MY HEALTH WEB

Influenza vaccination Subsidy Application Manual



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1. Opening the Subsidy Application Screen

Log in to MY HEALTH WEB and open the subsidy application top page.

①Select and click the 「インフルエンザ補助金」"Influenza vaccination Subsidy Application" banner (a) on MY HEALTH WEB.

Note: The position and design may differ from the image on the right.

Note: MY HEALTH WEB is provided in Japanese only. Please use your browser's translation feature to view the content.



②The "Subsidy Application" top page will be displayed.

On this page, you can check the details of the subsidy application and the application procedures (b).

Additionally, once your application is complete, you can view your submitted application details (c).





1. Opening the Subsidy Application Screen

《error list》

No.	条件	エラーメッセージ
①	If a person other than the insured (employee) accesses the subsidy application top page:	「被扶養者の方は、当該機能をご利用いただけません。」 Dependents cannot use this feature. *please apply via insured member's account.
②	If there is no eligible person within your health insurance household:	「対象外のため、申請できません。」 Ineligible for application.
③	If you access the page before the application period begins:	「申請期間前です」 The application period has not yet begun.
④	If you access the page after the application period has ended:	「申請期間が終了しました」 The application period has ended.
⑤	If the number of applications exceeds the permitted limit: Note: This applies to applications other than those with a status of "Rejected" or "Canceled."	「今季の申請回数上限に達しています」 You have reached the maximum number of applications for this period.





2. Submitting a Subsidy Application

Open the application screen and enter the required information for the subsidy application.

STEP. 0　Accessing the Application Screen

①Click 「申請画面へ」[Go to Application Screen] (a) on the "Subsidy Application" top page.



②The "Subsidy Application" screen will be displayed.



2. Submitting a Subsidy Application

STEP. 1　Entering Applicant Information

Enter the applicant's information.

Check the name of the insured person (Employee) and enter the required fields.

Note: Fields marked with「必須」[Required] (a) will trigger an error if left blank.



(a)



Note: The input screen shown is for illustrative purposes only and may differ from the actual screen.

2. Submitting a Subsidy Application

STEP.2　Entering Subsidy Beneficiary Information (Image Upload)

Click 「申請する」"Apply" (a) to display the applicant information input form. Please enter the required information in each field.

In the「添付書類」 [Attached Documents] section, upload images of your receipts or other required documents.

Click 「ファイルを選択」[Choose File] (b), select the image, and upload it.

Note: Please read the instructions below before uploading images.





Notes on Image Upload:

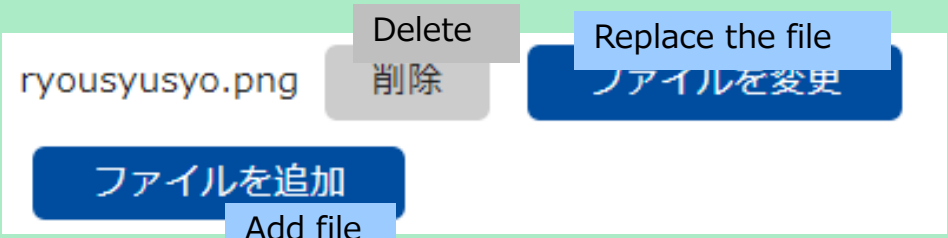
*Supported file formats: **jpg, jpeg, png, gif, and PDF**.
*File names: Must consist of single-byte alphanumeric characters only.
*File size: Maximum 3 MB per file.
*Please ensure that file names are limited to single-byte alphanumeric characters.
*If the uploaded image is illegible or otherwise incomplete, you may be required to resubmit it.

Please ensure that the information on the next page is clearly stated on the receipt.

[Image Upload]

After uploading an image, the「削除」 [Delete], 「ファイルを変更」[Change File], and「ファイルを追加」 [Add File] buttons will appear. You can use these buttons to delete, change, or add image files as needed.

Note: You can upload up to 20 images.



2. Submitting a Subsidy Application

Required Information on Receipt:

①**Name of the vaccinated person**: The full name of the person who received the influenza vaccine must be stated in the "Addressee" (宛名) field. (Company names are not accepted as the addressee.)
②**Date of vaccination**: The date the influenza vaccine was administered (must be within the eligible period).
③**Vaccination cost**: The cost of the influenza vaccination must be clearly stated.
Note: If you are applying for two doses for a child under 13, you must provide a separate receipt for each dose.
④**Name of vaccine**: It must be explicitly stated as "Influenza Vaccination" (either in the item name or the notes section).
Note: It must explicitly state "Influenza." Applications will not be accepted if the details are unclear, such as just "Vaccination Fee."
⑤**Name of medical institution**: The name of the medical institution where the vaccination was received.

* If the required information is missing from the receipt, please upload additional images of an itemized statement or your Maternal and Child Health Handbook (the page showing the name and the page showing the vaccination record).
* Notifications regarding errors or missing information will be sent to the email address registered when the insured person created their account (not the email address entered at the time of application).

Receipt image



2. Submitting a Subsidy Application

STEP.3　Finalizing the Application

①Once you have entered all the required information, click 「確認画面へ」 [Go to Confirmation Screen] (a).
Note: If you click 「補助金申込TOPへ」 [Back to Subsidy Application Top], your information will not be saved, and you will return to the "Subsidy Application" top page.



[Checklist]
☐Ensure that the information for the vaccinee (person being vaccinated) is accurate and complete.
☐Check that the "Apply" button is blue.
☐Verify that all entered information is correct.

②The confirmation screen will be displayed. Please verify that all information is correct, and then click 「申請する」 [Apply] (b).

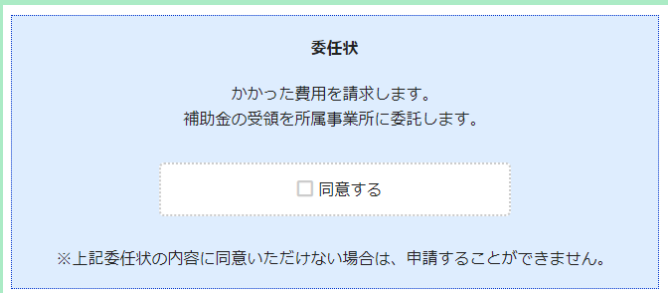
Note: If you click 「修正する」 [Edit], you will return to the "Subsidy Application" input screen.



《About the Power of Attorney》

The Power of Attorney is displayed at the bottom of the confirmation screen.

You must check 「同意する」 [Agree] to enable the 「申請する」 [Apply] button.



2. Submitting a Subsidy Application

③The application completion screen will be displayed.

Note: Clicking 「補助金申請TOPへ」 [Back to Subsidy Application Top] will take you to the "Subsidy Application" top page.



3. Reviewing and Editing Application Details

View, edit, or cancel your subsidy application.

Checking Submitted Applications

①Once you have submitted your application, the 「申請済みの内容」 [Submitted Applications] section will appear at the bottom of the 「補助金申請」[Subsidy Application] top page, where you can view your application history.

(a)「申請日」 [Application Date]
The date the application was submitted.

(b)「処理状況」 [Status]
Displays the current status:「申請中」[Pending], 「キャンセル」[Cancelled], 「審査中」[Under Review], 「却下」[Rejected], or 「承認」[Approved].

(c) 「補助対象者」[Beneficiary]
The name of the subsidy beneficiary.

(d)「補助金額」 [Subsidy Amount]
The amount of the subsidy to be paid.
Note: This will no longer be displayed once the payment limit has been reached.

(e) 「申請内容」[Application Details]
Click this to navigate to the 「申請内容」 "Application Details" screen.

(f) 「再申請」[Re-apply]
「再申請」”Re-apply” button would Displayed if your application has been rejected, allowing you to re-apply for the subsidy.



Click 「申請内容」 [Application Details] in the list to open the「補助金申請内容詳細」 [Subsidy Application Details] screen, where you can review the information you entered during the application process.

Note: If the status is「却下」 [Rejected], the reason for rejection (i) will also be displayed.





3. Reviewing and Editing Application Details

Modify Application

① Open the「申請済みの内容」[Subsidy Application Details] screen and click「申請内容」 [Application Details] (a) at the bottom of the screen.

② Click「修正する」 [Edit] (b).

Note: You can only edit the application if the status is 「申請中」[Pending]. The「修正する」[Edit] button (b) will not be displayed if the status is「承認」 [Approved], 「却下」 [Rejected], 「キャンセル」[Cancelled], or 「審査中」[Under Review].



③You will be redirected to the “Subsidy Application” input screen. After making your edits, click「確認画面へ」 [Go to Confirmation Screen] (c).

Note: Clicking「詳細へ戻る」 [Back to Details] will discard your changes and return you to the "Subsidy Application Details" screen.



3. Reviewing and Editing Application Details

③The “Subsidy Application Confirmation” screen will be displayed. After reviewing the information, click「申請する」 [Apply] (c).



3. Reviewing and Editing Application Details

Cancel Application

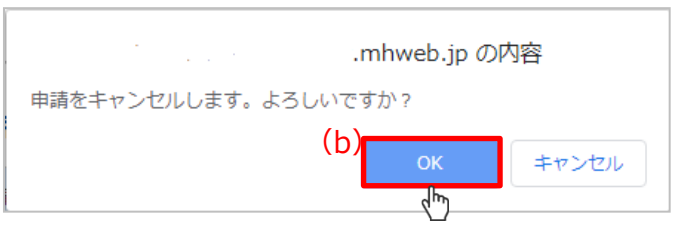
①Open the “Subsidy Application Details” screen and click「申請キャンセル」 [Cancel Application] (a) at the bottom of the screen.

Note: You can only cancel the application if the status is「申請中」 [Pending]. The 「申請キャンセル」[Cancel Application] button will not be displayed if the status is 「承認」[Approved], 「却下」[Rejected], 「キャンセル」[Cancelled], or 「審査中」[Under Review].



②A confirmation dialog will appear. Click [OK] (b).

Note: Please be aware that once an application is cancelled, it cannot be modified.



Contact Information

For inquiries regarding this application, please contact the following mailing list:
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