



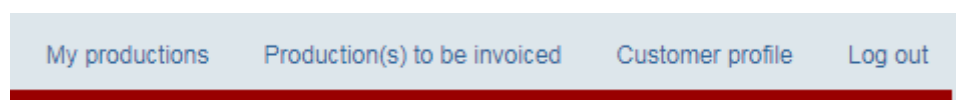
# USER GUIDE TO NCB'S MUSIC APPLICATION

You need to use the Music application in order to NCB-clear physical audio copies, such as CD, LP, MC and USB Sticks. It is not necessary to complete the application immediately, as the registered information is stored. Please note that once the application is completed and sent to NCB, you cannot edit it anymore.

## LOGIN

1. **New NCB customer:** If you are not already an NCB customer, please register as a new customer. NOTE! If you live in an EU country you can only register as a company if you have an EU-validated VAT number.
2. **Existing NCB customer:** If you are an NCB customer and you have not previously registered a password for this Music application, please select "Forgotten password" and register a password.
3. **Customers with the same mail address:** If you previously have registered more customers with the same mail address, then you can choose the relevant one, after login.

Once you are logged in, you have access to the menu below. You can see what the menu contains in the sections below.



## MY PRODUCTIONS

In this section, you can register new productions. You can also see a list of all previous productions; both the ones that are open and the one that are closed. If you wish to reprint a production, you select the finished production and choose "Reprint".

## PRODUCTION(S) TO BE INVOICED

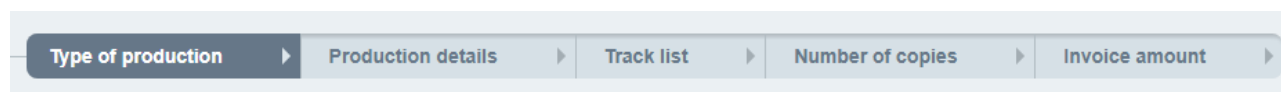
In this section, you can see a list of productions that are ready for invoicing separately or jointly, or for manual handling by NCB. Icelandic applications are handled manually by NCB and the invoice will be sent to your mail address.

## CUSTOMER PROFILE

In this section, you can check and edit your customer information.

## REGISTRATION OF PRODUCTIONS

You can register your productions in the menu section "My productions". The registration has five steps and most steps have relevant help texts. If you need further information, please read the instructions in the sections below.





## TYPE OF PRODUCTION

1. If your production is not a "Specific type of production" and "Specific permissions" are not relevant, then simply proceed to the next step by clicking "Continue."
2. If it is a "Production where you are the only composers/lyricists", there is no need to answer the "Specific permissions" questions. Simply proceed to the next step by clicking "Continue."

## PRODUCTION DETAILS

1. Catalogue number must contain both 2-7 letters and up to 7 digits.
2. If the factory you use is not in the drop-down list, you cannot obtain "Free copies for promotion".
3. If a production is released in several formats, you just need to register one application and on that register the various formats.
4. If you register a USB stick, then choose the relevant Preload format.

## TRACK LIST

1. A medley track consists of several songs. All the songs in the medley must be registered.
2. Make sure you only select the track type "Non-protected music" if you are 100 % sure that the music/text is NCB-free and that there are no NCB-protected arrangers.

## NUMBER OF COPIES

1. If you make a mistake, while registering export sales, you have to delete the information in the fields and then click "Save".
2. You cannot register "Free copies for promotion" if the production is a "Production where you are the only rights owner(s)".
3. If you register reprint on a production where the original release date goes back more than a year, you will get the following message on the "Number of copies" page: "NOTE! Click if it is a budget line production." By clicking the message a lower sales price and lower minimum copyright is accepted.

## INVOICE AMOUNT

You can choose to pay right away, or you can choose to pay later. In any case, you will receive your invoice and a copy of the application by mail. Please note that production is only legal when the invoice is paid.

If you choose to pay right away, you will be transferred to a DIBS payment website. You cannot return to the application from the payment website and you cannot change payment method. If you wish to discontinue the payment, do not use the browser's backlash. Use the "Cancel" button on the page instead. You will then receive the invoice by email within an hour.