



Shredding Documents

IRON MOUNTAIN CONNECT™ RECORDS MANAGEMENT

T2.5.1 11.15

Shredding Documents

Use Iron Mountain Connect's Shredding Center to:

- View and manage the on- and off-site shredding services that your company contracts with Iron Mountain
- View any open orders generated by a shredding visit profile

Use this section to learn how to:

- Manage your list of Visit Profiles
- Request shredding services

Accessing Iron Mountain Connect Shredding Center

Iron Mountain Connect's home page is your single-point entry into all of Iron Mountain's business applications, including our Shredding Center.

1. Access Iron Mountain Connect via www.ironmountainconnect.com.
2. Type your Username and Password to open the home page.
3. Select **SHREDDING** from My Quick Links navigation bar.

Quickly and easily navigate throughout Iron Mountain Connect. Only functional areas you have access to are displayed.

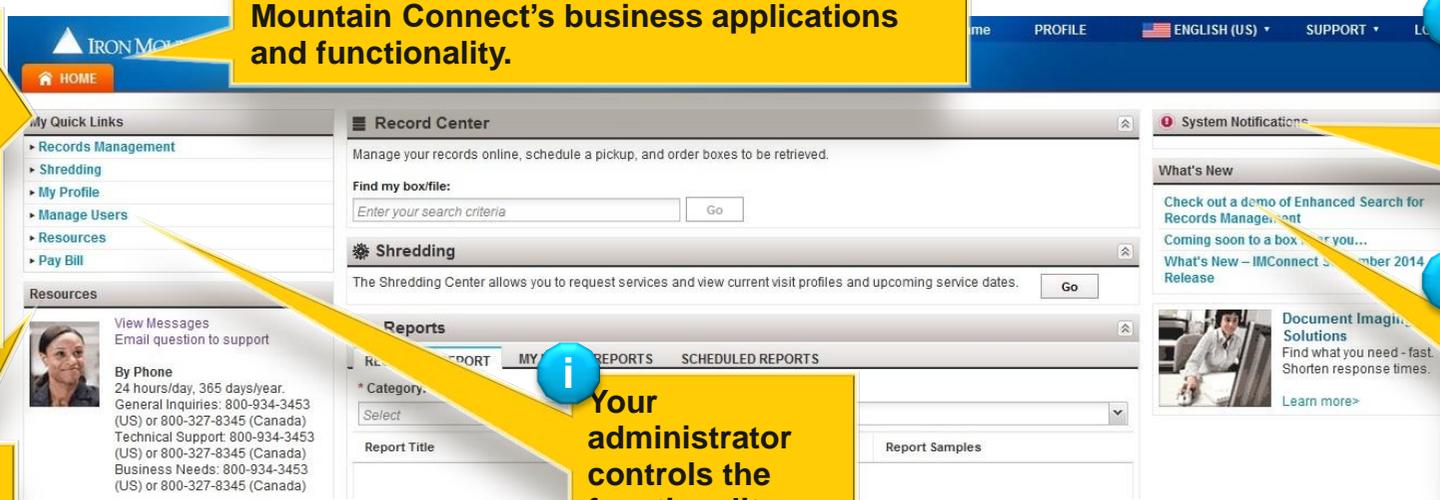
Tab screens give you quick access to Iron Mountain Connect's business applications and functionality.

Download pertinent industry articles and papers.

Your administrator controls the functionality that you have access to.

Stay apprised of scheduled system maintenance.

Learn about new features and system enhancements.



Managing Your Visit Profile

Your Visit Profile is where you view the interval and frequency of a shredding request for your site. Companies can have multiple Visit Profiles defined for the entire company, or for individual divisions or departments.

IRON MOUNTAIN® CONNECT

Welcome CUA_RC2_DELPHI_SHREDb 12345

HOME SHREDDING

SHREDDING CENTER Profile List Request Form

View Visit Profiles

Customer ID: RCE3 - RCE LENGTH 15, VAL RC NO, DIV YES

Division: _MASTER - MASTER DIVISION

Department: All Departments

View Visit Profiles

1 Click Profile List.

2 Select the Customer.

3 If the Customer is division- and department-enabled, select the Division and/or Department.

Managing Your Visit Profile

IRON MOUNTAIN[®] CONNECT

Welcome CUA_RC2_DELPHI_SHREdb 12345 PROFILE ENGLISH (US) SUPPORT LOG OUT

HOME SHREDDING

SHREDDING CENTER Profile List Request Form Help on Shredding

View Visit Profiles

Customer ID: RCE3 - RCE LENGTH 15, VAL RC NO, DIV YES
Division: _MASTER - MASTER DIVISION
Department: All Departments

View Visit Profiles

4 Click View Visit Profiles. A list of all addresses with visit profiles that match your filters displays.

Address	Cycle	Schedule	Next Visit	Service Type	Open Orders
456 MAPLE ST	Daily	365 Days	2015-01-22	Media	N
456 MAPLE ST	Daily	365 Days	2015-01-22	Media	N
456 MAPLE ST	Daily	365 Days	2015-01-22	Off Site	N
456 MAPLE ST	Daily	365 Days	2015-01-22	On Site	N

5 Click the address to access detailed information for each Visit Profile.

i Use this list to check your site's schedule for upcoming visits and to view the status of shredding requests that you have placed.

Page 1 of 1

Displaying 1 - 4 of 4

Managing Your Visit Profile

IRON MOUNTAIN® CONNECT

Welcome CUA_RC2_DELPHI_SHREdb test PROFILE ENGLISH (US) SUPPORT LOG OUT

HOME SHREDDING

SHREDDING CENTER Profile List Request Form 7 [Help on Shredding](#)

[Back](#) [Finished](#)

Shredding Visit Profile Detail

Customer ID: RCE3 - RCE LNGTH 15, VAL RC NO, DIV YES
Division: 111 - 111
Department: ZZZ - ZZZ
Address: 456 MAPLE ST

Cycle: Daily
Schedule: 365 Days
Next Scheduled Visit: 2015-01-22
Service Type: On Site

Shredding Order Detail

Service Type	Container Type	Quantity	Witness	Search	Staged	Instructions
SHREDDING - ON-SITE	65-GAL	2	No	No	No	No
SHREDDING - ON-SITE	95-GAL	3	No	No	No	No
SHREDDING - ON-SITE	1.2	5	No	No	No	No

Contact Information (Edit Mode)

Contact Name:
Phone Number:
Address 1: 456 MAPLE ST
Address 2:
City: ALL
State/Province/Region: PA
Zip: 19518

Instructions

Click Finished to save your changes and return to the Visit Profile list screen.

i This screen displays comprehensive information for the Visit Profile. Use it to verify your current services.

Use the shredding reports available in Report Center to view additional shredding information, analyze usage trends and download invoices and statements.

6 Update the contact's name and phone number. This is the only information on this screen that you are able to update.

Requesting Shredding Services

The Request Form is Iron Mountain's electronic application for shredding services. You submit an application to apply for new services and to modify existing services. The form varies based on your selection.

The screenshot displays the Iron Mountain Connect web application interface. At the top, the logo "IRON MOUNTAIN CONNECT" is visible on the left, and the user is logged in as "Welcome CUA_RC2_DELPHI_SHREDb test" on the right. Below the logo, there are navigation tabs for "HOME" and "SHREDDING". The main content area is titled "SHREDDING CENTER" and includes links for "Profile List" and "Request Form". The "Request Form" link is highlighted with a callout box labeled "1" that says "Click Request Form." Below this, the form is titled "Request a Shredding Service" and features a dropdown menu for "Request Type" with the text "Select" and a downward arrow. A second callout box labeled "2" points to the dropdown menu, stating "Select from the dropdown list of available shredding services." A larger callout box at the bottom right of the form area explains that the application is an electronic application for shredding services and that the sections on the screen vary based on the services selected.

Requesting Shredding Services

SHREDDING CENTER Profile List Request Form Help on Shredding

Request a Shredding Service

* Request Type
Add new service (a project or purge service)

Customer Details

Today's Date: 12/10/15 * Indicates required

Username: CUA_RC2_DELPHE_SHREDS

* Customer ID:

* Division:

* Department:

* Requestor Name:

* Email Address:

* Phone Number:

* Address:

Floor:

* City:

* State/Province/Region:

* Country:

* Zip:

P.O. Number:

Shredding Request Details

* Request Description:

* Request Details:

Request Instructions Maximum 5000 characters

4 Submit your request. Iron Mountain will contact you within one business day.

3 Complete the application. Required fields are marked with an asterisk (*). The sections included on the screen vary based on the services you select.