

Your Login & Password

Coordinator Login

Username:

Password:

Login

To make your login name easy to remember, we've used your e-mail address. If at any time you would like to use a different e-mail address, please contact us at **866-730-6820**. Instructions on how to change your password are provided on the website.

What You Need to Do

Make Sure That Your Internet Browser is Internet Explorer 6.0/Firefox 2.0 or Higher

If you have an older version of Internet Explorer or Firefox, or a different type of browser altogether, you'll find that certain pages of the new system will not work for you. With both types of browsers you can easily check which version you're using by going to the browser's Help menu and selecting "About Internet Explorer/Firefox." A window will pop up informing you about your current program.

Need an upgrade? No problem—it's easy and FREE!

Internet Explorer: www.microsoft.com/windows/ie/default.mspx.

Firefox: www.mozilla.com/en-US/firefox.

Get Your Authorizing Official's E-mail Address

One benefit of our new system is that program coordinators and authorizing officials (AOs) can sign contracts electronically. You'll need to enter your AO's e-mail address so that the system can notify them that they need to sign your contract.

Adjust Spam Filters

The new system will periodically send out e-mails reminding you to log in to the system and enter information related to your book distributions, performance report, and/or renewal proposal.

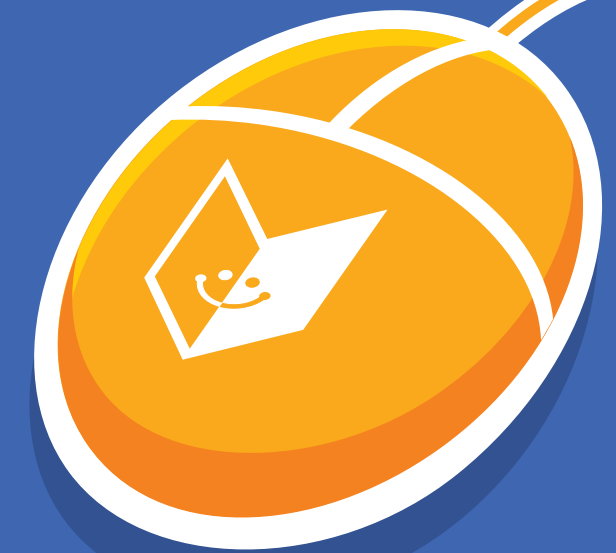
Please adjust your spam filters to allow e-mails from the system, which will come from **noreply@rif.org**.



1825 Connecticut Ave., NW
Suite 400
Washington, DC 20009

Click Here to Get Started

Using RIF's New Online System



COORDINATOR'S GUIDE

DEAR RIF COORDINATOR,

Each spring brings the opportunity to look toward new beginnings and to consider ways to build to a better future. We here at RIF have spent the past several months doing just that, and we are pleased to share with you the debut of our new online system on May 14, 2007. This new system will help streamline the task of filling out those forms and renewals—now you'll be able to do it all with just a handful of keystrokes. In addition, you'll be able to monitor your account, check on the status of your renewal, and more, 24 hours a day, 7 days a week. All Books for Ownership programs with a renewal date of July 1, 2007 or later will be required to use this new system for renewal.

When first logging in, you'll notice that some of the terms you've become familiar with over the years have changed. For example, instead of contacting your program specialist, you'll now be working with your "account support representative." Also, the National Book Program will now be called "Books for Ownership." A complete list of new terms is available on the website; for quick reference, we've included a few of them in the Terms to Know box in this brochure.

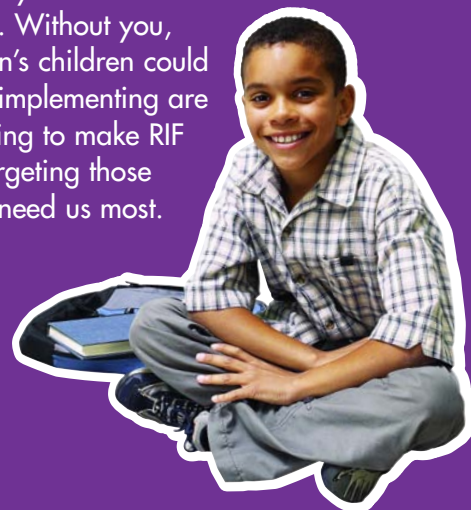
If at any time you have questions, please don't hesitate to contact us. We are more than happy to discuss any concerns you might have.

As always, we thank you for your commitment to spreading the joy of reading. Without you, our work on behalf of the nation's children could not occur. The changes we are implementing are a reflection of how we are striving to make RIF an even better organization, targeting those communities and children who need us most.

Happy Reading,

Carol H. Rasco

President and CEO



We're Here To Help

While we've worked hard to make this new online system as user-friendly as possible, there may be an issue or two you need help with. Here are a few ways we can assist you:

WEBINARS

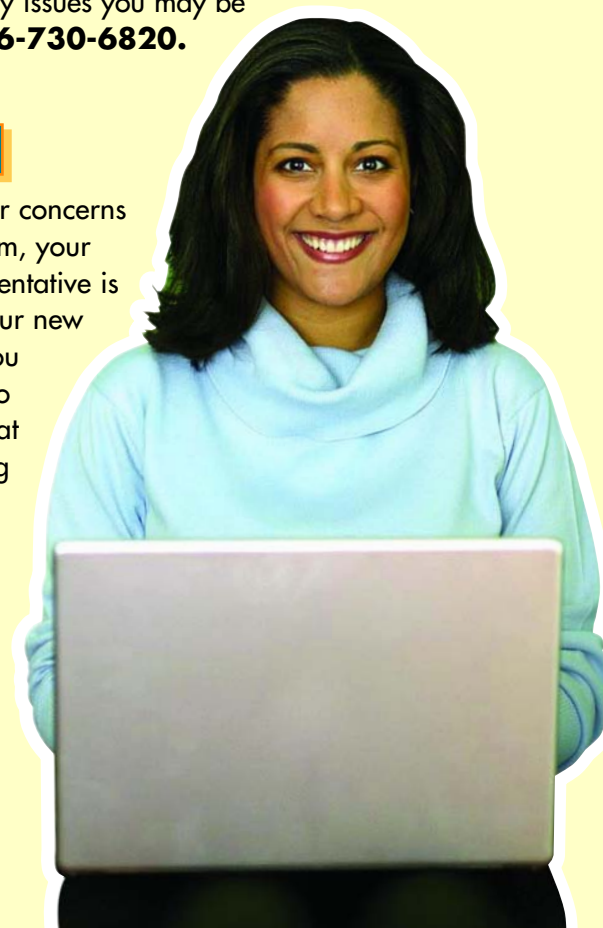
These easy-to-follow online trainings will walk you through how our new system works. You will have the option of "attending" a webinar or requesting on-demand training. A schedule of webinar dates and times will be posted soon on www.rif.org/coordinators.

TOLL-FREE HELP

We've set up a new toll-free number to address questions related to the new system. To speak with someone about any issues you may be having, please call **866-730-6820**.

RIF CONTACT

If you have questions or concerns specific to your program, your account support representative is always here to help. Our new online system allows you and your support rep to log in to your account at the same time, meaning the two of you will be able to walk through your questions in a step-by-step manner. Feel free to e-mail or call at any time.



Terms to Know

NEW TERM	DEFINITION
RIF Program	The word "program" will now refer solely to your overall RIF-related organization (e.g. RIF of Chicago, RIF of Northern Virginia).
Service	Books for Ownership, Family of Readers, and Shared Beginnings are now referred to as services.
Account	Your program has an account with RIF, under which you provide services to your community.
Account Number	Your program identification number (PIN) may change and will now be called your account number. Make a note of this new number and reference it when you call RIF for technical assistance.
Account Coordinator	Since you will be in charge of your program's account with RIF, your title is now "account coordinator."
Service Agreement	This is the new term for your contract with RIF, which needs to be signed by you (the account coordinator) and the authorizing official.
Performance Report	Distribution reports have been folded into the performance report. Distribution information should be entered into the performance report after each distribution.

PLEASE NOTE:

P.S. Not all of our services can be renewed online yet. If you operate a Shared Beginnings, Running Start, or Family of Readers program, the renewal process for those programs will not change at this time.