



HID Mobile Access[®] Subscription Account Request



PLEASE NOTE THAT THIS FORM IS ONLY USED TO SET UP SUBSCRIPTION END CUSTOMERS

1 HID Channel Partner Information

Channel Partner Account Number	
Channel Partner Name	
Has a Contract Manager been established for this Channel Partner?	

TIP: Contract Manager

The "Contract Manager" receives any email notifications relating to the health of the End Customer subscription contract (for example: subscription renewal reminders).

There is a single "Contract Manager" for all Mobile Access subscription contracts /purchased by an HID Channel Partner. It is recommended that a generic email address / distribution list be provided to make it easier to manage "Contract Manager" communications.

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2 End Customer Information

End Customer	
Organization Name:	
Country:	
Address line 1:	
Address line 2 (optional):	
Address line 3 (optional):	
Address line 4 (optional):	
City:	
State / Province:	
ZIP / Postal Code:	
Telephone Number (Including Country Code)	
County (Optional)	

End Customer – SIS Portal Administrator	
First Name:	
Last Name:	
Email Address: (SIS Portal Username)	
Telephone Number: (Including country code)	

End Customer – Secure Shipping Address

Same as Organization Address?	
Shipping Recipient's Name	
Shipping Recipient's Phone Number (Including country code)	
Shipping Recipient's Organization:	
Shipping Address Country:	
Secure Shipping Address line 1	
Secure Shipping Address line 2 (optional)	
Secure Shipping Address line 3 (optional)	
Secure Shipping Address line 4 (optional)	
City	
State / Province:	
ZIP / Postal Code:	
County (Optional)	
VAT / Tax Number	

TIP: Secure Shipping Address

As part of the HID Mobile Access solution, a "Mobile Admin" configuration card (SEC9X-CRD-MADD) is used during reader installation to configure its Bluetooth settings. For security reasons, these configuration cards will always be shipped to the "Secure Shipping Address" specified within the Mobile Access Portal, even if other items on the order to HID have a different "ship-to" address.

At time of account establishment, the End Customer's Secure Shipping Address will be set by HID Global using the address information provided on this form. This address can be changed by the End Customer within the Mobile Access Portal as desired.

When choosing a Secure Shipping Address, there are three options:

1. Admin Cards will ship to the End Customer, the Secure Shipping Address is set to be the same as the End Customer's Organization Address
2. Admin Cards will ship to the End Customer, the Secure Shipping Address is set to be different than the End Customer's Organization Address. Example: there is a central receiving facility for all incoming shipments to a site
3. Admin Cards will ship to a Secure Shipping Address specified by the HID Channel Partner. This is useful if there are import/export regulations, significant shipping costs or other factors that make it advantageous to ship Mobile Admin cards along with other HID Global products

Please make sure that you and your End Customer are aware of the possible choices and that a Secure Shipping Address is selected that is most appropriate for you both.

3 Subscription Details

Subscription Quantity	
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4 Mobile ID Specification

Mobile Keypad to be used (MOBXXXX or ICEXXXX)	
Credential Format IMPORTANT: Must be a Tracked Format	
Programming Information (Example: Facility Code, Site Code)	

TIPS: Mobile ID Specification	
<p>Credential Format</p> <p>Why must a "tracked Format" be selected?</p>	<p>The Mobile Access subscription service uses an inventory of Mobile IDs that are loaded into the End Customer's Mobile Access Portal. As Mobile IDs are consumed by the service, the system will automatically contact HID Global to replenish the stock within the Mobile Access Portal.</p> <p>When replenishing Mobile IDs, it is important that the "Card Numbers" that are allocated to these Mobile IDs do not overlap with any other credentials already in use by the End Customer. In order for this to happen, a "Tracked" Format (such as H10302, H10304 or Corporate 1000) should be selected. This guarantees that the Card Numbers will be unique.</p> <p>If the End Customer currently uses an "Open" format (such as H10301) and cannot use an existing "Tracked" format, please contact HID Global so that we can provide guidance as to the best way to proceed.</p>
Programming Information	<p>Please specify the programming information (such as Site Code / Facility Code etc. that are needed to finalize programming of the Format selected.</p>

Completed by: (HID Channel Partner Signature)	
Send to: MobileOrders@hidglobal.com	Date: _____

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