

## How to Order Supplies from Iron Mountain

1. Login at <https://www.ironmountainconnect.com/>

2. At the top left find and then click on "Records Management"

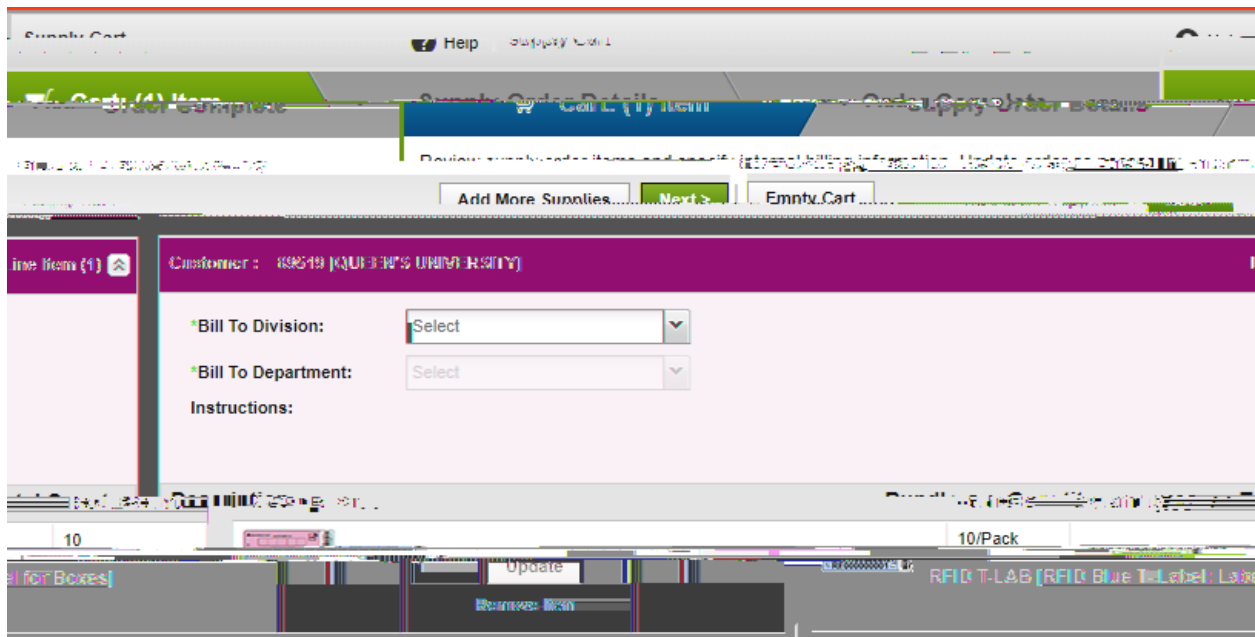
3. The Records Management tab will open and you will see at the bottom of the page a series of

5. You will now need to select the supplies you require from the list and click "Add to Cart"

RFID T-LAB [RFID Blue T- Label: Label for5m0 gai6379.0000092 0 62 2 reBoxes]bel: Label for5m0 gai63050.00

6. After you have selected all the items you want in the quantities you need click the orange "SUPPLIES" cart at the top right of the order supplies window. You will next be taken to the cart and required to enter the Division and Department that will be billed for the order.

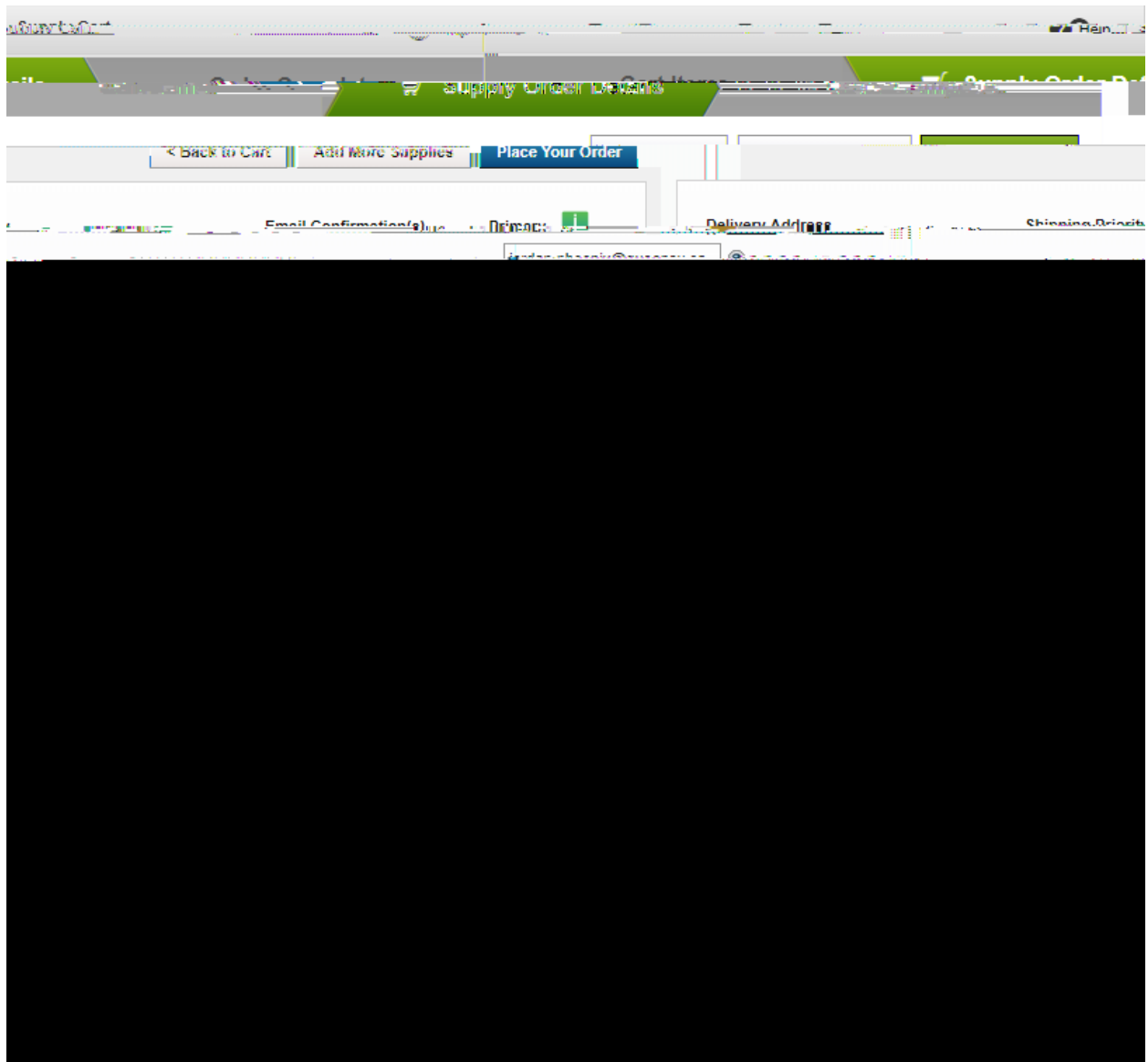
After choosing the correct Division and Department, click "Next" at the top right to proceed.



7. On the Supply Order Details page you can change the Shipping Priority and the Carrier. It is strongly recommended you leave the Shipping Priority and the Carrier at their default settings of Next Day and Iron Mountain.

If any other details need to be updated, do so here. Including any Order Instructions that may help the driver find you, or your office more easily.

If you are satisfied with the content of the Supply Order Details, click "Place Your Order" in the top right.



8. You should now be presented with the Order Complete screen and a confirmation email will arrive shortly afterwards. You may log out and/or close your browser.

