

# Flow of "Web Registration System" for the JTB School Trip Savings Account

## 1 Submission of Name List

Upon agreement with the parents and school, JTB sales staff will receive a student list to register on the system before the submission of registration applications by parents.

\*Required information includes grade, class, student number, name, and reading of the name in katakana.

## 2 Information about Savings Account

Web registration guidelines for parents will be provided to the school (in some cases, the guidelines may be distributed directly to parents by JTB sales staff at the School Trip Information Sessions).



Parents

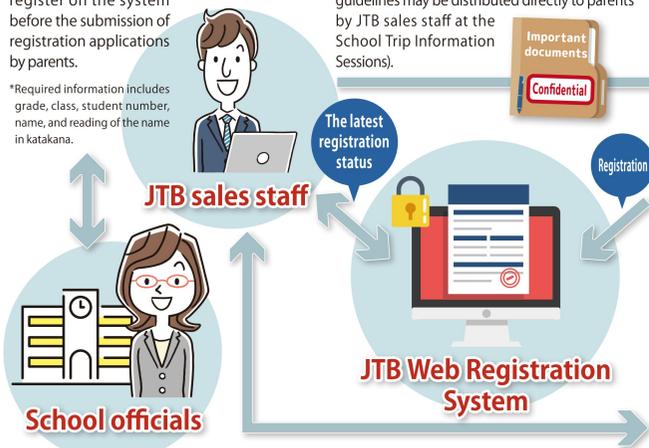
## 3 Steps to Be Taken by Parents

Parents/guardians can register by following the prescribed steps on their personal computer or smartphone. The system is simple and safe for parents and grandparents.

## 4 Confirmation of Registration Status

Students (or parents) who have not completed the procedure by the application deadline should contact the branch in charge.

\*School officials may be asked to confirm the registration status. Your cooperation will be appreciated.



### With JTB Web Registration System

In comparison with conventional methods, using the system makes the procedure simple. A security management system that complies with international standards has been adopted for your safety.



### About payment

- Selecting credit card payment will also transfer you to an external site. Follow the guidance of your selected credit card company for processing.

### About security system

JTB School Trip Savings Account System is delegated to and developed by a company that complies with the requirements of the international standard security management system. The collection service used for this Web registration site is subcontracted to The Mitsubishi UFJ Factors Limited. Please rest assured that the system adopted SSL (Secure Sockets Layer) encrypted communication method for internet communication, which is, at this point, the most difficult system to decode.

## Q&A Frequently Asked Questions

### Q I didn't receive a notification email.

**A** There are cases in which your PC or smartphone settings may block receipt of the notification email. In this case, please check the instructions below and try again.

#### ▶Is the email address entered correctly?

Check the email address used from [Setting] or [Address book].

#### ▶Have you enabled your "junk email filter"?

Please set to receive @nkonet.co.jp email.

#### ▶Have you set your device to block emails with URLs?

Disable the "Reject emails with URL links" setting.

### ▶Is the communication speed stable where you are using your device?

Check that a signal sign is displayed and reception is strong.

### ▶Is the email in your junk or similar folder?

Disable the junk email filter.

### Q When the screen switches, an error message such as "Page expired" appears.

**A** Do not use the [Return] function of the browser. Only operate using buttons displayed on the screen. Otherwise, an error message such as "Page expired" will be displayed, and the connection will be automatically disconnected. To go back to the previous screen, use the [Return] button displayed on the screen.

### Q A web page is not displayed correctly.

**A** Try the following methods.  
 • Close the browser, then reopen.  
 • Delete the browser cache.  
 • Reboot the PC.

### Q Why is my cash card PIN required for the WEB account transfer?

**A** Entry of your cash card PIN is required as a replacement for your seal registered with the bank.

### Q How should I register if my sibling is already using the installment payment plan, or if I am a twin?

**A** Log in with your registered email address and password and enter the relevant details under "Travel Package Input."

### Q After completing STEP 3 registration, I left it for a while and did not proceed to STEP 4, so I cannot log in.

**A** If you have not completed STEP 4 and subsequent steps within 6 days after receiving the STEP 3 registration completion email, your email address and password will be invalid. You will need to restart the registration process from the beginning.

# JTB School Trip Savings Account

for Smartphone, Tablet and Personal Computer

Easy to complete, from trip sign up to account registration  
From your smartphone, tablet or personal computer!

Web  
Registration  
System



Safe and secure with an ensured security system



\*This screen will appear after you have completed the registration of the payer information and pressed "Registered Customers."



\*If you select one-time payment, you will receive a payment start notification email at a later date. Afterward, this payment screen will appear when you log in.

# Simple 5-Step Registration!

## It only takes about 15 minutes

The photograph is an example

### STEP 1 New Registration



New Registration

Tap the [New Registration] button.

### STEP 2 Confirmation of Consent



Place tick the [Accept] box and tap [Next].

**Please note** Last name/ First name  
It doesn't matter if the name and account holder or credit card holder are different.

### Explanation for smartphone version

Follow the instructions on the screen to register with ease. (The content is the same for PC and tablet users.)  
\*Access through a URL or a QR code printed in the guidelines before proceeding to STEP 1.  
\*Next time you log in, you will need your email address and password. Please be sure to remember them.

### STEP 3 Registration of Payer Information



Registration of Payer Information

**Please note**

**This step may take some time.**  
After completing STEP 3, an email will be sent to the registered email address. Click the URL in the email, then log in using your registered email address and password from [Registered Customers]. After logging in, enter your travel information by selecting "Travel Package Input" in the MYPAGE menu.

### STEP 4 Travel Package Registration

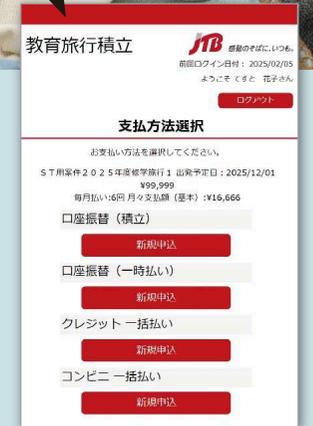


Travel Package Confirmation

**Please note** Image Authentication  
Image authentication is used to prevent illegal registration. If the characters displayed are difficult to read, click the [Refresh Screen] button.  
View the characters in the image and enter the 5-digit number in the field below. If unable to read the characters, click the "Refresh Screen" button. The screen can be refreshed many times.

Refresh Screen

### STEP 5 Selection of Payment Method



\*See completion screen after registration.

**The travel number is provided along with the QR code in the attached guide.**  
**Verify the grade, class, and student number with the student before making a selection.**

\*Once the payment method is selected, it cannot be changed.  
\*The available payment methods vary by school. Please refer to the guide for more details.

**Please note** Password  
Please set your password yourself. If you select one-time payment via credit card or convenience store, you will need to log in to MYPAGE after receiving the payment notification email. Please ensure you remember the password you registered.

**Please note** Entry of "Registration of Payer Information"  
If you plan to pay at a convenience store, please register an email address that can receive emails on a smartphone, not an email address exclusively for a PC. Please set your password yourself.

Classification	Points to note
Password*	Use one or more half-width letters <sup>1)</sup> , numbers and symbols in an 8 to 15-digit sequence. EX: Password# \$ % 12345 <Usable characters> Half-width letters / Capital letters ABCDEFGHIJKLMNOPQRSTUVWXYZ Lower-case letters abcdefghijklmnopqrstuvwxyz Numbers 0123456789 Symbols ! * # % & ' ( ) * + , . / : ; = > ? @ \ ^ _ { } ~   -
Password (for confirmation)	Enter the same password as the one entered above for confirmation

\*1 Half-width letters → Both capital and lower-case letters can be used, and there is no need to mix capital and lower-case letters.  
\*2 Password → Unacceptable passwords are as noted below.  
• Only letters (no numbers or symbols included, such as PASSWORD)  
• Only numbers (no letters or symbols included, such as 085623)  
• Too many or too few characters (7 characters or less, 16 characters or more)

**Please note** Email addresses and error messages  
If the email address section displays "Email addresses that have already been registered once cannot be registered again," it means your email address and password are already registered. Please log in from [Registered Customers] and proceed with registering your travel package. If you have forgotten your password, please reset it from [Forgot Your Password] at the bottom of the login screen. Should you see "Error Message" in red as shown below for any of the entry fields, read the entry instruction once again, and make corrections following the instructions.

**Please note** About payment methods  
No fees are charged for any payment method at the time of payment (when the funds are withdrawn from your account).

Account transfer	Instalment payment	One-time payment	One-time credit card payment or via convenience store
	Register your account information on the financial institution's website.	The procedure is now complete. An email regarding payment will be sent to you before the student's trip begins. Log in to MYPAGE and register your account information within 15 days of the email delivery date.	The procedure is now complete. An email regarding payment will be sent to you before the student's trip begins. Log in to your MYPAGE, select your payment method, and complete the procedure.



After registering, please check the payment registration completion screen and the registration completion email that will be sent to you.  
\*An email with the domain name "nekonet.co.jp" will be sent to you.