

# Seven Quick Steps To Renew with FEDLINK

By registering online with FEDLINK, you can be sure your library or information center makes a smooth transition into its next fiscal cycle. Our **Online Accounts** system does most of the work: just review your account details and update us about your plans for next fiscal year. If you have questions along the way, **our Fiscal Hotline staff is just a phone call away at (202) 707-4900.**

*Beginning in Fiscal Year 2009, FEDLINK's administrative fee for **Transfer Pay is 6.75 percent** on the first \$300,000 for each service and **6.00 percent** for service purchases above the \$300,000 threshold. For purchases from a single vendor for \$1 million or more the fee is **4 percent.***

FLICC  
The Federal Library and  
Information Center Committee

FEDLINK  
Federal Library and  
Information Network

The Library of Congress  
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Adams 217  
Washington, D.C. 20540-4935  
FEDLINK-Hotline (202) 707-4900



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# 1. Access FEDLINK's Secure Server

After arriving at the [FLICC/FEDLINK Web site](#), simply click on the words [Online Accounts](#). The online registration system is located on our secure server so that you can be assured that your account and transaction information is not available to the public. (If you receive an error message here because of your agency's fire wall, please call our hotline for assistance.)

For additional security, the system also requires you to enter your FEDLINK ID and password. The password is the same password you use to manage your FEDLINK account through our ALIX-FS account management system. Be sure to enter your ID in **lowercase** letters. (For help with passwords, please call our hotline.)

# 2. Use the Automated Registration Form

From the Online Accounts page, click on New or Returning Member, then select "Register Now!" After the password screen, the online registration form opens. Your agency's information will automatically appear on the virtual form for your review. Before proceeding, you must review the general information sections – A: Agency Identification, B: IAG Official Contact, C: Contracting Officer and D: Member and Agreement Type – to ensure that your agency information is correct. All of your official documents will be mailed or sent electronically to the contact names and addresses you provide in these sections.



*Hyperlinks throughout the registration and other forms link you to specific information about completing the form or learning more about FEDLINK procedures or vendors.*

### 3. Choose Your Service Option

Next, decide whether you wish to use Transfer Pay or Direct Pay. (For information on Direct Express services, see page 4.)

Transfer Pay is available for all FEDLINK services. Most electronic retrieval services vendors accept orders via the Direct Express option in addition to Transfer Pay. Books and serials subscription services continue to have Direct Pay as an alternative to Transfer Pay. The options differ based on the extent of the contracting and accounting support LC/FEDLINK provides your agency, which is reflected in different fees for the three options.



The FEDLINK administrative fee for Transfer Pay accounts is 6.75 percent on the first \$300,000 for *each* service you purchase and 6.00 percent for service purchases above the \$300,000 threshold. *For purchases from a single vendor for \$1 million or more the fee is 4 percent.* The FEDLINK administrative fee for Direct Pay (for serial and book services only) is \$1,200 per service account plus 0.6 percent of service dollars over \$100,000 in *each* service account.

In Transfer Pay mode, LC/Contracts and Grants (LC/CG) contracting officers issue delivery orders against funds your agency has transferred to LC. LC/CG conducts competitions for your individual requirements within the framework of the established vendor agreements when necessary. Services in FEDLINK's Library Support category (e.g., preservation services, OCLC and training) and selected other services are available only in Transfer Pay mode.

In Direct Pay mode, your agency contracting officers are responsible for competing purchases of books or

serials over your agency's simplified acquisition threshold within the framework of the established LC/FEDLINK purchasing vehicles. This includes a synopsis of your requirements for more than \$25,000 on [FedBizOpps.gov](https://www.fedbizopps.gov). You send your agency purchase orders and purchase order modifications that total less than \$100,000 directly to the vendor but send orders totaling more than \$100,000 to LC for authorization to use LC/FEDLINK purchasing vehicles.

Electronic retrieval services vendors offer direct payment options under Direct Express. In Direct Express, there is no administrative fee paid to FEDLINK; the cost of administering Direct Express is included in the vendors' prices. (See Section 4 for more details.)



*Make your choice carefully because it is not possible to switch from one service option to another for the same vendor during the fiscal year.*

You may have a mixture of Transfer Pay, Direct Pay and Direct Express accounts but you may only use one pay option per vendor service. You may not have two accounts for the same vendor service, but if you need to manage separate fund allocations, you may set up more than one interagency agreement (IAG) with FEDLINK. For example, you might have one IAG for the library and another for other offices in your agency, or one IAG for headquarters and separate IAGs for field offices you fund separately, etc.

Under all service options you may allow subunits in your agency to use services under your IAG. However, FEDLINK must be able to identify all the purchase orders that will be associated with your Direct Pay account and all the invoices to be posted to your Transfer Pay account. Therefore, if you authorize other offices to use your IAG, you must provide names, addresses and an official contact for each of these offices.

## 4. Select Your Services

Once you have decided between Transfer Pay, Direct Pay or Direct Express modes, scroll to the appropriate services section on the form.

The services section shows the list of vendors your agency used last fiscal year. If you wish to continue using the services listed in Transfer Pay and Direct Pay (for books and serials only), just review your selections and your service dollar amounts for the previous year. You may increase or decrease these amounts for the new fiscal year. The service action will be listed as “R” for “Renew Service.” Select “C” to cancel a service.



*Under Direct Express, you will order these services without registering with FEDLINK. Simply cite the FEDLINK contract number listed in the **FEDLINK Vendor Services Directory** on your agency purchase order. Then issue the purchase order to the participating company. The company representatives can assist you in determining whether the quote you have received from them already includes the 0.75 percent vendor fee they will remit to FEDLINK, or whether they need to add that to your quote. If you have questions, feel free to call FEDLINK’s librarians at 202-707-4848 or send email to [fliccfno@loc.gov](mailto:fliccfno@loc.gov).*

To add a new Transfer Pay or Direct Pay service, simply place the cursor in the blank block and select a vendor from the drop down menu and enter your service dollar amount. The service action will be listed as “B” for “Begin Service.” For information on FEDLINK vendors, visit the **FEDLINK Vendor Services Directory**.

## 5. Determine Your Service Dollar Amounts

Enter the amount you wish to fund for each service in this column. Do not include FEDLINK fees in the service dollar column; FEDLINK will add them to the electronic IAG sent to you for signature. The amount you enter in the service dollar column is the amount FEDLINK will obligate to the vendor for you as the not-to-exceed amount on the delivery order issued for the service. Enter only whole dollar amounts.



Transfer Pay accounts will also need a “Fund Type,” which indicates the period of availability of your funds as specified in your agency’s appropriation. Select one of the following letters to specify fund type:

- **A—Annual:** Funds that have a one year appropriation. Enter A in this column.
- **M—Multi-Year:** Funds that have a specific period of availability longer than one year, but not indefinite. Enter M in this column.
- **X—No Year:** Funds that are available for an indefinite period until expended. Enter X in this column.

## 6. Arrange for Agency Serials Services

If you are ordering Transfer Pay serials services, you will need to choose one of the following options:

- **Serials Renewal**: Use this option to renew with your current serials vendor as selected in a previous competition. The previous vendor's service ID and funding for serials will appear in the boxes on the form.
- **Completed Competition**: Use this option if your agency has competed your serials order for the upcoming fiscal year for under \$25,000. Enter the service IDs and funding for the selected vendor(s) in the services box.
- **In Process**: Use this option if your agency is requesting FEDLINK to compete your serials vendor. Enter the service ID "SZ" for the funding shown in the services boxes.



For Direct Pay serials services, you will need either to check "P" to register your agency temporarily for Generic Serials (SZ), while your contracting officer completes competition for your subscription order under an LC/ FEDLINK serials purchasing vehicle, or check "C" if your agency has completed the competition.

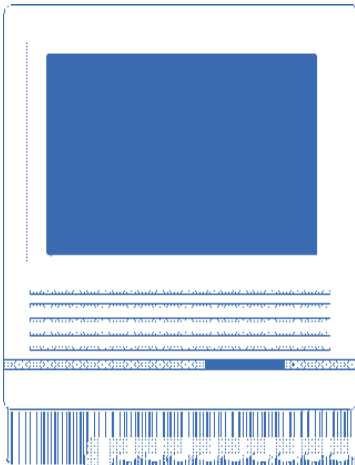


## 7. Submit Your Registration and Receive an IAG or FEDLINK Services Addendum

Click on the *Submit to FEDLINK Fiscal Operations* button and you have completed online registration.

FEDLINK will review your registration and post your IAG or FEDLINK services addendum online **within 72 hours of submission**. Check the FEDLINK **Online Accounts** Web site for a notice that your IAG or FEDLINK services addendum is ready for your online review. If it is correct, you can print it and begin your agency's authorization process immediately by securing the appropriate signatures from your agency. (If your agency's registration is not approved, you will receive an email within 72 hours indicating the reasons for the rejection.)

If you are unsure of funding levels or need to reduce initial registration to conform to continuing resolution funding levels, **you can adjust registration forms at any time prior to clicking on "Submit IAG Form."** If you do not want to complete your registration immediately, exit the site and return later using the same login procedure.



# Other Online Forms and Services Are Available

FEDLINK has made the supplemental forms that complement the standard FEDLINK registration form available online. On the main Online Registration area of the FLICC/FEDLINK Web site, you can choose to use

- [FEDLINK's Change of Address/Supplemental Address Form](#)
- [Intent to Compete Serials Form Serials Selection Form](#) and
- [Online Amendments.](#)

# Traditional Online and Personalized Customer Service Also Available

FEDLINK continues to offer online account management through its **ALIX-FS** system. To view daily account balances, monthly account statements detail, OCLC service usage, analytical reports and other details regarding an account, you can log onto ALIX through the **FLICC/FEDLINK** Web site. Help is also just a phone call away. FEDLINK Fiscal Hotline staffers are available to help you log into online registration, supply passwords, work through online forms and review FEDLINK policies. Call the hotline for any questions about online registration, account management or Transfer and Direct Pay accounts



*Please call the FEDLINK Fiscal Hotline at (202) 707-4900 between 7:00 a.m. and 4:30 p.m. EST or send email to [fliccfft@loc.gov](mailto:fliccfft@loc.gov) for any account questions.*

# FLICC/FEDLINK Contact Information

## Federal Library and Information Center Committee (FLICC)

Phone(202)707-4800—Fax(202)707-4818

Email: [flicc@loc.gov](mailto:flicc@loc.gov)

- Federal library and information center issues
- FLICC working groups and FLICC membership meetings
- Questions about the authority/operations of the FEDLINK program

## FEDLINK Network Operations (FNO)

Phone(202)707-4848—Fax(202)707-4873

Email: [fliccfno@loc.gov](mailto:fliccfno@loc.gov)

OCLC Team: (202) 707-4800

Email: [askocfno@loc.gov](mailto:askocfno@loc.gov)

- FEDLINK policies and fees
- Procurement of FEDLINK services
- OCLC Support
- FEDLINK training classes/membership meetings
- Library trends and new technologies

## FLICC Publications & Education Office (FPE)

Phone(202)707-4800—Fax(202)707-4825

Email: [fliccfpe@loc.gov](mailto:fliccfpe@loc.gov)

- FLICC and FEDLINK publications
- FLICC education programs

## FEDLINK Fiscal Operations (FFO)

FEDLINK Fiscal Hotline: (202)707-4900

Fax: (202) 707-4999

Email: [fliccffo@loc.gov](mailto:fliccffo@loc.gov)

Member Services Section: 

Accounts Payable Section: 

Vendor Services Section: 

- FEDLINK registration, interagency agreements and amendments
- Status of transfer pay accounts, processing, account statements
- Questions about FEDLINK and vendor services

## Library of Congress Contracts and Grants (LC/CG)

Phone(202)707-0461—Fax(202)707-0485

Email: [flicc-cl@loc.gov](mailto:flicc-cl@loc.gov)

- Specific terms of LC/FEDLINK purchasing vehicles
- Competition of requirements for transfer pay customers

## Library of Congress Office of the Chief Financial Officer (LC/OCFO)

Library of Congress—Office of Chief Financial Officer

Phone(202)707-5594—Fax(202)707-2829

## Click on These Web Resources:

[FEDLINK General Information](#)

[FLICC/FEDLINK Main Web Page](#)

[FEDLINK Vendor Services Directory](#)

[FLICC/FEDLINK Staff](#)