



## ILLINET/OCLC ACCOUNT ACCESS REQUEST FORM ILLINOIS HEARTLAND LIBRARY SYSTEM

ONLINE ACCOUNT ACCESS is available at no charge.

You can access your ILLINET/OCLC account balances, check unpaid invoices, reprint current and past invoices, look up account history, copy and paste invoice data into an Excel spreadsheet, and do queries on your billing data. Online account access is updated every 24 hours.

All of this can be done via the ILLINET/OCLC Account Access website.

If you would like to access your account online, please fill out this form and send it via fax or email to the Illinois Heartland Library System using the contact details provided below. All blanks must be filled in before we can give you access to your account. (More than one person can apply for access to your account.)

First and Last Name: \_\_\_\_\_

Title: \_\_\_\_\_

Institution: \_\_\_\_\_

Your Email Address: \_\_\_\_\_

OCLC Symbol: \_\_\_\_\_

Choose a 'User ID' \_\_\_\_\_  
(preferably the OCLC symbol, or up to 10 alpha, numeric, or alpha/numeric characters)

Choose a 'Password' \_\_\_\_\_  
(up to 16 characters, can be alpha, numeric, or alpha/numeric)

By signing below, you acknowledge to ILLINET/OCLC Services that you have authority to access the account information.

Your Signature: \_\_\_\_\_

Title \_\_\_\_\_ Date: \_\_\_\_\_