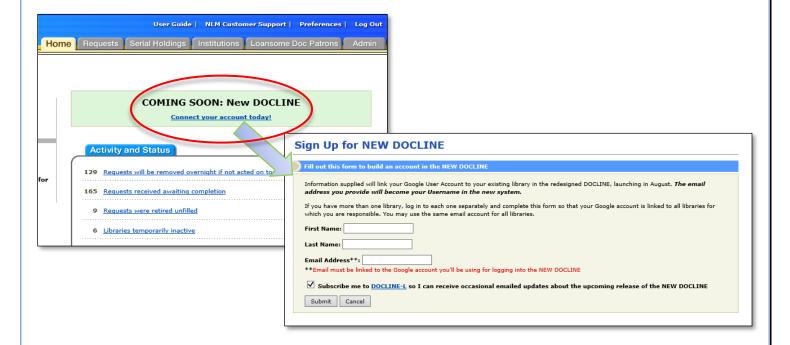
Setting Up Your New DOCLINE ACCOUNT

STEP 2: Complete user information form in existing DOCLINE to connect your DOCLINE library to your Google account

- Supply Google account email address from Step 1
- Complete form in advance of preview period (mid-summer)



To Connect your Google account to your DOCLINE Library (or libraries):

- 1. Go to https://DOCLINE.gov and log in with your existing DOCLINE username.
- 2. Select Connect your account today! link.
- 3. Enter your first and last name
- 4. Enter Google account email address you will use for DOCLINE login.
- 5. If already DOCLINE-L subscriber, uncheck "Subscribe me to DOCLINE-L"
- 6. Click Submit.

Note:

- Every staff member logging in with a shared DOCLINE username should complete the form to create individual accounts for the redesigned DOCLINE.
- Users actively logging into multiple DOCLINE libraries must complete this process for each library.