A Guide to Using **Groups** in Artist Royalties Portal

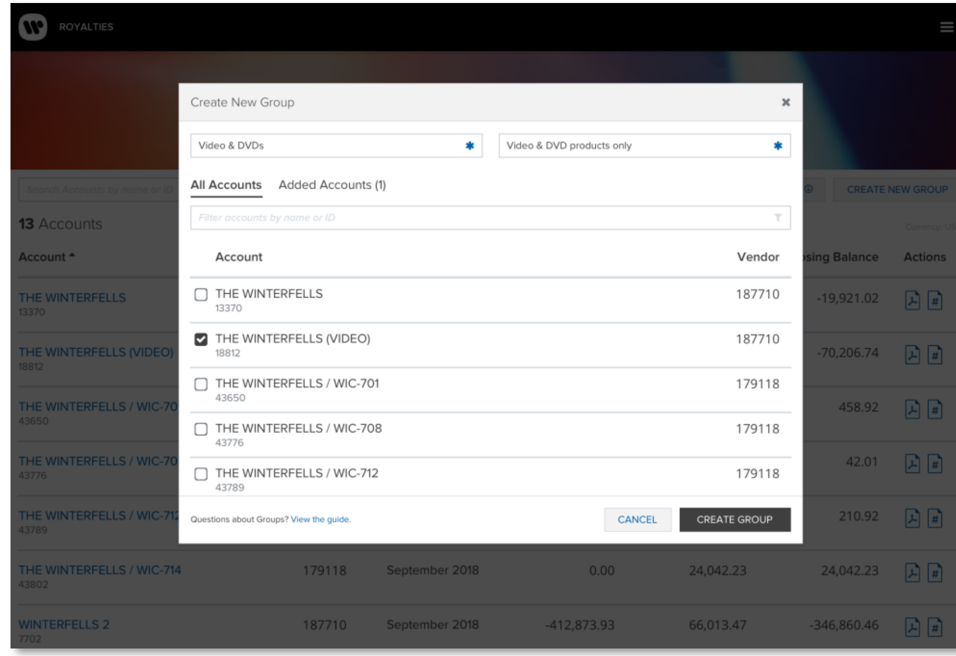
Overview of Groups

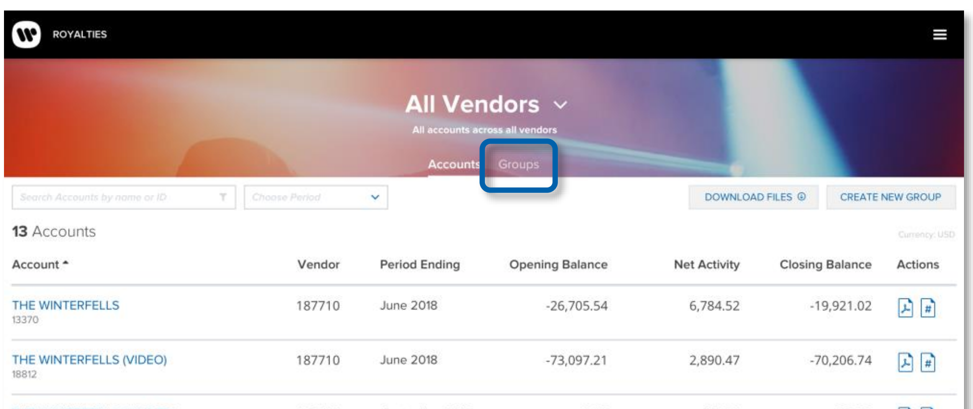
Groups are hand-picked collections of accounts that can be accessed and analyzed together. You can use the Groups feature to easily view and download information about related accounts (i.e. multiple accounts pertaining to a single artist). For example, when you view multiple accounts together as a group, you will be able to see the total earnings for those accounts over a selected period. You will also be able to download all statements from a selected period from a single group page.

Overview of Groups

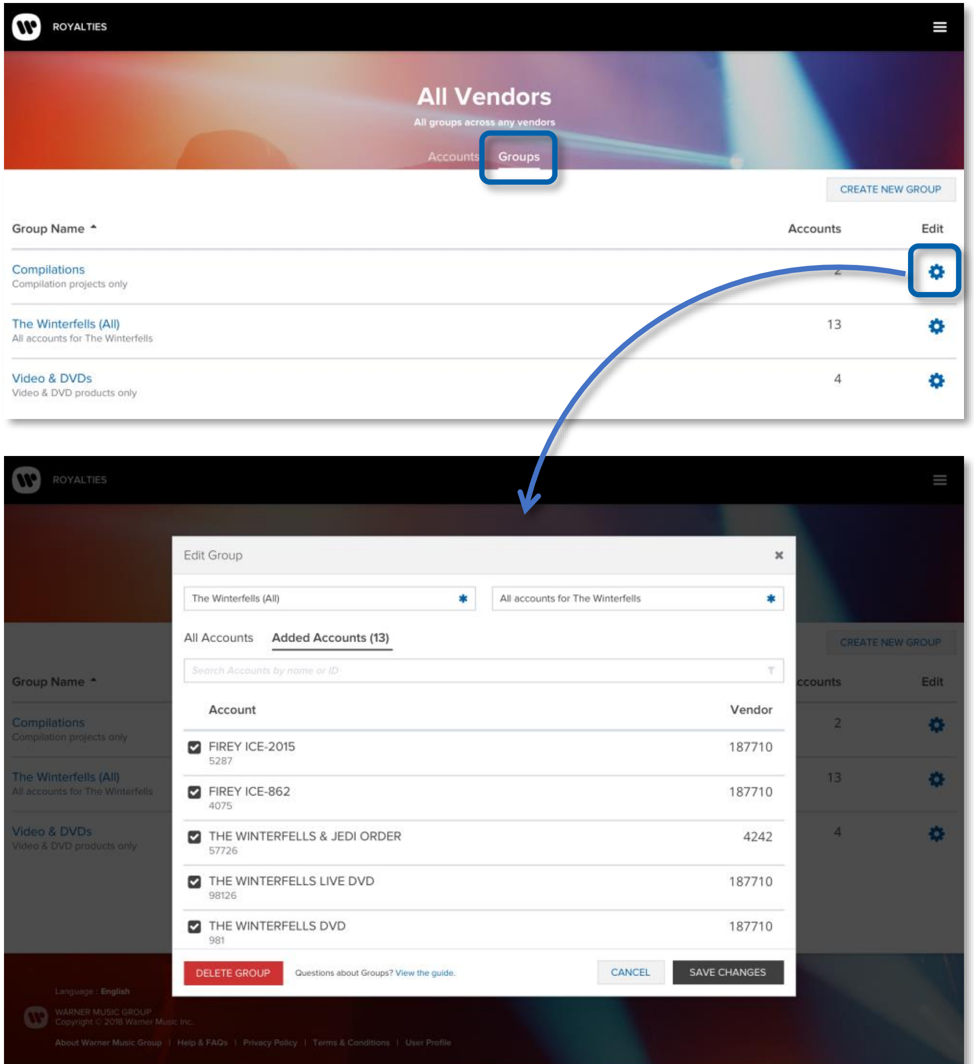
To create a new group, click on the **Create New Group** button on the **Accounts** or **Groups** page and follow the below steps:

1. Give the group a **name** that is distinct from existing account or group names.
2. Provide a **short description** to help remind you what accounts are included in the group.
3. Under the **All Accounts** tab, **select the accounts** you would like added to the new group. (The **All Accounts** tab includes a list of all the accounts to which you have access, even if those accounts are otherwise tied to different vendors.)
4. Select **Create Group** to complete the group creation process.





To **access the groups you create**, navigate to the **Groups** tab on the Accounts page.



How to Manage a Group

You can edit, delete or otherwise manage a group by selecting the "Manage Group" button found on the "Group Overview" page or by navigating to the "Groups" page and selecting the settings icon that corresponds with the group you seek to manage.

- To add an account to an existing group, simply select that account from the list that appears under the "All Accounts" tab and select "Save Changes"

- To remove an account from an existing group, simply unselect that account from the list that appears under the "All Accounts" or "Added Accounts" tab and select "Save Changes".

- To modify an existing group's name or description, simply edit the text that appears in the relevant text field(s) and select "Save Changes".

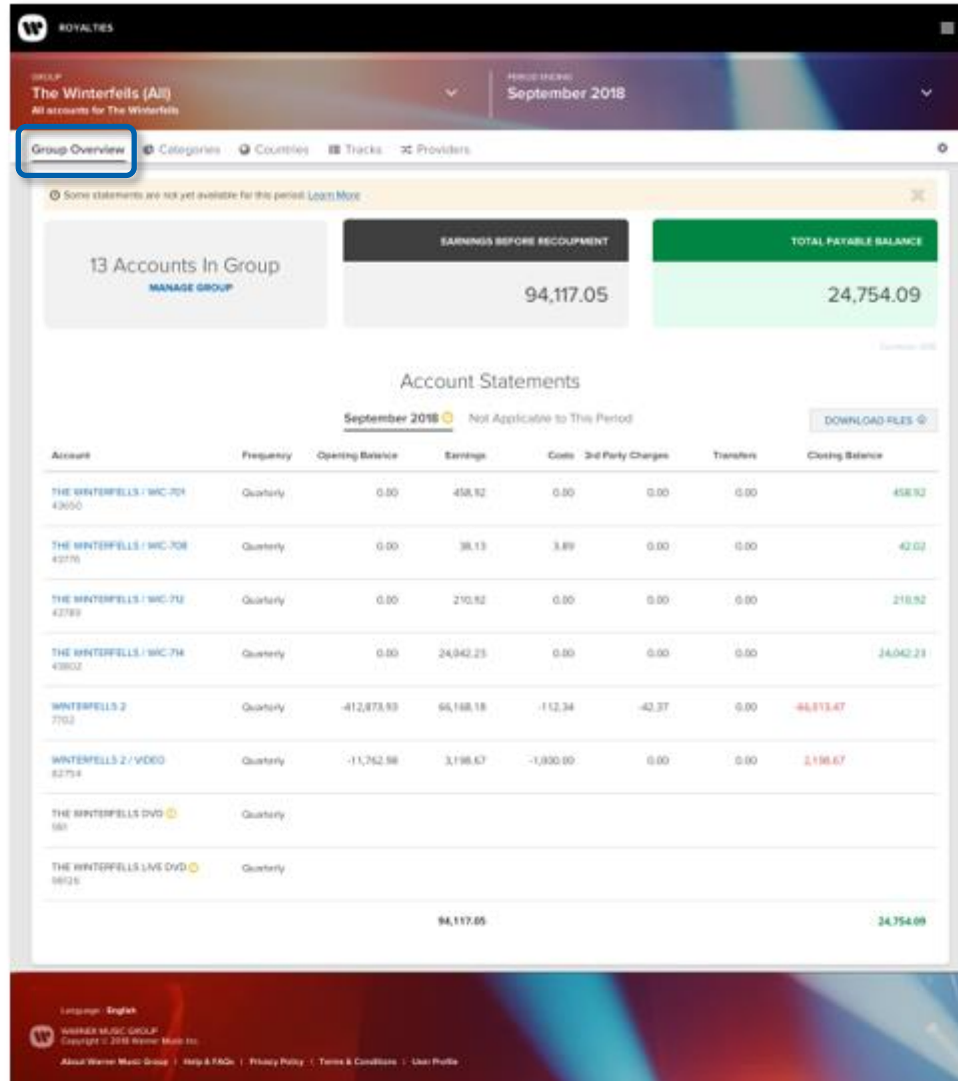
- To delete an existing group, select "Delete Group" and confirm the action. (Note that deleting a group will not cause the accounts linked to the group or their data to be deleted from your larger portal account. It will only delete that specific grouping of accounts. This action cannot be undone.)

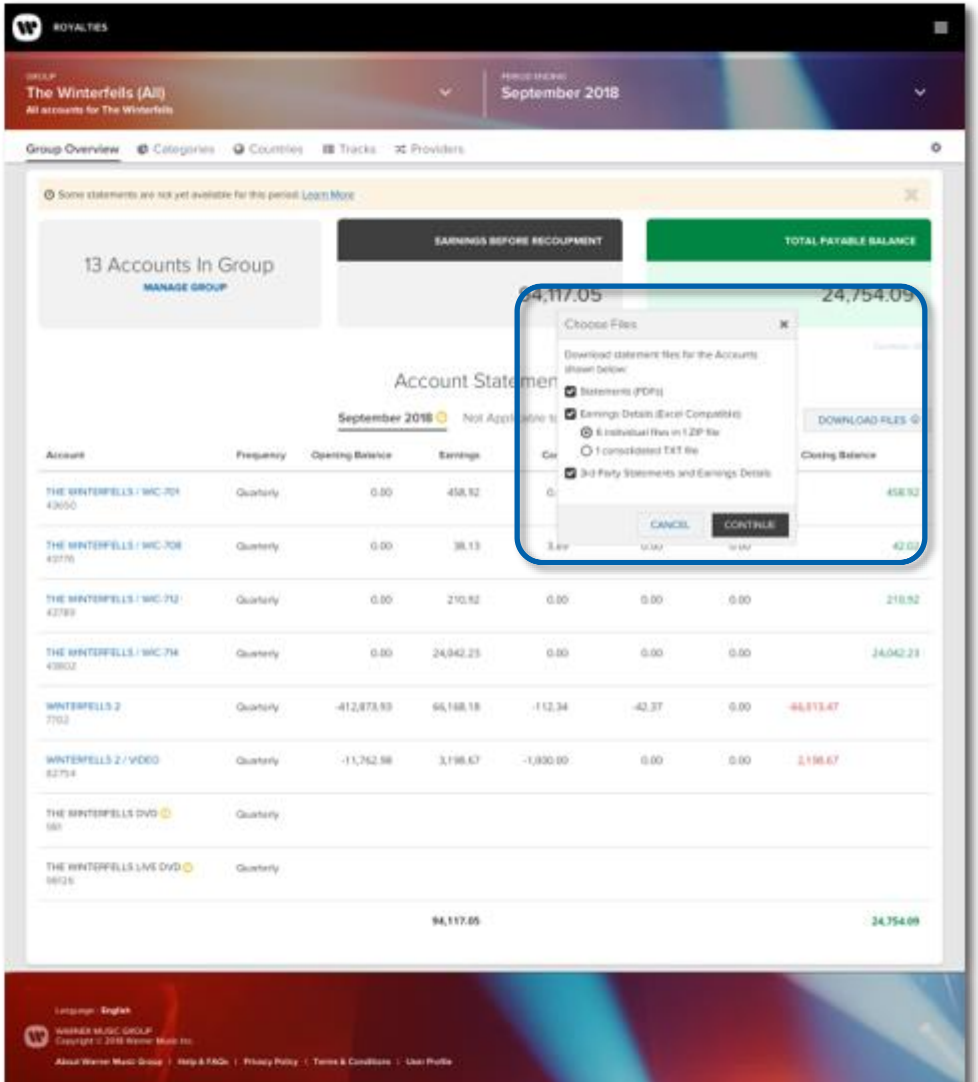
Viewing a Group's Statements

The **Group Overview page** provides summarized data for a selected group over a specified period. Use the period selector at the top of the page to change the statement period.*

- The **Accounts in Group** box displays the current number of accounts in a group. You can edit, delete or otherwise manage a group by selecting the **Manage Group** link that appears in this box.
- The **Earnings Before Recoupment** box displays the total earnings for all accounts in a group over a specified period.
- The **Account Statements** table displays all of the accounts in a group for which a statement is available for a specified period. The table also includes some key values that pertain to the individual accounts within the group (i.e. the account's opening balance, earnings, costs, third party charges, transfers and closing balance).

Note that if statements are expected for the selected period but not yet available, you will see an alert box and yellow icon displayed next to those particular accounts. For example, if an account that receives statements half-yearly is included in a group with accounts that receive statements quarterly, there will be two reporting periods for which statements will be available for the quarterly accounts but not the half-yearly account.





Downloading a Group's Statements

You can instantly download all available statement files for all accounts within a group via the **Download Files** feature. To download available statements, follow the below steps:

1. Use the **period selector** at the top of the **Group Overview page** to specify the period for which you would like to download statements.
2. Select the **Download Files** button located near the top of the Group Overview page (above and to the right of the **Account Statements** table)
3. Identify the **file format** in which you would like to receive statement data. (You will be prompted to select which file types you would like to download).
4. Follow the steps on the screen to continue with the download.

Viewing a Group’s Charts

You can view visualizations of earnings data pertaining to a group by visiting that group’s **chart pages**. After you identify the period for which you would like to visualize a group’s earnings data, you will see that data broken down by “Categories,” “Countries,” “Tracks” and “Providers.”

When viewing a group’s chart pages, you can specify the **range of statements** (based on period ending) to choose which periods’ data should be included in the view. You can also temporarily isolate or exclude the data from particular accounts, so as to better understand their effect on the group.