

Setup Form for RightFind™ Professional

Please complete this form, which will enable CCC to configure RightFind Professional for your company. Note that most information is required. After receiving the completed form, CCC will create your secure instance of RightFind Professional, usually within 2-3 business days.

1. Company Name *(required)*

Please enter how you would like your company name to appear in RightFind Professional (e.g., XYZ, XYZ Corp., XYZ Corporation).

2. Article Rental or Purchase? *(required)*

RightFind Professional allows end-users to rent or purchase articles. Please indicate whether you want CCC to turn off this feature.

Article rental:

☐

Article purchase:

☐

Note: If rental & purchase are both disabled, CCC will discuss with you whether article searching makes sense for your organization.

Please indicate whether someone at your company needs to approve rental or purchase requests by your company's employees (only available for invoiced orders).

☐

Note: If approvals are required, CCC will contact you to get more information (e.g., names of approvers, approval limits, etc.)

3. Designated Contact for Your Employees *(required)*

Online help is available whenever a user has a question about RightFind Professional. Each RightFind Professional page also includes a link so users can send an email message to someone in your company (generally a library or legal staff person) if they have additional questions about re-using content. The email can go to an individual or an alias for a group.

Please provide the email address of the designated contact in your company for your employees:

4. IP Address Ranges *(optional)*

When RightFind Professional has your company's IP addresses, users are able to access RightFind Professional without logging in. If you do not wish to allow authentication via IP address, all users must register and login to access RightFind Professional.

Typically, your company's IT department will know your company's IP address ranges. Also, if your company subscribes to online content, your corporate librarian may have the IP addresses since many content providers use IP addresses to grant access to their services.

Please fill in the following table with your company's IP address ranges. You can always add more IP addresses later. These are the IP addresses as seen by applications outside your firewall.

IP ADDRESS RANGE	COUNTRY
(Example: 12.189.148.10 – 12.189.148.40)	United States

5. Email Domains *(required)*

RightFind Professional uses Email Domains as a security feature to ensure that only users from your company are able to access your company's version of RightFind Professional.

Please fill in the following table with your company's Email Domains. You can always add more Email Domains later.

EMAIL DOMAINS
(Example: copyright.com)

6. Billing Addresses *(optional)*

You can choose to receive monthly invoices for articles purchased or rented via RightFind Professional, or you can require individuals to enter a credit card to make a purchase. You can change these billing preferences by location.

If you would like to be invoiced for articles purchased or rented, please specify up to 3 addresses where invoices should be sent.

	BILLING ADDRESS 1	BILLING ADDRESS 2	BILLING ADDRESS 3
Address Line 1			
Address Line 2			
City / State / Province			
Zip / Postal Code			
Country			
Invoice Currency*			
Invoice Language			

**RightFind Professional currently supports USD and Euros only*

Indicate if you need more than 3 billing addresses (CCC will contact you).

Are you a tax-exempt organization?

7. Locations *(required)*

Please provide the list of countries in which your company has employees who are likely to use RightFind Professional. Permission to re-use content varies by country (as well as by the licenses your company has).

COUNTRY	BILLING ADDRESS
(Example: United States)	Billing Address 1

Please indicate if you need locations more specific than country. (For example, you may need more than one billing address in a single country.) *If more-specific locations are needed, CCC will contact you to get more information.*

8. Company Logo *(recommended)*

Each RightFind Professional page can include your company's logo, which reinforces to users your company's commitment to and authorization of RightFind Professional as a company tool.

Please provide a web-ready jpeg logo that is exactly 200 pixels wide and 40 pixels tall x 24-bit. It is best if you attach your logo as a file when you return this document via email to CCC.

Example:



9. Your Name and Contact Info

Please provide us with your name and contact info if we have any questions. We will also contact you when your company's version of RightFind Professional is complete.

Your Name:

Email:

10. Submit This Form

Please send the completed form by email to your CCC representative. Be sure to attach your logo file to the email (see question #8).

Note: RightFind Professional is optimized for the following browsers: IE9+, Firefox 15+, Chrome 28+, and Safari 5+.

Thank You! We look forward to working with you and helping you with your content use and compliance efforts.

Feel free to add comments below.

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