



CREATIVE SERVICES, INC.

iCORI ORGANIZATION REGISTRATION

Follow the directions below to register for an organization account.

Note: Required information will differ based upon the selected requestor type(s).

iCORI Registration page:

<https://icori.chs.state.ma.us/icori/ext/global/landing.action?page=1&bod=1425921034192&m=presentLanding>

Directions:

1. Select Registration Type: Select the **Register as an Organization** link from the iCORI start page.
2. Choose Account Type:
 - a. On the Register as an Organization page, select the account type for the type of organization you are registering. Depending on the account type selected, you may have to answer one or more questions or select an account sub-type.
 - b. You will be directed to the Confirm Account Type(s) page. Please review the information and click the **Continue** button.
3. Enter Account Details
 - a. On the Organization Details page, enter registration information including details about the organization and representative information. Please note that red asterisks (*) denote required fields. See the General Use section of this user guide for information regarding field formats and required information.
 - b. Click the **Continue** button.
4. Verify and Submit Registration
 - a. On the Verify Registration Details page, review the information you have entered in the Organization and iCORI Representative Details sections. You can edit the registration information by selecting the **Edit** link below the page title.
 - b. Select the checkboxes within the Terms and Conditions section to agree to the Terms and Conditions and attest that you have reviewed the iCORI Training Documents.
 - c. Click the **Submit Registration** button.
5. Confirmation
 - a. You will be directed to the iCORI Account Information Confirmation page. Some organization registrations must be reviewed by DCJIS who will either approve or decline the registration (if your registration is under review, you will receive an iCORI account update explaining so):
 - i. If approved, an email containing your account activation information will be sent to your account email address. The email will contain the username, organization ID, and activation code needed to activate your account. Please note you will not be able to perform a CORI request until you activate your account.
 - ii. If your account has been declined by DCJIS, you will receive an iCORI Account Update email stating that your registration has been declined. The email will also contain the reason the registration was declined and DCJIS contact information.
6. Activate Account
 - a. Go to the iCORI Login page and enter your user name and password.
 - b. On the Activate Account page, enter your activation code from the email. Select the checkboxes to agree to the Terms and Conditions and attest to reviewing the iCORI Training Documents.
 - c. Click the **Activate Account** button.
7. Designate CSI
 - a. Once you have logged into your iCORI account, select the tab titled **Manage Account**
 - b. Click on **Authorize Consumer Reporting Agencies**
 - c. Click on Add Consumer Reporting Agency
 - d. Enter CSI's organization ID: **CREMA12-00139**
 - e. Designate CSI as authorized agent using CSI registration code **CREMA12-00139**