



## 2021 IMSA ANNUAL CREDENTIAL AND SINGLE EVENT CREDENTIAL INSTRUCTIONS

Earlier this year, IMSA launched MERG, Membership Enrollment Registration Gateway, to process Single Event Credential requests and later COVID-19 Rosters. In 2021, MERG will also be used to submit and apply for annual credentials as well as provide access to any necessary accounting documents generated from additional credential purchases. We will continue to require COVID-19 Rosters be completed in advance of each event.

As the designated representative, you have been granted primary MERG access allowing you to begin the annual credential and single event credential registration process for the 2021 season. Prior to beginning the credential process, please ensure you have set up a MERG account (See MERG ACCOUNT SET UP for instructions).

If you would like to designate another member of your organization or agency of record to manage or assist you in administering the credential process on your team, please see below for next steps.

- MERG access requires an individual to become an IMSA member, regardless of whether they will be an annual credential holder in the forthcoming season.
- If the individual **will be** receiving an IMSA annual hard card in the 2021 season:
  - Please add them to your annual credential roster and have them complete the IMSA Annual Credential Application.
  - Once the individual has completed their application, select the ADMIN tab at the top right hand of your MERG account and select USERS. You will then be able to nominate the individual for access to your organization's credentials.
  - As a reminder, this individual must also set up a MERG account if they did not already have on in 2020. If this individual did not previously set an account up in 2020, please have them follow the steps attached in the document: MERG ACCOUNT SET UP.



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- If the individual **will not be** receiving an IMSA annual hard card in the 2021 season:
  - Please have the individual complete the IMSA membership form via the link below.
    - [2021 Admin Membership Application](#)
  - In addition to IMSA membership, individuals must also have a MERG Account. If this individual did not previously set an account up in 2020, please have them follow the steps attached in the document: MERG ACCOUNT SET UP.
  - Once the IMSA membership form has been completed and the individual has set up a MERG account, please let us know so we may authorize access to the corporate member account.



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IMSA Annual Credential and Single Event Credential rosters are located via the CREDENTIAL tab at the top of your MERG landing page. Please see below for important information relative to each credential process.

### **ANNUAL HARD CARDS**

Although you are listed as the designated representative, you must still add yourself to the Annual Credential roster if you intend on receiving a hard card for the 2021 season.

Individuals receiving hard cards for the 2021 season with your organization will automatically populate on your COVID-Roster for selection and submission.

Once an individual is added to the roster, they will receive their 2021 IMSA Annual Credential Application via email and text. If they received a credential in 2020, this process will be relatively simple as much of their information will be prepopulated for them to confirm.

### **SINGLE EVENT CREDENTIALS**

The Single Event Credential process will remain unchanged from the 2020 season. For a review of the process, we recommend watching a quick 4-minute tutorial on how to complete the process.

[IMSA MERG Registration System Tutorial](#)

If an individual receiving a Single Event Credential is also due to be added on your COVID-19 Roster, they must first complete their application in full prior to being available for selection and submission on your COVID roster.

### **Credit Card Authorization**

Please also remember to add a valid Credit Card via the Charges and Payments tab. This must be done in advance of adding credentials above and beyond your contractual allotment prior to IMSA authorizing any additions. You will not be charged for overages until the credential has physically issued.

