



iCORI

Quick Reference Guide

Register as an Organization

Getting Started

- If you have already created an iCORI account, you can access the iCORI Service by clicking the iCORI link on the DCJIS homepage- mass.gov/cjis and entering your User Name and Password.
- You have the ability to create an iCORI account either as an Individual or as an Organization. If you wish to register as an Individual please refer to the Register as an Individual Quick Guide, also located at mass.gov/cjis.

Registering as an Organization

When you register as an Organization, you will need to determine what type of account you will need to create. To assist you in making this determination, several categories of organizations have been created. These categories include:

- **Advocate/Designated Representative Organization:** This category includes organizations whose employees act on behalf of others.
- **Consumer Reporting Agency:** This category includes all organizations which aggregate criminal record and other data on individuals and then provide this aggregated data and other services to clients.
- **Employer:** This category includes retailers, manufacturers, and service providers.
- **Government Agency:** This category includes Massachusetts municipalities, county agencies, and state agencies, as well as non-Massachusetts municipal, county and state agencies, and federal agencies.
- **Health Care:** This category includes Hospitals, Clinics, Nursing Homes, and Assisted Living Facilities.

- **Housing:** This category includes realtors, public housing authorities, and property management companies.
- **Law Firm:** This category includes attorneys, law firms, attorney partnerships, and attorney limited liability corporations.
- **Media:** This category includes newspapers, news reporting agencies, and individual reporters.
- **Military Recruiter**
- **Religious Organization:** This category includes churches, religious schools, and related organizations.
- **School, Education Institution:** This category includes public and private schools, charter schools, colleges, and universities.
- **Volunteer Organization, Camp:** This category includes volunteer organizations that provide programs for adults and children's camps.

Creating Your Account

To successfully create your iCORI Organization account, follow the steps outlined below.

1. Open your browser and go mass.gov/cjis. You can access the iCORI Service from the DCJIS homepage.
2. Once on the iCORI homepage, click on the [Register as an Organization](#) link located under the **New to iCORI?** section of the homepage.



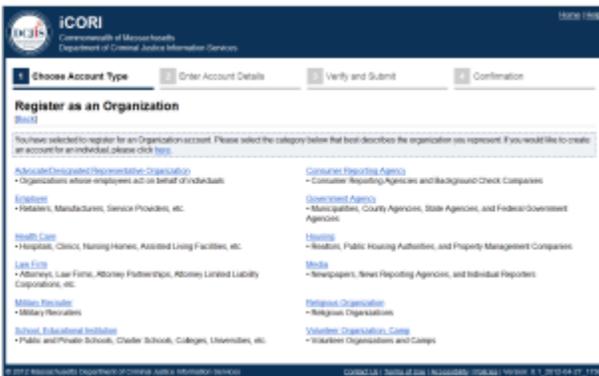


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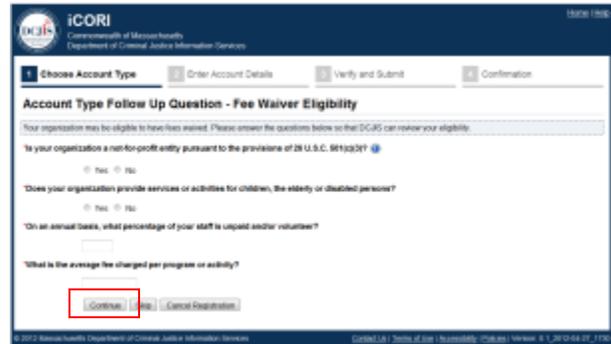
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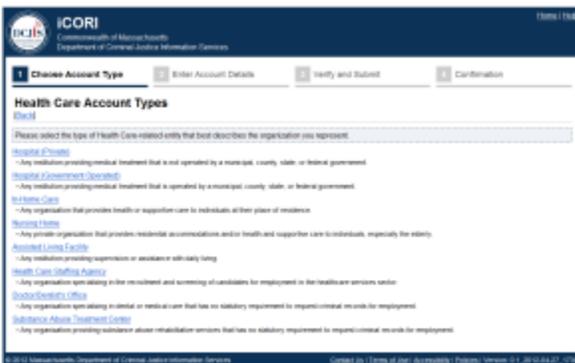
3. The **Register as an Organization** page will appear. Once you have determined the correct category for your Organization, click on the appropriate category link.



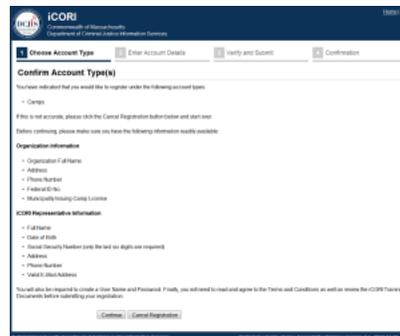
5. Depending upon the organization type and sub-type you select, you may be required to answer one or more questions by clicking appropriate radio buttons and/or filling in blanks. Once you have finished answering these questions, click the **Continue** button.



4. In most cases, you will now be presented with one or more secondary lists of organization sub-types within the category you selected. Click on the appropriate sub-type link(s).



6. The **Confirm Account Type(s)** page will appear. This page lists the information you will need to successfully complete your registration. Please note that the information required will depend upon what type of registration you are creating. Once you have carefully reviewed the information, click the **Continue** button.





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7. You will first need to complete the **Organization Details** section. Although the information needed will vary depending upon what type of organization you are registering as, generally, you will need to provide the following:

- **Organization Name:** You must provide the full, legal name of your organization exactly as it appears on official documentation.
- **Address:** You must provide the current mailing address of your organization.
- **Phone No.:** You must provide a current contact number.

8. Next, you will need to complete the **CORI Representative Details** section. The CORI Representative will be the person responsible for maintaining this Organization account and for receiving iCORI notifications. Although the specific details will vary, generally, you will be required to enter the following:

- **User Name:** Each iCORI Representative must create a unique 5-25 character User Name. You can include letters and numbers as well as hyphens (-) and underscores (_). No other special characters can be used. You will need to enter this each time you log into the iCORI Service.
- **Password:** You will need to create a unique password. Your password must be 8-12 characters in length and must contain at least one upper case character, at least one lower case character, and at least one numeric

character. You will need to enter this password each time you log into the iCORI Service.

Please Note: you will be required to re-type your password in the Confirm Password field.

- **Email:** The email address you enter here will be used by the iCORI Service for all iCORI-related notifications.

Please Note: you will be required to re-type your email address in the Confirm Email field.

- **Name:** You must enter your complete, legal first and last name.
- **Date of Birth:** You must enter your legal date of birth.
- **Last Six SSN.:** You must enter the last six digits of your Social Security number.
- **Address:** You must enter your current mailing address.
- **Phone No.:** You must provide a current contact number.

Once you have provided the necessary information, click the **Continue** button.



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9. The **Verify Registration Details** page will appear. This page will contain all of the information you provided on the previous page(s). Please review this information to ensure it is accurate.

10. Once you have reviewed and confirmed the information on the **Verify Organization Details** page, you will need to review the iCORI Service Terms and Conditions. You can view the Terms and Conditions either by scrolling through the Terms and Conditions box or by clicking on the [Terms and Conditions](#) link. Click the “I have read and agree to the Terms and Conditions” check box when finished.

11. You will also need to review the iCORI Training Documents. You can view these documents by clicking on the [Training Documents](#) link. Click the “I have reviewed the iCORI Training Documents and understand the content” check box when finished.

12. Enter the two security check words displayed. Click the **Submit Registration** button.

13. A registration submission confirmation message will be displayed. Your registration has now been successfully submitted. An activation email will then be sent to the email address provided during registration.

Important: Depending upon the type of registration, you may instantly receive the activation email. Some types of registrations, however, will require verification by DCJIS staff. If your registration does require verification, you will receive an email notifying you that your registration is pending verification. Once approved, you will receive an activation email.

Please Note: if you do not click this link, and instead go to the iCORI login page by another means, you will be required to manually enter your Activation Code.



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Activating Your iCORI Account

Once you have successfully submitted your account registration, you will need to activate the account. To activate your account, follow the steps outlined below.

1. Open the **iCORI Account Activation** email message. This email will outline your **Account Details**, including:

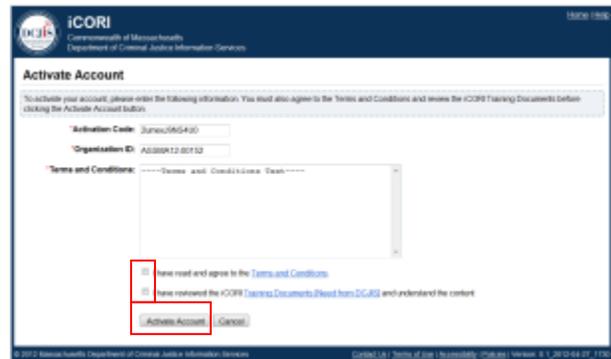
- **User Name:** This is the User Name created during the registration process.
- **Activation Code:** This is a randomly assigned, single use code needed to activate your account.



2. Click the [Login to the iCORI Service](#) link. This will bring you to the iCORI login page. Enter your User Name and Password, and then click the **Login** button.

Please Note: if you do not click this link, and instead go to the iCORI login page by another means, you will be required to manually enter your Activation Code.

3. You will now see the **Activate Account** page. Please review the iCORI Service Terms and Conditions and Training Documents. Once you have finished reviewing both, click on the the “I have read and agree to the Terms and Conditions” and “I have reviewed the iCORI Training Documents and understand the content” check boxes and then click the **Activate Account** button



You have now successfully activated your iCORI account and will now have the ability to submit iCORI requests.