

The OCTO Biz logo is prominently displayed in the center-right. 'OCTO' is in a large, bold, white, rounded sans-serif font, and 'Biz' is in a smaller, white, sans-serif font to its right.

Transaction

Bill Payment

Website

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

05

Transaction

38

Non-Transaction

Share & Download Email Receipt

Bill Payment

Transaction

Credit Card Payment

BPJS Ketenagakerjaan

Approval Process

Bill Payment

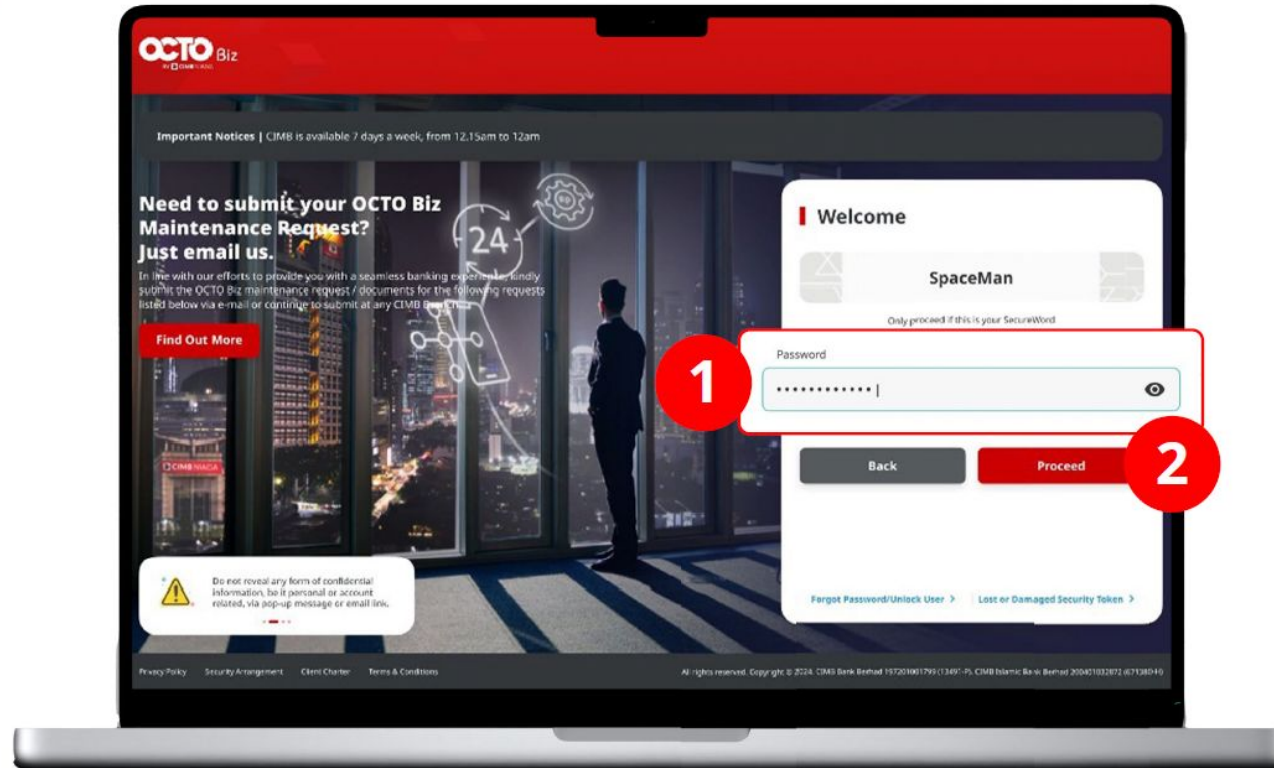
Create Transaction

Credit Card Payment



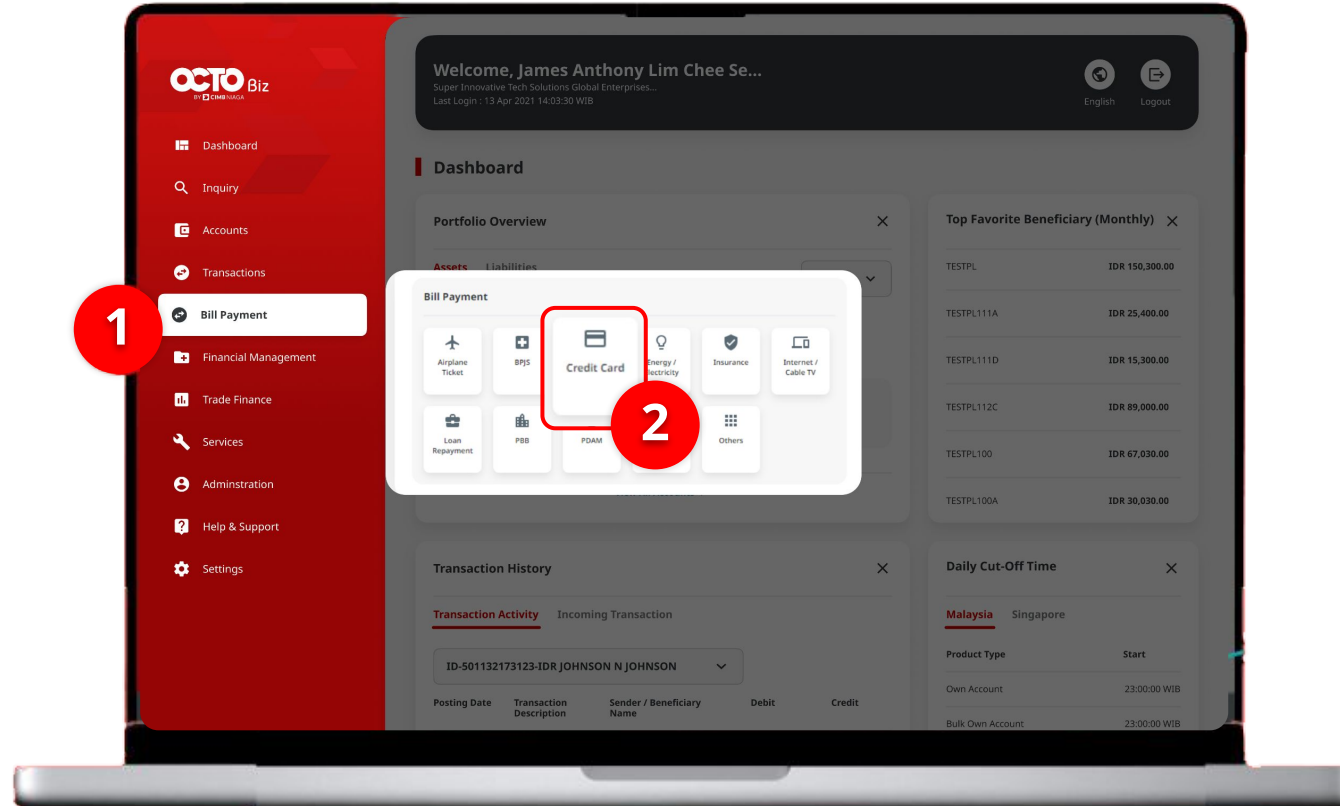
1 **Maker** Masuk dengan menggunakan **User & Company ID**

2 Klik **Next**



1 Isi **Password**

2 Klik **Proceed**



Sistem akan menampilkan halaman ***Dashboard***

1 Arahkan **Kursor** ke ***Bill Payment***

2 Klik **Credit Card**

1 Pada halaman *Data Payment Entry*, **Pilih From Account**

2 Pilih **Sumber Dana**

3 Klik **Next**

The screenshot shows the OCTO Biz Bill Payment interface. The left sidebar contains navigation options: Dashboard, Task List, Inquiry, Account, File Upload, Transactions, Bill Payment (highlighted), Services, Reporting, Help & Support, and Settings. The main content area is titled 'Welcome, MAKER' and shows the 'Bill Payment' section. The form includes the following fields and steps:

- Step 1:** Transaction Date (01 Oct 2025)
- Step 2:** Biller Name (CIMB NIAGA MASTER CARD)
- Step 3:** Credit Card Type (Own Credit Card)
- Step 4:** Credit Card No. (5289190003944436-IDR JADA ZZZZZ RAYMOND)
- Step 5:** Transaction Currency (IDR - Indonesia Rupiah) and Amount (250,000.00)
- Step 6:** Next button

Other details include a 'Send Template' button, a 'Recurring transfer' checkbox, and a 'Save Billers' button. The bottom of the form has a 'Note' section and buttons for 'Add Another Transaction', 'Save as Draft', and 'Next'.

1 Masukan **tanggal transaksi**

2 Pilih **Biller name** yang sesuai

3 Pilih **Credit Card type**

4 Masukkan **Credit Card no***

5 Sistem akan menampilkan **nominal transaksi**

6 Jika sudah sesuai, klik **Next**

CATATAN:

* Jika memilih **Own Credit Card** pada *Credit Card type*, silahkan **pilih** nomor *credit card* yang tertaut

Jika memilih **3rd Party Credit Card, silahkan **masukkan nomor credit card**

Welcome, MAKER

Label

Transaction Group

Transaction Group *

Bill Payment

Sender Details

From Account *

70093282000 IDR ANA MELANI PUSHTASARI

Payment Date *

01 Oct 2025

Payment Mode *

Bill Payment

Recurring transfer

Biller Details

Biller Category *

Credit Card

Biller Name *

CTMB NDAGA MASTER CARD

Credit Card Type *

Own Credit Card

Transaction Details

Credit Card No. *

5281900394436-028 JAGA ZZZZZ RAYMOND

Transaction Currency *

IDR - Indonesia Rupiah

Amount *

250,000.00

Customer Name *

END PRAJITIO

Payment Due Date *

2025-10-01

Other Details

Customer Reference No. *

Enter

Other Payment Details *

Enter

Receipt Notification

Send

Don't Send

Note

Please be aware that charges displayed are indicative and are subject to change by the Bank without prior notice. The charges displayed may differ from the ones used to execute the transaction(s). Actual debited amount can be viewed in Transaction History after the Bank has executed the transaction(s).

Add Another Transaction

1 Submit

Tinjau Ulang Transaksi

1 Klik **Submit**

WELCOME, MAKER

Label: ANA MELANE PUSPITASARI
Last Login: 01 Oct 2025 13:30:53 WIB
No. of failed login attempts from previous session: 0

Notification Helpdesk English FAQ Logout

Bill Payment > Acknowledgement

Submitted for approval ✓

Reference No. : 887251011000000008 Submitted On : 01 Oct 2025 13:30:53 WIB

Transaction Group

Transaction Group: Bill Payment

Sender Details

From Account IDR ANA MELANE PUSPITASARI - 760952842000	Payment Mode Bill Payment	Payment Date 01 Oct 2025
---	------------------------------	-----------------------------

Bill Details

Billor Category Credit Card	Billor Name CIMB NIAGA MASTER CARD	Credit Card Type Own Credit Card
--------------------------------	---------------------------------------	-------------------------------------

Transaction Details

Credit Card No. 528919003044436 - IDR JADA ZZZZZ RAYMOND	Transaction Currency IDR - Indonesia Rupiah	Amount 250,000.00	Customer Name END PRASETYO
Payment Due Date 2025-10-01			

Other Details

Customer Reference No. -	Other Payment Details -	Receipt Notification Don't Send
-----------------------------	----------------------------	------------------------------------

Print Save As Template Save Biller Make Another Transaction

Sistem Lalu menampilkan
Halaman Acknowledgement

Langkah melakukan
Approve Transaction
Kunjungi Halaman:

33 Mobile Token

42 Hard Token

Bill Payment

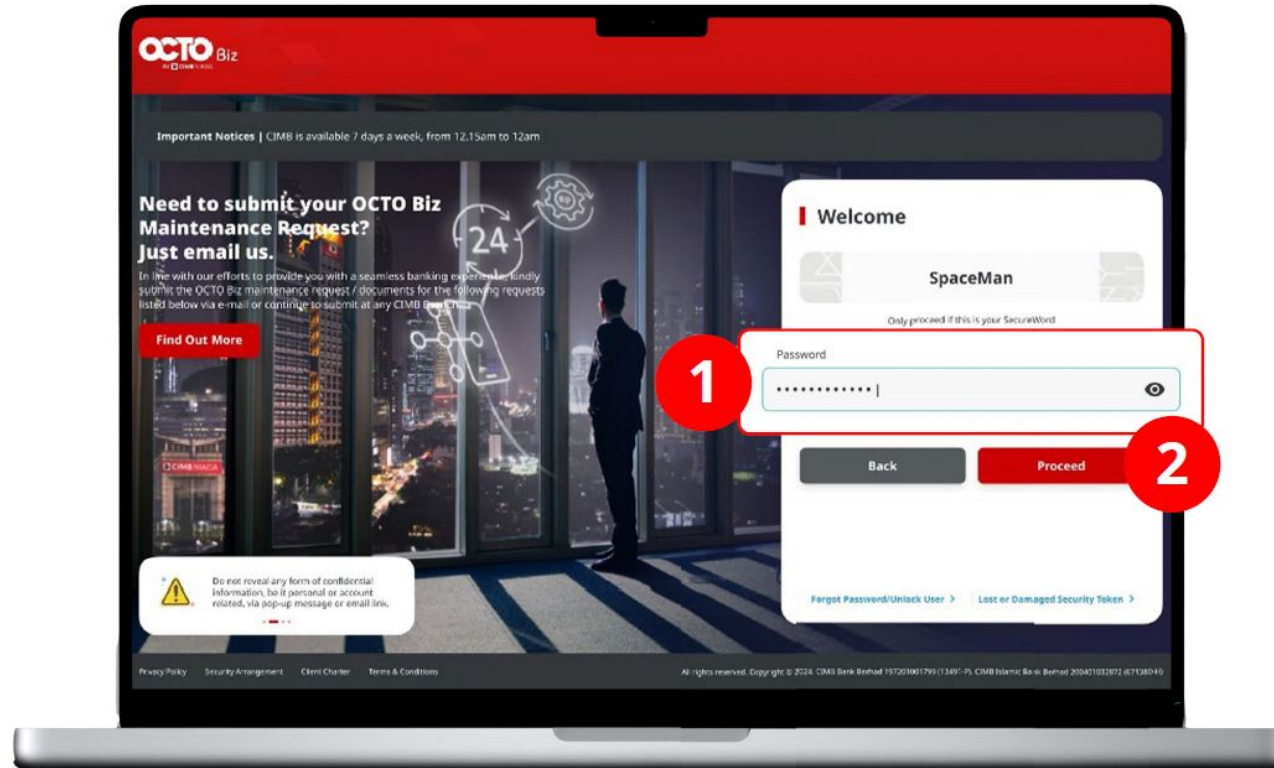
Create Transaction

BPJS Ketenagakerjaan



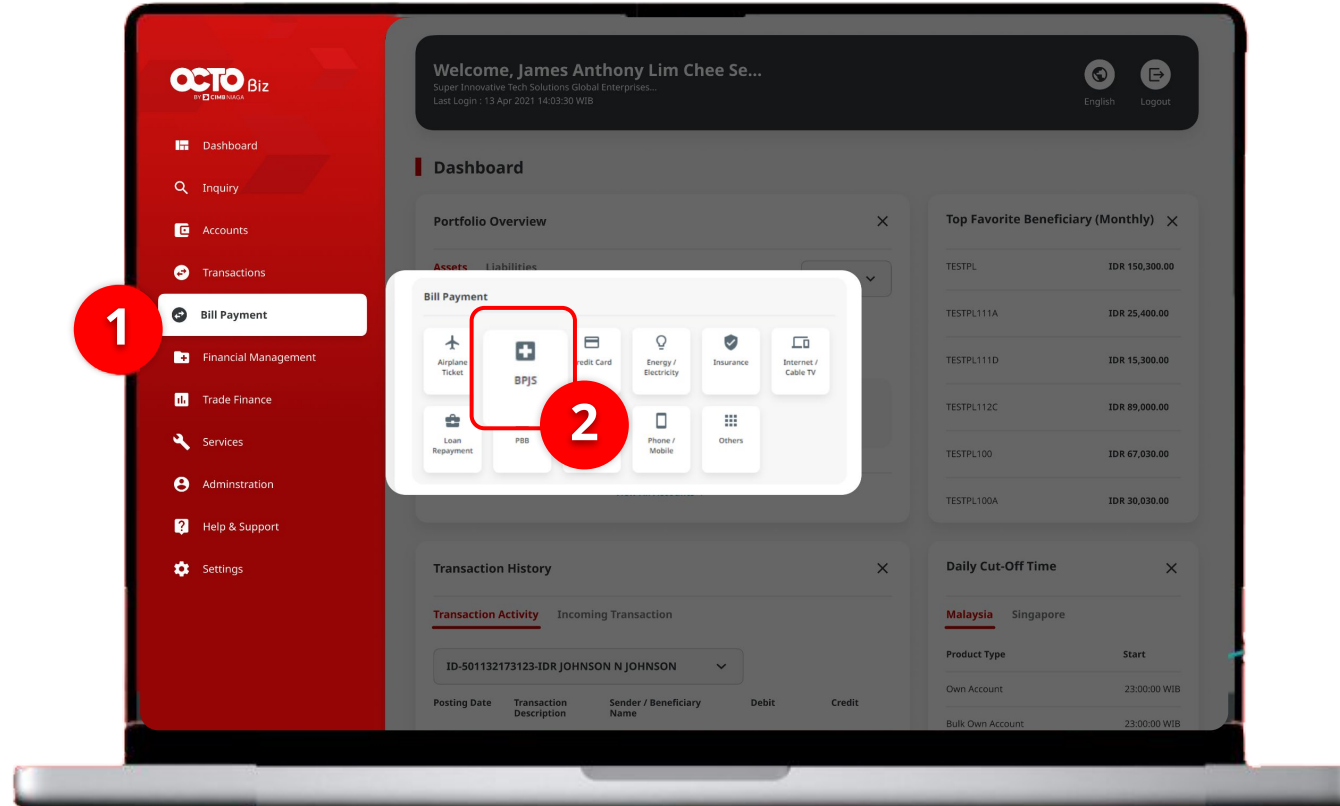
1 **Maker** Masuk dengan menggunakan **User & Company ID**

2 Klik **Next**



1 Isi **Password**

2 Klik **Proceed**



Sistem akan menampilkan Halaman ***Dashboard***

1 Arahkan kursor ke ***Transaction***

2 Klik **BPJS**

The screenshot shows the 'Bill Payment' interface. Step 1 points to the 'From Account' dropdown menu. Step 2 points to the 'Your Account Listing' modal, which contains a table of accounts. Step 3 points to the 'Next' button at the bottom right of the modal.

Transaction Group

Transaction Group *
Bill Payment

Sender Details

From Account *
Select

Payment Mode *
Bill Payment

Payment Date *
19 Jun 2024

☐ Recurring transfer

Your Account Listing

Search By
Account Name Account No. Account Name

Search

Account Name	Account No.	Account Balance
INTBM WAHYU	703057606100	IDR 1,883,242,330,088.76
ANGIN TOLAK	800152518600	IDR 39,939,720,962.35
ANGIN TOLAK	800152538600	IDR 676,799,649.85
ANGIN TOLAK	800152541700	IDR 1,128,901,523.04
ANGIN TOLAK	800152553600	IDR 296,843,138.01

Cancel Next

1 Pada halaman *Data Payment Entry*, **Pilih From Account**

2 Pilih **Sumber Dana**

3 Klik **Next**

LANGKAH

05

MAKER

The screenshot shows the OCTO Biz Bill Payment interface. The left sidebar contains navigation options: Dashboard, Inquiry, Accounts, Transactions, Bill Payment (selected), Financial Management, Trade Finance, Services, Administration, Help & Support, and Settings. The main content area is titled 'Bill Payment' and includes a 'Transaction Group' section with a dropdown menu. Below this is the 'Sender Details' section with fields for 'From Account' (IDR ACC115-1001100115), 'Payment Mode' (Bill Payment), and 'Payment Date' (10 Jan 2023). The 'Bill Details' section shows 'Bill Category' (BPJS) and 'Bill Name' (BPJS Ketenagakerjaan - Individu). The 'Transaction Details' section contains a table with transaction information, including NIK (621141), Division, Customer Name (Crystal Natalia), and various payment amounts. The 'Other Details' section includes fields for 'Customer Reference No.', 'Other Payment Details', 'Receipt Notification' (Send/Don't Send), and 'Email Address' (random@hotmail.com). At the bottom, there are buttons for 'Add Another Payment', 'Save as Draft', and 'Next'.

BPJS Ketenagakerjaan | Bill Payment

Menu: Transaction > SKN

- 1 Pilih **Biller Name** yang sesuai. Sebagai Contoh: **BPJS Ketenagakerjaan - Individu**
- 2 Masukan **NIK Transaksi** yang ingin dilakukan. **Sistem akan Otomatis** mengisi seluruh **Detail** pada Bagian **Transaction Detail**
- 3 Lengkapi Bagian **Other Details**
- 4 Klik **Add Another Payment**

The screenshot shows the 'Bill Payment (Multiple)' form. It is divided into several sections: 'Transaction Group' with a dropdown and a 'Save Template' button; 'Sender Details' with fields for 'From Account', 'Payment Made', 'Payment Date', and a 'Recurring transfer' checkbox; 'Biller Details' with 'Biller Category' and 'Biller Name' dropdowns; and 'Other Details' with 'Customer Reference No.', 'Other Payment Details', 'Receipt Notification' (Send/Don't Send), and 'Email Address'. Below these is a table of transactions with columns for 'Biller Name', 'Billing ID', 'Amount', and 'Action'. The table contains two entries for BPJS Ketenagakerjaan. At the bottom are 'Save as Draft' and 'Next' buttons. Red boxes and numbers 1-4 highlight the following elements: 1. The 'Biller Details' section. 2. The 'Add Another Transaction' button. 3. The transaction table. 4. The 'Next' button.

Sistem akan menampilkan halaman **Bill Payment (Multiple)**

- 1 Isi Seluruh bagian **Biller Details**
- 2 Klik **Add Another Transaction**
- 3 Transaksi akan secara otomatis **bertambah pada tabel**
- 4 Klik **Next**

Bill Payment (Multiple) > Review Details

Transaction Group

Transaction Group

Bill Payment

Sender Details

From Account

IDR TERLALU MANIS - 703165835700

Payment Mode

Bill Payment

Payment Date

22 May 2024

2 item(s)

Biller Name	Billing ID	Amount	Administration Charges
BPJS Ketenagakerjaan - Individual	3602215105740002	IDR 1,680,000.00	IDR 0
BPJS Ketenagakerjaan - Individual	3216062501950015	IDR 3,680,000.00	IDR 0
Total Amount : IDR 5,360,000.00		Total Charges : IDR 0.00	

Back

1 Submit

Sistem akan mengarahkan ke Halaman **Review Details**, Tinjau Ulang Transaksi

1 Klik **Submit**

Bill Payment (Multiple) > Acknowledgement

Submitted for approval 

Reference No. : IFL240522000000066 Submitted On : 22 May 2024 12:56:19 WIB

Transaction Group

Transaction Group
Bill Payment

Sender Details

From Account
IDR TERLALU MANIS - 703165835700

Payment Mode
Bill Payment

Payment Date
22 May 2024

2 item(s)

Reference No.	Billor Name	Billing ID	Amount	Administration Charges
IBP2405220000000096	BPJS Ketenagakerjaan - Individual	3602215105740002	IDR 1,680,000.00	IDR 0
IBP2405220000000095	BPJS Ketenagakerjaan - Individual	3216062501950015	IDR 3,680,000.00	IDR 0

Total Amount : IDR 5,360,000.00 | Total Charges : IDR 0.00

[Print](#) [Save As Template](#) [Make Another Transaction](#)

Sistem Lalu menampilkan
Halaman Acknowledgement

Langkah melakukan
Approve Transaction
Kunjungi Halaman:

33 Mobile Token

42 Hard Token

Bill Payment

Approve Transaction

Mobile Token

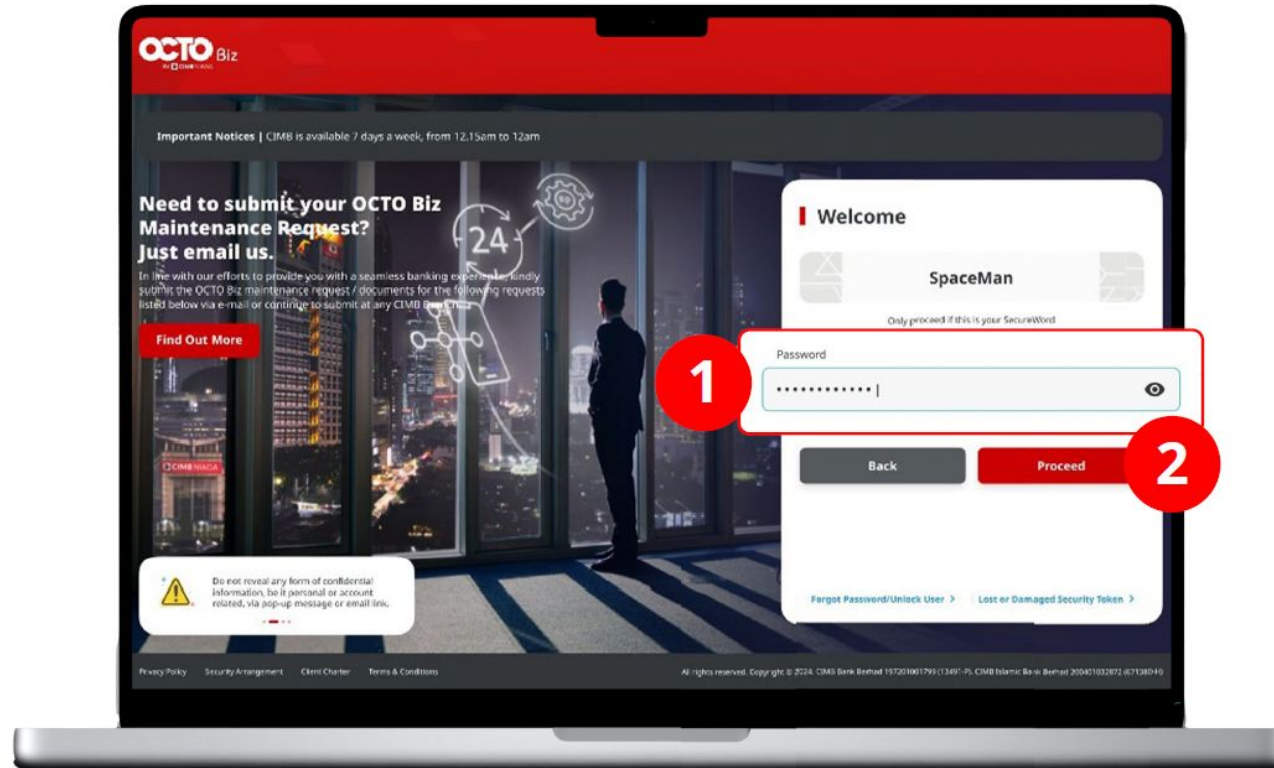
Hard Token

Bill Payment

Approve Transaction

Mobile Token

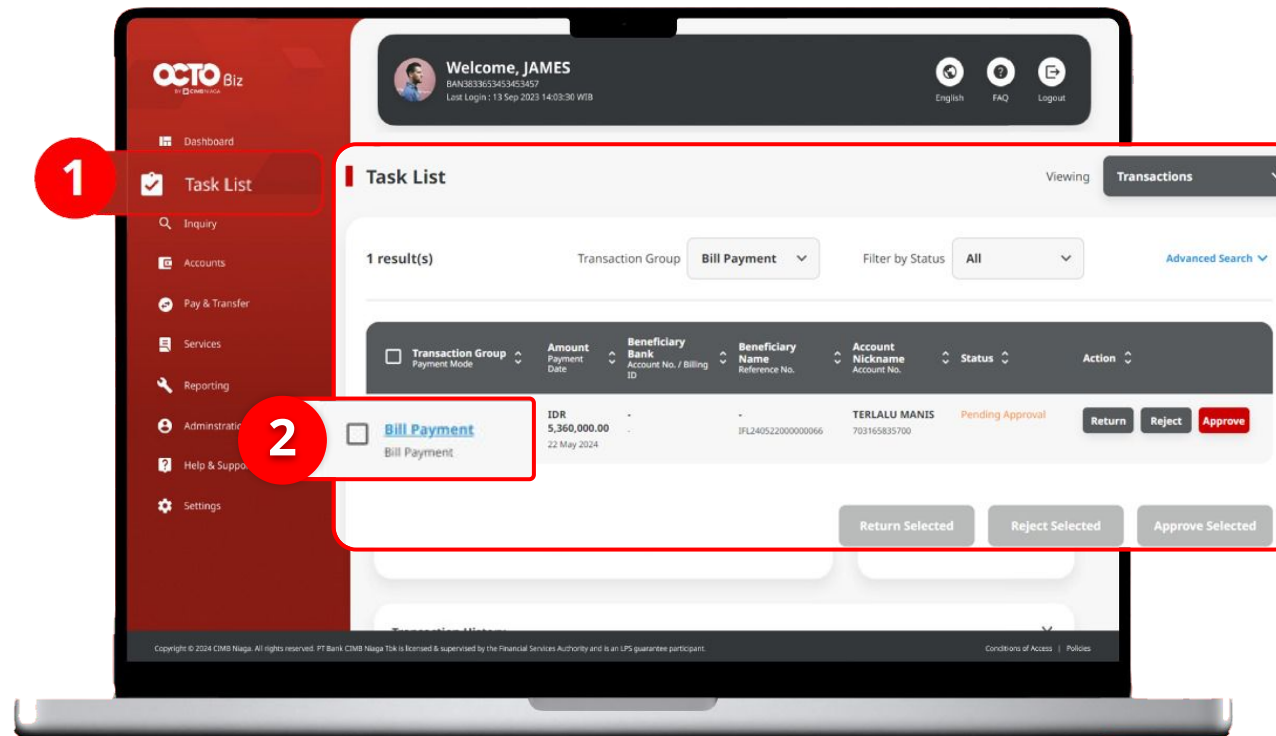
Proses **approval transaksi** untuk user yang memiliki atau menggunakan **Mobile Token**



Login sebagai **Approver**

1 Isi **Password**

2 Klik **Proceed**



1 Arahkan pada menu disamping, **klik Task List**

2 Klik **Hyperlink** transaksi yang diinginkan

LANGKAH

03

APPROVER

WELCOME, APPROVER

Task List > Details

Transaction Status: **Pending Approval**

Creation Date: 01 Oct 2025 13:38:53 WIB | Reference No: BPFS1001000000000

Transaction Group: Bill Payment

Sender Details

From Account: 70092543000-IDR ANA MELANI PUSHTIGARI	Payment Mode: Bill Payment	Payment Date: 01 Oct 2025
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Biller Details

Biller Category: Credit Card	Biller Name: CIMB NIAGA MASTER CARD	Credit Card Type: Own Credit Card
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Transaction Details

Credit Card No: 5189190003944430 - IDR JADA ZZZZ BAYUNOH	Transaction Currency: IDR - Indonesia Rupiah	Amount: 250,000.00	Customer Name: END PRASETIO
Payment Due Date: 2025-10-01			

Other Details

Customer Reference No: 1	Other Payment Details: 1	Receipt No/Ref: Bank's Bank
--------------------------	--------------------------	-----------------------------

Note
Please be aware that charges displayed are indicative and are subject to change by the Bank without prior notice. The charges displayed may differ from the ones used to execute the transaction(s). Actual debited amount can be viewed in Transaction History after the Bank has executed the transaction(s).

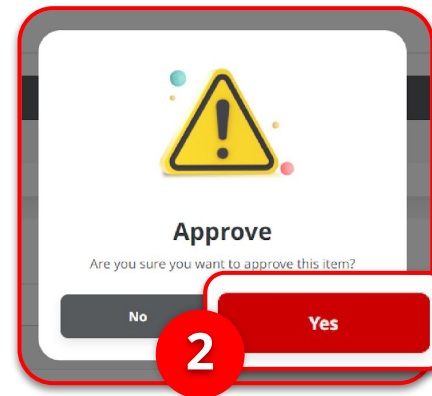
User Activities

User	Activities	Status / Time	Remark
MAKSI - MAKSI	Submit	01 Oct 2025 13:38:53 WIB	

Remark

Remarks: Enter

Buttons: Back, Return, **Approve** (highlighted with a red circle and number 1)



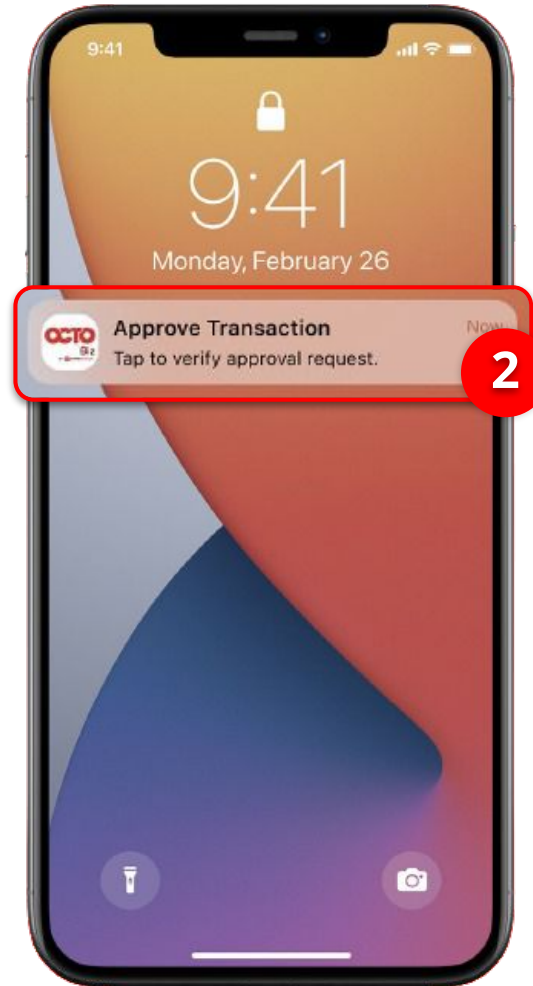
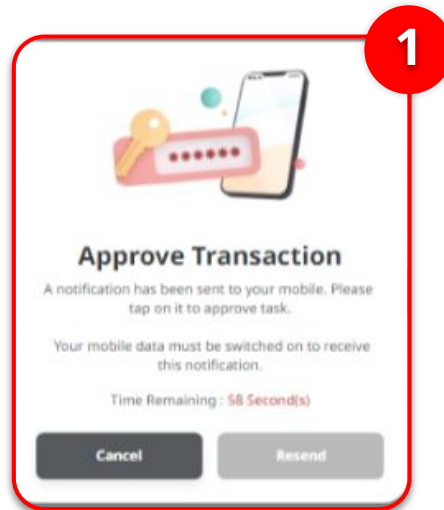
Approve Transaction | Bill Payment

Menu: Task List > Approve

Tinjau ulang transaksi yang telah di kirim **Maker**,

1 Jika sudah sesuai, klik **Approve**

2 Klik **Yes**



- 1 Sistem akan menampilkan **Pop-Up Approver transaksi pada Website**
- 2 Sistem akan **mengirimkan notifikasi** di perangkat *mobile*. Buka perangkat *mobile*, **Klik Bar Notifikasi**

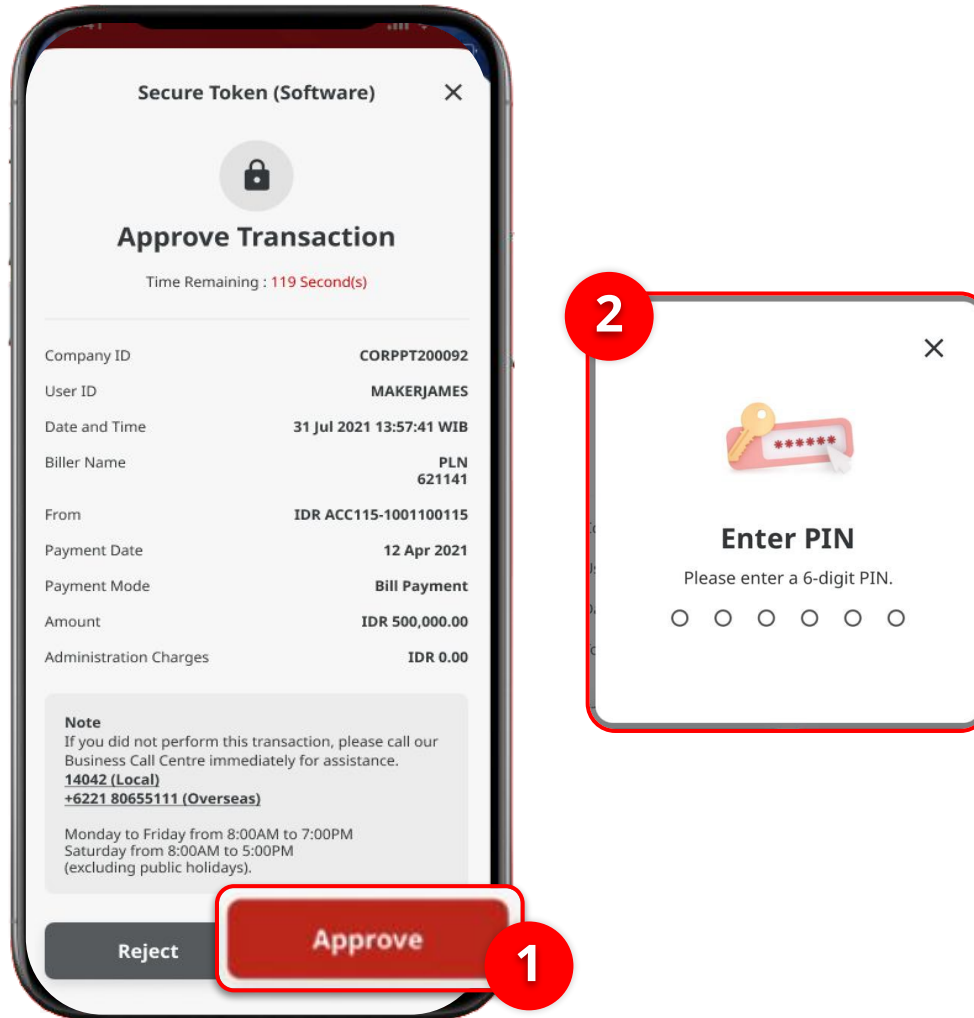
LANGKAH

05

APPROVER

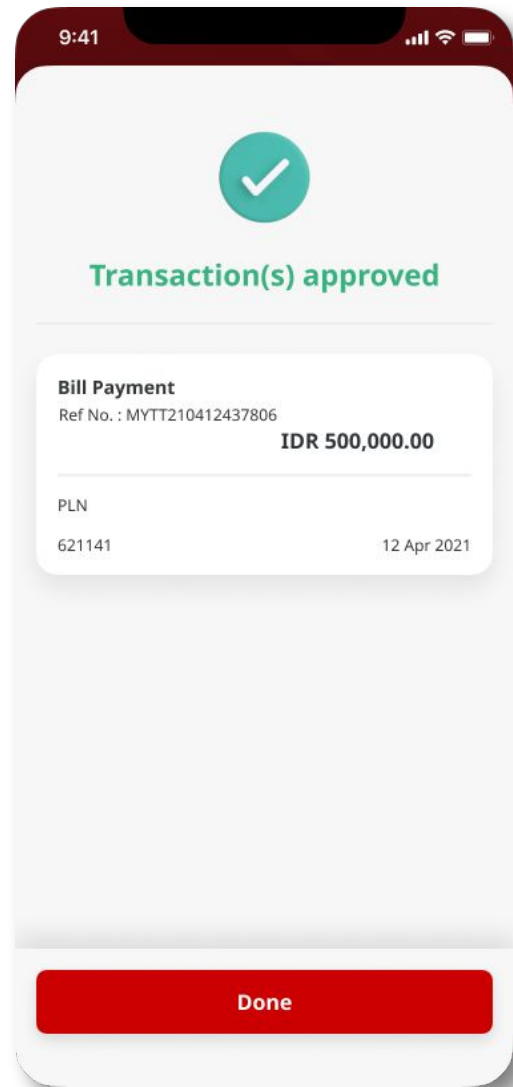
Approve Transaction | Bill Payment

Menu: Task List > Approve



1 Klik Tombol *Approve*

2 Isi **6-Digit Pin**



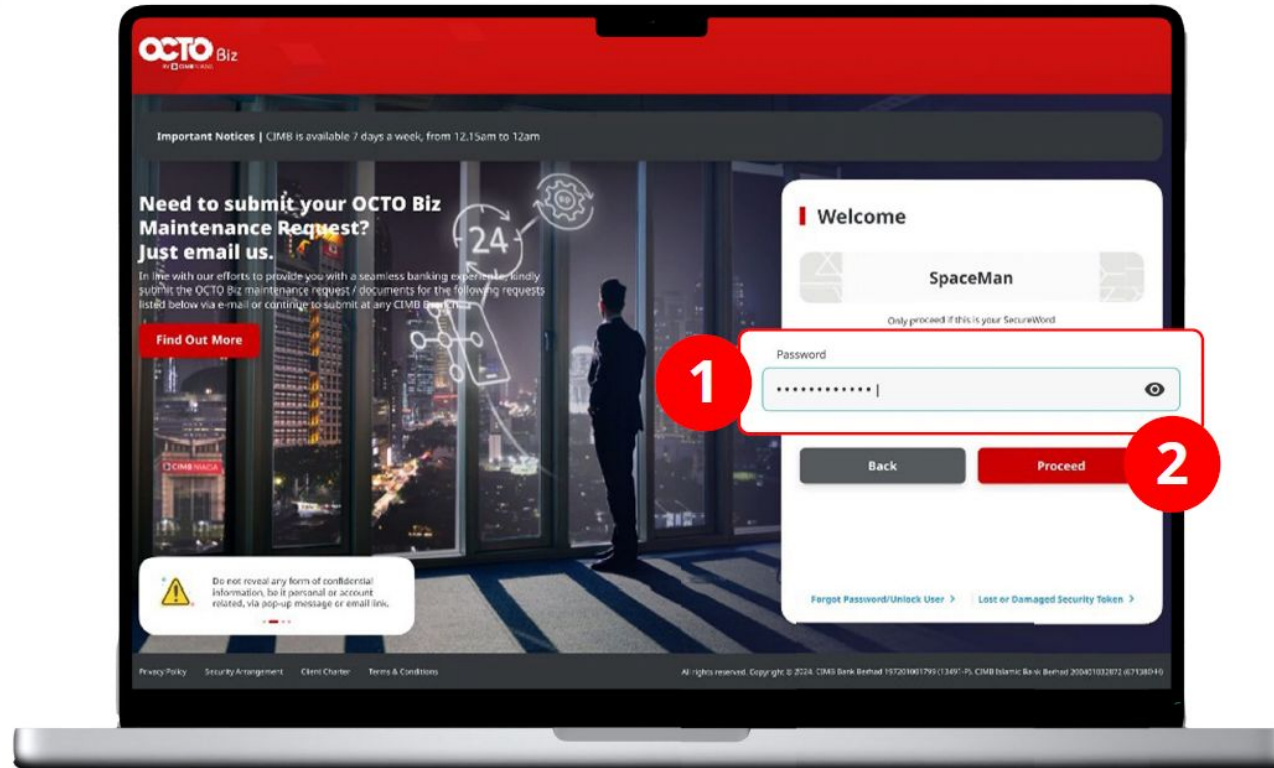
Jika transaksi Berhasil, sistem akan menampilkan **halaman Acknowledgement**

Bill Payment

Approve Transaction

Hard Token

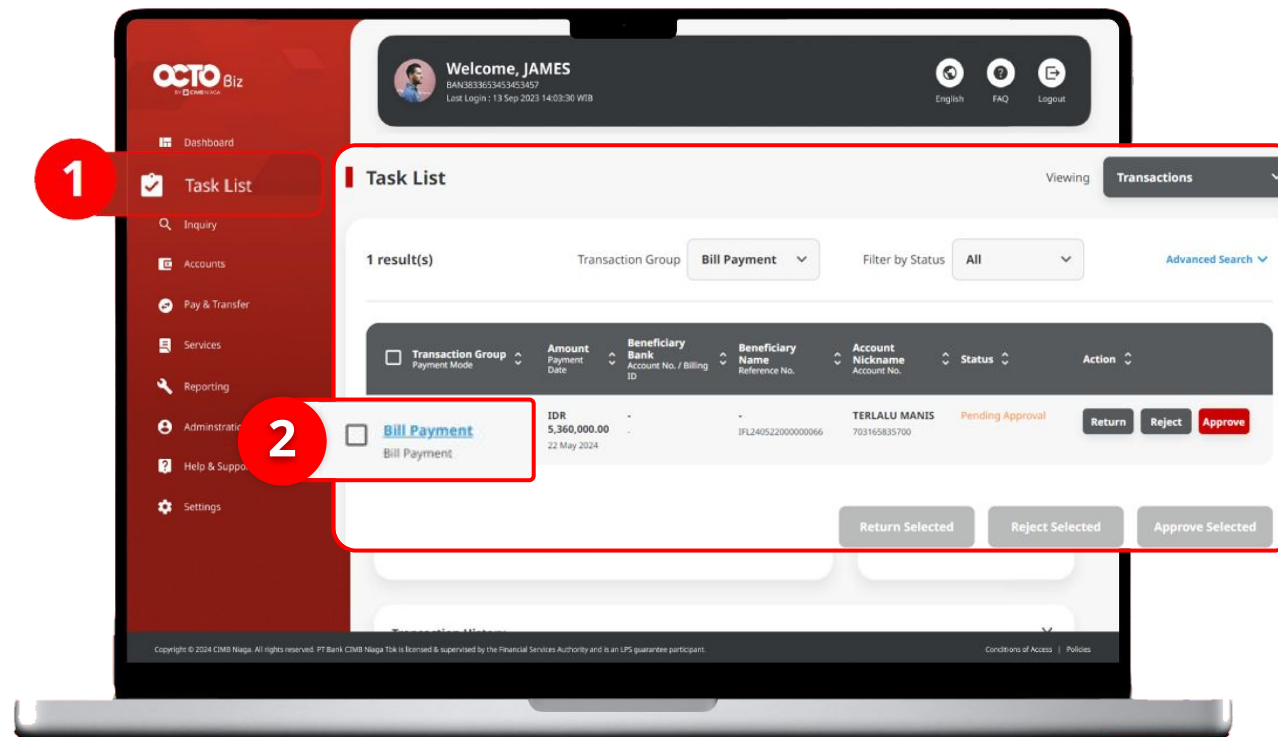
Proses **approval transaksi** untuk user yang memiliki atau menggunakan **Hard Token**



Login sebagai **Approver**

1 Isi **Password**

2 Klik **Proceed**



1 Arahkan pada menu disamping, **klik Task List**

2 Klik **Hyperlink** transaksi yang diinginkan

Task List > Details

Transaction Status: Pending Approval

Creation Date: 01 Oct 2025 13:38:53 WIB | Reference No: 38P251001000000000

Transaction Group

Transaction Type: Bill Payment

Sender Details

From Account: 760952842000 IDR ANA MELANE PUSPITASARI | Payment Mode: Bill Payment | Payment Date: 01 Oct 2025

Bill Details

Bill Category: Credit Card | Bill Name: CIMB NIAGA MASTER CARD | Credit Card Type: Open Credit Card

Transaction Details

Credit Card No.	Transaction Currency	Amount	Customer Name
520919000394436 - IDR JADA EZZEZ RAYMOND	IDR - Indonesia Rupiah	250,000.00	EKO PRASETYO

Payment Due Date: 2025-10-01

Other Details

Customer Reference No.: - | Other Payment Details: - | Number Notification: Don't Send

Note

Please be aware that charges displayed are indicative and are subject to change by the Bank without prior notice. The charges displayed may differ from the ones used to execute the transaction(s). Actual debited amount can be viewed in Transaction History after the Bank has executed the transaction(s).

User Activities

User	Action/Status	Date / Time	Remark
MAK001 - MAK005	Submit	01-Oct-2025 13:38:52 WIB	

Remark

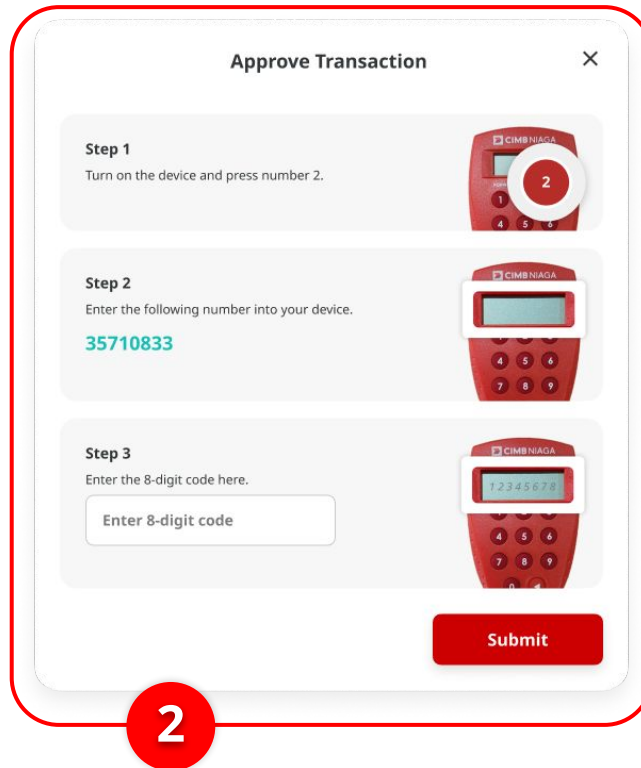
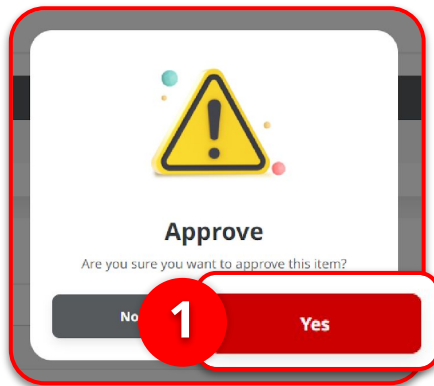
Remarks: Enter

Approver ID: 00000000

Buttons: Back, Return, **Approve** (highlighted with a red circle and '1')

Tinjau ulang transaksi yang telah di kirim **Maker**,

1 Jika sudah sesuai, klik **Approve**



1 Klik **Yes**

2 Sistem akan memunculkan **Box Approve Transaction**



- 1 Hidupkan Perangkat dengan Klik tombol **Play** pada perangkat **Hard-Token**
- 2 Masukan **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 Website**
- 2 Klik Tombol **Play**



Approve Transaction

×

Step 1

Turn on the device and press number 2.



Step 2

Enter the following number into your device.

82365544



Step 3

Enter the 8-digit code here.

83356232

2



3

Submit

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

- Dashboard
- Task List
- Inquiry
- Account
- File Upload
- Transactions
- Bill Payment
- Services
- Reporting
- Help & Support
- Settings

Welcome, APPROVER

ANA MEILANI PUSPITASARI

Last Login: 7

No. of failed login attempts from previous session: 0

Task List > Acknowledgement

Successful

Reference No. : IBP251001000000008 Approved On : 01 Oct 2025 14:52:20 WIB

Note: Refer to Transaction Status Inquiry Module for latest details updated status.

Transaction Group

Transaction Group: Bill Payment

Sender Details

From Account: 760952842000-IDR ANA MEILANI PUSPITASARI	Payment Mode: Bill Payment	Payment Date: 01 Oct 2025
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Billier Details

Billier Name: Credit Card	Billier Name: CMB NIAGA MASTER CARD	Credit Card Type: Own Credit Card
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Transaction Details

Credit Card No. 5289190003944436 - IDR JADA ZZZZZ RAYMOND	Transaction Currency: IDR - Indonesia Rupiah	Amount: 250,000.00	Customer Name: EKO PRASETYO
Payment Due Date: 2025-10-01			

Other Details

Customer Reference No. *	Other Payment Details *	Receipt Notification: Don't Send
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User Activities

User	Activities	Date / Time	Remark
MAKER - MAKER	Submit	01 Oct 2025 13:38:52 WIB	
APPROVER - APPROVER	Approve	01 Oct 2025 14:52:16 WIB	

Print Done

Jika transaksi Berhasil, sistem akan menampilkan **halaman Acknowledgement**

Bill Payment

Non-Transaction

Download Receipt

Send & Retrigger Email

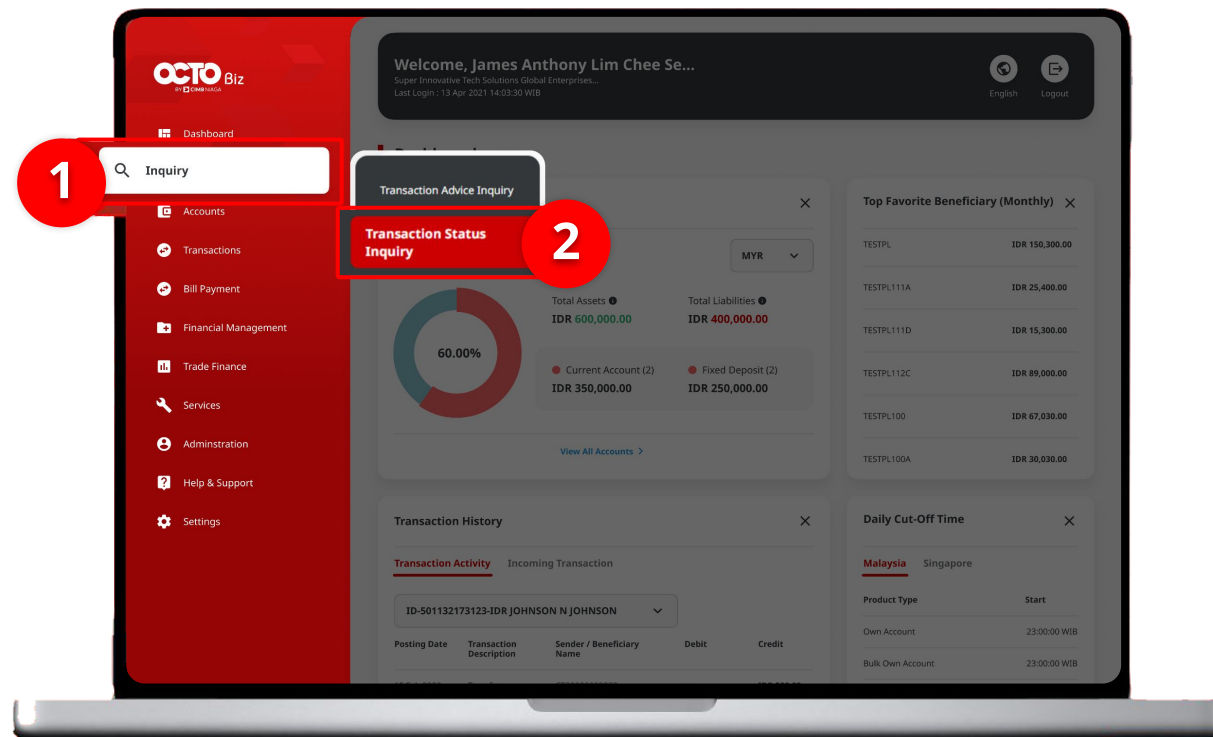
Bill Payment

Non-Transaction

Download Receipt

Single Batch

Multiple Batch



Setelah **Approve Transaksi** berhasil,

- 1 Arahkan pada menu disamping, klik **Inquiry**
- 2 Klik **Transaction Status Inquiry**

The screenshot shows the 'Transaction Status Inquiry' interface. It includes a search bar, filters for 'Payment Date From' (29 May 2024), 'To' (29 May 2024), 'Transaction Group' (All), 'Payment Mode' (Bill Payment), 'Debit Account No.', 'Beneficiary Name', 'Beneficiary Bank / Billing ID', 'Currency' (All), 'Amount From', 'To', 'File Name', and 'Filter by Status' (All). A red box highlights the 'Viewing Transactions' dropdown (1). Another red box highlights the 'Payment Date From' and 'To' date pickers (2). A third red box highlights the 'Payment Mode' dropdown (3). A fourth red box highlights the 'Search' button (4). A fifth red box highlights the first row of the transaction list, which is checked (5). A sixth red box highlights the 'Download Selected Receipt(s)' button (6).

Transaction Group	Payment Mode	Amount	Beneficiary Bank / Billing ID	Beneficiary Name	Payment Date	Created Date	Status
Bill Payment	Bill Payment	IDR 1,680,000.00	BPJS	BPJS Ketenagakerjaan - Individual	29 May 2024	29 May 2024	Successful
Bill Payment	Bill Payment	IDR 3,680,000.00	BPJS	BPJS Ketenagakerjaan - Individual	29 May 2024	29 May 2024	Successful
Bill Payment	Bill Payment	IDR 3,680,000.00	BPJS	BPJS Ketenagakerjaan - Individual	29 May 2024	29 May 2024	Successful
Bill Payment	Bill Payment	IDR 3,680,000.00	BPJS	BPJS Ketenagakerjaan - Individual	29 May 2024	29 May 2024	Successful
Bill Payment	Bill Payment	IDR 3,680,000.00	BPJS	BPJS Ketenagakerjaan - Individual	29 May 2024	29 May 2024	Successful

- 1 Pilih **Transaction** sebagai **Viewing**
- 2 Pilih **Payment Date From**
- 3 Pilih **Bill Payment** sebagai **Payment Mode**
- 4 Klik **Search**
- 5 Pilih **Receipt** yang akan di **Download**
- 6 Klik **Download Selected Receipts**

Transaction Status Inquiry

Viewing Transactions

Report successfully generated. Go to Reporting > Download Reports to retrieve this report.

Search

Payment Date From * To *

29 May 2024 29 May 2024

Your Reference Number

Enter

Transaction Group *

All

Payment Mode

Bill Payment

Debit Account No.

Enter

Beneficiary Account No.

Enter

Beneficiary Name

Enter

Beneficiary Bank / Billing ID

Enter

Currency

All

Amount From To

Enter Enter

File Name

Enter

Filter by Status *

All

Search

5 item(s)

☐	Transaction Group Payment Mode	Amount	Beneficiary Bank / Billing ID Account No.	Beneficiary Name Your Reference Number	Payment Date Transaction Date	Created Date	Status
☒	Bill Payment Bill Payment	IDR 1,680,000.00	BPJS 302219101740002	BPJS Ketenagakerjaan - Individual BPJ4012400000000177	29 May 2024 Immediate	29 May 2024	Successful
☐	Bill Payment Bill Payment	IDR 1,680,000.00	BPJS 321400201900015	BPJS Ketenagakerjaan - Individual BPJ4012400000000175	29 May 2024 Immediate	29 May 2024	Successful
☐	Bill Payment Bill Payment	IDR 1,680,000.00	BPJS 321400201900015	BPJS Ketenagakerjaan - Individual BPJ4012400000000176	29 May 2024 Immediate	29 May 2024	Successful
☐	Bill Payment Bill Payment	IDR 1,680,000.00	BPJS 321400201900015	BPJS Ketenagakerjaan - Individual BPJ4012400000000177	29 May 2024 Immediate	29 May 2024	Successful
☐	Bill Payment Bill Payment	IDR 1,680,000.00	BPJS 321400201900015	BPJS Ketenagakerjaan - Individual BPJ4012400000000175	29 May 2024 Immediate	29 May 2024	Successful

Download Selected Receipt(s)

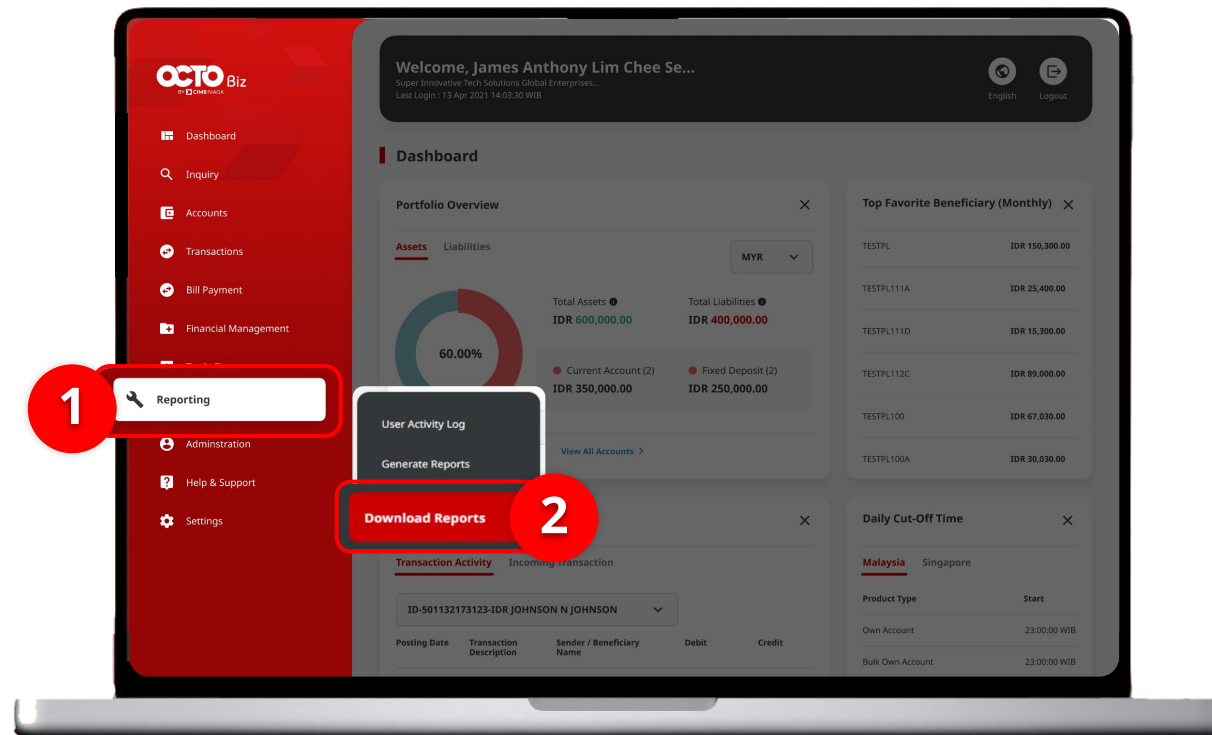
Download All Receipt(s)

Print

Download

Sistem akan menampilkan **Pop-Up Successfully Generated**

User dapat menuju **menu Reporting** dan melakukan **Download Report**



1 Arahkan pada menu disamping, **klik Reporting**

2 Klik **Download Reports**

Download Reports > Inquiry & Listing

Search

Company ID

Report Type *

Transaction

File Type

Select

Report Name

Bill Payment Receipt

Account Number

Select

Created By

Select

Report Date *

25 Jun 2024

To

26 Jun 2024

Search

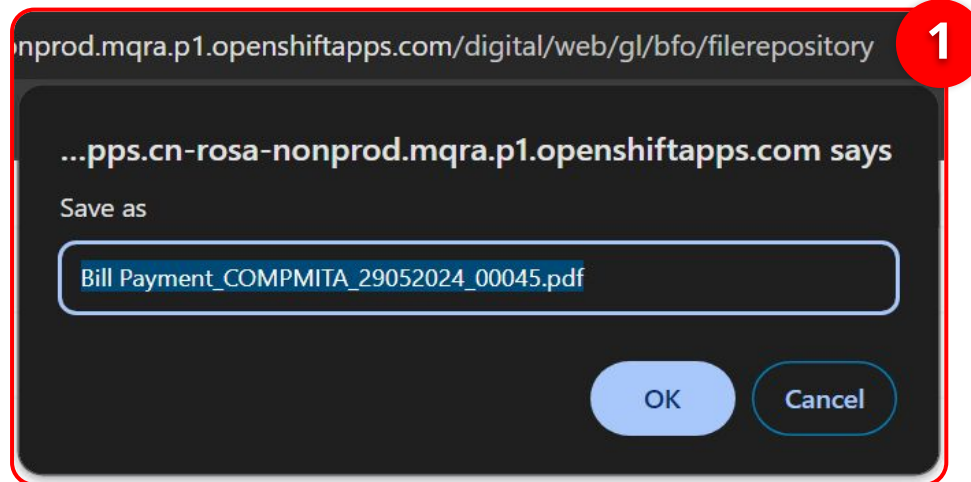
Listing

	Report Type	Report Name	File Type	Account No.	Report Date / Timestamp	File Size	Created By
☐	Transaction	Bill Payment Receipt	PDF	-	26 Jun 2024 15:43:46 WIB	19.037 KB	SYS ADMIN MAKER 6

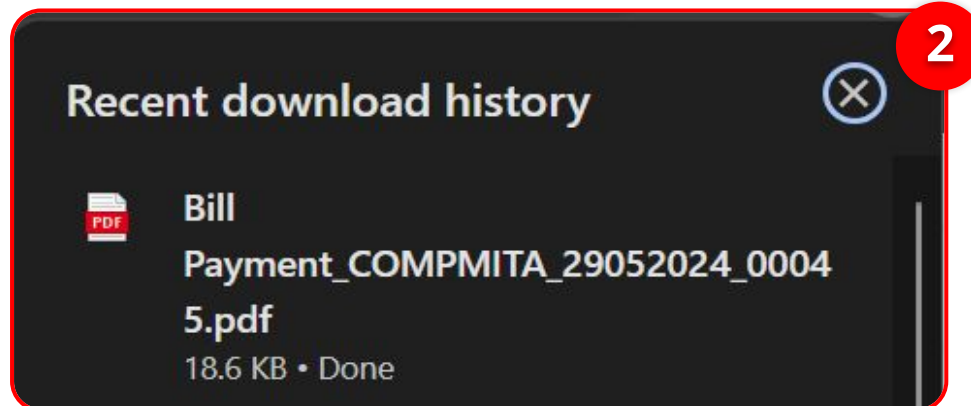
Download

Sistem akan mengarahkan ke Halaman **Download Reports Inquiry & Listing Page**

- 1 Pilih **Transaction** sebagai **Report Type**
- 2 Pilih **Bill Payment Receipt** sebagai **Report Name**
- 3 Pilih **Report Date**
- 4 Klik **Search**
- 5 Pilih Transaksi yang ingin dilakukan **Download Receipt**
- 6 Klik **Download**

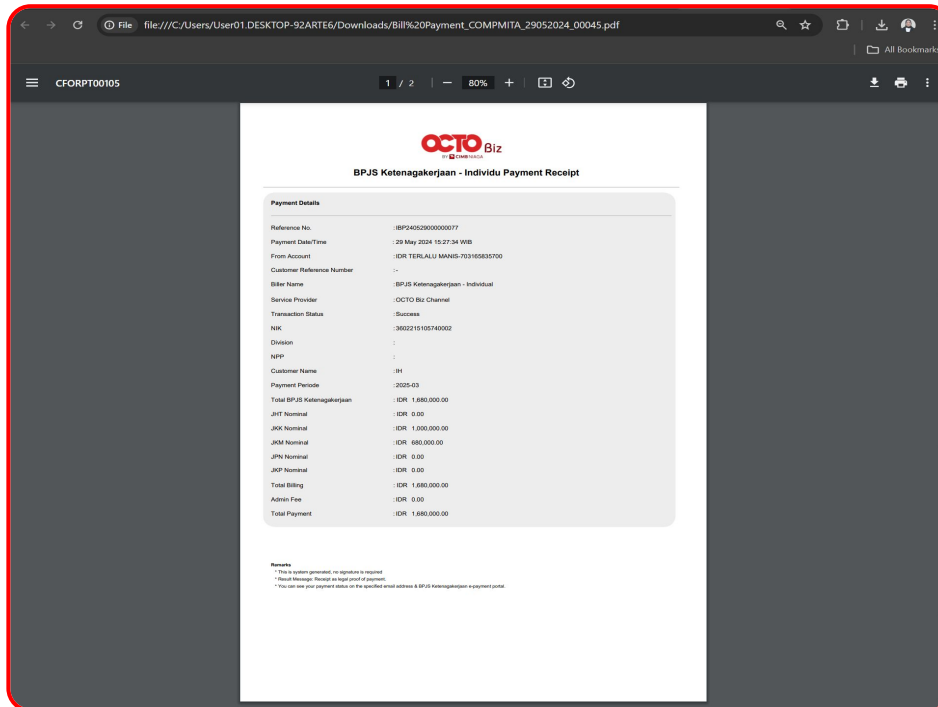


- 1 Sistem akan menampilkan *Box Pop-Up Save As*, Ubah Nama sesuai kebutuhan, Klik OK

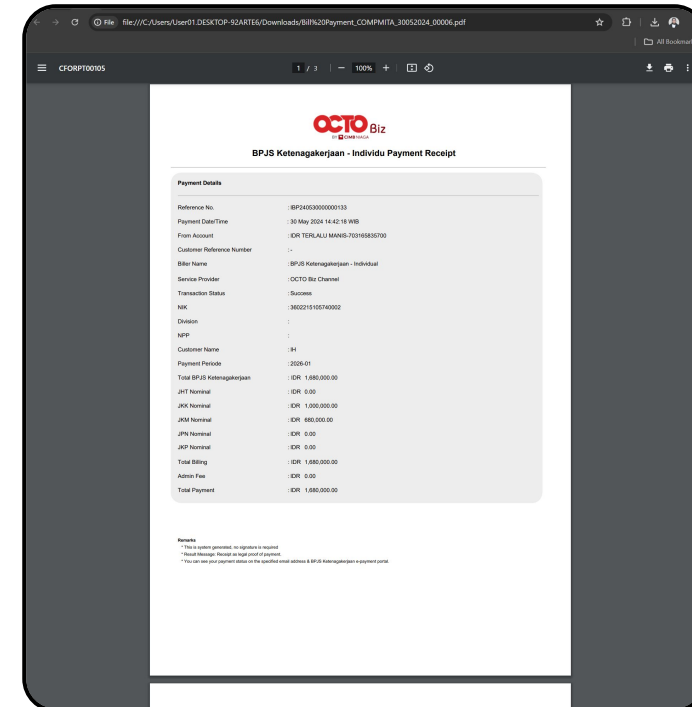


- 2 Pada menu **Download**, akan muncul Notifikasi File telah ter Download

Single Batch



Multiple Batch



Untuk **Multi Batch Transaction**, **Receipt** akan tergabung di dalam 1 file PDF yang sama

Bill Payment

Non-Transaction

Send & Retrigger Email Receipt

Send Receipt

Retrigger Receipt

Bill Payment

Non-Transaction

Send & Retrigger Email Receipt

Send Receipt

Retrigger Receipt

LANGKAH

01

MAKER

The screenshot shows the OCTO Biz Bill Payment interface. The left sidebar contains navigation links: Dashboard, Inquiry, Accounts, Transactions, Bill Payment (highlighted), Financial Management, Trade Finance, Services, Administration, Help & Support, and Settings. The main content area is titled 'Bill Payment' and includes a 'Transaction Group' section with a 'Send Template' button. Below this is the 'Sender Details' section with fields for 'From Account' (IDR ACC115-1001100115), 'Payment Mode' (Bill Payment), 'Payment Date' (10 Jan 2023), and a 'Recurring transfer' checkbox. The 'Bill Details' section includes 'Bill Category' (BPJS) and 'Bill Name' (BPJS Ketenagakerjaan - Individu). The 'Transaction Details' section displays various fields: NIK (621141), Division (000), NPP (000), Customer Name (Crystal Natalia), Payment Period (2024/02), Total BPJS Ketenagakerjaan (IDR 600,000.00), JHT Nominal (IDR 0.00), JKK Nominal (IDR 300,000.00), JKM Nominal (IDR 300,000.00), JPH Nominal (IDR 0.00), Total Billing (IDR 600,000.00), Administration Charges (IDR 0.00), Transaction Currency (IDR - INDONESIA...), and Total Payment (600,000.00). The 'Other Details' section includes 'Customer Reference No.' and 'Other Payment Details'. At the bottom, there are three callouts: 1. A red box around the 'Send' button in the 'Resend Notification' section. 2. A red box around the 'Email Address' field with the value 'random@hotmail.com'. 3. A red box around the 'Next' button.

Send & Retrigger Email Receipt | Bill Payment

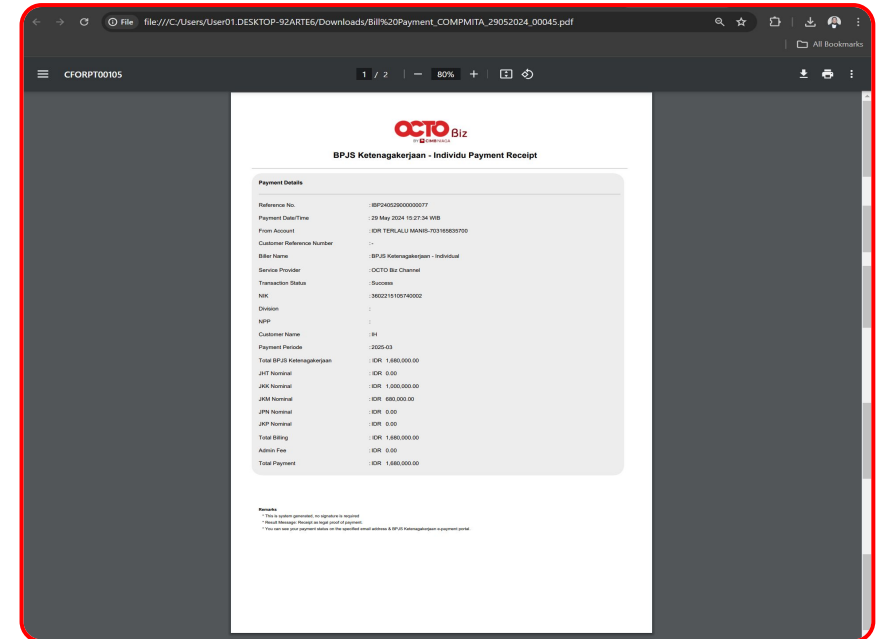
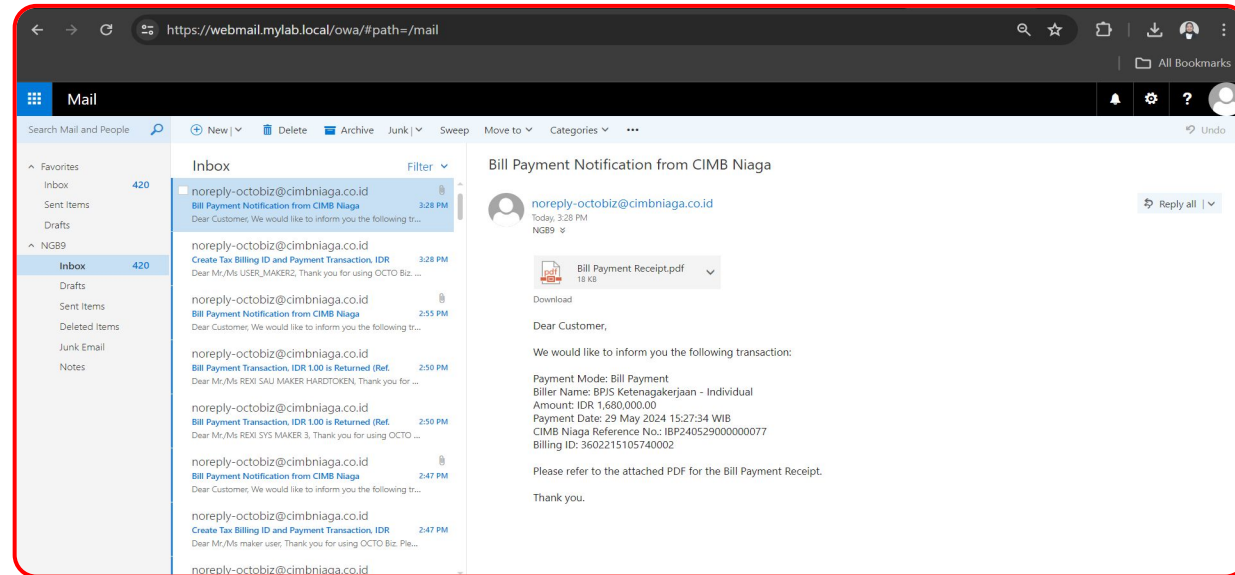
Menu: Task List > Approve

1 Saat membuat transaksi, pastikan **Klik Send Receipt Notification** di bagian **Other Details**

2 Masukkan **Email** pengiriman **Receipt Notification**

3 Klik **Next**

Jika melakukan **Multi Batch Transaction**, Pastikan selalu klik **Send Receipt** di setiap penambahan Transaksi



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

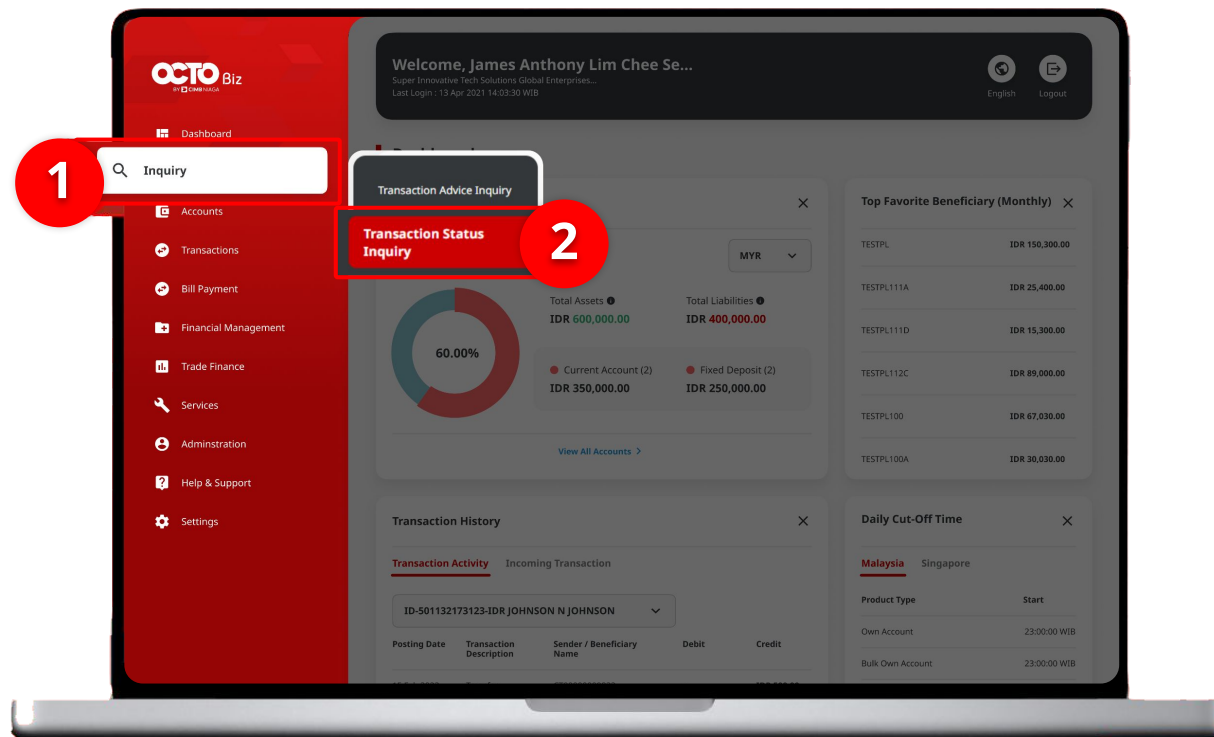
Bill Payment

Non-Transaction

Send & Retrigger Email Receipt

Send Receipt

Retrigger Receipt



Setelah **Approve Transaksi** berhasil,

- 1 Arahkan pada menu disamping, **klik Inquiry**
- 2 Klik **Transaction Status Inquiry**

The screenshot shows the 'Transaction Status Inquiry' page. A red box highlights the 'Viewing' dropdown menu, which is set to 'Transactions' (callout 1). Another red box highlights the 'Payment Mode' dropdown menu, which is set to 'Bill Payment' (callout 2). A third red box highlights the 'Search' button (callout 3). A fourth red box highlights the first row of the transaction list, which is a 'Bill Payment' transaction (callout 4).

Transaction Status Inquiry

Viewing: Transactions

Search

Payment Date From: 29 May 2024 To: 29 May 2024 Your Reference Number: Enter

Transaction Group: All Payment Mode: Bill Payment

Debit Account No.: Enter

Beneficiary Name: Enter Beneficiary Bank / Billing ID: Enter

Currency: All Amount From: Enter To: Enter File Name: Enter

Filter by Status: All

5 item(s)

Transaction Group	Amount	Beneficiary Bank / Billing ID	Beneficiary Name	Payment Date	Created Date	Status
Bill Payment	IDR 1,680,000.00	BPJS	BPJS Ketenagakerjaan - Individual	29 May 2024	29 May 2024	Successful
Bill Payment	IDR 3,680,000.00	BPJS	BPJS Ketenagakerjaan - Individual	29 May 2024	29 May 2024	Successful
Bill Payment	IDR 3,680,000.00	BPJS	BPJS Ketenagakerjaan - Individual	29 May 2024	29 May 2024	Successful
Bill Payment	IDR 3,680,000.00	BPJS	BPJS Ketenagakerjaan - Individual	29 May 2024	29 May 2024	Successful
Bill Payment	IDR 3,680,000.00	BPJS	BPJS Ketenagakerjaan - Individual	29 May 2024	29 May 2024	Successful

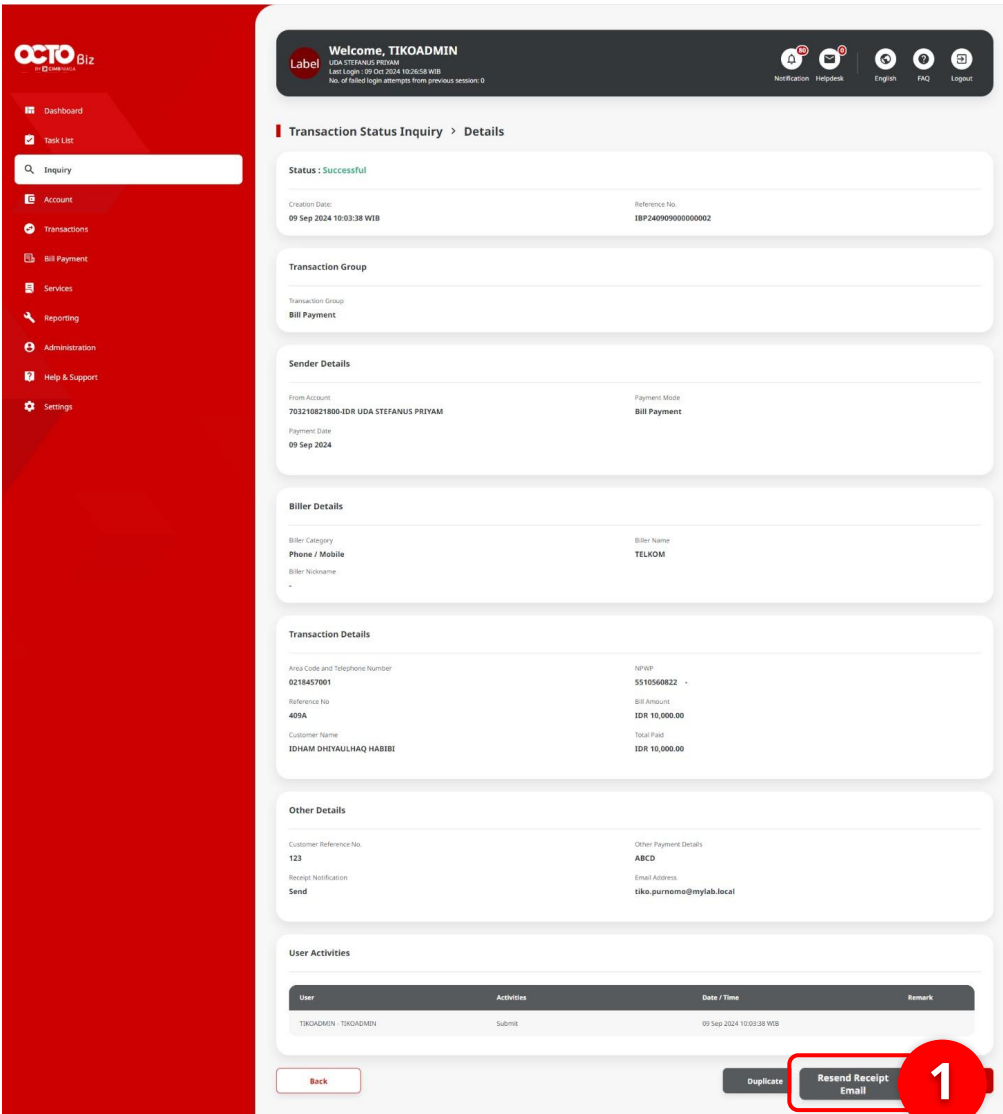
Download Selected Receipt(s) Download All Receipt(s)

Print Download

- 1 Pilih **Transaction** sebagai **Viewing**
- 2 Pilih **Bill Payment** sebagai **Payment Mode**
- 3 Klik **Search**
- 4 Klik **Task Hyperlink**

LANGKAH

03



Send & Retrigger Email Receipt | Bill Payment

Menu: Task List > Approve

Sistem akan menampilkan halaman **Details**

1 Klik **Resend Receipt Email**

Receipt Email Notification

Status : **Successfully** sent to ngb7@mylab.local

Creation Date

05 Jun 2024 15:32:04 WIB

Activity Log

Resend Receipt Email

Email Address *

ngb7@mylab.local

Please separate out multiple email addresses by semicolon.

Close

Resend

1 Masukan **Email***

2 Klik **Resend**

*Jika ingin mengirimkan **Receipt ke Email** lain, silahkan isi bagian **Email Address** yang berbeda



OCTO Biz
BY  **CIMB NIAGA**

