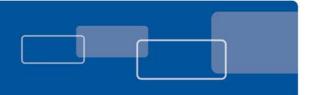# HID Mobile Access®
Mobile Access New Account Onboarding

For instructions on how to fill out this form, see Appendix A, on page 4

1 Company Information

IF ORDERING "MOBILE-ENABLED" READERS, OR DEMO READERS, THIS FORM IS NOT REQUIRED

End User Organization Information	
Company Name:	
Address 1:	
Address 2:	
City:	
State / Province:	
Zip / Postal Code:	
Country:	

End User - MA Portal Administrator	
First Name:	
Last Name:	
Email Address: (MA Portal Username)	
Portal Role	
Cell Number: (Including Country Code)	

HID Channel Partner	
Channel Partner Number	
Channel Partner Name	

2   Mobile IDs and Readers

Key Specification	
iCLASS Elite?	
Enter any custom key requirements (MIFARE/MIFARE DESFire keys, legacy keys, etc.)	

Mobile ID Specification	
Friendly Name	
Credential Format	
Facility Code	
Starting Card Number	
Card Marking Required	
Marking Offset	

Reader Specification

Completed by:
(HID Channel Partner Signature)

Send to: MobileOrders@hidglobal.com   _____   Date:_____

3 Part Number Confirmation – To Be Filled Out by HID Global

Key References, Mobile IDs and Reader Management Cards	
End User	
Key Reference (Specify ICE or MOB)	
Mobile Admin Card	
Mobile ID	
Reader Management Card	
Mobile Access Subscription	

Note: The Reader Administration card is specific to a given end user organization, and is central to the security of their HID Mobile Access readers. HID Global recommends that when placing an order for Reader Administration cards, that HID's Channel Partner requests direct shipment of these cards to the address specified on Page 1 of this document.

Readers	

APPENDIX A – INSTRUCTIONS

Key Specification

iCLASS Elite?	If the end user is in the iCLASS Elite Program, supply their ICE number.
	Readers ordered with ICE code (Elite) will have use Elite keys for the various card technologies, and for Mobile HID Access and Mobile Admin cards
	Otherwise, HID will assign a MOB Reference as part of the onboarding process. Readers ordered with a MOB Key Reference will use standard security for cards, and the MOB key reference for Mobile IDs and Mobile Admin cards
Please enter any custom key requirements (MIFARE/MIFARE DESFire keys, legacy keys, etc.)	Indicate whether special key handling is required Work with HID Presales to define the custom reader part number

Mobile ID Specification

Friendly Name	This is the description that all end-users will see on their Mobile IDs, and also displayed to Administrators within the HID Mobile Access Portal (This value can be changed within the Mobile Access Portal)
Credential Format	Select or enter the requested card format. Select from: • One of the common HID formats • The end user's existing format or C1000 number • Enter the Sales Order Number from the back of an existing card (Example: 1101245870)
Facility Code	The Facility Code (Site Code) to be associated with these Mobile IDs
Starting Card Number	Provide the starting number for the series. If the end user is a Corporate 1000 customer this field is not needed.
Card Marking Required	This is a digital representation of a Card Marking. Instead of a number printed on the back of the card, a number is shown on the Mobile ID in the HID Mobile Access Application. The options are None, Matching or Non-Matching
Marking Offset (This is not common)	Only applicable if Non-Matching is selected above. A typical offset might be: "Reference Number is 10000 greater than Credential Number". Also, use this area to describe any other details about the Reference Number such as prefixes or suffixes

Reader Specification

When specifying there are three choices:

A – Choose from a list of popular reader parts within the form (Readers compatible with the following credentials: iCLASS Seos, iCLASS SE, iCLASS SR, standard iCLASS, SE for MIFARE Classic, SE for MIFARE DESFire EV1 and MIFARE-CSN)
B – Use the "iCLASS SE Configuration Guide" to confirm the desired part number and type it into the form
C – New reader model required – contact HID Global Presales for assistance