# **Kobe University** Method of enrollment for the OSSMA Plus and The Overseas Travel Insurance dedicated to OSSMA Plus member

(For students taking part in Kobe University-organized programs)

#### **■**Objective

- 1) OSSMA Plus payment registration
- 2) Enrollment in complementary overseas travel insurance dedicated to OSSMA Plus members

#### **■** Procedure

- 1. Receive the email with the title "Request of membership fee of OSSMA Plus"
  - Please wait seven working days after completion of OSSMA Plus membership registration.
  - This e-mail advises you three information.
    - -OSSMA Plus ID
    - -Request of membership fee of OSSMA Plus
    - -Guide to complementary overseas travel insurance dedicated to OSSMA Plus members.

Email ①

この度は、OSSMAPlusご登録ありがとうございます。 本メールでは、2つのお知らせがあります。 「OSSMAPlus会費の決済のお願い」と「OSSMA Plus会員専用上乗せ海外旅行保険のご案内」です。 下記のOSSMA Plusのお申し込みを受け付けましたので、ご確認の上、決済手続きをお願いいたします。 ■お申込内容(The summarized detail of your enrollment) お支払先(PAYMENT TO) : %SHOP\_NAME% お支払内容(ITEM NAME) : %ITEM\_NAME% お支払内容(ITEM NAME): %ITEM、NAME% 金額(ANDUTY): %AMOUNT》 事務手数料(TAX): %TAX% 通資名(CURRENCY): %URRENCY\_NAME% OSSMAP IUSを員 ID メールアドレス(EMAIL): %MAIL LINK\_ORDER\_NO% 下記リンク先にアクセスの上、ご注文内容・お支払い金額等をご確認ください。 確認後、ご利用される決済手段を選択し、必要事項のご入力をお願いします。 %MAIL\_LINK\_URL% (上記URLの有効期限:%EXPIRE\_DATE%) Please access to the link (URL) above, then confirm the content of the information you entered and monetary amount. Thank you for your registration with OSSMA PLUS. This e-mail advises you the following information. The first is a request of membership fee of OSSMA PLUS and the second is a guide complementary overseas travel insurance dedicated for OSSMA PLUS member. 1. Request of membership fee of OSSMA PLUS We confirm your OSSMA PLUS enrollment. Please make payment after checking the data you entered. Please access to the link (URL) above, then confirm the content of the information vou entered and monetary amount. After your checking, please select the method of payment you use and enter the data necessary for your payment.

Payment by credit card →p2

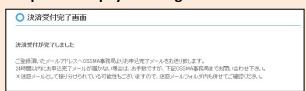
Payment at convenience store →p3

## 2-1. Procedure of payment by credit card

- VISA, MASTER, JCB, AMEX and DINERS are accepted.
- Enter your card membership number and expiration (Month/Year).
   And click the 『決済する』 button.
- When you complete the payment, you will receive an email with the title "Notice of completion of your procedure to make payment" (Email ②). Your enrollment task will be completed.
- ・ If the 『決済エラー』 message is shown, contact with the OSSMA center.

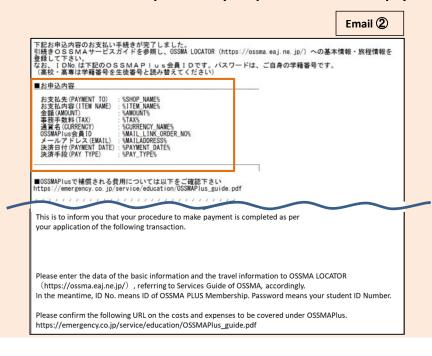


### 2-2. Completion of payment registration



- Click the "×" mark button on the top of the browser to complete the task.
- If you cancel the enrollment after enrolling in the OSSMA Plus service will incur a cancellation fee.

#### 2-3. Notice of completion of your procedure to make payment



#### 3-1. Procedure of payment at convenience store

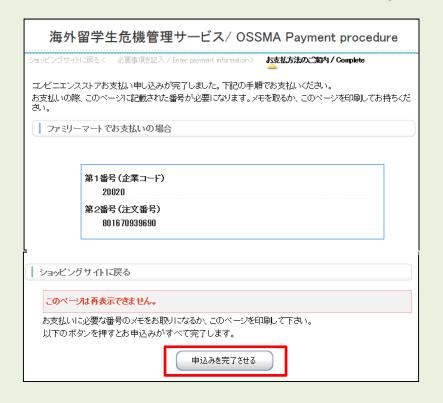
• Select convenience store and enter name, phone number and email address. Click the 『決済する』 button. If the 『決済エラー』 message is shown, contact with the OSSMA center.



#### 3-2. Completion of payment registration

The following guidance does not mean completion of your procedure to make payment.

・ Click the 『申込みを完了させる』 button in the bottom field of the following screen.



#### 3-3. Advice on your payment at convenience store

The following guidance does not mean completion of your procedure to make payment.

- You will receive an email. (Email 3)
- This email informs you two information in Japanese only.

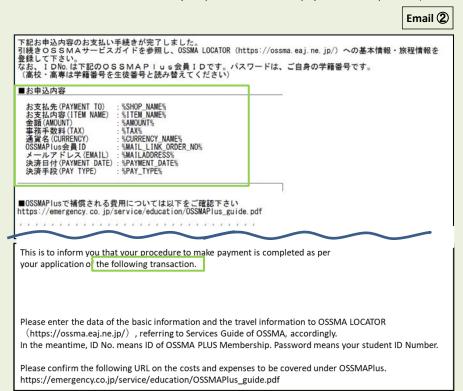
The first is the summarized details of your order and the second is your customer No. and confirmation No..

- · Please be sure to make payment by SEVEN DAYS after the enrollment at the convenience store you've selected.
- Any cancellations after enrolling in the OSSMA Plus service will incur a cancellation fee.
   ※On making payment, you are required to enter "お客様番号/確認番号"(Your customer No. / Confirmation No.).

Email 3 ☆ コンビニ決済依頼完了のお知らせ : 📢 "決済サービス送信専用アドレス" 〈system@p01.mul-pay.com〉 👩(参照/登録)) 美出人 日時 : 2017年08月25日 11:49 AM : № "日本 太郎" <"hemi@emergency.co.jp"> To 日本 太郎 様 この度はご購入ありがとうございます。 下記の内容にてお申し込みを受け付けましたのでご確認の上、お支払期限までにお近くの コンビニエンスストアにてお支払下さい。 ■ご指定のコンビニエンスストア ファミリーマート ■ご注文内容 店舗(サイト)名: OSSMA EAJ 受付日時 : 2017/08/25 11:49:48 受付日時 \*\*\*\* : 2017/09/04 23:59 お支払期限

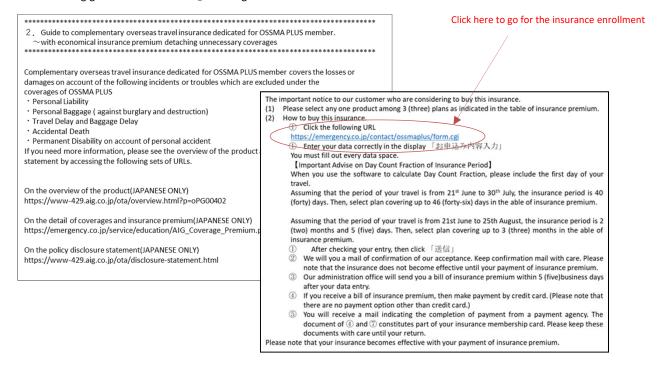
#### 3-4. Notice of completion of your procedure to make payment

You will receive an email after your procedure to make payment is completed. (Email 2)

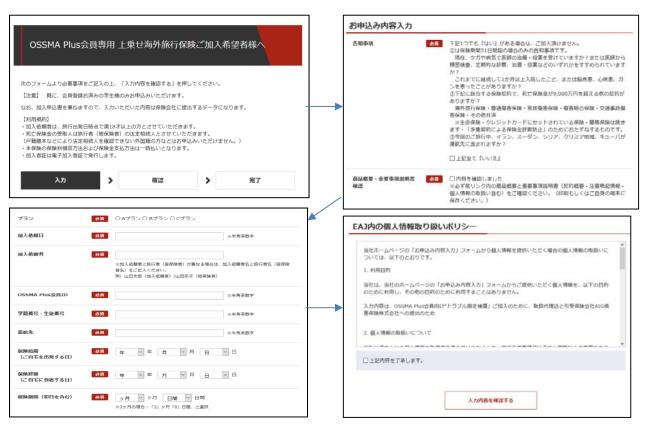


# 4. Enrollment in complementary overseas travel insurance dedicated to OSSMA Plus members. (This is optional.)

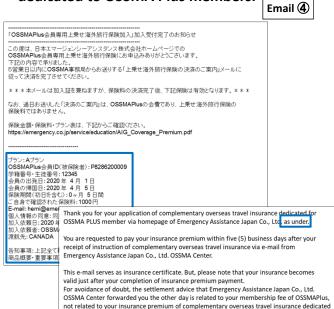
•The following guidance is in "Email (1)" on Page 1.



# 5. Enter your information to enroll in the complementary insurance on our web page



7. This confirms your acceptance in our complementary overseas travel insurance dedicated to OSSMA Plus members.

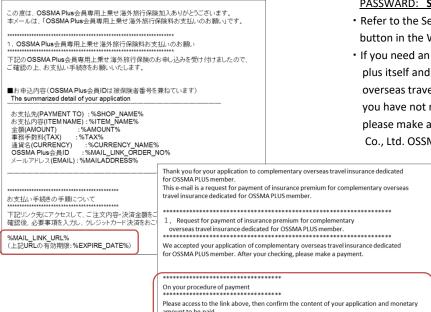


Please see the table as under regarding sum insured, insurance premium and insurance plans

8. This is a request for payment of insurance premium for complementary overseas travel insurance dedicated to OSSMA Plus members.

(Credit card is only available)





9. This is to inform you that the procedure to make the insurance premium payment is completed.



# 10. Enter your itinerary information

#### [IMPORTANT]

- •You need to access the OSSMA Locator system to enter your additional personal information and itinerary information as your final task.
- •OSSMA Locator system: <a href="https://ossma.eaj.ne.jp">https://ossma.eaj.ne.jp</a>
  <a href="https://ossma.eaj.ne.jp">USER ID: OSSMA Plus membership ID</a>
  <a href="passward">PASSWARD: Student ID number (Alphabets are lowercase)</a>
- Refer to the Service Guide Booklet by clicking on the Help button in the Website of OSSMA Locator.
- If you need an English certificate to indicate the content of OSSMA
  plus itself and the insurance coverage of the complementary
  overseas travel insurance dedicated for OSSMA PLUS member, and
  you have not requested through the program staff in advance,
  please make a request to the following Emergency Assistance Japan
  Co., Ltd. OSSMA Center.

O Inquiry O

After your checking, make payment by credit card by entering the data necessary for payment

Emergency Assistance Japan OSSMA Center

TEL: 03-3811-8310 Email: students@emergency.co.jp

Mon∼Fri 9:00∼18:00, Except for holidays