



# Compliance **Made Easy**

## Registration Guide

(iRepo Limited Users)

MBSi Capital Corp., Inc.  
2301 W. Dunlap Ave.  
Suite 207  
Phoenix, AZ 85021  
USA

Support: (602) 864-7847  
Fax: (602) 424-1933  
[www.re-pros.com](http://www.re-pros.com)  
[info@re-pros.com](mailto:info@re-pros.com)

## Introduction

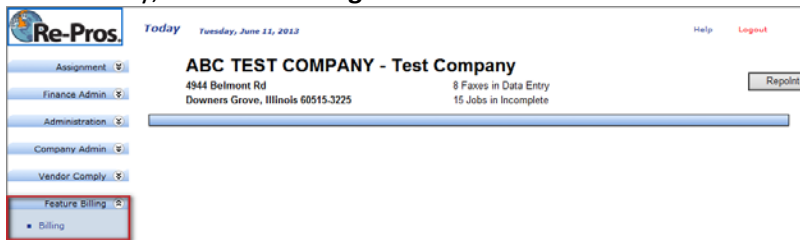
iRepo users can register for Compliance Made Easy (CME) by following a few simple instructions.

## Starting the CME Registration Process

To begin the registration process, please contact MBSi Support. They will enable **Feature Billing** Functionality for the company.

## Feature Billing

**Feature Billing** is a tool designed to assist iRepo users in registering their company for CME. To access Feature Billing, log in to Re-Pros Web (<https://web.re-pros.net>). Once MBSi Support enables the functionality, a **Feature Billing** menu will be available on the Home Page.



## Using Feature Billing to Register for CME

To register for CME:

Select **Billing** from the **Feature Billing** menu. The **Feature Billing** interface will display

*Feature Billing*

Please enter Credit Card Info.

Name on Card: <input type="text"/>	Following Card is on File: No card on file.
Credit Card Number: <input type="text"/> Security Code: <input type="text"/>	<input type="checkbox"/> CME - \$49.95 (Prorate \$33.3)
Expiration: <input type="text"/> ex. "09-09" Billing Zipcode: <input type="text"/>	<input type="checkbox"/> Repo Ninja - \$4.95 (Prorate \$3.3)
Email: <input type="text"/>	Add Repo Ninja Users: <input type="text"/>
<input type="button" value="Cancel"/> <input type="button" value="Save Card"/>	Total Amount: \$ <input type="text"/> <input type="button" value="Charge My Card"/>

User	Status	Next Billing	Notes
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1. Enter credit card info (all fields with a red asterisk are required)
2. Enter an **Email** address
3. Click **Save Card**

*Feature Billing*

Please enter Credit Card Info.

Name on Card: <input type="text"/> <input type="checkbox"/> Change Billing Info	Following Card is on File: *****1193
John Doe <input type="text"/>	<input type="checkbox"/> CME - \$49.95 (Prorate \$33.3)
Credit Card Number: <input type="text"/> Security Code: <input type="text"/>	<input type="checkbox"/> Repo Ninja - \$4.95 (Prorate \$3.3)
Expiration: <input type="text"/> ex. "09-09" Billing Zipcode: <input type="text"/>	Add Repo Ninja Users: <input type="text"/>
11-16 <input type="text"/> 85021	Total Amount: \$ 0.0 <input type="button" value="Charge My Card"/>
Email: <input type="text"/>	
jmonreal@re-pros.com	
<input type="button" value="Cancel"/> <input type="button" value="Save Card"/>	

4. Select **CME** checkbox
5. Click **Charge My Card**

Following Card is on File:

\*\*\*\*\*1193

CME - \$49.95 (Prorate \$33.3)

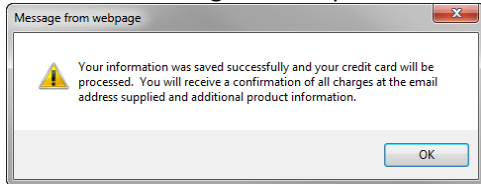
Repo Ninja - \$4.95 (Prorate \$3.3)

Add Repo Ninja Users:

Total Amount:  
\$ 33.3

**Charge My Card**

The Feature Billing tool will process the credit card information. The following dialogue will display:



You are now registered for Compliance Made Easy! A confirmation email will be sent to the email address entered on the **Email** field of the Feature Billing tool. Follow the instructions within to use your new products.

