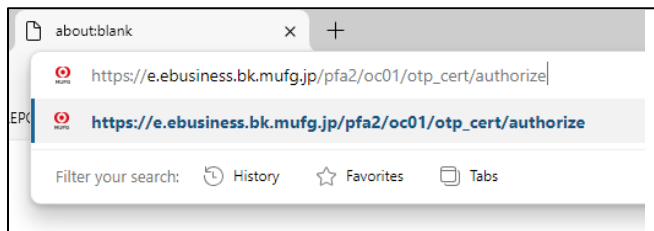


COMSUITE Portal

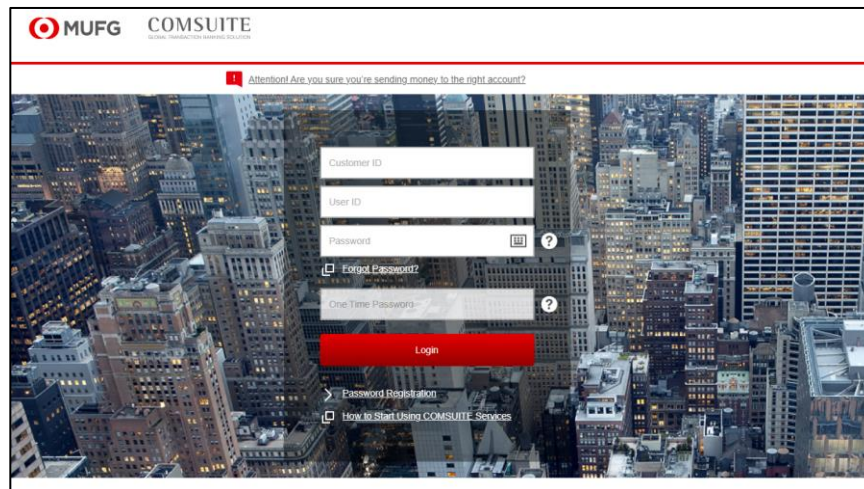
USER LIST INQUIRY

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

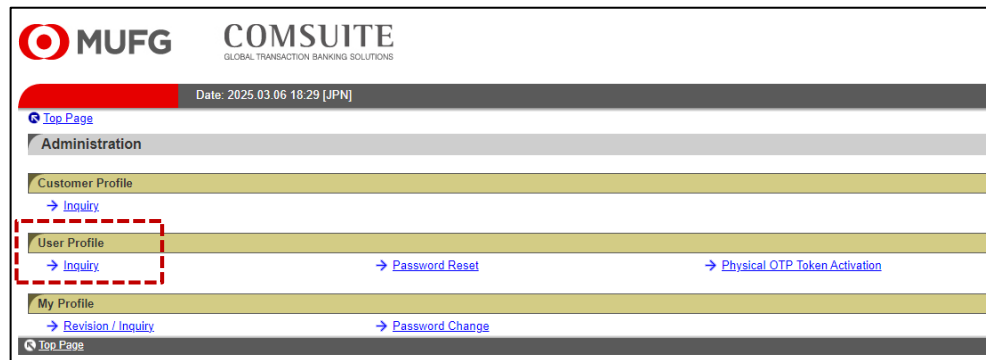


Step #2: Navigate the Administration page

- ❑ Upon successful login, click *[Administration]*



- ❑ Under User Profile, click *[Inquiry]*



Step #3.1: Navigate the User Profile Inquiry: page


- ❑ To view User List, click [Search]

[Top Page](#) Select Menu

User Profile Inquiry: List ECM050301

Search Criteria (Data Retention Period: 6 months)

COMSUITE	User ID	<input type="text"/>
	User Name	<input type="text"/>



A: Administrator, LS: Login Suspension

User List

COMSUITE User ID	COMSUITE Customer ID	COMSUITE Contracting Branch Name	A	Current OTP Token	Effective Date	Expiration Date
COMSUITE User Name	COMSUITE Customer Name		LS	Next OTP Token		

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- ❑ All your users should appear in the screen

A: Administrator, LS: Login Suspension

User List						
COMSUITE User ID	COMSUITE Customer ID ▲	COMSUITE Contracting Branch Name	A	Current OTP Token	Effective Date	Expiration Date
COMSUITE User Name	COMSUITE Customer Name		LS	Next OTP Token		
██████████	████████████████████	Manila Branch		Active (██████████)	2021.03.16	
██████████████████	██████████████████████████████			Inactive (██████████)		
██████████	██████████	Manila Branch	*		2019.11.29	
██████████████	██████████████████████████████			Active (██████████)		
██████████	██████████████████████████████	Manila Branch		Active (██████████)	2023.03.02	
██████████	██████████					
██████████	██████████████████████████████	Manila Branch		Active (██████████)	2016.02.12	
██████████	██████████					
██████████	██████████████████████████████	Manila Branch	*	Active (██████████)	2016.02.12	

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Step #3.2: Navigate the User Profile Inquiry page

- ❑ To view per user, input the complete User ID or User Name then click [Search]

[Top Page](#) Select Menu

User Profile Inquiry: List ECM050301

Search Criteria (Data Retention Period: 6 months)

COMSUITE	User ID	<input type="text" value="User01"/>
	User Name	<input type="text"/>

A: Administrator, LS: Login Suspension

User List

COMSUITE User ID	COMSUITE Customer ID ▲	COMSUITE Contracting Branch Name	A	Current OTP Token	Effective Date	Expiration Date
COMSUITE User Name	COMSUITE Customer Name		LS	Next OTP Token		
██████	██████	Manila Branch		Active (██████)	2023.03.02	
██████	████████████████████					

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- ❑ User ID and Username should appear in the screen

Step #4.1: View the User Profile Details

❑ Click the [User ID](#) of the user whose details you want to view

[Top Page](#)

Select Menu Inquiry Go

User Profile Inquiry: ListECM050301

Search Criteria (Data Retention Period: 6 months)

COMSUITE

User ID

User Name

Search

A: Administrator, LS: Login Suspension

User List

COMSUITE User ID

COMSUITE Customer ID ▲

COMSUITE User Name

COMSUITE Customer Name

User01

JUAN DELA CRUZ

COMSUITE Contracting Branch Name

Manila Branch

Manila Branch

Manila Branch

Manila Branch

Manila Branch

Manila Branch

A

LS

*

*

Current OTP Token

Next OTP Token

Active ()

Inactive ()

Active ()

Active ()

Active ()

Active ()

Effective Date

2021.03.16

2019.11.29

2023.03.02

2016.02.12

2016.02.12

Expiration Date

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Step #4.2: View the User Profile Details

- ☐ User Profile details should appear in the screen.

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Select Menu

User Profile Inquiry: Details ECM050302

User Profile

COMSUITE	Contracting Branch Name	Manila Branch			
	Customer ID	A0150395			
	Customer Name				
	User ID	User01			
	User Name	JUAN DELA CRUZ			
	Administrator				
e-mail Address					
e-mail Notification for Approval Flow					
Registration Date		2016.08.15			
e-mail Address for Password / Challenge Code Notification					
Mobile Phone Number (CountryCode / Number)					
Authentication					
Current	Device Type	Physical OTP Token ()			
	Activation Status (Activation Date)	Active (2023.12.12)			
Next	Device Type	Physical OTP Token ()			
	Activation Status (Activation Date)	Inactive			
Lock Out		UNLOCKED			
Login Suspension					
Permitted SSO Service					
#	Service	Contracting Branch	Customer ID	User ID	Registration Date
1	GCMS Plus	Manila Branch			2016.08.15

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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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