



Getting Started with HSLs Document Delivery Services

Create a personal account:

1. Go to <http://illiad.hsls.pitt.edu/illiad/FirstTime.html>
2. Read the registration information and click 
3. Enter your personal information and preferences and click “Submit Information.”
(The system will remember entered information and preferences every time you log in)
4. Choose how you wish to pay for this service and click 
You can add additional accounts. Separate invoices are generated monthly for selected accounts. The below example shows that 3 accounts have been set up:

Current Billing Methods/Accounts			
Account	Billing Notes	Valid	Delete
Monthly Invoice	For Dr. Jones	Yes	Delete
Monthly Invoice	For Dr. Smith	Yes	Delete
02.00000.6891	For special project	Yes	Delete

5. Once you have entered your accounts, you can begin requesting documents by choosing the appropriate request type under “New Request”:

- Main Menu
- New Request
 - ↳ Article
 - ↳ Book
 - ↳ Book Chapter
 - ↳ Conference Paper
 - ↳ Thesis

6. Below is an example of an article request form. With each request, you will be asked to choose the appropriate billing, service level and delivery information. If you know the PMID or MEDLINE UI number, enter it and click retrieve citation.

Article Request

* Indicates required field

Enter information below and press the Submit Information button to send.

Describe the item you want

*Billing Account

Add/Remove your default payment options here

*Service Level

*Delivery Information

PMID or MEDLINE UI Number

Article requests with PMID/UI numbers typically arrive 1-3 days faster.

7. Once you are done ordering, log off of the system.

Once your HSLs Document Delivery account is created, you can log in to your account at <http://illiad.hsls.pitt.edu/illiad/logon.html> and do the following:

- Submit new requests,
- View the status of requests;
- Download electronically delivered documents;
- Change your personal information and
- Renew ILL books