



Open Access at IEEE

Process for Authors and Institutions

Jalyn Kelley
IEEE Client Services Manager

James Boruch
IEEE Account Manager

8 April 2022

Agenda

- Author Process
 - Submission process
 - Post acceptance
- Administrator Process
 - Notifications
 - Responding to funding requests
 - Reports
- Searching IEEE *Xplore* and setting an alert for Hydro Quebec

Author Process

Submission & Post Acceptance

Submission process

- ❑ The corresponding author will complete the submission process.
- ❑ Authors submitting to fully OA journals will be asked to accept OA terms and charges during Step 1.
- ❑ Authors submitting to hybrid journals will not be asked to select OA until after acceptance.

Submission – Step 1 – OA journal

ScholarOne Manuscripts™

IEEE Power and Energy Technology Systems Journal

Author Dashboard / Submission

Step 1: Type, Title, & Abstract

Select your manuscript type. Enter your title and abstract into the appropriate boxes below. If you need to insert a special character, click the "Special Characters" button. When you are finished, click "Save and Continue." [Read More](#)

* Required Fields

* Type: [Edit](#)

CHOICE	TYPE
<input type="radio"/>	Journal paper

* Title: [Edit](#)

Preview [Special Characters](#)

0/1000 OF 1000 CHARACTERS

* Abstract: [Edit](#)

Write or Paste Abstract

Preview [Special Characters](#)

0/1000 OF 1000 WORDS

Open Access Agreement

☐ * I have read and agree to the terms below.

By submitting this manuscript to the Power and Energy Technology Systems Journal, I agree that if accepted, it will be published as open access and that I am responsible for the following publication fees:

US \$1,350 per manuscript up to a maximum of 8 published pages
US \$120 per published page in excess of 8 pages

Some institutions offer assistance for open access funding. Check our [institutional partners list](#) to see if yours is one.

Save Save & Continue

Open Access Agreement

☐ * I have read and agree to the terms below.

By submitting this manuscript to the Power and Energy Technology Systems Journal, I agree that if accepted, it will be published as open access and that I am responsible for the following publication fees:

US \$1,350 per manuscript up to a maximum of 8 published pages
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Some institutions offer assistance for open access funding. Check our [institutional partners list](#) to see if yours is one.

Note: Page charges are set at the society's discretion and differ from journal to journal. Not all journals charge page charges.

Submission – Step 1 – hybrid journal

Note: Open Access question is not present at submission.

ScholarOne Manuscripts™ (Alison Larkin) as Christine Kurzawa End Proxy Instructions & Forms Help Log Out

IEEE GRSS IEEE Transactions on Geoscience and Remote Sensing

Home Author Review Administrator Center Client Configuration Center

Author Dashboard / Submission

This is not a production environment

Submission

- Step 1: Type, Title, & Abstract >
- Step 2: Attributes >
- Step 1: Type, Title, & Abstract >
- Step 2: Attributes >
- Step 3: Authors & Institutions >
- Step 1: Type, Title, & Abstract >
- Step 2: Attributes >
- Step 3: Authors & Institutions >
- Step 1: Type, Title, & Abstract >
- Step 2: Attributes >
- Step 3: Authors & Institutions >
- Step 1: Type, Title, & Abstract >
- Step 2: Attributes >
- Step 3: Authors & Institutions >
- Step 4: Reviewers & Editors >
- Step 5: Details & Comments >
- Step 6: File Upload >
- Step 7: Review & Submit >

Step 1: Type, Title, & Abstract

Select your manuscript type. Enter your title, running head, and abstract into the appropriate boxes below. If you need to insert a special character, click the "Special Characters" button. When you are finished, click "Save and Continue." [Read More ...](#)

* = Required Fields

* Type: Edit

CHOICE	TYPE
<input type="radio"/>	Regular paper
<input type="radio"/>	Letter to the Editor

* Title: Edit

Preview Special Characters 0 OUT OF 250 CHARACTERS

* Abstract: Edit

Write or Paste Abstract

Preview Special Characters 0 OUT OF 250 WORDS

Save Save & Continue >

Submission – Author Affiliation Data

The corresponding author adds affiliation data for all authors.

The institution data entered here will be used to match the author with an institutional OA account.

Submission


[Step 1: Type, Title, & Abstract >](#)
[Step 2: File Upload >](#)
[Step 3: Attributes >](#)
[Step 4: Authors & Institutions >](#)
[Step 5: Reviewers & Editors >](#)
[Step 6: Details & Comments >](#)
[Step 7: Review & Submit >](#)

Enter your co-authors' information in the boxes below, then click "Add to My Authors." To check if an author already exists in the journal's database, enter the author's e-mail address and click "Find." If the author is found, their information will be automatically filled out for you. When you are finished, click "Save and Continue."

* = Required Fields

Authors

* Selected Authors [Edit](#)

ORDER	ACTIONS	AUTHOR	INSTITUTION	
<div>↑ Drag</div>	<div>1</div>	<div>Select...</div>	<div>Larkin, Alison</div> <div>a.larkin@ieee.org</div> <div> 0000-0001-6438-6457 ✓</div>	<div>1. IEEE, Publishing Operation</div> <div>405 Hoes Lane</div> <div>Piscataway, NJ, USA 08854</div> <div>732-562-6536</div> <div>2. IEEE</div>

Add Author

Find using Author's email address

[< Previous Step](#)

Submission – Author Affiliation Data

Author Dashboard / Submission

Submission

- Step 1: Type, Title, & Abstract
- Step 2: File Upload
- Step 3: Attributes
- Step 4: Authors & Institutions
- Step 5: Reviewers & Editors
- Step 6: Details & Comments
- Step 7: Review & Submit

Step 4: Authors & Institutions

Enter your co-authors' information in the boxes below, then click "Add to My Authors." To check if an author already exists in the journal's database, enter the author's e-mail address and click "Find." If the author is found, their information will be automatically filled out for you. When you are finished, click "Save and Continue."

* = Required Fields

Authors

* Selected Authors [Edit](#)

ORDER	ACTIONS	AUTHOR	INSTITUTION
1	Select...	Larkin, Alison a.larkin@ieee.org ID 0000-0001-6438-6457 ✓	This institution is not connected to Ringgold. Visit our FAQ on why a Ringgold connected institution is important.

Drag

Add Author

Find using Author's email address

AuthorsEmail@example.com

Ringgold IDs are integrated in the submission system. If the affiliation entered by the author cannot be tied to a Ringgold ID, an error message appears.

Submission – Details & Comments

Submission

Step 1: Type, Title, & Abstract >

Step 2: File Upload >

Step 3: Attributes >

✓ Step 4: Authors & Institutions >

Step 5: Details & Comments >

Step 6: Review & Submit >

Write Cover Letter

Preview Ω Special Characters

0 OUT OF 32768 CHARACTERS

Funding ⓘ Edit

* Is there funding to report for this submission?

☒ Yes ☐ No

Funders ⓘ Edit

ACTIONS	FUNDER	GRANT / AWARD NUMBER
No Funders Entered		
Add Funder		

IEEE Plagiarism Policy

☐ * Please review the following three IEEE [Policy Statements](#) completely, then check the box acknowledging you have read all three.

The first [policy statement](#) deals with multiple submissions or publications of the same work; the second deals with plagiarism; and the third deals with electronic posting of papers on author websites. Authors are responsible for understanding and complying with these policies. Failure to comply with these policies may lead to penalties on future publication in IEEE venues.

Authors will also be asked to enter their funding information. The exact location of this question differs from journal to journal.

Acceptance

- If the manuscript is accepted, the author will be prompted to upload the final files and choose a copyright license.
- After acceptance, hybrid journal authors may choose whether to publish open access.

Post acceptance – final files upload

ScholarOne Manuscripts™



(Alison Larkin) as Christine Kurzawa ▾

End Proxy

Instructions & Forms

Help

Log Out



IEEE Transactions
on Geoscience and
Remote Sensing

Home

Author

Review

Administrator Center

Client Configuration Center

Author Dashboard

This is not a production environment

Author Dashboard

1 Unsubmitted and Manuscripts in Draft

1 Awaiting Final Files

Start New Submission

Legacy Instructions

5 Most Recent E-mails

Awaiting Final Files

ATTENTION: As part of your final file submission you *MUST* upload:

1. A source file for your manuscript in Word or LaTeX format AND
2. A final version of your manuscript in PDF format named "FINAL VERSION.PDF"

Your source files can be uploaded in a zip file, but you *MUST* upload your final PDF as an individual file.

ACTION	STATUS	ID	TITLE	SUBMITTED	DECISIONED
	ADM: Plaza, Antonio ADM: Larkin, Alison	TGRS-2017-00761	This is a test paper	11-Jul-2017	11-Jul-2017
Submit Final Files	<ul style="list-style-type: none">Accept (11-Jul-2017)				
Graphics Checker	<ul style="list-style-type: none">Accept for Final Submission				
view decision letter					



Post acceptance – hybrid journal

Open Access

* This publication is a hybrid journal, giving authors the choice of making their article freely accessible to users by paying an open access article processing charge (APC), or choosing traditional article publication, allowing access to users through subscription and other purchasing options. Now that your article has been accepted for publication you may enable unrestricted public access by selecting "yes" below. If you select yes, you commit to pay the US \$2,045 APC.

Although voluntary page charges do not apply to open access article submissions, other applicable charges (such as over-length paper charges or a charge for the use of color in print format) will be billed separately once article formatting is complete (but prior to publication). Over-length paper charge details can be found [here](#).

For any questions regarding IEEE open access policies, please refer to our [Frequently Asked Questions on open access](#).

- ☐ **Yes** - please make my article Open Access. I understand that there is a \$2,045 APC associated with Open Access publication. Some institutions offer assistance for open access funding. Check our [institutional partners list](#) to see if yours is one.
- ☐ **No** - my article is a traditional submission. I understand that over-length paper charges or color charges may still apply, as outlined above.

Note: Author of papers published in hybrid journals are only asked about open access after acceptance.

Post acceptance – copyright selection

After acceptance, authors will be prompted to choose their copyright license using the Electronic Copyright Form (eCF).

- Authors publishing in hybrid journals may choose between:
 - - A traditional license (in which copyright is transferred to the publisher and the article is published behind a paywall), or
 - - A CC BY 4.0 license (in which the author retains copyright and the article is published open access).
 - - A CC BY NC-ND license (a more restrictive license than CCBY in that the article may not be reused for commercial purposes, nor may the article be changed in any way.)
- Authors publishing in gold journals may choose between CCBY or CCBY NC-ND.

Authors should confirm any license restrictions set by the institution.

Electronic Copyright Form (eCF)

1. Confirm that the article details are correct.
2. Confirm the paper's originality
3. OA Authors must agree "to pay" an APC (Article Processing Charge)
4. Select and sign CCBY license type
5. Download a copy of the agreement

The screenshot displays the IEEE Publication Agreement interface at Step 5. At the top, the title 'IEEE Publication Agreement' is followed by a progress bar with five numbered steps (1-5), where step 5 is highlighted in orange. The IEEE logo is in the top right corner. Below the title, the text 'Step 5: Download your signed publication agreement' is shown. A 'Select Language' dropdown menu is located to the right. The main content area features a green arrow icon followed by the text 'Thank you for transferring copyright or licensing to IEEE.' Below this, two bullet points state: 'Your IEEE Publication Agreement is now complete.' and 'A copy will be emailed to you.' A green button labeled 'Download the completed Agreement (PDF)' is positioned below the bullet points. To the right of the main content, there is a 'Done' button. An 'Information' sidebar on the right contains the text: 'Clicking the "Done" button will return you to your peer-review system.'

Article Acceptance

The author receives an email when the request is approved or denied by the institution.



Your article has been accepted and will be published open access

Dear Mr. Ruben Garcia Alia,

Congratulations on being accepted for publication in *IEEE Geoscience and Remote Sensing Letters* for the following manuscript:

Manuscript DOI: 10.1109/JTEHM.2019.529447

Manuscript ID: TNS-003417-445

Manuscript Title: This is a touch free OA only profile test

Published by: Institute of Electrical and Electronics Engineers (IEEE)

Total Charges Covered: 2045.00 USD

Funding for your open access publication charges has been covered by CCC University based on an agreement between CCC University and Institute of Electrical and Electronics Engineers (IEEE).

If there are any additional publication charges available to you, such as page or color charges, we will send a payment link for those charges under separate cover.

Sincerely,
Institute of Electrical and Electronics Engineers (IEEE)

Tel.: +1-877-622-5543 / +1-978-646-2777
IEEEsupport@copyright.com
www.copyright.com



RightsLink®



Administrator Process

Responding to funding requests and reporting options

Account Administrator capabilities

<https://apcfunding.copyright.com/>

The Institution Portal in RightsLink for Scientific Communications allows administrators to:

- View pending transactions.
- Approve or deny funding requests.
- Manage notifications.
- Pull transaction reports.

Notifications



One of your researchers has had a manuscript accepted for publication.

Dear Test Orgcontact,

A recently accepted manuscript has been matched to your special APC billing profile, TEST OAUltd Liverpool John Moores. 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

Accept Date: 08-Jan-2020

Publisher: Institute of Electrical and Electronics Engineers

DOI: 10.1000/IEEE_Test01082019a

Publication: IEEE Access

Article Title: Test Manuscript Test01082019a

Author(s): Scott Allison sallison@copyright.com

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

Sincerely,

Institute of Electrical and Electronics Engineers

Tel.: +1-877-622-5543 / +1-978-646-2777

IEEESupport@copyright.com

www.copyright.com



RightsLink®

When an article eligible to be published under an institutional agreement is identified, the administrator will receive a notification email.

Note: Eligible articles will be identified using author-supplied affiliation data and matched using Ringgold IDs and email domains.


A recently accepted manuscript has been matched to your special APC billing profile, TEST OAUltd Liverpool John Moores. 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.



Clicking on the “Funding Requests” link will bring administrators to their institutional portal.




Account dashboard

 **Institutional Portal**

Welcome, Shannon Reville
Sign Out

? Help

 Live chat

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.

Account Name: IEEE University
Account #: 7001904909

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 per page: 25 Results 1 - 25 of 34 Previous 1 2 Next

Order Date	Article Title	Primary Author	Funder	Publisher	Profile Name	Total Fees Due	Status	Actions
> 01-Apr-2020	This is not a touch free profile	Garcia Alia, Ruben		Institute of Electrical and Electronics Engineers (IEEE)	IEEE University: Deposit Account - 15% Discount	2,433.55 USD	Pending	APPROVE DENY
> 23-Apr-2019	Test Manuscript Matching Deposit IEEE Univ (15% Disc)	Thom, Krista		Institute of Electrical and Electronics Engineers	IEEE University: Deposit Account - 15% Discount	0.00 USD	Pending	APPROVE DENY

When administrators log in, they will be able to view and respond to outstanding requests.


Pending articles will be shown at the top of the page by default.

Responding to funding requests

	Order Date ▾	Article Title ▾	Primary Author	Primary Author Email & Affiliation	Publisher ▾	Profile Name ▾	Total Fees Due	Status ▴	Actions
>	31-Mar-2020	This is not a touch free profile	Garcia Alia, Ruben	rgalia86@gmail.com IEEE University 5824	Institute of Electrical and Electronics Engineers (IEEE)	IEEE University: Deposit Account - 15% Discount	2,433.55 USD	Pending	APPROVE DENY
✓	22-Apr-2019	Test Manuscript Matching Deposit IEEE Univ (15% Disc)	Thom, Krista	ieeueat@copyright.com IEEE University 5824	Institute of Electrical and Electronics Engineers	IEEE University: Deposit Account - 15% Discount	0.00 USD	Pending	APPROVE DENY
<hr/>									
DOI			10.1000/IEEE_Test04222019AM						
Date Accepted in RightsLink ?			22-Apr-2019						
Journal			IEEE Electron Device Letters						
License			CC BY						
Secondary Author(s)			Goodrich, Jennifer (nosend@copyright.com, University of Cambridge, 2152)						
APC Token or Threshold Value			2,045.00 USD						
>	22-Apr-2019	Test Manuscript Matching Deposit IEEE Univ (15% Disc)	Thom, Krista	ieeueat@copyright.com IEEE University 5824	Institute of Electrical and Electronics Engineers	IEEE University: Deposit Account - 15% Discount	0.00 USD	Pending	APPROVE DENY

Clicking the number in the “Total Fees” column will bring up the order confirmation page with manuscript details.

Manuscript details page



Test Manuscript Matching Deposit IEEE Univ (15% Disct)

Publication:	IEEE Electron Device Letters	Publisher:	Institute of Electrical and Electronics E...
Publication ID:	0045900	Author:	Krista Thom
Manuscript DOI:	10.1000/IEEE_Test04222019AM	ORCID® ID:	14326821581
Manuscript ID:		Institution:	IEEE University
Publication Date:	01-Aug-2019	Institution ID:	RINGGOLD-5824
OA License(s):	CC BY	Co-Authors:	Jennifer Goodrich

[View all transactions associated with this manuscript](#)

ORDER CONFIRMATION


Order number: *Not available until funding is approved.*
Order date: 23-Apr-2019

TOTAL DUE: 0.00 USD

Thank you for your order! We have requested funding approval from your institution.
If approved, you will receive a request confirmation email with your order number.
If not, we will notify you of the reason your institution has not funded your request and you will be invited to pay your order on your own.

Charge	Original Fee	Discounts	Tax/VAT *	Total Due
Open Access	2,045.00 USD	(2,045.00 USD)	0.00 USD	0.00 USD
TOTAL	2,045.00 USD	(2,045.00 USD)	0.00 USD	0.00 USD

* Tax/VAT may be based on the customer location and is the customer's responsibility.

Billing address:	Peter Tuohy IEEE University 445 Hoes Ln Piscataway, NJ 08854 United States	TOTAL DUE: APC organizational contact:	0.00 USD Krista Thom k.thom@ieee.org 732-562-3977
Customer location:	Krista Thom Route de Meyrin 385 Geneve 23, CH-1211 Switzerland	Terms and conditions  Invoice payment instructions	

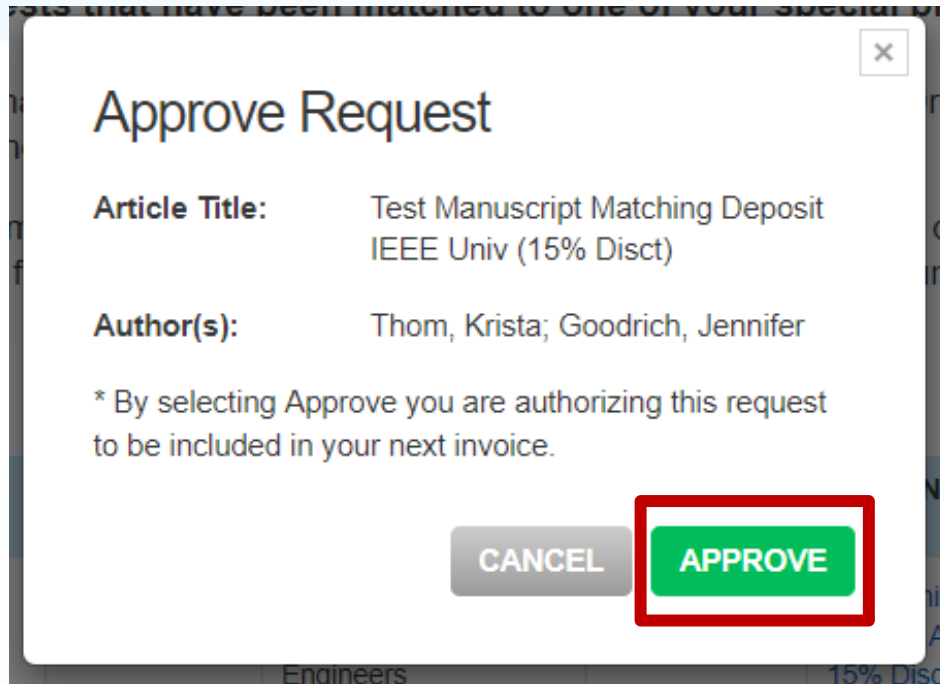
The detailed order confirmation page is available to both authors and administrators.

It includes information on article license type, discounts, and pricing.

Responding to funding requests

	Order Date ↕	Article Title ↕	Primary Author	Primary Author Email & Affiliation	Publisher ↕	Profile Name ↕	Total Fees Due	Status ^	Actions
>	31-Mar-2020	This is not a touch free profile	Garcia Alla, Ruben	rgalia86@gmail.com IEEE University 5824	Institute of Electrical and Electronics Engineers (IEEE)	IEEE University: Deposit Account - 15% Discount	2,433.55 USD	Pending	<div>APPROVE</div> <div>DENY</div>
▼	22-Apr-2019	Test Manuscript Matching Deposit IEEE Univ (15% Disc)	Thom, Krista	ieeueat@copyright.com IEEE University 5824	Institute of Electrical and Electronics Engineers	IEEE University: Deposit Account - 15% Discount	0.00 USD	Pending	<div>APPROVE</div> <div>DENY</div>
<div><div>DOI</div><div>10.1000/IEEE_Test04222019AM</div></div> <div><div>Date Accepted in RightsLink ?</div><div>22-Apr-2019</div></div> <div><div>Journal</div><div>IEEE Electron Device Letters</div></div> <div><div>License</div><div>CC BY</div></div> <div><div>Secondary Author(s)</div><div>Goodrich, Jennifer (nosend@copyright.com, University of Cambridge, 2152)</div></div> <div><div>APC Token or Threshold Value</div><div>2,045.00 USD</div></div>									
>	22-Apr-2019	Test Manuscript Matching Deposit IEEE Univ (15% Disc)	Thom, Krista	ieeueat@copyright.com IEEE University 5824	Institute of Electrical and Electronics Engineers	IEEE University: Deposit Account - 15% Discount	0.00 USD	Pending	<div>APPROVE</div> <div>DENY</div>

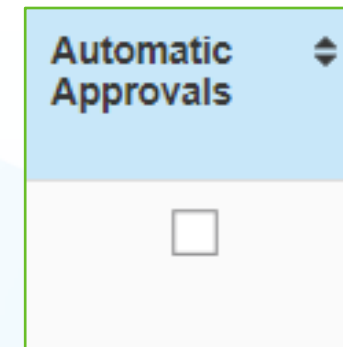
Approving requests



The screenshot shows a modal dialog box titled "Approve Request" with a close button (X) in the top right corner. The dialog contains the following information:

- Article Title:** Test Manuscript Matching Deposit
IEEE Univ (15% Disc)
- Author(s):** Thom, Krista; Goodrich, Jennifer
- Disclaimer:** * By selecting Approve you are authorizing this request to be included in your next invoice.
- Buttons:** A grey "CANCEL" button and a green "APPROVE" button. The "APPROVE" button is highlighted with a red rectangular border.

Administrators can also choose to approve requests automatically under the “Billing Profiles” tab.



The screenshot shows a section titled "Automatic Approvals" with a dropdown arrow icon to its right. Below the title is a single checkbox, which is currently unchecked.

Clicking “Approve” will launch a pop-up box that prompts the administrator to confirm approval.

Article Acceptance

The author receives an email when the request is approved or denied by the institution.



Your article has been accepted and will be published open access

Dear Mr. Ruben Garcia Alia,

Congratulations on being accepted for publication in *IEEE Geoscience and Remote Sensing Letters* for the following manuscript:

Manuscript DOI: 10.1109/JTEHM.2019.529447

Manuscript ID: TNS-003417-445

Manuscript Title: This is a touch free OA only profile test

Published by: Institute of Electrical and Electronics Engineers (IEEE)

Total Charges Covered: 2045.00 USD

Funding for your open access publication charges has been covered by CCC University based on an agreement between CCC University and Institute of Electrical and Electronics Engineers (IEEE).

If there are any additional publication charges available to you, such as page or color charges, we will send a payment link for those charges under separate cover.

Sincerely,
Institute of Electrical and Electronics Engineers (IEEE)

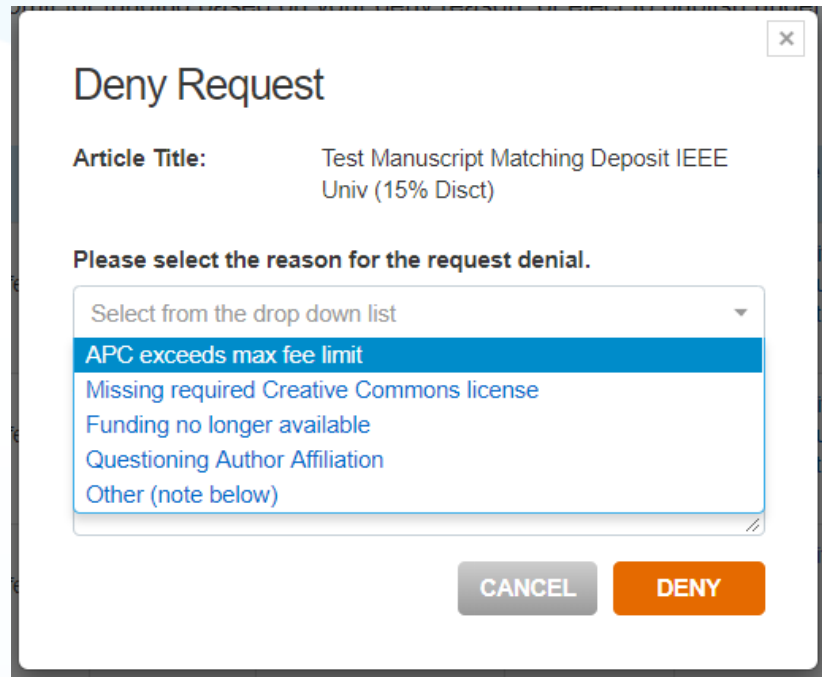
Tel.: +1-877-622-5543 / +1-978-646-2777
IEEEsupport@copyright.com
www.copyright.com



RightsLink®



Denying requests



Deny Request

Article Title: Test Manuscript Matching Deposit IEEE Univ (15% Disc't)

Please select the reason for the request denial.

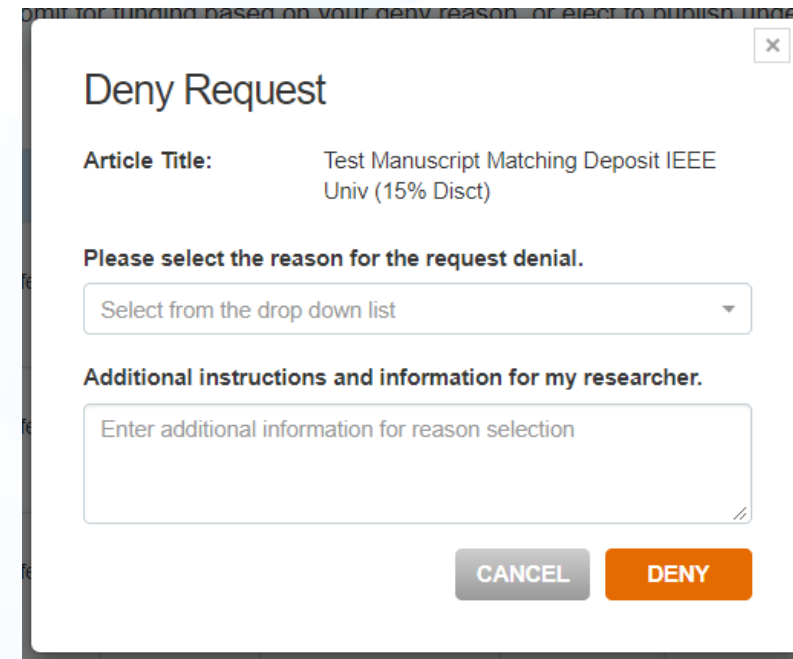
Select from the drop down list

- APC exceeds max fee limit
- Missing required Creative Commons license
- Funding no longer available
- Questioning Author Affiliation
- Other (note below)

CANCEL **DENY**

If a funding request is denied, administrators can select the reason from the pre-populated dropdown list. The reason will be included in the notification email sent to the author.

Administrators can also add an explanation or further instructions. (If “Other” is selected from the dropdown menu, this field is mandatory.)



Deny Request

Article Title: Test Manuscript Matching Deposit IEEE Univ (15% Disc't)

Please select the reason for the request denial.

Select from the drop down list

Additional instructions and information for my researcher.

Enter additional information for reason selection

CANCEL **DENY**

Billing Profiles

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 - 7 of 7

Profile Nickname	Profile Name	Publisher	Invoicing Frequency	Profile Start Date	Profile End Date	Profile Status	Automatic Approvals	Notifications
▼ Click to add	IEEE University Deposit Account - 15% Discount	IEEE - INST OF ELECTRICAL AND ELECTRONICS ENGRS	Semi-Monthly	18-Apr-2019	N/A	Active	<input type="checkbox"/>	
Amount Approved for Invoicing		20,897.25 USD						
Number of APC Tokens Remaining		0						
Value of APC Tokens Used		9,340.00 USD						
Number of APC Tokens Used		10						
> Click to add	IEEE University EMEA Special Offer 3	IEEE - INST OF ELECTRICAL AND ELECTRONICS ENGRS	Monthly	15-Oct-2019	30-Nov-2020	Active	<input type="checkbox"/>	
> Click to add	Andy Test - Please Ignore	IEEE - INST OF ELECTRICAL AND ELECTRONICS ENGRS	Monthly	18-May-2018	N/A	Suspended	<input checked="" type="checkbox"/>	1 0

If an institution has agreements with multiple publishers that use RLSC, they will be able to access all profiles from the “Billing Profiles” tab.

Administrators can also set automatic approvals, manage notifications, and view agreement details.

Billing Profiles

IEEE University: Deposit Account - 15% Discount
IEEE - INST OF ELECTRICAL AND ELECTRONICS ENGRS

This profile is currently active.
Last modified: 18-Apr-2019 13:35:29 by sholt@copyright.com
CREATE NOTIFICATION

Update Special Billing Profile

Use this form to view the special billing arrangement between your organization and a publishing house. You can also update contact information for your organization, assign a primary organization contact, and choose to suppress email notifications as needed.

- If you have more than one agreement with a publisher that varies by journal, you should expect to see separate profiles for each agreement.
- Note under the *Profile Attributes* section, you can see if the agreement applies to all journals or a subset.

ORGANIZATION DETAILS

Profile Name *	IEEE University: Deposit Account - 15% Discount
Optional Profile Type	Deposit
Organization *	IEEE University

[Need to update this address?](#)

BILLING ADDRESS

Address Line 1 *	445 Hoes Ln
Address Line 2	
Address Line 3	
Country *	United States
Zip/Postal Code *	08854
City *	Piscataway
State/Province *	NJ

Clicking on a specific profile will bring up agreement details.

Most of the data will be read-only. However, administrators can add contacts, manage notifications, add a special note to authors, and choose to require an order number.

Reports

- If an institution has profiles with multiple publishers, manuscripts from all publishers will be shown by default. However, it is also possible to limit results to a single publisher.
- Transaction Summary Report data is refreshed hourly.
- Full reports will be sent by email.

Reports

In the “Reports” tab, administrators can run Transaction Summary Reports based on various criteria.

[Billing Profiles](#) | [Funding Requests](#) | [Reports](#)

Report type: Transaction Summary Report ?**Time zone:** ? RightsLink (Eastern) Local

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"/>
Publisher name:	<input type="text"/>	Primary Author ID:	<input type="text"/>
Promotion name:	<input type="text"/>	Primary Author Institution:	<input type="text"/>
Funder name:	<input type="text"/>	Funding status: ?	<input type="text" value="All"/>
Invoice number:	<input type="text"/>	Payment status: ?	<input type="text" value="All"/>
Order ID:	<input type="text"/>	Order date:	<input type="text" value="In last 30 days"/>

[Run Report](#) [Clear](#)

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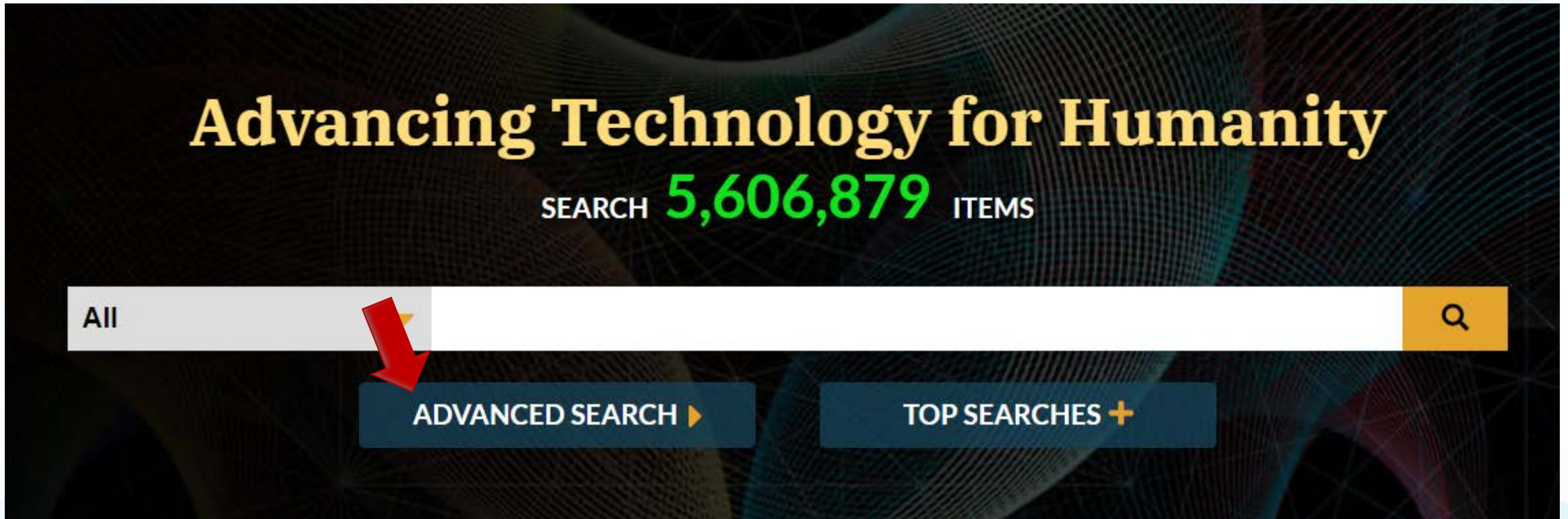


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