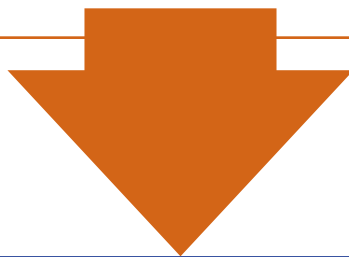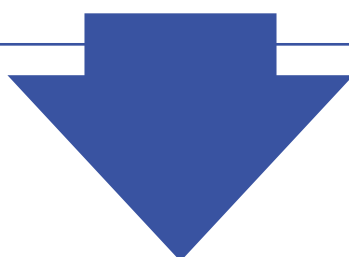# PUBLISHER: Registration and Access Process

1. Registering to use the JCS

- A potential **Publisher Administrator** completes an application to act as the Publishers' Journal Comparison Service (JCS) Administrator.
- Part of the application includes identfying the name and email address of the **Publisher** who will sign the JCS legal agreement on behalf of the Publisher.
- The **Publisher Adminsitrator** applicant will also have to review the JCS Acceptable Use Policy (AUP) and agree to this, before the application can be submitted.

2. Legal Agreement

- Within 10 days of receieving an application, cOAlition S office will send the Legal Agreement to named **Publisher**, as identified in Step 1.
- Until the Legal Agreement is signed, the Administrator's JCS application (Step 1) remains pending.

3. Application review

- Once the Agreement has been returned, cOAlition S staff will check the Publisher Administrator's application, ensuring that the Publisher has approved the person who will act as their JCS Administrator.
- To ensure only bona fide publishers participate in this service, cOAlition S staff review the application to see if see if the applicant has a journal which is indexed by a reputable service, whether the Publisher is a member of COPE and/or a trade body.
- Assuming the checks by cOAlition S staff identify no problems, the **Publisher Administrator** is notified that their account on the JCS has been created.

4. Login process

- The **Publisher Administrator** receives activation instructions via email containing a one-time passcode and enters this code on the JCS login page.
- The **Publisher Administrator** receives a second one-time passcode, either via SMS or a third party authenticator app and enters this code on the JCS login page.
- Once the 2-factor authentication has been completed the Publisher Administrator will have access to the JCS. Note that Publisher functionality will be limited to uploading data in line with one of the approved Price and Service Transparency Frameworks.

5. Adding other Authorised Users

- Once logged in, the **Publisher Administrator** can invite Publisher Authorised Users to regsiter on the site. These are colleagues, who work for the named Publisher, and require their own logins.
- **Publisher Authorised Users** receive an activation code from their Adminstrator to get access to the JCS.
- **Publisher Authorised Users** also need to agree to the AUP, and will follow the same 2-factor authentication as all other users.