

# Registering and Logging-in as a Shareholder

## Electronic General Meeting System (eASY.KSEI) Guide

### Reference

|                     |              |
|---------------------|--------------|
| Version             | 2.0          |
| Date of Publication | Mach 4, 2022 |

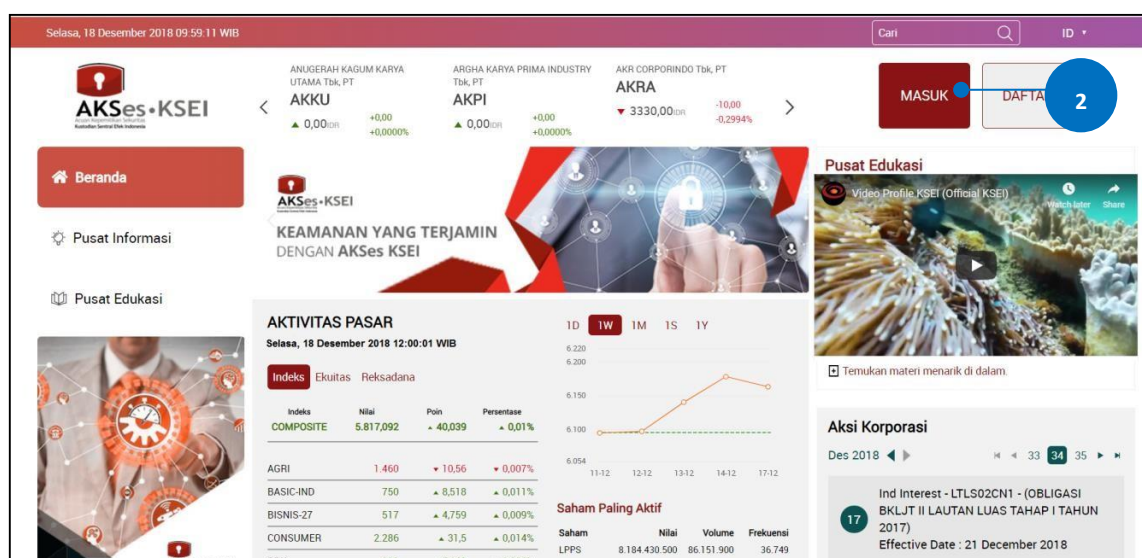
## 1 Introduction

This User Guide will instruct you, as a Shareholder, on how to register and log in to KSEI's Security Ownership Referencing Facility (AKSes KSEI) and participate during an Issuer's General Meeting of Shareholders (Issuer's GMS) by declaring your attendance, or appointing a representative (proxy) if you could not attend, and vote during each agenda of the GMS.

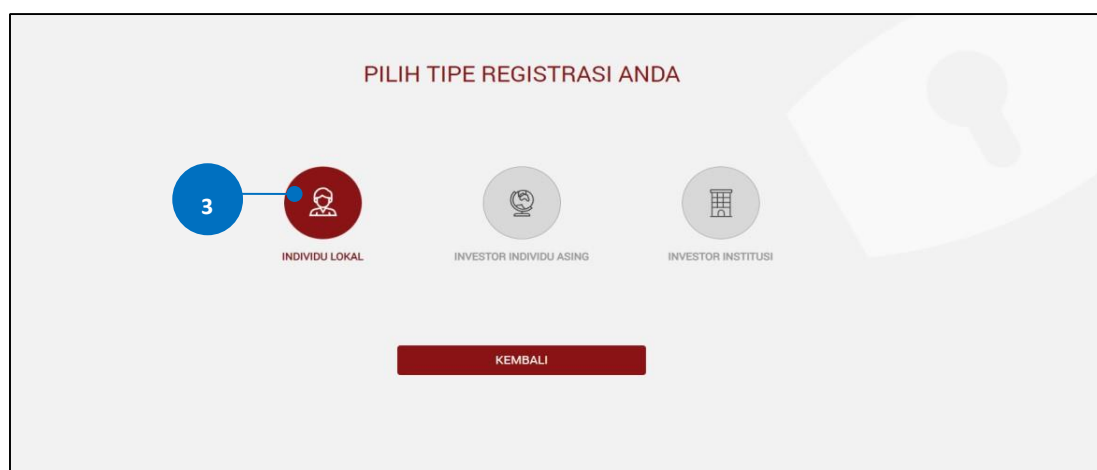
To register for an AKSes account, please make sure that you have already own a Single Investor Identification (SID) number. Presently, only individual local Shareholders can participate in a GMS through the eASY.KSEI application.

## 2 How to Register as a Shareholder

1. Open the AKSes website at <https://akses.ksei.co.id/> through your PC's browser.
2. After the AKSes website is opened, click on the  button on the upper right corner of the screen.



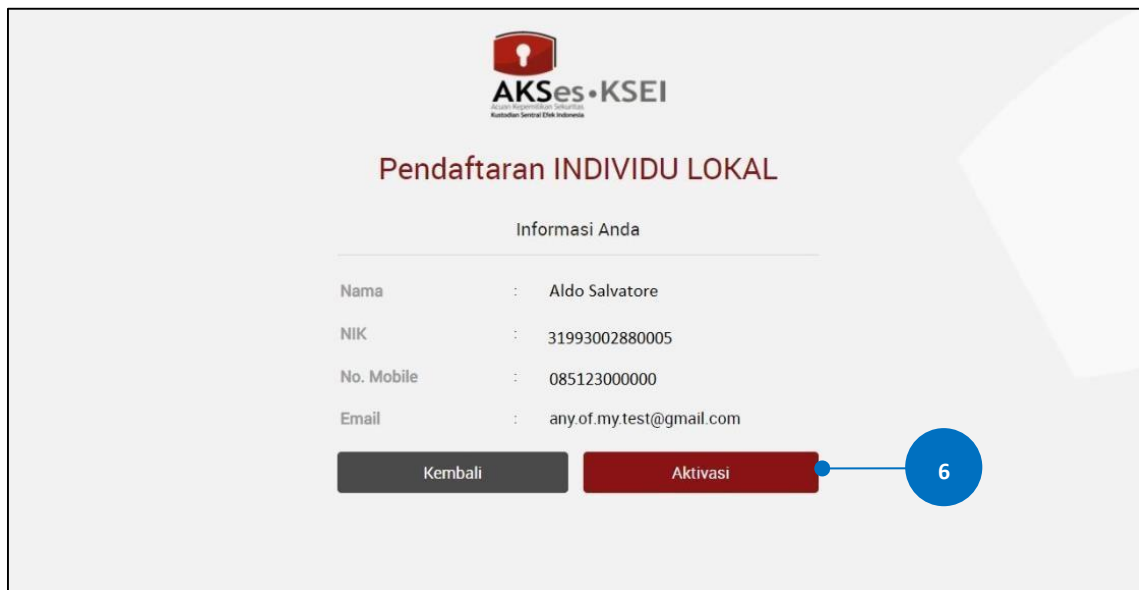
3. Choose your registration type as Local Individual, as shown in the graphic below:



4. After the Registration screen opens, fill in the available brackets with your personal data:
  - a. Full Name: Enter your full name as specified in your KTP (ID card).
  - b. NIK: Enter your National Identity Number (NIK) or your KTP number.
  - c. Mobile Number: Enter your active mobile phone number. This number will be used to receive an OTP (One Time Password) code to verify your account.
  - d. E-mail: Enter your active email address. This email address will be used to verify your account and will become the username to log in to or to change the settings in your account. As a Local Individual Investor, your email address must be similar to the one that you have registered through your Broker or Investment Manager.
5. After you have completed all of the brackets, click the **Selanjutnya** button to continue the account creation process.

The screenshot displays the registration interface for AKSes-KSEI. The title 'Pendaftaran' is centered at the top. Below it, there are four text input fields. The first field contains 'Aldo Salvatore', the second '31993002880005', the third '085123000000', and the fourth 'any.of.my.test@gmail.com'. A blue bracket with the number '4' is positioned to the left of the first three fields. A blue circle with the number '5' is positioned to the right of the email field. At the bottom of the form, there are two buttons: 'Batal' (grey) and 'Selanjutnya' (red).

6. Make sure that all of the data you have inputted are correct and click the button to activate your account. Click the button to return to the previous screen if you wish to change the data.



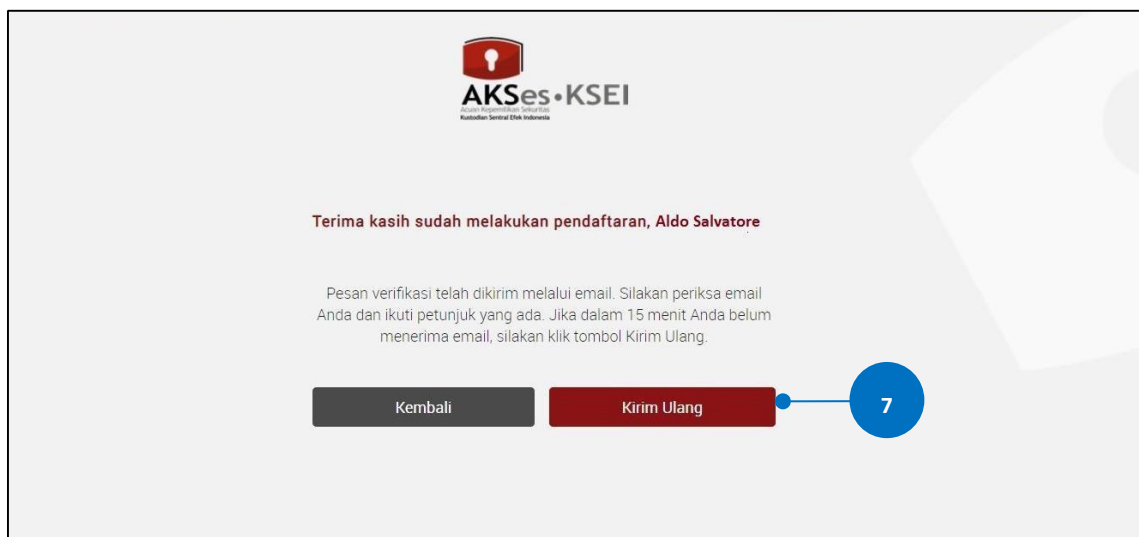
The screenshot shows the 'Pendaftaran INDIVIDU LOKAL' (Local Individual Registration) page. At the top is the AKSes-KSEI logo with the tagline 'Akses Individu Lokal, Kustodian Sentral Efek Indonesia'. Below the logo is the title 'Pendaftaran INDIVIDU LOKAL'. Underneath is a section titled 'Informasi Anda' (Your Information) containing a table with the following details:

|            |   |                          |
|------------|---|--------------------------|
| Nama       | : | Aldo Salvatore           |
| NIK        | : | 31993002880005           |
| No. Mobile | : | 085123000000             |
| Email      | : | any.of.my.test@gmail.com |

At the bottom of the form are two buttons: 'Kembali' (Back) and 'Aktivasi' (Activate). A blue circle with the number '6' is connected to the 'Aktivasi' button by a line.

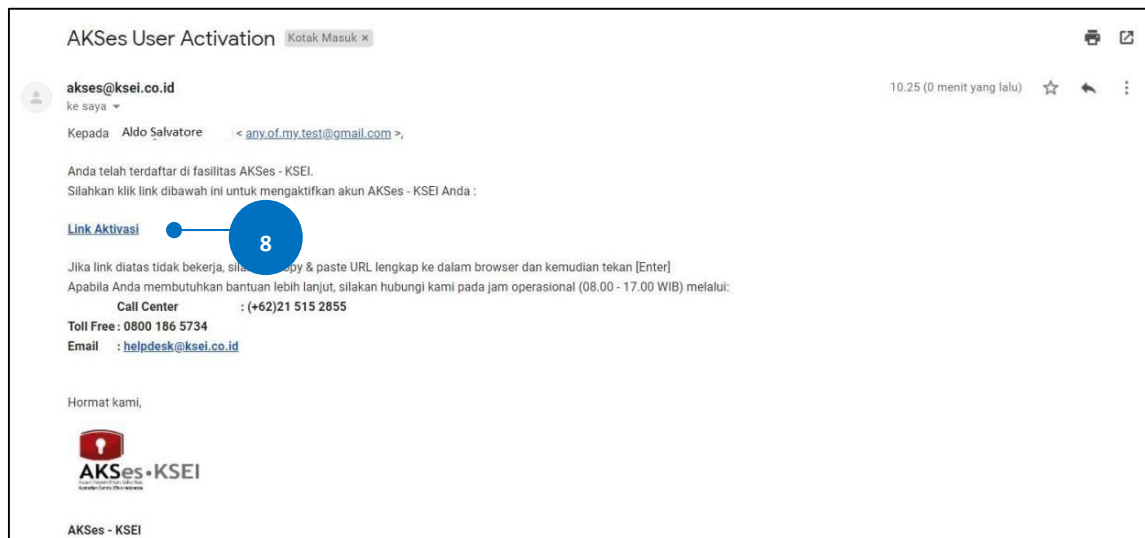
7. A link to verify your account will be sent to your email. Please click on the button if it does not arrive within 15-minutes.

Kirim Ulang

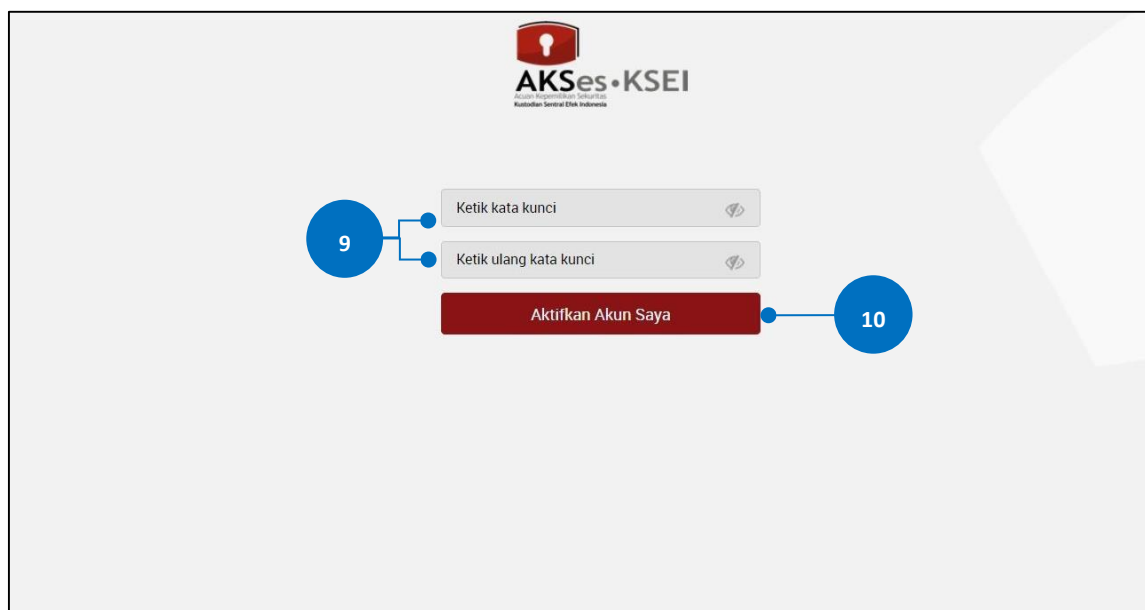


The screenshot shows the confirmation page after registration. At the top is the AKSes-KSEI logo. Below it is the message 'Terima kasih sudah melakukan pendaftaran, Aldo Salvatore' (Thank you for completing registration, Aldo Salvatore). Underneath is a paragraph: 'Pesan verifikasi telah dikirim melalui email. Silakan periksa email Anda dan ikuti petunjuk yang ada. Jika dalam 15 menit Anda belum menerima email, silakan klik tombol Kirim Ulang.' (Verification message has been sent via email. Please check your email and follow the instructions. If within 15 minutes you have not received the email, please click the Kirim Ulang button). At the bottom are two buttons: 'Kembali' (Back) and 'Kirim Ulang' (Resend). A blue circle with the number '7' is connected to the 'Kirim Ulang' button by a line.

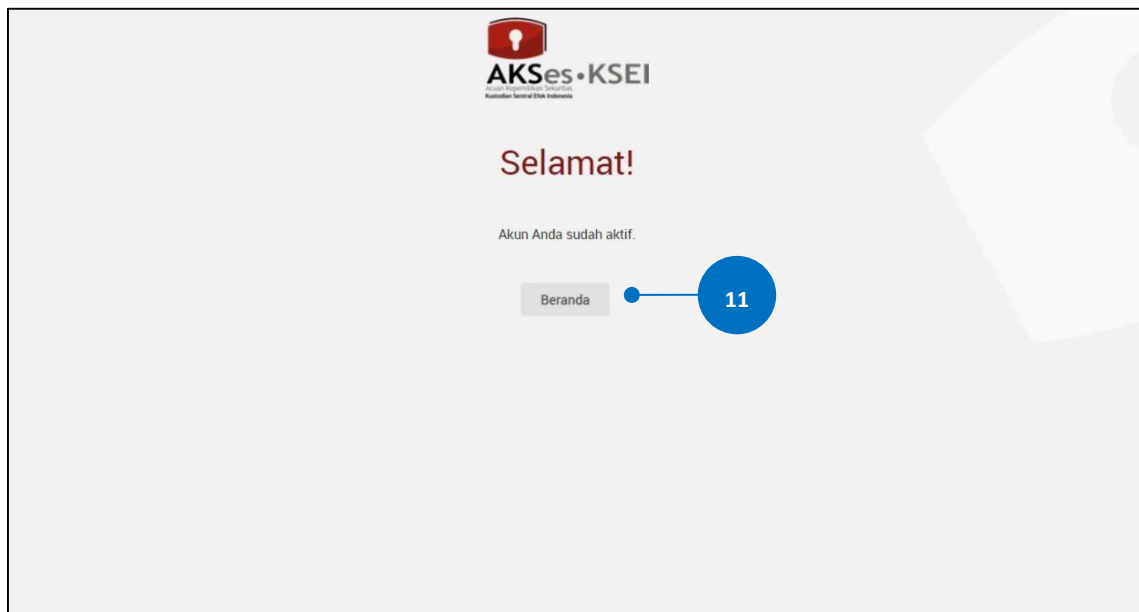
8. Open your email inbox and click on the activation link in the email you receive from akses@ksei.co.id.



9. After you clicked the link, a new browser window will appear with a screen to create your account's password. Create and enter a password in the available bracket. The password must have at least eight characters with uppercase and lowercase letters, numbers, and special characters. Make sure you have entered the same password on both brackets.
10. Click on the **Aktifkan Akun Saya** button to activate your account.

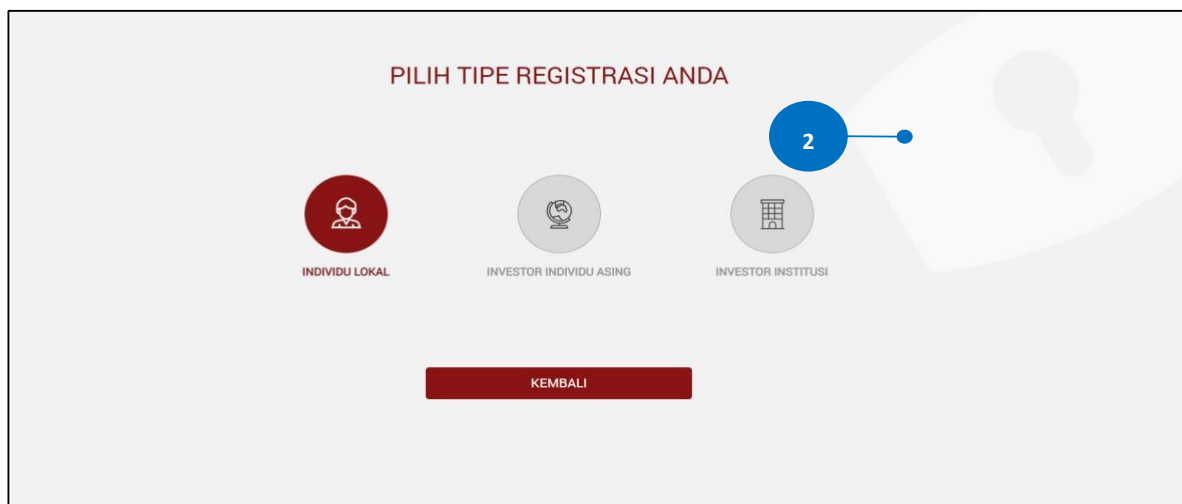


11. Your AKSes account has been activated. Click on the **Beranda** button to return to the landing page and log-in again to the application by using your username and password.



### 3 Logging in to eASY.KSEI through AKSes

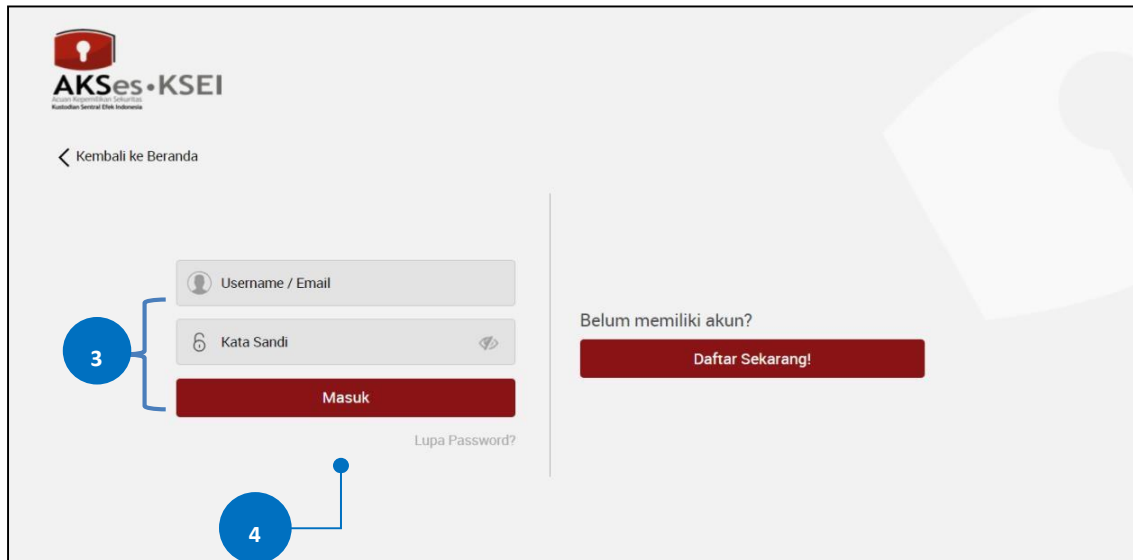
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2. Click on the  button on the upper right side of the screen.



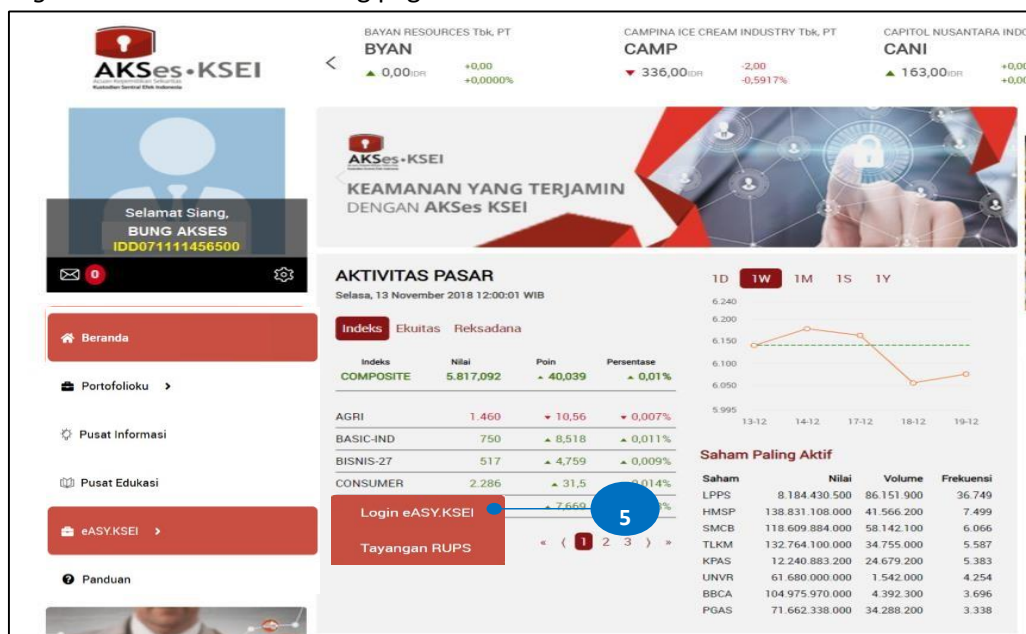
3. Fill in your personal data on the login screen:
  - a. Username/e-mail: Enter the User ID you have chosen during registration (for users of previous AKSes versions), or enter the email address you have previously registered.
  - b. Password: Enter the password you have chosen during registration.

- c. If you forgot your password, please click on the [Lupa kata sandi?](#) button and follow the instructions on section C (How to Reset Your Password) to reset your password.

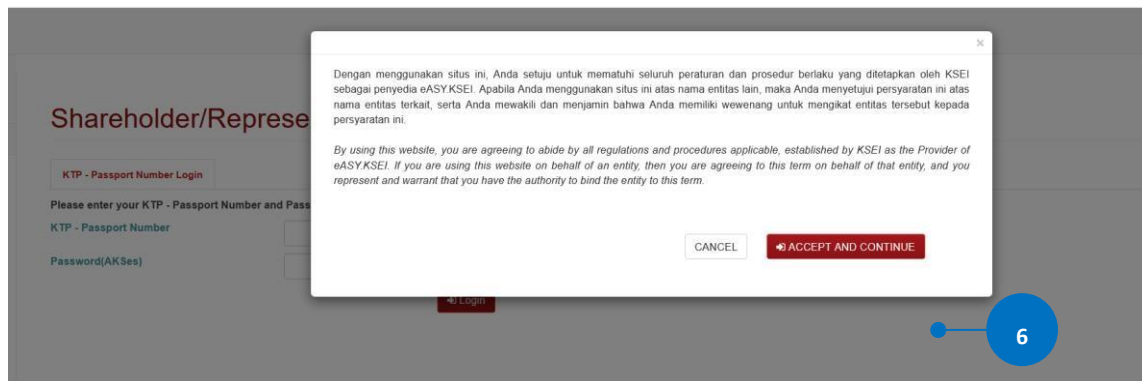
4. Click the **Masuk** button to log in.



5. If the information you entered is correct, you will be able to log in to the landing page as shown below. To enter the eASY.KSEI's e-Proxy facility, please click the following menus: *eASY.KSEI* > *Login eASY.KSEI* on the landing page.

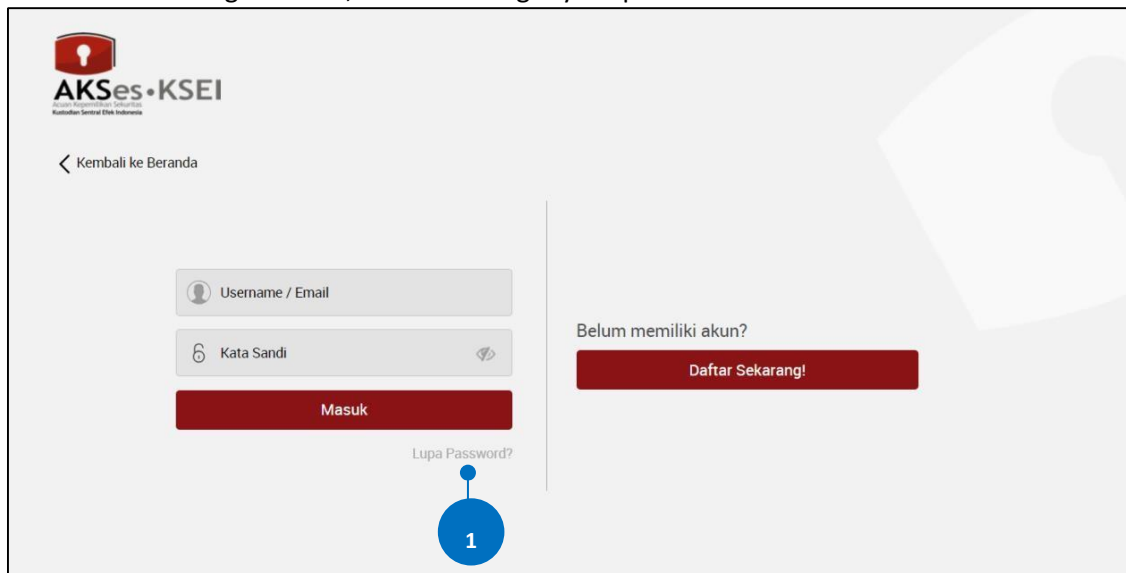


6. You will then be automatically sent to the eASY.KSEI page and the following disclaimer will appear. Please read the disclaimer and click the **ACCEPT AND CONTINUE** button to enter the eASY.KSEI application.



## 4 How to Reset Your Password

1. At the AKSes login screen, click the "Forget your password?" link.



2. Enter one of the data below:
  - a. AKSes Username
  - b. NIK/KTP Numbers (for Local Individual Investors Only)
  - c. SID
3. Click the **Cari** button.

**AKSes-KSEI**  
Akses Kepemilikan Saham  
Kustodian Sentral Efek Indonesia

< KEMBALI

## Lupa Password ?

Silakan masukkan Username atau Nomor Identitas (NIK / Passport / SID)

username atau nomor identitas (NIK / Passport / SID) Cari

Bukan User Terdaftar ? [Pendaftaran](#)

- Click a link delivery method to reset your password. Please note that link deliveries through mobile phone numbers can only be done if you have registered your mobile phone number in AKSes.
- Click on the **Proses** button to continue the process.

**AKSes-KSEI**  
Akses Kepemilikan Saham  
Kustodian Sentral Efek Indonesia

< Kembali

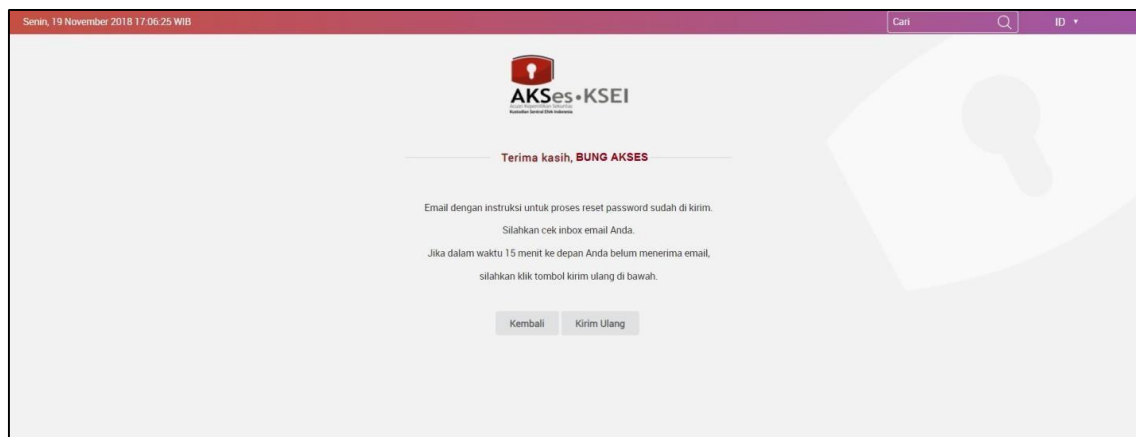
## Verifikasi Akun

Tentukan pilihan penerimaan kode PIN untuk memperbaharui kata kunci Anda.

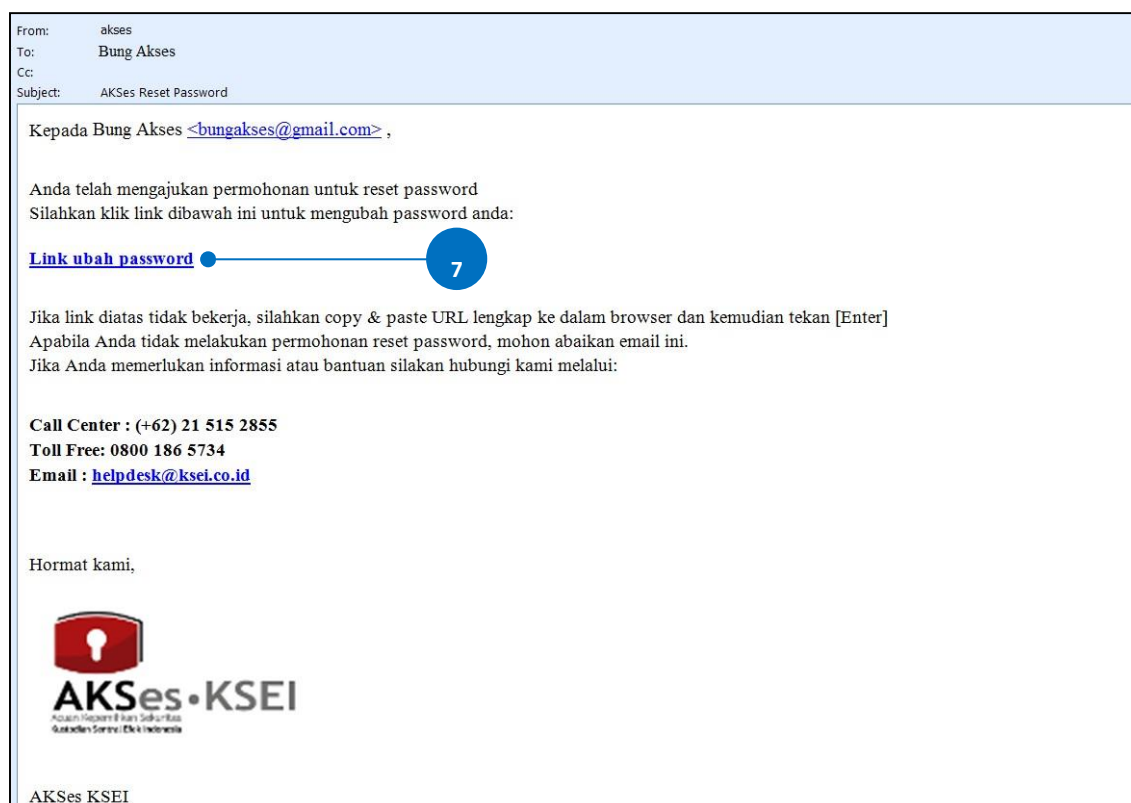
☐ Kirim ke email  
☐ Kirim ke nomor mobile

bu\*\*\*\*\*@gm\*\*\*\*.co\*\*\*  
08\*\*\*\*\*00  
Terdaftar Sebagai (INVESTOR LOKAL)

Proses Ini bukan akun saya



6. A link to reset your password will be sent to your email. Please check your inbox (or your spam folder if it is not in the inbox). Please click on the  button to resend the link if you have not received it within 15. Minutes lick the change password link in the e-mail.
7. Click on the change password link in the email.



8. Enter your new password. Please make sure that the password has eight characters with lowercase and uppercase characters, numbers, and special characters. Please enter the same password on both brackets.
9. Click the  button to resume the process.



10. Your password has been changed. A notification on the password change will be sent to your email. Click on the [Beranda](#) button to return to the landing page and continue with the login process.

