

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

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

Ver 2.0

## Revision History

Page No.	Date of Revision	Version	Page	Revised Contents	Name
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 Intern Training", "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.

	It indicates the operation target (range) the user clicks or enters information. It also shows the target (range) the user must confirm.						
	<p>When describing a button or item on the screen, it shows where the number of figure and table is linked to, and which parts are explained. A number is placed on the left or upper left of a red frame. All characters entered on the screen are examples.</p> <div data-bbox="681 1270 1051 1769"><p>Manual</p><div data-bbox="732 1335 959 1525"><p>Screen A</p><div data-bbox="726 1469 847 1509"></div></div><table border="1" data-bbox="689 1588 1051 1738"><thead><tr><th>Screen link No.</th><th>Contents</th></tr></thead><tbody><tr><td></td><td></td></tr><tr><td></td><td></td></tr></tbody></table></div>	Screen link No.	Contents				
Screen link No.	Contents						
							

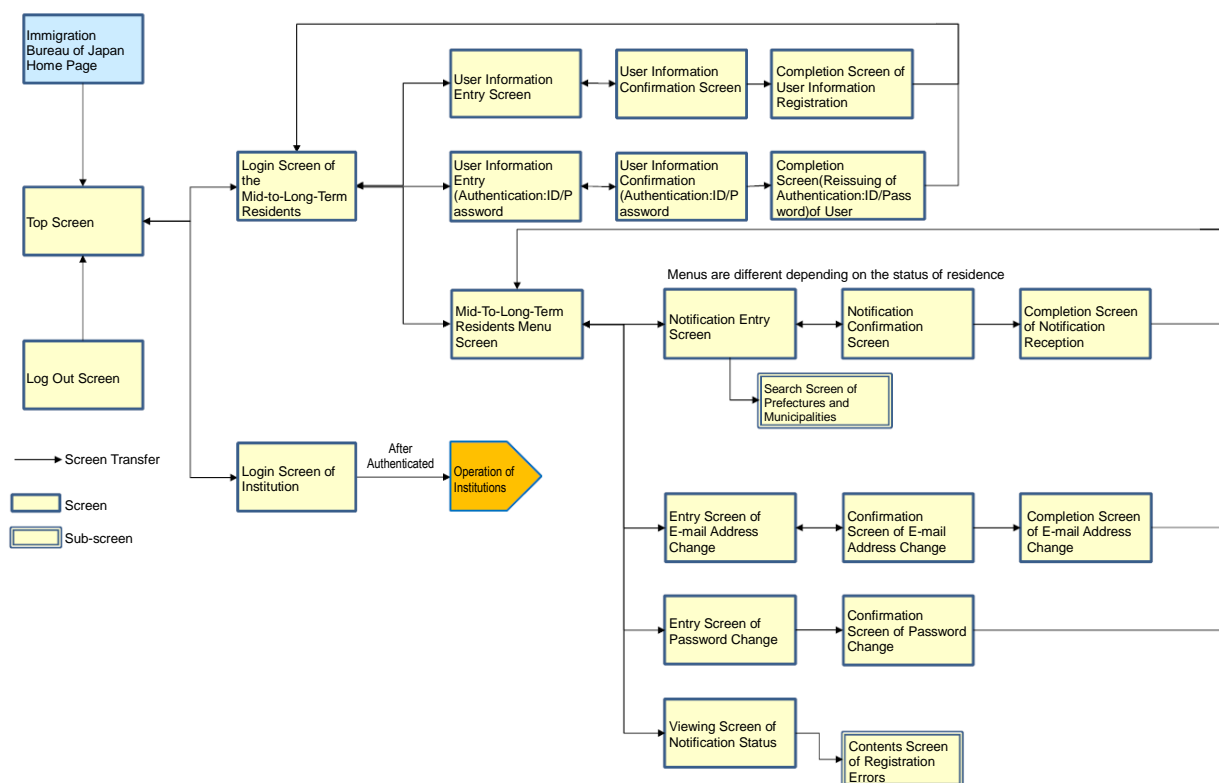
**When you have questions, please refer to FAQs (As) or contact the Help Desk. Both are available on the TOP screen of the e-Notification System.**

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

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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)

## 1.4 The e-Notification System Screens

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



出入国在留管理庁  
Immigration Services Agency of Japan

電子届出システム

Your name: TEST USERTime and date of your last login 2019/07/02 10:23

[Log out](#)

1

STEP1 (Enter) / STEP2 (Confirm) / STEP3 (Done)

Entry of a change in e-mail address

2

MOE00007: Enter the item with !.

E-mail address change

Enter a change of your e-mail address.

3

!

**New e-mail address**

4

Required

Up to 60 1-byte alphanumeric letters

3

!

**New e-mail address (Enter again)**

4

Required

Up to 60 1-byte alphanumeric letters

5

Confirm



6

Back

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

Screen link No.	Screen Description Item	Contents
1	Process steps	Displays processing flow and current steps.
2	Error message	When an error occurs on entered contents, an error message would be displayed at the top part of the screen in red.
3	"!" mark	"!" will appear when on error items. When the entry contents differ from the contents on a Residence Card, "!" is displayed on all items.
4	Required item	"Required" is shown on the items required to enter. An error occurs when nothing is entered and you're unable to go to the next step.



Screen link No.	Screen Description Item	Contents
	"Confirm" button	<p>Click the "Confirm" button after entering all information in the input fields and checking that the entries are correct.</p> <p>The confirmation screen is then displayed, if there is no error in entered information.</p> <p>Error messages show up if there are errors in entered information.</p>
	"Back" button	<p>When the "Back" button is clicked, the previous screen is displayed.</p> <p><b>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.</b></p>

## 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.

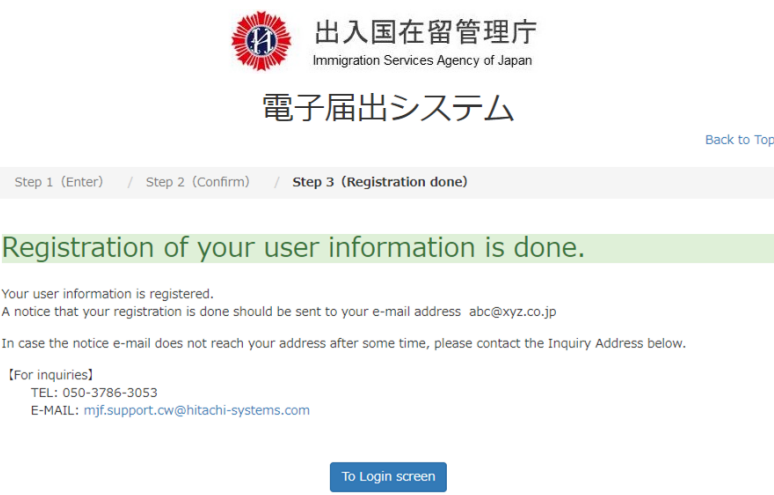
Note: Before trying to register as a user, please confirm that you are a mid-to-long-term resident who is a continuously residing foreign national with one of the following permissions since July 9th, 2012.

- 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	<p style="text-align: center;"><b>電子届出システム</b></p> <p style="text-align: center;">日本語 Japanese , 英語 English , 中国語 中文(繁体字) , 中国語 中文(简体字) , 韓国語 한국어 , スペイン語 Español , ポルトガル語 Português , タガログ語 Tagalog</p> <p><b>Notices</b></p> <p>利用規約(2013年3月1日更新)(日本語 Japanese, 英語 English, 中国語 中文(繁体字), 中国語 中文(简体字), 韓国語 한국어, スペイン語 Español, ポルトガル語 Português, タガログ語 Tagalog)</p> <p>[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</p> <p>(1) FAQs &amp; As (2) List of mid-to-long-term residents who need to submit a notification</p> <p><b>Log in(Notification under Article 19-16 and Article 19-17 of the Immigration Control and Refugee Recognition Act)</b></p> <p>Click the button below, if you are a mid-to-long-term resident and want to submit your notification online.</p> <p style="text-align: center;"><b>For mid-to-long-term residents</b></p> <p>Click the button below, if you belong to a specified institution and want to submit your notification online.</p> <p style="text-align: center;"><b>The specified institutions</b></p>	<p><b><u>System Top Screen of the e-Notification System</u></b></p> <p><b>[Operation]</b></p> <p>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.</p>
2	<p style="text-align: center;"> <b>出入国在留管理庁</b> Immigration Services Agency of Japan</p> <p style="text-align: center;"><b>電子届出システム</b></p> <p style="text-align: right;"><a href="#">Back to Top</a></p> <p style="text-align: center;"><b>For a mid-to-long-term resident to log in</b></p> <p>Enter your authentication ID and password, to log in.</p> <p><b>Authentication ID</b></p> <p>Please enter an authentication ID</p> <p><b>Password</b></p> <p>Please enter a password</p> <p style="text-align: center;"><b>Log in</b></p> <p>If you are a mid-to-long-term resident and have no Authentication ID yet, make your user registration below.</p> <p><b>Authentication ID issued</b></p> <p>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.</p> <p><a href="#">Reissue of Authentication ID and/or password</a></p>	<p><b><u>Log in Screen of the Mid-to Long-Term Residents</u></b></p> <p><b>[Operation]</b></p> <p>From the log in screen, click the "Authentication ID Issued" link on the lower left to move to the next screen.</p>

#	Screen	Operations
3	<div data-bbox="245 174 1042 1854">  <p>出入国在留管理庁 Immigration Services Agency of Japan</p> <h2>電子届出システム</h2> <p><a href="#">Back to Top</a></p> <p>Step 1 (Enter) / Step 2 (Confirm) / Step 3 (Registration done)</p> <h3>Enter user information</h3> <h4>User information</h4> <p>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.</p> <p><b>Name in alphabet</b> <span>Required</span> Enter 1-byte alphabetical letters. (upper case) Up to 104 letters Separate two words by a space. Example) TURNER ELIZABETH MD</p> <p><b>Date of birth</b> <span>Required</span></p> <p>Year Month Day</p> <p>2010 / 04 / 01</p> <p><b>Sex</b> <span>Required</span></p> <p><input checked="" type="radio"/> 男 Male <input type="radio"/> 女 Female</p> <p><b>Nationality (region)</b> <span>Required</span></p> <p>Residence Card No. <span>Required</span> I-byte alphanumeric letters (upper case), up to 12 letters Example) AB12345678CD</p> <p><b>Authentication ID you want</b> <span>Required</span> 1-byte alphanumeric letters and/or signs, 6 letters to 20 The signs you can enter are \$%&amp;=@_#*+~?! Example) 1234567890AB</p> <p><b>Password</b> <span>Required</span> 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. Case-sensitive. The signs you can enter are \$%&amp;=@_#*+~?! Example) ABCD1234!</p> <p><b>Password (Enter again.)</b> <span>Required</span> 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. Case-sensitive. The signs you can enter are \$%&amp;=@_#*+~?! Example) ABCD1234!</p> <p><b>E-mail address change</b> <span>Required</span> Up to 60 1-byte alphanumeric letters Example) abc@xyz.co.jp</p> <p><b>Enter e-mail address (again).</b> <span>Required</span> Up to 60 1-byte alphanumeric letters Example) abc@xyz.co.jp</p> <h4>Regulations of Use</h4> <p>Confirm the Regulations of Use below and, if you agree with them, check the check box.</p> <div> <p><b>Terms of Use</b></p> <p>Please read the Terms of Use below before using the System. You are required to agree to the Terms of Use below in order to make an online notification to the Minister of Justice using the E-Notification System of the Immigration Bureau, the Ministry of Justice. The original text of the Terms of Use is in Japanese. If any conflict arises between the translation of the Terms of Use below and the Japanese original, the Japanese</p> <p><input type="checkbox"/> I have read the Regulations above and agree with them.</p> <p><a href="#">Confirm</a> <a href="#">Back</a></p> </div> <p>法務省出入国在留管理庁 Immigration Services Agency</p> </div>	<p><b><u>User Information Entry (Step 1)</u></b> <b>[Operation]</b> Enter user information. <b>In the each item's entry field, enter information exactly as shown in the Residence Card. When the name is not written in alphabetical letters, enter the alphabetical name as shown in your passport.</b> After entering each item, confirm the regulations of use. If you agree with the regulations of use, place a check mark in the "I have read the Regulations above and agree with them." checkbox to move to the next screen.</p> <ul style="list-style-type: none"> <li>● Errors When there are errors or no entry in required fields, error messages are displayed at the top of the screen. You cannot proceed to the next screen until all errors are corrected.</li> </ul>

#	Screen	Operations
4	 <p>出入国在留管理庁 Immigration Services Agency of Japan</p> <p>電子届出システム</p> <p>Step 1 (Enter) / <b>Step 2 (Confirm)</b> / Step 3 (Registration done)</p> <p>Confirming user information</p> <p>User information</p> <p>Confirm your user information.</p> <p>Name in alphabet TURNER ELIZABETH MD</p> <p>Date and year of birth (Year / Month / Date) 2012/05/30</p> <p>Sex 男 Male</p> <p>Nationality (region) アフガニスタン Afghanistan</p> <p>Residence Card No. KO12345678NI</p> <p>Authentication ID you want ninsyoid123</p> <p>E-mail address change abc@xyz.co.jp</p> <p>Register Back</p>	<p><b>User Information</b></p> <p><b><u>Confirmation (Step 2)</u></b></p> <p><b>[Operation]</b></p> <p>After confirming the contents entered in the previous screen, click the "Register" button to move to the next screen.</p> <p>When correcting entries, click the "Back" button to move back to the entry screen and enter correct information.</p>
5	 <p>出入国在留管理庁 Immigration Services Agency of Japan</p> <p>電子届出システム</p> <p>Step 1 (Enter) / Step 2 (Confirm) / <b>Step 3 (Registration done)</b></p> <p>Registration of your user information is done.</p> <p>Your user information is registered. A notice that your registration is done should be sent to your e-mail address abc@xyz.co.jp</p> <p>In case the notice e-mail does not reach your address after some time, please contact the Inquiry Address below.</p> <p>【For inquiries】 TEL: 050-3786-3053 E-MAIL: mjf.support.cw@hitachi-systems.com</p> <p>To Login screen</p>	<p><b>User Information</b></p> <p><b><u>Registration Complete (STEP 3)</u></b></p> <p><b>[Operation]</b></p> <p>This is the end of user information registration procedures.</p> <p>After the registration is completed, you will receive the "Notice of user information registration completion" e-mail to the e-mail address entered before.</p> <p>No password is shown in the notice.</p>

## 2.1.2 Description on User Information Entry Screen



出入国在留管理庁  
Immigration Services Agency of Japan

# 電子届出システム

5 [Back to Top](#)

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

## Enter user information

1 MOE00007:Enter the item with ! .

### 2 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.

! **Name in alphabet** **Required** Enter 1-byte alphabetical letters. (upper case) Up to 104 letters Separate two words by a space.

Example) TURNER ELIZABETH MD

**Date of birth** **Required**

! **Year**

! **Month**

! **Day**

2010

/

04

/

01

2
Sex
Required

☒ 男 Male
☐ 女 Female

!
Nationality (region)
Required

!
Residence Card No.
Required
1-byte alphanumeric letters (upper case), up to 12 letters

Example) AB12345678CD

!
Authentication ID you want
Required
1-byte alphanumeric letters and/or signs, 6 letters to 20 The signs you can enter are \$%&=@ #\*+~?!

Example) 1234567890AB

!
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 be 8 letters or longer and up to 32 letters. Case-sensitive. The signs you can enter are \$%&=@ #\*+~?!

Example) ABCD1234!

!
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 be 8 letters or longer and up to 32 letters. Case-sensitive. The signs you can enter are \$%&=@ #\*+~?!

Example) ABCD1234!

!
E-mail address change
Required
Up to 60 1-byte alphanumeric letters

Example) abc@xyz.co.jp

!
Enter e-mail address (again).
Required
Up to 60 1-byte alphanumeric letters

Example) abc@xyz.co.jp

Regulations of Use

Confirm the Regulations of Use below and, if you agree with them, check the check box.

Terms of Use

Please read the Terms of Use below before using the System.  
You are required to agree to the Terms of Use below in order to make an online notification to the Minister of Justice using the E-Notification System of the Immigration Bureau, the Ministry of Justice. The original text of the Terms of Use is in Japanese. 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.

3

Confirm

4

Back

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. You cannot proceed to the next screen until all errors are corrected.

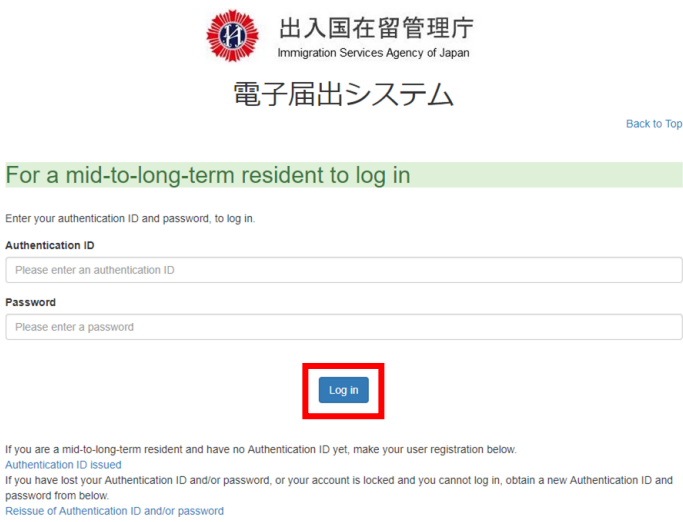
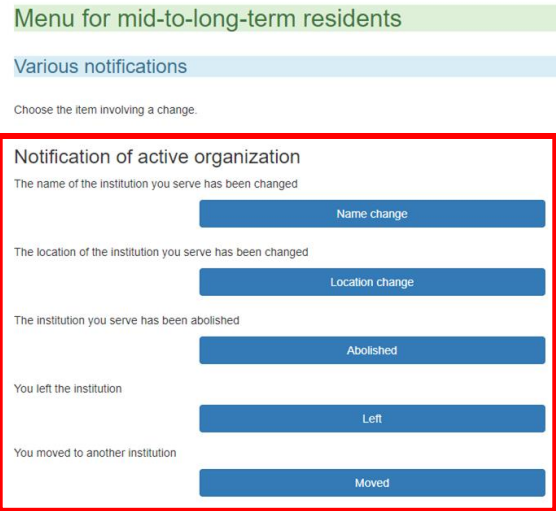
Screen link No.	Screen Description Item	Contents
<b>2</b>	User information	<p>Enter user information. Enter the information as exactly written on your latest Residence Card.</p> <p>"Required" is a required field. Please enter information.</p> <ul style="list-style-type: none"> <li>● Name using alphabet 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.</li> <li>● Nationality Select your nationality from the pull-down list. Nationalities are, in principle, ordered in English alphabetical order.</li> <li>● <b>Authentication ID and Password</b> <b>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.</b> <b>"●" is displayed as you type the password in the password field. It is recommended to save your password on the Note Pad and copy &amp; paste the password into the password input field after confirming the correct password.</b></li> <li>● E-mail Address E-mail will be sent automatically to the registered e-mail address. Please register the usable e-mail address in valid account. When registering e-mail address of cell phone or free e-mail address, make sure to set the domain to receive the e-mail sent from the e-Notification System.</li> <li>● 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.</li> </ul>
<b>3</b>	"Confirm" button	<p>The confirmation screen (STEP 2) is then displayed, if there is no error in entered information.</p> <p>Error messages show up on the top of the screen, if there are errors in entered information.</p>
<b>4</b>	"Back" button	When the "Back" button is clicked, the log in screen is displayed.
<b>5</b>	"(Back to top)" link	Returns to the top screen.

## 2.2 Registration of Notification


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.

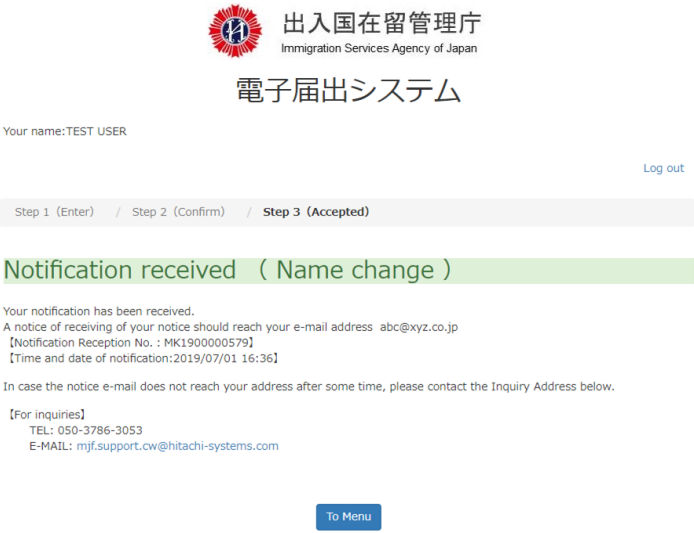
### 2.2.1 Notification Registration

#	Screen	Operations
1		<p><b><u>Log in of the Mid-to-Long-Term Residents</u></b></p> <p><b>[Operation]</b> Enter your Authentication ID and Password in the log in screen and click the "Log in" button to go to the next screen.</p>
2		<p><b><u>Mid-To-Long-Term Residents Menus</u></b></p> <p><b>[Operation]</b> Since different buttons for available notifications are displayed, click a notification button you would like to submit to go to the next screen.</p> <ul style="list-style-type: none"> <li>• Displayed Buttons Depending on the resident status, the buttons that are displayed on the screen change. For the buttons that show up depending on the status of residence, refer to [2.2.3 Description of Mid-to-Long-Term Residents Menus] of this manual.</li> </ul>



#	Screen	Operations
3	<div data-bbox="236 174 991 1780">  <p>出入国在留管理庁 Immigration Services Agency of Japan</p> <p>電子届出システム</p> <p>Your name: TEST USER <a href="#">Log out</a></p> <p>Step 1 (Enter) / Step 2 (Confirm) / Step 3 (Accepted)</p> <p><b>Enter your notification ( Name change )</b></p> <p><b>Person submitting this notification</b></p> <p>Enter information on the person notifying. Enter what is written in your Resident Card precisely, as you enter the information on the person notifying. In case your name is not written in English on your residence Card, enter your name spelling it as it appears on your passport.</p> <p><b>Name in alphabet</b> <span>Required</span> Enter 1-byte alphabetical letters. (upper case) Up to 104 letters Separate two words by a space. Example) TURNER ELIZABETH MD</p> <p><b>Date of birth</b> <span>Required</span></p> <p>Year Month Day 2010 / 04 / 01</p> <p><b>Sex</b> <span>Required</span> <input checked="" type="radio"/> 男 Male <input type="radio"/> 女 Female</p> <p><b>Nationality (region)</b> <span>Required</span></p> <p><b>Address (Prefecture, municipality)</b> <span>Required</span> <a href="#">Search</a> Click the button and choose from the list displayed.</p> <p><b>Address (Town name, street name, etc.)</b> <span>Required</span> Up to 80 2-byte characters Example) 青ヶ間 1 - 1 - 1 青ヶ間ハイソ 2 0 2 号</p> <p><b>Residence Card No.</b> <span>Required</span> I-byte alphanumeric letters (upper case), up to 12 letters Example) AB12345678CD</p> <p><b>Telephone number</b> Up to 12 1-byte letters Example) 0312345678</p> <p><b>Cellular phone number</b> Up to 12 1-byte letters Example) 09012345678</p> <p><b>Name change of the institution you belong to</b></p> <p>Enter your notification.</p> <p><b>Date and year of change</b> <span>Required</span></p> <p>Year Month Day 2010 / 04 / 01</p> <p><b>Name of the institution (before change)</b> <span>Required</span> Up to 60 2-byte characters Example) 東京入国管理局</p> <p><b>Name of the institution (after change)</b> <span>Required</span> Up to 60 2-byte characters Example) 東京入国管理局</p> <p><b>Location of the institution (Prefecture, municipality)</b> <span>Required</span> <a href="#">Search</a> Click the button and choose from the list displayed.</p> <p><b>Location of the institution (Town name, street name, etc.)</b> <span>Required</span> Up to 80 2-byte characters Example) 南 5 - 5 - 3 0 青ヶ間ビル</p> <p><a href="#">Confirm</a> <a href="#">Back</a></p> <p>法務省出入国在留管理庁 Immigration Services Agency</p> </div>	<p><b>Notification Entry (STEP1)</b></p> <p><b>[Operation]</b></p> <p>Enter user information on the upper part of the screen. In the each item's entry field (identification items, etc.), enter information exactly as shown in the Residence Card.</p> <p>When the name is not written in alphabetical letters, enter the alphabetical name as shown in your passport.</p> <p>Enter notification at the lower part of the screen. Entry contents differ depending on status of residence. For the descriptions on information entry item, refer to [2.2.4 Descriptions on Notification Items of Notification Entry Screen].</p> <p>After entering all required information, click the "Confirm" button to go to the next screen.</p> <ul style="list-style-type: none"> <li>● Errors</li> </ul> <p>When there are errors or no entry in required fields, error messages are displayed.</p> <p>You cannot proceed to the next screen until all errors are corrected.</p> <ul style="list-style-type: none"> <li>● Alphabetical Letters of Name</li> </ul> <p>Enter as exactly written on your Residence Card including a space.</p>

#	Screen	Operations
4	<div data-bbox="456 174 517 232"></div> <div data-bbox="528 179 740 230"> <p>出入国在留管理庁 Immigration Services Agency of Japan</p> </div> <div data-bbox="481 244 721 280"> <p>電子届出システム</p> </div> <div data-bbox="245 297 373 315"> <p>Your name: TEST USER</p> </div> <div data-bbox="901 336 948 353"> <p>Log out</p> </div> <div data-bbox="256 394 596 414"> <p>Step 1 (Enter) / <b>Step 2 (Confirm)</b> / Step 3 (Accepted)</p> </div> <div data-bbox="245 445 750 479"> <p>Confirm entry of notification ( Name change )</p> </div> <div data-bbox="245 510 541 539"> <p>Person submitting this notification</p> </div> <div data-bbox="245 551 466 568"> <p>Confirm your notification has been entered.</p> </div> <div data-bbox="245 589 948 1106"> <p><b>Name in alphabet</b> TEST USER</p> <p><b>Date and year of birth (Year / Month / Date)</b> 1980/01/01</p> <p><b>Sex</b> 男 Male</p> <p><b>Nationality (region)</b> 中国 People's Republic of China</p> <p><b>Address (Prefecture, municipality)</b> 東京都千代田区</p> <p><b>Address (Town name, street name, etc.)</b> 麹ヶ岡 1-1-1 麹ヶ岡/ハイツ 202号</p> <p><b>Residence Card No.</b> AB12345678CD</p> <p><b>Telephone number</b> 0312345678</p> <p><b>Cellular phone number</b> 09012345678</p> </div> <div data-bbox="245 1164 632 1193"> <p>Name change of the institution you belong to</p> </div> <div data-bbox="245 1202 375 1223"> <p>Confirm your notification.</p> </div> <div data-bbox="245 1240 948 1525"> <p><b>Date and year of change (Year / Month / Date)</b> 2019/05/20</p> <p><b>Name of the institution (before change)</b> 東京入国管理局</p> <p><b>Name of the institution (after change)</b> 東京入国管理局官署</p> <p><b>Location of the institution (Prefecture, municipality)</b> 東京都品川区</p> <p><b>Location of the institution (Town name, street name, etc.)</b> 南 5-5-30 麹ヶ岡ビル</p> </div> <div data-bbox="245 1554 367 1583"> <p>Confirm copy</p> </div> <div data-bbox="245 1592 919 1630"> <p>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.</p> </div> <div data-bbox="245 1624 609 1646"> <p>After you have obtained a copy of your notification, check the check box.</p> </div> <div data-bbox="256 1644 533 1733"> <p><input type="checkbox"/> I have obtained a copy of my notification.</p> <p>Notifications</p> </div> <div data-bbox="782 1697 825 1720"> <p>Back</p> </div>	<p><b><u>Notification Confirmation (STEP2)</u></b></p> <p><b>[Operation]</b></p> <p><b>Confirm the information entered in the previous screen.</b></p> <p><b>Contents of a notification cannot be confirmed on the system later; therefore, try to save the contents by printing or taking a screen shot (saving the screen).</b></p> <p>After saving the contents by printing or screen shot, enter a check mark by clicking the "Saved the notification contents" checkbox to go to the user information confirmation screen.</p>

#	Screen	Operations
5		<p><b><u>Completion of Notification Reception (STEP 3)</u></b>  <b>[Operation]</b>  This is the end of notification registration procedures.  After several minutes, you will receive the "Notice of reception completion" on the registered e-mail address.</p> <p>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).</p> <p>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.</p>

## 2.2.2 Description on Notification Entry Screen



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 2019/07/01 14:39

6

Log out

Step 1 (Enter) / Step 2 (Confirm) / Step 3 (Accepted)

### Enter your notification ( Name change )

1

MOE00007:Enter the item with !.

### Person submitting this notification

Enter information on the person notifying.

Enter what is written in your Resident Card precisely, as you enter the information on the person notifying.

In case your name is not written in English on your residence Card, enter your name spelling it as it appears on your passport.

[FAQs and As](#)

2

**! Name in alphabet** **Required** Enter 1-byte alphabetical letters. (upper case) Up to 104 letters Separate two words by a space.

Example) TURNER ELIZABETH MD

**Date of birth** **Required**

**! Year**

**! Month**

**! Day**

2010

04

01

**Sex** **Required**

☒ 男 Male

☐ 女 Female

**! Nationality (region)** **Required**

**! Address (Prefecture, municipality)** **Required**

Search

Click the button and choose from the list displayed.

**Address (Town name, street name, etc.)** **Required** Up to 80 2-byte characters

Example) 霞ヶ関1-1-1 霞ヶ関ハイツ202号

**! Residence Card No.** **Required** 1-byte alphanumeric letters (upper case), up to 12 letters

Example) AB12345678CD

**Telephone number** Up to 12 1-byte letters

Example) 0312345678

**Cellular phone number** Up to 12 1-byte letters

Example) 09012345678

## Name change of the institution you belong to

Enter your notification.

**3**

**Date and year of change** Required

! Year

2010

/

! Month

04

/

! Day

01

! Name of the institution (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

Example) 東京入国管理局

! Location of the institution (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5-5-30 霞ヶ関ビル

**4**

Confirm

**5**

Back

Screen link No.	Screen Description Item	Contents
<b>1</b>	Error message	When there are errors in entries, error messages will be displayed when the "Confirm" button is clicked.
<b>2</b>	User information	<p>Enter user information. Enter the information as exactly written on your latest Residence Card.</p> <p>"Required" is a required field. Please enter information.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Nationality Select your nationality from the pull-down list. Nationalities are, in principle, ordered in English alphabetical order.</li> <li>• 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.</li> </ul>
<b>3</b>	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].
<b>4</b>	"Confirm" button	<p>The confirmation screen (STEP 2) is then displayed, if there is no error in entered information.</p> <p>Error messages show up on the top of the screen, if there are errors in entered information.</p>
<b>5</b>	"Back" button	<p>When the "Back" button is clicked, the mid-to-long-term residents menu screen is displayed.</p> <p><b>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.</b></p>
<b>6</b>	"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

① Notification about the institution being served



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 2019/07/01 14:39

[Log out](#)

### Menu for mid-to-long-term residents

#### Various notifications

Choose the item involving a change.

#### Notification of active organization

The name of the institution you serve has been changed

1

Name change

The location of the institution you serve has been changed

2

Location change

The institution you serve has been abolished

3

Abolished

You left the institution

4

Left

You moved to another institution

5

Moved

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



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 13:20

[Log out](#)

### Menu for mid-to-long-term residents

#### Various notifications

Choose the item involving a change.

#### Notification of contracting organization

If the institution with a contract has changed its name

1

Name change

If the institution with a contract has moved its location

2

Location change

If the institution with a contract has been abolished

3

Abolished

If the resident has terminated the contract with the institution

4

Completion of your contract

If the resident has signed a new contract

5

Signing of a new contract

Screen link No.	Screen Description Item	Contents
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.

③ Notification about spouse



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 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

1

Divorce / spouse's death

Screen link No.	Screen Description Item	Contents
1	"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"

### Name change of the institution you belong to

Enter your notification.

1

**Date and year of change** Required

Year

Month

Day

2010

/

04

/

01

**Name of the institution (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

Example) 東京入国管理局

**Location of the institution (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5-5-30 霞ヶ関ビル

Screen link No.	Screen Description Item	Contents
<div style="background-color: #e91e63; color: white; padding: 2px 5px; font-weight: bold;">1</div>	Notification	Enter the name change information of institution.

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

### Location change of the institution you belong to

Enter your notification.

**1** **Date and year of change** Required

Year                      Month                      Day

/  /

**Name of the institution** Required Up to 60 2-byte characters

Example) 東京入国管理局

**Location of the institution (before change) (Prefecture, municipality)** Required

Search Click the button and choose from the list displayed.

**Location of the institution (before change) (Town name, street name, etc.)** Required Up to 80 2-byte characters

Example) 南5-5-30 霞ヶ関ビル

**Location of the institution (after change) (Prefecture, municipality)** Required

Search Click the button and choose from the list displayed.

**Location of the institution (after change) (Town name, street name, etc.)** Required Up to 80 2-byte characters

Example) 南5-5-30 霞ヶ関ビル

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

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

### Abolishment of the institution you belong to

Enter your notification.

**1** **Date and year of the abolishment** Required

Year                      Month                      Day

/  /

**Name of the institution** Required Up to 60 2-byte characters

Example) 東京入国管理局

**Location of the institution (when it was abolished) (Prefecture, municipality)** Required

Search Click the button and choose from the list displayed.

**Location of the institution (when it was abolished) (Town name, street name, etc.)** Required Up to 80 2-byte characters

Example) 南5-5-30 霞ヶ関ビル

Screen link No.	Screen Description Item	Contents
<b>1</b>	Notification	Enter the abolishment information of the institution.

- Notification is about institution (①) and when the notification reason is "Left"

## Left the institution you belonged to

Enter your notification.

1

**Date and year you left the institution** Required

Year

Month

Day

2010

/

04

/

01

**Name of the institution you left** Required Up to 60 2-byte characters

Example) 東京入国管理局

**Location of the institution you left (Prefecture, municipality)** Required

Search

Click the button and choose from the list displayed.

**Location of the institution you left (Town name, street name, etc.)** Required Up to 80 2-byte characters

Example) 南5-5-30 霞ヶ関ビル

Screen link No.	Screen Description Item	Contents
<div style="background-color: #e91e63; color: white; padding: 2px 5px; font-weight: bold;">1</div>	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".

## Shift from one institution to another

Enter your notification.

1

**Date and year of the shift** Required

Year Month Day

2010 / 04 / 01

**Name of the institution (before the shift)** Required Up to 60 2-byte characters

Example) 東京入国管理局

**Location of the institution (before the shift) (Prefecture, municipality)** Required

Search Click the button and choose from the list displayed.

**Location of the institution (before the shift) (Town name, street name, etc.)** Required Up to 80 2-byte characters

Example) 南5-5-30 森ヶ岡ビル

**Name of the institution (after the shift)** Required Up to 60 2-byte characters

Example) 東京入国管理局

**Location of the institution (after the shift) (Prefecture, municipality)** Required

Search Click the button and choose from the list displayed.

**Location of the institution (after the shift) (Town name, street name, etc.)** Required Up to 80 2-byte characters

Example) 南5-5-30 森ヶ岡ビル

**Your activities in the new institution** Required

If you have chosen "Others," enter the activities you do below. Up to 30 2-byte characters.

## Place where you actually have your activities

If 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 box first and then enter the relevant information in the corresponding items.

2

☐ 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) 森ヶ岡事業所

**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

Example) 南5-5-30 森ヶ岡ビル

**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 transfer information from the institution.

2	Location of actual activity	<p>Enter the information on the location of actual activity. (Optional)</p> <p>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.</p> <ul style="list-style-type: none"> <li>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.</li> </ul>
---	-----------------------------	--

- 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

Enter your notification.

1

**Date and year of the shift** Required

Year

Month

Day

2010

/

04

/

01

**Name of the institution (before the shift)** Required Up to 60 2-byte characters
 

Example) 東京入国管理局

**Location of the institution (before the shift) (Prefecture, municipality)** Required

Search

Click the button and choose from the list displayed.

**Location of the institution (before the shift) (Town name, street name, etc.)** Required Up to 80 2-byte characters
 

Example) 南5-5-30 霞ヶ関ビル

**Name of the institution (after the shift)** Required Up to 60 2-byte characters
 

Example) 東京入国管理局

**Location of the institution (after the shift) (Prefecture, municipality)** Required

Search

Click the button and choose from the list displayed.

**Location of the institution (after the shift) (Town name, street name, etc.)** Required Up to 80 2-byte characters
 

Example) 南5-5-30 霞ヶ関ビル

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

Enter your notification.

Date and year of change Required

1

Year	Month	Day
2010	04	01

**Name of the institution (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  
 Example) 東京入国管理局

**Location of the institution (Prefecture, municipality)** Required  
 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5-5-30 霞ヶ関ビル

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

Enter your notification.

**1** **Date and year of change** Required

Year                      Month                      Day

/ 
  /

**Name of the institution** Required Up to 60 2-byte characters

Example) 東京入国管理局

**Location of the institution (before change) (Prefecture, municipality)** Required

**Location of the institution (before change) (Town name, street name, etc.)** Required Up to 80 2-byte characters

Example) 南5-5-30 霞ヶ関ビル

**Location of the institution (after change) (Prefecture, municipality)** Required

**Location of the institution (after change) (Town name, street name, etc.)** Required Up to 80 2-byte characters

Example) 南5-5-30 霞ヶ関ビル

Screen link No.	Screen Description Item	Contents
<b>1</b>	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

Enter your notification.

**1** **Date and year of the abolishment** Required

Year                      Month                      Day

/ 
  /

**Name of the institution** Required Up to 60 2-byte characters

Example) 東京入国管理局

**Location of the institution (when it was abolished) (Prefecture, municipality)** Required

**Location of the institution (when it was abolished) (Town name, street name, etc.)** Required Up to 80 2-byte characters

Example) 南5-5-30 霞ヶ関ビル

Screen link No.	Screen Description Item	Contents
<b>1</b>	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"

### Completion of your contract with your institution

Enter your notification.

1

**Date and year when your contract expired** Required

Year

Month

Day

2010

/

04

/

01

**Name of the institution with whom your contract expired** Required Up to 60 2-byte characters

Example) 東京入国管理局

**Location of the institution with whom your contract expired (Prefecture, municipality)** Required

Search

Click the button and choose from the list displayed.

**Location of the institution with whom your contract expired (Town name, street name, etc.)** Required Up to 80 2-byte characters

Example) 南5-5-30 霞ヶ関ビル

Screen link No.	Screen Description Item	Contents
<b>1</b>	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

Enter your notification.

1

**Date and year when you signed a new contract** Required

Year Month Day

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.

**Location of the former institution (Town name, street name, etc.)** Required Up to 80 2-byte characters

Example) 南5-5-30 霞ヶ関ビル

**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

**Your activities in the new institution** Required

If you have chosen "Others," enter the activities you do below. Up to 30 2-byte characters.

## Place where you actually have your activities

If 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 box first and then enter the relevant information in the corresponding items.

2

☐ 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) 霞ヶ関事業所

**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

Example) 南5-5-30 霞ヶ関ビル

**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
<b>1</b>	Notification	Enter the information on the signing of new contract with the institution.
<b>2</b>	Location of actual activity	<p>Enter the location of actual activity information. (Optional)</p> <p>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.</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>

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

### Divorce with / loss to death of your spouse

Enter your notification.

1

**Reason for your notification** Required

☒ Divorce with your spouse  
☐ Loss of your spouse in death

**Date and year of the divorce / death** Required

Year
Month
Day

2010

/

04

/

01

Screen link No.	Screen Description Item	Contents
<div style="background-color: #e91e63; color: white; padding: 2px 5px; font-weight: bold;">1</div>	Notification	Select the reason and enter the date of "Divorce" or "Death".

## 2.3 Re-Issuing of Authorization ID and Password

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	 <p>出入国在留管理庁 Immigration Services Agency of Japan</p> <p>電子届出システム</p> <p><a href="#">Back to Top</a></p> <p><b>For a mid-to-long-term resident to log in</b></p> <p>Enter your authentication ID and password, to log in.</p> <p><b>Authentication ID</b></p> <p>Please enter an authentication ID</p> <p><b>Password</b></p> <p>Please enter a password</p> <p><a href="#">Log in</a></p> <p>If you are a mid-to-long-term resident and have no Authentication ID yet, make your user registration below. <a href="#">Authentication ID issued</a> 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. <a href="#">Reissue of Authentication ID and/or password</a></p>	<p><b><u>Log in Screen of the Mid-to-Long-Term Residents</u></b></p> <p><b>[Operation]</b></p> <p>From the log in screen, click the "Reissue of Authentication ID and/or Password" link on the lower left to move to the next screen.</p>



## 電子届出システム

[Back to Top](#)

Step 1 (Enter) / Step 2 (Confirm) / Step 3 (Done)

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

#### 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.

**Name in alphabet** Required Enter 1-byte alphabetical letters. (upper case) Up to 104 letters Separate two words by a space.

Example) TURNER ELIZABETH MD

**Date of birth** Required

Year

Month

Day

2010

04

01

**Sex** Required

☒ 男 Male

☐ 女 Female

**Nationality (region)** Required

**Residence Card No.** Required 1-byte alphanumeric letters (upper case), up to 12 letters

Example) AB12345678CD

**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 or longer and up to 32 letters.

Case-sensitive. The signs you can enter are `$%&=@_#*+~?!|`

Example) ABCD1234!

**Password (Enter again.)**

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.

Case-sensitive. The signs you can enter are `$%&=@_#*+~?!|`

Example) ABCD1234!

Confirm

Back



### User Information Entry (Authentication ID/Password) (STEP 1) [Operation]

Enter user information. In the each item's entry field, enter information exactly as shown in the Residence Card. When the name is not written in alphabetical letters, enter the alphabetical name as shown in your passport.

After entering all required information, click the "Confirm" button to go to the next screen.

- If you wish for only reissuing of Authentication ID, you do not need to enter the "Password" field.
- When you forget your password, enter a new password. Since the password you just entered cannot be confirmed from the next screen on, make sure to save your password somewhere.

● 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.

3	 <p>出入国在留管理庁 Immigration Services Agency of Japan</p> <h2>電子届出システム</h2> <p><a href="#">Back to Top</a></p> <p>Step 1 (Enter) / <b>Step 2 (Confirm)</b> / Step 3 (Done)</p> <p>Confirm your user information (Re-notification of your Authentication ID and password)</p> <h3>User information</h3> <p>Confirm your user information.</p> <p><b>Name in alphabet</b> TURNER ELIZABETH MD</p> <p><b>Date and year of birth (Year / Month / Date)</b> 1981/03/20</p> <p><b>Sex</b> 男 Male</p> <p><b>Nationality (region)</b> 米国 United States of America</p> <p><b>Residence Card No.</b> AB12345678CD</p> <p><a href="#">Register</a> <a href="#">Back</a></p> <p>法務省出入国在留管理庁 Immigration Services Agency</p>	<p><b><u>User Information</u></b></p> <p><b><u>Confirmation</u></b></p> <p><b><u>(Authentication ID/Password) (STEP2)</u></b></p> <p><b>[Operation]</b></p> <p>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 back to the entry screen and enter correct information.</p>
4	 <p>出入国在留管理庁 Immigration Services Agency of Japan</p> <h2>電子届出システム</h2> <p><a href="#">Back to Top</a></p> <p>Step 1 (Enter) / Step 2 (Confirm) / <b>Step 3 (Done)</b></p> <p>Registration of user information done (Re-notification of your Authentication ID and password)</p> <p>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</p> <p>In case the notice e-mail does not reach your address after some time, please contact the Inquiry Address below.</p> <p>【For inquiries】 TEL: 050-3786-3053 E-MAIL: <a href="mailto:mjf.support.cw@hitachi-systems.com">mjf.support.cw@hitachi-systems.com</a></p> <p><a href="#">To Login screen</a></p> <p>法務省出入国在留管理庁 Immigration Services Agency</p>	<p><b><u>User Information</u></b></p> <p><b><u>Registration Complete</u></b></p> <p><b><u>(Authentication ID/Password) (STEP3)</u></b></p> <p><b>[Operation]</b></p> <p>This is the end of re-issuing of Authentication ID/Password. After several minutes, you will receive a notification on the registered e-mail address. No password is shown in the re-issuing notice.</p>



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



出入国在留管理庁  
Immigration Services Agency of Japan

### 電子届出システム

5

[Back to Top](#)

Step 1 (Enter) / Step 2 (Confirm) / Step 3 (Done)

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

1

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.

2

**Name in alphabet** **Required** Enter 1-byte alphabetical letters. (upper case) Up to 104 letters Separate two words by a space.

Example) TURNER ELIZABETH MD

**Date of birth** **Required**

**Year** **Month** **Day**

2010 / 04 / 01

**Sex** **Required**

☒ 男 Male

☐ 女 Female

**Nationality (region)** **Required**

**Residence Card No.** **Required** 1-byte alphanumeric letters (upper case), up to 12 letters

Example) AB12345678CD

**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 or longer and up to 32 letters.

Case-sensitive. The signs you can enter are \$%&=@\_#\*+-?!

Example) ABCD1234!

**Password (Enter again.)**

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.

Case-sensitive. The signs you can enter are \$%&=@\_#\*+-?!

Example) ABCD1234!

3

Confirm

4

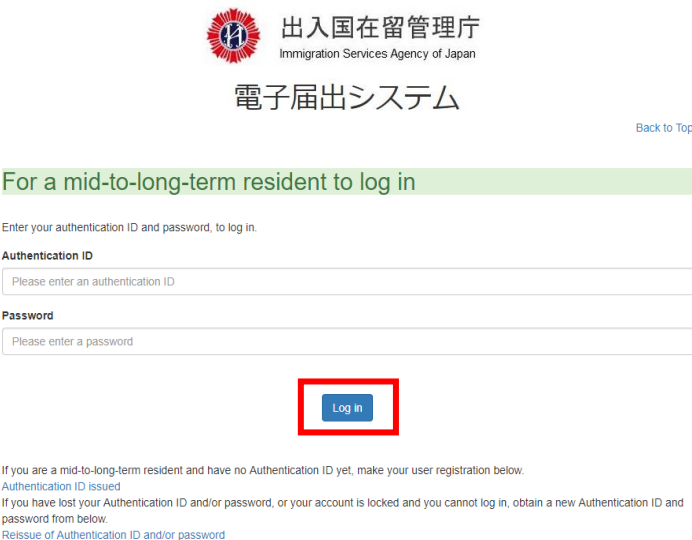
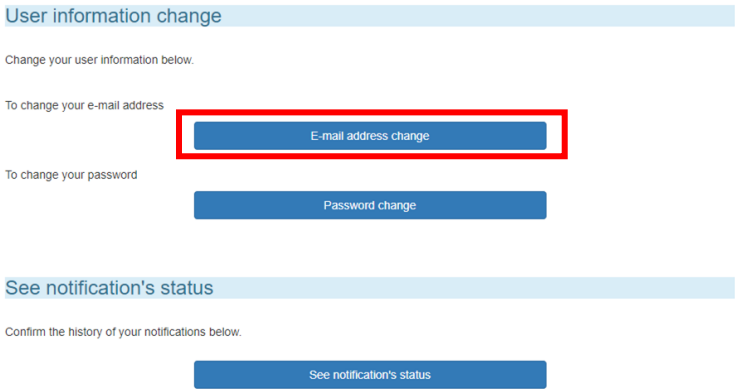
Back


Screen link No.	Screen Explanation Item	Contents
<b>1</b>	Error message	If there are errors in entries, error messages will be displayed when the "Confirm" button is clicked.
<b>2</b>	User information	<p>Enter user information. Enter the information as exactly written on your latest Residence Card.</p> <p>"Required" is a required field. Please enter information.</p> <ul style="list-style-type: none"> <li>• Name in alphabet</li> </ul> <p>Enter as exactly written on your Residence Card including a space.</p> <p>When the name is not written in alphabetical letters, enter the alphabetical name as shown in your passport.</p> <ul style="list-style-type: none"> <li>• Nationality</li> </ul> <p>Select your nationality from the pull-down list. Nationalities are, in principle, ordered in English alphabetical order.</p>
<b>3</b>	"Confirm" button	<p>The confirmation screen (STEP 2) is then displayed, if there is no error in entered information.</p> <p>Error messages show up on the top of the screen, if there are errors in entered information.</p>
<b>4</b>	"Back" button	<p>When the "Back" button is clicked, the log in screen is displayed.</p> <p><b>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.</b></p>
<b>5</b>	"(Back to top)" link	Returns to the top screen.

## 2.4 E-mail Address Change

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.

### 2.4.1 E-mail Address Change

#	Screen	Operations
1		<b><u>Log in of the Mid-to-Long-Term Residents</u></b> <b>[Operation]</b> Enter your Authentication ID and Password in the log in screen and click the "Log in" button to go to the next screen.
2		<b><u>Mid-To-Long-Term Residents Menus</u></b> <b>[Operation]</b> Click the "E-mail Address Change" button to go to the next screen.

3		<p><b><u>Entry of E-mail Address Change (STEP 1)</u></b></p> <p><b>[Operation]</b></p> <p>Enter your E-mail address. After entering a new E-mail address, click the "Confirm" button to go to the next screen.</p> <ul style="list-style-type: none"> <li>● Errors</li> </ul> <p>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.</p>
4		<p><b><u>Confirmation of E-mail Address Change (STEP 2)</u></b></p> <p><b>[Operation]</b></p> <p>After confirming the contents entered in the previous screen, click the "Register" button to move to the next screen.</p>
5		<p><b><u>Completion of E-mail Address Change (STEP 3)</u></b></p> <p><b>[Operation]</b></p> <p>This is the end of change of E-mail address procedures. After several minutes, you will receive the "Notice of completion of change" on the new e-mail address.</p>

## 2.4.2 Description of Entry of E-mail Address Change Screen



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

**5** [Log out](#)

STEP1 (Enter) / STEP2 (Confirm) / STEP3 (Done)

### Entry of a change in e-mail address

**1** MOE00007: Enter the item with **!**.

### E-mail address change

Enter a change of your e-mail address.

**2**

**!** New e-mail address **Required** Up to 60 1-byte alphanumeric letters

Example) abc@xyz.co.jp

**!** New e-mail address (Enter again) **Required** Up to 60 1-byte alphanumeric letters

Example) abc@xyz.co.jp

**3** [Confirm](#) **4** [Back](#)

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

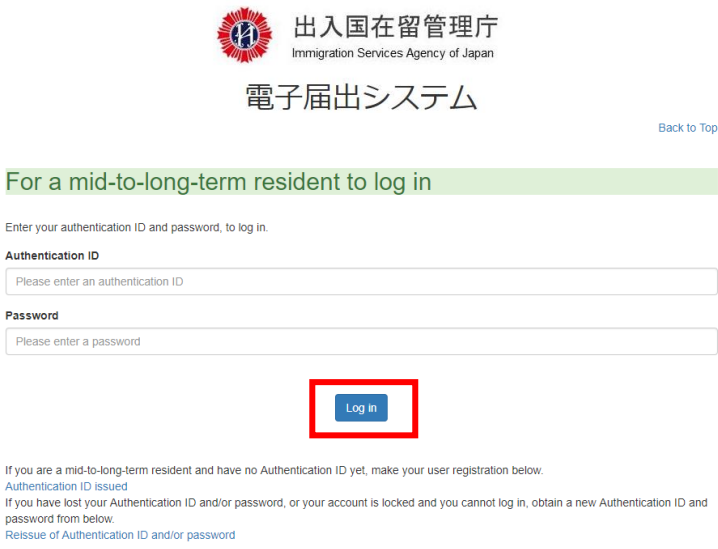
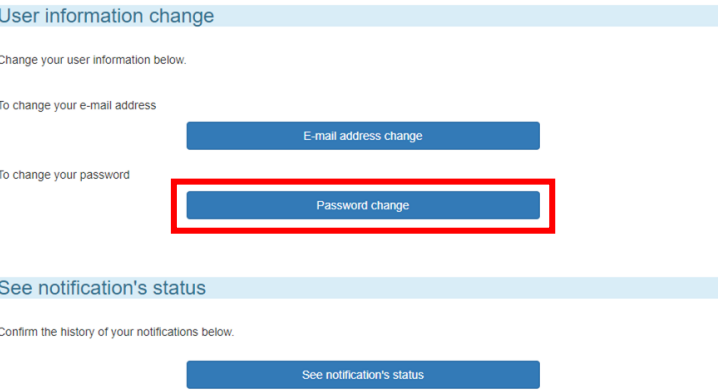
Screen link No.	Screen Explanation Item	Contents
<b>1</b>	Error message	When there are errors in entries, error messages will be displayed when the "Confirm" button is clicked.
<b>2</b>	Change of E-mail Address Information	Enter your E-mail address. "Required" is a required field. Please enter information.
<b>3</b>	"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.
<b>4</b>	"Back" button	When the "Back" button is clicked, the menu screen is displayed. <b>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.</b>
<b>5</b>	"Log out" link	Logs out from the e-Notification System.

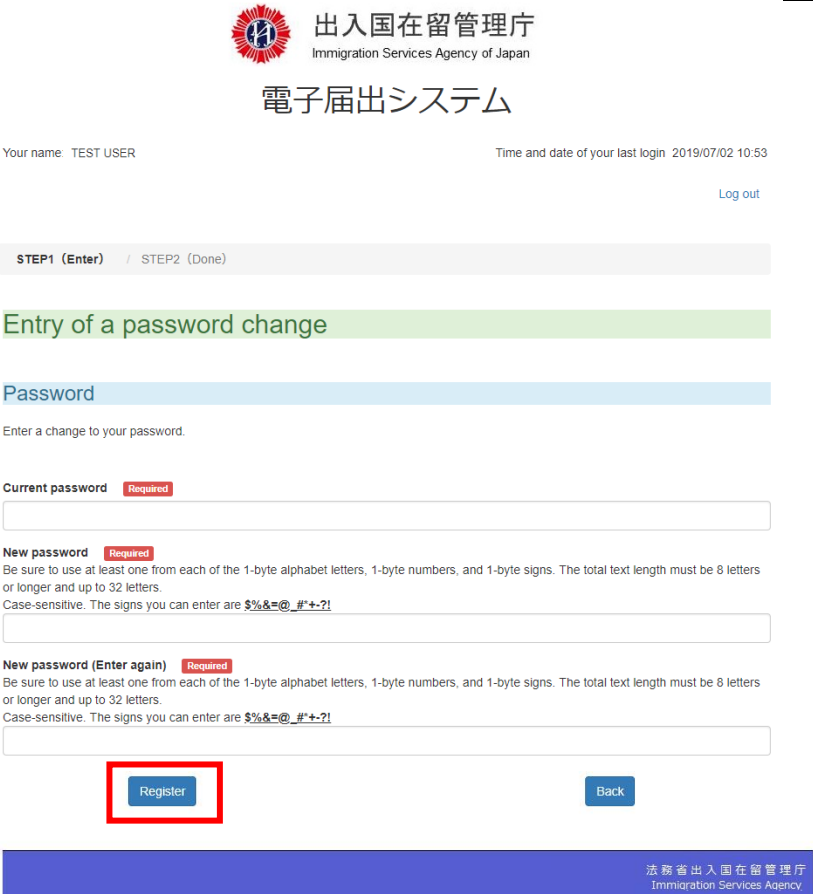
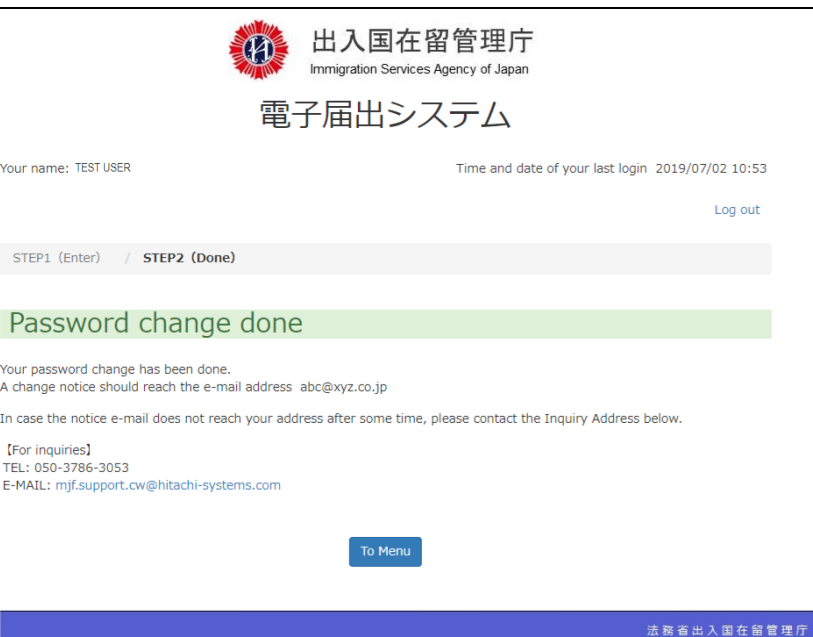
## 2.5 Password Change

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.

### 2.5.1 Password Change

#	Screen	Operations
1		<b><u>Log in of the Mid-to-Long-Term Residents</u></b> <b>[Operation]</b> Enter your Authentication ID and Password in the log in screen and click the "Log in" button to go to the next screen.
2		<b><u>Mid-To-Long-Term Residents Menus</u></b> <b>[Operation]</b> Click the "Password Change" button to go to the next screen.

3		<p><b><u>Entry of Change of Password (STEP 1)</u></b></p> <p><b>[Operation]</b></p> <p>In the entry fields, enter the current password and new password respectively. The new password you entered will not be displayed in the next screen.</p> <p>After entering all required information, click the "Confirm" button to go to the next screen.</p> <p>● Errors</p> <p>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.</p>
4		<p><b><u>Completion of Password Change (STEP 2)</u></b></p> <p><b>[Operation]</b></p> <p>This is the end of change of password change procedures. After several minutes, you will receive the "Notice of completion of change" on the registered e-mail address.</p>

## 2.5.2 Description of Entry of Password Change Screen



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

5 Log out

STEP1 (Enter) / STEP2 (Done)

### Entry of a password change

1 MOE00007:Enter the item with !.

#### Password

Enter a change to your password.

2

! Current password Required

! 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 be 8 letters or longer and up to 32 letters.  
Case-sensitive. The signs you can enter are \$%&=@\_#\*+~?!.

! 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 be 8 letters or longer and up to 32 letters.  
Case-sensitive. The signs you can enter are \$%&=@\_#\*+~?!.

3 Register

4 Back

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

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.

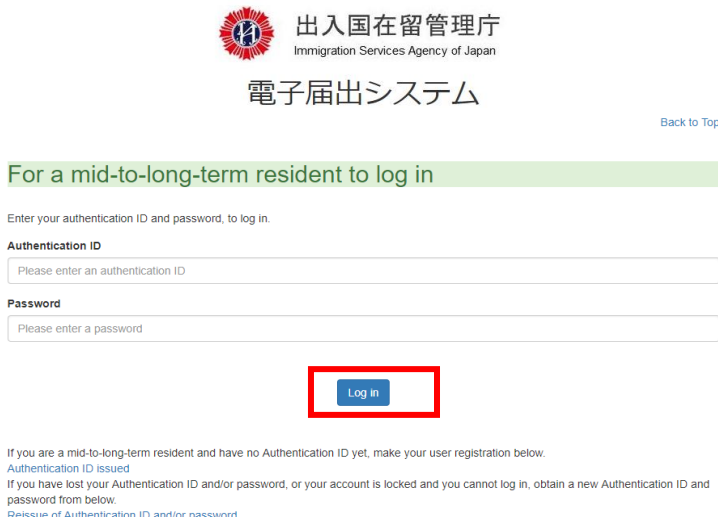
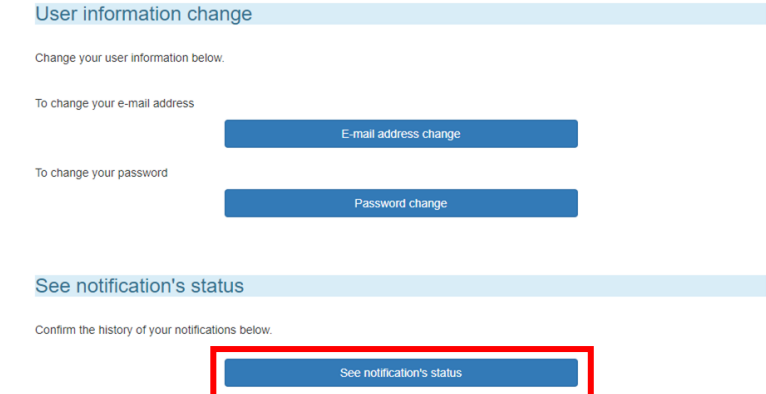


Screen link No.	Screen Explanation Item	Contents
<b>2</b>	Change of Password Information	<p>Enter your E-mail address.</p> <p>"Required" is a required field. Please enter information.</p> <p>● <b>About Password</b></p> <p><b>Upper case and lower case are distinguished for password. Password cannot be 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.</b></p> <p><b>"●" is displayed as you type the Password in the Password field. It is recommended to save your password on the Note Pad and copy &amp; paste the password into the password input field after confirming the correct password.</b></p>
<b>3</b>	"Confirm" button	<p>The confirmation screen (STEP 2) is then displayed, if there is no error in entered information.</p> <p>Error messages show up on the top of the screen, if there are errors in entered information.</p>
<b>4</b>	"Back" button	<p>When the "Back" button is clicked, the menu screen is displayed.</p> <p><b>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.</b></p>
<b>5</b>	"Log out" link	Logs out from the e-Notification System.

## 2.6 Confirmation of Application Status

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		<p><b><u>Log in of the Mid-to-Long-Term Residents</u></b>  <b>[Operation]</b>  Enter your Authentication ID and Password in the log in screen and click the "Log in" button to go to the next screen.</p>
2		<p><b><u>Mid-To-Long-Term Residents Menus</u></b>  <b>[Operation]</b>  Click the "View Notification Status" button to go to the next screen.</p>



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## 3 Others

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### 3.1 List of Error messages

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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.