

Instructions for Completing the Classification Web Plus Order Form

*Attention! The **Classification Web Plus** Order Form **MUST** be Emailed or faxed with your Classification Web Plus subscription to be processed.*

Get [Order Form](#)

Thank you for your interest in Classification Web Plus. The Information provided on the order form helps us process your order. Please provide complete and accurate information to seamlessly expedite your order. We appreciate your help!

1. **Trial accounts.** Customers wishing to have a month-long trial account (1-4 concurrent users) must complete the entire Classification Web Plus order form and check off the “Trial account” option in question “III. 14. Subscription type.” Trial accounts are free.

2. **Complete the order form using Adobe Acrobat** (or a dark-colored pen). The Classification Web Plus order form is in editable PDF format.

- *Using Acrobat software:* Open the order form using Acrobat reader 6.0 or higher and type in the required information. Click on “Print” at the bottom of the last page and save the document to PDF so that it can be attached in your email.

- *Using a dark-colored pen:* Use the Acrobat Reader to print the form. Fill in the required information using a dark-colored pen and include the form with your order.

Note: Please complete order information in a clearly legible manner using appropriate upper or lowercase letters. Your data will be input in the Class Web Plus management system as it is presented.

3. **Submitting Your Order:** CDS recommends that you email your order form to **cdsinfo.gov**. The form can also be faxed to **202.707.1771**

Your payment should be submitted via **Pay.gov** <https://www.pay.gov/public/form/start/13480673434>

- *Phone us* toll free at **+1.855.266.1884** (U.S. Only) or **+1.202.707.6100** (outside the U.S.)
- *Fax us* at **1.202.707.1771**
- *E-mail at* cdsinfo@loc.gov
- *Contact hours:* **8:00 a.m.-5:00 p.m. (EST)**, Monday-Friday, excluding federal holidays

Website: www.loc.gov/cds

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