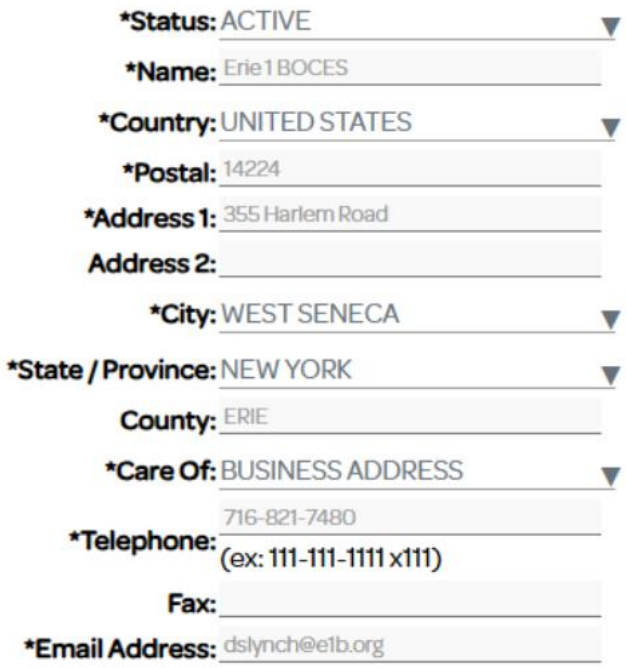
MTI LICENSE BOOKING DIRECTIONS

If you are submitting your MTI Musical License as a request through Erie 1 BOCES Arts in Education, please follow the steps below. These steps must be followed to ensure all booking and billing is managed correctly. Failure to follow these steps may result in a longer processing time.

STEP 1: BEFORE APPLYING FOR YOUR LICENSE

1. Login to your MyMTI Account at https://www.mtishows.com/.
2. On the MyMTI Home Screen, navigate to *ACCOUNT OVERVIEW* > *BILLING AND SHIPPING* > *BILLING ADDRESS*.
3. Click *Add New Billing Information*. Update the form to match the screenshot below:



4. After clicking *Save*, be sure that Erie 1 BOCES is listed as the Primary Billing Address.
    a. If another address is currently listed as the Primary Billing Address, click on the name and change *PRIMARY* to *NO*. Click Save. Return to the Billing Address home screen and click Erie 1 BOCES. Change *PRIMARY* to *YES*. Click *Save*.

STEP 2: APPLYING FOR YOUR LICENSE

1. Apply for your license at https://www.mtishows.com/. License approvals/denials may take some time to arrive so be sure to apply early.
2. If your license is approved and you receive the final contract, review and complete your contract. Does your contract include a security deposit?
    a. **YES** – Arts in Education cannot cover the cost of a security deposit so this must be paid separately. MTI also requires this to be paid by check, credit card, or money order. PO's are not accepted. If requesting a check or money order, you may work with your district ahead of time to obtain this. **DO NOT send in the security deposit until you have received a PO from Erie 1 BOCES.** MTI requires that you send all payments together.
    b. **NO** – Move on to the next step.

STEP 3: SUBMIT ARTS IN EDUCATION REQUEST

1. Your contract is now ready to submit as an E1B Arts in Education request at https://artsined.e1b.org/service-resources/request-forms. When completing the form, please pay close attention to the following fields:
    a. **Total Fees for program –** Be sure that your total fee request does not include the Security Deposit or Tax.
    b. **Does this require prepayment?** - Include your contract expiration date here.
    c. **Preparation –** Be sure to include a detailed description of learning experiences that students will engage in as part of this licensed production.
    d. **Learning Targets/Outcomes -** Be sure to include a detailed description of the learning targets/outcomes as they relate to the NYS Arts Standards.
    e. **Attachments –** Be sure to include a signed and completed copy of your full contract. Your itemized total on this attachment should not include your security deposit (you may mark "paid by district" on this line) or tax. Requestors can NOT add attachments. AIE Administrators can add attachments, or they can be sent directly to Dan Lynch at dslynch@e1b.org.

STEP 4: AFTER SUBMITTING

1. District AIE Administrators will be updated on the progress of the request.

2. When a PO is processed, it will be sent to the requesting Educator and attached to the Service Now Request Form. At this time, the requesting Educator should send the PO with their completed contract (including the security deposit if required) to MTI.
3. Your MyMTI account will give you access to an invoice and it may be emailed to you monthly. The invoice should be billed to Erie 1 BOCES due to the updates made in step 1. Be sure to send a copy of the invoice to Dan Lynch at dslynch@e1b.org and Debbie Schweigert at dschweigert@e1b.org so payment can be requested.
4. The district AIE Administrator will be notified when the request is closed. This means that an invoice billed to Erie 1 BOCES has been provided and a check has been requested for processing.

If you have any questions, reach out to Dan Lynch at dslynch@e1b.org.

If you have questions related to your license, reach out to your MTI representative.