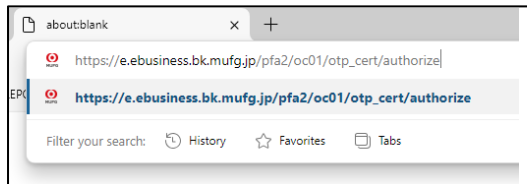


# COMSUITE Portal

PHYSICAL OTP TOKEN ACTIVATION

## 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](https://e.ebusiness.bk.mufg.jp/pfa2/oc01/otp_cert/authorize)



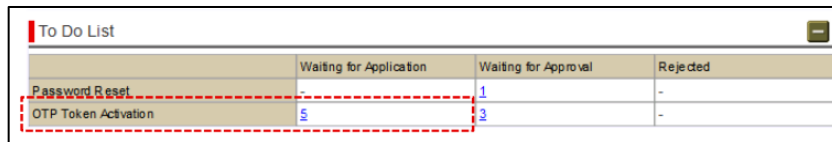
- ❑ Enter your log in credentials and click “Login”

Log-in Screen:

A screenshot of the COMSUITE login screen. The header shows the MUFG logo and the text 'COMSUITE'. Below the header, there is a red warning message: 'Attention! Are you sure you're sending money to the right account?'. The main area features a cityscape background with a login form. The form includes fields for 'Customer ID', 'User ID', 'Password', and 'One-Time Password'. There are also links for 'Forgot Password?' and 'One-Time Password?'. A red 'Login' button is at the bottom of the form. Below the button, there are links for 'Password Registration' and 'How to Start Using COMSUITE Services'.

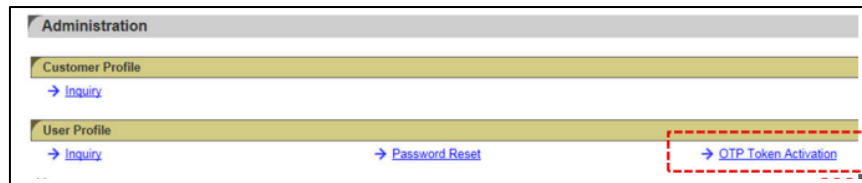
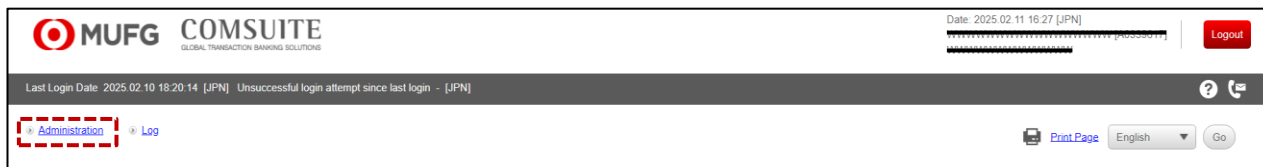
## Step #2: OTP Token Activation – Applier Action Steps

- ❑ You have two options to access the OTP Token Activation on the COMSUITE dashboard.
- **Option A** – In your “To Do List”, kindly click the number beside the “OTP Token Activation” under the “Waiting for Application”, as shown in the image below.



	Waiting for Application	Waiting for Approval	Rejected
Password Reset	-	1	-
OTP Token Activation	5	3	-

- **Option B** – Kindly click “Administration” then click “OTP Token Activation” under the “User Profile”, as shown in the Images below.



- ❑ Click “Apply” then click “Search”

OTP Token Activation: List

Search Criteria

Operation

☒ Apply

☐ Approve

Search

- ❑ Click “Waiting for Application” then click “Search”

OTP Token Activation: List

Search Criteria

Status

☒ Waiting for Application

☐ Waiting for Approval

Search

- ❑ The User List of applicable OTP Tokens (i.e. unapplied inactive OTP Token) will appear. Kindly select the OTP Token you want to activate, then click “Apply”.

All	COMSUITE Customer ID	COMSUITE User ID	COMSUITE User Name	OTP Token Serial Number	OTP Token Issued Date
<input type="checkbox"/>	A9999999	ADMIN01	George Sato	1234567890	2014.08.04
<input checked="" type="checkbox"/>	A7777999	ADMIN02	John Smith	1111N99902	2014.08.04
<input checked="" type="checkbox"/>	AAAAAAAAA	USER01	Maria Tris	1000N99903	2014.03.04
<input type="checkbox"/>	A9999999	USER02	Ken Suzuki	1111N99903	2014.08.04
<input checked="" type="checkbox"/>	8831xxx1	USER03	Amy Li	1000N99905	2014.03.04

Apply

- ❑ Only selected OTP Tokens in the User List will appear. Confirm the details and click “Apply”

OTP Token Activation: Confirm

ECM050602

Please confirm User and OTP Token Serial Number below.  
• To proceed, click “Apply” button.

User List

COMSUITE Customer ID	COMSUITE User ID	COMSUITE User Name	OTP Token Serial Number	OTP Token Issued Date
A7777999	ADMIN02	John Smith	1111N99902	2014.08.04
AAAAAAA	USER01	Maria Tris	1000N99903	2014.03.04
3631xxx1	USER03	Amy Li	1000N99905	2014.03.04

Apply

- ❑ Upon successful application, a message will appear as shown in the image below.

OTP Token Activation: Result

ECM050603

OTP Token Activation has been applied.

Go to Administration Menu

User List

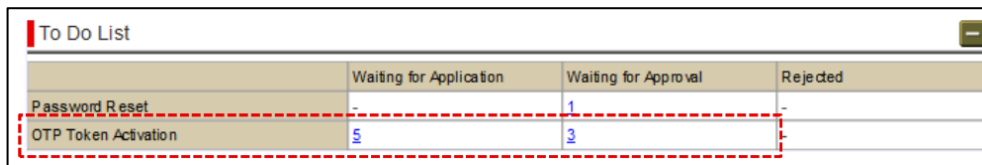
COMSUITE Customer ID	COMSUITE User ID	COMSUITE User Name	OTP Token Serial Number	OTP Token Issued Date
A7777999	ADMIN02	John Smith	1111N99902	2014.08.04
AAAAAAA	USER01	Maria Tris	1000N99903	2014.03.04
3631xxx1	USER03	Amy Li	1000N99905	2014.03.04

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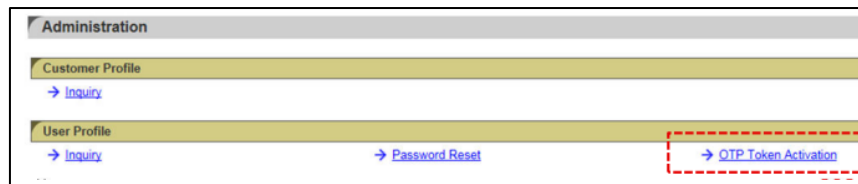
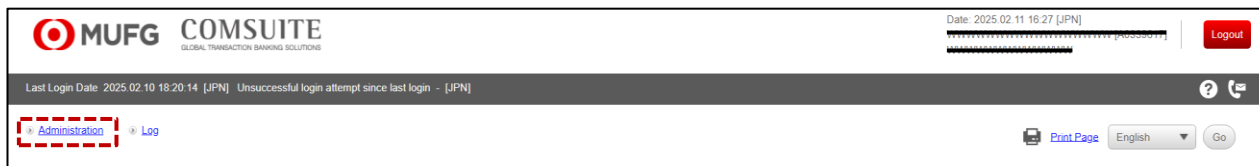
## Step #3: OTP Token Activation – Administrator Action Steps

- ❑ You have two options to access the OTP Token Activation on the COMSUITE dashboard.
- **Option A** – In your “To Do List”, kindly click the number beside the “OTP Token Activation” under the “Waiting for Approval”, as shown in the image below.



	Waiting for Application	Waiting for Approval	Rejected
Password Reset		1	
OTP Token Activation	5	2	

- **Option B** – Kindly click “Administration” then click “OTP Token Activation” under the “User Profile”, as shown in the Images below.



- ❑ Click “Approve” then click “Search”

OTP Token Activation: List

Search Criteria

Operation

☐ Apply

☒ Approve

Search

- ❑ Click “Waiting for Approval” then click “Search”

OTP Token Activation: List

Search Criteria

Status

☐ Waiting for Application

☒ Waiting for Approval

Search

- ❑ The User List of OTP Tokens application will appear. Kindly select the OTP Token you want to approve or reject the activation, then click “Approve/Reject”.

User List							
	COMSUITE Customer ID	COMSUITE User ID	COMSUITE User Name	OTP Token Serial Number	OTP Token Issued Date	Appier User ID	Applied Date
<input checked="" type="checkbox"/>	A9999999	ADMIN01	George Sato	1234567890	2014.08.04	ADMIN01	2014.08.04
		ADMIN02	John Smith	1111N99902	2014.08.04		
<input checked="" type="checkbox"/>	AAAAA	USER01	Maria Tris	1000N99903	2014.03.04	ADMIN02	2014.03.04
		USER02	Ken Suzuki	1111N99903	2014.08.04	ADMIN02	2014.08.04
<input type="checkbox"/>	A7777999	USER03	Amy Li	1000N99905	2014.03.04		
							Approve/Reject

- ❑ To approve, follow the instructions as shown in the image below.

OTP Token Activation: List

ECM050604

User List

COMSUITE Customer ID	COMSUITE User ID	COMSUITE User Name	OTP Token Serial Number	OTP Token Issued Date	Applier User ID	Applied Date
A9999999	ADMIN01	George Sato	1234567890	2014.08.04	ADMIN01	2014.08.04
	ADMIN02	John Smith	1111N99902	2014.08.04		
AAAAAAA	USER01	Maria Tris	1000N99903	2014.03.04	ADMIN02	2014.03.04

Transaction Authorization (To reject, entering Transaction Authorization Code is not required.)

To approve, please press "3" button of the OTP Token and then input Challenge Code shown below to the token.

Challenge Code                      006788

After pressing "OK" button of the token, enter the displayed number to the Transaction Authorization Code field below, and then click "Approve" button of this screen.

Transaction Authorization Code   

Approve

Reject

**Please note:** Once the administrator approves the Physical OTP Token Activation, the user can proceed to login to the COMSUITE Portal.

*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](mailto:cmsph_support@ph.mufg.jp)*



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