



# IIR Portal Registration & Login Guide

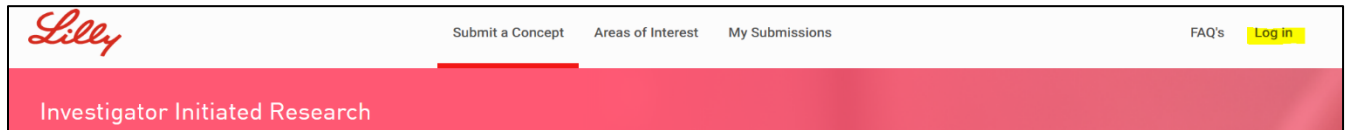
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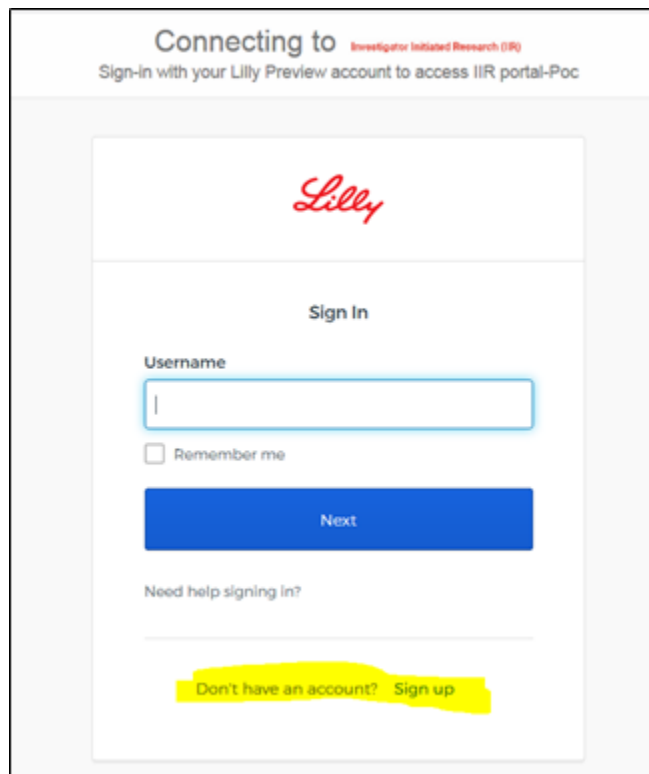
## 1. Registration (New User Sign Up)

Users may register for the IIR Portal at any time to track their submitted concepts. The registration process is detailed below:

1. Click the Login button in the upper right-hand corner of the IIR Portal



2. Click on "Don't have an account? Sign up"

A screenshot of the sign-in page for the IIR Portal. The page title is 'Connecting to Investigator Initiated Research (IIR)'. Below the title, it says 'Sign-in with your Lilly Preview account to access IIR portal-Poc'. The Lilly logo is centered. Below the logo is the text 'Sign In'. There is a 'Username' label above a text input field. Below the input field is a checkbox labeled 'Remember me'. A blue 'Next' button is below the checkbox. Below the button is the text 'Need help signing in?'. At the bottom, there is a yellow highlighted link that says 'Don't have an account? Sign up'.

3. Create an account by entering an Email Address, Password, First Name, and Last Name. Click Register to generate an email to your email address.

Connecting to **Investigator Initiated Research (IIR)**  
Sign-in with your Lilly Preview account to access IIR portal-Poc

*Lilly*

Create Account

Email \*

Password \*

First name \*

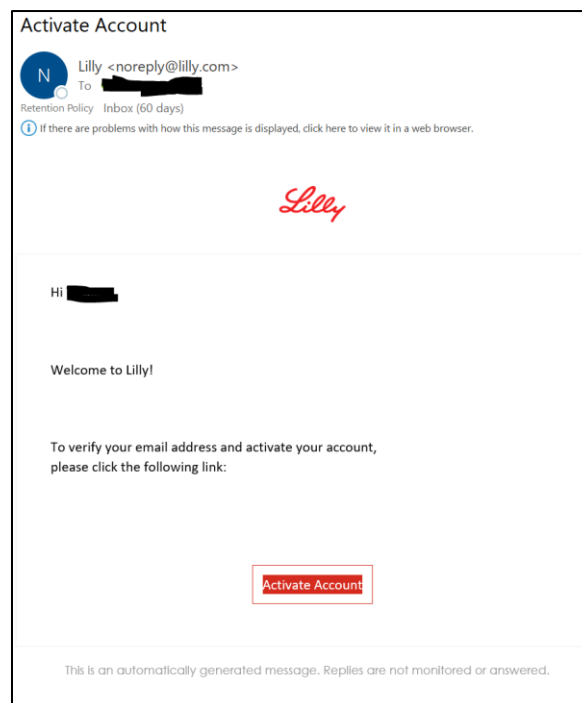
Last name \*

\* indicates required field

Register

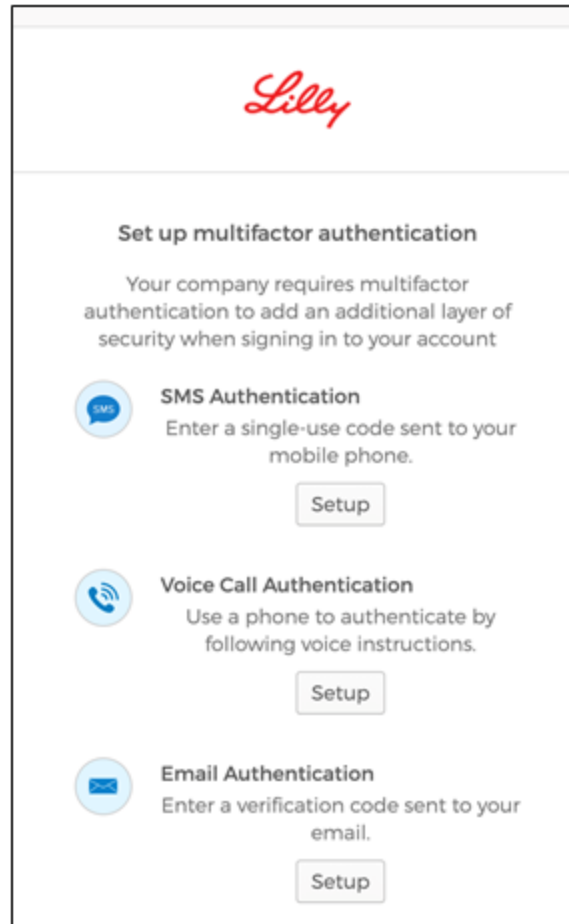
Back to Sign In

4. Check your email for the “Activate Account” message. Please check your Spam/ Junk folder if email is not found in the Inbox.

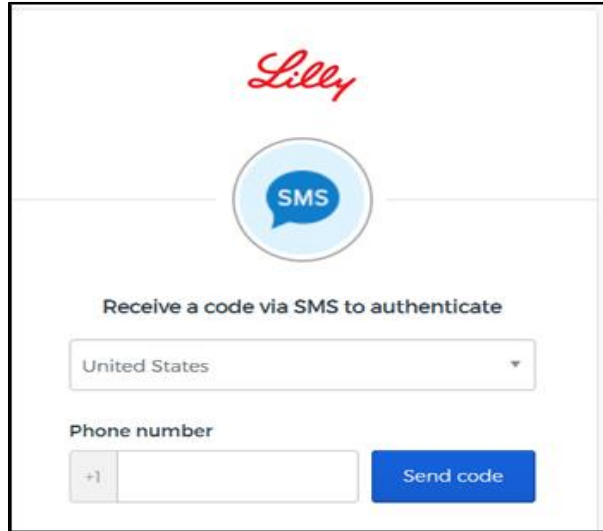


5. Click on Activate Account to be directed back to the login page. Enter your email address and password.
6. You will be directed to a Multifactor Authentication page. Choose to authenticate using SMS (text message), Email, or a Voice Call Authentication.

i. SMS Authentication Option

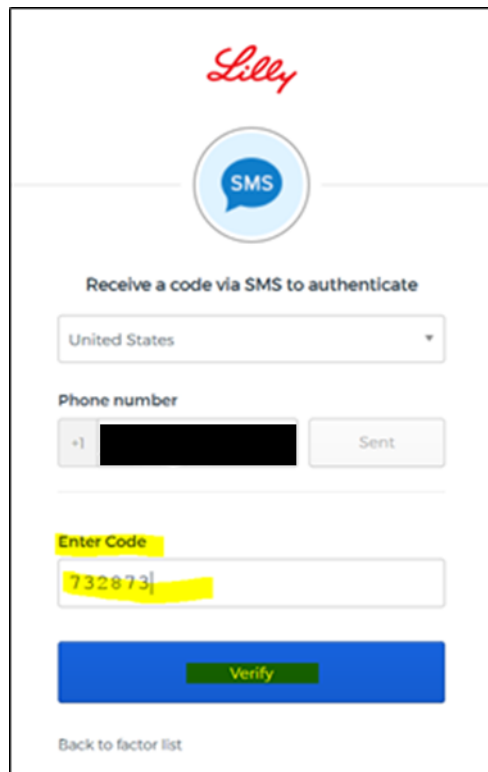


1. Choose your country and enter a phone number. Click Send Code



The screenshot shows the Lilly logo at the top. Below it is a blue circular icon with a white speech bubble containing the text "SMS". Underneath the icon is the text "Receive a code via SMS to authenticate". There is a dropdown menu showing "United States". Below that is the label "Phone number" and a text input field with a "+1" prefix and a "Send code" button.

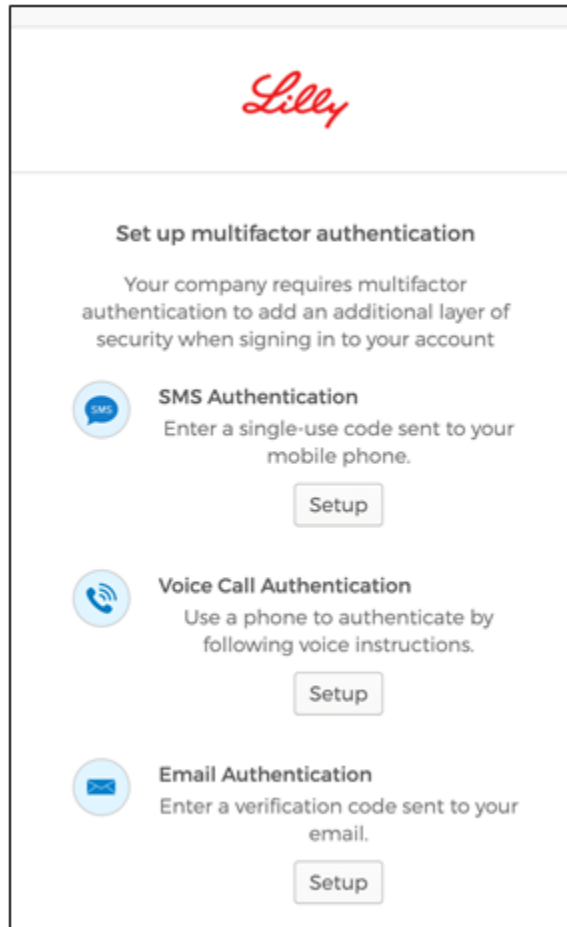
2. Enter the code you received in your text message and click Verify



The screenshot shows the Lilly logo at the top. Below it is a blue circular icon with a white speech bubble containing the text "SMS". Underneath the icon is the text "Receive a code via SMS to authenticate". There is a dropdown menu showing "United States". Below that is the label "Phone number" and a text input field with a "+1" prefix and a "Sent" button. Below the phone number field is a text input field labeled "Enter Code" with the code "732873" entered. Below the code field is a blue button labeled "Verify". At the bottom left, there is a link "Back to factor list".

3. Success! Your registration is complete, and you will be automatically directed to the IIR home page.

## ii. Voice Call Authentication Option



**Set up multifactor authentication**

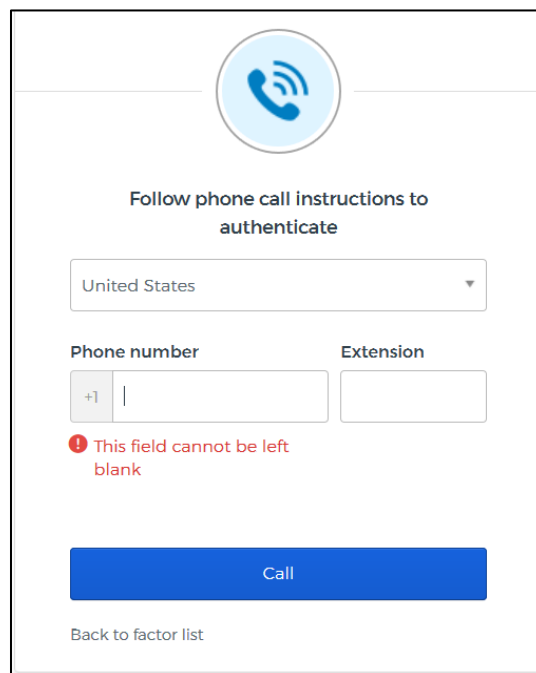
Your company requires multifactor authentication to add an additional layer of security when signing in to your account

**SMS Authentication**  
Enter a single-use code sent to your mobile phone.  
[Setup](#)

**Voice Call Authentication**  
Use a phone to authenticate by following voice instructions.  
[Setup](#)

**Email Authentication**  
Enter a verification code sent to your email.  
[Setup](#)

1. Choose Voice Call Authentication and enter phone number; Click call.
2. You will receive an automated call on your phone with a Code.



**Follow phone call instructions to authenticate**

United States

Phone number      Extension

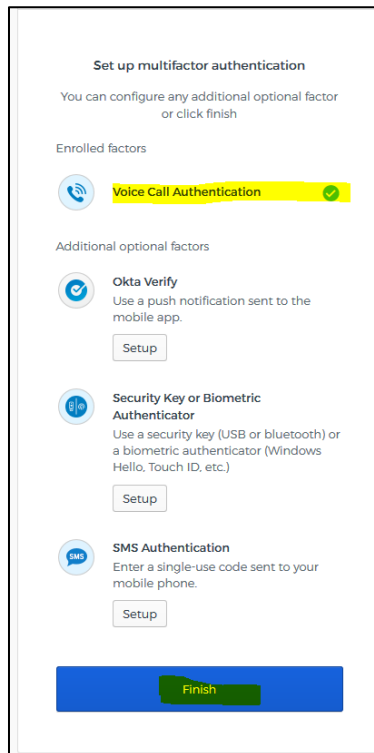
+1 |

**This field cannot be left blank**

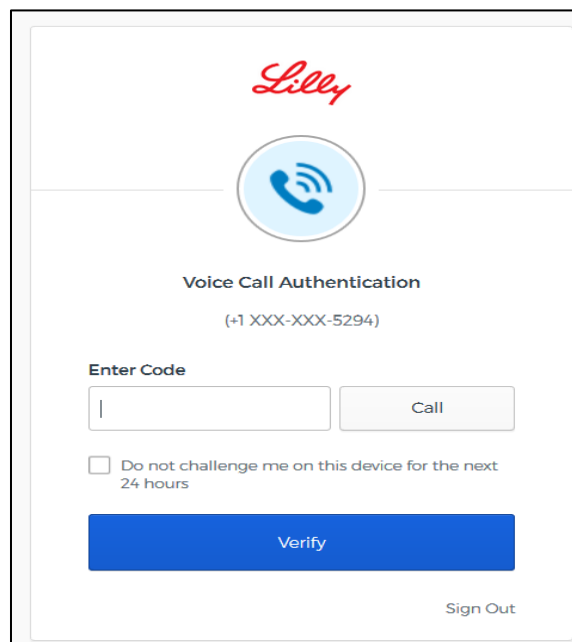
[Call](#)

[Back to factor list](#)

3. Enter the code you received in your call and click Verify
4. You will be redirected back to MFA options with your phone option checked to verify the setup. Click Finish



5. After registering you can login by clicking Call and re-entering the received code

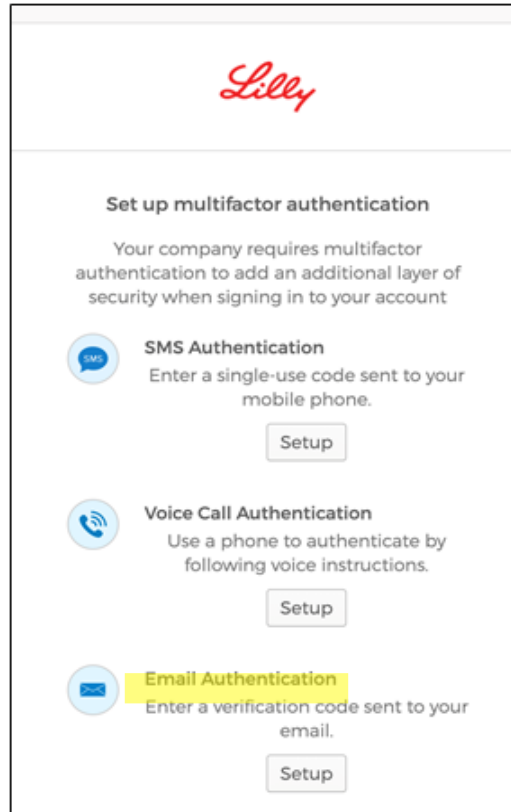


6. Enter code and click Verify. You will be redirected to the home page of IIR portal.

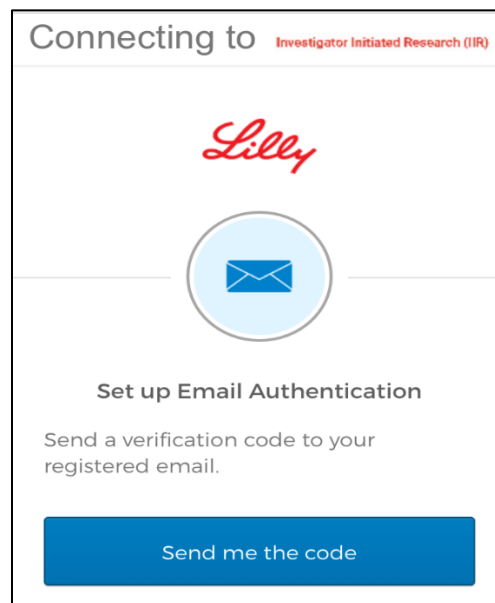


### iii. Email Authentication Option

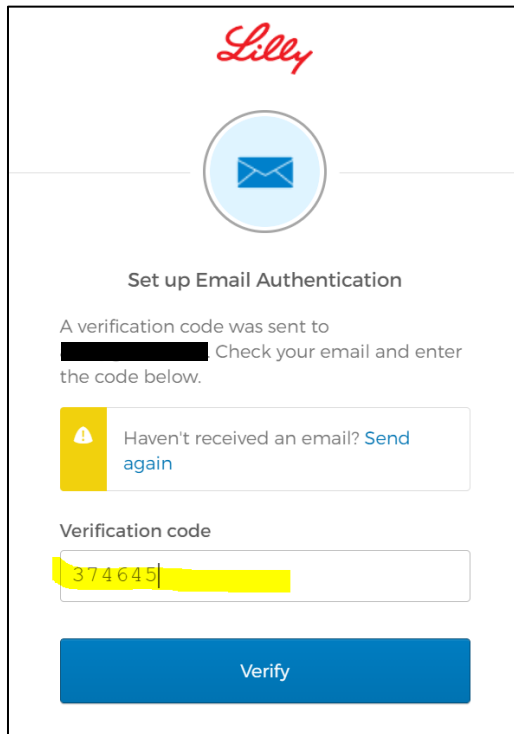
#### 1. Choose Email Authentication Setup




#### 2. Click the "Send me the Code" button



3. Navigate to the email sent to the email address you entered when setting up the account to obtain the Verification code. Enter the Verification code and click Verify




*Lilly*



**Set up Email Authentication**

A verification code was sent to [redacted] Check your email and enter the code below.

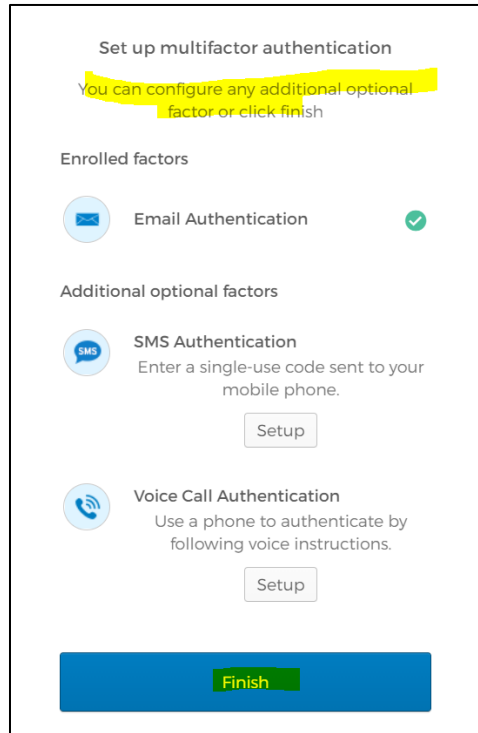
 Haven't received an email? [Send again](#)

Verification code

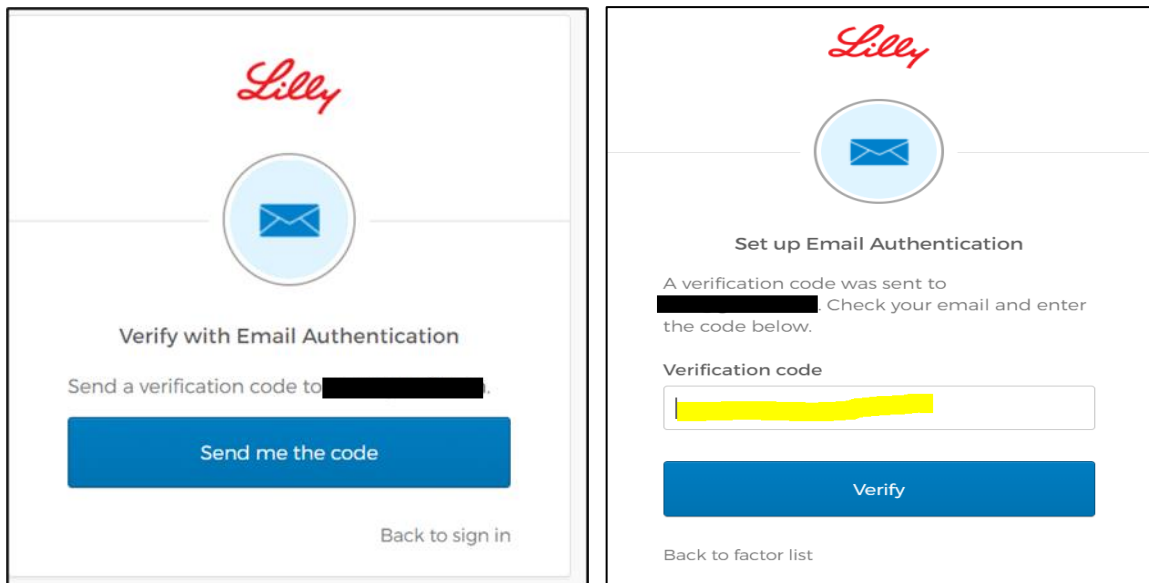
374645

**Verify**

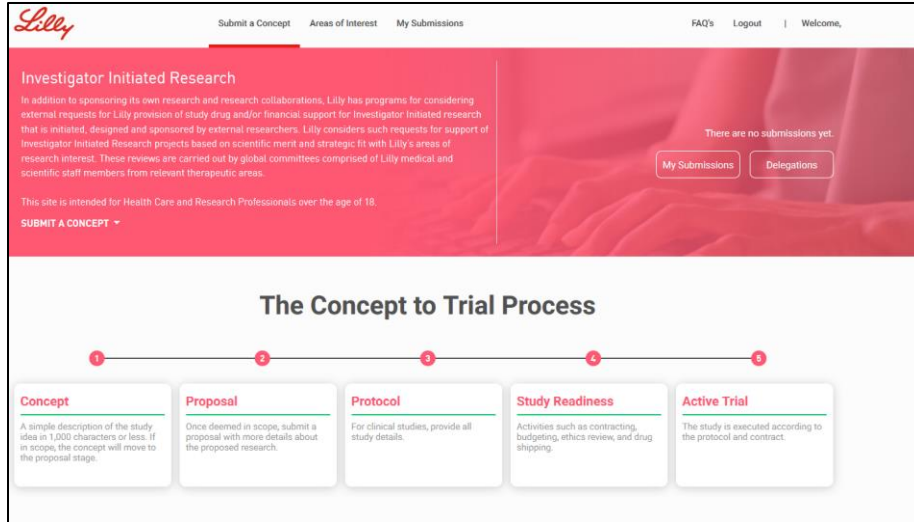
4. You will be navigated back to the Multifactor Authentication page. Click Finish.



5. You will then be directed to authenticate once more.

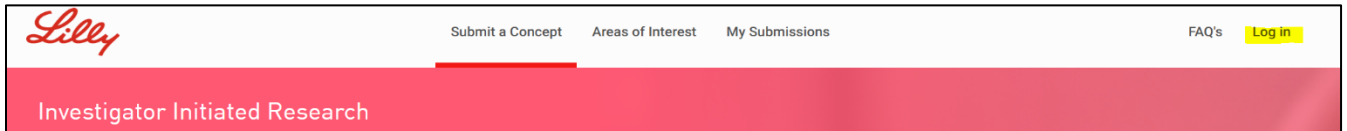


6. Upon verifying a second time, you will be directed to the IIR Portal landing page.



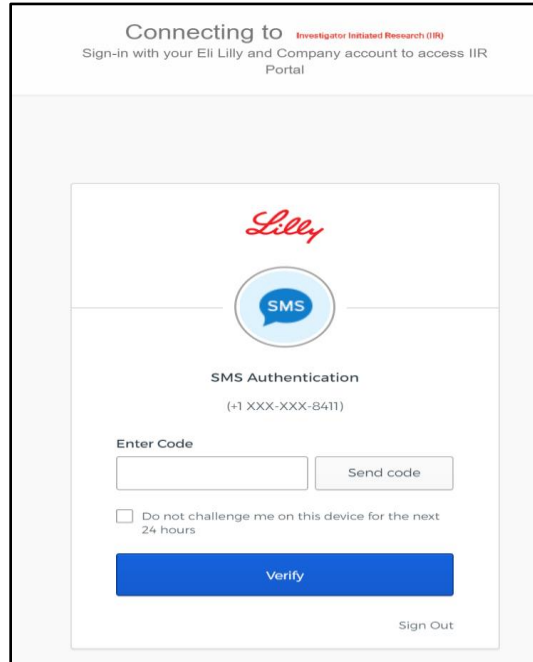
## 2. Login (Returning Users)

1. Click the Login button in the upper right-hand corner of the IIR Portal



2. A login screen will come up. Enter your username and password

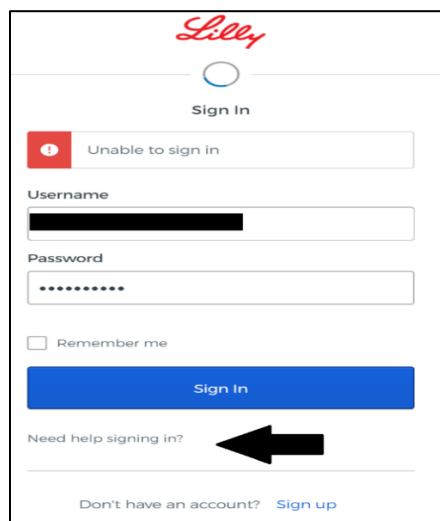
3. Your Multi factor authentication screen will pop up (SMS, Voice Call, or Email) as described above



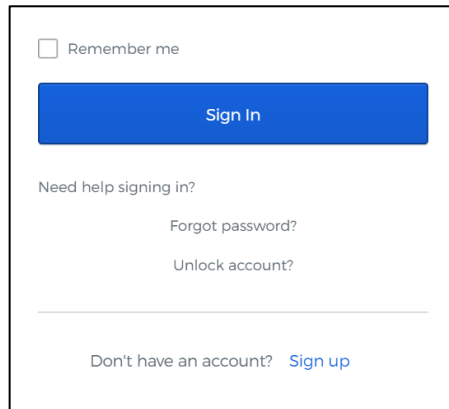
4. Once you receive the code and enter it, you will be redirected to the home page

### 3. Forgot Password

1. If you forget your password, and receive an error signing in. Click on the “Need Help Signing In?” button



2. It will expand. Pick an option.



Remember me

[Sign In](#)

Need help signing in?

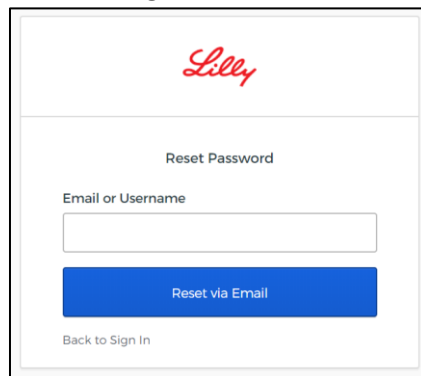
[Forgot password?](#)

[Unlock account?](#)

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Don't have an account? [Sign up](#)

3. Click on Forgot Password or Unlock Account to get a link in your email.



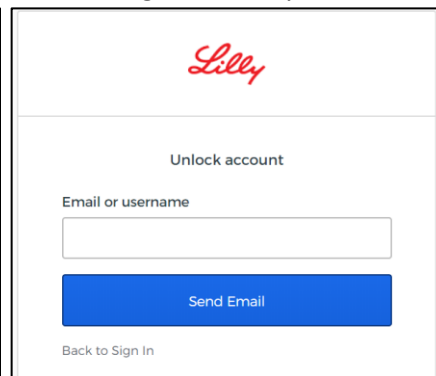
*Lilly*

Reset Password

Email or Username

[Reset via Email](#)

[Back to Sign In](#)



*Lilly*

Unlock account

Email or username

[Send Email](#)

[Back to Sign In](#)