If you’ve landed here, you’ve either chosen the path of moving your OS title(s) to your own Ingram Spark account, or you’re looking to learn more about the offerings of that process. Either way, welcome!

1) Go to Ingram Spark and start your own account.

2) When you are asked to give your BUSINESS or LEGAL NAME, you can either use your personal name, or a name for your new “Publishing Company” or “Press” – it doesn’t have to exist on any official documents yet. (Do NOT use “The Operating System” here).

3) Once you’ve created your account and gone through all the steps of adding compensation and billing information, and been notified that your profile is set up, you’ll have an ACCOUNT NUMBER which you’ll find in the upper right hand corner of your Ingram dashboard screen.

4) Find the ISBN number(s) of the title(s) you want to transfer, and take these, and your new Ingram Spark account number, and enter them into the “transfers within Lightning Source / Ingram Spark Accounts” fields on this form.

5) The OS will receive notification of your request, and it should be processed in 30 days or less. Here’s a bit more information on that process.

6) When you go into the title information for any book, you’re able to add an IMPRINT for your book. Here is where you want to add an imprint called “The Operating System” under your Ingram Account. (More info on adding imprints here.) It’s possible that since the ISBN number and all other book information stays the same in the metadata that 3rd party retailers will not even change any of the data to reflect the new Ingram account (as you can see with Johnny Damm’s titles, for instance)

**LIMITED USE AGREEMENT for Operating System imprints**: Under the Network Node agreement, only previously existing OS titles can be published solely under an imprint named ‘The Operating System,’ although new titles can also say they use the OS’s Open Design protocol in their colophon / publishing data.