

信頼される安心を、社会へ。

SECOM

セコムトラストシステムズ株式会社

-General manual-

Secom Safety Confirmation Service

User's Manual

- Ver 1.19.1

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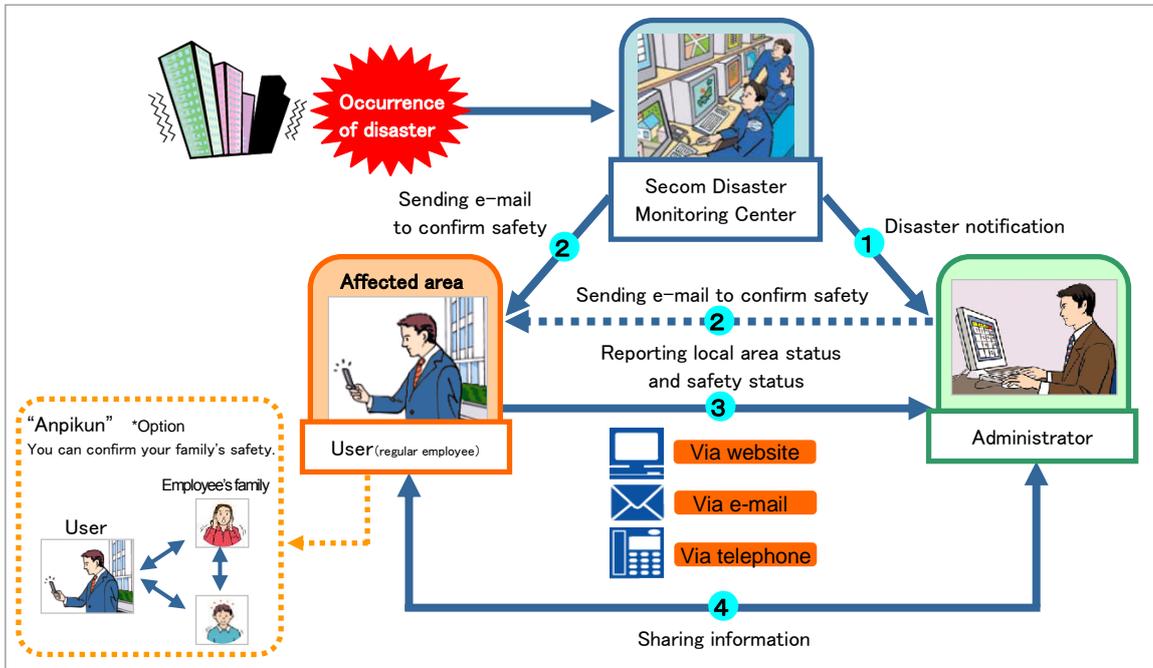
1. Introduction

This chapter provides an overview of the service.

1.1 Service Overview

“Secom Safety Confirmation Service” supports corporations when a disaster occurs by confirming safety status of employees as one aspect of crisis management. This service enables corporations in times of disaster to recover their business operations promptly by preferentially confirming safety status of employees and employees’ family members and by collecting damage information.

▼Schematic diagram of the service



▼About roles in the above diagram (access authority)

User.....	A regular employee who reports on his/her safety status upon receipt of safety confirmation e-mail. And when they receive contact e-mails with response required, they report.
Administrator.....	Administrator sends safety confirmation e-mail to service users and confirm aggregated result of their safety status. Administrators send Contact e-mails, summarize the "reply status" of users.

- ① **When the disaster set up in advance occurs Secom Disaster Monitoring Center sends disaster information to administrator.**
- ② **Secom Disaster Monitoring Center or Administrator sends safety confirmation e-mail to service users.**
 Sending safety confirmation e-mail to users from Secom Disaster Monitoring Center is only when the disaster set up in advance occurs. Administrator sends safety confirmation e-mail by designating destinations (e.g., organizations and areas).
 *Up to two e-mail addresses per user can be registered.
- ③ **User reports on his/her safety status**
 - User uploads “own safety status,” “ability to come to office” “safety of Family” and “status of premises” and enters other information in the remarks column on the dedicated website (this website can be accessed from PCs and mobile phones).
 - User can also report own safety status by replying to e-mail.
 User enters “own safety status” and sends by e-mail in accordance with instructions given on received e-mail.
 - User can also use telephone (IVR) to report own safety.
 User reports “own safety status” and “ability to come to office” in accordance with voice audio instructions using key pad.
 User can also record a message.
 - [Option] User reports about damage to offices, infrastructure or important clients, on a local area status screen on the dedicated website.
- ④ **Administrator confirms a user’s safety status and damages in local area on a dedicated website.**
 Administrator can enter instructions on the top page of the dedicated website and a user can enter information on BBS of the dedicated website so that Information can be shared.
- ⑤ **This service can be used as a communication tool even in normal circumstances.**
 Simultaneous e-mail transmission, BBS and other functions of this service can be used by administrator for ordinary communication with employees.

1.1.1 Notes

- PCs should be prepared by users.
- Internet Explorer 6.0 or above are recommended.
- Only NTT DoCoMo mobile phones, Softbank mobile phones, Willcom mobile phones with SSL function and au mobile phones with WAP2.0 browser function can be used for this service. (Note that other mobile phones without SSL function may also be used for safety status report only, depending on the setting.)
- This service is unavailable by using full browser function of the mobile phone. Please switch to the mobile browser.
- For reporting safety status by telephone, telephones which use touch tone lines or which send tone signals, are required.

1.1.2 About setting for junk e-mail blocking

All e-mails from the Secom Safety Confirmation Service are sent from the following e-mail addresses:

message@pa.e-kakushin.com

admin@pa.e-kakushin.com

Change the junk e-mail blocking setting on your mobile phone so that e-mail sent from the above e-mail addresses can be received. (If your mobile phone is set to receive only certain domains, change the setting so that e-mail from pa.e-kakushin.com domain can be received.)

*For detailed information about junk e-mail blocking (e.g., settings), please contact your mobile phone provider.

【Reference】 Overall Flow

The number in [] following each item refers to a chapter in this manual providing detailed explanation. [PC] and [Cell] shown in the right in the diagram mean that the service is available for these media.

Preparation

Entering user information [3]

Registering a change of the initial password or contact information (e.g., e-mail address and telephone number).

Option Entering family information [5.2]

Preparing for Anpikun service (e.g., sending login URL).

In normal circumstances

(Selective Function) Setting information regarding user's organization [5.7]

Option Using Anpikun

• Using BBS for user's family members. [5.4]

(Selective Function) Using BBS [5.9]

In time of disaster

(Selective Function) Reporting a disaster [5.6]

Reporting to system administrator that user is involved in a disaster or accident.

Safety confirmation report [4]

Reporting user's safety status or ability to come to office upon receipt of safety confirmation e-mail.

(Selective Function) Substitute safety report [5.8]

Reporting other users' safety status or their ability to come to office via the website.

Additional message from system administrator [4.Reference]

Replying by e-mail to system administrator upon receipt of additional message by e-mail.

Option Local area status report [5.5]

Reporting local area status in accordance with a checklist registered by system administrator.

Option Using Anpikun service

• Confirming safety status of user's family members [5.3]

(Selective Function) Using BBS [5.9]

2. Logging In

This chapter explains how to log in to the e-Innovation Service.

【Reference】 How to browse the e-Innovation Service website

The following is an example of the e-Innovation Service website which displays news from e-Innovation Service or administrator.

▼When logged in as a user 【PC screen】

The screenshot shows a web interface for a user logged in as John Smith. The top navigation bar includes 'HOME', 'Registered Info', and 'Logout'. A callout box (1) lists the options under 'Registered Info': 'Registered information', 'User information', 'Password Change', 'Detailed user information*', and 'User's family members' information*'. The main content area is divided into two sections: 'News from e-Innovation Service' (1 entry) and 'News from System Administrator' (2 entries). A callout box (2) points to the 'Available Service(s)' menu, which lists 'Secom safety confirmation service' and 'BBS'. Callout boxes (3) and (4) point to the news sections, and callout box (5) points to the 'Logout' button.

[Menu items]

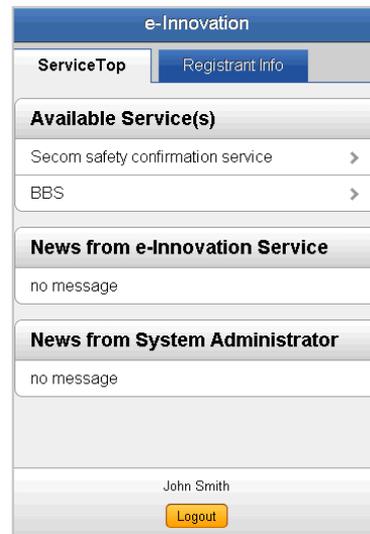
	Menu	Sub menu	Description
1	Registered information	User information	User can register his/her contact information, such as e-mail address, which is necessary for using the service. From this menu, user can register for notification in case password is forgotten.
		Password Change	user can change password
		Detailed user information*	Additional information such as users' birthday and sex can be entered.
		User's family members' information*	For optional Anpikun service, user can register his/her family members' information and send them the URL for login to Anpikun.
2	Available Service(s)		Displays available services. Logging in to each service is possible by selecting service name.
3	News from e-Innovation Service		Displays news from e-Innovation Service.
4	News from Administrator		Displays news from administrator.
5	Logout		Used for logging out.

*May not be displayed on menu depending on setting.

▼When logged in as a user【Mobile phone screen】



▼When logged in as a user 【smart phone screen】



[Menu items]

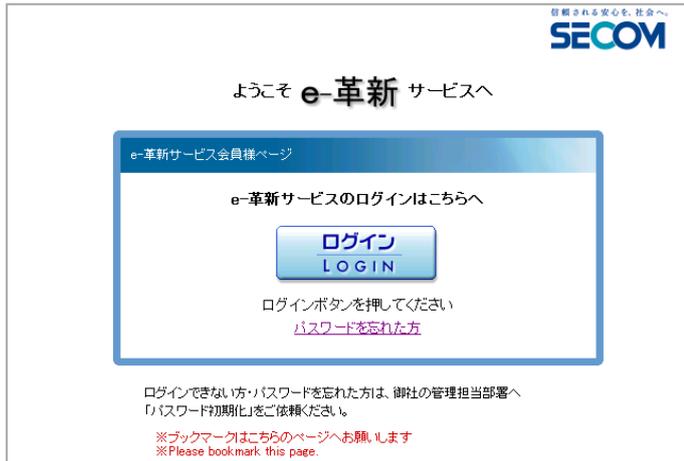
Menu	Description
1. Available service(s)	Displays available service(s). To use this service, select "Secom Safety Confirmation Service."
8. Registrant Info	User can register his/her contact information, such as e-mail address, which is necessary for using the service. From this menu, user can change password and register for notification in case password is forgotten.
9. Logout	Selected when logging out.

2.1 Logging in to e-Innovation Service Using a PC

This section explains how to log in to e-Innovation Service. In order to log in, organization code, user ID and password are required. If you have forgotten your password, you can receive your password by e-mail through your registered e-mail address.

2.1.1 Logging in

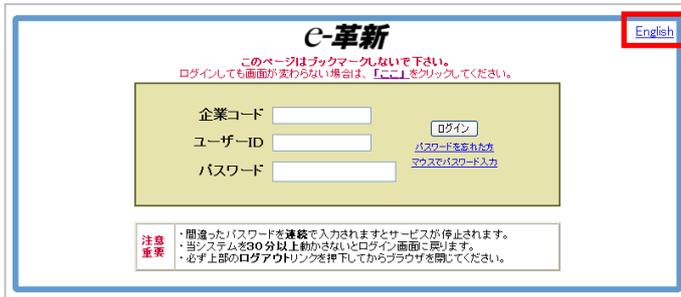
1. Access <https://www.e-kakushin.com/login> and click [LOGIN] button.



The screenshot shows the login page for e-Innovation Service. At the top right is the SECOM logo with the tagline "信頼される安心を、社会へ。". Below it, the text reads "ようこそ e-革新 サービスへ". A blue-bordered box contains the heading "e-革新サービス会員様ページ" and the instruction "e-革新サービスのログインはこちらへ". A prominent blue button labeled "ログイン LOGIN" is centered. Below the button, it says "ログインボタンを押してください" and provides a link "パスワードを忘れた方". At the bottom, there are instructions: "ログインできない方・パスワードを忘れた方は、御社の管理担当部署へ「パスワード初期化」をご依頼ください。" and a note: "※ブックマークはこちらのページへお願いします ※Please bookmark this page."

*Please bookmark this page since you cannot browse login page by bookmarking other pages.

2. Select [English] to switch to the English screen.



The screenshot shows the login page in English. At the top right, there is a red-bordered button labeled "English". Below it, the text reads "このページはブックマークしないで下さい。 ログインしても画面が変わらない場合は、「ここ」をクリックしてください。". The login form has three input fields: "企業コード" (Company Code), "ユーザーID" (User ID), and "パスワード" (Password). To the right of the fields are a "ログイン" button and two links: "パスワードを忘れた方" and "パスワード入力". At the bottom, there is a "注意" (Note) box with the following text: "・間違ったパスワードを連続で入力されますとサービスが停止されます。当システムを30分以上動かさないとログイン画面に戻ります。・必ず上部のログアウトリンクを押下してからブラウザを閉じてください。"

3. Enter organization code, user ID and password and click [Login] button.

Please do not bookmark this page.
Click [here](#) if you are not automatically taken to the next page after logging in

Organization Code

User ID

Password

NOTES IMPORTANT

- Your account will be suspended if an incorrect password is entered consecutively.
- If the system is left idle for 30 minutes or longer, you will be returned to the login screen.
- Before closing the browser window, be sure to click the Logout link above.

*Note that you will not be able to log in if you enter an incorrect password consecutively as your password will be invalidated.

Enter organization code, user ID and password and click this button.

Please do not bookmark this page.
Click [here](#) if you are not automatically taken to the next page after logging in

Organization Code

User ID

Password

NOTES IMPORTANT

- Your account will be suspended if an incorrect password is entered consecutively.
- If the system is left idle for 30 minutes or longer, you will be returned to the login screen.
- Before closing the browser window, be sure to click the Logout link above.

*Select [Use the on-screen keyboard] to display keyboard on the screen. By typing your password using this on-screen keyboard, keyboard operation cannot be monitored and password analysis will be prevented. (Select [Use the on-screen keyboard] again to hide the keyboard.)

*In order to prevent your password from being analyzed by identifying the location of the mouse, the arrangement of the on-screen keyboard is changed every time.

Note

Please enter organization code and user ID using alphanumeric one byte characters.

4. The e-Innovation Service website is displayed.

Organization: セコム安否サービス株式会社
Name: John Smith

HOME Registered Info Logout

Available Service(s)

- Secom safety confirmation service
- BBS

News from e-Innovation Service 1Entries

- There is currently no danger of the earthquake causing a tsunami.

News from System Administrator 2Entries

- Gas and water will be unavailable at the Idabashi branch at 8:00 on January 14.
- From 14:00 on January 14, disaster-related equipment will be distributed to each h from the Harajuku Warehouse. We ask that employee in the vicinity come pick up the equipment.

TIP

I cannot log in...

- ↳ There is a possibility that your password has become invalid because you have entered an incorrect password consecutively. Please ask your administration department to reactivate your account. Your password will be reset to the initial password.

2.1.2 Sending password to a registered e-mail address (when you have forgotten your password)

If you have forgotten your password, you can receive your password by e-mail sent to your registered e-mail address by answering a specific question which you have registered.

Note

Your “e-mail address” and “question and answer in case you have forgotten your password” have to be registered in user’s information in advance. (Please see 3.1 in this manual for how to register user information.) If you have registered two e-mail addresses, you have to select one of them to receive an e-mail.

1. Select [Forgot your password?] on the login screen.

2. Enter organization code and user ID and click [Next] button.

*If you have forgotten your organization code or user ID, please contact your administration department .

3. When the question that you have registered in advance is displayed, enter the answer and click [Next] button.



The screenshot shows a web interface with the title "e-革新" at the top. Below it, the text "Password Notification" is displayed. A yellow box contains the question "Question : What is your favorite movie?". Below the question is an input field for the answer, which is highlighted with a red rectangle. A "Next" button is located below the input field.

*Please see 3.1.1 in this manual for how to register a question and answer.

*If you have not registered a question in advance, the message, "Question is not registered" will be displayed. In this case you cannot use password notification function.

4. If you have registered two e-mail addresses, select one of them and click [Verify] button.



The screenshot shows a web interface with the title "e-革新" at the top. Below it, the text "Password Notification" is displayed. A yellow box contains two radio button options for email addresses: "XXXXXXXXXXXX@sec.com.co.jp" and "XXXXXXXXXXXX@telia.ne.jp". The first option is selected and highlighted with a red rectangle. Below the options are "Verify" and "Back" buttons.

*The message, "Your password has been sent to your registered e-mail address," will be displayed together with your e-mail address.

*Retrieve your password from the received e-mail and log in again.

TIP

When you cannot log in even after entering the password retrieved from the received e-mail.

- ↳ There is a possibility that your password has become invalid because you have entered an incorrect password consecutively. Please ask your department in charge of the password to reactivate your account. Your password will be reset to the initial password.

2.2 Logging in to e-Innovation Service Using a Smart Phone

This section explains how to log in to e-Innovation Service using a mobile phone.

2.2.1 Logging in

1. Access <https://www.e-kakushin.com/login> and select [Login].



2. Select [English] to switch to the English screen.



3. Enter organization code, user ID and password and click [Login] button.



4. The e-Innovation Service website is displayed.



2.2.2 Receiving your password through your registered e-mail address (in case you have forgotten your password)

If you have forgotten your password, you can receive your password by e-mail sent to your registered e-mail address by answering a specific question which you have registered in advance.

Note

Your "e-mail address" and "question and answer in case you have forgotten your password" have to be registered in user's information in advance. (Please see 3.1.1 in this manual for how to register user information.) If you have registered two e-mail addresses, you have to select one of them to receive an e-mail.

1. Select [Forgot your password?] on the login screen.
2. Enter organization code and user ID and click [Next] button.



*If you have forgotten your organization code or user ID, please ask your administration department.

3. When the question, which you have registered in advance, is displayed, enter the answer and click [Next] button.



*Please see 3.1.1 in this manual for how to register a question and answer. If you have not registered a question in advance, the message, "Question is not registered" will be displayed. In this case you cannot use the password notification function.

4. If you have registered two e-mail addresses, select one of them and click [Verify] button.



*The message, "Your password has been sent to your registered e-mail address," will be displayed together with your e-mail address.

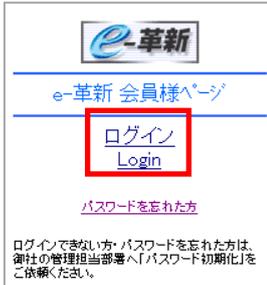
*Retrieve your password from the received e-mail and log in again.

2.3 Logging in to e-Innovation Service Using a Mobile Phone

This section explains how to log in to e-Innovation Service using a mobile phone.

2.3.1 Logging in

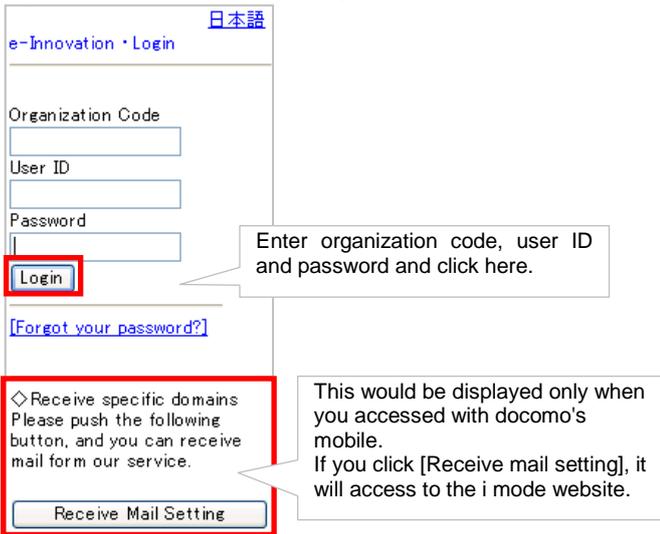
1. Access <https://www.e-kakushin.com/login> and select [Login].



2. Select [English] to switch to the English screen.



3. Enter organization code, user ID and password and click [Login] button.



4. The e-Innovation Service website is displayed.



2.3.2 Receiving your password through your registered e-mail address (in case you have forgotten your password)

If you have forgotten your password, you can receive your password by e-mail sent to your registered e-mail address by answering a specific question which you have registered in advance.

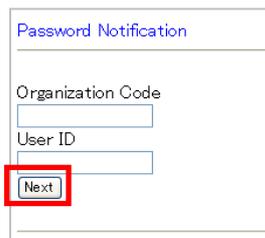
Note

Your "e-mail address" and "question and answer in case you have forgotten your password" have to be registered in user's information in advance. (Please see 3.1.1 in this manual for how to register user information.) If you have registered two e-mail addresses, you have to select one of them to receive an e-mail.

1. Select [Forgot your password?] on the login screen.



2. Enter organization code and user ID and click [Next] button.



*If you have forgotten your organization code or user ID, please ask your administration department.

3. When the question, which you have registered in advance, is displayed, enter the answer and click [Next] button.



Password Notification

What is your mothers' name?

Next

*Please see 3.1.1 in this manual for how to register a question and answer.

*If you have not registered a question in advance, the message, "Question is not registered" will be displayed. In this case you cannot use the password notification function.

4. If you have registered two e-mail addresses, select one of them and click [Verify] button.



Password Notification

xxxx@secom.co.jp

xxxx@docomo.ne.jp

Verify Back

*The message, "Your password has been sent to your registered e-mail address," will be displayed together with your e-mail address.

*Retrieve your password from the received e-mail and log in again.

T I P

I cannot log in...

↳ **There is a possibility that your password has become invalid because you have entered an incorrect password consecutively. Please ask your administration department to reactivate your account. Your password will be reset to the initial password.**

3. Registering User Information

This chapter explains how to register user information which is necessary for a user to receive safety confirmation e-mail from the administrator in time of a disaster.

*It automatically changes into the SSL communication about the part including personal information.

3.1 Registering User Information Using a PC

This section explains how to register user information, such as e-mail address, which is necessary for using the service. The registered e-mail addresses will be used to receive safety confirmation e-mail sent by the administrator in the event of a disaster. (If you register two mail addresses, safety confirmation e-mail is sent to both of them.) It is necessary to always keep e-mail addresses updated.

***Even if it is an administrator, the registered mail address/telephone number etc. cannot be inspected.**

3.1.1 Registering basic user information

1. Select [Registrant Info] from the menu.

When password is initial password, Password Change screen will be displayed depending on setting.
(Or Select Password Change to change password.)

Change the initial password (Present Password) to an arbitrary password.

HOME	Registered Info		
Registrant Info	Password Change	Registrant Detail Info	Family Info
■ Password Change			
The registered password is an initial password. Please change the password.			
Present password	<input type="text"/>		
New password	<input type="text"/>	(alphanumeric only)	
New password confirmation	<input type="text"/>	(alphanumeric only)	
Modify			

- * Select [Registered Info] on the blue line at the top of the screen to display the following menu:
 - Registrant Info
 - Change Password
 - Registrant Detail Info*
 - Family Info*

*[Registrant Detail Info] or [Family Info] will not be displayed depending on setting.

2. Click [Modify] button on View Registered Info screen.

User Name	John Smith		
User ID	00001	IVR ID	00001
Password Question	What is your motor's name?	Answer to the Password Question	mom
Language	English		
State/Province	Tokyo	Workplace	Tokyo
Contacts	Description	Contacts	
	E-mail (PC)	*****@docomo.ne.jp	Mail address confirmation test

The safety confirmation e-mail from us might delay when the communication line is overcrowding or some system obstacles happen.

In the case the safety confirmation e-mail is delay, we prepared the self report URL so you can report even if you don't get the safety confirmation e-mail from us. Please read the following sentences to get self report URL.

Please bookmark the self report URL as a favorite.

*How to get self report URL
You can choose one of them.
1. Read the QR code on the screen by using your mobile phone.
2. Push "Notice for URL" button, so we will send you an email with URL in it.

*How to bookmark the self report URL on your PC or your mobile phone.
Keep it as your [favorite] in your PC or your mobile phone.

Self Report URL
[QR Code]
[QR Code]

Modify

※[Notification for the self report URL] screen will not be displayed depending on setting.

3. Enter information in each column and click Update button.

*For explanation of each item, please refer to Table 3.1, Explanation of Items.

*It may take some time to receive a confirmation e-mail.

4. The message, "E-mail was changed. Do you send the test mail?" will be displayed. Click [OK] button to send test mail.

Note

- Please check that you receive a confirmation e-mail by "Mail address confirmation test."
- Please register new e-mail address if your e-mail address is changed.

TIP

I cannot receive a confirmation e-mail to my mobile phone!

There is a possibility that the confirmation e-mail has been blocked because of the junk e-mail block setting on your mobile phone. Check and change your setting to receive e-mail from admin@pa.e-kakushin.com and message@pa.e-kakushin.com. (If your mobile phone is set to receive only certain domains, change the setting so that e-mail from pa.e-kakushin.com can be received.)

▼ Table 3.1 Explanation of Items

Item	Mandatory	Max. number of characters	Explanation	
User Name	—	—	Not available. User name is displayed. If your name is changed, please contact your department in charge of system.	
User ID	—	—	Not available. User ID is displayed.	
IVR ID	—	—	Not available. This is the ID needed for reporting safety status by telephone. This is usually the same as user ID.	
Password Question		100	Register user's question and answer needed for <u>password notification function</u> *. Question and answer should be something only user would know. (e.g., The name of a dog you had when you were in elementary school.) *Please refer to 2.1.2/2.2.2, How to receive your password through your registered e-mail address (when you have forgotten your password) in this manual.	
Answer to Password Question		100		
Language		—	Select the language used in service. (Japanese / English)	
State/Province		—	Select state/province from the list box. You will receive safety confirmation e-mail from administrator if a disaster occurs in your state/province.	
Workplace		—		
Contacts	E-mail		60	Register e-mail address to receive safety confirmation e-mail sent by administrator in the event of a disaster. In general, this should be an e-mail address which you can access at any time.
	Phone		60	Phone number used for verifying identity when reporting your safety status by telephone. If you have signed up for <u>Safety confirmation by IVR (optional)</u> *, you will receive a phone call for safety confirmation. *Please refer to 2.9 in "Administrator's Manual."

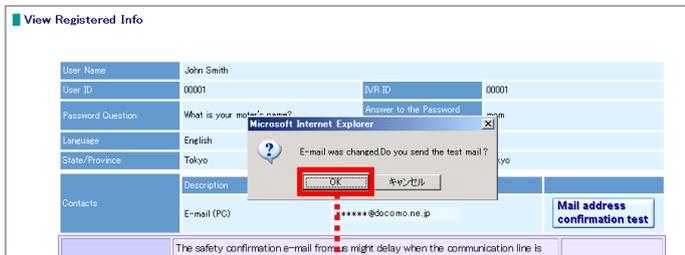
* Depending on setting, user may not be able to report his/her safety status by telephone if alphanumeric characters are used for password.

3.1.2 Registering family members' information

(Depending on contract or setting, [Register Your Family Information] may not be displayed.)

Registering family members' information and send them Anpikun login URL.

1. After Registering (or Changing) basic user information. Click [regist] to register your family information for anpikun.



※ If you register later, click [later register].



※ This menu will not be displayed, when e-mail addresses are not registered, and family information registered already.

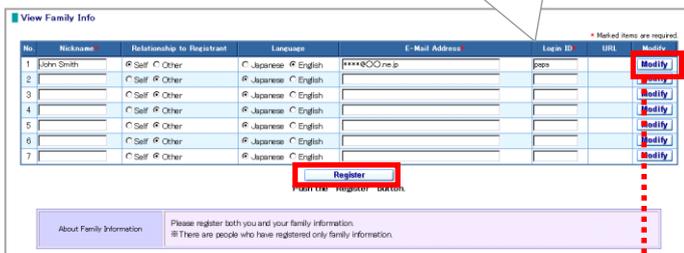
2. The registered contact (e-mail address) will be displayed.

If you have registered two e-mail addresses, select one of them and click [OK] button



3. View Family Info screen will be displayed.

This is Login ID for using Anpikun. Not only the number but also the alphabet can be used. (e.g.Dad,TARO,etc.)



※E-mail Address that you specified in the "2" is entered in E-mail Address Column, and your name is entered in Nickname Column.

【How to register all family info at once】

Enter information for each required item, and click [Register] button.

【How to register family info one by one】

Click [Modify] button, Register Family Info screen will be displayed.

Enter information for each required item, and click [Register] button.

Modify Family Info

Please register both you and your family information.
 ※ There are people who have registered only family information. * Marked items are required.

Nickname *

Name

Login ID *

Relationship to Registrant (Self: yourself Other: your family)

Language Japanese English

Type of Address Same as Registrant Other

Postal Code - (numeric only)

State/Province

Municipality

Street Number

Building Name

Date of Birth (YYYYMMDD)

Sex

Blood Type

Local Transportation

E-Mail Address *

Phone

4. Click the [OK], Send e-mails with URL to login to registered family members. And registered family information will be displayed.

※When you registered all family info at once, send e-mails with URL to all family members.

Web ページからのメッセージ

Do you send an e-mail with url to login to this user?

View Family Info

No.	Nickname *	Relationship to Registrant	Language	E-Mail Address *	Login ID	URL	Modify
1	John Smith	<input checked="" type="radio"/> Self <input type="radio"/> Other	<input type="radio"/> Japanese <input checked="" type="radio"/> English	****@***.ne.jp	papa	Send URL	Modify
2	Taro	<input type="radio"/> Self <input type="radio"/> Other	<input type="radio"/> Japanese <input checked="" type="radio"/> English	*****@docomo.ne.jp	taro	Send URL	Modify
3	Mam	<input type="radio"/> Self <input type="radio"/> Other	<input type="radio"/> Japanese <input checked="" type="radio"/> English	*****@docomo.ne.jp	mam	Send URL	Modify
4		<input type="radio"/> Self <input type="radio"/> Other	<input checked="" type="radio"/> Japanese <input type="radio"/> English				Modify
5		<input type="radio"/> Self <input type="radio"/> Other	<input checked="" type="radio"/> Japanese <input type="radio"/> English				Modify
6		<input type="radio"/> Self <input type="radio"/> Other	<input checked="" type="radio"/> Japanese <input type="radio"/> English				Modify
7		<input type="radio"/> Self <input type="radio"/> Other	<input checked="" type="radio"/> Japanese <input type="radio"/> English				Modify

Push the "Register" button

Click here to delete or modify.

▼Example of "Registration notification e-mail"

" has been registered with "" ANPIKUN "" by John Smith

■ Login ID : papa.
 ■ Nick Name : John Smith.

* "" ANPIKUN "" can be accessed via the following URL.
<https://www.e-kakushin.com/efamily/loginFamily...>

** ATTENTION **
 Permanently keep this mail message."

TIP

When e-mail address before the update has been registered in current anpikun, you can update it also.

Web ページからのメッセージ

E-mail address before the update has been registered in the current anpikun. Are you sure you want to update this one also?

Web ページからのメッセージ

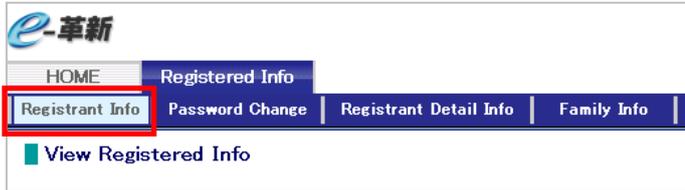
E-mail and anpikun e-mail was changed. Do you send the test mail ?

3.1.3 Registering the self report URL

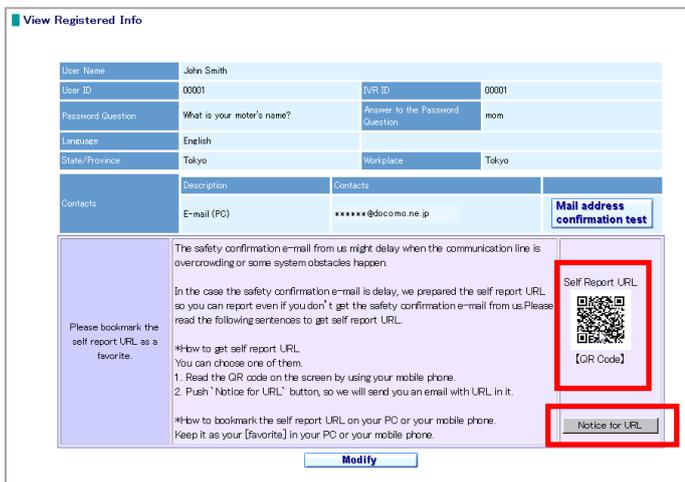
([Notification for the self report URL] screen will not be displayed depending on setting.)

This section explains how to get the self report URL.

1. Select [Registrant Info] from the menu.



2. When the View Registered Info screen is displayed, read a QR code for safety reports by the camera function of the mobile phone. or Click 「Notice for URL」 button.



3. If you read a QR code with your mobile, please bookmark the URL on your mobile. If you click the [Notice for URL] button, we send you an email with URL, please bookmark the URL when you get the e-mail.

※We recommend that you give your bookmark a name which you can easily recognize, for example [safety report screen].

E-mail sample Notification for the self report URL

John Smith

The safety confirmation e-mail might delay when the communication line is overcrowding or some system obstacles happen.

Please keep the self report URL below as your [favorite] on your PC or your mobile phone.

■ Self report URL

http://www.e-kakushin.com/eanpi/SimLogin.do*****

*If the safety confirmation e-mail does not arrive, you can use the self report URL, which you already keep as your [favorite], to access the secom safety confirmation service and choose the disaster and you can report.

SECOM ANPI

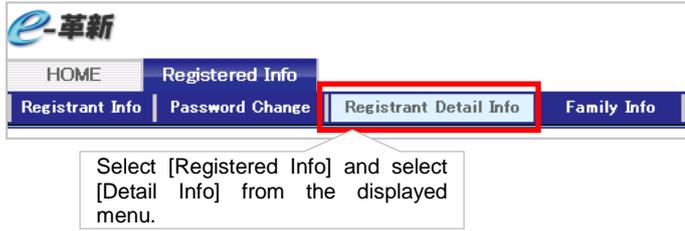
Please bookmark this URL as a favorite.

3.1.4 Registering detailed user information

([Detail Info] may not be displayed on the menu depending on setting.)

This section explains how to register user's detailed information (such as address and local transportation).

1. Select [Registrant Detail Info] from the menu.



2. Click [Modify] button.

3. Enter information for each item and click [Update] button to complete registration.

*For explanation of each item, please refer to Table 3.2, Explanation of Items.

▼Table 3.2 Explanation of Items

Item	Mandatory	Max. number of characters	Explanation
User Name	—	—	Not available. User name is displayed. If user name has been changed, please contact your department in charge of system.
Postal Code		7	Enter postal code.(One byte alphanumeric characters)
State/Province		—	Select state/province from the list box.
Municipality		50 ※Double byte only	Enter municipality.
Street Number		50 ※Double byte only	Enter street number.
Building Name		50 ※Double byte only	Enter building or apartment name.
Date of Birth		8	Enter date of birth. (One byte alphanumeric characters)
Sex		—	Select sex from the list box.
Blood Type		—	Select blood type from the list box.
Local Transportation		50 ※Double byte only	Enter the nearest local transportation.
Notes		50	Enter other information.

3.2 Registering User's Basic Information Using a Smart Phone

"Password change," "registration (or change) of user's contact information," "registration (or change) of user's residence/workplace" and "registration of user's family members' information" are possible using a mobile phone. (Use a PC for registering other information.) This section explains how to change password, register contact information, register residence/workplace information, and select Language.

3.2.1 Change password

Follow the instruction below to change your password for login to e-Innovation Service.

1. Select [Registrant Info] and then select [Password]

*Depending on setting, [Family Info] [Send the Self Report URL] may not be displayed.

2. Enter present password, new password and new password confirmation and click [change] button.

*Up to 30 one byte alphanumeric characters can be entered.

*Depending on setting, user may not be able to report his/her safety status by telephone if alphanumeric characters are used for password.

3. The message, "Password was changed," will be displayed indicating password change has been completed.

3.2.2 Registering (change) contact information

With a mobile phone, an e-mail address can be registered by sending a blank e-mail or by directly entering the e-mail address. The registered e-mail address is used to receive safety confirmation e-mail from administrator in the event of a disaster. The telephone number is used for login verification for safety confirmation or when reporting safety status by telephone.

[How to register e-mail address by sending a blank e-mail]

A user's mobile phone e-mail address can be registered by sending a blank e-mail. Even if user does not know his/her mobile phone e-mail address, the e-mail address can be registered by using this function.

1. Select [Back] after changing password. or [Registrant Info].
2. Select [Contacts].

Depending on setting, [Family Info] [Send the Self Report URL] may not be displayed.

3. Select [Add Mail address]. (If user has already registered an e-mail address, select [Modify Mail address].)

4. Mobile phone e-mail address creation screen will be automatically displayed. Send e-mail.

Note

- DoCoMo [Short Mail], au [C Mail] and Softbank [SkyMail] cannot be used. E-mail service has to be used.
- Some e-mail services cannot be used for registration. In this case, use the method of directly entering information to register user contact information.
- It may take some time to receive a "Registration result e-mail."

5. "Registration result e-mail" will be received at user's registered mobile phone e-mail address.

E-mail sample (1) When registration is completed:

メールアドレスが登録されました。
The E-mail address has been registered successfully.

セコムe-革新サービス
SECOM e-Innovation service
<https://www.e-kakushin.com/login>

E-mail sample (2) When registration error occurs:

メールアドレスが登録できませんでした。
お手数ですがもう一度アドレス登録を行ってください。
※携帯機種によってはご利用になれない場合がございますので、その場合は変更ボタンより連絡先登録をご利用ください。

It failed to register the E-mail address.
Please try again.
<<NOTE>>
Some mobile phone models are not available for this function.
In those cases, please register the address using "Modify" button.

セコムe-革新サービス
SECOM e-Innovation service

<https://www.e-kakushin.com/login>

*If a registration error e-mail is received, try registering again or use the method of directly entering information to register user contact information.

Note

If "Registration result e-mail" is not received within a reasonable time, it is possible that spam e-mail blocking is set on your smart phone. Check and change your setting to receive e-mail from admin@pa.e-kakushin.com and message@pa.e-kakushin.com.

(If your smart phone is set to receive only certain domains, change the setting so that e-mail from pa.e-kakushin.com domain can be received.)

How to register contact information by directly entering the information

Follow the instructions below to register e-mail address and telephone number by directly entering them.

1. Select [Registrant Info].
2. Select [Contacts].

Depending on setting, [Family Info] [Send the Self Report URL] may not be displayed.

3. Click [Modify] button.

*If user has already registered other contact information, the registered information will be displayed.

4. Enter contact e-mail address and telephone number directly. Click [Update] Button.

Back Contacts

*When you select a domain from the domain list and click the "Reflection Domain" button, the entry form to automatically enter it.

E-Mail Address

E-Mail Address1

Domain: [dropdown]

1.Reflection Domain

*****@
docomo.ne.jp

E-Mail Address2

Domain: [dropdown]

2.Reflection Domain

____@

Phone

Phone1

090-xxxx-xxxx

Phone2

03-xxxx-xxxx

Update

5. Registered contact information.

If you register e-mail address, select [Mail address confirmation test.]

Back Contacts

Contacts was changed.

Do you send a test e-mail?

Mail address confirmation test

Click here.

6. The mail was sent.

Back Complete

Test mail was sent.

Note

If "Registration result e-mail" is not received within a reasonable time, it is possible that spam e-mail blocking is set on your smart phone. Check and change your setting to receive e-mail from admin@pa.e-kakushin.com and message@pa.e-kakushin.com. (If your smart phone is set to receive only certain domains, change the setting so that e-mail from pa.e-kakushin.com domain can be received.)

3.2.3 Registering family members' information (Depending on contract or setting, [Register Your Family Information] may not be displayed.)

1. After Registering (or Changing) basic user information. Click [Register] to register your family information for anpikun.

Back Contacts

Contacts was update.

Do you send a test e-mail?

Mail address confirmation test

Then, Do you want to register a anpikun?

Register

Back Complete

test mail was sent.

Please confirm your registered E-mail address if you don't receive the mail within a few minutes. If you use mobile phone, Please confirm "Spam mail prevention" setting.

Then, Do you want to register a anpikun?

Register

※This menu will not be displayed, when e-mail addresses are not registered, and family information registered already.

2. The registered contact (e-mail address) will be displayed.

If you have registered two e-mail addresses, select one of them and click [OK] button.

Back Family Info

Let's start by doing the registration of the person himself. Are you sure you want in this e-mail address to register?

- xxxxx@docomo.ne.jp
- xxxxx@secom.co.jp

OK

3. Family Info screen will be displayed.

※E-mail Address that you specified in the "2" is entered in E-mail Address Column, and your name is entered in Nickname Column.

Enter information for each required item, and click [Register] button.

Back Family Info

[About Family Information]
Please register both you and your family information.
※ There are people who have registered only family information.

Family1

Nickname (required) John Smith

Login ID (required) papa

Relationship to Registrant Self Other

Language Japanese English

E-Mail Address (required) xxxxx@docomo.ne.jp

Family2

Nickname (required)

Login ID (required)

Relationship to Registrant Self Other

Language Japanese English

Family7

Nickname (required)

Login ID (required)

Relationship to Registrant Self Other

Language Japanese English

E-Mail Address (required)

Register

4. Click the [Send URL], Send e-mails with URL to login to registered family members. And registered family information will be displayed.

※When you registered all family info at once, send e-mails with URL to all family members.

If you want to send e-mail one by one, Click [Back] and Select [Send URL] of each.



▼ Example of "Registration notification e-mail"

" has been registered with "" ANPIKUN "" by John Smith

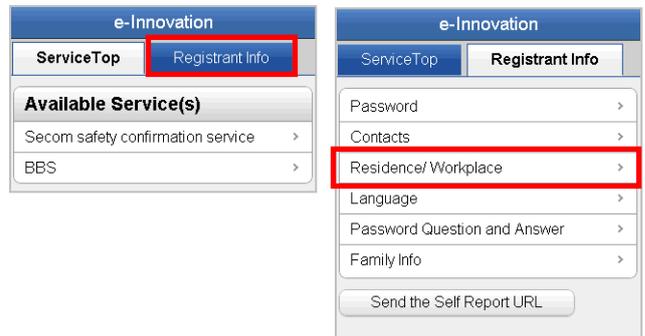
■ Login ID : papa.
 ■ Nick Name : John Smith.

*"" ANPIKUN "" can be accessed via the following URL.
<https://www.e-kakushin.com/efamily/loginFamily...>

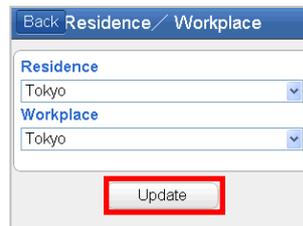
** ATTENTION **
 Permanently keep this mail message."

3.2.4 Registering (change) residence and workplace information

1. Select [Registrant Info]. and then select [Residence/Workplace]



2. Select state/province for residence and workplace from the list box and click [Modify] button.



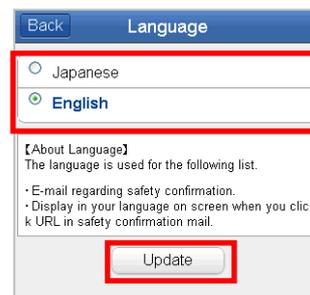
*Currently registered residence/workplace will be displayed.

3.2.5 Select the language

1. Select [Registrant Info]→[Language].



2. Check the language used in service. Click [Update] button.



TIP

When e-mail address before the update has been registered in current anpikun, you can update it also.



3.2.6 Registering PW question and the answer

1. Select [Registrant Info].
2. Select [Password question and the answer].
3. Enter PW question and the answer and click [Update].

The first screenshot shows the 'e-Innovation' menu with 'Registrant Info' selected. Under 'Available Service(s)', 'Secom safety confirmation service' and 'BBS' are listed. The second screenshot shows the 'Forget Password' page with a 'Password Question' field containing 'What is your mother's name?' and an 'Answer to the Password Question' field containing 'mom'. An 'Update' button is at the bottom.

3.2.7 Registering the self report URL

(Depending on setting, [Send the Self URL] may not be displayed.)

1. Select [Registrant Info].
2. Select [Send the Self Report URL].

The first screenshot shows the 'e-Innovation' menu with 'Registrant Info' selected. The second screenshot shows the 'Registrant Info' menu with 'Send the Self Report URL' highlighted at the bottom.

3. If you select the [Send the Self Report URL], we send you an email with URL, please bookmark the URL when you get the e-mail.
※We recommend that you give your bookmark a name which you can easily recognize, for example [safety report screen].

E-mail sample Notification for the self report URL

John Smith

The safety confirmation e-mail might delay when the communication line is overcrowding or some system obstacles happen.

Please keep the self report URL below your mobile phone.

Please bookmark this URL as a favorite.

■ Self report URL
http://www.e-kakushin.com/eanpi/SimLogin.do*****

*If the safety confirmation e-mail does not arrive, you can use the self report URL, which you already keep as your [favorite], to access the secom safety confirmation service and choose the disaster and you can report.

3.2.8 Downloading and setting up the Safety Report App

* Screen images and configuration methods may differ according to your smartphone model and settings.
 * Safety Report App does not have Anpikun (option) function.
 Push notification will not be delivered to your family members.
 *Same as safety report, you can check the contact list for contact report (contact report is not necessary depending on administrator's setting).

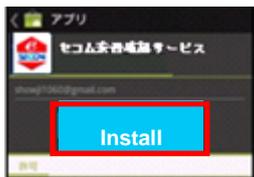
1. Search for Safety Report App in the store

Android...Download from Google Play
 iPhone...Download from the App Store



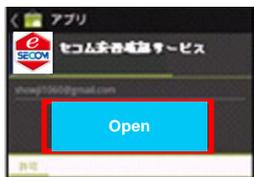
Search for "SECOM Safety"

2. Install



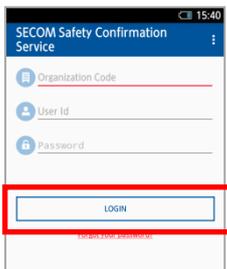
Accept the software license agreement, and install

3. Open the Safety Report App



4. Login

* Push notifications will not be delivered unless you log in.



Enter your "Company code," "User ID," and "Password" and log in
 * These are the same values as used to log in to the website.

5. Login is complete

*Top screen is displayed.

6. Return to Home



Precautions

Please check your smartphone settings and confirm that you can receive push notifications.

[How to configure push notifications on Android]

Settings>Apps (App management)>Tap on the Safety Report app>Check "Show notifications"

[How to configure push notifications on iPhone]

Settings>Notifications (Notification Center)>Tap on the Safety Report app>Allow Notifications>Turn on "Show in Notification Center">Select Banners or Notification as the " Notification style"

push notifications . . .

This is a method of displaying alerts from the app on a smartphone's standby screen or banner.

*To use push notification of the safety report app, you need to apply for the use in advance.

*Please ask your administrator whether push notification delivery is available for you.

*You can activate the app to report safety whether or not the push notification delivery is available for you.

* iPhone, App Store are trademarks of Apple Inc.

* The iPhone trademark is used under license from Aiphone Co., Ltd.

* Android and Google Play are trademarks or registered trademarks of Google Inc.

3.3 Registering User's Basic Information Using a Mobile Phone

"Password change," "registration (or change) of user's contact information," "registration (or change) of user's residence/workplace" and "registration of user's family members' information" are possible using a mobile phone. (Use a PC for registering other information.) This section explains how to change password, register contact information, register residence/workplace information, and select Language.

3.3.1 Change password

Follow the instruction below to change your password for login to e-Innovation Service.

1. Select [Registrant Info] and then select [Password]

*Depending on setting, [Family Info] [Send the Self Report URL] may not be displayed.

2. Enter present password, new password and new password confirmation and click [change] button.

*Up to 30 one byte alphanumeric characters can be entered.

*Depending on setting, user may not be able to report his/her safety status by telephone if alphanumeric characters are used for password.

After entering information, click here.

3. The message, "Password was changed," will be displayed indicating password change has been completed.

3.3.2 Registering (change) contact information

With a mobile phone, an e-mail address can be registered by sending a blank e-mail or by directly entering the e-mail address. The registered e-mail address is used to receive safety confirmation e-mail from administrator in the event of a disaster. The telephone number is used for login verification for safety confirmation or when reporting safety status by telephone.

[How to register e-mail address by sending a blank e-mail]

A user's mobile phone e-mail address can be registered by sending a blank e-mail. Even if user does not know his/her mobile phone e-mail address, the e-mail address can be registered by using this function.

1. Select [Registrant Info].

2. Select [Contacts].

*Depending on setting, [Family Info] [Send the Self Report URL] may not be displayed.

3. Select [Add Mail address]. (If user has already registered an e-mail address, select [Modify Mail address].)

4. Mobile phone e-mail address creation screen will be automatically displayed. Send e-mail.

Note

- DoCoMo [Short Mail], au [C Mail] and Softbank [SkyMail] cannot be used. E-mail service has to be used.
- Some e-mail services cannot be used for registration. In this case, use the method of directly entering information to register user contact information.
- It may take some time to receive a "Registration result e-mail."

5. "Registration result e-mail" will be received at user's registered mobile phone e-mail address.

E-mail sample (1) When registration is completed:

メールアドレスが登録されました。
The E-mail address has been registered successfully.

セコムe-革新サービス
SECOM e-Innovation service
<https://www.e-kakushin.com/login>

E-mail sample (2) When registration error occurs:

メールアドレスが登録できませんでした。
お手数ですがもう一度アドレス登録を行ってください。
※携帯機種によってはご利用になれない場合がございますので、その場合は変更ボタンより連絡先登録をご利用ください。

It failed to register the E-mail address.
Please try again.
<<NOTE>>
Some mobile phone models are not available for this function.
In those cases, please register the address using "Modify" button.

セコムe-革新サービス
SECOM e-Innovation service
<https://www.e-kakushin.com/login>

*If a registration error e-mail is received, try registering again or use the method of directly entering information to register user contact information.

Note

If "Registration result e-mail" is not received within a reasonable time, it is possible that junk e-mail blocking is set on your mobile phone. Check and change your setting to receive e-mail from admin@pa.e-kakushin.com and message@pa.e-kakushin.com.

(If your mobile phone is set to receive only certain domains, change the setting so that e-mail from pa.e-kakushin.com domain can be received.)

【How to register contact information by directly entering the information】

Follow the instructions below to register e-mail address and telephone number by directly entering them.

1. Select [Registrant Info].

e-Innovation
[John Smith]

- 1. Secom safety confirmation service
- 2. BBS
- 8. Registrant Info
- 9. Logout

2. Select [Contacts].

e-Innovation
[John Smith]

- 1. Password
- 2. Contacts
- 3. Residence/ Workplace
- 4. Language
- 5. Password Question and Answer
- 8. Family Info
- Send the Self Report URL
- 8. Back
- 9. Logout

* Depending on user's contract, [Family Info] may not be displayed.

*Depending on setting, [Family Info] [Send the Self Report URL] may not be displayed.

3. Click [Modify] button.

【Intended Use of Personal Information】
• We will use your information for communication to provide e-Innovation Service.
• We will not disclose personal information to any third parties.
※If you are in agreement with the below, please register your information.

Modify

- 8. Back
- 9. Logout

*If user has already registered other contact information, the registered information will be displayed.

4. Enter contact e-mail address and telephone number directly. Click [Update] Button.

5. Registered contact information.
If you register e-mail address, select [Mail address confirmation test].

6. The-mail was sent.

Note

If "Registration result e-mail" is not received within a reasonable time, it is possible that junk e-mail blocking is set on your mobile phone. Check and change your setting to receive e-mail from admin@pa.e-kakushin.com and message@pa.e-kakushin.com. (If your mobile phone is set to receive only certain domains, change the setting so that e-mail from pa.e-kakushin.com domain can be received.)

3.3.3 Registering family members' information
(Depending on contract or setting, [Register Your Family Information] may not be displayed.)

1. After Registering (or Changing) basic user information. Click [Register] to register your family information for anpikun.

※This menu will not be displayed, when e-mail addresses are not registered, and family information registered already.

2. The registered contact (e-mail address) will be displayed.
If you have registered two e-mail addresses, select one of them and click [OK] button.

3. View Family Info screen will be displayed.

※E-mail Address that you specified in the "2" is entered in E-mail Address Column, and your name is entered in Nickname Column.

Enter information for each required item, and click [Register] button.

e-Innovation
[John Smith]

[About Family Information]
Please register both you and your family information.
※There are people who have registered only family information.

* Marked items are required.
No 1
Nickname*: John Smith
Login ID*: papa
Relationship to Registrant: Self
 Other
Language: Japanese English
E-Mail Address*:
xxxxx@docomo.ne.jp

No 2
Nickname*:
Login ID*:
Relationship to Registrant: Self
 Other
Language: Japanese English

No 7
Nickname*:
Login ID*:
Relationship to Registrant: Self
 Other
Language: Japanese English
E-Mail Address*:

Register

[Back](#)
[Logout](#)

4. Click the [Send URL], Send e-mails with URL to login to registered family members.

And registered family information will be displayed.

※When you registered all family info at once, send e-mails with URL to all family members.

If you want to send e-mail one by one, Click [Back] and Select [URL] of each.

e-Innovation
[John Smith]

To everybody Are you sure you want to send the login URL?
Send URL

[Back](#)
[Logout](#)

[About Family Information]
Please register both you and your family information.
※There are people who have registered only family information.

* Marked items are required.
No 1
Nickname*: John Smith
Login ID*: papa
Relationship to Registrant: Self
 Other
Language: Japanese English
E-Mail Address*:
xxxxx@docomo.ne.jp

URL

[Detail](#)

No 2
Nickname*:
Login ID*:
Relationship to Registrant: Self
 Other
Language: Japanese English
E-Mail Address*:

Click here to delete or modify.

URL mail was sent.

e-Innovation
[John Smith]

[About Family Information]
Please register both you and your family information.
※There are people who have registered only family information.

* Marked items are required.
No 1
Nickname*: John Smith
Login ID*: papa
Relationship to Registrant: Self
 Other
Language: Japanese English
E-Mail Address*:
xxxxx@docomo.ne.jp

URL

[Detail](#)

No 2
Nickname*:
Login ID*:
Relationship to Registrant: Self
 Other
Language: Japanese English
E-Mail Address*:

▼Example of "Registration notification e-mail"

" has been registered with ""ANPIKUN"" by John Smith

- Login ID : papa.
- Nick Name : John Smith.

*"" ANPIKUN"" can be accessed via the following URL.
<https://www.e-kakushin.com/efamily/loginFamily...>

**** ATTENTION ****
Permanently keep this mail message."

TIP

When e-mail address before the update has been registered in current anpikun, you can update it also.

e-Innovation
[John Smith]

Contacts was update.

E-mail address before the change has been registered in the current anpikun. Are you sure you want to change this one also?
Register

e-Innovation
[John Smith]

updated the email address of the anpikun.

Do you send a test e-mail ?
[Mail address confirmation test](#)

3.3.4 Registering (change) residence and workplace information

1. Select [Registrant Info].
and then select [Residence/Workplace]

The first screenshot shows the e-Innovation user interface with the user name [John Smith]. The menu items are: 1. Secom safety confirmation service, 2. BBS, 8. Registrant Info (highlighted), and 9. Logout. The second screenshot shows the Registrant Info page with the user name [John Smith]. The menu items are: 1. Password, 2. Contacts, 3. Residence/ Workplace (highlighted), 4. Language, 5. Password Question and Answer, 6. Family Info, and a button to Send the Self Report URL. At the bottom, there are links for 8. Back and 9. Logout.

2. Select state/province for residence and workplace from the list box and click [Modify] button.

The screenshot shows the e-Innovation user interface with the user name [John Smith]. Below the name are two dropdown menus: Residence (set to Tokyo) and Workplace (set to Tokyo). At the bottom, there is an Update button highlighted in red.

*Currently registered residence/workplace will be displayed.

3.3.5 Select the language

1. Select [Registrant Info]→[Language].

The first screenshot shows the e-Innovation user interface with the user name [John Smith]. The menu items are: 1. Secom safety confirmation service, 2. BBS, 8. Registrant Info (highlighted), and 9. Logout. The second screenshot shows the Registrant Info page with the user name [John Smith]. The menu items are: 1. Password, 2. Contacts, 3. Residence/ Workplace, 4. Language (highlighted), 5. Password Question and Answer, 6. Family Info, and a button to Send the Self Report URL. At the bottom, there are links for 8. Back and 9. Logout.

2. Check the language used in service.
Click [Register] button.

The screenshot shows the e-Innovation user interface with the user name [John Smith]. Below the name are two radio button options: Japanese and English (selected). Below the options is a text box with the following text: [About the language] Please select the language to use by e-Innovation service. When you change the language setting, the language that you set is displayed from the next login. At the bottom, there is an Update button highlighted in red.

3.3.6 Registering PW question and the answer

1. Select [Registrant Info].

The screenshot shows the e-Innovation user interface with the user name [John Smith]. The menu items are: 1. Secom safety confirmation service, 2. BBS, 8. Registrant Info (highlighted), and 9. Logout.

2. Select [Password question and the answer].

The screenshot shows the Registrant Info page with the user name [John Smith]. The menu items are: 1. Password, 2. Contacts, 3. Residence/ Workplace, 5. Password Question and Answer (highlighted), 6. Family Info, and a button to Send the Self Report URL. At the bottom, there are links for 8. Back and 9. Logout.

3. Enter PW question and the answer and click [Update].

The screenshot shows the Password Question and Answer form with the user name [John Smith]. The question is 'What is my mothers' name?' and the answer is 'Nancy'. At the bottom, there is an Update button highlighted in red. Below the form, there are links for 8. Back and 9. Logout.

3.3.7 Registering the self report URL

(Depending on setting, [Send the Self URL] may not be displayed.)

1. Select [Registrant Info].



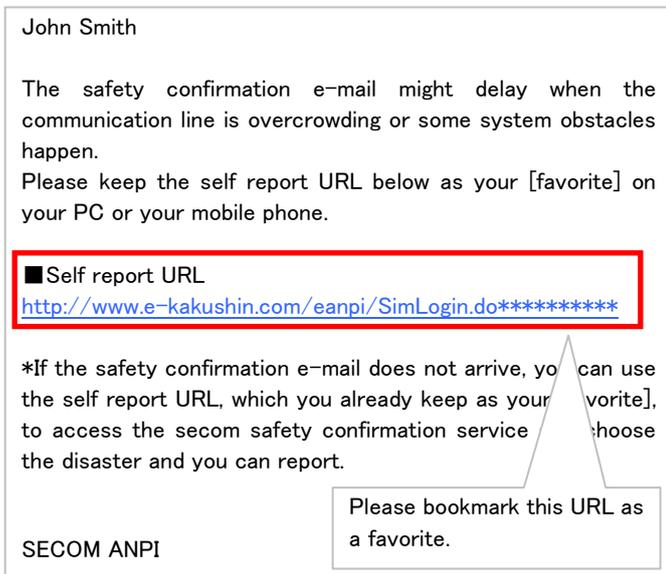
2. Select [Send the Self Report URL].



3. If you select the [Send the Self Report URL] , we send you an e-mail with URL, please bookmark the URL when you get the e-mail.

※We recommend that you give your bookmark a name which you can easily recognize, for example [safety report screen].

E-mail sample Notification for the self report URL

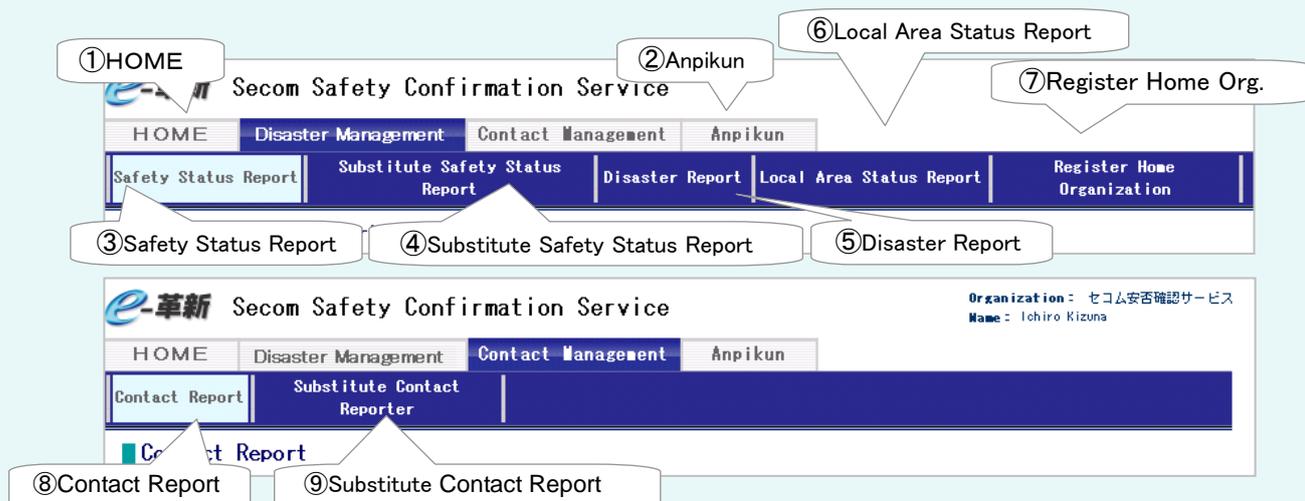


4. When Safety Confirmation E-mail is Received (In Time of Disaster)

If a safety confirmation e-mail from administrator is received, user must report his/her safety status immediately.

【Reference】 Explanation of “Secom Safety Confirmation Service” screen

Log in to e-Innovation Service and select “Secom Safety Confirmation Service” .

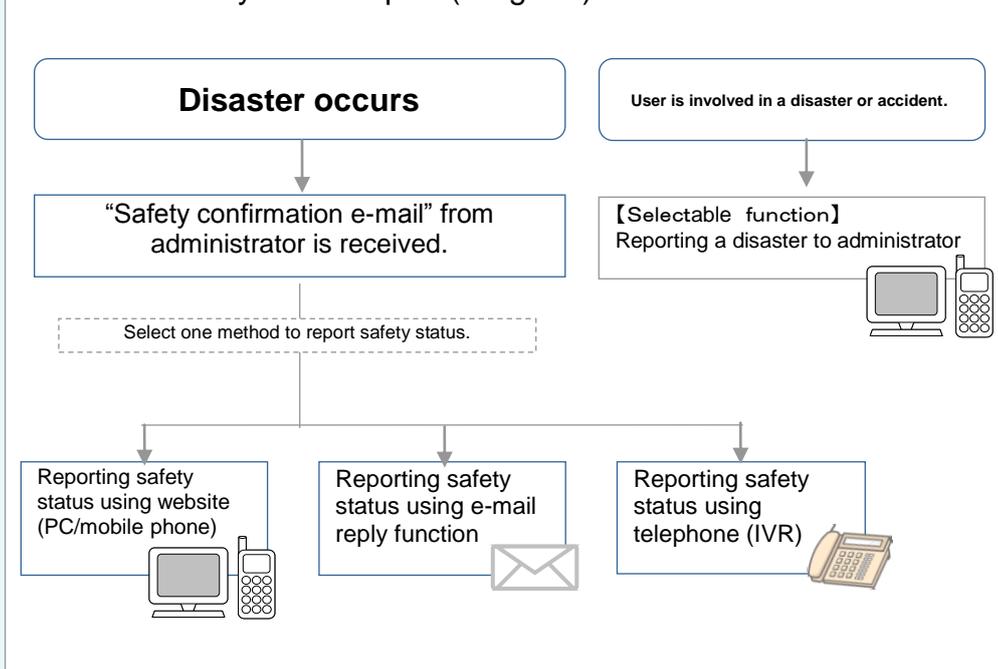


▼List of menus

Menu	Submenu	Explanation
① HOME		Select this menu to return to e-Innovation Service homepage.
② Anpikun*		You can confirm the safety of the family.
③ Disaster Management	Safety Status Report	Reporting to administrator that user is involved in a disaster or accident.
	Substitute Safety Status Report	Reporting to administrator as representative of other users about their safety status and /or whether they are able to come to offices.
	Disaster Report*	Reporting to administrator that user is involved in a disaster or accident.
	Local Area Status Report*	Reporting on local area status such as workplace in accordance with a checklist in the event of a disaster.
⑦ Register Home Org*		Registering or changing user’s organization
⑧ Contact Management	Contact Report	Reporting to administrator to the emergency contact e-mails with response required.
	Substitute Contact Report	Reporting to administrator as representative of other users.

*May not be displayed depending on setting.

▼Flow of safety status report (Diagram)



4.1 Reporting Safety Status

If safety confirmation e-mail is received, access the URL shown on the e-mail to report your safety status, ability to come to office or other information to administrator. If you cannot access the website, you can report your status by e-mail. If you cannot use e-mail, you can report your status by telephone. Report contents differ depending on the type of disaster (such as earthquake or typhoon) and reporting method (such as via website or e-mail).

Note

- If your status changes as a result of a secondary disaster, your latest safety status should be reported.
- Safety status reporting by return e-mail is only possible from the e-mail address registered in your user information.
- When you report your safety status by using telephone, Audio guidance is in Japanese language only.

▼ Type of Disaster and Report Details (Items with [O] mark are available for report)

*Figures in [] refer to the figures to be entered in an e-mail title (subject) when reporting user's safety status by return e-mail.

Type of disaster	Response Categories	Response Items	Web	e-mail	TEL
Earthquake	User's safety status	Safe【1】, slightly injured【2】, severely injured【3】	○	○	○
	Ability to come to office	Impossible, within about one hour, within about three hours, has already come to office, other	○	×	○
	Safety status of user's family	Unknown, all members are safe, some casualties, some are missing, there is a severe accident	○	×	×
	Status of user's premises	Unknown, safe, half collapse, total collapse	○	×	×
	Comment	Entering message to administrator	○	○	○
Typhoon	User's safety status	Safe【1】, slightly injured【2】, severely injured【3】	○	○	○
	Ability to come to office	Impossible, within about one hour, within about three hours, has already come to office, other	○	×	○
	Safety status of user's family	Unknown, all members are safe, some casualties, some members are missing, there is a severe accident	○	×	×
	Status of user's premises	Unknown, safe, half collapse, total collapse	○	×	×
	Comment	Entering message to administrator	○	○	○
Accident	User's safety status	Safe【1】, slightly injured【2】, severely injured【3】	○	○	○
	Ability to come to office	Impossible, within about one hour, within about three hours, has already come to office, other	○	×	○
	Comment	Entering message to administrator	○	○	○
Summon	Ability to come to office	Impossible 【5】, within about one hour【6】, within about three hours【7】, has already come to office【8】, other【9】	○	○	○
	Comment	Entering message to administrator	○	○	○
Contact	Reply to confirmation	Yes (safe) 【5】, No (not safe)【6】	○	○	×
Influenza Pandemic	Health condition	Nondiseased, await testing, under treatment, has fully recovered	○	×	×
	Ability to come to office	possible(has already come to office), within 3 days, within a week, other	○	×	×
	Vaccination status	vaccinated, unvaccinated	○	×	×
	Specific symptoms of flu	have symptoms(a fever of over 38 degrees, coughs, nausea, joint ache), have no symptoms	○	×	×
	Health conditions of cohabiters	have symptoms, have no symptoms	○	×	×
	Comment	Entering message to system administrator	○	×	×

The response item/report content can be modifiable by administrator, it might be different from the following information.

TIP

I cannot receive safety confirmation e-mail to my mobile phone!

It is possible that junk e-mail blocking is set on your mobile phone. Check and change your setting to receive e-mail from admin@pa.e-kakushin.com and message@pa.e-kakushin.com. (If your mobile phone is set to receive only certain domains, change the setting so that e-mail from pa.e-kakushin.com domain can be received.)

4.1.1 Reporting safety status using a PC

This section explains how to access the URL shown in safety confirmation e-mail and log in to the Safety Confirmation Service website to report user's safety status.

1. Access the URL shown in safety confirmation e-mail.

SECOM Safety Confirmation Service Co., Ltd.

An earthquake with Seismic Intensity 6- occurred in Kanto Area at 10:00 JST 09 NOV 20xx.

• To report via the Internet (PC/mobile phone), visit the URL below.
<http://www.e-kakushin.com/eangepi/.....>

• Enter the following situation code as the message subject after that has been deleted

- 1 Safe
- 2 Slightly injured
- 3 Seriously injured

You can write comment in the E-mail body.

• To report via telephone, call the number below.
 xx-xxxx-xxxx (Japanese version only)

◇ About earthquake information
http://info.e-kakushin.com/Equake/en/*****.html

• Top Menu
<https://www.e-kakushin.com/login>

If your company is not requesting, The English organization name of mail source is not displayed.

* Right after the earthquake happened, "Now we are gathering information" might be displayed on the web page. In that case, please wait for a while and check it again later.

Earthquake Information (Earthquake and Seismic Intensity)
 The Meteorological Agency Seismological and Volcanological Institute
 Issued at 14:53 JST 11 Mar 2011
 Occurred at 14:46 JST 11 Mar 2011
 Latitude (degree) 38.0N
 Longitude (degree) 142.9E
 Depth 10km
 Magnitude 7.9
 Region Name SANRIKUOKI

* Regions where Seismic Intensity 5- or more were observed are listed.

JMA Seismic Intensity 7
 Region Name MYAGIKENHOKUBU
 JMA Seismic Intensity 6+
 Region Name

YAMANASHIKENTOBU*FUJIGOKO
 JMA Seismic Intensity 5-
 Region Name AKITAKENENGHOKUBU, YAMAGATAKENSHONAI, YAMAGATAKENMDOGAMI, SAITAMAKENHICHIJIBU, TOKYOTOTAMATOBUI, KANAGAWAKENHICHIJIBU, NIIGATAKENCHUETSU, NAGANOKENCHUETSU, SHIZUOKAKENHICHIJIBU

Earthquake information history
 the Meteorological Agency(PC)

* It is an earthquake occurrence history more than the 5- on the intensity scale which occurred in the past one year.

14:46:00 JST 11 Mar 2011	Seismic Intensity 7 occurred in Tohoku Area
09:23:00 JST 31 May 2012	Seismic Intensity 4 occurred in Shikoku Area
09:23:00 JST 31 May 2012	Seismic Intensity 5- occurred in Shikoku Area
09:23:00 JST 31 May 2012	Seismic Intensity 4 occurred in Shikoku Area
14:57:00 JST 30 May 2012	Seismic Intensity 4 occurred in Shikoku Area
13:50:00 JST 30 May 2012	Seismic Intensity 4 occurred in Shikoku Area
13:50:00 JST 30 May 2012	Seismic Intensity 4 occurred in Shikoku Area
13:50:00 JST 30 May 2012	Seismic Intensity 4 occurred in Shikoku Area
13:09:00 JST 30 May 2012	Seismic Intensity 4 occurred in Shikoku Area
09:00:00 JST 01 Jan 2012	Seismic Intensity 5+ occurred in Kanto Area
09:00:00 JST 01 Jan 2012	Seismic Intensity 5+ occurred in Kanto Area
09:00:00 JST 01 Jan 2012	Seismic Intensity 4 occurred in Kyushuhuh Area
09:00:00 JST 01 Jan 2012	Seismic Intensity 5+ occurred in Kanto Area
09:00:00 JST 01 Jan 2012	Seismic Intensity 4 occurred in Kyushuhuh Area
09:00:00 JST 01 Jan 2012	Seismic Intensity 5+ occurred in Kanto Area
09:00:00 JST 01 Jan 2012	Seismic Intensity 5+ occurred in Kanto Area
11:47:00 JST 22 May 2012	Seismic Intensity 4 occurred in Kyushuhuh Area
11:47:00 JST 22 May 2012	Seismic Intensity 4 occurred in Kyushuhuh Area
11:47:00 JST 22 May 2012	Seismic Intensity 4 occurred in Kyushuhuh Area

Safety confirmation email sent by Secom Disaster Monitoring Center has URL which access to earthquake information page.

* Organization code, user ID and password may be needed to log in, depending on setting. If you do not have this information, please contact your department in charge of this service.

2. The [Safety Status Report] screen will be displayed. Enter necessary information and click [Report] button.

Safety Status Report

Display All Disaster

Situation
 [Reported] Kanto Earthquake (Date/Time of Incident : 20XX/XX/XX XX:XX)
 [Not Reported] Izu southland (Date/Time of Incident : 20XX/XX/XX XX:XX) * Items with * are essential.

Safety of Registrant *
 Safe Slightly injured Seriously injured

Able to Come to Office *
 No Within about 1 hour Within about 3 hours in the office Other

Safety of Family *
 Unknown All safe Some injured Some missing Serious accident

Status of Home *
 Unknown No damage Partially destroyed Totally destroyed

Comments

Report **Clear**

Push the Report button.

When only one registered disaster is active for reporting, this disaster selection part does not appear. Following parts appear on this screen.

3. The message, "Registering data. OK?," will be displayed. Click [OK] button. The message, "Registration is completed," will be displayed indicating safety status report has been completed.

Registering data. OK?

OK キャンセル

4.1.2 Reporting safety status using a smart phone

1. Access the URL shown in safety confirmation e-mail.

* Organization code, user ID and password may be needed to log in, depending on setting. If you do not know this information, please contact your department in charge of this service.

SECOM Safety Confirmation Service Co., Ltd.

An earthquake with Seismic Intensity 6+ occurred in Kanto Area at 10:00 JST 09 NOV 20xx.

•To report via the Internet (PC/mobile phone) visit the URL below.

<http://www.e-kakushin.com/eanpi/.....>

•Enter the following situation code as the message subject after that has been deleted.

- 1 Safe
- 2 Slightly injured
- 3 Seriously injured

You can write comment in the E-mail body.

•To report via telephone, call the number below.
xx-xxxx-xxxx (Japanese version only)

◇About earthquake information

<http://info.e-kakushin.com/Equake/en>

•Top Menu

Safety confirmation email sent by Secom Disaster Monitoring Center has URL which access to earthquake information page.

2. Select your current status for each item (such as safety status or ability to come to office). and click [Report] button.

3. The message, "Registration complete," will be displayed indicating safety status report has been completed. Enter comments if any, and click [Add Comment] button. The message, "Registration complete" will be displayed the comment addition has been completed.

TIP

Depending on setting, [Safety Confirmation Menu] or [Disaster Selection] screen will be displayed after logging in.

•How to display [Safety Status Report] screen from the menu:

↳ Select [Safety Status Report].

•How to display [Safety Status Report] screen from the [Disaster Selection] screen:

↳ If more than one disaster has occurred, select one to report. Click [Next] button to display [Safety Status Report] screen.

4.1.3 Reporting safety status using a mobile phone

1. Access the URL shown in safety confirmation e-mail.

* Organization code, user ID and password may be needed to log in, depending on setting. If you do not know this information, please contact your department in charge of this service.

SECOM Safety Confirmation Service Co., Ltd.

An earthquake with Seismic Intensity 6- occurred in Kanto Area at 10:00 JST 09 NOV 20xx.

To report via the Internet (PC/mobile phone), visit the URL below.

<http://www.e-kakushin.com/eanpi/.....>

Enter the following situation code as the message subject after that has been deleted.

- 1 Safe
- 2 Slightly injured
- 3 Seriously injured

You can write comment in the E-mail body.

To report via telephone, call the number below.

xx-xxxx-xxxx (Japanese version only)

◇About earthquake information

<http://info.e-kakushin.com/Equake/e/>

Top Menu

Safety confirmation email sent by Secom Disaster Monitoring Center has URL which access to earthquake information page.

2. Select your current status for each item (such as safety status or ability to come to office). and click [Report] button.

Safety Status Report

▼ Situation:
Izu southland

▼ Safety of Registrant (required):

Safe

Slightly injured

Seriously injured

▼ Able to Come to Office (required):

No

Within about 1 hour

Within about 3 hours

in the office

Other

▼ Safety of Family (required):

Unknown

All safe

Some injured

Some missing

Serious accident

▼ Status of Home (required):

Unknown

No damage

Partially destroyed

Totally destroyed

▼ Push the "Report" button.

3. The message, "Registration complete," will be displayed indicating safety status report has been completed. Enter comments if any, and click [Add Comment] button. The message, "Registration complete" will be displayed the comment addition has been completed.

Safety Status Report

◆Your report is complete.

▼If you have a comment, then input it and push the "Add Comment" button.

TIP

Depending on setting, [Safety Confirmation Menu] or [Disaster Selection] screen will be displayed after logging in.

How to display [Safety Status Report] screen from the menu:

↳ Select [Safety Status Report].

Safety confirmation top menu
[Disaster Management]

2.Substitute Safety Status Report

3.Disaster Report

4.Local Area Status Report

Select here.

How to display [Safety Status Report] screen from the [Disaster Selection] screen:

↳ If more than one disaster has occurred, select one to report. Click [Next] button to display [Safety Status Report] screen.

[Not Reported]
Kanto Earthquake
{Date/Time of Incident:
20xx/xx/xx xxxx }

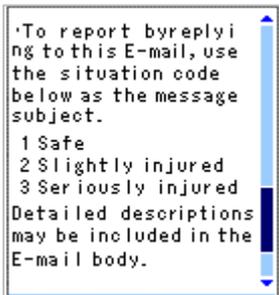
[Reported]
Izu southland
{Date/Time of Incident:
20xx/xx/xx xxxx }

Select a disaster.

4.1.4 Reporting safety status using e-mail reply function

You can report safety status by replying to a received safety confirmation e-mail.

1. Open received e-mail and click [Reply] button. (This procedure may differ depending on available functions on PCs and mobile phones.)



2. Delete all characters from the e-mail title (subject) box (e.g., Re: Safety confirmation e-mail) and enter the number which corresponds to your safety status.

* For details on available report contents and numbers to enter, please refer to "Type of Disaster and Report Details" on p.26 in this manual.

3. If you want to send a message, enter in the e-mail message box.

▼Example of e-mail

4. Send the reply e-mail.

Note

- Please make sure that only a number is entered in the e-mail subject box.
- Safety status reporting by return e-mail is only possible from the e-mail address registered in your user information.

4.1.5 Reporting safety status using telephone

Note

- Telephone is not available when a disaster type is specified as "Contact." and "Influenza Pandemic"
- Audio guidance is in Japanese language only.

1. Call the number for safety status reporting shown in safety confirmation e-mail.

2. Follow audio guidance to report.

* Depending on setting, if you call from a telephone number which has been registered in your contact information and which has caller ID service, information such as user ID may not be required. For details, please contact your department in charge of this service.

*In order to log in, not only organization code and user ID but password may be required.

3. If more than one disaster is occurring, the audio guidance states the number of disasters that are registered. Then the names of each disaster are given and you must report safety status for each disaster.

▼Safety Status and Input Code

User's safety status	1: "Safe," 2: "slightly injured," 3: "severely injured"
Ability to come to office	1: "Impossible," 2: "within about one hour," 3: "within about three hours," 4: "has already come to office," 5: "other"

Reference

Up to 30 seconds of voice message regarding your current status can be recorded.

TIP

For reporting safety status by telephone, a touch tone line or dial up line can be used, but dial up line requires a telephone which sends tone signals.

(Dial telephones cannot be used.)

4.1.6 Reporting safety status using the Safety Report App

- * Screen images and configuration methods may differ according to your smartphone model and settings.
- * Safety Report App does not have Anpikun (option) function. Push notification will not be delivered to your family members.
- * Same as safety report, you can check the contact list for contact report (contact report is not necessary depending on administrator's setting).

(Safety report from a push notification)

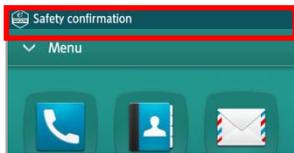
*To use push notification of the safety report app, you need to apply for the use in advance.

*Please ask your administrator whether push notification delivery is available for you.

*You can activate the app to report safety whether or not the push notification delivery is available for you.

1. Receiving safety confirmation push notifications

- * May be displayed as a dialog box, depending on the model and settings

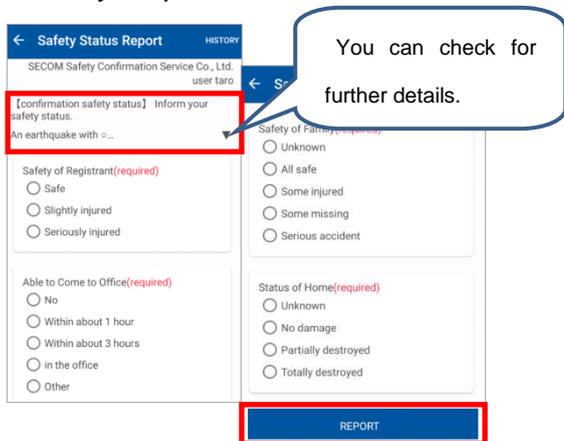


2. From within the push notification, tap "SECOM Safety Confirmation Service"

▼ Push notification list



3. Safety Reports



※Tap ▼ to check the full text of the email.

※Tap history to check history.

(Launch the App and make a safety report)

1. Tap the Safety Report App

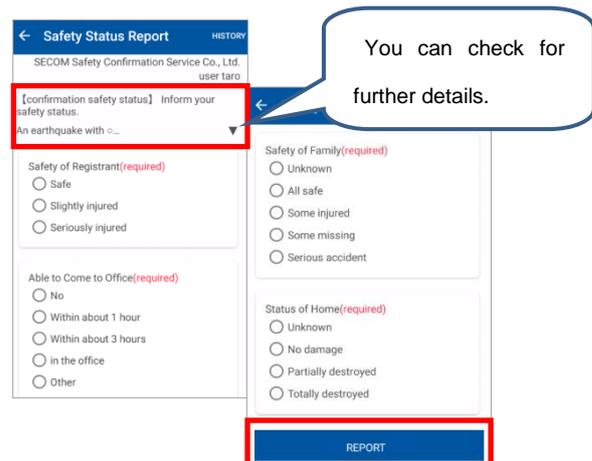


2. Tap Safety Status Report

3. Tap the disaster list item you want to make a safety report on



4. Safety Reports



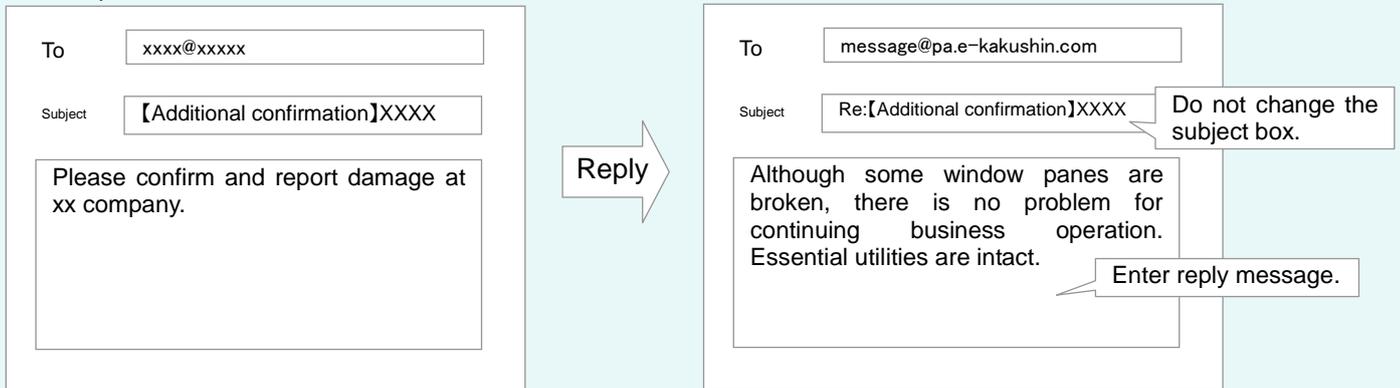
※Tap ▼ to check the full text of the email.

- * iPhone, App Store are trademarks of Apple Inc.
- * The iPhone trademark is used under license from Aiphone Co., Ltd.
- * Android and Google Play are trademarks or registered trademarks of Google Inc.

【Reference】 How to reply to additional confirmation e-mail from administrator

If additional confirmation e-mail from system administrator is received, reply to the e-mail using the e-mail return function. In this case, enter message without changing e-mail title (subject) box.
*Additional confirmation e-mail is different from safety confirmation e-mail. Note that you cannot report your safety status by replying to additional confirmation e-mail.

▼ Example of E-Mail



Note

- Please reply using a received e-mail without changing title (subject) of the e-mail.
- Additional confirmation e-mail from administrator is sent from message@pa.e-kakushin.com. Please check setting for junk e-mail blocking and make sure that e-mail from pa.e-kakushin.com domain can be received.
- Safety status report is different from reply to additional confirmation e-mail.

5. Options

This chapter explains how to use optional functions such as “Anpikun,” “Local area status report,” and selective functions such as “Disaster report,” “Registration of organizations,” “Substitute report,” and “BBS.”

5.1 “Anpikun” Option

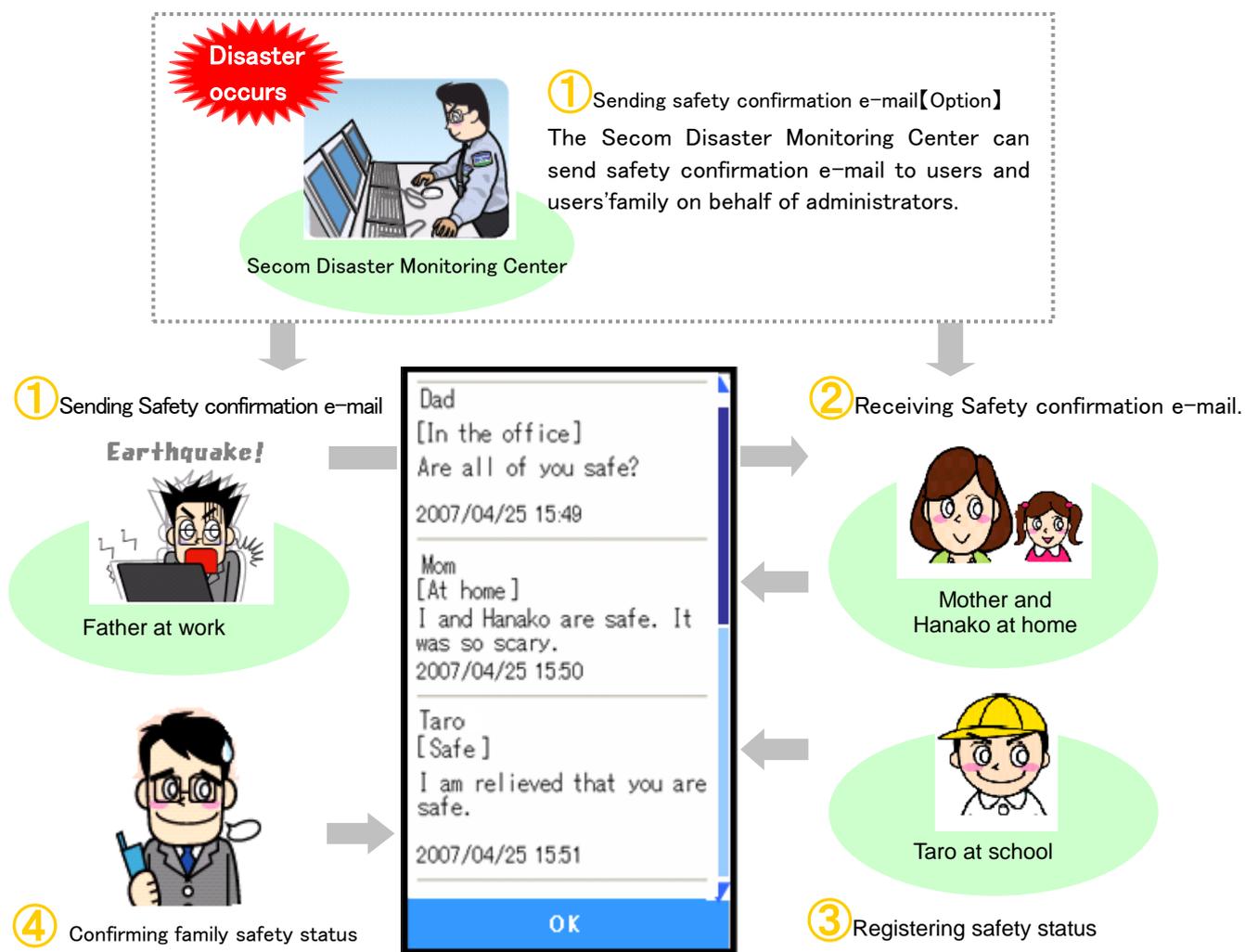
With Anpikun, you can quickly confirm your family members' safety status in the event of a disaster. This function is also used as a private BBS for users and their family members in normal circumstances. (Anpikun is a dedicated communication site for mobile phones, but it can also be used on PCs.)

【Safety Confirmation (in the event of a disaster)】

You can send safety confirmation e-mail to all your registered family members when you want to know their safety status in the event of a disaster. Family members, who receive e-mail, can register their safety status and confirm other members' safety status by logging in to Anpikun.

*Anpikun Daikousoshin (Option)

If there is contract in the Anpikun Daikousoshin Option, Safety of Family may be started by Secom Disaster Monitoring Center instead of dad.



【BBS (in normal circumstances)】

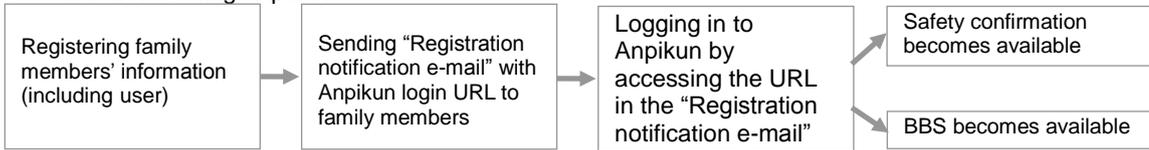
Anpikun BBS can be used as a personal BBS for family members to communicate privately and exchange messages.



5.2 Before Using Anpikun

Before using Anpikun (option), family members' information must be registered. User's family members will become able to use Anpikun upon receiving the Anpikun login URL at their registered e-mail addresses. Up to seven family members including user can be registered.

▼Flowchart for Using Anpikun



Note

- For family members' information, you must register your own information even though you have already registered your user information.
- Please save the "Registration notification e-mail."
- If login ID is changed or family members' information is changed, please send URL again to family members. (Family members may not be able to login using the URL before changing information. This URL can be sent to family members an unlimited number of times.)
- Please explain about Anpikun to family members so that they do not mistakenly handle the e-mail as junk e-mail.
- If "Registration notification e-mail" is not received, it is possible that junk e-mail blocking has been set on the mobile phone. The e-mail will be sent from admin@pa.e-kakushin.com. Change the setting so that e-mail from pa.e-kakushin.com domain can be received.

5.2.1 Registering family information and send Anpikun login URL using a PC

1. Log in to e-Innovation Service and select [Family Info] from the menu.



*For details of login method, please see 2 in this manual.

Select [Registered Info] and select [Family Info] from the displayed menu.

【How to register all family info at once】

2. Enter (or select) each required items, and click [Register] button.

The screenshot shows the 'View Family Info' form with a table of family members and a 'Register' button highlighted with a red box. Below the table, there is a note: 'Please register both you and your family information. ※ There are people who have registered only family information.'

No.	Nickname	Relationship to Registrant	Language	E-Mail Address	Login ID	URL	Modify
1	John Smith	<input type="radio"/> Self <input type="radio"/> Other	<input type="radio"/> Japanese <input type="radio"/> English	****@CC.ne.jp	john		Modify
2		<input type="radio"/> Self <input type="radio"/> Other	<input type="radio"/> Japanese <input type="radio"/> English				Modify
3		<input type="radio"/> Self <input type="radio"/> Other	<input type="radio"/> Japanese <input type="radio"/> English				Modify
4		<input type="radio"/> Self <input type="radio"/> Other	<input type="radio"/> Japanese <input type="radio"/> English				Modify
5		<input type="radio"/> Self <input type="radio"/> Other	<input type="radio"/> Japanese <input type="radio"/> English				Modify
6		<input type="radio"/> Self <input type="radio"/> Other	<input type="radio"/> Japanese <input type="radio"/> English				Modify
7		<input type="radio"/> Self <input type="radio"/> Other	<input type="radio"/> Japanese <input type="radio"/> English				Modify

[How to register family info one by one]

- Click [Modify] button, Register Family Info screen will be displayed.
Enter (or select) each required items, and click [Register] button.

View Family Info

No.	Nickname	Relationship to Registrant	Language	E-Mail Address	Login ID	URL	Modify
1	John Smith	<input checked="" type="radio"/> Self <input type="radio"/> Other	<input type="radio"/> Japanese <input checked="" type="radio"/> English	****@oo.ne.jp	papa		Modify
2		<input type="radio"/> Self <input checked="" type="radio"/> Other	<input type="radio"/> Japanese <input checked="" type="radio"/> English				Modify
3		<input type="radio"/> Self <input checked="" type="radio"/> Other	<input type="radio"/> Japanese <input checked="" type="radio"/> English				Modify
4		<input type="radio"/> Self <input checked="" type="radio"/> Other	<input type="radio"/> Japanese <input checked="" type="radio"/> English				Modify
5		<input type="radio"/> Self <input checked="" type="radio"/> Other	<input type="radio"/> Japanese <input checked="" type="radio"/> English				Modify
6		<input type="radio"/> Self <input checked="" type="radio"/> Other	<input type="radio"/> Japanese <input checked="" type="radio"/> English				Modify
7		<input type="radio"/> Self <input checked="" type="radio"/> Other	<input type="radio"/> Japanese <input checked="" type="radio"/> English				Modify

Register
Push the "Register" button.

About Family Information
Please register both you and your family information.
※ There are people who have registered only family information.

*For explanation of each item, please refer to Table 5.1, Explanation of Items.

Modify Family Info

Please register both you and your family information.
※ There are people who have registered only family information.

* Marked items are

Nickname: John Smith
Name: _____
Login ID: papa
Relationship to Registrant: Self (Self: yourself Other: your family)
Language: Japanese English
Type of Address: Same as Registrant Other
Postal Code: _____ (numeric only)
State/Province: _____
Municipality: _____
Street Number: _____
Building Name: _____
Date of Birth: _____ (YYYYMMDD)
Sex: _____
Blood Type: _____
Local Transportation: _____
E-Mail Address: ****@oo.ne.jp
Phone: _____

Update

This is Login ID for using Anpikun. Not only the number but also the alphabet can be used. (e.g.,Dad,TARO,etc.)

- Click the [OK], Send e-mails with URL to login to registered family members. And registered family information will be displayed.

※When you registered all family info at once, send e-mails with URL to all family members.

▼Example of "Registration notification e-mail"

Microsoft Internet Explorer

Do you send an e-mail with url to login to this user?

OK キャンセル

Dad has been registered with "ANPIKUN" by John
@Login ID : Dad
@Nick Name : Dad
* "ANPIKUN" can be accessed via the following URL.
Permanently keep this mail message.
https://www.e-kakushin.com/efamily/loginFamily*.....

View Family Info

No.	Nickname	Relationship to Registrant	Language	E-Mail Address	Login ID	URL	Modify
1	John Smith	<input checked="" type="radio"/> Self <input type="radio"/> Other	<input type="radio"/> Japanese <input checked="" type="radio"/> English	****@oo.ne.jp	papa	Send URL	Modify
2	Taro	<input type="radio"/> Self <input checked="" type="radio"/> Other	<input type="radio"/> Japanese <input checked="" type="radio"/> English	*****@docomo.ne.jp	taro	Send URL	Modify
3	Mam	<input type="radio"/> Self <input checked="" type="radio"/> Other	<input type="radio"/> Japanese <input checked="" type="radio"/> English	*****@docomo.ne.jp	mam	Send URL	Modify
4		<input type="radio"/> Self <input checked="" type="radio"/> Other	<input type="radio"/> Japanese <input checked="" type="radio"/> English				Modify
5		<input type="radio"/> Self <input checked="" type="radio"/> Other	<input type="radio"/> Japanese <input checked="" type="radio"/> English				Modify
6		<input type="radio"/> Self <input checked="" type="radio"/> Other	<input type="radio"/> Japanese <input checked="" type="radio"/> English				Modify
7		<input type="radio"/> Self <input checked="" type="radio"/> Other	<input type="radio"/> Japanese <input checked="" type="radio"/> English				Modify

Register
Push the "Register" button.

Select here to change or delete information

If registered information is displayed, registration is completed.

▼Table 5.1 Explanation of Items

Item	Mandatory	Max. number of characters	Explanation
Nickname	○	10	Nicknames will be displayed on BBS for family members.
Login ID	○	40	Enter login ID.
Relationship to Registrant	—	—	Select relationship to user from the list box.
Language	—	—	Select the language used in Anpikun.(Japanese / English)
E-mail Address	○	60	Enter e-mail address. (One byte alphanumeric characters)

5.2.2 Registering family members' information and send them Anpikun login URL using a smart phone

You can register, change or delete information of family members who use Anpikun, and send them login URL using a mobile phone.

1. Log in to e-Innovation Service using mobile phone and select [Registrant Info].
2. Select [Family Info].



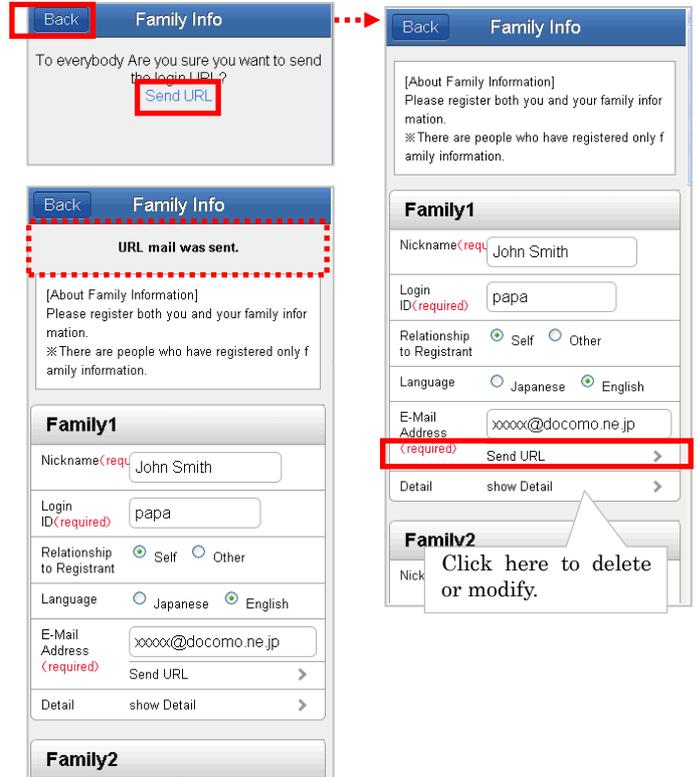
3. Enter (or select) each required items and click [Register] button.

*For explanation of each item, please refer to Table 5.2, Explanation of Items.

4. Click the [Send URL], Send e-mails with URL to login to registered family members. And registered family information will be displayed.

※When you registered all family info at once, send e-mails with URL to all family members.

If you want to send e-mail one by one, Click [Back] and Select [Send URL] of each.



▼ Table 5.2 Explanation of Items

Item	Mandatory	Max. number of characters	Explanation
Nickname	○	10	Nickname will be displayed on BBS for family members.
Login ID	○	40	Enter login ID.
Language		—	Select the language used in Anpikun. (Japanese / English)
E-mail Address	○	60	Enter e-mail address. (One byte alphanumeric characters)

Note

- For family members' information, you must register your own information even though you have already registered your user information.
- Please save the "Registration notification e-mail."
- If login ID is changed or family members' information is deleted, please send URL again to all family members. (Family members may not be able to login using the URL before changing information. This URL can be sent to family members an unlimited number of times.)
- Please explain about Anpikun to family members so that they do not mistakenly handle the e-mail as junk e-mail.
- If "Registration notification e-mail" is not received, it is possible that junk e-mail blocking has been set on the mobile phone. The e-mail will be sent from admin@pa.e-kakushin.com. Change the setting so that e-mail from pa.e-kakushin.com domain can be received.

5.2.3 Registering family members' information and send them Anpikun login URL using a mobile phone

You can register, change or delete information of family members who use Anpikun, and send them login URL using a mobile phone.

1. Log in to e-Innovation Service using mobile phone and select [Registrant Info].

e-Innovation
[John Smith]

1. Secom safety confirmation service
2. BBS
3. **Registrant Info**
4. Logout

2. Select [Family Info].

e-Innovation
[John Smith]

1. Password
2. Contacts
3. Residence/Workplace
4. Language
5. Password Question and Answer
6. **Family Info**
7. Back
8. Logout

3. Enter (or select) each required items and click [Register] button.

e-Innovation
[John Smith]

[About Family Information]
Please register both you and your family information.
※There are people who have registered only family information.

* Marked items are required.

No 1
Nickname*: John Smith
Login ID*: papa
Relationship to Registrant: Self
 Other
Language: Japanese English
E-Mail Address*: xxxxx@docomo.ne.jp

No 2
Nickname*:
Login ID*:
Relationship to Registrant: Self
 Other
Language: Japanese English

No 7
Nickname*:
Login ID*:
Relationship to Registrant: Self
 Other
Language: Japanese English
E-Mail Address*:

Register

8. Back
9. Logout

*For explanation of each item, please refer to Table 5.2, Explanation of Items.

5. Click the [Send URL], Send e-mails with URL to login to registered family members. And registered family information will be displayed.

※When you registered all family info at once, send e-mails with URL to all family members.

If you want to send e-mail one by one, Click [8.Back] and Select [URL] of each.

e-Innovation
[John Smith]

To everybody Are you sure you want to send the login URL?
Send URL
8. Back
9. Logout

[About Family Information]
Please register both you and your family information.
※There are people who have registered only family information.

* Marked items are required.

No 1
Nickname*: John Smith
Login ID*: papa
Relationship to Registrant: Self
 Other
Language: Japanese English
E-Mail Address*: xxxxx@docomo.ne.jp
URL
Detail
Click here to delete or modify.

e-Innovation
[John Smith]

URL mail was sent.

[About Family Information]
Please register both you and your family information.
※There are people who have registered only family information.

* Marked items are required.

No 1
Nickname*: John Smith
Login ID*: papa
Relationship to Registrant: Self
 Other
Language: Japanese English
E-Mail Address*: xxxxx@docomo.ne.jp
URL
Detail

No 2
Nickname*:

▼ Table 5.2 Explanation of Items

Item	Mandatory	Max. number of characters	Explanation
Nickname	<input type="radio"/>	10	Nickname will be displayed on BBS for family members.
Login ID	<input type="radio"/>	40	Enter login ID.
Language		—	Select the language used in Anpikun. (Japanese / English)
E-mail Address	<input type="radio"/>	60	Enter e-mail address. (One byte alphanumeric characters)

Note

- For family members' information, you must register your own information even though you have already registered your user information.
- Please save the "Registration notification e-mail."
- If login ID is changed or family members' information is deleted, please send URL again to all family members. (Family members may not be able to login using the URL before changing information. This URL can be sent to family members an unlimited number of times.)
- Please explain about Anpikun to family members so that they do not mistakenly handle the e-mail as junk e-mail.
- If "Registration notification e-mail" is not received, it is possible that junk e-mail blocking has been set on the mobile phone. The e-mail will be sent from admin@pa.e-kakushin.com. Change the setting so that e-mail from pa.e-kakushin.com domain can be received.

5.3 Confirming Family Members' Safety Status Using Anpikun (PC or mobile phone)

You can send safety status confirmation e-mail to all registered family members in the event of a disaster. Family members, who receive the e-mail, can register their safety status and confirm other members' safety status by logging in to Anpikun.

5.3.1 Logging in Anpikun

You can log in to Anpikun by accessing the URL of Anpikun shown in the registration notification e-mail.

*For details on how to prepare Anpikun (how to register family members' information and how to send registration notification e-mail), please see 5.2 in this manual.

1. Access the URL shown in registration notification e-mail.

SHIRO has been registered with "ANPIKUN" by SHIRO
@Login ID : SHIRO.
@Nick Name : Dad.
*"Anpikun" can be accessed via the following URL.
Permanently keep this mail message.

*As registration notification e-mail is needed for Anpikun, please save this e-mail.

<https://www.e-kakushin.com/efamily/loginFamily.....>

2. Menu screen of Anpikun will be displayed.

Nickname of person who has logged in will be displayed.

1.BBS
2.Safety of Family

Login: Easy Login
Modify

9.Logout

You can change the login settings. (If you clicked Modify button, you need to enter login ID from next time.)

日本語

ANPIKUN
Login ID:
 Easy Login
Login

TIP

When you login to Anpikun site from menu screen;

※You cannot login by other user's ID.



When you select Anpikun, login screen appears.

5.3.2 Confirming family members' safety status

Up to 4 [Safety of Family] can be started. When the number of [Family Safety Confirmation] exceeds 4, the oldest will be deleted regardless of started or released.

※If there is contract in the Anpikun Daikousoshin Option, Safety of Family may be started by Secom Disaster Monitoring Center or Administrators of your company.

1. Login to Anpikun and select [Safety of Family].

あんぴくん
[Dad] 日本語

1.BBS
2.Safety of Family

Login: Easy Login
Modify

9.Logout

2. Enter safety confirmation message for family members and click [Send] button.

あんぴくん
[Dad]

Launching Safety Confirmation. Press OK when ready. Input the message (if any) that you wish to send at the same time.

Subject(required)
Safety of Family

Message

Send

*A message of up to 500 characters (one byte characters) can be uploaded. However, a message may not be received properly by some mobile phones which limit the number of characters. We recommend entering a short message.

3. When broadcast transmission is complete, the message, "E-mail has been sent," and nicknames of family members to whom e-mail was sent will be displayed.

あんぴくん
[Dad]

E-mail has been sent.
Dad
Mom
TARO

[Verify]

*Select [Verify] to display the screen for safety status registration and confirmation. For details, please see 5.3.3 in this manual.

5.3.3 Registering and confirming safety status

After receiving safety confirmation e-mail from family members, you must register safety status to inform your family members of your safety status. At the same time, you can confirm your family members' safety status.

1. Login to Anpikun.

"Innovation Family Safety Confirmation" was started by Dad.

message「Are you safe?」

Register your safety status via the URL below.

https://www.e-kakushin.com/efamily/SimLogin*****

*Select the URL shown in the safety confirmation e-mail from family members to log in Anpikun. (You can also log in using the URL shown in the registration notification e-mail. For details, please see 5.3.1 in the manual.)

2. Select current status (e.g., [Safe], [Under evacuation]). Enter message if necessary and click [Upload] button.

*A message of up to 500 characters (one byte characters) can be uploaded.

Nickname of person who launched safety confirmation will be displayed.

Safety status of family members who have already uploaded their safety status will be displayed.

5.3.4 Terminating confirmation safety status

When safety confirmation of all family members is completed, send e-mail to family members to finish safety confirmation. When the [Safety of Family] is released, it will be deleted after one week.

1. Move to the top page and select [Release].

*Select [Back] on the previous [Safety of Family] screen to return to the top page.

2. Enter your message to family members and click [Send] button.

*The message, [Stopping Safety Confirmation Process] will be displayed and the top page will be displayed.

3. Family safety confirmation status will return to [Release].

TIP

Safety of Family may be started by Secom Disaster Monitoring Center when there is contract in the option
 * When representative safety confirmation e-mail is sent to user, Safety of Family will be started by Secom Disaster Monitoring Center.
 Please contact to your administration department for details.

▼ mail example (subject: [ANPIKUN]confirm the safety of family)

An earthquake with Seismic Intensity 5 occurred in OO Area at XX:XX JST XX JUL 20XX, confirm the safety of the family has started.

▼Register your safety status via the URL below.
<https://www.e-kakushin.com/efamily/SimLoginXXXXXX>

- For delivery of this mail
 You have received this email as a family member of Mr./Ms. John smith.
 Mr./Ms. John smith, a user of Secom safety confirmation service, registered your email address to confirm your safety.
- Secom safety confirmation service
 Secom safety confirmation service assists to confirm safety of people.
 Mr./Ms. John smith who is a member of an entity, a user of this service, is using this service to confirm safety of the employees and their family members.

5.4 Confirming Family Members' Safety Status Using Anpikun (smart phone)

You can send safety status confirmation e-mail to all registered family members in the event of a disaster. Family members, who receive the e-mail, can register their safety status and confirm other members' safety status by logging in to Anpikun.

5.4.1 Logging in Anpikun

You can log in to Anpikun by accessing the URL of Anpikun shown in the registration notification e-mail.

*For details on how to prepare Anpikun (how to register family members' information and how to send registration notification e-mail), please see 5.2 in this manual.

2. Access the URL shown in registration notification e-mail.

SHIRO has been registered with "ANPIKUN" by SHIRO
 @Login ID : SHIRO.
 @Nick Name : Dad.
 *"Anpikun" can be accessed via the following URL.
 Permanently keep this mail message.

*As registration notification e-mail is needed for Anpikun, please save this e-mail.

https://www.e-kakushin.com/efamily/loginFamily*****

2. Menu screen of Anpikun will be displayed.



TIP

When you login to Anpikun site from menu screen;
 ※You cannot login by other user's ID.

When you select Anpikun, login screen appears.

5.4.2 Confirming family members' safety status

Up to 4 [Safety of Family] can be started. When the number of [Family Safety Confirmation] exceeds 4, the oldest will be deleted regardless of started or released.

※If there is contract in the Anpikun Daikousoshin Option, Safety of Family may be started by Secom Disaster Monitoring Center or Administrators of your company.

1. Login to Anpikun and select [Safety of Family].



2. Enter safety confirmation message for family members and click [Send] button.

*A message of up to 500 characters (one byte characters) can be uploaded. However, a message may not be received properly by some mobile phones which limit the number of characters. We recommend entering a short message.

3. When broadcast transmission is complete, the message, "E-mail has been sent," and nicknames of family members to whom e-mail was sent will be displayed.

*Select [Verify] to display the screen for safety status registration and confirmation. For details, please see 5.3.3 in this manual.

5.4.3 Registering and confirming safety status

After receiving safety confirmation e-mail from family members, you must register safety status to inform your family members of your safety status. At the same time, you can confirm your family members' safety status.

1. Login to Anpikun.

"Innovation Family Safety Confirmation" was started by Dad.

message「Are you safe?」

Register your safety status via the URL below.

https://www.e-kakushin.com/efamily/SimLogin*****

*Select the URL shown in the safety confirmation e-mail from family members to log in Anpikun. (You can also log in using the URL shown in the registration notification e-mail. For details, please see 5.3.1 in the manual.)

2. Select current status (e.g., [Safe], [Under evacuation]). Enter message if necessary and click [Upload] button.

*A message of up to 500 characters (one byte characters) can be uploaded.

Safety status of family members who have already uploaded their safety status will be displayed.

5.4.4 Terminating confirmation safety status

When safety confirmation of all family members is completed, send e-mail to family members to finish safety confirmation. When the [Safety of Family] is released, it will be deleted after one week.

1. Move to the top page and select [Release].

*Select [Back] on the previous [Safety of Family] screen to return to the top page.

2. Enter your message to family members and click [OK] button.

*The message, [Stopping Safety Confirmation Process] will be displayed and the top page will be displayed.

3. Family safety confirmation status will return to [Release].

T I P

If there is contract in the Anpikun Daikousoshin Option, Safety of Family may be started by Secom Disaster Monitoring Center or Administrators of your company.

* When representative safety confirmation e-mail is sent to user, Safety of Family will be started by Secom Disaster Monitoring Center. Please contact to your administration department for details.

▼ mail example

(subject: [ANPIKUN]confirm the safety of family)

An earthquake with Seismic Intensity 5 occurred in OO Area at XX:XX JST XX JUL 20XX, confirm the safety of the family has started.
 ▼ Register your safety status via the URL below.
<https://www.e-kakushin.com/efamily/SimLoginXXXXXX>

■ For delivery of this mail
 You have received this email as a family member of Mr./Ms. John smith.
 Mr./Ms. John smith, a user of Secom safety confirmation service, registered your email address to confirm your safety.

■ Secom safety confirmation service
 Secom safety confirmation service assists to confirm safety of people.
 Mr./Ms. John smith who is a member of an entity, a user of this service, is using this service to confirm safety of the employees and their family members.

If Safety of Family is started by Secom Disaster Monitoring Center or Administrators of your company, It will be displayed on [Family Safety Confirmation (Use when the earthquake)].



If Safety of Family is started by Secom Disaster Monitoring Center or Administrators of your company, It will be displayed on this area.

※Up to 4 [Safety of Family] can be started. When the number of [Family Safety Confirmation] exceeds 4, the oldest will be deleted regardless of started or released. However it can be registered up to 4 each.

5.5 Using BBS Function of Anpikun (PC or mobile phone)

Anpikun BBS can be used as a personal BBS for family members to communicate privately and exchange messages.

5.5.1 Posting a new message

Up to 30 new messages can be uploaded. When the number of messages exceeds 30, the oldest message will be deleted.

1. Log in to Anpikun and select [BBS].

*For details on how to log in, please see 5.3.1 in this manual.

2. Select [New].

3. Enter title and message and click on the box for the person to whom the message is to be sent. Then click [Upload] button.

*Up to 100 one byte characters and up to 500 one byte characters can be entered for title and message, respectively.

4. The [BBS] screen will be displayed and the title, the name of the person who uploaded the message and the date and time that the message was uploaded will be displayed.

*Select [Delete] to delete uploaded message.

Select here to delete an uploaded message.

5.5.2 Replying to messages from family members

1. Log in to Anpikun Enter your message in [Upload Message] column and click on the box for the person you want to send the message to. Then click [Upload] button.

*You can log in by accessing the URL shown in the registration notification e-mail. If you accessing from it, you have to select the BBS menu and select message displayed on BBS.

*Up to 500 characters (one byte characters) can be entered for a message. There is no limit to the number of reply messages that can be uploaded.

TIP

I want to delete a reply message....

Select [Delete] beside the reply message on reply screen.

5.6 Using BBS Function of Anpikun (smart phone)

Anpikun BBS can be used as a personal BBS for family members to communicate privately and exchange messages.

5.6.1 Posting a new message

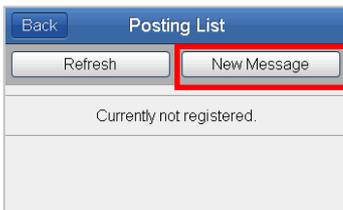
Up to 30 new messages can be uploaded. When the number of messages exceeds 30, the oldest message will be deleted.

1. Log in to Anpikun and select [BBS].



*For details on how to log in, please see 5.3.1 in this manual.

2. Select [New].



3. Enter title and message and click on the box for the person to whom the message is to be sent. Then click [Upload] button.



*Up to 100 one byte characters and up to 500 one byte characters can be entered for title and message, respectively.

4. The [BBS] screen will be displayed and the title, the name of the person who uploaded the message and the date and time that the message was uploaded will be displayed.

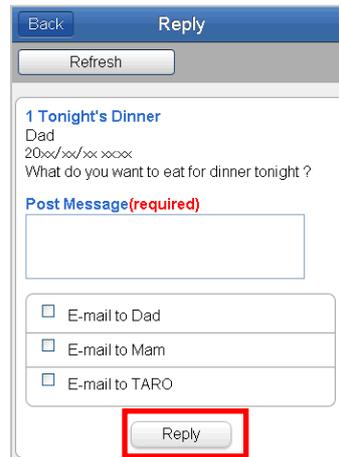


*Select [Delete] to delete uploaded message.

Select here to delete an uploaded message.

5.6.2 Replying to messages from family members

1. Log in to Anpikun Enter your message in [Upload Message] column and click on the box for the person you want to send the message to. Then click [Upload] button.



*You can log in by accessing the URL shown in the registration notification e-mail. If you accessing from it, you have to select the BBS menu and select message displayed on BBS.

*Up to 500 characters (one byte characters) can be entered for a message. There is no limit to the number of reply messages that can be uploaded.

T I P

I want to delete a reply message...

→ Select [Delete] beside the reply message on reply screen.

【Reference】About invalid e-mail address

If your family has invalid e-mail address (they are not able to receive e-mail from Anpikun.), message or icon will be displayed on the each following screens.

When you do following 1) or 2), the invalid e-mail address will change to Valid.

- 1) Change registered e-mail address.
- 2) Send URL to your family.

▼Login Top (PC)

HOME Registered Info

Available Service(s)

- Secom safety confirmation service

News from e-Innovation Service

- You have invalid e-mail address in your registered family information. Please click 'Registrant Info' - 'Family Info' and check whether their e-mail address is correct.

News from System Administrator

▼Login Top (mobile phone)

1. Secom safety confirmation service
8. Registrant Info
9. Logout

News from e-Innovation Service
1 Entries

- You have invalid e-mail address in your registered family information. Please click 'Registrant Info' - 'Family Info' and check whether their e-mail address is correct.

<<News from System Administrator>>
1 Entries

▼Login Top (smart phone)

e-Innovation

ServiceTop Registrant Info

Available Service(s)

- Secom safety confirmation service
- Information Sharing Site

News from e-Innovation Service
1 Entries

- You have invalid e-mail address in your registered family information. Please click 'Registrant Info' - 'Family Info' and check whether their e-mail address is correct.

▼Family Info (PC)

HOME Registered Info Password Change Family Info Logout

View Family Info

No.	Name	Relationship to Registrant	Language	E-Mail Address	Phone	Nickname	Login ID	URL	編集
1	John	Self	English	*****@ezweb.ne.jp		Dad	John	Send URL	Modify
2	Mam	Other	English	*****@docomo.ne.jp		Mam	mam	Send URL	Modify

Add

About Family Information Please register both you and your family information.
※ There are people who have registered only family information.

Please check your e-mail address. ⚠ If your family have this mark with one's e-mail address, they are not able to receive e-mail from ANPIKUN. Please check their e-mail address again and make sure that they can receive the 'Send URL' e-mail.

If your family have ⚠ with one's e-mail address, they are not able to receive e-mail from Anpikun.

▼Family Info (mobile phone)

1. Password
2. Contacts
3. Residence/ Workplace
4. Nearest Office
5. Language
6. Password Question and Answer
7. Family Info (!)
8. Send the Self Report URL

8. Back
9. Logout

If your family has invalid e-mail address, (!) will be displayed on menu.

[About Family Information]
Please register both you and your family information.
※ There are people who have registered only family information.

[!] If your family have this mark with one's e-mail address, they are not able to receive e-mail from ANPIKUN. Please check their e-mail address again and make sure that they can receive the 'Send URL' e-mail.

Name: John
Nickname: Dad
Login ID: John
Language: English
E-Mail Address: *****@ezweb.ne.jp
Send URL

Name: Mam
Nickname: Mam
Login ID: mam
Language: English
E-Mail Address: [!] *****@docomo.ne.jp
Send URL

▼Anpikun Top (Only if Relationship to Registrant is Self)

You have invalid e-mail address in your registered family information.

[Operating Procedure]
1. Log in to e-Innovation Service (Login)
2. [Registered Info]-[Family Info] and check their e-mail address.

1. BBS
2. Safety of Family

Login: Easy Login
Modify

9. Logout

▼Family Info (smart phone)

e-Innovation

ServiceTop Registrant Info

- Password
- Contacts
- Residence/ Workplace
- Nearest Office
- Language
- Password Question and Answer
- Family Info (!)

If your family has invalid e-mail address, (!) will be displayed on menu.

Back Family Info

[About Family Information]
Please register both you and your family information.
※ There are people who have registered only family information.

[!] If your family have this mark with one's e-mail address, they are not able to receive e-mail from ANPIKUN. Please check their e-mail address again and make sure that they can receive the 'Send URL' e-mail.

Family1

Name	1	>
Nickname	1	
Login ID	1	
Language	Japanese	
E-Mail Address	[!] *****@docomo.ne.jp	
Send URL		>

【Invalid e-mail address】

They are not able to receive e-mail from Anpikun.

There is a function to check e-mail address validity by past sending records. (E-mail Address Cleaning)

In regard to E-mail Address Cleaning (Mobile Phone), e-mail address validity check for mobile phone, includes automatic check function on a regular basis with validity check by past sending records.

Invalid e-mail address is not sent e-mail from Anpikun.

*This function asks validity of e-mail address mechanically to mail servers of phone companies and detects invalid e-mail addresses. It does not cost packet fee by this function, because this function does not send e-mail.

5.5 Reporting Local Area Status Option

You can confirm and report to administrator damage to offices, essential utilities such as electricity, gas and water systems or information related to important clients. Report can be sent using PC or mobile phone.

Note

- With this service, any user can report on any office. Therefore, it is necessary to designate a person in charge of reporting so that redundant reports will not be sent.

5.5.1 Reporting local area status using a PC

1. Select [Local Area Status report] from the menu.

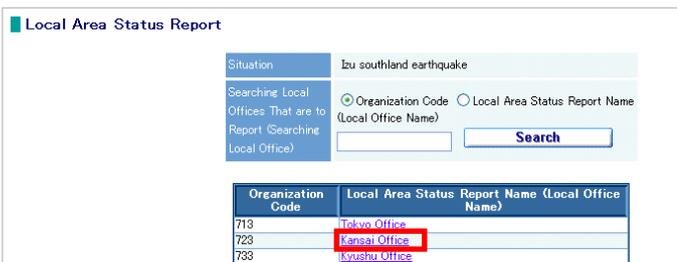


2. Select name of disaster to report on and click [Select] button.



*When only one disaster is occurring, this screen will not be displayed. Instead, the next screen will be displayed.

3. Select local area status report name.



*All organizations for local area status report will be displayed. You can display specific organizations by searching for organization code or local area status report name (partial match).

*If there are more than 200 organizations in the local area where a disaster is occurring, a warning message will be displayed, asking whether all organizations should be displayed (as there are limitations on mobile phones). You can choose all organizations or specific organizations to be displayed.

4. Select items shown under Local Area Status Report Name by checking the box and enter comment. Then click [Report] button.

*For explanation of each item, please refer to Table 5.3, Explanation of Items.

▼ Table 5.3 Explanation of Items

Item	Mandatory	Max. number of characters	Explanation
Situation	—	—	The name of the disaster will be displayed.
Local Area Status Report Name	—	—	Local area status report name for the office which user will report on will be displayed.
Checklist	○	—	Click on the box next to applicable items. *Items for a checklist will be created and registered by administrator. (The screen shown above may differ from actual screens.)
Comment		800	Enter details of local area.

5. The message, “Registering data. OK,” will be displayed. Select [OK]. The message, “Registration is completed,” will be displayed indicating local area status report has been completed.

5.5.2 Reporting local area status using a smart phone

1. Select [Local Area Status Report] from the menu.

Menu

Disaster Management

- Safety Status Report >
- Substitute Safety Status Report >
- Disaster Report >
- Local Area Status Report >**

2. Select the name of disaster being reported on .

Back Local Area Status Report Menu

Disaster list

- Seismic Intensity 5+ occurred in Kanto Area (Date/Time of Incident: 20xx/xx/xx xxxxx) >
- Izu southland (Date/Time of Incident: 20xx/xx/xx xxxxx) >

*When only one disaster is occurring, this screen will not be displayed. Instead, the next screen will be displayed.

3. Select local area status name to report.

Back Local Area Status Report Menu

Organization Search

Seismic Intensity 5+ occurred in Kanto Area

Select Organization

- 01000 Tokyo office >
- 02000 Osaka office >
- 03000 Nagoya office >
- 04000 Fukuoka office >
- 05000 Sendai office >

*All organizations for local area status report will be displayed. You can display specific organizations by searching for organization code or local area status report name (partial match).

*If there are more than 200 organizations in the local area where a disaster is occurring, a warning message will be displayed, asking whether all organizations should be displayed. You can choose all organizations or specific organizations to be displayed.

4. Select items shown under Local Area Status Report Name by clicking the box and enter comment. Then click [Report] button.

Back Local Area Status Report Menu

Seismic Intensity 5+ occurred in Kanto Area

Organization Name (when report business partner's status):
Tokyo office

Disaster check

- Is there damage indoor(i.e. broken glass)?
- Is power available at the office?
- Is there gas leakage?
- Are the corporate PCs usable?
- Is the phone line available?
- Is water available?

Comments

Report

*For explanation of each item, please refer to Table 5.4, Explanations of Items.

▼ Table 5.4 Explanation of Items

Item	Mandatory	Max. number of characters	Explanation
Situation	—	—	The name of the disaster will be displayed.
Local Area Status Report Name	—	—	Local area status report name for the office which user will report on will be displayed.
Checklist	○	—	Click on the box next to applicable items. *Items for the checklist will be created and registered by administrator. (The screen shown above may differ from actual screens.)
Comment		800	Enter details of local area.

5. The message, "Registration is completed," will be displayed indicating local area status report has been completed.

5.5.3 Reporting local area status using a mobile phone

1. Select [Local Area Status Report] from the menu.



2. Select the name of disaster being reported on .



*When only one disaster is occurring, this screen will not be displayed. Instead, the next screen will be displayed.

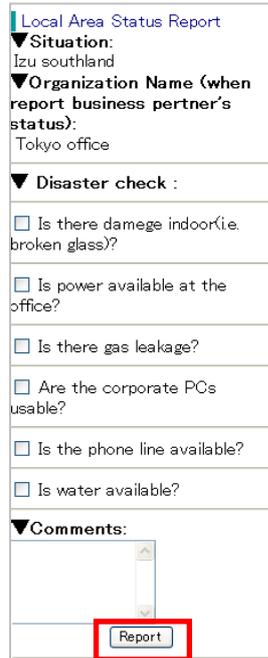
3. Select local area status name to report.



*All organizations for local area status report will be displayed. You can display specific organizations by searching for organization code or local area status report name (partial match).

*If there are more than 200 organizations in the local area where a disaster is occurring, a warning message will be displayed, asking whether all organizations should be displayed. You can choose all organizations or specific organizations to be displayed.

4. Select items shown under Local Area Status Report Name by clicking the box and enter comment. Then click [Report] button.



*For explanation of each item, please refer to Table 5.4, Explanations of Items.

▼ Table 5.4 Explanation of Items

Item	Mandatory	Max. number of characters	Explanation
Situation	—	—	The name of the disaster will be displayed.
Local Area Status Report Name	—	—	Local area status report name for the office which user will report on will be displayed.
Checklist	○	—	Click on the box next to applicable items. *Items for the checklist will be created and registered by administrator. (The screen shown above may differ from actual screens.)
Comment		800	Enter details of local area.

5. The message, “Registration is completed,” will be displayed indicating local area status report has been completed.

5.6 Reporting a Disaster (Selectable function)

You can report your status to administrator when you are involved in a disaster or an accident. Administrator will decide whether safety confirmation is necessary for other users.

5.6.1 Reporting disaster using a PC

1. Select [Disaster Report] from the menu.



2. Enter information for each item and click [Report] button.

The screenshot shows the 'Disaster Report' form. It includes an 'Attention Importance' section with a note: 'You will report disaster or incident to your administrator.' The form fields are:

- Situation:** Izu southland earthquake
- Situation Katakana:** (Empty)
- Date/Time of Incident:** 20xx Year xx Month xx Date xx Hour xx Minute/YYYY/MM/DD/hh/mm
- Type of Incident:** Earthquake
- Location:** Shizuoka Prefecture
- Notes:** An earthquake occurred at around 9:30 on January 19, 20xx. The epicenter was 10km offshore Izu. The reported intensity is as follows: Intensity 5 - Atami, Intensity 4 - Odawara

 The 'Report' button is highlighted with a red box. Numbered callouts 1, 2, and 3 point to the Situation, Type of Incident, and Location fields respectively.

- ① Enter situation, and date/time of the incident.
- ② Select type of incident from the list box.
- ③ Enter location and notes.

*For explanation of each item, please refer to Table 5.5, Explanation of Items.

▼ Table 5.5, Explanation of Items

Item	Mandatory	Max. number of characters	Explanation
Situation	○	100	Enter the name of the disaster.
Date/Time of Incident		—	Enter date/time of the disaster (YYYYMMDDhhmm). (One byte alphanumeric characters)
Type of Incident	○	—	Select type of disaster from the list box.
Location		100	Enter location where the disaster occurs.
Notes		2000	Enter details of the disaster.

3. The message, “Registering data. OK?” will be displayed. Select [OK]. The message, “Registration is completed,” will be displayed indicating disaster report has been completed.

5.6.2 Reporting a disaster using a smart phone

1. Select [Disaster Report] from the menu.

2. Enter information for each item and click [Report] button.

(1) Enter situation, and date/time of incident.

(2) Select type of incident from the list box.

(3) Enter location and notes.

(4) Click [Report] button.

*For explanation of each item, please refer to Table 5.6, Explanation of Items.

3. The message, "Registration is completed," will be displayed indicating disaster report has been completed.

▼ Table 5.6 Explanation of Items

Item	Mandatory	Max. number of characters	Explanation
Situation	○	100	Enter the name of the disaster.
Date/Time of Incident		—	Enter date/time of incident (YYYYMMDDhhmm). (One byte alphanumeric characters)
Type of Incident	○	—	Select type of incident from the list box.
Location		100	Enter location of disaster.
Notes		2000	Enter details of disaster.

5.6.3 Reporting a disaster using a mobile phone

1. Select [Disaster Report] from the menu.

2. Enter information for each item and click [Report] button.

(2) Enter situation, and date/time of incident.

(2) Select type of incident from the list box.

(3) Enter location and notes.

(4) Click [Report] button.

*For explanation of each item, please refer to Table 5.6, Explanation of Items.

3. The message, "Registration is completed," will be displayed indicating disaster report has been completed.

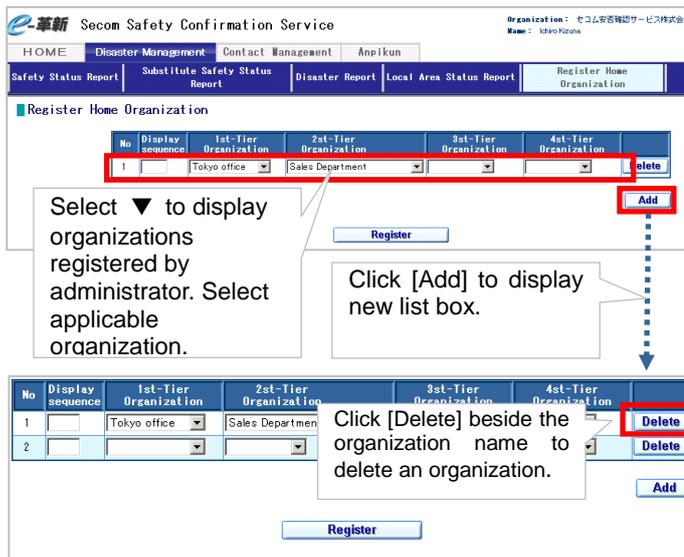
5.7 Registering Home Organization (Selectable function)

This section explains how to register or change your home organization while you are logging in.

1. Select [Register Home Org.] from the menu.



2. Select your organization (1st-Tier – 4th-Tier) from the list box.



*If you belong to more than one organization, click [Add] button to display new list box and select organization (1st-Tier-4th-Tier).

*Click [Delete] button to delete an organization.

*Up to five organizations can be linked.

3. Click [Register] button. The message, "Registering data. OK?," will be displayed. Select [OK]. The message, "Registration is completed," will be displayed indicating addition (change or deletion) of user's organization has been completed.

Note

- Click [Register] button to display [Registration is completed] to confirm addition, change or deletion of organizations.

5.8 Sending Substitute Safety Report (Selectable function)

You can report via the website on other users' safety status or their ability to come to office

*Applicable individual may be able to be searched with user ID and a name, depending on setting. For details, please refer to TIP on the next page.

5.8.1 Sending substitute safety report using a PC

1. Select [Sending substitute safety report] from the menu.



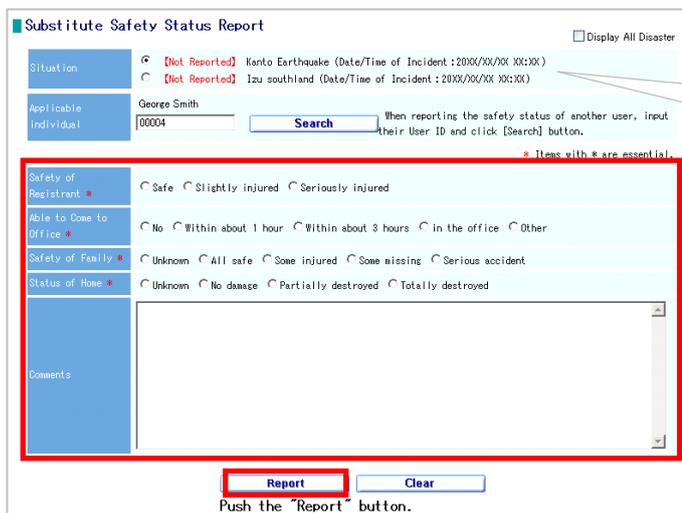
2. When reporting the safety status of other users, input their User ID and click [Search] button.



The screenshot shows a search input field with the text 'George Smith' entered. To the right of the input field is a 'Search' button. Below the button, there is a note: 'When reporting the safety status of another user, input their User ID and click [Search] button.'

3. Name of disaster and name of user who report "substitute safety report" are displayed on screen. Answer every required reporting part (Safety of Registrant, Able to Come to Office, etc.), and input comments if necessary, then click "Report" button. A message, "Are you sure for this report?" appears, then confirm the message and choose "OK".

When "Registration was completed" has appeared, substitute safety report has completed.



The screenshot shows the 'Substitute Safety Status Report' form. The form is filled out with various safety status options. A red box highlights the 'Report' button at the bottom. Below the button, there is a note: 'Push the "Report" button.'

If several disasters are active, select one disaster for substitute safety report.

5.8.2 Sending substitute safety report using a smart phone

1. Log in to Safety Confirmation Service and select [Substitute Safety Report].

Menu Top

- Disaster Management
- Safety Status Report >
- Substitute Safety Status Report >**
- Disaster Report >
- Local Area Status Report >

*You can log in by accessing the URL shown in the received safety confirmation e-mail. Please see 4.1.1 in this manual.

2. Enter ID of the user for whom you want to make a substitute report in [Applicable individual's User ID] column and click [Search] button.

select name of disaster to make substitute report.

Back Substitute Safety Status Re Menu

Search Criteria

Applicable individual's User ID(required):

summary classification:

Display All Disasters

Search

Back Substitute Safety Status Re Menu

Display All Disasters

Applicable individual's Name: Joseph Smith

Disaster list

Not Reported

Seismic Intensity 5+ occurred in Kanto Area
(Date/Time of Incident: 20xx/xx/xxxx)

3. Confirm whether the name of the user for whom you want to make a substitute report is displayed in [Applicable individual's User ID] column. Select contents of substitute report for each item (e.g. safety status, ability to come to office). Then click [Report] button.

Back Substitute Safety Status R Menu

Seismic Intensity 5+ occurred in Kanto Area

Applicable individual's Name: Joseph Smith

Safety of Registrant(required)

Safe

Slightly injured

Seriously injured

Able to Come to Office(required)

No

Within about 1 hour

Within about 3 hours

in the office

Other

Safety of Family(required)

Unknown

All safe

Some injured

Some missing

Serious accident

Status of Home(required)

Unknown

No damage

Partially destroyed

Totally destroyed

Report

4. The message, "Registration is completed," will be displayed indicating substitute safety report has been completed.

Enter comments if any, and click [Add Comment] button. The message, "Registration complete" will be displayed the comment addition has been completed.

Back Substitute Safety Status Re Menu

Your report is complete.

▼ If you have a comment, then input it and push the "Add Comment" button.

Comments

Add Comment

TIP

Applicable individual may be able to be searched with user ID and a name, depending on setting.

▼ PC

Substitute Safety Status Report

Applicable individual's User ID: full

Applicable individual's Name: George (prefix)

Search

Total Entries: 2 Entries Page 1

Applicable individual's User ID	Applicable individual's Name
00004	George Smith
00013	George Johnson

Click user name.

If several disasters are active, select one disaster for substitute safety report.

Substitute Safety Status Report

Situation: Not Reported Kanto Earthquake (Date/Time of Incident: 20xx/02/01) Not Reported Izu southland (Date/Time of Incident: 2000/02/01)

Applicable individual: George Smith **Select User** When reporting the safety status of another user, click **Select User**.

Safety of Registrant: Safe Slightly injured Seriously injured

Ability to Come to Office: No Within about 1 hour Within about 3 hours in the office Other

Safety of Family: Unknown All safe Some injured Some missing Serious accident

Status of Home: Unknown No damage Partially destroyed Totally destroyed

Comments:

Report **Clear**

Push the "Report" button.

▼ smart phone

Back Substitute Safety Status R Menu

User Search

Applicable individual's User ID: full

Applicable individual's Name: George (prefix)

Search

Back Substitute Safety Status Re Menu

Display All Disasters

Applicable individual's Name: Joseph Smith

Disaster list

Not Reported

Seismic Intensity 5+ occurred in Kanto Area
(Date/Time of Incident: 20xx/xx/xxxx)

Back Substitute Safety Status R Menu

Seismic Intensity 5+ occurred in Kanto Area

Applicable individual's Name: Joseph Smith

Safety of Registrant(required)

Safe

Slightly injured

Seriously injured

Able to Come to Office(required)

No

Within about 1 hour

Within about 3 hours

in the office

Other

Safety of Family(required)

Unknown

All safe

Some injured

Some missing

Serious accident

Status of Home(required)

Unknown

No damage

Partially destroyed

Totally destroyed

Report

5.8.3 Sending substitute safety report using a mobile phone

1. Log in to Safety Confirmation Service and select [Substitute Safety Report].

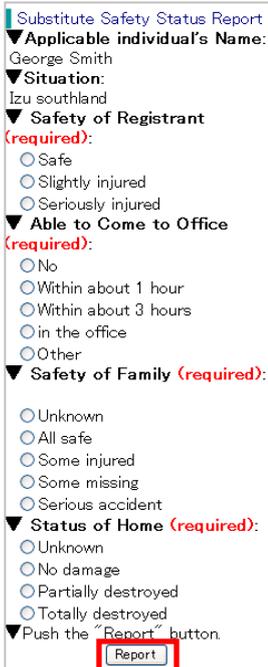


*You can log in by accessing the URL shown in the received safety confirmation e-mail. Please see 4.1.1 in this manual.

2. Enter ID of the user for whom you want to make a substitute report in [Applicable individual's User ID] column and click [Search] button.
select name of disaster to make substitute report.



3. Confirm whether the name of the user for whom you want to make a substitute report is displayed in [Applicable individual's User ID] column. Select contents of substitute report for each item (e.g. safety status, ability to come to office) .Then click [Report] button.



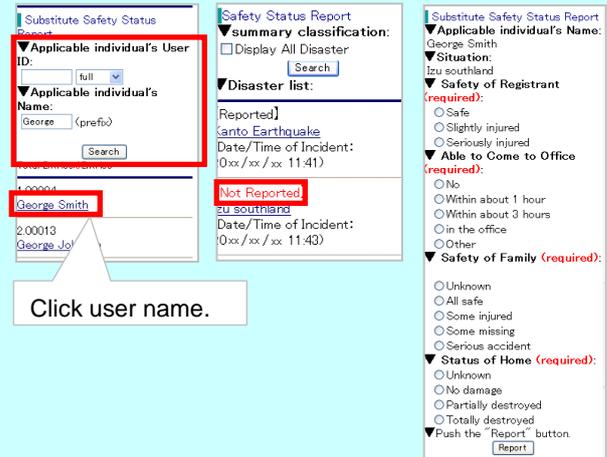
4. The message, "Registration is completed," will be displayed indicating substitute safety report has been completed.

Enter comments if any, and click [Add Comment] button. The message, "Registration complete" will be displayed the comment addition has been completed.



Applicable individual may be able to be searched with user ID and a name, depending on setting.

▼ mobile phone

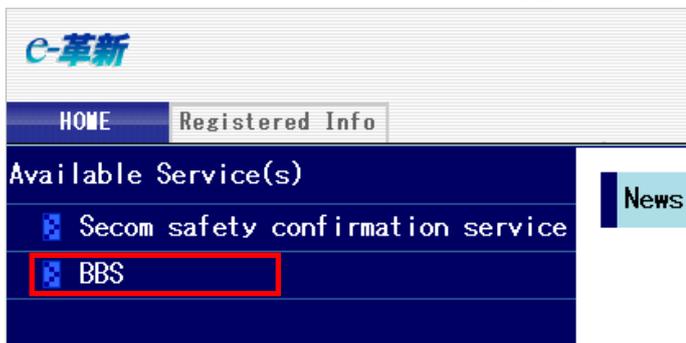


5.9 Using BBS (Selectable function)

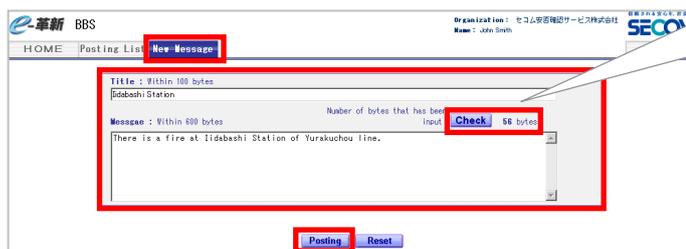
All users can exchange information on the BBS by posting and viewing messages.

5.9.1 Registering a new message using a PC

1. Select [BBS] from [Available Service(s)].



2. Select [New Message] from the menu.
3. Enter title and message and click [Posting] button.

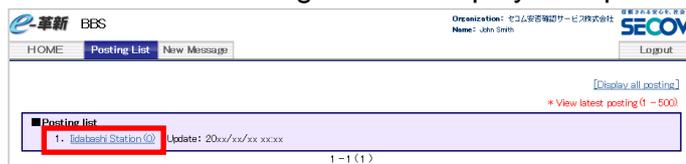


When you click "Check" button after input your message, the total number of bytes appears which you input in this box as message.

Up to 500 new messages can be uploaded. When the number of messages exceeds 500, the oldest message will be deleted.

*For explanation of each item, please refer to Table 5.7, Explanation of Items.

4. A title of new message will be displayed in posting list.



5. Display the posting message when selecting the title
Click [Reply] button to display input form where you can reply to a message.

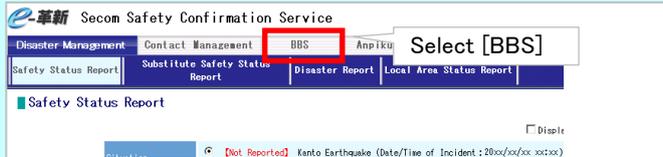


▼ Table 5.7 Explanation of Items

Item	Mandatory	Max. number of characters	Explanation
Title		100	Enter title
Message	○	600	Enter message

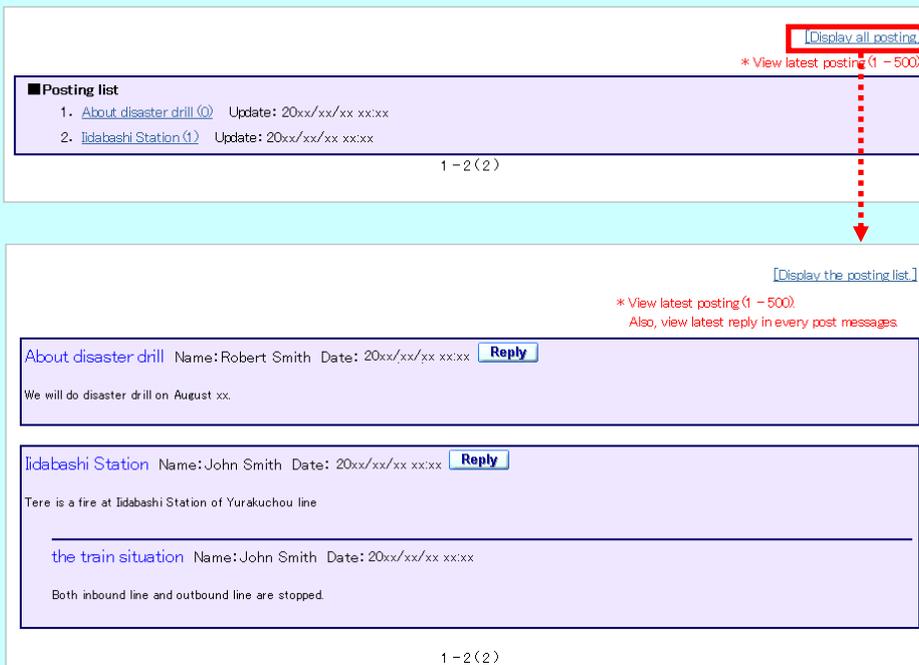
TIP

When you access the URL shown in safety confirmation e-mail and log in to the Safety Confirmation Service website and the following screen is displayed, BBS can be used from the menu in a screen.



TIP

View the entire message by selecting the [Display all posting].



5.9.2 Registering a new message using a smart phone

1. Select [BBS] from the home page.



2. Click [Upload Message] button.



3. Enter title and message and click [Posting] button.



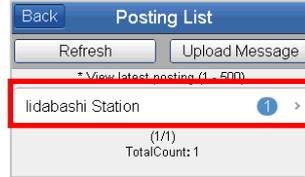
4. The title of the new message will be displayed on the BBS.



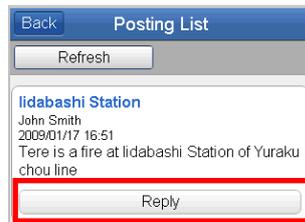
*Up to 500 new messages can be uploaded. When the number of messages exceeds 500, the oldest message will be deleted.

5.9.3 Replying to a message using a smart phone

1. Click the title of the message you want to reply to.



2. Confirm the message displayed on the BBS and click [Reply] button.



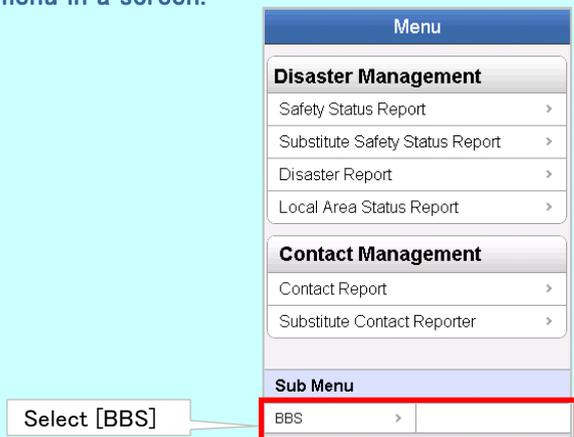
3. Enter title and message and click [Reply] button.



*There is no limit to the number of reply messages that can be uploaded.

TIP

When you access the URL shown in safety confirmation e-mail and log in to the Safety Confirmation Service website and the following screen is displayed, BBS can be used from the menu in a screen.



5.9.4 Registering a new message using a mobile phone

1. Select [BBS] from the home page.

e-Innovation
[John Smith]

1.Secom safety confirmation service
2.BBS
3.Registrant Info
9.Logout

News from e-Innovation Service
<<News from System Administrator>>

2. Click [Upload Message] button.

BBS
[John Smith]

Upload Message
TotalCount: 0
* View latest posting (1 - 500).

(1 / 1 Page)

7.Refresh
8.Back
9.Logout

3. Enter title and message and click [Posting] button.

Title
: Within 100 bytes
Idabashi Station

Message
: Within 600 bytes
There is a fire at Idabashi Station of Yurakuchou line

Posting

8.Back
9.Logout

4. The title of the new message will be displayed on the BBS.

Upload Message
TotalCount: 2
* View latest posting (1 - 500).

Idabashi Station (1)

(1 / 1 Page)

*Up to 500 new messages can be uploaded. When the number of messages exceeds 500, the oldest message will be deleted.

5.9.5 Replying to a message using a mobile phone

1. Click the title of the message you want to reply to.

Upload Message
TotalCount: 2
* View latest posting (1 - 500).

Idabashi Station (1)

(1 / 1 Page)

2. Confirm the message displayed on the BBS and click [Reply] button.

* View latest reply (1 - 500).

Idabashi Station
John Smith
20xx/xx/xx 16:51

Tere is a fire at Idabashi Station of Yurakuchou line

Reply

3. Enter title and message and click [Reply] button.

Idabashi Station
Tere is a ...

Title
: Within 100 bytes
Yurakuchou Line

Message
: Within 600 bytes
Both up and down line are stopped

Reply

*There is no limit to the number of reply messages that can be uploaded.

TIP

When you access the URL shown in safety confirmation e-mail and log in to the Safety Confirmation Service website and the following screen is displayed, BBS can be used from the menu in a screen.

Select [BBS]

Safety confirmation top menu
[Disaster Management]
1.Safety Status Report
2.Substitute Safety Status Report
3.Disaster Report
4.Local Area Status Report
BBS
[Contact Management]
5.Contact Report
6.Substitute Contact Reporter
9.Logout

6. Q&A

This chapter answers frequently asked questions.

6.1 Frequently Asked Questions

■Login	
Q I cannot log in.	A There is a possibility that your password has become invalid because you have entered an incorrect password in succession. Please contact your administration department to reactivate your account. Then, your password will be reset to the initial password.
Q I entered the password shown in the password notification e-mail, but I cannot log in.	
■Registration of user information / When safety confirmation e-mail is received (in the event of a disaster)	
Q Confirmation e-mail, safety confirmation e-mail or additional confirmation e-mail cannot be received.	A If "Registration result e-mail" is not received within a reasonable time, it is possible that junk e-mail blocking is set on your mobile phone. Check and change your setting to receive e-mail from admin@pa.e-kakushin.com and message@pa.e-kakushin.com . (If your mobile phone is set to receive only certain domains, change the setting so that e-mail from pa.e-kakushin.com domain can be received.)
Q The spam mail came to receive when the e-mail address was registered.	A The register of mail address basically has made the register with Web which utilizes Internet main, In the data communication processing when registering, it is never read by the third party because it does the encrypted communication. Moreover, about the management of personal information, basically, it is not possible to inspect it as long as the person in question doesn't access the web. (Even the administrator) And, even our system administrator cannot inspect information. If you want to inspect information, you must apply to another management post for the access. If ID is not issued, it is not possible to access it. Therefore, information never leaks to the third party. About the spam mail, The spam mail might be received to suddenly when the spam mail prevention are not set at all. Afterwards, when the spam mail is received once, it seems to come frequently to receive the spam mail.
■When safety confirmation e-mail is received (in time of a disaster)	
Q When I was about to report safety status using a mobile phone, the menu screen was displayed after accessing the URL shown in the safety confirmation e-mail.	A Depending on setting, the [Report Menu] screen or the [Disaster Selection] screen may be displayed after logging in. (Please see 4.1.2 in this manual.) •Select [1. Safety Status Report] from the [Report Menu] screen in order to enter the [Safety Status Report] screen. •When there is more than one disaster, the [Selection] screen becomes available for selecting the name of the disaster from the list box. To report on your safety status, select a disaster and click [Next] to move to the [Safety Status Report] screen.
Q When I was about to report safety status using a mobile phone, the [Disaster Selection] screen was displayed after accessing the URL shown in the safety confirmation e-mail.	
Q When I accessed the URL shown in safety confirmation e-mail using a mobile phone, the blank screen was displayed.	A If Softbank mobile is used, There is a possibility that URL shown in the safety confirmation mail is cut on the way, because-mail is not received in the full text. Please access the URL after receiving mail in the full text.

Q	When I accessed the URL using a mobile phone, the screen did not displayed collectly.	A	If access the URL via full browser mode or PC Viewer, screen may not be displayed collectly.Please confirm display setting.
Q	When I accessed the URL using a PC, the screen did not displayed collectly.	A	If Java Script is set to unable, screen may not be displayed collectly. In addition, please notice that if cookie is set to unable, this service will become unavailable because cookie data is used in the service.
Q	Is mobile phone can used for reporting safety status?	A	Mobile phone can be used for reporting safety status. However, there is a possibility that user cannot report safety status because the system cannot recognize the tone depending on communication situation. In addition, if the display is switched to power save mode, the system cannot recognize the report because the tone is not outgoing. Prepaid mobile phone may be configured to switch to power save mode in shorter time, so please confirm the setting when you use a prepaid mobile phone.
Q	Is there any problem if I press the button in the middle of audio guidance, when I report safety status using a mobile phone?	A	If the button is pressed in the middle of audio guidance, the report will become void because the system cannot recognize the tone.
■Options			
Q	I added/changed/deleted my organization, but it has not been updated on the system.	A	Click [Register] button after making an addition/change/deletion and confirm that the message, "Registration is completed" is displayed. If you do not click [Register] button, changes cannot be reflected in the system.

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