

# Application for JADE membership

The Japanese Association for Development Economics (JADE) utilizes "Kaihi Pay" managed by Metaps Payment for membership application, registration, and payment of membership fees. As some of the explanation in the payment system of Kaihi Pay is provided only in Japanese, please follow the instruction below carefully.

1. Please access to the [website for JADE](#) in Kaihi Pay from [a website of JADE](#). When you reach the website shown below, please enter your email address in the box, and click the orange button (会員登録用 URL 送信, or "send the URL for membership application").



2. An email from JADE titled 会員登録用 URL のご案内 ("URL for membership application") will be sent to you. The latter part of the email is written in English. Please click the URL in the email.

3. You now access to the website as shown in the top panel of Fig. 1 on the right. Most of the items are written in English as well as Japanese. Please follow the instruction. The items with a red icon are required.

If you are a "Student Member," after entering the information, please click the orange button at the bottom (確認する, or "confirm") to confirm your entries. Then the second panel of Fig. 1 will be shown, but please close this screen. This is the end of registration.

When you choose "Regular Member," you have to choose to pay the membership fee through either a credit card or bank transfer. JADE would like to request you to pay through a credit card to reduce administrative costs.

If you choose credit card payment, please click the circle next to the credit card logos (e.g., VISA, Master Card, etc.). Then, please enter your credit card number in the box right below the logos, the expiry date (mm yy) in the second two boxes, and the security code in the third box (please refer to the figure on the next page).

The bottom box is to agree with the terms of services of Kaihi Pay. We apologize that Metaps Payment has no English version of the TOS.

Please refer to Fig. 2 on the next page for an example of the completed application and illustrative explanation.

Please click the orange button at the bottom (確認する, or "confirm") to confirm your entries.

4. You will access to the website to confirm your entries. If your entries are correct, please click the orange button at the bottom (申込・決済する, or "apply and pay") to

Fig. 1: Process of Application



apply for JADE membership and pay the membership fee. If not, please click the grey button (修正する, or "modify") to return to the entry page.

5. Then, you will reach the website as shown in the middle panel of Fig. 1 on the right on the previous page. This is to choose the automatic payment method for your annual membership fee from the next year. The top circle with credit card logos is to choose credit card payment, and the second circle is to choose bank transfer.

Again, JADE would like to request you to choose automatic payment through a credit card to reduce administrative costs. If you choose one, please click the orange button at the bottom (次へ, or "next"). If you prefer to pay by bank transfer, please close the screen and this is the end of registration.

6. If the bottom panel of Fig. 1 on the previous page opens, you have successfully applied for JADE membership and paid the membership fee.

Please note that JADE membership of each applicant will be assessed by the board. It usually takes several weeks for the assessment. JADE will inform you the result as soon as it is determined.

If your membership is approved, JADE will send a receipt for the membership fee as soon as your payment is received. If your membership is not approved, JADE will refund the fee you paid immediately.

If you have any question regarding the online application and payment, please email to [info@jade.gr.jp](mailto:info@jade.gr.jp).

Fig 2: Example of Entries

The screenshot shows the '開発経済学会入会申込書' (JADE Membership Application Form). Key sections include:

- Personal Information:** Name (Mary Smith), Date of Birth (2019-04-11), Gender (female), Email, Phone, ZIP Code, Home Address, Affiliation (ABC University), Department (Department of ABC), Job Title (Professor).
- Membership Information:** Membership Classification (Regular Member), Annual Fee (10,000 Yen), and Renewal Fee (10,000 Yen).
- Payment Method:** Credit card payment selected. Includes fields for Card Number (4980 2019 0628 0790), Expiration Date (12/20), and Security Code (000).
- Agreements:** Consent to the JADE Bylaws and the rules for membership fees.

Annotations point to specific fields: 'Your email address' (Email), 'Credit card payment' (Payment Method), 'Credit card information' (Credit Card Information section), 'Credit card number' (Card Number), 'Expiration date (mm yy)' (Expiration Date), and 'Security code' (Security Code).

Fig. 3: Entry of Credit Card Information

The screenshot shows the 'Entry of Credit Card Information' page. It includes:

- A confirmation message: '会員登録が完了しました。続けて継続課金の決済方法登録をお願いします。' (Registration is complete. Please register the payment method for the next year's membership fee.)
- Payment Method Selection: 'カード決済' (Credit Card) selected.
- Card Information Fields: Card Number, Expiration Date (01/19), and Security Code.
- Security Code Instructions: A diagram showing the location of the security code on a Visa/Master/JCB/Diners and American Express card.
- Buttons: '登録する' (Register) and '確認する' (Confirm).

Annotations point to: 'Credit card payment' (Payment Method), 'Credit card information' (Section Header), 'Credit card number' (Card Number), 'Expiration date (mm yy)' (Expiration Date), and 'Security code' (Security Code).