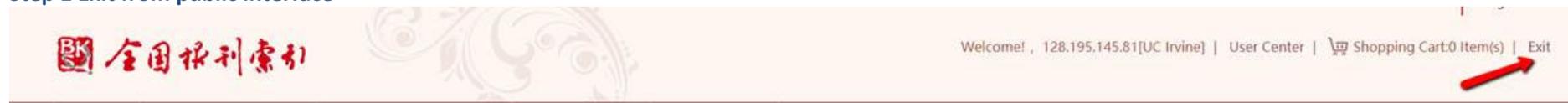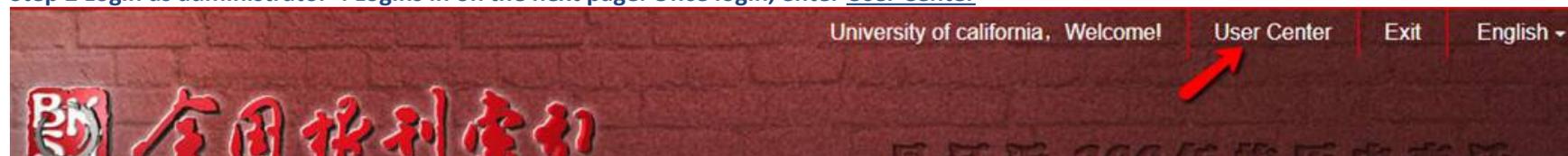**Step 1 Exit from public interface**

Step 2 Login as administrator*. Logins in on the next page. Once login, enter User Center

Step 3 Go to Full Text Approval Status to select request to review, BUT do not approve online, for it does not take foreign credit card payment.

Step 4 Rather, each campus arrange a deposit with Shanghai Library first. Every time receive a request, email the article information to its sales rep. Ms. Lorelei Dai mfdai@libnet.sh.cn , who will arrange to send the article by email, if available. The cost is deducted accordingly.
*for campus login, please contact the resource liaison Ying Zhang at yingz@uci.edu