



ONE•COMMON•PORTAL

User Guide

User Registration and Management

OCP - User Registration and Management

PURPOSE

This user guide acts as a reference for **Applicants** to manage their **OCP Account**.

Use this manual to manage:

- **Registering A Local User Account**
- **Registering A Foreign User Account**
- **Forgot Password**
- **Reviewing and edit user profile**
- **Enabling One Time Password (OTP)**
- **Changing password from user profile**

GLOSSARY

The following acronyms are used frequently:

Term	Meaning
OCP	One Common Portal
ROCBN	Registry of Companies and Business Names

FURTHER ASSISTANCE

If you have any questions or issues while using OCP, please call us at +673-2380505 or send an email to info.rocbn@mofe.gov.bn

Table of Content

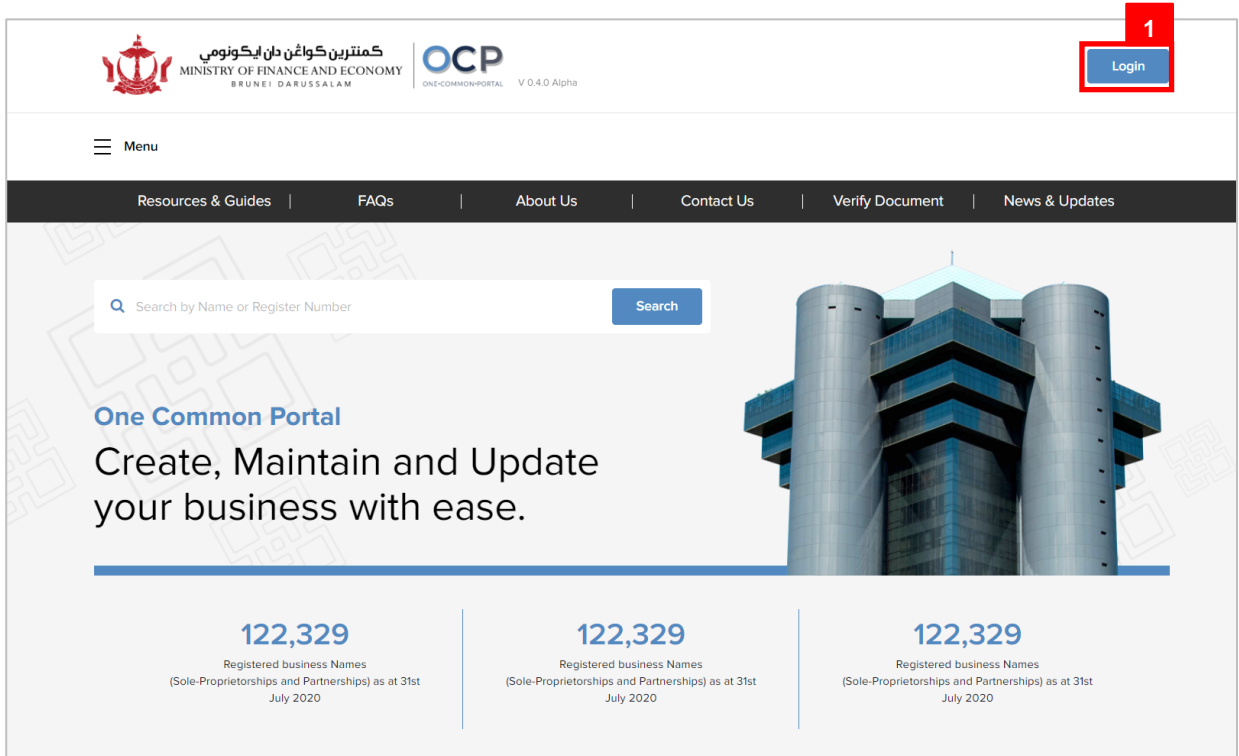
Topics	Page
Introduction	2
Registering A Local User Account	4
Registering A Foreign User Account	9
Forgot Password	14
Editing your user profile	18
Enabling One Time Password (OTP)	29
Changing password from User Profile	37


OCP - User Registration and Management

REGISTERING A LOCAL USER ACCOUNT	Applicant
	Online User

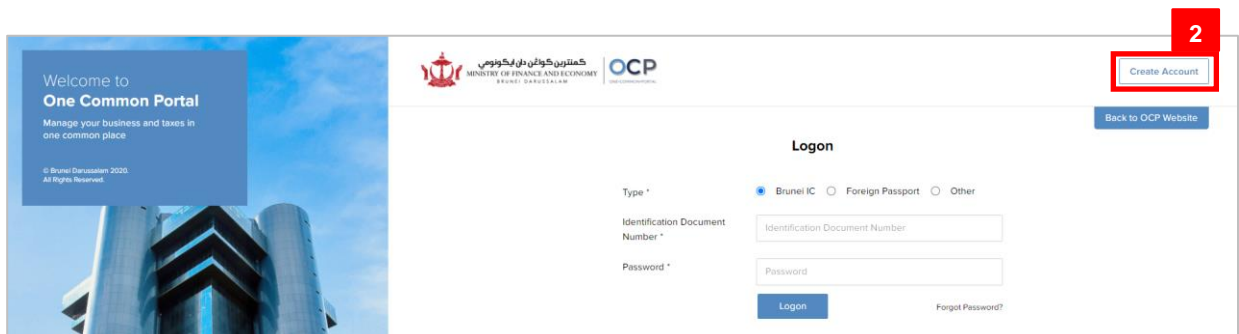
Note:

- Please prepare your own personal E-mail.
- Register for an OCP account with your identity card (aged 12 years and above).



1. Navigate to the OCP website and click on the  button.

Logon page will appear.



2. Click on the  button.

OCP - User Registration and Management

User Registration page will appear.

3. Click on the Brunei IC radio button for business users with Brunei IC.

4. Enter the details for **User Registration** sections as per the example below:

Section	Field	Mandatory (?)	Example
User Registration	Identification Document Number	✓	01048181
	Date of Birth	✓	14-Jun-1992
	Name	✓	<i>For Brunei IC, system will auto populate the name by extracting data from Immigration database using the Identification Document Number and Date of Birth information</i>
	Email	✓	muhd.ashraf@gmail.com
	Confirm Email	✓	muhd.ashraf@gmail.com
	Password	✓	P@ssword1
	Confirm Password	✓	P@ssword1

5. Click on the I'm not a robot checkbox and verify yourself (if required).

Note:

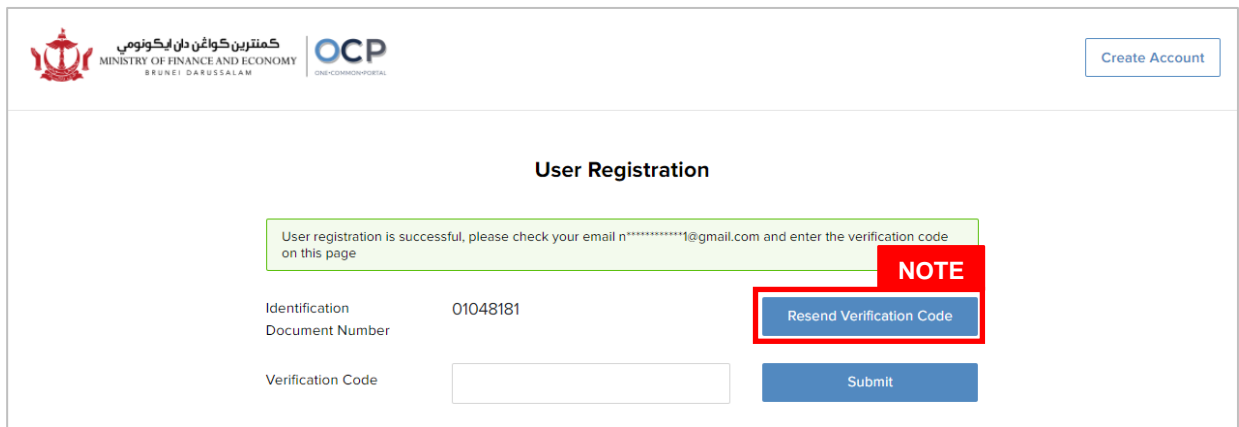
- **Name** will only be auto populated if the **Identification Document Number** matches the **Date of Birth** in the Immigration database.

OCP - User Registration and Management

- Password must be at least **8 alphanumeric characters** with a minimum of:
 - One **Capital Letter** (A-Z)
 - One **Small Letter** (a-z)
 - One **Digit** (1-9)
 - One **Special Character** (! - *)

6. Click on the  button.

There will be a message, indicating that the registration was a success and activation email was sent out.

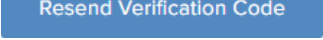


User Registration

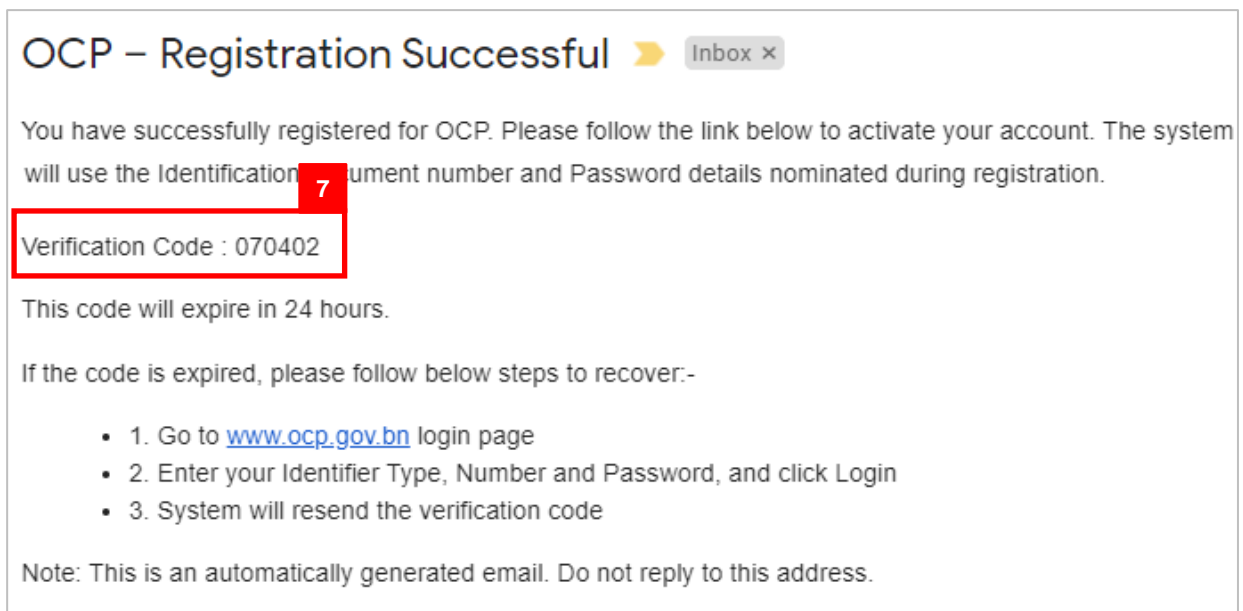
User registration is successful, please check your email n*****1@gmail.com and enter the verification code on this page


NOTE

Identification	01048181	Resend Verification Code
Document Number		
Verification Code	<input type="text"/>	Submit

Note: If the activation email is not received, click on the  button.

Log in to the email that was used in the OCP account registration and open the e-mail **OCP – Registration Successful** in your inbox.



OCP – Registration Successful 

You have successfully registered for OCP. Please follow the link below to activate your account. The system will use the Identification Document number and Password details nominated during registration.

7 Verification Code : 070402

This code will expire in 24 hours.

If the code is expired, please follow below steps to recover:-

- 1. Go to www.ocp.gov.bn login page
- 2. Enter your Identifier Type, Number and Password, and click Login
- 3. System will resend the verification code

Note: This is an automatically generated email. Do not reply to this address.

7. Take note of the verification code.

OCP - User Registration and Management

MINISTRY OF FINANCE AND ECONOMY
BRUNEI DARUSSALAM

OCP
ONE-COMMON-PORTAL

Create Account

User Registration

User registration is successful, please check your email n*****1@gmail.com and enter the verification code on this page

Identification Document Number 01048181

Resend Verification Code

Verification Code

Submit

8. Enter the verification code in the field.

9. Click on the button.

There will be a message, indicating that the email has been successfully validated. Try to log in to your OCP account.

Logon

Email validated successfully

Type * Brunei IC Foreign Passport Other

Identification Document Number * 01-048181

Password *

Logon

Forgot Password?

10. Click on the Brunei IC radio button for business users with Brunei IC.

11. Enter the details for **Logon** sections as per the example below:

Field	Example
Identifier Number	01048181
Password	P@ssword1

12. Click on the button.

OCP - User Registration and Management

You will be logged in to your OCP account.

The screenshot displays the OCP (Online Company Portal) interface. At the top, the Ministry of Finance and Economy logo is visible alongside the OCP logo and version information (V 0.4.0 Alpha). A user profile dropdown menu is located in the top right corner, showing a 'New Entity' button and a user icon.

The main content area is divided into several sections:

- My Entities:** A table listing registered entities with columns for Registration No., Name, User Role, and Status. The status column contains 'Registered' buttons for each entry.
- Unfinished Businesses:** A card for application OGCRS2011927 for 'Business Name 1', showing a progress bar with '05 Days Remaining' and '14 Days' total.
- Finished Businesses:** Cards for applications OGCRS2011710 (Approved) and OGCRS2011666 (Pending Review).
- Correspondence Details:** Three placeholder cards indicating no information is currently available.
- Unfinished Businesses (Table):** A table listing pending applications with columns for Application Date, Application No., Entity Name, Description, and Status.

A sidebar on the left contains navigation icons for Search, Dashboard, My Entities, Purchased Items, Verify Document, Payment Search, and Help.

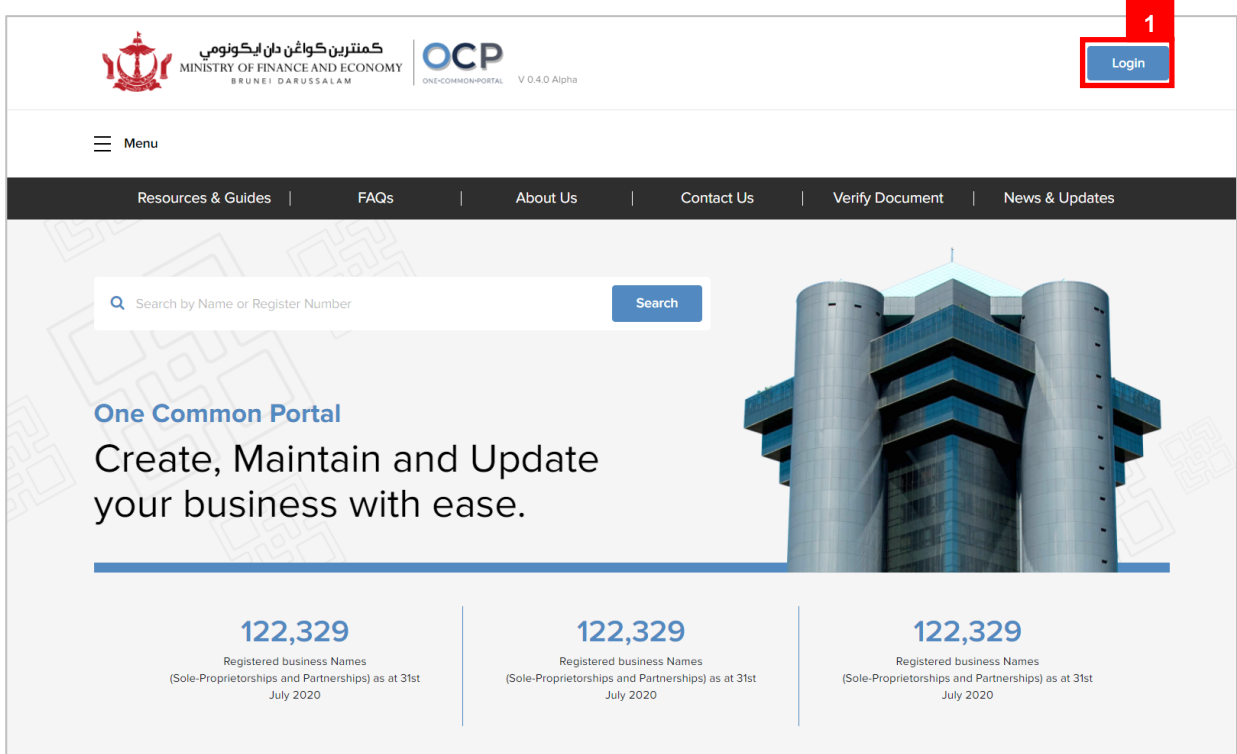
Registration No.	Name	User Role	Status
P00000024	Business Name 1	BusinessOwner	Registered
RC00000054	Company 1 Sdn Bhd	Agent	Registered
RC00000017	OH Public Company Bhd	Employee	Registered


Application Date	Application No.	Entity Name	Description	Status
19 Nov 2020	OGCRS2011928	Business Name 1234	Change Business Name Details	Pending Payment
19 Nov 2020	OGCRS2011927	Business Name 1	Change Business Name Details	Draft
19 Nov 2020	OGCRS201195	Business Name 1	Change Business Name Details	Draft

OCP - User Registration and Management

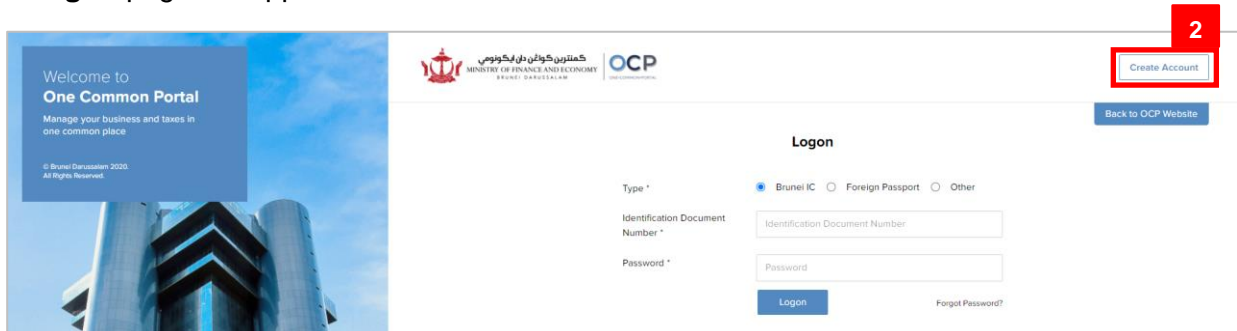
REGISTERING A FOREIGN USER ACCOUNT	Applicant
	Online User


Note: Please prepare your own personal E-mail.



1. Navigate to the OCP website and click on the  button.

Logon page will appear.



2. Click on the  button.

OCP - User Registration and Management

User Registration page will appear.

3. Click on the Foreign Passport radio button for business users with foreign passports.

4. Enter the details for **User Registration** sections as per the example below:

Section	Field	Mandatory (?)	Example
User Registration	Identifier Number	✓	BN8187
	Date of Birth	✓	24-Apr-1995
	Name	✓	Muhd Noah
	Nationality	✓	Malaysia
	Passport Expiry Date	✓	07-Jul-2021
	Email	✓	muhd.noah@gmail.com
	Confirm Email	✓	muhd.noah@gmail.com
	Password	✓	P@ssword1
	Confirm Password	✓	P@ssword1

5. Click on the I'm not a robot checkbox and verify yourself (if required).

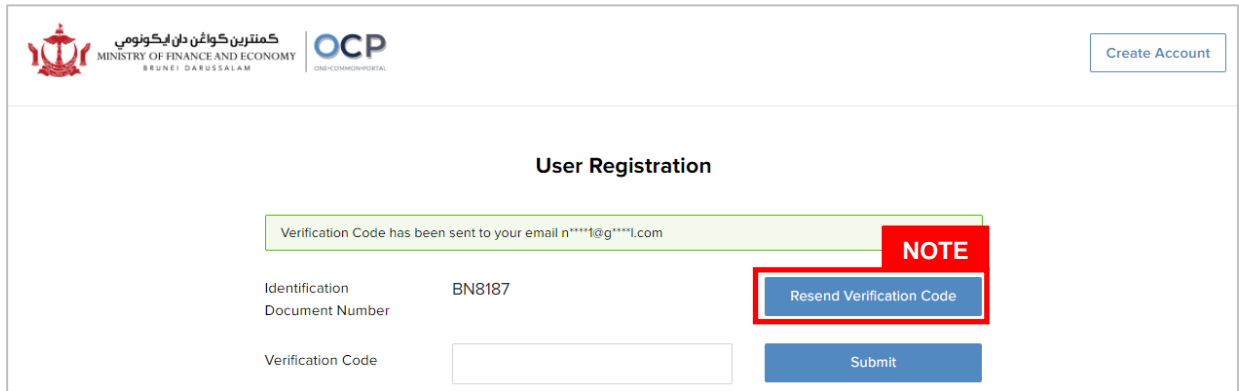
Note: Password must be at least **8 alphanumeric characters** with a minimum of:

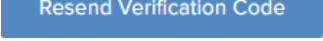
- I. One **Capital Letter** (A-Z)
- II. One **Small Letter** (a-z)
- III. One **Digit** (1-9)
- IV. One **Special Character** (! - *)

OCP - User Registration and Management

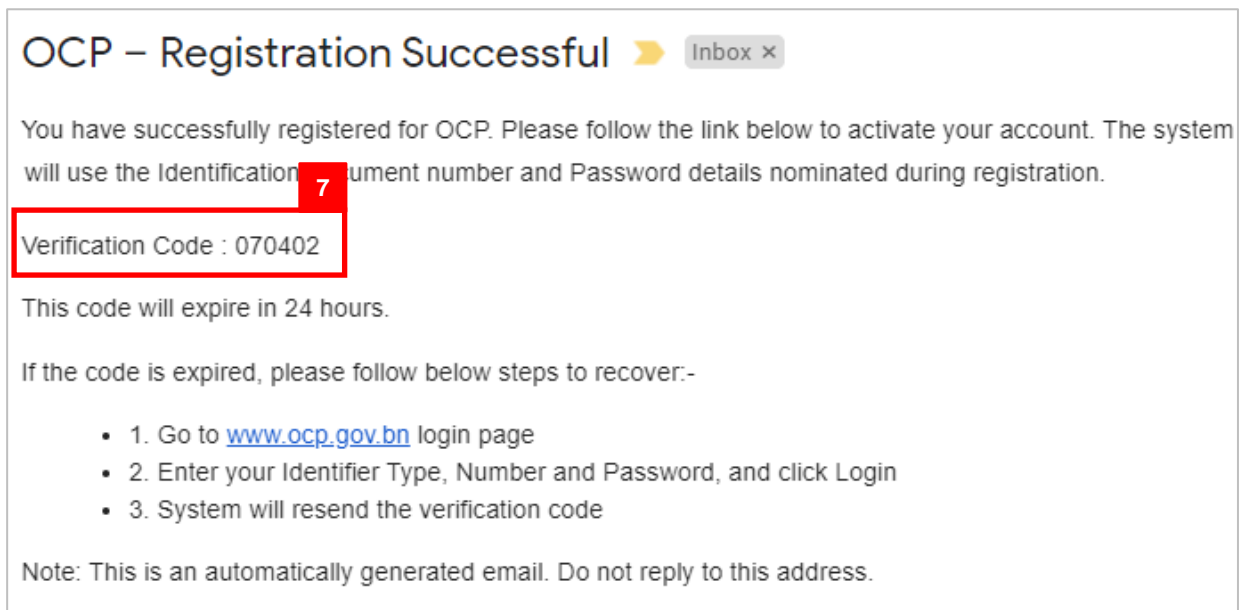
6. Click on the  button.

There will be a message, indicating that the registration was a success and activation email was sent out.



Note: If the activation email is not received, click on the  button.

Log in to the email that was used in the OCP account registration and open the e-mail **OCP – Registration Successful** in your inbox.



7. Take note of the verification code.

OCP - User Registration and Management

Verification Code has been sent to your email n****i@g****l.com

Identification Document Number: BN8187

Resend Verification Code

Verification Code:

Submit

8. Enter the verification code in the field.

9. Click on the button.

There will be a message, indicating that the email has been successfully validated. Try to log in to your OCP account.

Email validated successfully

Type *

Brunei IC Foreign Passport Other

Identification Document Number *: BN8187

Password *:

Nationality: Malaysia

Logon

Forgot Password?

10. Click on the Foreign Passport radio button for business users with foreign passports.

11. Enter the details for **Logon** sections as per the example below:

Field	Example
Identifier Number	BN8187
Password	P@ssword1
Nationality	Malaysia

12. Click on the button.

OCP - User Registration and Access Management

You will be logged in to your OCP account.

The screenshot displays the OCP (Online Company Portal) interface. At the top, there is a header with the Ministry of Finance and Economic Reform logo, the OCP logo, and a 'New Entry' button. A user profile icon is visible in the top right corner.

The main content area is divided into several sections:

- My Entities:** A table listing registered entities with columns for Registration No., Name, User Role, and Status.

Registration No.	Name	User Role	Status
PO0000024	Business Name 1	BusinessOwner	Registered
RC0000004	Company 1 Sdn Bhd	Agent	Registered
RC0000007	CI Public Company Bhd	Employee	Registered
- Unfinished Businesses:** A card for application OOCRS2011927, Business Name 1, dated 19-Nov-2020. It shows a progress bar with '05 Days Remaining' and a 'View Details' button.
- Finished Businesses:** Two cards for applications OOCRS2011710 (Approved, 17 Nov 2020) and OOCRS2011666 (Pending Review, 16 Nov 2020), both for Business Name 1.
- Correspondence Details:** Three placeholder cards indicating 'Currently don't have any information to show'.
- Unfinished Businesses (Table):** A table listing unfinished applications.

Application Date	Application No.	Entity Name	Description	Status
19 Nov 2020	OOCRS2011928	Business Name 1234	Change Business Name Details	Pending Payment
19 Nov 2020	OOCRS2011927	Business Name 1	Change Business Name Details	Draft
19 Nov 2020	OOCRS2011995	Business Name 1	Change Business Name Details	Draft

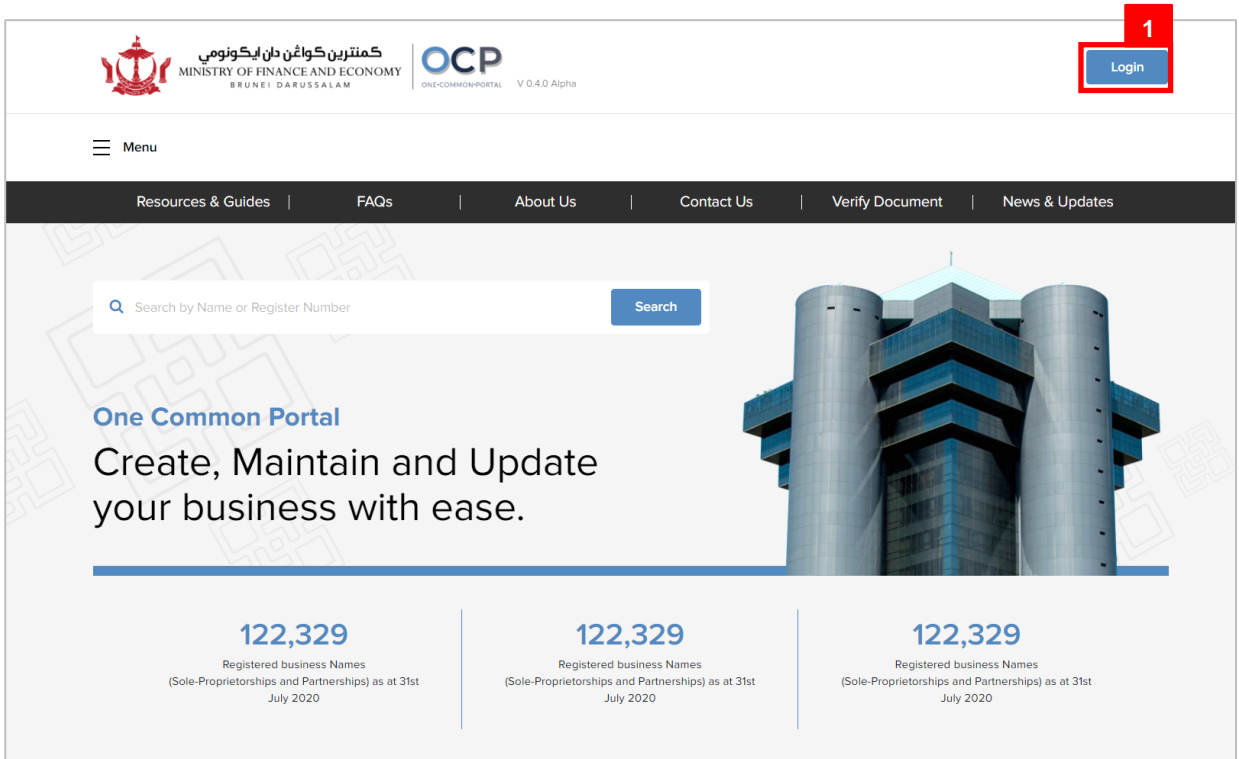
A left-hand sidebar contains navigation icons for Search, Dashboard, My Entities, Purchased Items, Verify Document, Payment Search, and Help.


OCP - User Registration and Management

FORGOT PASSWORD	Applicant
	Online User

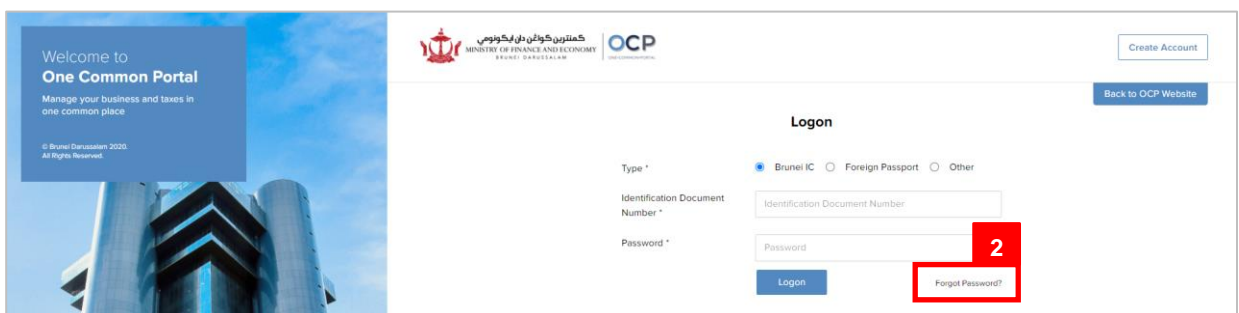
If you have forgotten your password, you can reset your password.

Navigate to the OCP website.



1. Navigate to the OCP website and click on the  button.

Logon page will appear.



2. Click on the  link.

OCP - User Registration and Management

Forgot Password

Type * Brunei IC Foreign Passport Other

Identification Document Number * BN8187

Date of Birth * 24-Apr-1995

Nationality * Malaysia

Submit Cancel

3. Click on the appropriate **Type**.

4. Enter the details for **Forgot Password** sections as per the example below:

Section	Field	Mandatory (?)	Example
Forgot Password	Identification Document Number	✓	BN8187
	Date of Birth	✓	24-Apr-1995
	Nationality	✓ <i>*only for Foreign Passport</i>	Malaysia

5. Click on the  button.

There will be a message, indicating that an activation code to reset password was sent to your email.

Verify Login

Please check your email and enter the verification code

Identification Document Number BN8187 Resend

Verification Code Verify

Log in to your email account and open the e-mail **OCP – Forgotten password verification code** in your inbox.

OCP - User Registration and Management

OCP – Forgotten password verification code

An activation code has been generated for your forgotten password request user:

Identifier Number : BN8187

Date of Birth : 24-04-1966

Verification Code : 246076

User Email : muhd.noah@gmail.com

This code will expire in 24 hours.

Note: This is an automatically generated email. Do not reply to this address.

6. Take note of the verification code.

Verify Login

Please check your email and enter the verification code

Identification Document Number	BN8187	Resend
Verification Code	<input type="text" value="246076"/>	Verify

7. Enter the verification code in the field and click on the button.

OCP - User Registration and Management

There will be a message, indicating that the email has been successfully validated.

8. Enter the details for **Logon** sections as per the example below:

Field	Example
Identification Document Number	01048180
Password	P@ssword1

9. Click on the  button.

There will be a message, indicating that the email has been successfully validated.

You can attempt to login to your OCP account with the new password now.

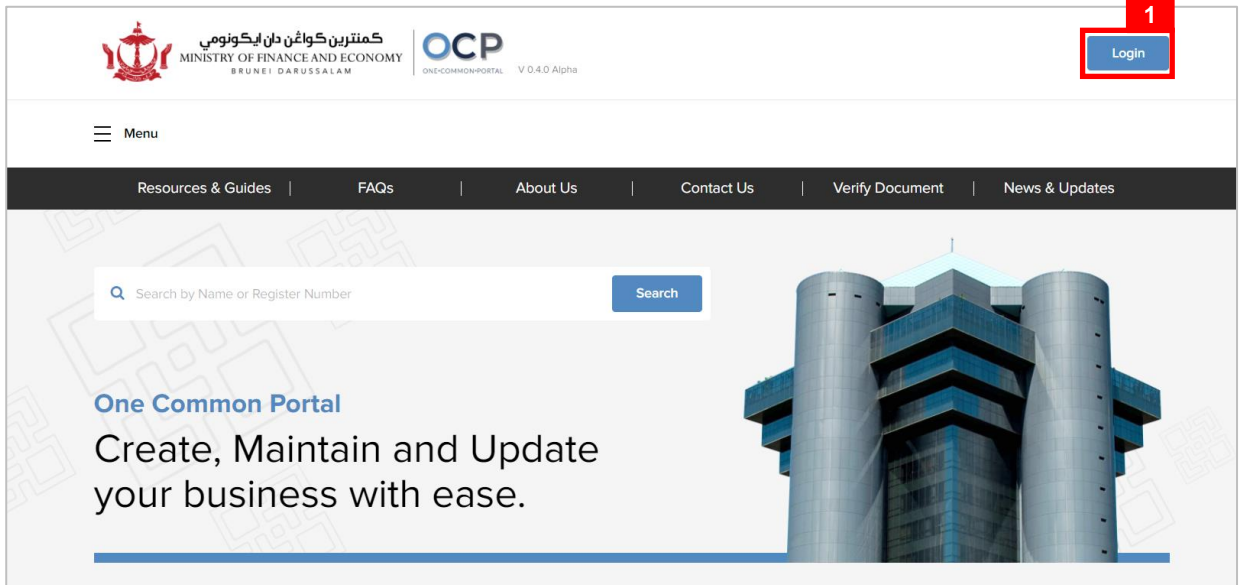
OCP - User Registration and Management

EDITING YOUR USER PROFILE (BRUNEI IC)

Applicant

Online User

Navigate to the OCP website.



1. Click on the  button.

Logon page will appear.

Logon

Type * Brunei IC Foreign Passport Other

Identification Document Number * 01048180

Password *

[Forgot Password?](#)

2. Click on the Brunei IC radio button for business users with Brunei IC.
3. Enter the details for **Logon** sections as per the example below:

Field	Example
Identification Document Number	01048180
Password	P@ssword1

4. Click on the  button.


OCP - User Registration and Management

The main dashboard page will appear.

The screenshot displays the OCP dashboard interface. At the top right, there is a '+ New Entry' button and a user profile icon. A red box with the number '5' highlights the profile icon. Below the profile icon, a dropdown menu is visible, containing a 'View Profile' button (also highlighted with a red box), a 'LOGOUT' button, and the text 'V 0.4.0 ALPHA'. The main content area is divided into several sections: 'My Entities' with a table of entities, 'Unfinished Businesses' with a card for 'Business Name 1' showing '05 Days Remaining', 'Finished Businesses' with cards for 'Business Name 1' (Approved) and 'Company 1 Sdn Bhd' (Pending Review), and 'Correspondence Details' with three placeholder cards. At the bottom, there is another 'Unfinished Businesses' table.

Registration No	Name	User Role
P00000024	Business Name 1	BusinessOwner
IC00000014	Company 1 Sdn Bhd	Agent
IC00000017	OI Public Company Bhd	Employee

Application Date	Application No.	Entity Name	Description	Status
19-Nov-2020	OGCRS20111928	Business Name 1234	Change Business Name Details	Pending Payment
19-Nov-2020	OGCRS20111927	Business Name 1	Change Business Name Details	Draft

5. Click on the  icon and click on the [View Profile](#) button to view your profile.

OCP - User Registration and Management

The **User Details** page will appear.

Back to eServices Portal

User Details

Muhammad Ashraf

Identifier Type	IC Yellow	Identifier Number	01048181
Date of birth	14-Jun-1992	Gender	Male
Nationality	Brunei Darussalam		

Addresses

Physical Address Empty	Postal Address Empty
---------------------------	-------------------------

Phone & Fax

Telephone Number Empty	Fax Number Empty
---------------------------	---------------------

Security (OTP Details)

Mobile Number	Primary Email nick.sipun@gmail.com
Secondary Email	

6. Click on the [Maintain Details](#) button to edit your profile.

Back to eServices Portal	To go back to the main dashboard page
--	---------------------------------------

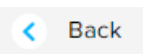
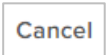
OCP - User Registration and Management

The **Maintain User Details** page will appear.

7. The **User Details** section can viewed as per above.

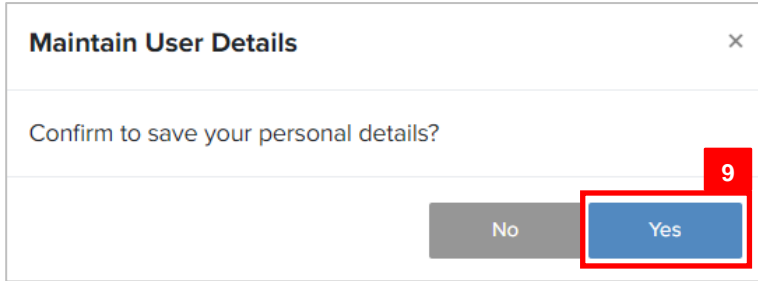
Note: If there are may changes in the **Identification Document** and Identification Document Number, user is to contact ROCBN and provide **Supporting Document**

8. Click on the  button.

	To go back to the My Profile page.
	To cancel the updating profile action.

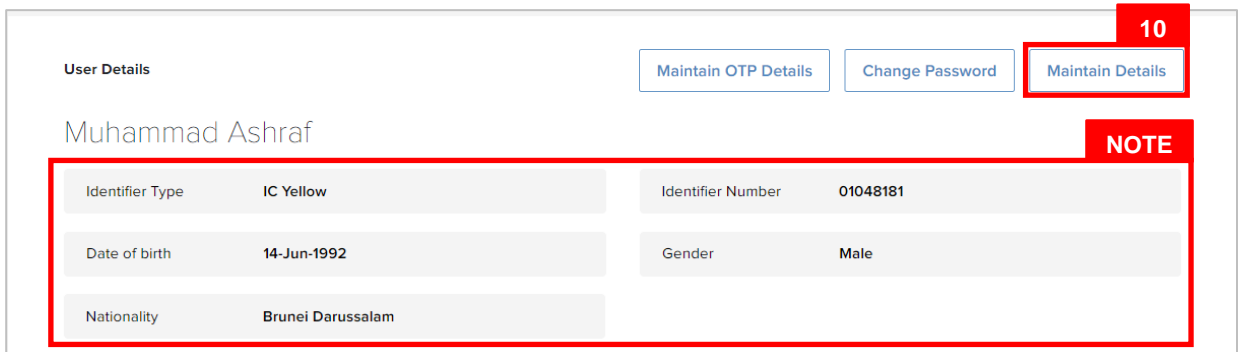
OCP - User Registration and Management

A confirmation message will appear.



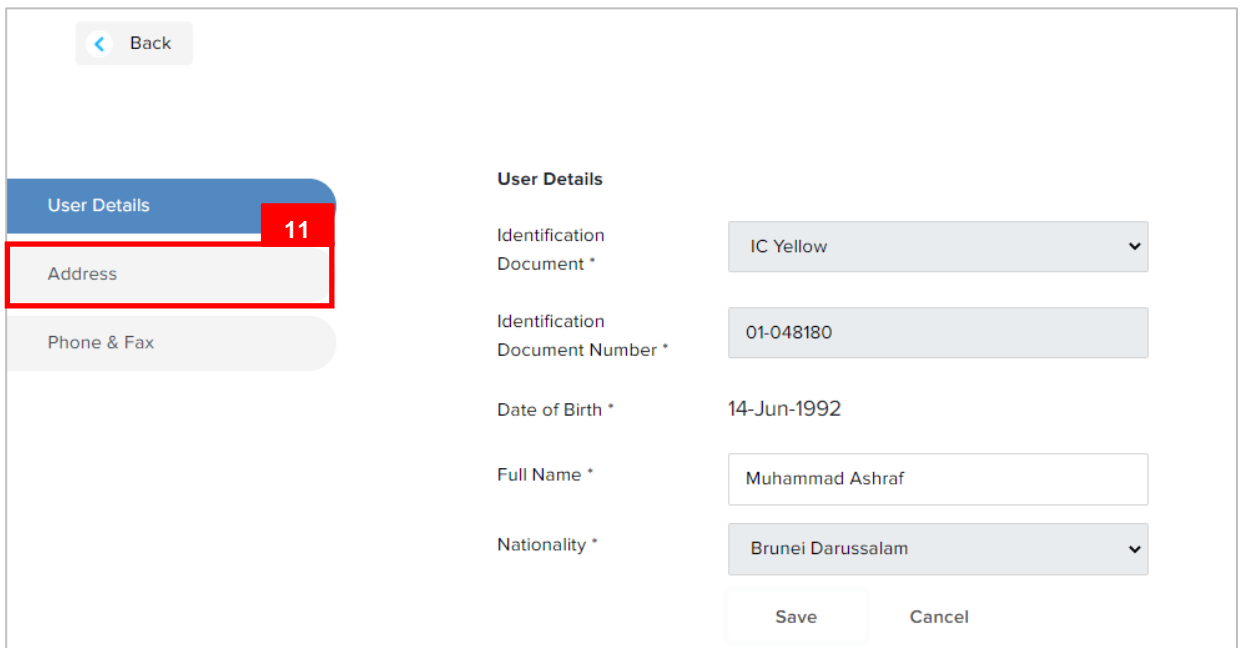
9. Click on the  button to save the changes.

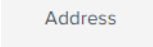
The **User Details** page will appear.



Note: Any changes to the **User Details** will be shown here.

10. Click on the  button to continue editing your profile.



11. Click on the  button to edit your address.

OCP - User Registration and Management

The **Address** section will appear.

User Details

Address

Phone & Fax

Address 12

Home Address

Address 1 *

Address 2

Address 3

Country * Brunei Darussalam ▼

Postal code *

Mukim *

Village *

District * Please Select ▼

Postal Address

NOTE

Postal Address is same as home address

Address 1 *

Address 2

Address 3

Country * Brunei Darussalam ▼

Postal code *

Mukim *

Village *

District * Please Select ▼

13

Save Cancel

OCP - User Registration and Management

12. Update the **Address** section as per below examples.

Section	Field	Example
Physical Address	Address 1	34, SPG 23, Jalan Indera Jaya, STKRJ
	Address 2	-
	Address 3	-
	Country	Brunei Darussalam
	Postal Code	KA1531 <i>Filling in the postal code will auto populate the Mukim and Village field.</i>
	Mukim	Kuala Belait
	Village	Kg Mumong A
	District	Belait

Note:

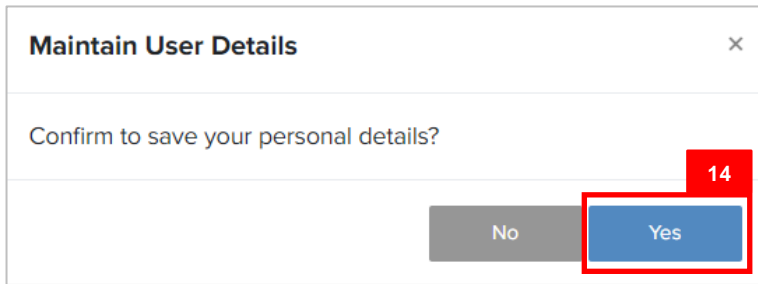
- Fields **Mukim & Village** will only show if **Country** selected is Brunei Darussalam.
- Clicking the checkbox **Postal address is as same as physical address** will cause the **Postal Address** section to disappear.

13. Click on the button.

<input type="button" value="Cancel"/>	To cancel the updating profile action.
---------------------------------------	--

OCP - User Registration and Management

A confirmation message will appear.



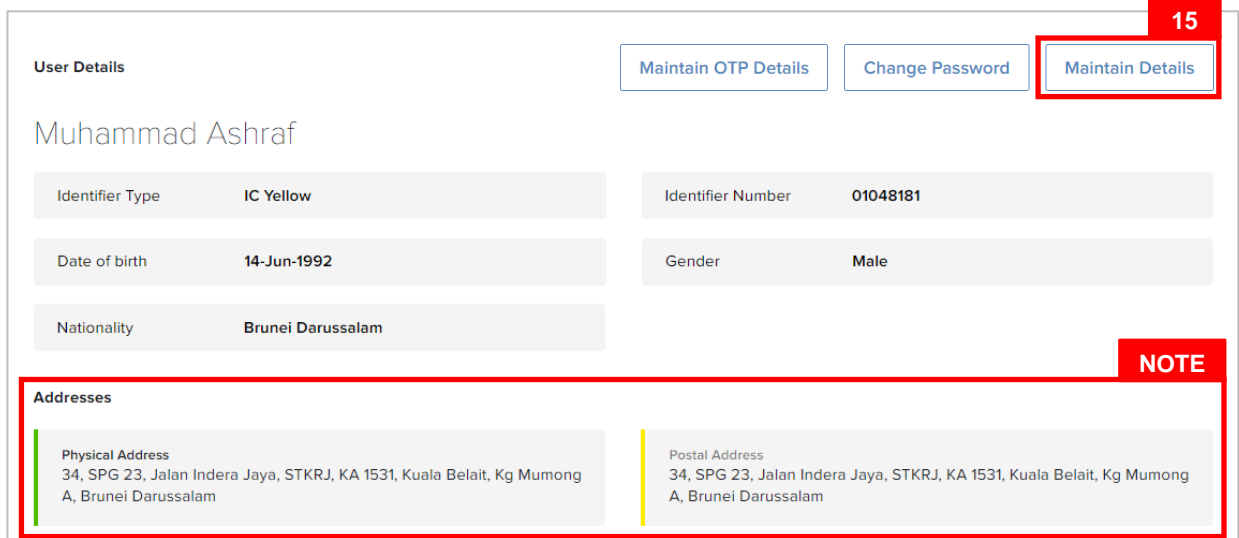
Maintain User Details X

Confirm to save your personal details?

No Yes

14. Click on the  button to save the changes.

The **User Details** page will appear.



User Details 15

Maintain OTP Details Change Password **Maintain Details**

Muhammad Ashraf

Identifier Type	IC Yellow	Identifier Number	01048181
Date of birth	14-Jun-1992	Gender	Male
Nationality	Brunei Darussalam		

Addresses NOTE

Physical Address	Postal Address
34, SPG 23, Jalan Indera Jaya, STKRJ, KA 1531, Kuala Belait, Kg Mumong A, Brunei Darussalam	34, SPG 23, Jalan Indera Jaya, STKRJ, KA 1531, Kuala Belait, Kg Mumong A, Brunei Darussalam

Note: Any changes to the **Addresses** will be shown here.

15. Click on the  button to continue editing your profile.

OCP - User Registration and Management

The **User Details** page will appear.

The screenshot shows the 'User Details' page. On the left sidebar, there are three buttons: 'User Details' (highlighted in blue), 'Address', and 'Phone & Fax' (highlighted with a red box and the number 17). The main content area is titled 'User Details' and contains the following information:

Identification Document *	IC Yellow
Identification Document Number *	01-048180
Date of Birth *	14-Jun-1992
Full Name *	Muhammad Ashraf
Nationality *	Brunei Darussalam

At the bottom right, there are two buttons: 'Save' and 'Cancel'.

16. Click on the **Phone & Fax** button to edit your phone & fax numbers.

OCP - User Registration and Management

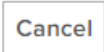
The **Phone & Fax** section will appear.

The screenshot shows a user registration form with a sidebar on the left containing 'User Details', 'Address', and 'Phone & Fax' (the active section). The main content area is titled 'Phone & Fax' and contains two rows of input fields. The first row is for 'Telephone Number' and the second for 'Fax Number'. Each row has a 'Code *' field and a 'Number *' field. A red box highlights the entire 'Phone & Fax' section, with a red '17' in the top right corner. A red box also highlights the 'Save' button at the bottom, with a red '18' in the top right corner.

17. Update the **Phone & Fax** section as per below examples.

Section	Field	Example
Telephone Number	Code	+673
	Number	8600654
Fax Number	Code	+673
	Number	2382338

18. Click on the  button.

	To cancel the updating profile action.
---	--

OCP - User Registration and Management

A confirmation message will appear.

Maintain User Details ×

Confirm to save your personal details?

19

19. Click on the  button to save the changes.

The **User Details** page will appear.

User Details Maintain OTP Details Change Password Maintain Details

Muhammad Ashraf

Identifier Type	IC Yellow	Identifier Number	01048181
Date of birth	14-Jun-1992	Gender	Male

Addresses

Physical Address 34, SPG 23, Jalan Indera Jaya, STKRJ, KA 1531, Kuala Belait, Kg Mumong A, Brunei Darussalam	Postal Address 34, SPG 23, Jalan Indera Jaya, STKRJ, KA 1531, Kuala Belait, Kg Mumong A, Brunei Darussalam
---	---

NOTE

Phone & Fax

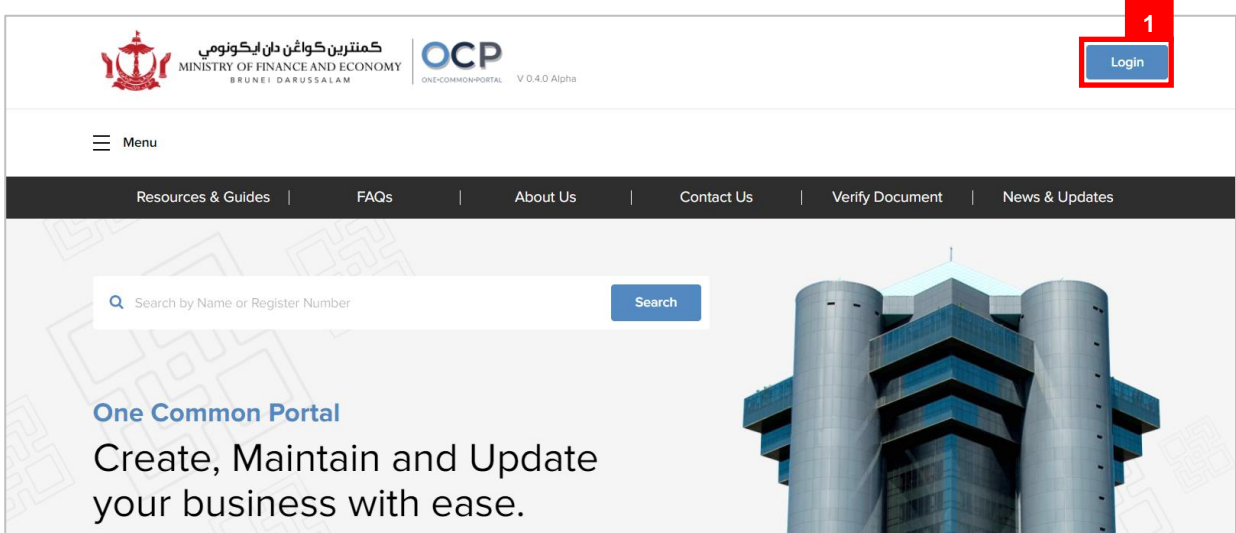
Telephone Number	(+673) 8600654	Fax Number	(+673) 2382338
------------------	----------------	------------	----------------


Note: Any changes to the **Phone & Fax** will be shown here.

OCP - User Registration and Management

ENABLING ONE TIME PASSWORD (OTP)	Applicant
	Online User

Users can setup their account to require them input a One Time Password every time they log in to their account.



1. Navigate to the OCP website and click on the  button.

Logon page will appear.

2. Click on the Brunei IC radio button for business users with Brunei IC.
3. Enter the details for **Logon** sections as per the example below:

Field	Example
Identification Document Number	01048180
Password	P@ssword1

4. Click on the  button.



OCP - User Registration and Management

The main dashboard page will appear.

The screenshot displays the OCP dashboard interface. At the top right, there is a '+ New Entry' button and a user profile icon. A red box with the number '5' highlights the profile icon. Below the profile icon, a dropdown menu is visible, containing a 'View Profile' button (also highlighted with a red box), a 'LOGOUT' button, and the text 'V 0.4.0 ALPHA'. The main content area is divided into several sections: 'My Entities' with a table of business registrations, 'Unfinished Businesses' with a card for 'Business Name 1' showing '05 Days Remaining', 'Finished Businesses' with cards for 'Approved' and 'Pending Review' statuses, and 'Correspondence Details' with placeholder cards. A table at the bottom lists 'Unfinished Businesses' with columns for Application Date, Application No., Entity Name, Description, and Status.

Registration No	Name	User Role
P00000024	Business Name 1	BusinessOwner
IC00000014	Company 1 Sdn Bhd	Agent
IC00000017	OI Public Company Bhd	Employee

Application Date	Application No.	Entity Name	Description	Status
19-Nov-2020	OQCRS20111928	Business Name 1234	Change Business Name Details	Pending Payment
19-Nov-2020	OQCRS20111927	Business Name 1	Change Business Name Details	Draft

5. Click on the  icon and click on the  button to view your profile.

OCP - User Registration and Management

The **User Details** page will appear.

Back to eServices Portal

User Details

Maintain OTP Details Change Password Maintain Details

Muhammad Daniel

Identification Document	IC Yellow	Identification Document Number	01-048180
Date of birth	30-Jul-1991	Gender	Male

Addresses

Home Address 34, SPG 23, Jalan Indera Jaya, STKRJ, KA1531, Kuala Belait, Kg Mumong A, Belait, Brunei Darussalam	Postal Address 34, SPG 23, Jalan Indera Jaya, STKRJ, KA1531, Kuala Belait, Kg Mumong A, Belait, Brunei Darussalam
--	--

Phone & Fax

Telephone Number	(673) 8600654	Fax Number	(673) 2382338
------------------	---------------	------------	---------------

Security (OTP Details)


Primary Email	Shazwan.2125@gmail.com	Secondary Email	
Mobile Number			

6. Click on the [Maintain OTP Details](#) button to configure OTP.

Back to eServices Portal	To go back to the main dashboard page
--	---------------------------------------

OCP - User Registration and Management

The **Security (One Time Password Sending Method)** page will appear.

7. Click on the PrimaryEmail checkbox to turn on OTP setting.
8. The primary email address will be the registration email by default. To change the email address, click on the  logo.

9. Update the **Primary Email** section as per below example.

Field	Example
Primary Email	m.ashraf@gmail.com

10. Click on the  button.

OCP - User Registration and Management

There will be a message, indicating that a code was sent to your email.

Security (One Time Password Sending Method)

PrimaryEmail

Please enter a 6 digit code sent to your Email

One Time Password

Log in to your email and open the e-mail **OCP – Primary Email Verification** in your inbox.

OCP Primary Email Verification Inbox x

Please find the verification code as shown below,

11 Verification Code : 982479

User Email : m.ashraf@gmail.com

This code will expire in 24 hours.

Note: This is an automatically generated email. Do not reply to this address.

11. Take note of the verification code.

Security (One Time Password Sending Method)

PrimaryEmail

Please enter a 6 digit code sent to your Email

One Time Password

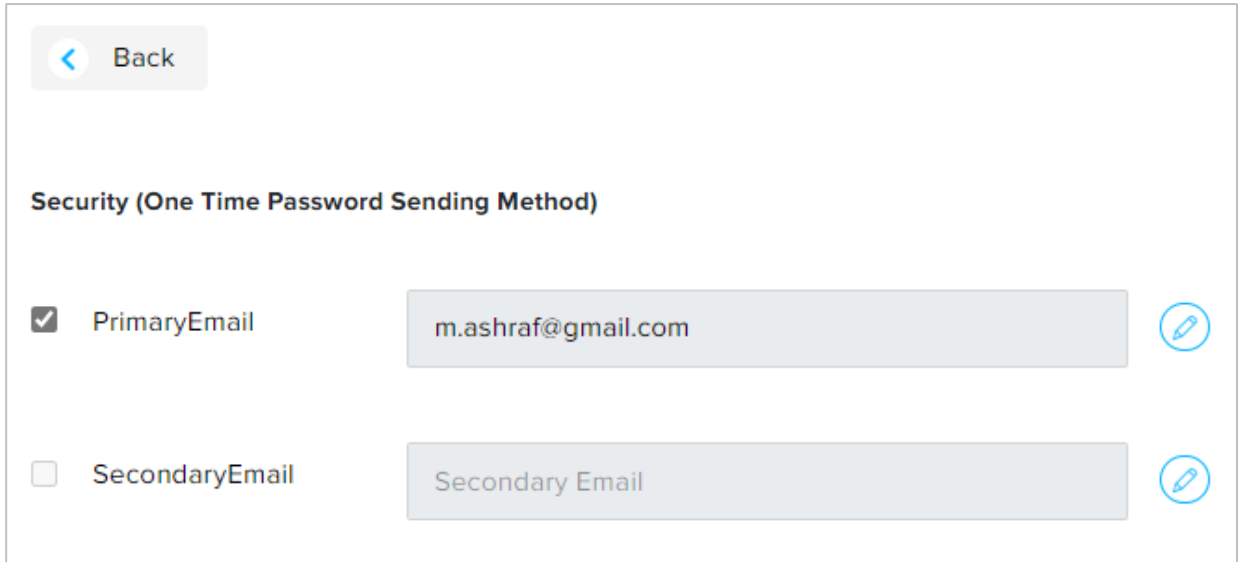
12 **13**

12. Enter the verification code in the field. Note

13. Click on the button.

OCP - User Registration and Management

Your OTP configuration has been set up.



Log out of your OCP account and log in again to verify that OTP has been configured successfully.



14. Click on the Brunei IC radio button for business users with Brunei IC.

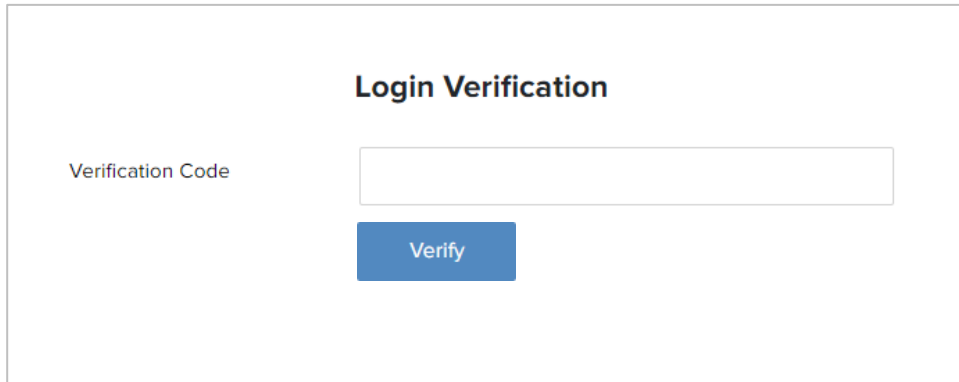
15. Enter the details for **Logon** sections as per the example below:

Field	Example
Identification Document Number	01048180
Password	P@ssword1

16. Click on the button.

OCP - User Registration and Management

The **Login Verification** page will appear.

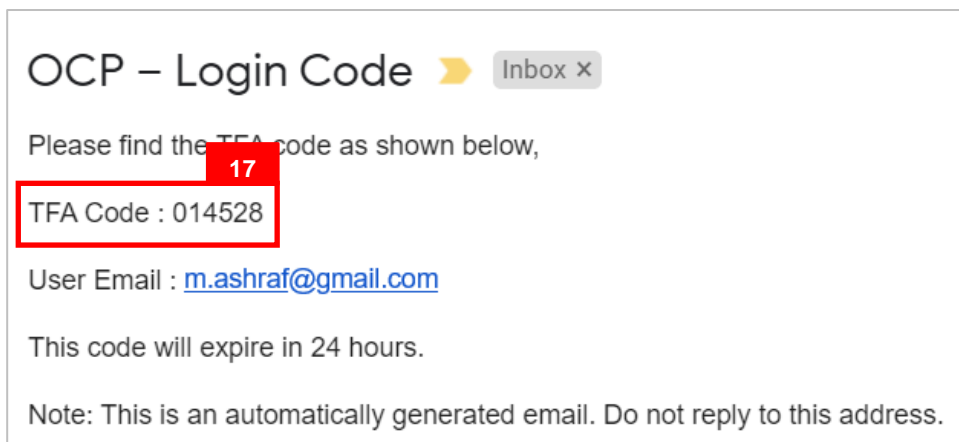


Login Verification

Verification Code

Verify

Log in to your email and open the e-mail **OCP – Login Code** in your inbox.



OCP – Login Code Inbox x

Please find the TFA code as shown below,

17

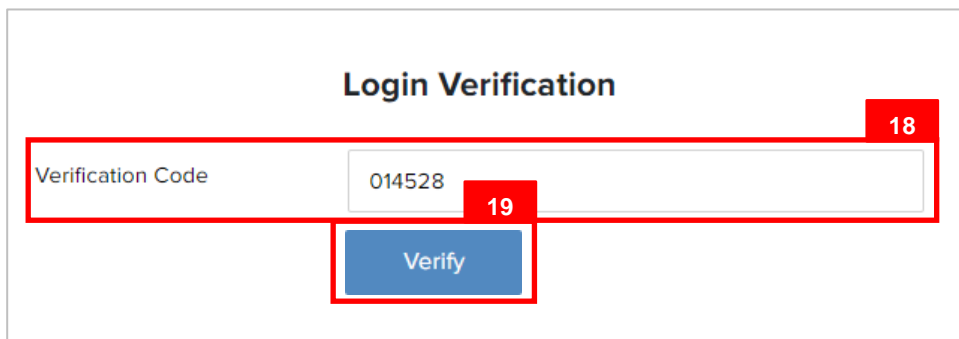
TFA Code : 014528

User Email : m.ashraf@gmail.com

This code will expire in 24 hours.

Note: This is an automatically generated email. Do not reply to this address.

17. Take note of the verification code.



Login Verification

Verification Code

18

19

Verify

18. Enter the verification code in the field.

19. Click on the **Verify** button.

OCP - User Registration and Management

You will be logged in to you OCP account.

The screenshot displays the OCP user dashboard. At the top, there is a header with the Ministry of Finance and Economy logo and the OCP logo (V 0.4.0 Alpha). A navigation bar includes a '+ New Entity' button and a user profile dropdown menu with options for 'View Profile', 'Logout', and 'V.0.4.0 ALPHA'. The main content area is divided into several sections:

- My Entities:** A table listing registered entities with columns for Registration No, Name, and User Role. The table contains three rows: P00000024 (Business Name 1, Business Owner), RC00000014 (Company 1 Sdn Bhd, Agent), and RC00000017 (OI Public Company Bhd, Employee). A 'View All' button is located below the table.
- Unfinished Businesses:** A card for application OGCRS2011927 (Business Name 1) dated 19-Nov-2020. It shows a progress bar with '05 Days Remaining' and a 'View Details' button.
- Finished Businesses:** Two cards: one for application OGCRS2011710 (Business Name 1) dated 17-Nov-2020 with status 'Approved', and another for application OGCRS2011666 (Company 1 Sdn Bhd) dated 16-Nov-2020 with status 'Pending Review'.
- Correspondence Details:** Three placeholder cards indicating 'Currently don't have any information to show'.
- Unfinished Businesses (Table):** A table listing unfinished applications with columns for Application Date, Application No., Entity Name, Description, and Status. It contains two rows: one for application OGCRS2011928 (Business Name 1234) with status 'Pending Payment', and another for application OGCRS2011927 (Business Name 1) with status 'Draft'.

Note: Repeat steps 7-13 to set up OTP for secondary email.

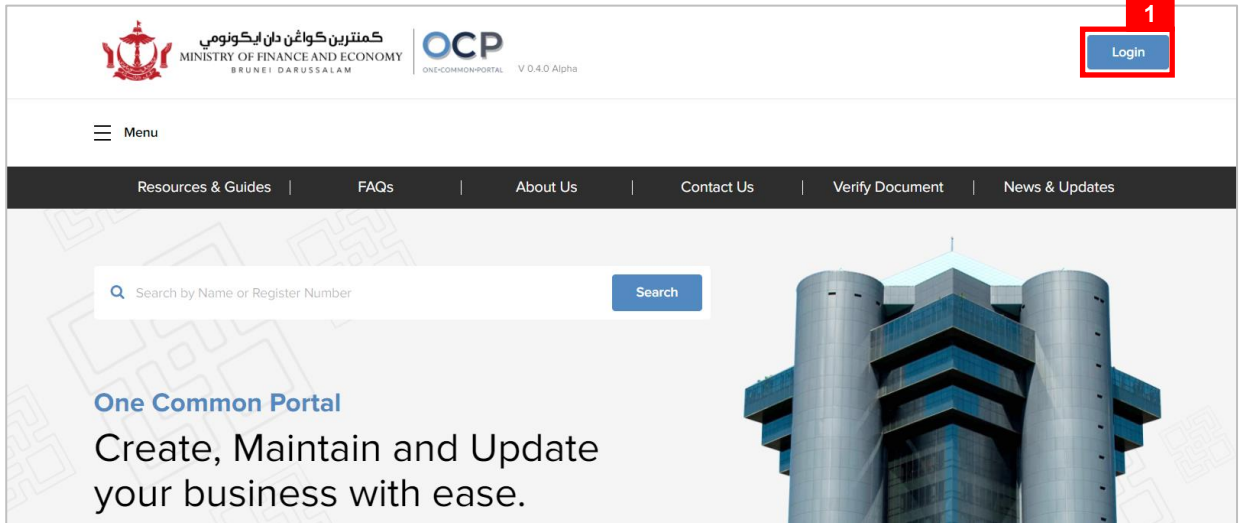
OCP - User Registration and Management

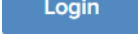
CHANGING PASSWORD FROM USER PROFILE

Applicant

Online User

Users can change their password from their profile page.



1. Navigate to the OCP website and click on the  button.

Logon page will appear.

The screenshot shows the 'Logon' page. It has a form with the following elements: a 'Type' field with radio buttons for 'Brunei IC', 'Foreign Passport', and 'Other'; an 'Identification Document Number' field with the value '01048180'; a 'Password' field with masked characters; and a 'Submit' button. A 'Forgot Password?' link is also present. Red boxes with numbers 2, 3, and 4 highlight the 'Brunei IC' radio button, the 'Type' field, and the 'Submit' button respectively.

2. Click on the Brunei IC radio button for business users with Brunei IC.
3. Enter the details for **Logon** sections as per the example below:

Field	Example
Identification Document Number	01048180
Password	P@ssword1

4. Click on the  button.

OCP - User Registration and Management


The main dashboard page will appear.

The screenshot shows the OCP dashboard interface. At the top right, there is a user profile icon and a 'View Profile' button, both highlighted with a red box and the number '5'. The dashboard includes sections for 'My Entities', 'Unfinished Businesses', 'Finished Businesses', and 'Correspondence Details'. The 'My Entities' section contains a table with the following data:

Registration No	Name	User Role
P00000024	Business Name 1	BusinessOwner
RC00000014	Company 1 Sdn Bhd	Agent
RC00000017	OI Public Company Bhd	Employee

The 'Unfinished Businesses' section shows a card for 'Business Name 1' with '05 Days Remaining' and a 'View Details' button. The 'Finished Businesses' section shows cards for 'Business Name 1' (Approved) and 'Company 1 Sdn Bhd' (Pending Review). The 'Correspondence Details' section shows three cards with the message 'Currently don't have any information to show'. At the bottom, there is another table for 'Unfinished Businesses':

Application Date	Application No.	Entity Name	Description	Status
19-Nov-2020	OQCRS20111928	Business Name 1234	Change Business Name Details	Pending Payment
19-Nov-2020	OQCRS20111927	Business Name 1	Change Business Name Details	Draft

5. Click on the  icon and click on the [View Profile](#) button to view your profile.

OCP - User Registration and Management

The **User Details** page will appear.

Back to eServices Portal

User Details Maintain OTP Details **6** Change Password Maintain Details

Muhammad Daniel

Identification Document	IC Yellow	Identification Document Number	01-048180
Date of birth	30-Jul-1991	Gender	Male

Addresses

Home Address 34, SPG 23, Jalan Indera Jaya, STKRJ, KA1531, Kuala Belait, Kg Mumong A, Belait, Brunei Darussalam	Postal Address 34, SPG 23, Jalan Indera Jaya, STKRJ, KA1531, Kuala Belait, Kg Mumong A, Belait, Brunei Darussalam
---	---

Phone & Fax

Telephone Number	(673) 8600654	Fax Number	(673) 2382338
------------------	---------------	------------	---------------

Security (OTP Details)

Primary Email	Shazwaney.2125@gmail.com	Secondary Email	
Mobile Number			

6. Click on the Change Password button to change password..

Back to eServices Portal	To go back to the main dashboard page
---------------------------------------	---------------------------------------

OCP - User Registration and Management

The **Change Password** page will appear.

Change Password

Current Password

New Password

Confirm Password

7. The **Change Password** section can be updated as per below example:

Field	Example
Current Password	P@ssword1
New Password	Password@1
Confirm Password	Password@1

8. Click on the button.

<input type="button" value="Back"/>	To go back to the My Profile page.
<input type="button" value="Cancel"/>	To cancel the updating profile action.

OCP - User Registration and Management

If successful, you will be redirected to the **My Profile** page.

[Back to eServices Portal](#)

User Details [Maintain OTP Details](#) [Change Password](#) [Maintain Details](#)

Muhd Noah

Identifier Type	Passport	Identifier Number	BN8188
Date of birth	26-Apr-1995	Gender	
Nationality	Malaysia	ID Expiry Date	7/7/2021 12:00:00 AM

Addresses

Physical Address	Empty	Postal Address	Empty
------------------	-------	----------------	-------

Phone & Fax

Telephone Number	Empty	Fax Number	Empty
------------------	-------	------------	-------

Security (OTP Details)

Mobile Number		Primary Email	nick.sipun@gmail.com
Secondary Email			