



2023

PANDUAN REGISTRASI AKUN EXISTING



**BALAI MONITORING SPEKTRUM FREKUENSI KELAS I SAMARINDA
JL. SULTAN SULAIMAN, SAMBUTAN, KEC.SAMBUTAN, KOTA SAMARINDA,
KALIMANTAN TIMUR 75115**

1. Buka web : <https://spectraweb.ditfrek.postel.go.id/session/landingpage>.
2. Masukan Username dan Password Existing
3. Jumlahkan hasil dari angka pengurangan tersebut.
4. Klik tampilkan ID Code : akan Muncul User ID dan ID Code simpan Code tersebut.
5. Sudah mendapatkan ID code visit ke isr.postel.go.id

Ditjen SDPPI

Tampilkan ID CODE

Username

MMH

Password

....

5



3

=

2

TAMPILKAN ID CODE

USER ID = 001

ID CODE = rMC

Sudah mendapatkan ID CODE

Visit isr.postel.go.id for more information.

- 7. Gunakan Bahasa Inggris dengan mengganti (ID) menjadi (EN) fitur dalam web masih wajib menggunakan sistem bahasa Inggris.
- 8. Buat Username baru dan Password dengan menampilkan Capital karakter, spesial karakter dan angka harus lebih dari 8 karakter jika menggunakan spasi gunakan (_) contoh :
user : PT_Majumundur_123 password : Pt_Majumundur123



Home

Web Account Information

* Fields marked as required. Please ensure to not leave them empty

Web Account Information

Username/Password must be the same as Username/Password in the Portal layanan.kominfo.go.id.

User account application No.

2337832

Username*

PT_MAJU

New Password*

.....

Password must contain "Small Character(s)", "Capital Character(s)", "Special Character(s)" and "Number(s)" and must be at least 8 characters long

Other Actions Next

Confirm New Password*

.....

- 9. Masukkan user ID dan ID code pada halaman pertama.
- 10. Klik Validate jika user dan password keamanan sandi sudah cukup Klik Next

.....

Password must contain "Small Character(s)", "Capital Character(s)", "Special Character(s)" and "Number(s)" and must be at least 8 characters long

Confirm New Password*

.....

Please contact SDPPI in case you did not receive the below fields to link this account to your existing Authorizations.

User ID*

00.....

ID Code*

rM.....

Validate

Type of Registration*

Company

Contact Address Information

First Name*

LE.....

Second Name

LE.....

Phone Number

0.....

Other Actions

Next

Phone Number	Fax
081210376732	
Mobile*	Country
081210376732	Indonesia (Republic Of) ▾
Province*	City*
KALIMANTAN TIMUR	SAMARINDA ULU
District*	Post Code*
KOTA SAMARINDA	75121
Street*	Website
JL. IR. H. JUANDA RUKO JUANDA NO. 30 RT. 07 KEL. AIR HITAM	-
E-mail Address*	KTP Number
hence.miquel@ptmkh.id	

Other Actions ▴

Next ▸

11. klik Yes i agree dan validate setelah itu next.

Phone Number

E-mail Address

Phone Number

E-mail Address

Service Assignment

If you require to access specific services, please select from below:

- ☐ Semua Layanan
- ☐ Semua Layanan (tidak termasuk Maritim & Penerbangan)
- ☐ Layanan Maritim & Penerbangan
- ☒ Default (Tidak ada akses Maritim & Penerbangan)
- ☐ Default plus layanan publik PMP Tetap
- ☐ Default plus layanan publik Trunking LM

If you require to access Machine to Machine Service, please check:

☐ M2M Access Right

By checking the "Yes, I agree" box I confirm that all the information provided is correct and complete to the best of my knowledge, and I approve the [following Disclaimer](#).

☒ Yes, I agree *

Date

Validate

◀ Back

Other Actions ▼

Next ▶

12. Print aplikasi setelah itu download masukan nama jabatan, tanggal dan tanda tangan PIC.
13. Berikutnya setelah sdh diisi form yang sdh dicetak discan sebagai lampiran pengajuan akun existing file (-+ 2 mb).
14. Klik Next.

Supporting documents

Allowed Data Types

pdf

Mandatory Documents

1. Signed printout of the filled online username form. [Download as PDF](#)
 2. An official company letter stating that the person whose details are listed are correct and that he is entitled to apply for the company toward SDPPI.
 3. Other required documents
 - a. A softcopy of the Deed of Establishment and validation of a Legal Entity in charge of the Ministry of Justice and Human Rights
 - b. A softcopy of the Taxpayer Identification Number (NPWP)
 - c. softcopies:
 - Principle Permit or License of Telecommunications operations for telecommunications carriers
 - Principle Permit or License of Telecommunications operations for Broadcasting Company
 - d. A softcopy of the Company's Business License (SIUP)
- Note
- Fixed Service and Land Mobile Users: a, b, c
 - Broadcast Service Users: c
 - Maritime and Aeronautical Service Users: a, b, d
 - Satellite Service Users: a, b, c

Print Application

◀ Back Other Actions ▼ Next ▶



17. Klik lambang diatas file name untuk mengupload file lampiran pendukung tersebut.

18. Isi Type pilih (An official company letter stating that the person whose details are listed) surat pernyataan PIC upload PDF klik add attachment.

3. Other required documents

- a. A softcopy of the Deed of Establishment and validation of a Legal Entity in charge of the Ministry of Justice and Human Rights
- b. A softcopy of the Taxpayer Identification Number (NPWP)
- c. softcopies:
 - Principle Permit or License of Telecommunications operations for telecommunications carriers
 - Principle Permit or License of Telecommunications operations for Broadcasting Company
- d. A softcopy of the Company's Business License (SIUP)

Note

- Fixed Service and Land Mobile Users: a, b, c
- Broadcast Service Users: c
- Maritime and Aeronautical Service Users: a, b, d
- Satellite Service Users: a, b, c



File Name

*** form yg sudah ditandatangani.pdf

Add Attachment

Select the attachment type and browse for a file

Type*

An official company letter stating that the person who

File*

Choose File

Select No file chosen (Maximum file size: 2MB).

Date*

07/01/2023

Fields marked with a red asterisk (*) are mandatory.

Cancel


Add Attachment

An official company letter stating that the person whose details are listed ar

19. Klik lambang diatas file name untuk mengupload file lampiran pendukung tersebut.
20. Isi Type pilih (Other Required documents) NIB OSS RBA yang sudah terintegrasi PBUMKU (Izin Stasiun radio) upload PDF klik add attachment.

c. softcopies:
Principle Permit or License of Telecommunications operations for telecommunications carriers
Principle Permit or License of Telecommunications operations for Broadcasting Company

d. A softcopy of the Company's Business License (SIUP)
Note
- Fixed Service and Land Mobile Users: a, b, c
- Broadcast Service Users: c
- Maritime and Aeronautical Service Users: a, b, d
- Satellite Service Users: a, b, c



	File Name	Type
***	form yg sudah ditanda tngani.pdf	Signed printout of the filled on
***	SURAT PERNYATAAN PIC.pdf	An official company letter stati

Add Attachment

Select the attachment type and browse for a file



Type*
Other required documents

File*
Choose File No file chosen Other required documents

Select a f No file chosen han 2MB).

Date*
07/01/2023

Fields marked with a red asterisk (*) are mandatory.

Lampiran :

1. Form web yang sudah ditanda tangani
2. Surat Pernyataan PIC
3. NIB OSS RBA yang sudah ditmbhkan PBUMKU (Izin Stasiun Radio)
4. Akta Pendirian Hal 1,2,3,4,5 dan tanda tangan Notaris.
5. KTP
6. NPWP Perusahaan (Note file tidak boleh --> 2 MB)

Note

- Fixed Service and Land Mobile Users: a, b, c
- Broadcast Service Users: c
- Maritime and Aeronautical Service Users: a, b, d
- Satellite Service Users: a, b, c



	File Name	Type
***	form yg sudah ditanda tngani.pdf	Signed printout of the filled online username form.
***	SURAT PERNYATAAN PIC.pdf	An official company letter stating that the person whose details are listed are correct and that he is entitled to apply for the company toward SDPPI.
***	NIB OSS RBA.pdf	Other required documents
***	AKTA PENDIRIAN.pdf	Other required documents
***	NPWP.pdf	Other required documents
***	KTP.pdf	Other required documents

◀ Back

Other Actions ▶

Next ▶

- Jika data pengisian dan upload sudah lengkap klik validate.
- Jika tidak ada kalimat eror sistem next untuk submit.

Fields marked as required. Please ensure to not leave them empty

Expand All

Application Details

> Web Account Information

Edit

> New Spectrum Applicant Information

Edit

> Supporting documents

Edit

Validate

Download as
PDF

◀ Back

Other Actions ▼

Submit ▶

- Setelah disubmit registrasi successful maka permohonan akun existing berhasil catat nomor resi aplikasi : 2337898. Silahkan menunggu sistem antrian pengajuan 1-3 hari jika dinyatakan lengkap maka secara langsung akun lama anda spectrweb anda bisa dibuka kembali. jika mengalami kesulitan dpt menghubungi WA kantor Balmon samarinda / (021-159)



Home

Registration successful

Email failed to send. Please check if your email is valid in your account information.

Application Number: 2337898

Your application for registration of an existing licensee has been successfully submitted, to login with your new account please go to the login page.

[Back To Home](#)



LAMPIRAN

Web Account Information

User account application No.

Username

FORM YANG SUDAH PRINT
DAN SUDAH DITANDA
TANGANI

please contact sdppi in case you did not receive the below fields to link this account to your existing authorizations.

User ID

ID Code

Type of Registration

Contact Address Information

First Name

Phone Number

Mobile

Province

District

Street

E-mail Address

Second Name

Fax

Country

City

Post Code

Website

KTP Number

New Spectrum Applicant Information

Applicant/Licensee Information

Company

Phone Number

Mobile

Province

District

Street

Website

E-mail Address

Company

Fax

Country

City

Post Code

Reg. Legal Company No.

Tax ID No.

SIUP No.

Administrative Contact

First Name

~~Second Name~~
~~Phone Number~~
~~E-mail Address~~

Technical Contact

~~First Name~~
~~Second Name~~
~~Phone Number~~
~~E-mail Address~~

Service Assignment

- ☐ Semua Layanan
- ☐ Semua Layanan (tidak termasuk Maritim & Penerbangan)
- ☐ Layanan Maritim & Penerbangan
- ☒ Default (Tidak ada akses Maritim & Penerbangan)
- ☐ Default plus layanan publik PMP Tetap
- ☐ Default plus layanan publik Trunking LM
- ☐ M2M Access Right

Applicant's Declaration

I/We declare that the information provided in this application is correct.

Name -----

Signature -----

Designation -----

Date -----

* The declaration shall be filled by an authorized person who has signatory power on behalf of the applicant.

Mandatory Documents

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 - Broadcast Service Users: c
 - Maritime and Aeronautical Service Users: a, b, d
 - Satellite Service Users: a, b, c

- CONTOH SURAT PERNYATAAN PIC

Contoh format Penunjukan *Person In Charge* (PIC) pembuatan username akun e-licensing

(KOP SURAT)

SURAT PERNYATAAN

Yang bertanda tangan di bawah ini:

Nama :
Jabatan :
Alamat :
Tlp/Hp :
Faks :
Email :

DATA DIREKTUR
UNTUK EMAIL GUNAKAN
EMAIL KANTOR ATAU EMAIL
AKTIF

Dengan ini menyatakan bahwa

Nama :
Jabatan :
Alamat :
Tlp/Hp :
Faks :
Email :

DATA PIC
UNTUK EMAIL GUNAKAN
EMAIL KANTOR ATAU EMAIL
AKTIF

Telah ditunjuk sebagai Person In Charge (PIC) untuk pengurusan Izin Stasiun Radio(ISR) a.n.
PT di Direktorat Jenderal Sumber Daya dan Perangkat Pos dan Informatika

Demikian Surat Pernyataan ini dibuat dengan sebenar-benarnya untuk dipergunakan sebagaimana mestinya.

Samarinda, (tanggal-bulan-tahun)

Yang membuat pernyataan,

{tanda tangan}
{stempel}
materai 10000
Nama direktur
(Jabatan)

FREKUENSI RADIO SATUKAN NEGERI



BALAI MONITOR KELAS I SAMARINDA