# Table of Contents

1. Existing Wiley Online Library account holder .................................................................................................. 2
2. New User? Register on WOL Bookstore ........................................................................................................ 3
3. Forgot your password? ...................................................................................................................................... 4
4. Search products in WOL Bookstore .............................................................................................................. 4
5. Search products using ISBN Quick Order Form ............................................................................................ 6
7. Place an Order on WOL Bookstore .............................................................................................................. 10
8. Remove product from the shopping cart ........................................................................................................ 12
9. Add Promotional Code to the order ............................................................................................................... 13
10. Make Payment\Checkout ............................................................................................................................. 14
11. Paying with Credit Card .............................................................................................................................. 17
12. Paying via Invoice ......................................................................................................................................... 18
13. Change VAT/Tax ID ....................................................................................................................................... 19
14. Email copy of Invoice ................................................................................................................................. 19
15. Resources for Institutional Accounts .......................................................................................................... 21
16. Access Wiley Online Library Administration Page .................................................................................... 21
17. Change your Account Settings ..................................................................................................................... 22
18. Various functions\features on WOL Bookstore home page ........................................................................ 23
1. **Existing Wiley Online Library account holder**

1. If you have received your WOL Bookstore User Name and Password already, open wolbookstore.wiley.com in your web browser. Enter your User Name & Password. Click “Log In”

   *Note: Wiley Online Library Bookstore is not supported on Internet Explorer 8; use a different version of IE or another browser*

2. **WOL Bookstore home page as below is displayed**
2. New User? Register on WOL Bookstore

1. Open wolbookstore.wiley.com in your web browser. Click Register Online link in the grey login box.  
   **Note: Wiley Online Library Bookstore is not supported on Internet Explorer 8; use a different version of IE or another browser**

2. Fill out the registration form and click “Submit”

3. Your Registration will be processed and a confirmation of your account creation will be mailed to your email address with log in credentials.
3. Forgot your password?

1. Open wolbookstore.wiley.com in your web browser. Click “Forgot your password” link.

2. An email will be mailed to your email address with a temporary password that you can change if you wish to by clicking Account Settings link on the orange bar at the top.

4. Search products in WOL Bookstore

1. Use the search box to search by product title, author or ISBN. Click the magnifier icon to start search.

   Note: WOL Bookstore currently supports the purchase of Online Reference, Online Books, and Journal Backfiles.
2. The list of search results will be visible in search results page
3. If your institution has already purchased one of the titles that appears on the Search Result list, you will not be able to add it to your cart.
5. Search products using ISBN Quick Order Form

1. In the Search Bar, click on ISBN Quick Order Form

2. A blank ISBN Quick Order form will open up where you can enter 10 ISBNs to run a search for all ISBNs.

3. Enter ISBNs and click Go.

4. The search results page will open with the products for the ISBN entered in the ISBN Quick Order Form.
5. Click Add to Cart to add all items found into the shopping card at once.

1. In the Search Bar, click on ISBN Text Entry Form

2. A blank ISBN Text Entry form will open up where you can enter ISBNS in free text format.

3. Enter ISBN numbers separated by commas and click Go.

4. The ISBNS will populate the Quick Order Form.
5. **Click Add to Cart to add all items found into the shopping card at once.**
7. Place an Order on WOL Bookstore

1. On Search Results page, click “Add to Cart” for any product(s) you wish to order.

2. The Shopping Cart will be visible with the product and cost of the product added to the order.
3. You can add more products from the previous search by clicking “Return to Product Search” link which will re-direct you to the previous search results and allow you to add more products to the existing order.

4. You can add more products from a new search by searching the product from the gray search box on the top. The search will direct you to a new search results page and you can add more products to the existing order by clicking “Add to Cart” link on the titles.
8. Remove product from the shopping cart

1. When you select View Cart, you can choose to remove an item from the shopping cart by using the link next to the product you wish to remove from the cart.

2. The shopping cart will be updated and the product that you removed from the cart will no longer be listed.
9. Add Promotional Code to the order

1. If you have received a Promotional Code, you will enter the code in the shopping cart before you check out. Add the promotional code in the gray box at the bottom and click APPLY DISCOUNT.

2. The Promotional Code discount is applied to the order after you click checkout. The discount details will be displayed in the “Review Your Order” Screen.
10. Make Payment/Checkout

1. Click Checkout to begin processing your order.

2. A “Review Order” page will open. You can enter an Invoice Message in the box (below) and the information will be reflected on your invoice.
3. Enter Contact Name and Phone number. Then select the a payment type radio button and click Enter Payment Details
4. The Wiley License Agreement will open in new window. Read and accept the agreement by clicking “I Accept” to proceed to next steps. You can print the License by right clicking your mouse. If for any reason you choose not to accept the License, click “I Decline” and contact your account manager or Sales Support.
11. Paying with Credit Card

1. When ready to order click Checkout in shopping cart.
2. In payment type select Credit Card and select Enter Payment Details.
3. Accept license agreement.
4. An Order Summary page is displayed. Enter credit card details and click the Make Payment button.
5. You will receive an email notifying you that Access has been provided.
12. **Paying via Invoice**

1. When ready to order click Checkout in shopping cart.
2. In payment type select Invoice My Institution button.
3. Enter Purchase order# (if required) and click Submit Your Order.
4. Accept license agreement.
5. You will receive an email notifying you that Access has been provided.
13. **Change VAT/Tax ID**

1. On the left panel click on the change VAT/Tax ID link

2. An email window will open. Please provide details and submit the email to Wiley’s Sales Support team at emrw@wiley.com.

3. A Sales Support representative will contact you when the change has been made or with any questions.

14. **Email copy of Invoice**

1. Click on the View Orders and Invoices link
2. A page will be displayed with details of all orders placed for content on Wiley Online Library. The list includes products ordered through the Bookstore as well as orders placed through your Account Manager.

3. Click on any invoice number to have a duplicate copy of the email invoiced to you.

4. A page displaying the invoice details is visible. Click Email Invoice Copy link. A copy of the invoice will be mailed to your account email address.
15. **Resources for Institutional Accounts**

1. Click on Resources for Institutional Accounts

2. This page will provide you with more information about Wiley Online Library Online Books, Reference Works, and Journal Backfiles. You can link to title lists for these products.

16. **Access Wiley Online Library Administration Page**

1. Click the Wiley Online Library Administration Page link

2. This will direct you to Wiley Online Library’s Admin Page. You will need your Wiley Online Library Administrator login to access the page on Wiley Online Library.
17. Change your Account Settings

1. Click Account Settings

2. The Account settings screen will display some of your account’s contact details. You can make changes only to the fields labeled with the EDIT buttons. Click the Edit button to activate the field and make changes to either your email address or password. Click Submit.

   Note: You can only change one of the fields at any one time.

3. An email confirmation of the change requested will be sent to the user at the email address.

4. Please note that the changes make to the Bookstore account are not applied to your WOL administrator account.
18. Various functions/features on WOLBookstore home page

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>WILEY</td>
</tr>
<tr>
<td>2</td>
<td>About Wiley</td>
</tr>
<tr>
<td>3 &amp; 12</td>
<td>Wiley Online Administration Page</td>
</tr>
<tr>
<td>4</td>
<td>View Cart</td>
</tr>
<tr>
<td>5</td>
<td>Contact Us</td>
</tr>
<tr>
<td>6</td>
<td>Help</td>
</tr>
<tr>
<td>7</td>
<td>Wiley Online Library Bookstore</td>
</tr>
<tr>
<td>8</td>
<td>Log Out</td>
</tr>
<tr>
<td>9</td>
<td>Account Settings</td>
</tr>
<tr>
<td>10</td>
<td>View Orders &amp; Invoices</td>
</tr>
<tr>
<td>11</td>
<td>Resources for Institutional Accounts</td>
</tr>
<tr>
<td>13</td>
<td>Billing Address</td>
</tr>
<tr>
<td>14</td>
<td>Search Bar</td>
</tr>
<tr>
<td>15</td>
<td>Account Number</td>
</tr>
<tr>
<td>16</td>
<td>Change VAT/Tax ID &amp; Contact Manager</td>
</tr>
</tbody>
</table>

Wiley Online Library Bookstore

Welcome to the Wiley Online Library Bookstore!

The Bookstore caters to orders for online e-books and journal backfiles via perpetual access purchases. Designed to handle orders (up to $10,000) that your institution needs quickly, the new online bookstore can handle your institution’s needs simply and efficiently.

Why not get started - simply search by ISBN, Title or Author, or if you already have the ISBN of the product you need, enter it into the ISBN quick order form, or the ISBN text entry form.

If you need any help or advice on using the site, please click on the 'Help' tab at the top of the page.