

MEMBERS PORTAL

USER GUIDE



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CREATING AN ACCOUNT

STEP 1 - Select Sign up



Step 2 - Complete as indicated

COMPASS	
MEMBER SIGN	UP
Username	
IPI Base No	0
DOB (Date of Birth)	
REGISTER	
Back to Login	1

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

Note:

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





Login with your username and password



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 P	tules:							
۲	Password should contain a minimum of 6 alphanumeric characte							
۲	Password should contain at least 1 uppercase character							
۲	Password should contain at least 1 numeric digit							
۲	Password should not contain special characters (eg. #!&*%)							
۲	Password should not contain any white spaces							
	Old Password: Old password New Password: New Password Confirm Password: Confirm Password							

STEP 3 - Select Change Password once all rules are met

Password	Rules:
\odot	Password should contain a minimum of 6 alphanumeric characters
\odot	Password should contain at least 1 uppercase character
\odot	Password should contain at least 1 numeric digit
\odot	Password should not contain special characters (eg. #!&*%)
\odot	Password should not contain any white spaces
	Old Password:
	New Password:
	Confirm Password:
	Confirm Password
	Change Descripted
	Change Password



UPDATE PARTICULARS

STEP 1 - Select My Particulars

Navigation	
🖀 Home	
My Particulars	
🞜 My Works (391)	
My Royalties	
Change Password	
🕩 Logout	

STEP 2 - Select Personal Particulars



COMPASS

- 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

👗 📞 s 🚨 🤨	A										
My Particulars											
Personal Particulars											•
Date of Birth		Marital Status	Single		-	NRIC / Pas	sport No.				
Country of Birth		Nationality									
Name	COMPASS		Local	Name		Name Chine	se only	Surna	ame Chin	ese only	
Name on Membership Card			Card V	/alidity							
Add Other Name											
	Name		Name Type			IPI Number		Registered	l On	Actio	on
			PA					20/03/20	02		
			рр					15/12/20	02		
PA : Patronym PP : Pseudonym PG : G	roup Pseudonym		pp					26/03/20	02		
Contact Details	· · ·									G	
Email											
Primary Address		Secondary Addre	ss								
Communication D											
Add Communication Details	5										
Primary Contact	Phone No.		Com Type		Country (Code	Area (lode		Action	
Yes			Mobile	Delete						5	
Yes			Telephone							Û	
			Fax	Delete						5	
Add Social Media									1		
Seq No.	URL Type				URL					Actio	'n
Main Address											
Address Line 1 *											
Address Line 2											
Address Line 3											
Country *		State			-	City					•
Postal Code *						,					
Mailing Address Same As Ma	in Adddress.										
										C	
Royalties Payable Inform	ation) ×
Account Details											
Payment Mode GIRO	•	A/C Holder Name				Account N	o				
Bank Name UOB - UNI	TED OVERSEAS BANK	Branch Name	308 - ADMIRALTY M	VRT (308)	•	Last Amer	ded 02	/12/2019 18:3	2:12		
l wish to receive my Distribu	ition Royalty Statements via prin	nary email									
lf bank details are incorrect, tro	ansfer will not be possible and any o	charges will be dec	lucted from the distribu	ition.							
Next of Kin *Information is not eq	uivalent to a last will testament or success	sion									
No details found											
Deeds of Assignment											^
I consent and understand	that COMPASS will only use my p	oersonal data for	the purposes as state	ed below.							
Disclosure of fore-mentio	oned information to third parties o	can only be allowe	ed with my express pe	rmission.							
I wish to subscribe to COM	PASS e-newsletter - CLEF.		0010100								



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

Add Other Name									
Name Type	PSEUDONYM						Add		
English	First English Name			Last English Name					
	First Local Name			Last Local Name					
Add Communication Details									
Type *	SELECT	Primary Contact					Add		
Country Code	+65	Area Code			Phone No. *				
Social Media Details									
C Add Social Media									
Type *	SELECT	URL *	URL				Add		

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

My Particulars Narical Status Single NRIC / Passport No. Date of Birth Marital Status Single NRIC / Passport No. Country of Birth Nationality Sumame Chinese only Sumame Chinese only Name on Membership Cord Cod Name Name Chinese only Sumame Chinese only Anne on Membership Cord Card Validity Sumame Chinese only Sumame Chinese only Add Other Name Card Validity Card Validity Registered On Action COMPASS PA 2003/2002 Code Action Code Cod	🔺 📞	s 🖴	(3)								
Name Name Chinese only Surrame Chinese only COMPASS Local Name Name Chinese only Surrame Chinese only Name on Membership Card Card Validity Card Validity Surrame Chinese only Surrame Chinese only Quert All Other Name Card Validity Card Validity Surrame Chinese only Action COMPASS COMPASS PA 20/03/2002 Comet COMPASS 2 PP 19/12/2002 Comet Surrame Chinese only Surrame	My Particula	irs									 ✓
Date of Birth Marital Status Single NRIC / Passport No. Country of Birth Nationality Name COMPASS Local Name Name Chinese only Surname Chinese only Name on Membership Card Card Validity Name on Membership Card Card Validity Other Name Name Registered On Aztion PA COMPASS PA COMPASS 3 PP Compression PP Part of the Status PP Part of the Status Surname Chinese only Surname Chinese only Surname Chinese only Surname Chinese only Surname Chinese only Name on Membership Card Card Validity Compass PA Compass 3 PP Compression PP Primary Address Membership@comPass.org.s6 Secondary Address Secondary Address Primary Contact Phone No.	Personal Part	iculars									•
Courty of Birth Name COMPASS Cocal Name Name Otherse only Surname Otherse only Name on Membership Card Card Validity CoMPASS Card Validity COMPASS PA COMPASS PA COMPASS PP ComPass of Prevalence Service	Date of Birth			Marital	Status	Single		 NRIC / Pas 	sport No.		
Name COMPASS Local Name Name Chinese only Surname Chinese only Name on Membership Card Card Validity C Add Other Name Card Validity C Add Other Name Name Name Type C OMPASS PA 20'03/2002 C OMPASS 2 PA 20'03/2002 C OMPASS 3 PP 15'12/2002 C OMPASS 3 PP 26'03/2002 C OMPASS 4 PP 26'03/2002 C OMPASS 5 Group Pseudonym 26'03/2002	Country of Birth	1		Nationa	lity						
Name on Membership Card Card Validity Vertex Curic	Name		COMPASS			Loc	al Name	Name Chine	ise only	Surname (binese only
Name of Membership Card Card Validity Card Validity Card Validity Context Name Name Name Type IPI Number Registered on Action COMPASS COMPASS PA 20/03/2002 15/12/2002 15/12/2002 COMPASS 2 PP 15/12/2002 15/12/2002 15/12/2002 COMPASS 3 PP 26/03/2002 15/12/2002 15/12/2002 PA: Partonym PP : Pseudonym PG : Group Pseudonym Preseudonym PG : Group Pseudonym Contact Details Contact Details Primary Address MEMBERSHIP@COMPASS.ORG.SG Secondary Address Secondary Address Communication Details Ymmary Contact Phone No. Com Type Country Code Area Code Action	Name on Memb	orchin Cor	-				d Validity	None chine	ise only	Jurname v	innese only
Add Other Name Name Type IPI Number Registered On Action COMPASS COMPASS 2 PA 20/03/2002 15/12/2002 <td>Name on Memo</td> <td>ersnip Car</td> <td>u</td> <td></td> <td></td> <td>Cdr</td> <td>a validity</td> <td></td> <td></td> <td></td> <td></td>	Name on Memo	ersnip Car	u			Cdr	a validity				
Name Name Type IPI Number Register On Action COMPASS COMPASS 2 PP 20/3/201 15/1/201 1 COMPASS 3 PP PP 26/3/201 26/3/201 1 Register Of Strap Pseudonym Second Pseudonym PS : Pseudonym PS : Pseudonym PS : Second Pseudonym Second Pseudonym PS : Second Pseudon	C Add Other N	lame									
COMPASS PA 20/03/2002 COMPASS 2 PP 15/12/2002 COMPASS 3 PP 26/03/2002 PR : Partonym PP : Pseudonym PG : Group Pseudonym Contact Details Image: Compass 3 Primary Address MEMBERSHIP@COMPASS.ORG.SG Secondary Address Primary Address MEMBERSHIP@COMPASS.ORG.SG Secondary Address Image: Compass 3 Image			Name			Name Type		IPI Number		Registered On	Action
COMPASS 2 PP 15/12/2002 COMPASS 3 PP 26/03/2002 PA: Patronym PP: Pseudonym PG: Group Pseudonym Contact Details Primary Address MEMBERSHIP@COMPASS.ORG.SG Secondary Address Ommunication Details Primary Contact Phone No. Com Type Country Code Action	COMPAS	S				PA				20/03/2002	
COMPASS 3 PP 26/03/2002 PA : Patronym PP : Pseudonym PG : Group Pseudonym PS : Group Pseudonym	COMPAS	S 2				PP				15/12/2002	
PA : Patronym PG : Group Pseudonym Contact Details Email Primary Address MEMBERSHIP@COMPASS.ORG.SG Secondary Address Communication Details Communication Details Primary Contact Phone No. Com Type Country Code Area Code Action	COMPAS	S 3				PP				26/03/2002	
Contact Details Image: Contact Details Primary Address MEMBERSHIP@COMPASS.ORG.SG Secondary Address Communication Details Secondary Address Secondary Address Primary Contact Phone No. Com Type Country Code Action	PA : Patronym PP : F	Pseudonym	PG : Group Pseudonym								
Email Primary Address MEMBERSHIP@COMPASS.ORG.SG Secondary Address Communication Details	Contact Det	ails									🧭 💉
Primary Address MEMBERSHIP@COMPASS.ORG.SG Secondary Address Communication Details Primary Contact Phone No. Com Type Country Code Area Code Action	Email										
Communication Details Primary Contact Phone No. Country Code Area Code Action	Primary Address	s M	IEMBERSHIP@COMPASS.ORG.S	G Seconda	ry Address						
O Add Communication Details Primary Contact Phone No. Com Type Area Code Action	Communicatio	on Detail	s								
Primary Contact Phone No. Com Type Country Code Area Code Action	O Add Commu	inication [Details								
	Primary Cont	act	Phone No.			Com Type		Country Code	Area C	ode	Action
Yes 12345678 Mobile Delete 5	Yes		12345678		1	Mobile	Delete				C
Yes 12345678 Telephone	Yes		12345678		Te	elephone					Đ
No 12345678 Mobile New +65 💼	No		12345678			Mobile	New	+65			Ŵ
Social Media Details	Social Media I	Details									
• Add Social Media	C Add Social N	ledia									



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

	🌲 🕞
Total Works : 364	()+
Works Requiring Attention (16)	S
Pending COMPASS Approval (4)	^
Approved Works (344)	~



METHOD TWO:

STEP 1 - Select Home



STEP 2 - Select My Work Listing Report to start downloading

							•		
Minimum amount set by COMPASS ((royalties less than amount set by society is he	for current distribution : \$100 Id back till next distribution)								
P1901 (24 JUN 2019)	P1901 (24 DEC 2018)	P1901 (24 JUN 2019)	{		P1901 (24 DEC 2018))			
AMOUNT RECEIVED 2019	AMOUNT RECEIVED 2018	АМО	UNT RECEIVED 2	018	АМС	DUNT RECEIVED 201	8		
MY WORKS		<u>My Royalt</u>	ies						
New Work Registration	My Work Listing Report	Year	Dist No	Date		Total Amount			
		2019	P1901	01 Feb 201	9	\$210.00			
		2018	P1804	25 Dec 201	8	\$210.00			
		2018	P1903	01 Oct 201	3	\$210.00			
		2018	P1802	05 Apr 201	3	\$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)

					•
Total Works : 364					<u>ج</u> ا
Works Requiring Attention (16)					
Search for Work					
U Work Int No ISWC No	Title	Work Type	Language	Last Upda	ited
Draft (4)					
Search for Work					
U Work Int No ISWC No	Title	Work Type	Language	Last Upda	ited
Approved Works (344)					
			Show 20 🔻 01	🤉 Jump Ta	01
Search for Work					

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



STEP 2 - Select Work Int No

Total W	Total Works : 364 🖸 🗜 🕇								
Works Requiring Attention (16)									
C Search	for Work								
	Work Int No	ISWC No	Title	Work Type	Language	Last Updated			
	<u>123456</u>	T1234567891	COMPASS SONG	VOCAL	MANDARIN	18/08/2015			
Approv	Approved Works (10)								
Q Search	for Work by title								
	Work Int No	ISWC No	Title	Work Type	Language	Submission Date			
	<u>123486</u>	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
<u>123456</u>	COMPASS SONG						INCOMPLETE	
Vork Title *	COMPASS SONG			Non-English				
Vork Type *	VOCAL 👻 W	ork Language *	CHINESE		▼ Sub La	nguage * SELEC	T	•
enre *	POP							
/ork Type:	VOCAL La	nguage:	CHINESE/MANDARI	N	ISWC N	lo: T1234567	7891	
		Song Name				÷	Action	
о МрЗ								
oload Audio File	± +							
Add Alternate T	itle (If Any)							
	Title			÷	Title	е Туре	Action	
other titles								
Add Performer								
		Name				\$	Action	
COMPASS							ø	
Song Particular	s (Interested Parties – IP)							
	Name	IP Ro	le	Perf	Mech	IPI Name No	Actio	on
MPASS 1		с		25.00	0.00		ø	
MPASS 2		A		25.00	0.00		ø	
MPASS 3	Ed	it E		50.00	0.00		ø	
		Tota	ป	100.00	0.00			
: Composer A : Lyrici	ist CA : Composer Author AR : Arranger E : Publisher	SE : Sub Publisher						

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

	🌲 🕞
Total Works : 364	B +
Works Requiring Attention (16)	×
Pending COMPASS Approval (4)	^
Approved Works (344)	^

METHOD TWO:

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

Navigation	
🖀 Home	
🐣 My Particulars	
🞜 My Works (11)	
Create Work	
Works Requiring Attention (1)	
Draft (0)	
Pending COMPASS Approval (0)	
Rejected works (0)	
Approved Works (10)	
My Royalties	
Change Password	
C Logout	



METHOD THREE:

STEP 1 - Select Home

Navigation	
🖶 Home	
å My Particulars	
🞜 My Works (391)	
My Royalties	
Change Password	
🕞 Logout	

STEP 2 - Select New Work Registration





- **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	SAVE	SUBMIT
Work Title *	English			Loca					•
Work Type *	VOCAL 🗸	Work Langua	ge * SE	LECT	•	Sub Languag	ge		•
Genre *	SELECT •								
5	6	Song Na	ne				÷	Action	
No Mp3	–								
Upload Audio F le 🛓	.+								
Add Alternate Titl	le (If Any)							4	
Work Title *	English			Local					Add
Title Language *	SELECT		•	Sub Language	SELECT				•
	Title				÷	Title Type		Action	
No other titles								_	
Add Performer								4	
Name *	English			Local					Add
		Name					÷	Action	
No performers									
Song Particulars (Interested Parties – IP)								
								7	
	Name	8	IP Role	Perf	Me	ech	IPI Name No	7	ion
COMPASS	Name	New 8	IP Role	Perf	00	100.00	IPI Name No 1234567	7	ion
COMPASS C: Composer A: Lyricist	Name : CA : Composer Author AR : Arronger E : F	New 8	IP Role CA Total	Perf 100 100	00. 00	100.00 100.00	IPI Name No 1234567	7	ion
COMPASS C: Composer A: Lyricist Name *	Name CA: Composer Author AR: Arranger E: F	New 8	IP Role CA Total lisher	Perf 100 100	00 00	100.00 100.00	IPI Name No 1234567		Add
COMPASS C: Composer A: Lyricist Name *	Name t CA : Composer Author AR : Arronger E : F English	New 8	IP Role CA Total lisher	Perf 100 100	00 00	100.00	IPI Name No 1234567		on Add
COMPASS C: Composer A: Lyricist Name *	Name t CA: Composer Author AR: Arronger E: F English	New 8 Publisher SE : Sub Publisher Search new Ip or	IP Role CA Total lisher select pre	Perf 100 100 Local	no more dropdown	100.00 100.00	IPI Name No 1234567		Add
COMPASS C: Composer A: Lyricist Name *	Name CA : Composer Author AR : Arranger E : F English Select Previous Added Ip's	New 8 Publisher SE : Sub Put	IP Role CA Total lisher select pre	Perf 100 100 Local eviously used Ip's fro	n dropdowr	100.00 100.00	1PI Name No 1234567		Add
COMPASS C: Composer A: Lyricist Name *	Name E CA: Composer Author AR: Arranger E: P English Select Previous Added Ip's IPI Name No	New 8 Nublisher SE: Sub Put	IP Role CA Total lisher select pre	Local eviously used lp's fro	n dropdowr	ech 100.00 100.00 PR Soc	IPI Name No 1234567		Add
COMPASS COMPASS C: Composer A: Lyricist Name * IPI Name No Share(%) *	Name t CA : Composer Author AR : Arranger E : F English Select Previous Added Ip's IPI Name No Perf Mech	New 8 Iublisher SE : Sub Put Search new Ip or Role *	IP Role CA Total lisher select pre	Perf 100 100 Local eviously used Ip's fro	n dropdowr	PR Soc	IPI Name No 1234567		Add
COMPASS C: Composer A: Lyricist Name * IPI Name No Share(%) *	Name t: CA: Composer Author AR: Arranger English Select Previous Added Ip's IPI Name No Perf Mech	New 8 Publisher SE : Sub Public Search new Ip or Role *	IP Role CA Total lisher select pre	Perf 100 100 Local eviously used lp's fro	m dropdowr	tch Image: Constraint of the second sec	IPI Name No 1234567		Add
COMPASS C: Composer A: Lyricist Name * IPI Name No Share(%) *	Name	New 8 Sublisher SE : Sub Put Search new Ip or Role *	IP Role CA Total lisher select pre Sele Sele	OR IP and share details	m dropdown	ech 100.00 100.00 100.00 PR Soc tion	IPI Name No 1234567		on Add
COMPASS C: Composer A: Lyricist Name * IPI Name No Share(%) *	Name t CA: Composer Author AR: Arranger E: F English Select Previous Added Ip's IPI Name No Perf Mech If I IP Details	New 8 Publisher SE : Sub Publisher SE : Sub Publis	IP Role CA Total lisher select pre Sele e provide	OR IP and share details Share(%) *	n dropdown	kch Image: Constraint of the second sec	IPI Name No 1234567		Add
COMPASS COMPASS C: Composer A: Lyricist Name * IPI Name No Share(%) * IP Detail Remarks	Name : CA: Composer Author AR: Arranger English Select Previous Added Ip's IPI Name No Perf Mech IP Details	New 8 Search new Ip or Role *	IP Role CA Total IIsher Select pre Sele e provide	OR IP and share details Share(%) *	n dropdowr n below sec	Inn 00 100.00 100.00	IPI Name No 1234567		Add
COMPASS COMPASS C: Composer A: Lyricist Name * IPI Name No Share(%) * IP Detail Remarks	Name t CA: Composer Author AR: Arranger E: F English Select Previous Added Ip's IPI Name No Perf Mech If I IP Details	New 8 Search new Ip or Role *	IP Role CA Total lisher select pre Sele e provide	OR IP and share details	n dropdowr n below sec	Introduction Introduction 100.00 Introduction PR Soc Introduction tion Mech	IPI Name No 1234567		Add
COMPASS COMPASS C: Composer A: Lyricist Name * IPI Name No Share(%) * IP Detail Remarks	Name : CA: Composer Author AR: Arranger English Select Previous Added Ip's IPI Name No Perf Mech IP Details	New 8 Weblisher SE: Sub Put Search new Ip or Role * P not found, Pleas	IP Role CA Total IIsher Select pre Sele e provide	OR IP and share details Share(%) *	in below sec	Inn 00 100.00 100.00 PR Soc tion	IPI Name No 1234567	7 (4 (4 (4 (4) (5) (5) (5) (5) (5	on Add
COMPASS C: Composer A: Lyricist Name * IPI Name No Share(%) * IP Detail Remarks	Name t CA: Composer Author AR: Arronger E: F English Select Previous Added Ip's IPI Name No Perf Mech If I IP Details	New 8 Search new Ip or Role *	IP Role CA Total IIsher Select pre Sele e provide	OR IP and share details Share(%) *	n dropdown	IOD 00 IOD 00 100.00 IOD 00 PR Soc IOD 00 tion Mech	IPI Name No 1234567 Auto Calculat	7 4 [on Add

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



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

							10
New Work					Create Another New V	/c k SAVE	SUBMIT
Work Title *	English		Loca				♥
Work Type *	VOCAL	Work Language *	SELECT	▼ Sub	Language		-
Genre *	SELECT						
		Song Name			\$	Action	
No МрЗ							
Upload Audio File 🧧	<u>t</u> +						
O Add Alternate Tit	tle (If Any)						
Work Title *	English		Local				Add
Title Language *	SELECT		 Sub Language 	SELECT		•	
	Title			÷ Titl	іе Туре	Action	
No other titles							
Add Performer							
Name *	English		Local				Add
		Name			÷	Action	
No performers							
Song Particulars	(Interested Parties – IP)						
	Name	IP Role	Perf	Mech	IPI Name No	Action	
COMPASS		New CA	100	00 100.0	0 1234567	ø	
C : Composer A : Lyricis	st CA : Composer Author AR : Arranger E : P	Total ublisher SE : Sub Publisher	100	00 100.0	0		
Name *	English		Local				Add
Nome *	crigitsti		Local				Add
		Search new Ip or select	t previously used Ip's fro	n dropdown			
	Select Previous Added Ip's					•	
IPI Name No	IPI Name No	Role *	Select	▼ PR Soc			
Share(%) *	Perf Mech						
			OR				
	If I	P not found, Please pro	vide IP and share details	n below section			
IP Detail	IP Details		Share(%) *	Perf	Mech Auto Ca	culate	
Remarks							

Note:

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

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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

м	My Royalties								
		Year	Local Amount	Overseas Amount	Adjustment Amount	UPA Amount	Total Amount 🛛 🕑		
1	-	<u>2017</u>	\$20.00	\$20.00	\$20.00	\$150.00	\$210.00		
		Distribution No	Local Amount	Overseas Amount	Adjustment Amount	UPA Amount	Total		
		Distribution Processed Date 1	5/03/2017						
		P1602	\$10.00	\$10.00	\$10.00	\$150.00	\$180.00		
		Distribution Processed Date 1	5/09/2017						
		P1701	\$10.00	\$10.00	\$10.00	\$0.00	\$30.00		
2	+	2016	\$10.00	\$10.00	\$10.00	\$150.00	\$180.00		
з	+	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

						4	
Minimum amount set by COMPASS (royalties less than amount set by society is he	for current distribution : \$100 Id back till next distribution)						
P1901 (24 JUN 2019)	P1901 (24 DEC 2018)	P1901 (24 JUN 201	9)		P1901 (24 DEC 2018)	
AMOUNT RECEIVED 2019	AMOUNT RECEIVED 2018	AN	IOUNT RECEIVE	D 2018	AMO	DUNT RECEIVED 2018	8
MY WORKS		<u>My Roya</u>	alties				
New Work Registration	My Work Listing Report	Year	Dist No	Date		Total Amount	
		2019	P1901	01 Feb 201	9	\$210.00	
		2018	P1804	25 Dec 201	8	\$210.00	
		2018	P1903	01 Oct 2018	3	\$210.00	
		2018	P1802	05 Apr 201	8	\$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

м	My Royalties							
		Year	Local Amount	Overseas Amount	Adjustment Amount	UPA Amount	Total Amount	
1	-	2017	\$20.00	\$20.00	\$20.00	\$150.00	\$210.00	
		Distribution No	Local Amount	Overseas Amount	Adjustment Amount	UPA Amount	Total	
	Distribution Processed Date 15/03/2017							
		P1602	\$10.00	\$10.00	\$10.00	\$150.00	\$180.00	
		Distribution Processed Date	5/09/2017					
		P1701	\$10.00	\$10.00	\$10.00	\$0.00	\$30.00	
2	+	2016	\$10.00	\$10.00	\$10.00	\$150.00	\$180.00	
з	+	2015	\$10.00	\$10.00	\$10.00	\$150.00	\$180.00	
4	+	<u>2014</u>	\$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





LOGOUT

There are 2 ways to logout

METHOD ONE:

Select Logout icon (shown on every page)



METHOD TWO:

Select Logout under the navigation

Navigation	
🖶 Home	
A My Particulars	
🞜 My Works (391)	
My Royalties	
Change Password	
🕞 Logout	