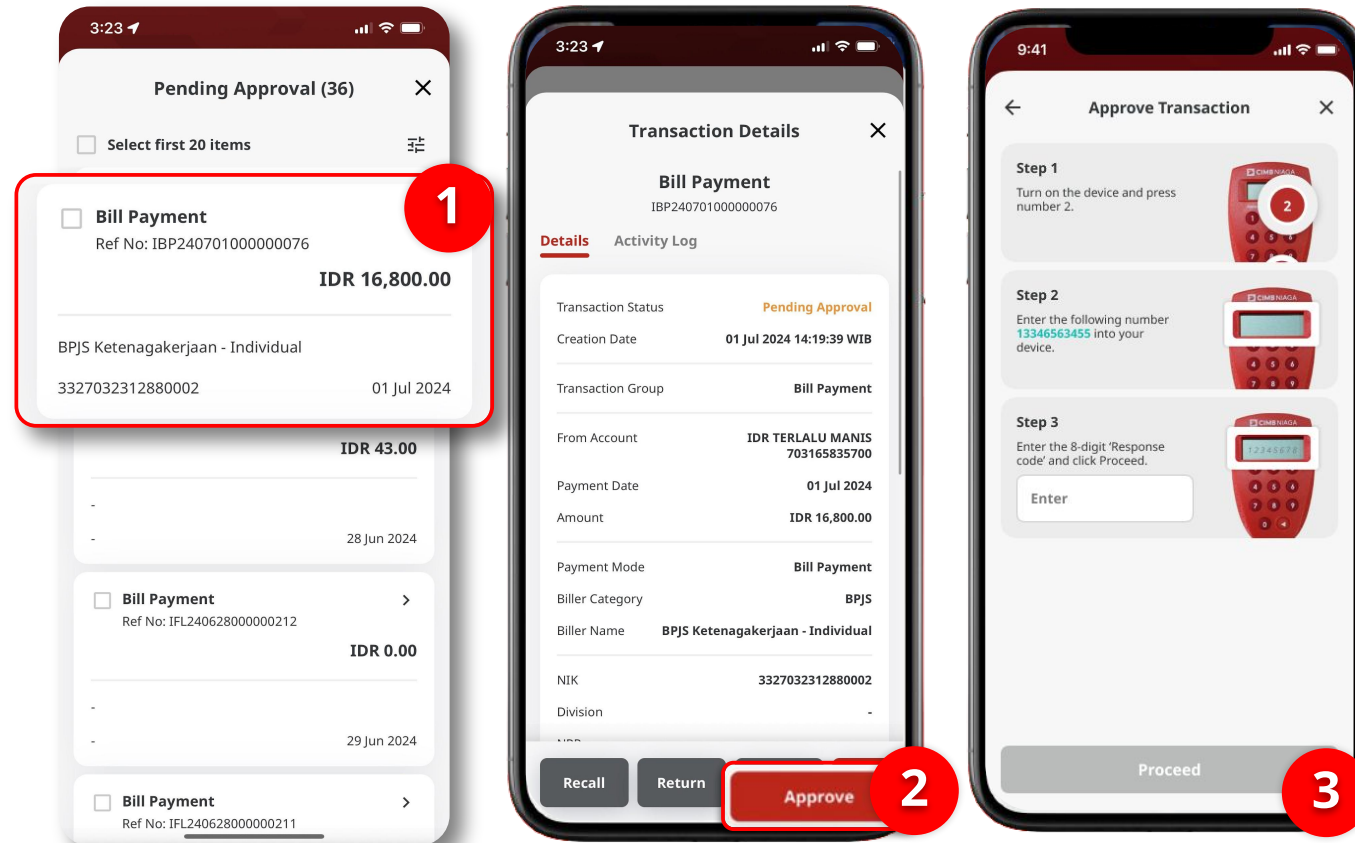
## LANGKAH

# 03

### APPROVER

## Approve Transaction | Bill Payment

Menu: Task List > Approve



**1** Pilih Transaksi yang ingin di **Approve**

**2** Tinjau Transaksi, Klik **Approve**

**3** Akan muncul **Halaman Approve Transaction**



- 1** Hidupkan Perangkat dengan Klik tombol **Play** pada perangkat **Hard-Token**
- 2** Masukkan **Secure Pin Number**
- 3** Jika **Pin Benar**, sistem akan menampilkan **"APLLI"** pada layar perangkat.
- 4** Klik **Tombol 2** untuk masuk ke fitur **Transaction Signing**

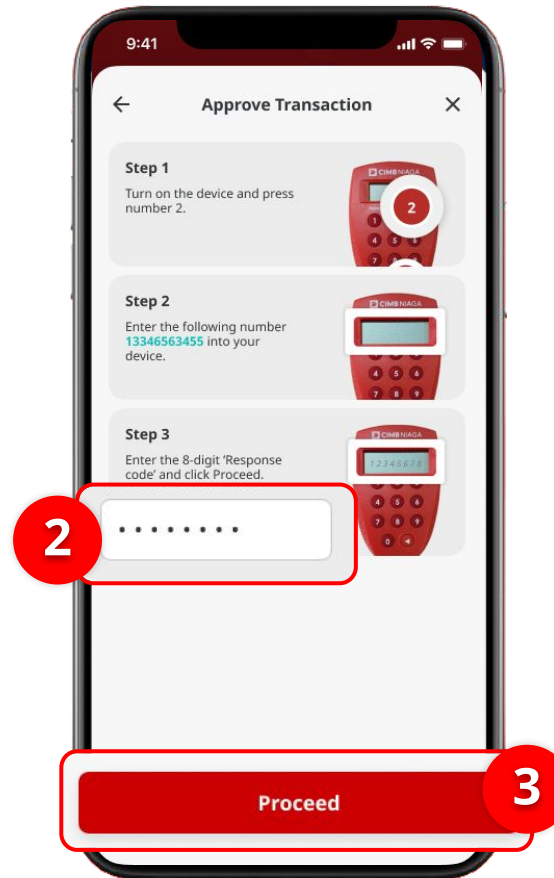
Step 2

Enter the following number into your device.

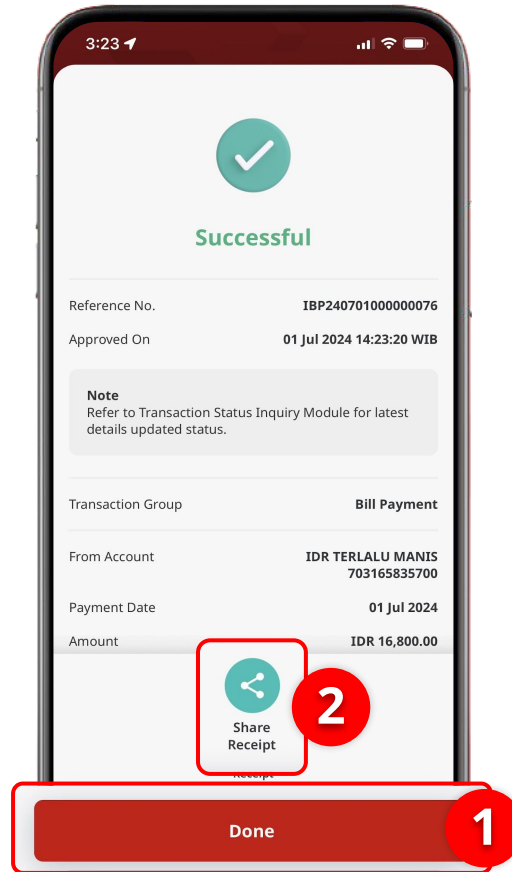
35710833



- 1 Masukan **Kode** yang muncul di **Pop-Up Box Mobile**
- 2 Klik Tombol **Play**



- 1 Perangkat **Hard Token** akan menampilkan 8-Digit Kode
- 2 Masukkan **Kode** ke **Box Approve Transaction**
- 3 Klik **Proceed**



**1** Jika **Transaksi berhasil**, akan masuk ke halaman **Successful**, Klik **Done**

**2** Jika ingin **membagikan Receipt**, Klik **Share Receipt**

**Bill Payment**

# **Non-Transaction**

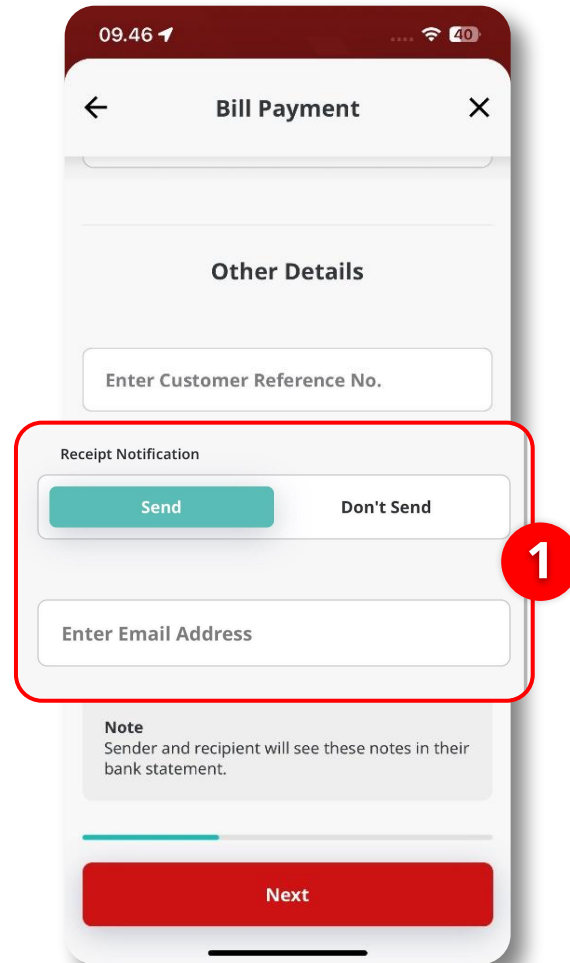
*Share Email Receipt*

*Download Receipt from TSi*

**Bill Payment**

# Non-Transaction

*Share Email Receipt*



09.46 1

Bill Payment

Other Details

Enter Customer Reference No.

Receipt Notification

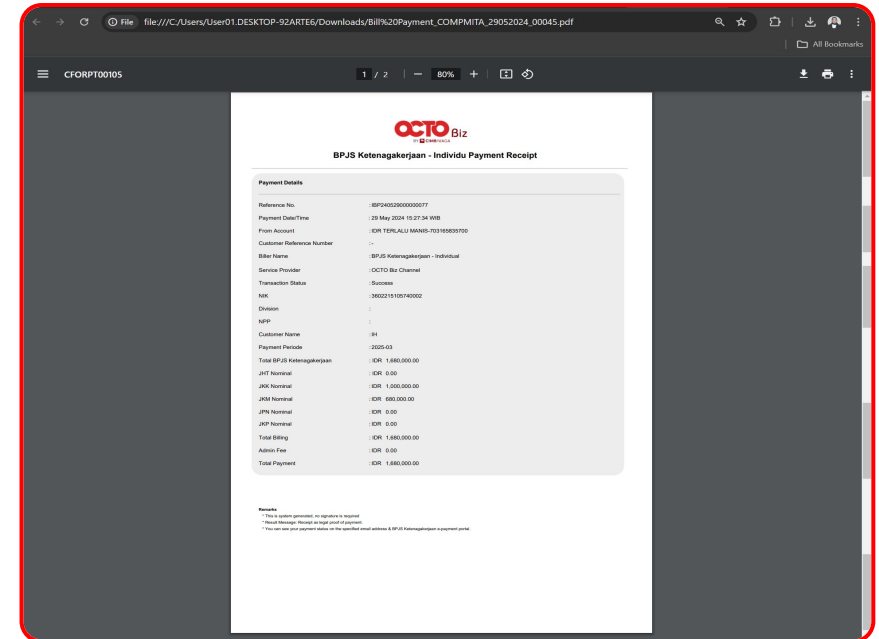
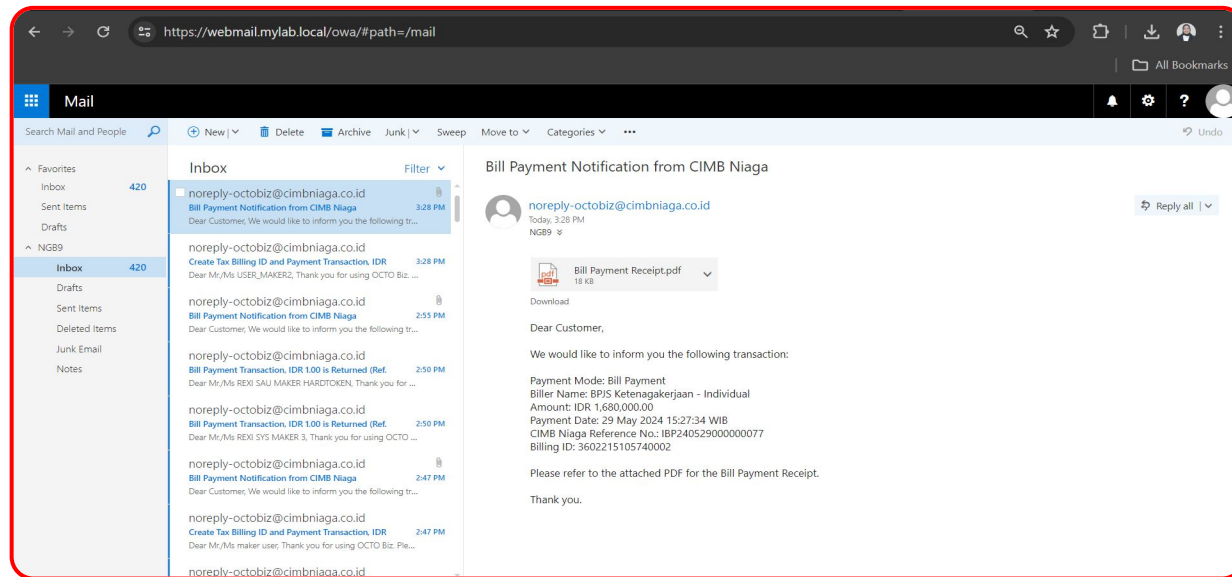
Send Don't Send

Enter Email Address

Note  
Sender and recipient will see these notes in their bank statement.

Next

- 1 Pastikan memilih **Send** pada **Other Details** saat **membuat transaksi**, lalu masukan **Email**

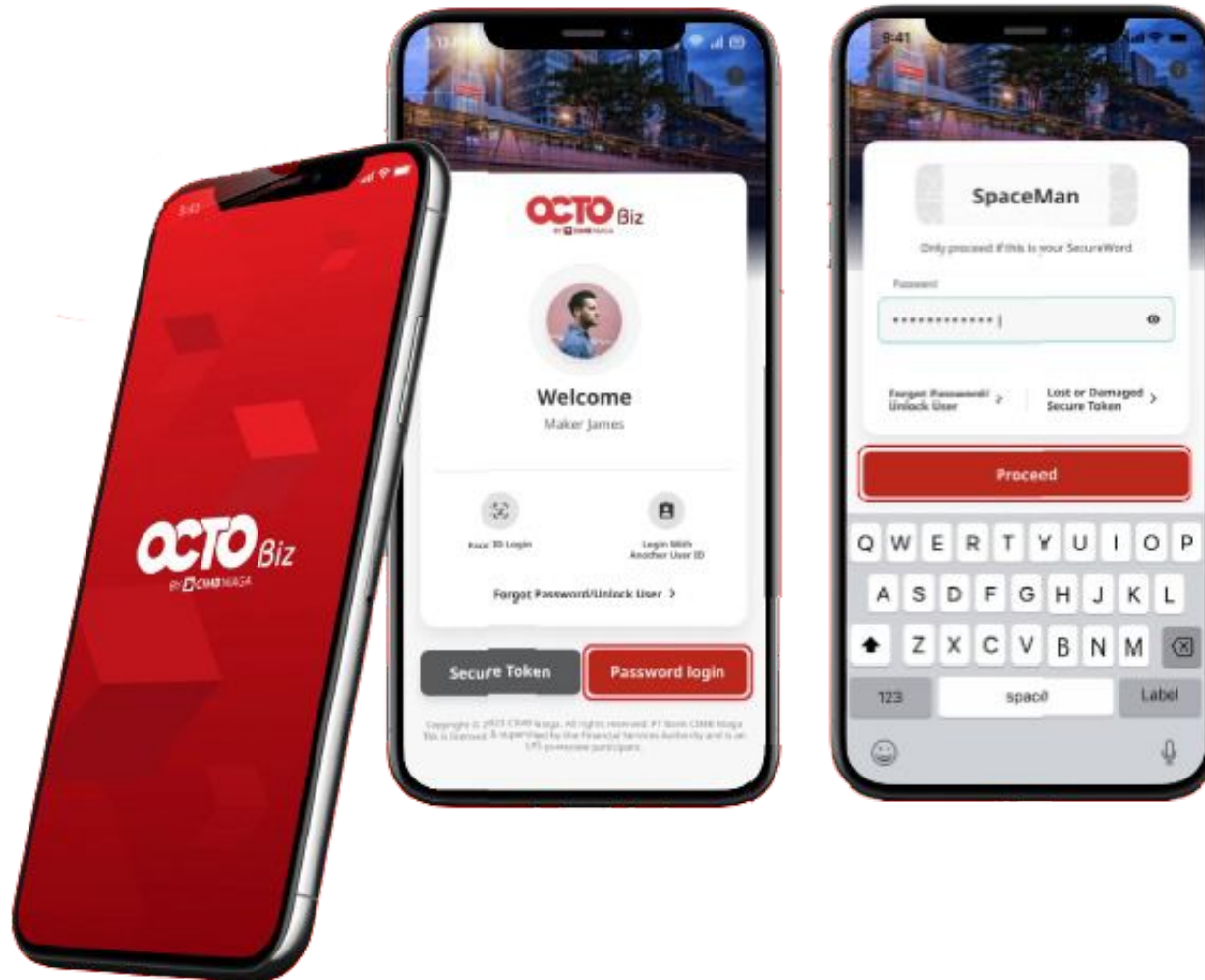


Sistem akan mengirimkan **Receipt** melalui **Email** yang di Input, Klik untuk melihat **Receipt**

**Bill Payment**

# **Non-Transaction**

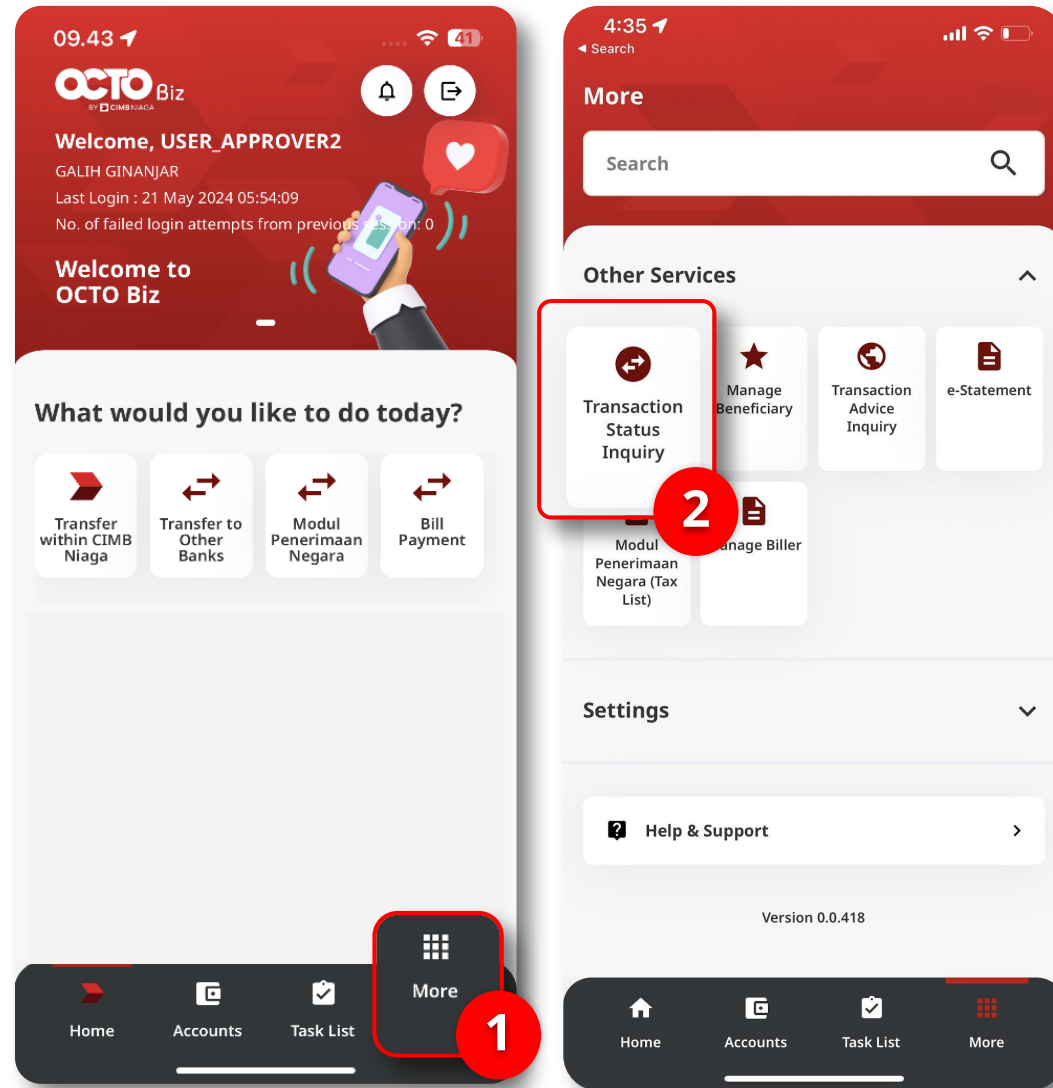
*Download Receipt fom TSI*



Login sebagai **Approver**

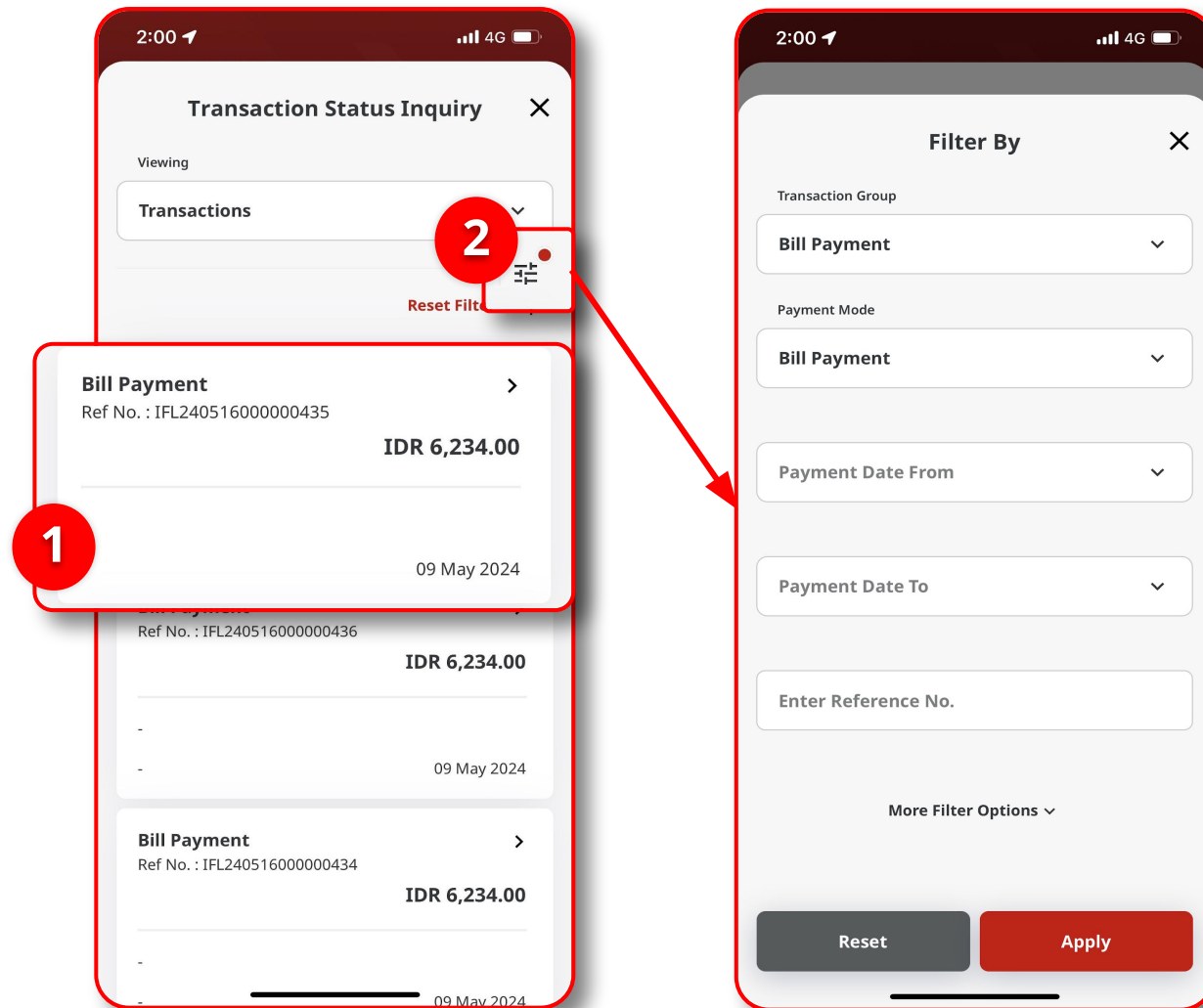
**1** Isi **Password**

**2** Klik **Proceed**

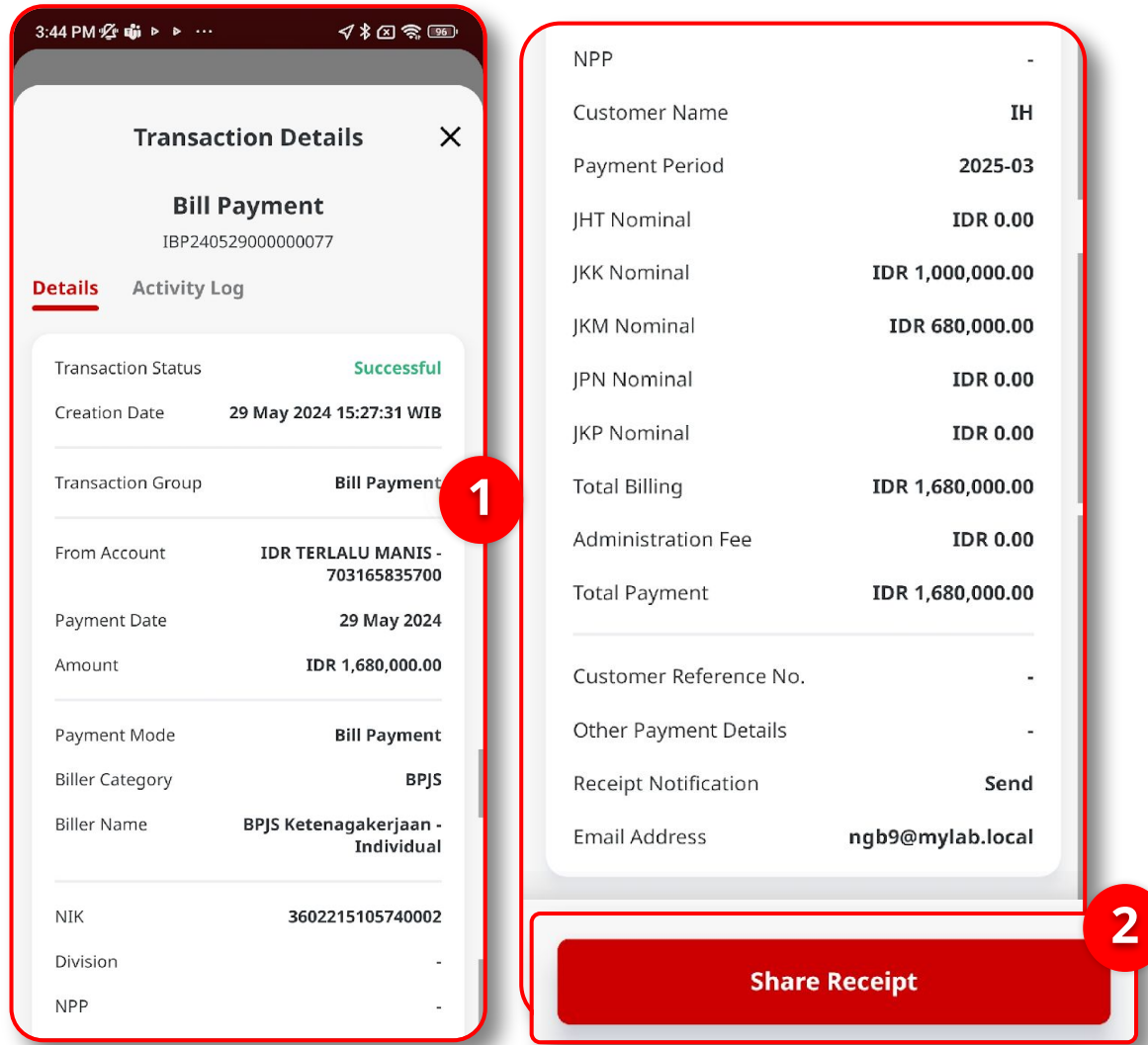


1 Klik Menu **More**

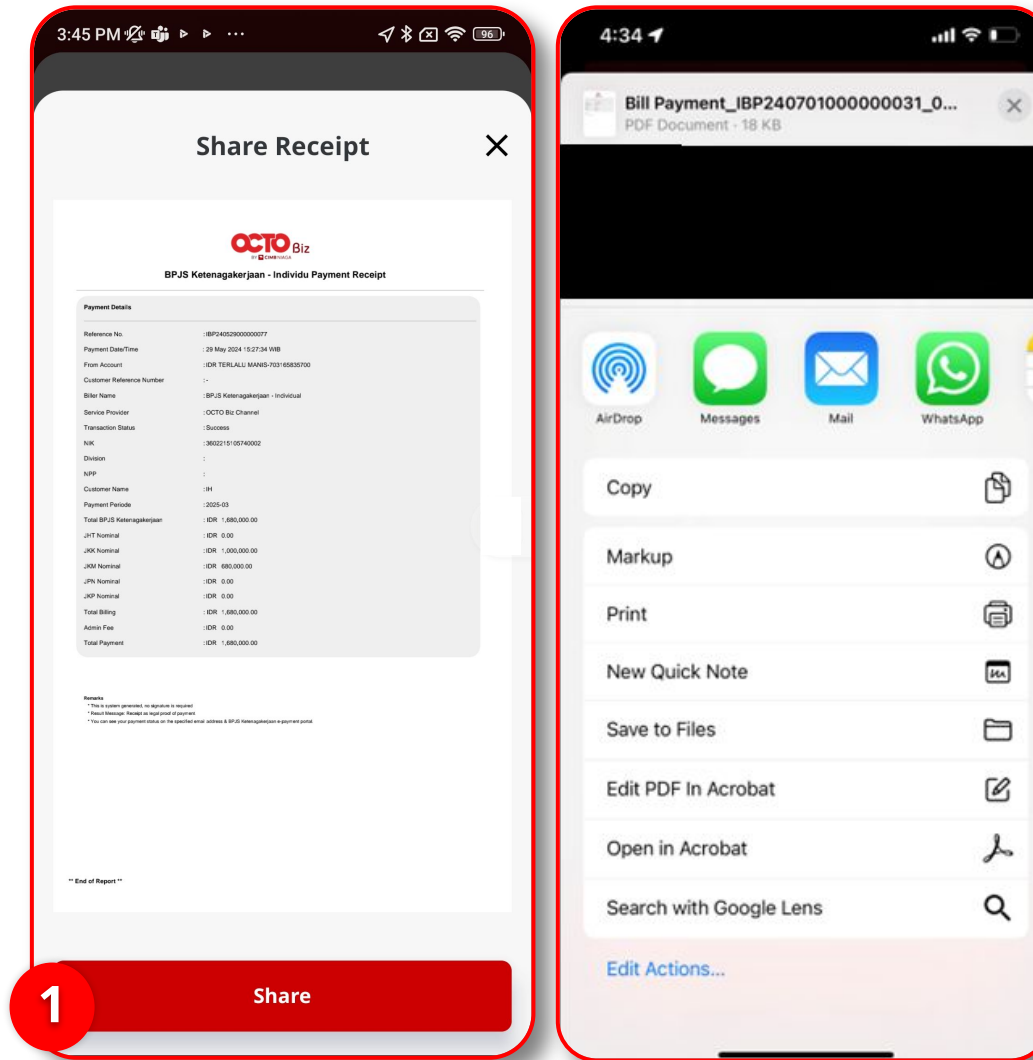
2 Klik **Transaction Status Inquiry**



- 1 Klik **Task**
- 2 Dapat melakukan **filter Transaksi** untuk mempermudah **pencarian Transaksi**



- 1 Sistem akan menampilkan **Transaction Details**
- 2 Klik **Share Receipt**



1 Klik **Share**, dan pilih dimana **Receipt** ingin di **simpan** atau di **share**



**OCTO** Biz  
BY  **CIMB NIAGA**

