



# Advance Check-in Registration Site Instruction Manual ～English～

2025.06.13 Ver.1.2

株式会社コモンプロダクツ

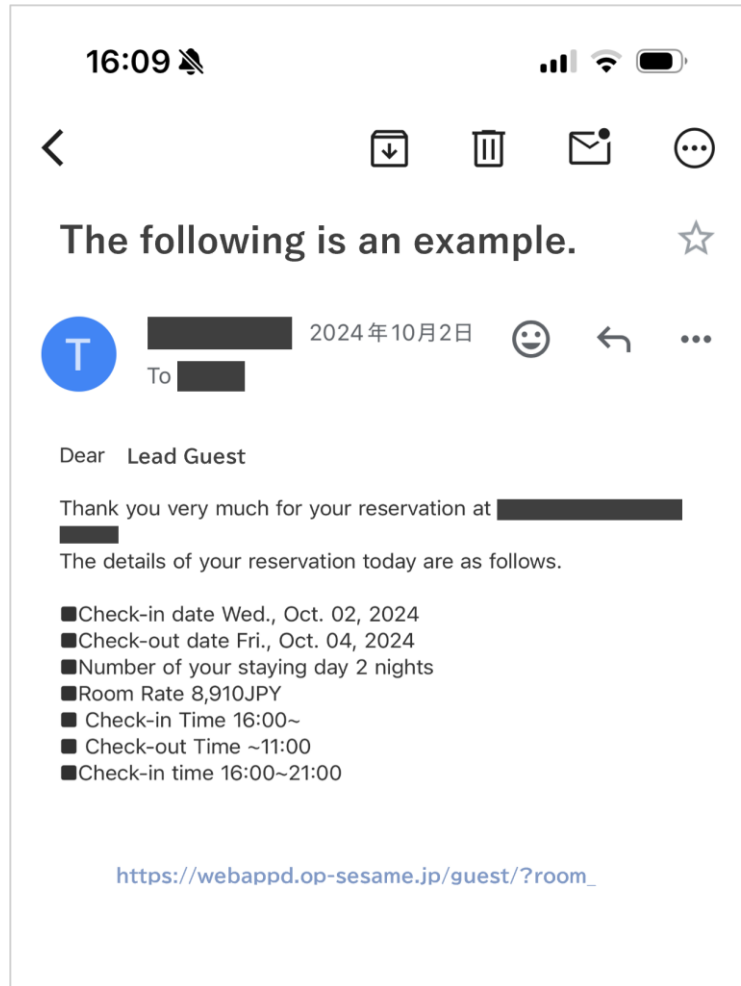
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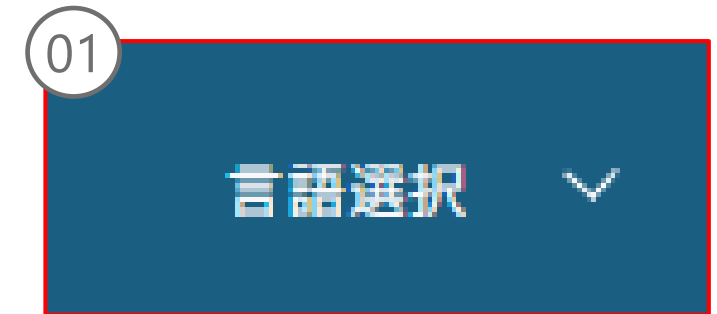
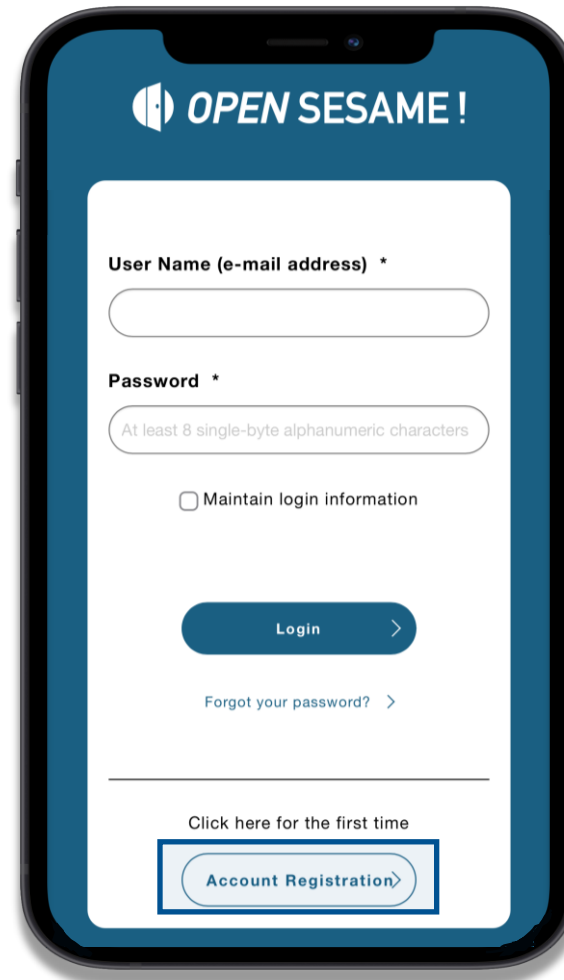
# **Advance Check-in Registration Site Instruction Manual**

# How to Use the Advance Check-in Registration Site

1. Please tap the URL of the pre-registration site provided through the booking site, or copy and search the URL using your browser.



2. For first-time users, please click "Create Account". Returning users can log in with their credentials.



If the language is set to Japanese, select option ① and change it to English.

The site is also accessible from a computer.

3. On the account registration screen, enter your email address and password, then tap "Confirm".

**Account Registration**

**Email address (this will be your user ID) \***

.....

**Password \***

.....

**Password (for confirmation) \***

.....

**Confirmation** >

4. Review the terms and check each box, then tap "Register".

**Handling of personal information**

(Contact for Requests for Disclosure, etc.)  
Contact for inquiries regarding personal information Common Products Co., Ltd.  
Address: Osaka Center Building 11th floor, 4-1-3 Kyutaromachi, Chuo-ku, Osaka City  
Phone number 06-6267-6698

7. The voluntariness of the user's provision of personal information and the consequences of the user's failure to provide such information  
Providing personal information is voluntary. However, if you do not provide us with contact information, we may not be able to respond to your inquiry. Please be advised in advance.

8. Handling of personal information provided  
We will handle the personal information provided by the user appropriately by implementing safety control measures to prevent leakage or loss of personal information through a personal information protection management system compliant with JIS Q 15001:2017.

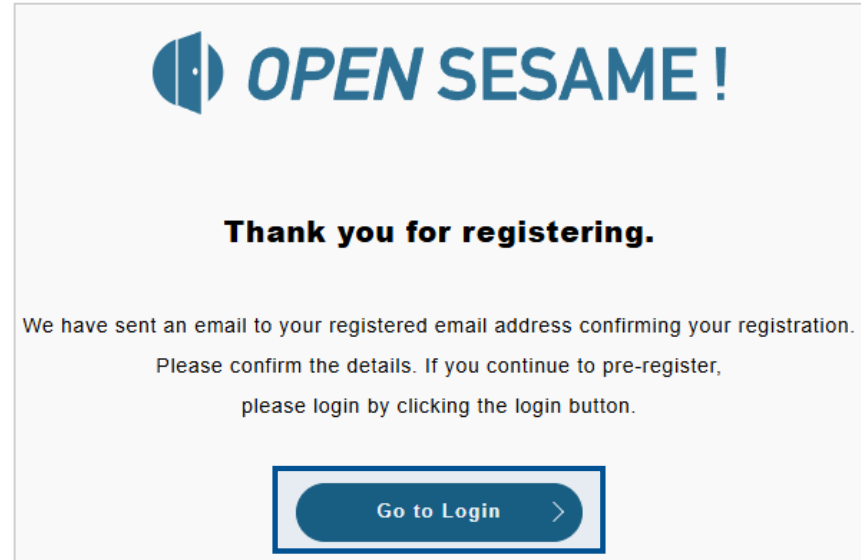
I agree to the Terms of Use.\*

I agree to the handling of personal information.\*

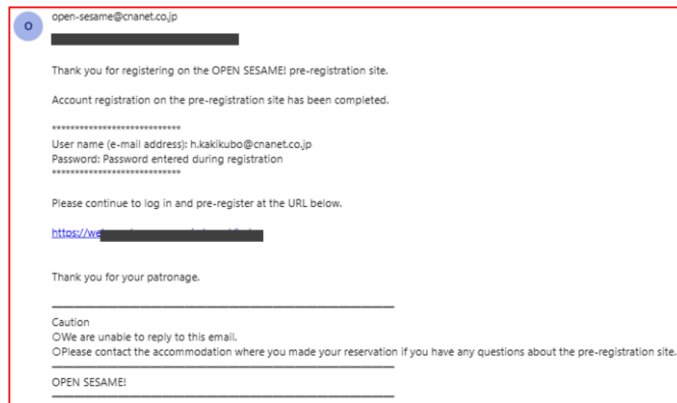
< Back

Registration >

5. After completing account registration, you will be redirected to the login screen.



↓ Automatically Sent Email



You can also complete your registration via the email.

6. Log in.



## 7. Enter the check-in date and the number of guests.

### Registration of reservation information

STEP1 Registration of reservation information    STEP2 Guest information registration    STEP3 Completed

Upon completion of pre-registration, you will receive a check-in QR code and a URL for registering your companion.

#### Registration of reservation information

**Accommodations (including room number) \***  
セサミハウス 大阪

**Estimated check-in date and time \***  
2025/06/25 18:00

**Estimated check-out date and time \***  
2025/06/28 11:00

**Number of guests \***  
3 people

[Back](#) [Confirmation](#)

## 8. On the registration screen, select "Register".

**Accommodations (including room number)**  
セサミハウス 大阪

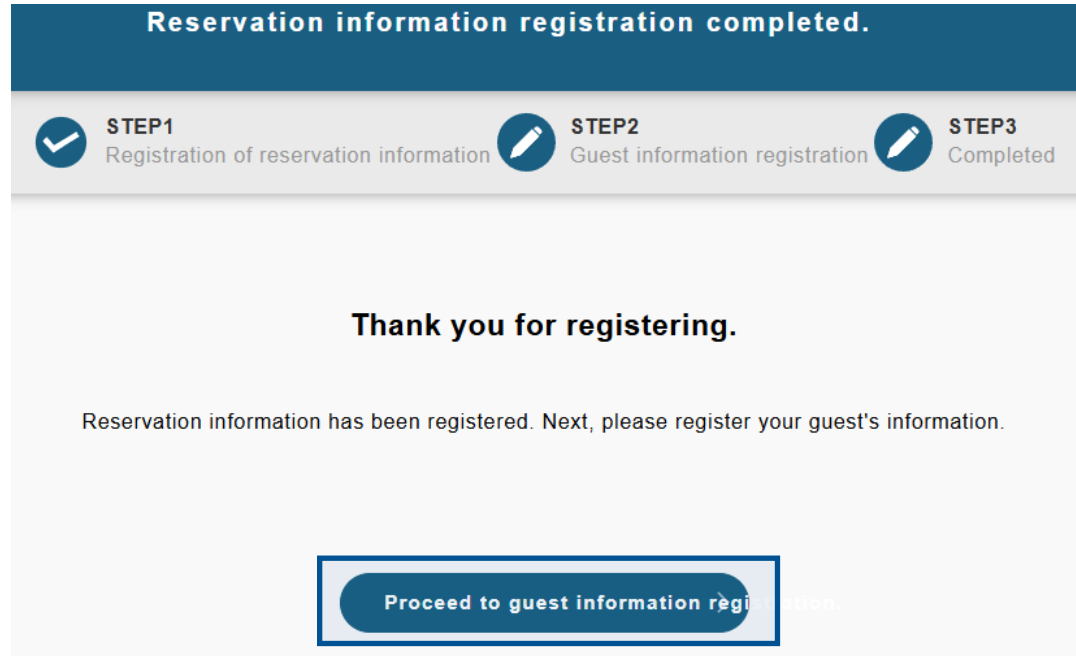
**Estimated check-in date and time**  
2025-06-25 18:00

**Estimated check-out date and time**  
2025-06-28 11:00

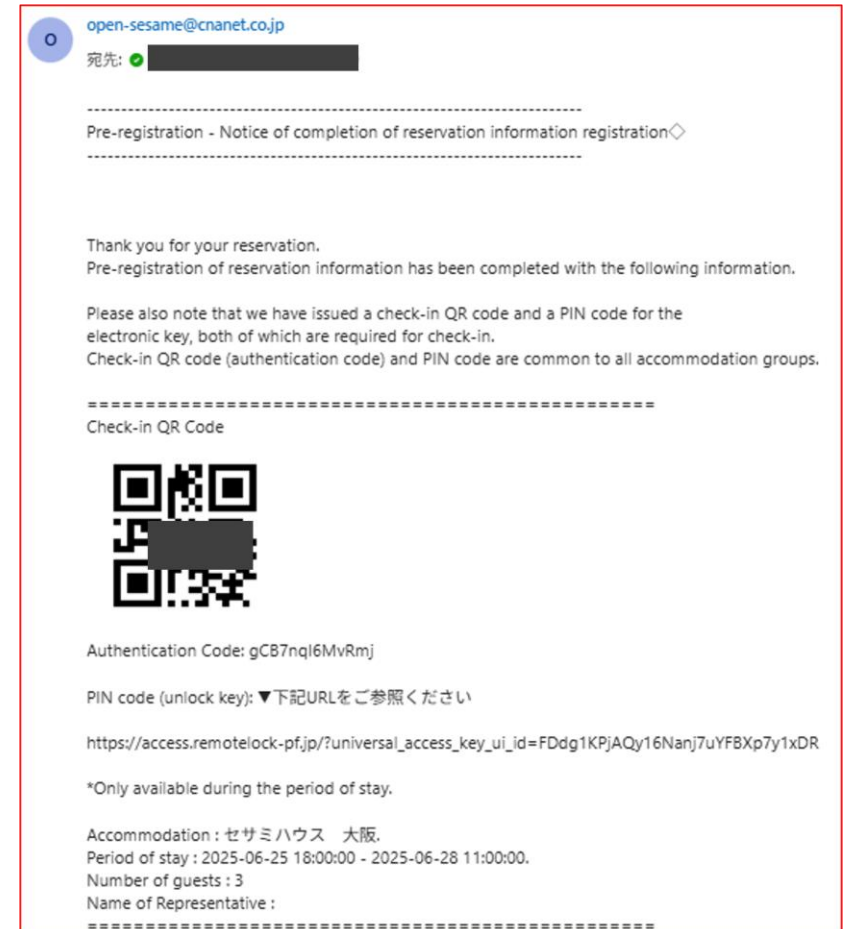
**Number of guests**  
3 people

[Back](#) [Registration](#)

9. You will be taken to the "Reservation Information Completed" screen. Next, proceed to register the guest information.



**At this stage, an automated email will be sent. However, please note that this only means you have issued your reservation — the advance check-in has not yet been completed.**



10. After entering your check-in information, tap "Confirm" and then press "Register".

**Guest information registration**

STEP1 Registration of reservation information    STEP2 Guest information registration    STEP3 Completed

Facial recognition will be performed only when taking photographs of photo identification documents, including passports

**Guest information registration**

Resident of Japan?  
 Yes  No

Name \*

Occupation \*

Address \*

**ID photo \***

5MB or less jpg, gif, png  
640x640 Upload a px image.jpg, gif, png

If you do not reside in Japan, please upload a photo of your passport.



11. Lead Guest registration is complete. To make additional selections, please continue. A confirmation email will be sent.

**Guest information registration completed.**

STEP1 Registration of reservation information    STEP2 Guest information registration    STEP3 Completed

**Thank you for registering.**

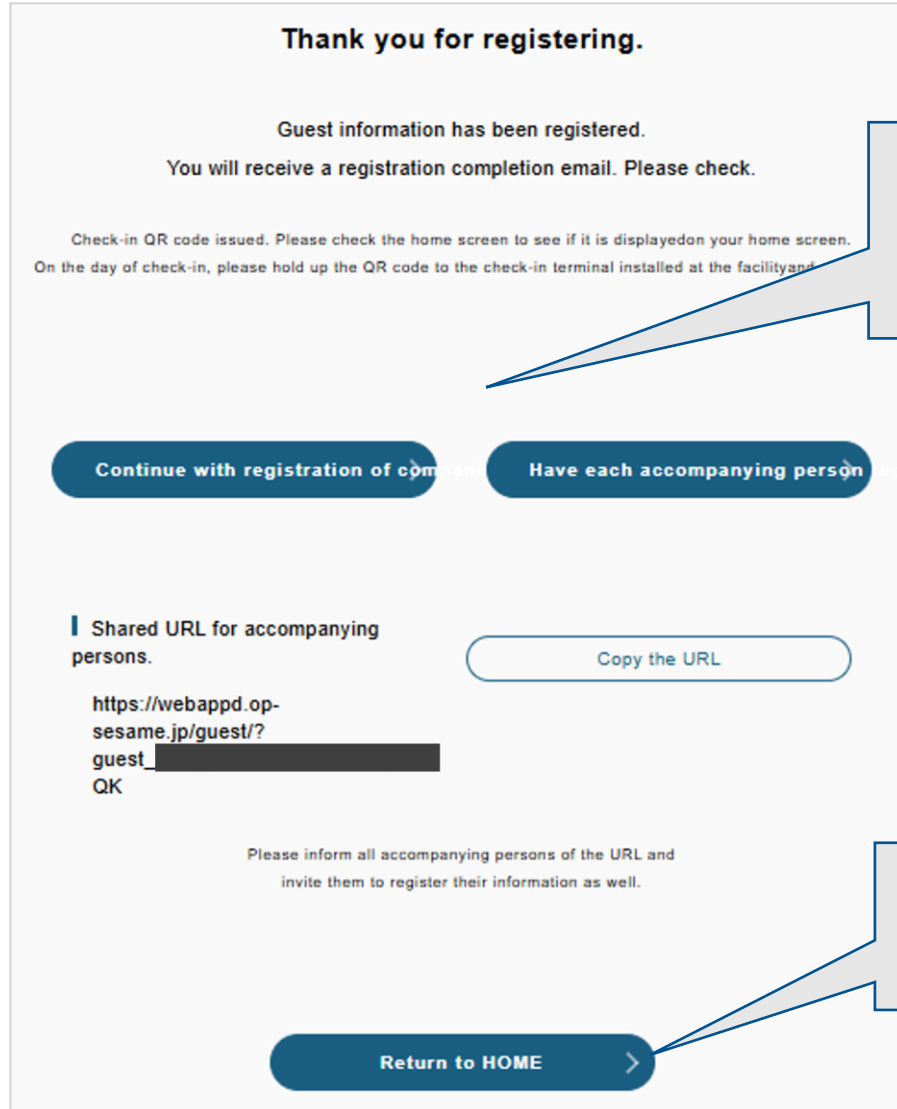
Guest information has been registered.  
You will receive a registration completion email. Please check.

Check-in QR code issued. Please check the home screen to see if it is displayed on your home screen.  
On the day of check-in, please hold up the QR code to the check-in terminal installed at the facility and check in.

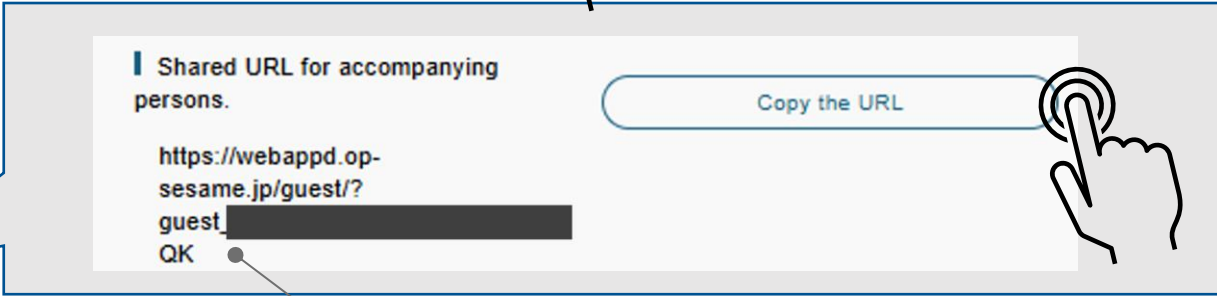
**Shared URL for accompanying persons.**

https://webappd.op-sesame.jp/guest/?  
guest\_entry\_key=VrQJ5V0bVNy6mV  
QK

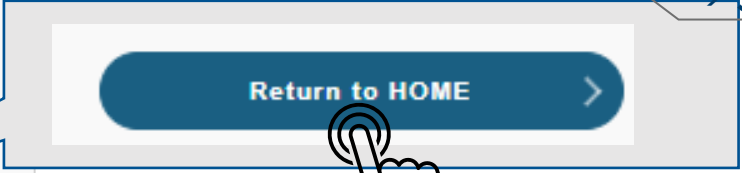
## About the Operation Items



To continue entering information for accompanying guests, please select this option. → See pages 11–12 for details.



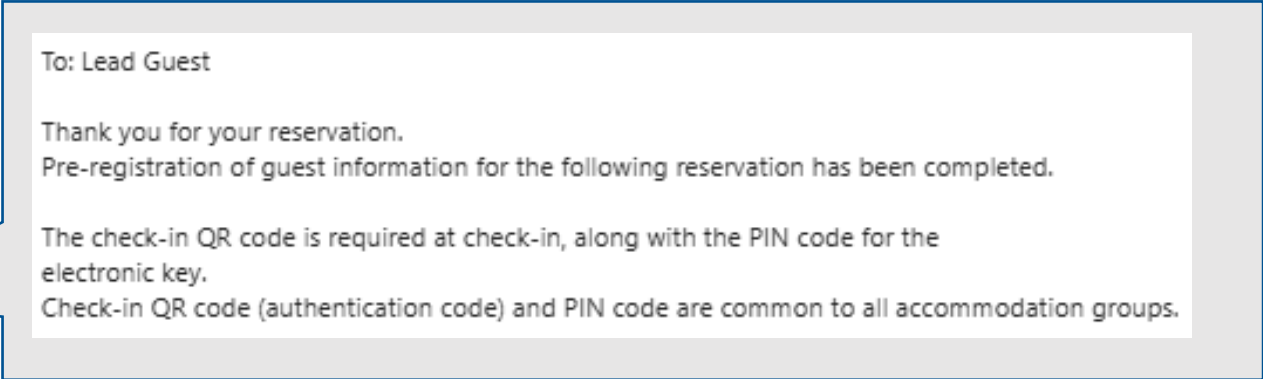
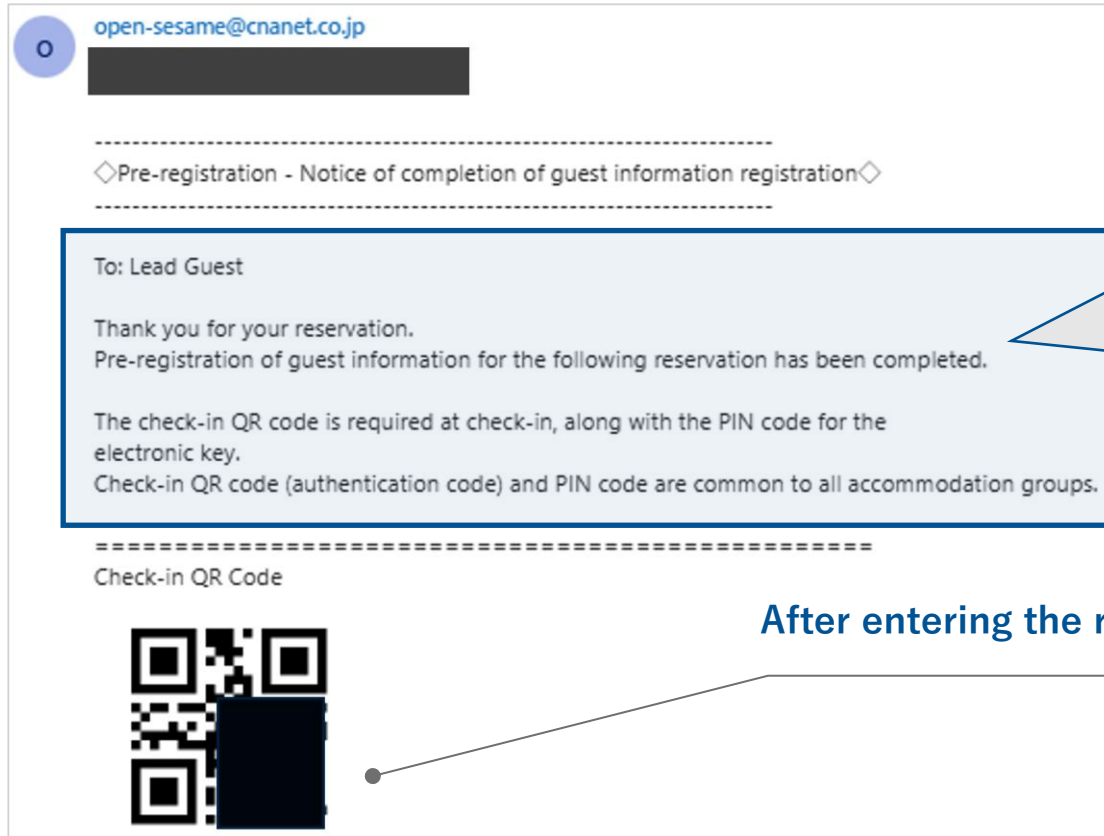
If accompanying guests will complete the advance check-in themselves, please select this option. → See pages 14–15 for details.



If you are staying alone or wish to finish the process, please select this option and log out.

## 事前登録完了後のメールについて

登録が完了すると事前登録完了メールが送信されるので、当日はそちらのメールを利用し入室後、チェックインを行います。



After entering the room, hold the QR code over the check-in tablet.

**If you wish to continue registering  
information for accompanying guests**

## If you wish to continue registering information for accompanying guests

1. Select "Continue with registration of companion information".

**Thank you for registering.**

Guest information has been registered.  
You will receive a registration completion email. Please check.

Check-in QR code issued. Please check the home screen to see if it is displayed on your home screen.  
On the day of check-in, please hold up the QR code to the check-in terminal installed at the facility and check in.

**Continue with registration of companion information** | **Have each accompanying person register**

**Shared URL for accompanying persons.**

[https://webappd.op-sesame.jp/guest/?guest\\_entry\\_key=VrQJ5V0bVNY6mVQK](https://webappd.op-sesame.jp/guest/?guest_entry_key=VrQJ5V0bVNY6mVQK)

Copy the URL

Please inform all accompanying persons of the URL and invite them to register their information as well.

**Return to HOME** >



2. Enter the companion's information, review the details, and then press "Register".

**Accompanying person information registration**

Facial recognition will be performed only when taking photographs of photo identification documents, including passports

**Accompanying person information registration**

**Resident of Japan?**

Yes  No

**Name \***

Family member

**Occupation \***

Student

**Back** | **Confirmation**

## If you wish to continue registering information for accompanying guests

3. This completes the registration of the companion's information. After completion, a confirmation email will be sent to the Lead Guest notifying that the companion's information has been registered on their behalf.

**Thank you for registering.**

Information of the accompanying person registered.

**Would you like to continue and add a accompanying person?**

[Continue with registration of companions](#)   [Have each accompanying person registered](#)

Shared URL for accompanying persons.

[https://webappd.op-sesame.jp/guest/?guest\\_entry\\_key=9xcXAjZBf9k6BvUd](https://webappd.op-sesame.jp/guest/?guest_entry_key=9xcXAjZBf9k6BvUd)

[Copy the URL](#)

### ↓ Companion Information Registration Completed

open-sesame@cnanet.co.jp

◇Pre-registration - Notice of completion of proxy registration of accompanying persons' information◇

To: Lead Guest

Thank you for your reservation.  
We have completed the proxy registration of the accompanying person's information for the following reservation.

=====

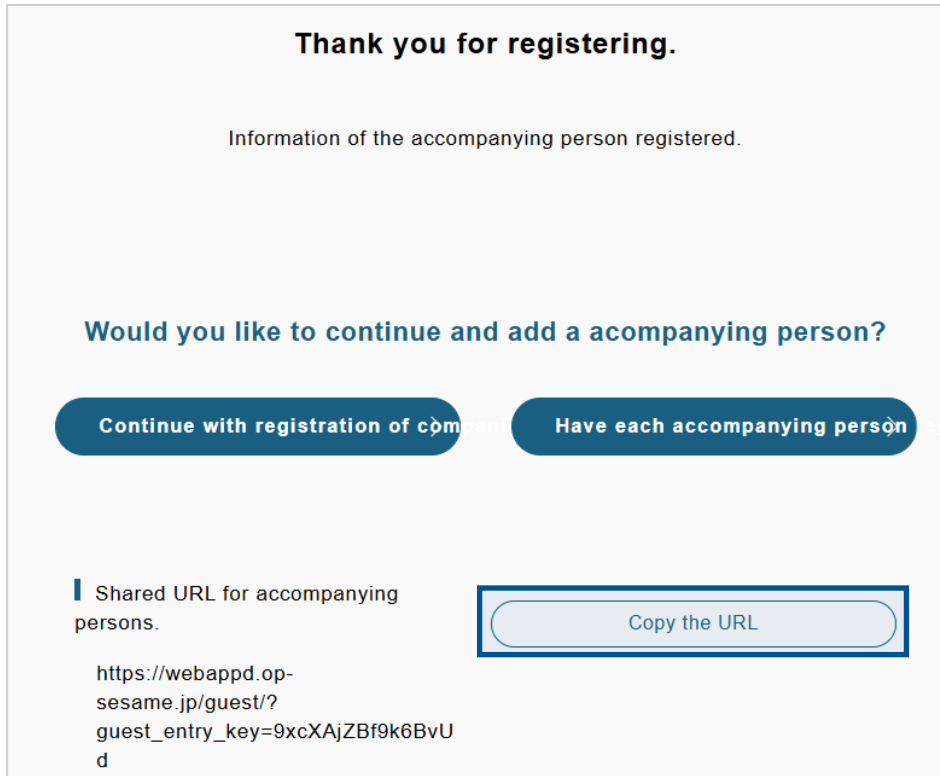
Accommodation : セサミハウス 大阪.  
Period of stay : 2025-06-30 03:37:00 - 2025-06-30 04:37:00.  
Number of guests : 3  
Name of representative: Lead Guest

[List of registered companions]  
Family member

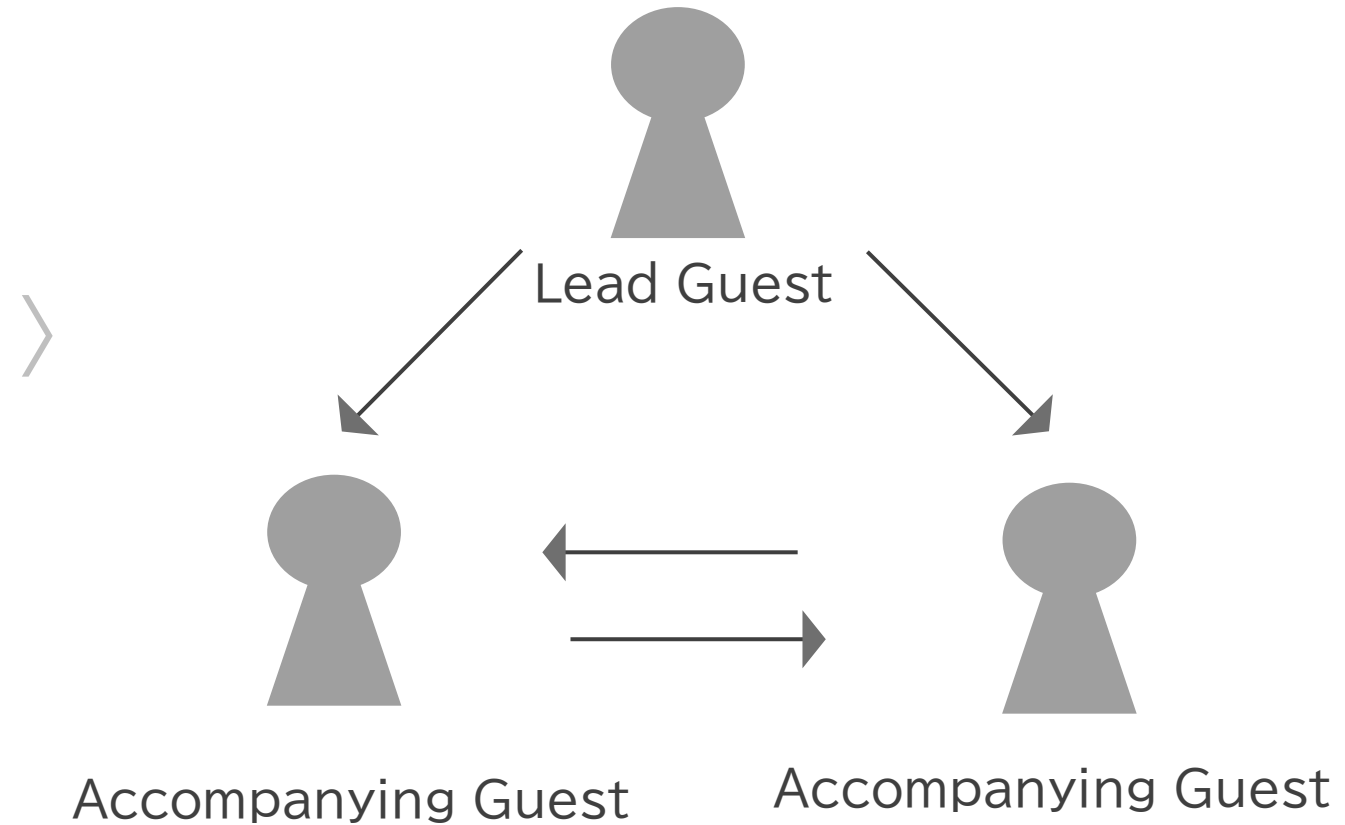
**If each companion will  
complete their own registration**

## If each companion will complete their own registration

1. Tap "Copy the URL" to copy the link.



2. The Lead Guest should send the copied URL for companion registration via email or SNS. This URL can also be shared between companions if needed.



## If each companion will complete their own registration

3. The accompanying guest should click the URL they received or enter it into their browser.

Send the companion URL.  
By entering their check-in information in advance,  
the check-in process on the day will be smoother.

[https://webappd.op-sesame.jp/guest/?guest\\_entry\\_key=9xcXAJZBf9k6BvUd](https://webappd.op-sesame.jp/guest/?guest_entry_key=9xcXAJZBf9k6BvUd)

### オープンセサミ (ゲストサイト)

日本語 English Home 事前チェックイン 予約情報確認 宿泊者情報確認 アカウント情報 ログアウト  
ユーザー名(メールアドレス) パスワード ログイン情報を保持 パスワードをお忘れの方はこちら 初めての方はこ...

2. Log in to the system. When you open the URL, if the language is displayed in Japanese, click “言語選択” at the top right and switch it to English.

The screenshot shows the login page for 'OPEN SESAME!'. At the top, it says 'Advance check-in makes it easy on the day of your stay.' Below this is the 'OPEN SESAME!' logo. The main form contains the following elements:

- User Name (e-mail address) \***: A text input field with a dark bar obscuring the text.
- Password \***: A password input field with a dark bar obscuring the text.
- Maintain login information
- Login**: A blue button with a right-pointing arrow.
- [Forgot your password? >](#)
- [Click here for the first time](#) [Account Registration](#)

Annotations on the right side of the page:

- 01**: A red box highlights the '言語選択' (Language Selection) dropdown menu, which is currently set to '日本語' (Japanese).
- 02**: A red box highlights the 'English' button, which is the target for switching the language.

If the language is set to Japanese,  
select option ① and change it to English.

## If each companion will complete their own registration

3. After logging in, you will be directed to the companion information registration screen. Enter the accommodation details, then confirm and complete the registration.

### Accompanying person information registration

**Resident of Japan?**

Yes  No

**Name \***

Accompanying Guest

**Occupation \***

Please select

[Back](#) [Confirmation](#)



4. Once the companion information registration completion screen appears, the process is complete. A confirmation email will also be sent to the companion upon successful registration.

## Thank you for registering.

Information of the accompanying person registered.

[Return to HOME](#)

↓ Email that will be sent


To: Accompanying Guest

Thank you for your reservation.  
Pre-registration of guest information for the following reservation has been completed.

The check-in QR code is required at check-in, along with the PIN code for the electronic key.  
Check-in QR code (authentication code) and PIN code are common to all accommodation groups.

=====

Check-in QR Code



Authentication Code: gCB7nxdujneFf

Language Selection ▾

OPEN SESAM

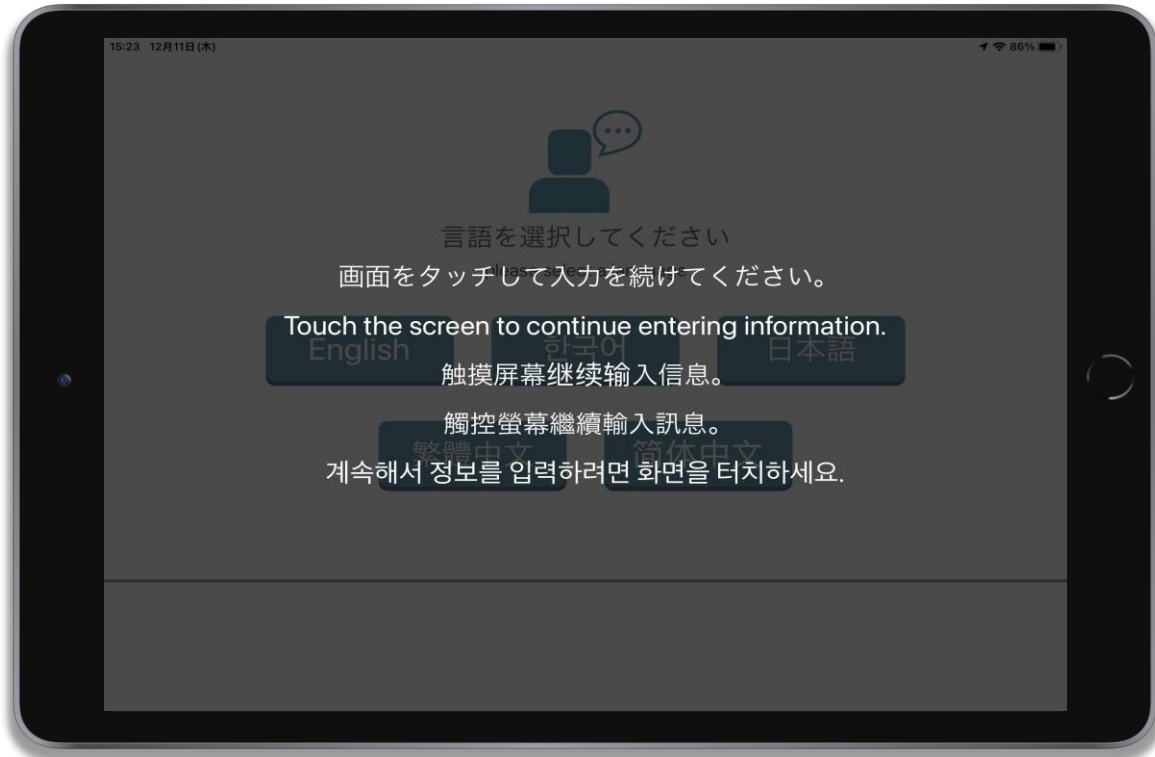
[Terms of Use](#) | [Handling of personal information](#)

Copyright(C) Common Products All rights reserved.

# About Check-in

# About Check-in

1. After entering the accommodation, operate the check-in terminal.  
The screen may appear dim, so touch the screen to begin operation.



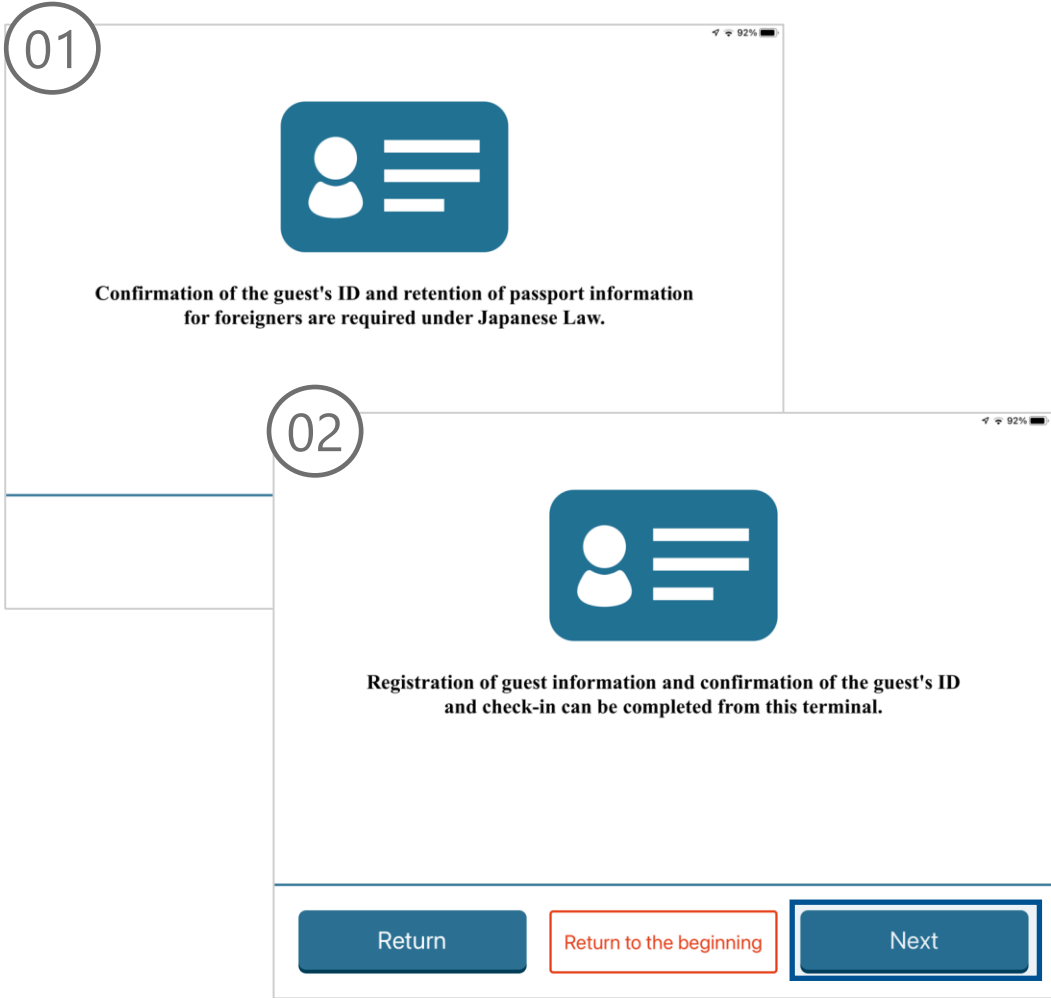
2. Select a language and start the check-in process.



※ Even if the “Check Out” button is displayed on the screen, you can proceed with check-in by selecting a language.

Therefore, even if members of the same group enter the accommodation at different times, each person can still complete the check-in process.

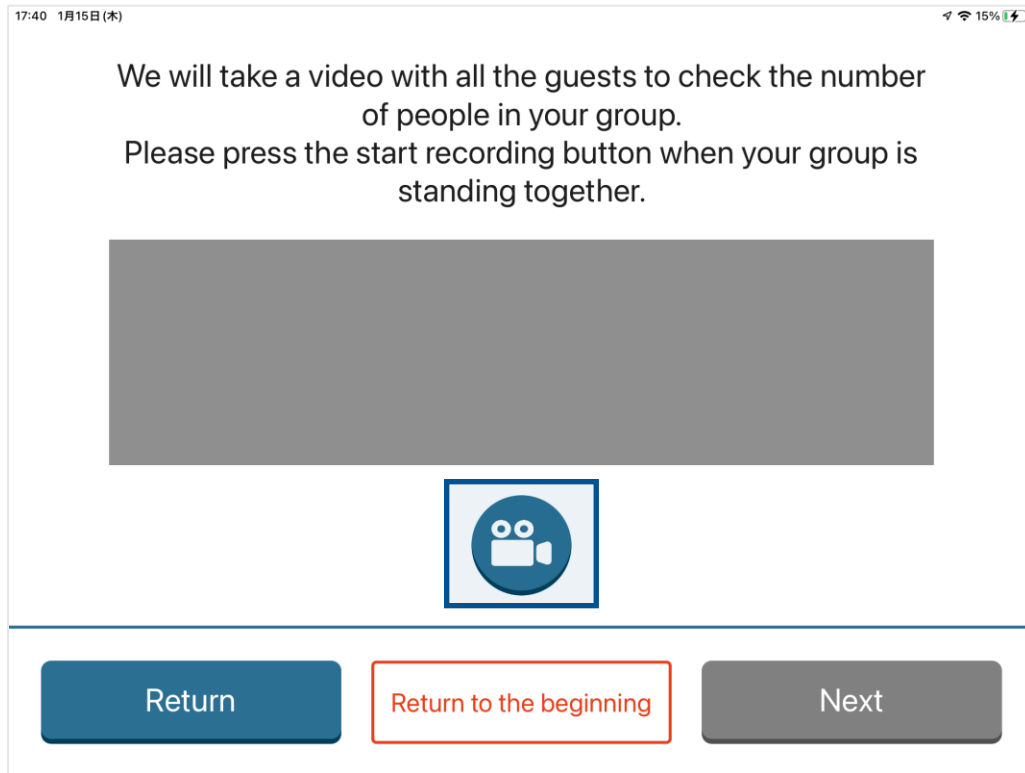
3. Please read the legal information provided, then tap "Next" to continue.



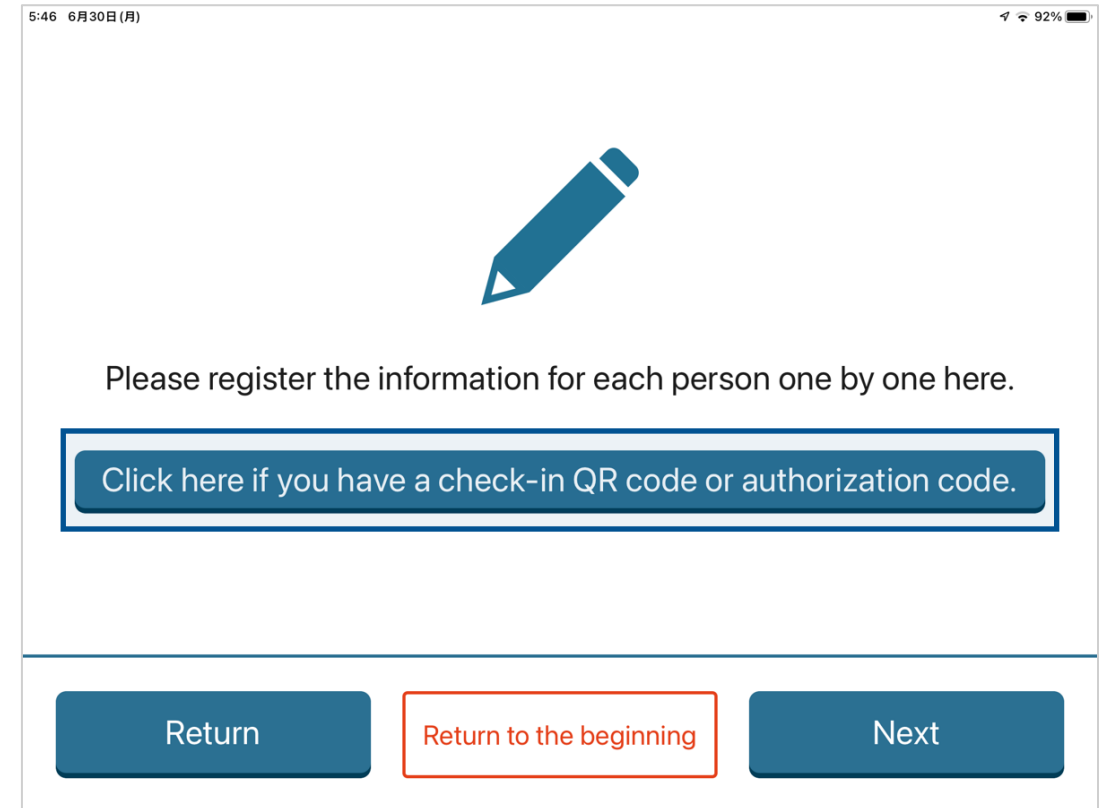
4. Select the number of guests staying, then tap "Next".



5. If video recording is required, press the “Camera” button and record a video of approximately 5 seconds.



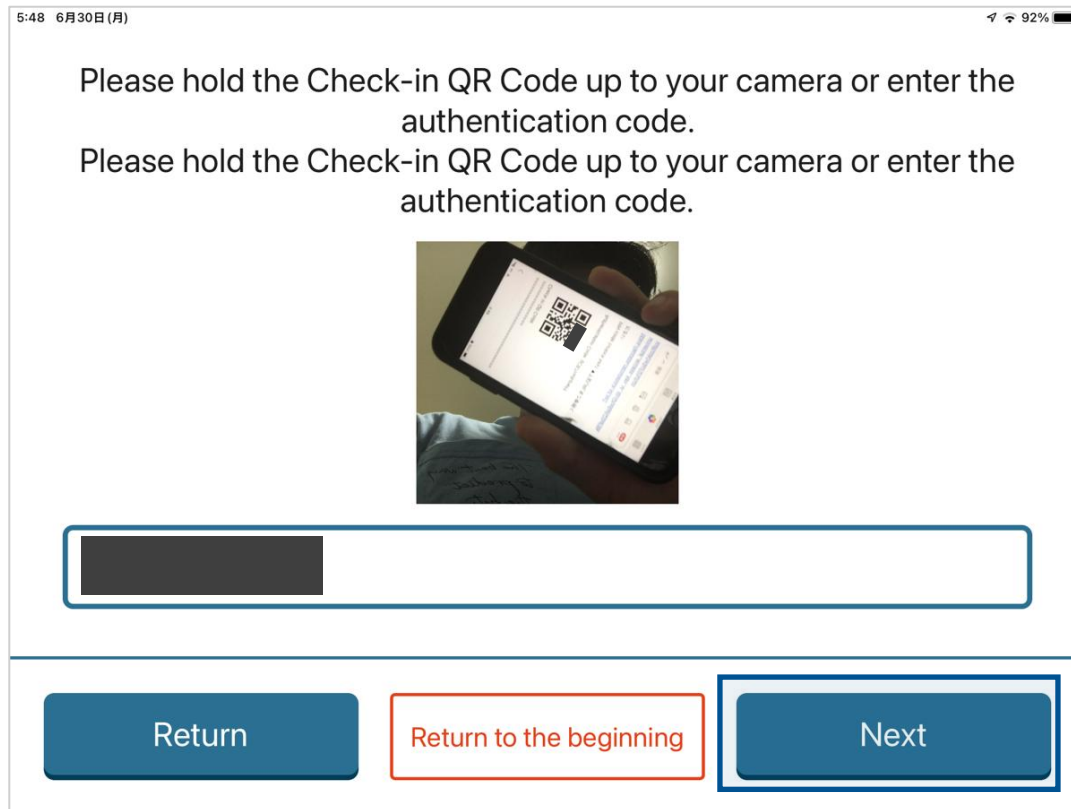
6. Guests who have completed advance registration should select the option related to the QR code.



Depending on the facility, video recording may be required for security purposes. If video recording is not required, proceed directly to Step 6.

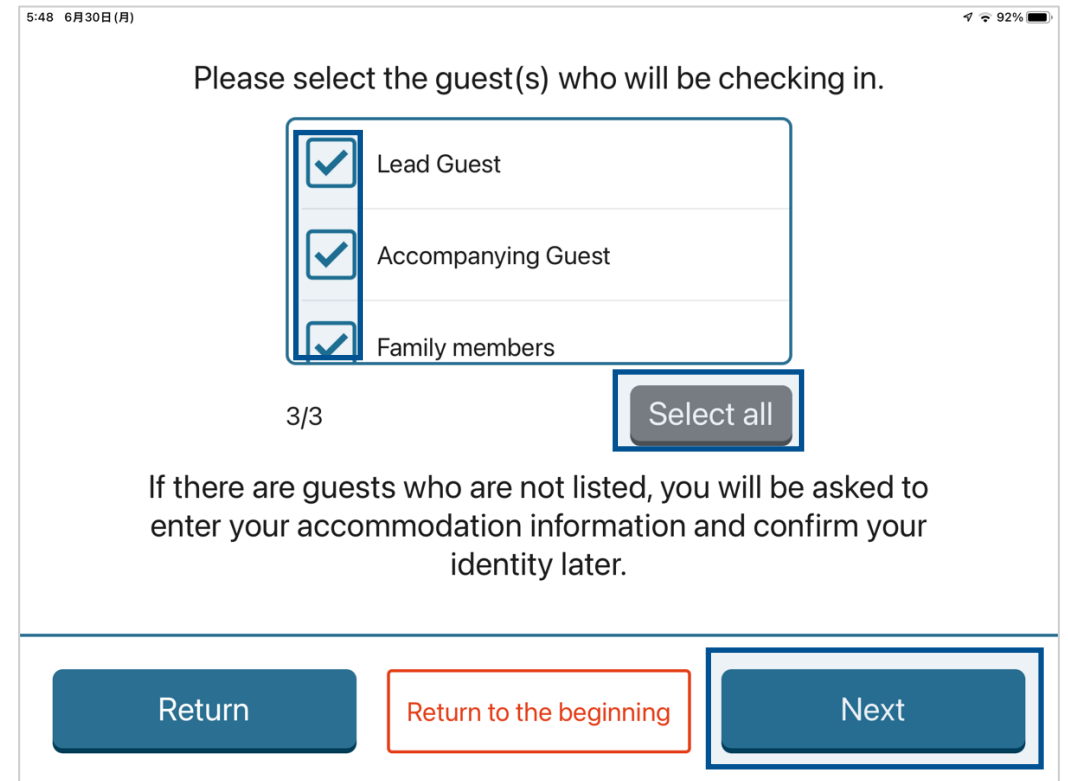
If you do not have one, select “Next.”

7. Hold the QR code shown in the email you received during advance registration over the scanner.

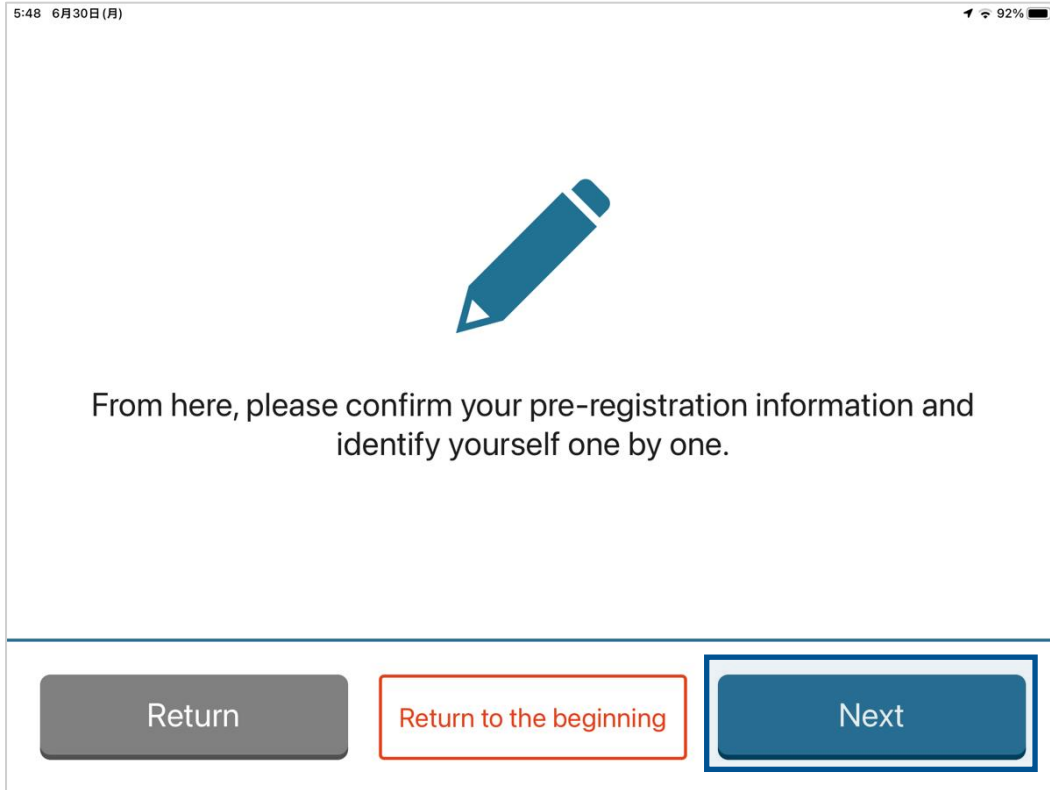


If the QR code cannot be read successfully, enter the authentication code.

8. Select the guest who will check in, then select "Next."



9. To verify the identity of the selected guest, press “Next.”

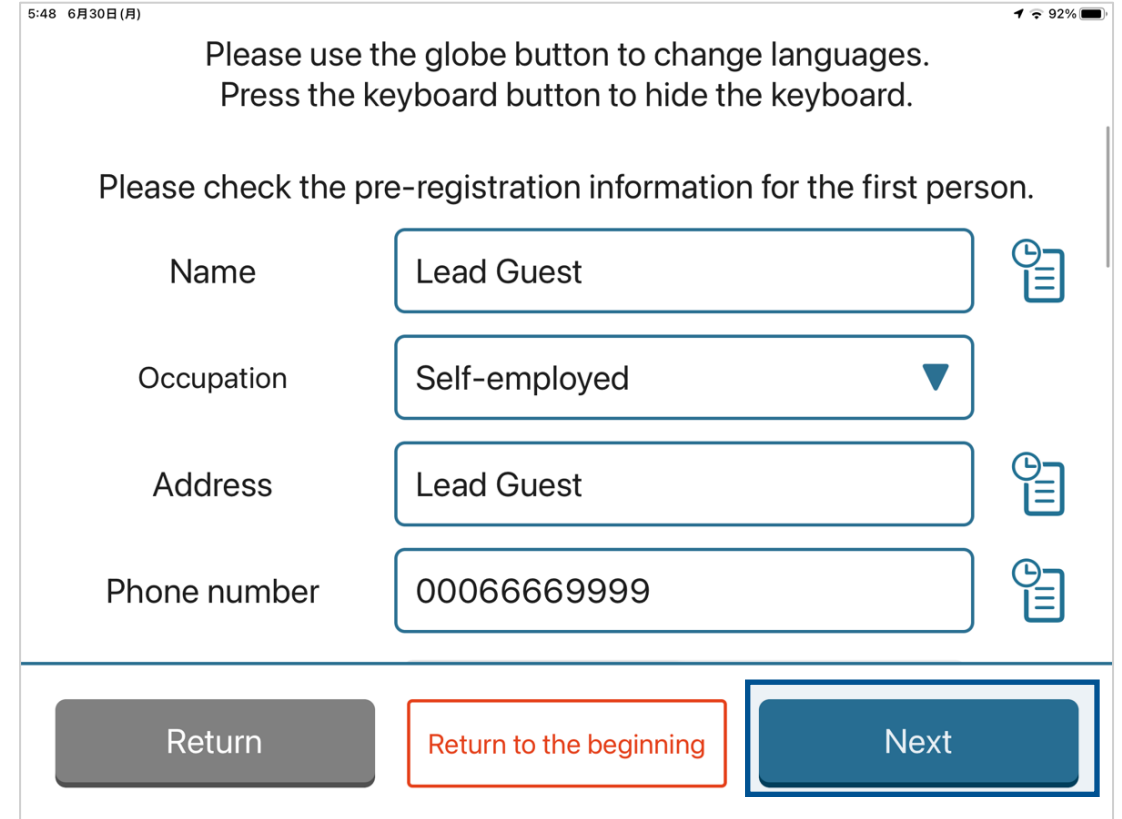


5:48 6月30日(月) 92%

From here, please confirm your pre-registration information and identify yourself one by one.

Return Return to the beginning Next

10. The information registered during advance registration will be displayed. Please check that the details are correct, then press “Next.”



5:48 6月30日(月) 92%

Please use the globe button to change languages.  
Press the keyboard button to hide the keyboard.

Please check the pre-registration information for the first person.

Name Lead Guest

Occupation Self-employed

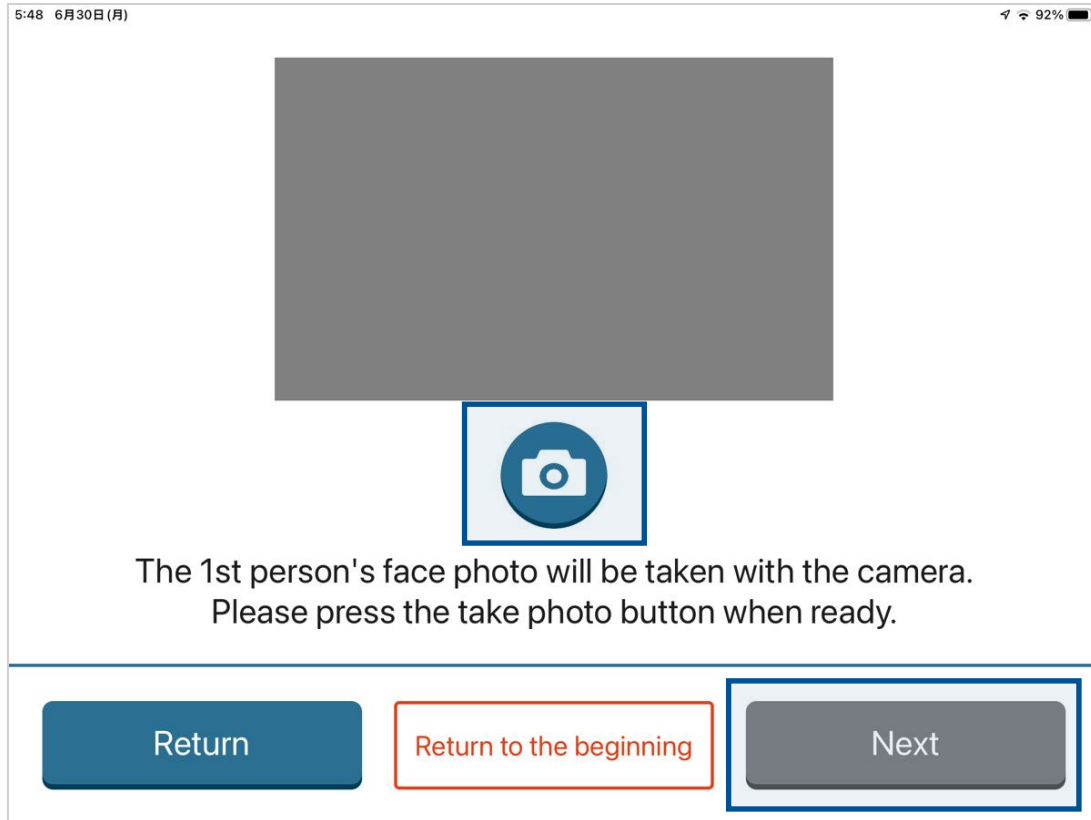
Address Lead Guest

Phone number 00066669999

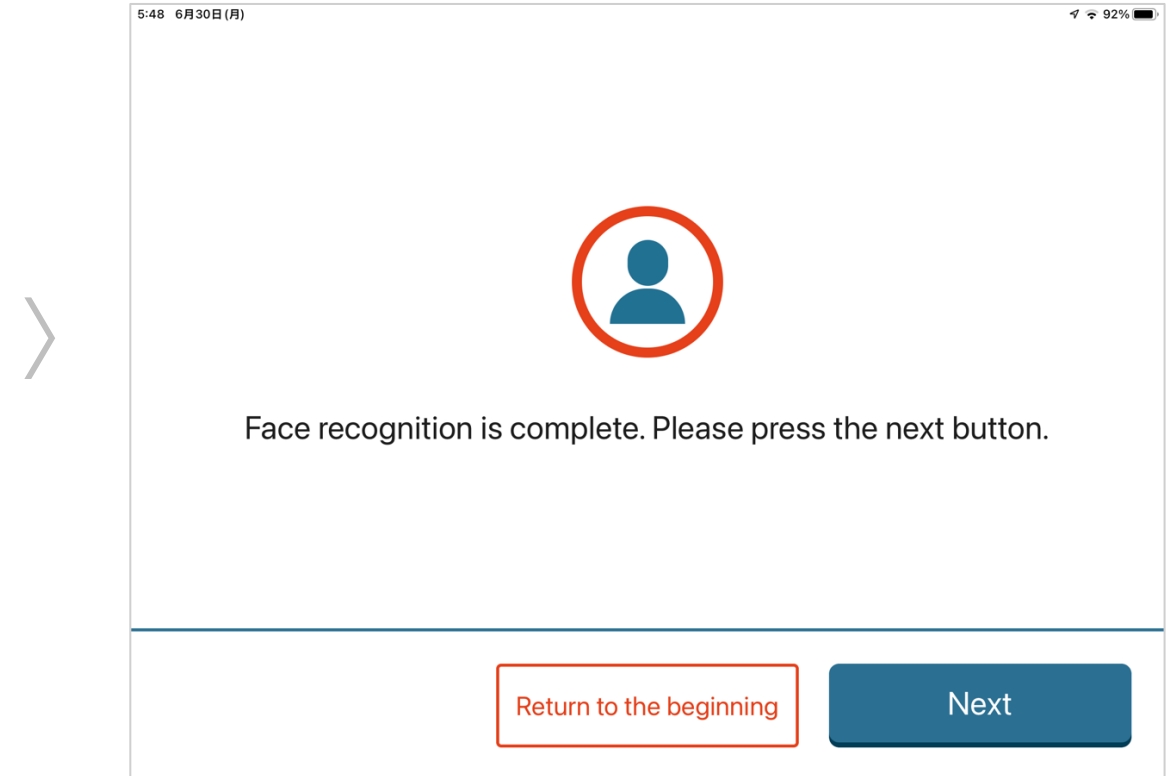
Return Return to the beginning Next

**If the passport photo registered on the advance registration site is blurry, or if a document other than an official ID with a facial photo was uploaded, you may be asked to take the photo again.**

11. To link the guest's information with their facial photo, take a photo. Press the camera icon in the center to capture the photo, then press "Next."



12. Once facial photo capture for all guests is complete, the screen will transition to this page. Press "Next."

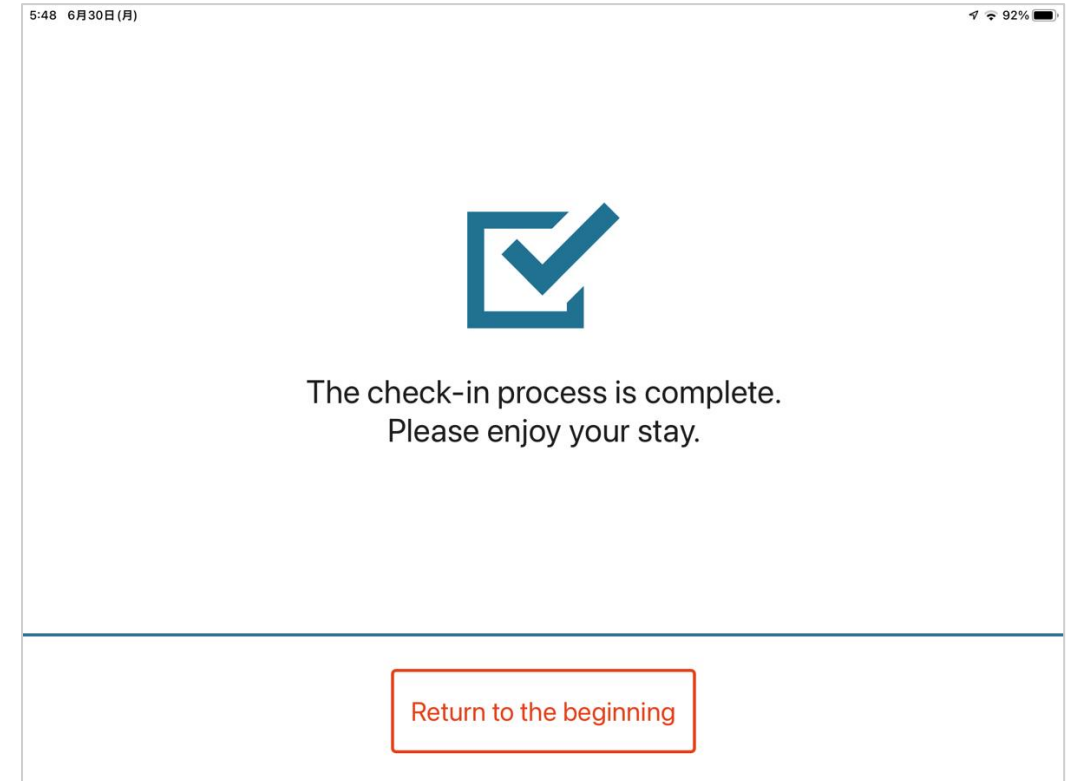


**Repeat Steps 10 to 12 until the process is completed for all guests.**

13. If a checkbox is displayed, review the contents, tap the checkbox, and select “Next.”



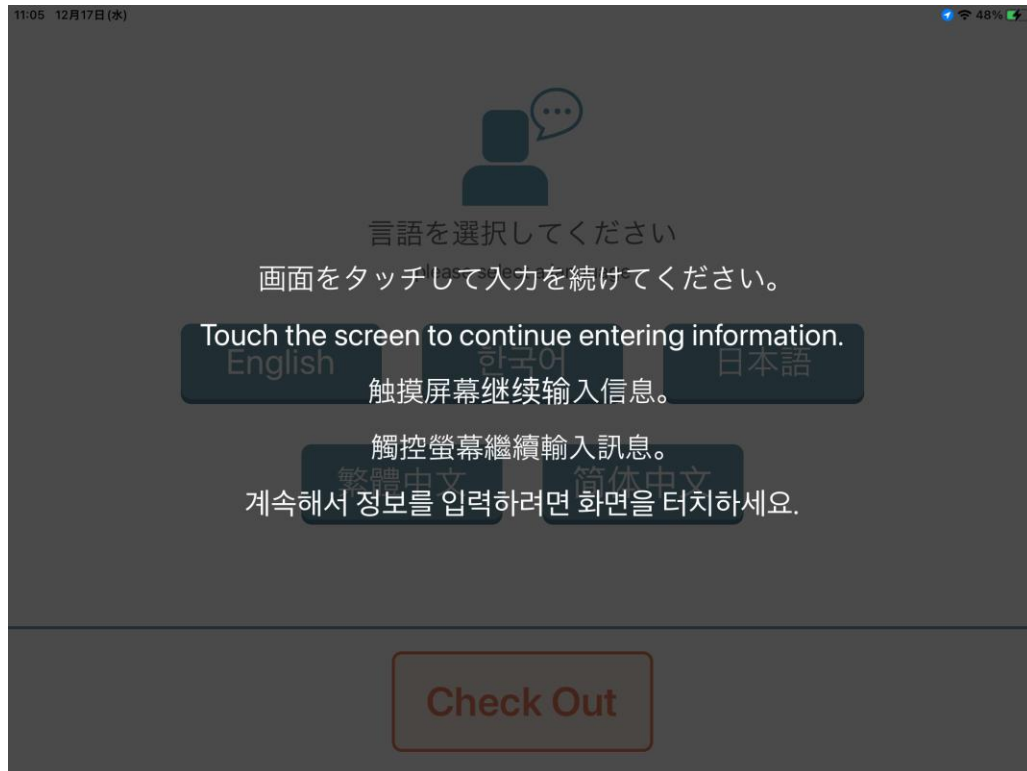
14. Check-in is complete. You may leave the screen as it is, or press “Return to Start.”



**Depending on the facility, a checkbox may be provided for security reasons. If no checkbox is displayed, proceed directly to Step 14.**

# About Check-out

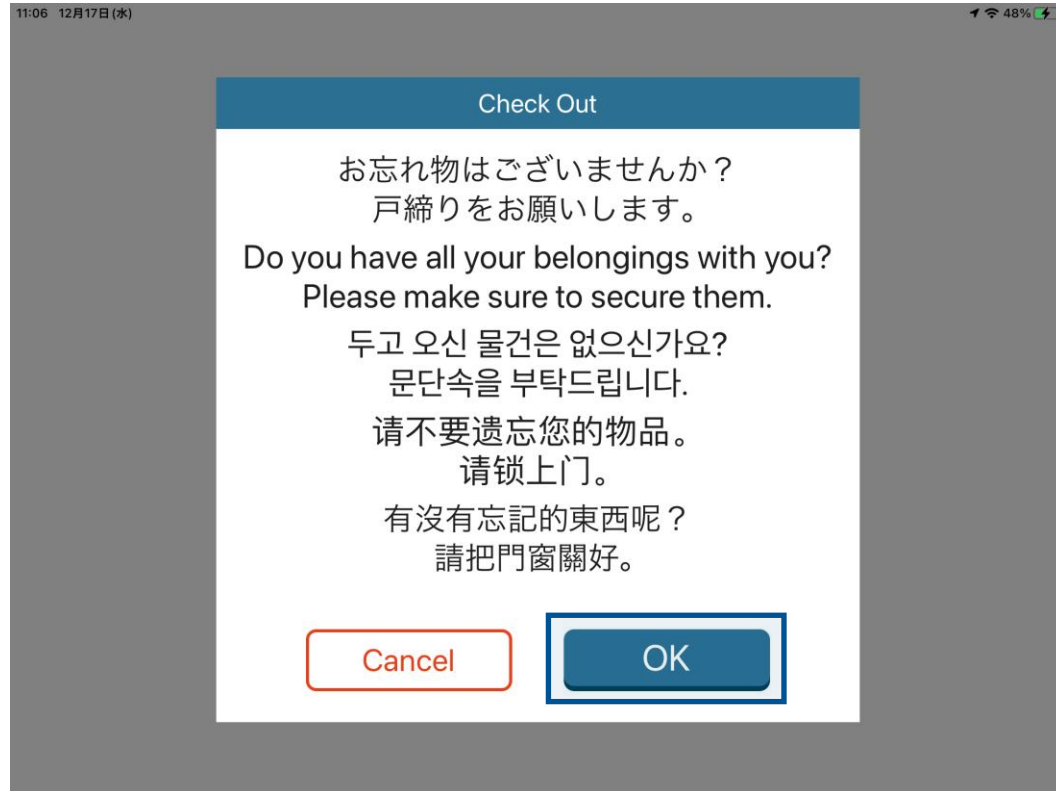
1. The screen may appear dim, so touch it to begin operation.



2. Tap the “Check Out” button.



3. A notice regarding check-out will be displayed.  
After reviewing it, select “OK.”



4. Once the screen returns to the initial page, check-out is complete.



# About Each Function

2025.06.13 Ver.1.0

# **Checking and Editing Advance Registration Status**

## How to Check and Edit Your Registered Check-in Information

1. Log in and select “Reservation Information” from the Home screen.



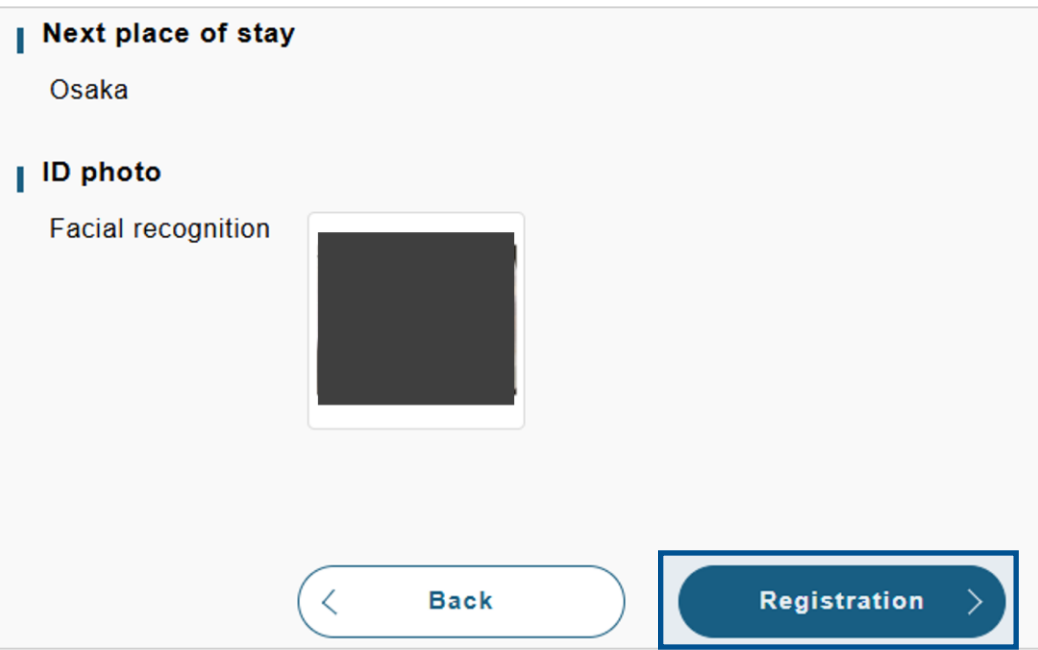
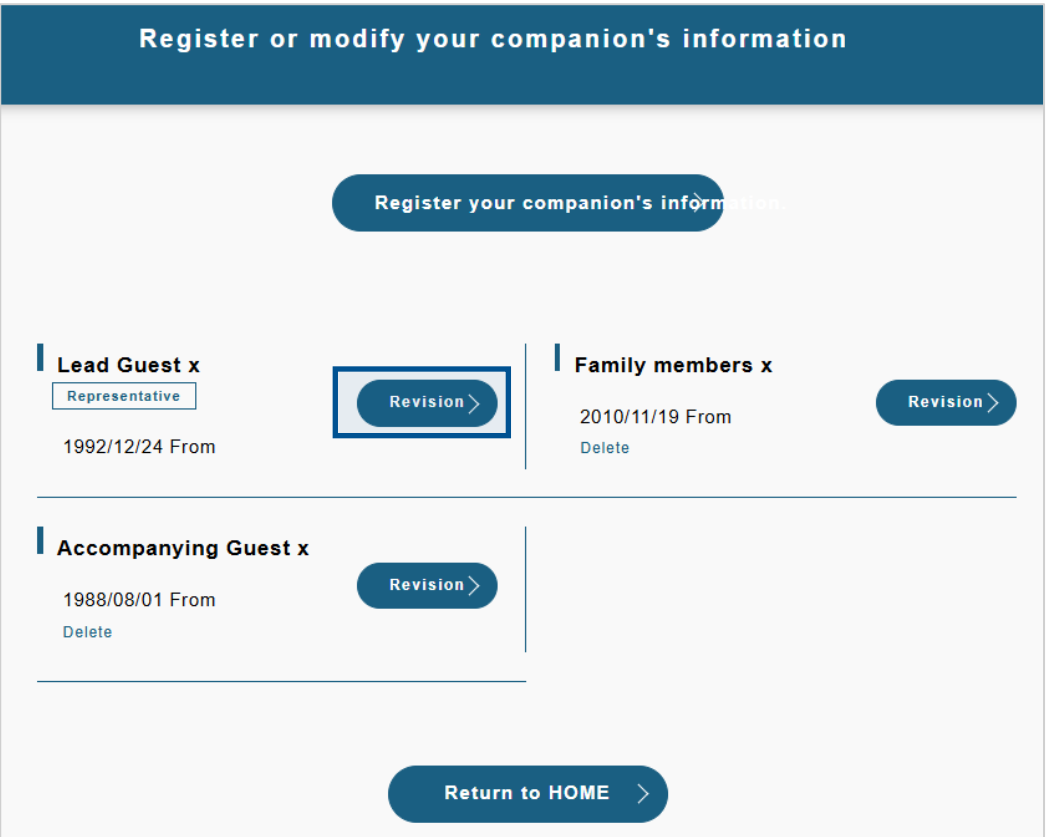
2. Select “Reserve or Modify Your Companion”.



## How to Check and Edit Your Registered Check-in Information

3. Confirm the registrant whose information you wish to edit. If any corrections are needed, select the appropriate person.

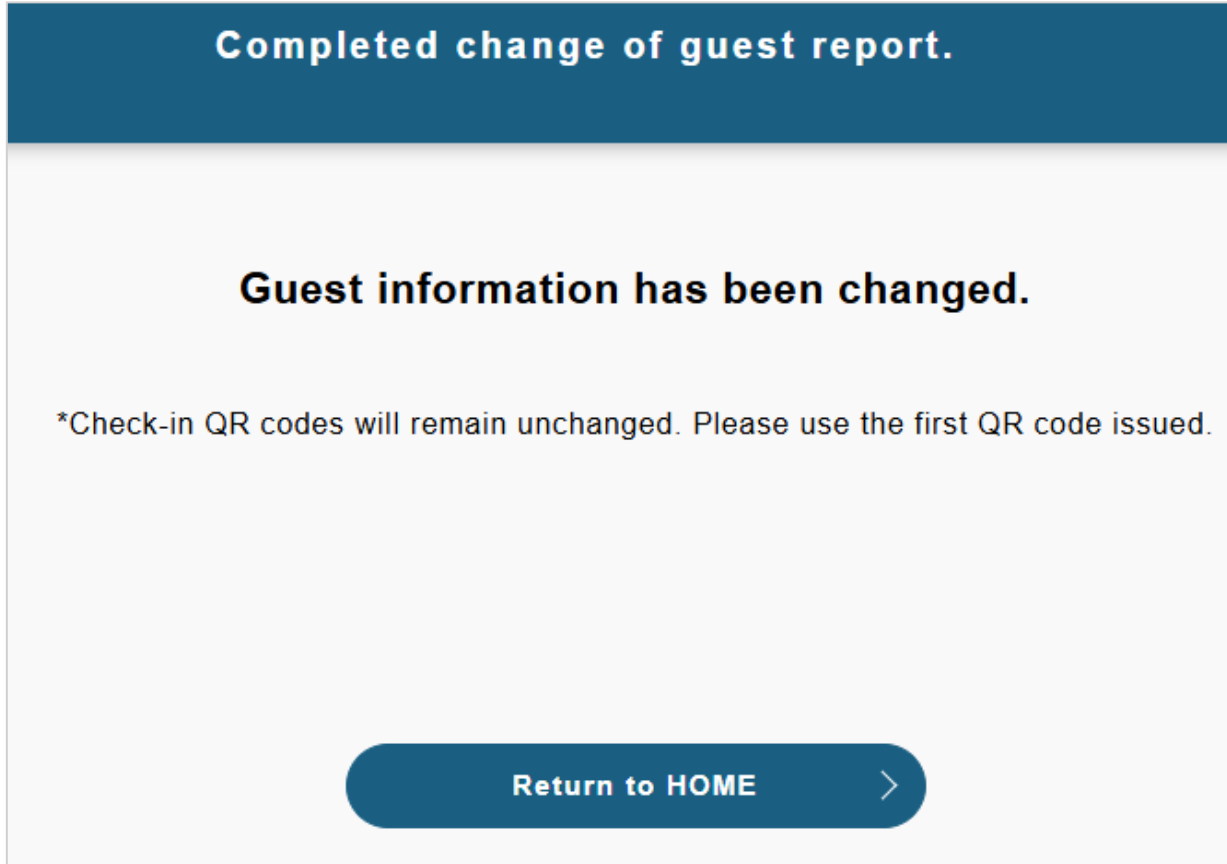
4. Make the necessary changes, then tap "Confirm" and "Register".



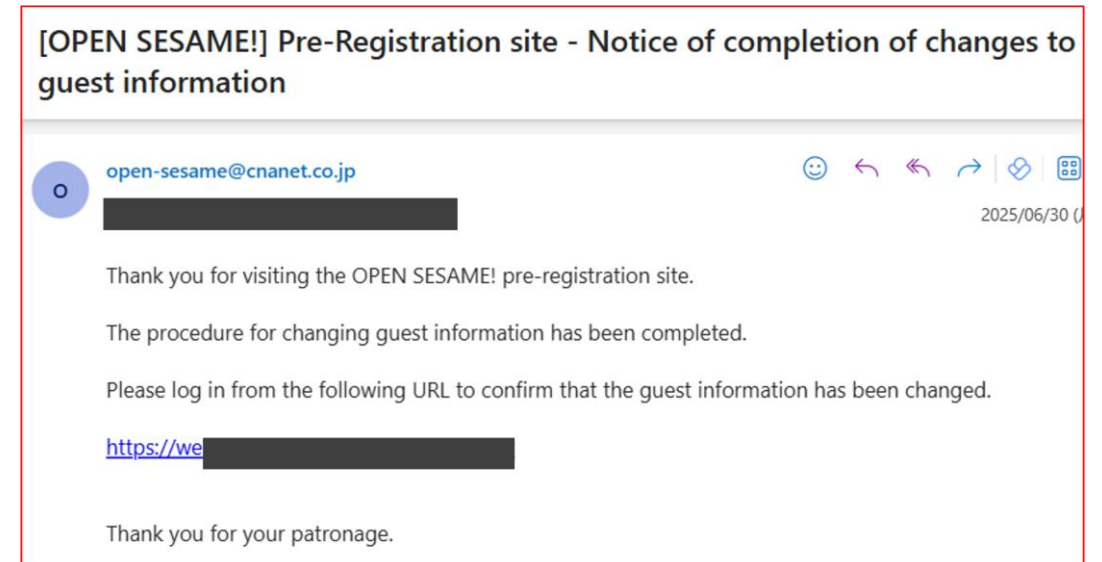
Reservations made individually through the companion URL cannot be modified. Additionally, only the Lead Guest can register companions from this screen.

## How to Check and Edit Your Registered Check-in Information

5. The process is complete once you reach the following screen.



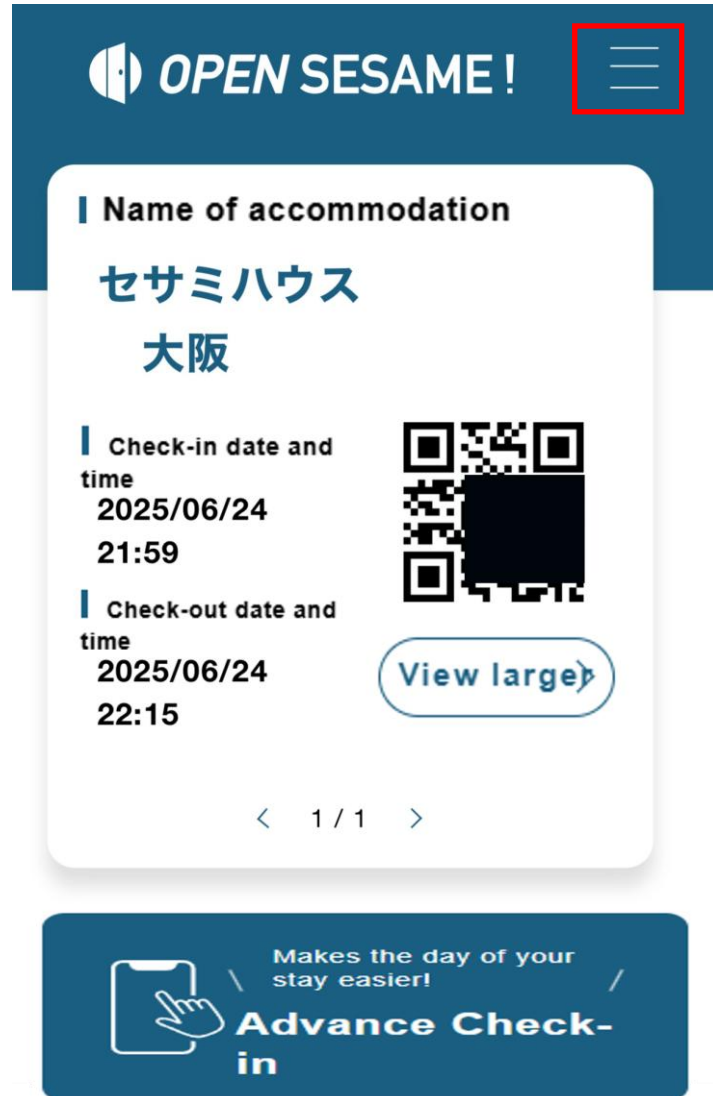
↓ After making changes, a confirmation email will be sent.



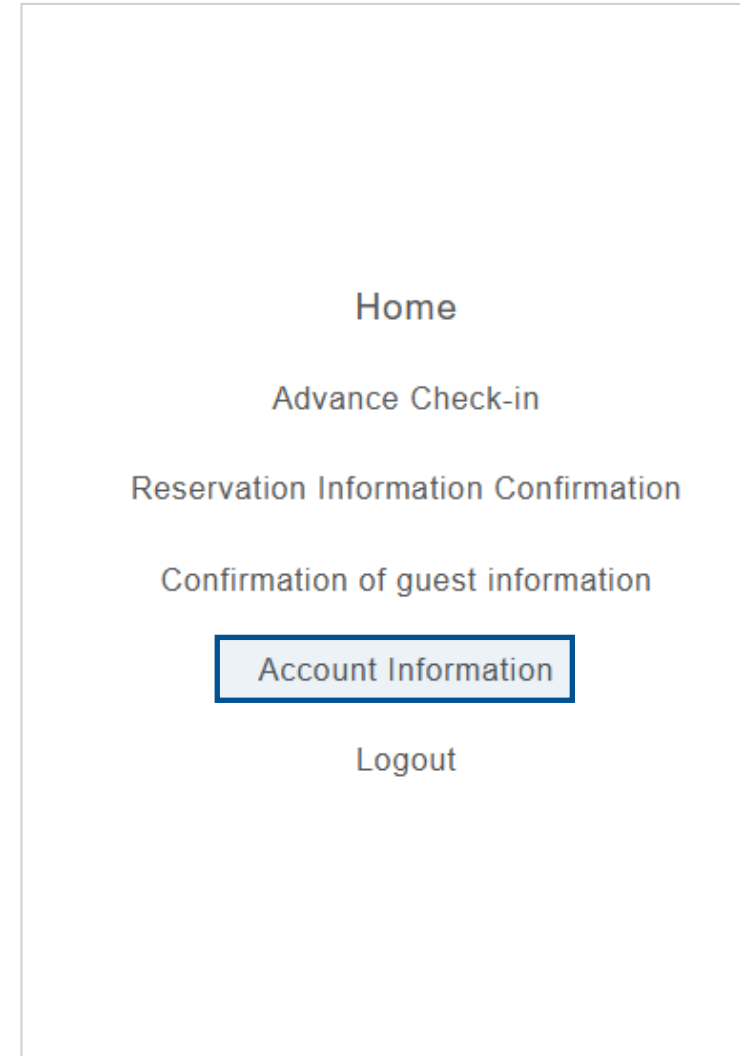
# **Changing Your Password or Email Address, and How to Cancel Your Account**

## How to Edit Your Account Information

1. After logging in, tap the three lines (menu icon) at the top right from the Home screen.



2. Select "Account Information".



## How to Edit Your Account Information

3. Select the item you wish to change, click “Edit”, and follow the on-screen instructions to make your changes.

The screenshot shows the 'Account Information' page. It has a dark blue header with the text 'Account Information'. Below the header, there are two main sections. The first section is for 'User ID(email address)', which has a dark grey input field and a blue 'Change >' button to its right. The second section is for 'Password', which has a field of black dots and a blue 'Change >' button to its right. At the bottom of the page, there are two blue buttons: 'Logout >' and 'Withdrawal from membership >'. The 'Withdrawal from membership >' button is highlighted with a light blue border.

4. An email will be sent whenever any item is changed.

The screenshot shows a confirmation screen with a dark blue header that says 'Password change completed.'. Below the header, the text reads 'Your password change has been completed.'. At the bottom of the screen, there is a blue button that says 'Go to account information. >'.

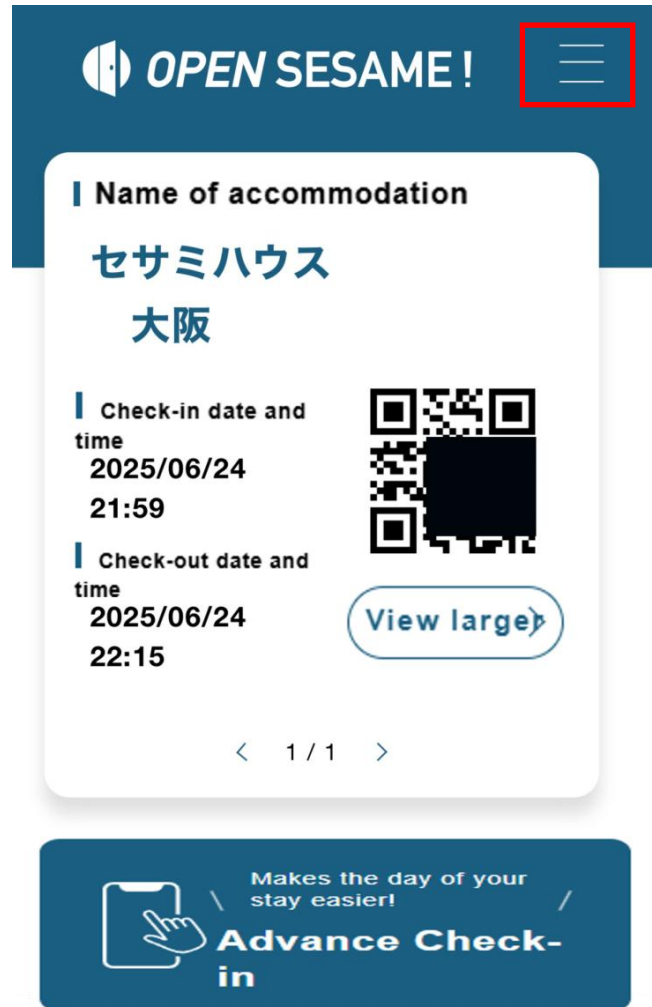
If you change your email address, a confirmation email will be sent to the new address.

※Please note: If you have pending reservations and have not yet checked in, the check-in QR code will no longer be valid once you cancel your account.

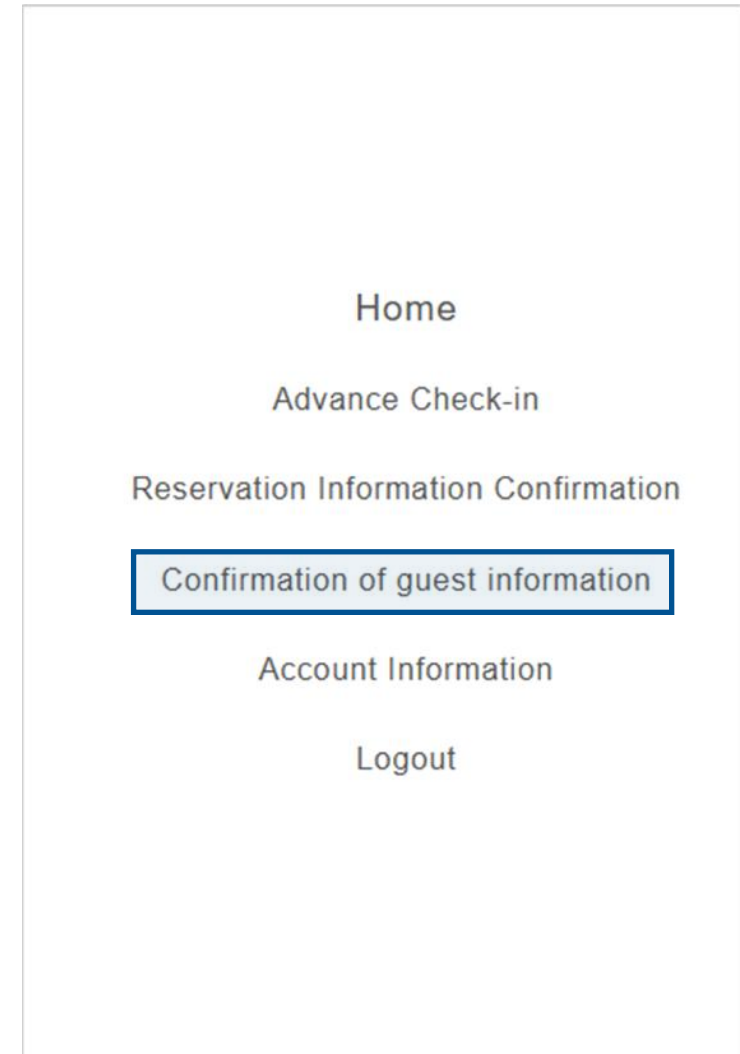
# **Editing Check-in Information Registered to Your Account**

## Edit Account Information

1. After logging in, tap the three-line menu icon at the top right of the Home screen.



2. Select "Confirmation of Guest Information".



## Edit Account Information

3. Edit the information you want to change, then press “Confirm”.

**Confirmation of correction of guest information**

**Resident of Japan?**  
 Yes  No

**Name**  
Lead Guest

**Occupation**  
Government employee

**ID photo**  
 Delete image  
Upload  
5MB or less jpg, gif, png  
640x640 Upload a px image. jpg, gif, png

Back Confirmation

4. On the confirmation screen, press “Register”.

**Passport No.**  
012345678910

**ID photo**  
Facial recognition

Back Registration

5. You will be redirected to the registration completion screen, and a confirmation email will be sent afterward.

**Completed change of guest report.**

**Guest information has been changed.**

\*Check-in QR codes will remain unchanged. Please use the first QR code issued.

Return to HOME

open-sesame@cnet.co.jp

Thank you for visiting the OPEN SESAME! pre-registration site.

The procedure for changing guest information has been completed.

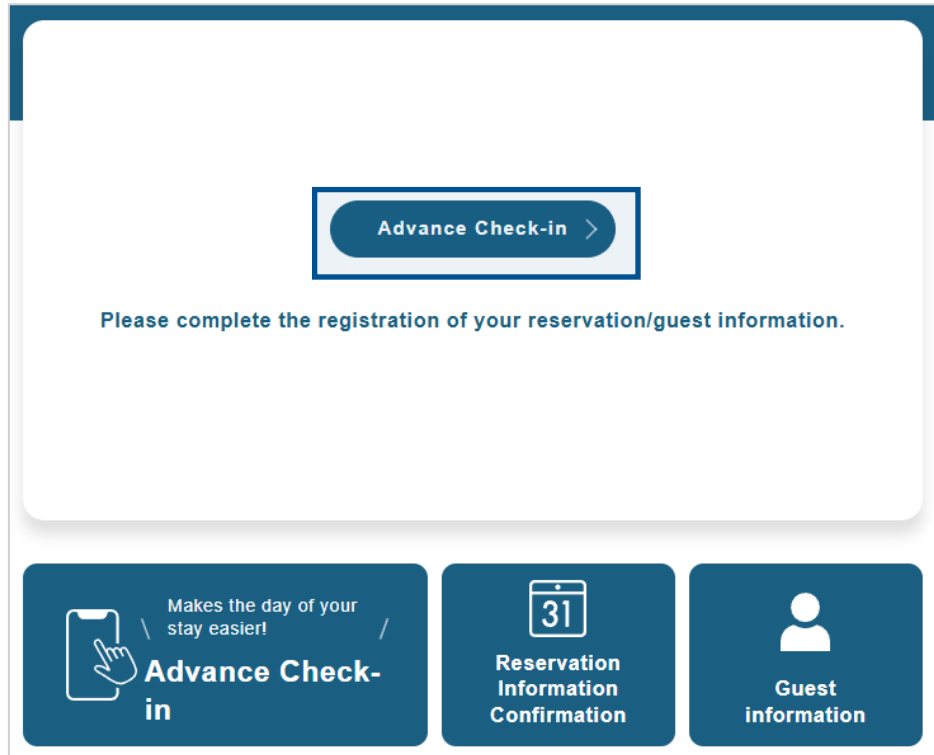
Please log in from the following URL to confirm that the guest information has been changed.  
<https://...>

Thank you for your patronage.

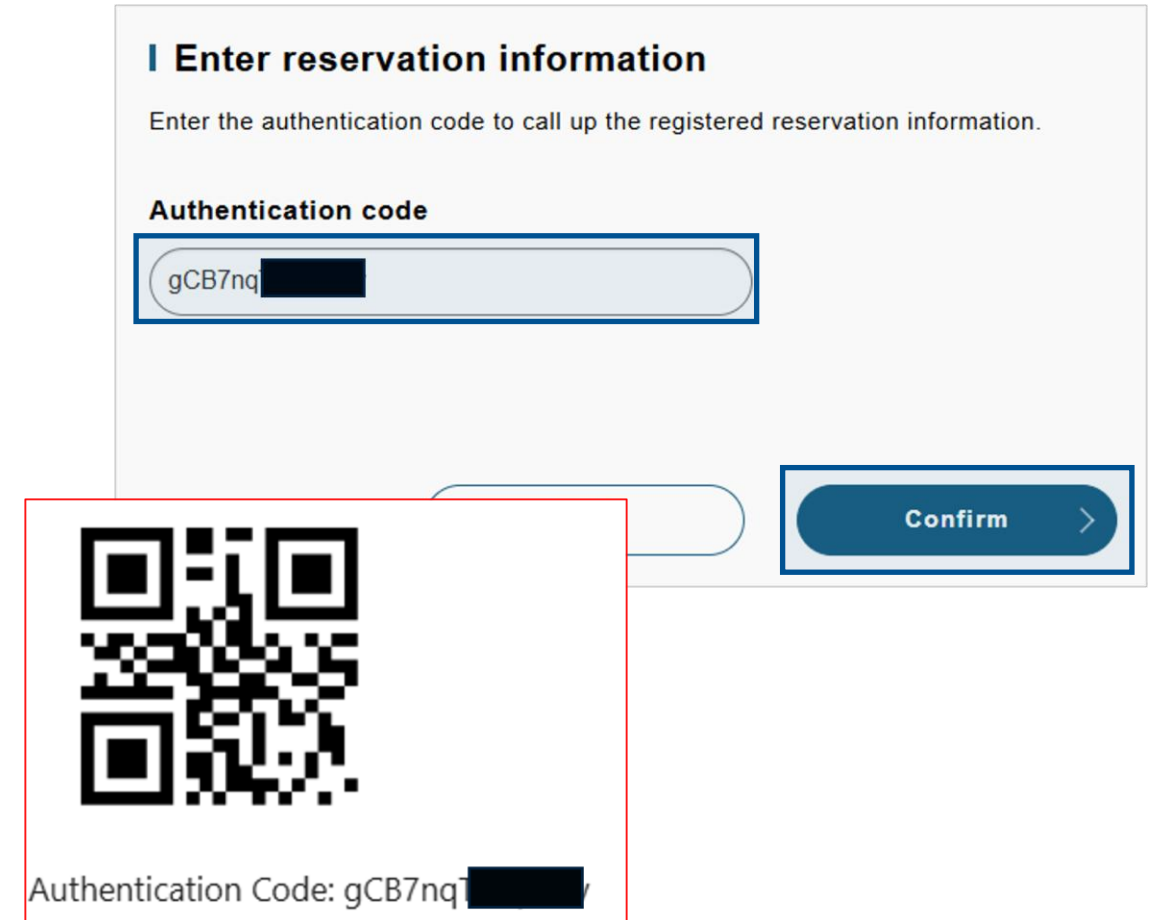
# **How to Issue a Reservation Only and Complete Advance Check-in Later**

## About Advance Check-in

1. Log in and select “Home”. Once the screen below appears, select “Advance Check-in”.



2. Enter the authentication code shown below the QR code in the email.



## About Advance Check-in

### 3. Register a previously issued reservation.

### Registration of reservation information

STEP1 Registration of reservation information    STEP2 Guest information registration    STEP3 Completed

Upon completion of pre-registration, you will receive a check-in QR code and a URL for registering your companion.

**Accommodations (including room number)**  
セサミハウス 大阪

**Estimated check-in date and time**  
2025-06-30 10:00:00

**Estimated check-out date and time**  
2025-06-30 12:00:00

**Number of guests**  
3 people

[Revision](#)    [Registration](#)

### 4. Register the guest information.

### Reservation information registration completed.

STEP1 Registration of reservation information    STEP2 Guest information registration    STEP3 Completed

**Thank you for registering.**

Reservation information has been registered. Next, please register your guest's information.

[Proceed to guest information registration](#)

Reservations that have already been checked out cannot be registered again.