# **Mayors for Peace Information System**

**Operating Manual** 

**For Member Cities** 

(English)

## Introduction

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

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## 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



#### 1-3. Main functions



\*1: Function available only for member cities.

\*2: Only the Secretariat can post information.

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



\*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.

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

### 2-1. Conditions for using the system

#### (1) System requirements

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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
    - Sarafi

#### 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. Back (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.

%	
• You cannot use this character.	

#### (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

Mayors for Peace Info	ormation System			Japanese English	Home Logout	Head
DummyCity	Portal					
Last Access	Bulletin Board			System time is Japan time	(+0900 UTC/GMT).	
07/11/2015 21:44:06	Designation	Date of Post		Title	*	
	Notices	07/10/2015	Notice of meeting			
My City						
Search City						
🗎 Membership Fee					-	
Change Password	٩				P	
HELP						
						Conte

#### Menu

#### Header

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

#### Menu

- At the top, it displays the user name and the date and time of last login.
- $\cdot$  At the center, it displays available menus.
- $\cdot\,$  [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.



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#### 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.

Mayors for Peace In	formation System			Japanese	English	Home Lo	gout
DummyCity	Search City						
buildingency	Search Criteria						
Last Access	Municipality name		Du				
07/11/2015 21:44:06	Area			-	]		
	Country				•		
🗈 My City	Executives			•			
	Date of Registration						
Search City	Keyword						
🗎 Membership Fee			Search			Clear	
Change Password	Search Results						
		1	1 2 Ne	ext	2 lines:	30 💌 total:58	3
	Municipality name	Area	3	Country 🕈	Membership	Edit	<b>4</b>
	DummyCity	Oceania		Australia	member	Edit	
	DummyCity6	Oceania		Australia	member		
	DummyCity7	Oceania		Australia	member		
	DummyCity8	Oceania		Australia	member		
	DummyCity9	Europe		Belgium	member		(5)
	DummyCity10	Europe		Bosnia and Herzego vina	member		
<b>@</b> HELP	DummyCity11	North America		Canada	member		

#### 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 apprear 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	
May	平和首長会議情報システム Mayors for Peace Information System	<ol> <li>Enter your Login ID and password.</li> <li>Click [Login] button.</li> </ol>
	ログインID・パスワードを入力してください Please enter your login information. ログインID/LoginID パスワード/Password <u>パスワードをお忘れですか?</u> Forgot your Password? ログイン/Login	
		Login Screen
P screen.	he first time you log in, you will be r lease login again after you create a	equired to reset your password. new password following the instructions on the
Change F	Password	
Chan	ge Password	
	s is your first login, please change your password for greater security.	
As thi	,	
As thi New	Password * Use 6 to 40 alphanumeric characters.	

### 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.
- ④ If you want to continue to use system, please click [TOP]button. Login screen will open.

Logout		
You have logged out from this system.		
	Тор	

## 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.

④ Password has been changed.

Change Password	
Finish	
Your new password has been confirmed.	Confirmation
Go to Change Password	Change

Confirmation Screen for the Password Change

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

平和首長会議情報システム Mayors for Peace Information System	
ログインID・パスワードを入力してください Please enter your login information. ログインID/LoginID パスワード/Password ① パスワードをお忘れですか? Forgot your Password? ログイン/Login	
	Login Scree

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

つ、L 問会社 / Account Accietance
ステムに登録済みのEメールアドレスを入力してください。認証処理が完了したらメールを送信します。 se enter the email address under which your account is registered. After authenticating your email address, we will send you an ei
ルアドレス/Email Address *
認証/Text Verification * ② 別の画像を表示 /Refresh Image 上の画像に表示されている文字を入力してください。 Type the text you see in the picture above.
送信/Continue

- · Email Address : Enter your e-mail address you have registered in the system.
- Text verification : Enter the "Vertification" 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.)



 $\Lambda$ 

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.

アカウント問合せ/Account Assistance		
本システムに登録済みのEメールアドレスを入力 Please enter the email address under which	してください。認証処理が完了したらメールを送信します。 your account is registered. After authenticating your email address, we will send you an email.	
メールアドレス/Email Address *	sample@samplemfp.co.jp	
画像認証/Text Verification *	<ul> <li>         ・別の画像を表示 /Refresh Image         hmZVRp         上の画像に表示されている文字を入力してください。         Type the text you see in the picture ab we.     </li> </ul>	
	(4) 送信/Continue	'

Account Assistance Screen

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 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 negages. 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. Rease re-enter a valid email address.	ード初期化用のメールを送信しました。(isample) ctions to reset your password have been sent	@samplemfp.co.jp) to your email address.(sample@samplemfp.co.jp)	
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 negages. If the system fails to authenticate the entered email address, you will receive an error message shown below. Cick the [Back]button to confirm your entries. Please re-enter a valid email address. Very for the production of the system and address. Very for the production of the system address. Please re-enter a valid email address. Very for the production of the system address of th	(	開じる/Close	Account Assistance Results Scre
<image/>	Account assistan You will receive a entered email ad pages.	ce has not yet completed. an email titled [Instructions for changin dress. Please change the password foll	ng your password] to the owing the steps on the ne
R3/Back         R2TJ-/AUTHENTICATION-ERROR         Abstable	If the system fail error message sh Click the [Back]b Please re-enter a	s to authenticate the entered email add nown below. utton to confirm your entries. valid email address.	dress, you will receive an
アカウント間合せ/Account Assistance たシステムに登録済みのモメールアドレスを入力してください。認証処理が完了したらメールを送信します。 Please enter the email address under which your account is registered. After authenticating your email address, we will send you an email. メールアドレス/Email Address * 画像認識/Text Verification * の 別の運像を表示 /Refresh Image 上の画像に表示されている文字を入力してください。 Type the text you see in the picture above. Account Assistance Screen	民名/Back	認証エラー/AUTHENTICATION-ERROR トゥナッカモンールマドレックを持ちりていませく	
アカウント聞合せ/Account Assistance         本システムに登録済みのEメールアドレスを入力してください。認証処理が完了したらメールを送信します。         Please enter the email address under which your account is registered. After authenticating your email address, we will send you an email.         メールアドレス/Email Address *         Sample@samplemfp.co.p         ● 別の画像を表示 /Refresh Image         上の画像に表示されている文字を入力してください。         Type the text you see in the picture above.		NDC10ECタールケイマンAlestwe CitCols EN。 システム管理者で通路してください。 Your Email Address is not in our system. Contact system administrator.(PS-CGIN-E0207)	Account Assistance Error Screen
上の画像に表示されている文字を入力してください。 Type the text you see in the picture above. Account Assistance Screen		NDC10ECPTIVF1VCAlestrate(LUVSED)。 システム管理者(LIBBIOTCACE) Your Email Address is not in our system. Contact system administrator.(PS-CGIN-E0207)	Account Assistance Error Screen
送信/Continue	アカウント関合せ/Account Assistan 本システムに登録済みのEメールアドレス Please enter the email address under w メールアドレス/Email Address * 画像設証/Text Verification *	SZA 位理信で選邦してください。 SZA 位理信で選邦してください。 Your Email Address is not in our system. Contact system administrator.(PS-CGIN-E0207) Contact system administrator.(PS-CGIN-E0207)	Account Assistance Error Screen

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



\*The screen shown above is an example. The black parts will be replaced ty 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.

パスワード変更/Change Password		
パスワード変更/Change Password		
新しいパスワードを入力してください。 Please enter new password.		
<b>新しいバスワード/New Password *</b> 6文字以上40文字以内で設定してください	<sup>6</sup> /Use 6 to 40 alphanumeric characters.	
パスワード(確認)/Re-enter Password *		Chang
衮更/Confirm New Pa	ssword	2.10.19

• 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.
- <sup>(III)</sup> Click the [Confirm New Password]button.

パスワード変更/Change Password	
バスワード変更/Change Password	
新しいパスワードを入力してください。 Please enter new password.	
新しいパスワード/New Password *	●●●●●●●●●●● 6文字以上40文字以内で設定してください。/Use 6 to 40 alphanumeric characters.
パスワード(確認)/Re-enter Password *	*******
	委更/Confirm New Password

① 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.

パスワード変更/Change Password	
バスワード変更/Change Password	
パスワードの変更が完了しました Your new password has been confirmed.	
ログイン/Log	in

Confirmation Screen for the Password Change

Password Screen

## 7. About the portal screen

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

City System time is Japan time(+0900 UTC/GMT).  Builletin Board  Builletin Board  Builletin Board  Builletin Board  Board  Designation Notices Release date 07/10/2015 Title Notice of meeting Contents Here is the schedule for our next meeting.	Mayors for Peace Inform	nation System			Japanese English	Home	Logout
Ser53 Ser53 Ser53 Ser53 Ser53 Ser54		Portal					
Bulletin Board	- 11				System time is Japan time	(+0900 UTC/	'GMT).
P	50.50	Bulletin Board		1			
b Fee	2:58:53	Designation	Date of Post		Title		
Fee word P Bulletin Board Board Designation Release date 07/10/2015 Title Notices Release fate 07/10/2015 Title Notice of meeting Contents Here is the schedule for our next meeting.		Notices	07/10/2015	Notice of meeting	<u>ng</u>		
Fee vord			_				
sword  sword  b  b  b  b  c  c  c  c  c  c  c  c  c	<b>F</b>						
P  Bulletin Board  Board  Designation Release date 07/10/2015 Title Notice of meeting Contents Here is the schedule for our next meeting.	Fee	4					
Bulletin Board Board Designation Notices Release date 07/10/2015 Title Notice of meeting Contents Here is the schedule for our next meeting.	ord						
P Bulletin Board Board Designation Notices Release date 07/10/2015 Title Notice of meeting Contents Here is the schedule for our next meeting.							
Bulletin Board Board Designation Release date 07/10/2015 Title Notice of meeting Contents Here is the schedule for our next meeting.							
Bulletin Board Board Designation Release date 07/10/2015 Title Notice of meeting Contents Here is the schedule for our next meeting.							
Bulletin Board Board Designation Notices Release date 07/10/2015 Title Notice of meeting Contents Here is the schedule for our next meeting.							
HELP Bulletin Board Board Designation Release date 07/10/2015 Title Notice of meeting Contents Here is the schedule for our next meeting.							
Bulletin Board         Board         Designation       Notices         Release date       07/10/2015         Title       Notice of meeting         Contents       Here is the schedule for our next meeting.							
Bulletin Board Board Designation Notices Release date 07/10/2015 Title Notice of meeting Contents Here is the schedule for our next meeting.							
Bulletin Board Board Designation Notices Release date 07/10/2015 Title Notice of meeting Contents Here is the schedule for our next meeting.	HELP						
Bulletin Board Board Designation Release date 07/10/2015 Title Notice of meeting Contents Here is the schedule for our next meeting.					¥		
Bulletin Board Board Designation Release date 07/10/2015 Title Notice of meeting Contents Here is the schedule for our next meeting.							
Board         Designation       Notices         Release date       07/10/2015         Title       Notice of meeting         Contents       Here is the schedule for our next meeting.		Bulletin Board					
DesignationNoticesRelease date07/10/2015TitleNotice of meetingContentsHere is the schedule for our next meeting.		Board					
Release date     07/10/2015       Title     Notice of meeting       Contents     Here is the schedule for our next meeting.		Designation		Notices			
Title       Notice of meeting         Contents       Here is the schedule for our next meeting.		Release date	2	07/10/2015			
Contents Here is the schedule for our next meeting.		Title		Notice of meeting			
		Contents		Here is the schedule	e for our next meeting.		

## 8. Search and view member city information

#### 8-1. Search member city information

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

Mayors for Peace I	information System		Japanese English	Home	Logout
DummyCity	Search City				
	Search Criteria			_	
Last Access 07/12/2015 02:58:53	Municipality name Area Country Executives		•		2
Search City	Date of Registration			_	
Membership Fee	кеумога	Search		, I	Clear
Change Password	Search Results				
	Please enter your search criteria, then click	the search button.			
HELP					

② Specify the search criteria.

<ul> <li>Municipality name</li> </ul>	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.
<ul> <li>Executives</li> </ul>	Select President, Vice-President or Executive.
<ul> <li>Date of Registration</li> </ul>	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.

	Search Criteria							
Access	Municipality name	Dum	ı					
2/2015 02:58:53	Area			•				
	Country			•				You can change the sorting
iity	Executives		•					and an by alialying the bondar
	Date of Registration		ii ~			E		order by clicking the header
ch City	Keyword							the search results list
		3	Search		Clear			Municipality name
	Search Results							• Area
				lines:	30 <b>T</b> total:20			Country
				intes.		,	- T	Country
	Municipality name	Area 个	Country	Membership	Edit		Ť	country
	Municipality name DummyCity	Area 个 Africa	Country Uganda	Membership member	Edit		Ť	country
	Municipality name DummyCity DummyCity2	Area 1 Africa Asia	Country Uganda Iran	Membership member member	Edit			Country
	Municipality name DummyCity DummyCity2 DummyCity(Hiroshima)	Area 1 Africa Asia Asia	Country Uganda Iran Japan	Membership member member member	Edit			country
	Municipality name DummyCity DummyCity2 DummyCity (Hiroshima) DummyCity (Hiroshima) Japan	Area 1 Africa Asia Asia Asia Asia	Country Uganda Iran Japan Japan	Membership           member           member           member           member           member           member	Edit		Ĭ	Country
	Municipality name DummyCity2 DummyCity2(Hiroshima) DummyCity2(Hiroshima) Japan DummyCity2(Hiroshima)	Area↑ Africa Asia Asia Asia Asia	Country Uganda Iran Japan Japan Japan	Membership           member	Edit			Country
	Municipality name DummyCity DummyCity2 DummyCity(Hiroshima) DummyCity((Hiroshima) Japan DummyCity2(Hiroshima) DummyCity4	Area↑ Africa Asia Asia Asia Asia Asia Asia	Country Uganda Iran Japan Japan Japan Japan	Membership           member	Edit			
	Municipality name DummyCity DummyCity2 DummyCity(Hiroshima) DummyCity((Hiroshima) Japan DummyCity2((Hiroshima) DummyCity4 DummyCity4 DummyCity5	Area↑ Africa Asia Asia Asia Asia Asia Asia Asia	Country Uganda Iran Japan Japan Japan Japan Japan	Membership           member           member	Edit		Sea	arch City screen

## 8-2. View member city information

① Click the [municipality name] in the list of results. Detail screen opens.

·/ ·	Search City			
DummyCity	Search City		_	
	Detail			
act Accord	Back			
7/12/2015 02:58:53	City			
	Municipality name	DummyCity (Hiroshima) Japan		
My City	Municipality name kana			
	Area	Asia		
Search City	Country	Japan		
Memhershin Fee	Prefecture in Japan	Hiroshima		
	Japanese Local Goverment Code	999999		
Change Password	Municipalities in Japan	City		
	Address line1	1-5 Nakajima-cho, Naka-ku, Hiroshima		
	Address line2	730-0811		
	Address line3	JAPAN		
	Address line4			
	Telephone number	+81-82-242-7821		
	Fax number	+81-82-242-7452		
	Official website	http://www.mayorsforpeace.org/jp/		
	Official E-mail			
	Population			
0.000	Census date			
<b>W</b> HELP	Official language		^	
	Membership			
	Membership	member	- 11	
	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	- III	
	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			
	Mavor's Telephone number			
	Mayor's Fax number			
	Mavor's Email			
	Contact			
	Department		- 11	
	Position		E	
	Name	Heiwa		
	Email	dummy@pcf.city.hiroshima.ip		
	Lindi			Detail scr
	Back			2 00011 001
			Ψ	

## 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.



② Click the [Edit] button.

DummyCity	My City					<b>^</b>	
	Detail						
Last Access	Confirmed data		Current Status	Confirmed 07	/11/2015		
07/12/2015 02:58:53	City					=	
	MunicipalID	9010					
My City	Municipality name	ity					
	Municipality name kana						
Search City	Area	Oceania					
Membership Fee	Country	Australia					
	Prefecture in Japan						
Change Password	Japanese Local Goverment Code						
	Municipalities in Japan						
	Address line1	1-5 Nakajima-cho					
	Address line2	Naka-ku, Hiroshima					
	Address line3						
	Email5						
	Email6						

Please check the registered information and correct/update them.

My City		
Y		Deve and lose and subject
Edit		Depending on what
Back		status of editing you
Confirmed data	Current Status:Confirmed 07/11/2015	in different buttons
City		in, afferent buttons
MunicipalID	9010	displayed.
Municipality name	DummyCity	anopia, can
v Municipality name kana		
Area	Oceania	
ip Fee	Australia	
Prefecture in Japan	Addedid	
Japanese Local Goverment Code		
Municipalities in Japan		
Address lipe1	1 E Makajima sha	
Address inter	1-5 Nakajima-cho	
Address line2	Naka-ku, Hirosnima	
Address line3		
Address line4		
Telephone number		
Fax number		
Official website	http://www.mayorsforpeace.org/english/index	
Official E-mail		
LP Population		w
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	Mayar	
	Mayor	
Gender	Male	
Term of address	Mayor	
	Taro Heiwa	
Name of the mayor *		
Name of the mayor * Date of assumption of office	07/01/2015	
Name of the mayor * Date of assumption of office Date of exit from office	07/01/2015	
Name of the mayor * Date of assumption of office Date of exit from office Mayor's Telephone number	07/01/2015	
Name of the mayor * Date of assumption of office Date of exit from office Mayor's Telephone number Mayor's Fax number	07/01/2015	
Name of the mayor * Date of assumption of office Date of exit from office Mayor's Telephone number Mayor's Fax number Mayor's Fax number	07/01/2015	
Name of the mayor * Date of assumption of office Date of exit from office Mayor's Telephone number Mayor's Fax number Mayor's Fax number Contact	07/01/2015	
Name of the mayor * Date of assumption of office Date of exit from office Mayor's Telephone number Mayor's Fax number Mayor's Email Contact Department	07/01/2015	
Name of the mayor * Date of assumption of office Date of exit from office Mayor's Telephone number Mayor's Fax number Mayor's Email Contact Department Position	07/01/2015	
Name of the mayor * Date of assumption of office Date of exit from office Mayor's Telephone number Mayor's Fax number Mayor's Email Contact Department Position Name	07/01/2015	
Name of the mayor * Date of assumption of office Date of exit from office Mayor's Telephone number Mayor's Fax number Mayor's Email Contact Department Position Name Email *	07/01/2015	
Name of the mayor * Date of assumption of office Date of exit from office Mayor's Telephone number Mayor's Fax number Mayor's Email Contact Department Position Name Email * Decontemet2	07/01/2015	
Name of the mayor * Date of assumption of office Date of assumption of office Mayor's Telephone number Mayor's Fax number Mayor's Email Contact Department Position Name Email * Department2 Department Department Department Department Department De	07/01/2015	
Name of the mayor * Date of assumption of office Date of assumption of office Mayor's Telephone number Mayor's Fax number Mayor's Email Contact Department Position Name Email * Department2 Position2	07/01/2015	
Name of the mayor * Date of assumption of office Date of assumption of office Mayor's Telephone number Mayor's Fax number Mayor's Email Contact Department Position Name Email * Department2 Position2 Name2	07/01/2015	
Name of the mayor * Date of assumption of office Date of exit from office Mayor's Telephone number Mayor's Fax number Mayor's Email Contact Department Position Name Email * Department2 Position2 Name2 Email2	07/01/2015	
Name of the mayor * Date of assumption of office Date of exit from office Mayor's Telephone number Mayor's Fax number Mayor's Email Contact Department Position Name Email * Department2 Position2 Name2 Email2 Department3	07/01/2015	
Name of the mayor * Date of assumption of office Date of assumption of office Mayor's Telephone number Mayor's Fax number Mayor's Email Contact Department Position Name Email * Department2 Position2 Name2 Email2 Department3 Position3	07/01/2015	
Name of the mayor * Date of assumption of office Date of assumption of office Mayor's Telephone number Mayor's Fax number Mayor's Email Contact Department Position Name Email * Department2 Position2 Name2 Email2 Department3 Position3 Name3	07/01/2015	
Name of the mayor * Date of assumption of office Date of exit from office Mayor's Telephone number Mayor's Fax number Mayor's Email Contact Department Position Name Email * Department2 Position2 Name2 Email2 Department3 Position3 Name3 Email3 Email3	07/01/2015	
Name of the mayor * Date of assumption of office Date of exit from office Mayor's Telephone number Mayor's Fax number Mayor's Email Contact Department Position Name Email * Department2 Position2 Name2 Email2 Department3 Position3 Name3 Email3 Email3 Email4	07/01/2015	
Name of the mayor * Date of assumption of office Date of assumption of office Mayor's Telephone number Mayor's Fax number Mayor's Email Contact Department Position Name Email * Department2 Position2 Name2 Email2 Department3 Position3 Name3 Email3 Email4 Email4 Email5	07/01/2015	Β
Name of the mayor * Date of assumption of office Date of assumption of office Mayor's Telephone number Mayor's Fax number Mayor's Email Contact Department Position Name Email * Department2 Position2 Name2 Email2 Department3 Position3 Name3 Email4 Email4 Email5 Email6	07/01/2015	

< <b>City&gt;</b> • 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)
< <b>Mayor&gt;</b> <ul> <li>Title of Authority :</li> </ul>	Enter the Title of Authority, such as Mayor, Governor etc. (up to 50 characters.)
• Gender :	Select the Gender.
$\cdot$ Term of address :	Enter Mr., Ms., Dr., Cllr., Atty., etc. (up to 50 characters.)
$\cdot$ 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.

## Mayors for Peace Information System

Operating Manual For Member Cities

<contact></contact>		
• Department :		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
• Position :		of your city information. Please enter most appropriate Department, Position and Name in charge of Mayors for Peace activities for this
• Name :		condition. (up to 100 characters in each line.)
• Email:		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:		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
• Department3 :		information are shared only with the Secretariat and used as recipients of our monthly News Flash and so on.
• Position3 :	-	,
• Name3 :		
• Email3:		
• Email4		
• Email5		
• Email6		

4 Click the [Confirm] button.

DummyCity	My City			<u> </u>	
,	Edit				Depending on what
	Back				status of editing you are
ast Access 7/12/2015 02:58:53	Confirmed data	Current Stat	s:Confirmed 07/11/2	2015	in, different buttons are
/12/2015 02.50.55	City			-	displayed
	MunicipalID	9010			uispiayeu.
	isipality name				
	Position2	General affairs section			I
	Position2 Name2	General affairs section Dummy Name2			
	Position2 Name2 Email2	General affairs section Dummy Name2 dummy2@pcf.city.hiroshima.jp			
	Position2 Name2 Email2 Department3	General affairs section Dummy Name2 dummy2@pcf.city.hiroshima.jp			
	Position2 Name2 Email2 Department3 Position3	General affairs section Dummy Name2 dummy2@pcf.city hiroshima.jp			
	Position2 Name2 Email2 Department3 Position3 Name3	General affairs section Dummy Name2 dummy2@pcf.city.hiroshima.jp			
	Position2 Name2 Email2 Department3 Position3 Name3 Email3	General affairs section Dummy Name2 dummy2@pcf.city.hiroshima.jp			
Change Password	Position2 Name2 Email2 Department3 Position3 Name3 Email3 Email4	General affairs section Dummy Name2 dummy2@pcf.city.hiroshima.jp			
Change Password	Position2 Name2 Email2 Department3 Position3 Name3 Email3 Email4 Email5	General affairs section Dummy Name2 dummy2@pcf.city.hiroshima.jp		Е	
Change Password	Position2 Name2 Email2 Department3 Position3 Name3 Email3 Email4 Email5 Email6	General affairs section Dummy Name2 dummy2@pcf.city.hiroshima.jp			

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

Mayors for Peace	Information System			Japanese	English	Home	Logout	
ummyCity	My City							•
,	Confirm							
	Back							L
ast Access	Confirmed data			Current Sta	tus:Confirme	ed 07/11/2	2015	
, 12, 2013 02.30.33	City							
	MunicipalID							L
Membership Fee			A					
Change Deceword	Position2		Australia General affairs section					Т
Change Fassword	Name2		Dummy Name2					
	Email2		dummv2@pcf.citv.hird	oshima.ip				
	Department3		/ 2/ /				_	
	Position3							1
	Name3							l
	Email3							l
	Email4						:	=
	Email5							
	Email6							
0.00	Back	Save		Send		(5)		
<b>Q</b> HELP						<u> </u>		*

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

Mayors for Peace Ir	Iformation System	Japanese English	Home Logout	
DummyCity	My City Finish			The status will be
Last Access 07/12/2015 02:58:53	Updated infromation has been sent to the Hiroshima Secretariat. Current Status:Pending Confirmation Go to My City			"Pending Confirmation"
My City				
Search City				
Membership Fee				
E Change Password				Pending Confirmation
• HELP				Finish Screen

լլա

anding Confirmation" you cannot adit your city information

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 Confimation, click the [Show editing-data] button.



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.

Mayors for Peace I	nformation System		Japanese English Home Logout	t	
DummyCity	My City			^	
	Detail				
Last Assocs	Confirmed data		Current Status:Pending Confirmation 07/12/2015		( <b>1</b> )
07/12/2015 03:45:46	City			=	
	MunicipalID	9010			
My City	Municipality name	Dumm	ıyCity		
	Municipality name kana				
🗎 Search City	Area	Ocean	ia	-	
Membershin Fee	Country	Austra	lia		
	Prefecture in Japan				
Change Password	Japanese Local Goverment Code				
	Municipalities in Japan				
	Address line1	1-5 Na	akajima-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				Datail agreen
	Population				Detail screen
HELP	Census date			-	

## 9-3. Re-edit information and update

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



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

Mayors for Peace	Information System	Japanese English	Home Logout
DummyCity	My City		^
	Edit		
act Accord	Back		
7/12/2015 03:45:46	Provisional data	Current Status:Denie	ed 07/12/2015
	City		
	MunicipalID	9010	
		Australia	
Change Password	Position2	General affairs section	
	Name2	Dummy Name2	
	Email2	dummy2@pcf.city.hiroshima.jp	
	Department3		
	Position3		
	Name3		
	Email3		
	Email4		E
	Email5		
	Email6		
HELP	Back	Previous data Confirm	Delete Edit screen
			<b>_</b>
[Previo	ous datal button		[Delete] hutton
LITCH			
If you	want to check the co	ntants of the providus	If you want to delete this content not
II you			If you want to delete this content not
confirm	ned data, click this bu	ltton.	reflected in the system, click this butt
Previo	usly confirmed-data is	s displayed on the screen.	
Please	check nage 12 for m	ore information	

Confirm screen

(4) Confirm screen opens. Click the [Send] button.

DummvCity	My City	
	Confirm	
	Back	
Last Access 07/12/2015 03:45:46	Provisional data	Current Status:Denied 07/12/2015
.,,	City	
	MunicipalID	9010
	"by name	
		Australia
Change Password	Position2	General affairs section
	Name2	Dummy Name2
	Email2	dummy2@pcf.city.hiroshima.jp
	Email2 Department3	dummy2@pcf.city.hiroshima.jp
	Email2 Department3 Position3	dummy2@pcf.city.hiroshima.jp
	Email2 Department3 Position3 Name3	dummy2@pcf.city.hiroshima.jp
	Email2 Department3 Position3 Name3 Email3	dummy2@pcf.city.hiroshima.jp
	Email2 Department3 Position3 Name3 Email3 Email4	dummy2@pcf.city.hiroshima.jp
	Email2 Department3 Position3 Name3 Email3 Email4 Email5	dummy2@pcf.city.hiroshima.jp
	Email2 Department3 Position3 Name3 Email3 Email4 Email5 Email6	dummy2@pcf.city.hiroshima.jp

5 Finish screen opens.

Mayors for Peace In	formation System	Japanese English	Home	Logout		
DummyCity	My City				1	
b animy ency	Finish					
Last Access 07/12/2015 03:45:46	Updated infromation has been sent to the Hiroshima Secretariat. Current Status:Pending Confirmation Co to My City					The status will be "Pending
🖹 My City						Confirmation"
Search City						
Membership Fee						
E Change Password						Pending Confirmation
HELP					Fini	ish screen

av numbe

Operating Manual For Member Cities

<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. nmyCity Edit Back ast Access 7/12/2015 11:09:23 Provisio City Current Status:Editing 07/12/20 al data nicipalID nicipality name nicipality name kana 9010 DummyCity "Provisional data" Dceania Australia Area Country data ture in Japan ese Local Go alities in Japan s line Data not refrected in the system Email5 Email6 Back Back nst Access 7/12/2015 11:09:23 Current Status:Editing 07/12/2015 City cipalID cipality name cipality name kana 9010 DummyCity Previously Australia ountry confirmed-data ecture in Japan ese Local Gov alities in Japan ss line1 L-5 Nakajima-cho ess line2 ika-ku, Hiro Data reflected in the system ss line3 ss line4

## 9-4. Delete information being edited

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

Mayors for Peace	Information System		Japanese English	Home	Logout
DummvCity	My City				^
,	Detail				
1 + A	Confirmed data		Current Status:Edit	ing 07/12/	2015
07/12/2015 03:45:46	City				
	MunicipalID	9010			
	Municipality name	DummyCity			
	Municipality name kana				
Search City	Area	Oceania			
Membershin Fee	Country	Australia			
Phembership ree	Prefecture in Japan				
Change Password	Japanese Local Goverment Code				
	Municipalities in Japan				
	Address line1	1-5 Nakajima-cho			
	Address line2				
	Fax number				
	Email5				
	Email6	(1)	)		
		Edit			
HELP	Consus auto				

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.

Mayors for Peace In	formation System		Japanese English	Home	Logout
DummyCity	My City				^
	Edit				
	Back				
ast Access 7/12/2015 03:45:46	Provisional data		Current Status:Editi	ng 07/12/20	15 _
,,12,2010 00110110	City				
My City	MunicipalID	9010			
my city	Municipality name	DummyCity			
Search City	Municipality name kana				
Membership Fee	Area	Oceania			
	Country	Australia			
Change Password	Prefecture in Japan				
	Japanese Local Goverment Code				
	Municipalities in Japan				
	Address line1	1-5.Nakajima aho			
	Email5				
	Email6				
<b>@</b> HELP	Back	Previous data Confirm		Dele	ete

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

Mayors for Peace I	nformation System		Japanese English	Home	Logout
DummyCity	My City				
	Confirm				
Last Access	Back				
07/12/2015 03:45:46	City				
	MunicipalID	9010			
🖹 My City	Municipality name	DummyCity			
Search City	Back	Delete			
		<b>④</b>			
Membership Fee		$\odot$			
🗎 Change Password					

⑤ Finish screen opens.

Mayors for Peace I	nformation System	Japanese	English	Home	Logout
DummyCity	My City				
	Finish				
Last Access	delete has been completed.				
07/12/2015 03:45:46	Go to My City				
My City					
Search City					
Membership Fee					
🗎 Change Password					

## 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.

Amount * 2,000 Japanese yen Other After review your payment amount, click the Make Payment button. My City Membership fee Change Password Change Password Change Dassword Change Dassword	Amount *				
My City         Make Payment           Search City         Transaction History           Membership fee         Iines: 30 ● total:2           Change Password         Fiscal year         Payment date ↓         OrderID         Amount         Result           2015         07/12/2015         000000001020150         Completed         G02 + 42G020000           2015         07/12/2015         000000001020150         2 000 Japanese yen         Completed	After review yo	ur payment amount, o	● 2,000 Japane ○ Other click the Make Payment b	ise yen utton.	
Search City         Transaction History           Innes: 30 ■ total:2           Fiscal year         Payment date ↓         OrderID         Amount         Result           2015         07/12/2015         000000001020150 71211023105         -         Error G02 + 42G020000           2015         07/12/2015         00000000120150         2 000 Japanese yen         Completed			Make Paymer	ıt	
Change Password         Fiscal year         Payment date ↓         OrderID         Amount         Result           2015         07/12/2015         00000001020150 71211023105         000000001020150 2000         Error G02 + 42G020000           2015         07/12/2015         000000001020150         2 000 Japanese yen         Completed	Transaction I	History			lines: 30 💌 total:2
Change Password         2015         07/12/2015         000000001020150 71211023105         Error G02 · 42G020000           2015         07/12/2015         000000001020150         2 000 Japanese ven         Completed	Fiscal year	Payment date 🗸	OrderID	Amount	Result
2015 07/12/2015 000000001020150 2 000 Japanese ven Completed	2015	07/12/2015	000000001020150 71211023105	-	Error G02 • 42G020000
71210593331 2,000 Splates (chi completed	2015	07/12/2015	000000001020150 71210593331	2,000 Japanese yen	Completed
		Fiscal year 2015 2015	Transaction History       Fiscal year     Payment date ↓       2015     07/12/2015       2015     07/12/2015	Hake Paymer           Transaction History           Fiscal year         Payment date ↓         OrderID           2015         07/12/2015         000000001020150 71211023105           2015         07/12/2015         000000001020150 71210593331	Hake Payment           Transaction History           Fiscal year         Payment date ↓         OrderID         Amount           2015         07/12/2015         000000001020150 71211023105         -           2015         07/12/2015         000000001020150 71210593331         2,000 Japanese yen

### [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.



2 Choose the payment amount.

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

	© 2,000 Japanese yen 🖲 Other
Amount *	Please enter the case other than the above in here.(Please enter at 2,000 Japanese yen or more.)
	Japanese yen

③ Click the [Make Payment] button.

Mayors for Peace Ir	nformation System	Japanese English Home Logout
DummyCity	Membership fee	
	Membership Fee	
LastAccess 07/10/2015 19:21:28	Amount *       Other  After reviewing your payment amount click the Make Payment	anese yen
🖹 My City	(3) Make Paym	nent
🗎 Search City	Transaction History	
Membership fee	Transaction history does not exist.	
Change Password		
<b>Q</b> HELP		

Membership fee screen

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

Mayors for Peace	Information System		Japanese English	Home	Logout
DummyCity	Membership Fee				
5 anni y eity	Payment Detail				
		Payment Detail > Enter > Confirm	a > Complete		
07/10/2015 19:21:28		rayment betan > Enter > comm	r > complete		
	Currently, our online system ca	an only accept payment by credit ca	ird.		
My City	Payment detail	0.000 100000000000000000000000000000000			
	Amount	2,000 Japanese yen			
Search City	Payment method	Credit Card	1		
Membership fee		Continue			
		(4)			
Change Password		9			
<b>Q</b> HELP	1				

Payment Detail screen

(5) Enter screen opens.Enter the card information.

mmyCity	Membership Fee	
,	Enter	
stAccess 7/10/2015 19:21:28	Paym	ent Detail > Enter > Confirm > Complete
	Please fill in your credit card informat	ion.
ባv Citv	This System accepts a lump-sum pay	ment only.
	Credit card information	
Search City	Card number *	Enter number without spaces or dashes.
Membership fee	Expiration date *	01 • Month/ 15 • Year
Change Password	Card security code(CVV)	What is my Godit Cond Security Code         • Visa/Master/JCB/Diners         The security code is printed in the signature area on the back of your card, the last 3 digits after the credit card number.         • AmericanExpress         The security code is the 4 digits on the front of the card above the credit card number.
	Payment detail	
	Amount	2,000 Japanese yen
		Confirm

Enter screen

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

Mayors for Peace Inf	ormation System	Japanese English Home Logout
DummyCity	Membership Fee	
Dunniyerty	Enter	
LastAccess 07/10/2015 19:21:28	Payme	ent Detail > <b>Enter &gt;</b> Confirm > Complete
	Please fill in your credit card information	on.
My City	Credit card information	nene only.
Search City	Card number *	41 Enter number without spaces or dashes,
Membership fee	Expiration date *	01 • Month/ 19 • Year
Change Password	Card security code(CVV)	What is my Credit Card Security Code? • Visa/Master/ZB/Diners The security code is printed in the signature area on the back of your card, the last 3 digits after the credit card number. • AmericanExpress The security code is the 4 digits on the front of the card above the credit card number.
	Payment detail	
	Amount	
	Allouit	
	e	Confirm
<b>@</b> HELP		

## Mayors for Peace Information System

Operating Manual For Member Cities

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



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



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



## Mayors for Peace Information System

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

① Click the [Quit the paymente] button.



② Membership fee finish screen opens.

Click [Go to Membership fee] button, then enter the card information again.

Mayors for Peace Ir	nformation System		Japanese English	Home	Logout
DummyCity	Membership fee				
,,	Membership fee				
LastAccess 07/12/2015 10:56:27	Your payment was NOT success [mfpsystem@pcf.city.hiroshima	ful. Please check your card, or con .jp] with the following information.	tact the Secretariat		
	OrderID:	00000000102015071	211023105		
🗎 My City	Payment date:	07/12/2015 11:03:41			
🗎 Search City	Error detail code:	42G020000			
Membership fee	(	2 Go to Membership fee			
🖺 Change Password					
I HELP					

Ś

Here are common reasons for failed payments.

- An invalid credit card number.
- $\cdot$  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 [<u>mfpsystem@pcf.city.hiroshima.jp</u>] with the following information.

OrderID
 Error details code

36