

Infrastructure Recipient Information System Registration Guide

Introduction

The Infrastructure Recipient Information System (IRIS) is the Government of Canada's secured online portal tool to serve as an end-to-end portal and case management tool to modernize and streamline the management of Infrastructure Canada's (INFC) funding programs.

IRIS provides the ability for INFC funding recipients to securely share information online and to communicate with INFC on infrastructure plans, project submissions, performance and results reporting as well as claims submission.

IRIS is being launched in three stages. For Stage 1, PTs have the ability to view and verify all INFC stored program and project data, including ability to check status of their claims.

This guide provides the Roles and Responsibilities for IRIS account holders and instructions on how to register for an IRIS account

Types of Users

Primary Account Holder: The primary IRIS user within an organization is an individual who registers first for an IRIS account. In addition to having access to all IRIS functionalities, the Primary Account Holder is responsible for validating and authorizing all other organizational users for the organization, as well as assigning access rights to these other users.

Upon registering for an IRIS account, the first user for an organization will receive an *Authorization Form* that would need to be completed by an Organization Administrator. The Organization Administrator is usually a senior management official within an organization. Following receipt by INFC of the Authorization Form, INFC will undertake internal validation and authorization before assigning the Recipient to the Organization's profile and allowing the user the ability to view project/agreement data.

Organizational User: A member of a recipient organization who has been authorized by the organization's Primary Account Holder. This user's access rights will be assigned by the Organization's Primary account holder, and could have access to all information about the organization that is within IRIS.

Who needs to register for an IRIS Account

For Stage 1, organizations currently receiving funding from Infrastructure Canada need to register for an IRIS account.

Current recipients of funding from INFC programs register for an IRIS account to view INFC program information with the IRIS resource centre, the status of existing contribution agreements, and to track the progress of payment on submitted claims.

Accessing the IRIS Portal

Go to: <https://infrastructure-recipient.canada.ca/>

Registering for an account

Note: The first person to register an organization automatically becomes the Primary Account Holder for that organization after the account has been opened and activated.

1. On the splash page, select the language in which you wish to continue.
2. Select “User Account Registration”.
3. Create your ID and password and complete the user account personal information.
 - a. Your password must:
 - Consist of a minimum of 8 characters and a maximum of 16 characters;
 - Include at least one Upper Case letter;
 - Include at least one lower-case letter;
 - Include at least one number;
 - Include at least one symbol;
 - Not contain spaces.
4. Click “Submit”.
5. Following the submission of the registration for an account application, you will receive an email to complete the registration process.

Once the registration is completed the user needs to register for an organization account.

Registering for or accessing an Organization Account

There are two scenarios on how an organization account is registered or on how a user requests access to the Organization account.

Steps

1. You have to verify if a portal account exists for your organization.
2. You need to enter the Name of your Organization. You may also enter the Municipality and Province/Territory of your Organization (optional). Following this, click the Search button.
3. Exact result match and part result match will be displayed on the page.
4. The following may occur:
 - a. There is no organization account that matches the parameters entered.
 - b. There is a partial match on the criteria entered and
 - i. Your organization is not in the list – please refer to Register an organization account (Step 5)

- ii. Your organization is in the list – please refer to Request user account access (Step 6)

5. Register an Organization account

- a. Click on Register Your Organization button.
- b. As the user that registers the account for your organization, you will be the primary account holder. Ensure that you carefully read the terms and conditions before proceeding.

6. Request user account access

- a. Click on the search button for your organization.
 - i. If the organization selected no longer has an active account, you will be prompted to contact IRIS support at infoc.iris-sibi.infoc@canada.ca
- b. If the organization has an account, you will be prompted to confirm that you want to request user account access for this organization account. You have two options:

Option 1: Accept the Terms and Conditions and click on Proceed. You will have successfully requested a user account access. Your user account status will be now “pending request”.

- An email requesting user account access will be sent to the Primary account holder or other user account with an organization account administrator role requesting.
- Your user account access will not be activated until your request is authorized by the Primary account holder or other user account with an organization account administrator role.

Option 2: Click on Cancel. You will not have requested user account access and you will be returned to the Organization account search page.

- You will not have access to functionalities available in the portal except for the Resource Center until your user account is associated to an organization account.