



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

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**How ExpressO Works**

ExpressO is an online legal manuscript delivery service and is used by legal scholars to submit their manuscripts to multiple law journals. Over 760 general and specialized law reviews are signed up to receive ExpressO deliveries, and our easy three-step process allows authors to select, upload, and review. Free integrated post-submission management tools are included as well.

**Account Plan Options**

ExpressO continues to lead in affordability and offers institutions the choice of two account plans: the Open Account Plan and the Complete Prepaid Plan. Choose the plan that's right for your faculty!

<b>Open Account Plan</b>	<b>Or</b>	<b>Complete Prepaid Plan</b>
Your institution is billed every six months ( <b>\$3.10</b> per delivery) according to actual use. If no one uses ExpressO, you pay nothing. An optional credit limit, where faculty would be required to cover submission cost beyond a set limit, is available. Please note the credit limit is per submission only, not a daily or annual limit.		Unlimited deliveries at an annual cost of <b>\$2,508.</b>

**Sign Up!**

Please fill out each numbered sections (1-6) and sign and date where noted. Fax the completed form to 510.665.1201, attention Jennifer Todd. If you have any questions or need any assistance, feel free to contact us by phone at 510.665.1200 Ext. 2 or by email to [expresso-support@bepress.com](mailto:expresso-support@bepress.com).

## ExpressO® Institutional Account Signup Form

<b>1.</b>	<b>Institution Name:</b>		
<b>2.</b>	<b>Account Type (choose one)</b>		
<input type="checkbox"/>	<b>Open Account Plan</b> (no prepay)		
	For this plan, choose either :	<input type="checkbox"/>	<b>No per-submission credit limit</b>
		<input type="checkbox"/>	<b>Per-submission credit limit (\$_____)</b>
<input type="checkbox"/>	<b>Complete Prepaid Plan</b> (\$2,508)		
For this plan, you must select "List of Authorized User(s)" for access control.			
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 <a href="https://law.bepress.com/expresso/terms.html">https://law.bepress.com/expresso/terms.html</a> .			
<b>3.</b>	<b>Access Control (choose one)</b>		
There are two ways we can authenticate users: domain or authorized user list. Please select the option appropriate for your institution. <b>Remember, if you selected the Complete Prepaid Plan account type, you may only select "List of Authorized User(s)".</b>			
<input type="checkbox"/>	<b>Domain Name(s)</b> (e.g., law.stateu.edu)		
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).			
<input type="checkbox"/>	<b>List of Authorized User(s)</b> (Email Addresses)		
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. 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.			

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<b>4.</b>	<b>Authorized Institutional Representative Placing Order</b>
Name:	
Position/Title:	
Address:	
City:	State:
	Zip:
Email Address:	
Phone:	Fax:
<b>Date:</b>	
<b>Signature:</b>	
<b>5.</b>	<b>Billing Contact</b>
Name:	
Position/Title:	
Address:	
City:	State:
	Zip:
Email Address:	
Phone:	Fax:
<b>6.</b>	<b>Administrative Contact</b>
<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: