

User Guide for MyCopyright Rights Portal



Let's do the right thing

www.mycopyright.co.nz

Distributions & Notifications

A notification is our way of informing you that we have funds available for you to claim. You'll receive an email alert when new notifications are available. Receiving distribution payments from us requires that you first complete processing of the notification. Click on the *pencil icon* at the left of a notification to open it for review.

Distributions & Notifications

Test Account

Open Notifications

Here you can view, edit and submit current distributions to allow for payment processing.

	NOTIFICATION ID	DISTRIBUTION	TOTAL	STATUS
	41212	2022 VA Test Distribution	\$663.00	In Process

Reviewing a Notification

With the notification open we ask you to confirm or decline ownership of rights to the notified works. This is done using the confirm/decline check boxes in the righthand column.

DIST LINE #	AUCTION HOUSE	CATALOGUE TITLE	AUCTION DATE	WORK TITLE / DE	LICENCE FEE COLLECTED	ADMIN FEE	AMOUNT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5268	Art + Object	Example Catalogue		Artwork 1	\$780.00	\$117.00	\$663.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>

← PREV 1 NEXT →

Confirmed Amount	\$663.00
GST [?]	\$0.00
Confirmed Total	\$663.00

Invoice [?]

Tax Invoice Number [?]

NOTIFICATION BREAKDOWN		
Source Year	Auction House	Amount
2022	Art + Object	\$663.00

As each work is ticked as confirmed, the Confirmed Amount will update accordingly. If you have set your account as being registered for GST in the My Account > Bank and GST Details section, GST will automatically be calculated and displayed too.

For GST registered users a tax invoice must be uploaded before submission is enabled, for other users once all works have been reviewed you can click the Submit button to send the notification to us for processing (initiating payment).

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

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 users to enter and update bank account details and set your GST status. Bank account changes are subject to verification and proof of account details must be uploaded before submitting.

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

User accounts tab: if you wish to grant other individuals access to **MyCopyright**, the *Main Account User “Manager”* can do this here. If a new user is added, they are automatically sent their own login details.