

Submitting a Request on ePROVIDE™



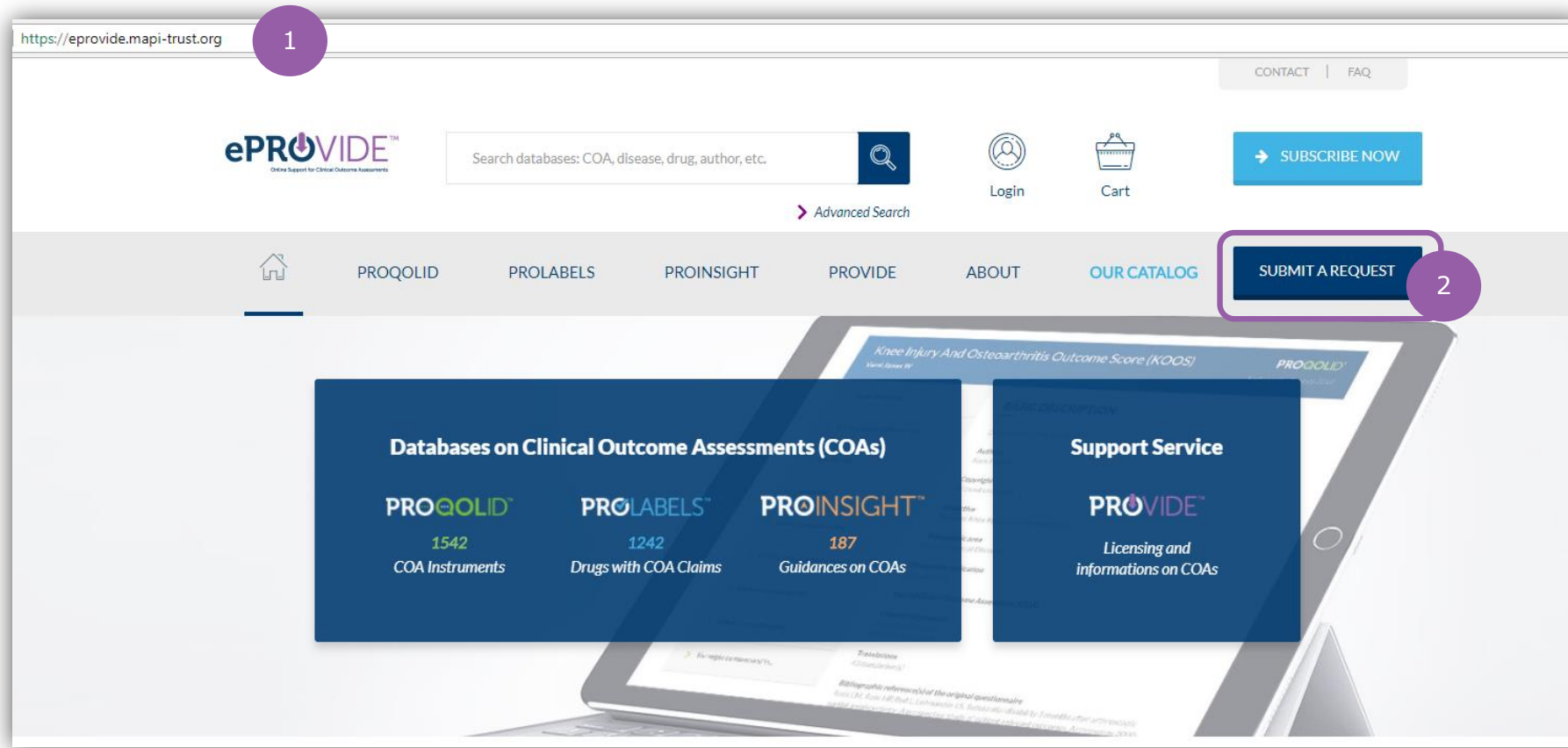
Why submitting a request?

- Submitting a request is completely free of charge and will ensure an optimized service
- It does not commit you to purchasing a questionnaire
- Once you've decided to use a questionnaire, license fees may apply. The PROVIDE™ team member in charge of your request will provide you with additional information.



Step 1: Access ePROVIDE™

1. Go to <https://eprovide.mapi-trust.org/>
2. Click **Submit a request** in the top menu



Step 2: Login or sign up free

1. If you already have an account, enter your credentials and click **Login**
2. If you are not registered yet, click **Free Registration**. Then complete and submit the registration form

The screenshot shows the ePROVIDE website interface. At the top, there is a search bar with the text "Search databases: COA, disease, drug, author, etc." and a magnifying glass icon. To the right of the search bar are icons for "Login" and "Cart", and a blue button labeled "SUBSCRIBE NOW". Below the search bar is a navigation menu with links for "PROQOLID", "PROLABELS", "PROINSIGHT", "PROVIDE", "ABOUT", "OUR CATALOG", and a dark blue button labeled "SUBMIT A REQUEST".

The main content area is divided into two sections: "ALREADY HAVE AN ACCOUNT" and "NOT REGISTERED YET".

In the "ALREADY HAVE AN ACCOUNT" section, there is a login form with two input fields: "Email address" and "Password". Below the "Password" field, it says "Maximum 5 attempts" and "Forgot Your Password?". A purple circle with the number "1" is positioned over the "LOGIN >" button.

In the "NOT REGISTERED YET" section, there is a dark blue button labeled "FREE REGISTRATION". A purple circle with the number "2" is positioned over this button.



Step 3: Complete the request form

The screenshot shows a request form with the following sections and steps:

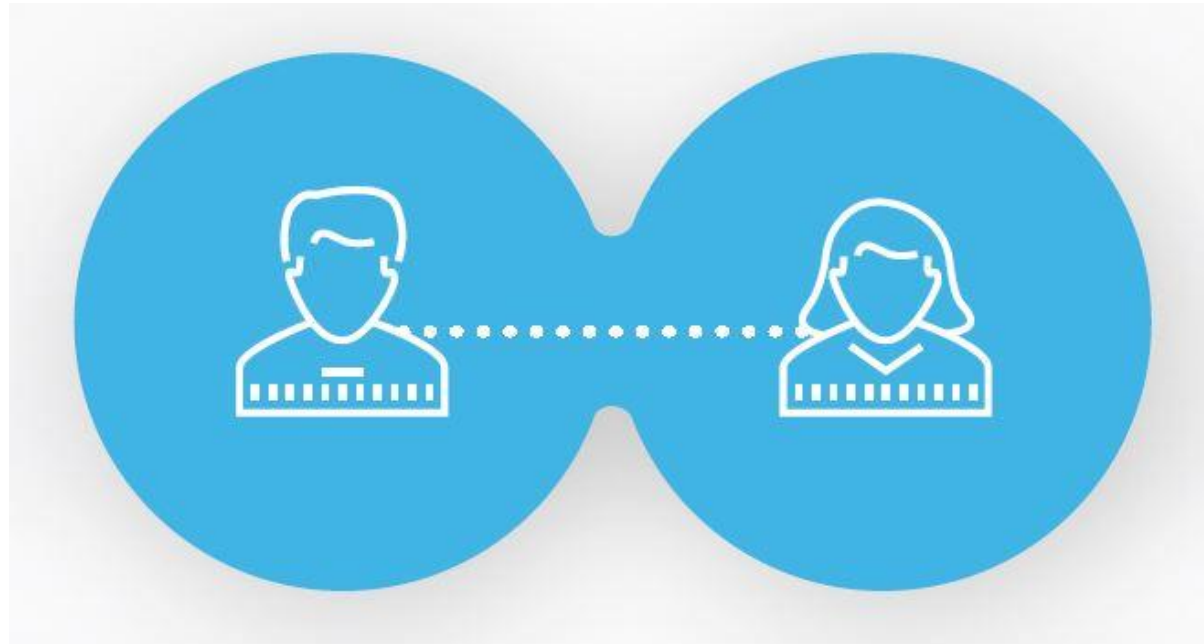
- Step 1:** "Subject" and "Description" text input fields.
- Step 2:** "Instruments" text input field, "Other instrument" radio buttons (Yes/No), "Languages" text input field, "Mode of administration" dropdown menu, and "Study financing" dropdown menu.
- Step 3:** "Attached documents" section with an "ADD FILE" button and "Add new document" link.
- Step 4:** "REQUEST INFORMATION" section with "Study/Protocol number", "PO Number", and "VAT Number" text input fields.
- Step 5:** "Request type" radio buttons (Ad-Hoc/Subscription).
- Step 6:** "SEND" button at the bottom.

1. Tell us what you need
2. Tell us about the instruments and translations you need
3. Attach documents if need be
4. Complete the rest of the fields
5. For PROVIDE™ subscribers: If you want to use your PROVIDE™ budget for this request, select **Subscription**
6. Click **Send**



Step 4: Your request is processed

1. You are notified by email that your request is registered
2. A member of the PROVIDE™ team is assigned to your request
3. You are notified by email when the status of your request changes
4. Your PROVIDE™ contact gets back to you within 2 business days



Step 5: Access your request dashboard

MY PROVIDE REQUESTS [NEW REQUEST](#) ACCOUNT ADMINISTRATOR

REMAINING BUDGET
€ 13500.00

ESTIMATED REMAINING BUDGET ⓘ
€ 13500.00

PENDING

ID	Type of Request	Subject	Status	Contact Name	Reception Date	Estimated Budget	Ad-hoc Request
49389	(not defined)	ZBI license	New	James White	2017-10-18	0	No

CLOSED

ID	Type of Request	Subject	Status	Contact Name	Reception Date	Budget	Ad-hoc Request
48751	Licensing Project	DEMO_Request for questionnaire licence - SF-36	Closed	James White	2016-06-03	1000	Yes
50183	Questionnaire Distribution	DEMO-request for licensing	Closed	James White	2016-04-18	350	Yes
49390	Questionnaire Distribution	WPAI-GH Translation certificates	Closed	James White	2016-03-17	500	Yes

1. Open/Edit your requests by clicking their **Subject**
2. Track the status of your requests
3. For PROVIDE™ subscribers, track the status of your budget
4. Access your dashboard at any time by clicking on the **Login** icon > **My ePROVIDE** > **My PROVIDE Requests**





Thank You!