Request/Return/Transfer MBI

The **MBI Management** applications include everything a registered customer needs in order to manage their existing MBI Inventory. The applications are completed and submitted via the secure website.

Request MBI Application
- Request additional new MBI blocks (10,000 MINs)

Return MBIs
- Return unutilized MBIs to the Administrator.

Transfer MBIs/Assignment Change
  - Transfer MBIs from one account to another, within the same company.
  - Transfer MBIs from one company to another company.
  - Change the date of a pending MBI transfer.
  - Change the date of implementation of a new MBI assignment.

Request MBI Application

The *New MBI Application* is used to request new MBI resources. Each application is for one complete MBI block (10,000 MINs). Shared-range MBIs can only be assigned with MBI Oversight Council (MOC) approval.
- Each request for an additional MBI must be for a specific account. The application requires certification that MBI assignments within that account are at 60% utilization for Local Number Portability (LNP)-capable carriers.
- Non LNP-capable carriers can request new MBI assignments, despite not meeting the 60% utilization requirement, in order to match new NPA-NXX assignments.

1. To ensure that the *MBI Availability* for assignment, from the *Home Page*, click on *Reports.*

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.

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 the **Available MBIs** report.

Reports

Reports

Report Name	Report Name
Account Transaction History	Available MBIs
Assigned MBIs	Monthly MBI Usage Report
MBIs In Aging	Payment Report
View Screen	
Export Data	
Industry-Wide Assignment	

3. Enter the first three digits of the MBI. If the MBI is listed on this report, it is available for assignment and you may proceed with your application. When requesting multiple MBIs, this list can be exported to Excel by clicking on the *Export Data* button (recommended for multiple requests) or viewed on the screen by clicking *Submit*.

MBI
Reports

Available MBIs

Input first three digits of MBI: [752]

Cancel   Submit   Export Data

4. Click Return to the *User Home* by clicking *Home* at the top of the screen, then click *Go to MBI 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.

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

5. Click *Go to New MBI Request.*

MBI Management

New MBI Request

Request a new MBI for an existing Service Account or Sub-Account. Each MBI request will be reviewed and Assignments made on a first-come, first-serve basis.

○ Go to New MBI Request

MBI Assignment Return

When an existing MBI Assignment is not being utilized, then it can be returned using this application page.

○ Go to MBI Assignment Return

MBI Assignment Change

Request transfer of a MBI from one account to another. Also use this page to request an Implementation Date Extension for an existing MBI Assignment. If performing a transfer to another company or if it is to an internal account that the requester is not associated, then the request must be made using a hard-copy "MBI Assignment Change" application.

○ Go to MBI Assignment Change

6. Select the account that will receive the MBI. Uncheck the *Hide Inactive accounts* and click **Refresh** to reveal accounts with "0" MBI balances if required.

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

7. Accept the default **Whole** for *Whole/Shared MBIs*. Shared ranges are no longer assigned without special permission from the MBI Oversight Council.

New MBI Application   • Indicates Required Field

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

whole/ shared MBIs?	MBI [XXXXXXX]	Range From [XXXX]	Range To [XXXX]	Implementation Date [MM/DD/YYYY]	MBI used in a Non-LNP Env	Service account reached 60% per Section 6.3	Comments	
Whole ∨					☐	☑		Delete / Add

○ View Available MBIs

Application Fee	Total Application Fee
$55	$55

• **Payment Method**
● Pay Online
○ Other Payment Method

[Cancel] [Submit]

8. Enter the first *MBI* number chosen from the *Available MBI* report. Do not use spaces or hyphen between the NPA and the NXX.

Application

If the MBI is to be used in an LNP Environment and the Implementation Date is after November 24, 2002, then the MBI number may be left blank to allow the Administrator to assign the next available number.

If the Implementation Date is before November 24, 2002, or if the MBI is to be used in a Non-LNP Environment, then the MBI must be specified in order to match the assigned NPA-NXX code. If it is a newly assigned NPA-NXX code and it is not yet available, then it may be requested via a hard copy application along with a copy of the NANPA Part 3 form.

New MBI Application   • Indicates Required Field

Account Number	Company Name
1168-10367-000	VERIZON WIRELESS
Account Name	Contact Name
VZW South	Nita Little

whole/ shared MBIs?	MBI [XXXXXXX]	Range From [XXXX]	Range To [XXXX]	Implementation Date [MM/DD/YYYY]	MBI used in a Non-LNP Env	Service account reached 60% per Section 6.3	Comments	
Whole ∨					☐	☑		Delete / Add

○ View Available MBIs

Application Fee	Total Application Fee
$55	$55

• **Payment Method**
● Pay Online
○ Other Payment Method

[Cancel] [Submit]

9. Enter the *Implementation Date* in the following format: MM/DD/YYYY Example, 01/02/2017. The date must be between 30 and 365 days from the current date.

   a. If the MBI is to be used in a non-LNP environment, or if the implementation date is before November 24, 2002, then the MBI must be specified in this field in order to match the assigned NPA-NXX code.

   - If the MBI is not listed on the **Available MBIs** report, go to the **MBIs In Aging** report.

   - If the MBI you are applying for appears on the **MBIs In Aging** report, you must contact MBI Administration to request that the MBI be released from aging. (Instructions regarding required documentation and certification will be provided at the time of the request)

Newly Assigned Code   If the NPA-NXX was recently assigned and is not yet listed as available, the matching MBI may be added to the pool of available MBIs by submitting a copy of the NANPA part-3 or Pooling part-3 to MBI Administration.

   - If you are planning to process your application on-line, you may send the NANPA part-3 or Pooling part-3 copy via e-mail or facsimile. As soon as the MBI is available on the system, an Administrator will contact you via e-mail or phone. Because that MBI will be available to all users on the system, it is important that you complete your application as soon as possible once the MBI is available.

   - If you are planning to process your application via hard copy, you may send the NANPA part-3 copy as an attachment to your hard-copy New MBI application. You will receive confirmation from the system when the application is processed.

Utilization Percentage   **If you answer "No"** to the question "Has this account reached 60% utilization per section 6.3 of the MBI Assignment Guidelines?":

   6.3.1   The 60% utilization requirement does not apply when a non-LNP capable (e.g., unable to support MDN/MIN separation) service provider is requesting a matching MBI for a new NPA-NXX assignment which has been certified by the Part 3, assuming that the corresponding MBI is available. *A service provider that chooses to utilize this option shall:*
   - *Check the "No" box on the application where asked, "Has this account reached 60% utilization per Section 6.3 of the MBI Assignment Guidelines and Procedures?";*
   - *Note in the Comments section of the application that the service provider is requesting the matching MBI for a new NPA-NXX; and*
   - *Email a copy of the Part 3 to the MBI Administrator to certify that the matching NPA-NXX has been assigned to the service provider requesting the MBI.*

   6.3.2   A wireless service provider may also request supplementary MBI resources for a given Service Account or Sub-account, even if it has not reached the minimum Utilization Rate. This can occur if the service provider has a bona fide need for resources based on the introduction of new service offerings, definitive plans to expand geographic service areas, an acquisition or similar business needs.

10. 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.

11. Click the *Add* button to insert a new line when requesting multiple MBIs on one form.

12. Click the *Delete* button to remove excess lines from the form.

13. Accept the default *Payment Method* **Pay Online** or choose the ***Other Payment Method*** option (to pay by check) by clicking on the circle beside the link.
    a. *On-Line Payment*
       Complete all required fields and click **Submit.** The dollar amount listed will be applied to your credit card and your application will be tagged as complete with the current date. The confirmation page will show a zero balance.

    b. *Other Payment*
       This option provides a confirmation page and a payment application. This page can be mailed or faxed with your check. See Contact Information on the ***Contact Us*** page.

       In order for payment to be applied appropriately, all off-line payments must include the Application ID that is provided to you upon confirmation of your application submission.

14. Click ***Submit***.

15. 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.

MBI Application

You must correct the following error(s) before proceeding:
Invalid MBI 575213 (Not available)

16. If the *Payment Method* is **Pay Online**, the credit card application will appear. Enter the information required and click **Submit**.

Application ID: 195026

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

Full payment is required before this application can be considered complete and administrator validation can occur. This application will be maintained on file for up to 20 days pending full payment, but beyond 20 days it will expire and resubmission will be required.

Credit Card Payment

Credit Card submission online to pay now. Fill in the information below and then hit submit. The amount due will be charged to your Credit Card and then immediately applied to this application.

Company	MILLENNIAL CELL	* Cardholder Name	
Application ID	195026	*Cardholder Address	
*Card Type	Select	*Cardholder City	
*Credit Card #		*Cardholder State	
*Expiration Date	[MMYY]	*Cardholder Zip	
*Payment Amount	$55	*Payment Date	04/07/2017
*CVV			

Cancel   Submit

By Submitting I agree to
the MBI Administration Terms of Use

WARNING: Click the submit button once to avoid having multiple charges to your credit card for this application.

17. If your application submission is successful, a confirmation page will appear that includes all the data submitted along with an Application ID. Save the Application ID for your records.

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	194714
Payment ID	36690
Payment Amount	$55
Payment Date	02/27/2017

Continue to Application Summary

When a valid credit card payment is made you will receive the confirmation via email within a few minutes.

18. If you chose to provide credit card information by fax, the application is sent to the Administrator for validation. Include your email and telephone number so the Administrator can contact you by email or telephone if clarification is required.

19. If you chose to pay by check, the application is sent to the Administrator for validation. Email the administrator at mbiadmin@solusur.com to advise when the check is mailed. If the check is not received within 20 days, the application will need to be re-submitted.

20. Once the payment is received and 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.
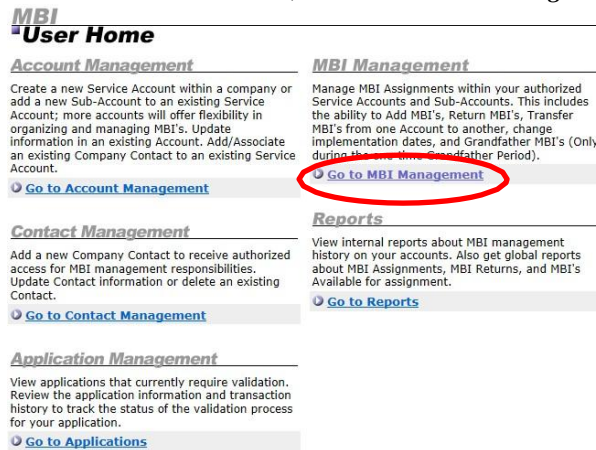
Return MBIs

The MBI Assignment Return application is used to return an MBI when it is not being utilized. Per the MBI Assignment Guidelines and Procedures, it is the obligation of each Wireless Service Provider to initiate the return of an MBI when it has not been utilized by the implementation date of that MBI or when it is no longer required.

The Administrator may initiate reclamation of MBIs that are deemed inactive. The Administrator is required to advertise the MBI, via the Quarterly Report or other user community broadcast, for a period of 10 business days before reclamation commences.

1. From the *User Home* screen, click *Go to MBI Management.*

2. Click *Go to MBI Assignment Return*

MBI Management

New MBI Request

Request a new MBI for an existing Service Account or Sub-Account. Each MBI request will be reviewed and Assignments made on a first-come, first-serve basis.

○ **Go to New MBI Request**

MBI Assignment Return

When an existing MBI Assignment is not being utilized, then it can be returned using this application page.

○ **Go to MBI Assignment Return**

MBI Assignment Change

Request transfer of a MBI from one account to another. Also use this page to request an Implementation Date Extension for an existing MBI Assignment. If performing a transfer to another company or if it is to an internal account that the requester is not associated, then the request must be made using a hard-copy "MBI Assignment Change" application.

○ **Go to MBI Assignment Change**

3. Click on the account where the MBIs to be returned are assigned.

Assignment Return

☐ **Hide Inactive Accounts**

[Refresh]

Select Account

Account Number	Account Name
⊞ 1322-10634-000	Fairway

Assignment Return

MBI Assignment Return   * Indicates Required Field

Account Number   **Company Name**

	MBI	Range			MBI	Range
☐	650243	-		☐	650229	-
☐	650217	-		☐	650228	-

* **Last date MBI was in use by assignee**

[   ]
[MM/DD/YYYY]

Number of MIN's in MBI

[   ]

Reason for Return

[   ]

[Cancel] [Submit]

4. Select the MBIs that will be returned by clicking on the check box beside each MBI. Partial returns are not allowed. Only complete MBIs may be returned, unless the MBI is currently a shared-range.
5. Enter the *Last Date in Use* in the following format MM/DD/YYYY Example: 03/31/2017
6. Enter *Reason for Return*. This section is optional and can contain a maximum of 250 characters, including spaces. Use it to record the reason for returning your MBIs as well as other notes specific to your application.
7. The *Number of MINs in MBI* is an optional field.
8. 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.
9. If your application submission is successful, a confirmation page will appear that includes all the data submitted along with an Application ID. Save the Application ID for your records.
    a.   When you receive the confirmation, your application is sent to the administrator for validation.
10. 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.
11. Returned and reclaimed MBIs are held in Aging for 30 days after the application is validated.

Transfer MBIs/ Change Assignment

The MBI Assignment Change application is used to make the following changes to an existing MBI assignment:
- Transfer MBIs from one account to another, within the same company.

- [Transfer MBIs from one company to another company](#). See the *Pricing Schedules* on the *MBI Administrator News* page
- [Change the date of a pending MBI transfer](#).
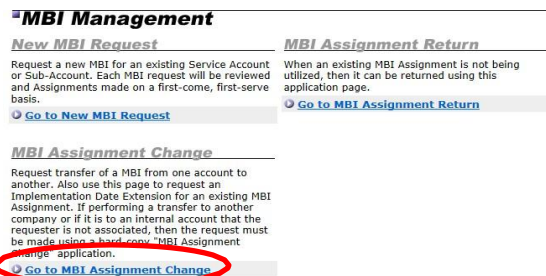- [Change the date of implementation of a new MBI assignment.](#)

Transfer MBIs within My Company

To Transfer MBIs within your company, you must ensure that you are listed as a user on both accounts. Contact your account Primary Contact to be added to the relevant accounts.

1. From your *User Home* screen, click *Go to MBI Management.*
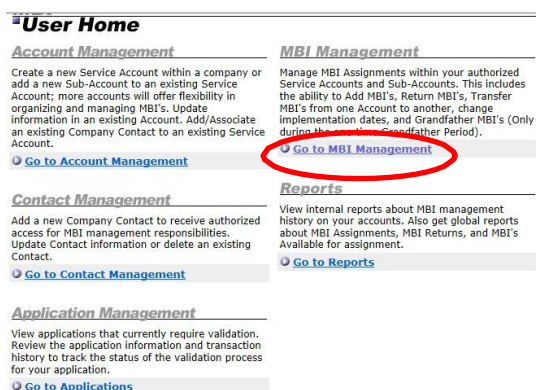
2. Click *Go to MBI Assignment Change*

3. Select the account that holds the MBIs that will be affected by the change. You will be brought to the *Select Assignment Change* screen. If no MBIs have been assigned, uncheck the *Show only accounts with active MBIs* to view the accounts with no MBIs assigned.

4. Click on *Transfer MBIs within my Company*. Click *Continue*

Assignment Change

The MBI Assignment Change application allows for transferring of MBIs to a new account within a company, transferring of MBIs to accounts in different companies, and the update of MBI Implementation Dates.

Select Assignment Change

Please select an action from the list of options below:

○ Change Implementation Date
◉ Transfer MBIs within my Company
○ Transfer MBIs to Another Company
○ Change MBI Transfer Date

[Previous] [Continue]

5. The user will be taken to the *Transfer MBI Assignment* application. A list of the available MBIs in that account will be visible.
6. Click on the **Check All** button if all of the displayed MBIs are to be transferred. Otherwise, click on the check box beside each MBI to be transferred.
7. Click on the **Clear All** button to clear all checked boxes.
8. The *Select the Account to Transfer MBI(s) to:* field allows the user to choose the recipient account from a drop down list. If the account does not appear in the list, it is not associated with the parent service account or you are not listed as a user on that account. Request the Primary Contact to add you to the account.
9. Enter a *Reason for Change* in the text box.
10. Enter the requested *Date of Transfer* in the MM/DD/YYYY format. Example: 02/31/2017

	MBI	Range
☑	650243	-
☑	650229	-
☑	650217	-
☑	650228	-

Check All Clear All

* Select Account to Transfer MBI(s) to:
1158-10356-872 (BOSDNV351) ▼

* Reason for Change
Not needed

* Date of Transfer
03/20/2017
[MM/DD/YYYY]

[Cancel] [Submit]

11. Click **Submit**.
12. 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.
13. If your application submission is successful, a confirmation page will appear that includes all the data submitted along with an Application ID. Save the Application ID for your records.
    When you receive the confirmation, your application is sent to the administrator for validation.

Application History

App ID	App Type	Status	Fee	Responsible	Respond By
194716	MBI Reassign within Company	Pending	$0	Administrator	03-Mar-2017

Transaction ID	Date	Transaction Type		Amount
270511	27-Feb-2017	Form D In Company		$.00
			Balance Due:	$0

Review Application

MBI	Range	Range	New Account	New Account Name
650243			10356-872	BOSDNV351
650229			10356-872	BOSDNV351
650217			10356-872	BOSDNV351
650228			10356-872	BOSDNV351

Date of Transfer	Reason for Change
03/20/2017	Not needed

○ User Home Page

14. 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.

Transfer to Another Company

MBIs cannot be directly transferred by the user. When transferring MBIs from one company to another, an email requesting the transfer and a PDF copy of the transfer form signed by both account contacts must be received before the transfer is initiated. The transferring party is responsible for payment of the transfer fee.

The application can be held for 20 days. If payment is not received within 20 days, the application will be denied and must be re-submitted.

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

2. Click *Go to MBI Assignment Change* and select the account that holds the MBIs that will be affected by the change.

3. Uncheck the *Hide Inactive Accounts* box and select the account that holds the MBIs that will be affected by the change.

4. Click on *Transfer MBIs to another Company*. Click *Continue*

Assignment Change

The MBI Assignment Change application allows for transferring of MBIs to a new account within a company, transferring of MBIs to accounts in different companies, and the update of MBI Implementation Dates.

Select Assignment Change

Please select an action from the list of options below:

○ Change Implementation Date
○ Transfer MBIs within my Company
● Transfer MBIs to Another Company
○ Change MBI Transfer Date
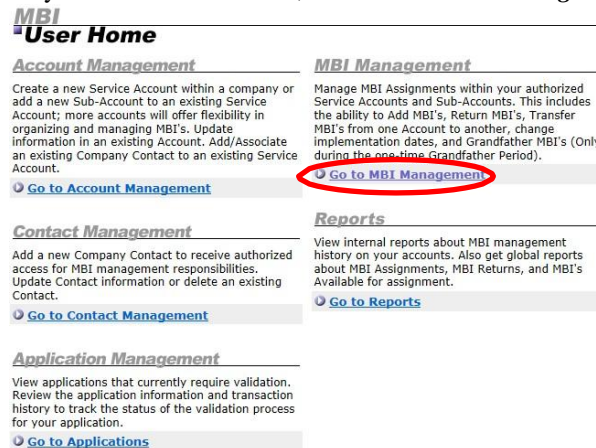
[Previous] [Continue]

5. Click on the link *MBI Assignment Change* to open the hard copy application. Follow the instructions that appear on the site. Forms may be emailed to mbiadmin@solusur.com

6. For current pricing, log out of the website, click on *MBI Administration News* then click on *Pricing/Payment Info*, then click on *Pricing* **Files**

Change Implementation Date

This application allows the user to change the implementation date of an MBI. The implementation date of a newly assigned MBI may have a maximum of two extensions, up to 30-days each. However, the implementation date must be within six months from the MBI assignment.

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

MBI
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 *Go to Change MBI Assignment* and select the account that holds the MBIs that will be affected by the change. You will be brought to the *Select Assignment Change* screen.

MBI Management

New MBI Request

Request a new MBI for an existing Service Account or Sub-Account. Each MBI request will be reviewed and Assignments made on a first-come, first-serve basis.

◉ **Go to New MBI Request**

MBI Assignment Return

When an existing MBI Assignment is not being utilized, then it can be returned using this application page.

◉ **Go to MBI Assignment Return**

MBI Assignment Change

Request transfer of a MBI from one account to another. Also use this page to request an Implementation Date Extension for an existing MBI Assignment. If performing a transfer to another company or if it is to an internal account that the requester is not associated, then the request must be made using a hard-copy "MBI Assignment Change" application.

◉ **Go to MBI Assignment Change**

3. Uncheck the *Hide Inactive* Accounts and Select the account that holds the MBIs that will be affected by the change.

Assignment Change

☐ **Hide Inactive Accounts**
[Refresh]
Select Account

Account Number	Account Name
⊞ 1322-10634-000	Fairway

4. Click on *Change Implementation Date*. Click *Continue*.

Assignment Change

The MBI Assignment Change application allows for transferring of MBIs to a new account within a company, transferring of MBIs to accounts in different companies, and the update of MBI Implementation Dates.

Select Assignment Change

Please select an action from the list of options below:
○ Change Implementation Date
○ Transfer MBIs within my Company
◉ Transfer MBIs to Another Company
○ Change MBI Transfer Date

[Previous] [Continue]

5. A list of the available MBIs in that account will be displayed.

Assignment Change

The Implementation Date of a newly assigned MBI may have a maximum of two extensions up to 90 days each. The Implementation Date must be within 6 months from the MBI assignment date.

Transfer MBI Assignment   * Indicates Required Field

Account Number	Company Name

* **Select MBI(s) for modification:**   *Reason for Change
[(Select MBI) ▼]
*Implementation Date Change
[   ]
[MM/DD/YYYY]

[Cancel] [Submit]

6. Select the *MBI for Modification* from the drop down list.
7. Enter a *Reason for change*. This is an optional field
8. Enter the new *Implementation Date* using the MM/DD/YYYY format Example: 03/31/2017. The date must be between 0 and 90 days from the original date.
9. 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.

10. A confirmation page will appear that includes all the data submitted along with an Application ID. Save the Application ID for your records.
11. When you receive the confirmation, your application is sent to the administrator for validation.
12. 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.

Change MBI Transfer Date

This application allows the user to change the transfer date on MBI Transfer applications.

To change a transfer date on a Suspended application, send an e-mail to [mbiadmin@solusur.com.](mailto:mbiadmin@solusur.com) In the e-mail, note the reason for the change in transfer date and include the application number.

Transfer applications are *Suspended* until the actual transfer date arrives; at which time the Administrator validates the application.

Note: A "new" transfer application should NOT be submitted because it will NOT replace the original transfer application.