

Mayors for Peace Information System

Operating Manual

For Member Cities

(English)

July 2015

Introduction

This manual explains how to use the Mayors for Peace Information System for member cities.

Table of Contents

Introduction

| | |
|--|-----------|
| 1. Overview | 3 |
| 1-1. Overview | 3 |
| 1-2. System language | 5 |
| 1-3. Main functions | 5 |
| 1-4. Flow of operation to update member information by each city | 6 |
| 2. Notes on operating the system | 7 |
| 2-1. Conditions for using the system | 7 |
| 2-2. General usage notes | 8 |
| 3. Screen of the system | 10 |
| 3-1. Screen structure and elements | 10 |
| 3-2. Search Screen | 11 |
| 4. Startup | 12 |
| 4-1. Login | 12 |
| 4-2. Logout | 12 |
| 5. Change password | 13 |
| 6. When you forgot your password | 14 |
| 7. About the Portal screen | 17 |
| 8. Search and view member city information | 18 |
| 8-1. Search member city information..... | 18 |
| 8-2. View member city information..... | 19 |
| 9. Update member information by each city | 20 |
| 9-1. Check and update the currently registered information | 20 |
| 9-2. Check a response from the Secretariat | 26 |
| 9-3. Re-edit information and update | 27 |
| 9-4. Delete information being edited | 30 |
| 10. Confirm payment history and make a payment | 32 |
| 10-1. Confirm payment history | 32 |
| 10-2. Make a payment | 33 |

1. Overview

1-1. Overview

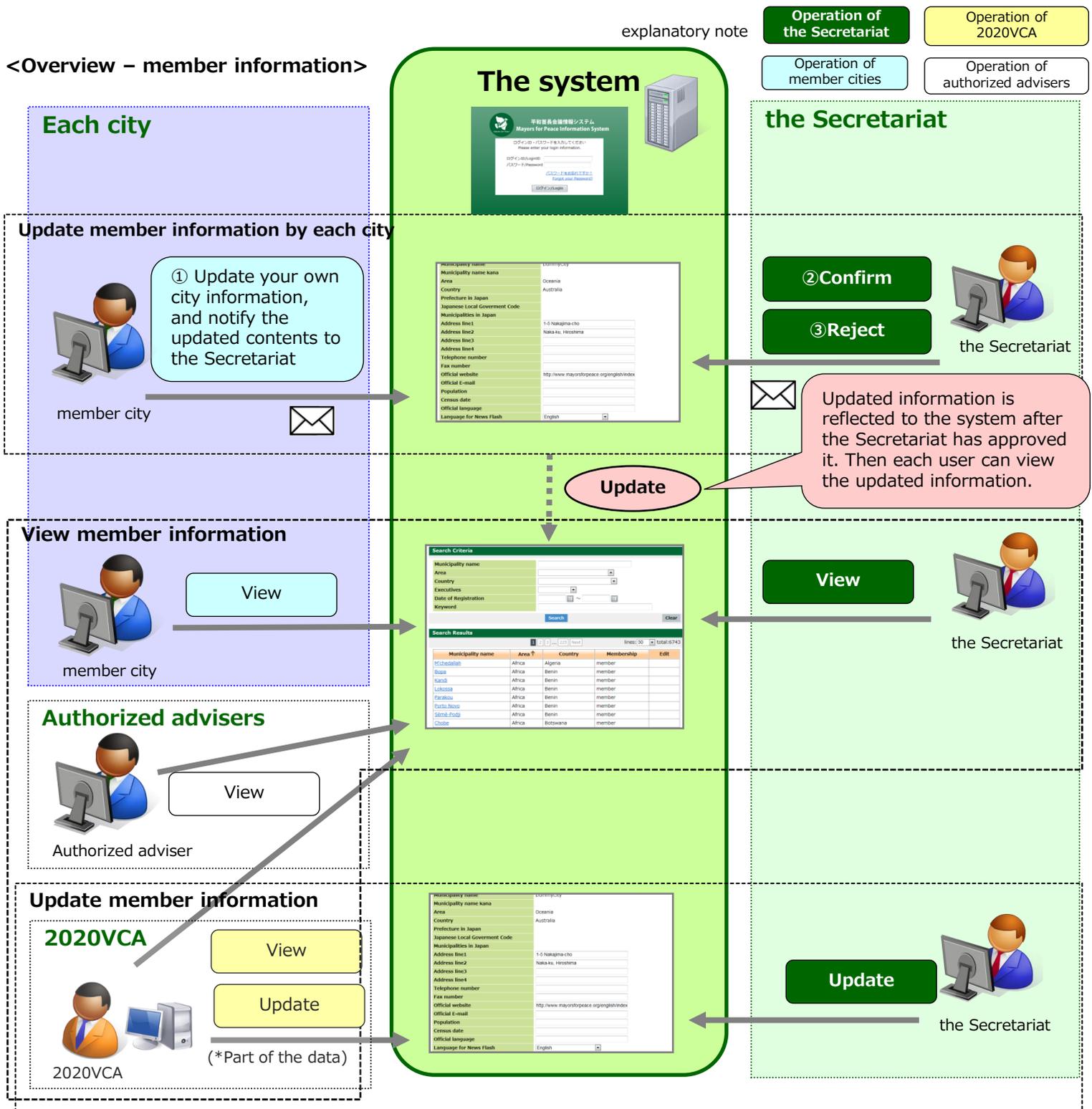
This system is an online system for managing the information of Mayors for Peace member cities.

Each city can update the information of their own city such as mayor's name, name of contact person.

The updated information will be sent to the Secretariat. The updated information will be reflected to the system after it has been approved by the Secretariat.

Each city can confirm its payment history, and also pay its membership fees by credit card.

The users of this system are the Secretariat, 2020VCA, member cities, and authorized advisers.



1-2. System language

Displayed in
Japanese and English

for Japanese
users

自治体名/Municipality name 広島市 Hiroshima

- Screen item names and buttons are displayed in Japanese and English.
- Users should input items both in Japanese and English. Japanese on the Left, English on the right. (In some cases, only Japanese is displayed.)
- Only one input is required when entering date or selecting from multiple choices.

English

Japanese

Switching
display

for overseas
users

Municipality name Hannover

自治体名 ハノーバー

- Choose the system language from the button.
- The default language is English.

1-3. Main functions

Viewing of member information

You can view the member city information.

Confirmation and updating of
member information by each city

You can confirm and update your own city information.(*1)

Confirmation of payment history, and
making payment

You can confirm your payment history and pay the membership fee by credit card.

Change Password

You can change your password.

Bulletin board

You can check the information posted on the bulletin board by the Secretariat. (*2)

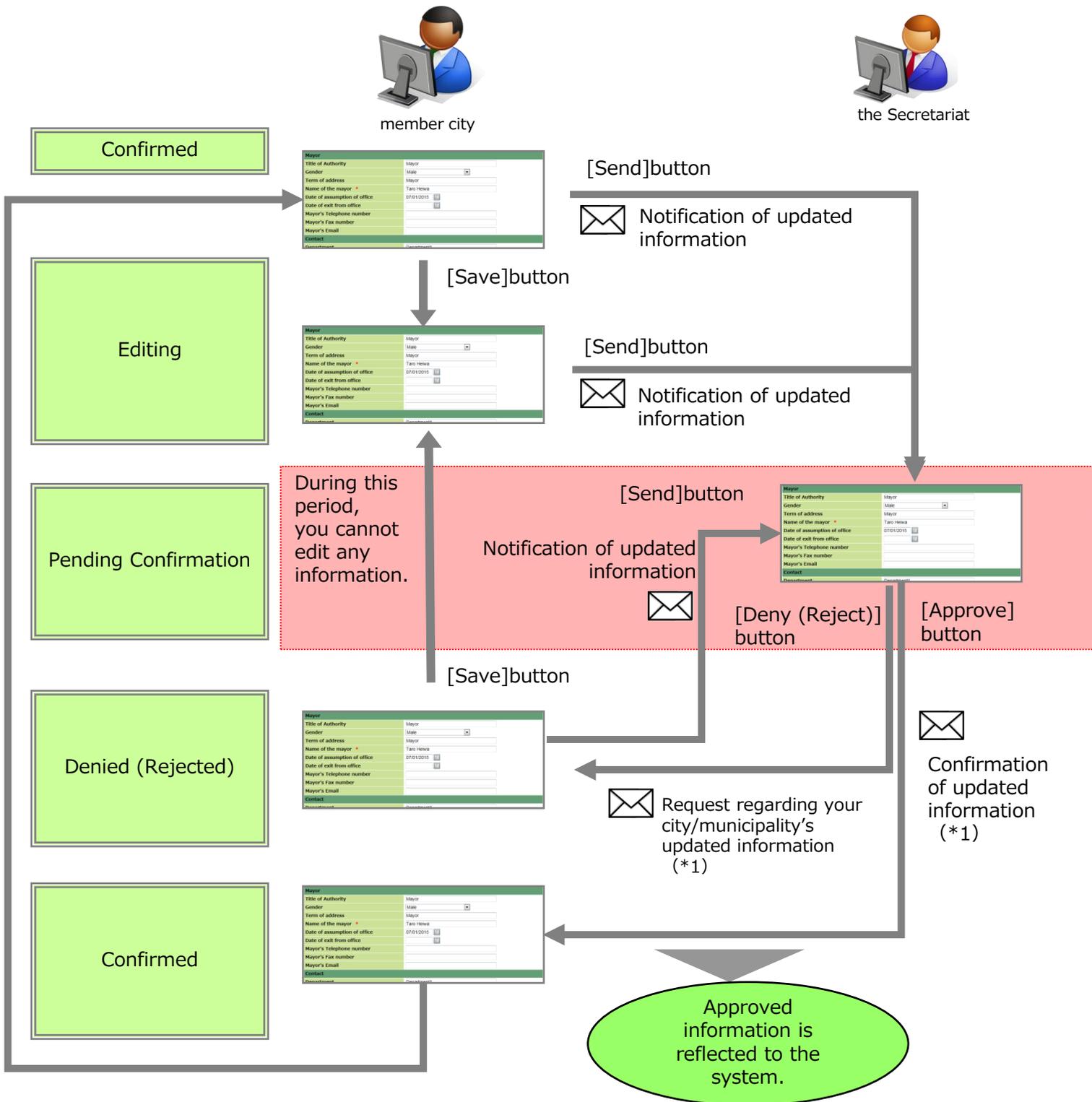
*1: Function available only for member cities.

*2: Only the Secretariat can post information.

1-4. Flow of operation to update member information by each city

When a member city wants to update its own city information, it should go through the following process. Depending on each operation, the system will show the following status.

status



*1 The system automatically sends these messages to the Email shown in "Contact" section on My City page of the member city in this system. Please input an appropriate email address in the "Email" field in the "Contact" section for this purpose.

2. Notes on operating the system

Please be sure to check before you start using the system.

2-1. Conditions for using the system

(1) System requirements

To operate the system properly, it is required to have an internet-accessible computer which runs on the following operating system, web browser, etc.

<Computer Hardware>

- ① Screen Area : 1024 × 768 display resolution or larger
- ② Web browser :
 - Windows-based systems (one of the following)
 - Internet Explorer 8 or later
 - Mozilla Firefox
 - Google Chrome
 - Macintosh-based systems
 - Safari

2-2. General Usage notes

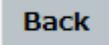
(1) Operation with multiple windows or tabs open

Please do not login using more than one tab at the same time. Please also do not display the same screen in this system with more than one browser or tab. Such operations may lead to functional errors.

(2) How to shut down the system

Please make sure you click the [Logout] button when shutting down the system and then close the browser. If you fail to shut down the system without logging out, the system may not work properly next time you try to login.

(3) How to go back to the previous screen

Please do not use the back button  on your browser as the screen may not be displayed properly. Please be sure to use the [Back] button  of the system.

(4) [Forward] Button of browser

Please do not use the forward arrow button  on your browser as the screen may not be displayed properly.

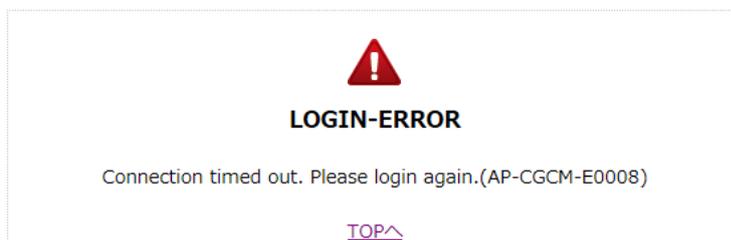
(5) System automatic logout

For security reasons, if you leave the same screen without performing any actions for a certain period of time, it will be "session timeout(*)," and you will be automatically logged out from the system. If this happens while you are editing, the work in progress will be lost. Please make sure you save your work in progress if you leave the screen for a long time.

*session timeout:

A function that provides the system administrator the ability to end a user's access to the system after a specified time of inactivity to ensure the security of the system

If you are automatically logged out, the following message will appear on the screen. If you want to continue to use the system, please click [TOP] button, and login again.



Session timeout length of this system is one-hour

(6) Characters that cannot be used in the system

You cannot use certain types of characters such as special symbols in this system.

<Do not use any of these characters/symbols>

- % (percent)
- \ (backslash)
- " (double quotes)
- < (left angle bracket)
- > (right angle bracket)
- | (pipe)

If you enter these characters in the input field, you will see the following error message. Please correct the entry.



(7) Clicking the buttons more than once

Please do not click the buttons on the screen such as [Search] or [Update] more than once. When you click a button, the system immediately starts processing. Clicking the button more than once may lead to errors. It may take some time to process when you are searching, etc., but please wait until the process has been completed (until the display on the screen has been switched).

(8) Simultaneous operation using the same login ID

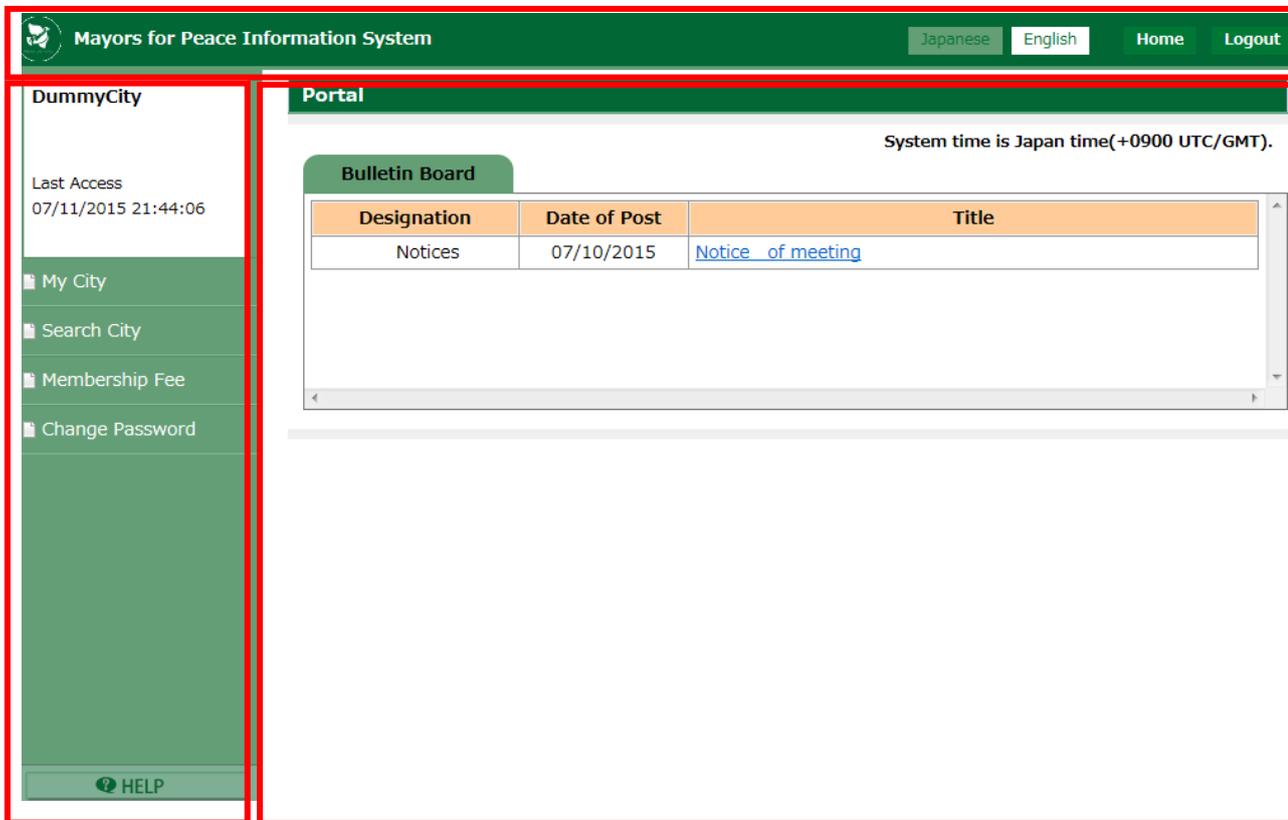
Please avoid operating the system at the same time using the same login ID. When multiple processes are being executed simultaneously, the contents of the update may not be saved properly.

(9) System date and time

Dates and times displayed in this system are in Japan time (GMT +9).

3. Screen of the system

3-1. Screen structure and elements



Header

Contents

Menu

Header

| | | |
|--|----------|------------------------------------|
| | Japanese | To switch the language to Japanese |
| | English | To switch the language to English |
| | Home | To return to the Portal Screen |
| | Logout | To log out |

Menu

- At the top, it displays the user name and the date and time of last login.
- At the center, it displays available menus.
- [HELP] at the bottom will open a pop-up window with a simple operation manual.

Contents

It displays the contents selected by the menu.

<input items>

- Required item
Items that are displayed "*" in red on the right side of the item name are required to be filled in.

Name of the mayor *

- Date
A date can be selected by means of a calendar or filled in manually.



3-2. Search Screen

Specify the search criteria and click [Search] button.
The search results will be displayed in [Search Results].
In the [Keyword] field, you can enter more than one keywords. If you do so, please enter a space in between the words.

Search Results

| | |
|---|---|
| ①Number of pages | Links are shown if there are more than one page. Click the number to switch pages. |
| ②Number of results to show on each page | Number to be displayed in one page You can change it by choosing a number from the pull-down menu. |
| ③Total number of results | The total number of search results. |
| ④Sort | By clicking a column heading, you can sort the search results by alphabetical order of municipality names, area and countries. *Sortable columns are different by screens. |
| ⑤Edit | Edit [Edit] button will appear only on the line of your city to open the Edit page of your city information |

4. Startup

4-1. Login

| | |
|-----|----------------------------|
| URL | https://www.mfpinfosys.org |
|-----|----------------------------|

- ① Enter your Login ID and password.
- ② Click [Login] button.

Login Screen



The first time you log in, you will be required to reset your password.

Please login again after you create a new password following the instructions on the screen.

4-2. Logout

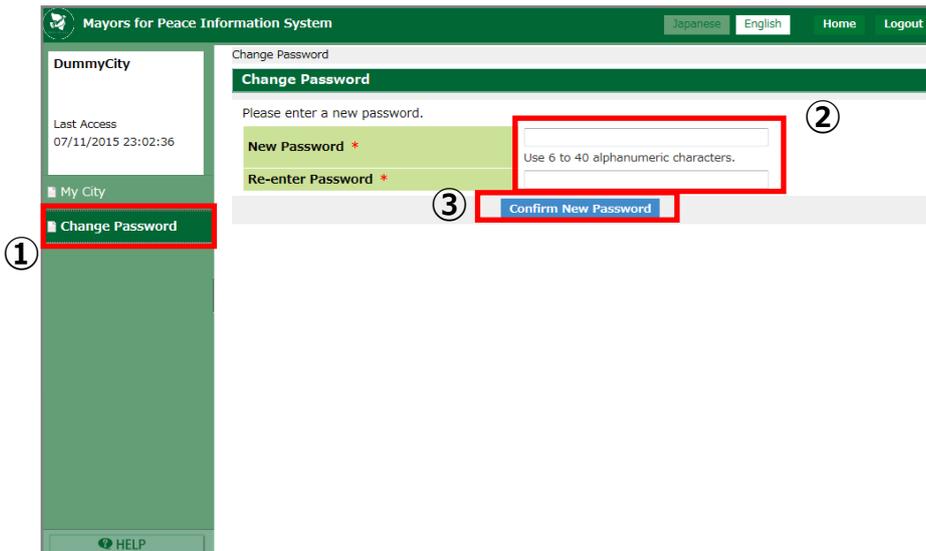
- ① From any page you are in, click [Logout] button on the top right of the screen. If you could not find [Logout] button, please maximize the window size.



- ② Logout screen will open.
- ③ If you want to shut down the system, click . The screen will be closed.
- ④ If you want to continue to use system, please click [TOP]button. Login screen will open.

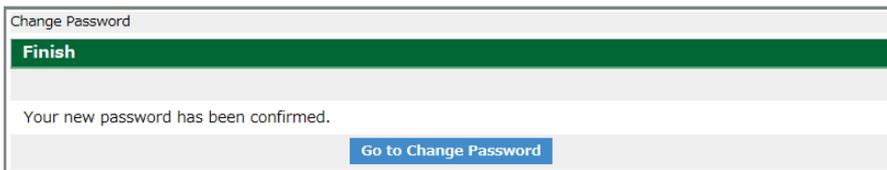
5. Change password

- ① Choose [Change Password] from the menu.
「Change Password」 screen will open.
- ② Enter a new password.
 - New Password : Type in your new password. (Input allowed up to 40 alphanumeric characters)
 - Re-enter Password : Type in your new password again for confirmation.
- ③ Click the [Confirm New Password] button.



Change Password Screen

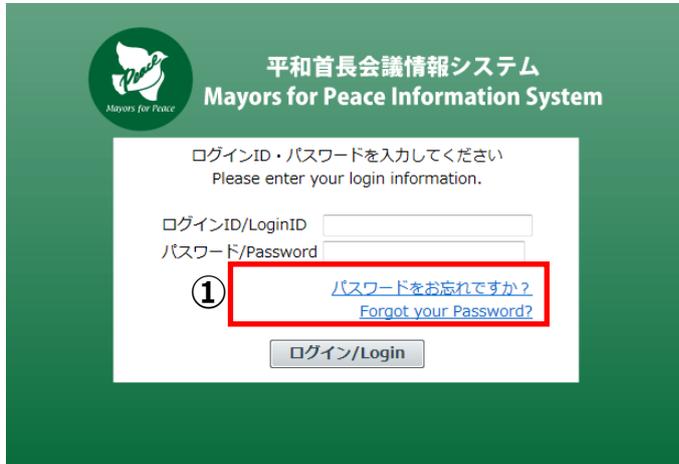
- ④ Password has been changed.



Confirmation Screen for the Password Change

6. When you forgot your password

- ① Click on the [パスワードをお忘れですか? /Forgot your Password?] link on the Login Screen.



Login Screen

- ② 「Account Assistance」 screen will open.
- ③ Enter required items.



Account Assistance Screen

- Email Address : Enter your e-mail address you have registered in the system.
- Text verification : Enter the “Verification” characters.



**Verification will be done with the entered e-mail address.
Enter the e-mail address you have registered in the system.
(the Email1 shown in Contact section on My City page of the member city in this system.)**



If you cannot read the text in the image, please change the image by clicking [Refresh Image] button.

 別の画像を表示 /Refresh Image

- ④ Click [送信/Continue] button.



Account Assistance Screen

※ The above e-mail address is dummy data for the description

⑤ When the verification of your email address has been successful, the following Account Assistance screen will open. Close the browser by clicking on the [Close] button.



Account Assistance Results Screen



Account assistance has not yet completed. You will receive an email titled [Instructions for changing your password] to the entered email address. Please change the password following the steps on the next pages.



If the system fails to authenticate the entered email address, you will receive an error message shown below. Click the [Back] button to confirm your entries. Please re-enter a valid email address.



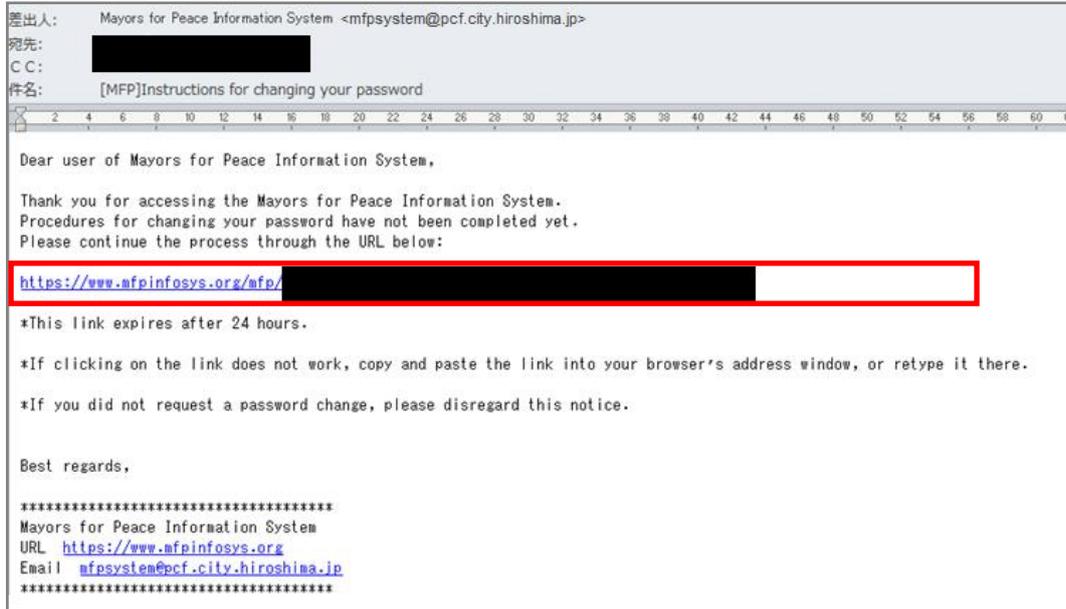
Account Assistance Error Screen



Account Assistance Screen

If you do not know the email address you have registered, please contact the system administrator.

- ⑥ An e-mail from the system instantly will be sent to the email address you entered.
- ⑦ Click the link in the e-mail to go to the Change password screen.



⑦

- *The screen shown above is an example. The black parts will be replaced by URLs, sender's email address, etc.
- *The example shown above is that of Microsoft Outlook 2010. How they look is depending on what email software you are using.

- ⑧ "Change Password" screen will open.
- ⑨ Enter a new password.



Change Password Screen

- New Password :Type in your new password. (Input allowed up to 40 alphanumeric characters)
- Re-enter Password :Type in your new password again for confirmation.

- ⑩ Click the [Confirm New Password]button.



Change Password Screen

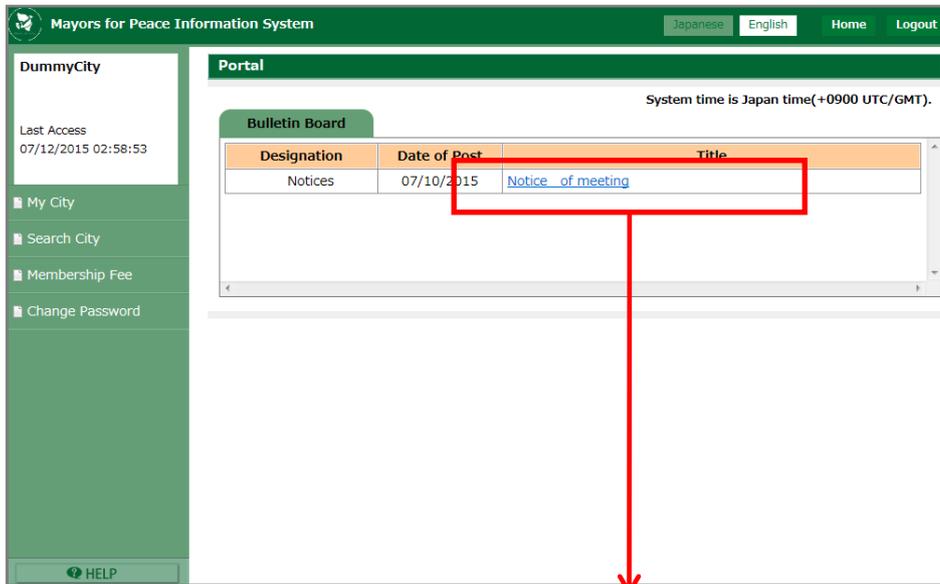
- ⑪ A message will be displayed to confirm that the password has been changed successfully. If you want to continue to use system, please click [TOP]button. Login screen will open. Enter the login ID and the new password.



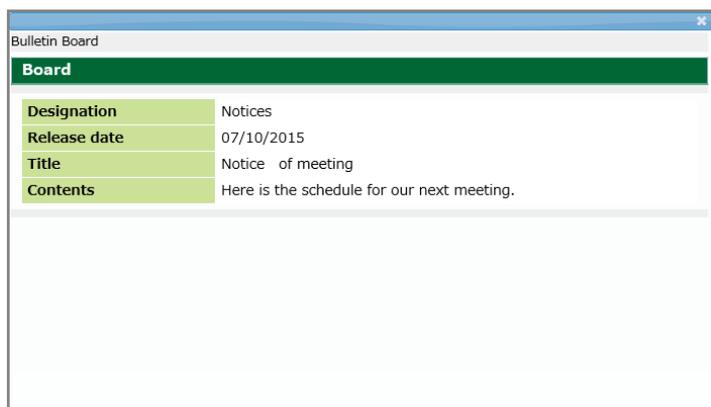
Confirmation Screen for the Password Change

7. About the portal screen

After logging in, you will see the portal screen.
It displays announcements (Bulletin board).



Portal Screen



Bulletin Board detail screen

8. Search and view member city information

8-1. Search member city information

- ① Select [Search City] from the menu.
Search City screen opens.

The screenshot shows the 'Mayors for Peace Information System' interface. On the left sidebar, the 'Search City' menu item is highlighted with a red box and a circled '1'. The main content area shows the 'Search City' form with fields for Municipality name, Area, Country, Executives, Date of Registration, and Keyword. The search criteria form is highlighted with a red box and a circled '2'.

Search City screen

- ② Specify the search criteria.
 - Municipality name Enter the municipality name.
*Search by partial word matching is possible.
 - Area Select the Area from the list.
 - Country Select the Country from the list.
*If the country does not match the selected Area in this system, appropriate search results may not be displayed.
 - Executives Select President, Vice-President or Executive.
 - Date of Registration Enter Date of Registration to Mayors for Peace.
 - Keyword Enter Keywords for searching by partial word matching.
- ③ Click the [Search] button.
The search results will be displayed.
※Search results are displayed in alphabetical order of the municipality name.

The screenshot shows the 'Search City' screen with search results displayed. The 'Search' button is highlighted with a red box and a circled '3'. The search results table is visible below.

| Municipality name | Area ↑ | Country | Membership | Edit |
|---|--------|---------|------------|------|
| DummyCity | Africa | Uganda | member | |
| DummyCity2 | Asia | Iran | member | |
| DummyCity (Hiroshima) | Asia | Japan | member | |
| DummyCity (Hiroshima) Japan | Asia | Japan | member | |
| DummyCity2 (Hiroshima) | Asia | Japan | member | |
| DummyCity4 | Asia | Japan | member | |
| DummyCity5 | Asia | Japan | member | |
| DummyCity v.5 | Asia | Japan | member | |

You can change the sorting order by clicking the header of the search results list

- Municipality name
- Area
- Country

Search City screen

[Edit] button will appear when your city information is shown.

8-2. View member city information

- Click the [municipality name] in the list of results.
Detail screen opens.

The screenshot displays the 'Detail' screen for a city named 'DummyCity'. The page is organized into several sections:

- City Section:**
 - Municipality name: DummyCity (Hiroshima) Japan
 - Municipality name kana: [Redacted]
 - Area: Asia
 - Country: Japan
 - Prefecture in Japan: Hiroshima
 - Japanese Local Government Code: 999999
 - Municipalities in Japan: City
 - Address line1: 1-5 Nakajima-cho, Naka-ku, Hiroshima
 - Address line2: 730-0811
 - Address line3: JAPAN
 - Address line4: [Redacted]
 - Telephone number: +81-82-242-7821
 - Fax number: +81-82-242-7452
 - Official website: http://www.mayorsforpeace.org/jp/
 - Official E-mail: [Redacted]
 - Population: [Redacted]
 - Census date: [Redacted]
- Membership Section:**
 - Membership: member
 - Date of Registration: 07/01/2015
 - Member of National Council of Japan: [Redacted]
 - NFLA: [Redacted]
 - Executives: [Redacted]
 - First appointed date: [Redacted]
 - Lead City: [Redacted]
 - Date of Selection: [Redacted]
 - Regional group: [Redacted]
- Mayor Section:**
 - Title of Authority: Mayor
 - Gender: Male
 - Term of address: Mayor
 - Name of the mayor: Taro Heiwa
 - Date of assumption of office: 04/01/2015
 - Date of exit from office: [Redacted]
 - Mayor's Telephone number: [Redacted]
 - Mayor's Fax number: [Redacted]
 - Mayor's Email: [Redacted]
- Contact Section:**
 - Department: [Redacted]
 - Position: [Redacted]
 - Name: Heiwa
 - Email: dummy@pcf.city.hiroshima.jp

An orange arrow points to the 'Back' button located at the bottom of the profile information.

Detail screen

[Edit] button will appear when your city information is shown.

9. Updating member city information by each city

9-1. Check and update the currently registered information

- ① Select [My City] from the menu.
Detail screen opens.

①

| Confirmed data | | Current Status: Confirmed 07/11/2015 |
|--------------------------------|--|--------------------------------------|
| City | | |
| MunicipalID | 9010 | |
| Municipality name | DummyCity | |
| Municipality name kana | | |
| Area | Oceania | |
| Country | Australia | |
| Prefecture in Japan | | |
| Japanese Local Government Code | | |
| Municipalities in Japan | | |
| Address line1 | 1-5 Nakajima-cho | |
| Address line2 | Naka-ku, Hiroshima | |
| Address line3 | | |
| Address line4 | | |
| Telephone number | | |
| Fax number | | |
| Official website | http://www.mayorsforpeace.org/english/index.html | |
| Official E-mail | | |
| Population | | |
| Census date | | |

Detail screen

- ② Click the [Edit] button.

②

Detail screen

- ③ Edit screen opens.
Please check the registered information and correct/update them.

My City

Edit

Back

Confirmed data Current Status: Confirmed 07/11/2015

City

MunicipalID 9010

Municipality name DummyCity

Municipality name kana

Area Oceania

Country Australia

Prefecture in Japan

Japanese Local Government Code

Municipalities in Japan

Address line1 1-5 Nakajima-cho

Address line2 Naka-ku, Hiroshima

Address line3

Address line4

Telephone number

Fax number

Official website http://www.mayorsforpeace.org/english/index

Official E-mail

Population

Census date

Official language

Language for News Flash English

Membership

Membership member

Date of Registration 07/01/2015

Member of National Council of Japan NFLA

Executives

First appointed date

Lead City

Date of Selection

Regional group

Mayor

Title of Authority Mayor

Gender Male

Term of address Mayor

Name of the mayor * Taro Heiwa

Date of assumption of office 07/01/2015

Date of exit from office

Mayor's Telephone number

Mayor's Fax number

Mayor's Email

Contact

Department Department1

Position Position1

Name

Email * hiyama@yuicom.co.jp

Department2

Position2 Position

Name2

Email2

Department3

Position3

Name3

Email3

Email4

Email5

Email6

Back Confirm



Depending on what status of editing you are in, different buttons are displayed.

Edit screen

<City>

- Address Line 1 : Address Lines are divided for printing labels for postal mail. The name of city or city hall is in Address 1. (up to 100 characters in each line.)
- Address Line 2 : Usually, building, street name and so on are in the Address 2.
- Address Line 3 : County name, State and Province and so on are in the Address 3.
- Address Line 4 : Please use this line when necessary if the address is long.
- Telephone number : Enter the Telephone number (up to 100 characters)
- FAX number : Enter the FAX number. (up to 100 characters)
- Official website : Enter the Official website. (up to 100 characters)
- Official E-mail : Enter the Official E-mail. (Please enter a valid email address.)
- Population : Enter the Population. (up to 10 numeric characters.)
- Census date : Enter the Census date when the population census was conducted. (up to 50 characters)
- Official language : Enter official languages used in your city. (up to 100 characters)

<Mayor>

- Title of Authority : Enter the Title of Authority, such as Mayor, Governor etc. (up to 50 characters.)
- Gender : Select the Gender.
- Term of address : Enter Mr., Ms., Dr., Cllr., Atty., etc. (up to 50 characters.)
- Name of the mayor : Enter the Name of the mayor. (up to 200 characters.)
- Date of assumption of office : Select the Date of assumption of office.
- Date of expiration of office : Select the Date of expiration of office.
- Mayor's Telephone number : Enter the Mayor's telephone number. (up to 100 characters.)
- Mayor's Fax number : Enter the Mayor's fax number. (up to 100 characters.)
- Mayor's Email : Enter the Mayor's email.

<Contact>

- Department :
- Position :
- Name :
- Email:

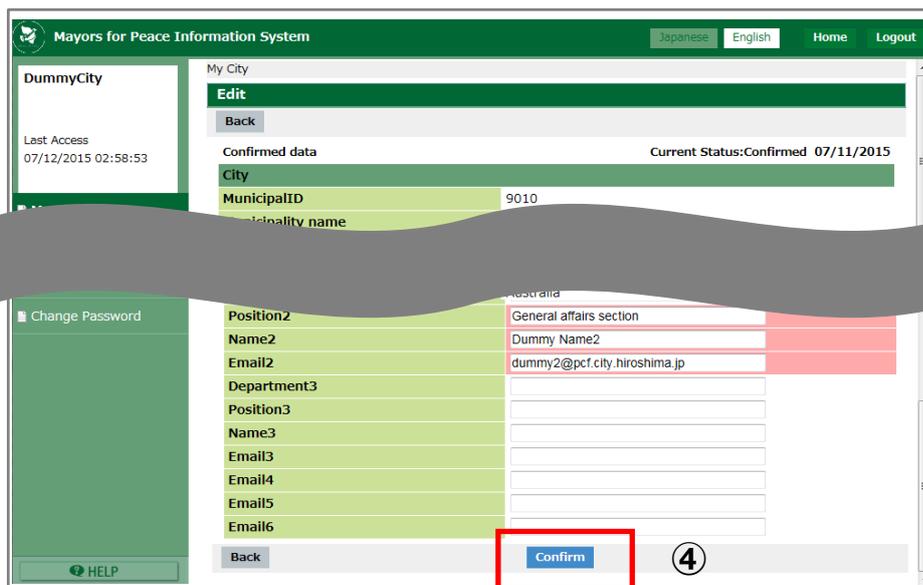
Information about the contact person in this section will be shared in this system and shown to other member cities when they search for details of your city information. Please enter most appropriate Department, Position and Name in charge of Mayors for Peace activities for this condition. (up to 100 characters in each line.)

Enter most appropriate email address that will be mainly used for communication with the system as well as the address other member cities can see in this system.

- Department2 :
- Position2 :
- Name2 :
- Email2:
- Department3 :
- Position3 :
- Name3 :
- Email3:
- Email4
- Email5
- Email6

Information in the lines of Department2 and 3, Position2 and 3, Name2 and 3 and Email2 to 6 are not open to other member cities. These information are shared only with the Secretariat and used as recipients of our monthly News Flash and so on.

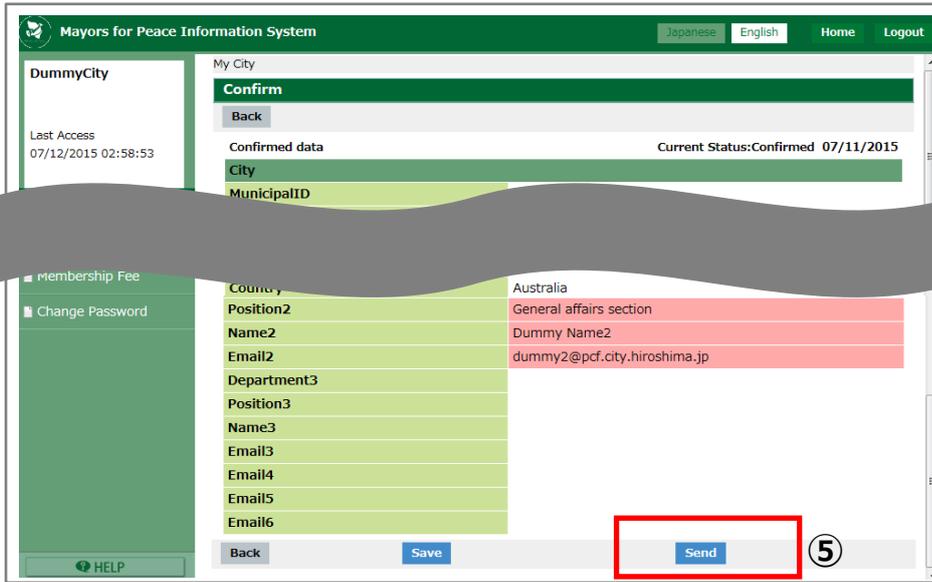
④ Click the [Confirm] button.



Depending on what status of editing you are in, different buttons are displayed.

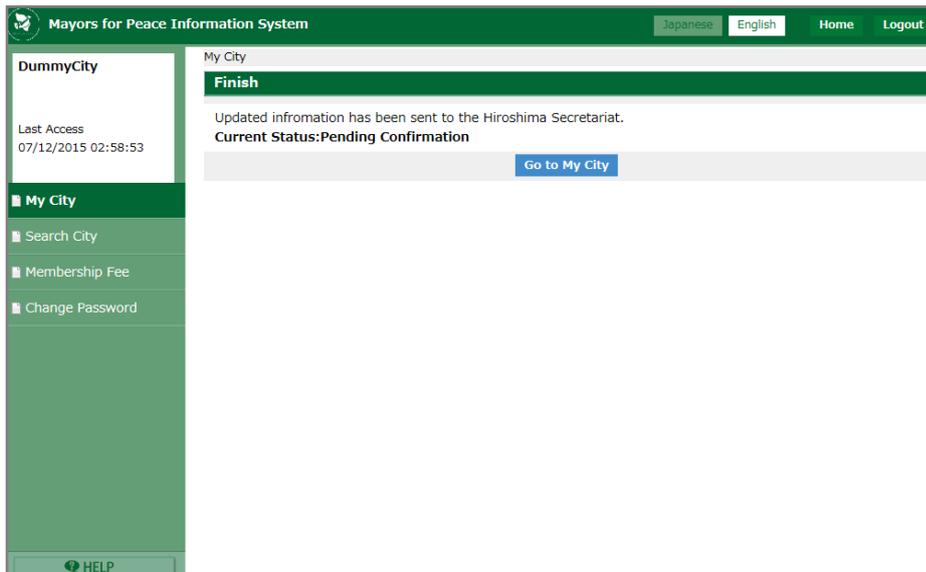
Edit Screen

- ⑤ Confirm screen opens.
Click the [Send] button.



Confirm screen

- ⑥ Finish screen opens.
Click the [Go to My city] button.



Finish Screen



While the status remains "Pending Confirmation", you cannot edit your city information until you receive a confirmation from the Secretariat.

The updated information will not be reflected until the confirmation process has been completed.

Please wait for the confirmation to be completed.
When the updated information has been confirmed, the system will automatically send you an email. Please check the contents of the email.

The message "Pending Confirmation" is shown on your "City Detail" screen.

If you want to check the contents of the Pending Confirmation, click the [Show editing-data] button.

My City
Detail
Confirmed data
Current Status: Pending Confirmation 07/12/2015

| | |
|--------------------------------|--------------------|
| City | |
| MunicipalID | 9010 |
| Municipality name | DummyCity |
| Municipality name kana | |
| Area | Oceania |
| Country | Australia |
| Prefecture in Japan | |
| Japanese Local Government Code | |
| Municipalities in Japan | |
| Address line1 | 1-5 Nakajima-cho |
| Address line2 | Naka-ku, Hiroshima |
| Telephone number | |
| Fax number | |
| Email5 | |
| Email6 | |

Show Editing-data

previously confirmed-data

Data reflected in the system

My City
Detail
Back
Provisional data
Current Status: Pending Confirmation 07/12/2015

| | |
|-------------------|------------------------------|
| City | |
| MunicipalID | 9010 |
| Municipality name | DummyCity |
| Department2 | |
| Position2 | General affairs section |
| Name2 | Dummy Name2 |
| Email2 | dummy2@pdf.city.hiroshima.jp |
| Department3 | |
| Position3 | |
| Name3 | |
| Email3 | |
| Email4 | |
| Email5 | |
| Email6 | |

Back

Provisional data

Data not reflected in the system



When you click the [Save] button, the status will be "Editing".

My City Confirm
Back
Confirmed data
Current Status: Confirmed 07/11/2015

| | |
|------------------------|------------------------------|
| City | |
| MunicipalID | 9010 |
| Municipality name | DummyCity |
| Municipality name kana | |
| Name2 | Dummy Name2 |
| Email2 | dummy2@pdf.city.hiroshima.jp |
| Department3 | |
| Position3 | |
| Name3 | |
| Email3 | |
| Email4 | |
| Email5 | |
| Email6 | |

Back Save Send

The status will be "Editing".

Editing

Confirm screen

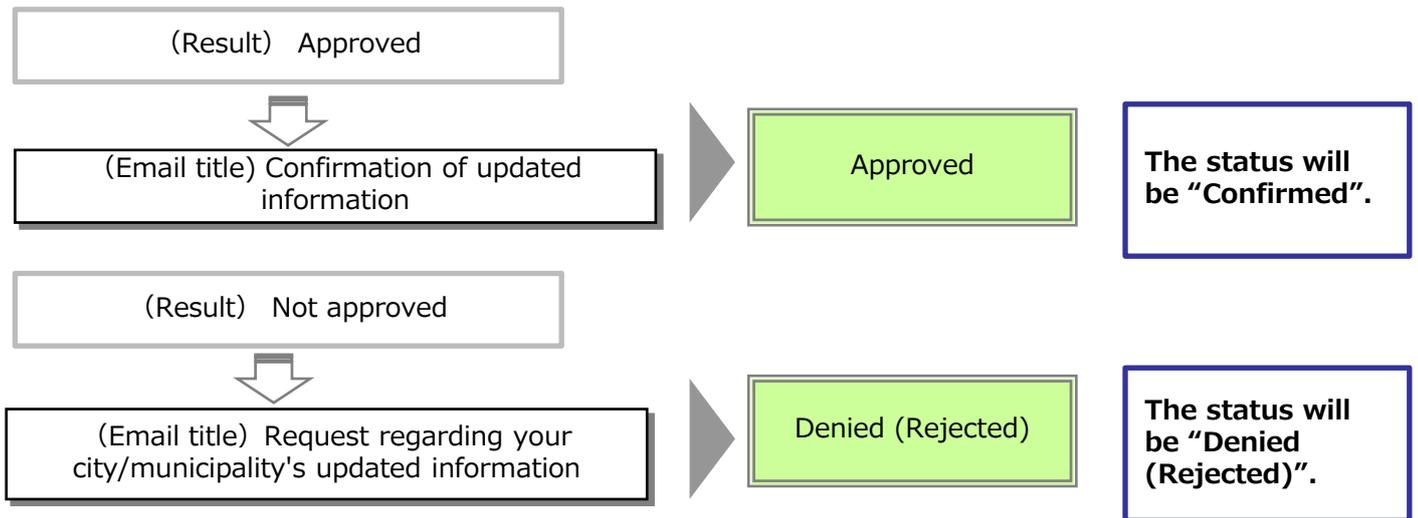
While the status is "Editing", you can update the contents.

The contents being edited are not reflected in the system.

9-2. Check a response from the Secretariat

After the Secretariat has confirmed the updated information, the email will be sent to the email address registered as Email in the Contact field. Please read the contents of the email.

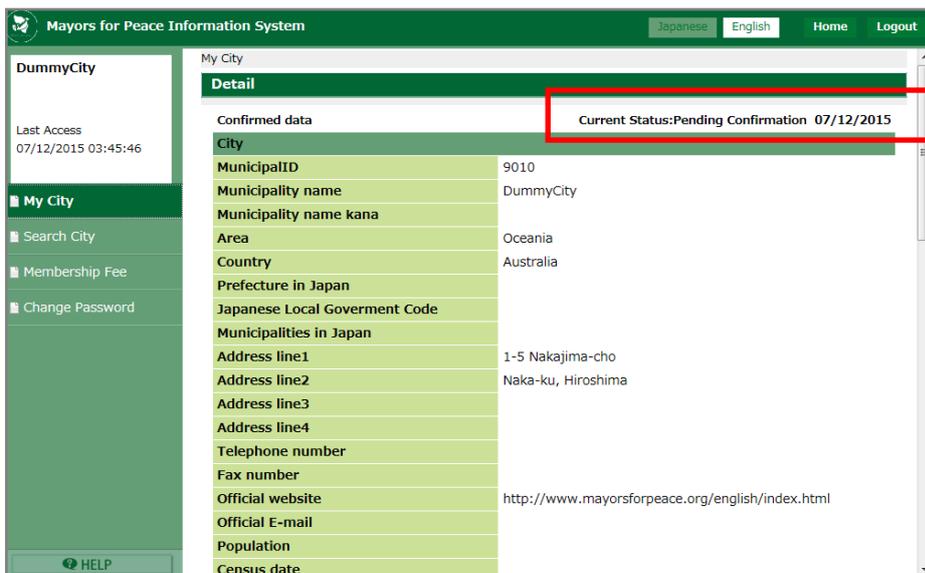
You will receive one of the following two emails below.



If the status is "Denied (Rejected)", please revise the contents you are editing and send it again.

You can also check the confirmation status of your city data on the screen.

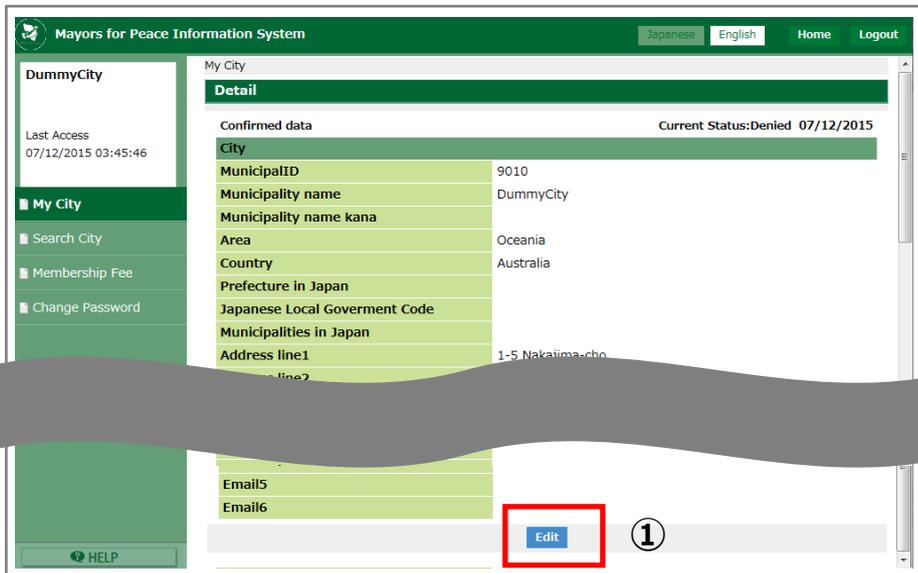
- ① Open the Detail screen.
Check the top right corner of the screen for the status.



Detail screen

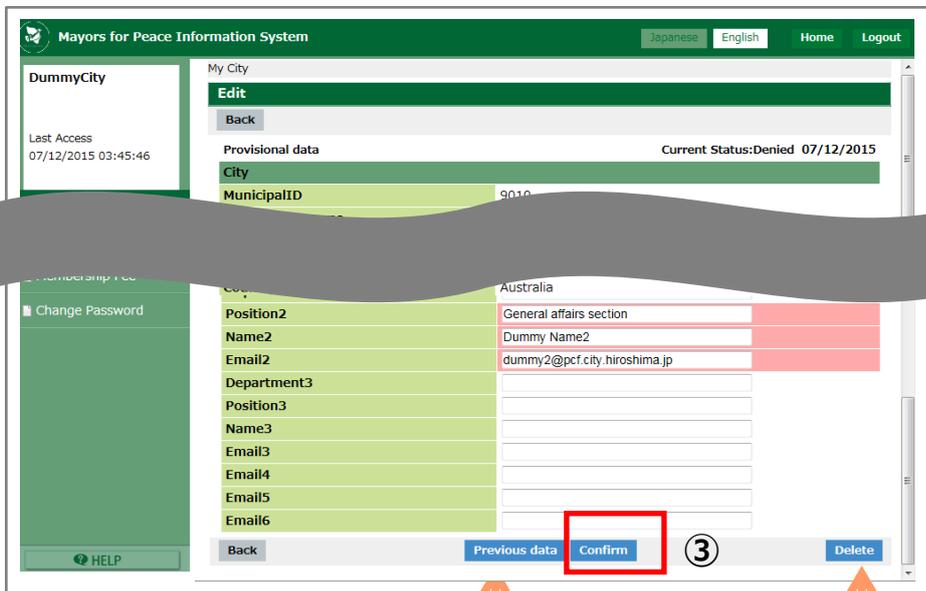
9-3. Re-edit information and update

- ① Open the Detail of My City screen, then click the [Edit] button.



Detail screen

- ② Edit screen opens.
Check information and edit again.
- ③ Click the [Confirm] button.



Edit screen

[Previous data] button

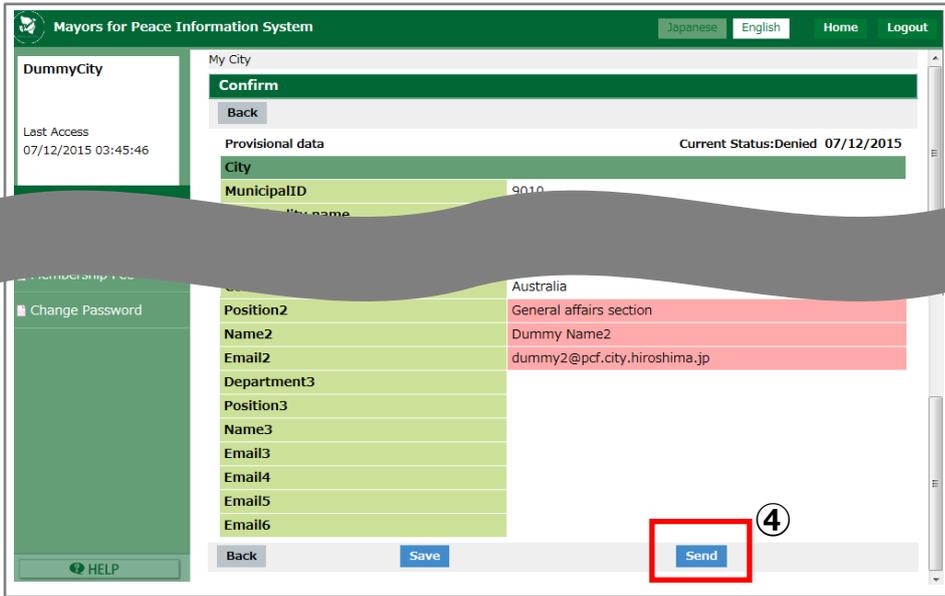
If you want to check the contents of the previous confirmed data, click this button.
Previously confirmed-data is displayed on the screen.

Please check page 12 for more information.

[Delete] button

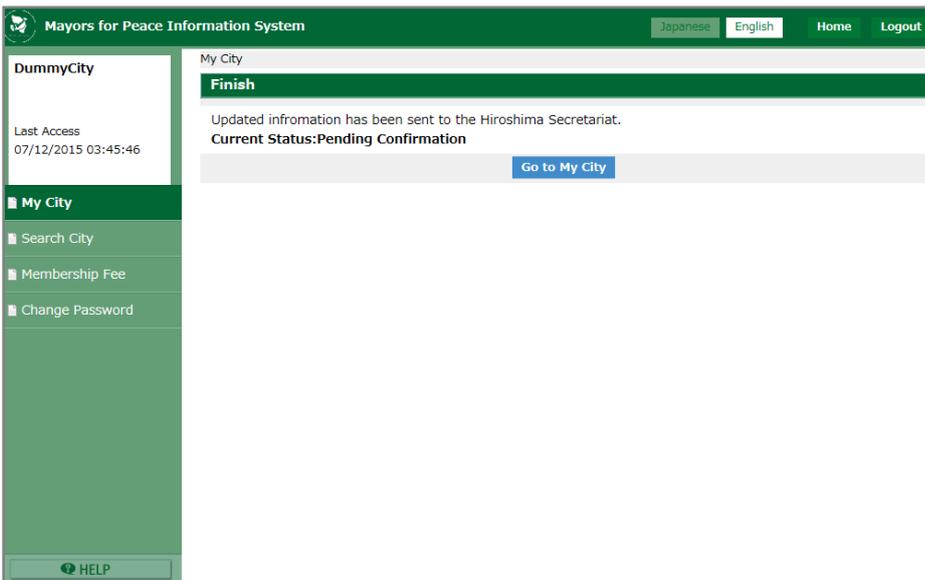
If you want to delete this content not reflected in the system, click this button.

- ④ Confirm screen opens.
Click the [Send] button.



Confirm screen

- ⑤ Finish screen opens.

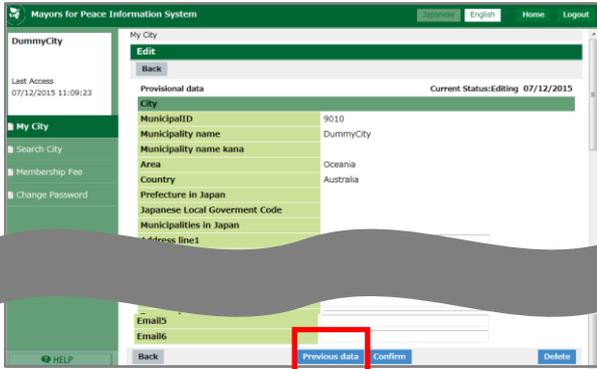


The status will be
"Pending
Confirmation"

Pending Confirmation

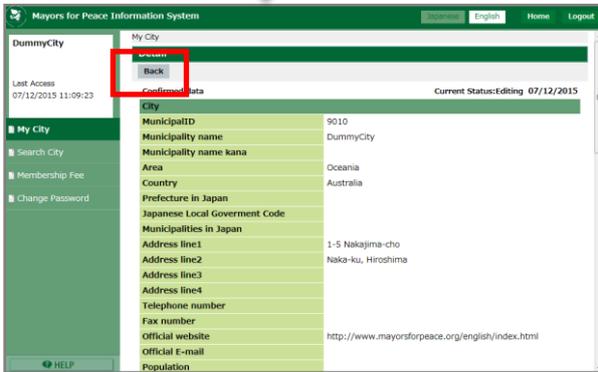
Finish screen

<View previously confirmed data before editing>
On the Edit screen, click the [Previous data] button to view the contents of your city information before updating.



“Provisional data”
data

Data not reflected in the system

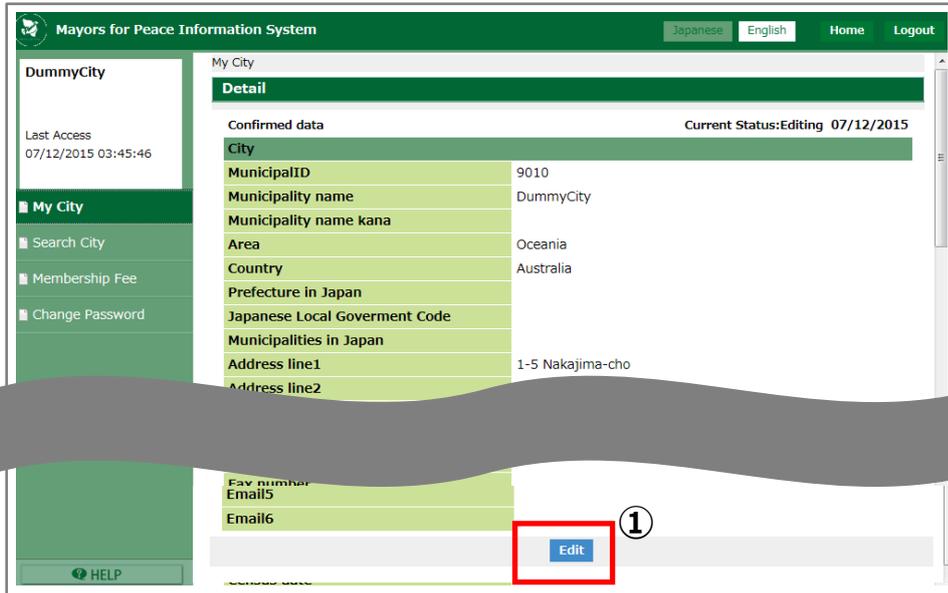


Previously
confirmed-data

Data reflected in the system

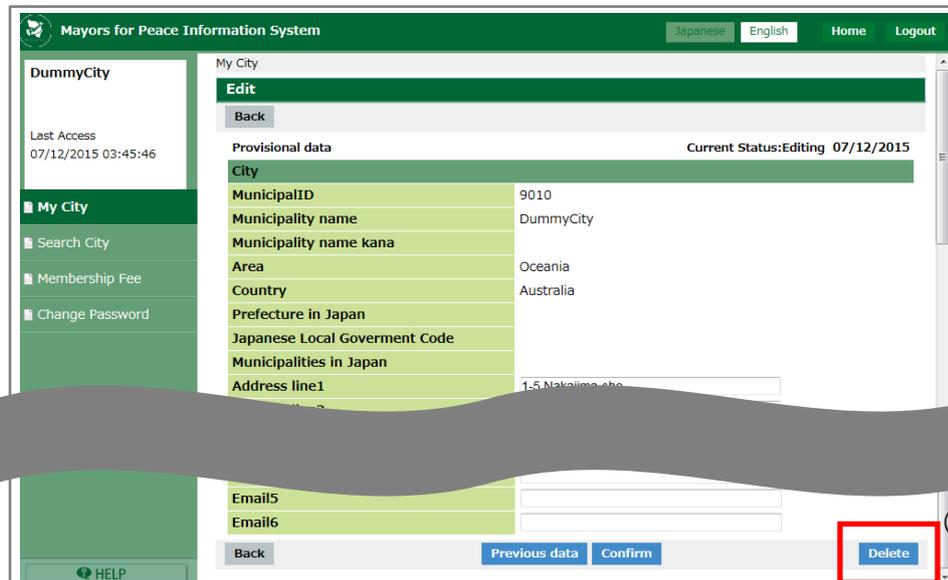
9-4. Delete information being edited

- ① Open the Detail screen, and click the [Edit] button.



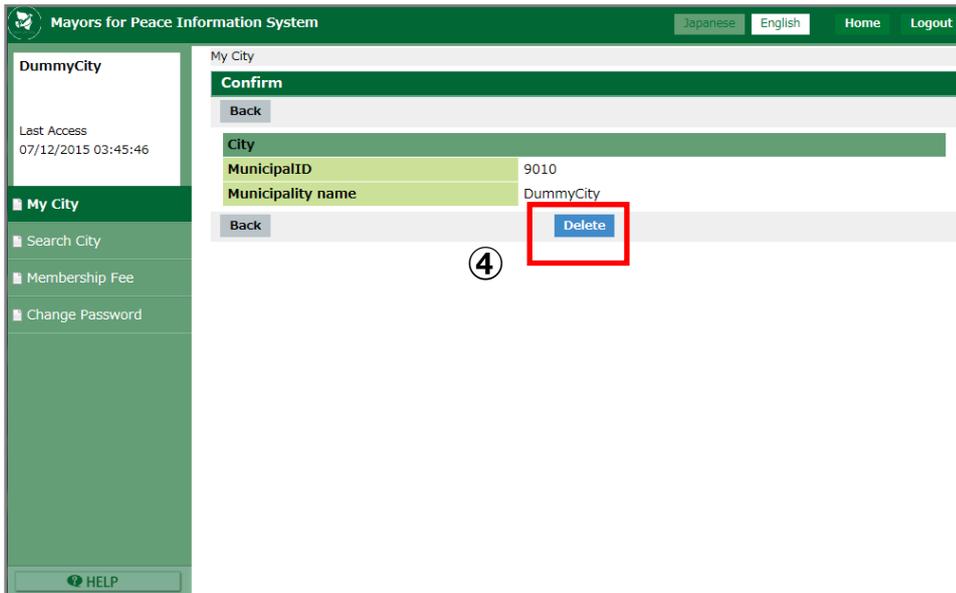
Detail screen

- ② Edit screen opens.
Enter information. If you want to delete this content not reflected in the system, go on to the next step.
- ③ Click the [Delete] button.



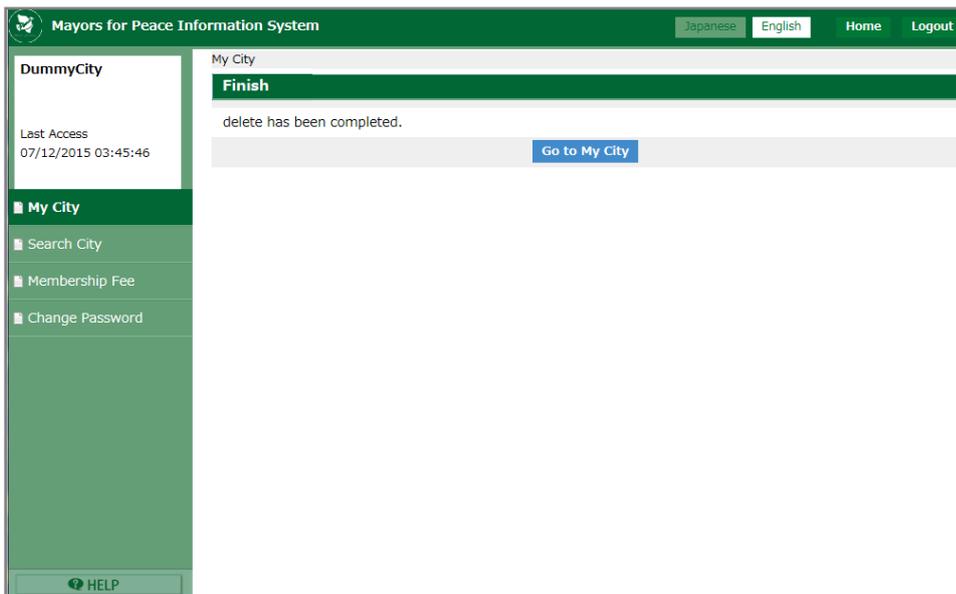
Edit screen

- ④ Confirm screen opens.
Click the [Delete] button.



Confirm screen

- ⑤ Finish screen opens.



Finish screen

10. Confirm payment history and make a payment

10-1. Confirm payment history

- ① Choose the [Membership fee] from the menu.
Membership fee screen opens.

The screenshot shows the 'Membership fee' screen. On the left sidebar, the 'Membership fee' menu item is highlighted with a red box and a circled '1'. The main content area is titled 'Membership fee' and includes a form for selecting the amount (2,000 Japanese yen or Other) and a 'Make Payment' button. Below this is a 'Transaction History' table with the following data:

| Fiscal year | Payment date ↓ | OrderID | Amount | Result |
|-------------|----------------|---------------------------------|--------------------|------------------------|
| 2015 | 07/12/2015 | 0000000001020150 71211023105 | - | Error G02・42G020000 |
| 2015 | 07/12/2015 | 0000000001020150 71210593331 | 2,000 Japanese yen | Completed |

【Transaction history】
Payment history is displayed.

- “Order ID” is issued when the payment has been done by credit card.
- “Result” shows the transaction status when the payment has been done by credit card.

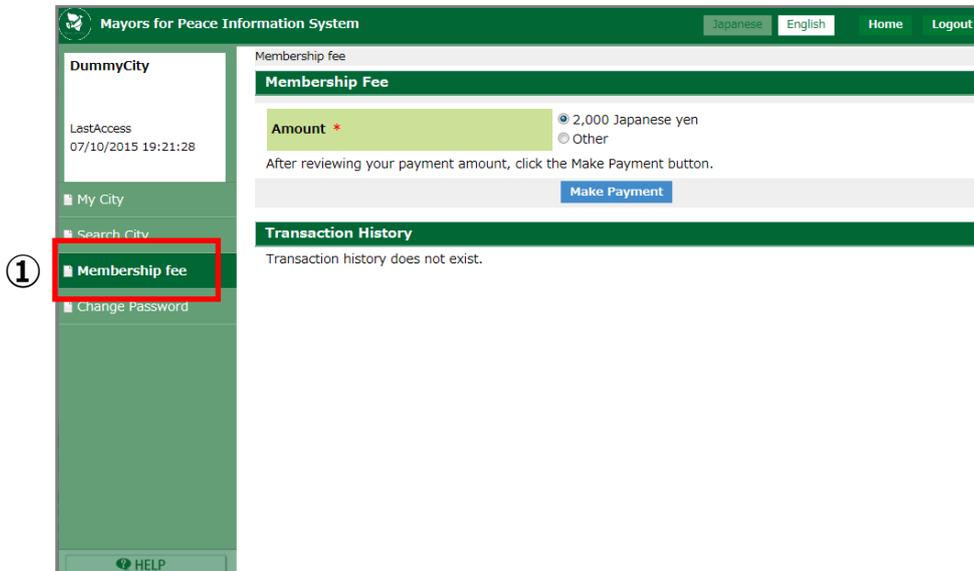
Membership fee screen

10-2. Make a payment

- ① Select the [Membership fee] from the menu.
Membership fee screen opens.



This system only accepts payment by credit card.

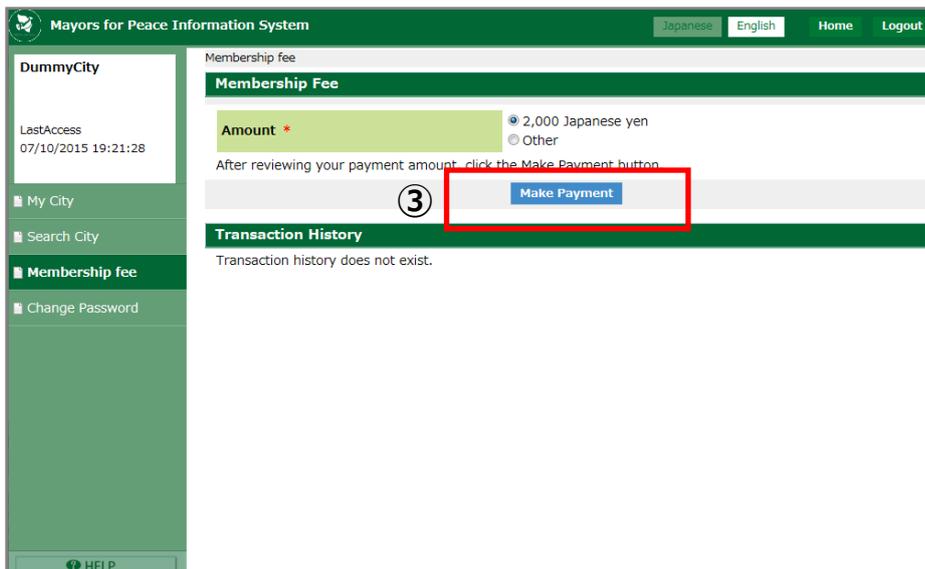


Membership fee screen

- ② Choose the payment amount.
 - If you want to pay more than 2,000 Japanese yen, select [Other] button, and then enter the amount.

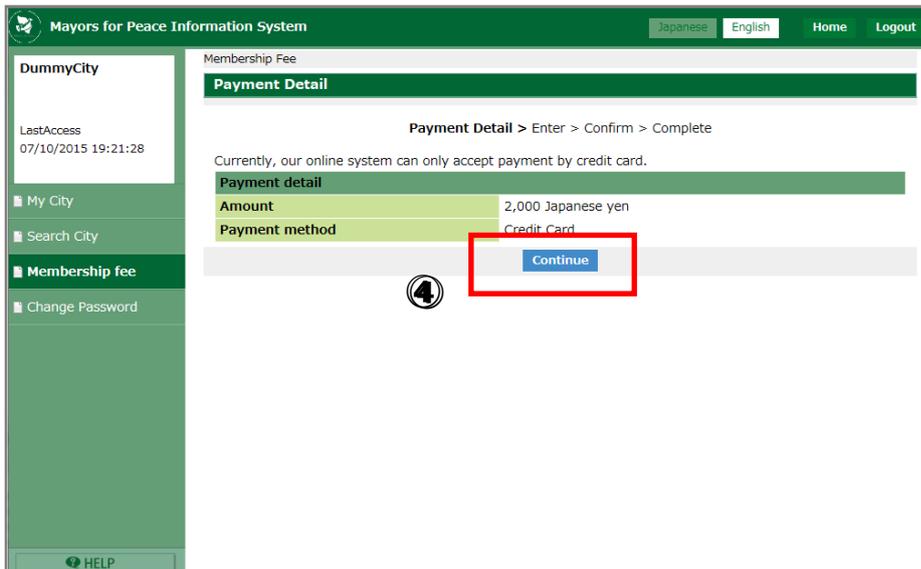


- ③ Click the [Make Payment] button.



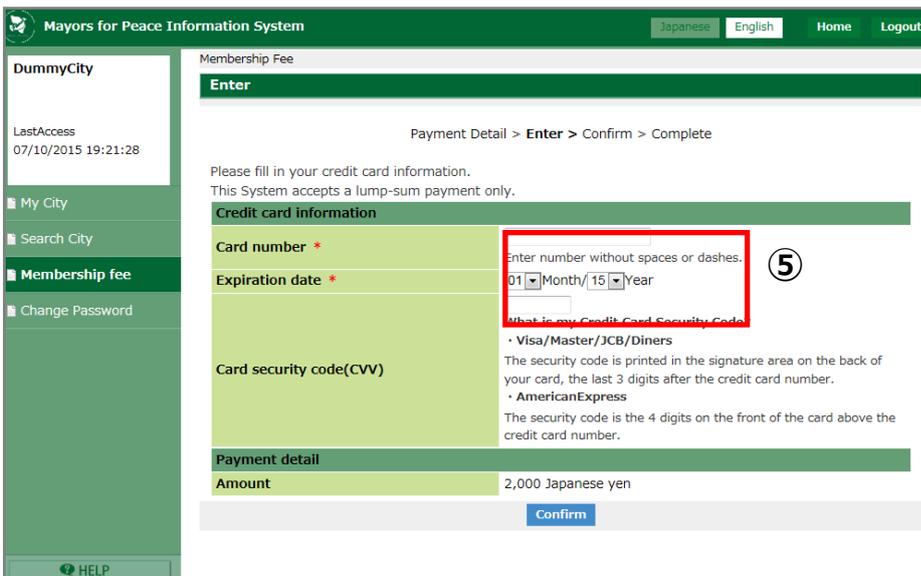
Membership fee screen

- ④ Payment Detail screen opens.
Click the [Continue] button.



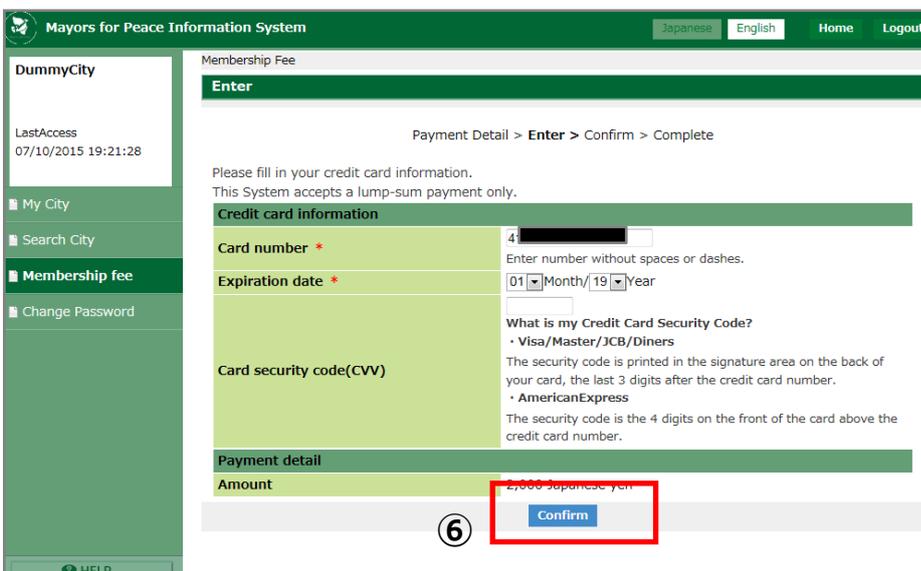
Payment Detail screen

- ⑤ Enter screen opens.
Enter the card information.



Enter screen

- ⑥ After entering information, click the [Confirm] button.



Enter screen

- ⑦ Payment Confirmation screen opens.
Click the [Pay now] button.



Please wait for a while until the result is displayed on the screen.

Payment Confirmation screen

- ⑧ When your payment has been successful, Payment Results screen opens.
Click the [Next] button.



Please make sure you click the [Next] button to complete the payment process.



If you receive an error message on the screen, please refer to Page 22 of this manual.

Payment Results screen

- ⑨ Membership fee finish screen opens.
Click the [Go to Membership fee] button.



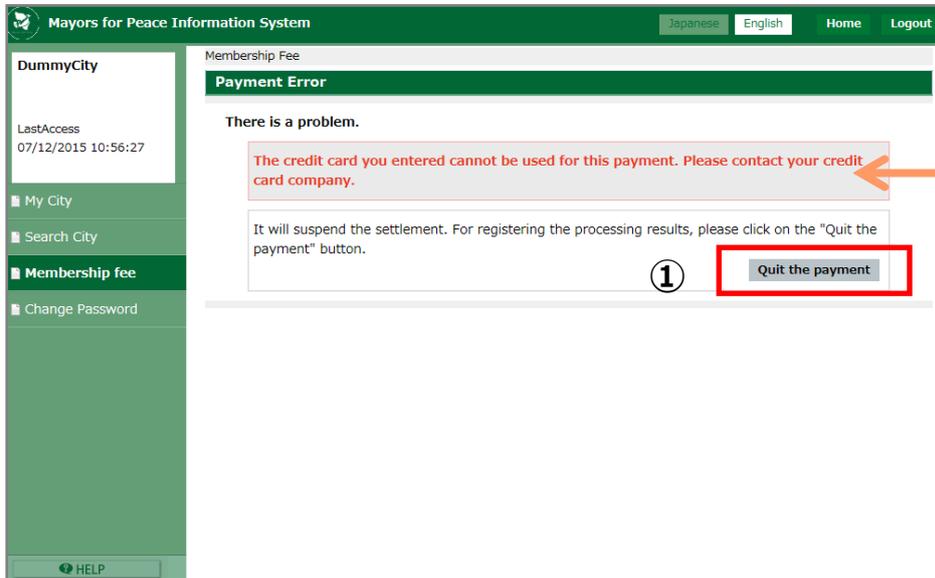
Please make sure you click the [Go to Membership fee] button to complete the payment process correctly.

Membership fee finish screen



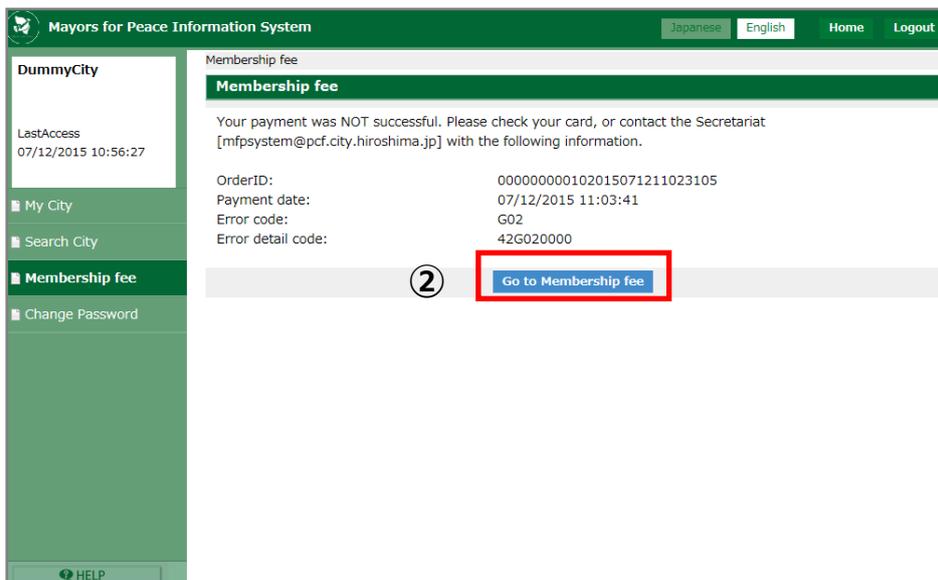
If you receive an error message after you click the [Pay Now] button, please check the following points.

- 1 Click the [Quit the payment] button.



Payment error screen

- 2 Membership fee finish screen opens.
Click [Go to Membership fee] button, then enter the card information again.



Membership fee finish screen



Here are common reasons for failed payments.

- An invalid credit card number.
- Insufficient funds

If you fail to pay, please try again from the Membership fee screen, or consult with your credit card company.

If the problem is still not solved, please contact the Mayors for Peace Secretariat [mfpsystem@pcf.city.hiroshima.jp] with the following information.

- OrderID
- Error details code