To review your IPs, access your COUNTER reports, and manage branding and link resolvers, please follow these steps.

**Step 1: Signing In**

Go to catalyst.nejm.org, evidence.nejm.org, or ai.nejm.org* and sign in. If you haven’t already confirmed your account, you will be required to do so. Your email address will become your username.

After you’ve signed in, you can navigate to the Institution Administration Center using the My Account drop-down at the top of the page.

As an administrator, you also have your own individual My Account account where you can manage your personal information, alert preferences, and saved items.

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* NEJM Catalyst NEJM Evidence, and NEJM AI reside on the same platform. It does not matter which url you use to access the Institution Administration Center, as the information you provide will be used for both publications.
Step 2: The Institution Administration Center — Manage Account Tab

The center is organized in a series of three tabs. This is the first tab.

If you manage multiple institutions with the same administrator account, you would see each listed in this drop-down.

If you need to review or update IPs, please contact support@ovid.com. NEJM Group will then be notified of any changes.
Step 3: The Institution Administration Center — Usage Report

Institution Administration Center

COUNTER Reports

Usage reports, following the guidelines published in the COUNTER 5 Code of Practice, are now available. Customers are encouraged to review “The Friendly Guide to Release 5 for Librarians” available on the Project COUNTER website.

COUNTER 5 Report Retrieval Via SUSHI

Report Retrieval Via SUSHI

If your organization operates a SUSHI client, you may use it to retrieve COUNTER reports from this platform.

<table>
<thead>
<tr>
<th>Host SUSHI request URL</th>
<th><a href="https://Catalyst.nejm.org">https://Catalyst.nejm.org</a></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Additional urls:</td>
</tr>
<tr>
<td></td>
<td><a href="https://Evidence.nejm.org">https://Evidence.nejm.org</a></td>
</tr>
<tr>
<td></td>
<td><a href="https://AI.nejm.org">https://AI.nejm.org</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>User Requestor ID</th>
<th>Administrator email will populate.</th>
</tr>
</thead>
<tbody>
<tr>
<td>User CustomerReference ID</td>
<td>Customer account number will populate.</td>
</tr>
</tbody>
</table>
Step 4: The Institution Administration Center — Branding and Link Resolvers Tab

Institution Administration Center

MANAGE ACCOUNTS       USAGE REPORTS   BRANDING & LINK RESOLVERS

Institution Branding

Institution Text

Customize the institution name displayed to your users when they access Catalyst, Evidence, or AI.

Institution Logo

Logos must be greyscale of up to 200 x 28 pixels, in .jpg, .gif, or .png formats. If you upload a logo, it will override and display in lieu of any customized text you have entered.

Link Resolver

Link Server

If your institution has a local OpenURL-compliant link server, you can choose to display OpenURL reference links here.

OpenURL Image

If you do not upload an image, the default OpenURL image will display.
Maximum dimensions: 85x25 pixels.