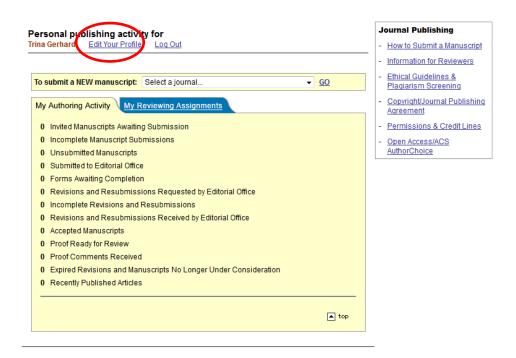
# Information for updating your ACS profile for OA publishing

These are the steps needed to update your profile so that any manuscripts that are accepted will automatically qualify for AuthorChoice CC-BY-NC-ND according to the Open Access Netherlands Agreement with the American Chemical Society.

Log into Paragon Plus. This will bring you to the home page below.

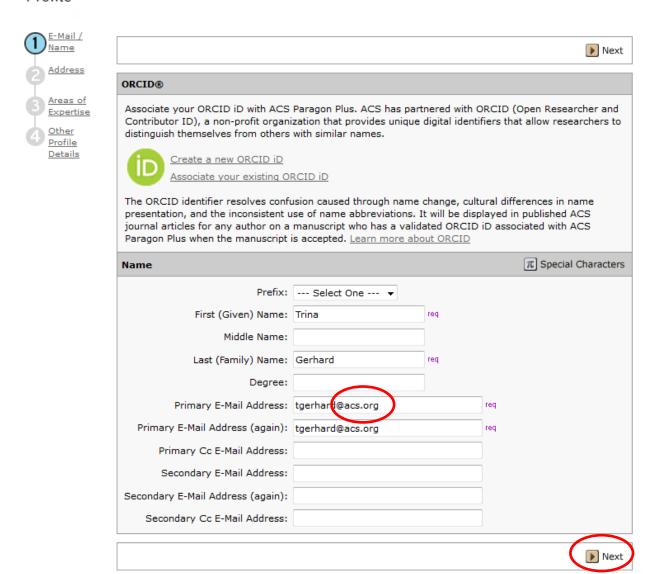


#### Welcome to the ACS Paragon Plus Environment



Click on Edit your profile.

# Edit My Profile



This is where you will want to make sure you e-mail address has the appropriate email extension that corresponds with your affiliation. Once this is complete, hit the next button.

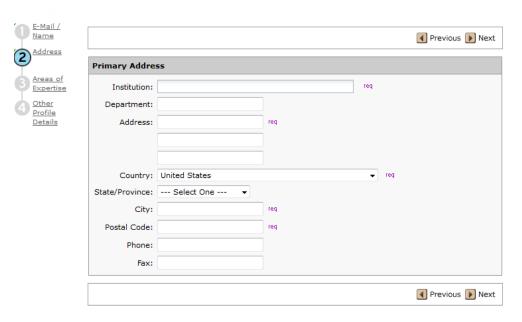
Although this next screen might look correct, the institution must be picked from the drop down box.

#### Edit My Profile

E-Mail /					
Name					Previous Next
Address					
2 Address	Primary Addre	55			
Areas of Expertise		Utrecht Univers	3	req	
Other	Department:				
Profile Details	Address:	Cambridgelaan 106	req		
	Country:	Netherlands ▼		<b>▼</b> req	
	State/Province:				
	City:	Utrecht	req		
	Postal Code:	3500 BM	req		
	Phone:				
	Fax:				
					Previous Next

Clear the institution by clicking on the X

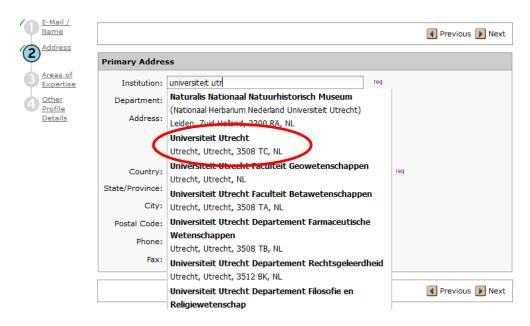
### Edit My Profile



Go to the Institution box and start typing in the name.

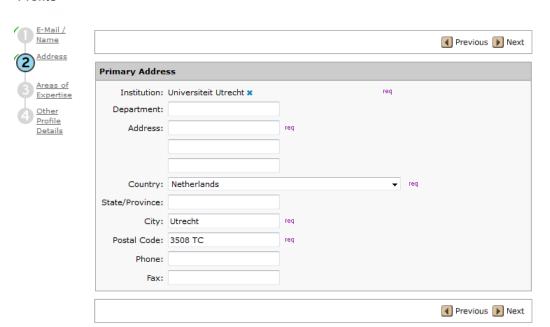
As you start typing, the drop down box will start to populate with suggestions.

#### Edit My Profile



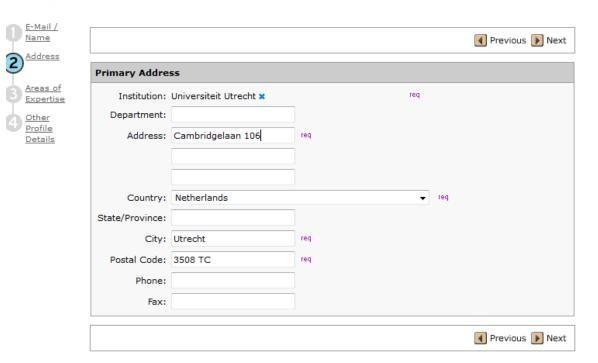
When you see your institution you can click directly on it.

#### Edit My Profile



Everything will automatically populate, except for the address. That will need to be manually entered.

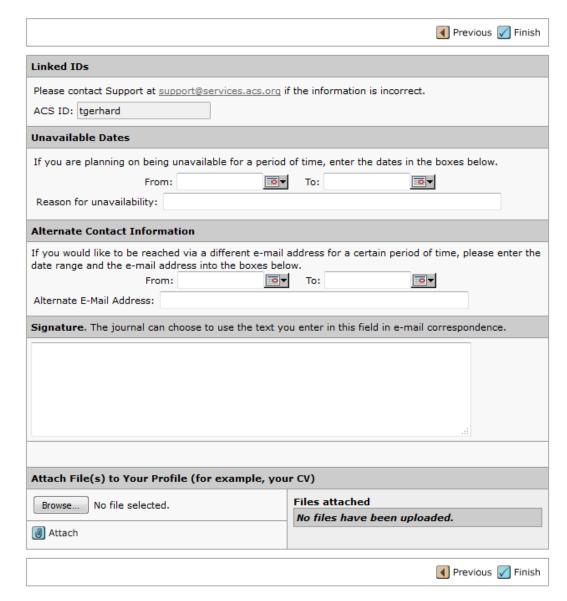
# Edit My Profile



Once this is complete, you can continue through the next buttons, until you hit the finish button.

### Edit My Profile





**Now your profile is updated!** As long as your email extension matches your institution, and your institution qualifies, your article will be made Open Access, with an AuthorChoice CC-BY-NC-ND license automatically.