

## **Publisher Repertoire FAQ**

### **What is the Publisher Repertoire payment?**

The Publisher Repertoire payment is annual royalty payment to publishers that recognizes the contribution of our affiliates to Access Copyright's repertoire of works. These royalties represent non-title specific royalties collected by Access Copyright plus fifteen percent of all revenue available annually for distribution (creators receive their portion of this revenue via the annual Payback payment).

### **How is the repertoire payment calculated?**

The Publisher Repertoire payment is based on publishing revenue reported to us for the fiscal year requested and calculated using a points system. Each eligible publisher is awarded points based on their revenue figure.

The total number of points awarded to all publishers is then divided by the total amount of royalties to be distributed via the repertoire payment. This yields a dollar-per-point figure which is multiplied by the points each publisher has accumulated to determine the amount of each eligible publishers' repertoire payment.

### **Who is eligible to receive a repertoire payment?**

All publishers affiliated with Access Copyright as of the end of the previous year are eligible to receive a Publisher repertoire payment as long as they submit a claim during the annual claim period from June 1 to August 31.

### **What revenue do I report in my claim?**

Please report your revenue for the fiscal year requested in the following categories:

- Sales revenue
- Advertising revenue
- Membership dues collected

### **What if I do not have any publishing revenue for the fiscal year requested?**

If you do not have publishing revenue for the fiscal year requested, please submit a claim by selecting the "No Revenue to Report" option.

### **What if my reporting fiscal year end is not December?**

If your fiscal year end is not December, please provide data that includes as many months as possible for the year we have requested.

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

Yes. Please contact our Royalty & Client Services department at [affiliates@accesscopyright.ca](mailto:affiliates@accesscopyright.ca) with this information and we will update our files accordingly.

**How does my company claim a repertoire payment?**

An authorized person at your company must log in to the [Publisher Portal](#) to complete and submit a claim by August 31 each year to be eligible to receive a repertoire payment. The Publisher Repertoire claim period runs annually from June 1 to August 31.

**Is there a specific person in my company who must 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 to retrieve their login credentials.

**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](mailto: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](mailto: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 our Royalties & Client Services department at [affiliates@accesscopyright.ca](mailto: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 log in to the [Publisher Portal](#) and update your organization's mailing address under “My Organization” or update your own contact details (such as your email and telephone number) under “My Profile”.