1. Go to https://cccauth.osumc.edu/account/login

2. Click the login button for OSU users (left fig.)

3. Login with your OSU credentials

4. Select the Shared Resource for the work, i.e. NPASR (bottom fig.)

5. Click "Save and Next"

6. Select the PI who will be paying for this order and click next (if non-OSU, specify whether the order will be federally funded; if the PI is not in the system, there is a separate process for the PI to be added)
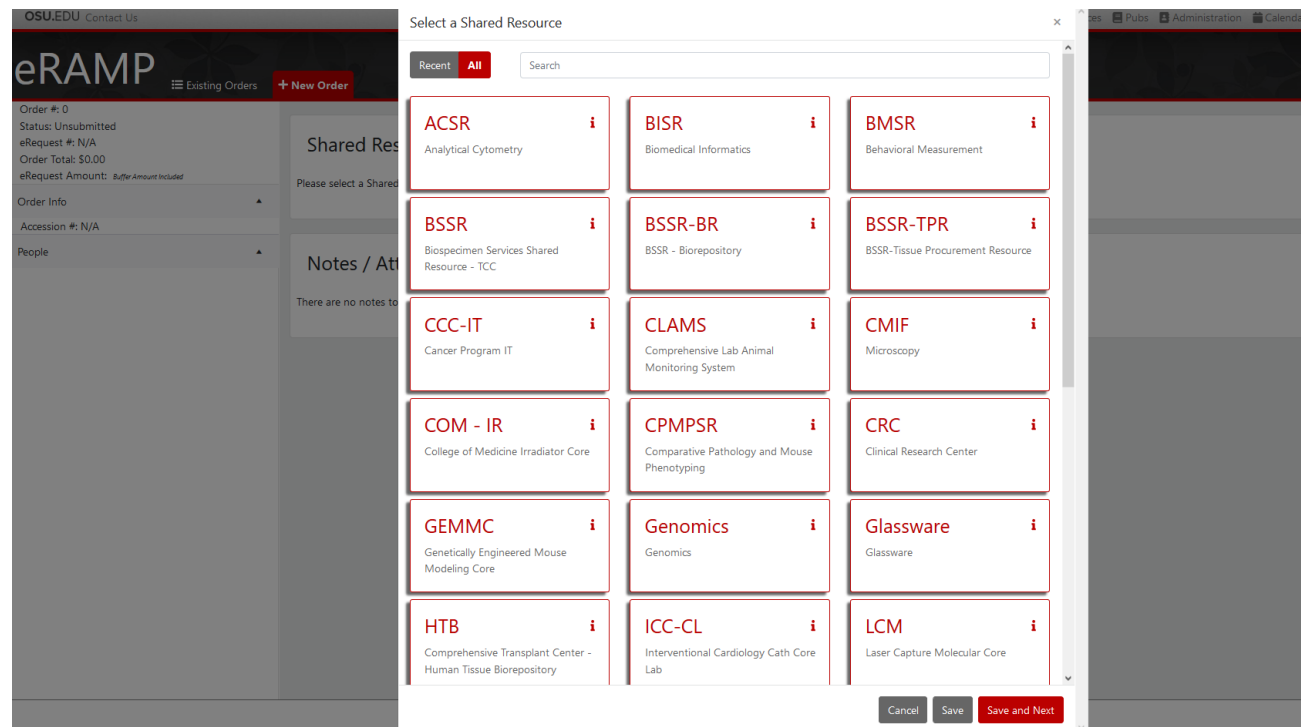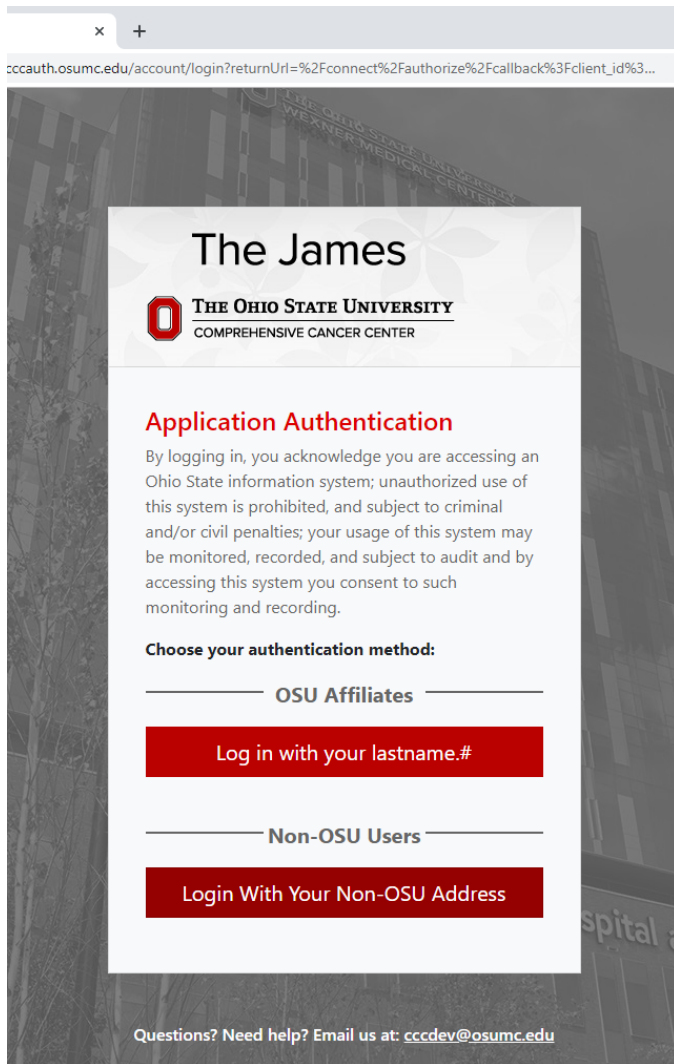
7. Click "Save and Next"

8. Select the collaborator(s)

9. Click "Save and Next"

10. When you arrive at the "Add Products page (right fig.), do not enter anything and click "Save and Next". NPASR enters the services once the order is initiated. The PI will have an opportunity to review the quote/order before it is approved.
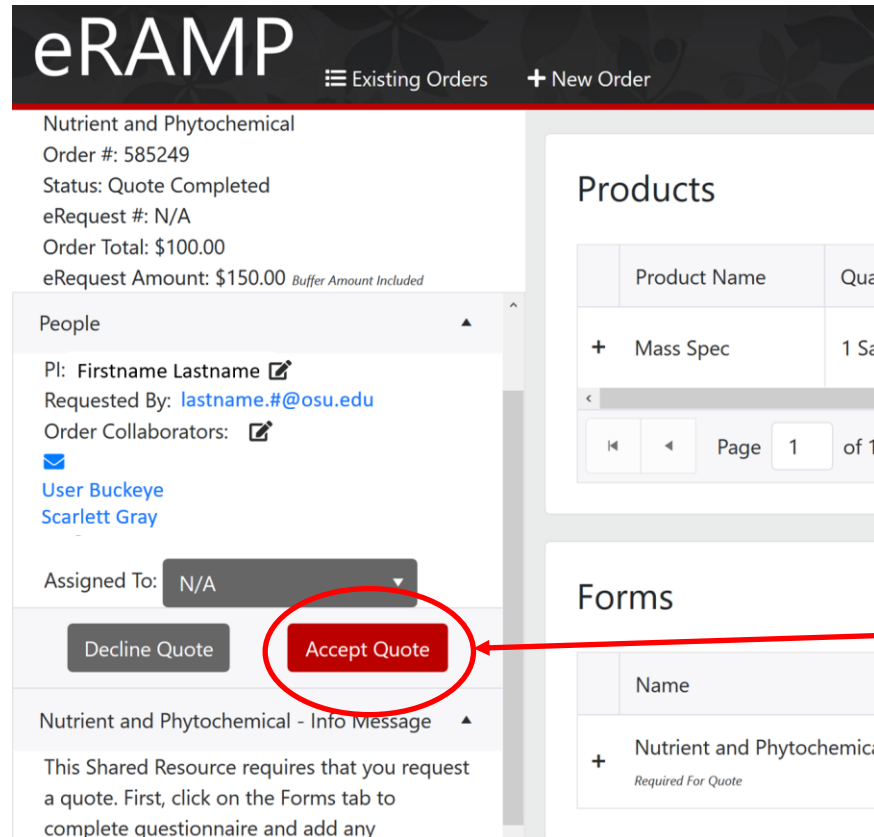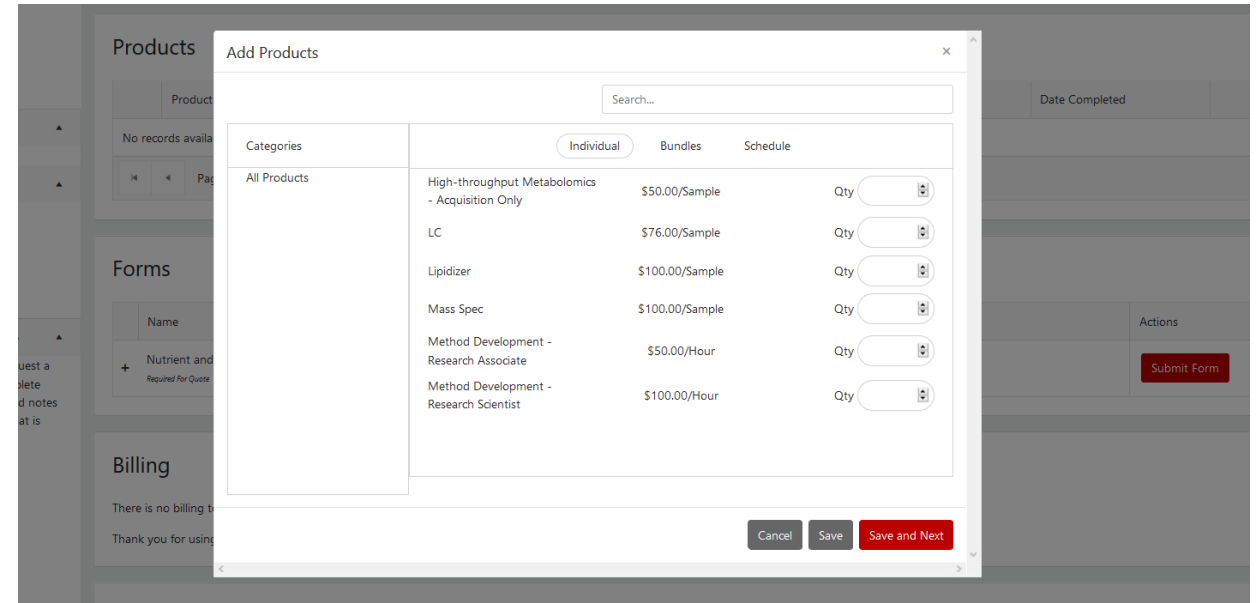
11. Enter the internal billing information

12. Click "Save"

13. Click "Request Quote" on the main screen.

14. NPASR will enter the selections for the requested work and complete the quote. Subsequently, the PI will have the opportunity to review and accept the quote BEFORE the work is commenced and any charges are incurred.

15. Once the quote is accepted (left fig.) and the funding is committed, NPASR can proceed with the order. The payment to NPASR will only be transferred once the work is completed and invoiced.