



ExpressO[®] Institutional Account Signup Form
INSTRUCTIONS: Please complete form and fax to (510) 665-1201.

How ExpressO works:

- Author uploads an article and a cover letter and/or CV if desired, and selects reviews for delivery.
- Over 750 law reviews are signed up to receive ExpressO deliveries, and we deliver to an author's selected reviews electronically.
- Institutional account holders are billed according to the details of the plan they select (see below).

Accounts Available:

ExpressO offers two types of accounts: the Open Account Plan and the Complete Prepaid Plan. Whichever plan you choose, your institution's costs will be reduced.

• **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 (\$2.20 per delivery). You may set a per-submission credit limit if you so choose. Your faculty 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**

Unlimited free deliveries, at an annual cost of \$2,200.

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.

ExpressO[®] Institutional Account Signup Form

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 (\$2,200)
For this plan, you must select "List of Authorized User(s)" for access control.	
<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 faculty <u>and/or their staff</u>, you may provide a list of email addresses of authorized users. This list can be changed at any time. Please note that we strongly encourage you to register both faculty and their administrative support staff, as the latter will in some cases be the ones taking advantage of the institutional account.</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>	

ExpressO[®] Institutional Account Signup Form

4.	Law School Representative Placing Order					
Name:						
Position/Title:						
Address:						
City:		State:		Zip:		
Email Address:						
Phone:		Fax:				
Date:						
Signature:						
5.	Billing Contact					
Name:						
Position/Title:						
Address:						
City:		State:		Zip:		
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 faculty and staff at your law school.</p>						
Name:						
Position/Title:						
Address:						
City:		State:		Zip:		
Email Address:						
Phone:		Fax:				