Walk toward the Kōnan exit of Shinagawa Station. Once you’re there, you will see two tall building in front of you on the right. The left building (circled below) is the “Intercity Front” building. (The building to the right is the “Intercity” and NOT the “Intercity Front” building.) Please walk down the steps next to Kinko’s to enter the building, and then take the elevator to the 5th floor.