Click on the link http://pubs.acs.org/action/institutionAdminActivation?activationCode=(put in your account number by the equal sign)

Once the page opens click on the REGISTER button (You do not need to put in your user name or password).
Create your new user name and password to register and click the Librarian/Institutional Administrator button below.

**REGISTER >**

**Step One:**
Please select a User Name and Password. Your user name and password should be a combination of 4 to 16 characters and may include letters, numbers, and the following special characters: underscore ( _ ), hyphen ( - ), period ( . ), and the at symbol (@). They cannot include space(s). Please note that both the user name and password are case sensitive (i.e., MaryWild is not the same as marywild).

- **User Name:**
- **Password:**
- **Confirm Password:**

Please select your relationship with ACS so that we can connect your ACS ID with the online products and services you have purchased. If you select ACS member/member subscriber or ACS Editor or complimentary subscriber, you will be asked to provide your ACS member or subscriber number.

- ACS member/member subscriber
- ACS Editor or complimentary subscriber
- Librarian/Institutional administrator
- Nonmember/Global Partner

**How do I find my ACS member or subscriber number?**

**Click continue:**
Put in your information to register yourself as the company's Library Administrator.

ACS ID Information

Prefix:  
First Name:*  
Last Name:*  
Suffix:  

Please format Canadian and U.S. phone/fax numbers as (XXX) XXX-XXXX

Home Phone:  Extension:  
Work Phone:  Extension:  
FAX:  Extension:  

Email Address:*  

HTML Newsletter:  Please send me periodic e-mail messages about new features and opportunities from www.acs.org.

Please provide your business address or your home address. You are required to provide at least one.

Business Address

[add]

Home Address

[add]

Click the add button under Business Address:

Edit My Profile > Work Address

Please review your address for accuracy and make modifications as necessary.

Current Address:

Change Address

New Country:  Please Select a Country...

CANCEL

Choose your country from the drop down box:
Fill in your business address.

Please review your address for accuracy and make modification as necessary.

Company: ____________________________
Department/Mailstop: ____________________________
Address Line 1: ____________________________
Address Line 2: ____________________________
Country: ____________________________
City: ____________________________
State/Province/Region: ____________________________
Zip/Postal Code: ____________________________

Click continue:

Click OK.
You have now activated your account as the ACS Library Administrator.

After activating your account, scroll to the bottom of the page and answer the question. Your activation code is your account number.

Please email or call for any additional assistance or any questions.

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