



# How to get the most out of your new Elsevier Open Access Platform



# 3 Steps to your Elsevier Open Access Platform

1. Accessing your open access platform
2. Managing your platform
3. How we can support you

Empowering  
Knowledge™



# 3 Steps to your Elsevier Open Access Platform

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Empowering  
Knowledge™



# Step 1 – Accessing Your Platform



Open Access Platform

## Managing APC requests made easy!

Welcome to Elsevier Open Access Platform. Here's how it works:

1

When there are new requests you'll receive a notification in your mailbox.

2

On the platform you'll be provided with all relevant data (such as DOI-link, author credentials, journal and more) to effectively validate requests.

3

You can then accept or reject the request. You can also notify the author on decisions made.

Sign in >

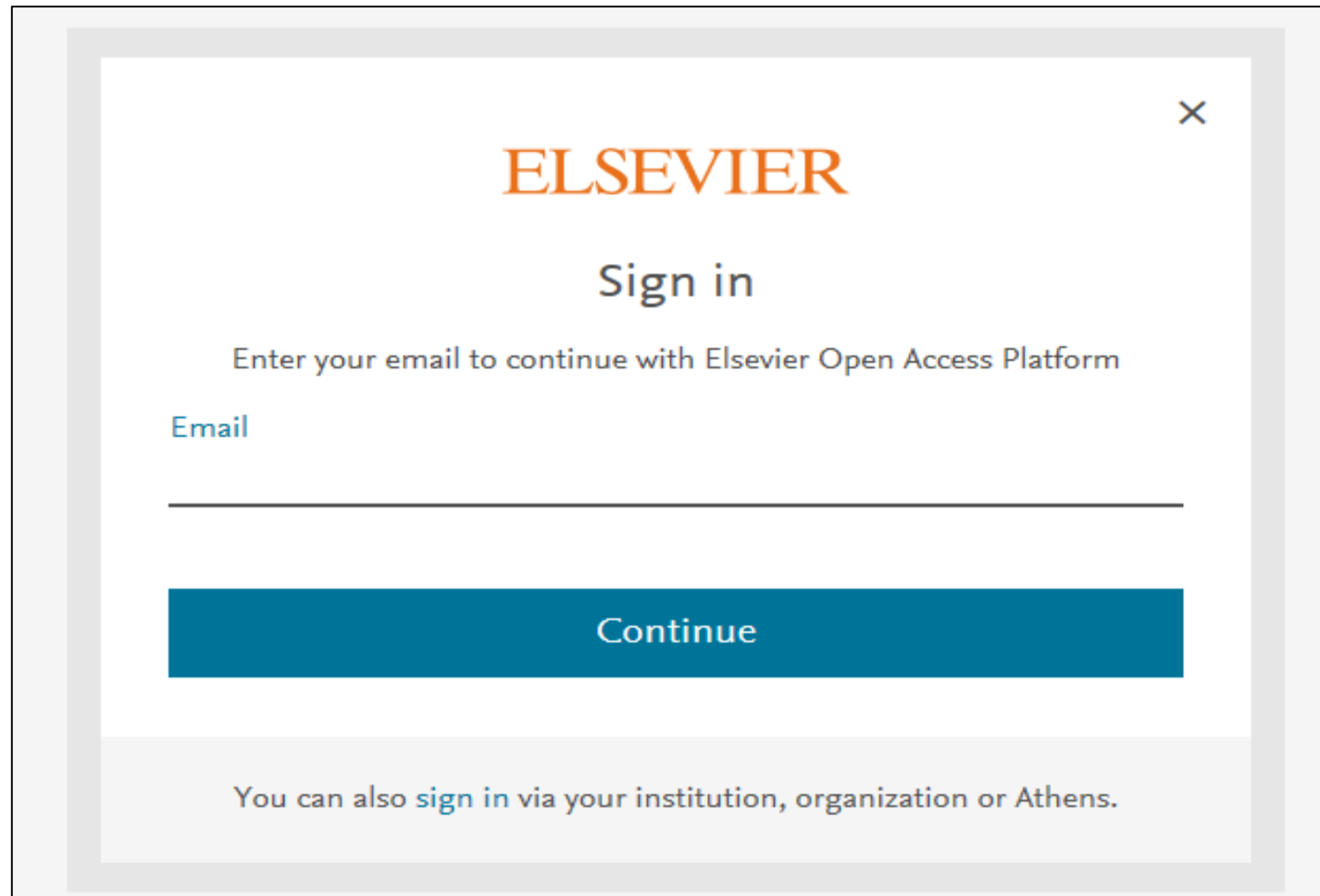
To access your platform click on the sign in



The main benefits when using the platform are:

# Step 1 – Accessing Your Platform

Use your institutional email and the password provided by Elsevier to access the platform.

A screenshot of the Elsevier 'Sign in' modal. The modal has a white background with a thin grey border and a close button (X) in the top right corner. The Elsevier logo is centered at the top in orange. Below it, the text 'Sign in' is centered in a dark grey font. Underneath, a line of text reads 'Enter your email to continue with Elsevier Open Access Platform'. A label 'Email' in blue is positioned to the left of a horizontal input field. Below the input field is a solid blue button with the word 'Continue' in white. At the bottom of the modal, a light grey bar contains the text 'You can also sign in via your institution, organization or Athens.', where 'sign in' is a blue link.

×

**ELSEVIER**

Sign in

Enter your email to continue with Elsevier Open Access Platform

Email

\_\_\_\_\_

Continue

You can also [sign in](#) via your institution, organization or Athens.

# Step 1 – Accessing Your Platform

If you are supporting multiple institutions then these will be listed here. Click on the relevant account to view the author publication charges (APC) request.



## Multiple institutions

There are multiple institutions attached to your account. Please select the institution you'd like to manage APC requests for.

Oxford University

Select >

Birmingham University

Select >

Leicester University

Select >

Bristol University

Select >

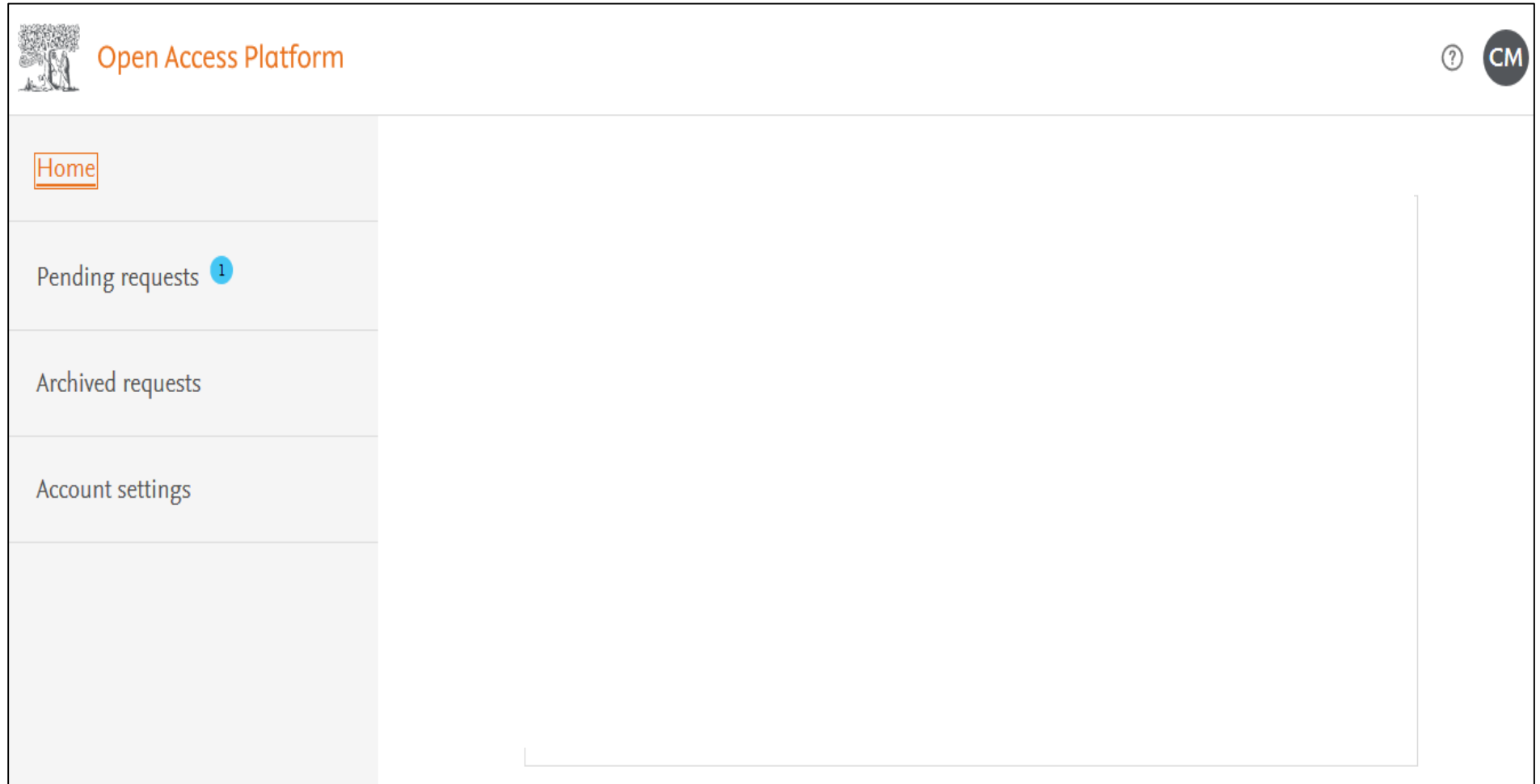
Sussex University

Select >

# Step 1 – Accessing Your Platform

Your home page menu provides you access and the option to manage:

1. Pending Requests
2. Archived Requests
3. Account Settings



# 3 Steps to your Open Access Platform

1. Accessing your Open Access Platform

2. Managing your Platform

- Accepting Requests
- Rejecting Requests
- Managing Archived Requests
- Account Settings

3. How we can support you

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# Step 2.1 – Accepting Requests

Email notifications are sent to you reminding you to access your Open Access Portal

Your open access platform allows you to manage any author publishing charges (APC)



The screenshot shows a sidebar on the left with four menu items: 'Home', 'Pending requests' (highlighted with a red box and a blue circle with the number 6), 'Archived requests', and 'Account settings'. A red arrow points from the text box below to the 'Pending requests' menu item. The main content area is titled 'Pending requests' and contains a table with one row of data.

17th Jan 19	€1,490.00
-------------	-----------

Merc Automation Institute S4793544916438004

Joe Bloggs mercurytesting@elsevier.com

Any pending requests will be highlighted. These require your acceptance or rejection

# Step 2.1 – Accepting Requests



**ELSEVIER**

Dear Sir/Madam

Please approve, in the Elsevier Open Access Platform, the Article Publishing Charge for the following article:

- Title - Characterising the two-phase flow and mixing performance in a gas-mixed anaerobic digester: importance for scaled-up applications
- By - Abhinav Apoorva
- PII number - S0300571218306365

To access the Elsevier Open Access Platform, please follow this link [eoap.elsevier.com/dashboard/](https://eoap.elsevier.com/dashboard/).

If you require assistance, please contact our [Researcher Support team](#).

Kind regards

Researcher Support

**ELSEVIER**

Email notifications are sent to you reminding you to  
access your Open Access Portal

# Step 2.1 – Accepting Requests

Home

Pending requests

6

Archived requests

Account settings

## Pending requests

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17th Jan 19

€1,490.00

Merc Automation Institute S4793544916438004

Joe Bloggs mercurytesting@elsevier.com

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Click on Pending request to view all submissions requiring your attention

Click on the article title to proceed to next step



# Step 2.1 – Accepting Requests

[Home](#)

[Pending requests 6](#)

[Archived requests](#)

[Account settings](#)

[< Pending requests](#)

## Merc Automation Institute S4793544916438004

Full text article: <http://dx.doi.org/10.1016/j.fuel.2018.03.063>

Corresponding author: **Joe Bloggs**

Author email: mercurytesting@elsevier.com

Article type: FLA

Journal: Developmental Cognitive Neuroscience

User license: CC BY 4.0

Open Access requested on: 17th Jan 19

PII: S4793544916438004

APC

Price: €1,490.00

Total: **€1,490.00**  
(excluding tax)

☒ Accept request

☐ Reject request

Proceed >

The article publishing charge will be indicated in the relevant currency.

Details of the Article and Author will be displayed

# Step 2.1 – Accepting Requests and P.O. number


If required,  
fill in the P.O.  
number





To notify the  
author click  
on the box  
and confirm  
the terms of  
business to  
accept the  
APC.

[← Back to address](#)

## Accept charges

Address

Review


Confirmation

**P.O. number (if applicable)**  
  
Max. 16 characters

**Grant ID (if applicable)**  
  
Please enter the grant ID that should appear on your invoice.

**Notify the author?**  
☒ Yes I want to notify the author  
If checked, an automated email will be sent to the author to confirm that this request has been accepted.

☒ I accept, as an authorized representative acting on behalf of the organization identified in the APC confirmation, the charges mentioned therein, in accordance with related terms and conditions in the concurrent institutional agreement between said organization and Elsevier.

 APC  
**Dr. Linford Copeland**

Price:  
Discount:

**Total:** (excluding tax)

**Confirm** >

# Step 2.1 – Accepting Requests

[Home](#)  
[Pending requests 5](#)  
[Archived requests](#)  
[Account settings](#)


## Accept request

### Confirmation

You have **accepted** this APC.

- This APC will be moved to your archived requests
- The article will be published under CC BY 4.0
- If selected, the author will be notified of your acceptance

Return to overview >

 **Merc Automation Institute**  
S4793544916438004

**Joe Bloggs**

---

Price: €1,490.00

**Total:** €1,490.00  
(excluding tax)



This final step confirms the acceptance and to notify the author of the payment.

# Step 2.1 – Accepting Requests



ELSEVIER

Dear Yemi Sebastian

We are pleased to confirm that Vitalija Tatur, of Clark Regional Medical Center **approved payment** of the Article Publishing Charge for, Effects of global warming on mice, PII number S0016236118305453.

Kind regards

Researcher Support

ELSEVIER

An email notification is sent to the author acknowledging that the payment is approved.

# Step 2.2 – Rejecting Requests

[Home](#)  
[Pending requests](#) 5  
[Archived requests](#)  
[Account settings](#)

[<](#) Pending requests

## Merc Automation Institute S3654947216407874


Full text article: <http://dx.doi.org/10.1016/j.fuel.2018.03.063>

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Corresponding author: **Joe Bloggs**  
Author email: [mercurystesting@elsevier.com](mailto:mercurystesting@elsevier.com)  
Article type: FLA  
Journal: Developmental Cognitive Neuroscience  
User license: CC BY 4.0  
Open Access requested on: 17th Jan 19  
PII: S3654947216407874

Grants that supported this research:  
*(When you accept the request you can select a grant ID to appear on your invoice)*

TU Delft GRS604526061647842  
Test Funding Institute TFIS604526061647842

 APC

Price: €1,490.00

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**Total:** **€1,490.00**  
(excluding tax)

☐ Accept request  
☒ Reject request


[Proceed >](#)

Rejecting the publishing charge can be actioned through the Open Access Platform. Click on reject request to start the process of notifying the author and invoicing





# Step 2.2 – Rejecting Requests

 Open Access Platform


[Home](#)  
[Pending requests <sup>1</sup>](#)  
[Archived requests](#)  
[Account settings](#)

[< Back to request](#)  

## Reject request

---

What is your reason for rejecting this APC?

Please select 


---

**Notify the author**

☒ Yes, I would like to notify the author

If checked, an automated email will be sent to the author to confirm that this request has been rejected.

[Confirm >](#)



## Step 2.2 – Rejecting Requests

### Confirmation


---

You have **rejected** this APC.

- This rejection will be moved to your archived requests

---

[Return to overview >](#)

 **Merc Automation  
Institute**  
S3654947216407874

**Joe Bloggs**

---

Price:

€1,490.00

Total:

**€1,490.00**  
(excluding tax)



You will receive confirmation that you are about to reject the authoring processing charge (APC) . This will notify Elsevier to invoice the author directly and NOT the institution.

# Step 2.2 – Rejecting Requests



ELSEVIER

Dear Yemi Sebastian

Vitalija Tatur, of Clark Regional Medical Center rejected paying the article publication charge for your article titled, Effects of global warming on mice, PII number S0016236118305453. The rejection reason provided was, Grant number not supplied / recognised.

Please contact the institution directly if you have questions regarding their decision.

Elsevier will allow seven days for you to discuss this with your institution before issuing you with an invoice to the address that you provided at submission. If the address details need to be amended, you need to advise of any VAT / Tax registration or exemption details, or if the rejection is overturned by your institute, please contact our [Researcher Support team](#).

Kind regards

Researcher Support

ELSEVIER

If selected an email is sent to the author confirming that the payment is rejected with instructions on the next steps

# Step 2.3 – Archived Requests

You can now review and download all previous submissions.

Home

Pending requests 4

Archived requests

Account settings

## Archived requests

Download report (.csv)

17th Jan 19 · Rejected by T. UAT

€1,490.00

Merc Automation Institute S413276516794310

Joe Bloggs mercurytesting@elsevier.com

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
1	Article title	Author name	Article typ	Journal titl	Journal typ	User licen	Open Acce	Currency	Price	Discount	Total	Accepted/rejected by	P.O. numb	Status	Reason for	Full text article				
2	Merc Automation Instit	Joe Bloggs	SCO	Developmental Cognitive Neuro	2019-01-1	EUR	1490	0	1490	Tester2 UAT		REJECTED	Invited/Conference article not eligible							
3	Merc Automation Instit	Joe Bloggs	FLA	Developmental Cogni	CC BY 4.0	2019-01-1	EUR	1490	0	1490	Automation Tester	PO762	ACCEPTED			http://dx.doi.org/10.1016/j.fuel.2018.03.063				
4	Merc Automation Instit	Jo Bloggs	FLA	Developmental Cogni	CC BY 4.0	2019-01-1	EUR	1490	0	1490	Tester2 UAT		ACCEPTED			http://dx.doi.org/10.1016/j.fuel.2018.03.063				
5	Merc Automation Instit	Joe Bloggs	FLA	Developmental Cogni	CC BY 4.0	2019-01-1	EUR	1490	0	1490	Automation Tester	PO83	ACCEPTED			http://dx.doi.org/10.1016/j.fuel.2018.03.063				
6	Merc Automation Instit	Joe Bloggs	FLA	Developmental Cogni	CC BY 4.0	2019-01-1	EUR	1490	0	1490			ACCEPTED			http://dx.doi.org/10.1016/j.fuel.2018.03.063				
7	Merc Automation Instit	Joe Bloggs	FLA	Developmental Cogni	CC BY 4.0	2019-01-1	EUR	1490	0	1490	Tester2 UAT		REJECTED	Author not		http://dx.doi.org/10.1016/j.fuel.2018.03.063				
8	Merc Automation Instit	Joe Bloggs	FLA	Developmental Cogni	CC BY 4.0	2019-01-1	EUR	1490	0	1490	Tester2 UAT		ACCEPTED			http://dx.doi.org/10.1016/j.fuel.2018.03.063				



To review previous acceptances and rejections click on archived requests.

# Step 2.4 – Account Settings

Home

Pending requests 4

Archived requests

Account settings

## Email notification settings

Switch notifications on or off, and add or remove email addresses. This information can be edited by all Open Access administrators for Lappeenranta University of Technology.

aatester2@elsevier.com (your registered email address)

ON ☒

Your registered email address: aatester2@elsevier.com

> Manage pending request notifications

Account settings enables you to include additional email addresses to receive the author notifications



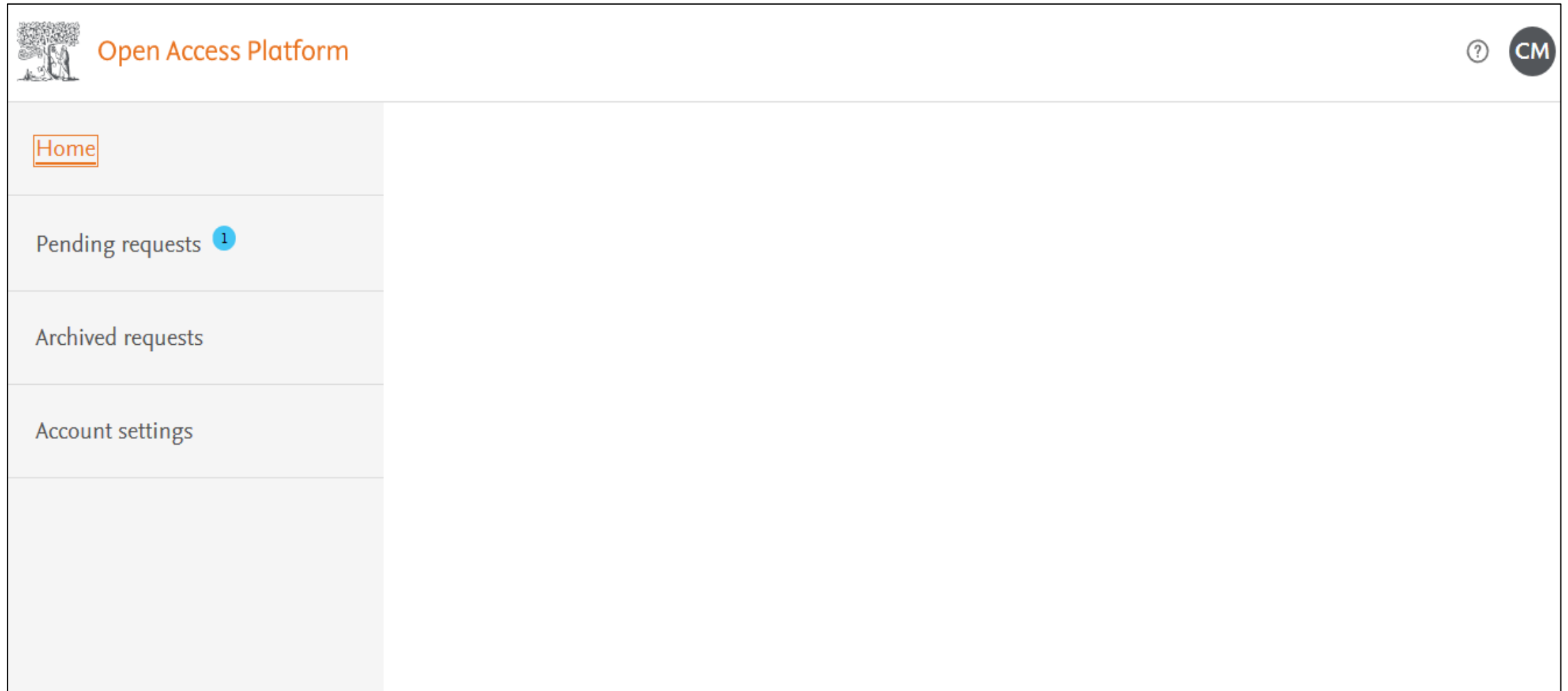
# 3 Steps to your Open Access Dashboard

- Accessing your Open Access Dashboard
- Managing your Dashboard
- How we can support you

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# Step 3 – How we can support you



If you need any support using the Open Access Platform then we have a dedicated resources centre set up. Click on the help option



# Step 3 – How we can support you

## Elsevier Open Access Platform Support Center

Using the da... ▾ Search



Using the dashboard

System access

Invoicing

6 results

[Can I register myself or invite colleagues?](#)

Last updated on 12/09/2018

The Elsevier Ordering Platform can only be used on personal invitation, using the email address you've received the invitation on. For more information on access and providing access to...

[Read more](#)

FAQ's are posted on Open Access Platform Support Centre. These are managed by our Researcher Support Team



# Step 3 – How we can support you

Elsevier Open Access Platform Support Center

All Topics ▼ Search Q

Email

### Contact support

Contact reason  
Please, select an option...

Subject

Your question

Please provide screenshots or files that may assist us helping you quicker.  
Attachment (max size 20Mb) (optional) Browse...

### Your contact details

Title (optional)

### Most viewed answers

- Can I register myself or invite colleagues?
- How can I generate a report of the previous requests I received?
- How do I let the author know whether he/she has been accepted or not?
- Do the APC charges include color costs?
- Why can't I register to this portal?

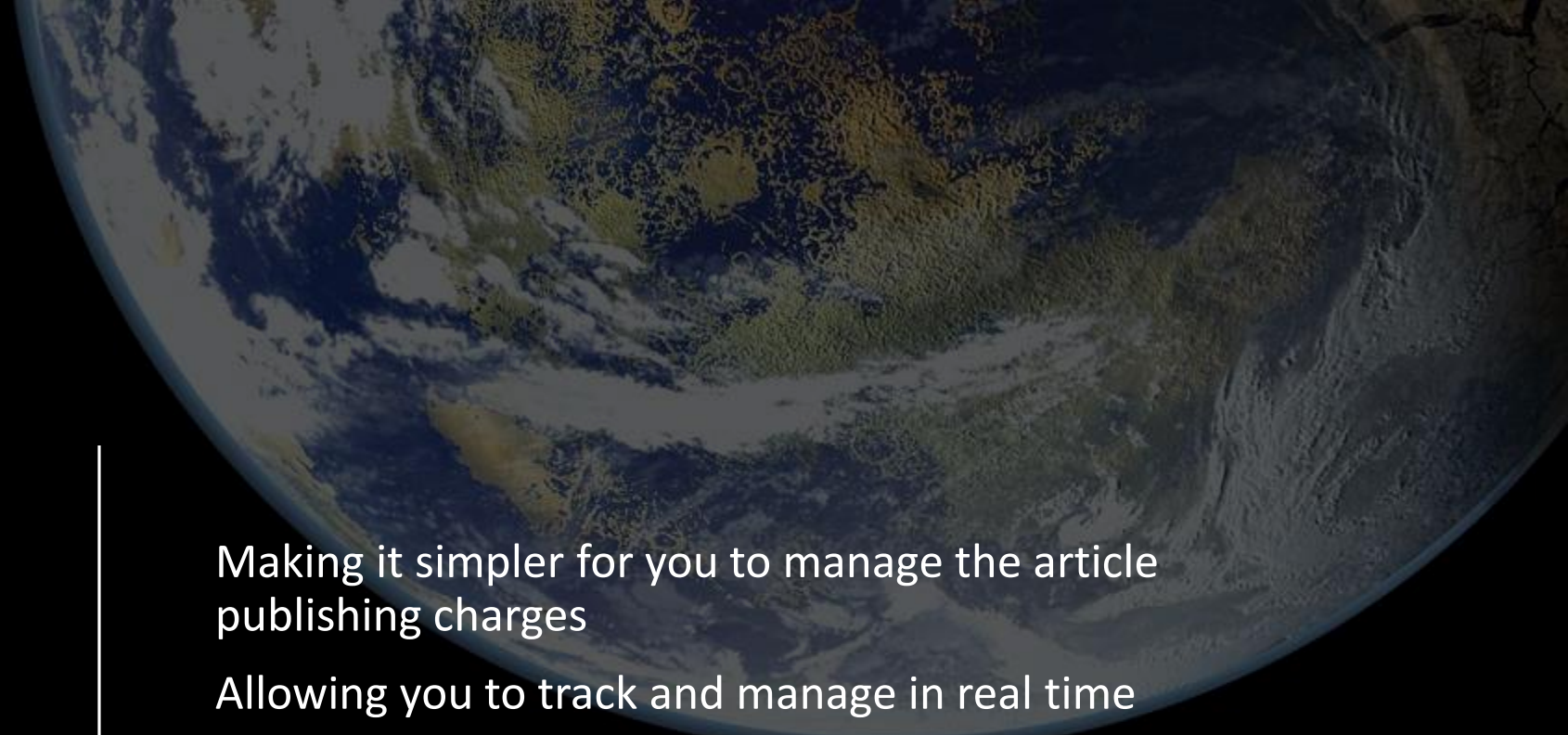


If you can't find the answer from the FAQ's then please complete the online form and our Researcher Support Team will follow up with you.

# Resources and Contact Details

- For further resources on the Open Access Platform including a list of FAQ's please go to

<https://service.elsevier.com/app/answers/list/c/15686/supporthub/eoap/>



Making it  
easier to work  
with us

Making it simpler for you to manage the article  
publishing charges

Allowing you to track and manage in real time

Enabling you to access your data when you need it

Empowering  
Knowledge<sup>TM</sup>

