HOW DO I SET UP MY ACCOUNT
ON THE INTERNET OF GEMA?

www.gema.de

Each member, each customer and each authorised persons (also authorised persons from our partner societies) needs only one user ID and password to access all of GEMA's online services. The account enables you to access to our free online services.

HOW DO I REGISTER?
Use the link https://www.gema.de/en/login/
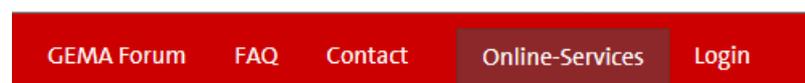
Use "Register" in the menu bar to get to the registration area: [1]

This is where you start the registration. Or use the link https://www.gema.de/en/online-services/registrierung/

The following window opens. Please complete all fields. Please note that for data protection reasons, only personal e-mail addresses are allowed. Any e-mail addresses such as "info@" may not be used for data protection reasons.

You determine the security question and security answer yourself. The security question helps with the authentication process. Please enter a question that only you can answer.

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[1] Later, once you are registered, please log in here. You can request a new password for your account via <u>Forgot password</u>. If you wish to change your old password, please use the same function.

First name*

Last name*

E-Mail-address*

Security question*

Security answer*

Register

Once you have successfully registered, we will send you your username by e-mail. (See following example) The e-mail sender is **no-reply@gema.de:**

Welcome!
You are only a few steps away from your GEMA access. Use the following link to complete your registration.

www.gema.de/?codexyz234abcrtueui

Your username is   mmustermann

numbers. Please confirm with the "OK" button.

Please note your username for future reference!
In order to complete the registration, please follow the according link in the e-mail.

Caution: Please copy the entire link code into the address bar of your browser.

You choose your own password. It must be at least 8 characters long, including small and capital letters and a minimum of two special characters (only the following can be used: !§/()={}][<>,;.:-_#+~) or

As soon as the message "Your changes were successfully saved" appears, you have completed the registration process.

Password*

Retype Password*

OK

If you have any technical questions, please contact:
E-Mail: service@gema.de
Phone: +49 30 21245-111
Monday - Friday: 7 am- 6pm

If you are a music user and GEMA customer, log in here. You can now access and use all **online services for music users** which require a registration.
https://www.gema.de/en/musiknutzer/online-services-fuer-musiknutzer/

If you are a **GEMA member as author or publisher or an authorised person of a GEMA member as author or publisher** and wish to use the **online services for GEMA members**, please also send in an application for activation. https://www.gema.de/en/musikurheber/online-services-fuer-gema-mitglieder/

You can find the application form here:
https://www.gema.de/fileadmin/user_upload/Musikurheber/Formulare/freischaltung_online_services_e.pdf.
Please complete and sign the application form by hand (we cannot accept electronic signatures) and send it to us by post, e-mail or fax to the contact details on the form.

Once your account has been activated, we will send you a confirmation to the e-mail address linked to your account.

For any questions regarding the activation of online services for GEMA members, please contact:
E-Mail: mitgliederservice@gema.de
Phone: +49 30 21245-600
Monday - Thursday: 9am- 5pm and Friday: 9am- 4pm