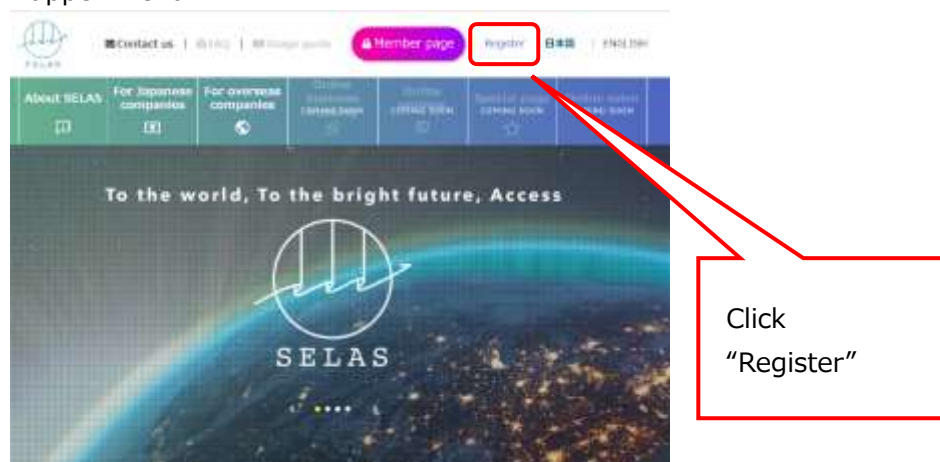


SELAS User Registration Manual (For overseas companies)

Register ① Temporary registration

- ① Click "Register" in upper menu.



- ② Fill all necessary information, then click "Register".

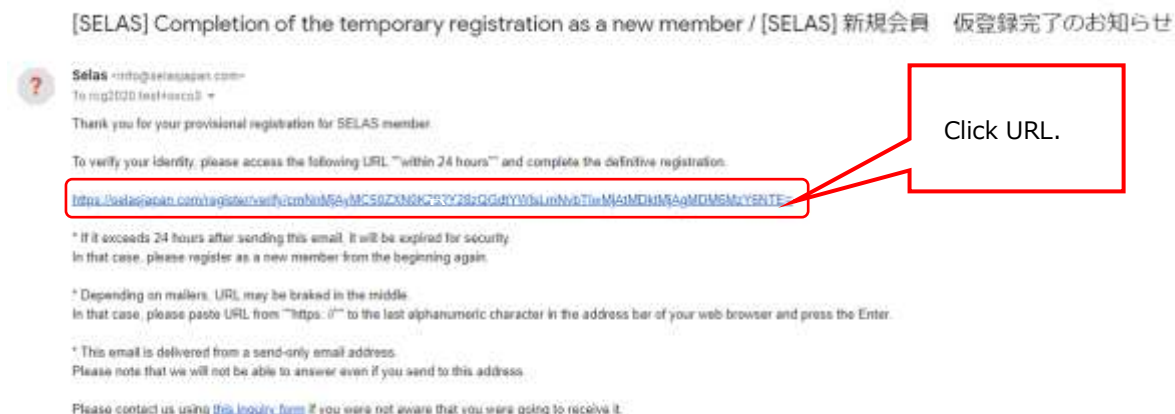
※Please select "Overseas company" as Company Type

The screenshot shows the registration form on the SELAS website. The form includes fields for Name, Email, Department name, Mobile phone number (with a note that it must be a PC number), Password (with a note that it must be over 8 characters and include uppercase letters, lowercase letters, and numbers or symbols), and Password Confirmation. There is a dropdown menu for 'Company Type' and a checkbox for 'I agree with the Terms of service and Privacy Policy'. A yellow 'Register' button is at the bottom. Two red callout boxes provide instructions: one points to the 'Company Type' dropdown with the text 'Please select "Overseas company".', and the other points to the 'Register' button with the text 'After filling information and check terms of service and Privacy Policy, click "Register".'

Please keep your registered Email address and Password.

Register ②Definitive registration

- ① “Completion of the temporary registration as a new member” message will be sent to your registered e-mail address, please click URL in the message.



- ② Fill company information, then click “Register”.

Fields with “*” are required field.

When you register, you have to put email address of your coordinator.

Please check e-mail address with your coordinator.

Fields with “*” are required field.

Please fill your coordinator's address.

Click “Register”.

After filling the coordinator's address, your coordinator's name will appear.

- ③ Your coordinator will check and approve your register.

- ④ After approval from your coordinator, you will receive “Completion notice of the definitive registration of new member” message.

[SELAS] Completion notice of the definitive registration of new member / [SELAS] 新規会員 本登録完了通知



Selas <info@selasjapan.com>

To: rcg2020-test+owco1b *

* Please do not delete this email and keep it.

Thank you for your registration for SELAS member.

The definitive registration is completed and please log in on the following URL to use the member page.

Company name : Testing Man

Details page of company information : <https://selasjapan.com/company/6/>

* Depending on mailers, URL may be broken in the middle.

In that case, please paste URL from “https://” to the last alphanumeric character in the address bar of your web browser and press the Enter.

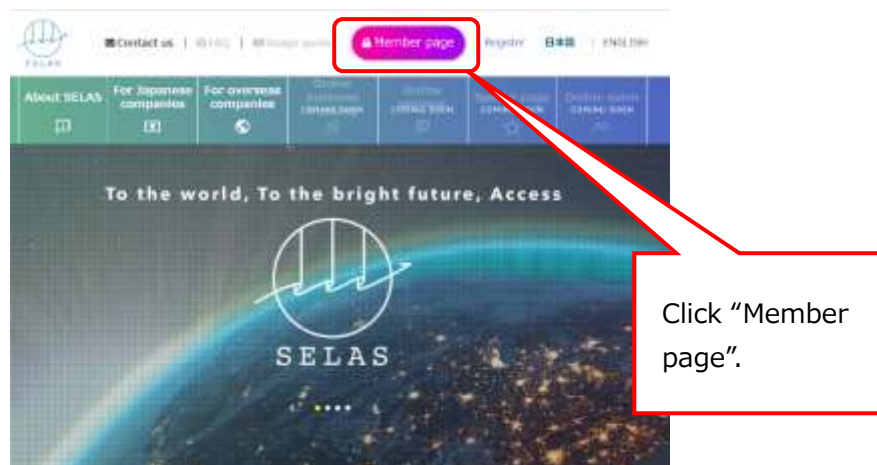
* This email is delivered from a send-only email address.

Please note that we will not be able to answer even if you send to this address.

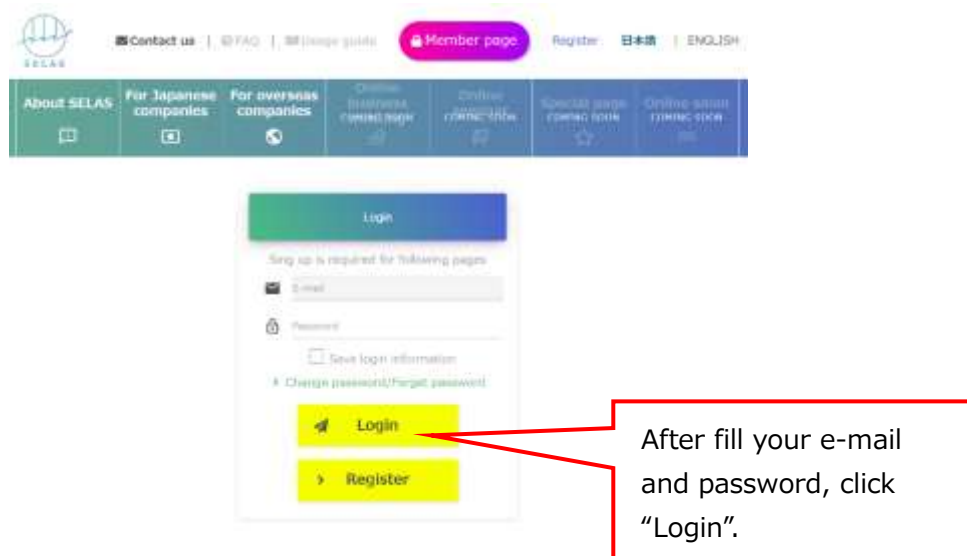
Please contact us using [this inquiry form](#) if you were not aware that you were going to receive it.

Login to member page

- ① Click "Member Page" in upper menu.

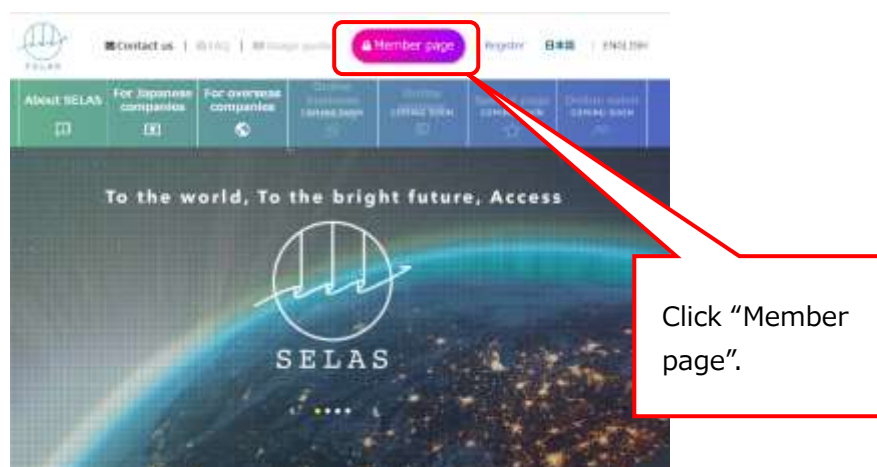


- ② Fill your registered e-mail address and password, then click "Login"

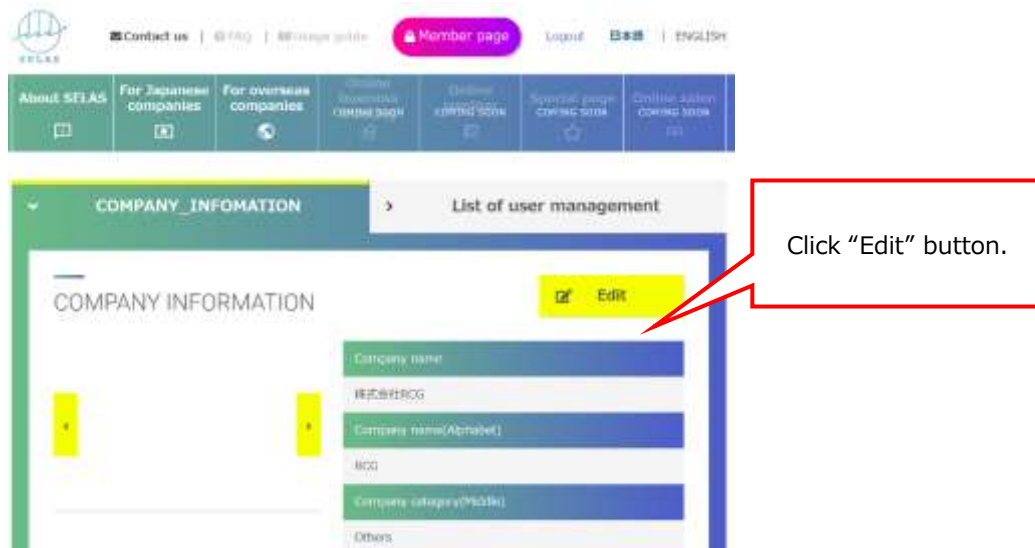


Edit your company information

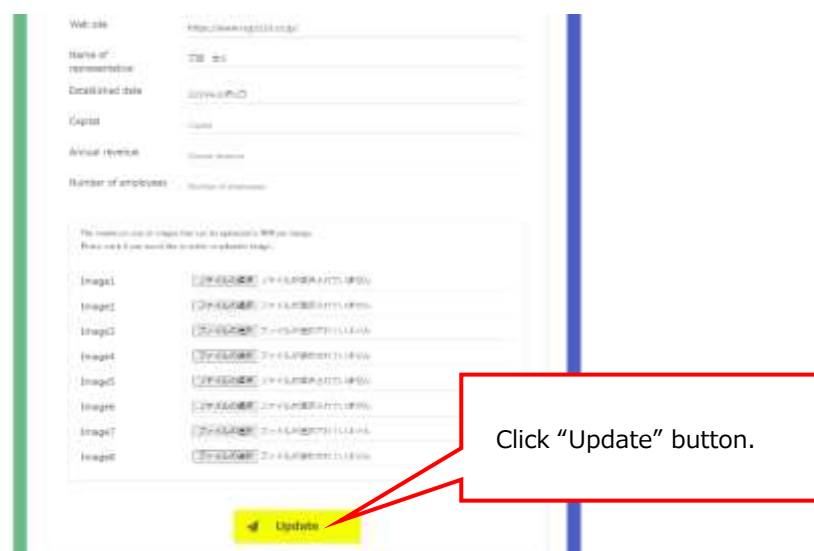
- ① Click "Member page" and Login.



- ② Click "Edit" button on your company information.



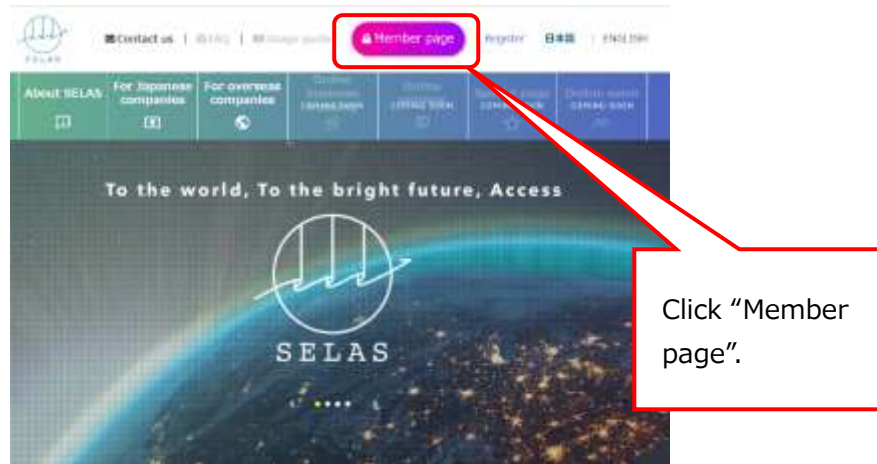
- ③ After update your information, click "Update" button.



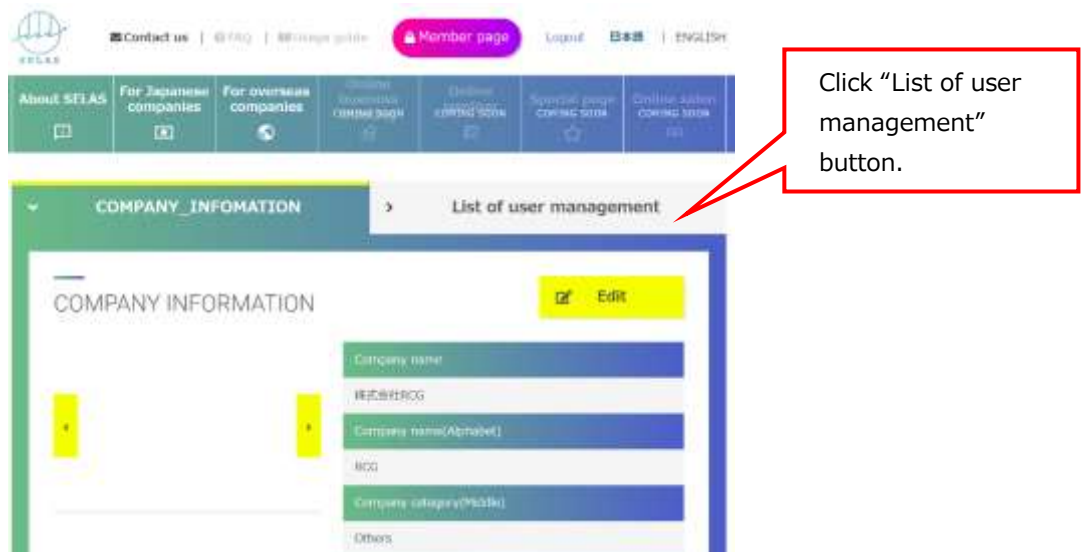
Register additional user

You can add multiple users to your account.

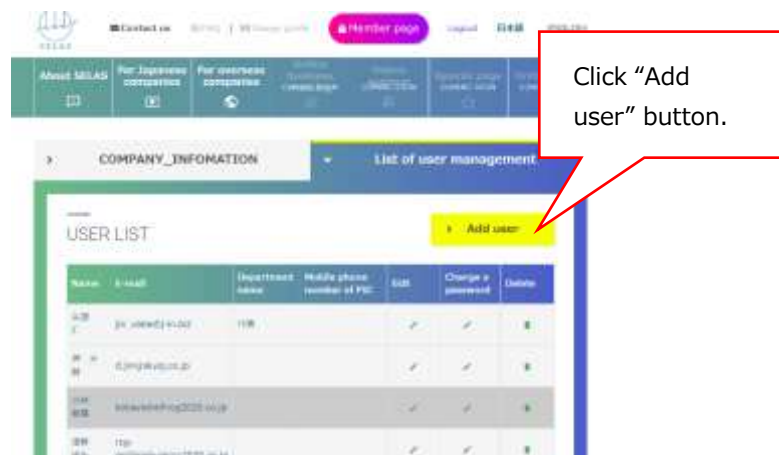
- ① Click "Member page" and Login.



- ② Click "List of user management" button on your company information.



- ③ Click "Add user" button.



- ④ Put information of additional user, then click “Send and email”

Click “send an email button.

- ⑤ “Completion of the temporary registration as a new member” message will be sent to e-mail address of additional user. Please click URL in the message.

[SELAS] Completion email of the temporary registration as a new member / [SELAS] 新メンバーの仮登録完了メール

Selas <info@selasjapan.com>
To: reg2020-test@mcg15.com

Thank you for your provisional registration for SELAS member.

To verify your identity, please access the following URL “within 24 hours” and complete the definitive registration.

<https://selasjapan.com/user/verify/eyJmcm9udGVzZXN0K25yZDxNURBdWVpdC5hZDZyMChwLTAsLTludDA2QjA2OjQw>

* If it exceeds 24 hours after sending this email, it will be expired for security.
In that case, please register as a new member from the beginning again.

* Depending on mailers, URL may be broken in the middle.
In that case, please paste URL from “https://” to the last alphanumeric character in the address bar of your web browser and

* This email is delivered from a send-only email address.
Please note that we will not be able to answer even if you send to this address.

Please contact us using [this inquiry form](#) if you were not aware that you were going to receive it.

Click URL.

- ⑥ Put user information then click register.

Click “Register”

- ⑦ Check the additional member registered in the user list.

Name	E-mail	Department	Mobile phone	User ID	Change a password	Role
山田 太郎	ta.yamada@mcg15.com	営業	03-1234-5678	1001	✓	Admin
田中 花子	hana.tanaka@mcg15.com	営業	03-1234-5679	1002	✓	User
佐藤 一郎	ichiro.sato@mcg15.com	営業	03-1234-5680	1003	✓	User