The background of the entire image is a light-colored wood grain with vertical planks. A horizontal band of a darker, olive-green color runs across the middle of the image, serving as a backdrop for the text.

ARTISJUS' ONLINE SYSTEM

ARTISJUS BOOKLETS

01 ABOUT ARTISJUS' ONLINE SYSTEM

The authors' information system is Artisjus' online platform where authors can conveniently access every important data, anytime they want. Users can browse royalty records from the past 800 days and track usage data with detailed information. They can also check the data of their registered songs that serve as the basis for royalty distribution.

Users can browse royalty records from the past 800 days and track usage data with detailed information

02 HOW TO BECOME A USER OF ARTISJUS ONLINE SYSTEM?

Once authors register at Artisjus (submit a personal datasheet and a mandate agreement) they can request access to the online system as well. Since the system contains financial data, authors who wish to gain access must apply at our Budapest office or one of our country offices in person.

Registration to the online system requires a photo ID (ID card, passport or driver's license).

1. Registration in our Budapest office does not require an appointment. (District 1, Mészáros utca 15-17, 1st floor, Authors' Relations Department, Mon: 9 AM - 4 PM; Tue: 8 AM - 6 PM; Wed, Thu: 10 AM - 4 PM; Fri: 9 AM - 2 PM)

2. Registration in one of our country offices requires an appointment to be made with one of our local staff members. Let our staff member know you are asking for an appointment for registering to the online system.

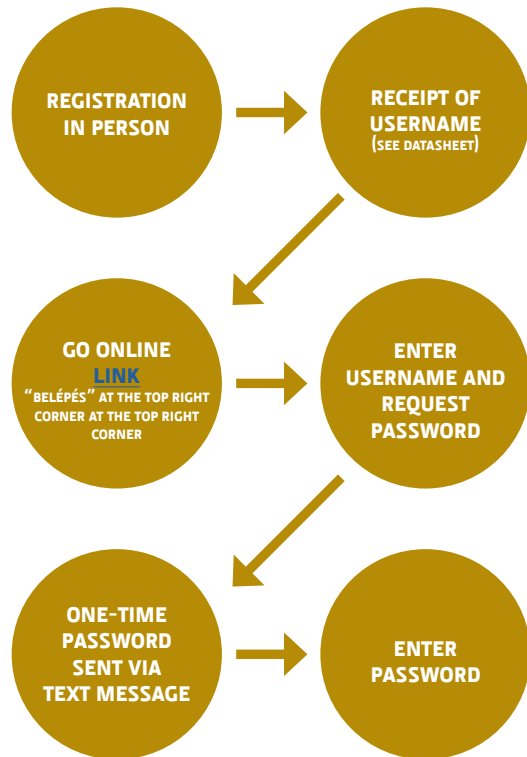
3. Authors living outside Hungary can register by sending an authenticated datasheet, if they cannot visit one of our offices in Budapest or in the country. Authentication must follow international regulations. Please contact our Authors' Relations office at +36 1 488 2666 or at szerzok@artisjus.com



Budapest:	+36 1 488-2666
Debrecen:	+36 52/536-527
Győr:	+36 96/618-010
Miskolc:	+36 46/508-950
Pécs:	+36 72/520-636
Szeged:	+36 62/558-191
Zalaegerszeg:	+36 92/598-646

03 LOGIN

Personal data are made available in the online system from the day following your registration.



The username is invariable, the password in the text message is different for each login!

Once logged in, you can modify your personal data, you can register your works and live performances fast and easily, and you can also search for unidentified works. If you are registered, you will no longer receive royalty notifications on paper. You will have a much more detailed and more convenient online interface to scan royalty distribution data.

Q&A

“I lost my username. How can I get a new one?”

Please send an e-mail to the Authors' Relations office (szerzok@artisjus.com) and our staff members will send you the login code. Please send the following data for identification: name, date of birth, mother's name. For security reasons we CANNOT provide you with the username over the phone.

“My cellphone number has changed. What should I do?”

The online system requires a cellphone number for login, to enhance security for the system that contains sensitive private data. Your phone number can be changed either in the online system itself – or by submitting a new personal datasheet. The datasheet is to be submitted to the Artisjus Authors' Relations office via post or in person.

04 ABOUT THE INTERFACE

1. PROFILE:

You can check and modify your personal data (e.g. add a new bank account, an address, author pseudonym etc.).

2. PAYMENTS:

The online system displays royalties already transferred for your works.

3. REPORTS:

If you are registered, you will no longer receive the royalty reports on paper. You will have a much more detailed online interface to observe royalty distribution data. Personalized reports are expandable by clicking on the + sign in front of each row.

4. STATISTICS:

You can compile various statistical reports of your own works to give you a better overview regarding royalties.

5. MESSAGES:

You can access messages from Artisjus and also tax certificates required for filing tax returns.

6. FORUM:

Facilitates communication between authors. For example, you can use it to discuss the affairs of the society and how to promote authors' interests.



7. PERFORMANCES:

If you are an author and a performer, you can register your live performances in our online system. As a first step we recommend setting up your setlists to expedite future performance registrations.

8. WORKS:

Here you will find the works you registered in the system. You can easily create a list of your works using the export feature (xls or pdf format). You can also add any missing ISRC codes to works here, just select a work and click on the New Sound Recording button in the SOUND RECORDING tab.

9. WORKS / REGISTRATION / UNIDENTIFIED WORKS:

Registration: In this menu you can register new works and confirm new registrations filed by your co-author. You can also track pending registrations with the Search field.

Unidentified works: Sometimes royalties get stalled: either because the data provided by the user were inaccurate or because the author forgot to register the work. Thanks to a new feature in the online Artisjus system anyone with a valid registration can browse their suspended works (suspense accounts). We assist authors by compiling lists that contain unidentified works possibly belonging to them."

10. CLAIMS:

Authors may submit claims regarding royalty distribution.

05 ONLINE REGISTRATION OF WORKS

Why is it better to register works online instead of the old paper form?

FASTER ENTRY INTO THE REGISTRY

While processing paper forms may take 2 or 3 weeks, online registrations are evaluated within 2 workdays.

MORE PRECISE ROYALTY ALLOCATION

Users (radios, television channels, concert organizers etc.) are constantly sending usage reports and our staff members are continuously processing these data. In order to be able to identify works for royalties accurately, it is important to register the works with us as soon as possible.

NO POSTAL FEES

With online registration you can save on postal fees, and by avoiding paper forms you are also protecting the environment.

ONLINE UPLOAD INSTEAD OF BURNING CDS

The system was designed so that you can upload music files and scores with a single click. You do not have to burn your works to CDs anymore.

ELECTRONIC CONSENT INSTEAD OF SIGNATURES

Works with multiple authors can only be registered in the online

system with a consent from all authors involved. This requires one of the authors to fill out the electronic form, and then the form must be forwarded to other co-authors within the system.

Q&A

"What should I do if I have a co-author, who is not a member of Artisjus?"

Currently, online work registration is only available for works where all of the authors have commissioned Artisjus. For now, if one or more co-authors are members of foreign rights management organizations, the work must be registered on a paper form.

"Will the traditional paper work registration form still be available?"

Of course, you will still have the option to register works on the paper work registration form. However, please note that this requires more time to process. It takes about 2 to 3 weeks counting from the receipt of the form and copies of the registered works to enter the works into our database.

CONTACT

Artisjus Authors' Relations
1016 Budapest, Mészáros u. 15-17.
szerzok@artisjus.com
(+36-1) 488 2666

The image features a background of vertical wood planks. A horizontal band of a solid yellow-green color runs across the middle. The wood planks in the bottom section are curved, creating a sense of depth and movement. The text 'artisjus' is centered in the lower half of the image, overlaid on the wood planks.

artisjus