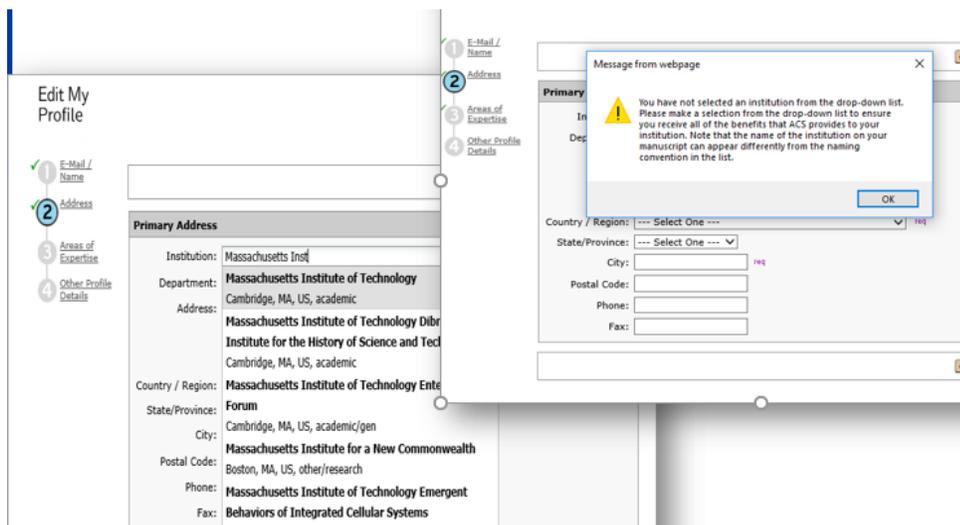


## Open Access Funding Request Quick Reference Guide

1. The author **MUST** select their institution at the time of article submission. If the article is not affiliated with the institution included in the open access agreement, the CCC RightsLink transaction will not prompt them to request funding from that institution.

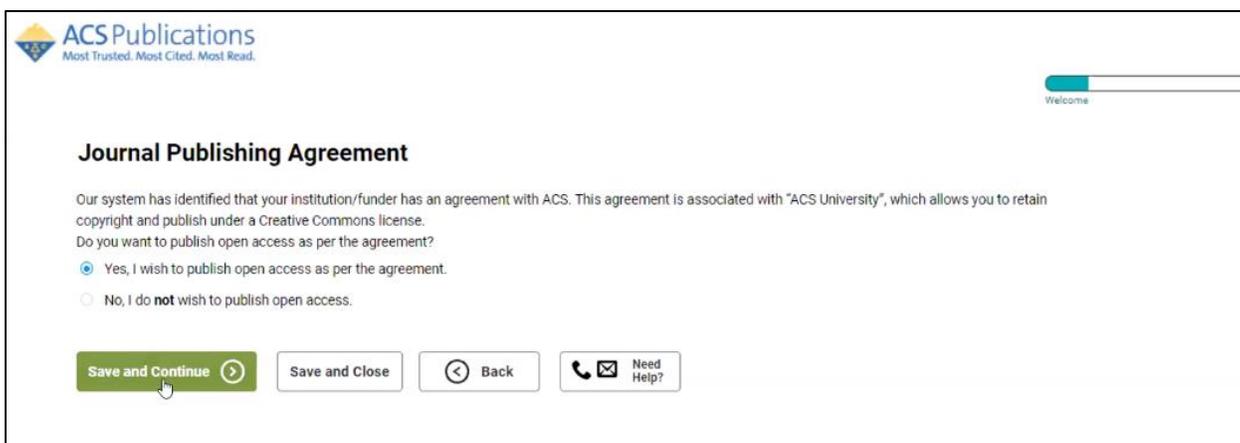


The screenshot shows the 'Edit My Profile' form with a warning message overlay. The form fields are as follows:

- E-Mail / Name:** [Empty]
- Address:** [Empty]
- Areas of Expertise:** [Empty]
- Other Profile Details:** [Empty]
- Primary Address:**
  - Institution: Massachusetts Inst
  - Department: Massachusetts Institute of Technology
  - Address: Cambridge, MA, US, academic
  - Address: Massachusetts Institute of Technology Dibr
  - Institute for the History of Science and Ted
  - Cambridge, MA, US, academic
  - Country / Region: Massachusetts Institute of Technology Ente
  - State/Province: Forum
  - City: Cambridge, MA, US, academic/gen
  - Postal Code: Massachusetts Institute for a New Commonwealth
  - Phone: Boston, MA, US, other/research
  - Fax: Massachusetts Institute of Technology Emergent
  - Behaviors of Integrated Cellular Systems

The warning message reads: "You have not selected an institution from the drop-down list. Please make a selection from the drop-down list to ensure you receive all of the benefits that ACS provides to your institution. Note that the name of the institution on your manuscript can appear differently from the naming convention in the list."

2. At manuscript acceptance, the author receives an email invitation to enter the Journal Publishing Agreement (JPA) Tool. This tool interactively drives the author to the appropriate JPA based on journal, agreement affiliation and author response.



The screenshot shows the 'Journal Publishing Agreement' tool. The header includes the ACS Publications logo and a 'Welcome' message. The main content area contains the following text:

Our system has identified that your institution/funder has an agreement with ACS. This agreement is associated with "ACS University", which allows you to retain copyright and publish under a Creative Commons license.

Do you want to publish open access as per the agreement?

Yes, I wish to publish open access as per the agreement.

No, I do **not** wish to publish open access.

At the bottom, there are four buttons: 'Save and Continue' (highlighted in green), 'Save and Close', 'Back', and 'Need Help?' (with a phone icon).

If the author selects to purchase open access at the start of the journal publishing agreement process, then the author is provided the link to CCC RightsLink to complete the funding request at the end of the JPA process:

### Journal Publishing Agreement

#### Next steps

Thank you for taking the time to complete the Journal Publishing Agreement for the Manuscript "Direct Experimental Characterization of the Ferrier Glycosyl Cation in the Gas Phase" for the Journal "Organic Letters". Now that you have submitted your agreement, you will receive an email confirmation shortly that includes a copy of the completed form for your records.

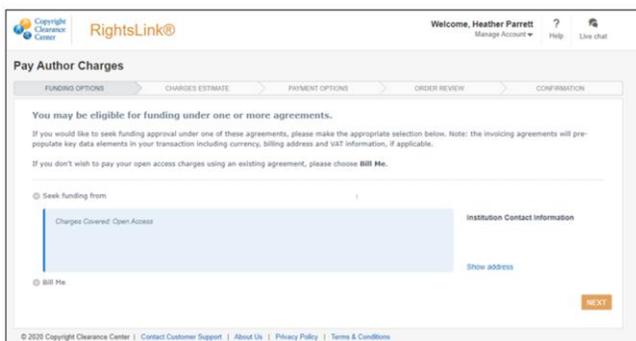
Your ACS Journal Publishing Agreement stipulates that your article will be made open, and therefore you will retain copyright. However, please note that **an order must be completed** before ACS can publish your manuscript.

[Order Open Access](#)

You will be redirected to our ecommerce partner to place your order.  
We value your feedback and are interested in finding out more about your experience today. Please complete a brief survey which will take less than 5 minutes.

Take Survey
 Need Help?

- The author will be linked to CCC RightsLink where they can request funding\*\* through an Open Access agreement or affiliation with an institution.



- If the author does not complete the funding request transaction from the Journal Publishing Assistant Tool, they may also use the Author Publishing Center to get to CCC RightsLink. [https://publish.acs.org/publish/research\\_share\\_and\\_oa](https://publish.acs.org/publish/research_share_and_oa) Simply enter in the DOI and click "Go" to access the CCC RightsLink transaction page.

## ACS Open Access Licenses And Programs

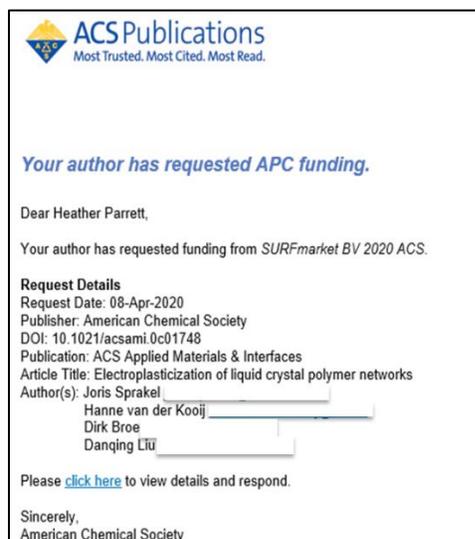
100% of ACS Journals publish open access articles. Whether you need to publish open access to meet a funder mandate or simply want to increase the visibility of your research, ACS offers a variety of licenses and programs to publish your research open access in a top journal with high-quality peer review. Choose a license from the ACS AuthorChoice program, available upon acceptance, and open your research up to the world. Enter a DOI below to make any ACS article open access.

### Purchase Open Access via ACS AuthorChoice program

Enter ACS article DOI number

Go

5. Agreement Administrators can access the CCC RightsLink institutional portal at:  
<https://apcfunding.copyright.com/>
  - a. Username is the email provided at account set up
  - b. Password is set by the user at initiation of the account
  
6. Agreement Administrators will receive a notification of funding eligibility at manuscript acceptance and another email notification of a funding request. \*\*Agreement Administrators can also complete this transaction with the CCC RightsLink transaction link included in these email notifications. Simply click the link and complete the transaction on behalf of the author



7. Click the link in the funding requested notification email and login to the CCC RightsLink portal to review funding requests.
  - a. Note that If you have agreements with other publishers that utilize CCC, all of your transactions will show up in one place. You can sort by using the arrows 
  
8. Approve or Deny by clicking the appropriate button.
  - a. If the request is denied, a reason can be selected that will be provided to the author in the automated notification.

- b. Once a request has been acted upon, the boxes are greyed out.

**Once all agreement tokens are used, the account profile will be automatically suspended. There are various options available for continued funding of OA APC charges at that point. Contact your Sales Account Manager or [oaops@acs.org](mailto:oaops@acs.org) for more information**

- c. If you have agreements with other publishers that utilize CCC, all of transactions will show up in one place.

Billing Profiles | Funding Requests | Reports

The table below includes any funding requests that have been matched to one of your special billing profiles.

**APPROVE** When you approve funding for a manuscript, the transaction will be completed, assigned an Order ID, and when a balance is due, included in your next invoice based on the schedule defined in that agreement's profile.

**DENY** If you deny funding you will be prompted to provide a deny reason to inform the author of your decision. The author will have the opportunity to self-fund the transaction, resubmit for funding based on your deny reason, or elect to publish under a subscription model, as available.

Results 1 - 4 of 4

Order Date	Article Title	Author(s)	Funder	Publisher	Accept Date	Profile Name	Total Fees	Status	Actions
30-Apr-2018	Test_manuscript_plea se_ignore_03262018c	Edwards, Andy	Russian Foundation for Basic Research; Ministry of Education and Science of the Russian Federation	American Chemical Society	26-Mar-2018	ACS University Test 01 - University of Maryland at College Park	4,000.00 USD	Pending	APPROVE DENY
02-Apr-2018	Test_manuscript_plea se_ignore_03262018e	Edwards, Andy	Russian Foundation for Basic Research; Ministry of Education and Science of the Russian Federation	American Chemical Society	26-Mar-2018	ACS University Test 01 - University of Maryland at College Park	4,000.00 USD	Approved	APPROVE DENY

9. Agreement Administrators can use the Billing Profiles tab to check token balances and usage by clicking on the arrow to the left of the Institution name (yellow circle). Notifications for token thresholds can be set by clicking on the bell shape to the right (blue circle).



Your Institution Info Here Daily Agreement label 01-Jan-2020 31-Dec-2020 Active 🔔

Amount Approved for Invoicing	0.00 USD
Number of APC Tokens Remaining	20
Value of APC Tokens Used	6,250.00 USD <span style="color: blue;">?</span>
Number of APC Tokens Used	122

Click on create Notification to set up new notifications. These can be set to existing contacts from the profile or new contact information can be entered for notifications by choosing Other in the “Select Contacts” and clicking the green + sign. Do not forget to click Save when you are finished.



**CREATE NOTIFICATION**

There are no custom notifications currently setup for this profile.

**Billing Profiles** | **Funding Requests** | **Reports**

Billing Profiles > Manage Notifications > Create Notification

Create Notification for | **Your Institution Info here**

**1. SELECT CONTACTS**

Select Contact

**2. SELECT TRIGGER**

Trigger this email when

- Amount Approved for Invoicing
- Number of APC Tokens Used
- Number of APC Tokens Remaining
- APC Threshold - Funds Remaining

has reached

Enter a positive, numeric value

This number is the threshold that will trigger your custom email.

- **Amount Approved for Invoicing** emails will trigger once the amount of spending approved under this profile has reached or exceeded this number (in USD).
- **Number of APC Tokens Used** emails will trigger once the total number of tokens used under this profile has reached or exceeded this number.
- **Number of APC Tokens Remaining** emails will trigger once the total number of tokens available on this profile has reached or gone below this number.
- **APC Threshold - Funds Remaining** emails will trigger once the total threshold fund remaining on this profile has reached or gone below this number (in USD).

**CANCEL** **SAVE**

10. Agreement Administrators have access to reporting on the Reports tab. This tab allows you to search transactions using a variety of attributes within CCC RightsLink.

Copyright Clearance Center | **Institutional Portal**

Welcome, Rhonda Lands | Sign Out | Help | Live chat

Institution: ACS University | Account #: 7001904831

Welcome to the RightsLink® Institutional Portal. Use the **Billing Profiles** tab to view the special billing profiles we have on file between your institution and RightsLink® client publishers. Use the **Funding Requests** tab to review and act on your queue of funding requests for researchers affiliated with your institution. Use the **Reports** tab to search and download a report of the APC transactions associated with your account. In the future, there will be an **Invoices** tab for you to review and pay your invoices online.

**Billing Profiles** | **Funding Requests** | **Reports**

**Transaction Summary Report**

Manuscript ID:	<input type="text"/>	Primary Author first name:	<input type="text"/>
Manuscript name:	<input type="text"/>	Primary Author last name:	<input type="text"/>
Manuscript DOI:	<input type="text"/>	Primary Author ID:	<input type="text"/>
Publisher name:	<input type="text"/>	Primary Author Institution:	<input type="text"/>
Promotion name:	<input type="text"/>	Funding status:	All <input type="text"/>
Funder name:	<input type="text"/>	Payment status:	All <input type="text"/>
Invoice number:	<input type="text"/>	Order date:	In last 30 days <input type="text"/>
Order ID:	<input type="text"/>	<b>Run Report</b> <input type="button" value="Clear"/>	