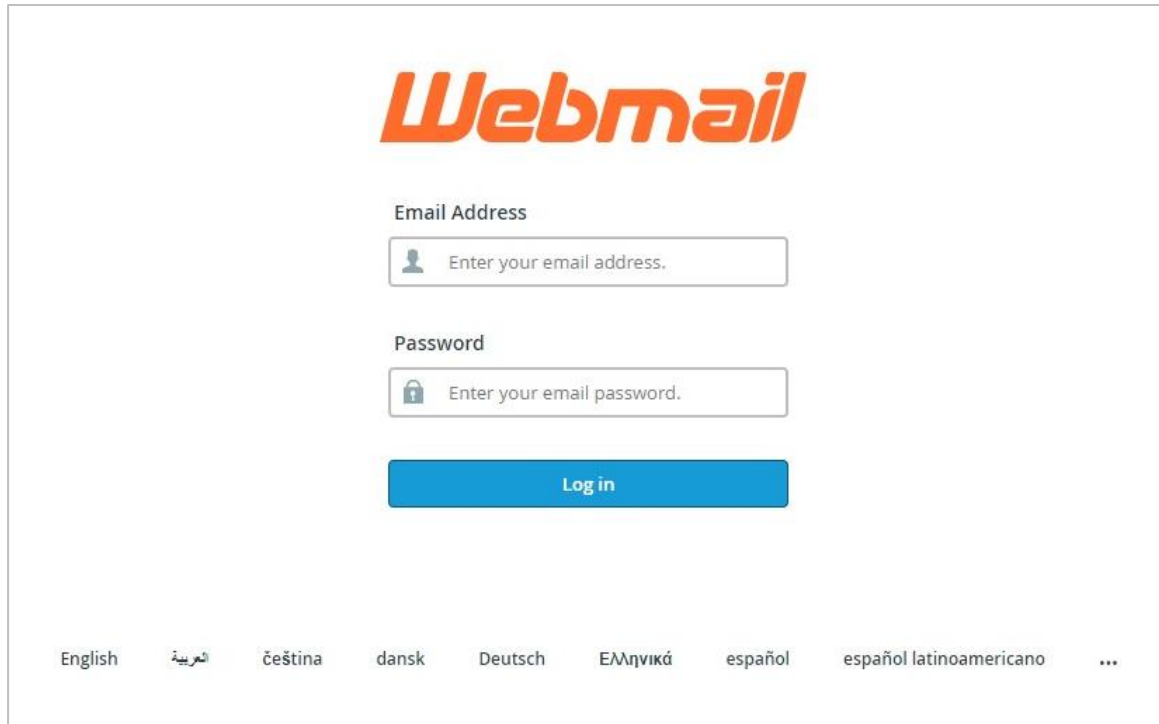


CARA PEMBUATAN AKUN TANDA TANGAN ELEKTRONIK

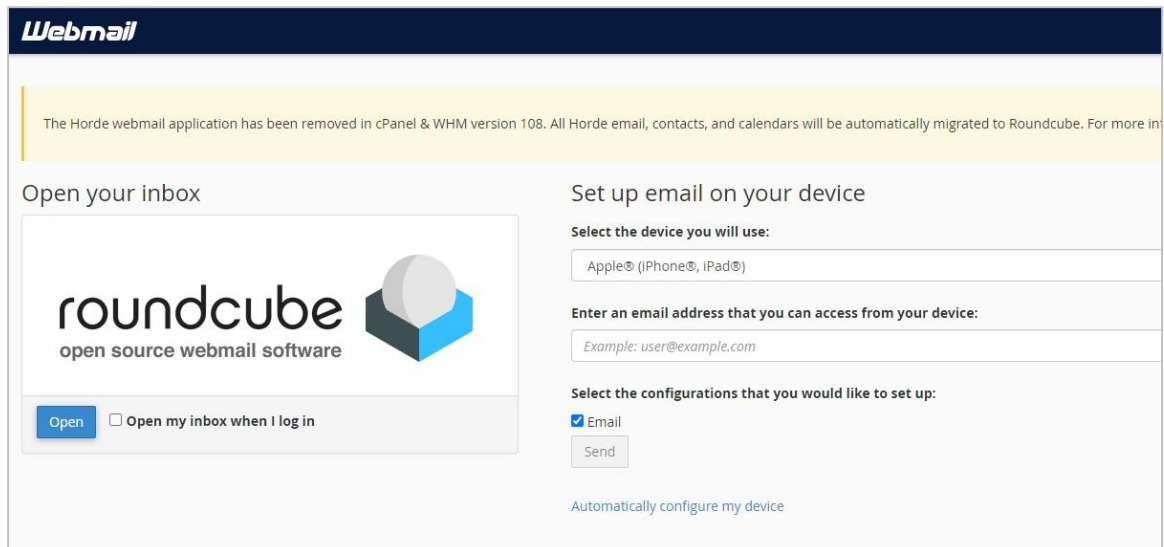
AKUN EMAIL

1. Login melalui link <https://natunakab.go.id:2096/> atau <https://natunakab.go.id/webmail>



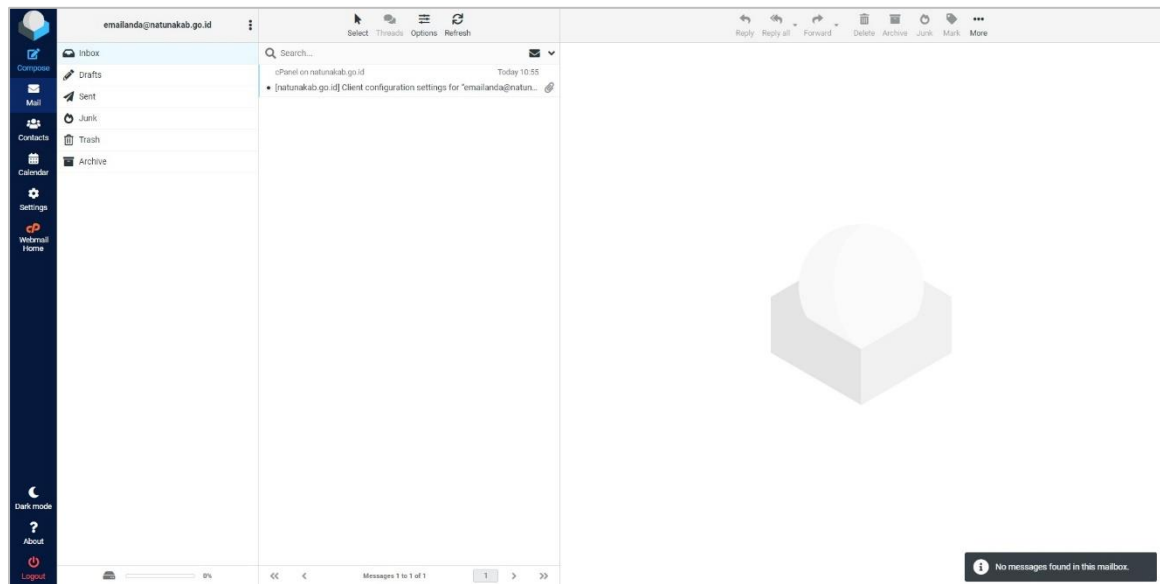
The image shows a webmail login page. At the top, the word "Webmail" is written in a large, orange, stylized font. Below it, there are two input fields: "Email Address" with a person icon and "Password" with a lock icon. Both fields have placeholder text: "Enter your email address." and "Enter your email password." respectively. Below these fields is a blue button labeled "Log in". At the bottom of the page, there is a row of language links: English, العربية, čeština, dansk, Deutsch, Ελληνικά, español, español latinoamericano, and an ellipsis (...).

2. Masukkan email dan password anda. Klik tombol “Log in”
3. Jika muncul halaman seperti di bawah, klik **Open** (tombol biru). Contreng “**Open my inbox when I log in**” jika tidak ingin membuka halaman ini selanjutnya



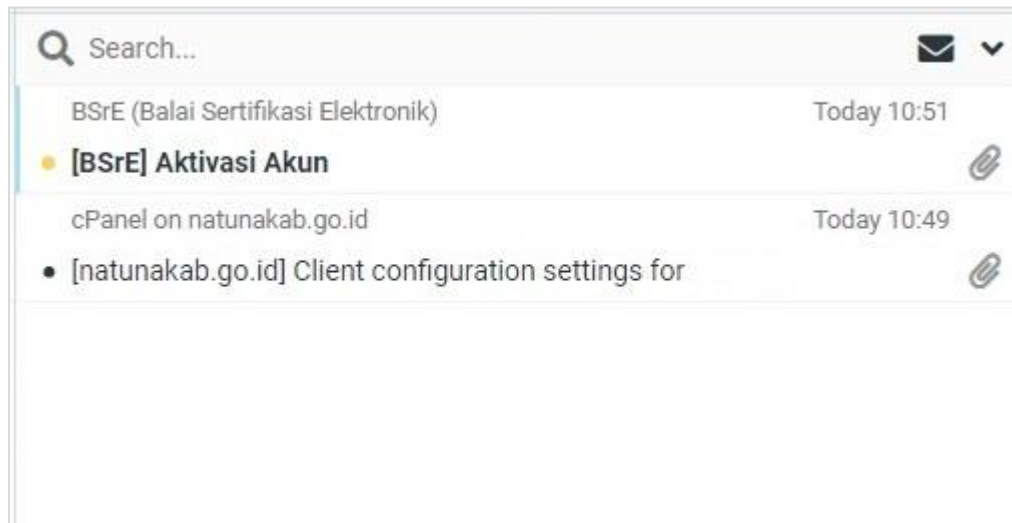
The image shows the Roundcube webmail setup interface. At the top, there is a dark blue header with the word "Webmail" in white. Below the header, there is a yellow banner with a message: "The Horde webmail application has been removed in cPanel & WHM version 108. All Horde email, contacts, and calendars will be automatically migrated to Roundcube. For more in". Below the banner, the page is divided into two main sections. The left section is titled "Open your inbox" and features the Roundcube logo (a blue cube with a white sphere) and the text "roundcube open source webmail software". Below the logo, there is a blue button labeled "Open" and a checkbox labeled "Open my inbox when I log in". The right section is titled "Set up email on your device" and contains three sub-sections: "Select the device you will use:" with a dropdown menu showing "Apple® (iPhone®, iPad®)"; "Enter an email address that you can access from your device:" with a text input field containing "Example: user@example.com"; and "Select the configurations that you would like to set up:" with a checkbox labeled "Email" and a "Send" button. At the bottom of the right section, there is a link that says "Automatically configure my device".

4. Tampilan halaman email, email masuk akan tampil di **Inbox**

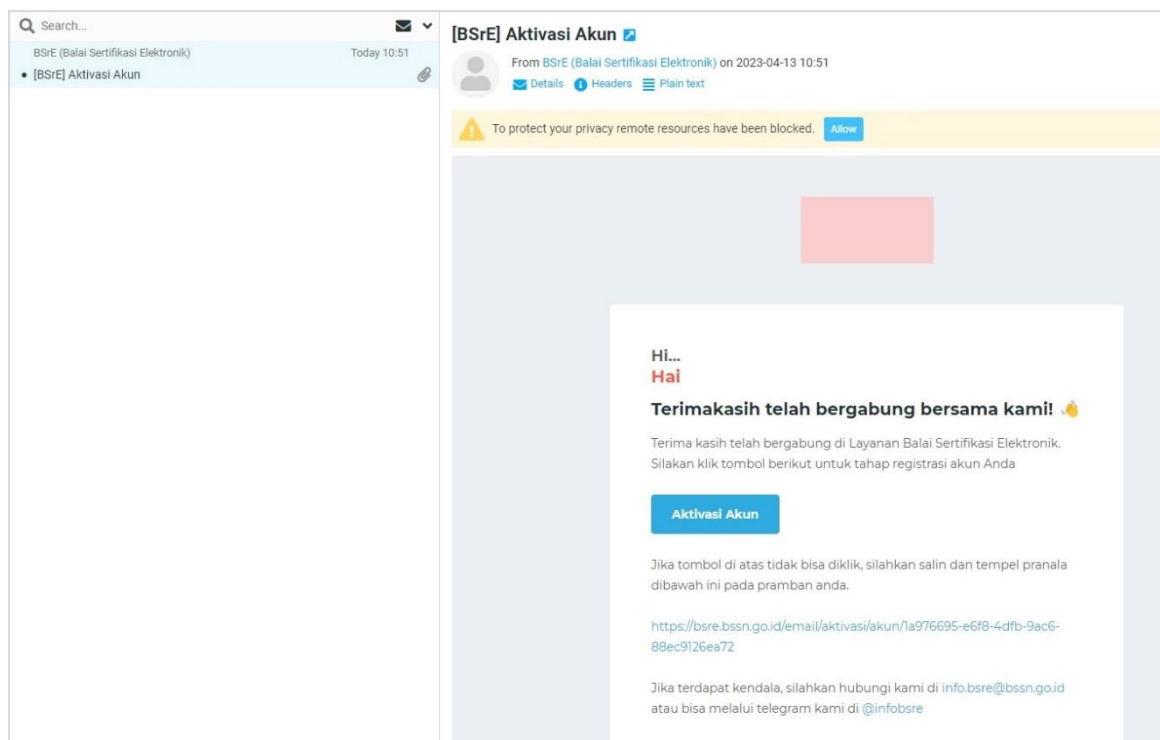


AKTIVASI AKUN BSRE

1. Mengecek email masuk dengan judul “[BSrE] Aktivasi Akun”.



2. Klik email tersebut. Akan tampil isi email. Klik tombol “Aktivasi Akun” atau link di bawah nya.



3. Akan terbuka halaman form dari website BSRE. Melakukan pengisian Data Diri.

1 Data Diri > 2 Data Kedinasan > 3 Foto Diri

Data Diri
Mohon lengkapi data diri anda, sesuai dengan yang tertera pada KTP.

Nama Lengkap*
LIZA DAHLIA

NIK*
NIK Anda

Gelar Depan
Gelar depan

Gelar Belakang
Gelar belakang

Email
lizadahlia@natunakab.go.id

Nomor Telepon*
Nomor Telepon Anda

Next >

Data yang perlu diisi:

- Nama Lengkap sesuai KTP
- Nomor Induk Kependudukan (KTP) tanpa spasi
- Gelar Depan, diisi simbol strip (-) jika tidak ada
- Gelar Belakang, diisi simbol strip (-) jika tidak ada
- Email, sudah terisi otomatis
- Nomor Telepon

Setelah semua data terisi, klik tombol **“Next”**

4. Melakukan pengisian Data Kedinasan. Klik pada tombol sebelah kiri **“ASN dan Penyidik POLRI”**

1 Data Diri > 2 Data Kedinasan > 3 Foto Diri

Data Kedinasan
Mohon lengkapi data kedinasan Anda.

Instansi
Pemerintah Kabupaten Natuna

Silahkan pilih status kepegawaian anda!

ASN dan Penyidik POLRI
— Terintegrasi dengan sistem SI ASN (BKN) / Sistem Informasi Personil POLRI (SIPP)

Lainnya
— Selain ASN dan Penyidik POLRI

> Previous

Next >

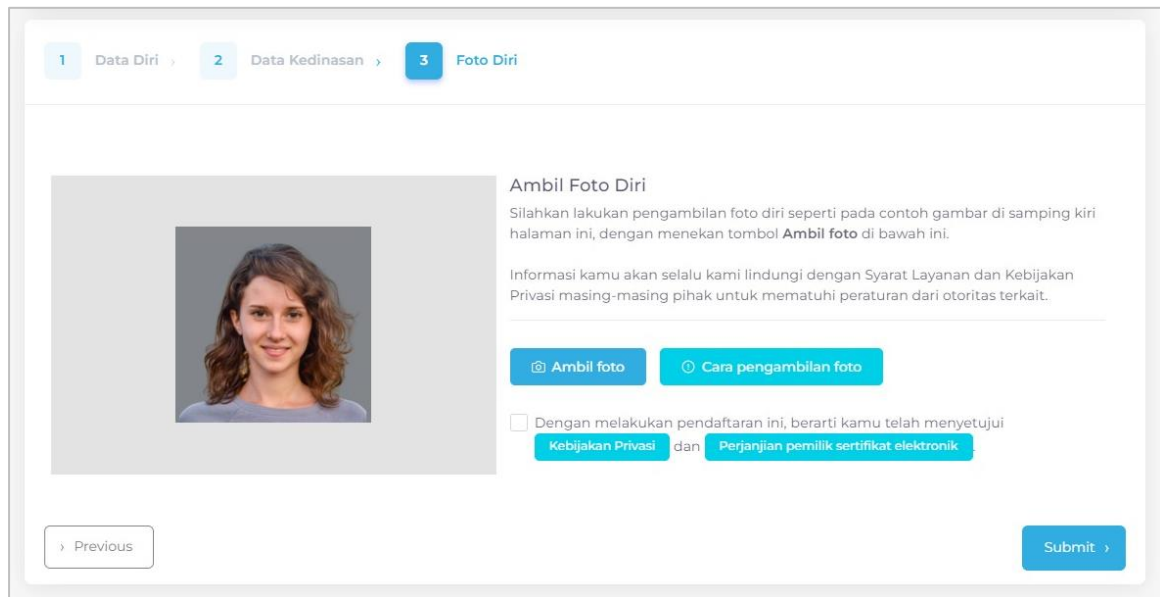
5. Akan muncul form NIP. Isi dengan NIP kemudian klik tombol **“Cek NIP/NRP”**

The screenshot shows the 'Data Kedinasan' (Work Data) section of a form. At the top, there are three tabs: '1 Data Diri', '2 Data Kedinasan' (which is active), and '3 Foto Diri'. Below the tabs, the title 'Data Kedinasan' is followed by the instruction 'Mohon lengkapi data kedinasan Anda.' (Please complete your work data). The 'Instansi' (Institution) field is filled with 'Pemerintah Kabupaten Natuna'. Below this, a prompt 'Silahkan pilih status kepegawaian anda!' (Please select your employment status!) is followed by two buttons: 'ASN dan Penyidik POLRI' (highlighted in blue) and 'Lainnya' (outlined in red). Below these buttons, the 'NIP / NRP' field is empty, with the placeholder text 'NIP / NRP Anda'. To the right of this field is an orange button labeled 'Cek NIP / NRP'. At the bottom left is a 'Previous' button, and at the bottom right is a 'Next' button.

6. Akan muncul form organisasi, cek data jika sudah benar. Ubah data jika belum benar. Ganti Provinsi menjadi Kepulauan Riau. Kemudian klik tombol **“Next”**

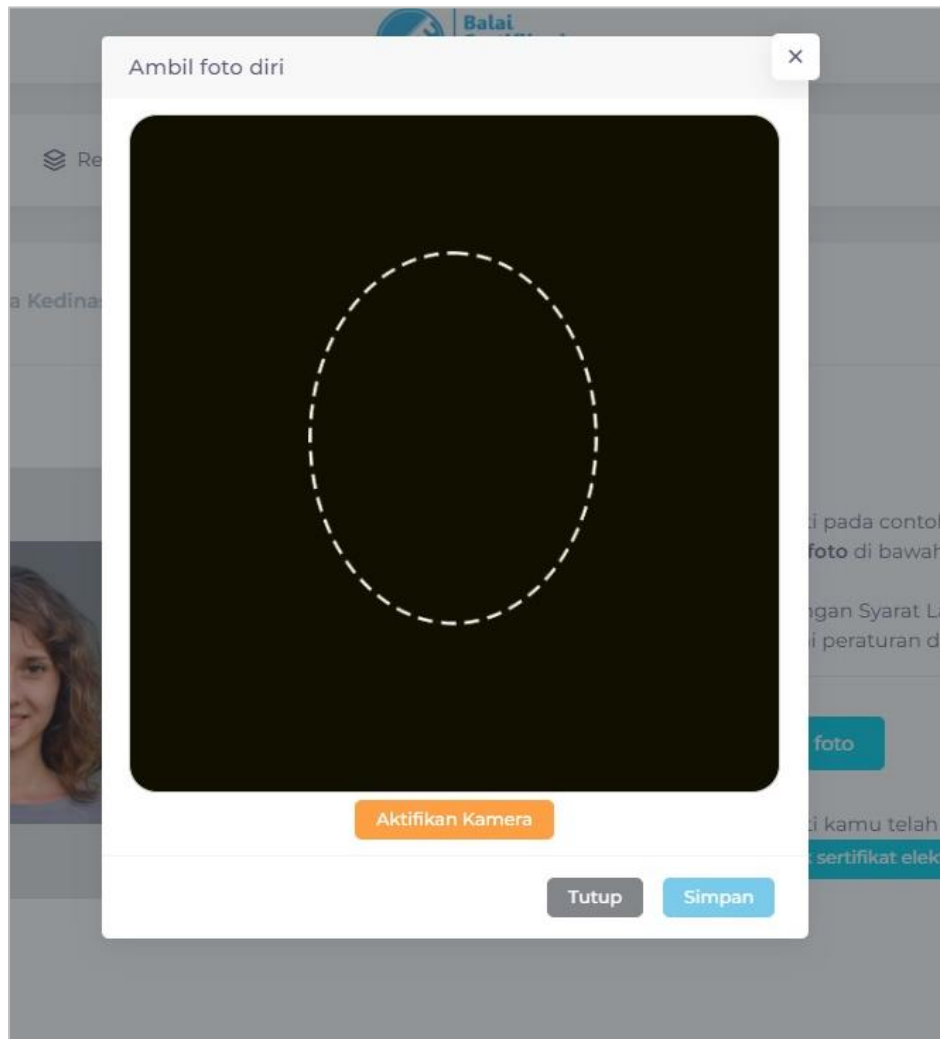
This screenshot shows the same 'Data Kedinasan' form, but with additional fields filled out. The 'NIP / NRP' field now contains the number '199501192022032003'. Below it, the 'Unit Organisasi' (Organization Unit) field is filled with 'DINAS KOMUNIKASI DAN INFORMATIKA', and the 'Jabatan' (Position) field is filled with 'AHLI PERTAMA - PRANATA KOMPUTER'. The 'Provinsi' (Province) field is filled with 'NATUNA'. The 'Cek NIP / NRP' button remains visible. The 'Previous' and 'Next' buttons are also present at the bottom.

7. Akan muncul form Foto Diri. Klik tombol **“Ambil foto”**



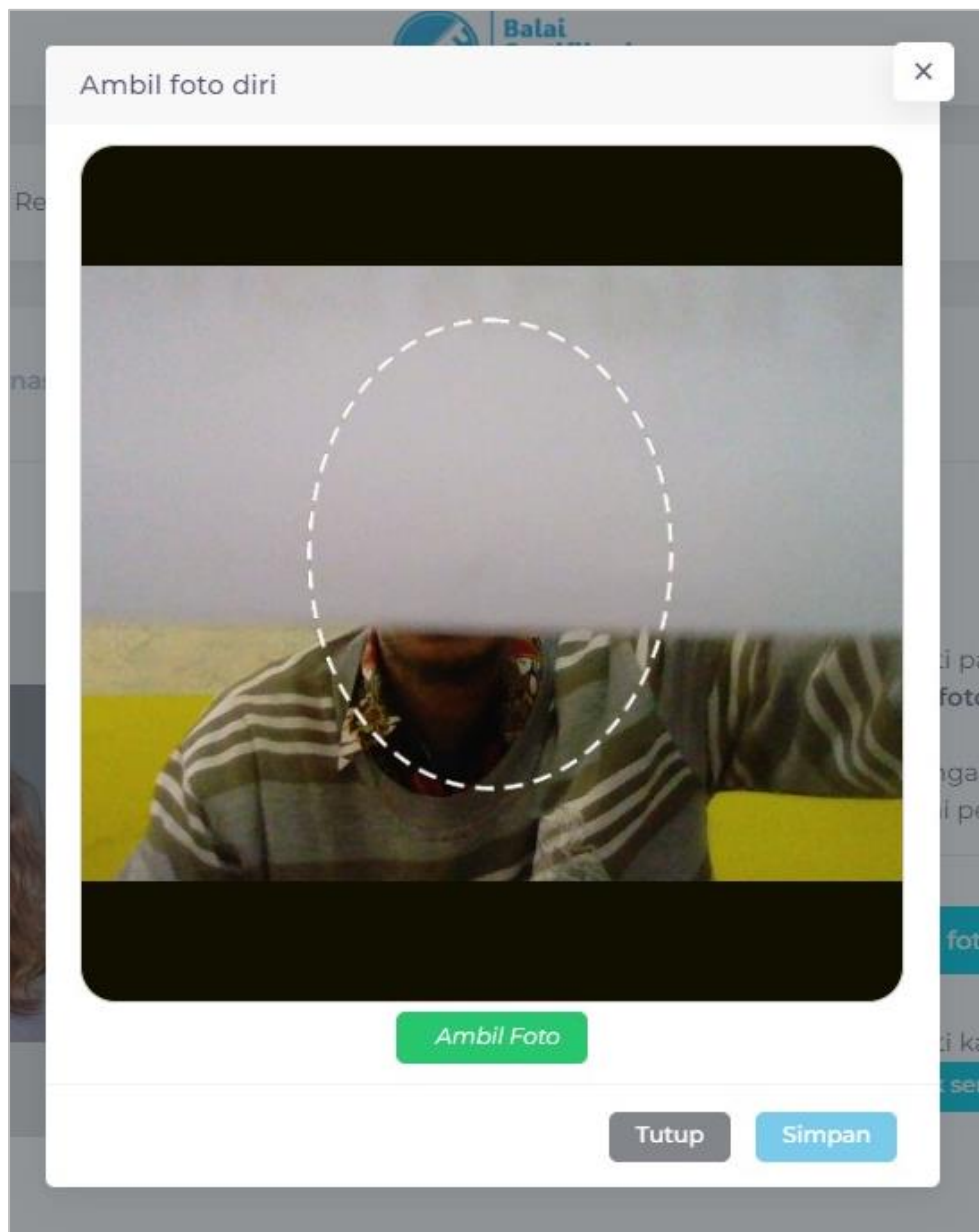
The screenshot shows a web form titled "Ambil Foto Diri" (Take Self-Photo) as part of a three-step registration process. The steps are: 1. Data Diri, 2. Data Kedinasan, and 3. Foto Diri (the current step). On the left, there is a placeholder image of a woman. To the right, the title "Ambil Foto Diri" is followed by instructions: "Silahkan lakukan pengambilan foto diri seperti pada contoh gambar di samping kiri halaman ini, dengan menekan tombol **Ambil foto** di bawah ini." Below this, a privacy notice states: "Informasi kamu akan selalu kami lindungi dengan Syarat Layanan dan Kebijakan Privasi masing-masing pihak untuk mematuhi peraturan dari otoritas terkait." There are two buttons: "Ambil foto" (with a camera icon) and "Cara pengambilan foto" (with a circular arrow icon). A checkbox is present with the text "Dengan melakukan pendaftaran ini, berarti kamu telah menyetujui" followed by links for "Kebijakan Privasi" and "Perjanjian pemilik sertifikat elektronik". At the bottom left is a "Previous" button, and at the bottom right is a "Submit" button.

8. Akan muncul form untuk ambil foto. Klik tombol **“Aktifkan kamera”**

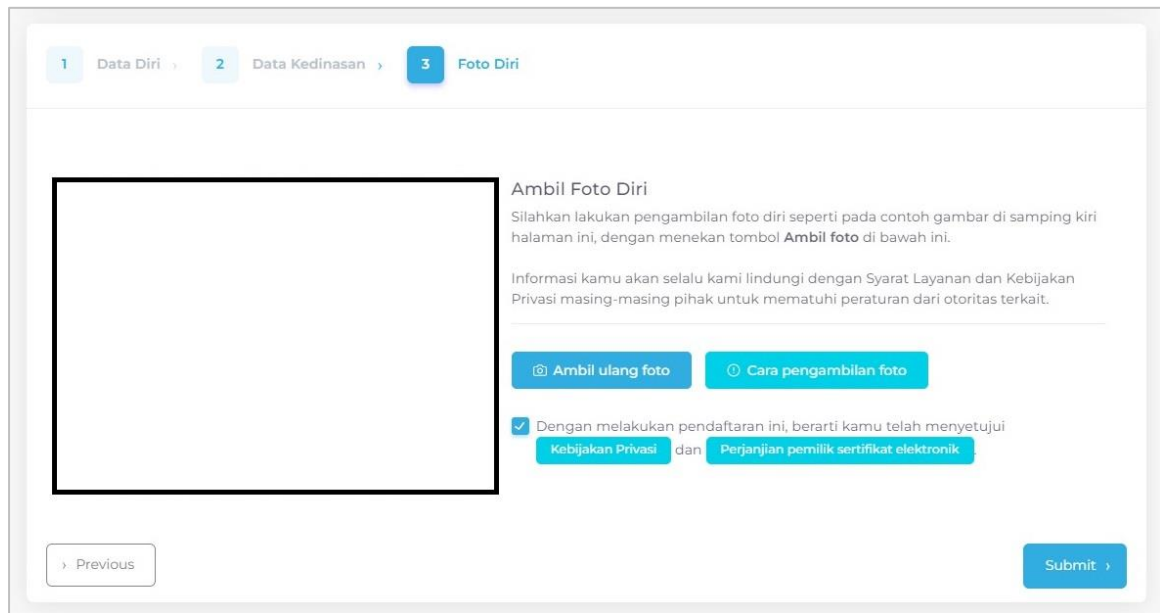


The screenshot shows a modal window titled "Ambil foto diri" (Take self-photo) with a close button (X) in the top right corner. The main area of the modal is a black rectangle with a white dashed oval in the center, indicating where the user's face should be positioned. Below this area is an orange button labeled "Aktifkan Kamera" (Activate Camera). At the bottom of the modal are two buttons: "Tutup" (Close) and "Simpan" (Save). The background of the page is dimmed, showing parts of the registration form from the previous step.

9. Posisi kan wajah berada di dalam lingkaran putih. Setelah di posisi, klik tombol **“Ambil Foto”**

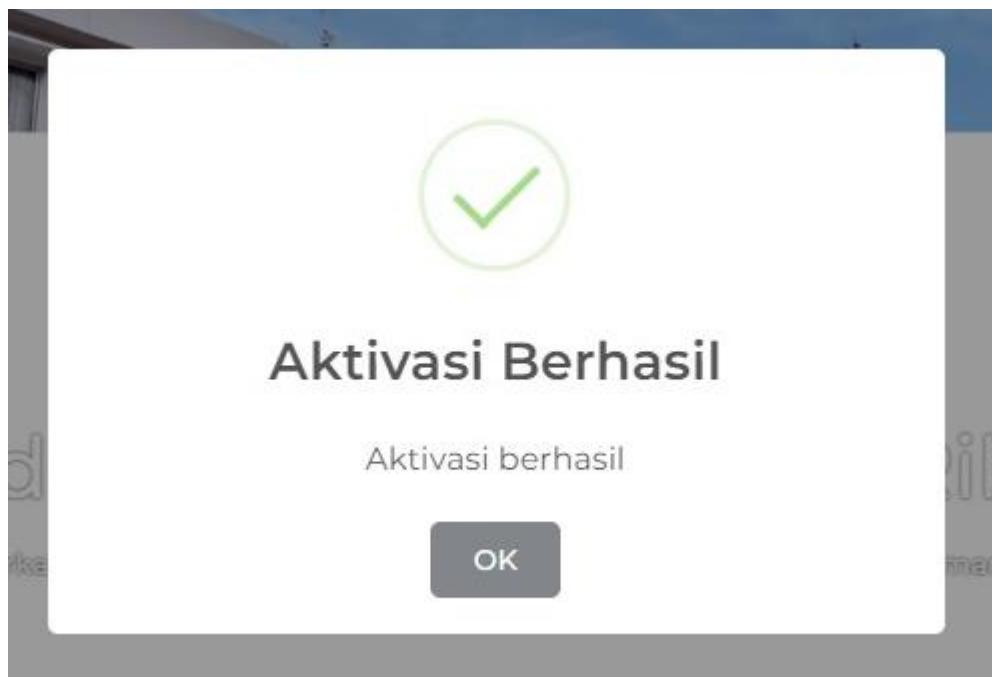


10. Setelah ambil gambar, contong kebijakan privasi, kemudian klik tombol **“Submit”**



The screenshot shows a web interface for a registration process. At the top, there are three steps: 1 Data Diri, 2 Data Kedinasan, and 3 Foto Diri (highlighted). The main area is titled 'Ambil Foto Diri' (Take Self Photo). It contains a large empty box for the photo, instructions to take a photo like the example on the left, and a note about privacy policy and terms of service. Below the instructions are two buttons: 'Ambil ulang foto' (Retake photo) and 'Cara pengambilan foto' (Photo taking method). There is a checkbox labeled 'Dengan melakukan pendaftaran ini, berarti kamu telah menyetujui' (By registering, you agree) with two sub-buttons: 'Kebijakan Privasi' (Privacy Policy) and 'Perjanjian pemilik sertifikat elektronik' (Electronic certificate owner agreement). At the bottom left is a 'Previous' button, and at the bottom right is a 'Submit' button.

11. Akan muncul notifikasi berhasil.



12. Proses selanjutnya menunggu Data di verifikasi. Jika sudah di verifikasi, email baru akan dikirim pada email @natunakab.go.id anda.

PEMBUATAN PASS PHRASE (KODE PRASA)

1. Jika aktivasi akun sudah di verifikasi, email pembuatan kode prase akan di kirim ke email @natunakab.go.id anda
2. Buka email “Set Passphrase”. Pada isi email, klik tombol “Buat Passphrase”.

The screenshot displays a webmail interface for the user lizadahlia@natunakab.go.id. The left sidebar shows navigation options like Compose, Mail, Contacts, Calendar, Settings, and Webmail Home. The main area shows a list of emails, with the selected email titled "[BSrE] Set Passphrase" from BSrE (Balai Sertifikasi Elektronik) dated 2023-06-08 09:23. The email content is as follows:

Hi...
Hai LIZA DAHLIA

Terimakasih telah bergabung bersama kami! 🙌

Silahkan buat passphrase anda. Buat passphrase yang mudah diingat dan tidak mudah ditebak oleh orang lain

Buat Passphrase

Jika tombol di atas tidak bisa diklik, silahkan salin dan tempel pranala dibawah ini pada pramban anda.

<https://bsre.bssn.go.id/email/set/passphrase/e48e4de0-32b2-491e-9804-5a3da08ec5f7>

Jika terdapat kendala, silahkan hubungi kami di info.bsre@bssn.go.id atau bisa melalui telegram kami di [@infobsre](https://t.me/infobsre)

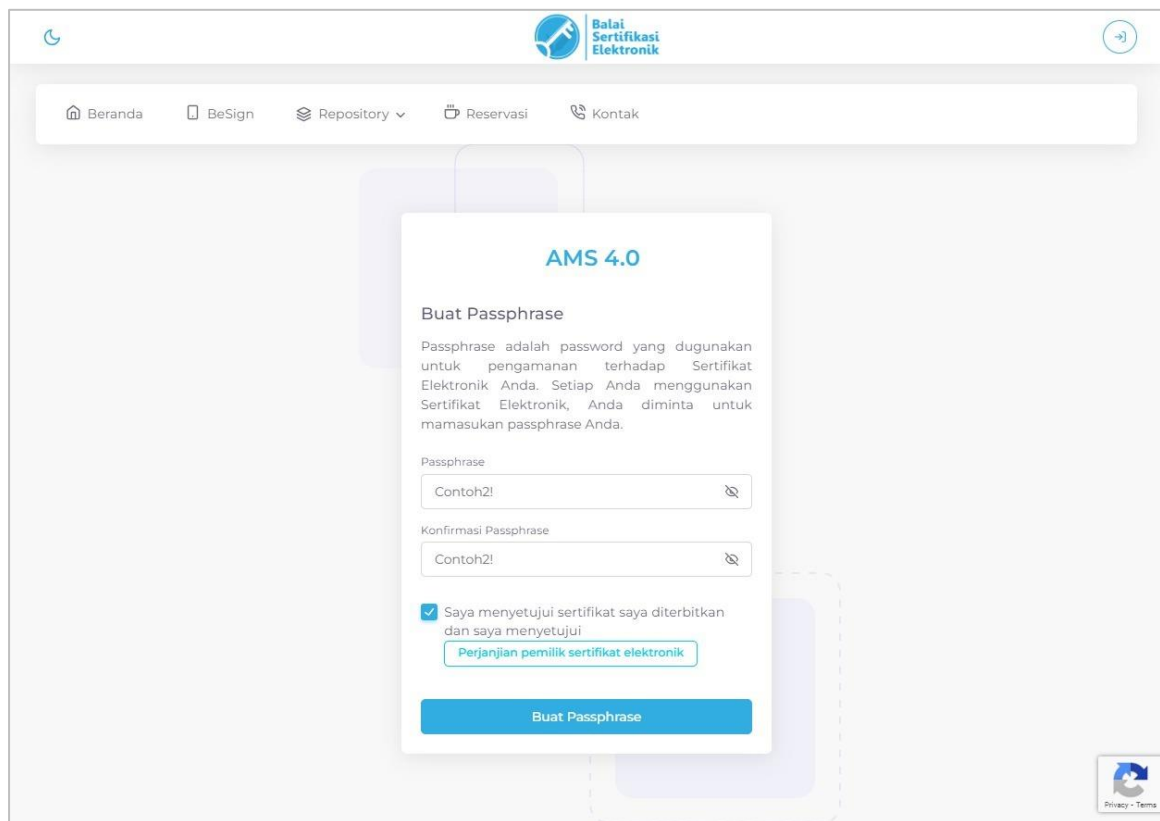
3. Akan muncul form untuk buat kode frase.

The screenshot shows the 'AMS 4.0' 'Buat Passphrase' form. The form is titled 'AMS 4.0' and 'Buat Passphrase'. It contains a paragraph explaining that a passphrase is a password used for security and that users must enter their own passphrase. Below this, there are two input fields: 'Passphrase' and 'Konfirmasi Passphrase', both with eye icons for toggling visibility. A checkbox labeled 'Saya menyetujui sertifikat saya diterbitkan dan saya menyetujui' is present, with a link 'Perjanjian pemilik sertifikat elektronik' next to it. At the bottom is a blue button labeled 'Buat Passphrase'. The form is overlaid on a background with navigation links: Beranda, BeSign, Repository, Reservasi, and Kontak. The Balai Sertifikasi Elektronik logo is in the top right, and a Privacy - Terms link is in the bottom right.

4. Kode Prase memiliki minimal 8 karakter, harus berisi huruf besar, huruf kecil, angka dan simbol. Sistem belum akan menerima jika tidak berisi sesuai ketentuan.

The screenshot shows the 'AMS 4.0' 'Buat Passphrase' form with validation errors. The 'Passphrase' field contains the text 'Contoh2' and has a red error icon. Below the field, a red message states: 'Passphrase anda harus mengandung setidaknya satu huruf besar, satu huruf kecil, satu karakter khusus, dan satu angka.' The 'Konfirmasi Passphrase' field is empty. The checkbox and 'Perjanjian pemilik sertifikat elektronik' link are still present. The blue 'Buat Passphrase' button is at the bottom. The background and navigation elements are the same as in the previous screenshot.

5. Jika sudah benar, contreneg persetujuan, kemudian klik tombol **“Buat Passphrase”**



The screenshot shows a web browser window with the URL <https://www.balel-sertifikasi-elektronik.go.id/>. The page title is "AMS 4.0". The main heading is "Buat Passphrase". Below the heading, there is a paragraph explaining that a passphrase is a password used for security and that it is required to use an electronic certificate. The form contains two input fields: "Passphrase" and "Konfirmasi Passphrase", both with placeholder text "Contoh2!". Below these fields, there is a checkbox labeled "Saya menyetujui sertifikat saya diterbitkan dan saya menyetujui" which is checked. To the right of the checkbox is a link "Perjanjian pemilik sertifikat elektronik". At the bottom of the form is a blue button labeled "Buat Passphrase". The website's navigation bar includes links for Beranda, BeSign, Repository, Reservasi, and Kontak. A Privacy Policy link is visible in the bottom right corner.

6. Akan muncul notifikasi berhasil.

