CIMB NIAGA

OCTO Biz

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***

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

38 Non-Transaction
Share & Download Email Receipt

OCTO Biz
BY CIMB NIAGA

Bill Payment

Transaction

Credit Card Payment

BPJS Ketenagakerjaan

Approval Process

KEJAR MIMPI

OCTO Biz BY CIMB NIAGA

Bill Payment

Create Transaction

Credit Card Payment

KEJAR MIMPI

LANGKAH

01

MAKER

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

__Maker__ login using __User & Company ID__

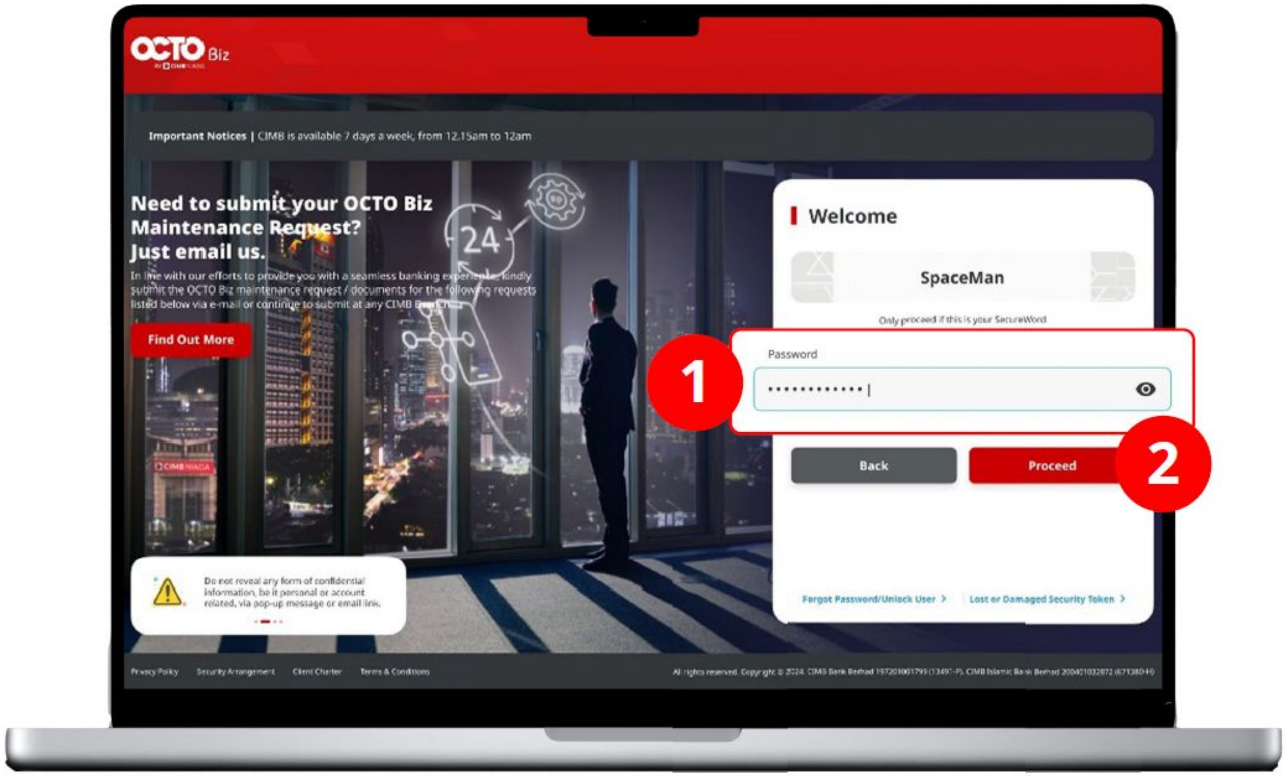
2 Klik ***Next***

Click __Next__

LANGKAH

02

MAKER



1 Isi ***Password***

*Input **Password***

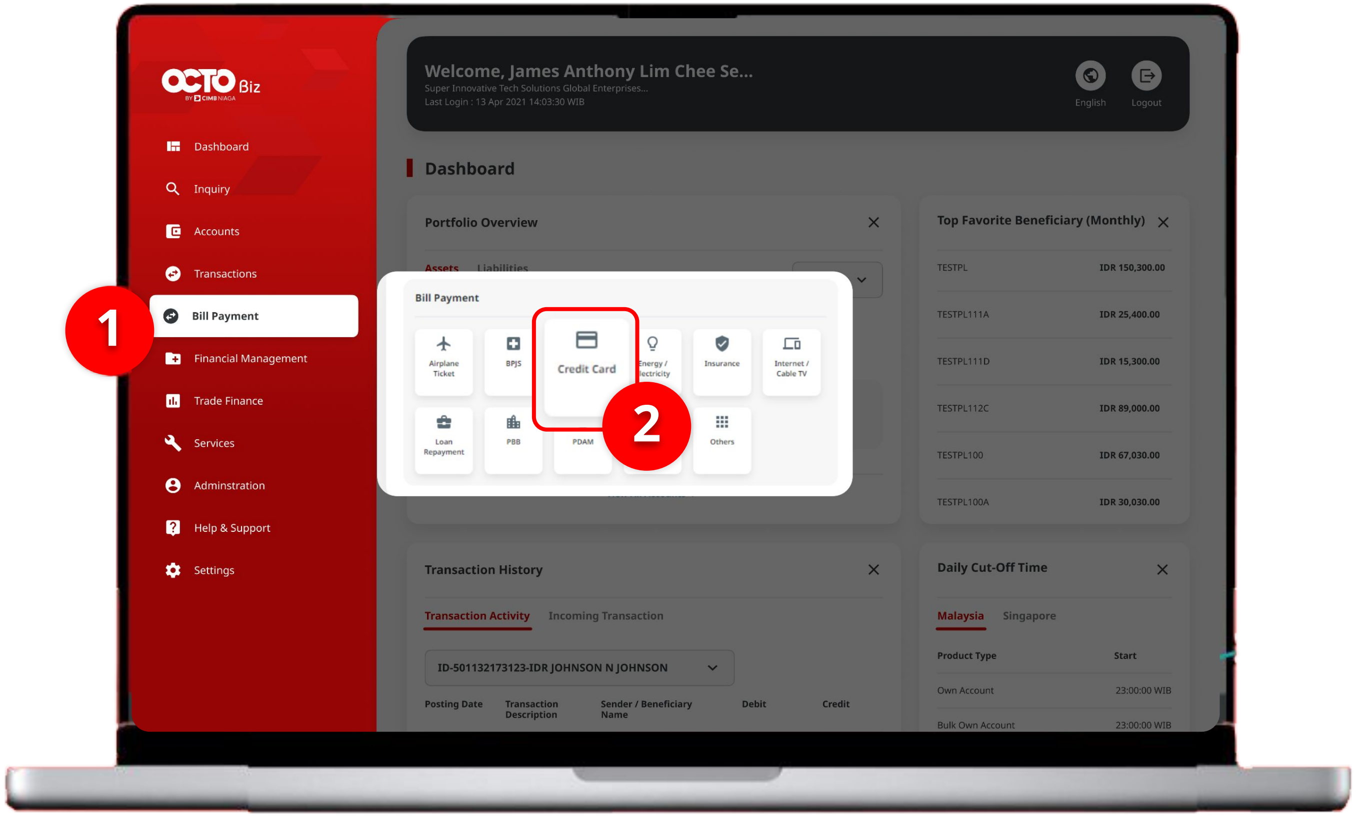
2 Klik ***Proceed***

*Click **Proceed***

LANGKAH

03

MAKER



Sistem akan **menampilkan halaman *Dashboard***

*System will show the **Dashboard page***

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

*Navigate to **Bill Payment***

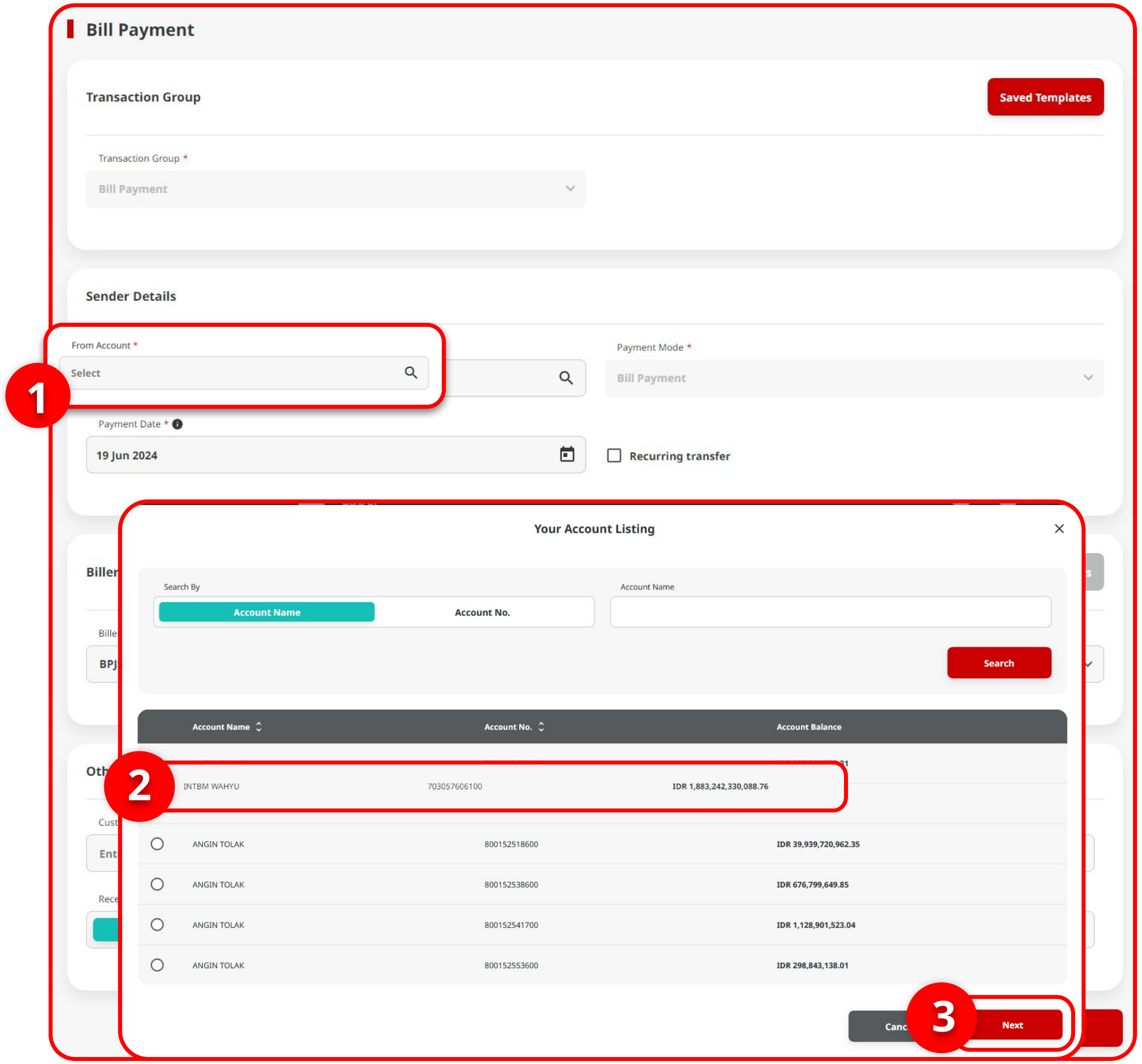
2 Klik ***Credit Card***

*Click **Credit Card***

LANGKAH

04

MAKER



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

*On **Data Payment Entry** page, choose **From Account***

2 Pilih **Sumber Dana**

*Choose **Source of Funds***

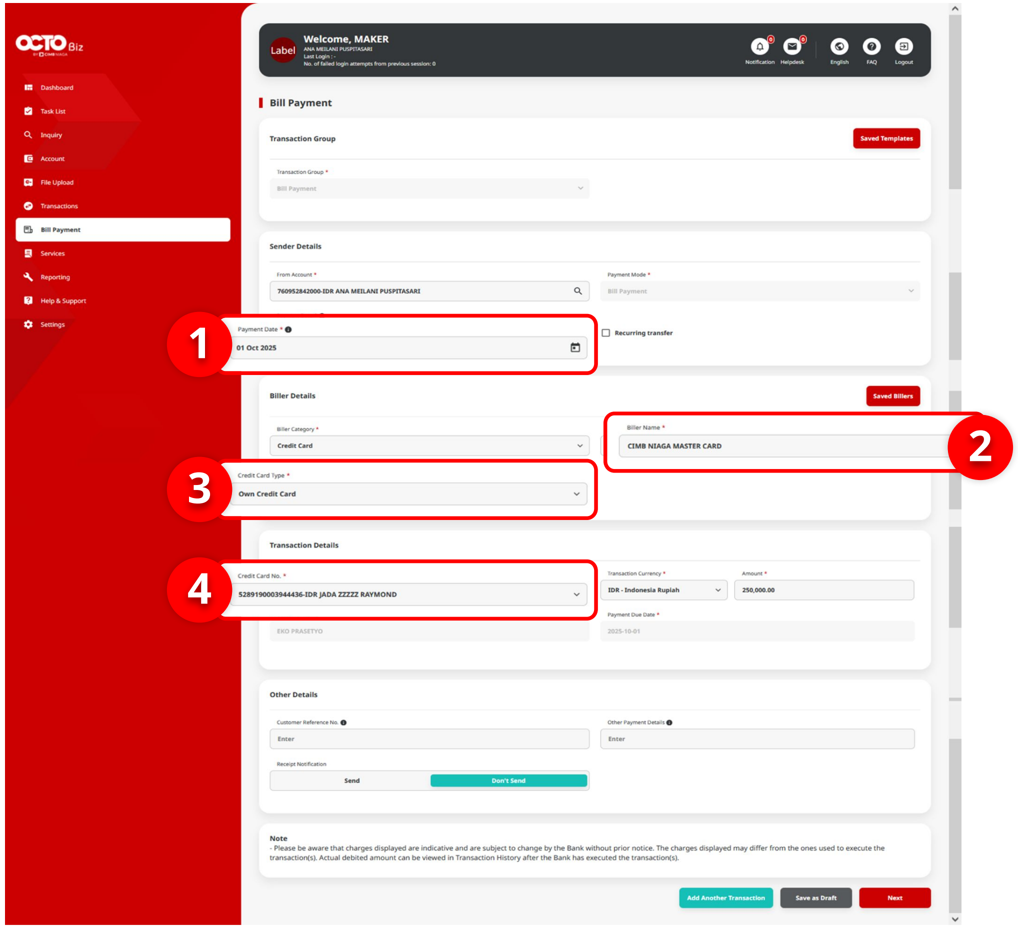
3 Klik ***Next***

*Click **Next***

LANGKAH

05

MAKER



1. Masukan **tanggal transaksi**
   *Input **Transaction Date***

2. Pilih ***Biller name*** yang sesuai
   *Choose **Biller Name***

3. Pilih ***Credit Card type***
   *Choose **Credit Card Type***

4. Masukkan ***Credit Card no****
   *Input **Credit card no****

CATATAN:

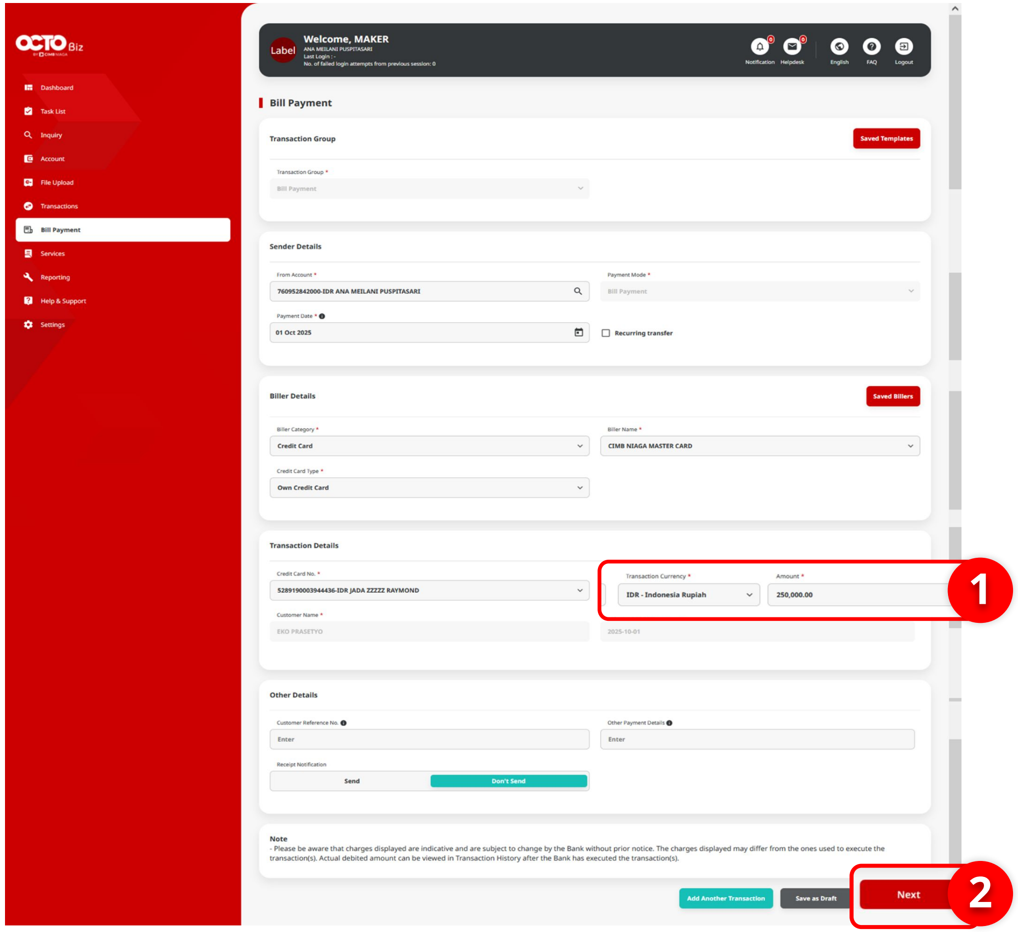
* Jika memilih ***Own Credit Card*** pada *Credit Card type*, silahkan **pilih** nomor *credit card* yang tertaut
** If you select **Own Credit Card** under Credit Card Type, please **choose** the linked credit card number.*

Jika memilih ***3rd Party Credit Card*, silahkan **masukkan nomor** *credit card*
***If you select **3rd Party Credit Card**, please enter the **credit card number**.*

LANGKAH

06

MAKER



1 Sistem akan menampilkan **nominal transaksi**

System will show the ***Transaction amount***

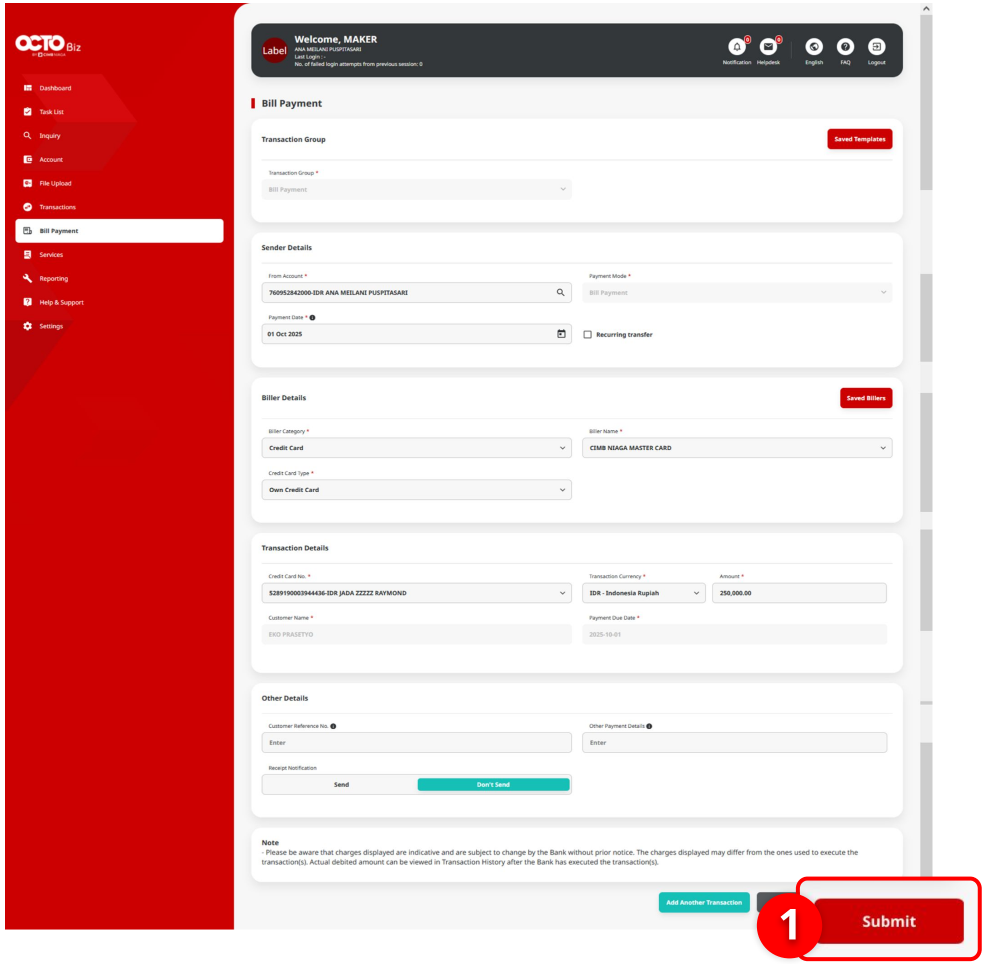
2 Jika sudah sesuai, klik ***Next***

Click ***Next***

LANGKAH

07

MAKER



Tinjau Ulang Transaksi

Review Transaction

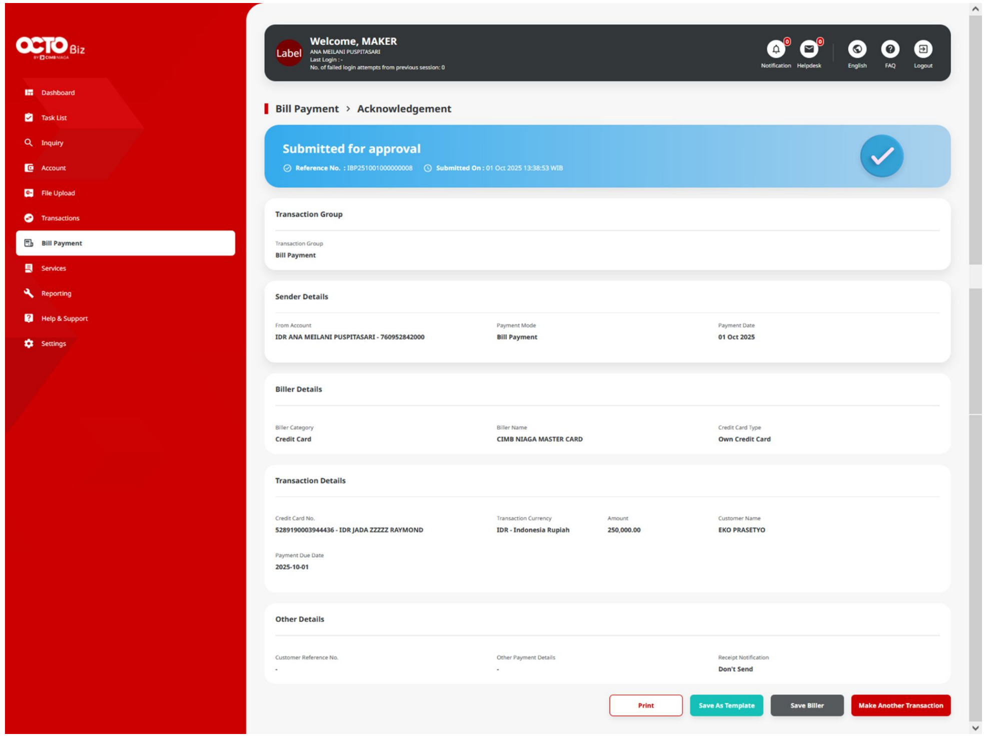
1 Klik ***Submit***

Click Submit

LANGKAH

08

MAKER



Sistem Lalu menampilkan
Halaman Acknowledgement

System will show
Acknowledgement page

Langkah melakukan *Approve Transaction* Kunjungi Halaman:

To Approve transaction, visit:

33 **Mobile Token**

42 **Hard Token**

Bill Payment

Create Transaction

BPJS Ketenagakerjaan

KEJAR MIMPI

LANGKAH

01

MAKER

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

*Maker login using **User & Company ID***

2 Klik ***Next***

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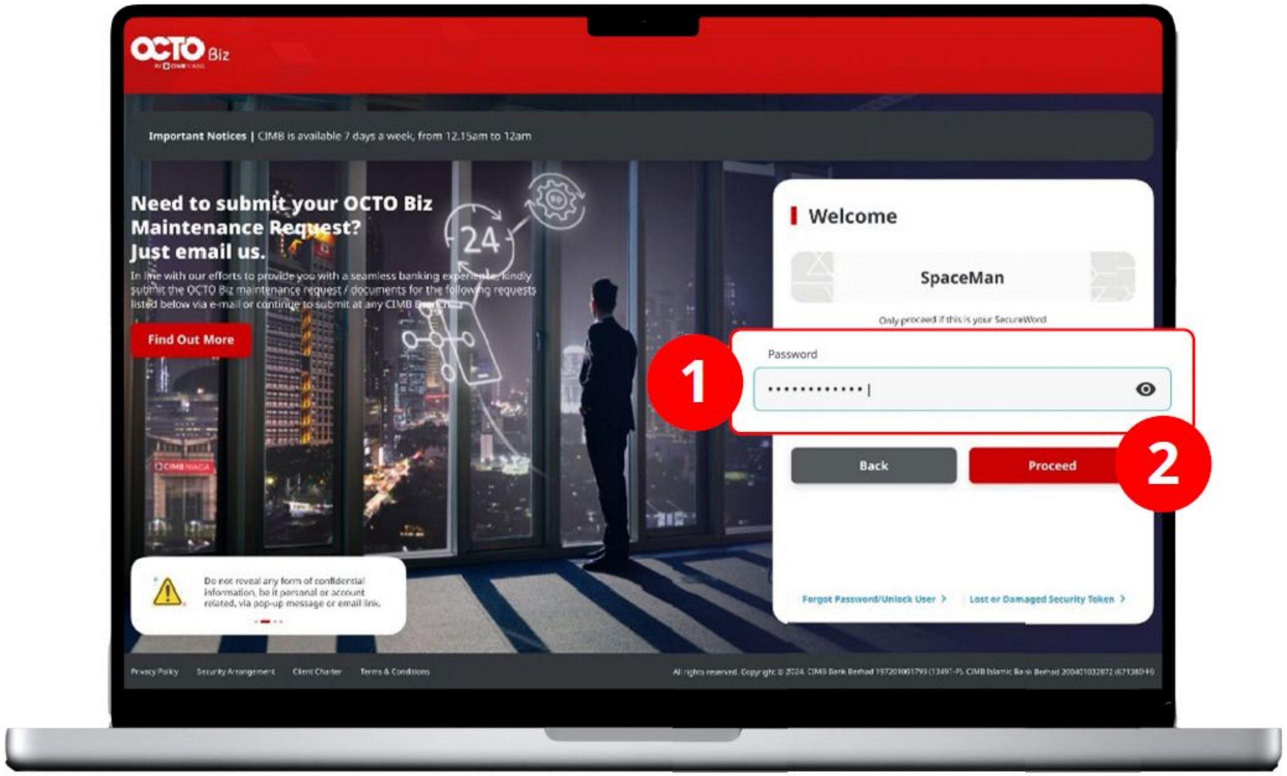
LANGKAH

02

MAKER



1 Isi ***Password***

*Input **Password***

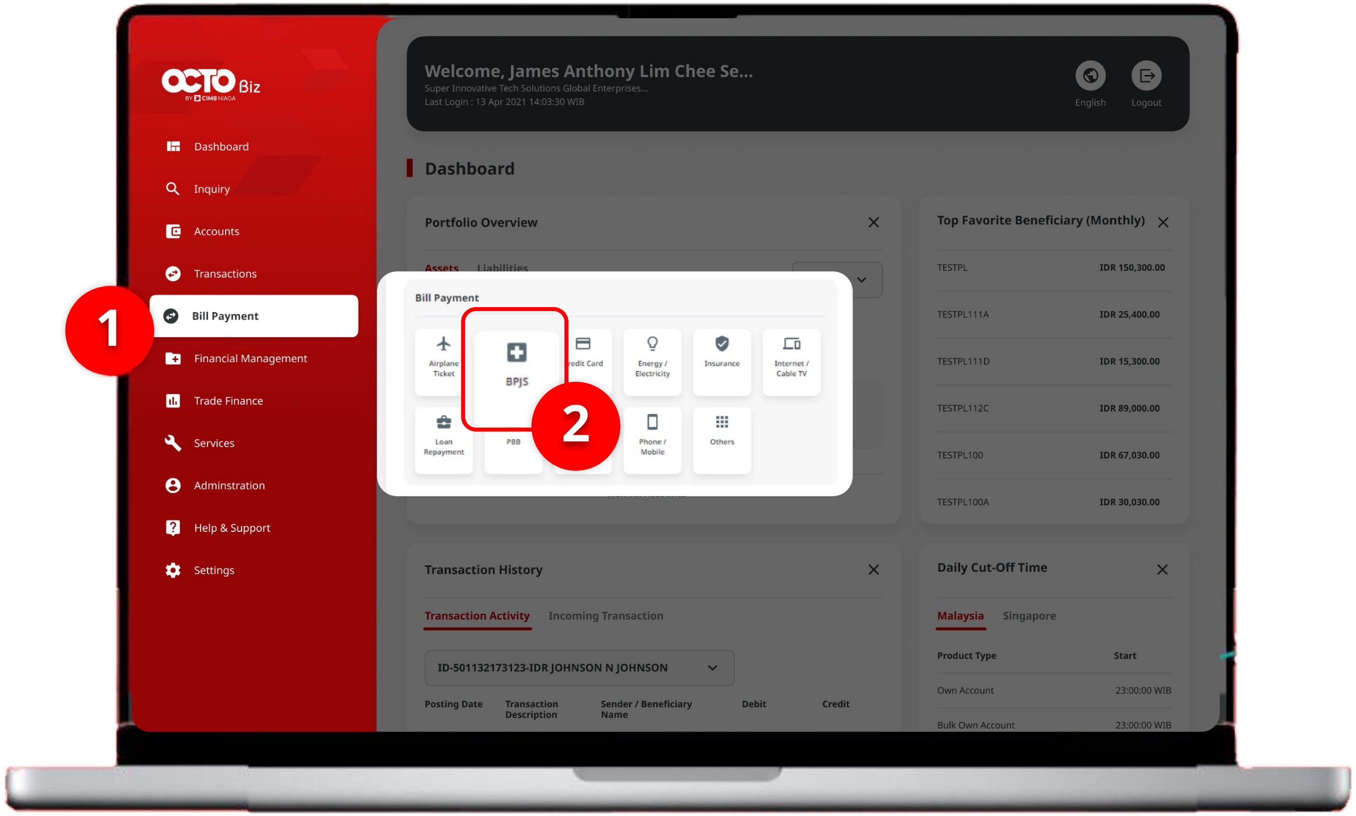
2 Klik ***Proceed***

*Click **Proceed***

LANGKAH

03

MAKER



Sistem akan **menampilkan halaman *Dashboard***

*System will show the **Dashboard page***

1. Arahkan **Kursor ke *Transaction***

   *Navigate to **Transaction***

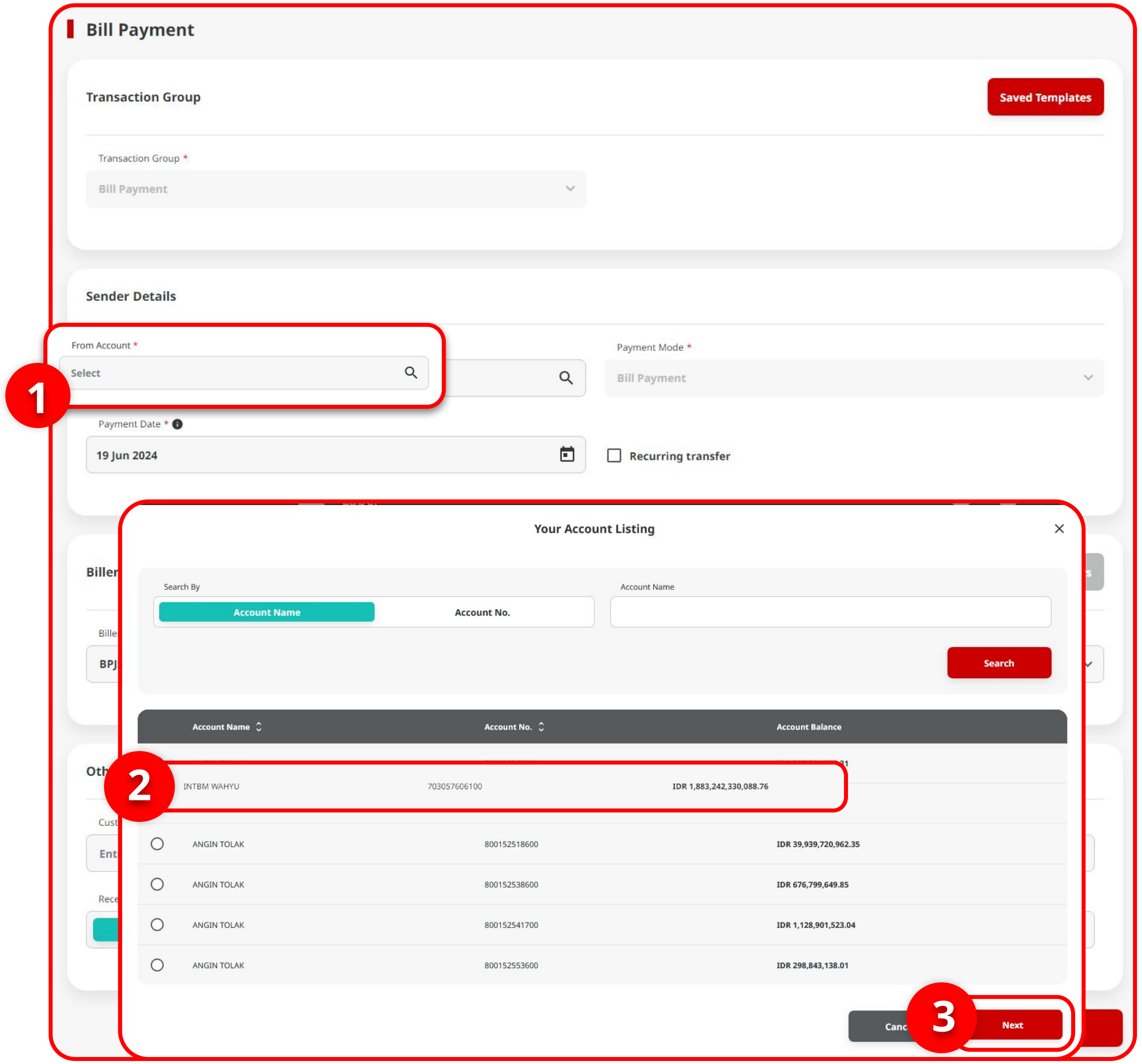
2. Klik ***BPJS***

   *Click **BPJS***

LANGKAH

04

MAKER



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

*On **Data Payment Entry** page, choose **From Account***

2 Pilih **Sumber Dana**

*Choose **Source of Funds***

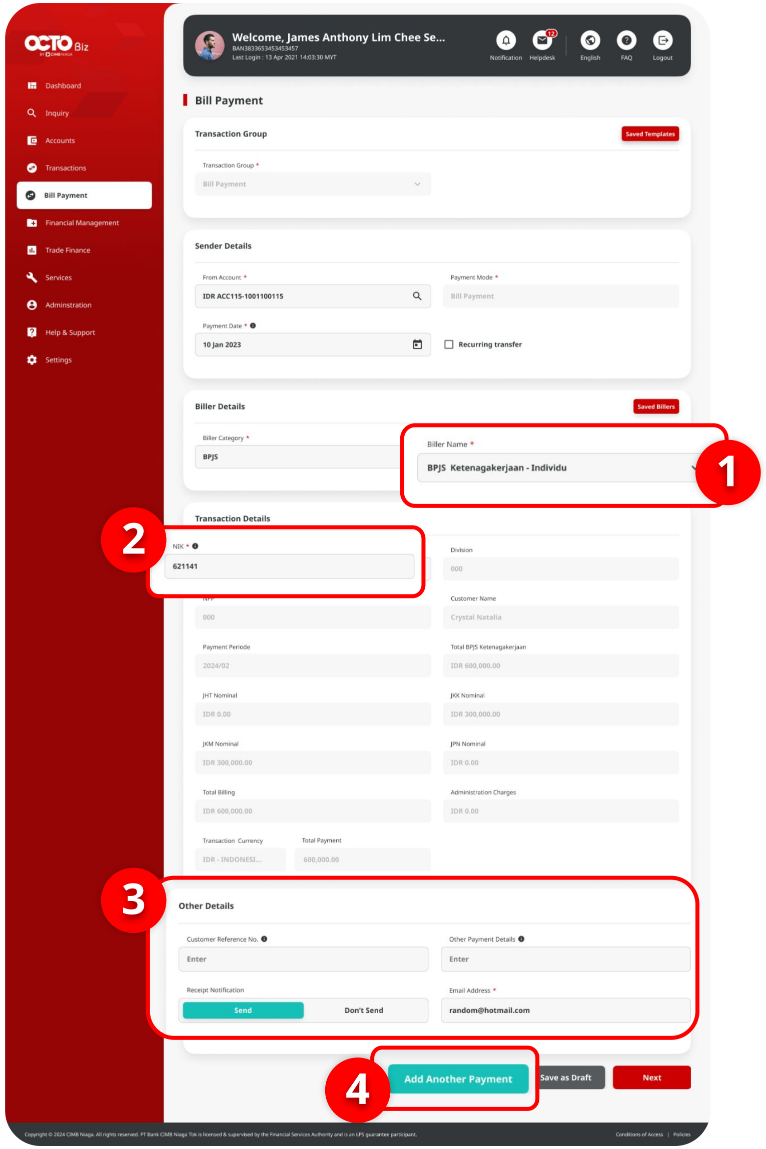
3 Klik ***Next***

*Click **Next***

LANGKAH

05

MAKER



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

*Choose **Biller Name**, for example: **BPJS Ketenagakerjaan-Individu***

2 Masukan **NIK Transaksi** yang ingin dilakukan. **Sistem akan Otomatis** mengisi seluruh ***Detail*** pada Bagian ***Transaction Detail***

*Input **NIK as transaction number**. System will **automatically** fill in all the **Transaction Details***

3 Lengkapi Bagian ***Other Details***

*Complete the **Other Details part***

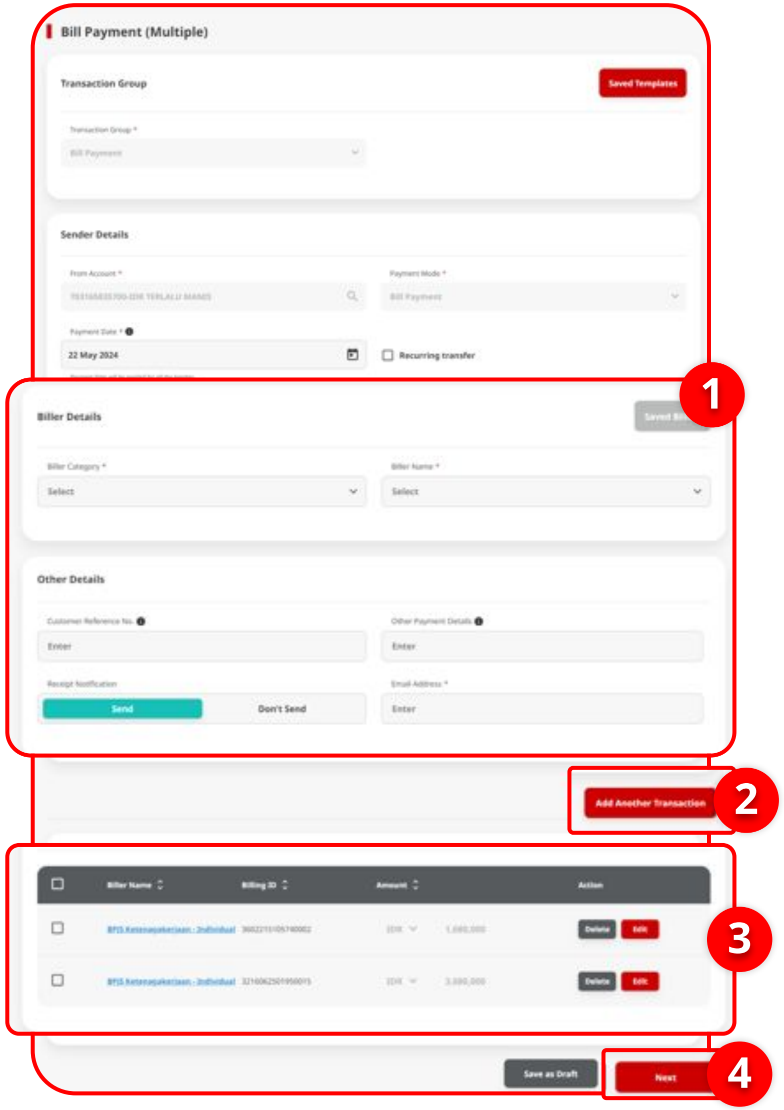
4 Klik ***Add Another Payment***

*Click **Add Another Payment***

LANGKAH

06

MAKER



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

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

1 Isi Seluruh bagian ***Biller Details***

*Complete all the **Biller Details***

2 Klik ***Add Another Transaction***

*Click **Add Another Transaction***

3 Transaksi akan secara otomatis **bertambah pada tabel**

*Transaction will **automatically added on listing***

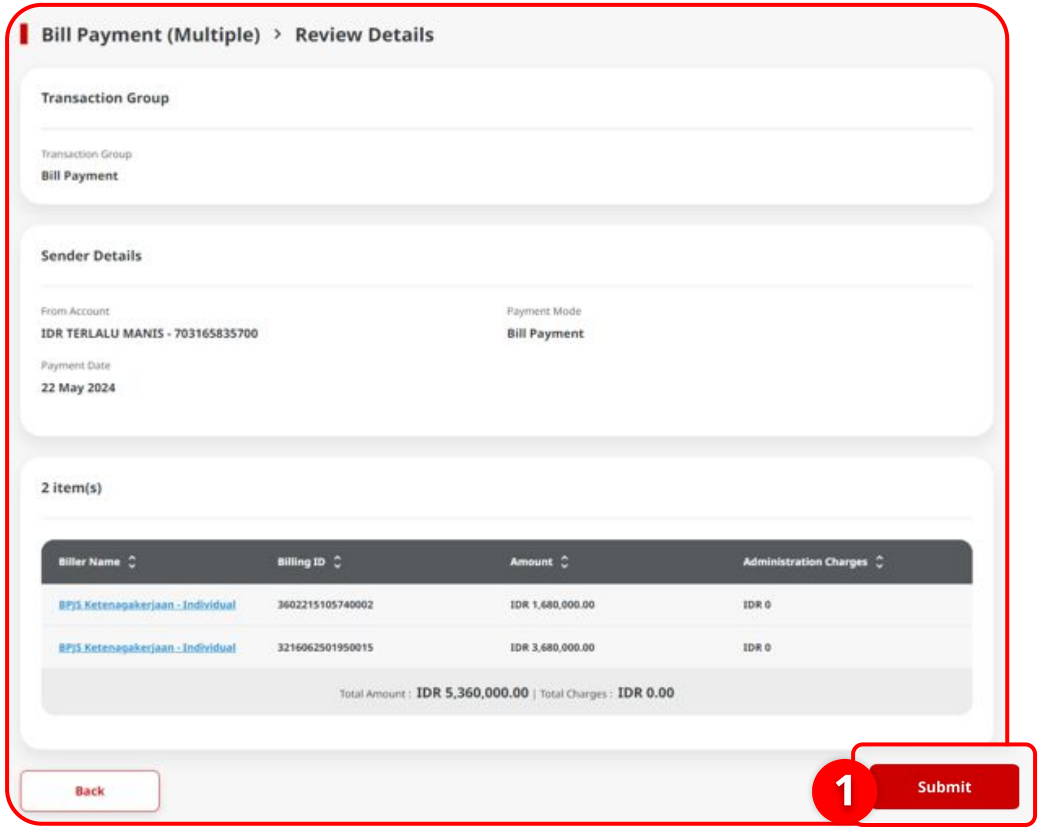
4 Klik ***Next***

*Click **Next***

LANGKAH

07

MAKER



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

*System will show the **Review Details** page. **Review the Transaction***

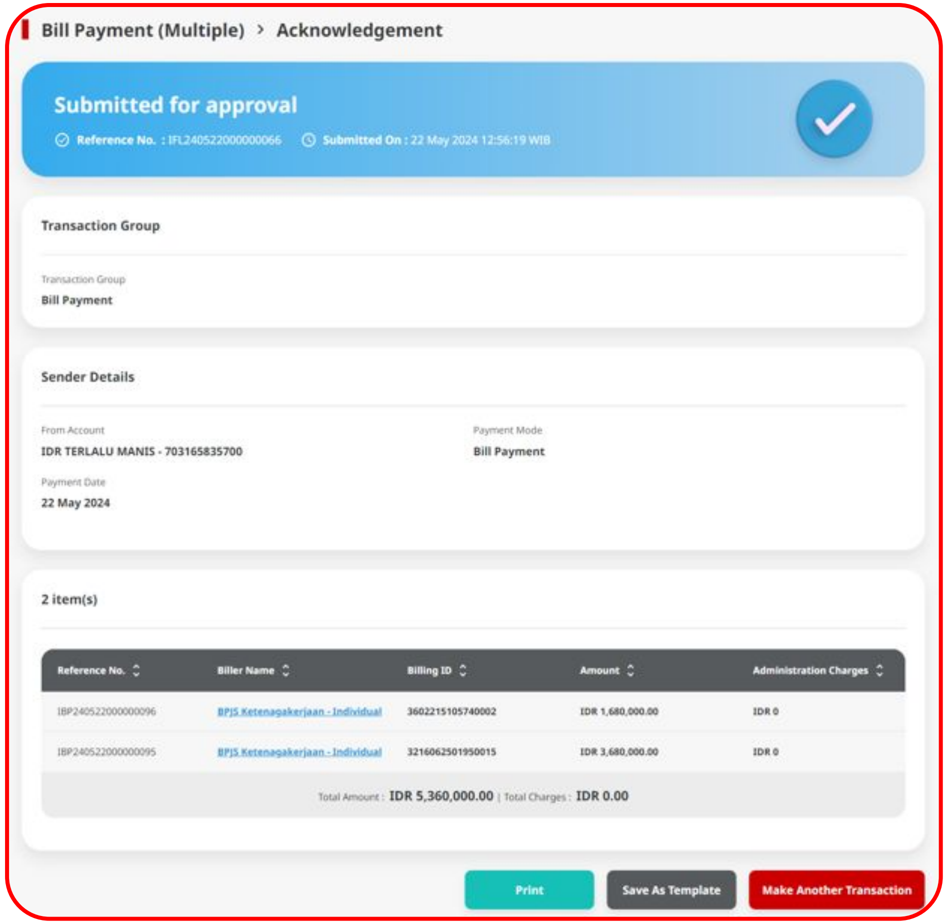
1. Klik ***Submit***

   *Click **Submit***

LANGKAH

08

MAKER



Sistem Lalu menampilkan
Halaman Acknowledgement

System will show
Acknowledgement page

Langkah melakukan *Approve Transaction* Kunjungi Halaman:

To Approve transaction, visit:

33 Mobile Token

42 Hard Token

Bill Payment

Approve Transaction

Mobile Token

Hard Token

KEJAR MIMPI

Bill Payment

Approve Transaction

Mobile Token

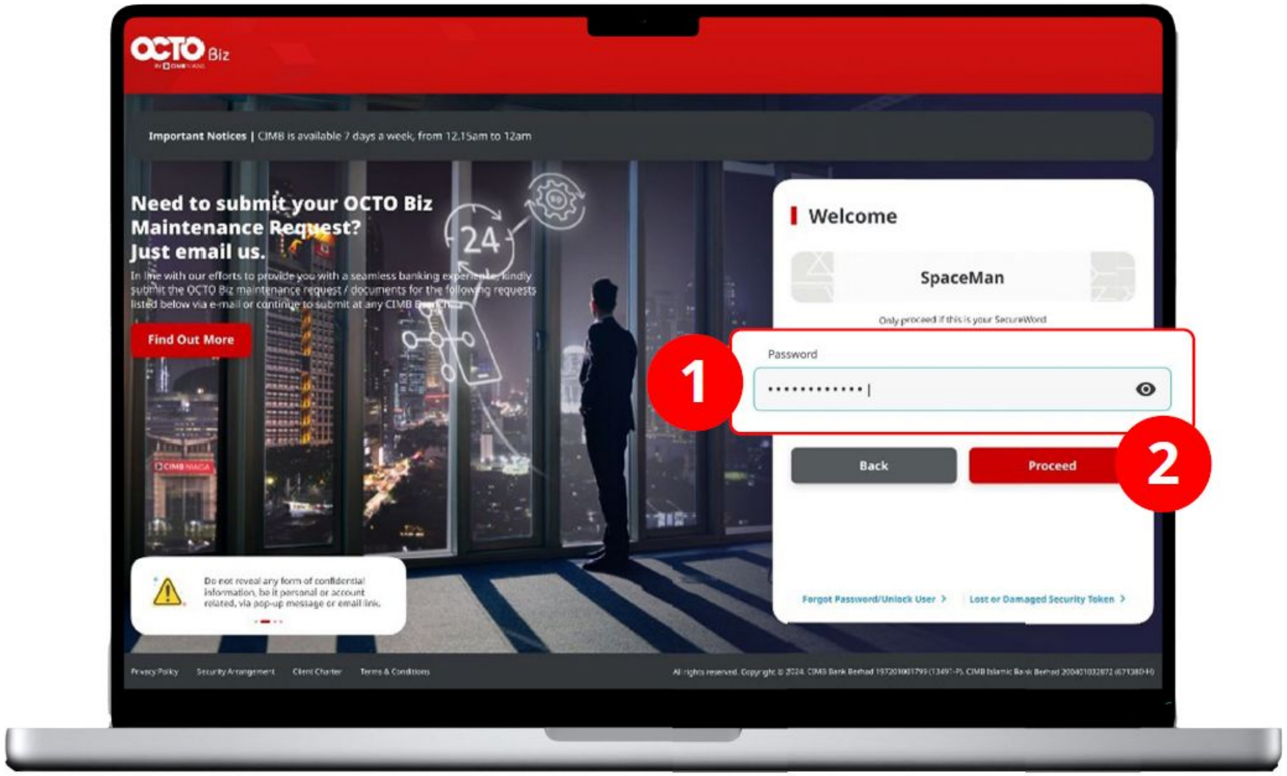
Proses ***approval* transaksi** untuk user yang memiliki atau menggunakan ***Mobile Token***

Approval Transaction *process using* ***mobile token***

LANGKAH

01

APPROVER



Login sebagai ***Approver***

Login as ***approver***

1 Isi ***Password***

Input ***password***

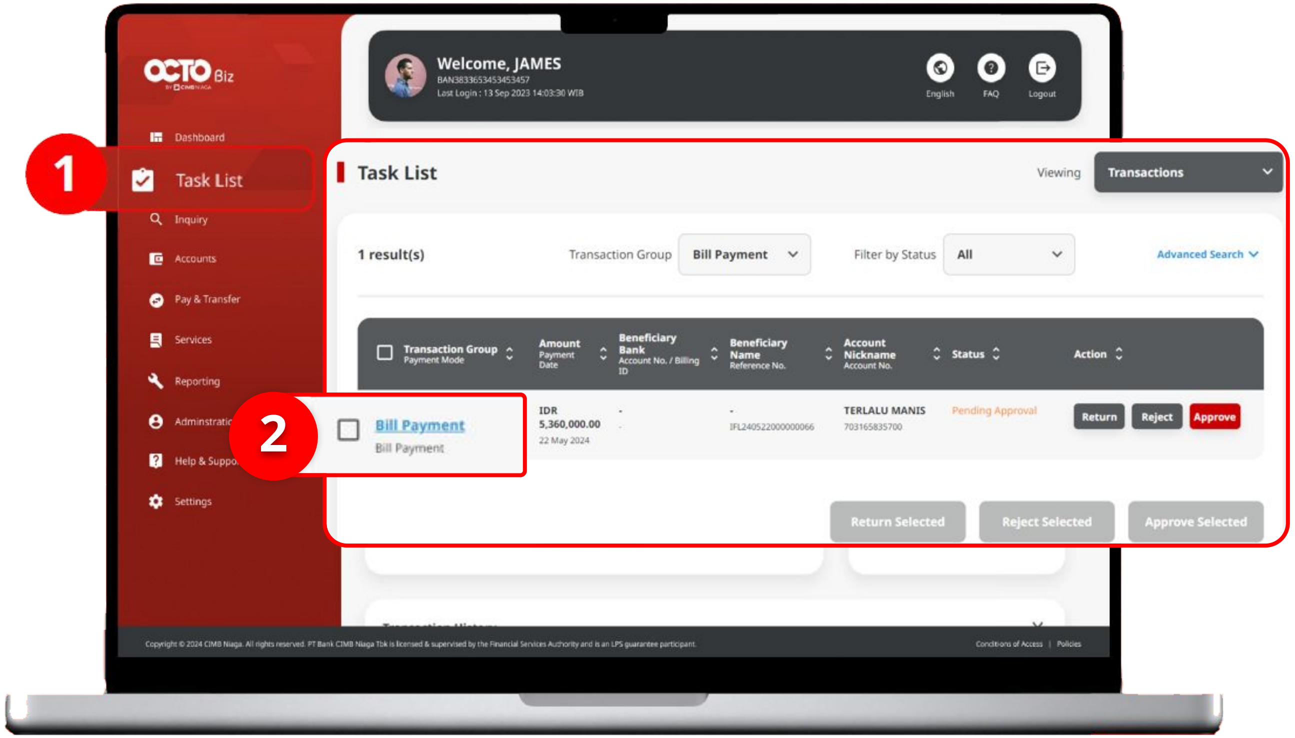
2 Klik ***Proceed***

Click ***Proceed***

LANGKAH

02

APPROVER



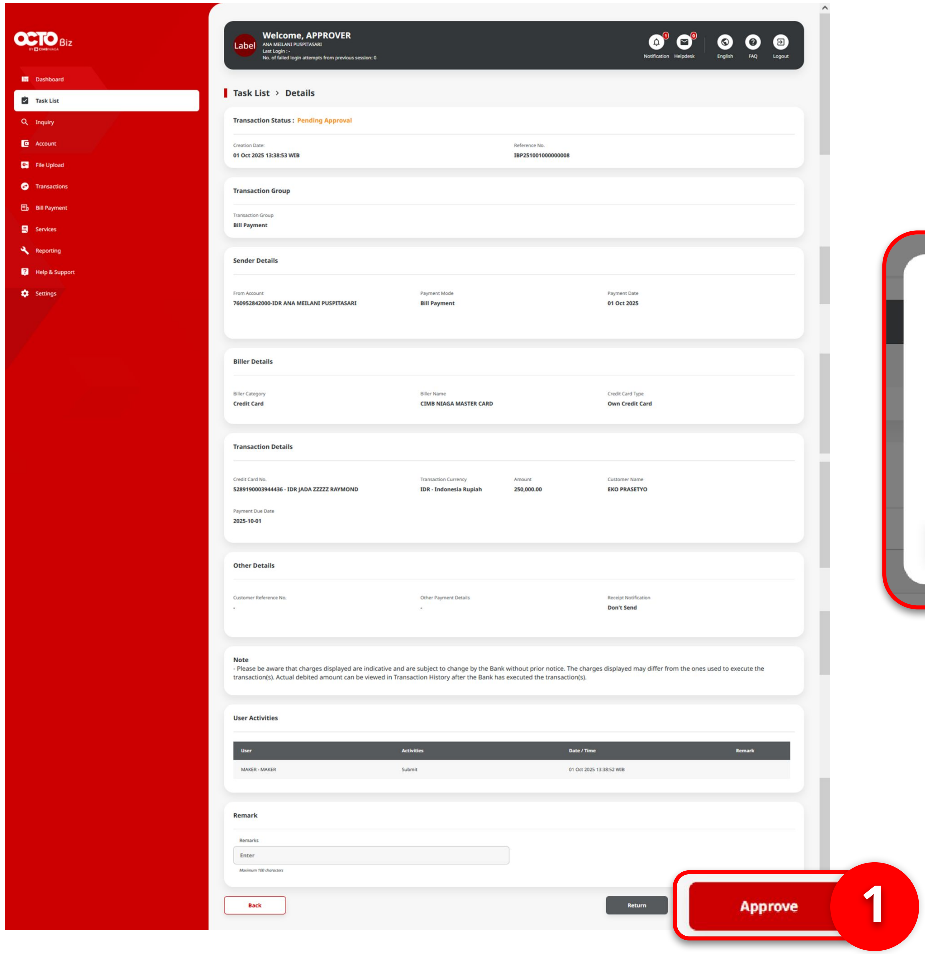
1. Arahkan pada menu disamping, **klik *Task List***

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

2. Klik ***Hyperlink*** transaksi yang diinginkan

   *Click **hyperlink transaction***

LANGKAH
03
APPROVER



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

*Review **Transaction***

1 Jika sudah sesuai, **klik *Approve***

*Click **Approve***

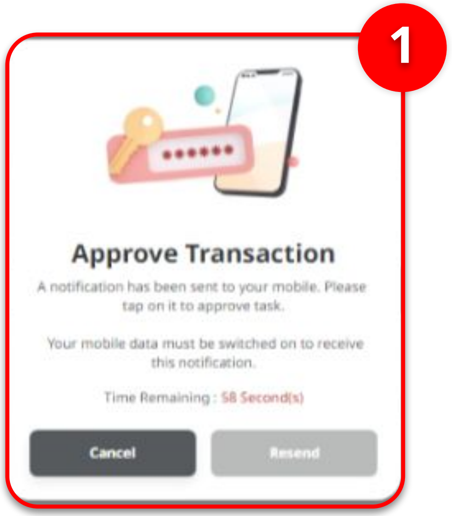
2 Klik ***Yes***

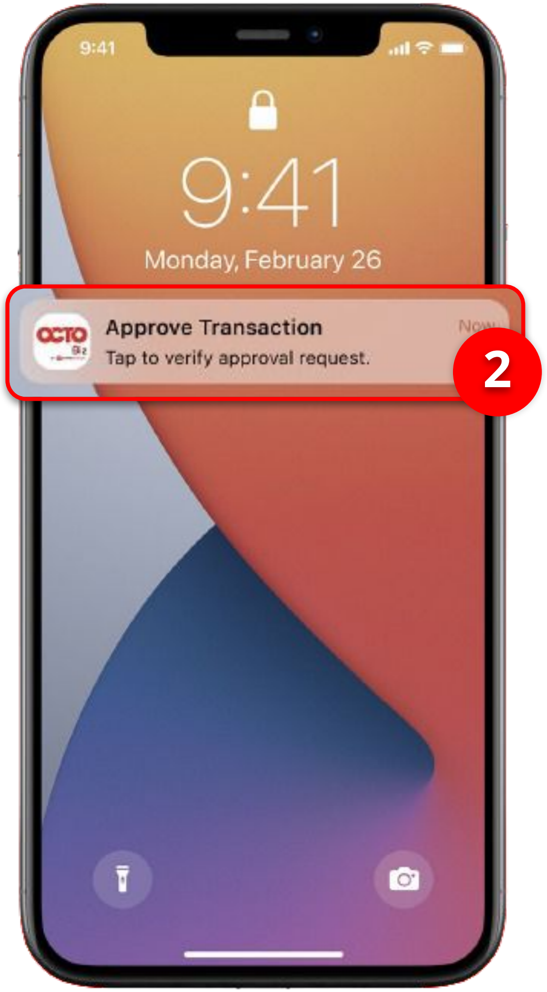
*Click **Yes***

LANGKAH

04

APPROVER





1 Sistem akan menampilkan ***Pop-Up Approver* transaksi pada *Website***

*System will show the **Approve Transaction pop up** on website*

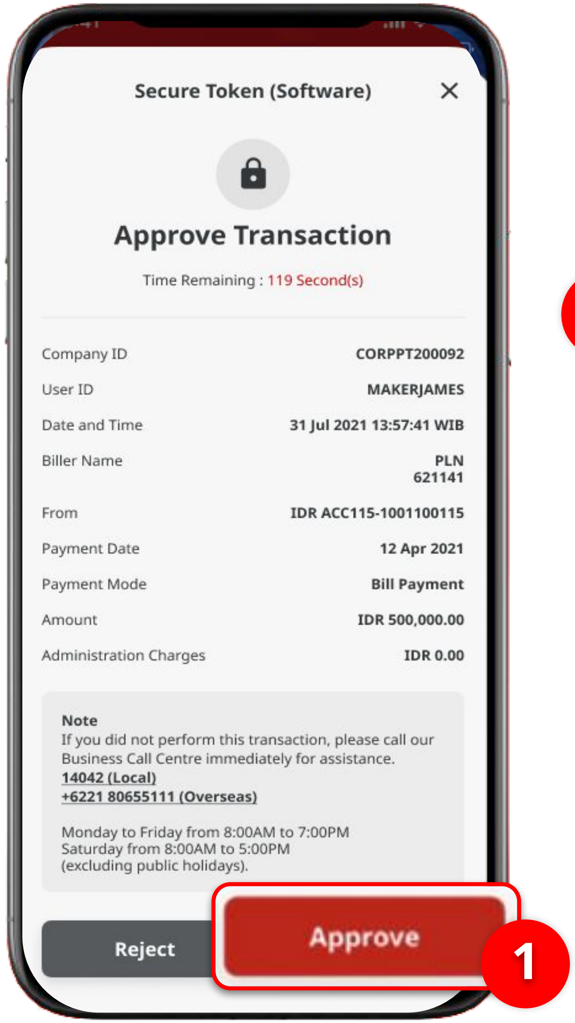
2 Sistem akan **mengirimkan notifikasi** di perangkat *mobile*. Buka perangkat *mobile*, **Klik Bar Notifikasi**

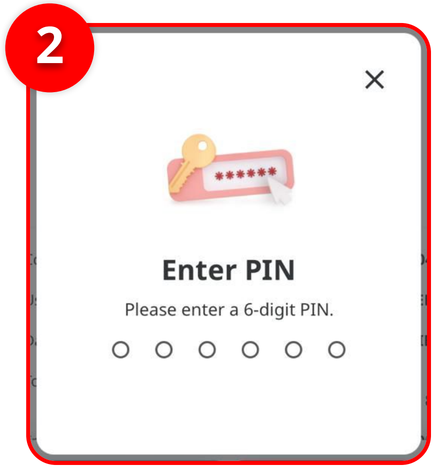
*System will send you notification on mobile device, Open device and **click notification bar***

LANGKAH

05

APPROVER





1 Klik **Tombol *Approve***

*Click **Approve***

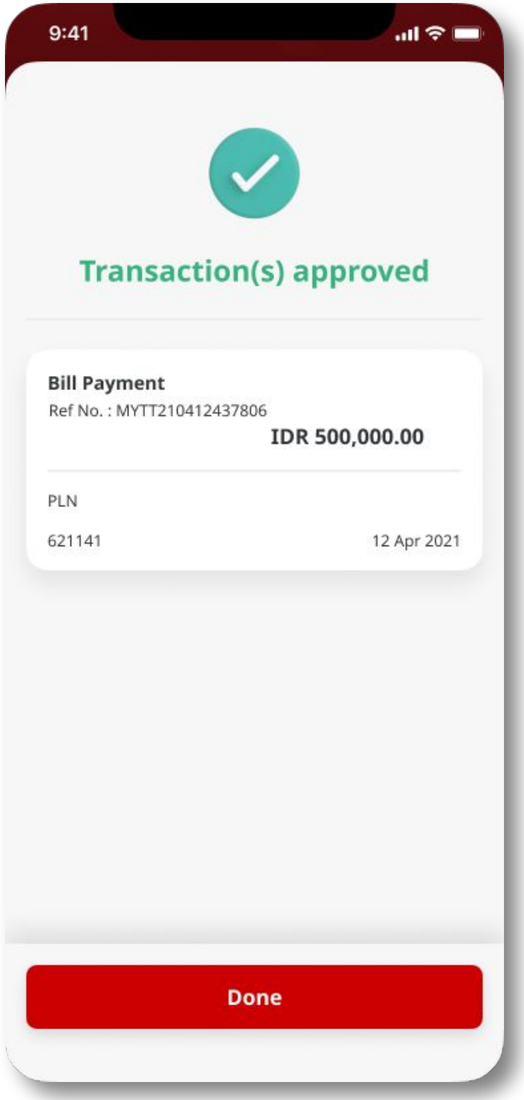
2 Isi **6-Digit Pin**

*Input **6-Digit Pin***

LANGKAH

06

APPROVER



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

Once succeed, system will show the ***acknowledgement page***

OCTO Biz BY CIMB NIAGA

Bill Payment

Approve Transaction

Hard Token

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

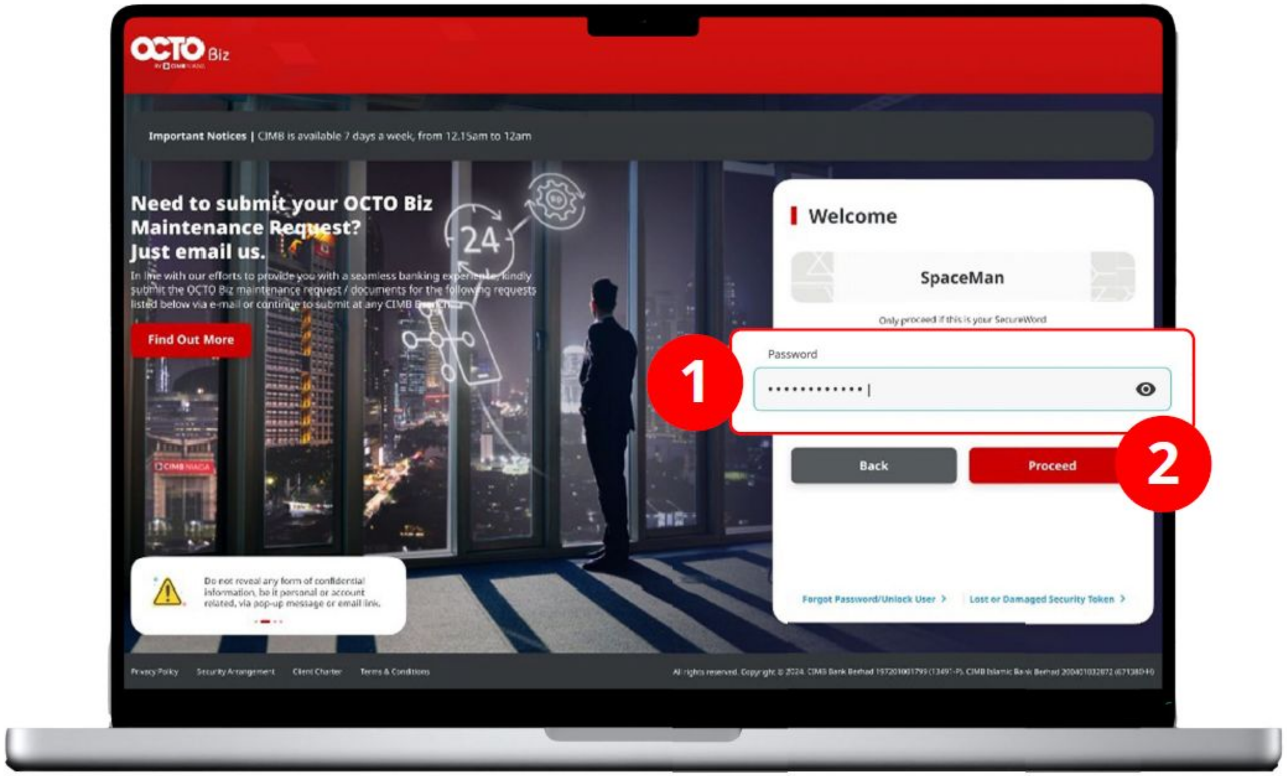
Approval Transaction *process using* ***hard token***

KEJAR MIMPI

LANGKAH

01

APPROVER



Login sebagai ***Approver***

Login as ***approver***

1. Isi ***Password***

   Input ***password***

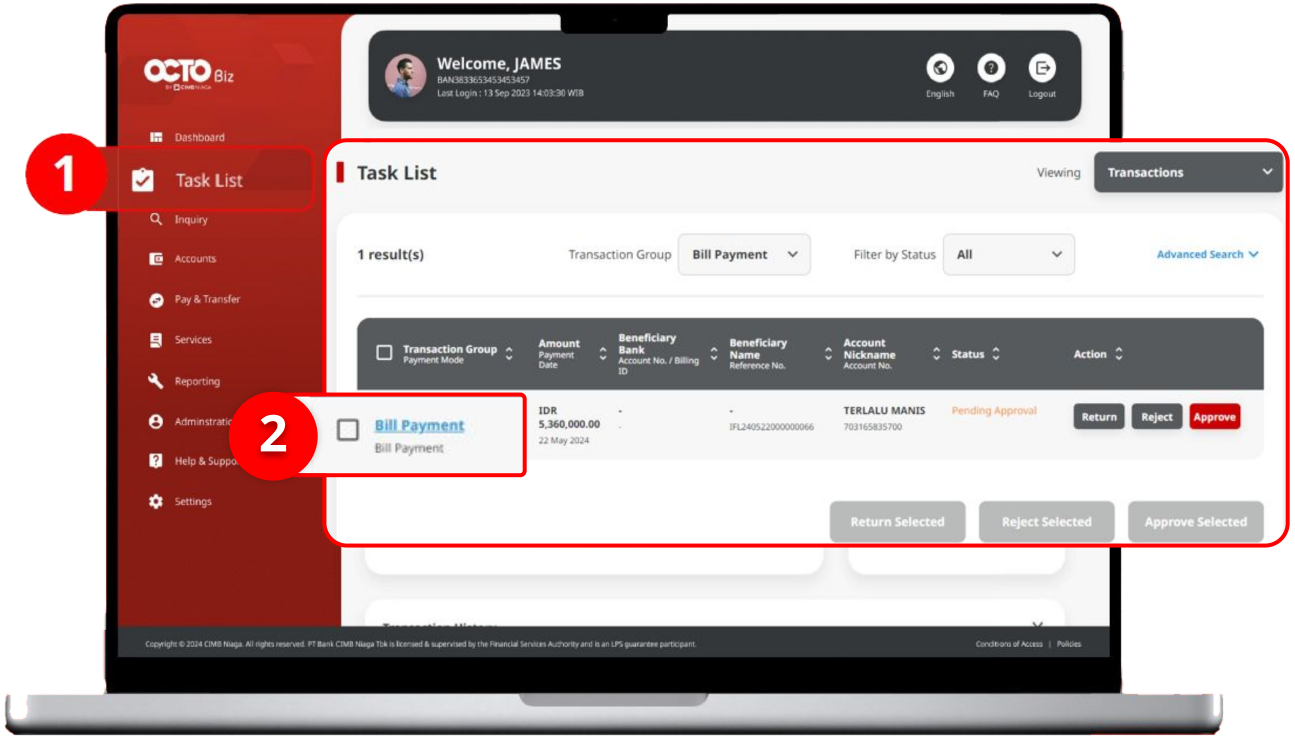
2. Klik ***Proceed***

   Click ***Proceed***

LANGKAH

02

APPROVER



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

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

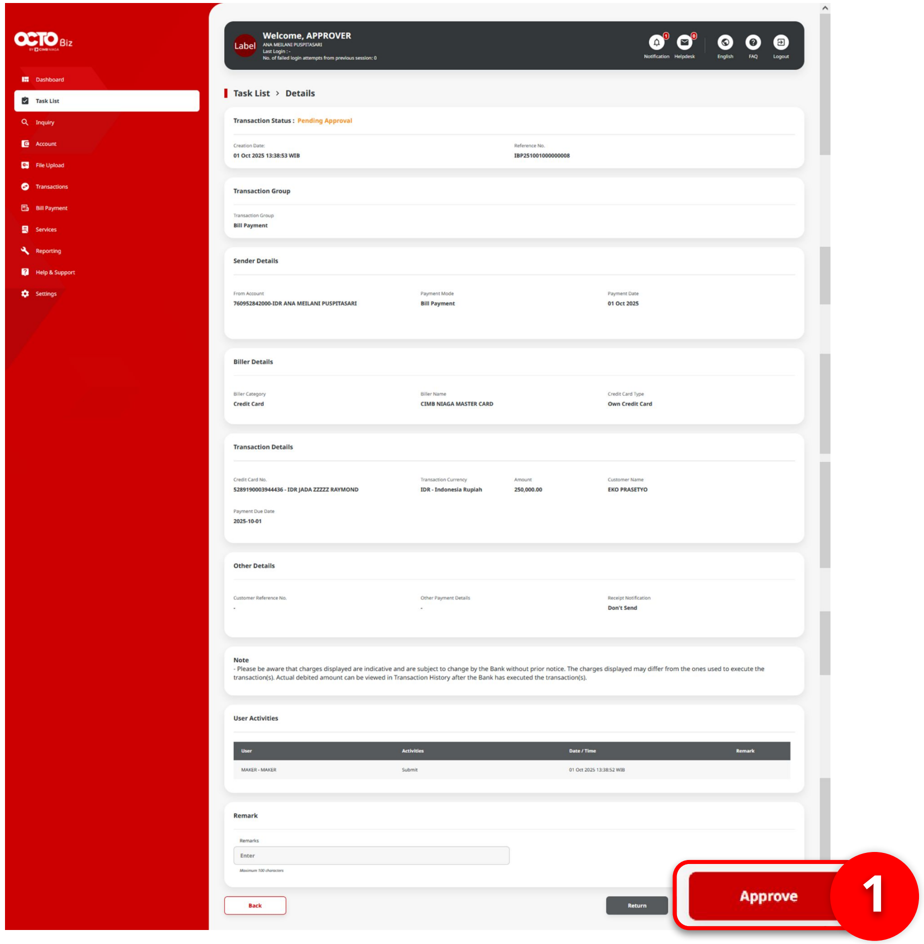
2. Klik ***Hyperlink*** transaksi yang diinginkan

   *Click **hyperlink transaction***

LANGKAH

03

APPROVER



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

*Review **Transaction***

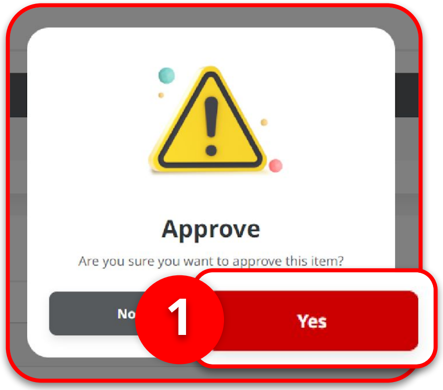
1 Jika sudah sesuai, **klik *Approve***

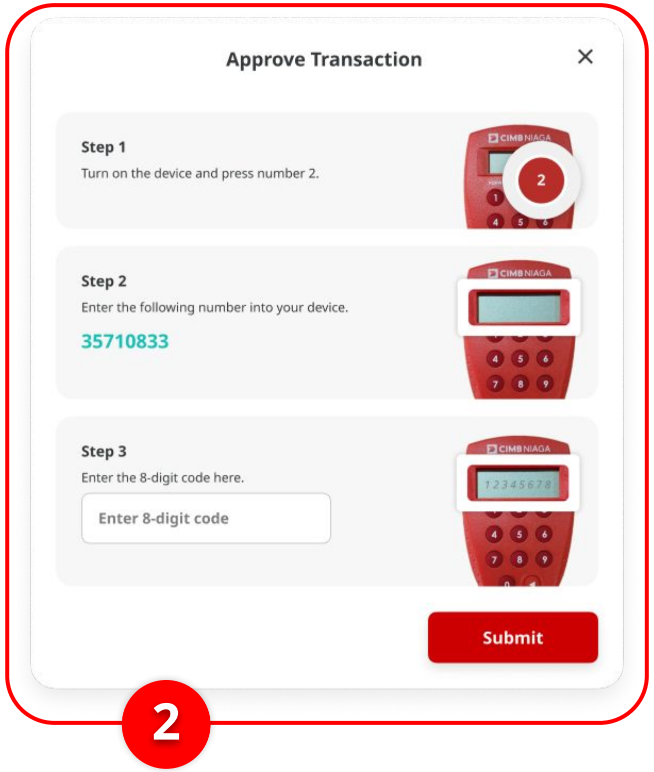
*Click **Approve***

LANGKAH

04

APPROVER





1. Klik ***Yes***

   *Click **Yes***

2. Sistem akan memunculkan ***Box Approve Transaction***

   *System will show the **approve transaction pop up box***

LANGKAH

05

APPROVER

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***

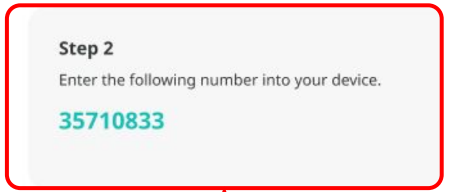
3 Jika **Pin Benar**, sistem akan menampilkan **“APPLI”** pada layar perangkat.

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*

LANGKAH
06
APPROVER



1 Masukan **Kode** yang muncul di ***Pop-Up Box Website***

*Input **code** that shown on **Website pop up** box*

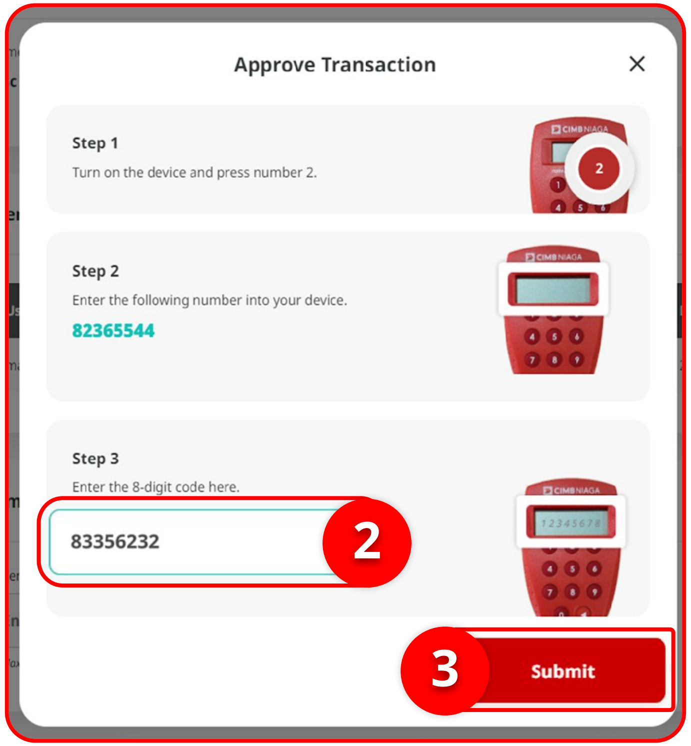
2 Klik **Tombol *Play***

*Click **Play***

LANGKAH

07

APPROVER



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

*Hard Token device will show the **8-Digit code***

2 Masukan **Kode** ke ***Box Approve Transaction***

*Input code to **Approve transaction box***

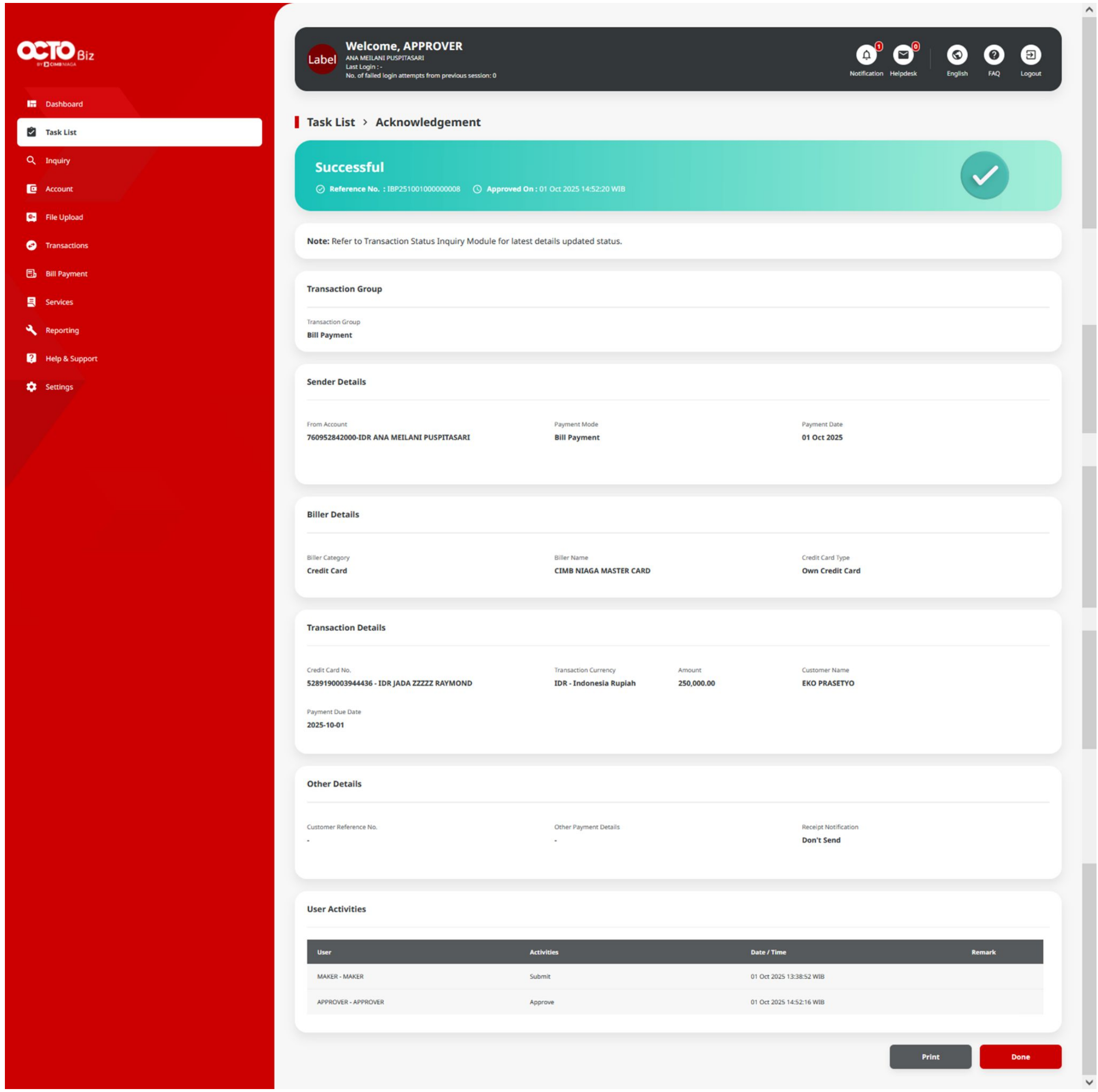
3 Klik ***Submit***

*Click **Submit***

LANGKAH

08

APPROVER



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

*Once Succeed, system will show the **Acknowledgement page***

OCTO Biz BY CIMB NIAGA

Bill Payment

Non-Transaction

Download Receipt

Send & Retrigger Email

Bill Payment

Non-Transaction

Download Receipt

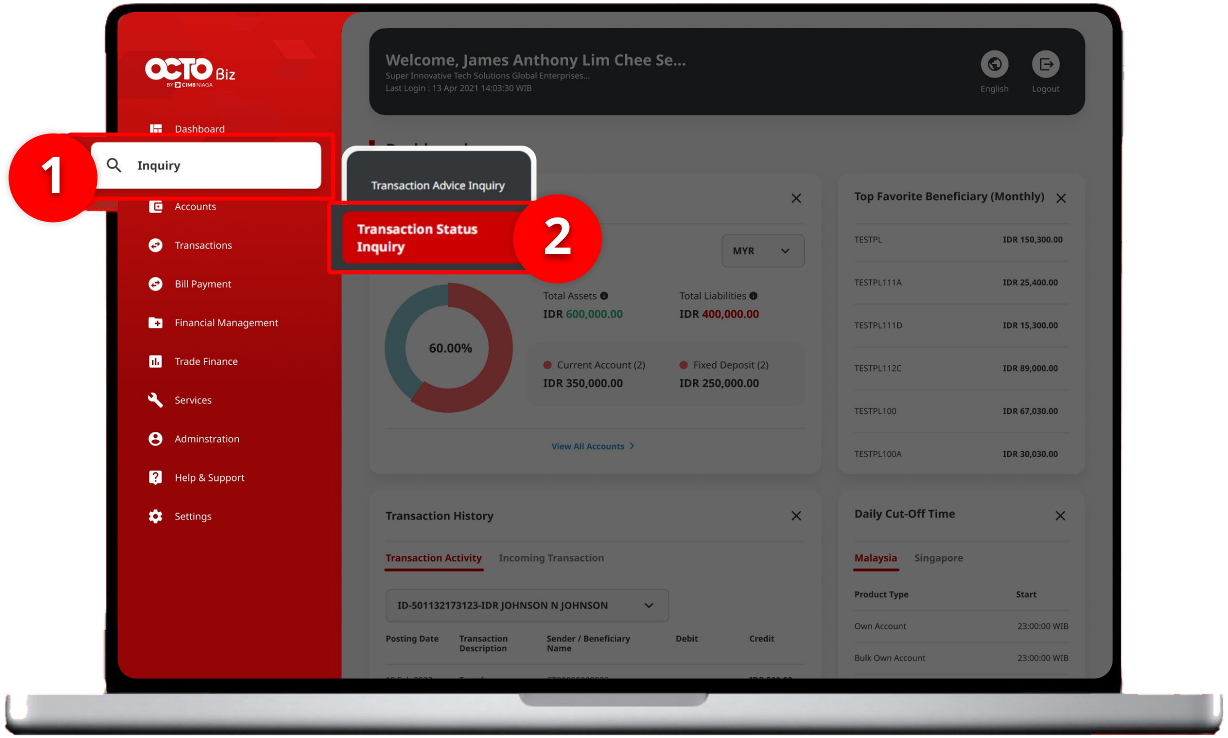
Single Batch

Multiple Batch

KEJAR MIMPI

LANGKAH

01



Setelah ***Approve Transaksi*** berhasil,

*Once **succeed**,*

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

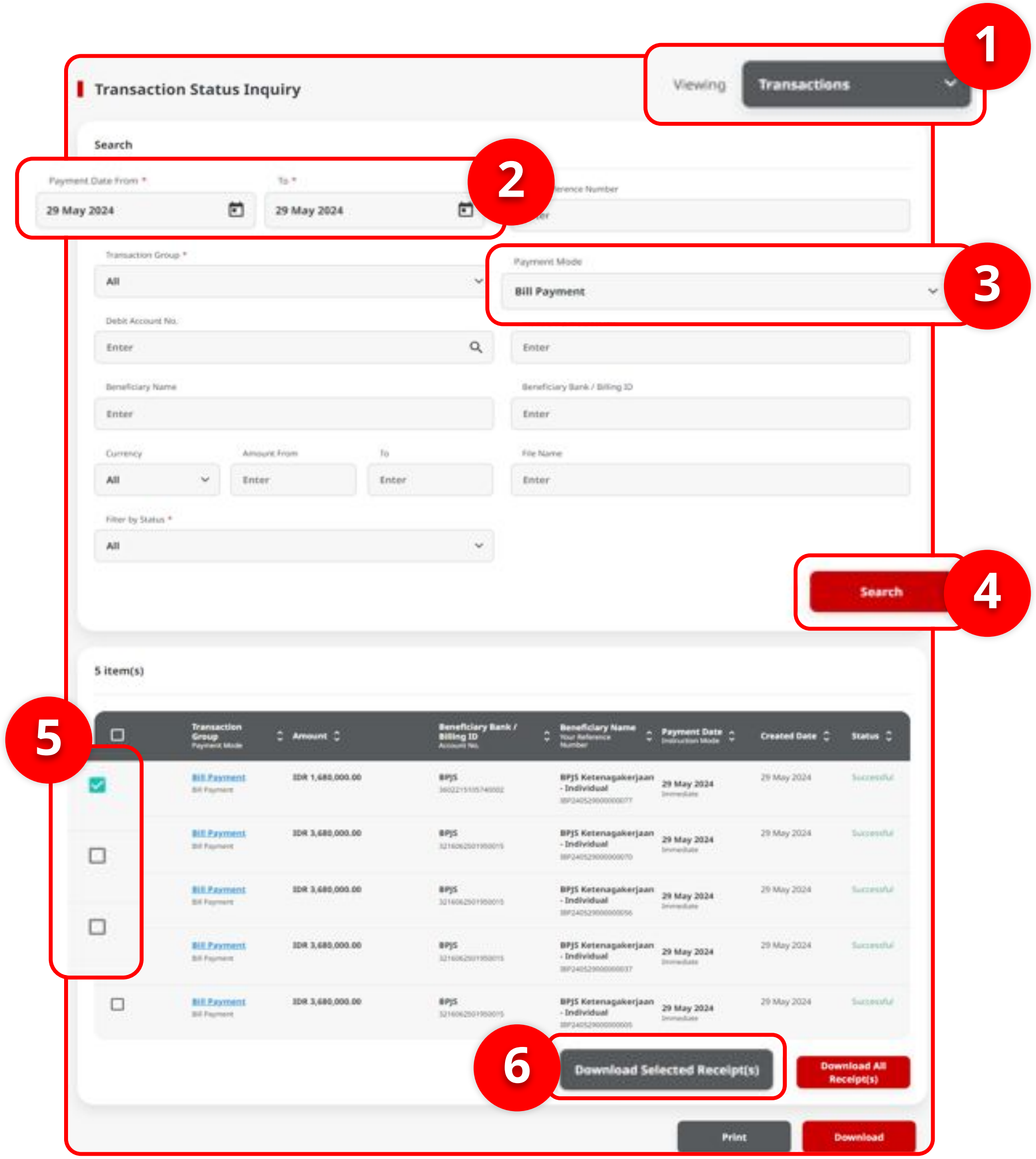
*Navigate to side menu, click **Inquiry***

2 Klik ***Transaction Status Inquiry***

*Click **Transaction Status Inquiry***

LANGKAH

02



1 Pilih ***Transaction*** sebagai ***Viewing***

*Choose **Transaction as Viewing***

2 Pilih ***Payment Date From***

*Choose **Payment Date From***

3 Pilih ***Bill Payment*** sebagai ***Payment Mode***

*Choose **Bill Payment** as **Payment Mode***

4 Klik ***Search***

*Click **Search***

5 Pilih ***Receipt*** yang akan di ***Download***

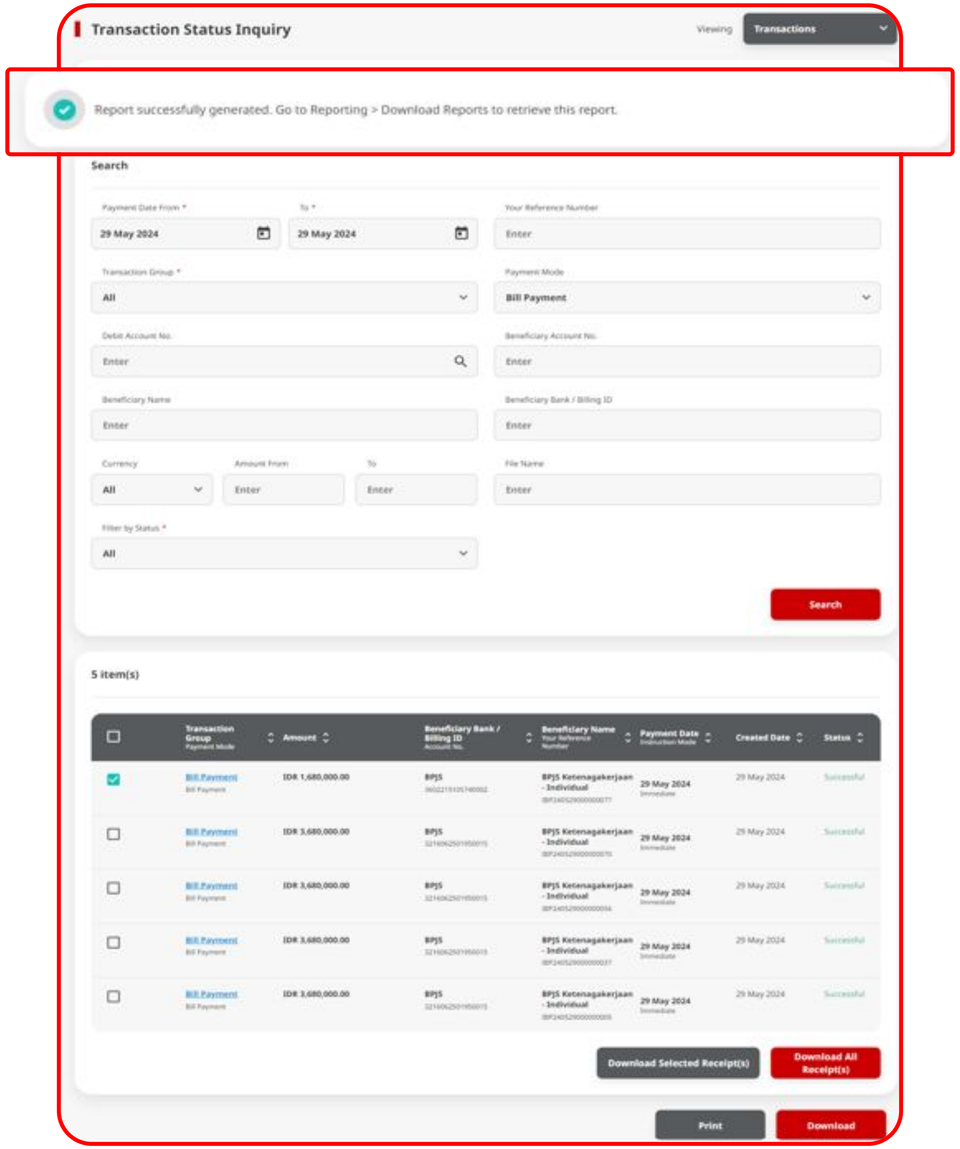
*Choose **Receipt***

6 Klik ***Download Selected Receipts***

*Click **Download Selected Receipts***

LANGKAH

03



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

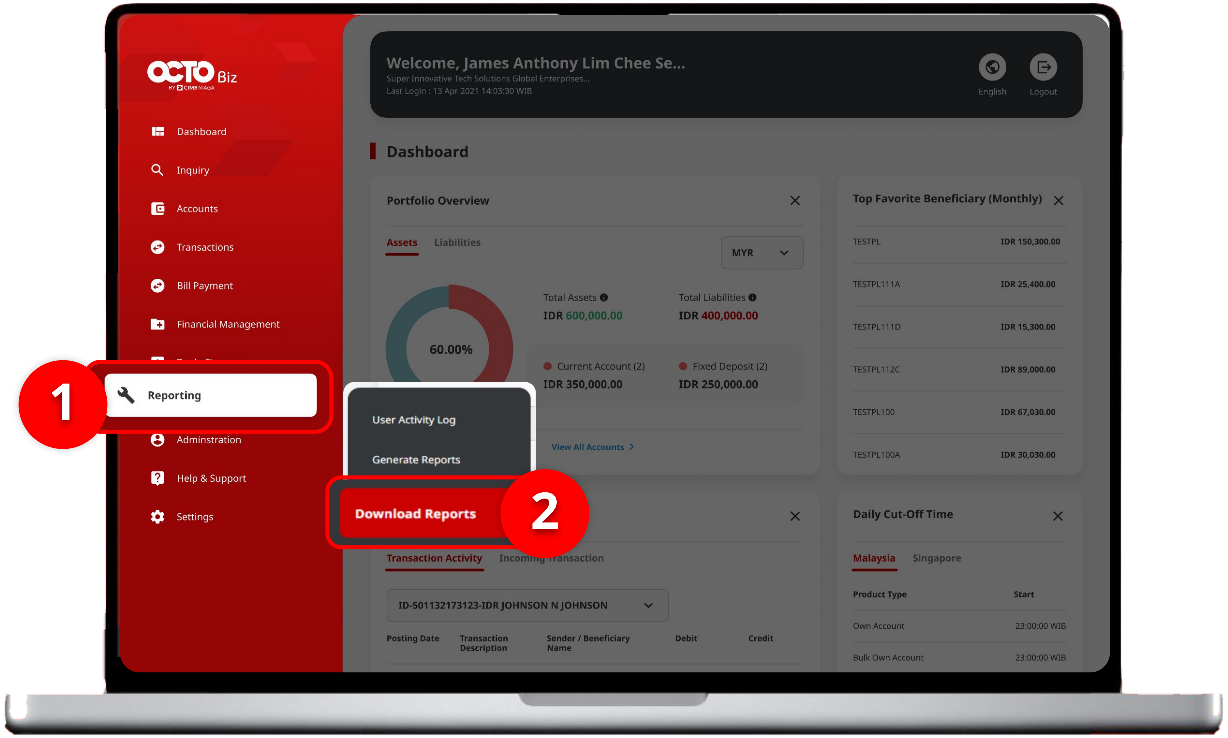
*System will show the **Successfully Generated Pop-up***

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

*User can visit **Reporting menu** and do the **Download report***

LANGKAH

04



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

*Navigate to **Reporting***

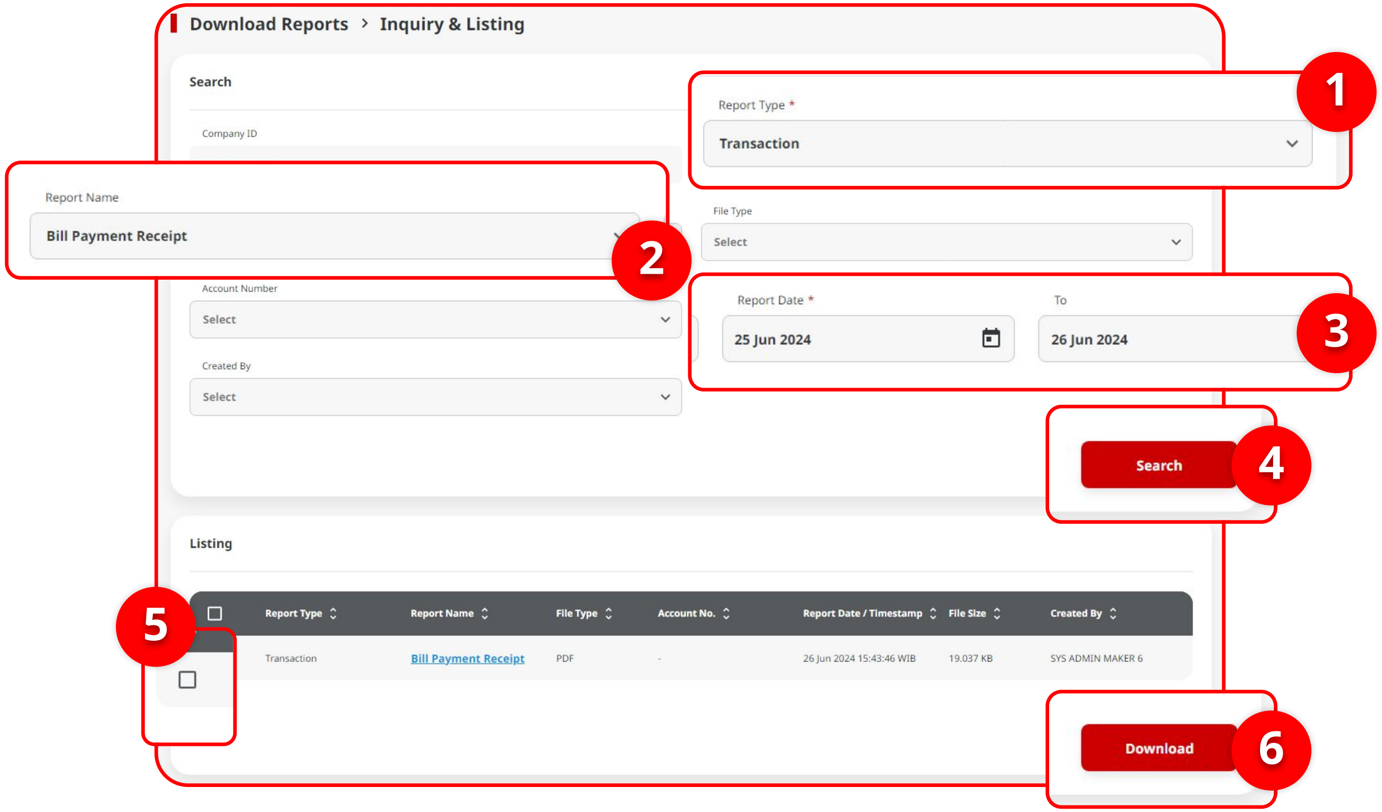
2 Klik ***Download Reports***

*Click **Download Reports***

LANGKAH

05

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



1. Pilih ***Transaction*** sebagai ***Report Type***

   *Choose **Transaction** as **Report Type***

2. Pilih ***Bill Payment Receipt*** sebagai ***Report Name***

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

3. Pilih ***Report Date***

   *Choose **Report Date***

4. Klik ***Search***

   *Click **Search***

5. Pilih Transaksi yang ingin dilakukan ***Download Receipt***

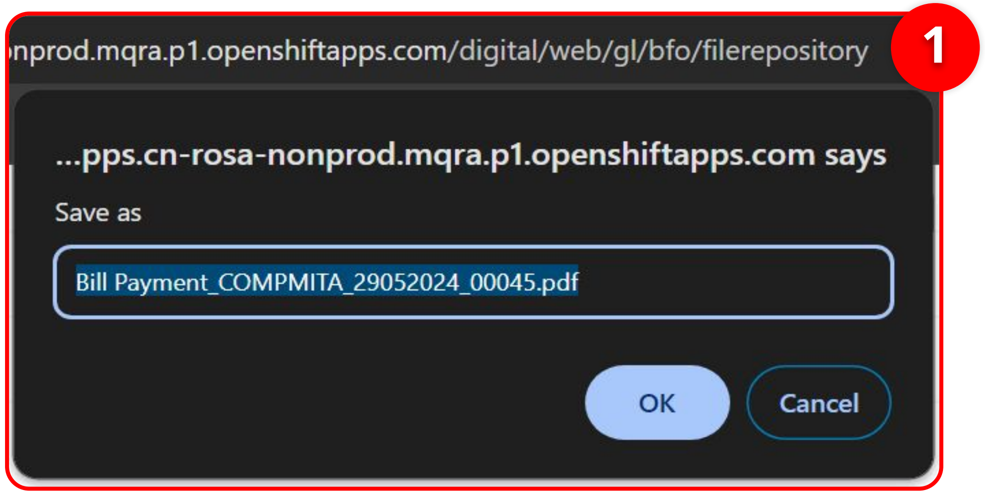
   *Choose **Transaction***

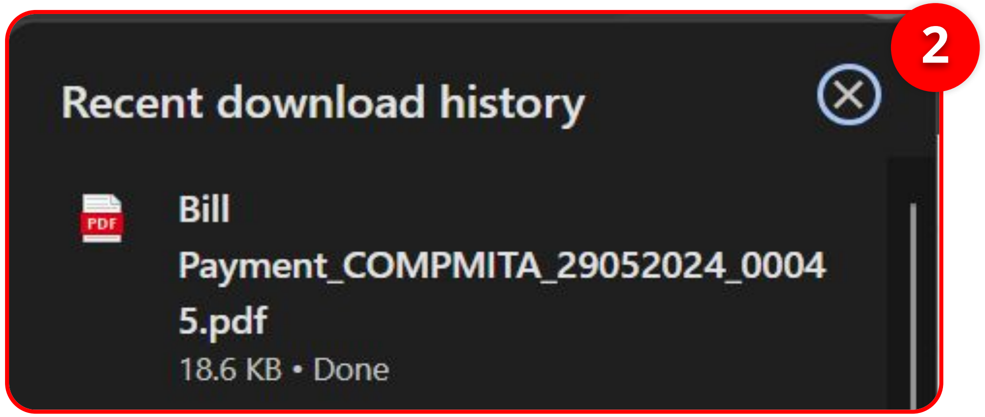
6. Klik ***Download***

   *Click **Download***

LANGKAH

06





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

*System will show the **Save As** Pop-Up Box. **Change Name as needed**. **Click OK***

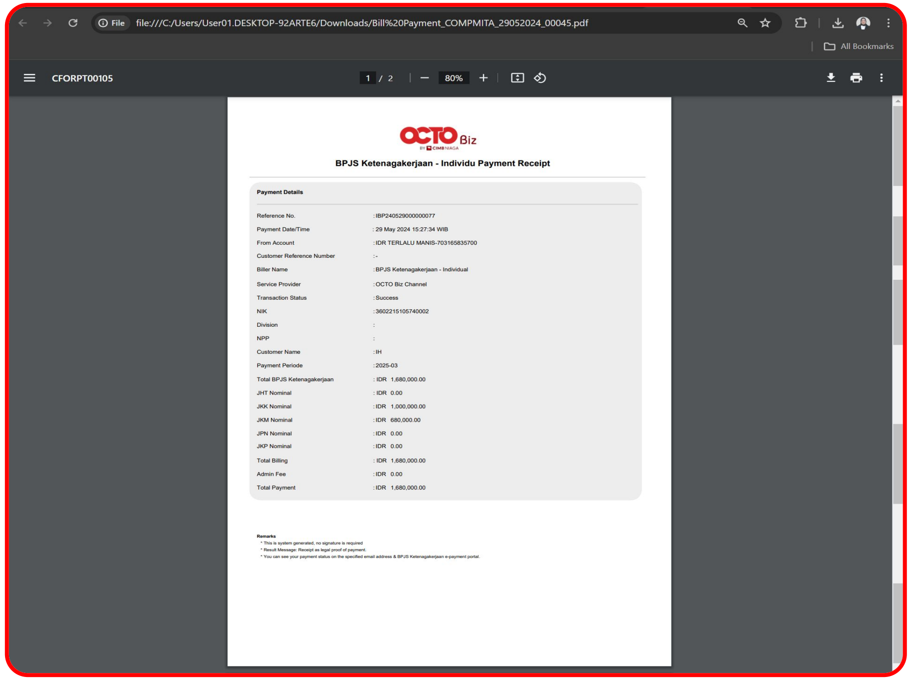
2 Pada menu ***Download***, akan muncul Notifikasi FIle telah ter *Download*

*In the **Download menu**, a notification will appear indicating that the file has been successfully downloaded.*

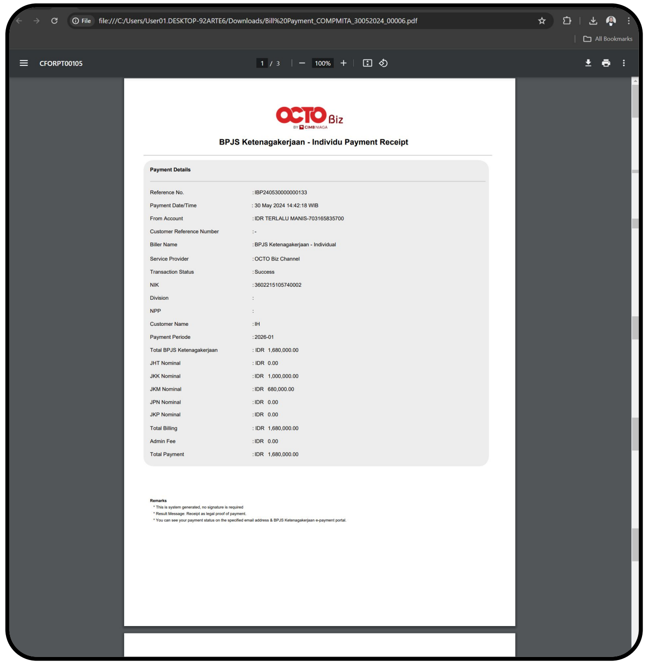
LANGKAH

07

Single Batch



Multiple Batch



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

*For **Multi Batch Transactions**, the receipts will be **combined into a single PDF file***

OCTO Biz BY CIMB NIAGA

Bill Payment

Non-Transaction

Send & Retrigger Email Receipt

Send Receipt | _Retrigger Receipt_

KEJAR MIMPI

OCTO Biz BY CIMB NIAGA

Bill Payment

Non-Transaction

Send & Retrigger Email Receipt

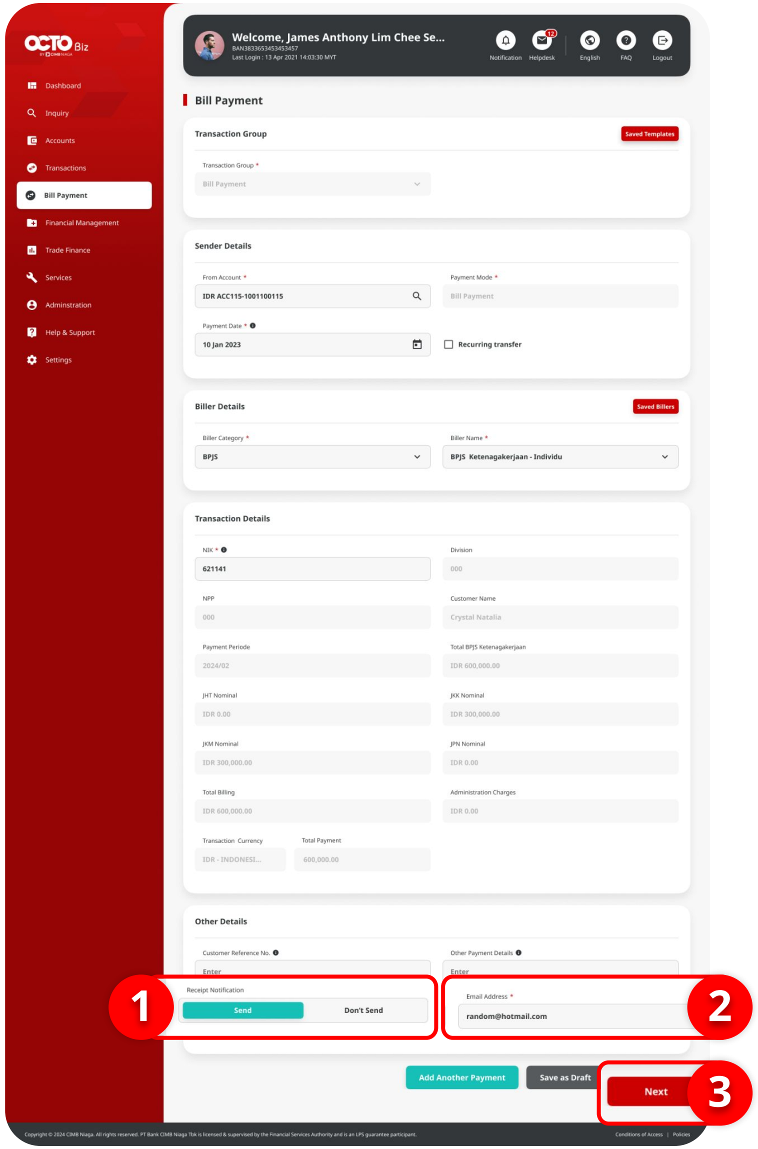
Send Receipt *Retrigger Receipt*

KEJAR MIMPI

LANGKAH

01

MAKER



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

*While create the Transaction, make sure to **click the Send Receipt Notification** on **Other Details part***

2 Masukan ***Email*** pengiriman ***Receipt Notification***

*Enter the **email address** for sending the **Receipt Notification***

3 Klik ***Next***

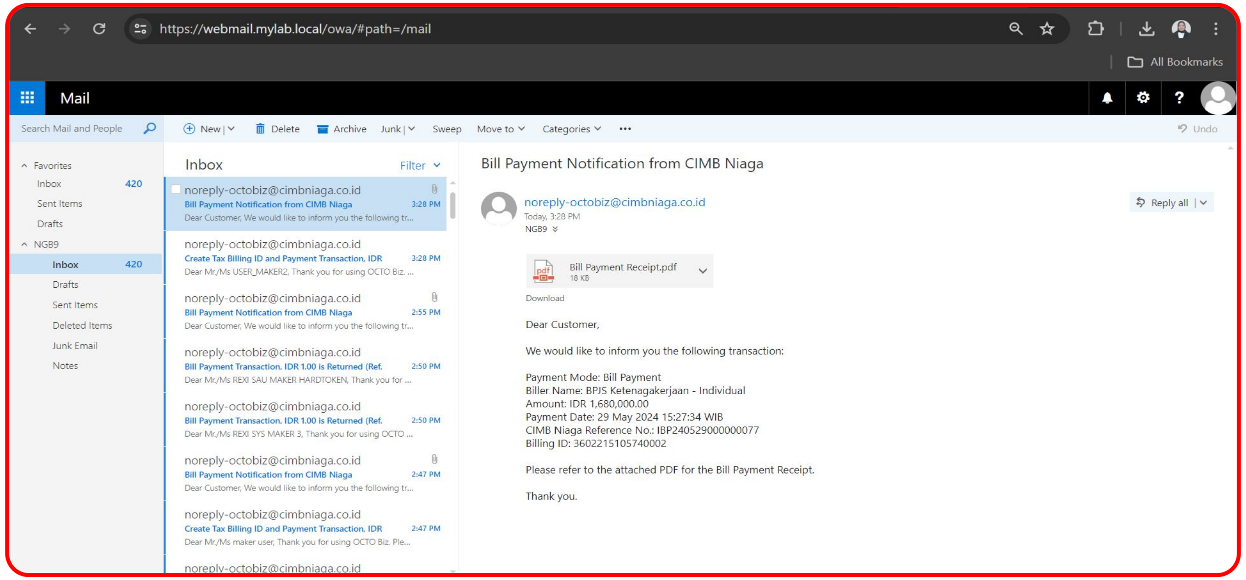
*Click **Next***

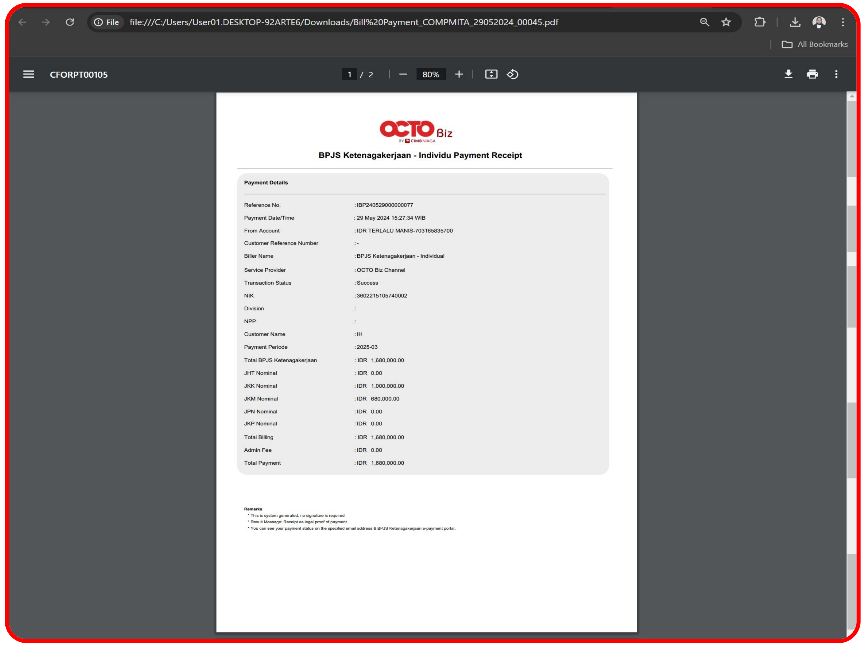
Jika melakukan ***Multi Batch Transaction***, Pastikan selalu klik ***Send Receipt* di setiap penambahan Transaksi**

*If performing a **Multi Batch Transaction**, make sure to click **Send Receipt for every transaction added**.*

LANGKAH

02





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**.*

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Bill Payment

Non-Transaction

Send & Retrigger Email Receipt

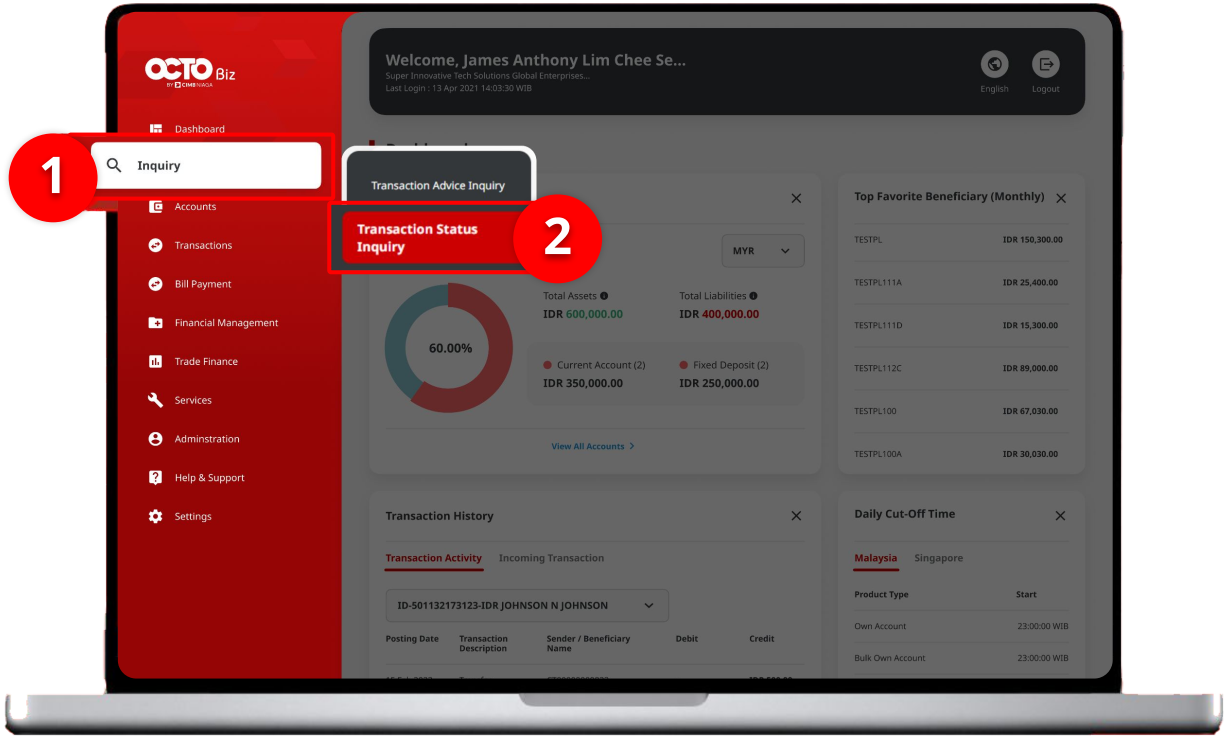
Send Receipt

Retrigger Receipt

KEJAR MIMPI

LANGKAH

01



Setelah ***Approve Transaksi*** berhasil,

*Once **succeed**,*

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

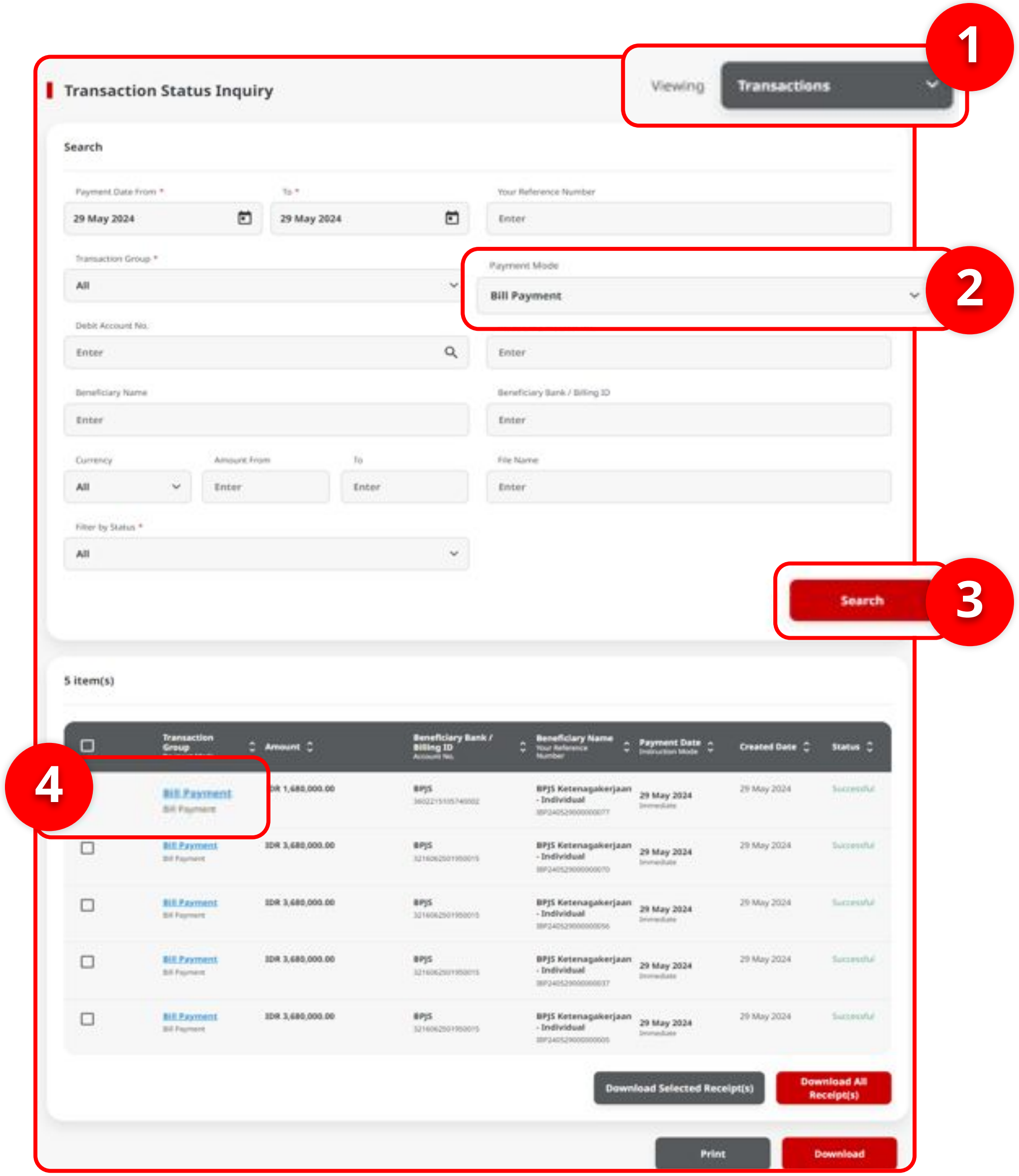
*Navigate to side menu, click **Inquiry***

2 Klik ***Transaction Status Inquiry***

*Click **Transaction Status Inquiry***

LANGKAH

02



1 Pilih ***Transaction*** sebagai ***Viewing***

*Choose **Transaction as Viewing***

2 Pilih ***Payment Date From***

*Choose **Payment Date From***

3 Pilih ***Bill Payment*** sebagai ***Payment Mode***

*Choose **Bill Payment** as **Payment Mode***

4 Klik ***Search***

*Click **Search***

5 Pilih ***Receipt*** yang akan di ***Download***

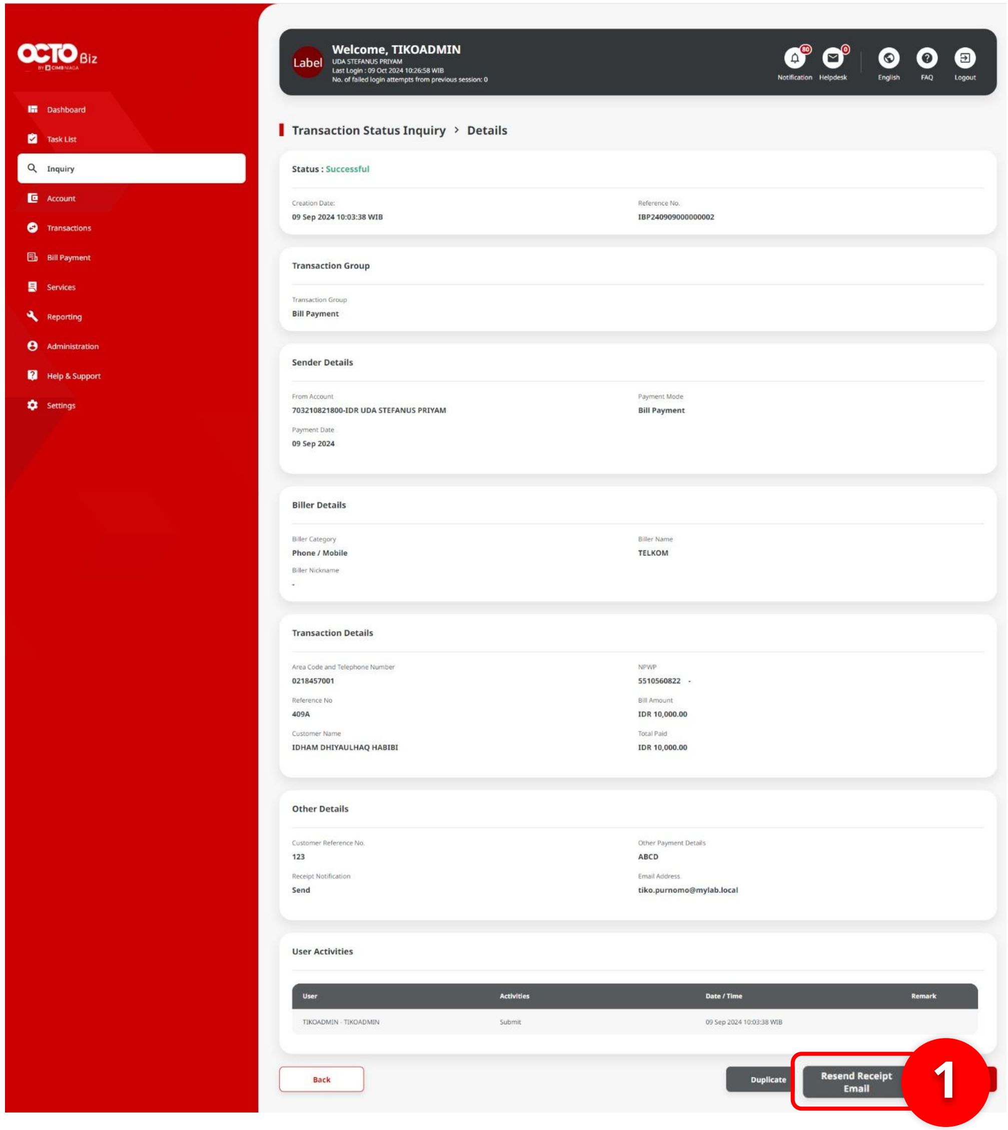
*Choose **Receipt***

6 Klik ***Download Selected Receipts***

*Click **Download Selected Receipts***

LANGKAH

03



Sistem akan menampilkan halaman ***Details***

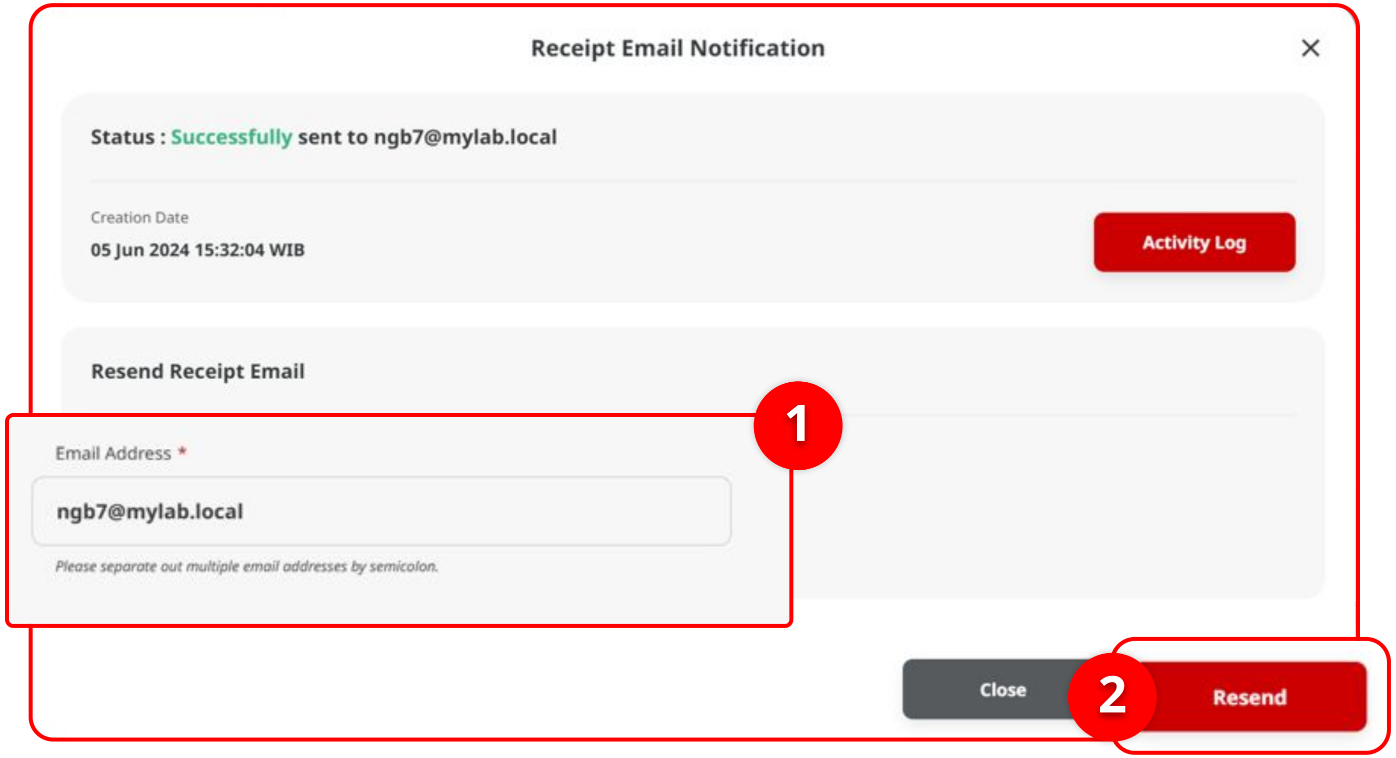
*System will show the **Details page***

1 Klik ***Resend Receipt Email***

*Click **Resend Receipt Email***

LANGKAH

04



1 Masukan ***Email****

*Input **Email****

2 Klik ***Resend***

*Click **Resend***

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

** If you want to send the **Receipt to a different email**, please **fill in a different Email Address.***

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