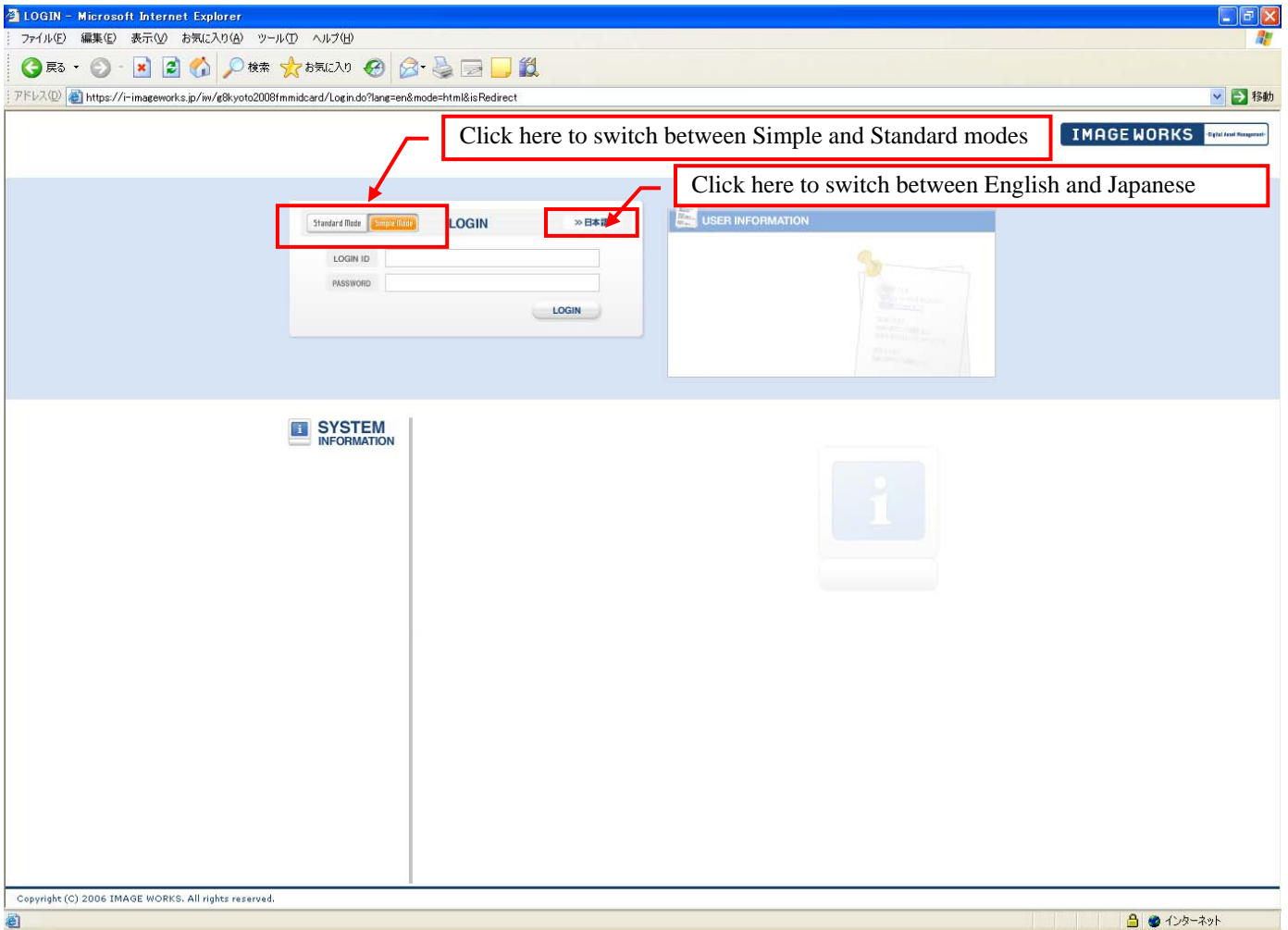


Introduction

The application system for Press ID cards (IMAGEWORKS) operates in **Simple Mode**.

Simple Mode should already be selected by default, but if it is not selected, then please click the **Simple Mode** button.

It is also possible to switch between English and Japanese.



Minimum Operating Environment

The minimum requirements for operating the application system for Press ID cards (IMAGEWORKS) are as follows:

Windows

OS: Windows 2000/XP
Browser: Internet Explorer 6.0
Firefox 1.5

Macintosh

OS: Mac OS X 10.4.x/10.3.9
Browser: Safari 2.0 (Mac OS X 10.4.x)
Safari 1.3 (Mac OS X 10.3.9)

Users of Mac OS 9 (minimum browser requirements are Netscape 7.02) may use it in Simple Mode.

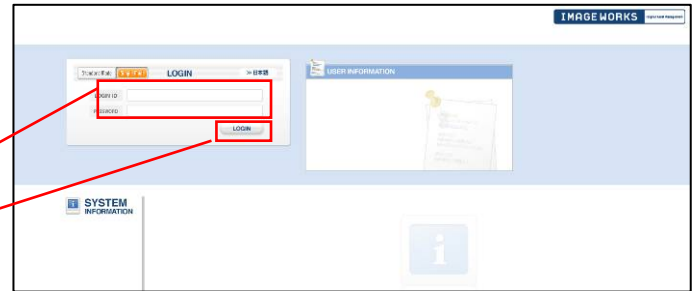
How to Upload

1 Logging In

Enter the login ID and password provided to you via e-mail in the displayed Login screen. Then click the Login button.

(1-1) Enter login ID and password

(1-2) Click the LOGIN button



Login Screen

2 Main Screen

When you have successfully logged in, the Main Screen will be displayed.

The Main Screen is set up as follows:

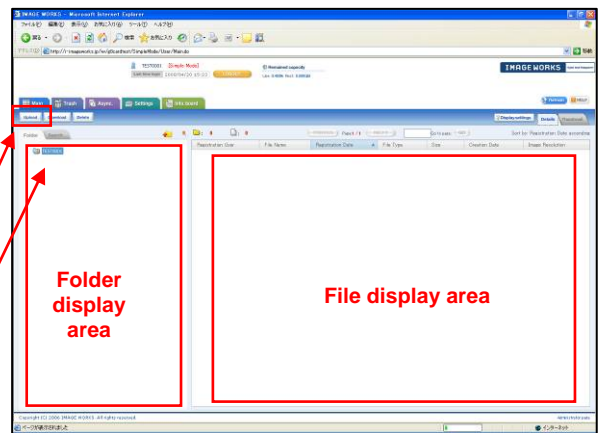
- Folder display area
- File display area

(2-1) Select the folder in the folder display area.

(2-2) Click the Upload button

“Upload” button

Folders



Main Screen

3 Registration Screen

When you click the Register button, the File Information Registration Window is displayed.

The following four files needed to apply for an ID are to be uploaded via the File Information Registration Window.

- The specified Excel file, filled out according to the instructions
- Face photograph data in JPEG format
- A PDF image data file that is a scan of your passport or personal ID
- A PDF image data file that is a scan of your certificate of employment

*About the facial photograph data:

Image file format: JPEG format

Image file size: Approx. 600KB

Upper body, facing the camera, without a hat or sunglasses, taken against a plain (blue, gray, or similar) background.

***Please rename the image file to your login ID when uploading it.**

*About the name of the PDF image of your scanned personal ID or passport:

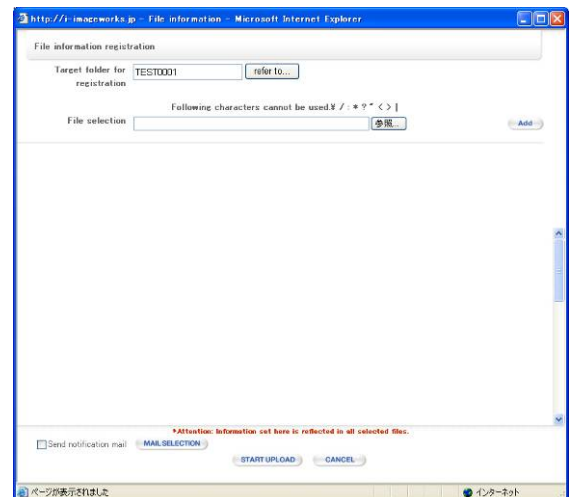
***Please rename the PDF image file to “A” plus your login ID when uploading it.**

E.g., If your Login ID is “TEST0001” then this PDF image file name should be “ATEST0001.pdf”

*About the PDF image data of your scanned certificate of employment:

***Please rename the PDF image file to “B” plus your login ID when uploading it.**

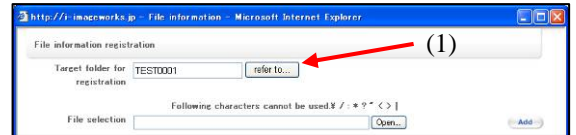
E.g., If your Login ID is “TEST0001” then this PDF image file name should be “BTEST0001.pdf”



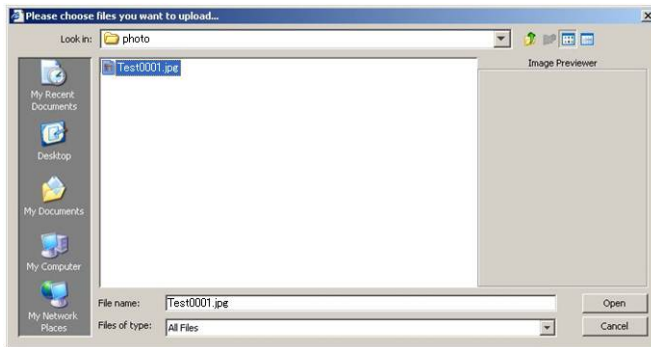
File Information Registration Window

3.1 Specifying Files to Be Uploaded

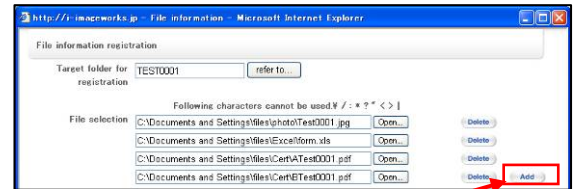
- Specifying the file to be uploaded
Click the “Refer to” button (1) and then choose the file you want to upload from the file selection dialogue (2).
- Each time you click the “Add” button (3), an extra file selection column will be added. Click the button so that four file selection columns are displayed select a file for each one.



File Information Registration Window



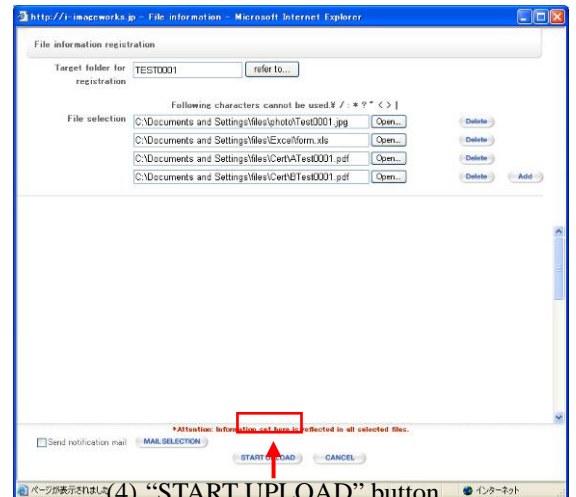
(2) File Selection Dialogue



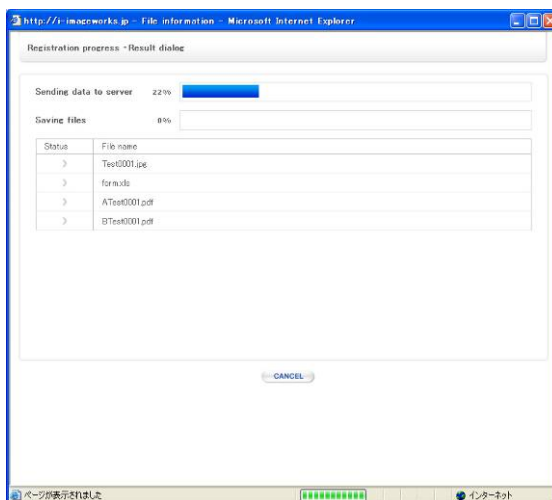
(3) “Add” button

3.2 Uploading Files

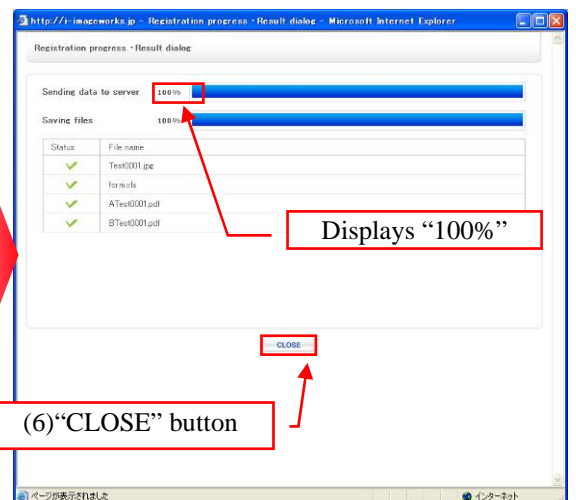
- When you have finished selecting the files, click the “START UPLOAD” button (4) at the bottom of the File Information Registration window.
- When you click the “Register” button, the “Registration Process/Results Dialogue” (5) will be displayed, and data upload will begin.
- When the percentages reach “100%” and the “Close” button (6) appears at the bottom, the upload is complete.
- Click the “Close” button (6) and close the “Registration Process/Results Dialogue.”



(4) “START UPLOAD” button



(5) “Registration Process/Results Dialogue”



Displays “100%”

(6) “CLOSE” button

When Uploading is Complete

