

## 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. MTEOR is accessed through the Business Customer Gateway (BCG)
2. Register for the BCG
3. Then, log into the BCG



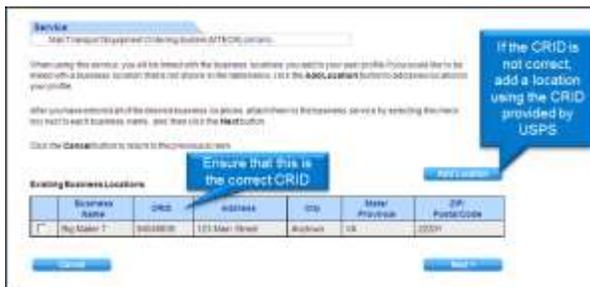
4. Select "Request Access" at the top, middle of the screen



5. To add MTEOR as a Business Service scroll down to the Mail & Transport subheading
6. Then, click Mail Transport Equipment Ordering System (MTEOR)



7. Ensure that your location aligns to the correct CRID
8. If the CRID is not correct or there is an error, contact the MTEOR Help Desk for assistance?



9. Enter CRID in the “Search for Existing Business CRID” field

10. Attach the Business Service to each location by checking the box to the left of the location

Business Name	CRID	Address	City	State/Province	ZIP/Postal Code	Attach
Big Water 7	9414000	123 Main Street	Anytown	VA	22001	<input type="checkbox"/>

11. Then, click “Next”

12. Click to “Confirm” to complete the request

Business Name	CRID	Address	City	State/Province	ZIP/Postal Code	Attach
Big Water 7	9414000	123 Main Street	Anytown	VA	22001	<input type="checkbox"/>
Big Water 10	9414000	456 Richmond Street	Anytown	VA	22000	<input type="checkbox"/>
Big Water 10	9414000	145 Market Street	Cityscape	VA	20111	<input type="checkbox"/>

13. Once registered, a request status page will appear

14. If there are any changes needed, the request can be canceled from this screen

Request ID	Service	Business Name	CRID	Address	Date Requested	Status	Approval	Request Approval User	External Approval
<input type="checkbox"/> 1802	Non Transport Equipment Training System (ATTCOA)	Big Water 10	9414000	456 RICHMOND STREET	18/02/2012	Pending SSA	SSA		
<input checked="" type="checkbox"/> 1803	Non Transport Equipment Training System (ATTCOA)	Big Water 10	9414000	145 MARKET STREET	18/02/2012	Approved	SSA		