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.

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.

Journal Publishing Agreement

Do you need or wish to purchase Open Access (for example, to comply with certain licensing requirements such as Plan S or other funder requirements)?

- Yes, I would like to purchase Open Access. I acknowledge that I am required to pay a licensing fee for a public use license. This licensing fee may be covered by an existing institutional Read + Publish Agreement with ACS.
- No, I do not want to purchase Open Access

* If you are uncertain about licensing requirements, please contact your funder agency for clarification.
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:

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

4. 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.
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 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 Table]

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).

![Notification Settings]

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.
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.