

# User Guide for MyCopyright Rights Portal



Let's do the right thing

[www.mycopyright.co.nz](http://www.mycopyright.co.nz)

## Dashboard tab

Your *Dashboard* contains a list of open notifications of copied works. You'll receive an email when new notifications are available. Receiving distributions from us requires that you first complete processing of the notification. Click on the *pencil icon* at the left of a notification to process it or click on the *Distributions & Notifications* tab at the top of the page to see all open notifications.

### Dashboard

Work on My Open Notifications

	NOTIFICATION ID	DISTRIBUTION	TOTAL	STATUS
	41176	Test Distribution Year 1	870.86	In Process
	41181	Test Distribution Year 2	1,868.69	In Process
	41186	Test Distribution Year 3	6,185.69	In Process

My Distribution History

Below the list of *Open Notifications* is a report on your *Distribution History* from 2015 onwards.

## Distributions & Notifications tab

A new notification is our way of informing you that we have new funds available for you to claim. *Distributions* are now organised by works, rather than by individual instances of uses of works. Here we ask you to confirm or decline individual works using the check boxes to the right of the work details.

WORK #	RIGHTSHOLDER	ISBN/ISSN	WORK INFORMATION	AMOUNT		
148593	Portal Test Account 2		TITLE: Test Work 3 ARTICLE: AUTHOR: John Doe VOLUME: ISSUE: PUBLISHER: PERIOD: PUB YEAR: 2005	\$3,470.04	<input checked="" type="checkbox"/>	<input type="checkbox"/>

← PREV 1 NEXT →

Confirmed Amount **\$3,470.04**

GST **\$0.00**

Confirmed Total **\$3,470.04**

Invoice

Tax Invoice Number

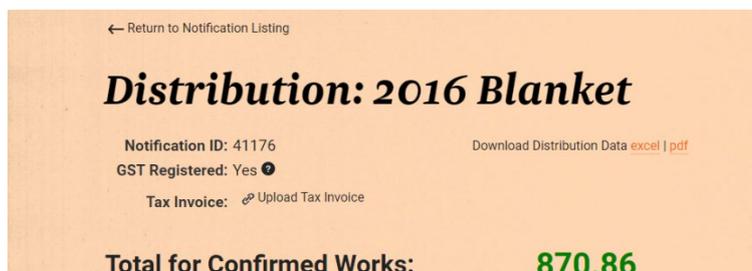
NOTIFICATION BREAKDOWN

Source Year	Collecting Agent	NRWT	Amount
2022	Copyright Agency Ltd	\$453.60	\$3,470.04

SUBMIT CLOSE

If you would like an invoice number or reference to be included with your payment, please insert this in the Tax Invoice Number field.

If you are GST registered (and have set this status in My Account) you will be required to upload an invoice before submission is enabled.



← Return to Notification Listing

## Distribution: 2016 Blanket

Notification ID: 41176      Download Distribution Data [excel](#) | [pdf](#)

GST Registered: Yes

Tax Invoice: [Upload Tax Invoice](#)

**Total for Confirmed Works: 870.86**

You can also download your *Distribution Data* in an Excel spreadsheet or PDF report (the spreadsheet is particularly useful, as you can generate your own reports based on this data).

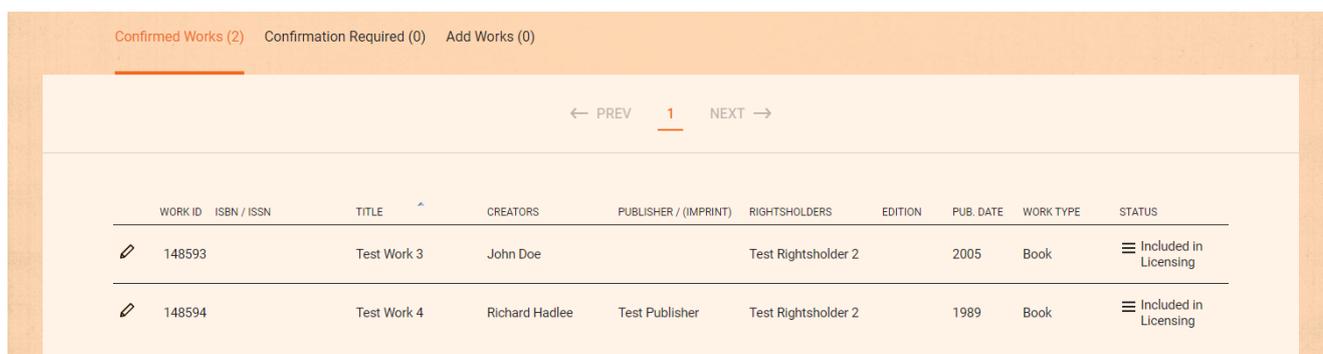
## My Works tab

Here you can manage your list of works including confirming works we've identified, submit new works, and view a full list of works registered with us. This page shows three groups of works: draft items that have been entered by you but not finished, works where we need your confirmation that you hold the rights to the work, and confirmed works.

**Confirmed works tab:** this contains details of all the works that you've previously processed through the confirmation stage. Here you can change the status and edit the details of the works. The listing can also be exported. It would be unusual for any changes to need to be made here.

**Confirmation required tab:** use the drop-down menu on the left to edit the details of the work, to confirm and include the work, to confirm but permit free copying, to confirm but exclude from our licence, or to decline ownership in a work. All the works listed here will have been processed by our research staff so it's unlikely that you'll need to edit details or decline ownership in a work.

**Add works tab:** you can also add new works here, and we encourage publishers to add new works as they are published: this allows us to side-step the rights researching process for new works, so publishers get remunerated faster. If you need to upload large quantities of new works you can do so via the downloadable Excel template.



Confirmed Works (2)   Confirmation Required (0)   Add Works (0)

← PREV   1   NEXT →

WORK ID	ISBN / ISSN	TITLE	CREATORS	PUBLISHER / (IMPRINT)	RIGHTSHOLDERS	EDITION	PUB. DATE	WORK TYPE	STATUS
148593		Test Work 3	John Doe		Test Rightsholder 2		2005	Book	Included in Licensing
148594		Test Work 4	Richard Hadlee	Test Publisher	Test Rightsholder 2		1989	Book	Included in Licensing

## **My Account tab**

Remember that contact details and address details are the details we use to communicate with you—so please take care to keep them accurate and up to date.

**Bank and GST details tab:** allows permitted user types to change bank transfer details and set your GST status. Bank account changes are subject to verification and proof of account details must be uploaded.

**Login details tab:** this is for changing the password on your user account.

**User accounts tab:** if other individuals within your organisation need access to **MyCopyright**, the *Main Account User “Manager”* can do this here. You might wish to allow another staff member to process distributions and notifications, while you retain management of works and bank details. If a new user is added, they are automatically sent their own login details.