

Registering an “external user” account on the Mass General Brigham Core Management System (MGB CMS) at the Center for Cellular Profiling: Single-Cell Facility

1. Introduce your Financial Manager or Accounts Payable department contact to the Center for Cellular Profiling Core Facility Manager, via email: SingleCell@bwh.harvard.edu
2. **If you have an existing MGB CMS account:** Add your financial contact above to your account (to receive invoices directly), by logging in to your account and then clicking “Account” link on the top right. Enter your financial contact in the “Alternative email” field and change “Send Communication to” to “Both”.
3. **For new users:** register new account at the MGB CMS website: <https://researchcores.partners.org/>. Click “Sign Up” and then click “Don’t have a Partners ID?”
4. Fill in available fields and be sure to include the above financial contact in the “Alternative email” field and change “Send Communication to” to “Both”, so they receive invoices directly.
5. Request a PO to be made from your financial contact to cover all charges for services or ideally as an open PO for a given time frame (at least 60 days after the services will be provided).
6. PO information (make payable to): Mass General Brigham, ATTN: Mass General Brigham – Cores Facilities Office, 399 Revolution Drive, Suite 750, Somerville, MA 02145
7. Add PO information to MGB CMS account: Click “User” menu > “Funds” > “New Fund” > Select “Non-Partners” under “Payment Type” > Select “PO Number” > Fill out remaining fields and “Assign Fund”
8. Once all steps above are completed, navigate to the [Center for Cellular Profiling: Cytometry and Single-Cell Multi-Omics](#) “About” page and follow instructions to request Single-Cell Sequencing:
<https://researchcores.partners.org/ccp/about>