

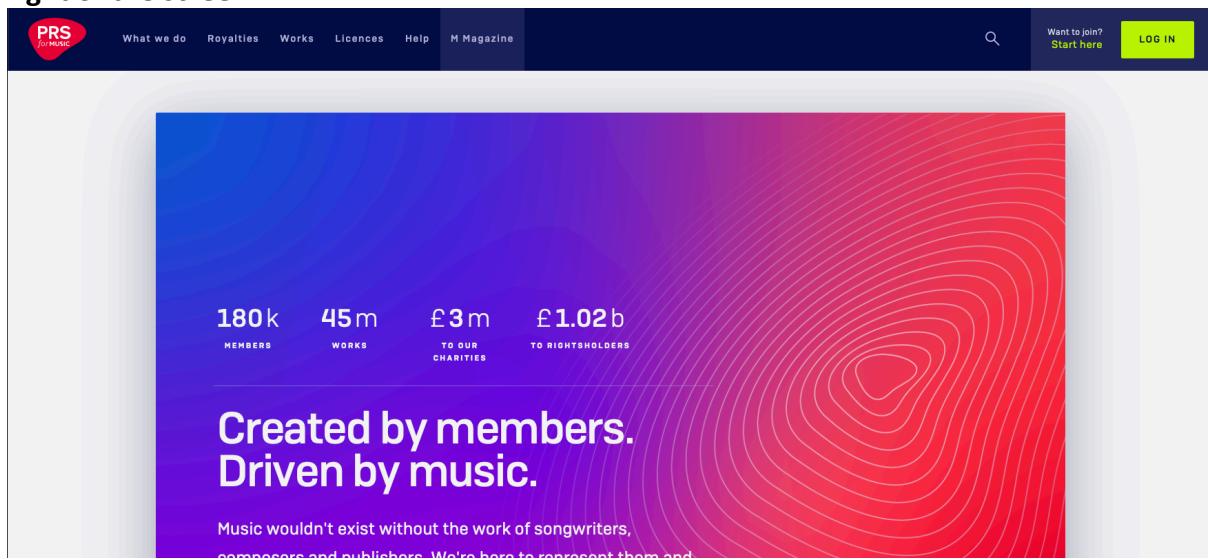


ROYALTY MANAGEMENT

HOW TO ADD TOP FLOOR AS A USER IN YOUR PRS ACCOUNT

In order for Top Floor Music to register new songs and report live performances on your behalf, we need access to your PRS Account. You can grant us access by following the steps below:

1 – login to your PRS for Music (www.pratformusic.com) using the login button in the top right of the screen:



2 – In the top right you can click on your name and in the drop-down menu click on your account (this will probably be your name, unless you have registered a separate

performing name):



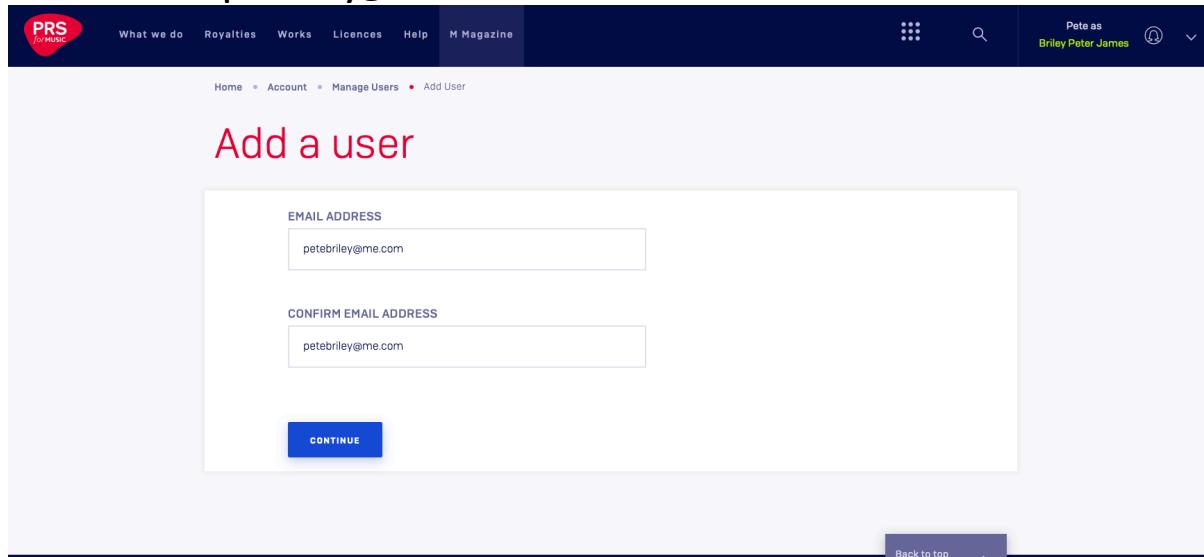
3 – On the account page, click the ‘Manage All Users’ button in the middle of the screen:

A screenshot of the 'Manage All Users' page. The top navigation bar includes links for "What we do", "Royalties", "Works", "Licences", "Help", "M Magazine", and a search bar. The main content area starts with a greeting "Hi Pete" and a message to update details and manage accounts. It features two buttons: "EDIT LOGIN" and "MANAGE ALL USERS". To the right, a sidebar shows the user is online as "Briley Peter James" with membership number "590299124 | PRS Writer". It includes "Edit Permissions" and three other buttons: "EDIT ACCOUNT", "MANAGE ACCESS", and "MANAGE NOTIFICATIONS". Below this is a "Switch account [2]" section with a "REQUEST ACCESS" button, a "Z-A" link, and a search bar. The bottom navigation bar includes "Home", "Account", "Manage Users", and "Logout".

4 – Click the ‘Add User’ button:

A screenshot of the 'Add User' page. The top navigation bar is identical to the previous screenshot. The main content area has a red header "Manage all users". Below it is a section titled "Users [0]" with a note: "As an admin, you're responsible for who has online access to the account(s) you manage. Use this page to add a new user or manage the access of existing users." A blue "+ ADD USER" button is located in the top right corner of this section.

5- add the user 'petebriley@me.com'



What we do Royalties Works Licences Help M Magazine

Pete as Briley Peter James

Home Account Manage Users Add User

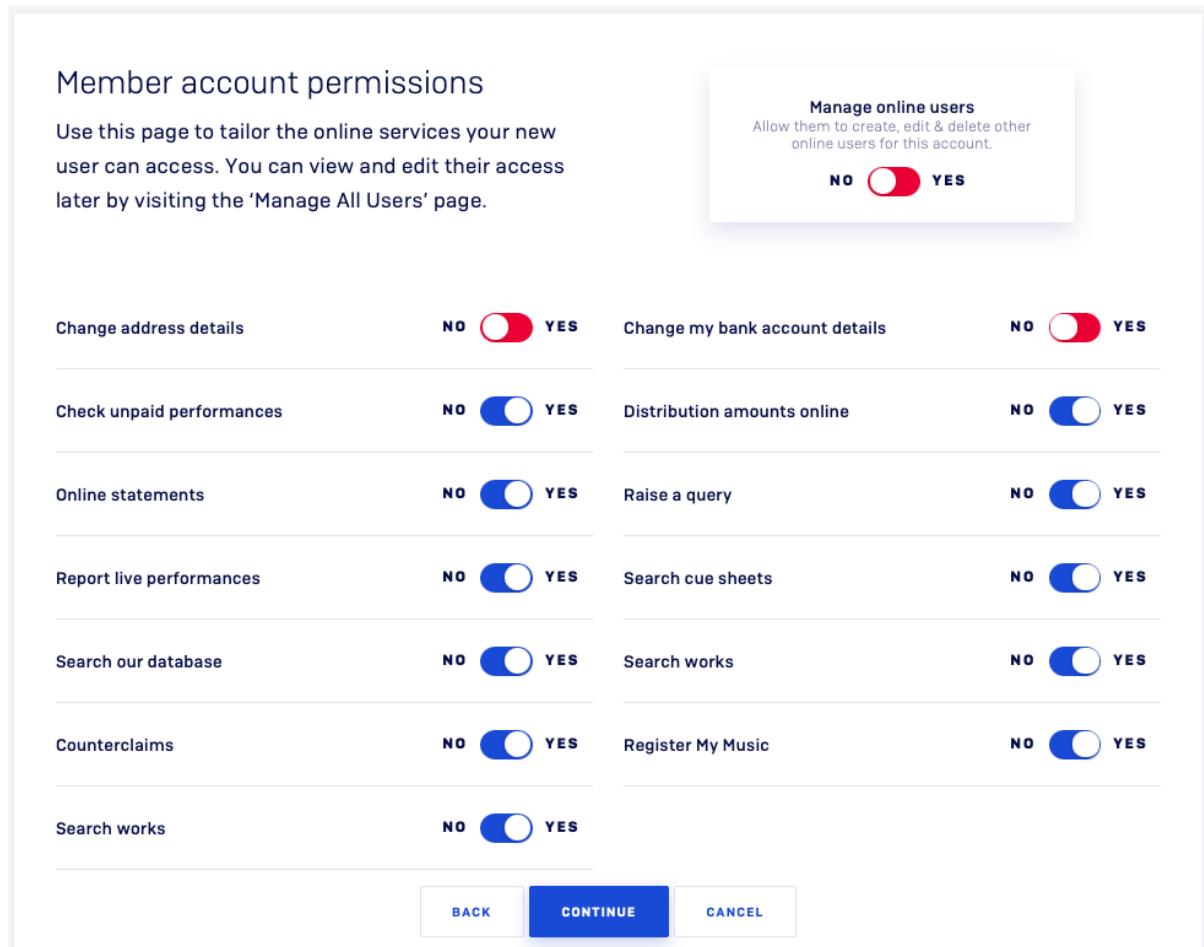
Add a user

EMAIL ADDRESS
petebriley@me.com

CONFIRM EMAIL ADDRESS
petebriley@me.com

CONTINUE

6 – After confirming my name, you then select which permissions you'd like us to have. We only need permission to register and search on your behalf, so please do not give us permission to change details such as your address or bank details:



Member account permissions

Use this page to tailor the online services your new user can access. You can view and edit their access later by visiting the 'Manage All Users' page.

Manage online users
Allow them to create, edit & delete other online users for this account.

NO YES

Change address details	NO <input checked="" type="button"/> YES	Change my bank account details	NO <input checked="" type="button"/> YES
Check unpaid performances	NO <input checked="" type="button"/> YES	Distribution amounts online	NO <input checked="" type="button"/> YES
Online statements	NO <input checked="" type="button"/> YES	Raise a query	NO <input checked="" type="button"/> YES
Report live performances	NO <input checked="" type="button"/> YES	Search cue sheets	NO <input checked="" type="button"/> YES
Search our database	NO <input checked="" type="button"/> YES	Search works	NO <input checked="" type="button"/> YES
Counterclaims	NO <input checked="" type="button"/> YES	Register My Music	NO <input checked="" type="button"/> YES
Search works	NO <input checked="" type="button"/> YES		

BACK CONTINUE CANCEL

7 – After confirming the permissions, you can hit confirm and we will be able to administer your royalties for you and ensure they are paid to you correctly.