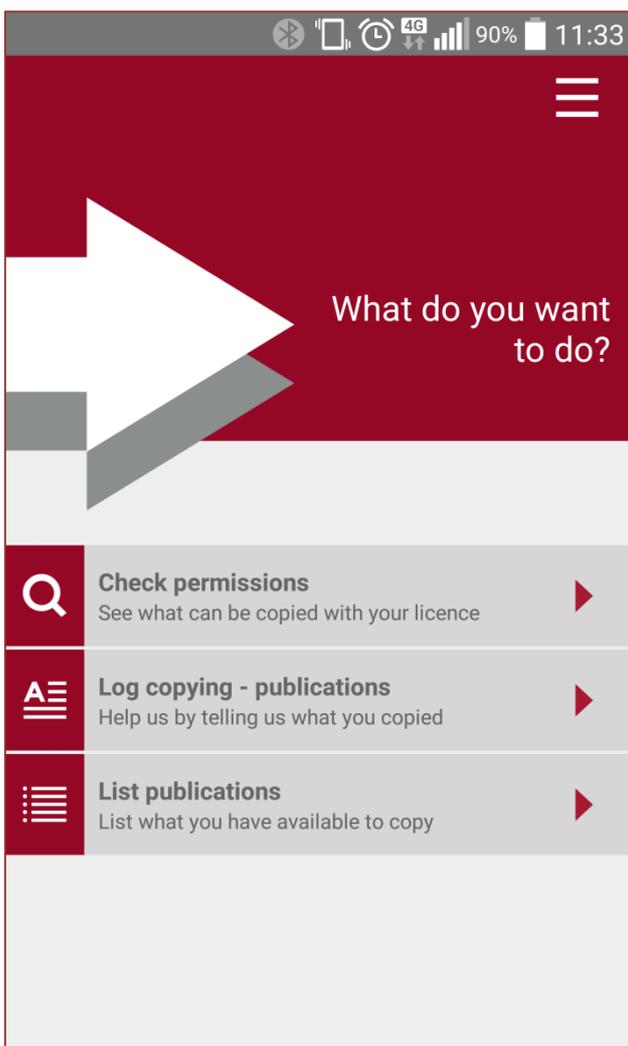


User Guide for CLA Mobile App

We have now made it easier than ever for you to tell us what you copy by offering a smart phone app to log and send your information. You can install CLA mobile on your iPhone or Android devices (via the iTunes Store and Google Play) to send us details of your photocopying or digital copying and help us to pay royalties to the right people.



The **Copyright**
Licensing Agency

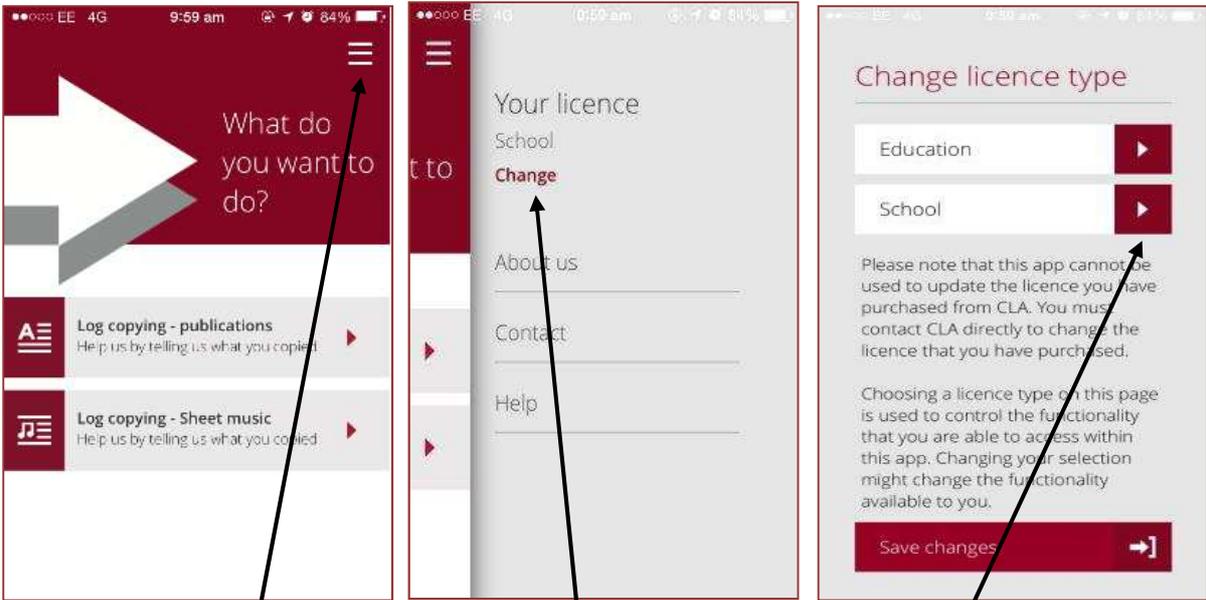


Registration

When you first download the CLA Mobile App, you will need to complete a quick and easy registration page. Once you have scrolled through the three introductory screens, just select your:

1. License – e.g. Business
2. Subsector – e.g. Law

(If needed, you can also change your License and Subsector from the main screen, as below):



Press the three white bars to take you into the help section

Amend your licence type by clicking 'Change'

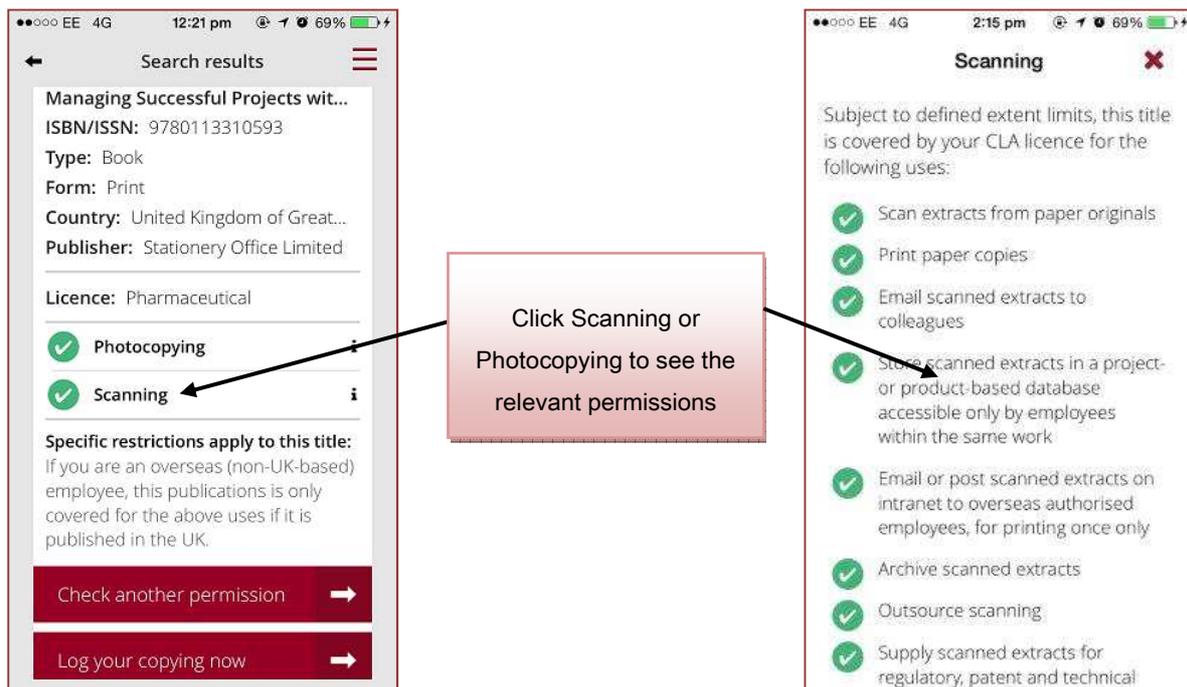
Select your updated licence and subsector and 'Save Changes'

Option 1 - Using Check Permissions

The Check Permissions option allows you to see what you can do with copyright material under your licence. Using the app, you can either scan a barcode or manually enter the title of the publication:

1. Enter either the Title or ISBN/ISSN (You can also use the built-in barcode scanner to capture this information if there is a barcode on your publication); or

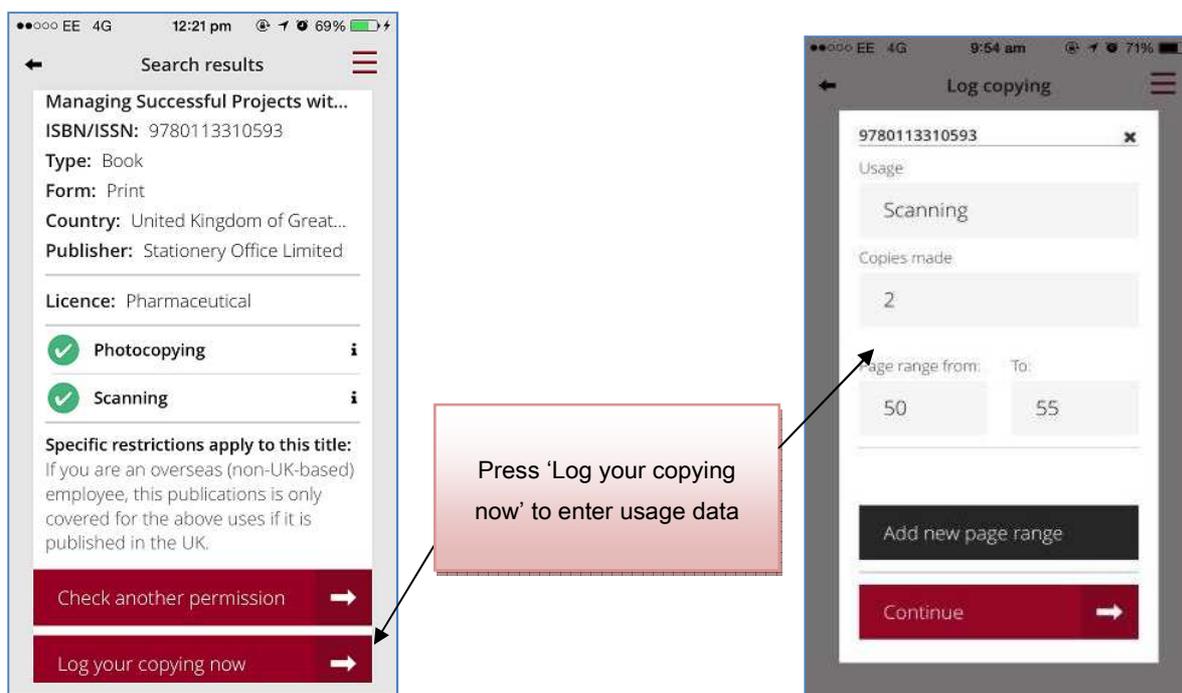
Once a title or ISBN has been entered the app displays the resulting permissions (see below):



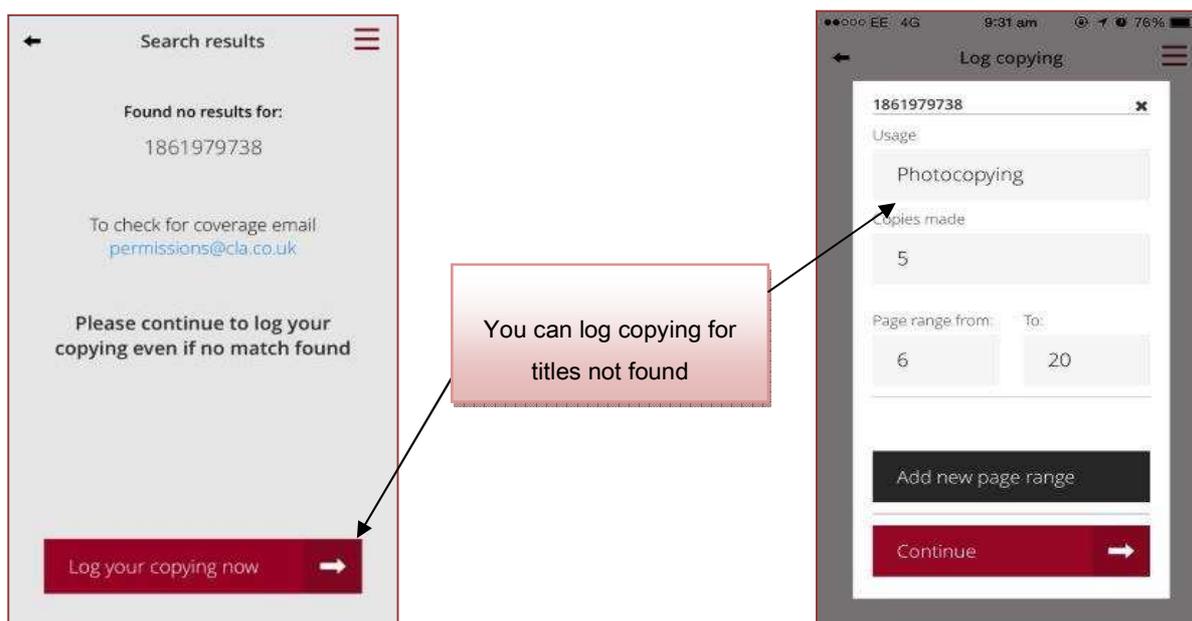
Option 2 - Log Your Copying via Check Permissions

Once your results have been displayed using Check Permissions, you can also then log any copying that you're doing with that title by clicking 'Log your copying now' at the bottom of the screen.

Simply enter your Usage – Photocopying, Scanning or Digital – the number of copies made, and the page range. (You can also enter multiple page ranges from the same title if needed):



Even if a title is not found, you still have the option to log your copying (see below):

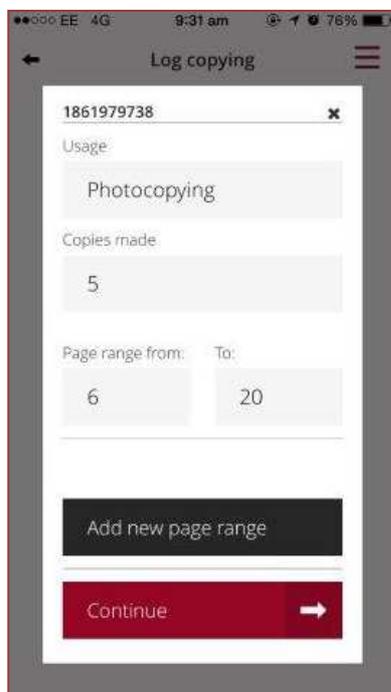


Option 3 - Log Your Copying (Direct)

You can also use the Log Copying function on the main screen to directly log any copying that you're doing. You can enter your usage (see below) by providing the following:

1. Enter either the Title or ISBN/ISSN; **or**
2. Use the built-in barcode scanner to capture this information (and if there is a barcode on your publication); **or**
3. Take a photo of the identifier page

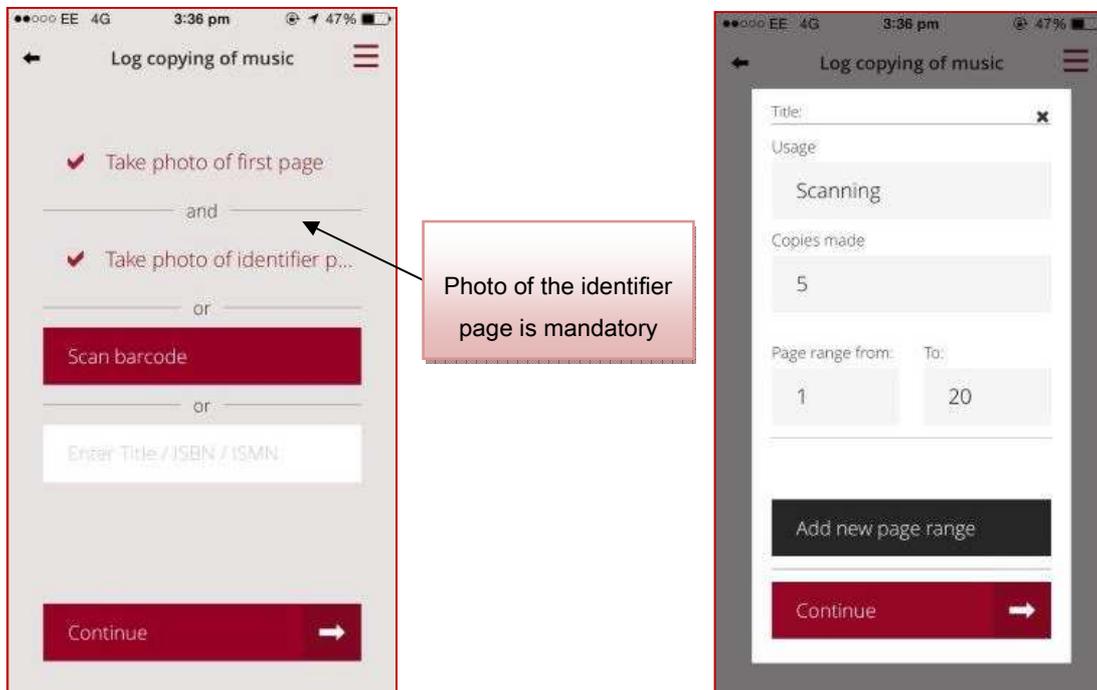
Then simply enter your Usage – Photocopying, Scanning or Digital – the number of copies made, and the page range. You can also enter multiple page ranges from the same title if needed:



The screenshot shows a mobile application interface titled "Log copying". At the top, there is a status bar with "EE 4G", "9:31 am", and "78%" battery. Below the title bar, there is a search field containing the number "1861979738" with a clear button (X). Underneath, there are three input fields: "Usage" with "Photocopying" selected, "Copies made" with "5" entered, and "Page range from:" with "6" and "To:" with "20". Below these fields is a dark grey button labeled "Add new page range". At the bottom, there is a red button labeled "Continue" with a white right-pointing arrow.

Option 4 - Log Copying for Printed Music

Use the Log Copying – Printed Music function from the main screen to record your copyright usage of printed music.



Then simply follow these steps:

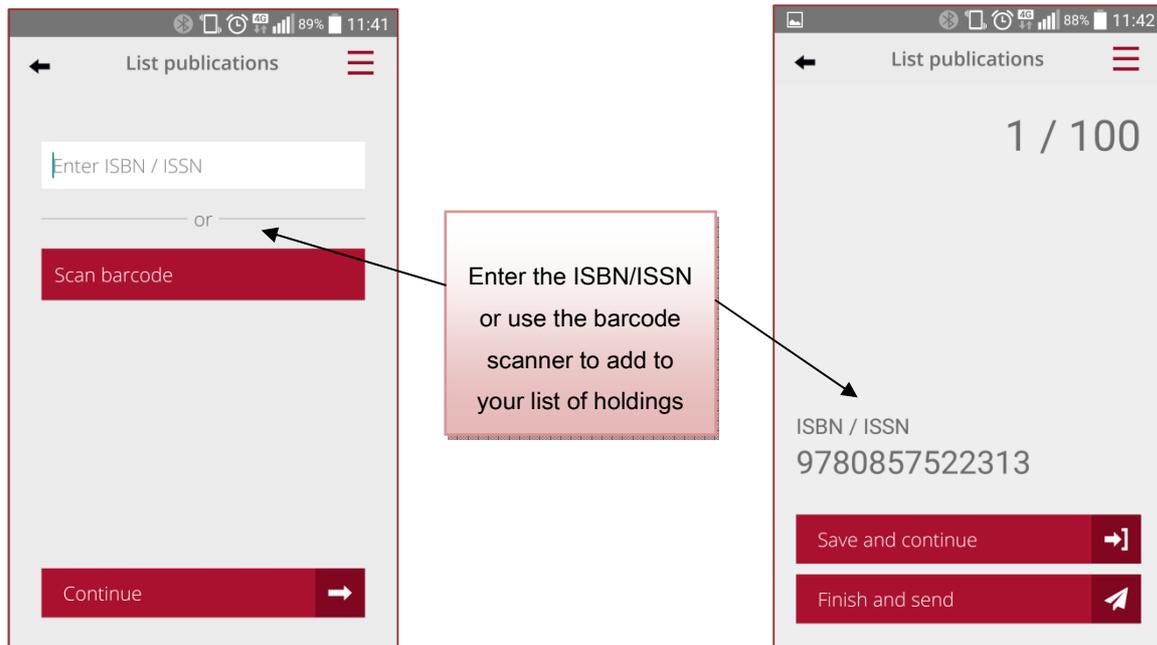
1. Take photo of the first page of the musical work (this is mandatory); **and**
2. Take a photo of the identifier page; **or**
3. Enter the Title or ISBN/ISMN; **or**
4. Use the built-in barcode scanner to capture this information (and if there is a barcode on your publication).

Once complete, simply enter your Usage – Photocopying, Scanning or Arrangement – the number of copies made, and the page range. You can also enter multiple page ranges from the same title if needed.

Option 5 – List Publications

Use List Publications from the main screen to record and upload a list of your publication holdings.

1. Simply enter the ISBN/ISSN; or
2. Use the built-in barcode scanner to capture this information (and if there is a barcode on your publication).
3. Once the ISBN/ISSN is uploaded you will see a confirmation of it on screen (see below).
4. The counter also shows how many titles you've uploaded so far, so remember to click 'Save and continue' each time if you're recording multiple titles (up to 100 each time).



Once you've completed your List Publications function, click 'Finish and Send' to upload your records.

