


For Authors How to Retrieve Your Institutional APC* Savings

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Select “Submit” from the top navigation bar to begin the manuscript submission process.

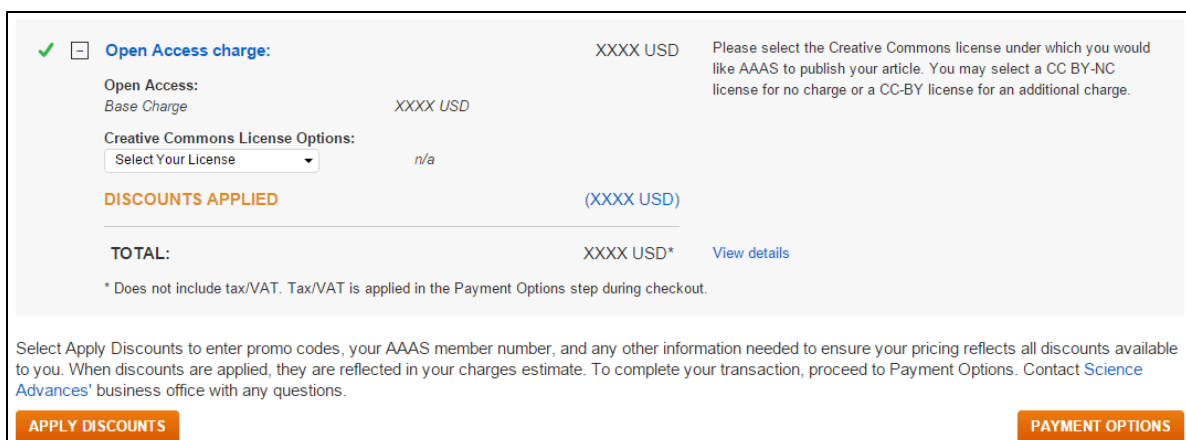
You will need to register to set up your account. During this process, you will be prompted to enter your **Institution Related Information**.

Type the name of your institution in the **Institution** field and confirm by selecting your institution’s name from the dropdown menu.



The screenshot shows a form titled "Institution Related Information" with a link "Insert Special Character" in the top right. The form fields are: Position (text input), Institution * (text input with "Your Institution" and a dropdown menu), Department (text input with "Your Institution"), Street Address * (text input), City * (text input), State or Province * (text input), Zip or Postal Code * (text input), Country * (dropdown menu with "Please choose a country"), and Address is for * (radio buttons for Work, Home, and Other). A red arrow points to the Institution field.

Upon acceptance of your manuscript, you will receive a promo code from the *Science Advances* business staff. To retrieve your institutional savings, you must enter this promo code within the Apply Discounts section during the APC payment process.



The screenshot shows a payment summary section. It includes a green checkmark and a minus sign icon next to "Open Access charge:" with a value of "XXXX USD". Below this is "Open Access: Base Charge" with a value of "XXXX USD". There is a "Creative Commons License Options:" section with a dropdown menu "Select Your License" and a value of "n/a". A section titled "DISCOUNTS APPLIED" shows a value of "(XXXX USD)". The "TOTAL:" is "XXXX USD*" with a "View details" link. A footnote states: "* Does not include tax/VAT. Tax/VAT is applied in the Payment Options step during checkout." Below the summary is a paragraph of text: "Select Apply Discounts to enter promo codes, your AAAS member number, and any other information needed to ensure your pricing reflects all discounts available to you. When discounts are applied, they are reflected in your charges estimate. To complete your transaction, proceed to Payment Options. Contact Science Advances' business office with any questions." At the bottom are two orange buttons: "APPLY DISCOUNTS" and "PAYMENT OPTIONS".