

REGISTRATION GUIDE

A short guide on how to complete registration to log in to the Global Royalty Portal for the first time.

Have you received an Activation Code?

You have received an activation code, sent to your email address that you provided to us either through the request access form or directly – this means your Global Royalty Portal access has been approved by the respective country Royalty Department and your account has been set up.

The email you received was sent from portaldonotreply@royalty.umusic.com with the subject line 'UMG Activation Code' and it includes an 8 digit activation code with some brief instructions.



Dear example@gmail.com,

You have been approved to access Universal Music Group's Global Royalty Portal.

Please follow the instructions below to access our site.

Login Procedure:

1. Go to: <https://GlobalRoyaltyPortal.umusic.com>
2. Enter your email address: example@gmail.com
3. Select 'Complete Registration'
4. Enter your temporary activation code: 77472457
5. Select 'Submit'
6. Proceed to complete the additional registration steps to login to the portal

IMPORTANT: *Your temporary activation code will expire in 21 days. You will need to create a password when you first login.*

PLEASE DO NOT REPLY to this email because it will not reach us. Please ensure any questions you may have are directed to the associated country royalty department. They can be contacted by using the "Contact Us" menu on the Global Royalty Portal "Welcome" page.

Thank you,

The Universal Music Royalty Department

Complete Registration to log in for the first time.

In order to log in to the Global Royalty Portal for the first time, you need to complete all the registration steps.

These steps involve setting up your password and defining the security validation criteria's which can be used to validate your identity in the case you forget your password or attempt to login from a different computer or location.

1. Access Universal Music Group Website

By entering the below URL into your internet browser window or click on the below link
<https://globalroyaltyportal.umusic.com>

The screenshot shows the Universal Music Group Global Royalty Portal homepage. The header includes the Universal Music Group logo and the text 'Global Royalty Portal'. Below the header, there is a navigation bar with 'Home', 'Support', and 'Contact Us'. The main content area features a welcome message and two columns for user registration. The 'Existing Users' column has a text input field for an email address (e.g., myname@example.net) and a 'Go' button. The 'New Users' column has two options: 'Complete Registration' (for those with an activation code) and 'Request Access' (for those without an activation code). The footer contains the Universal Music Group logo, links to 'Home', 'Terms of Use', and 'Privacy Policy', and a copyright notice for 2014.

2. Click the Complete Registration button

A text box will be displayed just above the Complete Registration button

This close-up view of the registration section shows the 'Existing Users' and 'New Users' columns. In the 'New Users' column, the 'Complete Registration' button is highlighted with a red rectangular box. Above this button, there is a text input field for an activation code. Below the 'Complete Registration' button is the 'Request Access' button. The 'Existing Users' column remains unchanged, showing the email input field and the 'Go' button.

3. Enter your Email Address

Enter the email address that the activation code was sent to. This email address will become your User ID going forward.

Existing Users	New Users
<p>Please enter your email address</p> <input type="text" value="e.g. myname@example.net"/> <p>Go</p>	<p>I have received an activation code</p> <p>Enter your email address</p> <input type="text" value="myname@example.com"/> <p>Complete Registration</p> <p>I do not have an activation code</p> <p>Request Access</p>

4. Click the Complete Registration button

You will be directed to another screen titled 'Registration – Step 1 of 5'

Existing Users	New Users
<p>Please enter your email address</p> <input type="text" value="e.g. myname@example.net"/> <p>Go</p>	<p>I have received an activation code</p> <p>Enter your email address</p> <input type="text" value="myname@example.com"/> <p>Complete Registration</p> <p>I do not have an activation code</p> <p>Request Access</p>

5. Enter your Activation Code

Enter or copy & paste the activation code that appears in the email you received into the text box on the page.

Note: Once you receive an activation code, it is valid for 20 days and can only be used once.

UNIVERSAL UNIVERSAL MUSIC		Global Royalty Portal
<h2>Registration - Step 1 of 5</h2> <p>Please enter your activation code. If you have not received an activation code you need to first Request Access.</p>		
User ID:	linda.vu@umusic.com	
Activation Code:	<input type="text"/>	
		<p>Submit Cancel</p>
<p><small>NOTE: Pressing "Cancel" will exit the enrollment process. You will not be able to login to Global Royalty Portal until you have completed enrollment.</small></p>		

6. Click Submit

You will be directed to the screen titled 'Registration – Step 2 of 5' – on this screen you will define your log in password.

7. Enter a Password

This will be your log in password. Enter a password and ensure that the password you enter meets the below criteria

- Between 7-12 characters
- At least one letter and one number

Please note, passwords are case sensitive

8. Re-enter the password

Re-enter the same password into the second text box to confirm the password selected


9. Click Continue

If your password entered matches, you proceed to the next Registration step 'Step 3 of 5'

10. Enter a mobile phone number

On this Registration screen 'Step 3 of 5', you will provide a mobile/cell number which only you use. We will use this number to send you a text message with a one-time password in the case you forget your password or when we detect you are logging in from a different computer or location.

Please ensure you enter your mobile phone number with the country code and drop the leading zero in your number.



Global Royalty Portal

Registration - Step 3 of 5

Please provide a mobile/cell number which is only used and accessed by you. We will use this number to send you a text message with a one-time password when you forget your password or when we detect you are logging in from a different computer or location.

Submit your cell phone number along with international code.

Phone Number

A phone number may already appear in the box above. Please edit as necessary by clicking in the box. Please enter the phone number with the country code first.

For example, for a client in Britain (country code 44) would enter the number as: 441234567890.

A client in India (country code 91) would enter the number as: 919812345678.

To find your country code go to [Country Code](#).

NOTE: Pressing "Cancel" will exit the enrollment process. You will not be able to login to Global Royalty Portal until you have completed enrollment.

11. Click Continue

Once you have completed all the requirements for Step 3 of 5, you will be directed to the next to last step of the Registration Process. Step 4 of 5 – Define your personal assurance message and image.

12. Enter a Personal Assurance Message


This message will be displayed to help you recognise that you are logging in to the Global Royalty Portal. This is a security measure to protect your personal information against website phishing.

Registration - Step 4 of 5

A Personal Assurance Message and Image (PAM) helps you recognize a site to which you are supplying your password. When you visit us, we display the PAM you set up on this page just above the login box.

Sample Message and Image:







Welcome back Bob



If you do not see this PAM on your login page, then *DO NOT* supply any personal information (e.g., a password). Please refer to the "Contact Us" tab on the portal homepage for assistance.

Enter your Personal Assurance Message:

Select your Personal Assurance Image:

[Select this](#)
[Select this](#)
[Select this](#)
[Select this](#)
[Select this](#)
[Select this](#)

13. Select an Image Category and Image

Next to your personal assurance message, the image you select will be displayed when you attempt to login.

14. Click Continue

You will be taken to the last page in the registration steps, 'Step 5 of 5'.

15. Click Finish

To complete your registration process and log in to the Global Royalty Portal for the first time, click Finish!

You should be logged in to the Global Royalty Portal with the Artist Selection Screen displayed with a list of accounts you have access to view.

Invalid or Expired Activation Code?

If you attempted to complete your registration with the activation code you have received and were unable to complete the registration process or your activation code has expired, you will need to be re-issued with a new activation code.

Please contact the respective country Royalty Department to request a new activation code. You can do this by contacting us either through the online form or use the direct details provided.

Missing Artist Account or have questions?

If you successfully logged in to the Global Royalty Portal and the list of artist accounts presented on the Artist Selection page does not look correct or you are missing accounts in which you need access to.

Please contact the respective country Royalty Department through the online form or use the direct details provided.

Multiple Country Access?

If you successfully logged in to the Global Royalty Portal and you were approved for access to more than one country, you do not need to complete registration again.

You should see both countries listed in the country drop down list that appears next to the HOME menu. Click on the alternate country, and the Artist Selection screen will change to display the accounts for the other country.