

HOW TO FAST ORDER DOCUMENTS WITH IP-ACCESS

Article Galaxy, Reprint Desk's powerful research platform, offers your users easy and fast IP-based order options without the necessity to authenticate and log in. Simply self-register once and use a corporate domain to navigate directly to your order form.



REPRINTS DESK
The Content Workflow Company



Order by Fast Order Form (IP-Access)

1. Navigate to Reprints Desk's Fast Order form:
<http://www.reprintsdesk.com/landing/poe.aspx>.
2. Enter your corporate email address.
3. Enter citation information and get price estimate.
4. For multiple citations, click 'Cut & Paste Citations'.
5. Place your order by clicking 'Place Order'.
6. An email with the order confirmation will be sent to you.
7. The PDF(s) will be delivered in a separate delivery email.



Take a Video Tour

How to Fast Order Documents with IP-Access

<https://vimeo.com/247896256>

Support Resources

Reprints Desk

- P: +1 (310) 477 0354
- customersupport@reprintsdesk.com

IP-Based Order Options

- IP-based order options will only work if you use a **corporate IP domain**.
- You do not need to authenticate or login.
- To set-up IP-based order options, you need to **self-register** once.
- You can navigate directly to Reprints Desk's Fast Order Form to place your order.



REPRINTS DESK
The Content Workflow Company

SINGLE ARTICLE ORDER FORM

Email Address (username):

ARTICLE CITATION INFORMATION

Intended Use:

[Cut and Paste Citation](#) ?

Article Title:

Author:

Publication:

Year: Volume: Issue: Pages:

ISSN/ISBN: DOI: PubMedID:

My Reference:



Tip: You must use a corporate email domain to fast order documents by IP-access. You may have to self-register for IP-based order options once.

HOW TO **FAST ORDER** DOCUMENTS WITH IP-ACCESS



Self-Register for IP-Based Document Orders

1. If prompted, click on the link to self-register.
2. Enter your corporate email address and fill in all the required fields.
3. Save the self-registration settings by clicking 'Save.'
4. You are now ready to fast order documents without logging in.



You must use your CORPORATE EMAIL ADDRESS to register. A welcome email with your temporary password will be emailed to you.

User Information	
Email Address *	<input type="text" value="user@company.com"/>
First Name *	<input type="text" value="John"/>
Last Name *	<input type="text" value="Doe"/>
Company	<input type="text" value="Company Name"/>
Address1 *	<input type="text" value="123 Corporate Street"/>
Address2	<input type="text"/>
City *	<input type="text" value="San Francisco"/>
State *	<input type="text" value="CA - California"/>
Province *	<input type="text"/>
Zip / Postal Code *	<input type="text" value="94105"/>
Country *	<input type="text" value="United States"/>
Phone *	<input type="text" value="555-555-1234"/>
Fax	<input type="text"/>
Billing Reference	<input type="text"/>

Save



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Did You Know?

- You can submit requests 24 hours a day, 7 days a week.
- Most orders are delivered in minutes to hours.
- Articles will be delivered via email containing a link to a PDF.
- PDF links will remain active for 30 days for a single download.