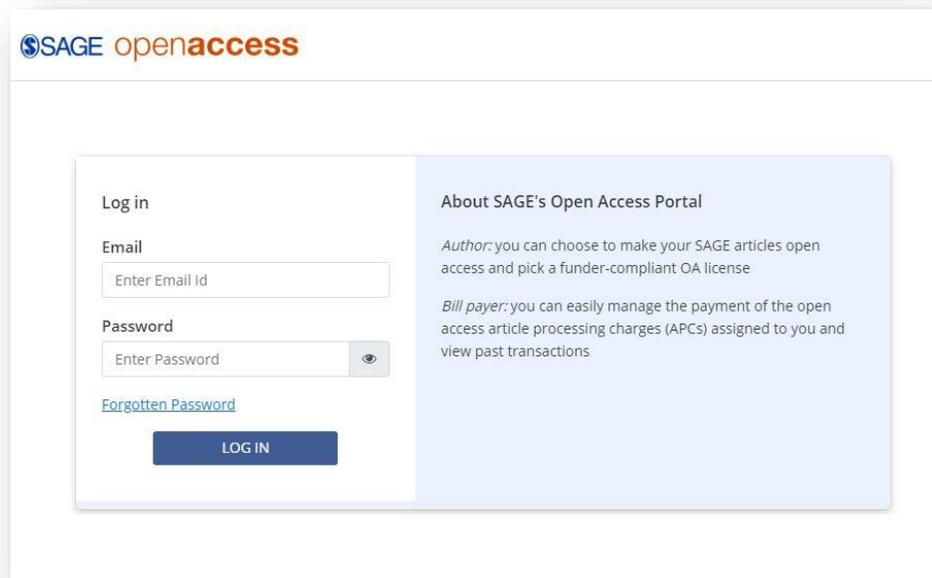




# SAGE Open Access Portal User Guide

## For Authors Publishing in a Pure Gold Open Access Journal

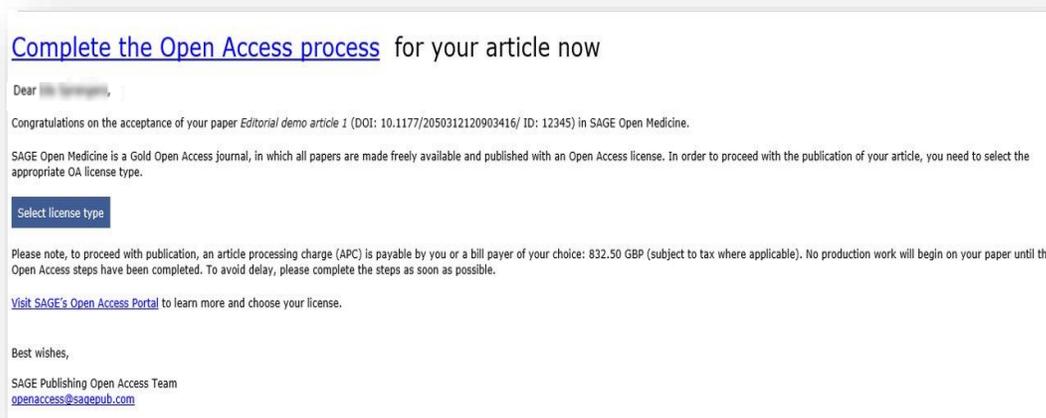


Thank you for your interest in publishing open access (OA) with SAGE. The following instructions will guide you through how to use the SAGE Open Access Portal.

[openaccess.sagepub.com](https://openaccess.sagepub.com)



Once your article is accepted following the peer review process, within a few days you will receive an email from [openaccess@sagepub.com](mailto:openaccess@sagepub.com) with a subject line of 'Complete the Open Access process for your article 10.XXXX/XXXXXXXXXXXXXXXXXX' – see example below. The email invites you to complete the open access process for your article. Begin by clicking on the links provided.



**STEP 1: Open Access Summary** – This first step provides you with detailed information about the article processing charge (APC) associated with your article. Select 'Continue' to proceed with the next steps. Please note: If you have any co-authors, any single author on the article can act on behalf of all the authors. All authors will be notified (copied) to the actions but only one author can complete the process.



**STEP 2: Register/Log In** – After continuing, you will be asked to sign in or complete the registration process. Select your name from the dropdown list of authors and create a password to register. If you are a returning user, enter your previously created password to log in.



**STEP 3: License Selection** – After logging in or registering on the portal you will be prompted to select a license type for your article. You will need to tell us who owns the copyright of your contribution, accept the terms and conditions, and warrant that you are authorized to sign on behalf of any other contributing authors. At this point, your license selection is complete, and you will receive another email from [openaccess@sagepub.com](mailto:openaccess@sagepub.com) with a subject line of 'Open access license chosen for your paper 10.XXXX/XXXXXXXXXXXXXXXXXX' confirming your selection. If you have any co-authors, they will be copied on this email.



**STEP 4: Assign Payer** -- Your next and final step will be to assign a payer for your APC. Please note that this is a required step in order to complete your workflow. Your options will typically include one or more of the following choices—each is reviewed in more detail below:

- A predetermined funding agency or institution
- Choose a different bill payer
- Yourself ('I am the bill payer')

## Bill Payer Options

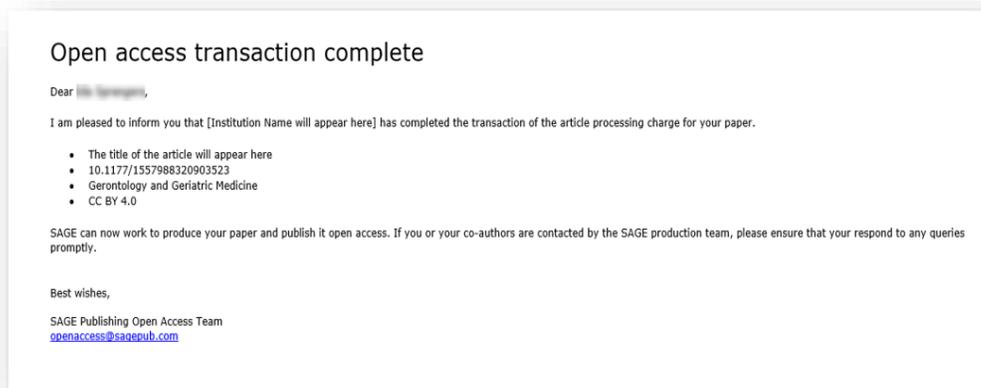
### ***A predetermined funding agency or institution:***

If you have a predetermined funding agency or institution listed as a possible bill payer and you select this route, they will be notified by email. If they approve to pay your APC, you will be notified via email and no further action is required as funding agency or institution will complete the payment steps. If they decline, you will be notified via email and will need to sign in to the SAGE Open Access Portal to either nominate an alternative bill payer or select yourself as the bill and complete the payment steps as outlined above.

### ***Choose a different bill payer:***

Whoever you nominate will receive an email from SAGE Open Access titled 'You have been nominated as bill payer 10.1177/2041731420903521' which invites them to review the APC request. Authors are also copied on these emails.

- **Bill Payer Approves:** If your nominated bill payer approves, you will be notified via email and no further action is required as the nominated bill payer will complete the payment steps. If the bill payer agrees to pay the APC for your article, you will receive a final email confirming this with a subject line of 'Transaction complete for your article'



- **Bill Payer Declines:** If your nominated bill payer declines, you will be notified via email as well as within the SAGE Open Access Portal. Bill Payer will include their reason for declining. You will need to sign into the SAGE Open Access Portal again to either nominate an alternative bill payer or select yourself as the bill payer and complete the payment steps as outlined above.

## [Choose a different bill payer for open access APC](#)

Dear [REDACTED],

At your request, we contacted Nominated Bill Payer (SAGE) to ask them to pay the open access article processing charge (APC) for your paper

- The title of the article will appear here
- 10.1177/1557988320903524
- Gerontology and Geriatric Medicine

**They did not agree to pay the article processing charge (APC) for your paper** because "Reason XYZ".

[Assign Different Bill Payer](#)

Please note that your article will not be published open access until a different bill payer agrees to pay the APC.

Please log into [SAGE Open Access Portal](#) where you can either assign yourself as the bill payer or to choose a different bill payer.

Best wishes,

SAGE Publishing Open Access Team  
[openaccess@sagepub.com](mailto:openaccess@sagepub.com)

### ***Yourself ('I am the bill payer')***

If you select yourself as bill payer, you will be taken through the following workflow:

- **Step 1 – Confirm Billing:** here you will be able to review your APC pricing information and enter your billing address details.

The screenshot shows the 'Confirm Billing' step of the SAGE Open Access payment process. At the top, a progress bar indicates four steps: 1. Confirm Billing (active), 2. Review Invoice, 3. Make Payment, and 4. Order Confirmation. The main heading is 'Paying your Article Processing Charge' with a note to check pricing details and complete billing information. A table on the left lists pricing details: Open access article processing charge (100.00), Price Adjustment (-1,900.00), Subtotal (100.00), Tax (0.00), and Total (100.00). Below this is a 'Billing Address' form with fields for First Name, Last Name, Email, Country, and Company. On the right, 'Article Details' are shown for the Journal of Tissue Engineering, including Article ID, Article Type, DOI, Journal Name, Journal Type, Author (Sandra Hopp), and Declared Funders (None).

Pricing Details	Price (USD)
Open access article processing charge	100.00
Price Adjustment	-1,900.00
Subtotal	100.00
Tax (0%) (Tax is calculated based on your account's billing address)	0.00
<b>Total</b>	<b>100.00</b>

**Billing Address**  
(If changes are made, tax will be re-calculated on the Previous Invoice page)

First Name\*  
Published

Last Name\*  
Author

Email\*  
sandra.hopp@sagepub.com

Country\*  
United States

Company

**Article Details**

Article  
Gold Article 313

Article Type  
Article

DOI  
10.1177/1557988320903524

Journal  
Journal of Tissue Engineering

Journal Type  
Gold

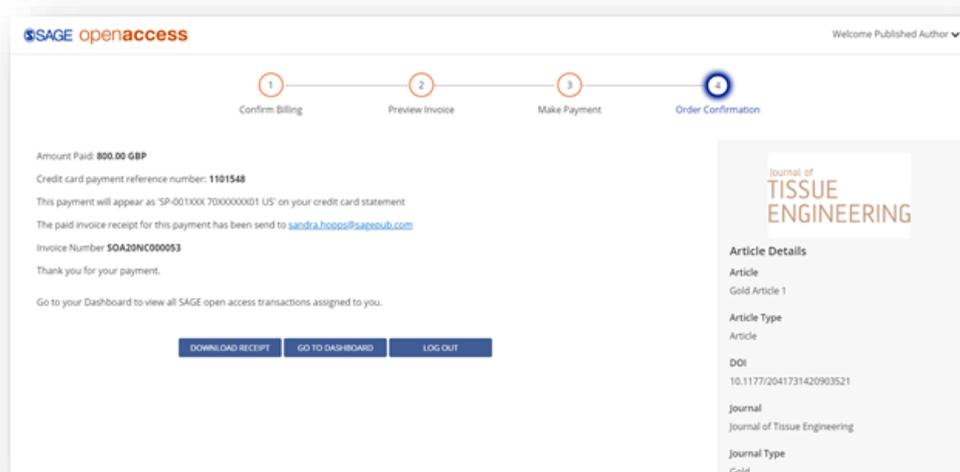
Authors  
Sandra Hopp  
Corresponding author  
United Kingdom  
sandra.hopp@sagepub.com

Declared Funders  
None

- **Step 2 – Preview Invoice:** here you will review a Preview of your invoice based on the information you entered on the previous page. You can make further edits to your billing details or if you are ready to proceed, agree to the Payment Terms and Conditions and select your preferred payment option which include:
  1. Pay by credit card
  2. Send final invoice (which can be paid via bank/wire transfer or credit card)

- **Step 3 – Make Payment:** you will complete this step only if paying your APC by credit card. If paying by credit card for the first time, you will need to enter all required billing information and payment details. Once you hit 'Pay' you will progress to Step 4 and will simultaneously receive a confirmation of payment email from SAGE Accounts Receivable - Open Access.

- **Step 4 - Order Confirmation:** If you paid by credit card (Step 3 above) or if you choose to be sent the final invoice, you will then finish here where you will see a summary of your article's details including Invoice number and APC amount. From here you can
  - Download the Invoice. The invoice will also be sent to you via email. You can pay the invoice via bank/wire transfer or credit card.
  - Return to your main dashboard within the SAGE Open Access Portal
  - Log out



## PLEASE NOTE:

You may only have Steps 1-3 to complete; Step 4 (Assign Bill Payer) will not appear for you **if your institution has an open access agreement that has paid the APC** or if you are an author at an institution that has centralised bill paying arrangements with SAGE **through which payment of the APC has been agreed under a pre-approval workflow**. Where this applies, you will be notified that your institution has agreed to pay the APC.

## RETURNING USERS:

Once registered on the SAGE Open Access Portal, you can log in at [openaccess.sagepub.com](https://openaccess.sagepub.com) any time to access 'Your SAGE open access author dashboard' (see Image below) where you can:

- View Articles in Progress
- View Transacted Articles
- Download an Article Report

**SAGE openaccess** Welcome [User Name] ▼

Your SAGE open access author dashboard

Here you can view your current SAGE open access (OA) offers and previous completed transactions.  
If you have any queries, please contact SAGE OA Customer Service: [openaccess@sagepub.com](mailto:openaccess@sagepub.com)

**Articles in Progress**

Title	Journal	DOI	Transacting Author	Open Access License	Assigned Bill Payer	Status	Take Action
<a href="#">Gold Article 1</a>	Journal of Tissue Engineering	10.1177/2041731420903521	Not yet selected	Not yet selected	Not yet selected	Awaiting your decision about this article's publishing route	<a href="#">CHOOSE PUBLISHING ROUTE</a>

**Transacted Articles**

Title	Journal	DOI	Transacting Author	Open Access License	Bill Payer	Open Access Publication Status	Open Access Publication Date
<a href="#">SAGE Choice Article 1</a>	Accounting History	10.1177/1032373220903522	Published Author CBP Institution Name	CC BY-NC 4.0 <a href="#">Download here</a>	Published Author <a href="#">Download receipt here</a>	Awaiting open access publication by SAGE	TBC
<a href="#">duPLICATE offer 5</a>	Active Learning in Higher Education	10.1177/1469787420903248	Alexandra Gagne	CC BY-NC 4.0 <a href="#">Download here</a>	Sandra Hopps	Awaiting open access publication by SAGE	TBC

[DOWNLOAD ARTICLE REPORT](#)

### ***For your Articles in Progress, you can:***

- Choose a license
- Assign a bill payer
- Pay an APC

### ***For your Transacted Articles, you can view:***

- Publication status
- Article details

## CONTACT US:

At any point in your open access publishing route, you may contact SAGE directly at [openaccess@sagepub.com](mailto:openaccess@sagepub.com) with questions.