# **Credit Card Payment Manual**

### Introduction

This manual explains how to make a payment using a credit card. The procedure is done online using a smartdevice or computer.

### **Available Functions**

The following online payment functions are available.

- Start a credit card payment (<u>Pay by credit card</u>)
- Change the credit card used for your payments (<u>Change credit card</u>)
- Check credit card payment details of past transactions (<u>Check payment details</u>)

## Error Screen

If an error message is displayed, please follow the instructions shown on the screen.

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#### Example of an error screen

# Pay by credit card (1/2)

### Enter your credit card information to process the payment.

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Confidential

### • Pay by credit card (2/2)

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Enter the credit card information for payment, and click or press **Confirm**.

### 💶 Memo

If you receive an error message, there is an error in the information entered. Check the details and enter the correct information.

4

Check the information on the screen and click or press **Submit**.

#### Important Important

After you submit, an identity authentication screen may appear. Please follow the instructions to authenticate your identity.

5

The Payment Information Submitted screen will appear.

Check the information shown on the screen and close the window.

### • Change the credit card (1/2)

This can be done when you have completed the credit card payment procedure. You can change the credit card used for payment after completing the <u>Pay by credit card</u> procedure and before the passport, visa, or ID certificate is issued.

If you haven't made a credit card payment yet, please refer to Pay by credit card.

1 2 3 5 5	Read the "Notes on use," check "I have read all the items noted above," and click or press I agree.
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المحمد	2 Check the details and click or press Edit card information. Memo The display language can be changed with the radio button at the top right of the screen. The selected language will be applied to all subsequent screens.

### • Change the credit card (2/2)

Payment due date	2022/12/1
(year/month/day)	2023/12/1
Payment amount	3PY 16,000
Card number Resured	(in single-byte numbers without a hyphen)
Expiration date (Repared)	Worth /      Viar
Name on card (Report)	(in single-byte alphabetical characters)
CVV Required	(in single-byte numbers)
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cv. policy	"KOKO PASS@" is a trademark of NTT DATA JAPAN CORPORA and is used with its product or service only in JAPAN. Copying & 0.023 NTT DATA JAPAN CORPORATION

KOKO PASS 1 ô \_\_\_\_ ô \_\_\_\_ Confirmation of Payment The following card details will be KOKO PASS 5 2 -0----\_å\_ Payment Information Submitted

3

Enter the new credit card information to be used for payment and click or press **Confirm**.

### 💵 Memo

If you receive an error message, there is an error in the information entered. Check the details and enter the correct information.

4

# Check the information on the screen and click or press **Submit**.

#### Important

After you submit, an identity authentication screen may appear. Please follow the instructions on the screen to authenticate your identity.



The Payment Information Submitted screen will appear.

Check the information shown and close the window.

## Check payment details (1/1)

After the payment is completed, you can check the status and details by accessing the specified URL.

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The "Payment Information Submitted" screen will appear.

Check the information shown and close the window.

#### Important

Please note that this function will be only available 30 days after the payment due date.