

This manual provides instructions for the following:

1. Logging into e-KOBE, and checking your application history
2. Checking issued documents (PDFs) and downloading files through the application history page

1. How to log in to e-KOBE and check your application history

e-KOBE Smart Application System main page:

<https://lgpos.task-asp.net/cu/281000/ea/residents/portal/home>

①

Log in to the e-KOBE Smart Application System.

Go to the main page and click/tap on the **Log In***1 button in the upper right corner of the screen.

*1 ログイン



②

Enter your user ID (email address)*1 and password*2, then click/tap **Next***3. The authentication code required to log in to e-KOBE will be sent to you. Please enter the authentication code on the screen.

*1 利用者 ID (メールアドレス)

*2 パスワード

*3 次へ



③

If the authentication code is correct, you can log in.

Scroll down to My Page*1 and click/tap on **See More***2.

*1 マイページ

*2 もっと見る



		 マイページ 過去に申請した手続きの内容を確認することができます。申請後の確認もこちらからお願いします。 もっと見る >
④	Under the User Menu^{*1} within My Page, click/tap <u>Application History Summary/Search</u>^{*2}. ^{*1} 利用者メニュー ^{*2} 申請履歴一覧・検索	利用者メニュー  申請履歴の確認 あなたがこれまでに申請した手続きの内容を確認することができます。 申請履歴一覧・検索 >
⑤	A list of your past applications will be displayed. Search by application number^{*1}, or scroll through the list to find the application you are looking for, and select it. If you have been issued documents from Kobe City, it will display, “Your application has been processed.”^{*2} ^{*1} 申込番号から検索 ^{*2} 手続きが完了しました	申請履歴一覧 該当件数 59 件 申込番号：60111255 2022年1月14日 15時59分 手続きが完了しました > 【サンプル】補助金申請

2. Check issued documents (PDFs) and download files

Caution

Issued documents can only be downloaded from e-KOBE for a limited period of time. Your notification email (通知メール) will indicate the download period, so please be sure to check the documents within that time.

①	From the Application History Summary, select the application number. * For how to check the application history summary, please refer to section 1. How to log in to e-KOBE and check your application history of this document. If you have been issued documents from Kobe City, it will display, “Your application has been processed.”*¹ *¹ 手続きが完了しました	
②	The name of the issued document and download period will be displayed. After checking the contents, click/tap Save*¹. (Note) Depending on your device, it may show as Download*² instead. *¹ 保存 *² ダウンロードする	
③	The issued document (PDF format) will be ready to download to your device, so please open, save, or print the file. Please note that download options may differ depending on the device.	