



Registering a New Company

To request MBIs from MBIAdministration, the wireless service provider will require a new service account package. This is to be used for new accounts only. Service providers who are currently registered with MBIAdmin should request additional service accounts by logging into www.mbiadmin.com

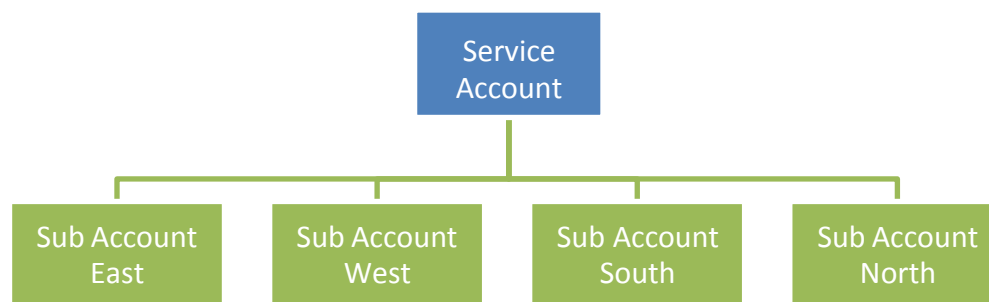
- [New Service Accounts](#)-first time registrants
- [Additional Service Accounts](#)-existing account owners

New Service Accounts

1. To obtain a New Company set up package, contact the MBI Administrators at www.MBIAdmin.com

The setup package consists of:

- User Agreement
- Pricing Plan
- MBI Admin Service Account Registration Form
 - New companies are required to register one service account. Additional service accounts may be registered at initial setup or added at a later date.
 - The MBI Service Account Registration process allows you to subdivide each Service Account by category, such as geographic location, service, or function to help manage growth and change.



2. Obtain the forms by navigating to the website. From the Home page, click on MBI Administrator News, then click on ***MBI Administration Documents***
3. Complete the forms
 - a. MBI Service Account Registration: Form A
 - b. Service Account Application
 - c. Sub Account Application
 - d. Invoice
4. To make payment by check see [Pricing Schedules and Payment Methods](#)
5. To make payment by credit card: Send a soft copy to: MBIAdmin@solusur.com Include the best time to contact you to arrange credit card payment. The account will not be set up until payment is received.



6. Once payment is received and the MBI Administrator verifies the License ID, the new service account (and requested sub accounts) will be set up.
7. The Administrator will also set up the Primary Contact user account. Additional User accounts can be created at any time by the Primary Contact.

Additional Service Accounts

1. From your *User Home* screen, click **Account Management**.

-user home

Account Management

Create a new Service Account within a company or add a new Sub-Account to an existing Service Account; more accounts will offer flexibility in organizing and managing MBI's. Update information in an existing Account. Add/Associate an existing Company Contact to an existing Service Account.

[Go to Account Management](#)

Contact Management

Add a new Company Contact to receive authorized access for MBI management responsibilities. Update Contact information or delete an existing Contact.

[Go to Contact Management](#)

Application Management

View applications that currently require validation. Review the application information and transaction history to track the status of the validation process for your application.

[Go to Applications](#)

MBI Management

Manage MBI Assignments within your authorized Service Accounts and Sub-Accounts. This includes the ability to Add MBI's, Return MBI's, Transfer MBI's from one Account to another, change implementation dates, and Grandfather MBI's (Only during the one-time Grandfather Period).

[Go to MBI Management](#)

Reports

View internal reports about MBI management history on your accounts. Also get global reports about MBI Assignments, MBI Returns, and MBI's Available for assignment.

[Go to Reports](#)

2. Click on **Add New Service Account**. If no MBIs have been assigned to this account, uncheck the *Hide Inactive Accounts* box and click **Refresh**.

Account Management

The list below includes all accounts to which you have been given authorized access. To view and/or update an account, click on the Account Number below. To add a new Service Account, select the link at the bottom of the list. To add a Sub-Account, you must first select the Service Account to which you wish to add the Sub-Account.

When adding Sub-Accounts, please recall that the maximum subaccount number for a service account is 999.

☐ **Hide Inactive Accounts**

Refresh

Account Number	Account Name
1322-10634-000	Fairway

[Add New Service Account](#)

3. Enter the *Account Name*. This field is different from the Company Name.



Account Application

Service Account Application

* Indicates Required Field

Company Name GREENWAY CELL CO	* Wireless License IDs <small>Separated by commas, no spaces [Ex: L00003599,L00638281]</small> <input type="text"/>
Contact Name Nina Wilde	Enter OCNs <small>Separated by commas, no spaces [Ex: 5822,4788]</small> <input type="text"/>
Enter Account Name <input type="text"/>	<input checked="" type="checkbox"/> *Pre-Populate This Account
Application Fee \$85	Comments <input type="text"/>
* Payment Method <input checked="" type="radio"/> Pay Online <input type="radio"/> Other Payment Method	

Cancel

Submit

4. Enter the *OCNs*. This field is optional and can include multiple OCNs (Operating Company Number). This was used during Grandfathering to pre-populate Service Accounts. For multiple enter the OCNs separated by a comma. Do not enter spaces. Example: 5423,5424,5425
5. Uncheck ***the Pre-Populate this*** Account box. If the account is to be pre-populated, leave the box checked and enter the quantity and beginning NPA number in the *Comments*.
6. Enter *Comments*. This section is optional and can contain a maximum of 250 characters, including spaces. Use it to record notes to the Administrator specific to your application.
7. Choose the *Payment Method*.
 - a. ***On-Line Payment***
Choose this option, to make a credit card online. Complete all required fields and click ***Submit***. The dollar amount listed will be applied to your credit card and your application will be entered as complete with the current date.
8. The confirmation page will show the payment ID and payment amount. Save this page for your records. Click ***Continue to Application Summary***.



Payment Confirmation

Payment ID

Thank you for your payment. The Payment ID below confirms that your credit card payment has been received and applied to the application below. You may print this screen as a record of this transaction.

Application ID 194747
Payment ID 36698
Payment Amount \$85
Payment Date 03/01/2017

[Continue to Application Summary](#)

9. The application summary appears for review. The account has been created and is ready to use.

Application ID: 194747

Your application has been submitted successfully. Please record the Application # for future reference.

Application History

App ID	App Type	Status	Fee	Responsible	Respond By
194747	Add Service Account	Approved	\$85	None	
Transaction ID	Date	Transaction Type	Amount		
270373	01-Mar-2017	New Service Account Request	\$85.00		
270575	01-Mar-2017	Payment Applied to Application	\$85.00		
270576	01-Mar-2017	Validate Approve			

Balance Due: \$0

Review Application

Company Name	Company ID	Submitted By	Receive Date
GREENWAY CELL CO	1323	Nina Wilde	01-Mar-2017
Account Number	Wireless License IDs/Call Sign(s)		
1323-10635-000	LO00354		
Account Name	OCNs		
Jupiter Telecom	4789		
Comments	<input type="checkbox"/> Pre-Populate This Service Account		

Form X Response

Validation Response	Instructions
Validate Approve	
Transaction Date	Administrator
01-Mar-2017	SYS Admin
Delivery Method	Delivery Address
Email	saubrey@nrtco.net

[User Home Page](#)

b. Other Payment

This option provides a confirmation page and a payment application. This page can be mailed along with your check. See **Pricing Information** on the **Administrator Homepage**. In order for payment to be applied appropriately, all off-line payments must include the Application ID that is provided upon confirmation of your application submission.

Account Application

Service Account Application

* Indicates Required Field

Company Name GREENWAY CELL CO	* Wireless License IDs <small>(Separated by commas; no spaces [Ex: LO0003599,LO0638281])</small> LO00357
Contact Name Nina Wilde	Enter OCNs <small>(Separated by commas; no spaces [Ex: 5822,4788])</small> 4750
Enter Account Name Mercury Telecom	<input checked="" type="checkbox"/> *Pre-Populate This Account
Application Fee \$85	Comments
* Payment Method <input type="radio"/> Pay Online <input checked="" type="radio"/> Other Payment Method	

Cancel

Submit

1. Complete and fax the application to MBI Admin. See the **Contact Information** on the **Administrator** page. For security purposes, do not send credit card information by email.

**Credit Card Information**

You have selected to fax or mail your credit card information to the MBI Administration office. Please print this page and submit it with the completed information below.

Payment Amount	\$85	Cardholder Name	_____
Card Type	_____	Cardholder Address	_____
Credit Card #	_____	Cardholder City	_____
Expiration Date	_____	Cardholder State	_____
		Cardholder Zip	_____

MBI Administration Mailing Address & Fax Number

Mail a check to MBI Administration within 20 days. Include this confirmation page with the check, or make a note of your Company ID and this Application ID with your check.

Mail Check or Credit Card info to:

-
2. The application will be held for **20** business days. If the payment has not been received within that time, the application will be denied and must be re-submitted.
3. When the application is processed a confirmation is mailed to the user.

From: mbiadmin@solusur.com

Date: February 28, 2017 at 10:41:51 AM EST

To: nwilden@greenway.com

Subject: MBI response

The MBI Administrator has reviewed your Application. The details of the application status and decision are listed below:

Application ID: 194719
Application Type: Add Service Account
Company: 1323 - GREENWAY CELL CO
Submitted By: Nina Wilde

Due Date: NONE
Fee Remaining: \$0
Responsibility: NONE

Validation Results: Application Approved
Instructions: null
Administrator: SYS Admin

You can click on the following link to see the application details:
<https://mbiadmin.com/MBI/do/secure/viewApp?applicationKey=194719>