MBI Administration

MBI User Manual

Table of Contents

General Information about MBIAdmin Website and User Manual

This User Manual is meant to provide new registrants and existing users with step by step instructions on how to obtain information or assistance, navigate the website, and use the website features.

MBI Administration Services website is divided into a Public site and a Secure site. All links from the Public homepage are accessible to general users. To access the Secure site, you must first register your company and obtain a service account.

Use the hyperlinked Table of Contents to quickly locate step-by-step instructions in this document. The User Manual is divided into convenient sections:

A. Get Started

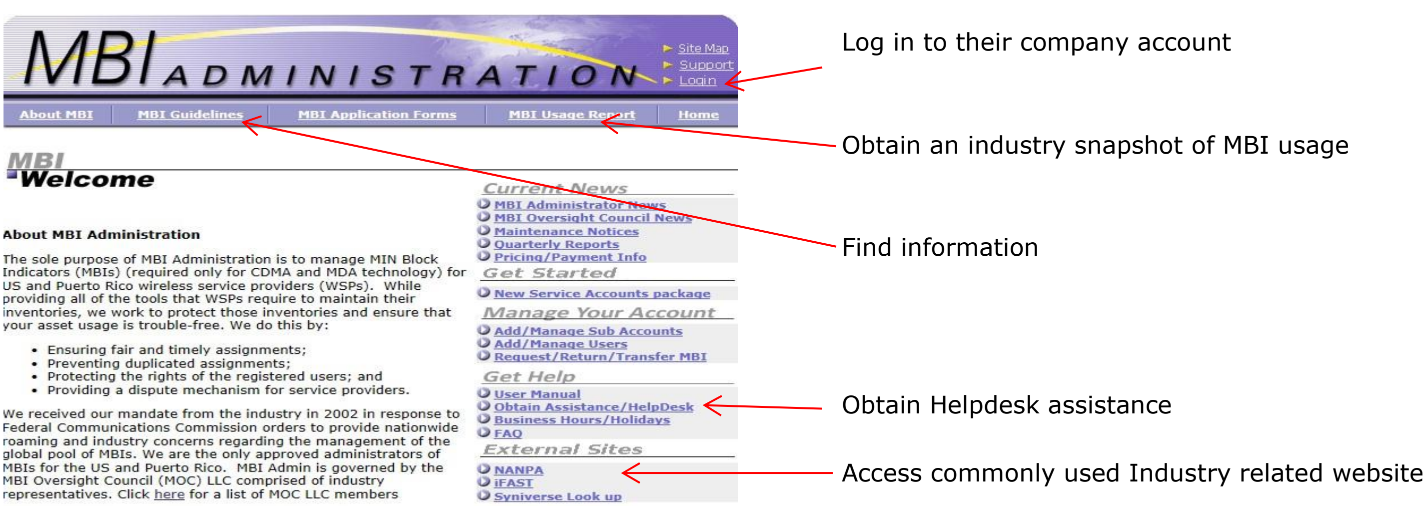
Finding Information on the Website

The website offers three pages to provide users with both general and step by step instructions. These pages are:

- Home – A landing page packed with links to information, log in, and industry organizations
- MBI Administrator News – commonly requested administrative related information
- MBI Oversight Council News – commonly requested information from and about the council's activities and website governance

Home Page

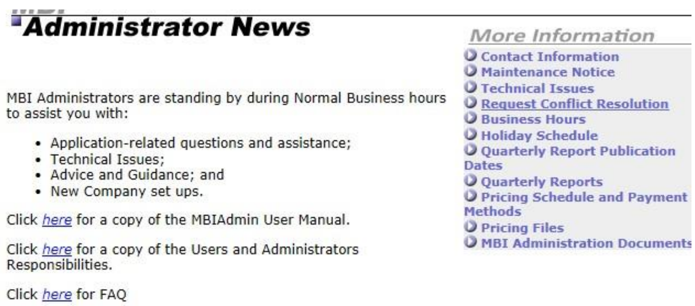
The Home page (unsecured) is designed to provide users with quick links to information they need most often. It is a starting point for users who want to:



MBI Administrator News

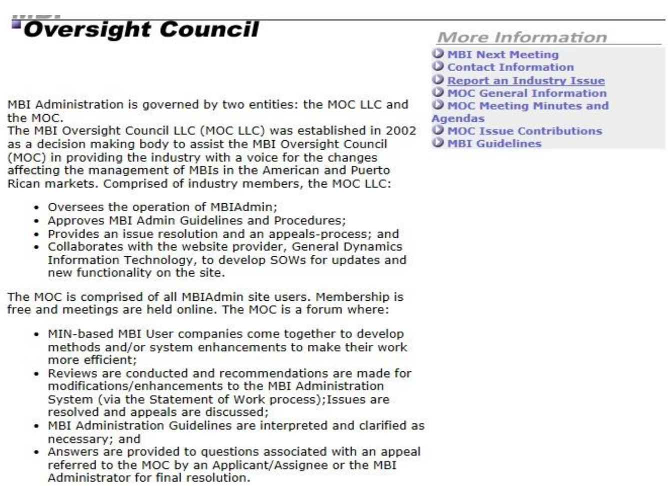
The MBI Administrator News page contains information about the Helpdesk support hours/holidays, telephone/mailing and other contact information, user community reports, and commonly requested downloadable files.

Click on a link in the side navigation to go to the required information.



MBI Oversight Council News

The MBI Oversight Council News contains information about the MBIAdmin website governance, membership information, MBI Assignment Guidelines. The page provides a forum for members to report issues that affect the WSP community and to obtain feedback from industry professionals. Click on the links or scroll down to the information you need.



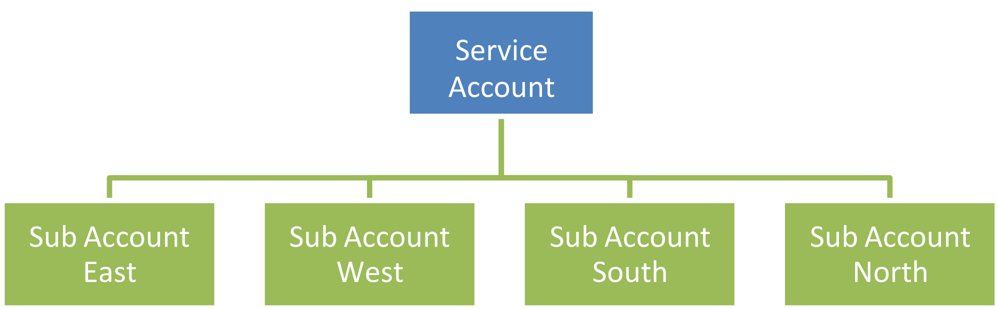
Registering a New Company

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, the 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

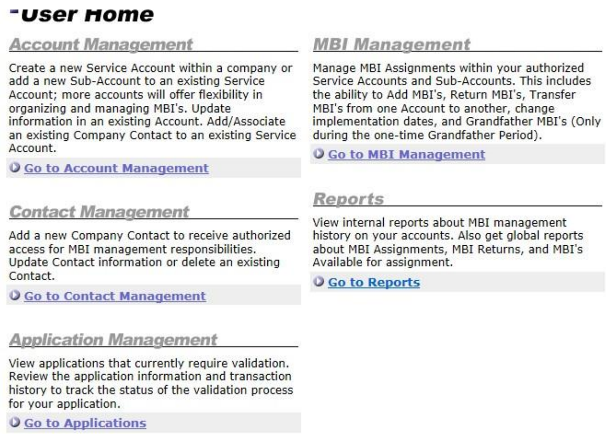
4. To make payment by check see Pricing Schedules and Payment Methods
5. To make payment by credit card: Send a soft copy to: MBIAdmin@solusur.com Include the best time to contact you to arrange credit card payment. The account will not be set up until payment is received.

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.

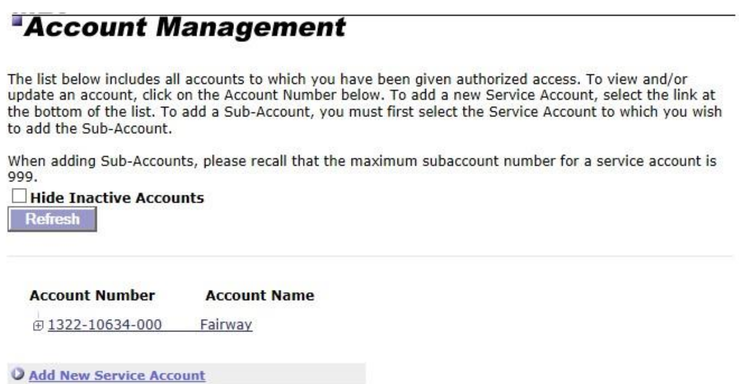
7. The Administrator will also set up the Primary Contact user account. Additional User accounts can be created at any time by the Primary Contact.

Additional Service Accounts

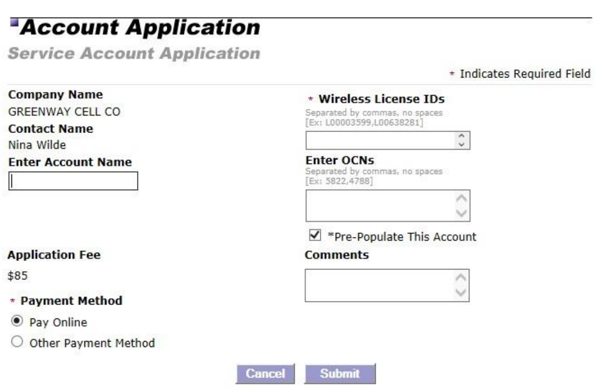
1. From your *User Home* screen, click ***Account Management***.



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***.

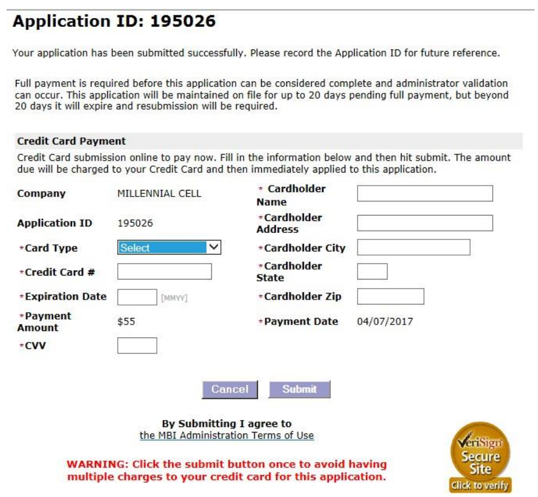


3. Enter the *Account Name.* This field is different from the Company Name.



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.



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.

VeriSign Secure Site Click to verify

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.

MBI ADMINISTRATION

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
270573	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
1323-10635-000

Wireless License IDs/Call Sign(s)
L000354

Account Name
Jupiter Telecom

OCNs
4789

Comments

☐ Pre-Populate This Service Account

Form X Response

Validation Response
Validate Approve

Instructions

Transaction Date
01-Mar-2017

Administrator
SYS Admin

Delivery Method
Email

Delivery Address
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

Contact Name
Nina Wilde

Enter Account Name
Mercury Telecom

* **Wireless License IDs**
Separated by commas, no spaces
[Ex: L00003599,L00638281]
L000357

Enter OCNs
Separated by commas, no spaces
[Ex: 5822,4788]
4750

☑ *Pre-Populate This Account

Application Fee
$85

Comments

* **Payment Method**
○ Pay Online
◉ 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:

Mail to:
General Dynamics Information
Technology Canada, Limited
30 Camelot Drive
Ottawa, Ontario
K2G 5X8

Fax to:
MBI Administration
Fax: (785) 838-2152

Check Payable to:
GDIT, MBI Administration

User Home Page

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: mbisuport@gmail.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

B. Roles and Responsibilities

The Roles and Responsibilities are extracted from Annex A and Annex B of the MBI Guidelines document and constitute the agreement undertaken between MBIAdmin (Administrators) and the Registered Users (Applicants and Assignees) of MBIAdmin.com

Responsibilities of Applicants and Assignees

Entities requesting MBI assignments and entities already assigned one or more MBIs shall comply with the following:

8.1 Applicants and Assignees must meet all conditions specified in these guidelines. It is the responsibility of the Applicant to obtain the most current copy of the guidelines from the Administrator, which can be located at http://www.mbiadmin.com. Applications should be submitted through the MBI Web Site. However, copies of all required forms are included in Annex B of the guidelines.

8.2 All Assignees and Applicants of MBI resources are required to establish one or more Service Accounts with the Administrator by completing Account Management - Service Account Application. No assignments will occur without such a Service Account. No Service Account will be established until the account setup fees for MBI administration are paid (both for accounts and Sub-accounts), system access fees are paid, and User Agreements are signed.

8.2.1 Each wireless service provider uniquely defines the scope of a Service Account or Sub-account; e.g. geographic area, group of geographic areas, service, function, etc. The scope of the account is maintained solely by the service provider but is available to the Administrator should an audit occur.

8.3 Once accounts are established with the Administrator (see section 8.2 above) applications must be submitted for new MBIs using MBI Management – New MBI Application.

8.4 Assignees shall:

8.4.1 Assign and efficiently manage the MINs associated with the assigned MBI and maintain up-to-date and accurate assignment records that associate MINs to MDNs. These records are required for audit purposes.

8.4.2 Activate a MIN within the MBI by the Implementation Date. Refer to sections 6.6 and 6.7 for implementation timeline instructions.

8.4.3 Inform the Administrator of changes in the information associated with a MBI assignment by using MBI Management – MBI Assignment Change form. Changes may include:

- An Implementation Date change
- A transfer of an MBI to another Service Account or Sub-account within a company
- A transfer of MBI(s) to a different wireless service provider's network due to a merger or acquisition. Both the initial Assignee and the recipient of a MBI involved in a transfer occurring through a merger or acquisition must inform the Administrator as soon as possible after such a change takes effect. Any liability associated with not informing the Administrator of transferred MBI(s) is the responsibility of the recipient. The service providers shall also indicate whether the original User should be deactivated from the Administrator's system.
- A transfer of MBI(s) to a different wireless service provider's network due to reasons other than a merger or acquisition (such as a "market transfer" or correction of assignment data). Both the initial Assignee and the recipient of a MBI involved in the transfer must inform the Administrator as soon as possible after such a change takes effect. Any liability associated with not informing the Administrator of transferred MBIs is the responsibility of the recipient. The service providers shall also indicate whether the original User should be deactivated from the Administrator's system.

8.4.4 Participate in the MBI audit and reclamation process.

8.4.5 Apply to the Administrator for an extension, using MBI Management – MBI Assignment Change form, if the Implementation Date cannot be met and the MBI is still required.

8.4.6 Return to the Administrator, using MBI Management – MBI Assignment Return form:

- Any MBI no longer needed for the provision of wireless services,
- Any MBI not activated before or on the implementation date, including an extension, if any, or
- Any MBI not used in conformance with these assignment guidelines

8.5 Non-LNP capable wireless service providers must ensure, through the Administrator that they are assigned the MBI that corresponds to their newly assigned central office code. Non-LNP capable wireless service providers will be required to use the "specify an MBI" field on MBI Management – New MBI Application assignment request form to match the MBI to the central office code assigned by the NANPA.

8.5.1 If the central office code is a recent assignment to a non-LNP capable service provider, the NANPA Part 3 or the PA Part 3 will need to accompany the MBI application.

8.5.2 If the new central office code is a result of a NPA split situation and the old central office code is already assigned to the requesting service provider , a Part 3 may not be applicable but the service provider must follow the "Area Code Split –MBI Release Process" in Annex I of these guidelines.

8.6 Wireless service providers must ensure that the MBIs assigned to them by the Administrator match a roaming clearinghouse's records to eliminate roaming or billing conflicts.

8.7 There is a thirty (30) day aging period before reclaimed or returned MBIs will be reassigned. Service providers with an MBI(s) that have been reclaimed and/or returned are encouraged to complete all necessary technical and business procedures within this 30 day aging period.

Responsibilities of the Administrator

The role of the Administrator is to manage the portion of the MBI resource that has been defined as available for assignment and to directly administer the MBI segment of the MIN.

9.1 The Administrator will:

9.1.1 Assign MBIs on a first come, first served basis from the available pool of unassigned MBIs according to whether the service provider is LNP capable or non-LNP capable. Refer to sections 5.14 and 5.15.

9.1.2 Make all MBI assignments and account creations based on the procedures in these guidelines.

9.1.3 Treat sensitive information received from Applicants as proprietary and confidential, and not to be shared with non-Administrator personnel.

9.1.4 Respond to the Applicant within 5 business days of receipt of a form or other correspondence.

9.1.5 Develop, implement and maintain the MBI Administration Web site. Access to the secure portion of the Web site will be restricted to those entities with a current account with the Administrator.

9.1.6 Develop, implement and maintain a system in support of the MBI administration function.

9.1.7 Provide to the industry general and specific information on the MBI Assignment Guidelines and Procedures.

9.1.8 Provide paper or electronic copies of these guidelines and forms to Applicants and Assignees, and assist them in completing the required forms.

9.1.9 Attend and represent MBI Administration at pertinent industry forums or meetings at the direction of the MBI Oversight Council.

9.1.10 The Administrator must monitor the assignment of central office codes on an ongoing and timely basis. By monitoring the assignment of central office codes as listed in the Telcordia® NPA/NXX Activity Guide (NNAG), the Administrator will know what resources are available as assignable MBIs.

9.1.11 The Administrator will make any non-assigned MBI available for assignment upon receipt of a Part 3.

9.1.12 The Administrator must not assign the corresponding MBIs for unassigned central office codes, due to the need for non-LNP capable service providers to continue to have MBIs that correspond to their MDNs central office codes.

9.1.13 The MBIs corresponding with central office codes outside the United States and Puerto Rico are not available for assignment by the Administrator because of the potential roaming conflicts.

9.1.14 The Administrator will notify the industry of any returned or reclaimed MBIs on a timely basis.

9.2 The Administrator will review and process MBI applications as follows:

9.2.1 Review the application to determine if all required information is provided and accurate.

- Inform Applicants of the status of their requests in writing within 5 business days. There are five response statuses: pending, assigned, denied, postponed or suspended.

- If pending, the application may be waiting to be validated by the Administrator or may require payment by the User.
- If assigned, the specific MBI assigned and the Service Account or Sub-account number,
- If denied, the reasons for denial and instructions on how and where to appeal the decision,
- If postponed, the latest date at which a decision on the application will be made,
- If suspended, the specific information required.

9.3 Use the following MBI assignment procedures:

9.3.1 The Administrator shall assign the MBI requested by the Applicant per Sections 5.13, 5.14, and 5.15.

9.3.2 If an Applicant does not request a specific MBI as noted in Section 9.3.1 above, then the lowest numbered MBI available will be assigned (e.g. 201201).

9.3.3 The Administrator shall only make shared or partial assignments within an MBI if the Applicant meets the criteria outlined in Annex G. Should the Administrator receive an Application requesting a shared or partial MBI but the entire MBI (10,000 MINs) is available for assignment, the Administrator shall assign the entire MBI, provided that the Application meets the assignment criteria.

9.3.4 The Administrator will not reassign a reclaimed or returned MBI for at least the required thirty (30) day Aging Period. This thirty (30) day period is provided to enable all service providers to accomplish technical and business procedures appropriate to the reclamation or return of an MBI.

9.4 Maintain accurate and current MBI assignment records by performing the following tasks:

9.4.1 Update the records as required to respond to requests for changes in assignment information reported by Assignees.

9.4.2 Respond to these requests within 5 business days using MBI Response – Confirmation of Application.

9.4.3 Track and maintain a list of assigned MBIs. The list will include the MBI number, the wireless network licensee, Service Account, the Implementation Date and the entity contact with telephone number.

9.4.4 Track the total number of MBIs assigned and the assignment rate and report this data regularly to the MBI Oversight Council and to other organizations via the MBI Administration Web site.

9.4.5 Provide up-to-date reports of assigned and available MBIs via the MBI Administration Web site:

- On a wireless service provider basis, and
- Of the entire inventory of MBIs.

9.5 The Administrator will track and monitor MBI assignments and assignment procedures to ensure that MBIs are being used in an efficient and effective manner. Ongoing Administrator procedures that foster conservation shall include, but not be limited to, the following:

- Perform active reclamation process to reclaim unused or misused MBIs per Section 9.15 below,
- Strict conformance with these guidelines,
- Appropriate and timely recommendations to the MBI Oversight Council for modifications to these guidelines, if they are found to result in inefficient use or assignment of MINs and MBIs.

9.6 At the determination of the MBI Oversight Council, the Administrator may be requested to perform assignment audits. This requirement is not considered to be the ongoing responsibility of the Administrator unless agreed to by the MBI Oversight Council. The Administrator may recommend to the MBI Oversight Council that a specific audit be performed. See Annex F for future potential auditing process. This annex is not an integral part of the guidelines.

9.7 Inform the NANP area wireless telecommunications industry, via the Administrator MBI Administrator Web site, of any approved revisions to these guidelines.

9.8 Inform MBI Oversight Council of recommended changes to the guidelines based on experience using the present version of the guidelines.

9.9 Coordinate MBI assignments with similar organizations in other countries in the NANP area, as appropriate, to the extent allowed by these guidelines, subject to relevant laws and regulations.

9.10 Place returned MBIs in the unavailable pool for the Aging Period, and then return them to the available pool. (Refer to Section 9.3)

9.11 Coordinate with the appropriate industry bodies, MBIs that have been assigned in the IFAST IRM MBI block range to ensure that records are complete and prevent duplicate assignments.

9.12 Comply with audit requests from the MBI Oversight Council to ensure that the Administrator is in compliance with current guidelines and procedures.

9.13 Maintain the records and files of all activities related to the MBI Oversight Council and the Administrator, including the appeals process.

9.14 The Administrator shall follow the responsibilities for the Grandfathering process as detailed in Annex E.

9.15 The Administrator shall follow the following MBI reclamation procedures for Service Providers no longer in business:

9.15.1 Determine if MBIs are registered in roaming clearinghouse and what Service Provider has registered these MBIs. If registered in roaming clearinghouse, Administrator will contact Service Provider to resolve.

9.15.2 If MBIs are not currently registered in roaming clearinghouse or registered under an out of business Service Provider, the Administrator will send a broadcast notification to all MBI Users of reclamation.

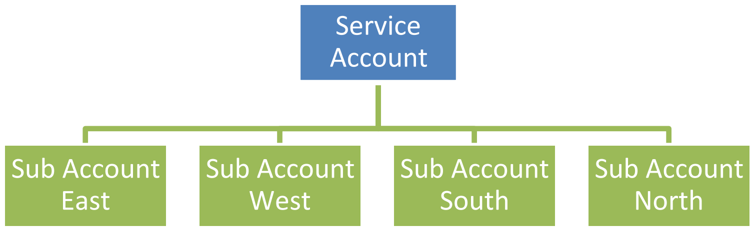
9.15.3 Administrator will wait 10 business days, if no Service Provider notifies the Administrator of using these MBIs, the MBIs will be reclaimed.

9.16 The Administrator shall follow the processes outlined in Annex H to resolve international MBI conflicts.

C. Add/Manage SubAccounts

This page includes information on how to:

- Add Sub-Accounts
- Update Accounts

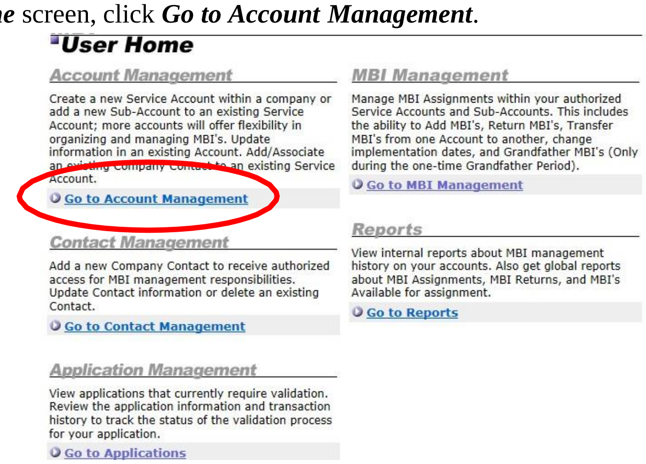


Add Sub-Account

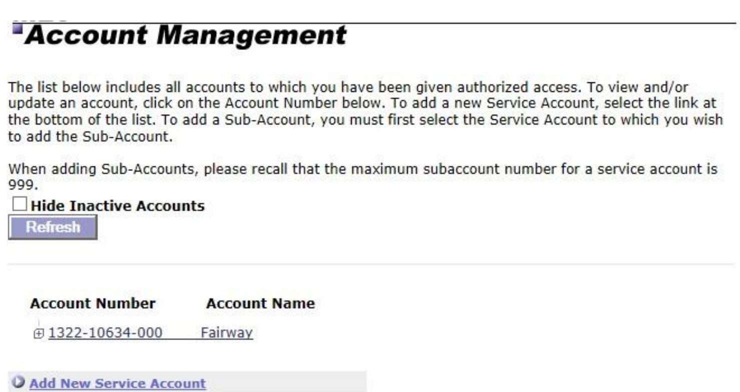
The **Add Sub-Account application** is used to add a new Sub-Account under an existing Service Account.

- 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.

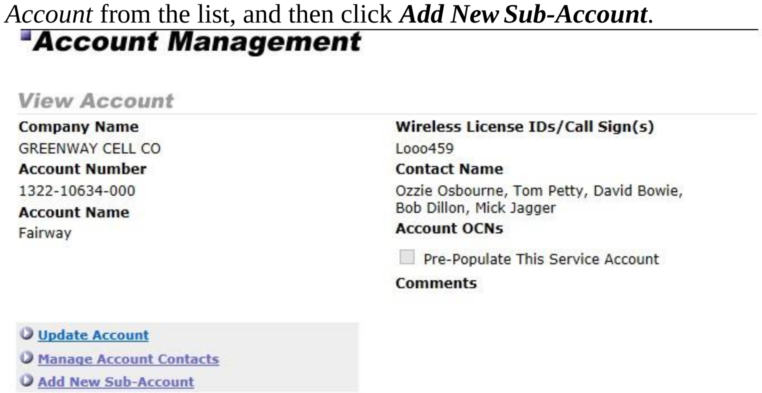
1. From your ***User Home*** screen, click ***Go to Account Management***.



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



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



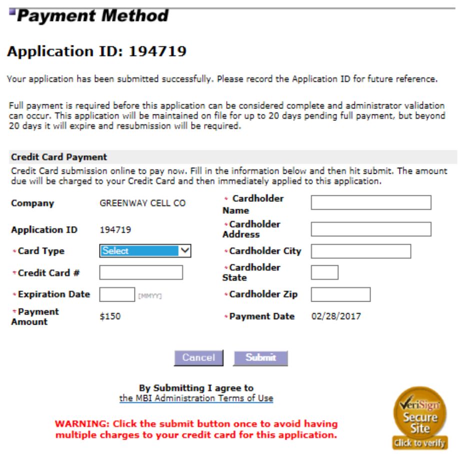
4. Enter the *Account Name.* This field is different from the Company Name. It is specific to the Sub-Account and it is an optional field.

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.



Payment Method

Application ID: 194719

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	GREENWAY CELL CO	* Cardholder Name	
Application ID	194719	* Cardholder Address	
* Card Type	Select	* Cardholder City	
* Credit Card #		* Cardholder State	
* Expiration Date	[MMYY]	* Cardholder Zip	
* Payment Amount	$150	* Payment Date	02/28/2017

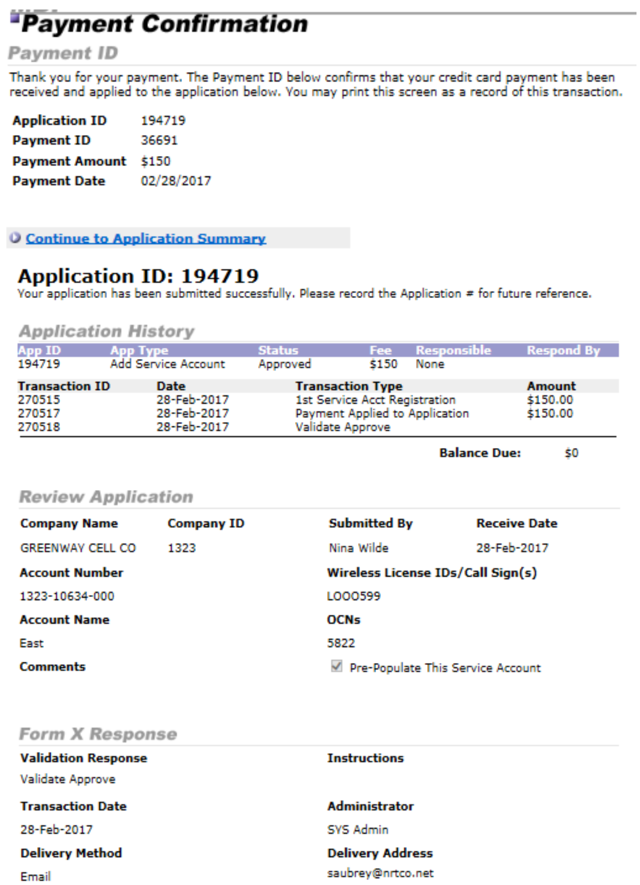
Cancel Submit

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.

VeriSign Secure Site Click to verify

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: 1323-10634-000

Wireless License IDs/Call Sign(s): LOO0599

Account Name: East

OCNs: 5822

Comments

☑ Pre-Populate This Service Account

Form X Response

Validation Response: Validate Approve

Instructions

Transaction Date: 28-Feb-2017

Administrator: SYS Admin

Delivery Method: Email

Delivery Address: saubrey@nrtco.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:
General Dynamics Information
Technology Canada, Limited
30 Camelot Drive
Ottawa, Ontario
K2G 5X8

Fax to:
MBI Administration
Fax: (785) 838-2152

Check Payable to:
GDIT, MBI Administration

User Home Page

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: mbisupport@gmail.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

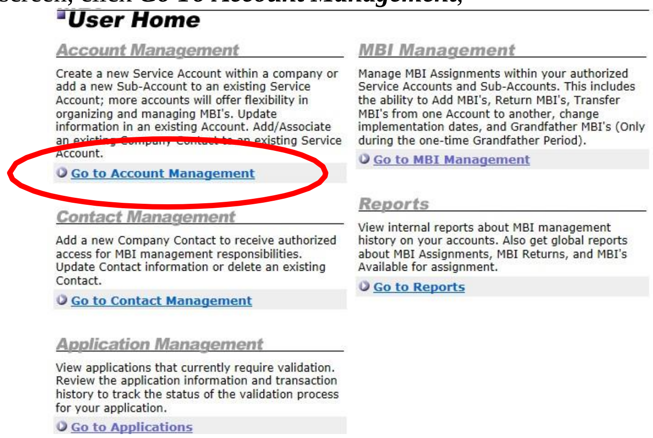
Update Account

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.

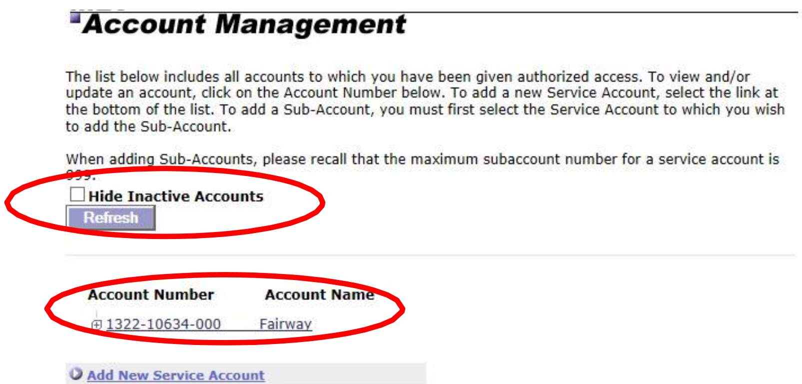
- The list of available accounts will include only those Service Accounts and associated Sub-Accounts for which you are an authorized Contact.

- 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***,



12. Select from the list the <u>Service Account</u> or <u>Sub-Account</u> 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***.



13. Click ***Update Account*** to update the Sub Account Name, Wireless License ID/Call signs, Enter OCNs, or add comments.
14. 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.

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

16. 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

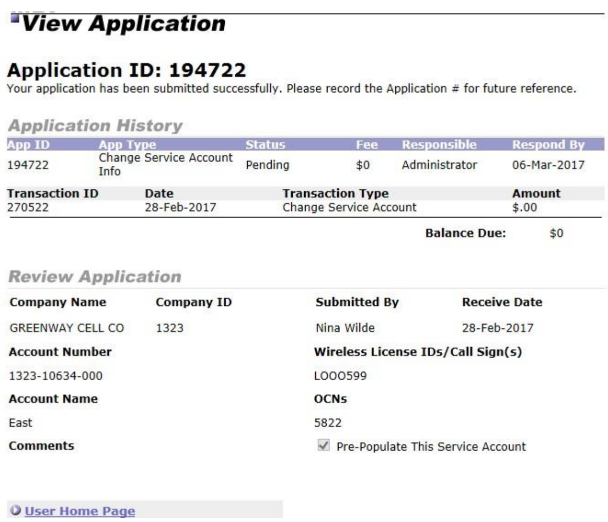
Service Account Application — * Indicates Required Field

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,AABB111]: L000599
Enter OCNs — Separated by commas, no spaces [Ex: 5822,4788]: 5822
*Pre-Populate This Account
Comments

Cancel | Submit

17. 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	$.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: 1323-10634-000
Wireless License IDs/Call Sign(s): L000599
Account Name: East
OCNs: 5822
Comments
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.

D. Add/Manage Users

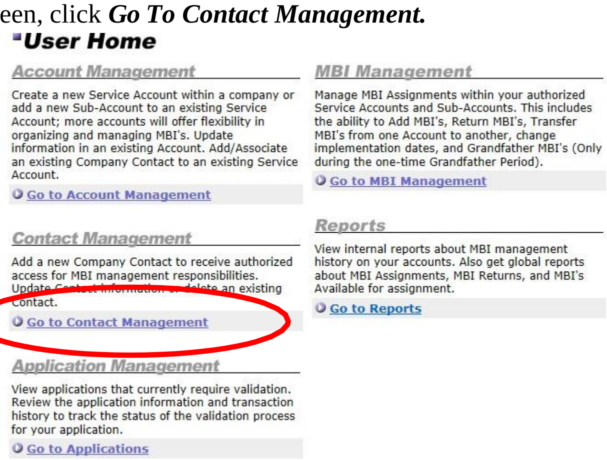
Contact information is used by the MBI Administrators to communicate with Contacts and respond to applications. Contact Management and Account Management are used to manage contact information and the related permissions.

- Add Contact - Only Administrators and Primary Contacts have authority to add contacts from an account. Use the Add Contact to add the user to the ***Mail Distribution list***.

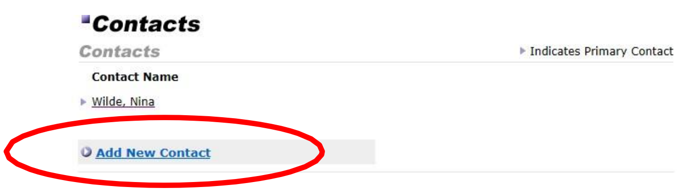
- The ***Mail Distribution list*** is used to communicate system maintenance and other website related information such as the Quarterly Report and pricing updates.
- Delete Contact - Only Administrators and Primary Contacts have authority to delete contacts from an account.
- Update Contact - All authorized Contacts within a company have authority to update their contact information within that company.
- Assign/Change Primary Contact – The Primary Contact is responsible for managing the account and contact information.

Add Contact

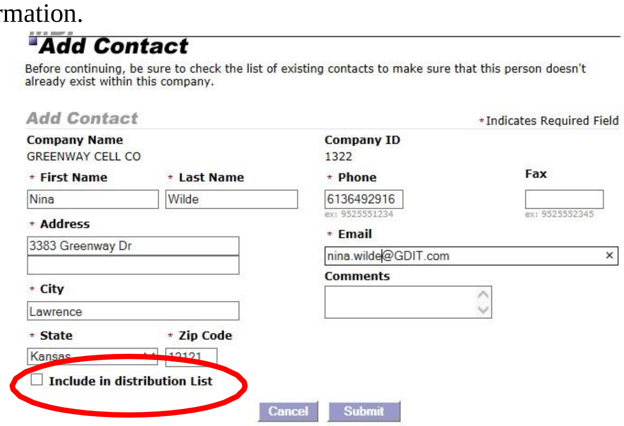
1. From the ***User Home*** screen, click ***Go To Contact Management.***



2. Click on the ***Add New Contact.***



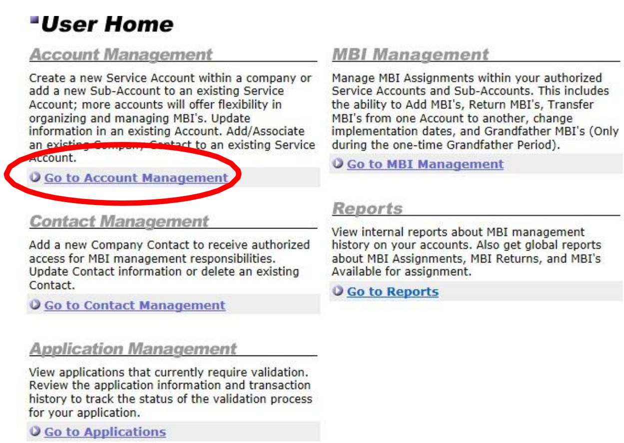
3. Enter the *required information.



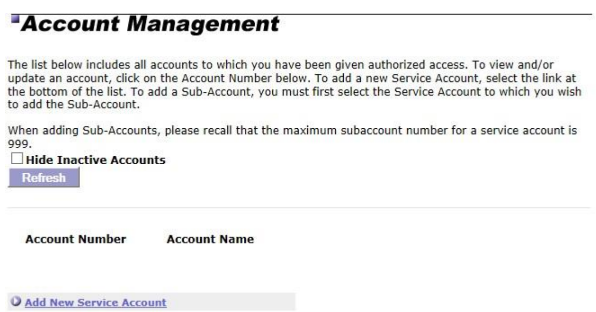
4. Enter additional comments in the *Comments* box.
5. To add the user to the Mail Distribution list (to receive quarterly updates, system maintenance notices, and other website related updates) click on the *Include in Distribution List* check box.

6. Review all information. 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.
7. The application will be automatically approved and changes to the user list are effective immediately.

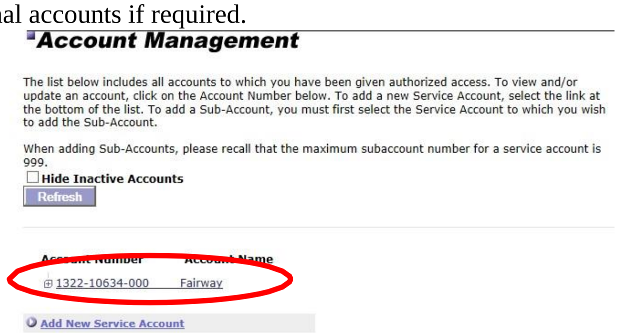
8. Click ***Home***. Click ***Go to Account Management***.



9. Uncheck the *Hide Inactive Accounts* box if this is a new account or an existing account with no MBIs. Click ***Refresh.***

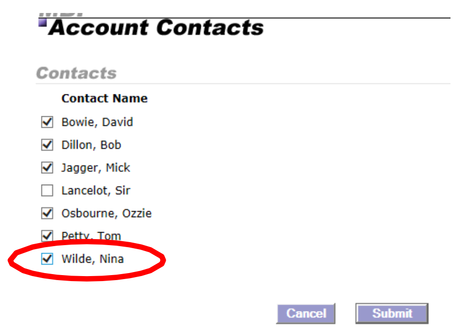


10. Click on the account where you want to associate the new contact. Repeat this step to associate the new contact with additional accounts if required.

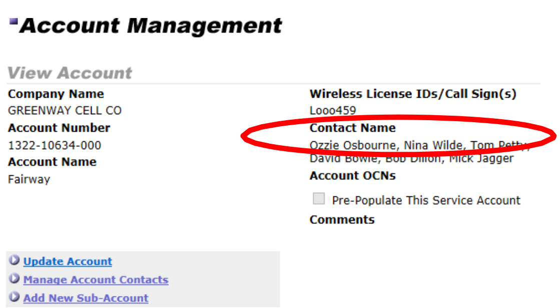


11. A list of contacts associated with that account appears on the right side of the screen. Click ***Manage Account Contacts.***

12. Click to check the box beside the new contact's name. Click ***Submit***.

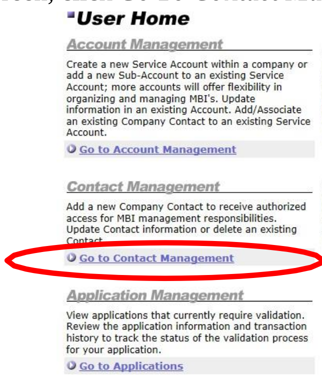


13. The new contact's name will appear in the Contact name field

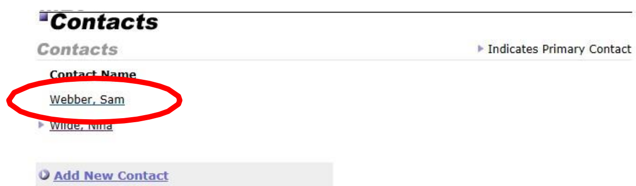


Delete Contact

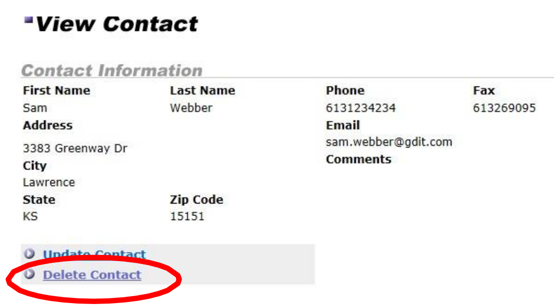
1. From the ***User Home*** screen, click ***Go To Contact Management***



2. Click on the contact name to be updated**.**



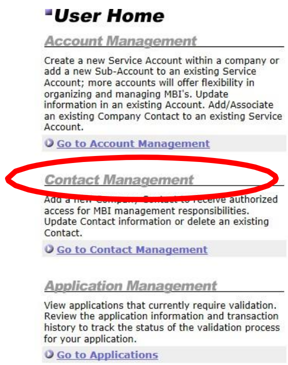
3. Click D***elete Contact***. User will be redirected to the *Application History* page.



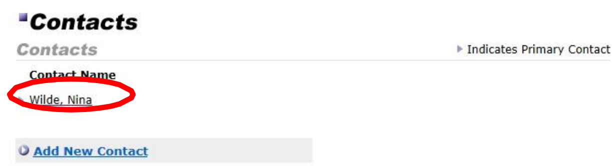
4. The application is processed automatically. The user is removed from the account.

Update Contact

1. From the ***User Home*** screen, click ***Go To Contact Management***.



2. Click on the <u>Contact</u> from the list.



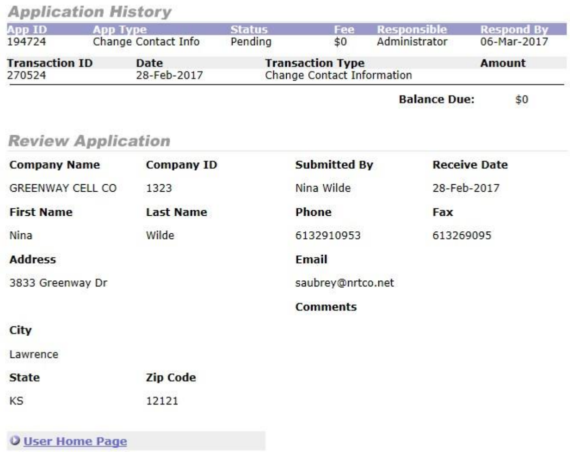
3. Click on ***Update Contact***.

4. Update information by clicking in the field to be updated.

5. 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.

6. 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.

7. The application is forwarded to the administrator for validation. 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.



Application History

App ID	App Type	Status	Fee	Responsible	Respond By
194724	Change Contact Info	Pending	$0	Administrator	06-Mar-2017

Transaction ID	Date	Transaction Type	Amount
270524	28-Feb-2017	Change Contact Information	

Balance Due: $0

Review Application

Company Name	Company ID	Submitted By	Receive Date
GREENWAY CELL CO	1323	Nina Wilde	28-Feb-2017
First Name	**Last Name**	**Phone**	**Fax**
Nina	Wilde	6132910953	613269095
Address		**Email**	
3833 Greenway Dr		saubrey@nrtco.net	
		Comments	
City			
Lawrence			
State	**Zip Code**		
KS	12121		

User Home Page

Assign/Change Primary User

A Primary User is the point of contact for each account and is able to change both account and contact information. The Primary User is assigned or changed by the Administrator at the written request of the current primary contact or by written request of an authorized company representative.

Requests can be emailed to MBIAdmin@solusur.com Ensure that your contact information is included as the Administrator will contact you for verification.

If the new Primary Contact is also a new contact, include the required information in the request.

Required Information:
Company Number:
Account Name:
First Name:
Last Name:
Address:
City:
State:
Zip Code:
Include in Distribution List: Y/N
Telephone:
Email:

Optional Information:
Fax: (Optional)
Comments:

E. Login and Password Assistance

The Password Manager allows users to obtain forgotten passwords by entering their username and email address. Users can also request their username by providing the company number. The company number is the 4 digit number found on system confirmations and notifications.

Application ID: 194918
Application Type: Add Contact
Company: 1323 - GREENWAY CELL CO
Submitted By:

- Creating Strong, Secure Passwords
- New Users/First Login
- Regular Login
- Using the Password Manager
    - Reset Password
    - Recover Username

Creating Strong, Secure Passwords

To ensure security of the information on the website, it is recommended to create a secure password that is not easily guessed, but that is easy to remember.

Passwords will expire every 60 days. Upon Login, users will receive a message and be directed to the Change Password screen.

Creating Strong Secure Passwords

Password Length: between 6-16 characters
Passwords must contain the following:

Required Elements	Example
1 uppercase letter	A
1 lowercase letter	a
1 number	2
1 special character	&!@#$%^*

Passwords may not contain the following characters: Spaces or / or \ or
Avoid using:

- Your name, that of a family member or pet
- The name of the company, project, or department
- Your birthday, telephone, or social insurance number
- You cannot use any password that has been used in the past 12 resets

New Users/First Login

Once the User account is set up, the User will receive an email with their new username and a link to set their new password.

From: mbisuport@gmail.com [mailto:mbisuport@gmail.com]
Sent: Thursday, March 02, 2017 1:51 PM
To: Aubrey, Salina M (NONUS FN)
Subject: Welcome to MBI

Welcome to the MBI Application! You are now an active user for ABC CO. Use the following information to log into MBI.
Note: Upon successful login to the system, you will be required to change your password.

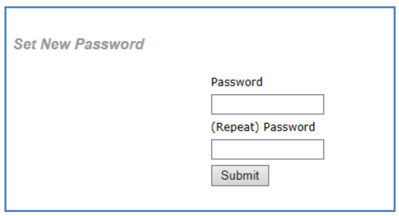
User ID : aubsal

Please enter this link to complete the registration:

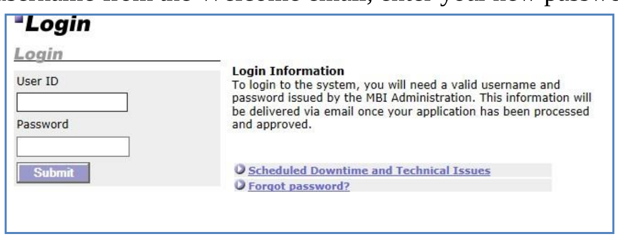
http://34.197.180.70/MBI/do/confirmRequestPassword?key=5f71655c-e15a-4a62-9866-b4b64e18061d&username=aubsal

New users, logging into the website for the first time, should verify details from their new Contact Record. Once authentication is complete this step is not repeated for future logins.

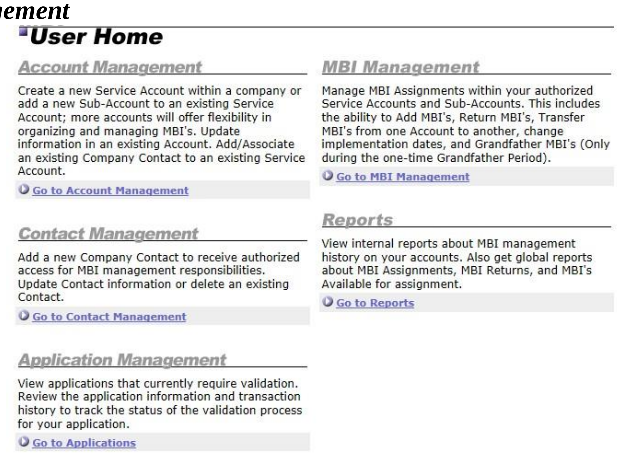
1. Click on the link in the Welcome email. (see above)
2. Enter your new password. (see Creating a Strong, secure Password item above) Click ***Submit***



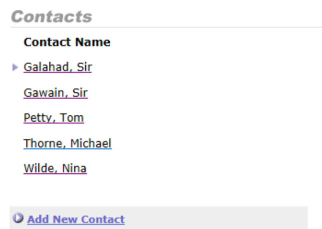
3. At the prompt, enter the username from the Welcome email, enter your new password. Click ***Submit.***



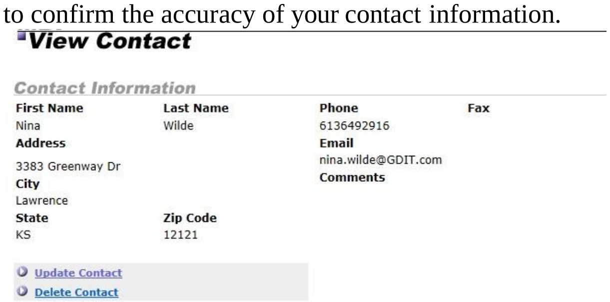
4. Click on ***Contact Management***



5. Choose your name from the *Contact List*.



6. Click on ***Update Contact*** to confirm the accuracy of your contact information.



Regular Login

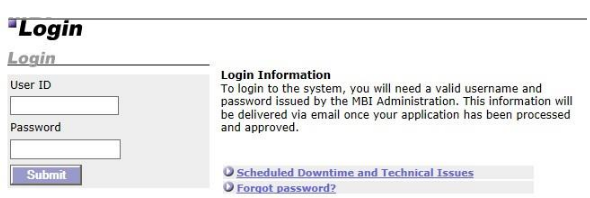
1. Click on the ***Login*** link at the top right corner of the homepage.

2. Enter your Username and Password in the appropriate fields.
3. Click ***Login***.

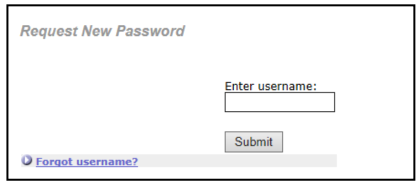
Using the Password Manager

1. Open your web browser and type www.mbiadmin.cominto the address line. (Tip: Save this link in your browser's "My Favorites" for faster access.)
2. Click on the ***Login*** link at the top right corner of the homepage.

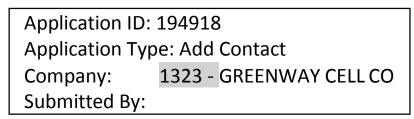
3. Click the ***Forgot Password?*** link and enter your username in the appropriate field.



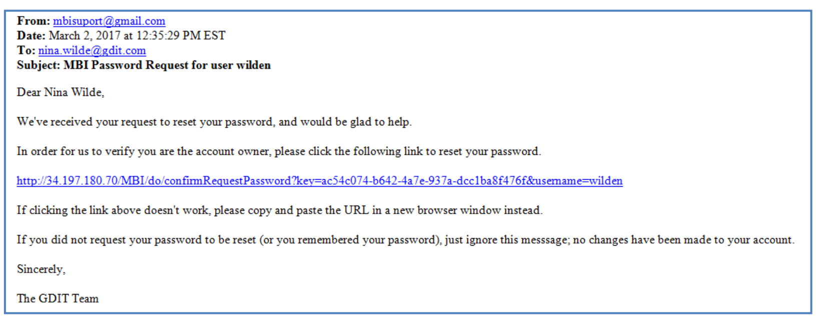
4. If you have forgotten your username or if you have more than one account with the same email address, click ***Forgot Username?***



5. Enter your email and company code. This can be found on application confirmations or system notifications or contact your Primary Contact.



6. Click ***Submit.***
7. Check your email inbox for an email from mbisupport@mbiadmin.com
8. Click on the link in the received email.



From: mbisuport@gmail.com
Date: March 2, 2017 at 12:35:29 PM EST
To: nina.wilde@gdit.com
Subject: MBI Password Request for user wilden

Dear Nina Wilde,

We've received your request to reset your password, and would be glad to help.

In order for us to verify you are the account owner, please click the following link to reset your password.

http://34.197.180.70/MBI/do/confirmRequestPassword?key=ac54c074-b642-4a7e-937a-dcc1ba8f476f&username=wilden

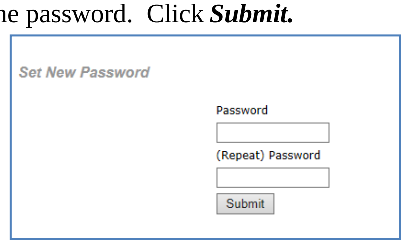
If clicking the link above doesn't work, please copy and paste the URL in a new browser window instead.

If you did not request your password to be reset (or you remembered your password), just ignore this messsage; no changes have been made to your account.

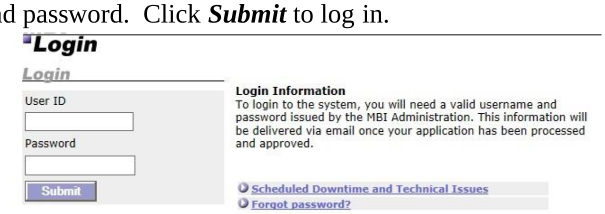
Sincerely,

The GDIT Team

9. Enter a new password. Reenter the password. Click ***Submit.***



10. Enter your username and password. Click ***Submit*** to log in.



F. 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)

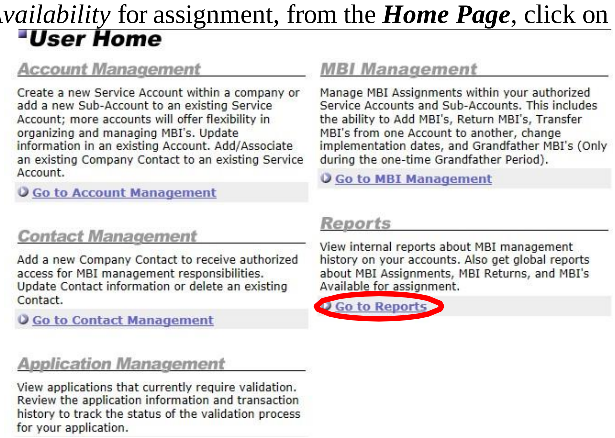
Return MBIs
- Return unutilized MBIs to the Administrator.

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.

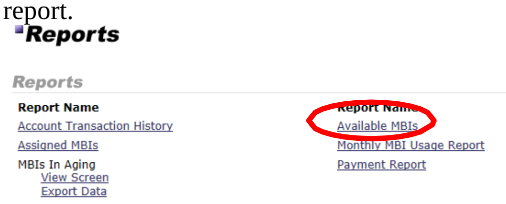
Request MBI Application

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.***

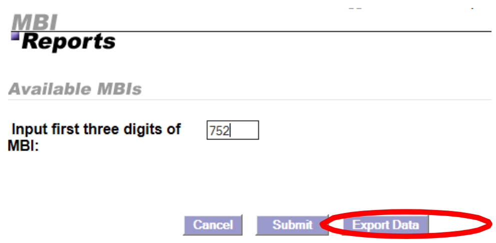


2. Click on the **Available MBIs** report.

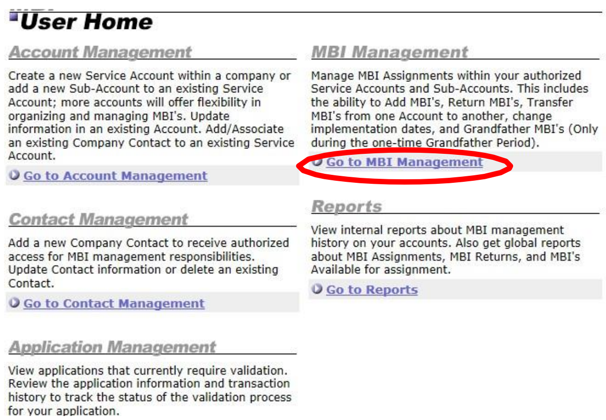


3. Enter the first three digits of the MBI. If the MBI is listed on this report, it is available for assignment and you may proceed with your application. When requesting multiple MBIs, this list can be exported to Excel

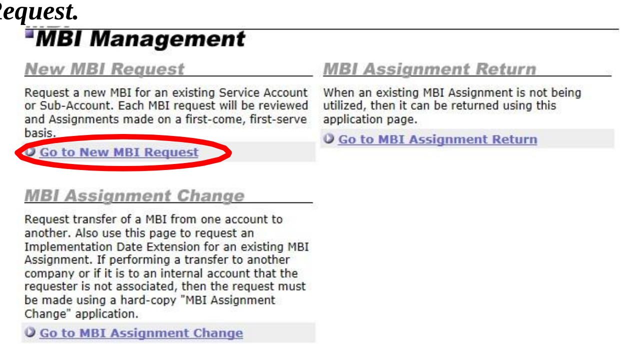
by clicking on the ***Export Data*** button (recommended for multiple requests) or viewed on the screen by clicking ***Submit***.



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

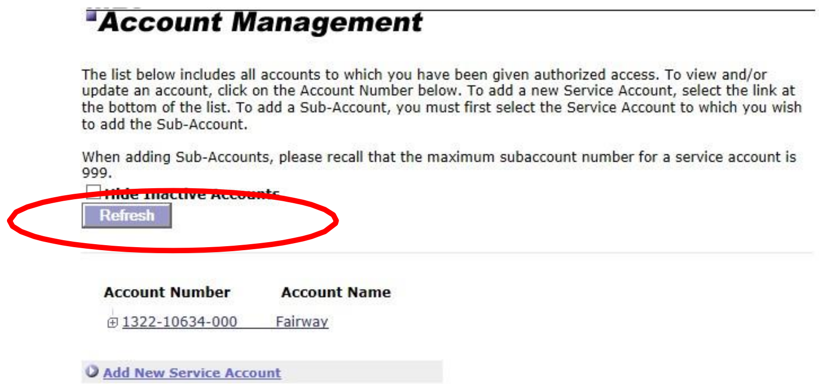


5. Click ***Go to New MBI Request.***

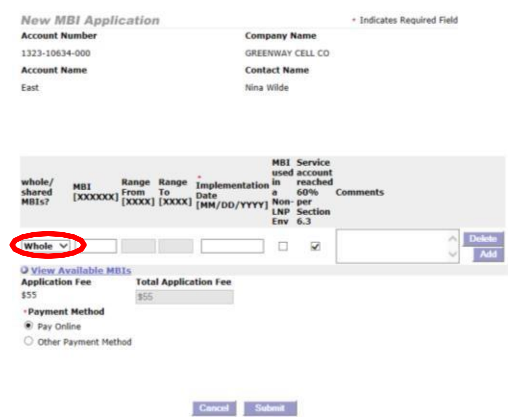


6. Select the account that will receive the MBI. Uncheck the *Hide Inactive accounts* and click ***Refresh*** to reveal accounts with "0" MBI balances if required.

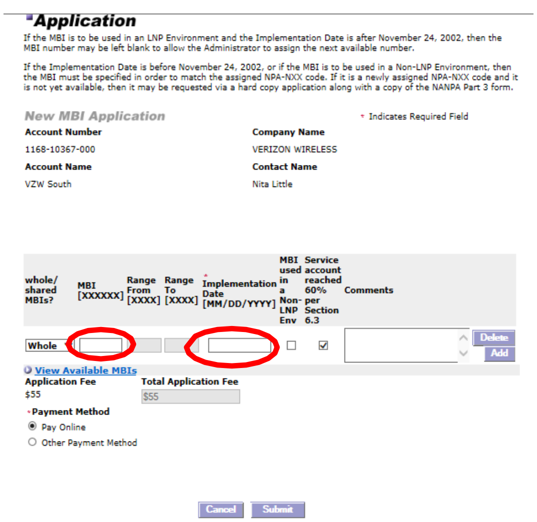
MBI ADMINISTRATION



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



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



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?”:

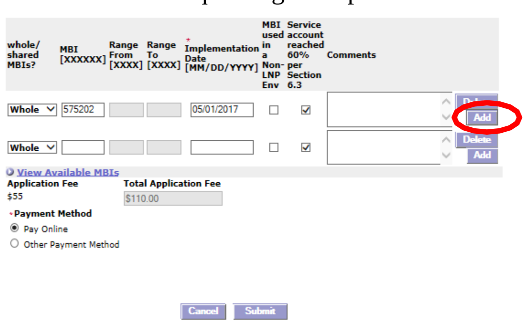
6.3.1 The 60% utilization requirement does not apply when a non-LNP capable (e.g., unable to support MDN/MIN separation) service provider is requesting a matching MBI for a new NPA-NXX assignment which has been certified by the Part 3, assuming that the corresponding MBI is available. ***A service provider 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.***

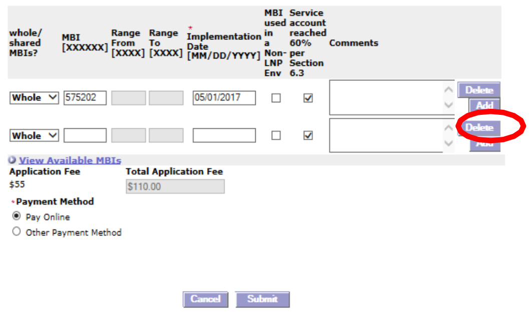
6.3.2 A wireless service provider may also request supplementary MBI resources for a given Service Account or Sub-account, even if it has not reached the minimum Utilization Rate. This can occur if the service provider has a bona fide need for resources based on the introduction of new service offerings,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



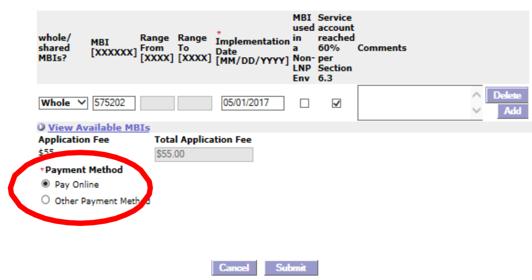
12. Click the ***Delete*** button to remove excess lines from the form.



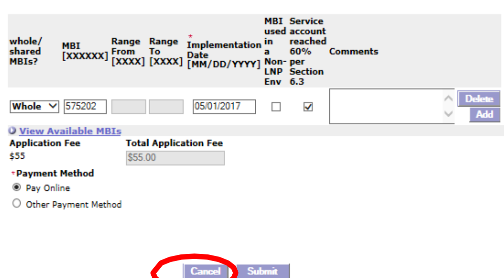
13. Accept the default *Payment Method* ***Pay Online*** or choose the ***Other Payment Method*** option (to pay by check) by clicking on the circle beside the link.
    a. *On-Line Payment*
    Complete all required fields and click ***Submit.*** The dollar amount listed will be applied to your credit 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.

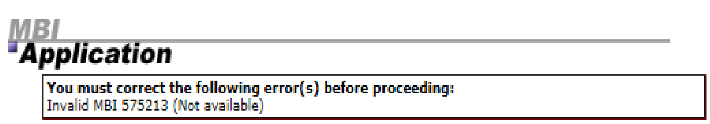
    In order for payment to be applied appropriately, all off-line payments must include the Application ID that is provided to you upon confirmation of your application submission.



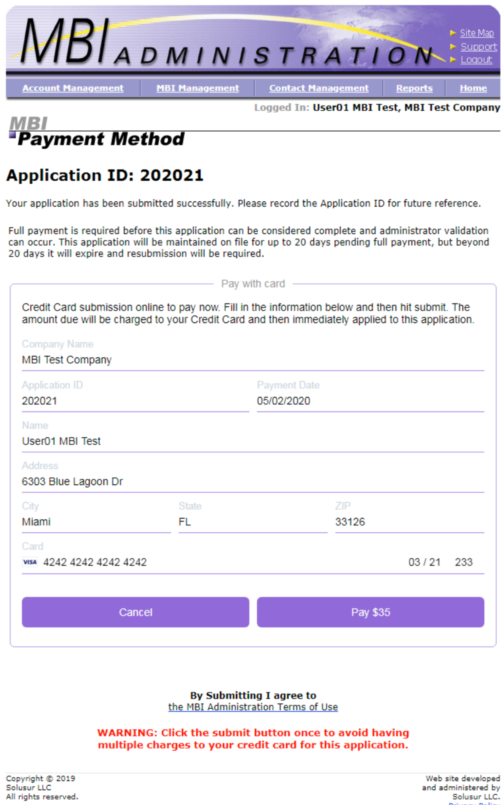
14. Click ***Submit****.*



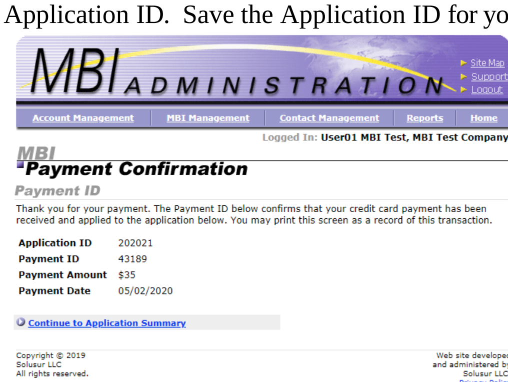
15. The system will not allow an application to be submitted with required data elements missing. A warning will appear at the top of the application if errors are detected or if required information is missing. Correct any errors and resubmit the application.



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



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.



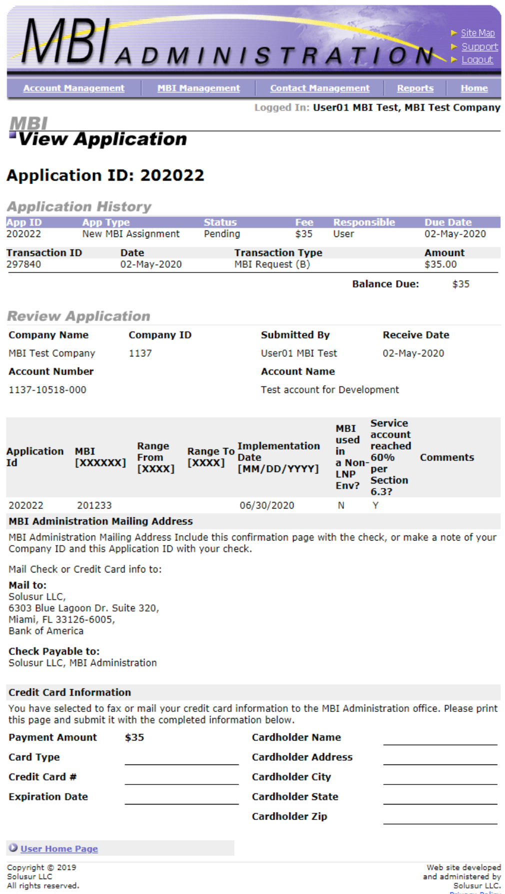
When a valid card payment is made you will receive the confirmation via email within minutes.

18. If you chose to provide 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.

Payment information shall be sent by email to mbiadmin@solusur.com by fulfilling application form as displayed below.



Site Map | Support | Logout

Account Management | MBI Management | Contact Management | Reports | Home

Logged In: User01 MBI Test, MBI Test Company

View Application

Application ID: 202022

Application History

App ID	App Type	Status	Fee	Responsible	Due Date
202022	New MBI Assignment	Pending	$35	User	02-May-2020

Transaction ID	Date	Transaction Type	Amount
297840	02-May-2020	MBI Request (B)	$35.00

Balance Due: $35

Review Application

Company Name	Company ID	Submitted By	Receive Date
MBI Test Company	1137	User01 MBI Test	02-May-2020
Account Number		**Account Name**	
1137-10518-000		Test account for Development	

Application Id	MBI [XXXXXX]	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
202022	201233			06/30/2020	N	Y	

MBI Administration Mailing Address

MBI Administration Mailing Address 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:
Solusur LLC,
6303 Blue Lagoon Dr. Suite 320,
Miami, FL 33126-6005,
Bank of America

Check Payable to:
Solusur LLC, MBI Administration

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	$35	**Cardholder Name**	________
Card Type	________	**Cardholder Address**	________
Credit Card #	________	**Cardholder City**	________
Expiration Date	________	**Cardholder State**	________
		Cardholder Zip	________

User Home Page

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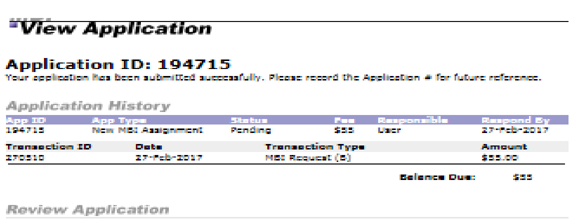
20. Once the payment is received and the application is validated, the administrator will respond with a Form X to the email listed for the Contact on the Service Account. Response time is within 5 days.



View Application

Application ID: 194715

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

Application History

App ID	App Type	Status	Fee	Responsible	Respond By
194715	New MBI Assignment	Pending	$55	User	27-Feb-2017

Transaction ID	Date	Transaction Type	Amount
270510	27-Feb-2017	MBI Request (B)	$55.00

Balance Due: $55

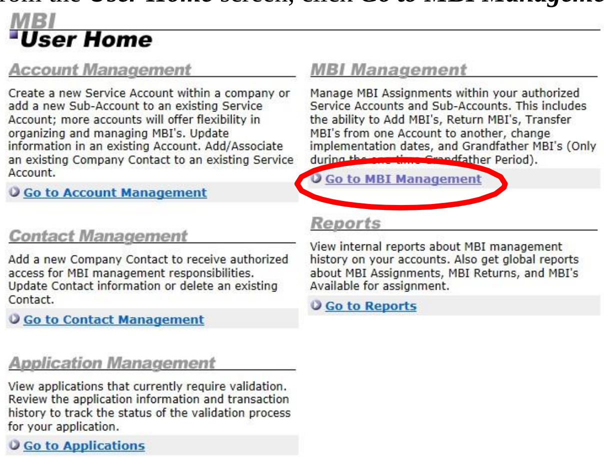
Review Application

Return MBIs

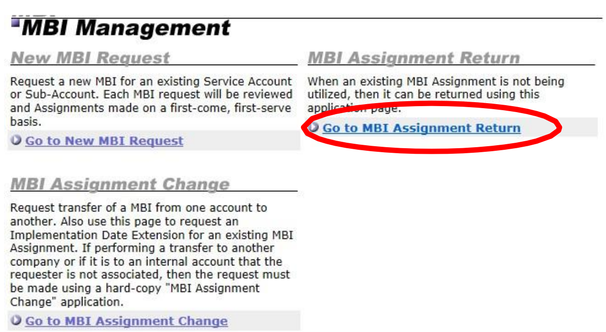
The MBI Assignment Return application is used to return an MBI when it is not being utilized. Per the MBI Assignment Guidelines and Procedures, it is the obligation of each Wireless Service Provider to initiate the return of an MBI when it has not been utilized by the implementation date of that MBI 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.

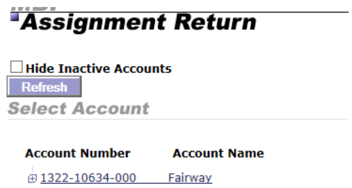
1. From the ***User Home*** screen, click ***Go to MBI Management.***

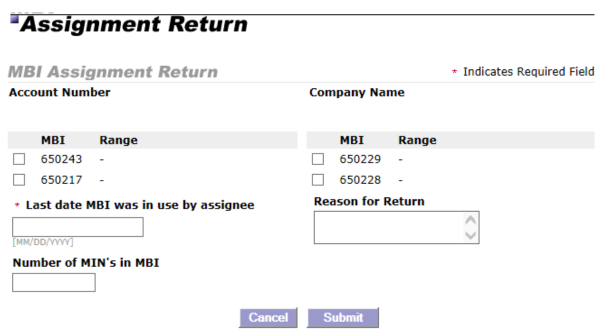


2. Click ***Go to MBI Assignment Return***



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





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

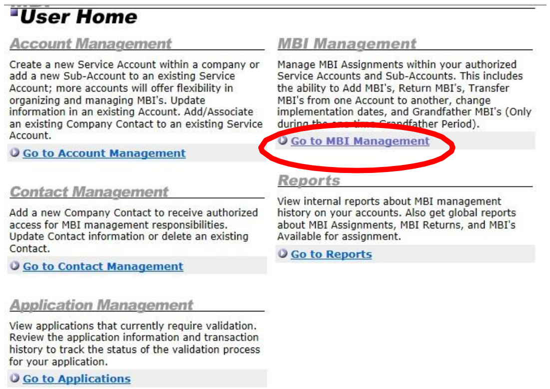
The MBI Assignment Change application is used to make the following changes to an existing MBI assignment:

- 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.

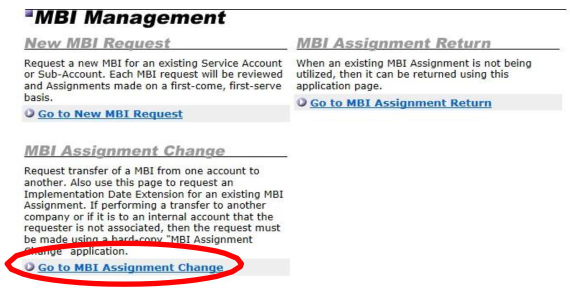
Transfer MBIs within My Company

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.***

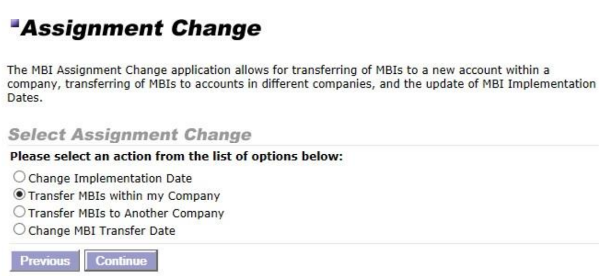


2. Click ***Go to MBI Assignment Change***



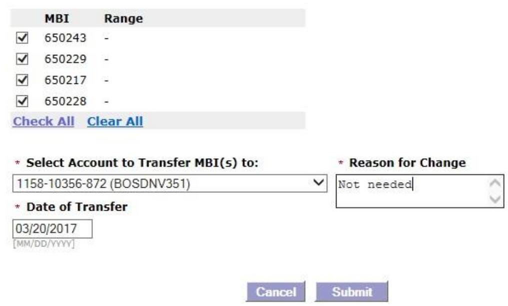
3. Select the account that holds the MBIs that will be affected by the change. You will be brought to the ***Select Assignment Change*** screen. If no MBIs have been assigned, uncheck the *Show only accounts with active MBIs* to view the accounts with no MBIs assigned.

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



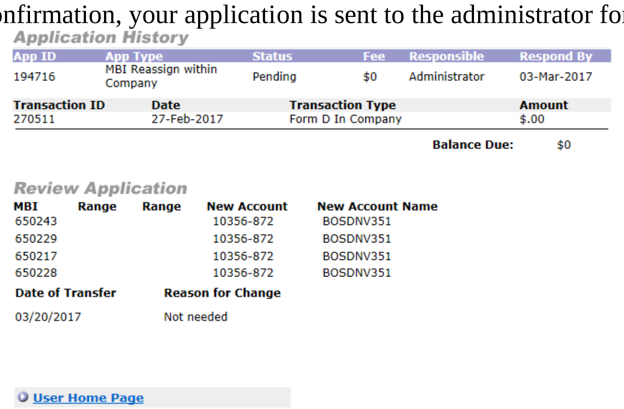
5. The user will be taken to the *Transfer MBI Assignment* application. A list of the available MBIs in that account will be visible.
6. Click on the ***Check All*** button if all of the displayed MBIs are to be transferred. Otherwise, click on the check box beside each MBI to be transferred.
7. Click 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



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.



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.

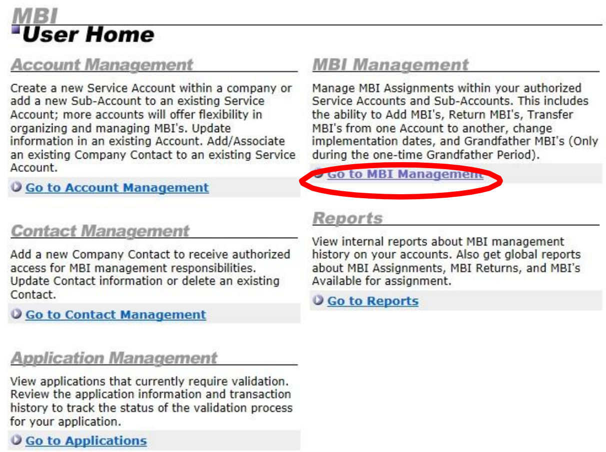
Transfer to Another Company

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.

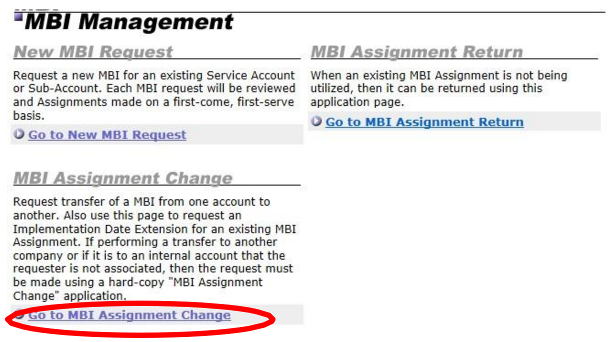
The application can be held for 20 days. If payment is not received within 20 days, the application will be denied and must be re-submitted.

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

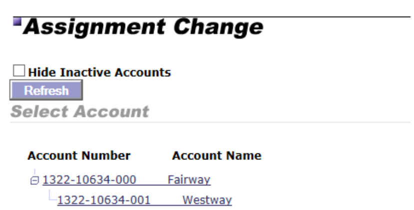
MBI ADMINISTRATION



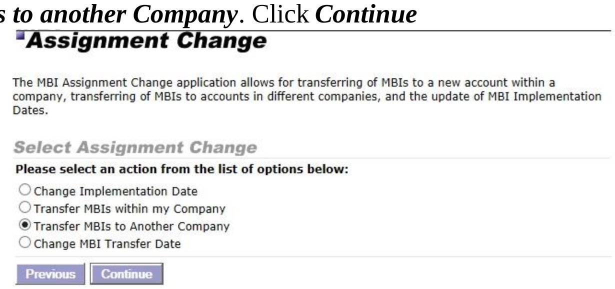
2. Click ***Go to MBI Assignment Change*** and select the account that holds the MBIs that will be affected by the change.



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***



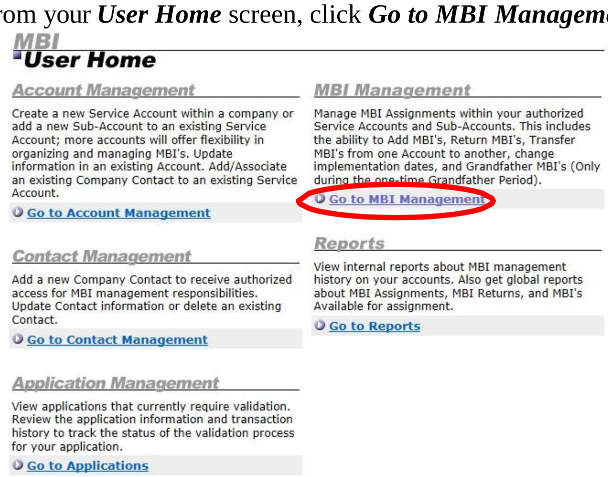
5. Click on the link ***MBI Assignment Change*** to open the hard copy application. Follow the instructions that appear on the site. Forms may be emailed to mbiadmin@solusur.com

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

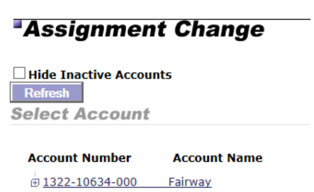
This application allows the user to change the implementation date of an MBI. The implementation date of a newly assigned MBI may have a maximum of two extensions, up to 30-days each. However, the implementation date must be within six months from the MBI assignment.

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

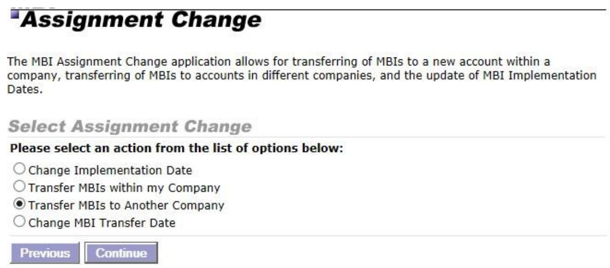


2. Click ***Go to Change MBI Assignment*** and select the account that holds the MBIs that will be affected by the change. You will be brought to the ***Select Assignment Change*** screen.

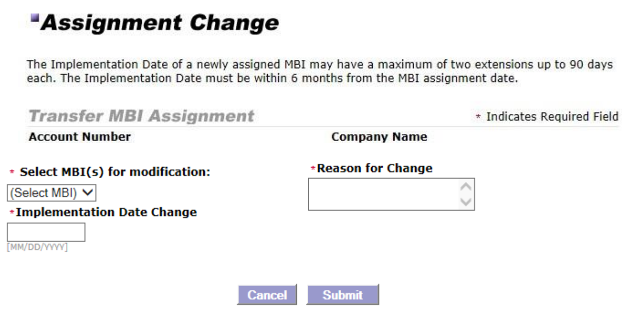
3. Uncheck the *Hide Inactive* Accounts and Select the account that holds the MBIs that will be affected by the change.



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



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



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. 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.

G. Quarterly Invoicing

At the end of each quarter, invoicing is applied to all active companies. Two separate charges are applied:

1. System Maintenance Fee: a flat fee charged to each active company
2. MBI Maintenance Fee: charged per MBI and based on the volume held by the company at the end of the last day of the Quarter

Pricing can be found in the Pricing file located at MBI Administrator News Section.

Quarterly Invoices can be listed and downloaded as PDF**.**

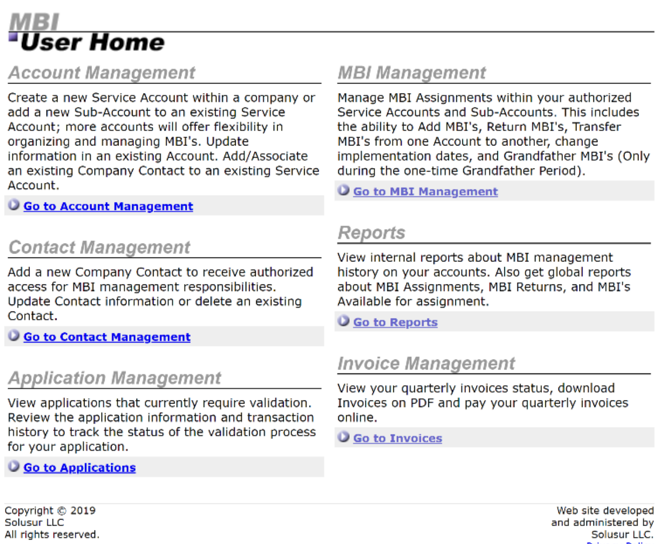
Payment Methods – Quarterly Invoice can be paid by:

1. Paper Check- Sent to our offices
2. ACH Transfer sent to Solusur Business Bank Account (please contact us for account details)
3. Online by card (credit or debit)
4. Online by ACH Payment

List and download Invoices

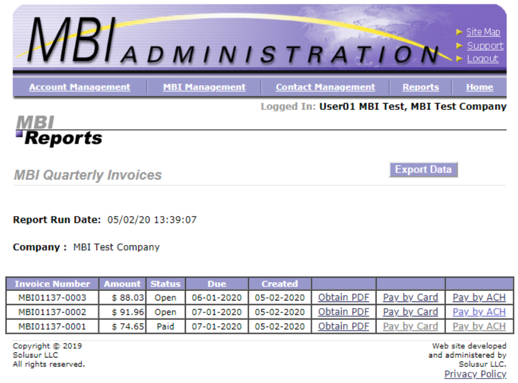
A new Section to host Quarterly Invoices has been created

1. Log into the website.
2. Click on ***Go to Invoices (under Invoice Management Section).***



3. Once in the *Quarterly Invoice* report you can download Invoice PDF for all invoices and pay online Open invoices.

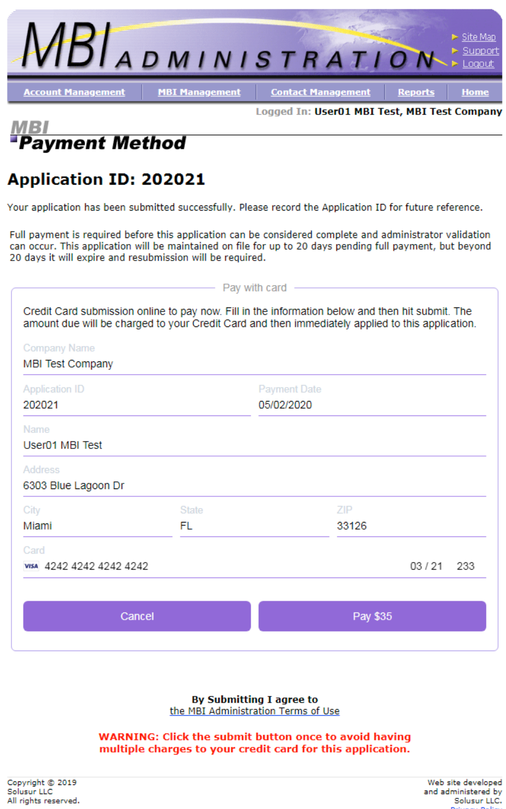
MBI ADMINISTRATION



Online payment of Quarterly Invoices

Once invoices are listed, two payment options are available.
Pay by card (credit or debit) will prompt user for card details just

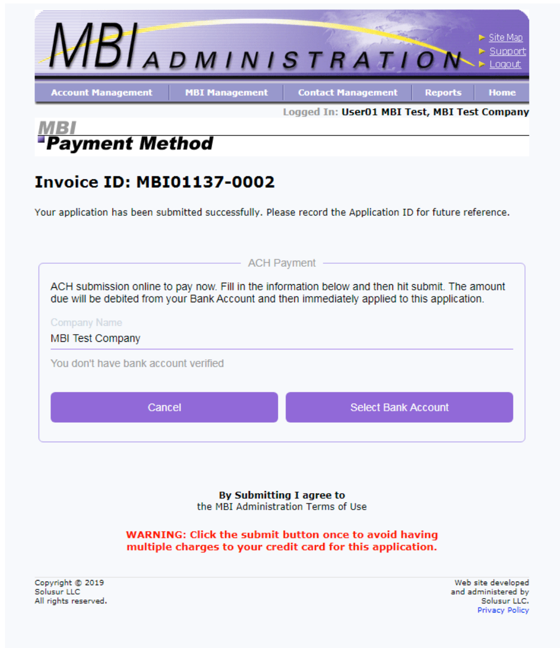
- By clicking on Pay by Card, user is directed to online card payment form as displayed below



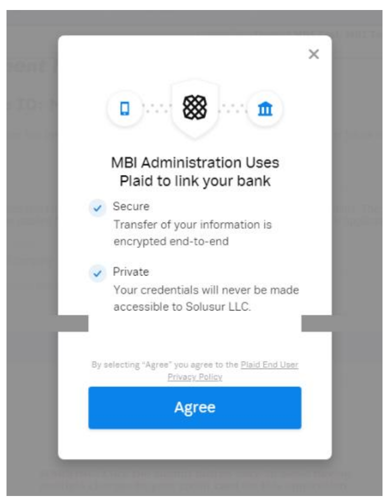
- ACH online payment is a new payment method introduced by MBI Administration Services by using Plaid (https://plaid.com) service to securely provide users access to their bank accounts. Plaid, one of the most innovative fintech, has joined VISA on January 2020.

When this payment method is selected, user is guided to securely link their company bank account to pay for Quarterly Invoices.

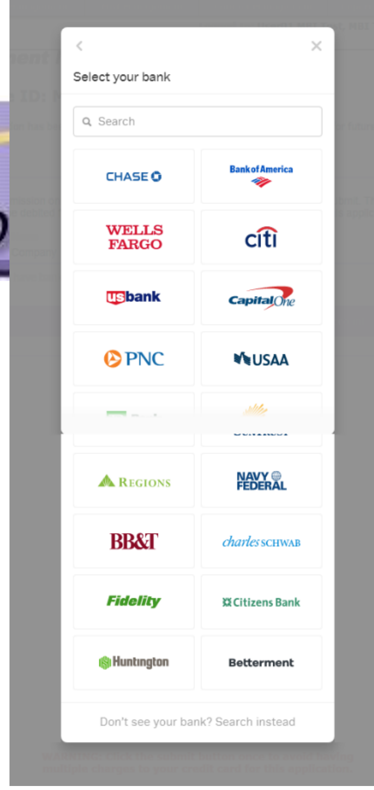
1. Present application charges information. If no bank account has been selected yet, user is prompted to select one



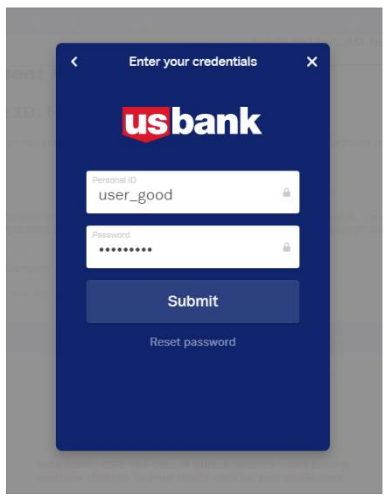
2. Plaid securely interact with user to select bank account



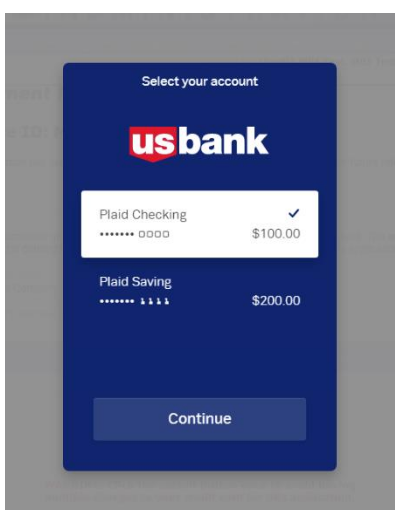
3. Bank is selected from available institutions



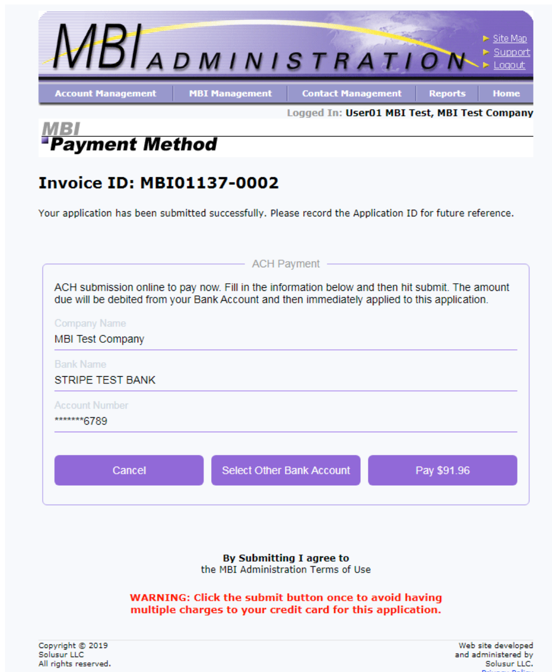
4. Credentials from bank account are requested by Plaid



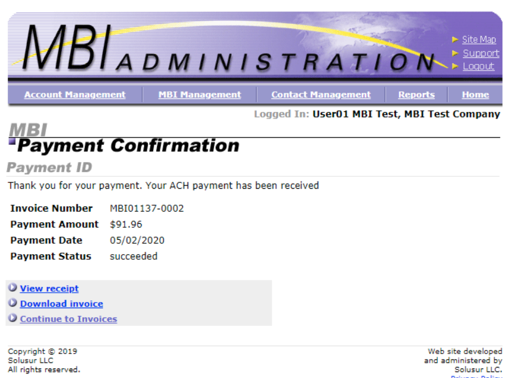
5. Once credentials are accepted user is prompted to select bank account



6. Once bank account is selected users is sent back to MBI Administration site in order to proceed with payment



7. After payment is sent and applied to the Invoice, a confirmation page is displayed, and invoice status updated. User is then allowed to download a payment receipt and a copy on PDF of the invoice



Invoice and payment transactions are not visible in the Account History Transaction Report nor in Payment Report.

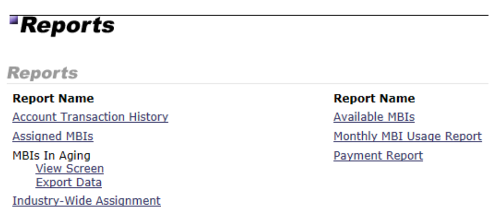
H. Reports

There are a number of reports designed to assist users verify transactions and track information.

Report Name	Description
Account Transaction History	Displays your account applications and payments
Assigned MBIs	Displays a list of MBIs that have been assigned to your account
MBIs in Aging-View Screen	Displays a list of recently returned MBIs
MBIs in Aging-Export Data	Exports a list of recently returned MBIs in Excel
Industry Wide Assignment Report	A downloadable list of all industry assignments
Available MBIs	Displays a list of available MBIs in a specific NPA-also available on the MBI Request screen
Monthly MBI Usage Report	Displays MBI usage for the past 12 months
Payment Report	Displays payments made on your accounts

Account Transaction History

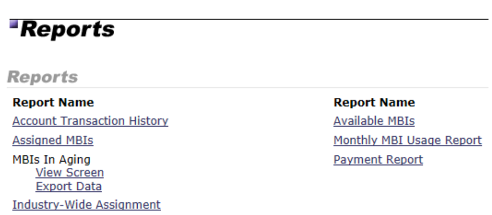
1. From the User Home screen, click ***Reports.*** Choose the report from the list.



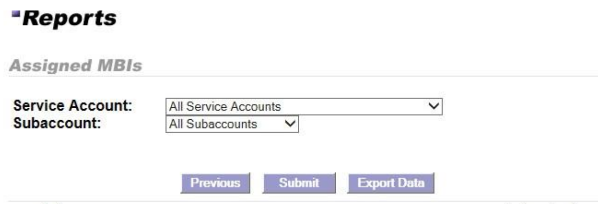
2. Accept the default Service and sub Account or choose the specific accounts from the dropdown boxes.
3. Change the day, month, and year to set the date range.
4. Click ***Export*** to open the report in Excel, or choose ***Submit*** to view the report on the screen.

Assigned MBIs

1. From the User Home screen, click ***Reports.*** Choose the report from the list.


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

2. Accept the default Service and sub Account or choose the specific accounts from the dropdown boxes.



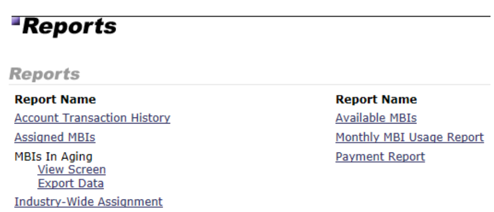
3. Click ***Export*** to open the report in Excel, or choose ***Submit*** to view the report on the screen. When viewing the report on screen, there is an option to ***Export*** as well.

4. Click ***Export*** open or save the file in Excel.

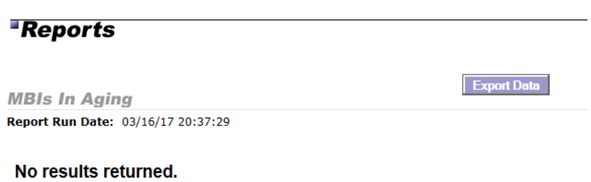
MBIs in Aging-View Screen/ MBIs in Aging-Export

When MBIs are returned by a User or reclaimed by the Administrator, it is held in Aging for 30 days after the return/reclamation date. This holds the MBI so that it cannot be reassigned.

1. From the User Home screen, click ***Reports.*** Choose the report from the list.

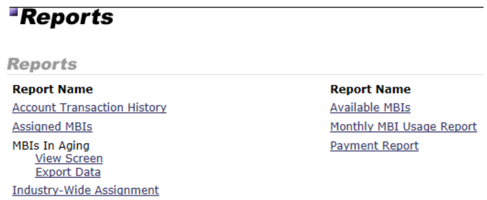


2. The *View Screen* option displays the current aging list. A null report indicates that there are no MBIs currently being held in aging.

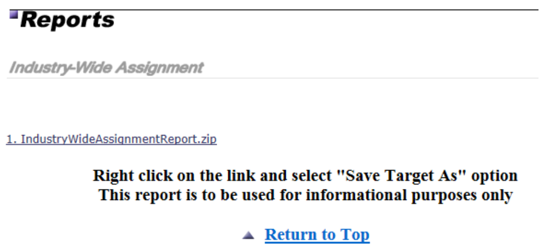


Industry Wide Assignment Report

1. From the User Home screen, click ***Reports.*** Choose the report from the list.



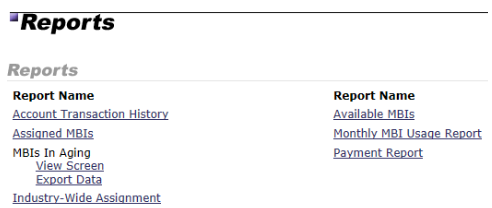
2. Right click on the report link and select ***Save as Target*** to download the file to your desktop. This is a very large file and cannot be viewed on screen.



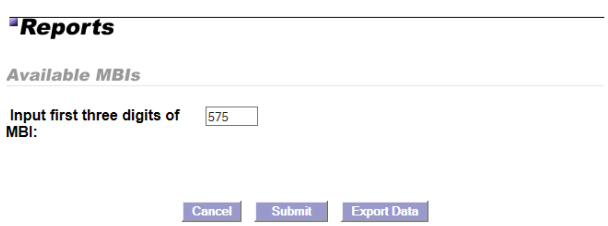
3. Choose the location to save the file.
4. From the save location, right click on the file and use WinZip to open the file.

Available MBIs

1. From the User Home screen, click ***Reports.*** Choose the report from the list.

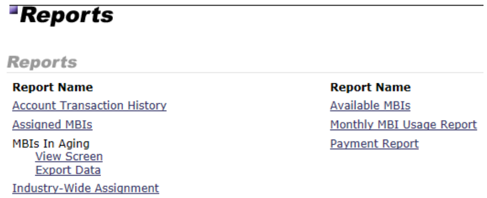


2. Enter the NPA (first three digits) to search for available MBIs and click ***Submit*** to view on screen or click ***Export Data*** to open the list in Excel.

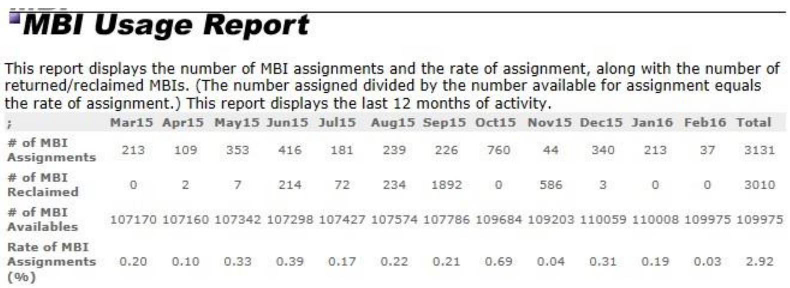


Monthly MBI Usage Report

1. From the User Home screen, click ***Reports.*** Choose the report from the list.



2. The report displays usage for the past 12 months automatically.



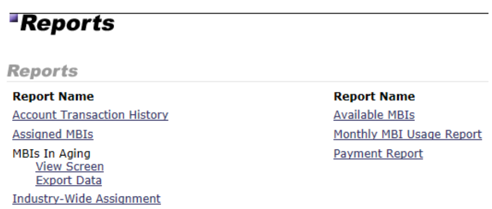
MBI Usage Report

This report displays the number of MBI assignments and the rate of assignment, along with the number of returned/reclaimed MBIs. (The number assigned divided by the number available for assignment equals the rate of assignment.) This report displays the last 12 months of activity.

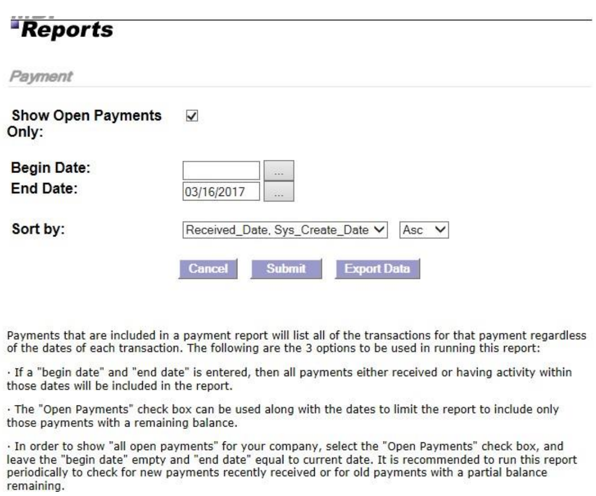
;	Mar15	Apr15	May15	Jun15	Jul15	Aug15	Sep15	Oct15	Nov15	Dec15	Jan16	Feb16	Total
# of MBI Assignments	213	109	353	416	181	239	226	760	44	340	213	37	3131
# of MBI Reclaimed	0	2	7	214	72	234	1892	0	586	3	0	0	3010
# of MBI Availables	107170	107160	107342	107298	107427	107574	107786	109684	109203	110059	110008	109975	109975
Rate of MBI Assignments (%)	0.20	0.10	0.33	0.39	0.17	0.22	0.21	0.69	0.04	0.31	0.19	0.03	2.92

Payment Report

1. From the User Home screen, click ***Reports.*** Choose the report from the list.



2. Accept the default ***Show Open Payments Only*** checked box, to display only unassigned payments or uncheck the box to show all payments. Uncheck the box to show all invoices and payments.
3. Choose the ***Begin*** and ***End*** dates.
4. Choose a ***Sort By*** method or accept the default *Received Date*.
5. Click ***Submit*** to view on screen or click ***Export Data*** to open the list in Excel.



I. Reporting Changes in your Company Lifecycle

To ensure that you are receiving current information, transaction confirmations, website maintenance notices, price changes, and accurate invoicing, it is important to keep your contact information updated. Events that affect a company's use of MBIs or that affect the authorized users should be reported to MBI Admin at the earliest appropriate time. Failing to report these changes can result in loss of access, unauthorized access, misdirected information, and unnecessary charges to the account.

Requests for MBI returns/transfers to other companies, and service account de-activations must be received by December 31. Accounts that are open at December 31 are subject to Annual Invoicing.

Staffing Changes	
Description	All Changes to the authorized users or Primary Contact
Responsibility	Primary Contact
Required Actions	Update information Ensure that contacts are deleted as required, Ensure contacts are added/removed from the Distribution list.
Required Documentation Self-serve	NA
Required Documentation Admin Assisted	Email from the user (deletions only) Email from the Primary Contact-must include telephone contact information for verification purposes
Admin Assist Available	Yes
Admin Assist Required	Changes to Primary contacts
Admin Assist Charges	No
Related Topics	Delete Contact
Updates to Contact Information	
Description	Change of name, telephone, email, fax, address, include/exclude from Distribution List
Responsibility	User or Primary Contact (distribution list include/exclude) can only be done by the Primary Contact
Required Actions	Update the information
Required Documentation Self-serve	NA
Required Documentation Admin Assisted	Email from the Primary Contact-must include telephone contact information for verification purposes
Admin Assist Available	Yes
Admin Assist Required	No
Admin Assist Charges	No
Related Topics	NA
Changes to Primary Contacts	
Description	Reassign Primary Contact
Responsibility	Current Primary contact for the service account
Required Actions	Email the request to MBIAdmin@solusur.com
Required Documentation Self-serve	New Primary Contact name, telephone number, email, date the change takes effect, reason for change,
Required Documentation Admin Assisted	Letter of Authorization from HR manager
Admin Assist Available	Yes
Admin Assist Required	Yes
Admin Assist Charges	No

Related Topics	None
Transition from CDMA/MDMA	
Description	Company transitions from CDMA to other technologies
Responsibility	Primary Contact
Required Actions	Return all MBIs Provide email advice to MBIAdmin@solusur.com including required documentation and a request to de-activate the account Ensure that MBIs are removed from roaming partner and other industry listings
Required Documentation Self-serve	Letter of intent indicating that company no longer uses CDMA technology and no longer requires the MBIs
Required Documentation Admin Assisted	Yes
Admin Assist Available	Yes
Admin Assist Required	Yes-for account de-activation
Admin Assist Charges	No
Related Topics	Return MBIs
Transfer of MBIs to Another Company	
Description	The transfer of MBIs from one company to a different company
Responsibility	Primary Contact
Required Actions	Using the site resources, transfer the MBIs to another company
Required Documentation Self-serve	
Required Documentation Admin Assisted	Letter of Intent stating the reason the MBIs are being transferred and acknowledgment from the receiving company
Admin Assist Available	Yes
Admin Assist Required	No
Admin Assist Charges	Yes
Related Topics	Transfer MBIs to Another Company
Sale of Company, Mergers, Acquisitions	
Description	Your company has been sold, merged, or otherwise acquired by another company and its MBI assignments are being retained by or used by your company, or Your company has acquired another company and the MBI assignments are affected
Responsibility	Primary Contact
Required Actions	Transfer MBIs to/from the affected company Return MBIs that are no longer needed Update the Primary Contact Information Request that the Service Account be De-activated Request a new service account be set up Add/delete contacts from the Service Accounts
Required Documentation Self-serve	
Required Documentation Admin Assisted	Letter of Sale/Intention Email request for required services
Admin Assist Available	Yes
Admin Assist Required	Changes to Primary Contact, Deactivating the Service Account, Updates to the Account(s)
Admin Assist Charges	Yes
Related Topics	Transfer MBIs to Another Company Return MBIs Delete Contact Registering a New Company Annual Invoicing

Company Closures	
Description	The company ceases to do business under the existing name or due to closure, bankruptcy, sale, etc. and the assigned MBIs are transferred or no longer required
Responsibility	Primary Contact, Company Executive or approved representative
Required Actions	Return/Transfer MBIs Request that the company be deactivated
Required Documentation Self-serve	
Required Documentation Admin Assisted	Notice of Intent to Cease Business Operations
Admin Assist Available	Yes
Admin Assist Required	Yes-Service Account deactivation
Admin Assist Charges	Yes
Related Topics	Annual Invoicing

J. Obtaining Assistance and Reporting Issues

There are a number of ways to obtain assistance and information for MBIAdmin.com:

- Contacting Helpdesk
- Report an Industry Issue
- Request a Conflict Resolution
- User Manual and Guidelines

Contacting Helpdesk

Our MBIAdmin team is available during normal Business hours (Monday to Friday 8:30 to 5:30 CST excluding statutory holidays) to assist you with any questions you have about the site features, MBI management forms and processes, and to assist with technical issues.

1. Navigate to the website https://MBIadmin.com

2. Click on ***MBI Administrator News*** link in the side navigation bar.

3. Click on the ***Contact Information*** link.

Report an Industry Issue

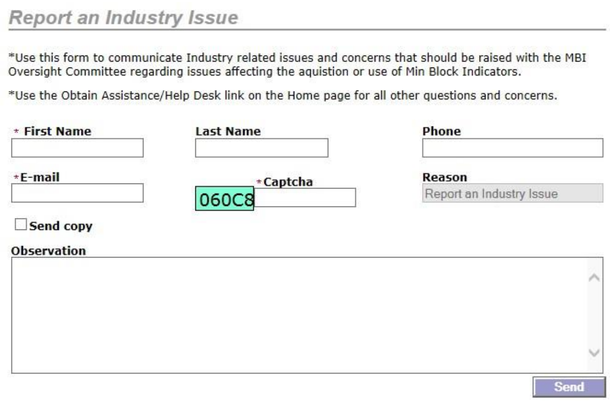
The MBI Oversight Council is comprised of four individuals who work within the telecommunications industry. They monitor the industry, FCC, and other organizations to ensure that our website information and practices are within industry guidelines. If you have a concern regarding a pending legislation, trends, or other changes, raising an industry issue is an excellent way to open a dialogue with other industry members.

1. Navigate to the website https://MBIadmin.com

2. Click on ***MBI Oversight Council News***

3. Click on ***Report an Industry Issue***

4. Complete the form online. Enter your name, telephone, email address.
5. Enter the Captcha code that appears in the online form.
6. Click ***Send copy*** to receive a copy of the email for your records
7. Click ***Send***



Request a Conflict Resolution

Our site receives regular updates from NANP and from users to ensure that the available MBIs are always current. Occasionally, unregistered or newly registered MBIs are assigned. Should that happen, contact the Administrator immediately using this form to request a resolution.

1. Navigate to the website https://MBIadmin.com
2. Click ***MBI Administrator News***

3. Click ***Request a Conflict Resolution***

4. Complete the form online. Enter your name, telephone, email address.
5. Enter the Captcha code that appears in the online form.
6. Click ***Send copy*** to receive a copy of the email for your records.
7. Click ***Send***

User Guide/Guidelines

The MBIAdmin User Guide and MBI Guidelines can be accessed online or downloaded from the site.

User Guide – Provides a step by step instructions on how to use the MBIAdmin website
MBI Guidelines – Provides a comprehensive guide to understanding MBIs and the process by which MBIs are assigned.

User Guide

This guide is accessed for online use in PDF format or for download.

Due to individual download configurations, users should ensure that their browser's pop up blocker is turned off. User may also have Download Managers such as Windows download managers. Follow the prompts to ***Open*** or ***Save*** as required.

1. Navigate to the website https://MBIadmin.com
2. Click on ***User Manual***.

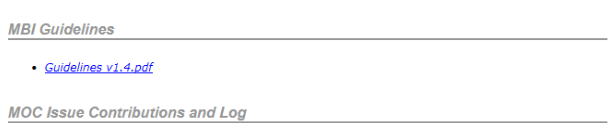
3. If your computer utilizes a download manager such as Windows Download Manager, click on ***Open*** to view the document online or on ***Save*** to download and save a copy. Chrome and Firefox users: The file opens in a new tab. Click on the tab to view the saved file.

MBI Guidelines

This document provides users with a comprehensive guide to understanding MIN Block Indicators, their use, and the assignment strategies within the industry.

1. Navigate to the website https://MBIadmin.com
2. Click on ***MBI Oversight Council News***.

3. Click on ***MBI Guidelines***



4. Click on the ***Guidelines*** link. If your computer utilizes a download manager such as Windows Download Manager, click on ***Open*** to view the document online or on ***Save*** to download and save a copy. Chrome and Firefox users: The file opens in a new tab. Click on the tab to view the saved file.

K. Pricing Schedule and Payment Methods

Payment Methods

Website application fees are due upon receipt and may be paid online via credit or debit card.
Annual Invoices are N60, payable by the due date on the mailed/emailed invoice.

To pay by check, include the confirmation page with your Company ID and the Application ID with your check to ensure that payments are correctly applied. Payment must be received within 20 days of the application date; otherwise the application will expire and must be re-entered. Once the agent receives the payment, a payment confirmation is sent to the email address associated with the application. Please ensure the contact information is up to date.

All checks should be made payable to: **Solusur LLC**

Mail checks & Transfers for Quarterly Invoices to:
Solusur LLC
6303 Blue Lagoon Dr. Suite 320, Miami, FL 33126-6005

Site Services Fees

Site services fees are set as per the Pricing Schedule. All fees are subject to change. The current pricing schedule is available to view on line or for download at www.mbiadmin.com

1. From the *Welcome* page click ***MBI Administrator News***

2. Click ***Pricing files***.

3. Click on the file link to download.

Application	**Self-Serve Fee**	**Admin Assisted Fee/Application**	**Online Payments Available**
New Company Set up	Set up+ 1st Service Account +System Fee	n/a	No
Additional Service Accounts	per account	Per application	Yes
Add Sub-Account	per account	Per application	Yes
Add a Contact	0	n/a	n/a
Update (Existing) Contact	0	n/a	n/a
Update Company Name	Per application	n/a	Yes
Update Account	0	n/a	n/a
Manage Account Contacts	0	n/a	n/a
Request MBI	Per MBI	Per application	Yes
MBI Assignment Change-Transfer MBI within same company	0	n/a	n/a
MBI Assignment Change-Transfer MBI to another company	per transfer event	n/a	Yes
Return MBI	0	n/a	n/a
Reports	0	n/a	n/a
Quarterly Invoice Payments	0	Per application	Yes