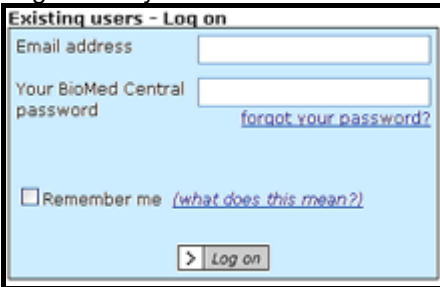


User Guide for New Online Membership Reporting System

1. From the BioMed Central home page www.biomedcentral.com the Membership Administrator should navigate to my BioMed Central

2. 

3. Log on to my BioMed Central



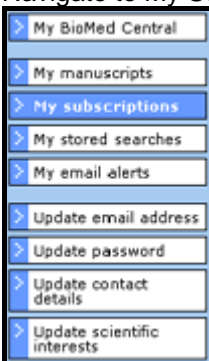
Existing users - Log on

Email address

Your BioMed Central password [forgot your password?](#)

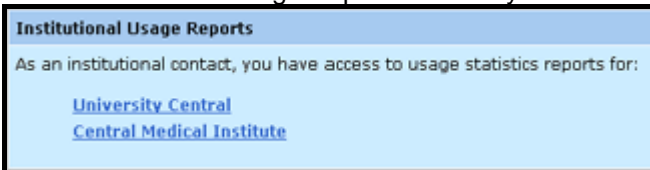
Remember me [\(what does this mean?\)](#)

4. Navigate to My Subscriptions



- > My BioMed Central
- > My manuscripts
- > My subscriptions
- > My stored searches
- > My email alerts
- > Update email address
- > Update password
- > Update contact details
- > Update scientific interests

5. Under Institutional Usage Reports click on your desired institution



Institutional Usage Reports

As an institutional contact, you have access to usage statistics reports for:

- [University Central](#)
- [Central Medical Institute](#)

6. Select the 'Membership Report' tab



Welcome University Central

7. You can now view your account status and generate monthly statements. Select the desired period of time from the drop-down menus, and click Generate Statement. Note: Your membership history can only be displayed back to October 2008 when using the online report tool

Prepay Reports

Welcome University Central

Account balance	6,771.50 EUR
APC value of 'In progress' manuscripts ?	959.50 EUR
Account balance (if all in progress articles published)	5,812.00 EUR
Current status of membership	ACTIVE
Current prepay discount rate	10 %

Membership account statement (March 2009 to April 2009) ['In progress' manuscripts](#)

From 2009 To 2009

Date	Details	Full APC	Discount	VAT	Debit/Credit	Balance
01 March 2009	Balance carried forward					7,698.50 EUR
27 March 2009	x7160x77432x9303 Central Syndrome effect on...	1,030.00	-103.00	0.00	-927.00	6,771.50 EUR
Closing Balance at 06 April 2009						6,771.50 EUR

8. To drill-down to the details of a manuscript, click on the Manuscript ID hyperlink

Membership account statement (March 2009 to April 2009) ['In progress' manuscripts](#)

From 2009 To 2009

Date	Details	Full APC	Discount	VAT	Debit/Credit	Balance
01 March 2009	Balance carried forward					7,698.50 EUR
27 March 2009	x7160x77432x9303 Central Syndrome effect on...	1,030.00	-103.00	0.00	-927.00	6,771.50 EUR
Journal	Journal of Central Syndrome					
Date of submission	02 December 2008					
Article title	Central Syndrome effect on documentation					
Date of publication	27 March 2009					
Url	http://www.centalsyndrome.com/content/5/5/6					
Manuscript ID	x7160x77432x9303					
Author	Email	Institution	Department			
Laura F. Law*	lsuralaw@email.com	Central Medical Institute				
Samuel A. Butler	Sambutler@email.com	Institute for Healthcare				
Closing Balance at 06 April 2009						6,771.50 EUR

[Terms and Conditions](#) [Privacy statement](#) [Information for advertisers](#) [Contact us](#)

© 1999-2009 BioMed Central Ltd unless otherwise stated. Part of Springer Science+Business Media

9. To view your manuscripts that are in progress (manuscripts that have not yet been published) click on 'In Progress' manuscripts.

Membership account statement (March 2009 to April 2009) ['In progress' manuscripts](#)

If you have any further questions or would like to arrange an invoice to top up your Membership, please contact the membership team at membership@biomedcentral.com or call +44 (0) 20 3192 2106