First, sign into your administrator account at the top of any page on NEJM.org. Select “My Institutions” from the drop-down box at My Account. This is where any branding or logo you upload will appear on each page.

All of your institution’s account information may be found at

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](http://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

The Institutional Administration Center is organized in a series of three tabs. This is the first tab.

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

If you manage multiple institutions with the same administrator account, you would see each listed in this drop-down.

All IP changes are managed through the IP Registry. Please visit theipregistry.org/sign-up to register yourself as a user and check your IPs.
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_J12
requestor_id=yourname@mms.edu&customer_id=XXXXXXXXXX&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.