

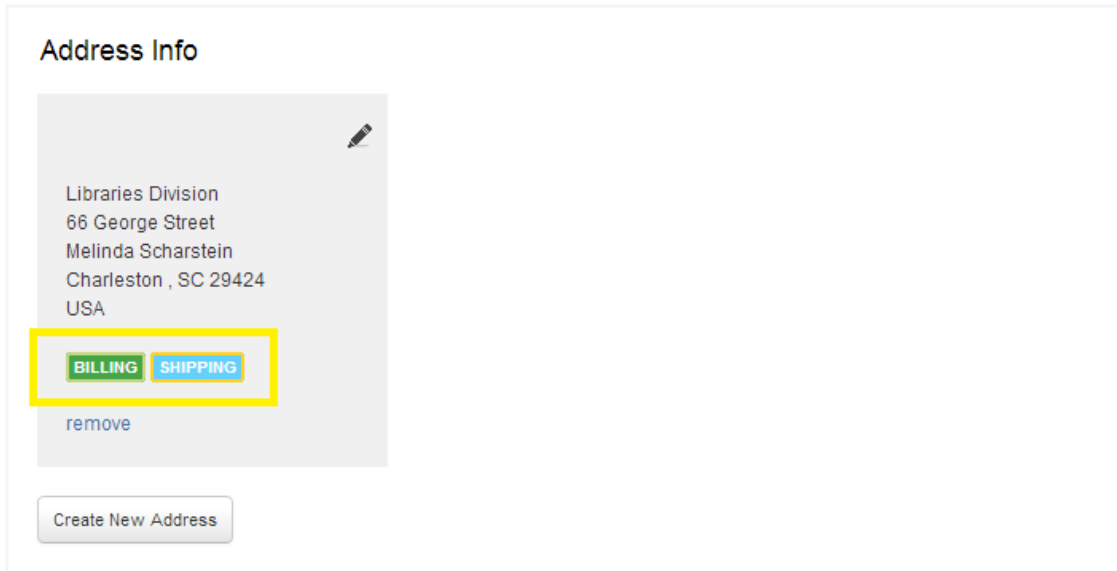
Infobase Learning Account Management System

Pre Order Checklist

Want to save time and avoid the hassle of redoing troublesome or complicated orders in the AMS? A quick look over some of the school's account information prior to entry will help make the using the AMS Wizards even easier. Follow these simple guidelines before entering an order and enjoy a smoother experience when it comes to time to submit that big sale.

Billing / Shipping Address

First, scroll down the Account Details page of the institution placing the order and confirm that the correct address is listed for both billing / shipping.



Address Info

Libraries Division
66 George Street
Melinda Scharstein
Charleston , SC 29424
USA

BILLING **SHIPPING**





[remove](#)

[Create New Address](#)

Please Note: If you are billing the District, do not put the district's address in the individual school's account. Instead select the District account in Step 2 of the Wizards.

Primary Contact


Next, confirm that the appropriate Contact Information is listed for the account, and that it is selected as the Primary. This is who will receive the Access information for Support.

Contact Info							
Primary?	Name	Product Line	Email	Phone	Fax		
Yes	Katina Strauch	All	strauchk@cofc.edu	(843)953-8020	(843)953-8019		X
	Melinda Scharstein	All	ScharsteinM@cofc.edu				X
	Martha Thompson	All	thompsonm@cofc.edu				X
	Angela Flenner	Streaming Video	flennera@cofc.edu				X

[Create New Contact](#)

Consortia Relationships

If the institution is part of a District or Consortia grouping, please make sure the appropriate relationship is connected for this account. This allows you to select the correct recipient schools on Step 3 of the Wizards.

Consortium Info 

Account Type **Bill-And-Receive Consortium**

Member Accounts

- Benedict College
- Coastal Carolina University
- College of Charleston
- Furman University
- Greenville Technical College
- Limestone College
- Midlands Technical College
- Spartanburg Community College
- The Citadel Military College of South Carolina
- Tri-County Technical College
- Trident Technical College
- University of South Carolina Upstate
- University of South Carolina-Salkehatchie
- Voorhees College
- Winthrop University
- York Technical College

Order History and Credits

Lastly, make sure there isn't an existing order already placed that conflicts with the one you are about to enter.

▼ 12/17/2012	Complete	\$12,601.58	Renewal	View Print Credit Debit		
Product	Bill Date	Access Start	Access End	Price	Adjustments	Final
Films On Demand: Master Academic Collection	12/17/2012	1/1/2013	1/1/2014	\$12,601.58	\$0.00	\$12,601.58
FMG Archival Films & Newsreels Collection	12/17/2012	1/1/2012	1/1/2013	\$0.00	\$0.00	\$0.00

If you see something out of place, or if you will need to place a Credit, please contact Support at account.support@infobaselearning.com before entering the new order.