Immigration Services Agency
Electronic Notification System
User Manual

For Affiliated Organizations

Version 1.0

Contents

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:

- Method for submitting Notification of Acceptance of Mid- to Long-Term Residents (Article 19-17 of the Act) for each individual
- Method for submitting Notification of Acceptance of Mid- to Long-Term Residents (Article 19-17 of the Act) for multiple individuals collectively
- Method for submitting Notification for the Name/location change of the institution (Article 19-16 of the Act) on behalf of medium- to long-term residents

■ Target readers

- Notification-responsible personnel at the organizations where medium- to long-term residents are enrolled

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.
  Program (when using bulk notification): Microsoft Office Excel
- 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.)

  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. 34).
- 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
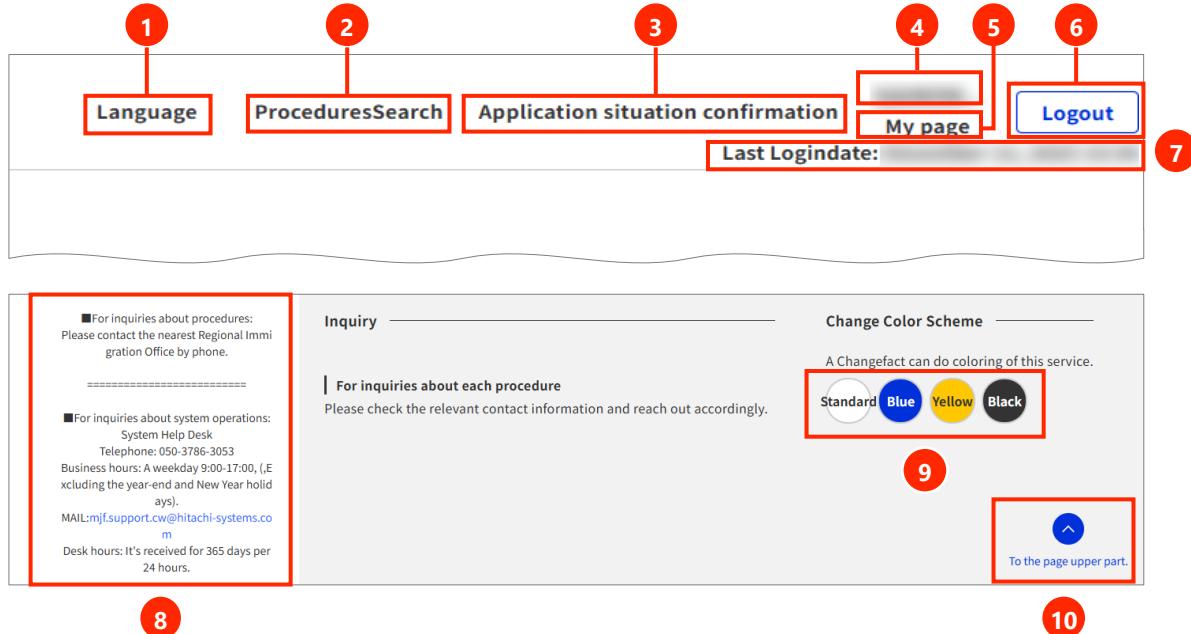
● Screen while being logged out
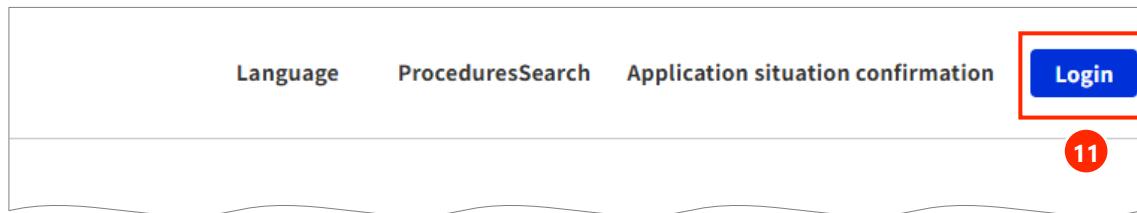
	Item Name	Description	Page with Detailed Descriptions
①	Language	Click to select the language to display.	"Changing the Language to Display" (p. 8)
②	Procedures Search	Click to search the procedures displayed in the [List of Procedures].	"Searching for Procedures" (p. 82)
③	Application situation confirmation	Click to check the status of your notification.	"Checking the Status of Your Notification" (p. 67)
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 "Favorite".	"How To Use My Page" (p. 71)

	Item Name	Description	Page with Detailed Descriptions
⑥	Logout	Click to log out of the Electronic Notification System.	"Logout" (p. 31)
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. 29)

■ 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.

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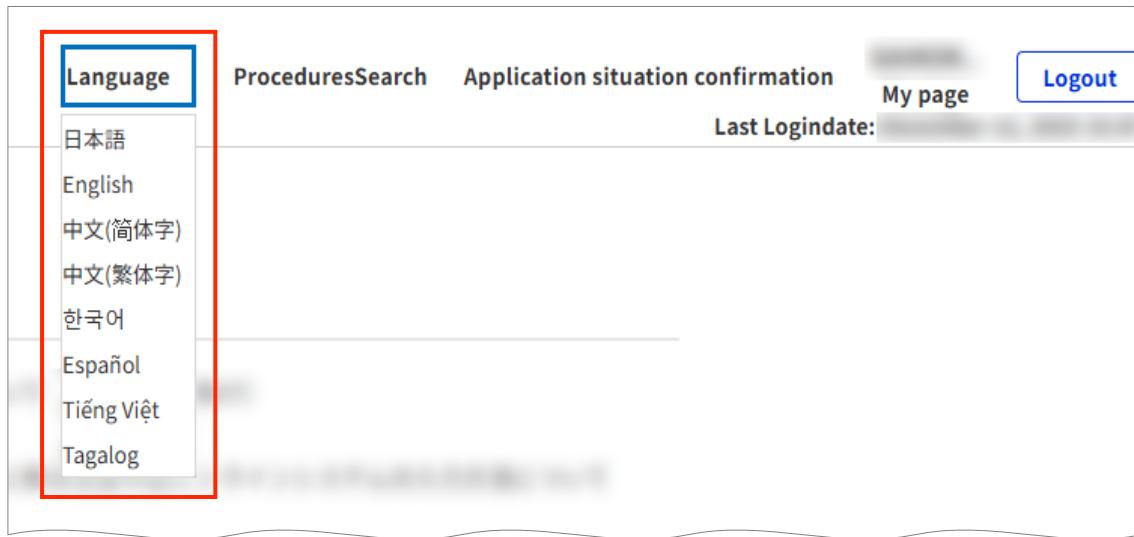
Menu	Language
日本語	Japanese
English	English
中文(简体字)	Chinese (Simplified)
中文(繁体字)	Chinese (Traditional)
한국어	Korean
Español	Spanish
Tiếng Việt	Vietnamese
Tagalog	Tagalog

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**

- Personnel from affiliated organizations — who submitted a user information registration form for the Electronic Notification System to the Regional Immigration Bureau and set authentication ID and password before December 31, 2025 — can log in using the same authentication ID and password. Proceed to "Login" (p. 29).
- You cannot log in using the user ID (formerly: authentication ID) and password 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:

| User registration	Request for use
Obtain a User ID (p. 10).	**Submit a request for use (p. 15).**
Accessing the Electronic Notification System	Log into the Electronic Notification System with the obtained user ID and registered password.
▼	▼
Agree to the terms of use.	Request for use of the Electronic Notification System
▼	▼
Register your email address.	Agree to the terms of use.
▼	▼
Click the URL in the received email.	Enter the needed items.
▼	▼
Enter the required items and register your password.	Attaching the Materials
	▼
	Apply
▼	▼
You will receive an email containing your user ID.	Verification by the Regional Immigration Bureau
	▼
	You will receive an email confirming the completion of the procedure.
▼	▼
Completion of user ID acquisition	**Completion of the procedure for request for use**

2.2　Obtaining a User ID (User Registration)

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. 27).

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].**

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".
● If there is a shared email address among staff members engaged in related duties, enter the shared email address. When entering an email address assigned to an individual, be sure to change the email address whenever the responsible person changes.

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 personnel of affiliated organizations, Organization of Affiliation of the Specified Skilled Worker, Registered Support Organization, and Japanese-Language Institutes, select [Staff Member of the Organization] as your user type.
For the [Name (English letter)] field, enter the name (alphabetical characters) of the person responsible for the notification procedure.
In the procedure for request for use (p. 15) after obtaining a user ID, there is a field for entering the name (alphabetical characters) of the person responsible for the notification procedure. The name (alphabetical characters) entered here will be displayed in that field.

> ⚠️ **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.

⚠ **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".

Please input a 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.

Please input a password (for confirmation) Required

Please input the same one again.

7 Click [Proceed to Confirmation].

Email 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 [Please input a password] field

Please input a password Required

⚠ A password Requiredis an input item.

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].**

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].**

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. 15).

2.3 Submitting a Request for Use

Log into the Electronic Notification System and submit a request for use. Once the submitted request for use is verified and no revisions are required, you can submit the notification.

2.3.1 Login

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

Item Name	Description
User ID	Enter the "User ID" acquired in "Obtaining a User ID" (p. 10). It has been mentioned in the email.
Password	Enter the password registered in "Obtaining a User ID" (p. 10).

> **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. 33).
> ● If you have forgotten your user ID, see "If You Forgot Your User ID" (p. 32).
> ● If you have forgotten your password, see "If You Forgot Your Password" (p. 33).

Log into the Electronic Notification System.

2 **Click [Online Application Procedures].**
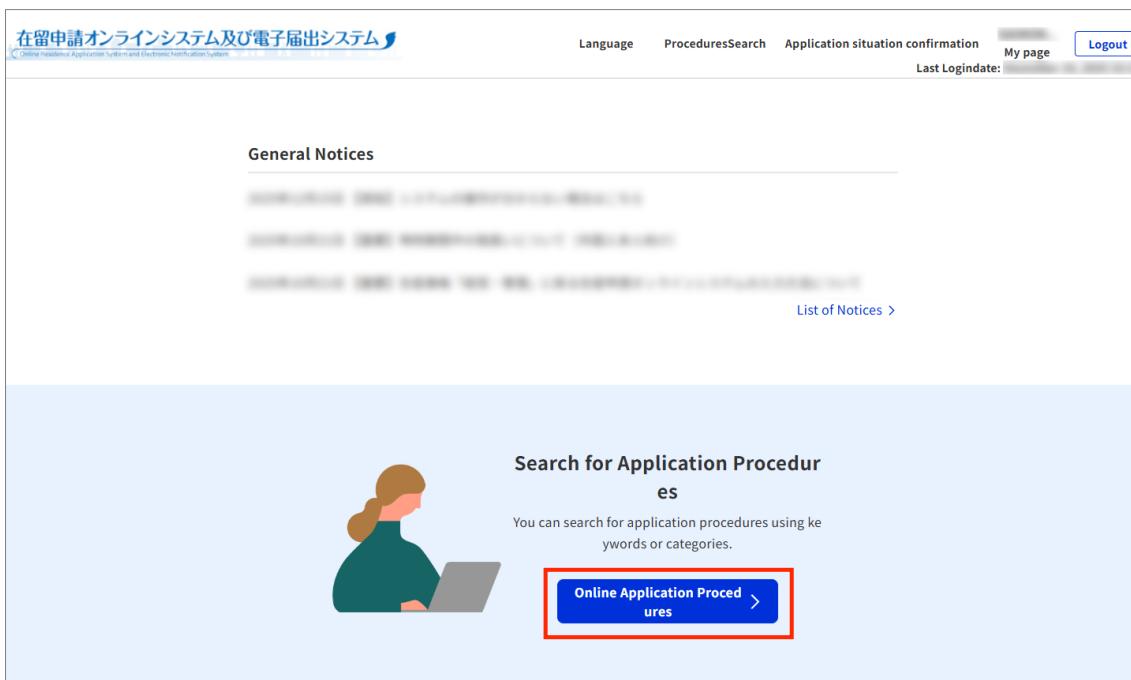
The [Online Application Procedures] screen is displayed.

2.3.2 Enter the Required Items

1 **Under [List of Procedures], click [Usage Application(For Affiliated Institutions Who Wish to Begin Notifications by Institutions, Notifications by Specified Skilled Worker Institutions and Registered Support Organizations, or Reports Based on the Notification Standards for Japanese Language Education Institutions)].**

> ⚠️ **Important**

● Do not select [Usage Application(For Affiliated Institutions Who Wish to Begin Applying for Status of Residence)].

> ℹ️ **Reference**

● To search for procedures, see "Searching for Procedures" (p. 82).

The [The Procedures explanation] screen is displayed.

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

The [Application] screen is displayed.

3   Enter the required items.

For what to enter in each field, see the separate document "Points to Note When Entering Required Information".

For [Notification procedures personnel (alphabetical characters)], the name (alphabetical characters) entered when obtaining the user ID will be displayed. If it does not appear, enter the name (alphabetical characters) you entered when obtaining your user ID.

> ⚠️ **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.

> ℹ️ **Reference**
>
> ● If you want to temporarily save data while entering it, see "Saving/Loading Data During Entry" (p. 84).
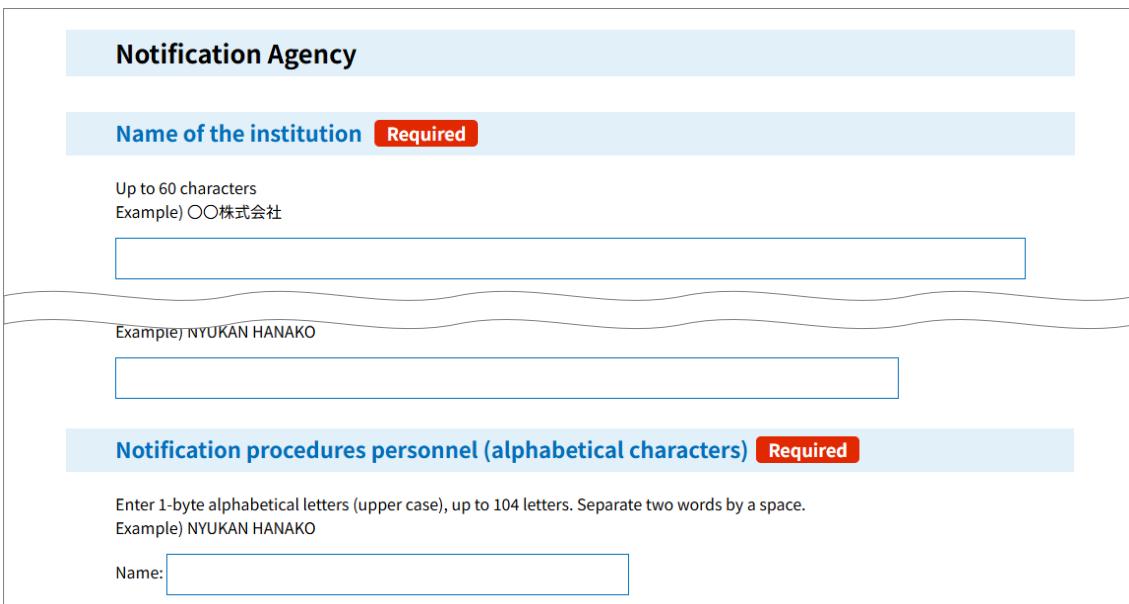
Notification Agency

Name of the institution `Required`

Up to 60 characters
Example) ○○株式会社

[   ]

Example) NYUKAN HANAKO

[   ]

Notification procedures personnel (alphabetical characters) `Required`

Enter 1-byte alphabetical letters (upper case), up to 104 letters. Separate two words by a space.
Example) NYUKAN HANAKO

Name: [   ]

2.3.3   Attaching the Materials

Here is how to attach the documents required for your request for use.

You can attach up to 20 files, totaling up to 20 MB.

The file format that can be attached is PDF.

⚠️ **Important**

● The materials required for the request for use are PDF files of the following documents that include the names of the affiliated organization and notification procedures personnel: employee ID card, staff ID card, certificate of employment, certificate of application proxy, certificate of all historical matters, registration support agency registration (renewal) notification, certificate of notification, etc. Business cards are considered invalid.

● The following PDF files cannot be attached:
・ PDF files with security options enabled. (For example, password-protected files, files that prohibit printing, files that prohibit copying text and graphics, or files that require network authentication to be opened.)
・ PDF files in formats that do not conform to ISO 32000-1 (International Standards for PDF).
If you attach such a file, an error message will appear. Check the file and reattach the appropriate one.

1 **Click [Attachment File].**
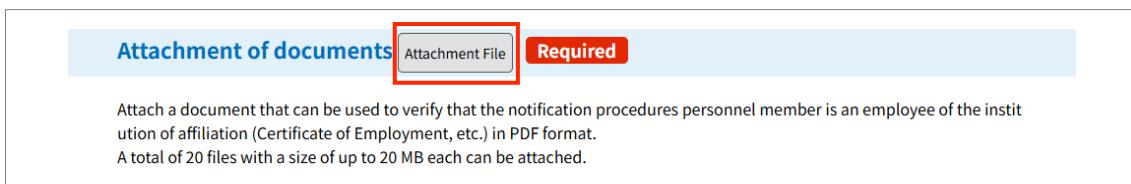
The screen for attaching files is displayed.

2 **Click [Select File].**
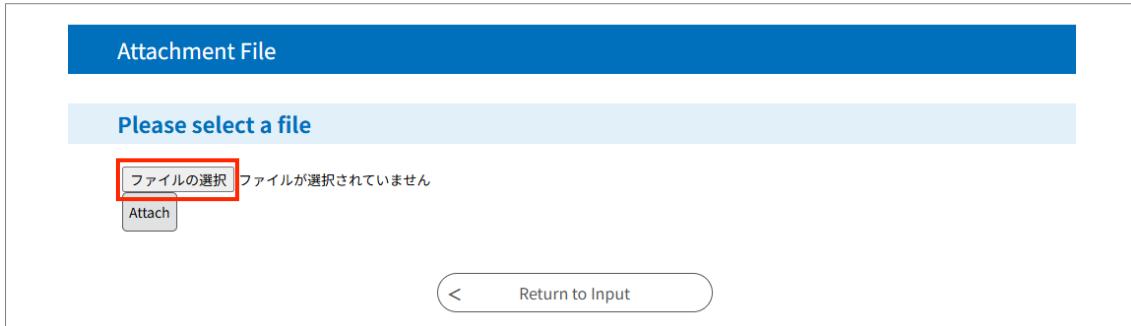
The screen for selecting the material to attach is displayed.

3 **Select the material to attach and click [Open].**
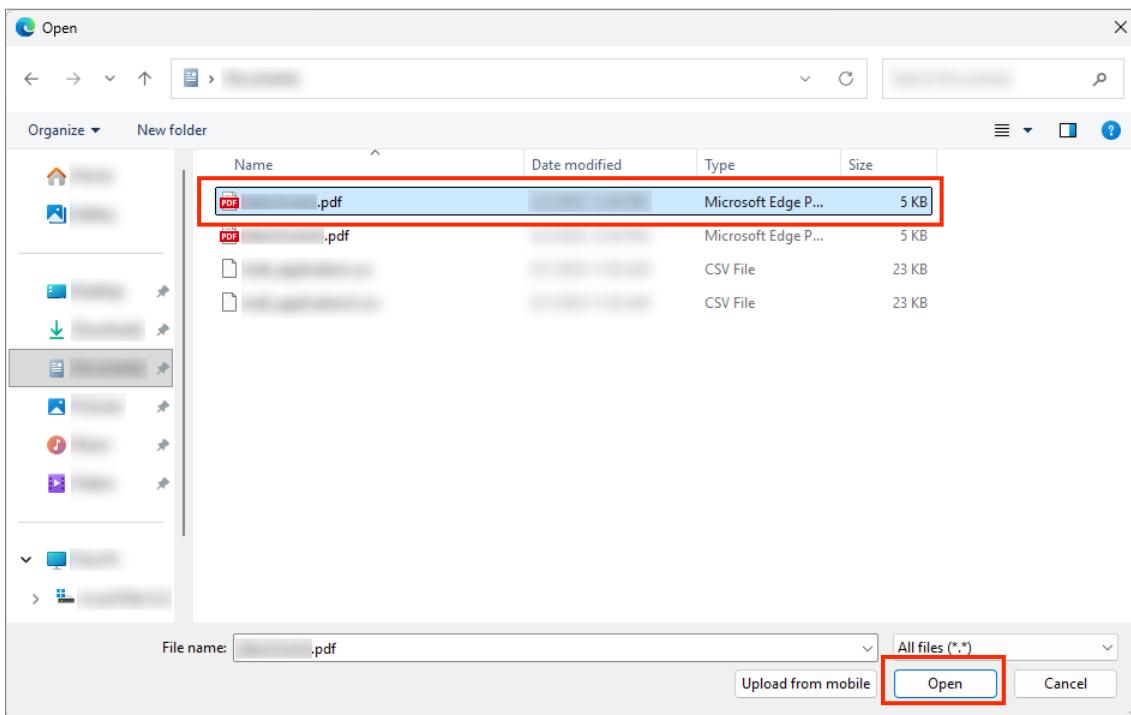
4 **Click [Attach].**
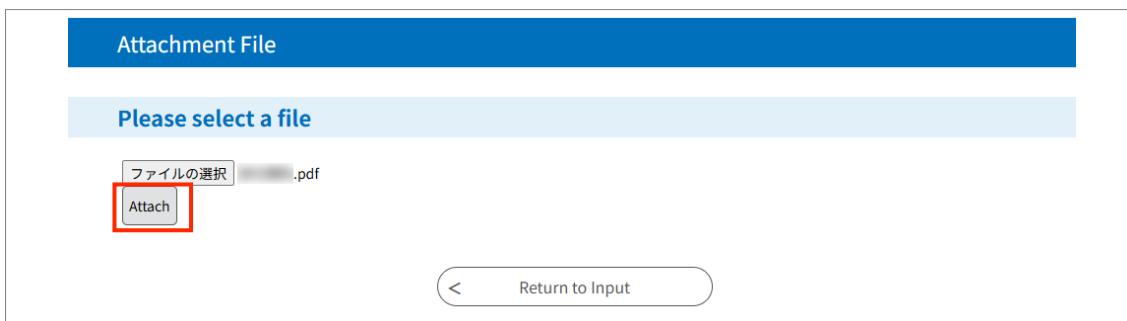
ℹ️ **Reference**

- To attach multiple materials, repeat steps 2 through 4.

The material(s) will be attached.

5 **After attaching all the required materials, click [Return to Input].**
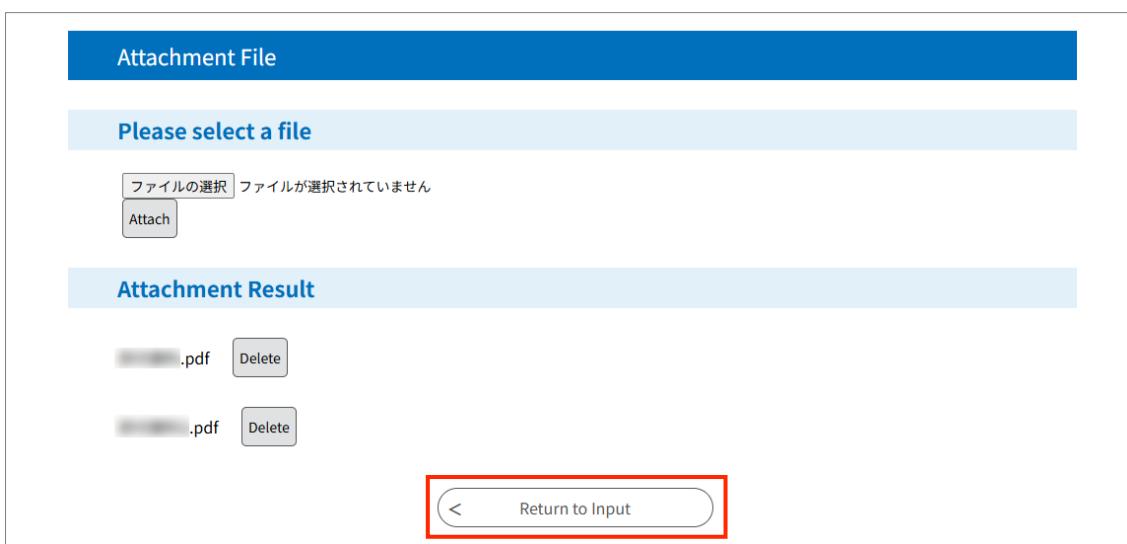
ℹ️ **Reference**

- To delete the attached material, click [Delete].

The entry screen is restored.

2.3.4　Confirming Your Entries

Confirm your entries.

1　**Review the information you entered in "[Enter the Required Items](#)" (p. 16) and the materials you attached in "[Attaching the Materials](#)" (p. 18), and then click [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 [Name of the institution] field

The [Application confirmation] screen is displayed.

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

A pop-up message is displayed.

3 **Click [OK].**

ℹ️ **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

~~Usage Application for affiliated institutions Who Wish to Begin Notifications by Institutions, Notifications by Specified Skill ed Worker Institutions and Registered Support Organizations, or Reports Based on the Notification Standards for Japanese Language Education Institutions for application of Procedures of _2050 opening to the public~~ 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

ℹ️ **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. If all of your entries are appropriate, an email will be sent to notify you that the procedure has been completed.
If corrections are needed for your request for use, an email requesting corrections will be sent. See "When a Modification Request Is Received" (p. 24).

Next, you will proceed with notification submission. See the respective pages.

Submitting Notification of Acceptance of Mid- to Long-Term Residents for each individual	▶
Submitting Notification of Acceptance of Mid- to Long-Term Residents (Article 19-17 of the Act) for multiple individuals collectively (Bulk notification)	▶
Submitting Notification for the Name/location change of the institution (Article 19-16 of the Act) on behalf of medium- to long-term residents (Bulk notification)	▶

2.4　When a Modification Request Is Received

If there are errors in the information entered for the request for use or in the attached materials, an email will be sent. Submit your request again according to the modification instructions.

1　**Click the URL in the received email.**

The [User Login] screen is displayed.

2　**Log into the Electronic Notification System.**

See "Login" (p. 29).

3　**Click [Check Application Status] or [Application situation confirmation].**
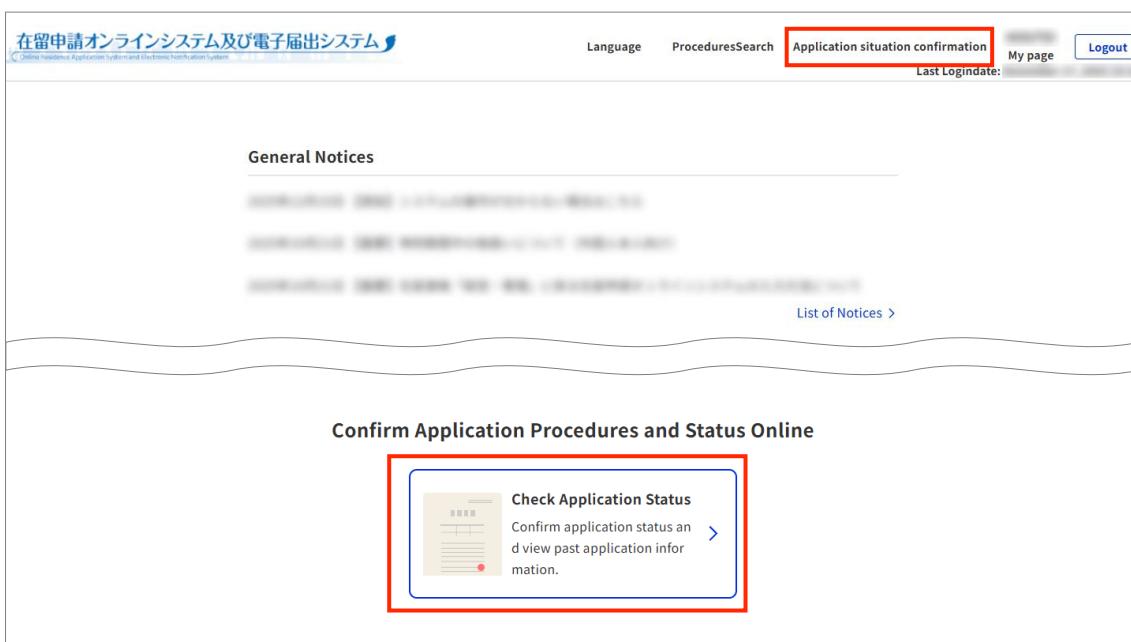
The [Application list] screen is displayed.

4   Click [Details] for the request subject to modification.

The [Application Details] screen is displayed.

5   Click [Modify].

The [Application] screen is displayed.

6   Modify according to the instructions in the received email and submit your application again.

As for the materials, only those requested for modification shall be attached. You do not need to re-attach materials that do not require modification.

ℹ️ **Reference**

● If no responses to the modification request email are made within seven days, a follow-up email will be sent.

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

- Personnel from affiliated organizations — who submitted a user information registration form for the Electronic Notification System to the Regional Immigration Bureau and set authentication ID and password before December 31, 2025 — can log in using the same authentication ID and password.
- You cannot log in using the user ID (formerly: authentication ID) and password for the Online Residence Application System.

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 (User Registration)" (p. 10).

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].

29

Item Name	Description
User ID	Enter the "User ID" acquired in "Obtaining a User ID" (p. 10). It has been mentioned in the email.
Password	Enter the password registered in "Obtaining a User ID" (p. 10).

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. 33).
- If you have forgotten your user ID, see "If You Forgot Your User ID" (p. 32).
- If you have forgotten your password, see "If You Forgot Your Password" (p. 33).

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].
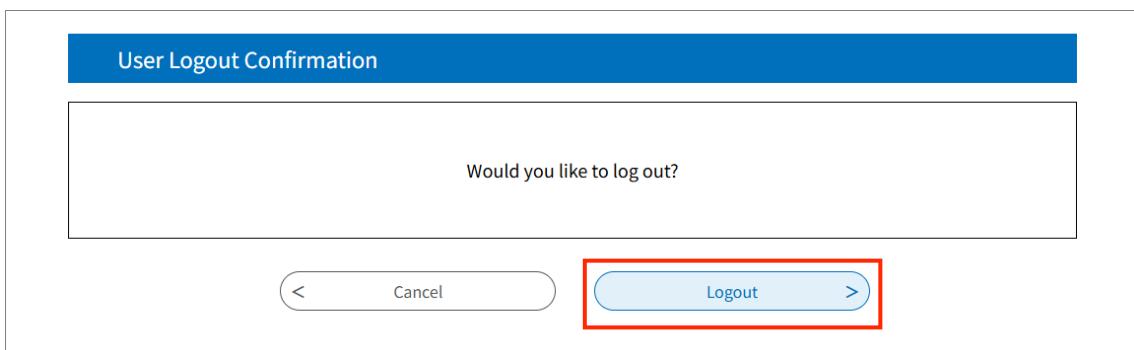
Now you have logged out of the Electronic Notification System.

3.4 If You Forgot Your User ID

This section explains how to receive your user ID via email if you have forgotten it.

⚠️ **Important**

● Personnel from affiliated organizations — who set an ID through a user information registration form for the Electronic Notification System before December 31, 2025 — shall submit a written inquiry to the Regional Immigration Bureau.

1 **On the [User Login] screen, click [Click here if you forgot your user ID].**
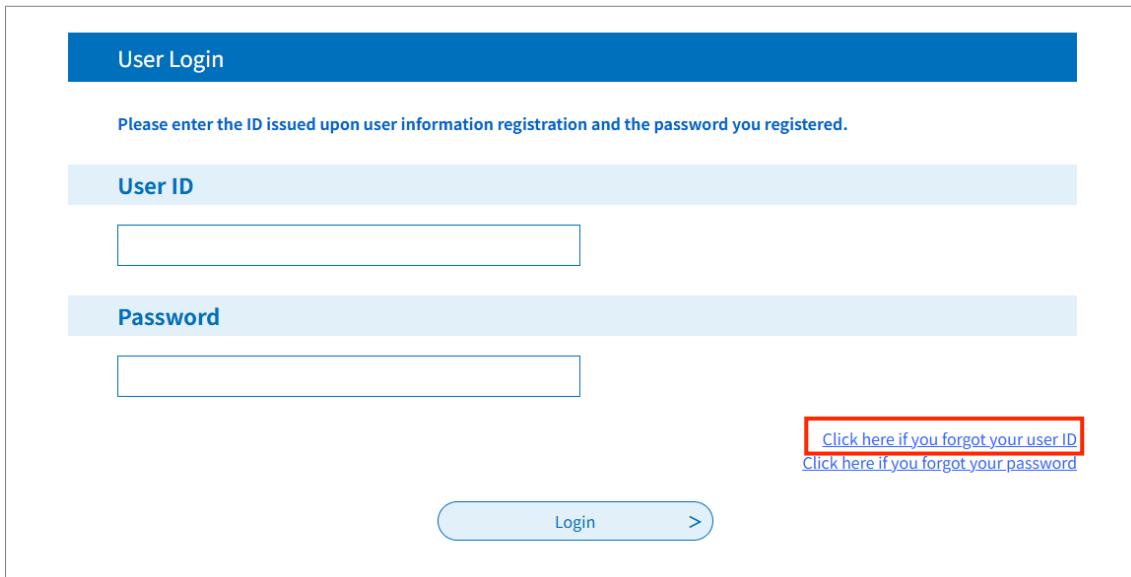
The [Email Address Input (User ID Notification)] screen is displayed.

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

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 [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].**

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:
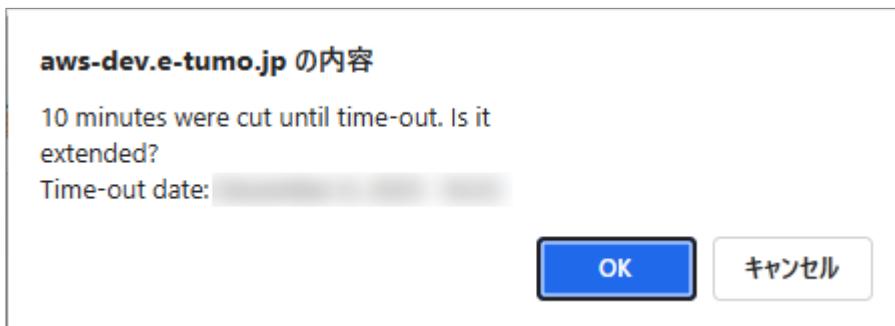
Clicking [OK] will extend the time until logout by three hours.
Clicking [Cancel] will log you out of the system at the shown time.

4 Submitting Notification of Acceptance of Mid- to Long-Term Residents for Each Individual

This chapter explains how to submit a notification for each medium- to long-term resident. When submitting notifications for multiple medium- to long-term residents collectively, see "Submitting Notification of Acceptance of Mid- to Long-Term Residents (Article 19-17 of the Act) for Multiple Individuals Collectively (Bulk Notification)" (p. 43).

> ⚠️ **Important**

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

4.1 Selecting a Procedure

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

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

See "Accessing the Electronic Notification System" (p. 27).

2 Log into the Electronic Notification System.

See "Login" (p. 29).

3 Click [Online Application Procedures].
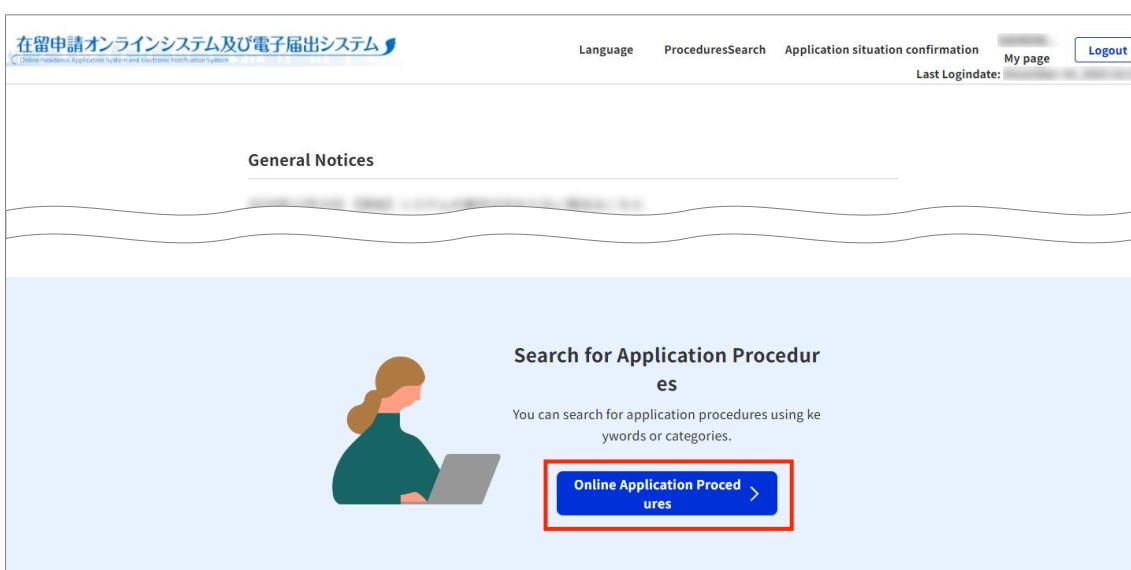
The [Online Application Procedures] screen is displayed.

4 **Click [Notification relating to the employment or invitation of medium- to long-term residents] under [List of Procedures].**

ℹ️ **Reference**

● To search for procedures, see "Searching for Procedures" (p. 82).

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 Favorite, you can easily apply from your My page without searching for the procedures. For more information, see "How To Use Favorite" (p. 79).

The Procedures explanation	
Procedures name	Notification relating to the employment or invitation of medium- to long-term ⭐ **Add to Favorites** residents
The explanation	
Reception time	9:30 August 18 in 2025 -

Contact information

< terms of service>

利用規約

ご利用前に必ずお読みください。
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庁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機構が提供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ている電子証明書の検証が行えない場合があります。同サービスの運用状況については、同サービスのポータルサイト等で確認願います。

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. 38).

Application	
Selected Procedure Name： Notification relating to the employment or invitation of medium- to long-term residents 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.	
Content of the Notification	
Content of the Notification **Required**	

4.2 Entering the Required Items and Submitting the Notification

Enter the required items and submit 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.

> ℹ️ **Reference**

- If you want to temporarily save data while entering it, see "Saving/Loading Data During Entry" (p. 84).
- To reuse a past notification and automatically set the information to be entered, see "Reusing the Information Entered for Past Notifications" (p. 87).

1 Make selection for [Content of the Notification].

2 Enter the required items.

The required information varies depending on the type of notification.

3 Click [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

The [Application confirmation] screen is displayed.

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

A pop-up message is displayed.

5   **Click [OK].**

ℹ️ **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	

~~Notification relating to the employment or invitation of medium- to long-term residents/on application of Procedures of , (B 4) opening to the public , was received.~~ 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)

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.

If there are no errors in the confirmed entries, the submission of the Notification of Acceptance of Mid- to Long-Term Residents 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 the 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. 42).

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. 31).

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 Submitting Notification of Acceptance of Mid- to Long-Term Residents (Article 19-17 of the Act) for Multiple Individuals Collectively (Bulk Notification)

You can submit the Notification of Acceptance of Mid- to Long-Term Residents for multiple individuals collectively.

> ⚠️ **Important**

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

5.1 Creating a Lump Sum Notification File

To submit notifications in bulk, you need a lump sum notification file (CSV file).
Create the lump sum notification file (CSV file) using the template for batch notifications (Excel file).
It is recommended that you create the file before logging in.

1 Download the template for batch notifications (Excel file) "Notification of Acceptance of Mid- to Long-Term Residents (Article 19-17 of the Act)" and save it to your desktop.
From the Immigration Services Agency website's "Frequently Asked Questions (Q&A) and Operation Manual (for Articles 19-16 and 19-17 of the Act)" page (https://www.moj.go.jp/isa/applications/online/i-ens_faq_manual.html), download the template for the "Notification of Acceptance of Mid- to Long-Term Residents (Article 19-17 of the Act)".

2 Open the template for batch notifications (Excel file) and enter the notification information.
One file can hold entries for up to 300 people.
For the instructions on how to fill in the template for batch notifications (Excel file), see the usage procedures in the file.

> ⚠️ **Important**

- To create a lump sum notification file (CSV file), the macro function must be enabled in Excel. If the macro function has been disabled, enable it.
- If [Protected View] appears in Excel, click [Enable Editing].
- If [Security Warning] appears in Excel, click [Enable Content].

> **ℹ Reference**
>
> - If the status of residence is "Student", you do not need to enter the "Details of activities at the organization".
> - For "Student: State of acceptance at the time of May 1" and "Student: State of acceptance at the time of Nov 1", entering for "Item Generating date of notification" is not required.
> - For the entries in the pull-down menu, select the appropriate item from the pull-down menu. If you directly enter an item that does not exist in the pull-down menu, an error will occur.

3   Create a lump sum notification file (CSV file).

For the instructions on how to create a lump sum notification file (CSV file), see the usage procedures in the file.

> **⚠ Important**
>
> - Do not edit or change the extension (csv) of the created bulk notification file (CSV file). Editing the file will disable the registration.

> **ℹ Reference**
>
> - After clicking the [Output lump sum notification file] button to create the bulk notification file (CSV file), we recommend saving the bulk notification template (Excel file) as a precaution in case of an acceptance error.

5.2 Selecting a Procedure

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

1 **Open the top page of the Electronic Notification System in your browser.**
See "Accessing the Electronic Notification System" (p. 27).

2 **Log into the Electronic Notification System.**
See "Login" (p. 29).

3 **Click [Online Application Procedures].**

The [Online Application Procedures] screen is displayed.

4 Click [Notification relating to the employment or invitation of medium- to long-term residents(Batch Notification)] under [List of Procedures].

ℹ Reference

● To search for procedures, see "Searching for Procedures" (p. 82).

The [The Procedures explanation] screen is displayed.

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

> ℹ️ **Reference**
>
> - If you click [Add to Favorites] to add the procedure to your Favorite, you can easily apply from your My page without searching for the procedures. For more information, see "How To Use Favorite" (p. 79).

The [Application] screen is displayed. Proceed to "Entering the Required Items and Submitting the Notification" (p. 48).

5.3 Entering the Required Items and Submitting the Notification

Enter the required items and submit 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.

ℹ️ **Reference**

● If you want to temporarily save data while entering it, see "Saving/Loading Data During Entry" (p. 84).
● To reuse a past notification and automatically set the information to be entered, see "Reusing the Information Entered for Past Notifications" (p. 87).

1   Enter the required items.

2   Click [Attachment File].

The screen for attaching files is displayed.

3 Click [Select File].

The screen for selecting the lump sum notification file (CSV file) to attach is displayed.

4 Select the lump sum notification file (CSV file) to attach and click [Open].

The file format that can be attached is CSV. Do not attach the template for batch notifications (Excel file) you entered.

5   **Click [Attach].**

> ℹ **Reference**
>
> ● To attach multiple lump sum notification files (CSV files), repeat steps 3 through 5.
> ● You can attach up to 20 lump sum notification files (CSV files), totaling up to 20 MB.

The lump sum notification files (CSV files) are attached.

6   **Attach all lump sum notification files (CSV files) and click [Return to Input].**

> ℹ **Reference**
>
> ● To delete the attached lump sum notification file (CSV file), click [Delete].

The entry screen is restored.

7 Click [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 [Name of the institution] field

The [Application confirmation] screen is displayed.

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

A pop-up message is displayed.

9　Click [OK].

ℹ️ **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.

5 Submitting Notification of Acceptance of Mid- to Long-Term Residents (Article 19-17 of the Act) for
    Multiple Individuals Collectively (Bulk Notification)

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 submission of the Notification of Acceptance of Mid- to Long-Term Residents for multiple individuals 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 the 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. 54).

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. 31).

5.4   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 revise the lump sum notification file 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.

<div style="background-color:#2e5496; color:white;">

6   Submitting Notification for the Name/Location Change of the Institution (Article 19-16 of the Act) on Behalf of Medium- to Long-Term Residents (Bulk notification)

</div>

At the request of a medium- to long-term resident, the responsible personnel of his/her affiliated organization can collectively submit Notification for the Name/Location Change of the Institution on his/her behalf, in accordance with Article 19-16 of the Immigration Control Act.

⚠️ **Important**

- After a notification event happens, you can submit a notification. You cannot submit a notification before the occurrence of the event.
- Mid- to long-term residents subject to notifications must also have applied to use the Electronic Notification System or the Online Residence Application System. If you submit a notification for a medium- to long-term resident who has not completed their request for use, an error will occur.

6.1   Creating a Lump Sum Notification File

To submit notifications in bulk, you need a lump sum notification file (CSV file).
Create the lump sum notification file (CSV file) using the template for batch notifications (Excel file).
It is recommended that you create the file before logging in.

1   Download the template for batch notifications (Excel file) "Notification on behalf of a mid- to long-term resident (change of name or location of affiliated institution) (Article 19-16 of the Act)" and save it to your desktop.
From the Immigration Services Agency website's "Frequently Asked Questions (Q&A) and Operation Manual (for Articles 19-16 and 19-17 of the Act)" page (https://www.moj.go.jp/isa/applications/online/i-ens_faq_manual.html), download the template for the "Notification on behalf of a mid- to long-term resident (change of name or location of affiliated institution) (Article 19-16 of the Act)".

2 Open the template for batch notifications (Excel file) and enter the notification information.

One file can hold entries for up to 300 people.

For the instructions on how to fill in the template for batch notifications (Excel file), see the usage procedures in the file.

> ⚠️ **Important**
>
> - To create a lump sum notification file (CSV file), the macro function must be enabled in Excel. If the macro function has been disabled, enable it.
> - If [Protected View] appears in Excel, click [Enable Editing].
> - If [Security Warning] appears in Excel, click [Enable Content].

> ℹ️ **Reference**
>
> - For the entries in the pull-down menu, select the appropriate item from the pull-down menu. If you directly enter an item that does not exist in the pull-down menu, an error will occur.

3 Create a lump sum notification file (CSV file).

For the instructions on how to create a lump sum notification file (CSV file), see the usage procedures in the file.

> ⚠️ **Important**
>
> - Do not edit or change the extension (csv) of the created bulk notification file (CSV file). Editing the file will disable the registration.

> ℹ️ **Reference**
>
> - After clicking the [Bulk Notification File Output] button to create the lump sum notification file (CSV file), we recommend saving the template for batch notifications (Excel file) as a precaution in case of an acceptance error.

6.2   Selecting a Procedure

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

1   **Open the top page of the Electronic Notification System in your browser.**
See "Accessing the Electronic Notification System" (p. 27).

2   **Log into the Electronic Notification System.**
See "Login" (p. 29).
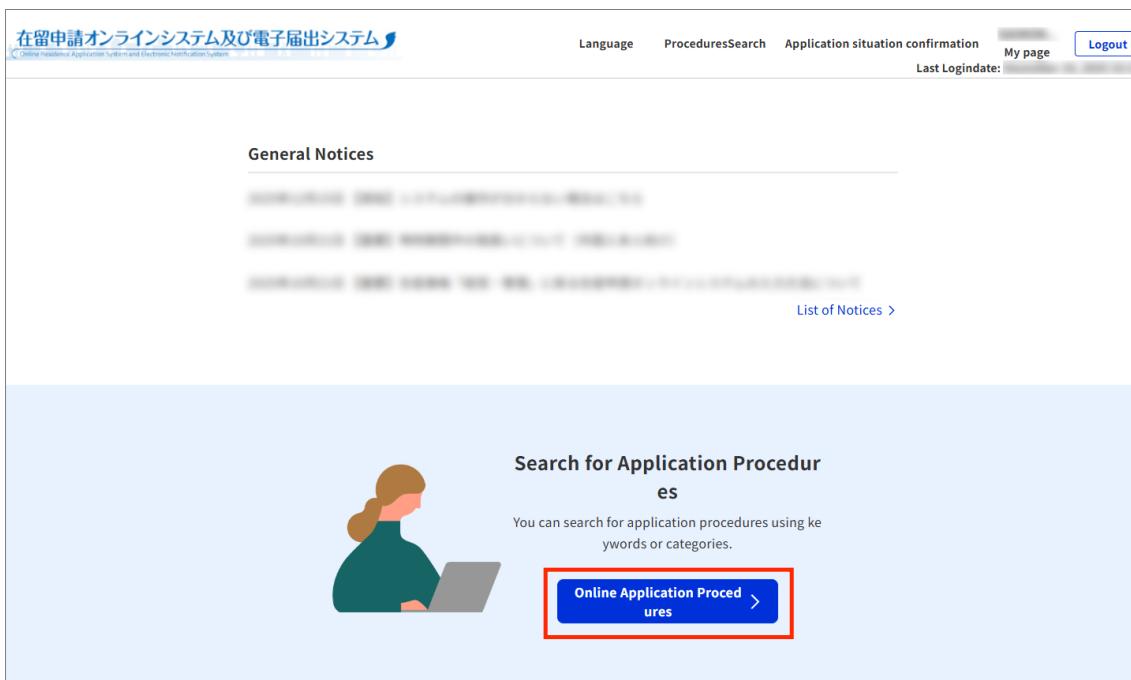
3   **Click [Online Application Procedures].**

The [Online Application Procedures] screen is displayed.

4   Click [Notification for the Name/location change of the institution(Batch Notification)] under [List of Procedures].

> ℹ️ **Reference**

- To search for procedures, see "Searching for Procedures" (p. 82).

The [The Procedures explanation] screen is displayed.

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

> ℹ️ **Reference**
>
> ● If you click [Add to Favorites] to add the procedure to your Favorite, you can easily apply from your My page without searching for the procedures. For more information, see "How To Use Favorite" (p. 79).

The [Application] screen is displayed. Proceed to "Entering the Required Items and Submitting the Notification" (p. 60).

59

6.3 Entering the Required Items and Submitting the Notification

Enter the required items and submit 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.

> ℹ️ **Reference**

- If you want to temporarily save data while entering it, see "Saving/Loading Data During Entry" (p. 84).
- To reuse a past notification and automatically set the information to be entered, see "Reusing the Information Entered for Past Notifications" (p. 87).

1   Enter the required items.

Batch Notification for Name and Address Change of the Affiliated Organization

Batch registration for notifications relating to changes to the name or location of the institution of affiliation is performed in place of medium- to long-term residents.

Notification Officer

Name of the person submitting the notification `Required`

One-byte English letter (capital letter input) andUp to 104 characters. space period
Example) TURNER ELIZABETH MD

Name:

Phone number of the person submitting the notification `Required`

Up to 12 1-byte letters
Example）0312345678

2   Click [Attachment File].

Specify Batch Notification Information File

A template for batch notifications can be downloaded from here.
https://www.moj.go.jp/isa/applications/online/i-ens_faq_manual.html

Lump sum notification file `Attachment File` `Required`

Specify a CSV file for batch notification and click on the Proceed to confirmation button.
A total of 20 files with a size of up to 20 MB each is allowed.

The screen for attaching files is displayed.

3 Click [Select File].

The screen for selecting the lump sum notification file (CSV file) to attach is displayed.

4 Select the lump sum notification file (CSV file) to attach and click [Open].

The file format that can be attached is CSV. Do not attach the template for batch notifications (Excel file) you entered.


61

5 Click [Attach].

Reference

- To attach multiple lump sum notification files (CSV files), repeat steps 3 through 5.
- You can attach up to 20 lump sum notification files (CSV files), totaling up to 20 MB.

The lump sum notification files (CSV files) are attached.

6 Attach all lump sum notification files (CSV files) and click [Return to Input].

Reference

- To delete the attached lump sum notification file (CSV file), click [Delete].

The entry screen is restored.

7   **Click [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 [Name of the person submitting the notification] field

The [Application confirmation] screen is displayed.

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

A pop-up message is displayed.

9   **Click [OK].**

ⓘ   **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.

6 Submitting Notification for the Name/Location Change of the Institution (Article 19-16 of the Act) on Behalf of Medium- to Long-Term Residents (Bulk notification)

ℹ️ **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 submission of the Notification for the Name/location change of the institution (Article 19-16 of the Act) 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 the 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. 66).

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. 31).

6.4 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 revise the lump sum notification file 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.

7 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. 27).

2 **Log into the Electronic Notification System.**

See "Login" (p. 27).

3 **Click [Check Application Status] or [Application situation confirmation].**
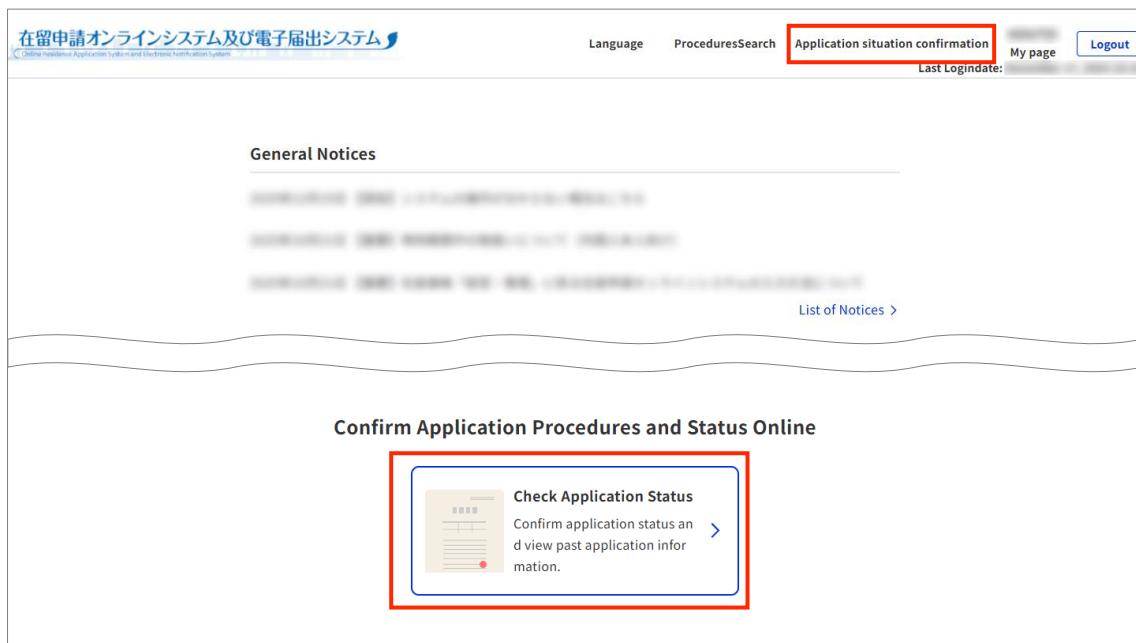
The [Application list] screen is displayed.

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

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 Pag ▼ |

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 rmation | | Procedures na me | |
| Application date | | Calendar | - | | Calendar |

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

Search　>

The search results will be displayed.

Current as of 20:44 December 18 in 2025

| Sort | Application Date and Time Desc··· ▼ | Change Display Count | Show 20 Items per Pag ▼ |

1

Procedures name	Related information	Application Date and Time	Processing Status	Action
Notification relating to t he employment or invit ation of medium- to lon g-term residents	Notification Receipt Number:	14:00 December 4 in 2025	Completed	Details >

1

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

69

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

The [Application Details] screen is displayed.

7   **Check the notification details and processing status.**

Click [Print Details] to print your notification details.

8 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 "Favorite".

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

See "Accessing the Electronic Notification System" (p. 27).

2 **Log into the Electronic Notification System.**

See "Login" (p. 27).

3 **Click [My page].**
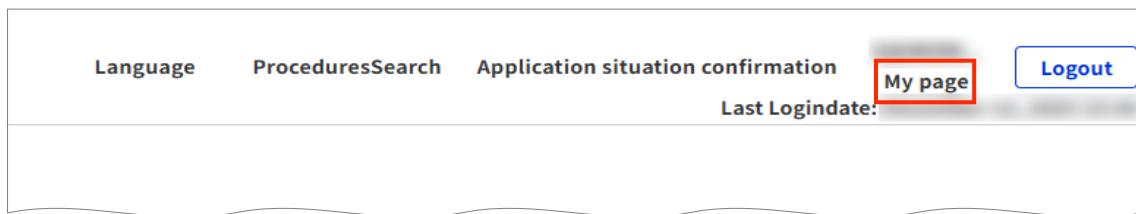
The [My page] screen is displayed.

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. 71)
Favorite Procedures	You can open the procedures that you have added to Favorite.	"How To Use Favorite" (p. 79)
Check User Information	You can check your user information or change your email address, password, or phone number.	"Confirming the User Information" (p. 72)

8.1 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. 68).

8.2 Confirming the User Information

Here is how to confirm the user information.

1 **Click [Check User Information] on the [My page] screen.**
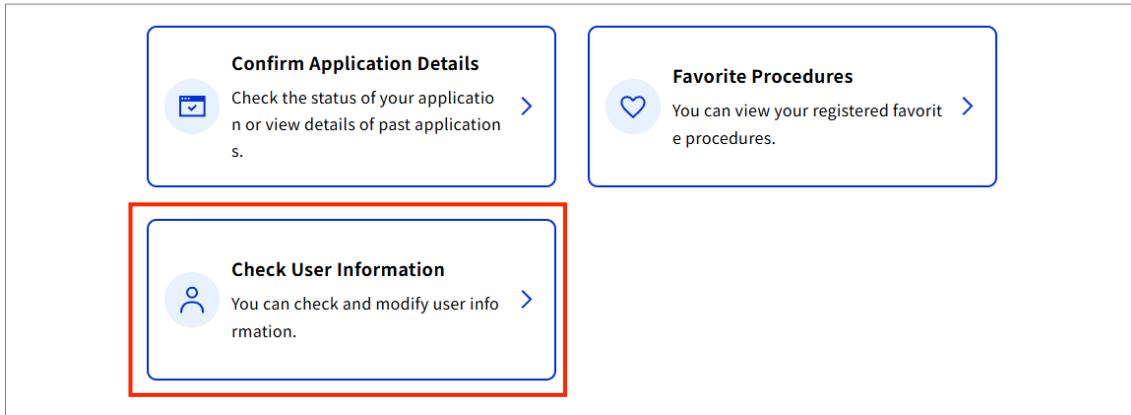
The [UserDetails] screen is displayed.

8.3   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 [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".

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.

74

8.4   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 [Change Password] screen is displayed.

75

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.

8.5 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 [UserChange] screen is displayed.

77

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

The [UserChange confirmation] screen is displayed.

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

The [UserChange Completed] screen is displayed.
An email confirming the change will be sent, and your phone number change is now complete.

8.6   How To Use Favorite

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

■ Adding Procedures to Favorite

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

2   **Click [Register].**

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

■ Calling Up Procedures Added to Favorite

1 **Click [Favorite Procedures] on the [My page] screen.**
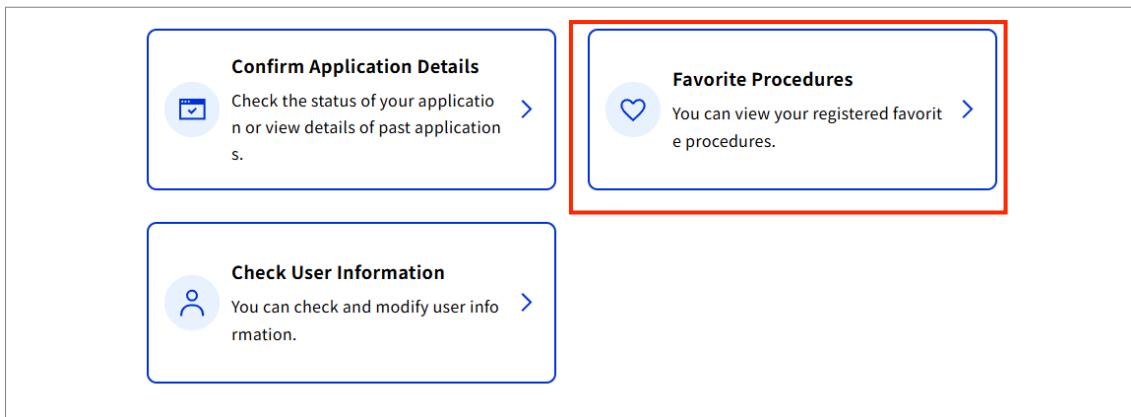
[Favorite Procedures List] is displayed.

2 **Click the procedure for which you want to submit a notification.**
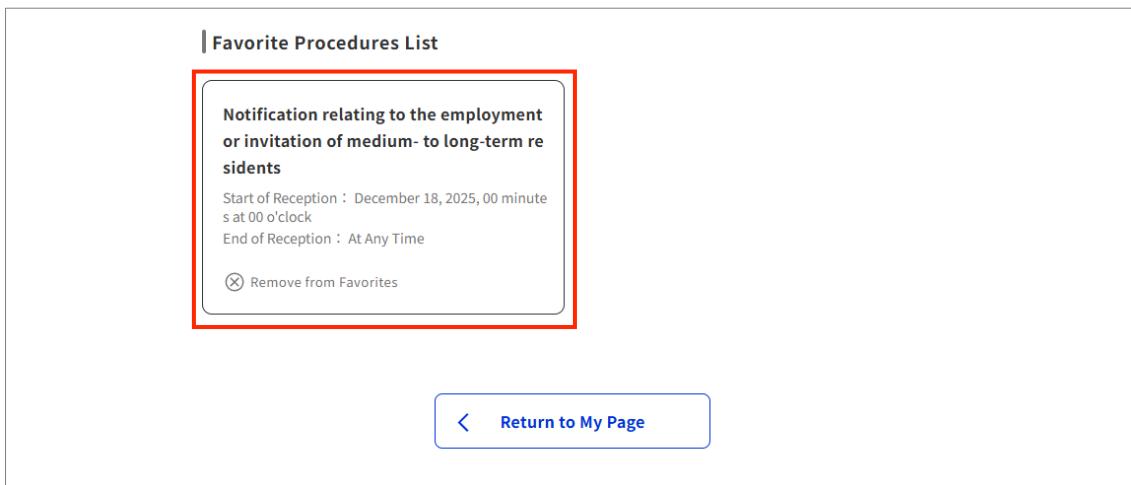
The [The Procedures explanation] screen is displayed, and the procedure is started.

■ Deleting Procedures from Favorite

● 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.
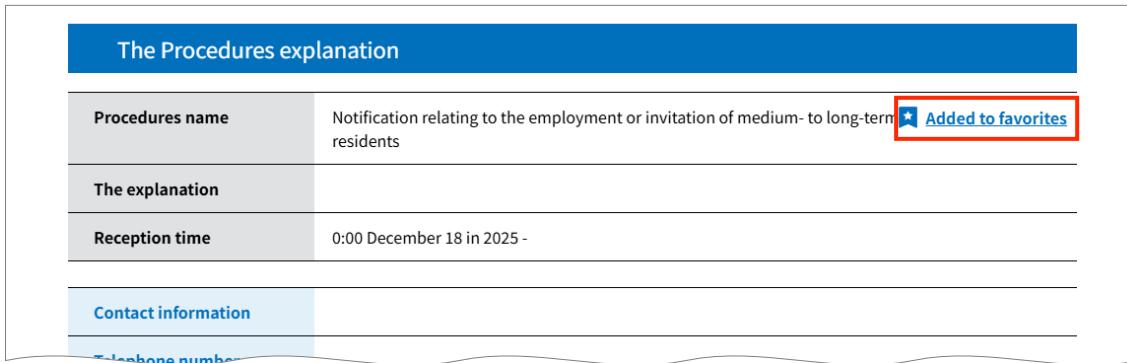
The Procedures explanation	
Procedures name	Notification relating to the employment or invitation of medium- to long-term residents 🚩 **Added to favorites**
The explanation	
Reception time	0:00 December 18 in 2025 -
Contact information	

● When deleting through [Favorite Procedures List]
Click [Remove from Favorites], and then click [Delete] on the confirmation screen.
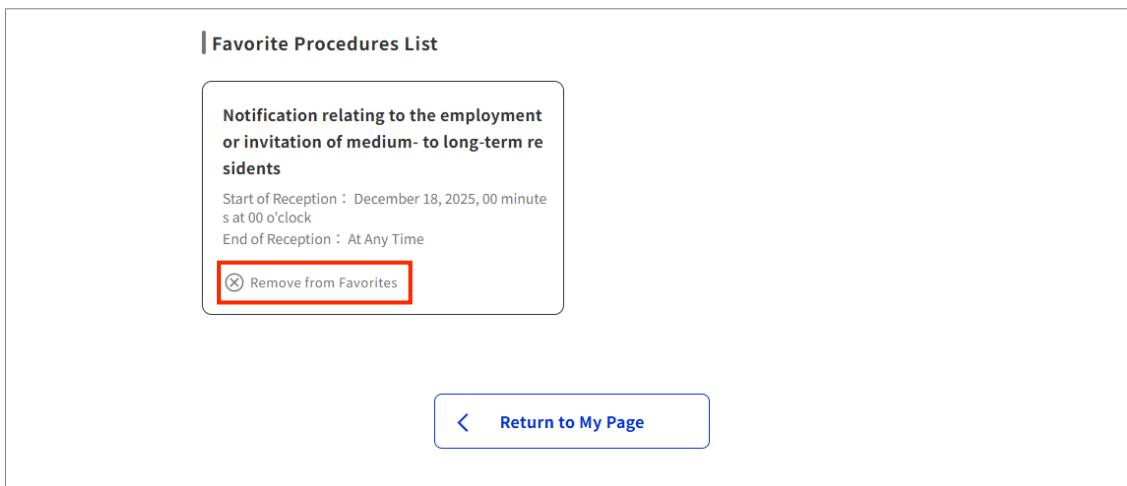
Favorite Procedures List

Notification relating to the employment or invitation of medium- to long-term re sidents

Start of Reception：December 18, 2025, 00 minute s at 00 o'clock
End of Reception：At Any Time

⊗ Remove from Favorites

‹　**Return to My Page**

81

9 Helpful Functions

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

9.1 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].

9.2   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.

ℹ️ **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.

Temporary Save/Load Data Being Entered

[Temporary Save Application Data and Notice at the time of of including rereading]
* Attachments are not saved temporarily.As the need arises, please attach a file to the back including rereading again.
*Temporarily saved data on your computer cannot be viewed, edited, or modified.
*Data can only be loaded on the same screen where it was saved.
*Applicants are responsible for managing the temporarily saved data on their computers.

Please note that "Save Data" does not complete the application process.

* Temporarily saving application data.   * Reloading temporarily saved data.

[⬇️ Save Data]   [⬆️ Load Data]

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.**
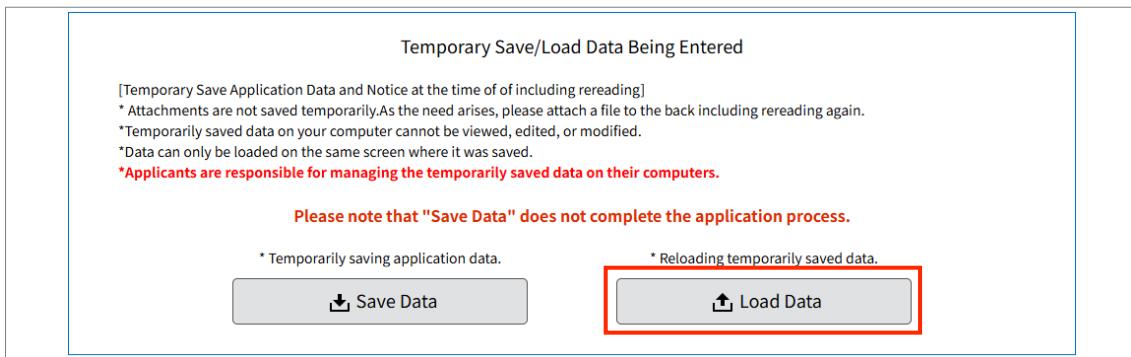
The [Load File] screen is displayed.

2 **Click [Select File].**
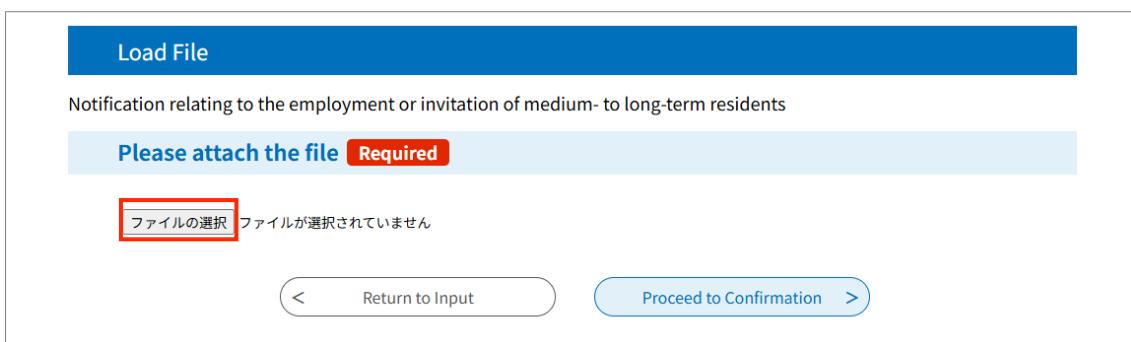
The file selection screen is displayed.

3 **Select the temporarily saved file and click [Open].**
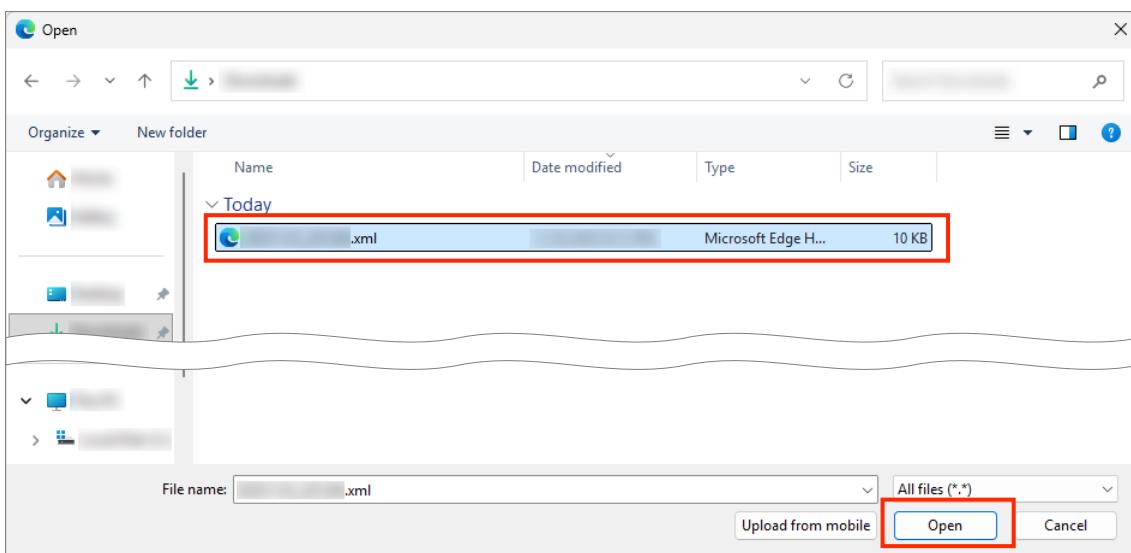
85
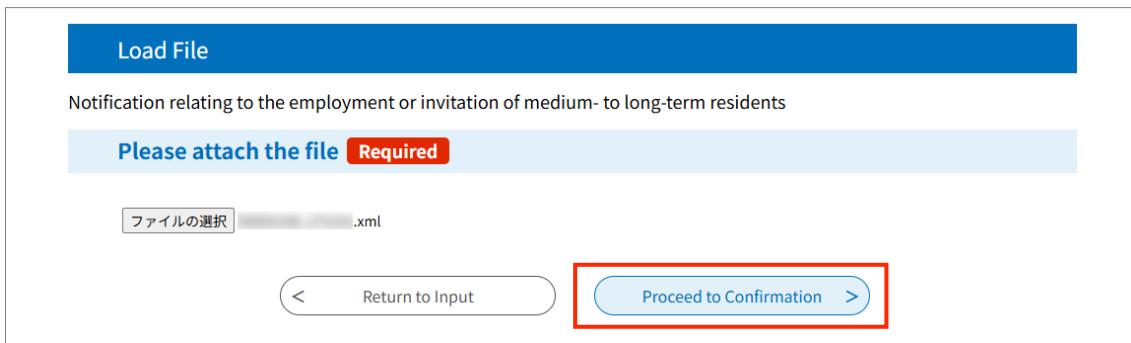
4 **Click [Proceed to Confirmation].**
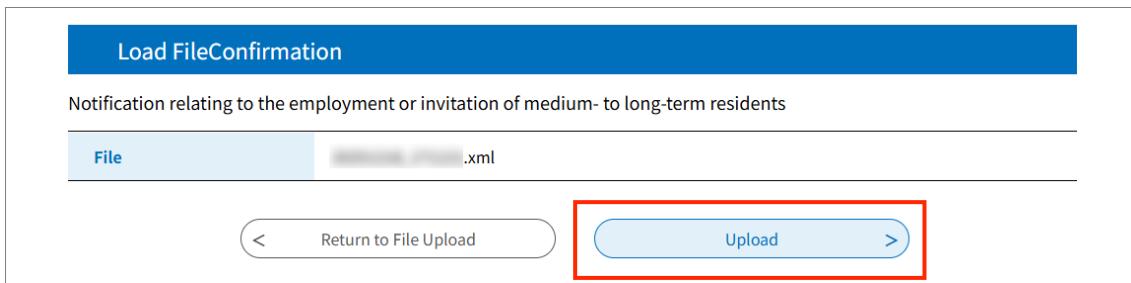
5 **Click [Upload].**

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.

9.3 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.
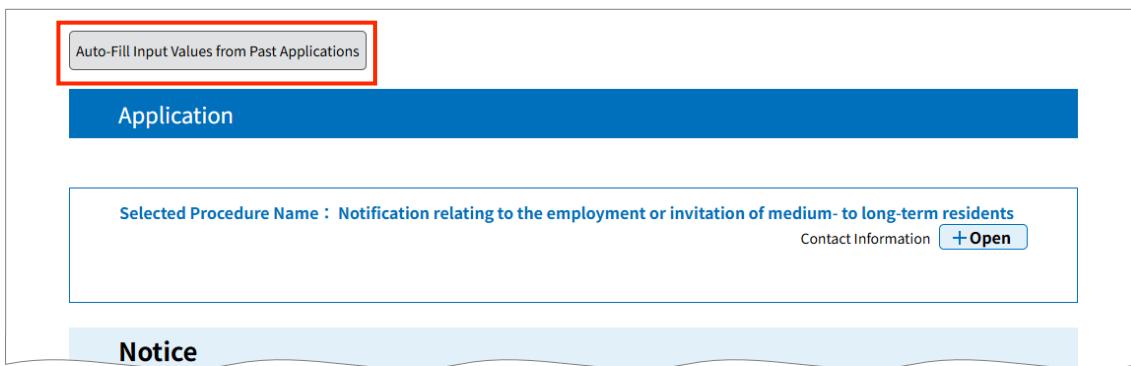
The [The past application list] screen is displayed.

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].**

| 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.

- 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 search results will be displayed.

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

The [Application] screen is restored.

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

10 Revision History

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