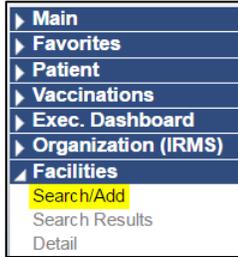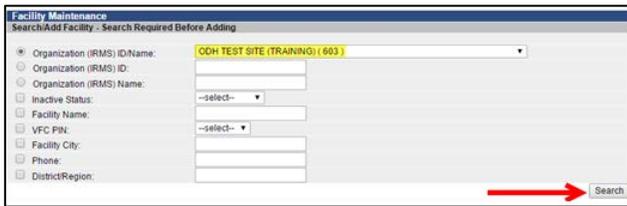# Add a Facility

These instructions detail how to add a new facility. Note that you must be a Registry-level user.

1. Log in as a Registry user.

2. Click the **Facilities > Search/Add** menu link.

3. On the Facility Maintenance page that opens, select the organization name from the drop-down list and click **Search**.
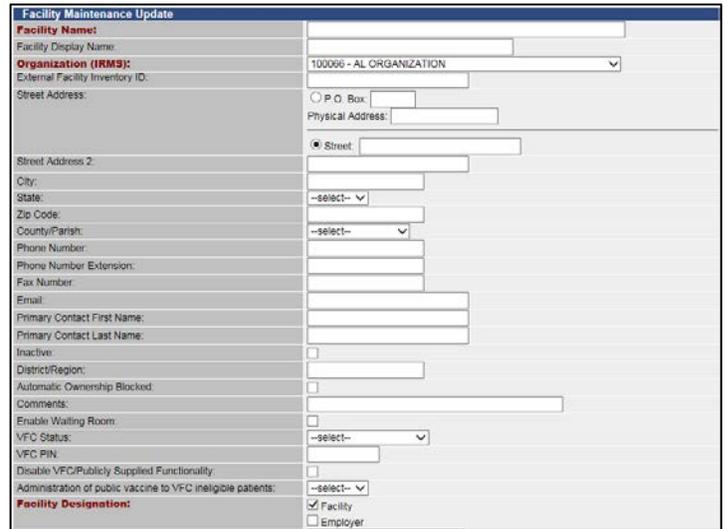

4. All facilities currently associated with the selected organization appear in the Search Results list. Verify that the new facility is not in the list, then click **Add** to add the new facility.

5. On the Facility Maintenance Update page that opens, enter at least the required information, including:

   - Facility Name
   - Organization (IRMS)
   - Facility Designation

6. Add the additional information as needed. When finished, click **Save**.