

The background of the slide features a tall, modern skyscraper at night, with many windows illuminated. The building is partially obscured by a large, stylized graphic element on the left side, which is a red and orange wave-like shape with a grid of white dots. The right side of the slide has a solid red background with white text and a bright white starburst effect near the center.

OCTOBIZ

Account & Dashboard

Reactivate Inactive Account

Website

TUTORIALOCTOBIZ2026

KEJAR MIMPI

Account & Dashboard

Reactivate Inactive Account

Reactivate Inactive Account – berfungsi untuk mengaktifkan rekening yang statusnya *inactive*, via OCTOBIZ

Reactivate Inactive Account – a function to re-activate Account with Inactive status, via OCTOBIZ

03

Create Task

12

Approve Task



- 1 Kunjungi Website OCTO Biz di:
www.octobiz.co.id

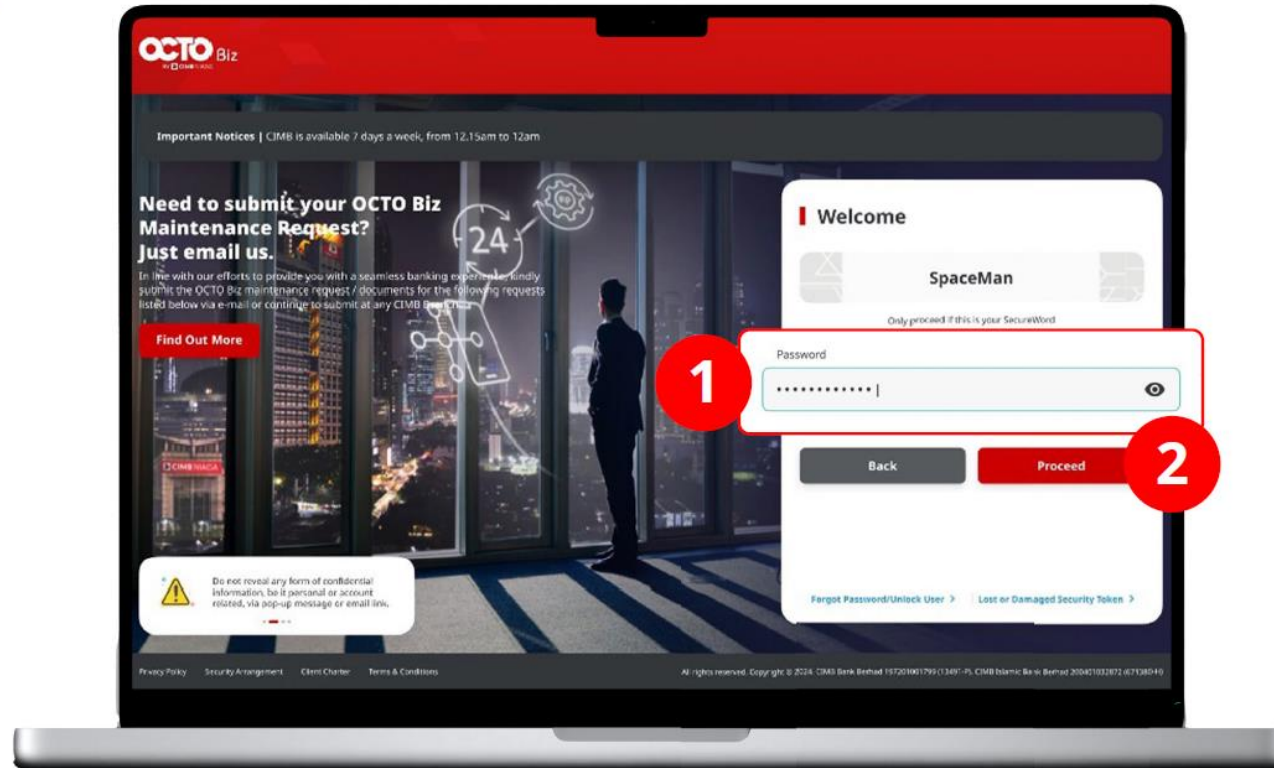
*Visit OCTO Biz website on:
www.octobiz.co.id*

- 2 Masuk dengan menggunakan
User & Company ID

Login using User & Company ID

- 3 Klik **Next**

Click Next

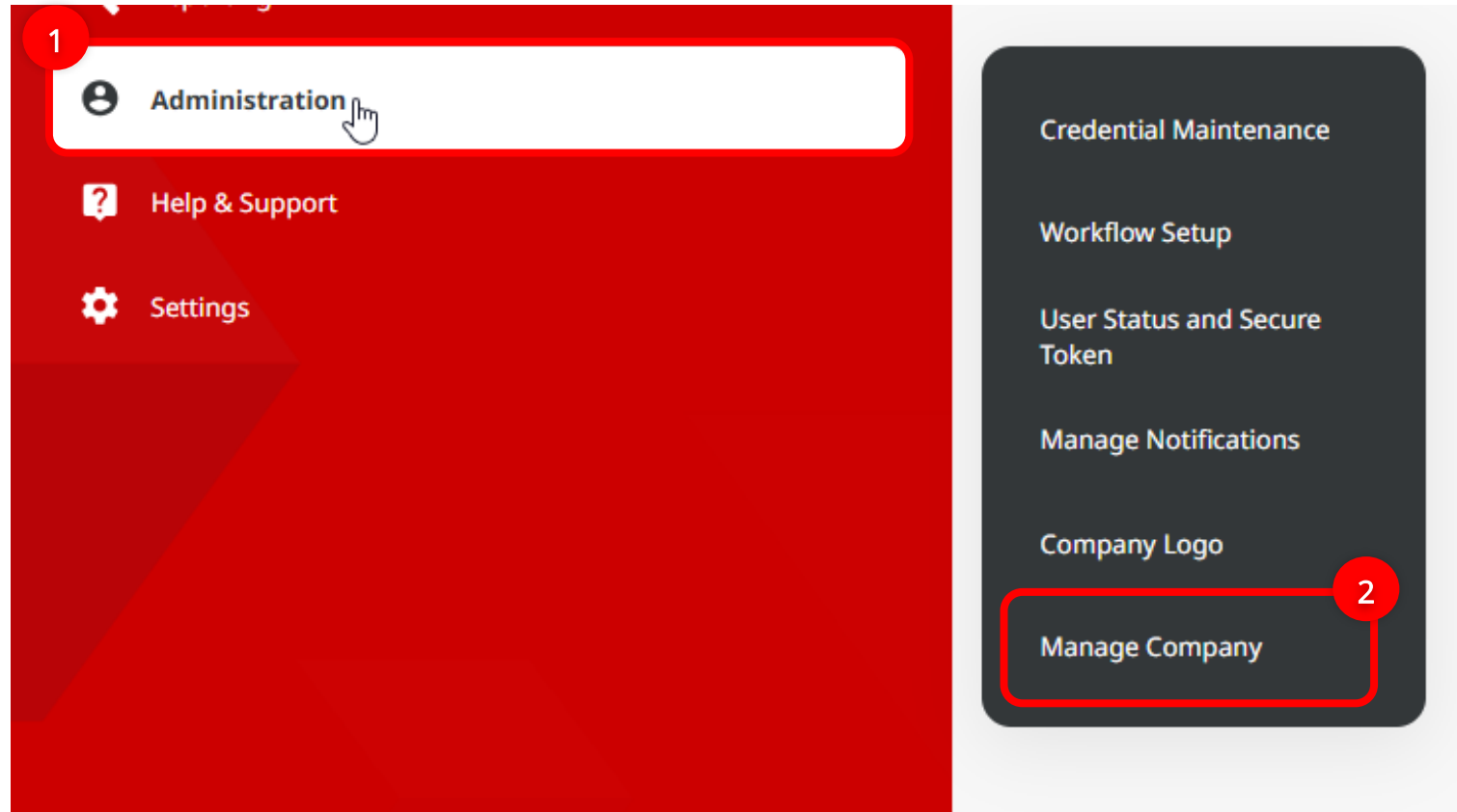


1 Isi *Password*

Input Password

2 Klik *Proceed*

Click Proceed



- 1** Klik **Administration** pada *side menu*

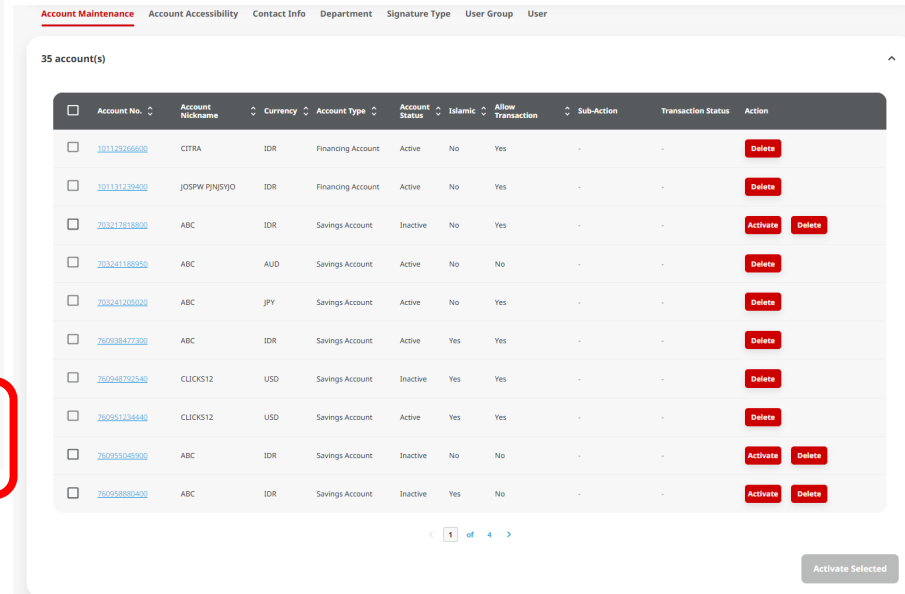
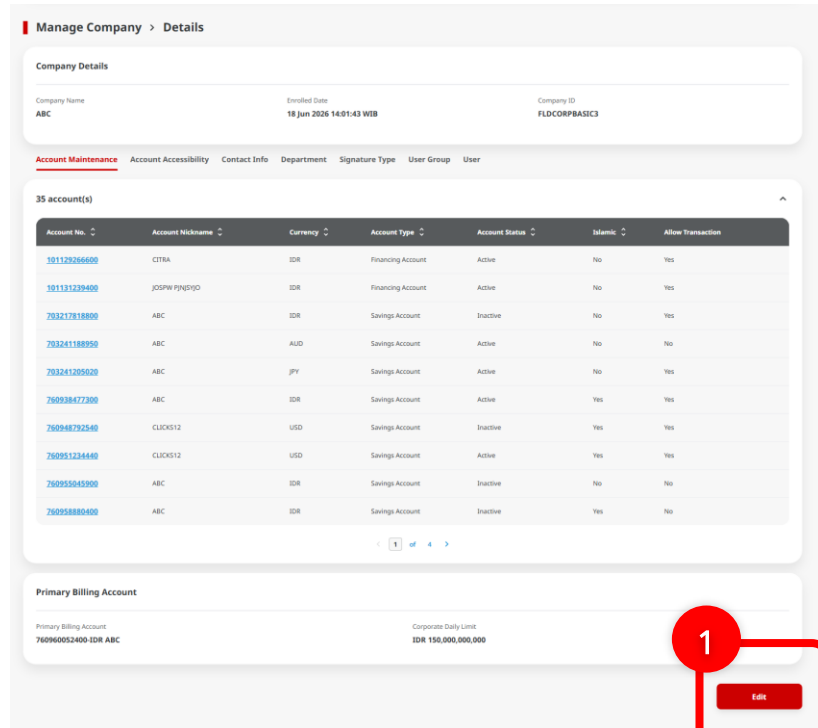
*Click **Administration** on the side menu*

- 2** Klik ***Manage Company***

*Click ***Manage Company****

System akan mengarahkan ke halaman Manage Company > Account Maintenance Tab

System will navigate to Manage Company > Account Maintenance Tab page



1 Klik Edit

Click Edit

2 Untuk rekening yang Inactive, sistem akan memunculkan "Activate Button"

For Inactive accounts, system will show "Activate Button"

Account Maintenance Account Accessibility Contact Info Department Signature Type User Group User

35 account(s)

☐	Account No.	Account Nickname	Currency	Account Type	Account Status	Islamic	Allow Transaction	Sub-Action	Transaction Status	Action
☐	101129266600	CITRA	IDR	Financing Account	Active	No	Yes	-	-	Delete
☐	101131239400	JOSPW PJNJSYJO	IDR	Financing Account	Active	No	Yes	-	-	Delete
☐	703217818800	ABC	IDR	Savings Account	Inactive	No	Yes	-	-	Activate Delete
☐	703241188950	ABC	AUD	Savings Account	Active	No	No	-	-	Delete
☐	703241206020	ABC	JPY	Savings Account	Active	No	Yes	-	-	Delete
☐	760938477300	ABC	IDR	Savings Account	Active	Yes	Yes	-	-	Delete
☐	760948791540	CLICKS12	USD	Savings Account	Inactive	Yes	Yes	-	-	Delete
☐	760951234440	CLICKS12	USD	Savings Account	Active	Yes	Yes	-	-	Delete
☐	760955045900	ABC	IDR	Savings Account	Inactive	No	No	-	-	Activate Delete
☐	760958880400	ABC	IDR	Savings Account	Inactive	Yes	No	-	-	Activate Delete

< 1 of 4 >

Activate Selected

Jika hanya ingin mengaktifkan 1 (satu) akun

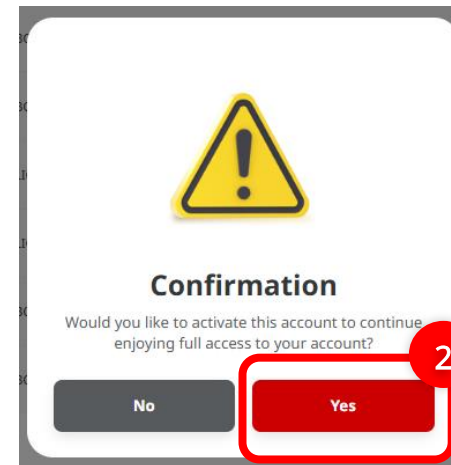
If want to activate only 1 (one) account

1 Pada rekening yang ingin diaktifkan, klik **Activate**

*On the account wanted to be reactivated, click **Activate***

2 Pada kotak pop-up confirmation, klik **Yes**

*On the pop-up confirmation box, click **Yes***



Account Maintenance Account Accessibility Contact Info Department Signature Type User Group User

35 account(s)

☐	Account No.	Account Nickname	Currency	Account Type	Account Status	Islamic	Allow Transaction	Sub-Action	Transaction Status	Action
☐	10112926600	CTTRA	IDR	Financing Account	Active	No	Yes	-	-	Delete
☐	101131239400	JOSPW PjNjSYJO	IDR	Financing Account	Active	No	Yes	-	-	Delete
☐	203217818800	ABC	IDR	Savings Account	Inactive	No	Yes	Activate	-	
☐	203241188950	ABC	AUD	Savings Account	Active	No	No	-	-	Delete
☐	203241205020	ABC	JPY	Savings Account	Active	No	Yes	-	-	Delete
☐	260938477300	ABC	IDR	Savings Account	Active	Yes	Yes	-	-	Delete
☐	260948792540	CLICKS12	USD	Savings Account	Inactive	Yes	Yes	-	-	Delete
☐	260951234440	CLICKS12	USD	Savings Account	Active	Yes	Yes	-	-	Delete
☒	260955045900	ABC	IDR	Savings Account	Inactive	No	No	-	-	Activate Delete
☒	260958880400	ABC	IDR	Savings Account	Inactive	Yes	No	-	-	Activate Delete

1

2

Activate Selected

Jika ingin mengaktifkan beberapa akun sekaligus

If want to activate a few accounts

- 1 Pada rekening yang ingin dipilih, centang box disamping rekening

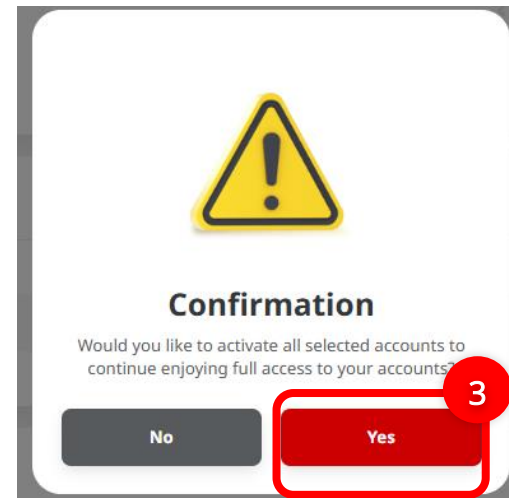
On the accounts wanted to be reactivated, tick account check box

- 2 Klik Activate Selected

Click Activate Selected

- 3 Pada kotak pop-up confirmation, klik Yes

On the pop-up confirmation box, click Yes



Account Maintenance Account Accessibility Contact Info Department Signature Type User Group User

35 account(s)

☐	Account No.	Account Nickname	Currency	Account Type	Account Status	Islamic	Allow Transaction	Sub-Action	Transaction Status	Action
☐	30112526600	CITRA	IDR	Financing Account	Active	No	Yes	-	-	Delete
☐	30113012840	JOSPW Pjnpjg	IDR	Financing Account	Active	No	Yes	-	-	Delete
☐	700417818800	ABC	IDR	Savings Account	Inactive	No	Yes	Activate	-	
☐	70024118800	ABC	AUD	Savings Account	Active	No	No	-	-	Delete
☐	700241120000	ABC	JPY	Savings Account	Active	No	Yes	-	-	Delete
☐	70003847730	ABC	IDR	Savings Account	Active	Yes	Yes	-	-	Delete
☐	70004879240	CLICKS12	USD	Savings Account	Inactive	Yes	Yes	-	-	Delete
☐	70005143840	CLICKS12	USD	Savings Account	Active	Yes	Yes	-	-	Delete
☐	70000004000	ABC	IDR	Savings Account	Inactive	No	No	Activate	-	
☐	70000000400	ABC	IDR	Savings Account	Inactive	Yes	No	Activate	-	

1 of 4

Activate Selected

Primary Billing Account

Primary Billing Account * Corporate Daily Limit *

760960052400 IDR ABC IDR - Indonesia Rupiah 150,000,000,000

Maximum Available Amount (IDR null)

Sub-Action List

No.	Sub-Action	Transaction Status
1		

1

Save Submit

Manage Company > Edit

Successful task saved

Company Details

Company Name ABC Enrolled Date 18 Jun 2026 14:01:43 WIB Company ID FLDICORPBASIC3

Account Maintenance Account Accessibility Contact Info Department Signature Type User Group User

35 account(s)

☐	Account No.	Account Nickname	Currency	Account Type	Account Status	Islamic	Allow Transaction	Sub-Action	Transaction Status	Action
☐	30112526600	CITRA	IDR	Financing Account	Active	No	Yes	-	-	Delete
☐	30113012840	JOSPW Pjnpjg	IDR	Financing Account	Active	No	Yes	-	-	Delete
☐	700417818800	ABC	IDR	Savings Account	Inactive	No	Yes	Activate	-	
☐	70024118800	ABC	AUD	Savings Account	Active	No	No	-	-	Delete
☐	700241120000	ABC	JPY	Savings Account	Active	No	Yes	-	-	Delete
☐	70003847730	ABC	IDR	Savings Account	Active	Yes	Yes	-	-	Delete
☐	70004879240	CLICKS12	USD	Savings Account	Inactive	Yes	Yes	-	-	Delete
☐	70005143840	CLICKS12	USD	Savings Account	Active	Yes	Yes	-	-	Delete
☐	70000004000	ABC	IDR	Savings Account	Inactive	No	No	Activate	-	
☐	70000000400	ABC	IDR	Savings Account	Inactive	Yes	No	Activate	-	

1 of 4

Activate Selected

Primary Billing Account

Primary Billing Account * Corporate Daily Limit *

760960052400 IDR ABC IDR - Indonesia Rupiah 150,000,000,000

Maximum Available Amount (IDR null)

Sub-Action List

No.	Sub-Action	Transaction Status
1		

2

Save Submit

1 Klik Save

Click Save

2 Klik Submit

Click Submit

Manage Company > Acknowledgement

Submitted for approval

Reference No. : I16260810000002119Submitted On : 10 Aug 2026 09:35:36 WIB

Company Details

Company Name

ABC

Enrolled Date

18 Jun 2026 14:01:43 WIB

Company ID

FLDCORPBASIC3

Account Maintenance

Account AccessibilityContact InfoDepartmentSignature TypeUser GroupUser

35 account(s)

Account No.	Account Nickname	Currency	Account Type	Account Status	Islamic	Allow Transaction	Sub-Action	Transaction Status
101129266600	CITRA	IDR	Financing Account	Active	No	Yes		
101131239400	JOSPW FJNJSYJO	IDR	Financing Account	Active	No	Yes		
703217818800	ABC	IDR	Savings Account	Inactive	No	Yes	Activate	
703241188950	ABC	AUD	Savings Account	Active	No	No		
703241205020	ABC	JPY	Savings Account	Active	No	Yes		
760938477300	ABC	IDR	Savings Account	Active	Yes	Yes		
760948792540	CLICKS12	USD	Savings Account	Inactive	Yes	Yes		
760951234440	CLICKS12	USD	Savings Account	Active	Yes	Yes		
760955045900	ABC	IDR	Savings Account	Inactive	No	No	Activate	
760958880400	ABC	IDR	Savings Account	Inactive	Yes	No	Activate	

1 of 4

Primary Billing Account

Primary Billing Account

760960052400-IDR ABC

Corporate Daily Limit

IDR 150,000,000,000

Done

Sistem Lalu menampilkan *Halaman Acknowledgement*

System will show the Acknowledgement page

Reactivate Inactive Account

Approve Task

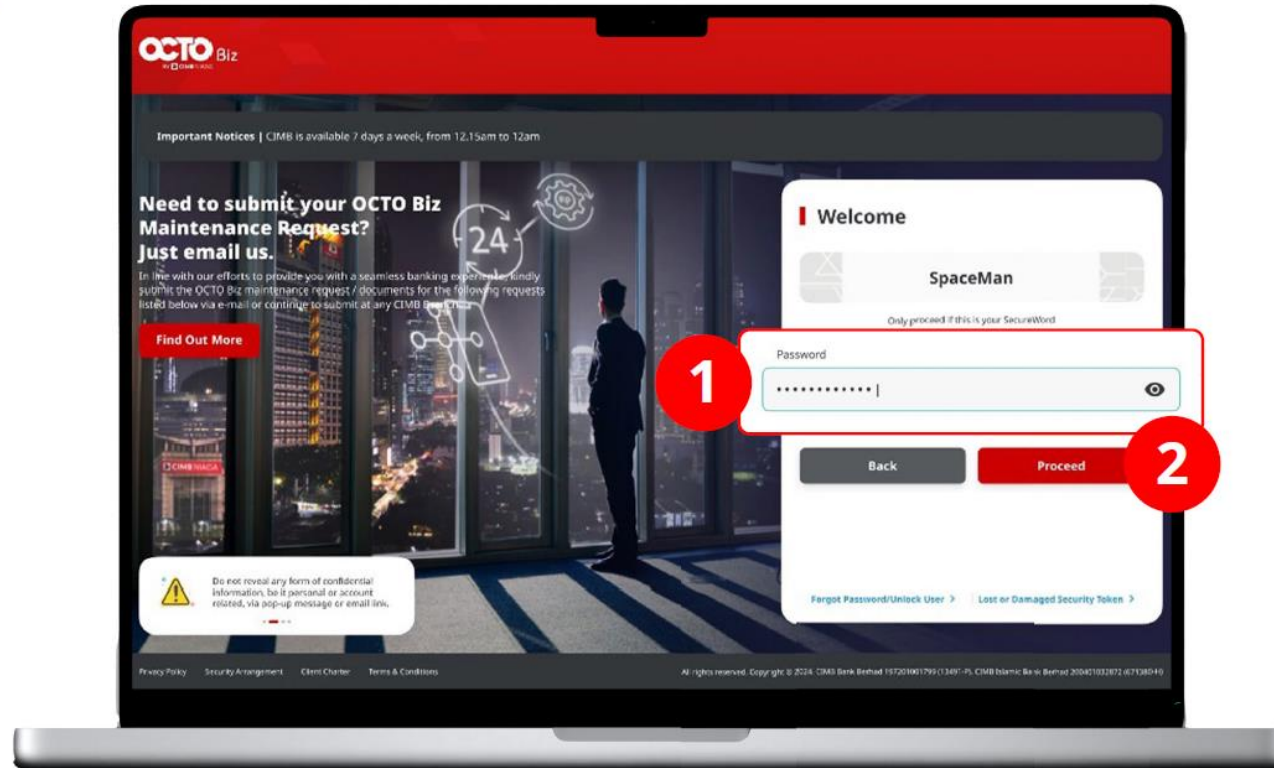
LANGKAH

01

APPROVER

Approve | Reactivate Inactive Account

Menu: Administration > Manage Company



Login sebagai Approver

Login as approver

1 Isi *Password*
Input password

2 Klik *Proceed*
Click Proceed

LANGKAH

02

APPROVER

Approve | Reactivate Inactive Account

Menu: Administration > Manage Company



- 1 Pilih **Task List** pada side menu

Choose Task List on the side menu

- 2 Klik **Hyperlink** task

Click task Hyperlink

Task List Viewing Administration

1 result(s) Function All Filter by Status All Search

Product/Function Reference No.	Action Type	Status	Action
☐ Manage Company 116260810000002119	Edit	Pending Approval	<button>Recall</button> <button>Return</button> <button>Reject</button> <button>Approve</button>

Recall Selected Return Selected Reject Selected Approve Selected

LANGKAH

03

APPROVER

Task List > Details

Transaction Status : Pending Approval

Creation Date: 10 Aug 2026 09:33:15 WIB
Workflow Type: Edit

Company Details

Company Name: ABC
Enrolled Date: 18 Jun 2026 14:01:43 WIB
Company ID: FLDCORPBASIC3

Account Maintenance | Account Accessibility | Contact Info | Department | Signature Type | User Group | User

35 account(s)

Account No.	Account Nickname	Currency	Account Type	Account Status	Islamic	Allow Transaction	Sub-Action	Transaction Status
10112009000	CITRA	IDR	Financing Account	Active	No	Yes	-	-
101131209000	JOSPV Pngpvo	IDR	Financing Account	Active	No	Yes	-	-
703217181800	ABC	IDR	Savings Account	Inactive	No	Yes	Activate	-
703241189950	ABC	AUD	Savings Account	Active	No	No	-	-
703241209020	ABC	JPY	Savings Account	Active	No	Yes	-	-
700938477300	ABC	IDR	Savings Account	Active	Yes	Yes	-	-
700948792340	CLICKS12	USD	Savings Account	Inactive	Yes	Yes	-	-
700951234440	CLICKS12	USD	Savings Account	Active	Yes	Yes	-	-
700955040900	ABC	IDR	Savings Account	Inactive	No	No	Activate	-
700958804000	ABC	IDR	Savings Account	Inactive	Yes	No	Activate	-

Primary Billing Account

Primary Billing Account: 760960052400-IDR ABC
Corporate Daily Limit: IDR 150,000,000,000

Sub-Action List

No.	Sub-Action	Transaction Status
1	-	-

User Activities

User	Activities	Date/Time	Remark
SYSADMIN1 - Sysadmin Satu	Save	10 Aug 2026 09:33:16 WIB	
SYSADMIN1 - Sysadmin Satu	Submit	10 Aug 2026 09:35:37 WIB	

Remark

Remarks: Enter
Maximum 100 characters

Buttons: Back, Recall, Return, Reject, **Approve** (highlighted with a red circle and number 1)

Warning Icon

Approve

Are you sure you want to approve this item?

Buttons: No, **Yes** (highlighted with a red circle and number 2)

Approve | Reactivate Inactive Account

Menu: Administration > Manage Company

Sistem akan mengarahkan ke task list detail page

System will navigate to task list detail page

1 Klik **Approve**

Click Approve

2 Pada kotak pop-up confirmation, klik **Yes**

On the pop-up confirmation box, click Yes

Approval dilanjutkan dengan **Soft Token/Hard Token** tergantung penggunaan Sysadmin2

*Approval continues with **Soft Token/Hard Token** depending on Sysadmin2's Token*

Tasklist > Acknowledgement

Change(s) approved

Reference No. : T1626081000002119

Approved On : 10 Aug 2026 11:03:45 WIB

Company Details

Company Name

ABC

Enrolled Date

18 Jun 2026 14:01:43 WIB

Company ID

FLDCORPBASIC3

Account Maintenance

Account Accessibility

Contact Info

Department

Signature Type

User Group

User

35 account(s)

Account No.	Account Nickname	Currency	Account Type	Account Status	Islamic	Allow Transaction	Sub-Action	Transaction Status
10112936600	CTRA	IDR	Financing Account	Active	No	Yes		
10113728400	JOSPW FJNSYO	IDR	Financing Account	Active	No	Yes		
700217018000	ABC	IDR	Savings Account	Inactive	No	Yes	Activate	
700241188000	ABC	AUD	Savings Account	Active	No	No		
700241205000	ABC	JPY	Savings Account	Active	No	Yes		
700304477000	ABC	IDR	Savings Account	Active	Yes	Yes		
700348792000	CLICKS12	USD	Savings Account	Inactive	Yes	Yes		
700351734400	CLICKS12	USD	Savings Account	Active	Yes	Yes		
7005050045000	ABC	IDR	Savings Account	Inactive	No	No	Activate	
7005050082400	ABC	IDR	Savings Account	Inactive	Yes	No	Activate	

1

of

4

>

Primary Billing Account

Primary Billing Account

760960052400-IDR ABC

Corporate Daily Limit

IDR 150,000,000,000

User Activities

User	Activities	Date/Time	Remark
SYSADMIN1 - Sysadmin Satu	Save	10 Aug 2026 09:33:16 WIB	
SYSADMIN1 - Sysadmin Satu	Submit	10 Aug 2026 09:35:37 WIB	
SYSADMIN2 - Sysadmin Dua	Approve	10 Aug 2026 11:03:46 WIB	

Print

Done

Sistem Lalu menampilkan *Halaman Acknowledgement*

System will show the Acknowledgement page



OCTOBIZ

BY  CIMB NIAGA

