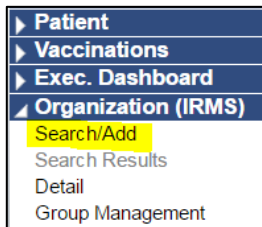


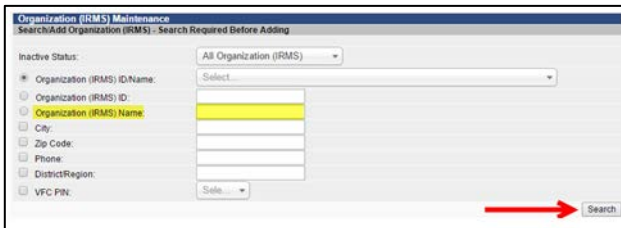
Add an Organization

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.
2. Click the **Organization (IRMS) > Search/Add** menu link.



3. 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.

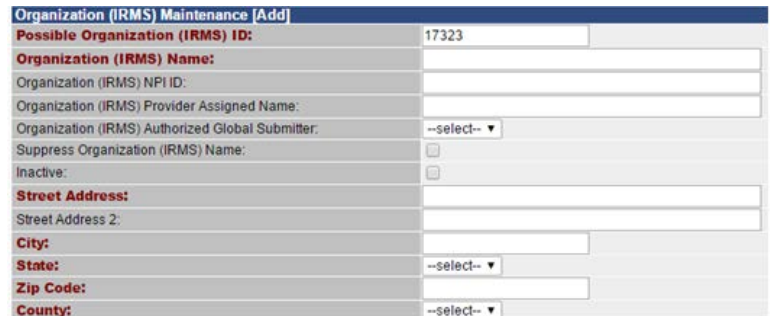


4. Verify that the search results list is empty (no organizations matching that name should appear in the list). Click **Add** to add the organization.



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



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