Chapter 5 Administration - My Profile

5-1 My Profile
5-1-1 Inquiry/Revision
5-2 Password Change
5-2-1 Change



5-1 My Profile

5-1-1 Inquiry/Revision

This section describes how to inquire about and revise user's own information.

<u>Steps</u>

1. Select the Menu.

MUFG	COMSULT GLOBAL TRANSACTION BANKING SOLUTI	Cons Cons	Contact Us	Print Page Logout SWCUST02 Name [SWCUST02] User200Name MUFG Bank
	Date: 2022.07.06 17:19 [JPN]			
C Top Page				
Administration				
Customer Desfile				
- Inquiry				
- <u>inquiry</u>				
User Profile				
→ Inquiry		Password Reset		
→ Physical OTP Token Activa	ation -			
My Profile				
→ Revision / Inquiry		Password Change		
© Top Page		·	Copyright © ML	JFG Bank, Ltd. All rights reserved.
[Administration] menu page				

(1) On top page, select the [Administration] link.



(2) [Administration] menu is displayed. Select [Revision / Inquiry] from [My Profile] section.

2. Confirm/Revise the contents.

O M	IUFG			5 1 41	1 Help	Contact Us	Print Page Logout SWCUST02 Name [SWCUST02] User200Name
		Date: 2022.07.06 17:47 [J	PN]				MUFG Bank
C Top Page					Selec	t Menu Inquiry	✔ Go
My Profile	Revision / In	quiry: Entry					ECM060101
User Profile							
COMSUITE	User ID		User20	00			
User Name		User20	00Name				
	Administrato	r	Yes				
e-mail Addres	55		User2	User200@SWCUST02.com			
e-mail Notific	ation for Approv	al Flow	0				
e-mail Addres	ss for Password	/ Challenge Code					
Mobile Phone Number (CountryCode / Number)		(* 81) 1234567890				
Description of \$1	C Familes						
# Service	C	ontracting Branch		Customer ID	User	ID Reg	istration Date
1 GCMS PI	us J	apan		SWCUST02	User2	2022	2.06.21
							OK Cancel Reset
C Top Page						Copyright @ ML	JFG Bank, Ltd. All rights reserved.
[My Profile Revision / Inquiry: Entry] page							

(1) Confirm the contents.



End of Revision



Screen Field Description

Field	Description	Remarks
User Profile		
COMSUITE	COMSUITE	
User ID	Displays User ID.	
User Name	Displays User Name.	
Administrator	Displays whether the user is Administrator or User.	Displays one of the following:Yes: Administratorblank: User
e-mail Address	Enter an e-mail address.	Max. of 100 alphanumeric characters This address is used to receive the notifications that are listed in "INT 1-2-6 E-mail/SMS Notification Feature". (Depending on the contract, the field cannot be changed.)
e-mail Notification for Approval Flow	Tick the checkbox to receive the e-mail notification for the approval flow.	 Displays one of the following: ticked: Receive the e-mail notification unticked: Do not receive the e-mail notification
e-mail Address for Password / Challenge Code Notification	Displays the e-mail address for password/challenge code notification.	This address is used to receive the password or challenge code. (Applicable for users who are notified of the password or challenge code via e-mail.)
Mobile Phone Number (CountryCode / Number)	Displays your mobile number.	Customers using mobile OTP tokens will receive a Passcode Notice (SMS) to this phone number at initial authentication.
Permitted SSO Service		
Service	Displays available services.	
Contracting Branch	Displays Contracting Branch of each service.	
Customer ID	Displays Customer ID for each service.	
User ID	Displays User ID for each service.	
Registration Date	Displays the initial registration date of each service.	



5-2 Password Change

5-2-1 Change

T This section describes how to change the user's own password.

<u>Steps</u>

1. Select the Menu.

• MUFG	COMSUITE GLOBAL TRANSACTION BANKING SOLUTIONS	(† <u>Help</u>	Contact Us	Print Page Logout SWCUST02 Name [SWCUST02] User200Name MUFG Bank
	Date: 2022.07.06 17:19 [JPN]			
C Top Page				
Administration				
Customer Profile				
→ Inquiry.				
User Profile				
→ Inquiry	→ Passwor	d Reset		
→ Physical OTP Token Activity	ation	→ <u>OTP Token Request / Reset</u>		
My Profile				
→ <u>Revision / Inquiry</u>	→ Passwor	d Change		
C Top Page			Copyright © MU	FG Bank, Ltd. All rights reserved.
[Administration] menu page				

2. Change the password.

Password Change		SS011
Current Password		
New Password		Ш
New Password (Confirmation)		=
Next	Clear	Cancel

(1) On top page, select the [Administration] link.



- (2) [Administration] menu is displayed. Select [Password Change] from [My Profile] section.
- (1) Enter the password you are using now in [Current Password] field.
- (2) Enter the new password to set in [New Password] and [New Password (confirmation)] fields.

For details of each field, see the following "Screen Field Description".

(3) Click on [Next] button.



As a security measure, a software keyboard can be used to enter the passwords.

Click on in the password entry field to display the keyboard.



Screen Field Description

Field	Description	Remarks
Current Password	Enter the password currently used.	
New Password	Enter the new password to set.	Note:
New Password(confirmation)	Enter the new password to set again.	 Three types of characters can be used for the password: (1) numbers 0-9, (2) alphabets A-Z and a-z (case-sensitive), and (3) symbols (! # \$ % & () + - = ? @ _) Create a password of 8 to 16 characters including all the three types of characters. The new password must be different from the current password and any of the last three passwords used.

3. The results are displayed.

MUFG COMSUITE			
Password has been changed.	SS011006		
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[Password Change Result] page			

- (1) Confirm the results.
- (2) Click on [OK] button. You will be taken back to COMSUITE Portal Top Page.

End of Password Change

