

# Electronic Application/Declaration Startup Guide

## Step 1 Let's get started



PC with internet connection



Basic Resident Registration Card with electronic certificate stored

※ Can be obtained at your local municipal office where you have your resident record



IC Card reader/writer

※ Can be purchased at electronic stores or electronics manufacturer websites

## Step 2 Check your hardware requirements

Your PC must comply with the requirements below for electronic applications/declarations using an electronic certificate of Public Certification Service for Individuals.

	Windows	Macintosh
OS	Microsoft Windows 8(32bit / 64bit) Microsoft Windows 7 SP1(32bit / 64bit) *1 Microsoft Windows Vista SP2(32bit) *2 Microsoft Windows XP SP3(32bit) *2	Macintosh OS X v10.7 Lion Macintosh OS X v10.6 Snow Leopard
Web browsers	Internet Explorer 10/9.0/8.0	Safari5.1/ 5.0
JRE	You will need JRE (Java Runtime Environment) to use some parts of the user client software. For more information, please refer to the Public Certification Service for Individuals website and click "What is JRE (Java Runtime Environment)?" ( <a href="http://www.jpki.go.jp/e-apply/index.html">http://www.jpki.go.jp/e-apply/index.html</a> )	

\*1 : When you use "Magnifier tool" (Windows 7 and later) to view the user client software Ver2.3,2.4, you may find a part of view on screen displays irregularly, however it will not affect your e-Tax and/or other applications.

\*2 : User client software is not compatible with 64bit OS.



You may need additional software and/or JRE (Java Runtime Environment) for individual agencies you are making applications at. Please check individual agency websites for their system requirements.

## Purchasing an IC card reader/writer\*3

An IC card reader/writer is a device to read information recorded on the card.

\*3 : IC card reader/writers may differ from one municipality to another, and some may not be compatible with the Public Certification Service for Individuals. Please check at your local municipal office or on the website below before purchasing.

(JPKI IC card Reader writer Organization : <http://www.jpki-rw.jp/> )

## Installing a IC card reader/writer and connecting it to your PC

### With installation CD

※Do not connect an IC card reader/writer until installation is completed.

① Installation of driver software  
Follow the instruction booklet and install the driver software.

② Connecting it to your PC  
Connect an IC card reader/writer to your PC. Plug the USB connection into a port on your PC.

### Without installation CD

① Connecting it to your PC  
Connect an IC card reader/writer to your PC. Plug the USB connection into a port on your PC.

② Automatic installation of driver software  
Installation will start automatically. Follow the instructions on screen to complete

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It may take a while when installing automatically.  
Do not disconnect the cable of the IC card reader/writer from your PC until installation is completed.

## Confirming the connection (For Windows)

※ For Macintosh, please go to "System profiler" to confirm the connection.

Confirm the connection of IC card reader/writer to your PC.

※Below instructions for Windows Vista Device Manager.

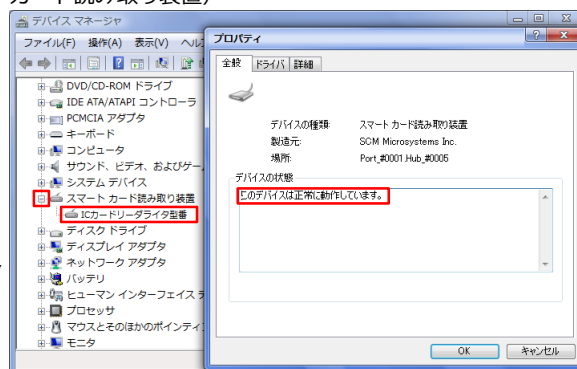
① "Start" (スタート) → "Computer" (コンピュータ) right click → "Property" (プロパティ) → "Device Manager" (デバイスマネージャ) → "Continue" (続行)

② One of the below will appear on Device Manager page.

- Name of IC card reader/writer e.g.) "FeliCa Port"
- "Smartcard reading device" (スマートカード読み取り装置)

③ Click on "+," serial number of IC card reader/writer appears, then double click on it.

④ Check to see if it says "This device is operating normally."  
(このデバイスは正常に動作しています。)



## Downloading the software

- ① Go online to the Public Certification Service for Individuals website.  
<http://www.jpki.go.jp/>
- ② Click on "Download user client software" (利用者クライアントソフトのダウンロード)
- ③ Download Client software which is compatible with your PC.



## Installation

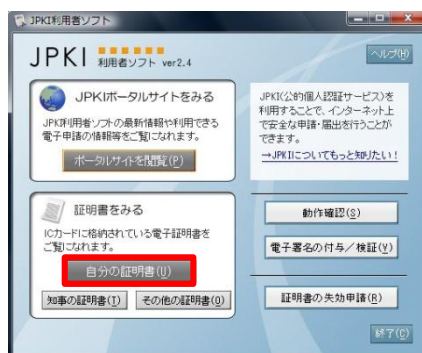
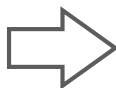
After downloading "JPKIAppli02-04.exe (Windows)" or "JPKI02-03.dmg (Macintosh)" double-click the icon and follow the prompt for installation.

## Operation confirmation (For Windows)

※For Macintosh, please refer to the website. ([http://www.jpki.go.jp/download/howto\\_mac/certificate\\_p03.html](http://www.jpki.go.jp/download/howto_mac/certificate_p03.html))

Use an IC card reader/writer to check your certificate.

- ① Insert your Basic Resident Registration Card in the IC card reader/writer.
- ② "Start" (スタート) → "Public Certification Service for Individuals" (公的個人認証サービス) → "JPki users software" (JPki利用者ソフト) → "Your certificate" (自分の証明書)
- ③ Use the password you set at the time you obtained an electronic certificate.
- ④ On the basic information page, click "Confirmation of validity" (有効性の確認) to get a result of validity confirmation.



• "Start" (スタート) → "Public Certification Service for Individuals" (公的個人認証サービス) → "Utility" (ユーティリティ) to change the password for your electronic certificate. (4-16 Letters and numbers. To maintain higher security, we suggest to make up a password with mixture of more than 8 letters and numbers and change it regularly. Do not use your name or birthday which can be predicted easily.)

• If you make 5 consecutive attempts with the wrong password, the system gets locked and you can only unlock it at the municipal office.

# Step 5

## Making electronic application/declaration

Procedures noted here may differ from one agency to another depending on which agency you are making an application/declaration at. For more information, please enquire with the individual agency.

e-Tax  
(National electronic Tax  
declaration/payment system)



<http://www.e-tax.nta.go.jp/>

\*Japanese version only

Motor vehicle  
registration and other  
related procedures



<http://www.oss.mlit.go.jp/>

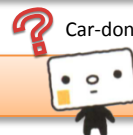
\*Japanese version only

Request for issuing a copy  
of the Resident Record



Please enquire at your local municipal  
office.

### FAQ...



**Q.** I want to change my electronic certificate password.

**A.** To change your password, "Start" (スタート) → "All program" (すべてのプログラム) → "Public Certification Service for Individuals" (公的個人認証サービス) → "Utility" (ユーティリティ) → "Change password" (パスワード変更). You can choose your 4-16 letters password from the following:  
ABCDEFGHIJKLMNOPQRSTUVWXYZ0123456789.

**Q.** My password for the electronic certificate is locked.

**A.** The system gets locked when you make 5 consecutive attempts with the wrong password. Please unlock it at the municipal office.

**Q.** There is an error message saying "IC card cannot be detected."

**A.** Check ; Installation of IC card reader/writer,  
Setup of IC card reader/writer for user client software,  
and reinstallation or confirmation of updates of user client software.  
If the problem still exists, contact the maker of IC card reader/writer.

**Q.** Setting of user client software IC card is "Automatic detection", but error message comes up saying "Unable to connect to IC card" when I view my certificate.

**A.** "Start" (スタート) → "All programs" (すべてのプログラム) → "Public Certification Service for Individuals" (公的個人認証サービス) → "Utility" (ユーティリティ) → "IC card reader/writer setting" (ICカードリーダーライター設定) to set manually.

You can find out how to set up your PC and other FAQs on the website of "Public Certification Service for Individuals." Please email us for other enquiries.

Website of Public Certification Service  
for Individuals

<http://www.jpki.go.jp/>

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検索