

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

2019

# Making it easier to work with us

## Open Access: Society Eligibility Validation

At Elsevier we are always looking for ways to make your work easier.

Today we are going to tell you about some changes that will allow you to easily manage membership validations so you have all the information in one place.



# 3 Steps to your Elsevier Open Access Platform

1. Accessing your Open Access Platform
2. Managing membership validation requests
3. How we can support you



# 3 Steps to your Elsevier Open Access Platform

1. **Accessing your Open Access Platform**
2. Managing membership validation requests
3. How we can support you





# Step 1: Accessing your Open Access Platform



Open Access Platform

The main benefits  
when using the  
platform are:

## 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.

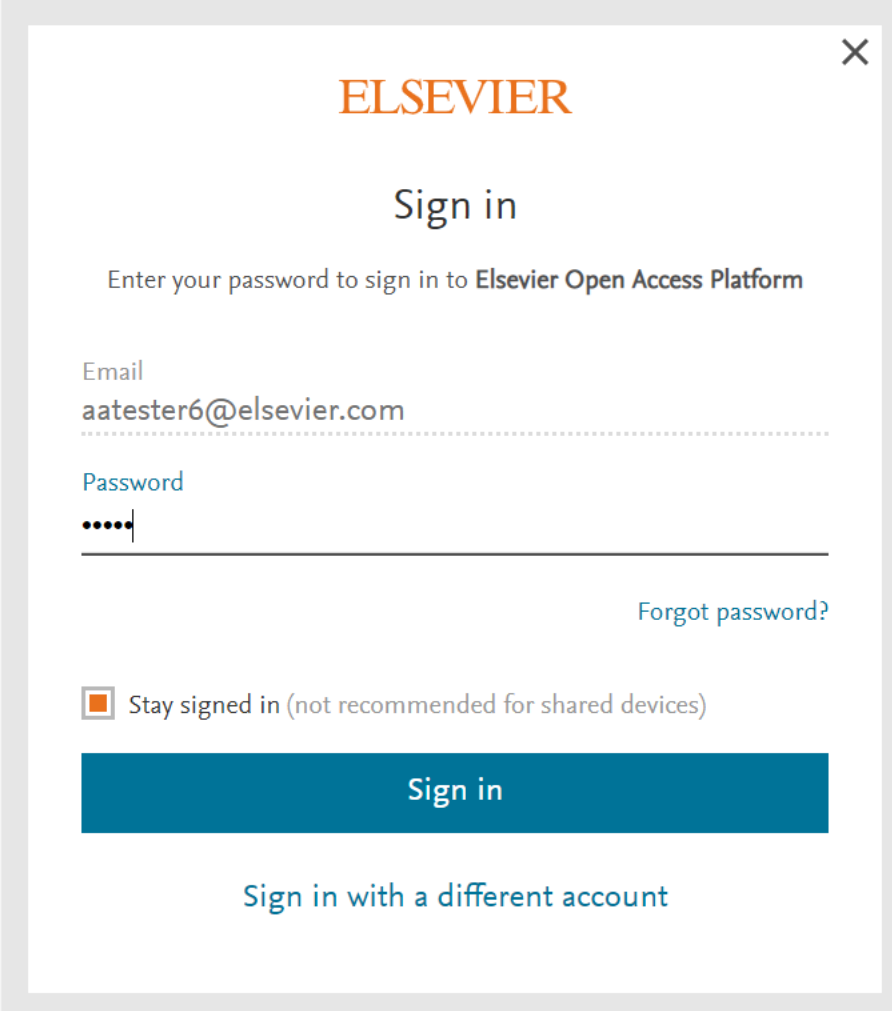
Sign in >

To access your Platform, click on the  
**Sign In icon**

# Step 1: Accessing your Open Access Platform

ELSEVIER

When an author completes the Rights and Access Form, an email notification will be sent to you with a link to the Elsevier Open Access Platform (EOAP)

A screenshot of the Elsevier sign-in interface. At the top is the Elsevier logo and a close button (X). Below is the heading "Sign in" and a prompt to enter a password. There are input fields for "Email" (containing "aatester6@elsevier.com") and "Password" (masked with dots). A "Forgot password?" link is to the right of the password field. Below the fields is a checkbox for "Stay signed in (not recommended for shared devices)". A large blue "Sign in" button is at the bottom, with a link "Sign in with a different account" below it.

ELSEVIER

Sign in

Enter your password to sign in to Elsevier Open Access Platform

Email  
aatester6@elsevier.com

Password  
.....

[Forgot password?](#)

☐ Stay signed in (not recommended for shared devices)

Sign in

[Sign in with a different account](#)

When the agreement is set up, you will be provided with a user name and login credentials

On receipt of the request to validate Society membership, you need to log in to the Portal

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

# Step 1: Accessing your Open Access Platform

**If you are supporting multiple Societies, then these will be listed here**

**Click on the relevant account to view the validation request**

## Multiple institutions

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

American Society of Echocardiography

Select >

Committee on Space Research (COSPAR)

Select >

European Society of Clinical Microbiology and Infectious Diseases

Select >

International Society for Experimental Hematology

Select >

National Kidney Foundation

Select >

University of Jyväskylä

Select >

# Step 1: Accessing your Open Access Platform



Open Access Platform



American Society of Echocardiography



Home

Pending requests <sup>2</sup>

Archived requests

Account settings

**The Archived requests are also accessible from this page and contain all APC requests that have either been validated (or not)**

**Home page shows all pending validation requests that require review and validation**

## Pending requests

29th Oct 19

Provident itaque doloribus explicabo ut quae. Minus suscipit dolor itaque aliquid dolores necessitatibus molestias. At voluptas nisi vero quo suscipit. Magni odio quia nobis corrupti quibusdam. Deleniti mollitia non aliquam qui ex dolore quia quam. Exercitationem soluta blanditiis qui esse pariatur itaque.

Mr Roy Fox mercurytestsociety14@elsevier.com

28th Oct 19

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Dr. Alycia Gerlach p.hebburramaswamy@elsevier.com



# 3 Steps to your Elsevier Open Access Platform

1. Accessing your Open Access Platform
- 2. Managing membership validation requests**
  - Valid Requests
  - Invalid Requests
  - Managing Archived Requests
  - Account Settings
3. How we can support you



# Step 2.1: Managing membership validation - Validating Requests



Open Access Platform



American Society of Echocardiography



Home

Pending requests

2

Archived requests

Account settings

## Pending requests

29th Oct 19

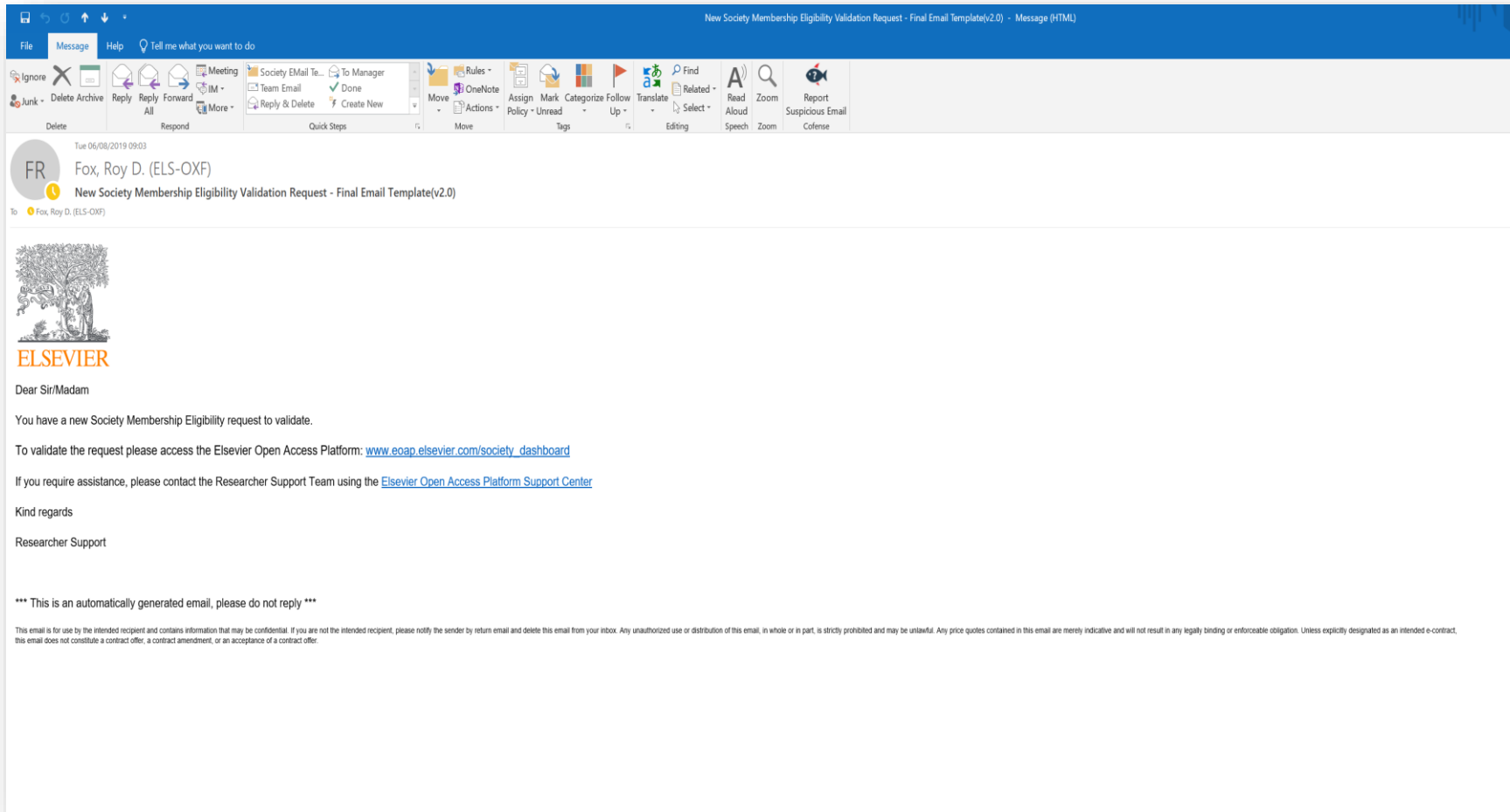
Provident itaque doloribus explicabo ut quae. Minus suscipit dolor itaque aliquid dolores necessitatibus molestias. At voluptas nisi vero quo suscipit. Magni odio quia nobis corrupti quibusdam. Deleniti mollitia non aliquam qui ex dolore quia quam. Exercitationem soluta blanditiis qui esse pariatur itaque.

Mr Roy Fox mercurytestsociety14@elsevier.com

**Your Open Access Platform allows you to manage any validation requests**

**Any pending requests will be highlighted. These require your validation.**

# Step 2.1: Managing membership validation – Validating Requests

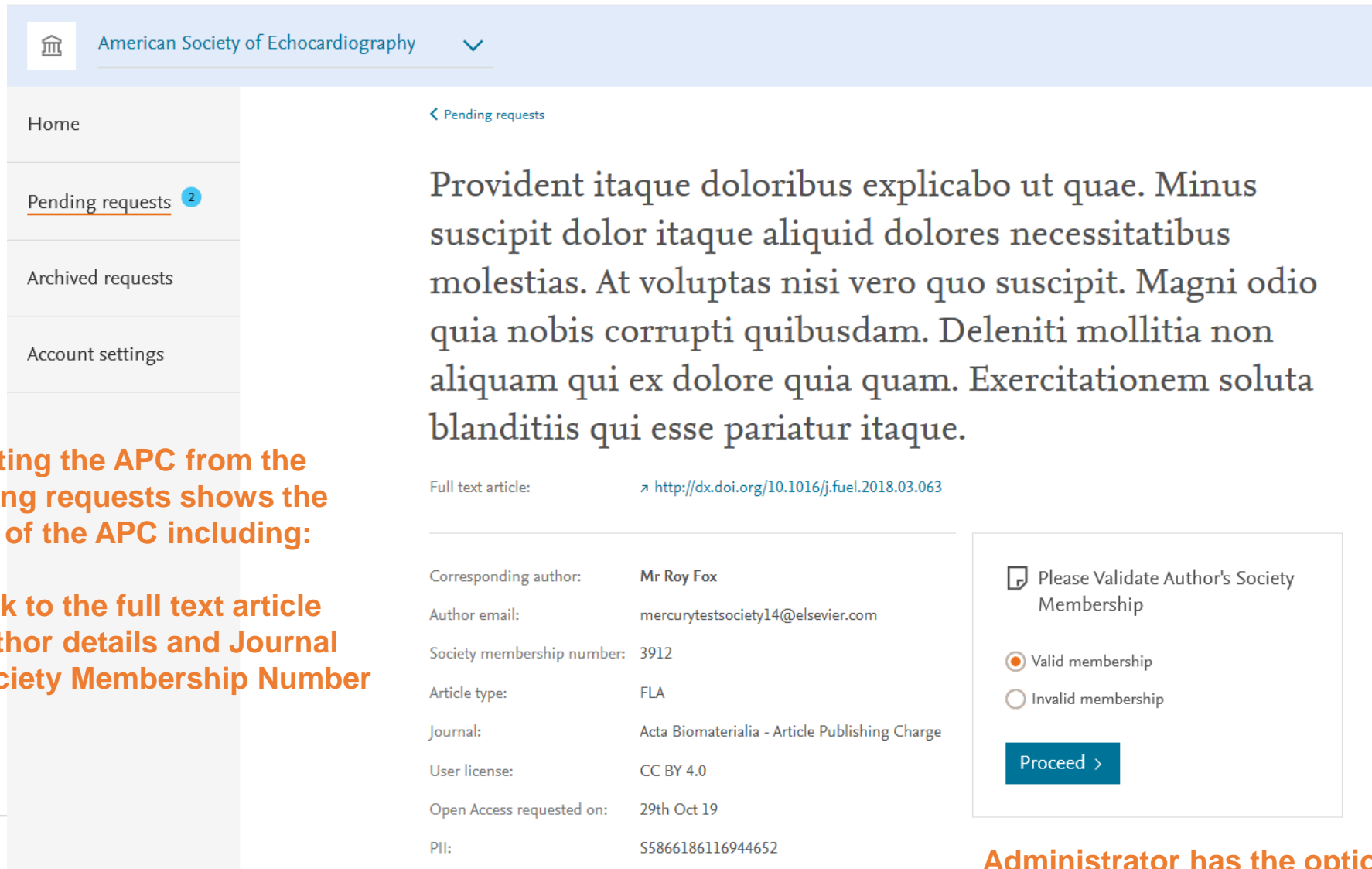


**Society Administrator is sent an e-mail notification to advise a new request is available to review and validate in the Society Dashboard**

**Clicking on the link will take them to the Dashboard**

**There is also a link to the Support Center if they have any queries or issues**

# Step 2.1: Managing membership validation – Validating Requests



The screenshot shows the American Society of Echocardiography website. The header includes the logo and the text 'American Society of Echocardiography'. The left sidebar contains navigation links: 'Home', 'Pending requests' (with a blue circle containing the number 2), 'Archived requests', and 'Account settings'. The main content area is titled '< Pending requests'. It features a large block of Latin text: 'Provident itaque doloribus explicabo ut quae. Minus suscipit dolor itaque aliquid dolores necessitatibus molestias. At voluptas nisi vero quo suscipit. Magni odio quia nobis corrupti quibusdam. Deleniti mollitia non aliquam qui ex dolore quia quam. Exercitationem soluta blanditiis qui esse pariatur itaque.' Below this text, there is a link for the 'Full text article' pointing to 'http://dx.doi.org/10.1016/j.fuel.2018.03.063'. A table of details for the request is shown, including the corresponding author (Mr Roy Fox), author email (mercurytestsociety14@elsevier.com), society membership number (3912), article type (FLA), journal (Acta Biomaterialia - Article Publishing Charge), user license (CC BY 4.0), open access requested on (29th Oct 19), and PII (S5866186116944652). To the right of the table is a form titled 'Please Validate Author's Society Membership' with two radio buttons: 'Valid membership' (selected) and 'Invalid membership'. A 'Proceed >' button is at the bottom of the form.

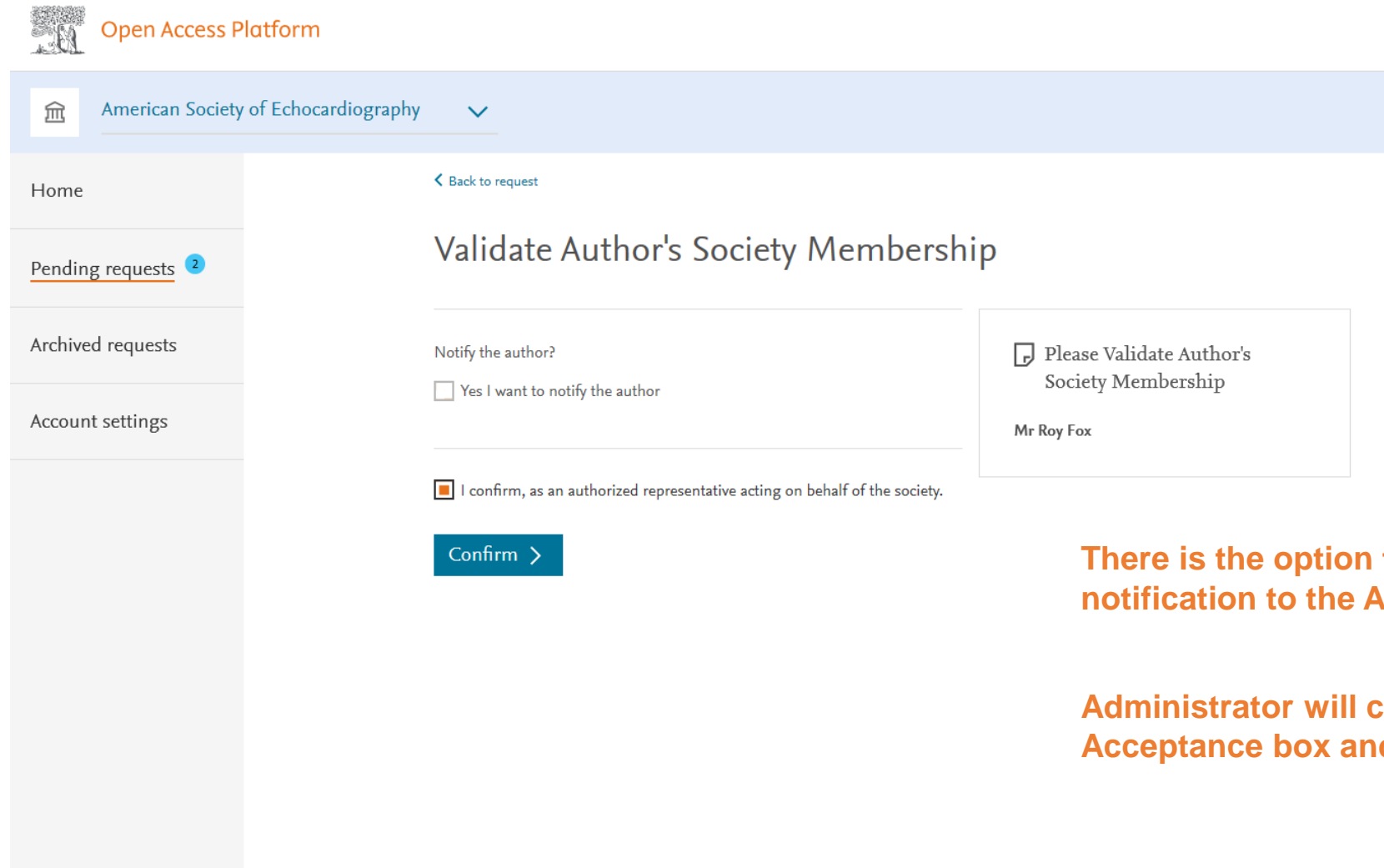
Corresponding author:	Mr Roy Fox
Author email:	mercurytestsociety14@elsevier.com
Society membership number:	3912
Article type:	FLA
Journal:	Acta Biomaterialia - Article Publishing Charge
User license:	CC BY 4.0
Open Access requested on:	29th Oct 19
PII:	S5866186116944652

Selecting the APC from the Pending requests shows the detail of the APC including:

- Link to the full text article
- Author details and Journal
- Society Membership Number

Administrator has the option to validate or not validate the request

# Step 2.1: Managing membership validation – Valid Requests



The screenshot shows the 'Open Access Platform' interface. At the top, there's a logo and the text 'Open Access Platform'. Below this is a navigation bar with 'American Society of Echocardiography' and a dropdown arrow. A left sidebar contains links: 'Home', 'Pending requests' (with a blue circle containing the number 2), 'Archived requests', and 'Account settings'. The main content area is titled 'Validate Author's Society Membership' and includes a 'Back to request' link. It features a form with a checkbox for 'Notify the author?' (labeled 'Yes I want to notify the author') and a confirmation checkbox 'I confirm, as an authorized representative acting on behalf of the society.' A blue 'Confirm >' button is at the bottom of the form. To the right of the form is a box with a clipboard icon, the text 'Please Validate Author's Society Membership', and the name 'Mr Roy Fox'.

Open Access Platform

American Society of Echocardiography

Home

Pending requests 2

Archived requests

Account settings

[Back to request](#)


## Validate Author's Society Membership

Notify the author?

☐ Yes I want to notify the author

☒ I confirm, as an authorized representative acting on behalf of the society.

[Confirm >](#)

 Please Validate Author's Society Membership

Mr Roy Fox

**There is the option to send a notification to the Author**

**Administrator will click the Acceptance box and Confirm**

# Step 2.1: Managing membership validation – Valid Requests



Open Access Platform



TU



American Society of Echocardiography



Home

Pending requests <sup>2</sup>

Archived requests

Account settings

## Validate Author's Society Membership

### Confirmation

You have **confirmed** author's Society Membership

- This request will be moved to your archived requests
- If selected, the author will be notified

[Return to overview >](#)



Please Validate Author's  
Society Membership

Mr Roy Fox

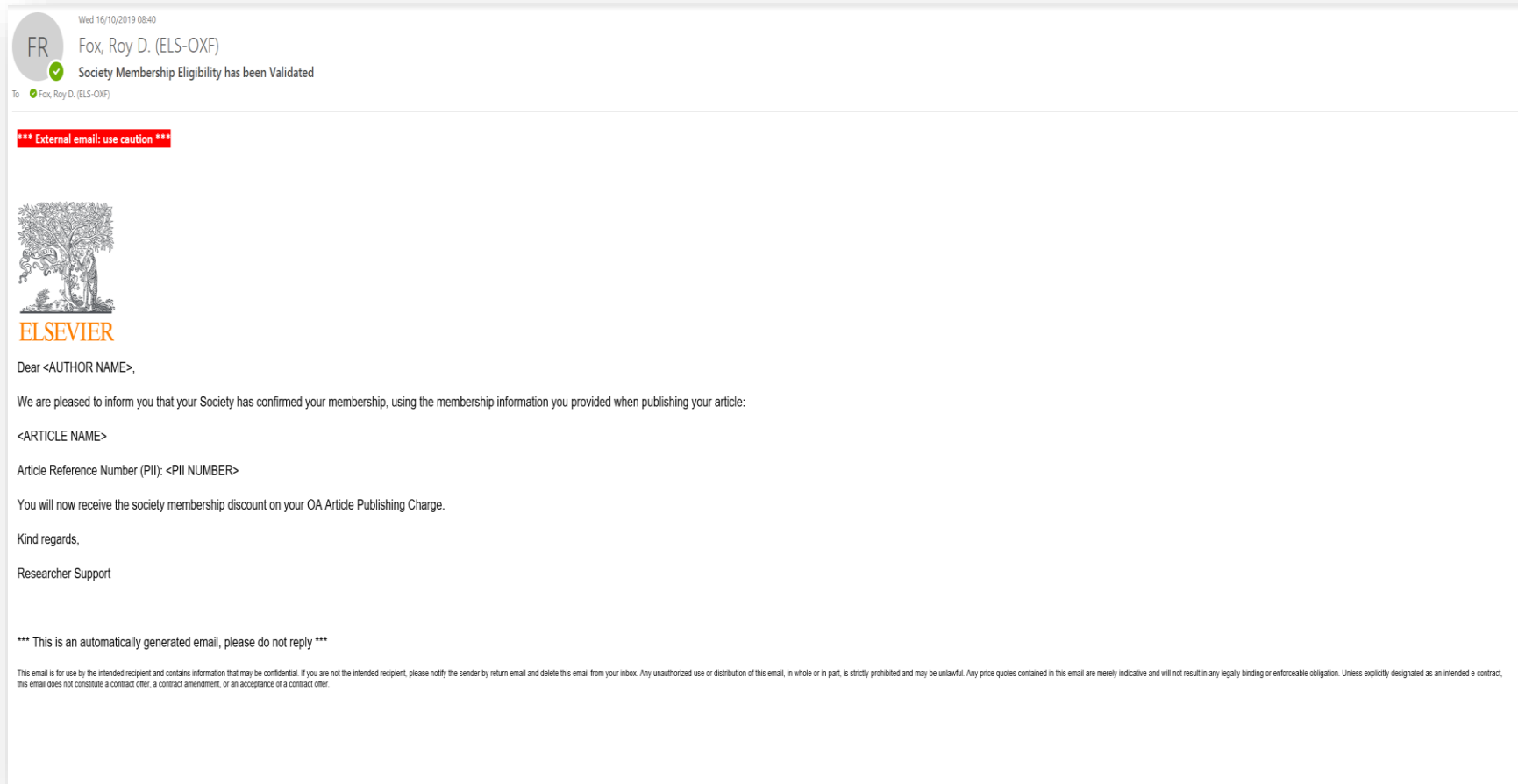
**This final step confirms the validation**

**Author will be notified either via the Platform or directly by the Institution**

**The author's membership has now been validated and the request will now show in the Archived Requests section**



# Step 2.1: Managing membership validation – Valid Requests



**An email notification can be sent to the author acknowledging that the membership is validated**

**The e-mail will be populated with information submitted by the Author**

# Step 2.2: Managing membership validation - Invalid Requests



Open Access Platform



TU



American Society of Echocardiography



Home

Pending requests <sup>1</sup>

Archived requests

Account settings

[← Pending requests](#)

Asperiores unde mollitia enim et esse aliquam. Blanditiis nesciunt voluptatem veritatis. Iusto sit qui aut.

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

Corresponding author:	Dr. Alycia Gerlach
Author email:	p.hebburramaswamy@elsevier.com
Society membership number:	10223
Article type:	FLA
Journal:	Heliyon - Article Publishing Charge
User license:	CC BY 4.0
Open Access requested on:	28th Oct 19
PII:	S2489194716540313


 Please Validate Author's Society Membership



- ☐ Valid membership
- ☒ Invalid membership


Proceed >

**Not validating the membership can be also be actioned via the Platform**  
**Click on 'Invalid membership' to begin the process of notifying the author and invoicing**

# Step 2.2: Managing membership validation – Invalid Requests

 Open Access Platform

 American Society of Echocardiography

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

[Back to request](#)

## Society Membership Not Validated

What is your reason for not validating the Author's Society Membership?

Please select

Invalid Membership Number


No active Society Membership found

Society Membership has expired

Notify the author:

☐ Yes I want to notify the author

[Confirm >](#)

 Please Validate Author's Society Membership


Dr. Alycia Gerlach


Select a reason for not validating the membership


Check the box if you wish the author to be notified via the Platform

Click Confirm. You will be asked to confirm again that you wish to invalidate. Click OK.

# Step 2.2: Managing membership validation – Invalid Requests

 Open Access Platform



 American Society of Echocardiography

[Home](#)

[Pending requests <sup>1</sup>](#)

[Archived requests](#)


[Account settings](#)

## Confirmation

You have **not validated** the author's Society Membership.

- This invalidated request will be moved to your archived requests

[Return to overview >](#)

 Please Validate Author's Society Membership  
Dr. Alycia Gerlach

**You will receive confirmation that you are not going to be validating the request**

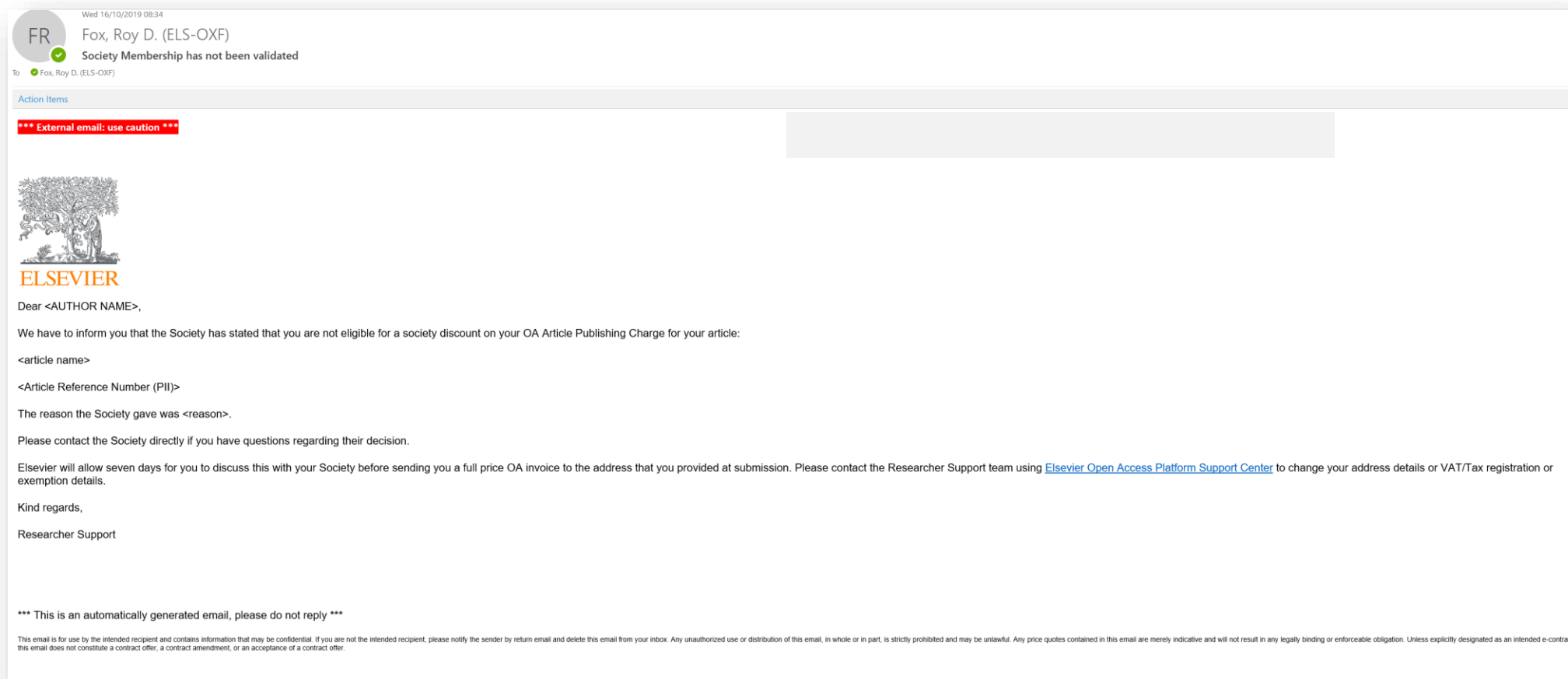
**This will notify Elsevier and they will invoice the author for the full list price without the society discount**

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## Step 2.2: Managing your Platform - Invalid Requests



**If selected, an email is sent to the author confirming that membership has not been validated**  
**The e-mail will be populated with information submitted by the Author**  
**The selected reason for not validating request will be shown in the e-mail**

# Step 2.3: Managing membership validation - Archived Requests



Open Access Platform



TU



University of Central funding



Home

Pending requests 3

Archived requests

Account settings

## Archived requests

Download report (.csv)

11th Jul 19 · Accepted by T. UAT

Demo APC Title 005

Ms. Lydia Tacx l.tacx@elsevier.com

11th Jul 19 · Rejected by T. UAT

Demo APC Title 001

Dr. Lydia Tacx l.tacx@elsevier.com

9th Jul 19 · Accepted by T. UAT

Ms. Lydia Tacx l.tacx@elsevier.com

8th Jul 19 · Rejected by T. UAT

Ms. Lydia Tacx l.tacx@elsevier.com

8th Jul 19 · Accepted by T. UAT

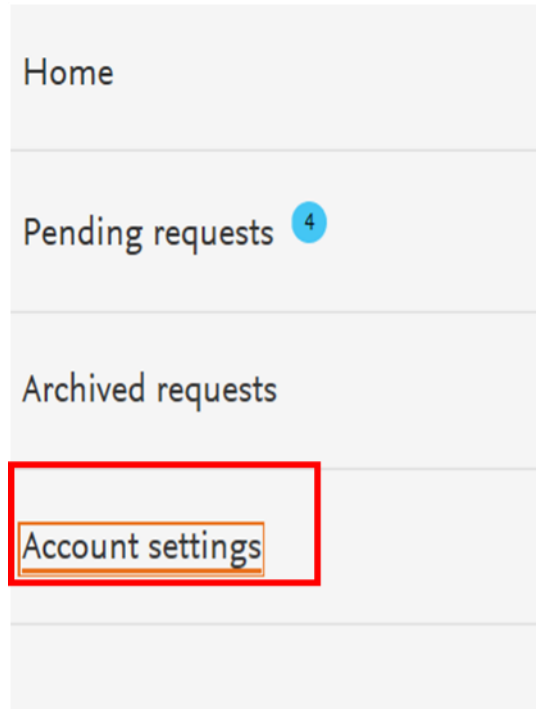
This is a Demo APC Title for University of Central Funding

**Archived requests shows all membership requests that have been validated or not validated**

**There is the option to download a report in .csv format of all Archived Requests (see above)**



## Step 2.4: Managing your Platform - 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 American Society of Echocardiography.

aatester12@elsevier.com (your registered email address)

ON ☒

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

# 3 Steps to your Elsevier Open Access Platform

1. Accessing your Open Access Platform
2. Managing membership validation requests
- 3. How we can support you**



# Step 3: How we can support you



Open Access Platform

Home

Pending requests 1

Archived requests

Account settings





If you need any support using the Open Access Platform then we have a dedicated resource 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](#)

**FAQs 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 FAQs, then please complete the online form and our Researcher Support Team will follow up with you

## Elsevier Open Access Platform Support Center

All Topics

Search

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?

# Resources & Contact Details

For further resources on the Open Access Platform including a list of FAQs, please go to

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

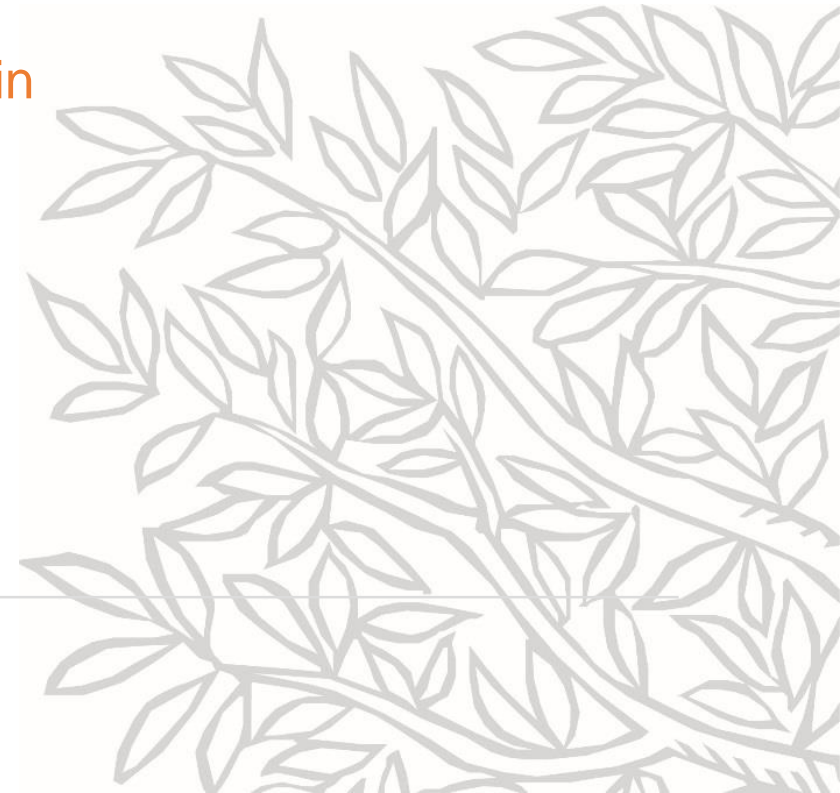


# Making it easier to work with us

Making it simpler for you to manage  
Society Eligibility Validation

Allowing you to track and manage in  
real time

Enabling you to access your data  
when you need it





Thank you

