



SOLUTION BRIEF

IRON MOUNTAIN CONNECT™

 IRON MOUNTAIN®

ARE
YOU
IN?



BUSINESS CHALLENGE

You keep your physical and electronic records for a good reason. Contained within your records are the answers you need to drive your business forward. But are you confident you can quickly find information when you need to? And are you certain the information you maintain, including that of your customers, is protected against things like inadvertent disclosures and theft or environmental damage like natural and man-made disasters? If you can't find the information you need 24/7/365, the consequences can be significant.

It's time to stop scrambling for information and start managing your company's records in a new way: one that decreases costs and boosts efficiencies, while enabling you to confidently find the information needed to run your business.

CONNECT WITH FLEXIBILITY, VISIBILITY AND SIMPLICITY

Iron Mountain Connect™ is Iron Mountain's online customer hub that helps you manage your information. Use this tool to place orders, run activity reports and access your inventory data—anytime from anywhere.

Through our secure online hub, users can easily link to the features they need to manage their offsite records and shred programs as well as their assets in escrow. You can also access value add tools and resources like the Iron Mountain InSight™ and Global Risk and Compliance Service to assess risks within your records program, access Records Management education and information on the latest trends in information management and assist in setting up legally compliant automated retention schedules.

Using Iron Mountain Connect, our online hub, you can:

- Maintain control of your records and information management program.
- Submit requests to retrieve specific information with only a few clicks 24/7.
- Gain valuable insights into the health of your records and information management program while also saving time, resources and costs
- Satisfy internal or external information requests
- Have reliable, secure online access to place orders to retrieve records, request a records pickup, track recently placed orders, add new users, and report on program activity, costs, inventory, compliance.

INDUSTRY FACTS

66% of knowledge workers indicated that they spent at least **15%** of their day searching for information.

SOURCE: DELPHI GROUP.
"THE HIGH COST OF KNOWLEDGE."
2010

AVAILABLE APPLICATIONS WITHIN IRON MOUNTAIN CONNECT

There's a better way to administer to your records and information management program. Iron Mountain Connect, our online hub, is your gateway to the innovative tools and technologies you need to manage your information. Depending on the services you select, you'll be given access to specific applications.

Use the list of capabilities to determine the applications you'll need to fulfill your business requirements.

	Supported Applications	Key Capabilities
Standard Services*	Iron Mountain Connect	<ul style="list-style-type: none"> • Access the tools and resources you need to manage your records and shred programs. • Use the contact us request form to contact Iron Mountain for assistance 24/7. • View training, videos and tutorials to help manage your information. • Receive news on the latest updates from Iron Mountain, including new feature releases.
	Iron Mountain Connect Manage Users	<ul style="list-style-type: none"> • Control access to applications and records to prevent information from ending up in the wrong hands. • Create, modify and manage users and privileges across divisions, departments and locations.
	Records Management	<ul style="list-style-type: none"> • Find the records you need fast with our innovative search technology; place an order to retrieve records; request a records pickup; and order supplies. • Gain visibility into the performance of your records and information management program. • Streamline adoption of your company's retention policy, ensuring compliance.
	Shredding Center	<ul style="list-style-type: none"> • Manage your shred activities by viewing scheduled visits and pending shredding orders at your convenience. • Make shredding requests, add a new location, close an existing location, or change frequency of service via Shredding Center's online request form.
	Report Center	<ul style="list-style-type: none"> • Run Records Management reports, including account activity, destruction eligibility, inventory, records program activities, and program cost. • Run Shredding Reports, including Scheduled Visits, Shredding Trends and Program Monitoring.
	Escrow Management	<ul style="list-style-type: none"> • Access your technology escrow agreement information. • Review account information such as deposit data and beneficiary enrollments, conduct escrow transactions, and view imaged documents. • Improve critical response time with faster access to your customer information.
Value Add Services	Iron Mountain InSight™	<ul style="list-style-type: none"> • Utilize a content analytics platform to unlock dark data contained in physical and digital assets • Deliver actionable business insights and predictive analytics through machine learning-based classification of physical (paper, tape), and digital (application generated, human generated) information, adding structure, context and metadata to information to make it more usable.
	Governance Risk & Compliance Service for Small Business	<ul style="list-style-type: none"> • Manage cost and compliance with an online retention schedule, updated automatically and powered by quality-controlled legal data. • Assess the strengths and weaknesses of your information management program with a tool that analyzes your organization's processes and compares your results to benchmark best practices. • Educate yourself on the latest trends in information management and governance with a series of e-learning courses.

*Standard services are based on the line of business solutions you selected as part of your service agreement with Iron Mountain.

ARE
YOU
IN?

HAVE YOU EMBRACED THE POWER OF IRON MOUNTAIN CONNECT™?

IT'S TIME TO DISCOVER WHAT YOU'RE MISSING

Get connected with the technology and tools that will make it easier to manage your information—right at your fingertips. The Iron Mountain Connect hub provides secure online access to your information anytime, anywhere.

Call 1-800-899-4766 today to get access to the Iron Mountain Connect hub.



ABOUT IRON MOUNTAIN

Iron Mountain Incorporated (NYSE: IRM) is the global leader for storage and information management services. Trusted by more than 220,000 organizations around the world, Iron Mountain boasts a real estate network of more than 80 million square feet across more than 1,350 facilities in 45 countries dedicated to protecting and preserving what matters most for its customers. Iron Mountain's solutions portfolio includes records management, data management, document management, data centers, art storage and logistics, and secure shredding help organizations to lower storage costs, comply with regulations, recover from disaster, and better use their information. Founded in 1951, Iron Mountain stores and protects billions of information assets, including critical business documents, electronic information, medical data and cultural and historical artifacts. Visit www.ironmountain.com for more information.

© 2019 Iron Mountain Incorporated. All rights reserved. Iron Mountain and the design of the mountain are registered trademarks of Iron Mountain Incorporated in the U.S. and other countries. All other trademarks and registered trademarks are the property of their respective owners.