

# GET CONNECTED

Secure online access to your information anytime, anywhere.

Through Iron Mountain Connect, our online hub, you have tools and resources to easily manage your offsite records and shred programs. Place orders, run reports, access your inventory data and more – right at your fingertips!

## IM Connect™

- Track within 2-hours when Iron Mountain will arrive for pickups and deliveries
- Control who in your organization accesses information about your records and shred programs
- Create, modify and manage users and privileges across divisions, departments and locations
- Contact Iron Mountain for assistance using Live Chat
- View training, videos and tutorials to help you manage your inventory
- Order supplies, such as shred bins and locks

## Records Management

- Place an order for supplies or a records pickup or delivery
- Search and retrieve up to 1,000 offsite files or boxes at any time online
- Upload hundreds of files and boxes at once to save time when adding inventory
- Edit key metadata for multiple files and boxes at once to make program changes easily
- Drive compliance with your organization's records program using record policies and retention schedules

## Shredding Center

- Change account information, manage shredding locations and provide special service instructions
- Change the frequency of visits at one or more locations
- Request a visit at one or more locations to empty bins
- Add bins based on usage needs or special events
- View scheduled visits and pending shred orders
- Order supplies, such as shred bins and locks

## Report Center

- Run activity, financial, inventory, and retention reports to monitor program performance against business goals
- Track program compliance across your organization
- Spot potential gaps in your program and quantify any service changes you might need



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