Wiley open access accounts (WOAA) workflow for administrators:
Orders of open access articles in a gold journal

1. Author chooses to submit article to a gold open access (OA) journal for consideration

2. Author selects 'My institution has an agreement with Wiley' when presented with payment options

3. Author is then directed to find and enter their institution's Account Code

4. The author's funding request arrives in the institution's/funder's WOAA Dashboard for the administrator to review. The administrator approves or denies the funding request

5. Denied. Administrator is asked to provide a denial reason which is sent to the author. Author is contacted and asked to cover APC if article is accepted

6. Article accepted for publication by the journal

7. Author sent invitation email to Author Services to confirm affiliations and sign copyright licence

8. APC is debited upon acceptance from WOAA

9. Article (Version of Record) is published open access on Wiley Online Library

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

* If the article is: 1) funded by an NIH funding institute, 2) funded by a PMC-approved funder, OR 3) published open access in a hybrid journal in a PMC accepted journal until 31st December 2018 and published open access in a hybrid journal 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.