



# MEMBERS PORTAL

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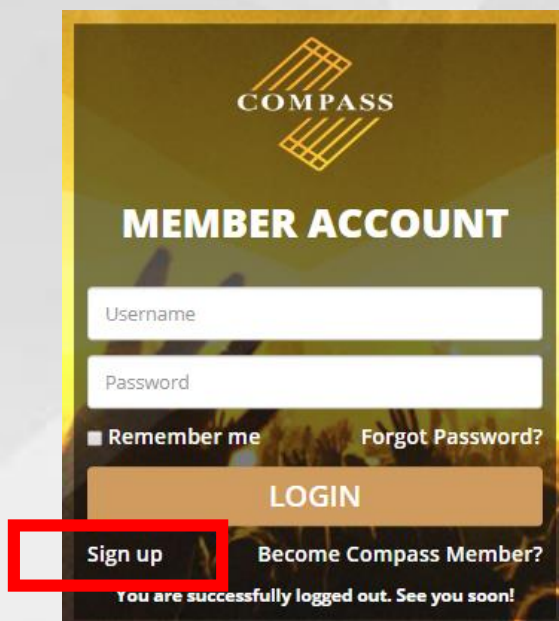
USER GUIDE

# CONTENTS

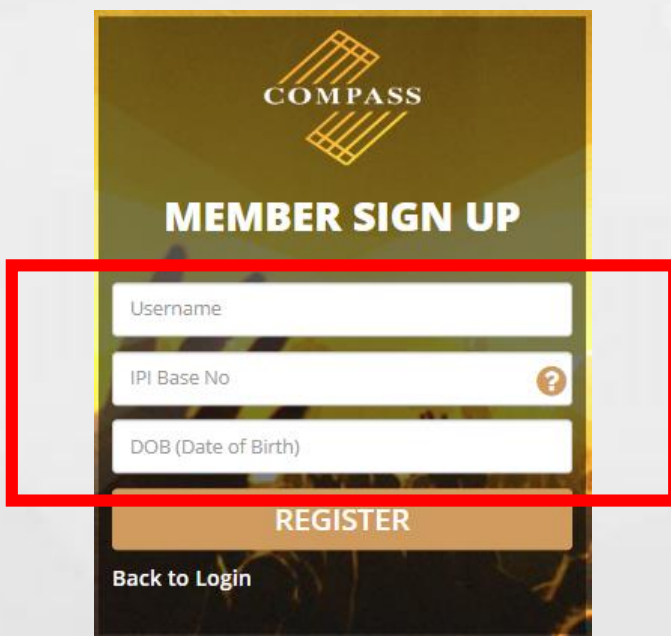
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# CREATING AN ACCOUNT

## STEP 1 – Select Sign up



## Step 2 – Complete as indicated



**Step 3** – An automated password and confirmation will be sent via email

Note:

- **IPI Name No** – can be found on your Membership Card / Royalty Statements
- Do ensure your email address and mobile number is updated in the COMPASS database.

# LOGIN

Login with your username and password



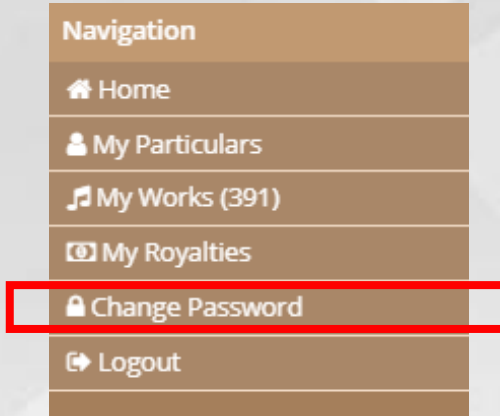
The screenshot shows the COMPASS Member Account login interface. At the top is the COMPASS logo. Below it is the heading "MEMBER ACCOUNT". There are two input fields: "Username" and "Password". Below the password field is a checkbox labeled "Remember me" and a link "Forgot Password?". A large orange button labeled "LOGIN" is centered below these options. At the bottom left is a link "Sign up" and at the bottom right is a link "Become Compass Member?". At the very bottom, a message reads "You are successfully logged out. See you soon!".

Note:

- A password will be sent to the email you have registered with COMPASS, upon sign up

# CHANGING PASSWORD

## STEP 1 – Select Change Password



## STEP 2 – Complete as indicated

Password Rules:

- Password should contain a minimum of 6 alphanumeric characters
- Password should contain at least 1 uppercase character
- Password should contain at least 1 numeric digit
- Password should not contain special characters (eg. #!&\*)
- Password should not contain any white spaces

Old Password:

New Password:

Confirm Password:

## STEP 3 – Select Change Password once all rules are met

Password Rules:

- Password should contain a minimum of 6 alphanumeric characters
- Password should contain at least 1 uppercase character
- Password should contain at least 1 numeric digit
- Password should not contain special characters (eg. #!&\*)
- Password should not contain any white spaces

Old Password:

New Password:

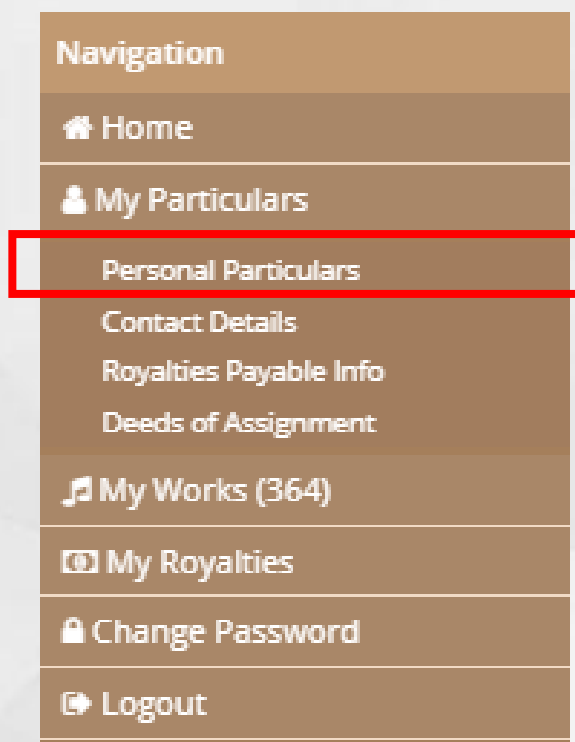
Confirm Password:

# UPDATE PARTICULARS

## STEP 1 – Select My Particulars



## STEP 2 – Select Personal Particulars



**STEP 3** – Select the **pencil icon** to make amendments

**STEP 4** – Complete as indicated

**STEP 5** – Select **Add Other Name** / **Add Communication Details** / **Add Social Media** (if required) to add details

**My Particulars** ✎

**Personal Particulars** ✎

Date of Birth  Marital Status Single NRIC / Passport No.

Country of Birth  Nationality

Name  Local Name

Name on Membership Card  Card Validity

+ Add Other Name

Name	Name Type	IPI Number	Registered On	Action
	PA		20/03/2002	
	PP		15/12/2002	
	PP		26/03/2002	

PA : Patronym PP : Pseudonym PG : Group Pseudonym

**Contact Details** ✎

Email

Primary Address  Secondary Address

+ Add Communication Details

Primary Contact	Phone No.	Com Type	Country Code	Area Code	Action
Yes		Mobile <span style="color: #e67e22;">Delete</span>			
Yes		Telephone <span style="color: #e67e22;">Delete</span>			
		Fax <span style="color: #e67e22;">Delete</span>			

+ Add Social Media

Seq No.	URL Type	URL	Action
No Records Found.			

**Social Media Details**

+ Add Social Media

Seq No.	URL Type	URL	Action
No Records Found.			

**Main Address**

Address Line 1 \*

Address Line 2

Address Line 3

Country \*  State  City

Postal Code \*

Mailing Address Same As Main Address.

**Royalties Payable Information** ✎

**Account Details**

Payment Mode GIRO A/C Holder Name  Account No.

Bank Name UOB - UNITED OVERSEAS BANK Branch Name 308 - ADMIRALTY MRT (308) Last Amended 02/12/2019 18:32:12

I wish to receive my Distribution Royalty Statements via primary email  
If bank details are incorrect, transfer will not be possible and any charges will be deducted from the distribution.

**Next of Kin** \*Information is not equivalent to a last will testament or succession

No details found

**Deeds of Assignment**

I consent and understand that COMPASS will only use my personal data for the purposes as stated below.  
Disclosure of fore-mentioned information to third parties can only be allowed with my express permission.

I wish to subscribe to COMPASS e-newsletter - CLEF.

I wish to receive music-related event invitations (e.g. COMPASS Awards) from COMPASS.

**STEP 6** – Complete as indicated  
**STEP 7** – Select **Add** once details are confirmed

**➤ Add Other Name**

Name Type: PSEUDONYM Add

English:

---

**➤ Add Communication Details**

Type \* SELECT  Primary Contact Add

Country Code  +65 Area Code  Phone No. \*

Social Media Details

**➤ Add Social Media**

Type \* SELECT URL \*  Add

**STEP 8** – Select **Save icon** to submit the update

**My Particulars**

**Personal Particulars**

Date of Birth  Marital Status Single  NRIC / Passport No.

Country of Birth  Nationality

Name  Local Name

Name on Membership Card  Card Validity

**➤ Add Other Name**

Name	Name Type	IPI Number	Registered On	Action
COMPASS	PA		20/03/2002	
COMPASS 2	PP		15/12/2002	
COMPASS 3	PP		26/03/2002	

PA : Patronym PP : Pseudonym PG : Group Pseudonym

**Contact Details**

Email

Primary Address  Secondary Address

**Communication Details**

**➤ Add Communication Details**

Primary Contact	Phone No.	Com Type	Country Code	Area Code	Action
Yes	12345678	Mobile <span style="border: 1px solid #ccc; padding: 1px;">Delete</span>			
Yes	12345678	Telephone			
No	12345678	Mobile <span style="border: 1px solid #ccc; padding: 1px;">New</span>	+65		

Social Media Details

**➤ Add Social Media**



# DOWNLOAD WORKS

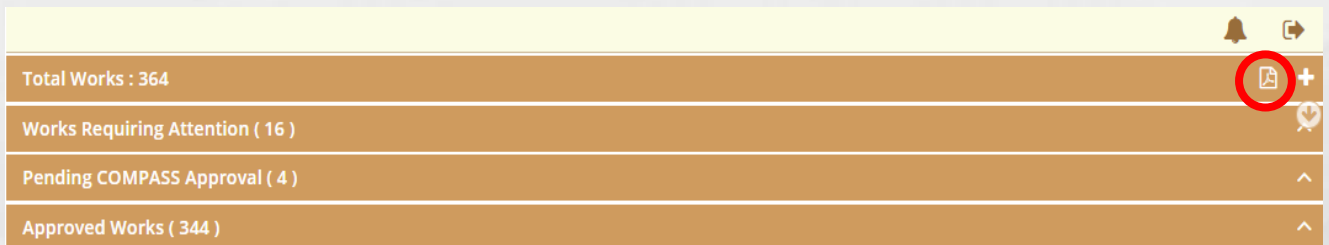
There are 2 ways to download works

## METHOD ONE:

### STEP 1 – Select **My Works**



### STEP 2 – Select the **PDF icon** to start downloading



# METHOD TWO:

## STEP 1 – Select Home

**Navigation**

- 🏠 Home
- 👤 My Particulars
- 🎵 My Works (391)
- 📄 My Royalties
- 🔒 Change Password
- 🚪 Logout

## STEP 2 – Select My Work Listing Report to start downloading

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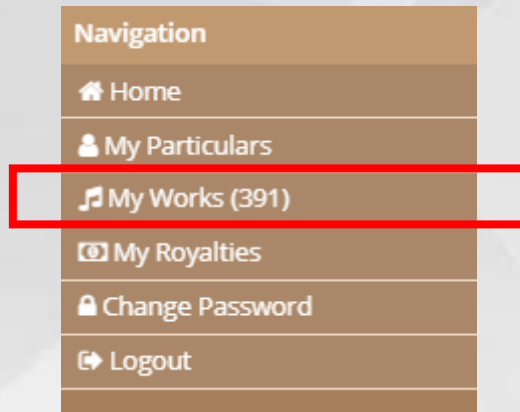
Minimum amount set by COMPASS for current distribution : \$100  
(royalties less than amount set by society is held back till next distribution)

<p>P1901 ( 24 JUN 2019 )</p> <p style="text-align: center; font-weight: bold;">AMOUNT RECEIVED 2019</p>	<p>P1901 ( 24 DEC 2018 )</p> <p style="text-align: center; font-weight: bold;">AMOUNT RECEIVED 2018</p>	<p>P1901 ( 24 JUN 2019 )</p> <p style="text-align: center; font-weight: bold;">AMOUNT RECEIVED 2018</p>	<p>P1901 ( 24 DEC 2018 )</p> <p style="text-align: center; font-weight: bold;">AMOUNT RECEIVED 2018</p>
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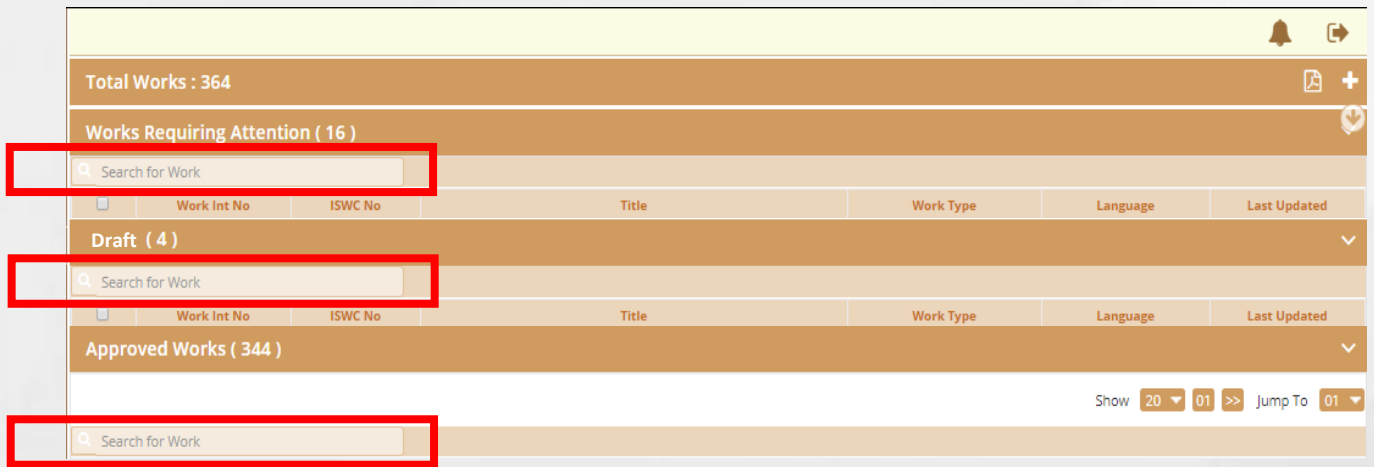
MY WORKS	My Royalties																								
<p><a href="#">New Work Registration</a></p> <p style="border: 2px solid red; padding: 2px;"><a href="#">My Work Listing Report</a></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Year</th> <th>Dist No</th> <th>Date</th> <th>Total Amount</th> </tr> </thead> <tbody> <tr> <td>2019</td> <td>P1901</td> <td>01 Feb 2019</td> <td>\$210.00</td> </tr> <tr> <td>2018</td> <td>P1804</td> <td>25 Dec 2018</td> <td>\$210.00</td> </tr> <tr> <td>2018</td> <td>P1903</td> <td>01 Oct 2018</td> <td>\$210.00</td> </tr> <tr> <td>2018</td> <td>P1802</td> <td>05 Apr 2018</td> <td>\$210.00</td> </tr> <tr> <td>2018</td> <td>P1801</td> <td>01 Jan 2018</td> <td>\$210.00</td> </tr> </tbody> </table>	Year	Dist No	Date	Total Amount	2019	P1901	01 Feb 2019	\$210.00	2018	P1804	25 Dec 2018	\$210.00	2018	P1903	01 Oct 2018	\$210.00	2018	P1802	05 Apr 2018	\$210.00	2018	P1801	01 Jan 2018	\$210.00
Year	Dist No	Date	Total Amount																						
2019	P1901	01 Feb 2019	\$210.00																						
2018	P1804	25 Dec 2018	\$210.00																						
2018	P1903	01 Oct 2018	\$210.00																						
2018	P1802	05 Apr 2018	\$210.00																						
2018	P1801	01 Jan 2018	\$210.00																						

# WORK SEARCH

## STEP 1 – Select My Works



## STEP 2 – Search for the song titles in any/all of the search fields (highlighted in red)



## STEP 3 – For songs that can't be found, please register the work (Page 14)

**Note:**  
Please search for work titles using only English characters (incl. Han Yu Pin Yin)

# EDIT WORKS

## STEP 1 – Select My Works

**Navigation**

- [Home](#)
- [My Particulars](#)
- [My Works \(391\)](#)
- [My Royalties](#)
- [Change Password](#)
- [Logout](#)

## STEP 2 – Select Work Int No

Total Works : 364							
Works Requiring Attention ( 16 )							
Search for Work							
☐	Work Int No	ISWC No	Title	Work Type	Language	Last Updated	
☐	123456	T1234567891	COMPASS SONG	VOCAL	MANDARIN	18/08/2015	
Approved Works ( 10 )							
Search for Work by title							
☐	Work Int No	ISWC No	Title	Work Type	Language	Submission Date	
☐	123486	T1234567781	COMPASS SONG 2	VOCAL	MALAY	09/02/2010	

**STEP 3** – Select **pencil icon** to make amendments

**STEP 4** – Complete as indicated

**STEP 5** – Click on **Submit** once done

Edit Work
SUBMIT

123456
COMPASS SONG
INCOMPLETE

Work Title \*  Non-English

Work Type \* VOCAL Work Language \* CHINESE Sub Language \* SELECT

Genre \* POP

Work Type: VOCAL Language: CHINESE/MANDARIN ISWC No: T1234567891

Song Name Action

No Mp3

Upload Audio File +

+ Add Alternate Title (If Any)

Title Title Type Action

No other titles

+ Add Performer

Name Action

Name	IP Role	Perf	Mech	IPI Name No	Action
COMPASS 1	C	25.00	0.00		
COMPASS 2	A	25.00	0.00		
COMPASS 3 <span style="float: right; border: 1px solid #ccc; padding: 2px;">Edit</span>	E	50.00	0.00		
<b>Total</b>		<b>100.00</b>	<b>0.00</b>		

C : Composer A : Lyricist CA : Composer Author AR : Arranger E : Publisher SE : Sub Publisher

Remarks

**Note:**

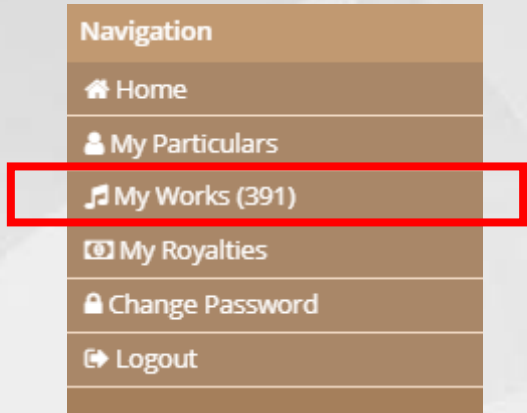
- **Non-English** - For Chinese *characters* title/name
- The total share (%) have to add up to a total of 100% before submitting

# WORK CREATION

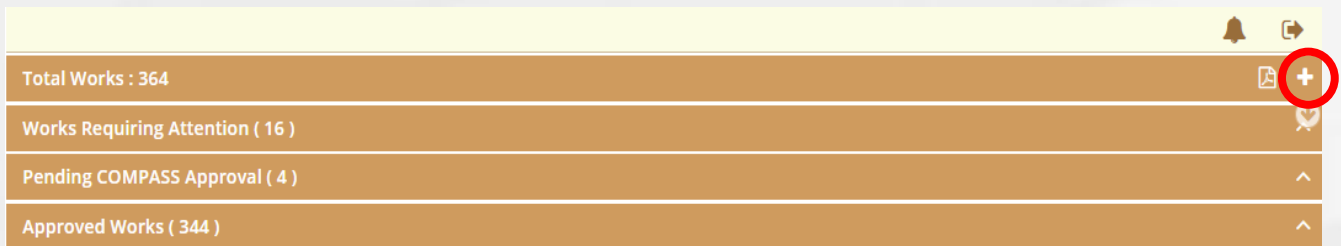
There are 3 ways to create new work

## METHOD ONE:

### STEP 1 – Select My Works

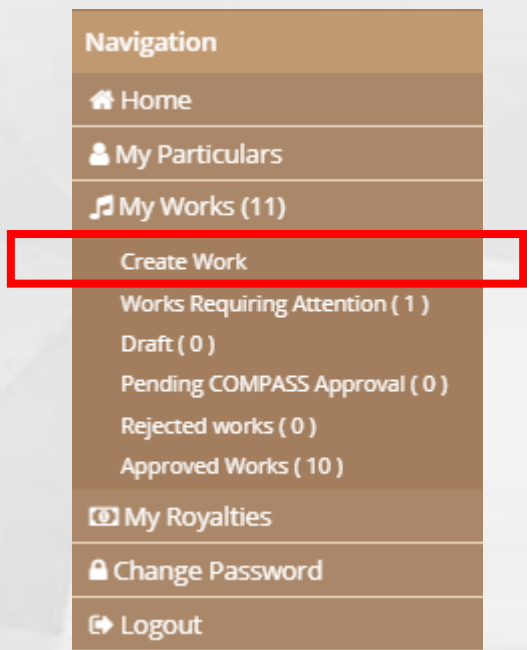


### STEP 2 – Select (+) icon



## METHOD TWO:

### STEP 1 – Select My Works STEP 2 – Select Create Work



# METHOD THREE:

## STEP 1 – Select Home

Navigation

- Home
- My Particulars
- My Works (391)
- My Royalties
- Change Password
- Logout

## STEP 2 – Select New Work Registration

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Minimum amount set by COMPASS for current distribution : \$100  
(royalties less than amount set by society is held back till next distribution)

<p>P1901 ( 24 JUN 2019 )</p> <p style="text-align: center; font-weight: bold;">AMOUNT RECEIVED 2019</p>	<p>P1901 ( 24 DEC 2018 )</p> <p style="text-align: center; font-weight: bold;">AMOUNT RECEIVED 2018</p>	<p>P1901 ( 24 JUN 2019 )</p> <p style="text-align: center; font-weight: bold;">AMOUNT RECEIVED 2018</p>	<p>P1901 ( 24 DEC 2018 )</p> <p style="text-align: center; font-weight: bold;">AMOUNT RECEIVED 2018</p>
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<p><b>MY WORKS</b></p> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="border: 2px solid red; padding: 5px; width: 45%;"><a href="#">New Work Registration</a></div> <div style="width: 45%;"><a href="#">My Work Listing Report</a></div> </div>	<p><b>My Royalties</b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th>Year</th> <th>Dist No</th> <th>Date</th> <th>Total Amount</th> </tr> </thead> <tbody> <tr> <td>2019</td> <td>P1901</td> <td>01 Feb 2019</td> <td>\$210.00</td> </tr> <tr> <td>2018</td> <td>P1804</td> <td>25 Dec 2018</td> <td>\$210.00</td> </tr> <tr> <td>2018</td> <td>P1903</td> <td>01 Oct 2018</td> <td>\$210.00</td> </tr> <tr> <td>2018</td> <td>P1802</td> <td>05 Apr 2018</td> <td>\$210.00</td> </tr> <tr> <td>2018</td> <td>P1801</td> <td>01 Jan 2018</td> <td>\$210.00</td> </tr> </tbody> </table>	Year	Dist No	Date	Total Amount	2019	P1901	01 Feb 2019	\$210.00	2018	P1804	25 Dec 2018	\$210.00	2018	P1903	01 Oct 2018	\$210.00	2018	P1802	05 Apr 2018	\$210.00	2018	P1801	01 Jan 2018	\$210.00
Year	Dist No	Date	Total Amount																						
2019	P1901	01 Feb 2019	\$210.00																						
2018	P1804	25 Dec 2018	\$210.00																						
2018	P1903	01 Oct 2018	\$210.00																						
2018	P1802	05 Apr 2018	\$210.00																						
2018	P1801	01 Jan 2018	\$210.00																						

**STEP 3** – Complete as indicated

**STEP 4** – Select **Add** after details are entered

**STEP 5** – Select the **Upload icon** to upload MP3 from folder

**STEP 6** – Select **(+) icon** to add mp3 into Work Registration

**STEP 7** – Select **pencil icon** to enter percentages  
(Default is set at 100% so amend where necessary)

**STEP 8** – The total shares (%) has to total 100% before submission

**New Work**

 Create Another New Work

Work Title \*

Work Type \*

Genre \*

Local

Work Language \*

Sub Language

Song Name	Action
No Mp3	
Upload Audio File <input type="button" value="📁 +"/>	

Work Title \*

Title Language \*

Local

Sub Language

Title	Title Type	Action
No other titles		

Name \*

Local

Name	Action
No performers	

Name	IP Role	Perf	Mech	IPI Name No	Action
COMPASS	CA	100.00	100.00	1234567	
<b>Total</b>		100.00	100.00		<input type="button" value="✎"/>

C: Composer A: Lyricist CA: Composer Author AR: Arranger E: Publisher SE: Sub Publisher

Name \*

Search new Ip or select previously used Ip's from dropdown

Select Previous Added Ip's

IPI Name No  Role \*  PR Soc

Share(%) \*

OR

If IP not found, Please provide IP and share details in below section

IP Detail  Share(%) \*

Remarks

Note:

**English (Compulsory)** - For languages with English phonics such as Malay, English, etc.  
- For songs in Chinese, please fill in Han Yu Pin Yin.

**Local** - For Chinese characters title/name

**Sub Language** – For Chinese work/s (eg. Hokkien, Cantonese etc.)

**Performers** – Singer/Artiste

16



**STEP 9** – Select **Save** to continue later. (Work will be saved as **Draft**.)  
**STEP 10** – Select **Submit** to send to COMPASS for verification.



**New Work** Create Another New Work

Work Title \*

Work Type \*  Work Language \*  Sub Language

Genre \*

Song Name	Action
No Mp3	

Upload Audio File +

– Add Alternate Title (If Any)

Work Title \*

Title Language \*  Sub Language

Title	Title Type	Action
No other titles		

– Add Performer

Name \*

Name	Action
No performers	

– Song Particulars (Interested Parties – IP)

Name	IP Role	Perf	Mech	IPI Name No	Action
COMPASS <span style="float: right;">New</span>	CA	100.00	100.00	1234567	
<b>Total</b>		<b>100.00</b>	<b>100.00</b>		

C : Composer A : Lyricist CA : Composer Author AR : Arranger E : Publisher SE : Sub Publisher

Name \*

Search new Ip or select previously used Ip's from dropdown

Select Previous Added Ip's

IPI Name No  Role \*  PR Soc

Share(%) \*

OR  
If IP not found, Please provide IP and share details in below section

IP Detail  Share(%) \*

Remarks

**Note:**  
 Do ensure that works are accurate before submission as submitted works cannot be edited thereafter

# CHECK ROYALTIES

There are 2 ways to check royalties

## METHOD ONE:

### STEP 1 – Select My Royalties



### STEP 2 – Select (+) icon to look at distributions for that year

My Royalties							Search	Q	Download
		Year	Local Amount	Overseas Amount	Adjustment Amount	UPA Amount	Total Amount		
1	-	2017	\$20.00	\$20.00	\$20.00	\$150.00	\$210.00		
		<input type="checkbox"/> Distribution No	Local Amount	Overseas Amount	Adjustment Amount	UPA Amount	Total		
		<input type="checkbox"/> Distribution Processed Date 15/03/2017							
		<input type="checkbox"/> P1602	\$10.00	\$10.00	\$10.00	\$150.00	\$180.00		
		<input type="checkbox"/> Distribution Processed Date 15/09/2017							
		<input type="checkbox"/> P1701	\$10.00	\$10.00	\$10.00	\$0.00	\$30.00		
2	+	2016	\$10.00	\$10.00	\$10.00	\$150.00	\$180.00		
3	+	2015	\$10.00	\$10.00	\$10.00	\$150.00	\$180.00		
4	+	2014	\$10.00	\$10.00	\$10.00	\$150.00	\$180.00		

# METHOD TWO:

## STEP 1 – Select Home



## STEP 2 – Royalty breakdown is shown for each distribution

The screenshot displays the COMPASS user interface. At the top, there is a navigation bar with a bell icon and a share icon. Below this is a large banner image with a geometric pattern and a progress indicator consisting of five circles, with the first one filled. Below the banner, a message states: "Minimum amount set by COMPASS for current distribution : \$100 (royalties less than amount set by society is held back till next distribution)".

Below the message, there are four cards representing distributions:

- P1901 (24 JUN 2019)**: AMOUNT RECEIVED 2019
- P1901 (24 DEC 2018)**: AMOUNT RECEIVED 2018
- P1901 (24 JUN 2019)**: AMOUNT RECEIVED 2018
- P1901 (24 DEC 2018)**: AMOUNT RECEIVED 2018

Below the distribution cards, there are two sections:

- MY WORKS**: Contains links for "New Work Registration" and "My Work Listing Report".
- My Royalties**: A table showing the royalty breakdown for each distribution.

The "My Royalties" table is highlighted with a red box and contains the following data:

Year	Dist No	Date	Total Amount
2019	P1901	01 Feb 2019	\$210.00
2018	P1804	25 Dec 2018	\$210.00
2018	P1903	01 Oct 2018	\$210.00
2018	P1802	05 Apr 2018	\$210.00
2018	P1801	01 Jan 2018	\$210.00

# DOWNLOAD ROYALTY STATEMENT

There are 2 ways to download royalties

## METHOD ONE:

### STEP 1 – Select My Royalties

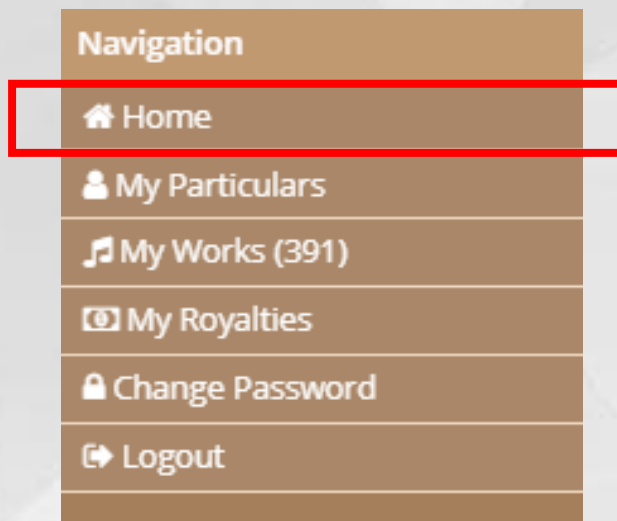


### STEP 2 – Select the Download icon

My Royalties							Search	
	Year	Local Amount	Overseas Amount	Adjustment Amount	UPA Amount	Total Amount		
1	-	2017	\$20.00	\$20.00	\$20.00	\$150.00	\$210.00	
	<input type="checkbox"/>	Distribution No	Local Amount	Overseas Amount	Adjustment Amount	UPA Amount	Total	
	<input type="checkbox"/>	Distribution Processed Date 15/03/2017						
	<input type="checkbox"/>	P1602	\$10.00	\$10.00	\$10.00	\$150.00	\$180.00	
	<input type="checkbox"/>	Distribution Processed Date 15/09/2017						
	<input type="checkbox"/>	P1701	\$10.00	\$10.00	\$10.00	\$0.00	\$30.00	
2	+	2016	\$10.00	\$10.00	\$10.00	\$150.00	\$180.00	
3	+	2015	\$10.00	\$10.00	\$10.00	\$150.00	\$180.00	
4	+	2014	\$10.00	\$10.00	\$10.00	\$150.00	\$180.00	

## METHOD TWO:

### STEP 1 – Select Home



### STEP 2 – Select My Royalties to start the download

Minimum amount set by COMPASS for current distribution : \$100  
(royalties less than amount set by society is held back till next distribution)

<p>P1901 ( 24 JUN 2019 )</p> <p>AMOUNT RECEIVED 2019</p>	<p>P1901 ( 24 DEC 2018 )</p> <p>AMOUNT RECEIVED 2018</p>	<p>P1901 ( 24 JUN 2019 )</p> <p>AMOUNT RECEIVED 2018</p>	<p>P1901 ( 24 DEC 2018 )</p> <p>AMOUNT RECEIVED 2018</p>
--	--	--	--

**MY WORKS**

<a href="#">New Work Registration</a>	<a href="#">My Work Listing Report</a>
---------------------------------------	--

**My Royalties**

Year	Dist No	Date	Total Amount
2019	P1901	01 Feb 2019	\$210.00
2018	P1804	25 Dec 2018	\$210.00
2018	P1903	01 Oct 2018	\$210.00
2018	P1802	05 Apr 2018	\$210.00
2018	P1801	01 Jan 2018	\$210.00

# LOGOUT

There are 2 ways to logout

## METHOD ONE:

Select **Logout icon** (shown on every page)

Minimum amount set by COMPASS for current distribution : \$100  
(royalties less than amount set by society is held back till next distribution)

<b>P1901</b> ( 24 JUN 2019 ) 	<b>P1901</b> ( 24 DEC 2018 ) 	<b>P1901</b> ( 24 JUN 2019 ) 	<b>P1901</b> ( 24 DEC 2018 ) 
AMOUNT RECEIVED 2019	AMOUNT RECEIVED 2018	AMOUNT RECEIVED 2018	AMOUNT RECEIVED 2018

MY WORKS		My Royalties			
<a href="#">New Work Registration</a>	<a href="#">My Work Listing Report</a>	Year	Dist No	Date	Total Amount
		2019	P1901	01 Feb 2019	\$210.00
		2018	P1804	25 Dec 2018	\$210.00
		2018	P1903	01 Oct 2018	\$210.00
		2018	P1802	05 Apr 2018	\$210.00
		2018	P1801	01 Jan 2018	\$210.00

## METHOD TWO:

Select **Logout** under the navigation

- Navigation
- Home
- My Particulars
- My Works (391)
- My Royalties
- Change Password
- Logout**