



Creating a New User Account in the HML IRB Online Portal for Ethical Review

1. If you need to create a new user account for the HML IRB Portal, please go to:
<https://www.axiommentor.com/hmlirb/newAccount> and complete the online request form.

2. All fields are required. For Form Code, please enter **HMLirb29**. The letters are case sensitive.



Login

Request Mentor User Account

Form Code

First Name

Last Name

Email Address

Phone Number

Degrees (MA, MPH, PhD, etc.)

Organization Name

Organization Address

Please Enter Text from the image



Submit

3. After you complete all fields, please click **Submit**. After you click submit, you will receive an email at the email address you provided. It will contain a link allowing you to set a password. The link is valid for 24 hours.
4. The **Organization Name** should be the entity for whom you are submitting the application. It may not be your employer if you have contracted with another entity.
5. After you click on the link and establish your password, HML IRB will receive notification of a new user created.
6. HML IRB will review your request and activate your user account. You will receive an email confirmation with login instructions when your account has been approved. If your organization is not an existing HML IRB client, we may reach out to you for additional information.

Health Media Lab, Inc.

1101 Connecticut Avenue, NW Suite 450, Washington, DC 20036 USA

+1 202.246.8504 info@hmlirb.com www.HMLIRB.com