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
3 Steps to your Elsevier Open Access Platform

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2. Managing your platform
3. How we can support you
Step 1 – Accessing Your Platform

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

The main benefits when using the platform are:

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.

To access your platform click on the sign in button.
Step 1 – Accessing Your Platform

Use your institutional email and the password provided by Elsevier to access the platform.
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
- Birmingham University
- Leicester University
- Bristol University
- Sussex University
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

Empowering Knowledge™
Any pending requests will be highlighted. These require your acceptance or rejection.
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 Appora
- PII number: S0300571218306385

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

If you require assistance, please contact our Researcher Support team.

Kind regards

Researcher Support
Step 2.1 – Accepting Requests

Pending requests

17th Jan 19
Merc Automation Institute S4793544916438004

Joe Bloggs  mercurytesting@elsevier.com

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

The article publishing charge will be indicated in the relevant currency.
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.
Step 2.1 – Accepting Requests

This final step confirms the acceptance and to notify the author of the payment.
Step 2.1 – Accepting Requests

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

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

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

Dear Yemi Sebastian,

Vitalija Tatur, of Clark Regional Medical Center, has rejected paying the article publication charge for your article titled, “Effects of global warming on mice, Pill 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

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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.

To review previous acceptances and rejections click on archived requests.
Step 2.4 – Account Settings

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

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
3 Steps to your Open Access Dashboard

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

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

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™