Shredding Documents

IRON MOUNTAIN CONNECT™ RECORDS MANAGEMENT
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.

2. Type your Username and Password to open the home page.
3. Select SHREDDING from My Quick Links navigation bar.

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

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

Your administrator controls the functionality that you have access to.

Stay apprised of scheduled system maintenance.

Learn about new features and system enhancements.

Download pertinent industry articles and papers.
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.
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.

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

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

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.

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.

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

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

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