How to Request the Addition of an IO or Cost Center to PI Account in iLab

1. Log into your iLab account. Once on your account page, click on Membership Requests & Cost Objects tab.

2. Scroll down to the lower left side of the page and click on Request access to additional Cost Objects.

The following will appear:

3. Type in the IO or cost center number in the box and hit enter. The request is displayed with the Status (i.e., pending or approved), Owned by or the approver of your request (see below). The approval process is similar to a shopping cart approval. An automated email from iLab is sent to the approver with instructions to log in to their account and approve or reject the request.
1. Once approved, either the PI or the manager of the requesting lab will have to log in and activate the access to the IO or cost center under the Request access to additional Cost Objects by checking off the check box under the IO, next to the member’s name.