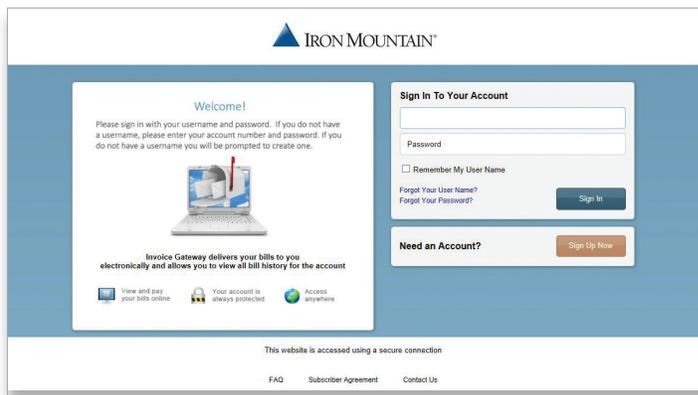


NAVIGATING THE INVOICE GATEWAY

ENROLLING IN THE IRON MOUNTAIN BILLING SERVICE VIA INVOICE GATEWAY

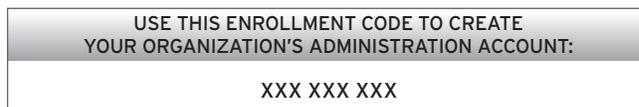
STEP 1 | Proceed to the *Invoice Gateway* website at <http://invoices.ironmountain.com>.



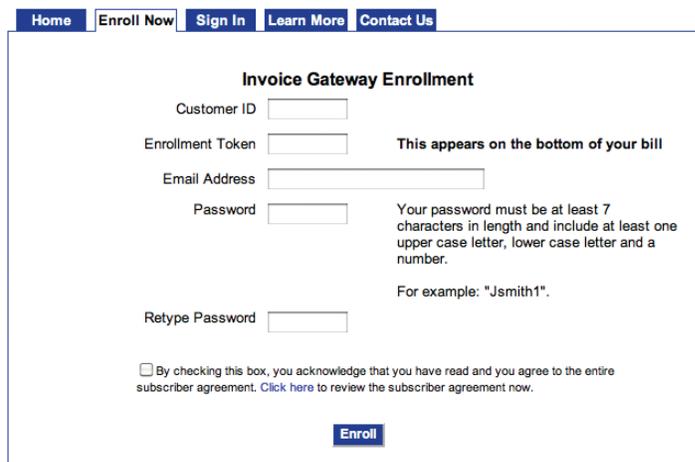
NOTE: The first user to register will become the administrator for the account and will be able to manage additional user access and access rights to the Invoice Gateway features for your organization.

STEP 2 | Select the **Sign Up Now** tab and enter the following information:

- > **Customer ID** (as shown on the invoice)
- > **Enrollment Token** (as provided on the invoice)



- > **Email Address** (When registering your account for Invoice Gateway, please be sure to enter your company or work email address.)
- > **Password** (This must be seven characters long, with at least one uppercase letter, one lowercase letter, and one number.)
- > **Subscriber Agreement** (Read the agreement and check the acknowledgement box.)

The screenshot shows the "Invoice Gateway Enrollment" form. At the top, there is a navigation bar with links for "Home", "Enroll Now", "Sign In", "Learn More", and "Contact Us". The form itself has the title "Invoice Gateway Enrollment" and contains the following fields: "Customer ID", "Enrollment Token" (with a note "This appears on the bottom of your bill"), "Email Address", "Password" (with a note "Your password must be at least 7 characters in length and include at least one upper case letter, lower case letter and a number. For example: 'Jsmith1'."), and "Retype Password". At the bottom, there is a checkbox for "By checking this box, you acknowledge that you have read and you agree to the entire subscriber agreement. Click here to review the subscriber agreement now." and an "Enroll" button.

NAVIGATING THE INVOICE GATEWAY

STEP 3 | Once all of the information has been entered, please select the **Enroll** button.

NOTE: If you receive the following message when attempting to enroll, your account has already been activated and you will need to contact your organization's administrator or Iron Mountain Customer Care with access requests.

"This account has already been enrolled in Invoice Gateway. Please contact Customer Support for assistance."

STEP 4 | An activation email will be sent to the registered email address. The user needs to click on the activation link in the email to activate the account. **THE USER WILL NOT BE ABLE TO LOG IN UNTIL THE ACCOUNT HAS BEEN ACTIVATED.** The email should look like this:

From: <IronMountainBillingServices@billtrust.com>
Sent: Mon, Jul 25, 2016 at 3:48 PM
To: mroconni@billtrust.com
Subject: Welcome to Iron Mountain Billing Services @ BillTrust.com. Please confirm your account activation

Dear Valued Customer,

Thank you for enrolling in Iron Mountain Billing Services, Invoice Gateway. With just a few clicks, using Invoice Gateway you can manage your account with ease and confidence. Through this billing service, you can view or download PDF copies of your invoices, process payments online, set-up payment scheduling capabilities and have access to preformatted invoice data file downloads.

Activate Your Account
In order to get started, please click here to activate your account: <https://secure.billtrust.com/ironmountainbillingservices/ig/signup/activate?t=G7543GTJJZTDFYJWMW>

Watch for Email Updates
As a feature of this billing service, you will receive email updates with news on your account. To ensure that you will receive these notifications, please keep your profile updated with your current email address.

We thank you for the business you entrust with us. If you have any questions or require additional information please contact Customer Care at askcustomerservice@ironmountain.com or

US Customers: 800.934.3453
CANADA Customers: 800.327.8345

Sincerely,
Iron Mountain

STEP 5 | Once the account has been activated, the administrative user is activated. The user should sign in to Invoice Gateway, using their registered credentials, at <http://invoices.ironmountain.com> under the **Sign In** tab. **Please note** that your User Name is the same value as your Customer ID.

Home Enroll Now Sign In Learn More Contact Us

Please enter your User Name and your Password and click Sign In.

Customer ID:

User Name: Use Customer ID for Administrative Access (Forgot Your User Name?)

Password: Forgot Your Password?

Remember My Customer ID

If you haven't already enrolled for Invoice Gateway, [Click Here](#) to enroll now.

When you sign in, you acknowledge that you have read and you agree to the entire subscriber agreement. [Click here](#) to review the subscriber agreement now.