



My Details & My Financial Details

- Your membership account in the GEMA Portal -



THE GEMA ONLINE SERVICE *MY MEMBERSHIP ACCOUNT*

- The online service **My Membership Account** is located in the GEMA Online Portal and consists of the services **My Details** and **My Financial Details**.

They provide the following options to members and authorised representatives:

- **Read and write access to your master data and that of your authorising parties**
- **Viewing, filtering, downloading and printing of transactions, advance payments, assignments & distrains (retroactive from 01/01/2012) and of the status report**
- **Printing and filtering of account statements retroactively from 01/04/2001**
- **A dedicated mailbox for receiving and sending your messages**

THE GEMA ONLINE PORTAL WELCOME PAGE – LOGIN

 Price calculator Search repertoire Register Contact  LOGIN DE | EN

Login

Please log in with your e-mail address and your password.

E-mail address

Password

Login

[Not yet registered](#)

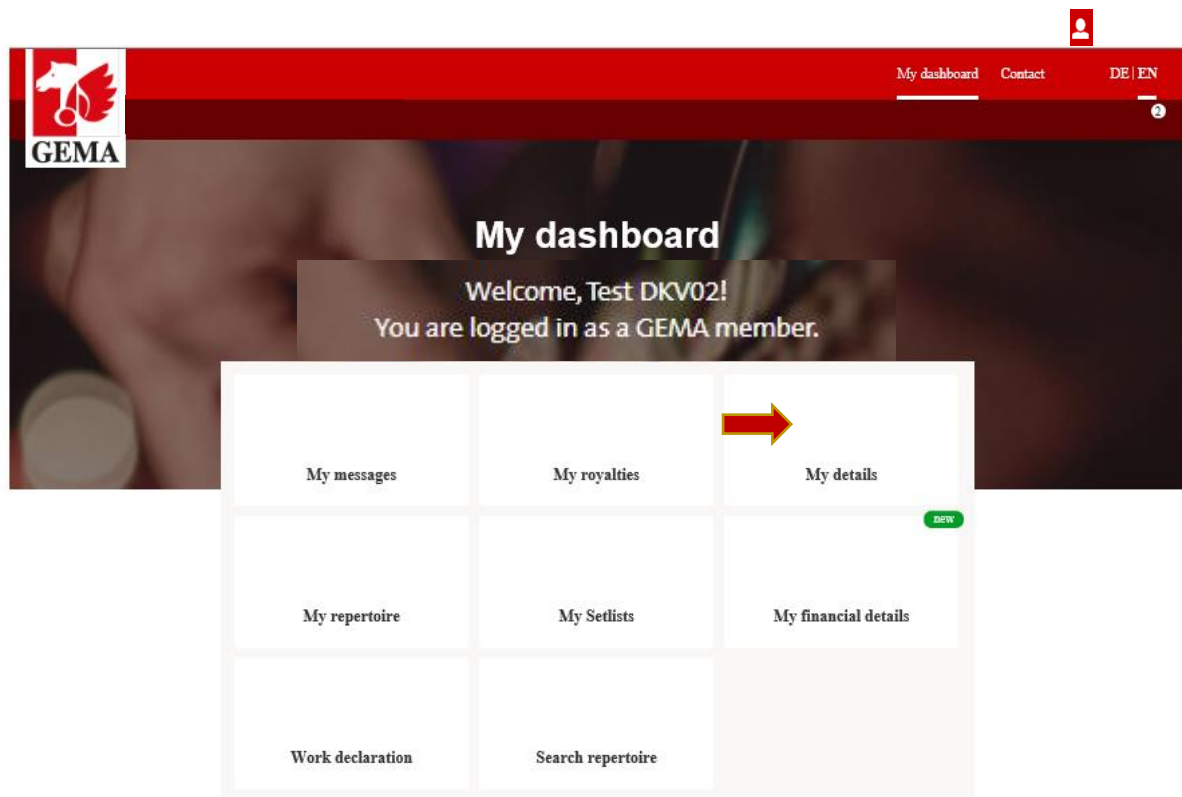
or

[Forgot password](#)

[Forgot e-mail address](#)

MY DETAILS

The service **My Details** contains the **master data of the members**.



OVERVIEW OF THE SERVICE *MY DETAILS*

My details

Max Mustermann
Vertragsnummer: 99999999992 [Change contract account](#)

My user information

Name	E-mail address (username)
Max Mustermann	od@opal.local

My membership details

My pseudonyms

My contact details

My addresses [Add address](#)

My tax details

My bank details

MY USER INFORMATION

My User Information shows the data you used to log in to your online account. You can change the e-mail address stored here at any time.

My user information

Name

Maria Musterfrau

E-mail address (username)

mamu@opal.local

MY MEMBERSHIP DETAILS

In the section **My Membership Details**, you have access to your membership details and those of your authorising parties and change them.

My membership details

Mustermann	Maria	Maximilian
Name Musterfrau		First name Maria
IP-Base-Number I-XXXXXXXX-X		Professional category / membership status Composer / associate member Lyricist / associate member
		Edit

MY PSEUDONYMS

The field **My Pseudonyms** contains your currently valid pseudonyms. However, for data protection reasons, the pseudonyms of the authorising party are not visible to authorised representatives.

My pseudonyms

Name / IP-Name-Nr.

Max Musterfrau / 999999999

MY CONTACT DETAILS

My Contact Details provides you with an overview of the contact details stored for you or your authorising parties, such as mobile/telephone number and e-mail address.

My contact details

(Mobile) Phone	E-Mail
0171 1967604	mamu@opal.local

[Edit](#)

MY ADDRESSES

My Addresses allows you to view your valid main address and any different tax residence. It is possible to change both types of address for your details as well as those of your authorising parties. A valid main address must be stored for each member. When entering a c/o address, the additional entry of a valid tax residence is required or the c/o address must be confirmed as such.

My addresses [Add address](#)

00000 Fantasy Town Standard address Tax residence

Street	Number
Fantasiestr.	00000
Post code	Town/City
00000	Dortmund
Country	Additional address details (optional)
Germany	No data provided

[Edit](#) [Delete](#)

MY TAX DETAILS

In the section **My Tax Details**, you will see your tax status, your tax number and all other tax details relevant to you as well as those of your authorising parties, which you can of course change if necessary.

My tax details

Name of the taxable person

Max Mustermann

Tax number

999/999/999

VAT registered

Yes

Pay out VAT

Yes

TIN

No data provided

VAT number

No data provided

VAT number

Reduced VAT share: 100%

[Edit](#)

MY BANK DETAILS

Under **My Bank Details**, you can view your bank details and those of your authorising parties and change them.

My bank details

Fantasy Bank

Account holder

Max Mustermann

BIC

FANT000XXX

IBAN

xxxxxxxxxxxxxxxxxxxx3404

Name of the bank

Fantasy Bank

[Edit](#)

POWERS OF ATTORNEY

Under the section **Powers of Attorney**, only the member himself/herself will receive a list of the designated authorised representatives as well as an overview of the rights granted in detail and the starting date of their entry into force.

Powers of attorney	
Monika Musterfrau	Agent
Maximilian Mustermann	Principal
Peter Musterkind	Principal
Michaela Musterkind	Principal

SWITCHING BETWEEN CONTRACT ACCOUNTS

You can **switch** between your contract accounts and the contract accounts of your principals by clicking on the button **Change contract Account**. Within the service **My Details** you can simply select which account you want to view or edit.

My details

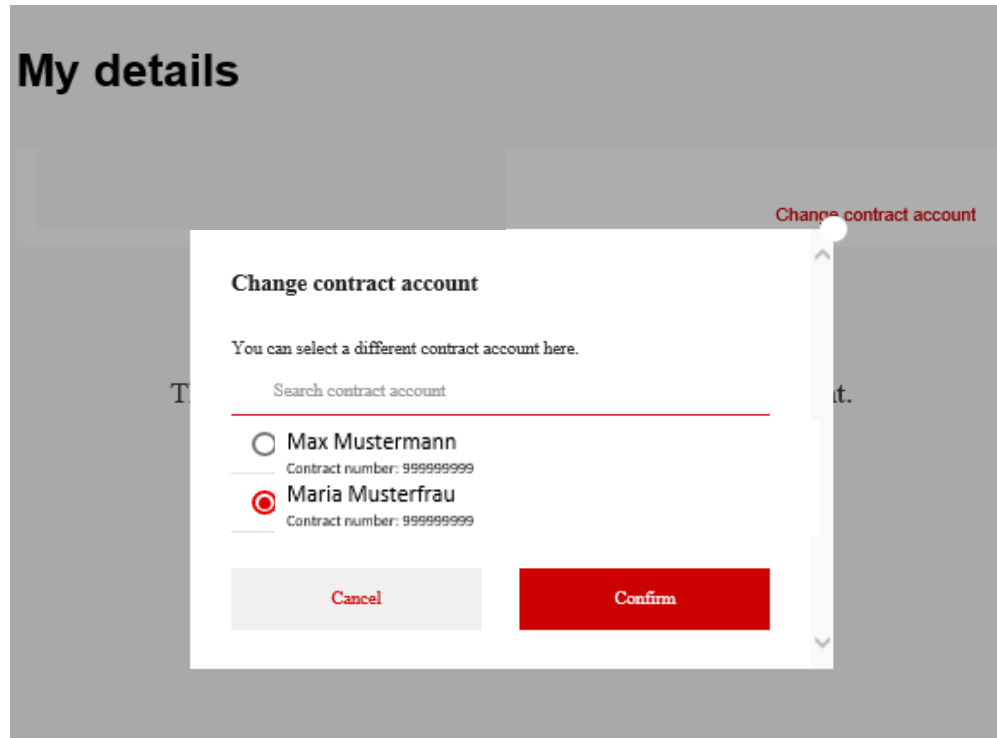
Max Mustermann

Contract number 9999999

[Change contract account](#)

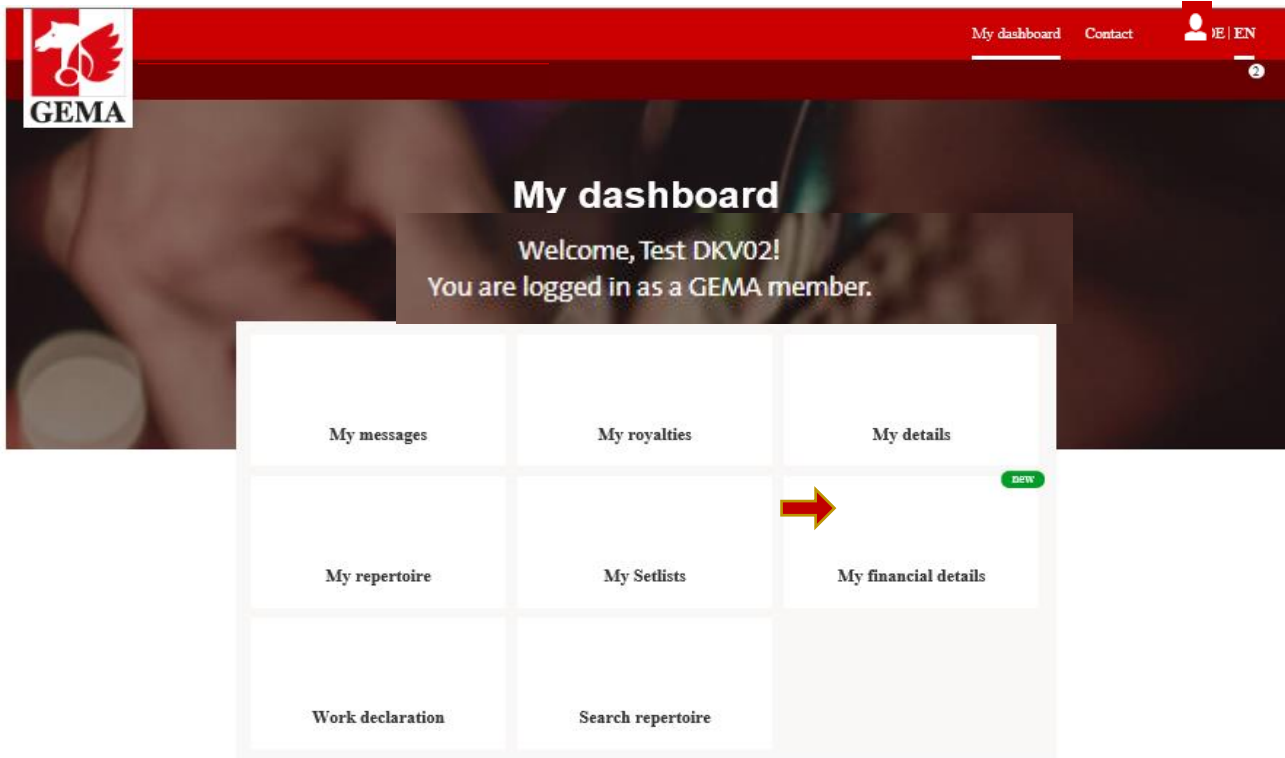
SWITCHING BETWEEN CONTRACT ACCOUNTS

By clicking on the corresponding contract account and then on the button **Confirm** , you can switch directly to the available data of the selected account.



MY FINANCIAL DETAILS

This service includes **transactions, account statements, advance payments, assignments** and **distrains** and last but not least the **status report**.



The screenshot displays the GEMA 'My dashboard' interface. At the top left is the GEMA logo. The top right navigation bar includes 'My dashboard', 'Contact', and a user profile icon with 'DE | EN' and a notification bell. The main content area features a large header with the text 'My dashboard' and a welcome message: 'Welcome, Test DKV02! You are logged in as a GEMA member.' Below this is a grid of menu items:

My messages	My royalties	My details
My repertoire	My Setlists	My financial details NEW
Work declaration	Search repertoire	

A red arrow points to the 'My financial details' item, which is highlighted with a green 'NEW' badge.






OVERVIEW OF THE SERVICE *MY FINANCIAL DETAILS*

Contract accounts

Sample Publishing XXX
Contract number: 00450/605/

[Change contract account](#)

Account overview

-  My transaction- -€655,100.45
[> To my transactions](#)
-  My account statements
[> To my account statements](#)
-  My status report
[> To my status report](#)
-  My advance payments still to be repaid €0.00
[> To my advance payments](#)
-  My assignments / distraints still to be repaid €0.00
[> To my assignments / distraints](#)

MY TRANSACTIONS

Under this header, you can view your **credits, invoices, payments** and **settlements** as well as those of your authorising parties with retroactive effect from 01/01/2012.

My financial details

My transactions

Sample Publishing XXX

Search transactions

export current view (.csv)

Time period	Category	Accounting type
Time period start	Time period end	
Accounting type	Accounting month	Accounting text
Buchungsart	Buchungsmonat	Buchungstext
Category	Gross amount	
Sparte	Betrag Brutto	

▼	GUTSCHRIFT	2020 / 03	A AR 2020 T [... vollständiger Buchungstext folgt]	A AR	+€33.32
▼	RECHNUNG	2019 / 12	Hier wird bald der Buchungstext für diese Kontobewegung stehen		-€50.00
▼	RECHNUNG	2018 / 12	Hier wird bald der Buchungstext für diese Kontobewegung stehen		-€50.00
▼	GUTSCHRIFT	2018 / 10	R VR 2013 T [... vollständiger Buchungstext folgt]	R VR	+€0.04
▼	ZAHLUNG	2020 / 03	tbd		-€12,677.16

FILTERING TRANSACTIONS

Filter the transactions based on booking type, period and usage category etc. - depending on your requirements.

-€77,655.78

The screenshot shows a web interface for "My transactions" under "My financial details". The page title is "Sample Publishing XXX". There is a search bar for "Search transactions" and a link to "export current view (.csv)". Below the search bar, there are filter tabs for "Time period", "Category", and "Accounting type". The "Accounting type" filter is active, and a dropdown menu is open showing four options: "Gutschrift", "Rechnung", "Verrechnung", and "Zahlung". The main table displays a list of transactions with columns for "Time period", "Category", and "Gross amount". The total gross amount is -€77,655.78.

	Time period	Category	Accounting type	Gross amount
				-€77,655.78
✓	GUTSCHRIFT	2020 / 04	R 2019 V	-€3,434.00
✓	GUTSCHRIFT	2020 / 04	FS 2019 V	-€148,601.77
✓	VERRECHNUNG	2020 / 04	Verrechnung Vorauszahlung NR. (000003)	+€74,379.99
✓	GUTSCHRIFT	2020 / 03	Vorauszahlung NR. (000003)	-€74,379.99
✓	ZAHLUNG	2020 / 03	tbd	-€74,379.99
✓	ZAHLUNG	2020 / 03	tbd	-€37,726.80
✓	VERRECHNUNG	2020 / 03	Verrechnung Vorauszahlung NR. (000003)	+€61,424.99

EXPORTING TRANSACTIONS

Transactions can also be downloaded and printed.

The screenshot displays a web interface for 'My transactions' under 'My financial details'. A search bar is present with the text 'Sample Publishing XXX'. A button labeled 'export current view (.csv)' is visible. Below this, there are filters for 'Time period', 'Category', and 'Accounting type'. A modal dialog box titled 'Export current view' is centered on the screen, featuring a red checkmark icon and the text 'Download available', with a prominent red 'Download' button. The background shows a table of transactions with columns for 'Accounting type', 'Accounting month', 'Category', and 'Gross amount'.

Accounting type	Accounting month	Category	Gross amount
ZAHLUNG	2020 / 04		-€77,655.78
GUTSCHRIFT	2020 / 04		-€3,434.00
GUTSCHRIFT	2020 / 04	FS 2019 V	-€148,601.77
VERRECHNUNG	2020 / 04	Verrechnung Vorauszahlung NR. (000003)	+€74,379.99
GUTSCHRIFT	2020 / 03	Vorauszahlung NR. (000003)	-€74,379.99
ZAHLUNG	2020 / 03	tbd	-€74,379.99
ZAHLUNG	2020 / 03	tbd	-€37,726.80

ACCOUNT STATEMENTS

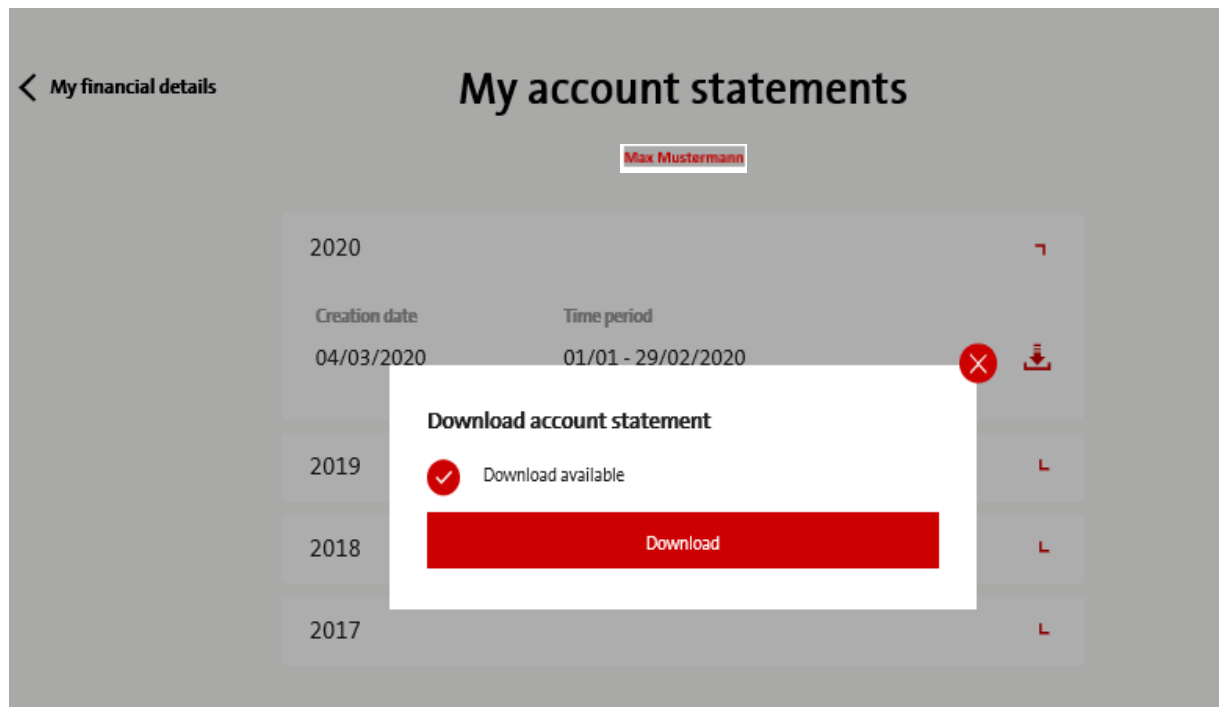
This section allows you to **view your account statements** and those of your authorising parties, also retroactively since the beginning of your membership or that of power of attorney.

The screenshot displays a mobile application interface for viewing account statements. At the top left, there is a back arrow and the text "My financial details". The main heading is "My account statements" in a large, bold font. Below the heading, the user's name "Max Mustermann" is displayed in red. The interface shows a list of statements for the years 2020, 2019, 2018, and 2017. The 2020 entry is expanded to show details: "Creation date" (04/03/2020) and "Time period" (01/01 - 29/02/2020). A red download icon is visible next to the 2020 entry. Each year entry has a red chevron icon on the right side.

Year	Creation date	Time period	Action
2020	04/03/2020	01/01 - 29/02/2020	Download
2019			Chevron
2018			Chevron
2017			Chevron

DOWNLOADING & PRINTING ACCOUNT STATEMENTS

The **download and printout function for the account statements** is also accessible here.



The screenshot shows a user interface for "My account statements" for "Max Mustermann". A list of years is displayed, with the 2020 entry selected. A modal dialog is open over the 2020 entry, displaying the following information:

Creation date	Time period
04/03/2020	01/01 - 29/02/2020

Download account statement

✓ Download available

[Download](#)

THE ACCOUNT STATEMENT AT A GLANCE

The Account Statement - made easy:

https://www.gema.de/fileadmin/user_upload/Musikurheber/Informationen/20190702_The_Account_Statement.pdf

List of Abbreviations:

https://www.gema.de/fileadmin/user_upload/Musikurheber/Informationen/Kontoauszug_hinweise.pdf

STATUS REPORT

The **Status Report** shows the royalty income per year, divided into usage categories per year - also retroactively from 01/01/2012; the activation for access depends on the individual membership duration and/or the date of the beginning of the power of attorney.

My financial details		My status report											
		Max Mustermann										export (.csv)	Print page
Usage Sector	Category	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009
Ausland	A AR	17.879,39 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
	A VR	9.061,99 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
Sum		26.941,38 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
Online	KMOD	5,33 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
Sum		17.150,14 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
Total amount		190.814,83 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
Special account total		0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
Total without special account		190.814,83 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €

DOWNLOADING & PRINTING THE STATUS REPORT

The **Status Report** can of course also be downloaded and printed. You can also export it as a CSV file.

My financial details		My status report												export (.csv)	Print page
Usage Sector	Category	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009		
Ausland	A AR	17.879,39€	0,00€	0,00€	0,00€	0,00€	0,00€	0,00€	0,00€	0,00€	0,00€	0,00€	0,00€		
	A VR									0,00€	0,00€	0,00€	0,00€		
Sum										0,00€	0,00€	0,00€	0,00€		
Online	KMOD									0,00€	0,00€	0,00€	0,00€		
	KMOD VR									0,00€	0,00€	0,00€	0,00€		
	MOD D 1.Hj.	2.439,54€	0,00€	0,00€	0,00€	0,00€	0,00€	0,00€	0,00€	0,00€	0,00€	0,00€	0,00€		
	MOD D 2.Hj.	1.026,73€	0,00€	0,00€	0,00€	0,00€	0,00€	0,00€	0,00€	0,00€	0,00€	0,00€	0,00€		
	MOD D VR 1.Hj.	5.156,97€	0,00€	0,00€	0,00€	0,00€	0,00€	0,00€	0,00€	0,00€	0,00€	0,00€	0,00€		
	MOD D VR 2.Hj.	2.016,65€	0,00€	0,00€	0,00€	0,00€	0,00€	0,00€	0,00€	0,00€	0,00€	0,00€	0,00€		

Export current view

Download available

[Download](#)

ADVANCE PAYMENT(S)

This section includes **advance payment(s)** granted, already repaid and still to be repaid. You can access all information regarding the advance payments granted to your authorising party here. Advance payments granted before 2016 are only visible to authorised representatives if they are still to be repaid and the power of attorney had already been granted from 2016. Advance payments granted before 2016 and already repaid are not visible to authorised representatives, but those granted before 2016 and still to be repaid are. The start date of a power of attorney can be freely chosen or changed at any time.

← My financial details	<h2>My advance payments</h2>
	Sample Publisher XXX
Advance payment (No. 3)	still to be repaid €529,000.00 of €4569,925.99 ▼
Advance payment from 15/03/2019 (No. 120)	still to be repaid €0.00 of €57,700.00 ▼

ASSIGNMENTS / DISTRRAINTS FROM THE DEBTOR'S PERSPECTIVE

Here you will find all information on **assignments and distraints** in which you or, if applicable, your authorising party are documented as a debtor or creditor. This way, you can see receivables that have already been fully or partially repaid, as well as the outstanding receivable.

Receivables documented before 2016 are only visible to authorised representatives if they are still to be repaid and the power of attorney had already been granted from 2016.

Advance payments documented before 2016 and already repaid are not visible to authorised representatives, but those documented before 2016 and still to be repaid are.

The start date of a power of attorney can be freely chosen or changed at any time.

← My financial details		My assignments / distraints	
Sample Publisher XXX			
Max Mustermann Assignments from 10/03/2021 (No. 60)	still to be received	€56,924.93	of €75,000.00 ▾
Maria Musterfrau Assignments from 10/03/2021 (No. 260)	still to be repaid	€10,000.00	of €300,000.00

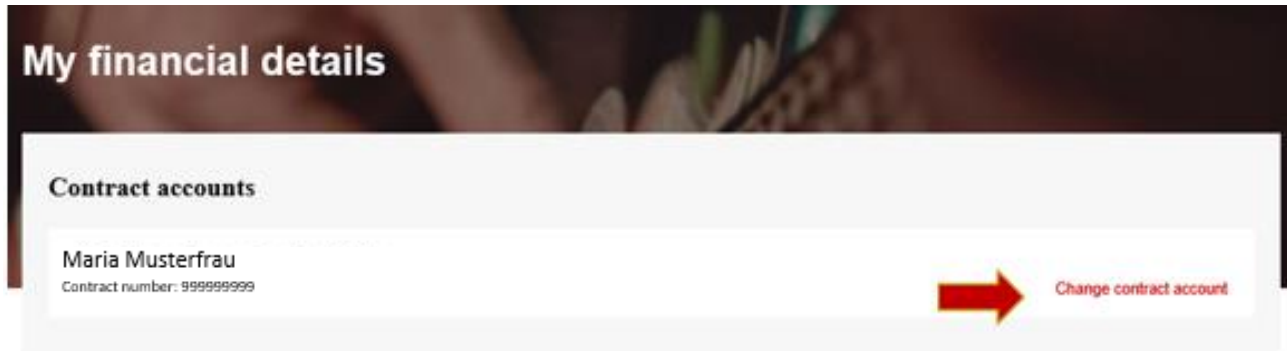
ASSIGNMENTS / DISTRRAINTS FROM THE CREDITOR'S PERSPECTIVE

The amount still to be received by the creditor is shown in **green**. The presentation of assignments and distraints from the creditor's perspective is subject to the same proportionality as that from the debtor's point of view.

← My financial details		<h2>My assignments / distraints</h2>	
Peter Musterkind			
Sample Publishing XXX		still to be received	€10,000.00
Assignments from 03/12/2007 (No. 5)		of €10,000.00	▼
Sample Publishing YYY		still to be repaid	€10,000.00
Assignments from 29/11/2007 (No. 9)		of €10,000.00	▼

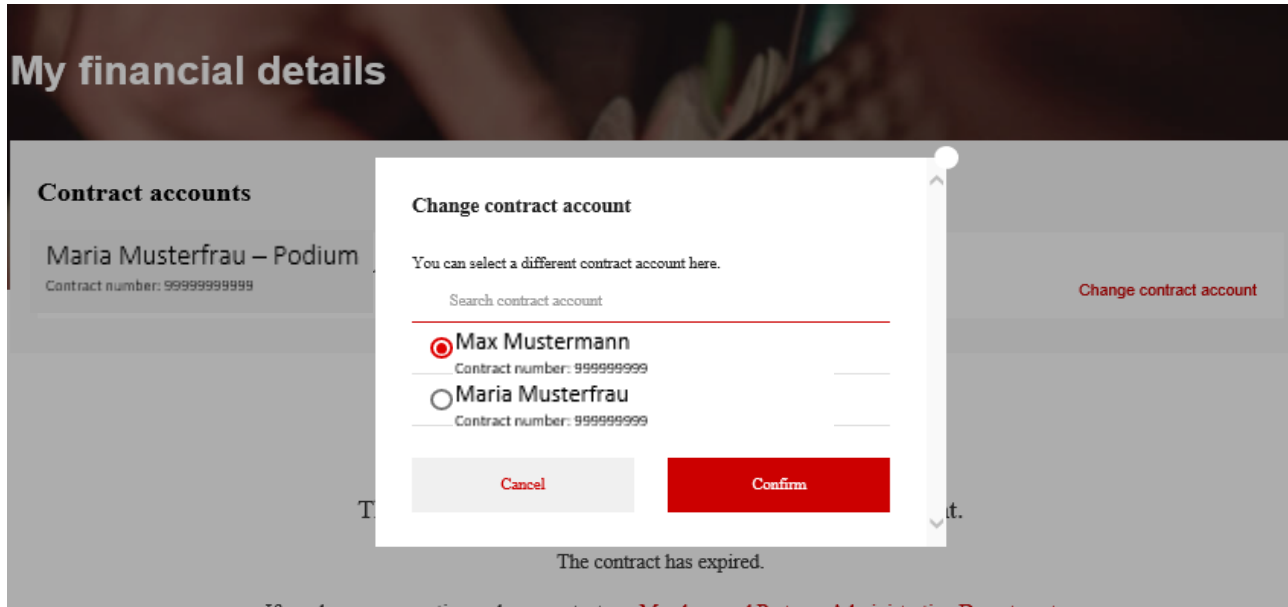
SELECT CONTRACT ACCOUNT

Within the service **My Financial Details**, it is also possible to switch between your and your authorising party's contract accounts by clicking on the Change contract account button.



SWITCHING CONTRACT ACCOUNT

By clicking on the corresponding contract account and then on the button **Confirm**, you can switch directly to the available data of the selected account.



FULL GENERAL LOCKOUT

Some circumstances trigger a full lockout of all - or a partial lockout of some online services within your member account.

A **Full General Lockout** means that access can not be granted to all services within the member account (any longer). Please contact us if you have any questions.



This service is locked for the selected contract account.

If you have any questions, please contact  **Members and Partners Administration Department**
or call us at  **+49 (0) 30 21245-600.**

ADDRESS DETAILS LOCKOUT

Address details are not up to date or not yet available and need to be completed; only after updating them, access to **My Financial Details** will be possible again.

This service is locked for the selected contract account.

Please update the **address details**.

Should you not have the respective power of attorney/authorisation, please contact your authorising party.

If you have any questions, please contact **Members & Partners**
or call us at **+49 (0) 30 21245-600**.

BANK DETAILS LOCKOUT

Bank details are not up to date or do not yet exist and need to be completed; only after updating them access to **My Financial Details** will be possible again.



This service is locked for the selected contract account.

Please update the **bank details**.

Should you not have the respective power of attorney/authorisation, please contact your authorising party.

If you have any questions, please contact  **Members and Partners Administration Department**
or call us at  **+49 (0) 30 21245-600.**

CONTRACT EXPIRED LOCKOUT

In general, each contract remains "inactive" for one year after termination, as payments can still be made within the following year according to the distribution plan. After this subsequent year has lapsed, the contract is considered to have expired and the contract account is locked completely.

This service is locked for the selected contract account.

The contract has expired.

If you have any questions, please contact the
Members and Partners Administration Department
or call us at **+49 (0) 30 21245-600.**

COPYRIGHT PROTECTION PERIOD EXPIRED LOCKOUT

The term of protection has expired. The term of protection expires after 70 years, calculated from the date of death of the deceased member. From 1 January of the 71st year, the contract is completely locked and none of the services can be accessed any longer.



This service is locked for the selected contract account.

The copyright protection has expired.

If you have any questions, please contact  **Members and Partners Administration Department**
or call us at  **+49 (0) 30 21245-600.**

NO RIGHTS LOCKOUT

The necessary rights to access the financial details are not available. The reason for this can be, for example, a lack of power of attorney.



You do not have the required access privileges to view the financial details of this contract.

If you have any questions, please contact  **Members and Partners Administration Department**
or call us at  **+49 (0) 30 21245-600.**

NOTE ON THE CERTIFICATE OF EXEMPTION

Royalties for members with tax domicile or residence abroad are subject to withholding tax, unless the Federal Central Tax Office has issued a (regularly limited) tax exemption certificate at the request of the member. GEMA will send you an application in the following cases:

- ✓ For admission of a member residing abroad
- ✓ When a member moves from Germany to another country
- ✓ The tax exemption certificate issued to the member by the Federal Central Tax Office expires in approximately 9 months.
- ✓ The member has not yet applied for an exemption, but would like to apply for one in the future.

The screenshot displays a user interface for a GEMA member account. At the top, there is a section titled "Contract accounts" in a light gray box. Below this, a white box contains the name "Maria Musterfrau" and the contract number "999999999". Below the contract information, a yellow banner with a warning icon contains the text: "Note: We have sent you documents for your foreign tax authorities." At the bottom of the screenshot, another light gray box is labeled "Account overview".