Associating Research Papers with the AccessLex Research Paper Series – *existing papers*

These instructions are for adding papers to the AccessLex Research Paper Series if they have already been submitted to SSRN.

1. Log into SSRN.
2. Click My Papers on the left side of the screen.
3. Click the Revise button next to the paper you would like to add.
4. Click continue when the yellow "IMPORTANT" box pops up.
5. In the top, left corner of the submission box, click on "Expand All Sections for Editing." (This is optional, but it will likely make it easier to navigate the page as you fill things out.)
6. In the Abstract Preview section:
   a. Add AccessLex Institute Submitter as an Assistant (NOT Author). This can be done by searching "accesslex" in the author name search field and selecting the submitter account from the results. The page will then refresh, and you will need to change the button from Author to Assistant. AccessLex will not appear publicly as an author but will have access to your submission should it become necessary (e.g., add paper number, etc.).
7. In the References section:
   a. Select the Yes button next to "Has this paper appeared or been selected to appear in a Paper Series?" and type "accesslex" in the search field that appears to find the AccessLex Institute Research Paper Series.
   b. If we have given you a paper number, enter it in the paper number field. If we have not given you a paper number, please leave this blank – we will add it later.
8. In the top, left corner of the submission box, click on Save and Close All.
9. In the light blue/gray box on the right side of the screen, you can see whether you have completed all the necessary sections. You MUST click Submit Revision in that box for your revision to be completed!
10. Check the box agreeing to SSRN's Terms of Use and click the Submit Revision button.
11. If you have other papers to add, click the Return to My Papers button and begin at Step 3.