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

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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

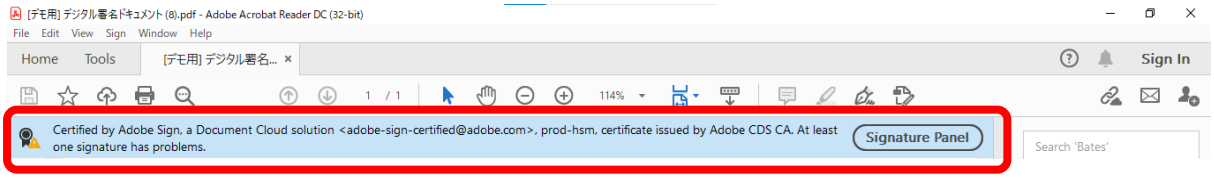
To use the services provided by this system, you will need your My Number Card and Myna Portal application for smartphone authentication. Please refer to the following for information on downloading the Myna Portal application and the terms and conditions of use.

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/

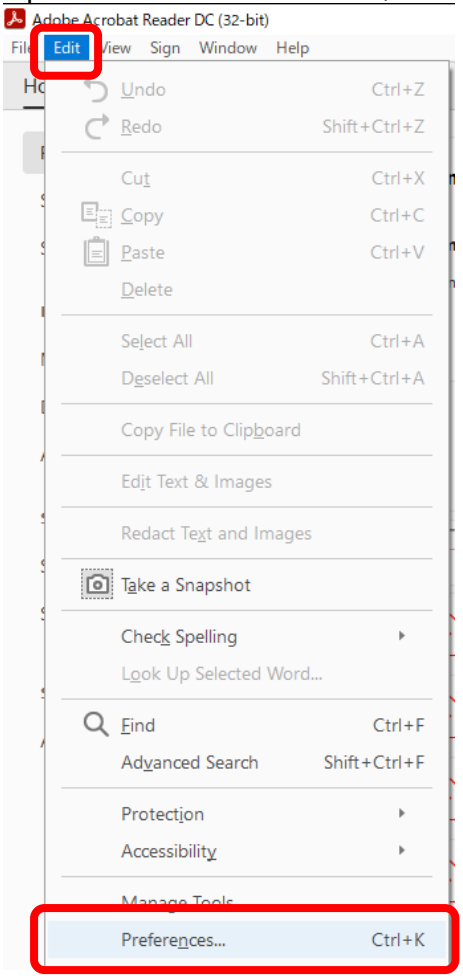
3.2. Preparation related to Adobe Acrobat Reader

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

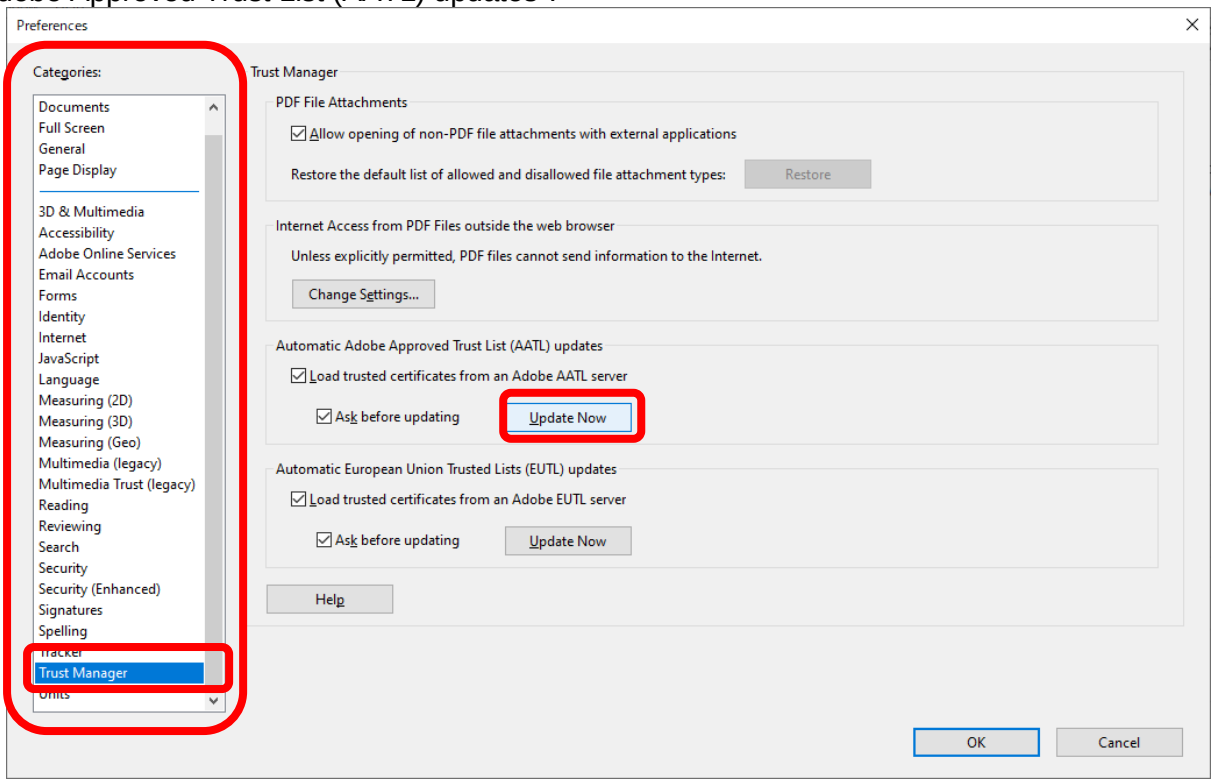


Please follow the steps below to update the trusted certificate.

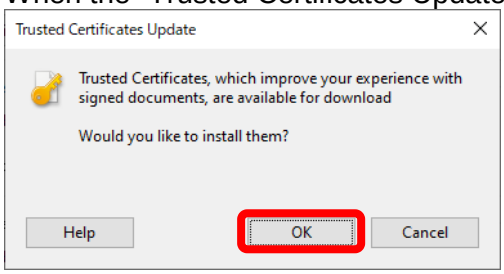
Open Adobe Acrobat Reader, and click "Edit" and then "Preferences".



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

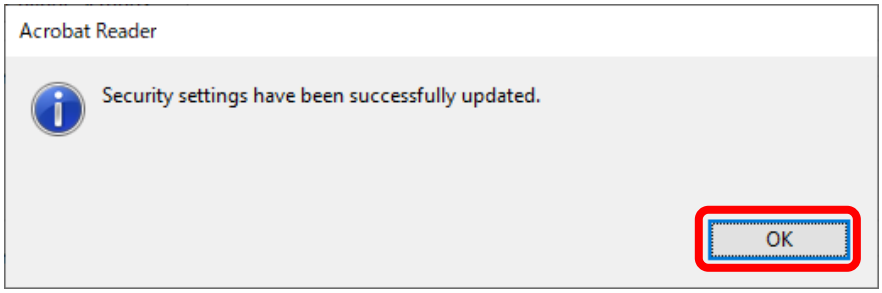


When the "Trusted Certificates Update" window appears, click "OK".



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

Please click "OK" to close the window.

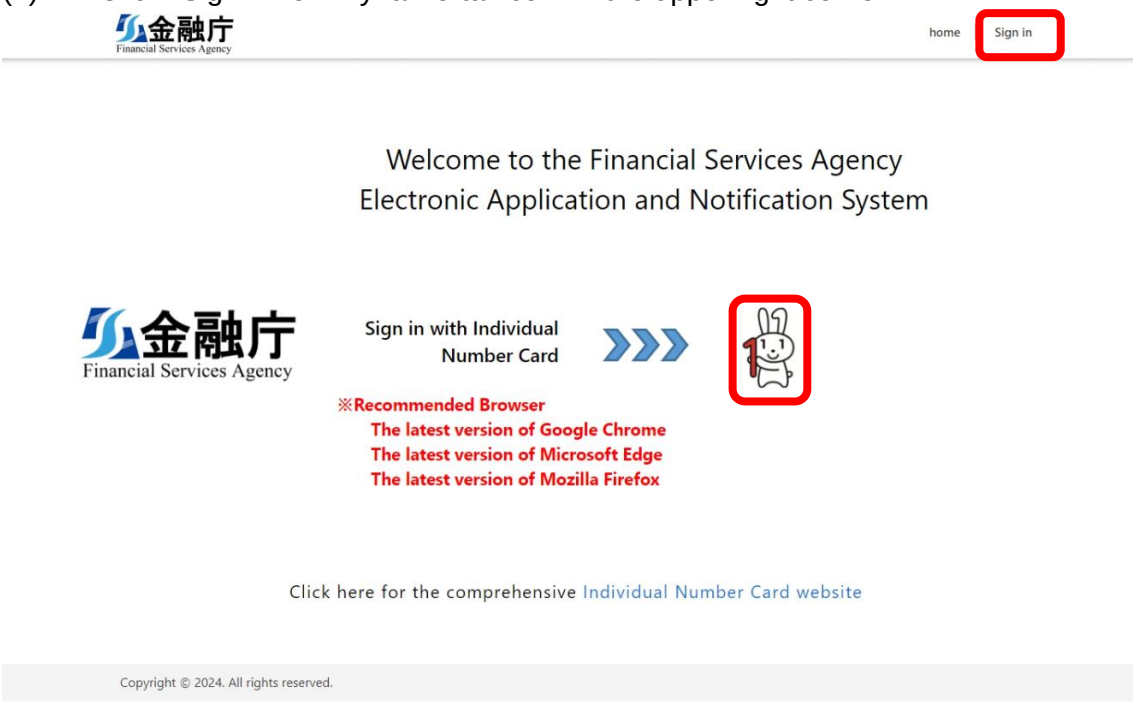


4. Sign in

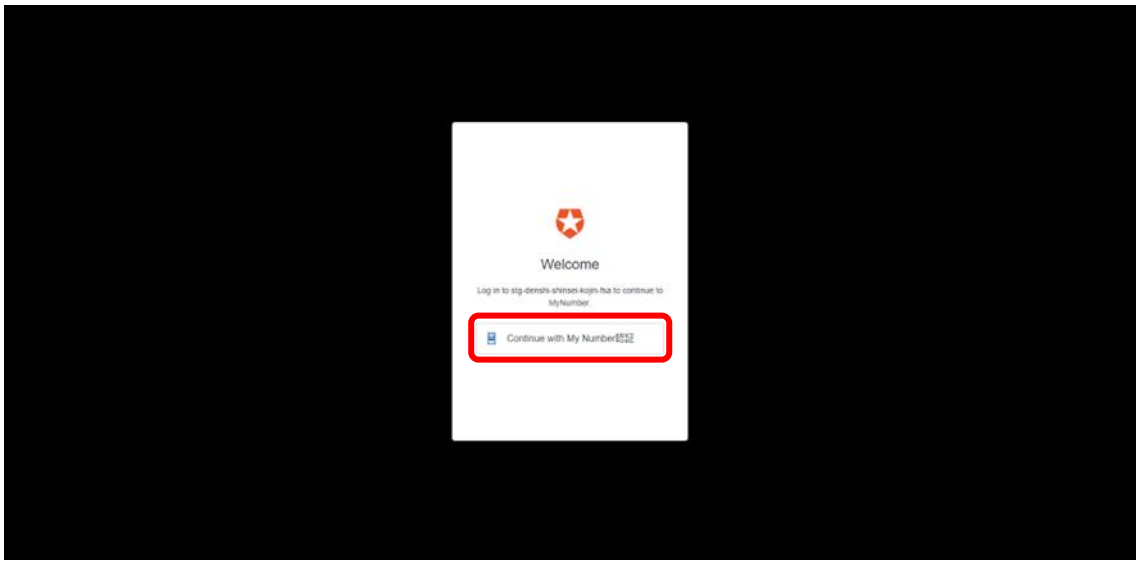
This section describes how to sign in to the system.

4.1. Access to the System

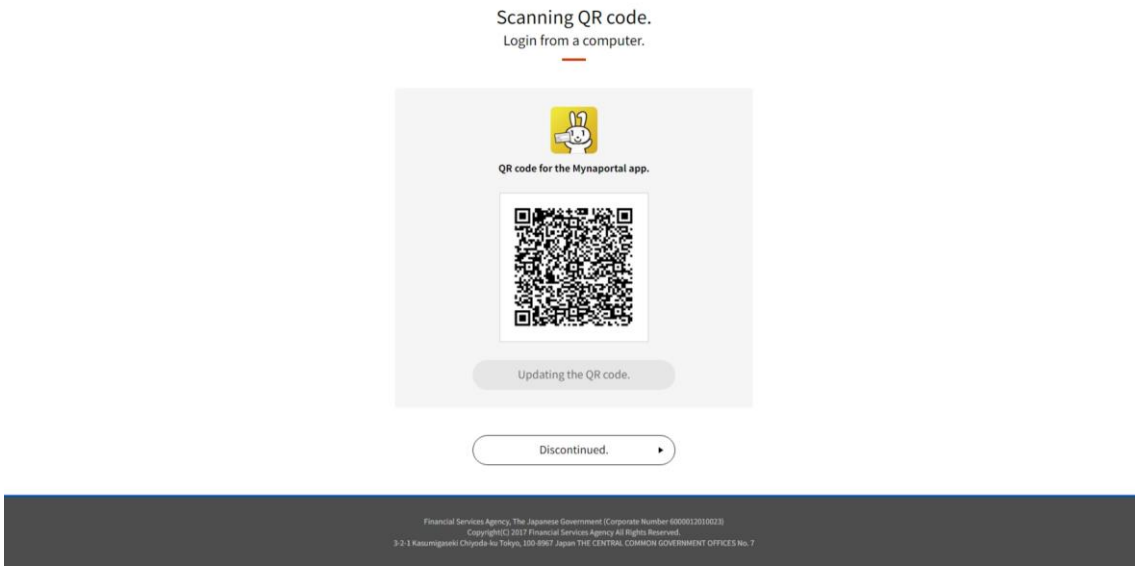
(1) Click "Sign In" or "Myna Portal Icon" in the upper right corner.



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

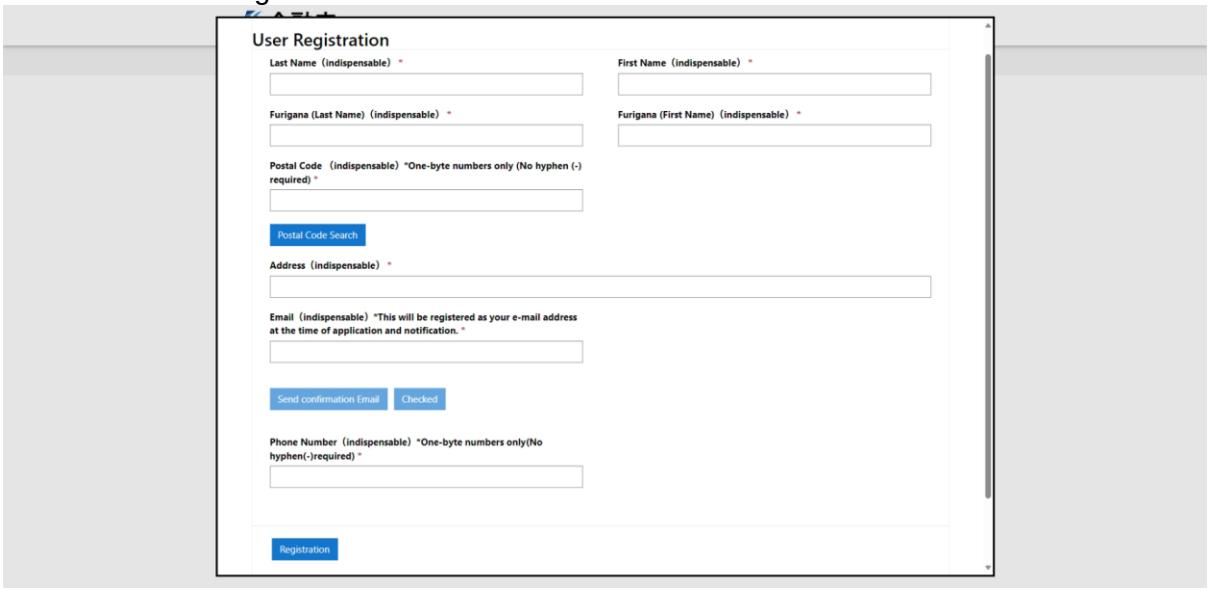


(3) To log in to the system, scan the two-dimensional barcode displayed on the PC screen with a smartphone using the "Myna Portal application".

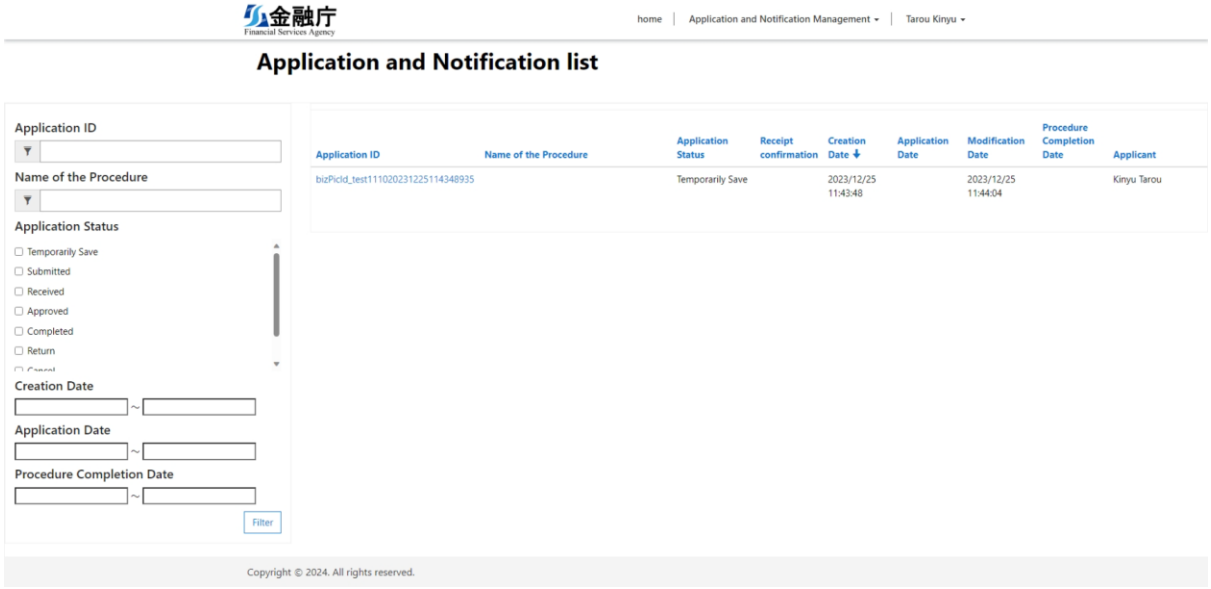


* Refer to the following for operation of the "Myna Portal application".
ログイン・利用者登録 / QR コードを使ってログイン・利用者登録する | 使い方 (myna.go.jp)

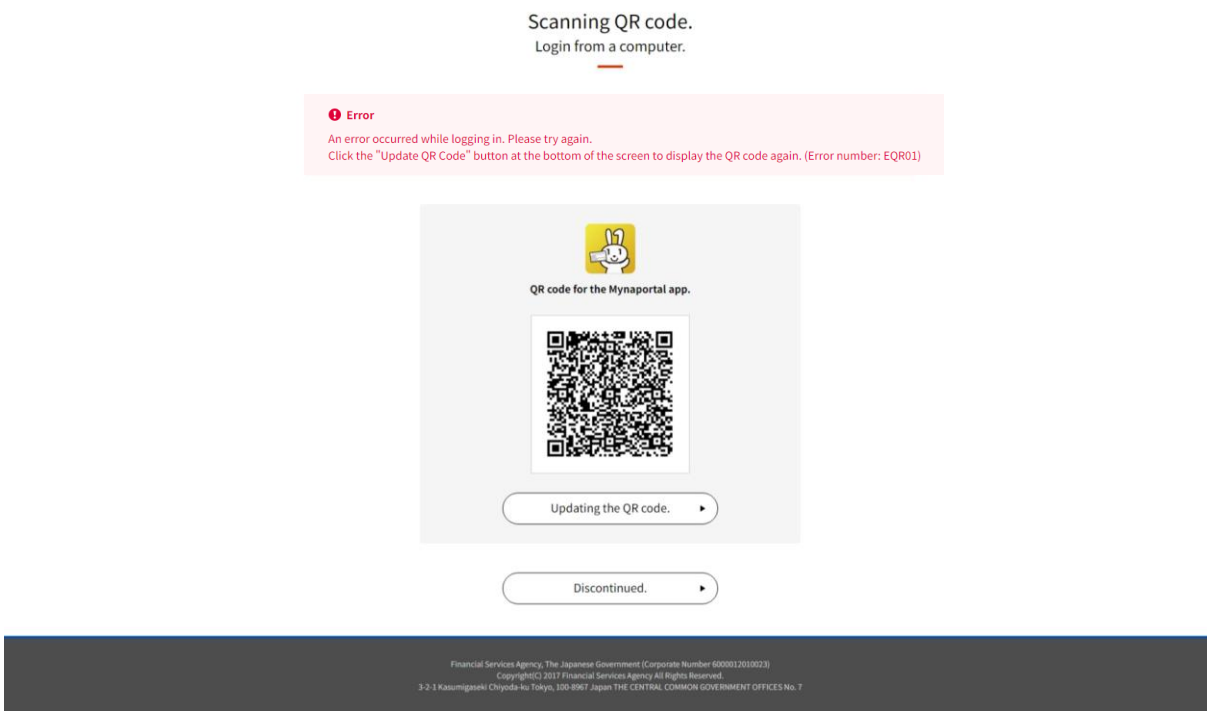
On your first log in, the user registration screen will appear after a successful login.
Fill in the form to register as a user.



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

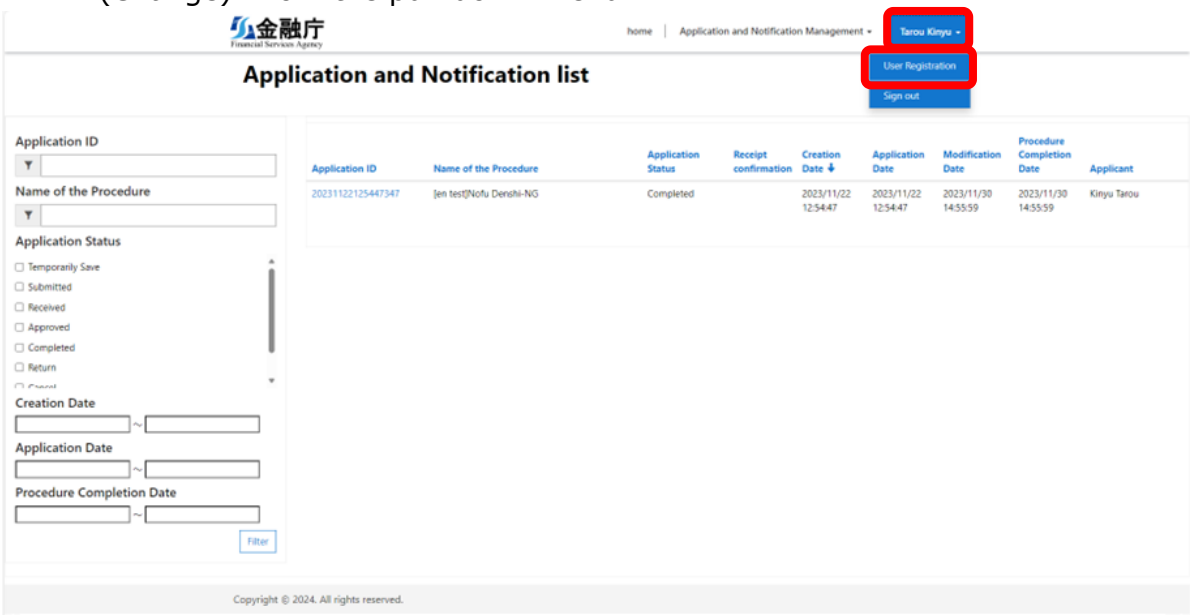


If your log in fails, an error message will appear. Please follow the error message.

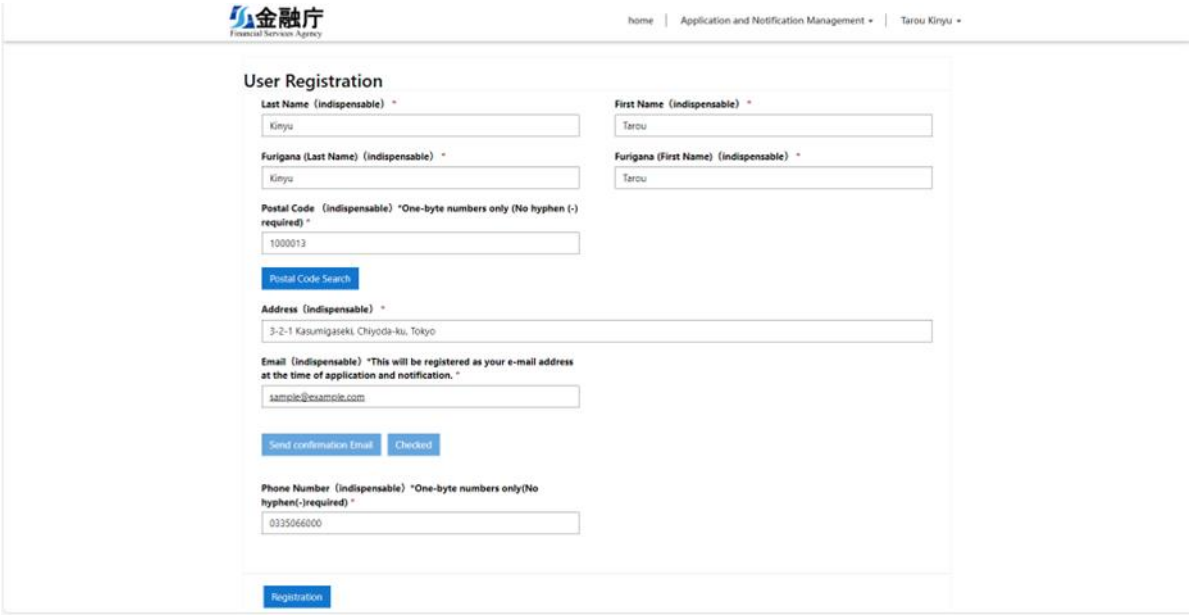


4.2. How to change user information

（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.



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	※This is a notification from Financial Services Agency Electronic Application and Notification System※ 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. ********** This email is automatically generated. Please do not reply directly to this email. **********