



Customer Information Form

School / Contact Information

School/Institution Name: _____ School District: _____

Contact Name: _____ Sales Representative: _____

Address: _____ Phone: (____) _____

_____ Email: _____

Access Options and Information

REQUIRED...

**Username & Password
For General Access**

This allows access to your ebooks by requiring a username and password before you connect to the homepage. (e.g. Username: bigtimber Password: ebooks)

Username: _____ **Password:** _____

Username 2nd choice (if 1st choice is already in use): _____

REQUIRED...

**Username & Password
For Administrator Access**

This login will provide valuable usage statistics and resources. Admin access login information must be different from general access login information.

Username: _____ **Password:** _____

Username 2nd choice (if 1st choice is already in use): _____

OPTIONAL...



**IP Address
Authentication**

If we add your school's IP address to your account, students who access your Big Timber Media library from the school building will automatically be logged in and will not have to enter a username and password. This is a great option for schools that have eBook links available online, but not on a password-protected site.

PLEASE NOTE:

- IP authentication is not an access option for schools in districts that use a shared public IP address or a private IP address. If you are unsure, please consult your technical staff.
- IP authentication does not work remotely (from home).

Provide the IP address or range of your network:

OPTIONAL...



**Referring URL
Address**

If your school has a secure password-protected site, we can put the URL of your site on our list of approved URLs, and any time a student clicks on a Big Timber Media hosted link from your site - regardless of whether they are at school or at home - they will be automatically logged in. Referring URLs must be unique to your school, not shared by a district.

PLEASE NOTE:

- The referring URL must be a password-protected site that is accessible only by students that attend your school building or patrons of your library branch. Our books are sold as a site-license and cannot be accessed by other schools in your district.

Provide the URL of the web page where the access link(s) will be posted:

How to Submit

Email Save form and email as an attachment to orders@referencepointpress.com
(*Preferred Method*)

Fax Print form and fax to **858.618.1730**

ReferencePoint Press | info@referencepointpress.com | 858.618.1314