

Applications for the JTB Educational Travel Fund are accepted through a dedicated website. This website was developed by a company with an internationally certified security management system for added peace of mind.

### Procedures for other educational travel funds

- Risk of loss or theft of documents containing personal information
- Cumbersome application documents
- No need to spend time at the bank in case you forgot which bank account seal you used

### Procedures for the JTB Educational Travel Fund

Securely and conveniently save funds with the JTB Educational Travel Fund's online application system.



### Guide to registration and procedures

- 1 Receipt of registry**  
After obtaining consent from parents/guardians, the JTB sales rep will obtain the student registry\*1 and record the information in the system prior to the parent/guardian application process.
- 2 Information about fund**  
The guide to the online application process (for parents/guardians) will be sent out. (On occasion the JTB sales rep may hand out this document at travel information sessions, etc.)
- 3 Procedures for parent/guardians**  
Parents/guardians can apply from a PC or smartphone following the procedures. See inside pages for details.
- 4 Confirmation of procedure status\*2**  
An invoice or payment slip will be sent to students (parents/guardians) that have yet to complete the procedures by the application deadline.

\*1 Information we receive includes grade, class, seat number, and name in katakana, etc.  
\*2 School officials may be asked to check the procedures on occasions. The school's cooperation is greatly appreciated.

## Convenient Simple one-stop procedures because the application website is specifically for the JTB Educational Travel Fund!

### Apply any time of day!

Convenient service that enables parents/guardians to apply any time of the day from home using a PC or smartphone.

### No worries about application deficiencies!

Parents/guardians will never have to resubmit an application form from the very beginning if they make a mistake, since the necessary information is entered online. Reminders are in place in case you forget to enter a field, which prevents incomplete applications.

## Simple Quickly register your account online!

### Accepts around 330 financial institutions nationwide!

The service accepts retail and online banks such as Japan Post Bank, shinkin banks, and plans call for additional financial institutions to be added steadily in the future.

### Complete procedures quickly as they don't require a seal

Easily register your cash card, passbook, and password, etc. All procedures can be completed online as a seal is not required.



## Secure Enhanced security provides added peace of mind to parents/guardians, too!

### No risk of losing documents, etc.!

No worry about the loss or theft of application documents since the application process is entirely online.



### Robust security

The JTB Educational Travel Fund System was developed by a company that is in compliance with international standards on security management systems. Also, the collection of funds for online applications will be carried out by SMBC Financial Services, Inc. (member of the SMBC Financial Group). All transmissions are protected by Secure Sockets Layer (SSL) encryption. SSL is currently the most difficult encryption to decipher. This prevents other parties from intercepting or changing your password or bank information. The system can be used with peace of mind because of this sophisticated security setup.

### ! Important information

Please see the following terms and conditions for use of this service.

- Corporate accounts are allowed for Japan Post Bank, Japan Net Bank, SBI Sumishin Net Bank, and Rakuten Bank.
- Some financial institutions are not accepted at this time, but the scope of the system is steadily being expanded. Please contact your JTB sales rep for the latest financial institutions accepted.
- If you do not have access to the Internet, please check with your JTB sales rep for an invoice or payment slip.
- The consent of parents/guardians is required for provision of the student registry.
- Telecommunication charges incurred for the application process are the responsibility of the customer.

# JTB Educational Travel Fund

Delivering even more convenience and security with

the travel industry's first\*  
online application service.

## Securely and conveniently save money with the "JTB Educational Travel Fund."

- System management for security!
- Quick and easy process from application to account registration!
- Easy set up!
- Broad range of financial institutions accepted, including city banks, regional banks, Japan Post Bank and shinkin banks, etc.!





**First** Open the application website

Connect to the Internet from a browser on your PC or smartphone to begin the application process.

- \* The website cannot be accessed from a mobile phone that makes phone calls only.
- \* For security reasons, please avoid connecting to the website using free Wi-Fi.

(From a PC)  
Enter the address provided on the notice into the browser and open the application website.

(From a smartphone)  
Read the QR code on the notice and open the application website. (Or enter the address.)

\* You can also search "kyotsumi.jp" using Google or Yahoo!

**STEP 1** Enter trip number

Enter the trip number located on the notice you received.

- \* You do not have to enter the trip number when reading the QR code.
- \* If the QR code is garbled, try changing the encoding of your browser to JIS encoding.

**STEP 2** Check and agree to handling of personal information

Read the terms and conditions and check the handling of personal information.

**STEP 5** Select payment method and enter basic information (continued)

Information from your passbook or bank card will be required for personal identification purposes. Please have the necessary documents ready.

If you selected account transfer, click the "Next" button at the bottom right of payment method confirmation screen and a message will appear indicating you will be redirected to the SMBC Financial Services website (external website).

**STEP 3** Enter personal identification information

Enter your trip number, student information and email address using the application website. Once your registration details are confirmed, future correspondence will be sent to your registered email address.

- \* Ensure there are no spaces before or after the input email address or the form will not be submitted.
- \* Depending on your smartphone or PC's domain configuration settings, you may not be able to receive email from JTB. We recommend either removing your domain settings or adding JTB's domain to your recipients list.

教育旅行積立申込

本人確認情報入力

不正な登録を防ぐため、画像認証を行います。以下の画像に表示されている文字を入力フォームに入力してください。 ※文字が読みづらい場合は、「画像更新」ボタンをクリックしてください。

不正な登録を防ぐため、画像認証を行います。以下の画像に表示されている文字を入力フォームに入力してください。 ※文字が読みづらい場合は、「画像更新」ボタンをクリックしてください。

\* If you forget to enter information in a field or if a discrepancy exists, an error message will appear after clicking the "送信 (Send)" button.

\* CAPTCHA: If the CAPTCHA is not displayed even if the "画像更新 (Refresh CAPTCHA)" button is pressed, close the browser and try again in a few minutes. If the problem persists, please try again on another device.

\* If the message "画像認証用 (Type the numbers in the image)" keeps being displayed even after you input the numbers, please check the following.

- Are the characters entered in half-width numeric?
- Are the 5-digit numbers entered correctly?

\* If the numbers are hard to read, use the "Refresh CAPTCHA" button to change the displayed numbers and try again.

**STEP 4** Complete personal identification and proceed to payment methods

Click the link in the email sent to your email address in STEP 3 to display the application screen. The application start screen contains the school name and tour name. Make sure that both are correct before clicking the "Proceed to payment methods" button.

- \* The link is valid for up to 24 hours from the completion of STEP 3. The link will no longer work after 24 hours and you will have to start over from STEP 1.

**STEP 5** Select payment method and enter basic information

You will be prompted to agree to the Terms of Service and User Agreement. Please make sure to read the content of the agreements and check "同意する (I agree)" to go to the next step. If you select payment slip (pay at convenience store) as a form of payment, your application procedures are now complete. Check your registered email for an email detailing the completion of your application process. If you select account debit, you will proceed to the next screen.

- \*1 Please select the form of payment displayed on screen.
- \*2 If you do not use kanji characters in your name, please enter in katakana for the kanji section.

**STEP 6** Complete payment method and send completion email

The final confirmation screen for the financial institution information you registered will be displayed. Check to make sure all the information is correct.

Click the "お申込受付サイトへ戻る (Return to application website)" button to be redirected to the JTB website.

If you do not click the "Return to application website" button, you will automatically be redirected to the JTB website in 15 seconds.

Your application procedures are now complete. Check your registered email for an email detailing the completion of your application process.

**Q&A**

**Frequently Asked Questions**

**Q** I didn't receive the email.  
**A** You may be unable to receive the confirmation email notifying you of your registration being completed depending on your PC or smartphone's settings.

Did you enter your email address correctly?  
→ Check the email address you used from "settings" or "contacts", etc.

Do you have a "junk mail folder"?  
→ Please change your settings to allow receipt of email from "@kyotsumi.jp".

Do your settings prevent you from receiving emails with URL links?  
→ Remove the setting for blocking emails with URL links.

Is the communication speed of your current location stable?  
→ Check to make sure the antenna symbol is displayed and you have a strong signal.

Was the email delivered to your junk box folder?  
→ Remove your junk box folder settings.

**Q** When the screen changes, an error message appears that says "Webpage has expired."  
**A** Do not use the "Back" function of your browser. Please be aware that if you click anywhere on the screen but the button displayed, an error message will appear that says "Webpage has expired" and the connection will automatically be blocked. When returning to the previous screen, be sure to use the "Back" button on the screen.

**Q** When I click on the link in the email I received I am not redirected to the application page.  
**A** The link may not be correctly displayed due to your operating system or browser settings or version. Delete your browser history and copy and paste the URL link into the address bar to proceed to the application page.

**Q** The website is not displayed correctly.  
**A** Try the following.  
• Close your browser and reopen it. • Delete your browser's cache. • Restart your PC.

**Q** Why do I need the PIN code for my bank card to set up the automatic withdrawal of the payment?  
**A** Instead of the seal you used to set up your account with your financial institution, the PIN code for your bank card will be required.