

COMSUITE Portal

PASSWORD REGISTRATION

NOTE:

- ❑ Password Registration is **required** for the following:
 - **First-time login of New Users**
 - **Users who have reset their password**

- ❑ Before starting the login process, ensure that your OTP Token is available and active.
 - **OTP Token Types:**
 1. **Physical OTP Token**
 2. **Mobile OTP Token**

Sample image
of Physical OTP Token

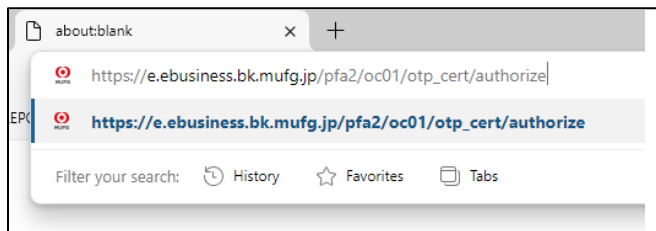


Sample image
of Mobile OTP Token

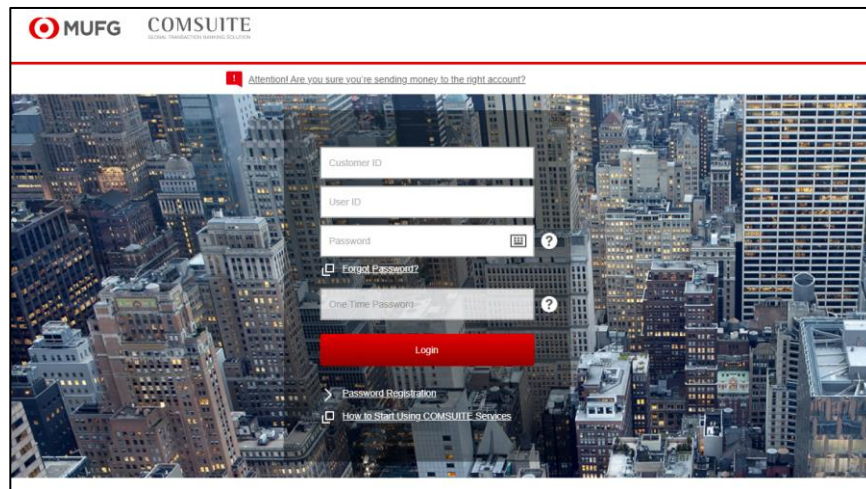


Step #1: Access the URL of COMSUITE Portal

- ❑ In a browser, enter the link on the address bar: https://e.ebusiness.bk.mufg.jp/pfa2/oc01/otp_cert/authorize

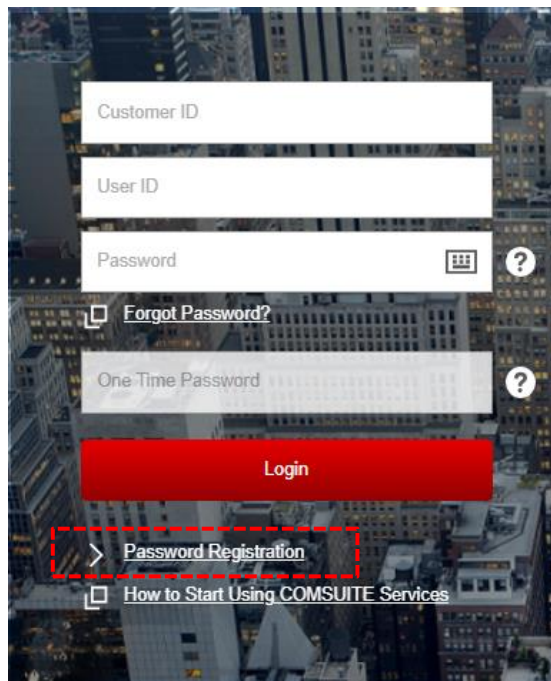


Login Screen



Step #2: Navigate the COMSUITE Portal

- ❑ Click [*Password Registration*]



The screenshot shows the COMSUITE Portal interface with a city skyline background. It features several input fields for login: 'Customer ID', 'User ID', 'Password' (with a password strength icon and a help icon), and 'One-Time Password' (with a help icon). Below these fields is a red 'Login' button. At the bottom, there are two links: 'Password Registration' (highlighted with a red dashed box and a right arrow icon) and 'How to Start Using COMSUITE Services' (with a square icon).

Step #3: Authenticate

SS011013

Password Registration

STEP1 : Authenticate

STEP2 : Input and Confirm

Customer ID	<input type="text"/>
User ID	<input type="text"/>
One Time Password (OTP)	<input type="text"/> ?

Next

Clear

[< Back](#)

- Enter the **Customer ID**
 - your Admin can check this on the COMSUITE User Profile Inquiry
- Enter your **User ID**
 - based on submitted application form
- Enter the **One Time Password (OTP)**
 - Press the “1” button on your OTP Token device. The device will then display the one-time password
- Click **Next**

Step #4: Input and Confirm your password

The screenshot shows a web form titled "Password Registration" with a reference number "SS011003" in the top right corner. The form is divided into two steps: "STEP1 : Authenticate" and "STEP2 : Input and Confirm". The "STEP2" tab is highlighted in red. Below the steps, there are two input fields: "New Password" and "New Password (Confirmation)". Each field has a password icon and a question mark icon. At the bottom, there are two buttons: "Submit" (red) and "Clear" (gray).

a. Assign a **New Password**

- Passwords must be 8-16 characters long and include the following three types of characters:
 - ✓ Numbers 0 - 9
 - ✓ Alphabet letters [Ensure to use **both** uppercase and lowercase characters]
 - ✓ Symbols ! # % & ' () + - = ? _

b. Confirm **New Password**

- re-type assigned password

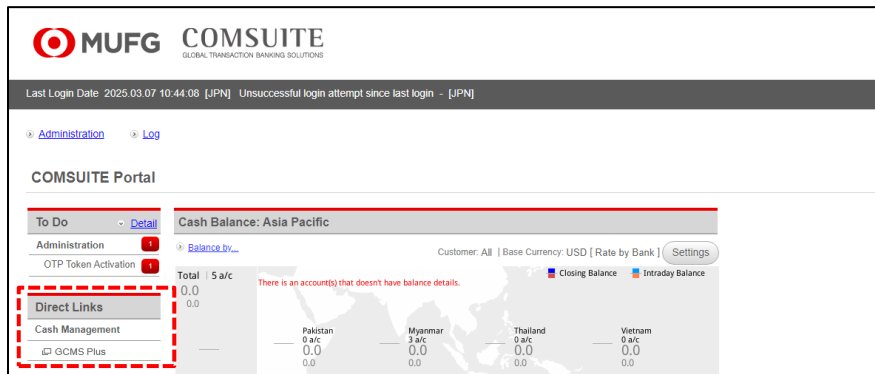
c. Click **Submit**

Step #5: Navigate to Top Page

- ❑ Click *[Go to Top Page]*



- ❑ The main page of the COMSUITE Portal will be displayed, and you can access the GCMS Plus through the **Direct Links – Cash Management**.



Should you have any concerns, feel free to contact the Transaction Banking helpdesk at +632 8886 7371 local 8051-8073 or email us at cmsph_support@ph.mufg.jp

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