

Guide to APS Institution Portal

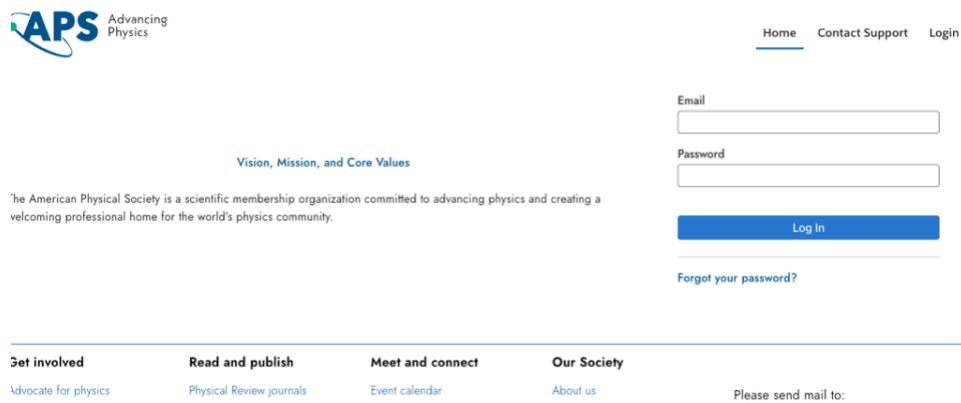
Institutional customers will have a unique username and password login to the Institution Portal using the primary email contact associated with the account. Only one login is available for the institution to review its quote. Please be sure that the appropriate staff will have access to the email address on file for setting up access to the Portal.

An email from APS Subscription Service will be sent to the primary contact to set up access to the Institution Portal. APS will follow up with another email from APS Subscription Service regarding the 2026 renewal quotes, which contain a unique URL that links directly to the customer’s 2026 quote. Customers can click on the link, sign in using their login credentials, and view the specific quote.

Please see tips on navigating the portal below.

Homepage Login

- Customers can use the “Forgot your password” link to reset the account password even if they did not receive the initial setup email.
- If there is any issue logging in, please click on “Contact Support” at the top right corner.



Quote List View

- Customers can view a list of their quote(s) based on their status: pending confirmation, accepted quotes, and declined quotes.
- Click on the Quote Number hyperlink to view the quote details which include the product breakdown and billing and shipping information.

🔔 Your subscription term ends December 31st, please renew!
✕

Please click on the quote number to see the quote details. Upon approval of the quote price, please click on the Accept button to confirm your commitment to your subscription.

List Views
Pending Confirmation ▾
✓ Pending Confirmation
Accepted Quotes
Declined Quotes

	Quote Number	Account Name	Account ID	Start Date	End Date	Net Total with Estim...	
1	Q-09724	Test University of Yuki	98000124	01/01/2026	12/31/2026	\$17,069.00	
2	Q-08944	Test University of Yuki	98000124	01/01/2026	12/31/2026	\$0.00	Pending

- | | | | |
|--|---|--|--|
| Get involved
Advocate for physics
Public engagement
Careers in physics | Read and publish
Physical Review journals
Physics Magazine
APS News | Meet and connect
Event calendar
Webinars
Communities | Our Society
About us
Join or renew membership
Newsroom |
|--|---|--|--|
- Please send mail to:
 American Physical Society
 1 Physics Ellipse

Quote Detail

- Customers can review the quote details and download the formal quote PDF in the file section.
- Click on the Accept button to confirm commitment and within 24 hours the customer or the customer’s agent will receive an email with the invoice. Alternatively, the invoice can be viewed and tracked online.

🔔 Your subscription term ends December 31st, please renew!

2026 Renewal
[Accept](#)
[Decline](#)
[Help ?](#)

Please review the quote for accuracy. Click on the Accept or Decline button to renew or reject the quote.

Quote Number	Q-09534	Status	Pending
Start Date	2026-01-01	Gross Total Amount	\$15,404.00
End Date	2026-12-31	SCOAP3 Offset	-\$1,656.00
Account Name	Test University of Yuki	Sales Tax Estimate	\$0.00
Account ID	98000124	Net Total Due	\$13,748.00

▾ Quote Product Breakdown

	Product Name	Tier	Quantity	Net Total
1	APS-ALL Bundle - Single Site		1	\$0.00
2	APS-ALL Package - Online Access		1	\$15,404.00
3	APS-All Package - SCOAP3 Offset		1	-\$1,656.00
Net Total Due				\$13,748.00


▾ Files

	Title	File Type	Created
1	Test University of Yuki-2026 Offer-9_2_2025.pdf	PDF	Sep 2, 2025

- Customers with an agent representative will have the option to unsubscribe from our renewal reminder notifications. Please select yes on the “Notify Agent Only” and emails will be sent to the agent indicated on the “Agent Account”.

✓ Agent Account Information and Preferences

Agent Account Prenax US Inc

Notify Agent Only 

No

Invoice List View

- Customers can view their list of invoices and process their payment via our secured online payment portal.
- Customers with an agent representative can also view invoices managed by their subscription agent and track payment status.



 Your subscription term ends December 31st, please renew!

List Views
 All Invoices

All Invoices

	Invoice Number	Billing Account	Renewal Year	Net Total Due	Balance	Payment Status	Payment Portal	
1	INV-9072	Prenax US Inc	2026	\$13,748.00	\$13,748.00	Unpaid	https://apspublishing...	
2	INV-9107	Prenax US Inc	2026	\$13,748.00	\$13,748.00	Unpaid	https://apspublishing...	
3	INV-9108	Prenax US Inc	2026	\$13,748.00	\$13,748.00	Unpaid	https://apspublishing...	

Resource page

- Please refer to the Resource tab on the Navigation bar for additional information regarding APS and the *Physical Review Journals*.



Librarian Portal

- Log in to your institution's librarian portal to access usage information.



New Tier & Pricing

- APS conducted a global-wide tier evaluation and implemented a new tier structure and pricing methodology.



APS Open Access Policy

- Information on our Open Access policy and the latest news update.



APS W-9 Form

- Download APS's W-9 Form for your institution's record.



ISSN/KBART File

- Download the APS KBART File for APS's ISSN and Coden information.



Accessibility (VPAT)

- Download APS's latest VPAT file and roadmap.



Journal Brochure

- Download APS's journal-at-glance PDF for the latest journal's citation.

4

Read and publish

Meet and connect

Our Society

For any questions regarding the quotes or the Institution Portal, please submit your inquiry by filling out the form on the Support tab located at the top on the Navigation Bar. An APS representative will reach out within two to three business days.