

To. All Agents

Please confirm the followings to manage your end user's membership information.

To Confirm the Current Status of Your End User

Please email to our Membership Section: member2@ieice.org **together with your end user's Membership Number and institute name.** In case without Membership Number, there is a possibility that the person in charge cannot reply to your inquiry.

Please contact to your end user in advance if they have already applied for IEICE Membership and their Membership Number.

Enrolling IEICE

Please apply for membership per end user.

The following information must be input as follows;

Member Name-Your end user's name

E-mail Address1-Email address of your agent

E-mail Address2-Email address of your end user

Rank-

For institutes applying for IEICE membership for the first time: E1

For institutes applying for IEICE membership for the second time or more: Their newest rank

Please contact to the previous agent for confirmation

For institutes applying for IEICE membership for the second time or more, please input "Reapplying for new membership" in the remarks section.

If your agent cannot use your end user's Member Page and requires the invoice, please contact to the email address input as "E-mail Address2" for downloading the invoice .

In case of bank transfer, please read the instructions of this [form](#) , and send us the form after the bank transfer. In case of credit card payment, you don't have to send us the above form.

Please note that for institutes joined IEICE in February-March (applied for membership within the term Dec. 16-Feb. 1), the first payment is for membership until March. For providing membership services for April and after, payment for extra 1 fiscal year will be necessary.

About "Member Page"

For following procedures, please login to your end user's Member Page.

- Downloading estimate, invoice, and receipt
- Confirming numbers of downloads (IEICE Secretariat do not hold the data for each institutes)
- Confirming rank and billing amount
- Withdrawal Application (due date: March 31)
- Updating the information of IP address and subscription option
- Credit card payment

If your agent cannot login to your end user's Member Page, please ask to the email address input as "E-mail Address2" to complete the procedure instead.

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Please confirm the followings to manage your end user's membership information.

Changing the Agent

Please choose option A/B

A. Transfer the current membership information *Including Membership Number and Member Page

Please change "E-mail Address1" to the new agent's email address by the end of December. The billing email for the next fiscal year will be sent to the new agent.

B. Apply for new membership *Stop using the current Membership Number and Member Page

Please proceed for the followings by each agents.

Necessary Procedures by the Current Agent

1. Withdrawal Application *by March 31

Please complete the payment for until the current fiscal year and submit a "Withdrawal Application Form" from the left menu in your end user's Member Page.

We cannot accept the application via email. In case if your agent cannot login to your end user's Member Page, please ask to the email address input as "E-mail Address2" to complete the procedure instead. For details, please confirm the next page.

2. Informing the New Rank and IP Address to the New Agent *by the end of January

We will send the new rank in/after January via email.

Since these will be necessary to apply for new membership by the new agent, please send the information, and ask for membership application.

Necessary Procedures by the New Agent

[Membership Application](#)

In case of changing the agent following to the change of the Japanese fiscal year, please apply for membership and complete the payment within the term **Feb. 16-Mar. 1** so your end user can use our services without any blank period (joining from April).

In case if any blank period occurs, we cannot provide our services until the joining month starts.

The following information must be input as follows;

E-mail Address1-Email address of the new agent

E-mail Address2-Email address of your end user

Rank-Their newest rank received from the previous agent

Please input "Reapplying for new membership" in the remarks section.

The IEICE shall take no responsibility for any disadvantage or damage suffered by the user or other persons due to temporary interruption or suspension of service provision due to maintenance period and annual membership delinquency regardless of any reasons.

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Purchase For the Next Fiscal Year

IEICE membership (purchase contract) updates automatically unless we receive the "Withdrawal notification form" from you/your end user. **You don't need to contact us for membership renewal via email every year.**

We check the institutes only which applied for withdrawal and update the rest of the institute's membership automatically.

In case of renewal, please pay the dues for the next fiscal year by March 31 and wait until the new fiscal year starts from April.

For the following cases, please make sure to pay the membership dues for the current fiscal year and submit a **Withdrawal Application** from the left menu of your end user's Member Page **by March 31.**

- If your end user is not going to purchase the subscription options for the next fiscal year
- If your end user is still unsure to purchase the subscription options for the next fiscal year
- If the new agent is requesting to have a new membership and Member Page
 - *The new agent must apply for new membership within the term **Feb. 16-Mar. 1** to use the new membership from April

We cannot accept for withdrawal via email. If your agent cannot login to your end user's Member Page, please ask to the email address input as "E-mail Address2" to complete the procedure instead.

For institutes without submitting withdrawal application by the due date, we will update the membership automatically in April, and be required to pay extra dues based on the applied date.

For any inquiries, please email to member2@ieice.org together **with the end user's Membership Number** by the end of February.

Payment For the Next Fiscal Year

The billing email will be sent to E-mail Address1, 2 around late January-February.

Estimate, invoice, and receipt can be downloaded from your end user's Member Page.

If your agent cannot use your end user's Member Page and requires the invoice, please contact to the email address input as "E-mail Address2" for downloading the invoice.

There is a possibility that the billing amount will NOT be the same from the last payment. Please pay the exact amount indicated in the billing email.

We accept credit card payment (via Member Page) and bank transfer.

In case of bank transfer, please confirm the details from [here](#) in advance, and send us this [form](#) after the transfer.

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Please confirm the followings to manage your end user's membership information.

Re-Purchasing *For Institutes Already Proceeded For Withdrawal

If your end user had already proceeded for withdrawal and willing to subscribe our subscription options again, please choose procedure 1 or 2, and email to member2@ieice.org. In either procedures, both rank and dues will be decided based on the information of the last purchase.

1. Resuming Using the Previous Membership Number

- If your end user had withdrawn IEICE since they were still unsure whether to order for the next fiscal year by the end of March, however they decided to continue subscribing in/after April, please select this option.
- If more than one fiscal year has passed since the last contract year, the end user will also be required to pay the membership dues for the year they did not subscribe.
*We cannot accept not to pay the membership fee of the specific year
- The end user can browse the selected subscription options as soon as IEICE confirms the payment.

2. Re-joining IEICE with a New Membership Number

- If your end user is not willing to pay for the dues which they did not subscribe, or if you are a new agent and request to have a new membership, please select this option.
- The membership number will be changed from the previous membership.
- The end user cannot browse the selected subscription options before their joining month.

e.g.: Joining IEICE in 2022FY, skip subscribing for 2023FY and re-applying for purchase in/for 2024FY

Withdrawal application form for 2023FY must be confirmed here in IEICE by March 31, 2023.

Procedure 1:

The end user can use the previous membership again by paying 2023FY+2024FY membership dues.

Procedure 2:

The end user can use the new membership by paying 2024FY membership dues.

※In case of 1: Not purchasing for 2025FY (April 2025-March 2026) subscription options, 2: Still unsure about the renewal by the end of March, or 3:The new agent is going to apply for new membership, please submit a withdrawal application form by March 31, 2025.

Inquiries

Please email to member2@ieice.org together **with the end user's Membership Number** by the end of February.

Without membership number, IEICE Secretariat cannot confirm the membership information. Please ask to the end user if necessary.