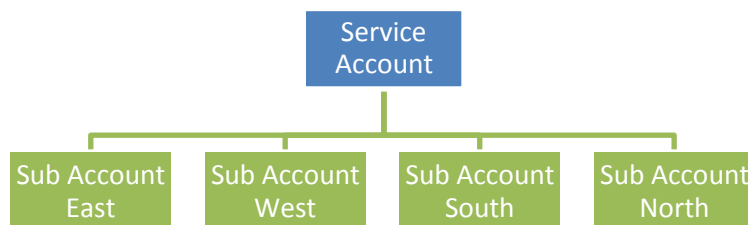




Add/Manage SubAccounts

This page includes information on how to:

- [Add Sub-Accounts](#)
- [Update Accounts](#)

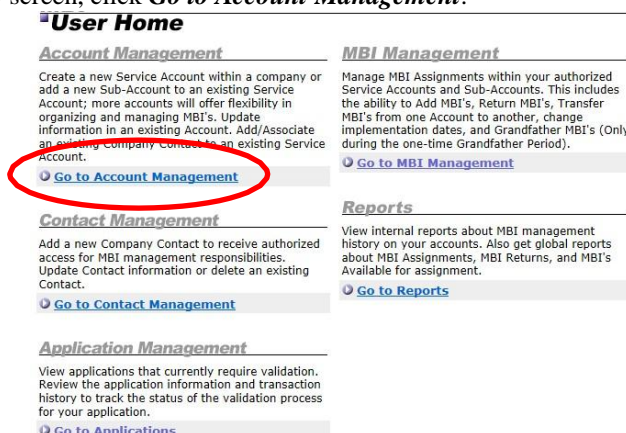


Add Sub-Account

The **Add Sub-Account application** is used to add a new Sub-Account under an existing Service Account.

- The requester of this application must be an authorized Contact for the Service Account.
- All authorized Contacts for Service Accounts will have access to its related Sub-Accounts.
- For examples on how to organize your company's accounts, click on **Support>FAQs** (Frequently Asked Questions) on the website.
- Full payment is required before validation can occur. See *Pricing Schedule* on the *Administrator* home page.

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



2. Uncheck the *Hide Inactive Accounts* box to reveal new sub accounts or those that currently do not have MBIs.



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. Select the *Service Account* from the list, and then click *Add New Sub-Account*.

Account Management

View Account

Company Name
GREENWAY CELL CO
Account Number
1322-10634-000
Account Name
Fairway

Wireless License IDs/Call Sign(s)
L000459
Contact Name
Ozzie Osbourne, Tom Petty, David Bowie,
Bob Dillon, Mick Jagger
Account OCNs
☐ Pre-Populate This Service Account
Comments

[Update Account](#)
[Manage Account Contacts](#)
[Add New Sub-Account](#)

4. Enter the *Account Name*. This field is different from the Company Name. It is specific to the Sub-Account and it is an optional field.

Sub-Account

Sub-Account Application

Last subaccount number is 001

* Indicates Required Field

Company Name
GREENWAY CELL CO
Contact Name
Tom Petty
Enter Account Name

Enter OCNs
Separated by commas, no spaces
(Ex: 5822,4786)

Application Fee
\$85

Comments

* **Payment Method**
☒ Pay Online
☐ Other Payment Method

[Cancel](#) [Submit](#)

5. 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
6. 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*.
7. 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.



8. Choose the *Payment Method*.

a. On-Line Payment

If you choose this option, a credit card application will appear. 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.

The confirmation page will show the payment ID and payment amount. 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	194719
Payment ID	36691
Payment Amount	\$150
Payment Date	02/28/2017

[Continue to Application Summary](#)

**Application ID: 194719**

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

Application History

App ID	App Type	Status	Fee	Responsible	Respond By
194719	Add Service Account	Approved	\$150	None	
Transaction ID	Date	Transaction Type	Amount		
270515	28-Feb-2017	1st Service Acct Registration	\$150.00		
270517	28-Feb-2017	Payment Applied to Application	\$150.00		
270518	28-Feb-2017	Validate Approve			
			Balance Due:	\$0	

Review Application

Company Name	Company ID	Submitted By	Receive Date
GREENWAY CELL CO	1323	Nina Wilde	28-Feb-2017
Account Number	Wireless License IDs/Call Sign(s)		
1323-10634-000	LO00599		
Account Name	OCNs		
East	5822		
Comments	<input checked="" type="checkbox"/> Pre-Populate This Service Account		

Form X Response

Validation Response	Instructions
Validate Approve	
Transaction Date	Administrator
28-Feb-2017	SYS Admin
Delivery Method	Delivery Address
Email	saubrey@nirtco.net

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.

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:

Mail to:

Fax to:

9. 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.
10. 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>

Update Account

The **Update Account application** is used to change data within an existing Service Account or Sub-Account. The data that can be changed includes account names, call signs, and OCNs. This application is also used to add or remove authorized Contacts from a Service Account and its associated Sub-Accounts.

- The list of available accounts will include only those Service Accounts and associated Sub-Accounts for which you are an authorized Contact.
- The Primary Contact for each account can add new Contacts by processing an **Update Account–Manage Contacts** transaction.

11. From the *User Home* screen, click **Go To 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	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
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	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
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	

12. Select from the list the Service Account or Sub-Account you wish to update. If this is a new account/sub account and no MBIs have been assigned, 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](#)

- Click **Update Account** to update the Sub Account Name, Wireless License ID/Call signs, Enter OCNs, or add comments.
- Check the *Pre-populate this account box* to prompt the Administrator to acquire MBIs on the provider's behalf. Use the *Comment* box to indicate the quantity of MBIs and the beginning NPA.

Account Management

View Account

Company Name
GREENWAY CELL CO
Account Number
1323-10634-000
Account Name
East

Wireless License IDs/Call Sign(s)
L000599
Contact Name
Nina Wilde
Account OCNs
5822
☒ Pre-Populate This Service Account
Comments

[Update Account](#)
[Manage Account Contacts](#)
[Add New Sub-Account](#)

- Update the sub account name, Wireless License ID/Call signs, Enter OCNs, or Pre-populate this account.
- 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.

Account Application

Service Account Application

* Indicates Required Field

Company Name
GREENWAY CELL CO
Contact Name
Nina Wilde
Enter Account Name
East

* **Wireless License IDs/Call Sign(s)**

Separated by commas, no spaces
[Ex: L00003599,L00638281/ABCD123,AAB0111]

L000599

Enter OCNs

Separated by commas, no spaces
[Ex: 5822,4788]

5822

☒ *Pre-Populate This Account

Comments

[Cancel](#)

[Submit](#)

- Click **Submit**. The system will not allow an application to be submitted with required data elements missing. A warning will appear at the top of the application if errors are detected or if required information is missing. Correct any errors and resubmit the application.



View Application

Application ID: 194722

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

Application History

App ID	App Type	Status	Fee	Responsible	Respond By
194722	Change Service Account Info	Pending	\$0	Administrator	06-Mar-2017

Transaction ID	Date	Transaction Type	Amount
270522	28-Feb-2017	Change Service Account	\$0.00

Balance Due: \$0

Review Application

Company Name	Company ID	Submitted By	Receive Date
GREENWAY CELL CO	1323	Nina Wilde	28-Feb-2017
Account Number		Wireless License IDs/Call Sign(s)	
1323-10634-000		LO00599	
Account Name		OCNs	
East		5822	
Comments		<input checked="" type="checkbox"/> Pre-Populate This Service Account	

 [User Home Page](#)

18. The Application is sent to the Administrator for validation. Should additional information be required, the Administrator will contact you via email or telephone.
19. Once the application is validated, the Administrator will respond with a Form X to the email listed for the Contact on the Service Account. Response time is within 5 days.
20. Click **User Home Page** to return to Home.