

Registering with the Partners Core Management System as an “external” Partners user at the Human Immunology Center Flow Core

1. Introduce Financial Manager or Accounts Payable department contact to Adam Chicoine, Core Facility Manager, via email: HICFlowCore@partners.org
2. Register new account at the PCMS website: <https://researchcores.partners.org/>
3. Click “Sign Up” and then click “Don’t have a Partners ID?”
4. Fill in available fields and BEFORE clicking “Create Account” see step 5.
5. **IMPORTANT:** be sure to include the above financial contact in the “Alternative email” field and change “Send Communication to” to “Both”.
6. If you already created an account, you can add “Alternative email” contact by clicking “Account” link on the top right after sign-in and follow step 5.
7. Request a PO to be made from your department contact to cover all charges for services or ideally as an open PO for a given time frame.
8. PO information (make payable to): Partners Healthcare System, ATTN: Research Core Analyst, Suite 750, 399 Revolution Drive, Somerville, MA 02145
9. Add PO information to PCMS account: Click “User” menu > “Funds” > “New Fund” > Select “Non- Partners” under “Payment Type” > Select “PO Number” > Fill out remaining fields and “Assign Fund”
10. Fill out a [Sort Request Form](#) in full and send to HICFlowCore@partners.org and await official confirmation.