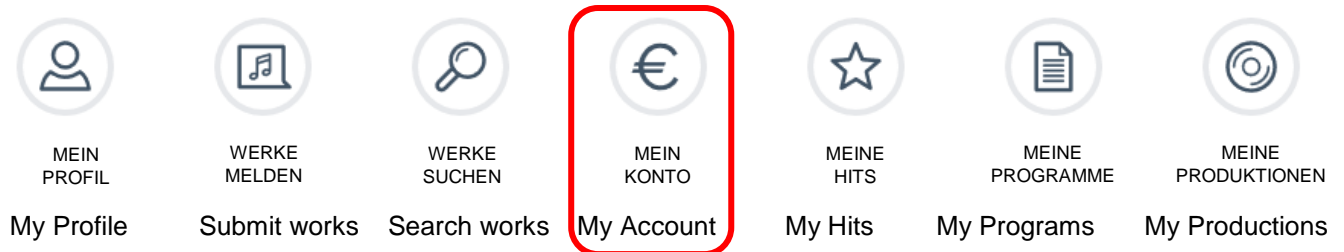


How to retrieve your account information

If you need help with Login, go to [How to access our web services](#).

Once you are logged in, click on the service MEIN KONTO (My Account).

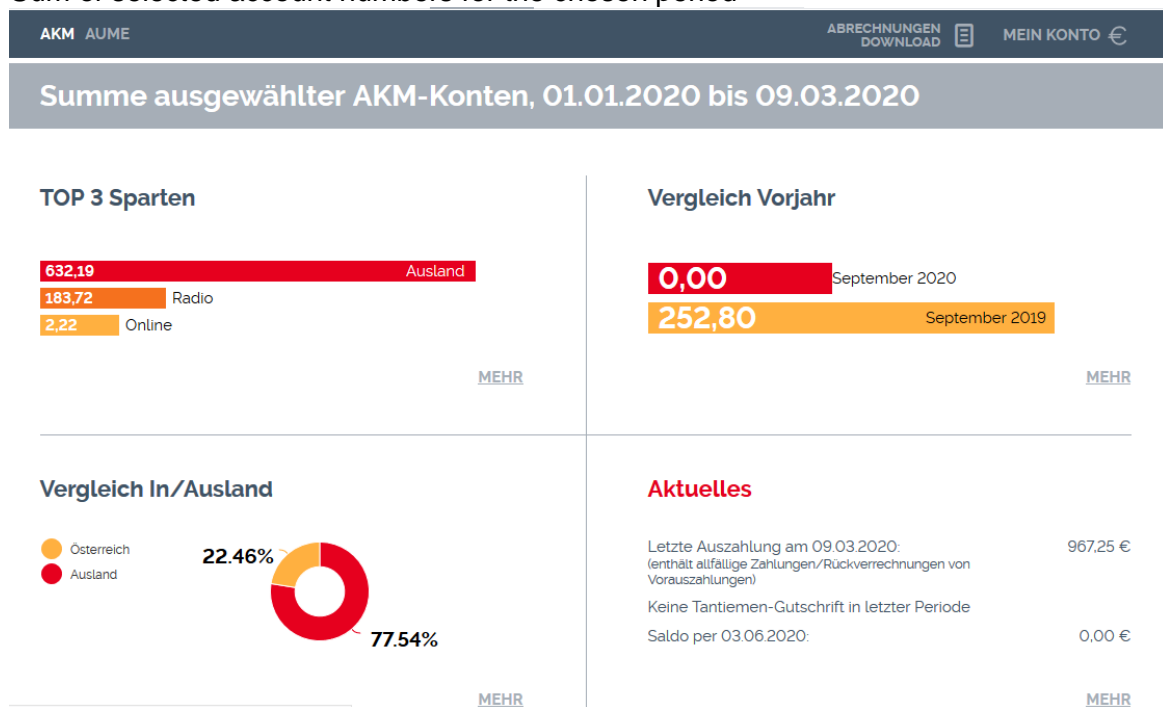


MEIN PROFIL WERKE MELDEN WERKE SUCHEN **MEIN KONTO** MEINE HITS MEINE PROGRAMME MEINE PRODUKTIONEN

My Profile Submit works Search works My Account My Hits My Programs My Productions

An overview with the following data appears:

Sum of selected account numbers for the chosen period



Top 3 Sections

Comparison versus prior year

Comparison domestic/foreign

Current balance, last distribution

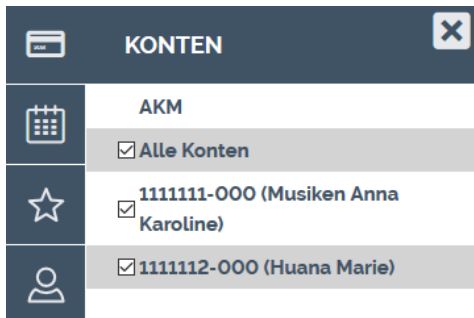
To see more details click the button MEHR (More) at the bottom right hand of every field.

How to change settings

There is a dark gray bar on the left-hand side of the page which offers the following options:

KONTEN (Accounts)

Choose your preferred account setting (all accounts, selected accounts)



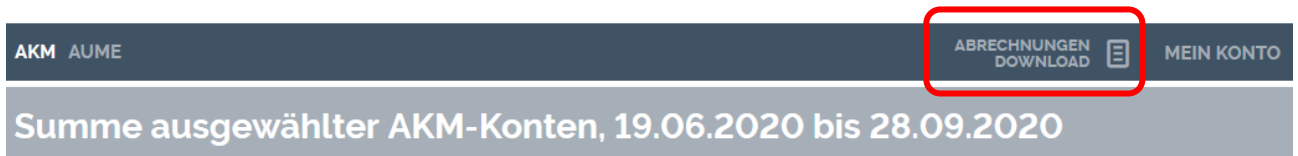
ZEITRAUM (Time frame)

Choose specific time frames (i.e. 1.1.2020-26.10.2020), the current distribution period (Aktuelle Abrechnungsperiode), recent distributions (i.e. Abrechnung September 2020) or set a time period according to you wishes (Eingabe date – date)



How to download your financial data files

Click on ABRECHNUNG DOWNLOAD in the dark gray bar.










A list of all available files per year appears. Download your files by clicking on the Download (ZIP) button.

Abrechnungsjahr 2020 (38 Dateien)	
^ AUME Oktober 2020 (2 Dateien)	DOWNLOAD (ZIP)
^ AKM September 2020 (5 Dateien)	DOWNLOAD (ZIP)
^ AUME Juli 2020 (7 Dateien)	DOWNLOAD (ZIP)
^ AKM Juni 2020 (12 Dateien)	DOWNLOAD (ZIP)
^ AKM März 2020 (7 Dateien)	DOWNLOAD (ZIP)
^ AUME März 2020 (5 Dateien)	DOWNLOAD (ZIP)

How to retrieve your exploitation list

Choose the service MEINE HITS (My Hits)

						
MEIN PROFIL	WERKE MELDEN	WERKE SUCHEN	MEIN KONTO	MEINE HITS	MEINE PROGRAMME	MEINE PRODUKTIONEN
My Profile	Submit works	Search works	My Account	My Hits	My Programs	My Productions

A similar overview as in My Account appears, showing you information in relation to the individual works.

In order to get a detailed exploitation list of domestic usages of the past 13 months, click on NUTZUNGS-AUFSTELLUNG DOWNLOAD in the dark gray bar.

AKM AUME		MEINE HITS
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Werknutzungen für ausgewählte AKM-Konten

Select the date of the distribution from the drop-down list

Nutzungsaufstellung Download

Abrechnungstermin

Bitte wählen Sie eine Abrechnung au

<Bitte auswählen>	▼
<Bitte auswählen>	
AUME Oktober 2020	
AKM September 2020	
AUME Juli 2020	

Select the account (Kontonummer) from the drop-down menu, then click ANFORDERN (request).

Nutzungsaufstellung Download

Abrechnungstermin	AUME Oktober 2020	▼
Kontonummer	<Bitte auswählen>	▼
<input type="button" value="ANFORDERN"/>		

Once the data is available for download you will be informed by e-mail. This may take up to 48 hours.