



# ACS OPEN ACCESS



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# Topics

- Overview of ACS R&P Program
- Author Experience
- Admin Experience
- Customer On-boarding Support
- Q&A



# ACS Driving Principles Around Open Access

- **Supporting authors' freedom** to choose where and how they publish with minimal disruption
- Making it easier for scientists to **meet evolving funding requirements**
- **Attract top-tier researchers** & content that meets ACS' extremely high standards
- Demonstrate that **OA content can be trusted** as much as subscription content
- **Develop the information & business systems** needed to deliver transformative publishing agreements
- Work collaboratively with institutions interested in **transformative plans**

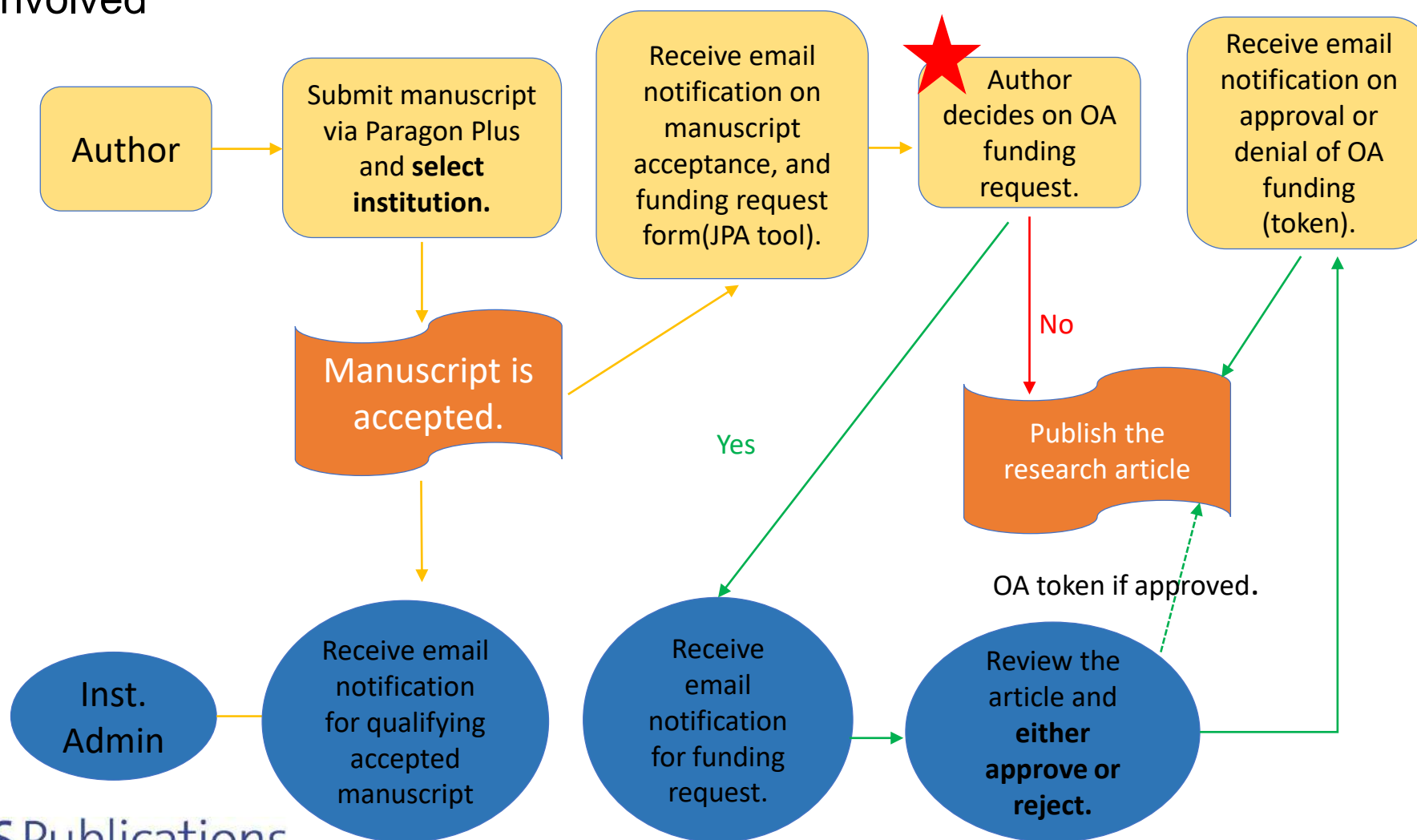
# Open Access Agreement – Workflow Options

R&P program with ACS Publications from 2025

- **All peer reviewed ACS Journals**
- **Author's choice of license: CC-BY Or CC-BY-NC-ND**
- **Author-involved Workflow: Corresponding author should request funding** to the institution after manuscript is accepted. Institution admin will be notified at manuscript acceptance and when author's request is submitted. **Admin** will review details and **approve/reject**.

# Read and Publish Program Workflow

Author-involved







# ACS AND OPEN ACCESS

**Author Experience -  
*Manuscript Submission***



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# Submission through ACS Researcher Resources Center

## Step One

Visit the ACS Researcher Resources Center at <https://publish.acs.org/publish/>.

## Step Two

Log in using an ACS ID or create an ACS ID.

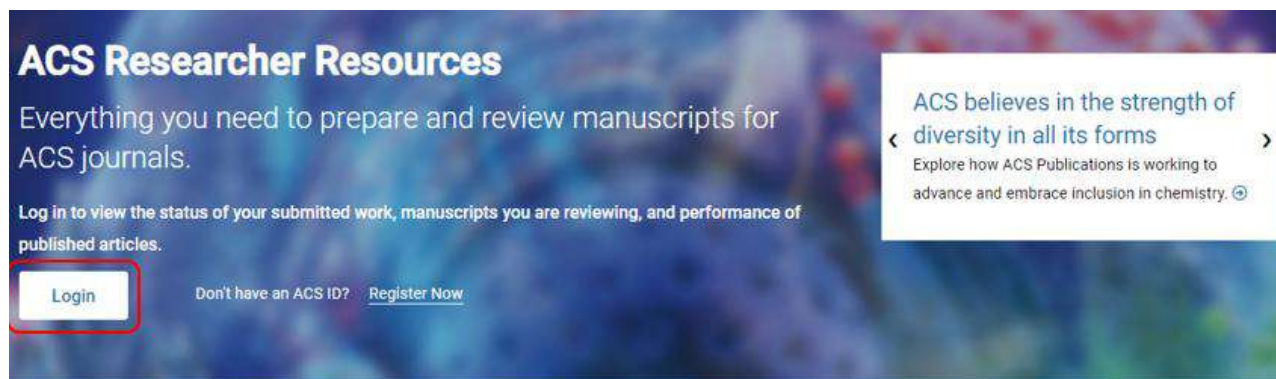
## Step Three

Select the journal to submit manuscript to.

## Step Four

Click Submit Manuscript.

<https://publish.acs.org/publish/>  
<https://publish.acs.org/>



## Journal Guidelines And Templates





# Submission through ACS Researcher Resources Center

1) Read and publish agreement qualification is systematically based on the submitting **author's primary affiliation** on profile **at the time of manuscript submission**. The primary affiliation should be selected from **drop-down list**.

2) During the submission process, please ensure the affiliation in the '**Submitting Agent**' field and the '**Author & Institutions**' field reflect your affiliation. These fields should show the same institution.

Edit My Profile

1 E-mail / Name  
2 Address  
3 Areas of Expertise  
4 Other Profile Details

Primary Address

Institution: national institute for material science  
Department: National Institute for Materials Science  
Address: Tsukuba, Ibaraki, JP, academic/gov  
Country/Region: National Institute for Materials Science  
State/Province: Tsukuba, Ibaraki, JP, academic/gov  
City: National Institute for Materials Science  
Postal Code: Center for Nanoarchitectonics  
Phone: Tsukuba, Ibaraki, JP, academic/gov  
Fax: National Institute for Materials Science  
Meguro-ku, Tokyo, JP, academic/pl

Submission

Step 1: Type, Title, & Abstract  
Step 2: File Upload  
Step 3: Authors & Institutions  
Step 4: Reviewers  
Step 5: Details & Comments  
Step 6: Review & Submit

Step 3: Authors & Institutions

Co-Authors: You must provide contact information for all co-authors. Then use the Order dropdown list beside each author's name to match the order in which they are listed on the manuscript.

Submitting Agent: If you are submitting this manuscript for someone else, you must enter the Contact Author's information.

\* Required Fields

Submitting Agent

\* Agent Question [Edit](#)

☒ Author I, Adam Author, am submitting this manuscript on behalf of myself and my co-authors.

☐ Submitting Agent I, Adam Author, am not an author on this manuscript. I am submitting this manuscript on behalf of an author.

Authors

\* Selected Authors [Edit](#)

ORDER	ACTIONS	AUTHOR	INSTITUTION
1	Select...	Adam Author (Corresponding Author) adamauthor@test.demo	1. ACS ACS ACS, US ASC



# Submission through ACS Research Resources Center

When submitting the manuscript, authors will be asked if they need to comply with any open access mandates and how they may pay for any required open access publication costs.

The answers to these questions do NOT determine qualification through a read and publish agreement and were designed to get authors thinking about open access and how the APC may be covered.

Open Access Mandates	
<p>* Are you expected to comply with <a href="#">Open Access</a> mandates? If Rights Retention Strategy language is included in the manuscript, be advised a fee may apply. <a href="#">Click here to learn more.</a></p>	
<input checked="" type="radio"/>	Yes
<input type="radio"/>	No
<p>* If yes, how are you intending to pay for <a href="#">Open Access publication charges</a>? The <a href="#">ACS Journal Finder</a> is available for you to determine your best available option.</p>	
<input type="radio"/>	I plan to submit a request for support through an <a href="#">institutional open access agreement</a> .
<input type="radio"/>	I plan to pay with grant funding associated with this manuscript.
<input type="radio"/>	I plan to pay with discretionary funding.



# ACS AND OPEN ACCESS

**Author Experience -  
*Journal Publishing Agreement***



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# Journal Publishing Agreement

When the manuscript is accepted, corresponding author will receive an email invitation requesting completion of the Journal Publishing Agreement.

The link to complete their Journal Publishing Agreement (JPA) for the manuscript is contained within the email.

January 13, 2021

Journal: ACS Applied Materials + Interfaces  
Manuscript No.: am-2020-20958u  
Title: Shaping perovskites: In-situ crystallisation mechanism of rapid-thermally annealed, pre-patterned perovskite films  
Authors: Antonio Gnzler, Esteban Bermdez-Urea, Loreta A. Muscarella, Mario Ochoa, Efran Ochoa-Martinez, Bruno Ehrler, Michael Saliba, Ullrich Steiner  
Status: Manuscript Accepted - Signature for journal publishing agreement required

Dear Dr. Ullrich Steiner:

Congratulations on the recent acceptance of your article for publication in ACS Applied Materials + Interfaces. As the final step in the acceptance process, we now need you to complete and sign an ACS journal publishing agreement, accessible via this link:


<https://jpa.acs.org/ipawizard/home?c=Jk1ToeBGPr15D&BOW3CB>

Please note: An ACS ID is required to access this site. <https://pubs.acs.org/publish/> to register for an account Paragon Plus account prior to initiating a journal publication. If you do not have a Paragon Plus account or need help linking your account, please contact [support@services.acs.org](mailto:support@services.acs.org).

Please complete and sign a journal publishing agreement to publish your article until we have a valid, signed journal publishing agreement.

If you have any questions about the publishing process, please contact [mjprecept@acs.org](mailto:mjprecept@acs.org).

Sincerely,  
ACS Journal Production Team  
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<http://pubs.acs.org>



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Welcome

## Journal Publishing Agreement

Welcome owjoi

Thank you for choosing to publish your manuscript in "Analytical Chemistry".

In order to proceed, please review the below information and confirm that all is correct. If you have any questions or need corrections, please click on the "Need Help?" button at the bottom of the screen. If all of the below information is correct, please proceed to the next screen.

<b>Manuscript Title</b> Nitrogen Bubbles at Pt Nanoelectrodes in Non-Aqueous Medium-Oscillating Behavior and Geometry of Critical Nuclei		
<b>Journal Name</b> Analytical Chemistry	<b>Manuscript ID</b> ac-2019-05510t	<b>Received Date</b> 05 December 2019
<b>Corresponding Author Name</b> Prof. Qianjin Chen		
<b>Contact Email</b> qianjinchen@dhu.edu.cn		
<b>Co-Authors</b> Dr. Yuwen Liu, Dr. Martin A. Edwards, Yulong Liu, Dr. Henry S. White		
<b>Contact Address</b> No. 2999, North Renmin Rd, Songjiang, Shanghai, 201620		

ProceedSave and CloseNeed Help?



# Journal Publishing Agreement

The JPA assistant will identify that an author is affiliated to an open access agreement.

Authors should select the **Yes, I wish to publish open access as per the agreement** option to retain copyright to the manuscript.

By selecting the No, I do not wish to publish open access option, copyright will be transferred to the ACS.



## Journal Publishing Agreement

Our system has identified that your institution has an agreement with ACS. This agreement is associated with [redacted] which allows you to retain copyright and publish under a Creative Commons license of your choice.

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.

Save and Continue

Save and Close

Back

Need Help?



# Journal Publishing Agreement

If the author selects the No, I do not wish to publish open access option, the JPA Assistant will confirm the intent of the author.

### Journal Publishing Agreement

Our system has identified that your institution/funder has an agreement with ACS. This agreement is associated with **Your Institution/Funder Agreement Name** which allows you to retain copyright and publish under a CC BY 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.

By answering "No" you are declining the opportunity to have your institution fund your open access fees. If you would like to request open access funding through your institutional agreement, please change your response to "yes, I wish to publish open access per the agreement." If you have additional questions, contact [support@services.acs.org](mailto:support@services.acs.org).

Ok

# Journal Publishing Agreement

The author should complete all additional questions within the JPA assistant to finalize the JPA.

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### Journal Publishing Agreement

Were all authors of this manuscript **employees of one of the governments** listed below when they researched and contributed to this manuscript?

☒ One or more authors was **not** an employee of any of the listed governments when they contributed to this manuscript.

☐ All authors were **United States (U.S.)** Government employees when they contributed to this manuscript.

☐ All authors were **United Kingdom (U.K.)** Government employees when they contributed to this manuscript.

☐ All authors were **Canadian** Government employees when they contributed to this manuscript.

☐ All authors were **Australian** Government employees when they contributed to this manuscript.

☐ All authors were **New Zealand** Government employees when they contributed to this manuscript.

Was the corresponding author of the manuscript an employee of the **United States (U.S.)** Federal Government or an employee of a Commonwealth country that recognizes Crown Copyright, when the underlying research work and manuscript were created?

☐ Yes, the corresponding author is an employee of one of those governments.

☒ No, the corresponding author is **not** an employee of one of those governments.

**Save and Continue** **Save and Close** **Back** **Need Help?**

---

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### Journal Publishing Agreement

Does your employer need to sign\* this Journal Publishing Agreement?

☐ Yes, my employer needs to sign this agreement.

☒ No, my employer **does not** need to sign this agreement.

\* Authors are commonly authorized to sign agreements about their publishing activities, but in the event you are not, you might want to check with your employer or a more senior colleague.

**Save and Continue** **Save and Close** **Back** **Need Help?**



# Journal Publishing Agreement

Author will be given the option of either

- 1) **electronically signing** the Agreement or
- 2) downloading a PDF to print for a **physical signature**.

In order to have an employer or co-author sign your agreement, click the "download" link and you will receive a copy of the PDF for a signature.

Certified Digital Signatures and manual signatures are accepted.

The signed PDF must be complete, and only a single file will be accepted. Remember to return all pages, not just the signature page! Return to the Journal Publishing Agreement tool from the original email invite you received, click "Save and Continue", upload your signed agreement, and then click "submit".



## Journal Publishing Agreement

### Electronic Submission for Journal Publishing Agreement Form

Thank you for completing the Journal Publishing Agreement for your manuscript. You can review the agreement here before electronically signing it.

[Preview](#)

If you agree with the terms, please sign the electronic version of the Journal Publishing Agreement for the manuscript "Gas-phase Reactivity of Phenylcarbyne Anions".

Please enter your full name as signature in the box below.

Enter full name

☐ I acknowledge that I have both reviewed and agree to the terms of this Journal Publishing Agreement.

Need to sign the agreement physically? Click [here](#) to download a PDF version.

Click on "Save and Close" to save your progress. Please note that you are able to end this session and finish it later.



# Journal Publishing Agreement

During completion of the JPA, if the author selects the ***Yes, I wish to publish open access as per the agreement*** option, the author will be provided with an **Order Open Access** button at the end of the JPA process. By clicking this button, the author will be taken directly to Copyright Clearance Center (CCC) to complete a funding request for their manuscript.

## 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](#)



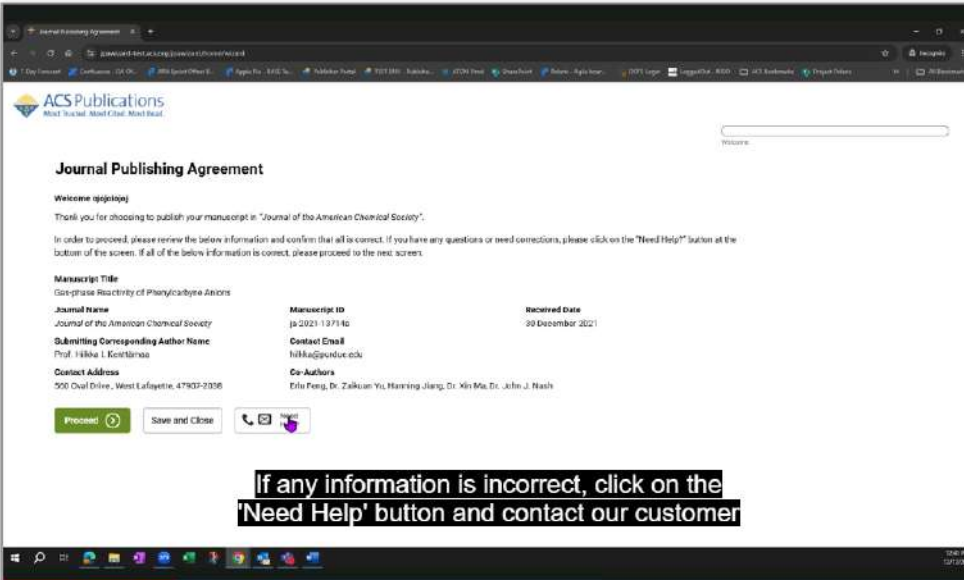
# Journal Publishing Agreement

For more info, please refer [‘Journal Publishing Agreement demo video’](#)

## Journal Publishing Agreement demo video

The below video demonstrates how to navigate the Journal Publishing Agreement assistant and publish your research in a hybrid ACS Publications journal.

Interested in publishing your article open access? You can find out more information, including demo videos, [here](#).



The screenshot shows a web browser window displaying the 'Journal Publishing Agreement' form for ACS Publications. The form includes a welcome message, instructions, and a table of manuscript details. At the bottom, there are buttons for 'Proceed', 'Save and Close', and 'Need Help'. A text overlay at the bottom of the screenshot reads: 'If any information is incorrect, click on the 'Need Help' button and contact our customer'.

Manuscript Title	Manuscript ID	Received Date
Geophase Reactivity of Phenylcarbyne Azides	JA-2021-13714G	20 December 2021

Journal Name	Contact Email
Journal of the American Chemical Society	hikma@pubs.acs.org

Submitting Corresponding Author Name	Co-Authors
Prof. Hikma I. Kocikova	Edo Peng, Dr. Zaiquan Yu, Hanning Jiang, Dr. Xin Ma, Dr. Jichen J. Nash

Contact Address
500 Oval Drive, West Lafayette, 47907-2308





# ACS AND OPEN ACCESS

**Author Experience -  
*Requesting Funding***



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# Requesting Funding for Author-Initiated Workflow

To request funding through the open access agreement, the author should select the appropriate option on the Funding Options screen.

1

Funding Options

You may be eligible for funding under one or more agreements.

If you would like to seek funding approval under one of these agreements, please make the appropriate selection below. Note: the invoicing agreements will pre-populate key data elements in your transaction including currency, billing address and VAT information, if applicable.

If you don't wish to pay your open access charges using an existing funding agreement, please choose **Bill Me**.

☐ APC Funding available through ACS University

☐ Bill Me

Next

# Requesting Funding for Author-Initiated Workflow

The author should verify that the appropriate selections have been made and the **total charges equal zero dollars**.

**2 Available Charges**

Currency: USD

☒ **Open Access charge (mandatory)** 4,500.00 USD

This article will be made Open Access after all charges are paid in full.

ACS AuthorChoice

Open Access 4,000.00 USD

Creative Commons License

CC-BY 500.00 USD

DISCOUNTS APPLIED -4,500.00 USD

**Total Charges: 0.00 USD**

Cancel Save

Click drop down to update author's choice of CC license: CC-BY Or CC-BY-NC-ND.



# Requesting Funding for Author-Initiated Workflow

The author should enter their First Name, Last Name, and Email Address and select Next.

The author should verify that the **order total is zero dollars**, accept the terms and conditions, and click the Submit Request button.

**3 Personal Information**

First/Given Name \*

Last/Family Name \*

Email Address \*

[Next](#)

**4 Order Review**

Charge Type	Price, USD	Discounts, USD	Tax/VAT, USD	Total Due, USD
> <b>Open Access charge</b>	4,500.00	4,500.00	0.00	0.00
<b>TOTAL</b>	<b>4,500.00</b>	<b>4,500.00</b>	<b>0.00</b>	<b>0.00</b>

**Organization Address**  
Addressee: Trina Gerhard  
Address: 1155 Sixteenth Street, NW  
City: Washington  
State/Province: DC Zip/Postal Code: 20036  
Country: United States  
Email: [t.gerhard@acs.org](mailto:t.gerhard@acs.org)  
Phone: 614-447-3677

**Contacts**  
Contact Person: Heather Parrett  
Email: [hparrett@acs.org](mailto:hparrett@acs.org)  
Phone: 6144473776

**Tax ID**  
Tax ID for This Transaction: No VAT/Tax ID Needed

**Total Due: 0.00 USD**

☐ I consent to have my contact information shared with my publisher and/or funding organization, as needed, to facilitate APC payment(s), reporting and customer care. I acknowledge and agree that this transaction will be governed by Copyright Clearance Center's [terms and conditions](#), including its [privacy policy](#) referenced therein.

☐ I agree to my publisher's [terms and conditions](#).

[Submit Request](#)



# ACS AND OPEN ACCESS

**Author Experience -  
*Funding Decision Notification***



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# Funding Decision Notification

After Institution admin reviews and decides on OA funding request, corresponding author is notified of Approval/Denial.

(Approval)



(Denial)







# ACS AND OPEN ACCESS

## Admin Experience – *Funding Review*



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# Open Access Agreement – Notification

Agreement administrators will receive a notification of funding eligibility at manuscript acceptance and another email notification when an author has completed a funding request.

## Manuscript Acceptance Notification



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*One of your researchers' manuscripts has been accepted and received by RightsLink.*

Dear CCC dem Contact,


A recently accepted manuscript has been matched to your special APC billing profile, 2021 Durham University TEST. The author(s) will be notified of acceptance and given the opportunity through the RightsLink platform to request funding from you for applicable APC charges. If they do, you will have the opportunity to approve or deny the request from your RightsLink [Funding Requests](#) page.

**Manuscript Details**  
Date Accepted in RightsLink: 21-Oct-2022  
Publisher: American Chemical Society  
DOI: 10.1021/acsomega.dev.0.3258\_AT  
Publication: Biochemistry  
Article Title: Test Manuscript  
Author(s): Aastha Shekhar a\_shekhar@acs.org  
Mayank Samania m\_samania@acs.org  
Primary Author Affiliation: Durham University, RINGGOLD: 3057


Please [click here](#) to preview the APC charges.

Sincerely,  
American Chemical Society

Tel.: +1-877-822-5543 / +1-978-646-2777  
publicationservices@copyright.com  
www.copyright.com



## Funding Request Notification



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*Your author has requested APC funding.*

Dear CCC dem Contact,


Your author has requested funding from 2021 Durham University TEST.

**Request Details**  
Request Date: 21-Oct-2022  
Publisher: American Chemical Society  
DOI: 10.1021/acsomega.dev.0.3258\_AT  
Publication: Biochemistry  
Article Title: Test Manuscript  
Author(s): Aastha Shekhar a\_shekhar@acs.org  
Mayank Samania m\_samania@acs.org  
Primary Author Affiliation: Durham University, RINGGOLD: 3057

Please [click here](#) to view details and respond.

Sincerely,  
American Chemical Society

Tel.: +1-877-822-5543 / +1-978-646-2777  
publicationservices@copyright.com  
www.copyright.com



# Funding Request Review - CCC Institutional Portal

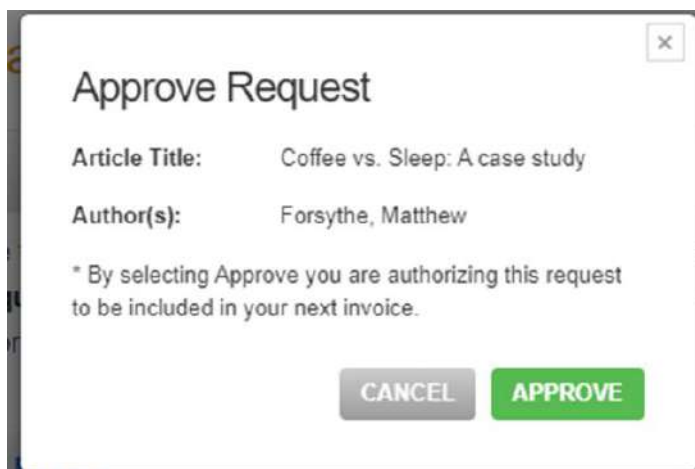
Agreement administrators will approve or deny funding requests within the CCC Institutional Portal dashboard by clicking the Approve or Deny button.

The Approve or Deny buttons will be greyed out within the dashboard once a funding request has been acted upon.

Billing Profiles   Funding Requests   Reports										
The table below includes any funding requests that have been matched to one of your special billing profiles.										
<div>APPROVE</div> 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.										
<div>DENY</div> 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_please_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	<div>APPROVE</div>	<div>DENY</div>
02-Apr-2018	Test_manuscript_please_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	<div>APPROVE</div>	<div>DENY</div>

# Funding Request Review - CCC Institutional Portal

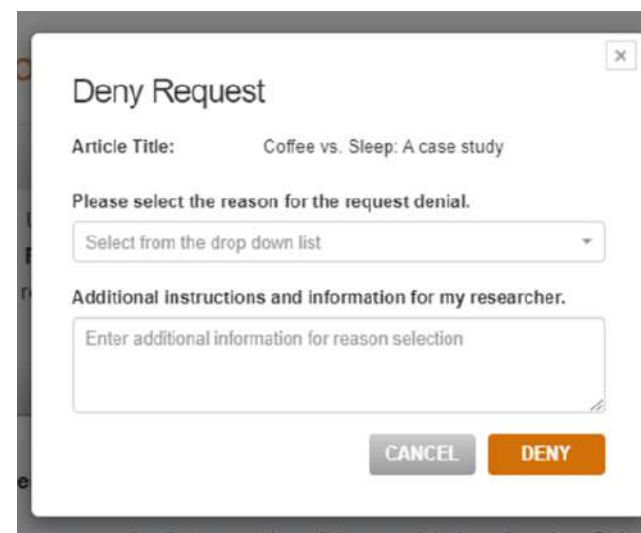
To approve a funding request, click the green *APPROVE* button.



The 'Approve Request' dialog box displays the following information:

- Article Title:** Coffee vs. Sleep: A case study
- Author(s):** Forsythe, Matthew
- Disclaimer:** \* By selecting Approve you are authorizing this request to be included in your next invoice.
- Buttons:** CANCEL (grey) and APPROVE (green)

To deny a funding request, select a reason from the dropdown list and click the orange *DENY* button.



The 'Deny Request' dialog box displays the following information:

- Article Title:** Coffee vs. Sleep: A case study
- Reason Selection:** Please select the reason for the request denial. (Dropdown menu with 'Select from the drop down list' as the placeholder text)
- Additional Information:** Additional instructions and information for my researcher. (Text area with placeholder text 'Enter additional information for reason selection')
- Buttons:** CANCEL (grey) and DENY (orange)

You may enter additional information regarding the denial in the *Additional instructions and information for my researcher* field. This information will be included in the notification sent to the author.

# Funding Request Review - CCC Institutional Portal

After funding request decision is made by admin, author is notified of Approval/Denial.

(Approval)



(Denial)







# ACS AND OPEN ACCESS

**Admin Experience –  
*CCC Institutional Portal Dashboard***



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# CCC Institutional Portal Dashboard

If your institution has agreements with other publishers that utilize CCC, all transactions will be shown within the Institutional Portal dashboard. The dashboard can be sorted by publisher, order date, profile name, etc.

The screenshot shows the Institutional Portal dashboard for ACS University. The header includes the Copyright Clearance Center logo, the title "Institutional Portal", and a welcome message for Rhonda Lands with links for Sign Out, Help, and Live chat. The main content area displays a list of special billing profiles. A navigation bar at the top of the main area includes "Billing Profiles", "Funding Requests", and "Reports". Below the navigation bar, a message states: "Below you will find a list of special billing profiles that publishers have setup with your organization. From this page you can:" followed by a bulleted list of actions: "Select any Profile Name to view the details of that profile.", "Assign an internal nickname to each profile. This value will appear on your invoices to ease identification.", "Double-click on any existing nicknames to make changes.", and "Enroll a profile in automatic approvals. Please note, checking the automatic approvals box will approve funding for any manuscript that is matched and submitted under that billing profile." Below this message, a table displays the results, showing 1 of 18 results. The table has columns for Profile Nickname, Profile Name, Agreement Name, Publisher, Invoicing Frequency, Eligibility Timeframe, Eligibility Start, Eligibility End, Profile Status, Automatic Approvals, and Notifications. The first four rows are visible, each with a "Click to assign" button next to the Profile Nickname column.

Profile Nickname	Profile Name	Agreement Name	Publisher	Invoicing Frequency	Eligibility Timeframe	Eligibility Start	Eligibility End	Profile Status	Automatic Approvals	Notifications
Click to assign	2021 Cardiff University	JISC 2020	AMERICAN CHEMICAL SOCIETY	Monthly	Manuscript Acceptance Date	01-Jan-2021	31-Dec-2021	Active	<input type="checkbox"/>	
Click to assign	2021 Natl Library of Sweden (BIBSAM) Test	Sweden	AMERICAN CHEMICAL SOCIETY	Monthly	Manuscript Acceptance Date	01-Jan-2021	31-Dec-2021	Active	<input type="checkbox"/>	
Click to assign	CTK 2021 TEST	Slovenia (CTK) 2020	AMERICAN CHEMICAL SOCIETY	Monthly	Manuscript Acceptance Date	01-Jan-2021	31-Dec-2021	Active	<input type="checkbox"/>	
Click to assign	Netherlands 2021 Test	Netherlands	AMERICAN CHEMICAL SOCIETY	Monthly	Manuscript Acceptance Date	01-Jan-2021	N/A	Active	<input type="checkbox"/>	

# CCC Institutional Portal Dashboard

Agreement administrators can check token balances and usage under the Billing Profiles tab by clicking on the arrow to the left of the institution name.

**Billing Profiles** | Funding Requests | Reports

Below you will find a list of special billing profiles that publishers have setup with your organization.

From this page you can:

- Select any Profile Name to view the details of that profile.
- Assign an internal nickname to each profile. This value will appear on your invoices to ease identification.
- Double-click on any existing nicknames to make changes.
- Enroll a profile in automatic approvals. Please note, checking the automatic approvals box will approve funding for any manuscript that is matched and submitted under that billing profile.

Results 1 - 4 of 4

Profile Nickname	Profile Name	Agreement Name	Publisher	Invoicing Frequency	Eligibility Timeframe	Eligibility Start	Eligibility End	Profile Status	Automatic Approvals	Notifications
<div><div>▼</div><div>Click to add</div></div>	2024 American Chemical Society	2024 -2026 American Chemical Society	American Chemical Society	Monthly	Manuscript Acceptance Date	01-Jan-2023	31-Dec-2024	Active	<input type="checkbox"/>	

Amount Approved for Invoicing

0.00 USD

Number of APC Tokens Remaining on the agreement

319 ?

Value of APC Tokens Used by this profile

230,750.00 USD ?

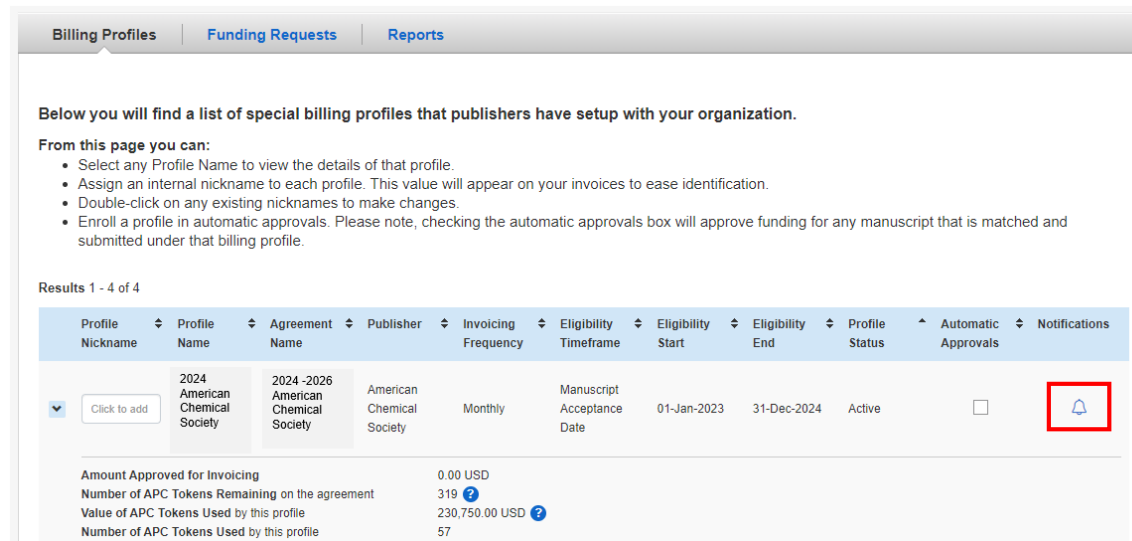
Number of APC Tokens Used by this profile

57



# CCC Institutional Portal Dashboard

Agreement administrators can set notifications for token thresholds by clicking on the bell shape to the right under the heading Notifications.




Billing Profiles | Funding Requests | Reports

Below you will find a list of special billing profiles that publishers have setup with your organization.

From this page you can:

- Select any Profile Name to view the details of that profile.
- Assign an internal nickname to each profile. This value will appear on your invoices to ease identification.
- Double-click on any existing nicknames to make changes.
- Enroll a profile in automatic approvals. Please note, checking the automatic approvals box will approve funding for any manuscript that is matched and submitted under that billing profile.

Results 1 - 4 of 4

Profile Nickname	Profile Name	Agreement Name	Publisher	Invoicing Frequency	Eligibility Timeframe	Eligibility Start	Eligibility End	Profile Status	Automatic Approvals	Notifications
<a href="#">Click to add</a>	2024 American Chemical Society	2024 -2026 American Chemical Society	American Chemical Society	Monthly	Manuscript Acceptance Date	01-Jan-2023	31-Dec-2024	Active	<input type="checkbox"/>	

Amount Approved for Invoicing 0.00 USD

Number of APC Tokens Remaining on the agreement 319

Value of APC Tokens Used by this profile 230,750.00 USD

Number of APC Tokens Used by this profile 57

If tokens are managed at the agreement level, the token balance will indicate this by stating Number of APC Tokens Remaining on the Agreement. The balance shown is available for all institutions that are part of the agreement and are available to the institutions on a first-come, first-served basis.

If tokens are managed at the profile level, the token balance will indicate this by stating Number of APC Tokens Remaining on this profile.



# CCC Institutional Portal Dashboard

To set up a new notification, click on Create Notification. These notifications can be sent to existing contacts from the profile or contact information can be entered by choosing Other in the Select Contacts field.

Billing Profiles | Funding Requests | Reports

Billing Profiles > Manage Notifications

### Manage Notifications for

From this page you can create custom notifications for based on spending amounts and token usage. Please note. Each notification will only send once. As soon as a notification has been triggered, it will be greyed out in this list and will not send again.

[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 Information 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 Approved

☐ APC Threshold Funds Remaining

has reached

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 the agreement associated with this profile has reached or gone below this number.
- APC Threshold Funds Approved emails will trigger once the total threshold fund approved under this profile has reached or exceeded this number (in USD).
- APC Threshold Funds Remaining emails will trigger once the total threshold fund available on the agreement associated with this profile has reached or gone below this number (in USD).

# CCC Institutional Portal Dashboard

Agreement administrators can run a Transaction Summary Report through the Reports tab. This report will detail the funding requests that have been approved, are pending, or have been denied through the agreement.

The screenshot displays the 'Institutional Portal' for ACS University. The top navigation bar includes the Copyright Clearance Center logo, the portal title, and user information for Rhonda Lands (Sign Out, Help, Live chat). Below this, a header bar shows the institution name and account number. A welcome message explains the portal's features: Billing Profiles, Funding Requests, Reports, and Invoices. The 'Reports' tab is selected, leading to the 'Transaction Summary Report' form. This form contains two columns of input fields: Manuscript ID, Manuscript name, Manuscript DOI, Publisher name, Promotion name, Funder name, Invoice number, Order ID, Primary Author first name, Primary Author last name, Primary Author ID, and Primary Author Institution. On the right side of the form, there are dropdown menus for Funding status (set to All), Payment status (set to All), and Order date (set to In last 30 days). At the bottom right of the form are 'Run Report' and 'Clear' buttons.

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:  Primary Author first name:

Manuscript name:  Primary Author last name:

Manuscript DOI:  Primary Author ID:

Publisher name:  Primary Author Institution:

Promotion name:  Funding status:

Funder name:  Payment status:

Invoice number:  Order date:

Order ID:

Run Report Clear



# Customer On-boarding Support



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# ACS Open Access Agreement – Marketing Toolkit

Available upon request



PR & Author  
Messaging Support



Promotional  
Assets



End User Training



# Open Access Resources

[ACS Open Science Website](#)

[ACS AuthorChoice: License and Pricing Options](#)

[ACS Publications Journal Finder](#)

[Understanding Copyright and the Journal Publishing Agreement](#)

[FAQs about the ACS Journal Publishing Agreement](#)

[Journal Publishing Agreement Flowchart](#)

[ACS Institutional Open Access Agreements](#)



# QUESTIONS?

Contact us - [OAOps@acs.org](mailto:OAOps@acs.org)



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