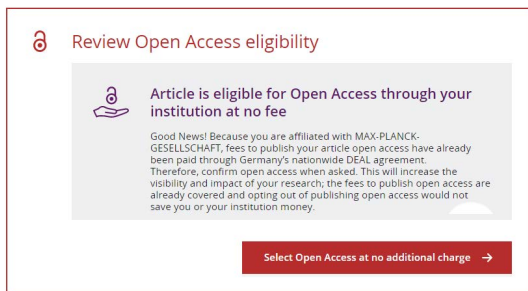


Make your article open access with **OnlineOpen**

Open access payments made easy with your institution or funder

Step 1

Once your article is accepted, register or log in to Wiley Author Services at www.wileyauthors.com.^{*} Under **My Articles**, look for your article and click **Manage Article**. Look for a message from your institution or funder and click **Select Open Access**.



Step 2

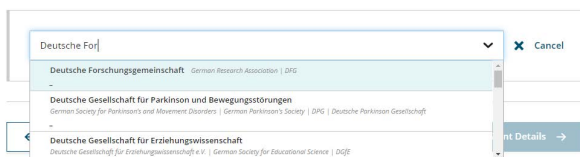
CONFIRM YOUR FUNDER(S)

You may be asked to add or confirm the funder(s) you entered during submission. Select your funder from the dropdown list or click **Add Funder** and start typing to search.

You may also tick **"I did not receive funding for this article."** Then, enter any grant details.

Please confirm your funders for this article [Ⓞ]

Correctly declaring your funders helps us ensure that you're compliant with any funder mandates.



Step 3

CONFIRM YOUR AFFILIATION(S)

You may be asked to add or confirm the affiliation(s) you entered during submission.

You may also tick **"I am not affiliated with any institution, company, or university for this article."**

Please specify your affiliations for this article

Please add your primary affiliation with the institution where the research for this article was conducted. These changes will not affect any information in the published article.

• Do not include any of your co-authors' affiliations.
• When searching for your affiliation, select your institution only; do not include a department, office, or other subdivision (e.g., enter "University of Oxford" and not "University of Oxford Department of Economics").



Help with affiliations

- > What does it mean if my institution is "not verified"?
- > What if my department is not listed?
- > What if my organization is not listed?
- > Should I list the affiliations of my coauthors?
- > What if I changed or moved organizations?
- > What if my institution is listed, but its name or location is incorrect?

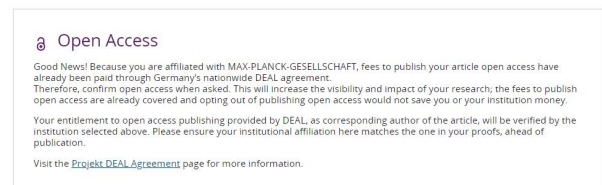
Step 4

SELECT ONLINEOPEN

When prompted, select **"Yes, make my article OnlineOpen."** [#]

Your institution will be notified of your request and asked to approve.

Do you want to make your article OnlineOpen?



- OnlineOpen is an open access option that makes your work immediately, freely available online
- Helps increase readership of your article
- Allows you to easily comply with open access mandates from your funder or institution
- Reuse and immediate deposit of final article in any website or repository
- Copyright retention - You retain the copyright for article at all times



Step 5

If your request is approved, you will receive a confirmation email. Your accepted article is then published **open access** under a Creative Commons license on Wiley Online Library.

If your request is denied, you will receive an email asking you to pay for **open access**.[†] Paid articles are then published open access under a Creative Commons license on Wiley Online Library.

^{*} Be sure to register for Author Services with the same email address used when submitting your article.

[#] If you don't select OnlineOpen, your manuscript will be published as a subscription (closed access) article. Once published in Early View or In Issue online you may no longer be able to publish OnlineOpen through your institutional or funder contact, as policies vary.

[†] If you are unwilling or unable to pay for open access, your article will be published on Wiley Online Library as a subscription article.

www.wileyauthors.com/instpayment