

COMSUITE

OTP Token Activation Guide

Things to note

- 1 Please get any user first to apply Token Activation (please make sure there is an administrator to do Step 2)
(refer to **Page 3**)
- 2 Once Token Activation has been applied, please get an administrator to approve the request
(refer to **Page 5**)
- 3 Once the above steps have been done, please refer to one of the following:
 - For New User(s) – please proceed for Password Registration
 - For Existing User(s) – please proceed to login as per usual using the renewal token

OTP Token Activation — Waiting for Application

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26.Apr.2020 12:00 ■ [Expiration of electronic certificate is approaching](#)

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18.Apr.2020 12:00 [We launch new service](#)

11.Apr.2020 12:00 [\[Be careful!\] Spam mail reported](#)

09.Apr.2020 12:00 [Confirmation NO.0123456](#)

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28.Mar.2020 12:00 [We launch new service](#)

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16.Mar.2020 12:00 [Confirmation NO.7890234](#)

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12.Feb.2020 12:00 ■ [System maintenance schedule](#)

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To Do - Detail

COMSUIE Portal	Waiting for Application	Waiting for Approval	Rejected
Password Reset	-	1	-
OTP Token Activation	1	2	-

Select Menu Inquiry Go

OTP Token Activation: List ECM050601

Search Criteria

Status Waiting for Application

Waiting for Approval

Search

User List

All	COMSUIE Customer ID	COMSUIE User ID	COMSUIE User Name	OTP Token Serial Number	OTP Token Issued Date
<input checked="" type="checkbox"/>	A9999999	ADMIN01	George Sato	1234567890	2017.05.04
<input checked="" type="checkbox"/>	A7777999	ADMIN02	John Smith	1111N99902	2017.05.04
<input checked="" type="checkbox"/>	AAAAA	USER01	Maria Tris	1000N99903	2017.03.04
<input checked="" type="checkbox"/>	A9999999	USER02	Ken Suzuki	1111N99903	2017.05.04
<input checked="" type="checkbox"/>	36310001	USER03	Amy Li	1000N99905	2017.03.04

Apply

1 Login to COMSUIE and click on the number (e.g. 1) under To Do – Detail → OTP Token Activation → Waiting for Application

2 Select Waiting for Application

3 Click Search

4 Select the OTP Token device(s) to activate

5 Click Apply

• See next page

Apply & Confirm

[Top Page](#) Select Menu **Inquiry** Go

OTP Token Activation: Confirm ECM050602

Please confirm User List below.
· To proceed, click "Apply" button.

User List

COMSUIE Customer ID	COMSUIE User ID	COMSUIE User Name	OTP Token Serial Number	OTP Token Issued Date
A7777999	ADMIN02	John Smith	1111N99902	2017.05.04
AAAAAAAAA	USER01	Maria Tris	1000N99903	2017.03.04
36310001	USER03	Amy Li	1000N99905	2017.03.04

[Back to User List](#) **6**

6 Click to confirm

7 OTP Token Activation has been applied. Click on

[Top Page](#) **7** Select Menu **Inquiry** Go

OTP Token Activation: Result ECM050603

OTP Token Activation has been applied.

User List

COMSUIE Customer ID	COMSUIE User ID	COMSUIE User Name	OTP Token Serial Number	OTP Token Issued Date
A7777999	ADMIN02	John Smith	1111N99902	2017.05.04
AAAAAAAAA	USER01	Maria Tris	1000N99903	2017.03.04
36310001	USER03	Amy Li	1000N99905	2017.03.04

OTP Token Activation — Waiting for Approval

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12.Feb.2020 12:00 ■ [System maintenance schedule](#)

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To Do - Detail

COMSUITE Portal	Waiting for Application	Waiting for Approval	Rejected
Password Reset	-	1	-
OTP Token Activation	1	2	-

1 Login to COMSUITE and click on the number under (e.g. 2) To Do – Detail → OTP Token Activation → Waiting for Approval

2 Select Waiting for Approval

3 Click Search

4 Select the OTP Token device(s) to activate

5 Click Approve / Reject

- See next page

[Top Page](#) Select Menu Inquiry Go

OTP Token Activation: List ECM050601

Search Criteria

Status Waiting for Application

Waiting for Approval

Search

User List

	COMSUITE Customer ID	COMSUITE User ID	COMSUITE User Name	OTP Token Serial Number	OTP Token Issued Date	Applier User ID	Applied Date
<input checked="" type="checkbox"/>	A9999999	ADMIN01	George Sato	1234567890	2017.05.04	ADMIN01	2017.05.04
		ADMIN02	John Smith	1111N99902	2017.05.04		
<input checked="" type="checkbox"/>	AAAAA	USER01	Maria Tris	1000N99903	2017.03.04	ADMIN02	2017.03.04
<input checked="" type="checkbox"/>	A7777999	USER02	Ken Suzuki	1111N99903	2017.05.04	ADMIN02	2017.05.04
		USER03	Amy Li	1000N99905	2017.03.04		

Approve/Reject

Approve & Authentication

[Top Page](#) Select Menu **Inquiry**

OTP Token Activation: Confirm ECM050604

User List

COMSUIE Customer ID	COMSUIE User ID	COMSUIE User Name	OTP Token Serial Number	OTP Token Issued Date	Applier User ID	Applied Date
A9999999	ADMIN01	George Sato	1234567890	2017.05.04	ADMIN01	2017.05.04
	ADMIN02	John Smith	1111N99902	2017.05.04		
AAAAA	USER01	Maria Tris	1000N99903	2017.03.04	ADMIN02	2017.03.04

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

i. Press the "3"(SIGN) button of the OTP token.

ii. Enter the challenge code to the OTP token and press the "OK" button.

Challenge Code

iii. Enter the displayed code to the Transaction Authorization Code field.

Transaction Authorization Code **6**

Click the "Approve" button to finish transaction authorization.

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[Back to User List](#)

6 Enter Transaction Authorization Code
(refer to the instructions on the screen how to generate the code)

7 Click

8 Click to confirm

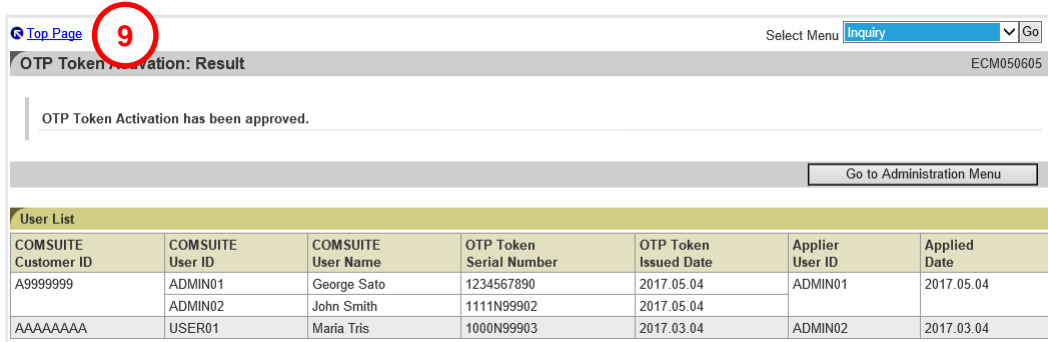
• See next page

Message from webpage

Are you sure you want to Approve?

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OTP Token Activation — Complete



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Select Menu Inquiry Go

OTP Token Activation: Result ECM050605

OTP Token Activation has been approved.

Go to Administration Menu

COMSUIE Customer ID	COMSUIE User ID	COMSUIE User Name	OTP Token Serial Number	OTP Token Issued Date	Applier User ID	Applied Date
A9999999	ADMIN01	George Sato	1234567890	2017.05.04	ADMIN01	2017.05.04
	ADMIN02	John Smith	1111N99902	2017.05.04		
AAAAA	USER01	Maria Tris	1000N99903	2017.03.04	ADMIN02	2017.03.04

9 OTP Token Activation has been approved. Click on [Top Page](#)

Note:

Once Token Activation has been approved, please refer to one of the following:

- For New User(s) – please proceed for Password Registration
- For Existing User(s) – please proceed to login as per usual using the renewal token