



Napco Access Pro is a division of Napco Security Technologies Inc.  
(Nasdaq Symbol: NSSC) consisting of Access Control Brands  
Continental Access, E-Access, Air Access & MVP Access



# Door (Reader) Activation

## Comnet Instructions

NAPCO Security Technologies Inc.  
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[www.NapcoAccessPro.com](http://www.NapcoAccessPro.com)

Publicly traded on NASDAQ Symbol: NSSC

## Door (Reader) Activation on the Napco Comnet Website

**Important:** When activating a Controller or if using Wireless Locks / Net Panel, the activation process is the same, as it's based upon the number of Doors (Physical Readers) being activated.

### MUST READ Important Notes:

- If you are a new MVP Access dealer and have an existing Comnet account from another Napco product, you can use those same credentials to log into the Comnet website for MVP Access.
- If you do not have an existing Comnet account, you must register to become a New Comnet dealer and then activate the Door (Reader) on Comnet. **Dealer registration may take up to 1 business day for approval.**
- After a Door (Reader) is activated, it could take up to 10 minutes for the information to be sent to the MVP Access Cloud.
- You must select **New Subscriber** while activating the first Door (Reader) at any location. You will not be able to select existing to add another Door (Reader) or feature. Any additional Door (Reader) or features for the same subscriber, can be added at the time of creating the new subscriber or by selecting **Device Management > My Subscription** and selecting the existing Subscriber from the list to add on additional Door (Reader) and features.
- After the Dealer activates their first MVP Access account, they will be emailed their MVP Dealer Access credentials to log into the MVP Access website at <https://mvpaccess.online>. Prior to registering and activating the first device, the dealer will not be able to log into MVP Access portal.
- The dealer will always be emailed all MVP Access credentials, including the default customer credentials. They must provide the end user login credential to their hosted customers.

Please follow the detailed instructions below to activate an MVP Access Door (Reader) on Comnet.

1. Go to [www.NapcoComNet.com](http://www.NapcoComNet.com). To activate your MVP Access Door (Reader) and purchase an MVP Access Service Plan log into your Comnet account or register as a new dealer. Press **Click Here**.

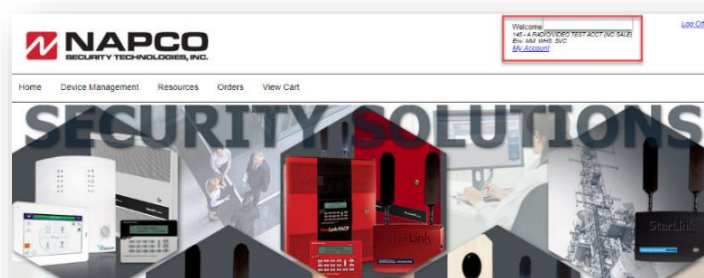


2. If you are an **Existing Dealer**, and already have an account, enter your **User Id** and **Password** and click **Login**.

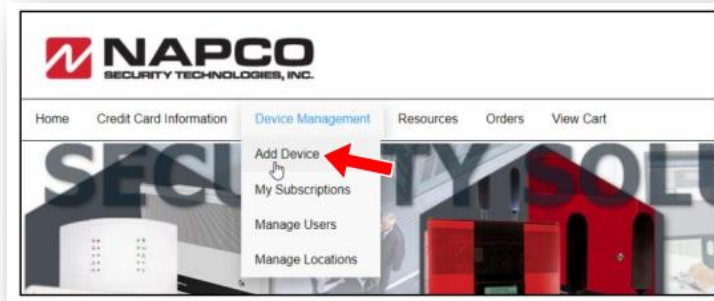
3. If you are a **New Dealer**, complete the **New Dealer** section and click **Continue**. Dealer accounts are approved Monday-Friday 8:30 AM - 4:30 PM (**please allow up to 1 business day for approval**). Upon approval, you will receive an email from ComNet with your **Dealer** ComNet log in credentials. Upon receiving your log in credentials, log into your NAPCO ComNet account and activate your first MVP Access Account.

**Note:** Only dealers will receive emails containing MVP Access credentials. Dealers will be required to pass on the credential to their customers.

4. Upon logging in with your Comnet credentials, the Comnet home page will display with your account information displaying on the top right.



5. At the top of the web page, click **Device Management>Add Device**.



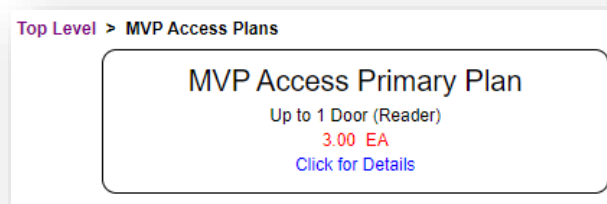
6. Click **Service Plans**.



7. Under MVP Access, click **Go**.



8. Upon pressing Go, the MVP Access Primary Plan will display. Select the **Click for Details** link.



9. Review the MVP Access Primary Service Plan, including the price. Click **Add**.

**Important:** The MVP Access Primary plan includes 1 Door Reader, 5 Bluetooth Credentials, plus all the MVP Access control features, except the available add-ons, listed under Available Features. This primary plan **must** be added for all new subscribers.

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Recently viewed items: [MVP Access Primary Plan](#)

Service Plan: MVP Access Primary Plan  
**Up to 1 Door (Reader)**

MVP Access Primary Plan Includes:

- Up to 1 Door (Reader)
- Access Control Features
- 5 Bluetooth Credentials

For Site ID:: MVP0000026

MVP Access Primary Plan	3.00 EA
1 Month(s)	<b>Add</b>

Plan #: MVP-DOOR-P

Available Features:

- MVP Additional 1 Door (Reader) for doors 2-8 (readers)
- MVP Additional 1 Door (Reader) for doors 9 (readers) and greater
- 1 Additional MVP Access Bluetooth Credential
- 100 Additional MVP Access Bluetooth Credential
- 500 Additional MVP Access Bluetooth Credential
- 1000 Additional MVP Access Bluetooth Credential
- Enable Scripting feature up to 10 scripts
- 1 Video Camera Integration with MVP Access
- Enable Activity Links (Global) between Panels up to 10
- Enable Central Station Reporting

10. In the **Add Subscriber** screen, click **New**.

**Important:** Any additional Door (Reader) or features at the same location, can be added at the **Features for Item** screen at the time of creating the new subscriber or by selecting **Device Management > My Subscriptions** and selecting the existing Subscriber from the list to add-on additional doors and features.

**Add Subscriber**

Subscriber Information   Existing   **New**   Edit

\*First Name: \_\_\_\_\_

\*Last Name: \_\_\_\_\_

Company: \_\_\_\_\_

\*Address1: \_\_\_\_\_

Address2: \_\_\_\_\_

\*City: \_\_\_\_\_

\*State/Zip/Country: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Unit Information

Device ID: MVP0000012

Service Plan: MVP ACCESS PRIMARY PLAN@ 5.00 / EA

User Field1: \_\_\_\_\_

User Field2: \_\_\_\_\_

Location: [-None- ▼]

**Add To Cart**   **Exit**

11. In the **Subscriber Information** screen, type the **Subscriber** information. Required fields are marked with an asterisk(\*). Upon entering all the information, click **Add Subscriber** and then click **Close**.

#### Subscriber Information

*First Name/Company:	<input type="text"/>
*Last Name/Company:	<input type="text"/>
*Address1:	<input type="text"/>
Address2:	<input type="text"/>
*City:	<input type="text"/>
*State/Zip/Country:	<input type="text"/> <input type="text"/> <input type="text"/>
*Email:	<input type="text"/>
*Phone:	<input type="text"/>


Add Subscriber

Close

12. Re-verify all entered information, then click **Add To Cart**.

#### Add Subscriber

<u>Subscriber Information</u>	<input type="button" value="Existing"/> <input type="button" value="New"/> <input type="button" value="Edit"/>
*First Name:	John
*Last Name:	Test
Company:	
*Address1:	333 Bayview Avenue
Address2:	
*City:	Amityville
*State/Zip/Country:	NY 11701 USA
Email:	test@napcosecurity.com
Phone:	800-645-9440
Fax:	
<u>Unit Information</u>	
Device ID:	MVP0000012
Service Plan:	MVP ACCESS PRIMARY PLAN@ 5.00 / EA
User Field1:	<input type="text"/>
User Field2:	<input type="text"/>
Location:	-None- <input type="button" value="v"/>



13 . The **Features for Item** screen will allow you to add any additional doors or available features to the subscribers' account. Select the quantity for each item then press **Add**. When finished or If only 1 door is being purchased with no add-ons, click the **X** or press **Close**.

**Important:** You will not be able to add doors 9 and greater without purchasing doors 1-8 first.

Features for Item: MVP ACCESS PRIMARY PLAN

Found 10 Features

Suggested Accessories

ITEM	MVP-DOOR-2-8	DESCRIPTION	MVP Additional 1 Door (Reader) for doors 2-8 (readers)	PRICE	3.00	1	Add
ITEM	MVP-DOOR-9PLS	DESCRIPTION	MVP Additional 1 Door (Reader) for doors 9 (readers) and greater *Requires the purchase of item MVP-DOOR-2-8	PRICE	3.00	1	Add
ITEM	MVP-NBTC1	DESCRIPTION	1 Additional MVP Access Bluetooth Credential	PRICE	.00	1-30	Add
ITEM	MVP-NBTC1H	DESCRIPTION	100 Additional MVP Access Bluetooth Credential	PRICE	.00	1	Add
ITEM	MVP-NBTC5H	DESCRIPTION	500 Additional MVP Access Bluetooth Credential	PRICE	.00	1	Add
ITEM	MVP-NBTC1T	DESCRIPTION	1000 Additional MVP Access Bluetooth Credential	PRICE	.00	1	Add
ITEM	MVP-SCRIPT	DESCRIPTION	Enable Scripting feature up to 10 scripts	PRICE	.00	1-25	Add
ITEM	MVP-VID-ON-1C	DESCRIPTION	1 Video Camera Integration with MVP Access	PRICE	1.00	1	Add
ITEM	MVP-ACTLINK	DESCRIPTION	Enable Activity Links (Global) between Panels up to 10	PRICE	.00	1-25	Add
ITEM	MVP-CS-REPORT	DESCRIPTION	Enable Central Station Reporting	PRICE	.00	1	Add

14. In the **Shopping Cart** screen, review the information and if correct, click **Process Order**.

Shopping Cart

Process Order Clear Cart

Sort Last to First

Service Type	Description	Comment	Qty	Price
MVP ACCESS PRIMARY PLAN	MVP PRIMARY PLAN 1 DOOR (RDR)	MVP0000015/John Rupert - MVP Access/2024-10-24	1 Month	5.00
MVP-DOOR-P		Features: (2) MVP ADD 1 DOOR (RDR) DOORS 2-8 6.00 (1) MVP ADD 100 BLUETOOTH CRED'S .00 (1) MVP ADD CENTRAL STN. REPORTING .00		Features: +6.00
		TOTAL		11.00

15. In the **Units Activated** confirmation screen (below), verify all the information that appears is correct. An order confirmation email will be sent to the primary Comnet account holder's email address.

**Important:** Once activated, the information will be automatically sent to the MVP Access Cloud Web Portal. Additionally, your MVP Access Dealer credentials will be emailed to the primary Comnet account holder's email address upon activation of your first MVP Access subscriber account. This process may take up to 10 minutes.

Units Activated

Activation Time: Wed Oct 02 14:19:54 EDT 2024

Billing Information

A RADIOVIDEO TEST ACCT (NO SALE)  
333 BAYVIEW AVE  
ARBITRYVILLE, NY  
USA

Shipping Information

A RADIOVIDEO TEST ACCT (NO SALE)  
333 BAYVIEW AVE  
ARBITRYVILLE, NY  
USA

Service Type	Description	Comment	Qty	Price
MVP-DOOR-P	MVP Primary Plan 1 door	MVP0000026/Garman Test/2024-10-02	1 Month	5.00
		Features: (2) 1 Add: MVP Access Blueth cred. .00 (1) MVP Add: 1 Door for doors 2-8 .25.00		Features: +25.00
		TOTAL		30.00

16. Click **MVP Access** on the main menu, to access the MVP Access Cloud **Log In** screen. If you wish to launch the MVP Access Cloud software at a later date, click **Sign Off**. To launch the MVP Access software from a browser, type [mvpaccess.online](http://mvpaccess.online). To sign in, use the dealer credentials that were emailed upon activating your first MVP Access subscriber account.



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