



First-time Login Guide



0 First-time Login Flow

The initial setup will take approximately 10 minutes.

1. Verify your user ID and password.

2. Log in to KOSMO Web.

Pages 2 and 3

After successfully logging in to KOSMO Web, make sure to log out and proceed to authentication method setup.

*** You need to set it up continuously.**

3. Configure your authentication method for KOSMO Web.

Pages 4 to 18

a. Biometric authentication

Your authentication uses the facial or fingerprint recognition function on your device.

* Even if your PC has no biometric authentication capabilities, you can log in using biometric authentication on your smartphone.

b. One-time password authentication using an app

You install an authentication app, and your authentication uses a one-time password displayed on the app.

c. One-time password authentication using an email

Your authentication uses a one-time password sent to your registered email address.

4. Setup completed.

Once you understand the first-time login flow, start your login process following the steps from the next page.

1 Login to KOSMO Web

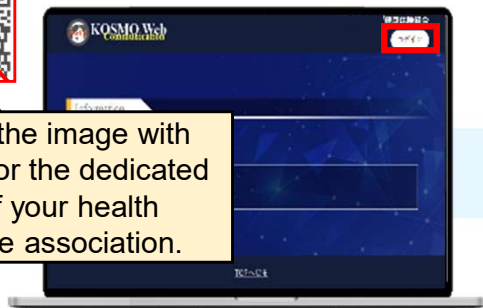
Enter the dedicated URL of your health insurance association in place of <https://www.XXXXXX.portal.kosmo-web.jp/> (for all nine URLs within the guide).

1. Access to KOSMO Web.

<https://www.XXXXXX.portal.kosmo-web.jp/>



Replace the image with QR code for the dedicated URL of your health insurance association.



2. Enter your user ID and password to log in.

ログイン

ユーザID
testuser01

パスワード

☐ ログイン状態の保存

パスワードを忘れた方はこちら
ユーザIDを忘れた方はこちら

ログイン

First-time users: Refer to the user ID and password notification sent from your health insurance association.

Existing users: Your user ID remains unchanged, but your password has been reset to the number of your code, your number, and your birth date.

3. Enter your date of birth.

生年月日の入力

⚠ 本人確認のため生年月日での認証が必要です。生年月日を数字8桁で入力して下さい。

生年月日 (入力例: 19790822)

YYYYMMDD

実行

4. Click [Agree] on the Terms of Use.

KOSMO Communication Web 利用規約

本規約は、株式会社大前研一(以下「大前研一」)と、株式会社KOSMO(以下「KOSMO」)との間で締結されたものであり、KOSMO Communication Web(以下「サービス」)の利用に際しては、本規約に同意する必要があります。

第1条 サービスについて

本サービスは、KOSMOが提供する健康管理・生活習慣改善のためのサービスであり、KOSMO Communication Web(以下「サービス」)を通じて利用されます。

第2条 利用規約の同意

本サービスを利用するにあたっては、本規約に同意する必要があります。同意は、本サービスを利用する際に、本規約に同意する旨を入力することによって行われます。

第3条 利用規約の変更

本サービスは、KOSMOが利用規約を変更する場合があります。変更は、本サービスを利用する際に、本規約に同意する旨を入力することによって行われます。

同意する

5. Verify your email address.

メールアドレスの更新

⚠ アカウントを有効にするにはメールアドレスの変更が必要です。

メールアドレス

testuser@sample.com

☒ 全てのデバイスからサインアウトする

実行

* If this screen does not appear, you have already selected the authentication method.

* Changing email address is not mandatory.

6. Open your received email and complete your email address verification.

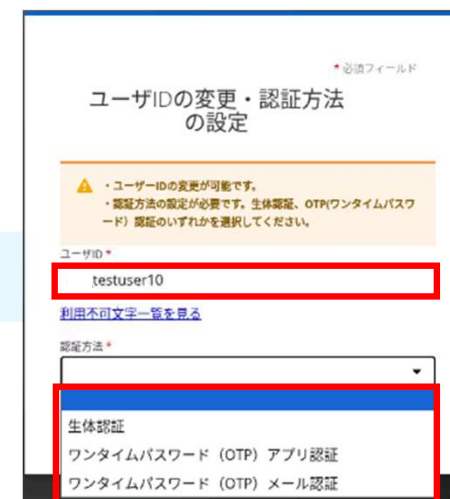
Email contents



7. Return to the previous page and click [Refresh].



8. Select your preferred authentication method.



* OTP stands for One-Time Password.

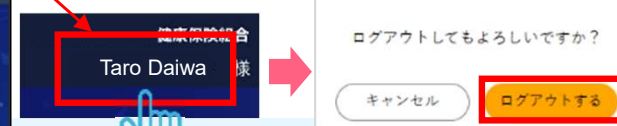
9. Enter your new password.



10. Your first-time login is complete.



11. Log out to proceed with authentication setup.



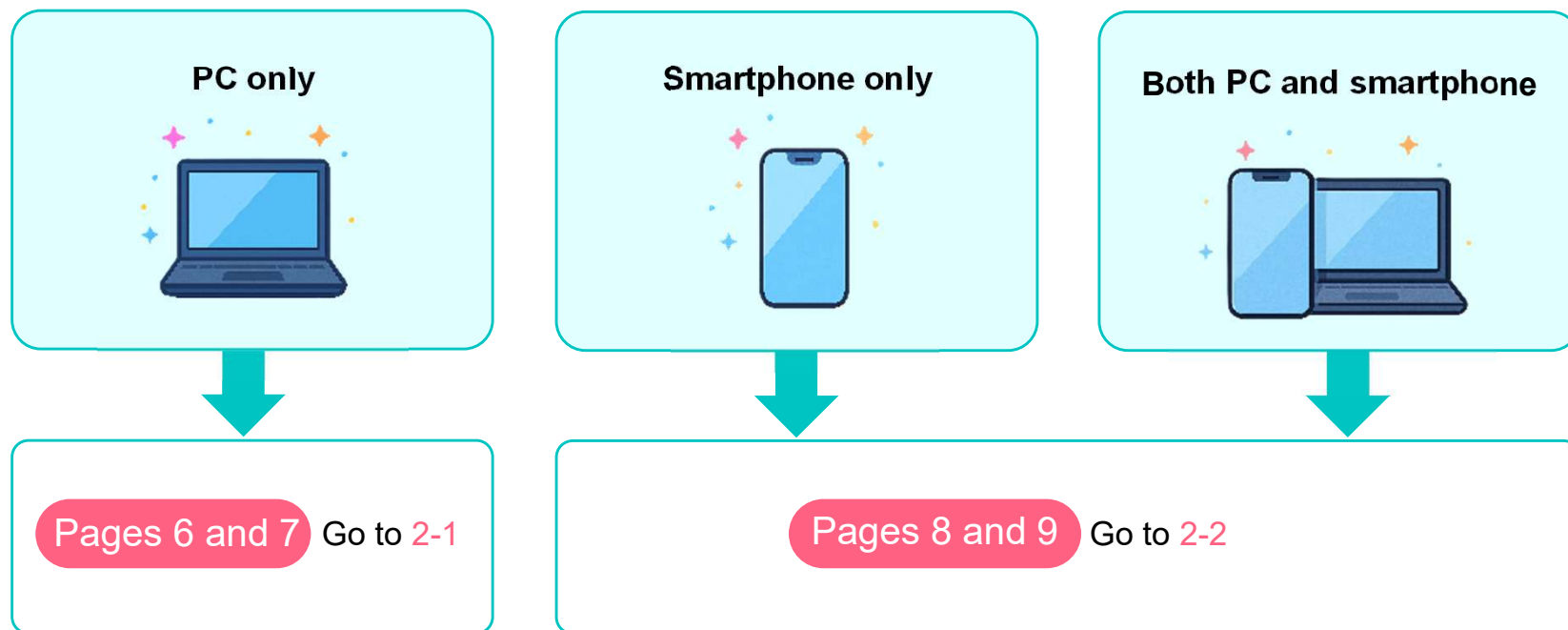
Your initial setup continues.

* If you do not continue to set up your authentication method, you may be unable to log in.

2 Authentication Method Setup

When selecting biometric authentication

Select your device to use KOSMO Web.



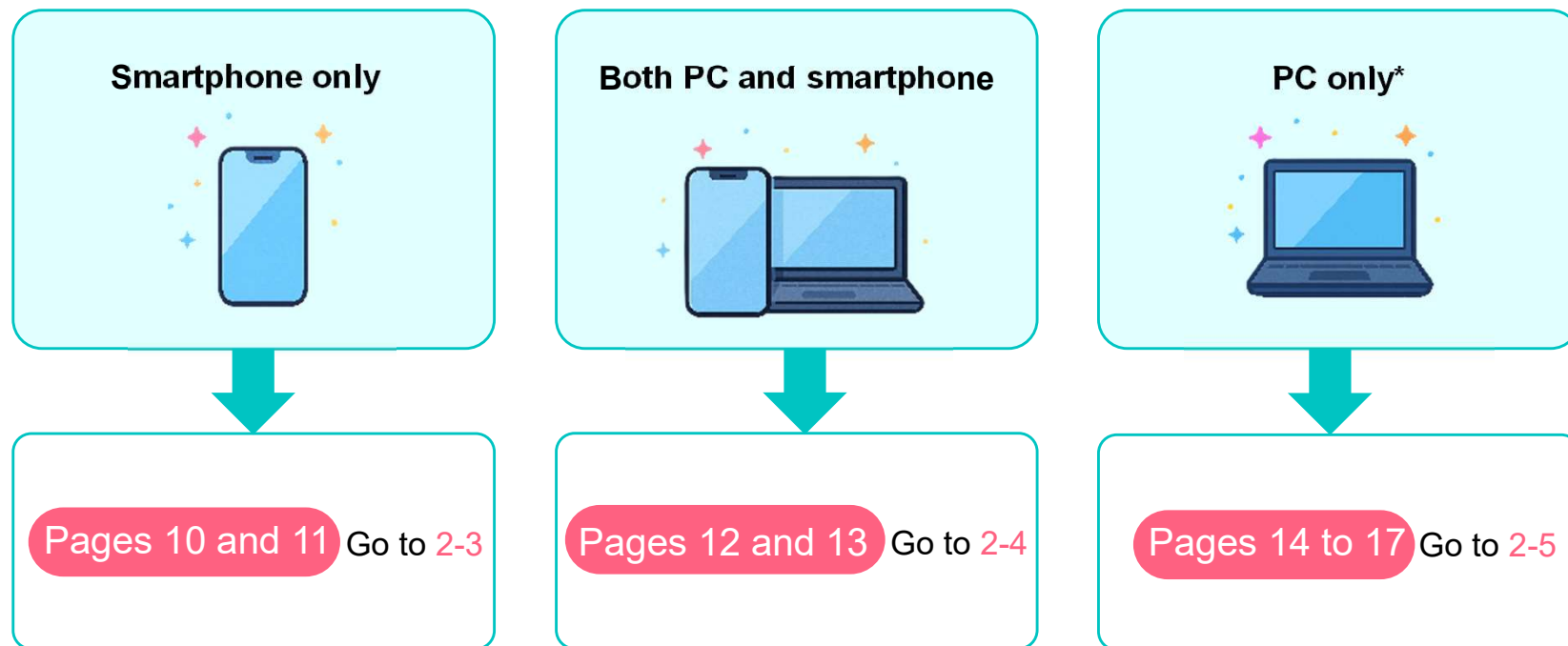
Before starting your setup, check that the biometric authentication feature* on your device has been configured.

* Configuration of biometric authentication

The setup method and verification procedure for biometric authentication (e.g., facial or fingerprint recognition) vary depending on manufacturer and model of the device. Refer to the manuals for your device.

When selecting one-time password authentication using an app

Select your device to use KOSMO Web.



* Browser extensions

Use extensions on your internet browser (Google Chrome or Microsoft Edge) to configure a one-time password app. Security policies may restrict the use of extensions.

When selecting one-time password authentication using an email

For both PC and smartphone

Page 18 Go to 2-6

2-1. Biometric authentication setup on your PC

1. Log in again to set up biometric authentication.

<https://www.XXXXXX.portal.kosmo-web.jp/>



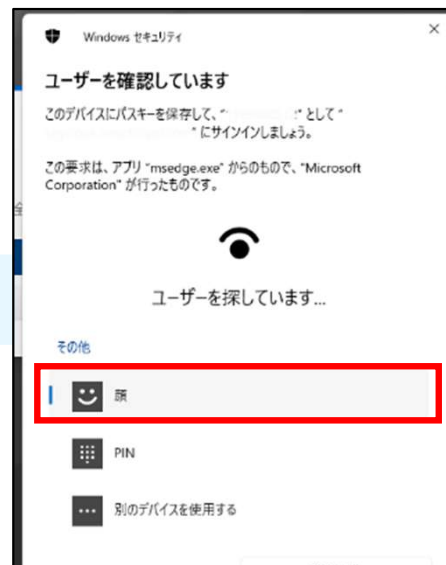
Replace the image with QR code for the dedicated URL of your health insurance association.



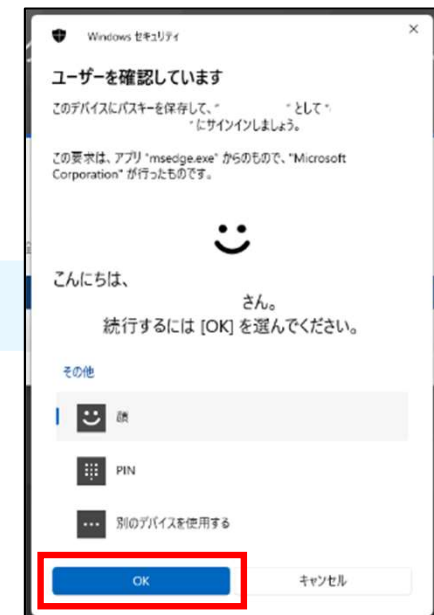
2. Start the biometric authentication setup.



3. Sign in using biometric authentication.



4. After authentication is complete, click [OK].



* Be sure to select a biometric authentication method such as Face.

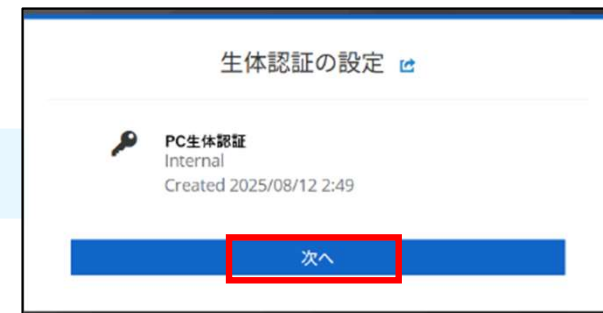
5. Click [OK].



6. Enter any name to identify the device you are using in the field labeled Passkey.



7. Click [Next].



8. Verify that the KOSMO Web's logged-in top screen appears.



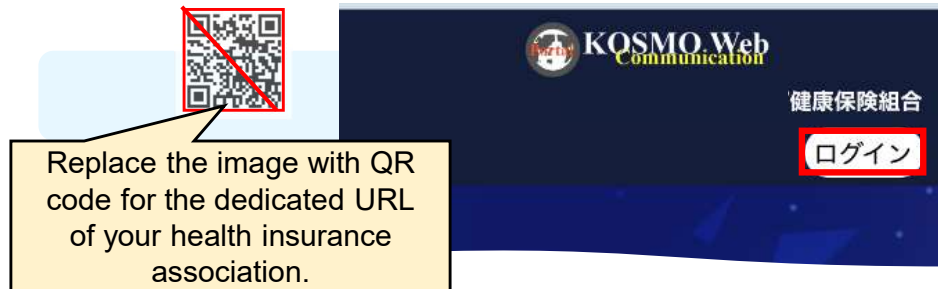
The setup is now complete.

2-2. Biometric authentication setup on your smartphone

Screen transitions and operations may vary depending on your device model and OS version.
For instructions on how to configure the biometric authentication features (e.g., facial recognition) on your smartphone, refer to your smartphone's manual.

1. Log in again to set up biometric authentication.

<https://www.XXXXXX.portal.kosmo-web.jp/>



2. Start the biometric authentication setup.

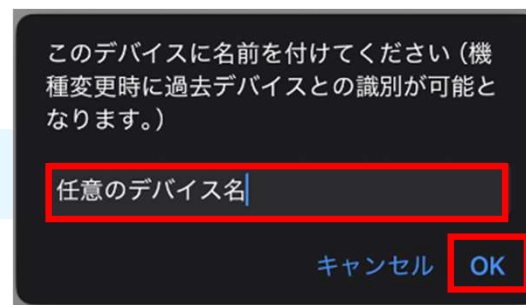


3. Sign in using biometric authentication.



The image illustrates a screen using Face ID on iPhone.

4. Name the device to perform biometric authentication.



5. Verify that the KOSMO Web's logged-in top screen appears.



The setup is now complete.

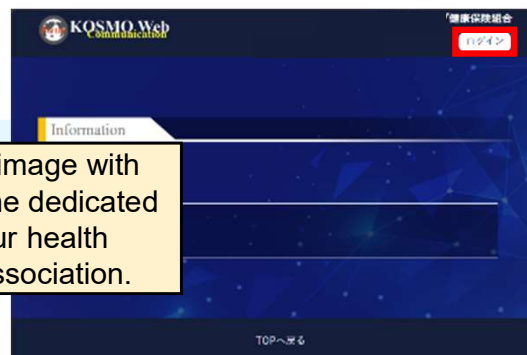
To set up biometric authentication on your smartphone and log in on your PC, follow these steps:

1. Log in again on your PC.

<https://www.XXXXXX.portal.kosmo-web.jp/>



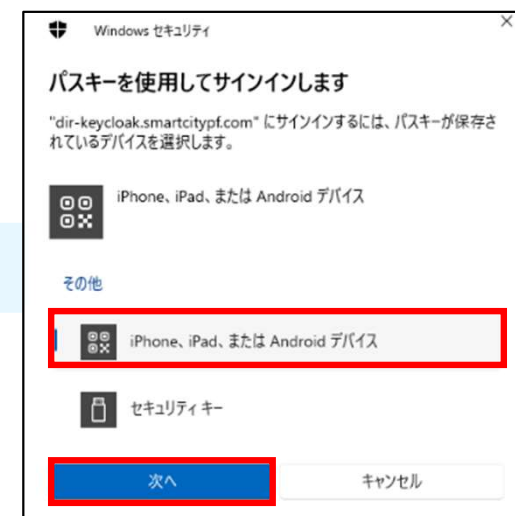
Replace the image with QR code for the dedicated URL of your health insurance association.



2. Start the biometric authentication setup.



3. Select [iPhone, iPad, or Android device] and click [Next].



4. Log in by scanning the QR code displayed on your PC screen using the camera of your smartphone or other device with biometric authentication setup.



5. Verify that the KOSMO Web's logged-in top screen appears.



The setup is now complete.

* Turn on the Bluetooth function on your device.

2-3. One-time password authentication setup on your smartphone

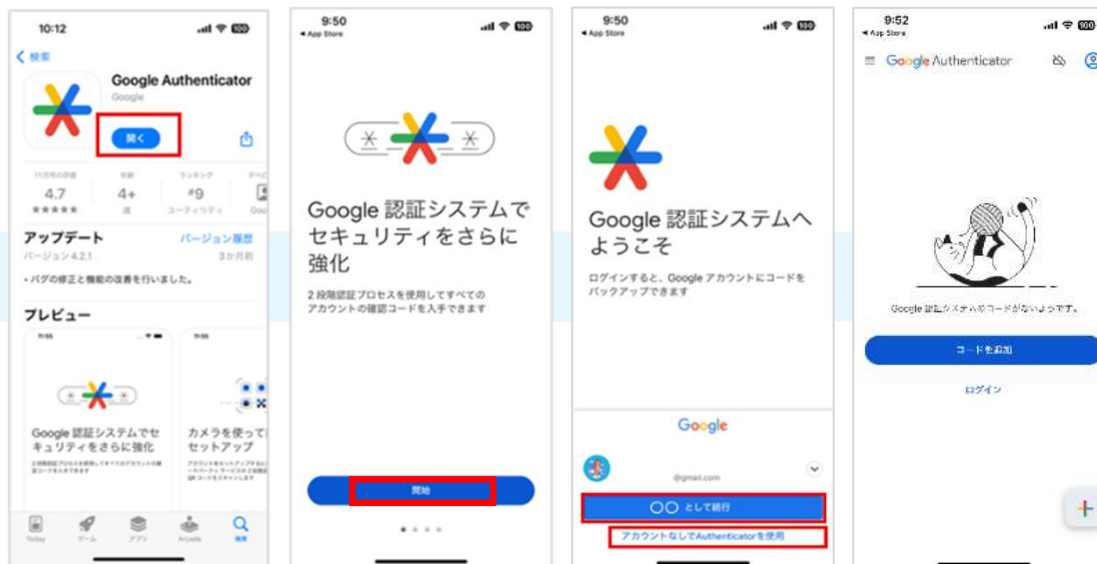
1. Install an app to retrieve a one-time password.

App	iOS	Android	Steps after installation
Google Authenticator			Refer to the rest of this manual.
Microsoft Authenticator			Refer to the “Microsoft Authenticator setup” section in the separate manual for insured persons.

*** All of these four apps are free.
(A paid one-time password app is not required.)**

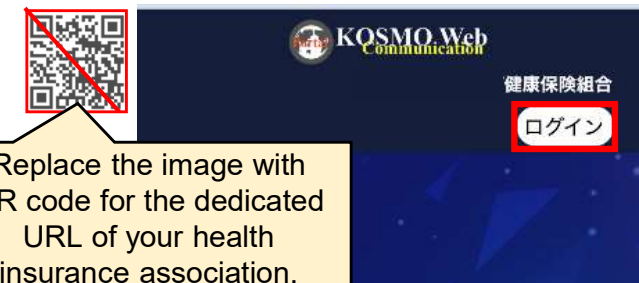
For Google Authenticator users

2. Install Google Authenticator and configure the necessary settings.



3. Log in on your smartphone.

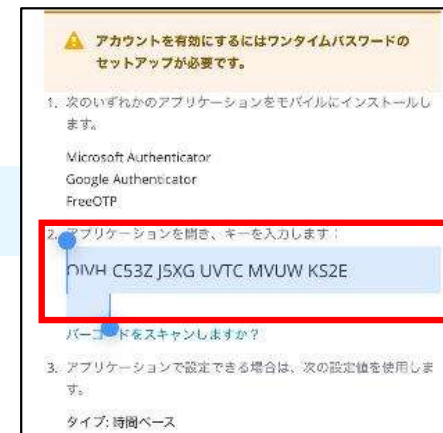
<https://www.XXXXXX.portal.kosmo-web.jp/>



4. Start the one-time password authentication setup.



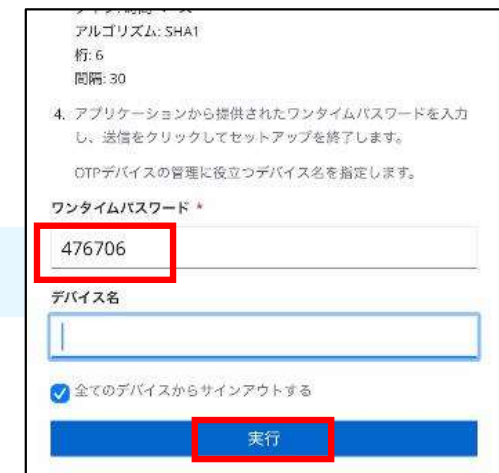
5. Click [Can't scan image?] and copy the key.



6. Enter the copied key into Google Authenticator and register the information.



8. Log in using the displayed one-time password.



* Verify that [Time based] is selected in [Type of key].

The setup is now complete.

2-4. One-time password authentication setup using both PC and smartphone

1. Install an app to retrieve a one-time password.

App	iOS	Android	Steps after installation
Google Authenticator			Refer to the rest of this manual.
Microsoft Authenticator			Refer to the “Microsoft Authenticator setup” section in the separate manual for insured persons.

* All of these four apps are free.
(A paid one-time password app is not required.)

For Google Authenticator users

2. Install Google Authenticator and configure the necessary settings.

3. Log in again on your PC.

<https://www.XXXXXX.portal.kosmo-web.jp/>





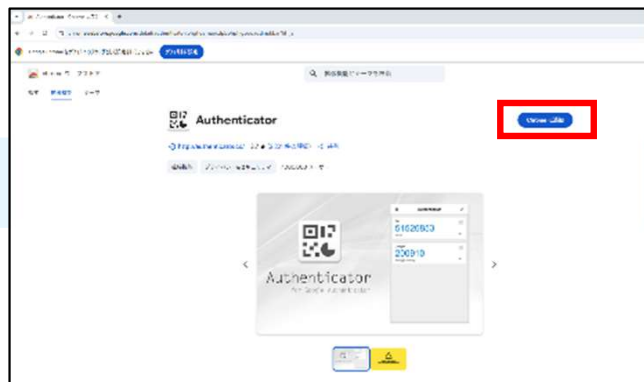
The setup is now complete.

2-5. One-time password authentication setup on your PC

(1) For Chrome users

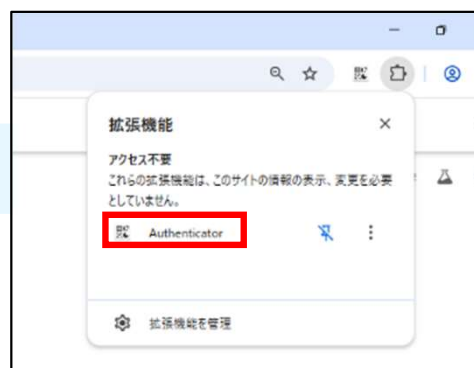
1. Install the Authenticator plugin on your Chrome browser.

Search for “[Authenticator](#)” in the Chrome Web Store and download it.



2. Allow the extension to access.

Click the Chrome extension icon and select [Authenticator].



3. Log in again to set up one-time password authentication.

<https://www.XXXXXX.portal.kosmo-web.jp/>



4. Set up one-time password authentication.

Click the [Scan QR code] button on Authenticator.



Click and drag to draw a square that covers the QR code.



When the popup window with a successfully added message appears, registration is complete.



5. Log in using the one-time password.



6. Verify that the KOSMO Web's logged-in top screen appears.



The setup is now complete.

2-5. One-time password authentication setup on your PC

(2) For Edge users

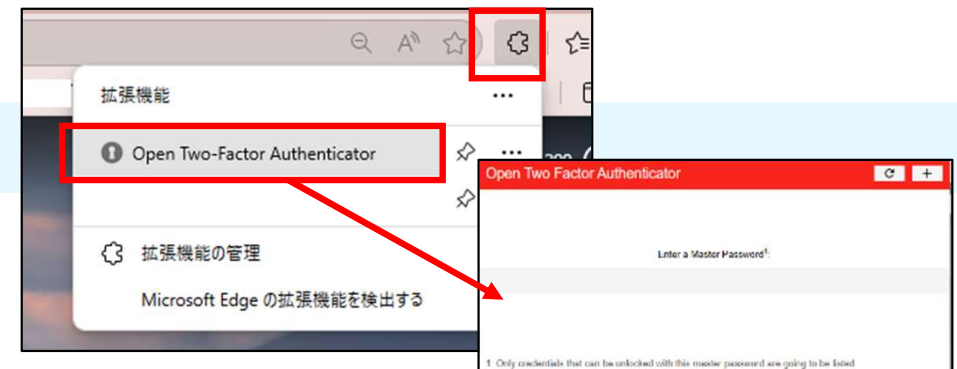
1. Install the Open Two-Factor Authenticator plugin on your Edge browser.

Search for “[Open Two-Factor Authenticator](#)” in the Edge Addons and download it.



2. Verify that the extension is added.

Click the Edge extension icon and select [Open Two-Factor Authenticator].



3. Log in to set up one-time password authentication.

<https://www.XXXXXX.portal.kosmo-web.jp/>



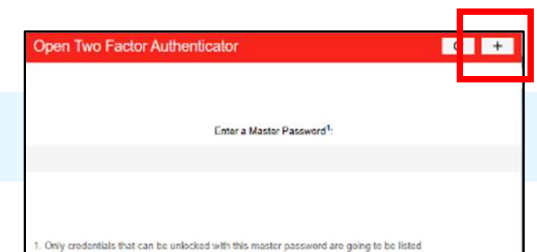
4. Save the QR code.

Save the displayed QR code as a png file.



5. Launch Open Two-Factor Authenticator.

Click the [+] button.



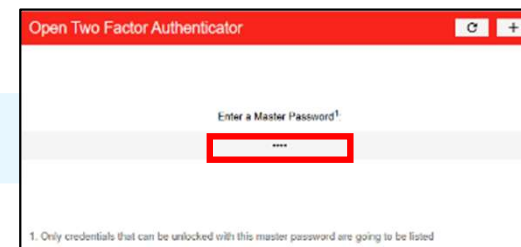
6. Click [Scan QR code] and select the saved QR code image.



7. Enter your master password and click [Submit].



8. Enter your master password.



9. Click the key icon to display a one-time password.



10. Log in using the displayed one-time password.



* Delete any spaces between the characters and enter the one-time password.

11. Verify that the KOSMO Web's logged-in top screen appears.



The setup is now complete.

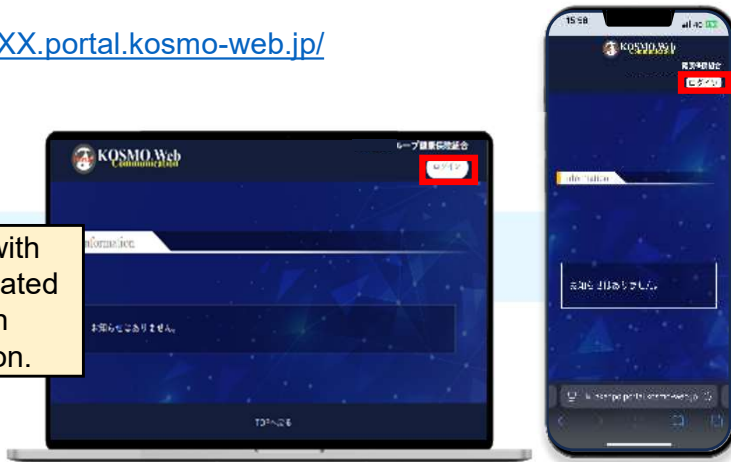
2-6. Receiving a one-time password via email

1. Access KOSMO Web again.

<https://www.XXXXXX.portal.kosmo-web.jp/>



Replace the image with QR code for the dedicated URL of your health insurance association.



2. Log in.

3. Enter the one-time password sent to your registered email address to complete your authentication.

* If you do not receive an email, select [Resend].

4. Verify that the KOSMO Web's logged-in top screen appears.



The setup is now complete.