

## **Step 1: Create your personal account**

- ① If you are using this service for the first time, please proceed to the "**New User**" section and click "**Registration for New Users**" displayed on the next page
- ② Please read "Customers' Personal Information Protection Policy" carefully before proceeding to the next stage.
- ③ Enter the necessary information in blanks to complete personal account registration.
- ④ After entering necessary information, please proceed to the confirmation screen and click the "Submit this form" button.

※ Your E-mail address is already registered error message indicates that You already have an existing account.

- Please confirm that you have received the "Registration (Account)" email notification.
- Now, You can log in with your email address and password from the "**Login**" section.

## **Step 2: Making hotel reservation.**

- ① After You "**Login**", make a booking for your preferred hotel from **Accommodation Plan** option.
- ② You will receive a notification in your email address once the booking is made. Please confirm the contents and complete the payment.
- ③ Print your Confirmation slip after payment is completed.
- ④ At check-in, present a Confirmation slip to the hotel front desk.

※ Hotel rates are set per person/per night with breakfast. (service charge, consumption tax included)

### ◆ **Precautions:**

- Please note that the number of rooms secured at the hotels is limited, so we may not be able to meet your request.
- Please note that refunds are not possible even if breakfast is not required.
- Please pay for the additional food, drink, and various personal expenses at each facility.

### **Step 3: Make Payment (credit card only)**

- ① Please complete the payment procedure from the "**Payment**" section.
- ② You can view your invoice from "Billing choice for accounting purposes" on the "Payment" page.
- ③ Please, make sure that there is no mistake in your reservation details.
- ④ Please complete your payment by July 9, 2023 deadline.

Note: for reservations made during the first period, please complete your payment by May 31, 2023 deadline.

◆ **Precautions:** ▪ Please confirm the booking notification email and complete the payment procedure as soon as possible.

▪ **In case your payment is not confirmed by the deadline, Your booking will be subject to cancellation.**

We kindly ask for your understanding.