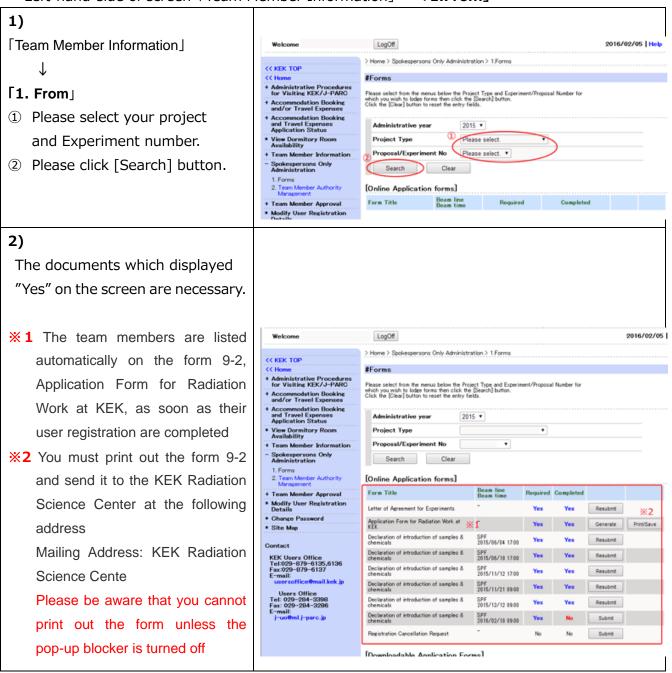
# For spokesperson (Person in charge)

### ■ The Forms(documents) which a spokesman(person in charge) must submit

From enter your User Portal

Left-hand-side of screen 「Team Member Information」 ⇒ 「1.From」



Mailing Address: KEK Radiation Science Center

1-1 Oho, Tsukuba, Ibaraki 305-0801 Japan

Fax: +81-29-864-1993

# For spokesperson (person in charge)

#### Spokesperson (person in charge) may approve the team member is below case.

- 1. In case there is no name on the registered list.
- 2. For the member who had not submitted the report last year.

As to proceed the approval Leader could take an approval transaction by following transaction Leader will get a notice of request for the KEK application from the User Office, and then access to the portal site and follow the instruction on the screen.

We approve it if sent us an email beforehand. E-mail: uo2@mail.kek.jp

#### How to do

Please enter your User Portal

Left-hand side of the screen  $\lceil \text{Team Member Approval} \rfloor \Rightarrow \lceil 1$ . Team Member Approval $\rfloor$ 

