

User Guide
Financial Services Agency (FSA)
Electronic Application and Notification
System
System for Individuals

May 17, 2024
Ver. 2024.05.17.01

Information Technology Office, Resources Management Division,
Strategy Development and Management Bureau, FSA

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*Please refer to the "User Guide Financial Services Agency Electronic Application and Notification System" of the corporate version system after signing in.

Revision History

Version	Date	Revised Content
2024.05.17.01	May 17, 2024	First version created

1. About this Guide

1.1. Purpose of this Guide

This guide is intended to provide users with an overview of the basic functions and procedures related to sign-in of the FSA Electronic Application/Notification System (hereafter referred to as the "System").

For procedures after signing in, please refer to the "User Guide of the FSA Electronic Application and Notification System" for the system's corporate version.

1.2. Target Readers of this Guide

This guide is intended for individuals who use this system to submit various applications and notifications online to the FSA, the Finance Bureau, and the Okinawa General Bureau. Please refer to the "User Guide of the FSA Electronic Application and Notification System" for the system's corporate version if you are a corporation submitting applications or notifications.

1.3. Assumption of the Content Described in this Guide

Screen images in this guide are the images displayed on Internet Explorer. It may differ from the actual screen images.

2. Environment for use of this system

2.1. Suitable environment for use of this system

The following environments are recommended.

As performance is ensured only for operation from PCs, please refrain from operating the System through a smartphone or tablet PC.

Terminal	:	PC
OS	:	Windows 10 or later
Browser	:	Google Chrome Mozilla Firefox Microsoft Edge

2.2. Trademarks

- Windows, Microsoft Word, Microsoft Excel, PowerPoint, Microsoft Office, and Microsoft Edge are the registered trademarks or trademarks of Microsoft Corporation in the U.S.A. and/or other countries.
- Adobe and Adobe Sign are the trademarks or registered trademarks of Adobe Inc. in the U.S.A. and/or other countries.
- Google Chrome and Android are the registered trademarks of Google Inc.
- Firefox is the registered trademark of Mozilla Foundation in the U.S.A. and/or other countries.
- In addition, company names and product names written in this guide are the registered trademarks or trademarks of the respective companies.

3. Preparation before using this Service

3.1. My number card, Myna portal application

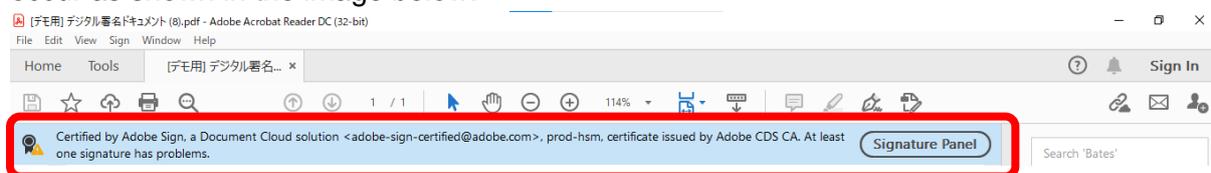
To use the services provided by this system, you will need your My Number Card and Myna Portal application for smartphone authentication. Please refer to the following for information on downloading the Myna Portal application and the terms and conditions of use.

[マイナポータルアプリ | デジタル庁 ウェブサービス・アプリケーション \(digital.go.jp\)](https://services.digital.go.jp/mynaportal-app/)

<https://services.digital.go.jp/mynaportal-app/>

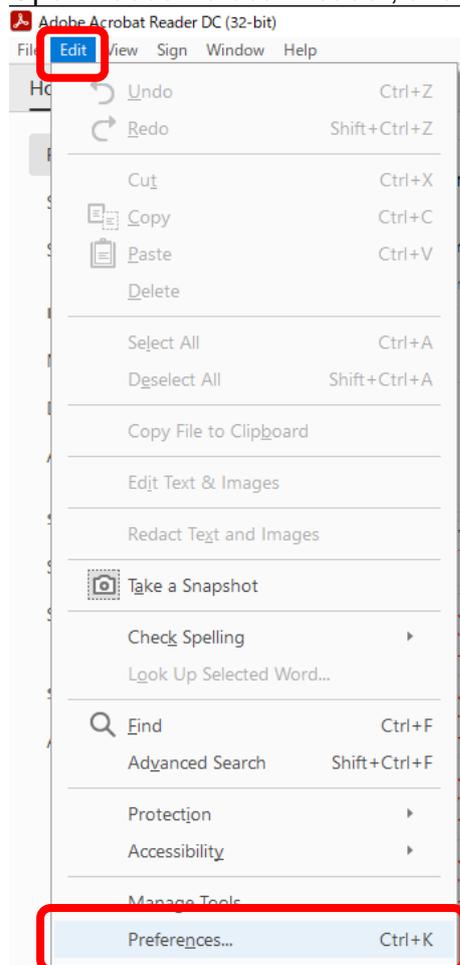
3.2. Preparation related to Adobe Acrobat Reader

When opening a digital signature document with Adobe Acrobat Reader, an error may occur as shown in the image below.

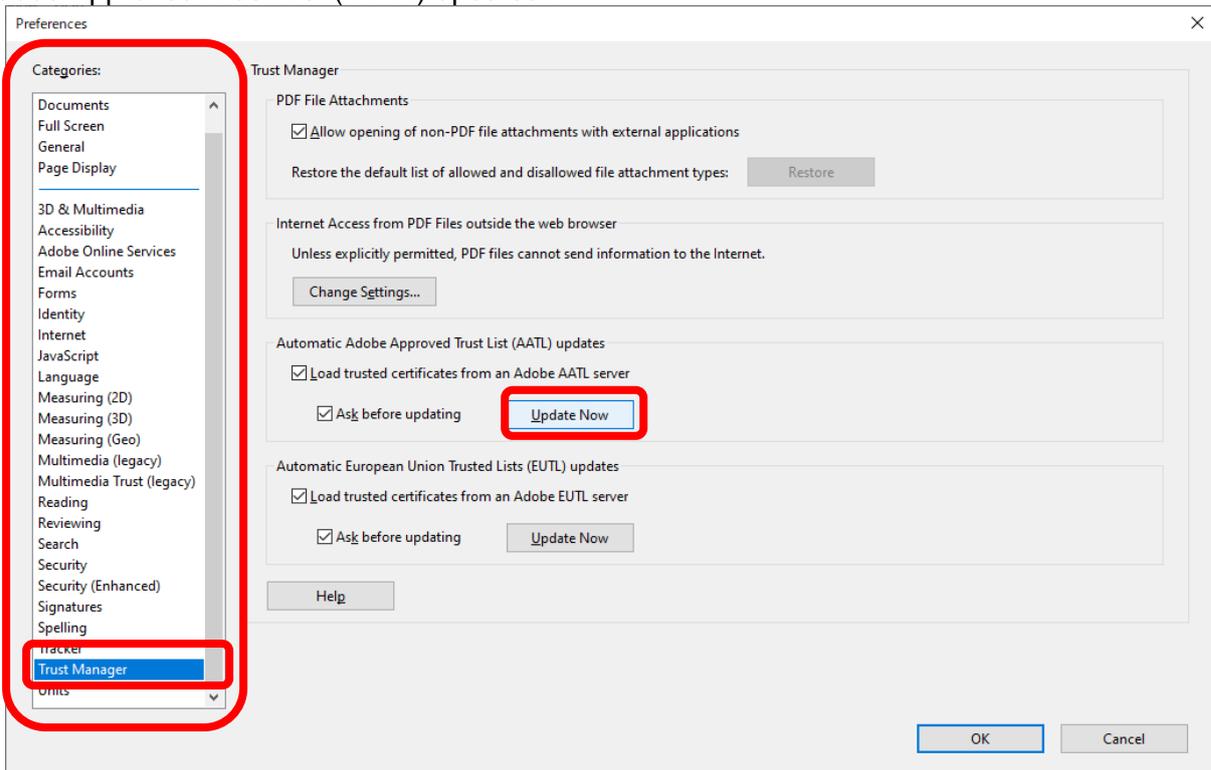


Please follow the steps below to update the trusted certificate.

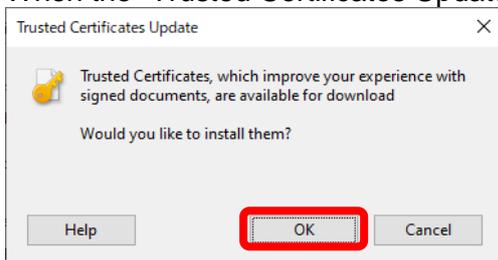
Open Adobe Acrobat Reader, and click "Edit" and then "Preferences".



Click "Trust Manager" from "Categories" on the left, and click "Update Now" for "Automatic Adobe Approved Trust List (AATL) updates".

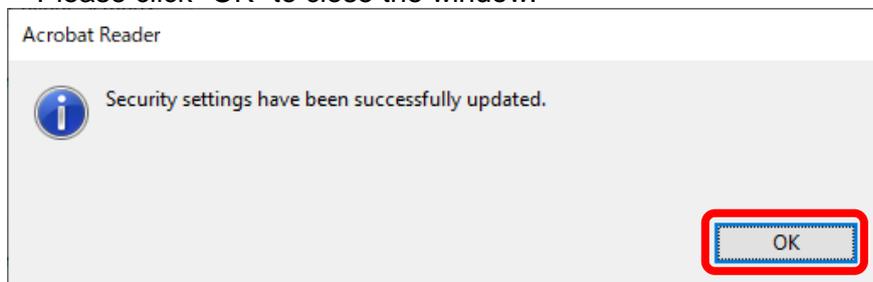


When the "Trusted Certificates Update" window appears, click "OK".



If the message "Security settings have been successfully updated." appears, the setting is complete.

Please click "OK" to close the window.

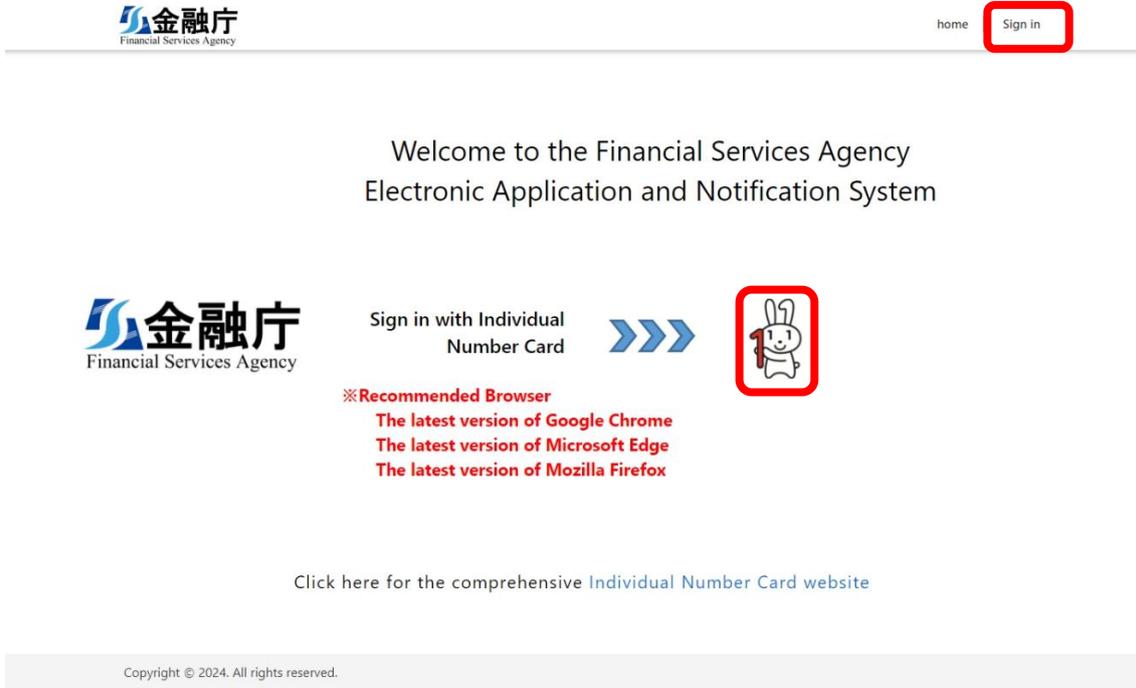


4. Sign in

This section describes how to sign in to the system.

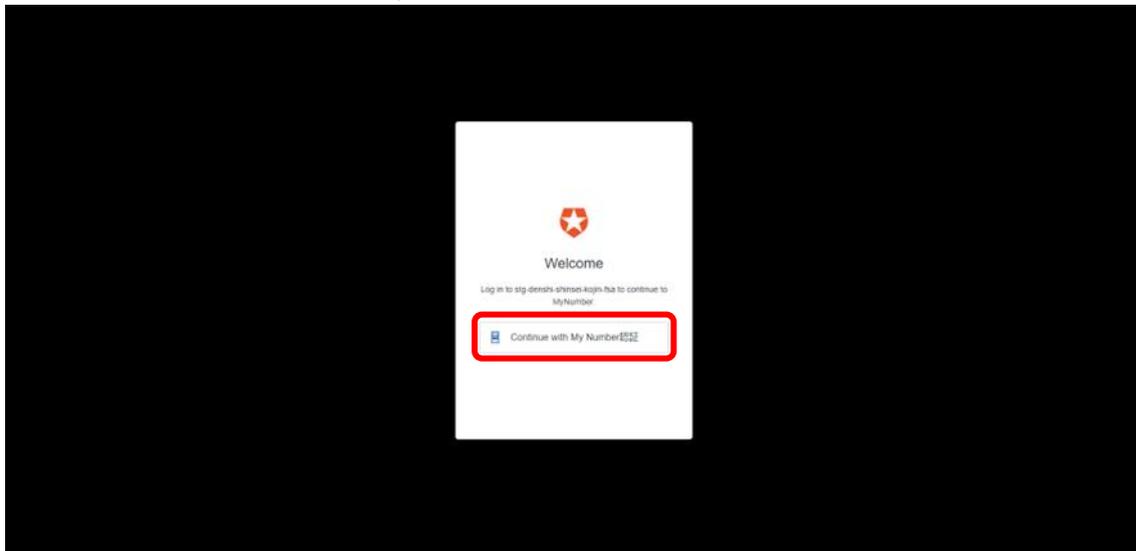
4.1. Access to the System

- (1) Click "Sign In" or "Myna Portal Icon" in the upper right corner.



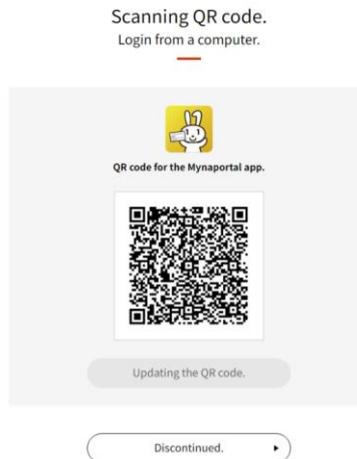
The screenshot shows the top navigation bar of the Financial Services Agency website. On the left is the logo for the Financial Services Agency (金融庁). On the right, there are links for "home" and "Sign in", with the "Sign in" link highlighted by a red box. Below the navigation bar, the main heading reads "Welcome to the Financial Services Agency Electronic Application and Notification System". Underneath, there is a section for signing in with an Individual Number Card, featuring the agency logo, the text "Sign in with Individual Number Card", and a blue arrow icon pointing to a Myna Portal icon (a rabbit character) which is also highlighted with a red box. Below this, there are recommendations for browsers: "※Recommended Browser" followed by "The latest version of Google Chrome", "The latest version of Microsoft Edge", and "The latest version of Mozilla Firefox". A link "Click here for the comprehensive Individual Number Card website" is provided. At the bottom, a copyright notice states "Copyright © 2024. All rights reserved."

- (2) Click "Continue with My Number 認証".



The screenshot shows a login screen with a white background centered on a black background. At the top is a red shield icon with a white star. Below it, the word "Welcome" is displayed. Underneath, there is a line of small text: "Log in to stg-denroki-shoran-keppn-h2a to continue to MyNumber". At the bottom, there is a button labeled "Continue with My Number 認証", which is highlighted with a red box.

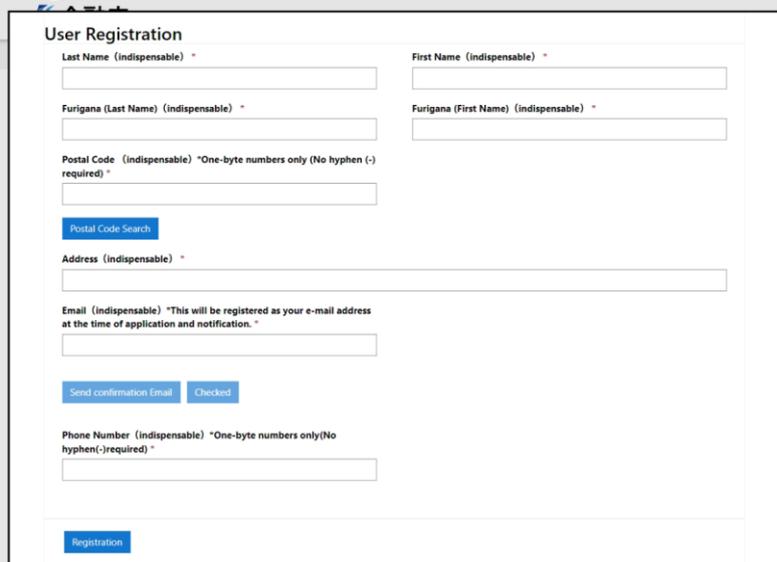
- (3) To log in to the system, scan the two-dimensional barcode displayed on the PC screen with a smartphone using the "Myna Portal application".



* Refer to the following for operation of the "Myna Portal application".

[ログイン・利用者登録 / QRコードを使ってログイン・利用者登録する | 使い方 \(myrna.go.jp\)](https://myrna.go.jp)

On your first log in, the user registration screen will appear after a successful login.
Fill in the form to register as a user.



User Registration

Last Name (indispensable) *

First Name (indispensable) *

Furigana (Last Name) (indispensable) *

Furigana (First Name) (indispensable) *

Postal Code (indispensable) *One-byte numbers only (No hyphen (-) required) *

Postal Code Search

Address (indispensable) *

Email (indispensable) *This will be registered as your e-mail address at the time of application and notification. *

Send confirmation Email

Phone Number (indispensable) *One-byte numbers only (No hyphen(-)required) *

* From the second time onward, the screen indicating "Application and Notification List" will appear.

Application and Notification list

Application ID

Name of the Procedure

Application Status
 Temporarily Save
 Submitted
 Received
 Approved
 Completed
 Return
 Cancel

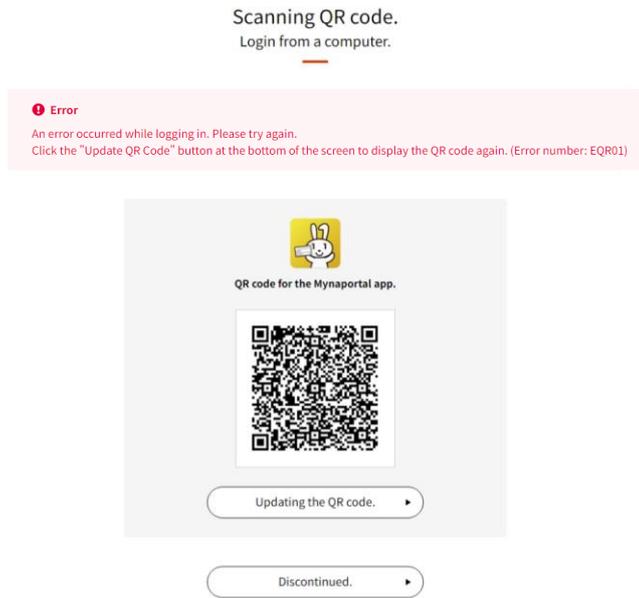
Creation Date
 ~

Application Date
 ~

Procedure Completion Date
 ~

Application ID	Name of the Procedure	Application Status	Receipt confirmation	Creation Date ↓	Application Date	Modification Date	Procedure Completion Date	Applicant
bizPicId_test111020231225114348935		Temporarily Save		2023/12/25 11:43:48		2023/12/25 11:44:04		Kinyu Tarou

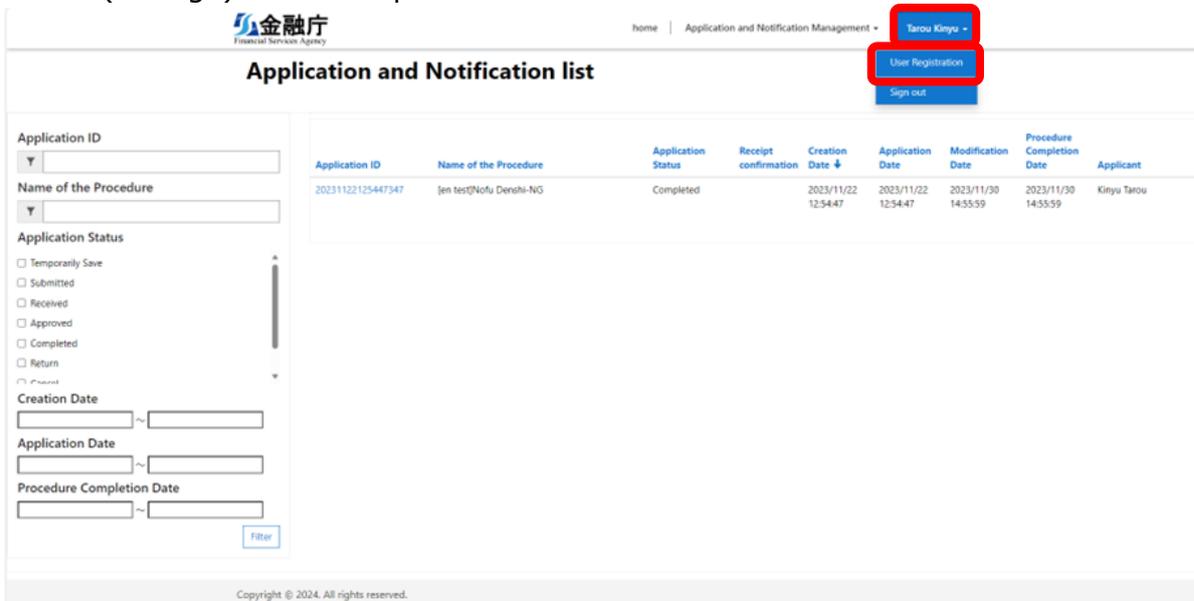
If your log in fails, an error message will appear. Please follow the error message.



Financial Services Agency, The Japanese Government (Corporate Number 600012010023)
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3-2-1 Kasumigaoka Chiyoda-ku Tokyo, 100-8967 Japan THE CENTRAL COMMON GOVERNMENT OFFICES No. 7

4.2. How to change user information

- (1) Click user name in the upper right corner and select "User Registration (Change)" from the pull-down menu.



- (2) The User Registration (Change) window appears.
Enter the information you wish to change in the entry fields and change the user information.

The screenshot shows the 'User Registration' form in the Financial Services Agency portal. The form is titled 'User Registration' and contains several input fields and buttons. The fields are: Last Name (Indispensable) with value 'Kinju', First Name (Indispensable) with value 'Tarou', Furigana (Last Name) (Indispensable) with value 'Kinju', Furigana (First Name) (Indispensable) with value 'Tarou', Postal Code (Indispensable) with value '1000013', Address (Indispensable) with value '3-2-1 Kasumigaseki, Chiyoda-ku, Tokyo', Email (Indispensable) with value 'sample@example.com', and Phone Number (Indispensable) with value '0335066000'. There are buttons for 'Postal Code Search', 'Send confirmation Email', and 'Registration'. A 'Checked' button is also visible next to the 'Send confirmation Email' button.

金融庁
Financial Services Agency

home | Application and Notification Management + | Tarou Kinju +

User Registration

Last Name (Indispensable) *
Kinju

First Name (Indispensable) *
Tarou

Furigana (Last Name) (Indispensable) *
Kinju

Furigana (First Name) (Indispensable) *
Tarou

Postal Code (Indispensable) *One-byte numbers only (No hyphen (-) required) *
1000013

Postal Code Search

Address (Indispensable) *
3-2-1 Kasumigaseki, Chiyoda-ku, Tokyo

Email (Indispensable) *This will be registered as your e-mail address at the time of application and notification. *
sample@example.com

Send confirmation Email Checked

Phone Number (Indispensable) *One-byte numbers only(No hyphen(-)required) *
0335066000

Registration

5. List of Notice E-Mails

5.1. List of Notice E-Mails

The following e-mail will be sent to the e-mail address you entered when the system confirms your e-mail address for user registration.
Please confirm the receipt of the e-mail and the content.

A list of notice e-mails is described.

No	Subject	Sending Timing	Supplement
1	User registration confirmation email sent	When the user presses the "Send confirmation e-mail" button	This will be an e-mail notifying you that the e-mail address you entered is correct.

Next, each notice e-mail's content is described.

** Contents subject to change.

1. Email image of user registration confirmation email transmission

Subject	【Financial Services Agency Electronic Application and Notification System】User registration confirmation email sent
Text	<p>※This is a notification from Financial Services Agency Electronic Application and Notification System※</p> <p>When this e-mail arrives at the e-mail address entered on the user registration page, please press the "checked" button on the page to proceed with the registration procedure. If you do not recall this email, please disregard it.</p> <p>*****</p> <p>This email is automatically generated. Please do not reply directly to this email.</p> <p>*****</p>