

Dear Newly Enrolled Children

## Billing and Payment Information

Hagiwara Gakuen Educational Corporation  
Hagiwara First Kindergarten

In order to prevent the transmission of the new coronavirus and to reduce the burden on both parents and the preschool, we have introduced a payment service called "enpay" using LINE. We ask that you register with our official LINE account and make your payment from your smartphone.

### About enpay

#### ■ You will receive a billing message on line every month.

You will receive your billing through the official Empay LINE account. You can also check your billing details and past payment history and past payment history from your smartphone.

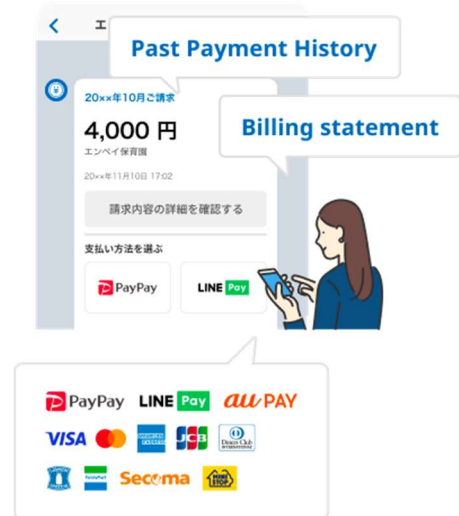
#### ■ Please use your preferred payment method.

We offer a wide variety of payment methods, including credit cards, convenience stores, and PayPay.

You can earn various types of points.

#### ■ Safe and Secure Security

Neither the service operator nor the facility will know the LINE account of the parent/guardian. We are committed to information security management to protect the information assets entrusted to us by our customers from any threats.



### Request for LINE registration



Please see the attached sheet with your ID and password.

For those who are not on line, we will respond with a paper invoice.

Official Site : <https://enpay.co.jp/top/>

Dear all children enrolled in our kindergarten  
**Billing and Payment Information**

Hagiwara Gakuen Educational  
Corporation  
Hagiwara First Kindergarten

We will introduce "enpay", a payment service utilizing LINE, from  
This will reduce the burden on both parents and preschools and lead to better preschool  
management.

We ask that everyone register an official LINE account and make payments from their  
smartphones.

## About enpay

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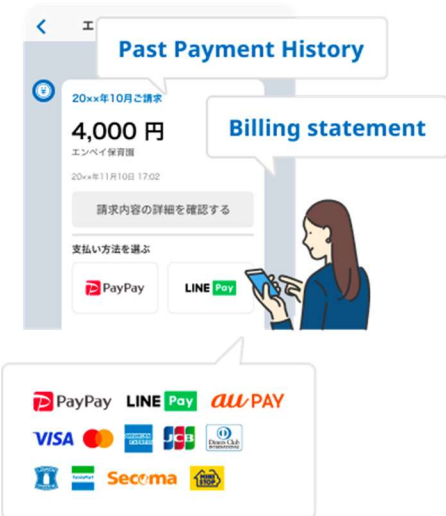
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## Request for LINE registration



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Official Site : <https://enpay.co.jp/top/>

# How to register as a LINE friend

First time only

## Introduction

### Prepare form **【重要】LINE登録のお願い** distributed by the facility.

- If you have not registered LINE, please install it first.
- If your siblings are attending the same facility, only one LINE registration is required. If two copies are distributed, please contact the facility.

## STEP 1

### Launch the LINE app and add Empey as a friend.

- Scan the QR code below your registration settings to add Empey as a friend.
- Once you have added a friend, the Empey icon will appear in your LINE talk list.



## STEP 2

### Tap “アカウントを連携する”.

- You will receive an automatic message. Tap "アカウントを連携する".



## STEP 3

### Tap “はじめてご利用の方”.

- Tap "はじめてご利用の方" on the page that appears.



## STEP 4

**Enter ID and password**

- Please enter your ID and password in the fields provided.
- After entering your ID and password, tap "Proceed to Confirmation".

**新規登録**  
登録用紙に記載されている  
IDとパスワードを入力してください

abcdefg

12345678

**確認へ進む**

## STEP 5

**Confirm the name of the facility and your name**

- The name of the facility, the name of the parent/guardian, and the name of the child will be displayed.
- After confirming the information, please tap "次へ進む".

**施設名・お名前を確認**  
間違いないかご確認ください

施設名  
エンペイわくわく保育園

お名前  
支払い者：円平 太郎 様  
次郎さん、花子さん、りょうたさん

お名前が間違っている方は  
登録完了後、施設にお問い合わせください  
そのまましておくとも請求書や領収書の名称が  
誤って記載されるため、施設のご担当者にご設定  
していただく必要があります。

**次へ進む**

## STEP 6

**Review the Terms of Use and Privacy Policy**

- Please check the Terms of Use and Privacy Policy.
- If there are no problems, check the "確認しました" checkbox and tap the "同意して連携する" button.  
Tap the "同意して連携する" button.

**利用規約と  
プライバシーポリシーについて**

以下の内容を十分にお読みいただき、  
問題がなければ「確認しました」にチェックを  
入れてください。

- ・利用規約
- ・プライバシーポリシー
- ・利用者情報の外部送信について

確認しました

**同意して連携する**

同意できない方、掲載事項がある方は  
エンペイへお問い合わせください

エンペイへお問い合わせする

## STEP 7

**Account linkage has been completed.**

- When you receive the message, the procedure is complete.

**アカウント連携が  
完了しました**

施設から請求が届くまでお待ちください

ご利用方法・機能の紹介

# How to register as a LINE friend

After the 2nd

## Introduction

### Prepare form 【重要】LINE登録のお願い distributed by the facility.

- If you have not registered LINE, please install it first.
- If your siblings are attending the same facility, only one LINE registration is required. If two copies are distributed, please contact the facility.



## STEP 1

### Launch the LINE app and open the Empay talk screen.

## STEP 2

### Tap "メニューをひらく/とじる" > "施設・家族を追加".



## STEP 3

### Tap "施設を追加したい方".

- Tap "Add a facility" on the page that appears.



## STEP 4

**Enter ID and password**

- Please enter your ID and password in the fields provided.
- After entering your ID and password, tap "Proceed to Confirmation".

## STEP 5

**Confirm the name of the facility and your name**

- The name of the facility, the name of the parent/guardian, and the name of the child will be displayed.
- After confirming the information, please tap "次へ進む".

## STEP 6

**Review the Terms of Use and Privacy Policy**

- Please check the Terms of Use and Privacy Policy.
- If there are no problems, check the "確認しました" checkbox and tap the "同意して連携する" button.

## STEP 7

**Account linkage has been completed.**

- When you receive the message, the procedure is complete.

# How to register more than one guardian

After registering the first guardian, a new ID and password will be issued from your LINE account, You can add a second guardian.

## STEP 1

The first person (the first parent who registered on line) Open the Empey Talk screen.

## STEP 2

Tap "メニューをひらく/とじる" > "施設・家族を追加".



## STEP 3

Tap "家族のアカウント連携".

Tap "Family Account Linkage" on the page that appears.

## STEP 4

Tap "招待コードの発行".

- The invitation code and QR code will be displayed on the screen of the first person's mobile device.
- Please keep it displayed until the second person registers.
- The invitation code is valid for 5 minutes. If it expires, please reopen the screen. After that, please reopen the screen.



## STEP 5

Scan the QR code displayed on the first person's mobile device from the second person's mobile device

Add Empey as a friend by reading the QR code displayed on the first person's mobile device from the second person's mobile device.

## STEP 6

Follow the steps from STEP1~STEP3 on the second person's mobile device,

On the screen displayed, tap the "招待される方はこちら" button.



## STEP 7

### Enter Invitation Code

- Please enter the invitation code displayed on the screen of the first person's mobile device.
- After entering the code, tap "Proceed to Confirmation".



## STEP 8

### Confirm the name of the facility and your name

- The name of the facility, the name of the parent/guardian, and the name of the child will be displayed.
- After confirming the information, please tap "次へ進む".



## STEP 9

### Review the Terms of Use and Privacy Policy

- Please check the Terms of Use and Privacy Policy.
- If there are no problems, check the "確認しました" checkbox and tap the "同意して連携する" button.

## STEP 10

### Review the Terms of Use and Privacy Policy

- Please check the Terms of Use and Privacy Policy.
- If there are no problems, check the "確認しました" checkbox and tap the "同意して連携する" button.





# How to Unsubscribe from LINE

If you wish to use Enpay by transferring from a registered LINE account to a new LINE account, such as if you change your cell phone model or your cell phone breaks down, you will need to cancel your LINE registration with your old account and re-register a new account.

## If you can log in to your old LINE account

### STEP 1

Tap "Open Menu" > "Account Settings" from the enpay talk screen of your old LINE account.



### STEP 2

Tap "Delete."



### STEP 3

Please register your new LINE account,  
Please register as a member of our LINE account.  
Enter your ID and password.

- The invitation code and QR code will be displayed on the first person's cell phone screen.
- Please keep them displayed until the second person has registered.



## If you cannot log in to your old account

Please ask the facility to deregister your LINE account.  
After deregistration by the facility, please re-register with a new LINE account.

# How to issue a receipt

You can send receipts to your email from your Empay LINE account.

## STEP 1

Tap "Email Receipt" in the "Payment Completion Notification" section. Tap on the "Email Receipt" button.

または

Tap "Email Receipt" in the "Payment History" section.



## STEP 2

Enter your email address and tap "Send Receipt."



## STEP 3

Confirmation that the receipt has been sent to your email address.

The PDF file will be attached to the e-mail address you entered.



- Receipts can be issued one at a time. Receipts cannot be issued for multiple invoices.
- Receipts cannot be issued for each billed expense. If you need a receipt, please contact the facility directly.

# If you have trouble with operation

If you have any trouble with the operation, please contact Empey directly on line.

## STEP 1

### Tap "Open Menu" > Tap "Contact Us".

When you tap on the "Contact Us" button, you will be automatically redirected to the LINE Account Friend Registration page for the Empey Inquiries only LINE account.



## STEP 2

### Empey Contact Us LINE Account Register as a friend

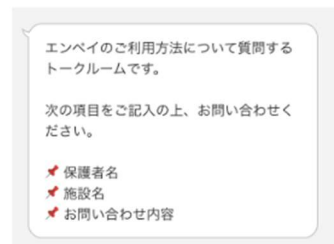
- You can contact Empey's customer support through our LINE account.
- We will reply to you between 09:00 and 17:00 on weekdays.



## STEP 3

### After entering the name of the parent or guardian and the name of the facility, and submit your inquiry.

- If the above fields are not filled out, customer support will contact you again for confirmation. If you are in a hurry, please be sure to fill out the form.



## Please contact the facility for information related to the following

- Questions about guardian names and child information
- Questions regarding billing details in general
- If you have not received the LINE registration form with ID and password
- If you have changed your LINE account due to a change of cell phone model, loss of cell phone, etc.