Royalty Reporting

November 5, 2021

Initial Setup

- ✓ Login or create a Licensee Direct account here:
  https://licenseedirect.soundexchange.com/accounts.login

- ✓ On the home page select the "Manage your accounts" icon.

- ✓ Using the navigation menu on the left-hand side, select the appropriate calendar year. This will open a station list.

- ✓ This will open a service list based upon Statement of Account ("SOA") submission. (As a reminder, noncommercial webcasters must submit separate SOAs per station or channel.)

- ✓ Select the relevant license type and service. This will take you to your year-to-date summary.

- ✓ Hover your mouse over the blue "Minimum Fee" button.

- ✓ Select "Confirm" from the drop-down menu.

- ✓ Review the information on the minimum fee submission page.

  - ○ If the information is correct select the green "Mark Ready for Certification" button. The text will change to "Go to Certification".

  - ○ If the information is not correct, select the red "Amend Information" button.

    - ▪ This will open an email preaddressed to the Licensee Relations team, in which you should request any corrections.

    - ▪ Once those corrections have been made, you will be notified to return to Licensee Direct and begin again.

- ✓ Select the green "Go to Certification" button.

- ✓ Review the certification language.

- ✓ Select the check box at the bottom of the page confirming that the information listed is accurate.

- ✓ Select the green "Certify" button. This will certify the submission and bring you back to the summary page.

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Minimum Fee Webcaster

- ✓ This applies to FCC licensed AM or FM stations ONLY who do not exceed the $1000 yearly minimum fee per station/channel.

- ✓ Any station new to reporting can start out filing quarterly ROUs until they exceed the yearly minimum to give them an idea if it will be an option moving forward.

- ✓ This really only affects 24/7 syndication stations and others who cannot or have not connected automation. In that case, we need two weeks of appropriate logs.

Monthly Statement of Account (SOA)

- ✓ This report is the total number of performances for the month. That number is calculated in our Customer Control Panel, if we have your song data.

- ✓ SOA is submitted to the Licensee Direct Portal. Your company will need a login from SoundExchange to access this portal.

Report of Use (ROU)

- ✓ The ROU will be emailed to the address you specify when you run the report from our Customer Control Panel.

- ✓ As long you have accurately filled out the necessary information and checked your song data, this email comes to you totally ready to go and no modifications need to be made.

- ✓ You can forward the email you receive from our Customer Control Panel directly to SoundExchange at reports@soundexchange.com.

  - o If you would rather submit via the Licensee Direct portal, save the attachment from the email, unzip, and upload the text file.