

## Advance preparation

1. Please prepare the "registration email address" notified by the school/facility.

※ If you do not know your registration email address, please contact the person in charge at the facility (school).

2. Be sure to set domain-specific reception settings 「ドメイン指定受信設定」 so that you can receive emails from [@machicomi.jp]

※ If you do not set domain-specific reception settings 「ドメイン指定受信設定」, you may not receive emails from the facility (school) after registration.

※ If you are using SoftBank or WILLCOM, register "@machicomi.jp" in the spam filter/firewall list 「なりすまし救済リスト」.

## Registration procedure

### **Smartphone Users**

If you are already using the Machikomi app and want to register a new group or join a group, please follow the procedure from 'Add Group' 「グループを追加する」 at the top of the app.

① Please install the app (free) that corresponds to the smartphone you are using.

② Please start the application and tap 'New Registration' 「新規登録」.

- ③ Please read the Terms and Conditions and tap 'Agree' 「同意」.
- ④ Once the new registration screen has appeared, please enter the required information such as an email address (that can receive information on your smartphone), password, PIN code (\*1).
- ⑤ A verification code will then be sent to the email address entered in the above step '④'. (\*2)  
  
Please enter the verification code you receive into the app.
- ⑥ The user information entry screen will now appear. Please fill in the required information and tap 'Registration' 「登録」.
- ⑦ The group registration screen will now appear. Please enter the same 'Registration Email Address' used in 'Advanced Preparation 1.' to register to the group. (\*3)
- ⑧ After completing step ⑦, if the registered group is displayed at the top of the application, it is completed.

\*1 This is the code used when the registered email address becomes unusable due to a model change.

\*2 If you do not receive the authentication code, please check the Domain Designated Receiving Settings 「ドメイン指定受信設定」 in 'Advance preparation'.

\*3 Depending on the administrator's settings, you may be required to enter a password and registration information when registering for a group. If you do not know the password, please contact the person in charge at the facility (school).

## For PCs and conventional mobile phones

- ① Please send an empty/blank email to the registration email address prepared in 'Advanced preparation'. You will then receive the necessary information by e-mail. (\*1)
- ② Please access the URL <Users of conventional mobile phones> 「従来型携帯電話をご利用の方」 in the reply email.
- ③ Follow the on-screen instructions to register the group. (\*2)

\*1 If you do not receive the authentication code, please check the Domain Designated Receiving Settings 「ドメイン指定受信設定」 in 'Advanced preparation'.

\*2 Depending on the administrator's settings, you may be required to enter a password and registration information when registering for a group. If you do not know the password, please contact the person in charge at the facility (school).