

# MY PORTAL ACCESS PERMISSIONS

*How to grant permissions in the Online Portal*

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## 1. About the service My portal access permissions

In the [GEMA Online Portal](#), there is a tile called *My portal access permissions*. There, you can see which online access permissions you have already been granted or have granted to others.

At the same time, you can manage your online access permissions for yourself and for your authorised parties! You submit the authorisations in question. We receive them automatically in the system and then authorise them.

## 2. What is an admin POA (power of attorney)?

The admin power of attorney (POA) is an administrative authorisation to manage the permissions in the Online Portal and can now be granted by using the [Activation form](#) for online services.

Each member can determine up to three administrators, that is authorised parties who can manage online POAs. People with this power of attorney can add new authorised parties, change existing POAs or terminate them.

### 3. What type of authorisations can I grant with the admin POA?

You can currently grant permissions for the following areas with the admin POA. The online services to which each area belongs, are shown in brackets:

- **Financial details** (*My financial details, My details*)
  - *My financial details*: Transactions, account statements, assignments etc.
  - *My details*: Bank and tax details
- **Master data** (My details)
  - *My details*: Addresses, correspondence details, etc.
- **Works** (My repertoire, Work declaration)
  - *My repertoire*: Access to the registered works and AV productions where said registered works are contained, options to submit work change notifications
  - *Work declaration*: Registration of original works and sub-published works
- **Claims** (*Claim for pay-outs, Work categorisation*)
- **Download** (*GEMA Download, My royalties*)
  - Note: Authorised parties can only view data in the areas *GEMA Download* resp. *My royalties* for future pay-outs
- **Correspondence** (The person who obtains that permission has the POA for the correspondence for the selected member.)

### 4. Who can issue online access to third parties<sup>1</sup>?

#### 4.1 Creators (e.g., composers or lyricists)

Creators with an active online access may grant POAs for their own online services to third parties without the admin POA by using the tile *My portal access permissions*.

If the online access has not been activated yet, we need you to submit the [Activation form](#). Once the access has been activated, you can use the service.

If you do not want to manage this area yourself, you can determine up to three administrators (admins) that manage the permissions for you.

#### 4.2 Legal successors

Legal successors can use the [Activation form](#) to determine up to three admins who manage the online permissions for the member.

Legal successors can act as admins themselves in which case the service works just like for publishers.

#### 4.3 Publishers

Music publishers can use the [Activation form](#) to determine up to three admins who manage the online access permissions for the member.

**Don't forget:** If the admin is supposed to have admin rights for all publishers managed or administered by the publisher, the following box must be ticked on the form:

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<sup>1</sup>Authorising parties: GEMA members. Authorised parties: Persons receiving POAs from GEMA members

**Just for administration/managing publishers**

(valid for all publishers administered/managed by Party 1 and for all online services for Party 2 as mentioned herein)

**Party 1 confirms that it holds a Power of Attorney issued to it by the publisher that it administers/manages.**

Please enter any administered/managed publishers that are exempt from this power of attorney here

## 5. How do I grant online access permissions?

### 5.1 Creators

#### Adding new authorised parties

First, you log in to the [GEMA Online Portal](#) with your login details.

Under the tile *My portal access permissions*, you can grant permissions to third parties in the area *Granted permissions*. You thus enable other persons who register works for you, for example, to submit claims for you or to view your financial details:

**My portal access permissions** ⓘ

Obtained permissions | **Granted permissions**

Search for authorised parties

**+** Create new authorised party | Export current result

Show legend of the portal permissions

Authorised party	Financial details	Master data	Works	Claims	Download	Admin
✓ Susí Sonnenschein	👁	👁	✍	✍	—	—
✓ Benjamin Barth	—	—	✍	✍	—	—

Edit permissions

If you click on *Create new authorised party*, the following window opens:

**Create new authorised party**

Surname

Business partner ID

Cancel | Confirm

Here, you enter the family name and the business partner ID (BPID) of the person to whom you want to grant the POA. If the data is entered wrongly, there is an error message.

*Where do I find this data?*

Your own business partner ID (BPID) is shown in the Online Portal at the top left next to your name and your membership number:



If you entered the data correctly, the next window shown is this one (all names contained in these screenshots are examples only):

< Back to the overview

## Create new authorised party

Anna Thode  
Business partner ID: 9006782636

Search for authorising parties

Show legend of the portal permissions

Activate multiple editing

Authorising party	Financial details	Master data	Works	Claims	Download	Admin	Options
<input checked="" type="checkbox"/> Miland Mustermann	—	—	—	—	—	—	

I understand that I have to manage assigned permissions independently. If a publisher is sold, or a staff member is leaving, for example, I am responsible to make the resulting changes regarding the permissions.

[Reset](#) [Submit](#)

At the top, you see the person who shall receive the POA - in this example *Anna Thode*<sup>2</sup>. Below are the options to edit the scope of the permissions. In the table, only the name of the creator is shown. In that case, the creator *Miland Mustermann* wants to grant online access permissions to *Anna Thode*.

If the meaning of the columns or the underlying services are unclear, you can expand the legend. It contains additional information. They are also explained in the guidelines under item 3.

<sup>2</sup> All names are based on fictitious test data. No names of existing or former GEMA members were used.

## Editing access permissions

Now, you click on the pen icon in the column *Options* so that you can add permissions:

**Edit permissions**

Authorising party: Miland Mustermann

**Financial details**

No permissions (←)  May view (↔)  May view and edit (✎)

**Master data**

No permissions (←)  May view (↔)  May view and edit (✎)

**Works**

No permissions (←)  May view and edit (✎)

Valid from  
21.12.2022  Valid until (optional)

**Claims**

No permissions (←)  May view and edit (✎)

**Download**

No permissions (←)  May view (↔)

**Admin**

You can only manage your admin permissions using the [form to grant authorisations](#) (powers of attorney). If you wish to edit existing admin permissions, please contact [mitgliederservice@gema.de](mailto:mitgliederservice@gema.de).

As soon as permissions have been granted for the services listed here, you also have the option to set a time limit for these permissions.

**Note:** When the Download service (*GEMA Download, My royalties*) is activated, authorised parties get access to future data only, irrespective of the start date of the POA. It is not possible to apply for access to data for past periods (retroactive access).

Once you selected the access permissions, please click on the button *Apply*.

Before you send the confirmation, it is necessary that you confirm that you have the authority to manage the permissions. After that, you can submit your changes:

I understand that I have to manage assigned permissions independently. If a publisher is sold, or a staff member is leaving, for example, I am responsible to make the resulting changes regarding the permissions.

Once you have clicked on *Confirm*, you will receive a confirmation with exact details on the changed data in your portal mailbox.

## 5.2 Publishers

Administrators (Admins) are persons (authorised parties, legal successors, members, publisher staff) who have obtained an admin POA for one or several GEMA members.

Publishers, in other words, their staff have the option to switch between the members for whom you have an admin POA in the view panel. To do this, please use the function *Change account*. If you click on *Change account*, you can select a member.

**My portal access permissions** ⓘ

Sarah Admin  
Participant number: 848815

[Change account](#)

[Show all authorised parties](#)

Obtained permissions | **Granted permissions**

A table opens up, showing the range of access permissions the member has been granted by other members and the range of permissions the selected member has granted to third parties (authorised parties).

### Editing access permissions

To change existing access permissions, please go to the end of the page and click on the button *Edit permissions*.


Authorised party ⓘ	Financial details ⓘ	Master data ⓘ	Works ⓘ	Claims ⓘ	Download ⓘ	Admin ⓘ
▼ <a href="#">First Authorised Party</a>	—	—		—	—	—
▼ <a href="#">Second Authorised Party</a>	—	—		—	—	—
▼ <a href="#">Third Authorised Party</a>	—	—		—	—	—

[+ Authorise additional authorised parties](#) [Edit permissions](#)

Here, you can either edit individual authorised parties or change several permissions at once by clicking on *Activate multiple editing*.

[← Back to the overview](#)







## Edit permissions

 Sarah Admin  
Business partner ID: 9004096019

🔍 Search for authorised parties

▼ Show legend of the portal permissions

Activate multiple editing

Authorised party	Financial details	Master data	Works	Claims	Download	Admin	Options
✓ Susi Sonnenschein	—	—		—	—	—	
✓ Jan Müller (Test)	—	—		—	—	—	
✓ Anna Thode	—	—		—	—	—	

I understand that I have to manage assigned permissions independently. If a publisher is sold, or a staff member is leaving, for example, I am responsible to make the resulting changes regarding the permissions.

[Reset](#) [Submit](#)

Once you made your selection, please determine for which online services you want to grant access permissions.

**Which permissions do you want to edit?**

Select all permissions

---

Financial details / master data

---

Works

---

Claims

---

Download

---

[Cancel](#) [Continue](#)

After that, you can re-issue permissions, amend or terminate them.

Once you have clicked on *Confirm*, you will receive a confirmation with exact details on the changed data in your portal mailbox.

## Adding additional authorised parties

Authorised party	Financial details	Master data	Works	Claims	Download	Admin
▼ [redacted]	—	—		—	—	—
▼ [redacted]	—	—		—	—	—
▼ [redacted]	—	—		—	—	—

Authorise additional authorised parties
 Edit permissions

Clicking on the button *Authorise additional [authorised] parties* generate a list of already known authorised parties who have not yet chosen any access permissions for the member in the current selection.

You can grant new permissions for the authorised parties using the existing path.

## Displaying the authorising parties

Admins with one or several admin POAs have the function *Change account* twice (aka modal account dialogue) shown here:

**My portal access permissions** ⓘ

Sarah Admin  
Participant number: 848815

[Change account](#)

Show all authorised parties

Obtained permissions

Granted permissions

In this screenshot, the modal account dialogue of the authorising party is active. You therefore see the creator Sarah Admin who has issued an admin POA.

This means: The tabs **Obtained permissions** and **Granted Permissions** display which access permissions Sarah Admin has granted to third parties or obtained herself.

## Displaying the authorised parties/attorneys

**My portal access permissions** ⓘ

Sarah Admin  
Participant number: 848815

[Change account](#)

Show all authorised parties

Obtained permissions

Granted permissions


If you go to *Show all authorised parties* in the modal account dialogue, there is a list of all authorised parties for the members managed by the admin.

This means: The tabs **Obtained permissions** and **Granted permissions** display which access permissions have been granted to *individual authorised parties by Sarah Admin or by other members*.












[← Back to the display for authorising parties](#)

## Overview of authorised parties

 Sarah Admin  
Business partner ID: 9004096019 [Change account](#)

Search for authorising parties [+ Create new authorised party](#) [↓ Export current result](#)

▼ Show legend of the portal permissions

Authorising party	Financial details	Master data	Works	Claims	Download	Admin
▼ <a href="#">Bilbao Record/Comptel</a>	—	—	—	—	—	
▼ <a href="#">Deutsche Grammophon Publishing/Comptel</a>	—		—		—	
▼ <a href="#">Universal Music Edition</a>					—	

[Edit permissions](#)

When you have selected the authorised party view, you can also use the function *Change account* to switch between the authorised parties (*Change account*).

You can view which person has obtained access permissions for which members.

This view also allows you to *Create new authorised party* or to *Edit permissions*.