

Settling an Outstanding Fee in the Account Manager

1. Log on to the **Account Manager** at <https://eppi.ioe.ac.uk/cms/Default.aspx?tabid=2935> and click on the **Purchase** tab

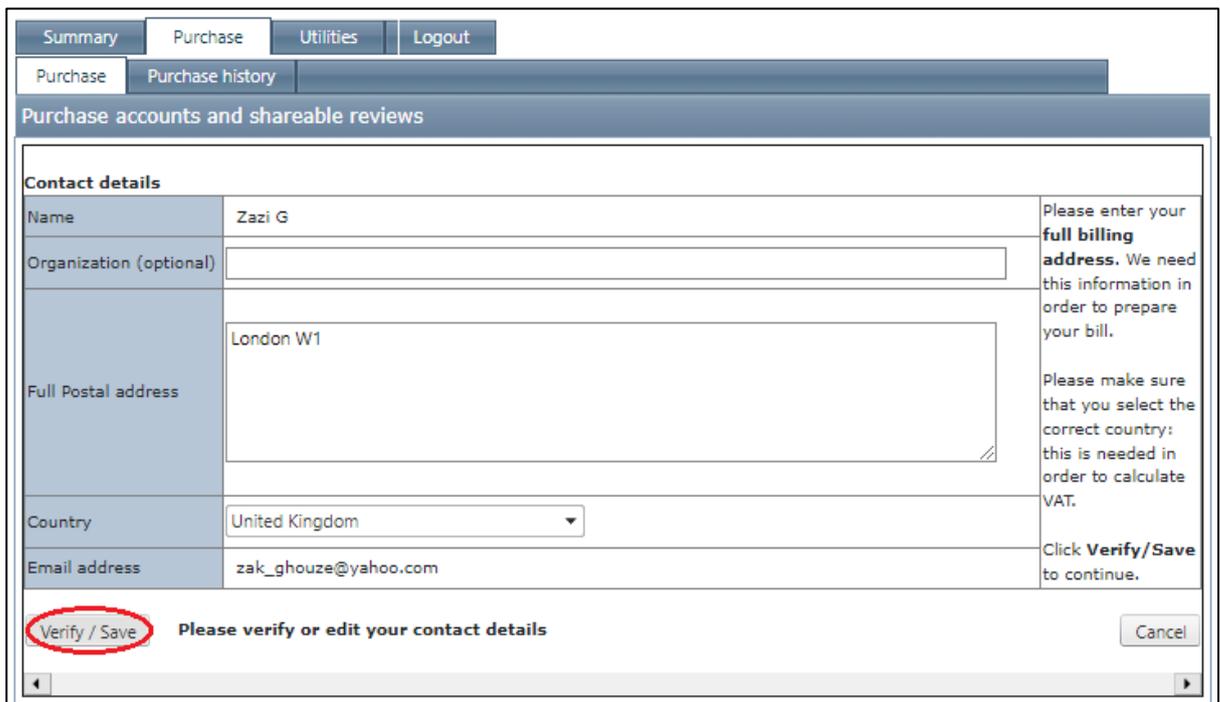


The screenshot shows the Account Manager interface with the 'Purchase' tab highlighted in red. The interface includes a navigation bar with 'Summary', 'Purchase', 'Utilities', and 'Logout'. Below this, there are sub-tabs for 'Summary', 'Reviews', and 'Cochrane reviews'. The main content area is titled 'Summary of your account(s)' and contains a table for 'Your account summary' and a section for 'Outstanding fees'.

ContactID	Name	Email address	Last login	Logged in (hrs)	Account created	Expiry date	Edit
8299	Zazi G	zak_ghouze@yahoo.com	15 Jan 2024 16:57	99	11 Apr 2017	31 Dec 2024	Edit

Fee ID	Fee (£)	Date created
75	10	05 Apr 2022

2. Enter your address details and then confirm them using the **Verify / Save** button. (Only basic details need to be entered here; the system just needs to know the country, so it can check whether VAT is due or not)



The screenshot shows the 'Purchase accounts and shareable reviews' section of the Account Manager. It contains a form for 'Contact details' with fields for Name, Organization (optional), Full Postal address, Country, and Email address. The 'Verify / Save' button is highlighted in red. A 'Cancel' button is also visible.

Contact details

Name	Zazi G	<p>Please enter your full billing address. We need this information in order to prepare your bill.</p> <p>Please make sure that you select the correct country: this is needed in order to calculate VAT.</p> <p>Click Verify/Save to continue.</p>
Organization (optional)	<input type="text"/>	
Full Postal address	London W1	
Country	United Kingdom	
Email address	zak_ghouze@yahoo.com	

Verify / Save Please verify or edit your contact details

3. You'll see the amount owing near the top of the page, under **Outstanding Fees**.

The screenshot shows a web interface with navigation tabs: Summary, Purchase, Utilities, and Logout. Below these are sub-tabs: Purchase and Purchase history. The main content area is titled "Purchase accounts and shareable reviews". It displays "Outstanding fees: from previous unpaid account and review extensions." with a fee of £10.00.

Summary	Purchase	Utilities	Logout
Purchase	Purchase history		
Purchase accounts and shareable reviews			
Outstanding fees: from previous unpaid account and review extensions.			
Fee (GBP)	£ 10 .00		

4. Click the **Purchase** button at the bottom of the page. (The details of the purchase will be set already.)

The screenshot shows a table with the following items and a 'Purchase' button circled in red.

Account fees	£0	
Review fees	£0	
Credit fees	£0	
Outstanding fees	£10	
Nominal fee	£10	
VAT tax	£2.00	20%
Total fee	£12.00	Purchase

5. Check and **Agree** to the Terms and Conditions.

The screenshot shows a "Terms and Conditions" dialog box. The text includes sections on "USE OF THE EPPI-REVIEWER" and "CITATION AND INTELLECTUAL PROPERTY". At the bottom, there is an "Agree" button circled in red and a "Cancel" button.

Terms and Conditions

USE OF THE EPPI-REVIEWER

On no account must password access be used by anyone apart from the person to whom the password has been assigned.

The Licensee shall be solely responsible for protecting any issued user names or passwords from any unauthorised use.

The Licensee must not:

- a. decompile, reverse engineer or otherwise edit the EPPI-Reviewer;
- b. commercially exploit the EPPI-Reviewer;
- c. alter, remove or obscure any proprietary marks in the EPPI-Reviewer;
- d. duplicate, modify, adapt, translate or otherwise make derivative works of the EPPI-Reviewer;
- e. use the EPPI-Reviewer in any illegal manner or way or in any way which may disrupt, harm and/or overburden the EPPI-Reviewer, nor make available content which would create criminal or civil liability or violate any law;
- f. make available any content that is deemed at the sole discretion of the Institute to be malicious, harmful, infringing, defamatory, obscene, abusive or otherwise threatening.
- g. directly or indirectly permit any third party to access the EPPI-Reviewer.

The Institute may, at its sole discretion, provide access to specified provision of support as the Licensee requests subject to such terms and conditions and the payment of such other sums by the Licensee to the Institute as the parties may agree. The Institute will be under no obligation to provide any support or assistance after the expiry of the License.

The Licensee is solely responsible for applying the appropriate level of access restriction to any and all bibliographic information and information describing the context, conduct and results of primary studies that are entered onto EPPI-Reviewer during the course of the study ("Research Data").

Any Research Data or other materials submitted to the EPPI Reviewer, including the Support Forum, will not be treated as confidential.

CITATION AND INTELLECTUAL PROPERTY

Agree Clicking on Agree indicates the purchaser agrees with these conditions. **Cancel**

6. Check the payment summary / total owing; If you are happy to proceed with the purchase, click the **Continue** button.

Payment Summary

Payment Item Summary

Description of item(s) to pay	Total Cost
Outstanding fee: £10.00	£12.00
Total to Pay Now	£12.00

Continue

7. Click the next **Continue** button to be taken through to our secure payment gateway.

You will now be transferred to the secured payment pages, this will open in a new window.
Please click "Continue" to proceed:

Continue

The payment pages are hosted on a specialised third party system. **The EPPi-Centre will not receive, process, nor store your credit or debit card details.** All data are transmitted on an SSL encrypted connection. Our external provider implements the 3-D Secure™ protocol for extra-security.

8. Enter your address details and proceed as any typical online purchase process. (NOTE: The address you enter at this stage must match the billing address of the payment card used; otherwise the purchase will not go through.)

Payer Address

Select the country or region where the payment will come from.

Country or Region * United Kingdom

Please enter Postcode *

House / Flat No.

Find Address

Enter your address manually

Back **Continue**