



Setup Form for RightFind® Advisor

If your company maintains a Copyright License from Copyright Clearance Center (CCC) or RightsDirect, please have an authorized individual complete this form to allow CCC to configure RightFind Advisor for your company. Note that most information is required. After receiving the completed form, CCC will create your secure instance of RightFind Advisor, usually within 2-3 business days.

1. COMPANY NAME *(required)*

Please enter how you would like your company name to appear in RightFind Advisor
(e.g., XYZ, XYZ Corp., XYZ Corporation).

2. DESIGNATED CONTACT FOR YOUR EMPLOYEES *(optional)*

There is an option to have each RightFind Advisor page include a "Contact Your Library" link at the bottom so users can send an email message to someone in your company (generally a library or legal staff employee) if they have additional questions about re-using content. The email can go to an individual or an alias for a group.

Additionally, CCC Customer Service is also available to help users with questions about RightFind®. To contact CCC's Customer Service, please click the Help link located at the bottom of the page, and then click Support.

3. EMAIL DOMAINS *(required)*

RightFind Advisor uses Email Domains as a security feature to ensure that only users from your company are able to access your company's version of RightFind Advisor.

Please fill in the following table with your company's Email Domains. You can always add more Email Domains later.

| EMAIL DOMAINS |
|--------------------------|
| (Example: copyright.com) |
| |
| |
| |
| |
| |

4. IP ADDRESS RANGES *(optional)*

When RightFind Advisor has your company's IP addresses, users are able to access RightFind Advisor without logging in. If you do not wish to allow authentication via IP address, all users must register and login to access RightFind Advisor.

Typically, your company's IT department will know your company's IP address ranges. Also, if your company subscribes to online content, your corporate librarian may have the IP addresses since many content providers use IP addresses to grant access to their services.

Please fill in the following table with your company's IP address ranges. You can always add more IP addresses later. These are the IP addresses as seen by applications outside your firewall.

| IP ADDRESS RANGE | COUNTRY |
|--|---------------|
| (Example: 12.189.148.10 – 12.189.148.40) | United States |
| | |
| | |
| | |
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| | |
| | |

5. LOCATIONS *(required)*

Please provide the list of countries in which your company has employees who are likely to use RightFind Advisor. Permission to re-use content varies by country (as well as by the licenses your company has).

| COUNTRY |
|--------------------------|
| (Example: United States) |
| |
| |
| |
| |
| |
| |

Please indicate if you need locations more specific than country. *If more-specific locations are needed, CCC will contact you to get more information.*

6. COMPANY LOGO *(recommended)*

Each RightFind Advisor page can include your company's logo, which reinforces to users your company's commitment to and authorization of RightFind Advisor as a company tool.

Please provide a web-ready jpeg logo that is exactly 200 pixels wide and 40 pixels tall x 24-bit. It is best if you attach your logo as a file when you return this document via email to CCC.

Example:



7. YOUR NAME AND CONTACT INFO

Please provide us with your name and contact info if we have any questions. We will also contact you when your company's version of RightFind Advisor is complete.

Your Name:

Email:

8. SUBMIT THIS FORM

Please email the completed form by email to your CCC Client Engagement Manager. Be sure to attach your logo file with the email.

Note: RightFind Advisor is optimized to support the latest release of the following browsers: IE, FireFox, Chrome, and Safari.

Thank You! We look forward to working with you and helping you with your content use and compliance efforts.

Feel free to add comments below.