

CompuServe Information Service Member Signup Procedure

Before you can begin using CompuServe, you need to complete a one-time [member signup procedure](#).

Introduction

[What Is CompuServe?](#)

[Why Should I Become a CompuServe Member?](#)

How To...

[Become a CompuServe Member](#)

[Get Assistance from Customer Service](#)

[Get Online Help While Signing Up](#)

[View a Troubleshooting/Startup Checklist](#)

Member signup procedure: During the member signup procedure you will be assigned a User ID number and Password with which you can access the CompuServe Information Service. The member signup procedure is free of all connect-time charges and communications surcharges.

What Is CompuServe?

CompuServe is the world's largest personal information and communication service with more than a million members world-wide.

All you need to use CompuServe is a personal computer, modem, communications software, and a telephone line.

As a member you can access CompuServe whenever you like -- anytime of day or night -- as often as you like.

What you should know

[Executive Service Option](#)

[Membership Rates/Charges](#)

Executive Service Option

Members with the Executive Service Option have access to additional online products and services.

Discounts

Exclusive Databases

Direct Marketing Offers

Online Storage Capacity

Personal File Storage

Monthly Minimum Fee

Discounts: Members with the Executive Service Option enjoy a ten percent discount on the purchase of most products at the CompuServe Store, as well as volume discounts on information retrieval from selected transaction priced financial databases.

Direct Marketing Offers: Members with the Executive Service Option enjoy special direct marketing offers for goods and services from our affiliated merchants and manufacturers.

Online Storage Capacity: Members with the Executive Service Option enjoy a fifty percent increase in the amount of online storage available in their personal file area, along with an opportunity to purchase additional storage space at a reduced weekly rate.

Personal File Storage: Members with the Executive Service Option enjoy a six month storage period for personal files without charge (30 days is standard).

Exclusive Databases: Members with the Executive Service Option enjoy exclusive databases including: Ticker Retrieval, Disclosure II, Executive News Service, SuperSite, Institutional Broker's Estimate System, Securities Screening, and Return Analysis.

Monthly Minimum Fee: Members with the Executive Service Option do not have to pay the monthly minimum fee associated with direct debit billing, but are subject to a \$10 monthly minimum fee, which is applied to the monthly Standard Pricing Plan membership.

Membership Rates/Charges

The member signup procedure offers you a Standard Pricing Plan membership which gives you unlimited connect time to a set of basic services for a very low monthly price. The cost for using extended services beyond the set of basic services is calculated on hourly connect rates and is subject to communications surcharges and premium surcharges where applicable.

CompuServe also offers an Executive Service Option, which requires a monthly minimum dollar amount in exchange for access to a select group of services.

How do I...

[Learn about rates](#)

Price: The charge for using extended services beyond the set of basic services is calculated on hourly connect rates and is subject to communications surcharges and premium surcharges where applicable.

Learning about rates: You can learn rate information at any time after becoming a member by going to the RATES area on CompuServe.

Why Should I Become a CompuServe Member?

As a CompuServe member, you have access to an information and communication resource that can enrich your life in lots of ways:

[CompuServe Mail](#)

[Personal Computing Forums](#)

[Financial Databases](#)

[News Services](#)

[Special Interest Forums](#)

[Many Other Services](#)

CompuServe Mail enables you to communicate not only with other CompuServe members, but also with users of other electronic mail services, such as MCI Mail, AT&T Mail, AT&T Easylink, SprintMail, Internet, and any registered MHS worldwide. You can even send a Telex or fax message through CompuServe Mail.

Personal Computing Forums give you computer software and hardware support from over 300 companies, such as Aldus, Borland, Lotus, Microsoft, WordPerfect, and more.

Financial Databases enable you to take control of your investments with the same electronic tools and information that experts depend upon daily.

News Services keep you informed with news stories as they happen from news sources such as Associated Press, Reuters, OTC News Alert, and more.

Special Interest Forums let you meet others who share your interests and hobbies around the world.

CompuServe has many other services too, such as services that allow you to book airline reservations, browse electronic shopping malls for specialty and discounted goods, learn weather conditions around the world, participate in live multi-player games, and more.

Becoming a CompuServe Member

How to:

Obtain a User ID and Password

What you need to provide:

Address and Membership Options Information

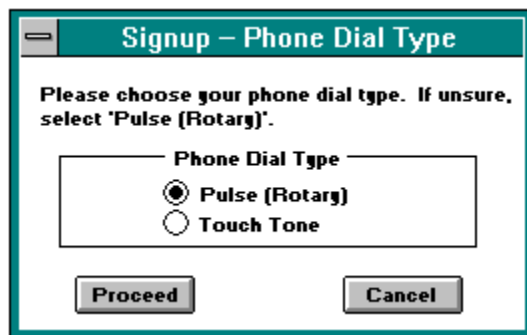
Billing and Country Information

Dial Type

Serial Number and Agreement Number

Selecting a Dial Type

During the member signup procedure, you will be asked to select a dial type at a dialog like this:



A screenshot of a Windows-style dialog box titled "Signup - Phone Dial Type". The dialog has a teal header bar with the title. Below the header, the text reads: "Please choose your phone dial type. If unsure, select 'Pulse (Rotary)'." Below this text is a group box labeled "Phone Dial Type" containing two radio button options: "Pulse (Rotary)" (which is selected) and "Touch Tone". At the bottom of the dialog are two buttons: "Proceed" and "Cancel".

Signup - Phone Dial Type

Please choose your phone dial type. If unsure, select 'Pulse (Rotary)'.

Phone Dial Type

☒ Pulse (Rotary)

☐ Touch Tone

Proceed **Cancel**

Pulse (Rotary): Pulse dialing sounds like a rotary telephone.

Touch Tone: Tone dialing sounds like a touchtone telephone. Even if you have a rotary telephone, you can generally use Tone dialing through your modem.

Proceed: Records your Dial Type preference and takes you to the next dialog.

Cancel: Closes the dialog without recording any of your changes. You are then prompted about whether or not you truly wish to cancel the entire Signup procedure.

Selecting a Communications Port

A communications port, sometimes called the Comm Port or just the port, is the mechanism that provides the channel for data to be transferred between your microcomputer and a modem.

You can specify any communications port, although it must be the proper one for your microcomputer. Please consult the hardware documentation that came with your microcomputer to learn about the communications port you should use.

If you need additional help, you can contact CompuServe Customer Service.

How To...

[Get Assistance from Customer Service](#)

Providing a Serial Number and Agreement Number

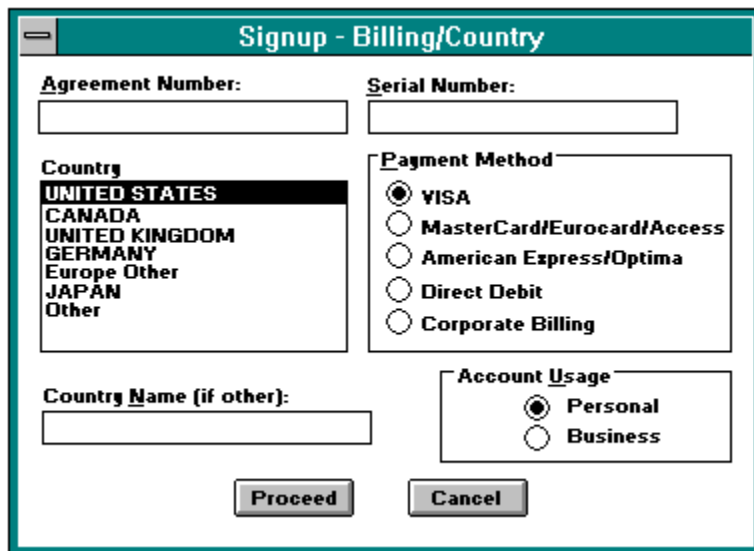
During the member signup procedure, you will be asked to type a Serial Number and an Agreement Number.

You will find your Serial Number and Agreement Number on the Quick Setup Instructions card that comes with your WinCIM disks.

If you do not have a Quick Setup Instructions card, you can telephone Membership Sales at 1-800-848-8199 to obtain one.

Providing Billing and Country Information

During the member signup procedure, you will be asked to specify your billing and country information at a dialog like this:



The dialog box is titled "Signup - Billing/Country". It contains the following fields and options:

- Agreement Number:** A text input field.
- Serial Number:** A text input field.
- Country:** A list box with the following options: UNITED STATES (highlighted), CANADA, UNITED KINGDOM, GERMANY, Europe Other, JAPAN, and Other.
- Payment Method:** A group box containing five radio button options: VISA (selected), MasterCard/Eurocard/Access, American Express/Optima, Direct Debit, and Corporate Billing.
- Country Name (if other):** A text input field.
- Account Usage:** A group box containing two radio button options: Personal (selected) and Business.
- Buttons:** "Proceed" and "Cancel" buttons at the bottom.

Billing Methods

Credit Card Billing

Corporate Billing Account

Direct Debit

Corporate Billing Account Information

If you are a business with established credit in the United States, Canada, or Europe and want to set up separate memberships (User ID Numbers) within your organization, you'll probably want to open a corporate billing account. If you select **Corporate Billing**, you will need to provide bank and trade references, which CompuServe will verify before authorizing access to CompuServe services.

Administrator Account Information

Credit References

Administrator Account Information

The administrator of a corporate billing account is the contact person for all administrative and billing information, including information related to new accounts, monthly invoicing, and changes to any existing accounts.

Credit References

Please make sure that the information you provide is up-to-date and accurate. Credit references must be verified before you will be able to access CompuServe services.

Credit Card Billing Information

If you want to bill your CompuServe charges directly to your credit card company, select a credit card billing option. The name and address you use during the member signup procedure must be identical to those used by your credit card for billing. Members outside the United States must use an international card.

Direct Debit Information

If you have an address and checking account in the United States and wish to make payments from your checking account to CompuServe through the Federal Reserve System, select the direct debit billing option. If you select this option, CompuServe may need to call you within 24 hours of your sign up to verify your bank information.

You can also select the direct debit billing option if you have a German address and use a German bank.

Bank Name and Address		Check Number (Used for acct. number verification only)	
Name on Checking Account			
MR & MRS JOHN DOE 123 ANY STREET SOMETOWN, NJ 99999		182	
PAY TO THE ORDER OF _____		_____ 19 _____ 25-2/440	
THE NATIONAL BANK COLUMBUS, OHIO 43213		\$ _____ DOLLARS	
MEMO _____			
:044000024: 123456789123 . 0182			
Routing Transit Number	Checking Account Number		

Agreement Number: Type your Agreement Number here. You will find your Serial Number and Agreement Number on the Quick Setup Instructions card that comes with your WinCIM disks. If you do not have a Quick Setup Instructions card, you will need to telephone Membership Sales at 1-800-848-8199 to obtain one.

Serial Number: Type your Serial Number here. You will find your Serial Number and Agreement Number on the Quick Setup Instructions card that comes with your WinCIM disks. If you do not have a Quick Setup Instructions card, you can telephone Membership Sales at 1-800-848-8199 to obtain one.

Country: Highlight the country from which you are connecting to CompuServe.

VISA: Select this if you want to bill your CompuServe charges to your VISA card. The name and address you use during the member signup procedure must be identical to those used by your charge card for billing. Members outside the United States must use an international card.

MasterCard/Eurocard/Access: Select this if you want to bill your CompuServe charges to your MasterCard, Eurocard, or Access card. The name and address you use during the member signup procedure must be identical to those used by your charge card for billing. Members outside the United States must use an international card.

American Express/Optima: Select this if you want to bill your CompuServe charges to your American Express or Optima card. The name and address you use during the member signup procedure must be identical to those used by your charge card for billing. Members outside the United States must use an international card.

Direct Debit: Select this if you have an address and checking account in the United States and wish to make payments from your checking account to CompuServe through the Federal Reserve System. If you select this option, CompuServe may need to call you within 24 hours of your sign up to verify your bank information. You can also select the direct debit billing option if you have a German address and use a German bank.

Corporate Billing: Select this if you are a business with established credit in the United States, Canada, or Europe and want to set up separate memberships (User ID Numbers) within your organization. If you select this, you will need to provide bank and trade references, which CompuServe will verify before authorizing access to CompuServe services.

Country Name (if other): If you selected **Other** or **Europe Other** under the **Country** category, type the name of the country from which you are connecting to CompuServe here.

Personal: Select this if you want to set up a private, non-corporate account.

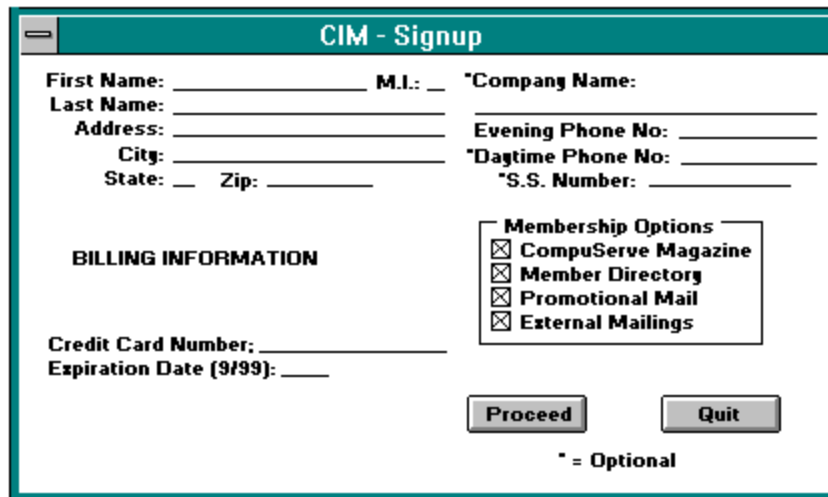
Business: Select this if you want to set up a corporate account.

Proceed: Takes you to the next screen in the member signup procedure.

Cancel: Closes the dialog without recording any of your changes. You are then prompted to cancel the entire Signup procedure.

Providing Address and Membership Options Information

During the member signup procedure, you will be asked to provide your address and membership options information at this type of dialog. Some of the information requested will differ according to your billing method.



The image shows a Windows-style dialog box titled "CIM - Signup". It contains several input fields for personal and contact information, a section for billing information, and a group box for membership options. At the bottom, there are "Proceed" and "Quit" buttons, and a legend indicating that an asterisk (*) denotes optional fields.

CIM - Signup

First Name: _____ M.I.: _____ *Company Name: _____
Last Name: _____ Evening Phone No: _____
Address: _____ *Daytime Phone No: _____
City: _____ *S.S. Number: _____
State: _____ Zip: _____

BILLING INFORMATION

Credit Card Number: _____
Expiration Date (9/99): _____

Membership Options

- ☒ CompuServe Magazine
- ☒ Member Directory
- ☒ Promotional Mail
- ☒ External Mailings

Proceed **Quit**

* = Optional

Billing Methods

[Corporate Billing Account](#)

[Credit Card Billing](#)

[Direct Debit](#)

If you choose a charge card as your billing option, make sure you specify the identical name and address used by your charge card for billing. Include an area code in all phone numbers. Providing a **Company Name**, **Daytime Phone No.**, and **S. S. Number** is optional.

CompuServe Magazine: Mark this if you wish to receive the CompuServe Magazine publication free each month. CompuServe Magazine is written exclusively for CompuServe members and keeps you up-to-date on service changes, tips, and how other members are getting the most out of CompuServe.

Member Directory: Mark this if you want to be included in the CompuServe Member Directory. The Member Directory contains names, addresses (city and state), and User ID numbers of CompuServe members. Once included in the Member Directory, you can always have your own entry excluded, or re-included if you have excluded it.

Promotional Mail: Mark this if you want to receive mail sent by CompuServe explaining new services, special offers, and other valuable information.

External Mailings: Mark this if you want to receive promotional materials from organizations other than CompuServe, explaining their products and services.


Proceed: Records your information and takes you to the next dialog.

Cancel: Closes the dialog without recording any of your changes. You are then prompted about whether or not you truly wish to cancel the entire Signup procedure.

Billing Information: The information requested in this part of the dialog will differ according to your billing method.

Obtaining a User ID and Password

During the member signup procedure you will be assigned a CompuServe User ID and temporary Password at this dialog, so that you can start accessing the CompuServe Information Service immediately.

A screenshot of a CompuServe welcome dialog box. The window has a teal title bar and a white background. It displays account information for a new user, including a User ID, Password, Usage Credit, and Local Access details. A box prompts the user to write down their credentials, followed by two important security instructions. A 'Proceed' button is at the bottom.

Welcome to CompuServe!		Local Access	
		Phone No.	Network
User ID: 71234,1677			
Password: CAMEL.DUDLEY	Primary: Not Available		CompuServe
Usage Credit: \$15.00	Secondary: Not Available		CompuServe

Write down your User ID and Password.

* Keep your password in a secure and private place. NEVER give your password to anyone. It is the key to your account.

* Your User ID number, password, and the local access phone number have been placed in your CIS.INI file. The best phone number for your area was selected. (If this number is not a local call, you may need to modify the Phone Number by changing the connect settings in your communications software.)

Proceed

For security reasons, a permanent Password will be sent to you by postal mail within 10 days. Some services on CompuServe will not be available until you receive your permanent Password.

You are asked to retype your new User ID number and Password for confirmation purposes.

User ID: Your User ID number is your electronic identification, or address, on CompuServe.

Password: This is only your temporary Password. You will receive a permanent Password via postal mail within 10 days. Some services on CompuServe will not be available until you receive your permanent Password. Keep your Password in a secure place. Do not share your Password with anyone!

Usage Credit: Some offers from CompuServe give you a usage credit which is applied automatically to your account.

Local Access Phone No: This is the telephone number you will want to specify in your communications software in order to connect to CompuServe. **Not Available** means you signed up from a location that does not have a local access telephone number, such as a country you specified for **Other** under the **Country** category in the **Billing/Country** dialog. If you see **Not Available**, you can consult the CompuServe Customer Service office for your area for assistance.

Network: If the CompuServe network is available to you as a local telephone call, it will always be your best and least expensive choice for a network. However, you can connect to CompuServe through a variety of other networks if there is no local CompuServe telephone number in your area. Surcharges might apply when using other networks.

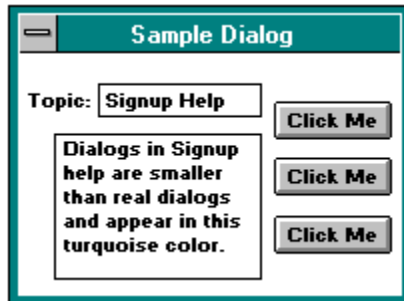
Proceed: Takes you to the next dialog where you will be asked to confirm receipt of your User ID number and Password.

Getting Online Help While Signing Up

If you want help during your signup procedure, press **F1**.

Reproduced Dialogs

When you see a dialog in help, click on parts of it for more help.



Navigational Buttons

These buttons at the top of the Signup Help window help you find information quickly.



Click Me: This is how the Signup Help System displays help for the various components of a dialog, in a popup window. When you finish reading the information in the popup window, click again, and the popup window disappears.

Click Me: You know when to click by watching your pointer. When it becomes a tiny hand you can click and expect to see a popup window. When you finish reading the information in the popup window, click again, and the popup window disappears.

Click Me: Dialogs in help are fake dialogs. Clicking on a button only tells you what the button does. When you finish reading the information in the popup window, click again, and the popup window disappears.

Contents: Displays the major help topics.

Search: Finds information about a topic you specify.

Back: Displays the previous help page.

History: Displays titles of all the help pages you have viewed, so that by double-clicking on any listed title you can go directly to that help page.

Getting Assistance from Customer Service

Local Customer Service is available worldwide. You can telephone, write, or send a fax to any CompuServe Customer Service office.

Customer Service Information for:

United States

United Kingdom

Germany

Australia/New Zealand

Japan

Taiwan

Korea

South Africa

Argentina

Chile

Hungary

Hong Kong

Israel

Switzerland

Venezuela

Other

Fax: To ensure prompt delivery of a faxed letter, be sure to include a cover page clearly stating your name, User ID number, and the name of the department (and/or person) to whom the letter is being sent.

Switzerland

Telephone:

Freephone within Switzerland: 155 31 79

Outside Switzerland: (+49)(89) 66 55 0-222

Hours of Support:

9:00 am - 8:00 M-F (CET)

Hong Kong

Telephone:

Within Hong Kong: 867-0102

Outside Hong Kong: (+852) 867-0102

Hours of Support:

9:00am - 6:00pm M-F

9:00am - 12:00pm Sat.

Address:

CompuServe Hong Kong

Hutchison Information Services, Ltd.

30th Floor, One Pacific Place

88 Queensway

Hong Kong

Fax:

Inside Hong Kong: 877-4523

Outside Hong Kong: (+852) 877-4523

Israel

Telephone:

Within Israel: (03)-290466

Outside Israel: (+972) 3-290466

Hours of Support:

9:00am - 5:00pm Sunday-Thursday

Address:

CompuServe Israel

Trendline Information and Communications Services, Ltd.

22 - Yavne Street

Tel-Aviv Israel

Fax:

Inside Israel: (03) 200419

Outside Israel: (+972) 3-200419

United States

Telephone:

Tollfree within United States: 1-800-848-8990

Outside of United States: 1-614-457-8650

Hours of support:

8:00am - 12:00am (EST) M-F

Noon - 10:00pm (EST) Weekends

Address:

CompuServe

5000 Arlington Centre Blvd.

P.O. Box 20212

Columbus, Ohio 43220

Fax:

Inside USA: 1-614-457-8149

Outside USA: 1-614-457-8149

United Kingdom

Telephone:

Freephone within U.K.: 0800 289458

Outside U.K.: (+44) (+272) 760680

Hours of Support:

9:00 am - 9:00 pm M-F (London Time)

Address:

CompuServe Information Service (UK) Limited

1 Redcliff Street

P.O. Box 676

Bristol BS99 1YN

United Kingdom

Fax:

Inside UK: 0272 252210

Outside UK: (+44) 272 252210

Germany

Telephone:

Freephone within Germany: 0130-86-4643

Outside Germany: (+49)(89) 66 55 0-222

Hours of Support:

9:00 am - 8:00 M-F (CET)

Address:

CompuServe

Jahnstrasse 2

DW-8025 Unterhaching bei Munchen

Germany

Fax:

Inside Germany: (089) 66 55 0-255

Outside Germany: (+49)(89) 66 55 0-255

Hungary

Telephone:

Inside Hungary:
(1) 156-5366

Outside Hungary:
(+36) 1-156-5366

Hours of Support:

9:00am - 5:00pm Weekdays

Address:

CompuServe Hungary
Microsystems RT.
1122 Budapest XII
Varosmajor u. 74
Budapest, Hungary

Fax:

Inside Hungary: (1) 155-9296

Outside Hungary: (+36) (1) 155-9296

Australia/New Zealand

Telephone:

Freephone within Australia: 008 023 158

Hours: 9:00 am - 9:00 pm (Australia) EST

Freephone within New Zealand: 0800 441 082

Hours: 9:00 am - 9:00 pm (New Zealand) ST

Outside Australia and New Zealand: (+61) 2 410 4260

Address:

Fujitsu Australia Ltd.

475 Victoria Avenue

Chatswood, NSW 2067

Australia

Fax:

Inside Australia: (02) 411 8603

Outside Australia: (+61) 2 411 8603

Japan

Telephone:

Tollfree within Japan: 0120-22-1200

Outside Japan: (+81) 3-5471-5806

Hours of Support:

9:00 am - 7:00 pm (JST) Weekdays

9:00 am - 5:50 pm (JST) Saturday

Address:

NIFTY Corporation

8th Floor, Omori Bellport A,

Minami-Oi 6-26-1, Shinagawa-ku

Tokyo 140 Japan

Fax:

Inside Japan: 03-5471-5890 or 5891

Outside Japan: (+81) 3-5471-8590 or 5891

Taiwan

Telephone:

Within Taiwan: 02-651-6899

Outside Taiwan: (+886) 2-651-6899

Hours of Support:

9:00 am - 6:00 pm (TST) M - F

9:00 am - 12:00 pm (TST) Saturday

Address:

Taiwan Telecommunications Network Svcs. Co., Ltd.

Far East ABC Intelligent Science Park

1st Floor, No. 13, Lane 50, Nan-Kang Road

Section 3

Taipei, Taiwan R.O.C.

Fax:

Inside Taiwan: 02-651-1801

Outside Taiwan: (+886) 2-651-1801

Korea

Telephone:

Freephone within Korea: 080-022-7400

Outside Korea:

(+82) 2-569-5400

(+82) 2-569-1542

(+82) 2-569-1544

Hours of Support:

9:00am - 7:00pm weekdays

9:00am - 5:50pm Saturday

Address:

PC Communication Department

POSDATA CO., LTD

10th Floor, Daehan Jedang Bldg.

7-23, Shinchun-dong, Songpa-ku

Seoul, Korea

Fax:

Inside Korea: 02-569-6988

Outside Korea: (+82) 2-569-6988

South Africa

Telephone:

Inside South Africa:
(012) 841-2530
0800-112252

Outside South Africa: (+27) 12-841-2530

Hours of Support:

9:00am - 5:00pm weekdays

Address:

CompuServe Africa
P.O. Box 72668
Lynnwood Ridge
South Africa
0040

Fax:

Inside South Africa: 12-841-3604
Outside South Africa: (+27) 12-841-3604

Argentina

Telephone:

Within Argentina:

01-372-7817

01-372-7871

01-372-7883

Outside Argentina:

(+54) 1-372-7817

(+54) 1-372-7871

(+54) 1-372-7883

Hours of Support:

9:00 am - 6:00 pm Weekdays

Address:

CompuServe S.A. Argentina

Av. Rivadavia 969 2do. P. Frente

Buenos Aires, 1002 Argentina

Fax:

Inside Argentina: (01) 372-7825

Outside Argentina: (+54) 1-372-7825

Chile

Telephone:

Within Santiago Metropolitan Area: 696-8807

All other cities within Chile: (02) 696-8807

Outside Chile: (+56) 2-696-8807

Hours of Support:

9:00 am - 5:00 pm Weekdays

Address:

Chilepac

Gerencia Red de Datos

Morande 147

Santiago, Chile

Fax:

Inside Chile: (02) 696-1474

Outside Chile: (+56) 2-696-1474

Venezuela

Telephone:

Inside Venezuela:

02-793-2984

02-793-2384

02-791-8694

Outside Venezuela:

(+58) 2-793-2984

(+58) 2-793-2384

(+58) 2-781-8697

Hours of Support:

8:00am - 5:00pm Weekdays

Address:

CompuServe C.A. Venezuela

Plaza Venezuela - Torres Capriles

Piso 4, Oficina 401

Caracas - Venezuela

Fax:

Inside Venezuela: (02) 793-1952

Outside Venezuela: (+58) 2-793-1952

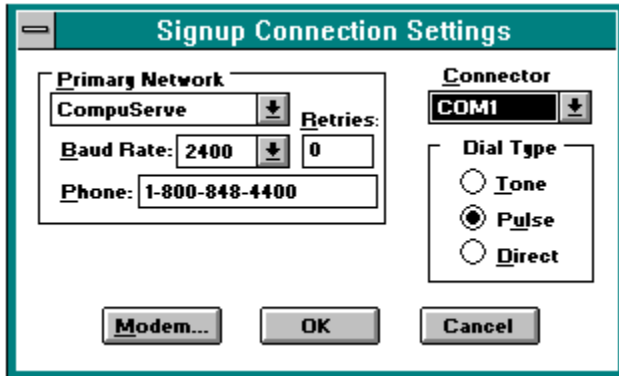
Other

If there is no local Customer Service listing in your country, please try contacting the Customer Service office nearest you or calling CompuServe Customer Service in the United States for further assistance.

Reviewing Communication Settings

To review communication settings:

1. Choose **Connect Settings** from the Signup menu.



The image shows a 'Signup Connection Settings' dialog box. It has a title bar with a minus sign. The dialog is divided into two main sections. The left section is titled 'Primary Network' and contains a dropdown menu set to 'CompuServe', a 'Retries:' label, a 'Baud Rate:' dropdown set to '2400', and a 'Phone:' text field containing '1-800-848-4400'. The right section is titled 'Connector' and contains a dropdown menu set to 'COM1'. Below the 'Connector' section is a 'Dial Type' section with three radio buttons: 'Tone', 'Pulse' (which is selected), and 'Direct'. At the bottom of the dialog are three buttons: 'Modem...', 'OK', and 'Cancel'.

Signup Connection Settings	
Primary Network	Connector
CompuServe	COM1
Retries:	Dial Type
Baud Rate: 2400	<input type="radio"/> Tone
Phone: 1-800-848-4400	<input checked="" type="radio"/> Pulse
	<input type="radio"/> Direct
Modem...	OK Cancel

Your Name: Type your real name as opposed to a nickname.

Logon Parm: These are special instructions appended to your User ID number. You should type this information only when so directed by a CompuServe Customer Service representative.

Primary Network: Highlight the network you want to use to connect to CompuServe.

Baud Rate: Highlight the baud rate you wish to use. Your modem must support the baud rate you choose.

Retries: Type the number of times your modem will attempt to redial if the first attempt fails. A reasonable value is 10.

Phone: Type the CompuServe local access telephone number to be used to connect to CompuServe.

Relaxed Timing: Mark this if you are experiencing difficulty in connecting to CompuServe because of timeout problems. Doing so will increase your timeout value.

User ID: This is the Signup User ID number. Do not change this unless so instructed by a CompuServe Customer Service representative. During the member signup procedure you will be assigned a permanent User ID number, one different than the one you see here, that will enable you to access the CompuServe Information Service. The Signup User ID number takes you only to the signup area on CompuServe and nothing more.

Password: This is the Signup Password. Do not change this unless so instructed by a CompuServe Customer Service representative. During the member signup procedure you will be assigned a permanent User ID number and a temporary password, both different than the ones specified here, that will enable you to access the CompuServe Information Service. The Signup Password works only with the Signup User ID number.

Secondary Network: Highlight the network you want to use to connect to CompuServe if the **Primary Network** is not available.

Baud Rate: Highlight the baud rate you wish to use in your **Secondary Connection**. Make sure your modem supports the baud rate you choose.

Retries: Type the number of times your modem will attempt to redial if the first attempt fails in your **Secondary Connection**. A reasonable value is 10.

Phone: Type the CompuServe local access telephone number to be used to connect to CompuServe.

Connector: Highlight the communications port that your modem is configured to use.

LAN...: Takes you to a dialog where you can specify local area network information.

Modem...: Takes you to a dialog where you can review and modify modem settings.

OK: Saves your changes and closes this dialog.

Cancel: Closes the dialog without saving any of your changes.

Pulse: Pulse dialing sounds like a rotary telephone.

Tone: Tone dialing sounds like a touchtone telephone. Even if you have a rotary telephone, you can generally use Tone dialing through your modem. Tone dialing is faster than Pulse dialing.

Direct: Select this only if your microcomputer is hard-wired to another computer system which provides the connection for you.

Viewing a Troubleshooting/Startup Checklist

Connections

If Signup is unable to dial your modem and connect properly, please check to ensure that all the cable connections, modem connections, and power supply connections are correct.

Modem Settings

If Signup is able to dial your modem, but is unable to complete the member signup procedure, please review your modem settings to make sure they are accurate.

Windows Control Panel

If you are unable to find the appropriate COM port setting for the member signup procedure, please check to ensure that the Ports setting in the Windows Control Panel is set correctly.

Connection Settings

If Signup is unable to connect you to CompuServe, it could be because the wrong COM port has been specified. Please check your connection settings and modem settings.

Secondary Communications Programs

If you receive a Device Contention message from Windows during the member signup procedure -- such as COM 1 not available, try COM2 -- please close any other communications programs that you may be running concurrently.

Communication Port

If you encounter a Windows error message during the member signup procedure, such as a General Protection Fault or Unrecoverable Application Error, please close all applications, exit Windows, and then reboot your computer to reset all available COM ports.

User ID Number and Password

If you are able to complete the member signup procedure, but are unable to connect to CompuServe again, please check your connection information to make sure you are using the permanent User ID number and new temporary password.

[Reviewing Communication Settings](#)

[Reviewing Modem Settings](#)

[Overview of the Member Signup Procedure](#)

Overview of the Member Signup Procedure

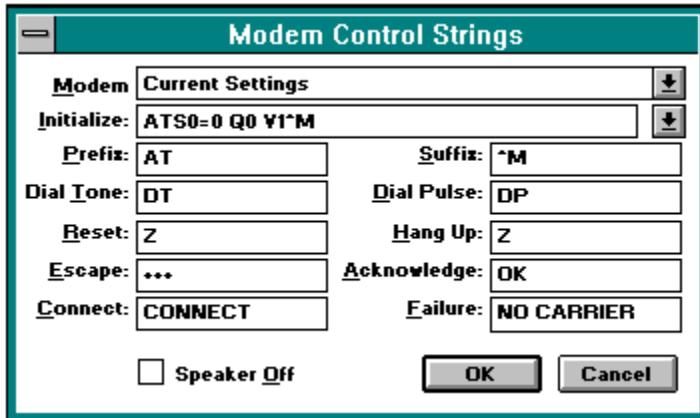
In order to complete the member signup procedure, you will need to provide certain information and perform related instructions.

1. At the opening **Country/Billing** dialog you will be asked to provide the country from which you will be connecting to CompuServe and your preferred billing method, such as credit card, direct debit, or corporate business account.
2. At the next dialog you will be asked to provide more specific billing information, such as a credit card number or bank address, your personal address, and whether you desire specific membership options.
3. If you are opening a corporate business account, you will be asked to provide administrator information, as well as credit references, at ensuing dialogs.
4. During the member signup procedure you will see Executive Service Option information, as well as CompuServe's rules and terms of operation.
5. At a **Dial Type** dialog you will be asked to specify your modem dialing preference. After you do, the Signup program will attempt to connect you to CompuServe.
6. Upon connecting to CompuServe successfully, you are immediately asked to agree to the stated pricing plan conditions. You will be asked to type **AGREE** to show acceptance.
7. Once you agree to the pricing plan conditions, unless you selected a corporate billing account as your billing option, you will be assigned a permanent User ID number and a temporary Password. You will be asked to retype this information at the next dialog for confirmation purposes.

Reviewing Modem Settings

To review modem settings:

1. Choose **Modem Settings** from the Signup menu.



The image shows a 'Modem Control Strings' dialog box. It has a title bar with a minus sign and the text 'Modem Control Strings'. Inside, there are several fields for configuring modem settings. The 'Modem' field is set to 'Current Settings'. The 'Initialize' field contains 'ATS0=0 Q0 Y1*M'. The 'Prefix' is 'AT' and the 'Suffix' is '^M'. The 'Dial Tone' is 'DT' and the 'Dial Pulse' is 'DP'. The 'Reset' is 'Z' and the 'Hang Up' is 'Z'. The 'Escape' is '+++'. The 'Acknowledge' is 'OK'. The 'Connect' is 'CONNECT' and the 'Failure' is 'NO CARRIER'. At the bottom, there is a checkbox for 'Speaker Off' which is unchecked, and two buttons: 'OK' and 'Cancel'.

Modem Control Strings	
Modem	Current Settings
Initialize:	ATS0=0 Q0 Y1*M
Prefix:	AT
Suffix:	^M
Dial Tone:	DT
Dial Pulse:	DP
Reset:	Z
Hang Up:	Z
Escape:	+++
Acknowledge:	OK
Connect:	CONNECT
Failure:	NO CARRIER
<input type="checkbox"/> Speaker Off	
OK Cancel	

Modem: Highlight your modem type in the list provided. If your modem type is not in the list, highlight **Other**.

Initialize: Type your modem's initialization command string (up to 80 characters). If you highlight a modem in the list provided at **Modem**, the Information Manager automatically fills in that modem's initialization command string.

Prefix: Make sure that this is the correct prefix string. Also known as the attention command.

Dial Tone: Make sure that this is the correct string to initiate tone dialing.

Reset: Make sure that this is the correct string to reset the modem.

Escape: Make sure that this is the correct escape sequence that returns your modem to the command mode when it is in data mode.

Connect: Make sure that this is the correct string or phrase that is sent to your computer by your modem after the connection is established.

Speaker Off: Mark this if you desire a silent operation of a Hayes-compatible modem.

Suffix: Make sure that this is the correct string to terminate a command.

Dial Pulse: Make sure that this is the correct string to initiate pulse dialing.

Hang Up: Make sure that this is the correct string to free the telephone line.

Acknowledge: Make sure that this is the correct string or phrase that is sent to your computer by your modem after it receives a command from your computer.

Failure: Make sure that this is the correct string or phrase that is sent to your computer by your modem when it cannot make a connection or the connection is lost.

OK: Records any changes you make and closes this dialog.

Cancel: Closes the dialog without making any of your changes.

