

## NOTE for IIR Registered Users

The Eli Lilly IIR Portal will undergo a maintenance update on June 10<sup>th</sup>, 2020. If you are a registered user, **you will receive an email asking you to login, validate your user ID and reset your password for the IIR portal.** If you have any questions or comments about the changes, please feel free to email us at [IIR\\_Portal\\_Mailbox@lilly.com](mailto:IIR_Portal_Mailbox@lilly.com).

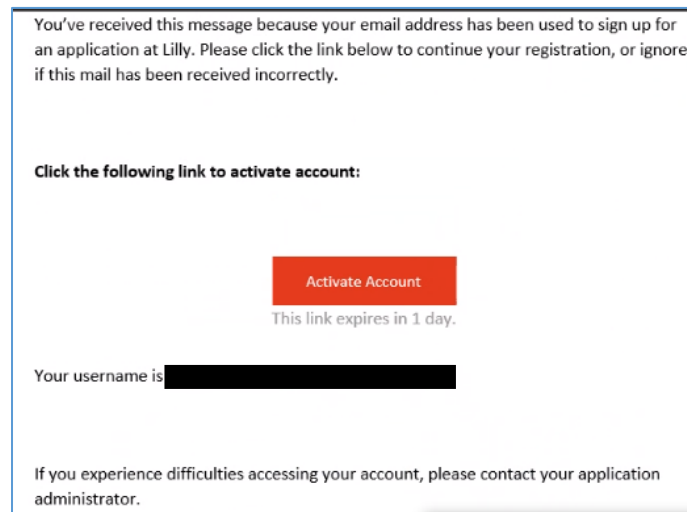
Choose either option below for instructions that you need to follow.

### A. Video Guide

A video guide is available [here](#) for instructions to complete revalidation of your account.

### B. Step by Step Instructions with Screenshots

1. You will receive the following “Activation Email” when the maintenance activity is complete. Click on “Activate Account”



2. You will be redirected to create a new password. Click “Create My Account,” when done

Welcome to Lilly [REDACTED]  
Create your Lilly-qa account

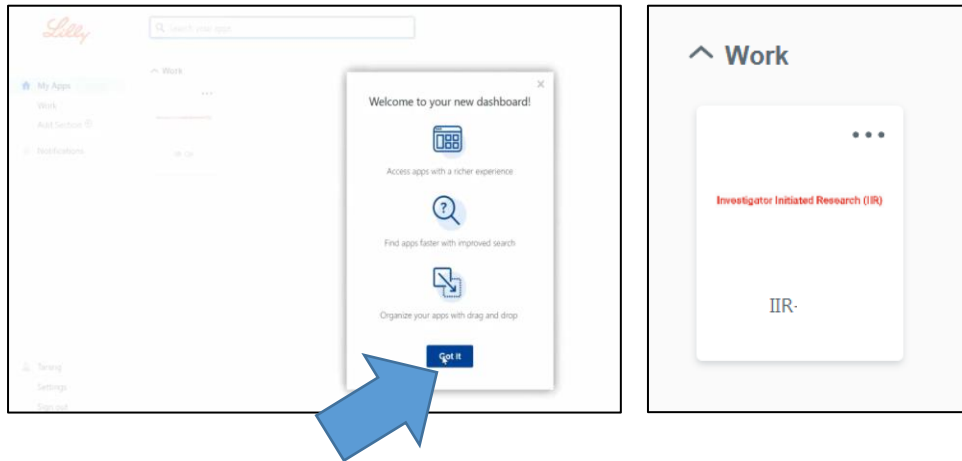
Enter new password

Repeat new password

Password requirements: at least 10 characters, no parts of your username, does not include your first name, does not include your last name. Your password cannot be any of your last 5 passwords.

Create My Account

3. You will be redirected to a Lilly Apps page, click “Got It”. Select “IIR” on the next screen.



4. You will be redirected to Multi-Factor Authentication page to setup by Call or Text.

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

Lilly

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

- Depending on selected MFA option, you will be redirected to one of the following screens. Enter your phone number to receive a code either by a phone call or a text message. This will become your registered phone number for future authentications.

Connecting to **Investigator Initiated Research (IIR)**  
Sign-in with your Lilly-qa account to access IIR-QA

**Lilly**

SMS

Receive a code via SMS to authenticate

United States

Phone number

+1 |

Back to factor list

Follow phone call instructions to authenticate

United States

Phone number Extension

+1 |

**This field cannot be left blank**

Back to factor list

- You will see a success screen after the setup is complete. Click Finish to complete registration.

You can configure any additional optional factor or click finish

Enrolled factors

- SMS Authentication** ✓

Additional optional factors

- Okta Verify**  
Use a push notification sent to the mobile app.
- Security Key or Biometric Authenticator**  
Use a security key (USB or bluetooth) or a biometric authenticator (Windows Hello, Touch ID, etc.)
- Voice Call Authentication**  
Use a phone to authenticate by following voice instructions.

7. You will be prompted to enter a new code again to complete the login process (via Text or Call). First click on Send Code to receive a code that can be entered.

Connecting to **Investigator Initiated Research (IIR)**  
Sign-in with your Lilly-qa account to access IIR-QA

*Lilly*

SMS

SMS Authentication  
(+1 XXX-XXX-1210)

Enter Code

Do not challenge me on this device for the next 24 hours

[Sign Out](#)

8. Click on Verify to complete setup. You will be redirected to the IIR Portal home page.