Shredding Documents

IRON MOUNTAIN CONNECT™ RECORDS MANAGEMENT

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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.

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

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

i Stay apprised of scheduled system maintenance.

i Download pertinent industry articles and papers.

i Your administrator controls the functionality that you have access to.

i Learn about new features and system enhancements.

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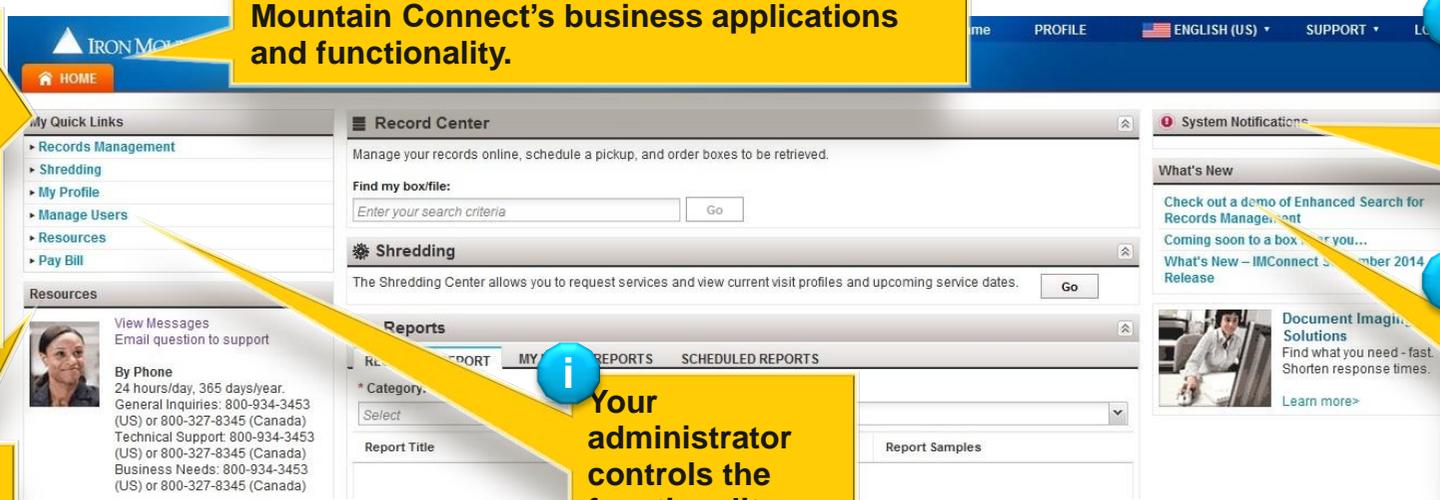
Managing Your Visit Profile

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.

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

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

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.

Managing Your Visit Profile

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.

1 Click Request Form.

2 Select from the dropdown list of available shredding services.

Iron Mountain's electronic application for shredding services displays. The sections included on the screen vary based on the services you select.

Requesting Shredding Services

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.