MANUAL GUIDE FOR USING E-CITRA APPLICATION

V1.0

Abstract
For Client

Indonesia Clearing House
backoffice@ich.co.id

DAFTAR ISI

Name	Date	Reason of Change	Version
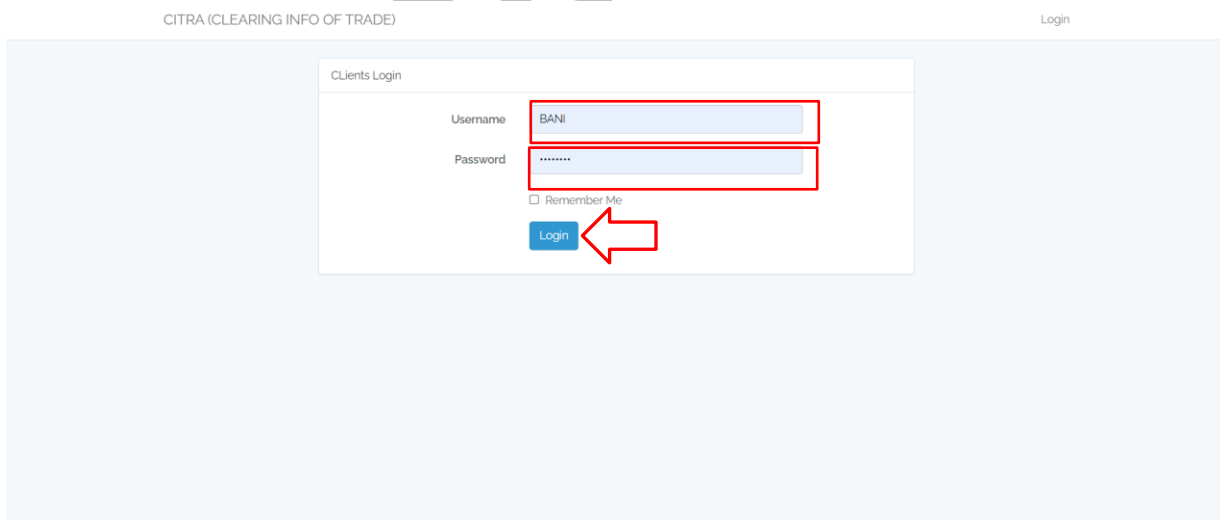
1 ACCESS TO E-CITRA APPLICATION

To start using the E-Citra application, please access https://ecitra.ich.co.id/ via a browser on your laptop/computer. Use google chrome for a better experience.

On the home page, select client login button to log in as a client.
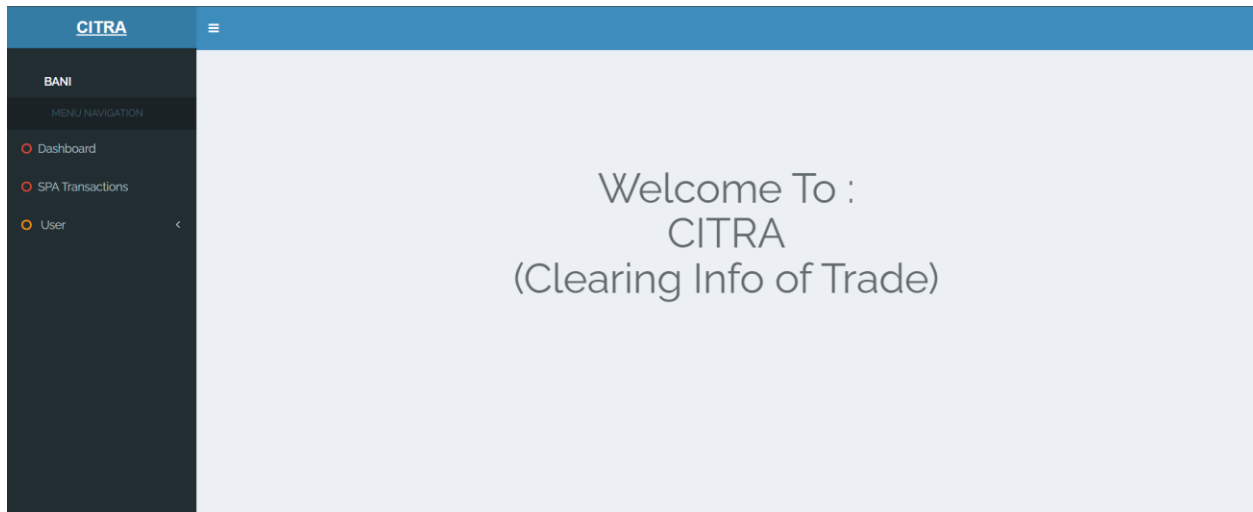

Log in using email and password you will use, then click login.

Page shows the client dashboard.

2   MENU

After success login you will see the home page of E-Citra. On the left panel there will be a menu consisting of:

• Dashboards

• SPA Transactions

• Users

3   SPA TRANSACTION

This menu is used to display SPA Transaction data within a 90-day period.

3.1   SPA TRANSACTIONS

To display SPA Transaction data, select SPA Transactions menu, select a date in the date from and date to columns. Then click go button.

4   USER

This menu is used to make settings for user accounts.

4.1 PROFILE

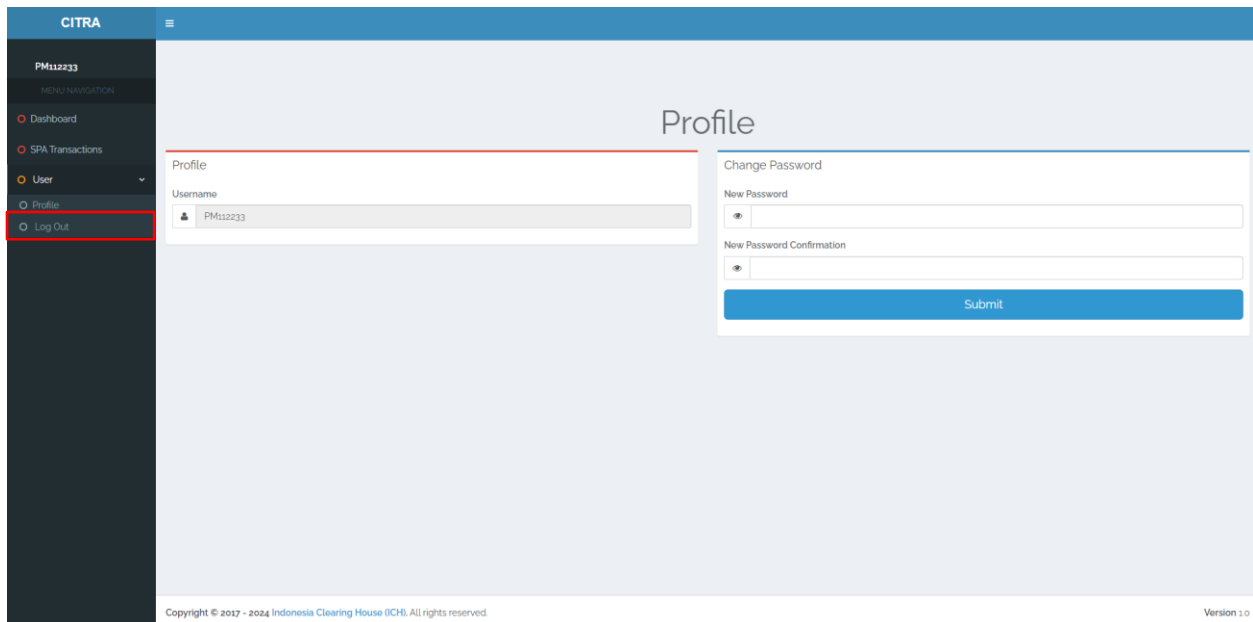To change the client user password, select user menu then click profile.

Change the new password by inputting new password and new password confirmation then clicking submit.

To exit the E-Citra page, select the user menu then click log out.

Thank you