Setting Up and Changing an Account

Introduction

- In order to use the Aircraft-Operation-Information-Processing System, you must setup an account.

- There are two types of accounts available. They are an "Individual" and a "Corporate" account.
  For personal use, setup an "Individual" account. For use by companies and organizations, setup a "Corporate" account.

- When you open an account, your personal (or company) information will be automatically applied when you use "Individual Number Card" for individuals and "gBizID" for corporations.

- The information registered by setting up an account is automatically posted at the time of each application.

Table of Contents

Table of Contents

01. Setting Up an Account

Setup the necessary account in order to use the Aircraft-Operation-Information-Processing System.

Start Setting Up an Account

⬇

Agree to the Terms of Service of the Aircraft-Operation-Information-Processing System
Go to the page to setup an account and agree to the terms of service.

⬇

Enter Information Needed to Setup an Account
Enter the necessary information such as your name and address and contact information.

⬇

Confirm your Information, and Setup Your Account

Confirm whether there are any mistakes in your information, and setup your account.

⬇

Complete Setting Up Your Account

Your login ID will be sent to the email address you entered. If you want to continue with the application process, log in to the Aircraft-Operation-Information-Processing System.

Items to be entered will vary depending on whether the person using the Aircraft-Operation-Information-Processing System is an "individual" or a "company/organization (corporation)."

For registration procedures after setting up an account, if you are an individual, setup an account for an individual. If you are a company or organization (corporation), setup a corporate account.

* As input assistance when registering an account, for individuals, use your Individual Number Card, and for a corporate account, use gBizID.

02. What You Need to Setup an Account

The items required in the procedures varies depending on whether you are an individual or a corporation, and the content of the procedures.
Advance to the procedures after confirming what is required.

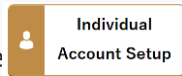|	Individual	Corporation
Information for a Person Setting Up an Account	• Name • Furigana • Address • Date of Birth • Telephone • Email Address	• Corporate Number • Company and Association Name • Representative name • Location of head office or principal office • Manager Assignment • Manager Name • Country and Region • Manager Telephone Number • Manager Email
Others * When using your Individual Number Card and gBizID as input assistance	• Individual Number Card • A card reader or smartphone for reading the card face information in the IC chip on your Individual Number Card	• gBizID (Prime, Member, Entry)

* You can setup an account without linking with your Individual Number Card or gBizID.

03. Setting Up an Account
[Agree to the Terms of Service of the Aircraft-Operation-Information-Processing System] 1/2

Advance to the page to setup an account from the top page.

Click the [Individual Account Setup] to setup an individual account, or the [Company and Association Account Setup] to setup a corporate account.

03. Setting Up an Account
[Agree to the Terms of Service of the Aircraft-Operation-Information-Processing System] 2/2

Next, the Terms of Service page will open. You must agree to the Terms of Service to setup an account. After reviewing the Terms of Service, select the check box if you agree to the Terms of Service and press the 次へ進む（理解しました） .

04. Setting Up an Account [Enter Information Needed to Setup an Account (Individual)]

Enter the required information on the page to setup an account. After entering all the required information, press the [Confirm] button to proceed to the Confirmation page.

[Setting Up an Individual Account]

If you are using input assistance using your Individual Number Card registration information, press the "Link Individual Number Card Information" button and proceed to read the card information.

For information on how to read the card information on your Individual Number Card, see "06. Read the Card Information on Your Individual Number Card."

(1) Enter either a double-byte or a single-byte space between your first and your last name.

(2) Furigana (pronunciation) can be entered using double-byte katakana, double-byte or single-byte spaces, and symbols (—, ・ ,～).

(3) Exclude the hyphen in your telephone number.

(4) Set your password according to the following conditions. Also, do not combine names and dates of birth or the like that can be easily guessed.

• Choose a password comprising 8 characters or more to 32 characters or less, using letters of the alphabet (upper and lower case characters), numbers (0 to 9), and symbols (+ - * / = . , : ; ' ` @ ! # $ % ? & | ~ ^ ( ) [ ] { } < >_).

After entering all the required items, press the [確認] to proceed to the Confirmation page.

04. Setting Up an Account [Enter Information Needed to Setup an Account (Corporation)]

Enter the required information on the page to setup an account. After entering all the required information, press the [Confirm] button to proceed to the Confirmation page.

アカウント開設

gBizID連携

法人番号

企業・団体名

(1) 代表者氏名

本店又は主たる事務所の所在地　国/地域　選択してください。▼　都道府県　-　▼

担当者連絡先　所属

(1) 氏名

(2) 国/地域　選択してください。▼　+

メールアドレス

メールアドレス（確認用）

(3) パスワード

パスワード（確認用）

戻る　　　　　確認

[Setting Up a Corporation Account]

If you are using input assistance using gBizID registration information, press the "gBizID Link" button to open a dialog screen to proceed to gBizID authentication. Proceed to gBizID authentication as described on the screen.

See the "09. Flow of Authentication Using gBizID" for information on how to authenticate using gBizID.

In addition to your corporate number and the representative name, enter the affiliation, name, country, telephone number, and email address of the manager of the Aircraft-Operation-Information-Processing System. Always enter a telephone number and email address at which the manager can be reached.

(1) Enter either a double-byte or a single-byte space between the first and last name of the representative and the manager.

(2) Exclude the " − " (hyphen) in the manager's telephone number.

(3) Set your password according to the following conditions.
Also, do not combine names and dates of birth or the like that can be easily guessed.

• Choose a password comprising 8 characters or more to 32 characters or less, using letters of the alphabet (upper and lower case characters), numbers (0 to 9), and symbols
(+ - * / = . , : ; ' ` @ ! # $ % ? & | ~ ^ ( ) [ ] { } < >_).

After entering all the required items, press the [確認] to proceed to the Confirmation page.

05. Setting Up an Account [Confirm the Information That You Entered, and Setup an Account]

Confirm the information of the account entered, and press the [Setup] button if there are no mistakes.

Once your account is setup, you will be taken to the account completion page. Your login ID will be sent to the email address you entered. You will not be notified of your password. Manage the password you set by yourself.

In order to continue with the new application process, you will need to log in from the top page.

Aircraft-Operation-Information-Processing System   Operation Manual

06. Read the Card Information on Your Individual Number Card

In the Aircraft-Operation-Information-Processing System, you can obtain input assistance by using your Individual Number Card registration information when you implement the procedures for your personal account. In this manual, we will describe using a method to read your card information on your Individual Number Card at that time.

The following patterns are available for reading your card information on your Individual Number Card, depending on the device you are using.
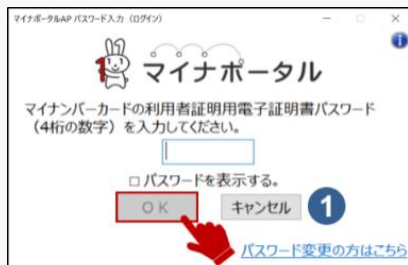Detailed instructions for each pattern are available at the following pages.

- Apply using a computer and read using an IC card reader. (IC card reader authentication)
- Apply using a computer and read using a smartphone. (2D barcode authentication)

07. Read the Card Information on Your Individual Number Card
(Apply using a computer and read using an IC card reader.)

In order for the IC card reader to read the card information in the IC chip of your Individual Number Card, it is necessary to install the Mynaportal App on your computer. If you have not installed this on your computer, or if some time has passed since you installed it, check the installation and update procedures to prepare in advance. Refer to the operation manual of the Mynaportal "Chapter 2. Using the Mynaportal (login preparation using the IC card reader writer)" for the procedures using in preparation in advance.

* When you click on the link, an external website will open.

[Windows Screen]

[Reading Procedures]

1. Check that the IC card reader is connected to the device.
   Follow the steps in each procedure to start IC card reader authentication.

2. Follow the instructions on the procedure page to create a 4-digit PIN or enter a 6-16 digit alphanumeric PIN and press the "OK" button.

3. When the reading of your Individual Number Card surface information is completed, the system will shift to the next screen.

※ The 4-digit PIN is the PIN set by the applicant at the counter of the municipal office (the password for the digital certificate for user certification and the password for the card information entry assistant). If you make a mistake 3 times consecutively, your account will be locked and service will be temporarily unavailable.

※ The 6-16 digit alphanumeric PIN is a password for the electronic certificate of the bearer's signature set by the applicant themselves they receives the Individual Number Card at the counter of the municipal office. If you make a mistake 5 times consecutively, your account will be locked and the service will be temporarily unavailable.

※ To unlock your account, you will need to go through procedures at the counter of the municipal office.

08. Read the Card Information on Your Individual Number Card
(Apply using a computer and read using your smartphone)

In order to read data using your smartphone, you need to install the Mynapotal App on your smartphone. If you have not installed this on your smartphone, check the installation and update procedures to prepare in advance. Refer to the operation manual of the Mynaportal "Chapter 2. Using the Mynaportal (login preparation using a 2D barcode)" for the procedures using in preparation in advance.

* When you click on the link, an external website will open.

[Reading Procedures]

1. Follow the instructions on the procedure page to display the 2D barcode on your computer.
2. Boot up the Mynaportal App on your smartphone.
3. Press the 2D barcode mark at the bottom right of the app screen.
4. Press "Read Barcode" to read the 2D barcode.
5. Enter your 4-digit PIN or your 6-16 digit authentication PIN and press the "OK" button. (When the reading of your Individual Number Card surface information is completed, the system will shift to the next screen.)
6. Pass your Individual Number Card over your smartphone.

※   The 4-digit PIN is the PIN set by the applicant at the counter of the municipal office (the password for the digital certificate for user certification and the password for the card information entry assistant). If you make a mistake 3 times consecutively, your account will be locked and service will be temporarily unavailable.

※   The 6-16 digit alphanumeric PIN is a password for the electronic certificate of the bearer's signature set by the applicant themselves they receives the Individual Number Card at the counter of the municipal office. If you make a mistake 5 times consecutively, your account will be locked and the service will be temporarily unavailable.

※   To unlock your account, you will need to go through procedures at the counter of the municipal office.

09. Flow of Authentication Using gBizID

(1) Click "gBizID Authentication."

(2) Enter your gBizID account ID and password to log in

(3) Enter the one-time password sent by SMS

(4) Complete authentication

10. Changing Account Information

Changing Account Information

Start Changing Account Information

⬇

Login to Aircraft-Operation-Information-Processing System

Log in from the login button in the top, right-hand corner of the homepage.

⬇

Change your account information

Open the page to change your account information, then change the information.

⬇

Confirm the information that you entered and set the changes

Confirm the changes on the confirmation page to set the changes.

⬇

Completing Changes to Account Information

When you complete making changes to your account information, you will be notified by email to your registered email address.

If you linked with gBizID when you set up a corporate account, you will need to read gBizID again when you change your information.
* You can manually change the information of the manager.

See "09. Flow of Authentication Using gBizID" for details on how to authenticate using gBizID. Once you have confirmed the method, prepare your gBizID and proceed to check and change your account.

11. What You Need to Change Your Account Information

The items required in the procedures varies depending on whether you are an individual or a corporation, and the content of the procedures.
Advance to the procedures after confirming what is required.

	Individual	Corporation
Account Information to Change	<u>Items Requiring Changes from the Information in the Account Below</u> • Name • Furigana • Address • Date of Birth • Telephone • Email Address	<u>Items Requiring Changes from the Information in the Account Below</u> • Corporate Number • Company and Association Name • Representative name • Location of head office or principal office • Manager Assignment • Manager Name • Country and Region • Manager Telephone Number • Manager Email
Others * When using you Individual Number Card and gBizID as input assistance	• Individual Number Card • A card reader or smartphone for reading the card face information in the IC chip on your Individual Number Card	• gBizID (Prime, Member, Entry)

* You can setup an account without linking with your Individual Number Card or gBizID.

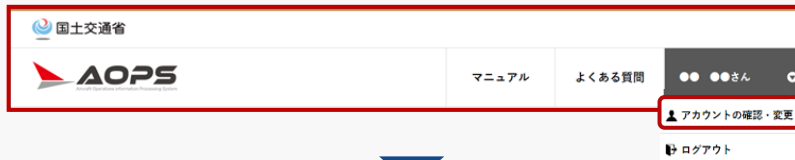# 12. Changing Account Information [Login to Aircraft-Operation-Information-Processing System]

Log in from the [Login] in the right-hand side of the homepage.

Enter your ID and password for the account you setup on the login page, and press the [ログイン].

Once you have successfully logged in, the system will shift to the main menu. There, you can proceed to check and change your account.

13. Changing Account Information [Change Your Account Information (Individual)]

Press the button for the account name to select ▲アカウントの確認・変更 Open the page to change your account information.

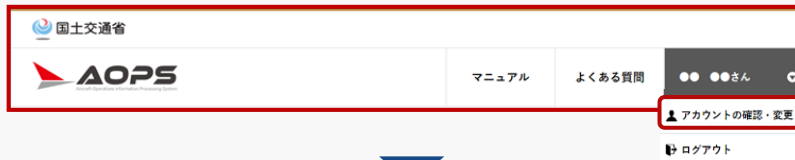Changing the account information, then press 確認 after entering the password.

Advance to the page to confirm the changed content.

If you are using input assistance using your Individual Number Card registration information, press マイナンバーカード情報連携 and proceed to read the card information.

For information on how to read the card information on your Individual Number Card, see "06. Read the Card Information on Your Individual Number Card."

13. Changing Account Information [Change Your Account Information (Corporation)]

Press the button for the account name to select ▲アカウントの確認・変更 Open the page to change your account information.

Changing the account information, then press 確認 after entering the password.

Advance to the page to confirm the changed content.

If you are using input assistance using gBizID registration information, press the gBizID連携 to open a dialog screen to proceed to gBizID authentication.
Proceed to gBizID authentication as described on the screen.

See "09. Flow of Authentication Using gBizID" for information on how to authenticate using gBizID.

14. Changing Account Information [Confirm Your Input Information, and Change Your Account]

アカウント変更確認

法人番号	0000000000119
企業・団体名	●●株式会社
代表者氏名	●● ●●
本店又は主たる事務所の所在地	日本 東京都 ●● ●●
担当者連絡先：所属	●●部 ●●課
担当者連絡先：氏名	●● ●●
担当者連絡先：電話番号	+81 0312345678
メールアドレス	Mail@example.com
パスワード	●●●●●●●●

修正　　　　変更する

▼

手続き完了

アカウント変更が完了しました。
あなたへアカウントの変更完了通知をメールにて送信しております。
なお、メールアドレスの変更を行っている場合、変更前のメールアドレスにも送信しておりますので、併せてご確認ください。

Confirm the content to change in your account, and press the if there 変更する are no mistakes.

This completes changing your account.

Notification of changes to your account will be emailed to your registered email address.

If you change your email address, you will be notified of your account changes to both the original email address and the new email address.