英語　How to use International Mail My Page Service Smartphone version

> **Notes before using**
> -The smartphone version requires printing labels using the Yu-pri Touch terminal installed in the post office or by showing the printing number to the postal clerk.
> -Please input using "half-width alphanumeric characters".

1. Registration/Login

① Access the International Mail My Page Service using the 2D code.

② Tap on **Create Account**. Then, complete temporary registration following the instructions on the screen. After that, complete final registration following the instructions in the email which will be sent to your email address that you input.

③ Input your email address and password to log in.

> **Forget your password?**
> Tap on "Forgot your password?" and input the information requested.
> **How long is the account usable?**
> The account is usable for 6 months after you complete login at this site.
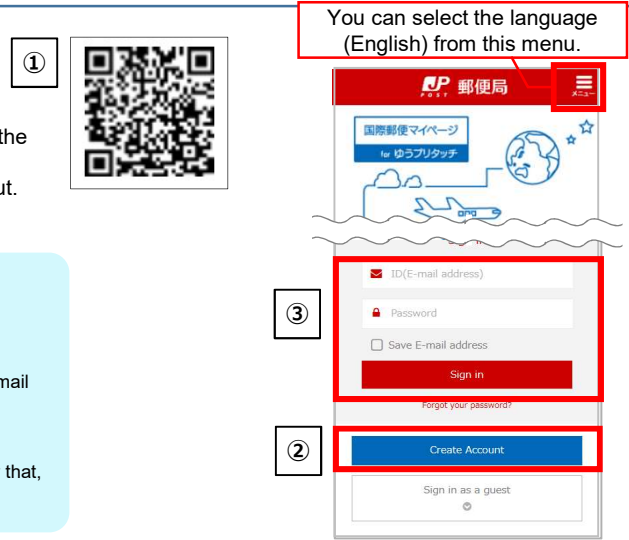> **I have not received the email yet.**
> There is a possibility that the email was recognized as spam. Please check your spam email folder. If you have set filtering, please release the following address.
> ems-label@ems-post.jp　　ems-mypage@ml.post.japanpost.jp
> **Using without an account**
> Tap on "Sign in as a guest". Then, check the box for "Agree the Conditions of Use". After that, tap on "Visitor".
> If you create an account, input is easy from the second time.

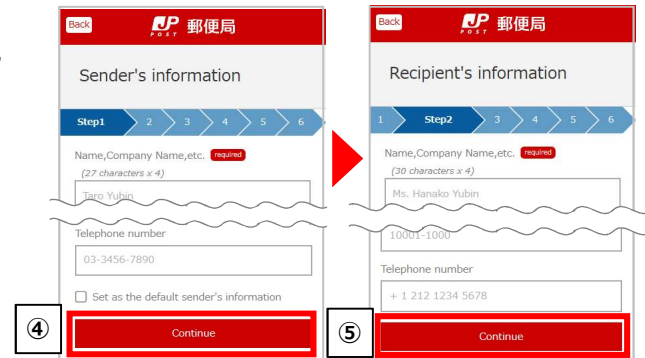You can select the language (English) from this menu.

2. Sender/Recipient

④ Input the sender information following the instructions on the screen. Then, tap on **Continue**.

⑤ Input the recipient information following the instructions on the screen. Then, tap on **Continue**.
Please note that you cannot send postal items with shipping labels when you select the wrong country/territory name. In particular, please select "HONG KONG", "MACAO", and "TAIWAN" respectively when you create shipping labels for postal items addressed to Hong Kong, Macao, and Taiwan.

> **If you have got "One line is too long" error.**
> Make a new line at the suitable position. And use abbreviations to reduce the word count (for example, Street ⇒ St.).
> **Request about inputting postal codes.**
> If the destination country has a postal code system, please input the recipient's postal code as much as possible.
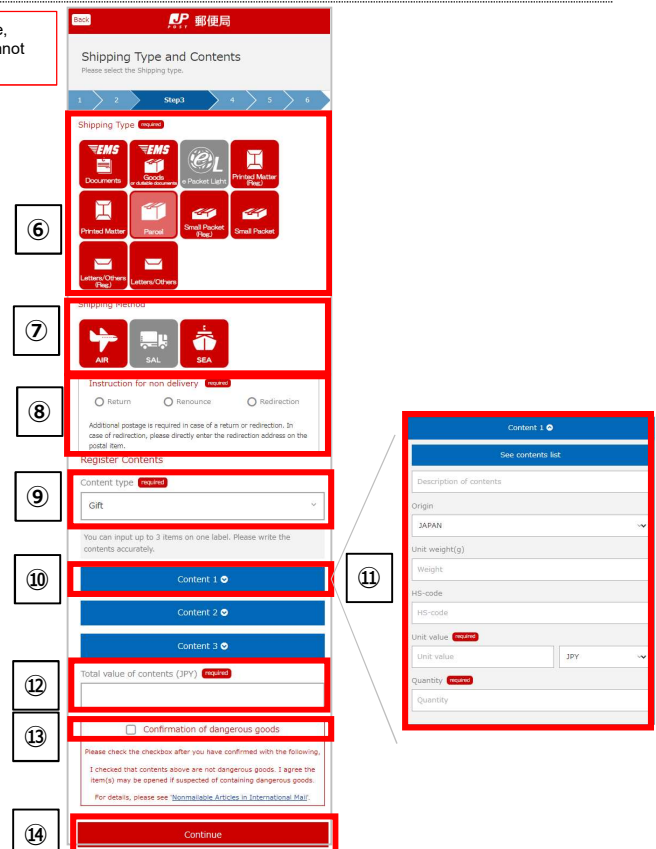
3. Shipping service and content

Depending on the destination and shipping service, there are options that you cannot select or you cannot see because you do not need to select them.

⑥ Select one option from **Shipping Type**.

⑦ Select one option from **Shipping Method**.
You need to select the method only for international parcels, small packets, printed matter or letters/others.

⑧ Select one option from **Instruction for non delivery**. This option is only needed for postal parcels.

⑨ Select one option from **Content type**.

⑩ Tap on **Content 1** to open the input screen.

⑪ Input the **Description of contents**, **Unit price** and **Quantity**.
If you have other contents, register each one in the same way.

⑫ Confirm the **Total value of contents**.

⑬ Agree to the **Confirmation of dangerous goods**.

⑭ Tap on **Continue**.

> **I want to enter more than 3 content items.**
> Tap the "Add content field" button to increase the number of columns for entering items. Up to 60 items can be entered.
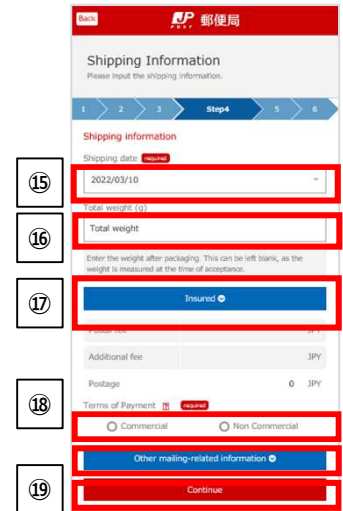
> **HS codes** are code numbers based on the International Convention on the Harmonized Commodity Description and Coding System. For postal items to EU member countries in particular, it is recommended to enter the HS codes for each item, as it is required by the customs authorities of these countries/territories. If this information is not transmitted, or if inaccurate information is provided, the postal items may be delayed or returned.
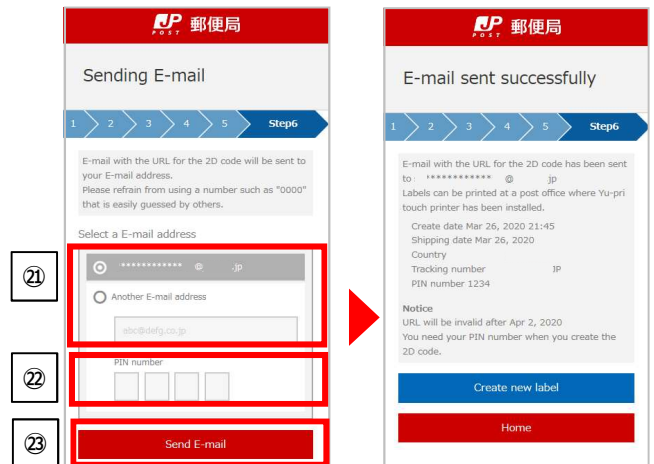
4. Registering shipping information

> Depending on the destination and shipping service, there are options that you cannot select or you cannot see because you do not need to select them.

⑮ Input the **Shipping date**. You can select a date up to one week later, including today's date. In principle, please send the item on the registered shipping date.

⑯ Input the **Total Weight**. This information is sent as Electronic Advance Date (EAD). Please input the weight as exactly as possible.

⑰ Enter the amount of insurance or damage coverage required.
(International parcels or EMS only)

⑱ Select **Commercial Value** or **No Commercial Value**.
Commercial value: This option is for cases where you receive money from the recipient, such as for e-commerce.
No commercial value: This option is for cases where you send the item for personal use or sample or for return.

⑲ If you want to change the number of invoices, Tap "Other mailing-related information" to see options.

⑳ Tap on **continue**.
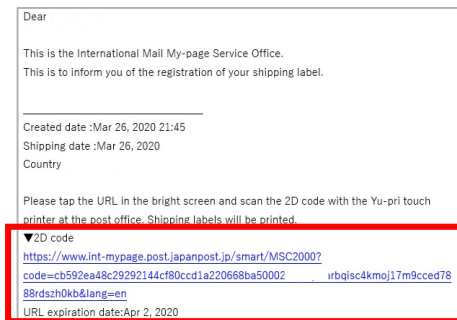・Check the input information on the confirmation screen. After that, tap on **Confirmed** at the bottom of the page.
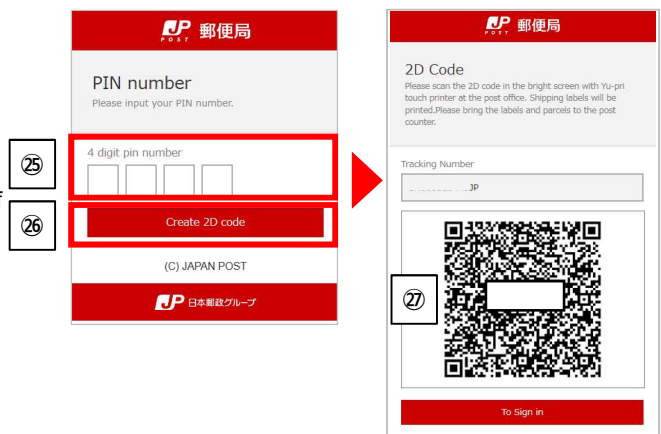
5. Print/Mail

㉑ Select an email address for receiving the 2D code for the Yu-pri Touch terminal. **If you want the email sent to the email address you have already registered**, select the option above and then **go to ㉓**.
If you want the email sent to a new email address, select the option below, input the email address, and then **go to ㉒**.
Unregistered user can only use the latter option.

㉒ Input any four-digit **PIN number**. This number is used to display the 2D code.

㉓ Tap on **Send E-mail**. Wait until you receive the email.

㉔ Select the **URL written in the email**.

<Exemple e-mail>

Dear

This is the International Mail My-page Service Office.
This is to inform you of the registration of your shipping label.

_____
Created date :Mar 26, 2020 21:45
Shipping date :Mar 26, 2020
Country

Please tap the URL in the bright screen and scan the 2D code with the Yu-pri touch printer at the post office. Shipping labels will be printed.
▼2D code
https://www.int-mypage.post.japanpost.jp/smart/MSC2000?
code=cb592ea48c29292144cf80ccd1a220668ba50002   rbqisc4kmoj17m9cced78
88rdszh0kb&lang=en
URL expiration date:Apr 2, 2020

㉕ Input the PIN number that you input in step ㉒. This is needed only if you input a PIN code in step ㉒.

㉖ Tap on **Create 2D code**. This is needed only if you input a PIN code in step ㉒.

㉗ The 2D code will be displayed. Scan the **2D code at the Yu-pri Touch terminal installed in the post office** in order to print the label.

The 2D code will not be displayed and only a printing number will be shown in some cases (your postal item contains four or more items; you want to make a shipping label for an insured parcel; or the value of the contents is over 200,000 yen).
If so, please **show the printing number to the postal clerk** and receive your label.

I have not received the email yet.
There is a possibility that the email was recognized as spam. Please check your spam e-mail folder. If you have set filtering, please release the following address.
ems-label@ems-post.jp   ems-mypage@ml.post.japanpost.jp