

User Guide

My Royalties / Statements



Dear member,

In this document you will find the **User Guide** for our **Online Service My Royalties**. For general information on distributions and important dates and deadlines, please visit www.gema.de/royalties.


For detailed information, you can also find our **info sheets** here:


- [Info sheet for entertainment music \(U, UD, M\)](#)
- [Info sheet for serious music \(E, ED, EM, BM\)](#)
- [Info sheet for discotheque playbacks \(DK, DK VR\)](#)
- [Info sheet TV \(FS, T FS, FS VR, T FS VR\)](#)
- [Info sheet radio \(R, R VR\)](#)
- [Info sheet sound film \(T, TD, TD VR\)](#)






Do you prefer visual content? Then take a look at our [video tutorial](#) about our **online service my royalties**.

Yours sincerely
GEMA

 GEMA ONLINE PORTAL




MENU


-  **Dashboard**
-  My area
-  Services

ACCOUNT

GEMA.DE

 To GEMA website



1. After logging into the online portal, you will be taken to the **dashboard** view. From here, you can navigate to the various areas.

 **Welcome,**
MEMBER





Help & contact   

2. To change the language, click on the box next to "Help & Contact".

Overview


-  Next distribution date on **01/06/2024**
-  This is how many unread messages are in your inbox **74**

Recommended features

-  **Work declaration**
Register your works at GEMA
-  **My royalties**
Details on the revenue generated by your works
-  **My financial details**
Account statements, turnover, status report and more
-  **Search repertoire**
Search the GEMA database for works (including their interested parties) an...

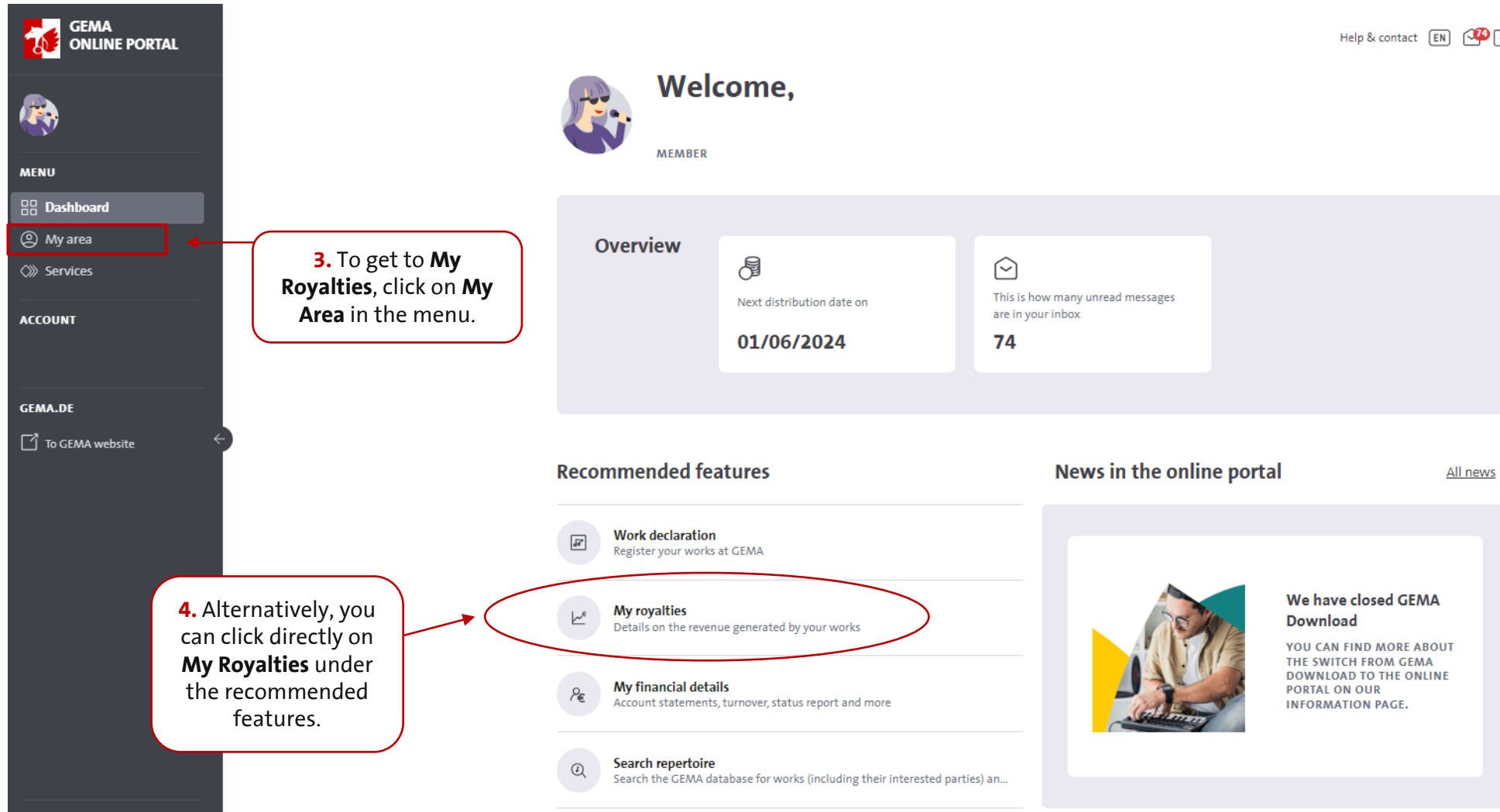
News in the online portal

[All news](#)



We have closed GEMA Download

YOU CAN FIND MORE ABOUT THE SWITCH FROM GEMA DOWNLOAD TO THE ONLINE PORTAL ON OUR INFORMATION PAGE.




The screenshot shows the GEMA ONLINE PORTAL interface. On the left is a dark sidebar menu with the following items: GEMA ONLINE PORTAL, a user profile icon, MENU, Dashboard, My area (highlighted with a red box), Services, ACCOUNT, and GEMA.DE. A red callout box points to the 'My area' menu item with the text: "3. To get to **My Royalties**, click on **My Area** in the menu."

The main content area shows a 'Welcome, MEMBER' message with a profile icon. Below this is an 'Overview' section with two cards: 'Next distribution date on 01/06/2024' and '74 unread messages in your inbox'. Below the overview is a 'Recommended features' section with four items: 'Work declaration', 'My royalties' (circled in red), 'My financial details', and 'Search repertoire'. A red callout box points to the 'My royalties' item with the text: "4. Alternatively, you can click directly on **My Royalties** under the recommended features."

On the right side of the dashboard, there are links for 'Help & contact', 'EN', and a notification icon with '79'. Below the recommended features is a 'News in the online portal' section with a link to 'All news' and a news card titled 'We have closed GEMA Download'.

GEMA ONLINE PORTAL



MENU

- Dashboard
- My area**
- Services

ACCOUNT

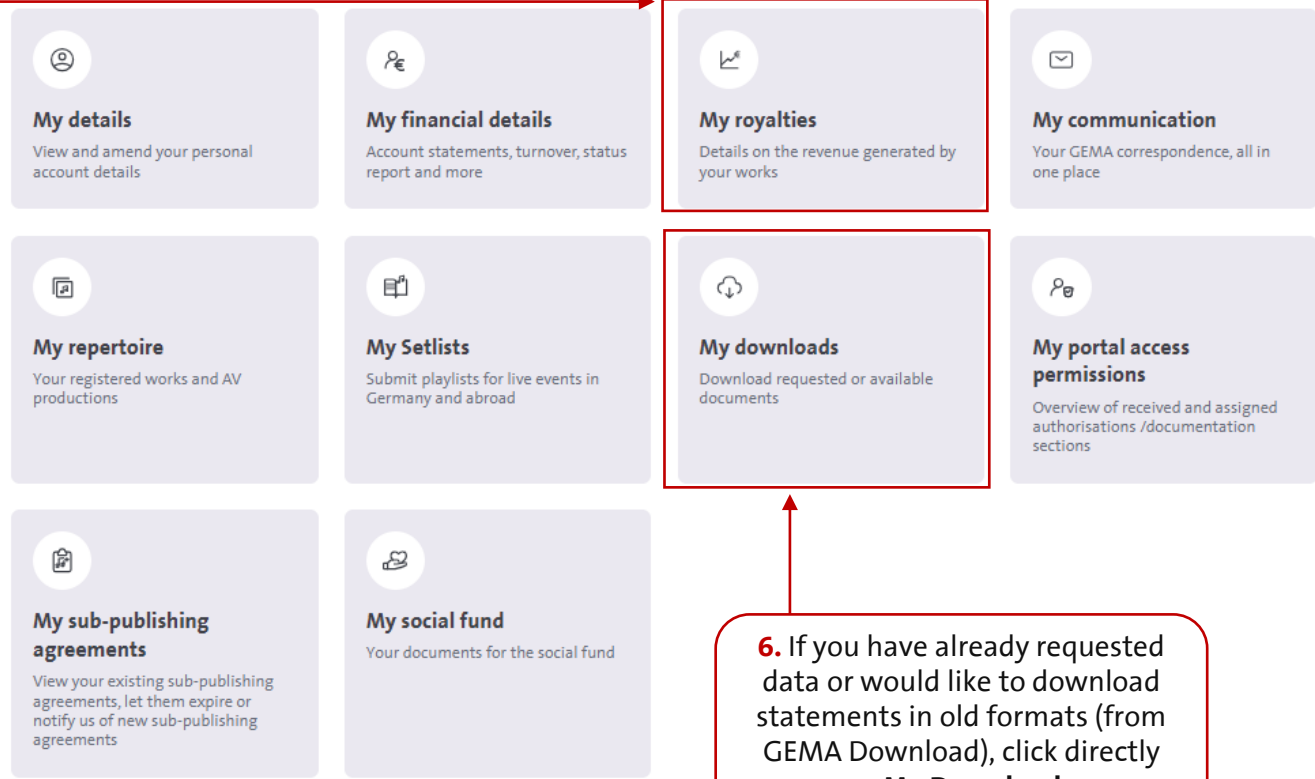
GEMA.DE

To GEMA website

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My area


5. With one click on **My Royalties** you will be taken to the corresponding area.



- My details**
View and amend your personal account details
- My financial details**
Account statements, turnover, status report and more
- My royalties**
Details on the revenue generated by your works
- My communication**
Your GEMA correspondence, all in one place
- My repertoire**
Your registered works and AV productions
- My Setlists**
Submit playlists for live events in Germany and abroad
- My downloads**
Download requested or available documents
- My portal access permissions**
Overview of received and assigned authorisations /documentation sections
- My sub-publishing agreements**
View your existing sub-publishing agreements, let them expire or notify us of new sub-publishing agreements
- My social fund**
Your documents for the social fund

6. If you have already requested data or would like to download statements in old formats (from GEMA Download), click directly on **My Downloads**.

GEMA ONLINE PORTAL



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To GEMA website

< Help & contact EN 99+

Diagrams Statements

7. To access the detailed statements, set the slider to **Statements**. With the help of this slider, you can switch between the chart view and listing view.

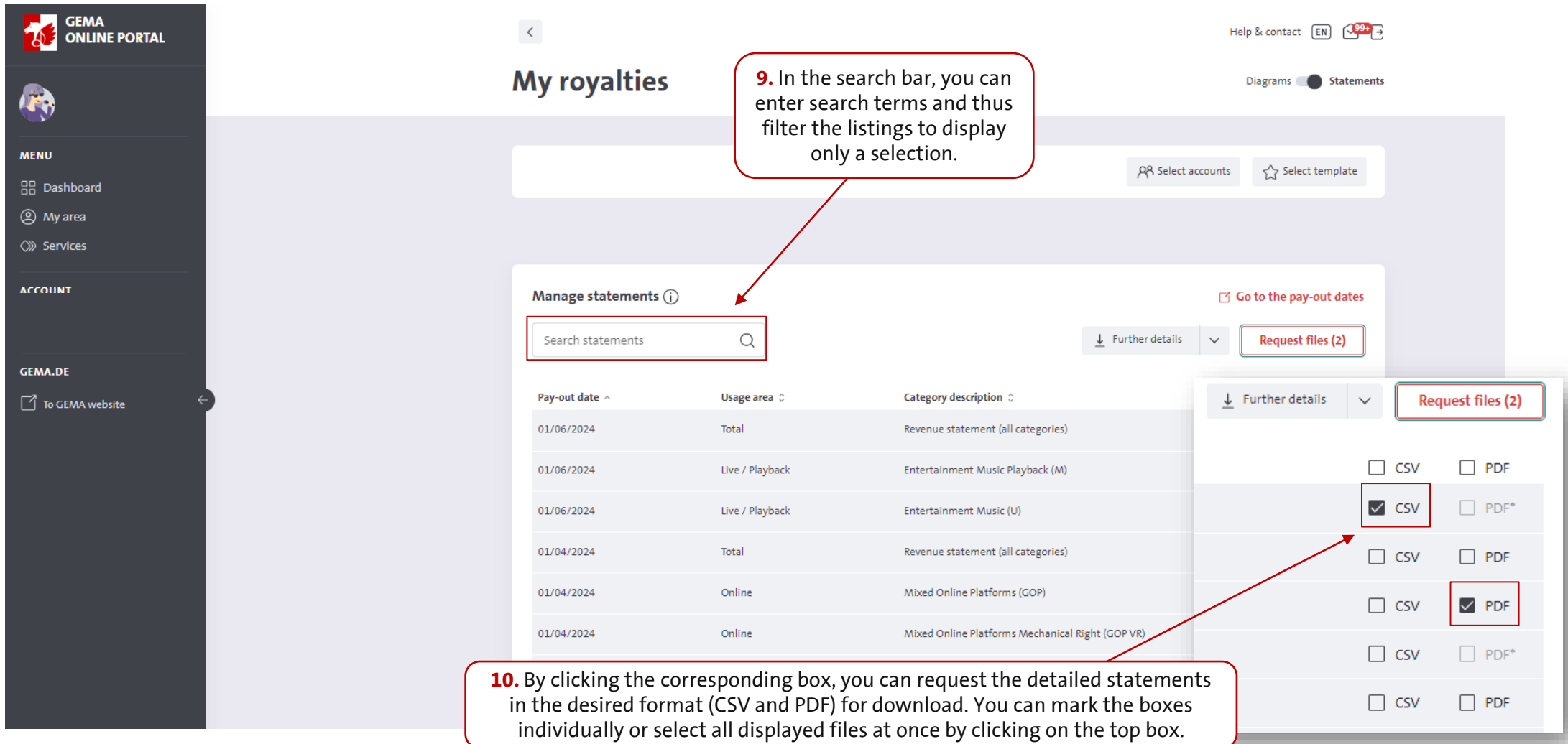
Select accounts Select template

Manage statements ⓘ [Go to the pay-out dates](#)

Search statements 🔍 Further details ▾ Request files (2)

Pay-out date ^	Usage area ↕	Category description ↕	<input type="checkbox"/> CSV	<input type="checkbox"/> PDF
01/06/2024	Total	Revenue statement (all categories)	<input checked="" type="checkbox"/> CSV	<input type="checkbox"/> PDF*
01/06/2024	Live / Playback	Entertainment Music Playback (M)	<input type="checkbox"/> CSV	<input type="checkbox"/> PDF
01/06/2024	Live / Playback	Entertainment Music (U)	<input type="checkbox"/> CSV	<input checked="" type="checkbox"/> PDF
01/04/2024	Total	Revenue statement (all categories)	<input type="checkbox"/> CSV	<input type="checkbox"/> PDF*
01/04/2024	Online	Mixed Online Platforms (GOP)	<input type="checkbox"/> CSV	<input type="checkbox"/> PDF
01/04/2024	Online	Mixed Online Platforms Mechanical Right (GOP VR)	<input type="checkbox"/> CSV	<input type="checkbox"/> PDF*
01/04/2024	Online	Music on Demand Download (MOD D)	<input type="checkbox"/> CSV	<input type="checkbox"/> PDF
01/04/2024	Online	Music on Demand Download Mechanical Right (MOD D VR)	<input type="checkbox"/> CSV	<input type="checkbox"/> PDF*

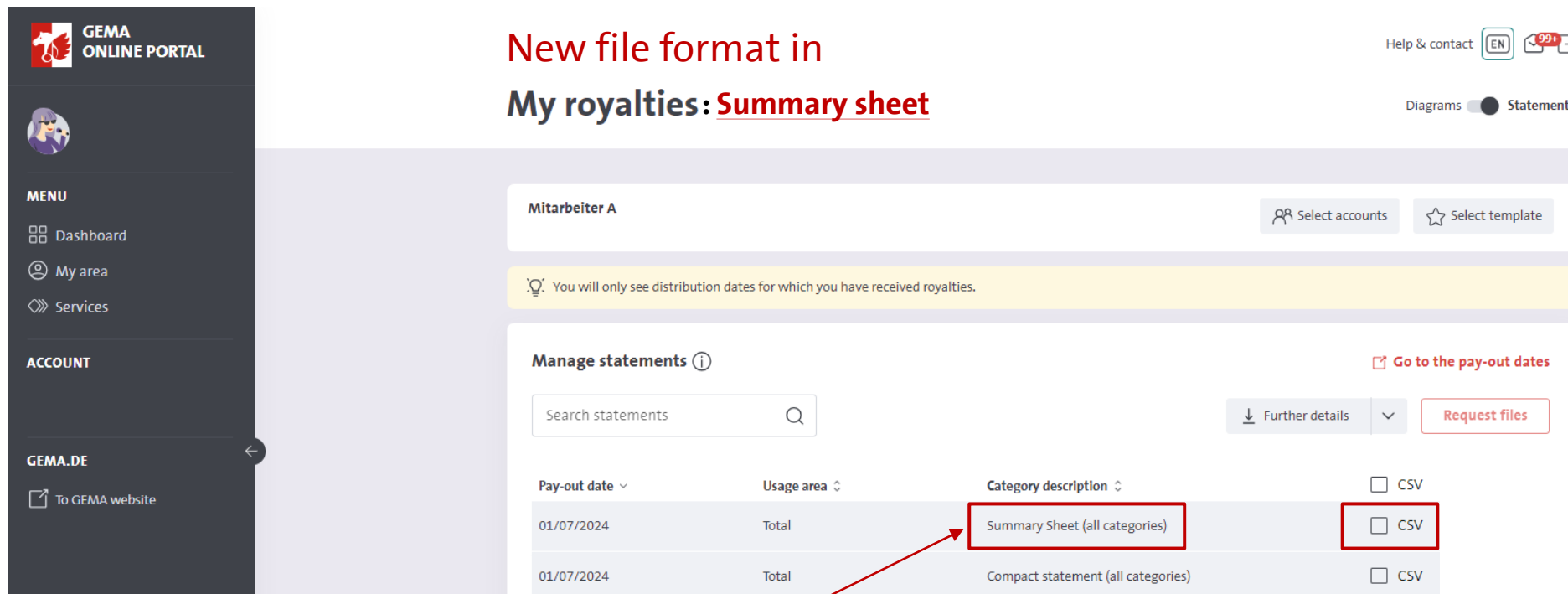
8. If the slider is set to **Statements**, all the detailed statements that are available to you will be displayed. You can identify them by the distribution date, area of use and division name.



9. In the search bar, you can enter search terms and thus filter the listings to display only a selection.

10. By clicking the corresponding box, you can request the detailed statements in the desired format (CSV and PDF) for download. You can mark the boxes individually or select all displayed files at once by clicking on the top box.

Pay-out date	Usage area	Category description	Request files
01/06/2024	Total	Revenue statement (all categories)	<input type="checkbox"/> CSV <input type="checkbox"/> PDF
01/06/2024	Live / Playback	Entertainment Music Playback (M)	<input type="checkbox"/> CSV <input type="checkbox"/> PDF*
01/06/2024	Live / Playback	Entertainment Music (U)	<input checked="" type="checkbox"/> CSV <input type="checkbox"/> PDF*
01/04/2024	Total	Revenue statement (all categories)	<input type="checkbox"/> CSV <input type="checkbox"/> PDF
01/04/2024	Online	Mixed Online Platforms (GOP)	<input type="checkbox"/> CSV <input checked="" type="checkbox"/> PDF
01/04/2024	Online	Mixed Online Platforms Mechanical Right (GOP VR)	<input type="checkbox"/> CSV <input type="checkbox"/> PDF*
			<input type="checkbox"/> CSV <input type="checkbox"/> PDF



New file format in
My royalties: Summary sheet

Mitarbeiter A Select accounts Select template

Help & contact EN 99+

Diagrams Statements

Manage statements ⓘ Go to the pay-out dates

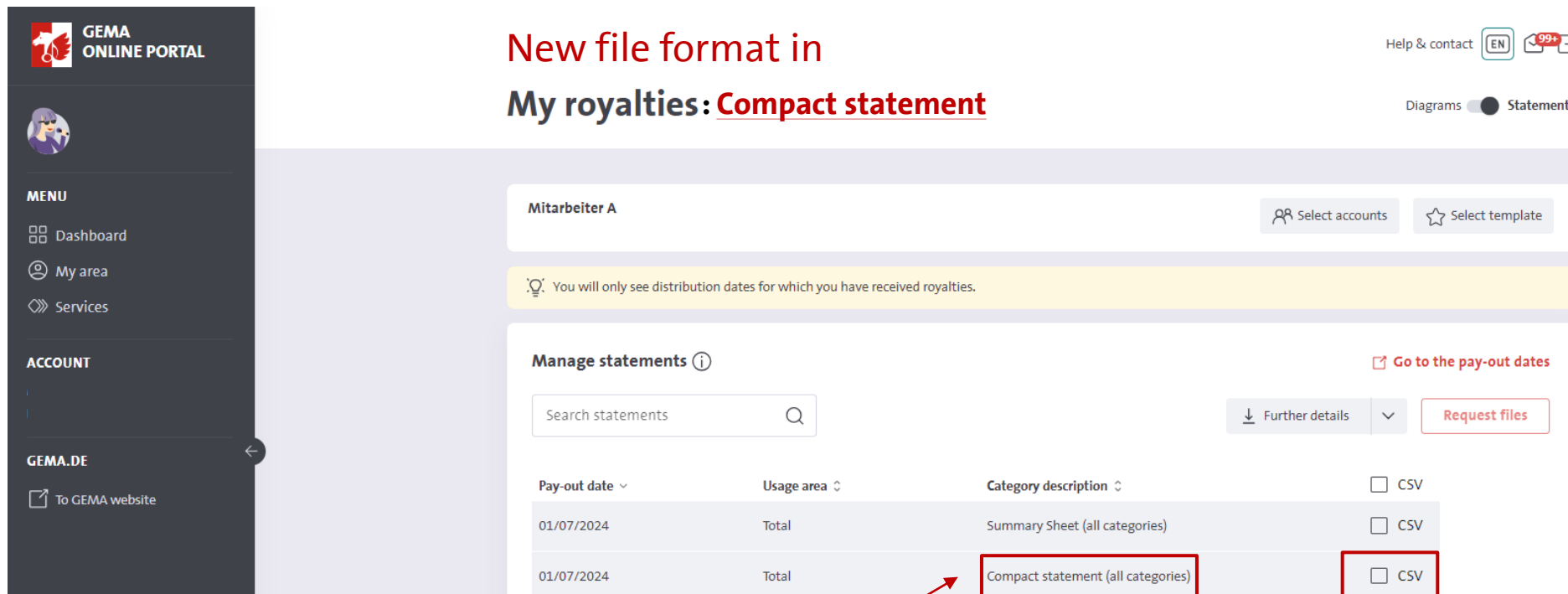
Further details Request files

Pay-out date	Usage area	Category description	<input type="checkbox"/> CSV
01/07/2024	Total	Summary Sheet (all categories)	<input type="checkbox"/> CSV
01/07/2024	Total	Compact statement (all categories)	<input type="checkbox"/> CSV

11. Summary sheet (all categories): this document provides you with an overview of all the amounts distributed to you on a given distribution date. The summary sheet contains the total amounts of royalties distributed to you per category or supplement, plus the interested-party role and the type of royalties (special account/main account).* It is a supplement to the detailed statements, giving you an opportunity to monitor your distribution amounts for a given date at a glance, across all categories.

You can find the summary sheet in the “My royalties” service, **in CSV format**. It is made available automatically for every distribution date for which you receive royalties. The corresponding file can be requested in the same way as the detailed statements, then downloaded in the “My downloads” area.

**Please note: the overview does not yet include the amounts from the usage of music in church services as well as a few supplements, though we do plan to integrate these too. For the moment, distribution amounts for these categories can still be found in your account statement.*



New file format in
My royalties: Compact statement

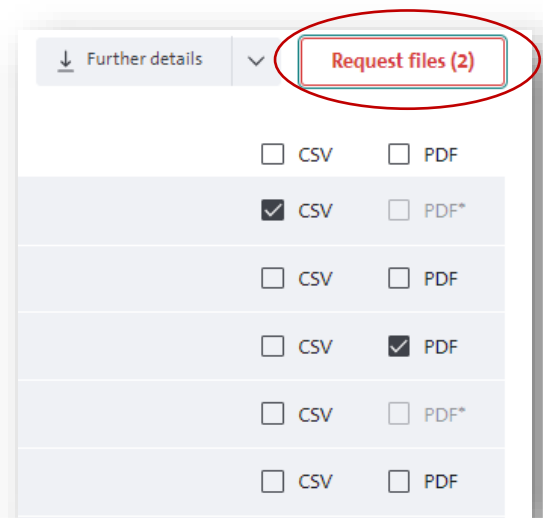
Mitarbeiter A Select accounts Select template

Manage statements Go to the pay-out dates

Pay-out date	Usage area	Category description	
01/07/2024	Total	Summary Sheet (all categories)	<input type="checkbox"/> CSV
01/07/2024	Total	Compact statement (all categories)	<input type="checkbox"/> CSV

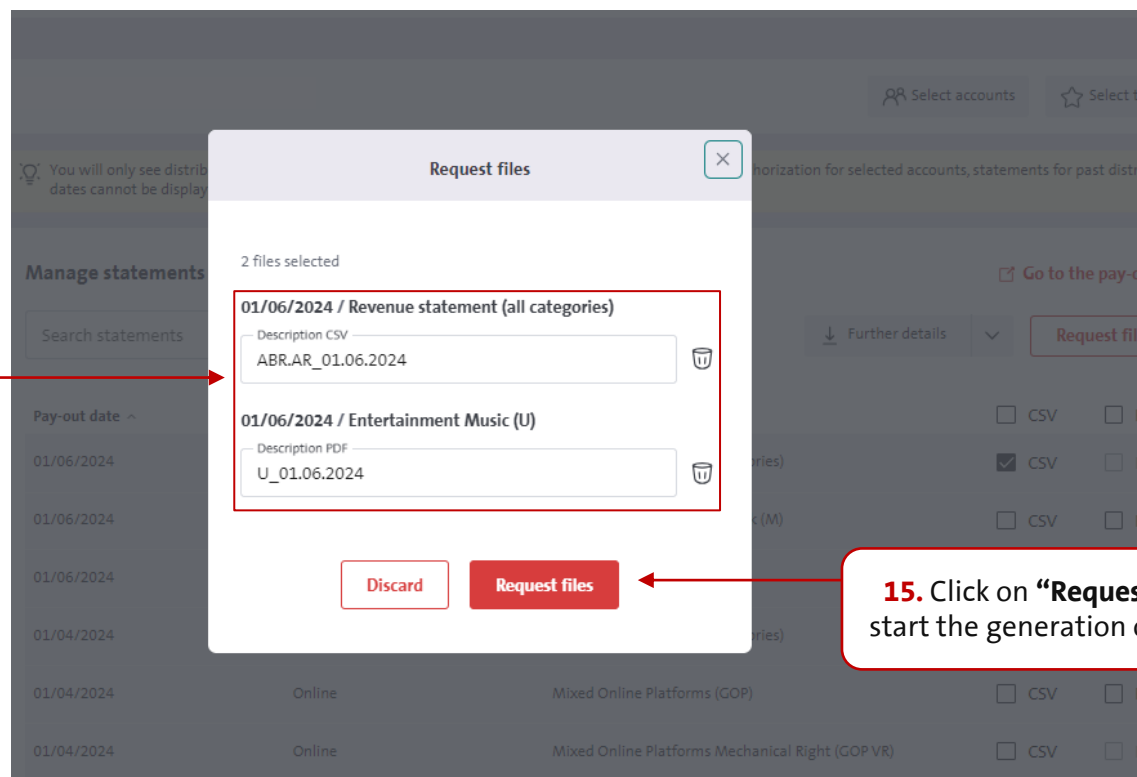
12. Compact statement (all categories): the compact statement is a stripped-down summary of the most important information and details concerning the distribution(s) you received on a given distribution date. Unlike the detailed statements, the information relating to every category is included in a **single file** and can be downloaded with just one click.

We developed this service to optimise our data processing, with the emphasis on information of relevance in respect of any potential further use. You can find the compact statement in the “My royalties” service, in **CSV format**. It is made available automatically for every distribution date for which you receive royalties. The corresponding file can be requested in the same way as the detailed statements, then downloaded in the “My downloads” area.

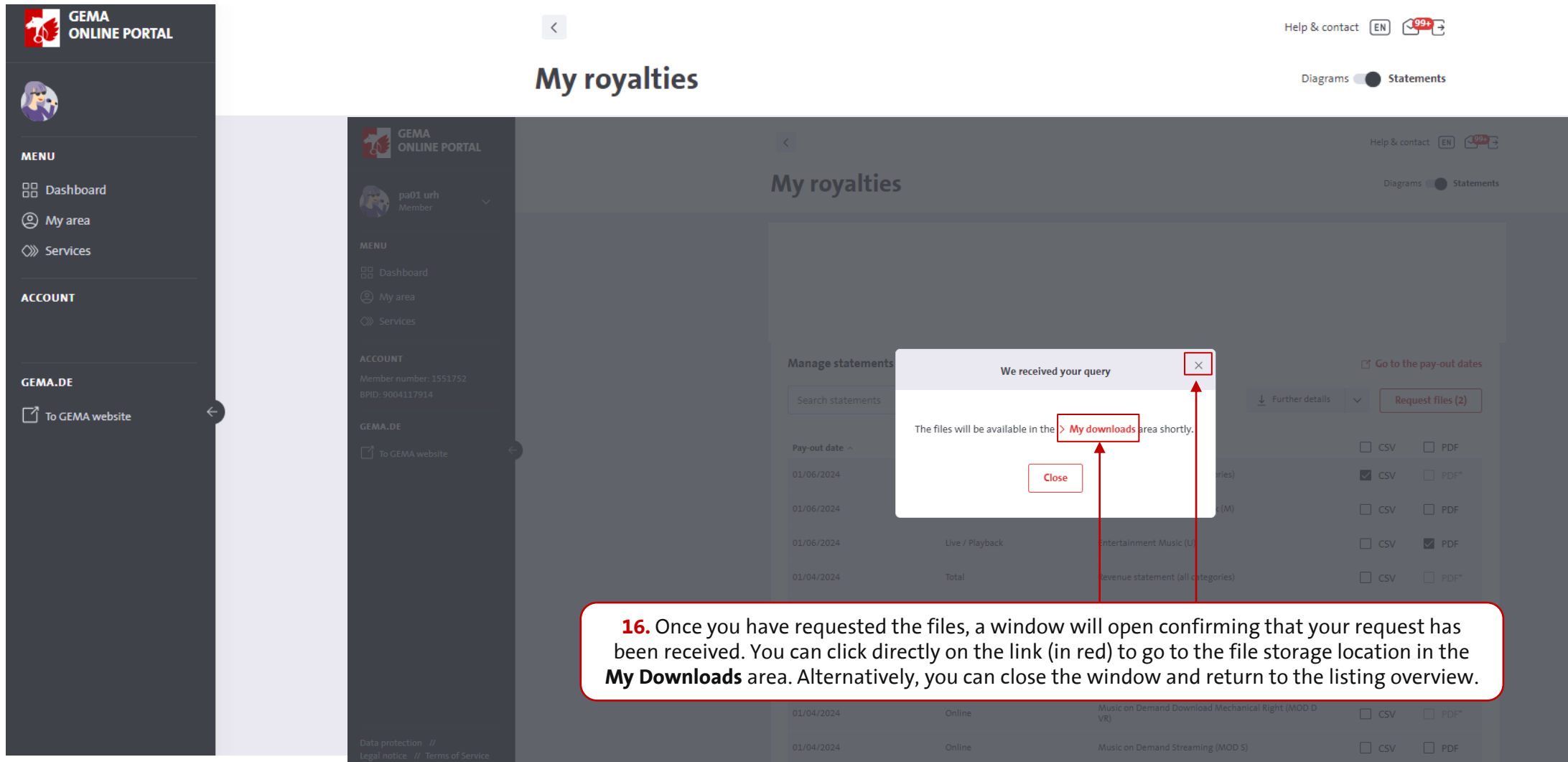


13. Click on **“Request files”** to request the files in the selected formats.


14. Before you make the final request for the files, you can individually customize the labels. By clicking on the delete button (bin), you have the option to remove files from the selection.




15. Click on **“Request files”** to start the generation of the files.






16. Once you have requested the files, a window will open confirming that your request has been received. You can click directly on the link (in red) to go to the file storage location in the **My Downloads** area. Alternatively, you can close the window and return to the listing overview.

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Help & contact EN 99+

My downloads ⓘ

17. In the **My Downloads** section you will find all requested files. To download these to your end device, select the appropriate checkbox and then click on **Download**. It is possible to select and download multiple files at the same time

18. Here too, you can search for specific files by entering them in the search bar.

01.04.

 **Download (2)**


Name	Category	Description	Size	Submitted on	<input type="checkbox"/>
SUM.AR_01.04.2024_TEST_20240528_15.45_R GO_695549.csv	Detailed statement	-	6.76 KB	28.05.2024 15:46	<input type="checkbox"/>
SUM.AR_01.04.2024_TEST_20240528_15.43_R GO.csv	Detailed statement	-	34.53 KB	28.05.2024 15:45	<input checked="" type="checkbox"/>
SUM.AR_01.04.2024_TEST_20240528_15.36_R GO.csv	Detailed statement	-	29.08 KB	28.05.2024 15:37	<input type="checkbox"/>


Please note:

File availability: The files are available for your disposal for **10 days** after generation. After that, the files will be deleted. You can request the files again at any time.




Provision of GEMA Download alternative formats: Similar to your templates in GEMA Download, the GEMA Download alternative formats will be provided to you as a 'package' directly under 'My Downloads.' It's important to know that they will be available there for **90 days**.

Feedback

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Help & contact EN 99+

My downloads ⓘ

Entries per page

20

50

100

50 ▾

Detailed statement	-	68.34 KB
Detailed statement	-	69.03 KB
Detailed statement	-	67.70 KB

« < Results 1-50 of 338 > »

19. You can turn the pages forward and backward using the arrows.

20. You can individually adjust the number of entries per page in the dropdown menu.

