

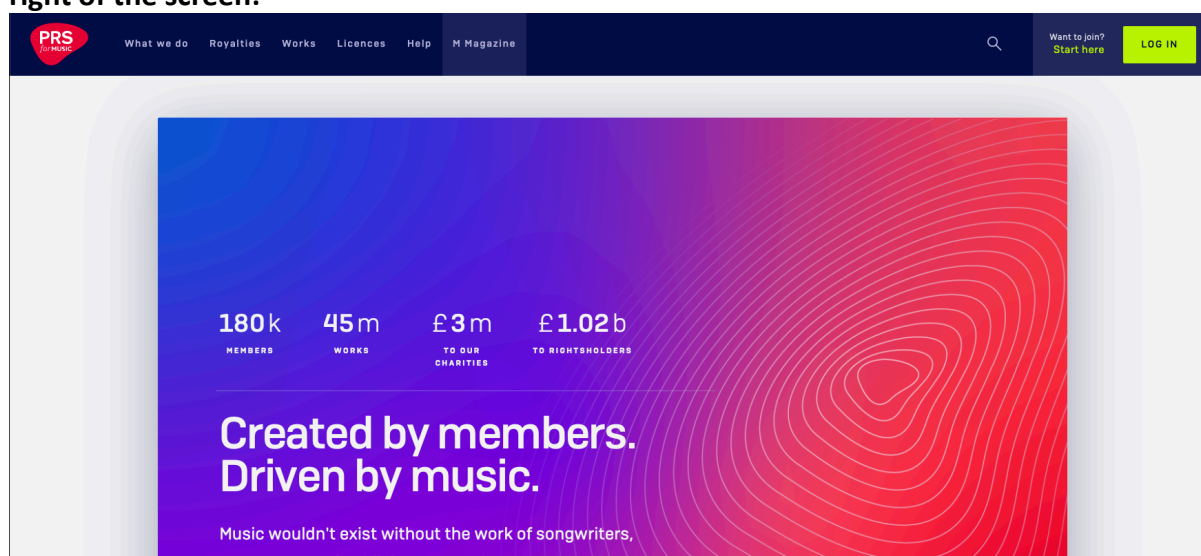


ROYALTY MANAGEMENT

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.prsformusic.com) using the login button in the top right of the screen:

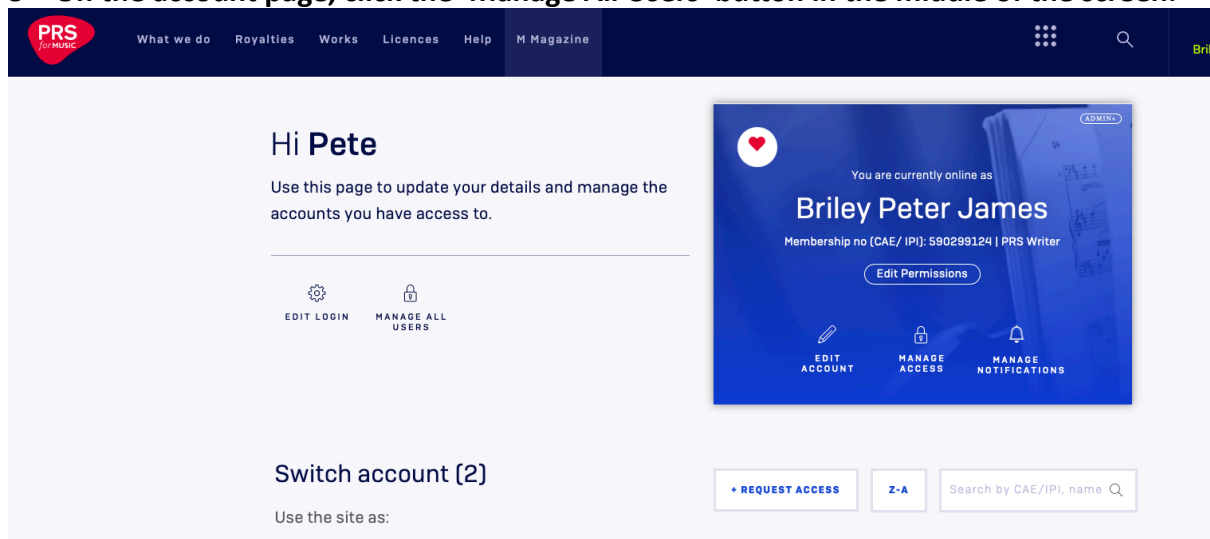


2 – In the top right you can click on your name and in the drop-down menu click on your account (this will probably be your name, unless you have registered a separate

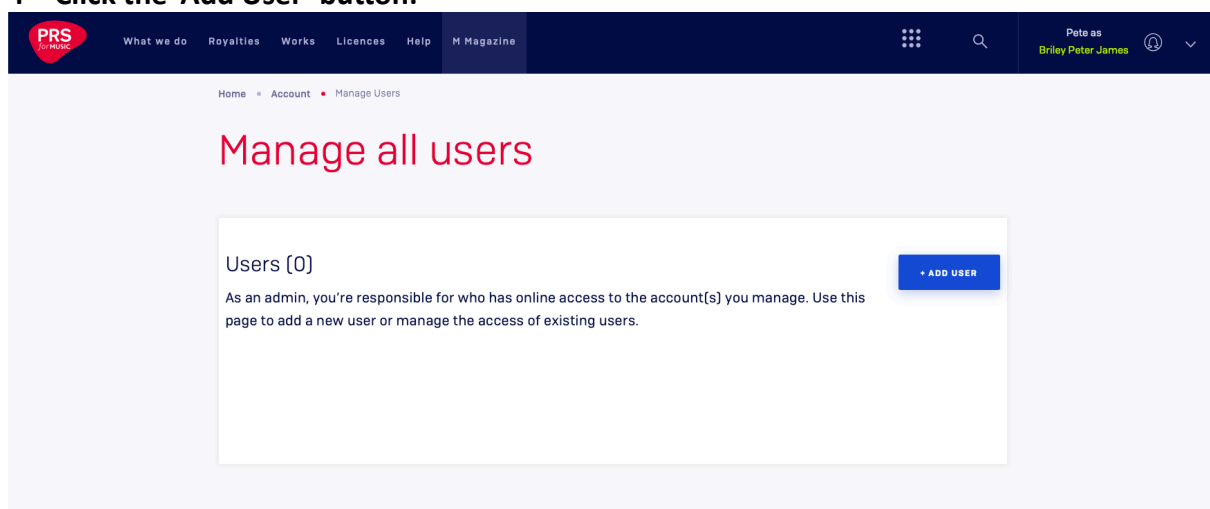
performing name):



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



4 – Click the ‘Add User’ button:



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

The screenshot shows the PRS for Music website's 'Add a user' form. The top navigation bar includes the PRS logo and links for 'What we do', 'Royalties', 'Works', 'Licences', 'Help', and 'M Magazine'. The user is logged in as 'Pete as Briley Peter James'. The breadcrumb trail is 'Home > Account > Manage Users > Add User'. The form title is 'Add a user'. It contains two input fields: 'EMAIL ADDRESS' and 'CONFIRM EMAIL ADDRESS', both with 'petebriley@me.com' entered. A blue 'CONTINUE' button is at the bottom of the form. A 'Back to top' link is in the bottom right corner.

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:

The screenshot shows the 'Member account permissions' page. It explains that users can tailor online services and view/edit access later. A 'Manage online users' section has a toggle set to 'YES'. Below is a table of permissions with toggles for 'NO' and 'YES'.

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

At the bottom are three buttons: 'BACK', 'CONTINUE', and '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.