



Custom License Request Instructions

Table of Contents

Getting Started.....	2
User Information Questions.....	2
Item Information.....	3
Song Search.....	4
Enter Song Details.....	5
License Summary Page.....	7
PayPal Payment Screen.....	8
Paying with your Debit or Credit Card.....	9
Viewing and Printing the License.....	10



Custom License Request Instructions

- Go to www.emicmglicensing.com
 - From the licensing home page click the button that says “click here to use our music.”

Custom License

Custom licenses (mechanical, synch, print, digital and master) are for churches, ministries or individuals who plan to record or use our songs or recordings for their own personal purpose. **This license does allow you to sell your product and is generally for anyone manufacturing less than 5,000 copies.** A one time licensing fee is paid for a set amount of units.

[click here to use our music](#)

Curious about how much it will cost? [Click here](#)

• Fill out user information questions

- Click “No” for commercial licensee and click “Yes” if you plan to use our songs in North America. Then click the “Next” button
 - If you plan to use our songs outside of North America, click “Yes” and you will be directed to a list of sub-publishers we are partnered with throughout the world. You can contact them to get the necessary license.
 - If you need a commercial license, click “Yes” and you will be directed to www.emicmgpublishing.com

Are you a commercial licensee? Yes No

Click "No" if you are an individual, ministry, church or small independent label who plans to use our songs or recordings for their own specific purposes. (such as recording your own CD to sell, etc.) This license does allow you to sell your product as long as you are manufacturing less than 5,000 copies. A one time flat licensing fee is paid for a specific amount of units.

Click "Yes" if you are 1.) a company or business (such as a record label) whose primary focus is the creation, sales and national distribution of music products and who accounts royalties on a reoccurring schedule, based on sales, or 2.) any non-music driven business or organization who wishes to use our music to promote their business, products or services.

Do you plan to use this music in North America? Yes No

- **Item Information (this is all about your item)**

- Choose from the drop down box how you plan to use our music. Each item should cover the basic requests we would normally receive, but if you do not see an option that fits your request choose "Other."
- For the purposes of this tutorial we are going to choose "**Custom Recording (CD or Cassette).**"
- When you make a choice from the drop down list, the necessary fields will automatically show up on your screen. These fields will need to be filled out with details about your product. Some fields are required and some are optional.

***NOTE:** At the top of each page is a **Help** link. Clicking this link will open a new window with instructions and answers to common questions about the current page.

Item Information

[Show Help](#)

[Enter Item Info](#) >> [Choose Songs](#) >> [Enter Song Detail](#) >> [Summary](#) >> [Print License](#)

Please choose how you would like to use our music from the list below...

Custom Recording (CD or Cassette)

Product Number	123456	(Optional)
Product Title	Sample Product	(Required)
Units/Copies	1500	

- Once all necessary fields are complete, click “Next”

• Song Search

- This page lets you search and choose the songs you are wanting to license from us. There are multiple search fields you can use to narrow your search results.

Search Options

Song Name

Writer Name

Publisher Name

Product Title

Artist Name

Match Criteria Exactly

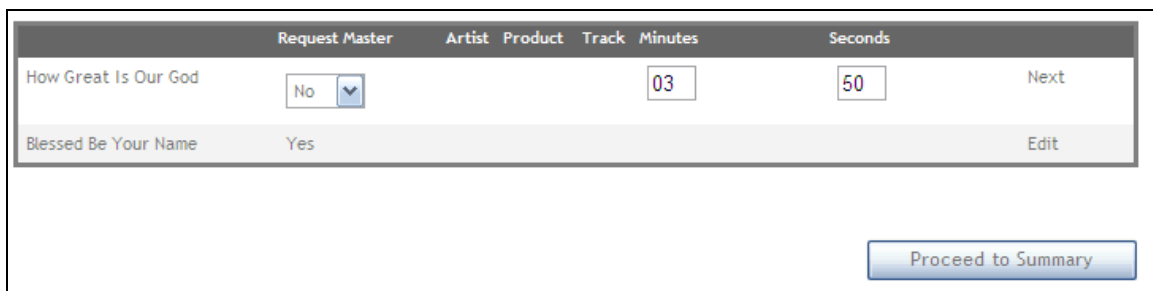
- Once you click search, the results will appear below the search box. Scroll through the results until you see the song you are looking for and click the button.
- This song will now be added to your shopping cart box located at the top right of the page. You can add as many songs as you need to the shopping cart by repeating the same process.

- Once you have all the songs added to your shopping cart, click “Next.”
 - For this example we are choosing to request licenses for “How Great Is Our God” and “Blessed Be Your Name.”



• Enter Song Details

- This page will list the songs you have already added to your cart and allow you to enter more specific details.
- For example purposes, we are going to choose “No” from the request master list because we are making our own recording of “How Great Is Our God.”
 - For this example, all that is needed is the song timing of your version. When the information is entered, click “Next” to complete that song.



- For “Blessed Be Your Name” we want to use the actual Song Recording (Master). Choose “Y” from the request master list.
 - There will then be boxes that appear that require you to work from left to right choosing what recording you are requesting.
 - Depending on the song and artist you choose will determine the number of choices you will have to choose.

- Once you have made your choice, click “Next” to complete that song.

Request Master	Artist	Product	Minutes	Seconds		
How Great Is Our God	No		03	50	Edit	
Blessed Be Your Name	Yes <input type="button" value="v"/>	Matt Redman <input type="button" value="v"/>	Sacred Revolution (CD) <input type="button" value="v"/>	04	50	Next

***NOTE:** If you have questions about how to use this page click the “Help” button near the top right for instructions.

- You can edit each song at anytime by clicking the “Edit” button.
- If for some reason you are having problems with how the song detail grid is responding, first try refreshing the webpage.
- Once all song information looks correct, click the “Proceed to Summary” button.

• License Summary Page

- Screenshot of our summary page from this example.

License Summary Have questions about this page? [Click here](#)

Enter Item Info >> Choose Songs >> Enter Song Detail >> **Summary** >> Print License

	Track Title	Lic Type	Your Use	Rate	Units	Price
Delete	Blessed Be Your Name	Recording	Custom Recording (CD or Cassette)	\$0.25 per song / per copy	150	37.50
Delete	Blessed Be Your Name	Song	Custom Recording (CD or Cassette)	Statutory Mechanical Rate (\$0.091 up to 04:59)	150	13.65
Delete	How Great Is Our God **	Song	Custom Recording (CD or Cassette)	Statutory Mechanical Rate (\$0.091 up to 04:59)	150	11.60

Please note: \$20 minimum applies **Grand Total 62.75**

- The summary box will contain the Track Title, License Type, Your Use, The Rate, Number of Units and Total Price.

- The License Type will be either “**Recording**” or “**Song**”
 - **Recording (Master)**-you have requested to use an actual recording of the song.
 - **Song (Mechanical)**-you have requested to use the song for your own recording, or we own a portion of the song if you have requested to use the actual recording.
- Fill in required fields for license and for payment.


First Name	<input type="text"/>	(Required)
Last Name	<input type="text"/>	(Required)
Organization	<input type="text"/>	(Optional)
Address Line 1	<input type="text"/>	(Required)
Address Line 2	<input type="text"/>	(Optional)
City	<input type="text"/>	(Required)
State	<input type="text"/>	(Required)
Zip Code	<input type="text"/>	(Required)

- Read and agree to the terms and click the Pay Now button to be directed to www.PayPal.com to process your payment.
 - PayPal is one of the largest and most secure companies that process online payments. You can use most major credit or debit cards. You do not need a PayPal account to pay, but you do have the option to create your own PayPal account. Creating your own account will make future payments much quicker and easier. You can also setup payments to be withdrawn from your bank checking account if you do not wish to use a credit or debit card.
 - For more details, please visit www.paypal.com.

By clicking the "Pay Now" button you agree to the following terms:

interpretation, performance, or breach of this agreement shall be submitted exclusively to the jurisdiction of the state courts or federal district courts located in Nashville, Tennessee; provided, however, if Licensor is sued or joined in any other court or forum (including an arbitration proceeding) in respect of any matter which may give rise to a claim by Licensor hereunder, Licensee's consent to the jurisdiction of such court or forum over any such claim which may be asserted by Licensor.

INDEMNITY:

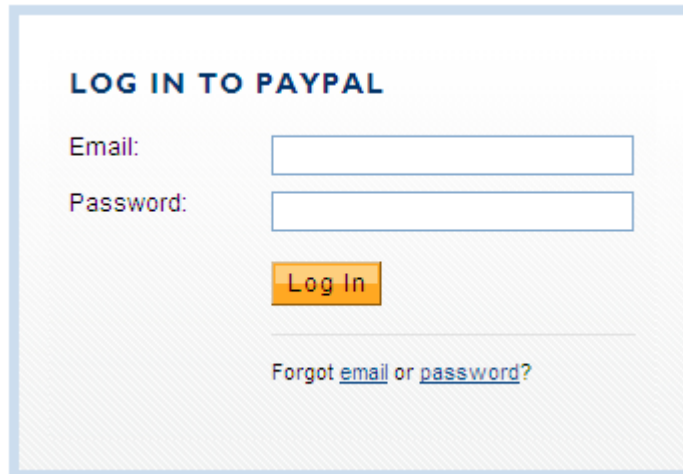


- **PayPal Payment Screen**

- After clicking the Pay Now button, our PayPal payment page will be displayed on your screen. The license number, a brief description of the license and the total amount for the license will automatically be entered in the summary box at the top of the page.



- If you already have a PayPal account you can sign in to complete the




payment.

- If you do not have a PayPal account and want to pay using your own debit or credit card, click the "Continue" link pictured below.

Why use PayPal?

- Use your credit card online without exposing your card number to merchants.
- Speed through checkout. No need to enter your card number or address.


Don't have a PayPal account?
Use your credit card or bank account (where available). [Continue](#)



- You can return back to the License Summary page by clicking the cancel and return link.



• Paying with your Debit or Credit Card

- After choosing to pay without a PayPal account you will then be able to enter your card information.
 - You will notice from the screenshot below that all of your personal information is already entered from the License Summary screen.

Pay with Credit Card or Log In PayPal  Secure Payments

[Learn more](#) about PayPal - the safer, easier way to pay.

Enter your billing information Already have a PayPal account?

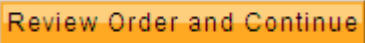
Country:	United States
First Name:	<input type="text" value="John"/>
Last Name:	<input type="text" value="Smith"/>
Credit Card Number:	<input type="text"/>
Payment Type	
Expiration Date:	<input type="text" value="mm"/> / <input type="text" value="yy"/> CSC: <input type="text"/> What's this?
Billing Address Line 1:	<input type="text" value="1234 Main St."/>
Billing Address Line 2: (optional)	<input type="text"/>
City:	<input type="text" value="New York"/>
State:	<input type="text" value="NY"/> 
ZIP Code:	<input type="text" value="10001"/>
Home Telephone:	<input type="text" value="555-555-1234"/>
Email:	<input type="text"/>

Please log in

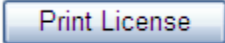
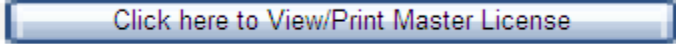
Email:

Password:

Forgot [email](#) or [password](#)?

- Once all information is accurate click the  button.
- You will be directed to a receipt page. After viewing the receipt page there will be a button that says “**Click here to print your license.**”
- Click this button to be directed back to our www.emicmglicensing.com website to view and print the requested license(s)

- **Viewing and Printing the License(s)**

- You are now able to print the license by clicking the  button.
 - The first license displayed will be the “Song License” (Mechanical, Synchronization, DPD, Print, etc.).
- If you also requested to use one of our Recordings (Master) click the  button to view that license.

- **The licensing process is complete!**
