

HOW TO:

ADD BILLING

INFORMATION TO YOUR

ILL EXPRESS ACCOUNT.

When logging into ILL Express (<https://illiad.ohsu.edu/illiad/ill/logon.shtml>) users can change their billing information by clicking on 'Tools' and then 'change billing accounts':

The screenshot shows the OHSU Library - ILL Express website. The header includes the OHSU logo and navigation links for 'Active Requests' and 'All Requests'. A search bar is also present. The main content area is titled 'Choose an option from the Main Menu.' and features a table of 'Outstanding Requests'. The table has columns for Transaction, Type, Title, Author, and Status. A single row is visible with Transaction ID 247509, Type Book, and Status Request Sent. A sidebar on the left contains a menu with categories: Logoff, Main Menu, New Request (with sub-items Article or Chapter and Book), View (with sub-items Outstanding Requests, Electronically Received Articles, View/Renew Checked Out Items, Cancelled Requests, Request History, All Requests, and Notifications), Tools (with sub-items Change User Information, Change Billing Accounts, and Change Password), and Help (with sub-items Policy/Fees, FAQs, Security Concerns, Contact Us, and About ILL Express). The 'Change Billing Accounts' item is highlighted. On the right, there is a pink box titled 'Change for SEL Users' with a note about login changes as of September 1, 2010, and a link to the library ILL policy page.

OHSU Library - ILL Express
OHSU Library | ONPRC Library

Search
Active Requests All Requests

Choose an option from the Main Menu.

Outstanding Requests

Transaction	Type	Title	Author	Status
247509	Book			Request Sent

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Change for SEL Users

Please note: As of September 1, 2010, Science & Engineering Library users should login in as OHSU users. If you have questions about fees, consult the library ILL page:
<https://illiad.ohsu.edu/illiad/ill/policy.shtml>
or contact us.

- Logoff
- Main Menu
- New Request
 - Article or Chapter
 - Book
- View
 - Outstanding Requests
 - Electronically Received Articles
 - View/Renew Checked Out Items
 - Cancelled Requests
 - Request History
 - All Requests
 - Notifications
- Tools**
 - Change User Information
 - Change Billing Accounts**
 - Change Password
- Help
 - Policy/Fees
 - FAQs
 - Security Concerns
 - Contact Us
 - About ILL Express

There are three ways to pay for ILL and Document Delivery services:

1. The first billing method allows users to enter departmentally issued alias and FAID information:

Current Accounts				
Account Number	Type	Description	Valid	Delete
No Accounts				

Add Account

* Indicates required field

Edit your Account Information below.

[Click here for more information about alias and FAID](#)

* **Departmental Alias** or Credit Card Number

We cannot accept departmentally issued P-Cards

* **Account Type**

* **Account FAID** Or CVC/CID

FAID Required for OHSU Account. What is FAID?

CVC/CID Required for Credit Card

Expiration Date

Name on Card

Add Account

Aliases have 8 digits and FAIDs are alphanumeric, consisting of 4 letters and 4 numbers:

Current Accounts				
Account Number	Type	Description	Valid	Delete
No Accounts				

Add Account * Indicates required field

Edit your Account Information below.

[Click here for more information about alias and FAID](#)

* Departmental Alias or Credit Card Number <small>We cannot accept departmentally issued P-Cards</small>	<input type="text" value="98447643"/>
* Account Type	<input type="text" value="OHSU Account"/>
* Account FAID Or CVC/CID <small>FAID Required for OHSU Account. What is FAID?</small>	<input type="text" value="UROL1111"/>
<small>CVC/CID Required for Credit Card</small>	
Expiration Date	<input type="text"/>
Name on Card	<input type="text"/>

Once the 'add account' button is clicked, the entered billing information appears in the 'current accounts' table at the top of the screen:

Current Accounts				
Account Number	Type	Description	Valid	Delete
98447843	OHSU Account	UROL1111	Yes	Delete

Add Account

* Indicates required field

Account added.

[Click here for more information about alias and FAID](#)

* Departmental Alias or Credit Card Number

We cannot accept departmentally issued P-Cards

* Account Type

* Account FAID Or CVC/CID

FAID Required for OHSU Account. What is FAID?

CVC/CID Required for Credit Card

Expiration Date

Name on Card

Add Account

2. The second billing method is for student use only. When a student chooses the 'monthly billing' option, accrued charges are added directly to their student ISIS account each month:

Current Accounts				
Account Number	Type	Description	Valid	Delete
No Accounts				

Add Monthly Billing Option

Click the button below if you'd like us to bill you monthly and if it is not already listed in "Current Accounts" table above yet.
 Please note that the monthly billing option is for students with an OHSU student ID (Uxxxxxxx) only. Students who do not wish to pay using the monthly billing option may use a personal credit card or an OHSU departmental alias and FAID.
 Click here for more information on monthly student billing.

Add Monthly Bill

Add Account * Indicates required field

Edit your Account Information below.
[Click here for more information about alias and FAID](#)

* Departmental Alias or Credit Card Number
 We cannot accept departmentally issued P-Cards

* Account Type

* Account FAID Or CVC/CID
 FAID Required for OHSU Account. What is FAID?
 CVC/CID Required for Credit Card

Expiration Date

Name on Card

Add Account

If the 'add monthly bill' button is chosen, the 'monthly bill' option appears in the 'current accounts' table at the top of the screen:

OHSU Library - ILL Express

OHSU Library | Science & Engineering Library | ONPRC Library

 Active Requests All Requests

Current Accounts				
Account Number	Type	Description	Valid	Delete
Monthly Bill	Monthly Bill	N/A	Yes	Delete

Add Monthly Billing Option

Click the button below if you'd like us to bill you monthly and if it is not already listed in "Current Accounts" table above yet.

Please note that the monthly billing option is for students with an OHSU student ID (Uxxxxxxx) only. Students who do not wish to pay using the monthly billing option may use a personal credit card or an OHSU departmental alias and FAID.

[Click here for more information on monthly student billing.](#)

3. The third way to pay for ILL and Document Delivery service is with a personal credit card (departmental P-cards are not accepted). The credit card number, expiration date, CVC (3-digit code on the back of the card) and the full name of the card holder is required information:

OSU Library - ILL Express
 Library | Science & Engineering Library | ONPRC Library Active Requests All Requests

Current Accounts				
Account Number	Type	Description	Valid	Delete
No Accounts				

Add Account * Indicates required field

Edit your Account Information below.
[Click here for more information about alias and FAID](#)

* Departmental Alias or **Credit Card Number**
 We cannot accept departmentally issued P-Cards

* Account Type

* Account FAID Or **CVC/CID**
FAID Required for OHSU Account. What is FAID?
 CVC/CID Required for Credit Card

Expiration Date

Name on Card

Once credit card information is added, the number appears in the 'current accounts' table at the top of the screen:

OSU Library - ILL Express
Library | Science & Engineering Library | ONPRC Library

Search
Active Requests All Requests

Account Number	Type	Description	Valid	Delete
1212 3434 5656 7878	VISA/MasterCard	123	Yes	Delete

Add Account * Indicates required field

Account added.
[Click here for more information about alias and FAID](#)

* Departmental Alias or Credit Card Number
We cannot accept departmentally issued P-Cards

* Account Type
v

* Account FAID Or CVC/CID
FAID Required for OHSU Account. What is FAID?
CVC/CID Required for Credit Card

Expiration Date

Name on Card

Add Account

The ILL Express billing system allows users to enter multiple billing accounts:

OHSU Library - ILL Express
Library | Science & Engineering Library | ONPRC Library Active Requests All Requests

Current Accounts				
Account Number	Type	Description	Valid	Delete
1212 3434 5656 7878	VISA/MasterCard	123	Yes	Delete
12345678	OHSU Account	HOPE1111	Yes	Delete
15522986	OHSU Account	OGNB5689	Yes	Delete

Add Account * Indicates required field

Account added.
[Click here for more information about alias and FAID](#)

* Departmental Alias or Credit Card Number
We cannot accept departmentally issued P-Cards

* Account Type

* Account FAID Or CVC/CID
FAID Required for OHSU Account. What is FAID?
CVC/CID Required for Credit Card

Expiration Date

Name on Card

Each time a request is made, users can choose the specific billing account to charge:

Article Author <small>Include initials, if known</small>	<input type="text" value="Meyer"/>
* Article Title	<input type="text" value="Do antidepressants really act as..."/>
Where did you find this item cited? <small>Examples are Dissertation Abstracts, Dialog (specify which database), or a specific journal or book.</small>	<input type="text"/>
* Wanted By Date <small>(MM/DD/YYYY) if 3 days or less, an additional \$10.00 for rush service applies</small>	<input type="text" value="10/02/2010"/>
Which level of service would you like, Regular or RUSH? <small>Rush is an additional \$10.00</small>	<input type="text" value="Regular"/>
* Maximum cost that you're willing to pay. See fees	<input type="text"/>
* If we own the requested item in the OHSU library, would you like us to provide an electronic copy via our fee-based document delivery service?	<input type="text" value="No"/>
Will you accept the item in a language other than English? <small>If yes, specify acceptable languages in the notes field.</small>	<input type="text" value="No"/>
Shipping Option	<input type="text" value="Electronic Delivery"/>
Billing Account Number you wish to use	<input type="text" value="1212 3434 5656 7878 - 123"/>
Notes <small>Put any information here that may help us find the item, as well as any other pertinent information.</small>	<input type="text" value="12345678 - HOPE1111"/> <input type="text" value="15522986 - OGNB5689"/>