

**IMPORTANT:** Please save the PDF to your computer before filling out and return using the [SUBMIT TO OVERDRIVE](#) button.

## EZproxy Settings

To configure EZproxy server for your OverDrive-hosted website, the following steps need to be completed in the order listed below.

- 1) Library completes and returns this PDF form.
- 2) OverDrive provides configuration line to be added to library EZproxy server.
- 3) Library adds configuration line and restarts EZproxy.
- 4) Library confirms EZproxy sign in URL with OverDrive Support Services for testing.

For further information on how EZproxy works with OverDrive to authenticate users, please review this OCLC page:

<http://www.oclc.org/us/en/support/documentation/ezproxy/db/overdrive.htm>.

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<b>Organization Name</b>	<input type="text"/>	<b>OverDrive Consortium</b>	<input type="text"/>
<b>Date Completed</b>	<input type="text"/>	(if applicable)	

### USER ID OR TOKEN

When using EZproxy, there are two options for how to handle the User ID for check out/hold management. The User ID can be passed to OverDrive or instead associated with a tokenID. OverDrive's preference is for the actual User ID to better assist with support issues.

User ID                      Token

### OVERDRIVE ACCOUNTS

OverDrive requires **permanent** User IDs to be created specifically for use during setup, testing, and ongoing support. Please create User IDs as you would a standard user account. For easy identification in your system and to ensure these User IDs are not deleted, we recommend naming them as the First Name=Account Type and Last Name=OverDrive. For example, a general account would be set up as 'General OverDrive'; an expired account would be set up as 'Expired OverDrive'; an account with fines would be set up as 'Fines OverDrive.'

Account Type	User ID	PIN/Password
General OverDrive	24567000000001	1234

## SUPPORT EMAIL ADDRESS

The email address to which user technical support inquiries should be sent. The email address provided will be used in the Help pages of your OverDrive-powered website. A support form created by the library can also be used. **We strongly suggest you use an email alias rather than a personal address.**

## MAIN LIBRARY SITE URL

The URL of your library website or catalog which will be used to link users back to your website.

## MAIN AUTHENTICATION CONTACT

Please provide the name and email of the main authentication contact.

Name  Email

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