



## **MTEOR Registration for General Users**

General users that require MTEOR access must be invited by their Business Service Administrator (BSA). The BSA will provide users with the appropriate Customer Registration Identification (CRID) number so that they will be able to register for the correct locations. Each Mailer's facility is assigned a specific CRID in MTEOR. Other CRIDs will not be recognized in MTEOR. Once a user is registered, a request is sent to the BSA for approval. The BSA has 25 days to approve a user's request.

## **MTEOR Registration Process**

1 MIFOR is accessed through the	Antip care				
Business Customer Gateway (BCG)	Exercises Customer Selevary The only of an end of a selection of the only of t				
2. Register for the BCG					
3. Then, log into the BCG	Costor & Prepare If Excloses (Sanifacturep)Platation() If Independent Formation (Sanifacture) If Sanifacture (Sanifacture) If Sanifacture) If Sanifacture (Sanifacture) If Sanifacture (Sanifacture) If Sanifacture) If Sanifactu				
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4. Select "Request Access" at the top, middle of the screen	Na serverse. United proved hitty syn charage dependent, here ethoge and prove to Bandwin and taking and there access, the synthesis will be a suit the space to add a server.				
	Accessed Service				
5. To add MTEOR as a Business Service scroll down to the Mail & Transport subheading	Lacete version vision:				
6. Then, click Mail Transport Equipment Ordering System (MTEOR)	Mark & Statespielander Bestern (2020) (Herein)     Softwart Amerikanski Bestern (2020) (Herein)     Softwart Market Bestern (2020) (Herein)     Softwart Market Bestern (2020) (Herein)     Softwart Market Bestern (2020) (Herein)     Softwart Bestern (2020) (Herein)				
7. Ensure that your location aligns to	Benefice Meet Transport Program of Transport and the Mith Colour and the Second and the Second and Transport Transport and the Second and th				
the correct CRID	versionle and provided the result of the description of the plant between the results of the result				
8. If the CRID is not correct or there is an error, contact the MIEOR Help Desk for assistance?	Entrance that the terminal termina				



9.	Enter	CRID	in	the	<b>"Search</b>	for
	Existin	ig Busin	iess	CRI	D" field	

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- 10. Attach the Business Service to each location by checking the box to the left of the location
- 11. Then, click "Next"



Add a Service

- 12. Click to "Confirm" to complete the request
- 13. Once registered, a request status page will appear
- 14. If there are any changes needed, the request can be canceled from this screen

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