The e-Notification System of the Immigration Services Agency, the Ministry of Justice

Operation Manual -For Mid-To-Long-Term Residents-

Ver 2.0

Operation Manual - For Mid-to-Long-Term Residents -

Page	Date of	Version	Page	Revised Contents	Name
No.	Revision				
1		1.0	-	Newly Created	
2		1.1	-	Amendment associated with addition to the status of residence subject to notification	
3		1.1	-	Appendix "List of Error Messages" of the Operation Manual -For Mid-To-Long-Term Residents- was amended.	
4		2.0	-	Amendment associated with replacement of a system	

Revised Contents History

Page No.	Revised Page No.	Revised Contents	Revised Date	Name
1	1.1	The new status of residence subject to notification, "Business Manager", "Engineer/Specialist in Humanities/International Services", "Careworker", "Highly Skilled Professional (i) a", "Highly Skilled Professional (i) b", "Highly Skilled Professional (i) c", and "Highly Skilled Professional (ii)" were added.		
2	2.2.1	The layout of menu screen for mid-to-long-term residents was corrected.		
3	2.2.3	The display pattern of the notification menu buttons for the new status of residence subject to notification, "Business Manager", "Engineer/Specialist in Humanities/International Services", "Careworker", "Highly Skilled Professional (i) a", "Highly Skilled Professional (i) b", "Highly Skilled Professional (i) c", and "Highly Skilled Professional (ii)" was added.		
4	2.2.3①	The layout of menu screen for mid-to-long-term residents was corrected.		
5	2.2.3②	The layout of menu screen for mid-to-long-term residents was corrected.		

6	2.4.1#2	The layout of menu screen for mid-to-long-term residents was corrected.	
7	2.5.1#2	The layout of menu screen for mid-to-long-term residents was corrected.	
8	2.6.1#2	The layout of menu screen for mid-to-long-term residents was corrected.	
9	3.1	Additions were made to Solutions for the message MOE00138 in the Appendix "List of Error Messages".	
10	3.1	Additions were made to Solutions for the message MOE00147 in the Appendix "List of Error Messages".	

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1 Introduction

1.1 About This Manual

In this manual, operation methods of the e-Notification System (mid-to-long-term residents) are explained.

This is for mid-to-long-term residents who use the e-Notification System. Mid-to-long-term residents who are not subject to use this system cannot register for user information. The following shows applicable resident status.

"Professor", "Highly Skilled Professional", "Business Manager", "Legal/Accounting Services", "Medical Services", "Instructor", "Intra-company Transferee", "Technical InternTraining", "Student", "Trainee", "Researcher", "Engineer/Specialist in Humanities/International Services", "Careworker", "Entertainer", "Skilled Labor", "Dependent", "Spouse or Child of Japanese National", "Spouse or Child of Permanent Resident"

The applicable residents are mid-to-long-term residents who obtained landing permission, Change of Status of residence, and Extension of period of stay after July 9th, 2012. Those who are not applicable cannot register for user information.

For those who are in charge of host institutions, please refer to the separate manual, "The e-Notification System of the Immigration Services Agency, the Ministry of Justice Operation Manual - For Institutions-"



In this manual, the following figure and picture is used to describe operation procedures.

When you have questions, please refer to FAQs (As) or contact the Help Desk. Both are available on the TOP screen of the e-Notification System.

https://www.ens-immi.moj.go.jp/NA01/NAA01S/NAA01STransfer(TOP screen of the e-Notification System)

1.2 e-Notification System (Mid-to-Long-Term Residents) A List of

Functions and Whole Image

The following functions can be used in the e-Notification System for mid-to-long-term residents. In this manual, the flow of functions and screens are explained.

- User information registration
- Notification registration
- Re-Issuing of Authentication ID and/or Password
- E-Mail Address Change
- Password Change
- Viewing Notification Status



1.3 Required Environments

The e-Notification System can be operated normally with the following environments. Please note that operation is not guaranteed with other environments.

- Internet Browser: Google Chrome(Ver72)

Since e-mail will be sent to the registered e-mail address from the e-Notification System, make sure that your e-mail settings allow receiving e-mails from the following domain.

@ens-immi.moj.go.jp

Please note that when there is no operation on the e-Notification System screens for a certain period of time (more than 30 minutes), re-log in will be required. (Session timeout)

Common ways to view each screen of the e-Notification System are explained.



Screen link No.	Screen Description Item	Contents
5	"Confirm" button	Click the "Confirm" button after entering all information in the input fields and checking that the entries are correct. The confirmation screen is then displayed, if there is no error in entered information. Error messages show up if there are errors in entered information.
6	"Back" button	When the "Back" button is clicked, the previous screen is displayed. Please note that when "←" (Back) of Web Browser or "Back Space" key is used to move back to the previous screen, it is regarded as invalid operation and the user is logged out.

2 Basic Operations (for Mid-to-Long-Term Residents)

2.1 User information registration

To submit a notification using the e-Notification System, it is necessary to register as a user first. Follow the next procedures to register as a user.

- Note: Before trying to register as a user, please confirm that you are a mid-to-long-term resident who is a continuously residing foreign national with one of the following permissions since July 9th, 2012.
 - A person who has entry permission (excluding the entry by re-entry permission (include Special re-entry)
 - A person who has a permission of change of status of residence, extension of period of stay or acquisition of status of residence
 - A person who has a special permission for residence

2.1.1 User Registration Information

#	Screen	Operations
1	雷子届出システム	System Top Screen of the
		<u>e-Notification System</u> [Operation]
	Notices 利用規約(2013年3月1日更新)(日本語 Japanese, 英語 English, 中国語 中文(简体字), 中国語 中文(質体字), 韓国語 한국어, スペイン語 をおわり、ポルトガル語 Portugués, タガログ語 Tagalog) [2019/04/01] 2019年4月1日に「法務省入国管理局」は組織改編され、「法務省出入国在留管理庁」になりました。これにより、本システムにおける記載 ・ (1) FAQs & As (2) List of mid-to-long-term residents who need to submit a notification Log in(Notification under Article 19-16 and Article 19-17 of the Immigration Control and Refugee Recognition Act) ・ Click the button below, if you are a mid-to-long-term resident and want to submit your notification online.	From the top screen of the e-Notification System, click the "For mid-to-long-term residents" button to go to the log in screen for the mid-to-long-term residents.
	Click the button below, if you belong to a specified institution and want to submit your notification online. The specified institutions	
2	 出入国在留管理庁 Immigration Services Agency of Japan 電子届出システム Back to Top 	Log in Screen of the Mid-to Long-Term Residents [Operation] From the log in screen, click
	For a mid-to-long-term resident to log in	the "Authentication ID
	Enter your authentication ID and password, to log in. Authentication ID Please enter an authentication ID Password Please enter a password Log in Authentication ID issued resident and have no Authentication ID yet, make your user registration below. Authentication ID issued resident and have no Authentication ID yet, make your user registration below. Authentication ID issued resident and have no Authentication ID yet, make your user registration below. Authentication ID issued resident and have no Authentication ID yet, make your user registration below. Authentication ID issued resident and have no Authentication ID yet, make your user registration below. Authentication ID issued resident and have no Authentication ID yet, make your user registration below. Authentication ID issued resident and have no Authentication ID yet, make your user registration below.	Issued" link on the lower left to move to the next screen.
	Reissue of Authentication ID and/or password	

Windown of the set of the se		Screen	Operations
<complex-block></complex-block>	╞		User Information Entry
Control of the series		北入国在留管理庁	(Step 1)
<section-header></section-header>		Immigration Services Agency of Japan	(Step 1)
better user minormation. In the residence cardinates is the second term in the residence cardinates is the second term is easily field, enter information enter informatio		雷子届出システム	
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 The result of the res			the each item's entry field,
<section-header></section-header>		Step 1 (Enter) / Step 2 (Confirm) / Step 3 (Registration done)	enter information exactly
Card. When the name is not written in alphabetical terms, enter the alphabetical name as shown in your passport. After entering each item, confirm the regulations of use. If you agree with the multicate is the default of the defaul		Enter user information	as shown in the Residence
<form></form>			Card. When the name is
User incrementation For end of the properties of the septement o		Line information	not written in alphabetical
 And the set of the set o		User Information	letters, enter the
In graph ranke do written in Epight on your readence Circl, etter your name spelling it as taggests on your seadence of the se		Enter your user information Follow the information written in your Resident Card precisely, as you enter your user information.	alphabetical name as
Since in a space of the space add whether is the space of		In case your name is not written in English on your residence Card, enter your name spelling it as it appears on your passport.	shown in your passnort
Name is alphabet with the programmed is been in the programmed is the programmed			shown in your passport.
<pre>space. corrected:</pre>		Name in alphabet Required Enter 1-byte alphabetical letters. (upper case) Up to 104 letters Separate two words by a	After entering each item,
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 read the Regulations above and agree with them." checkbox to move to the next screen. checkbox to move the next screen. checkbox to move to move to the next screen.		2010 / 04 / 01	check mark in the "I have
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 Be here in the set of th		Sex Required	and agree with them."
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#	Screen	Operations
4	出入国在留管理庁 Immigration Services Agency of Japan電子届出システム	<u>User Information</u> <u>Confirmation (Step 2)</u> [Operation] After confirming the
	Step 1 (Enter) 1 Step 2 (Confirm) / Step 3 (Registration done) Certification generations Confirming uses information Turn our user information Nume nalphabet TURNER ELIZABETH MD Data year of birth (Year / Month / Date) 21206/00 Ste Puteon Tyrding and Reidence Card No. K12345678NI Autonation (D you want Instraktion Data dates change Backynzolit	contents entered in the previous screen, click the "Register" button to move to the next screen. When correcting entries, click the "Back" button to move back to the entry screen and enter correct information.
5	<section-header><complex-block><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></complex-block></section-header>	User InformationRegistration Complete(STEP 3)[Operation]This is the end of userinformation registrationprocedures.After the registration iscompleted, you will receivethe "Notice of userinformation registrationcompletion" e-mail to thee-mail address enteredbefore.No password is shown in thenotice.

2.1.2 Description on User Information Entry Screen







Step 1 (Enter) / Step 2 (Confirm) / Step 3 (Registration done)

Enter user information

MOE00007: Enter the item with () .

1

nation				
information mation written in your me is not written in Er	Resident Card precise	ely, as you enter your use ce Card, enter your name	er information. e spelling it as it app	ears on your
abet Required Ent	er 1-byte alphabetical	letters. (upper case) Up	to 104 letters Sep	parate two words by a
Required D Month	() Day			
	nation information mation written in your me is not written in Er mabet Required Ent ER ELIZABETH MD Required Month	nation information mation written in your Resident Card precise me is not written in English on your residend habet Required Enter 1-byte alphabetical ER ELIZABETH MD Required Month Day	nation information mation written in your Resident Card precisely, as you enter your use me is not written in English on your residence Card, enter your name wabet Required Enter 1-byte alphabetical letters. (upper case) Up ER ELIZABETH MD Required Month Day	nation information mation written in your Resident Card precisely, as you enter your user information. me is not written in English on your residence Card, enter your name spelling it as it app nabet Required Enter 1-byte alphabetical letters. (upper case) Up to 104 letters Sep ER ELIZABETH MD Required Month Day

0	女 Female
0	lationality (region) Required
0	Required I-byte alphanumeric letters (upper case), up to 12 letters
Ex	ample) AB12345678CD
0	Authentication ID you want Required 1-byte alphanumeric letters and/or signs, 6 letters to 20 The signs you can
ente	are <u>\$%&=@ #*+-?!</u>
Ex	ample) 1234567890AB
0	assword Required
Be s	ure to use at least one from each of the 1-byte alphabet letters, 1-byte numbers, and 1-byte signs. The total text length
mus Case	: be 8 letters or longer and up to 32 letters. -sensitive. The signs you can enter are \$%&=@#*+-?!
Ex	ample) ABCD1234!
_	
	assword (Enter again.) Required
mus	the 8 letters or longer and up to 32 letters.
Case	-sensitive. The signs you can enter are <u>\$%&=@ #*+-?!</u>
Ex	ample) ABCD1234!
•	
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Ex Ex Re Cont	-mail address change Required Up to 60 1-byte alphanumeric letters ample) abc@xyz.co.jp inter e-mail address (again). Required Up to 60 1-byte alphanumeric letters ample) abc@xyz.co.jp gulations of Use Irm the Regulations of Use below and, if you agree with them, check the check box. Toruma of Use
Ex Ex Re Cont	mail address change Required Up to 60 1-byte alphanumeric letters ample) abc@xyz.co.jp cinter e-mail address (again). Required Up to 60 1-byte alphanumeric letters ample) abc@xyz.co.jp cinter e-mail address of Use cinter e-mail address (again). Required Up to 60 1-byte alphanumeric letters cinter e-mail address (again). Required Up to 60 1-byte alphanumeric letters cinter e-mail address (again). Required Up to 60 1-byte alphanumeric letters cinter e-mail address (again). Required Up to 60 1-byte alphanumeric letters cinter e-mail address (again). Required Up to 60 1-byte alphanumeric letters cinter e-mail address (again). Required Up to 60 1-byte alphanumeric letters cinter e-mail address (again). Required Up to 60 1-byte alphanumeric letters cinter e-mail address (again). Required Up to 60 1-byte alphanumeric letters cinter e-mail address (again). Required Up to 60 1-byte alphanumeric letters cinter e-mail address (again). Required Up to 60 1-byte alphanumeric letters cinter e-mail address (again). Required Up to 60 1-byte alphanumeric letters cinter e-mail address (again). Required Up to 60 1-byte alphanumeric letters cinter e-mail address (again). Required Up to 60 1-byte alphanumeric letters cinter e-mail address (again). Required Up to 60 1-byte alphanumeric letters cinter e-mail address (again). Required Up to 60 1-byte alphanumeric letters cinter e-mail address (again). Required Up to 60 1-byte alphanumeric letters cinter e-mail address (again). Required Up to 60 1-byte alphanumeric letters cinter e-mail address (again). Required Up to 60 1-byte alphanumeric letters cinter e-mail address (again). Required Up to 60 1-byte alphanumeric letters cinter e-mail address (again). Required Up to 60 1-byte alphanumeric letters cinter e-mail address (again). Required Up to 60 1-byte alphanumeric letters cinter e-mail address (again). Required Up to 60 1-byte alphanumeric letters cinter e-mail address (again). Required Up to 60 1-byte alphanumeric letters cinter e-mail address (again). Required Up to 60 1-byte
Ex Ex Ex Cont Ple Yo	-mail address change Required Up to 60 1-byte alphanumeric letters ample) abc@xyz.co.jp (Inter e-mail address (again). Required Up to 60 1-byte alphanumeric letters ample) abc@xyz.co.jp (Inter e-mail address of Use (Inter e-mail address (again). Required Up to 60 1-byte alphanumeric letters (Inter e-mail address (again). Required Up to 60 1-byte alphanumeric letters (Inter e-mail address (again). Required Up to 60 1-byte alphanumeric letters (Inter e-mail address (again). Required Up to 60 1-byte alphanumeric letters (Inter e-mail address (again). Required Up to 60 1-byte alphanumeric letters (Inter e-mail address (again). Required Up to 60 1-byte alphanumeric letters (Inter e-mail address (again). Required Up to 60 1-byte alphanumeric letters (Inter e-mail address (again). Required Up to 60 1-byte alphanumeric letters (Inter e-mail address (again). Required Up to 60 1-byte alphanumeric letters (Inter e-mail address (again). Required Up to 60 1-byte alphanumeric letters (Inter e-mail address (again). Required Up to 60 1-byte alphanumeric letters (Inter e-mail address (again). Required Up to 60 1-byte alphanumeric letters (Inter e-mail address (again). Required Up to 60 1-byte alphanumeric letters (Inter e-mail address (again). Required Up to 60 1-byte alphanumeric letters (Inter e-mail address (again). Required Up to 60 1-byte alphanumeric letters (Inter e-mail address (again). Required Up to 60 1-byte alphanumeric letters (Inter e-mail address (again). Required Up to 60 1-byte alphanumeric letters (Inter e-mail address (again). Required Up to 60 1-byte alphanumeric letters (Inter e-mail address (again). Required Up to 60 1-byte alphanumeric letters (Inter e-mail address (again). Required Up to 60 1-byte alphanumeric letters (Inter e-mail address (again). Required Up to 60 1-byte alphanumeric letters (Inter e-mail address (again). Required Up to 60 1-byte alphanumeric letters (Inter e-mail address (again). Required Up to 60 1-byte alphanumeric letters (Inter e-mail address (again). Required Up to 60 1-byte a
Ex Ex Ex Re Cont Ple Yo the	mail address change Required Up to 60 1-byte alphanumeric letters ample) abc@xyz.co.jp mail address (again). Required Up to 60 1-byte alphanumeric letters ample) abc@xyz.co.jp
Ex Ex Ex Ex Cont Ple Yo the Japa	mail address change Required Up to 60 1-byte alphanumeric letters ample) abc@xyz.co.jp inter e-mail address (again). Required Up to 60 1-byte alphanumeric letters ample) abc@xyz.co.jp gulations of Use below and, if you agree with them, check the check box. Terms of Use ase read the Terms of Use below before using the System. are required to agree to the Terms of Use below in order to make an online notification to the Minister of Justice using E-Notification System of the Immigration Bureau, the Ministry of Justice.The original text of the Terms of Use is in mese. If any conflict arises between the translation of the Terms of Use
Ex Ex Ex Ex Ex Cont Ple Yo the Japa	mail address change Required Up to 60 1-byte alphanumeric letters ample) abc@xyz.co.jp
Ex Ex Re Cont Ple Yo the Japa	mail address change Required Up to 60 1-byte alphanumeric letters ample) abc@xyz.co.jp inter e-mail address (again). Required Up to 60 1-byte alphanumeric letters ample) abc@xyz.co.jp gulations of Use forms of Use im the Regulations of Use below and, if you agree with them, check the check box. Immuno of Use ase read the Terms of Use below before using the System. are required to agree to the Terms of Use below in order to make an online notification to the Minister of Justice using the Notification System of the Immigration Bureau, the Ministry of Justice. The original text of the Terms of Use is in nese. If any conflict arises between the translation of the Terms of Use below and the Japanese original, the Japanese I have read the Regulations above and agree with them.
Ex Ex Re Contine Yo the Japza	E-mail address change Required Up to 60 1-byte alphanumeric letters ample) abc@xyz.co.jp Enter e-mail address (again). Required Up to 60 1-byte alphanumeric letters ample) abc@xyz.co.jp Equired Up to 60 1-byte alphanumeric letters ample) abc@xyz.co.jp Equired Disc Disc Disc Disc Disc Disc Disc Disc

法務省出入国在留管理庁 Immiqration Services Agency

Screen link	Screen	Contents	
No.	Description Item	Contents	
1	Error message	When there are errors in entries, error messages will be displayed when the "Confirm" button is clicked. You cannot proceed to the next screen until all errors are corrected.	

Screen link No.	Screen Description Item	Contents
Screen link No.	Screen Description Item User information	ContentsEnter user information. Enter the information as exactly written on your latest Residence Card."Required" is a required field. Please enter information.• Name using alphabet Enter as exactly written on your Residence Card including a space. When the name is not written in alphabetical letters, enter the alphabetical name as shown in your passport.• Nationality Select your nationality from the pull-down list. Nationalities are, in principle, ordered in English alphabetical order.• Authentication ID and Password You can set your own Authentication ID and Password. Upper case and lower case are distinguished for Authentication ID and Password. Password cannot be the same with the Authentication ID. Please make sure to keep the Authentication ID and Password in a secure place. No password is written in the e-mail sent from the Immigration Services Agency. "O" is displayed as you type the password in the password field. It is recommended to save your password on the Note Pad and copy & paste the password.
		• Domain Specification (Receiving) Setup When a restriction is set to avoid Spam e-mail, please unset the restriction or specify the domain, @ens-immi.moj.go.jp, so that e-mails from the domain can be received.
3	"Confirm" button	The confirmation screen (STEP 2) is then displayed, if there is no error in entered information. Error messages show up on the top of the screen, if there are errors in entered information.
4	"Back" button	When the "Back" button is clicked, the log in screen is displayed.
5	"(Back to top)" link	Returns to the top screen.

The procedures to submit a notification via the Internet using the e-Notification System are described. After notification event happens, you can submit a notification. Please note that you cannot submit a notification before the notification event happens.

This can be only used by a registered user. For how to register user information, refer to [2.1.1 User Information Registration] of this manual.

#	Screen	Operations
1	出入国在留管理庁	Log in of the Mid-to-Long-Term
	です。 Immigration Services Agency of Japan	<u>Kesidents</u>
	電子庙出ン人テム Back to Too	[Operation]
	עסר סראשעים דער	Enter your Authentication ID and
	For a mid-to-long-term resident to log in	Password in the log in screen and
	Enter your authentication ID and password, to log in.	click the "Log in" button to go to the
	Authentication ID Please enter an authentication ID	next screen.
	Password	
	Please enter a password	
	Log in If you are a mid-to-long-term resident and have no Authentication ID yet, make your user registration below.	
	Authentication ID issued If you have lost your Authentication ID and/or password, or your account is locked and you cannot log in, obtain a new Authentication ID and password from below. Reissue of Authentication ID and/or password	
2	Menu for mid-to-long-term residents	Mid-To-Long-Term Residents
	Various patifications	<u>Menus</u>
	various notifications	[Operation]
	Choose the item involving a change.	Since different buttons for available
	Notification of active organization	notifications are displayed, click a
	Name change	notification button you would like to
	The location of the institution you serve has been channed	submit to go to the next screen.
	Location change	
	The institution you serve has been abolished	 Displayed Buttons
	Abolished	Depending on the resident status, the
	You left the institution	buttons that are displayed on the
	Left	screen change.
	You moved to another institution	For the buttons that show up
	Moved	depending on the status of residence,
		refer to [2.2.3 Description of
		Mid-to-Long-Term Residents
		Menus] of this manual.
		_

2.2.1 Notification Registration

#	Screen	Operations
3		Notification Entry (STEP1)
	出人国任留管埋庁 Immigration Services Agency of Japan	[Operation]
		Enter user information on the upper
	竜ナ庙山ン人ナム	part of the screen. In the each item's
	Your name:TEST USER	entry field (identification items, etc.)
	Log out	entry field (identification items, etc.),
		enter information exactly as shown
	Step 1 (Enter) / Step 2 (Confirm) / Step 3 (Accepted)	in the Residence Card.
	Enter your notification (Name change)	When the name is not written in
		alphabetical letters, enter the
	Person submitting this notification	alphabetical name as shown in your
	Enter information on the person notifying.	passport.
	Enter what is written in your resident Card precisely, as you enter the information on the person nonlying. In case your name is not written in English on your residence Card, enter your name spelling it as it appears on your passport.	
ļ	FAQs and As	Enter notification at the lower part of
	Example) TURNER ELIZABETH MD	the screen. Entry contents differ
	Date of birth Required	depending on status of residence. For
ļ	Year Month Day	the descriptions on information entry
		item refer to [2.2.4 Descriptions on
	Sex Required	nem, refer to [2.2.4 Descriptions on
	● 男 Male	Notification Items of Notification
		Entry Screen].
	•	
	Address (Prefecture, municipality) Required	After entering all required
	Search Click the button and choose from the list displayed.	information, click the "Confirm"
	Address (lown name, street name, etc.) Required Up to 80 2-byte characters Example) 霞ヶ間1-1-1 霞ヶ間1/1/2/2/0/2 号	button to go to the next screen.
	Residence Card No. Required I-byte alphanumeric letters (upper case), up to 12 letters	_
	Example) AB12345678CD	• Errors
	Telephone number Up to 12 1-byte letters	When there are errors or no entry in
	Callular phone number	required fields error messages are
	Example) 09012345678	displayed
		Vou cannot proceed to the payt
	INAME CHANGE OF THE INSTITUTION YOU DEIONG TO	some and the second to the next
	Date and year of change Required	screen unin all errors are corrected.
	Year Month Day	• Alphabetical Letters of Name
	2010 / 04 / 01	Enter as exactly written on your
	Name of the institution (before change) Required Up to 60 2-byte characters	Residence Card including a space.
	Example) 東京入国管理局	
	Name of the institution (after change) Required Up to 60 2-byte characters	
	Example)東京入園管理局	
	Location or the instruction (Prefecture, municipality) Required Search Click the button and choose from the list displayed.	
	Location of the institution (Town name, street name, etc.) Required Up to 80 2-byte characters	
	Example) 南 5 - 5 - 3 0 霞ヶ間ビル	
	Confirm Back	
ļ		
ļ	法務省出入国在留管理庁 Immiaration Services Agency	
ļ		
J		1

#	Screen	Operations
4		Notification Confirmation
	山八国111首官理J Immigration Services Agency of Japan	(STEP2)
	雨フ尼山ミフニル	[Oneration]
	电丁屈山ン人丁ム	
	Your name:TEST USER	Confirm the information entered
	Log out	in the previous screen.
		Contents of a notification cannot
	Step 1 (Enter) / Step 2 (Confirm) / Step 3 (Accepted)	be confirmed on the system later;
		therefore, try to save the contents
	Confirm entry of notification (Name change)	by printing or taking a screen shot
	Deven submitting this petition	by printing of taking a screen shot
	Person submitting this notification	(saving the screen).
	Confirm your notification has been entered.	After saving the contents by printing
	Name in alphabet	or screen shot, enter a check mark by
	TEST USER	clicking the "Saved the notification
	Date and year of birth (Year / Month / Date)	contents" checkbox to go to the user
	1300/07/07	information confirmation screen
	 B Male	
	Nationality (region)	
	中国 People's Republic of China	
	Address (Prefecture, municipality)	
	東京都千代田区	
	Address (Town name, street name, etc.)	
	霞ヶ開1-1-1 霞ヶ開八イツ202号	
	Residence Card No.	
	AB12345678CD	
	Telephone number	
	Callular phone number	
	09012345678	
	Name change of the institution you belong to	
	Confirm your notification.	
	Date and year of change (Year / Month / Date)	
	2019/05/20	
	Name of the institution (before change)	
	東京入国管理局	
	Name of the institution (after change)	
	東京人員管理局官者	
	東京都品川区	
	Location of the institution (Town name, street name, etc.)	
	南5-5-30 霞ヶ間ビル	
	Confirm copy	
	Once you click the Notification button, you cannot confirm what you notified any more. Be sure print out or display a screen shot of your notification.	
	After you have obtained a copy of your notification, check the check box.	
	I have obtained a copy of my notification.	
	Notifications Back	

#	Screen	Operations
5		Completion of NotificationReception (STEP 3)[Operation]This is the end of notificationregistration procedures.After several minutes, you willreceive the "Notice of receptioncompletion" on the registered e-mailaddress.
	Step 1 (Enter) / Step 2 (Confirm) / Step 3 (Accepted) Dottification received (Name change) Aver notification has been received. Macro of receiving of your notice should reach your e-mail address abc@xyz.co.jp Notification Reception No: MK1900000579] Tim and date of notification: 2019/07/01 16:36] Dra es the notice e-mail does not reach your address after some time, please contact the Inquiry Address below. Ør inquiries] Evo: 3786-7803 E-MAIL: mjf.support.cw@hitachi-systems.com	 Also, the Immigration Services Agency confirms the contents about the received notification. After confirming there is no problem on notification contents, the "Notice of completion of registration" will be e-mailed to the registered e-mail address. (It will take 1 to 2 days for the e-mail to be sent). On the other hand, when there are problems in the notification contents, e-mail will be sent regarding the problems. Then, please re-submit a notification with correct contents.

2.2.2 Description on Notification Entry Screen







Name change of the institution you belong to

Enter your notification.

2010	/ 04	<i>I</i> 01			
Name of the ins	titution (before change)	Required Up to 60 2-by	vte characters		
Example) 東京入国	管理局				
Name of the ins	titution (after change)	Required Up to 60 2-byte	e characters		
Example) 東京入国	管理局				
Location of the	institution (Prefecture,	municipality) Required	1		
Search	Click the button and ch	noose from the list displaye	d.		
Location of the	institution (Town name	, street name, etc.)	equired Up to 80 2	2-byte characters	
Example)南5-5	5-30 霞ヶ関ビル				

Screen link No.	Screen Description Item	Contents
1	Error message	When there are errors in entries, error messages will be displayed when the "Confirm" button is clicked.
2	User information	 Enter user information. Enter the information as exactly written on your latest Residence Card. "Required" is a required field. Please enter information. Alphabetical Letters of Name Enter as exactly written on your Residence Card including a space. When the name is not written in alphabetical letters, enter the alphabetical name as shown in your passport. Nationality Select your nationality from the pull-down list. Nationalities are, in principle, ordered in English alphabetical order.
		 Principle, ordered in English alphabetical order. Place of Residency Click the "Select" button under the residency field and select an appropriate Prefecture. Since the names of City are displayed based on the selected Prefecture, select an appropriate Municipality. After selection is done, selected residency is displayed in the residency field (right side of the "Select" button. Enter your "Address" in the text box with 2-byte characters.
3	Notification	Enter notification. Entry contents differ depending on status of residence. For the descriptions on each item of information, refer to [2.2.4 Descriptions on Notification Items of Notification Entry Screen].
4	"Confirm" button	The confirmation screen (STEP 2) is then displayed, if there is no error in entered information. Error messages show up on the top of the screen, if there are errors in entered information.
5	"Back" button	When the "Back" button is clicked, the mid-to-long-term residents menu screen is displayed. Please note that when "
6	"Log out" link	Logs out from the e-Notification System.

2.2.3 Description of Mid-to-Long-Term Residents Menu

Various notifications buttons displayed in the mid-to-long-term residents menu screen are different by the user's latest status of residence.

Button display patterns based on status of residence

- Number is the display pattern
 - ① Notification about the institution you serve
 - ② Notification about the institution you have a contract with
 - ③ Notification about spouse





Your name: TEST USER

Time and date of your last login 2019/07/01 14:39

Log out

Menu for mid-to-long-term residents

Various notifications

Choose the item involving a change.

Notification of active organization



Screen link No.	Screen Description Item	Contents
1	"Name Change" button	When there is a name change for the institution you serve, you submit a notification from here.
2	"Location Change" button	When there is a location change for the institution you serve, you submit a notification from here.
3	"Abolished" button	When the institution you serve is abolished, you submit a notification from here.
4	"Left" button	When you left the institution, you submit a notification from here.
5	"Moved" button	When the institution you serve is moved, you submit a notification from here.

② Notification about the institution you have a contract with





Your name: TEST USER

Time and date of your last login 2019/07/02 13:20

Log out

Menu for mid-to-long-term residents

Various notifications

Choose the item involving a change.

Notification of contracting organization



Screen link	Screen	Contents	
No.	Description Item		
1	"Name Change" button	When there is a name change for the institution you have a contract with, you submit a notification from here.	
2	"Location Change" button	When there is a location change for the institution you have a contract with, you submit a notification from here.	
3	"Abolished" button	When the institution you have a contract with is abolished, you submit a notification from here.	
4	"Completion of Contract" button	When the contract you have with your institution is terminated, you submit a notification from here.	
5	"Signing of New Contract" button	When a new contract with your institution is signed, you submit a notification from here.	





Your name: TEST USER

Time and date of your last login 2019/07/02 11:55

Log out

Menu for mid-to-long-term residents

Various notifications

Choose the item involving a change.

Divorced your spouse or lost him/her in death

e or lost him/he	er in death
	Divorce / spouse's death

Screen link No.	Screen Description Item	Contents
	"Divorce/Death" button	When you and your spouse are divorced or your spouse is dead, you submit a notification from here.

2.2.4 Descriptions on Notification Items of Notification Entry Screen

Notification on the notification entry screen has different entry items depending on the following conditions.

- Notification Contents (Differs from the latest status of residence. *)
- Notification reason
- * Refer to [2.2.3 Description of Mid-to-Long-Term Residents Menu] for the display pattern by different status of residence.
- Notification about the institution (①) and when the notification reason is "Name Change"

	Required				
Year	Month	Day			
2010	<i>I</i> 04	I 01			
ame of the institut	ion (before change	Required Up to 60 2-byte	characters		
Example) 東京入国管理局					
Name of the institution (after change) Required Up to 60 2-byte characters					
lame of the instituti	Example)東京入国管理局				
lame of the instituti Example) 東京入国	管理局				
lame of the institution Example) 東京入国	管理局 fution (Prefecture	e municipality) Demired			
lame of the institution Example) 東京入国 ocation of the institution	管理局 tution (Prefecture Click the button a	e, municipality) Required and choose from the list displa	red.		

Screen link No.	Screen Description Item	Contents
1	Notification	Enter the name change information of institution.

• Notification is about institution (①) and when the notification reason is "Location Change"

sale and year of ch	ange Required				
Year	Month	Day			
2010	/ 04	/ 01			
Name of the institut	tion Required Up to 60	0 2-byte characters			
Evample) 市古1日					
слатріе) 朱示八臣	管理局				
_ocation of the inst	』管理局 itution (before change)	(Prefecture, municipality)	Required		
Location of the inst	管理局 itution (before change) Click the button and ch	(Prefecture, municipality)	Required		
Location of the inst	管理局 itution (before change) Click the button and ch itution (before change)	(Prefecture, municipality) hoose from the list displayed (Town name, street name,	Required	Up to 80 2-byte chara	icters
Location of the inst Search Location of the inst Example) 南 5 - 5	管理局 itution (before change) Click the button and ch itution (before change) - 3 0 霞ヶ関ビル	(Prefecture, municipality) hoose from the list displayed (Town name, street name,	Required	Up to 80 2-byte chara	icters
Location of the inst Search Location of the inst Example) 南 5 - 5	i管理局 itiution (before change) Click the button and ch itution (before change) ニー30 霞ヶ関ビル itution (after change) (f	(Prefecture, municipality) hoose from the list displayed (Town name, street name, Prefecture, municipality)	Required	Up to 80 2-byte chara	icters

Screen link No.	Screen Description Item	Contents
1	Notification	Enter the location change information of institution.

• Notification is about institution (①) and when the notification reason is "Abolished"

,	Required					
Year	Month	Day				
0010						
2010	04	01				
ame of the institutio	on Required Up to 60 2	2-byte characters				
lame of the institutio	Din Required Up to 60 2 新用局	2-byte characters				
lame of the institutio Example) 東京入国管	on Required Up to 60 2 管理局	2-byte characters				
lame of the institutio Example) 東京入国管	Dan Required Up to 60 2 管理局	2-byte characters	inality) Dec			
lame of the institutio Example) 東京入国管 ocation of the institu	on Required Up to 60 2 評理局 ution (when it was abolis	2-byte characters hed) (Prefecture, muni	ipality) Req	iired		
lame of the institutio Example) 東京入国管 .ocation of the institu Search	on Required Up to 60 2 評理局 ution (when it was abolis Click the button and choo	2-byte characters hed) (Prefecture, muni ose from the list displayed	ipality) Rec	uired		

Screen link No.	Screen Description Item	Contents
1	Notification	Enter the abolishment information of the institution.

• Notification is about institution (\mathbb{O}) and when the notification reason is "Left"

		5 0	
Year	Month	Day	
2010	I 04 I	01	
ame of the institu	tion you left Required	In to 60.2-byte chara	
Name of the institu	tion you left Required U	Jp to 60 2-byte chara	3
Name of the institu Example) 東京入国	tion you left Required U]管理局	Jp to 60 2-byte chara	5
Name of the institu Example) 東京入国	tion you left Required U 副管理局	Jp to 60 2-byte charad	5
Name of the institu Example) 東京入国	tion you left Required U 副管理局 titution you left (Prefectur	Jp to 60 2-byte charae re, municipality)	quired
Name of the institu Example) 東京入国 Location of the ins	tion you left Required U 副管理局 titution you left (Prefectur	Jp to 60 2-byte charac re, municipality)	quired

Screen link No.	Screen Description Item	Contents
1	Notification	Enter the information of the institution you left.

• Notification is about institution (①) and when the notification reason is "Moved" and status of residence is not "Student".

Year Month Day 2010 / 04 / 01 2010 / 04 / 01 Stample) RRACE Day Location of the institution (before the shift) (Protecture, municipality) Decares Search Click the button and choose from the list displayed. Click the button and choose from the list displayed. Accation of the institution (before the shift) (Prefecture, municipality) Decares Example) R5 - 5 - 3 0 Room Up to 60 2-byte characters Example) R5 - 5 - 3 0 Room Up to 60 2-byte characters Example) R5 - 5 - 3 0 Room Up to 60 2-byte characters Example) R5 - 5 - 3 0 Room Up to 60 2-byte characters Example) R5 - 5 - 3 0 Room Room Institution (after the shift) (Town name, street name, etc.) Room Up to 80 2-byte characters Example) R5 - 5 - 3 0 Room Room Room Room If you have chosen "Others," enter the activities you do below. Up to 30 2-byte characters Room Room Room	Date and year of t	the shift Required
2010 1 04 1 01 2010 1 04 1 01 Stample) PRACE Example) PRACE Example) Example) PRACE PRACE Example) Start Click the button and choose from the list displayed. Click the button and choose from the list displayed. Example) PS - 5 - 3 0 Rowell Rowell Rowell Rowell Start Click the button and choose from the list displayed. Rowell Rowell<	Year	Month Day
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Screen link No.	Screen Description Item	Contents
1	Notification	Enter the transfer information from the institution.

2	Location of actual activity	Enter the information on the location of actual activity. (Optional) When entering the location of actual activity, place a check mark in the "Name, location and contacts of office of actual activity are informed" checkbox. Place a check mark by clicking the checkbox.
		• When the name or location of the institution is different from the name or location of actual activities, information on location of actual activities can be entered here optionally. For example, if you notified the name and location of headquarter of the institutions you serve, but you actually work in a remote sales office, this is applicable.

• Notification is about institution (①) and when the notification reason is "Moved" and status of residence is "Foreign Student".

Shift from one institution to another

Date and year of the shift Year 2010 / 04 Name of the institution (before Example) 東京入国管理局 Location of the institution (bef Search Click the Location of the institution (bef	quired Month / 01 the shift) Required pre the shift) (Prefe button and choose fr	Day Up to 60 2-t	yte charac	ters			
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$Example) \cong 5 - 5 - 3() \equiv$		nune, sieer	unic, cto.j	Kequirea	0010002038	c characters	
Name of the institution (after the	e shift) Required	Up to 60 2-by	e character	rs			
Example) 東京入国管理局							
Location of the institution (after	r the shift) (Prefec	ture, municipa	itv) R	equired			
Search Click the	button and choose fi	rom the list disr	aved				
	button and choose in	on the list disp	ayeu.				
Location of the institution (afte	r the shift) (Town r	name, street na	me, etc.)	Required	Up to 80 2-byte	characters	
Example) 南 5 - 5 - 3 0 霞	- 881.2 (I						

Screen link No.	Screen Description Item	Contents
1	Notification	Enter the transfer information from the institution.

• Notification is about institution you have a contract with (②) and when the notification reason is "Name Change"

Name change of the institution you have a contract with

Year	Month	Day				
2010	<i>I</i> 04	I 01				
	(before change)	equired				
Name of the institution	(before change)	op to oo 2-byte	characters			
Name of the institutior Example) 東京入国管	理局	op to 00 2-byt	characters			
Name of the institution Example) 東京入国管 Name of the institution	型局 (after change) Req	uired Up to 60 2-byte o	haracters			
Name of the institution Example) 東京入国管 Name of the institution Example) 東京入国管	里局 (after change) Req 理局	uired Up to 60 2-byte o	haracters			
Name of the institution Example) 東京入国管 Name of the institution Example) 東京入国管 Location of the institut	理局 (after change) Req 理局 tion (Prefecture, mur	uired Up to 60 2-byte o	haracters			
Name of the institution Example) 東京入国管 Name of the institution Example) 東京入国管 Location of the institut	理局 (after change) Req 理局 tion (Prefecture, mur Click the button and ch	uired Up to 60 2-byte of hicipality) Required	haracters			

Screen link No.	Screen Description Item	Contents
1	Notification	Enter the name change information of institution you have a contract with.

• Notification is about institution (⁽²⁾) and when the notification reason is "Location Change"

Location change of the institution you have a contract with

Year	Month	Day				
2010	/ 04 /	01				
ame of the institution	Required Up to 60	2-byte characters				
Example) 東京入国管理	里局					
Example) 東京入国管理	里局 ion (before change)(J	Prefecture, municipality)	Required			
Example) 東京入国管理 ocation of the institut Search	里局 ion (before change)(I Click the button and cho	Prefecture, municipality)	Required			
Example) 東京入国管理 ocation of the institut Search ocation of the institut	里局 ion (before change)(Click the button and cho ion (before change)(Prefecture, municipality) oose from the list displayed. Town name, street name, etc	Required	Up to 80 2-byte cha	aracters	
Example) 東京入国管理 ocation of the institut Search ocation of the institut Example) 南 5 - 5 - 3	里局 ion (before change)(I Click the button and cho ion (before change)(3 0 霞ヶ関ビル	Prefecture, municipality) oose from the list displayed. Town name, street name, etc	Required	Up to 80 2-byte cha	aracters	
Example) 東京入国管理 ocation of the institut Search ocation of the institut Example) 南 5 - 5 - 3	里局 ion (before change) (i Click the button and cho ion (before change) (i 3 0 霞ヶ関ビル	Prefecture, municipality) oose from the list displayed. Town name, street name, etc	Required	Up to 80 2-byte cha	aracters	
Example) 東京入国管理 ocation of the institut Search ocation of the institut Example) 南 5 - 5 - 3 ocation of the institut	里局 ion (before change)(Click the button and cho ion (before change)(3 0 霞ヶ関ビル ion (after change)(P	Prefecture, municipality) oose from the list displayed. Town name, street name, etc refecture, municipality)	Required Required Required	Up to 80 2-byte cha	aracters	

Screen link No.	Screen Description Item	Contents
1	Notification	Enter the location change information of institution you have a contract with.

• Notification is about institution you have a contract with (②) and when the notification reason is "Abolished"

Abolishment of the institution	you have a contract with
--------------------------------	--------------------------

	Month	Day		
2010	I 04 I	01		
Nama af tha in stitutio	un la teco	0 buto obgraatara		
Example) 東京入国管	「N Required Op to bo /	2-byte characters		
Location of the institu	ution (when it was abolis	shed) (Prefecture, munic	pality) Required	
Location of the institu	ution (when it was aboli: Click the button and cho	shed) (Prefecture, munic	pality) Required	

Screen link No.	Screen Description Item	Contents
Н	Notification	Enter the abolishment information of the institution you have a contract with.

• Notification is about institution you have a contract with (②) and when the notification reason is "Completion of your Contract"

Date and year whe	en your contract expired	Required	
Year	Month	Day	
2010	1 04	I	
Name of the instit	ution with whom your cor	ntract expired	equired Up to 60 2-byte characters
Name of the instit	ution with whom your cor	ntract expired	equired Up to 60 2-byte characters
Name of the instit Example) 東京入	ution with whom your cor 国管理局	ntract expired R	equired Up to 60 2-byte characters
Name of the instit Example) 東京入	ution with whom your cor 国管理局	ntract expired	(Prefecture municipality)
Name of the instit Example) 東京入 Location of the ins	ution with whom your cor 国管理局 stitution with whom your	ntract expired R	(Prefecture, municipality) Required
Name of the instit Example) 東京入	ution with whom your cor 国管理局	ntract expired R	equired Up to 60 2-byte characters
Name of the instit Example) 東京入 Location of the in:	ution with whom your cor 国管理局 stitution with whom your	ntract expired R	equired Up to 60 2-byte characters (Prefecture, municipality) Required

Screen link No.	Screen Description Item	Contents
1	Notification	Enter the complete contract information of institution you have a contract with.

• Notification is about institution you have a contract with (②) and when the notification reason is "Signing of New Contract"

Signing of a new contract
Vear Month Dav
2010 / 04 / 01
Name of the institution (with whom you had your former contract) Required Up to 60 2-byte characters
Example)東京入国管理局
Location of the former institution (Prefecture, municipality) Required
Search Click the button and choose from the list displayed.
exaction of the former institution (Town name, street name, etc.) Remitted. Up to 80 2-byte characters
Name of the institution (with whom you had your new contract) Required Up to 60 2-byte characters
Example)東京入国管理局
Location of the new institution (Prefecture, municipality) Required
Search Click the button and choose from the list displayed.
Location of the new institution (Town name, street name, etc.) Required Up to 80 2-byte characters
Example)南5-5-30 霞ヶ関ビル
four activities in the new institution Required
f you have chosen "Others," enter the activities you do below. Up to 30 2-byte characters.
Place where you actually have your activities
f you are active somewhere other than the location above, and if you can notify us of the organization you actually are serving, its location
and contact information, check the check the celevant information in the corresponding items.
I notify the name, location, and contact info of the organization I am actually serving.
Name of the organization where you are actually having your activities Up to 60 2-byte characters
EXample) 程ク関事業所
Location where you actually have your activities (Prefecture, municipality)
Search Clear Click the button and choose from the list displayed.
Location where you actually have your activities (Town name, street name, etc.) Up to 80 2-byte characters
Fyamnle) 南 5 – 5 – 3 0 西ヶ間ビル

Contact information (phone number) of the location where you actually have your activities Up to 12 1-byte letters

Example) 0312345678

Screen link No.	Screen Description Item	Contents
1	Notification	Enter the information on the signing of new contract with the institution.
2	Location of actual activity	 Enter the location of actual activity information. (Optional) When entering the location of actual activity, place a check mark in the "Name, location and contacts of office of actual activity are informed" checkbox. Place a check mark by clicking the checkbox. When the name or location of the institution is different from the name or location of actual activities, information on location of actual activities can be entered here optionally. For example, if you notify the name and location of headquarter of the institutions you serve, but you actually work in a remote sales office, this is applicable.

• When the notification is about spouse (③) and notification reason is "Divorce" or "Death".

Divorce w	ith / loss to deat	h of your spou	lse		
Enter your notifi	cation.				
Reason for you	eason for your notification Required				
 Divorce w Loss of ye 	ith your spouse our spouse in death				
Date and year of Year	of the divorce / death Red Month	quired			
Year	Month	Day	-		

Screen link No.	Screen Description Item	Contents
1	Notification	Select the reason and enter the date of "Divorce" or "Death".

These are procedures taken when you forget your Authorization ID or Password. Re-issuing notice is sent to the registered e-mail address when the Authorization ID is forgotten. When forgetting your password, you must set a new password.

The most common cause of incorrect Authentication ID or Password is due to the usage of uppercase or lowercase letters. Please confirm it before re-issuing.

When a confirmation or change is necessary, please follow the procedures below.

2.3.1 Re-Issuing of Authorization ID and Password

#	Screen	Operations
1	 ・・・・・・・・・・・・・・・・・・・・・・・・・・・・・	Log in Screen of the <u>Mid-to-Long-Term</u> <u>Residents</u> [Operation] From the log in screen.
	For a mid-to-long-term resident to log in	click the "Reissue of
	Enter your authentication ID	Authentication ID and/or
	Please enter an authentication ID	Password" link on the
	Password	lower left to move to the
	Please enter a password	next screen.
	Log in	
	If you are a mid-to-long-term resident and have no Authentication ID yet, make your user registration below. Authentication ID issued If you have lost your Authentication ID and/or password, or your account is locked and you cannot log in, obtain a new Authentication ID and Resisted of Authentication ID and/or password	

2	出入国在留管理庁 Immigration Services Agency of Japan	<u>User Information Entry</u> (Authentication
		ID/Password) (STEP 1)
	電子届出システム	[Operation]
	Back to Top	Enter user information In
		the each item's entry
	Step 1 (Enter) / Step 2 (Confirm) / Step 3 (Done)	field onton information
		neiu, enter mormation
	Enter user information (Re-notification of your Authentication ID /	exactly as snown in the
	password)	Residence Card. When
		the name is not written
	User information	in alphabetical letters,
	Enter your user information Follow the information written in your Resident Card precisely, as you enter your user information.	enter the alphabetical
	In case your name is not written in English on your residence Card, enter your name spelling it as it appears on your passport. In case you have lost your password, enter your new password in the Password field.	name as shown in your
	In case you have lost your Authentication ID alone, you have no need to enter your password.	passport.
		After entering all required
	Name in alphabet Required Enter 1-byte alphabetical letters. (upper case) Up to 104 letters Separate two words by a space.	information, click the
		"Confirm" button to go to
	Year Month Day	the next screen.
		• If you wish for only
		reissuing of
	Sex Required	Authentication ID you
	 ・ 勇 Male 	do not need to enter the
		"Decemend" field
	Nationality (region) Required	Passworu neiu.
	•	• when you forget your
	Residence Card No. Required I-byte alphanumeric letters (upper case), up to 12 letters	password, enter a new
	Example) AB12345678CD	password. Since the
	Password Be sure to use at least one from each of the 1-byte alphabet letters, 1-byte numbers, and 1-byte signs. The total text length must be 8 letters	password you just
	or longer and up to 32 letters.	entered cannot be
	Example) ABCD1234!	confirmed from the next
	Password (Enter again.)	screen on, make sure to
	Be sure to use at least one from each of the 1-byte alphabet letters, 1-byte numbers, and 1-byte signs. The total text length must be 8 letters or longer and up to 32 letters	save your password
	Case-sensitive. The signs you can enter are \$ <u>%&=@_#*+-?!</u>	somewhere.
	Example) ABCD1234I	• Errors
	Confirm Back	When there are errors or
		no entry in required fields.
		error messages are
	法務省出入国在留管理庁 Immigration Services Agency,	displayed You cannot
		proceed to the next screen
		until all arrors are
		until all errors are
		corrected.

3	出入国在留管理庁 Immigration Services Agency of Japan 電子届出システム Back to Top	<u>User Information</u> <u>Confirmation</u> (Authentication ID/Password) (STEP2) [Operation]
	Step 1 (Enter) / Step 2 (Confirm) / Step 3 (Done) Confirm your user information (Re-notification of your Authentication ID and password) User information Confirm your user information. Name in alphabet	After confirming the contents entered in the previous screen, click the "Register" button to move to the next screen. When correcting entries, click the "Back" button to move hack to the entry
	TURNER ELIZABETH MD Date and year of birth (Year / Month / Date) 1981/03/20 Sex Ø Male Nationality (region) *E United States of America Residence Card No. AB12345678CD	screen and enter correct information.
	法務省出入国在留管理庁 Immigration Services Agency	
4	出入国在留管理庁 Immigration Services Agency of Japan電子届出システム	<u>User Information</u> <u>Registration Complete</u> (Authentication <u>ID/Password) (STEP3)</u>
	Step 1 (Enter) / Step 2 (Confirm) / Step 3 (Done)	[Operation] This is the end of
	Registration of user information done (Re-notification of your Authentication ID and password)	re-issuing of Authentication ID/Password.
	Re-notification of your Authentication ID or change of your password is done. A notice that your registration is done should be sent to your e-mail address abc@xyz.co.jp In case the notice e-mail does not reach your address after some time, please contact the Inquiry Address below.	After several minutes, you will receive a
	[For inquiries] TEL: 050-3786-3053 E-MAIL: mjf.support.cw@hitachi-systems.com	notification on the registered e-mail address. No password is shown in
	To Login screen	the re-issuing notice.
	法務省出入国在留管理庁 Immigration Services Agency	

2.3.2 Description of Re-Issuing Entry Screen of Authorization ID and Password





Enter user information (Re-notification of your Authentication ID / password)

MOE00007:Enter the item with ().

User information

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.

In case you have lost your password, enter your new password in the Password field.

In case you have lost your Authentication ID alone, you have no need to enter your password.

	Required					
0	Year	Month	🚺 Day			
2010	1 04	ŧ.	/ 01			
Sex Requi	red					
● 男 Male						
◎女 Fema	le					
National	ity (region)	nuired				
Hudona	ity (region)	quireu				
Residen	ce Card No.	equired I-byte	alphanumeric letter	s (upper case), up to 12 le	tters	
Example	B12345678CD					
Exemple)/	101204001000					
Password						
Be sure to us	e at least one fro	m each of the 1	-byte alphabet letter	, 1-byte numbers, and 1-b	byte signs. The total text length mus	t be 8 lette
or longer and	up to 32 letters.					
Case-sensitin	ve. The signs you	can enter are \$	<u>%&=@_#*+-?!</u>			
Case-sensiti	ABCD1234!					
Example) /						
Example)	Inter again)					
Example) / Password (E	Enter again.)	meach of the 1	byte alphabet letter	1-byte numbers and 1 h	whe signs. The total text length mus	the 8 lette
Example) / Password (E Be sure to us or longer and	Enter again.) se at least one from up to 32 letters.	m each of the 1	-byte alphabet letter	, 1-byte numbers, and 1-b	byte signs. The total text length mus	t be 8 lette
Example) / Password (E Be sure to us or longer and Case-sensiti	Enter again.) se at least one fro I up to 32 letters. ve. The signs you	m each of the 1 can enter are \$	-byte alphabet letter: %&=@_#*+-?!	s, 1-byte numbers, and 1-b	byte signs. The total text length mus	t be 8 lette
Example) / Password (E Be sure to us or longer and Case-sensiti Example) /	Enter again.) se at least one froi i up to 32 letters. ve. The signs you ABCD1234!	m each of the 1 can enter are §	-byte alphabet letter: %&=@_#*+-?!	s, 1-byte numbers, and 1-t	byte signs. The total text length mus	t be 8 lette
Example) / Password (E Be sure to us or longer and Case-sensitiv Example) /	Enter again.) se at least one froi i up to 32 letters. ve. The signs you ABCD1234!	m each of the 1 can enter are §	-byte alphabet letter: %&=@_#*+-?!	s, 1-byte numbers, and 1-t	oyte signs. The total text length mus	t be 8 lette
Example) / Password (E Be sure to us or longer and Case-sensiti Example) /	enter again.) is e at least one froi is up to 32 letters. ve. The signs you ABCD1234!	m each of the 1	-byte alphabet letter: %&=@_#*+-?!	s, 1-byte numbers, and 1-t	oyte signs. The total text length mus	t be 8 lette

Screen link No.	Screen Explanation Item	Contents	
1	Error message	If there are errors in entries, error messages will be displayed when the "Confirm" button is clicked.	
2	User information	 Enter user information. Enter the information as exactly written on your latest Residence Card. "Required" is a required field. Please enter information. Name in alphabet Enter as exactly written on your Residence Card including a space. When the name is not written in alphabetical letters, enter the alphabetical name as shown in your passport. Nationality Select your nationality from the pull-down list. Nationalities are, in principle, ordered in English alphabetical order. 	
3	"Confirm" button	The confirmation screen (STEP 2) is then displayed, if there is no error in entered information. Error messages show up on the top of the screen, if there are errors in entered information.	
4	"Back" button "(Back to top)"	When the "Back" button is clicked, the log in screen is displayed. Please note that when "←" (Back) of Web Browser or "Back Space" key is used to move back to the previous screen, it is regarded as invalid operation and the user is logged out. Returns to the top screen.	

The procedures to change e-mail address set in the user information registration are described. Registered e-mail address is used to send notifications from the Immigration Services Agency. For how to register user information, refer to [2.1 User Information Registration] in this manual.

#	Screen	Operations
1	出入国在留管理庁 Immigration Services Agency of Japan	Log in of the Mid-to-Long-Term Residents
	PGT/IBLIC/CFTA分子のフラインクロックトロンクシステムを加入していた。 たたりののののののののののののののののののののののののののののののののののの	Enter your Authentication ID and Password in the log in screen and click the "Log in" button to go to the next screen.
2	User information change Change your user information below.	Mid-To-Long-Term Residents Menus
	To change your e-mail address E-mail address change	[Operation] Click the "E-mail Address
	To change your password Password change	Change" button to go to the next screen.
	See notification's status	
	Confirm the history of your notifications below.	
	See notification's status	

2.4.1 E-mail Address Change

3	Windows Services Agency of Japan B B C B C C Ser Ser	 Entry of E-mail Address Change (STEP 1) [Operation] Enter your E-mail address. After entering a new E-mail address, click the "Confirm" button to go to the next screen. Errors When there are errors or no entry in required fields, error messages are displayed. You cannot proceed to the next screen until all errors are corrected.
4	法教者出入国在留管理庁 Immigration Services Agency	Confirmation of E-mail
	出入国在留管理庁 Immigration Services Agency of Japan 電子届出システム Your name:TEST USER Time and date of your last login 2019/07/02 10:53 Log out STEP1 (Enter) / STEP2 (Confirm) / STEP3 (Done)	Address Change (STEP 2) [Operation] After confirming the contents entered in the previous screen, click the "Register" button to move to the next screen.
	Confirming e-mail address change	
	E-mail address change Confirm the e-mail address change E-mail address change abc@xyz.co.jp Register Back	
5	出入国在留管理庁 Immigration Services Agency of Japan	Completion of E-mail Address Change (STEP 3)
	電子届出システム Your name:TEST USER Time and date of your last login 2019/07/02 10:53 Log out	[Operation] This is the end of change of E-mail address procedures.
	STEP1 (Enter) / STEP2 (Confirm) / STEP3 (Done)	receive the "Notice of completion
	E-mail address change done	of change" on the new e-mail address.
	To Menup In case the notice e-mail does not reach your address after some time, please contact the Inquiry Address below. [For inquiries] TEL: 050-3786-3053 E-MAIL: mjf.support.cw@hitachi-systems.com To Menu 法報省出入區在留管理厅	

2.4.2 Description of Entry of E-mail Address Change Screen



電子届出システム



bereen mik		Contents	
No.	Explanation Item		
1	Error message	When there are errors in entries, error messages will be displayed when the	
		"Confirm" button is clicked.	
2	Change of E-mail	Enter your E-mail address.	
	Address	"Required" is a required field. Please enter information.	
	Information		
3	"Confirm" button	The confirmation screen (STEP 2) is then displayed, if there is no error in	
_		entered information.	
		Error messages show up on the top of the screen, if there are errors in	
		entered information.	
4	"Back" button	When the "Back" button is clicked, the menu screen is displayed.	
		Please note that when "←" (Back) of Web Browser or "Back Space"	
		key is used to move back to the previous screen, it is regarded as an	
		invalid operation and the user is logged out.	
5	"Log out" link	Logs out from the e-Notification System.	

The procedures to change password used during log in are described.

This can be only used by a registered user. For how to register user information, refer to [2.1 User Information Registration] in this manual.

#	Screen	Operations
1	出入国在留管理庁 Immigration Services Agency of Japan 電子届出システム	Log in of the <u>Mid-to-Long-Term Residents</u> [Operation]
	Back to Top For a mid-to-long-term resident to log in Enter your authentication ID and password, to log in. Authentication ID Please enter an authentication ID Please enter an authentication ID Please enter a password Please enter a password It you are a mid-to-long-term resident and have no Authentication ID yet, make your user registration below. Authentication ID issued It you have lost your Authentication ID and/or password, or your account is locked and you cannot log in, obtain a new Authentication ID and password, make your user registration below. Refsue of Authentication ID and/or password, or your account is locked and you cannot log in, obtain a new Authentication ID and password. Refsue of Authentication ID and/or password.	Enter your Authentication ID and Password in the log in screen and click the "Log in" button to go to the next screen.
2	User information change Change your user information below.	Mid-To-Long-Term Residents Menus
	To change your e-mail address E-mail address change To change your password Password change	[Operation] Click the "Password Change" button to go to the next screen.
	See notification's status Confirm the history of your notifications below. See notification's status	

2.5.1 Password Change

3	出入国在留管理庁 Immigration Services Agency of Japan 雷子届出システム	Entry of Change of Password (STEP 1) [Operation]
		In the entry fields, enter the
	Your name: TEST USER Time and date of your last login 2019/0	current password and new
		password respectively. The
	STEP1 (Enter) / STEP2 (Done)	new password you entered
		will not be displayed in the
	Entry of a password change	next screen.
	Password	information click the
	Enter a change to your password.	"Confirme" hotton to on to the
		confirm button to go to the
	Current password Required	next sereen.
	New password Required Be sure to use at least one from each of the 1-byte alphabet letters, 1-byte numbers, and 1-byte signs. The total text length must b	e 8 letters
	or longer and up to 32 letters. Case-sensitive. The signs you can enter are \$%<u>&</u>≡@_#*+?!	• Errors
		When there are errors or no
	New password (Enter again) Required Be sure to use at least one from each of the 1-byte alphabet letters, 1-byte numbers, and 1-byte signs. The total text length must b or longer and us to 32 letters.	e 8 letters entry in required fields, error
	Case-sensitive. The signs you can enter are \$ <u>%&=@_#*+-?1</u>	messages are displayed. You
		cannot proceed to the next
	Register Back	screen until all errors are corrected.
	法務省出 Immioratio	入国在留管理厅 on Services Agency
4	出入国在留管理庁 Immigration Services Agency of Japan	<u>Completion of Password</u> Change
	雷子届出システム	(STEP 2)
		[Operation]
	Your name: TEST USER Time and date of your last login 2019/07	This is the end of change of
		password change procedures.
	STEP1 (Enter) / STEP2 (Done)	After several minutes, you
	Paceword change done	will receive the "Notice of
	Password change done	completion of change" on the
	Your password change has been done. A change notice should reach the e-mail address abc@xyz.co.jp	registered e-mail address.
	In case the notice e-mail does not reach your address after some time, please contact the Inquiry Address below.	
	[For inquiries] TEL: 050-3786-3053 E-MAIL: mjf.support.cw@hitachi-systems.com	
	То Мели	
1		

2.5.2 Description of Entry of Password Change Screen







Screen link No.	Screen Explanation Item	Contents	
1	Error message	If there are errors in entries, error messages will be displayed when the "Confirm" button is clicked.	

Screen link No.	Screen Explanation Item	Contents
2	Change of	Enter your E-mail address.
	Password	"Required" is a required field. Please enter information.
	Information	
		• About Password
		Upper case and lower case are distinguished for password. Password
		cannot be the same with the Authentication ID. Please make sure to
		keep the password in a secure place. No Password is written in the
		e-mail sent from the Immigration Services Agency.
		"●" is displayed as you type the Password in the Password field. It is
		recommended to save your password on the Note Pad and copy & paste
		the password into the password input field after confirming the correct
		password.
3	"Confirm" button	The confirmation screen (STEP 2) is then displayed, if there is no error in
		entered information.
		Error messages show up on the top of the screen, if there are errors in
		entered information.
4	"Back" button	When the "Back" button is clicked, the menu screen is displayed.
		Please note that when "←" (Back) of Web Browser or "Back Space"
		key is used to move back to the previous screen, it is regarded as invalid
		operation and the user is logged out.
5	"Log out" link	Logs out from the e-Notification System.

You can check the notification status you submitted through the e-Notification System. You cannot check the contents of notification.

This function can be only used by a registered user. For how to register user information, refer to [2.1 User Information Registration] in this manual.

#	Screen	Operations
1	じん国在留管理庁 Immigration Services Agency of Japan 電子届出システム Back to Top Back to Top For a mid-to-long-term resident to log in Enter your authentication ID and password, to log In. Authentication ID Please enter an authentication ID Please enter an authentication ID Please enter an authentication ID Please enter a password Please enter a password If you are a mid-to-long-term resident and have no Authentication ID byet, make your user registration below. Authentication ID issued If you have lost your Authentication ID and you cannot log in, obtain a new Authentication ID and password, ror your account is locked and you cannot log in, obtain a new Authentication ID and password from below. Resiseed form Below. Resiseed Authentication ID and/or password, and you cannot log in, obtain a new Authentication ID and password from below. Resiseed Authentication ID and/or password	Log in of the <u>Mid-to-Long-Term</u> <u>Residents</u> [Operation] Enter your Authentication ID and Password in the log in screen and click the "Log in" button to go to the next screen.
2	User information change Change your user information below. To change your e-mail address E-mail address change To change your password Password change See notification's status Confirm the history of your notifications below. See notification's status	Mid-To-Long-Term Residents Menus [Operation] Click the "View Notification Status" button to go to the next screen.

3						Viewing Notification
	出入国在留管理庁					<u>Status</u>
			[Operation]			
			A list of past notification			
	Your name: TEST USER Time and date of your last Ionin. 2019/07/02 10:53					status of the logged in user
					Log out	is displayed.
					Log out	You can confirm the date
	Coo polifi					and time of notification,
	See notification's status					notification reason and
	Displaying history Total No. of notification Total No. of notification Image: 2 minipage of the second					status of notification
	1-1 NotificationD	Time and data of patification	Notification Decention No.	Decemp for patification	Status of patification	(results).
	item no.		Notification Reception No.	Reason for notification		Click the "Back" button on
	1	2019/01/21 17:04	MK190000050	杉薙 Moved to another institution	登録中 Being received	the lower left of screen to
						go back to the
						mid-to-long-term residents
						menu screen.
						About Notification
						Status
						- 登録中 (Registering):
						Processing in the system.
			Back			After completing the
						registration, a notice of
					法教省出入国在留管理	completion of notification
					Immigration Services Ager	is sent to the registered
						e-mail address.
						- 登録完了 (Completion
						of Registration): The
						notification is registered.
						- 登録エラー
						(Registration Error): There
						are errors in notification.
						Click the "登録エラー
						(Registration Error" link
						and confirm the error
						contents. Re-submit a
						notification with correct
						information. In order to
						print the error contents
						confirmation screen, right
						click the screen and select
						"Print".

3 Others

3.1 List of Error messages

A List of error messages that can be displayed in the E-Notification Message is shown in the appendix.

Operation Manual - Appendix "List of Error Messages"

Message ID	Message	Solutions
MOE00001	There is an error with the item with "!". Confirm the entry and entry example on the screen, and enter again.	Confirm the entry and entry example on the screen, and enter again. Since password becomes blank when "!" is not shown, enter it again.
MOE00004	Confirm whether or not the e-mail address you entered is of the correct e-mail address format. Then, enter it again.	Enter it again.
MOE00005	Do not enter two straight spaces in a name using alphabet.	Do not enter two spaces consecutively.
MOE00007	Enter the items with "!".	Enter the items with "!". Since password becomes blank when "!" is not shown, enter it again.
MOE99999	A system error has taken place. Contact Help Desk.	A system error has taken place. Contact Help Desk.
MOE99998	Error of double login. Do not try to work in multiple screens at once. If you are not at work in multiple screens and still you see this screen in display, please contact Help Desk.	Error of double login. Do not try to work in multiple screens at once. If you are not at work in multiple screens and still you see this screen in display, please contact Help Desk.
MOE00101	Enter the name, location, and contact of the institution where you actually have activities.	Enter the name, location, and contact of the institution where you actually have activities.
MOE00102	Check the "I agree" check box, if you enter the location where you actually have activities.	Check the "I agree" check box.
MOE00120	Enter the correct Date and year of birth as exactly written on your Residence Card.	Enter as exactly written on your Residence Card.
MOE00121	Enter the correct Date and year of birth as exactly written on your Residence Card or "Minashi" (Deemed) Residence Card (Alien Registration Card).	Enter as exactly written on your Residence Card.
MOE00123	Enter the correct Sex as exactly written on your Residence Card.	Enter as exactly written on your Residence Card.
MOE00124	Enter the correct Sex as exactly written on your Residence Card or "Minashi" (Deemed) Residence Card (Alien Registration Card).	Enter as exactly written on your Residence Card.
MOE00125	Enter the correct Nationality as exactly written on your Residence Card.	Enter as exactly written on your Residence Card.
MOE00126	Enter the correct Nationality as exactly written on your Residence Card or "Minashi" (Deemed) Residence Card (Alien Registration Card).	Enter as exactly written on your Residence Card.
MOE00127	Confirm whether or not the Prefecture and municipality you entered are correct.	Confirm whether or not the Prefecture and municipality you entered are correct.
MOE00128	Confirm whether or not the Activities you entered are correct.	Confirm whether or not the Activities you entered are correct.
MOE00131	Enter the same value in "Password" and "Password (Enter again)."	Enter the same value in "Password" and "Password (Enter again)."
MOE00132	Enter a password that cannot be easily guessed.	Enter a password that cannot be easily guessed. Example) When the password is the same with Authentication ID
MOE00133	Enter the same value in "E-mail address" and "E-mail address (Enter again)."	Enter the same value in "E-mail address" and "E-mail address (Enter again)."
MOE00134	Confirm whether or not the Date and year the reason occurred you have entered is correct.	Confirm whether or not the Date and year the reason occurred you have entered is correct.
MOE00135	The Authentication ID you have entered is not valid. Enter another Authentication ID.	Enter another Authentication ID.
MOE00136	The user information is already registered. Log in with the Authentication ID you have already registered.	Log in with the Authentication ID you have already registered.
MOE00138	The Residence Card No. / "Minashi" (Deemed) Residence Card (Alien Registration Card) No. is not valid. Enter the correct Number as exactly written on your latest Residence Card.	Enter as exactly written on your Residence Card. Please verify the validity of the Residence Card. Note that notification cannot be made on the day of Residence Card issuance since the information is not reflected in the System.
MOE00142	The information you have entered is not valid.	The resident status is out of notification. Please contact Help Desk when the resident status is out of notification.
MOE00144	Enter as exactly written on your Residence Card.	Enter as exactly written on your Residence Card.
MOE00145	Enter as exactly written on your Residence Card or "Minashi" (Deemed) Residence Card (Alien Registration Card).	Enter as exactly written on your Residence Card.
MOE00146	An invalid password. Confirm your current password again.	Confirm your current password again.
MOE00147	The user information is not valid.	 Following causes can be assumed. Please confirm. Mid/long stay resident's information is not registered. Authentication ID or password is incorrect. The residence card is no longer valid. Resident status is modified. Authentication ID is no longer valid. The effective period of authentication ID has expired (for the mid/long stay resident, the effective period is 1 year from the last login for affiliated institutes, which is the same as the period of stay). The password has expired. (A password is valid for 1 year from the date of user information registration or the last password change.)
MOE00149	You have reached the maximum times a single user can register his/her notifications in a day. Please register the remaining notifications tomorrow or later.	Please register the remaining notifications tomorrow or later.
MOE00161	You have failed to log in, beyond the maximum number of times allowed. The account, therefore, is locked. This lock is removed automatically after 24 hours. To unlock the account immediately, notify your Authentication ID and password again.	This lock is removed automatically after 24 hours. To unlock the account immediately, notify your Authentication ID and password again.

Message ID	Message	Solutions
MOE00167	Either the Authentication ID or password entered is invalid. Enter it again.	Enter it again.
MOE00168	In case you have chosen "Others" for Activities with the new institution, enter what the activities are.	Enter what the activities are.
MOE00169	To enter what the activities are, choose "Others" for Activities with the new institution.	Please choose "Others".
MOE00188	When Prefecture and municipality of residence is selected "Not Decided" (shown on the back of the notification), do not enter Town name, street name, etc.	Do not enter town name, street name, etc. of residence.
MOE00189	When Prefecture and municipality of residence is selected besides "Not Decided" (shown on the back of the notification), enter Town name, street name, etc.	Enter town name, street name, etc. of residence.
MOE00190	When "Minashi" (Deemed) Residence card (Alien Registration Card) number is entered, select any choice but "Not Decided" (shown on the back of the notification) for the Prefecture and city of residence.	Select any choice but "Not Decided" (shown on the back of the notification) for the Prefecture and city of residence.
MOE99996	An incorrect screen transition has taken place, and the connection with the server has been cut off. Start over your procedure from the beginning.	Start over your procedure from logging in.
MBE59101	The Residence Card No. / "Minashi" (Deemed) Residence Card (Alien Registration Card) No. is not valid. Enter the correct Number as exactly written on your latest Residence Card.	The Residence Card No. / "Minashi" (Deemed) Residence Card (Alien Registration Card) No. is not valid. Enter the correct Number as exactly written on your latest Residence Card.
MBE59102	The information you have entered is not valid.	Contact Help Desk.
MOW10005	If you make the same type of notification multiple times in one day, only the last notification will be valid.	If you make the same type of notification multiple times in one day, only the last notification will be valid.
MOW10006	If you make the same type of notification multiple times in one day, only the last notification will be valid.	If you make the same type of notification for the same mid-to-long-term resident multiple times in one day, only the last notification will be valid.