



# MY NUMBER SUBMISSION GUIDE

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## WHY MY “MY NUMBER” IS NECESSARY?

We need your “My Number”  
to issue your Shakai Hoken Card  
**without it we can't issue your card**  
we also need it for other insurances,  
taxes and basically everything else  
submit it within your first week of work

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## DOWNLOAD THE APP

Fast Number

FAST NUMBER  
(ファストナンバー)

Link



IPHONE



ANDROID

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## LOGIN

Use the information below to login into the app

● 企業コード

ts001

● ユーザID

Your STAFF CODE

● パスワード

SSG@YOURBIRTHDAY

(ex: SSG@19850928 if your birthday is 1985/09/28)

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## CHANGE THE PASSWORD

The first time you login into the app it's necessary to change your password



● 新しいパスワード

NEW PASSWORD

● 新しいパスワード (確認)

NEW PASSWORD AGAIN

NEXT >

The password must contain: 1 capital letter and 1 number more than 8 letters and less than 20 letters

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## USE OF MY NUMBER

My Number is necessary to process the following social insurance procedures:

- Health insurance card issuance
- Re-employment allowance application
- Health insurance benefit application
- Issuance of documents related to application for unemployment benefits

私は、「個人番号利用目的」の内容を理解し、同意します。

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## SUBMIT

Click on the green button to start the submission of your “My Number”.

登録情報

氏名 ◆テスト働き 太陽

氏名(カナ)

前回ログイン日時 2020/08/20 17:53:05

個人番号読取 (本人)



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## SELECT YOUR CARD

- 1 If you have the Tsuchi Card (green paper card)
- 2 If you have the My Number card

1

通知カード (紙)



2

マイナンバーカード (ICカード)



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## TAKE THE PICTURE

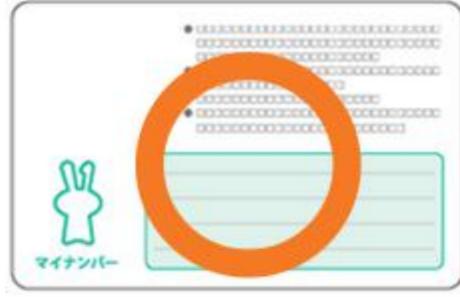
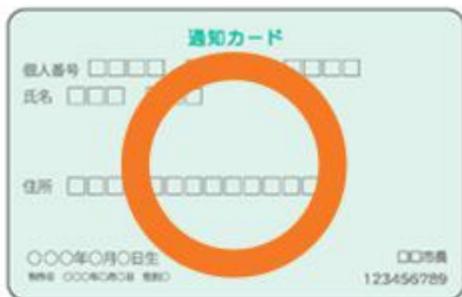
### MY NUMBER

Take a picture of the back



### TSUCHI CARD

Take a picture of both sides



Take a good picture without shadows or lights  
and avoid white background

## THAT'S IT!

When the screen below appears to you,  
the submission is complete.



## IF YOU HAVE DEPENDENTS

If on the home screen you have 2 buttons, you must submit your dependents “My Number” too, otherwise they won’t be your dependents in the Social Insurance and Tax Exemption. **Select the second option.**

📄 登録情報

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氏名 ◆テスト働き 太陽

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氏名(カナ)

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前回ログイン日時 2020/08/20 17:53:05

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個人番号読取 (本人) >

個人番号読取 (扶養家族) >

## SELECT YOUR DEPENDENT

Select your dependents name

テスト働き 月子 (配) >

テスト働き 風太 (子) >

## SELECT YOUR CARD

- 1 If you have the Tsuchi Card (green paper card)
- 2 If you have the My Number card

1 通知カード (紙) >

2 マイナンバーカード (ICカード) >

# FAQ

## **I can't login**

**If you missed your password 5 times, the app auto locks for protection, request a My Number Mail Kit on our website.**

## **When do I have to submit?**

**Submit it within your first week of work**

## **I don't have the card, what should I do?**

**Ask for a JUMINHYO at the City Hall with your My Number written on it and request a My Number Mail Kit on our website.**

## **My dependents didn't appear on the app, do I have to submit their My Number?**

**No, you don't need to submit it.**