

## How to Sign Up for an Account on the NIH Manuscript Submission (NIHMS) Website

## Method A: Use this process if you know you do not have a NIHMS account.

**Step 1:** Start at <u>https://account.ncbi.nlm.nih.gov/signup</u>. You will see this login screen:



**Step 2:** Click on one of the commonly used login methods (e.g., Google) or on "more sign up options" to select your preferred login option from the complete list. Note: Do not click the "Create new NCBI Account" option.

Step 3: Log in.

**Step 4:** Once logged in, select "Create new account" from the NCBI Partner Organization page.

**Step 5:** After creating your NCBI account, open a new tab in your browser and go to <u>https://www.nihms.nih.gov</u>. Click the "Sign in again" button.

Once signed in you should see your "My Manuscripts" page in the NIHMS system.

Manuscript Submission			My Manuscripts About ~ Help ~
My Manuscripts <sup>®</sup>			Submit New Manuscript
			Search by NIHMSID, PMID, or PMCID Q
Needs Your Attention	NIHMSID	Title	Status
In Process	7 No manuscripts for	ind	
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Have a ticket number?			
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## Method B: Use this process if you are directed to the login page and discover you do not have an NIHMS account.

Step 1: You will see this login screen:

NIH National Institutes of Health			
Manuscript Submission		My Manuscripts About ~ Help ~	
Attention! Investigators who have tra	ansitioned from eRA Commons credentials to Login.gov fo	or authentication should now log in to NIHMS	
NIH Manuscript	Submission System supports the deposit of manuscripts into PubMed Centra sipating funders. Learn more about the <u>NIFIMS process</u> .	al (PMC) as required by	
Login			_
NIH staff and intramural researchers	NIH, AHRO, CDC, FDA, and VA grantees	AHRQ, CDC, FDA, ACL and ASPR staff and intramural researchers	
NH Login	RA Commons	HHS AMS	
NASA civil servants	NASA grantees	HHMI investigators	
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The NIHMS Proc	ess		
Due to the COVID-19 pandemic, NIHMS is expe	riencing some delays in the manuscript processing pip	peline. Manuscript	

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**Step 2:** Choose whichever login method best suited, and select. The most common method is Google or Login.gov. If you don't have an account with your selected method, you will be prompted to create an account.

**Step 3:** Once you have logged in through your chosen method, you will be redirected to "Link login to an NCBI account." Select "Create a new NCBI account."

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/y NCBI » Link login to an NCBI account		help
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**Step 4:** After you have signed in and created a new NCBI account (or linked to an existing account) you will be brought to the NIHMS page. On this page, please provide a name and email (you can add multiple emails) and select "Save."

Manuscript Submission		My Manuscripts	About ∨	Help 🗸	
Please provide name and e-n	nail.				
	Account Settings				
	First Name Enter first name				
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	Enter last name Email(s)				
	lillie.lattimore@gmail.com				
	+ Add Email Save				

You will be successfully logged in and able to access NIHMS.

Manuscript Submission				My Manuscripts About ~ Help >
Account settin	gs have	been successfully	updated	
My Manuscripts	0			Submit New Manuscript Search by NIHMSID, PMID, or PMCID Q
Needs Your Attention	0	NIHMSID	Title	Status
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