

Immigration Services Agency Electronic Notification System User Manual

For Medium- to Long-Term Residents

Version 1.0

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1 Introduction

1.1 Purpose of This Manual

This manual explains how to prepare for and use the Electronic Notification System and how to use the system to submit the following notifications:

Notification	Notification Type
Notification regarding affiliated institutions, etc. as prescribed in Article 19-16 of the Law	<ul style="list-style-type: none"> ● Notification Concerning Activity Organization (Professor, Instructor, Intra-company Transferee, Business Manager, Student, Trainee, Medical Services, Legal/Accounting Services, Technical Intern Training, Highly-Skilled Professional (i)(c) & (ii)) ● Notification of the Contracting Organization (Researcher, Engineer/Specialist in Humanities/International Services, Skilled Labor, Nursing Care, Entertainer, Highly-Skilled Professional (i)(a) & (ii), Highly-Skilled Professional (i)(b) & (ii), Specified Skilled Worker) ● Notification regarding spouse (Dependent, Spouse or Child of Japanese National, Spouse or Child of Permanent Resident)

1.2 Meanings of the Icons in the Manual

The meanings of the icons in the manual are as follows:

Icon	Description
 Important	This indicates that what is being explained is important.
 Reference	This indicates that reference or supplementary information is being explained.

1.3 Points to Note When Using the Electronic Notification System

- To use the Electronic Notification System, the following environment is required. Proper operation in other environments is not guaranteed.

OS: Windows/ macOS

Browser: We recommend using Microsoft Edge. Google Chrome and Safari are also available.

- The Electronic Notification System will send emails to your registered email address. Configure your settings to receive emails from the following domain:

@rasens-immi.moj.go.jp

- If you return to the previous screen using the browser's "←" (back) button or the [Alt] + [←] keys, an error will occur. If there is a button to return to the previous screen, click the button.

Example of a button to return to the previous screen (The text on the button varies depending on the screen.)

< Return to List

To return to the top page of the Electronic Notification System, click [Home] at the top of the screen.



- If there are no activities such as screen movement for over three hours, the system will automatically log you out.

To extend the time before automatic logout, see "[Extending the Time Before Automatic Logout](#)" (p. 41).

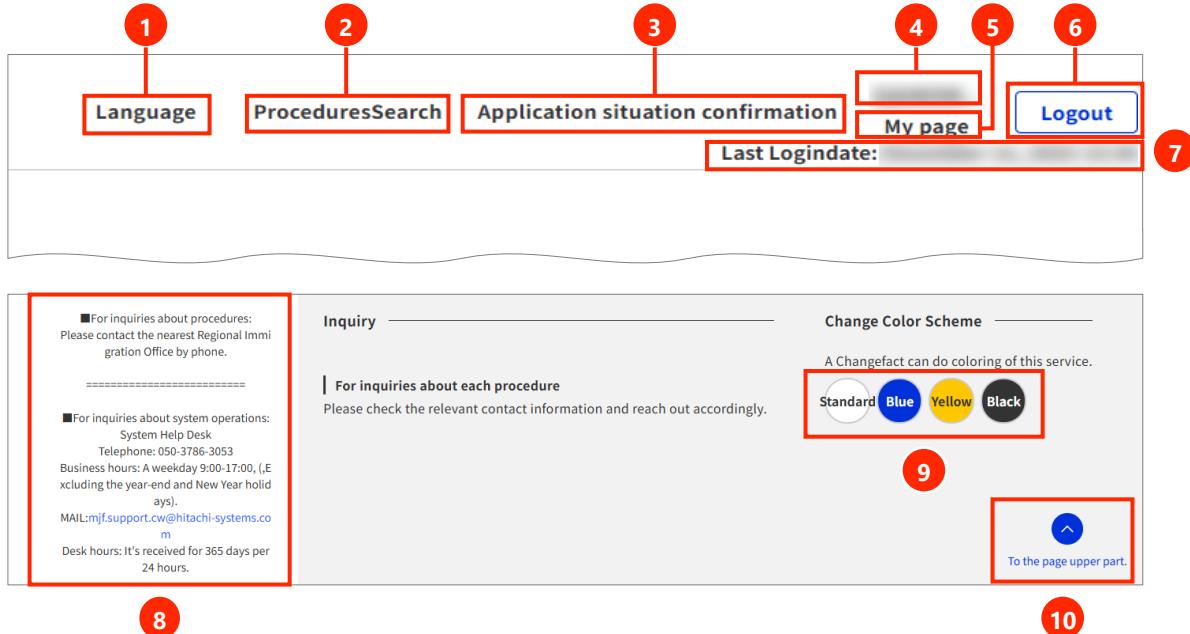
- Do not bookmark any screens beyond the [Application] screen in your browser. Even if you register them, you cannot access them from your browser's bookmarks.

1.4 Screen Descriptions

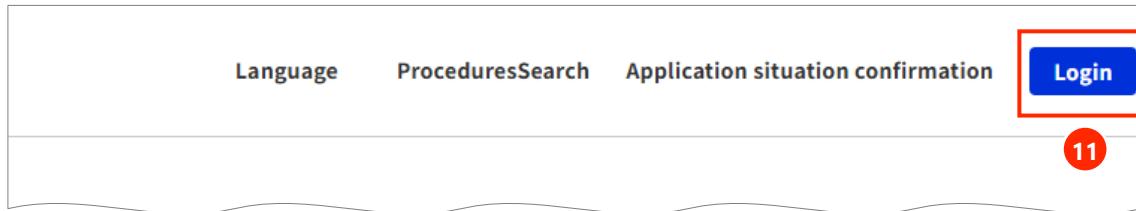
This section describes the screens of the Electronic Notification System.

■ Items to be commonly displayed

- Screen while being logged in



- Screen while being logged out



Item Name		Description	Page with Detailed Descriptions
①	Language	Click to select the language to display.	"Changing the Language to Display" (p. 8)
②	Procedures Search	Click to search the procedures displayed in the [List of Procedures].	"Searching for Procedures" (p. 67)
③	Application situation confirmation	Click to check the status of your notification.	"Checking the Status of Your Notification" (p. 53)
④	Name	The user's name will be displayed.	—
⑤	My Page	This is a dedicated page for each user. Click to check or modify notification status and user information, or to open procedures saved in "Favorites".	"How To Use My Page" (p. 57)

Item Name		Description	Page with Detailed Descriptions
⑥	Logout	Click to log out of the Electronic Notification System.	"Logout" (p. 38)
⑦	Last Logindate	The date and time of your last login will be displayed.	—
⑧	Contact Information	For inquiries regarding the details of each procedure, please contact us here.	—
⑨	Change Color Scheme	Clicking [Standard], [Blue], [Yellow], or [Black] will change the screen color.	—
⑩	To the page upper part.	Clicking will automatically scroll to the top of the screen.	—
⑪	Login	Click to log into the Electronic Notification System.	"Login" (p. 36)

■ Top page

Notices will appear under [General Notices].

Click each notice's title to view its content.

Click [List of Notices] to view past notices.



在留申請オンラインシステム及び電子届出システム
Online residence Application System and Electronic Notification System

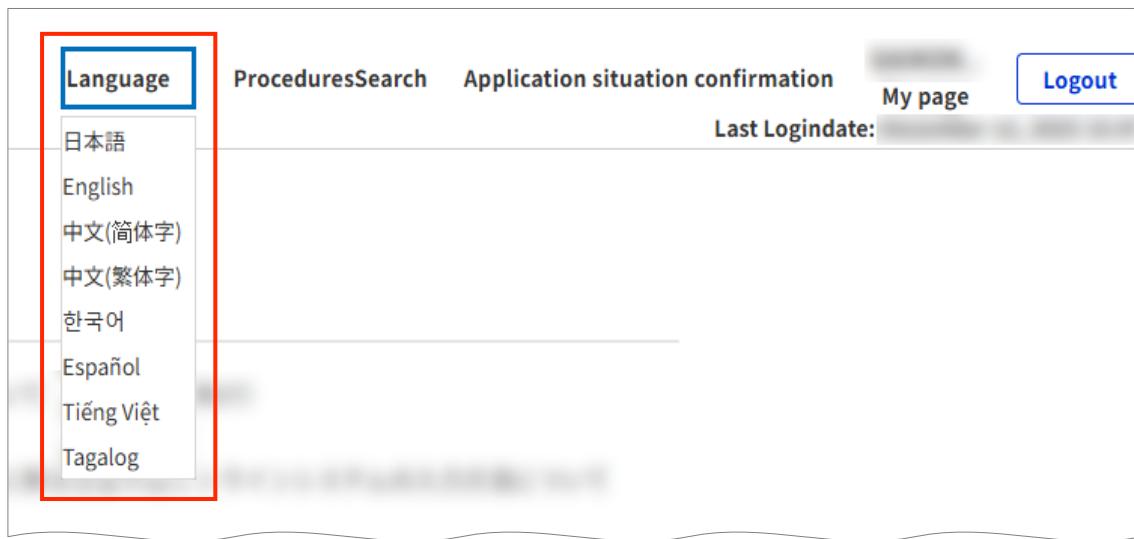
Language ProceduresSearch Application situation confirmation Login

General Notices

List of Notices >

1.5 Changing the Language to Display

To change the language to display, click [Language]. Select from the eight languages in the pull-down menu.



Menu	Language
日本語	Japanese
English	English
中文(简体字)	Chinese (Simplified)
中文(繁体字)	Chinese (Traditional)
한국어	Korean
Español	Spanish
Tiếng Việt	Vietnamese
Tagalog	Tagalog

2 Preparing to Use the Electronic Notification System (User Registration and Request for Use)

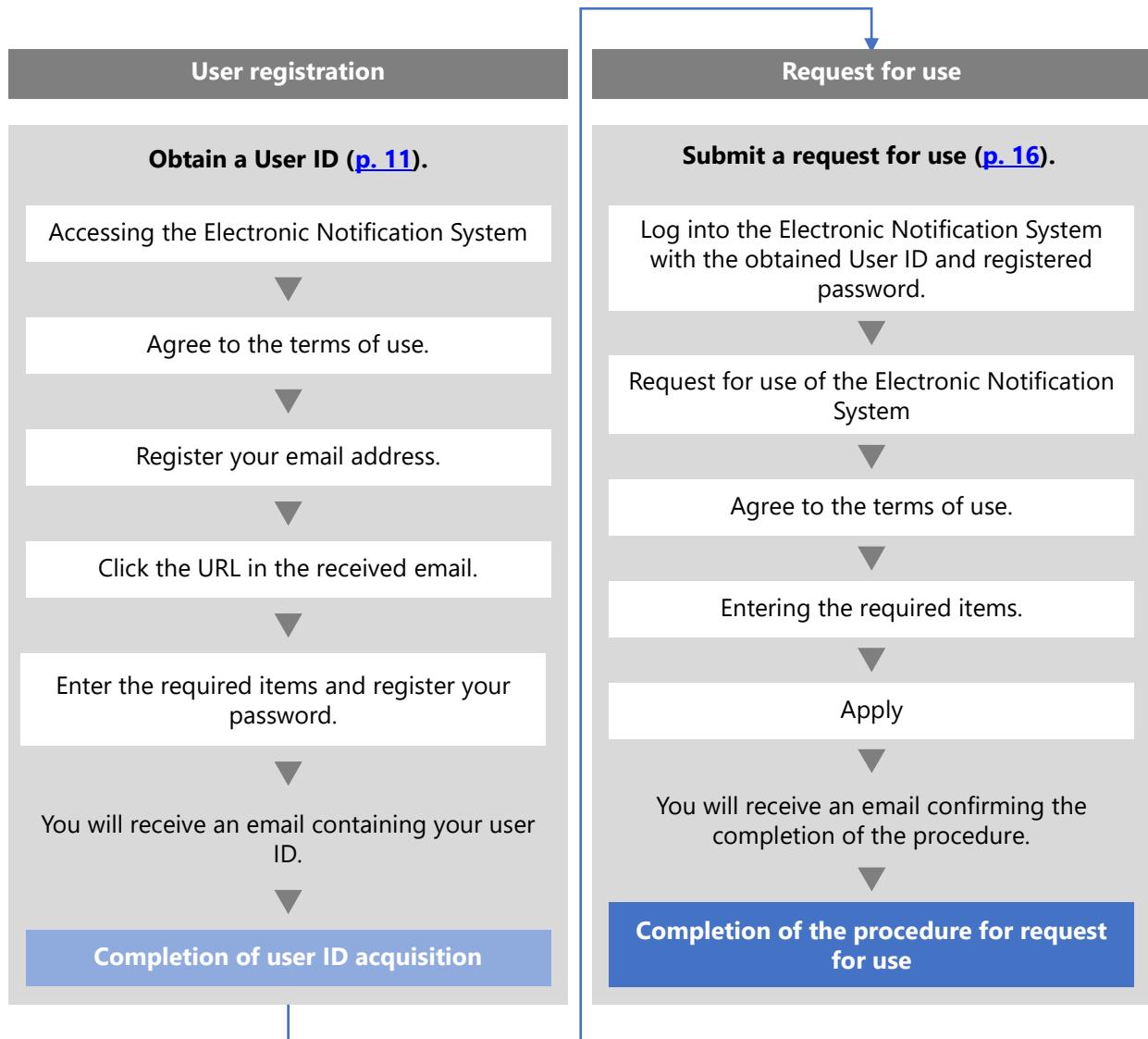
To submit a notification using the Electronic Notification System, user registration and request for use are required. This chapter explains how to register as a user and submit a request for use.

Important

- Medium- to long-term residents — who set an authentication ID and password on the Electronic Notification System before December 31, 2025 — can log in using the same authentication ID and password. Proceed to "[Login](#)" (p. 36).
- Medium- to long-term residents — who possess a User ID (formerly: Authentication ID) and password for the Online Residence Application System — can log in using the same User ID and password. Proceed to "[Login](#)" (p. 36).
- Even if you have completed the request for use for the Electronic Notification System, you cannot submit an application using the "Online Residence Application System". To use the Online Residence Application System, you must submit a request for use of the Online Residence Application System. Follow "[Applying to Use the Online Residence Application System](#)" (p. 22) or refer to the operation manual for the Online Residence Application System.

2.1 Significance of User Registration and Request for Use

User registration is the procedure for obtaining a User ID to log into the Electronic Notification System. Request for use is the procedure that enables you to submit each notification after logging into the Electronic Notification System. The processes for user registration and request for use are as follows.



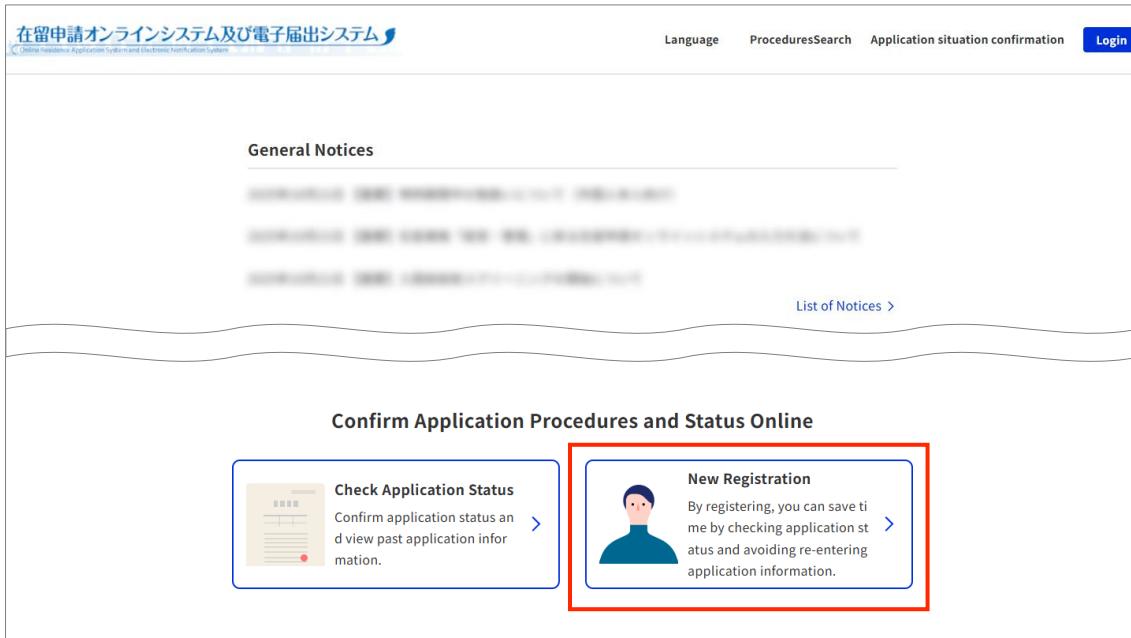
2.2 Obtaining a User ID

To log into the Electronic Notification System, you need your User ID. This section explains how to obtain a user ID.

1 Open the top page of the Electronic Notification System in your browser.

See "[Accessing the Electronic Notification System](#)" (p. 34).

2 Click [New Registration].



The [Explanation of User Registration] screen is displayed.

3 Review the terms of use. If you agree to the terms, click [Agree].

Explanation of User Registration

Please be sure to read the following contents.

Once you have registered your user information, you will be able to log in as a user for subsequent procedures. Furthermore, the registered information can be used for each procedure, simplifying the input process. If you plan to use this service repeatedly, we recommend registering your user information.

[< terms of service>](#)

利用規約

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在留申請オンラインシステム及び電子届出システムを利用して地方出入国在留管理局長に対してインターネットを通じた在留諸申請及び出入国在留管理局長官に対してインターネットを通じた届出に係る手続を行うためには、下記規約に同意いただくことが必要です。
なお、下記規約は日本語で定義されたものです。下記規約の翻訳版と日本語版に相違がある場合は、日本語版が優先されるものとします。

記

1. 利用可能な時間
在留申請オンラインシステム及び電子届出システム（以下「本システム」という。）は、原則24時間365日、ご利用いただけます。ただし、本システムのメンテナンス等の必要があるときは、Userへの事前の通知を行うことなく、本システムの運用の停止等を行うことができます。
なお、地方公共団体情報システム推進が運営する公的個人認証サービスの運用状況により、マイナンバーカードに記録された電子証明書の検

By clicking the "Agree" button, it will be considered that you have agreed to this explanation.

If you'd understand the above, please agree and advance.

Agree >

The [Email address input] screen is displayed.

4 Enter your email address in the [Please enter your email address.] and [Please enter your email address (for confirmation).] fields, and then click [Register].

⚠ Important

- Configure your settings to receive emails from the domain "@rasens-immi.moj.go.jp".

Email address input

Please enter your email address. **Required**

Please enter your email address (for confirmation). **Required**

Register >

The [Email Sent (User Registration)] screen appears, and an email is sent to the registered email address.

5 Click the URL in the received email.

Important

- You can proceed to the [UserRegistration] screen within 24 hours after the email is sent. If more than 24 hours have passed, you will need to start over by entering your email address.

The Electronic Notification System will open in your browser.

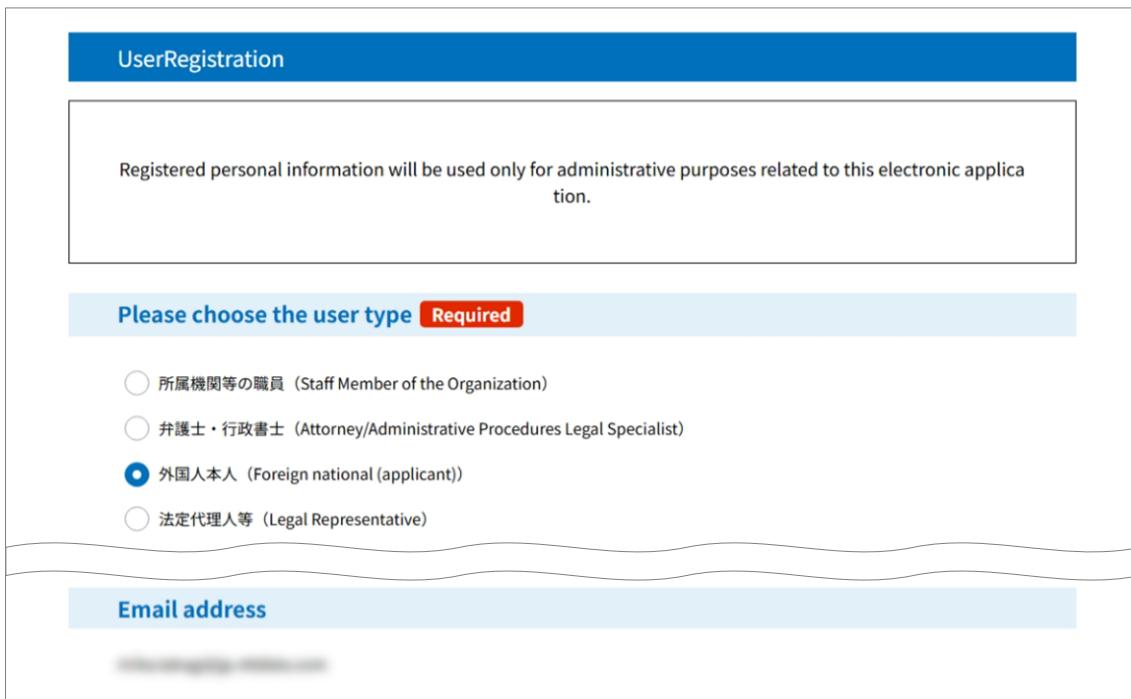
The [UserRegistration] screen is displayed.

6 Enter the required items.

For the user type, select [Foreign national (applicant)].

Important

- For the items marked with a “Required” icon, be sure to fill them in. If you do not fill them in, an error will occur and you will not be able to proceed.



The screenshot shows the UserRegistration screen. At the top, a blue header bar displays the text "UserRegistration". Below the header, a message in a box states: "Registered personal information will be used only for administrative purposes related to this electronic application." A light blue horizontal bar below the message box contains the text "Please choose the user type" followed by a red "Required" label. Underneath this bar is a list of four user type options, each preceded by a radio button. The fourth option, "外国人本人 (Foreign national (applicant))", has a blue circle with a dot, indicating it is selected. The other three options are empty circles. At the bottom of the screen, there is a light blue bar with the text "Email address" and a blurred email address field.

⚠ Important

- The password must be 10 to 20 characters in length.
- Enter at least one character from each of the following four categories: uppercase letters, lowercase letters, numbers, and symbols (\$, %, &, =, @, _, #, *, +, -, ?, !). The entry screen states "more than 4 kinds of character", but the correct description is "4 kinds of character".

The screenshot shows a user interface for password entry. At the top, a blue header bar contains the text "Please input a password" and "Required". Below this, a message in a smaller font says: "Please input a password by 10-20 character and more than 4 kinds of character. The practicable characters are an English capital letter, an English small letter, a figure and a symbol." Below the message is a large, empty input field. Below the input field, another blue header bar contains the text "Please input a password (for confirmation)" and "Required". Below this, a message says: "Please input the same one again." Below the message is another large, empty input field.

7 Click [Proceed to Confirmation].

The screenshot shows a user interface for user registration confirmation. At the top, a blue header bar contains the text "Email address". Below this, a large input field contains a blurred email address. At the bottom, a blue button with the text "Proceed to Confirmation >" is highlighted with a red box.

⚠ Important

- If any of the entries is invalid, the name of the item with the error will turn yellow and a red mark **⚠** will appear. Check the error details and re-enter the information.
- Example of an error in the [Please input a password] field

The screenshot shows a user interface for password entry. At the top, a blue header bar contains the text "Please input a password" and "Required". Below this, a message in a smaller font says: "⚠ A password Required is an input item." Below the message is a large input field, which is highlighted with a red box. Below the input field, another message says: "Please input a password by 10-20 character and more than 4 kinds of character. The practicable characters are an English capital letter, an English small letter, a figure and a symbol."

The [User registration confirmation] screen is displayed.

8 Confirm that all entered information is correct, and then click [Register].

User registration confirmation

May I register by the following contents?

The user section	□
User ID	□
Name (English letter)	□
Telephone number	□
Email address	□

< Return to Input Register >

A user ID is issued, and the [UserCompleting registration] screen is displayed.
An email containing your user ID will be sent to the registered email address.

9 Click [Return to Login].

UserCompleting registration

User: □ Has been registered.
Your User ID is as follows.
User ID: □

※Application is not complete.
If you wish to apply, please log in with the registered User ID and complete your application.

< Return to Login >

The [User Login] screen is displayed.

You are now able to log into the Electronic Notification System.

Log into the Electronic Notification System and submit a request for use. Proceed to "[Submitting a Request for Use](#)" (p. 16).

2.3 Submitting a Request for Use

Log into the Electronic Notification System and submit a request for use. After completing the use request procedure, you will be able to submit each notification.

1 Enter your user ID and password, and then click [Login].

User Login

Please enter the ID issued upon user information registration and the password you registered.

User ID

Password

[Click here if you forgot your user ID](#)
[Click here if you forgot your password](#)

Login >

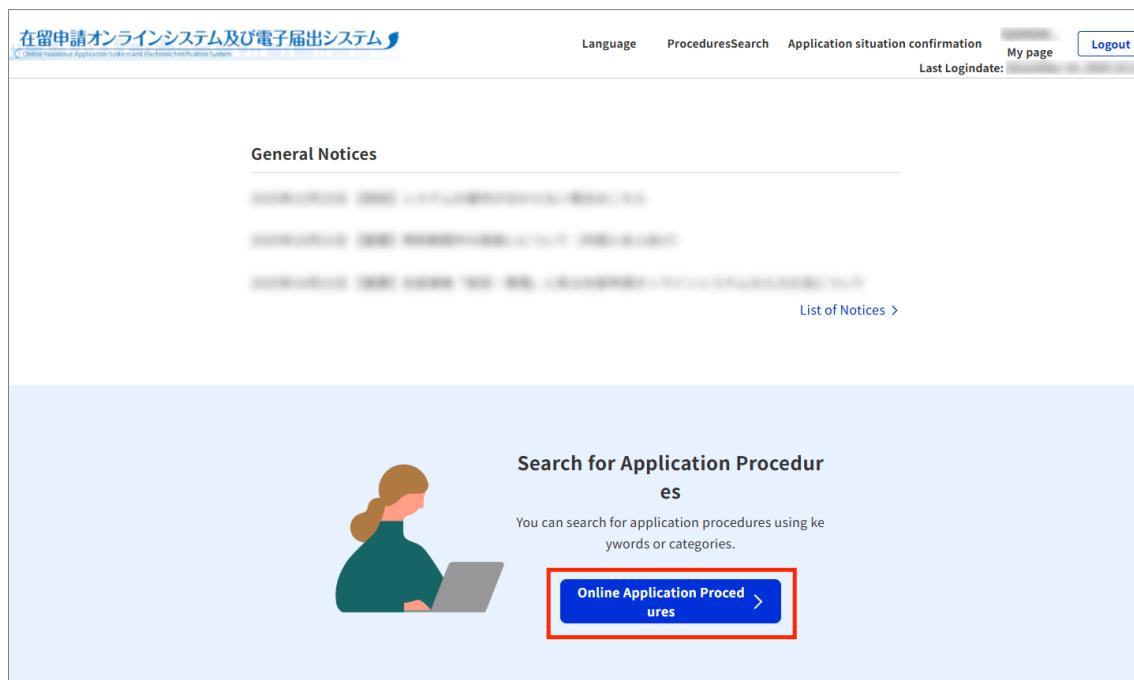
Item Name	Description
User ID	Enter the "User ID" acquired in " Obtaining a User ID " (p. 11). It has been mentioned in the email.
Password	Enter the password registered in " Obtaining a User ID " (p. 11).

Reference

- If you enter the wrong password five times in a row, your account will be locked and you will be unable to log into the system. After 24 hours have passed, the lock will be lifted and you will be able to log into the system. To unlock immediately, see "[If You Forgot Your Password](#)" (p. 40).
- If you have forgotten your user ID, see "[If You Forgot Your User ID](#)" (p. 39).
- If you have forgotten your password, see "[If You Forgot Your Password](#)" (p. 40).

Log into the Electronic Notification System.

2 Click [Online Application Procedures].

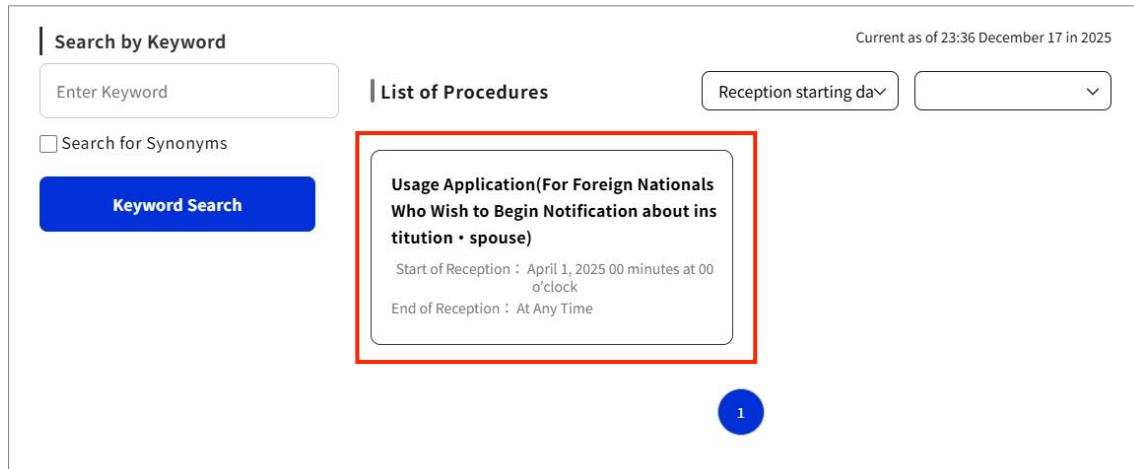


The [Online Application Procedures] screen is displayed.

3 Click [Usage Application(For Foreign Nationals Who Wish to Begin Notification about institution · spouse)] under [List of Procedures].

Reference

- To search for procedures, see "[Searching for Procedures](#)" (p. 67).



The [The Procedures explanation] screen is displayed.

4 Review the terms of use. If you agree to the terms, click [Agree].

The Procedures explanation

Procedures name	Usage Application(For Foreign Nationals Who Wish to Begin Notification about institution・spouse)  Add to Favorites
The explanation	
Reception time	0:00 April 1 in 2025 -

Contact information

< terms of service >

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By clicking the "Agree" button, it will be considered that you have agreed to this explanation.

If you'd understand the above, please agree and advance.

< Return to List
Agree
>

The [Application] screen is displayed.

5 Enter the required items.

If there are any fields that are not automatically filled in, fill them in.

! **Important**

- For the items marked with a "Required" icon, be sure to fill them in. If you do not fill them in, an error will occur and you will not be able to proceed.

i **Reference**

- If you want to temporarily save data while entering it, see "[Saving/Loading Data During Entry](#)" (p. 68).
- For [Telephone number], you may also enter a mobile phone number.

User Information Input

Enter your user information.
Follow the information written in your Resident Card precisely, as you enter your user information.
In case your name is not written in English on your residence Card, enter your name spelling it as it appears on your passport.

UserName (English letter) Required

1-byte alphanumeric letters (upper case), up to 12 letters
Example) AB12345678CD

Telephone number Required

Up to 12 1-byte letters
Example) 0312345678

6 Click [Proceed to Confirmation].

Telephone number Required

Up to 12 1-byte letters
Example) 0312345678

Proceed to Confirmation >

⚠ Important

- If any of the entries is invalid, the name of the item with the error will turn yellow and a red mark **⚠** will appear. Check the error details and re-enter the information.

Example of an error in the [Date of birth] field

Date of birth Required

⚠ Date of birth Required is an input item.

生年月日に不明な点は無い No unknown point about the date of birth
 年月日不詳 Unknown about year,month and day of birth
 月日不詳 Unknown about month and day of birth
 日不詳 Unknown about day of birth

 Calendar

The [Application confirmation] screen is displayed.

7 Confirm that all of your entries are correct, and then click [Apply].

Application confirmation

The application is not yet complete.

If the following information is correct, please press the "Apply" button. If you need to make corrections, please press the "Return to Input" button.

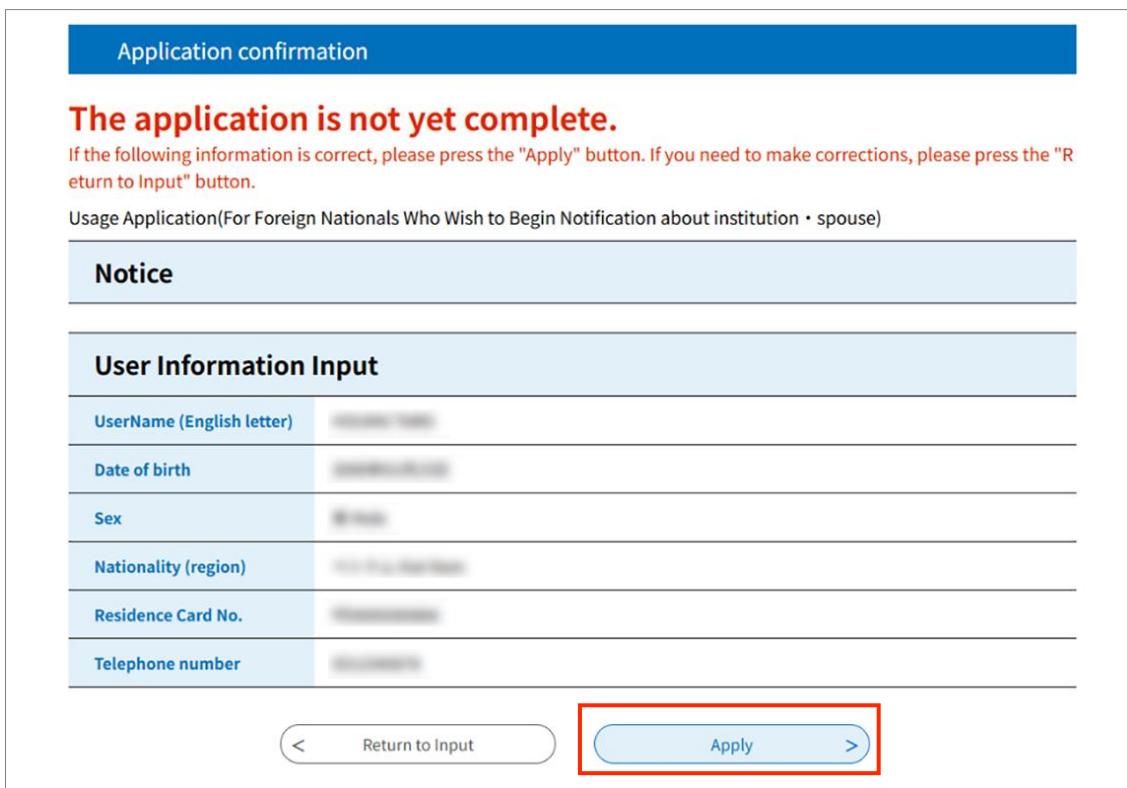
Usage Application(For Foreign Nationals Who Wish to Begin Notification about institution + spouse)

Notice

User Information Input

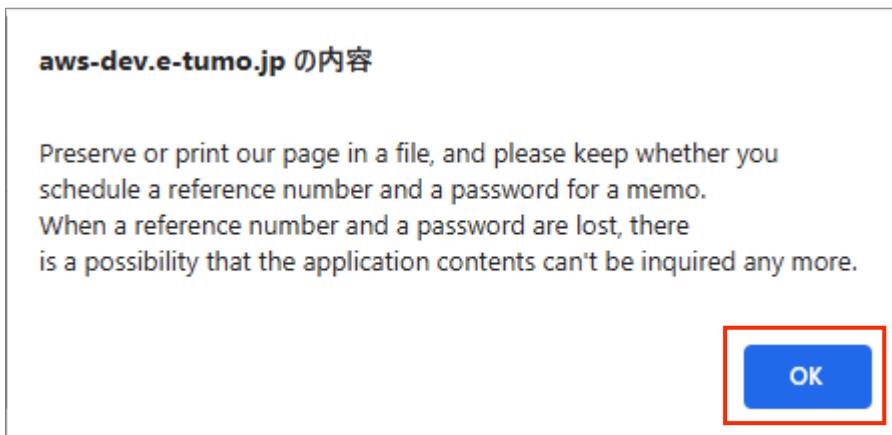
UserName (English letter)	██
Date of birth	██
Sex	██
Nationality (region)	██
Residence Card No.	██
Telephone number	██

< Return to Input Apply >



A pop-up message is displayed.

8 Click [OK].



i Reference

- When inquiring about your application details, you do not need your reference number and password. Therefore, there is no need to jot down the reference number and password.

The [Application Completed] screen is displayed, and your application is finalized.

Application Completed

Application completed. Your application has been submitted and the application number was received.

Your application has been completed

The mailing and the password on which a reference number was indicated.

If the email address is incorrect or if filters are set up,
The email may not be delivered.

Reference number	██████████
Password	██████████

When confirming the application situation from now on, a reference number and a password are the needed important number.
Please ensure that the password is kept secure and not shared with others.

If there are any issues with the submitted information, we may contact you separately.

< [Return to List](#)

Reference

- When inquiring about your application details, you do not need your reference number and password.
Therefore, there is no need to jot down the reference number and password.

The procedure for applying to use the Electronic Notification System is now complete. An email will be sent to notify you that the procedure has been completed.

Next, you will proceed with notification submission. See "[Submitting Notification Relating to the Institution • Spouse](#)" (p. 42).

2.4 Applying to Use the Online Residence Application System

If you have a User ID for the Electronic Notification System (formerly: authentication ID), you can also apply to use the Online Residence Application System.

This section explains how to apply to use the Online Residence Application System.

Important

- Applying to use the Online Residence Application System is required when submitting residence-related applications.

1 See the Startup Guide (<https://www.moj.go.jp/isa/content/001368955.pdf>) and prepare the following:

- Prepare the Individual Number card.
- Install the Mynaportal app on your smartphone.

Important

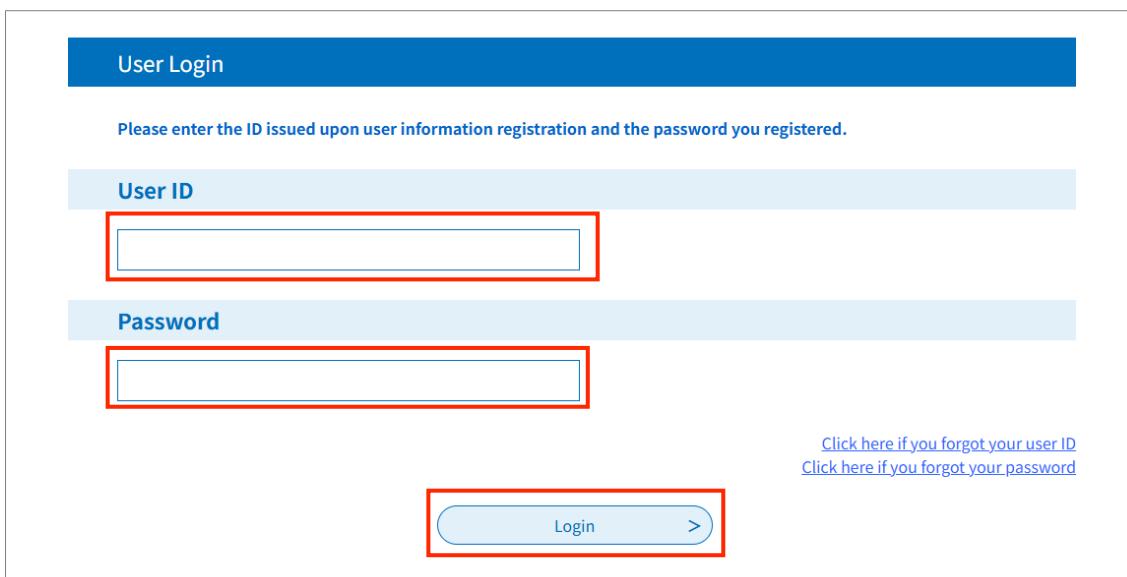
- Handling During the Special Period

During the special period, the functions available in the online system are limited.

For details, refer to the page below.

https://www.moj.go.jp/isa/11_00068.html

2 Enter your user ID and password, and then click [Login].



The image shows a user login interface with the following elements:

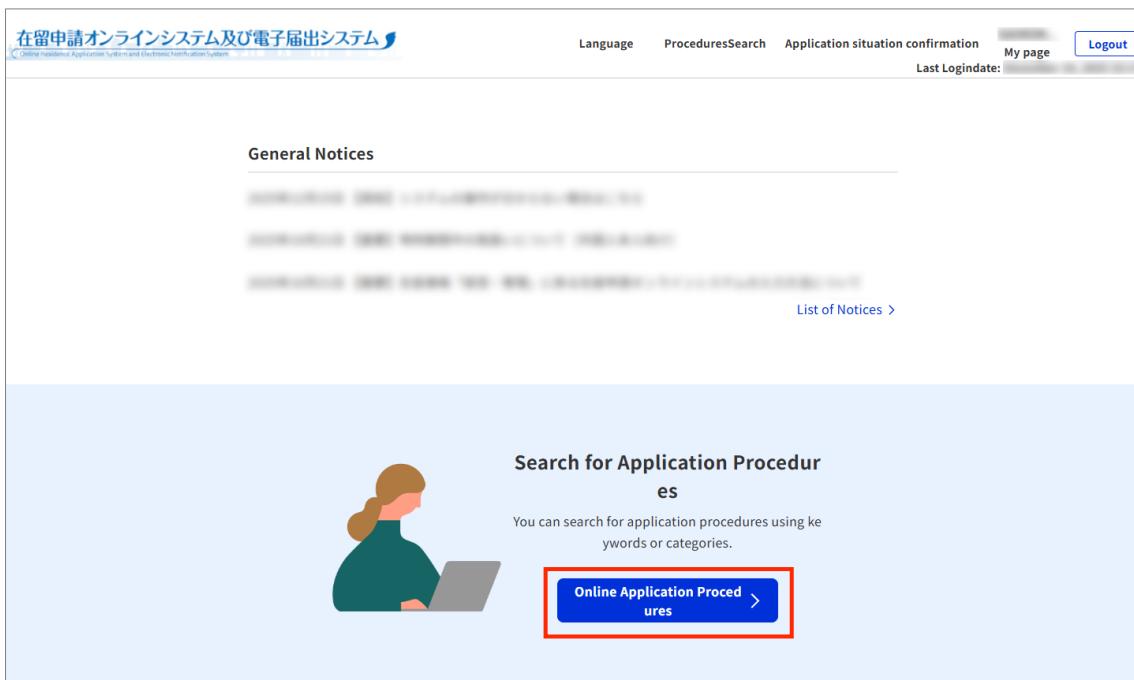
- User Login** (Blue header bar)
- User ID** (Text label) followed by a text input field (highlighted with a red border).
- Password** (Text label) followed by a text input field (highlighted with a red border).
- Login** (Blue button with a right-pointing arrow, highlighted with a red border).
- Links** at the bottom right: "Click here if you forgot your user ID" and "Click here if you forgot your password".

i **Reference**

- If you enter the wrong password five times in a row, your account will be locked and you will be unable to log into the system. After 24 hours have passed, the lock will be lifted and you will be able to log into the system. To unlock immediately, see "[If You Forgot Your Password](#)" (p. 40).
- If you have forgotten your user ID, see "[If You Forgot Your User ID](#)" (p. 39).
- If you have forgotten your password, see "[If You Forgot Your Password](#)" (p. 40).

Log into the Electronic Notification System.

3 Click [Online Application Procedures].

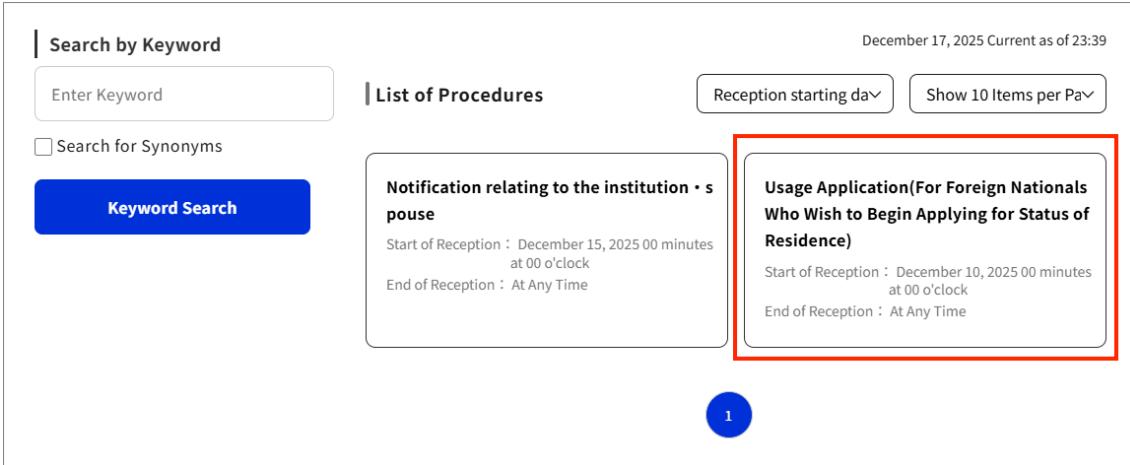


The [Online Application Procedures] screen is displayed.

4 Click [Usage Application(For Foreign Nationals Who Wish to Begin Applying for Status of Residence)] under [List of Procedures].

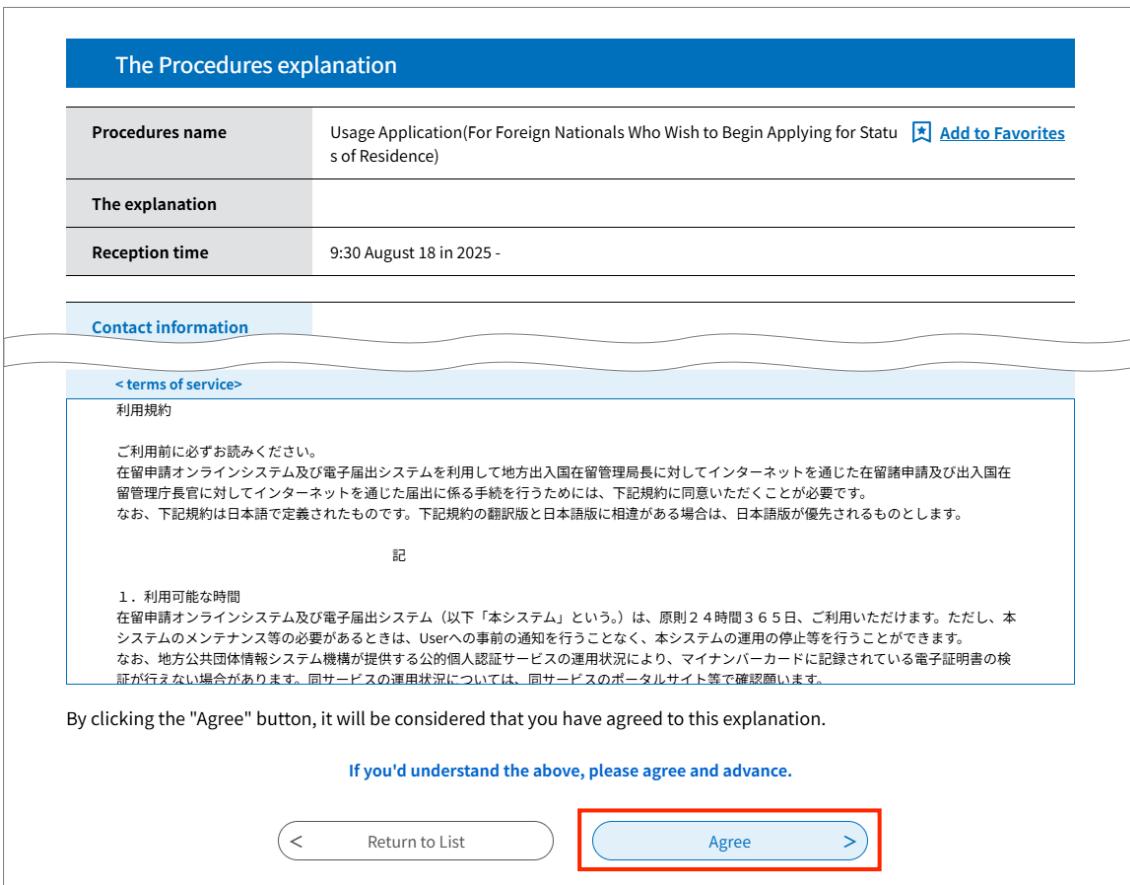
Reference

- To search for procedures, see "[Searching for Procedures](#)" (p. 67).



The [The Procedures explanation] screen is displayed.

5 Review the terms of use. If you agree to the terms, click [Agree].



By clicking the "Agree" button, it will be considered that you have agreed to this explanation.

If you'd understand the above, please agree and advance.

The [About Electronic Certificate Reading] screen is displayed.

6 Click [Proceed to Next].

About Electronic Certificate Reading

To apply, you will need to provide the digital certificate (password) for user authentication on your My Number Card,
And we will need to read the basic four information items (name, address, date of birth, and gender).

For electronic applications, there is a risk that someone else may impersonate the applicant or that the information could be tampered with by a third party during transmission.

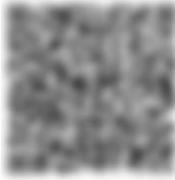
To prevent such impersonation and information tampering, We ask for identity verification using a digital certificate.

Proceed to Next >

The [QR Code for Reading Digital Certificates for User Authentication on Smartphones] screen is displayed.

QR Code for Reading Digital Certificates for User Authentication on Smartphones

Please use the "MynaPortal" app on your smartphone to scan the QR code. Follow the app's instructions to complete the process of reading the digital certificate for user authentication.



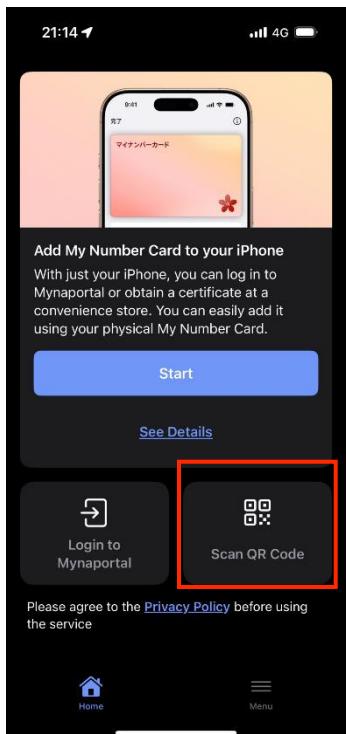
< Return to List

◆◆◆ Waiting for the user identification digital certificate to be read ◆◆◆

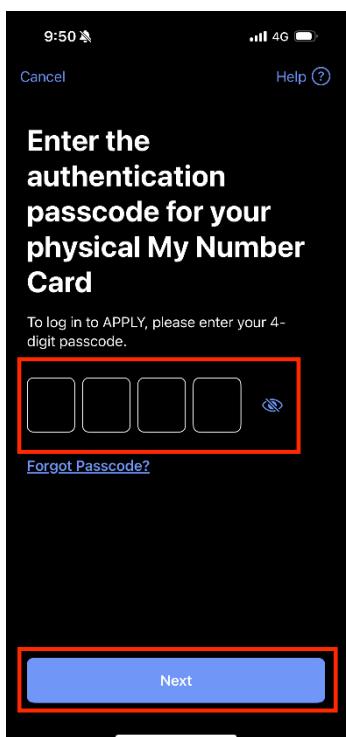
7 Launch the Mynaportal app on your smartphone.

The Mynaportal app is supported by iPhone and Android devices. For the supported devices, visit the Mynaportal website.

- 8 Tap [Scan QR Code] in the Mynaportal app and scan the “QR Code for Reading Digital Certificates for User Authentication on Smartphones” displayed on your computer.**



- 9 In the Mynaportal app, enter your Individual Number card’s PIN for the electronic certificate for user certification and tap [Next].**

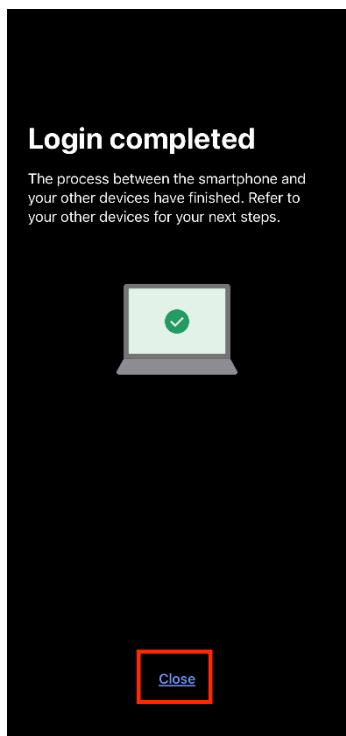


10 Scan your Individual Number card with your smartphone. Place your smartphone on the top of your Individual Number card and tap [Scan].



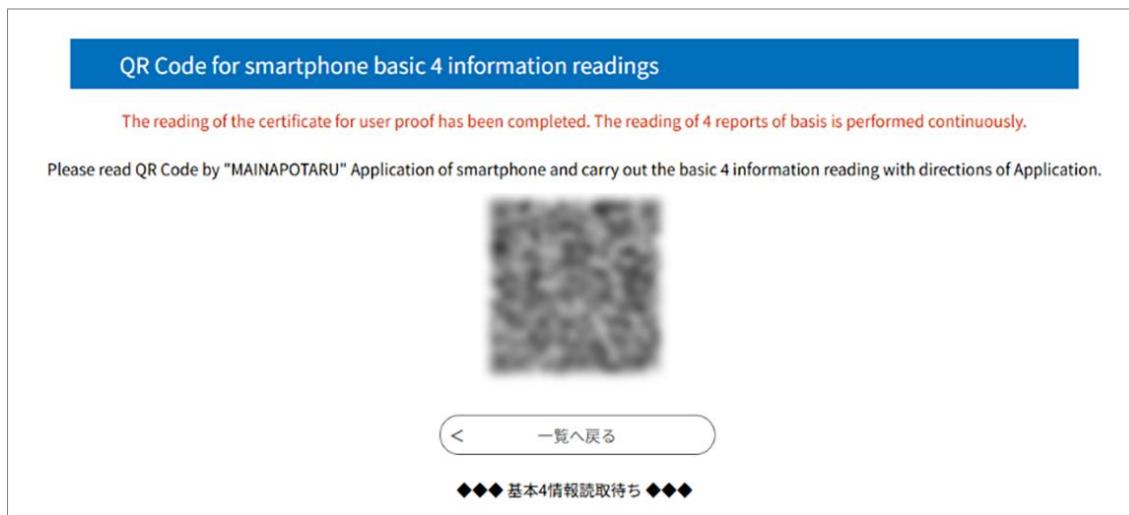
If the card is read successfully, the [Login completed] screen is displayed.

11 Tap [Close] in the Mynaportal app.



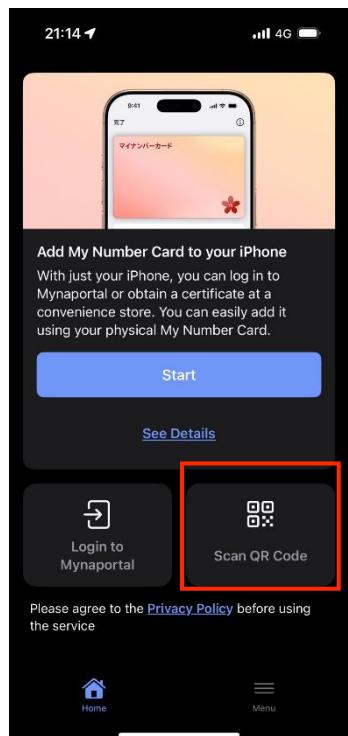
The reading of the user authentication certificate is now complete.

The [QR Code for smartphone basic 4 information readings] screen is displayed on your computer.

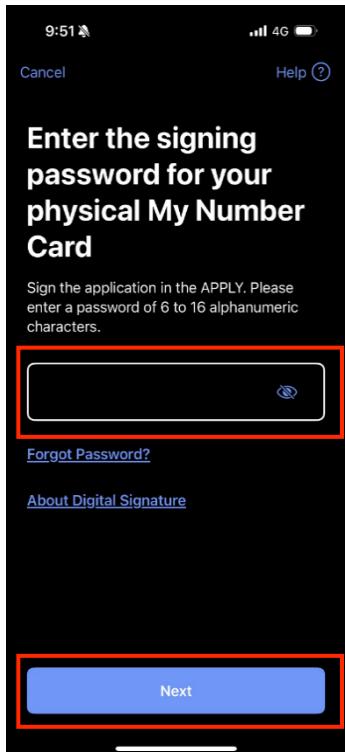


Next, you will proceed with reading the basic 4 information.

12 Tap [Scan QR Code] in the Mynaportal app and scan the “QR Code for smartphone basic 4 information readings” displayed on your computer.



13 Enter your Individual Number card's user authentication PIN and tap [Next].

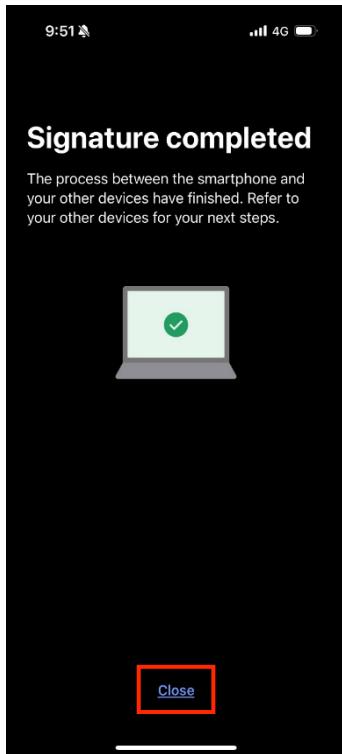


14 Scan your Individual Number card with your smartphone. Place your smartphone on the top of your Individual Number card and tap [Scan].



If the card is read successfully, the [Signature completed] screen is displayed.

15 Tap [Close].



The procedure in the Mynaportal app is now complete.

The [Application] screen is displayed on your computer.

16 Enter the required items.

If there are any fields that are not automatically filled in, fill them in.

Important

- For the items marked with a "Required" icon, be sure to fill them in. If you do not fill them in, an error will occur and you will not be able to proceed.

Reference

- If you want to temporarily save data while entering it, see "[Saving/Loading Data During Entry](#)" (p. 68).

User Information Input

Enter your user information.
Follow the information written in your Resident Card precisely, as you enter your user information.
In case your name is not written in English on your residence Card, enter your name spelling it as it appears on your passport.

UserName (English letter) Required Basic 4 Info Read

Up to 12 1-byte letters
Example) 0312345678

Residence Card No. Required

1-byte alphanumeric letters (upper case), up to 12 letters
Example) AB12345678CD

17 Click [Proceed to Confirmation].

Residence Card No. Required

1-byte alphanumeric letters (upper case), up to 12 letters
Example) AB12345678CD

Proceed to Confirmation > (The button is highlighted with a red border)

Important

- If any of the entries is invalid, the name of the item with the error will turn yellow and a red mark  will appear. Check the error details and re-enter the information.

Example of an error in the [Postal Code] field

Postal Code Required

 **Postal CodeA HA input itemRequired.**

If you are unsure what the postal code is, enter "0000000.
1-byte numbers, 7 characters.
Example) 1234567

Postal Code Address Search

The [Application confirmation] screen is displayed.

18 Confirm that all of your entries are correct, and then click [Apply].

Application confirmation

The application is not yet complete.

If the following information is correct, please press the "Apply" button. If you need to make corrections, please press the "Return to Input" button.

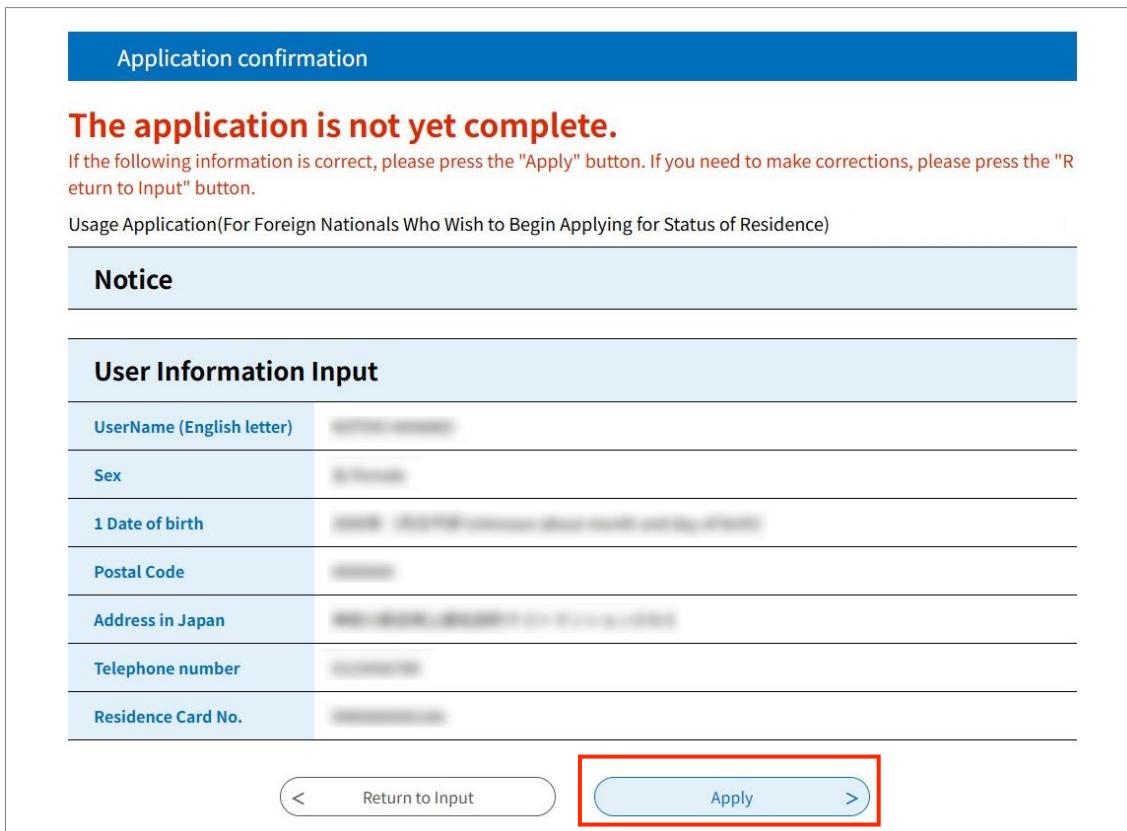
Usage Application(For Foreign Nationals Who Wish to Begin Applying for Status of Residence)

Notice

User Information Input

UserName (English letter)	[REDACTED]
Sex	[REDACTED]
1 Date of birth	[REDACTED]
Postal Code	[REDACTED]
Address in Japan	[REDACTED]
Telephone number	[REDACTED]
Residence Card No.	[REDACTED]

< Return to Input Apply >



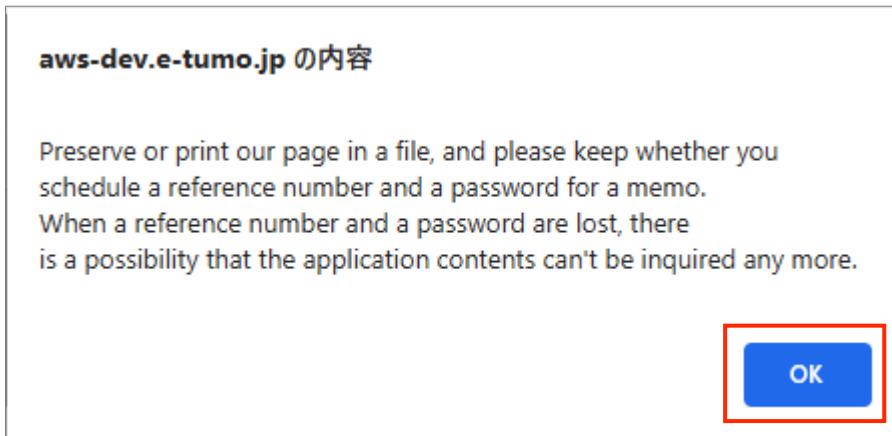
A pop-up message is displayed.

19 Click [OK].

aws-dev.e-tumo.jp の内容

Preserve or print our page in a file, and please keep whether you schedule a reference number and a password for a memo.
When a reference number and a password are lost, there is a possibility that the application contents can't be inquired any more.

OK



i Reference

- When inquiring about your application details, you do not need your reference number and password. Therefore, there is no need to jot down the reference number and password.

The [Application Completed] screen is displayed, and your application is finalized.

Application Completed

The application for the procedure has been received.

Your application has been completed

The following reference number is assigned.

If the email address is incorrect or if filters are set up, the email may not be delivered.

Reference number: [REDACTED]

When confirming the application situation from now on, a reference number is the needed important number.

I User Logindo the application situation and apply Please check it from an inquiry.

If there are any issues with the submitted information, we may contact you separately.

[Return to List](#)

Reference

- When inquiring about your application details, you do not need your reference number and password. Therefore, there is no need to jot down the reference number and password.

The procedure for applying to use the Online Residence Application System is now complete. An email will be sent to notify you that the procedure has been completed.

3 Login/Logout for the Electronic Notification System

This chapter explains how to access the Electronic Notification System, how to log into the system, and how to log out of the system.

Important

- Medium- to long-term residents — who set an authentication ID and password on the Electronic Notification System before December 31, 2025 — can log in using the same authentication ID and password. Proceed to “[Login](#)” (p. 36).
- Medium- to long-term residents — who possess a User ID (formerly: Authentication ID) and password for the Online Residence Application System — can log in using the same User ID and password. Proceed to “[Login](#)” (p. 36).

3.1 Accessing the Electronic Notification System

This section explains how to access the Electronic Notification System with your browser via the internet.

- 1 Access the “Immigration Services Agency Electronic Notification System Portal Site” page on the Immigration Services Agency website (https://www.moj.go.jp/isa/applications/online/i-ens_index.html) using your browser.**
- 2 Click the button below:**

所属機関等に関する届出（法第19条の16）と
所属機関による届出（法第19条の17）はこちら

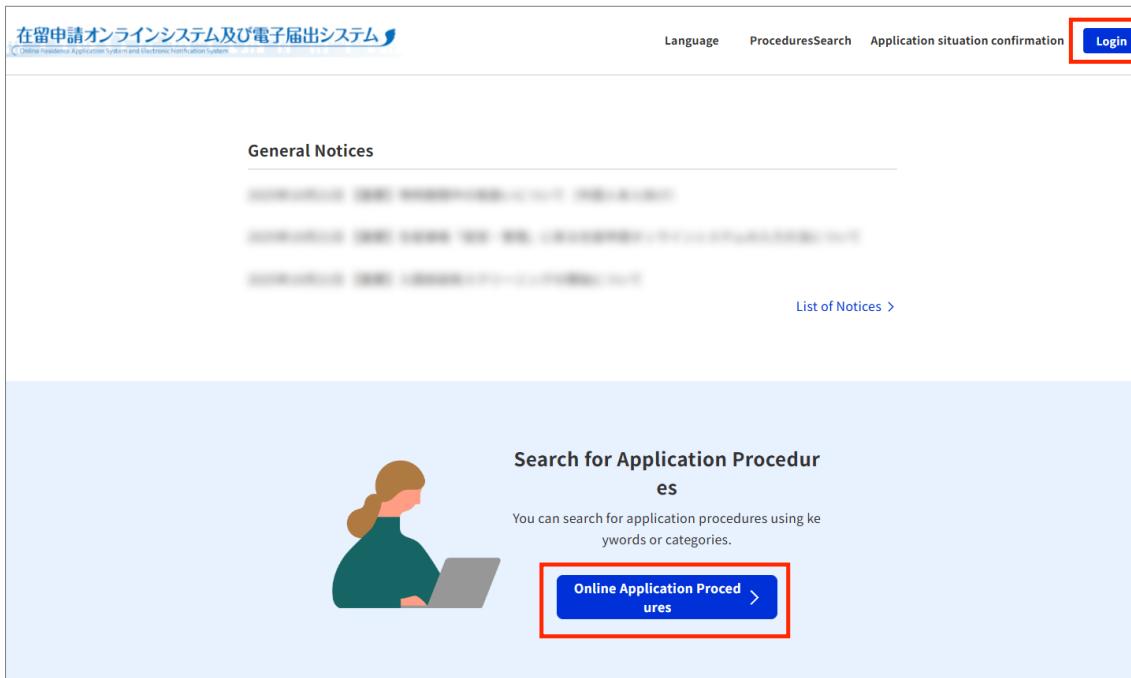
The top page of the Electronic Notification System is displayed.

3.2 Login

This section explains how to log into the Electronic Notification System.

To log into the system, you need your User ID (formerly: Authentication ID) and password. See "["Obtaining a User ID"](#) (p. 11).

1 Click [Online Application Procedures] or [Login].



The [User Login] screen is displayed.

2 Enter your User ID (formerly: Authentication ID) and password, and then click [Login].

Item Name	Description
User ID	Enter the "User ID" acquired in " Obtaining a User ID " (p. 11). It has been mentioned in the email.
Password	Enter the password registered in " Obtaining a User ID " (p. 11).

Reference

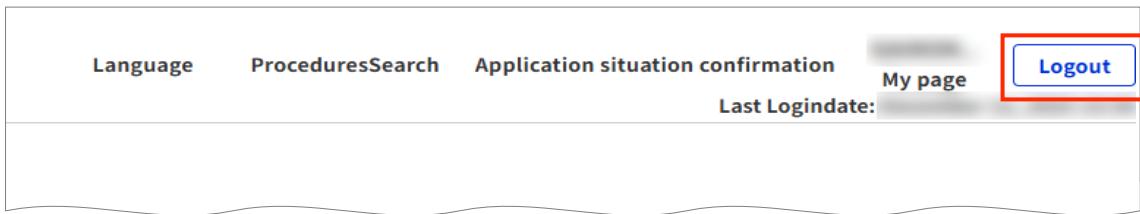
- If you enter the wrong password five times in a row, your account will be locked and you will be unable to log into the system. After 24 hours have passed, the lock will be lifted and you will be able to log into the system. To unlock immediately, see "[If You Forgot Your Password](#)" (p. 40).
- If you have forgotten your user ID, see "[If You Forgot Your User ID](#)" (p. 39).
- If you have forgotten your password, see "[If You Forgot Your Password](#)" (p. 40).

Log into the Electronic Notification System.

3.3 Logout

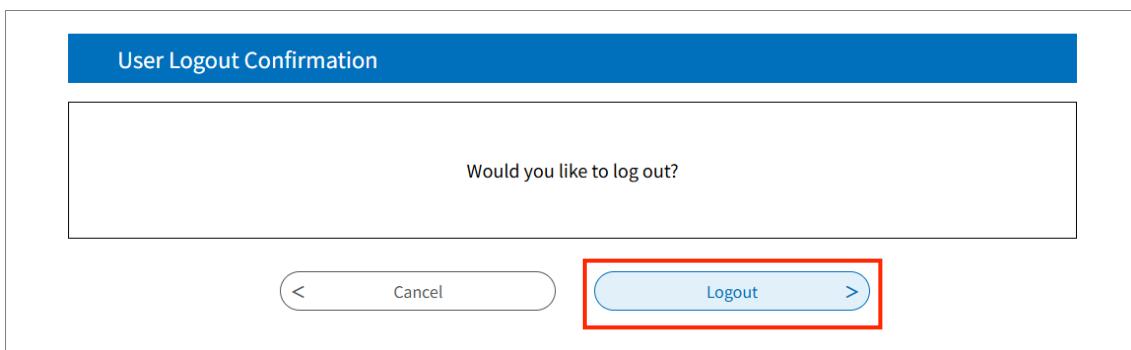
This section explains how to log out of the Electronic Notification System.

1 Click [Logout].



The [User Logout Confirmation] screen is displayed.

2 Click [Logout].



Now you have logged out of the Electronic Notification System.

3.4 If You Forgot Your User ID

This section explains how to receive your user ID via email if you have forgotten it. Medium- to long-term residents who forget their User IDs can receive an email containing their User IDs via the Electronic Notification System.

1 On the [User Login] screen, click [Click here if you forgot your user ID].

The screenshot shows the 'User Login' screen. At the top, a blue header bar contains the text 'User Login'. Below it, a message says 'Please enter the ID issued upon user information registration and the password you registered.' There are two input fields: 'User ID' and 'Password'. To the right of these fields are two links: 'Click here if you forgot your user ID' and 'Click here if you forgot your password'. At the bottom is a blue 'Login' button with a right-pointing arrow.

The [Email Address Input (User ID Notification)] screen is displayed.

2 Enter the email address and the name (in English) you registered when doing user registration, and then click [Complete].

The screenshot shows the 'Email Address Input (User ID Notification)' screen. At the top, a blue header bar contains the text 'Email Address Input (User ID Notification)'. Below it, a message says 'Please enter your registered email address and name (in English). Enter 1-byte alphanumeric characters (upper case), up to 100 characters. Separate two words by a space.' There is a note: 'Since January 5, 2026, you have not registered your name (in English), so you cannot complete this procedure with the name of the person who registered after January 5, 2026, please enter the name (in English) of the person responsible for registration at that time.' Below this is a 'Please enter your email address' field with a red border and a 'Required' label. Below that is a 'Please input Name (English letter)' field with a red border and a 'Required' label. At the bottom are two buttons: 'Return to Login' and 'Complete', with 'Complete' also having a red border.

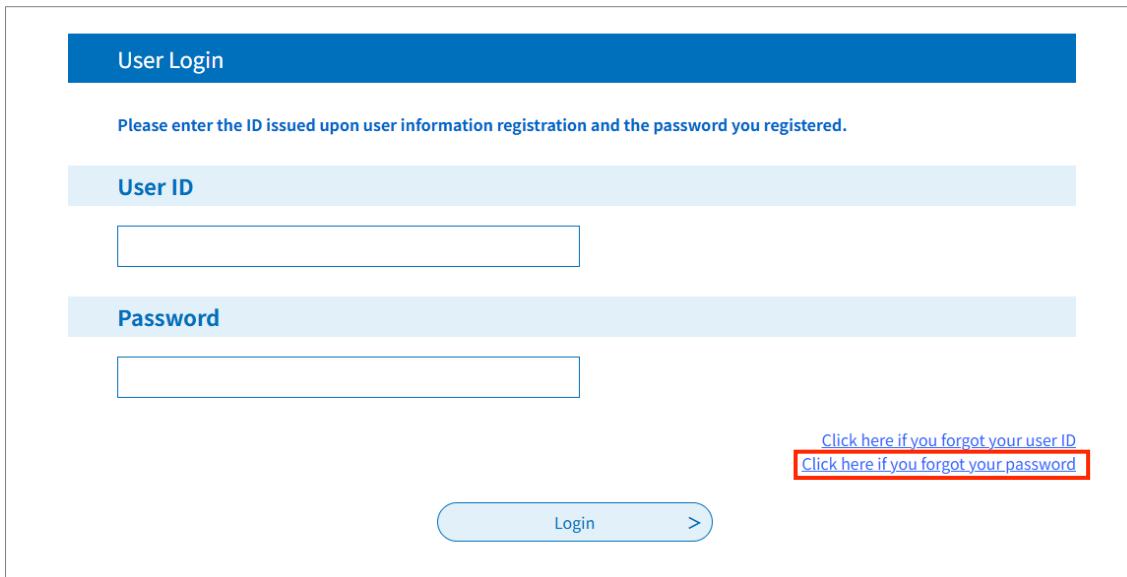
You will receive an email containing your user ID.

3.5 If You Forgot Your Password

This section explains how to set your password again if you have forgotten it.

If you want to unlock your password immediately after it is locked, also follow the steps below to set it again:

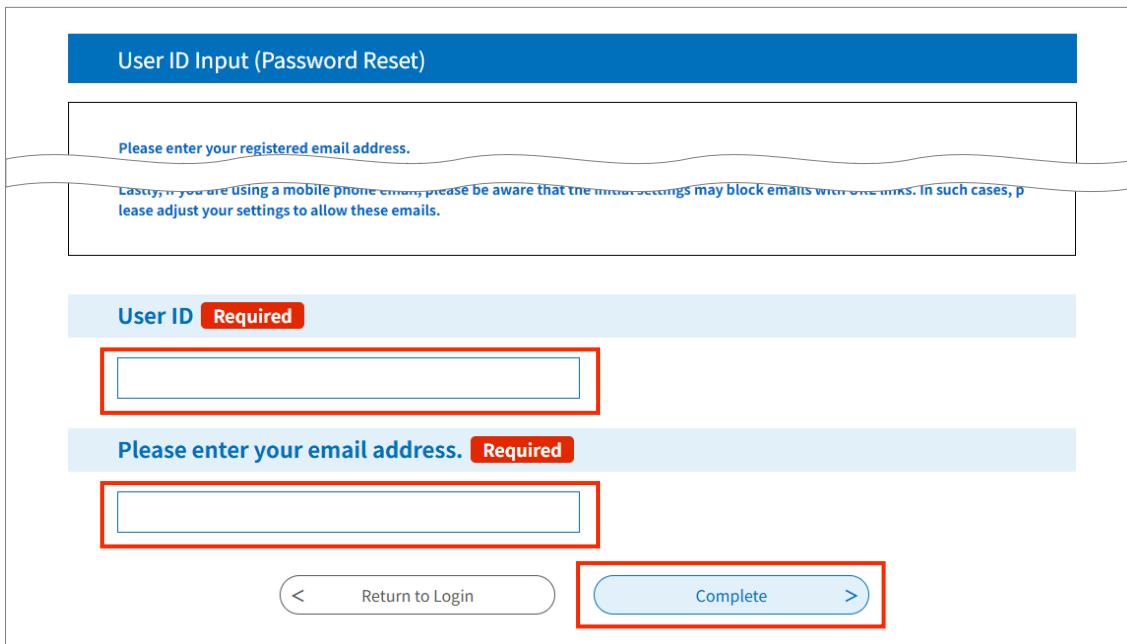
1 On the [User Login] screen, click [Click here if you forgot your password].



The screenshot shows the 'User Login' screen. It has two input fields: 'User ID' and 'Password'. Below these fields is a link 'Click here if you forgot your user ID' and another link 'Click here if you forgot your password', both of which are highlighted with a red box. At the bottom is a 'Login' button with a right-pointing arrow.

The [User ID Input (Password Reset)] screen is displayed.

2 Enter your user ID and the email address you registered when doing user registration, and then click [Complete].



The screenshot shows the 'User ID Input (Password Reset)' screen. It has two input fields: 'User ID' (marked as required) and 'Please enter your email address.' (marked as required). Both fields are highlighted with a red box. At the bottom are two buttons: 'Return to Login' and 'Complete', with 'Complete' also highlighted with a red box.

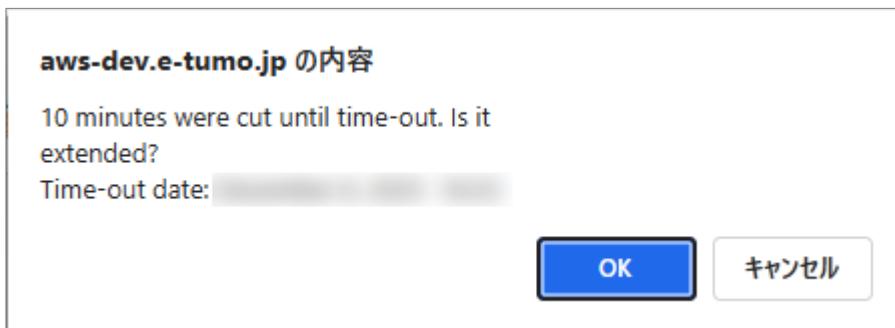
You will receive an email containing the URL for the password reset screen.

- 3 Click the URL in the email and follow the displayed instructions to set your password again.**

3.6 Extending the Time Before Automatic Logout

If there are no activities such as screen movement for over three hours after logging into the Electronic Notification System, the system will automatically log you out.

The following message will appear 10 minutes before you are logged out of the system:



Clicking [OK] will extend the time until logout by three hours.

Clicking [Cancel] will log you out of the system at the shown time.

4 Submitting Notification Relating to the Institution • Spouse

This chapter explains how to submit Notification relating to the institution • spouse.

You must submit notifications in the following cases:

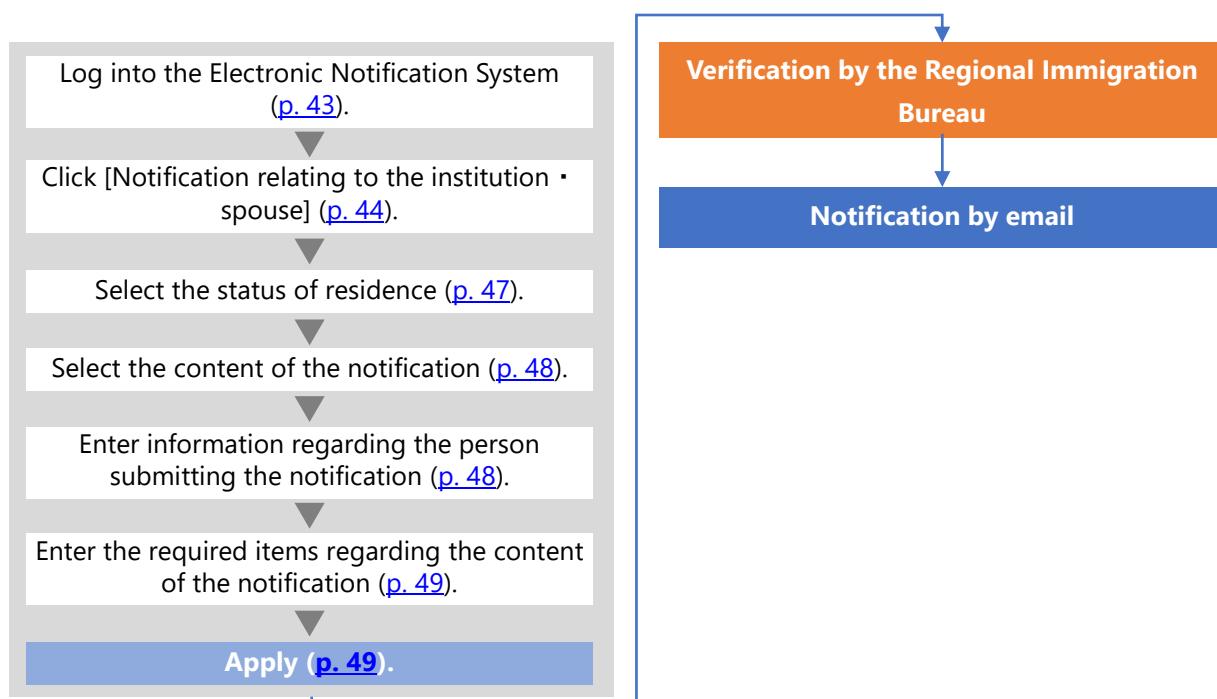
- Your organization (such as a school or company) has changed its name or location.
- Your organization has ceased to exist.
- You have left your organization. (You have ended your activities at the organization for a reason such as changing your job, resigning, or graduating.)
- You have transferred from your previous organization. (You have joined a new organization for a reason such as a job change or further education.)
- Your contracting organization (such as a company) changed its name or location.
- Your contracting organization has ceased to exist.
- The contract with your contracting organization has ended. (The contract with your contracting organization has ended for a reason such as changing your job or resigning.)
- A new contract has been signed with your organization. (You have signed a contract with a new organization for a reason such as a job change.)
- You have divorced.
- You have been widowed.

Important

- After a notification event happens, you can submit a notification. You cannot submit a notification before the occurrence of the event.

Notification process

The notification process is as follows:



4.1 Selecting a Procedure

Log into the Electronic Notification System, and then select a procedure from the [List of Procedures].

⚠ Important

- Handling During the Special Period

During the special period, the functions available in the online system are limited.

For details, refer to the page below.

https://www.moj.go.jp/isa/11_00068.html

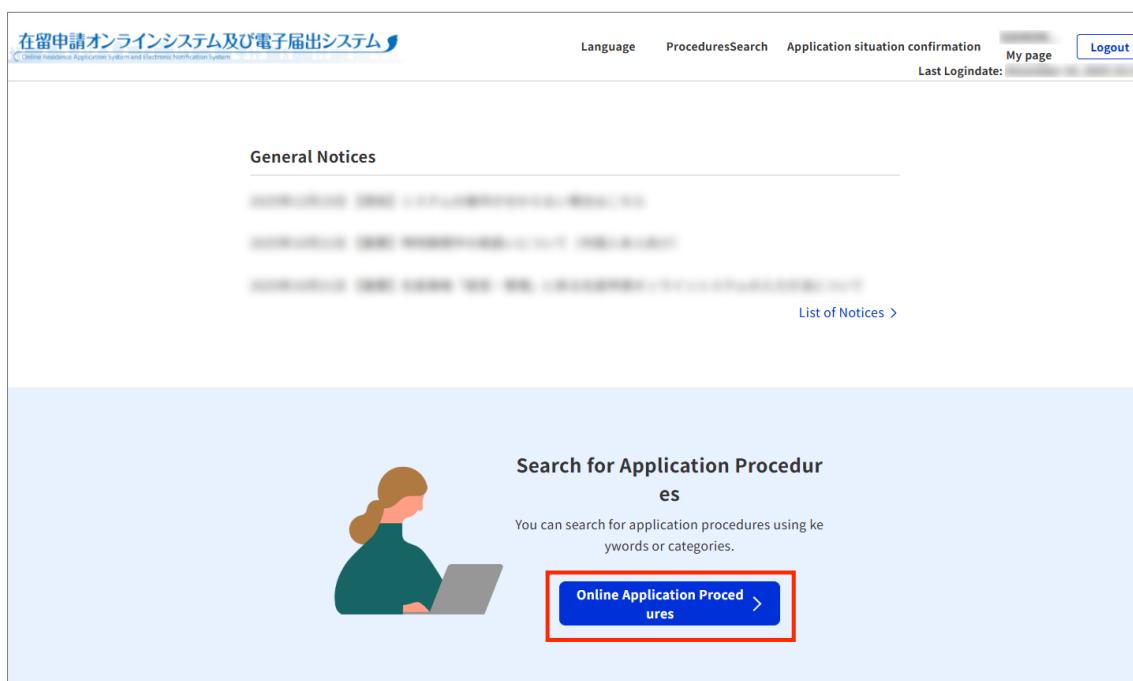
- 1 Open the top page of the Electronic Notification System in your browser.

See "[Accessing the Electronic Notification System](#)" (p. 34).

- 2 Log into the Electronic Notification System.

See "[Login](#)" (p. 36).

- 3 Click [Online Application Procedures].



The [Online Application Procedures] screen is displayed.

4 Click [Notification relating to the institution • spouse] under [List of Procedures].

i Reference

- To search for procedures, see "[Searching for Procedures](#)" (p. 67).

List of Procedures	
Notification relating to the institution • spouse Start of Reception : December 15, 2025 00 minutes at 00 o'clock End of Reception : At Any Time	Usage Application(For Foreign Nationals Who Wish to Begin Applying for Status of Residence) Start of Reception : December 10, 2025 00 minutes at 00 o'clock End of Reception : At Any Time

The [The Procedures explanation] screen is displayed.

5 Review the terms of use. If you agree to the terms, click [Agree].

i Reference

- If you click [Add to Favorites] to add the procedure to your Favorites, you can easily apply from your My Page without searching for the procedures. For more information, see "[How To Use Favorites](#)" (p. 64).

The Procedures explanation	
Procedures name	Notification relating to the institution • spouse
The explanation	
Reception time	1:00 August 18 in 2025 for 01 minutes-

< terms of service>

利用規約

ご利用前に必ずお読みください。
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なお、下記規約は日本語で定義されたものです。下記規約の翻訳版と日本語版に相違がある場合は、日本語版が優先されるものとします。

記

1. 利用可能な時間
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By clicking the "Agree" button, it will be considered that you have agreed to this explanation.

If you'd understand the above, please agree and advance.

[Return to List](#) Agree

The [Application] screen is displayed. Proceed to "[Entering the Required Items and Submitting the Notification](#)" (p. 46).

The screenshot shows a user interface for an application. At the top, a blue header bar contains the word "Application". Below this, a white content area is divided into sections. The first section, "Selected Procedure Name : Notification relating to the institution • spouse", includes a "Contact Information" link and a "Open" button. The second section, "Notice", contains a message about saving data. The third section, "Type and Content of Notification", includes a "Certificate of eligibility" link and a "Required" indicator. The interface uses a light blue and white color scheme with rounded corners for the sections.

Application

Selected Procedure Name : Notification relating to the institution • spouse

Contact Information [+Open](#)

Notice

If you want to temporarily save the entered information, please use the "Save Data" button at the bottom of the screen.

Type and Content of Notification

[Certificate of eligibility](#) Required

4.2 Entering the Required Items and Submitting the Notification

Enter the required items and submit the notification. The required information varies depending on the status of residence and the type of notification.

4.2.1 Entering the Required Items

Enter the information required for the notification.

Important

- For the items marked with a “Required” icon, be sure to fill them in. If you do not fill them in, an error will occur and you will not be able to proceed.

Reference

- If you want to temporarily save data while entering it, see “[Saving/Loading Data During Entry](#)” (p. 68).
- To reuse a past notification and automatically set the information to be entered, see “[Reusing the Information Entered for Past Notifications](#)” (p. 71).

■ List of residence statuses and notification classifications and contents

Depending on the status of residence, the classification and content of the notification differ.

Status of Residence	Notification Classification	Notification Detail
<ul style="list-style-type: none"> ● Professor ● Instructor ● Intra-company Transferee ● Business Manager ● Student ● Trainee ● Medical Services ● Legal/Accounting Services ● Technical Intern Training ● Highly-Skilled Professional (i)(c) & (ii) 	Notification Concerning Activity Organization	Leaving
		Transfer
		Change in the name of the organization
		Change in the address of the organization
		Extinguishment of the organization
<ul style="list-style-type: none"> ● Researcher ● Engineer, Specialist in Humanities, International Services ● Skilled Labor ● Nursing Care ● Entertainer ^{*1} ● Highly-Skilled Professional (i)(a) & (ii) ● Highly-Skilled Professional (i)(b) & (ii) ● Specified Skilled Worker 	Notification of the Contracting Organization	Contract termination
		New contract conclusion
		Change in the name of the organization
		Change in the address of the organization
		Extinguishment of the organization
<ul style="list-style-type: none"> ● Dependent ^{*2} ● Spouse or Child of Japanese National ^{*2} ● Spouse or Child of Permanent Resident ^{*2} 	Notification regarding spouse	Divorce from spouse
		Bereavement of spouse

*1: This applies only when engaging in activities permitted under this status of residence based on contracts with Japanese public organizations or private companies.

*2: This applies only when the activities or status as your spouse form the basis for your status of residence.

1 Make selection for [Certificate of eligibility].

Type and Content of Notification

Certificate of eligibility Required

This item will cause the entry item "Contents of notification" to change.

選択してください

▼

2 Make selection for [Content of the Notification].

Notification Concerning Activity Organization

It is necessary to individually submit notification of the details of the departure and transfer when changing jobs or of the name or location change when the name or location of the institution of affiliation changes.

Content of the Notification Required

The input condition changes with a result of the choices.

This item will cause the below entry items to change.

3 Enter the information regarding the person submitting the notification.

Notifier

Follow the information written in your Resident Card precisely, as you enter information for the person submitting this notification.
In case your name is not written in English on your residence Card, enter your name spelling it as it appears on your passport.

Name in alphabet Required

If you have neither, enter a telephone number where you can be reached during the daytime.
Up to 12 1-byte letters
Example) 0312345678

Cellular phone No.

Up to 12 1-byte letters
Example) 09012345678

4 Enter the information required for the notification.

The required information varies depending on the type of notification.

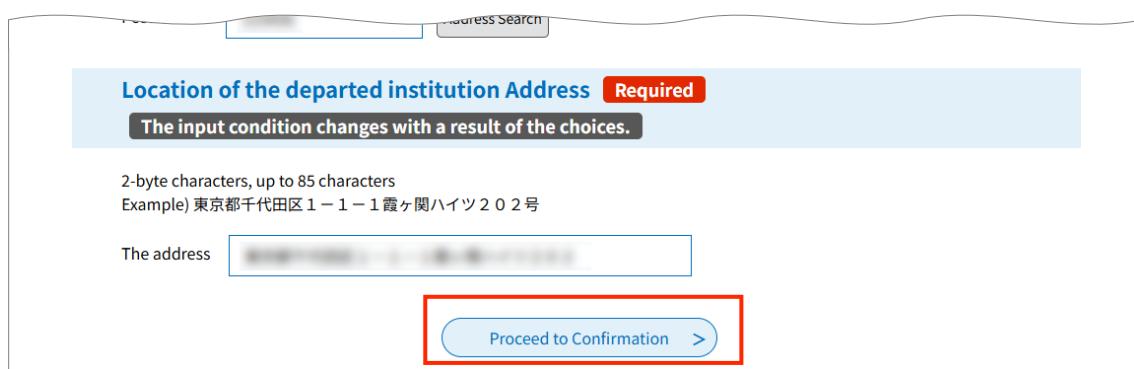
Reference

- If you want to temporarily save data while entering it, see “[Saving/Loading Data During Entry](#)” (p. 68).

4.2.2 Submitting a Notification

Confirm your entries and submit the notification.

1 Review the information you entered in “[Entering the Required Items](#)” (p. 46), and then click [Proceed to Confirmation].



Location of the departed institution Address Required

The input condition changes with a result of the choices.

2-byte characters, up to 85 characters
Example) 東京都千代田区1-1-1霞ヶ関ハイツ202号

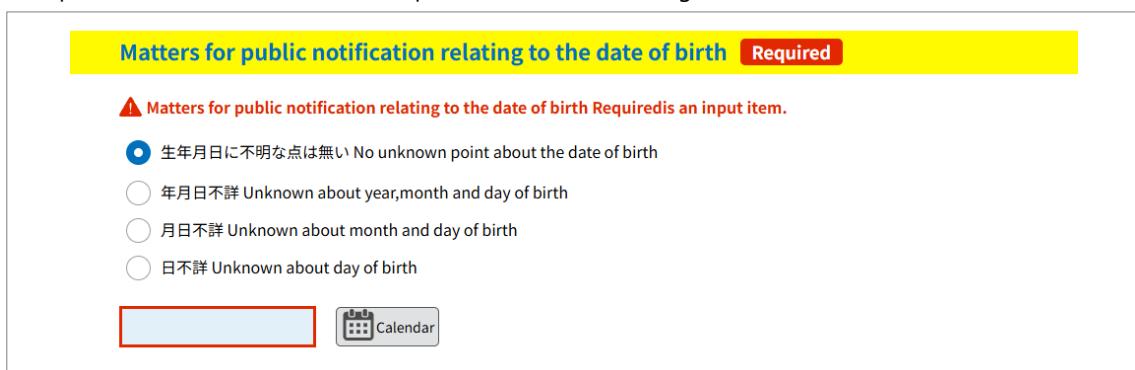
The address

Proceed to Confirmation >

Important

- If any of the entries is invalid, the name of the item with the error will turn yellow and a red mark  will appear. Check the error details and re-enter the information.

Example of an error in the [Matters for public notification relating to the date of birth] field



Matters for public notification relating to the date of birth Required

 Matters for public notification relating to the date of birth Required is an input item.

生年月日に不明な点は無い No unknown point about the date of birth
 年月日不詳 Unknown about year, month and day of birth
 月日不詳 Unknown about month and day of birth
 日不詳 Unknown about day of birth

Calendar

The [Application confirmation] screen is displayed.

2 Confirm that all of your entries are correct, and then click [Apply].

Application confirmation

The application is not yet complete.

If the following information is correct, please press the "Apply" button. If you need to make corrections, please press the "Return to Input" button.

Notification relating to the institution • spouse

Notice	
Place and C	Notification
Address and Posta	Code
Location of place where yo	u actually have your activi
ties Address	Address
Contact information (pho	ne number) of the location
where you actually have y	our activities

< Return to Input Apply >

A pop-up message is displayed.

3 Click [OK].

aws-dev.e-tumo.jp の内容

Preserve or print our page in a file, and please keep whether you schedule a reference number and a password for a memo.
When a reference number and a password are lost, there is a possibility that the application contents can't be inquired any more.

OK

i Reference

- When inquiring about your application details, you do not need your reference number and password. Therefore, there is no need to jot down the reference number and password.

The [Application Completed] screen is displayed, and your application is finalized.

Application Completed

The application for the procedure has been received.

Your application has been completed

The following reference number is needed for inquiry.

If the email address is incorrect or if filters are set up, the email may not be delivered.

Reference number: [REDACTED]

When confirming the application situation from now on, a reference number is the needed important number.

I User Logindo the application situation and apply Please check it from an inquiry.

If there are any issues with the submitted information, we may contact you separately.

[Return to List](#)

Reference

- When inquiring about your application details, you do not need your reference number and password. Therefore, there is no need to jot down the reference number and password.

If there are no errors in the confirmed entries, the notification relating to the institution • spouse is complete. Following the email notifying you of the receipt of your notification, an email containing your notification receipt number will be sent.

After that, an email will be sent to notify you that the registration for your notification is complete: if there is any error in your entries, an email will be sent to notify you of a registration error. For instructions on what to do after receiving an email notifying you of a registration error, see "[If Having Received an Email Notifying You of a Notification Error](#)" (p. 52).

Clicking [Return to List] will take you back to the [Online Application Procedures] screen.

To log out of the Electronic Notification System, see "[Logout](#)" (p. 38).

4.3 If Having Received an Email Notifying You of a Notification Error

If there is an error in your notification, you will receive an email notifying you of the notification registration error.

The email notifying you of a notification registration error will include the Notification receipt number and the details of the error.

Click the URL provided in the email to log into the Electronic Notification System, and follow the instructions in the email to make corrections and resubmit your notification.

If there are no errors in the revised notification, you will receive only an email notifying you of the registration completion: the notification process is now complete.

If there are errors in your notification, you will receive two emails: one notifying you of the registration completion and another notifying you of the notification registration error. Make corrections according to the instructions in the email notifying you of the notification registration error.

5 Checking the Status of Your Notification

This section explains how to check the status of your notification submitted using the Electronic Notification System.

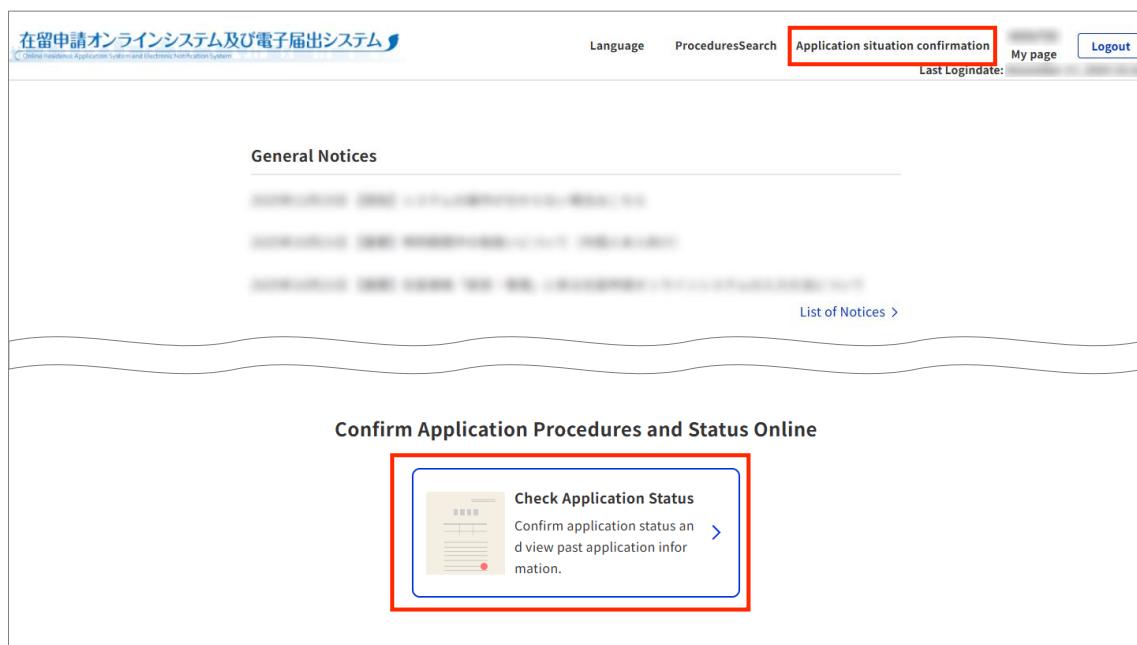
1 Open the top page of the Electronic Notification System in your browser.

See "[Accessing the Electronic Notification System](#)" (p. 34).

2 Log into the Electronic Notification System.

See "[Login](#)" (p. 36).

3 Click [Check Application Status] or [Application situation confirmation].



The [Application list] screen is displayed.

- 4 If you cannot find the notification you want to check, enter information related to that notification in each field under [Search by Keyword].**

Application list

Search by Keyword

① Related info
rmation

② Procedures na
me

③ Application
date

Calendar

- Calendar

Example input) January 23, 2000 should be entered as 20000123

Search

>

Current as of 20:00 December 18 in 2025 for 03 minutes

Sort

Application Date and Time Desc... ▾

Change Display Count

Show 20 Items per Page ▾

② Procedures name	① Related information	③ Application Date and Time	Processing Status	Action
Notification relating to t he institution • spouse	Notification Receipt Number: [REDACTED]	15:00 December 4 in 2025	Completed	(Details >)
Notification relating to t he institution • spouse	Notification Receipt Number: [REDACTED]	22:00 December 3 in 2025	Completed	(Details >)

1

Field	Description		
① Related Information	Enter any of the information displayed in the [Related information] column to search.		
② Procedures name	Searches for the procedure that contains the entered keyword. Enter two or more keywords separated by spaces. If you enter two or more keywords, the system will search for procedures containing all of the keywords.		
③ Application Date	Searches for the notification(s) submitted on the specified date. Enter the date or click [Calendar] to select the date.		

Reference

Sort Application Date and Time Desc... ▾ Change Display Count Show 10 Items per Page ▾
 First Previous 1 2 3 4 5 Next Last

- Use the [Sort] pull-down menu to change the display order.
- Use the [Change Display Count] pull-down menu to change the number of items to be displayed per page.
- The number indicates the page of the search results. Click the number to switch pages. The colored number indicates the page currently displayed.
- Click [First] to go to the first page, and click [Last] to go to the last page.

5 Click [Search].

Application list

Search by Keyword

Related info [REDACTED] Procedures name [REDACTED]
 Application date [REDACTED] - [REDACTED]

Example input) January 23, 2000 should be entered as 20000123

Search >

The search results will be displayed.

Current as of 20:10 December 18 in 2025

Sort Application Date and Time Desc... ▾ Change Display Count Show 20 Items per Page ▾
 1

Procedures name	Related information	Application Date and Time	Processing Status	Action
Notification relating to the institution • spouse	Notification Receipt Number: [REDACTED]	22:00 December 3 in 2025	Completed	

1

Processing Status	Description
Pending	The notification is being processed.
Application Completed	The notification is being processed.
Completed	The notification is completed.

6 Click [Details] for the notification you want to check.

The screenshot shows a web-based application interface for checking notification status. At the top, there is a search bar with a 'Search' button and a date/time indicator 'Current as of 20:10 December 18 in 2025'. Below the search bar are sorting and display options: 'Sort' (set to 'Application Date and Time Desc...'), 'Change Display Count' (set to 'Show 20 Items per Page'), and a page number '1'. The main content area displays a table with one row. The table has columns: 'Procedures name', 'Related information', 'Application Date and Time', 'Processing Status', and 'Action'. The data in the table is as follows:

Procedures name	Related information	Application Date and Time	Processing Status	Action
Notification relating to the institution • spouse	Notification Receipt Number: [REDACTED]	22:00 December 3 in 2025	Completed	Details >

A red box highlights the 'Details >' button in the 'Action' column. Below the table, there is another page number '1'.

The [Application Details] screen is displayed.

7 Check the notification details and processing status.

Click [Print Details] to print your notification details.

6 How To Use My Page

My Page is a user-specific page where you can check your notification status and user information. You can also open frequently used procedures that you have registered as "Favorites".

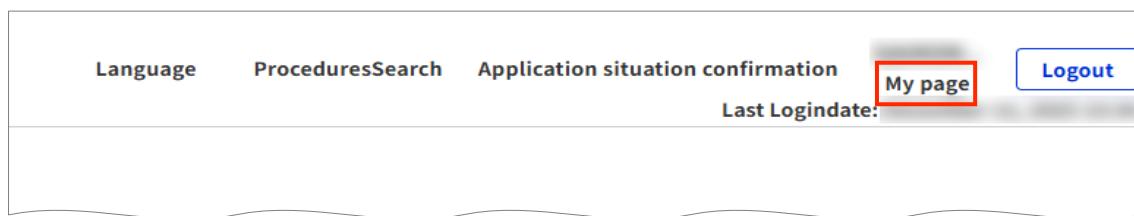
1 Open the top page of the Electronic Notification System in your browser.

See "[Accessing the Electronic Notification System](#)" (p. 34).

2 Log into the Electronic Notification System.

See "[Login](#)" (p. 36).

3 Click [My page].



The [My page] screen is displayed.

Field	Description	Page with Detailed Descriptions
Confirm Application Details	You can check the status of your notification or review the details of your past notifications.	"Checking the Status of Your Notification" (p. 57)
Favorite Procedures	You can open the procedures that you have added to Favorites.	"How To Use Favorites" (p. 64)
Check User Information	You can check your user information or change your email address, password, or phone number.	"Viewing User Information" (p. 58)

6.1 Checking the Status of Your Notification

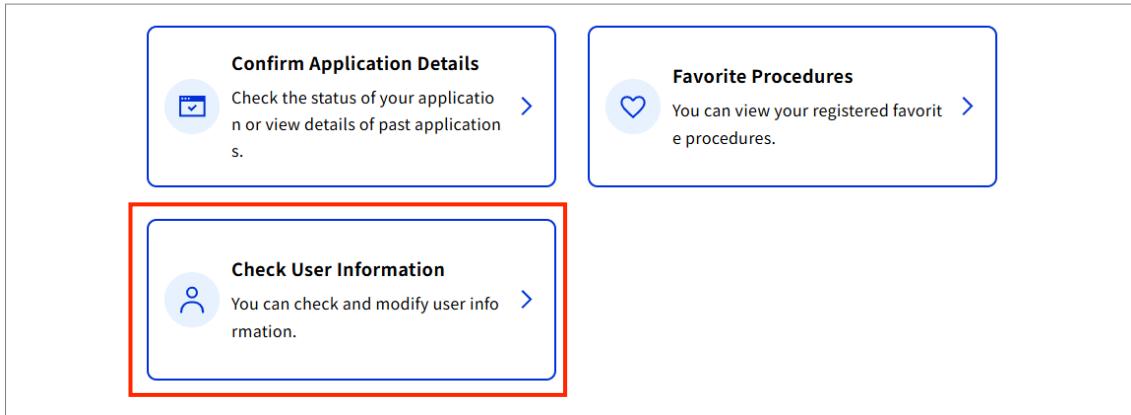
Click [Confirm Application Details] on the [My page] screen to display the [Application list] screen.

For the subsequent steps, see Step 4 of "[Checking the Status of Your Notification](#)" (p. 54).

6.2 Viewing User Information

Here is how to confirm the user information.

1 Click [Check User Information] on the [My page] screen.



The [UserDetails] screen is displayed.

6.3 Changing the Email Address

Here is how to change your registered email address.

1 Click [Check User Information] on the [My page] screen.

2 Click [Change Email Address].

The screenshot shows the [UserDetails] screen with the following fields:

User type	... (redacted)
User ID	... (redacted)
Name (English letter)	... (redacted)
Address in Japan	... (redacted)
Telephone number	... (redacted)
Email address	... (redacted)

Below the table are three buttons:

- Change Email Address >** (highlighted with a red box)
- Change Password >**
- Change Other Information >**

The [Email address input (Email address change)] screen is displayed.

3 Enter your new email address in the [Email address] and [Email address (for confirmation)] fields, and then click [Change].

⚠ Important

- Configure your settings to receive emails from the domain "@rasens-immi.moj.go.jp".

Email address input (Email address change)

Please enter a new email address.
Once you have completed the input, an email with the URL of the application page will be sent to the provided address.
Access the URL and complete the registration.
In the case when spam e-mail countermeasures is being performed, " [REDACTED] " Please change it to the setting by which mail reception is possible.
If you do not receive the email containing the URL of the application page even after taking these measures, please use a different email address for the application.
Please note that we cannot respond to inquiries sent to the sender's email address.
Lastly, if you are using a mobile phone email, please be aware that the initial settings may block emails with URL links. In such cases, please adjust your settings to allow these emails.

Email address Required

Email address (for confirmation) Required

[Change](#)

An email will be sent to the entered email address.

4 Click the URL in the received email.

Your email address change is now complete.

6.4 Changing Your Password

Here is how to change your registered password.

- 1 Click [Check User Information] on the [My page] screen.
- 2 Click [Change Password].

The screenshot shows a 'UserDetails' screen with the following fields:

User type	...
User ID	...
Name (English letter)	...
Sex	...
Date of birth	...
Postal Code	...
Address in Japan	...
Telephone number	...
Email address	...

At the bottom, there are three buttons:

- Change Email Address >
- Change Password > (This button is highlighted with a red box.)
- Change Other Information >

The [Change Password] screen is displayed.

3 Enter your new password in the [Password] and [Password (for confirmation)] fields, and then click [Change].

! Important

- The password must be 10 to 20 characters in length.
- Enter at least one character from each of the following four categories: uppercase letters, lowercase letters, numbers, and symbols (\$, %, &, =, @, _, #, *, +, -, ?, !). The entry screen states "more than 4 kinds of character", but the correct description is "4 kinds of character".

Change Password

Please enter a new password.

Password Required

Please input a password by 10-20 character and more than 4 kinds of character.
The practicable characters are an English capital letter, an English small letter, a figure and a symbol.

Password (for confirmation) Required

< Return to Details >

Change

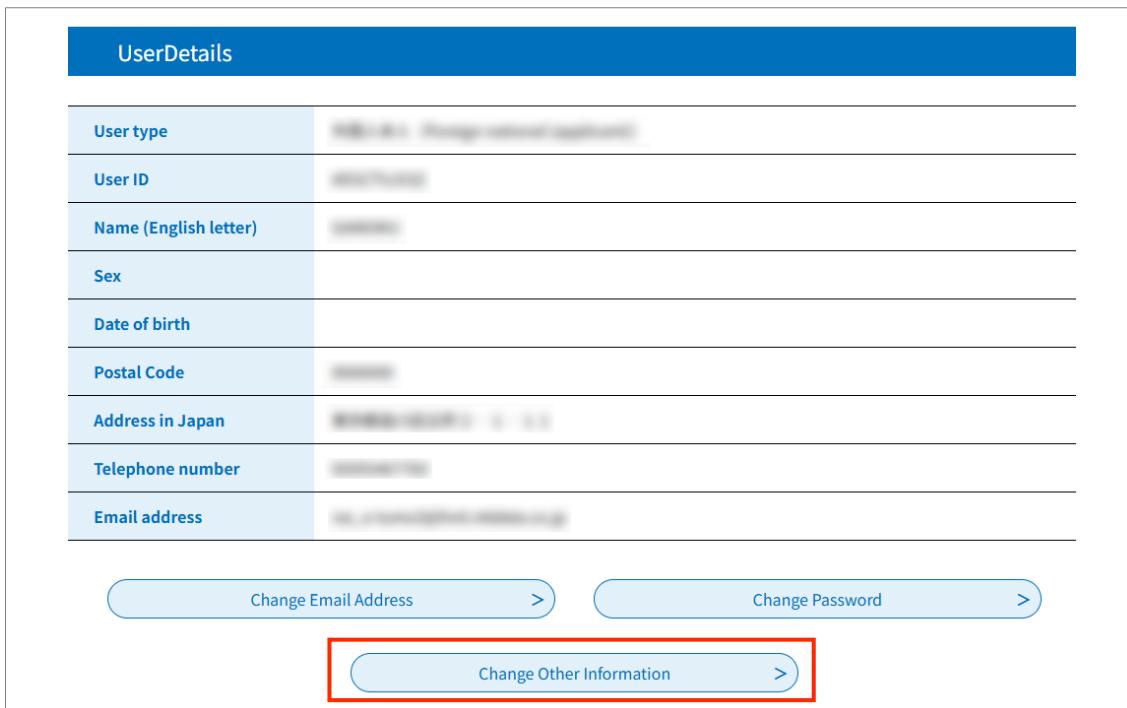
The [UserChange Completed] screen is displayed.

An email confirming the change will be sent, and your password change is now complete.

6.5 Changing Your Phone Number

Here is how to change your registered phone number.

- 1 Click [Check User Information] on the [My page] screen.
- 2 Click [Change Other Information].



The screenshot shows the 'UserDetails' screen with the following fields:

Field	Value
User type	[REDACTED]
User ID	[REDACTED]
Name (English letter)	[REDACTED]
Sex	[REDACTED]
Date of birth	[REDACTED]
Postal Code	[REDACTED]
Address in Japan	[REDACTED]
Telephone number	[REDACTED]
Email address	[REDACTED]

Below the table are three buttons:

- Change Email Address >
- Change Password >
- Change Other Information > (This button is highlighted with a red box.)

The [UserChange] screen is displayed.

3 Enter your new phone number in the [Please input Telephone number] field, and then click [Proceed to Confirmation].

UserChange

The [UserChange confirmation] screen is displayed.

4 Review the newly changed content, and then click [Change].

UserChange confirmation

May I register by the following contents?

User type	...
User ID	...
Name (English letter)	...
Sex	...
Date of birth	...
Postal Code	...
Address in Japan	...
Telephone number	...
Email address	...

[Return to Input](#) [Change](#)

The [UserChange Completed] screen is displayed.

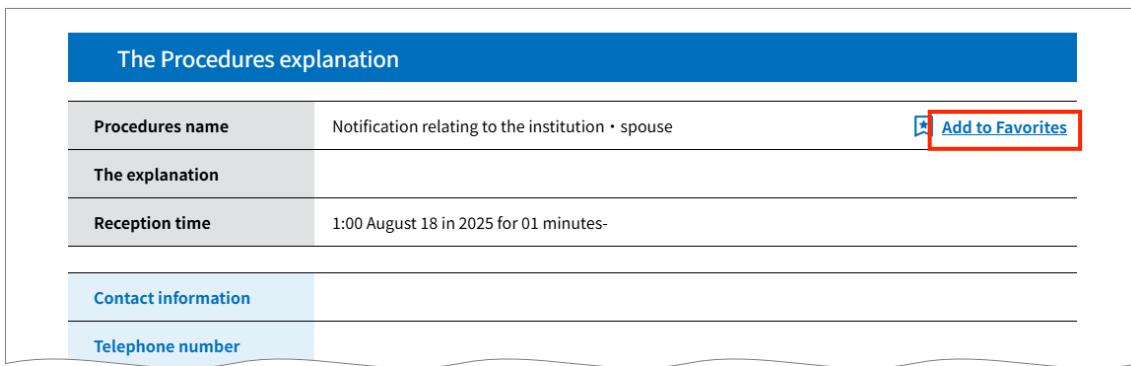
An email confirming the change will be sent, and your phone number change is now complete.

6.6 How To Use Favorites

By adding procedures to Favorites, you can easily submit a notification from your My Page without searching for the procedures.

■ Adding Procedures to Favorites

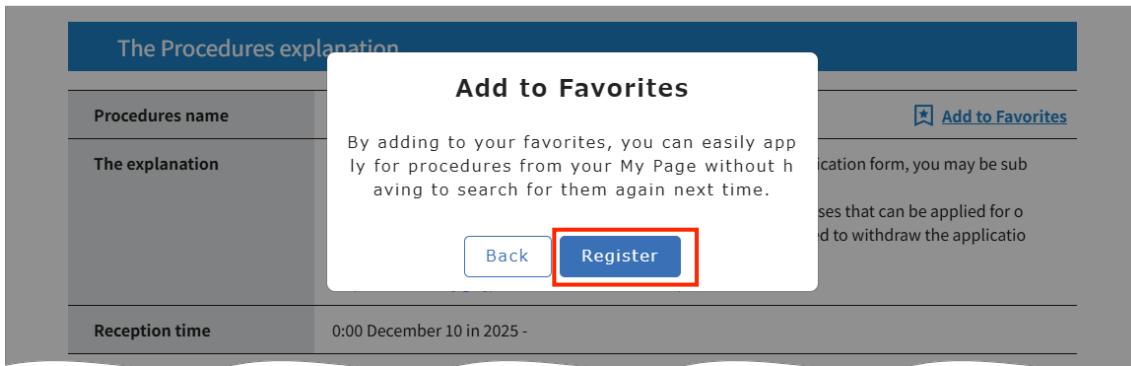
- 1 Click [Add to Favorites] on the [The Procedures explanation] screen for each notification.



The Procedures explanation

Procedures name	Notification relating to the institution・spouse	Add to Favorites
The explanation		
Reception time	1:00 August 18 in 2025 for 01 minutes-	
Contact information		
Telephone number		

- 2 Click [Register].



The Procedures explanation

Add to Favorites

By adding to your favorites, you can easily apply for procedures from your My Page without having to search for them again next time.

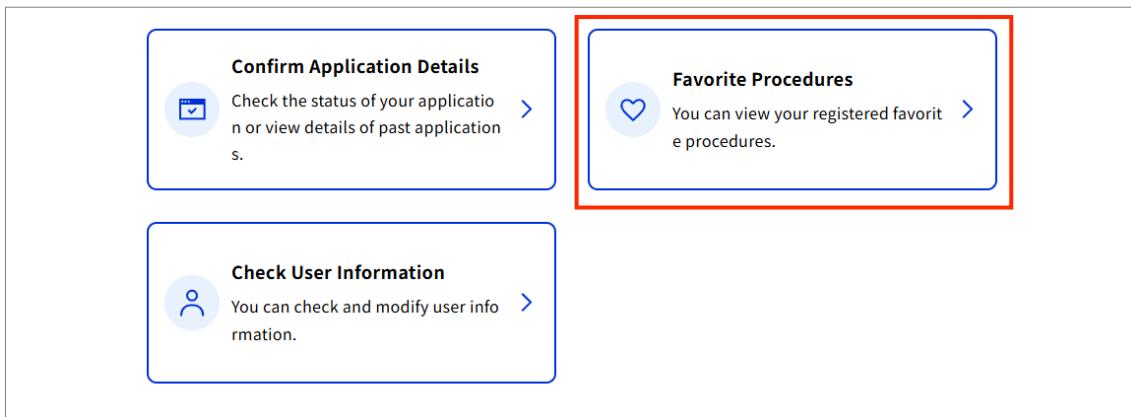
[Back](#) [Register](#)

Procedures name	Add to Favorites
The explanation	
Reception time	0:00 December 10 in 2025 -

[Added to favorites] appears, and the procedure is added to Favorite.

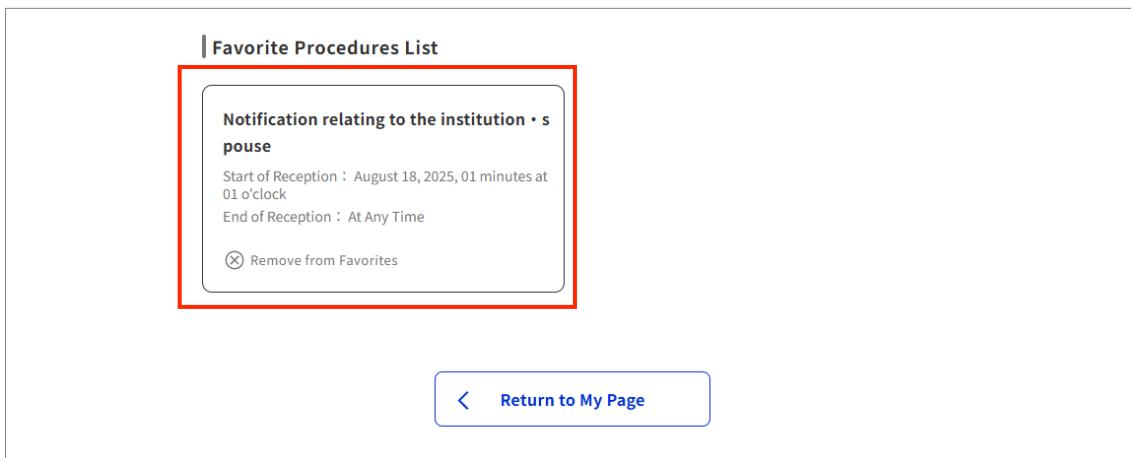
■ Calling Up Procedures Added to Favorites

1 Click [Favorite Procedures] on the [My page] screen.



[Favorite Procedures List] is displayed.

2 Click the procedure for which you want to submit a notification.

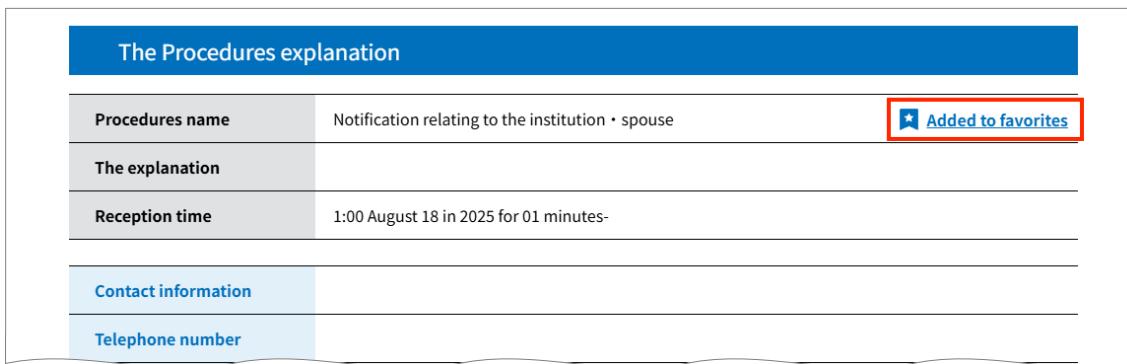


The [The Procedures explanation] screen is displayed, and the procedure is started.

■ Deleting Procedures from Favorites

- When deleting through the [The Procedures explanation] screen

On the [The Procedures explanation] screen for each notification, click [Added to favorites], and then click [Delete] on the confirmation screen.

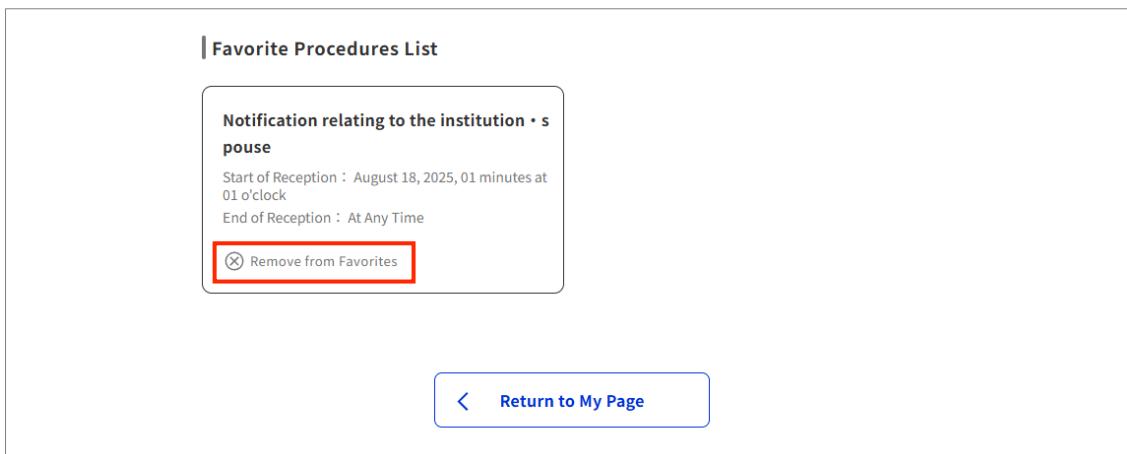


The Procedures explanation

Procedures name	Notification relating to the institution • spouse	 Added to favorites
The explanation		
Reception time	1:00 August 18 in 2025 for 01 minutes-	
Contact information		
Telephone number		

- When deleting through [Favorite Procedures List]

Click [Remove from Favorites], and then click [Delete] on the confirmation screen.



Favorite Procedures List

Notification relating to the institution • spouse

Start of Reception : August 18, 2025, 01 minutes at 01 o'clock
End of Reception : At Any Time

[\(X\) Remove from Favorites](#)

[Return to My Page](#)

7 Helpful Functions

This chapter explains the functions that are helpful when submitting a notification.

7.1 Searching for Procedures

If you cannot find the intended procedure in the [List of Procedures], use the search function.

1 Enter keywords related to the intended procedure in the [Search by Keyword] field on the [Online Application Procedures] screen.

Enter two or more keywords separated by spaces.

If you enter two or more keywords, the procedure containing all the keywords will be searched.

By checking the checkbox for [Search for Synonyms], you can search for the procedure that includes synonyms of the entered keyword(s).

2 Click [Keyword Search].

The result of the search is displayed under [List of Procedures].

7.2 Saving/Loading Data During Entry

You can temporarily save data you are entering to your computer. You can also load temporarily saved data to resume entry.

i Reference

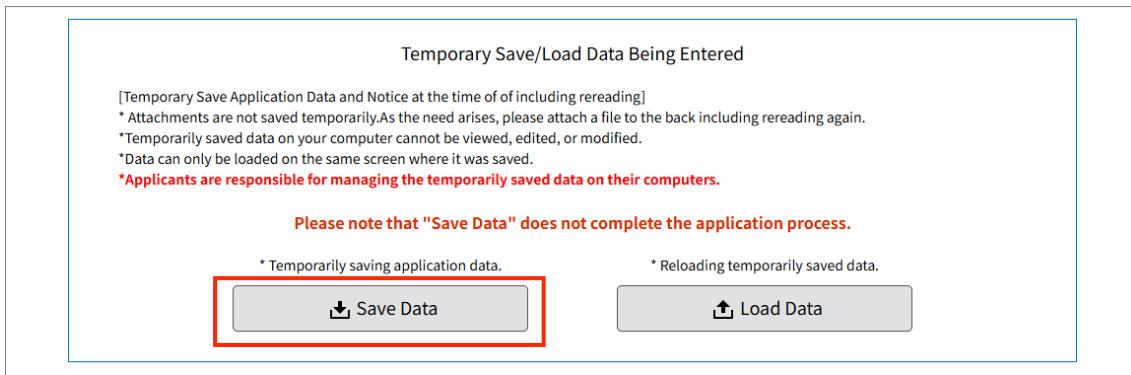
- Attachments cannot be saved temporarily. After loading the saved data, re-attach the file(s) as necessary.
- Temporarily saved data can only be loaded on the same screen where it was saved.
- Temporarily save data you are entering to your computer. Manage the saved data under your own responsibility.
- Data saved temporarily on your computer cannot be viewed or modified on the computer.
- Forms may be changed or revised due to factors such as amendments to ministerial ordinances. Data saved temporarily in the old format cannot be used in the new format.

■ Temporarily saving application data

! Important

- Clicking [Save Data] does not complete your application.

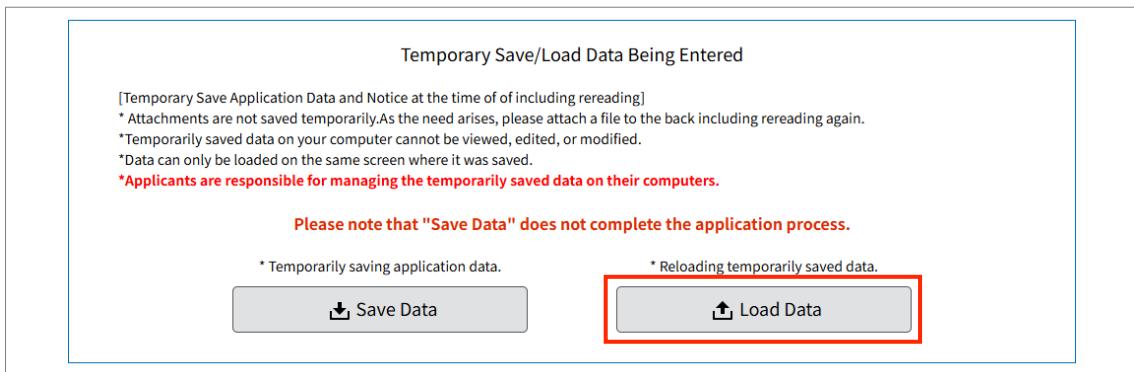
1 Click [Save Data] at the bottom of the [Application] screen.



The data will be saved on your computer.

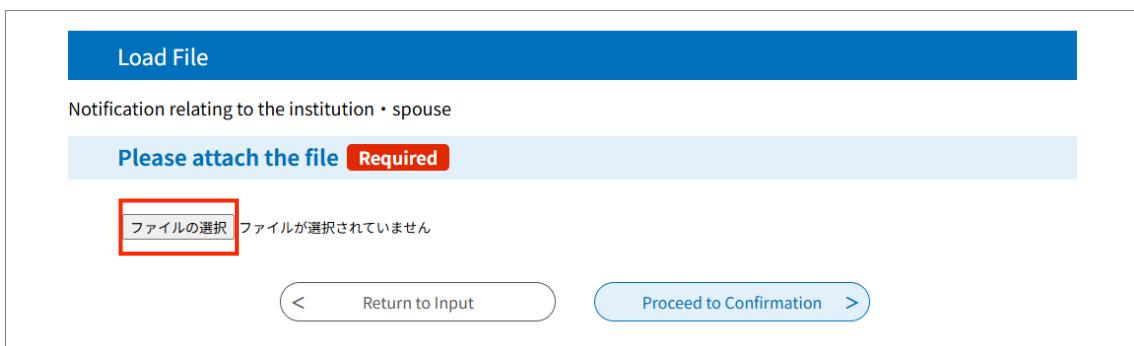
■ Loading temporarily saved data to resume

1 Click [Load Data] at the bottom of the [Application] screen.



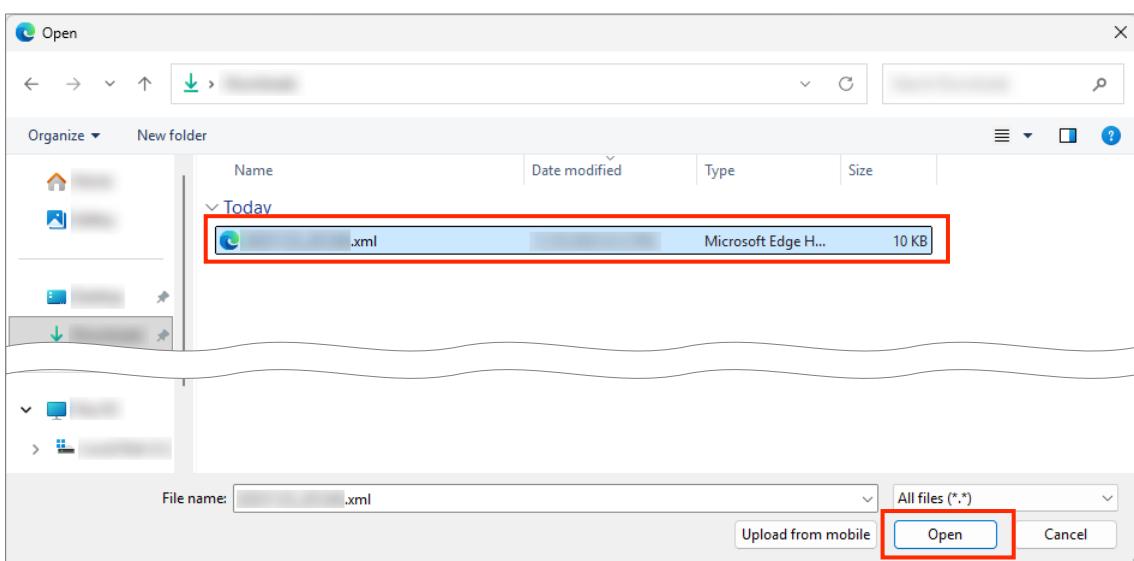
The [Load File] screen is displayed.

2 Click [Select File].

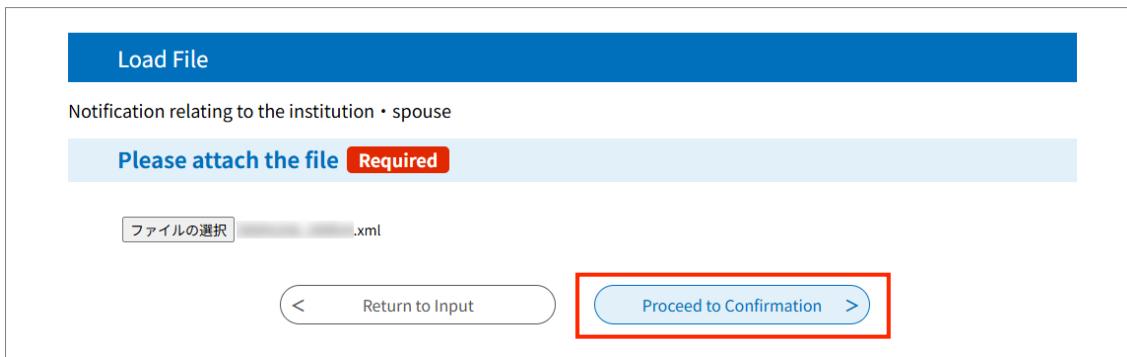


The file selection screen is displayed.

3 Select the temporarily saved file and click [Open].



4 Click [Proceed to Confirmation].



Load File

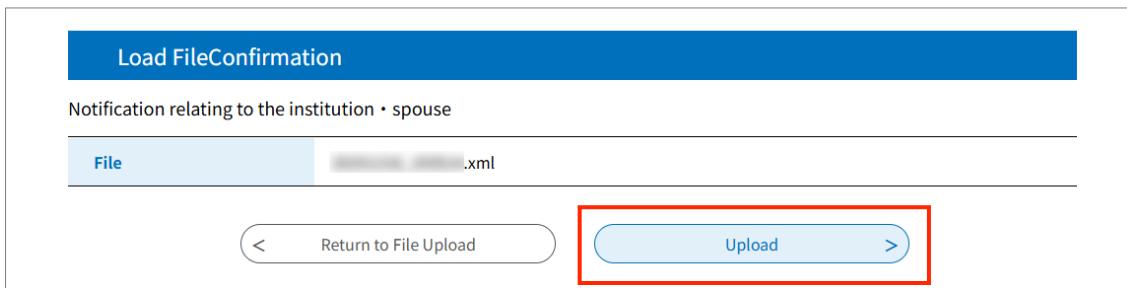
Notification relating to the institution • spouse

Please attach the file **Required**

ファイルの選択 [REDACTED].xml

< Return to Input **Proceed to Confirmation** >

5 Click [Upload].



Load FileConfirmation

Notification relating to the institution • spouse

File [REDACTED].xml

< Return to File Upload **Upload** >

The file will be loaded.

6 Click [Return to Input].

The temporarily saved data will be loaded onto the [Application] screen, allowing you to resume entry.

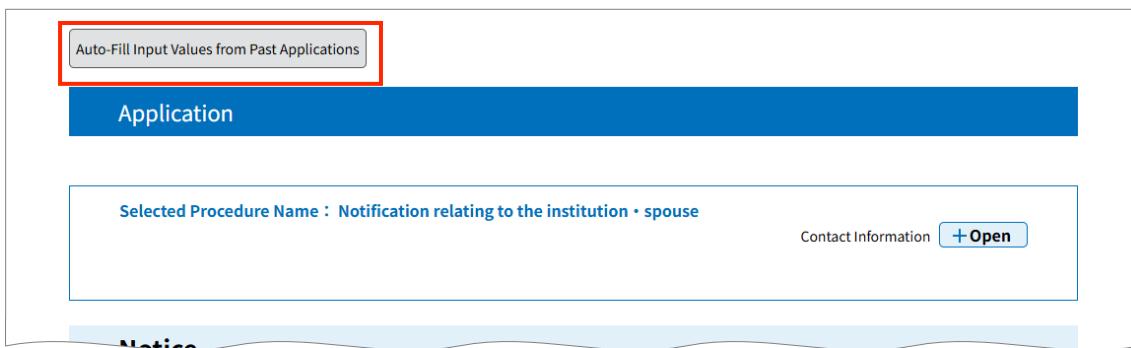
7.3 Reusing the Information Entered for Past Notifications

You can reuse the information entered for the same notification in the past to fill in the fields automatically.

The information can be reused for two years after it is entered.

If the contents of the items have been changed since the time of your previous notification due to factors such as amendments to ministerial ordinances, the information may not be set automatically. Check and correct the entry as necessary.

1 Click [Auto-Fill Input Values from Past Applications] on the [Application] screen.



The [The past application list] screen is displayed.

2 If you cannot find the notification whose information you want to use, enter information related to the intended past notification in each field under [Search by Keyword].

The past application list

Search by Keyword

2

1 Related info
rmation 2 Procedures na
me

3 Application date 3 Calendar - 4 Calendar

Example input) January 23, 2000 should be entered as 20000123

Search >

Current as of 20:15 December 18 in 2025

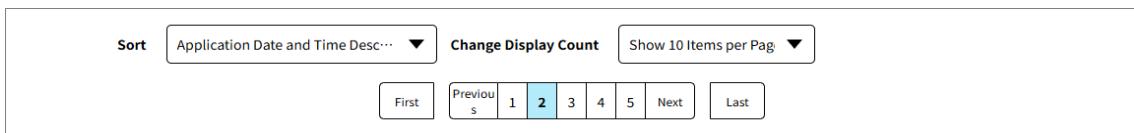
Sort Application Date and Time Desc... ▼ Change Display Count Show 20 Items per Page ▼

2	1	3
Procedures name	Related information	Application Date and Time Processing Status Action
Notification relating to t he institution • spouse	Notification Receipt Number: [REDACTED]	15:00 December 4 in 2025 Completed Choice >
Notification relating to t he institution • spouse	Notification Receipt Number: [REDACTED]	22:00 December 3 in 2025 Completed Choice >

1

Field		Description
①	Related information	Enter any of the information displayed in the [Related information] column to search.
②	Procedures name	Searches for the procedure that contains the entered keyword. Enter two or more keywords separated by spaces. If you enter two or more keywords, the procedure containing all the keywords will be searched.
③	Application date	Searches for the notification(s) submitted on the specified date. Enter the date or click [Calendar] to select the date.

Reference

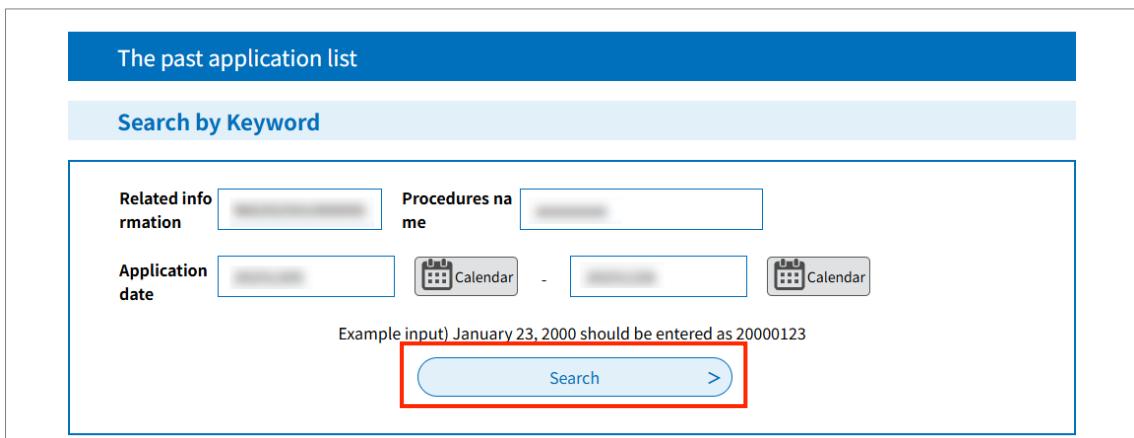


The screenshot shows a search results interface with the following controls at the top:

- Sort: Application Date and Time Desc... ▾
- Change Display Count: Show 10 Items per Page ▾
- Pagination: First, Previous, 1, 2, 3, 4, 5, Next, Last

- Use the [Sort] pull-down menu to change the display order.
- Use the [Change Display Count] pull-down menu to change the number of items to be displayed per page.
- The number indicates the page of the search results. Click the number to switch pages. The colored number indicates the page currently displayed.
- Click [First] to go to the first page, and click [Last] to go to the last page.

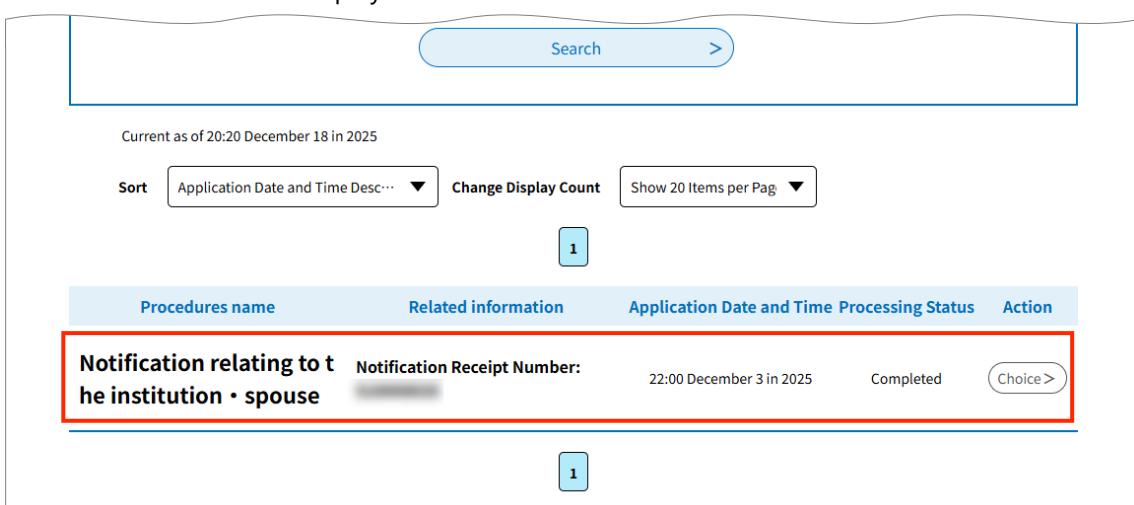
3 Click [Search].



The screenshot shows the 'Search by Keyword' interface for past applications. It includes:

- Section title: The past application list
- Search bar: Search by Keyword
- Search criteria fields:
 - Related info rmation: [redacted]
 - Procedures na me: [redacted]
 - Application date: [redacted] - [redacted] [Calendar icon] - [redacted] [Calendar icon]
- Text: Example input) January 23, 2000 should be entered as 20000123
- Search button: Search > (highlighted with a red box)

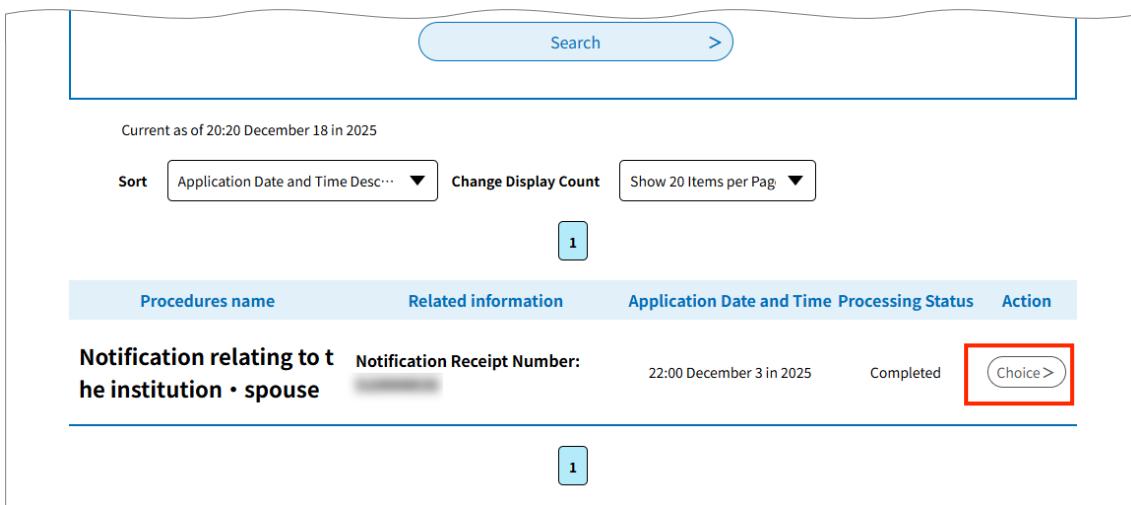
The search results will be displayed.



The screenshot shows the search results page with the following details:

- Search button: Search >
- Text: Current as of 20:20 December 18 in 2025
- Search controls: Sort: Application Date and Time Desc... ▾, Change Display Count: Show 20 Items per Page ▾
- Pagination: 1
- Table header: Procedures name, Related information, Application Date and Time, Processing Status, Action
- Table data row (highlighted with a red box):

Notification relating to t he institution • spouse	Notification Receipt Number: [redacted]	22:00 December 3 in 2025	Completed	Choice >
---	--	--------------------------	-----------	----------
- Pagination: 1

4 Click [Choice] for the notification whose information you want to use.

Current as of 20:20 December 18 in 2025

Sort Application Date and Time Desc... ▾ Change Display Count Show 20 Items per Pag. ▾

Procedures name	Related information	Application Date and Time	Processing Status	Action
Notification relating to the institution • spouse	Notification Receipt Number: [REDACTED]	22:00 December 3 in 2025	Completed	Choice >

The [Application] screen is restored.

The entry fields will be filled with the information entered for the past notification.

8 Revision History

No.	Ver.	Date	Details
1	1.0	2025/12/23	Newly Created