

User Registration

Overview

User Registration is a mandatory process that associates the products you buy from MMT with the computers on which your employees install and use these products; and protects MMT against unauthorized use and copying of its software. The number of User Registrations you have available is dependent upon the product license type purchased by your firm (*see Product License section below*). We recommend you designate one person in your firm as the administrator for managing your existing MMT User Registrations. Typically an Administrator is the owner of the firm, an office manager or an administrative assistant. (*See the “Administrator” section of this document for more information.*)

Product License

There are two license options that may be purchased for your firm to install and use MMT products:

1. Office Account – this unlimited license allows anyone assigned to your office location (*physical location, not company*), to install and use the MMT product on any computer.
2. Per User/Installation – this limited license is purchased for a set number of installs. Once this set number of installs has been reached, the software will no longer allow new user registrations until the Administrator deletes an existing user registration or contacts MMT to purchase additional user registrations (installs).

New User Registration

The first time a user accesses a MMT product, the system displays a screen requesting setup of a New User Registration. The employee will enter information thereby associating one of your firm’s User Registrations (installs) with his computer’s name. *For example, on the New User Registration screen shown in Figure 2 below, Fred Smith is registering for REARS – Mobile County on a computer named PARKER2009PC.*

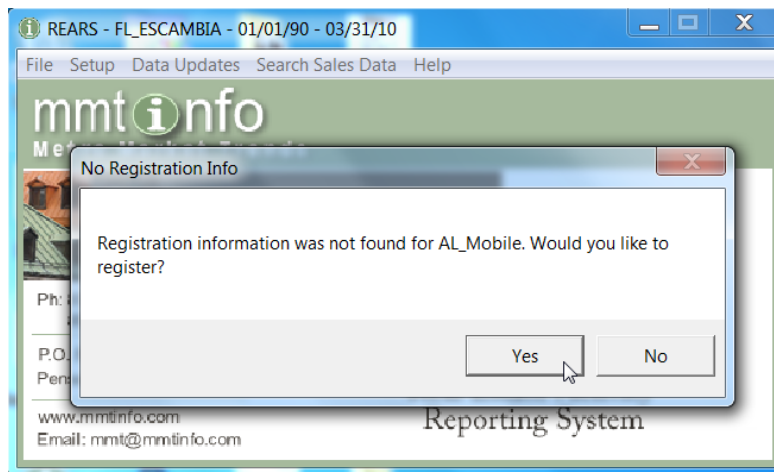


Figure 1

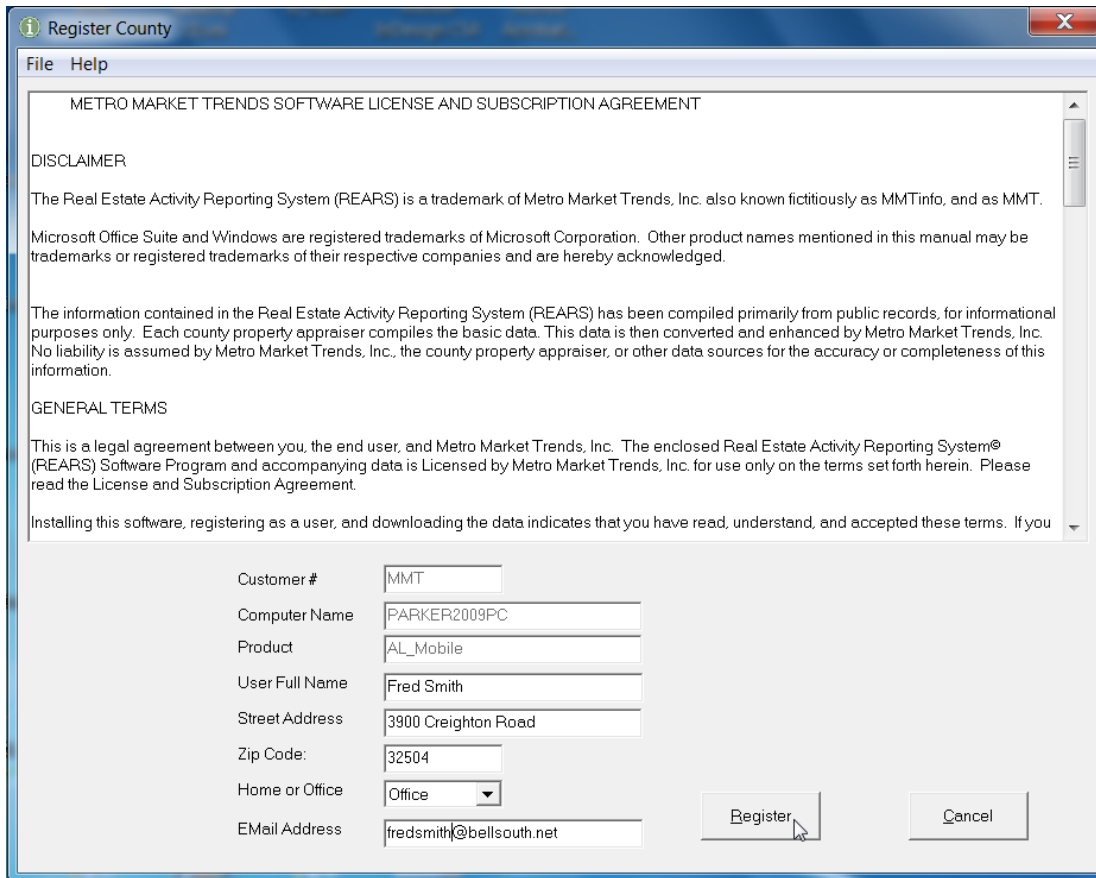


Figure 2

Administrator

One person in your office should be designated as the administrator for managing existing MMT User Registrations. Typically an Administrator is the owner of the firm, an office manager or an administrative assistant. Through use of a password, the administrator is able to:

- a. Manage User Registrations – change or delete employees
- b. Block specific computers from accessing MMT products

Administrator Password – When your firm purchases an MMT product, we automatically assign an administrator password. This password is required in order for the administrator to log on and manage user installations and registrations. If you do not know or have forgotten your administrator password, the point of contact listed on your account with MMT may call for this information. Please note, we will only release this information to the point of contact listed on your account, or the owner of your account.

If an Administrator leaves your firm, we recommend you change the Administrator Password. Likewise, it should be changed if you think the password has been compromised (i.e. other employees know it).

You may change the administrator password by selecting **Help**→**Administrative Utilities**→**Change Admin Password** (see Figure 1).

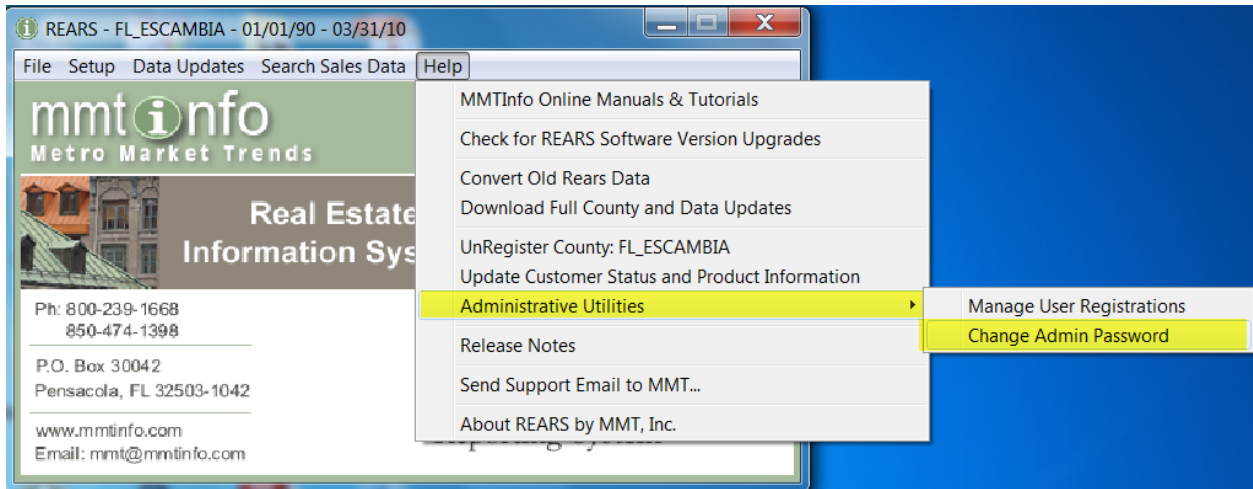


Figure 3

Next, the following screen will display where you first enter the old administrator password, then assign a new password. Passwords are not case sensitive and should be between 6 to 12 characters in length. We recommend a strong password that contains both letters and numbers (spaces and special characters are not allowed).

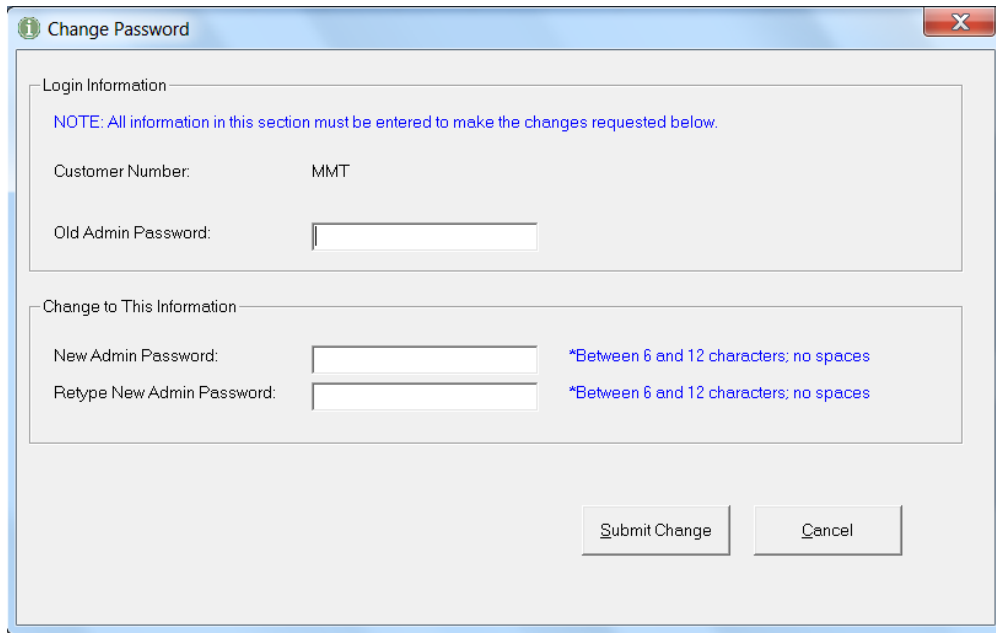


Figure 4

Managing User Registrations

Your firm's administrator may change or delete employee registrations as well as block a computer from accessing MMT products.

First, the administrator should select **Help**→**Administrative Utilities**→**Manage User Registrations**.

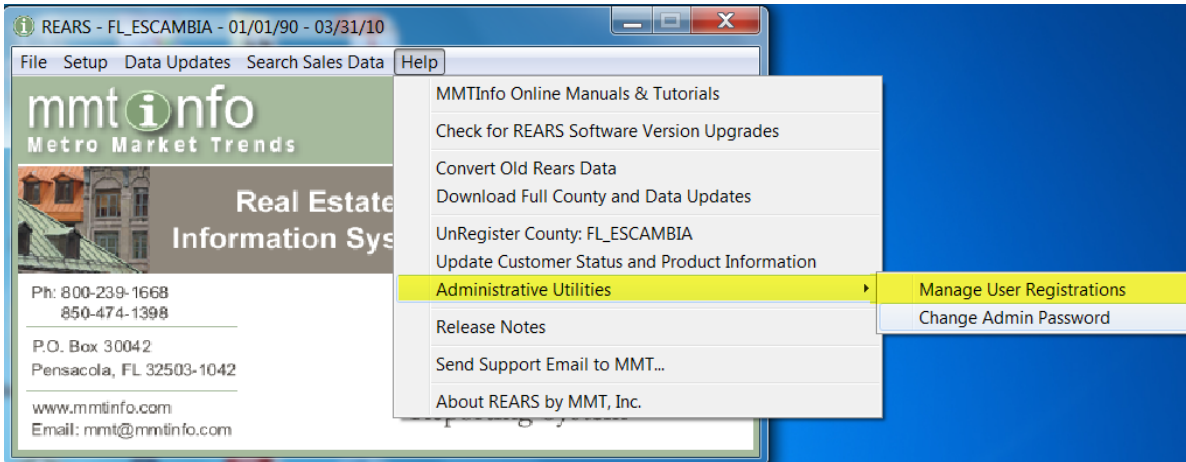


Figure 5

Next, the following screen will display when a valid Administrator Password must be entered.

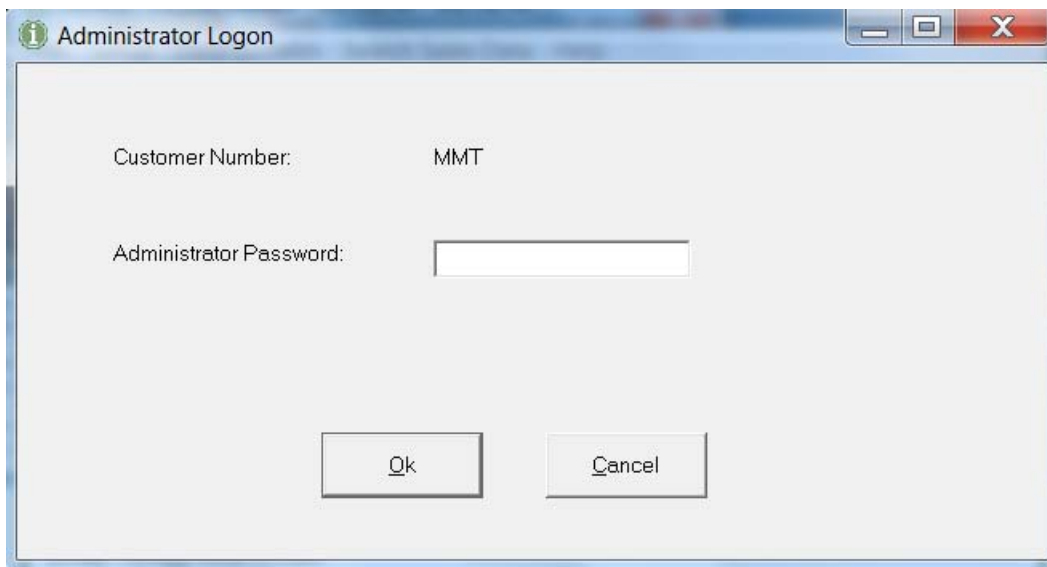


Figure 6

The following screen will display with a list of all current User Registrations. If you also want to see previously blocked registrations, simply place a checkmark in the box to the left of “Also Show Blocked Registrations in List Below”.

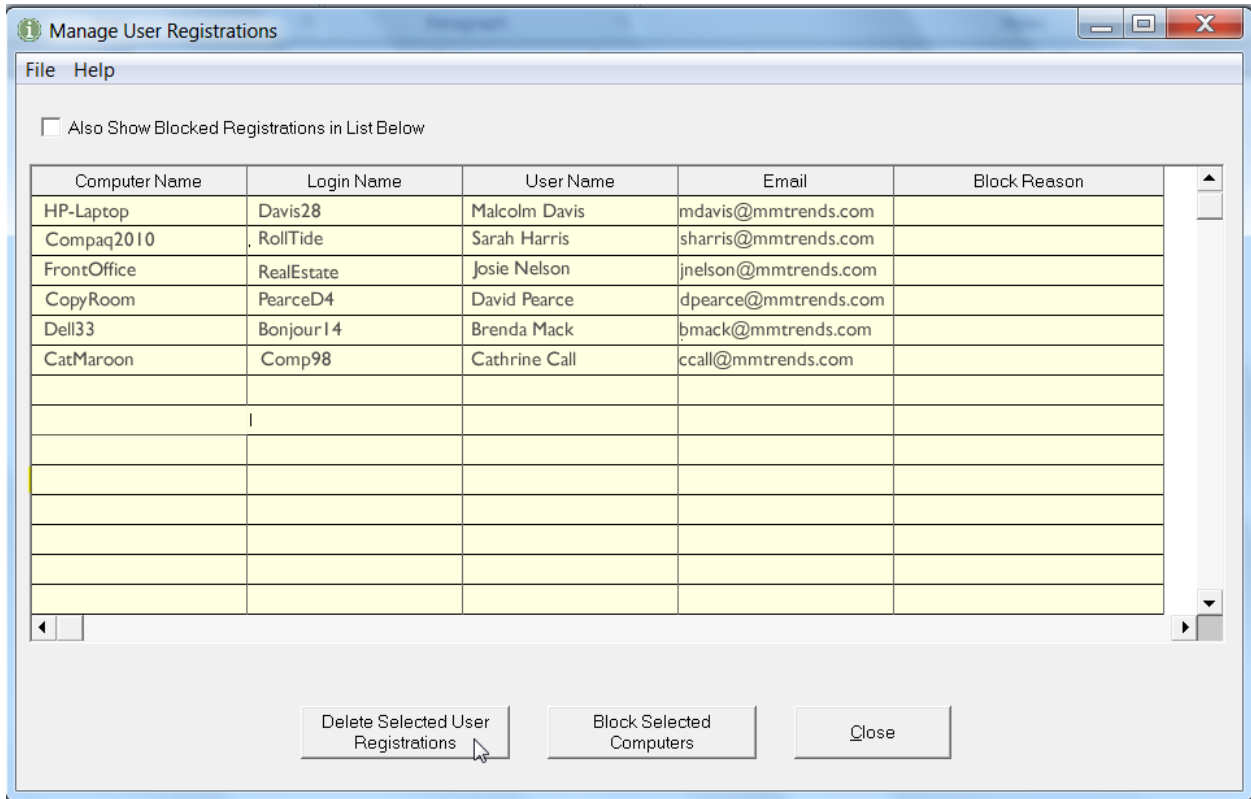


Figure 7

From this screen, you can:

1. **Delete Selected User Registrations** – This function should be used when you want to remove an MMT product from a computer to free up an additional User Registration (install) for another computer. To use this function click on a User Registration row to remove that user (or Ctrl/Click to remove multiple users, as shown in the example above). Then click the bottom button that reads “Delete Selected User Registrations”.

For example, this function could be used if an employee terminates, but their computer remains with your firm. This will free up a User Registration (install) for use by another employee of your firm.

2. **Block Selected Computers** – This function is used to prevent a specific computer from ever again having access to the MMT product, from your firm’s account.

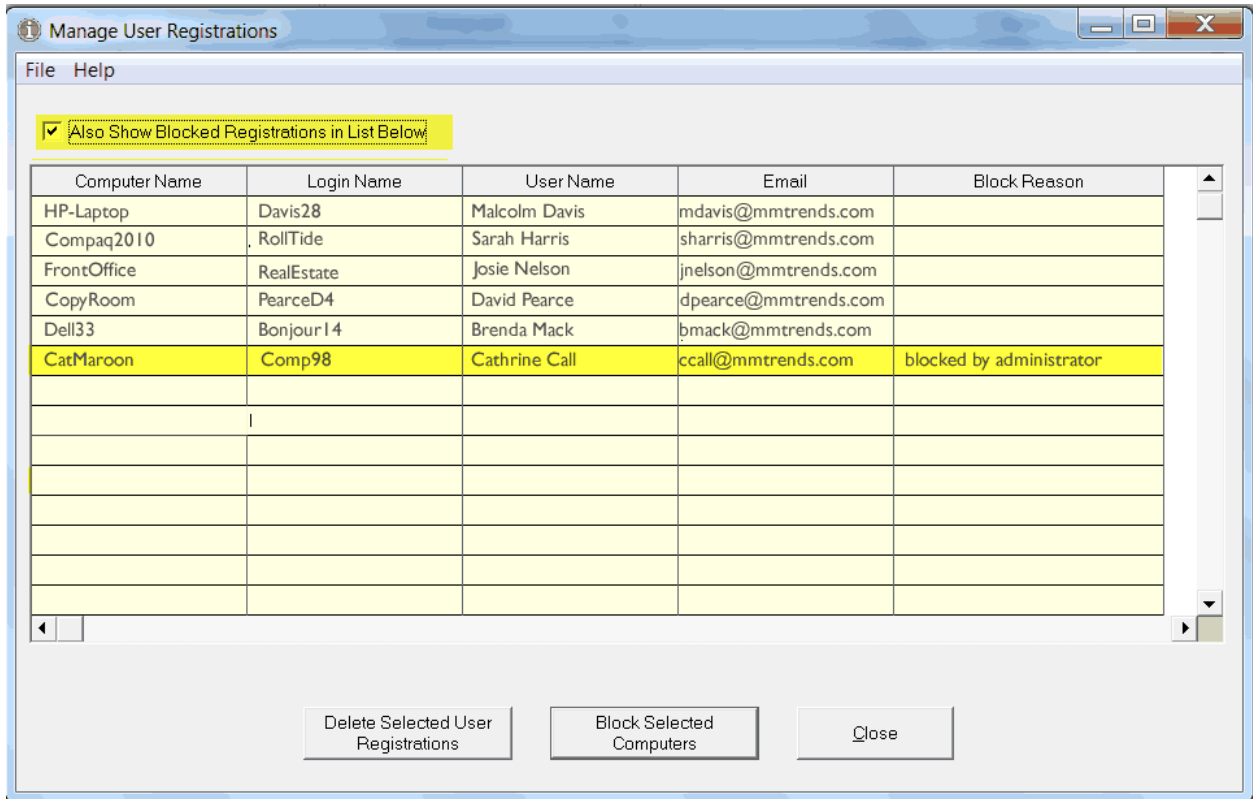


Figure 9

Frequently Asked Questions

1. **If my computer crashes and I want to install on a new computer, but I don't have any more installs what should I do?**

From another computer, you log into Administrative Utilities and "Delete the Selected User Registration" for the computer that crashed. Then install and register the program on your new computer.

What if I just have a one user account?

Call MMT and ask for Tech Support and they will Delete the Selected Registration for you so that you can install and register the program on your new computer.

2. **Periodically, when I open the MMT product, I'm prompted to verify that I'm still employed with my firm. If I inadvertently answer "No" what will happen?**

You will no longer be allowed access to the MMT program until your Administrator, through "Administrative Utilities" deletes the Selected User Registration for your computer. Then you can re-open the MMT program and re-register your computer.

3. **If someone leaves our firm and through "Administrative Utilities" we block that person's computer is it possible for them to install and use the MMT program on a new computer?**

Yes. If they have the original installation instructions with the "Download Code" for your account then they could download the program to a new computer. However, in order for them to register the MMT program they would fraudulently have to confirm they are still employed with your firm (opening themselves up to legal action by you and us).

Will I know if this happens?

Yes. You will be able to see the new registration in your list.

What should I do if this happens?

Contact MMT immediately, then block the new computer through "Administrative Utilities". We will take the necessary actions to stop their fraudulent use.

4. **What happens if I inadvertently Block my own or the wrong computer?**

From another computer you can log into "Administrative Utilities" and delete the Selected User Registration of the computer you have inadvertently blocked. Then you should open the MMT program and re-register the computer.

5. **If I have an Office Account License and allow someone outside our office's physical location to install and use the MMT program with my account information, am I doing something wrong?**

Yes. You are violating the terms of your license agreement with MMT and the other person is stealing intellectual property. You will both be held fully liable for uncollected subscription usage fees.