

# ONLINE CONF Manual

How to download receipt

AGRI SMILE, Inc.  
ONLINE CONF Support

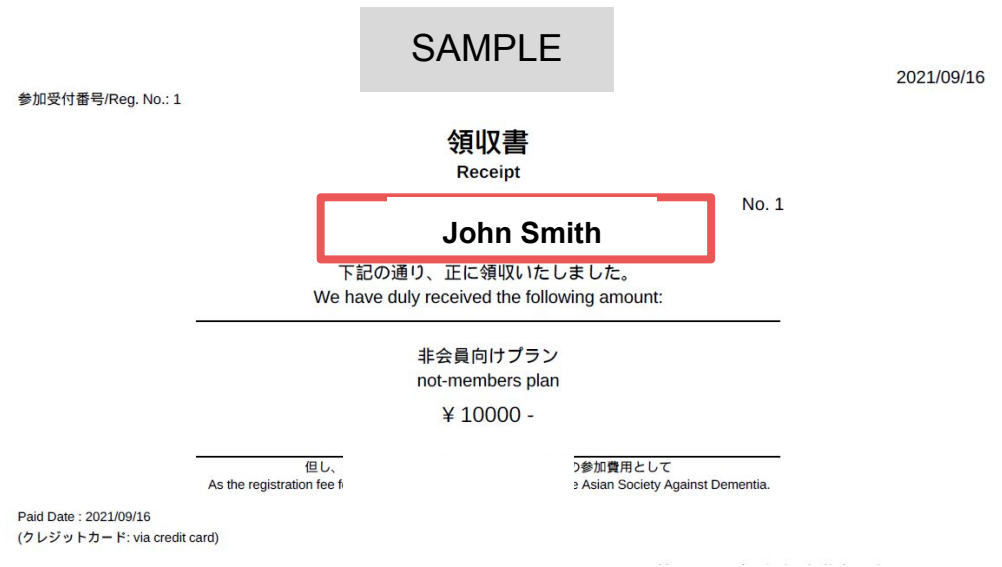
# How to download the receipt

You can download the receipt after the payment is completed.

- A. If addressed to "name" only**
- B. If the address is "affiliation" + "name"**
- C. If the address is "affiliation" only**

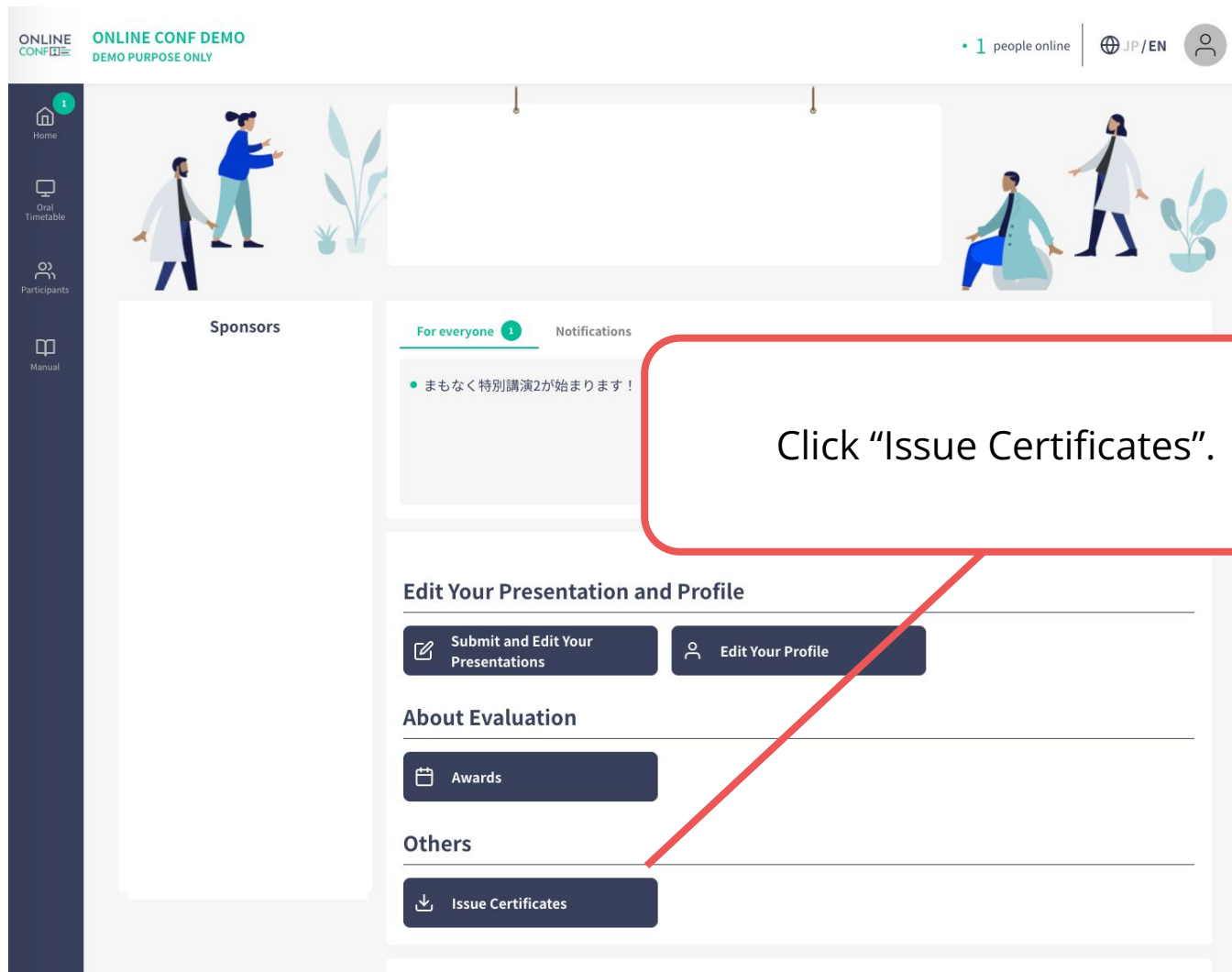
# A. If addressed to "name" only

1. Go to "Issue Certificates" page on Dashboard.
2. Download



※The photo is a sample image

# 1. Go to "Issue Certificates" page on Dashboard.



※The photo is a sample image

## 2. Download

Click the link and download.

### Certificates

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### Certificate of attendance

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[Certificate of attendance](#)

### Receipt

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[Receipt](#)

For those who have paid by credit card: It will be shown as "ONLINE CONF" on your statement.

## B. If the address is "affiliation" + "name"

1. Go to "Edit Your Profile" page on Dashboard.
2. Change the address.
3. Go to "Issue Certificates" page and Download.
4. Restore the name.

参加受付番号/Reg. No.: 1

SAMPLE

2021/09/16

領収書  
Receipt

To: **John Smith JSI Corp.**

下記の通り、正に領収いたしました。  
We have duly received the following amount:

非会員向けプラン  
not-members plan  
¥ 10000 -

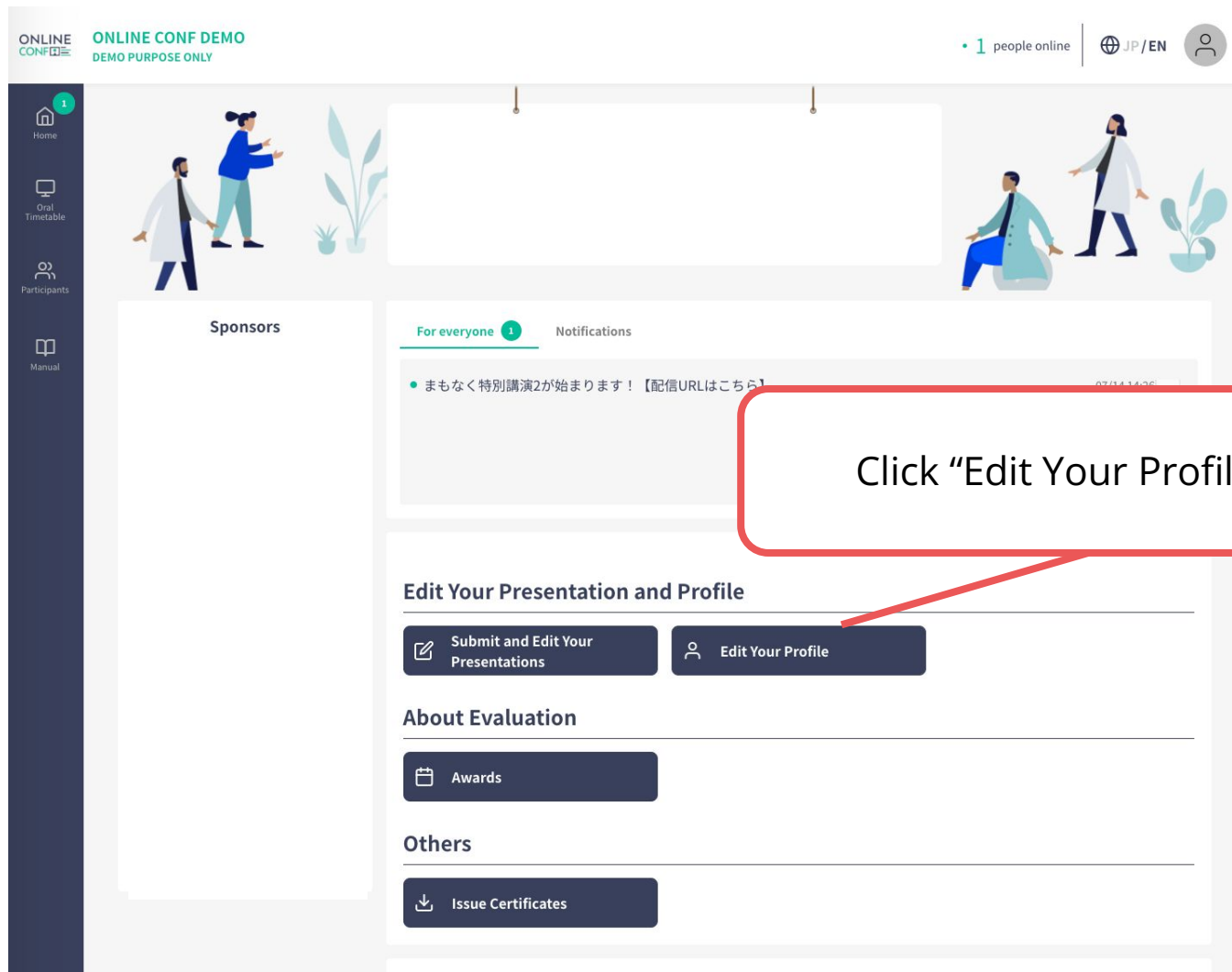
但し、  
As the registration fee f

参加費用として  
Asian Society Against Dementia.

Paid Date : 2021/09/16  
(クレジットカード: via credit card)

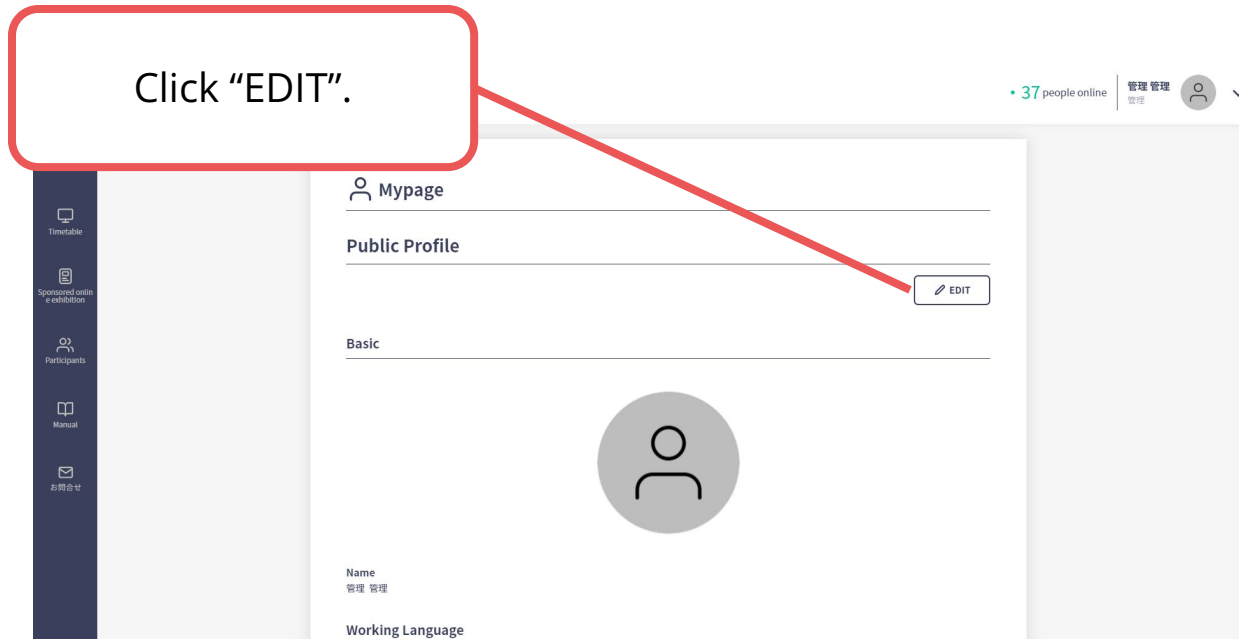
※The photo is a sample image

# 1. Go to “Edit Your Profile” page on Dashboard.



※The photo is a sample image

## 2. Change the address.





## 2. Change the address.



Dashboard

Select a Image

Enter your name (John Smith)

Honoric title **Required**

Prof.

First Name **Required**

管理

Middle Name

Last Name **Required**

管理

Phone Number **Required**

SNS Accounts

Twitter

https://twitter.com/xxxx

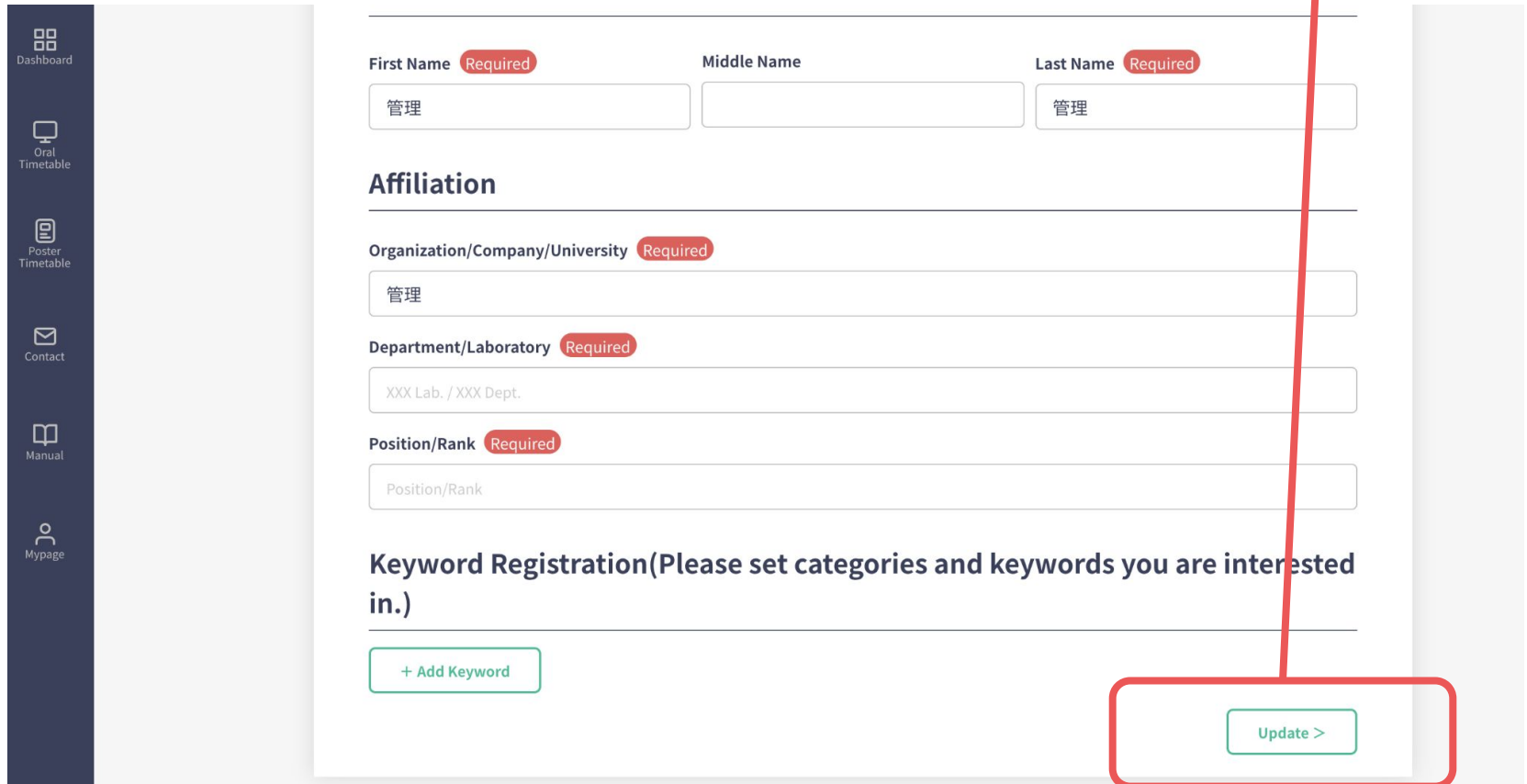
Facebook

https://www.facebook.com/xxxxxx

LinkedIn

Enter your affiliation (JSI Corp.)

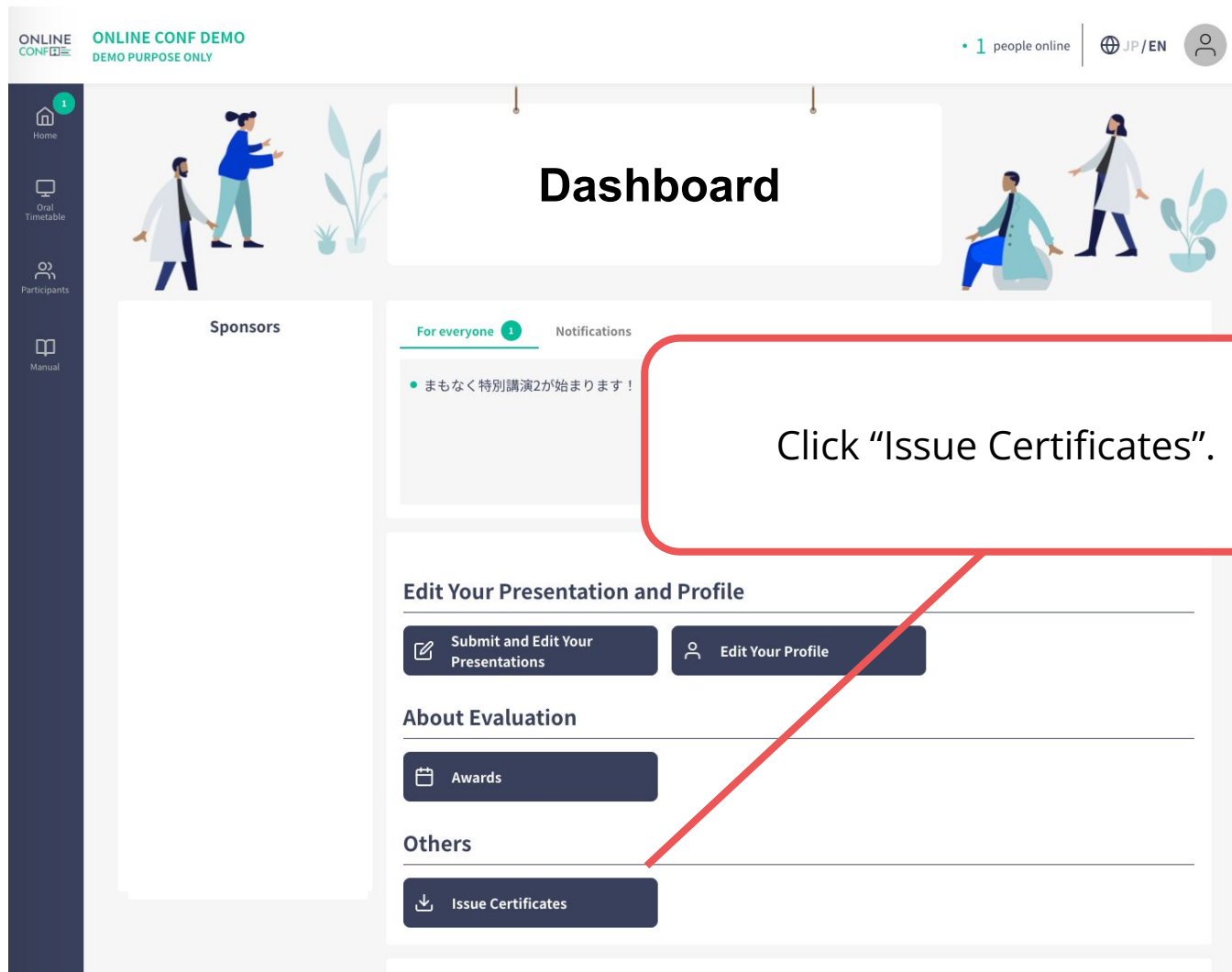
## 2. Change the address.



The image shows a user profile page with a dark blue sidebar on the left containing navigation icons for Dashboard, Oral Timetable, Poster Timetable, Contact, Manual, and Mypage. The main content area has a white background and contains the following sections:

- Personal Information:** Three input fields for First Name, Middle Name, and Last Name. The First and Last Name fields are marked as "Required" and contain the Chinese characters "管理".
- Affiliation:** A section header followed by three input fields: Organization/Company/University (Required, containing "管理"), Department/Laboratory (Required, containing "XXX Lab. / XXX Dept."), and Position/Rank (Required, containing "Position/Rank").
- Keyword Registration:** A section header with the instruction "(Please set categories and keywords you are interested in.)" and a green "+ Add Keyword" button.
- Update Button:** A green "Update >" button at the bottom right, which is highlighted by a red callout box. A red line connects this box to a larger red box at the top right containing the text "Click 'Update'".

# 3. Go to "Issue Certificates" page and Download.



※The photo is a sample image

### 3. Go to "Issue Certificates" page and Download.

Click the link and download.

#### Certificates

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#### Certificate of attendance

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[Certificate of attendance](#)

#### Receipt

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[Receipt](#)

For those who have paid by credit card: It will be shown as "ONLINE CONF" on your statement.

## 4. Restore the name

- In the same way as step 1&2, change the name from “Edit Your Profile”.

## C. If the address is "affiliation" only

1. Go to "Edit Your Profile" page on Dashboard.
2. Change the address.
3. Go to "Issue Certificates" page and Download.
4. Restore the name.

参加受付番号/Reg. No.: 1

SAMPLE

2021/09/16

領収書  
Receipt

To: **JSI Corp.**

No. 1

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We have duly received the following amount:

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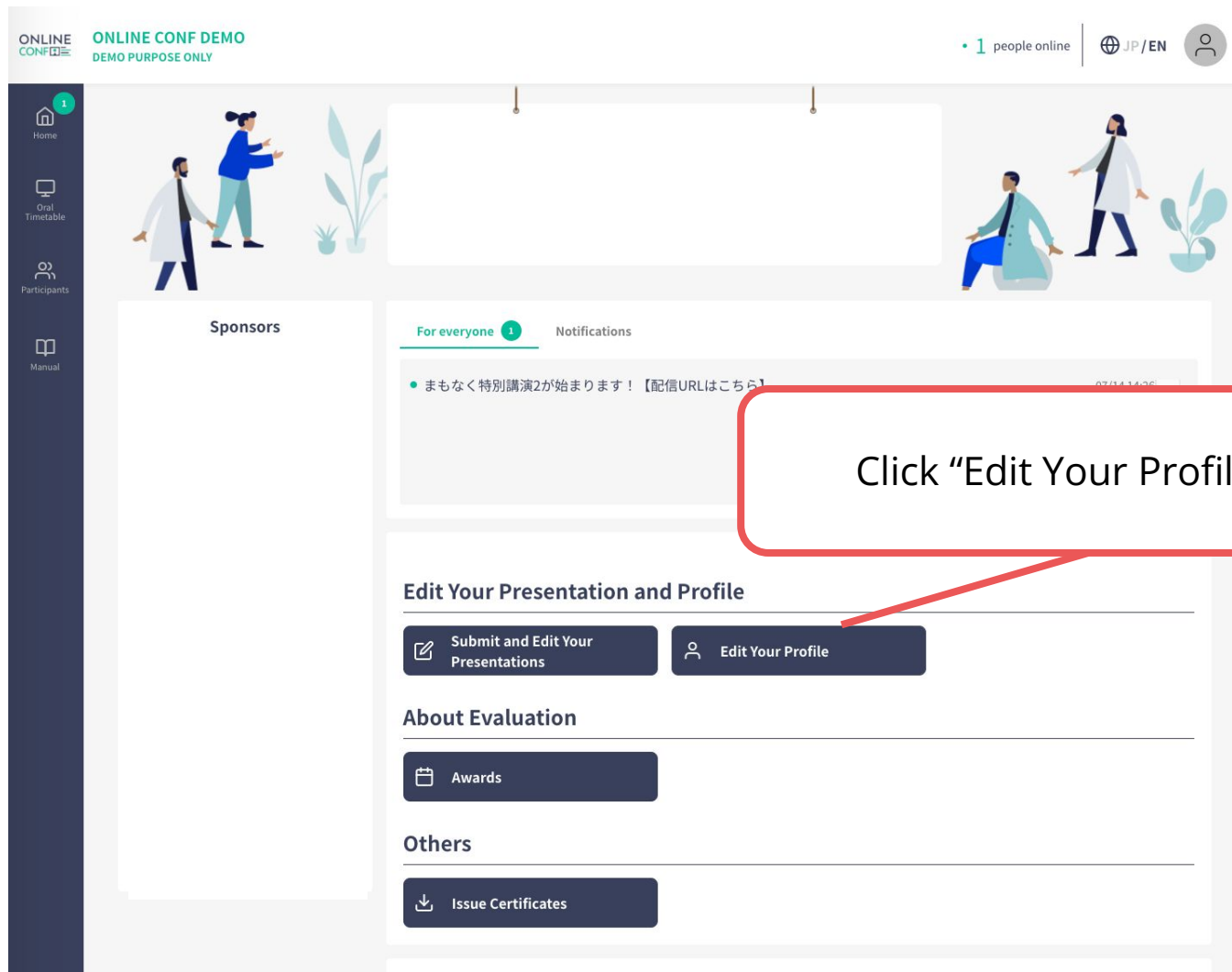
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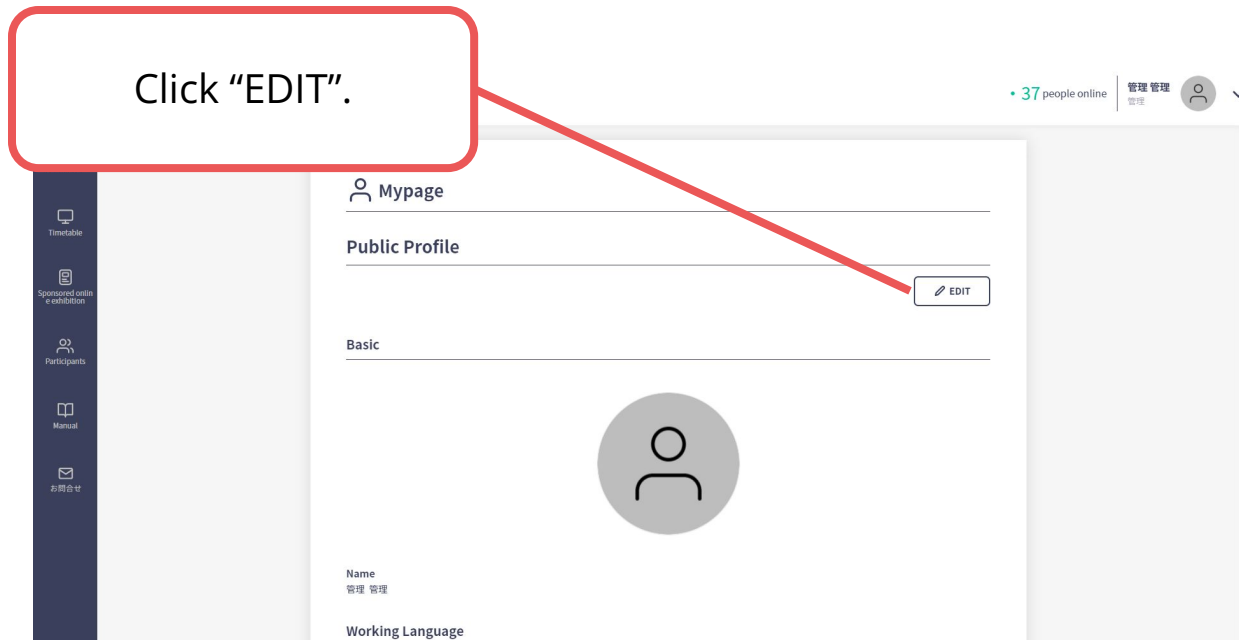
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# 1. Go to “Edit Your Profile” page on Dashboard.



※The photo is a sample image

## 2. Change the address.





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ONLINE CONFERENCE JSICR MMCB 2022 Joint Symposium

1 people online 管理 管理

Dashboard

Timetable

Participants

Manual

Select a Image

Enter the company name (JSI)

Prof.

First Name **Required**

管理

Middle Name

Last Name **Required**

管理

Phone Number **Required**

SNS Accounts

Twitter

https://twitter.com/xxxx

Facebook

https://www.facebook.com/xxxxxx

LinkedIn

Enter the juridical personality (Corp.)

※The photo is a sample image

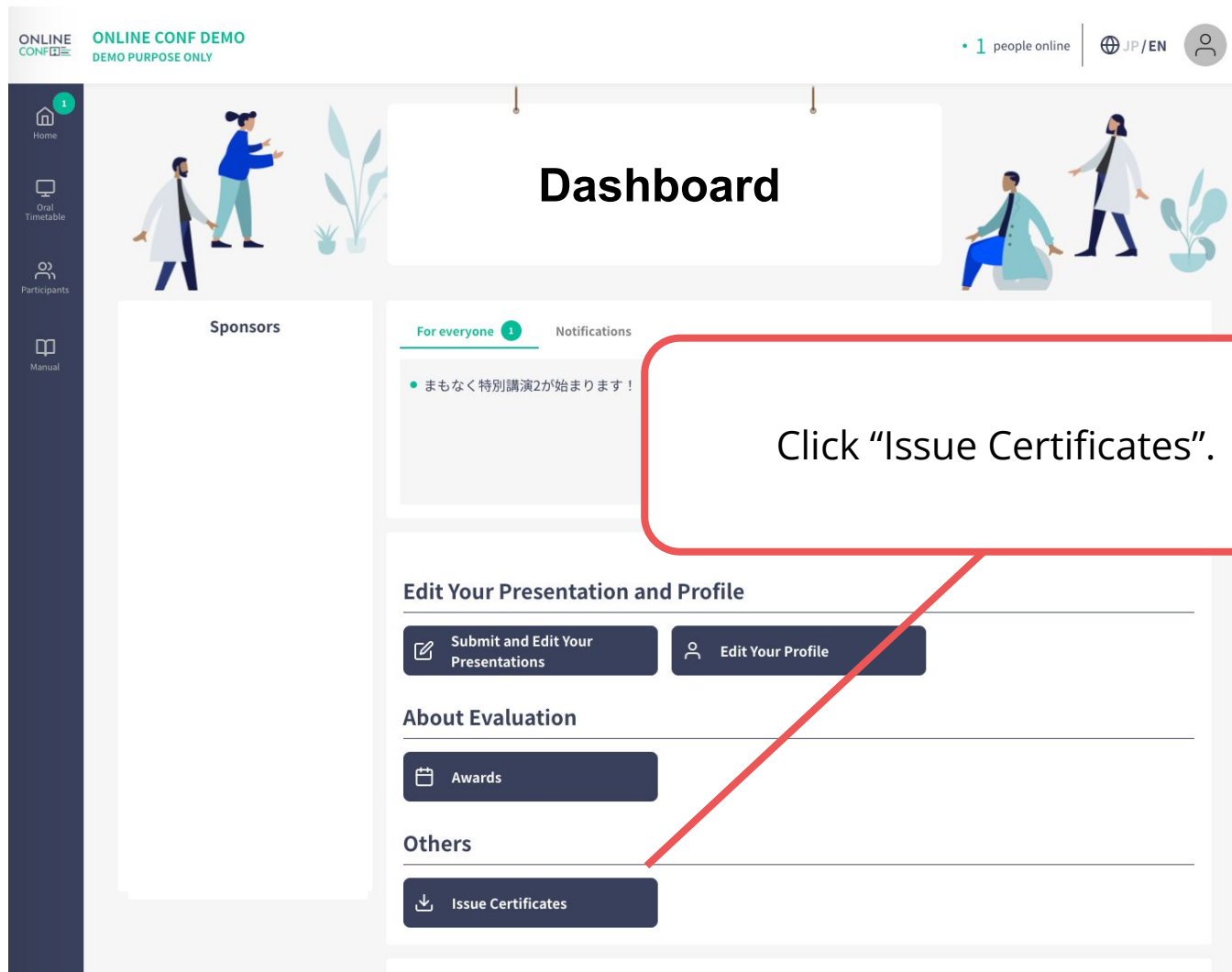
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- Keyword Registration:** A section header with the instruction '(Please set categories and keywords you are interested in.)' and a '+ Add Keyword' button.

A red callout box at the top right contains the text 'Click "Update"', with a red line pointing to the 'Update >' button located at the bottom right of the form area.

# 3. Go to "Issue Certificates" page and Download.



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## 4. Restore the name

- In the same way as step 1&2, change the name from “Edit Profile”.