COMSUITE

Password Registration Guide

MUFG

Things to note

- For new user(s), please make sure that your OTP Token device(s) has / have been activated before referring to this guide

Password Registration — Authenticate
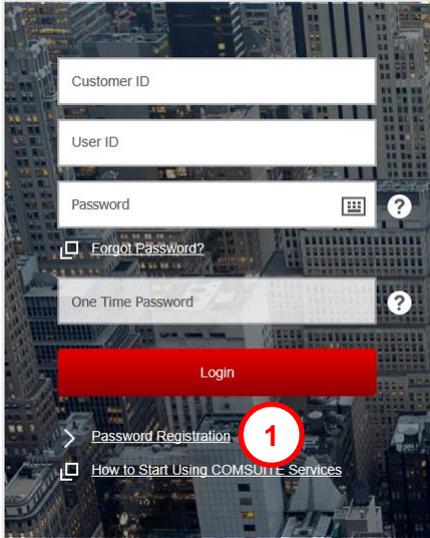
1 [Click here] to launch COMSUITE and click on [Password Registration]

2 Enter your Customer ID, User ID and One Time Password (OTP)
(press **1** LOGIN on your OTP Token device to generate OTP)

3 Click [Next]

● See next page

Note:

● If you encounter an error, please refer to Page 5

Password Registration

STEP1 : Authenticate	STEP2 : Input and Confirm

Customer ID	36557000
User ID	USER1
One Time Password (OTP)	••••••

[Next] [Clear]

‹ Back

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Password Registration — Input and Confirm

Password Registration

STEP1 : Authenticate	STEP2 : Input and Confirm

New Password **••••••••** (4) A

New Password (Confirmation) **••••••••**

(5) Submit | Clear
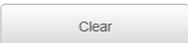
✓ **Password has been registered.**
Please click the "Go to Top Page" button.

(6) Go to Top Page

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4 Enter New Password and New Password (Confirmation)

5 Click **Submit**

6 Password has been registered. Click **Go to Top Page**

Note:

Click on ❓ A to see Password Rules

Password Policy

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1. Your passwords can contain the following three types of characters.

(i) Numbers 0 through 9
(ii) Alphabets A through Z and a through z (Note Passwors are case-sensitive)
(iii) Symbols such as ! # % & \' ( ) + - = ? _

2. Passwords must consist of 8 to 16 characters including all the three types of characters mentioned above.

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Login Failed

⚠	**Log-in failed. Please confirm the following.**
	In the case that Customer ID, User ID, Password or One Time Password is incorrect, you cannot log in. Please check the information you entered and try again.
	If you enter a wrong number four times, your account will be locked.
	If your OTP token has not been activated, you cannot log in. Please confirm with your administrator.

OK ①

1 Click [OK] & try to login again (go back to Page 3)

Note:

● If you have entered your login credentials correctly but have been inactive for more than 3 months or the same error appears again, please try to login again (at least 2 – 3 more times) until you get prompted for OTP Token Synchronization screen

(refer to next page for synchronization steps)

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OTP Token Synchronization

Time correction

After entering the two OTP, click OK button.
Please login again when the login screen is displayed.

| OTP1 | ****** | ① |
| OTP2 | ****** | ② |

③ **OK**

1 Enter OTP1
(press ① LOGIN on your OTP Token device to generate OTP)

2 Enter OTP2
(press ① LOGIN on your OTP Token device again to generate OTP – please make sure the 2nd OTP is different)

3 Press **OK** to complete the synchronization & please login one more time

(go back to **Page 2** for login instructions)

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