How to Order Boxes from Iron Mountain (15” x 12” x 10” bankers box, code # 251)

(1) Login at https://www.ironmountainconnect.com/

(2) Look at top left, click on "Records Management".

(3) On the next page, click on "Orders", then "Create Supply Orders".
(4) Then on the next page, Select a Supply, choose 251.
(5) On the same page, put a number in the box under "Quantity to Order". One bundle has 10 boxes. If your unit wants to order 100 boxes, put "10". Then click on “Add Supply”.

(6) The page will be refreshed, a user can order more supplies. After you order all the supplies you need, on the same page, click on "Proceed" at the bottom right corner.
Here is the last page. You can review your order. If you need to change something, click on "Go Back". If everything is okay, click on "Submit Order". You will soon receive an email from Iron Mountain telling you that they receive your supplies order. Then you are done.