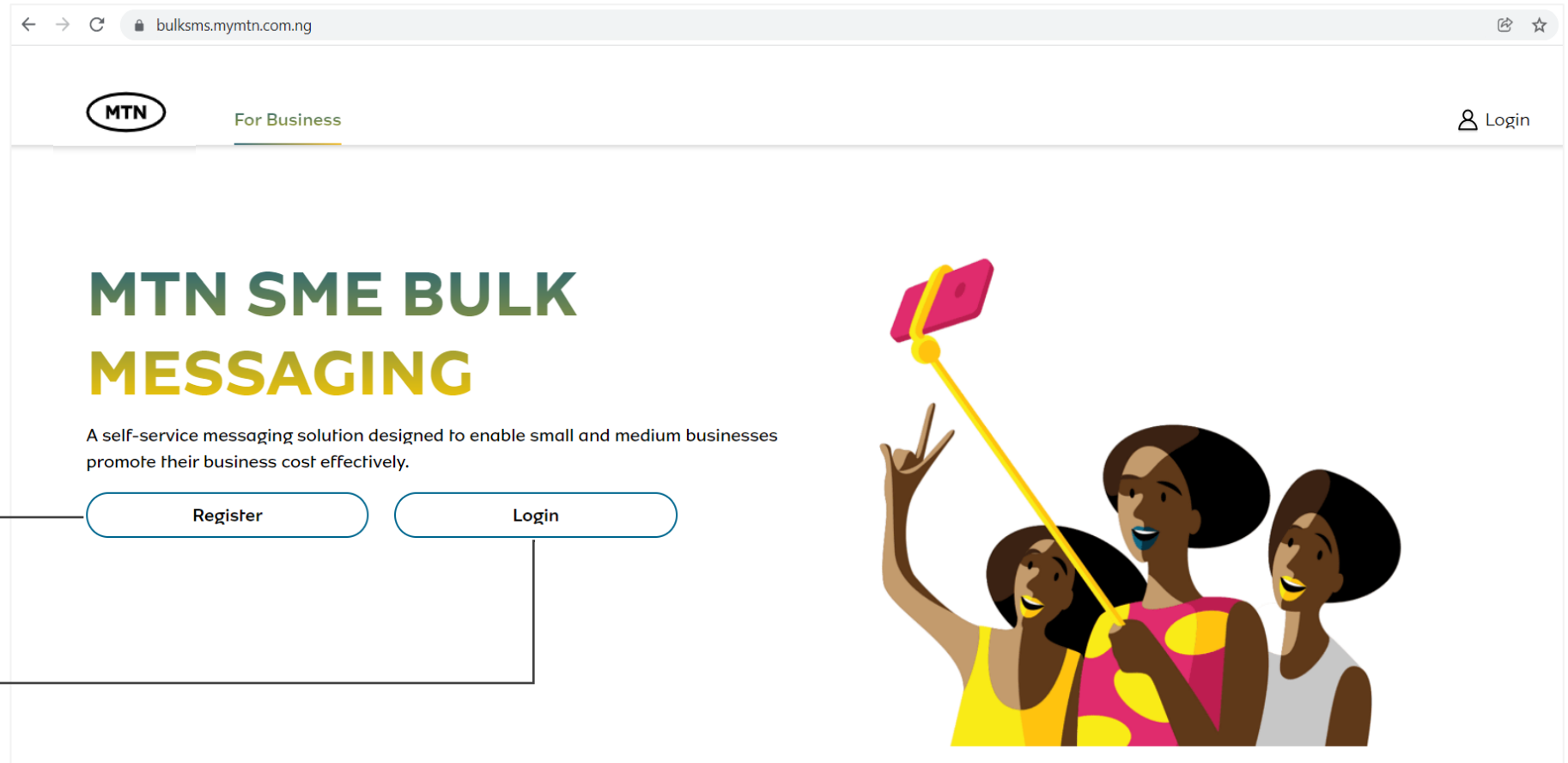# MTN SME BULK MESSAGING

- A self-service messaging solution designed to enable small and medium businesses promote their business cost effectively.
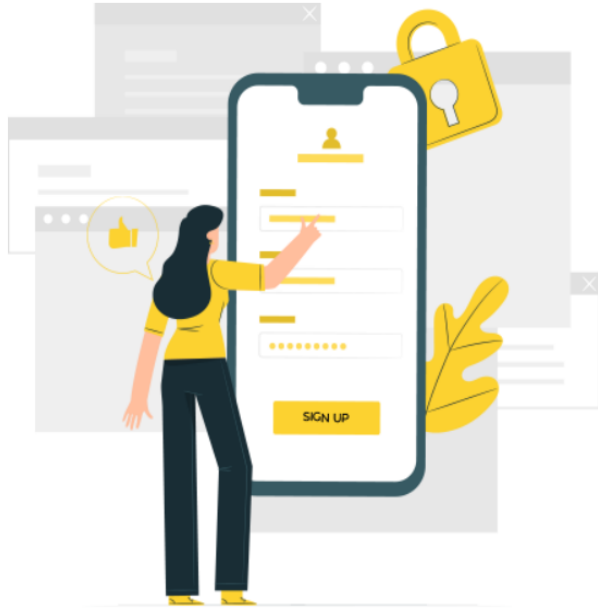
MTN

Landing page

URL Link: https://bulksms.mymtn.com.ng

If you are a new on the platform, click the "**Register**" button

If you are an existing user on the platform, click the "**Login**" button

Registration Screen

When the **"Register"** button is Clicked fill in the mandatory detail & click proceed

Registration

Register now to create an account

| Business Name* |
| Please select MSME Vertical |
| Please select state |

| First Name* | Last Name* |
| Email Address* |
| Password* | Confirm Password* |
| Phone Number* | Alternate Number |

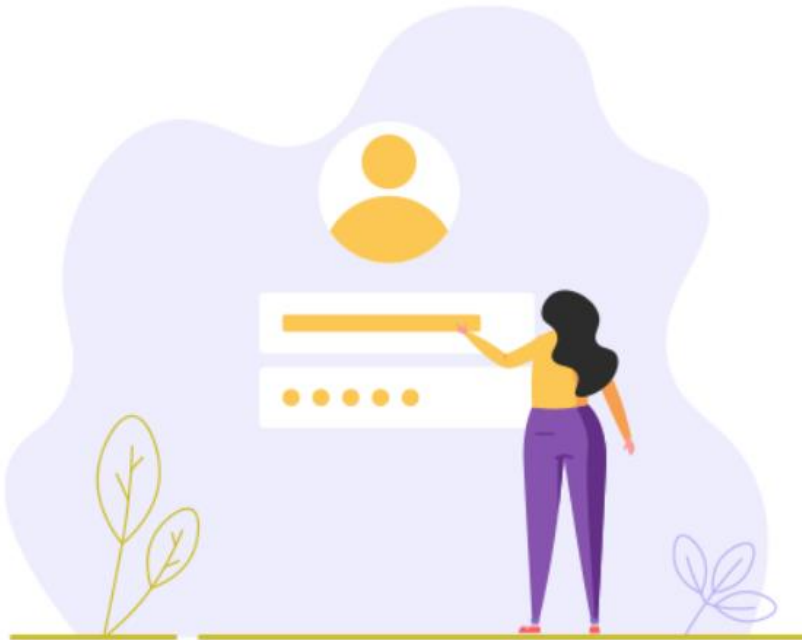☐ I have read, understood and agreed to the
Terms & Conditions

Proceed

Have an account? **Login Now**

Note: All fields are mandatory except for the Alternate number input box which is optional

Your password must be a minimum of 6 characters

MTN

Login Screen

When the "**Login**" button is clicked on the landing page, input your email address and password details

Login

Please, login to begin

Enter Email Address

Enter password

Login   Forgot Password ?

New User ? Register Now

Home Screen

Avoid disconnection, link your NIN to all your MTN lines today. Hurry Now!

0 SMS Units	**N/A** Expiry
N20,972.73 Airtime Balance	**0** Coupons Redeemed
0 Contacts	**0** SMS Sent

Link NIN now

Choose your Business package

SMS	Validity		SMS	Validity		SMS	Validity		SMS	Validity
500-2,000	30 days		2,001-10,000	30 days		10,001-25,000	30 days		25,001-50,000	30 days
N2.15 per SMS			**N2.05 per SMS**			**N2.00 per SMS**			**N1.95 per SMS**	
Add to Cart ⊕			Add to Cart ⊕			Add to Cart ⊕			Add to Cart ⊕	

NOTE:

1. **SMS Units:** This is your SMS unit balance.
2. **Expiry:** This is the expiry date of the SMS units purchased
3. **Airtime balance:** This is the airtime balance of the phone number you registered with
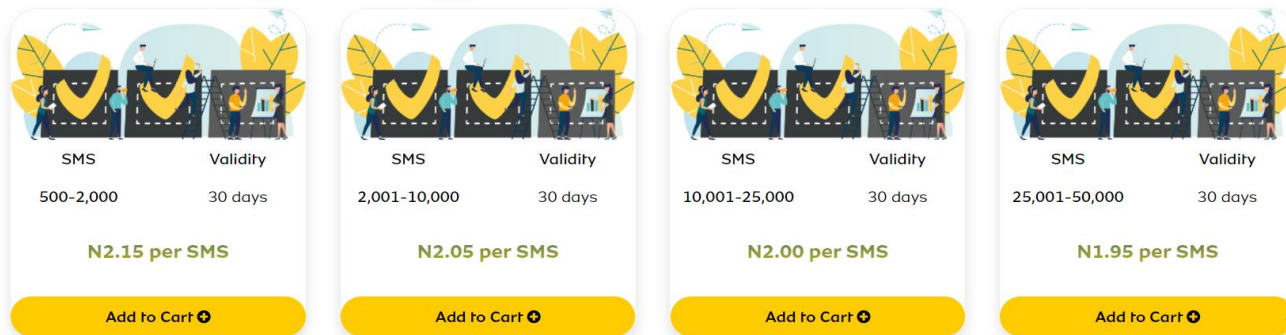4. **Coupon Redeemed:** This is the total numbers of SMS coupons redeemed through the portal
5. **Contacts:** This is the total number of contact files that have been uploaded in your address book
6. **SMS Sent:** This is the total number of SMS units sent
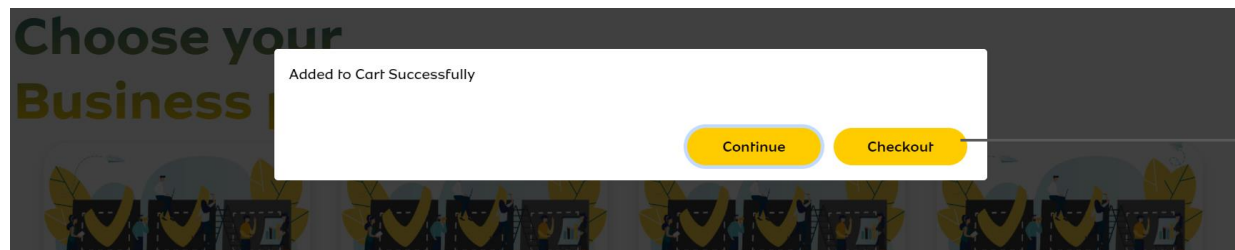
MTN

Buying a Bulk SMS package

Scroll down on the home screen, and a variety of Bulk SMS packages will be available for you to choose from

Select "**Add to Cart**" on any of the bulk SMS packages you want to buy.

When "**Add to Cart**" is selected you will have the option to "**Continue**" (keep browsing the portal) or "**Checkout**" (go straight to your cart)

Note: Below are the prices of the Bulk SMS packages

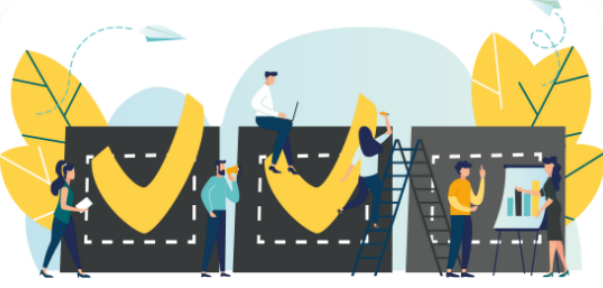| Volume Bands	Standard Price	Discounted Price	Validity
500-2,000	N2.15	N2.00	30days
2001-10,000	N2.05	N1.90	30days
10,001-25,000	N2.00	N1.85	30days
25,001-50,000	N1.95	N1.80	30days

Buying a Bulk SMS package– Cont'd

When the "**Checkout**" button is selected

View Cart

View Cart

Payment Details

Payment

View Cart

SMS
500-2,000

Validity
30 days

N2.15 per SMS

Quantity: 2000

Subtotal   N4,300.00

Discount   N0

ToTal   **N4,300.00**

Note: Discounts are applied for being an Enterprise Customer.
Dial *460*1# to join an SME mobile tarrif Plan

Remove

Back

Total Payable Amount : N4,300.00

Next

You can adjust the quantity you want purchased. This must be between the selected volume band

You can enjoy discounts for being on an Enterprise prepaid or postpaid mobile tariff plan.

To remove the package from you cart click here

To proceed with your purchase, click here view payment details.

MTN

Buying a Bulk SMS package– Cont'd

The Payment Details gives you a chance to confirm your payment and choose your preferred mode of payment (Airtime or Debit Card)

Payment Details

Payable amount

Bill	4,300
Total Discount	0
Total Payable Amount:	**N4,300**

Payment Mode

Please select a mode to make a payment:

- ⦿ Airtime – Available airtime balance **(N20,972.73)**
- ◯ Debit Card

You can choose to pay with your Airtime balance, or your Debit card details

⟨Back

Proceed to Payment

Click to proceed with payment

MTN

Adding a contact file to your Address book

Click on "**Contact**" on the Menu Tab

MTN   Home Coupon Messaging Contact History

Good Afternoon! **Ayotunde** 🛒⁰ [Logout]

- ● Add New
- ○ Update Contact
- ○ View Full List

Add New

Enter Title for your contact

Enter Title for your Contact

Enter the contact file name

Add Number(s)

Select File   **Upload File**

Click on this button to upload your excel file

Note: Kindly ensure that each phone number in your Excel sheet upload is 13 digits e.g 2348168529072

Add to Address Book

Click on this button to add your contact list to your address book

‹ Back

AutoSave ● Off

File Home Insert Page Layout Formulas

Calibri 11

Paste ✂ Cut 📋 Copy ⌄ B I U ⬚ ⌄ 🎨 ⌄
Format Painter

Clipboard   Font

G14

	A	B	C	D
1	2348032123456			
2	2348032123457			
3	2348032123458			
4	2348032123459			
5	2348032123460			
6	2348032123461			
7	2348032123462			
8	2348032123463			
9	2348032123464			
10				
11				

NOTE:

The excel file you upload should look like this

MTN

Updating Contact List in your Address book

Click on "**Contact**" on the Menu Tab

Click on the "**Update Contact**" text to update your contact file details

MTN	Home Coupon Messaging Contact History

Good Afternoon! Ayotunde   0   [Logout]

○ Add New

● Update Contact

○ View Full List

Update existing contact

Select contact

My Highvale ⌄

Change Title to

Enter Title for your Contact

Add number(s)

Select File   **Upload File**

Note: Kindly ensure that each phone number in your Excel sheet upload is 13 digits e.g 2348012345678

‹ Back

Save Changes

Select the Contact file you want to update from your address book

Rename the Contact file if needed.

Reupload the excel file of your choice

Click here to save your changes

MTN

Viewing your Contact List in your Address book

Click on "**Contact**" on the Menu Tab

MTN Home Coupon Messaging Contact History

Good Evening! **Ayotunde** 🛒 0 [Logout]

Add New

Update Contact

View Full List

Full Address Book

Enter Title or number   **Search**

Click on the "**View full List**" text to see all your contact file uploads

Date & Time	Title	No. of Contacts	Added Via	Actions	
2022-02-07	06:13:23	Female customers	9	CSV	Update	Delete
2022-02-01	02:34:49	My Highvale	2	CSV	Update	Delete

« Previous 1 Next »

Click here to delete the contact file

Click here to update your contact file

MTN

Composing a Message (Using a Contact ID)

Click on **"Messaging"** on the Menu Tab

MTN   Home   Coupon   Messaging   Contact   History   Good Afternoon! Ayotunde 🛒⁰ [Logout]

Compose SMS

Compose

Scheduled SMS

Select Input Type

🔘 Select Contact ID   ⚪ Enter number(s)

| Please select a Contact ID   ⌄ |

Select Sender ID

| Please select a Sender ID   ⌄ | ⚙ Customize Sender ID

Type Message

SMS Count : 0   Characters: 480

Send SMS

🔘 Now   ⚪ Later

Note ▸ SMS campaigns can only be scheduled from 8:00am to 8:00pm.

Send SMS

Select the Contact file you want to send the message to

Select your Sender ID from the dropdown box.
Customers can set their preferred sender ID by clicking on **"Customize Sender ID"**

Compose you SMS here

You can decide to send an SMS immediately by clicking on **"Now"** or you can set it for a later date by clicking on**"Later"**

Click here to send your SMS

Composing a Message (Entering the phone numbers manually)

Click on **"Messaging"** on the Menu Tab

MTN Home Coupon Messaging Contact History

Good Evening! Ayo [Logout]

Compose

Scheduled SMS

Compose SMS

Select Input Type

○ Select Contact ID   ● Enter number(s)

Click here if you want to input the phone numbers manually

2348032123456,2348054678905,

Number Count : 3   Max count: 392   Note : Multiple numbers should be in this format: 23480***,23481***

Select Sender ID

Please select a Sender ID ▾

Type Message

MTN

Scheduled SMS

Click on "**Messaging**" on the Menu Tab

MTN   Home   Coupon   Messaging   Contact   History

Good Evening! **Ayotunde**   0   [Logout]

Compose

Scheduled SMS

Scheduled SMS

Click on the "**Scheduled SMS**" text to see all your scheduled SMS

Date	No. of Recipients	Sender ID	Message	Actions
08/02/2022	1	BULK SMS	Hello	Edit Delete

Click here to edit your message

Click here to delete your scheduled message

MTN

Viewing your profile

Click on your name on the Menu tab to view your profile information

MTN Home Coupon Messaging Contact History
Good Evening! Ayo 🛒0 [Logout]

● Profile
○ Logout

Profile

Personal Information

MSME Name	LTD ✏	Email Addess	ayotundejohnston@gmail.com
First Name	Ayo ✏	Last Name	Johnston ✏
Phone Number	2348032000154	Alternate Number	1234567 ✏

Other Related Information

SMS Wallet Unit	180	SMS Sent	316
Contacts Units	14	Coupons	1
MTN Number ?	Yes	Has Discount ?	Yes

Other Settings

⚙ Customize Sender ID   👤 Change My Password

Click here to set a customized Sender ID

Click here to change your password

MTN

Customized Sender ID

Please note that each bulk SMS user has a limit of 5 customized Sender IDs

Click on the "**Customize Sender ID"** tab on your profile page

Other Settings

⚙ Customize Sender ID

👤 Change My Password

Customize Sender ID

Y'ello! Please enter Your Sender ID here

JosephBiz

Submit Sender ID

Customize Sender ID

Your request was submitted successfully and is being processed. You will receive our response shortly. Thank you.

Close

Set your preferred Sender ID.
11 characters is the maximum limit

MTN

Changing your password

Click on the "**Change My Password**" tab on your profile page

Other Settings

🛠 Customize Sender ID

👤 Change My Password

Change User Password

Y'ello! Please send OTP to your mail here

🔵 ayotundejohnston@gmail.com

Generate OTP

Change User Password

Y'ello! Please enter otp sent to your mail

Enter OTP here

Validate OTP

MTN BulkSMS Portal | OTP 📧 Inbox ✕

myMTN@mtn.com
to me ▾

2:39 PM (0 minutes ago)

Dear **Ayo**,

Your MTN BulkSMS Portal OTP is 240820. MTN will never ask for your OTP. Please do not share it

Thank you.

Regards,
myMTN

Change User Password

Y'ello! Please enter your new password

•••••• 👁

Change Password

SUCCESS !   ✕

You have successfully changed your password

MTN

Usage History

Click on "**History**" on the Menu Tab

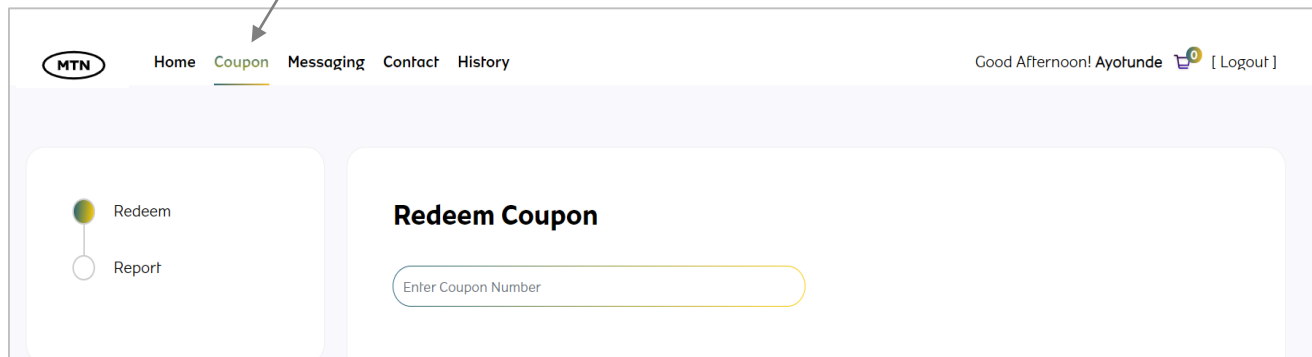Click here to have a graphical view of your usage history

Click on the calendar icons on the "**From**" and "**To**" boxes to filter your transaction history by date

Once your search criteria is set, click on the "**Filter**" button to view your results

MSMEName	Contact ID	Sender ID	Total Phone numbers	SMS Units Used	SMS Units Left	Validity	SMS Date
Ayotunde Group	EnterNumber	BULK SMS	1	1	973	Sat Mar 05 2022	2022-02-07 | 07:09:19

Transaction History

Click on "**History**" on the Menu Tab

Click on the calendar icons on the "**From**" and "**To**" boxes to filter your transaction history by date

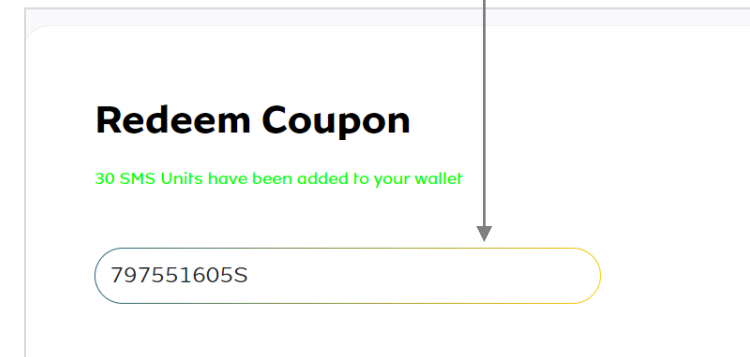Once your search criteria is set, click on the "**Filter**" button to view your results

Click on the "**Transaction**" text to view your transaction history
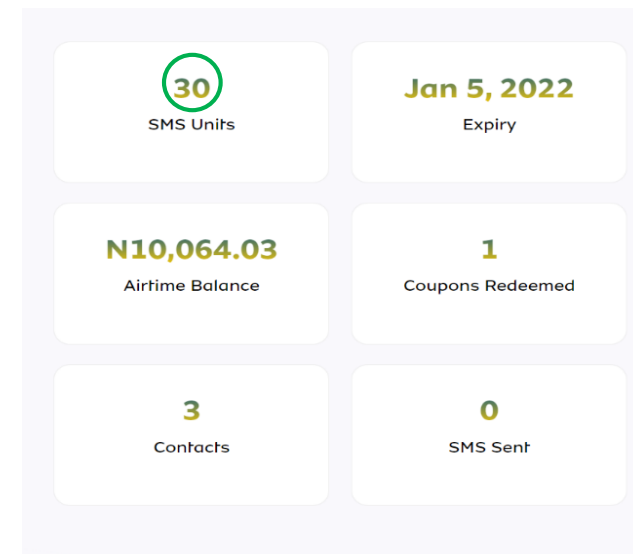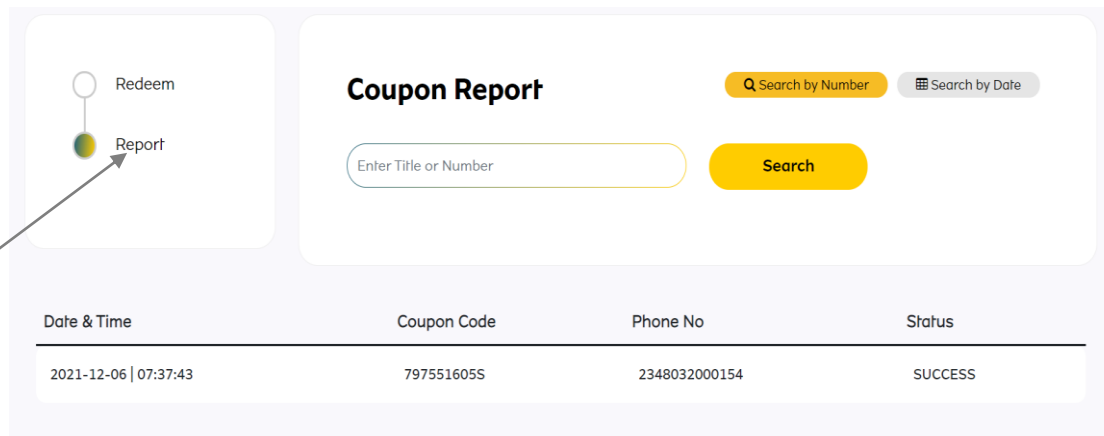
Redeeming coupons

Click on the "**Coupon**" on the menu tab

Enter your coupon code

Click on the "**Report**" text to view your coupon redemption report

Thank You

MTN