

Quick Start Manual

Administrator Operations

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Service Hours

Service Menu	Service Hours			
	Mon.	Tue.-Fri.	Sat.	Sun.
Administrator Menu • Contract Account Information Management • User Information Management • Operation History Inquiry	7:00 - 24:00	0:00 - 24:00	0:00 - 21:00	7:00 - 20:00

* The service will be suspended on December 31, January 1-3, during maintenance for service upgrades, and during other pre-announced periods.

1. Registering new users

Create a new user by following the steps below.

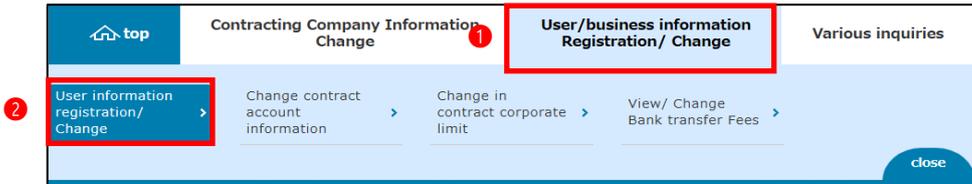
[STEP 1]
Select the menu

[STEP 2]
Enter user information

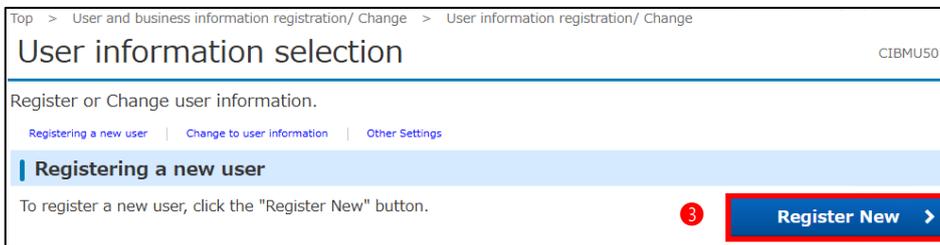
[STEP 3]
Issue a one-time password

STEP1 Select "User information registration/change"

(1) From the top menu, select ❶ "User/business information registration/change," then click ❷ "User information registration/change."



(2) On the User Information Selection screen, click ❸ "Register New."



STEP2 Enter user information

(1) Enter ❶ user information

Top > User and business information registration/ Change > User information registration/ Change

User information registration CIBMU502

Register user information.
Please enter the various information of the user you wish to register and press the "Register" button.
After setting the user information, user authority information, and account authority information, please enter Contracting Company Verification PIN.
When adding a contract account (payment account), please check the authority settings in the account authority information.

User information settings

User Information

Please enter User ID, User name (half-width katakana, alphanumeric characters), and User name (kanji).

❶ **利用者ID** 必須 You may choose any ID you prefer. Example: higo 半角英数字30桁以内

利用者名 (半角カナ英数) 必須 半角カナ英数48文字以内

利用者名 (漢字) 全角48文字以内

User PIN code

Please set PIN users will enter when logging on.

利用者暗証番号 必須 半角英数字4~12桁

半角英数字4~12桁

ソフトウェアキーボード

user verification PIN

Please set a confirmation PIN users will enter when confirming a transaction.

利用者確認暗証番号 必須 半角英数字4~12桁

半角英数字4~12桁

ソフトウェアキーボード

User Email address

Please enter your user Email address.

利用者Eメールアドレス 半角英数字記号64文字以内

半角英数字記号64文字以内

User Information

Example: In the case of Taro Higo

User ID: higo

User Name (half-width katakana, alphanumeric characters): ヒゴ

User Name (kanji): 肥後太郎 (optional)

!! Caution !!

User PIN code

* This is a **temporary PIN** used by the user during the activation confirmation process.

User Verification PIN

* This is a **temporary verification PIN** used by the user during the activation confirmation process.

* Both the user PIN and user verification PIN must be changed when the user logs on for the first time.

User's email address

Enter the user's email address (optional).

(Continued on next page)

STEP3

Issue a one-time password

(1) Select ❶ the registered user's information, then click the ❷ "Issue/Reissue" for the user one-time password.

Top > User and business information registration/ Change > User information registration/ Change

User information selection

Change to user information

Select the user you want to Change. List view

選択 必須	利用者ID	利用者名	利用中止	事故登録	取納サードビス封鎖	取納サードビス乗替封鎖	残高照会	入出金明細照会	取引履歴照会	資金移動	資金移動予約取消	資金移動予約取消	外部データファイル送信			給与振込			賞与振込			地方税納入		
													登録	承認	送信	登録	承認	送信	登録	承認	送信	登録	承認	送信
<input type="radio"/>	test1	70テスト1様	-	-	-	-	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
<input checked="" type="radio"/>	test2	70テスト2様	-	-	-	-	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○

Issue/Reissue

User One-time password

To issue/reissue a user One-time password, select your user information and then press the "Issue/Reissue" button.

For customers using hard token with camera

Customers using the "hard token with camera" will no longer need a user one-time password starting two days after the token has been configured, when the system changes take effect. If the "hard token with camera" has not yet been configured and both the hard token setup and user registration are completed on the same day, please issue the one-time password.

If the "hard token with camera" has already been configured (and at least 2 days have passed), the "User one-time password" field will not appear, and issuance is not required.

(2) On the User One-Time Password Issuance/Reissuance Confirmation screen, enter the ❸ the contracting company verification PIN, then click ❹ "Issue."

(3) When the User One-Time Password Issuance/Reissuance Confirmation screen appears, click the ❺ "Print" button.

Top > User and business information registration/ Change > User information registration/ Change

利用者ワンタイムパスワード発行/再発行確認

下記利用者について、利用者ワンタイムパスワードを発行します。
契約法人確認暗証番号を入力してから、「発行」ボタンを押してください。

利用者ID	test2
利用者名	70テスト2様

You will need to enter Contracting Company Verification PIN. Please enter it correctly.

契約法人確認暗証番号 必須

ソフトウェアキーボード 開く

cancel 発行

Top > User and business information registration/ Change > User information registration/ Change

利用者ワンタイムパスワード発行/再発行完了

利用者ワンタイムパスワードを発行/再発行しました。
印刷が完了しましたら、「利用者情報選択画面へ」ボタンを押してください。
利用者ワンタイムパスワードはログイン時に必要となります。
本画面を印刷して、下記の利用者にワンタイムパスワードを通知してください。

利用者名	70テスト2様				
発行日	2026年01月09日				

位置	A	B	C	D	E
1	42	56	91	82	27
2	13	57	73	92	76
3	52	74	71	39	44
4	40	31	93	15	35
5	16	65	75	38	12

1 Precautions

利用者はワンタイムパスワードを厳重に管理し、第三者に開示しないでください。

5 印刷 利用者情報選択画面へ

2. Changing user information

The following procedures explain how to change user information, cancel user registrations, register accidents, and lift suspensions.

[STEP 1]

Select the menu

[STEP 2]

Execute the operation

STEP1 Select "User information registration/change"

From the top menu, select ❶ "User/business information registration/change," then click ❷ "User information registration/change."



STEP2 Select the target user and execute the desired operation

Select ❶ the user to be modified, enter ❷ ❸ the required information in fields, and click ❹ the appropriate button.



[Change]

You will be taken to the User Information Change screen. Enter the information to be updated.

* Select "Change" here to increase the 1-yen transfer limit for accounts designated each time.

[Cancel registration]

Deletes the selected user.

The following buttons require entering ❷ "contracting company verification PIN," before clicking.

[Accident registration]

Changes the user status to "unavailable."

Enter the ❸ "Reason for the accident" as well.

[Accident registration cancellation]

Cancels the accident registration.

[Cancellation of suspension]

Restores access when the user has been locked due to consecutive incorrect entries of the user PIN code/user verification PIN.

[Release display lock]

Releases the lock state that occurs when the user repeatedly opens the One-time Password Input screen without entering the one-time password.

3. Changing the contracting company's limit

The following procedures explain how to change the various limits of the contracting corporations.

[STEP 1]
Select the menu

[STEP 2]
Enter the details of the change

STEP1 Select "Change in contract corporate limit"

From the top menu, select ❶ "User/business information registration/change," then click ❷ "Change in contract corporate limit."



STEP2 Enter the details of the change

Enter ❶ the modification details and ❷ the contracting company verification PIN, then click the ❸ "Change" button.

Top > User/Business Information Registration/ Change > Change of Contract Corporate Limit

Change in contract corporate limit

CIBMUS12

Change the contract corporate limit.
Enter the Change information and click the "Change" button.

Online Limit Information

Please enter your online limit information using numbers.

オンライン限度額	一回単位の限度額		一日単位の限度額	
	契約法人単位	上限	契約法人単位	上限
振替限度額 ❶	30,000,000 円	9,999,999,999円	30,000,000 円	9,999,999,999円
事前登録振込限度額	30,000,000 円	9,999,999,999円	30,000,000 円	9,999,999,999円
都度指定振込限度額	30,000,000 円	9,999,999,999円	30,000,000 円	9,999,999,999円

Collection limit information

Please enter the limit information for Storage service (private) in half-width numbers.

収納限度額	一回単位の限度額		一日単位の限度額	
	契約法人単位	上限	契約法人単位	上限
民間払込限度額 ❶	<input type="text"/> 円	9,999,999,999円	<input type="text"/> 円	9,999,999,999円

ファイル伝送限度額情報

ファイル伝送限度額情報は半角数字で入力してください。

ファイル伝送限度額	一回単位の限度額	
	契約法人単位	上限
総合振込限度額 ❶	50,000,000 円	9,999,999,999円
給与振込限度額	50,000,000 円	9,999,999,999円
賞与振込限度額	50,000,000 円	9,999,999,999円
地方税納入限度額	50,000,000 円	9,999,999,999円
預金口座振替限度額	50,000,000 円	9,999,999,999円

You will need to enter Contracting Company Verification PIN. Please enter it correctly.

契約法人確認暗証番号 ❷ 半角英数字4~12桁

ソフトウェアキーボード

cancel Clear ❸

4. Changing contract account information

The following procedures explain how to view the account information registered at the time of contract and to set the applicable limits.

[STEP 1]
Select the menu

[STEP 2]
Select account

[STEP 3]
Change

STEP1 Select "Change contract account information"

From the top menu, select ① "User/business information registration/change," then click ② "Change contract account information."

The screenshot shows a navigation menu with the following items: top, Contracting Company Information Change, User/business information registration/change (highlighted with a red box and circled 1), and Various inquiries. Under 'User/business information registration/change', there are sub-items: User information registration/Change, Change contract account information (highlighted with a red box and circled 2), Change in contract corporate limit, and View/Change Bank transfer Fees. A 'close' button is visible in the bottom right corner.

STEP2 Select contract account information

Select ① the contract account to be modified, and click ② "Change."

The screenshot shows the 'Contract Account information selection' page. It includes a breadcrumb trail: Top > User and business information registration/ Change > Change contract account information. The page title is 'Contract Account information selection' and the ID is CIBMU506. Below the title, it says 'Select the account you want to Change and click the "Change" button.' There is a 'Display order' dropdown set to 'Not specified'. A table lists accounts with columns: 選択, 支店名, 預金種目, 口座番号, 名義人, 依頼人コード, 委託者コード, 代表口座, 区分, and コメント. The first row is highlighted with a red box and circled 1. Below the table, there is another 'Display order' dropdown and a '変更' button (Change) highlighted with a red box and circled 2.

選択	支店名	預金種目	口座番号	名義人	依頼人コード	委託者コード	代表口座	区分	コメント
①	本店営業部	普通預金				-		○	
	本店営業部	普通預金				-	○	○	

STEP3 Change the contract account information

Enter ① the modification details and ② the contracting company verification PIN, then click the ③ "Change" button.

The screenshot shows the 'Change contract account information' page. It includes a breadcrumb trail: Top > User and business information registration/ Change > Change contract account information. The page title is 'Change contract account information' and the ID is CIBMU507. Below the title, it says 'Change the contract Account information. Enter the Change information and click the "Change" button.' There is a section titled 'Contract Account information' with the instruction 'Displays the contents of the contract Account information. Enter comments if necessary.' Below this, there are two tables of information. The first table shows: 金融機関コード (0182), 支店コード (101), 金融機関枝番コード (01), and 支店カナ名称 (ホテ). The second table shows: 預金種目 (普通預金), 依頼人コード, 口座番号, 委託者コード, 名義人, 口座区分 (代表口座以外), 利用区分 (利用可能, 利用不可), and コメント (with a red dashed box around the input field). A note at the bottom right of the comment field says '全角20文字 (半角40文字) 以内'.

[Comments]

Entry is optional. Enter information as needed, such as the purpose of using the account.

(Continued on next

5. Setting transfer limit increases

The following procedures explain how to change a user's transfer limit.

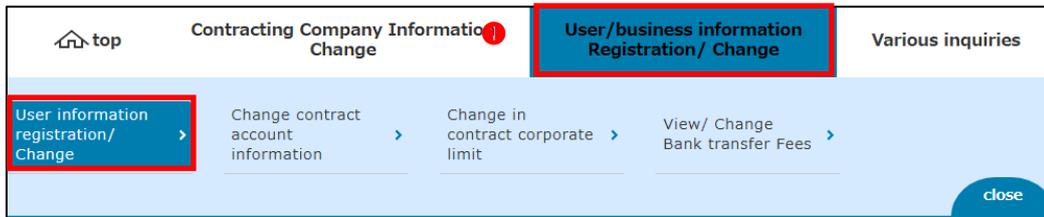
[STEP 1]
Select the menu

[STEP 2]
Select the target

[STEP 3]
Change

STEP1 Select "User information registration/change"

From the top menu, select ❶ "User/business information registration/change," then click ❷ "User information registration/change."



STEP2 Select the target user

Select ❶ the user to be modified, and click ❷ "Change."

Top > User and business information registration/ Change > User information registration/ Change

User information selection

CIBMU501

Register or Change user information.

Registering a new user | Change to user information | Other Settings

Registering a new user

To register a new user, click the "Register New" button.

Register New >

Registering a new user | Change to user information | Other Settings

Change to user information

Select the user you want to Change.

List view

選択 必須	利用者ID	利用者名	電子証明書	利用中止	事故登録	取納サービス入封鎖	取納サービス累積封鎖	オンライン取引					
								残高照会	入出金明細照会	取引履歴照会	資金移動	資金移動予約照会	資金移動予約取消
<input checked="" type="radio"/>	test1	テスト1	-	-	-	-	-	○	○	○	○	○	○
<input type="radio"/>	test2	テスト2	-	-	-	-	-	○	○	○	×	○	○

List view

Change user information /cancellation of registration

If you want to Change your user information, select it and then click the "Change" button. ❷

Change >

If you wish to cancel your user registration, please select the user information and then click the "Cancel Registration" button.

Cancel Registration >

