## ♦ Registering your Bank Account for Tuition and Fees Payment ♦

To make payment transfers, you must register your bank account information with the university. Please follow the instructions below to register your information online. A link from our university website will take you to your financial institution's page for registration. The registration process will take approximately 10 minutes and will be completed online. You do not need to come into the office to register.

- \*1. When registering a Mizuho Bank account for your payment transfers, you must obtain a Mizuho Direct authentication.
  - \*2. Please refer to the following page for a list of financial institutions that offer online account transfer services.
  - URL: http://www.mizuho-factor.co.jp/dl/pdf/ec-service-01.pdf
  - \*3. If you need help registering online, you can register in writing by sending a registration form from the university and visiting your financial institution. Please refer to [Q7] in the FAQ section on page 8.

#### **Before You Begin**

Before starting the registration process, please have the following information ready:

- 1. Your student ID number (8 digits)
- 2. Email address of the person registering (the student, guardian, etc.)
  - \*The email address is required for sending a URL and password for registration.

Please use an email address that you can easily access for registration.

- 3. Registering bank account information (the student, guardian, etc.)
- 4. Registering account holder's date of birth
- 5. Registering bank account PIN

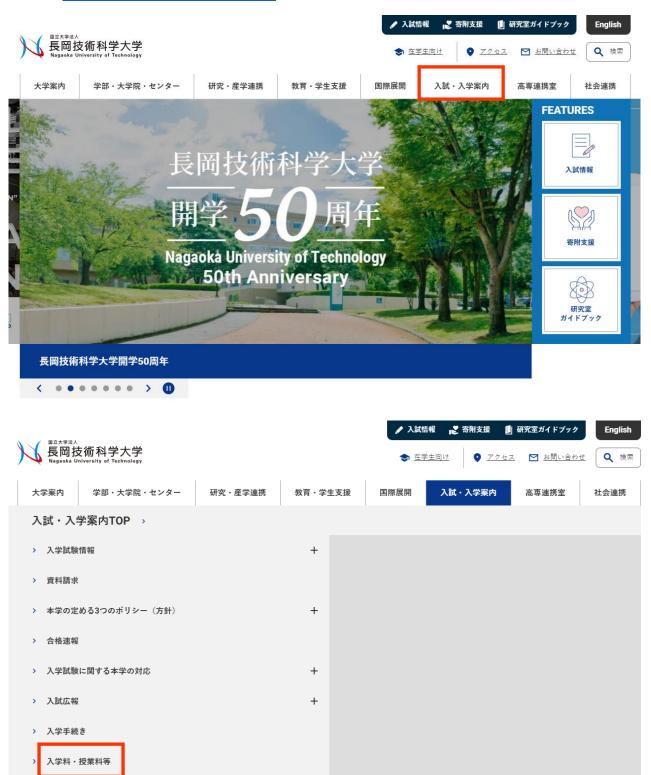
#### **The Overall Registration Process**



### **Steps for Registration**

1. Go to the Nagaoka University of Technology website > Admissions > Admission fee, Tuition, etc. > and press [ネット口座振替受付サービス(Online Bank Transfer Service)]

URL: https://www.nagaokaut.ac.jp/index.html



- \*1. The session will time out if you leave your screen inactive for 15 minutes.
- \*2. Do not use the [go back], [go forward], and [reload] buttons on your browser. Use the buttons within the website.
- \*3. A password for registration will be sent by email. This is a temporary password that can only be used once. If you pause or fail to complete your registration, you will need to restart from the beginning (entering your basic information and obtaining a password). The password is valid for 24 hours after receiving the email.
- 2. You will be redirected to a page to register your account information. Check the privacy policy and instructions and place a checkmark in the box provided. Press [次へ (Next)].



3. Enter your basic information and press [次へ (Next)].

\*If you enter an incorrect student ID number, you will be able to register, but the bank account will be registered without connection to your ID for tuition and fees payment.



4. Review your information and press [メール送信 (send email)].





\*You will receive two emails from info@nekonet.co.jp — one with a URL and another with your password. If you do not receive the emails: (1) add the email address to a safe list in your email account settings (or remove the domain from your Spam/Junk mail list) and (2) review your settings for receiving emails with URLs. The emails may also be found in your Spam/Junk folder. For details on your account settings or mobile phone settings, please contact the phone company or manufacturer.

5. The two emails will be sent to the registered email address. Access the URL shown in the first email.

\*The first email contains the URL information for account registration

## 【ネット口座振替】登録のご案内 🧰 愛信トレイ×



長岡技術科学大学 info@nekonet.co.jp data-sec-sv.com 経由

To 自分 ▼

様

この度は口座振替のお申し込みをいただき、誠にありがとうございます。 以下のURLより、口座振替のお手続きをお願いいたします。

※ログインに必要なパスワードは、別メールにてお知らせいたします。
※このURLの有効期限は、メール送信時より24時間となります。
URLが無効となった場合には、再度本学サイトから手続きしてください。

https://www.web-koufuri.com/webgw\_ml/login.action?rn=TcsgJA4DLVJtSAADRgvlgg&rd=snH2V4x4PCvMMSByvHGQxg

お客様番号:23300000 ← (学籍番号)

※ネット口座振替が不備なく受付完了しましたら、『受付完了メール』が別途届きます。 登録後、10分以上経過してもメールが届かない場合、登録が完了できておりませんので、 お手数ですが、再度登録を行ってください。

※本メールに覚えのない場合、本メールを破棄してください。

※ご不明な点や質問がございましたら、下記までご連絡ください。

長岡技術科学大学財務課経理係

Tel: 0258-47-9215 Mail: keiri@jcom.nagaokaut.ac.jp

【受付時間】 月曜~金曜 9:00~17:00

【休業日】 土曜・日曜・祝日・年末年始(12/29~1/3)

※このメールは送信専用のため、返信はできません。

\*The second email contains your password (this password may only be used once and is valid for 24 hours after receipt.)



長岡技術科学大学 info@nekonet.co.jp data-sec-sv.com 経由

To 自分 ▼

様

『【ネット口座振替】登録のご案内』でお知らせしたURLにログインするパスワードをご案内します。

パスワード: a7a44b4f

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6. Visit the account registration page and enter your student ID number in [お客様番号 (customer number)] and the one-time password in [パスワード (password)]. After successfully logging in, review the details and press [次へ (Next)].



### ログイン





7. Select the name of the financial institution you are registering, enter your account information, and press [次へ (Next)].

 みずほ銀行

 三菱UFJ銀行

 三井住友銀行

 ウそな銀行

 均玉りそな銀行

上記以外の金融機関をご利用になる場合、以下よりご利用の金融機関をお選びください。

信用金庫はこちら

**お客様情報確認**> 金融機関選択

#### 利用可能金融機関一覧



Review the information you have entered and press [金融機関へ (Go to financial institution website)].

お客様情報確認> 金融機関選択> 口座情報入力> 金融機関遷移

	込みページでは、「通知」「送信」「収納機関に戻る」など最終ページに 必ず押下してください。お手続きが正常に完了しない場合があります。	
以下の内容でよろしければ、	、『金融機関へ』ボタンを押して、金融機関のお申込画面に進んでく	ださい。
契約者氏名		
メールアドレス		*実際には、基本情報からデータが反映されている状態
金融機関名		(入力不要)
口座名義人		

9. You will be redirected to your financial institution's page.

戻る

中止する

\*1. You will need your bank card PIN and may need other information for registration. (Some institutions require the most recent account balance on your bankbook.) The PIN is used to verify the account holder's identity and will only be used within the financial institution's system. Your PIN will not be disclosed to the university.

金融機関へ

- \*2. Make sure you press the buttons displayed on the financial institution's last page, such as [通知 (notify)], [送信 (send)], [ログ アウト (logout)], [収納企業への遷移 (transition to collection company)] to ensure proper registration.
- \*3. Once you have completed the registration process, you will receive an email notifying you that registration has been successful.



#### Frequently Asked Questions (FAQ)

## [Q1] What do I need for the registration process?

You will need the following information. Please have this ready before you begin.

(1) Student ID number, (2) email address, (3) registering bank account information, (4) account holder's date of birth, and (5) bank account PIN

## [Q2] Can I use a student email address for registration?

The email address is used to send the URL and password for account registration. Please use the email address of the person who is registering.

## [Q3] The password I received was not valid.

The password may only be used once. If you have paused or failed to complete the process, please restart from the beginning (entering your basic information and obtaining a password). The password is valid for 24 hours after you receive the email. If 24 hours have passed after the password was issued, please restart from the beginning (entering your basic information and obtaining a password).

# **[**Q4**]** I completed my registration but did not receive an email notifying me that registration had been successful.

If you did not receive an email notifying you that registration has been successful, your registration may not be complete. Please restart from the beginning (entering your basic information and obtaining a password).

## [Q5] I would like to change the account that I already registered. What do I do?

You can register online again to make changes if it is within the registration period. Please register your new account information.

## [Q6] Can I register on a smartphone?

Yes. Please download the latest update for your OS or your browser for registration.

## [Q7] What should I do if I can't register online?

You can also register in writing by sending a registration form from the university and then visiting your financial institution. Please fill in the necessary information and send it to the email address below. If you are registering a Japan Post Bank account, please submit the form to the university. Note that if you are registering in writing, it may take approximately two months before the first payment transfer.

(Contact) Accounting Department, Financial Affairs, Nagaoka University of Technology

Email address: keiri@jcom.nagaokaut.ac.jp Phone number: 0258-47-9215

(Necessary information) Student ID number, student name, parent/guardian's name (if the parent/guardian is the person making contact), and mailing address