Drone Information Platform System Operation Manual

Common Edition

ver2023/3/17

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Opening an Account（Agent）

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.

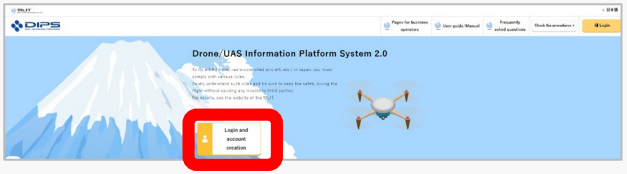
Refer to the manual named "How to Scan the Information on the Face of the Individual Number Card" for information on how to scan the information on the face of the Individual Number Card. Once you have read and understood the instructions, proceed to open an account by keeping your Individual Number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

Opening an account

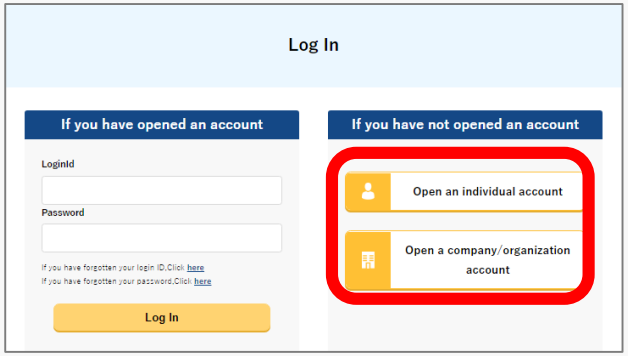
The requirements for the procedure vary depending on the individual or organization, the nature of the procedures, and the identity verification method.
Please confirm before proceeding.

	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	—

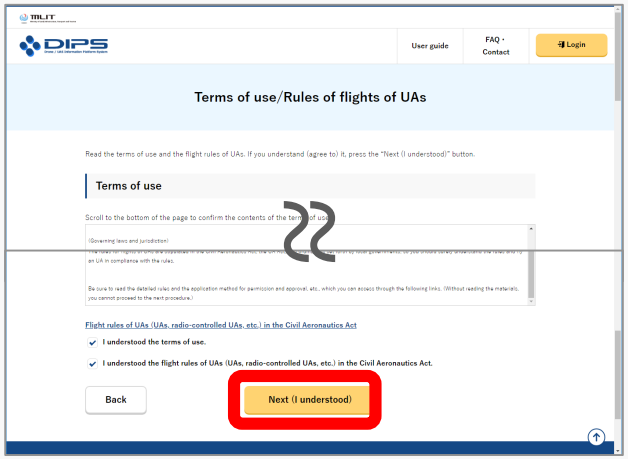
Opening an account



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



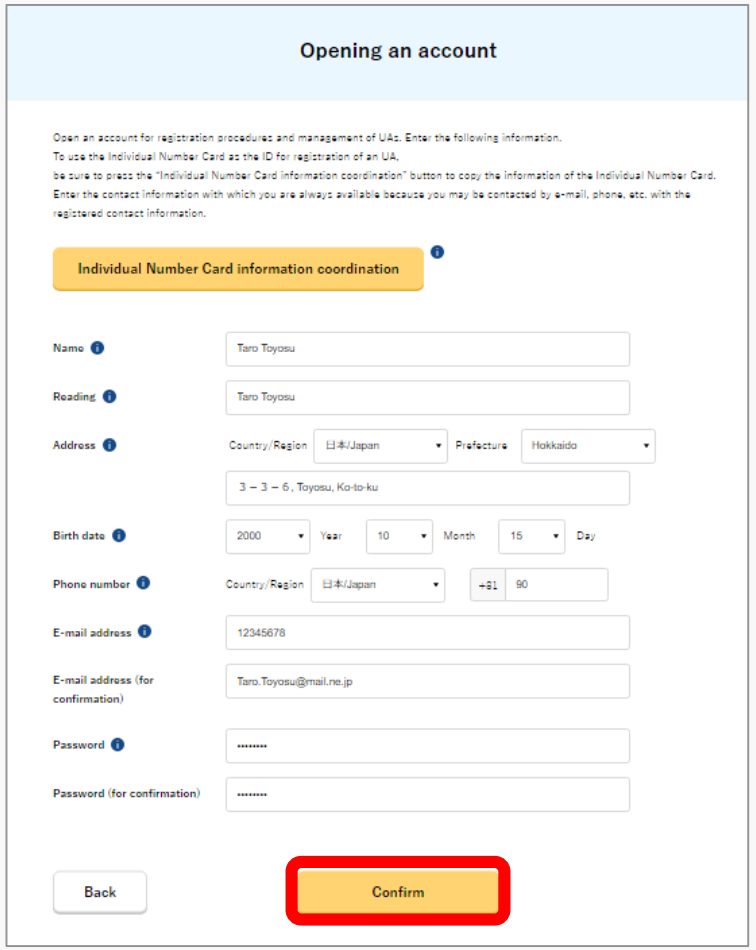
To open an individual account, click the "Personal Account Opening" button; to open a corporate account, click the "Corporate Account Opening" button.



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.



[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]

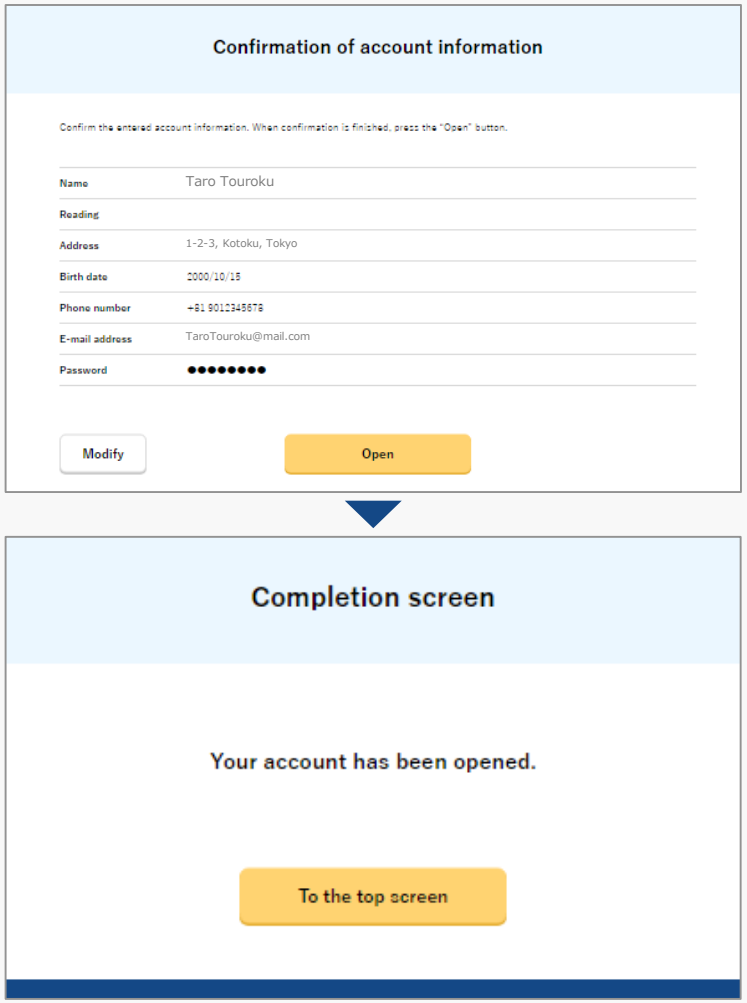
In addition to the corporate number and the name of the representative, enter the name, address, department, contact number and e-mail address of the person in charge of the application. Make sure to provide a phone number and an e-mail address that can be used to contact you.

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.



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.

<General>

Changing Account Information (Agent)

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.

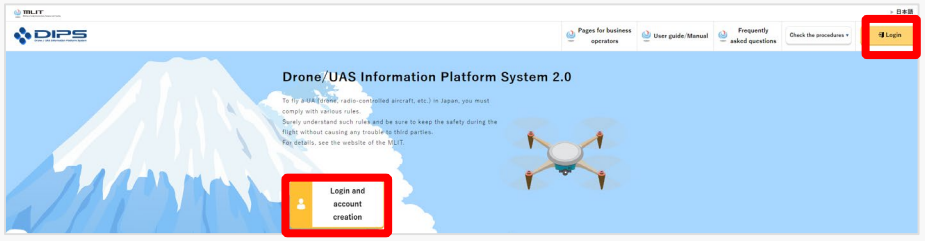
Refer to the manual named "How to Scan the Information on the Face of the Individual Number Card" for information on how to scan the information on the face of the Individual Number Card. Once you have read and understood the instructions, proceed to open an account by keeping your Individual Number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

Changing Account Information

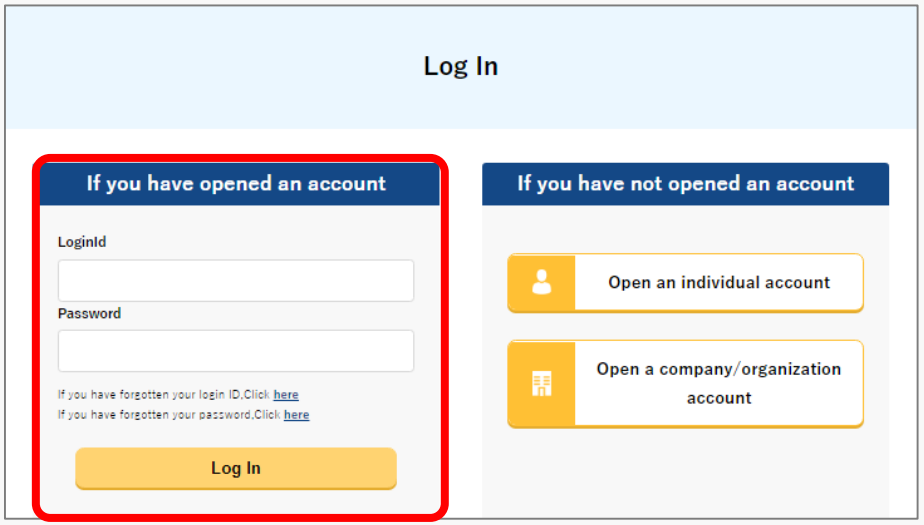
The requirements for the procedure vary depending on the individual or organization, the nature of the procedures, and the identity verification method.
Please confirm before proceeding.

	Individual	Organization
Information about the account to be modified	Changes required in the following account information • Full name • Address • Date of birth • Contact number • E-mail address	Changes required in the following account information • 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



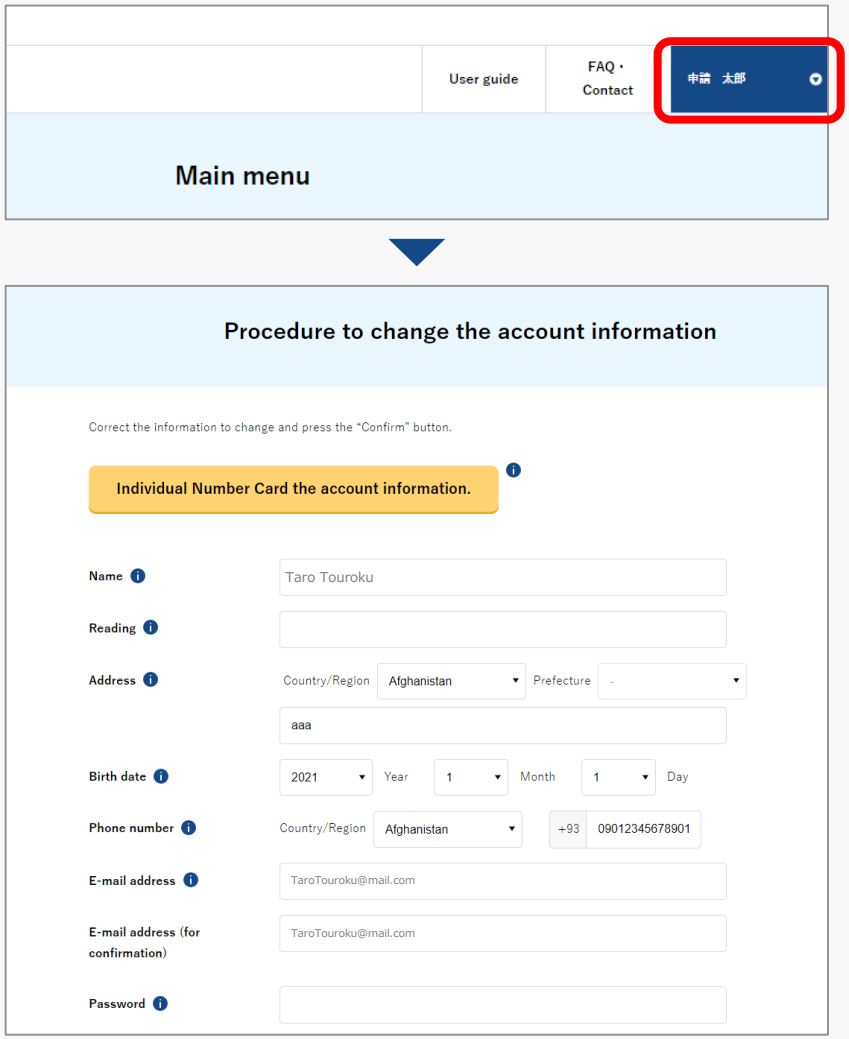
Select the "Login" button in the upper right corner or 「Login and account creation」button in the center of the home page to proceed to the login page.



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



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

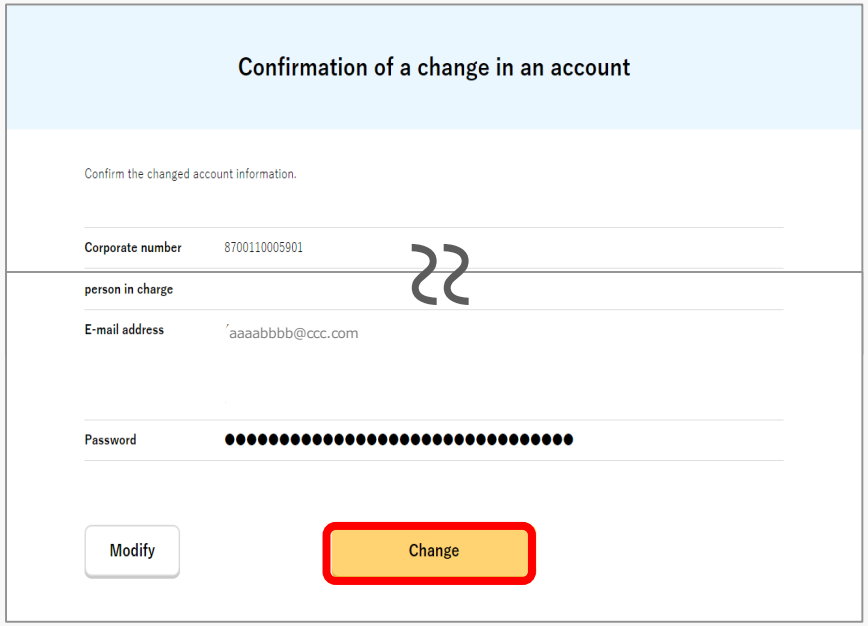
After changing the account information, press the "Confirm" button. Proceed to the confirmation page to confirm changes.

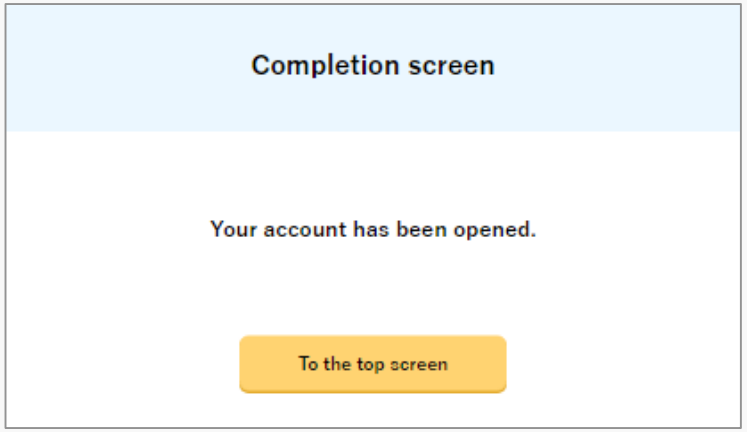
If your personal account is linked to your Individual Number Card, press the "Individual Number Card Information Linkage" button to scan the information on the face of your Individual Number Card.

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





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.

<General>

Identity Verification Method (Agent)

01. Introduction (Identity Verification Method (Agent))

- This manual describes the procedure of "Identity Verification Method (Agent)" 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 Method (Agent)

If an agent completes the application procedure, regardless of whether the account is an individual account or a corporate account,
only "mailing of identification documents" can be used as a method of identity verification.

Identity Verification Method	**Operating Method**
Sending identity verification documents by mail	Identity verification is performed by mailing the documents. The address to send the identity verification documents is described in the e-mail you receive after applying, so please check the e-mail, and submit the 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).

<General>

Flow of Identity Verification by Mailing an ID （Agent）

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.

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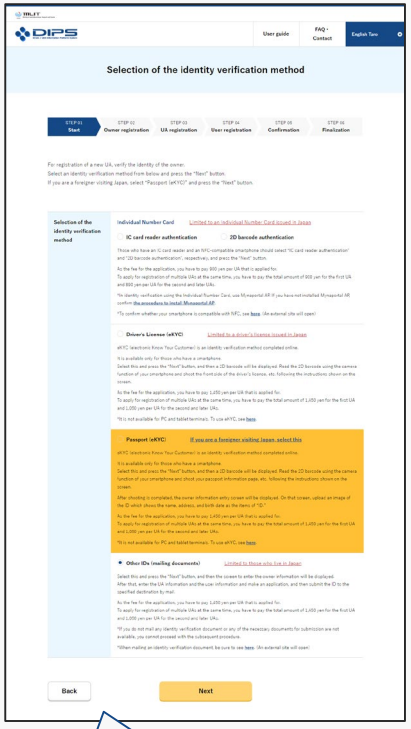
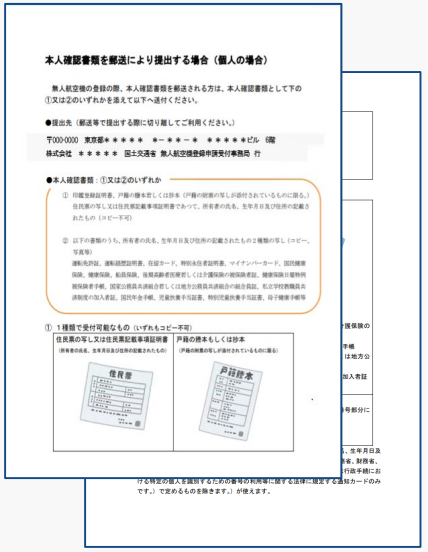
Flow of identity verification by mailing an ID

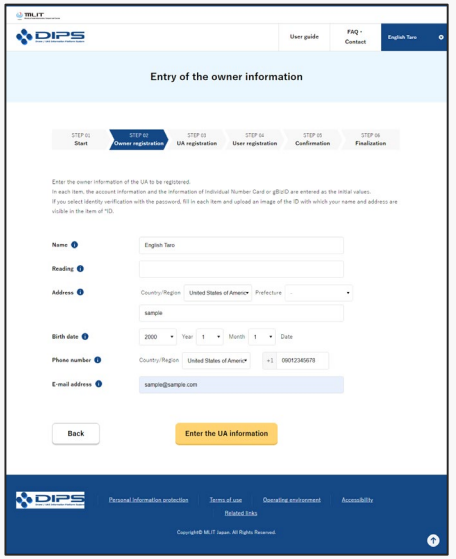


(1) Click "See here" that is in the bottom part of the explanatory note



(2) Go back to the original screen and click "Next" after checking the mailing method of an ID document

*You can view this PDF file from "What kind of document is an ID document?" in the FAQ.



(3) Continue the application process, and when you receive the acceptance email, please follow the instructions in the PDF file and mail the identity verification documents.

<General>

List of application/notification types for each procedure

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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.)

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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.