Step 2: From “My Account” screen, select “Associate Editor Assignments”.
Step 3: From the associate editor interface, you can see a list of manuscripts currently assigned to you. Select the title of the manuscript to target it.
Step 4: Next, you’ll see a manuscript details page about that particular selection, and you can also take action on this submission from this page. Use the “Submit Report” button to submit your review.
Step 5: When submitting your report, you are asked for the referee report in the top section. You can attach an optional cover letter in the bottom section, then be sure to scroll down to the bottom and click “Submit Report”.

Referee Reporting Options

Cover Letter & Submit