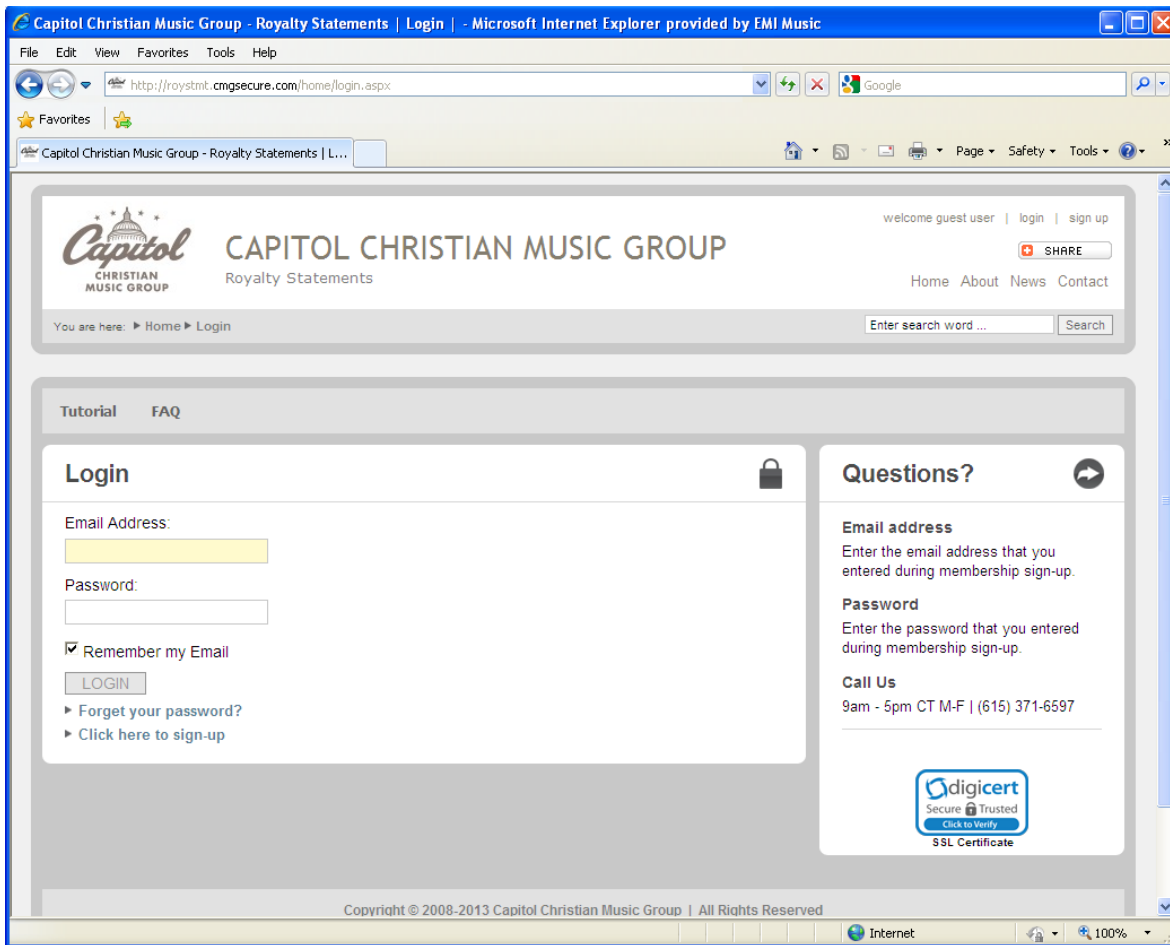




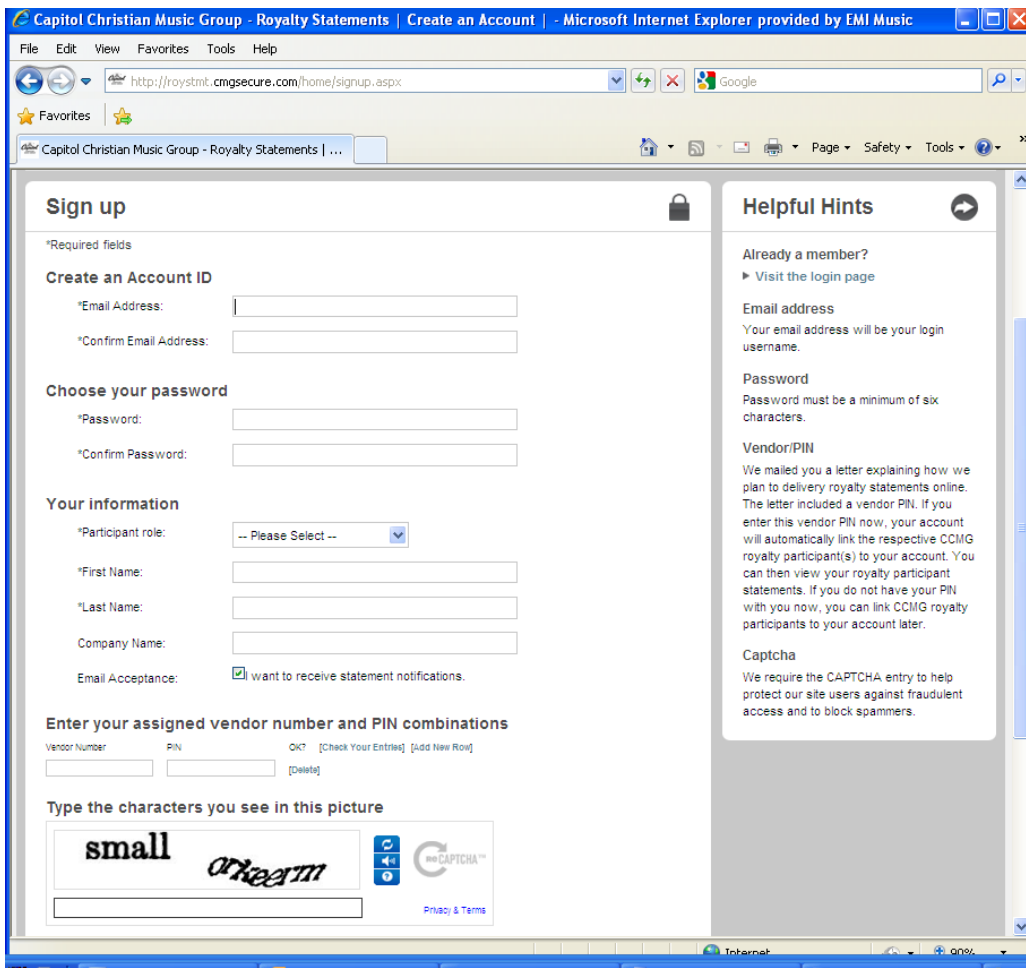
Capitol Christian Music Group Electronic Royalty Statements Account Setup and Usage Instructions

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

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



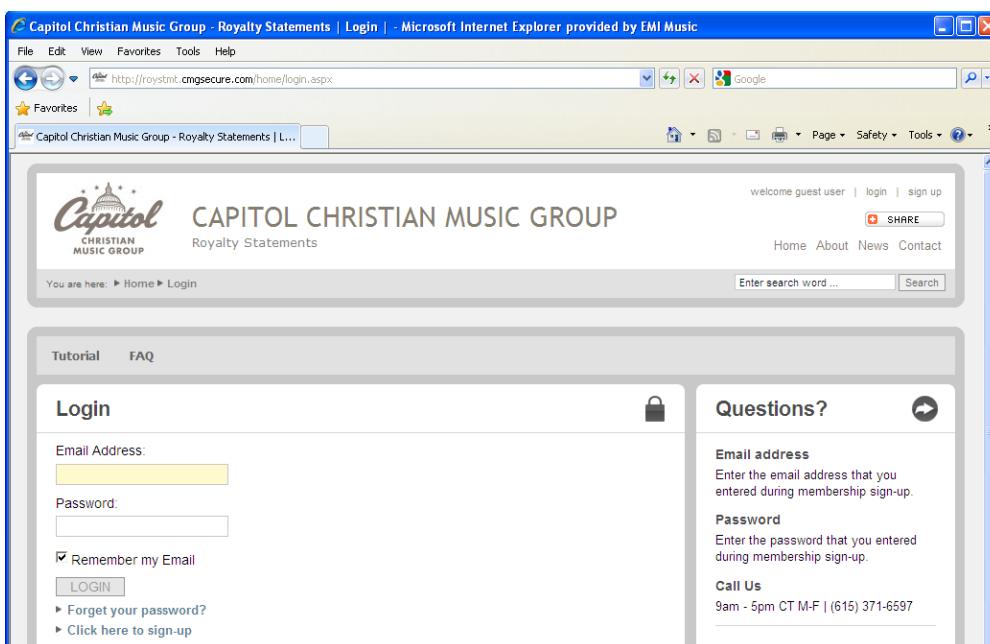
- **Enter the following information to create an account:**
 - o You will log in using your email address
 - o Create a password (6 character minimum)
 - o Participant role
 - o Name and company (optional)
- **Vendor / PIN**
 - o In order to gain access to the statements, a vendor / PIN combination must 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'**



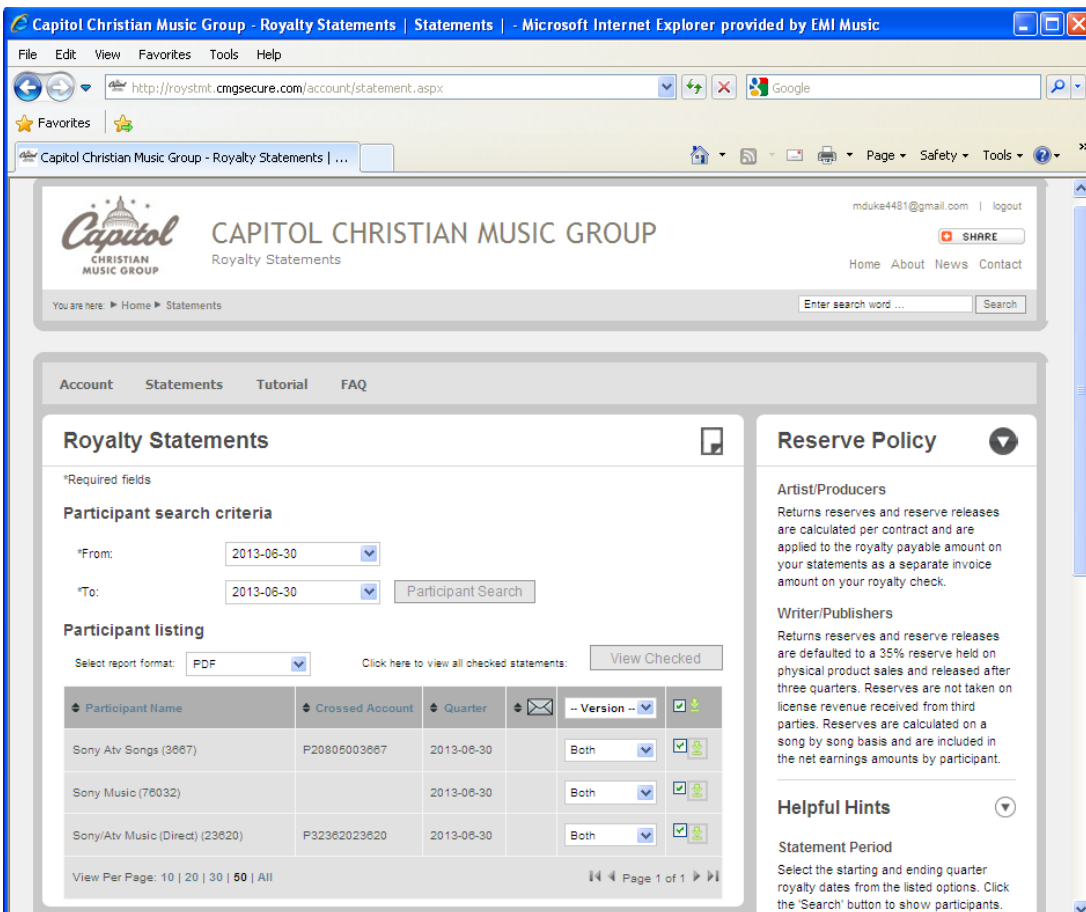
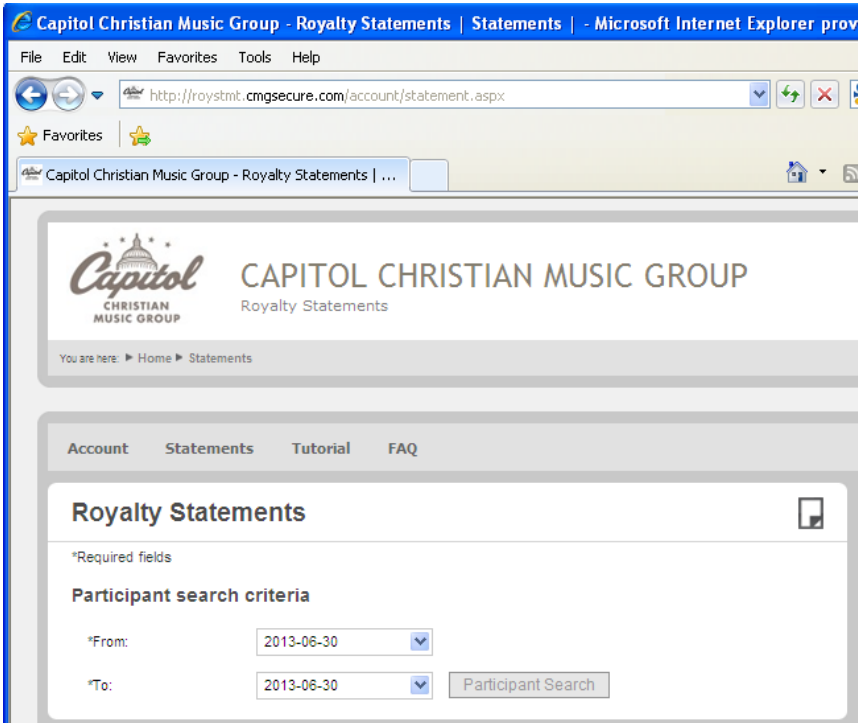
- Your account is now setup. You will receive a confirmation email, and **must click the link** in order to complete the signup process.

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



- 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**.
- 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.
 - o 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.