UTP MISU SYSTEM DESCRIPTION

For clarification regarding UTP Level 1 Multiple Instance, Single User (MISU) Program effective **April 1, 2018**, please see Vendor Alert: Vendor Alert #2018-2 and UTP Data Policies for contact admin@utpplan.com, +1 301 978 8080. MISU administrative requirements can be found at UTP Data Policies.

1. Subscriber Firm Information

Subscriber Firm Name (Name of Vendor submitting MISU Report)	
_____ _____ (Print Firm Name) Date of Application	
Administrative/Reporting Contact Info	**Billing Contact**
_____ First Name Last Name _____ Phone Number _____ E-mail Address _____ Group E-mail Address [optional]	_____ First Name Last Name _____ Phone Number _____ E-mail Address _____ Group E-mail Address [optional]
UTP Billing Account Info	**Billing Address for MISU Credits**
Current UTP Account Number:(Found on invoices and the NORA Reporting Application) _____ ☐ Check box if **NEW** Account Number is requested or if your firm currently does not have a UTP Account Number. Email address for Invoices: _____ ☐ email only ☐ email and paper	Attn:_____ _____ Street Address [P.O. Box Numbers Not Accepted] _____ Street Address 2 _____ _____ City, State, Province, Postal Code Country _____

2. MISU System Diagram

Attach a MISU system diagram with an overview of each system utilizing UTP Level 1 data for MISU. Each service location should be included, indicating where data is received (including end users) and where entitlement controls take place.

☐ Check here to confirm a MISU System Diagram is attached.

3. Service Locations to be covered by MISU

For each service location to be covered under MISU, please provide complete Name of Vendor/Data Provider ("Vendor"), Service Location (street address), Vendor Account Number "VAN" (a unique number assigned to each account by the Vendor) and number of users entitled for UTP Level 1 data for each. Service Locations with multiple Vendor services at the same street address must be listed individually. Additional locations may be added on a separate sheet(s).

Name of Vendor/ Data Provider	Service Location/ Address (City, State/ Province, Postal Code, Country)	Vendor Account Number (VAN)	# of Users Receiving UTP data	Data Source: Vendor Controlled Display/ Stand Alone or Internal Display/ Data Feed Access

4. System Administration and the MISU Report

In order to qualify for the MISU Program, Subscriber Firms are required to submit a monthly report in a standard UTP MISU format which shows real-time data entitlements for each user at each Service Location Address on a Vendor-by-Vendor basis.

a. Your firm is required to have the ability to produce a report for each Service Location which shows the number of UTP Level 1 Subscribers/Devices (by Vendor) on a Per User basis. Attach a sample report following the correct format. Sample Report attached:

☐ Check here to confirm a sample report is attached.

b. How is the MISU report generated? Please describe the process.

5. MISU System Description Signature
Subscriber Firm represents and warrants that the information provided on this MISU System Description and all Appendices is accurate.

Signature:	
Print Name:	
Title:	
Date of Signature:	