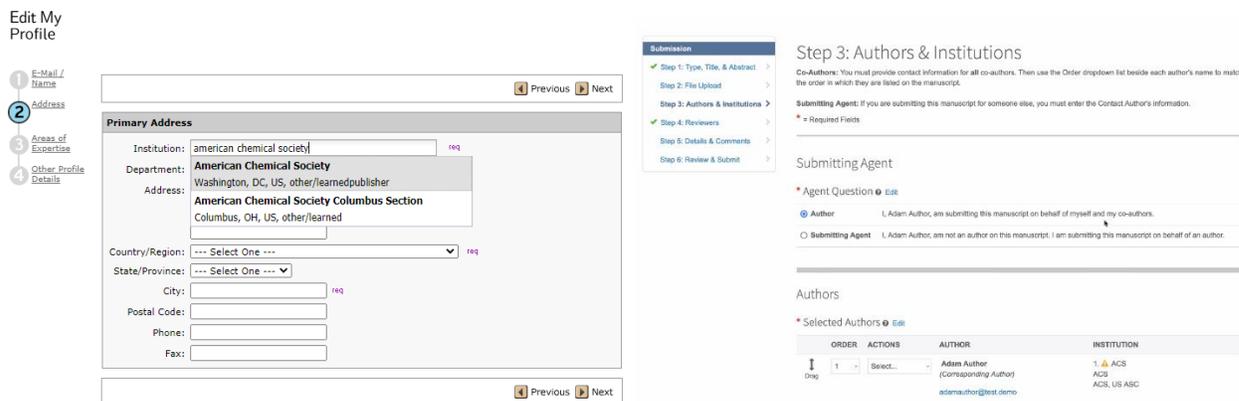


## Open Access Funding Request Quick Reference Guide

1. Open access agreement qualification is systematically based on the submitting authors primary affiliation at the time of manuscript submission. During the submission process, the author should ensure that the affiliation listed in the *Submitting Agent* field and the *Author & Institutions* field within Paragon Plus reflects their correct affiliation. To trigger the workflow, these fields should show the same institution. The CCC RightsLink system will not prompt the author to request funding from the institution if the manuscript is not affiliated with the institution included in the open access agreement.



The screenshot displays two parts of the ACS Publications submission interface. On the left is the 'Edit My Profile' page, and on the right is 'Step 3: Authors & Institutions'.

**Edit My Profile:** A sidebar on the left lists profile sections: 1. E-Mail / Name, 2. Address (highlighted), 3. Areas of Expertise, and 4. Other Profile Details. The main form is titled 'Primary Address' and includes the following fields:
 

- Institution: american chemical society (with a red 'req' indicator)
- Department: American Chemical Society
- Address: Washington, DC, US, other/learned/publisher
- Address: American Chemical Society Columbus Section
- Address: Columbus, OH, US, other/learned
- Country/Region: --- Select One --- (with a red 'req' indicator)
- State/Province: --- Select One ---
- City: (with a red 'req' indicator)
- Postal Code: (with a red 'req' indicator)
- Phone: (with a red 'req' indicator)
- Fax: (with a red 'req' indicator)

**Step 3: Authors & Institutions:** A sidebar on the left lists submission steps:
 

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

 The main content area includes:
 

- 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<br>(Corresponding Author)<br>adamauthor@test.demo | ACS<br>ACS, US ASC |

2. The author will receive an email when their manuscript has been accepted inviting them to complete a Journal Publishing Agreement (JPA) for their manuscript. The JPA tool interactively drives the author to the appropriate JPA based on journal, agreement affiliation, and the author's response to the open access question.



The screenshot shows the 'Journal Publishing Agreement' form. At the top left is the ACS Publications logo. A progress bar at the top right shows 'Welcome'.

**Journal Publishing Agreement**

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 with a mouse cursor), 'Save and Close', 'Back', and 'Need Help?' (with a phone icon).

- 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 that will take the author 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](#)
 [Need Help?](#)

- 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](#)

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

### 2 Available Charges

Currency: USD

---

|  |   |                 |
|--|---|-----------------|
| <input checked="" type="checkbox"/>  | Open Access charge (mandatory) ^  | 4,500.00 USD    |
| <small>This article will be made Open Access after all charges are paid in full.</small> |   |                 |
|  | ACS AuthorChoice  |                 |
|  | <span style="border: 1px solid #ccc; padding: 2px 10px;">Open Access</span>   | 4,000.00 USD    |
|  | Creative Commons License  |                 |
|  | <span style="border: 1px solid #ccc; padding: 2px 10px;">CC-BY</span>   | 500.00 USD      |
|  | <span style="background-color: #76923c; color: white; padding: 2px 5px; border-radius: 3px;">DISCOUNTS APPLIED</span> | -4,500.00 USD   |
| <b>Total Charges:</b>  |   | <b>0.00 USD</b> |

[Cancel](#)
[Save](#)

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

**3 Personal Information** ⓘ

First/Given Name \*

Last/Family Name \*

Email Address \*

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

**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  
 Phone: 614-447-3677

**Contacts**

Contact Person: Heather Parrett  
 Email: 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](#).

8. If the author does not complete a funding request transaction from the JPA tool, they have the ability to access CCC RightsLink through the Author Resource Center at [https://publish.acs.org/publish/research\\_share\\_and\\_oa](https://publish.acs.org/publish/research_share_and_oa). The author should enter the DOI into the field 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

9. Agreement Administrators can access the CCC RightsLink Institutional Portal at <https://apcfunding.copyright.com> or by clicking the link in the funding request notification email.
- Username is the email provided at account set up
  - Password is set by the user at initiation of the account
10. Agreement administrators will receive a notification of funding eligibility at manuscript acceptance and another email notification when an author has completed a funding request.



 **ACS Publications**  
Most Trusted. Most Cited. Most Read.

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

Dear CCC dem Contact,

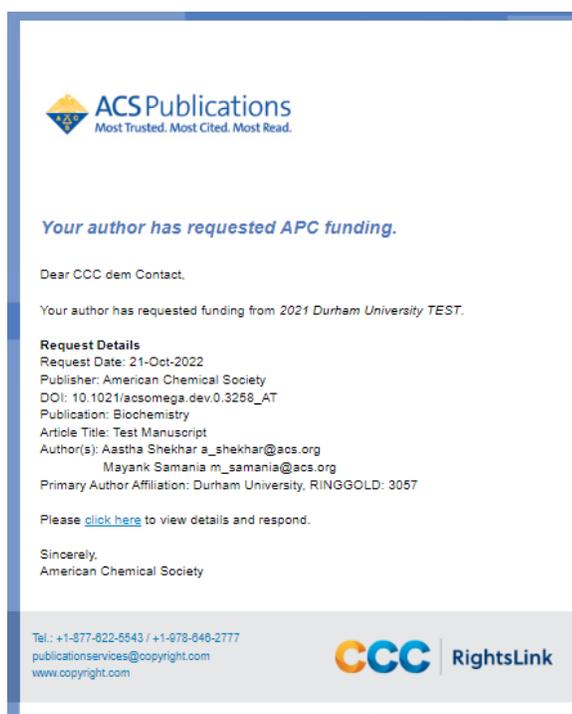
A recently accepted manuscript has been matched to your special APC billing profile, 2021 Durham University TEST. The author(s) will be notified of acceptance and given the opportunity through the RightsLink platform to request funding from you for applicable APC charges. If they do, you will have the 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 / +1-978-848-2777  
publicationservices@copyright.com  
www.copyright.com

 **ACS Publications**  
Most Trusted. Most Cited. Most Read.

**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

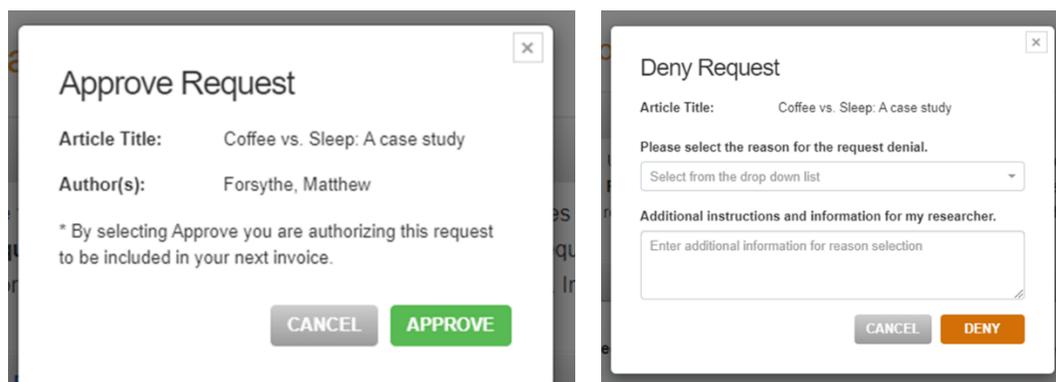
Please [click here](#) to view details and respond.

Sincerely,  
American Chemical Society

Tel.: +1-877-822-5543 / +1-978-848-2777  
publicationservices@copyright.com  
www.copyright.com



11. Agreement administrators will approve or deny a funding request within the Institutional Portal dashboard by clicking the corresponding *Approve* or *Deny* button.
  - a. The author will be notified when action is taken on a funding request.
  - b. If the agreement administrator would like to deny a request, they will select a reason from the dropdown list. The agreement administrator will also have the ability to add text if more detailed information is needed.
    - i. The author will receive a notification with the denial reason and the information manually provided.
  - c. The *Approve* and *Deny* boxes will be greyed out within the Institutional Portal dashboard once a funding request has been acted upon.



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

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<br>se_ignore_03262018c | Edwards,<br>Andy | Russian Foundation<br>for Basic Research;<br>Ministry of Education<br>and Science of the<br>Russian Federation | American Chemical<br>Society | 26-Mar-2018 | ACS University Test 01<br>- University of<br>Maryland at College<br>Park | 4,000.00 USD | Pending  | APPROVE<br>DENY |
| 02-Apr-2018 | Test_manuscript_plea<br>se_ignore_03262018e | Edwards,<br>Andy | Russian Foundation<br>for Basic Research;<br>Ministry of Education<br>and Science of the<br>Russian Federation | American Chemical<br>Society | 26-Mar-2018 | ACS University Test 01<br>- University of<br>Maryland at College<br>Park | 4,000.00 USD | Approved | APPROVE<br>DENY |

13. 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   |
|--|--------------------------------|--------------------------------------|---------------------------|---------------------|----------------------------|-------------------|-----------------|----------------|--------------------------|---|
|  Click to add | 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

14. 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   |
|--|--------------------------------|--------------------------------------|---------------------------|---------------------|----------------------------|-------------------|-----------------|----------------|--------------------------|---|
|  Click to add | 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”.

15. 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 and clicking the green plus sign. Click Save.

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

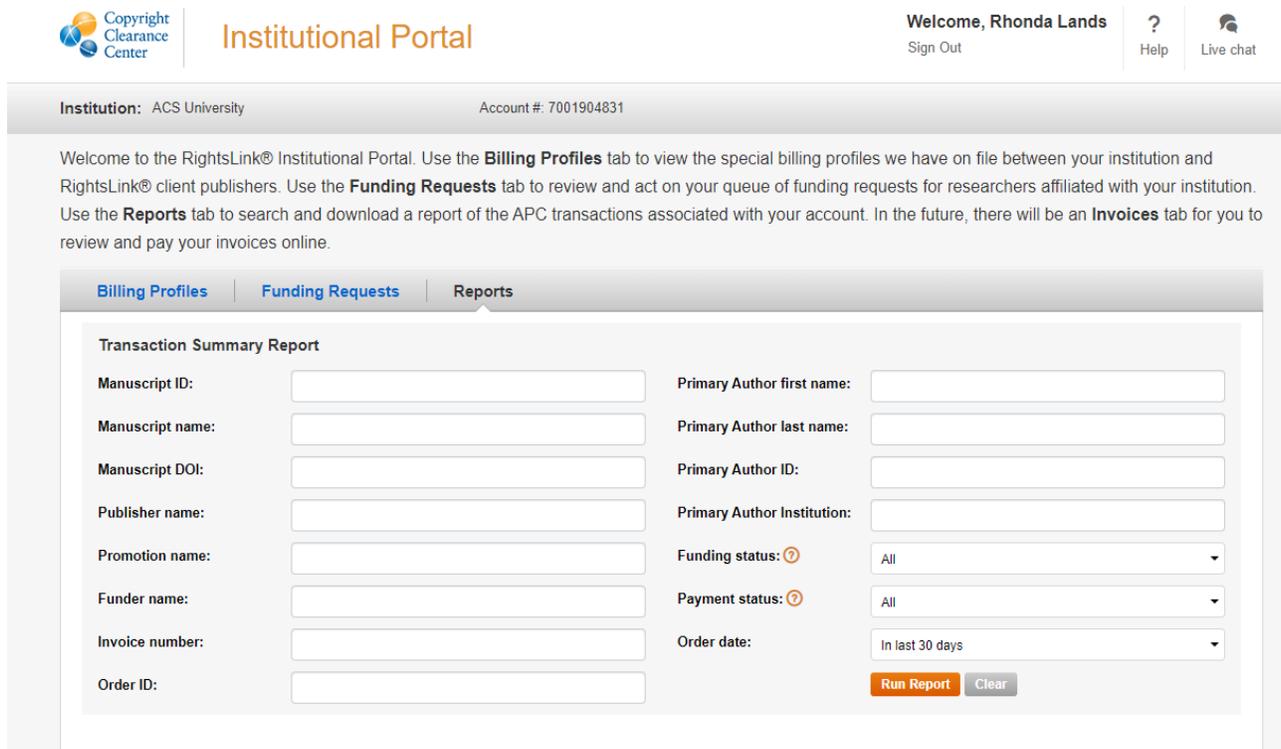
has reached

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).

[CANCEL](#) [SAVE](#)

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



The screenshot shows the Institutional Portal interface. At the top left is the Copyright Clearance Center logo. The main header reads "Institutional Portal". On the right, it says "Welcome, Rhonda Lands" with links for "Sign Out", "Help", and "Live chat". Below the header, it displays "Institution: ACS University" and "Account #: 7001904831".

The main content area has three tabs: "Billing Profiles", "Funding Requests", and "Reports". The "Reports" tab is active, showing a "Transaction Summary Report" form. The form includes the following 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:
- Primary Author Institution:
- Funding status:  (with a help icon)
- Payment status:  (with a help icon)
- Order date:  (with a dropdown arrow)

At the bottom right of the form are two buttons: "Run Report" (in orange) and "Clear" (in grey).

***The profile will be suspended when all tokens have been redeemed.***

***The ACS offers various options for continued funding of open access APC's.***

***Please contact your ACS Account Manager or [OAOps@acs.org](mailto:OAOps@acs.org) for information.***