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*Eligible institution, means your institution has a Read and Publish, Prepay or Membership Agreement with BMJ Group.

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Step 3

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Upon acceptance, RightsLink[®] will automatically notify your institution and the institution funder will be able to review and approve or deny the request from their central dashboard.

Step 4

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If your request is approved, you will receive a confirmation email from RightsLink[®], our payments service provider. Your article will proceed through production and is then published open access in the journal of your choice.



Note: If the profile does not have TouchFree transactions enabled, and therefore you completed the funding request yourself, you can view the Order Confirmation from within your Manage Account portal, by clicking your original payment due link or, in many cases, by clicking an APC link from within your submission systems' author dashboard.

Your APC funding request has been approved.

Dear Mr. John Smith,

Your APC funding request has been approved by University A.

Request Details Request Date: 29-Jan-2018 Order Number: 29384710 Publisher: Interrogatum Publishing Publication: Science Notes Article Title: Science of Accupuncture Organization Contact Name: Arthur Stickland Organization Contact Email: astickland@educ.cam.ac.uk Organization Contact Phone: +44 (0)1553 898600

Unless your order confirmation page indicates additional publication charges are available to you, you do not need to take any other action at this time.

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Step 5

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If your request is denied, you will be notified by email of the reason for the denial and will be prompted to take the next best steps. Once paid, your article will be sent to our production team and published open access in the journal of your choice.

Your request could be denied for one of the following reasons:

- APC exceeds maximum fee limit
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Please submit your author publication charge(s)

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Congratulations on being accepted for publication in APCTEST1 Publisher for following manuscript:

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Step 4

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Step 5

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- Author ScholarOne username and password will not work.
- Anyone can do this on behalf of the author: a co-author, member of the institution's finance or admin team. The person paying the bill will need to create an account if they do not have one already.
- The currency can also be changed using a dropdown menu.

Step 6

The final charge can then be reviewed (if applicable) and you can proceed to 'Payment options'. Blue 'Update' links allow authors to change the address and add a tax certificate number.

There are also two payment options:

- 1. Credit card: If you choose credit card, the payment works in a similar fashion to PayPal simply enter credit card details. Once completed, you will be able to download a receipt under the 'your account' section.
- **2. Invoice:** Invoices can be paid via bank transfer, credit card or cheque. When you click Invoice, and Next, you'll be taken to the screen in step 7.

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