

The OCTO Biz logo, with 'OCTO' in a large, bold, white sans-serif font and 'Biz' in a smaller, white sans-serif font.

Transaction

Inhouse Transfer

Mobile

TUTORIALOCTOBIZ2025

KEJAR MIMPI

Transaction

Inhouse Transfer

Transaction - Inhouse Transfer adalah modul untuk melakukan mode pembayaran bagi nasabah untuk melakukan transfer ke **rekening CIMB lainnya & OCTOPay**

*Transaction - Inhouse Transfer module to facilitate payment mode for customers to transfer to **other CIMB accounts & OCTOPay***

03

Create
Transaction

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Approve
Transaction

Inhouse Transfer

Create Transaction

Other CIMB Niaga Account

OCTO Pay

Inhouse Transfer

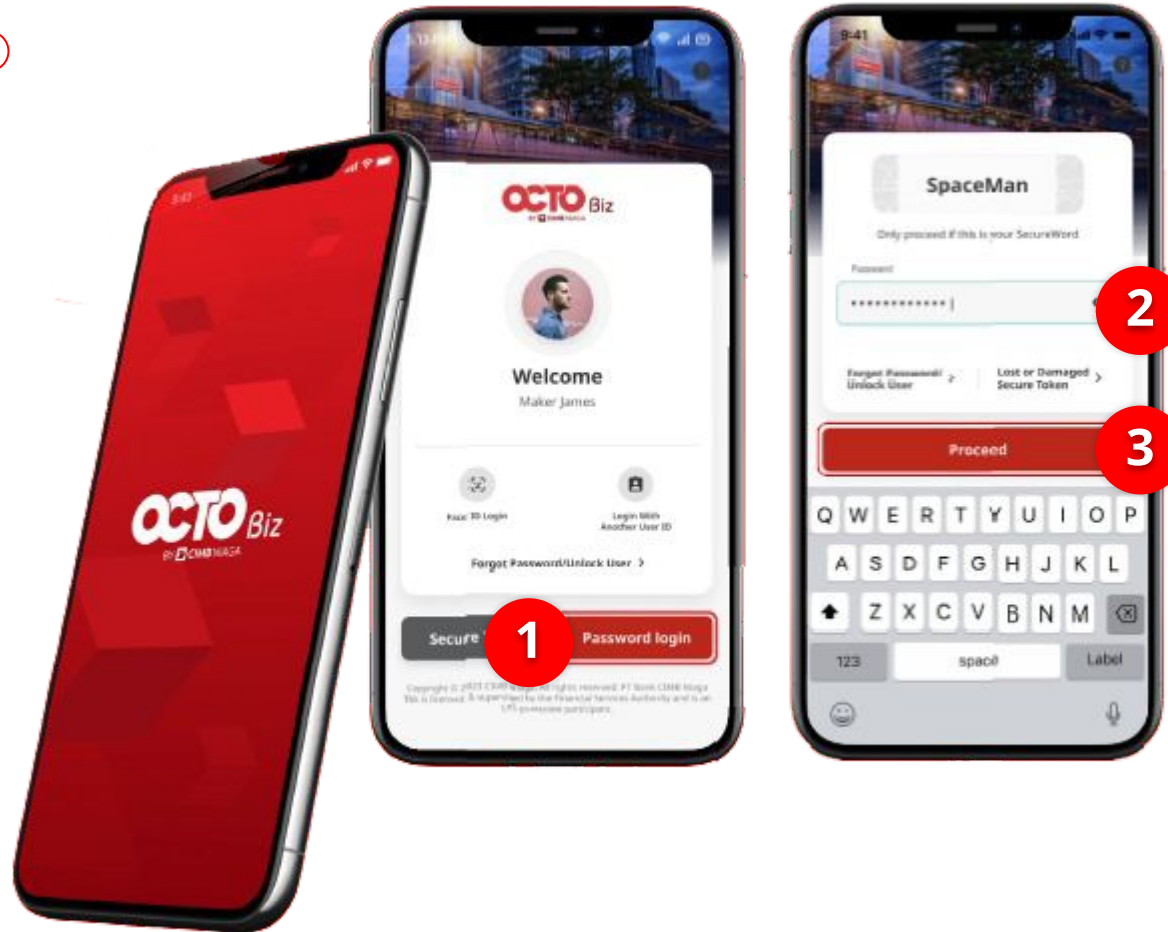
Create Transaction

Other CIMB Niaga Account

LANGKAH

01

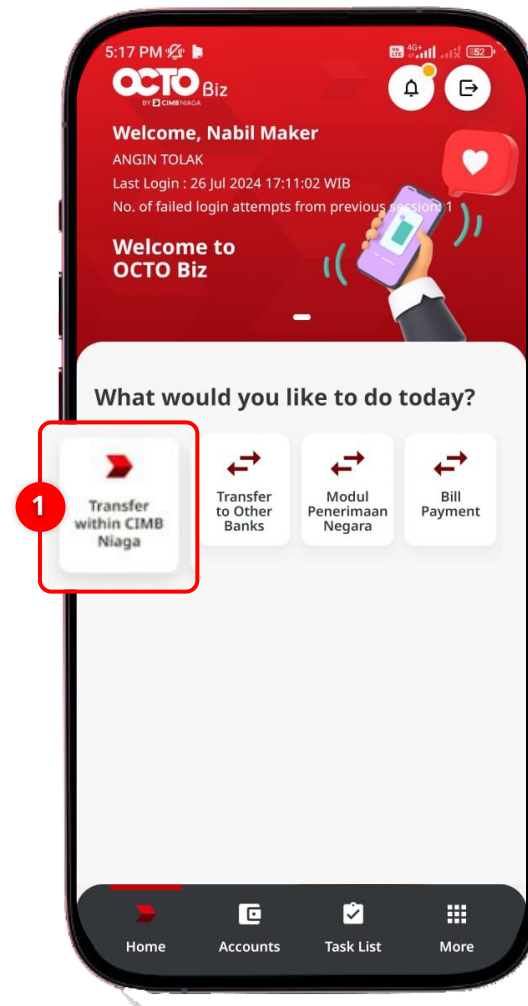
MAKER



Other CIMB Niaga Account | Inhouse Transfer

Menu: Transfer within CIMB

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



1 Klik ***Transfer within CIMB***

Click Transfer within CIMB



- 1 Pilih **From Account** dan Pilih **Sumber Dana**

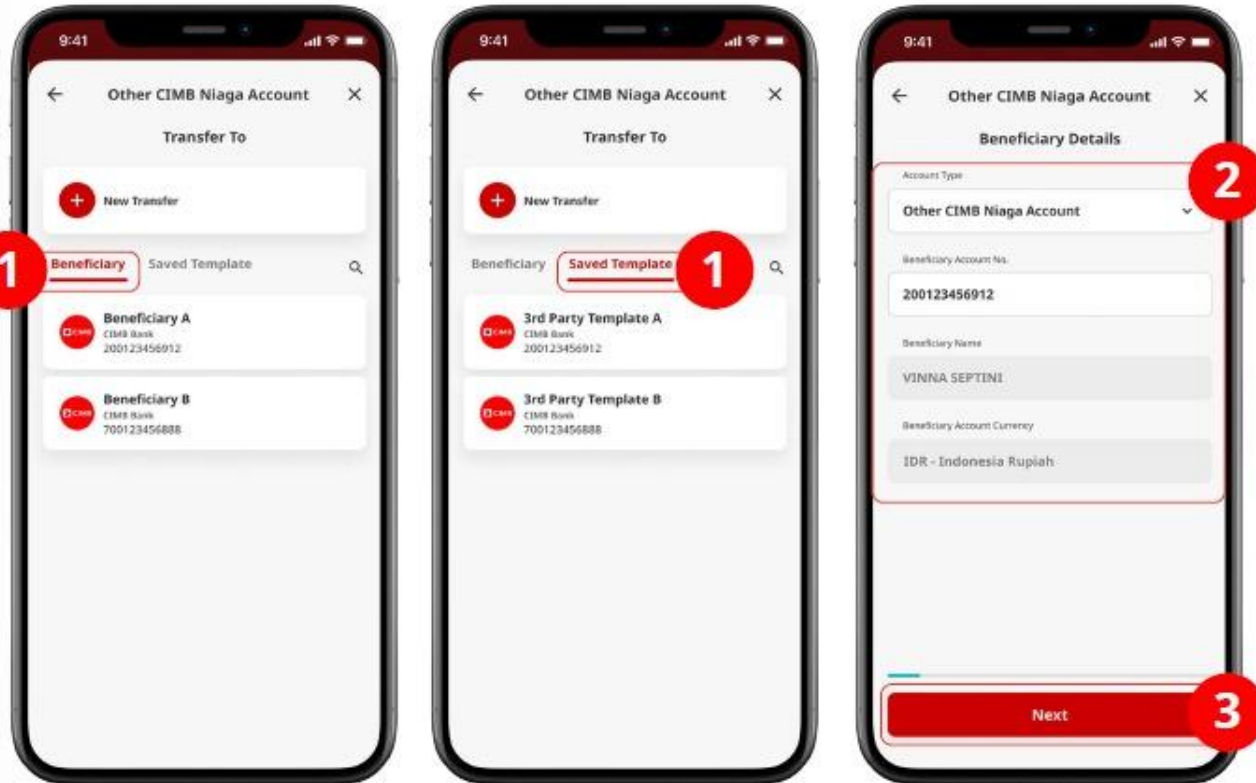
*Click **From Account** and choose **source of funds***

- 2 Pilih **Payment Mode - Other CIMB Niaga Account**

*Choose **payment mode - other CIMB Niaga Account***

- 3 Klik Tombol **Next**

*Click **Next***



Pilih di antara

Choose between

- 1 Pilih di antara **Beneficiary** atau **Saved Template**

Beneficiary or Saved Template

- 2 Lengkapi **Details**

Complete the Details

- 3 Klik **Next**

Click Next

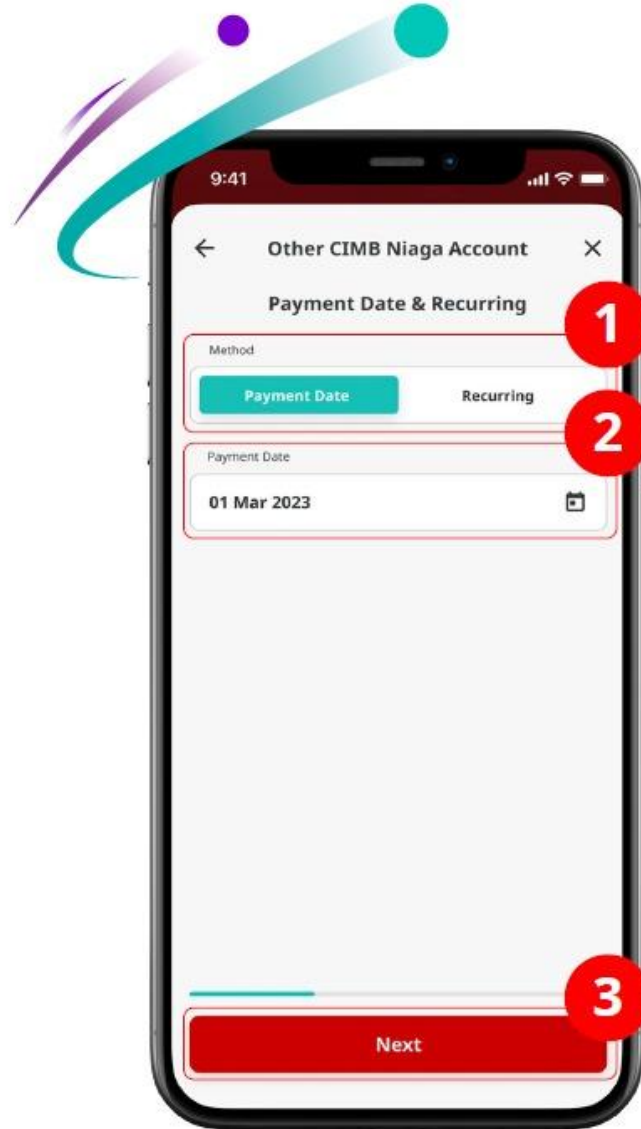
LANGKAH

05

MAKER

Other CIMB Niaga Account | Inhouse Transfer

Menu: Transfer within CIMB



1 Pilih **Method**

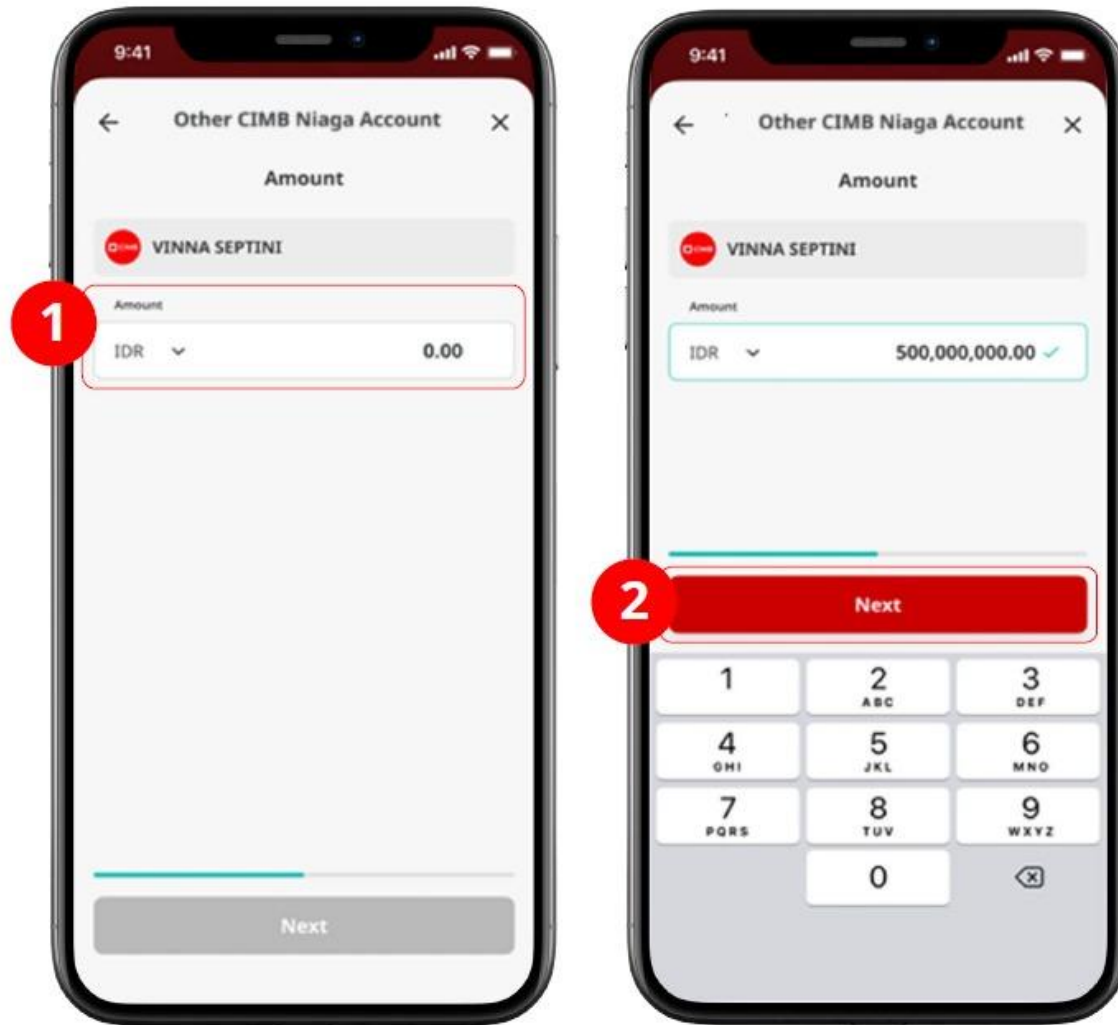
*Choose **method***

2 Pilih **Payment Date**

*Choose **Payment Date***

3 Klik **Next**

*Click **Next***

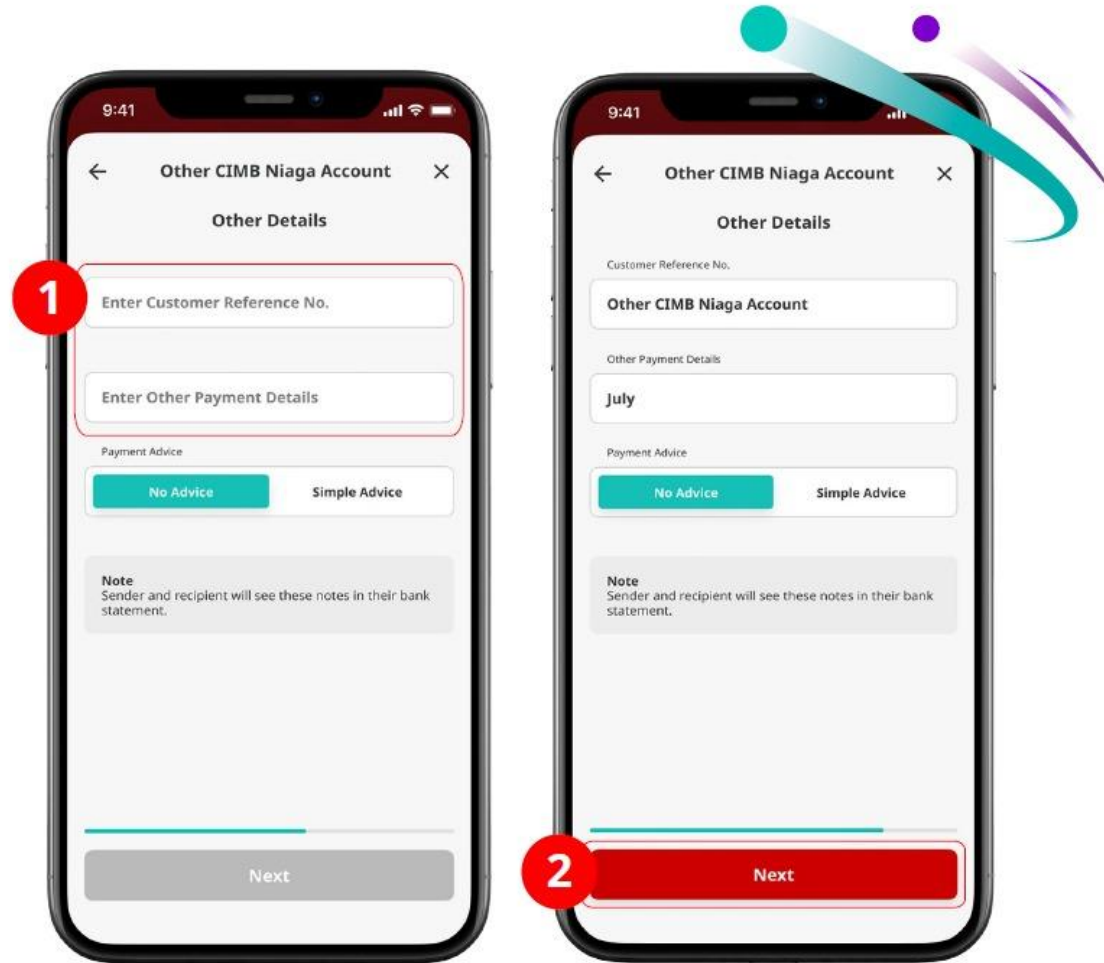


- 1 Pilih **Currency** dan masukan **Nominal Transfer**

*Choose **Currency** & Input
Transfer amount*

- 2 Klik **Next**

*Click **Next***

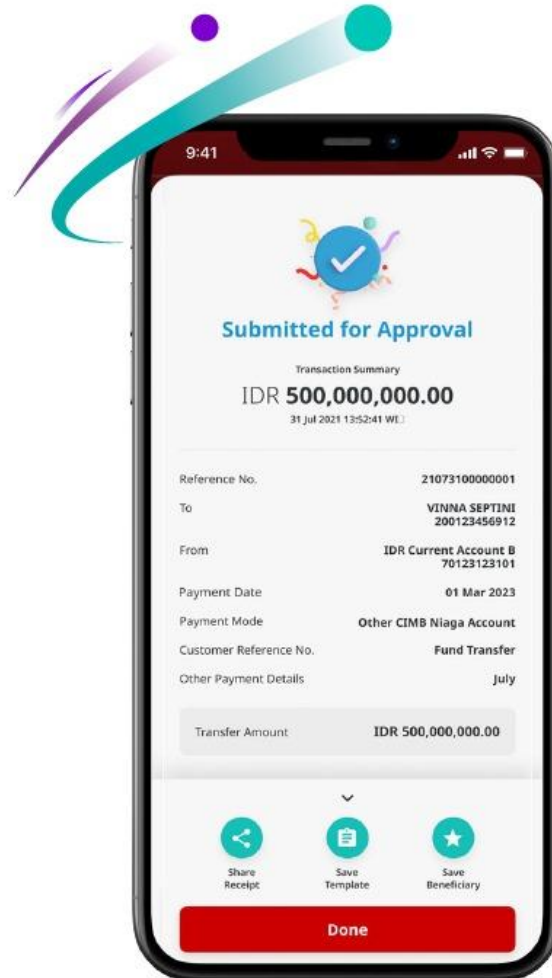
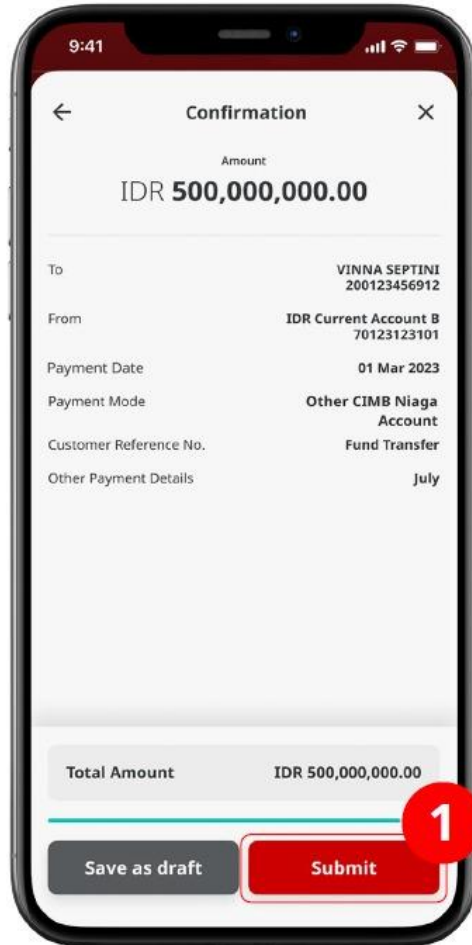


1 Lengkapi **Other Details**

Complete **Other Details**

2 Klik **Next**

Click **Next**



Tinjau ulang **Detail transaksi** pada halaman Konfirmasi

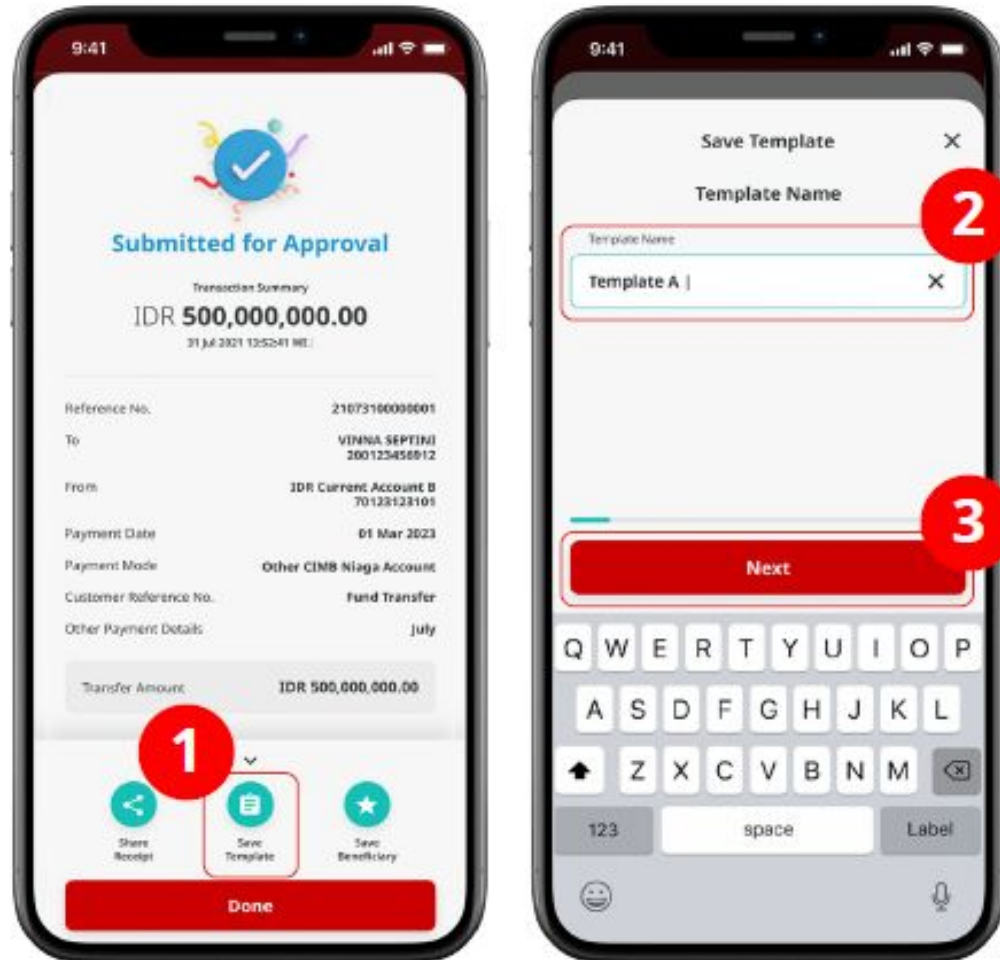
*Review **Transaction Details***

1 Klik **Submit**

*Click **Submit***

Selanjutnya sistem akan menampilkan Halaman **Acknowledgement**

*System will show the **Acknowledgement page***



1 Klik **Save as Template**

Click Save as Template

2 Masukan **Template Name**

Input Template Name

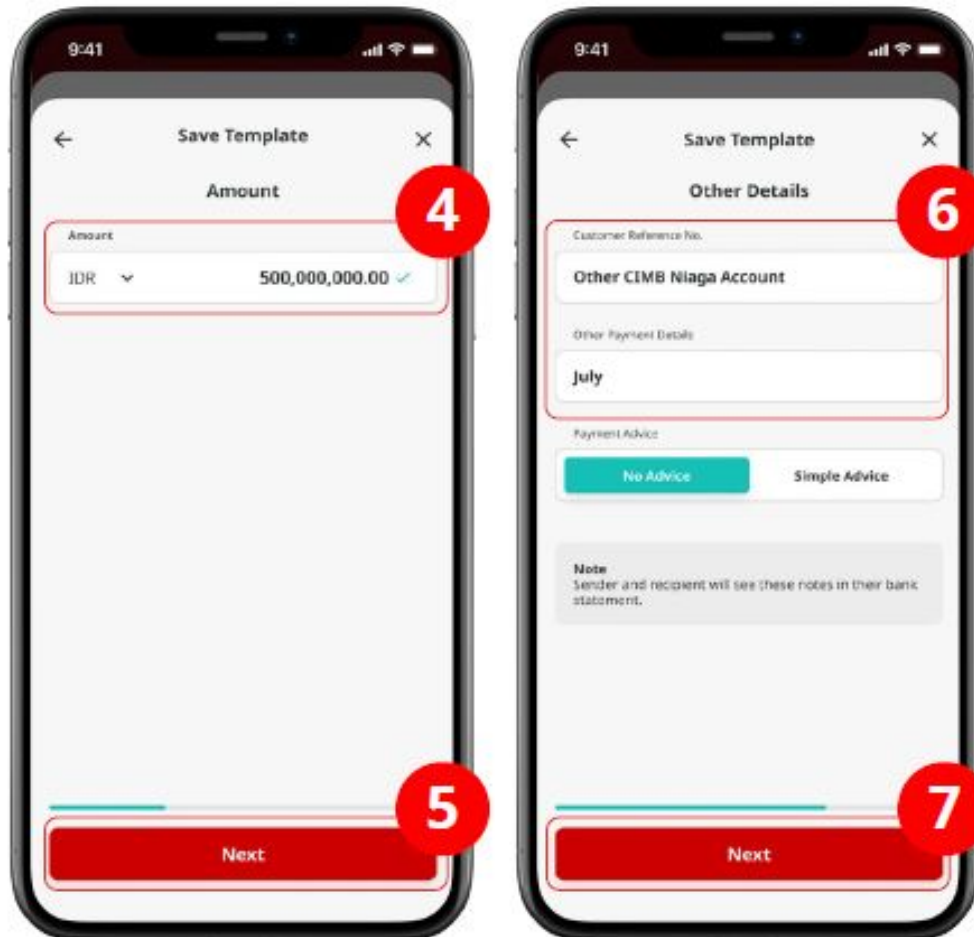
3 Klik **Next**

Click Next

LANGKAH

10

MAKER



Other CIMB Niaga Account | Inhouse Transfer

Menu: Transfer within CIMB

4 Masukan **Amount**

Input Amount

5 Klik **Next**

Click Next

6 Lengkapi bagian **Other Details**

Complete the Other Details

7 Klik **Next**

Click Next

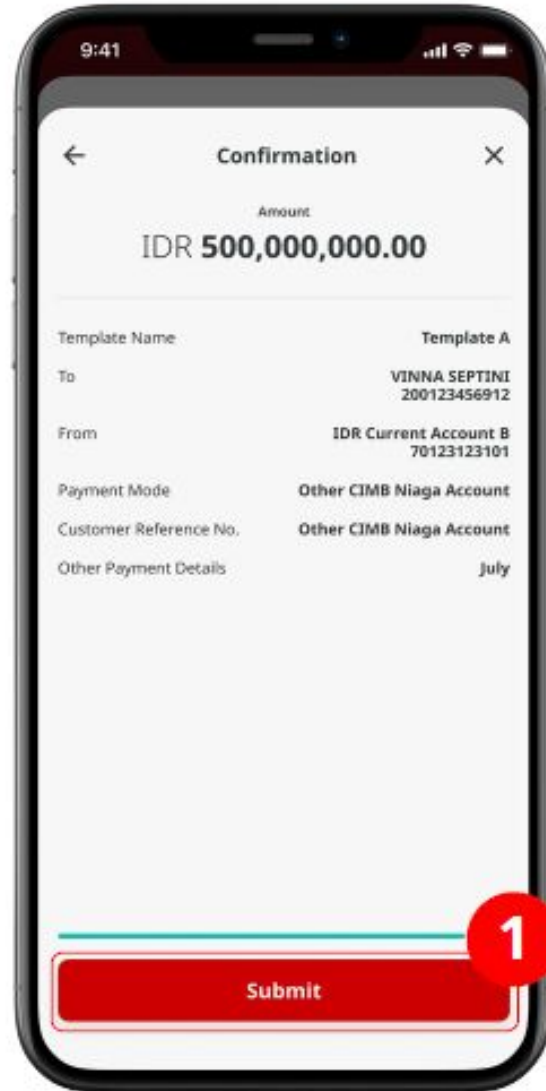
LANGKAH

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MAKER

Other CIMB Niaga Account | Inhouse Transfer

Menu: Transfer within CIMB

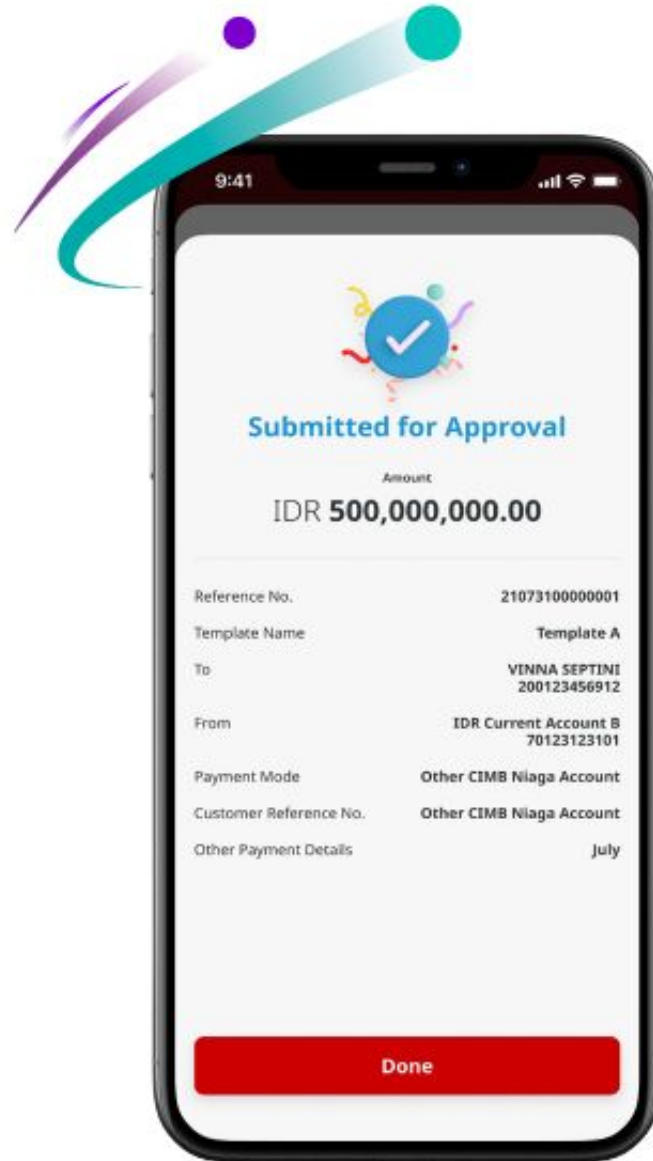


Verifikasi Detail pada Halaman
Confirmation

*Verify the details on the
Confirmation page*

1 Klik **Submit**

*Click **Submit***



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

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

Inhouse Transfer

Create Transaction

OCTO Pay



1 Klik **Password Login**

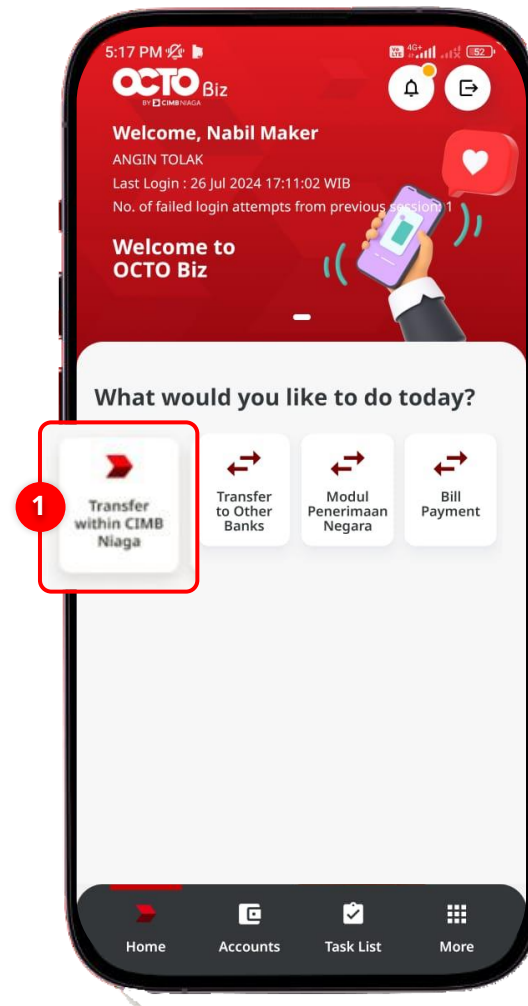
Click Password Login

2 Masukan **Password**

Input Password

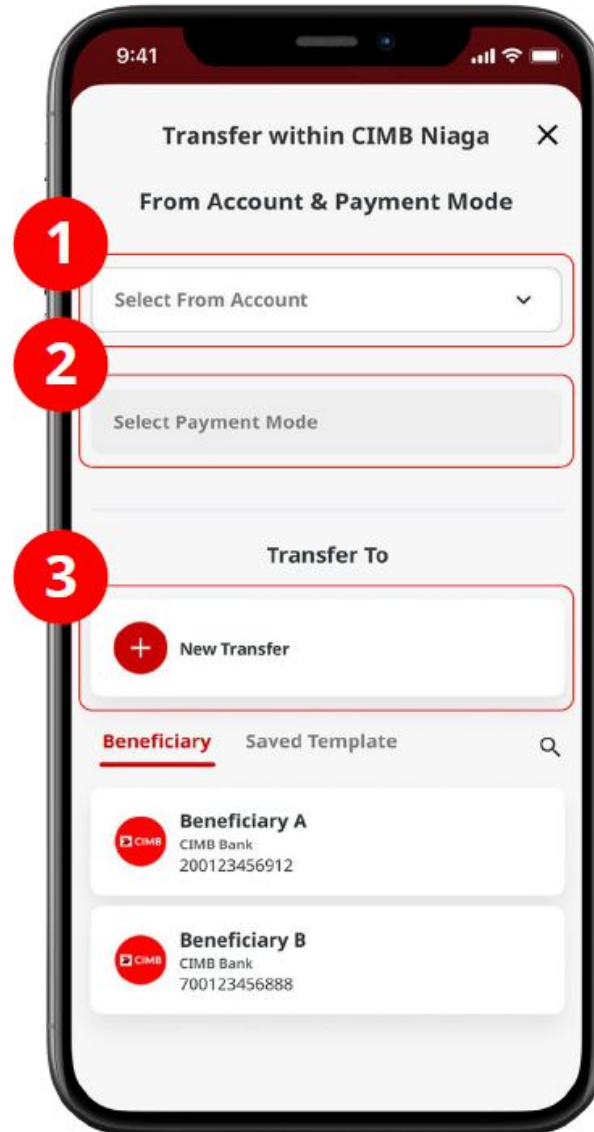
3 Klik **Proceed**

Click Proceed



1 Klik ***Transfer within CIMB***

Click Transfer within CIMB



- 1 Pilih **From Account** dan Pilih **Sumber Dana**

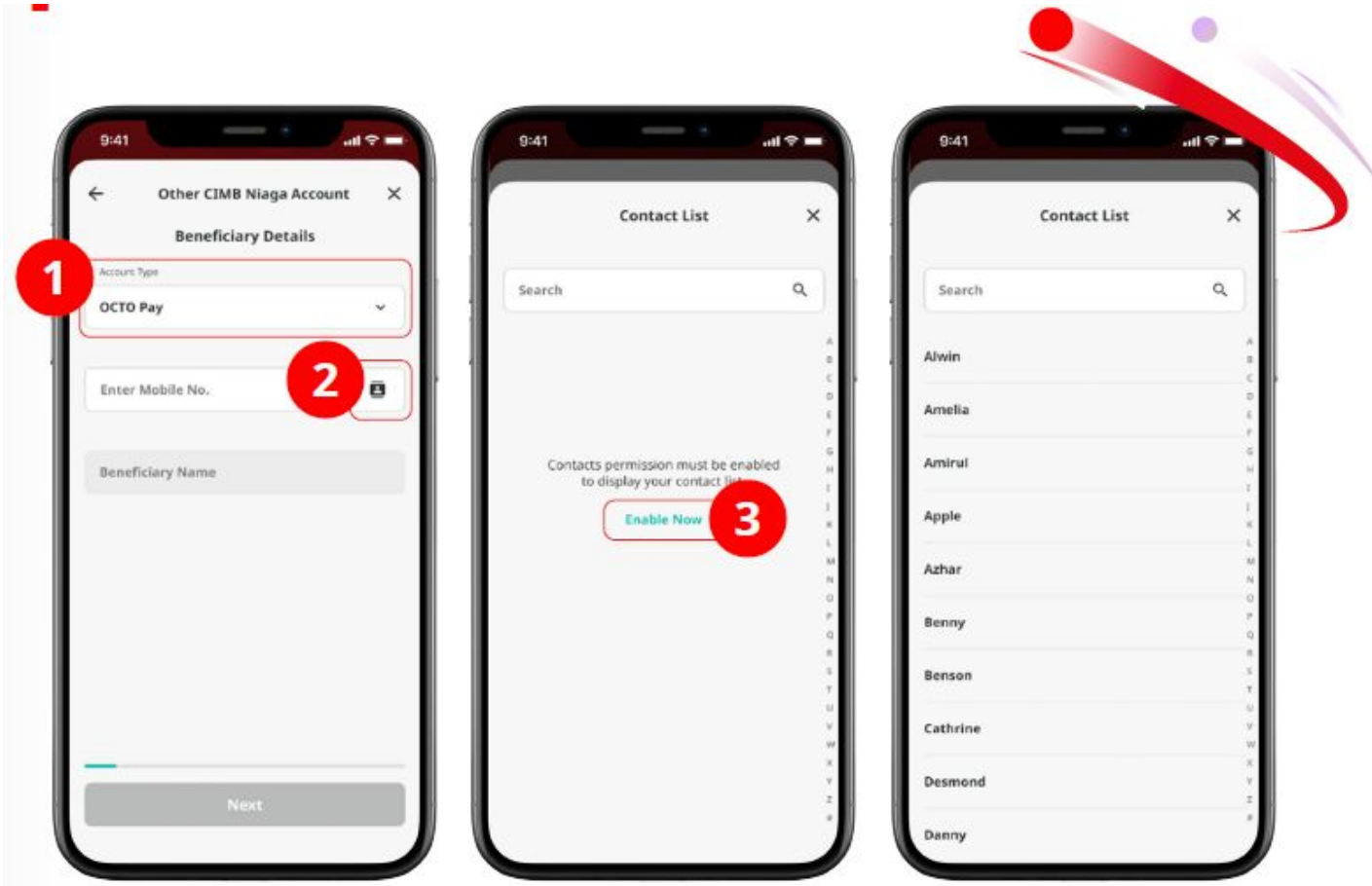
*Click **From Account** and choose **source of funds***

- 2 Pilih **Payment Mode - Other CIMB Niaga Account**

*Choose **payment mode - other CIMB Niaga Account***

- 3 Klik **New Transfer**

*Click **New Transfer***



1 Pilih **Account Type** - **OCTO Pay**

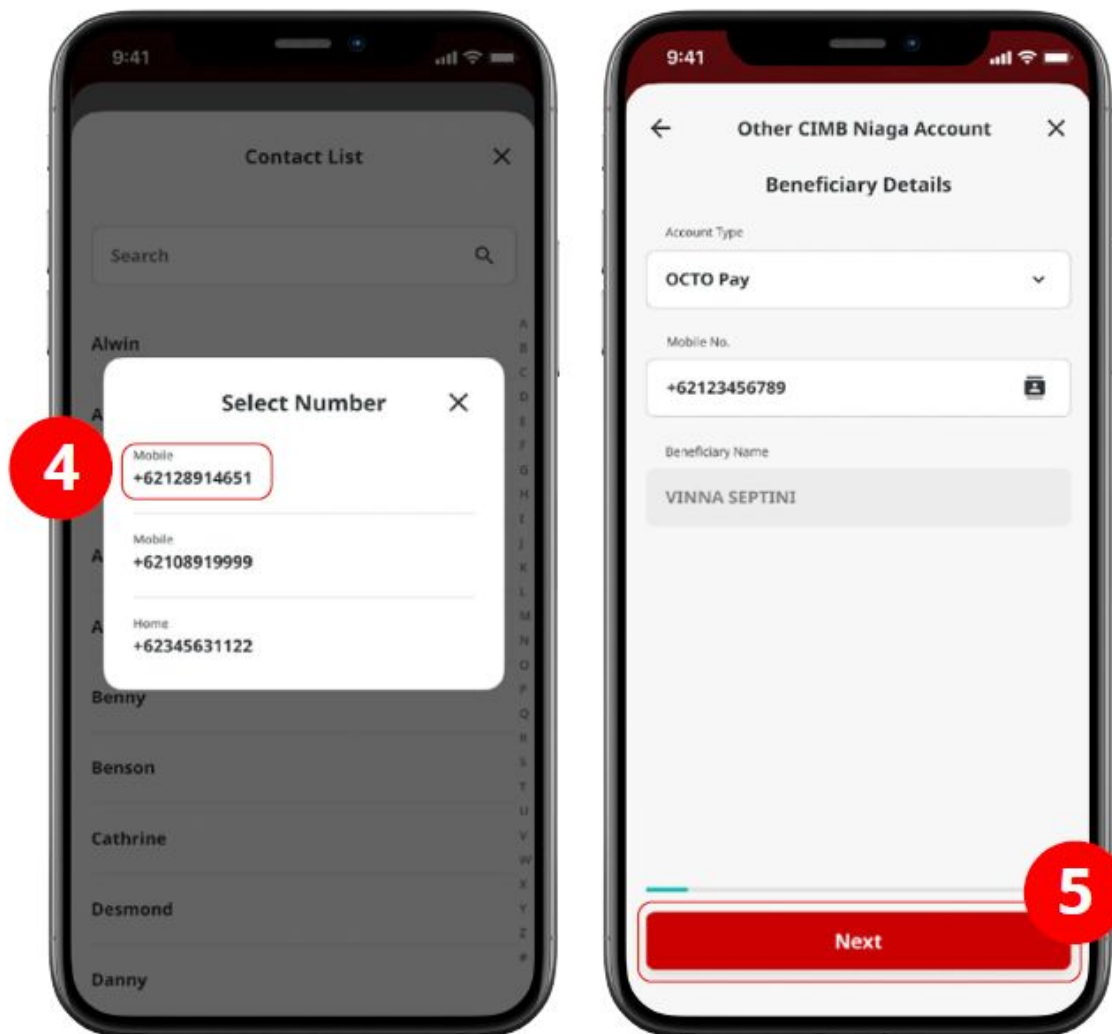
Choose **Account type** - **OCTO Pay**

2 Klik Ikon **Contact List**

Click **Contact list** icon

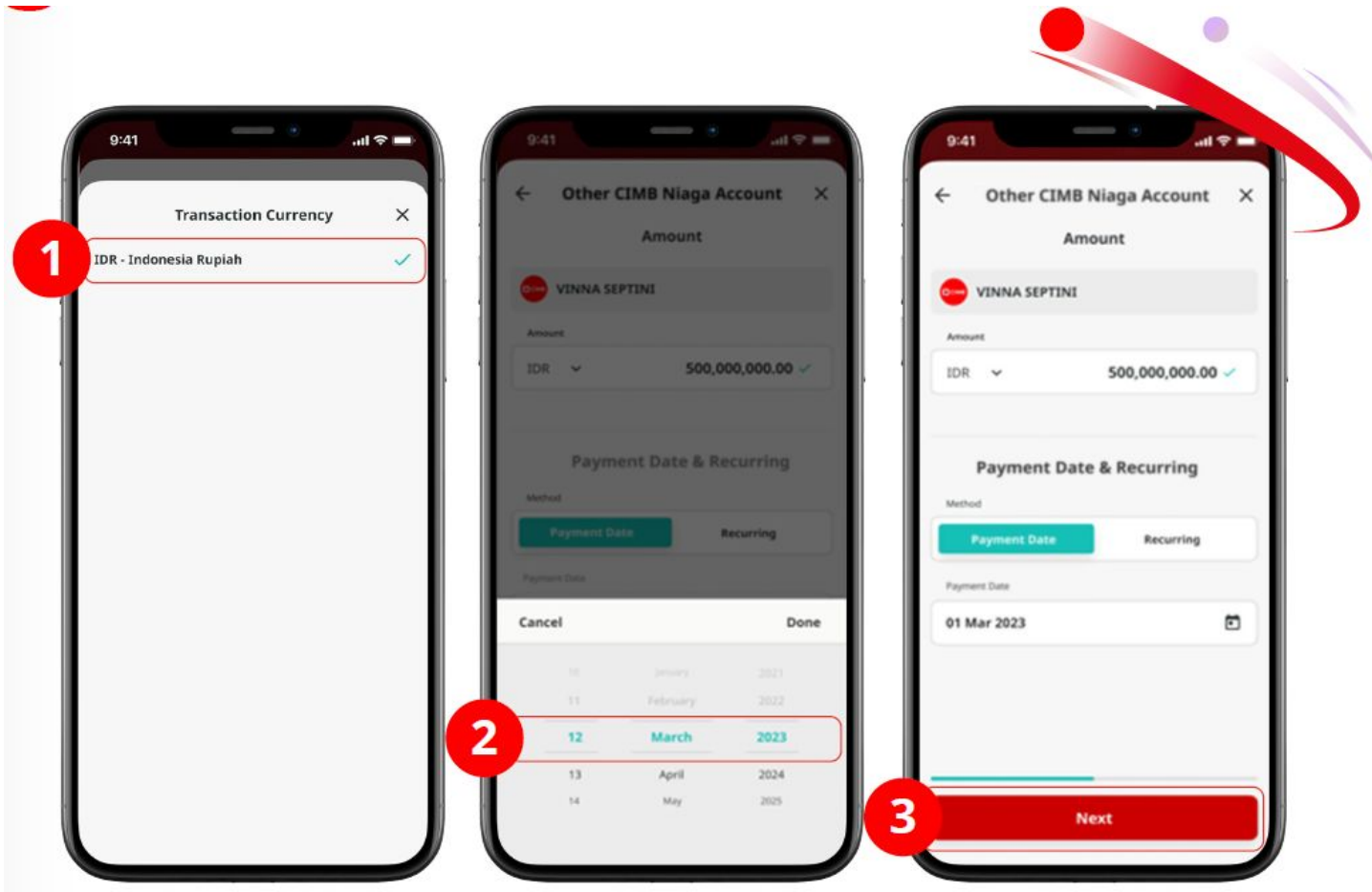
3 Klik **Enable Now**

Click **Enable Now**



4 Pilih **Nomor**
Choose *mobile number*

5 Klik **Next**
Click *Next*



- 1 Pilih **Currency** dan masukan **Nominal Transfer**

*Choose **currency** and input **transfer amount***

- 2 Pilih **Tanggal Pengiriman**

*Choose **Transaction Date***

- 3 Klik **Next**

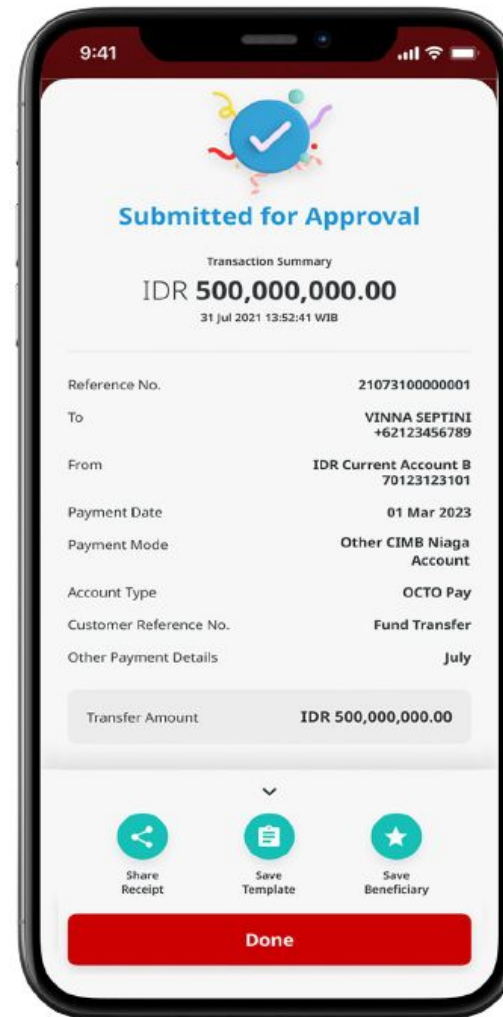
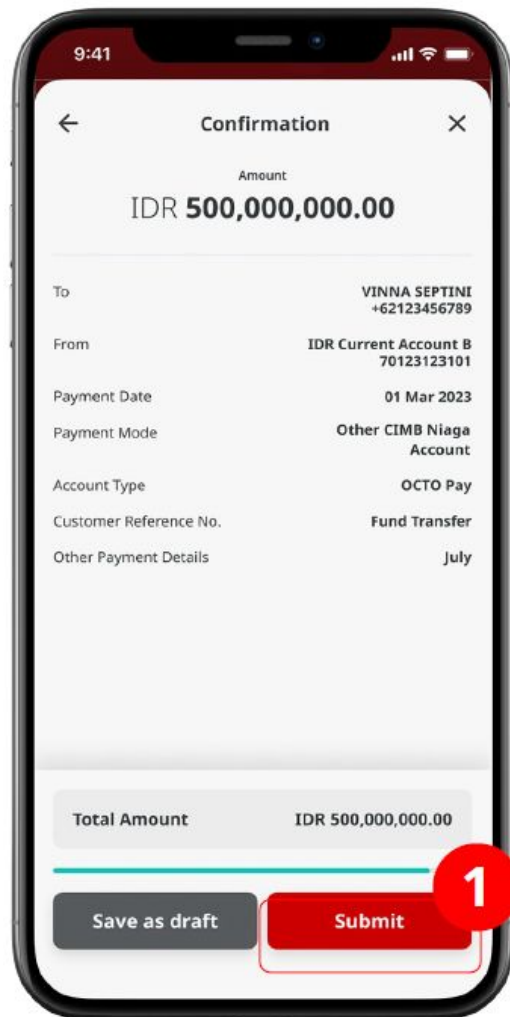
*Click **Next***

1 Lengkapi **Other Details**

*Complete the **Other Details***

2 Klik **Next**

*Click **Next***



Tinjau ulang **Detail transaksi** pada halaman Konfirmasi

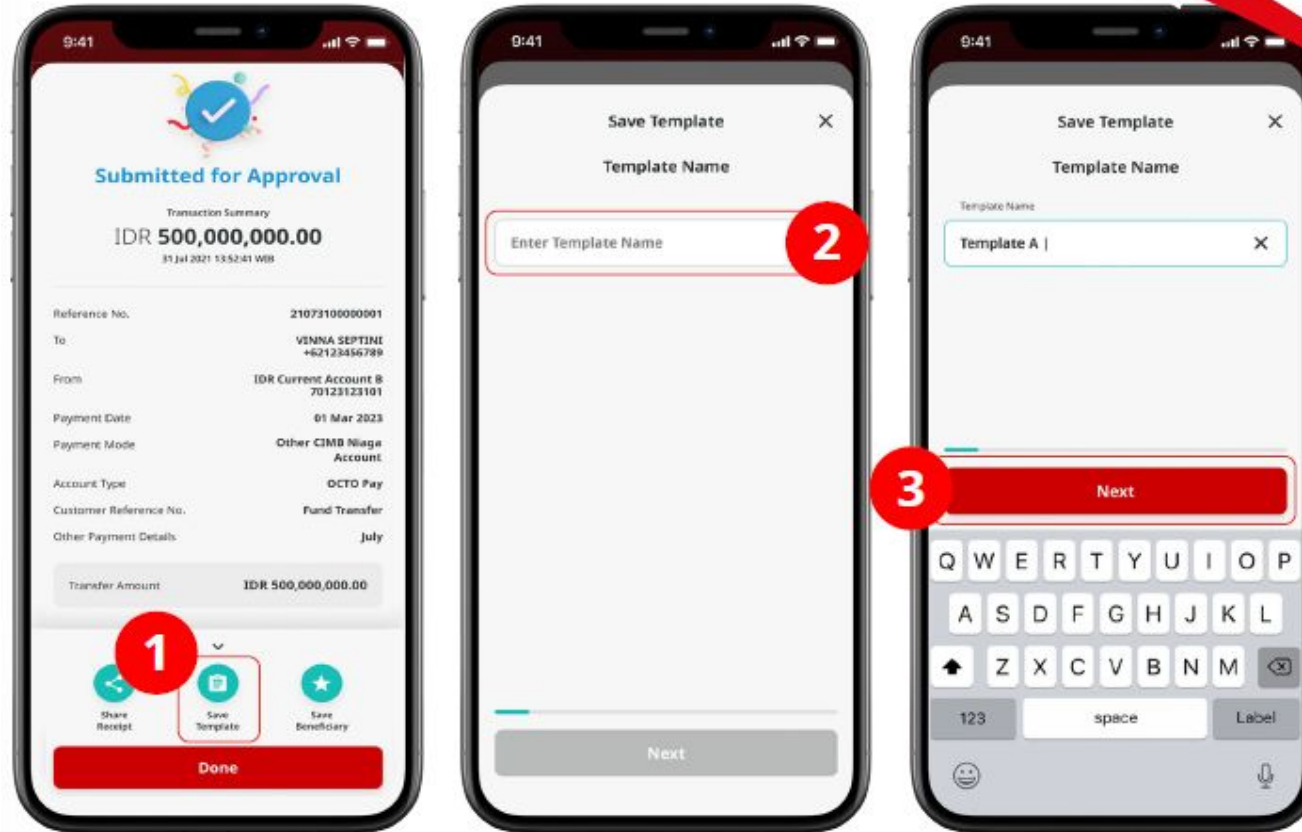
Review the *Transaction Details*

1 Klik **Submit**

Click Submit

Selanjutnya sistem akan menampilkan Halaman **Acknowledgement**

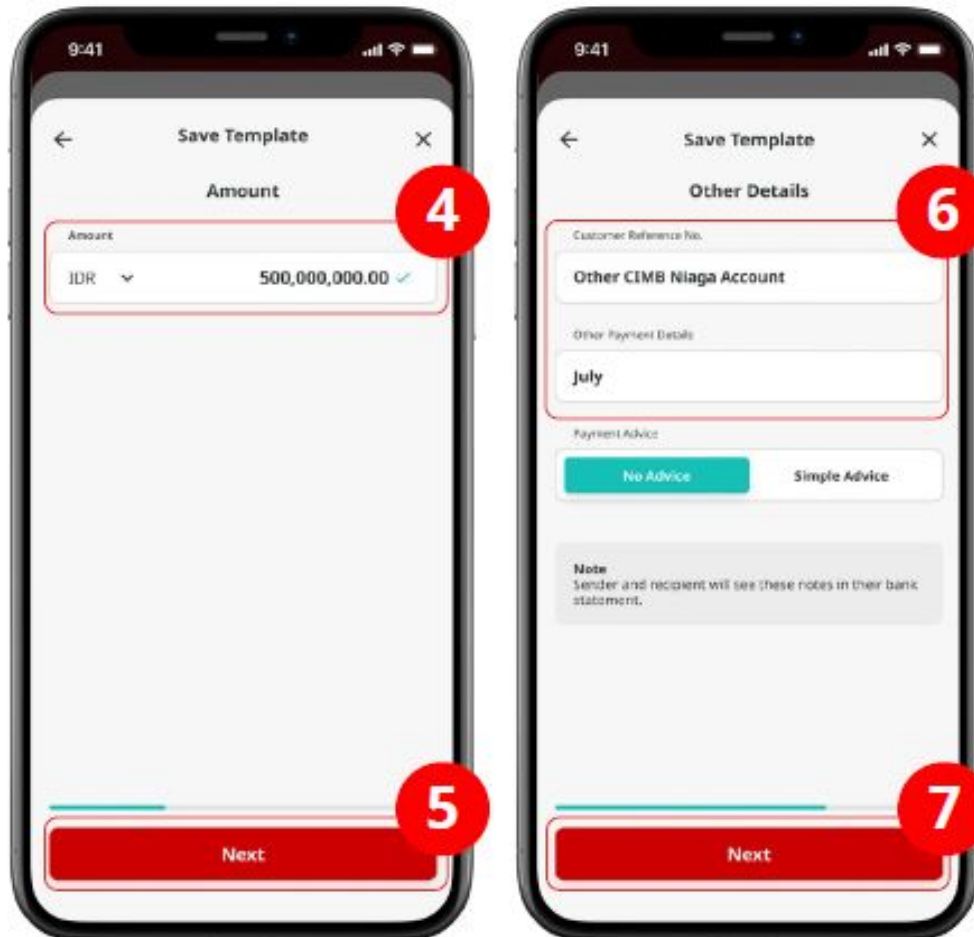
System will show the Acknowledgement page



1 Klik **Save as Template**
Click **Save as template**

2 Masukan **Template Name**
Input **Template Name**

3 Klik **Next**
Click **Next**



4 Masukan **Amount**

Input Amount

5 Klik **Next**

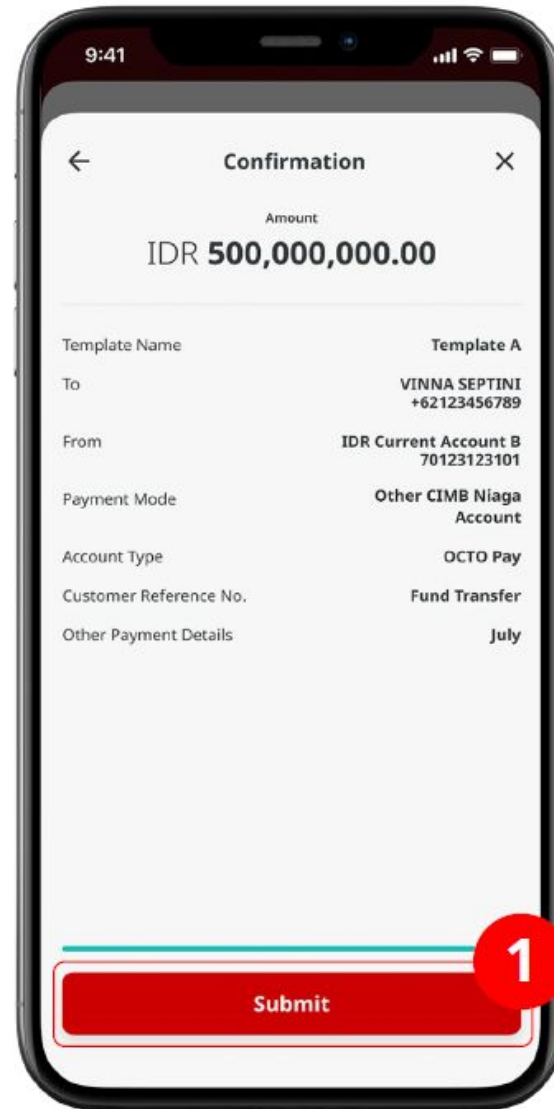
Click Next

6 Lengkapi bagian **Other Details**

Complete the Other Details

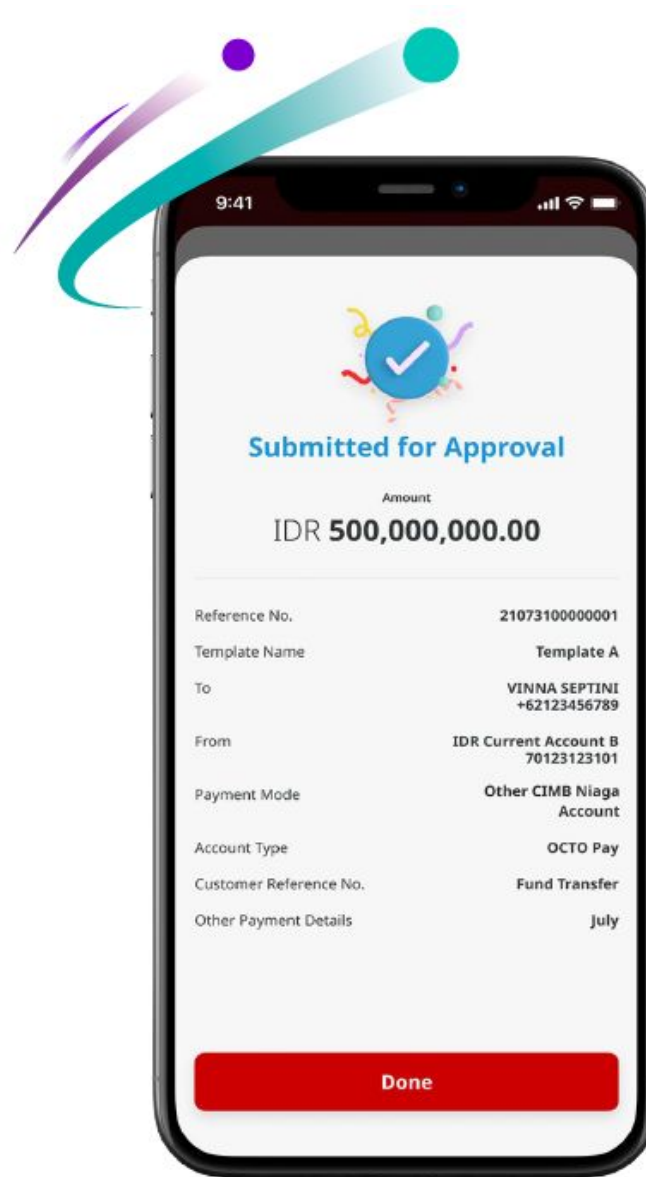
7 Klik **Next**

Click Next



Verifikasi Detail pada Halaman **Confirmation**
*Verify the details on **Confirmation page***

- 1 Klik **Submit**
*Click **Submit***



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

Once succeed, system will show the Acknowledgement Page

Inhouse Transfer

Approve Transaction

Mobile Token

Hard Token

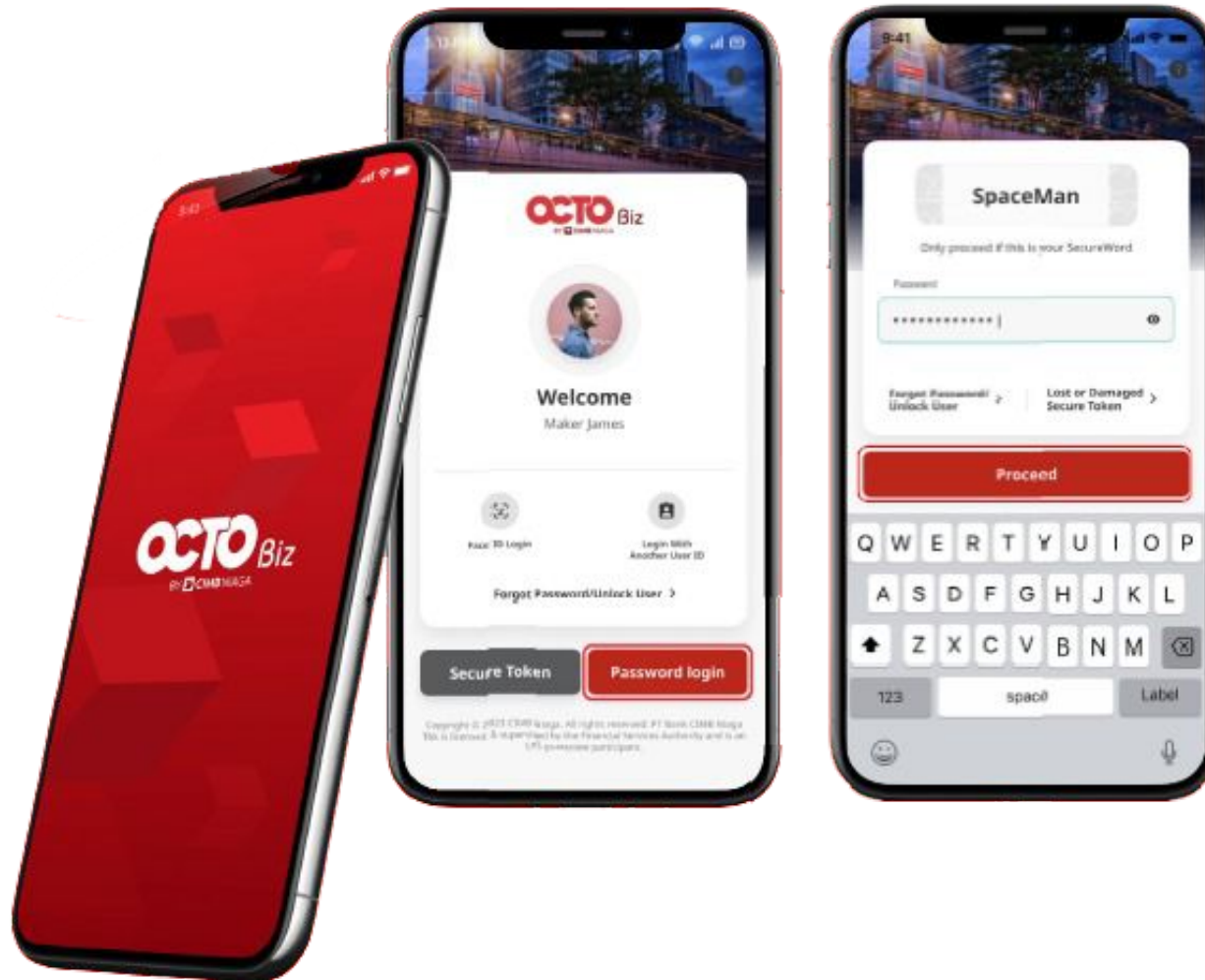
Inhouse Transfer

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**

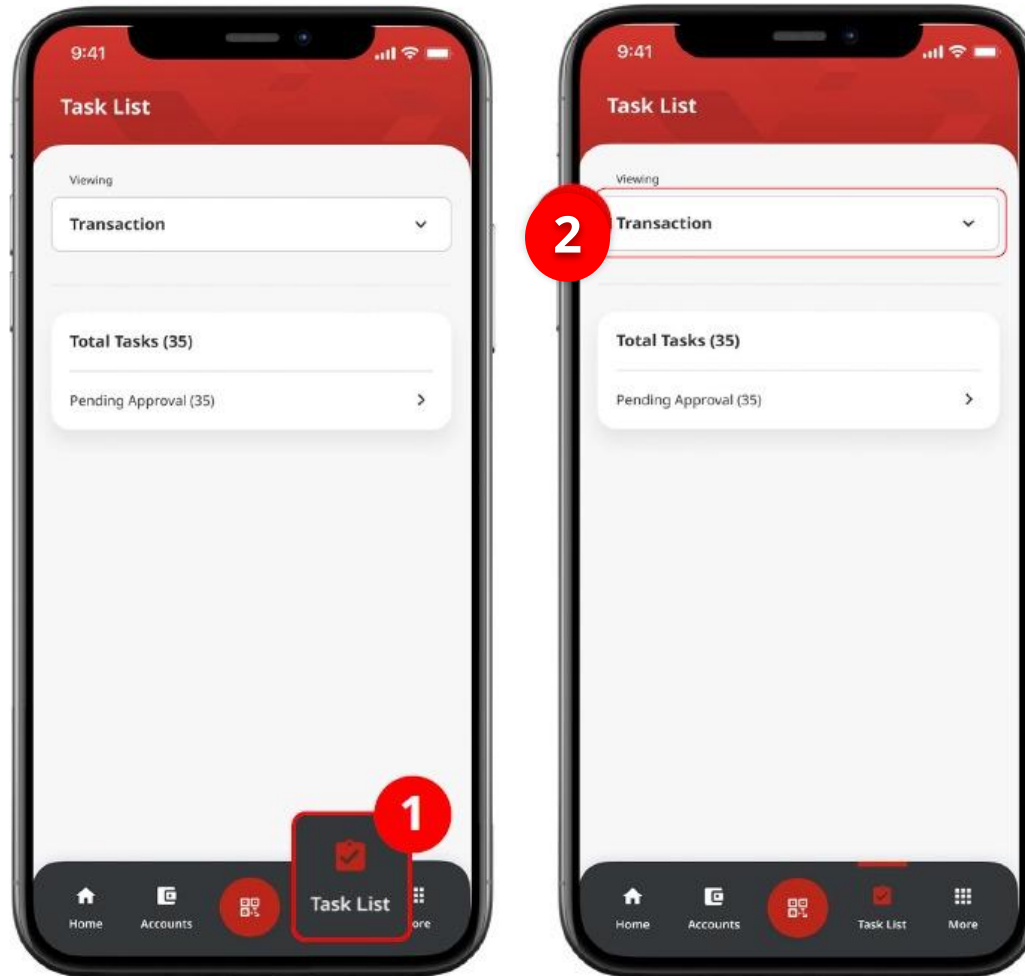
LANGKAH

02

APPROVER

Approve Transaction | Inhouse Transfer

Menu: Task List > Approve

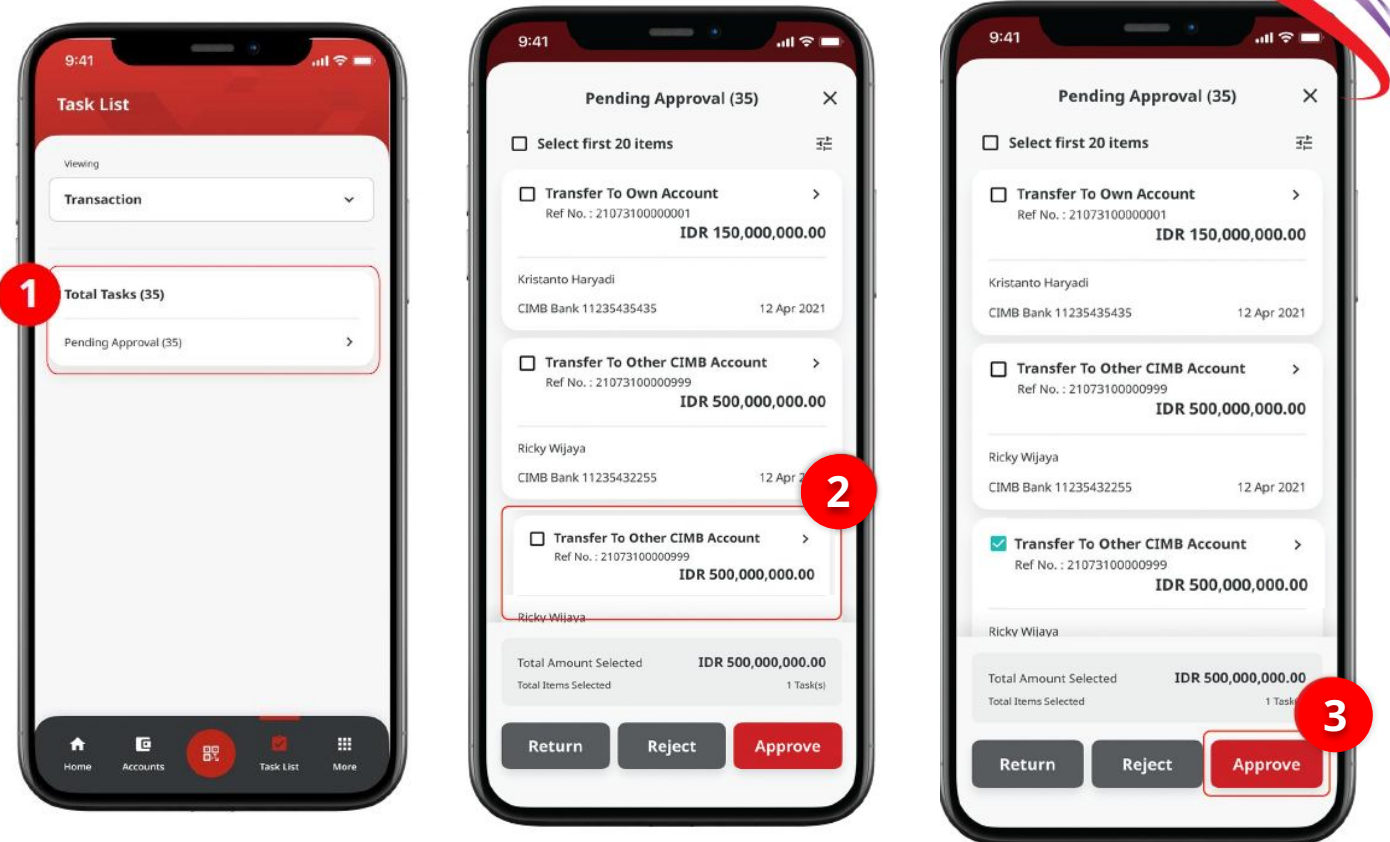


- 1 Arahkan pada menu dibawah, klik **Task List**

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

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

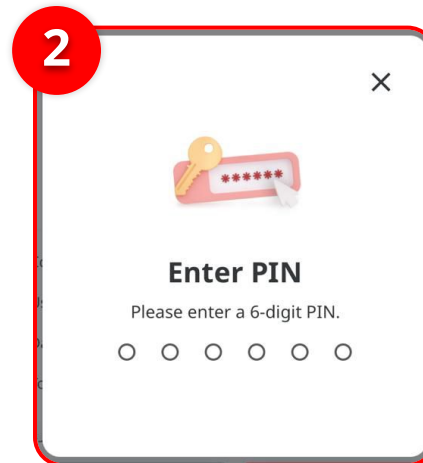
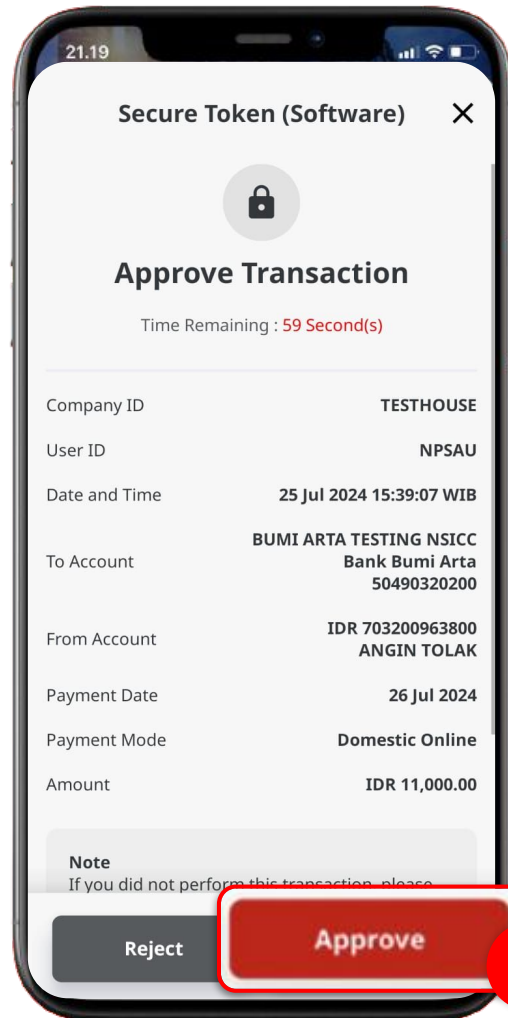
*Choose **Transaction** as **Viewing***



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*

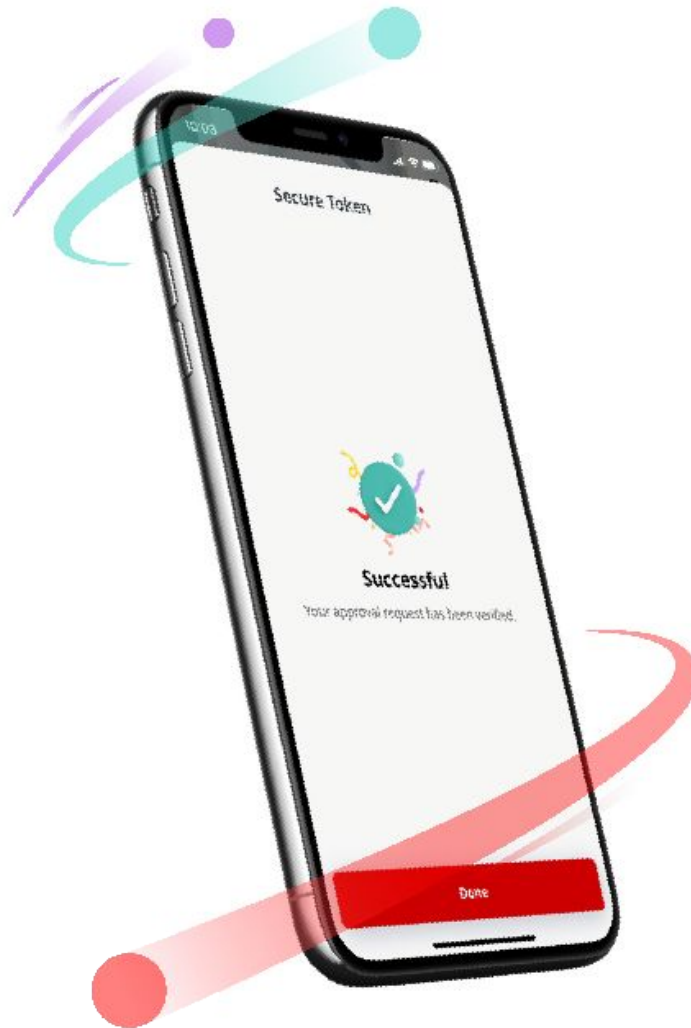


1 Klik **Tombol Approve**

*Click **Approve***

2 Isi **6-Digit Pin**

*Input **6-Digit Pin***



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

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

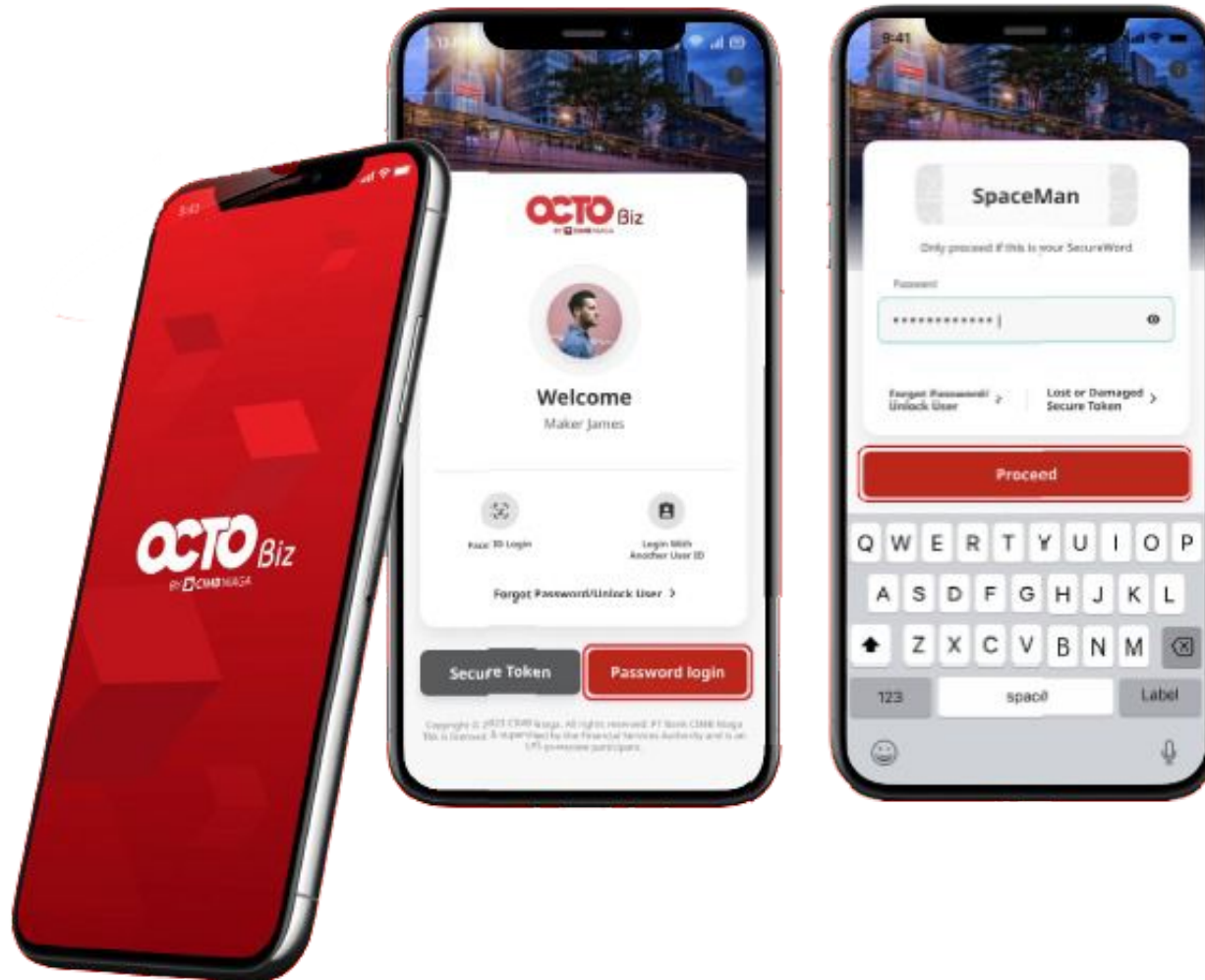
Inhouse Transfer

Approve Transaction

Hard Token

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

Approval Transaction process using hard token



Login sebagai **Approver**

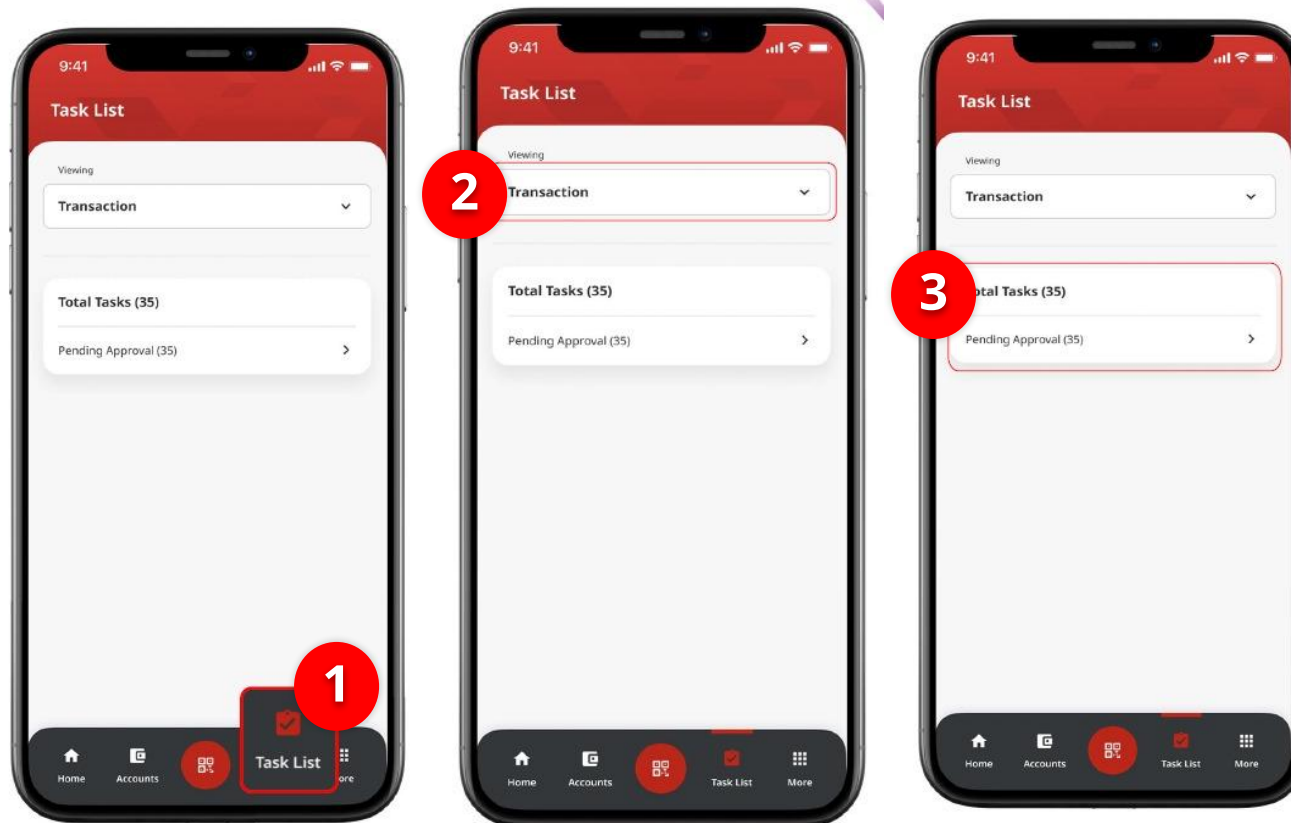
Login as **Approver**

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***

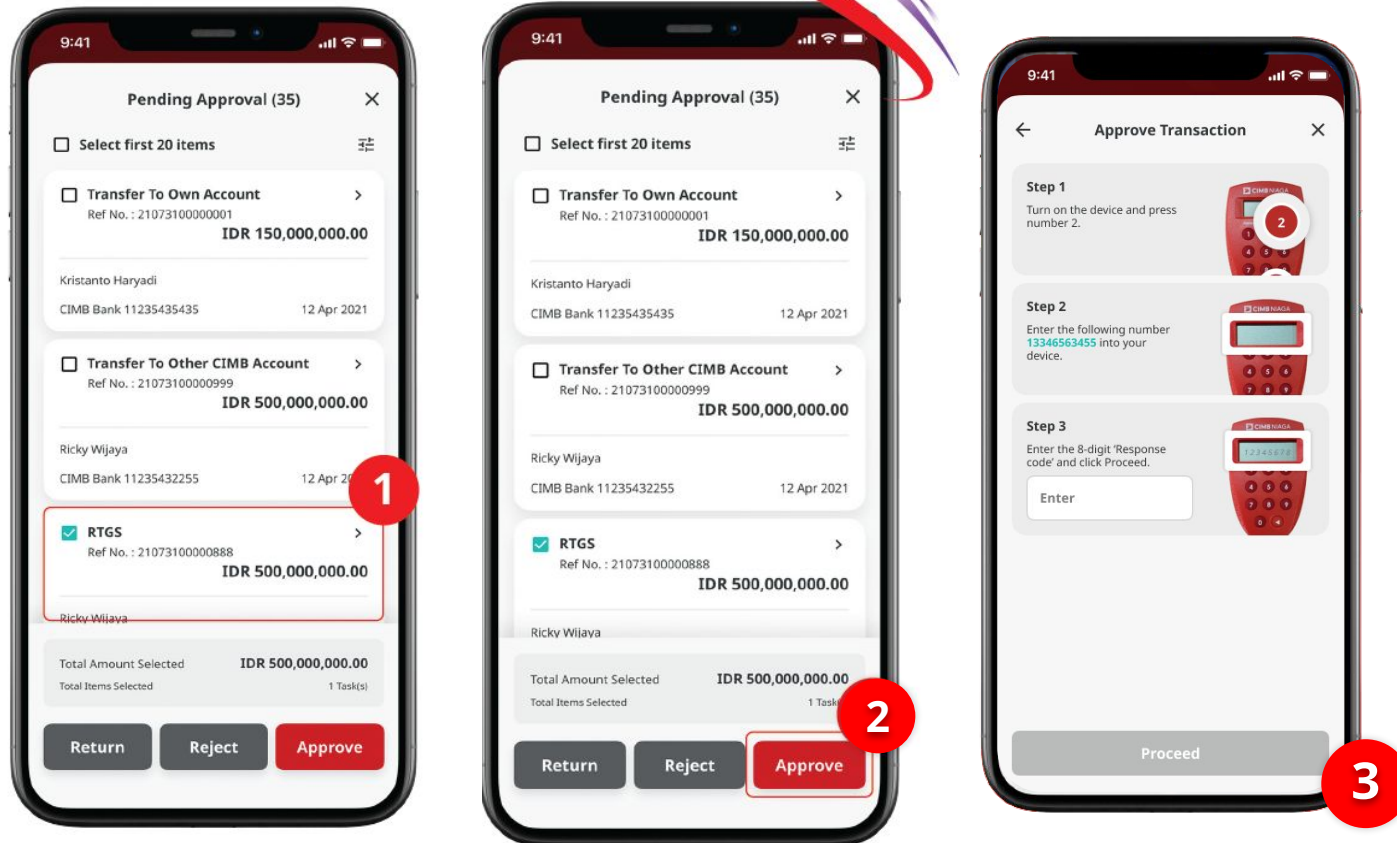
LANGKAH

03

APPROVER

Approve Transaction | Inhouse Transfer

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

LANGKAH

05

APPROVER

Approve Transaction | Inhouse Transfer

Menu: Task List > Approve

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***

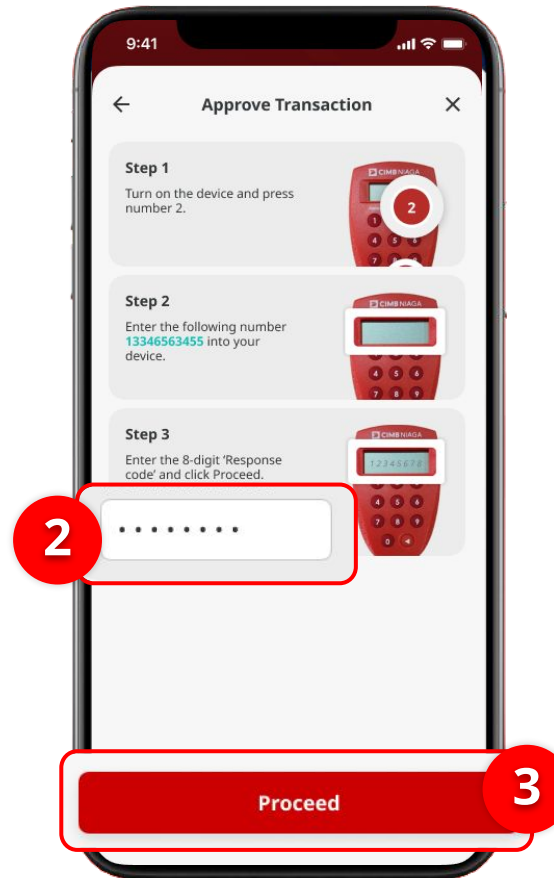
- 2 Klik **Tombol Play**

*Click **Play***

LANGKAH

06

APPROVER



Approve Transaction | Inhouse Transfer

Menu: Task List > Approve

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

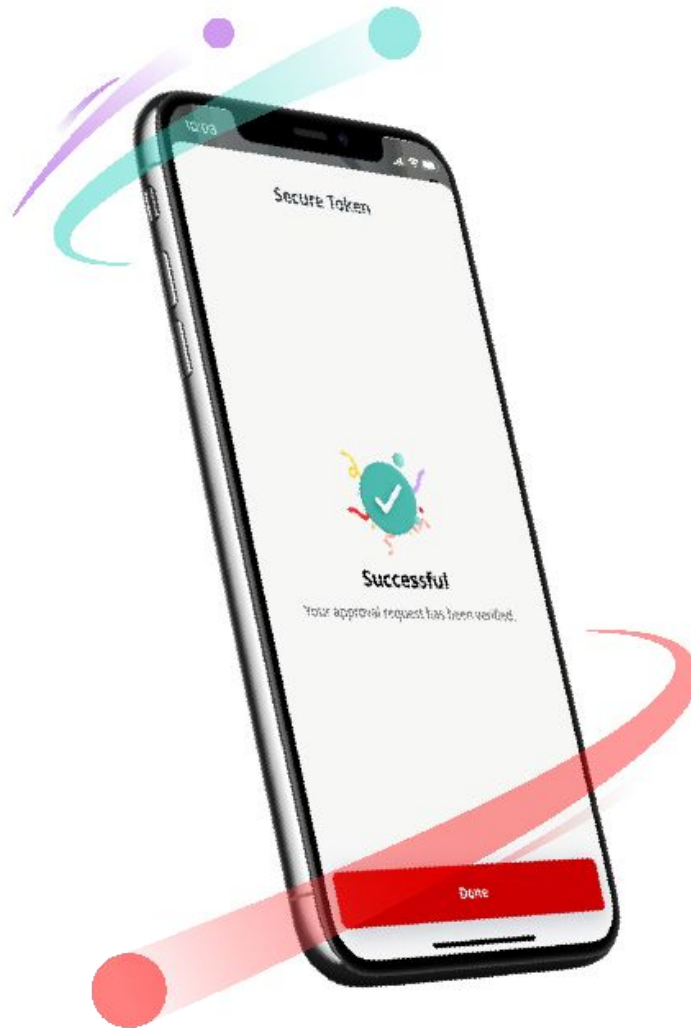
Hard Token device will show the 8-Digit code

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

Input code to Approve transaction box

- 3 Klik **Submit**

Click Submit



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

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



OCTO Biz
BY  **CIMB NIAGA**

