

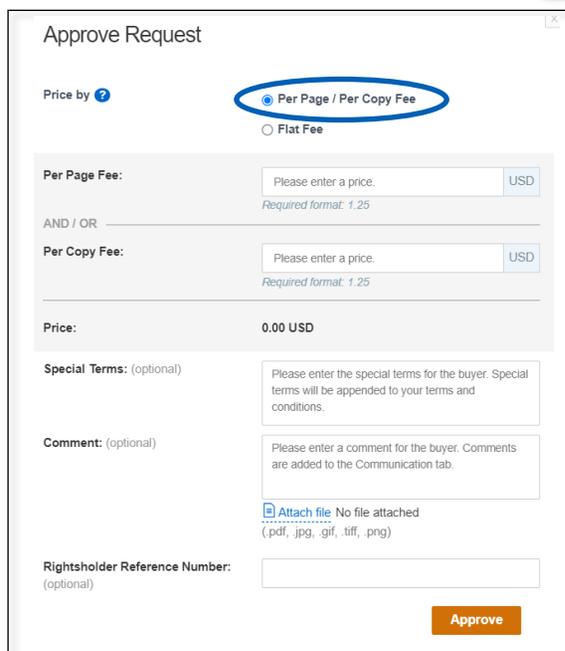
Supporting Academic Special Requests

Publishers participating in our Pay-per-use Academic services can view, manage, and respond to special requests in Publisher Portal.

Log on by visiting: pubportal.copyright.com

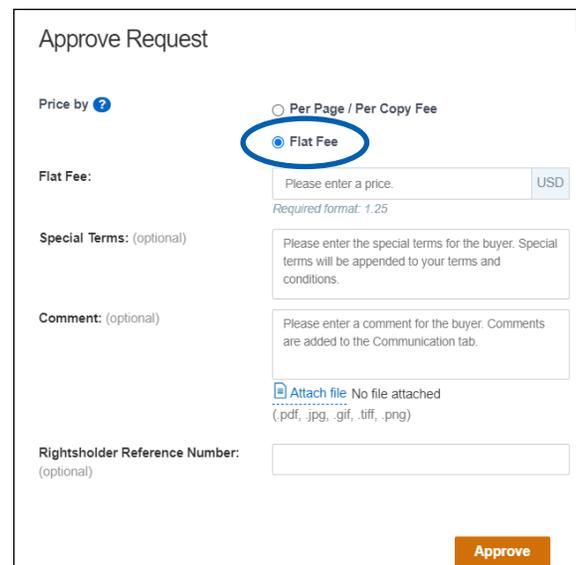
Academic Pricing Workflow: Setting Price, Terms & Conditions

- When responding to academic special requests you can choose to price Per page/ Per copy or Flat fee.
 - Select the 'Per Page/Per Copy Fee' option and enter the per page pricing, per copy pricing, or both.
 - The total calculated fee will be displayed in the 'Price' field.
 - There are also optional fields to provide special terms, comments and/or a Rightsholder reference number.
- Once all relevant details have been provided, click **Approve**



The screenshot shows the 'Approve Request' form. Under the 'Price by' section, the 'Per Page / Per Copy Fee' radio button is selected and circled in blue. Below this, there are input fields for 'Per Page Fee' and 'Per Copy Fee', both with a 'USD' currency selector. The 'Price' field displays '0.00 USD'. There are also optional fields for 'Special Terms', 'Comment', and 'Rightsholder Reference Number'. An 'Approve' button is at the bottom right.

- When selecting the 'Flat Fee' option, enter the amount in the field provided.
 - There are also optional fields to provide special terms, comments and/or a Rightsholder reference number.
- Once all desired fields are completed, click **Approve**



The screenshot shows the 'Approve Request' form. Under the 'Price by' section, the 'Flat Fee' radio button is selected and circled in blue. Below this, there is a 'Flat Fee' input field with a 'USD' currency selector. There are also optional fields for 'Special Terms', 'Comment', and 'Rightsholder Reference Number'. An 'Approve' button is at the bottom right.

Questions:

- Contact Customer Service
- RIGHTSHOLDERS@COPYRIGHT.COM
- 978-646-2800
- Live Chat option within the application

