

READ & PUBLISH GUIDE FOR ADMINISTRATORS

AIP Publishing features a seamless process for administrators to manage submitted articles to publish open access (OA) through an institutional Read & Publish agreement. Follow these simple steps to manage your account through our Administrator Dashboard.

- 1 After your Read & Publish agreement is set up, a personalized email will be sent to the administrator address on file. It will include information on how to login and your account details.

Sample email:

Dear Administrator,

Your Read & Publish deal with AIP Publishing is active. You may login to view manuscripts associated with your deal by accessing your dashboard through the link below:

<https://aipauthors.ejpress.com/cgi-bin/prod.plex>

Your username is this email address and the password is [INSERT PASSWORD]

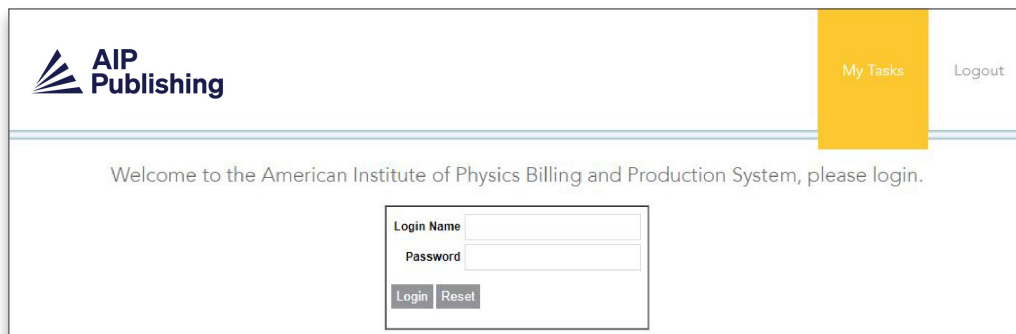
After logging in, you will notice three separate tabs:

- Pending Approval
- Pending Payment
- Payment History

Since your account is setup for automatic approval, invoices that are applied to your deal can be found in the 'Payment History' tab.

If you have any questions or need assistance with your dashboard, please feel free to contact us for assistance.

- 2 After clicking on the link from the email, you will be brought to the login page.



The screenshot shows the AIP Publishing login page. At the top left is the AIP Publishing logo. At the top right, there are two links: "My Tasks" and "Logout". Below the header, a message reads: "Welcome to the American Institute of Physics Billing and Production System, please login." In the center, there is a login form with two input fields: "Login Name" and "Password". Below the fields are two buttons: "Login" and "Reset".

- 3 Once logged in to the Dashboard, you will be brought to the “Pending Approval” screen. This is an overview of active deals and a list of manuscripts waiting to be reviewed for publication through your Read & Publish agreement. These manuscripts have been accepted for publication and the author has been confirmed as being affiliated with your institution.

You have the ability to select “approve”, “deny” or “bill me.” If you select “bill me,” your institution will be separately invoiced. Manuscripts that you have decided to pay outside of the agreement will appear on the “Pending Payment” tab.

When an agreement is setup for automatic approval, the approve/deny options do not display on this dashboard and the invoice can be viewed directly in the payment history tab.

AIP Publishing

American Institute of Physics

Account Administrator | My Desktop | My Account | Logout

Pending Approval | Pending Payment | Payment History

Deal Summary

Journal	Deal ID	Start Date	End Date	Deal Type	Discount	Amount	Amount Used	Amount Remaining
All	20220041	01-01-2022	12-31-2022	Paid from Deal Balance		20	1	19

Invoices Pending Approval

Manuscript Number	Title	Accept Date	Author	ORCID	Organization	Pub Fees	Actions	Deal ID	Invoice Number	Invoice Date	Total Fees	Discounts
POF22-AR-01853	Manuscript Title	03-17-2022	Smith, J.		American Institute of Physics	\$2750.00	<input type="radio"/> Approve <input type="radio"/> Deny <input type="radio"/> Bill Me	20220041	POF22-AR-01853_00476	03-17-2022	\$2750.00	\$-2750.00 (pending)
Totals						\$2,750.00					\$2,750.00	\$-2,750.00

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Process

- 4 You can review your account set up and make any changes by clicking on “My Account.”

AIP Publishing

Account Administrator | My Desktop | My Account | Logout

Account Administrator

Organization Admin: Yes

Member: No

ORCID ID: None

Edit profile information

Primary Address: (since 03-11-2022)

Email:
Phone:
Fax:

Secondary Email:
Alternative Phone:

Postal:
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Billing Address: (since 03-11-2022)

Email:
Phone:
Fax:

Secondary Email:
Alternative Phone:

Postal:
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Upcoming Dates Not Available:
No upcoming dates.

Add/Modify Dates

Primary Journal:
No Primary Journal currently set.

View previous address records

Download Copy of My Records

- 5 The “Payment History” tab will include information from previous and active Read & Publish deals. Administrators can run a report to see how many articles are initially included in the agreement, how many are remaining, and which manuscripts have been applied to each deal within a selected date range.

You are also able to download individual invoices as a PDF or view in HTML.

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