

OCTO Biz

Pay & Transfer
Bill Payment
Website

TUTORIALOCTOBIZ2024

*Aksi dan
Kolaborasi*





Pay & Transfer

Bill Payment

Pay & Transfer - Bill Payment is the payment mode for customers to perform Bill Payment for online merchant:

- Including download receipt via TSI
- Send and retrigger email + receipt

PAGE

03 Transaction

PAGE

37 Non-Transaction
Share & Download Email Receipt



Bill Payment Transaction

Single Transaction

Multiple Batch Transaction

Approval Process



Bill Payment Transaction

Single Transaction

Multiple Batch Transaction

Approval Process

STEP

01

MAKER



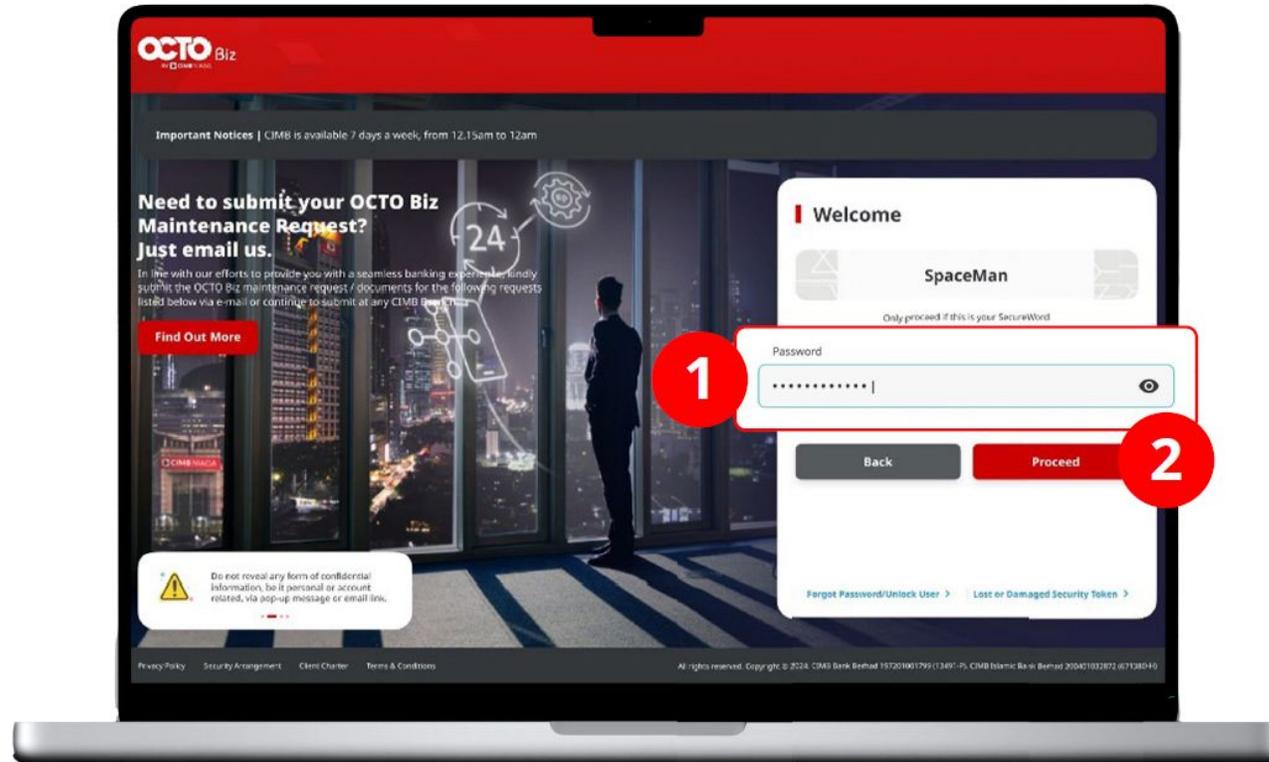
1 Login as **Maker** using **Company & User ID**

2 Click **Next**

STEP

02

MAKER

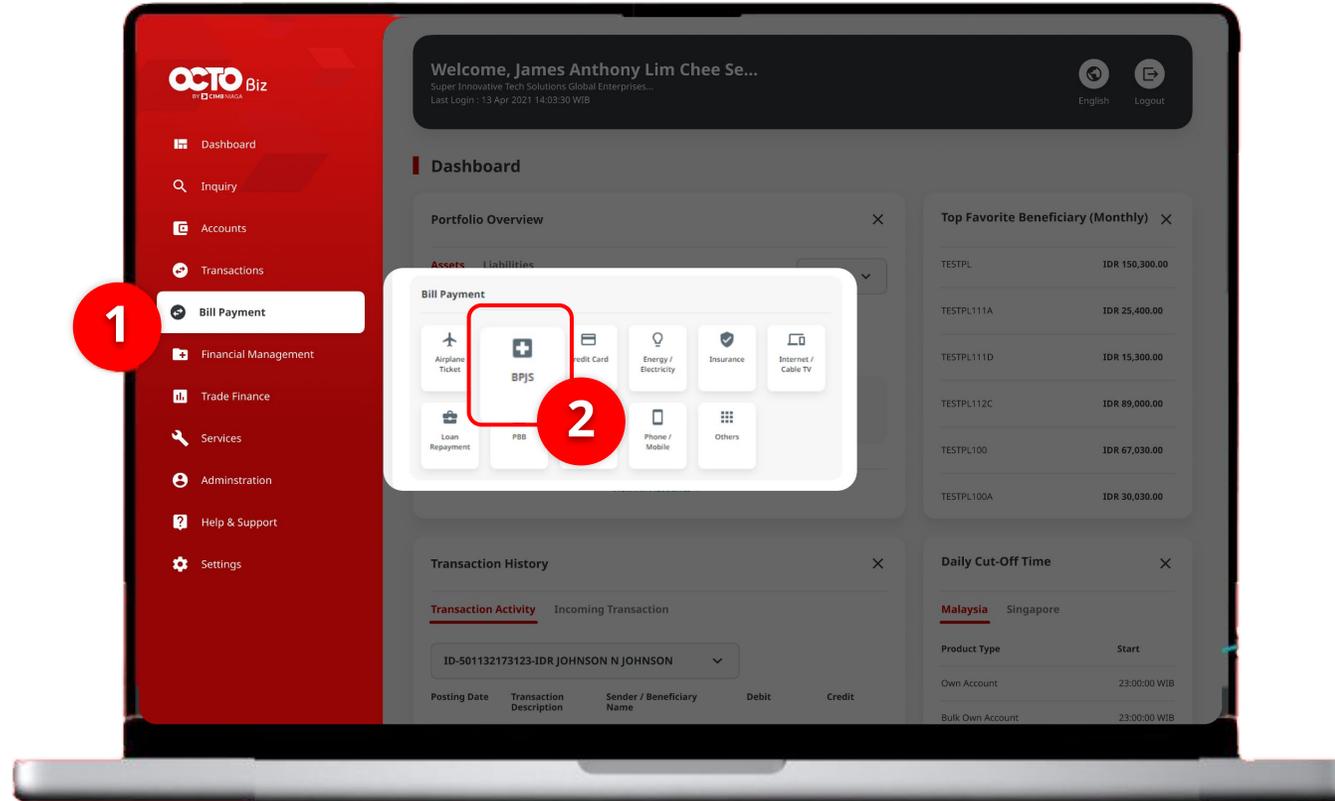


1 Fill the **Password**

2 Click **Proceed**

STEP
03

MAKER



System will navigate to
Dashboard Page

- 1 Navigate to **Bill Payment Menu**
- 2 Click **BPJS**

STEP

04

MAKER

Bill Payment

Transaction Group Saved Templates

Transaction Group *
Bill Payment

Sender Details

From Account *
Select

Payment Mode *
Bill Payment

Payment Date *
19 Jun 2024 Recurring transfer

Bill Details

Biller Category
BPJS

Search By
Account Name Account No. Account Name

Search

Other Details

Account Name	Account No.	Account Balance
<input checked="" type="radio"/> INTBM WAHYU	703057606100	IDR 1,883,242,330,088.76
<input type="radio"/> ANGIN TOLAK	800152518600	IDR 39,939,720,962.35
<input type="radio"/> ANGIN TOLAK	800152538600	IDR 676,799,649.85
<input type="radio"/> ANGIN TOLAK	800152541700	IDR 1,128,901,523.04
<input type="radio"/> ANGIN TOLAK	800152552600	IDR 298,845,138.01

Cancel Next

1

On Data Payment Entry Page, **Choose from Account Section**

2

Choose Account

3

Click **Next**

STEP

05

MAKER

The screenshot shows the OCTO Biz Bill Payment interface. The left sidebar contains navigation options: 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 dropdown menu and a "Saved Templates" 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 "Biller Details" section has a "Biller Category" dropdown (BPJS) and a "Biller Name" dropdown (BPJS Ketenagakerjaan - Individu), with a red circle and the number 1 next to it. The "Transaction Details" section contains a "NIK" field (621141) with a red circle and the number 2 next to it, and a table of payment items including "Total BPJS Ketenagakerjaan" (IDR 600,000.00), "JKK Nominal" (IDR 300,000.00), "JKM Nominal" (IDR 300,000.00), "Total Billing" (IDR 600,000.00), "Administration Charges" (IDR 0.00), and "Total Payment" (IDR 600,000.00). The "Other Details" section has fields for "Customer Reference No." (Enter), "Other Payment Details" (Enter), "Receipt Notification" (Send/Don't Send), and "Email Address" (random@hotmail.com), with a red circle and the number 3 next to it. At the bottom, there are buttons for "Add Another Payment", "Save as Draft", and "Next" (with a red circle and the number 4 next to it).

1 Choose Biller Name, e.g "BPJS Ketenagakerjaan - Individu"

2 Input NIK as Transaction Detail. System will automatically fill **all the details** on Transaction Details Section

3 Complete the **Other Details** section

4 Click **Next**

STEP
06
MAKER

octo Biz
BY CIMB NIAGA

Welcome, James Anthony Lim Chee Se...
BANK088330034545457
Last Login : 13 Apr 2021 14:03:30 MYT

Notification Helpdesk English FAQ Logout

Bill Payment > Review Details

Transaction Group

Transaction Group
Bill Payment

Sender Details

From Account
IDR ACC115-1001100115

Payment Mode
Bill Payment

Payment Date
10 Jan 2023

Biller Details

Biller Category
BPJS

Biller Name
BPJS Ketenagakerjaan - Individu

Transaction Details

NIK 621141	Division 0
NPP 0	Customer Name Crystal Natallia
Payment Periode 2024/02	Total Ketenagakerjaan IDR 600,000.00
JHT Nominal IDR 0.00	JKM Nominal IDR 3,730,000.00
JKM Nominal IDR 2,536,400.0	JPN Nominal IDR 0.00
Total Billing IDR 600,000.00	Administration Charges IDR 0.00
Transaction Currency IDR - INDONESIAN RUPIAH	Total Payment 6,266,400.00

Other Details

Customer Reference No.
263131212

Other Payment Details
-

Receipt Notification
Send

Email Address
random@hotmail.com

1 **Submit**

Back

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Review Transaction details

1 Click **Submit**

STEP

07

MAKER

Bill Payment > Acknowledgement

Submitted for approval 

Reference No. : 1BP240522000000077 Submitted On : 22 May 2024 11:08:13 WIB

Transaction Group

Transaction Group
Bill Payment

Sender Details

From Account IDR TERLALU MANIS - 703165835700	Payment Mode Bill Payment
Payment Date 22 May 2024	

Bill Details

Bill Category BPJS	Bill Name BPJS Ketenagakerjaan - Individual
-----------------------	--

Transaction Details

IDR 3216062501950015	Division -
NPW -	Customer Name DI TIAN
Payment Period 2024-11	Bill Nominal IDR 2,000,000.00
JDK Nominal IDR 1,000,000.00	JDK Nominal IDR 680,000.00
JPS Nominal IDR 0.00	Total Billing IDR 3,680,000.00
Administration Fee IDR 0.00	Total Payment IDR 3,680,000.00

Other Details

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

Print Save As Template Save Biller Make Another Transaction

System will navigate to Acknowledgement page after **Submission Success**

To do Approve Transaction, visit:

22 Mobile Token

29 Hard Token



Bill Payment Transaction

Single Transaction

Multiple Batch Transaction

Approval Process

STEP

01

MAKER



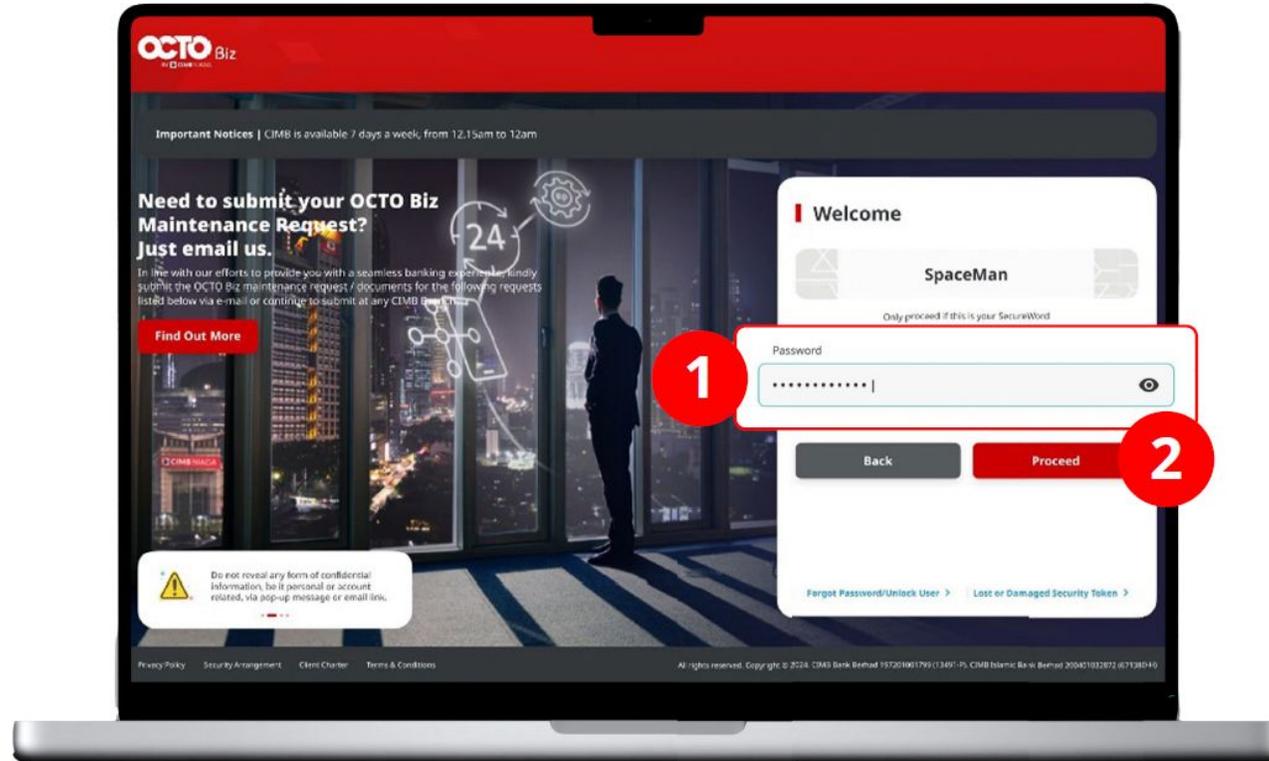
1 Login as **Maker** using **Company & User ID**

2 Click **Next**

STEP

02

MAKER

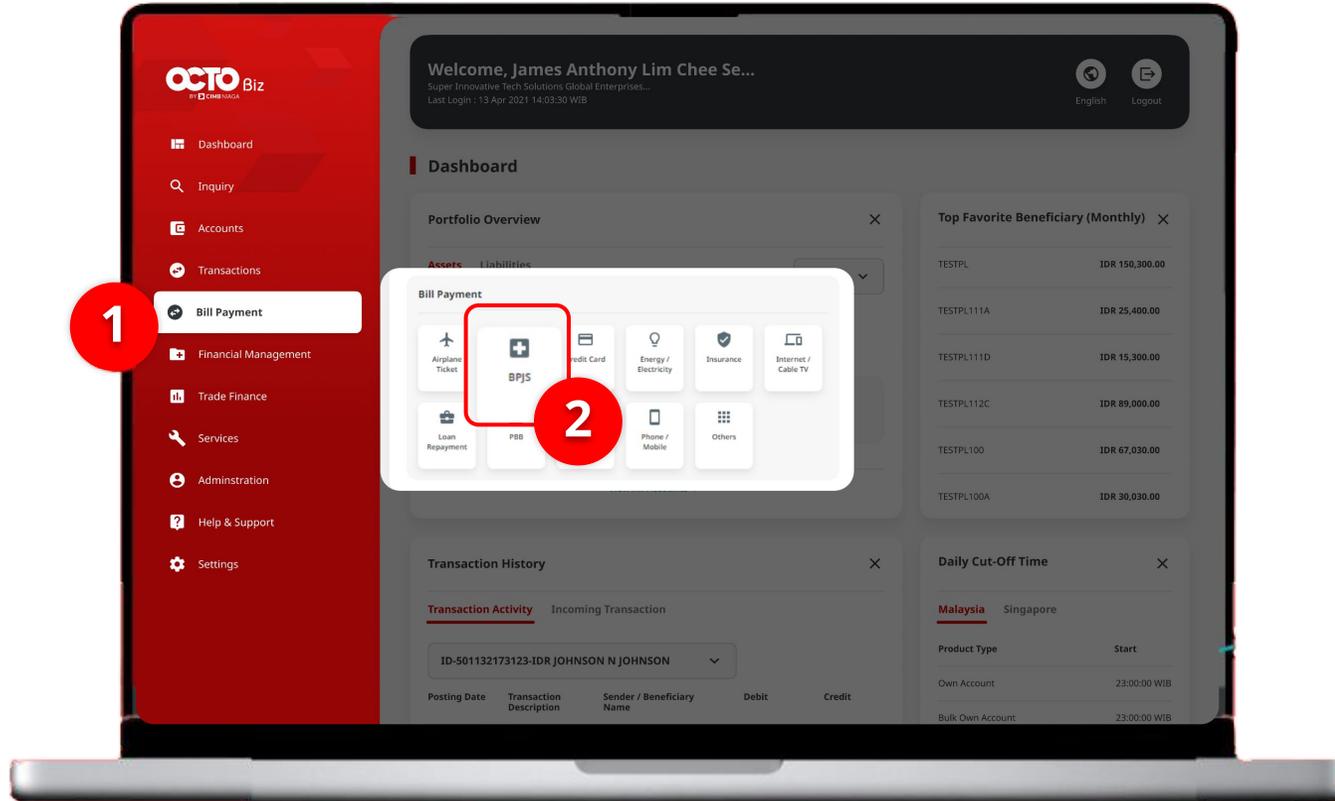


1 Fill the **Password**

2 Click **Proceed**

STEP
03

MAKER



System will navigate to
Dashboard Page

- 1 Navigate to **Bill Payment Menu**
- 2 Click **BPJS**

STEP
04
MAKER

Bill Payment

Transaction Group Saved Templates

Transaction Group *
Bill Payment

Sender Details

From Account *
Select

Payment Mode *
Bill Payment

Payment Date *
19 Jun 2024 Recurring transfer

Bill Details

Bill Category
BPJS

Search By
Account Name Account No. Account Name Search

Other Details

Account Name	Account No.	Account Balance
<input checked="" type="radio"/> INTBM WAHYU	703057606100	IDR 1,883,242,330,088.76
<input type="radio"/> ANGIN TOLAK	800152518600	IDR 39,939,720,962.35
<input type="radio"/> ANGIN TOLAK	800152538600	IDR 676,799,649.85
<input type="radio"/> ANGIN TOLAK	800152541700	IDR 1,128,901,523.04
<input type="radio"/> ANGIN TOLAK	800152552600	IDR 298,845,138.01

Customer Reference
Enter

Receipt Notification

Cancel Next

1 On Data Payment Entry Page, **Choose from Account Section**

2 Choose Account

3 Click **Next**

STEP

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" dropdown set to "Bill Payment". The "Sender Details" section shows "From Account" as IDR ACC115-1001100115 and "Payment Mode" as "Bill Payment". The "Payment Date" is set to "10 Jan 2023" with a "Recurring transfer" checkbox. The "Biller Details" section shows "Biller Category" as "BPJS" and "Biller Name" as "BPJS Ketenagakerjaan - Individu". The "Transaction Details" section includes "NIK" (621141), "Division" (000), "Customer Name" (Crystal Nastalia), and various payment amounts. The "Other Details" section includes "Customer Reference No." (Enter), "Other Payment Details" (Enter), "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".

- 1 Choose **Biller Name**, e.g "BPJS Ketenagakerjaan - Individu"
- 2 Input NIK as Transaction Detail. System will automatically fill **all the details** on Transaction Details Section
- 3 Complete the **Other Details section**
- 4 Click **Add Another Payment**

STEP

06

MAKER

Bill Payment (Multiple)

Transaction Group Save Templates

Transaction Group *
Bill Payment

Sender Details

From Account *
9910682700 (DIB TERLAKU BAKOS)

Payment Made *
Bill Payment

Payment Date *
22 May 2024

Recurring transfer

Biller Details Save Biller

Biller Category *
Select

Biller Name *
Select

Other Details

Customer Reference No. *
Enter

Other Payment Details *
Enter

Receipt Notification

Email Address *
Enter

<input type="checkbox"/>	Biller Name	Billing ID	Amount	Action
<input type="checkbox"/>	PT3 Keresepakatan: Zuhudul	362215105140002	IDR 1,000,000	<input type="button" value="Delete"/> <input type="button" value="Edit"/>
<input type="checkbox"/>	PT5 Keresepakatan: Zuhudul	371062201990015	IDR 3,000,000	<input type="button" value="Delete"/> <input type="button" value="Edit"/>

System will show the **Bill Payment (Multiple) Page**

- 1 Fill all items on the **Biller Details Section**
- 2 Click **Add Another Transaction**
- 3 Transaction will **automatically added** on the **Transaction Table**
- 4 Click **Next**

STEP

06

MAKER

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](#)

System will navigate to Review Details Page, **Review the Transaction**

1 Click **Submit**

STEP

07

MAKER

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.	Billier Name	Billing ID	Amount	Administration Charges
IBP2405220000000096	BPJS.Ketenagakerjaan-Individual	3602215105740002	IDR 1,680,000.00	IDR 0
IBP2405220000000095	BPJS.Ketenagakerjaan-Individual	3216062501950015	IDR 1,680,000.00	IDR 0

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

Print Save As Template Make Another Transaction

System will navigate to Acknowledgement page after **Submission Success**

To do Approve Transaction, visit:

22 Mobile Token

29 Hard Token



Bill Payment Transaction

Single Transaction

Multiple Batch Transaction

Approval Process

Mobile Token

Hard Token



Bill Payment Transaction

Single Transaction

Multiple Batch Transaction

Approval Process

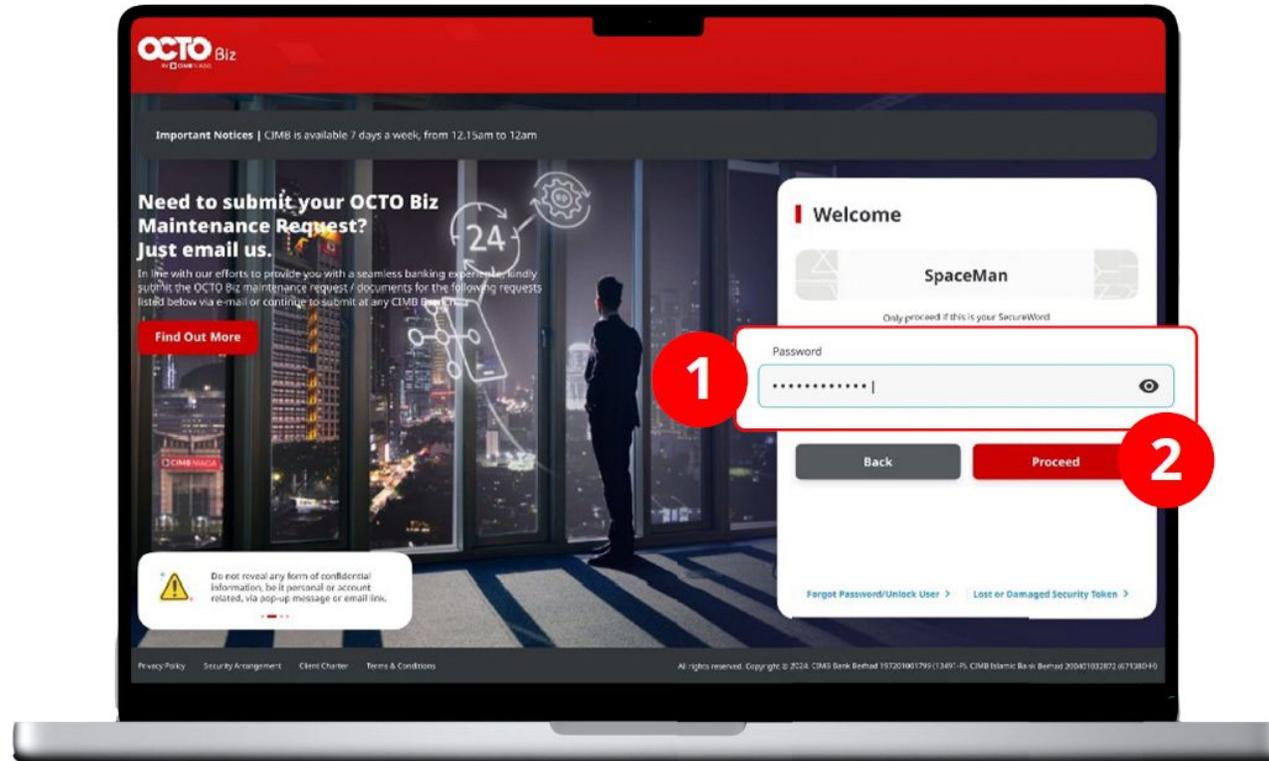
Mobile Token

Hard Token

STEP

01

APPROVER

Login as **Approver**

- 1 Fill the **Password**
- 2 Click **Proceed Button**

STEP

02

APPROVER

The screenshot displays the OCTO Biz user interface. The top navigation bar shows the user's name 'Welcome, JAMES' and options for 'English', 'FAQ', and 'Logout'. The left sidebar contains a menu with items like 'Dashboard', 'Task List', 'Inquiry', 'Accounts', 'Pay & Transfer', 'Services', 'Reporting', 'Administrative', 'Help & Support', and 'Settings'. The main content area is titled 'Task List' and shows a table of transactions. A red box highlights the 'Task List' menu item in the sidebar (Step 1) and the 'Bill Payment' transaction item in the table (Step 2). The transaction item is a blue hyperlink with a checkbox to its left. Below the table, there are buttons for 'Return Selected', 'Reject Selected', and 'Approve Selected'.

Transaction Group	Amount	Beneficiary	Beneficiary	Account	Status	Action
Payment Mode	Payment Date	Bank Account No. / Billing ID	Name Reference No.	Nickname Account No.		
<input type="checkbox"/> Bill Payment	IDR 5,360,000.00	-	IFL240522000000066	TERLALU MANIS 703165835700	Pending Approval	<button>Return</button> <button>Reject</button> <button>Approve</button>
<input type="checkbox"/> Bill Payment	22 May 2024					

1 Navigate to side menu, Click **Task List**

2 Click **Transaction Hyperlink**

STEP

03

APPROVER

Task List > Details

Transaction Status : Pending Approval

Creation Date: 22 May 2024 12:56:17 WIB Reference No: IFL240522000000066

Transaction Group

Transaction Group: Bill Payment

Sender Details

From Account: 703165835700-IDR TERLALU MANIS Payment Mode: Bill Payment

Payment Date: 22 May 2024

2 item(s)

Reference No.	Biller Name	Billing ID	Amount	Administration Charges
IFL240522000000066	BPJS Kesehatan - Individual	3214062981999015	IDR 3,480,000.00	IDR 0
IFL240522000000066	BPJS Kesehatan - Individual	3602215195740002	IDR 1,680,000.00	IDR 0

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

User Activities

User	Activities	Date / Time	Remark
USER_MAKER1	Submit	22 May 2024 12:56:17 WIB	

Remark

Remarks

Enter

Maximum 100 characters

Back Return Approve



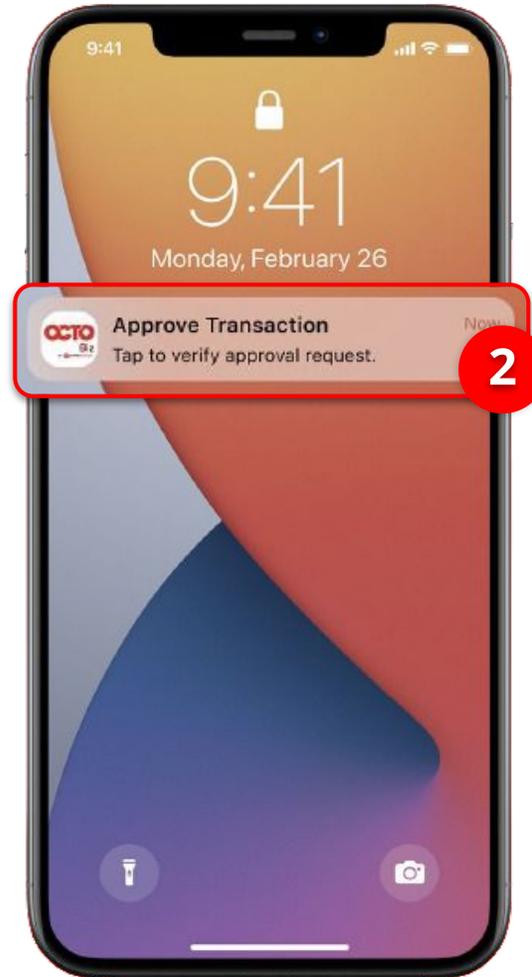
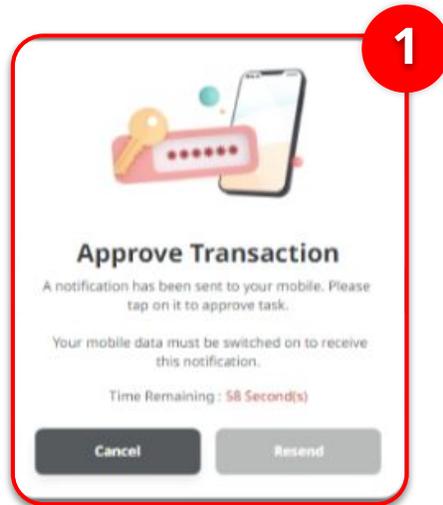
Review the Transaction,

- 1 If Appropriate, click **Approve**
- 2 Click **Yes**

STEP

04

APPROVER

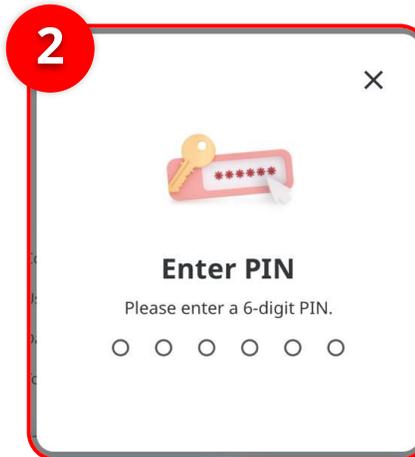
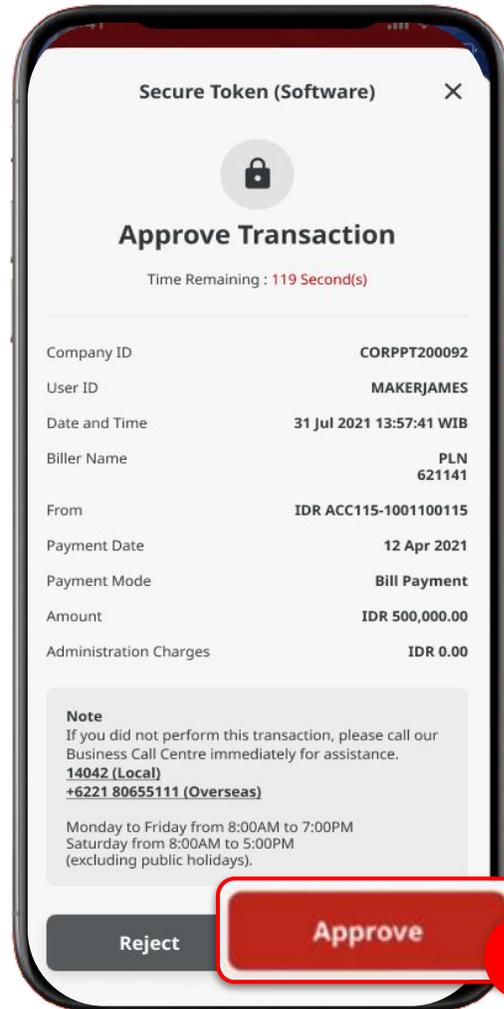


- 1 System will show **Approve Transaction pop up on Web**
- 2 System also will send Mobile Notification. Open the device, **Click Notification Bar.**

STEP

05

APPROVER



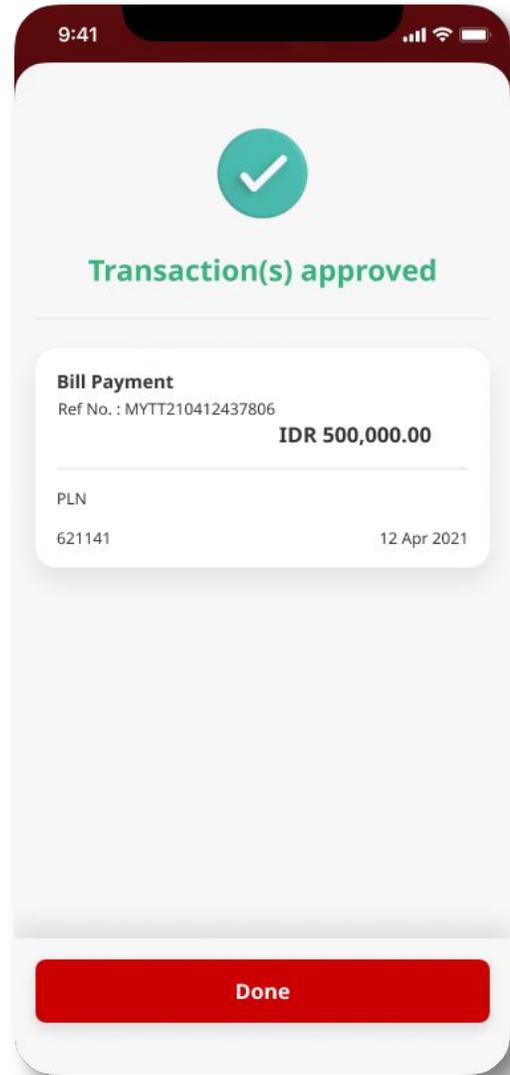
1 Click **Approve Button**

2 Input the **6-Digit Pin**

STEP

06

APPROVER



If the transaction is Successful, the system will display the **Acknowledgement page.**



Bill Payment Transaction

Single Transaction

Multiple Batch Transaction

Approval Process

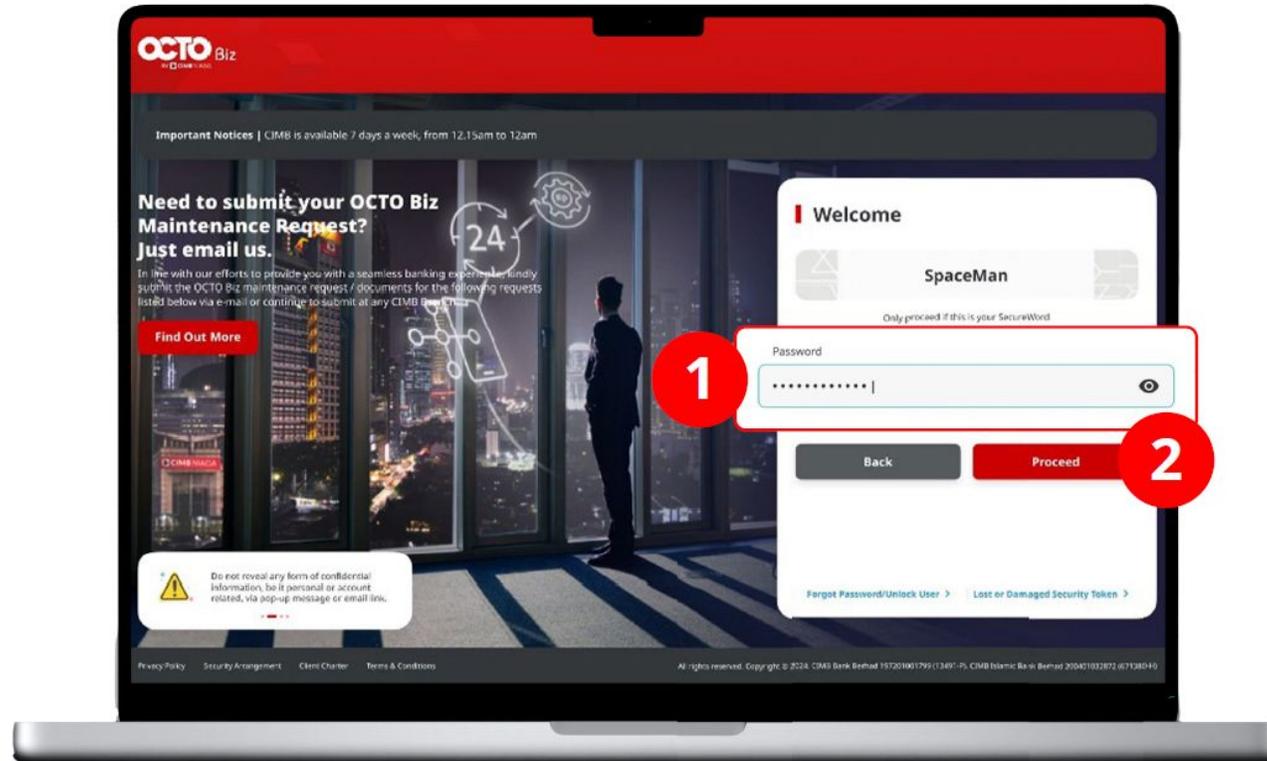
Mobile Token

Hard Token

STEP

01

APPROVER

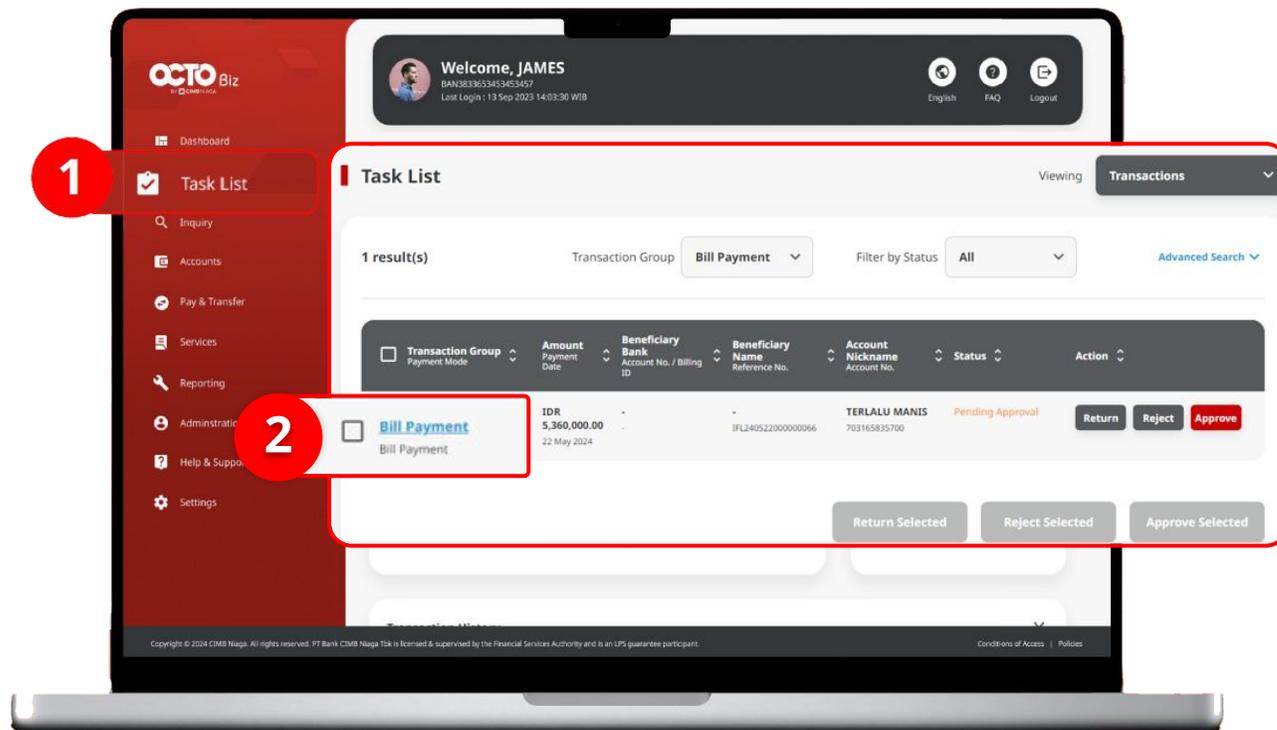
Login as **Approver**

- 1 Fill the **Password**
- 2 Click **Proceed Button**

STEP

02

APPROVER



1 Navigate to side menu, Click **Task List**

2 Click **Transaction Hyperlink**

STEP

03

APPROVER

Task List > Details

Transaction Status : Pending Approval

Creation Date: 22 May 2024 12:56:17 WIB Reference No: IFL24052200000066

Transaction Group: Bill Payment

Sender Details: From Account: 702165835700-IDR TERLALU MANIS Payment Mode: Bill Payment Payment Date: 22 May 2024

2 Item(s)

Reference No.	Biller Name	Billing ID	Amount	Administration Charges
08P240522000000095	PTSL Katanapake (Jen. - Individual)	3216042301950015	IDR 1,680,000.00	IDR 0
08P240522000000096	PTSL Katanapake (Jen. - Individual)	3603215195740002	IDR 1,680,000.00	IDR 0

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

User Activities

User	Activities	Date / Time	Remark
USER_MAMERX	Submit	22 May 2024 12:56:17 WIB	

Remark: Enter

Back Return Approve 1

Approve Transaction

Step 1: Turn on the device and press number 2.

Step 2: Enter the following number into your device. 35710833

Step 3: Enter the 8-digit code here. Enter 8-digit code

Submit 2

Review the Transaction,

1 Click **Approve**2 System will show the **Approve Transaction Pop Up**

STEP

04

APPROVER



- 1 Turn on the Hard Token device by **Clicking Play button**
- 2 Enter the **Secure pin number**
- 3 if the pin is correct, system will show **"APPLI"** on device Screen.
- 4 Click **"2"** button to go to **Transaction Signing Feature**.

STEP

05

APPROVER

Step 2

Enter the following number into your device.

35710833

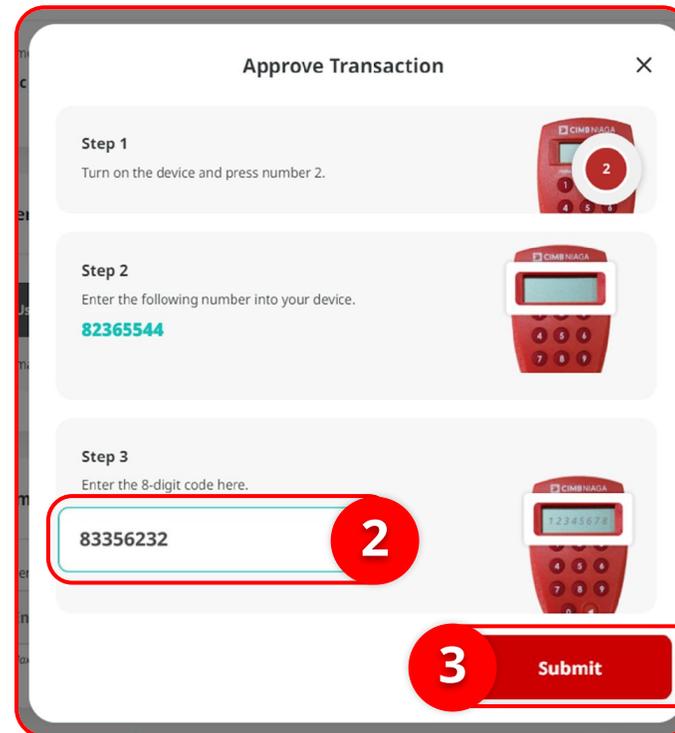


- 1 **Input the code** that show on the **Pop-up Box website**
- 2 Click **Play Button**

STEP

06

APPROVER



- 1 Hard-Token device will show the **8-digit Code**
- 2 **Input the code to Approve Transaction Pop up**
- 3 Click **Submit button**

STEP

07

APPROVER

Task List > Acknowledgement

Successful 

Reference No. : BPP340625000000078 Approved On : 25 Jun 2024 15:25:44 WIB

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

Transaction Group

Transaction Group
Bill Payment

Sender Details

From Account: 703185655506-IDR TB LIABILITY 2 Payment Mode: Bill Payment
Payment Date: 25 Jun 2024

Billers Details

Billers Category: BPJS Billers Name: BPJS Ketenagakerjaan - Individual

Transaction Details

NIK: 3216062501950015	Division: -
NPP: -	Customer Name: DI TIAN
Payment Period: 2030-07	JHT Nominal: IDR 20,000.00
JPK Nominal: IDR 10,000.00	JKM Nominal: IDR 6,800.00
JPN Nominal: IDR 0.00	JPP Nominal: IDR 0.00
Total Billing: IDR 36,800.00	Administration Fee: IDR 0.00
Total Payment: IDR 36,800.00	

Other Details

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

User Activities

User	Activities	Date / Time	Remark
SYS ADMIN MAKER 6	Submit	25 Jun 2024 15:25:22 WIB	
SYS ADMIN AUTHO 7	Approve	25 Jun 2024 15:25:41 WIB	

Print Done

If the transaction is Successful, the system will display the **Acknowledgement page**.



Bill Payment Non-Transaction

Download Receipt

Send & Retrigger Email



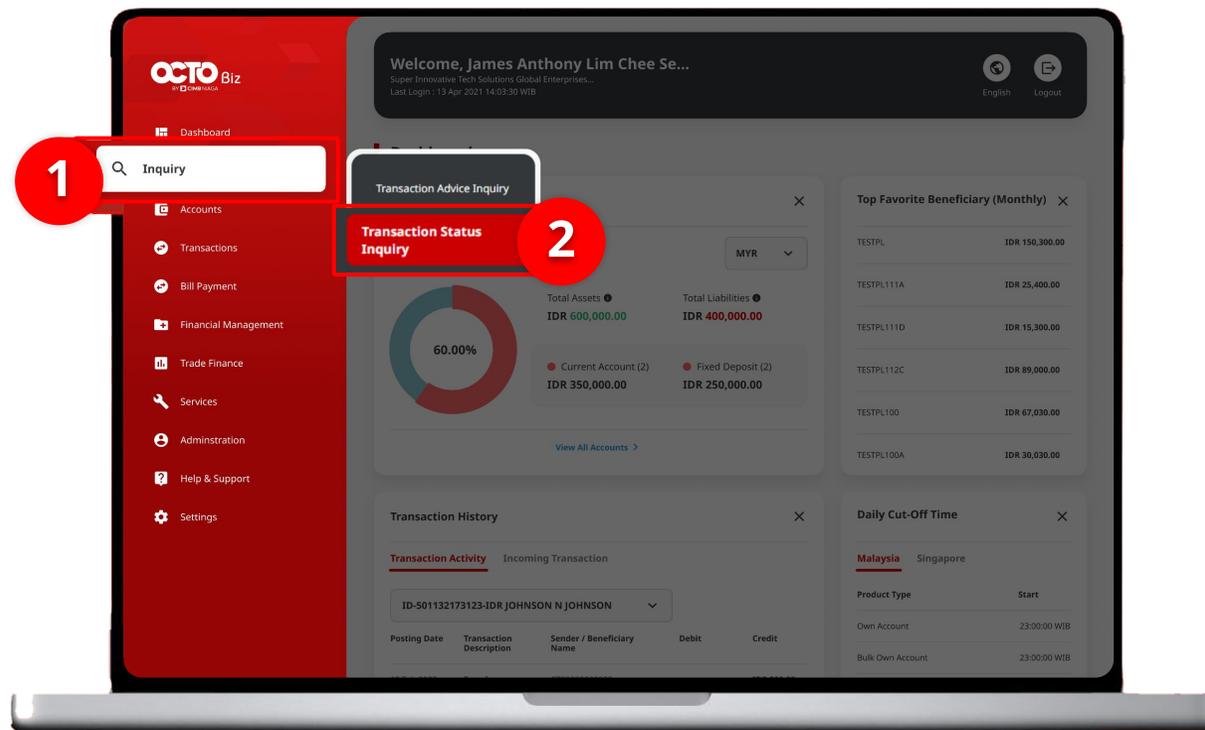
Bill Payment Non-Transaction

Download Receipt

Single Batch

Multiple Batch

STEP 01



After **Approve Transaction** Success,

- 1 Navigate Cursor to side menu, **Click Inquiry**
- 2 Click to **Transaction Status Inquiry**

STEP 02

The screenshot shows the 'Transaction Status Inquiry' page. At the top right, a dropdown menu is set to 'Viewing Transactions' (1). Below this is a search section with various filters: 'Payment Date From' (29 May 2024), 'To' (29 May 2024), 'Your Reference Number', 'Transaction Group' (All), 'Payment Mode' (Bill Payment) (2), 'Debit Account No.', 'Beneficiary Name', 'Beneficiary Bank / Billing ID', 'Currency' (All), 'Amount From', 'To', 'File Name', and 'Filter by Status' (All). A red 'Search' button is highlighted (3). Below the search section is a table with 5 items. The first row is selected, indicated by a checkmark in a checkbox (4). At the bottom of the table, a 'Download Selected Receipt(s)' button is highlighted (5), along with a 'Download All Receipt(s)' button. At the very bottom of the page are 'Print' and 'Download' buttons.

- 1 Choose **Transaction** as **Viewing**
- 2 Choose **Bill Payment** as **Payment Mode**
- 3 Click **Search**
- 4 Select the **Transaction** you want to **Download Receipt**
- 5 Click **Download the Selected Receipt**

STEP 03

Transaction Status Inquiry Viewing Transactions

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

Search

Payment Date From * To * Your Reference Number

Transaction Group * Payment Mode

Debit Account No. Beneficiary Account No.

Beneficiary Name Beneficiary Bank / Billing ID

Currency Amount From To File Name

Filter by Status *

Search

5 item(s)

<input type="checkbox"/>	Transaction Group Payment Mode	Amount	Beneficiary Bank / Billing ID Account No.	Beneficiary Name Your Reference Number	Payment Date Transaction Date	Created Date	Status
<input checked="" type="checkbox"/>	Bill Payment Bill Payment	IDR 1,680,000.00	BPJS 3032219125140002	BPJS Ketenagakerjaan - Individuall BPJ40129000000017	29 May 2024 Immediate	29 May 2024	Successful
<input type="checkbox"/>	Bill Payment Bill Payment	IDR 1,680,000.00	BPJS 32140KZD1950015	BPJS Ketenagakerjaan - Individuall BPJ40129000000075	29 May 2024 Immediate	29 May 2024	Successful
<input type="checkbox"/>	Bill Payment Bill Payment	IDR 1,680,000.00	BPJS 32140KZD1950015	BPJS Ketenagakerjaan - Individuall BPJ40129000000016	29 May 2024 Immediate	29 May 2024	Successful
<input type="checkbox"/>	Bill Payment Bill Payment	IDR 1,680,000.00	BPJS 32140KZD1950015	BPJS Ketenagakerjaan - Individuall BPJ40129000000037	29 May 2024 Immediate	29 May 2024	Successful
<input type="checkbox"/>	Bill Payment Bill Payment	IDR 1,680,000.00	BPJS 32140KZD1950015	BPJS Ketenagakerjaan - Individuall BPJ40129000000035	29 May 2024 Immediate	29 May 2024	Successful

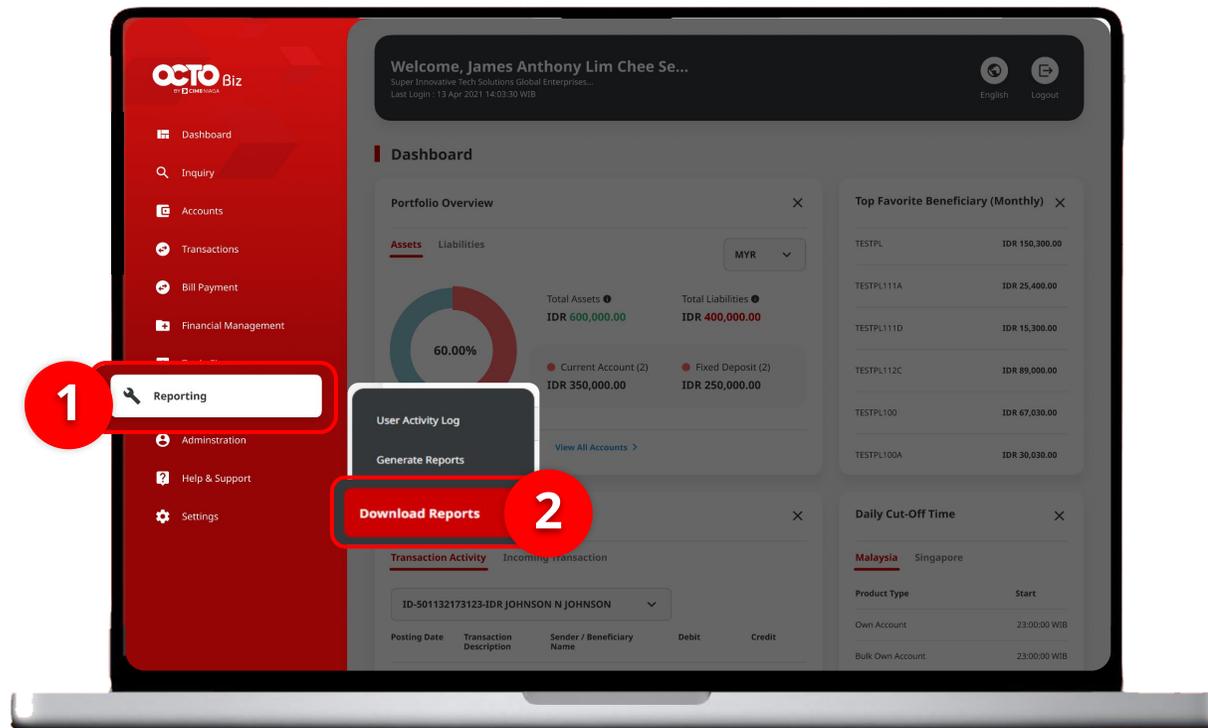
Download Selected Receipt(s) **Download All Receipt(s)**

Print **Download**

System will show the **Successfully Generated** pop-Up Box

User can move to **Reporting menu** and can **Download the Report**

STEP 04



1 Navigate to **side menu**, and **Click Reporting**

2 Click **Download Reports**

STEP
05

The screenshot shows the 'Download Reports > Inquiry & Listing' interface. It includes a search bar with 'Company ID' and a 'Report Type' dropdown menu set to 'Transaction'. Below this is a 'Report Name' dropdown menu set to 'Bill Payment Receipt'. There are also fields for 'Account Number', 'Created By', 'Report Date' (25 Jun 2024), and 'To' (26 Jun 2024). A 'Search' button is located at the bottom right of the search area. Below the search area is a 'Listing' table with columns: Report Type, Report Name, File Type, Account No., Report Date / Timestamp, File Size, and Created By. The table contains one entry: Transaction, Bill Payment Receipt, PDF, -, 26 Jun 2024 15:43:46 WIB, 19.037 KB, SYS ADMIN MAKER 6. A 'Download' button is located at the bottom right of the listing area.

1. Choose **Transaction** as **Report Type**

2. Choose **Bill Payment Receipt** as **Report Name**

3. Click **Search**

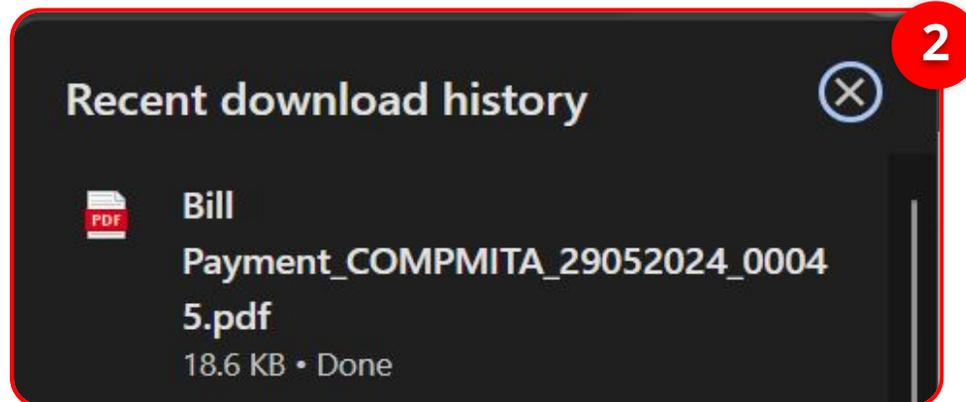
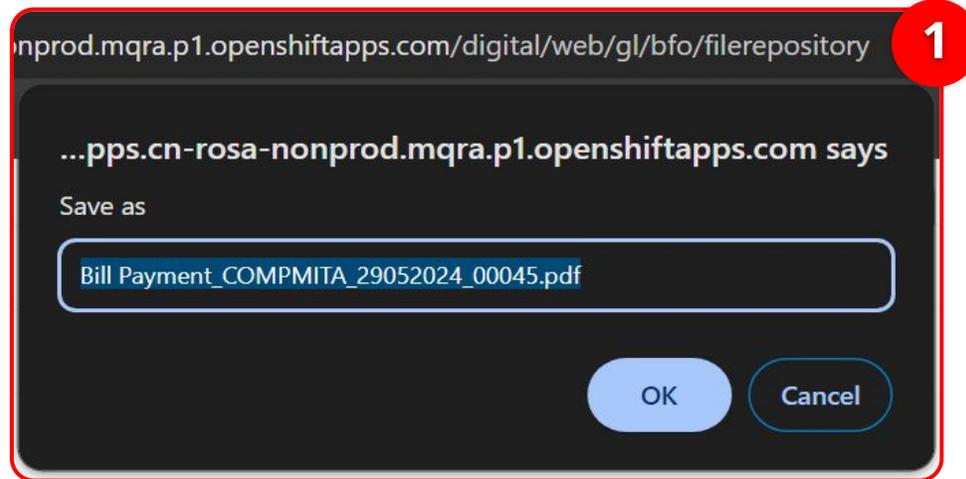
4. Choose transaction that needed to download

5. Click **Download**

System will navigate to **Download Reports Inquiry & Listing Page**

- 1 Choose **Transaction** as **Report Type**
- 2 Choose **Bill Payment Receipt** as **Report Name**
- 3 Click **Search**
- 4 Choose transaction that needed to download
- 5 Click **Download**

STEP
06

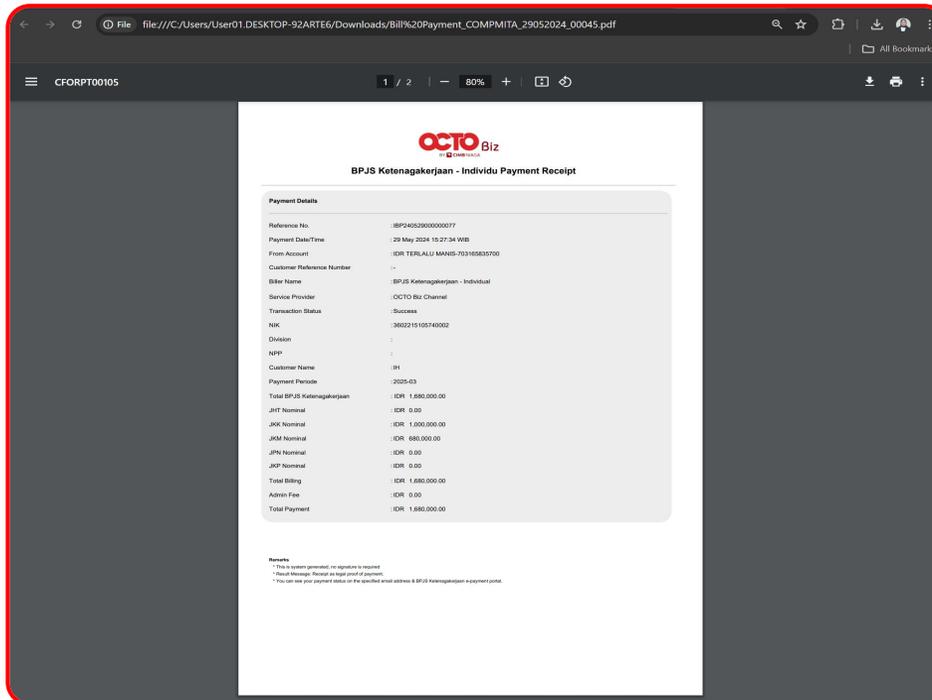


1 System will show the **Save as Pop Up Box, Click OK**

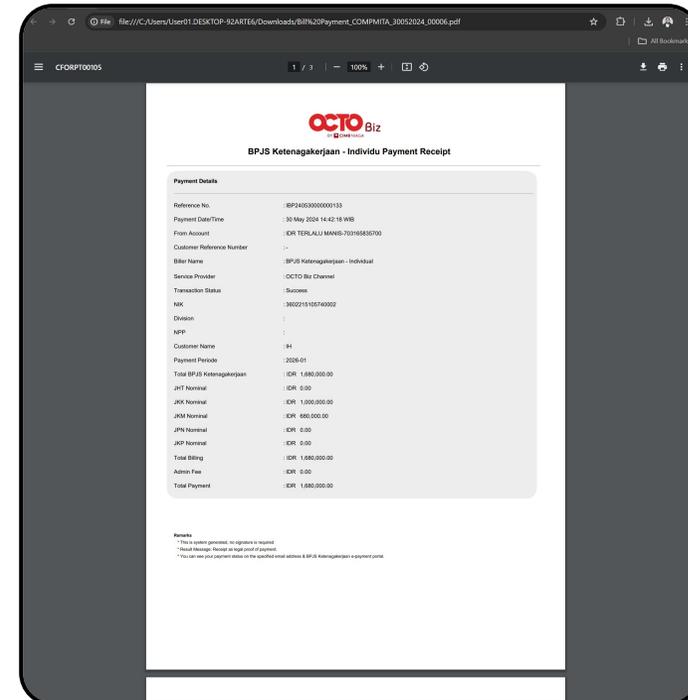
2 On the **Download menu**, will shown **downloaded File Notification**

STEP 06

Single Batch



Multiple Batch



For **Multi Batch Transaction**, Receipt will merged into **1 PDF File**



Bill Payment Non-Transaction

Send & Retrigger Email Receipt

Send Receipt

Retrigger Receipt



Bill Payment Non-Transaction

Send & Retrigger Email Receipt

Send Receipt

Retrigger Receipt

STEP

01

MAKER

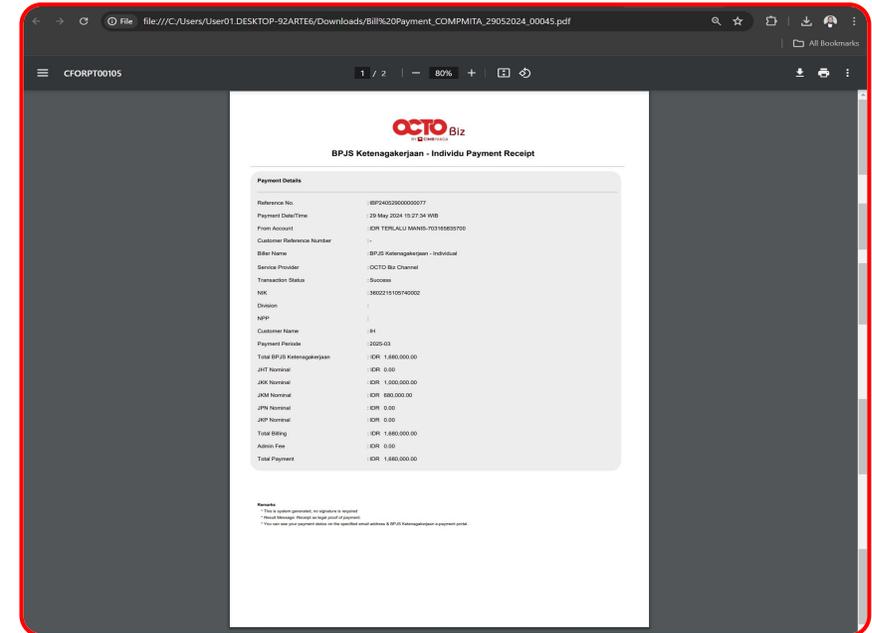
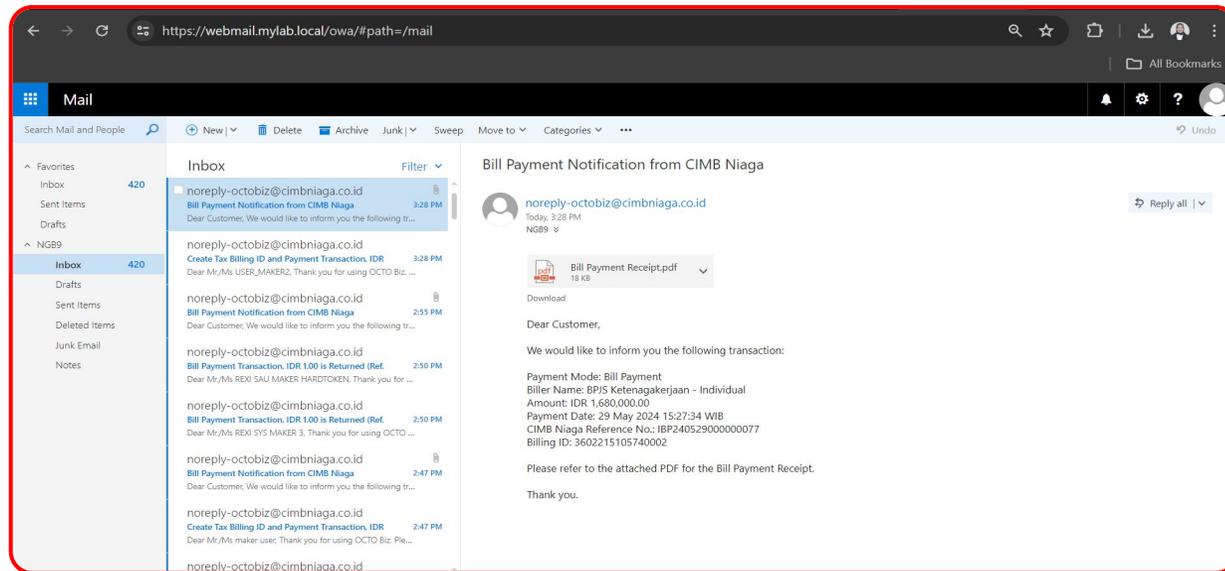
The screenshot shows the OCTO Biz Bill Payment interface. The left sidebar contains navigation options: Dashboard, Inquiry, Accounts, Transactions, Bill Payment (selected), Financial Management, Trade Finance, Services, Administration, Help & Support, and Settings. The main content area is titled 'Bill Payment' and includes sections for Transaction Group, Sender Details, Biller Details, Transaction Details, and Other Details. The 'Other Details' section has three red boxes highlighting: 1. The 'Send' button in the 'Receipt Notification' section. 2. The 'Email Address' field in the 'Other Payment Details' section, containing 'random@hotmail.com'. 3. The 'Next' button at the bottom of the form.

1 While create transaction, Choose **Send Receipt Notification** on **Other Details** part

2 Input the Email for sending the **Receipt Notification**

3 Click **Next**

If the Transaction Type is **Multi Batch** transaction, **make sure always** click the **Send Receipt Button**

STEP
02

System will automatically send the Receipt using the email that **already input on the system. Click the file to preview the Receipt**



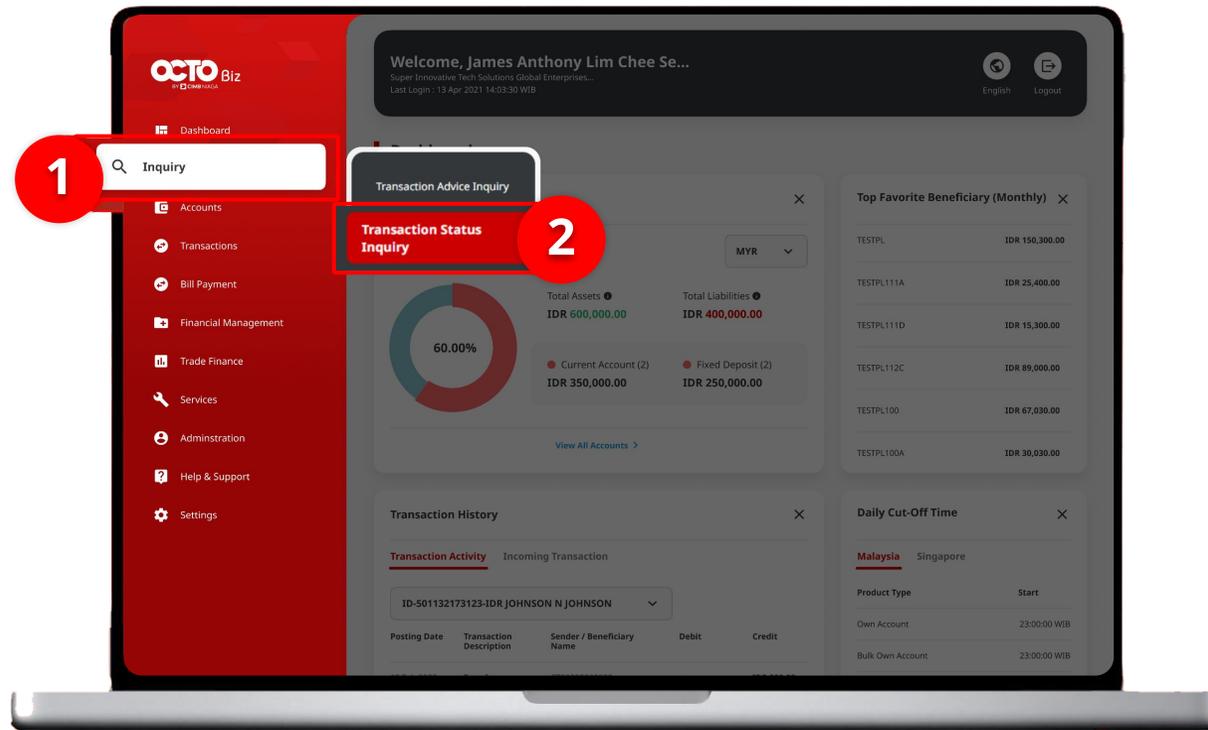
Bill Payment Non-Transaction

Send & Retrigger Email Receipt

Send Receipt

Retrigger Receipt

STEP
01



After Transaction is Approved,

1 Navigate to side menu,
Click **Inquiry**

2 Click **Transaction Status
Inquiry** Menu

STEP
02

The screenshot shows the 'Transaction Status Inquiry' page. A red box highlights the 'Viewing' dropdown menu, which is set to 'Transactions' (1). Another red box highlights the 'Payment Mode' dropdown menu, which is set to 'Bill Payment' (2). A third red box highlights the 'Search' button (3). A fourth red box highlights the first row of the transaction table, specifically the 'Transaction Group' column which contains a blue hyperlink 'Bill Payment' (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 / Account No.	Beneficiary Name / Your Reference Number	Payment Date / Transaction Mode	Created Date	Status
Bill Payment Bill Payment	IDR 1,680,000.00	BPJS 360221515140002	BPJS Ketenagakerjaan - Individual BPJ240529000000077	29 May 2024 Immediate	29 May 2024	Successful
Bill Payment Bill Payment	IDR 3,680,000.00	BPJS 32140K201900015	BPJS Ketenagakerjaan - Individual BPJ240529000000070	29 May 2024 Immediate	29 May 2024	Successful
Bill Payment Bill Payment	IDR 3,680,000.00	BPJS 32140K201900015	BPJS Ketenagakerjaan - Individual BPJ240529000000056	29 May 2024 Immediate	29 May 2024	Successful
Bill Payment Bill Payment	IDR 3,680,000.00	BPJS 32140K201900015	BPJS Ketenagakerjaan - Individual BPJ240529000000037	29 May 2024 Immediate	29 May 2024	Successful
Bill Payment Bill Payment	IDR 3,680,000.00	BPJS 32140K201900015	BPJS Ketenagakerjaan - Individual BPJ240529000000005	29 May 2024 Immediate	29 May 2024	Successful

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

Print Download

- 1 Choose **Transaction as Viewing**
- 2 Choose **Bill Payment as Payment Mode**
- 3 Click **Search**
- 4 Click **Task Hyperlink**

STEP
03

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 Input **Email***

2 Click **Resend**

*If need to resend the **Receipt to another email**, input **another Email Address on the box**



OCTO Biz
BY  **CIMB NIAGA**

