EDW Research Request Submission

Enterprise Data Warehouse requests for IPHAM members are currently being offered via a complimentary IPHAM voucher. In order to take advantage of this voucher, please follow the instructions below carefully.

1. Login into EDW Application
   - Visit https://edw.nm.org/portal/#/login
   - Login with your NMHC account or NU Net ID

   Please Note: If your browser does not work, please try other browsers

2. Add a new Research Request
   - Click on Resources > Research Requests on the left panel
   - Next, click on Add New Request
3. Your User Information will automatically generate based on your login credentials. Please complete all relevant fields to provide the analyst with detailed information about your request. Fields with an asterisk * are mandatory.

PLEASE NOTE: Please add “IPHAM” to the beginning of your title to ensure that your request is assigned appropriately. Failure to identify IPHAM in the title will lead to delays in processing your request.
4. Fill out a summary of your request in the Description, select the Type of Research, and Data Elements needed (e.g. IRID, Gender, Age, Date, Diagnosis Code, etc).

5. For researchers who are requesting to use IPHAM EDW resources, please select “Other” for Funding Source and type “IPHAM Voucher” in the description field. This will ensure that an IPHAM voucher is used for payment.
6. **Enter deadline information, if applicable.**
If there is deadline for your request, please select the date and the deadline reason. This will assist us in assigning our limited resources to urgent requests for grant applications or publications.

7. **Submit the request**
Once the request is submitted you will receive an email from the Analyst as soon as the request has been assigned.