Welcome to the American Chemical Society’s online Yellow Book Program (https://www.yellowbook.acs.org), providing a centralized web application where you can manage your entire Yellow Book record including updating your Contact Information, your Yellow Book Biography (excluding your ACS Local Section and Technical Division Service, and ACS National Service records) and your annual Committee Preference Selections.

We’ve attempted to make accessing and using this online system as easy as possible. You have the ability to deselect your first committee preference choice, if you’re completing a term; the options to decline service on a committee, indicate your willingness to serve on any committee, and indicate if you are interested on serving on an Elected Committee (ConC, CPC, and N&E); along with an auto-save and session time-out features.

For your convenience, this Online User Guide (attached) will walk you through the process. The preference choices are still the same. If you need personal assistance, please contact the Office of the Secretary at secretary@acs.org or 800-227-5558, x4461.

**IMPORTANT**: If you have not served on an ACS committee or held an elected office in your local section and/or division, please contact secretary@acs.org to request a Yellow Book database record be created for you.

**LOGGING IN**

Logging in is simple! To comply with the updated security settings for the online Yellow Book, ACS has implemented single sign-on for the online Yellow Book. The log-in page resembles the other ACS login pages.
YELLOWBOOK HOME SCREEN

1. Once you log into Yellow Book, you will see the updated home screen showing your information, with links to edit your Contact Information, Current Committee Assignments, Committee Preferences and Biography.

2. You will also see highlighted areas showing the dates when information was last updated, term expiration dates for your current Committee(s), and the current Preference Selection deadline.

**IMPORTANT**: If the edit link to your committee preferences is not “live”, contact the Office of the Secretary at secretary@acs.org or 800-227-5558, x4461.
CONTACT INFO UPDATE SCREEN

Current Committee
This section on the home page shows the current committee(s) on which you are serving and their term expiration dates. Use the information in the section to help you fill out your upcoming committee preferences.

Changes made on this form will be written back to your YellowBook record. If the proposed changes should also be made in your official ACS Member Record, you **MUST** also check the box before saving.

**IMPORTANT:** If you cancel before submitting, your INFORMATION WILL NOT BE SAVED!!

To edit your committee preferences for the upcoming year, click on the "edit" link.

If the selection period is open, you will see the message below with the deadline date.

Please submit your preference form by July 1, 2021.
COMMITTEE PREFERENCES

The system will only show those committees for which you are eligible for the coming term year, based on term limitations and other factors.

IF YOU ARE CURRENTLY SERVING ON A COMMITTEE and the term is not expiring this year, it WILL show as your first choice (1st). You do not need to re-choose this committee for the coming year.

The system requires you to select an additional committee preference (2, 3 or 4), along with your current preference.

Committee term expiration date

NEW: The system will also require that you select up to three (3) more preferences before continuing

1) willing to serve on any committee; 2) not interested in serving on a committee at this time, 3) you can select your own committee preferences

You must select no less than two (2), but no more than four (4) committee preferences
If you have no particular preference at this time, but are willing to serve on a committee where there is an opening, you can click on the first button under “Preference Options”, and provide your qualifications. This is a mandatory field, and the system will not let you proceed unless you provide your qualifications.

Alternatively, if after reviewing the choices you decide you do not want to serve on a committee for the coming year, you can click the second button under “Preference Options” and provide an explanation in the text box. This is a mandatory field, and the system will not let you proceed unless you provide an explanation.

IF YOU DO NOT SEE a committee listed and would like to clarify your eligibility, please contact the Office of the Secretary at secretary@acs.org.
IMPORTANT: You cannot change your current committee assignment unless you are at the end of your first or second term or you have reached the statutory limit on that committee. If you would like to resign from your current committee, please contact secretary@acs.org.

NEW: You can choose to **decline your reappointment** if you **have not** reached the statutory limit on your assigned committee. You must also provide an explanation as to why you prefer a new committee. **This is a mandatory field, and the system will not let you proceed unless you provide an explanation.**

For each Committee on which you would like to serve, please indicate your preference. You can choose no less than two (2), but no more than four (4) committees depending on your current committee status.

During the process, if you would like more information on any given committee, you can hover over the information icon that shows the committee name, term limits, requirements, and expertise needed.

If a committee requires a Conflict of Interest statement, it will be marked with a yellow warning triangle.
If you are a Councilor and would like to be considered for an Elected Committee (Committee on Committees, Council Policy Committee, or Nominations & Elections) you can select “yes” or “no”. If you would like to be considered, select your Elected Committee preference in rank order (1, 2 or 3). Your name will be forwarded to the appropriate nominating committee.

As a reminder, Elected Committee membership is determined by vote of the Council, not the Committee on Committees (ConC).

If you select “no”, you can click “Continue” and proceed to the next step.

Once you have selected your preferences you can click “Continue” and proceed to the next step.
PLEASE NOTE: The preference selection for Elected Committees will be included only if you’re a Councilor and have selected this option.

CONFLICT OF INTEREST ACKNOWLEDGEMENT

If any committee has a Conflict of Interest (COI) requirement, a modal box will show and you must acknowledge and agree to the COI statement before you will be allowed to continue.

QUALIFICATIONS AND EXPERTISE:

If you would like to be considered for an appointment, you are required to provide specific details/rationale about your qualifications/expertise for each committee preference. This is a mandatory field, and the system will not allow you proceed unless it is complete.
CONFIRMATION PAGE

Once you click “submit”, you will be shown a confirmation page with your choices. You will also receive an email summarizing your committee preferences. At this point you can return to the Yellow Book Home page where your coming year Committee Preferences will now display.

Once you “submit” your preferences you will be shown a confirmation page. You will also receive a confirmation email with your list of preferences.

Once you return to the YellowBook homepage your preferences will be on display.
YOUR BIOGRAPHY

Updating your biography (excluding ACS Local Section and Division Offices, ACS National Service records that are already on file)

Click on the [Edit] link or the My Biography button at the top of the page to enter the edit screen

Year of birth is only editable if we do not have one on file. Please enter the YEAR ONLY if this field is blank.

For the biography sections any information on file will be populated. You can delete/add/change as you wish
Along with the auto-save feature, there is also a time-out feature if you are inactive for 15 minutes. You will receive a 5 minute warning before the session expires. If you wish to continue, click on the “Keep Session” button.

**CONCLUSION**
It’s that easy to update your Yellow Book record and choose your committee preferences for the coming year. If at any time during the process you need help or have questions, please contact the Office of the Secretary 800-227-5558, x4461 or email (secretary@acs.org).

**LOGGING OFF**
Click the logout button to close out this session. We hope this guide has been informative and helpful.