



## HOW TO COMPLETE THE 2017 PAYBACK FOR WRITERS CLAIM FORM

### ***Step 1 – Get organized***

To save time filling out the online Payback claim form, we suggest you get organized by listing all of the works you've had published in print format and for which you retain copyright over the last 20 years (1996-2015). You will need to enter the total number of books/articles and the total number of pages per eligible year per category (books, magazines, journals and newspapers). Bibliographic details, such as ISBN/ISSN and title, are not required unless you are audited. Digital/online works are not eligible. Our FAQ has more information on which works are eligible for Payback.

If you have submitted a claim previously, you only need to enter your 2015 totals (if any). If you do not have any new works to submit, you do not need to do anything as your previously submitted data is retained in our system and will be used to calculate your 2017 Payback payment.

### ***Step 2 – Log in***

1. Go to [www.accesscopyright.ca](http://www.accesscopyright.ca) and click on the **Payback** link under Creators on our home page. This will take you to the login link.
2. Type in your username and password to log in.

You can retrieve your username by clicking on the "Forgot username and password" link on the Payback login page. Enter your Payback Reference Number (listed as your "RMS ID" on your Distribution Reports) and your email address. An email will automatically be sent to you with your username. **Usernames are usually your first and last name, all lowercase with no spaces, e.g., johnsmith, or the one you created when completing the online registration application form.**

If you cannot remember your password, click on the "Forgot Password" link located on the Payback login page. A link to reset your password will be sent to the email address we have for you on file.

3. If this is the first time this year that you have logged into Payback, please take the time to review and update your contact information and press "Save." *Please note, if you had previously requested that your payment be sent to a person or an organization other than yourself, you can also view their mailing address on file to confirm it is current.*

### **Step 3 – Complete the online claim form**

1. Select the “Writer” tab.
2. Click on each applicable category (books, magazines, journals and newspapers) to enter your totals per year. If you submitted data previously, you are only required to enter your totals for 2015 (if any). If you need to make any changes to your previous submission, click on “Change Form.” Print and complete the Change Form and return a signed copy with your changes to us by mail or scan and email a copy to us by May 31<sup>st</sup>.
3. You have two options for entering the number of pages that you published each year per applicable category.

**Option 1** – “Known Pages” column: If you know the total number of pages per year for all of your published works within each category, enter them under this column.

**Option 2** – “Unknown Pages” column: If you do not know the total number of pages per year for all of your published works within each category, enter the total number of published books/articles per year under this column. Access Copyright will use a default number of pages for the number of books/articles listed by year under the “Unknown Pages” column.

If you know the number of pages for some of your works but not all, you can use both the “Known Pages” and “Unknown Pages” columns. Please be sure that when you use the “Unknown Pages” column not to include books/articles that will be included under the “Known Pages” column.

4. When completing each category, select the “Save” or “Save All” button.
5. If you do not have time to complete your claim form in a single session, you may select “Save All” and return to complete the form at a more convenient time. The online claim form will close at midnight EDT on May 31<sup>st</sup>.
6. Once you have completed and saved all applicable categories, click “Review and Submit.” You will be directed to a summary page to review your claim before submitting.
7. If you’ve made an error, you can edit your submission by selecting the “Edit” button.
8. If all of your information is correct, click the **“Go to Submit”** button. **Please note: If you are also submitting a Visual Artist claim form, you must complete each applicable section under the Visual Artist tab and select “Save All” before you submit.**
9. Please read ALL information on the “Submit” page and be sure to click BOTH boxes under “Terms and Conditions.” **IMPORTANT: You must select both boxes and click “Submit” before your claim is received by Access Copyright.**
10. Click the “Submit” button to send your Payback claim. After clicking “Submit,” you will see a message confirming your Payback claim has been received. Once the information has been submitted it cannot be edited online. Please print a copy of your submission for your records.