R-login Manual

March 2019

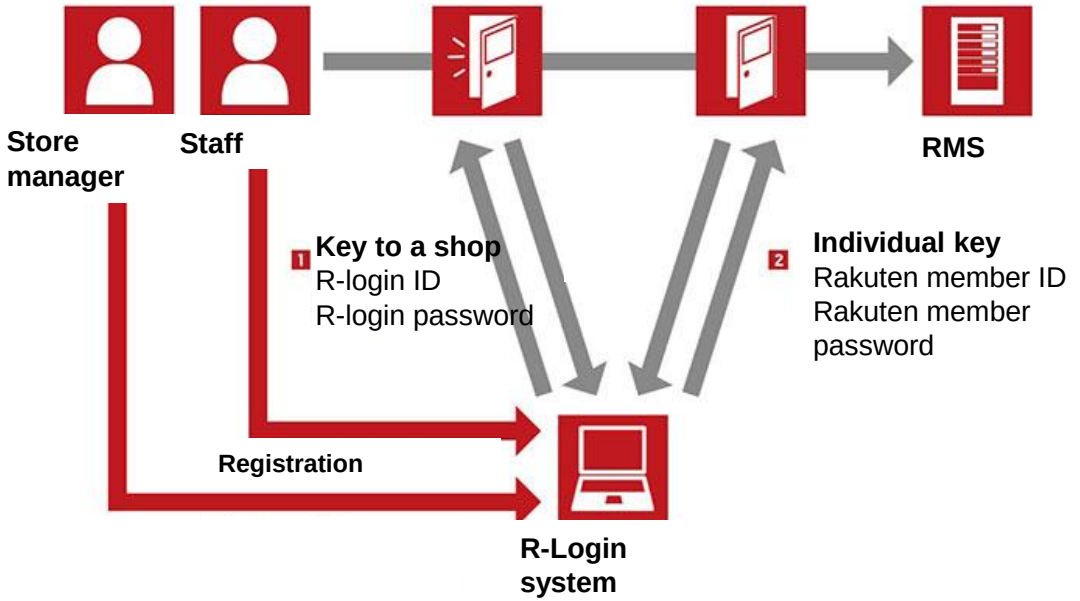
Rakuten Inc.

Regarding R- Login

2 items are needed for R-login

1. R-login ID and password.
(R-login ID will be sent to you in the mail on the day of Account open.
The mail subject:【楽天市場】アカウント発行完了のお知らせ
The password should be set by you. Please follow the instructions in further slides.

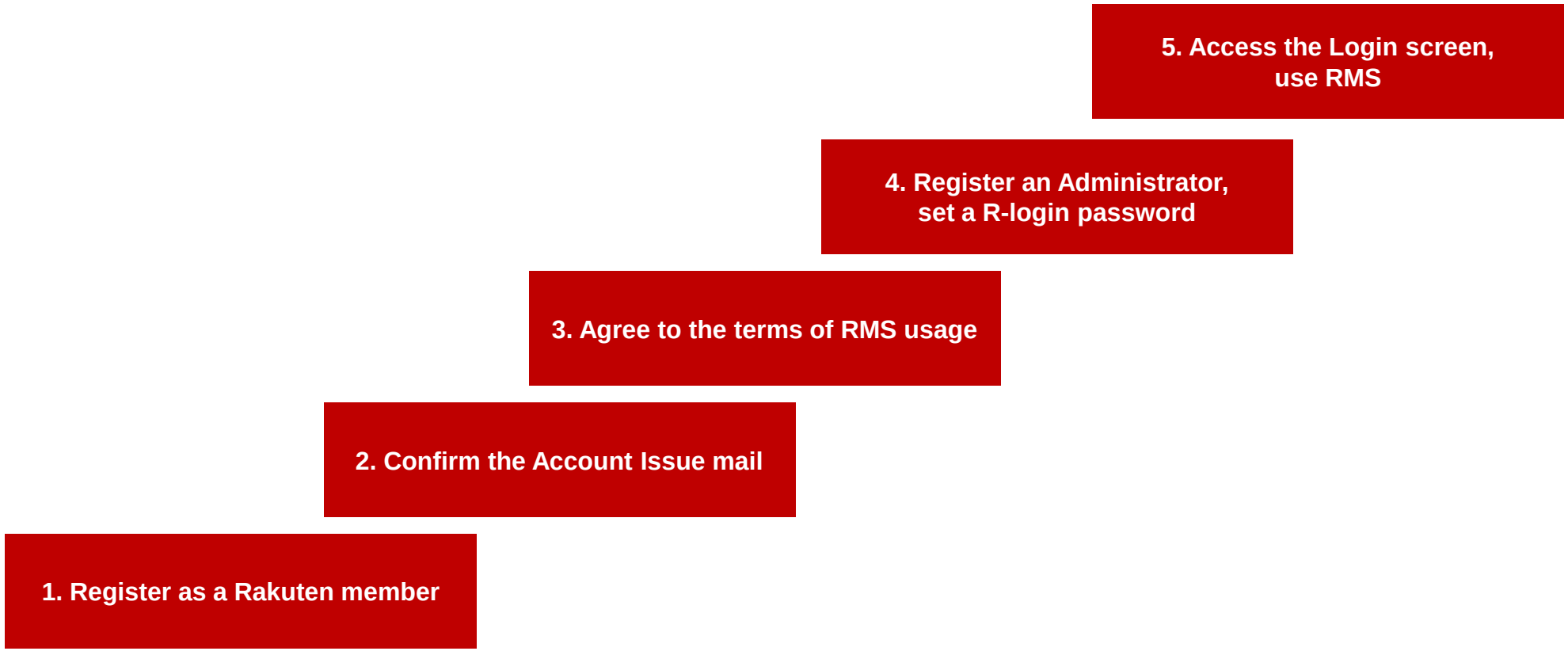
2. Rakuten membership ID of each staff entering RMS.
(You should create one, if you do not have the Rakuten membership ID and password)



Owner/Store manager can:
1. **Change of the key**
2. **Registration and deletion of individual key**
3. **Validation and change of registered staff**

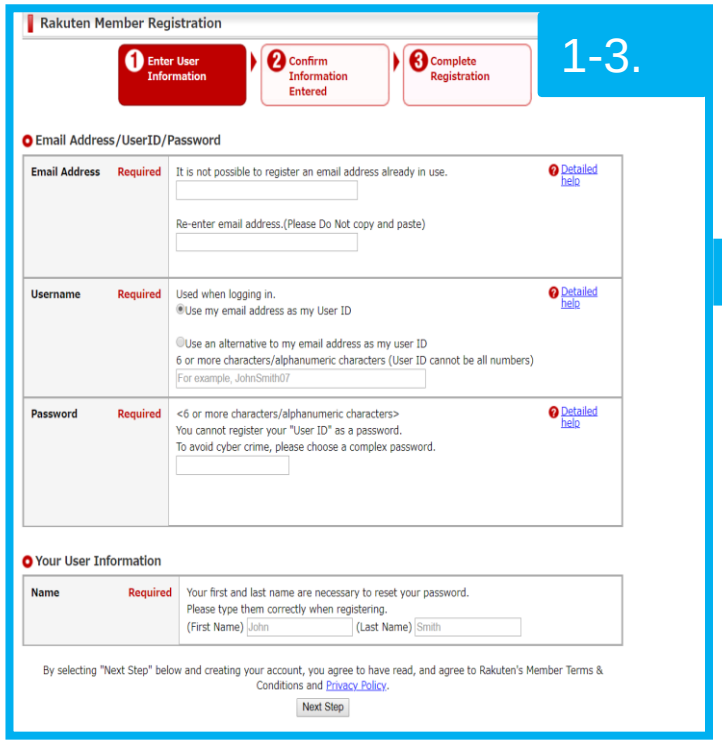
5 steps for initial R-Login registration

For initial R-login only, you need to register yourself as an administrator and then you will be asked to set a password for the R-login. To do that, you need following 5 steps.



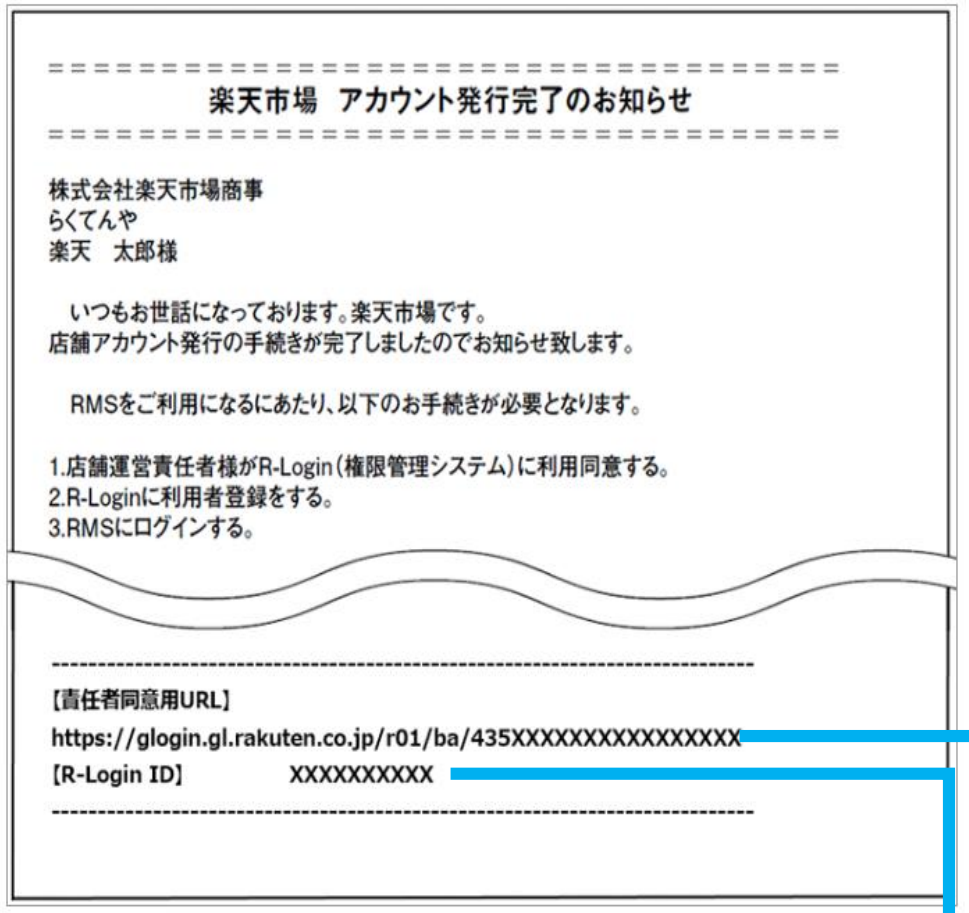
1. Register as a Rakuten member

1. Go to following link
https://grp01.id.rakuten.co.jp/rms/nid/registfwd?service_id=top
2. Enter your email address/ user ID/ password
3. Click next Step
4. Confirm the content
5. The account creation is completed



2. Confirm the Account Issue mail

This automatic mail will be sent to you from Rakuten on the Account open day.
The mail subject:【楽天市場】アカウント発行完了のお知らせ. Please go to the administrator link and copy the R-login ID.



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楽天市場　アカウント発行完了のお知らせ

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株式会社楽天市場商事
らくてんや
楽天　太郎様

いつもお世話になっております。楽天市場です。
店舗アカウント発行の手続きが完了しましたのでお知らせ致します。

RMSをご利用になるにあたり、以下のお手続きが必要となります。

1.店舗運営責任者様がR-Login（権限管理システム）に利用同意する。
2.R-Loginに利用者登録をする。
3.RMSにログインする。

【責任者同意用URL】
https://glogin.gl.rakuten.co.jp/r01/ba/435XXXXXXXXXXXXXXX
【R-Login ID】　　XXXXXXXXXX

This is administrator registration link

This is your R-login ID.
Please copy it. You will need it when registering a R-login password

3. Agree to the terms of RMS usage

1. Paste the R-Login ID you just copied.
2. Click the 規約の同意へ(Agree to terms and conditions) button.

3. Agree to the terms of RMS usage

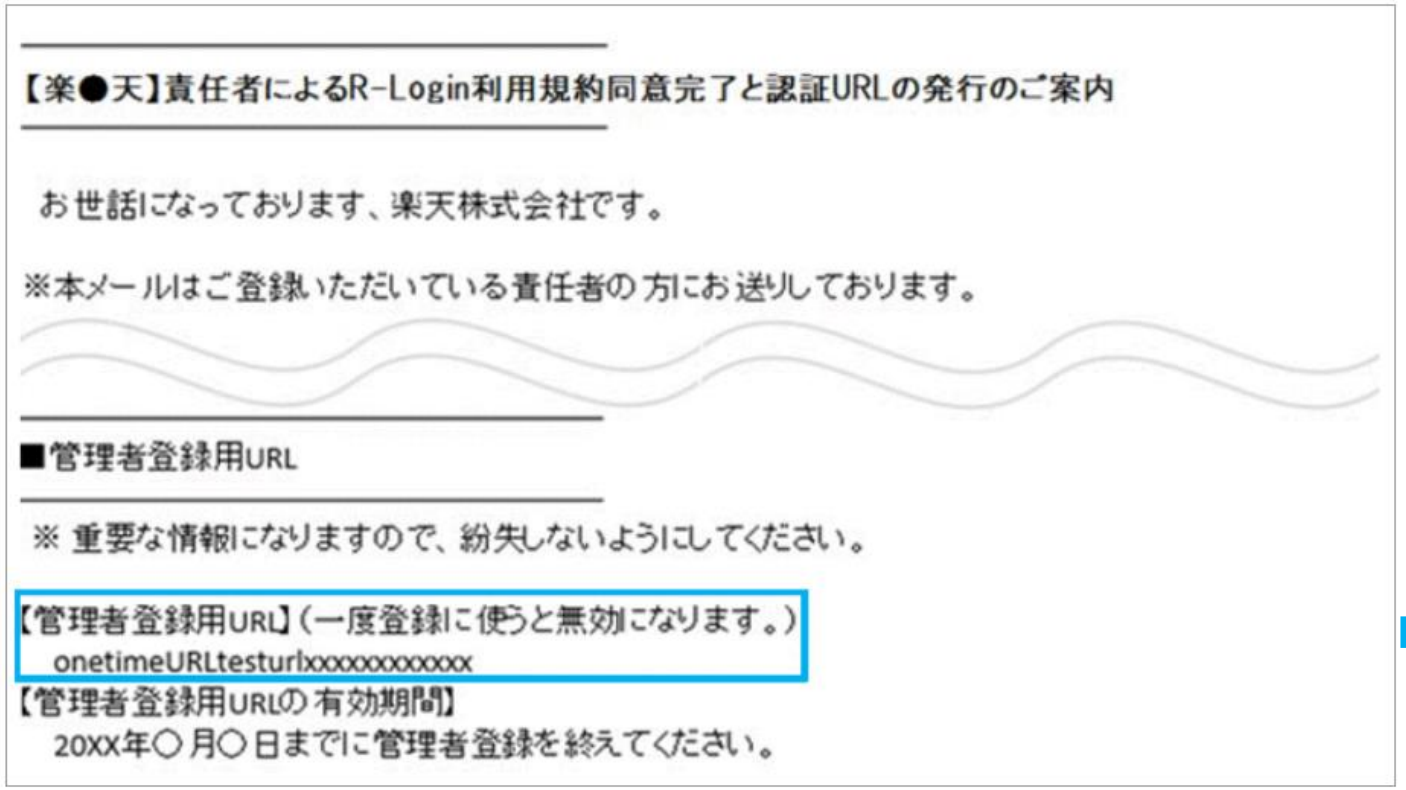
1. Please confirm the contract from the link of [R-Login terms of service] and put a check.
2. Please select the current date
3. Please enter the company name
4. Please enter the name of the responsible person.
5. Please select the one you would like to register as an administrator.
6. If you select [Register another person as an administrator], please enter the person's information.
7. Please click [I agree to the terms].

A mail for identity confirmation will be sent

4. Register an Administrator, set a R-login password

An email with subject: 【楽●天】責任者によるR-login利用規約同意完了と認証URLの発行のご案内will be sent

From this mail go to the link, fill necessary fields, create R-login password



【楽●天】責任者によるR-Login利用規約同意完了と認証URLの発行のご案内

お世話になっております、楽天株式会社です。

※本メールはご登録いただいている責任者の方にお送りしております。

■管理者登録用URL

※ 重要な情報になりますので、紛失しないようにしてください。

【管理者登録用URL】(一度登録に使うと無効になります。)
onetimeURLtesturlxxxxxxxxxxx
【管理者登録用URLの有効期間】
20XX年〇月〇日までに管理者登録を終えてください。

Click the link

4. Register an Administrator, set a R-login password

After you click the link and go to an Administrator set page, you will be asked to enter the **Rakuten membership ID and password** (not the R-login ID and password)

Rakuten membership ID and password

4. Register an Administrator, set a R-login password

1. Enter the R-login ID

2. Set the new R-Login password.
   For confirmation, please input two places.
   8 letters or more, half size alphanumeric characters

3. The registration number.
   Please enter 0

4. Department name etc
   Please leave blank if not applicable

5. Click [Confirm the input content].

4. Register an Administrator, set a R-login password

1. Please check that the R-Login ID is correct. Passwords are not displayed for security reasons.

2. Please read the terms of use ([R-Login Terms of Service]) and check [I accept the R-Login Terms of Service].

3. You can modify user information by clicking the [Correct] button.

4. Click the [Register] button.

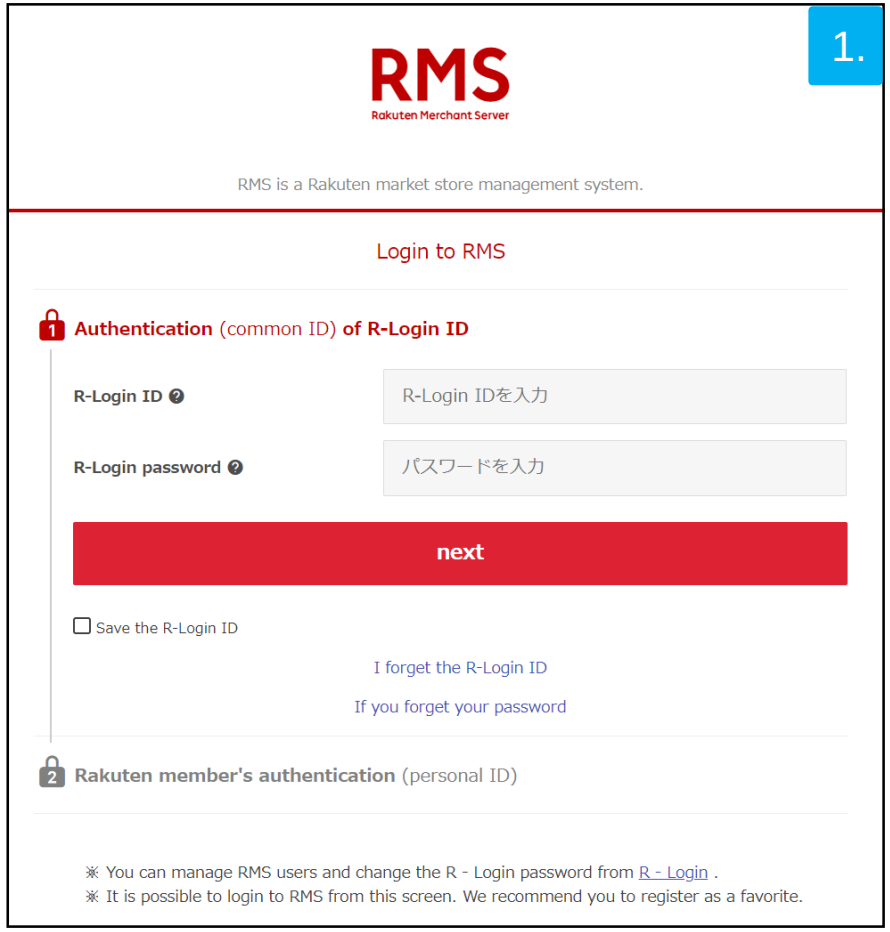
4. Register an Administrator, set a R-login password

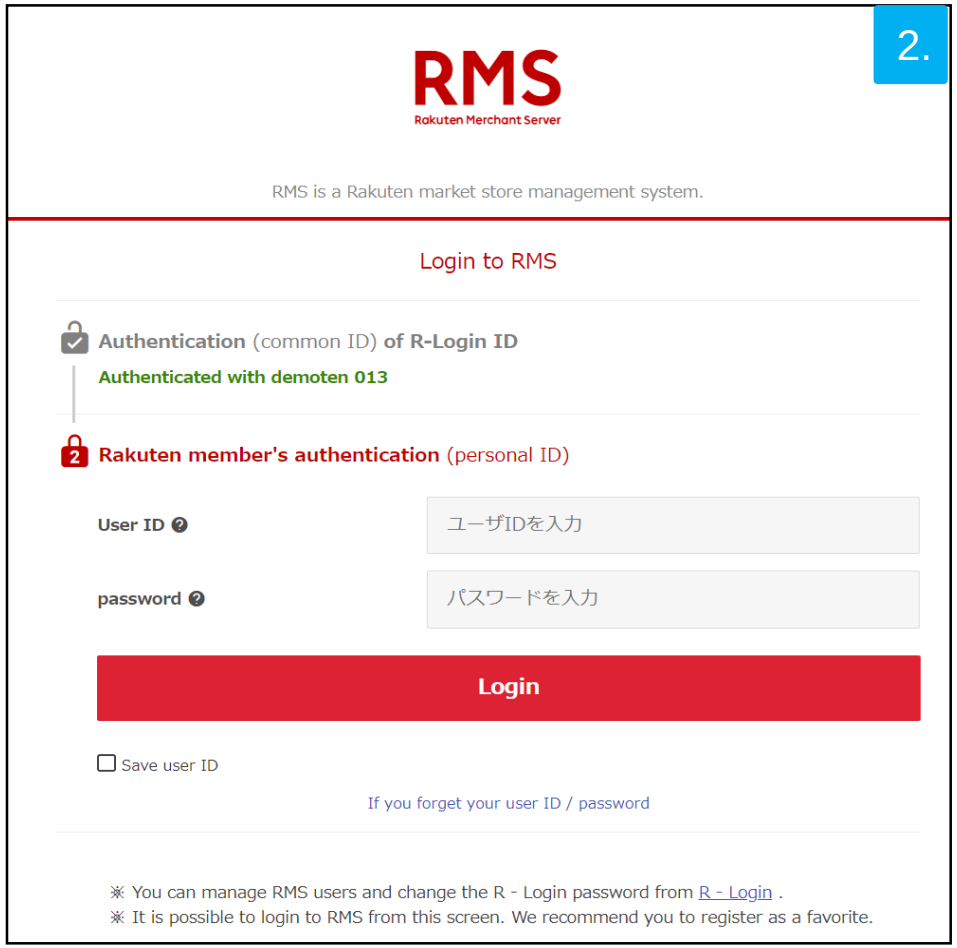
1. [RMS] you can create shop pages and store management such as order management. This is the actual platform(RMS).

2. In [R-Login] you can add users and change authority. This is a staff management page.

5. Access the Login screen, use RMS

1. Please enter the R-login Id and password first,
2. Then you will be asked the Rakuten ID and password

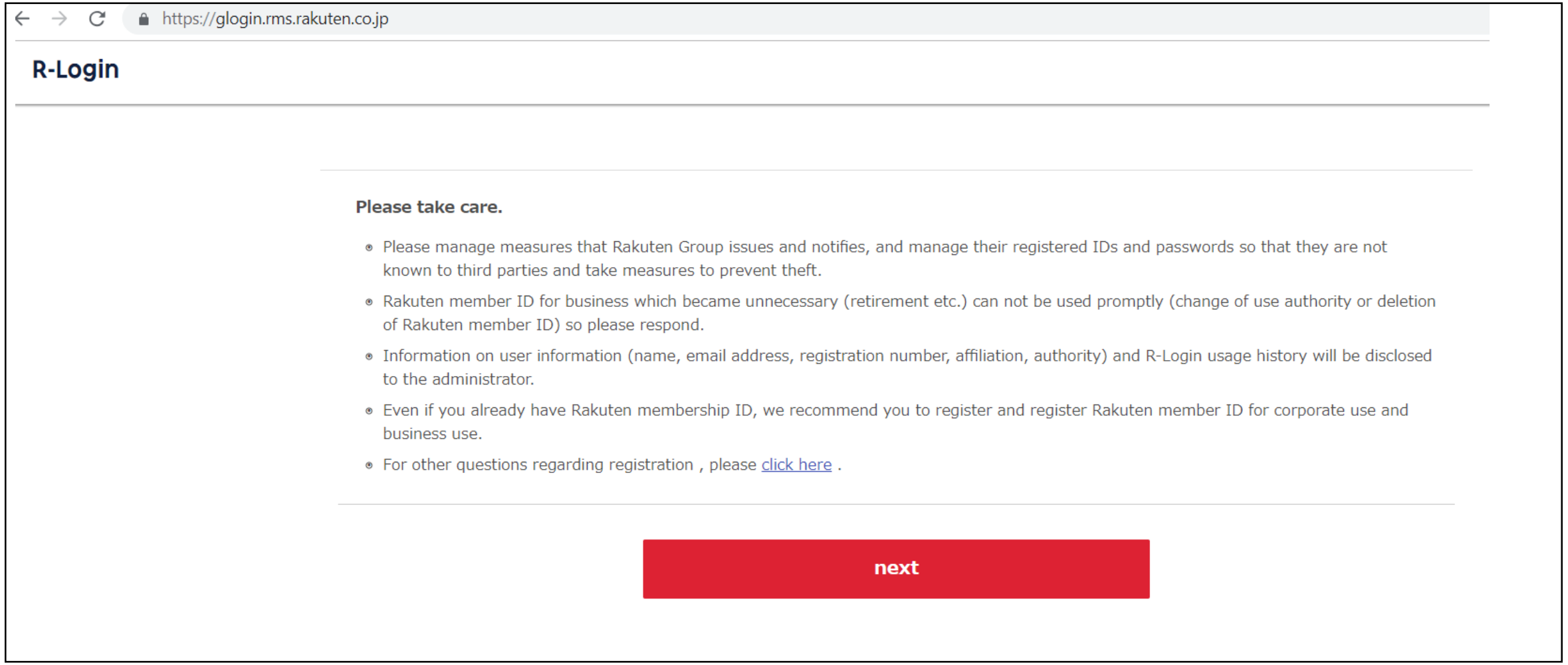




R-login link:
https://glogin.rms.rakuten.co.jp/?sp_id=1

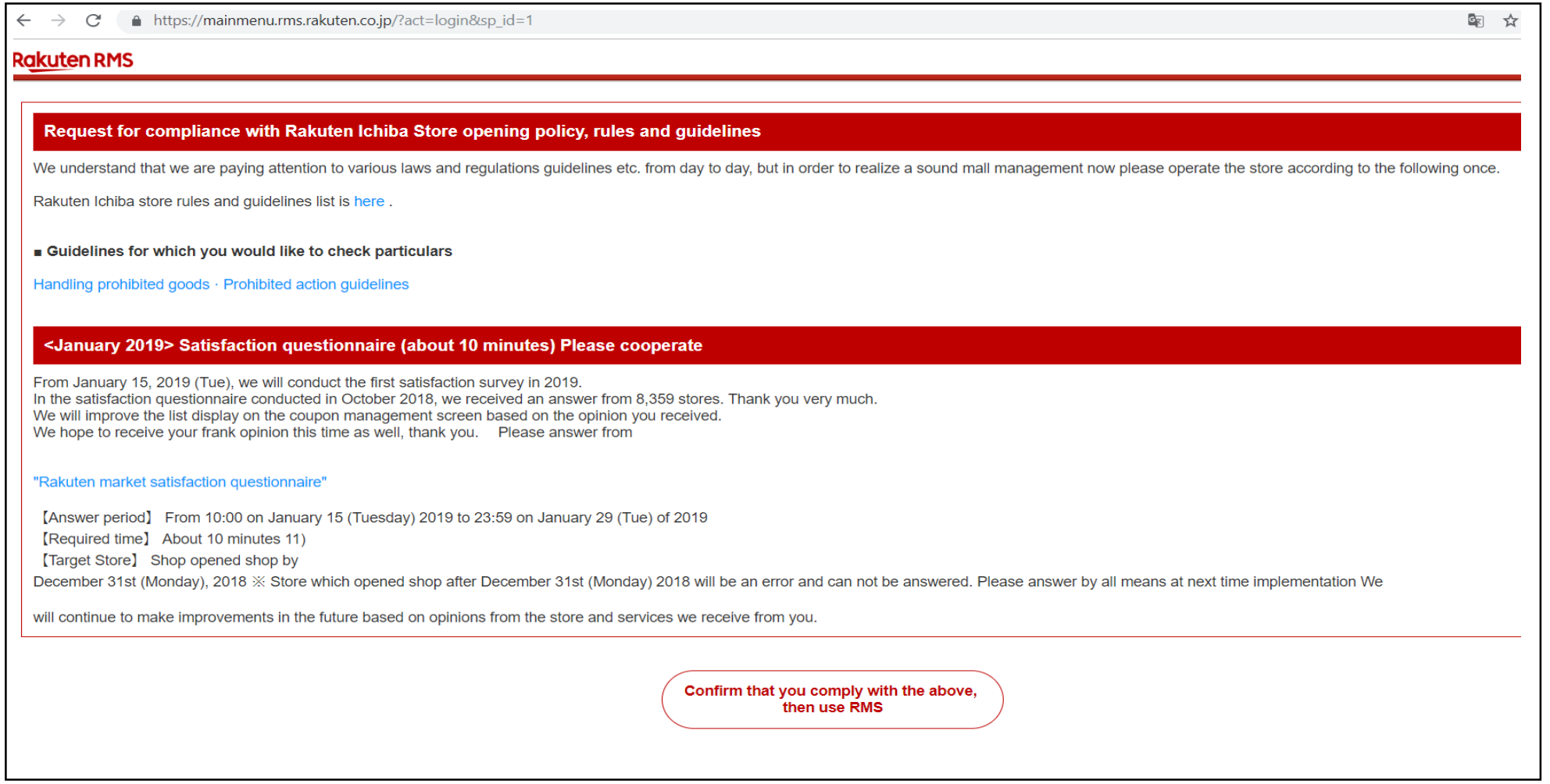
5. Access the Login screen, use RMS

Please check the content and click next



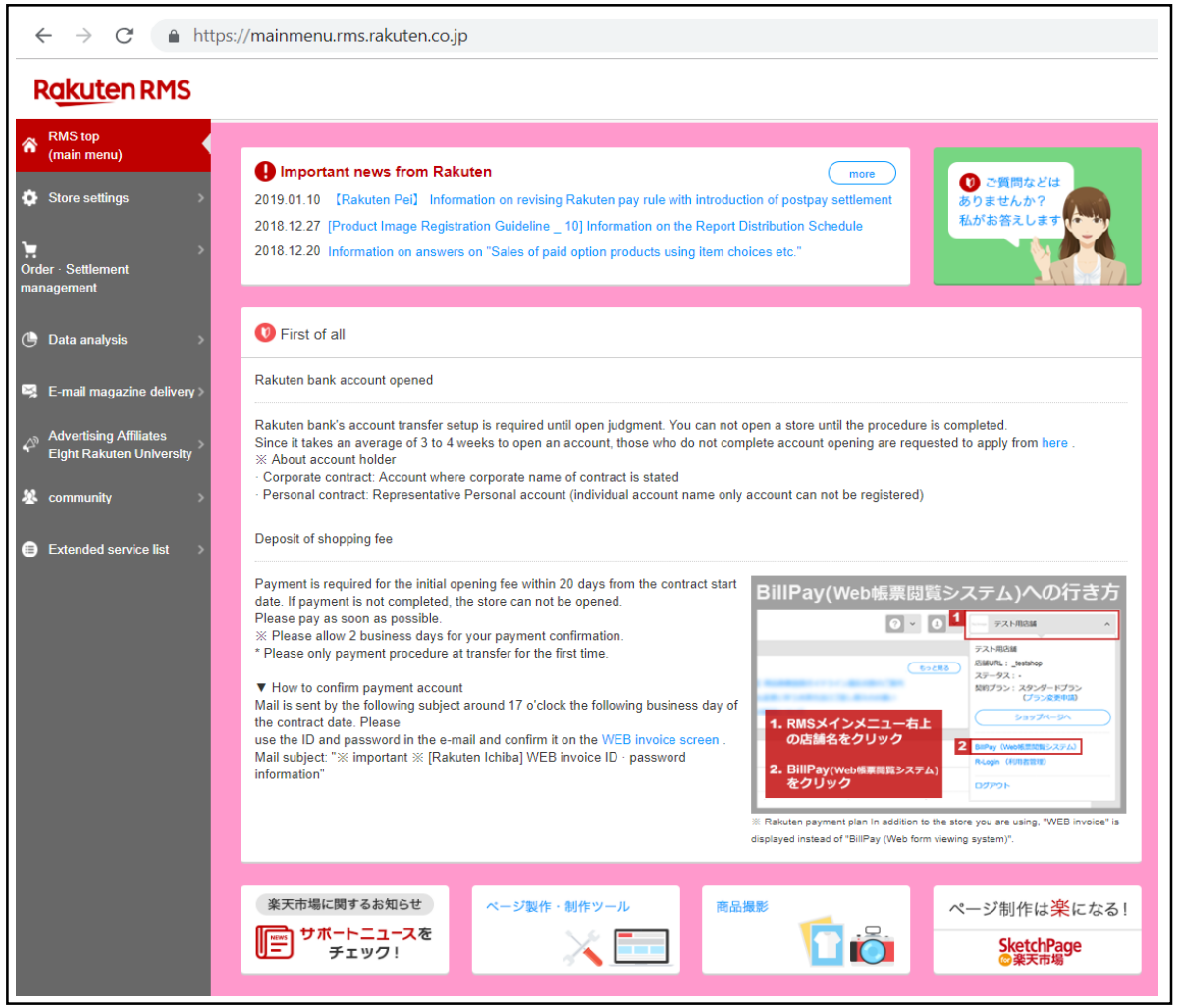
5. Access the Login screen, use RMS

Please check the content and click Confirm



5. Access the Login screen, use RMS

R-login password needs to be changed every 2 weeks.



Rakuten