iEdison Registration

Important to Note:

- It is normally a grantee or contractor organizations that registers in iEdison, not the individual. An exception is an individual inventor, who has an approved waiver from a nonprofit organization that has waived its rights to the invention. The inventor will then need to register in iEdison for an account.
- Organizations must have a DUNS number before applying for registration in iEdison. This change took effect on January 31, 2014.
- Individual inventors do not need a DUNS number to register in iEdison.

Steps to register:

1. On the home screen of the iEdison module, **select** the *Register Institution to Use iEdison* hyperlink.
2. **Enter information** on the *Request to Register iEdison Organization* screen that is displayed. Note the following:
   a. Fields with an asterisk (*) are required.
   b. Providing any federal funding agreement number that the grantee or contractor organization has received in the past will help in positively identifying the grantee or contractor organization.
   c. The user name should have a minimum of 6 characters and a maximum of 20 characters. This is a unique name that must be assigned to only one user.
   d. The password should have a minimum of 6 characters and a maximum of 20.
   e. The user name and password are case sensitive.
3. Click the **Submit** button (or click the Reset button to clear the fields and start again). The *Request to Register iEdison Organization Step 2* screen is displayed.
4. Click the **Continue** button to access the *Interagency Edison Registration Form*.
   NOTE: You need Adobe Acrobat Reader to display the printable version of the *Interagency Edison Registration Form*.
5. **Print** the *Interagency Edison Registration Form* and then close the window. Sign and fax the form to NIH at 301-480-0272 or sign, scan and email the form to edison@od.nih.gov.

Verify Email Address:

- Before an organization's iEdison registration request is processed, the iEdison system needs to verify the email address associated with the registration request.
- An email, with the subject *iEdison E-mail Address Verification,* is sent to the email address associated with the registration request. The recipient is expected to verify the address by opening the email and clicking on the hyperlink in the body of the email.
- When the email hyperlink is clicked, the iEdison system verifies the email address and displays the *Verify Organization E-mail Address* screen in a new browser window.
- This completes the registration process in iEdison.