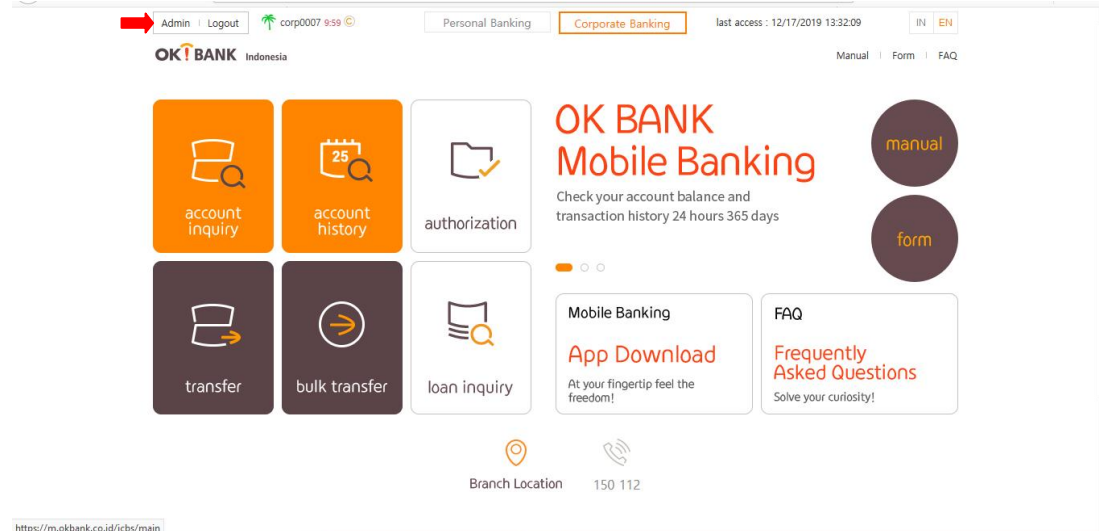
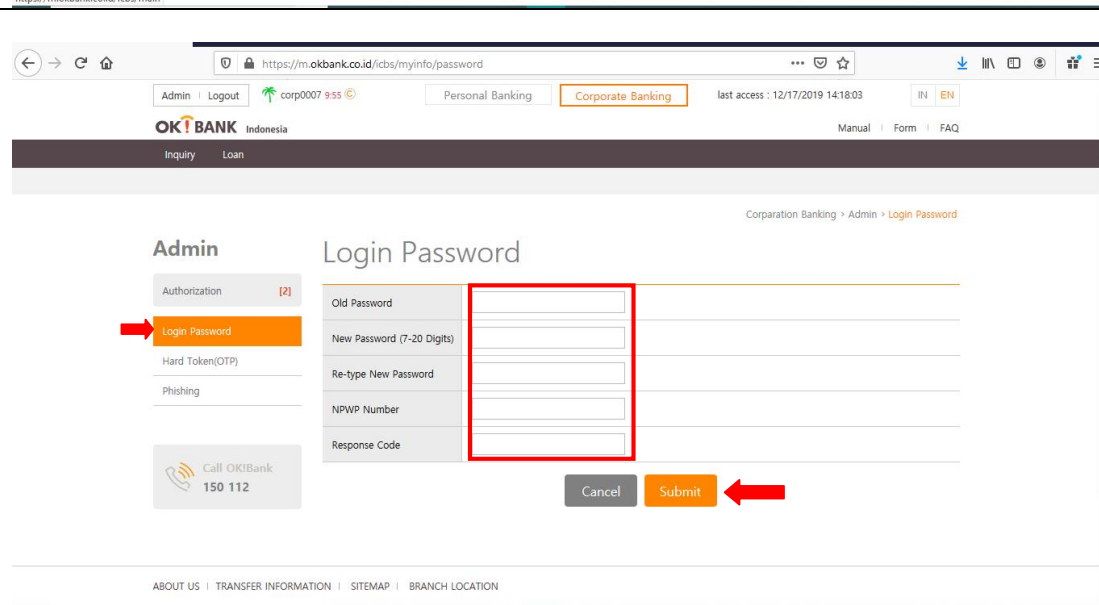


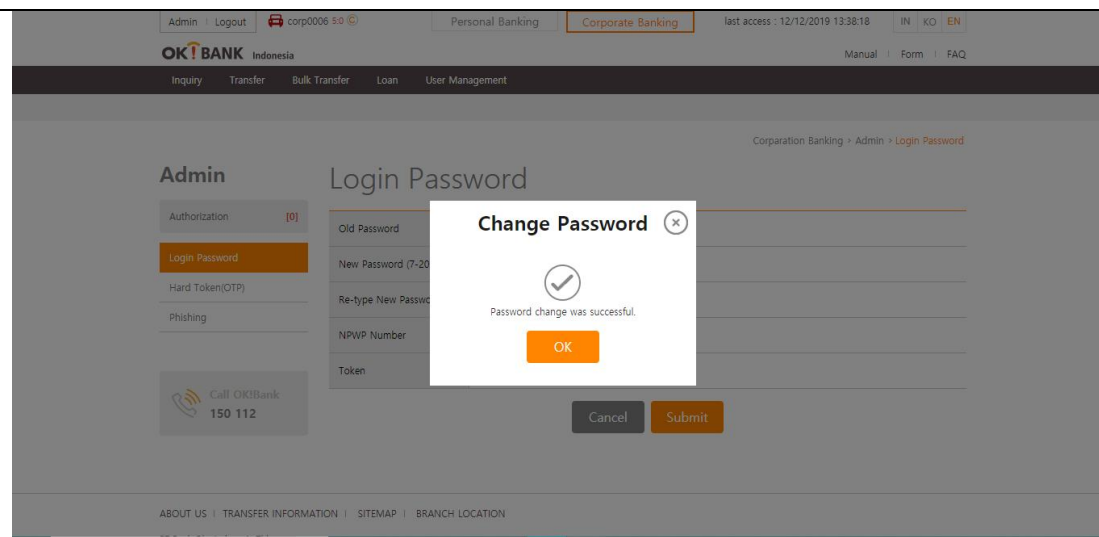
Change Login Password (Operator, Approver, & Administrator)



1. Click "Admin" to change login password

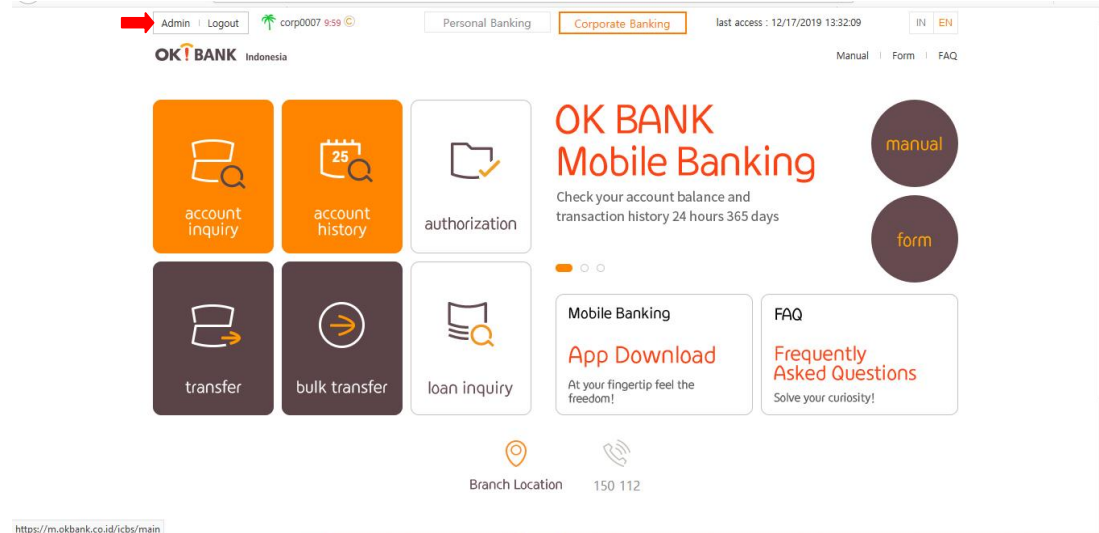


2. Click Login Password Menu
3. Enter Old Password
4. Enter New Password 2 times
5. Enter Company's NPWP Number
6. Enter Response Code from Hard token
7. Click "Submit"

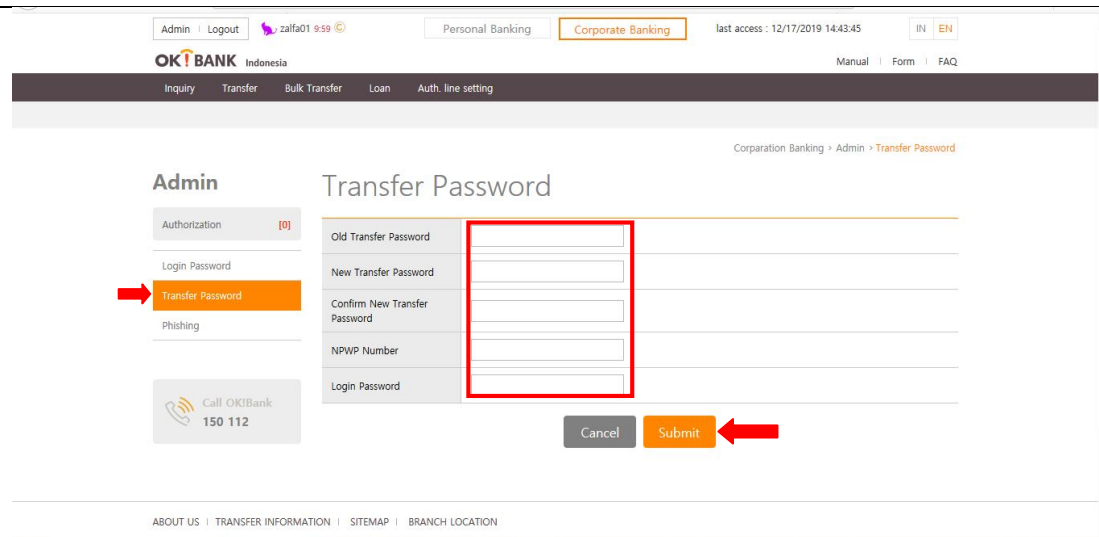


8. Login Password Change Succeed

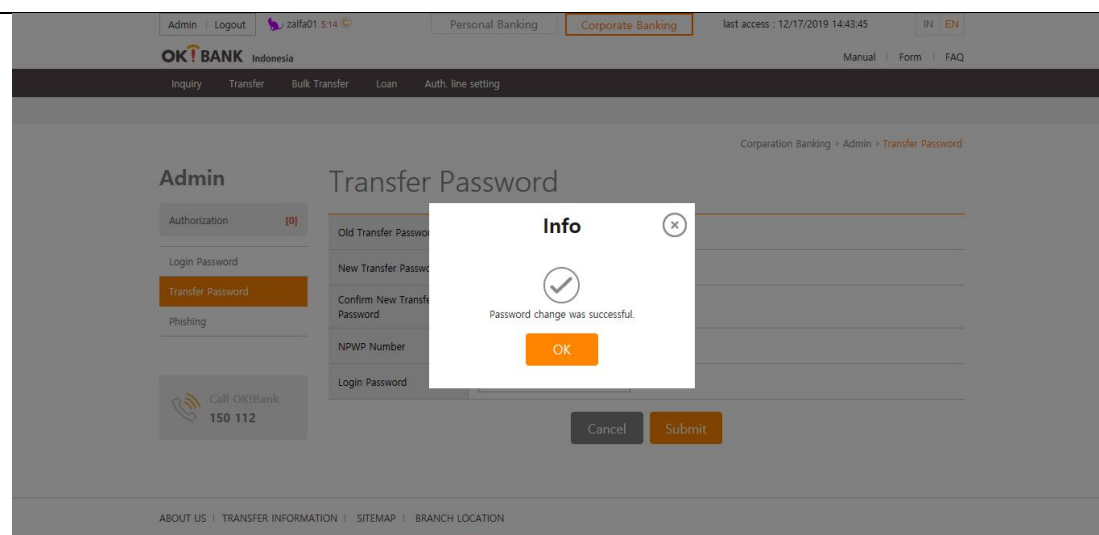
ChangeTransfer Password (Operator)



1. Click "Admin" to change Transfer Password

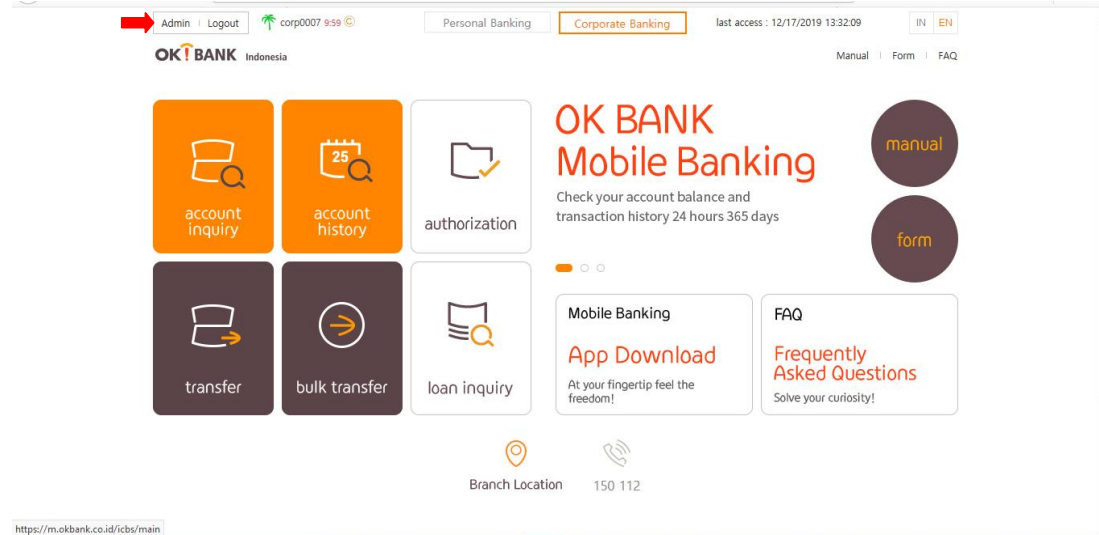


2. Click Transfer Password Menu
3. Enter Old Transfer Password
4. Enter New Transfer Password 2 times
5. Enter Company's NPWP Number
6. Enter Login Password
7. Click "Submit"

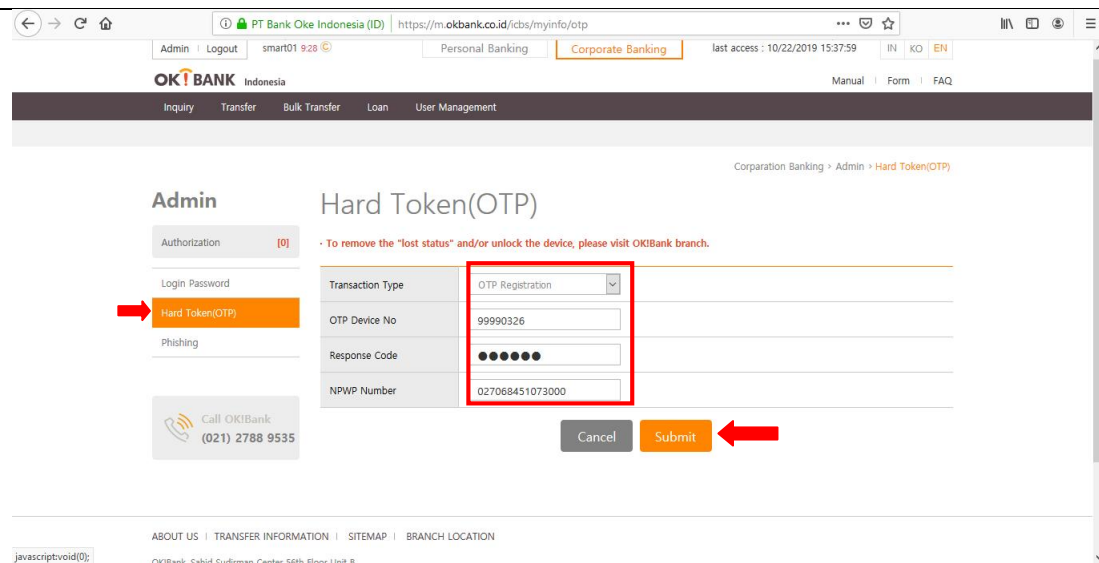


8. Changing Transfer Password Succeed

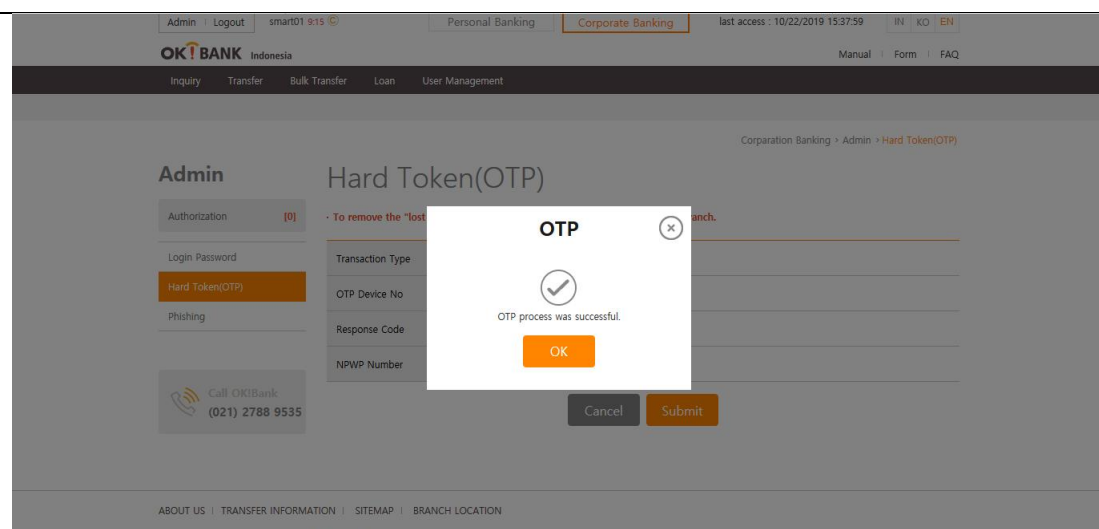
Registering Hard token (Approver & Administrator)



1. Click "Admin" to registering Hard token

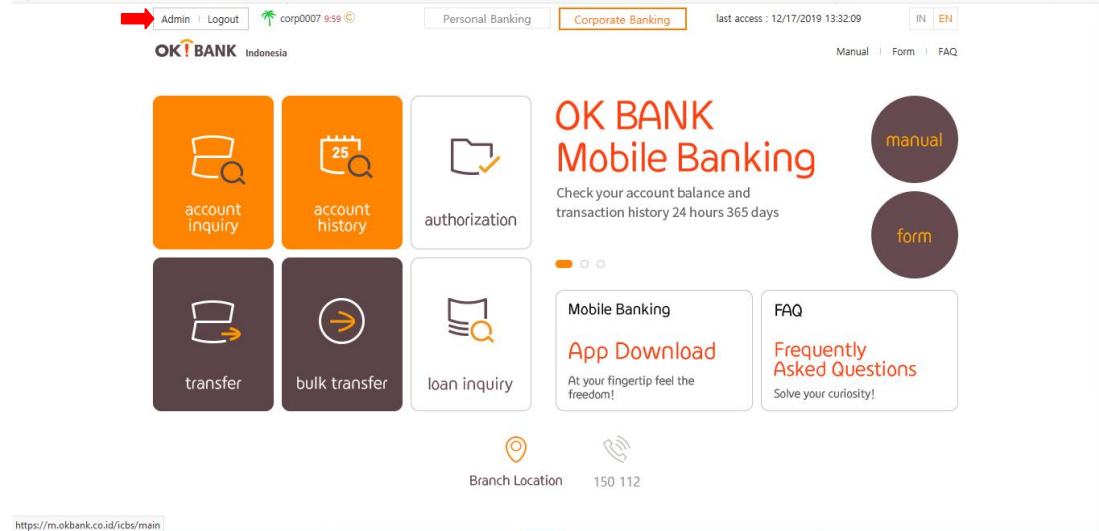


2. Click Hard token Menu
3. Choose "OTP Registration" on Transaction Type
4. Enter Hard token serial number
5. Enter Response Code from Hard token
6. Enter Company's NPWP Number
7. Click "Submit"

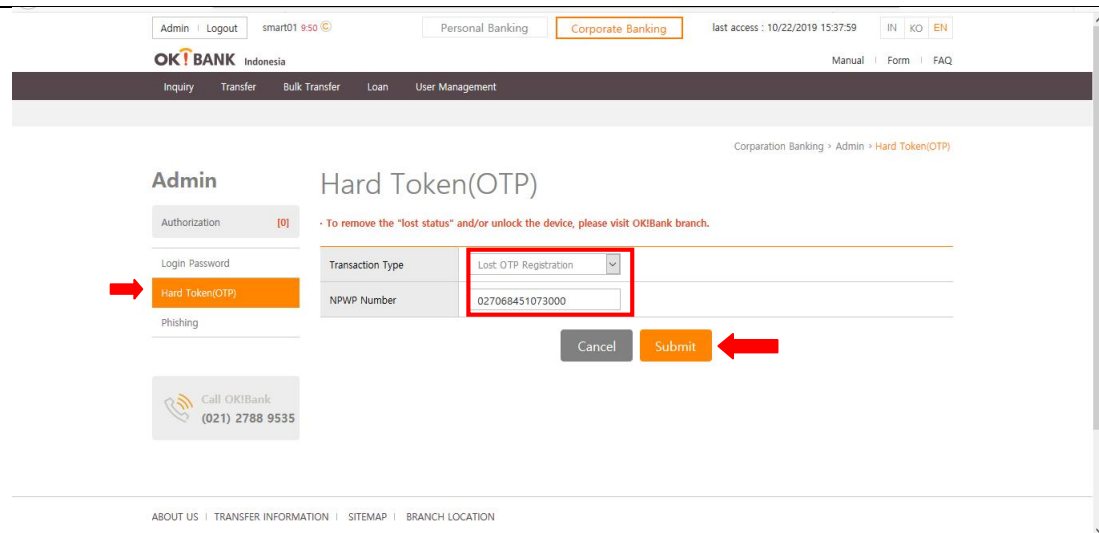


8. Registering Hard token Succeed

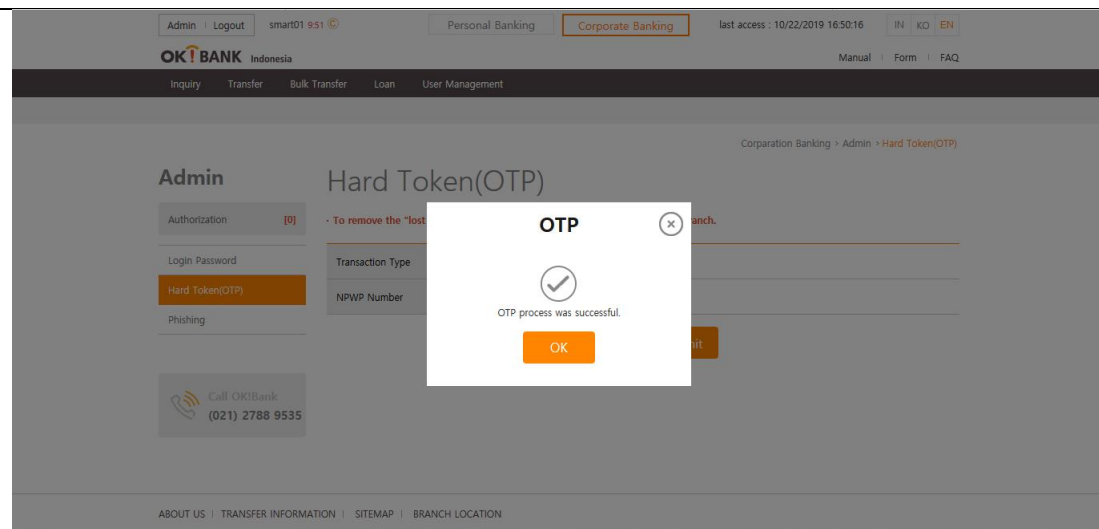
Blocking Hard token (Approver & Administrator)



1. Click "Admin" to block Hard token

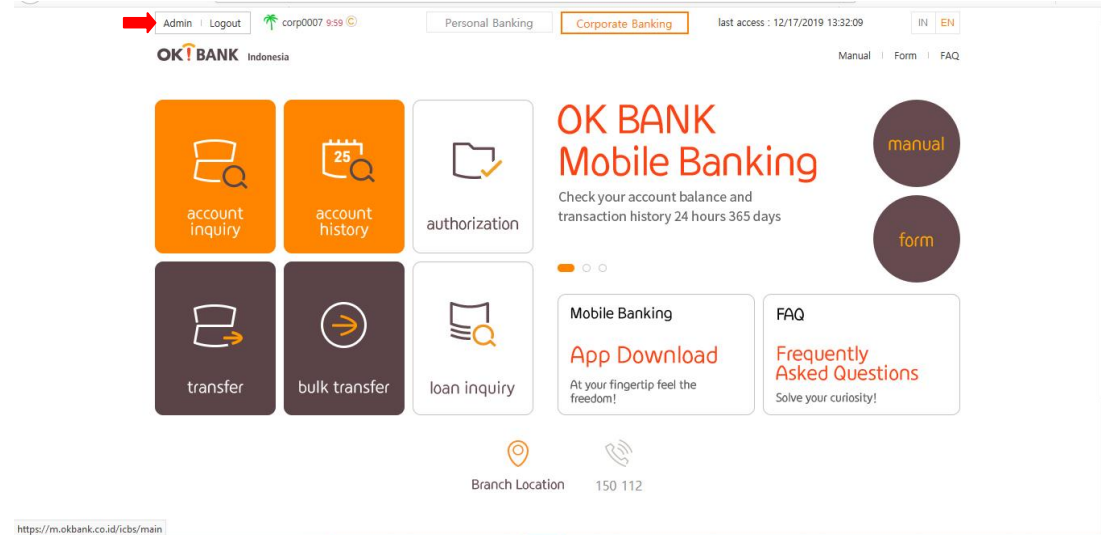


2. Click Hard token Menu
3. Choose "Lost OTP Registration" in Transaction Type
4. Enter Company's NPWP Number
5. Click "Submit"

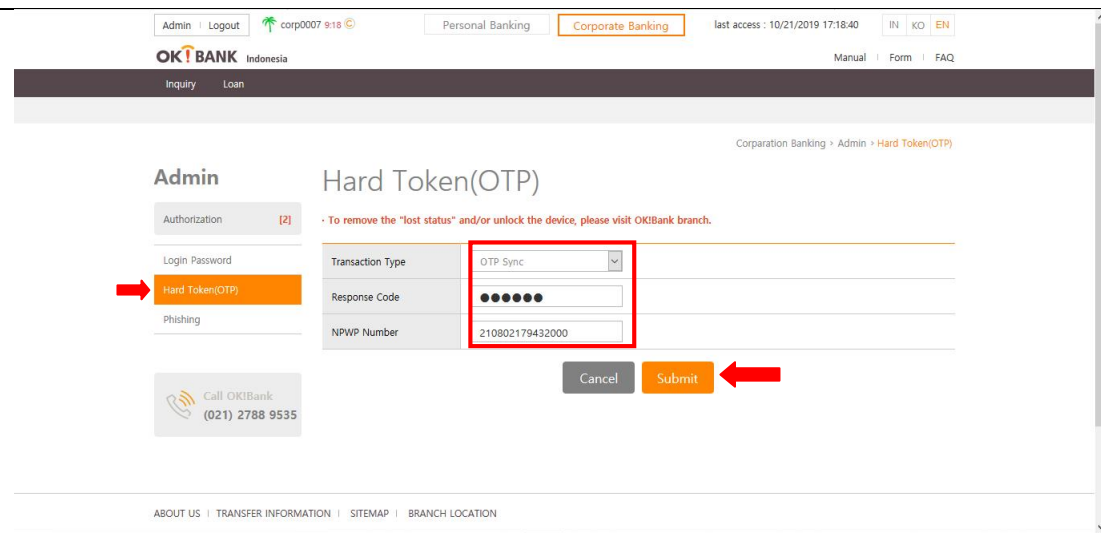


6. Blocking Hard token Succeed

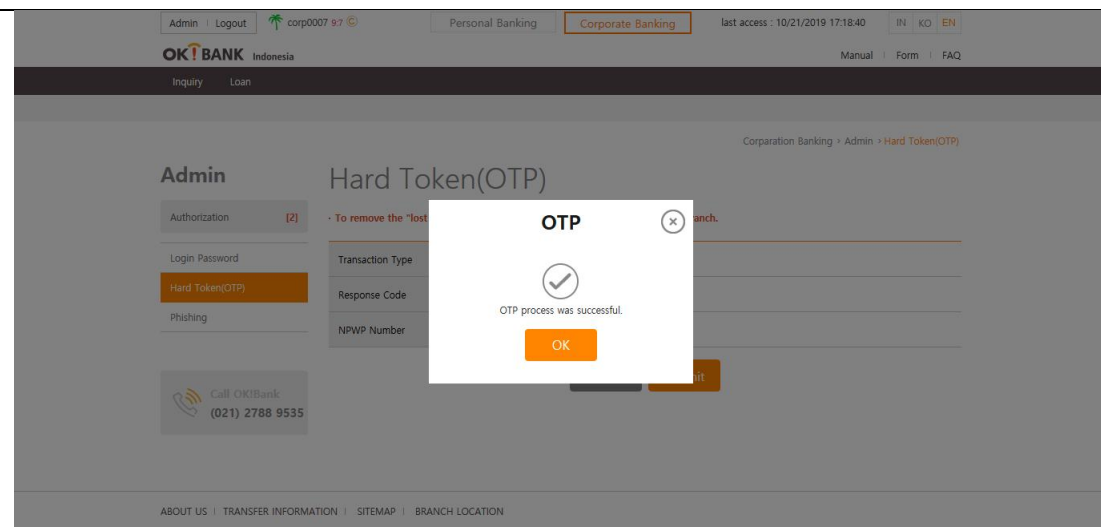
Synchronizing Hard token (Approver & Administrator)



1. Click "Admin" to synchronizing Hard token

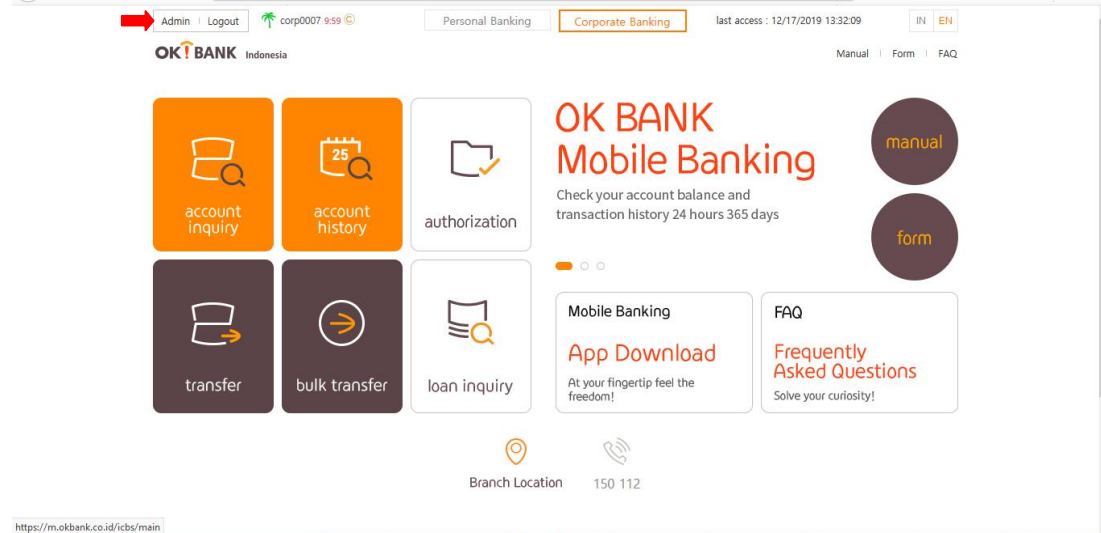


2. Click Hard token Menu
3. Choose "OTP Sync" in Transaction Type
4. Enter Response Code from Hard token
5. Enter Company's NPWP Number
6. Click "Submit"

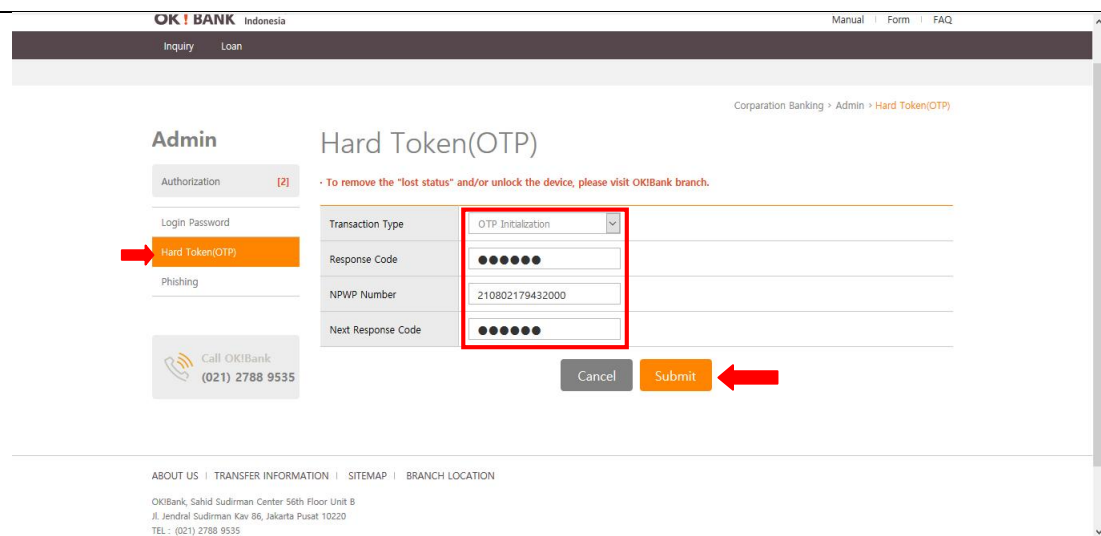


7. Synchronizing Hard token Succeed

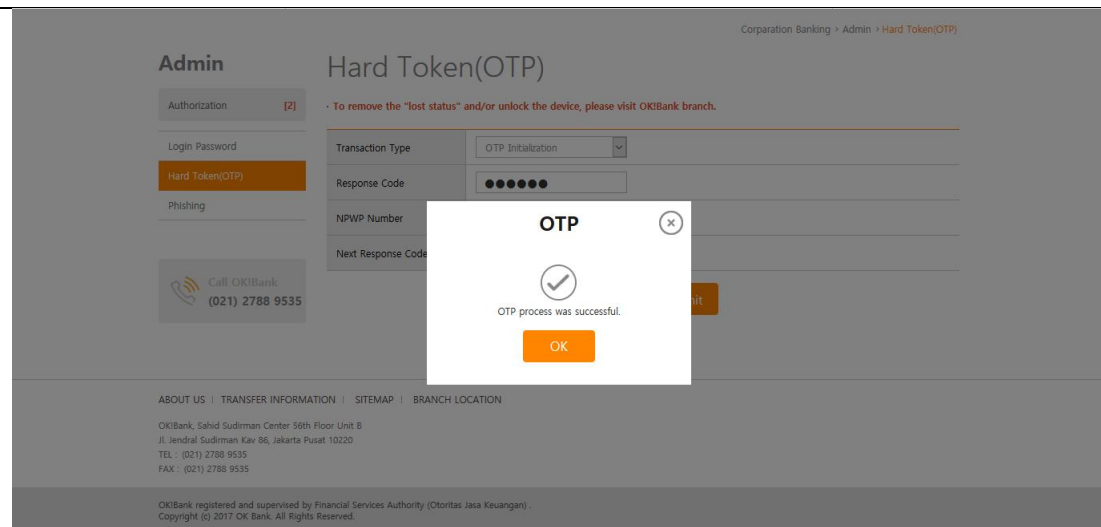
initialize Hard token (Approver & Administrator)



1. Click “Admin” to initialization Hard token

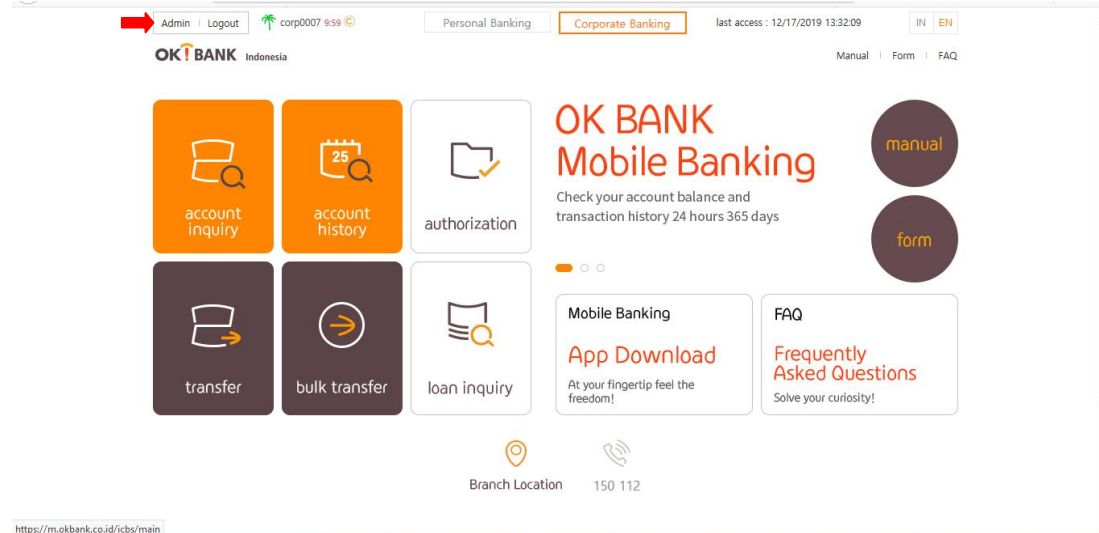


2. Click Hard token Menu
3. Choose “OTP Initialization” in Transaction Type
4. Enter Response Code from Hard token
5. Enter Company’s NPWP number
6. Enter next Response Code
7. Click “Submit”

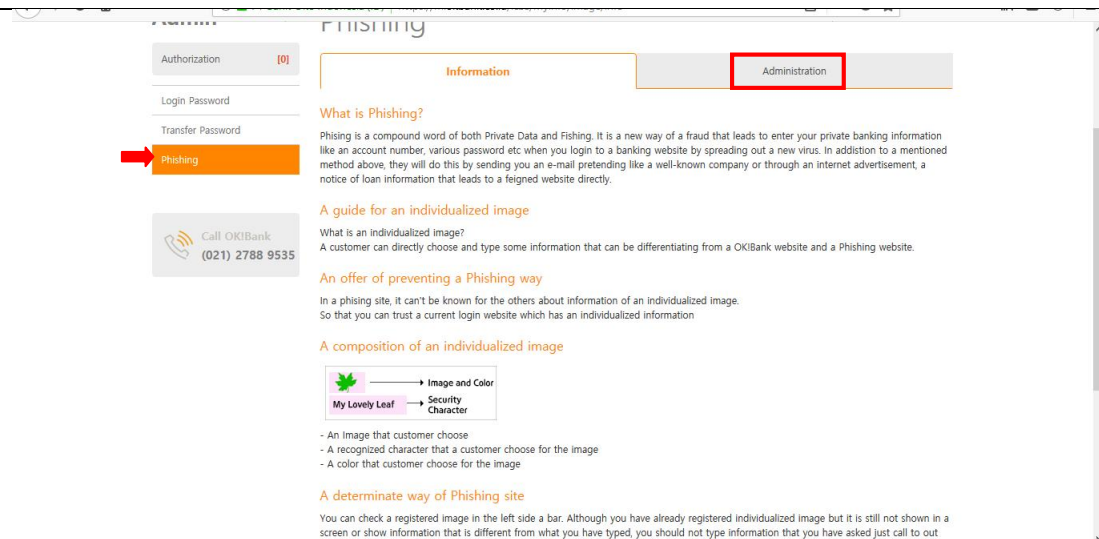


8. Initialization Hard token succeed

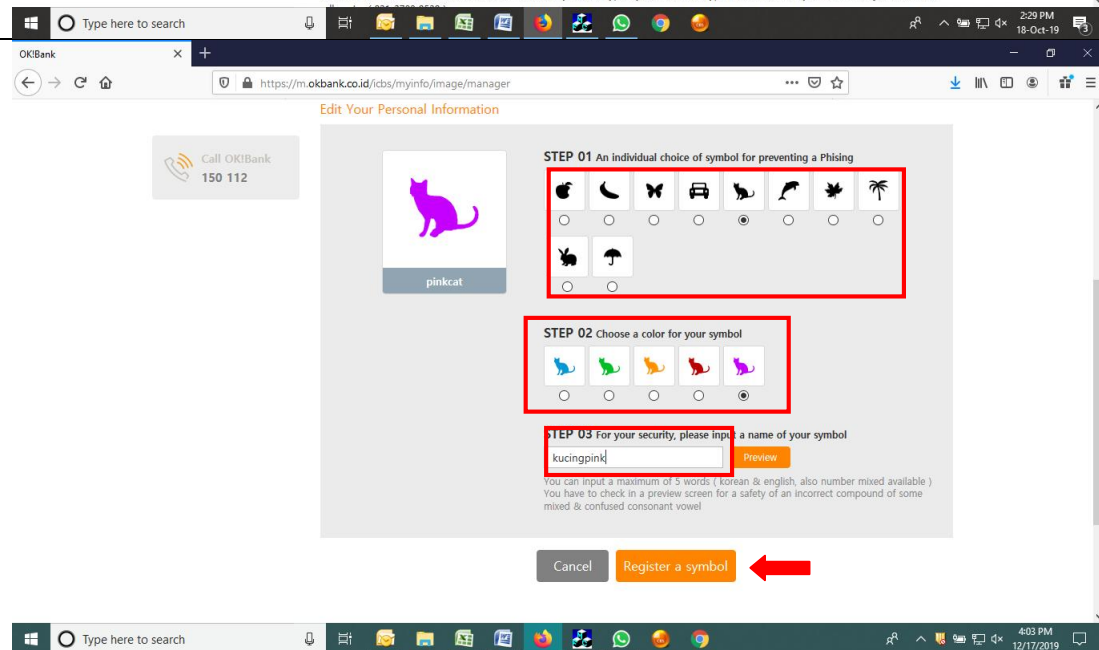
Registering anti phishing image (Operator, Approver & Administrator)



1. Click "Admin" to registering anti phishing image



2. Click Phishing Menu
3. Choose Administration Tab



4. Choose Image
5. Choose Image colour
6. Enter symbol name
7. Click "Register a symbol"