



# Compliance **Made Easy**

## Registration Guide

(Re-Pros Full Version 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

Re-Pros Full Version users can register for Compliance Made Easy (CME) by following a few simple instructions. As always, if additional assistance is required, please contact MBSi Support.

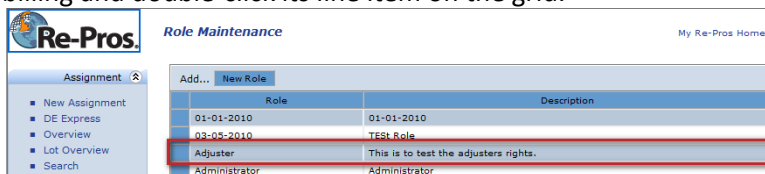
## Enabling Access to Feature Billing

**Feature Billing** is a tool designed to assist Re-Pros users in registering their company for CME. Access to this feature is controlled by role permissions. To enable access to Feature Billing:

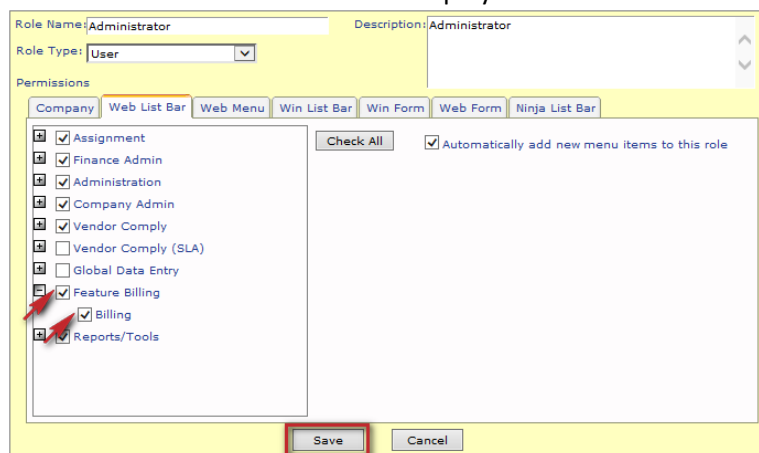
1. Log in to Re-Pros Web (<https://web.re-pros.net>).
2. Select **Roles** from the **Administration** Menu



3. On the **Role Maintenance** interface, select the **Role** type which will receive access to Feature billing and double-click its line item on the grid.



The **Role Maintenance Editor** will display.



4. On the **Web List Bar** tab, select expand the *Feature Billing* item from the category tree.
5. Select the *Feature Billing* and *Billing* checkboxes.
6. Click **Save**.

Log out and back in. The **Feature Billing** menu will now be available on the Home Page.



## Using Feature Billing to Register for CME

To register for CME:

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

**Please enter Credit Card Info.**

Name on Card:  Change Billing Info  
John Doe

Credit Card Number:  Security Code:

Expiration: 11-16 ex. "09-09" Billing Zipcode: 85021

Email: jmonreal@re-pros.com

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: \$ 0.00

2. Enter credit card info (all fields with a red asterisk are required)
3. Enter an **Email** address
4. Click **Save Card**

Following Card is on File: \*\*\*\*\*1193

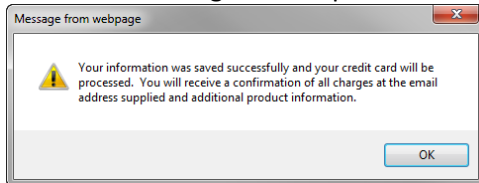
CME - \$49.95 (Prorate \$33.3)  
 Repo Ninja - \$4.95 (Prorate \$3.3)

Add Repo Ninja Users:

Total Amount: \$ 33.3

5. Select **CME** checkbox
6. Click **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.

