All of your institution’s account information may be found at www.nejm.org/institutional-administration-center

To update your institution’s IPs, access your COUNTER reports, and manage branding and link resolvers, please follow these steps.

**Step 1: Signing In**

Go to www.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 NEJM drop-down at the top of the page.

As an administrator, you also have your own individual My NEJM account, where you can manage your personal information, alert preferences, and saved items.
Step 2: The Institution Administration Center — Manage Account Tab

[www.nejm.org/institutional-administration-center](http://www.nejm.org/institutional-administration-center). The center is organized in a series of three tabs. This is the first tab.

Beginning in January 2020, all IP changes will be managed through the IPRegistry.org. In preparation for the transition, please visit (IP Registry address) to register yourself as a user and check your IPs. In the interim, please continue to alert us of any IP changes by emailing institutionservice@nejm.org or making the changes directly through the Institution Administration Center.

The Admin Center is organized in tabs. This is the first tab. Click on the tabbed links to access the other tabs.

Add IP addresses here. Add more than one IP address by entering the first, pressing enter, entering the next, and clicking <Add IP Addresses>. You may also copy and paste a list of IP addresses into the box and click <Add IP Addresses>. Use the "Description" field to describe IP addresses if you choose.
### Step 3: The Institution Administration Center — Usage Report

In order to safeguard access to your institution’s account, you may be asked to confirm a PIN number via a text message. You can update your phone number on file by going to your account.

During the transition period to COUNTER 5, we will continue to offer COUNTER 4 reports for historical usage back to July 2010. Beginning in January 2022, you will only be able to access COUNTER 5 usage reports with historical data going back to November 2018.

You may request that reports be sent via email, and COUNTER 5 reports may be scheduled to run automatically and emailed to you.

### Comparing Release 5 to Release 4

The following chart provides a mapping of relevant Release 4 reports to their Release 5 counterparts:

<table>
<thead>
<tr>
<th>REPORT</th>
<th>RELEASE 4</th>
<th>RELEASE 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-text article usage</td>
<td>Journal Report 1</td>
<td>TR_J1</td>
</tr>
<tr>
<td>Denials</td>
<td>Journal Report 2</td>
<td>TR_J2</td>
</tr>
<tr>
<td>Usage by year of publication</td>
<td>Journal Report 5</td>
<td>TR_J4</td>
</tr>
<tr>
<td>Platform searches &amp; views</td>
<td>Platform Report 1</td>
<td>PR_P1</td>
</tr>
<tr>
<td>Consortium usage by member</td>
<td>Consortium Report 1</td>
<td>Request TR_J1 for each member</td>
</tr>
</tbody>
</table>

We will be developing several custom reports that will allow you to see usage of NEJM Archive content as well as multimedia content. These reports will be accessed through a Custom Report tab.

Project COUNTER is working to develop a COUNTER 5 consortium report, which will allow consortium administrators to run consolidated usage reports for their members.

### 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.

**Host SUSHI request URL**

Enter Report ID from the list above

https://www.nejm.org/reports/TR_J1?
requestor_id=yourname@mms.edu & customer_id=XXXXXXXXXXX & begin_date=2019-03-01 & end_date=2019-03-31

Your administrator email address/username for NEJM.org

Your Customer ID

Enter dates for report in YYYY-MM-DD format

Contact Customer Service at institutionservice@nejm.org with any questions about configuring your SUSHI server.
Step 4: The Institution Administration Center — Branding and Link Resolvers Tab

In order to safeguard access to your institution’s account, you may be asked to confirm a PIN number via a text message. You can update your phone number on file by going to your account.

**Institution Branding**

**Institution Text**
Inform users that access to nejm.org is being provided by your institution.

**Institution Logo**
If you wish to display your institution’s logo along with the text, upload the logo.

**Help with Institution Branding**

**Link Resolver**

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

**OpenURL Image**
If you do not upload an image, the default OpenURL image will display.

**Help with Link Resolver**

Enter the branding and logo information that you want to use here and save your changes. It will be displayed for your users on most pages throughout NEJM.org in the top center.

Enter your link resolver information here and save your changes.