



USER GUIDE, PART 1 – YOUR ACCOUNT

CREATING AND ACCESSING YOUR MERIDIAN ACCOUNT

Receiving your invitation to Meridian, creating, authorising and protecting your account

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INTRODUCTION

Purpose

This guide explains how to use the Meridian application, register for your account and login to your dashboard.

The guide is intended for client users who access Meridian as part of the audience matching process.

About

Meridian is a secure data matching platform that enables organisations to upload customer datasets for matching against authorized IMI datasets.

The application provides a streamlined workflow for file submission, validation, approval, and result retrieval while maintaining data privacy and security.

GETTING STARTED

System Requirements

Recommended:

- Google Chrome (latest version)
- Microsoft Edge (latest version)
- Safari (latest version)

An internet connection required to create your account.

RECEIVING YOUR INVITATION

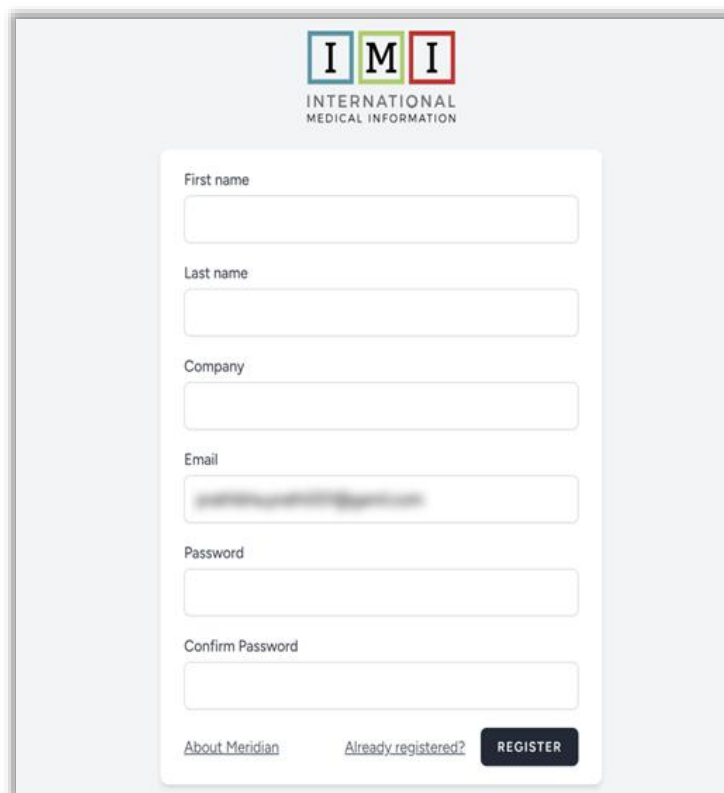
Your account manager will provide access to the application via a secure invitation link to your email address.

The invitation email contains:

- Registration Link
- Username
- Instructions

REGISTRATION

Overview

A screenshot of the International Medical Information (IMI) registration form. The form is centered on a light gray background. At the top of the form is the IMI logo, which consists of three colored squares (blue, green, red) containing the letters 'I', 'M', and 'I' respectively, with the text 'INTERNATIONAL MEDICAL INFORMATION' below it. The form fields are arranged vertically: 'First name' with a text input field, 'Last name' with a text input field, 'Company' with a text input field, 'Email' with a text input field, 'Password' with a text input field, and 'Confirm Password' with a text input field. At the bottom of the form, there are three links: 'About Meridian', 'Already registered?', and a dark blue button labeled 'REGISTER'.

Before accessing Meridian, users must complete the registration process. The current guide explains that users register before logging in, provide their details and are directed to their profile after registration.

1. Open the Meridian registration page
2. Enter the required information
3. Select **Register**
4. Complete your profile

Two-Factor Authentication

A required step for added security and account protection.

Action Required
Please enable two-factor authentication to continue using the application.

Two Factor Authentication
Add additional security to your account using two factor authentication.

You have not enabled two factor authentication.
When two factor authentication is enabled, you will be prompted for a secure, random token during authentication. You may retrieve this token from your phone's Google Authenticator application.

ENABLE

Confirm Password
For your security, please confirm your password to continue.

Password

CANCEL **CONFIRM**

- Enable Two-Factor Authentication
- Confirm your password

For authentication we recommend either **Google or Microsoft mobile Authenticators**.

Two Factor Authentication

Add additional security to your account using two factor authentication.

Finish enabling two factor authentication.

When two factor authentication is enabled, you will be prompted for a secure, random token during authentication. You may retrieve this token from your phone's Google Authenticator application.

To finish enabling two factor authentication, scan the following QR code using your phone's authenticator application or enter the setup key and provide the generated OTP code.



Setup Key: VOMYGQ5YMNSI55O6

Code

CONFIRM CANCEL

- Scan the QR code
- Enter the OTP
- Select **Confirm**

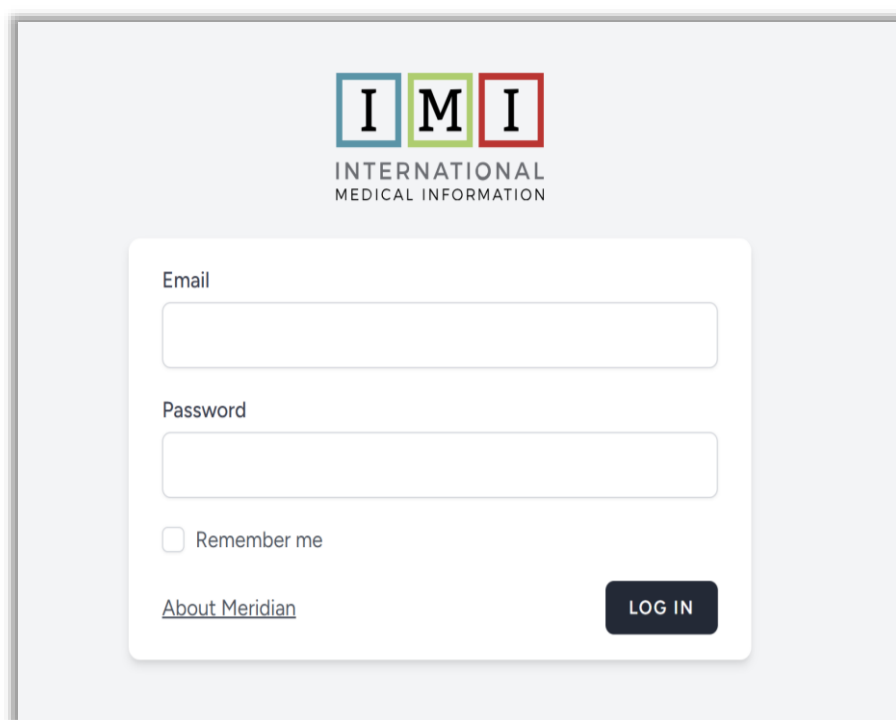
Two-Factor Authentication must be enabled before users can log in or complete a match exercise.

Best Practice: Store your authentication application on your primary mobile device to avoid login interruptions.

LOGIN

Registered users can access Meridian by signing in with their credentials and completing authentication.

1. Open Meridian by visiting <https://meridian.medicalimi.com/>
2. Enter Email Address
3. Enter Password
4. Click **Login**
5. Enter the authentication code
6. Click **Login**

A screenshot of the login interface for International Medical Information (IMI). At the top, the IMI logo is displayed, consisting of three colored squares (blue, green, red) each containing a white letter 'I', 'M', and 'I' respectively, with the text 'INTERNATIONAL MEDICAL INFORMATION' below it. Below the logo is a white login form with a light gray border. The form contains two input fields: 'Email' and 'Password'. Below the 'Password' field is a checkbox labeled 'Remember me'. At the bottom left of the form is a link labeled 'About Meridian'. At the bottom right is a dark blue button with the text 'LOG IN' in white capital letters.

Successful authentication redirects users to the Meridian dashboard.

DASHBOARD

The dashboard is the starting point after login. From here users can:

- Upload Match Files
- View Match History
- Review Upload Status
- Access Notifications
- Manage Profile Settings

