How to Request an iRIS Account

1. Go to https://meriter.imedris.net
2. Click the left button: REQUEST NEW ACCOUNT
3. Complete the required fields with a red star *
   a. **Primary Number**: Give an accurate phone number where you can be reached.
   b. **Email**: An accurate e-mail is critical since all communication about your submission will be e-mailed to the address you enter.
   c. **Mailing Address**: Please enter a hard mail address complete with street, city, state and zip.
   d. **Request Purpose**: See prompt in screen shot below.
4. Click **SUBMIT REQUEST** in the top right of your screen.
5. I manually set up your account in the system, Monday – Friday during business hours. You will receive an e-mail with your user name and password if you require login capabilities, along with other important information.