

COMSUITE Portal Operation Manual

August 2022

COMSUITE
GLOBAL TRANSACTION BANKING SOLUTIONS

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Chapter 1

Preface

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1-1 About This Manual

This manual describes the operations that can be performed on COMSUITE Portal.
This manual contains the following chapters:

Chapter 1 "Preface" (this chapter) provides information about the organization and conventions as well as basic information about COMSUITE Portal. Please read this chapter before you start operation.

Chapter 2 "Login and Transaction Authorization" describes how to log in to COMSUITE Portal and how to perform transaction authorization.

Chapter 3 "Administration - Customer Profile" describes how to inquire about the customer profile of your company.

Chapter 4 "Administration - User Profile" describes how to administer the profiles of users.



Chapter 5 "Administration - My Profile" describes how to administer the profile of an operator himself/herself.

Chapter 6 "Notice" describes how to inquire about messages sent from MUFG Bank in COMSUITE Portal.

Chapter 7 "Log" describes how to view and download activity logs of COMSUITE Portal.

Appendix provides supplementary information about COMSUITE Portal.

Conventions

Symbol	Description
[]	Indicates texts displayed on the screen, such as page titles and button names. e.g. [User Profile Inquiry: Details] page Click on [Search] button.
	Indicates other chapters or sections of this manual for reference. Click the link as needed to move to the page.
	Indicates notes or tips about operations.

1-2 Basic Operations

1-2-1 Screen Layouts and Menus

What is COMSUITE Portal?

COMSUITE Portal is a portal site for the global transaction banking services offered by MUFG Bank. The site gives you a comprehensive view of information about the services and transaction banking, and also serves as an entry point to the services.

COMSUITE Portal has the following features:

- **Global Cash Balance (displayed to GCMS Plus users)**
Calculates the total closing/intraday balances of your company's accounts in GCMS Plus for each of the six areas (groups) and visually displays them on a world map. Use this feature for managing balances on a global basis. The regional maps are also available.
- **Notice**
Allows you to check messages from MUFG Bank about COMSUITE Portal and the services.
- **To Do - Details**
Displays the number of data "Waiting for Application", "Waiting for Approval", and "Rejected" in COMSUITE Portal and COMSUITE services. Use this feature for your task management.
- **Direct Links and Service Links**
Provides you access to COMSUITE services and local cash management services. You can use the services in Direct Links without entering the credential such as ID and password again.
- **Service Catalog**
Provides you access to the introduction pages for the COMSUITE services that you can sign up.

COMSUITE Portal Top Page

Top Page is displayed immediately after login.




The screenshot shows the COMSUITE Portal interface. At the top, there is a header with the MUFG logo, the text 'COMSUITE GLOBAL TRANSACTION BANKING SOLUTIONS', and user information including 'Date: 08 May 2020 10:12 [JPN]', 'London Heavy Industries, Inc PH2 [A0006097]', and 'Approver Level 1'. A 'Logout' button is also present. Below the header, a navigation bar contains 'Last Login Date: 13 May 2019 10:38:49 [JPN]', 'Unsuccessful login attempt since last login: 13 May 2020 10:38:49 [JPN]', a search icon, a 'Print Page' button, and a language dropdown set to 'English' with a 'Go' button.

The main content area is titled 'COMSUITE Portal' and includes a user ID 'ECM010101'. On the left, there is a 'To Do' list with items like 'Administration' (2), 'Password Reset' (1), and 'OTP Token Activation' (1). Below this is a 'Direct Links' section with categories like 'Cash Management' (containing 'GCMS Plus' (2), 'Cash Forecasting', 'CMS Thailand', 'FOREX' (5)), 'Trade Finance' (containing 'Trade Manager'), 'Market Document' (containing 'Market Manager' (2)), 'Service Catalog' (containing 'Cash Management', 'CMS Hong Kong', 'CMS Singapore', 'Netting', 'Trade Finance', 'Payables Finance', 'VFS'), and 'Service Links' (listing various countries like Belgium, Brazil, Canada, etc.).

The central part of the page features a 'Global Cash Balance' section with a world map and data for various regions: EMEA (10.0), East Asia (50.0), North America (60.0), Asia Pacific (50.0), and Central & South America (50.0). Below this is a 'Notice' section with several announcements, such as 'Expiration of electronic certificate is approaching' and 'System maintenance schedule'. At the bottom, there is a 'To Do - Detail' table.

The 'To Do - Detail' table is as follows:

COMSUITE Portal	Waiting for Application	Waiting for Approval	Rejected			
Password Reset	-	1	-			
OTP Token Activation	1	2	-			
Service	Contracting Branch	Customer ID User ID	Customer Name User Name	Waiting for Application	Waiting for Approval	Rejected
GCMS Plus	Japan	A1234567	Abcd Efghijk Lmnopqr Corp	-	2	0
		ADMINI02	George Sato	-	-	-
Cash Forecasting	Singapore	B0987654	Abcd Efghijk Lmnopqr Singapore, Pte	-	0	0
		ADMINI02	George Sato	-	-	-
Trade Manager	United Kingdom	C0192837	Abcd Efghijk Lmnopqr Corp U.K.Inc.	0	1	0
		ADMINI03	George Sato	-	-	-
		A1234567	Abcd Efghijk Lmnopqr Corp	1	0	1
FOREX	Singapore	B0987654	Abcd Efghijk Lmnopqr Singapore, Pte	0	1	0
		ADMINI02	George Sato	-	-	-
		C0192837	Abcd Efghijk Lmnopqr Corp U.K.Inc.	1	0	0
Market Manager	Japan	A1234567	Abcd Efghijk Lmnopqr Corp	-	1	8,765
		ADMINI01	George Sato	-	-	-

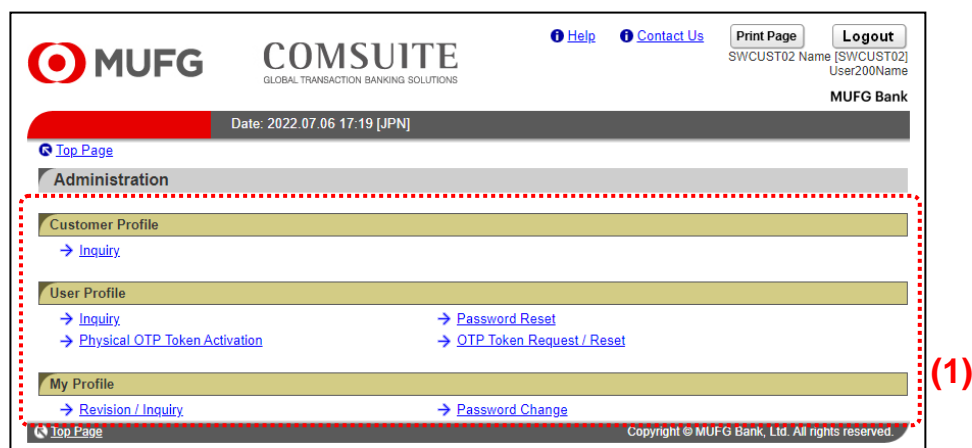
	Field	Description
(1)	Main Menu	Provides a menu for administering COMSUITE Portal. Click the links to display each Submenu or operation page.
(2)	To Do	Displays the number of To Do items in the COMSUITE Portal administration menu. Clicking [Detail] navigates you to the [To Do - Detail] section.
(3)	Direct Links	Starts each service of COMSUITE.
(4)	Service Catalog	Displays each service of COMSUITE that you have not yet signed up.
(5)	Service Links	Links to local cash management services. You will need to login on these services separately from COMSUITE Portal.
(6)	Last Login Date/ Unsuccessful login attempt since last login	Displays the date and time of the last login, and failed login attempt after the last successful login If logged in without any failure, a hyphen is displayed.
(7)	[Help] icon 	Displays Help page with a list of manuals.
(8)	[Contact Us] icon 	Displays Contact List of your MUFG Bank branch.
(9)	Switch Language button	Select a language and click on [Go] button to change the display language.
(10)	Global Cash Balance	Displays the number and the total balances of the accounts that you can inquire about on GCMS Plus. The map visually displays the accounts information by area (EMEA, East Asia, Asia Pacific, North America, Central & South America, and Other Banks) along with a bar chart representing each total balance. The darker bars represent closing balances, while the lighter bars represent intraday balances. You can switch between the global map and the regional maps by clicking the [Balance by...] link.
(11)	[Settings] button	Displays the setting page where you can configure the map display. For details, see  1-2-7 Settings Page.
(12)	Notice	Lists messages from MUFG Bank about COMSUITE. The latest 99 mails are displayed on the [Notice] list on Top Page. The latest of important mails is listed on top. To view mails other than those on Top Page, click on [Inbox] button.
(13)	To Do - Detail	Displays the numbers of "Waiting for Application", "Waiting for Approval" and "Rejected" items in the COMSUITE Portal Administration menu. Click the link of the number of "Waiting for Application" or "Waiting for Approval" items to view the detailed data.
(14)	To Do - Detail (COMSUITE Services)	Displays the number of data "Waiting for Application", "Waiting for Approval", and "Rejected" in each COMSUITE service. When there is no such data, the number column displays "0". You can start each service by clicking the service name link. As this To Do List does not cover some of the services, the names of such services are not displayed. Use (3) Direct Links to start such services and check the status.



To ensure the balances in Global Cash Balance are calculated correctly, you need to register a base currency and set appropriate exchange rates in Administration menu of GCMS Plus.
For details, see GCMS Plus Online Manual.

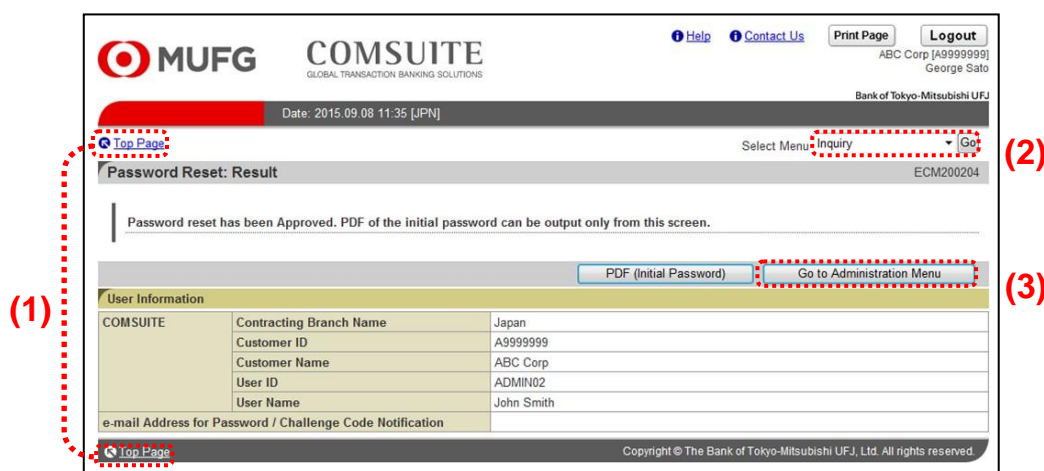
Submenu Page

When you click on an item from the Main Menu on the left side of Top Page, a submenu page is displayed.



	Field	Description
(1)	Submenu	Displays available submenu items as links. Click the links to display each operation page.

Operation Page



	Field	Description
(1)	[Top Page] link	Returns to Top Page.
(2)	Menu selection	Jumps to another menu item page in the submenu without returning to Top Page. Select an item to jump to and click on [Go] button.
(3)	Submenu button	Returns to the list page of submenu items.

User Types and Available Menus

There are two types of users in COMSUITE Portal, Administrators and Users.

The following sets of menus are available to each type of users.



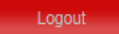


















Note that you cannot modify these sets of menus.

Menu		Availability	
		Administrator	User
Administration	Customer Profile: Inquiry	✓	✓
	User Profile: Inquiry	✓	✓
	User Profile: Password Reset	✓: "Apply" and "Approve" (*)	✓: "Apply" only
	User Profile: OTP Token Activation (Depending on the contract, the menu is not displayed.)	✓: "Apply" and "Approve" (*)	✓: "Apply" only
	User Profile: OTP Token Request / Reset	✓	-
	My Profile: Revision / Inquiry	✓	✓
	My Profile: Password Change	✓	✓
Mail	✓	✓	
Log	✓	✓	

* When you apply for password reset or OTP token activation, it must be approved by another Administrator.

1-2-2 Button and Icon Explanation

The following table describes the buttons and icons used in COMSUIE Portal.

Display	Meaning	Description
	Print page	Clicking the [Print Page] link next to the icon prints the current screen. When the screen does not fit in your paper, change the orientation in your printer setup from Portrait to Landscape and try printing it again.
	Print page	Prints the current screen. When the screen does not fit in your paper, change the orientation in your printer setup from Portrait to Landscape and try printing it again.
 	Logout	Log out from COMSUIE Portal. After logout, you cannot continue operation on COMSUIE services.
	Hide	Some sections on COMSUIE Portal Top Page have one of these buttons on their upper-right corner. Clicking [-] button hides the section and changes the button to [+]. Clicking this [+] button shows the section again.
	Show	
	Go to last page	Allows you to navigate across pages in the list.
	Go to next page	
	Go to previous page	
	Go to top page	
	Ascending order	Indicates that data in the list is sorted by the item with one of these icons.
	Descending order	
	Display Calendar	Displays the calendar page to enter a date. For details, see  1-2-4 Entry/Display Formats for Dates.
	Display Software Keyboard	Displays the software keyboard to enter login password.
	Important mail	Indicates that the mail is important.
	Link	Allows you to navigate across pages.
	Link within page	Allows you to navigate within the current page.
	Help	Navigates you to the manuals download page.
	Contact	Navigates you to the contact page.
	Number of items	Displays the total number of To Do item.

1-2-3 Search Method

One of the following matching methods is predetermined for each keyword entry field.

Method	Description	Keyword Entry Example (When searching for "Taro Yamada")
Complete Match	Search for data that perfectly matches the keyword.	OK Taro Yamada NO Taro NO Yamada
Partial Match	Search for data that contain one or more characters included in the keyword. Enter at least one character.	OK Taro Yamada OK Taro OK Yamada



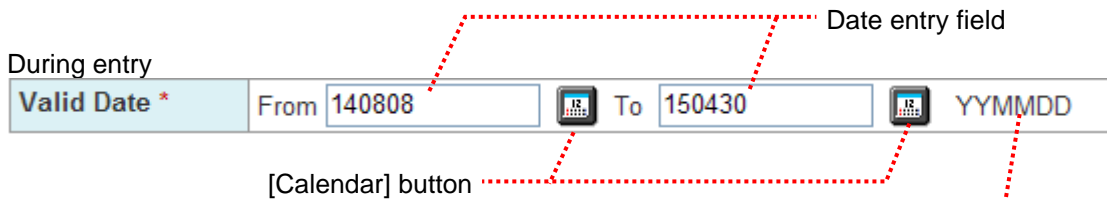
[1] Keywords are typically case-sensitive.

[2] For the search method of each item, see the Search Criteria Description in each chapter.

1-2-4 Entry/Display Formats for Dates

The date entry/display formats are specified by your MUFG Bank branch.
The entry format is indicated on the right of each entry field.
Slashes will be added automatically after your entry.

During entry



[Calendar] button

Entry format

e.g. To enter the range from August 8th, 2014 to April 30th, 2015 in YYMMDD format, enter "140808" and "150430".
(14/08/08 and 15/04/30 is also acceptable)


After entry

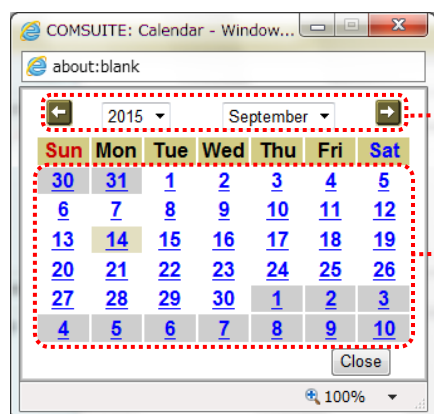


Entry/Display Format Samples

	Entry format	for April 30th, 2015	Output (display) format	for April 30th, 2015
Format 1	DD/MM/YY	30/04/15	DD.MMM.YYYY	30.Apr.2015
Format 2	MM/DD/YY	04/30/15	MMM.DD.YYYY	Apr.30.2015
Format 3	YY/MM/DD	15/04/30	YYYY.MMM.DD	2015.Apr.30
Format 4	YY/MM/DD	15/04/30	YYYY.MM.DD	2015.04.30

Using the Calendar feature to enter dates

You can use  or  next to date entry fields.
Click on this icon to display the calendar.



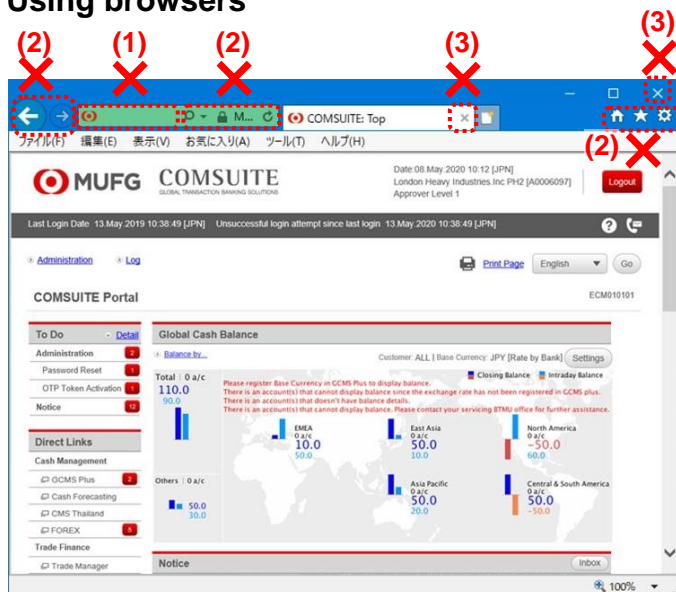
Select a year and a month.
Use the arrow buttons on the left and right to move to the previous or next month.

Click on a day of the month to set the date into the entry page.

1-2-5 Cautions for Smooth Operations

This section describes operations that may cause problems in COMSUITE Portal.

Using browsers



(1) Do not enter a URL address directly in the Address bar.

You cannot jump to any other menu or a site other than COMSUITE Portal by typing addresses directly after logging in.

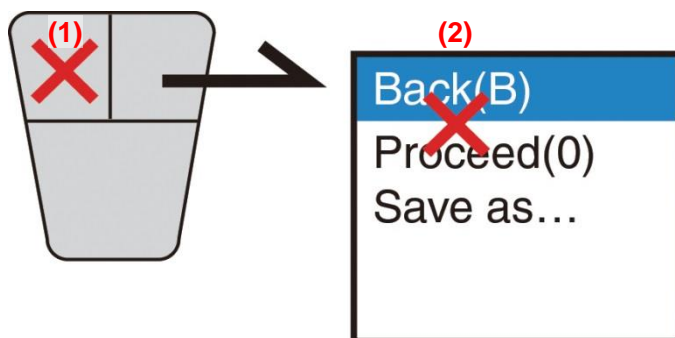
(2) Do not use the buttons on the browser address bar and toolbar such as [←], [→], [⌂], and [X].

They are not supported and may not function normally. Be sure to use only the buttons provided on the COMSUITE Portal pages.

(3) Do not use [X] button in the upper-right corner of tabs and browsers.

By clicking on [X] button, COMSUITE Portal may not close normally. This can result in login failure at the next login attempt. To close COMSUITE Portal, click on [Logout] button in the upper-right corner of the screen.

Using mouse devices



(1) Use single-left-click only. (double-click is not supported)

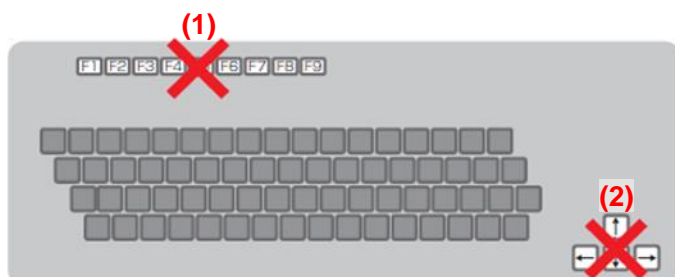
Do not double-click any text link or button.

(2) Do not use "Back" or "Forward" of browsers.

Right-clicking on the browser and selecting the back or forward arrow may bring up an error message or cause irregular operations.

Please be sure to use the text links or buttons on the COMSUITE Portal pages to navigate.

Using keyboards



(1) Do not use the function key for updating the COMSUITE Portal pages.

(2) Do not use the function keys corresponding to [Forward] button and [Back] button of browsers.

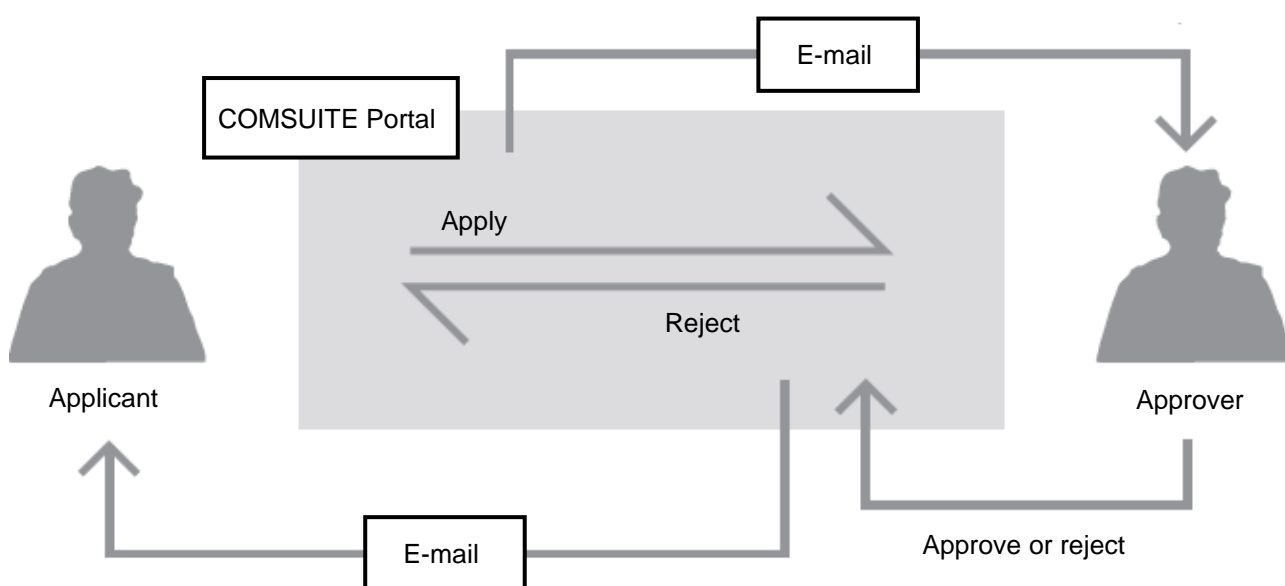
1-2-6 E-mail/SMS Notification Feature

This feature sends e-mail notifications to users to inform them of events such as approval request, application rejection, and password change.

Notices sent by the E-mail/SMS Notification feature

	Type	Token type	E-mail/SMS	Description
(1)	Approval Request Notice	Physical	E-mail	Informs users who have the Approval privilege that there is data waiting for approval.
(2)	Rejection Notice	Physical	E-mail	Informs the applicant that the application has been rejected.
(3)	OTP Token Expiry Notice	Physical	E-mail	Informs users that their OTP Token will expire soon.
(4)	My Profile Change Notice	Physical/Mobile	E-mail	Informs users that their profile has been changed.
(5)	Password Change Notice	Physical/Mobile	E-mail	Informs users that their password has been changed.
(6)	Password Reset Notice	Physical/Mobile	E-mail	Informs users that their password has been reset. Note that this is not sent to the users who should use Challenge Code for password registration.
(7)	OTP Token Activation Completion Notice	Physical/Mobile	E-mail	Informs users that their OTP token has been activated.
(8)	Application Completion Notice	Mobile	E-mail	Informs users that their mobile OTP tokens are now ready for initial authentication.
(9)	PDF Password Notice	Mobile	E-mail	Informs users of the password to open the PDF file attached to the Application Completion Notice.
(10)	Passcode Notice	Mobile	E-mail/SMS	Informs users of the passcode to enter when authenticating their mobile OTP tokens for the first time.

The concept of the Approval Request / Rejection Notice





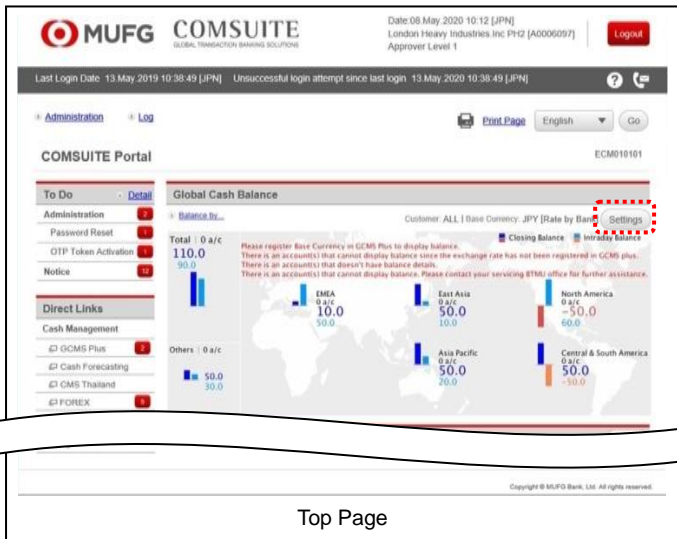
Notification type (1)-(10) will be sent to the address in [e-mail Address] field of User Profile. This address setting is necessary in order to use these notifications.
Additionally, [Notification for Approval Flow] field of your User Profile has to be set to "Yes" in order to use Notification type (1)-(2).

1-2-7 Settings Page

This section describes how to inquire about and revise the settings for the map display.

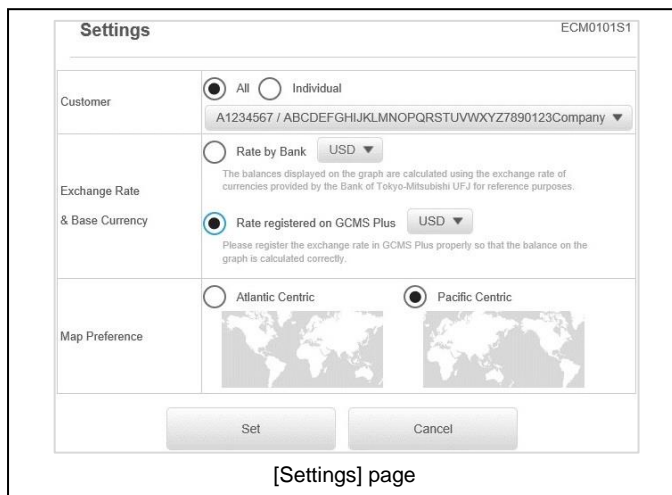
Steps

1. Select [Settings].



- (1) Select [Settings] of the Global Cash Balance.

2. Confirm/Revise the contents.



- (1) The [Settings] page is displayed. Confirm the contents.
- (2) When revising the settings, select the options and click the [Set] button.

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

Screen Field Description

Field	Description	Remarks
Customer	Select an option to specify which customer to include.	Select one from the following: <ul style="list-style-type: none">• All: Include all the customers.• Individual: Include the specified customer.
Exchange Rate & Base Currency	Select an option to specify the exchange rate and the base currency.	Select one from the following and a currency: <ul style="list-style-type: none">• Rate by Bank: Exchange rate provided by MUFG Bank for reference purposes.• Rate registered on GCMS Plus: Exchange rate registered on GCMS Plus.
Map Reference	Select the center of the global map.	Select one from the following: <ul style="list-style-type: none">• Atlantic Centric• Pacific Centric

Chapter 2

Login and Transaction Authorization

2-1 Login

2-2 Transaction Authorization

2-2-1 Transaction Authorization with OTP Token

2-1 Login

Refer to "Quick Reference (Login, Security)" for the details of login. Access the below mentioned URL > Customer Support > COMSUITE Portal > Quick Reference (Login, Security).

<https://ebusiness.bk.mufg.jp/login/>

2-2 Transaction Authorization

This transaction authorization operation also applies to other services such as GCMS Plus. Please note that some payment menu in GCMS Plus require 2 factor authentication with OTP Token and login password.

2-2-1 Transaction Authorization with OTP Token

Approval page

1. Confirm the contents before approving.



When rejecting the application instead of approving it, click on [Reject] button without entering Transaction Authorization Code.

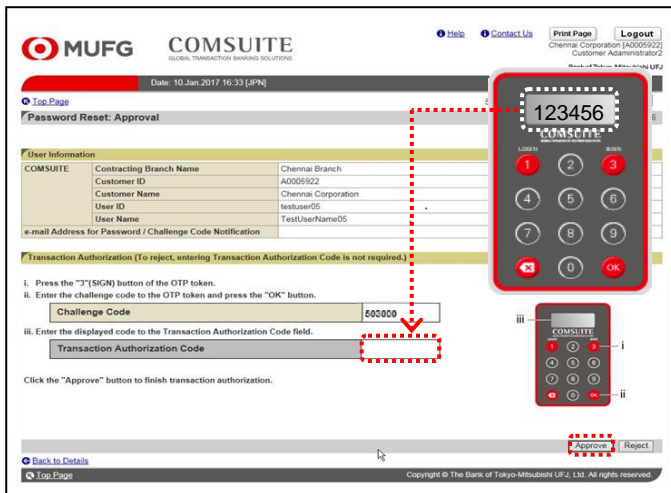


2. Press [3] button of the OTP Token.



If you are using a mobile OTP token, the OTP token will be displayed in the smartphone app. Tap the displayed button.

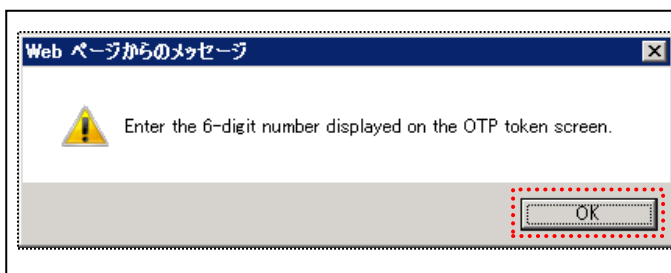
3. Enter the 6 digits Challenge Code displayed on the screen to the token, and then press [OK] button of the token.




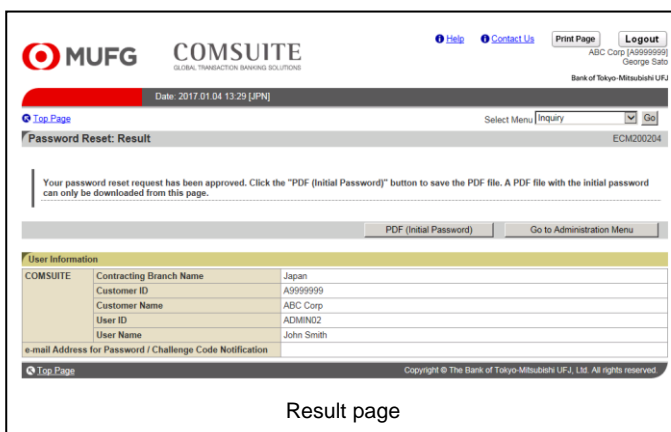
4. Enter the displayed number to [Transaction Authorization Code] field on the screen.
5. Click on [Approve] button.



6. If a confirmation dialog is displayed, confirm the approval confirmation message and click on [OK] button.



 If no number or a wrong number is entered in the Transaction Authorization Code field, a confirmation dialog will be displayed. In this case, click on [OK] button and redo the procedure from step 4.



Result page

7. Confirm the results.

**End of Transaction Authorization
with OTP Token**

Chapter 3

Administration - Customer Profile

3-1 Customer Information

3-1-1 Inquiry

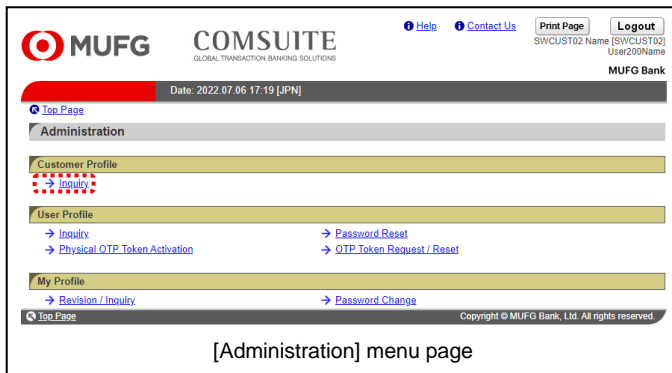
3-1 Customer Information

3-1-1 Inquiry

This section describes how to inquire about your company's information registered in COMSUITE Portal.

Steps

1. Select the Menu.



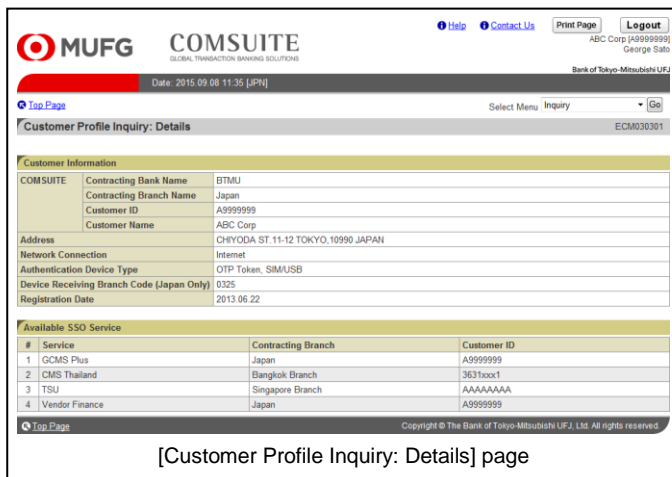
- (1) On top page, select the [Administration] link.



The [Administration] link is found on Top Page which appears after login.

- (2) [Administration] menu is displayed. Select [Inquiry] from [Customer Profile] section.

2. Confirm the contents.



- (1) Confirm the contents.

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

End of Inquiry

Screen Field Description

Field	Description	Remarks
Customer Information		
COMSUITE	COMSUITE	
Contracting Bank Name	Displays Contracting Bank Name.	
Contracting Branch Name	Displays Contracting Branch Name.	
Customer ID	Displays Customer ID.	
Customer Name	Displays Customer Name.	
Address	Displays the address.	
Network Connection	Displays the access method.	
Authentication Device Type	Displays the type of the authentication device.	
Device Receiving Branch Code (Japan Only)	Displays the device receiving branch code in Japan.	
Registration Date	Displays the initial registration date of Customer Information.	
Available SSO Service		
Service	Displays available services.	
Contracting Branch	Displays Contracting Branch of each service.	
Customer ID	Displays Customer ID for each service.	

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
 - 4-3-2 Approval/Rejection
 - 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

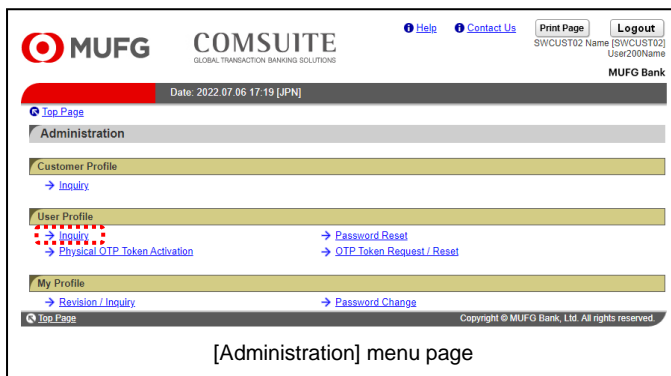
4-1 User Information

4-1-1 Inquiry

This section describes how to inquire about user information.

Steps

1. Select the Menu.



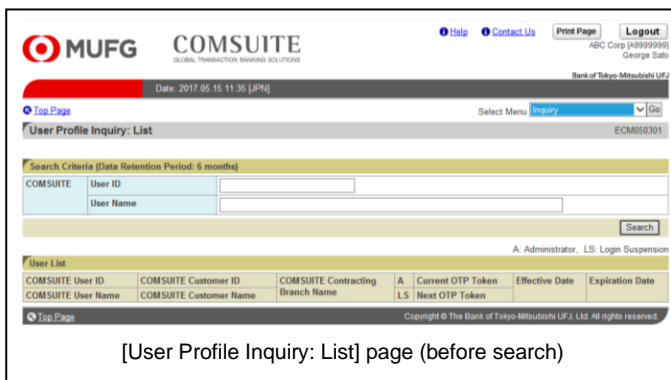
- (1) On top page, select the [Administration] link.



The [Administration] link is found on Top Page which appears after login.

- (2) [Administration] menu is displayed. Select [Inquiry] from [User Profile] section.

2. Search for User Information.



- (1) Enter the search criteria.

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

- (2) Click on [Search] button.

Search Criteria Description

Field	Description	Remarks
Search Criteria (Data Retention Period: 6 months)		
COMSUITE	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.

[User Profile Inquiry: List] page (after search)

COMSUITE User ID	COMSUITE Customer ID	COMSUITE Contracting Branch Name	A LS	Current OTP Token Next OTP Token	Effective Date	Expiration Date
ADMIN01	A9999999	Hong Kong Branch	*		2017.03.04	
George Sato	ABC Corp			Active (1000N11111)		
ADMIN02	A9999999	Hong Kong Branch	*	Active (1000N11112)	2017.03.04	
John Smith	ABC Corp					
USER01	A9999999	Hong Kong Branch		Inactive (1000N11113)	2017.03.04	
Maria Tina	ABC Corp			Active (1000N11114)		
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)		

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

For details of each field, see:

4-1-2 Screen Field Description

4. Confirm the contents.

[User Profile Inquiry: Details] page

User Profile		
COMSUITE Contracting Branch Name	Japan	
COMSUITE Customer ID	SWCUST02	
COMSUITE Customer Name	SWCUST02 Name	
COMSUITE User ID	TBUser01	
COMSUITE User Name	TBUser01 Name	
COMSUITE Administrator	Yes	
e-mail Address	mailbox10@test.bk.mufg.jp	
e-mail Notification for Approval Flow		
Registration Date	2022.06.28	
e-mail Address for Password / Challenge Code Notification		
Mobile Phone Number (CountryCode / Number)	(+81)8014565924	
Authentication		
Current Device Type		
Current Activation Status (Activation Date)		
Next Device Type	Mobile OTP Token	
Next Activation Status (Activation Date)		
Lock Out	UNLOCKED	
Login Suspension		
Permitted SSO Service		
# Service	Contracting Branch	Customer ID
1 GCMS Plus	Japan	SWCUST02
	User ID	Registration Date
	TBUser01	2022.06.28

(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



Search Criteria (Data Retention Period: 6 months)

COMSUITE	User ID	<input type="text"/>
	User Name	<input type="text"/>

A: Administrator, LS: Login Suspension

COMSUITE User ID	COMSUITE Customer ID	COMSUITE Contracting Branch Name	A	Current OTP Token	Effective Date	Expiration Date
COMSUITE User Name	COMSUITE Customer Name		LS	Next OTP Token		

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[User Profile Inquiry: List] page

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: <ul style="list-style-type: none"> *: Administrator blank: User
LS	Displays the login suspended status.	Displays one of the following: <ul style="list-style-type: none"> *: Login suspended blank: Login not suspended
Current OTP Token	Displays the activation status and serial number of the token currently being used.	Displays one of the following: <ul style="list-style-type: none"> Active: The OTP token has been activated. Inactive: The OTP token has not been activated yet.
Next OTP Token	Displays the activation status and serial number of the OTP token scheduled to be used next.	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: <ul style="list-style-type: none"> Yes: Administrator blank: User
e-mail Address	Displays the e-mail address.	This address is used to receive the notifications that are listed in "1-2-6 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: <ul style="list-style-type: none"> Yes: Receive the e-mail notification blank: 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.
Authentication			
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 device type. If no serial number is assigned, no number will be displayed.
	Activation Status (Activation Date)	Displays the date the OTP token has been activated.	
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		Displays whether the user is able to login or not.	Displays one of the following: <ul style="list-style-type: none"> • LOCKED: Login disabled • UNLOCKED: Login enabled
Login Suspension		Displays the login suspended status.	Displays one of the following: <ul style="list-style-type: none"> • Suspended: Login suspended • blank: Login not suspended
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.	

4-2 Password Reset

4-2-1 Applying for Password Reset

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

Steps

1. Select the Menu.

The screenshot shows the top page of the COMSUITE portal. The navigation menu includes 'Administration', 'Customer Profile', 'User Profile', and 'My Profile'. The 'User Profile' section contains links for 'Inquiry', 'Physical OTP Token Activation', 'Password Reset', and 'OTP Token Request / Reset'. The 'Password Reset' link is highlighted with a red dashed box.

[Administration] menu page

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



The [Administration] link is found on Top Page which appears after login.

- (2) [Administration] menu is displayed. Select [Password Reset] from [User Profile] section.

2. Select the item from the list.

The screenshot shows the 'Password Reset: User List' page. It contains a table with columns for 'COMSUITE User ID', 'COMSUITE Customer ID', and 'Branch Name'. The table lists several users, including 'ADMIN01', 'ADMIN02', 'USER01', 'USER02', 'USER03', and 'Amy Li'. The 'ADMIN01' link is highlighted.

[Password Reset: User List] page

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

For details of each field, see:

4-2-3 Screen Field Description

3. Confirm the contents.

The screenshot shows the 'Password Reset: Details' page. It displays user information in a table format, including 'Contracting Branch Name', 'Customer ID', 'Customer Name', 'User ID', and 'User Name'. The 'Apply' button is visible at the bottom right.

[Password Reset: Details] page

- (1) Confirm the contents.

For details of each field, see:

4-2-3 Screen Field Description

- (2) Click on [Apply] button.

4. Confirm the contents and apply.

The screenshot shows the 'Password Reset: Confirm' page. At the top, there is a header with the MUFG logo and 'COMSUITE' text. Below the header, there is a navigation bar with 'Top Page', 'Select Menu', 'Inquiry', and 'Go' buttons. The main content area is titled 'Password Reset: Confirm' and contains a message: 'Please confirm User Information below. To proceed, click on "Apply" button.' Below this message is a table of user information:

User Information		
COMSUITE	Contracting Branch Name	Japan
	Customer ID	A9999999
	Customer Name	ABC Corp
	User ID	USER01
	User Name	Maria Tis
e-mail Address for Password / Challenge Code Notification		

At the bottom of the table, there is an 'Apply' button. Below the table, there are links for 'Back to Details' and 'Top Page'. The footer contains copyright information: 'Copyright © The Bank of Tokyo-Mitsubishi UFJ, Ltd. All rights reserved.'

[Password Reset: Confirm] page

(1) Confirm the contents.

For details of each field, see:

4-2-3 Screen Field Description

(2) Click on [Apply] button.

5. The results are displayed.

The screenshot shows the 'Password Reset: Result' page. At the top, there is a header with the MUFG logo and 'COMSUITE' text. Below the header, there is a navigation bar with 'Top Page', 'Select Menu', 'Inquiry', and 'Go' buttons. The main content area is titled 'Password Reset: Result' and contains a message: 'Password reset has been Applied.' Below this message is a 'Go to Administration Menu' button. Below the button is a table of user information:

User Information		
COMSUITE	Contracting Branch Name	Japan
	Customer ID	A9999999
	Customer Name	ABC Corp
	User ID	USER01
	User Name	Maria Tis
e-mail Address for Password / Challenge Code Notification		

At the bottom of the table, there is a 'Top Page' link. The footer contains copyright information: 'Copyright © The Bank of Tokyo-Mitsubishi UFJ, Ltd. All rights reserved.'

[Password Reset: Result] page

(1) Confirm the results.

For details of each field, see:

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.

Steps

1. Display the list of Waiting for Approval.

The screenshot shows the COMSUITE Portal interface. The main content area is titled 'To Do - Detail' and displays a 'Global Cash Balance' section with a world map and various regional balances. Below this is a 'Notice' section. At the bottom, there is a 'To Do - Detail' table with a red dashed box highlighting the 'Password Reset' row. The table has columns for 'Customer Name', 'Waiting for Approval', and 'Rejected'.

Customer Name	Waiting for Approval	Rejected
ABC Corp	1	1
John Smith	2	0

Top Page

- (1) 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.

The screenshot shows the COMSUITE Portal interface. The main content area is titled 'Password Reset: User List' and displays a table with columns for 'COMSUITE User ID', 'COMSUITE Customer ID', 'Branch Name', 'COMSUITE User Name', 'COMSUITE Customer Name', and 'John Smith'. The 'COMSUITE User Name' column contains the value 'Admin02'.

COMSUITE User ID	COMSUITE Customer ID	Branch Name
Admin02	A3999999	Japan
John Smith	ABC Corp	

[Password Reset: User List] page

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

For details of each field, see:

4-2-3 Screen Field Description

3. Confirm the contents.

[Password Reset: Details] page

(1) Confirm the contents.

For details of each field, see:

4-2-3 Screen Field Description

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

4. Approve the application.

[Password Reset: Approval] page

(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.

[Password Reset: Result] page

User Information		
COMSUITE	Contracting Branch Name	Japan
	Customer ID	A9999999
	Customer Name	ABC Corp
	User ID	ADMIN02
	User Name	John Smith
e-mail Address for Password / Challenge Code Notification		

(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".

Steps

1. Display the password registration screen.

Login screen

- (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.

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

[Password Registration STEP 1] page

- (1) 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 STEP 2] page


- (1) 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: <ul style="list-style-type: none"> • 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.
New Password(confirmation)	Enter the new password to set again.	

4. The result is displayed.

[Password Registration Result] page

- (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.

Steps

1. Display "Waiting for Application" items.

The screenshot shows the COMSUITE Portal interface. The 'To Do - Detail' table is as follows:

Item	Status	Action
COMSUITE Portal	Waiting for Application	Waiting for Approval
Expired Discard	Waiting for Application	Waiting for Approval
OTP Token Activation	Waiting for Application	Waiting for Approval

Below the screenshot is a button labeled "Top Page".

- 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.

The screenshot shows the 'OTP Token Activation: List' page. The search criteria are:

- Status: Waiting for Application
- Waiting for Approval

The 'User List' table is as follows:

All	COMSUITE Customer ID	COMSUITE User ID	COMSUITE User Name	OTP Token Serial Number	OTP Token Issued Date
<input type="checkbox"/>	A9999999	ADMIN01	George Sato	1234567890	2017.05.04
<input checked="" type="checkbox"/>	A7777999	ADMIN02	John Smith	1111N99902	2017.05.04
<input checked="" type="checkbox"/>	AAAAAAAA	USER01	Maria Tris	1000N99903	2017.03.04
<input type="checkbox"/>	A9999999	USER02	Ken Suzuki	1111N99903	2017.05.04
<input checked="" type="checkbox"/>	363100t1	USER03	Amy Li	1000N99905	2017.03.04

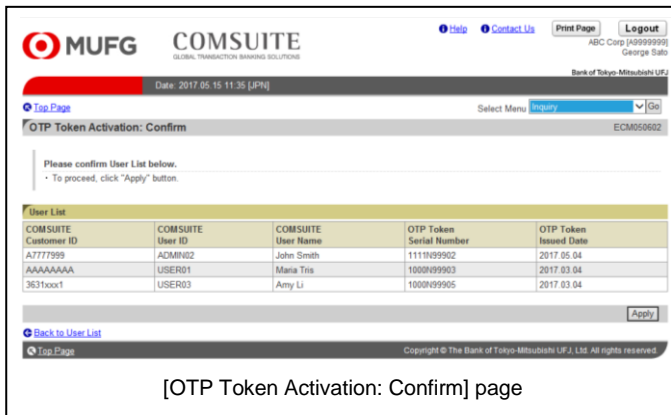
Below the screenshot is a button labeled "[OTP Token Activation: List] page".

- 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

- Click [Apply] button.

3. Confirm the details and submit the application.



[OTP Token Activation: Confirm] page

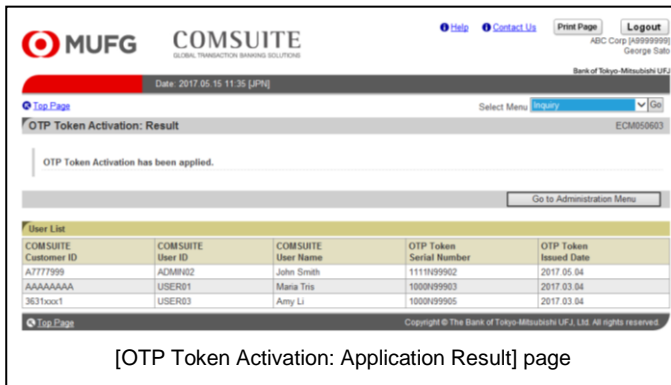
(1) Confirm the user information.

For the details of each field, see:

4-3-3 Screen Field Description

(2) Click [Apply] button.

4. The application result will be displayed.



[OTP Token Activation: Application Result] page

(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.

Steps

1. Display "Waiting for Approval" items.

The screenshot shows the COMSUITE Portal interface. The 'To Do' section is active, displaying a table of pending items. The table has columns for 'Customer ID', 'Customer Name', 'Waiting for Application', 'Waiting for Approval', and 'Rejected'. A red dashed box highlights the 'Waiting for Approval' column. Below the screenshot, there is a button labeled 'Top Page'.

- (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.

2. Select the user whose application to approve.

The screenshot shows the 'OTP Token Activation: List' page. The 'Search Criteria' section has 'Waiting for Approval' selected. Below it is a table of users with checkboxes. At the bottom, there is an 'Approve/Reject' button.

COMSUITE Customer ID	COMSUITE User ID	COMSUITE User Name	OTP Token Serial Number	OTP Token Issued Date	Appplier User ID	Applied Date	
<input checked="" type="checkbox"/>	A999999	ADMIN01	George Sato	1234567890	2017.05.04	ADMIN01	2017.05.04
<input checked="" type="checkbox"/>	AAAAA	ADMIN02	John Smith	1111099902	2017.05.04	ADMIN02	2017.03.04
<input checked="" type="checkbox"/>	A7777999	USER01	Maria Tria	1000N99903	2017.03.04	ADMIN02	2017.05.04
<input type="checkbox"/>		USER02	Ken Suzuki	1111N99903	2017.05.04	ADMIN02	2017.05.04
<input type="checkbox"/>		USER03	Amy Li	1000N99905	2017.03.04		

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

For the details of each field, see:

4-3-3 Screen Field Description

3. Approve the application.

[OTP Token Activation: Confirmation] page

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
AAAAAAAA	ADMIN02	John Smith	1111199902	2017.05.04	ADMIN02	2017.05.04
AAAAAAAA	USER01	Maria Tris	1000H99903	2017.03.04	ADMIN02	2017.03.04

(1) Confirm the details.

For the details of each field, see:

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



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

4. The application result will be displayed.

[OTP Token Activation: Result] page

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
AAAAAAAA	ADMIN02	John Smith	1111199902	2017.05.04	ADMIN02	2017.05.04
AAAAAAAA	USER01	Maria Tris	1000H99903	2017.03.04	ADMIN02	2017.03.04

(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.	

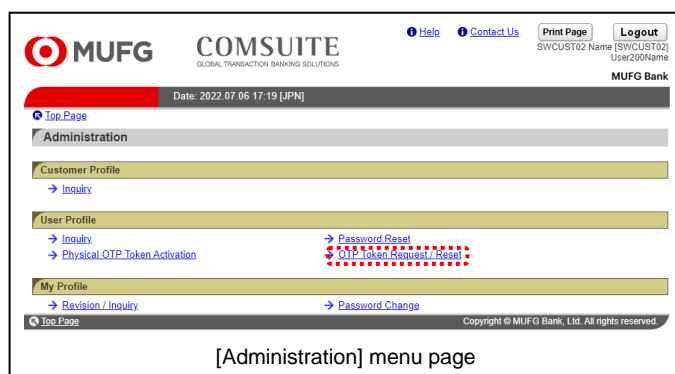
4-4 OTP Token Request / Reset

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.

Steps

1. Select the menu.



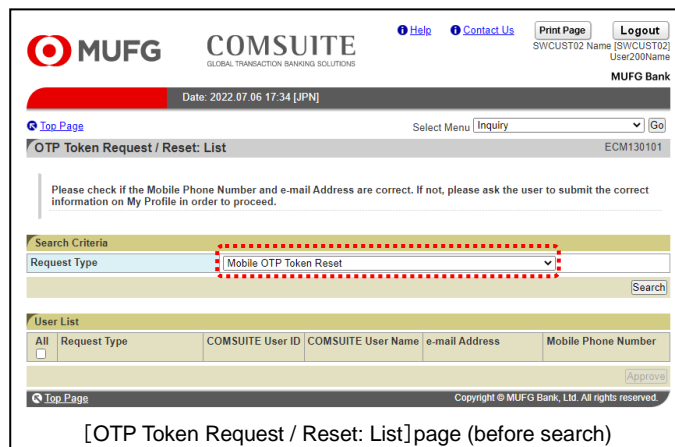
- (1) On the Top Page, select the [Administration] link.



The [Administration] link is found on the Top Page which appears after login.

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

2. Select the application category.



- (1) Select [Request Type].

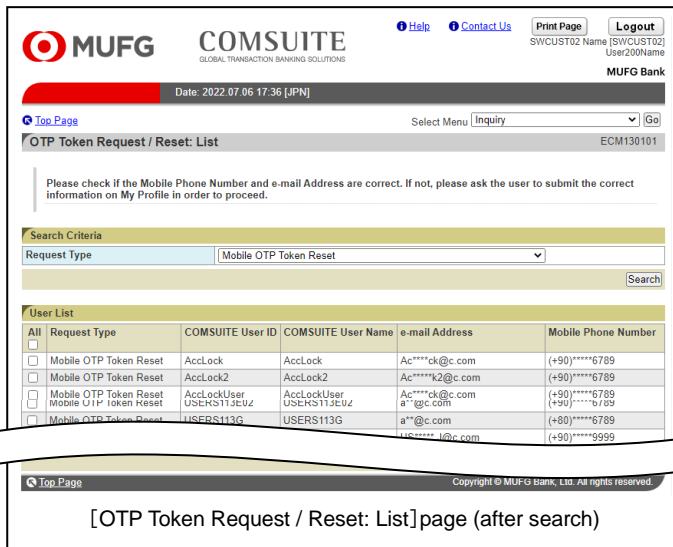
For the details of each field, see:



4-4-2 Screen Field Description

- (2) Click the [Search] button.

3. Confirm the user information.



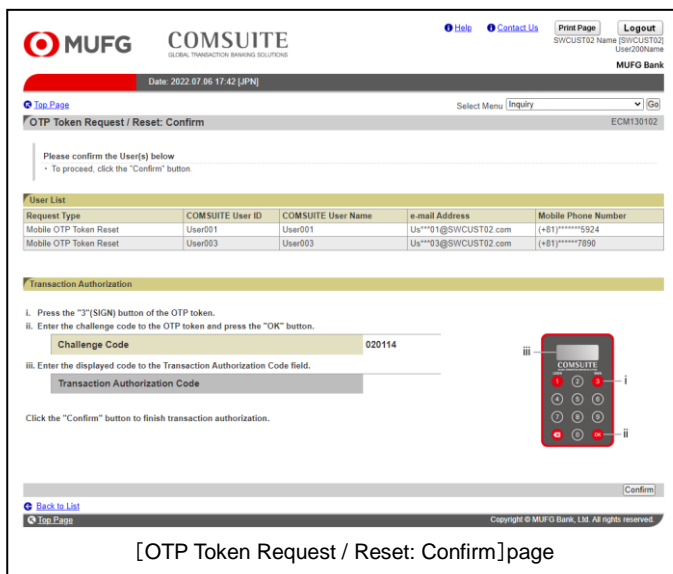
- (1) Tick the checkbox for the user whose application to approve.

For the details of each field, see:

4-4-2 Screen Field Description

- (2) Click the [Approve] button.

4. Approve the application.



- (1) Confirm the details.

For the details of each field, see:

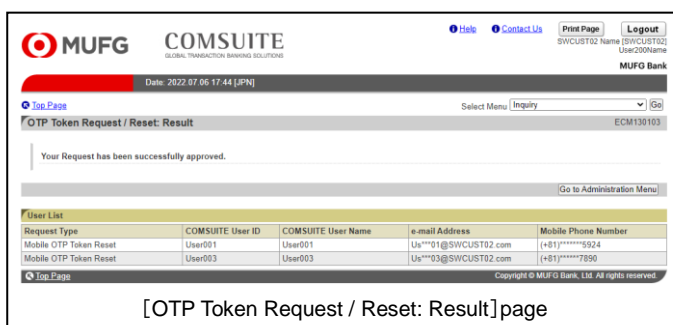
4-4-2 Screen Field Description

- (2) Click the [Confirm] button.

For further details of the approval procedure, see:

2-2-1 Transaction Authorization with OTP Token

5. The result is displayed.



- (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: COMSUIE 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.	
COMSUIE User ID	Displays the COMSUIE User ID.	
COMSUIE User Name	Displays the COMSUIE User Name.	
e-mail Address	Displays the e-mail address.	
Mobile Phone Number	Displays the mobile number.	

Chapter 5

Administration - My Profile

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

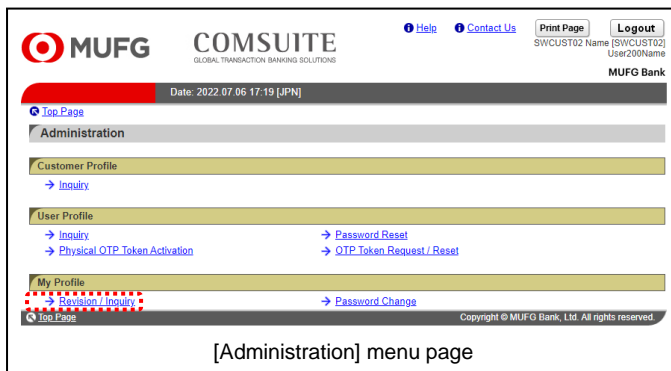
5-1 My Profile

5-1-1 Inquiry/Revision

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

Steps

1. Select the Menu.



[Administration] menu page

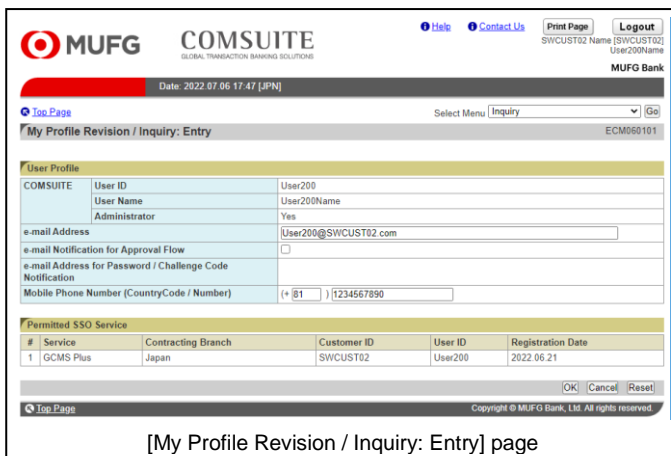
- (1) On top page, select the [Administration] link.



The [Administration] link is found on Top Page which appears after login.

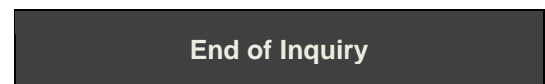
- (2) [Administration] menu is displayed. Select [Revision / Inquiry] from [My Profile] section.

2. Confirm/Revise the contents.



[My Profile Revision / Inquiry: Entry] page

- (1) Confirm the contents.

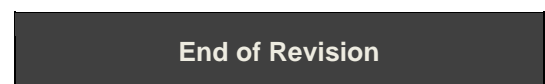


- (2) When revising the registered information, enter the contents to revise and click on [OK] button.

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



[e-mail Address] and [e-mail Notification for Approval Flow] fields can be revised. Depending on the contract, the entry for [e-mail Address] field cannot be changed.



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: <ul style="list-style-type: none"> • Yes: Administrator • blank: 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 "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: <ul style="list-style-type: none"> • 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.	

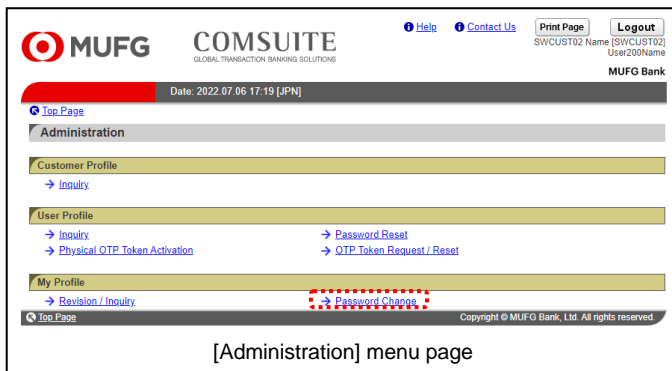
5-2 Password Change

5-2-1 Change

This section describes how to change the user's own password.

Steps

1. Select the Menu.



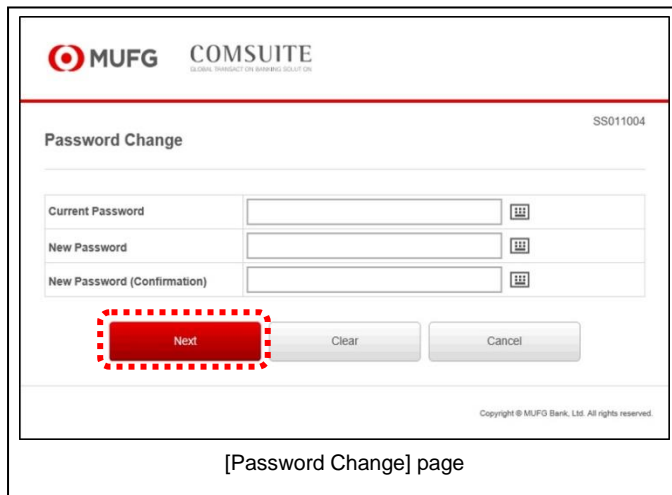
- (1) On top page, select the [Administration] link.



The [Administration] link is found on Top Page which appears after login.

- (2) [Administration] menu is displayed. Select [Password Change] from [My Profile] section.

2. Change the password.




- (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: <ul style="list-style-type: none"> • 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.
New Password(confirmation)	Enter the new password to set again.	

3. The results are displayed.



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

End of Password Change

Chapter 6

Notice

6-1 Inbox

6-1-1 Inquiry

6-1 Inbox

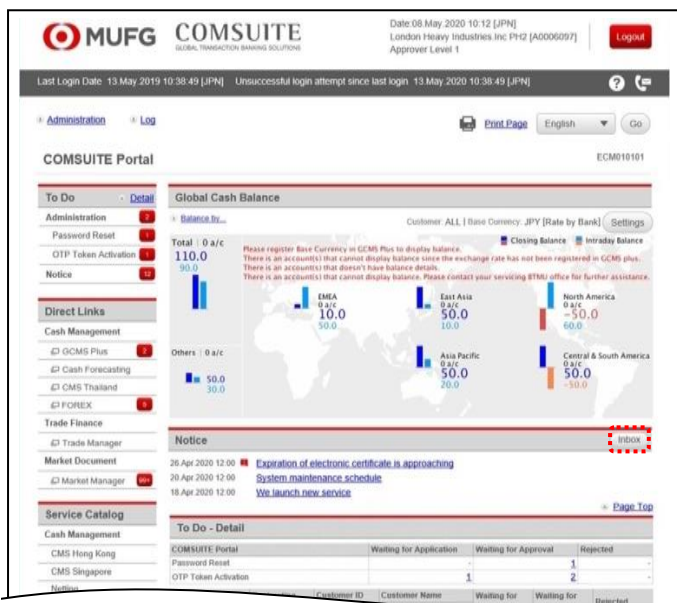
MUFG Bank sends the mail messages to each customer to provide various information and notices.

6-1-1 Inquiry

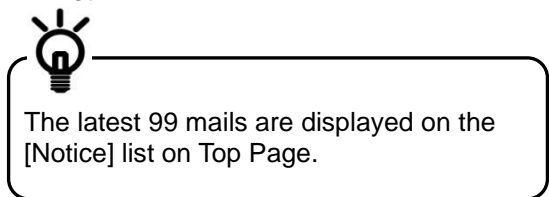
This section describes how to inquire about a mail message.
The mail messages are automatically deleted when expired.

Steps

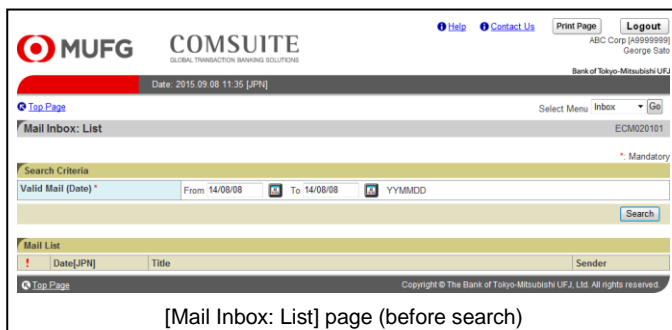
1. Select the Menu.



(1) Click the [Inbox] button above the [Notice] list.



2. Search for Mail Information.



[Mail Inbox: List] page (before search)

(1) Enter the search criteria.

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

(2) Click on [Search] button.

Search Criteria Description

- The "*" symbol displayed on the screen indicates a mandatory field.

Field	Description	Remarks
Search Criteria		
Valid Date (From / To) *	Specify a range of period when the mail is received.	Specify dates between the first day of the month six months ago and the present day.

3. Select the item from the list.

[Mail Inbox: List] page (after search)

- Click on [Title] link.

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

4. Confirm the contents.

[Mail Inbox: Details] page

- Confirm the contents.

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



Click on [Back to List] link to return to the previous [Mail Inbox: List] page.

End of Inquiry

Screen Field Description

Field	Description	Remarks
Mail List		
!	! is displayed for important messages.	
Date[JPN]	Displays the received date and time.	
Title	Displays Title.	
Sender	Displays Sender.	
Mail Information		
Date [JPN]	Displays the received date and time.	
Sender	Displays Sender.	
Mail ID	Displays Mail ID.	
Mail		
Title	Displays Title.	! is displayed for important messages.
Attachment	Displays the attachment file name.	The file can be downloaded from the link.
Message	Displays the mail text.	

Chapter 7

Log

7-1 User Activity Log

7-1-1 View/Download

7-1 User Activity Log


7-1-1 View/Download

You can inquire about activity log of COMSUITE Portal users.
It is recommended to regularly check the activity log and to monitor suspicious access and operation.

Steps

1. Select the Menu.

(1) Select [Log] from the Main Menu.



The screenshot shows the COMSUITE Portal interface. The main menu is visible, and the 'Log' option is highlighted with a red dashed box. The interface includes a header with the MUFG logo, user information, and a 'Logout' button. The main content area displays 'Global Cash Balance' with a world map and various regional balance indicators.

Region	Balance (JPY)
EMEA	10.0
East Asia	50.0
North America	-50.0
Asia Pacific	50.0
Central & South America	-50.0
Others	50.0

Country	Market Manager	Japan	ADMIN003	George Sato	Abcd Elghjk Lmnpqr Corp	1	8,765
United States							
MCB							
Financial Center							
Netting							

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Top Page

2. Enter the search criteria.

[User Activity Log: Select User] page

- (1) Enter the date range to view and select users.

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

- (2) When downloading the activity log, click on [Download] button to save the data in a location you want.

For details of the file layout, see:

Appendix-1-1 User Activity Log

End of User Activity Log Download

- (3) When viewing the activity log, click on [View] button.



Up to 1,000 records of activity log can be displayed.

Search Criteria Description

- The "*" symbol displayed on the screen indicates a mandatory field.

Field	Description	Remarks
Search Criteria (Data Retention Period: 13 months)		
Date Range [JPN] (From / To) *	Specify a range of date and time to inquire the log.	Specify dates between the first day of the month thirteen months ago and the present day.
User List		
All	Tick [All] checkbox if selecting all the items in the list. Untick [All] checkbox if canceling to select all the items.	
COMSUITE User ID	Displays COMSUITE User ID.	
COMSUITE User Name	Displays COMSUITE User Name.	

3. Confirm the contents.

[User Activity Log: List] page

(1) Confirm the contents of the user activity log.

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



Click on [PDF] button to download the activity log in the PDF format.

For details of the PDF report layout, see:

Appendix-2-2 User Activity Log



Click on [Back to User List] link to return to the previous [User Activity Log: Select User] page.

End of User Activity Log View

Screen Field Description

Field	Description	Remarks
Activity Log		
COMSUITE User ID	Displays COMSUITE User ID.	
COMSUITE User Name	Displays COMSUITE User Name.	
Date / Time	Displays the operation date and time.	
Transaction	Displays the operation.	
Remarks	Displays the additional information of the operation.	
Error Message	Displays the error message during the operation, if any.	

Appendix

Appendix-1 Layout of Download File

Appendix-1-1 User Activity Log

Appendix-2 Example of PDF


Appendix-2-1 Notification of Initial Password

Appendix-2-2 User Activity Log

Appendix-1 Layout of Download File

Appendix-1-1 User Activity Log

You can download a CSV file of the activity log of users selected on the screen.
For information on how to download the file, see:

 Chapter 7 Log
7-1-1 View/Download

- The file is named as:
EUA010401 YYYYMMDDHHMMSS.csv
(YYYYMMDDHHMMSS is the processed date/time (JST))
- Up to 2,000 records of activity log can be downloaded.

No.	Data Item	Length	Type	Remarks
1	COMSUITE Customer ID	8	Alphanumeric	
2	COMSUITE Customer Name	Max. of 64	Alphanumeric	
3	COMSUITE User ID	Max. of 16	Alphanumeric	
4	COMSUITE User Name	Max. of 40	Alphanumeric	
5	Date / Time [JPN]	19	Alphanumeric	YYYY/MM/DD HH:MM:SS format
6	Transaction	Max. of 100	Alphanumeric	
7	Remarks	Max. of 90	Alphanumeric	
8	Error Message	Max. of 100	Alphanumeric	


Appendix-2 Example of PDF

Appendix-2-1 Notification of Initial Password

You can generate a PDF file of an initialized password.
For information on how to download the PDF, see:

☞ Chapter 4 Administration - User Profile
4-2-2 Approval/Rejection

- The file is named as:
ECM050204details_YYYYMMDDHHMMSS.pdf
(YYYYMMDDHHMMSS is the date/time (JST) when the PDF is generated)


Bank of Tokyo-Mitsubishi UFJ

0XXXXXXXXX1XXXXXXXXX2XXXXXXXXX3XX
XXXXXXXX4XXXXXXXXX5XXXXXXXXX6XXXX

Attention: 0XXXXXXXXX1XXXXXXXXX2
XXXXXXXXX3XXXXXXXXXXXX

0XXXXXXXXX1XXXXXXXXX2XXXXXXXXX3XXXXXXXXX4XXXXXXXXX5XXXXXXXXX6XXXX
XXXXXXXXX1XXXXXXXXXXXX

Notification of Initial Password / 初期パスワードのお知らせ

Please find your Initial Password to log in COMSUITE as below.
COMSUITEの初期パスワードをご案内いたします。

COMSUITE Customer ID COMSUITEカスタマーID	XXXXXXXXXX
COMSUITE User ID COMSUITEユーザーID	The User ID your company submitted to the Bank. 銀行にお届けいただいたユーザーID
Initial Password 初期パスワード	XXXXXXXXXX (The password is case sensitive.) (パスワードは大文字・小文字を区別します)

You will be requested to change the password when you log in for the first time. For security reasons, it is highly recommended to log in and change the initial password immediately after you receive this notification. If you have any questions or need further information, please contact your servicing BTMG office.

本サービスに初めてログインした際は、パスワードの変更を求められます。セキュリティの観点から、なるべく早くログインのうえ、パスワードを変更されるようお願い申し上げます。
ご不明な点がございましたら、お取引店までご連絡ください。


COMSUITE User ID (as of): XXXXXXXXXXXXXXXX 2015.10.30 14:20:46 [JPM]

Appendix-2-2 User Activity Log

You can generate a PDF file of the activity log displayed on the screen.
For information on how to download the PDF, see:

☞ Chapter 7 Log
7-1-1 View/Download

- The file is named as:
EUA010402details_YYYYMMDDHHMMSS.pdf
(YYYYMMDDHHMMSS is the date/time (JST) when the PDF is generated)


Bank of Tokyo-Mitsubishi UFJ

User Activity Log: List

COMSUITE Customer Name : XXXXXXXX Corporation

Date : 27.Aug.2015 - 27.Aug.2015

Sort by : Date / Time Page : 1 / 2

COMSUITE User ID	Date / Time	Transaction	Remarks	Error Message
XXXXXXXXXXXXXXXXXXXX	27.Aug.2015 09:36:56	Login	User Login.	
XXXXXXXXXXXXXXXXXXXX	27.Aug.2015 09:52:15	Logout	Login Timeout.	
XXXXXXXXXXXXXXXXXXXX	27.Aug.2015 10:09:06	Login	User Login.	
XXXXXXXXXXXXXXXXXXXX	27.Aug.2015 10:18:23	Logout	User Logout.	
XXXXXXXXXXXXXXXXXXXX	27.Aug.2015 10:47:59	Login	User Login.	
XXXXXXXXXXXXXXXXXXXX	27.Aug.2015 10:55:12	Logout	Forced to Logout.	
XXXXXXXXXXXXXXXXXXXX	27.Aug.2015 10:55:12	Login	User Login.	
XXXXXXXXXXXXXXXXXXXX	27.Aug.2015 11:01:43	Login	User Login.	
XXXXXXXXXXXXXXXXXXXX	27.Aug.2015 11:10:16	Logout	Login Timeout.	
XXXXXXXXXXXXXXXXXXXX	27.Aug.2015 11:21:17	Logout	Login Timeout.	
XXXXXXXXXXXXXXXXXXXX	27.Aug.2015 11:24:28	Login	User Login.	
XXXXXXXXXXXXXXXXXXXX	27.Aug.2015 11:34:19	Login	User Login.	
XXXXXXXXXXXXXXXXXXXX	27.Aug.2015 11:40:17	Logout	Login Timeout.	
XXXXXXXXXXXXXXXXXXXX	27.Aug.2015 12:05:17	Logout	Login Timeout.	
XXXXXXXXXXXXXXXXXXXX	27.Aug.2015 13:16:42	Login	User Login.	
XXXXXXXXXXXXXXXXXXXX	27.Aug.2015 13:33:18	Logout	Login Timeout.	
XXXXXXXXXXXXXXXXXXXX	27.Aug.2015 13:42:18	Login	User Login.	
XXXXXXXXXXXXXXXXXXXX	27.Aug.2015 13:42:37	Log User Activity Log: List-(Download)	Number of records:17	
XXXXXXXXXXXXXXXXXXXX	27.Aug.2015 13:42:49	Log User Activity Log: List-(View)		
XXXXXXXXXXXXXXXXXXXX	27.Aug.2015 13:42:55	Log User Activity Log: Details-(PDF)		
XXXXXXXXXXXXXXXXXXXX	27.Aug.2015 13:58:19	Logout	Login Timeout.	
XXXXXXXXXXXXXXXXXXXX	27.Aug.2015 14:00:41	Login	User Login.	
XXXXXXXXXXXXXXXXXXXX	27.Aug.2015 14:02:32	Log User Activity Log: List-(View)		
XXXXXXXXXXXXXXXXXXXX	27.Aug.2015 14:02:43	Log User Activity Log: Details-(PDF)		

COMSUITE User ID (as of): XXXXXXXXXXXXXXXX 27.Aug.2015 16:49:45 [JPN]

Attention and Trademarks

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- Note that the contents of this manual are subject to change without prior notice. The latest version of this manual is posted at "Customer Support" on the login screen of "COMSUITE".
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