COMSUITE

OTP Token Request / Reset







Things to note

• OTP Token Request / Reset requires one (1) Administrator only



Administration — OTP Token Request / Reset



Administration		
Customer Profile		
→ Inquiry		
User Profile		
→ Inquiry	→ Password Reset	→ Physical OTP Token Activation
→ <u>OTP Token Request / Reset</u> 2		
My Profile		
→ Revision / Inquiry	→ Password Change	

- 1 Login to COMSUITE & click on <u>Administration</u>
- 2 Click on OTP Token Request / Reset
- See next page



OTP Token Request / Reset – Request Type

	C Top F	Page			Select Menu In	quiry 🗸 Go	4	Salact Paguast Type (see Note below for	
	ОТР	Token Request / Reset: List				ECM130101	- 1	Select Request Type (see Note below for	
	Ple	ease check if the Mobile Phone Numbe	er and e-mail Address are corr	ect. If not, please ask the user to	submit the correct information or	n My Profile in order to proceed.	2	Click Search	
	Searc	h Criteria					2	Soloct Lisor(s)	
	Reque	st Type	Mobile OTP Token Re	equest	<u> </u>	\frown	3	Select User(s)	
			Mobile OTP Token Re Physical OTP Token Re Mobile OTP Token Re	quest Request set		2 Search	4	Click Approve	
	User L	List	Mobile Phone Numbe	r and e-mail Address Update for auth	nentication				
		Request Type	COMSUITE User ID	COMSUITE User Name	e-mail Address	Mobile Phone Number	-	See next nego	
-	~	Mobile OTP Token Request	8680167	www.www.www.www.www	jz*****yk@ykzztkyvz.wz.oc		•	 See next page 	
~		Mobile OTP Token Request	9580000	www.www.www.www.www.www.www.www.www.ww	w.**kk@ykzztkyvz.wz.oc				
3]	~	Mobile OTP Token Request	LITA	www.www.www.www.www.www.www.www.www.ww	V y**k@ykzztkyvz.wzj.zk				
		Mobile OTP Token Request SAITO WWWWWWWWW uk*******jz@ykz		uk******jz@ykzztkyvz.wzj.zk	(+65)****5678	Note:			
						4 Approve	-	Mahila OTD Takan Dagat ta raast Mahil	

details)

- Mobile OTP Token Reset to reset Mobile OTP Token 6-digit PIN for the user
- Physical OTP Token Request to switch back to Physical Token (please take note the user must remove his/ her mobile number in COMSUITE first. Refer to on how the user can remove his/ her mobile number)

changed his/her Mobile Number and/or email Address

• Mobile Phone Number and e-mail Address Update for authentication - if the user has



Page 6

Confirmation

OTP Token Request / Reset: Confirm ECM130102 Please confirm the User(s) below						 Enter Transaction Authorization Code (refer to the instructions on the screen how to generate the code) 					
	button.				2	Click	Confirm				
User List											
Request Type	COMSUITE User ID	COMSUITE User Name	e-mail Address	Mobile Phone Number		<u></u>					
Mobile OTP Token Request	SAITO	www.www.www	uk******jz@ykzztkyvz.wzj.zk	(+65)****5678	3	Click	OK				
Transaction Authorization					•	Requ	est / Reset completed				
i. Press the "3"(SIGN) button of the	e OTP token.)TP token and press the "OK" b	utton.									
Challenge Code		01007	8	iii -							
iii. Enter the displayed code to the T	ransaction Authorization Code	field.	\frown	COMSUITE							
Transaction Authorizatio	n Code		(1)	1 ② 3 −−i							
Click the "Confirm" button to finish	transaction authorization.		U	 ④ ⑤ ⑥ ⑦ ⑥ ⑨ ■ ⑩ ∞							
				Ŭ							
rmb.e.ebusiness.bk	.mufg.jp says										
Are you sure you wan	t to Approve?										

Cancel

OK

3



Mobile Phone Number and e-mail Address Update for authentication



C Top Page		
Administration		
Customer Profile		
→ Inquiry		
User Profile		
→ <u>Inquiry</u>	→ Password Reset	Physical OTP Token Activation
→ OTP Token Request / Reset		
My Profile		
$\rightarrow \frac{\text{Revision / Inquiry}}{2}$	→ Password Change	

- Login to COMSUITE & click on <u>Administration</u>
 Click on <u>Revision / Inquiry</u>
- See next page



Mobile Phone Number and e-mail Address Update for authentication

C Top Page					Select Me	nu Inquiry	✓ Go	1	Ente
My Profile Revision / Inquiry: Entry							ECM060101	•	
								2	Ente
User Profile								-	
COMSUITE	User ID		SUZUKI						- ··· ·
	User Name	;	SUZUKI					3	Click
	Administra	ator	Yes	\sim					
e-mail Addre	ss		suzuki@)gmail.com					
e-mail Notification for Approval Flow									
e-mail Addre Notification	ss for Passwo	ord / Challenge Code				~			
Mobile Phone	e Number (Co	untryCode / Number)	(+ 65) 98765432		2			
Permitted S	SO Service								
# Service		Contracting Branch		Customer ID	User ID	Registration [Date		
1 GCMS P	lus	Singapore Branch		36552062	SUZUKI	2020.04.15			
L L						3 0	K Cancel Reset		

- er e-mail Address
- er Mobile Phone Number
- k OK

