**PROJEKT DEAL: OnlineOpen Order Workflow for Wiley Open Access Account Holders**

1. Author receives ‘Article Acceptance Letter’ alerting to the availability of a Project DEAL Wiley Open Access Account and how to register/login to their Wiley Author Services account, for article tracking etc.

2. Author accesses their Wiley Author Services account and confirms ‘Select OnlineOpen’.

3. Author confirms their affiliations for their article (i.e. Projekt DEAL institution) and confirms the default ‘Yes, I would like to make my article OnlineOpen’.

4. The author’s OnlineOpen request will appear in your Administrator Account Dashboard as a ‘Pending Request’ and you need to verify it and either approve or deny it.

5. Approval given: Author receives confirmation email.

6. If you approve the request, you will see the request move from ‘Pending Requests’ to ‘Approved Requests’ within your Administrator Account Dashboard. Article is published OnlineOpen on Wiley Online Library.

7. Upon publication in an issue, the article is usually auto-archived in a repository e.g. PMC, where appropriate**

8. ** Still article is published OnlineOpen on Wiley Online Library.

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* Most of Wiley’s subscription-based journals offer an open access hybrid option called OnlineOpen.

** If the article is: 1) funded by an NIH funding institute, 2) funded by a PMC-approved funder, OR 3) published OnlineOpen in a PMC accepted journal until 31st December 2018 and published OnlineOpen in a MEDLINE-indexed journal from 1st January 2019; the final published version will become freely available on PMC/Europe PMC, the full-text archive of scientific literature in the biomedical and life sciences.