1.  To **change** the content of your registration,

    1).  After logging in, please click "Confirm/Change" from the left menu.
    2).  Please click either **your registration number** or **"modify"** button on the right side.
    3).  Please modify the information.
    4).  Please scroll down and click **"Submit (change registration)"** to save your updated registration.

After making changes to your registration, please make sure to check the "Balance of account" on the invoice/confirmation sheet.   If it shows a figure, then, please make the payment by the deadline.   In case of a minus figure, there will be a refund from us.

2.  To **confirm** your registration details and/or payment transactions on the invoice or confirmation sheet,

    1).  After logging in, please click **"Confirm/Change"** from the left menu.
    2).  Please click **"View confirmation sheet (Payment information)."**
    3).  On the next screen, here is the explanation of items you will see;

        **Search Reservation Record**
        ➢ **Type of Reservation (Drop-down list)**
           Please choose type of reservation from the list, which includes "**Registration**," "**Accommodation**," "**Excursion**," or "**All**."

        ➢ **Name (Drop-down list)**
           If you have multiple participants registered, you can choose his/her name or "**All**" from the list in the name field.

        ➢ **"1. Invoice or Confirmation"**
            Please choose either invoice or confirmation.

        ➢ **"2. Billing address"**
           If you have any address other than the registered address you would like to show on the invoice or confirmation sheet, please enter it here.   If you leave it blank, your registered address will automatically appear on the invoice/confirmation sheet.

    3).  Click **"View"** at the bottom.
    4).  The invoice/confirmation sheet will be displayed on the screen. To print it, please click the **printer icon** on the top right.

    Please note that you are responsible for updating all of your information.
    *We appreciate you for your cooperation for following our instructions. Thank you!*