Please enroll your new card for Automatic Payments or Make a one time payment

Go to https://payments.ironmountain.com and set your company up for automatic payments. You will need to make a payment at the same time you select this option. To have your card charged automatically each month please check the box "**Enroll in Autopay for future payments**" else you can continue making a one time payment. You have an option to **LEARN** more about autopay before enrolling for the same. With this option Iron Mountain will either, charge the credit card number or debit the bank account number, you entered each month for all invoices billed on your customer account #.

If you require a different credit card to be used for each division or department billed please enter that division and/or department ID in the "Department id or card member reference" so we are sure to process your card correctly. at https://payments.ironmountain.com with an open invoice or the next invoice if your account is current in order to avoid duplicate payment(s).

For your security Iron Mountain employees cannot accept Credit Card information via calls or email.

If you face any issues please send a email to aronlinepayments@ironmountain.com and we would be more than glad to assist you.

First, select US or CAD portal.

Enter the details as per description :

Check the box, which will enroll your account with auto pay if needed

Welcome to Iron Mountain online bill payment. The option to pay your bill online provides a fast and efficient way to pay invoices. After making an initial online payment, you may use autopay for future payments.

Enter information from your statement for a one time payment and optionally setup autopay.

* Required field

Customer Type *	Iron Mountain ⌄	Select Medical Records if so noted on invoice
Customer ID *		
Invoice Number *	e.g., AB12340	
Additional invoice or invoice range	e.g., AB12345-AB12348	
Department id or card member reference		
Total amount to be paid (including tax) *		USD

☑ Enroll in Autopay for future payments   Learn more

You, the undersigned customer hereby authorize Iron Mountain to obtain payment of invoices for storage and services (past or future) for Iron Mountain services under customer's agreement with Iron Mountain from customer's credit card or bank account identified above. Iron Mountain may charge the account from time to time and for the amounts set forth in invoice issues to Customer, or upon expiration of the Customer's agreement with Iron Mountain, for all storage and services invoice since the preceding payment without requirement of Customer's signature for each payment. If customer wishes to cancel its authorization for automatic payments, Customer may do so by notifying Iron Mountain (E -mailing us at ARonlinepayments@ironmountain.com) at least 30 days prior to such cancellation becoming effective.

☑ I agree to the above terms for the automatic payment setup *

PMBSY

Please enter the above value

[Reset] [Cancel Order] [Continue]

Choose the payment option :

Billing details

Enter card details to process payments.

Next Tab: Check if all the details are correct and confirm. You will receive 20 digits confirmation number and you can print the receipt as well.

If you select the Automatic Payment Option -

- You will still receive invoices in the same format. The only thing we change on the invoice for Records Management/Shred accounts is that it will have comment "No Action Needed…you are enrolled in the automatic payment option". The invoices for Data Protection accounts are generated from different source and that comment is not in place.

- You will still receive invoices on the same date each month; autopay does not affect the format or timing of how your invoices are sent. Hard copies are still mailed to the same person/address as prior to enrollment. If you need to make any updates/corrections so that you will be receiving them, please contact accountupdates@ironmountain.com

- Autopay occurs on the 10th of the month following the invoice date; e.g. your November 30th invoices would process for payment on December 10th. If the tenth of the month falls on a Saturday, Sunday, or holiday then they will process the business day beforehand.

- You will receive an email notification alerting you that a given month's invoices will be charged on a given date. You would match this notice with your invoice which has the total to be charged and since the notification has the charge date it will tie in your invoice to your credit card statement.

- If for some reason the card declines, you will be sent an email notifying you of this and you would need to contact your card issuer for the reason or let us know when we can resubmit to process.

- We will also email you a notice within 30 days of your card expiring. If nothing else has changed with your card, you can just supply us with the new expiration and we'll update the autopay so that an invoice won't be missed.

- If you have a new card, you need to email us requesting removal of the old autopay. Then your next invoice would be "open" for payment. You would enroll the new card for autopay when you make the payment with the new card.

- As per Autopay terms of Agreement, changes and removal requests can take up to 30 days to take effect. Please contact us at aronlinepayments@ironmountain.com to request removal from autopay.