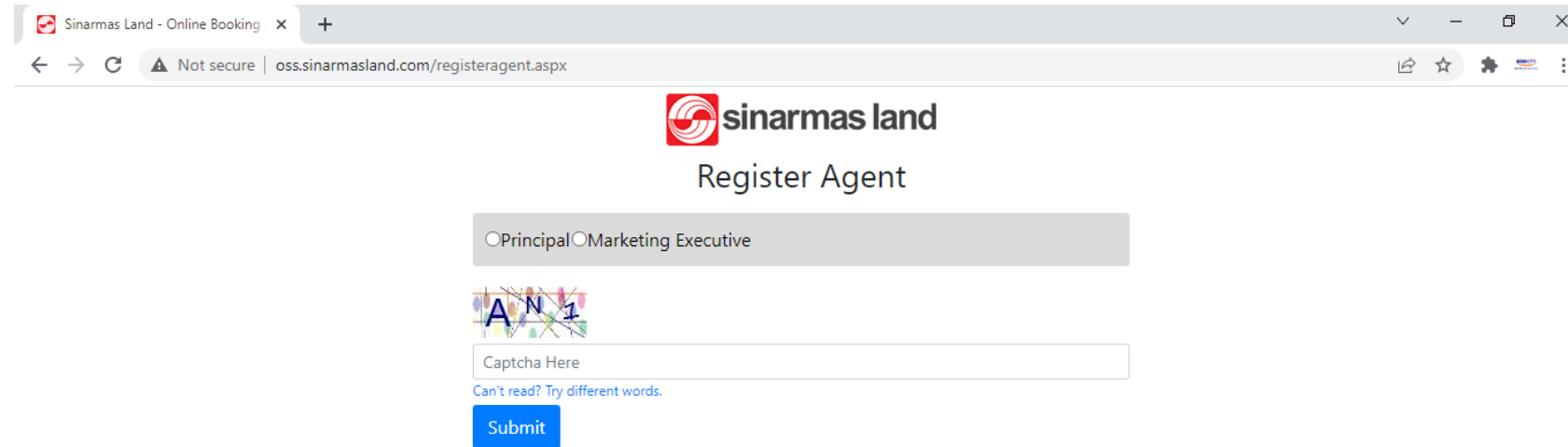
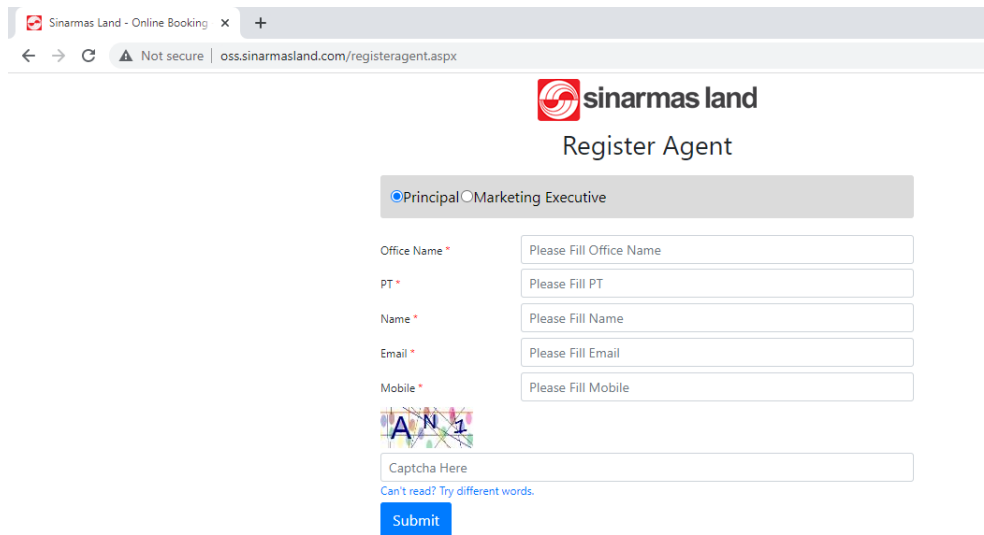


Step 1 : Buka web : oss.sinarmasland.com/registeragent.aspx



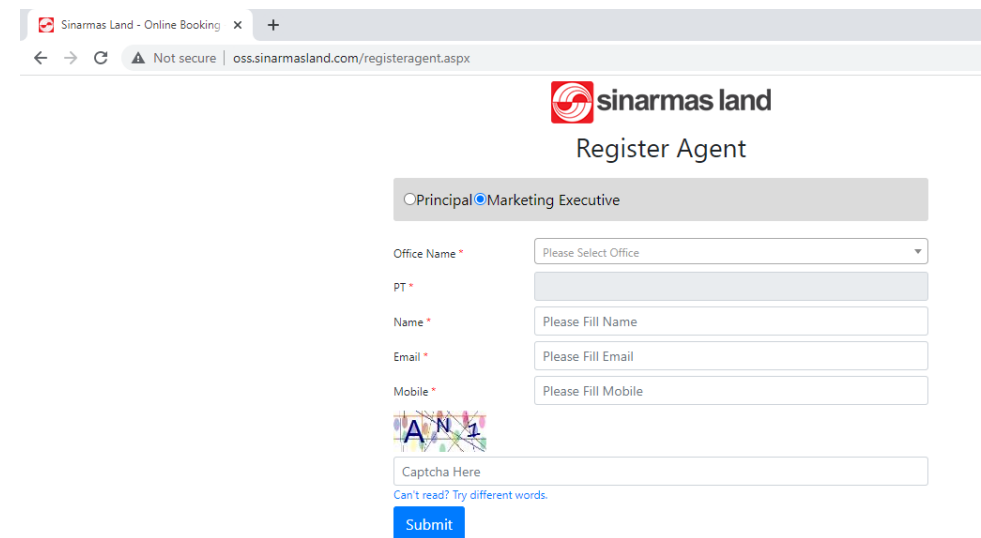
Screenshot of the Sinarmas Land Register Agent page. The browser address bar shows the URL oss.sinarmasland.com/registeragent.aspx. The page features the Sinarmas Land logo and the title "Register Agent". Below the logo, there is a radio button selection for "Principal" (selected) and "Marketing Executive". A captcha image with the text "AN1" is displayed above a text input field labeled "Captcha Here". A link "Can't read? Try different words." is provided below the captcha. A blue "Submit" button is located at the bottom of the form.

Step 2A : Lakukan Pendaftaran Principal Kantor Agent (Step ini akan dilakukan oleh tim Lead Agent)



Screenshot of the Sinarmas Land Register Agent page for Principal registration. The browser address bar shows the URL oss.sinarmasland.com/registeragent.aspx. The page features the Sinarmas Land logo and the title "Register Agent". Below the logo, there is a radio button selection for "Principal" (selected) and "Marketing Executive". The form includes several input fields: "Office Name *", "PT *", "Name *", "Email *", and "Mobile *", each with a placeholder text. A captcha image with the text "AN1" is displayed above a text input field labeled "Captcha Here". A link "Can't read? Try different words." is provided below the captcha. A blue "Submit" button is located at the bottom of the form.

Step 2B : Lakukan Pendaftaran Marketing Executive



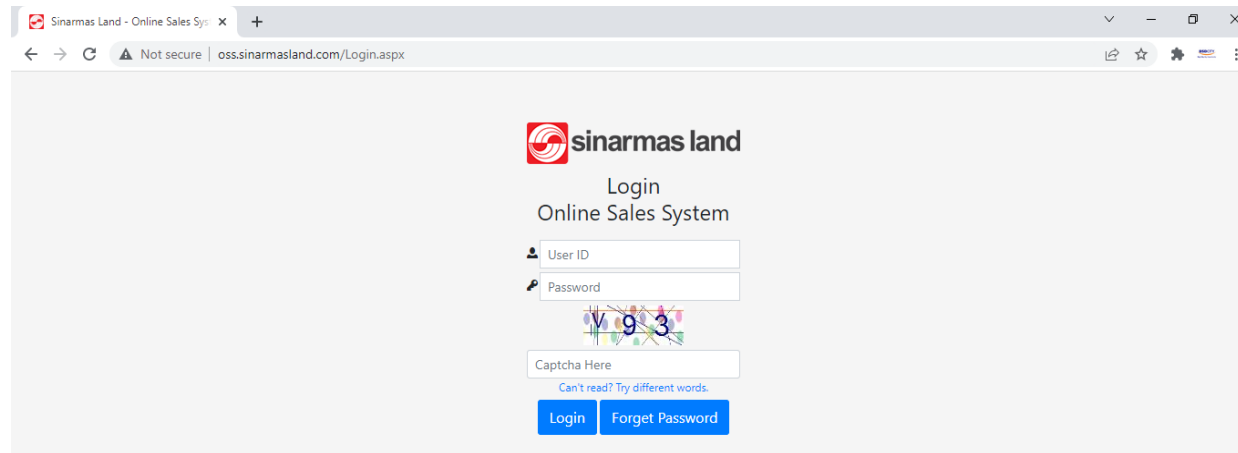
Screenshot of the Sinarmas Land Register Agent page for Marketing Executive registration. The browser address bar shows the URL oss.sinarmasland.com/registeragent.aspx. The page features the Sinarmas Land logo and the title "Register Agent". Below the logo, there is a radio button selection for "Principal" and "Marketing Executive" (selected). The form includes several input fields: "Office Name *" with a dropdown menu, "PT *", "Name *", "Email *", and "Mobile *", each with a placeholder text. A captcha image with the text "AN1" is displayed above a text input field labeled "Captcha Here". A link "Can't read? Try different words." is provided below the captcha. A blue "Submit" button is located at the bottom of the form.

Step 3 : Tunggu di verifikasi oleh tim BSD

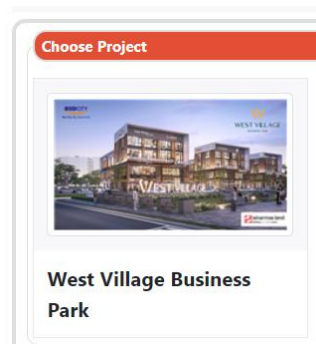
Step 4 : Cek Email, klik link yang diarahkan untuk ganti password

Step 5 : Untuk melakukan pendaftaran nama pemesan dapat diakses melalui web : **oss.sinarmasland.com**

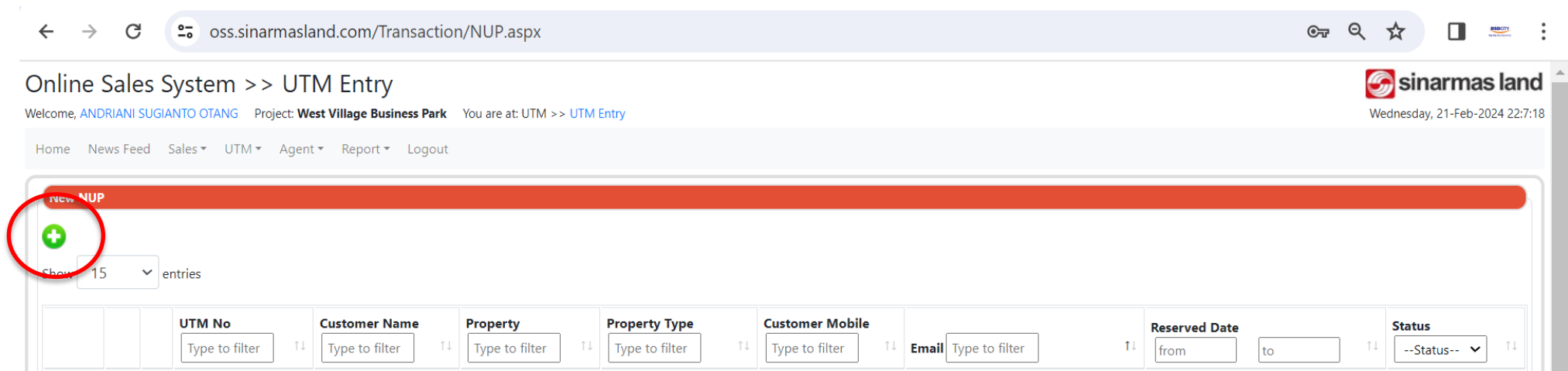
Step 6 : Masukkan user id menggunakan alamat email agent dan password baru



Step 7 : Klik gambar West Village Business Park pada menu home



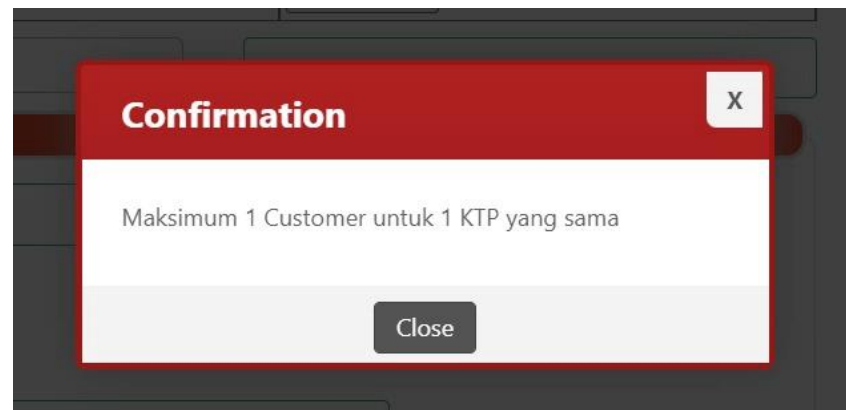
Step 8 : Klik menu UTM lalu pilih UTM Entry, lalu layar akan muncul tampilan seperti dibawah ini:



Untuk mendaftarkan nama pemesan silahkan klik tombol +

Step 9 : Isi data pemesan unit dengan lengkap dan benar, jangan lupa melampirkan KTP dan bukti transfer.

Jika No ID KTP telah digunakan oleh pendaftar lain, maka saat Anda selesai mengisi form dan submit, akan muncul notification seperti dibawah ini :



Step 10 : Masukkan customer data dengan lengkap dan jelas, termasuk Blok dan Nomer Pilihan Unit utama, alternative 1 dan alternative 2 (sesuai tata cara penulisan yang sudah diberikan keterangan pada lembar form)

Online Sales System >> NUP Entry
Welcome, AEBRAN SUGANIC DRAAG, Project: Echarie Business Park You are at NUP >> NUP Entry

Home Sales Feed Sales > NUP > Agent > Report > Logout

Customer Data

Nama Pemesan / Customer Name *
No HP Pemesan / Customer Mobile *
Email *
No. KTP / ID No. *
Alamat / Address *
Kota / City
Produk / Product *
Property *
Jumlah Unit / Number of Units *
No Unit Utama / Main Unit No *
No Unit Alternatif 1 / Alternative 1 Unit No *
No Unit Alternatif 2 / Alternative 2 Unit No *
Tipe UTM / UTM Type * [More Info](#)
Tanggal UTM / UTM Date *
Unggah Dokumen / Upload Document *
Cara Pembayaran UTM / Payment Method *

Please fill Customer Name
Bxxxxxxxxx
Format: 21995300 | enterxxxxxx
Please fill Email
Please fill ID Number
Please fill Address
Please Select City
Please Select Product
Please Select Property
Please fill Number of Units
Please fill Main Unit No
Pilih sesuai dengan Jumlah Unit yang diisi
Contoh pengisian: Blok B1 No 1 atau Blok B1 No 1 & 2
Please fill Alternato 1 Unit No
Pilih sesuai dengan Jumlah Unit yang diisi
Contoh pengisian: Blok B1 No 1 atau Blok B1 No 1 & 2
Please fill Alternato 2 Unit No
Pilih sesuai dengan Jumlah Unit yang diisi
Contoh pengisian: Blok B1 No 1 atau Blok B1 No 1 & 2
Please Select UTM type
27 Jul 2028

No	Criteria	File
1	KTP (Identity Card)	<input type="button" value="Choose File"/> No file chosen
2	Bank Transfer / Proof Of Transfer	<input type="button" value="Choose File"/> No file chosen

Please Select Payment Method
Please fill Bank Name

Informasi Pengembalian / Refund Information

Nama Rekening / Bank Account Name
Nama Rekening harus sesuai dengan Nama Pemesan, dan mohon diperhatikan penulisan nama sesuai dengan buku tabungan.
Nama Bank / Bank Name *
No Rekening Bank / Bank Account No *
Remark

Please fill Refund Name
Please fill Bank Name
Please fill Bank Account No
Please fill Remark

Step 11 : Klik submit dan tunggu email setelah dilakukan verifikasi data. Jika pendaftaran telah terverifikasi, maka konsumen dan Agent akan mendapatkan TTS (tanda terima sementara) & Nomer tiket UTM.

Selesai.