COMSUITE

Password Reset Guide

MUFG Bank, Ltd.
A member of MUFG, a global financial group

Things to note

- If you have been locked out or unable to login after trying for more than three (3) times, please refer to the following:

1. Please get any user first to apply Password Reset on your behalf (please make sure there is an administrator to do Step 2)

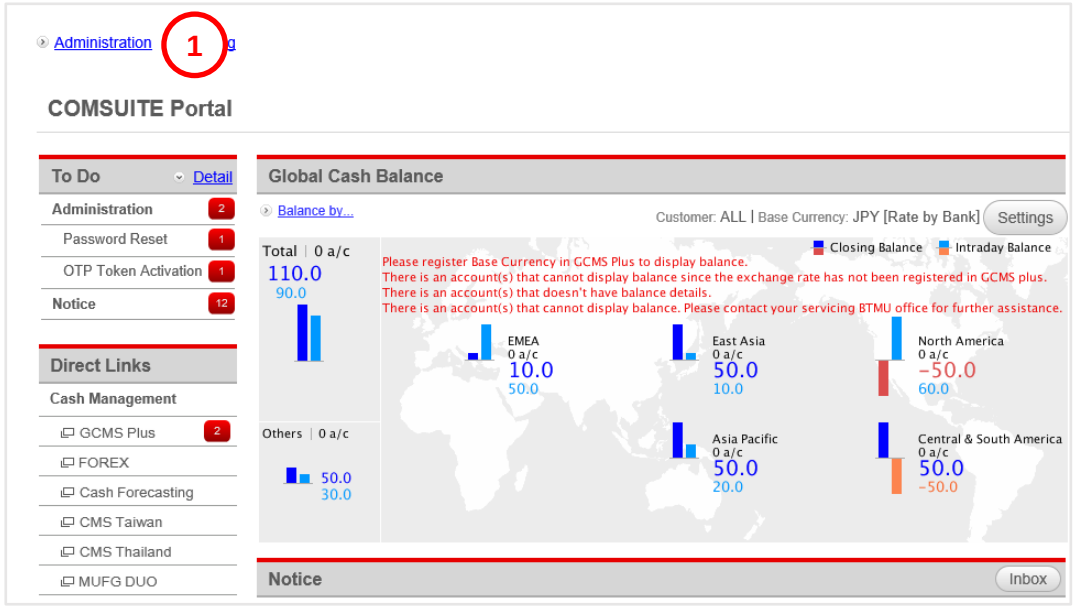
   (refer to Page 3)

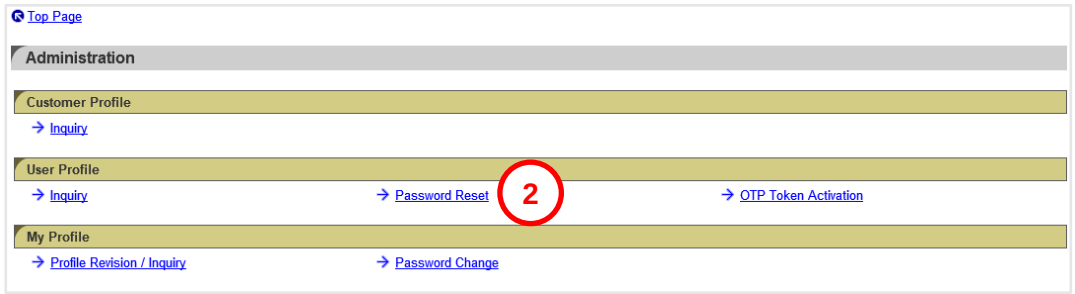
2. Once Password Reset has been applied, please get an administrator to approve the request

   (refer to Page 6)

3. Once Password Reset has been approved, please proceed for Password Registration

Administration — Password Reset



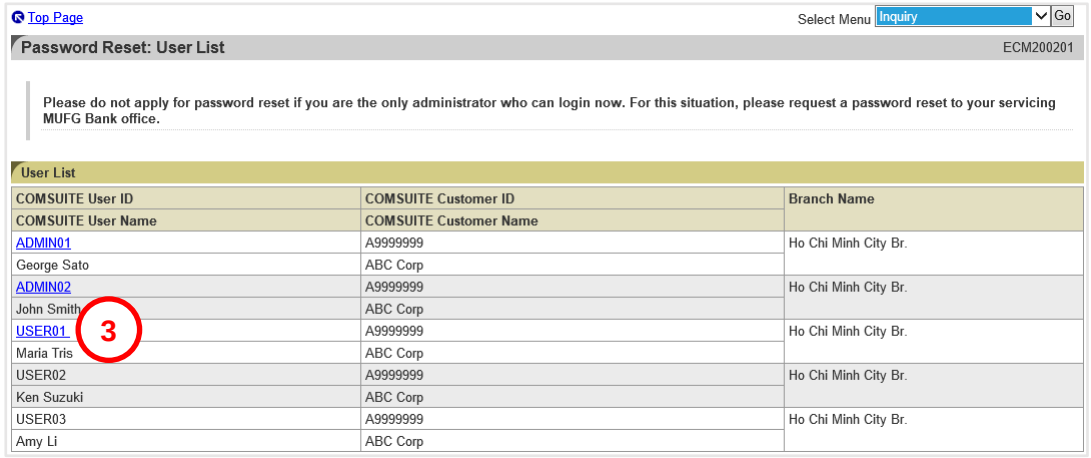


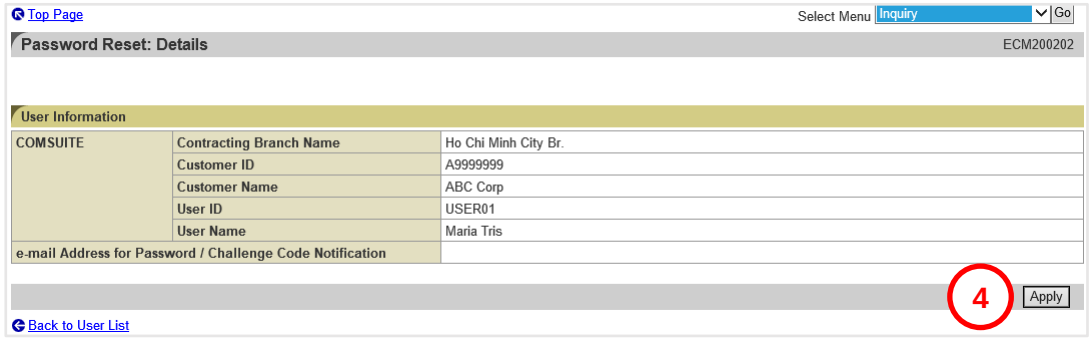
1 Login to COMSUITE & click on Administration

2 Click on Password Reset

- See next page

Select User



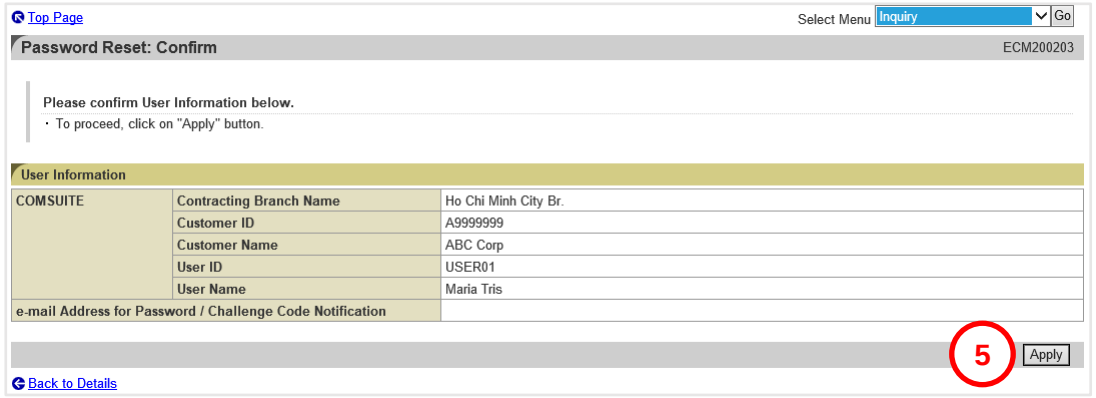


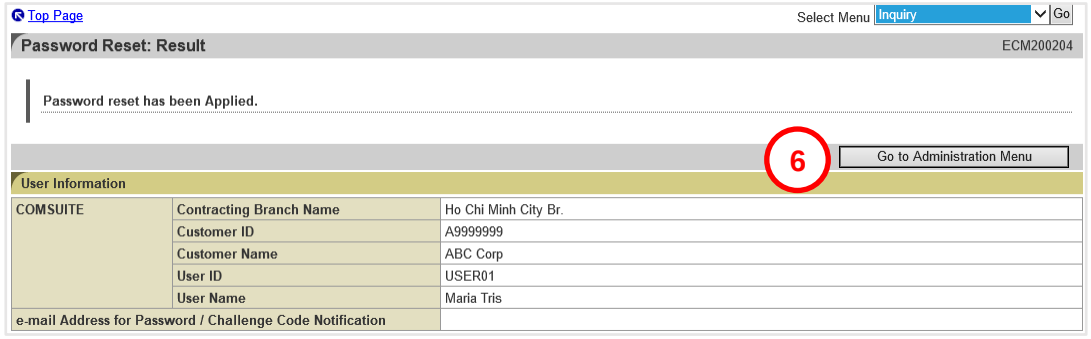
3 Click on the User ID (e.g. USER01) to select a user

4 Click Apply

- See next page

Apply & Confirm



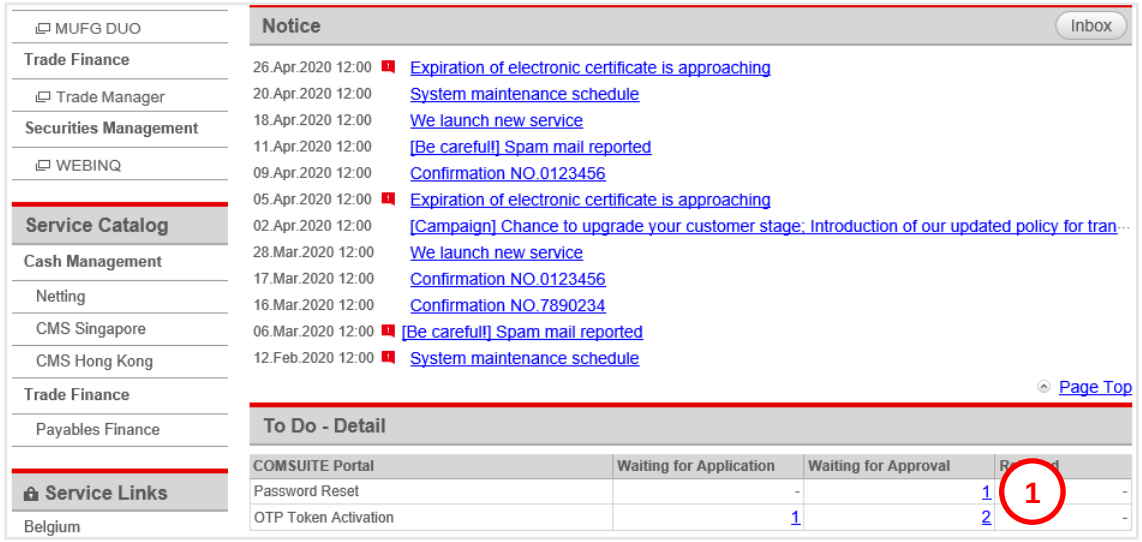


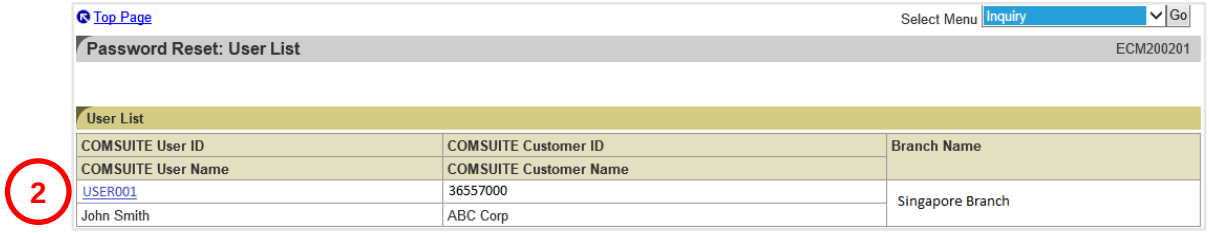
5 Click Apply to confirm

6 Password Reset has been applied. Click Go to Administration Menu

- Go back to Page 3 to apply a password reset for another user (if any)

Password Reset — Waiting for Approval



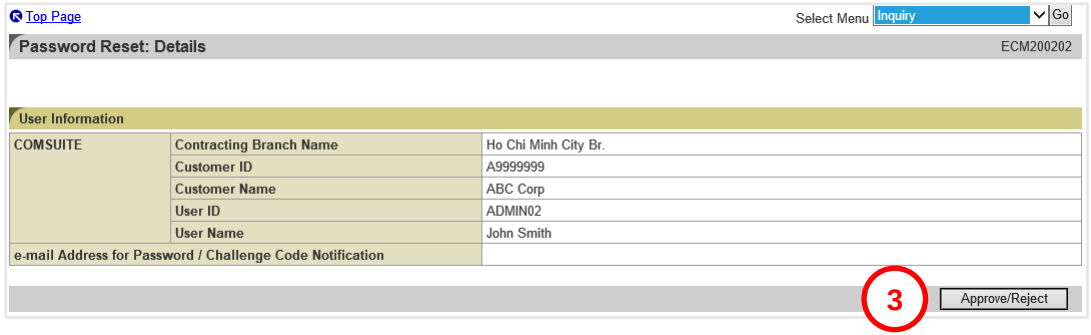


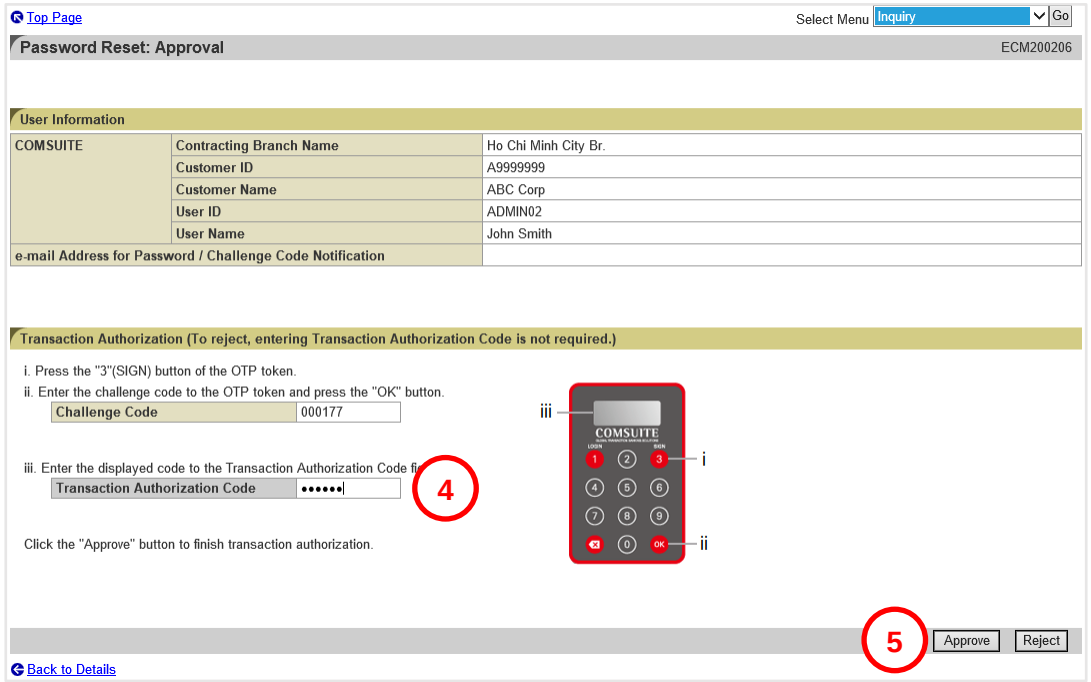
1 Login to COMSUITE and click on the number (e.g. 1) under To Do – Detail → Password Reset → Waiting for Approval

2 Click on the User ID (e.g. USER001) to select a user

- See next page

Approve & Authenticate





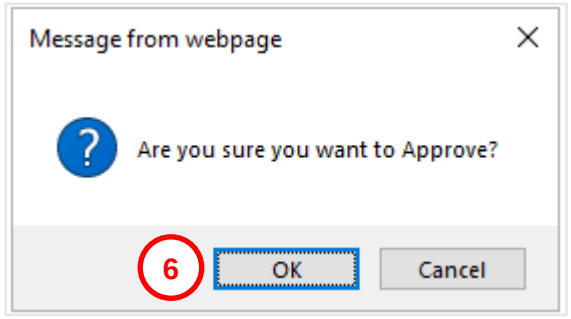
3 Click Approve / Reject

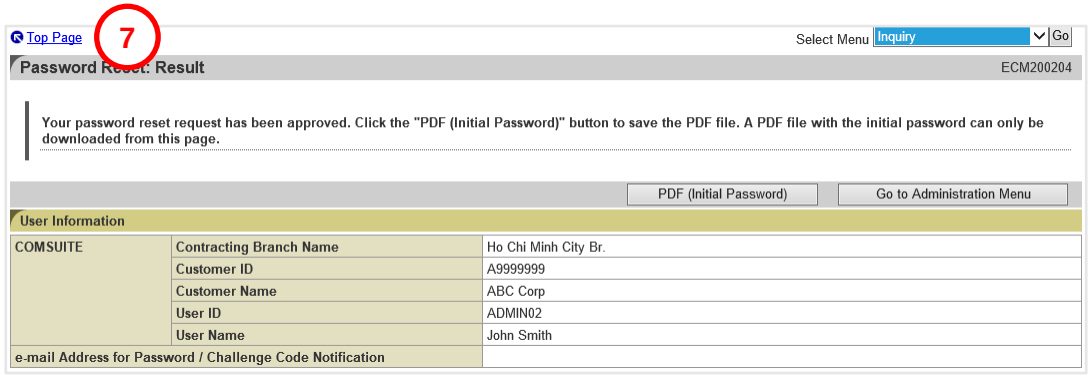
4 Enter Transaction Authorization Code
(refer to the instructions on the screen how to generate the code)

5 Click Approve

- See next page

Password Reset — Complete





6 Click OK to confirm

7 Password Reset has been approved. Click on Top Page

- Go back to Page 6 to approve a password reset for another user (if any)

Note:

- Once Password Reset has been approved. The user(s) can proceed to register new password