MY PORTAL ACCESS PERMISSIONS

How to grant permissions in the Online Portal

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1 About the service My portal access permissions

In the GEMA Online Portal, there is a service called *My portal access permissions*. There, you can see which online access permissions you have already been granted or have granted to others.

At the same time, you can manage your online access permissions for yourself and for your authorised parties! You submit the authorisations in question. We receive them automatically in the system and then authorise them.

2 What is an admin POA (power of attorney)?

The admin power of attorney (POA) is an administrative authorisation to manage the permissions in the Online Portal and can now be granted by using the Activation form for online services.

Each member can determine up to three administrators, that is authorised parties who can manage online POAs. People with this power of attorney can add new authorised parties, change existing POAs or terminate them.

3 What type of authorisations can I grant with the admin POA?

You can currently grant permissions for the following areas with the admin POA. The online services to which each area belongs, are shown in brackets:

- **Financial details** *My financial details, My details*
  - *My financial details:* Transactions, account statements, assignments etc.
  - *My details:* Bank and tax details
- **Master data** My details
  - *My details:* Addresses, correspondence details, etc.
- **Works** My repertoire, Work declaration
  - *My repertoire:* Access to the registered works and AV productions where said registered works are contained, options to submit work change notifications
  - *Work declaration:* Registration of original works and sub-published works
- **Claims** *Claim*, *Work categorisation*)
- **Download** *My royalties, My downloads*
- **Correspondence** (The person who obtains that permission has the POA for the correspondence for the selected member.)

4 Who can issue online access to third parties[1]?

4.1 Creators (e.g., composers or lyricists)

Creators with an active online access may grant POAs for their own online services to third parties without the admin POA by using the tile *My portal access permissions*.

If the online access has not been activated yet, we need you to submit the Activation form. Once the access has been activated, you can use the service.

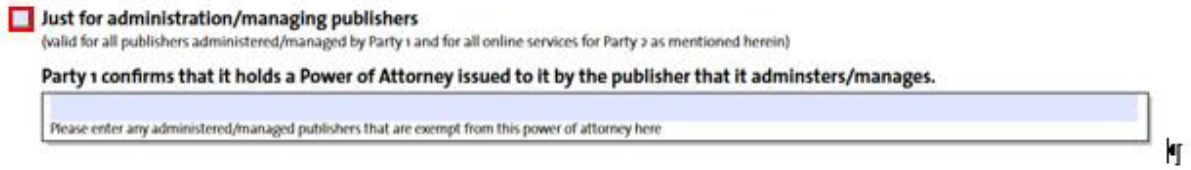
If you do not want to manage this area yourself, you can determine up to three administrators (admins) that manage the permissions for you.

4.2 Publishers

Music publishers can use the Activation form to determine up to three admins who manage the online access permissions for the member.

Don't forget: If the admin is supposed to have admin rights for all publishers managed or administered by the publisher, the following box must be ticked on the form:

[1]Authorising parties: GEMA members. Authorised parties: Persons receiving POAs from GEMA members



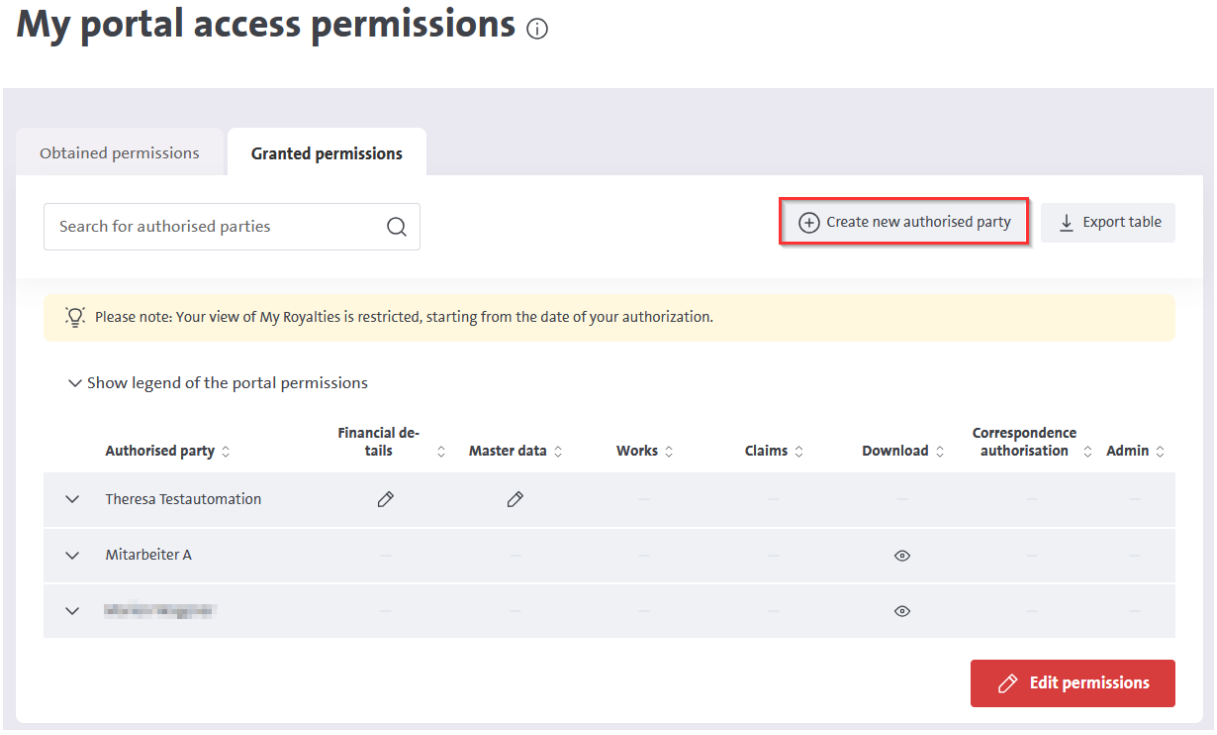
5 How do I grant online access permissions?

5.1 Creators

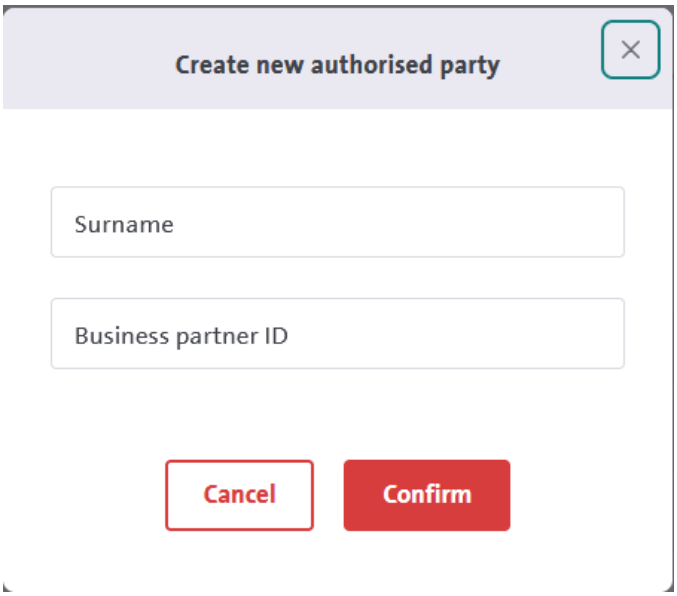
Adding new authorised parties

First, you log in to the GEMA Online Portalwith your login details.

Under the tile *My portal access permissions*, you can grant permissions to third parties in the area *Granted permissions*. You thus enable other persons who register works for you, for example, to submit claims for you or to view your financial details:



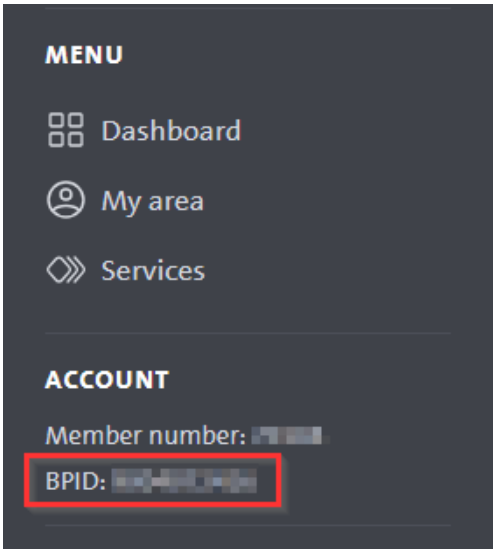
If you click on *Create new authorised party*, the following window opens:



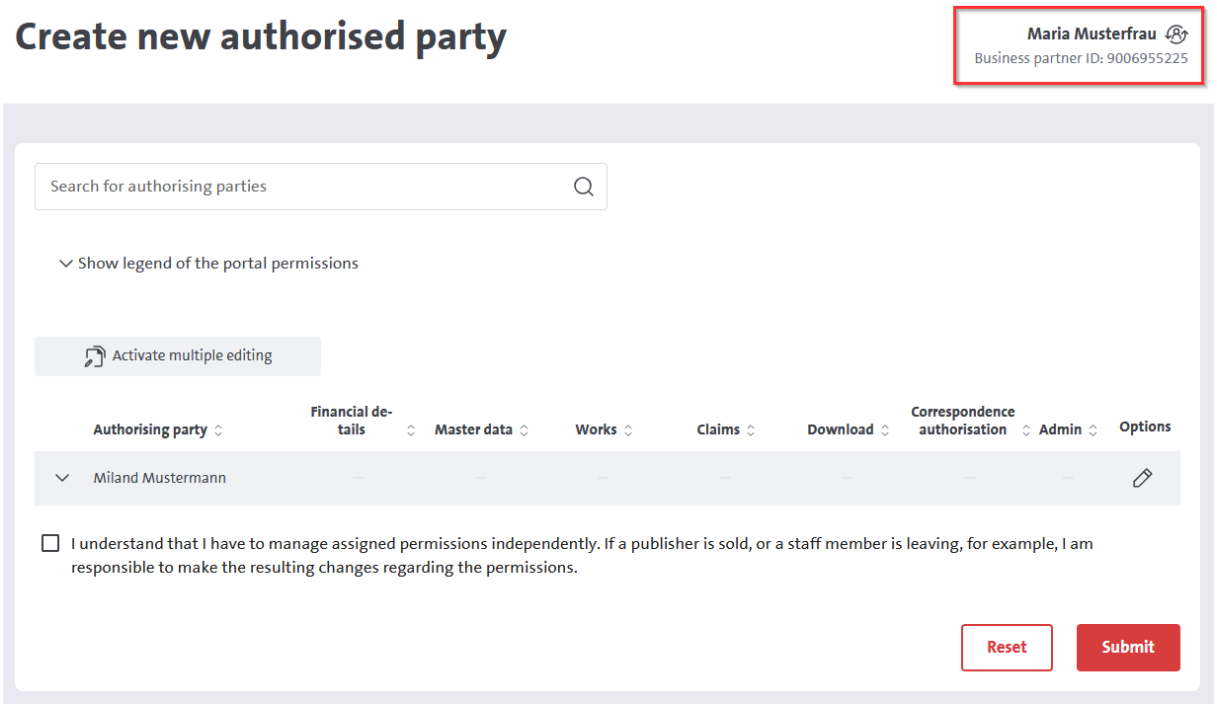
Here, you enter the surname and the business partner ID (BPID) of the person to whom you want to grant the POA. If the data is entered wrongly, there is an error message.

Where do I find this data?

Your own business partner ID (BPID) is shown in the Online Portal on the left side under your membership number:



If you entered the data correctly, the next window shown is this one:



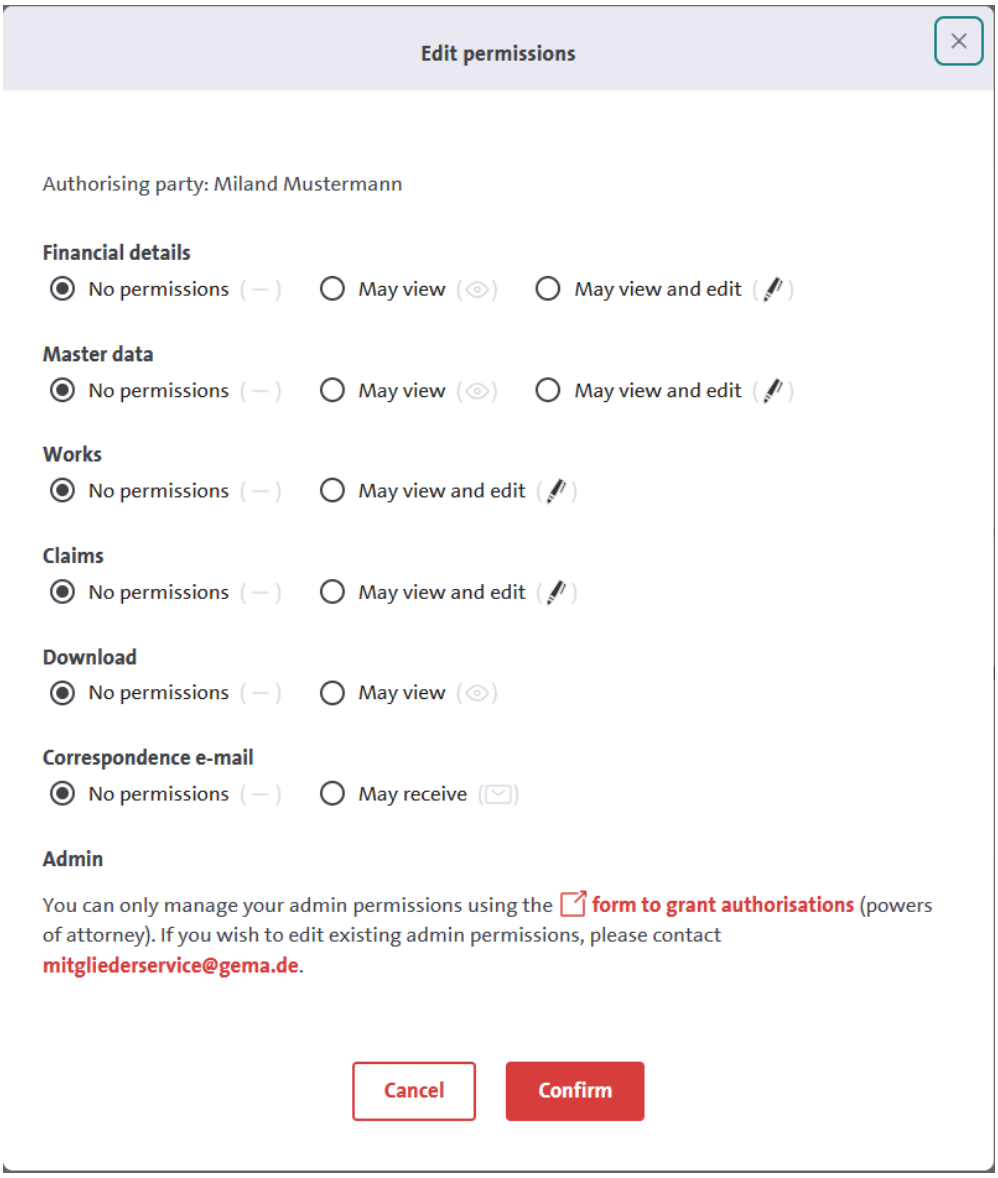
At the top, you see the person who shall receive the POA - in this example *Maria Musterfrau*[2]. Below are the options to edit the scope of the permissions. In the table, only the name of the creator is shown. In that case, the creator *Miland Mustermann* wants to grant online access permissions to *Maria Musterfrau*.

If the meaning of the columns or the underlying services are unclear, you can expand the legend. It contains additional information. They are also explained in the guidelines under *point 3*.

[2] All names are based on fictitious test data. No names of existing or former GEMA members were used.

Editing access permissions

Now, you click on the pen icon in the column *Options* so that you can add permissions:

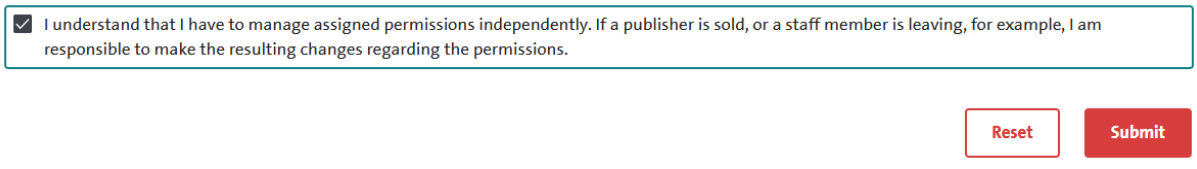


As soon as permissions have been granted for the services listed here, you also have the option to set a time limit for these permissions.

Note: When the Download service (*My royalties, My downloads*) is activated, authorised parties get access to future data only, the start date of the POA is the current date.

Once you selected the access permissions, please click on the button *Apply*.

Before you submit the changes, it is necessary that you confirm the changes made. After that, you can submit your changes:

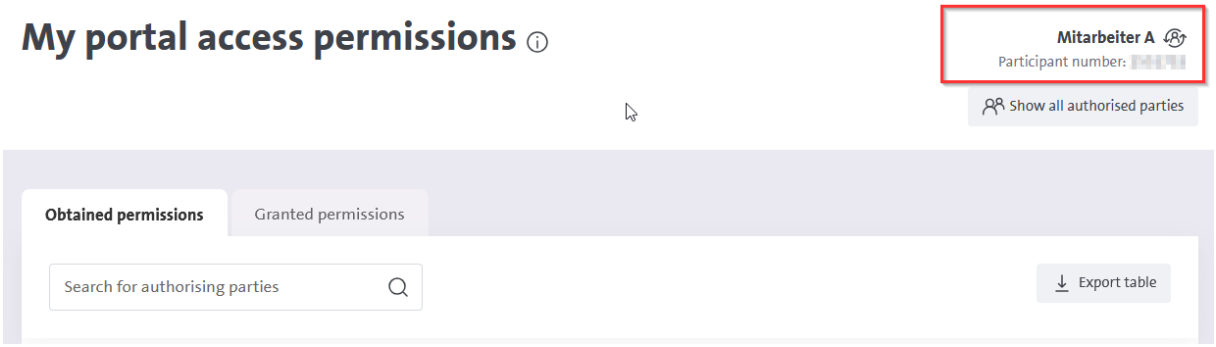


Once you have clicked *Confirm*, you will receive a confirmation with exact details on the changed data in your portal mailbox.

5.2 Publishers

Administrators (Admins) are persons (authorised parties, members, publisher staff) who have obtained an admin POA for one or several GEMA members.

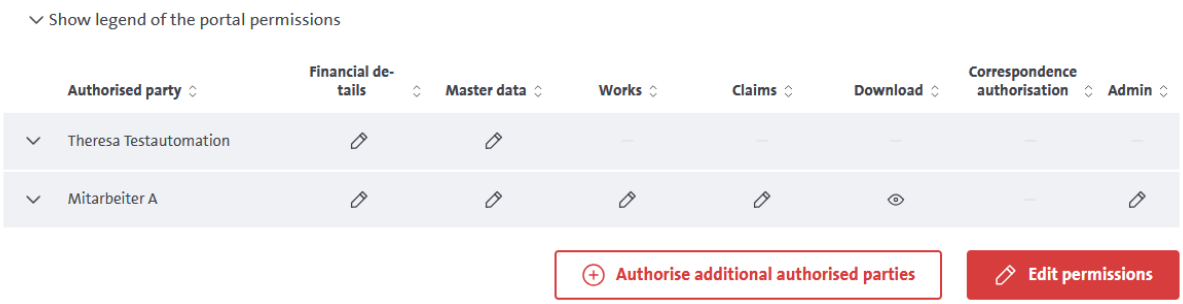
As an admin, you can use the account modal to switch between the members for whom you have been granted admin authorization. You will find the account modal at the top right. If you click on it, you can select a member. You yourself (in this case *Mitarbeiter A*) will always be displayed first, followed by the members for whom you have admin authorization:



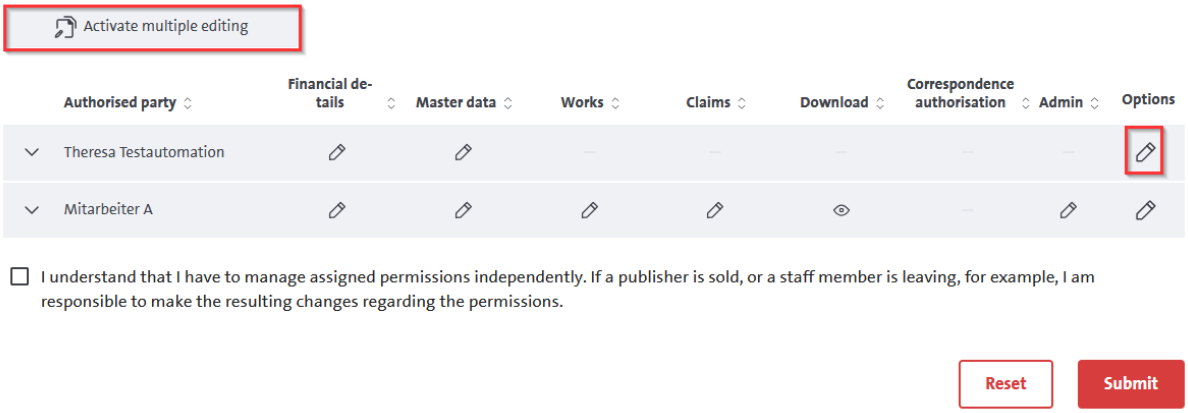
A table opens up, showing the range of access permissions the member has been granted by other members (obtained permissions) and the range of permissions the selected member has granted to third parties (granted permissions).

Editing access permissions

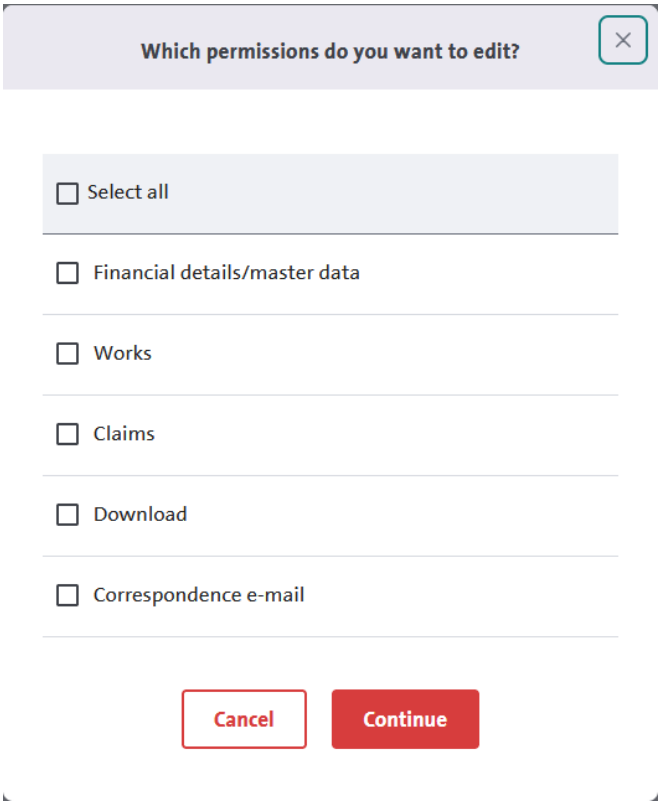
To change existing access permissions, please go to the end of the page and click on the button *Edit permissions*.



Here, you can either edit individual authorised parties or change several permissions at once by clicking on *Activate multiple editing*.



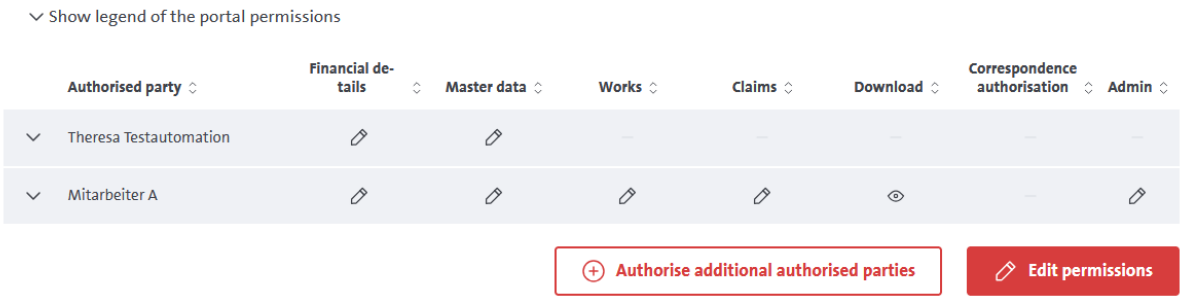
Once you activated multiple editing and made your selection, please determine for which online services you want to grant access permissions.



After that, you can re-issue permissions, amend or terminate them.

Once you have clicked on *Confirm*, you will receive a confirmation with exact details on the changed data in your portal mailbox.

Adding additional authorised parties

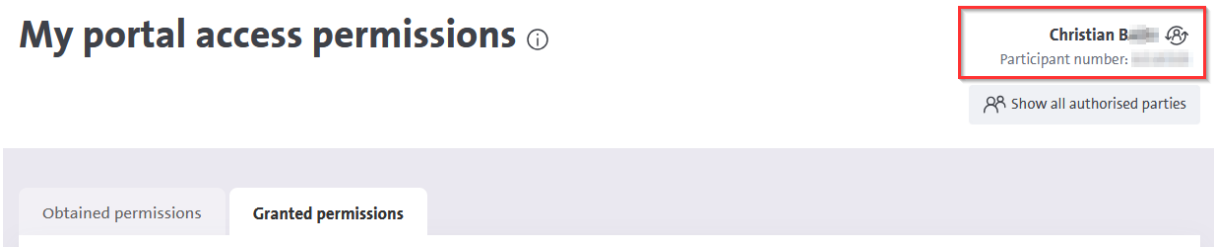


Clicking on the button *Authorise additional authorised parties* generate a list of already known authorised parties who have not yet chosen any access permissions for the member in the current selection.

You can grant new permissions for the authorised parties using the existing path.

Displaying the authorising parties

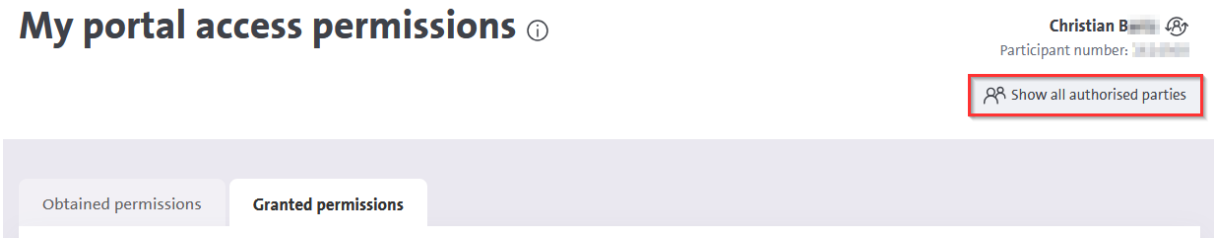
Admins with one or more admin authorizations can use the account modal to switch between the members for whom they have been granted admin authorization:



In this screenshot, the modal account dialogue of the authorising party is active. You therefore see the creator *Christian B.* who has issued an admin POA.

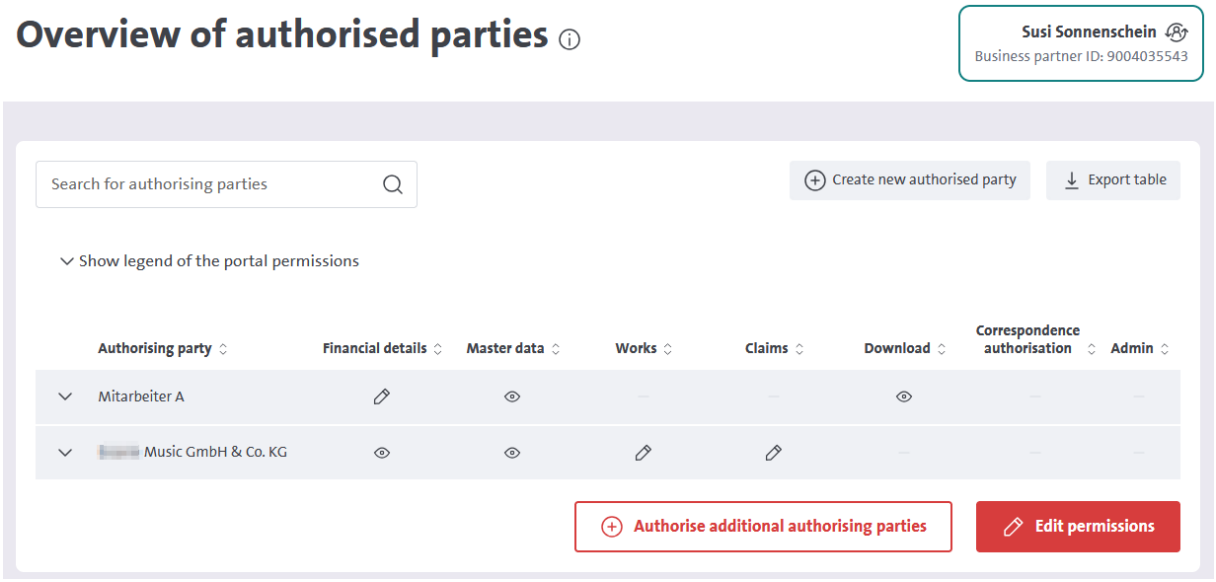
This means: The tabs ***Obtained permissions*** and ***Granted Permissions*** display which access permissions *Christian B.* has granted to third parties or obtained himself.

Displaying the authorised parties/attorneys



If you go to *Show all authorised parties* in the modal account dialogue, there is a list of all authorised parties for the members managed by the admin.

This means: The tabs ***Obtained permissions*** and ***Granted permissions*** display which access permissions have been granted to *individual authorised parties by Christian B. or by other members.*



When you have selected the authorised party view, you can also use the function *Change account* to switch between the authorised parties (*Change account*).

You can view which person has obtained access permissions for which members.

This view also allows you to *Create new authorised party* or to *Edit permissions*.