



ONE•COMMON•PORTAL

## **eService (ES) User Guide**

# **Create and Maintain OCP User Account**

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# OCP – Create and Maintain OCP User Account

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## 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**
- **Changing email address**

## 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](mailto:info.rocbn@mofe.gov.bn)

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# OCP – Create and Maintain OCP User Account

REGISTERING A LOCAL USER ACCOUNT	Applicant
	Online User

## Note:

- Please prepare your own personal and valid E-mail.
- Register for an OCP account with your identity card

If you are new to the One Common Portal (OCP) and would like to access the services available please create an account

Search by Name or Register Number

## One Common Portal

### Create and maintain your business details with ease

Welcome to the One Common Portal (OCP). By using this portal, you will be able to register and maintain your business entity(ies) under the Registry of Companies and Business Names and manage your tax obligations that were previously under the System for Tax Administration and

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

The **Login** page will be displayed.

## Create an OCP Account

To access online services under the One Common Portal (OCP) you need to create an account. You will then be able to access a range of services with a single username and password.

2. Click on the  button.

# OCP – Create and Maintain OCP User Account

The **User Registration Form** will be displayed.

3. Click on the **Brunei IC** button for business users with Brunei and enter the details for **User Registration Form** 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


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

**Note:**

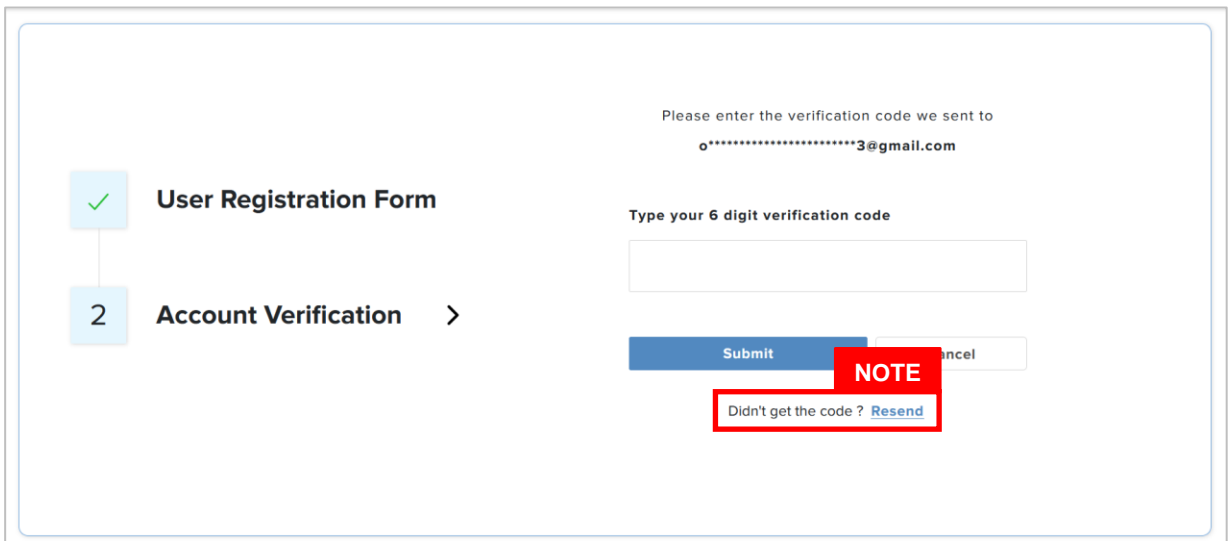
- **Name** will only be auto populated if the **Identification Document Number** matches the **Date of Birth** in the Immigration database.

## OCP – Create and Maintain OCP User Account

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

5. Click on the  button.

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



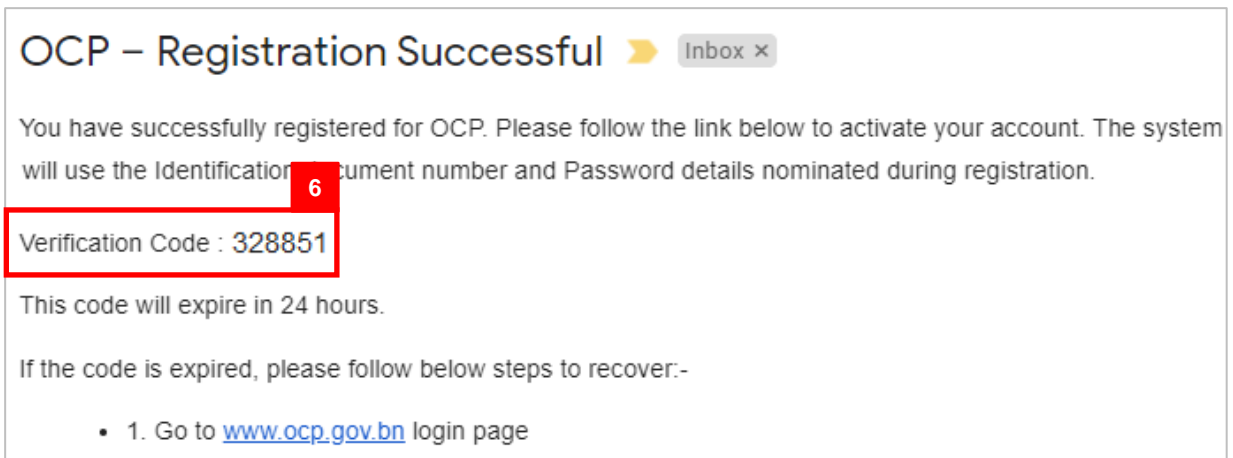
Please enter the verification code we sent to  
o\*\*\*\*\*3@gmail.com


Type your 6 digit verification code


**NOTE**  
Didn't get the code ? [Resend](#)

**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.

Verification Code : 328851

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](http://www.ocp.gov.bn) login page
- 2. Enter your Identification Number and Password, and click Login

6. Take note of the verification code.

# OCP – Create and Maintain OCP User Account

Please enter the verification code we sent to  
o\*\*\*\*\*3@gmail.com

7

Type your 6 digit verification code

3 2 8 8 5 1

8

Submit Cancel

Didn't get the code ? [Resend](#)

7. Enter the verification code in the  field.

8. Click on the  button.

Try to log in to your OCP account.

## Login

9

Identification Type \*  Brunei IC  Foreign Passport  Other

10

Identification Document Number \*

01-048181

Password \*

●●●●●●●●

11

Login

[Forgot your Password?](#)

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

10. Enter the details for **Login** section as per the example below:

Field	Example
Identifier Document Number	01048181
Password	P@ssword1

11. Click on the  button.

# OCP – Create and Maintain OCP User Account

You will be logged in to your OCP account.

The screenshot displays the OCP user dashboard. At the top, there is a header with the Ministry of Finance and Economy logo, the OCP logo, and navigation buttons for 'New Business Entity' and 'Stamp Duty'. A search bar and a user profile icon are also present.

The main content area is divided into three sections:

- My Entities 20**: A table listing business entities with columns for Registration No, Name, User Role, Security Role, User Role Expiry Date, Entity Type, and Status. The status column contains buttons for 'Active' and 'Registered'.
- Unfinished Businesses 22**: A list of unfinished businesses with a 'View More' button.
- Overdue Submissions 0**: A message stating 'You currently do not have any overdue submissions to show'.

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



# OCP – Create and Maintain OCP User Account

REGISTERING A FOREIGN USER ACCOUNT	Applicant
	Online User

**Note:** Please prepare your own personal and valid E-mail.

Users must register with OCP portal using their Identification Document to access the system. For further help goto FAQs > Login & Registration.

Search by Name or Register Number

**One Common Portal**  
Create, Maintain and Update your business with ease.

122,329 Registered business Names (Sole-Proprietorships and Partnerships) as at 31st July 2020

122,329 Registered business Names (Sole-Proprietorships and Partnerships) as at 31st July 2020

122,329 Registered business Names (Sole-Proprietorships and Partnerships) as at 31st July 2020

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

The **Registered User** page will be displayed.

**Create an OCP Account**

To access online services under the One Common Portal (OCP) you need to create an account. You will then be able to access a range of services with a single username and password.

**2** Create your OCP Account

**Login**

Identification Type \* Brunel IC Foreign Passport Other

Identification Document Number \*

Password \*

Login

[Forgot your Password?](#)

2. Click on the **Create your OCP Account** button.

# OCP – Create and Maintain OCP User Account

The **User Registration** page will be displayed.

3. Click on the **Foreign Passport** radio button for business users with foreign passports and enter the details for **User Registration Form** 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

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

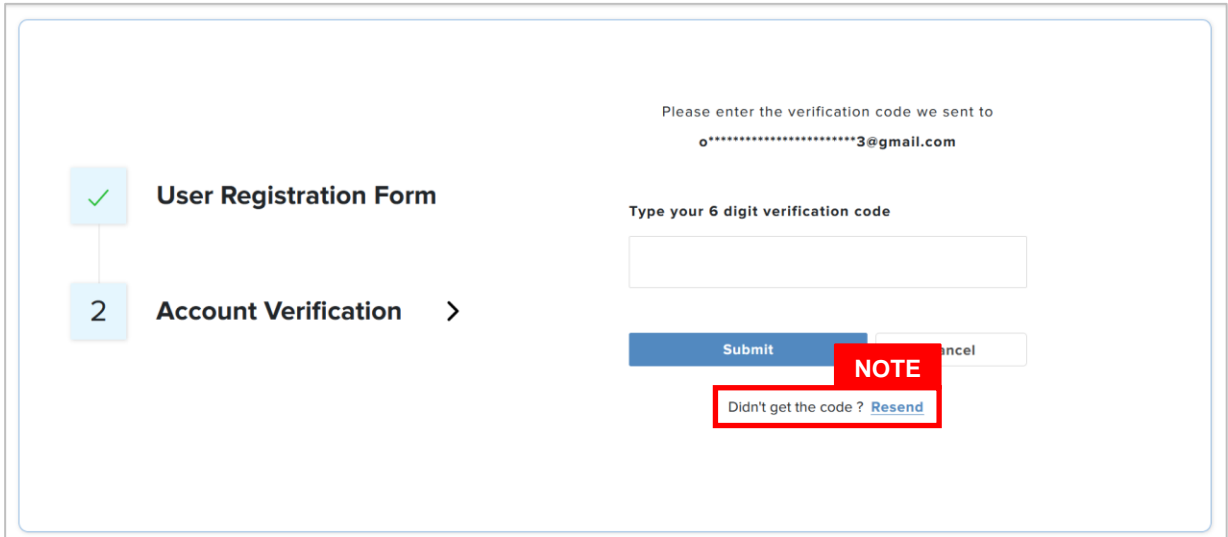
**Note:** Password must be at least **8 alphanumeric characters** with a minimum of:

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

## OCP – Create and Maintain OCP User Account

5. Click on the **Create Account** button.

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



Please enter the verification code we sent to  
o\*\*\*\*\*3@gmail.com

Type your 6 digit verification code

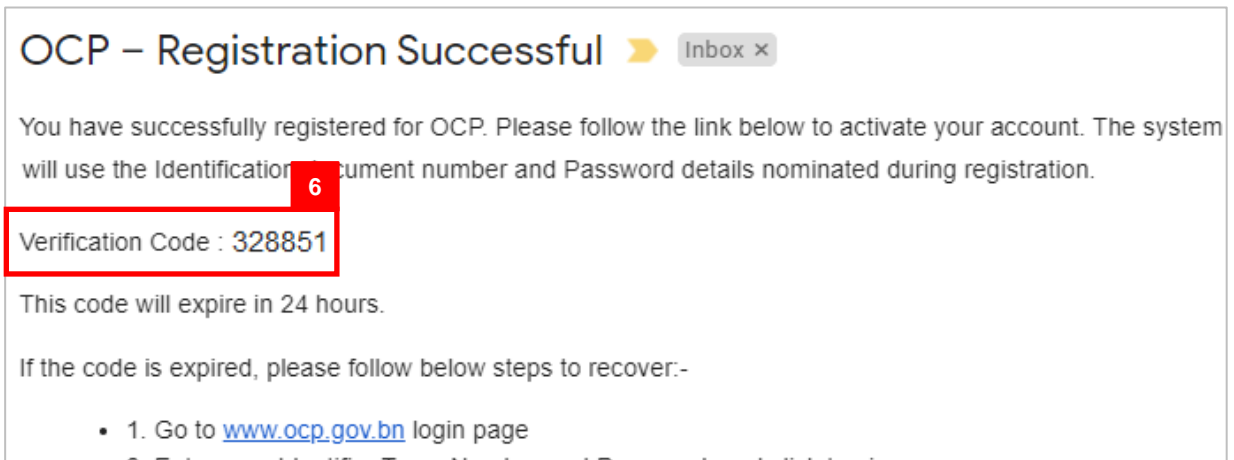
**NOTE**  
Didn't get the code ? [Resend](#)

**User Registration Form** ✓

**2 Account Verification** >

**Note:** If the activation email is not received, click on the **Resend** 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** Inbox x

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.

**6**  
Verification Code : 328851

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](http://www.ocp.gov.bn) login page
- 2. Enter your Identifier Type, Number and Password, and click Login

6. Take note of the verification code.

# OCP – Create and Maintain OCP User Account

Please enter the verification code we sent to  
o\*\*\*\*\*3@gmail.com

2 **User Registration Form**

2 **Account Verification** >

Type your 6 digit verification code

3 2 8 8 5 1

Submit Cancel

Didn't get the code ? [Resend](#)

7. Enter the verification code in the  field.

8. Click on the  button.

Try to log in to your OCP account.

## Login

Identification Type \*

Brunei IC  Foreign Passport  Other

Identification Document Number \*

BN8187

Password \*

●●●●●●●●

Nationality

Malaysia

Login

[Forgot your Password?](#)

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

10. Enter the details for **Login** section as per the example below:

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

11. Click on the  button.

# OCP – Create and Maintain OCP User Account

You will be logged in to your OCP account.

The screenshot displays the OCP user dashboard. At the top, there is a header with the Ministry of Finance and Economy logo, the OCP logo, and navigation buttons for 'New Business Entity' and 'Stamp Duty'. A search bar and a user profile icon are also present.

The main content area is divided into three sections:

- My Entities 20**: A table listing business entities with columns for Registration No, Name, User Role, Security Role, User Role Expiry Date, Entity Type, and Status. The status column contains buttons for 'Active' and 'Registered'.
- Unfinished Businesses 22**: A list of unfinished businesses with a 'View More' button.
- Overdue Submissions 0**: A message stating 'You currently do not have any overdue submissions to show'.

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

# OCP – Create and Maintain OCP User Account

FORGOT PASSWORD	Applicant
	Online User

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

Navigate to the OCP website.

Users must register with OCP portal using their Identification Document to access the system. For further help goto FAQs > Login & Registration.

Search by Name or Register Number

Search

## One Common Portal

### Create, Maintain and Update your business with ease.

122,329 Registered business Names (Sole-Proprietorships and Partnerships) as at 31st July 2020

122,329 Registered business Names (Sole-Proprietorships and Partnerships) as at 31st July 2020

122,329 Registered business Names (Sole-Proprietorships and Partnerships) as at 31st July 2020

1. Navigate to the OCP website and click on the [Login](#) button.

The **Login** section will be displayed.

## Create an OCP Account

To access online services under the One Common Portal (OCP) you need to create an account. You will then be able to access a range of services with a single username and password.

Create your OCP Account

## Login

Identification Type \*  Brunei IC  Foreign Passport  Other

Identification Document Number \*

Password \*

Login

[Forgot your Password?](#)

2. Click on the [Forgot your Password?](#) link.

# OCP – Create and Maintain OCP User Account

The screenshot shows a three-step process on the left: 1. Forgot Password, 2. Verify your Email, and 3. Reset Password. The main form area is titled 'Identification Type \*' and has three radio buttons: 'Brunei IC', 'Foreign Passport', and 'Other'. A red box highlights the 'Foreign Passport' button, with a red '3' next to it. Below this is the 'Identification Document Number \*' field with 'BN8187' entered. A red box highlights this field, with a red '4' next to it. Below that is the 'Date of Birth \*' field with '24-Apr-1995' entered. Below that is the 'Nationality \*' dropdown menu with 'Malaysia' selected. A red box highlights the 'Submit' button, with a red '5' next to it. A 'Cancel' button is also visible.

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 **Submit** button.

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

The screenshot shows the same three-step process on the left: 1. Forgot Password (with a green checkmark), 2. Verify your Email, and 3. Reset Password. The main form area has a light blue message box that says 'Please check your email and enter the verification code'. Below this is a text input field with the label 'Type your 6 digit verification code'. Below the input field are 'Submit' and 'Cancel' buttons. At the bottom, there is a link that says 'Didn't get the code? Resend'.

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

## OCP – Create and Maintain OCP User Account

### 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 : 234983

User Email : [muhd.noah@gmail.com](mailto: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.

1 **Forgot Password** ✓

2 **Verify your Email** >

3 **Reset Password**

Please check your email and enter the verification code

Type your 6 digit verification code

2 3 4 9 8 3

Submit Cancel

Didn't get the code? [Resend](#)

7. Enter the verification code in the  field

8. click on the  button.



# OCP – Create and Maintain OCP User Account

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

1 **Forgot Password** ✓

2 **Verify your Email** ✓

3 **Reset Password** >

Email validated successfully **9**

New Password

Use 8 to 16 characters with a mix of letters, numbers and symbols.

Confirm Password

Submit **10**

9. Enter the details for **Reset Password** section as per the example below:

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

10. Click on the  button.

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

**Create an OCP Account**

To access online services under the One Common Portal (OCP) you need to create an account.

You will then be able to access a range of services with a single username and password.

Create your OCP Account

**Login**

Identification Type \*

Brunei IC Foreign Passport Other

Identification Document Number \*

Identification Document Number

Password \*

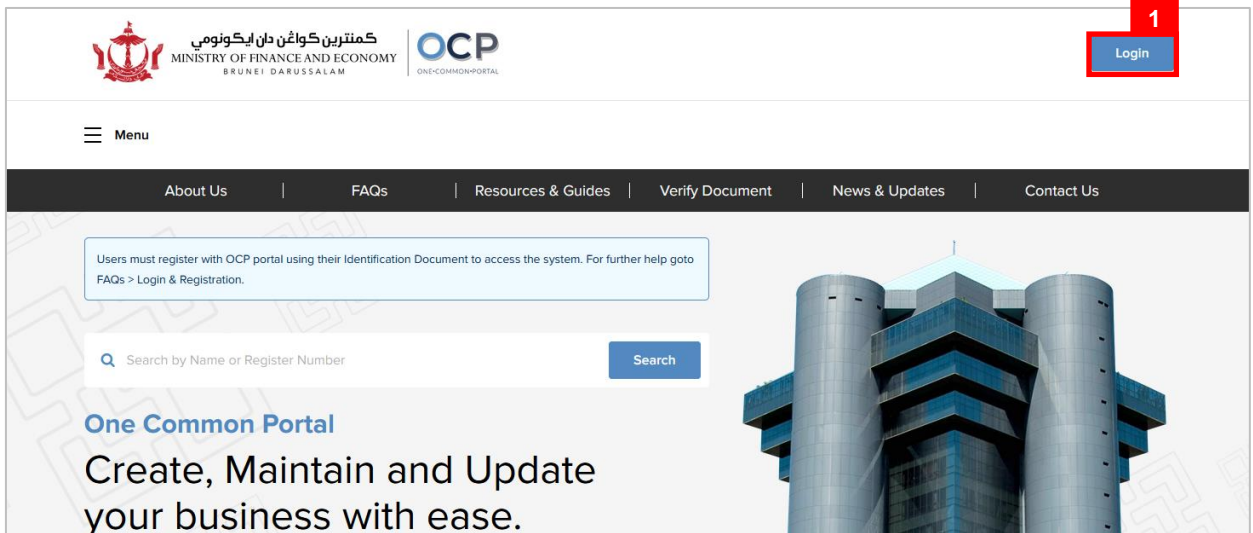
Login

[Forgot your Password?](#)

# OCP – Create and Maintain OCP User Account

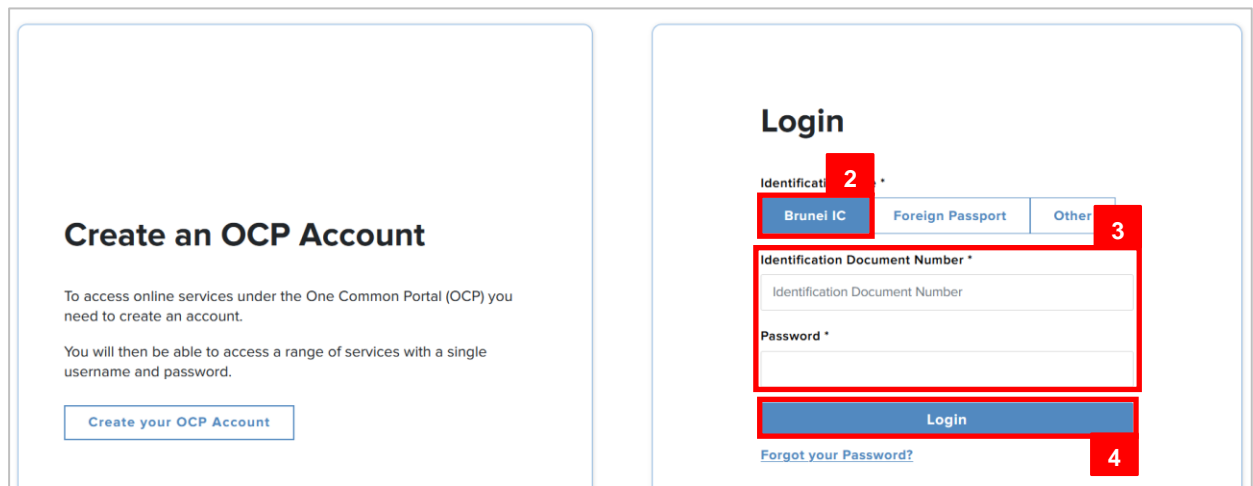
EDITING YOUR USER PROFILE (BRUNEI IC)	Applicant
	Online User

Navigate to the OCP website.



1. Click on the **Login** button.

The **Login** page will be displayed.



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

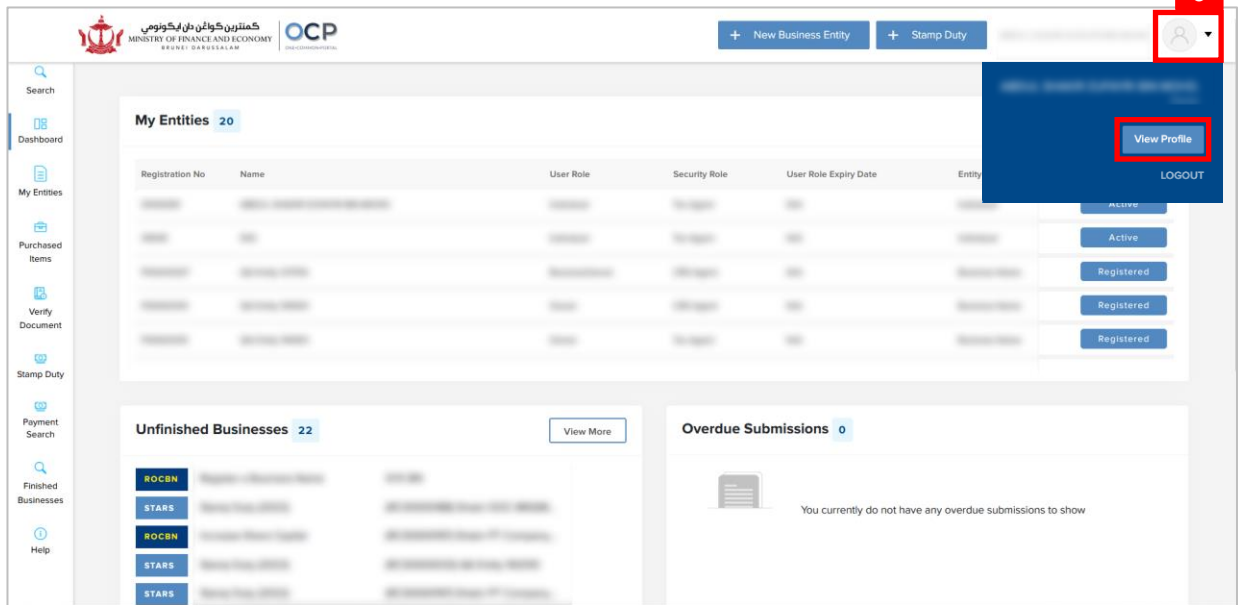
3. Enter the details for **Log in** section as per the example below:



Field	Example
Identification Document Number	01048180
Password	P@ssword1

4. Click on the **Submit** button.

# OCP – Create and Maintain OCP User Account

The main dashboard page will be displayed.



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

# OCP – Create and Maintain OCP User Account

The **User Details** page will be displayed.

Back to eServices Portal

**User Details**

Muhammad Ashraf

Maintain OTP Details   Change Password   **Maintain Details**

Identification Document IC Yellow   Identification Document 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 – Create and Maintain OCP User Account

The **User Details** page will be displayed.

Back to eServices Portal

Back

User Details

Address

Phone & Fax

**User Details**

Identification Document \* IC Yellow

Identification Document Number \* 01-048180

Date of Birth \* 14-Jun-1992

Full Name \* Muhammad Ashraf

Nationality \* Brunei Darussalam

Save Cancel

7. Enter the details for **User Details** section as per the example above.

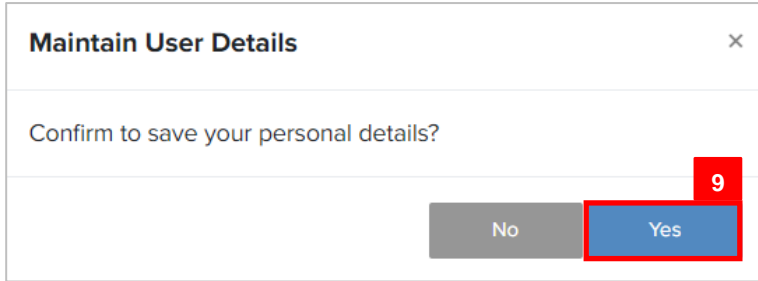
**Note:** If there are changes in the **Identification Document** and **Identification Document Number**, user is to contact ROCBN and provide **Supporting Document**.

8. Click on the **Save** button.

	To go back to the <b>My Profile</b> page.
	To cancel the updating profile action.

# OCP – Create and Maintain OCP User Account

A confirmation message will be displayed.



Maintain User Details

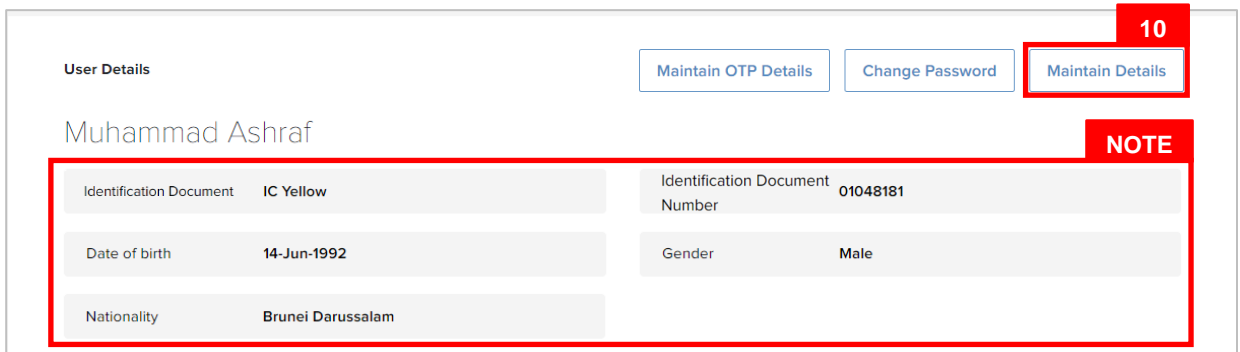
Confirm to save your personal details?

No Yes

9

9. Click on the  button to save the changes.

The **User Details** page will be displayed.



User Details

Muhammad Ashraf

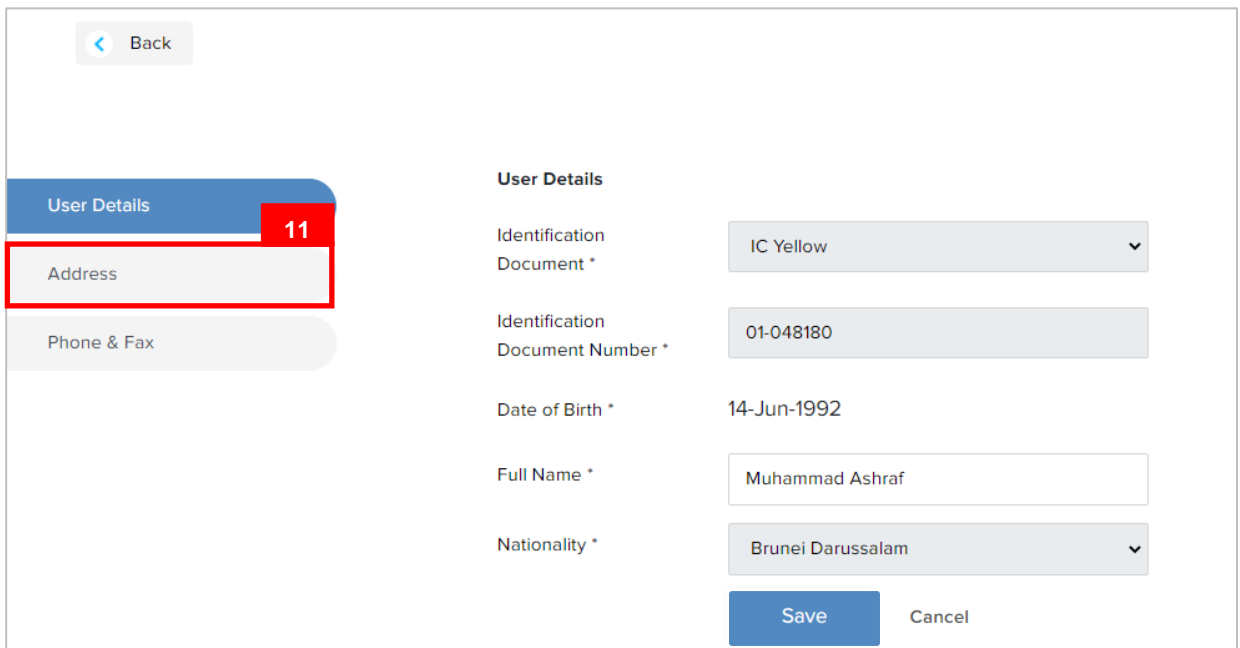
NOTE

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

10

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

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



Back

User Details

Address

Phone & Fax

User Details

Identification Document \* IC Yellow

Identification Document Number \* 01-048180

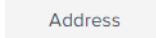
Date of Birth \* 14-Jun-1992

Full Name \* Muhammad Ashraf

Nationality \* Brunei Darussalam

Save Cancel

11

11. Click on the  button to edit your address.

# OCP – Create and Maintain OCP User Account

The **Address** section will be displayed.

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

Postal Address is same as home address

Address 1 \*

Address 2

Address 3

Country \* Brunei Darussalam ▼

Postal code \*

Mukim \*

Village \*

District \* Please Select ▼

**NOTE**

**13**

**Save** Cancel

## OCP – Create and Maintain OCP User Account

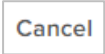
12. Enter the details for the **Address** section as per the example below:

Section	Field	Example
Home 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 same as home address** will cause the **Postal Address** section to be displayed.

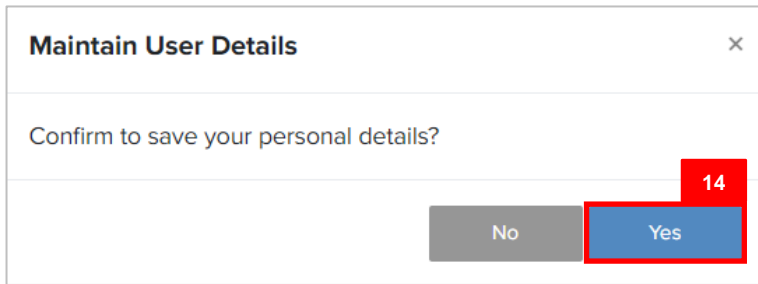
13. Click on the  button.

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



## OCP – Create and Maintain OCP User Account

A confirmation message will be displayed.



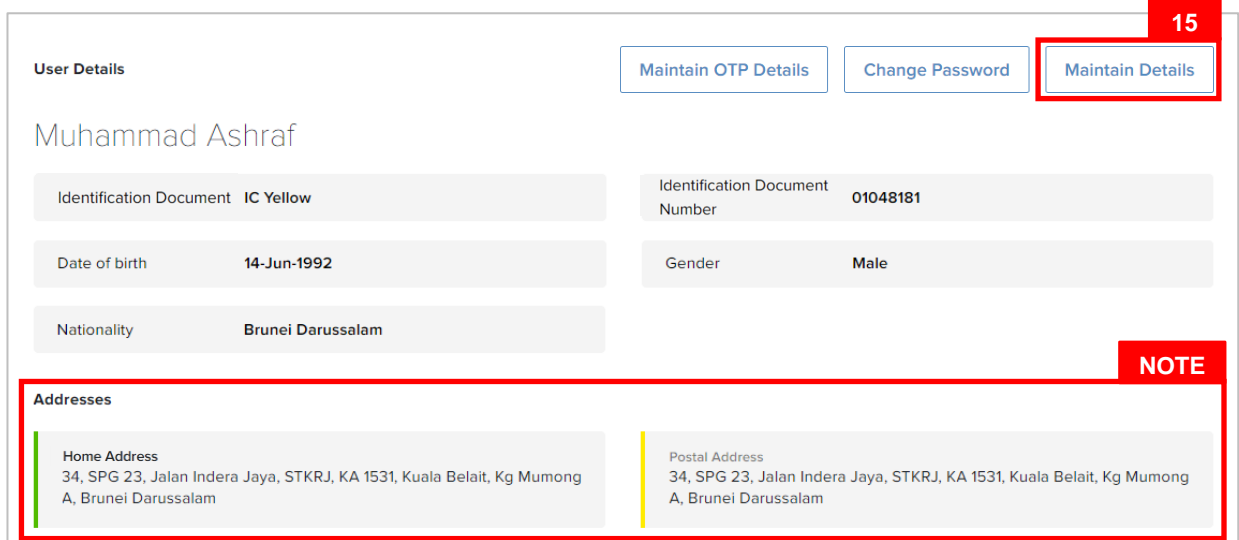
**Maintain User Details** ×

Confirm to save your personal details?

No Yes

14. Click on the **Yes** button to save the changes.

The **User Details** page will be displayed.



**User Details** 15

Maintain OTP Details Change Password **Maintain Details**

Muhammad Ashraf

Identification Document IC Yellow Identification Document Number 01048181

Date of birth 14-Jun-1992 Gender Male

Nationality Brunei Darussalam

**NOTE**

**Addresses**

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

15. Click on the **Maintain Details** button to continue editing your profile.

## OCP – Create and Maintain OCP User Account

The **User Details** page will be displayed.

The screenshot shows a web interface for editing user details. On the left, there is a vertical menu with three tabs: 'User Details' (highlighted in blue), 'Address', and 'Phone & Fax' (highlighted with a red box and a red '16' in the top right corner). The main content area is titled 'User Details' and contains the following fields:

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 of the form, there are two buttons: 'Save' (blue) and 'Cancel' (grey).

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

# OCP – Create and Maintain OCP User Account

The **Phone & Fax** section will be displayed.

Back

User Details

Address

Phone & Fax

**Phone & Fax**

Telephone Number

Code \*

Number \*

Fax Number

Code \*

Number \*

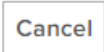
Save

Cancel

17. Enter the details for **Phone & Fax** section as per the example below:.

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 – Create and Maintain OCP User Account

A confirmation message will be displayed.

**Maintain User Details** ×

Confirm to save your personal details?

19. Click on the  button to save the changes.

The **User Details** page will be displayed.

User Details Maintain OTP Details Change Password Maintain Details

Muhammad Ashraf

Identification Document	IC Yellow	Identification Document Number	01048181
Date of birth	14-Jun-1992	Gender	Male

Addresses

Home 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 **Phone & Fax** will be shown here.

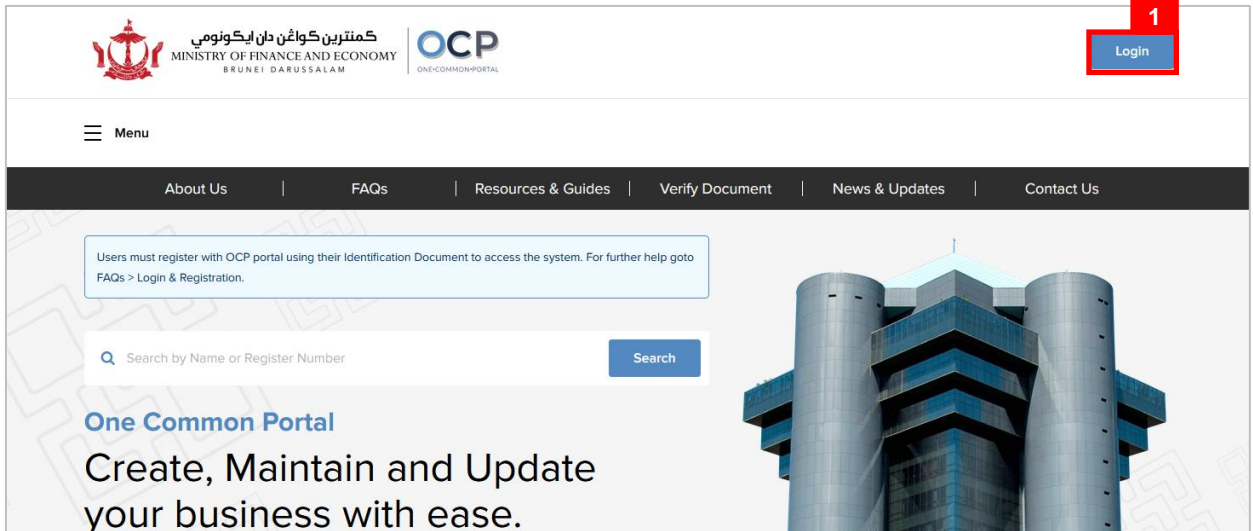
# OCP – Create and Maintain OCP User Account

**ENABLING ONE TIME  
PASSWORD (OTP)**

**Applicant**

Online User

Navigate to the OCP website.



1. Click on the **Login** button.

The **Login** page will be displayed.

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

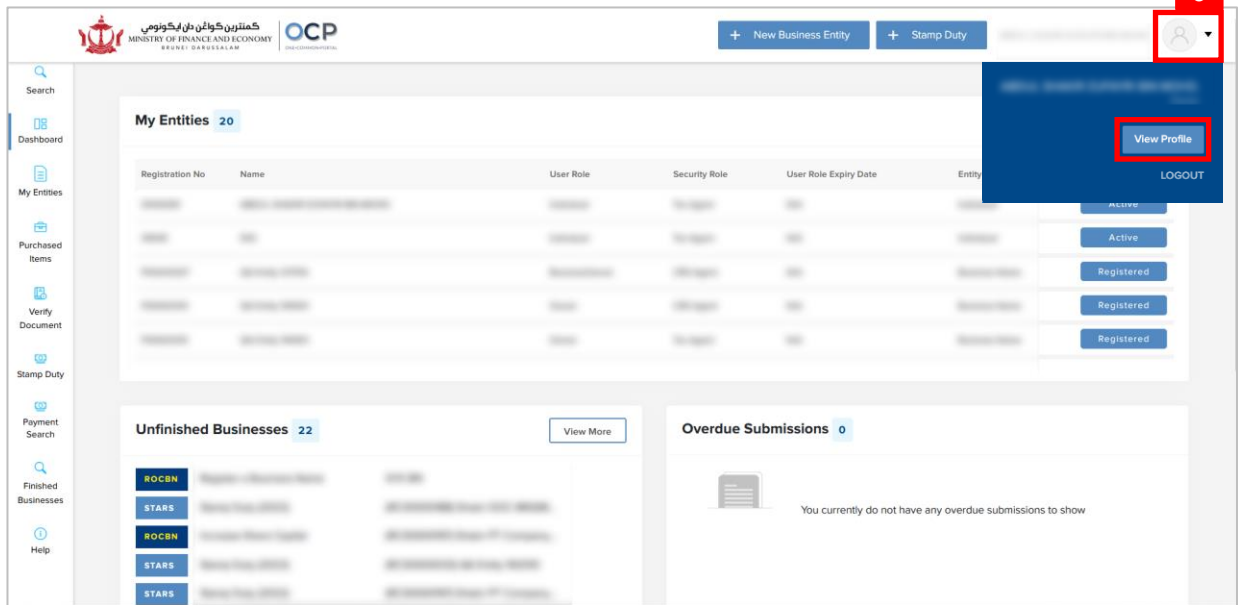
3. Enter the details for **Log in** section as per the example below:



Field	Example
Identification Document Number	01048180
Password	P@ssword1

4. Click on the **Submit** button.

# OCP – Create and Maintain OCP User Account

The main dashboard page will be displayed.



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

# OCP – Create and Maintain OCP User Account

The **User Details** page will be displayed.

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**

<b>Home Address</b> 34, SPG 23, Jalan Indera Jaya, STKRJ, KA1531, Kuala Belait, Kg Mumong A, Belait, Brunei Darussalam	<b>Postal Address</b> 34, SPG 23, Jalan Indera Jaya, STKRJ, KA1531, Kuala Belait, Kg Mumong A, Belait, Brunei Darussalam
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**Phone & Fax**

Telephone Number	(673) 8600654	Fax Number	(673) 2382338
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**Security (OTP Details)**

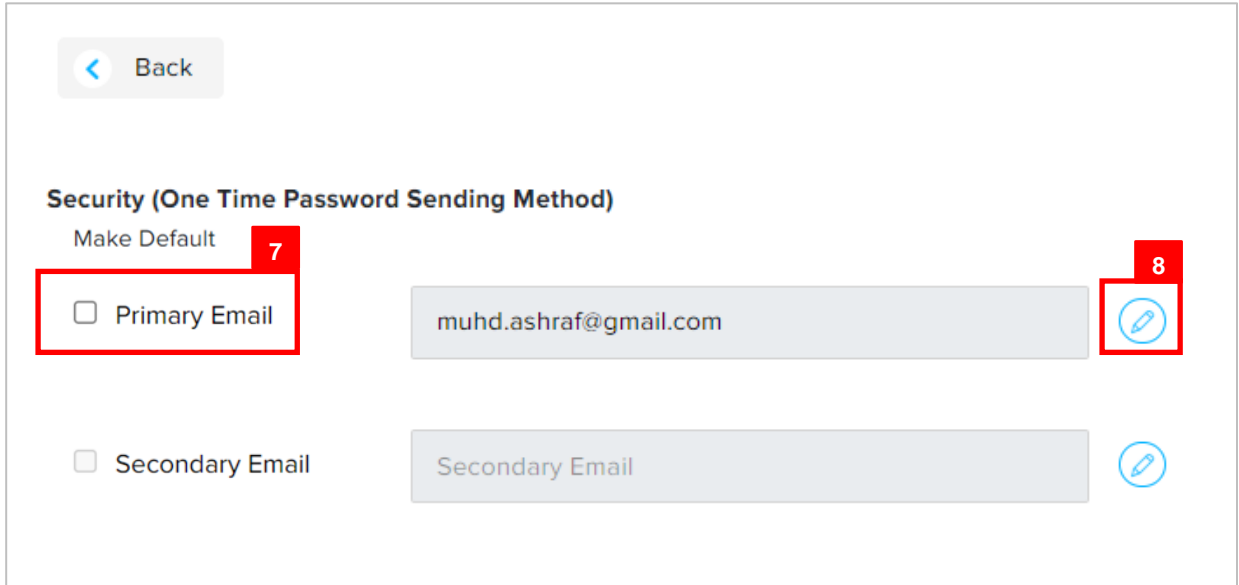
Primary Email	Shazwaney.2125@gmail.com	Secondary Email	
Mobile Number			


6. Click on the **Maintain OTP Details** button to configure OTP.

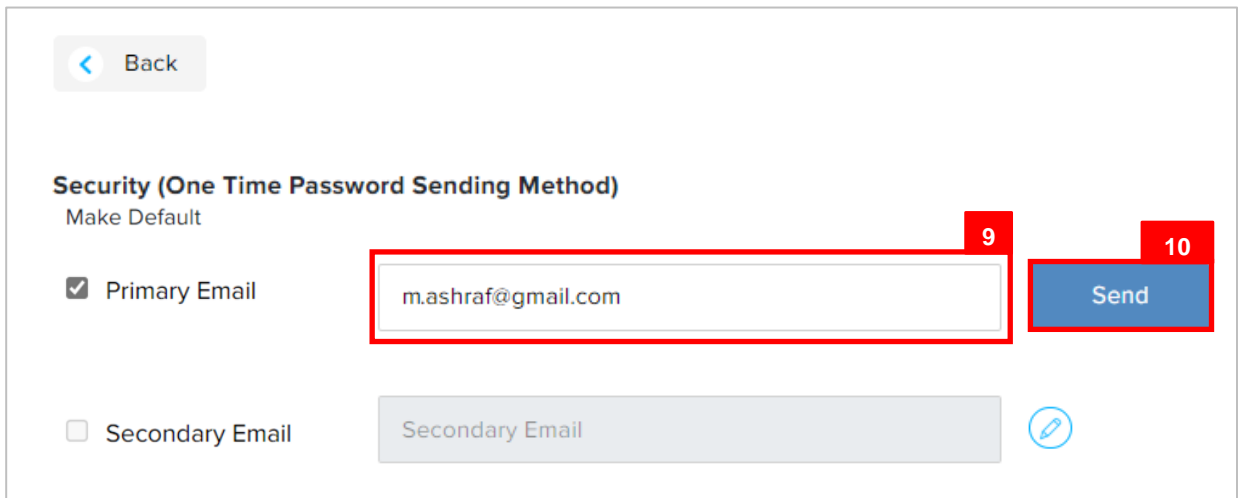
Back to eServices Portal	To go back to the main dashboard page
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## OCP – Create and Maintain OCP User Account

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



7. Click on the  Primary Email 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 <b>My Profile</b> page.
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## OCP – Create and Maintain OCP User Account

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

**Security (One Time Password Sending Method)**

Primary Email

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 ×

Please find the verification code as shown below,

**11** Verification Code : 982479

User Email : [m.ashraf@gmail.com](mailto: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)**

Primary Email

Please enter a 6 digit code sent to your Email

One Time Password

**12** **13**

12. Enter the verification code in the  field.

13. Click on the  button.


## OCP – Create and Maintain OCP User Account


Your OTP configuration has been set up.

[← Back](#)

### Security (One Time Password Sending Method)

Make Default

Primary Email  

Secondary Email  

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

### Registered User

Type \*  Brunei IC  Foreign Passport  Other

Identification Document Number \*

Password \*

[Forgot Password?](#)

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

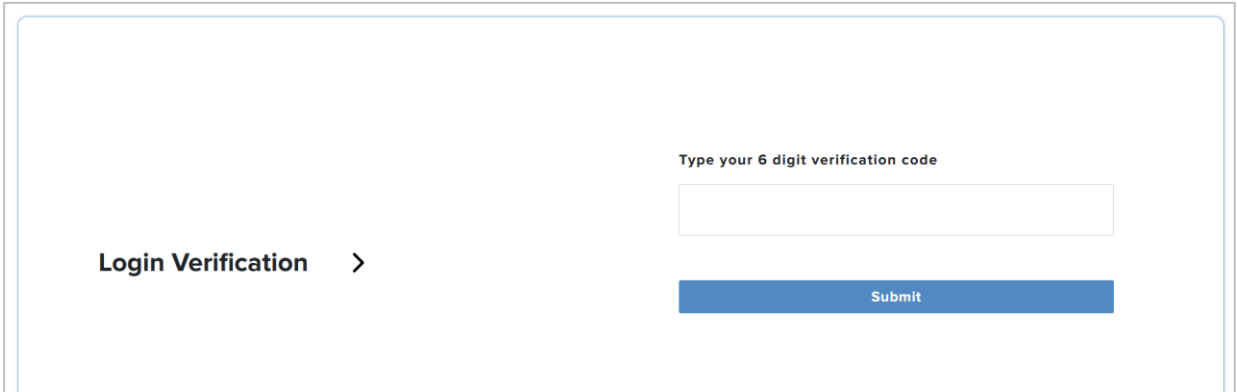
15. Enter the details for **Registered User** section as per the example below:

Field	Example
Identification Document Number	01048180
Password	P@ssword1

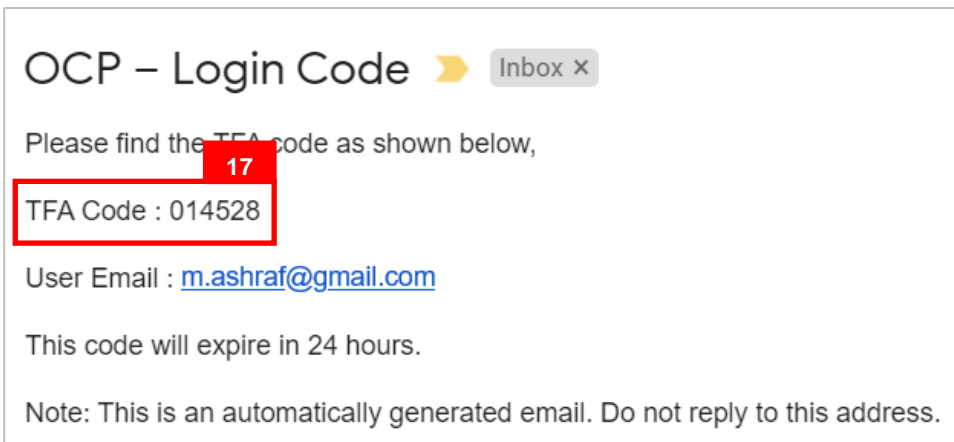
16. Click on the  button.

## OCP – Create and Maintain OCP User Account

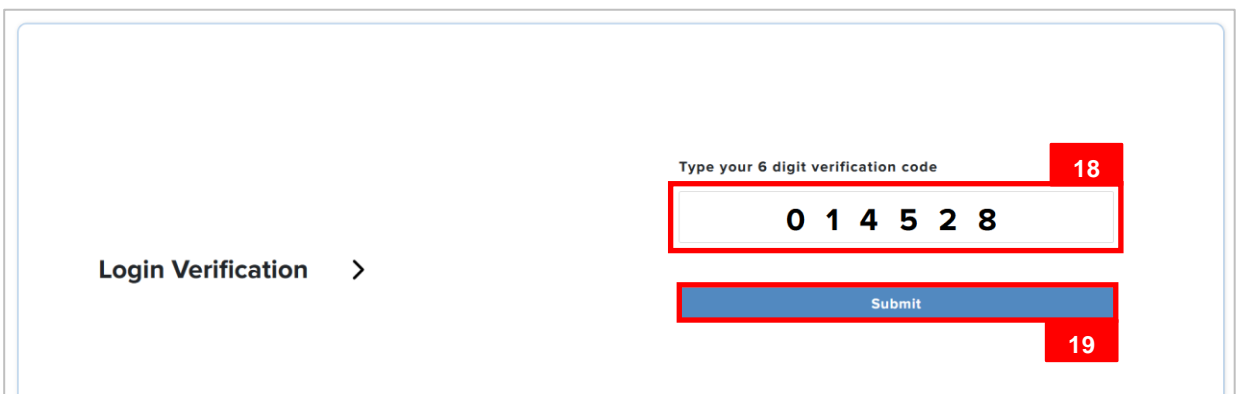
The **Login Verification** page will be displayed.



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



17. Take note of the verification code.



18. Enter the verification code in the  field.

19. Click on the  button.

# OCP – Create and Maintain OCP User Account

You will be logged in to your 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. Navigation buttons for 'New Business Entity' and 'Stamp Duty' are visible. A search bar and a user profile icon are also present. The main content area is divided into three sections: 'My Entities' (20 items), 'Unfinished Businesses' (22 items), and 'Overdue Submissions' (0 items). The 'My Entities' section contains a table with columns for Registration No, Name, User Role, Security Role, User Role Expiry Date, Entity Type, and Status. The 'Unfinished Businesses' section shows a list of items with status indicators like 'ROCBN' and 'STARS'. The 'Overdue Submissions' section displays a message: 'You currently do not have any overdue submissions to show'.

Registration No	Name	User Role	Security Role	User Role Expiry Date	Entity Type	Status
						Active
						Active
						Registered
						Registered
						Registered

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

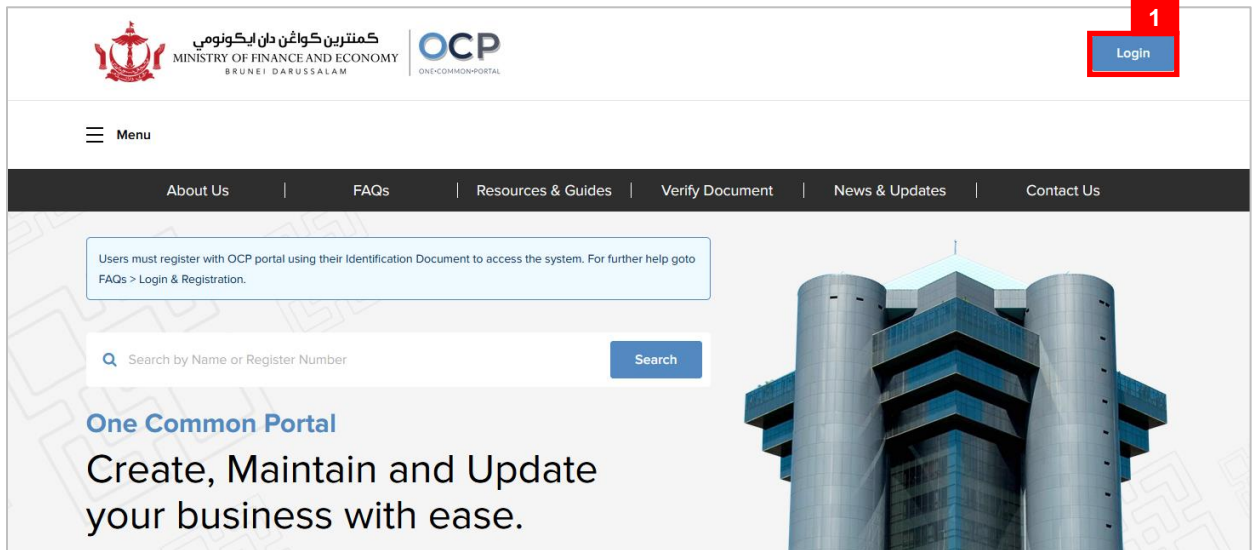
# OCP – Create and Maintain OCP User Account

## CHANGING PASSWORD FROM USER PROFILE

Applicant

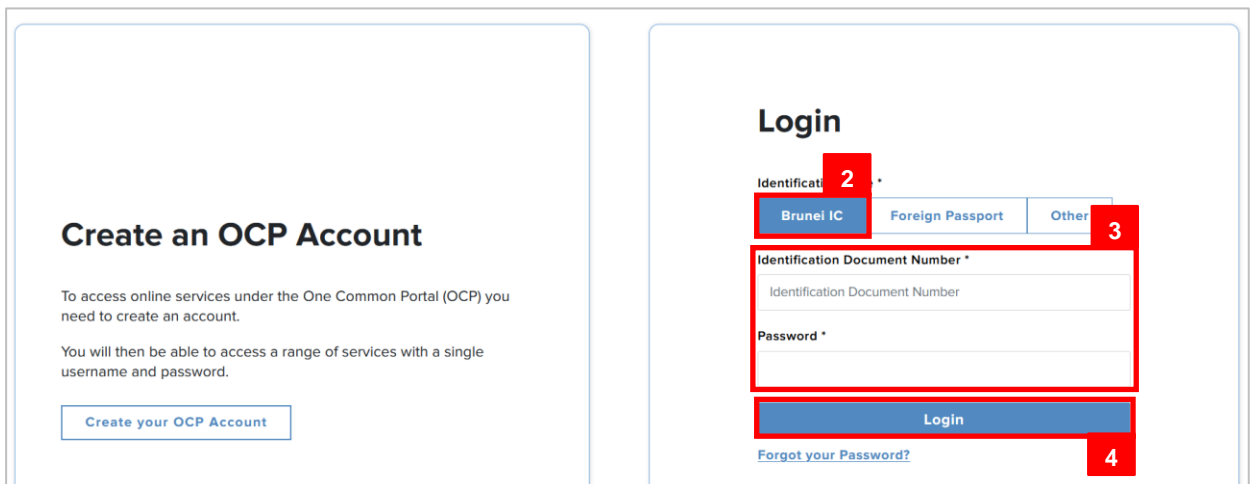
Online User

Users can change their password from their profile page.



1. Click on the **Login** button.

The **Login** page will be displayed.



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

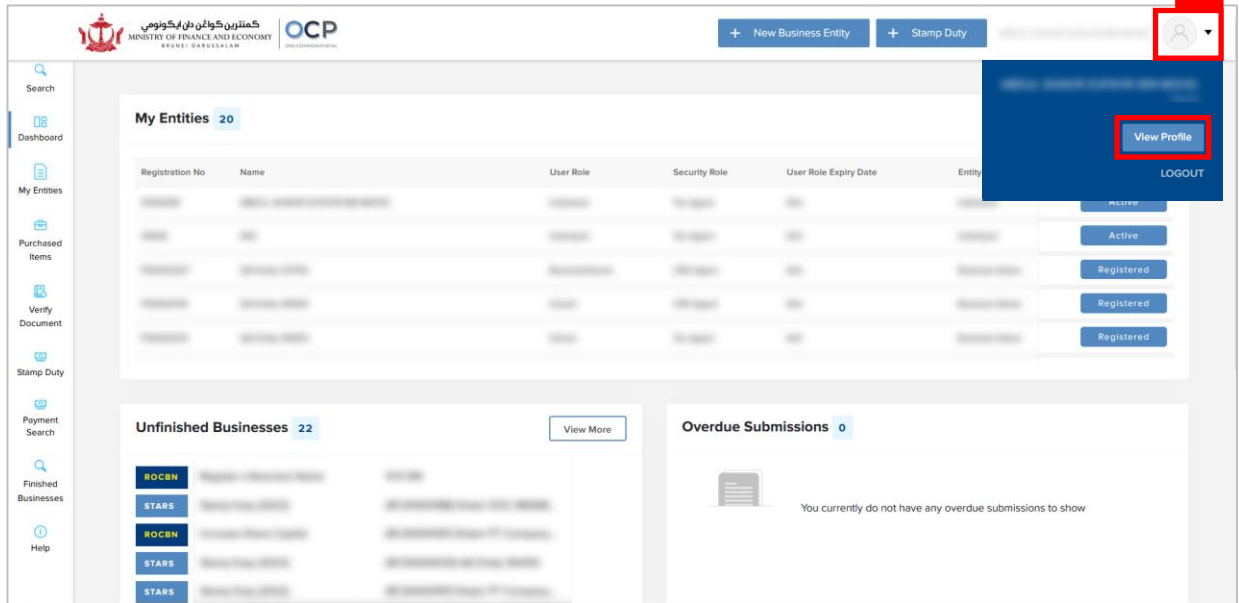
3. Enter the details for **Log in** section as per the example below:



Field	Example
Identification Document Number	01048180
Password	P@ssword1

4. Click on the **Submit** button.

# OCP – Create and Maintain OCP User Account

The main dashboard page will be displayed.



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

# OCP – Create and Maintain OCP User Account

The **User Details** page will be displayed.

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**

<b>Home Address</b> 34, SPG 23, Jalan Indera Jaya, STKRJ, KA1531, Kuala Belait, Kg Mumong A, Belait, Brunei Darussalam	<b>Postal Address</b> 34, SPG 23, Jalan Indera Jaya, STKRJ, KA1531, Kuala Belait, Kg Mumong A, Belait, Brunei Darussalam
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**Phone & Fax**

Telephone Number	(673) 8600654	Fax Number	(673) 2382338
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**Security (OTP Details)**

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

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

<span>Back to eServices Portal</span>	To go back to the main dashboard page
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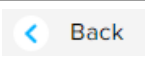
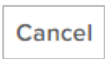
## OCP – Create and Maintain OCP User Account

The **Change Password** page will be displayed.

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.

	To go back to the <b>My Profile</b> page.
	To cancel the updating profile action.



# OCP – Create and Maintain OCP User Account

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

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

**Addresses**

Home Address	Empty	Postal Address	Empty
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**Phone & Fax**

Telephone Number	Empty	Fax Number	Empty
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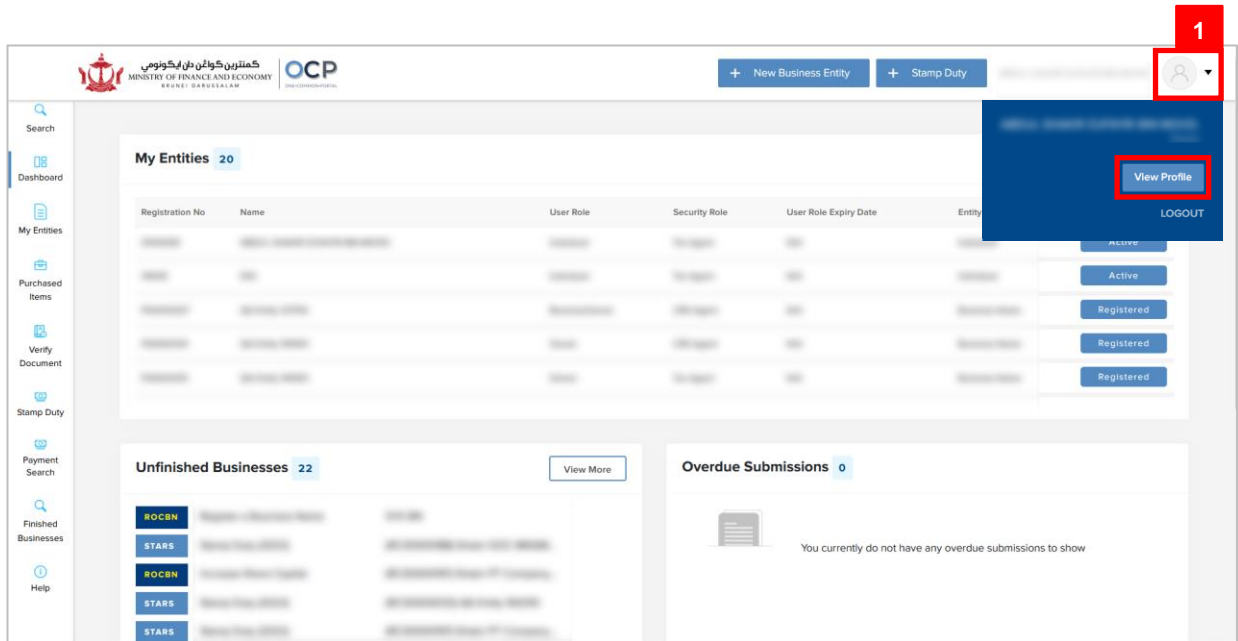
**Security (OTP Details)**



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

# OCP – Create and Maintain OCP User Account

CHANGE EMAIL ADDRESS	Applicant
	Online User

Navigate to the OCP dashboard.



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

# OCP – Create and Maintain OCP User Account

The **User Details** page will be displayed.

Back to eServices Portal

**My User Details**

Maintain OTP Details Change Password Maintain Details

Identification Document IC Yellow Identification Document Number 01-093391

Date of birth 05-Jul-1997 Gender

Nationality Brunei Darussalam

**Addresses**

Home Address Empty Postal Address Empty

**Phone & Fax**

Telephone Number Empty Fax Number Empty

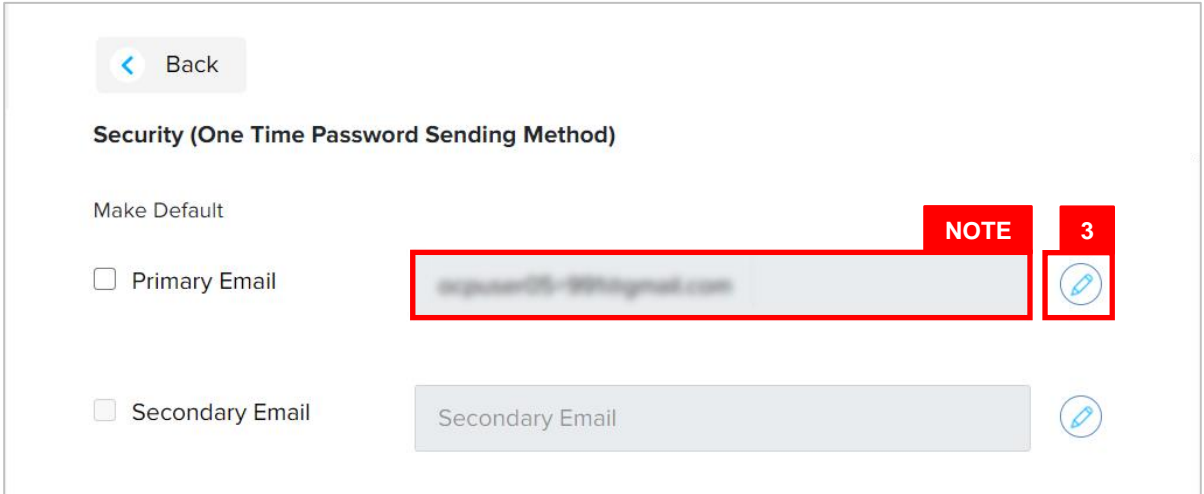
**Security (OTP Details)**

Primary Email ocpsuser05-999@gmail.com Secondary Email

2. Click on the [Maintain OTP Details](#) button to change your email


<a href="#">Back to eServices Portal</a>	To go back to the main dashboard page
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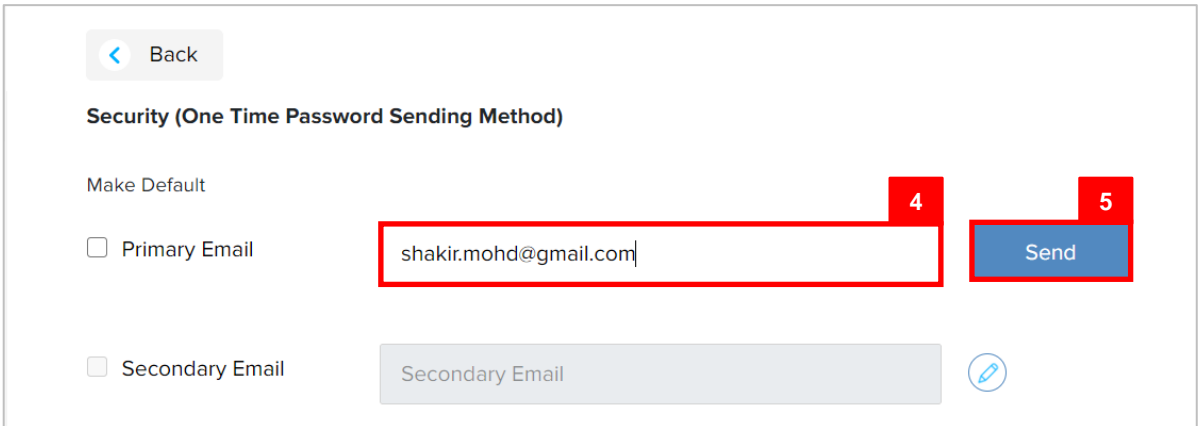
# OCP – Create and Maintain OCP User Account



**Note:**

The primary email address will be the registration email by default.

3. To change the email address, click on the  logo.



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

Field	Example
Primary Email	shakir.mohd@gmail.com

5. Click on the  button.

	To go back to the <b>My Profile</b> page.
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## OCP – Create and Maintain OCP User Account

[Back](#)

### Security (One Time Password Sending Method)

Make Default

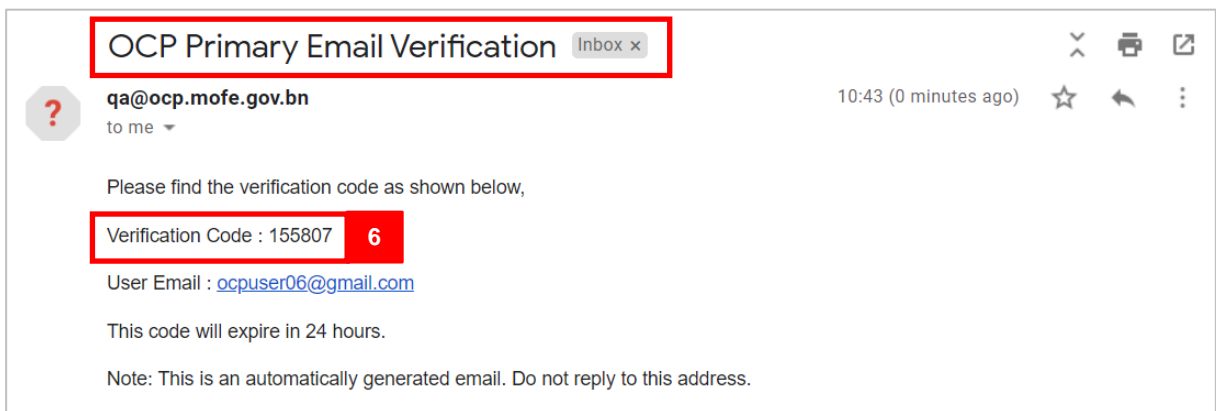
Primary Email

Please enter a 6 digit code sent to your Email

One Time Password

Secondary Email

Log in to your newly entered email and look for the email **OCP – Primary Email Verification** in your inbox.



6. Take note of the verification code.

## OCP – Create and Maintain OCP User Account

[Back](#)

### Security (One Time Password Sending Method)

Make Default

Primary Email  [Send](#)

Please enter a 6 digit code sent to your Email

One Time Password  [Verify](#)

Secondary Email  [Edit](#)

7. Enter the verification code in the  field.

8. Click on the [Verify](#) button.

[Back](#)

### Security (One Time Password Sending Method)

Make Default

Primary Email  [Edit](#)

Secondary Email  [Edit](#)

9. The email should now be updated to the latest one, according to step 4.