HOW TO ORDER DOCUMENTS BY CREDIT CARD

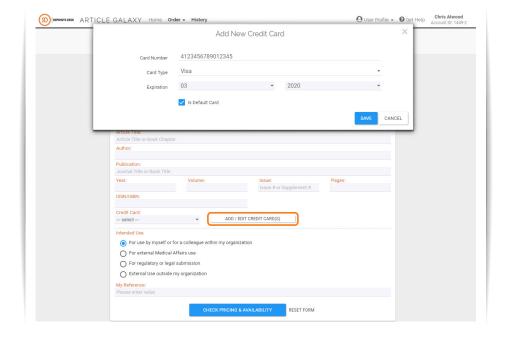
Article Galaxy, Reprint Desk's powerful research platform, provides the option for your users to order by credit card. If your literature retrieval policy requires users to self-pay, simply enable credit card payment within the order form.





Setting up Your Credit Card

- Login to the Article Galaxy Dashboard at https://www.reprintsdesk.com/login/login.aspx.
- 2. Navigate to the document order form.
- 3. Choose the option 'Add/Edit Credit Cards.'
- 4. Enter your credit card information and click 'Save Credit Card.'
- 5. Return to the order form to continue with your order.





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Support Resources

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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.



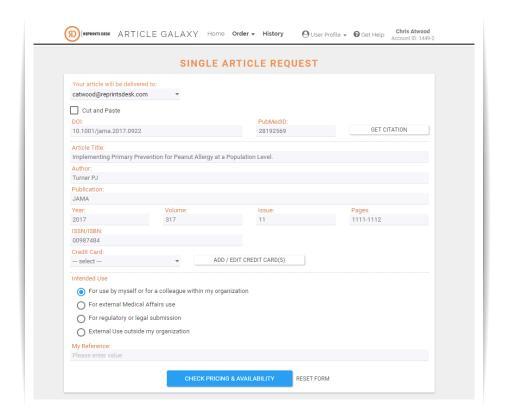
Tip: You can also add or edit credit cards by navigating to your profile settings in the Article Galaxy menu bar.

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Order Documents

- 1. Enter a DOI or PubMed ID into the order form.
- 2. Click 'Get Citations' to automatically populate the order form.
- Click 'Check Pricing and Availability' to review fees and copyright charges.
- 4. For multiple citations, click 'Cut and Paste Citations.'
- 5. Place your order by clicking 'Request PDF.'
- 6. An email with the order confirmation will be sent to you.
- 7. The PDF(s) will be delivered in a separate delivery email.







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