

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 <u>GEMA Online Portal</u>, 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 <u>Activation form</u> 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 parties¹?

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 <u>Activation form</u>. 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 <u>Activation form</u> 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:

¹Authorising parties: GEMA members. Authorised parties: Persons receiving POAs from GEMA members BECAUSE WE VALUE MUSIC | <u>www.gema.de</u> External guide | Version as at 27.12.2024 |Seite | 2



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:

My portal access permissions **o**

btain	ed permissions	Granted permissions						
Sear	ch for authorised p	arties Q				+) Create new authorise	ed party ⊥ 1	Export table
يَنْ Please note: Your view of My Royalties is restricted, starting from the date of your authorization.								
\checkmark Show legend of the portal permissions								
	Authorised party 🗘	rinancial de tails	- Master	data 🗧 🛛 Works 🤇	Claims 🗘		Correspondence	
						Dowinioad 🗸	authorisation	C Admin C
\sim	Theresa Testautom	ation 🔗	C	>		-	autnorisation	C Admin C
~ ~	Theresa Testautom Mitarbeiter A	ation 🖉 –	C	>		©		C Admin (
~ ~	Theresa Testautom Mitarbeiter A	ation 🧷 –	-	>		© ©	authonsation	Admin ()

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

Surname	
Surname	
Business partner ID	

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:

Create new authorised party

Search for authorising parties			Q					
\checkmark Show legend of the portal perm	issions							
Activate multiple editing								
Authorising party \Diamond	Financial de- tails \Diamond	Master data 🗘	Works 🗘	Claims 🗘	Download 🗘	Correspondence authorisation \Diamond	Admin 🗘	Options
 Miland Mustermann 								Ø
I understand that I have to manage assigned permissions independently. If a publisher is sold, or a staff member is leaving, for example, I am responsible to make the resulting changes regarding the permissions.								
						Reset	2	Jubmit

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. BECAUSE WE VALUE MUSIC | <u>www.gema.de</u> External guide | Version as at 27.12.2024 |Seite | 5

Editing access permissions

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

	Edit permissions	$\left \times \right $
Authorising party: Miland Mu	ıstermann	
Financial details No permissions (-) 	O May view (\odot) O May view and edit (\checkmark)	
Master data No permissions (-) 	$igcap_{May view}(\otimes)$ $igcap_{May view and edit}($	
Works $ onumber on \mathbf{O} $ No permissions $(-)$	$igcomeq$ May view and edit $(ot\!\!/)$	
Claims No permissions (-) 	igcomeq May view and edit $($	
Download No permissions (-)	O May view (⊚)	
Correspondence e-mail No permissions (-) 	O May receive (🖂)	
Admin You can only manage your ac of attorney). If you wish to ed mitgliederservice@gema.de.	Imin permissions using the form to grant authorisations (power lit existing admin permissions, please contact Cancel	'5

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:

I understand that I have to manage assigned permissions independently. If a publisher is sold, or a staff member is leaving, for responsible to make the resulting changes regarding the permissions.	or example,	, I an	n
	Peret	1	Cubrait

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:

My portal ac	Mitarbeiter A 🛞 Participant number:		
		L3	A Show all authorised parties
Obtained permissions	Granted permissions		
Search for authorising	parties Q		$\underline{\downarrow}$ Export table

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*.

\checkmark Show legend of the portal permissions									
	Authorised party \Diamond	Financial de- tails	Master data	Works 🗘	Claims 🗘	Download 🗘	Correspondence authorisation \Diamond	Admin 🗘	
\sim	Theresa Testautomation	Ø	Ø						
\sim	Mitarbeiter A	Ø	Ø	Ø	Ø	۲		Ø	
				+ Authorise	additional authori	sed parties	🔗 Edit perm	iissions	

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

	Activate multiple editing								
	Authorised party 🗘	Financial de- tails	 Master data 	Works 🗘	Claims 🗘	Download 🗘	Correspondence authorisation \Diamond	Admin 🗘	Options
\sim	Theresa Testautomation	Ø	Ø						Ø
\sim	Mitarbeiter A	Ø	Ø	Ø	ð	۲		Ø	Ø

I understand that I have to manage assigned permissions independently. If a publisher is sold, or a staff member is leaving, for example, I am responsible to make the resulting changes regarding the permissions.

Reset Submit

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

Which permissions do you want to edit?	\times
Select all	
Financial details/master data	
U Works	
Claims	
Download	
Correspondence e-mail	
Cancel Continue	

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

 \checkmark Show legend of the portal permissions

	Authorised party \Diamond	Financial de- tails	Master data	Works 0	Claims 🗘	Download 🗘	Correspondence authorisation \Diamond	Admin 🗘
~	Theresa Testautomation	Ø	Ø					
\sim	Mitarbeiter A	Õ	Ø	Ø	Ø	۲		Ø
				+ Authorise additional authorised parties			🔗 Edit perm	iissions

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:

My portal access permissions \odot	Christian B 👘 🛞 Participant number:
	$\mathcal{R}^{\!\!R}$ Show all authorised parties
Obtained permissions Granted permissions	

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

My portal access permissions **•**



Obtained permissions Granted permissions

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*.

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Overview of authorised parties ①

Susi Sonnenschein 🔗 Business partner ID: 9004035543

Search for authorising parties Q				(+) (reate new authoris	sed party <u>↓</u> Export table			
\checkmark Show legend of the portal permissions									
	Authorising party 🗘	Financial details 🗘	Master data 🗘	Works 🗘	Claims 🗘	Download 🗘	Correspondence authorisation	Admin	
\sim	Mitarbeiter A	ð	۲			۲			
\sim	Music GmbH & Co. KG	۲	۲	Ø	Ø				
			(+ Authorise	additional author	ising parties	🔗 Edit per	missions	

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*.