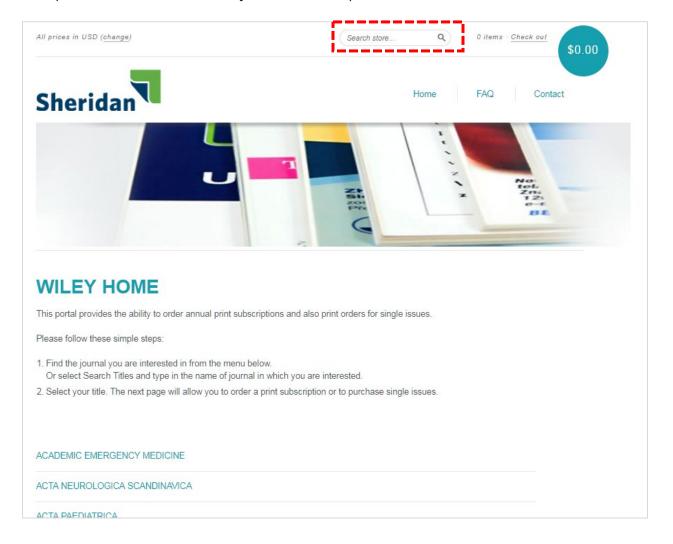
#### **Wiley Member Direct Print on Demand Ordering Procedures**

For assistance or questions, please contact Sheridan Print on Demand Customer Service at: <a href="mailto:sheridan.pod@sheridan.com">sheridan.pod@sheridan.com</a>

#### STEP 1: Visit the Sheridan webstore

Navigate to: <a href="https://ondemand.sheridan.com/pages/wiley-home">https://ondemand.sheridan.com/pages/wiley-home</a>. Use the search box or scroll down the alphabetical list to find the title you would like to purchase.



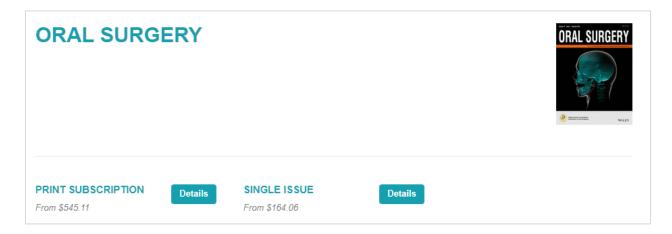


### STEP 2: Specify purchase type

Once the correct title has been selected, choose the desired option: annual print subscription or single issue. Click the "Details" button next to the item you wish to purchase.

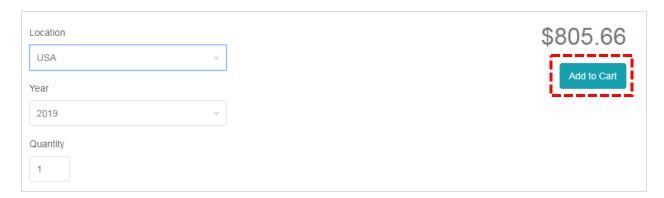
The prices displayed on this screen are the list prices - the Member Direct discounted price will be visible later in the process after the discount code has been applied. Member Direct discounts are for members and other designated society-related individuals only. Do not share the discount code with others.

Member Direct discounts apply to full-year subscription orders for a specific title only. Single issues can be purchased on the webstore at the advertised price but are not available for discount.



## STEP 3: Specify purchase details

Once the desired purchase option has been selected, choose the appropriate location, volume year and quantity. Then click "Add to Cart".

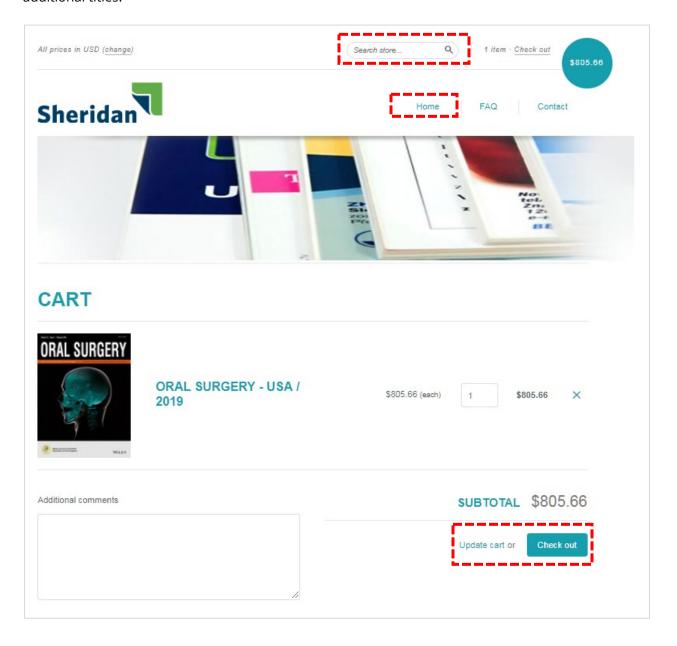




### STEP 4: Review cart

Review your cart for accuracy. You can change quantities or delete items from the cart. Click "Update cart" if changes are made, otherwise click "Checkout".

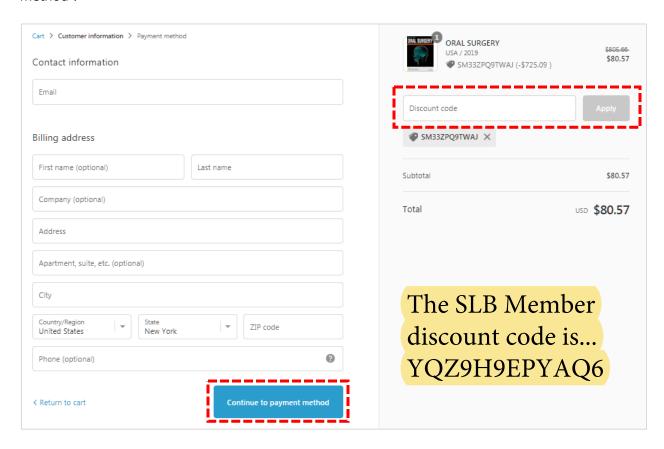
To continue shopping, use the "Home" link to return to the title list, or use the search bar to find additional titles.





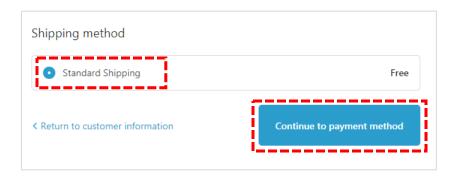
## STEP 5: Provide shipping information

On the checkout screen, provide the necessary contact and shipping information. On the right side of the screen, enter the Member Direct discount code that has been provided and click "Apply". Once the discount code has been applied, the cart total will update. Click "Continue to shipping method".



### STEP 6: Confirm shipping type

On the shipping method screen, select free Standard Shipping and click "Continue to payment method".





# STEP 7: Complete your order

On the payment screen, enter your credit card information and indicate the same or a different billing address. You may also choose to save your information for future transactions. Click "Complete order".

