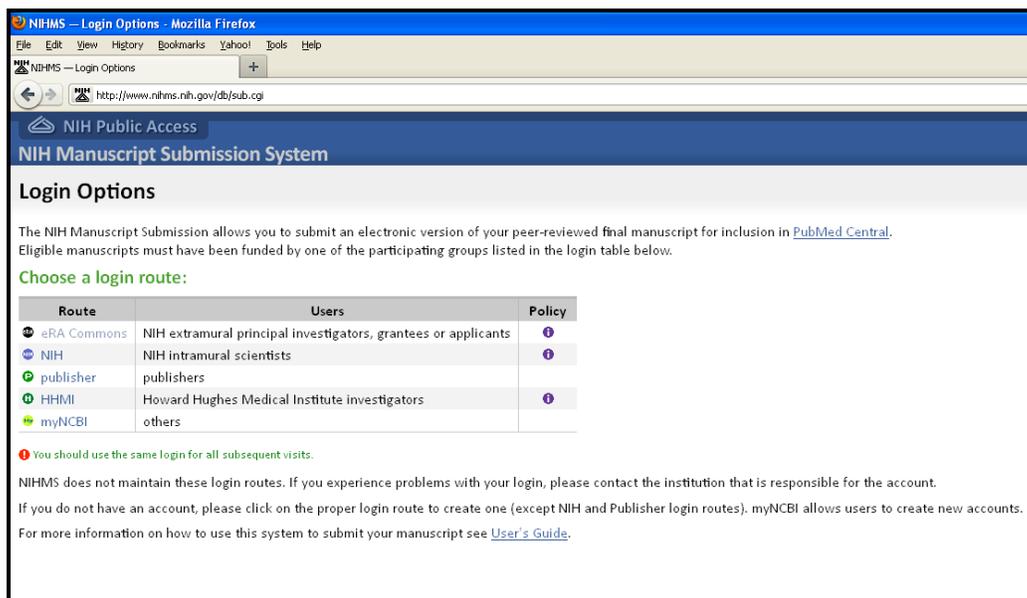


These instructions are to determine what your NIHMSID number is for your publication. The NIHMSID number should be used temporarily to report publication progress to NIH until a PMCID number is generated. Articles that are accepted and deposit by the journal directly into PubMed will generate a PMID number regardless of the publication (i.e. ePub ahead of print) or access status. The PMID number is generated for all journal articles in PubMed, but not a PMCID number that confirms free access. Only after the paper has been published in print, and has free access, will a PMCID number be generated. The NIHMSID serves way to submit the manuscript form of the article for free.

To determine the NIHMSID number, one must follow the protocol for manually submitting a manuscript into PubMed.

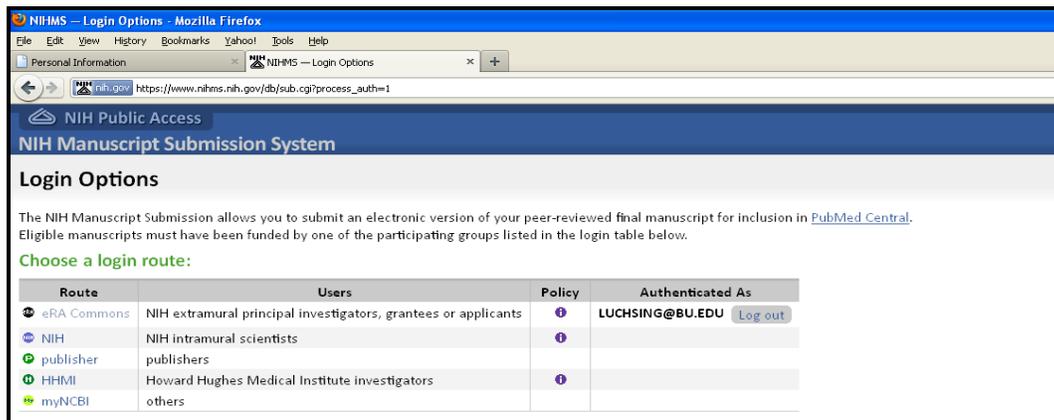
1. Open the NIHMS website; <http://www.nihms.nih.gov/>
2. On the right side of the screen in a yellow box titled “Log In”, click **Proceed**.
3. The dialogue box gives you a list of NIH groups you can login to.



The screenshot shows the NIH Manuscript Submission System Login Options page. The browser title is "NIHMS - Login Options - Mozilla Firefox". The address bar shows "http://www.nihms.nih.gov/db/sub.cgi". The page header includes "NIH Public Access" and "NIH Manuscript Submission System". The main heading is "Login Options". Below this, there is a paragraph explaining that the system allows for electronic submission of peer-reviewed manuscripts for inclusion in PubMed Central, provided they are funded by participating groups. A section titled "Choose a login route:" contains a table with three columns: Route, Users, and Policy. The table lists five routes: eRA Commons, NIH, publisher, HHMI, and myNCBI, each with corresponding user groups and policy icons. A red warning icon and text state: "You should use the same login for all subsequent visits." Below the table, there is a note that NIHMS does not maintain these login routes and provides contact information for account creation. The page concludes with a link to the "User's Guide".

Route	Users	Policy
eRA Commons	NIH extramural principal investigators, grantees or applicants	ⓘ
NIH	NIH intramural scientists	ⓘ
publisher	publishers	ⓘ
HHMI	Howard Hughes Medical Institute investigators	ⓘ
myNCBI	others	ⓘ

- Click **eRA Commons** to login. Once this is successful, the authentication will confirm your login name.



- Once logged in, click the **refresh button** and then click **eRA Commons button** again. This will initiate a connection to the NIH Manuscript Submission page. When successful, a page will be displayed as the following.



- Following the Start Here arrow, click **Submit New Manuscript**.
- Click **Continue** on the right side of the page
- Edit the journal name and the title of your article.
- Click **Next: Grant Info** on the right side of the page.
- A warning will appear that your article may already receive the automatic downloading from the journal. Click **Continue** on the right side of the page.
- A NIHMSID number will be generated for your article. **Write this down!**
- Proceed with including grant info and click **Next: Manuscript** on the right side of the screen.

13. Uploading the manuscript, figures, tables, and supplemental files to the website as indicated and click **Upload Files** on the bottom left of the screen. Once uploaded the files will appear in the uploaded window

Upload files

Error: Hangup while reading file '???'

Upload all files that make up your manuscript, providing appropriate file type and label for each file. You can upload multiple files at once. [Which files should I include?](#)
Please remember to **submit all supplemental data** for this manuscript. You will be contacted if you fail to submit supplemental data, which will delay the processing of your manuscript. [What file types can I use?](#)
[What should I enter in the label field?](#)

Manuscript files		Name	Size, KB	Uploaded	Remove
Type	Label				
Manuscript Text		Smith lung fibrosis revised 2 final.doc	302.5	2011-04-21 18:50:17	X
Figure	Figures	Figures for AIRCMB article 20090329.pdf	499.1	2011-04-21 18:50:18	X
Supplementary Data	Supplemental Figures	Supplemental figure.tif	74.6	2011-04-21 18:50:19	X

Add another Manuscript Text, Figure, Table, Supplementary Data to the table.

14. Click **Next: Summary** and a list of the information will appear.
15. Click **Next: PDF approval** to view the contents of the submission
16. You should speak with your adviser before submitting the contents to PubMed.
17. Submit, you should now be in compliance with free access.