

**COMMERCIAL MOBILE RADIO SERVICE (CMRS) BOARD
ELECTRONIC FUNDS TRANSFER SUBMISSION
CARRIER INSTRUCTIONS**

To connect to the CMRS EFT web Site enter the following web site address into your browser address bar:

<https://kyeasupt1.state.ky.us/cmrsboard/secure/>

ADD CARRIER/RESELLER PROFILE ** required to set up carrier ID and Password

Logon as a New User using ID: **carrier** and Password: **wireless**
The CMRS Carrier/Reseller Home Page screen will be displayed

- Select New Carrier/Reseller Profile
- The “CMRS New Carrier profile” Screen will be displayed
- Enter appropriate information
- Select the “Submit” button
- Message stating, “The New Carrier Profile has been saved” should appear on the top left hand of the screen

ADD CARRIER RESELLER CONTACT PROFILE ** required to set up carrier ID and Password

When signed on as the **Contact** Person, the “CMRS Carrier/Reseller Home Page” screen will be displayed

- Select New Carrier/Reseller Contact Profile
- The “CMRS New Carrier Contact” screen will be displayed
- Enter appropriate information
- Select the “Submit” button
- Message stating, “Your new Contact Profile has been submitted for approval. An email notice will be sent once approved.” should appear on the top left hand of the screen.

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UPDATE/EDIT CARRIER/RESELLER PROFILE

When signed on as the **Contact** person, the “CMRS Carrier/Reseller Home Page” screen will be displayed

- Select Edit **Carrier/Reseller Profile**
- The “CMRS Edit Carrier Profile” screen will be displayed
- Update the appropriate field/fields
- Select the “Update” button
- Message stating, “The update has been processed” should appear on the top left hand of the screen.

UPDATE/EDIT CARRIER/RESELLER CONTACT PROFILE

When signed on as the **Contact** person, the “CMRS Carrier/Reseller Home Page” screen will be displayed

- Select Edit Carrier/Reseller Contact Profile
- The “CMRS Edit Contact Profile” screen will be displayed
- Select the appropriate contact and the “CMRS Edit Carrier Contact” screen will be displayed
- Update the appropriate field/fields
- Select the “Update” button
- Message stating, “The update has been processed” should appear on the top left hand of the screen

CHANGE CONTACT PASSWORD

When signed on as the **Contact** person, the “CMRS Carrier/Reseller Home Page” screen will be displayed

- Select Edit Carrier/Reseller Contact Profile
- The “CMRS Edit Contact Profile” screen will be displayed
- Select the appropriate contact and the “CMRS Edit Carrier Contact” screen will be displayed
- Enter the new password in the “New Password” field
- Select the “Update” button
- Message stating, “The update has been processed” should appear on the top left hand of the screen

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SUBMIT EFT PAYMENT

When signed on as the **Contact** person, the "CMRS Carrier/Reseller Home Page" screen will be displayed

1. Select Submit EFT Payment
2. The "EFT payment Submission" screen will be displayed
3. Enter the appropriate information
4. Select the "Submit" button
5. Message "Do You Want To Proceed With Payment of \$ xxx.xx"
(\$ xxx.xx is the calculated amount for submission)
6. If dollar amount is correct, select the "OK" button
7. The "Ky Direct" payment screen will be displayed
8. Enter the appropriate information and select the "Complete Payment" button
9. The "EFT Component Page" screen will be displayed showing "Payment Successfully Submitted"
10. Select the "OK" button
11. You will be returned to the "EFT Payment Submission" screen

PLEASE NOTE: IF AT ANY TIME YOU WISH TO PRINT THE INFORMATION ON YOUR SCREEN, YOU MUST PRINT BEFORE PROCEEDING TO THE NEXT SCREEN, THE SYSTEM WILL NOT ALLOW YOU TO GO BACKWARDS.

Please contact the CMRS Board Office if you have any questions or problems.

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