# NOF Corp. Open Innovation Program Application Guidance

NineSigma Holdings, Inc.

- [Moving to NineSights website](#)

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Applications are to be made from the proposal site (NineSights). Please navigate from the application site to NineSights, and refer to this manual for registration and submission."
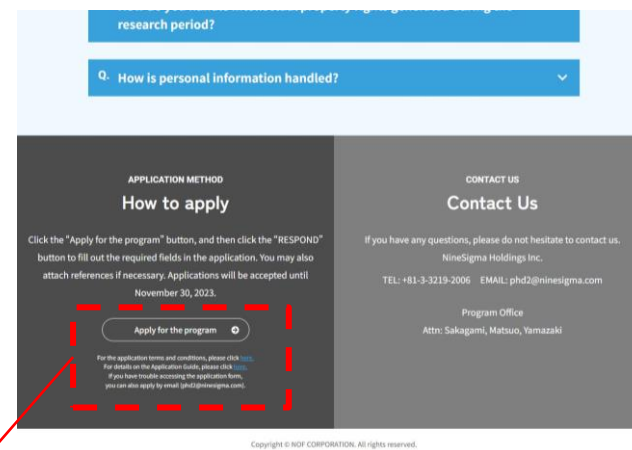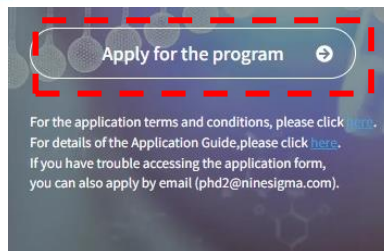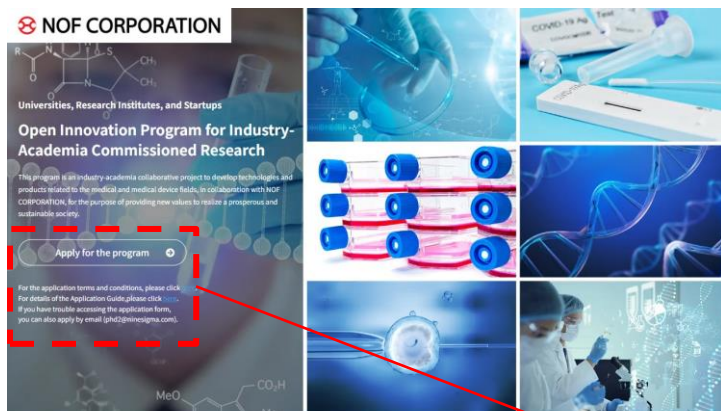
- To apply for the program, you need to create an account on NineSights.
- You can navigate to the NineSights page through the 'Apply for the program' link at the top or bottom of this website.
- You can also directly access the proposal site via this URL➡ https://www.ninesigma.com/s/RFP_2023_0059

Please log in or register your account on the NineSights proposal page.

Proposals can be submitted on NineSights after logging in

1. For those who already have a NineSights account, please click **[LOGIN]** and follow these steps.

2. For those who do not have an account, please click 'REGISTER' and follow these steps to complete the registration

# Enter the required information on the NineSights registration page.

1. Fill your name, email address, password, organization name, and Verification Code.

Minimum requirements for a valid password:
- Must not contain any whitespaces.
- Length has to be at least 8 characters.
- Has to contain at least one letter.
- Has to contain at least one digit.
- Must not contain; your name, user name, name of week days and months, the letter "Password"

2. After reviewing and agreeing to NineSights' terms of use, click on **[REGISTER NOW]**.

Complete your registration from the received email.
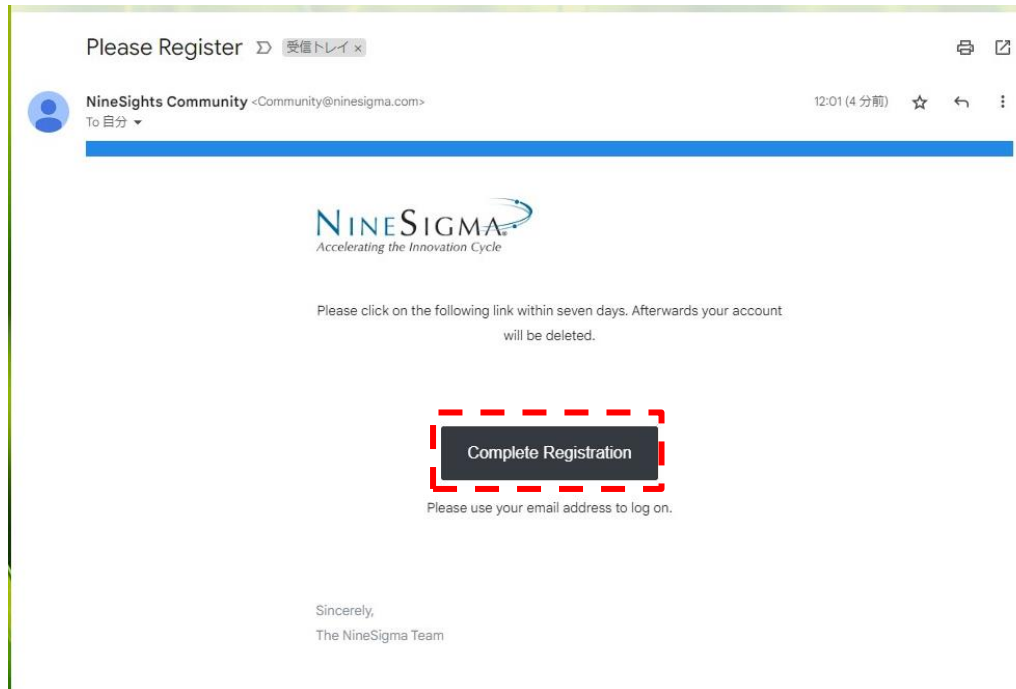
1. After Temporary Registration, you will receive and email from Community@ninesigma.com

   • The email may be placed in the spam folder.
   • If you do not receive the email, please contact the NineSights support at phd2@ninesigma.com

1. Click [**Complete Registration**] to proceed to the log in page.
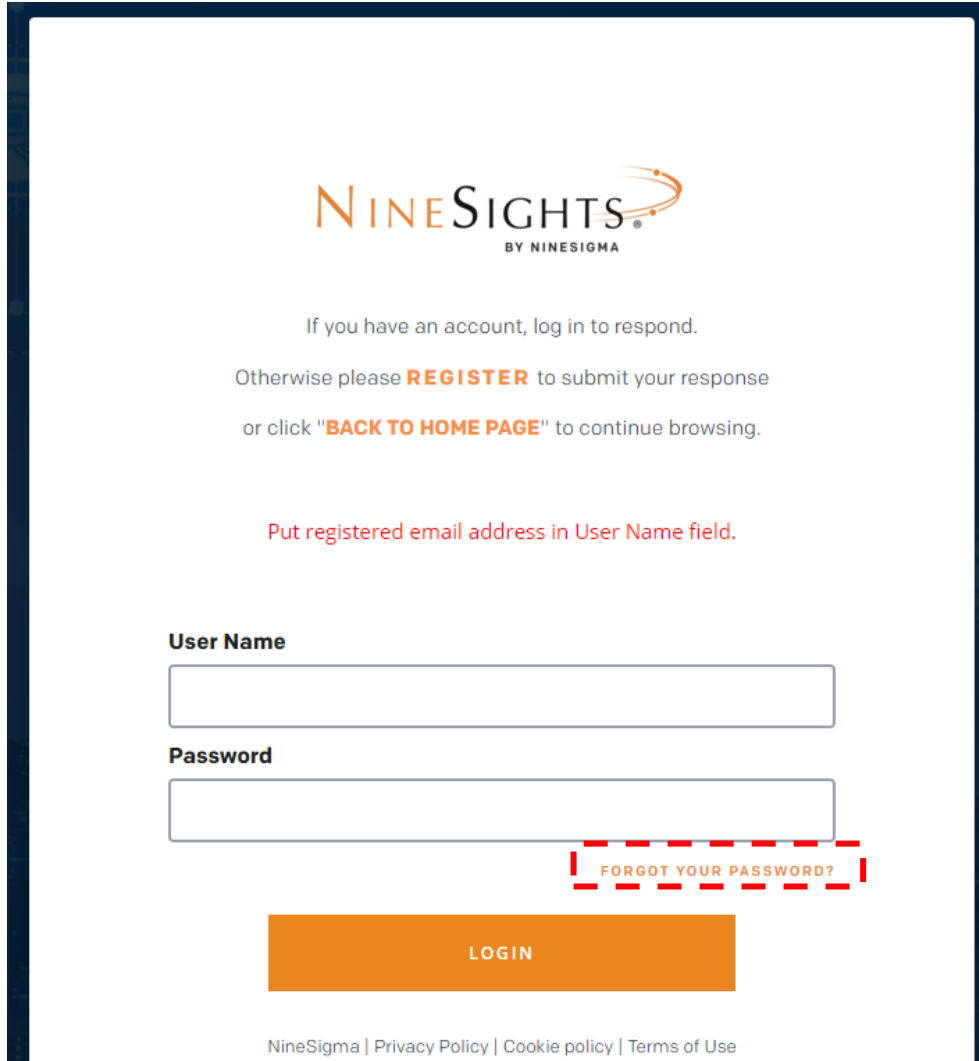
Log in to NineSights form the log in page.

After registration, you will be directed to the login page from **[Back to Login]**.

- **User Name :** Registered email address
- **Password :** Registered password

※Click here in case you forgotten your password.

If you have forgotten your password, please follow the instructions below to reset it.

1. Click **[FORGOT YOUR PASSWORD?]** at the login page

2. Enter your registered email address and issue an email to reset your password.

3. Change your password according to the email you received.

Registration information and language settings (Japanese/English) can be changed.
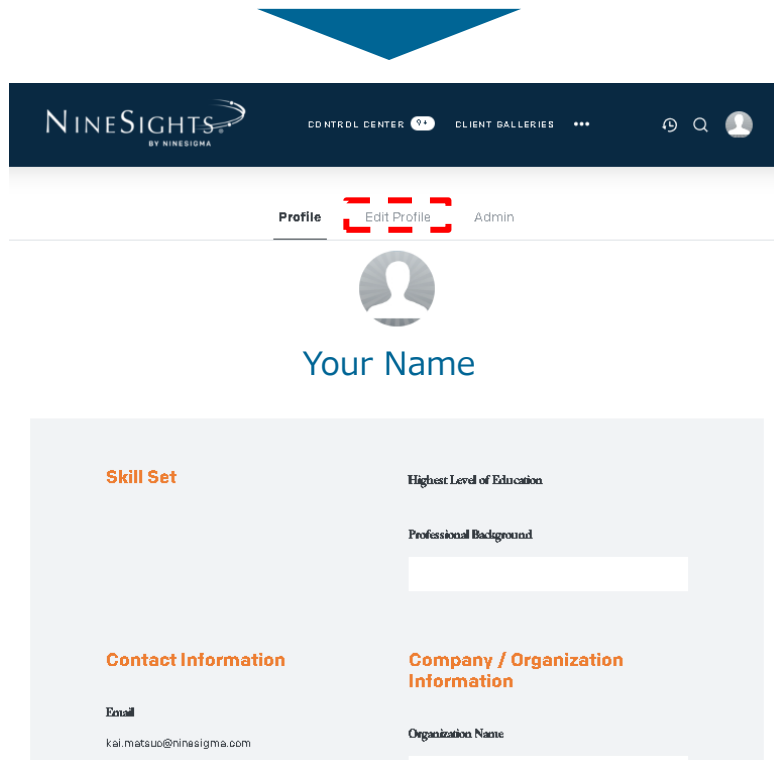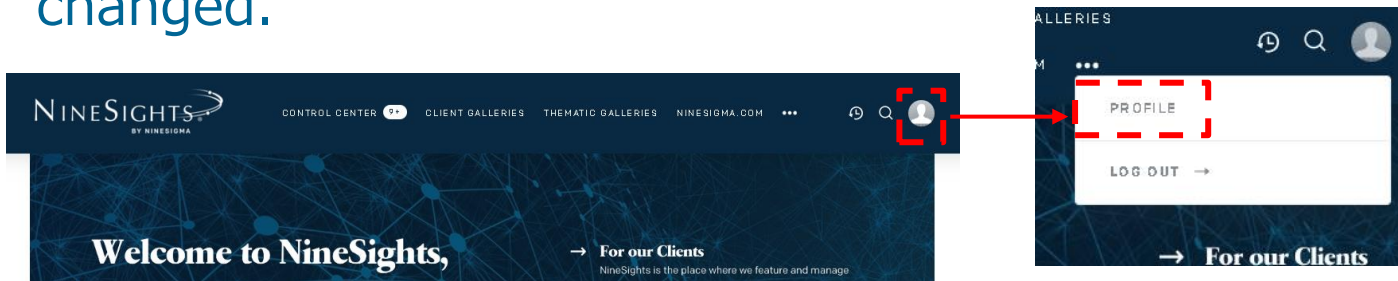
1. After logging in, click **[PROFILE]** in the upper right corner of the top page.

2. You can add or change your registration information from **[Edit Profile]**(details in the next page)

Registration information and language settings (Japanese/English) can bechanged.
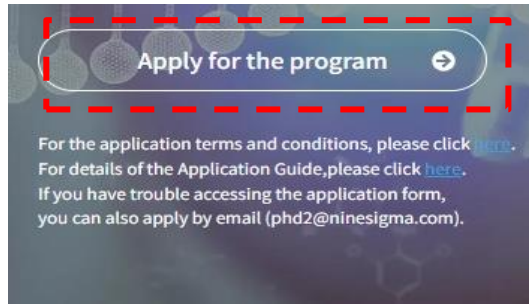

1. You can change your name, email address, password, and add other profile information

2. Language setting can be changed from the **[Preferred Language]** at the bottom of the page.

※Changes are automatically saved.

After logging in, please access the proposal page created in NineSights and fill in the required fields for your proposal on the page.

1. Click **[Apply for the program]** at the program website or access from the following URL.

   - Japanese proposal page :
   https://www.ninesigma.com/s/RFP_2023_0058
   - English proposal page :
   https://www.ninesigma.com/s/RFP_2023_0059

2. Click **[RESPOND]** to proceed to the entry screen

Please fill the required information according to the items. You can also accommodate changes in design, insertion of links and images, etc., as well as attach supplementary materials.

- Fields marked with * are required items.

- In the text boxes, please use the ribbon functions (font, formatting, bullets, links and images) as needed.

- You may submit supplemental materials by clicking **[Attach file]** at the bottom of the page.

※Changes are automatically saved.

After completing the form, please check the Terms of Use before submitting.

How to Submit?

Draft — NineSigma Review — Edit Your Response — Client Review — Edit Your Response for Client — Selected by Client

1. Check the box to confirm there is no confidential information in your Response
2. Click 'Submit'
3. You will receive confirmation that your Response has been submitted

☐ By Submitting this Response you certify that it does not and will not be deemed to contain any confidential information of any kind whatsoever.

[SAVE AND CLOSE]   [SUBMIT]

- Please make sure that your proposal **does not contain any confidential information**, and check the box if you agree.

- Click **[SUBMIT]** to complete your submission.

- Click **[SAVE AND CLOSE]** if you want to edit your proposal later.
※The proposal is automatically saved even if you do not click the button

You can check and edit your proposals in progress and completed proposals from the CONTROL CENTER.

1. Click on **[Control Center]** at the top of the site.

2. Click on the Title of the draft you want to edit in [My responses] or [My drafts] and continue editing.

If you need to revise your proposal that has already been submitted, please follow the instructions below.

After Editing

1. Click on the title of the proposal you wish to modify at the CONTROL CENTER

2. Click **[WITHDRAW RESPONSE]** and click **[OK]**

3. Return to your proposal draft and edit your proposal

4. After complete your editing, click **[RESUBMIT]**