

<General> Operation Manual

<General>

Opening an Account

01. Introduction (Opening an account)

- This manual describes the procedure of "opening an account" in the Drone Information Platform System.
- Therefore, please refer to the manual when performing the necessary procedures.

02. Points to note when using the Drone Information Platform System

- If the operation of the Drone Information Platform System is interrupted (inactive state) for 60 minutes or longer, you will be required to restart the process. This security functions lowers the possibility of a third party viewing your screen and leaking your personal information while you are away from your computer or smartphone.
- If you are unsure of what information to enter in each form or how to enter it, hover your cursor over the  mark next to the name of the form item to see a description of the information to be entered in the form. (If you are using a smartphone, tap on it to display the description.)
- Do not press any browser buttons, such as "back" or "refresh", while using the system. Doing so may affect the normal functioning of the system.
- Do not attempt simultaneous login from multiple terminals; this may cause the system to malfunction.
- Please refer to the [website of the Ministry of Land, Infrastructure, Transport and Tourism](#) for detailed information regarding the unmanned Aircraft Registration System, the new system to achieve level 4, and other flight rules.

*Click on the link to open the external site.

Opening an account

Open an account required to use the Drone Information Platform System.

Start of account opening

Agreeing to the terms of use

Proceed to the account opening page and agree to the terms of use.

Entering the information required to open an

Enter your name, address, contact details, and other necessary information.

Confirming the entered information and opening the

Confirm that the information you entered is correct and open the account.

Completion of account opening

You will be notified of your login ID on the email address you entered. To continue with application procedures, etc., log in to the Drone Information Platform System.

The items to be entered differ depending on whether you are an "individual" or a "company/organization (corporation)" using the Drone Information Platform System.

After opening of an account, if you are an "individual" applicant, open a personal account; if you are applying as a "company/organization (corporation)," open a corporate account.

The Individual Number Card can be used as a method of identity verification by individuals when completing the application process.

To use the Individual Number Card, you need to link the card to the Drone Information Platform System by scanning the information on the card while opening the account.

Refer to the manual named "[How to Scan the Information on the Face of the Individual Number Card](#)" for information on how to scan the information on the face of the Individual Number Card. Once you have read and understood the instructions, proceed to open an account by keeping your Individual Number Card ready.

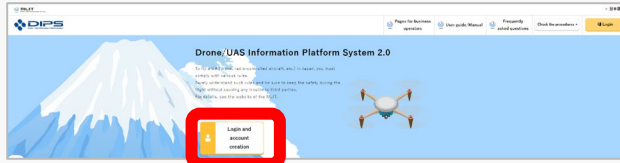
Opening an account

The requirements for the procedure vary depending on the individual or organization, the nature of the procedures, and the identity verification method.

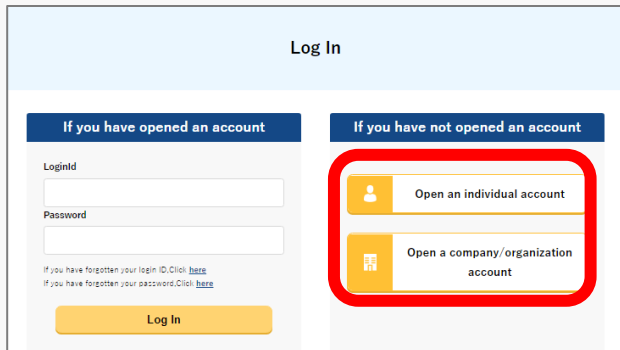
Please confirm before proceeding.

	Individual	Organization
Information about the account-opening party	• Full name • Address • Date of birth • Contact number • E-mail address	• Corporate number • Company/organization name • Name of the representative • Location of the head office or the main office • Name of the person in charge • Address of the person in charge • Department of the person in charge • Contact number of the person in charge • E-mail address of the person in charge
Other *When using Individual Number Card as an identity verification method	• Individual Number Card • Card reader or smartphone to scan the information in the IC chip on the face of the Individual Number Card	—

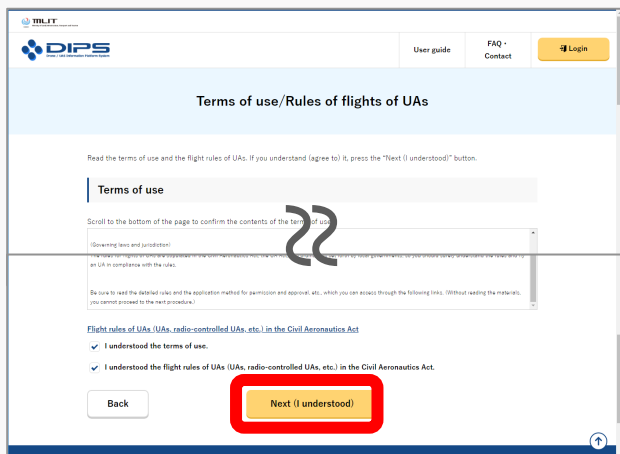
Opening an account



Proceed to account opening page from the home page. Click the 「Login and account creation」 button.



To open an individual account, click the "Personal Account Opening" button; to open a corporate account, click the "Corporate Account Opening" button.



The Terms of Use page will open next. You must agree to the Terms of Use to open an account. After reviewing the Terms of Use, check the box if you agree and click the "Next (I understand)" button.

Opening an account

Fill in the required information on the account opening page. After entering all the required information, press the "Confirm" button to proceed to the Confirmation page.

Opening an account

Open an account for registration procedures and management of UAs. Enter the following information.
To use the Individual Number Card as the ID for registration of an UA,
be sure to press the "Individual Number Card information coordination" button to copy the information of the Individual Number Card.
Enter the contact information with which you are always available because you may be contacted by e-mail, phone, etc. with the
registered contact information.

Individual Number Card information coordination

Name [?]

Reading [?]

Address [?] Country/Region Prefecture

Birth date [?] Year Month Day

Phone number [?] Country/Region +81

E-mail address [?]

E-mail address (for confirmation)

Password [?]

Password (for confirmation)

[For personal account opening]

When using your Individual Number Card for identity verification in the application process, be sure to press the "Individual Number Card Information Linkage" button to scan the information on the face of your Individual Number Card.

Pressing the "Individual Number Card Information Linkage" button opens a dialog box to proceed to card scanning. Follow the instructions in the dialog box to proceed to scan the information on the face of your Individual Number Card.

Refer to the manual named "[How to Scan the Information on the Face of the Individual Number Card](#)" for information on how to scan the information on the face of the Individual Number Card.

[For corporate account opening]

In addition to the corporate number and the name of the representative, enter the name, address, department, contact number and e-mail address of the person in charge of the application. Make sure to provide a phone number and an e-mail address that can be used to contact you.

Please set your password according to the following conditions. Also, please refrain from combining names and dates of birth, which are easy to guess.

- Enter a password of 8 to 32 characters as a combination of:
English letters (A-Z, a-z), numbers (0-9) and symbols (+ - * / = . , ; ' ' @ ! # \$ % ? & | ~ ^ () [] { } < > _).

Opening an account

Confirm the entered account information and click the "Open" button if everything is correct.

Confirmation of account information

Confirm the entered account information. When confirmation is finished, press the "Open" button.

Name	Taro Touroku
Reading	
Address	1-2-3, Kotoku, Tokyo
Birth date	2000/10/18
Phone number	+81 9012345678
E-mail address	TaroTouroku@mail.com
Password	●●●●●●●●

Modify

Open

Completion screen

Your account has been opened.

To the top screen

An account opening completion page will appear once your account has been created, and a login ID will be emailed to your provided e-mail address. Please remember the password you choose because you will not be notified about it.

Log in from the home page to continue with new registration and other procedures.



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Changing Account Information

Changing Account Information

Change account information.

Start of changing account information



Log in to the Drone Information Platform System

Log in using the Login button on the bottom left of the home page.



Changing account information

Go to the Change Account Information page and change the information.



Reviewing the entered information and confirming changes

Confirm the changes on the confirmation page.



Completion of changing account information

An email notification will be sent to your registered e-mail address upon completion of changes in the account information.

Those who have linked their Individual Number Card when opening the personal account will need to scan their Individual Number Card again when changing information.

Refer to the manual named "[How to Scan the Information on the Face of the Individual Number Card](#)" for information on how to scan the information on the face of the Individual Number Card. Once you have read and understood the instructions, proceed to open an account by keeping your Individual Number Card ready.

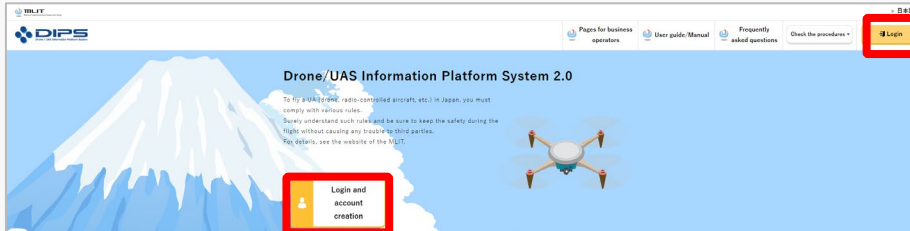
Changing Account Information

The requirements for the procedure vary depending on the individual or organization, the nature of the procedures, and the identity verification method.

Please confirm before proceeding.

	Individual	Organization
Information about the account to be modified	<u>Changes required in the following account information</u> • Full name • Address • Date of birth • Contact number • E-mail address	<u>Changes required in the following account information</u> • Corporate number • Company/organization name • Name of the representative • Location of the head office or the main office • Name of the person in charge • Address of the person in charge • Department of the person in charge • Contact number of the person in charge • E-mail address of the person in charge
Other	• Individual Number Card *When using Individual Number Card as an identity verification method • Card reader or smartphone to scan the information in the IC chip on the face of the Individual Number Card	—

Changing Account Information



Log In

If you have opened an account

LoginId

Password

If you have forgotten your login ID,Click: [here](#)
If you have forgotten your password,Click: [here](#)

Log In

If you have not opened an account

 Open an individual account

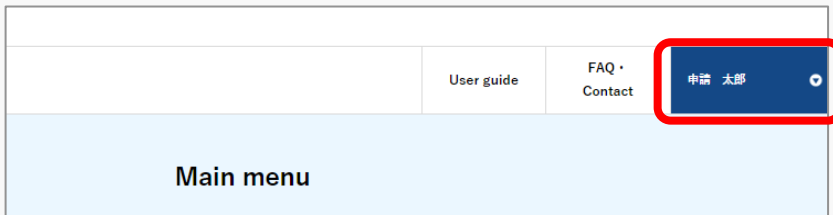
 Open a company/organization account

Select the "Login" button in the upper right corner or 「Login and account creation」 button in the center of the home page to proceed to the login page.

On the login page, enter your ID and password (set up when opening the account) and press the "Login" button.

The main menu page will open after a successful login.

Changing Account Information



Main menu

Press the Account Name button and select "View/Change Account." The page to change account information will open.

Procedure to change the account information

Correct the information to change and press the "Confirm" button.

Individual Number Card the account information. ⓘ

Name ⓘ Taro Touroku

Reading ⓘ

Address ⓘ Country/Region Afghanistan ▼ Prefecture - ▼
aaa

Birth date ⓘ 2021 ▼ Year 1 ▼ Month 1 ▼ Day

Phone number ⓘ Country/Region Afghanistan ▼ +93 09012345678901

E-mail address ⓘ TaroTouroku@mail.com

E-mail address (for confirmation) ⓘ TaroTouroku@mail.com

Password ⓘ

After changing the account information, press the "Confirm" button. Proceed to the confirmation page to confirm changes.

If your personal account is linked to your Individual Number Card, press the "Individual Number Card Information Linkage" button to scan the information on the face of your Individual Number Card.

Pressing the "Individual Number Card Information Linkage" button opens a dialog box to proceed to card scanning. Follow the instructions in the dialog box to proceed to scan the information on the face of your Individual Number Card.

Refer to the manual named "[How to Scan the Information on the Face of the Individual Number Card](#)" for information on how to scan the information on the face of the Individual Number Card.

Changing Account Information

Confirmation of a change in an account

Confirm the changed account information.

Corporate number

8700110005901

person in charge

E-mail address

aaaabbbb@ccc.com

Password

Modify

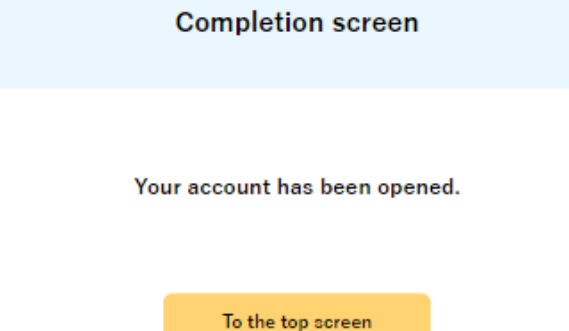
Change

Review the changes made to the account and press the "Change" button if everything is correct.

This completes the account modification.

A notification regarding account modification will be sent to your registered e-mail address.

Note that if you change your e-mail address, the notification of account modification will be sent to both your old and new e-mail addresses.



Completion screen

Your account has been opened.

To the top screen

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Identity Verification Methods

01. Introduction (Identity Verification Methods)

- This manual describes the procedure of “Identity Verification Methods” in the Drone Information Platform System.
- Therefore, please refer to the manual when performing the necessary procedures.

02. Points to note when using the Drone Information Platform System

- If the operation of the Drone Information Platform System is interrupted (inactive state) for 60 minutes or longer, you will be required to restart the process. This security functions lowers the possibility of a third party viewing your screen and leaking your personal information while you are away from your computer or smartphone.
- If you are unsure of what information to enter in each form or how to enter it, hover your cursor over the  mark next to the name of the form item to see a description of the information to be entered in the form. (If you are using a smartphone, tap on it to display the description.)
- Do not press any browser buttons, such as "back" or "refresh", while using the system. Doing so may affect the normal functioning of the system.
- Do not attempt simultaneous login from multiple terminals; this may cause the system to malfunction.
- Please refer to the [website of the Ministry of Land, Infrastructure, Transport and Tourism](#) for detailed information regarding the unmanned Aircraft Registration System, the new system to achieve level 4, and other flight rules.

*Click on the link to open the external site.

Identity Verification Methods (1/2)

The identity verification method differs depending on whether the procedure is for a personal account or a corporate account. Make sure the method you choose matches the account to be processed.

[When the account to be processed is a personal account]

Identity Verification Method	Operating Method
Individual Number Card	The system scans the information on the face of the My Number Card to link the My Number Card and perform identity verification. The following scanning methods are available depending on the device used for the procedure. Refer to the relevant instruction pages for more detailed instructions. • Applying with a computer and scanning with an IC card reader (IC card reader authentication) • Applying with a computer and scanning with a smartphone (2D barcode authentication) • Applying with a smartphone and scanning with a smartphone
Online authentication with a driver's license	"eKYC" is an online identity verification method. This service is available only for those who apply with a smartphone or those who apply with a computer and have a smartphone. A 2D barcode will appear on the screen during the procedure. Use the camera function of your smartphone to read that 2D barcode and follow the instructions on the screen to take a picture of the face of your driver's license, etc. *Click here to learn more about eKYC. *Click on the link to open the external site.
Online authentication with a passport	"eKYC" is an online identity verification method. This service is available only for those who apply with a smartphone or those who apply with a computer and have a smartphone. A 2D barcode will appear on the screen during the procedure. Use the camera function of your smartphone to read that 2D barcode and follow the instructions on the screen to take a picture of the identification page of your passport, etc. Once the picture is taken, the drone registration system opens a page where you can enter the information of the aircraft owner. In the "Identity Verification Documents" section of the opened page, upload an image of an identity verification document showing the name, address and date of birth of the owner of the aircraft. *Click here to learn more about eKYC. *Click on the link to open the external site.
Sending identity verification documents by mail	Identity verification is performed by mailing the documents. The e-mail you will receive after submitting your application will contain the address to send your identity verification documents. Check the e-mail and submit your identity verification documents by mail. *If you have not mailed in your identity verification documents or do not have all the necessary documents for submission, you will not be able to proceed with the subsequent procedures. *For the details of the identity verification documents and the mailing address, refer to the website (click here).

Identity Verification Methods (2/2)

[When the account to be processed is a corporate account]

Identity Verification Method	Operating Method
gBizID Prime (gBizID member) 	Identity verification method using gBizID Prime. First, you need to acquire gBizID Prime and obtain gBizID membership after creating gBizID Prime. If you are a gBizID member, you need to add the DIPS usage authority to your account. When you proceed for identity verification, the gBizID login screen will be displayed for you to authenticate your login. *Login authentication with gBizID entry is not available. *If you have not yet obtained gBizID Prime, check the gBizID manual. *Click on the link to open the external site.

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Scanning the Information

on the Face of the Individual Number Card

01. Introduction (Scanning the Information on the Face of the Individual Number Card)

- This manual describes the procedure of " Scanning the Information on the Face of the Individual Number Card " in the Drone Information Platform System.
- Therefore, please refer to the manual when performing the necessary procedures.

02. Points to note when using the Drone Information Platform System

- If the operation of the Drone Information Platform System is interrupted (inactive state) for 60 minutes or longer, you will be required to restart the process. This security functions lowers the possibility of a third party viewing your screen and leaking your personal information while you are away from your computer or smartphone.
- If you are unsure of what information to enter in each form or how to enter it, hover your cursor over the  mark next to the name of the form item to see a description of the information to be entered in the form. (If you are using a smartphone, tap on it to display the description.)
- Do not press any browser buttons, such as "back" or "refresh", while using the system. Doing so may affect the normal functioning of the system.
- Do not attempt simultaneous login from multiple terminals; this may cause the system to malfunction.
- Please refer to the [website of the Ministry of Land, Infrastructure, Transport and Tourism](#) for detailed information regarding the unmanned Aircraft Registration System, the new system to achieve level 4, and other flight rules.

*Click on the link to open the external site.

Scanning the information on the face of the Individual Number Card

The Drone Information Platform System can be linked to the Individual Number Card, allowing identity verification using the Individual Number Card when processing for a personal account. This manual explains how to scan the information on the face of the Individual Number Card when linking the card or verifying identity.

Depending on the device being used, the following patterns are available to scan the information on the face of the Individual Number Card. Detailed procedures for each pattern are described on the next and subsequent pages.

- [Applying with a computer and scanning with an IC card reader \(IC card reader authentication\)](#)
- [Applying with a computer and scanning with a smartphone \(2D barcode authentication\)](#)
- [Applying with a smartphone and scanning with a smartphone](#)

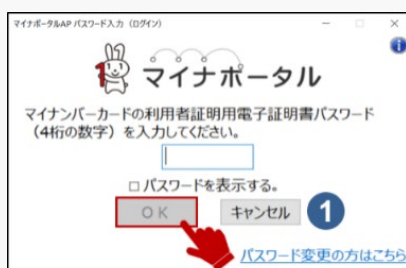
Scanning the information on the face of the Individual Number Card

(applying with a computer and scanning with an IC card reader)

To scan the information on the IC chip of the Individual Number Card with an IC card reader, you need to install the Myna Portal AP (application) on your computer. If you have not installed the application on your computer or if it has been some time since you installed it, review the installation and updating methods and be prepared in advance. For the advance preparations, refer to ["Chapter 2: How to use Myna Portal \(preparation for login using IC card reader/writer\)" in the Myna Portal operation manual.](#)

*Click on the link to open the external site.

[Windows screen]



[macOS screen]



[Scanning procedure]

1. Make sure that the IC card reader is connected to the terminal.
 2. Follow each procedure to initiate IC card reader authentication.
 3. Follow the instructions on the procedure page, enter your 4-digit numeric PIN or 6 to 16-digit alphanumeric PIN, and press the "OK" button.
 4. Once the information on the face of the Individual Number Card has been scanned, you will be taken to the next screen.
- ※ A 4-digit PIN is the one set by the applicant at the municipal office (digital certificate password for user authentication and assistance password for entering information on the face of the card). If you enter a wrong PIN three times, the service will be locked and momentarily unavailable.
 - ※ The 6 to 16-digit alphanumeric PIN is the password for the digital certificate for signature set by the applicant himself/herself while receiving the Individual Number Card at the municipal office. If you enter the wrong PIN five times, the service will be locked and momentarily unavailable.
 - ※ To unlock, you will need to go through a procedure at the municipal office.

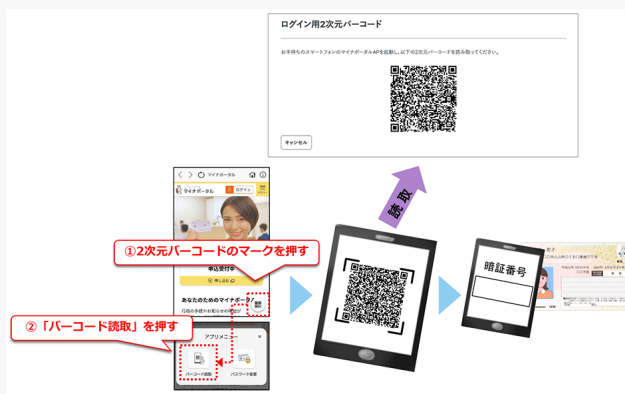
Scanning the information on the face of the Individual Number Card

(applying with a computer and scanning with a smartphone)

To scan with a smartphone, you need to install the Myna Portal AP (application) on your smartphone. If you have not installed the application on your smartphone, review the installation and update methods, and be prepared in advance. For the advance preparations, refer to ["Chapter 2: How to use Myna Portal \(2D barcode\)" from the Myna Portal operation manual](#).

*Click on the link to open the external site.

[Scanning procedure]



1. Follow the instructions on the procedure page to display the 2D barcode on your computer.
2. Launch the Myna Portal AP (application) on your smartphone.
3. Press the 2D barcode symbol in the lower right corner of the application screen.
4. Press "Scan Barcode" to scan the 2D barcode.
5. Hold up the Individual Number Card against the smartphone.
6. Enter your 4-digit PIN or the 6 to 16-digit alphanumeric PIN, and press the "OK" button (once the information on the face of the Individual Number Card has been scanned, you will be taken to the next screen.)

- ※ A 4-digit PIN is the one set by the applicant at the municipal office (digital certificate password for user authentication and assistance password for entering information on the face of the card). If you enter a wrong PIN three times, the service will be locked and momentarily unavailable.
- ※ The 6 to 16-digit alphanumeric PIN is the password for the digital certificate for signature set by the applicant himself/herself while receiving the Individual Number Card at the municipal office. If you enter the wrong PIN five times, the service will be locked and momentarily unavailable.
- ※ To unlock, you will need to go through a procedure at the municipal office.

Scanning the information on the face of the Individual Number Card

(applying with a computer and scanning with a smartphone)

To scan with a smartphone, you need to install the Myna Portal AP (application) on your smartphone. If you have not installed the application on your smartphone, review the installation and update methods, and be prepared in advance.

Refer to the following for the preliminary preparation procedures

[Myna Portal operation manual: "Preparing to log in using a smartphone browser - for Android"](#)

[Myna Portal operation manual: "Preparing to log in using a smartphone browser - for iPhone"](#)

*Click on the link to open the external site.

[Scanning procedure]



1. Follow the instructions on the procedure page to launch Myna Portal AP (application) and log in to the application.
2. Enter your 4-digit numeric PIN or 6 to 16-digit alphanumeric PIN, and press the "OK" button.
3. Follow the instructions displayed in the application to set up your Individual Number Card with your smartphone.
4. Press the "Start Scanning" button.
5. Once the information on the face of the Individual Number Card has been scanned, you will be taken to the next screen.

- ※ The 6 to 16-digit alphanumeric PIN is the password for the digital certificate for signature set by the applicant himself/herself while receiving the Individual Number Card at the municipal office. If you enter the wrong PIN five times, the service will be locked and momentarily unavailable.
- ※ To unlock, you will need to go through a procedure at the municipal office.



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Flow of Identity Verification with Individual Number Card

01. Introduction (Flow of Identity Verification with Individual Number Card)

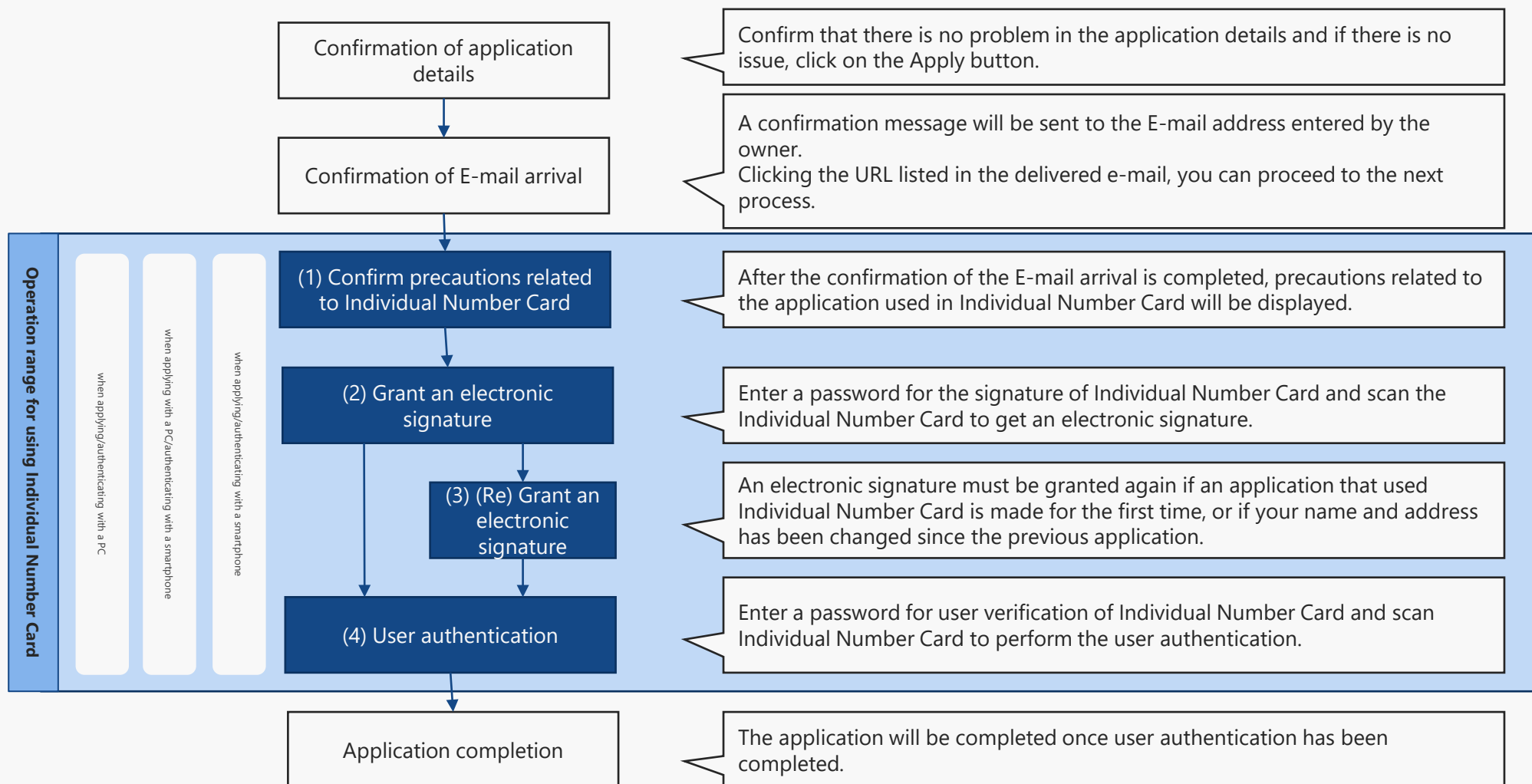
- This manual describes the procedure of "Flow of Identity Verification with Individual Number Card" in the Drone Information Platform System.
- Therefore, please refer to the manual when performing the necessary procedures.

02. Points to note when using the Drone Information Platform System

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- If you are unsure of what information to enter in each form or how to enter it, hover your cursor over the  mark next to the name of the form item to see a description of the information to be entered in the form. (If you are using a smartphone, tap on it to display the description.)
- Do not press any browser buttons, such as "back" or "refresh", while using the system. Doing so may affect the normal functioning of the system.
- Do not attempt simultaneous login from multiple terminals; this may cause the system to malfunction.
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*Click on the link to open the external site.

Flow of identity verification with Individual Number Card (Overview)



Flow of Identity Verification with Individual Number Card - IC Card Reader Writer (when applying/authenticating with a PC)

Modal screen until application completion

Confirmation of E-mail arrival

Registration procedureMake an application.
Press the "OK" button, and then an e-mail for confirmation will be sent to the e-mail address of the owner.
When you confirm the e-mail, the application will be completed.

OK

Cancel

We are sending an email to the email address registered in the owner information.
Please check your email without leaving the screen. After confirming the email, the next screen will be displayed automatically.
If you close this screen, the data you have entered will be discarded and your application will be interrupted.

Once an e-mail for arrival confirmation is sent, click the URL listed in the e-mail.

→As the message of authentication completion will be displayed in a new tab, please close the tab after confirmation.

(1) Check for precautions

OK

Flow of Identity Verification with Individual Number Card - IC Card Reader Writer (when applying/authenticating with a PC)

(2) Grant an electronic signature (First time)

STEP 01 Confirmation

STEP 02 Enter password/Electronic signature

STEP 03 Re-enter password/Electronic signature

STEP 04 Enter password/User authentication

Create an electronic signature.

OK

マイナポータルAP パスワード入力 (電子署名付与)

マイナンバーカードの署名用電子証明書パスワード (6～16桁の英数字) を入力してください。

●●●●●●

☐ パスワードを表示する

OK キャンセル

Enter a password for signature (6 to 16 characters).

(3) Grant an electronic signature (Second time/only when the basic four pieces of information are different)

STEP 01 Confirmation

STEP 02 Enter password/Electronic signature

STEP 03 Re-enter password/Electronic signature

STEP 04 Enter password/User authentication

To use the Individual Number Card as the ID for registration of the UA, the name, address, and birth date in the four pieces of the basic information shown on the Individual Number Card should match the account information of DIPS-REG and the entered owner information.

The data will be replaced with the information registered to the Individual Number Card, so press the "OK" button and enter the "security code of the digital certificate for signature (six to sixteen digits)" again.

Then, enter the "security code of the electric certificate for user certification (four digits)."

Note that in DIPS-REG, the sex information is not required, but it is also saved as account information as it is necessary for identity verification with the Individual Number Card.

*Note that the effective time of the entry of the "security code of the electric certificate for user certification (four digits)" is five minutes.
*It is necessary to recreate application data. The processing may take time.

OK

Do not close the screen until the application is completed.
If you close the screen, the entered data will be discarded.

The preparation of the application data is completed.
Enter the password again.

マイナポータルAP パスワード入力 (電子署名付与)

マイナンバーカードの署名用電子証明書パスワード (6～16桁の英数字) を入力してください。

●●●●●●

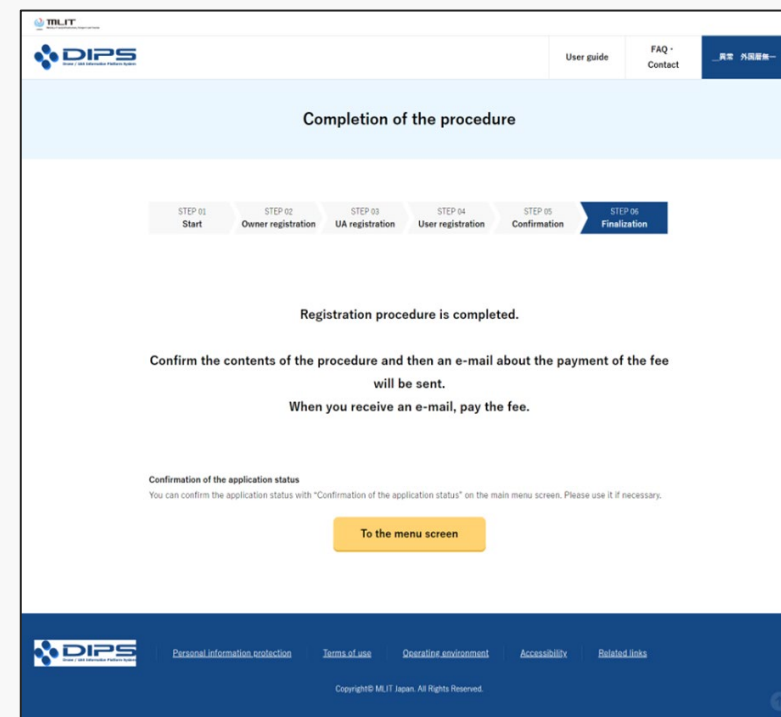
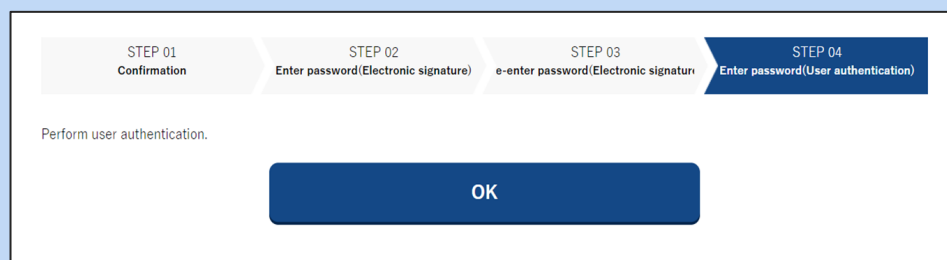
☐ パスワードを表示する

OK キャンセル

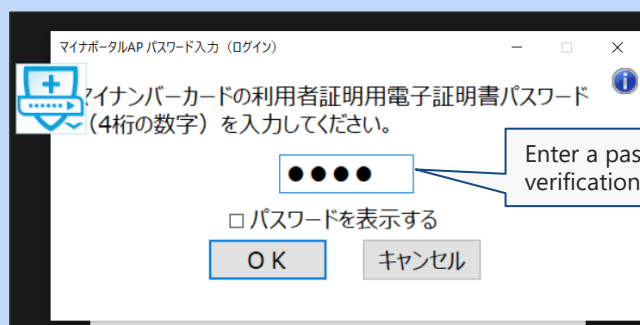
Enter a password for signature (6 to 16 characters).

Flow of Identity Verification with Individual Number Card - IC Card Reader Writer (when applying/authenticating with a PC)

(4) User authentication



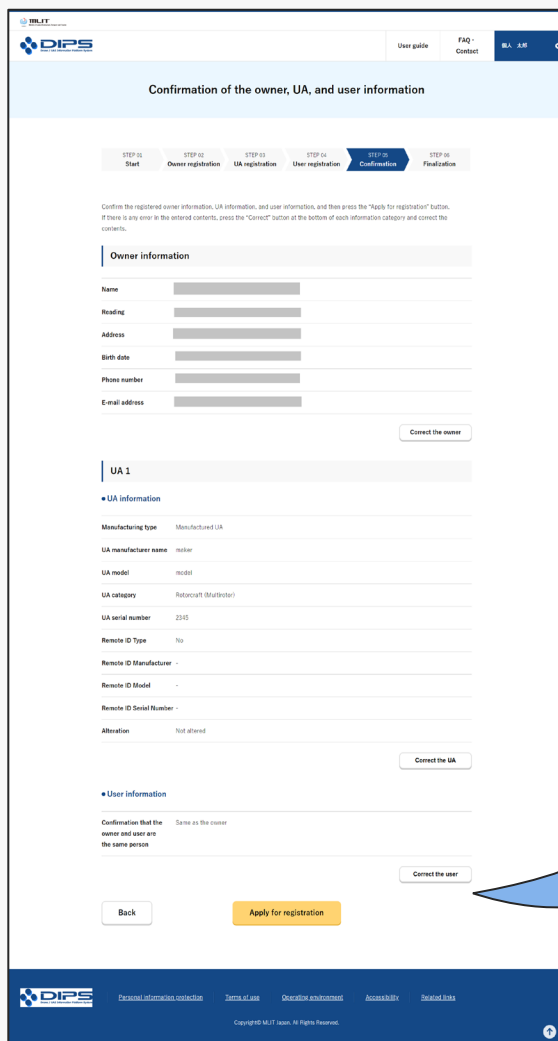
The screenshot shows the DIPS web interface. The top navigation bar includes "User guide" and "FAQ - Contact". The main heading is "Completion of the procedure". Below it, a progress bar shows steps: STEP 01 Start, STEP 02 Owner registration, STEP 03 UA registration, STEP 04 User registration, STEP 05 Confirmation, and STEP 06 Finalization. The text states: "Registration procedure is completed. Confirm the contents of the procedure and then an e-mail about the payment of the fee will be sent. When you receive an e-mail, pay the fee." There is a button labeled "To the menu screen". The footer includes the DIPS logo, links for "Personal information protection", "Terms of use", "Operating environment", "Accessibility", and "Related links", and a copyright notice: "Copyright © MLIT Japan. All Rights Reserved."



The screenshot shows a PC window titled "マイナポータルAP パスワード入力 (ログイン)". It contains a message: "マイナンバーカードの利用者証明用電子証明書パスワード (4桁の数字) を入力してください。" (Enter the 4-digit numeric password for the user certificate used for My Number Card). There is a password input field with four dots. Below it is a checkbox labeled "パスワードを表示する" (Show password) and two buttons: "OK" and "キャンセル" (Cancel).

Enter a password for user verification (4 characters).

Flow of Identity Verification with Individual Number Card - QR code (when applying with a PC and authenticating with a smartphone)



Screen until application completion

Confirmation of E-mail arrival

Registration procedure Make an application.
Press the "OK" button, and then an e-mail for confirmation will be sent to the e-mail address of the owner.
When you confirm the e-mail, the application will be completed.

OK

Cancel

We are sending an email to the email address registered in the owner information.
Please check your email without leaving the screen. After confirming the email, the next screen will be displayed automatically.
If you close the screen, the data you have entered will be discarded and your application will be interrupted.

Once an e-mail for arrival confirmation is sent, click the URL listed in the e-mail.

→As the message of authentication completion will be displayed in a new tab, please close the tab after confirmation.

(1) Check for precautions

STEP 01
Confirmation

STEP 02
Enter password (Electronic signature)

STEP 03
Re-enter password (Electronic signature)

STEP 04
Enter password (User authentication)

Enter the "security code of the digital certificate for signature (six to sixteen digits)" and the "security code of the electric certificate for user certification (four digits)" using Mynportal AP for authentication between the contents entered as the owner information and the information of the Individual Number Card.

So, prepare the Individual Number Card on hand, press the "OK" button, and read the Individual Number Card using IC card reader.

For authentication with the Individual Number Card, the name, address, and birth date in the account information of DIPS-REG and the entered owner information have to be replaced with those in the four pieces of basic information registered in the Individual Number Card.

Note that when you enter the "security code of the digital certificate for signature (six to sixteen digits)" and then the "security code of the electric certificate for user certification (six to sixteen digits)," the processing will be executed automatically.

Note that in "DIPS-REG", the sex information is not required, but it is also saved as account information as it is necessary for identity verification with the Individual Number Card.

*Note that if the Individual Number Card is past the "expiration date of the electronic certificate," you cannot make an application.

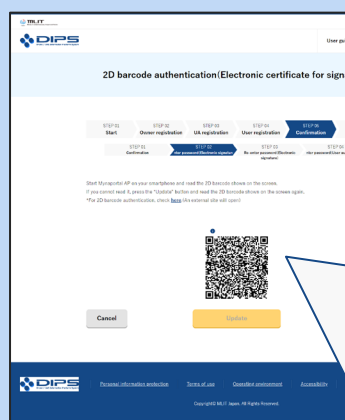
*Note that the effective time of the entry of the "security code of the electric certificate for user certification (four digits)" is five minutes.

OK

Flow of Identity Verification with Individual Number Card - QR code (when applying with a PC and authenticating with a smartphone)

Screen until application completion

(2) Grant an electronic signature (First time)



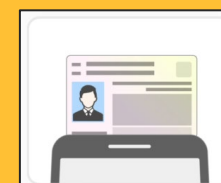
The QR code must be scanned from **Mynportal APP on smartphone**, not from applications such as standard camera.



Operation of Mynportal APP (on smartphone)

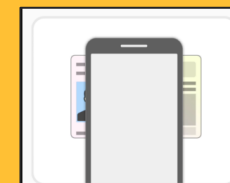


Enter a password for signature (6 to 16 characters).



マイナンバーカードをスマートフォンのNFC読み取り位置にぴったりと密着させてください。

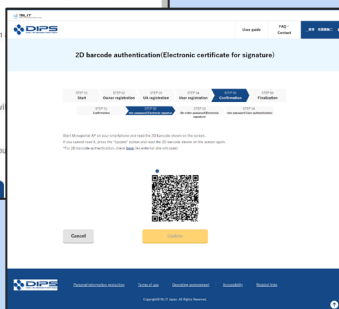
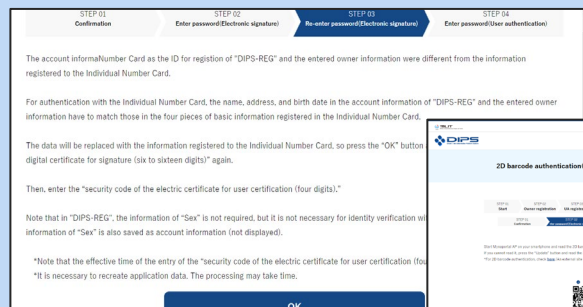
機種ごとのカード読取位置はこちら



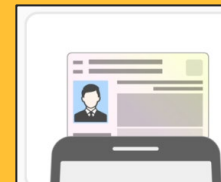
電子署名の付与を完了しました。カードを外し、パソコン等のブラウザを確認してください。

機種ごとのカード読取位置はこちら

(3) Grant an electronic signature (Second time/only when the basic four pieces of information are different)

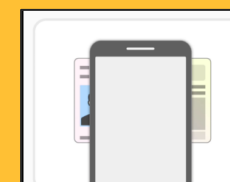


Operation of Mynportal APP (on smartphone)



マイナンバーカードをスマートフォンのNFC読み取り位置にぴったりと密着させてください。

機種ごとのカード読取位置はこちら



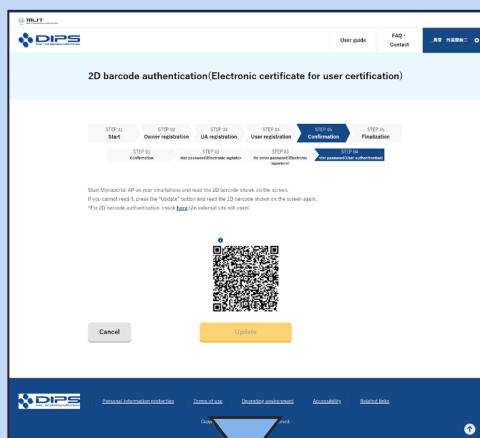
電子署名の付与を完了しました。カードを外し、パソコン等のブラウザを確認してください。

機種ごとのカード読取位置はこちら

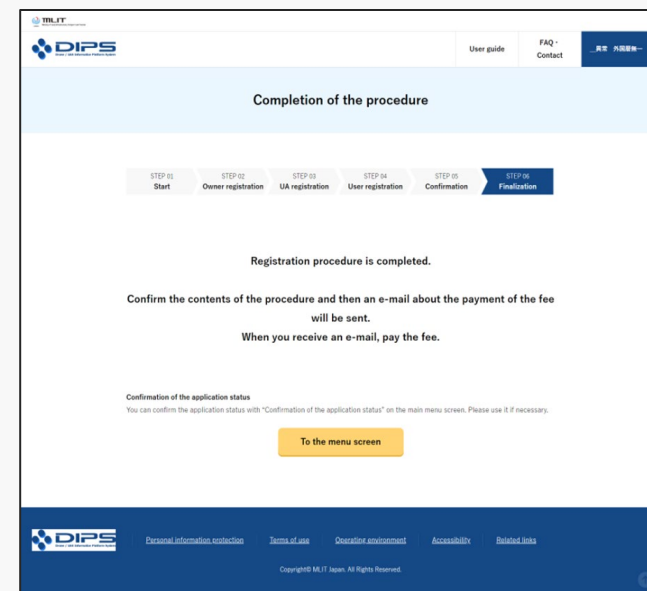
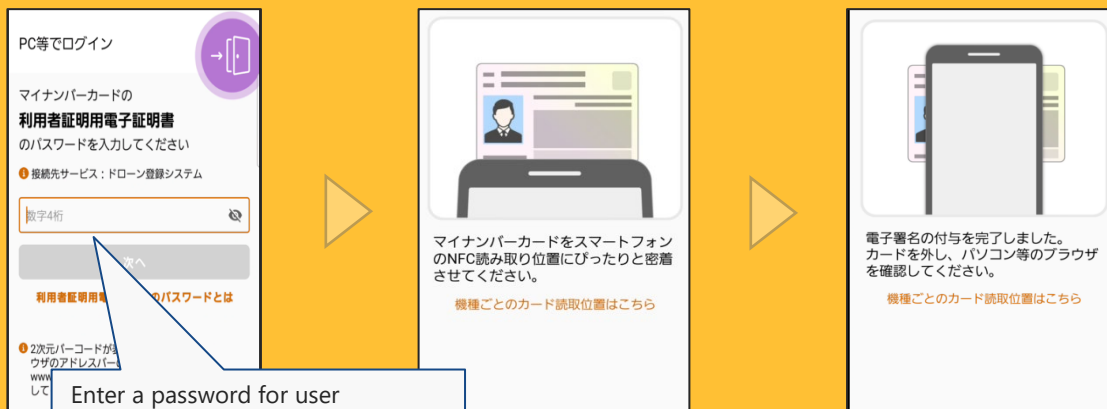
Flow of Identity Verification with Individual Number Card - QR code (when applying with a PC and authenticating with a smartphone)

Screen until application completion

(4) User authentication



Operation of Mynportal APP (on smartphone)



Flow of Identity Verification with Individual Number Card (when applying/authenticating with a smartphone)

Owner information

Name

Residing

Address

Birth date

Phone number

E-mail address

Correct the owner

UA 1

UA information

Manufacturing type

UA manufacturer name

UA model

UA category

UA serial number

Remote ID Type

Remote ID Manufacturer

Remote ID Model

Remote ID Serial Number

Alteration

Correct the UA

User information

Confirmation that the owner and user are the same person

Correct the user

Back

Apply for registration

Screen until application completion

Confirmation of E-mail arrival

Registration procedure: Make an application.
Press the "OK" button, and then an e-mail for confirmation will be sent to the e-mail address of the owner.
When you confirm the e-mail, the application will be completed.

OK

Cancel

We are sending an email to the email address registered in the owner information.
Please check your email without leaving the screen. After confirming the email, the next screen will be displayed automatically.
If you close this screen, the data you have entered will be discarded and your application will be interrupted.

Once an e-mail for arrival confirmation is sent, click the URL listed in the e-mail.

→As the message of authentication completion will be displayed in a new tab, please close the tab after confirmation.



(1) Check for precautions

Read the "Notice" code of the digital certificate for signature use to confirm digital signature. The "Notice" code of the digital certificate for user verification. Your digital signature will be used for the authentication of the application. Please confirm the contents of the digital certificate and the information of the digital certificate.

OK

(2) Grant an electronic signature (First time)

STEP 01: Confirmation

STEP 02: Enter password (Electronic signature)

STEP 03: Re-enter password (Electronic signature)

STEP 04: Enter password for authentication

Create an electronic signature

OK

Operation of Mynaportal AP



Enter a password for signature (6 to 16 characters).

(3) Grant an electronic signature (Second time/only when the basic four pieces of information are different)

Read the "Notice" code of the digital certificate for signature use to confirm digital signature. The "Notice" code of the digital certificate for user verification. Your digital signature will be used for the authentication of the application. Please confirm the contents of the digital certificate and the information of the digital certificate.

OK

STEP 01: Confirmation

STEP 02: Enter password (Electronic signature)

STEP 03: Re-enter password (Electronic signature)

STEP 04: Enter password for authentication

Create an electronic signature

OK

Operation of Mynaportal AP



Enter a password for signature (6 to 16 characters).

(4) User authentication

STEP 01: Confirmation

STEP 02: Enter password (Electronic signature)

STEP 03: Re-enter password (Electronic signature)

STEP 04: Enter password for authentication

Perform user authentication

OK

Operation of Mynaportal AP



Enter a password for user verification (4 characters).

Registration procedure is completed.

Confirm the contents of the procedure and then an e-mail about the payment of the fee will be sent.
When you receive an e-mail, pay the fee.

Confirmation of the application status
You can confirm the application status with "Confirmation of the application status" on the main menu screen. Please use it if necessary.

To the menu screen

Flow of Identity Verification with Individual Number Card (when applying/authenticating with a smartphone)

Owner information

Name
[Redacted]

Residing
[Redacted]

Address
[Redacted]

Birth date
2000/01/01

Phone number
+1 09012345678

E-mail address
[Redacted]

Correct the owner

UA 1

• UA information

Manufacturing type
Manufactured UA

UA manufacturer name
maker

UA model
model

UA category
Rotorcraft (Multirotor)

UA serial number
1234567890

Remote ID Type
No

Remote ID Manufacturer
-

Remote ID Model
-

Remote ID Serial Number
-

Alteration
Not allowed

Correct the UA

• User information

Confirmation that the owner and user are the same person
Same as the owner

Correct the user

Back

Apply for registration

Screen until application completion

Confirmation of E-mail arrival

Registration procedureMake an application.
Press the "OK" button, and then an e-mail for confirmation will be sent to the e-mail address of the owner. When you confirm the e-mail, the application will be completed.

OK

Cancel

We are sending an email to the email address registered in the owner information.
Please check your email without leaving the screen. After confirming the email, the next screen will be displayed automatically.
If you close this screen, the data you have entered will be discarded and your application will be interrupted.

Please be careful not to make this verification in the background (e.g., do not use webmail).

Once an e-mail for arrival confirmation is sent, click the URL listed in the e-mail.

→As the message of authentication completion will be displayed in a new tab, please close the tab after confirmation.

認証完了

メールアドレスの認証が完了しました。
結果・画面で中絶操作を行っていた場合、操作を続けてください。

ブラウザの「オタンで認証」を開いてください。
The e-mail address has been authenticated.

If you have performing the application operation on the terminal / screen, continue the operation.

Close this screen with the x button of the browser.

(1) Check for precautions

STEP 04 Enter password(User authentication)

Enter the "security code of the digital certificate for signature (six to sixteen digits)" and the "security code of the electric certificate for user certification (four digits)" using Mynaportal AP for authentication between the contents entered as the owner information and the information of the Individual Number Card.

So, prepare the Individual Number Card on hand, press the "OK" button, and read the Individual Number Card using smartphone.

*Note that if the Individual Number Card is past the "expiration date of the electronic certificate," you cannot make an application.
*Note that the effective time of the entry of the "security code of the electric certificate for user certification (four digits)" is five minutes.

OK

(2) Grant an electronic signature (First time)

STEP 01 Confirmation

STEP 02 Enter password(Electronic signature)

STEP 03 Re-enter password(Electronic signature)

STEP 04 Enter password(User authentication)

Create an electronic signature.

OK

Operation of Mynaportal AP

電子署名の付与

マイナンバーカードの署名用電子証明書
のパスワードを入力してください

● 接続先サービス：ドローン登録システム

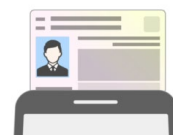
英数字6～16桁

次へ

署名用電子証明書のパスワード

● 2次元バーコードが
ウェブアドレスバーで
www.dps-reg.mlit.g
してください。

Enter a password for signature (6 to 16 characters).



マイナンバーカードをスマートフォンのNFC読み取り位置にぴったりと密着させてください。

機種ごとのカード読み取り位置はこちら



電子署名の付与を完了しました。カードを外し、パソコン等のブラウザを確認してください。

機種ごとのカード読み取り位置はこちら

Flow of Identity Verification with Individual Number Card (when applying/authenticating with a smartphone)

Screen until application completion

(3) Grant an electronic signature (Second time/only when the basic four pieces of information are different)

STEP 04 Enter password(User authentication)

Enter the "security code of the digital certificate for signature (six to sixteen digits)" and the "security code of the electric certificate for user certification (four digits)" using Mynaportal AP for authentication between the contents entered as the owner information and the information of the Individual Number Card.

So, prepare the Individual Number Card on hand, press the "OK" button, and read the Individual Number Card using smartphone.

*Note that if the Individual Number Card is past the "expiration date of the electronic certificate," you cannot make an application.

*Note that the effective time of the entry of the "security code of the electric certificate for user certification (four digits)" is five minutes.

OK

STEP 01 Confirmation

STEP 02 Enter password(Electronic signature)

STEP 03 Re-enter password(Electronic signature)

STEP 04 Enter password(User authentication)

Create an electronic signature.

OK

Operation of Mynaportal AP

電子署名の付与

マイナンバーカードの署名用電子証明書
のパスワードを入力してください

継続サービス：ドローン登録システム

パスワードとは

マイナンバーカードをスマートフォンのNFC読み取り位置にぴったりと密着させてください。

機種ごとのカード読取位置はこちら

電子署名の付与を完了しました。
カードを外し、パソコン等のブラウザを確認してください。

機種ごとのカード読取位置はこちら

Enter a password for signature (6 to 16 characters).

(4) User authentication

STEP 01 Confirmation

STEP 02 Enter password(Electronic signature)

STEP 03 Re-enter password(Electronic signature)

STEP 04 Enter password(User authentication)

Perform user authentication.

OK

Operation of Mynaportal AP

PC等でログイン

マイナンバーカードの
利用者証明用電子証明書
のパスワードを入力してください

継続サービス：ドローン登録システム

パスワードとは

マイナンバーカードをスマートフォンのNFC読み取り位置にぴったりと密着させてください。

機種ごとのカード読取位置はこちら

電子署名の付与を完了しました。
カードを外し、パソコン等のブラウザを確認してください。

機種ごとのカード読取位置はこちら

Enter a password for user verification (4 characters).

MLIT
DIPS
Drone / UAV Information Platform System

Menu

Completion of the procedure

STEP 01 Start

STEP 02 Owner registration

STEP 03 UA registration

STEP 04 User registration

STEP 05 Confirmation

STEP 06 Finalization

Registration procedure is completed.

Confirm the contents of the procedure and then an e-mail about the payment of the fee will be sent. When you receive an e-mail, pay the fee.

Confirmation of the application status
You can confirm the application status with "Confirmation of the application status" on the main menu screen. Please use it if necessary.

To the menu screen

<General> Operation Manual

<General>

Flow of Identity Verification with eKYC

01. Introduction (Flow of Identity Verification with eKYC)

- This manual describes the procedure of " Flow of Identity Verification with eKYC " in the Drone Information Platform System.
- Therefore, please refer to the manual when performing the necessary procedures.

02. Points to note when using the Drone Information Platform System

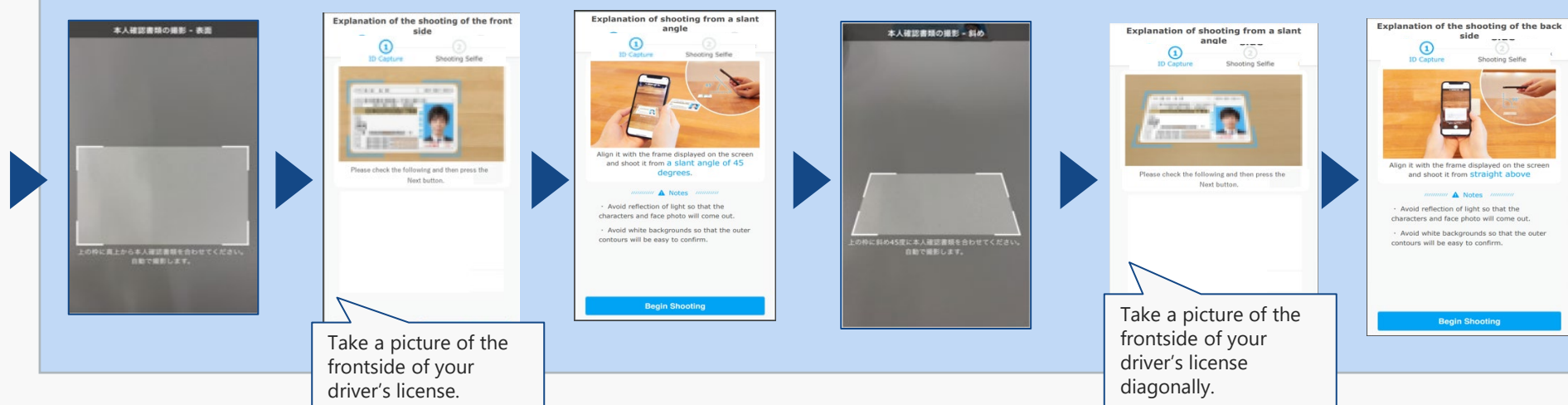
- If the operation of the Drone Information Platform System is interrupted (inactive state) for 60 minutes or longer, you will be required to restart the process. This security functions lowers the possibility of a third party viewing your screen and leaking your personal information while you are away from your computer or smartphone.
- If you are unsure of what information to enter in each form or how to enter it, hover your cursor over the  mark next to the name of the form item to see a description of the information to be entered in the form. (If you are using a smartphone, tap on it to display the description.)
- Do not press any browser buttons, such as "back" or "refresh", while using the system. Doing so may affect the normal functioning of the system.
- Do not attempt simultaneous login from multiple terminals; this may cause the system to malfunction.
- Please refer to the [website of the Ministry of Land, Infrastructure, Transport and Tourism](#) for detailed information regarding the unmanned Aircraft Registration System, the new system to achieve level 4, and other flight rules.

*Click on the link to open the external site.

Flow of identity verification with eKYC (when applying with a PC and authenticating with a smartphone) (1)

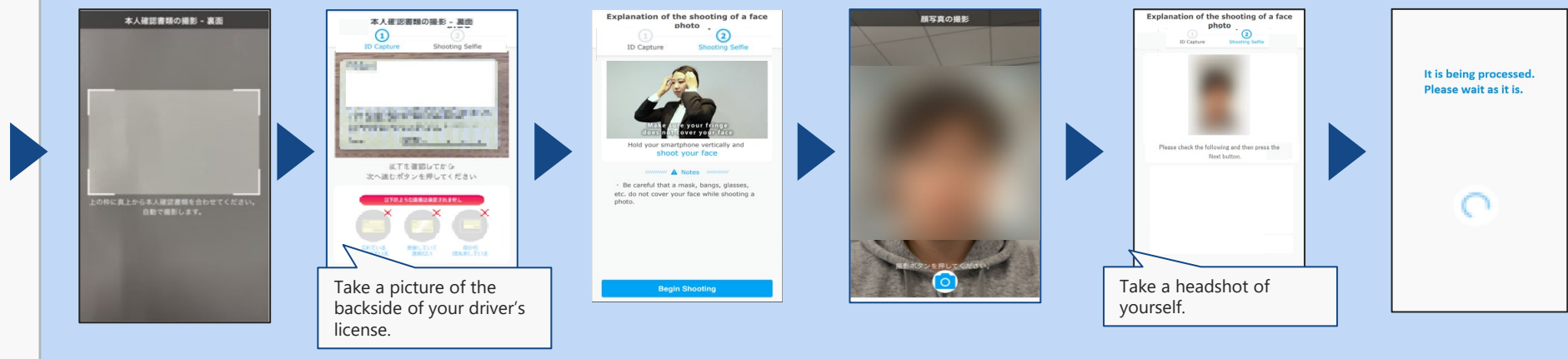


Operation on a smartphone

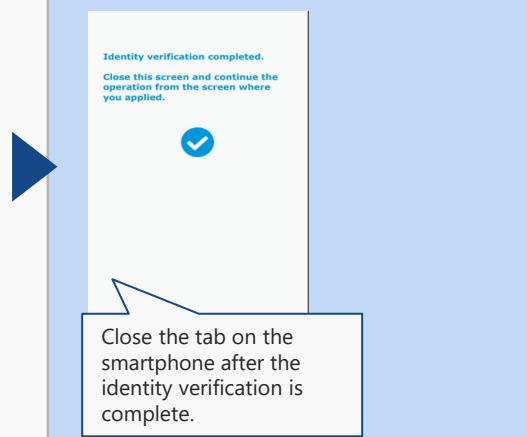


Flow of identity verification with eKYC (when applying with a PC and authenticating with a smartphone) (2)

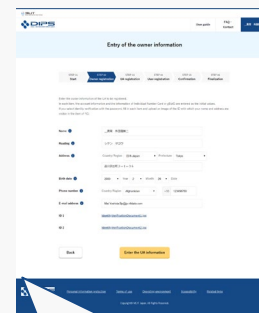
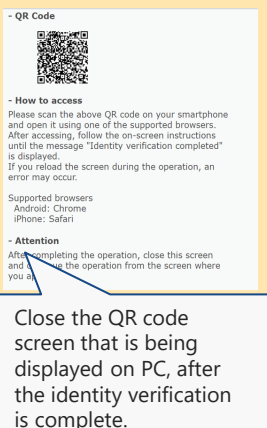
Operation on the smartphone



Operation on the smartphone

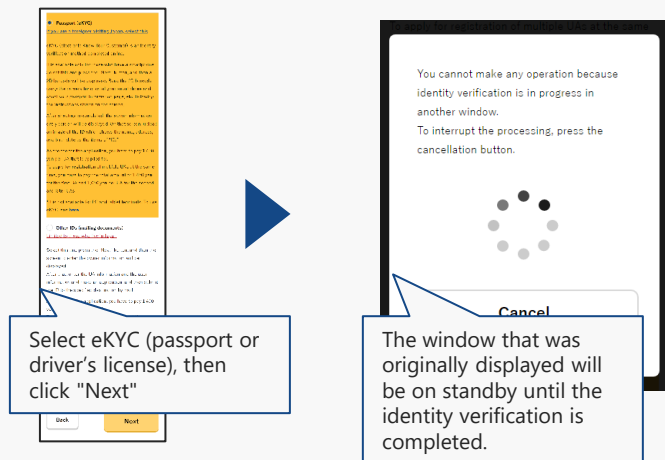


Displaying in a new window

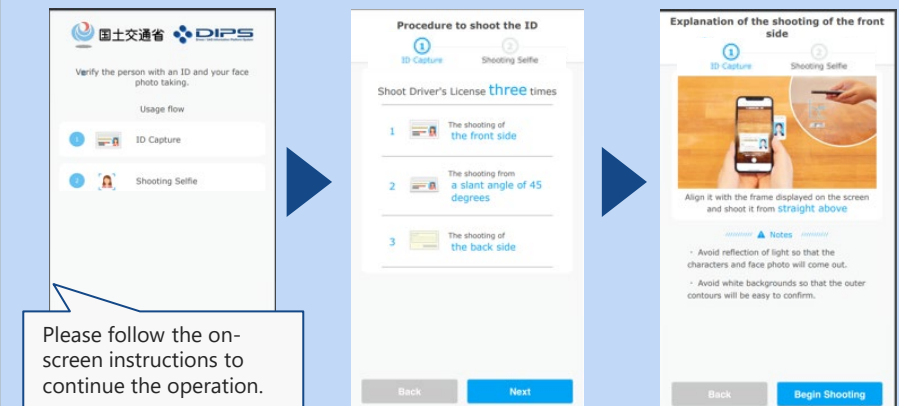


The screen transits automatically, after the identity verification on the smartphone is complete.

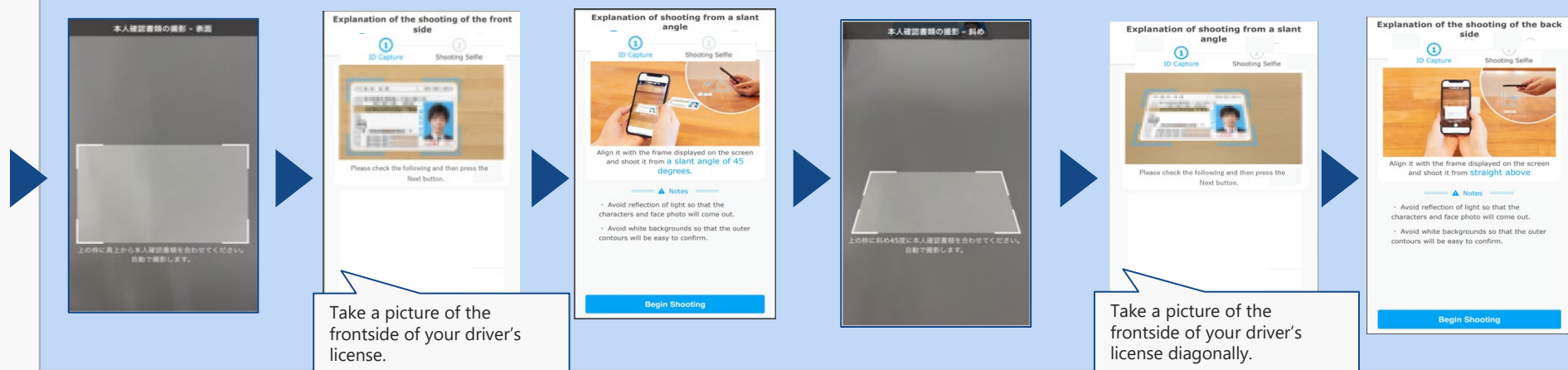
Flow of identity verification with eKYC (when applying/authenticating with a smartphone) (1)



Operation on an alternative tab

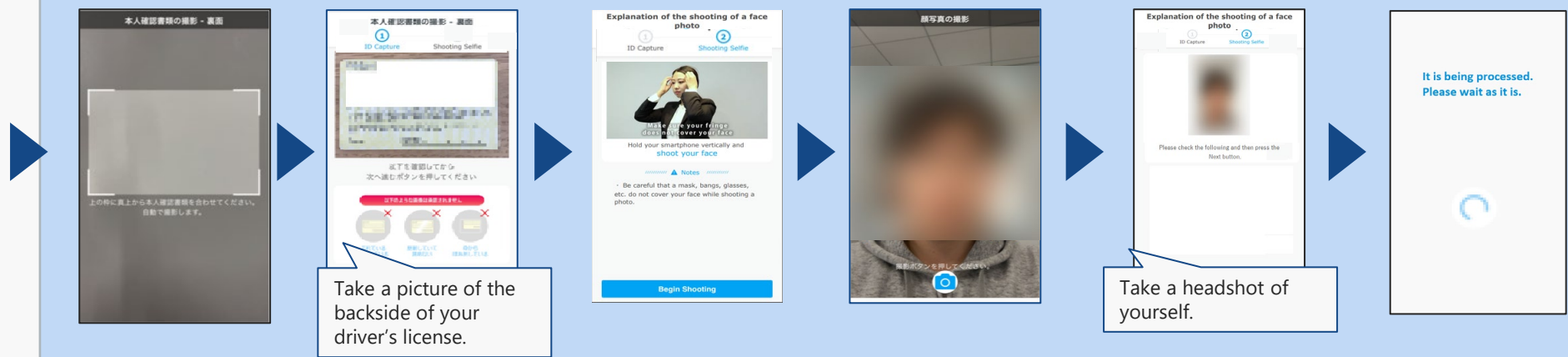


Operation on an alternative tab

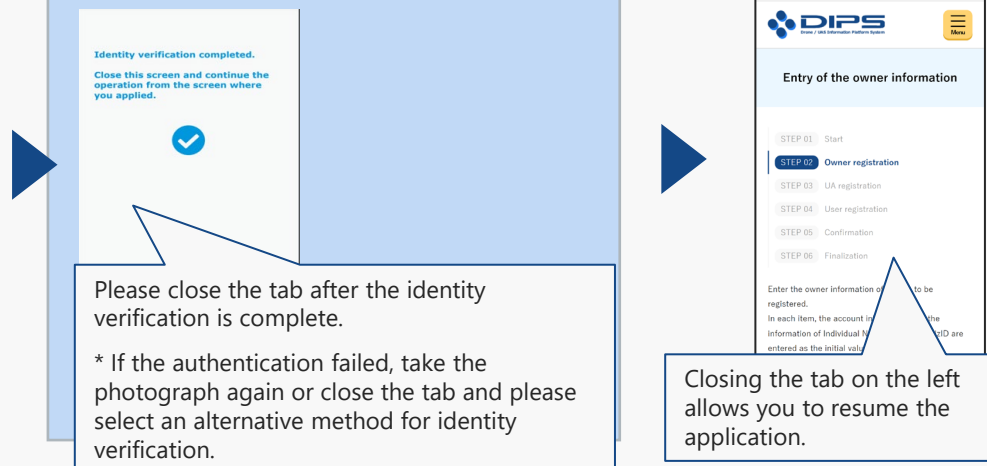


Flow of identity verification with eKYC (when applying/authenticating with a smartphone)(2)

Operation on an alternative tab



Operation on an alternative tab



<General> Operation Manual

<General>

Flow of Identity Verification by Mailing an ID

01. Introduction (Flow of Identity Verification by Mailing an ID)

- This manual describes the procedure of " Flow of Identity Verification by Mailing an ID " in the Drone Information Platform System.
- Therefore, please refer to the manual when performing the necessary procedures.

02. Points to note when using the Drone Information Platform System

- If the operation of the Drone Information Platform System is interrupted (inactive state) for 60 minutes or longer, you will be required to restart the process. This security functions lowers the possibility of a third party viewing your screen and leaking your personal information while you are away from your computer or smartphone.
- If you are unsure of what information to enter in each form or how to enter it, hover your cursor over the  mark next to the name of the form item to see a description of the information to be entered in the form. (If you are using a smartphone, tap on it to display the description.)
- Do not press any browser buttons, such as "back" or "refresh", while using the system. Doing so may affect the normal functioning of the system.
- Do not attempt simultaneous login from multiple terminals; this may cause the system to malfunction.
- Please refer to the [website of the Ministry of Land, Infrastructure, Transport and Tourism](#) for detailed information regarding the unmanned Aircraft Registration System, the new system to achieve level 4, and other flight rules.

*Click on the link to open the external site.

<General> Operation Manual

<General>

List of application/notification types for each procedure

Table of contents of the manual

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02. Points to note when using the Drone Information Platform System	• • • • • • • • • •	p.11-3
03. Details of Application/Notification (Remote Pilot Applicant Number)	• • • • • • • • • •	p.11-4
04. Application/notification details (flight permission/approval)	• • • • • • • • • •	p.11-5

01. Introduction

- This manual describes the list of applications and notifications available in the Drone Information Platform System.
- Therefore, please refer to the manual when performing the necessary procedures.

02. Points to note when using the Drone Information Platform System

- If the operation of the Drone Information Platform System is interrupted (inactive state) for 60 minutes or longer, you will be required to restart the process. This security functions lowers the possibility of a third party viewing your screen and leaking your personal information while you are away from your computer or smartphone.
- If you are unsure of what information to enter in each form or how to enter it, hover your cursor over the  mark next to the name of the form item to see a description of the information to be entered in the form. (If you are using a smartphone, tap on it to display the description.)
- Do not press any browser buttons, such as "back" or "refresh", while using the system. Doing so may affect the normal functioning of the system.
- Do not attempt simultaneous login from multiple terminals; this may cause the system to malfunction.
- Please refer to the [website of the Ministry of Land, Infrastructure, Transport and Tourism](#) for detailed information regarding the unmanned Aircraft Registration System, the new system to achieve level 4, and other flight rules.

*Click on the link to open the external site.

03. Details of Application/Notification (Remote Pilot Applicant Number)

The list of applications and notifications related to the Remote Pilot Applicant Number is as follows.

Application/notification items	Details of application/notification
Application for number acquisition	This is to apply for a Remote Pilot Applicant Number to be used in the Unmanned Aircraft Remote Pilot Certificate application. *The information (name, address, face photo, etc.) registered in the Remote Pilot Applicant Number will be used for examinations and various applications.
Changing attribute information	Change the attribute information of the registered Remote Pilot Applicant Number. *The procedure flow differs between "changing attribute information including name, date of birth, and home/personal address" and "changing attribute information other than name, date of birth, and home/personal address". Please refer to the corresponding operation manual for details.
Withdrawal of application	Withdraw the application for the Remote Pilot Applicant Number.
Re-application	Correct the application details of the Remote Pilot Applicant Number and reapply.

04. Application/notification details (flight permission/approval)

The list of applications and notifications regarding flight permission and approval is as follows.

Application/notification items	Details of application/notification
New application	Apply for new flight permission/approval.
Change application	Change the aircraft information, pilot information, and the details in flight manual, etc. of the permitted flight permission/approval application, and apply for the change.
Application for renewal	Update the flight period of an approved flight permit/approval application and apply for renewal. *Furthermore, applications for renewal can only be submitted within two months of the end date of flight permission/approval.