

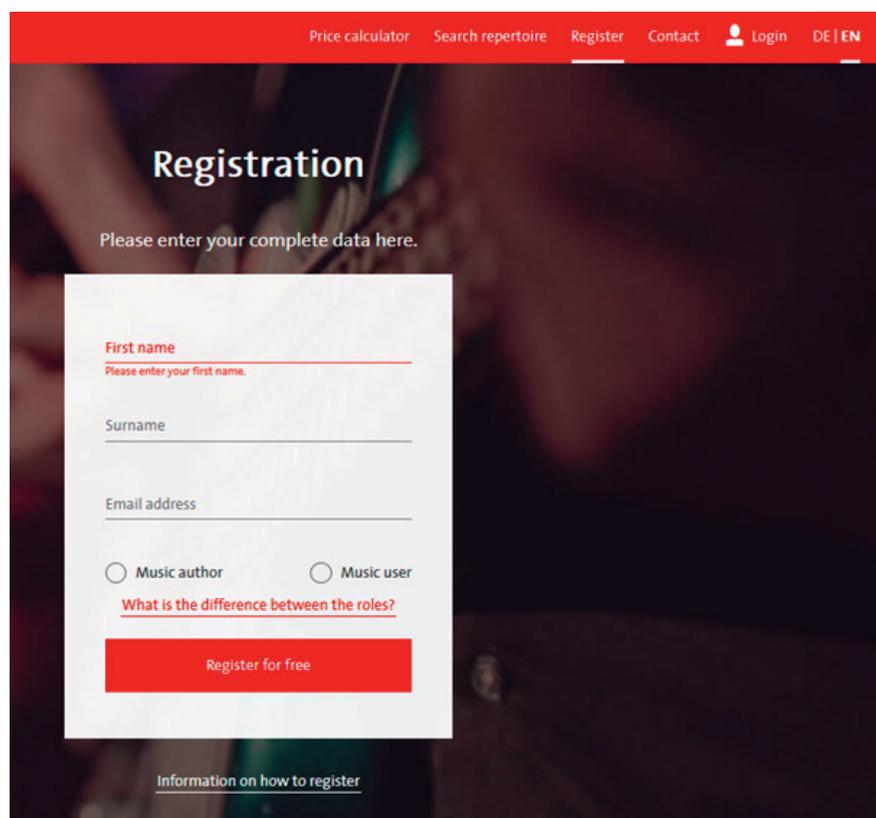
HOW DO I SET UP MY ACCOUNT ON WWW.GEMA.DE?

Information

Every member, every customer and every authorised person requires an account (linked to an e-mail address and a password) for the GEMA online services. This account enables you to access to our free online services.

How do I register?

Use the link www.gema.de/portal/app/register and click top right on EN:



The screenshot shows the GEMA registration page. At the top, there is a red navigation bar with links for 'Price calculator', 'Search repertoire', 'Register', 'Contact', 'Login', and 'DE | EN'. The main heading is 'Registration' with the instruction 'Please enter your complete data here.' Below this is a white registration form with the following fields: 'First name' (with a red underline and the text 'Please enter your first name.'), 'Surname', and 'Email address'. There are two radio button options: 'Music author' and 'Music user'. Below these options is a red link that says 'What is the difference between the roles?'. At the bottom of the form is a red button labeled 'Register for free'. At the very bottom of the page, there is a link for 'Information on how to register'.

In the window that opens, please enter your first name, last name and a personal e-mail address. An „info@“ mail address or other unspecific mail addresses may not be used.

As a **member** of GEMA, legal successor or authorised representative, select the category „Music author“. If you are a **customer** of GEMA, please select „Music user“. Then click on „Register for free“.

After successful registration you will receive a mail to your mailbox. In this mail you will receive a link where you can enter your personal password. If the password assignment does not work when you click on the link, please mark and copy the link and then paste it into the address line of your browser.

The password must be at least 10 characters long, consist of capital and small letters and contain at least two special characters or numbers.

Only the following special characters may be used: ! \$ () { } [] = + - . , ; # ~

The password must not be the user name and must not contain more than two characters that appear consecutively in the user's full name. Save your details.

As soon as the message „The changes were successfully saved“ appears, you have completed registration.

As a **music user** and **customer** of GEMA you can use the online services directly without separate activation.

If you are a **music author**, legal successor or authorised representative, please also fill out an application for activation or even a power of attorney.

You will find the application when you log in to your account for the first time or here:

www.gema.de/fileadmin/user_upload/Musikurheber/Formulare/freischaltung_online_services.pdf

Please sign the application form by hand and then return it to us (either by post or as an email attachment). Please note that we cannot accept electronically signed applications.

As soon as your application has been processed and your account has been activated, you will receive a confirmation from us to the e-mail address of your account.

ANY QUESTIONS?

Please contact us:

E-Mail: mitgliederservice@gema.de

Phone: +49 30 21245-600

Monday - Thursday: 9am – 5pm and Friday: 9am – 4pm