



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.rocbtn@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)	28
Changing password from User Profile	36


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).

The screenshot shows the homepage of the One Common Portal. At the top left is the logo of the Ministry of Finance and Economy, Brunei Darussalam. To its right is the text 'One Common Portal V 0.3.0 Alpha'. In the top right corner, a red box with the number '1' highlights a blue 'Login' button. Below the header is a navigation bar with links for 'Menu', 'Register a Company', 'Pay Online', 'News & Updates', and a 'Search' button. A secondary navigation bar contains links for 'Resources & Guides', 'Training Videos', 'FAQs', 'About Us', and 'Contact Us'. The main content area features a search bar with the text 'Search Company' and 'Search by Name or Register Number'. Below this is a large blue banner with the text 'One Common Portal Create, Maintain and Update your business with ease.' and a background image of a modern building. At the bottom, there are three statistics boxes, each showing '122,329 Registered business Names (Sole-Proprietorships and Partnerships) as at 31st July 2020'.

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

Logon page will appear.

The screenshot shows the logon page of the One Common Portal. On the left, there is a blue banner with the text 'Welcome to One Common Portal Manage your business and taxes in one common place'. In the top right corner, a red box with the number '2' highlights a blue 'Create Account' button. The main content area is titled 'Logon' and contains a form with the following fields: 'Type' (with radio buttons for 'Brunei IC', 'Foreign Passport', and 'Other'), 'Identification Document Number' (with a text input field), and 'Password' (with a text input field). Below the password field is a blue 'Submit' button and a link for 'Forgot Password?'. The One Common Portal logo is visible in the top right corner.

2. Click on the  button.

OCP - User Registration and Management

User Registration page will appear.

3

4

5

6

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:

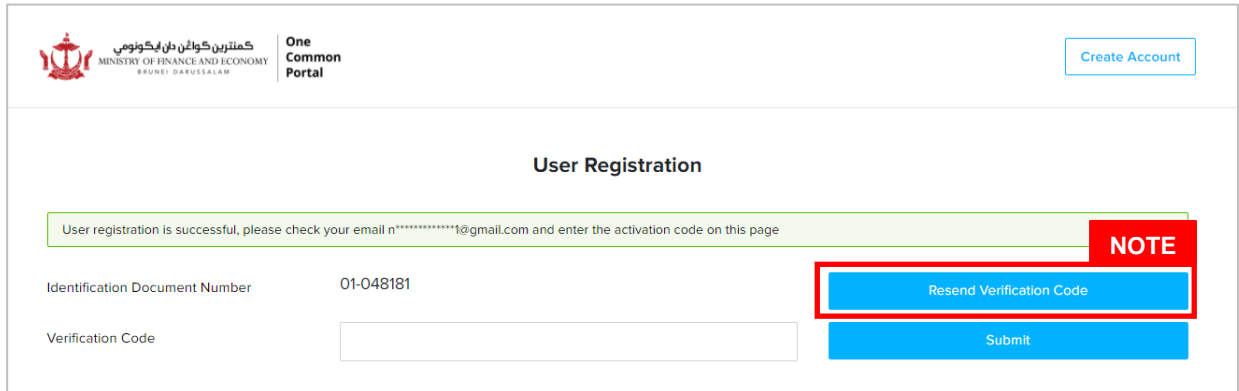
- **Name** will only be auto populated if the **Identification Document Number** matches the **Date of Birth** in the Immigration database.

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** (! - *)

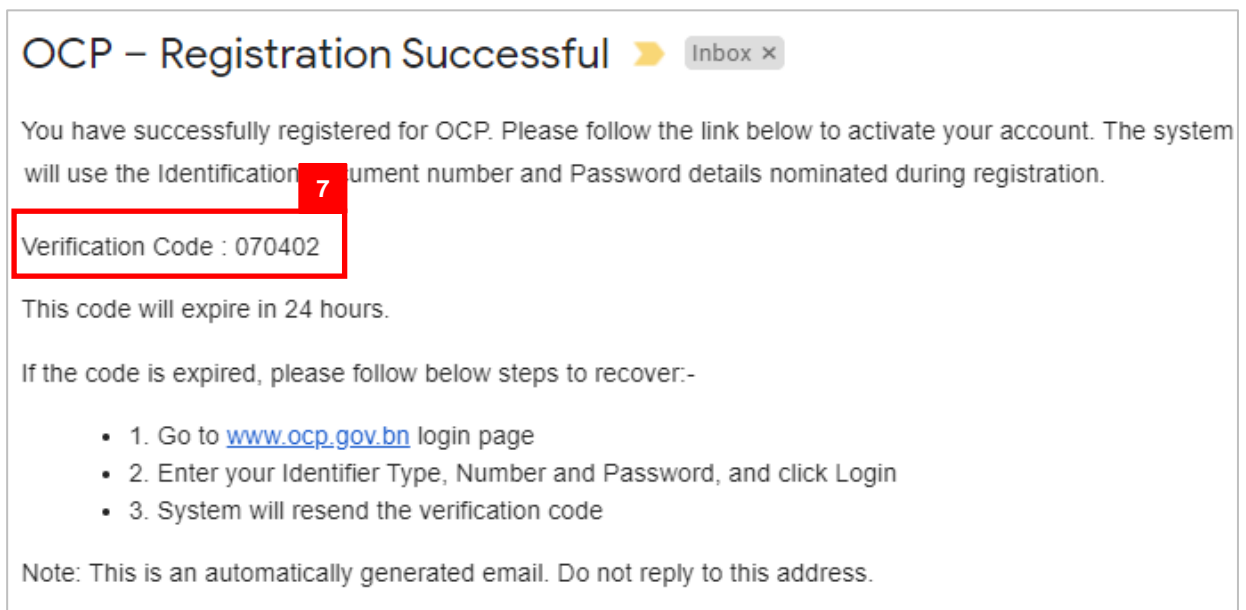
6. Click on the  button.

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



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

One Common Portal

Create Account

User Registration

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

Identification Document Number: 01-048181

Verification Code: [Empty Field]

Resend Verification Code

Submit

8. Enter the verification code in the [Empty Field] field.

9. Click on the **Submit** 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 **Logon** button.

OCP - User Registration and Management

You will be logged in to your OCP account.

The screenshot displays the OCP user registration and management dashboard. At the top left, the logo of the Ministry of Finance and Economy, Brunei Darussalam, is shown alongside the text "One Common Portal" and "V 0.3.0 Alpha". The top right corner features a user profile for "Muhammad Ashraf" with a "New Entity" button and a "Logout" option.

The main content area is divided into several sections:

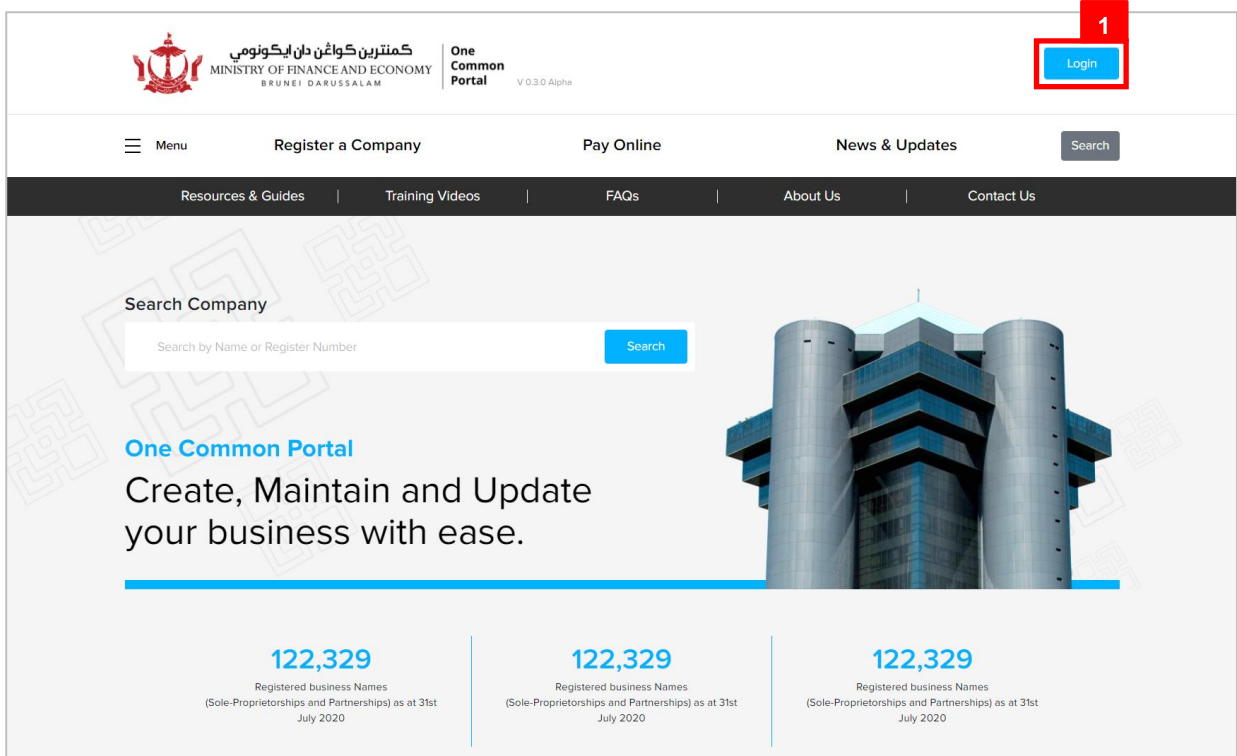
- My Entities:** A table with columns for "Registration No.", "Name", and "User Role". A "View All" button is present.
- Unfinished Businesses:** A card for a business named "Nick" with application number "CRS20091511", dated "15-Sep-2020". It shows a progress bar with "05 Days Remaining" and "14 Days" total. A "View Details" button is at the bottom.
- Finished Businesses:** A section with a "View All" button.
- Correspondence Details:** A section with a "No Information Available" message and a "View All" button.
- Payment and Penalty:** Two cards showing transaction details. The Payment card lists "Super Kids Toys" for "30 BND" with a status of "Paid on 25 May 2020". The Penalty card lists "ABC Computer Services" for "30 BND" with a status of "Paid on 25 May 2020".
- Unfinished Businesses Table:** A table with columns for "Application Date", "Application No.", "Entity Name", "Description", and "Status". A "View All" button is at the bottom.
- Finished Businesses Table:** A table with columns for "Application Date", "Application No.", "Entity Name", "Description", and "Status". A "View All" button is at the bottom.


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

OCP - User Registration and Management

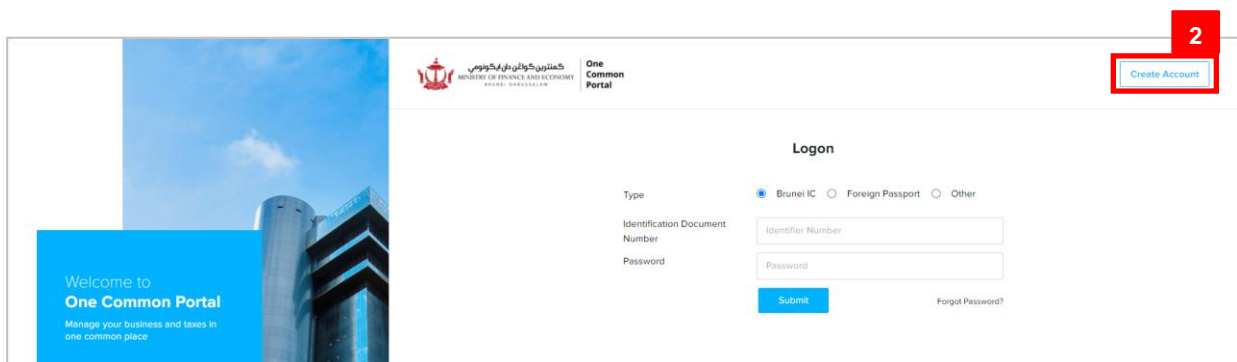
REGISTERING A FOREIGN USER ACCOUNT	Applicant
	Online User

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.

The screenshot shows the 'User Registration' page on the One Common Portal. The page includes a header with the portal logo and a 'Login' button. The main content area is titled 'User Registration' and contains a form with the following fields: Type (radio buttons for Brunei IC and Foreign Passport), Identification Document Number, Date of birth, Name, Nationality (dropdown), Passport Expiry Date, Email, Confirm Email, Password, and Confirm Password. A red box highlights the 'Foreign Passport' radio button and the form fields. A 'Submit' button is visible at the bottom.

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).

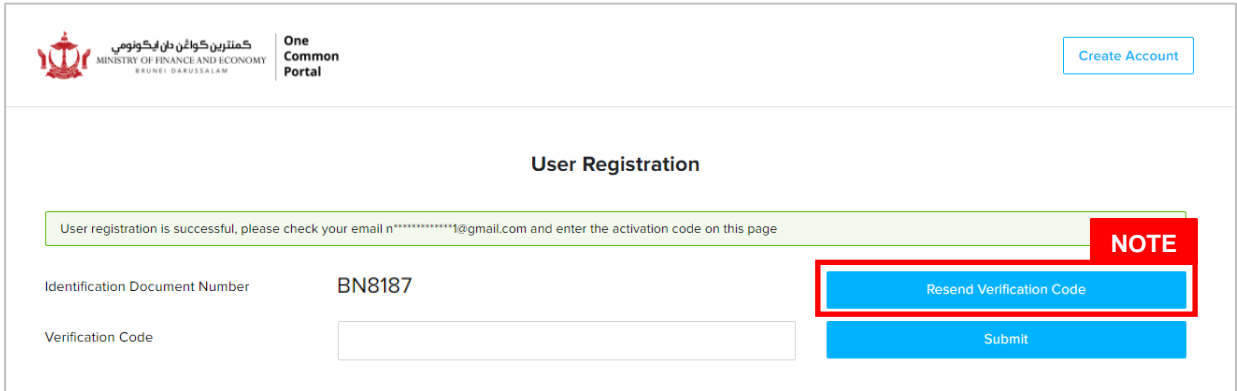
Note: Password must be at least **8 alphanumeric characters** with a minimum of:

- 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

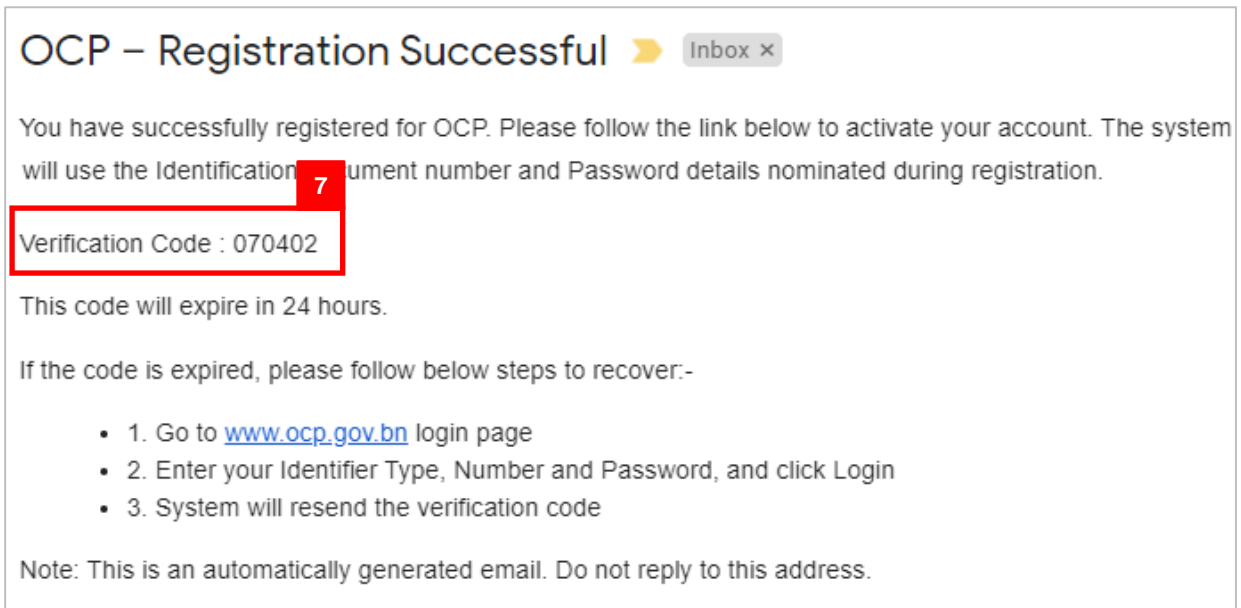
6. Click on the **Submit** button.

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



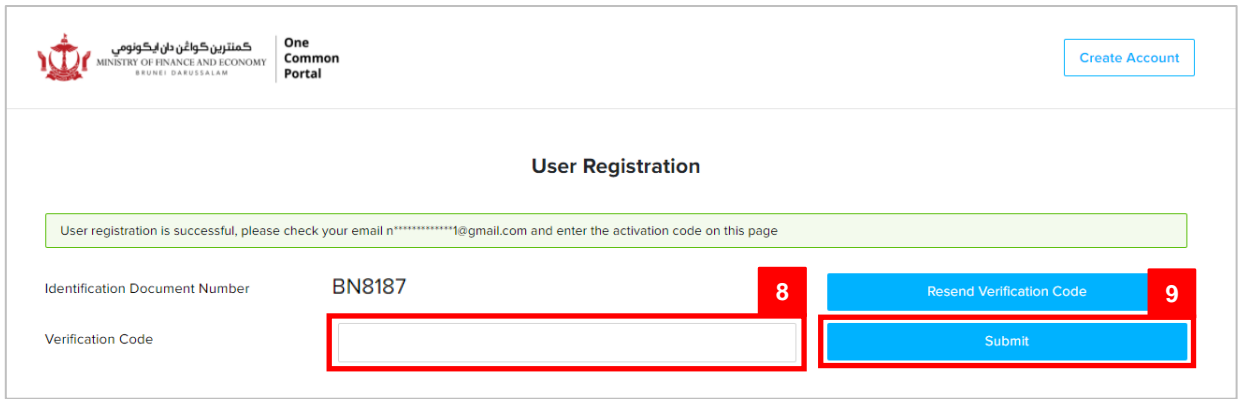
Note: If the activation email is not received, click on the **Resend Verification Code** button.

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.

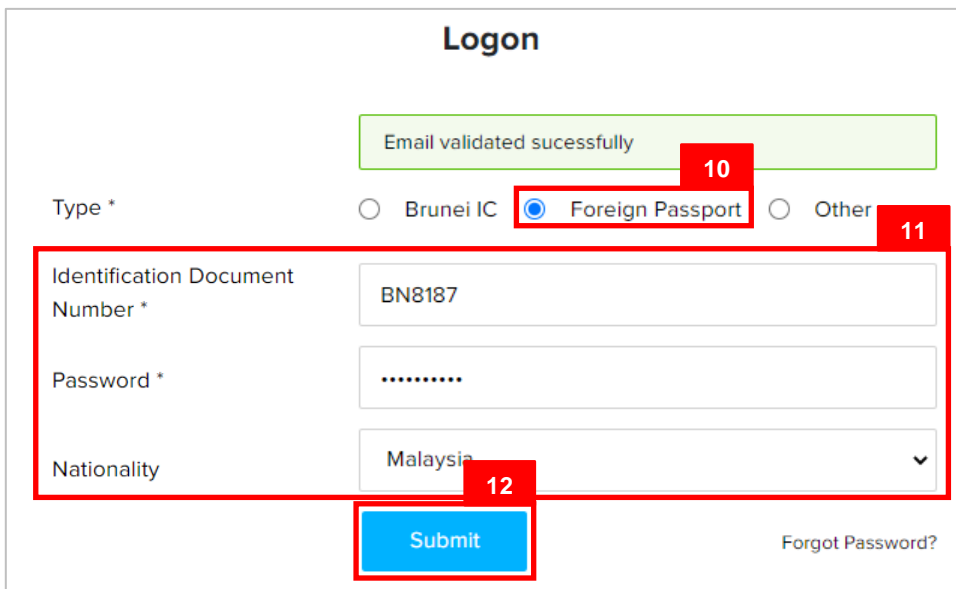
OCP - User Registration and Management



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.



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 user interface. At the top left, there is a logo for the Ministry of Finance and Economy, Brunei Darussalam, and the text "One Common Portal V 0.3.0 Alpha". The top right corner shows a user profile for "Muhd Noosh" with a "Logout" button. The main content area is divided into several sections:

- My Entities:** A table with columns for "Registration No", "Name", and "User Role". A "View All" button is present.
- Unfinished Businesses:** A section with a "View All" button.
- Finished Businesses:** A section with a "View All" button.
- Correspondence Details:** A section with a "No Information Available" message.
- Payment:** A card showing a payment of 30 BND for "Super Kids Toys Address Change", paid on 25 May 2020.
- Penalty:** A card showing a penalty of 30 BND for "ABC Computer Services Renewal Restriction", paid on 25 May 2020.

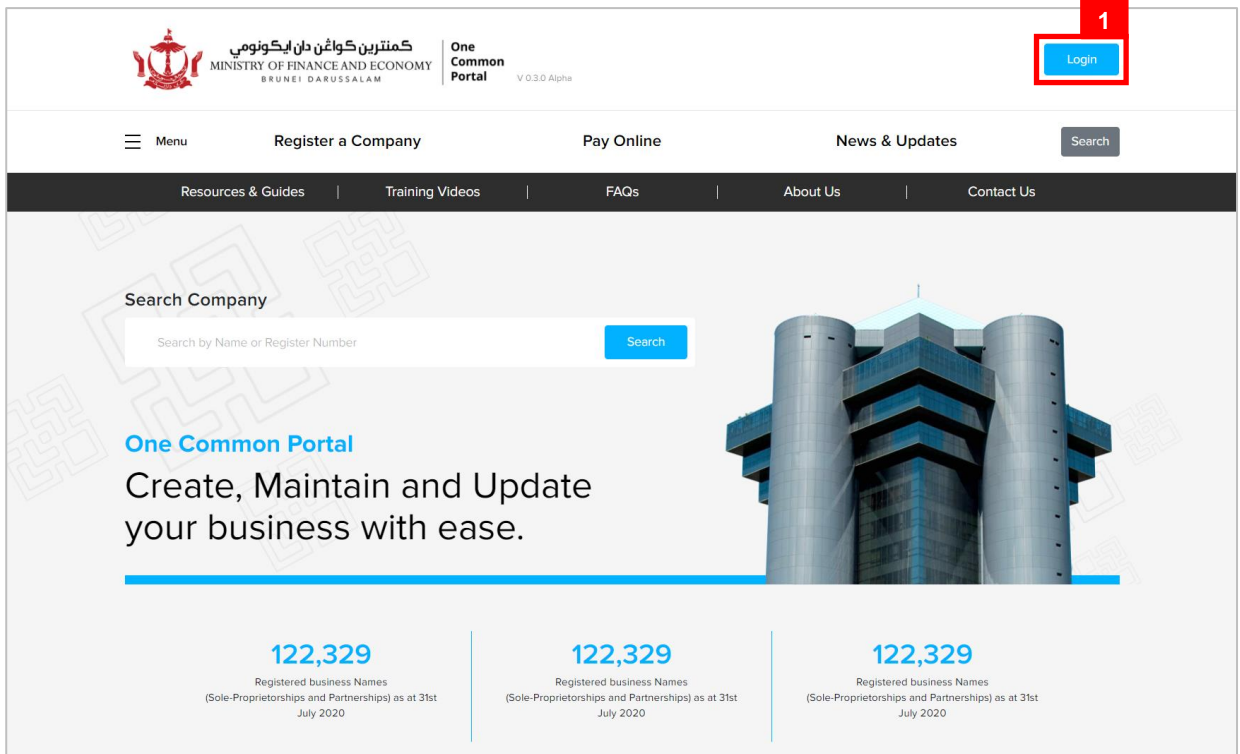
The bottom section contains two tables for "Unfinished Businesses" and "Finished Businesses", both with columns for "Application Date", "Application No.", "Entity Name", "Description", and "Status". Each table has a "View All" button.

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. Click on the  button.

Logon page will appear.

The screenshot shows the 'Logon' page. It has a title 'Logon' and a form with the following fields: 'Type' with radio buttons for 'Brunei IC', 'Foreign Passport', and 'Other'; 'Identification Document Number' with an input field for 'Identifier Number'; and 'Password' with an input field for 'Password'. Below the password field is a blue 'Submit' button and a 'Forgot Password?' link, which is highlighted with a red box and the number 2.

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

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

Verification Code

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.

The screenshot shows a 'Reset Password' form. At the top, there is a green message box that says 'Email validated successfully'. Below this, there is a grey box for 'Identification Document Number' with the value 'BN8187'. A red box highlights the 'New Password' and 'Confirm Password' fields, both containing six dots. A red box with the number '8' is next to the 'Identification Document Number' field, and another red box with the number '9' is next to the 'Confirm Password' field. At the bottom, there is a blue 'Submit' button.

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.

The screenshot shows a 'Logon' form. At the top, there is a green message box that says 'Reset Password Successfully'. Below this, there are three radio buttons for 'Identifier Type': 'Brunei IC' (selected), 'Foreign Passport', and 'Other'. Below the radio buttons, there are two input fields: 'Identifier Number' and 'Password'. At the bottom, there is a blue 'Submit' button and a link that says 'Forgot Password?'.

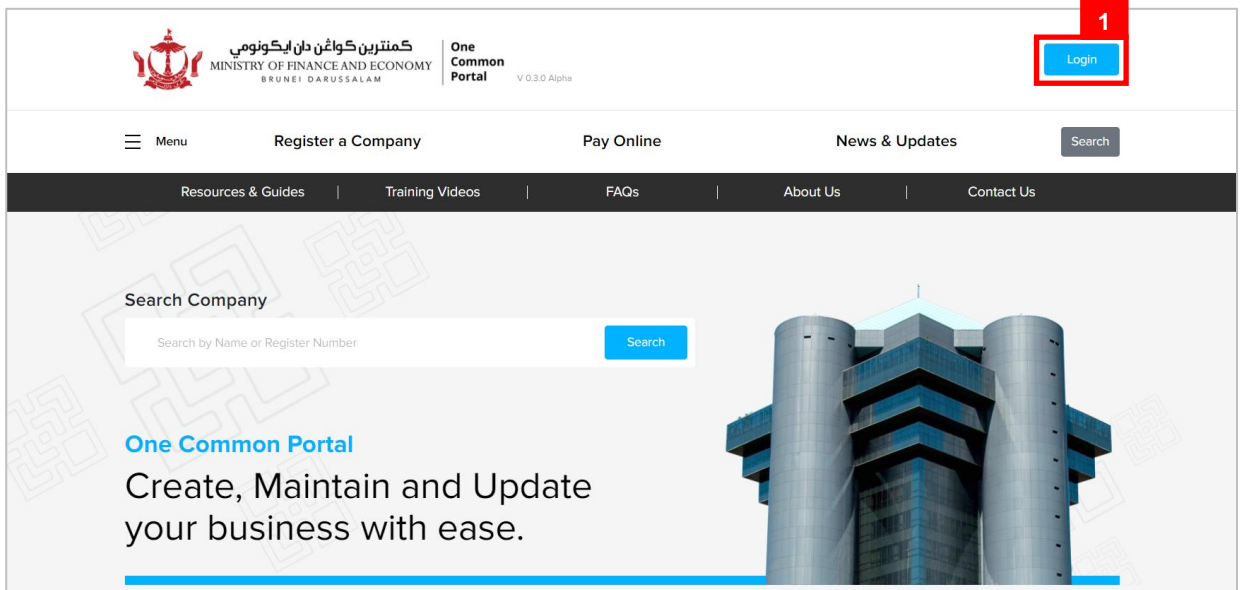
OCP - User Registration and Management

EDITING YOUR USER PROFILE (BRUNEI IC)

Applicant

Online User

Navigate to the OCP website.



1. Click on the  button.

Logon page will appear.

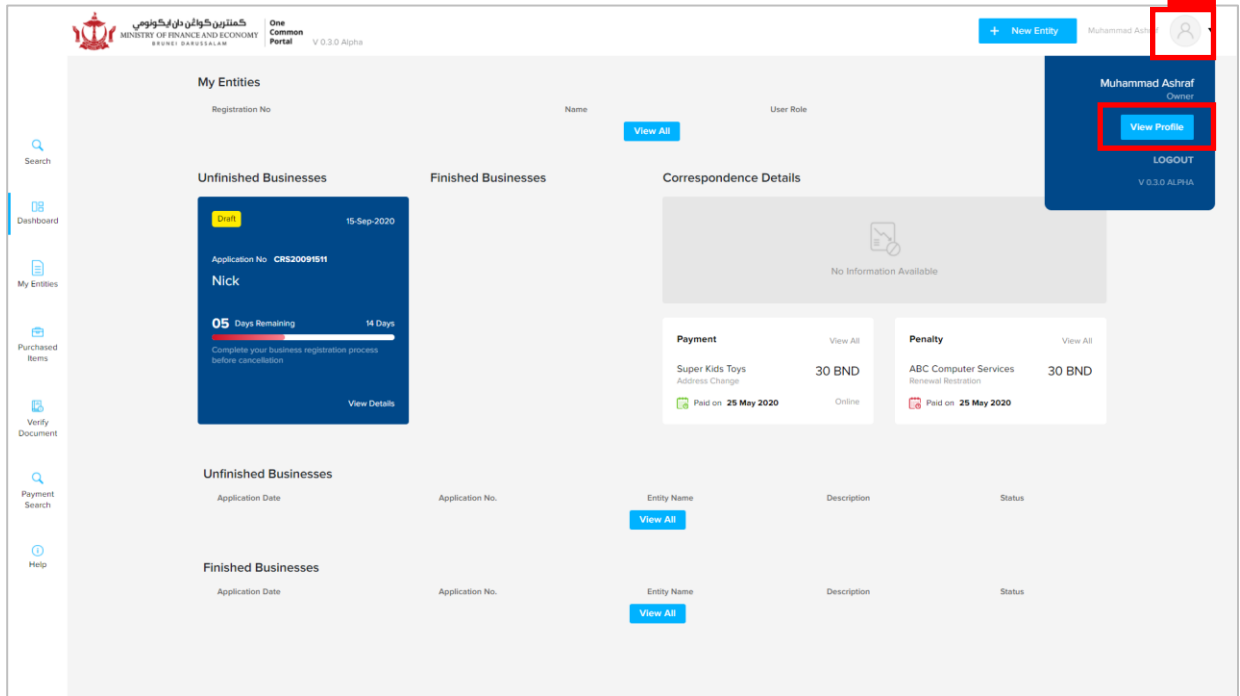
2. Click on the Brunei IC radio button for business users with Brunei IC.
3. Enter the details for **Logon** sections as per the example below:


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.



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

OCP - User Registration and Management

The **My Profile** page will appear.

Back to eServices Portal

User Details

OTP Security Change Password **Edit User** 6

Muhammad Ashraf

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

Addresses

Physical Address	Postal Address
Empty	Empty

Phone & Fax

Telephone Number	Empty	Fax Number	Empty
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Security (OTP Details)

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

6. Click on the [Edit User](#) button to edit your profile.

Back to eServices Portal	To go back to the main dashboard page
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OCP - User Registration and Management

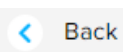
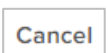
The **Maintain User Details** page will appear.

7. The **User Details** section can be updated as per below example:

Field	Example
Identification Document	<p>Yellow</p> <p><i>If Identification Document Number start with 00 or 01, Identification Document is IC Yellow.</i></p> <p><i>If Identification Document Number start with 30 or 31, Identification Document is IC Purple.</i></p> <p><i>If Identification Document Number start with 50 or 51 Identification Document is IC Green.</i></p>
Identification Document Number	01048180
Date of Birth	14-Jun-1992
Full Name	<i>Auto populated by extracting data from Immigration database using the Identification Document Number and Date of Birth information</i>
Nationality	
Gender	

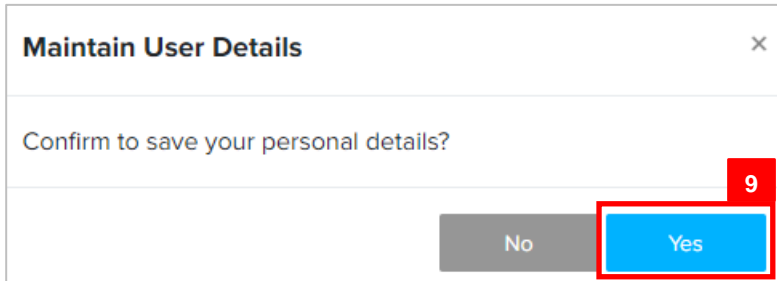
Note: It is mandatory to upload **Supporting Document** if there are changes in **Identification Document Number**.

8. Click on the  button.

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

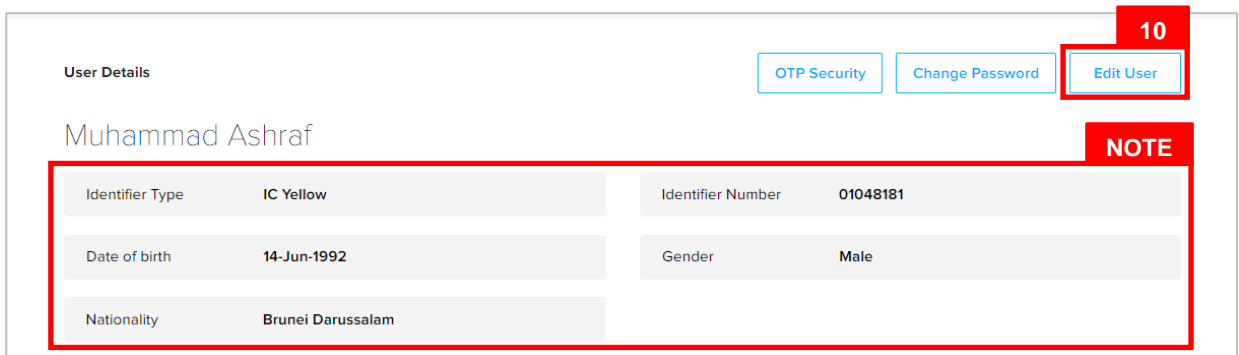
OCP - User Registration and Management

A confirmation message will appear.



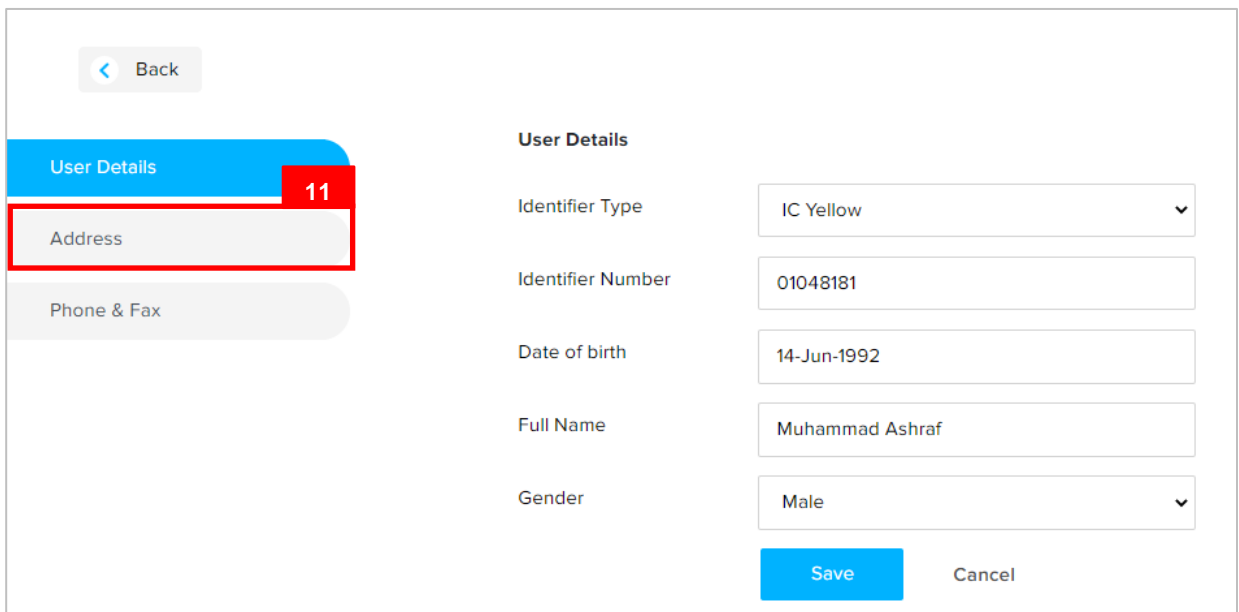
9. Click on the  button to save the changes.

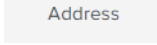
The **My Profile** page will appear.



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

Physical Address

Address 1*

Address 2

Address 3

Country*

Postal code*

Mukim*

Village*

District*

Postal Address

Postal address is as same as physical address

NOTE

Address 1*

Address 2

Address 3

Country*

Postal code*

Mukim*

Village*

District*

13

OCP - User Registration and Management

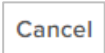
12. Update the **Address** section as per below examples.

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:

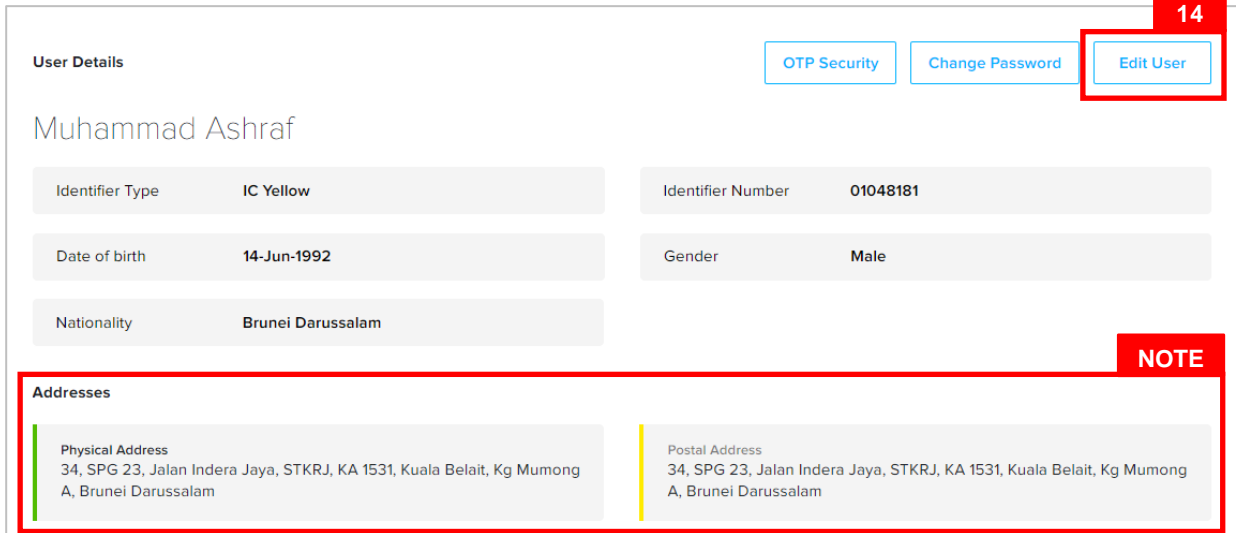
- Fields **Mukim & Village** will only show if **Country** selected is Brunei Darussalam.
- Clicking the checkbox **Postal address is as same as physical address** will cause the **Postal Address** section to disappear.

13. Click on the  button.

	To cancel the updating profile action.
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OCP - User Registration and Management

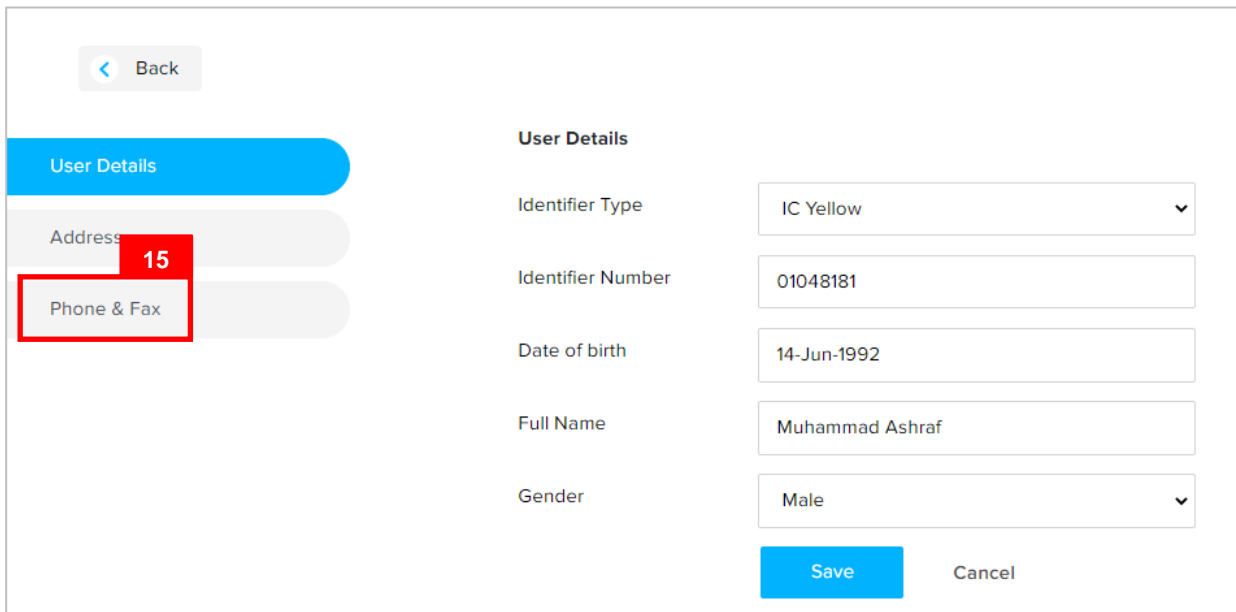
The **My Profile** page will appear.



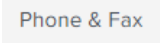
The screenshot shows the 'My Profile' page for user Muhammad Ashraf. At the top right, there are three buttons: 'OTP Security', 'Change Password', and 'Edit User'. The 'Edit User' button is highlighted with a red box and a red '14' in the top right corner. Below the user name, there are several fields for user details: Identifier Type (IC Yellow), Identifier Number (01048181), Date of birth (14-Jun-1992), Gender (Male), and Nationality (Brunei Darussalam). Below these is a 'NOTE' box. Underneath the note is the 'Addresses' section, which is highlighted with a red box. It contains two address fields: 'Physical Address' and 'Postal Address', both containing the same text: '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.

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



The screenshot shows the 'User Details' editing page. On the left, there is a navigation menu with three items: 'User Details' (highlighted in blue), 'Address', and 'Phone & Fax' (highlighted with a red box and a red '15'). At the top left, there is a 'Back' button. The main content area is titled 'User Details' and contains several form fields: Identifier Type (dropdown menu with 'IC Yellow' selected), Identifier Number (text input with '01048181'), Date of birth (text input with '14-Jun-1992'), Full Name (text input with 'Muhammad Ashraf'), and Gender (dropdown menu with 'Male' selected). At the bottom right, there are two buttons: 'Save' (highlighted in blue) and 'Cancel'.

15. Click on the  button to edit your phone & fax numbers.

OCP - User Registration and Management

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


16

17

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

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

17. Click on the  button.

	To cancel the updating profile action.
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OCP - User Registration and Management

The **My Profile** page will appear.

User Details OTP Security Change Password Edit User

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
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NOTE

Phone & Fax

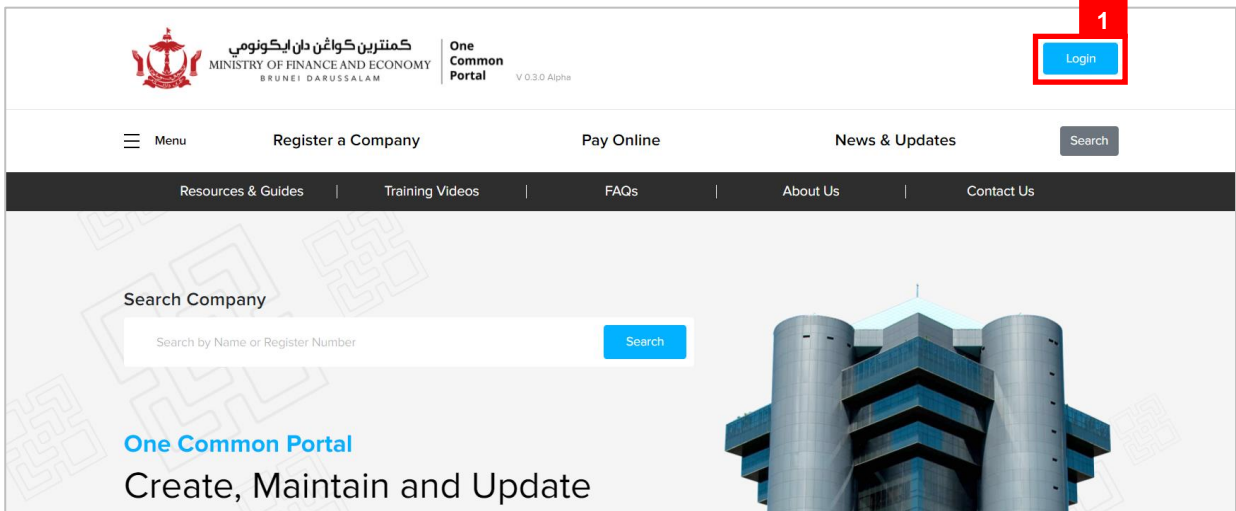
Telephone Number	(+673) 8600654	Fax Number	(+673) 2382338
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Note: Any changes to the **Addresses** will be shown here.

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.

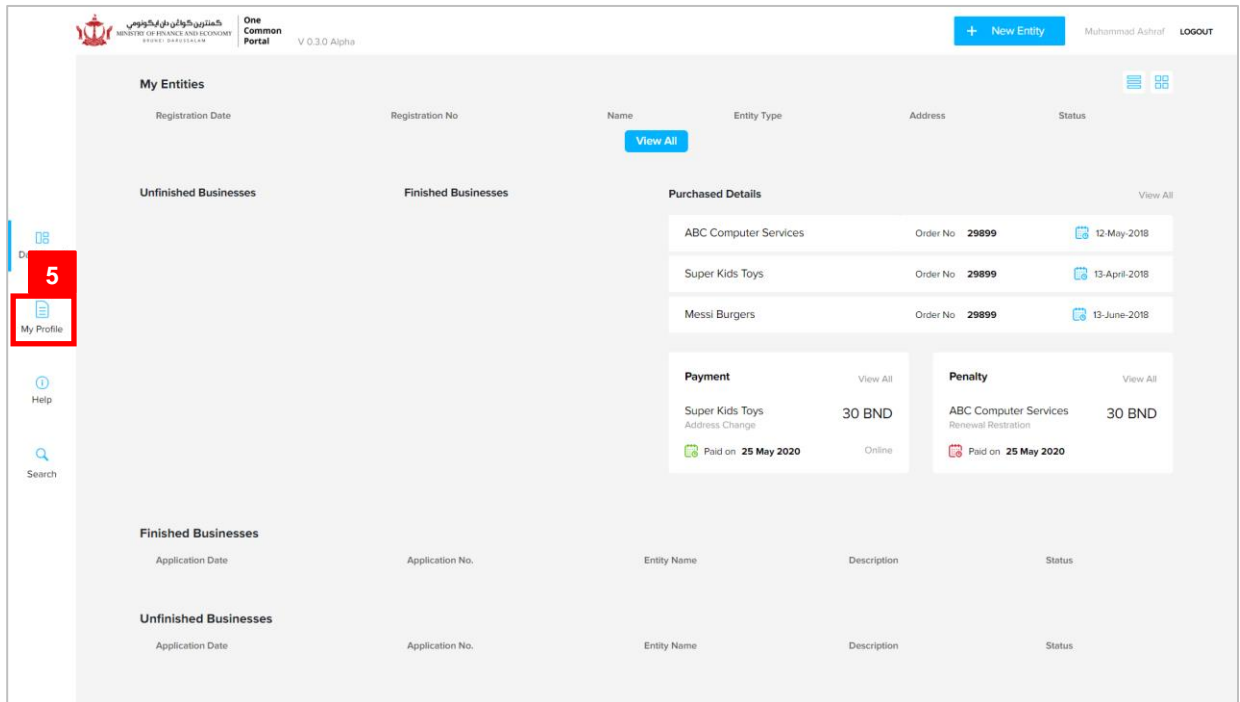
3. Enter the details for **Logon** sections as per the example below:

Field	Example
Identification Document Number	01048180
Password	P@ssword1

4. Click on the  button.

OCP - User Registration and Management

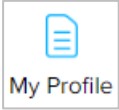
The main dashboard page will appear.



The screenshot displays the 'One Common Portal' dashboard. At the top, it shows the Ministry of Finance and Economy logo, the text 'One Common Portal V 0.3.0 Alpha', a '+ New Entity' button, the user name 'Muhammad Ashraf', and a 'LOGOUT' link. The main content area is divided into several sections:

- My Entities:** A table with columns for Registration Date, Registration No, Name, Entity Type, Address, and Status. A 'View All' button is present.
- Unfinished Businesses:** A section for pending business applications.
- Finished Businesses:** A section for completed business applications.
- Purchased Details:** A table listing purchases with columns for Item Name, Order No, and Date. Items include 'ABC Computer Services', 'Super Kids Toys', and 'Messi Burgers'.
- Payment:** A card showing a payment of 30 BND for 'Super Kids Toys' (Address Change) on 25 May 2020.
- Penalty:** A card showing a penalty of 30 BND for 'ABC Computer Services' (Renewal Restriction) on 25 May 2020.
- Bottom Tables:** Two tables for 'Finished Businesses' and 'Unfinished Businesses' with columns for Application Date, Application No., Entity Name, Description, and Status.

A red box with the number '5' highlights the 'My Profile' icon in the left sidebar.

5. Click on the  icon to view your profile.

OCP - User Registration and Management

The **My Profile** page will appear.

Back to eServices Portal

User Details

6 [OTP Security](#) [Change Password](#) [Edit User](#)

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
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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 [OTP Security](#) button to edit your profile.

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

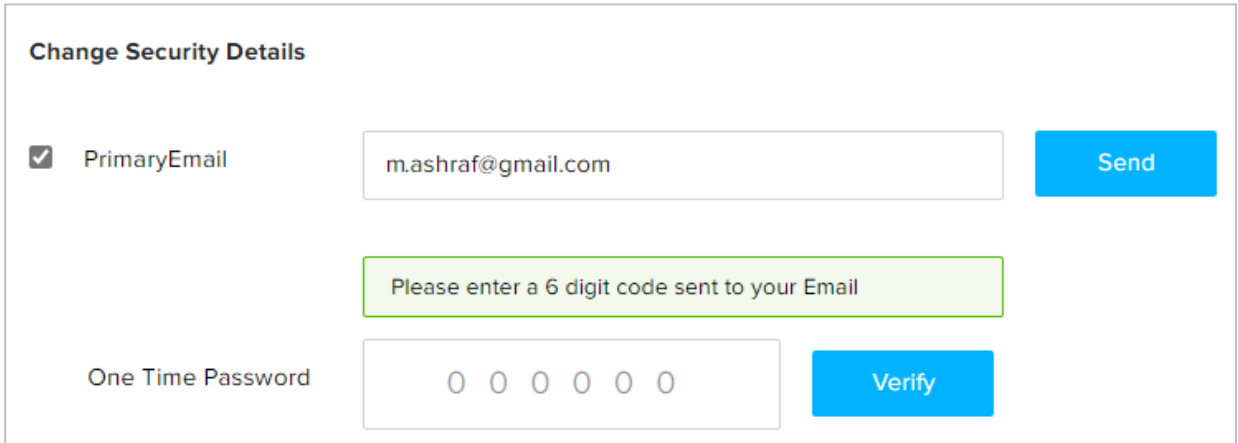
Field	Example
Primary Email	m.ashraf@gmail.com

10. Click on the button.

	To go back to the My Profile page.
--	---

OCP - User Registration and Management

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



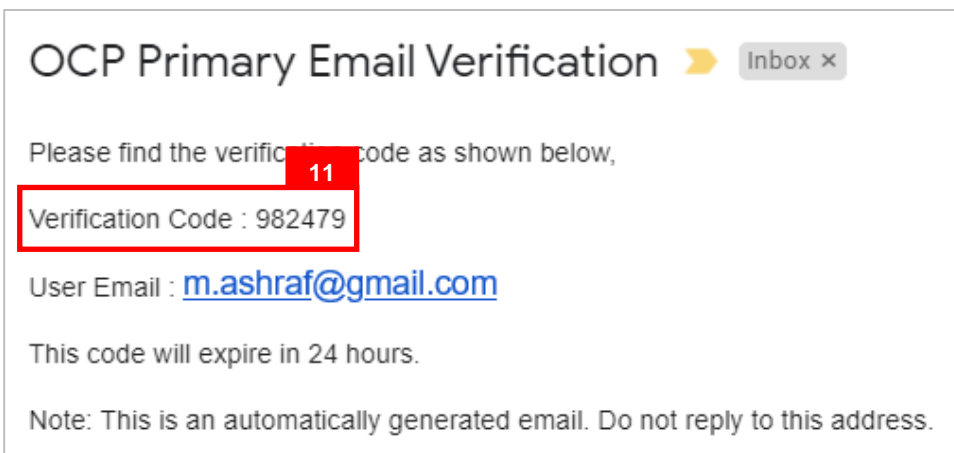
Change Security Details

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,

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.



Change Security Details

PrimaryEmail

Please enter a 6 digit code sent to your Email

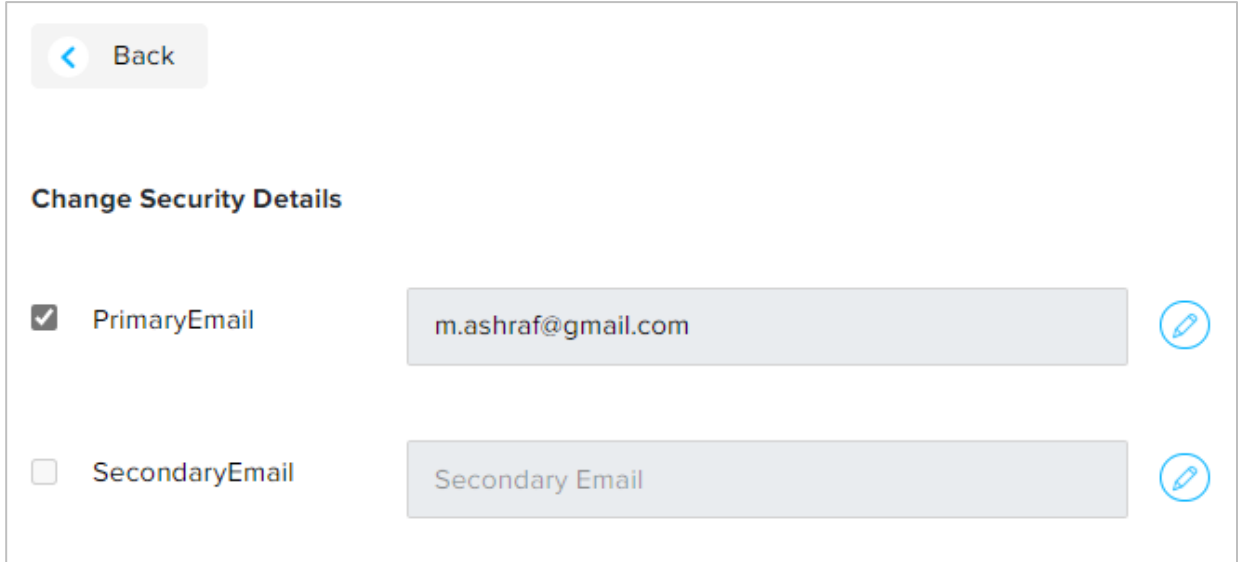
One Time Password

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.

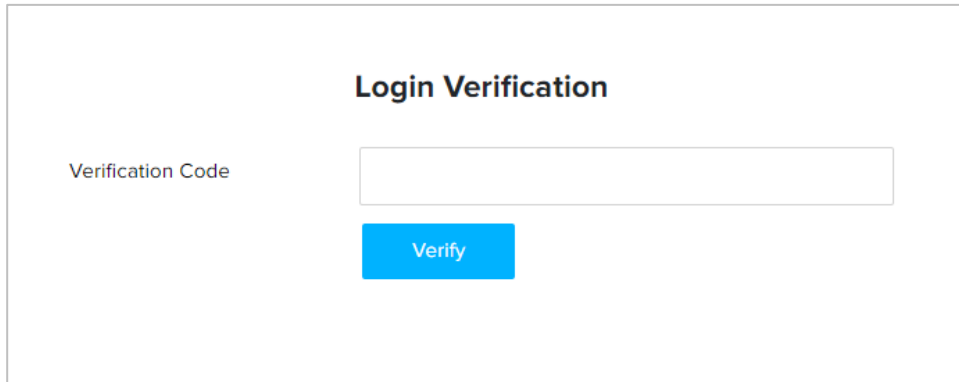
15. Enter the details for **Logon** sections as per the example below:

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.

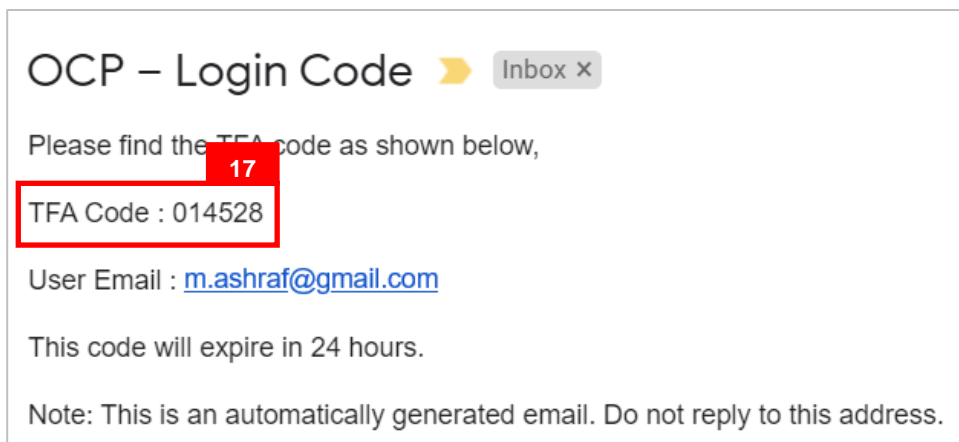


Login Verification

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

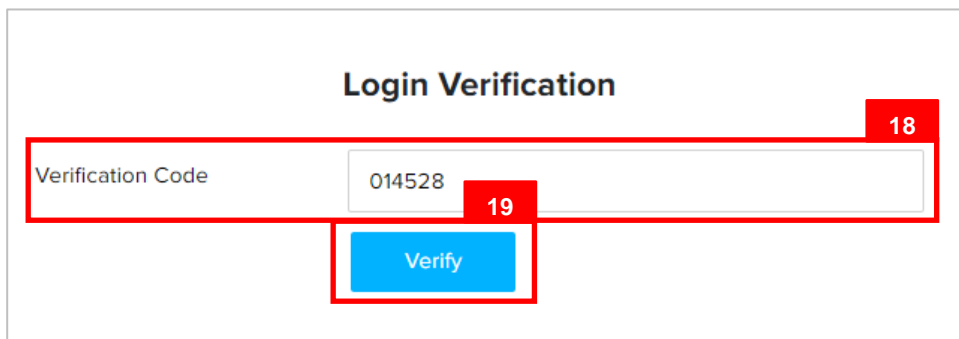
TFA Code : 014528

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 left, there is a logo for the Ministry of Justice and a header for 'One Common Portal V 0.3.0 Alpha'. The user's name 'Muhammad Ashraf' and a 'LOGOUT' button are visible in the top right. A '+ New Entity' button is also present. The main content area is divided into several sections:


- My Entities:** A table with columns for Registration Date, Registration No, Name, Entity Type, Address, and Status. A 'View All' button is located below the table.
- Unfinished Businesses:** A section for pending business registrations.
- Finished Businesses:** A section for completed business registrations.
- Purchased Details:** A table listing purchases with columns for Item Name, Order No, and Date. Items include 'ABC Computer Services' (Order No: 29899, Date: 12-May-2018), 'Super Kids Toys' (Order No: 29899, Date: 13-April-2018), and 'Messi Burgers' (Order No: 29899, Date: 13-June-2018).
- Payment:** A section showing a payment of 30 BND for 'Super Kids Toys Address Change' on 25 May 2020.
- Penalty:** A section showing a penalty of 30 BND for 'ABC Computer Services Renewal Registration' on 25 May 2020.

On the left side, there is a navigation menu with icons for Dashboard, My Profile, Help, and Search.

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

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

Logon page will appear.

Logon

Identifier Type Brunei IC **Foreign Passport** Other

Identifier Number

Password

Nationality

[Forgot Password?](#)

2. Click on the **Foreign Passport** radio button for business users with Foreign Passport.

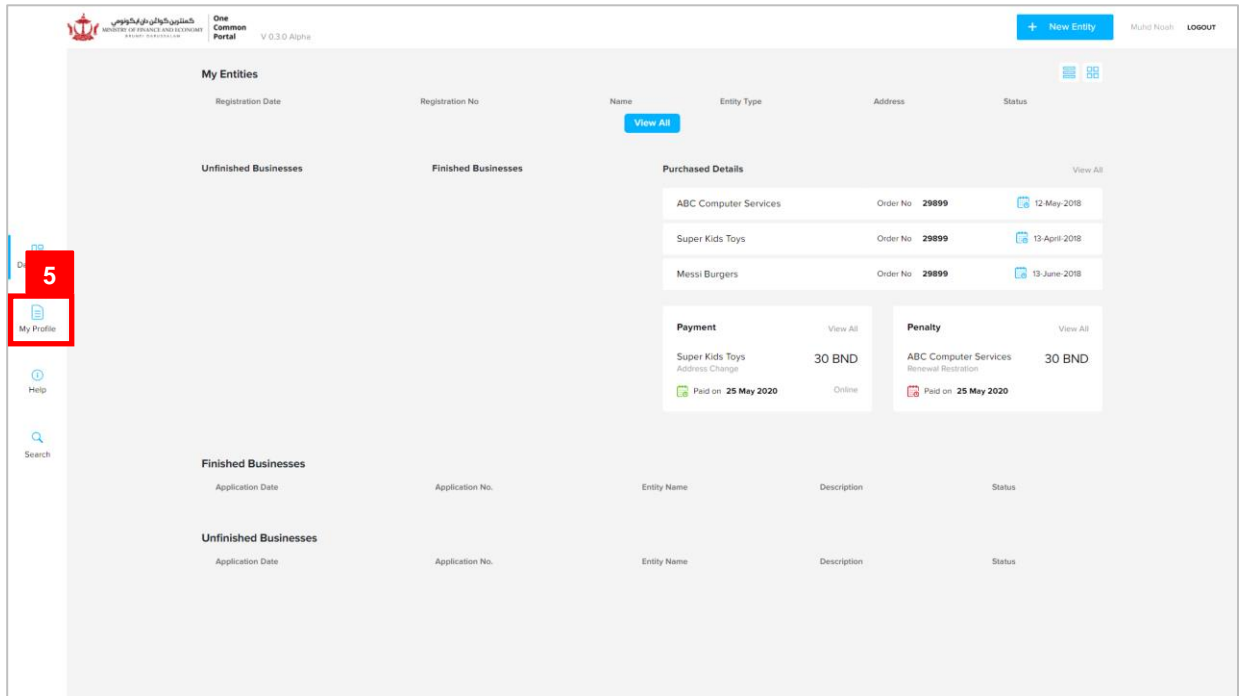
3. Enter the details for **Logon** sections as per the example below:

Field	Example
Identification Document Number	BN8187
Password	P@ssword1
Nationality	Malaysia

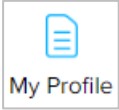
4. Click on the  button.

OCP - User Registration and Management

The main dashboard page will appear.



The screenshot shows the OCP dashboard interface. At the top left, there is a logo for the Ministry of Finance and Economy, along with the text 'One Common Portal' and 'V 0.3.0 Alpha'. On the top right, there are buttons for '+ New Entity', 'Muhd Noah', and 'LOGOUT'. The main content area is divided into several sections: 'My Entities' with a table of registration details and a 'View All' button; 'Unfinished Businesses' and 'Finished Businesses' sections; 'Purchased Details' with a table of orders (ABC Computer Services, Super Kids Toys, Messi Burgers); 'Payment' and 'Penalty' sections with 'View All' buttons. On the left sidebar, there are icons for 'My Profile', 'Help', and 'Search'. The 'My Profile' icon is highlighted with a red box and the number 5.

5. Click on the  icon to view your profile.

OCP - User Registration and Management

The **My Profile** page will appear.

Back to eServices Portal

User Details

OTP Security Change Password Edit User

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
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Phone & Fax

Telephone Number	Empty	Fax Number	Empty
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Security (OTP Details)

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

6. Click on the [Edit User](#) button to edit your profile.

Back to eServices Portal	To go back to the main dashboard page
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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	P@ssword2
Confirm Password	P@ssword2

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 [OTP Security](#) [Change Password](#) [Edit User](#)

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			