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.

Click on Edit your profile.
This is where you will want to make sure your 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.

Clear the institution by clicking on the X

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.

When you see your institution you can click directly on it.
Everything will automatically populate, except for the address. That will need to be manually entered.

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