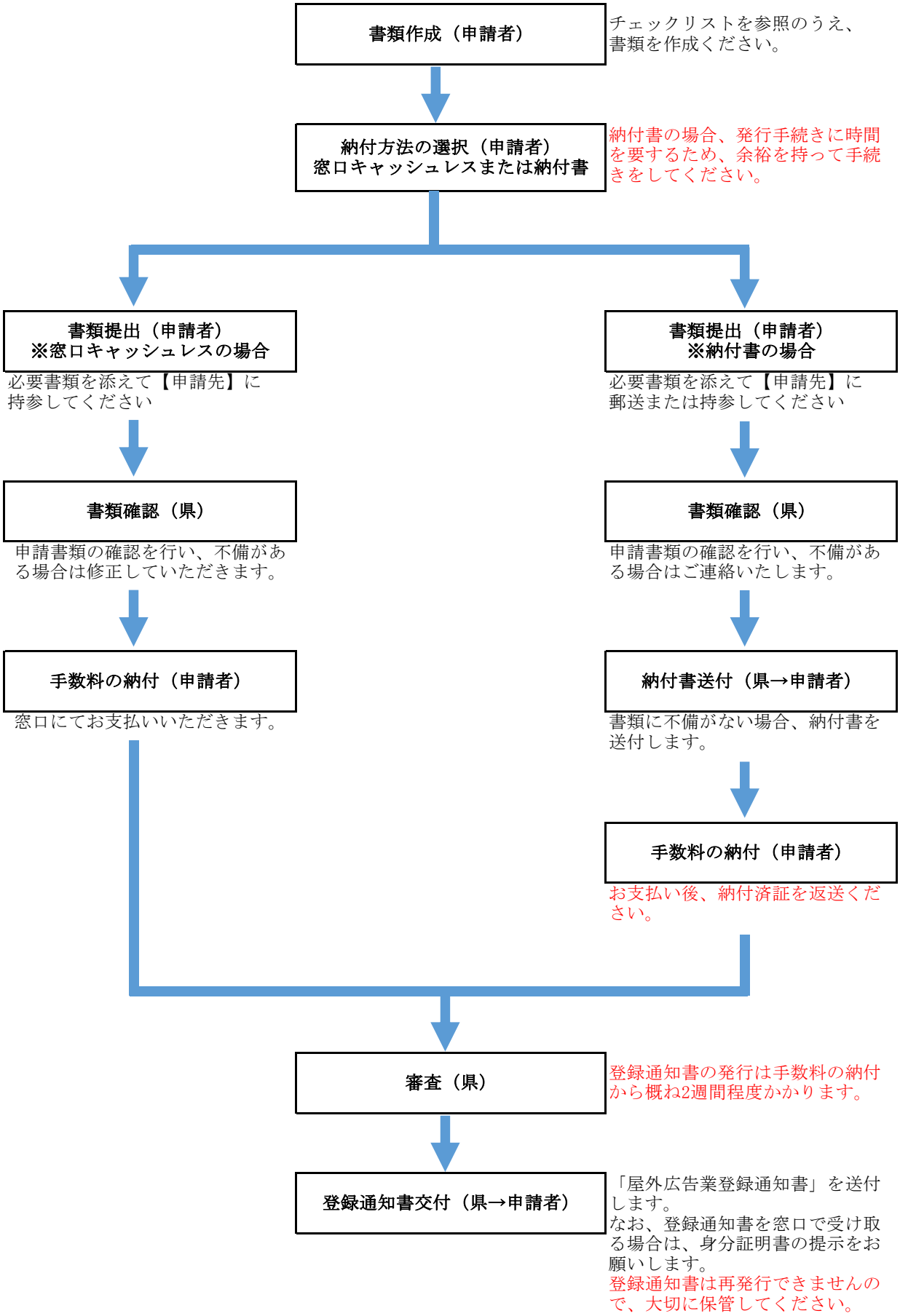○登録の流れ（書面申請の場合）