Village House has introduced online direct debit registration service that allows you to register the resident (your) bank account details for direct debits online, using a PC or smartphone (this is required at the time of signing the contract).

This document introduces how to use it.

**Important Information**

1. Some parts of the registration process, such as the page for entering your bank details, is only available in Japanese.

2. The details and procedures for entering account information on the financial institution's website may vary depending on the financial institution.

   (The screens described in this document are introduced by way of general examples, and do not refer to the contents and procedures of specific financial institutions.)

3. There is no difference in input items and contents between the PC version and the mobile version. In this document, we will explain using the mobile version.

4. There is no limit to the number of logins. However, you are required to complete the registration within one week after receiving the email / SMS, or two days before the contract start date.

**What are required for the registration**

- PC (Mac / Windows) or smartphone (iOS / Android)
- Your email address or SMS-enabled phone number
- Your financial account information (account number, branch number, etc.)

* Depending on the financial institution used, there may be additional items required.

**Specifications**

<table>
<thead>
<tr>
<th>Windows</th>
<th>Internet Explorer 11 or Chrome 59 or high</th>
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</thead>
<tbody>
<tr>
<td>Mac 10.12 or higher</td>
<td>Safari 10 or higher or Chrome 59 or higher</td>
</tr>
<tr>
<td>iOS 10 or higher</td>
<td>Safari 10 or higher</td>
</tr>
<tr>
<td>Android 4.1 or higher</td>
<td>Chrome 74 or higher</td>
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**Note:** This service cannot be used on older model mobile phones such as flip phones.
1. Sending application form and selecting the method to acquire necessary information

Select the method for obtaining information such as application number required for online direct debit registration.

Select “email(メール)” or “SMS” from the “Payment method” on the upper right corner of the 1st page of the application form. As soon as the credit check by Village House is completed, the information will be distributed via the selected contact method.

2. Receiving email/SMS

Dear Mike VillageHouse

We have approved the property Shiomi, for which you have applied Please login at the page below and register you bank related info. Also, please register your info within a week after you have received this mail or 2 days prior to the contract start date.

- Login page
  Insert below the application number and the phone number and proceed with the login.

- URL: https://www.villagehouse.jp/en/accountregist/
- Application Number: 1234567
- Phone Number: 090-XXXX-XXXX

Note
Do not reply to this e-mail, this is an automated message.

Village House Management Co., Ltd.

After sending the application form to Village House and the credit check is completed, the above will be sent via e-mail or SMS.

Click on the URL shown in ①. You will be redirected to the online fund transfer registration page. In addition, you will need the application number and phone number shown in ② when completing the registration.
3. Login on the registration page

Click on the URL in the email or SMS to go to this page. Enter the following information:

Application number: Please enter the information from the email / SMS.

Phone number: same as above (no hyphen required)

Name: Please enter your name in katakana (full width).

Note: Depending on the financial institution, registration may not be accepted if the name written here does not match the one registered with the financial institution. Please check in advance.

Date of birth: Enter the applicant’s date of birth.

After entering the above, click “Agree to privacy policy and proceed” at the bottom of the page. After this, it will move to the websites of our partner companies and financial institutions.

Click here

After this, only pages in Japanese will be displayed until the final screen of online debit registration.

4. Selecting a financial institution – 1/2

Please select the type of financial institution you are using.

The following is a list of types of financial institutions that are frequently used. (As of 2019/09)

Japan Post Bank → ゆうちょ銀行
Mitsubishi UFJ → 都市銀行
Sumitomo Mitsui → 都市銀行
Shizuoka Bank: 地方銀行 → さ行

Click the corresponding category
5. Selecting a financial institution – 2/2

After selecting a financial institution, it will move to the screen shown on the left.
If there is no problem with the displayed financial institution name or account holder name (applicant name), click “金融機関へ(To financial institution)” at the bottom of the page.
It will move to the financial institution’s website.

Financial institution name/Name of the Bank

Account holder name (applicant name)

Click to go to the website of the financial institution

Caution
From here on, the details and procedures for entering account information on financial institution websites will vary depending on the financial institution.
The screens shown here are general examples and do not refer to the contents or procedures of a specific financial institution.

6. Account information registration example – 1/4

After selecting a financial institution, it will move to the screen shown on the left.
Many financial institutions will ask for a disclaimer of the handling of personal information on the first page, and for consent.
Some financial institutions might require you to activate online banking services before you can register an automatic withdrawal service online.
Please check with your financial institutions in advance.
Here we will introduce how to register with a bank account that does not require pre-registration for online banking services.

Check to consent and click here
Enter information for account information. After entering, proceed to the next screen.

Examples of information required:
- Branch number
- Account number
- Date of birth
- Cash card (bank card) PIN number
- Bank book current balance

Caution
Depending on the financial institution, if incorrect input is made multiple times, access may be temporarily suspended or restricted. It is recommended to prepare account information, such as those in the above examples, in advance to avoid incorrect input.

7. Account information registration example—2/4

Click here after entering the required information
8. **Account information registration example – 3/4**

The entered account information and contract will be displayed as shown on the left.
Click the button at the bottom of the page, “口座振込申込(Direct Debit Application)” to apply.

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9. **Account information registration example – 4/4**

This completes the inquiry of account information and the application for direct debit.
Finally, click “受納企業のサイトへ戻る(Return to the receiving company site)” at the bottom of the page.

After clicking, you will return to the Village House site.
10. **Registration Complete**

If you see the screen as shown on the left, it means that your registration is complete. After this, we will prepare the contracts and documents based on the information you have given and send you the documents to the address you have provided. Please wait until we get in touch with you.

**Others**

It is possible that your registration process might be suspended due to poor internet connection or incorrect information input made multiple times. In this case, you will see the screen as shown on the left.

When you see the screen on the left, please try again from **Step 3 – Login on the registration page** with correct bank details or better internet connection.