

Capitol Christian Music Group

Electronic Royalty Statements Account Setup and Usage Instructions

Step 1: Create the master user account (for first-time users without an existing account)-

- When launching the application (<u>https://roystmt.cmgsecure.com</u>) , click on **Click Here to sign-up.**

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Tutorial FAQ Login	Questions?			
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- Enter the following information to create an account:

- You will log in using your email address
- Create a password (6 character minimum)
- o Participant role
- Name and company (optional)
- Vendor / PIN
 - In order to gain access to the statements, a vendor / PIN combination must be entered for every vendor setup in CCMG's system. Recipients will typically only have one vendor, but will have at least two if they receive writer/publisher statements and artist/producer statements. This Vendor / PIN combination is communicated in the quarterly letter that accompanies your check(s). To add more than one, simply click on Add New Row for each Vendor.
- Enter the 2 'Captcha' words, review and accept the terms, and click 'Sign Up'

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Sign up	Helpful Hints
*Required fields	Already a member?
Create an Account ID	Visit the login page
*Email Address:	Email address
*Confirm Email Address:	Your email address will be your login username.
Choose your password	Password
*Password:	Password must be a minimum of six characters.
*Confirm Password:	Vendor/PIN
Your information "Participant role: "First Name: "Last Name:	We mailed you a letter explaining how we plan to delivery royalty statements online. The letter included a vendor PIN. If you enter this vendor PIN now, your account will automatically link the respective CCMG royalty participant(s) to your account. You can then view your royalty participant statements. If you do not have your PIN with you now, you can link CCMG royalty participants to your account later.
Company Name:	Captcha
Email Acceptance: I want to receive statement notifications.	We require the CAPTCHA entry to help protect our site users against fraudulent access and to block spammers.
Enter your assigned vendor number and PIN combinations Vencor Number PIN OK? [Check Your Entries] [Add New Row]	
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- Your account is now setup. You will receive a confirmation email, and **must click the link** in order to complete the signup process.

Step 2: Access your statements

- Login by entering your email address and password. If you've lost your password, click the **Forgot your password?** link

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		Enter the email address that you entered during membership sign-up.	
Password:		Password	
		Enter the password that you entered	
Remember my Email		during membership sign-up.	
LOGIN		Call Us	
► Forget your password?		9am - 5pm CT M-F (615) 371-6597	
Click here to sign-up			-
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Select the statement periods you'd like to view. To view only statements for period ending 06-30-2013 (2Q13), _ change the From and To drop-down boxes to 2013-06-30 (shown below). To view 1Q13 and 2Q13 statements, change the From to 2013-03-31 and the To to 2013-06-30.

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Click Participant Search to bring up a list of available statements.



- Select which accounts to view, and whether you'd like to see the **Summary Statement, Detail Statement, or Both** in the drop-down box at the top.
 - If more than one account is selected, the Summary statements will be grouped into one PDF, and the Detail statements will be grouped into a separate PDF.
- Click on View Checked to view your statements.

Step 3: Managing your statements

- Statements are currently only available in PDF format. We are working on making them available in Excel format in the near future.
- Statements will be available online for a period of three years.
- It is **strongly recommended** that you save your files on your local hard drive.

Step 4: Managing your account:

- You, as the master user (or 'contractual' royalty recipient), have complete control over access to your statements. If you want other parties (managers, accountants, etc.) to have access, give them your login info. If you want to remove their access in the future, simply change your password.
- **PINs should remain confidential.** Please keep in mind that if you share the Vendor/PIN combination with any other party, they will be able to setup their own account and will have perpetual access to your statements, regardless of if they are associated with you in the future. We strongly advise against sharing this info, but if you'd like to give it out, please keep in mind that they will always have access to your statements unless you notify us otherwise.