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I. Install MOTP APP on mobile phone and how to register

A、Install APP

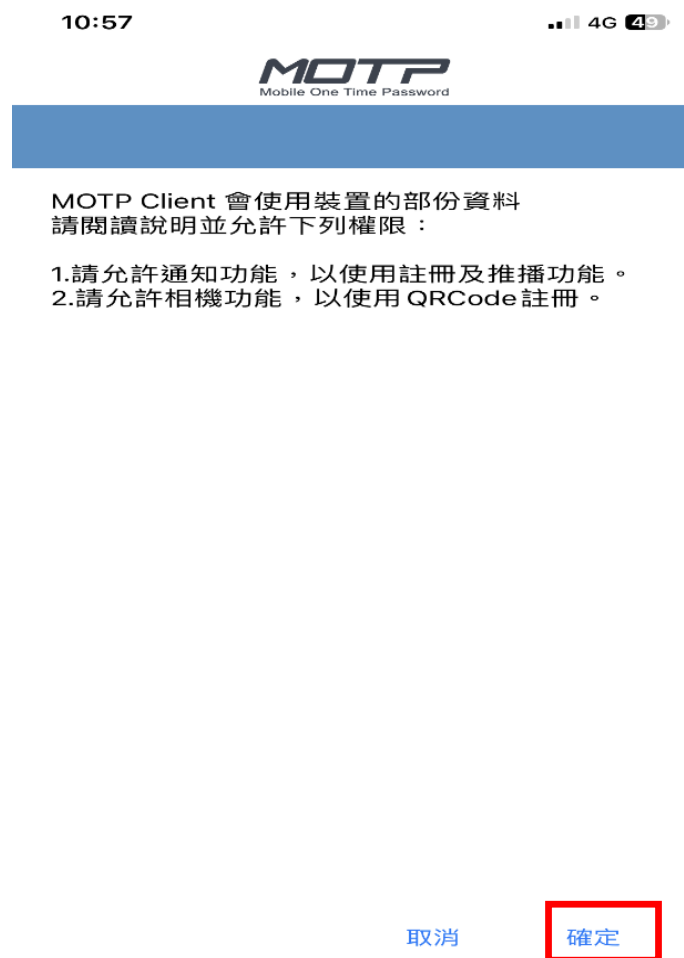
1. Icon for Apple IOS and Android phones are as follows



2. If you are using an Android phone in China, please download it **from the phone** and install it from the link below

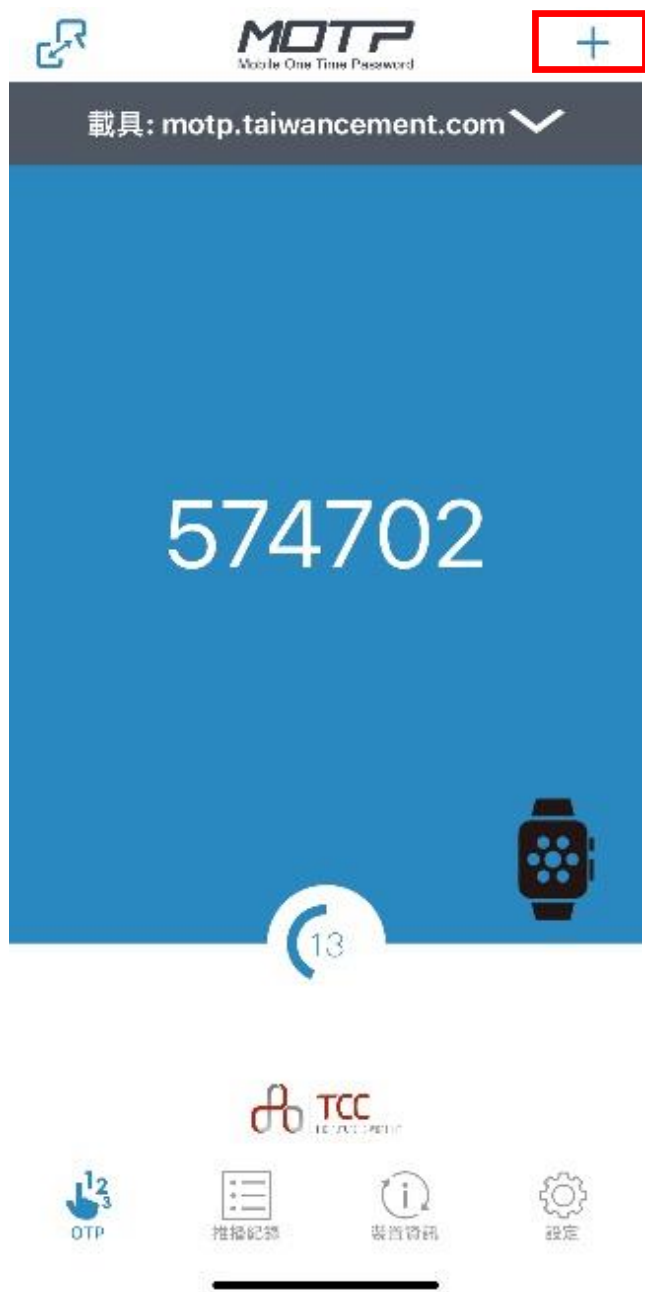
https://www.changingtec.com/userfile/motp_android/CGMOTP_CN.apk

3. After downloading the APP, open it for the first time as shown in the figure below, and press 確定(ok)





4. If you have already used and installed the MOTP APP, click the plus + pattern on your phone and go to next step “[Registration](#)” on the page 4.





B、Registration

The first registration method: online registration

Please use a PC or laptop to connect to the following web page

<https://motp.taiwancement.com>

1. Log in to the sftp account and password provided by the IT administrator





2. After logging in, click **載具管理**



3. And then click **線上註冊(Online Registration)**





4. Use the MOTP APP on your mobile phone, click on the photo icon



如果您只是想體驗 MOTP 的用法可以連結 <http://motp.chg.com.tw> 試用網頁。

5. Scan the QR Code on the web page on your PC or laptop.



6. After scanning, the registration is successful, and the registration is completed.





The second registration method: offline registration

1. Log in to the MOTP website with a computer or laptop
2. Log in to the sftp account and password provided by the IT administrator



3. After logging in, click **載具管理**





- 4. And then click 離線註冊(Offline Registration)



- 5. Enter the initial key that appears on the MOTP webpage on the mobile phone





6. And Then enter the device information displayed on the mobile phone, and press 確定



Registration is complete after entering



II. How to log in to SFTP

- A. Please connect the following link with your browser (**Recommended to use Chrome, FireFox, Edge**)

1.

<https://tccsftp.taiwancement.com> (Taiwan)

<https://tcccnsftp.taiwancement.com> (China)

2. You will see the following screen for the first time, please choose to continue





- Then you will see the login screen, please enter the **PIN code** provided by the IT administrator and the **OTP code** displayed on your mobile phone to log in

Client Login

test0316

.....

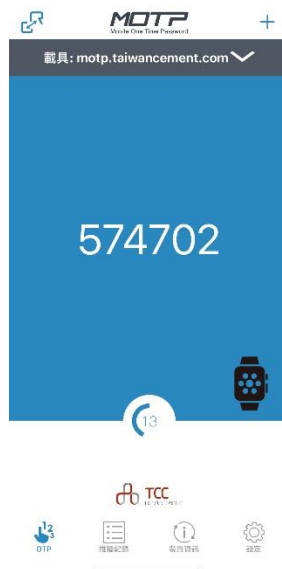
Forgot your password? Sign in

Request an Account

- Please enter the **PIN code first and then directly add the OTP code** that appears on the mobile phone

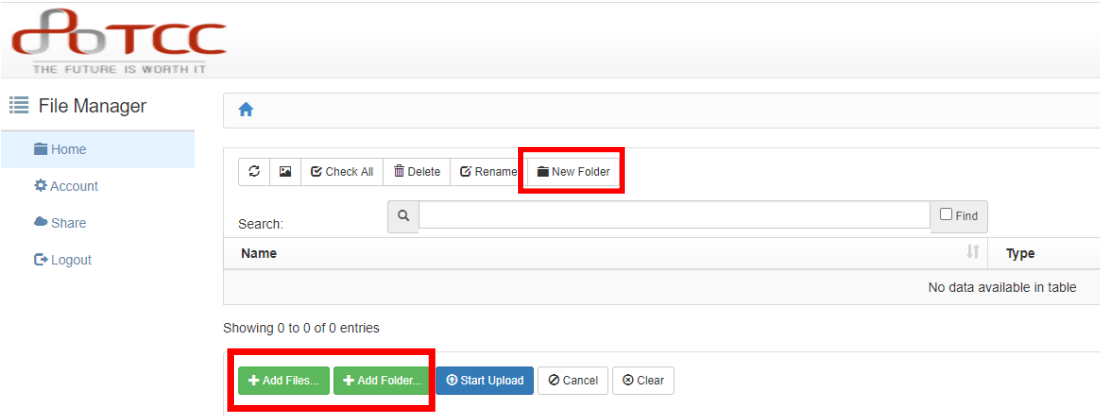
For example

The PIN code is 000000, and the OTP code of the mobile phone is displayed as 574702, so the login password is 000000574702

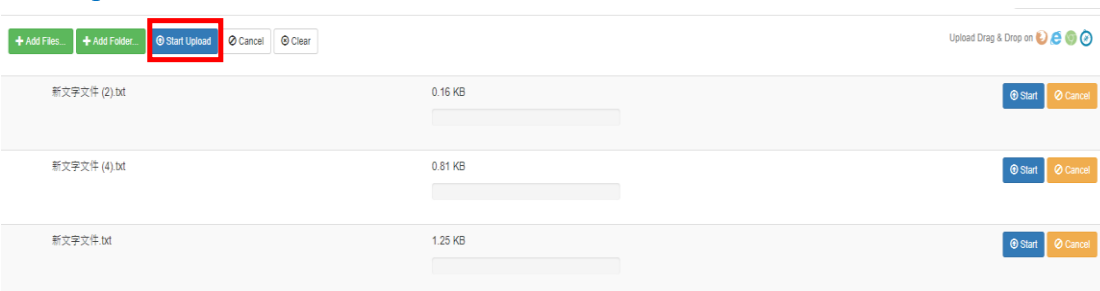




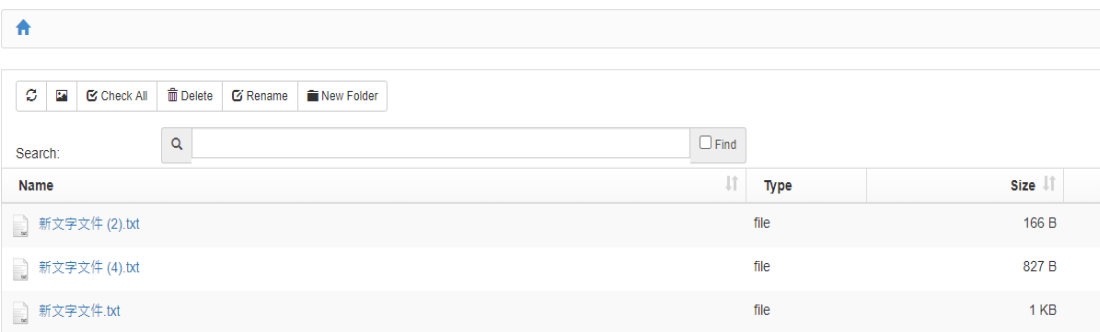
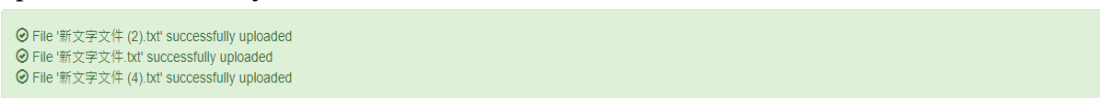
- 5. After logging in, you can upload files or folders, or create new ones (Depends on access folder permissions)



You can drag and drop the files that need to be uploaded in the computer at one time, and then press [Start Upload](#)



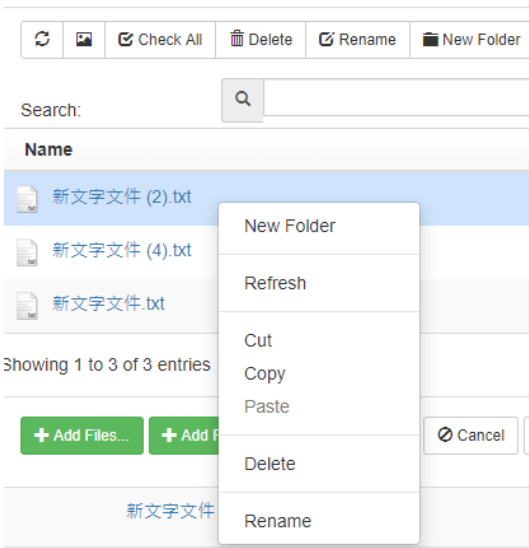
uploaded successfully



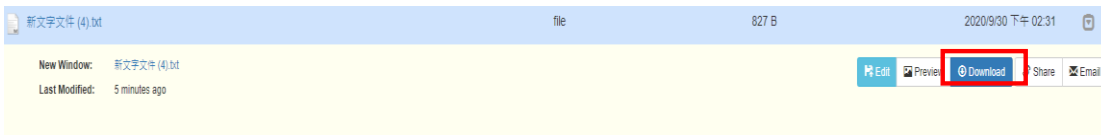
Showing 1 to 3 of 3 entries



6. Click on a file and right click to cut, copy, delete, etc. (Depends on access folder permissions)

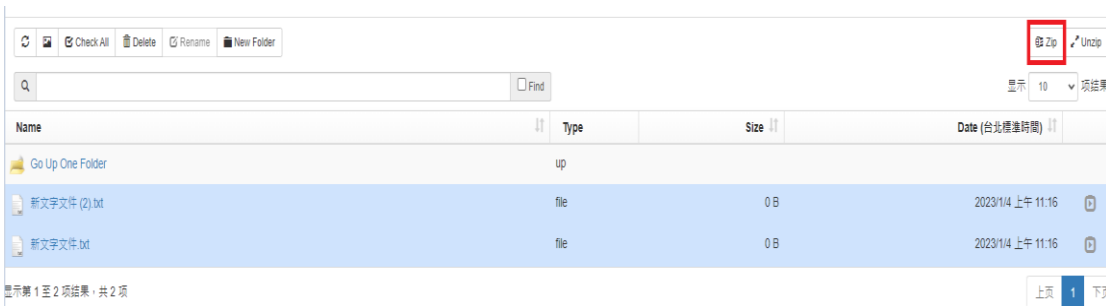


The right side of the file can be expanded and downloaded

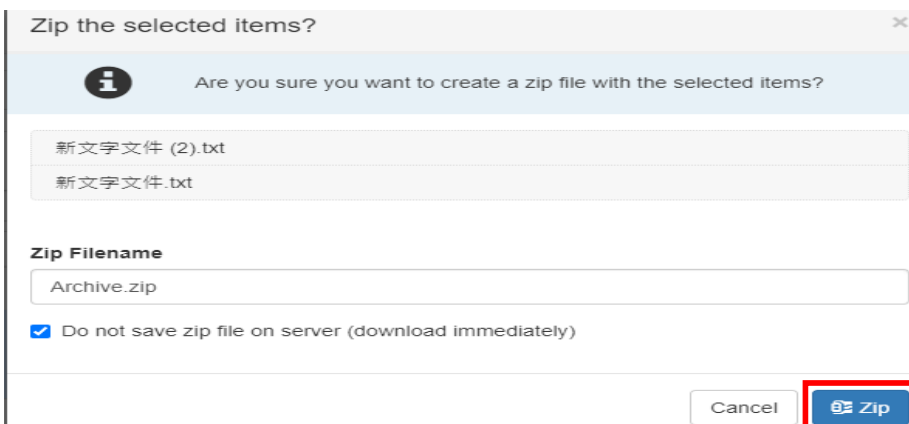


Download multiple files at once

You can also press the Ctrl key on the keyboard, select multiple files at a time, and then press Zip to pack.



Click Zip to package and download





III. Ways to change your PIN code and password

A. Here's a reminder ~ The password and PIN code mentioned in this sftp manual are different

1.

The password is used to log in to the MOTP website

<https://motp.taiwancement.com>

The PIN code is used to log in to the SFTP web page

<https://tccsftp.taiwancement.com>

<https://tccensftp.taiwancement.com>

2.

The way to change the password and PIN code is as follows

Please log in to the MOTP website first

<https://motp.taiwancement.com>

After login, click on 個人資料 (personal information)





3. Change Password

Check 修改密碼(Change Password), enter the original password and enter the new password

The screenshot shows the 'Personal Information' (個人資料) page. At the top, there is a navigation bar with a back arrow, the title '個人資料', and a welcome message 'Welcome, test0316 |' along with language options '登出 | English | 中文'. The main content area displays the user's account details: '帳號: test0316', '使用者狀態: 正常', '手機號碼: [input]', and '信箱: sam.tong@tcci.com.tw'. Under the 'Password' (密碼) section, the 'Change Password' (修改密碼) option is selected with a checked checkbox. Below this, there are three input fields: '* 原密碼:', '* 新密碼:', and '* 密碼確認:'. A '確定' (Confirm) button is located below these fields. The 'PIN' section is also visible, with the 'Change PIN Code' (修改PIN碼) option unselected.

4. Change PIN Code

Check 修改PIN碼(Change PIN Code), enter the original PIN code and enter the new PIN code

The screenshot shows the 'Personal Information' (個人資料) page. At the top, there is a navigation bar with a back arrow, the title '個人資料', and a welcome message 'Welcome, test0316 |' along with language options '登出 | English | 中文'. The main content area displays the user's account details: '帳號: test0316', '使用者狀態: 正常', '手機號碼: [input]', and '信箱: sam.tong@tcci.com.tw'. Under the 'PIN' section, the 'Change PIN Code' (修改PIN碼) option is selected with a checked checkbox. Below this, there are three input fields: '* 原PIN碼:', '* 新PIN碼:', and '* PIN碼確認:'. A '確定' (Confirm) button is located below these fields. The 'Password' section is also visible, with the 'Change Password' (修改密碼) option unselected.

If you forget your password or PIN code, please mail to service@tcci.com.tw to reset