

OCTO Biz

Pay & Transfer
BILL PAYMENT
Mobile

TUTORIALOCTOBIZ2024

KEJAR MIMPI

*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

26 Non-Transaction
Share & Download Email Receipt



Bill Payment Transaction

Create Transaction

Approve Transaction



Bill Payment Transaction

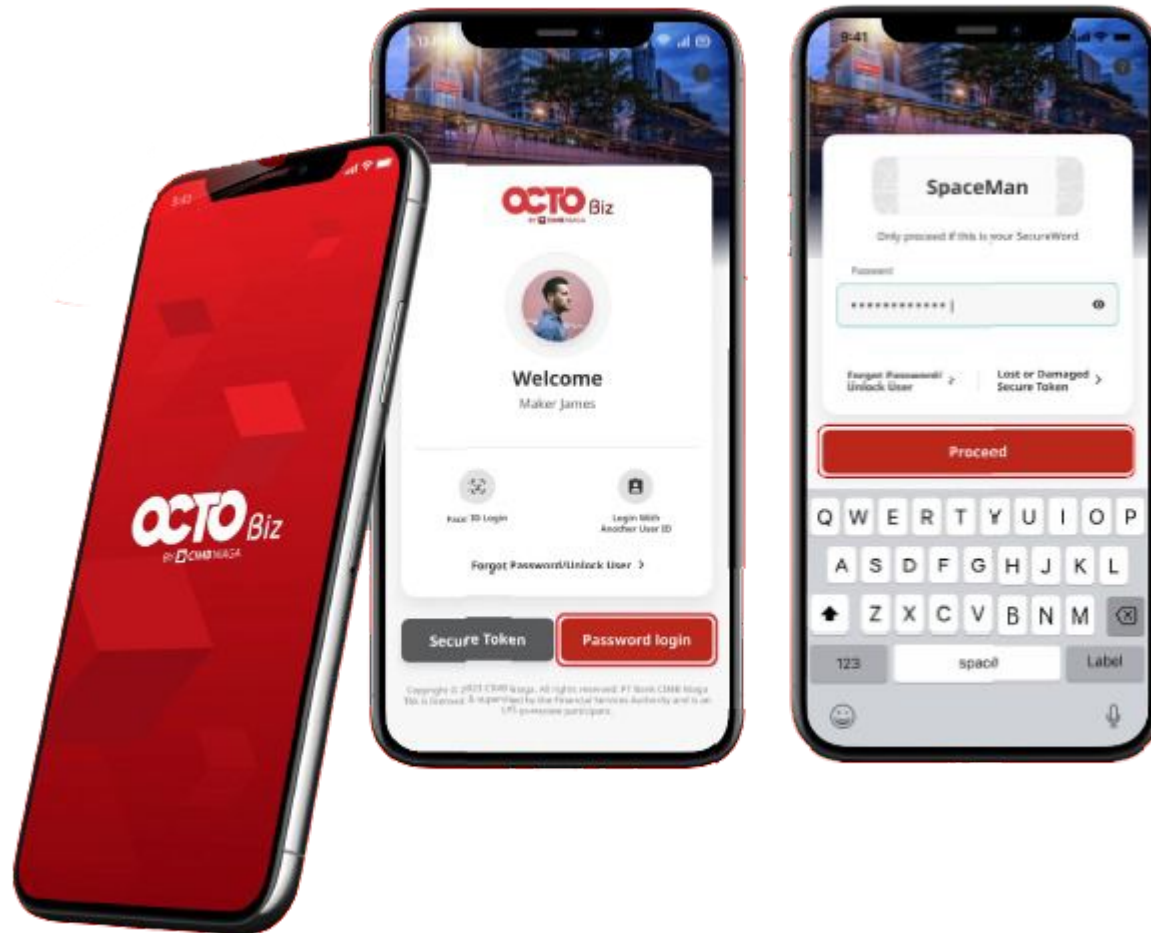
Create Transaction

Approve Transaction

STEP

01

MAKER

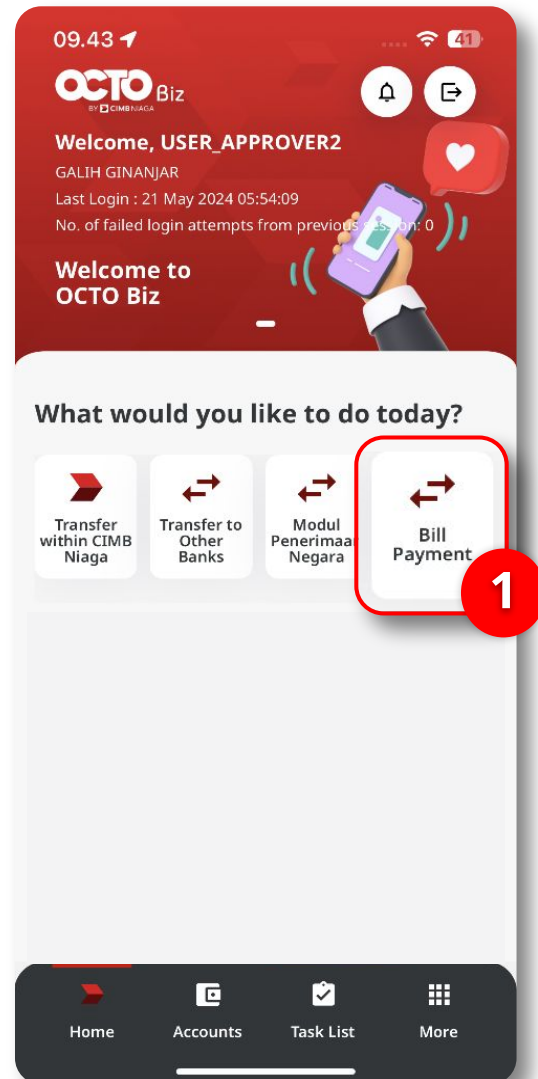
Login as **Maker**

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

STEP

02

MAKER



1

Click **Bill Payment** Menu

STEP

03

MAKER

The image shows three sequential screenshots of a mobile application interface for bill payment, with red boxes and numbers indicating the steps to follow.

Step 1: The first screenshot shows the 'Bill Payment' screen with the 'Biller Details' section. The 'Biller Category' dropdown is set to 'BPJS'.

Step 2: The second screenshot shows the 'Biller Name' dropdown set to 'BPJS Ketenagakerjaan - Individ...'.

Step 3: The third screenshot shows the 'Transaction Details' section. The 'NIK' field is filled with '3327032312880002'.

Step 4: The fourth screenshot shows the 'Next' button at the bottom of the screen.

The app interface includes a status bar at the top showing the time as 09.46 and battery level at 40%. The 'Bill Payment' screen has a back arrow and a close 'X' button. The 'Biller Details' section includes fields for 'Biller Category', 'Biller Name', 'NPP', 'Customer Name', 'Payment Period', 'JHT Nominal', 'JKK Nominal', and 'JKM Nominal'. The 'Transaction Details' section includes fields for 'NIK', 'Division', 'Total Billing', 'Administration Fee', and 'Total Payment'. The 'Next' button is a red button at the bottom of the screen.

1 Choose **BPJS** as **Biller Company**

2 Choose Biller Name.
For Example: **BPJS Ketenagakerjaan - Individu**

3 Input **NIK***

4 Click **Next**

***If the NIK match**, System will automatically show the **Transaction Detail**

STEP

04

MAKER

The image displays two sequential screenshots of a 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 a 'Receipt Notification' section 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 Choose **Payment Date**2 Complete the **Other Details**3 Click **Next**

STEP

05

MAKER

Confirmation

Amount
IDR 1,680,000.00

From TERLALU MANIS
703165835700

Payment Mode Bill Payment

Bill Category BPJS

Bill Name BPJS Ketenagakerjaan - Individual

NIK 3327032312880002

Division -

NPP -

Customer Name MAN MAWAN

Payment Period 2024-06

JHT Nominal IDR 0.00

Total Amount IDR 1,680,000.00

Save As Draft **1** Submit

Submitted For Approval

Transaction Summary
IDR 1,680,000.00
01 Jul 2024 14:19:39 WIB

Reference No. IBP240701000000076

From IDR TERLALU MANIS
703165835700

Payment Mode Bill Payment

Bill Category BPJS

Bill Name BPJS Ketenagakerjaan - Individual

NIK 3327032312880002

Div -

3 Save Template **4** Save Biller

2 Done

1 Review the Transaction,
Click Submit

2 System will show the
Acknowledgement
Page. Click Done

Additional Information:

3 **Save Template:** to save the
Transaction template

4 **Save Biller:** to save the
Transaction Biller



Bill Payment Transaction

Create Transaction

Approve Transaction

Mobile Token

Hard Token



Bill Payment Transaction

Create Transaction

Approve Transaction

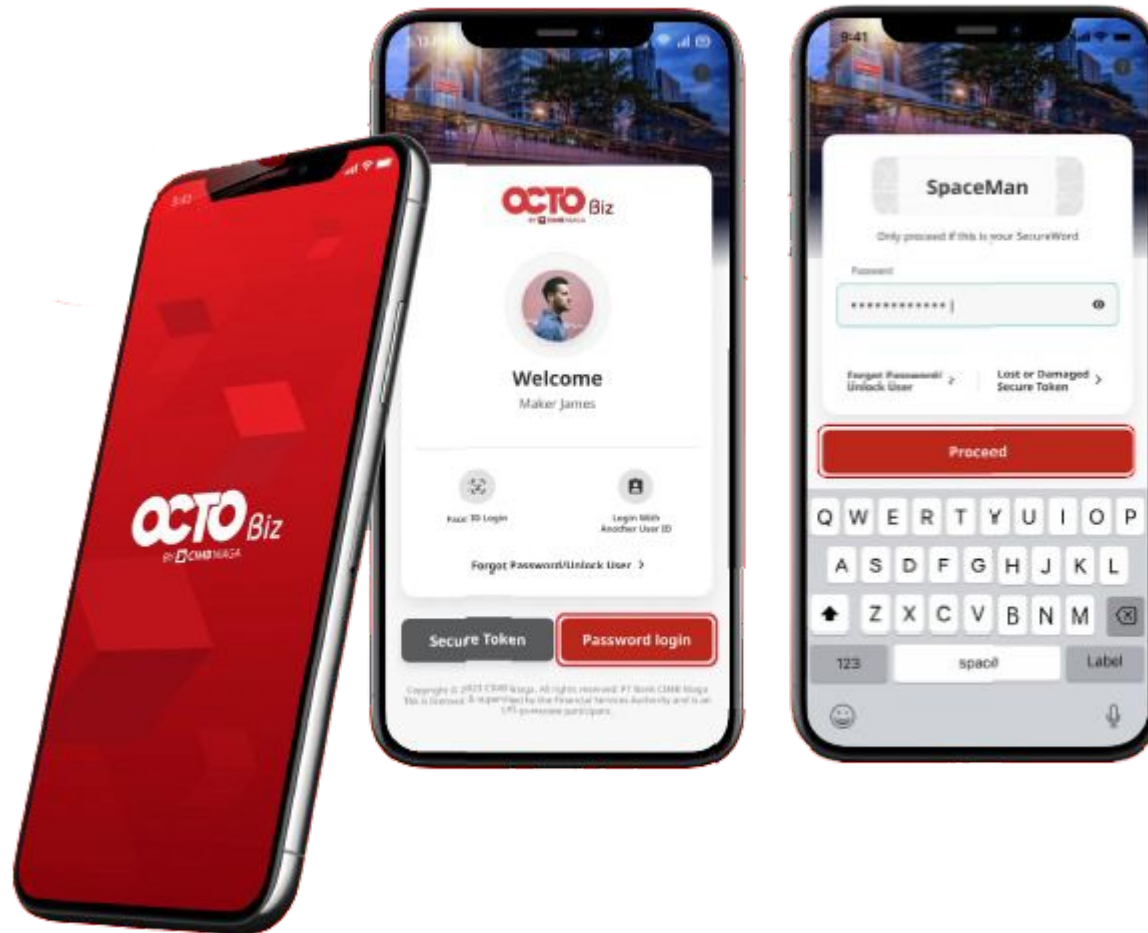
Mobile Token

Hard Token

STEP

01

APPROVER

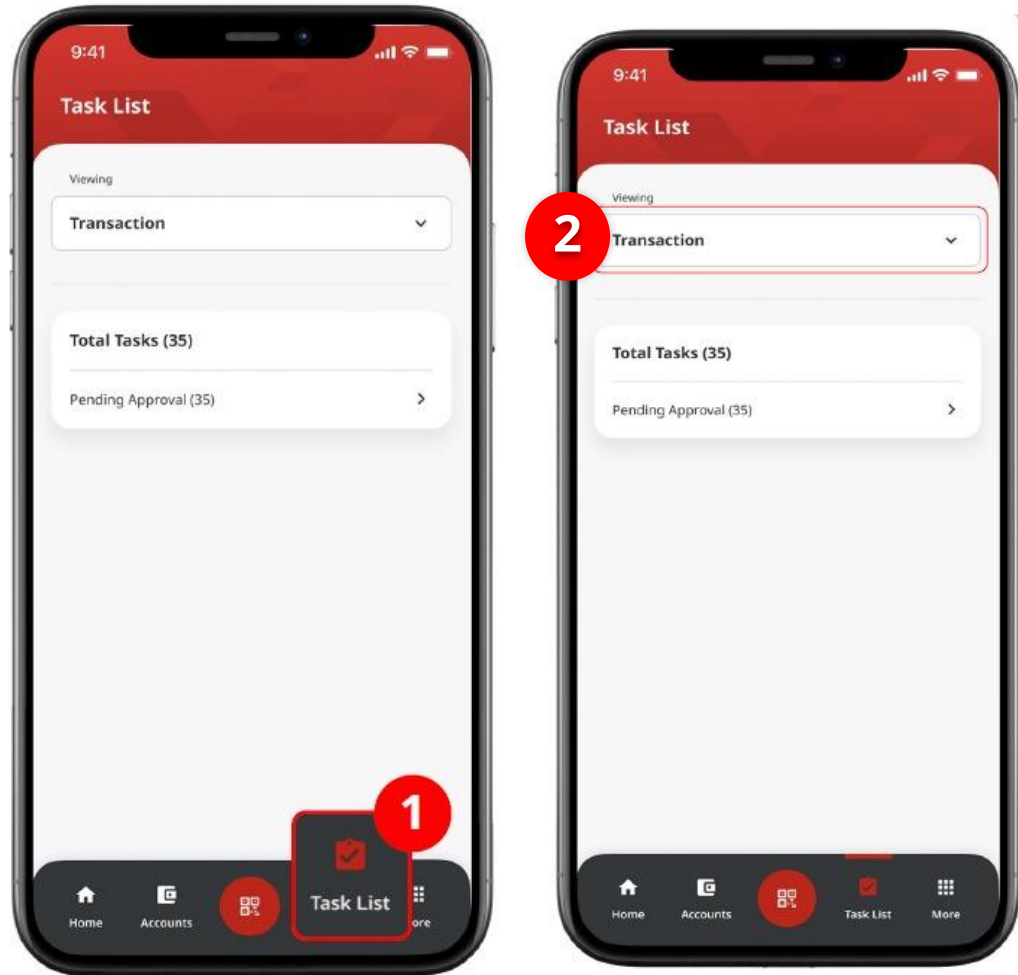
Login as **Approver**

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

STEP

02

APPROVER



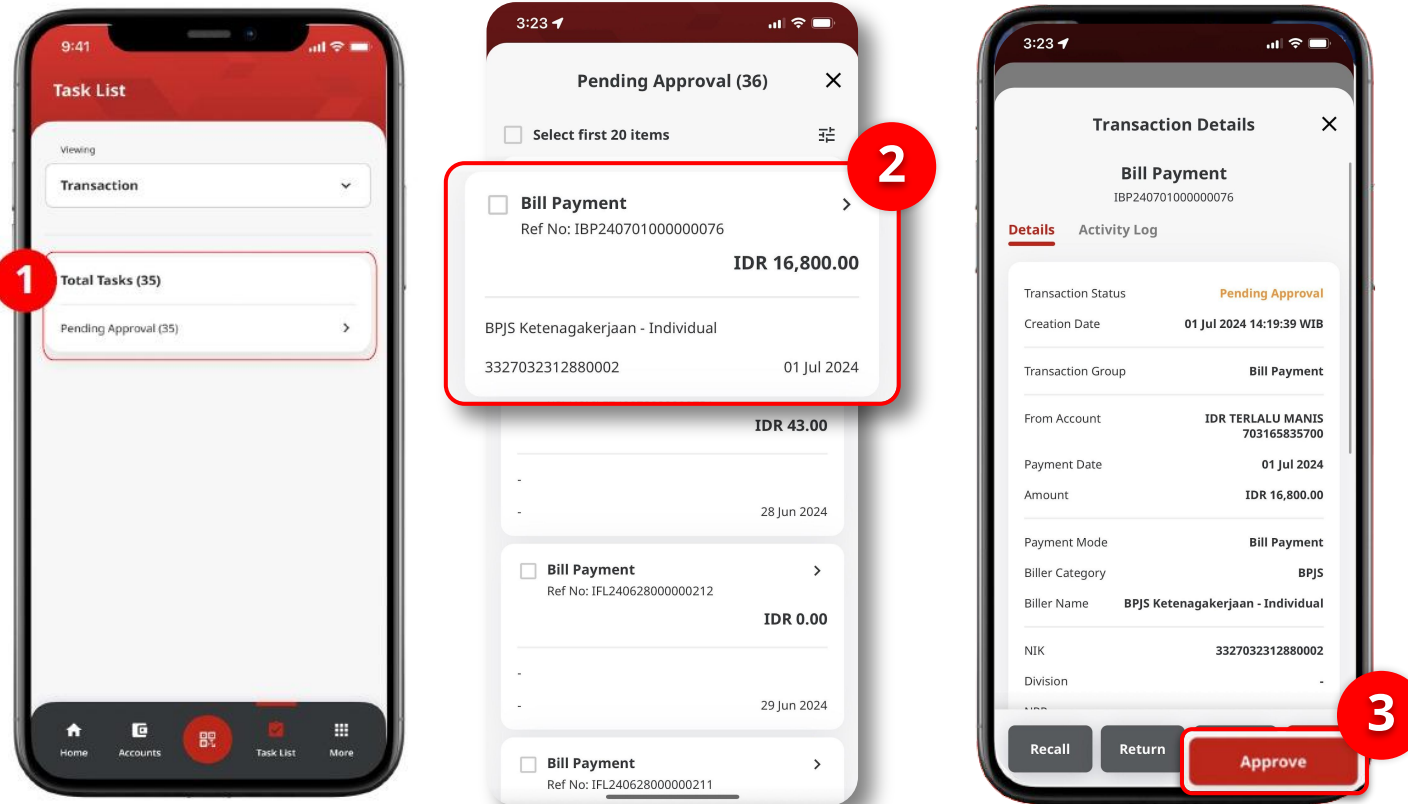
1 Navigate to Footer Menu,
Click **Task List**

2 Choose **Transaction** as
Viewing

STEP

03

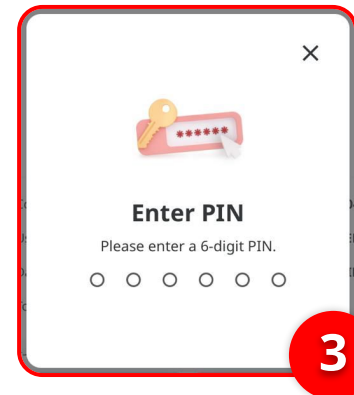
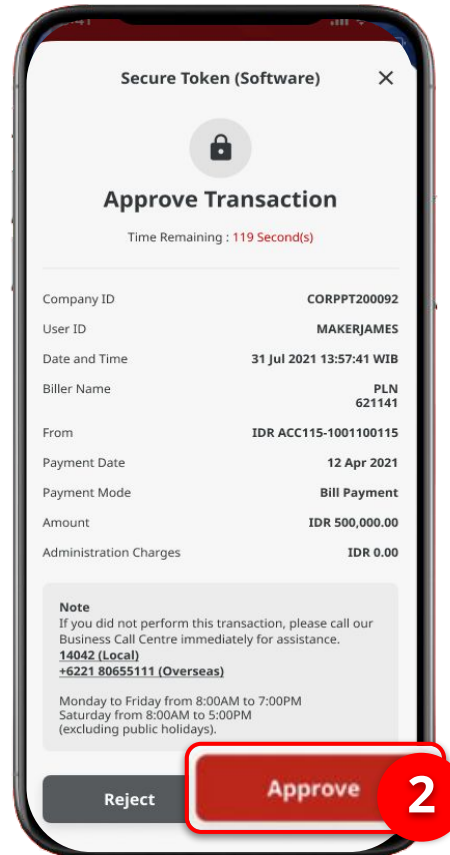
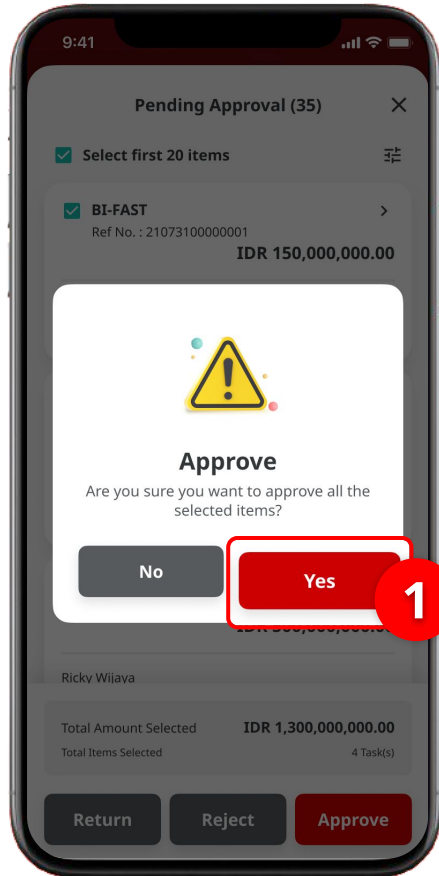
APPROVER

1 Click **Pending Approval**2 Choose Transaction that need to **Approve**3 Click **Approve**

STEP

04

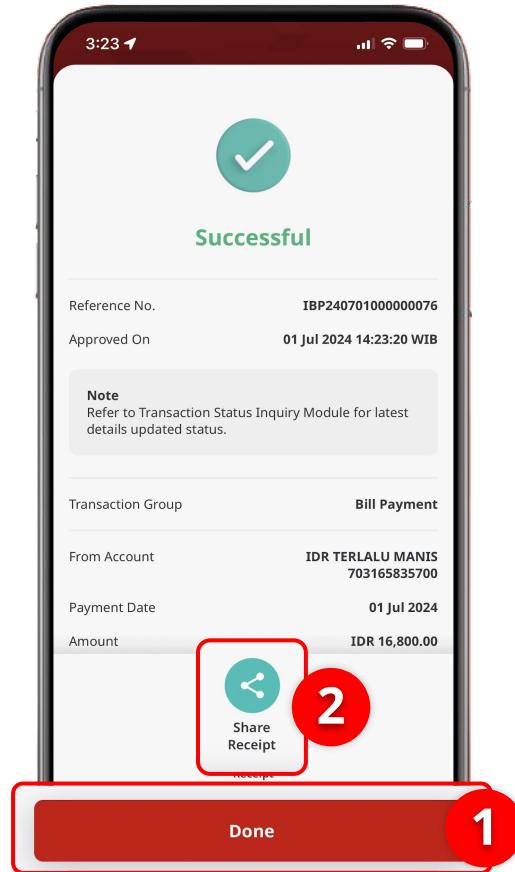
APPROVER

1 Click **Yes**2 Click **Approve Button**2 Fill the **6-digit Pin**

STEP

05

APPROVER



1 If Transaction is Success, system will navigate to **Successful** page. Click **Done**

2 If want to **share the receipt**, Click **Share Receipt**



Bill Payment Transaction

Create Transaction

Approve Transaction

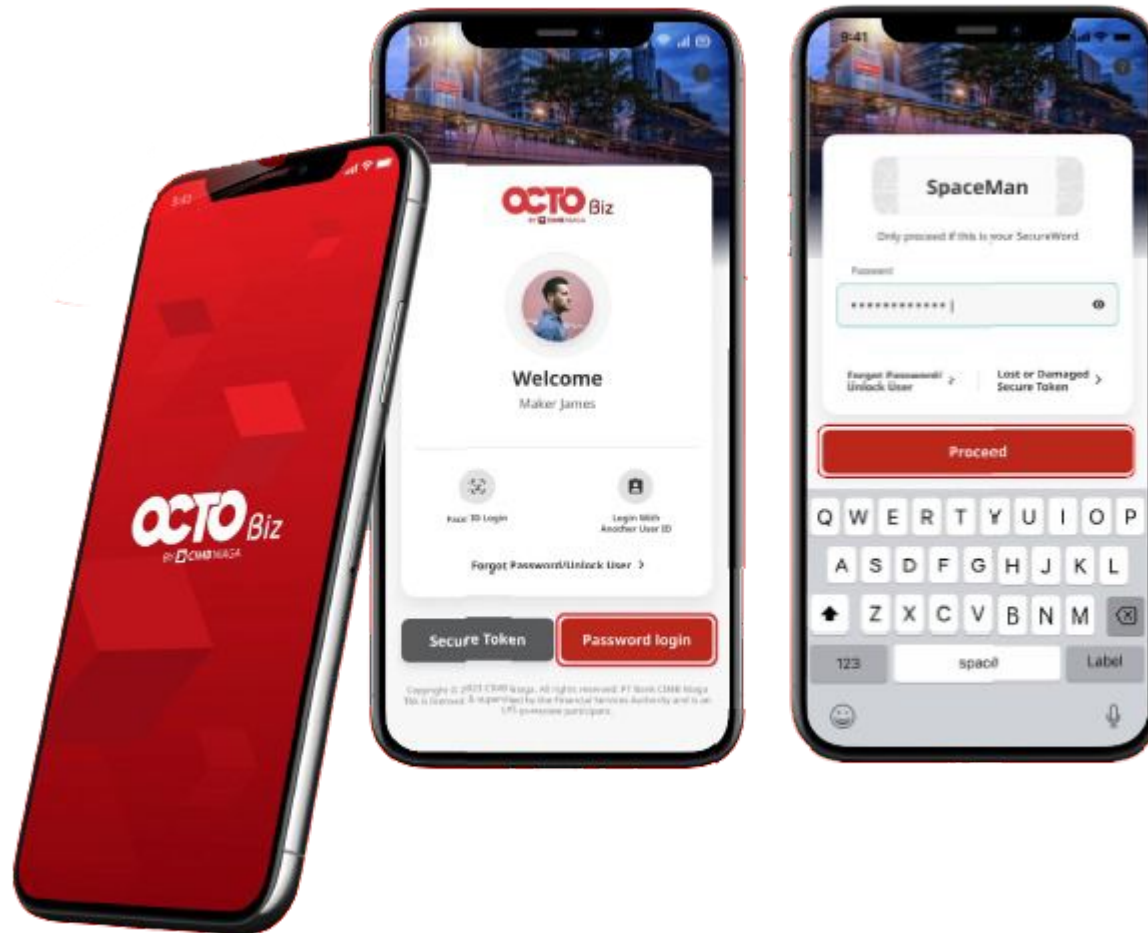
Mobile Token

Hard Token

STEP

01

APPROVER

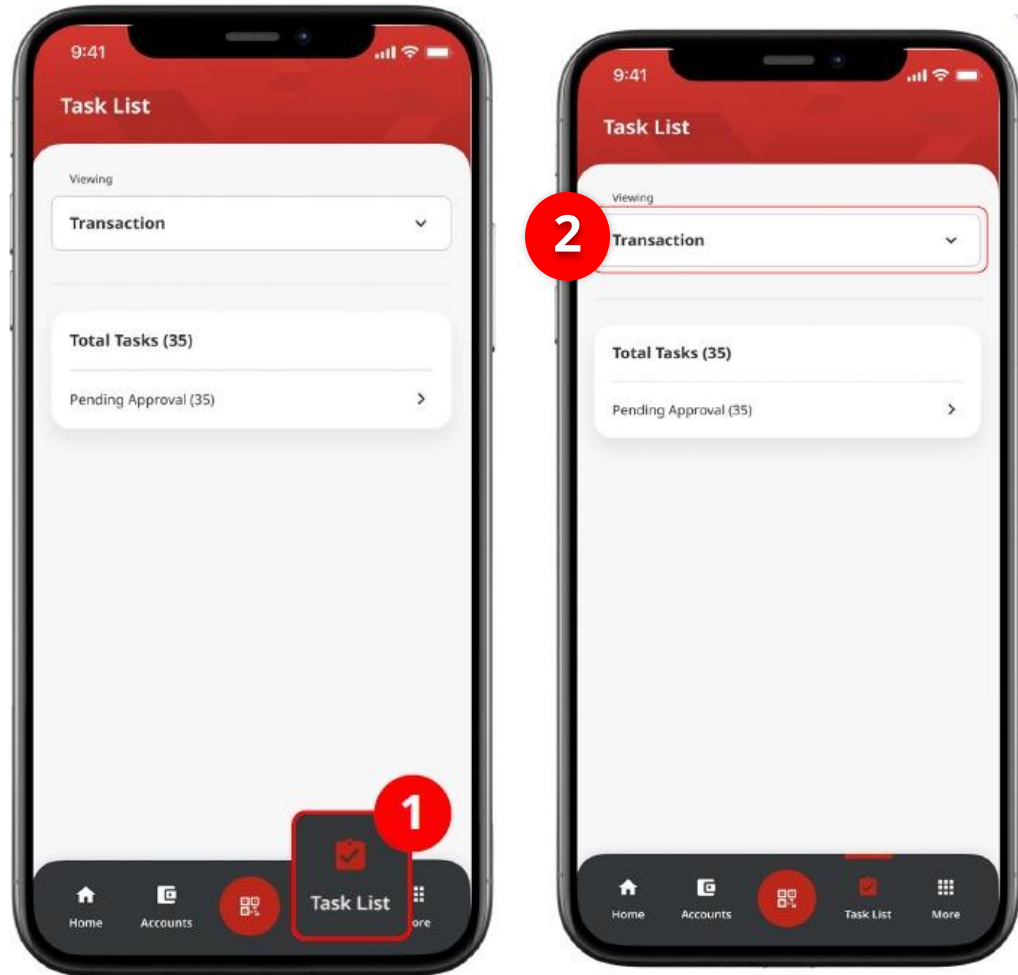
Login as **Approver**

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

STEP

02

APPROVER



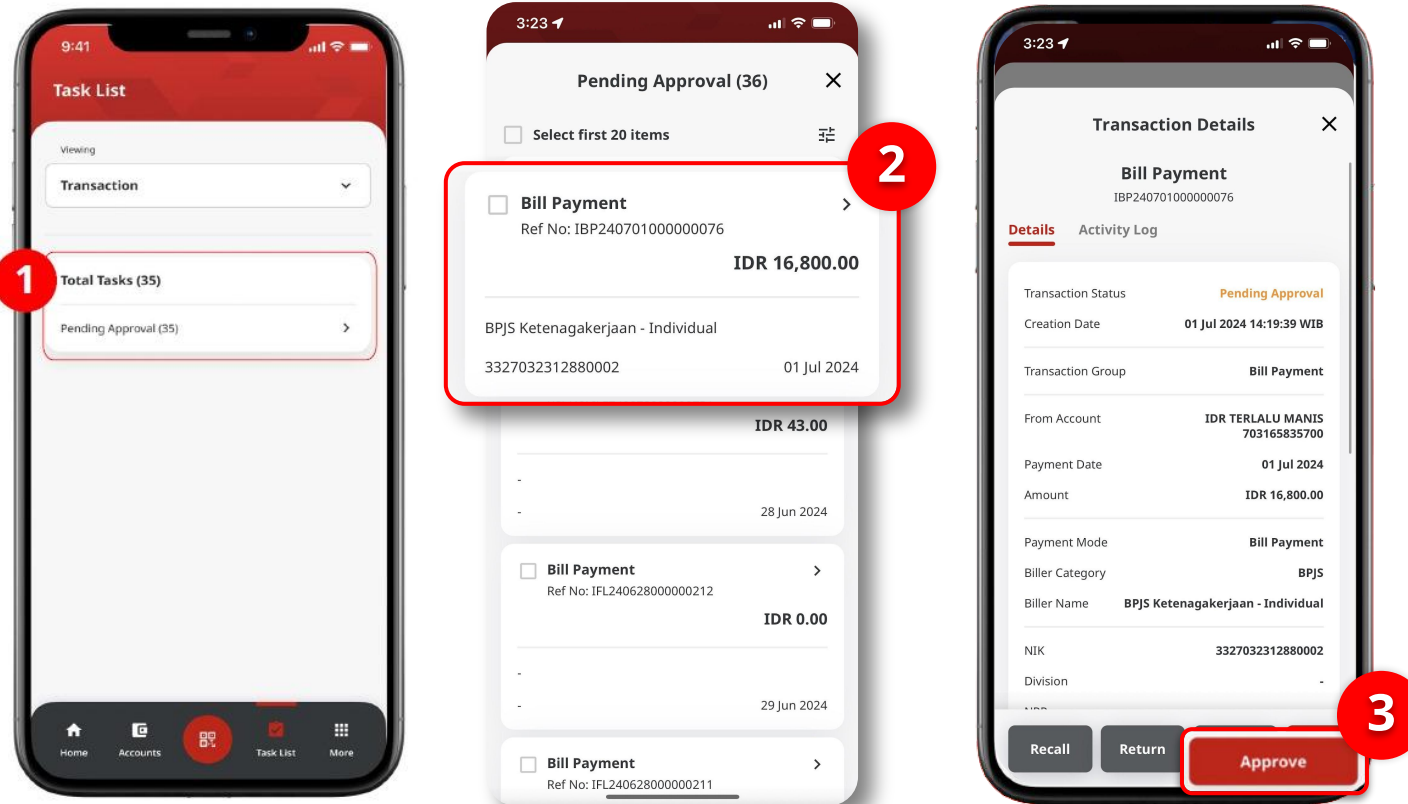
1 Navigate to Footer Menu,
Click **Task List**

2 Choose **Transaction** as
Viewing

STEP

03

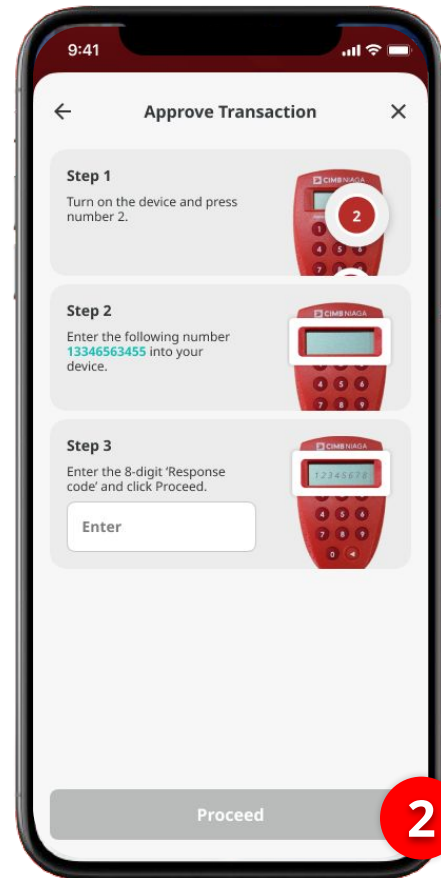
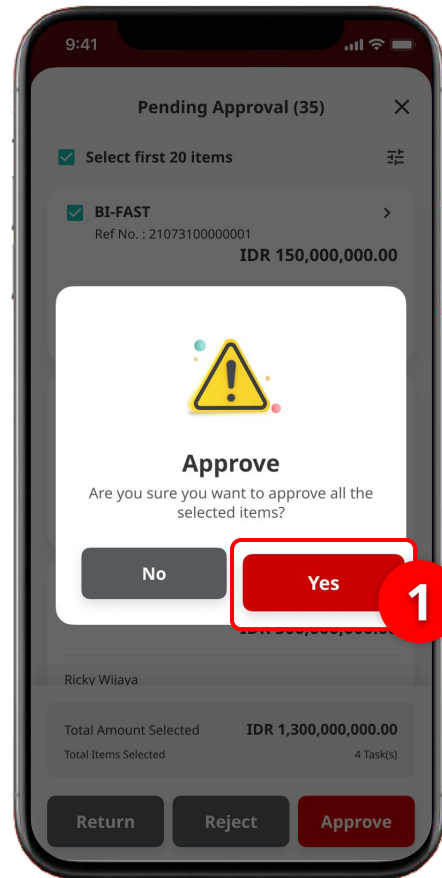
APPROVER

1 Click **Pending Approval**2 Choose Transaction that need to **Approve**3 Click **Approve**

STEP

04

APPROVER



1

Click **Yes**

2

System will show **Approve Transaction Page**

STEP

05

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

06

APPROVER

Step 2

Enter the following number
13346563455 into your
device.

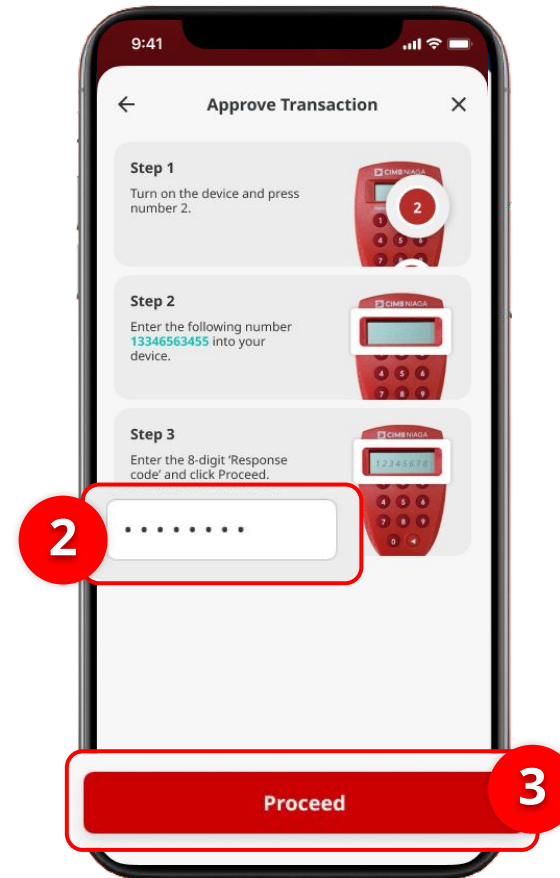


- 1 Input the code that show on the **Pop-up Box website**
- 2 Click **Play Button**

STEP

07

APPROVER

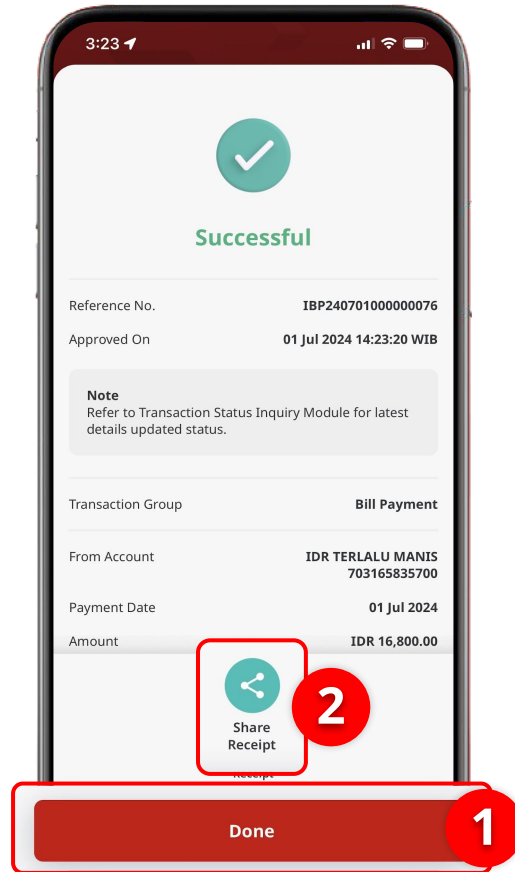


- 1 Hard-Token device will show the **8-digit Code**
- 2 **Input the code to Approve Transaction Pop up**
- 3 Click **Submit button**

STEP

08

APPROVER



1 If Transaction is Success, system will navigate to **Successful** page. Click **Done**

2 If want to **share the receipt**, Click **Share Receipt**



Bill Payment Non-Transaction

Share Email Receipt

Download Receipt from TSI



Bill Payment Non-Transaction

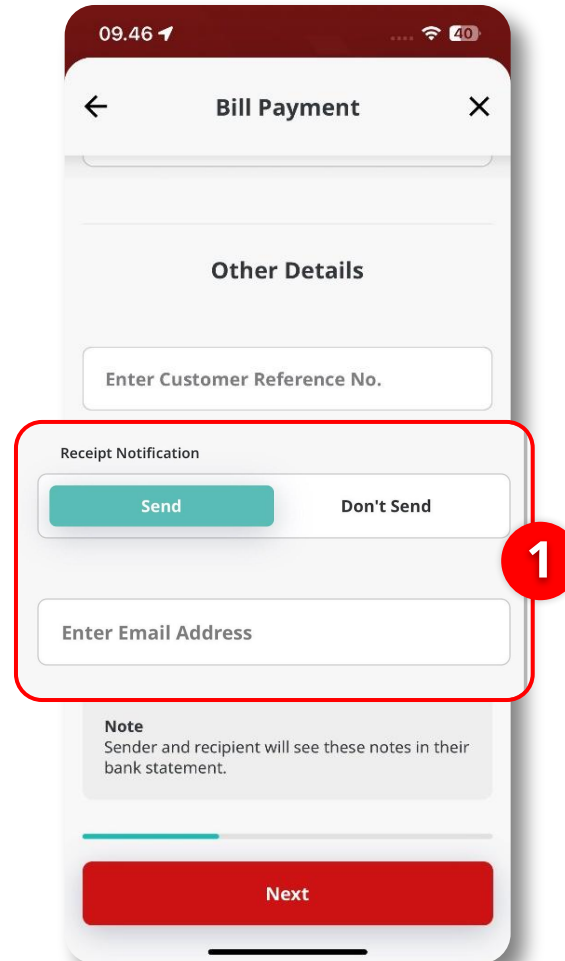
Share Email Receipt

Download Receipt from TSI

STEP

01

MAKER



09.46 1

← Bill Payment ×

Other Details

Enter Customer Reference No.

Receipt Notification

Send Don't Send

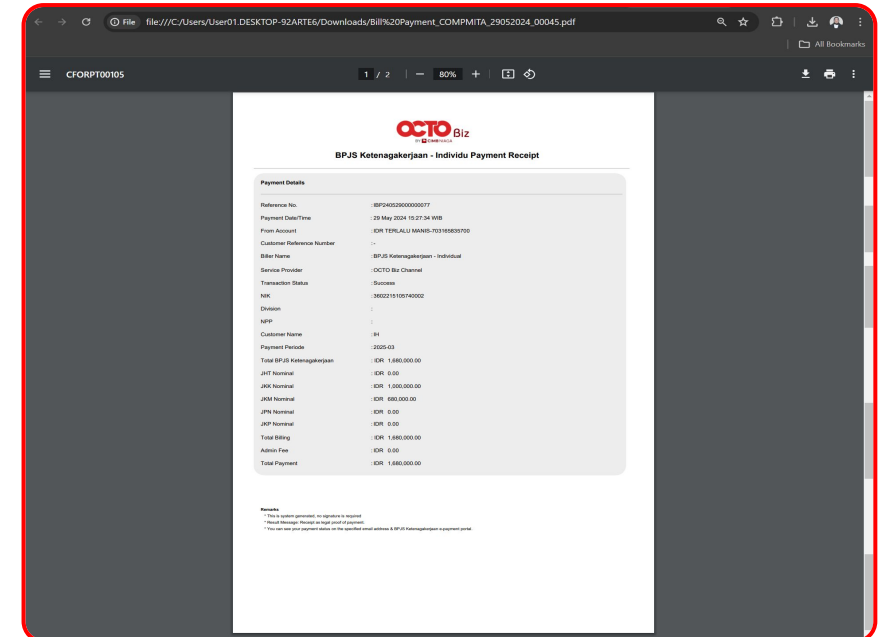
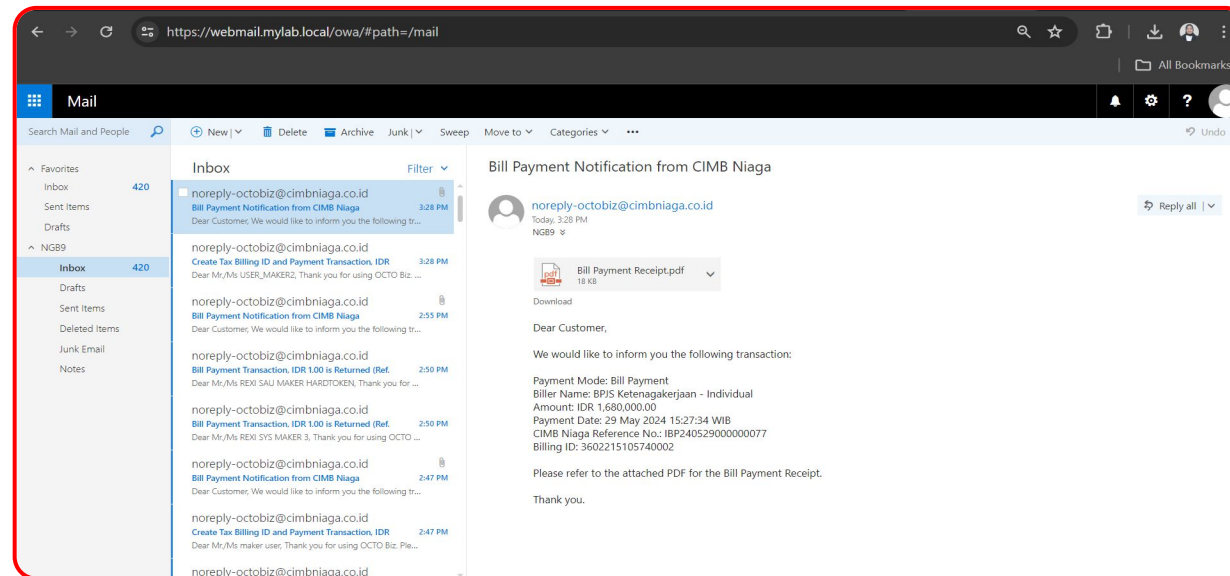
Enter Email Address

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

Next

- 1 Make sure to choose the **Send** button on the **Other Details** page while create transaction, **input the email**

STEP 02



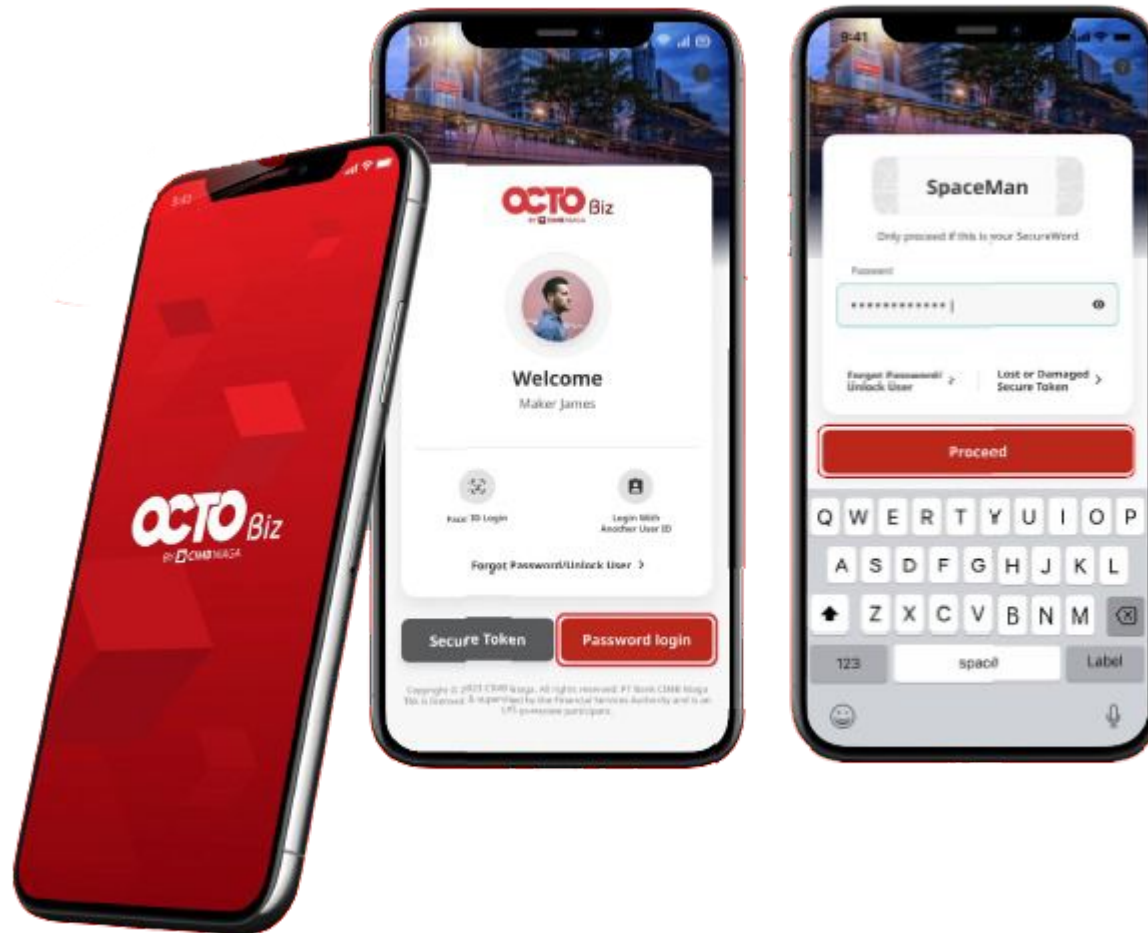
System will automatically send the Receipt using the email that **already input on the system**. Click the file to **preview the Receipt**



Bill Payment Non-Transaction

Share Email Receipt

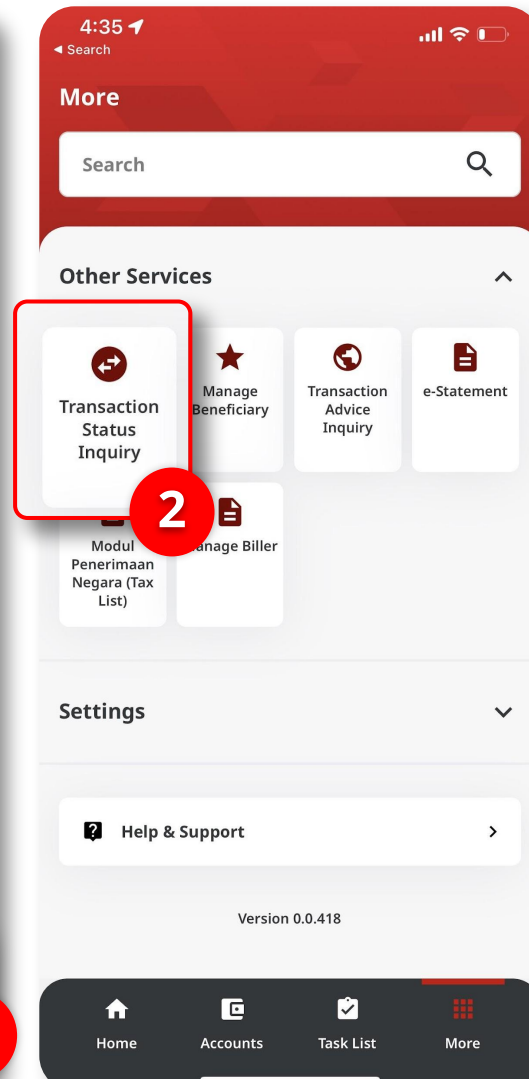
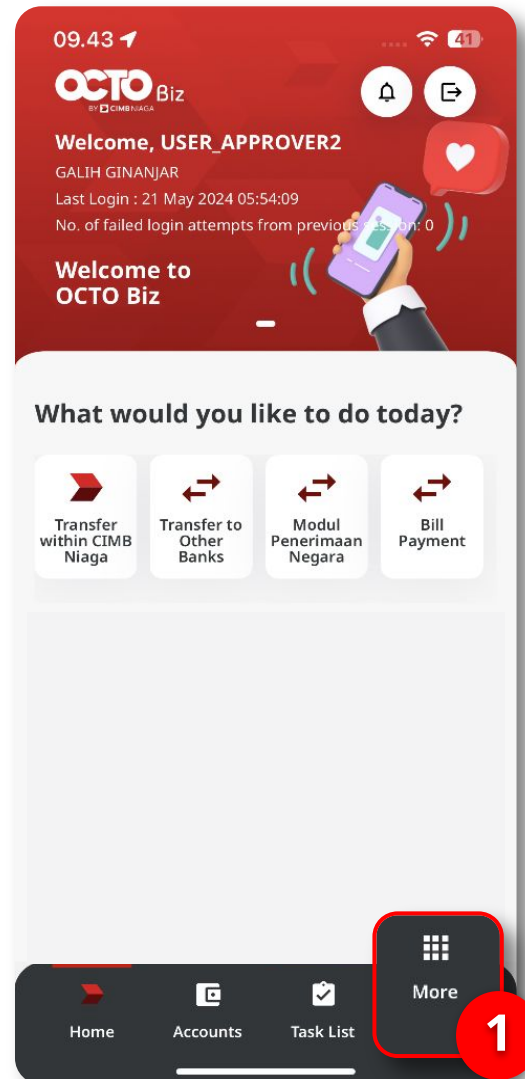
Download Receipt from TSI

STEP
01

Login User

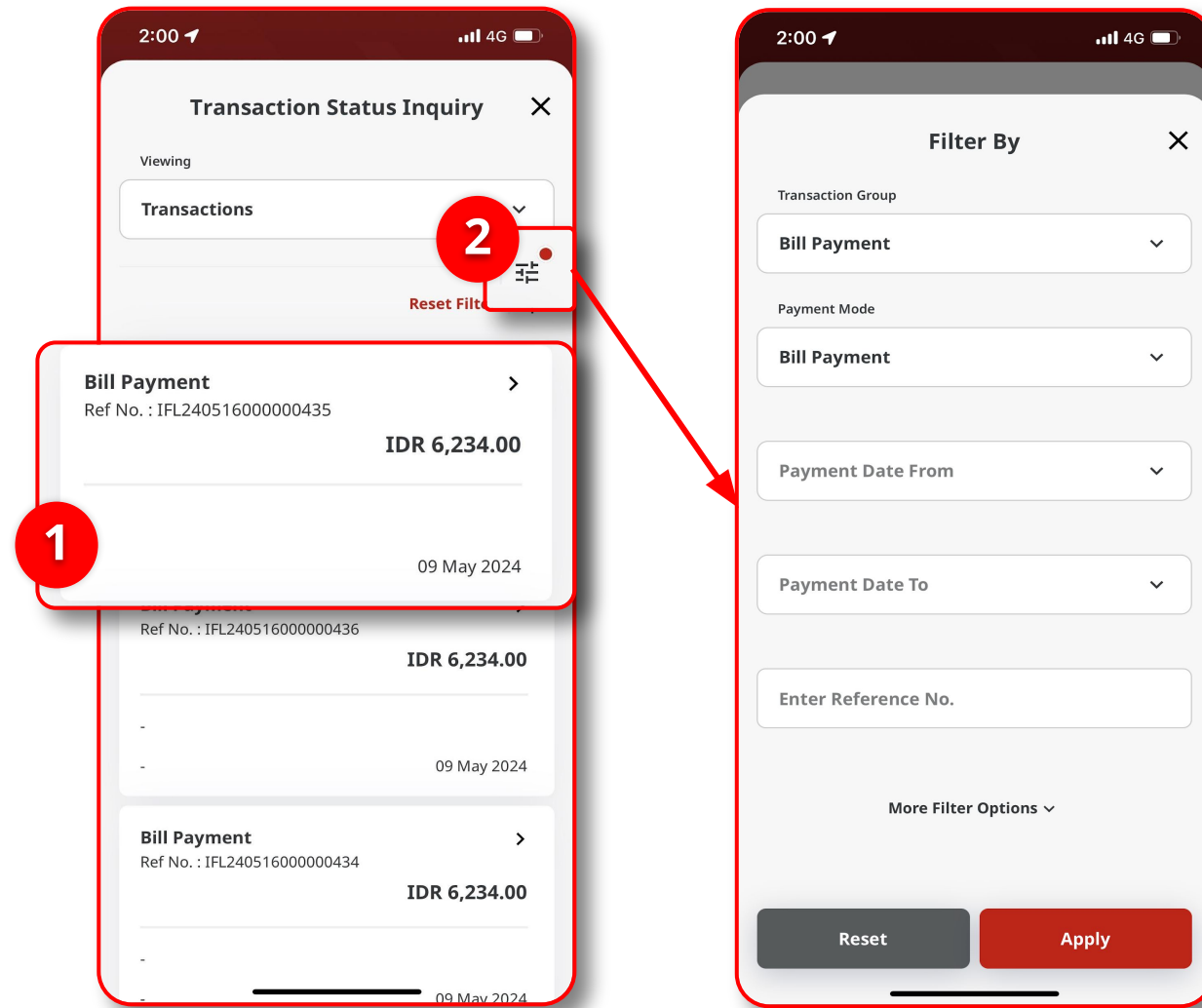
- 1 Fill the **Password**
- 2 Click **Proceed**

STEP 02



1 Click **More Menu**

2 Click **Transaction Status Inquiry**

STEP
03

1 Click **Task**

2 Use the **Filter By** features to simplify the transaction searching process

STEP 04

3:44 PM

Transaction Details

Bill Payment

IBP240529000000077

Details Activity Log

Transaction Status **Successful**

Creation Date 29 May 2024 15:27:31 WIB

Transaction Group **Bill Payment**

From Account **IDR TERLALU MANIS - 703165835700**

Payment Date **29 May 2024**

Amount **IDR 1,680,000.00**

Payment Mode **Bill Payment**

Biller Category **BPJS**

Biller Name **BPJS Ketenagakerjaan - Individual**

NIK **3602215105740002**

Division -

NPP -

NPP -

Customer Name **IH**

Payment Period **2025-03**

JHT Nominal **IDR 0.00**

JKK Nominal **IDR 1,000,000.00**

JKM Nominal **IDR 680,000.00**

JPN Nominal **IDR 0.00**

JKP Nominal **IDR 0.00**

Total Billing **IDR 1,680,000.00**

Administration Fee **IDR 0.00**

Total Payment **IDR 1,680,000.00**

Customer Reference No. -

Other Payment Details -

Receipt Notification **Send**

Email Address **ngb9@mylab.local**

Share Receipt

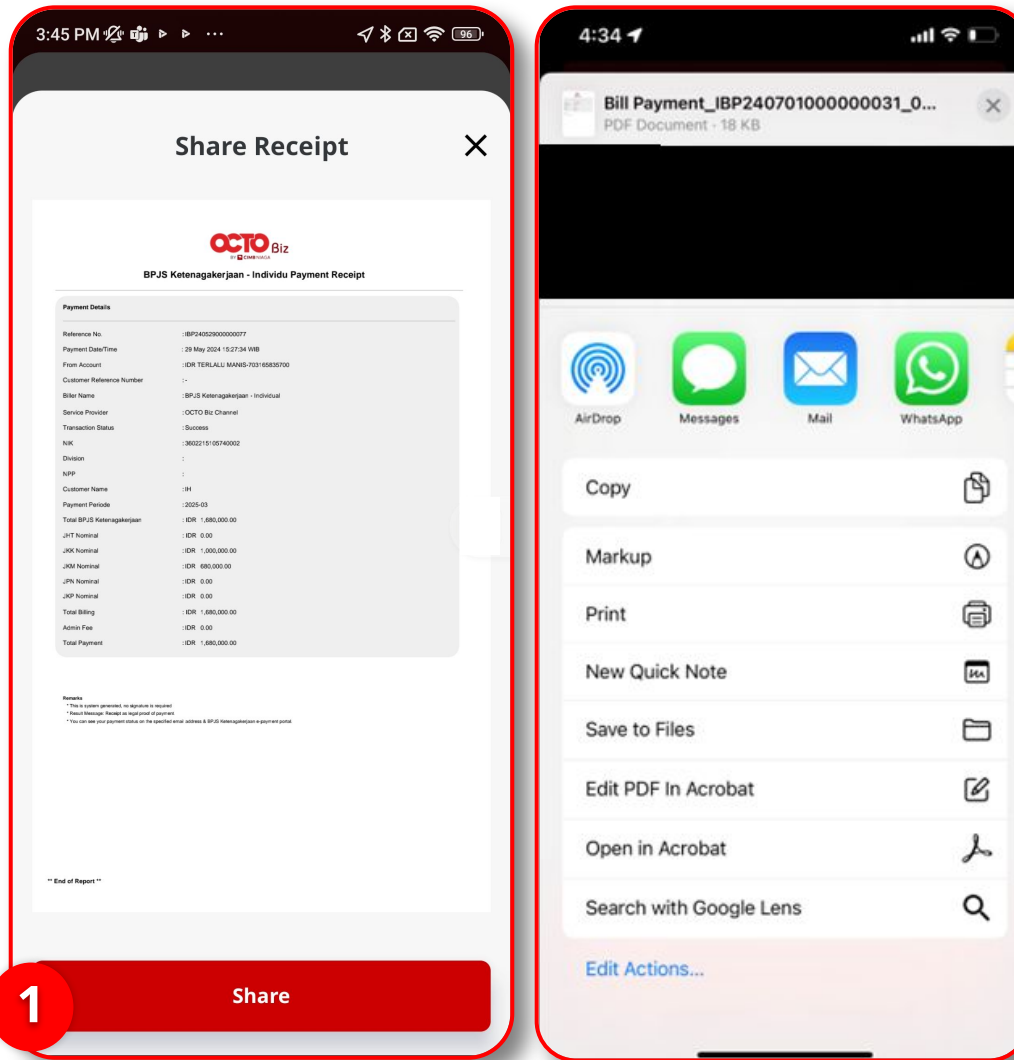
1

System will show the
Transaction Detail Page

2

Click **Share Receipt**

STEP 04





OCTO Biz
BY  **CIMB NIAGA**

