

Using Licensee Direct

May 23, 2018



Statement of Account

1. Login at <https://licensedirect.soundexchange.com/accounts/login>

2. Click **Manage Accounts** button on the left



3. Select the **Year** and **Station**, then select **Commercial Webcaster (CRB)**



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4. Hover over **Royalties** and click **Calculate New**

Royalty Management

MINIMUM FEE ROYALTIES PAYMENTS REPORTS OF USE

Year-to-Date Summ

Month Royalties Performances Status Due Date Report of Use

- Calculate New
- Certify
- View Submitted

5. Enter counts for any necessary months

| | Nonsubscription | | Subscription | | Monthly Total |
|-----|-----------------|----------|--------------|---------|---------------|
| | Performances | Royalty | Performances | Royalty | |
| Jan | 240,571 | \$433.03 | | | \$433.03 |
| Feb | 231,671 | \$417.01 | | | \$417.01 |
| Mar | 241,871 | \$435.37 | | | \$435.37 |
| Apr | | | | | |

6. Scroll to the bottom and click **Save As Draft** and then **Ready For Certification**

Totals

Total performances 714,113

Total performance royalty \$1,285.40

1st SAVE AS DRAFT READY FOR CERTIFICATION 2nd

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7. Go back to **Commercial Webcaster (CRB)** main page, hover over **Royalties** and click **Certify**



8. Scroll to the bottom of the page and select the checkbox, then click the **Certify**