

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**

Transaction – Bill Payment is a payment mode for customers to make bill payments to online merchants.

- Termasuk tanda *Download* melalui TSI
Include Download through TSI
- *Send* dan *Retrigger* email + tanda terima
Send & Retrigger email + receipt

05

Transaction

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Non-Transaction

Share & Download Email Receipt

Bill Payment

Transaction

Create Transaction

Approve Transaction

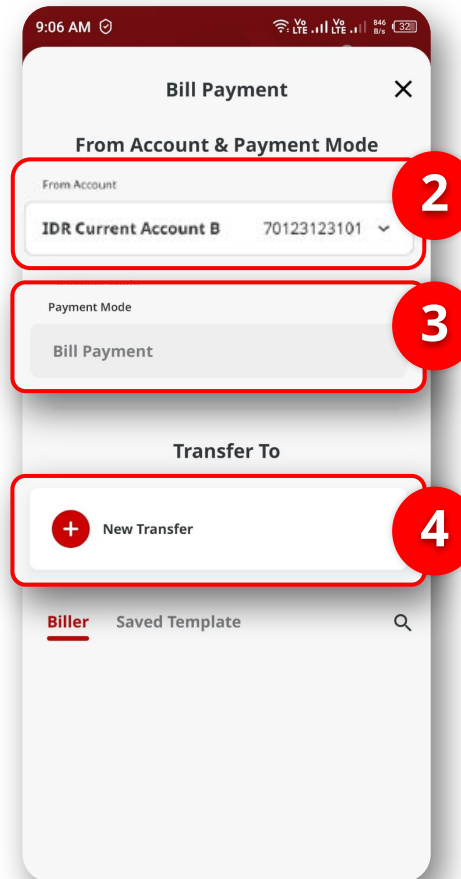
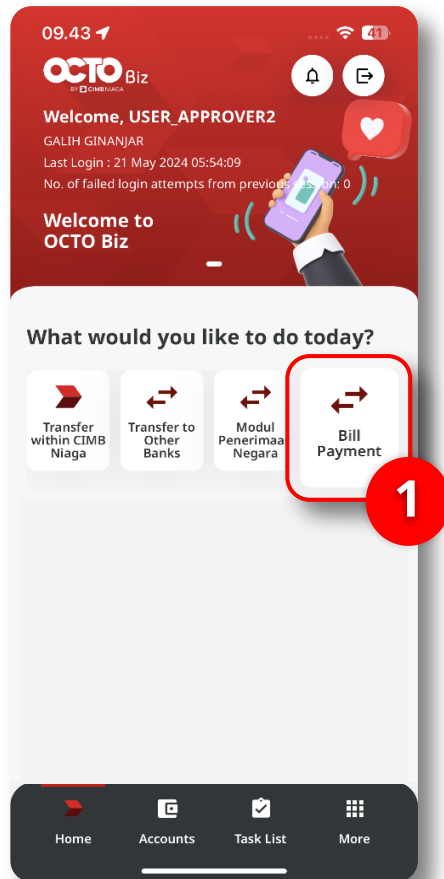
Bill Payment

Transaction

Create Transaction



- 1 Klik **Password Login**
Click Password Login
- 2 Masukan **Password**
Input Password
- 3 Klik **Proceed**
Click Proceed



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

The image shows two smartphone screens illustrating the 'Bill Payment' process. The left screen displays the 'Bill Payment' form with the following sections:

- Bill Payment** (Header)
- Bill Details** (Section Header)
- Bill Category** (Dropdown menu): BPJS (Step 1)
- Bill Name** (Dropdown menu): BPJS Ketenagakerjaan - Individ... (Step 2)
- Transaction Details** (Section Header)
- NIK** (Text input): 3327032312880002 (Step 3)
- Division** (Text input): -
- Next** (Red button)

The right screen displays the 'Biller Name' selection screen:

- Biller Name** (Header)
- Search** (Text input)
- BPJS Ketenagakerjaan - Perusahaan (EPS)**
- BPJS Kesehatan**
- BPJS Ketenagakerjaan - Individual** (Selected)
- BPJS Ketenagakerjaan - Perusahaan (VA)**

Red circles and arrows indicate the steps: 1. Select BPJS as the Biller Category. 2. Select BPJS Ketenagakerjaan - Individu as the Biller Name. 3. Enter the NIK (3327032312880002).

1 Pilih **BPJS** sebagai **Biller Company**

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

2 Pilih **Biller Name** yang sesuai. Sebagai Contoh: **BPJS Ketenagakerjaan - Individu**

*Choose **Biller Name**. For example: **BPJS Ketenagakerjaan - Individu***

3 Masukkan **NIK***

*Input **NIK***

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

** If the **NIK** is valid, the system will automatically display the transaction details*

CATATAN: Bagian **Credit Card** akan hanya **muncul** jika **memilih Biller Name**:
NOTE: **Credit Card** part will showed if user **choose Biller Name**:

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

Didalamnya akan terdapat 2 opsi yaitu, **Own Credit Card** & **3rd Party Credit Card**.
There are 2 options: **Own Credit Card** & **3rd Party Credit Card**

Bagian ini akan disembunyikan jika **tidak memilih Credit Card**
This section **will be hidden** if **Credit Card** is not selected.

Untuk Credit Card Payment

For Credit Card Payment

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

The image displays two sequential screenshots of a mobile application's 'Bill Payment' screen. The first 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 second 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 Pilih **Tanggal Pembayaran**

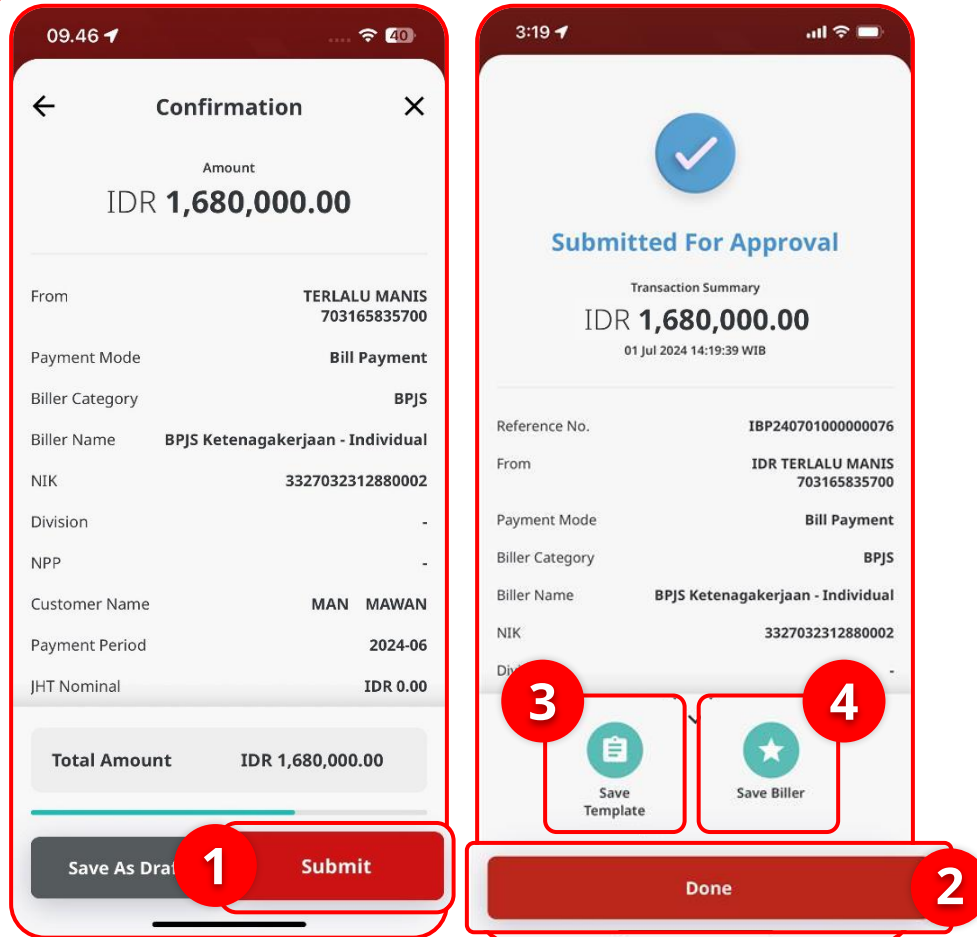
Choose **Payment Date**

2 Lengkapi **Other Details**

Complete the **Other Details**

3 Klik **Next**

Click **Next**



Sistem Lalu menampilkan **Halaman Confirmation**
System will show the **Confirmation page**

- 1 Tinjau ulang Transaksi, lalu **Klik Submit**
*Review transaction, click **Submit***
- 2 Sistem Lalu menampilkan **Halaman Acknowledgement** Klik **Done**
*System will show the Acknowledgement page, click **Done***

Informasi Tambahan:
Additional Information:

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

Langkah melakukan **Approve Transaction** Kunjungi Halaman:
To Approve Transaction, Visit page:

05

Mobile Token

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Hard Token

Bill Payment

Transaction

Approve Transaction

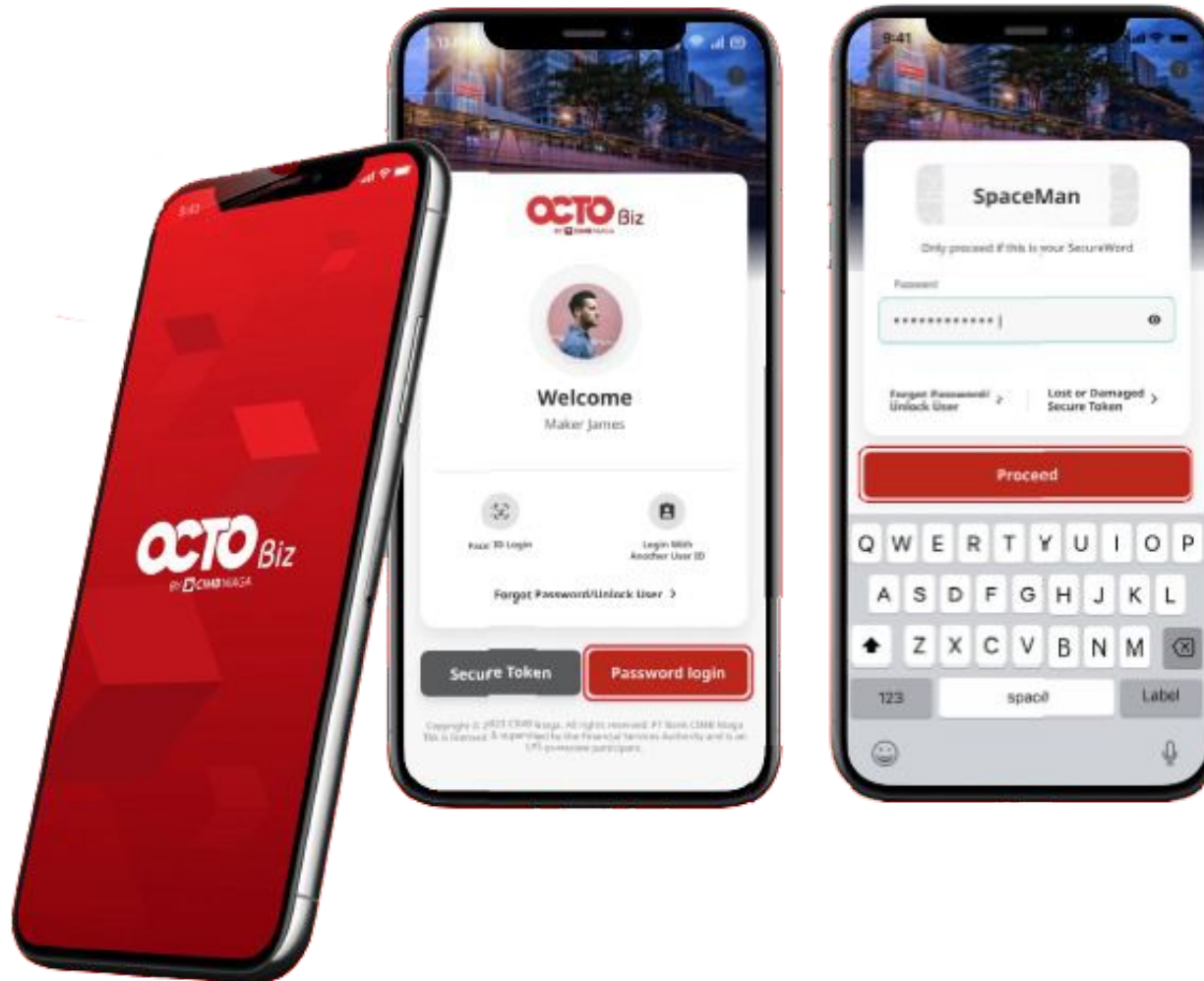
Bill Payment

Approve Transaction

Mobile Token

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

Approval Transaction process using mobile token



Login sebagai **Approver**

Login as **Approver**

1 Isi **Password**

Input **Password**

2 Klik **Proceed**

Click **Proceed**

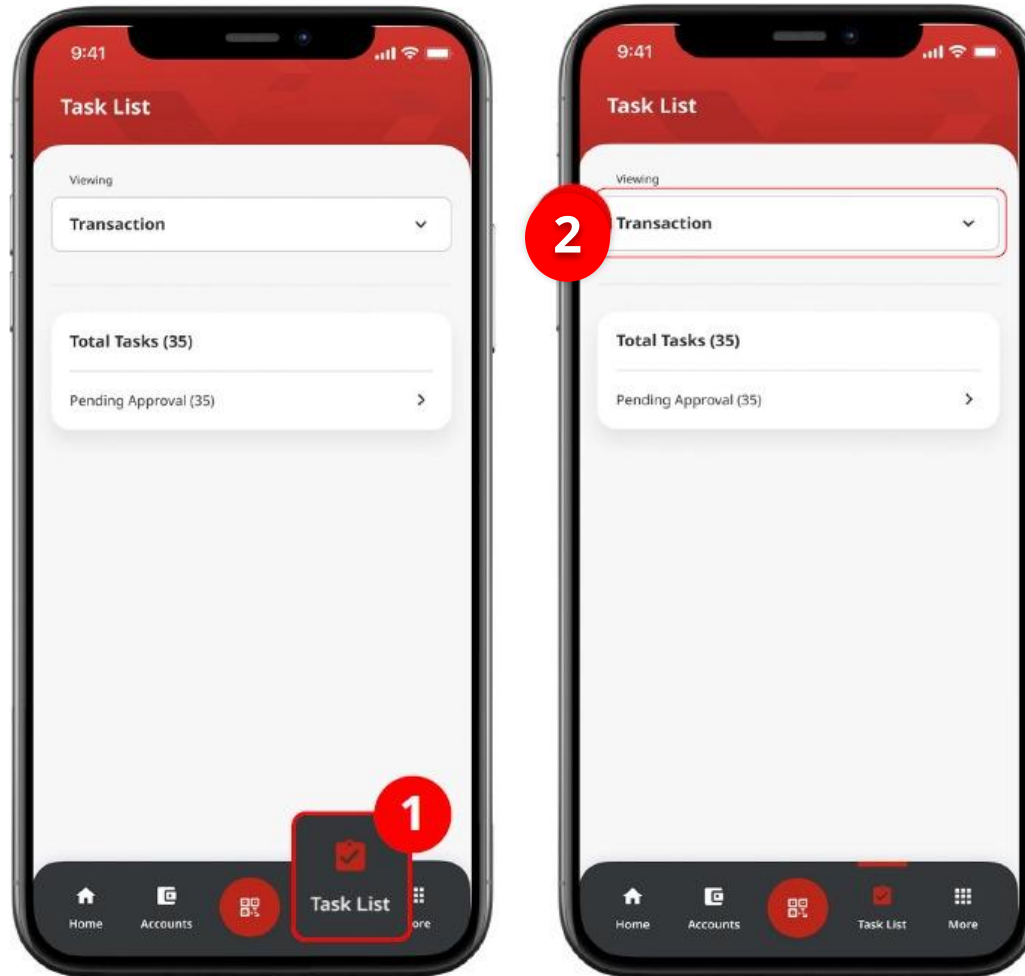
LANGKAH

02

APPROVER

Approve Transaction | Bill Payment

Menu: Task List > Approve

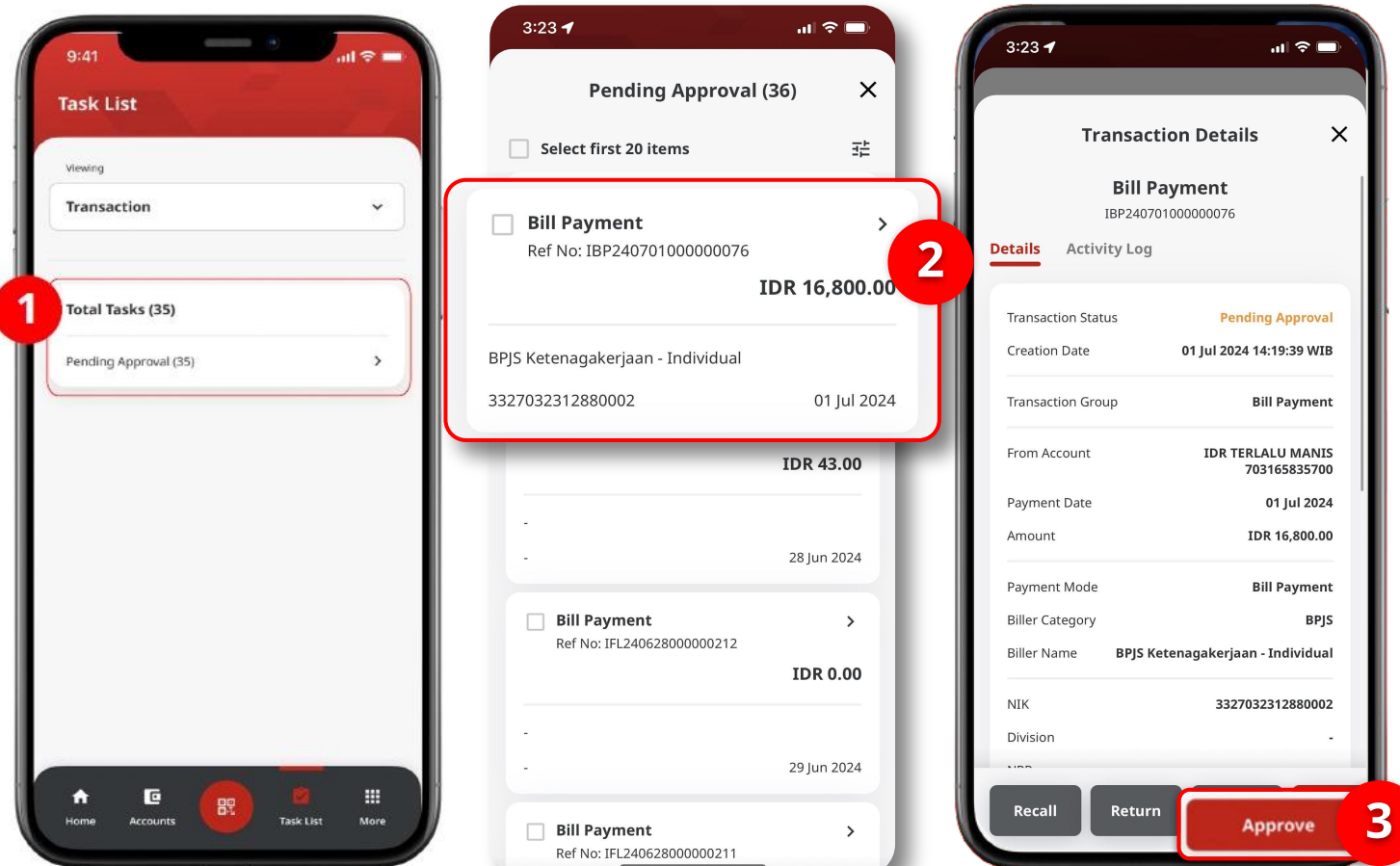


- 1 Arahkan pada menu dibawah, klik **Task List**

*Navigate to bottom menu, click **Task List***

- 2 Pilih **Transaction** sebagai **Viewing**

*Choose **Transaction** as **Viewing***



- 1 Pilih **Pending Approval**
Choose Pending Approval
- 2 Pilih Transaksi yang ingin di **Approve**
Choose transaction
- 3 Tinjau Transaksi, Klik **Approve**
Review transaction, click approve

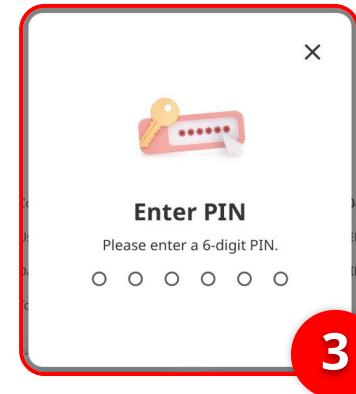
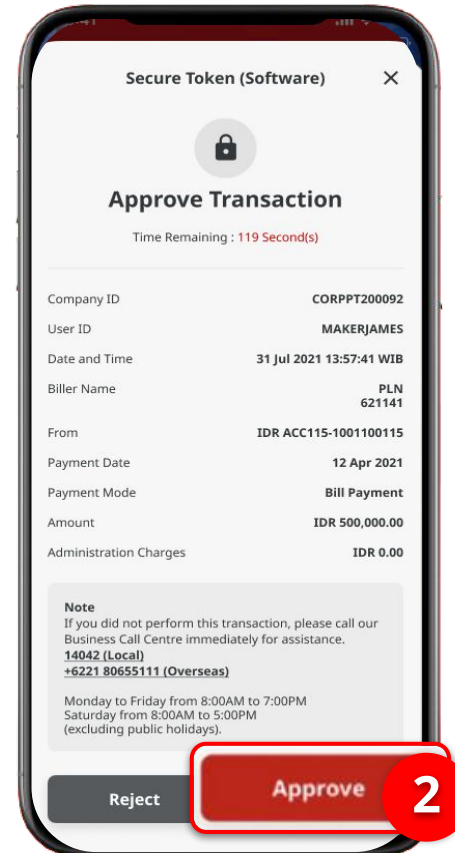
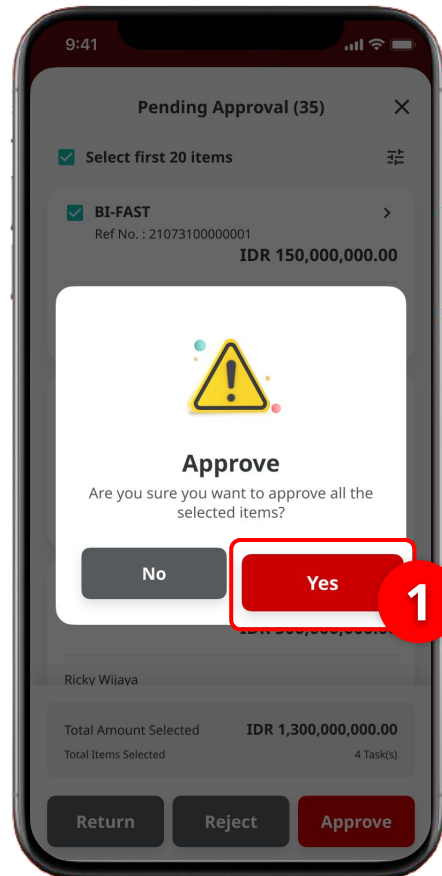
LANGKAH

04

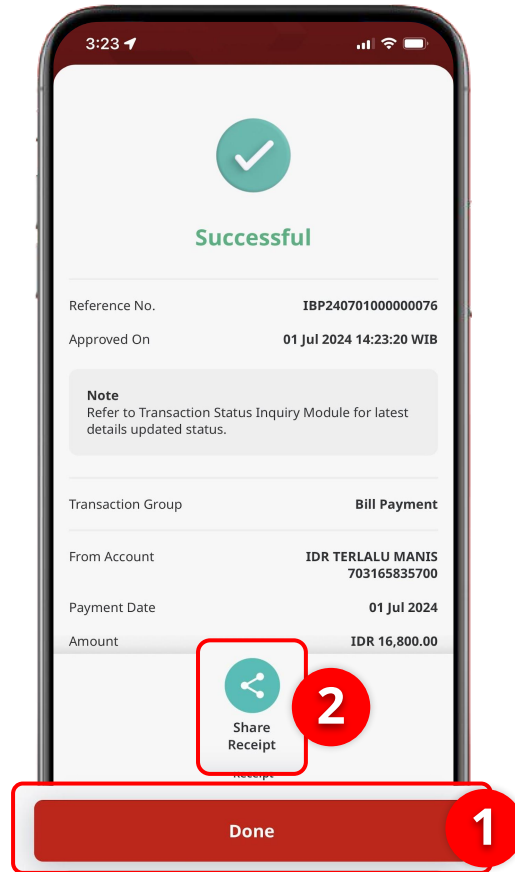
APPROVER

Approve Transaction | Bill Payment

Menu: Task List > Approve



- 1** Klik **Yes**
Click Yes
- 2** Klik **Approve**
Click Approve
- 3** Input **6-Digit Pin**
Input 6-Digit Pin



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

*Once Succeed, system will show **Successful page**, click **Done***

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

*If user **need to share the Receipt**, click **Share Receipt***

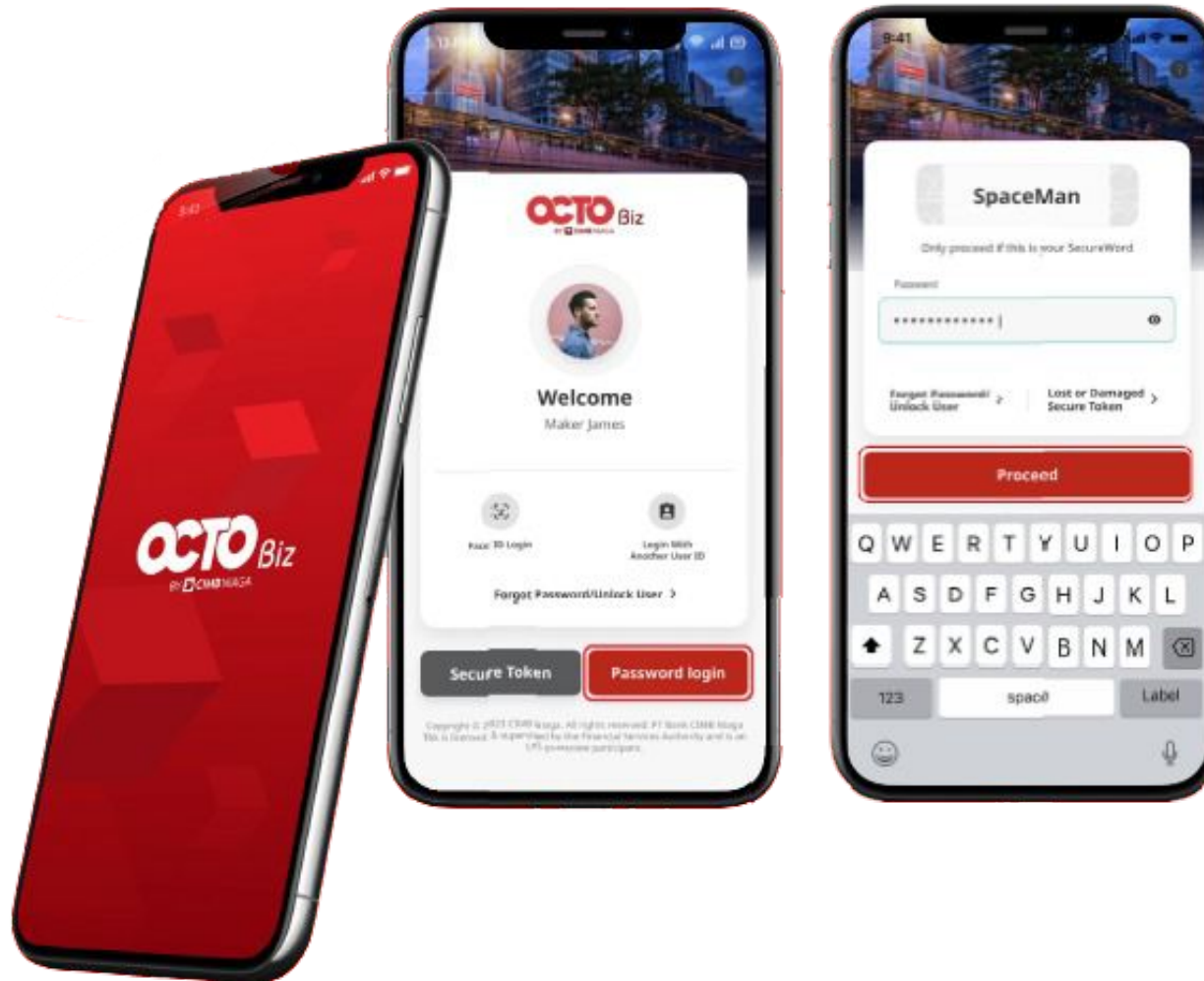
Bill Payment

Approve Transaction

Hard Token

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

Approval Transaction process using hard token



Login sebagai **Approver**

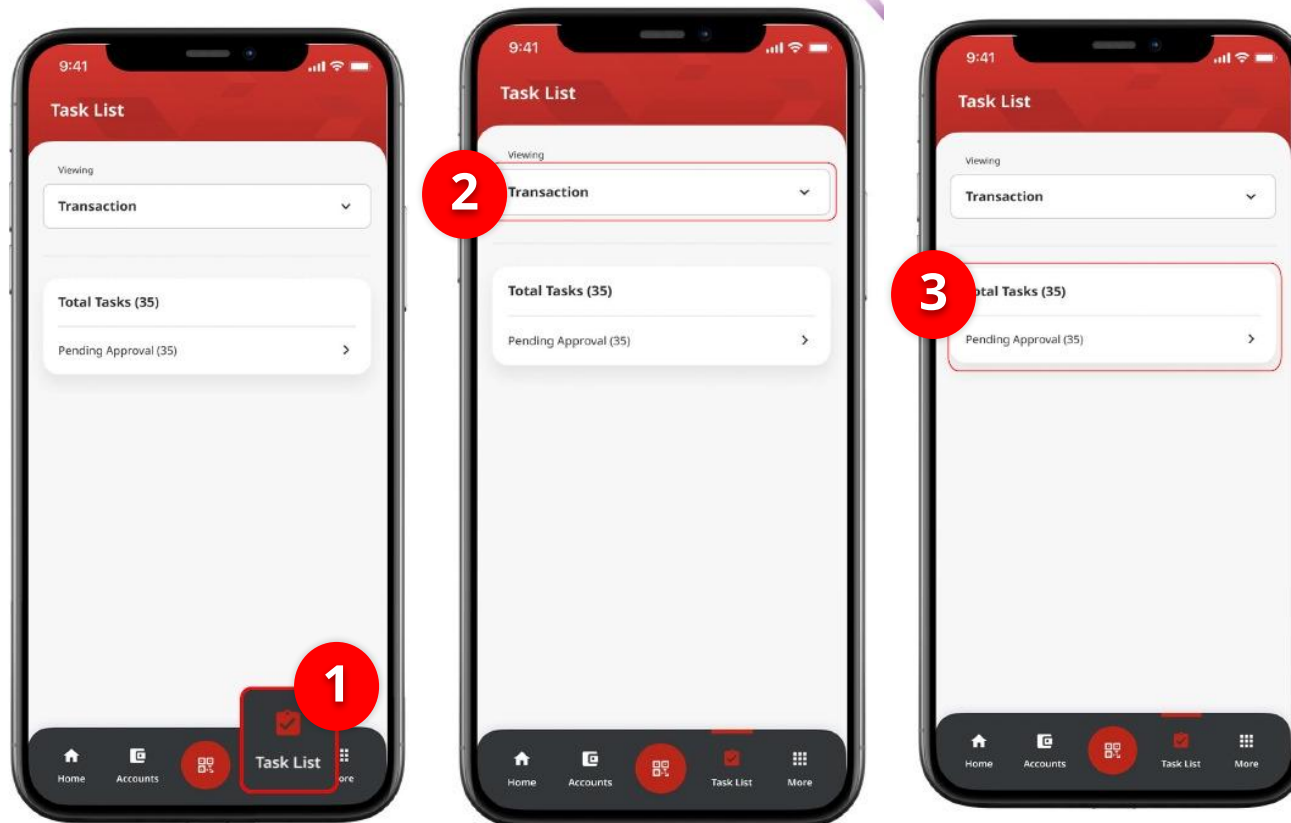
Login as **Approver**

1 Isi **Password**

Input **Password**

2 Klik **Proceed**

Click **Proceed**



- 1 Arahkan pada menu dibawah, klik **Task List**

Navigate to bottom menu, click Task List

- 2 Pilih **Transaction** sebagai Viewing

Choose Transaction as Viewing

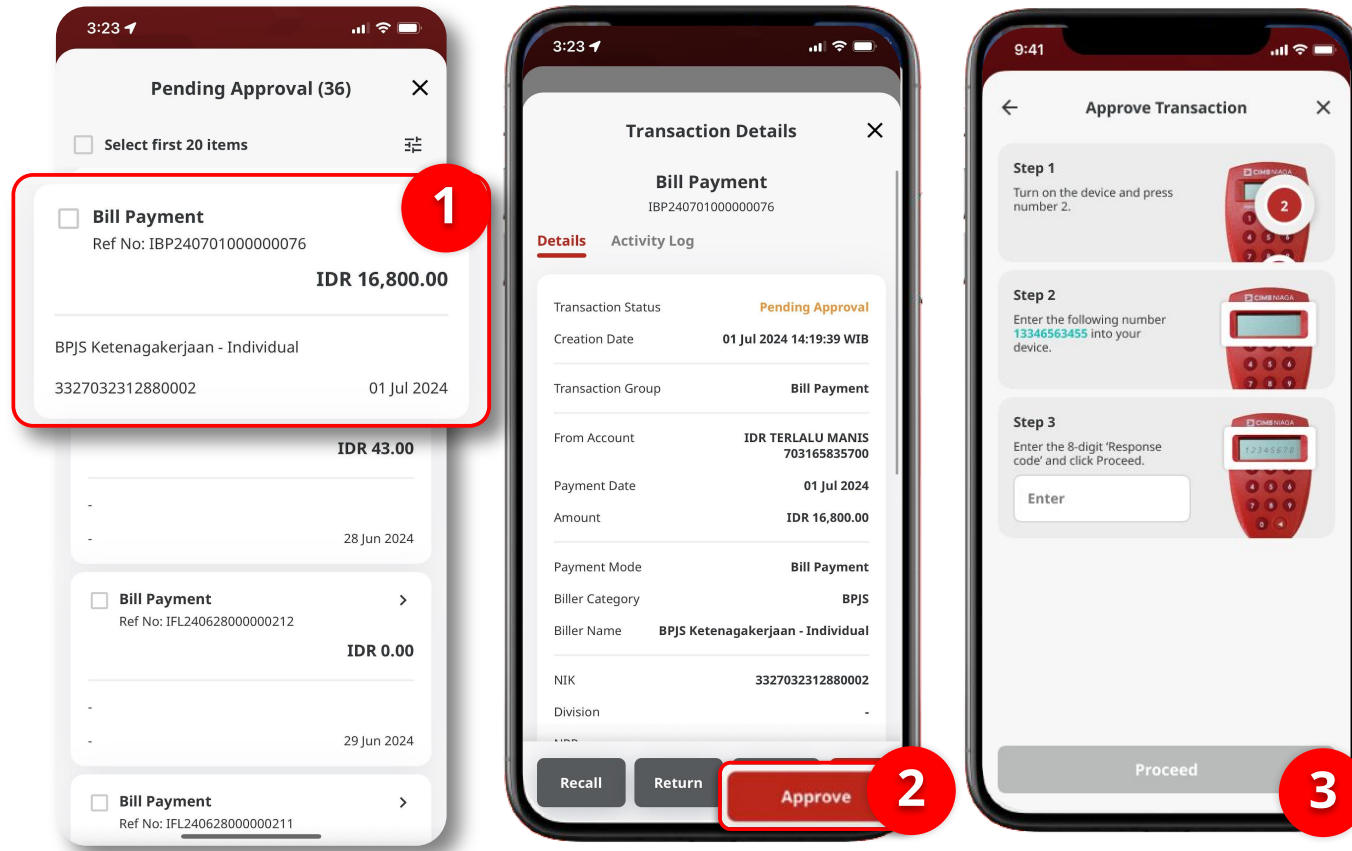
- 3 Pilih **Pending Approval**

Choose Pending Approval

LANGKAH

03

APPROVER



Approve Transaction | Bill Payment

Menu: Task List > Approve

- 1** Pilih Transaksi yang ingin di **Approve**
*Choose **Transaction***
- 2** Tinjau Transaksi, Klik **Approve**
*Review **Transaction**, click **approve***
- 3** Akan muncul **Halaman Approve Transaction**
*System will show the **approve transaction page***



- 1 Hidupkan Perangkat dengan Klik tombol **Play** pada perangkat **Hard-Token**

Turn on Hard-Token device, click Play button

- 2 Masukan **Secure Pin Number**

Input Secure Pin Number

- 3 Jika **Pin Benar**, sistem akan menampilkan **"APPLI"** pada layar perangkat.

System will show the "APPLI" on device's screen

- 4 Klik **Tombol 2** untuk masuk ke fitur **Transaction Signing**

Click 2 to turn on the transaction signing mode

Step 2

Enter the following number into your device.

35710833

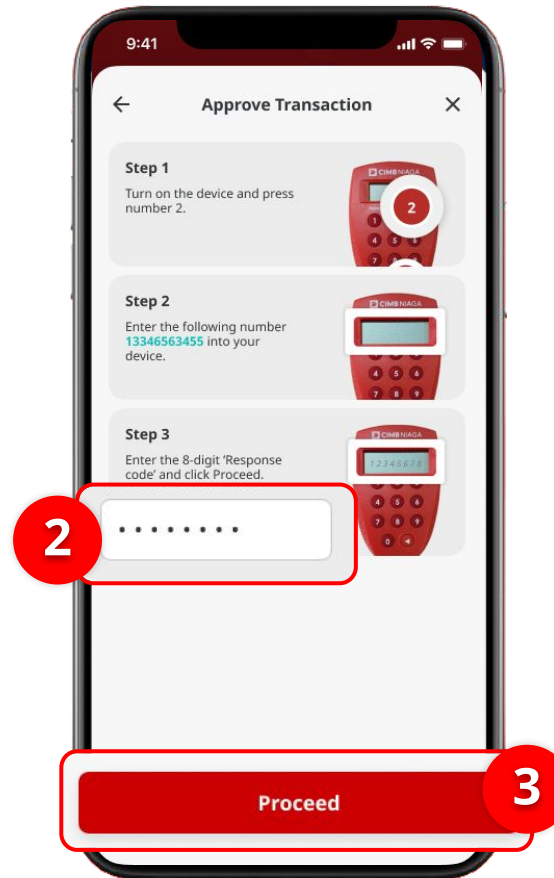


- 1 Masukan **Kode** yang muncul di **Mobile App**

*Input **code** that shown on **Mobile App***

- 2 Klik Tombol **Play**

*Click **Play***



- 1 Perangkat **Hard Token** akan menampilkan **8-Digit Kode**

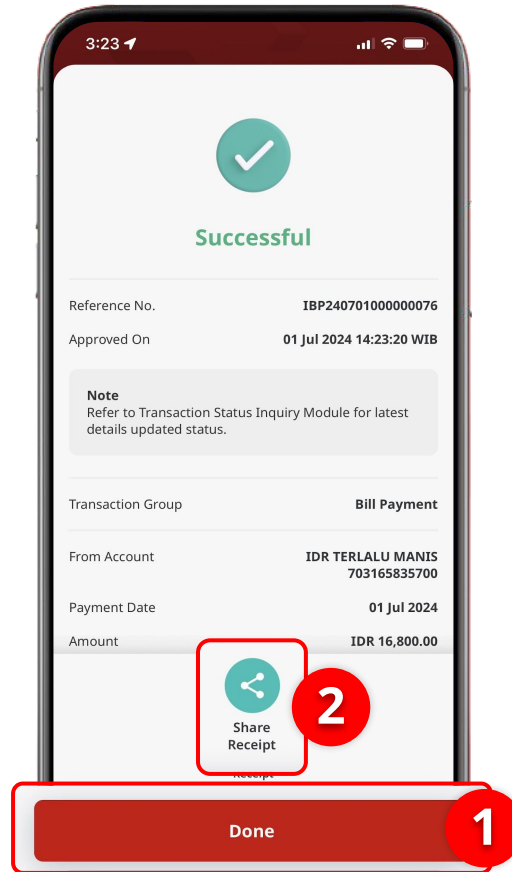
Hard Token device will show the 8-Digit code

- 2 Masukkan **Kode** ke **Box Approve Transaction**

Input code to Approve transaction box

- 3 Klik **Proceed**

Click Proceed



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

*Once Succeed, system will show **Successful** page, click **Done***

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

*If user **need 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

09.46 1

Bill Payment

Other Details

Enter Customer Reference No.

Receipt Notification

Send Don't Send

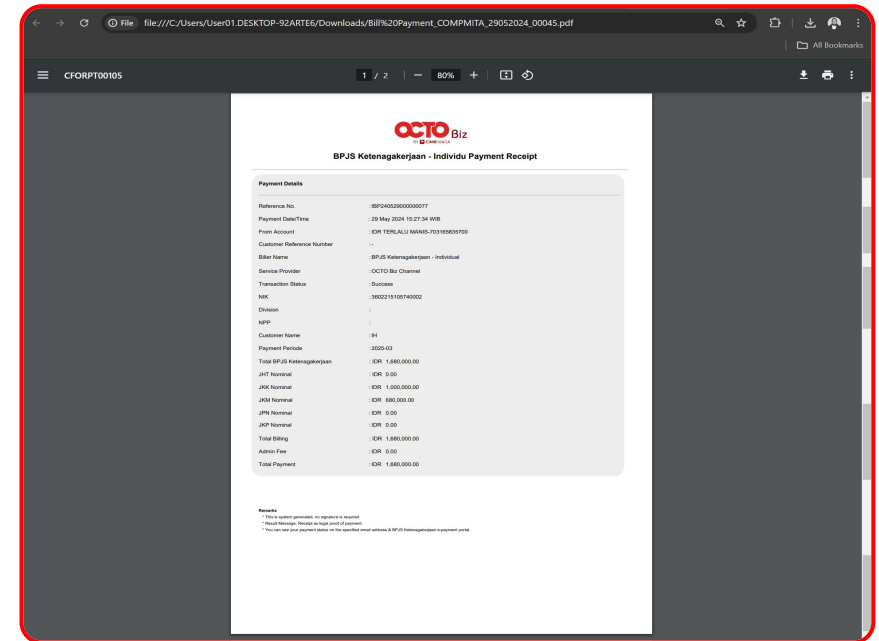
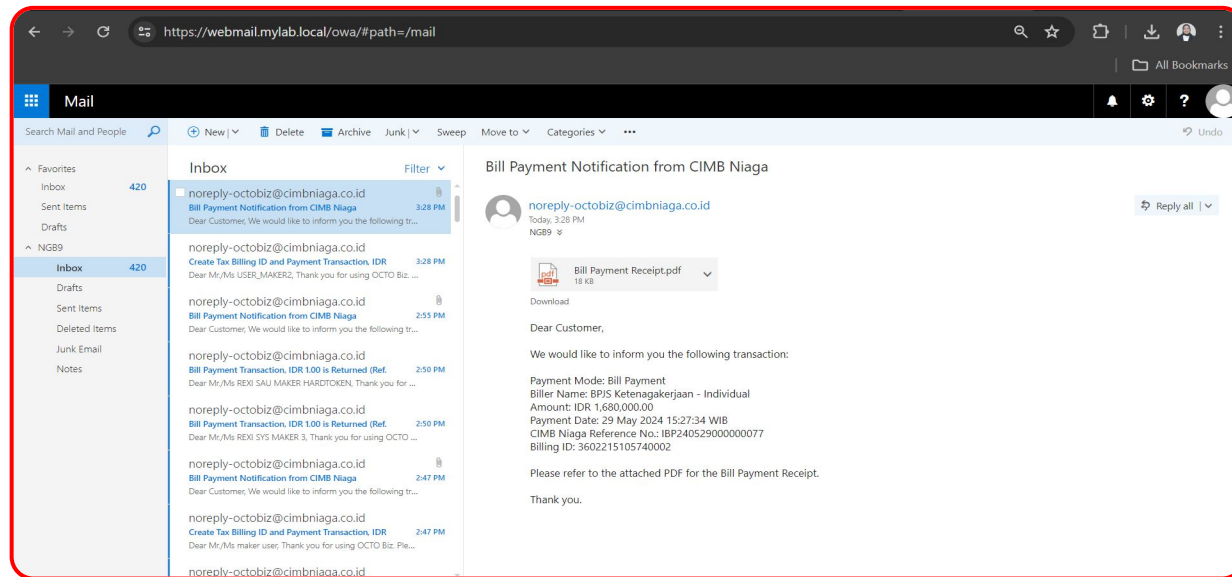
Enter Email Address

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**

*Make sure to click **Send** on Other Details part **while create transaction**. Input **Email***



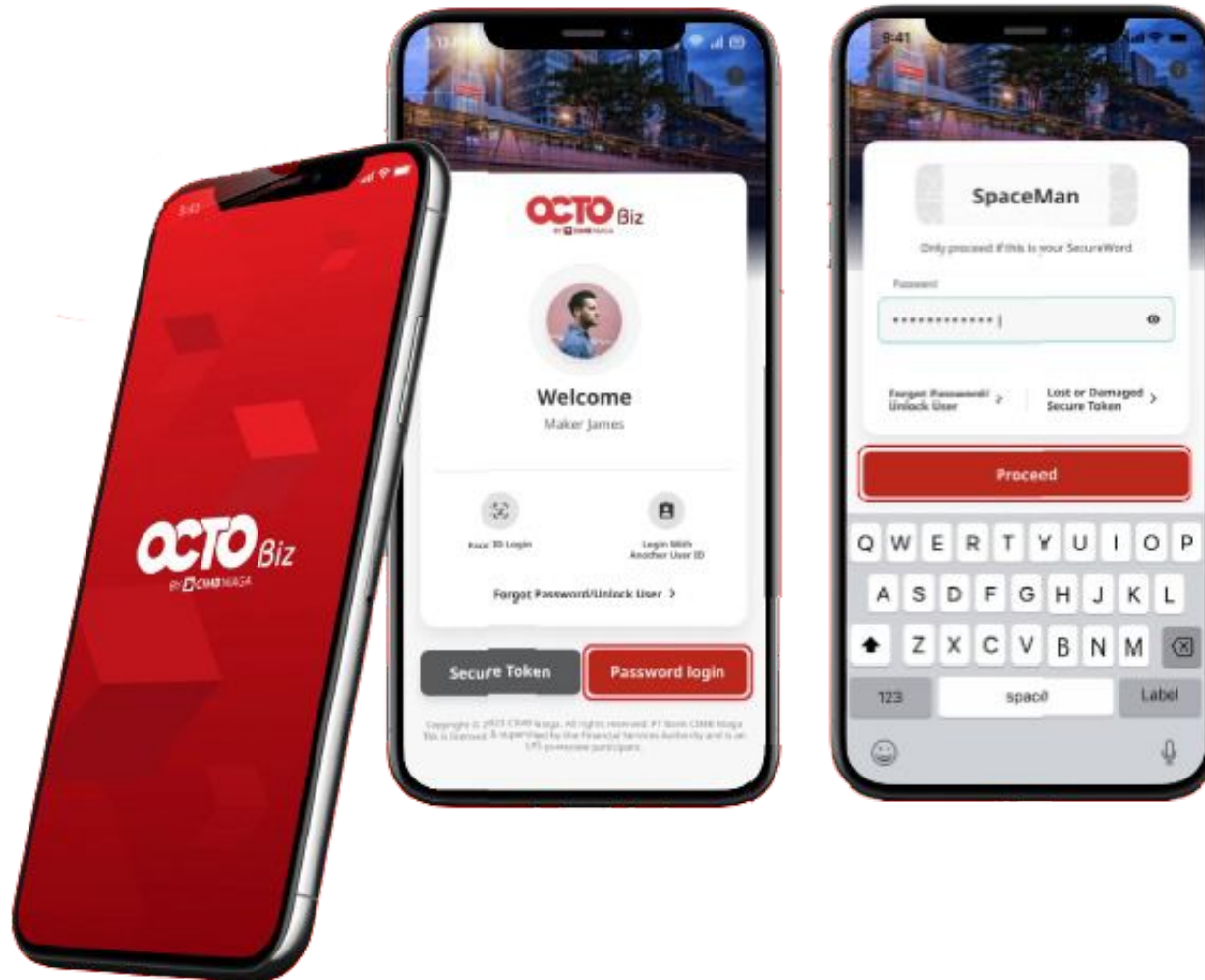
Sistem akan mengirimkan **Receipt** melalui **Email** yang di Input, Klik untuk melihat **Receipt**

*The system will send the **Receipt** to the email that was entered. Click to **view the Receipt**.*

Bill Payment

Non-Transaction

Download Receipt fom TSI



Klik **Password Login**

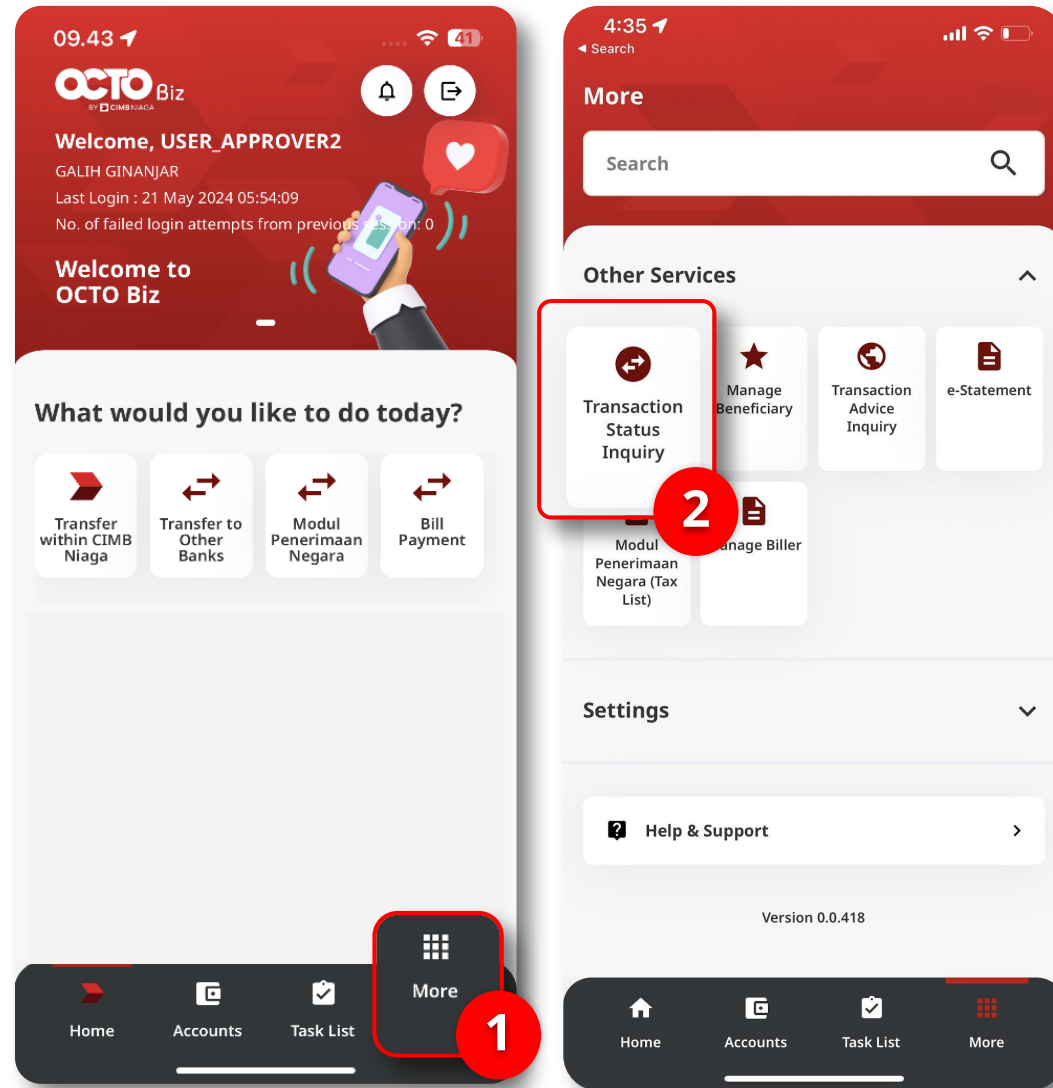
Click **Password Login**

1 Isi **Password**

Input **Password**

2 Klik **Proceed**

Click **Proceed**

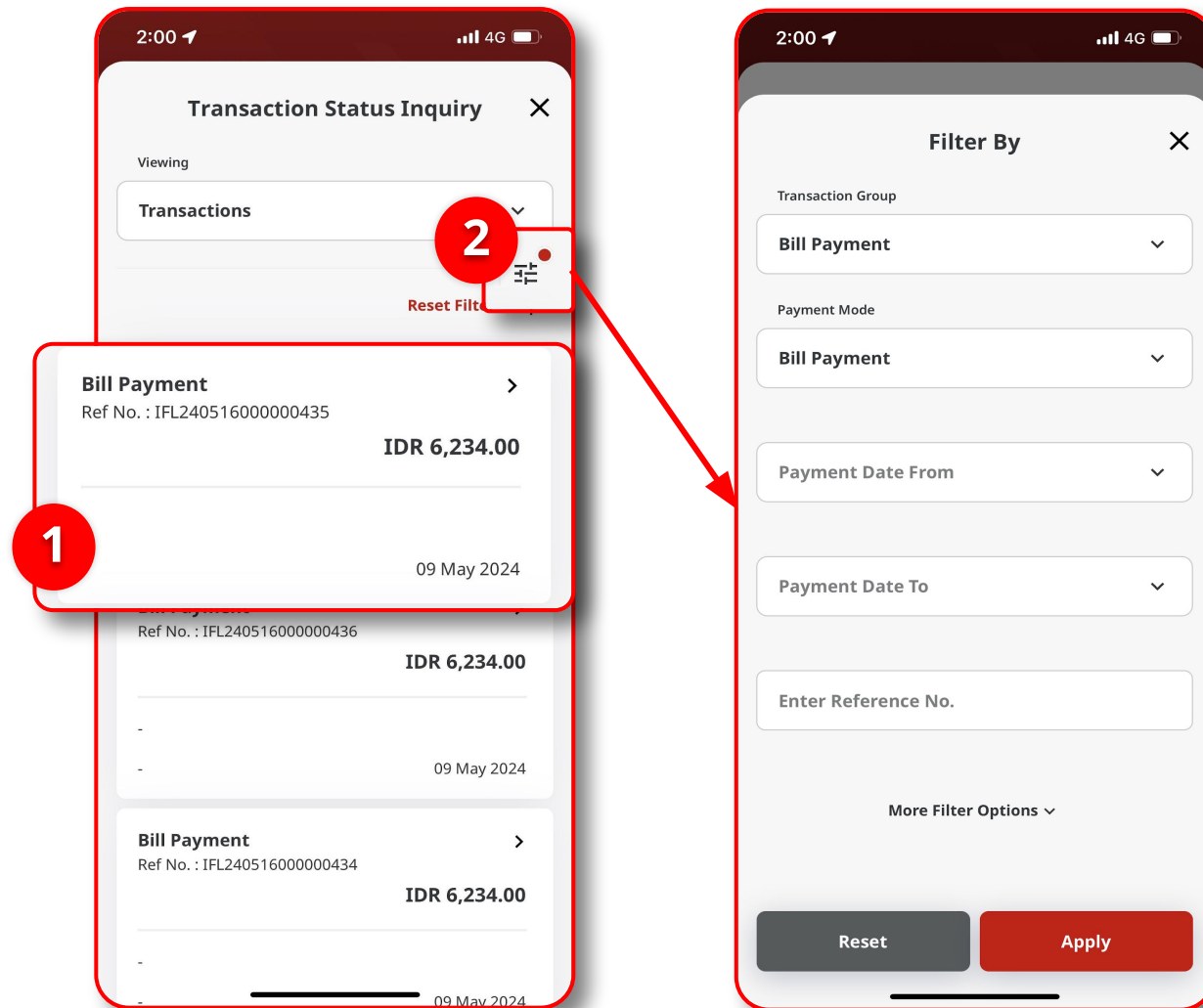


1 Klik Menu **More**

*Click **More** menu*

2 Klik **Transaction Status Inquiry**

*Click **Transaction Status Inquiry***

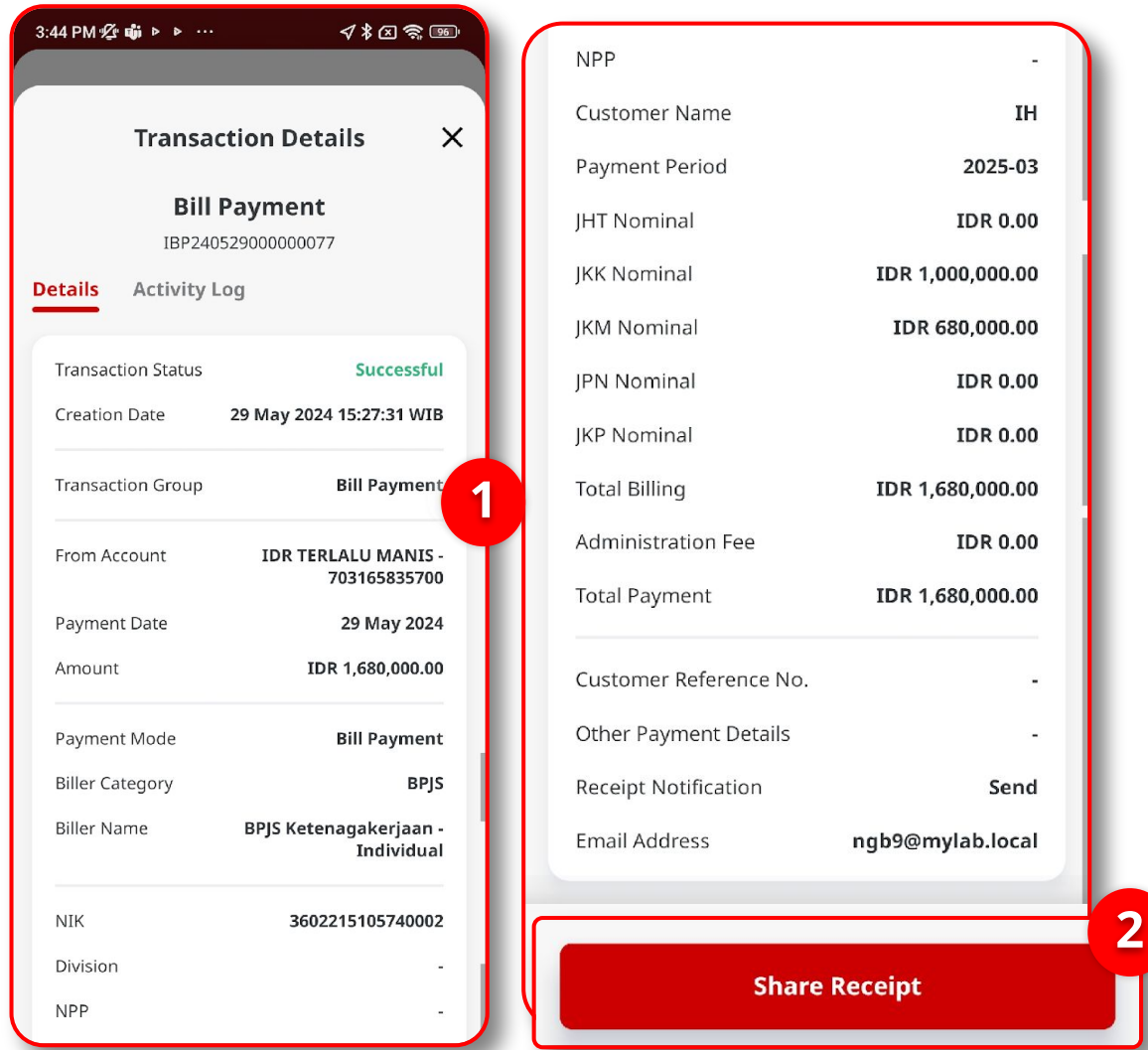


1 Klik **Task**

*Click **Task***

2 Dapat melakukan **filter Transaksi** untuk mempermudah **pencarian Transaksi**

*You can **filter transactions** to make it easier to **search for specific transactions**.*

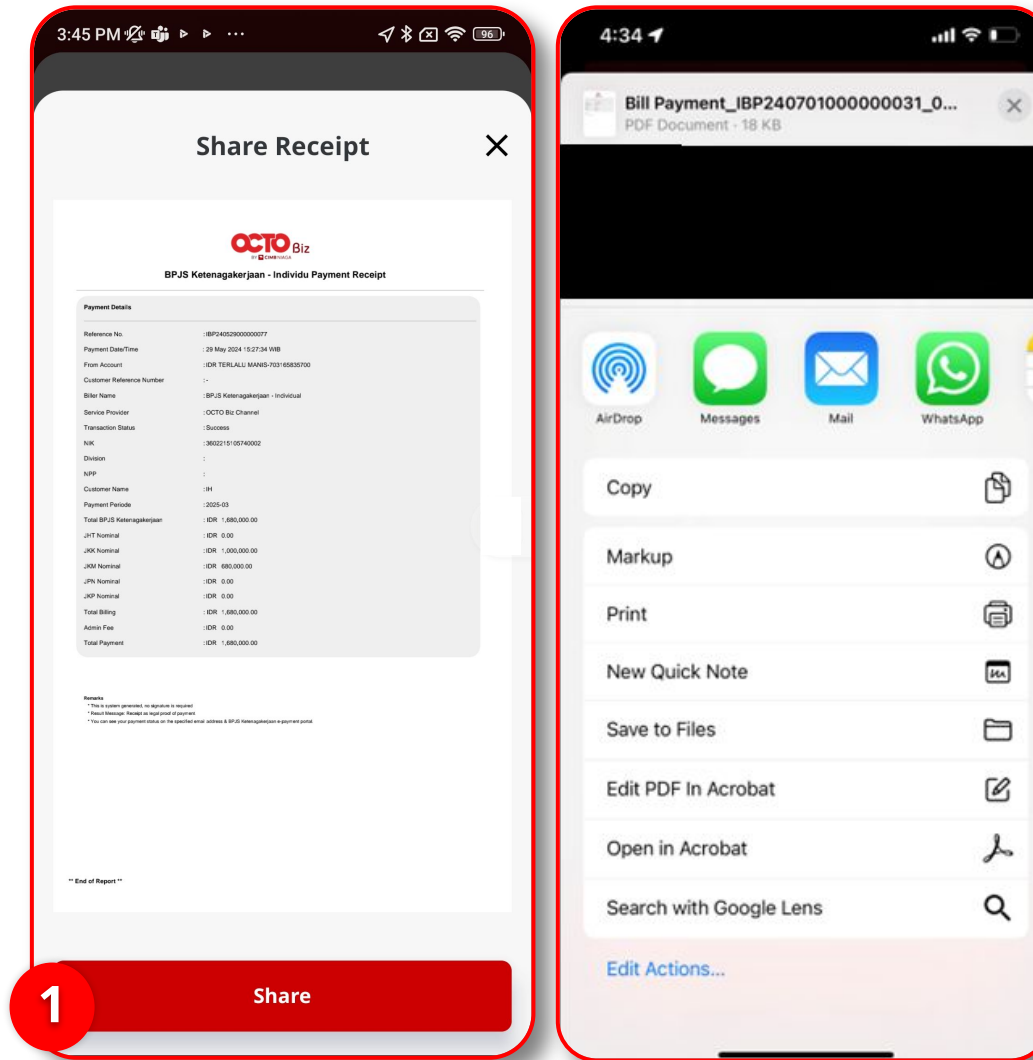


- 1 Sistem akan menampilkan **Transaction Details**

System will show the Transaction Details

- 2 Klik **Share Receipt**

Click Share Receipt



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

*Click **Share**, then choose where you want to save or share the Receipt.*



OCTO Biz
BY  **CIMB NIAGA**

