



Publisher Repertoire Frequently Asked Questions

What is a Publisher Repertoire payment?

The Publisher Repertoire payment is a distribution of royalties in recognition of the value that publisher affiliates contribute to Access Copyright's repertoire of works.

Where do the royalties paid out in the payment come from?

The Publisher Repertoire payment is sourced from the following:

- 15% of all revenue available for distribution (allocated 50-50 to our publisher and creator affiliates); and
- 50% of the royalties available for distribution from public libraries, non-profit, and corporate sectors;
- Royalties where Access Copyright cannot identify the rightsholder; or,
- Where it is impossible or impractical to collect information on the actual works used.

Who is eligible to receive a 2018 Publisher Repertoire payment?

Any publisher that is affiliated with Access Copyright on or before December 31, 2017.

When will we receive a repertoire payment?

Publisher Repertoire payments will be distributed in December 2018 to all publishers who complete a claim for this year's payment by August 31. If you wish to ensure fast payment, please sign up for [direct deposit](#).

How is the Repertoire payment calculated?

The 2018 Publisher Repertoire payment is based on your 2016 publishing revenue.

What 2016 revenue do I report in my claim?

Please report your 2016 revenue in the following categories:

- Sales revenue
- Advertising revenue
- Membership dues collected

What if I do not have any publishing revenue for 2016?

If you do not have any publishing revenue for 2016, please login to the [Publisher Portal](#) to ensure we have your current contact details and to submit a claim by selecting the "No Revenue to Report" option.

What if my fiscal year end is not December 2016?

If your fiscal year end is not December 2016, please provide data for the financial year with the most months in 2016.

Our publishing revenue includes revenue from a company or imprints that we purchased from another company, which we acquired during our 2016 fiscal year. Do we need to notify Access Copyright?

Yes. Please contact our Royalties & Client Services department at affiliates@accesscopyright.ca with this information so that we can update our files accordingly.

How does my company claim a Publisher Repertoire payment?

An authorized person at your company must login to the [Publisher Portal](#) to complete and submit a claim by August 31, 2018 in order to be eligible to receive a repertoire payment. The ***Publisher Repertoire claim period will not be open after August 31, 2018.***

Is there a specific person in my company who has to submit our claim?

The Publisher Repertoire claim should be completed by a person at your company with the authorization to release financial information to us, and to whom we have provided a Publisher Portal user name and password.

Troubleshooting

The authorized person at our company does not know their username and password.

Please have them use the “Forgot user name or password?” feature on the [Publisher Portal](#) login page.

I have to make claims for multiple publishers.

Each publisher has its own account with us, so you will need a unique username and password for each publishing entity. Please contact our Royalties & Client Services department at affiliates@accesscopyright.ca and we'll set up all the accounts you need.

I have submitted my claim but need to make changes.

Please contact our Royalty & Client Services department at affiliates@accesscopyright.ca for assistance in making changes.

The person you provided the username and password to is no longer with our company.

Please have the new authorized person contact affiliates@accesscopyright.ca immediately so that we can update our files and provide him or her with access.

We have moved and/or changed some of our contact information.

If you need to update your contact information, please login to the [Publisher Portal](#) and update your organization's mailing address under “My Organization” or update your own contact details such as your e-mail and telephone number under “My Profile”.