

Receipt Download Manual

This manual guides you through downloading your WEB Receipt for the 17th Japan-Korea-China Joint Conference on Geography.

Step 1: Access My Page

1. Log in to the conference registration system.
2. You will be directed to your **My Page**.

Step 2: Start the Receipt Issuance Process

1. On the My Page, click the **WEB Receipt** button (blue button on the top right).

Step 3: Select Document Type

1. On the "Issue Quotation/Invoice/Receipt" page, ensure **Receipt** is selected under "Which document do you require?".
2. Under the table, check the box next to **Registration**.

Step 4: Select Applicant

1. Choose the applicant option. Since the application is for "Registration" and is likely a full payment, select:
 - **All applicants**. (Default/recommended option)
2. Confirm or enter the name and address to be shown on the document(s) in the text box below. (Initial information is that of the representative.)

Step 5: Issue the Receipt

1. Click the **Issue** button (orange/red).

Step 6: Wait for Preparation

1. The system will display a "Preparing Receipt" message.
 - *Please wait a few minutes until the document is completed.*

Step 7: Download the Receipt

1. Once the process is complete, the "Receipt creation has been completed" message will appear.
2. Click the **Save** button to download the document as a PDF format.
3. Click **Close** to return to the previous screen or finish.