

## Add an Organization

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

- 1. Log in as a Registry user.
- Click the Organization (IRMS) > Search/Add menu link.



 On the Organization (IRMS) Maintenance page that opens, enter the name of the organization and click **Search** to make sure the organization does not currently exist in the system.

Inactive Status:	All Organization (IRMS) +	
Organization (IRMS) ID/Name:	Select	
Organization (IRMS) ID:		
Organization (IRMS) Name:		
City:		
Zip Code:		
Phone:		
DistrictRegion:		
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4. Verify that the search results list is empty (no organizations matching that name should appear in the list). Click **Add** to add the organization.



- 5. On the Organization (IRMS) Maintenance [Add] page that opens, enter at least the required information, including:
  - Possible Organization (IRMS) ID (automatically assigned, but can be edited, although this is not recommended)

IWeb 5.17.5

- Organization (IRMS) Name
- Street Address
- City
- State
- Zip Code
- County (or Borough/Census Area, etc.)
- Region

Organization (IRMS) Maintenance [Add]		
Possible Organization (IRMS) ID:	17323	
Organization (IRMS) Name:		
Organization (IRMS) NPI ID:		
Organization (IRMS) Provider Assigned Name:		
Organization (IRMS) Authorized Global Submitter.	select V	
Suppress Organization (IRMS) Name:		
Inactive:		
Street Address:		
Street Address 2:		
City:		
State:	select V	
Zip Code:		
County:	select *	

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