# EMV 3DS Bank Admin ACS User manual

1. Accessing ACS Admin

1.1. First Time Access and User Credentials

For the first time access, user shall receive 2 emails from noreply@2c2p.com with subject "Your account has been created for ACS administration" for the username and another one with subject "Your temporary password for ACS administration" for the first time password. Please check in spam folder or filter setting if not receiving an email or user should contact system administrator.

1. In an email subject with "Your account has been created for ACS administration", there shall be user id and URL to access ACS system.
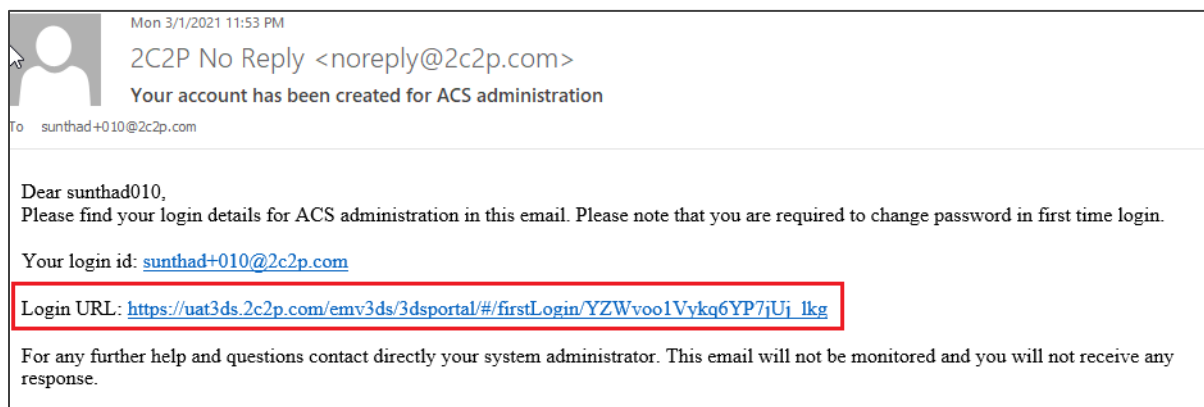
2. Click on "Login URL" link for first time access (link can be used once and shall be expired in 60 minutes).

3. User can set up a new password according to issuer's policy.

1.2. Login Page

To access to ACS system, users can fill their User ID and Password, then click on Log In
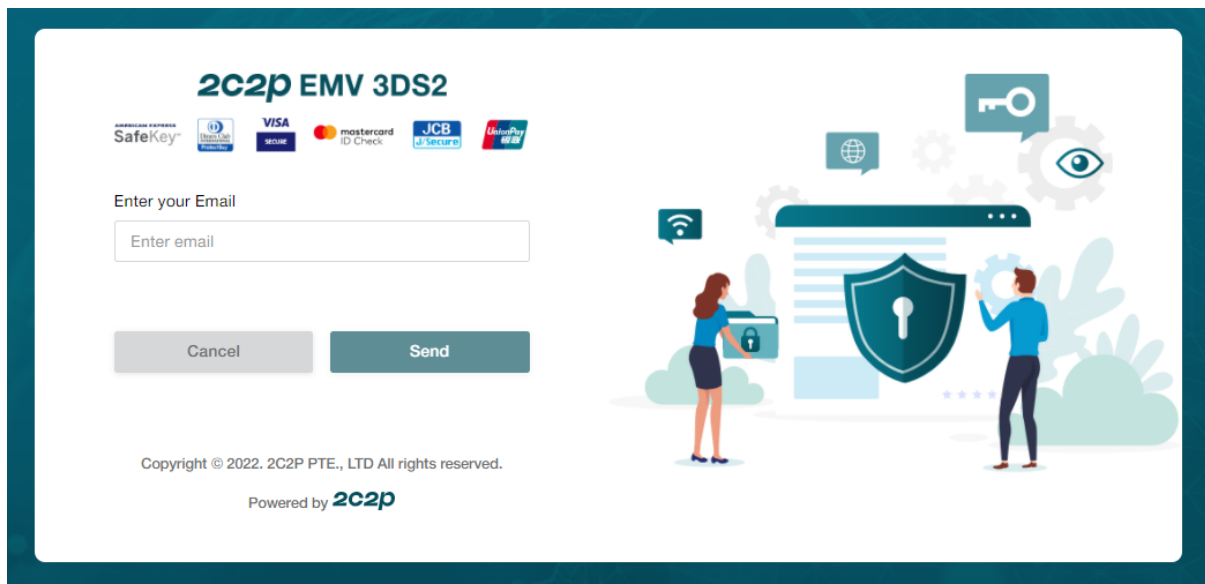
System shall display an error message "Invalid user ID or password" for incorrect user name or incorrect password.
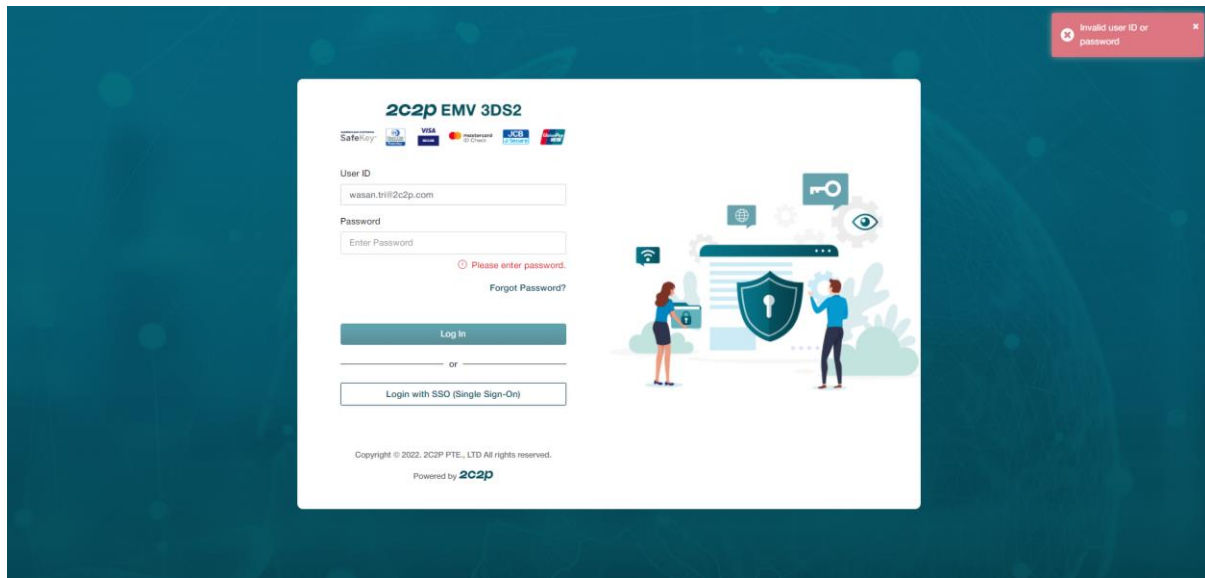
1.3. Forgot Password

1. In case user forgets his/her password, user can click on "Forgot Password?" to reset password.

2. In Reset password screen, user should enter email address and then click on Send

3. Once the system has sent an email, there shall be success message. User shall receive an email with subject "Request to reset password for EMV Hosted ACS System" to reset password.
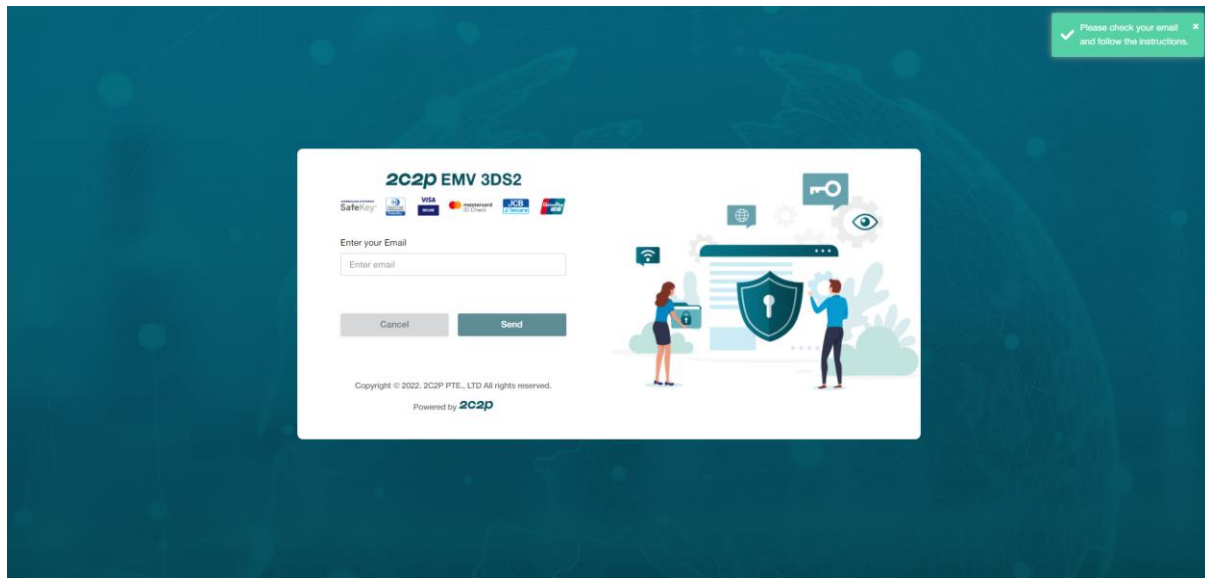
In case, the input email address is invalid, system shall prompt an error message.
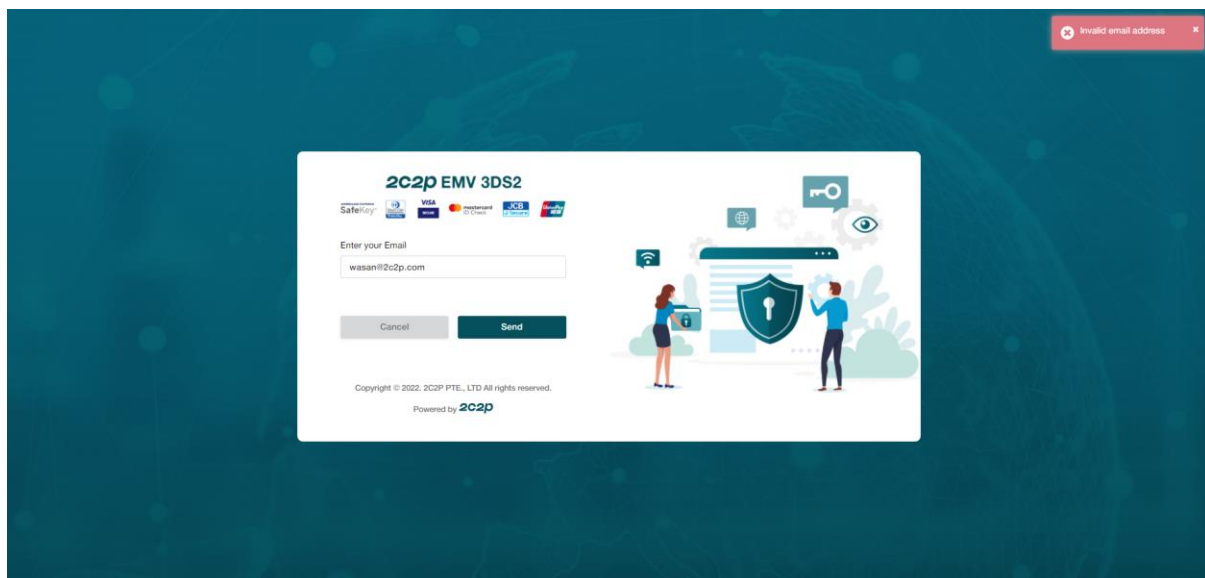
4. User can click on the "Reset Password" in email to reset the password (link can be used only once).

Dear sunthads2,

You recently requested to reset your password for your EMV Hosted ACS system. Click the link below to reset it.

Reset Password

Your login id: sunthads2

Login URL: https://uat3ds.2c2p.com/emv3ds/bankadmin/#/login/

If you did not request a password reset, please ignore this email. This password reset is only valid for the next 60 minutes.

Thank you.
EMV Hosted ACS by 2C2P Team

5. Link shall direct to webpage where user can set up a new password according to issuer's policy.

1.4. Web layout

- Top menu – Shows user information and other information as follows.
    - ⚇ Expand Top menu button – Use to open pop up box which show information below

- 👤 wasan.tri@2c2p.com Show user email
- 📅 11/02/2022 21:28:19 Show user last log in datetime
- 🔔 1 Show the number of To-do list tasks for this user.
- ↪ Log Out Log out button
- Left menu – Shows navigation pane to access to each ACS features.

User Profile

Select user email on top menu to access user profile

Login Profile		
	User Name :	Wasan
	User ID :	Wasan
	Staff ID :	45346845
	Department :	ACS System Administration
	User Group :	Test Full permission
	Member Since :	02/12/2021 19:27:02
	Expiry Date :	N/A

Change Password