



ExpressO[®] Institutional Student Account Signup Form

INSTRUCTIONS: Please complete form and fax to (510) 665-1201.

Why ExpressO Student Accounts?

The goal of the ExpressO Institutional Student Account is to serve the interests of student authors, law schools, and law reviews. The institutional student account allows law schools, looking to facilitate and encourage student publishing, to offer the service to students while keeping costs controlled and manageable. Additionally, this account ensures that student submissions are sent to only those law reviews eager to consider student work. Over 570 law reviews we deliver to accept student submissions.

Accounts Available:

ExpressO offers two types of accounts: the Open Student Account Plan and the Complete Prepaid Student Plan.

• **Open Account Plan**

Under this plan, your institution is billed according to actual use by its members. If no one uses ExpressO, you pay nothing. We bill the law school every six months (\$2.00 per electronic delivery). You may set a per-submission credit limit if you so choose. Students would be required to cover all submission expenses beyond the school's set credit limit. Please note that the per-submission credit limit is per submission only, not an overall annual submission limit.

• **Complete Prepaid Plan**

This plan offers unlimited free electronic deliveries at an annual cost. Students may submit to law journals in any single discipline/subject area (excluding general). For example, a student writing about international law would be able to submit all international law journals.

Total # of Students	Annual Licensing Fee
FTE < 500	\$500
500 < FTE < 1,000	\$1,000
1,000 < FTE	\$2,000

How to sign up:

Please fill out and complete each of the numbered sections (1-6) on the corresponding pages, sign and date where noted, and fax to 510.665.1201, attention Jennifer Todd. If you have any questions about ExpressO or the signup form, please feel free to contact us by phone at 510.665.1200 Ext. 2 or by email to support@law.bepress.com.

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1.	Institution Name		
2.	Type of Account (choose one)		
<input type="checkbox"/>	Open Account Plan (no prepay)		
	For this plan, choose either :	<input type="checkbox"/>	No per-submission credit limit
		<input type="checkbox"/>	Per-submission credit limit (\$_____)
<input type="checkbox"/>	Complete Prepaid Plan		
	For this plan, choose either :	<input type="checkbox"/>	\$500 annually for FTE less than 500 students.
		<input type="checkbox"/>	\$1,000 annually for FTE between 500 and 1,000 students.
		<input type="checkbox"/>	\$2,000 annually for FTE greater than 1,000 students.
<p>Payment is expected within thirty (30) days of signed license agreement. Price quote valid for 30 days only. The list of law reviews to which ExpressO delivers is subject to change without notice. All submissions to ExpressO are governed by the terms and conditions for ExpressO Document Delivery Services, a copy of which may be found at https://law.bepress.com/expresso/terms.html.</p>			
3.	Access Control (choose one)		
<p>There are two ways we can authenticate users: domain or authorized user list. Please select the option appropriate for your institution. Remember, if you selected the Complete Prepaid Plan account type, you may only select "List of Authorized User(s)".</p>			
<input type="checkbox"/>	Domain Name(s) (e.g., law.stateu.edu)		
<p>Domain authentication works in the following manner: If, for example, Marin University enters "marin.edu" above, any Marin email address (e.g., law.marin.edu, med.marin.edu, etc.) will be granted access. If Marin University enters "law.marin.edu", john_doe@law.marin.edu would have access to the ExpressO institutional account, but jane_doe@marin.edu would not. In addition, bepress will provide support for multiple domains if desired (e.g., you may enter both "law.marin.edu" and "med.marin.edu" above).</p>			
<input type="checkbox"/>	List of Authorized User(s) (Email Addresses)		
<p>If you prefer to restrict access to a subset of students, you may provide a list of email addresses of authorized users. This list can be changed at any time.</p> <p>Any liability by bepress or by you is limited: bepress liability is limited to the amount paid in the last six months by you to bepress and your liability to the amount you owe under this agreement.</p>			

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4.	Law School Representative Placing Order		
Name:			
Position/Title:			
Address:			
City:		State:	
Email Address:			
Phone:		Fax:	
Date:			
Signature:			
5.	Billing Contact		
Name:			
Position/Title:			
Address:			
City:		State:	
Email Address:			
Phone:		Fax:	
6.	Administrative Director or Contact		
<p>This is the point person for the ExpressO account and is responsible for notifying bepress of any changes to the authorized user list (if selected for access control). This person would also be trained by us in how to use ExpressO, if desired, and would then lead trainings for students at your law school.</p>			
Name:			
Position/Title:			
Address:			
City:		State:	
Email Address:			
Phone:		Fax:	