How do I submit a copyright order in ILLiad?

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Applies to

- ILLiad

Answer

Follow the Submitting Copyright Orders documentation.

If you get an error message in submission, you can test your sign into the Copyright Clearance Center (CCC) by going to Copyright Clearance Center and click on the Manage account with the information in your Customization Manager for the CCCUsername and the CCCPassword. If you get an error message, then you need to contact the Copyright Clearance Center to have your CCCUsername or CCCPassword updated.

If you are able to logon to the Copyright Clearance Center, you should check the list before you try to submit it and look at the pages column. Make sure the entries make sense. For example, 1-10 makes sense. A-Fz123 does not make sense. If you find an entry like that, you need to open up the request and update the pages field so it is correct. Then you should be able to submit the Copyright Order.