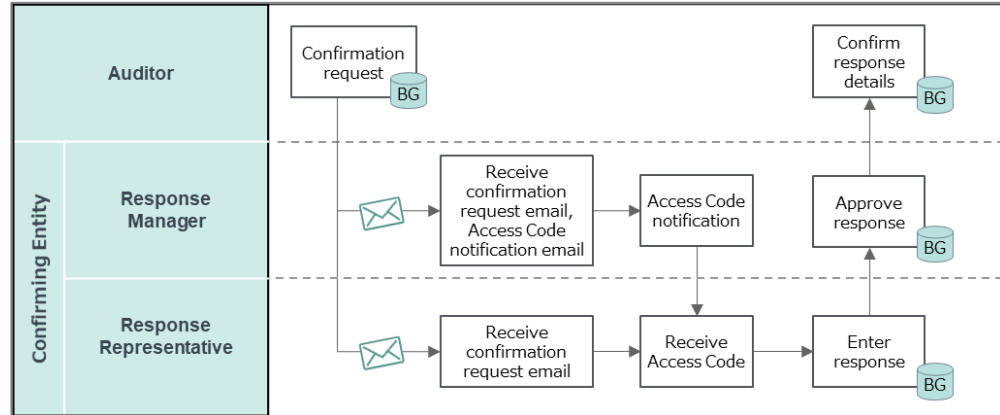


Balance Gateway 5.0 -Quick Reference Guide- [For Confirming Entity]

General Operation Flow of Balance Gateway

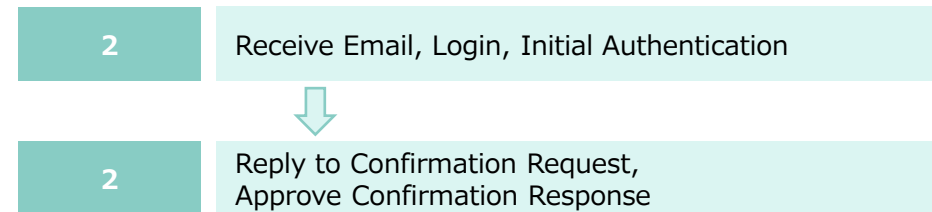
The following is the general operation flow of Balance Gateway's online verification and response method.
The numbers align with the section numbers in the manual. Please refer to the corresponding section in the manual if you have any questions.



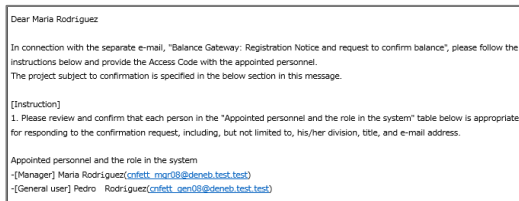
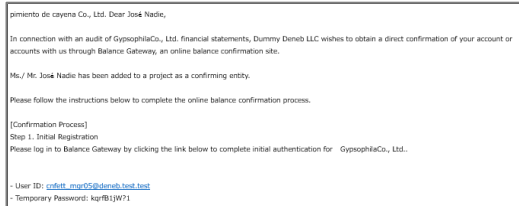
This document is intended to deepen your understanding of our services, and the text, images and other elements in this document are based on information available at the time it was created. The information contained in this document is subject to change without notice.

If you have questions about this document, please read the manual and contact us through the following:

Audit Confirmation Center GK
Tel: +81-43-369-4099
(Reception hours: 9:30 to 17:30 *Except Saturdays, Sundays, national holidays and our company designated holidays)
Email: support@balancegateway.jp



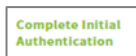
- When an auditor requests Web confirmation, the following two items are sent to your company.
 - ✓ Registration email to use the system (Managers and General Users)
 - ✓ Access Code notification email (To Managers)



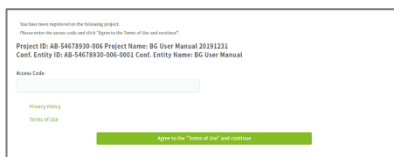
- Go to <https://balancegateway.jp/> and enter your email address and password in the login screen. If logging in for the first time, please refer to your registration notification email for your password.



- Click the link for the [Complete Initial Authentication] task on the dashboard screen.



- Enter the Access Code emailed to the Manager to complete initial authentication.



- Click on the [Reply to Confirmation Request] task link on the dashboard screen.
- Confirm the contents of the confirmation request and check the checkbox. If there is a discrepancy, you will be sent to the input form to enter the amount and response. You can also attach files. Please note that this is a checkmark-type form. For other response methods, please refer to the manual.



Confirmation Request		View Attachment(0)
Account Name	Currency	Amount
Accounts Receivable	JPY	600,000

Above is correct.

Above is incorrect, as noted next page.

*By selecting this, a new screen will be displayed. Please specify details of the difference on the screen.

Confirmation Response		View Attachment(0)
Account Name	Currency	Amount
Account payable	JPY <input checked="" type="checkbox"/>	<input type="text" value="400,000"/>

- Checkmark [I hereby confirm that, throughout the entire process of this audit confirmation, all the information in response is correct and approved by the respondent with appropriate authority and knowledge.], then click the [Approve] button. Please note that the checkboxes and approval buttons are not displayed for general users. In this case, please click the "Apply" button to request approval from the Manager.

For the purposes of this audit confirmation process, information input into Balance Gateway will take precedence over any other correspondence related to this audit confirmation process.

I hereby confirm that, throughout the entire process of this audit confirmation, all the information in responses is correct and approved by the respondent with appropriate authority and knowledge.

Approve