

## **Online License renewal Manual**

You can go through a procedure of renewal and your payment through our website.

- 1. Access to our website and fill your information in all fields; https://www.jka.or.jp/apps/
- 2. Name: Please fill in your First name and Family name.
- 3. Member Code: Please fill enter your member code stated on your certificate card like 00-000-0000.
- 4. Zip Code: Please enter 000-0000 for the zip code\*.
- 5. Address: Please fill in your address with postal cord and telephone number in this field. Your renewed card will be sent to this address.
- 6. Telephone No.: Please enter 00-000-0000 for the telephone no.\*.
- 7. E-mail: Please fill in your e-mail address.
- 8. License Selection: Please select your license to be renewed.
- 9. Please click the right button [申込みます].
  If you want to reset, please click the left button [再入力].
- \*Note: Please not to fill the foreign Zip cord and telephone number in these fields.





10. Please click the [決済を行う] button after confirming your information and the amount. If you want to correct, please click the button [戻る].



11. Please make payment by VISA /Master card.



If you have any problem with this procedure, please don't to hesitate to ask us; keiribu-6@jka.or.jp