Certificate Issuance Service Operating Manual

For Companies

9.4.1th edition Sep. 11, 2023 NTT-W

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1 Introduction

1.1 Notes on Operation

System Requirements and Operation Confirmation Terminals

Classification	System requirements and supported terminals	
PC	Chrome	

*The operation confirmation terminals have been determined as a result of checking and do not guarantee proper operation.

*The images may not be properly displayed depending on the model or browser.

*The operation was confirmed with the latest version as of the date when it was performed.

*The service may be available from a terminal that does not meet the system requirements described in the terms of use or other than the operation confirmation terminals, but NTT West does not guarantee proper operation with such a terminal. Some of the screens may not be displayed or work correctly.

Inquiry about the System

♦ NTT West Call Center for Certificate Issuance Service (Only available in Japanese)

Phone	06-6809-4327 24/7
Reception hours	24 hours

*The screen images shown below are samples. For actual operation, follow the on-screen instructions.

2.1 How to Receive Certificates Sent Online

Screen Images	Steps	How to Operate
Email Message	1	When a user of Certificate Issuance Service issues a certificate for submitting to a company, the company will be notified by email as shown on the left.
To whom it may concern, We have received a request from OO… Following electronic certificate(s): Certificate of Graduation Please access the link below to check the certificate.		
https://***********************************	2	Read the content of the email and access the URL.

*The screen images shown below	w are samples. For actual operation, follow the on-screen instructions.
Screen Images	Steps How to Operate
LANG:日本語 ▼ The University メールアドレス入力 本人確認のため、申請者が指定したメールアドレスを入力して下さい メールアドレス メールアドレス メールアドレス (進む)	 3 Enter the email address of the recipient. [Notes] Enter the email address of the recipient. An error will occur and the next screen will not be displayed if the entered email address is incorrect. Click "Proceed (進む) ".
	Please follow the steps below if you want to switch the displayed language. (This is not necessary if you want to keep the displayed language as it is) Click the language selection pull-down to switch languages.
「The University メールアドレス入力 本人雑謡のため、申請者が指定したメールアドレスを入力して下さい メールアドレス 至 メールアドレス 選 ガールアドレス 選 大	6 Click the language you want to display in the pull-down.
LANG English v Please enter the email address designated by the applicant for identification. Mail address Mail address Mail address	7 The screen switches in the language you selected. Subsequent screens will be displayed in the selected language.

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*The screen images showr	n below are sample	es. For actual operation, follow the on-screen instructions.
Screen Images	Steps	How to Operate
Certificate information Exercical Leventoal Leventoal Leventoal Check code XXXXX-XXXXXX Preview Preview Preview Type Certificate A Certificate - ¥2tis 74Erry 6 Certificate - ¥2tis 74Erry 6 Submission Company A Fabric 4 - ¥2tis 74Erry 6 Certificate - ¥2tis 74Erry 6		Check the content of the submitted certificate displayed on the screen. The submitter of the certificate gets an email
Department to Department A Submit Person A Email addres to company-Algonample.com submit b Student information Name of Submitter A Submitter A Submitter remail submitter Algenzample com		to notify that you have checked the content when this screen is opened for the first time. See below for details of the items on the screen.
Certificate information	9	Check the information of the certificate and designated recipient displayed on the upper left of the screen.
Check code XXXX XXXX XXXX		► Check code
Type Certificate A		A code to identify the certificate. This is necessary when contacting us to inquire about the submitted certificate.
Submission Company A destination name		[Notes] The check code switches depending on the previewed certificates if there are multiple of them.
Department to Department A Submit		 Type A type of the certificate is displayed.
		 Submission destination name
Person in charge Person A		The company name of the designated recipient entered by the submitter is
Email addres to companyA@example.com		displayed.
submit to		 Department to submit
		The department name in charge entered by the submitter is displayed.
		Nothing is displayed if the submitter didn't enter this field.
		► Person in charge
		The name of the person in charge entered by the submitter is displayed.
		Nothing is displayed if the submitter didn't enter this field.
		 Email address to submit to
		The destination email address entered by the submitter is displayed.

Screen Images Steps How to Uperate Department to Department A Submit Person in charge Person A Email addres to company/A@example.com Submit to Ommersity A Name of University A Name of Submitter A Submitter Submitter A Submitter email submitter/A@example.com Office Submitter A Submitter A Submitter email submitter/A@example.com Image: Submitter A Submitter A Submitter email Submitter A Submitter A Submitter A Submitter A Submitter A Submitter A Submitter A Submitter A Submitter A		The screen images shown below	are sample	s. For actual operation, rollow the on-screen instructions.
Department to Department A Submit Person in charge Person A Email address to companyA@example.com Image: A companyA@example.com Student Information University A Image: A companyA@example.com Student information University A Image: A companyA@example.com Studentifer Submitter Submitter A Submitter Submitter A Submitter's email address is displayed. Name of Submitter A Submitter's email address is displayed. Submitter Submitter A Image: A companyA@example.com address Click "Download". Check the file of the certificate downloaded in zip format. Image: Ima	Scre	en Images	Steps	How to Operate
 Person in charge Person A Email address to companyA@example.com submit to Student information Name of University A University Name of Submitter A Submitter Submitter Submitter Submitter Submitter Submitter A@example.com address Click "Download". Check the file of the certificate downloaded in zip format. Click "Download". Check the file of the certificate downloaded in zip format. Notes • The submitter of again if you wist to download the file after closing the screen. • The space is will only or 3 months. It's not possible access the space after values of the certificate is n't displayed on the screen. Please use the tool to show PDF files such as Acrobat Reader and etc. Page numbers are shown on the bottom of the screen if there are multiple submitter as the page if there are multiple submitter detertificates. Click the page number to switch a page if 	Department to Submit	Department A	10	Check the information of the submitter displayed on the bottom left of the screen.
 Email addres to companyA@example.com Student information Name of University A University Name of Submitter A@example.com Click "Download". Check the file of the certificate downloaded in zip format. 	Person in charge	Person A		Name of University The university name where the submitter belongs to is displayed.
Student information Student information Name of University A Submitter email address Submitter Submitter A Submitter Submitter A@example.com Click "Download". Check the file of the certificate downloaded in zip format. Image: Regeneration of the certificate downloaded in zip format. Image: Regeneration of the certificate downloaded in zip format. Image: Regeneration of the certificate downloaded in zip format. Image: Regeneration of the certificate is the too work of the screen. Image: Regeneration of the certificate is the too work of the screen. Image: Regeneration of the certificate is the too work of the screen. Image: Regeneration of the certificate is the too work of the screen. Image: Regeneration of the certificate is the too work of the screen. Image: Regeneration of the certificate is the too work of the screen. Image: Regeneration of the certificate is the too work of the screen. Image: Regeneration of the certificate is the too work of the screen if there are multiple submitted certificates. Click the page numbers to switch a page if	Email addres to submit to	companyA@example.com		► Name of Submitter
Student information Name of University A Name of Submitter A Submitter Submitter email submitterA@example.com address Image: State of the certificate downloaded in zip format. Image: State of the certificate downloaded in zip format. Image: State of the certificate downloaded in zip format. Image: State of the certificate downloaded in zip format. Image: State of the certificate downloaded in zip format. Image: State of the certificate download the file after closing the screen. Image: State of the certificate download the file after closing the screen. Image: State of the certificate is the coll of the certificate is the coll of show PDF files such as Acrobat Reader and etc. Image: State of the screen if there are multiple submitted certificates. Click the page numbers to switch a page if		0		The submitter's name is displayed.
Name of University A The submitter's email address is displayed. Name of Submitter A Submitter A Submitter email submitterA@example.com address Click "Download". Check the file of the certificate downloaded in zip format. Image: Submitter A Image: SubmitterA@example.com Image: Submitter A Image: SubmitterA@example.com Image: Submitter A Image: SubmitterA@example.com Image: Submitter A Submitter A Image: Submitter A Submitter A Image: Submitter A Image: Submitter A	Student information			► Submitter email address
Name of Submitter A Submitter Submitter email submitterA@example.com address Image: Click "Download". Check the file of the certificate downloaded in zip format. Image: Click "Download". Check the file of the certificate downloaded in zip format. Image: Click "Download". Check the file of the certificate downloaded in zip format. Image: Click "Download". Check the file of the certificate downloaded in zip format. Image: Click "Download". Check the file of the certificate is the certificate downloaded in zip format. Image: Click "Download". Check the file of the certificate is the click is page afterwards. Image: Click "Download". Check the file of the certificate is the coll to the screen. Image: Click "Download". Check the file of the certificate is the coll to show PDF files such as Acrobat Reader and etc. Image: Click the page numbers are shown on the bottom of the screen if there are multiple submitted certificates. Click the page number to switch a page if	Name of University	University A		The submitter's email address is displayed.
Submitter email address submitterA@example.com Image: Submitter A@example.com Image: SubmitterA@example.com Image: Submitter A@example.com Image: Submitter A@example.com Image: Submitter A@example.com <td>Name of Submitter</td> <td>Submitter A</td> <th></th> <td></td>	Name of Submitter	Submitter A		
Image: Notes: Notes: Image: Note:	Submitter email address	submitterA@example.com	•	Click "Download". Check the file of the certificate downloaded in zip format.
you wish to preview a different certificate.			12	 [Notes] Access the URL in the email of 1 again if you wish to download the file after closing the screen. This page is valid only for 3 months. It's not possible to access this page afterwards. The electronic signature of the certificate isn't displayed on the screen. Please use the tool to show PDF files such as Acrobat Reader and etc. Page numbers are shown on the bottom of the screen if there are multiple submitted certificates. Click the page number to switch a page if you wish to preview a different certificate.
you wish to preview a different certificate	Name of Submitter Submitter email address	Submitter A submitter A@example.com	1	Click "Download". Check the file of the certificate downloaded in zip format. (Notes) • Access the URL in the email of again if you wish to download the file after closing the screen. • This page is valid only for 3 months. It's not possible to access this page afterwards. • The electronic signature of the certificate isn't displayed on the screen. Please use the tool to show PDF files such as Acrobat Reader and etc. Page numbers are shown on the bottom of the screen if there are multiple submitted certificates. Click the page number to switch a page you wish to preview a different certificate

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