External User Registration

Important: All Einstein and Montefiore affiliated individuals should access iLab using active directory credentials.

External users must have either a Purchase Order Number from their employer or a contract number assigned by the Office of Shared Scientific Resources in order to request services from Einstein Core Facilities. If you have any questions about this, please email ilabadministrator@einsteinmed.edu.

1. Go to [https://einstein.ilabsolutions.com](https://einstein.ilabsolutions.com) and click the register link to begin the account setup process.

2. Complete all required personal information.
3. Select your role and provide a lab administrative contact (if there is one).

4. Provide your billing information.
4. Complete the registration process.

5. Your account will be activated by iLab within 24 hours. Please email ilabadministrator@einsteinmed.edu as well so we know you have created your account.

You account request is awaiting confirmation.

Thank you for requesting an iLab account. Please allow up to 24 hours for account confirmation.

Next, our team will...

1. ...review the account information that you provided.
2. ...confirm the provided information with your Principal Investigator and/or a Financial Contact.
3. ...send your account credentials to the email address provided during registration.

If you have any additional questions about your account status, do not hesitate to send us an email at support@ilabsolutions.com. Alternatively, you can call us at 617-297-2805.