Chapter 4 Administration - User Profile

- 4-1 User Information
 - 4-1-1 Inquiry
 - 4-1-2 Screen Field Description
- 4-2 Password Reset
 - 4-2-1 Applying for Password Reset
 - 4-2-2 Approval/Rejection
 - 4-2-3 Screen Field Description
 - 4-2-4 Password Registration
- 4-3 Physical OTP Token Activation
 - 4-3-1 Application
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 - 4-3-3 Screen Field Description
- 4-4 OTP Token Request / Reset
 - 4-4-1 OTP Token Type Change / Initialization and Mobile Number/E-mail Address Update
 - 4-4-2 Screen Field Description



4-1 User Information

4-1-1 Inquiry

This section describes how to inquire about user information.

<u>Steps</u>

Г

1. Select the Menu.

• MUFG	COMSUITE GLOBAL TRANSACTION BANKING SOLUTIONS	1 Help	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.						
Liser Profile						
User Frome						
\rightarrow Inquiry	→ Pas	sword Reset				
→ Physical OTP Token Active	ation → OTE	P Token Request / Re	set			
My Profile						
→ Revision / Inquiry.	→ Pas	sword Change				
© Top Page			Copyright © MU	FG Bank, Ltd. All rights reserved.		
[Administration] menu page						

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



- (2) [Administration] menu is displayed. Select [Inquiry] from [User Profile] section.
- (1) Enter the search criteria.

For details of each field, see the following "Search Criteria Description".

(2) Click on [Search] button.

• M	UFG			O Help	Contact Us Prin	ABC Corp (A9999999) George Sato
		Date: 2017.05.15 11:35 [JP	Nj			Bank of Tokyo-Mitsubishi UFJ
C Top Page				ŝ	Select Menu Inquiry	✓ Go
User Profil	e Inquiry: Lis	t				ECM050301
Search Crite	ria (Data Retent	ion Period: 6 months)				
COMSUITE	User ID					
	User Name					
						Search
					A: Administrato	r, LS: Login Suspension
User List						
COMSUITE U	er ID Co er Name Co	OM SUITE Customer ID OM SUITE Customer Name	COMSUITE Contracting Branch Name	A Current OTP To LS Next OTP Toke	ken Effective Date	Expiration Date
© Top Page				Copyright © The Bani	k of Tokyo-Mitsubishi UFJ	Ltd. All rights reserved.
	[Us	ser Profile In	quiry: List] pa	age (before	e search)	

Search Criteria Description

2. Search for User Information.

	Field	Description	Remarks
Se	earch Criteria (Data Retentio		
C	OMSUITE	COMSUITE	
	User ID	Enter User ID (complete match).	4 to 16 alphanumeric characters
	User Name	Enter User Name (partial match, not case-sensitive).	Max. of 40 alphanumeric characters



3. Select the item from the list.

	UPG	GLOBAL TRANS	ACTION BANKING	SOLUTIONS				George Sa
		Date: 2017.05.1	15 11:35 (JPN)				Ba	nk of lokyo-Mitsubishi u
Top Page						Select	Menu Inquiry	✓ Go
User Profil	e Inquiry:	List						ECM05030
Search Crite	ria (Data Re	tention Period: 6 m	onths)					
COMSUITE	User ID		,					
	Lleor Name	0						
	0361 Hullin	•						
								Search
							A: Administrator,	LS: Login Suspens
User List								
COMSUITE U	ier ID 🔺	COMSUITE Custon	<u>ner ID</u>	COMSUITE Contracting	Α	Current OTP Token	Effective Date	Expiration Date
COMSUITE U	er Name	COMSUITE Custon	<u>ner Name</u>	Branch Name	LS	Next OTP Token		
ADMIN01		A9999999		Hong Kong Branch	-		2017.03.04	
George Sato		ABC Corp		Here Week Breech		Active (1000N11111)	0047.00.04	
ADMINUZ		Agggggggg		Hong Kong Branch	-	Active (1000N11112)	2017.03.04	
LISED01		A0000000		Hong Kong Branch		Inactive (1000N111113)	2017 02 04	
Maria Tris		ABC Corp		rong rong branch		Active (1000N11114)	2011.00.04	
USER02		A9999999		Hong Kong Branch		Active (1000N11115)	2017.03.04	
Ken Suzuki		ABC Corp						
USER03		A9999999		Hong Kong Branch			2017.03.04	
Amy Li		ABC Corp				Active (1000N11116)		
					С	opyright @ The Bank of Tok	yo-Mitsubishi UFJ, L	d. All rights reserved.
Top Page								

4. Confirm the contents.

<u>о</u> м	JFG CON	ISUITE	🔁 <u>Help</u> 🛛 Cor	swcusto2 Name [Swcusto2] User200Name
				MUFG Bank
	Date: 2022.07.06	17:23 [JPN]		
C Top Page			Select Menu	nguiry 🗸 Go
Liser Profile	nguing Detaile		oulder menu (ECM050302
User i follie i	inquiry. Details			Loweses
V User Profile				
COMSUITE	Contracting Branch Name	Japan		
	Customer ID	SWCUS102		
	Customer Name	SWCUS102 Name		
	User ID User Name	TDUSer01		
	Oser Name	TBOSEROT Name		
o mail Addross	Administrator	res mailbax10@tact.bk.r	aufa in	
e-mail Notificatie	on for Approval Flow	mailbox ro@rest.bk.i	naig.jp	
Registration Dat	e	2022.06.28		
e-mail Address f	or Password / Challenge Code	Notification		
Mobile Phone N	umber (CountryCode / Number)	(+81)8014565924		
Authentication				
Current	Device Type			
	Activation Status (Activation	Date)		
Next	Device Type	Mobile OTP Token		
	Activation Status (Activation	Date)		
Lock Out		UNLOCKED		
Login Suspension	on			
Permitted SSO	Service			
# Service	Contracting Branch	Customer ID	User ID	Registration Date
1 GCMS Plus	Japan	SWCUST02	TBUser01	2022.06.28
G Back to List				
			Соруг	ight © MUFG Bank, Ltd. All rights reserved.
	[User	Profile Inquiry: [Details] pag	e

(1) Click on [COMSUITE User ID] link.

For details of each field, see:

🕼 4-1-2 Screen Field Description

(1) Confirm the contents.

For details of each field, see:

🖙 4-1-2 Screen Field Description

End of Inquiry



4-1-2 Screen Field Description

Depending on the contract, different items will be displayed. For details, see the relevant pages.

■ Customers who have "Current OTP Token" and "Next OTP Token" displayed on the [User Profile Inquiry: List] page

Screen Field Description 1





Screen Field Description 1

Field	Description	Remarks
User List		
COMSUITE User ID	Displays COMSUITE User ID.	
COMSUITE User Name	Displays COMSUITE User Name.	
COMSUITE Customer ID	Displays COMSUITE Customer ID.	
COMSUITE Customer Name	Displays COMSUITE Customer Name.	
COMSUITE Contracting Branch Name	Displays COMSUITE Contracting Branch Name.	
A	Displays whether the user is an Administrator or a User.	Displays one of the following:*: Administratorblank: User
LS	Displays the login suspended status.	Displays one of the following:*: Login suspendedblank: Login not suspended
Current OTP Token	Displays the activation status and serial number of the token currently being used.	Displays one of the following:Active: The OTP token has been activated.
Next OTP Token	Displays the activation status and serial number of the OTP token scheduled to be used next.	 Inactive: The OTP token has not been activated yet. Displays the serial number of the OTP token in the subsequent parentheses. If no serial number is assigned, no number will be displayed.
Effective Date	Displays the date when the user profile became effective.	
Expiration Date	Displays the date when the user profile expired.	
User Profile		
COMSUITE	COMSUITE	
Contracting Branch Name	Displays Contracting Branch Name.	
Customer ID	Displays Customer ID.	
Customer Name	Displays Customer Name.	
User ID	Displays User ID.	
User Name	Displays User Name.	
Administrator	Displays whether the user is an Administrator or a User.	Displays one of the following:Yes: Administratorblank: User
e-mail Address	Displays the e-mail address.	This address is used to receive the notifications that are listed in "12-6 E-mail/SMS Notification Feature".
e-mail Notification for Approval Flow	Displays whether to receive the e-mail notification or not.	Displays one of the following:Yes: Receive the e-mail notificationblank: Do not receive the e-mail notification
Registration Date	Displays the initial registration date of User Profile.	
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.)



	Field	Description	Remarks
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.
Authent	ication		
Current Device Type		Displays the type of the authentication device currently being used.	Displays the serial number of the OTP token in parentheses following the description of the authentication
	Activation Status (Activation Date)	Displays the date the OTP token has been activated.	device type. If no serial number is assigned, no number will be displayed.
Next	Device Type	Displays the type of the authentication device scheduled to be used next.	
	Activation Status (Activation Date)	Displays the date the OTP token scheduled to be used next has been activated.	
Lock Out	t	Displays whether the user is able to login or not.	Displays one of the following: • LOCKED: Login disabled • UNLOCKED: Login enabled
Login Su	ispension	Displays the login suspended status.	Displays one of the following:Suspended: Login suspendedblank: Login not suspended
Permitte	ed SSO Service		
Service		Displays available services.	
Contract	ing Branch	Displays Contracting Branch of each service.	
Custome	er ID	Displays Customer ID for each service.	
User ID		Displays User ID for each service.	
Registrat	tion Date	Displays the initial registration date of each service.	



4-2 Password Reset

4-2-1 Applying for Password Reset

This section describes how to apply for reset of a user password.

<u>Steps</u>

1. Select the Menu.

• MUFG	COMSUITE GLOBAL TRANSACTION BANKING SOLUTIONS	1 Help	Contact Us	Print Page Logout SWCUST02 Name (SWCUST02) User200Name MUFG Bank			
	Date: 2022.07.06 17:19 [JPN]						
C Top Page							
Administration							
Customer Profile							
User Profile							
→ Inquiry → Physical OTP Token Activ	ation → Passwo	rd Reset ken Request / Re	set				
My Profile							
→ <u>Revision / Inquiry</u>	→ Passwo	rd Change					
S Top Page			Copyright © MU	FG Bank, Ltd. All rights reserved.			
	[Administration] menu page						

2. Select the item from the list.

MUFG COMS	O Halp O	Contact U	Print Page Logout ABC Corp (A9999999) George Sato Back of Tokyn-Mitrauhishi UEI
Date: 2015.09.08 11:35	[JPN]		
C Top Page		Select Mer	nu Inquiry - Go
Password Reset: User List			ECM200201
Please do not apply for password reset if you an your servicing BTMU office.	e the only administrator who can login now. For this situa	ation, plea	se request a password reset to
COMSUITE User ID	COMSUITE Customer ID	E	Branch Name
COMSUITE User Name	COMSUITE Customer Name		
ADMIN01	A9999999	J	lapan
George Sato	ABC Corp		
ADMIN02	A9999999	J	lapan
John Smith	ABC Corp		
USER01	A9999999	J	lapan
Maria Tris	ABC Corp		
USER02	A9999999	J	lapan
Ken Suzuki	ABC Corp		
USER03	A9999999	J	lapan
Amy Li	ABC Corp		
C Top Page	Copyright @ The Bank of	of Tokyo-Mits	ubishi UFJ, Ltd. All rights reserved.
[Pass)	word Reset: User List] pag	ge	

3. Confirm the contents.

O MU	IFG COMSUL	TE	Help	Contact Us	Print Page ABC	Logout Corp (A9999999) George Sato
Date: 2015.09.08.11:35 LIDM					Bank of Tok	iyo-Mitsubishi UFJ
C Top Page				Select Menu	Inquiry	• [Go]
Password Re	set: Details					ECM200202
User Information						
COMSUITE	Contracting Branch Name	Japan				
	Customer ID	A9999999				
	Customer Name	ABC Corp				
	User ID	USER01				
	User Name	Maria Tris				
e-mail Address fo	r Password / Challenge Code Notification					
						Apply
C Back to User Lis	1	Сор	yright © The Ba	ink of Tokyo-Mitsut	oishi UFJ, L1d. All ri	ghts reserved.
	[Passwo	ord Reset: Detai	ls] pa	ge		

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



- (2) [Administration] menu is displayed. Select [Password Reset] from [User Profile] section.
- (1) Click on [COMSUITE User ID] link.

For details of each field, see:

4-2-3 Screen Field Description

(1) Confirm the contents.

For details of each field, see:

IN 4-2-3 Screen Field Description

(2) Click on [Apply] button.



4. Confirm the contents and apply.

Child	GLOBAL TRANSACTION BANKING DO	OLUTIONS		Bank of 1	George Sati
	Date: 2015.09.08 11:35 [JPN]				
Top Page			Select Menu	Inquiry	- Go
Password Re	set: Confirm				ECM200203
To proceed,	click on "Apply" button.				
Hans Information					
User Information	Contracting Branch Name	Janan			
User Information	Contracting Branch Name	Japan A9999999			
User Information COMSUITE	Contracting Branch Name Customer ID Customer Name	Japan A9999999 ABC Corp			
User Information	Contracting Branch Name Customer ID Customer Name User ID	Japan A9999999 ABC Corp USER01			
User Information	Contracting Branch Name Customer ID User ID User Name	Japan A9999999 ABC Corp USER01 Maria Tris			
User Information COMSUITE e-mail Address fo	Contracting Branch Name Customer ID Customer Name User ID User Name r Password / Challenge Code Notification	Japan Asgegege ABC Corp USER01 Maria Tris			
User Information COMSUITE e-mail Address fo	Contracting Branch Name Customer ID Customer Name User ID User Name or Password / Challenge Code Notification	Japan A999999 ABC Corp USER01 Maria Tris			Apply
User Information COMSUITE e-mail Address fo Back to Details	Contracting Branch Name Customer ID Customer Name User Name or Password / Challenge Code Notification	Japan A999999 ABC Corp USER01 Maria Tris			(Apply)

5. The results are displayed.

<u>о</u> м.	JFG COMSU		C Help	Contact Us	Print Page ABC	Logout Corp (A9999999 George Sat
	Dista: 2016 00 08 11-36 F	OM			Bank of To	kyo-Mitsubishi Ul
O Tax Dava	Date: 2010.09.00 11.30 [a	rnj			In success	- 64
top Page				Select Menu	inquiry	+ 00
Password Re	set: Result					ECM200204
User Information	n Controller Dereck North	lass		Go	to Administratio	on Menu
COMSULE	Contracting branch Name	Japan				
	Customer ID	A9933333				
	User ID	LISER01				
	User Name	Maria Tris				
e-mail Address f	or Password / Challenge Code Notifica	tion				
C Top Page		(Copyright © The Ba	ink of Tokyo-Mitsut	oishi UFJ, Ltd. All r	rights reserved.
	[Pass	word Reset: Res	ult] pag	je		

(1) Confirm the contents.

For details of each field, see:

- 4-2-3 Screen Field Description
- (2) Click on [Apply] button.

(1) Confirm the results.

For details of each field, see: ¹ 4-2-3 Screen Field Description

End of Applying for Password Reset



4-2-2 Approval/Rejection

This section describes how to approve or reject an application for password reset.

<u>Steps</u>

1. Display the list of Waiting for Approval.



 Click the link of the number of [Password Reset] items displayed in the [Waiting for Approval] column in the [To Do - Detail] section.

2. Select the item from the list.

• MUFG	COMSUI GLOBAL TRANSACTION BANKING	TE	🔁 Help	Contact U	ABC Corp [A9999999 George Sate
	Date: 2015.09.08 11:35 [JPN]				Bank of Tokyo-Mitsubishi UF.
C Top Page				Select Me	nu Inquiry - Go
Password Reset: User	List				ECM200201
User List	CON	ISUITE Customer ID			Branch Name
COMSUITE User Name	CON	ISUITE Customer Name			Signed Hume
ADMIN02	A999	99999			Japan
John Smith	ABC	Corp			
S Top Page			Copyright © The Ba	anik of Tokyo-Mit	subishi UFJ, Ltd. All rights reserved.
	[Passwo	rd Reset: Use	r List] pa	age	

(1) Click on [COMSUITE User ID] link.

For details of each field, see: 4-2-3 Screen Field Description



3. Confirm the contents.

	Date: 2015.09.08 11:35 [JPN]	000444		Bank of	Tokyo-Mitsubishi U
C Top Page			Select Menu	Inquiry	• Go
Password Re	set: Details				ECM200202
User Information	1.)				
COMSUITE	Contracting Branch Name	Japan			
COMBOTTE	Customer ID	A9999999			
		100.0			
	Customer Name	ABC Corp			
	Customer Name User ID	ABC Corp ADMIN02			
	Customer Name User ID User Name	ABC Corp ADMIN02 John Smith			
e-mail Address fo	Customer Name User ID User Name or Password / Challenge Code Notification	ABC Corp ADMIN02 John Smith			
e-mail Address fo	Customer Name User ID User Name or Password / Challenge Code Notification	ABC Corp ADMIN02 John Smith		4	non Daiset
e-mail Address fo	Customer Name User ID User Rame or Password / Challenge Code Notification	ABC Corp ADMIN02 John Smith		Ар	prove/Reject
e-mail Address fo G Back to User Lis	Customer Name User ID User Kame or Password / Challenge Code Notification	ABC Corp ADMIN02 John Smith		Ар	prove/Reject

4. Approve the application.





(1) Confirm the contents.

For details of each field, see:

4-2-3 Screen Field Description

(2) Click on [Approve/Reject] button.

(1) Confirm the contents.

For details of each field, see:

4-2-3 Screen Field Description

(2) Click on [Approve] button.

For details of Approval operation, see:

2-2-1 Transaction Authorization with OTP Token



When rejecting the application instead of approving it, click on [Reject] button.

(3) If a confirmation dialog is displayed, confirm the message and click the [OK] button.



5. The results are displayed.



(1) Confirm the results.

For details of each field, see:

4-2-3 Screen Field Description

(2) If [PDF (Initial Password)] button is displayed, the new password is generated in the PDF file.
If the button is not displayed, the user will be requested by e-mail to register a password.

For details of the PDF report layout, see:

Appendix-2-1 Notification of Initial Password

End of Approval/Rejection



4-2-3 Screen Field Description

Field	Description	Remarks
User List		
COMSUITE User ID	Displays COMSUITE User ID.	
COMSUITE User Name	Displays COMSUITE User Name.	
COMSUITE Customer ID	Displays COMSUITE Customer ID.	
COMSUITE Customer Name	Displays COMSUITE Customer Name.	
Branch Name	Displays Contracting Branch Name.	
User Information		
COMSUITE	COMSUITE	
Contracting Branch Name	Displays Contracting Branch Name.	
Customer ID	Displays Customer ID.	
Customer Name	Displays Customer Name.	
User ID	Displays User ID.	
User Name	Displays User Name.	
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.)



4-2-4 Password Registration

This section describes how to register your password. Follow the steps below after you receive the e-mail "COMSUITE: Request for Password Registration".

<u>Steps</u>

1. Display the password registration screen.



2. Enter the IDs and the one-time password.

MUFG CO	MSUITE		
Password Registration			SS011003
STEP1 : Auther	nticate	STEP2 : Input and	Confirm
Customer ID			
User ID			
One Time Password (OTP)		0	
	Next	Clear	
Back			
		Copyright @	MUFG Bank, Ltd. All rights reserve
[D			

(1) Enter the URL of COMSUITE in the Address field of your browser.

URL: https://ebusiness.bk.mufg.jp/login/

(2) Click [Password Registration] link.

- Enter COMSUITE Customer ID and COMSUITE User ID in [Customer ID] and [User ID] fields.
- (2) Press [1] button of the OTP Token.
- (3) Enter the displayed number to [One Time Password (OTP)] field on the screen.
- (4) Click [Next] button.



3. Register the password.

Password Registration			SS01100
STEP1 : Authen	ticate	STEP2 : Input and	1 Confirm
New Password			1 7
New Password (Confirmation)			1
	Submit	Clear	
4111			

 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".

(2) Click [Submit] 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
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.

4. The result is displayed.



- (1) Confirm the result.
- (2) Click [Go to Top Page] button. COMSUITE Portal Top Page will be displayed.

End of Password Registration



4-3 Physical OTP Token Activation

4-3-1 Application

This section describes how to apply for physical OTP activation.

<u>Steps</u>

1. Display "Waiting for Application" items.



 Click the link of the number of [OTP Token Activation] items displayed in the [Waiting for Application] column in the [To Do - Detail] section.

2. Select the user for whom to apply for OTP token activation.

(MUFG	COMSU GLOBAL TRANSACTION BANKI	ITE NG SOLUTIONS	O Help O Contac	LUs Print Page Logout ABC Corp (A9999999) George Sato
		Date: 2017 05 15 11:35 [II	DN1		Bank of Tokyo-Mitsubishi UFJ
0.7-	- Dees	Date: 2011:05:15 11:35 [36	-14j	0. L	hauder V Ge
0 10	p mage			Select Me	
01	P Token Activation: Li	ist			ECM050601
Ser	arch Criteria				
Stat	us	Waiting for Ap	plication		
		 Waiting for Ap 	proval		
					Search
Use	er List				
	COMSUITE Customer ID	COMSUITE User ID	COMSUITE User Name	OTP Token Serial Number	OTP Token Issued Date
	A9999999	ADMIN01	George Sato	1234567890	2017.05.04
	A7777999	ADMIN02	John Smith	1111N99902	2017.05.04
	AAAAAAA	USER01	Maria Tris	1000N99903	2017.03.04
	A9999999	USER02	Ken Suzuki	1111N99903	2017.05.04
	3631xxx1	USER03	Amy Li	1000N99905	2017.03.04
					Apply
ØI	op Page			Copyright @ The Bank of Tokyo-	Mitsubishi UFJ, Ltd. All rights reserved.
		[OTP To	oken Activatio	n: List] page	

(1) Tick the checkbox of the user for whom to apply for OTP token activation.

For the details of each field, see:

4-3-3 Screen Field Description

(2) Click [Apply] button.



3. Confirm the details and submit the application.

• MUFG			O Help O Cor	ABC Corp [A9999999] George Sato					
				Bank of Tokyo-Mitsubishi UFJ					
	Date: 2017.05.15 11:	35 (JPN)							
C Top Page			Select	Menu Inquiry Go					
OTP Token Activation	: Confirm			ECM050602					
To proceed, click "App User List	ly" button.								
COM SUITE Customer ID	COMSUITE User ID	COMSUITE User Name	OTP Token Serial Number	OTP Token Issued Date					
A7777999	ADMIN02	John Smith	1111N99902	2017.05.04					
AAAAAAA	USER01	Maria Tris	1000N99903	2017.03.04					
3631xxx1	USER03	Amy Li	1000N99905	2017.03.04					
Back to User List				Apply					
© Top Page			Copyright © The Bank of To	kyo-Mitsubishi UFJ, Ltd. All rights reserved.					
	[OTP Token Activation: Confirm] page								

4. The application result will be displayed.

	G COMS	SUITE	O Help	O Contact Us Print I	ABC Corp [A999999 George Sate
	Date: 2017.05.15 11:3	is (JPN)		Bi	ank of Tokyo-Mitsubishi UF.
C Top Page				Select Menu Inquiry	✓ Go
OTP Token Activat	tion: Result				ECM050603
liser List				Go to Admin	istration Menu
COMSUITE Customer ID	COMSUITE User ID	COMSUITE User Name	OTP Token Serial Number	OTP Toke Issued Da	en ste
A7777999	ADMIN02	John Smith	1111N99902	2017.05.0	4
ААААААА	USER01	Maria Tris	1000N99903	2017.03.0	4
3631xxx1	USER03	Amy Li	1000N99905	2017.03.0	4
© Top Page			Copyright @ The Ban	ik of Tokyo-Mitsubishi UFJ, L	Id. All rights reserved.
[OTP Token	Activation: Ap	plication Re	sult] page	

(1) Confirm the user information.

For the details of each field, see:

- 4-3-3 Screen Field Description
- (2) Click [Apply] button.

(1) Confirm the application result.

For the details of each field, see: 4-3-3 Screen Field Description

End of the application procedure for physical OTP token activation



4-3-2 Approval/Rejection

This section describes how to approve and reject physical OTP token activation applications.

<u>Steps</u>

1. Display "Waiting for Approval" items.



2. Select the user whose application to approve.

C	MUF		MSUITE ANSACTION BANKING SOLUTION				ABC Corp (A9999999 George Sat
		Date: 2017.0	5 15 11-35 FIDNI				Bank of Tokyo-Mitsubishi U
D Io	p Page	Date: 2011.0	ono moo print		Se	lect Menu Inquiry	✓ Go
от	P Token Activa	ition: List					ECM050601
Sea	arch Criteria						
Stat	us	01	Naiting for Application Naiting for Approval				
							(Description of the second se
							Search
Use	er List						Search
Use	r List COMSUITE Customer ID	COMSUITE User ID	COMSUITE User Name	OTP Token Serial Number	OTP Token Issued Date	Applier User ID	Applied Date
Use	COMSUITE Customer ID A9999999	COMSUITE User ID ADMIN01	COMSUITE User Name George Sato	OTP Token Serial Number 1234567890	OTP Token Issued Date 2017.05.04	Applier User ID ADMIN01	Applied Date 2017.05.04
Use	COMSUITE Customer ID A9999999	COMSUITE User ID ADMIN01 ADMIN02	COMSUITE User Name George Sato John Smith	OTP Token Serial Number 1234567890 1111N99902	OTP Token Issued Date 2017.05.04 2017.05.04	Applier User ID ADMIN01	Applied Date 2017.05.04
Use ▼	COMSUITE Customer ID A999999 AAAAAAA	COMSUITE User ID ADMIN01 ADMIN02 USER01	COMSUITE User Name George Sato John Smith Maria Tris	OTP Token Serial Number 1234567890 1111N99902 1000N99903	OTP Token Issued Date 2017.05.04 2017.05.04 2017.03.04	Applier User ID ADMIN01 ADMIN02	Applied Date 2017.05.04 2017.03.04 2017.03.04
Use V	COMSUITE Customer ID A9999999 AAAAAAAA A7777999	COMSUITE User ID ADMIN01 ADMIN02 USER01 USER02	COMSUITE User Name George Sato John Smith Maria Tris Ken Suzuki	OTP Token Serial Number 1234567890 1111N99902 1000N99903 1111N99903	OTP Token Issued Date 2017.05.04 2017.05.04 2017.03.04 2017.05.04	Applier User ID ADMIN01 ADMIN02 ADMIN02	Search Applied Date 2017.05.04 2017.05.04 2017.05.04
Vse V	r List COMSUITE Customer ID A9999999 AAAAAAAA A7777999	COMSUITE User ID ADMIN01 USER01 USER02 USER03	COMSUITE User Name George Sato John Smith Maria Tris Ken Suzuki Amy Li	OTP Token Serial Number 1234667890 1111N99902 1000N99903 1111N99903 1000N99905	OTP Token Issued Date 2017.05.04 2017.05.04 2017.03.04 2017.03.04	Applier User ID ADMIN01 ADMIN02 ADMIN02	Applied Date 2017.05.04 2017.05.04 2017.05.04
Vse V	r List COMSUITE Customer ID A999999 AAAAAAA A7777999	COMSUITE User ID ADMIN01 ADMIN02 USER01 USER02 USER03	COMSUITE User Name George Sato John Smith Maria Tris Ken Suzuki Arny Li	OTP Token Serial Number 123467890 1111N99902 1000N99903 1111N99903 1000N99905	OTP Token Issued Date 2017.05.04 2017.05.04 2017.05.04 2017.05.04 2017.03.04	Applier User ID ADMIN01 ADMIN02 ADMIN02	Applied Date 2017.05.04 2017.03.04 2017.05.04
Use ✓	r List COMSUITE Customer ID A999999 AAAAAAAA A7777999	COMSUITE User ID ADMIN01 ADMIN02 USER01 USER02 USER03	COMSUITE User Name George Sato John Smith Maria Tris Ken Suzuki Amy Li	OTP Token Serial Number 1234567890 1111N99902 1000N99903 1111N99903 1000N99905	OTP Token Issued Date 2017.05.04 2017.05.04 2017.03.04 2017.03.04 2017.03.04	Applier User ID ADMIN01 ADMIN02 ADMIN02	Applied Date 2017.05.04 2017.05.04 2017.05.04 Approve/Reject

(1) Click the link of the number of [OTP Token Activation] items displayed in the [Waiting for Approval] column in the [To Do - Detail] section.

(1) Tick the checkbox of the user whose application to approve.

For the details of each field, see:

IN 4-3-3 Screen Field Description



3. Approve the application.

ΟΜ	JFG C		т <mark>Е</mark>	O Help	Contact Us	Print Page ABC (Logout Corp (A9999999 George Sate
_						Bank of Tok	vo-Mitsubishi UF.
	Date: 20	17.05.15 11:35 [JPN]					
Top Page				S	elect Menu Inqui	iy .	✓ Go
OTP Token A	ctivation: Confirm						ECM050604
User List							
COMSUITE Customer ID	COMSUITE User ID	COMSUITE User Name	OTP Token Serial Number	OTP Token Issued Date	Applier User ID	App Dat	olied e
A9999999	ADMIN01	George Sato	1234567890	2017.05.04	ADMIN01	201	7.05.04
	ADMIN02	John Smith	1111N99902	2017.05.04			
AAAAAAA	USER01	Maria Tris	1000N99903	2017.03.04	ADMIN02	201	7.03.04
Transaction Aut	horization (To reject, SIGN) button of the OTP	entering Transaction A	uthorization Code is not n	equired.) iii –			
Transaction Aut i. Press the "3"(S ii. Enter the chall Challenge iii. Enter the disp Transaction Click the "Approx	horization (To reject, SiGN) button of the OTP t Code layed code to the Trans in Authorization Code re [®] button to finish trans	entering Transaction A token. 000177 action Authorization Cod action authorization.	uthorization Code is not r button. le field. 	oquired.) iii —	COMSUITI		
Transaction Aut i. Press the "3"(5 ii. Enter the chall Challenge iii. Enter the disp Transactio Click the "Approx	horization [To reject, BiGN] button of the OTP lenge code to the OTP to Code layed code to the Trans in Authorization Code w ^a button to finish trans	entering Transaction A token. 000177 action Authorization Cod	uthorization Code is not n button. 	nquired.) iii -	COMSUTE	- i - ii	a) Dairet
Transaction Aut i. Press the "3"(5 ii. Enter the chail Chailenge iii. Enter the disp Transactio Click the "Approx	horization [To reject, SiGN) button of the OTP to enge code to the OTP to Code Sayed code to the Trans in Authorization Code e* button to finish trans	entering Transaction A token. loken and press the "OK 000177 action Authorization Cod action authorization.	uthorization Code is not n	equired.) iii -		i ii Approv	e Reject
Transaction Aut i. Press the "3"(5 ii. Enter the chall Challen Challen Transactio Click the "Approx Click the "Approx Back to User Lin ♀ Top Page	horization [To reject, 3GN) button of the OTP to enge code to the OTP to Code layed code to the Trans in Authorization Code e* button to finish trans	entering Transaction A token. Joon and press the "OK" 000177 action Authorization Cod action authorization.	uthorization Code is not n	equired.) iii - Copyright & The <u>Back</u>	COMSUITE COMSUI	i - i - ii Approv	e Reject
Transaction Aut i. Press the "3"(5 ii. Enter the chall Challenge iii. Enter the disp Transactio Click the "Approx Click the "Approx Click to User Lin ▲ Top Page	horization (To reject, SIGN) button of the OTP to Code layed code to the Trans n Authorization Code we" button to finish trans	entering Transaction A token. Oken and press the "OK" 000177 action Authorization Cod action authorization.	utherization Code is not r	equired.) iii -	COUSUIT COU	i i Approv	Roject

4. The application result will be displayed.

이 MU	FG C	OMSUIT	E	🕒 Help	O Contact Us Pr	ABC Corp (A9999999) George Sate
	Date: 20	17.05.15 11:35 [JPN]				Bank of Tokyo-Mitsubishi UP.
C Top Page					Select Menu Inquiry	✓ Go
OTP Token Ac	tivation: Result					ECM050605
User List					Go to Ad	Iministration Menu
COMSUITE Customer ID	COMSUITE User ID	COMSUITE User Name	OTP Token Serial Number	OTP Token Issued Date	Applier User ID	Applied Date
A9999999	ADMIN01	George Sato	1234567890	2017.05.04	ADMIN01	2017.05.04
	ADMIN02	John Smith	1111N99902	2017.05.04		
AAAAAAA	USER01	Maria Tris	1000N99903	2017.03.04	ADMIN02	2017.03.04
C Top Page				Copyright © The Ba	ink of Tokyo-Mitsubishi UF	FJ, Ltd. All rights reserved.
	[C	TP Token	Activation:	Result] p	age	

(1) Confirm the details.

For the details of each field, see:

IST 4-3-3 Screen Field Description

(2) Click [Approve] button.

For further details of the approval procedure, see:

2-2-1 Transaction Authorization with OTP Token



(1) Confirm the application result.

For the details of each field, see: 4-3-3 Screen Field Description

End of the application procedure for physical OTP Token activation approval



4-3-3 Screen Field Description

Field	Description	Remark
User List		
COMSUITE Customer ID	Displays the COMSUITE customer ID.	
COMSUITE User ID	Displays the COMSUITE user ID.	
COMSUITE User Name	Displays the COMSUITE user name.	
OTP Token Serial Number	Displays the OTP token serial number.	
OTP Token Issued Date	Display the OTP token issued date.	
Applier User ID (Displayed only at the time of approval.)	Display the applier user ID.	
Applied Date (Displayed only at the time of approval.)	Display the applied date.	



4-4 OTP Token Request / Reset

4-4-1 OTP Token Type Change / Initialization and Mobile Number/E-mail Address Update

This section describes how to change the type of a user's OTP token (physical or mobile OTP tokens), initialize the token, and update their mobile number and e-mail address for authentication.

<u>Steps</u>

1. Select the menu.

• MUFG	COMSUITE GLOBAL TRANSACTION BARKING SOLUTIONS	🔁 <u>Help</u>	Contact Us	Print Page Logout SWCUST02 Name (SWCUST02) User200Name MUEG Bank
	Date: 2022.07.06 17:19 [JPN]			indi o bank
C Top Page				
Administration				
Customer Profile				
→ <u>Inquiry</u>				
User Profile				
→ Inquiry → Physical OTP Token Acti	vation → Passwo	<u>ird Reset</u> ken Request / Re	<u>1501</u>	
My Profile				
→ Revision / Inquiry	→ Passwo	rd Change		
C Top Page			Copyright © MU	FG Bank, Ltd. All rights reserved.
[Administration] menu page				

2. Select the application category.

• MUFG	COMSU GLOBAL TRANSACTION BANK	TITE ING SOLUTIONS	elp ① <u>Contact Us</u>	Print Page Logout SWCUST02 Name [SWCUST02] User200Name		
Dat	e: 2022.07.06 17:34 [JI	PN]		MOFG Bank		
S Top Page		Si	elect Menu Inquiry	✓ [Go]		
OTP Token Request / Reset	List			ECM130101		
Please check if the Mobile Ph information on My Profile in o	Please check if the Mobile Phone Number and e-mail Address are correct. If not, please ask the user to submit the correct information on My Profile in order to proceed.					
Request Type	Mobile OTP Toke	en Reset		~		
				Search		
User List						
All Request Type	COMSUITE User ID	COMSUITE User Name	e-mail Address	Mobile Phone Number		
				Approve		
© Top Page			Copyright @ MU	FG Bank, Ltd. All rights reserved.		
[OTP Token Request / Reset: List]page (before search)						

(1) On the Top Page, select the [Administration] link.



- (2) The [Administration] menu is displayed. Select [OTP Token Request / Reset] in the [User Profile] section.
- (1) Select [Request Type].

For the details of each field, see: 4-4-2 Screen Field Description

(2) Click the [Search] button.



3. Confirm the user information.

FIGEO	COMS	UITE	1 Help 1 Contact I	Js Print Page Logout SWCUST02 Name [SWCUST02] User200Name
	GLOBAL TRANSACTION E	ANKING SULUTIONS		MUFG Bank
	Date: 2022.07.06 17:36	5 [JPN]		
Top Page			Select Menu Inquir	y 🗸 Go
OTP Token Request / Re	set: List			ECM130101
Search Criteria				
Request Type	Mobile OTP	Token Reset		~
Search				
All Request Type	COMSUITE User ID	COMSUITE User Name	e-mail Address	Mobile Phone Number
Mobile OTP Token Reset	AccLock	AccLock	Ac****ck@c.com	(+90)*****6789
Mobile OTP Token Reset Mobile OTP Token Reset	AccLock AccLock2	AccLock AccLock2	Ac****ck@c.com Ac*****k2@c.com	(+90)*****6789 (+90)*****6789
Mobile OTP Token Reset Mobile OTP Token Reset Mobile OTP Token Reset Mobile OTP Token Reset	AccLock AccLock2 AccLockUser USERS113E02	AccLock AccLock2 AccLockUser USERS113EU2	Ac****ck@c.com Ac****k2@c.com Ac****ck@c.com a^^@c.com	(+90)*****6789 (+90)*****6789 (+90)*****6789 (+90)*****6789
Mobile OTP Token Reset	AccLock AccLock2 AccLockUser USERS113EU2	AccLock AccLock2 AccLockUser USERS113EU2 USERS113G	Ac****ck@c.com Ac****k2@c.com Ac****ck@c.com a**@c.com a**@c.com	(+90)****6789 (+90)****6789 (+90)****6789 (+90)****6789 (+80)****6789

4. Approve the application.

	COMSUIT	Ъ		O Help O Co	ntact U	SWCUST02 Name [SWCUST02] User200Name
	GLOBIC IPPRIMETON IMPRIMA DOLL	715,760				MUFG Bank
	Date: 2022.07.06 17:42 [JPN]					
C Top Page				Select Menu	Inquiry	✓ G₀
OTP Token Request / Res	et: Confirm					ECM130102
Please confirm the User(s) To proceed, click the "Cont	below firm" button.					
User List						
Request Type	COMSUITE User ID	COMSUITE User Na	me	e-mail Address		Mobile Phone Number
Mobile OTP Token Reset	User001	User001		Us***01@SWCUST02.cor	n	(+81)******5924
Mobile OTP Token Reset	User003	User003		Us***03@SWCUST02.cor	n	(+81)*****7890
Challenge Code Challenge Code	Enter the challenge code to the OTP token and press the "OK" button. Challenge Code		020114			COMSLUTE
In. Enter the displayed code to	ane transaction Addionization v	code neid.				
Transaction Authorization Code Click the "Confirm" button to finish transaction authorization.					 ○ ○	
C Back to List			_	Com		[Confirm]
[(OTP Token R	equest / F	Rese	t: Confirm]	paę	ge

5. The result is displayed.

이 MUFG	COMSUIT	E	Help O Contar	tUs Print Page Logout SWCUST02 Name (SWCUST02 User200Name
D				MUFG Ban
Da Da	ne. 2022.07.06 17.44 [JPN]			
C Top Page			Select Menu Ing	uiry 🗸 Go
OTP Token Request / Reset	: Result			ECM130103
User List				Go to Administration Menu
Request Type	COMSUITE User ID	COMSUITE User Name	e-mail Address	Mobile Phone Number
Mobile OTP Token Reset	User001	User001	Us***01@SWCUST02.com	(+81)*****5924
Mobile OTP Token Reset	User003	User003	Us***03@SWCUST02.com	(+81)*****7890
© Top Page			Copyrigh	© MUFG Bank, Ltd. All rights reserved.
[OTP Token Request / Reset: Result]page				

(1) Tick the checkbox for the user whose application to approve.

For the details of each field, see:

- 4-4-2 Screen Field Description
- (2) Click the [Approve] button.

(1) Confirm the details.

For the details of each field, see:

- 4-4-2 Screen Field Description
- (2) Click the [Confirm] button.

For further details of the approval procedure, see:

2-2-1 Transaction Authorization with OTP Token

(1) Confirm the result.

For the details of each field, see: 4-4-2 Screen Field Description

End of the OTP token type change / initialization and mobile number / e-mail address update procedure



4-4-2 Screen Field Description

Field	Description	Remark		
Search Criteria				
Request Type	Request Type			
Mobile OTP Token Request	Select this option for a physical OTP token user newly applying for a mobile token.			
Physical OTP Token Request	Select this option for a mobile OTP token user newly applying for a physical OTP token.			
Mobile OTP Token Reset	Select this option to initialize a user's mobile token .	For the events requiring initialization, see: COMSUITE Portal Manual > Operation Manual > Mobile OTP Token FAQ		
Mobile Phone Number and e-mail Address Update for authentication	Select this option to update a user's mobile number and e-mail address for authentication.			
User List				
All	Tick the [All] checkbox to select all items in the list. Untick the [All] checkbox to cancel the selection of all items.			
Request Type	Displays the application category.			
COMSUITE User ID	Displays the COMSUITE User ID.			
COMSUITE User Name	Displays the COMSUITE User Name.			
e-mail Address	Displays the e-mail address.			
Mobile Phone Number	Displays the mobile number.			

