



User Guide Electronic File System (EFS)

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1. Electronic File System (EFS) of AGICOA Urheberrechtsschutz GmbH

AGICOA Urheberrechtsschutz GmbH ("AGICOA GmbH") provides for its rightholders, free of charge, a closed platform (Electronic File System, "EFS") for convenient downloading of the accounting documents at <https://efs.agicoa-gmbh.de>.

The User Guide specifies in detail the individual steps from EFS registration to downloading the distribution documents.

2. EFS Registration

Every user must register to ensure secure EFS access in accordance with data protection law. To register, please fill in the [Application Form](#) which has been sent to you and send it by post or by email to either of the following addresses:

By email: kontakt@agicoa-gmbh.de
By post: AGICOA Urheberrechtsschutz GmbH
Marstallstraße 8
80539 München
Germany

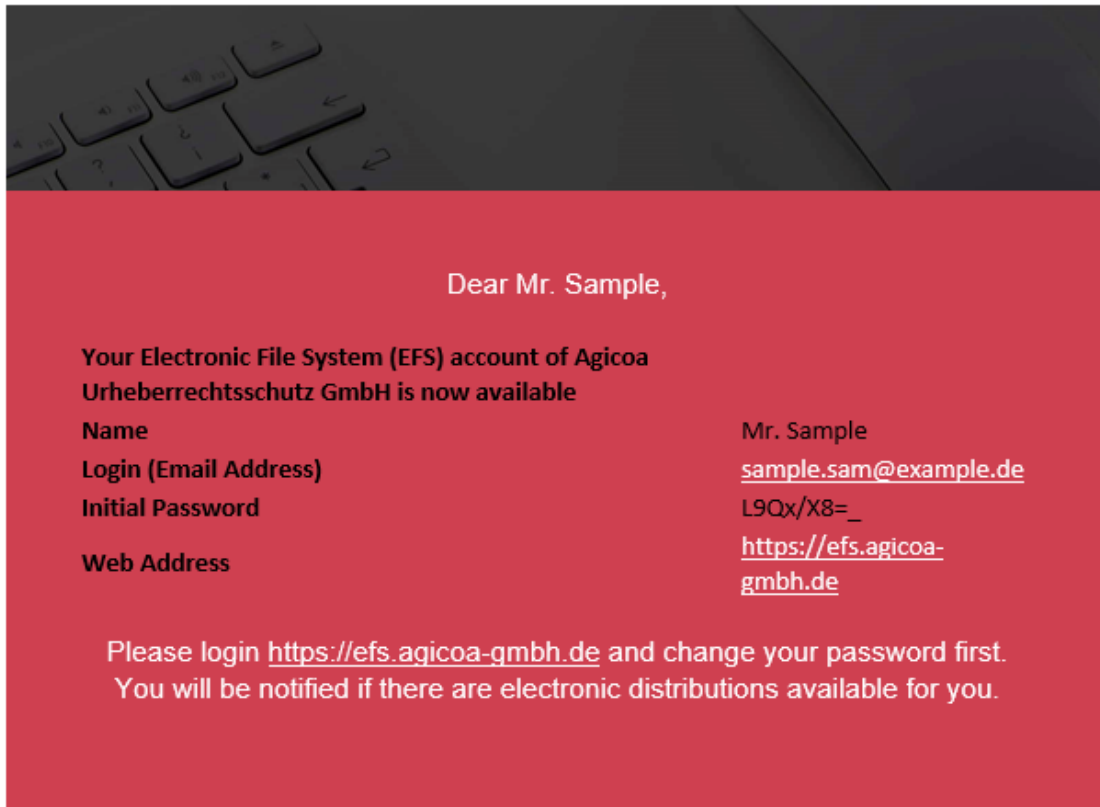
The following user data are required for your registration:

- your salutation for the email correspondence, e.g. Mr.
- your name for the email correspondence, e.g. Sam Sample
- your email address(= login) e.g. sample@example.de
- your language for the email correspondence, e.g. English
- your section e.g. Distribution and/or Conflicts

Please note that the email address you provide will be used for your login and for notifications concerning new distributions/conflicts.

After registration, you will receive an email at your indicated email address informing you about your EFS access and your initial password (see below). On first use of the EFS, you will be asked to create your own password (see No. 9 below: Change EFS Password).

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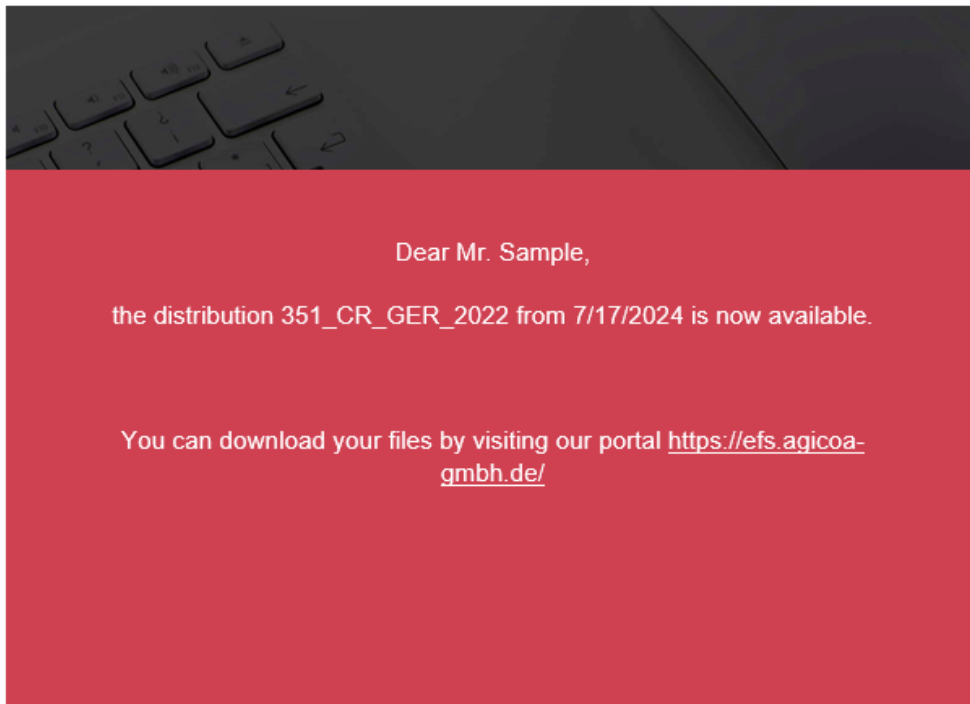


Please note that we do not know your password and will create a new one for you if necessary.

3. EFS Notification of new Distribution or Conflict Documents

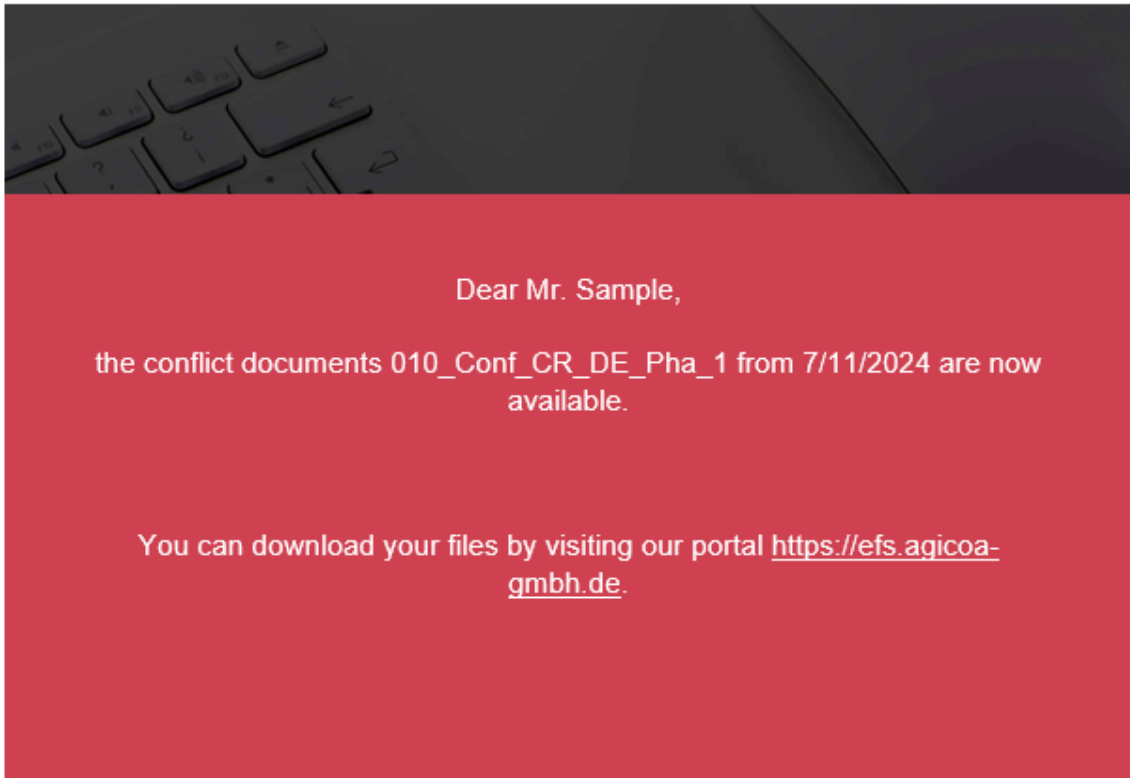
As soon as new distribution documents are available for you, you will receive an email with the name and date of the distribution.

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After new conflict documents have been created, you will receive an email with the name and date of dispatch of the conflict documents.

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Please note!

Our conflict regulations stipulate deadlines (with consequences if they are not observed). The current conflict rules can be found on our website and in the respective cover letters when the conflicts are sent.

4. EFS Access

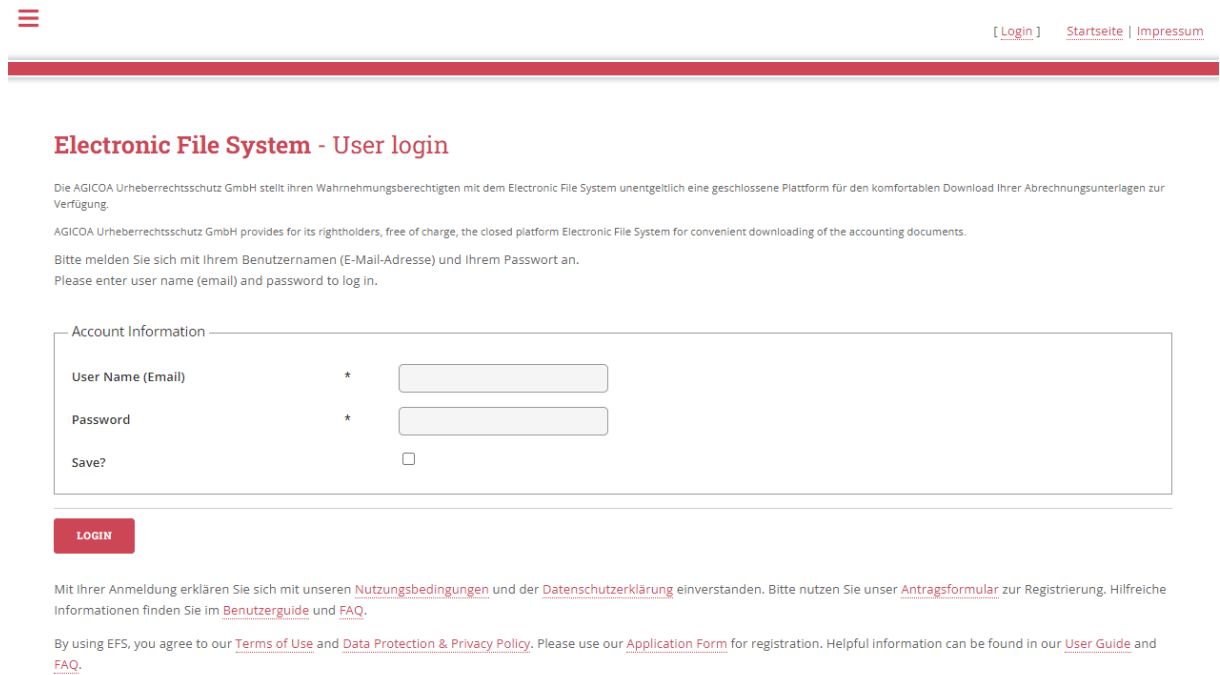
You can directly access the EFS at: <https://efs.agicoa-gmbh.de>.

Alternatively, you can start at the [AGICOA Urheberrechtsschutz GmbH](https://www.agicoa.de) website. Please click on the link “**Electronic File System**” in the navigation bar and you will get to the EFS login. For convenience, please save the link as favorite / bookmark in your browser.

5. EFS User-Login

Please enter your user name (= your email address) and your password to log in. On first login, please use the initial password provided to you by AGICOA Urheberrechtsschutz GmbH in the registration confirmation.

By logging in, you agree to the Terms of Use and the Data Protection and Privacy Policy which are available in German and in English.



☰

[\[Login \]](#) | [Startseite](#) | [Impressum](#)

Electronic File System - User login

Die AGICOA Urheberrechtsschutz GmbH stellt ihren Wahrnehmungsberechtigten mit dem Electronic File System unentgeltlich eine geschlossene Plattform für den komfortablen Download Ihrer Abrechnungsunterlagen zur Verfügung.

AGICOA Urheberrechtsschutz GmbH provides for its rightholders, free of charge, the closed platform Electronic File System for convenient downloading of the accounting documents.

Bitte melden Sie sich mit Ihrem Benutzernamen (E-Mail-Adresse) und Ihrem Passwort an.

Please enter user name (email) and password to log in.

Account Information

User Name (Email)	*	<input type="text"/>
Password	*	<input type="password"/>
Save?		<input type="checkbox"/>

LOGIN

Mit Ihrer Anmeldung erklären Sie sich mit unseren [Nutzungsbedingungen](#) und der [Datenschutzerklärung](#) einverstanden. Bitte nutzen Sie unser [Antragsformular](#) zur Registrierung. Hilfreiche Informationen finden Sie im [Benutzerguide](#) und [FAQ](#).

By using EFS, you agree to our [Terms of Use](#) and [Data Protection & Privacy Policy](#). Please use our [Application Form](#) for registration. Helpful information can be found in our [User Guide](#) and [FAQ](#).

When you log into the EFS system for the first time, you will be asked to change the automatically assigned initial password. The new password should contain at least 8 characters, one of which should be non-alphanumeric and one upper and one lower case letter. If your password does not comply with these rules, an error message will appear.

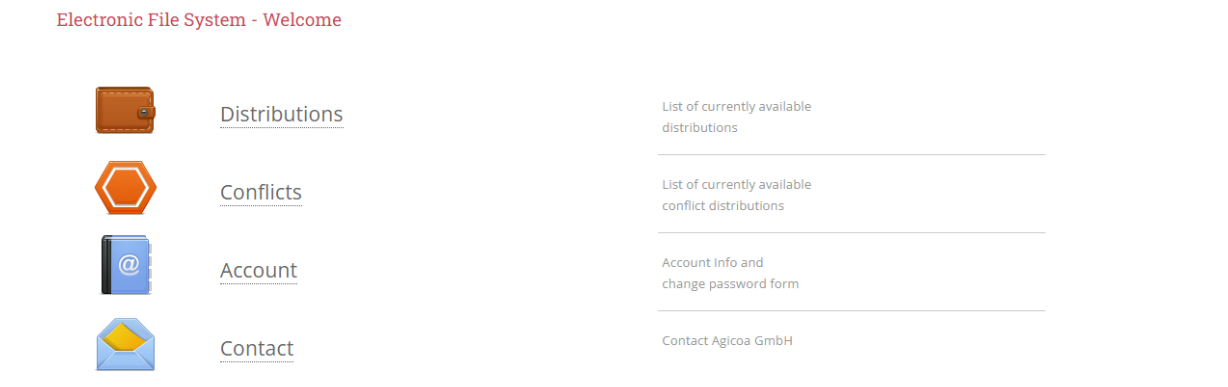
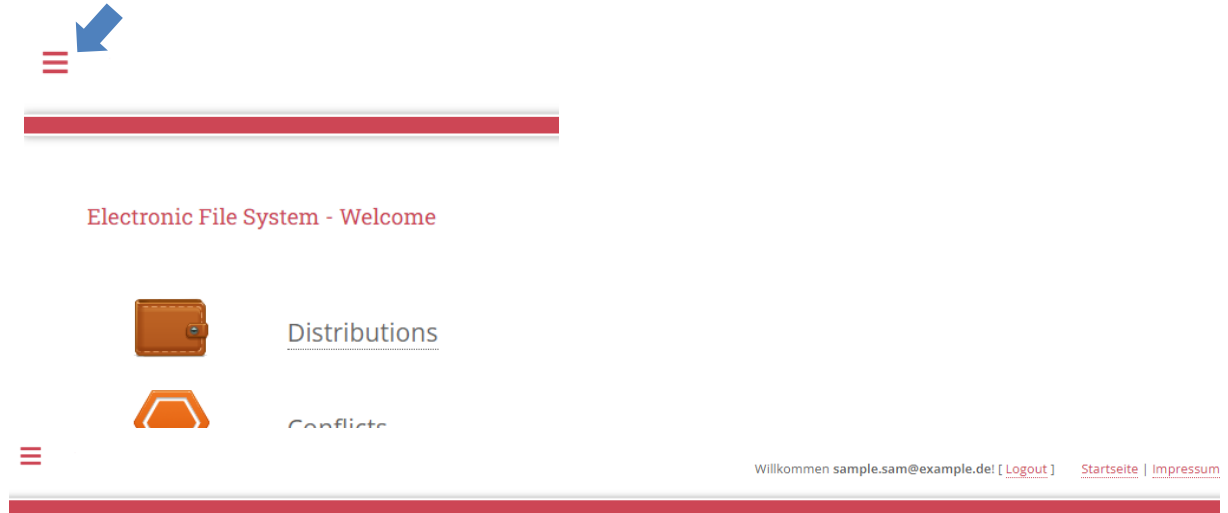
6. EFS Homepage

The homepage provides an overview of the Electronic File System.

Please note

Your menu may vary depending on if you are the contact person for distributions, conflicts or distribution and conflicts.

The navigation menu can be shown or hidden at any point using the button (three lines).



7. EFS Distribution Documents

Please click on the button “Distributions” on the homepage to access your statements of distribution. For more details on a specific statement of account, please click on the blue symbol in the column “Files”.

Willkommen sample.sam@example.de! [Logout] [Startseite](#) | [Impressum](#)

Available distributions for: Sample (SAMPLE_1258789)

Suche

DATE	NAME	DESCRIPTION	FILES	LOADED?	PAYMENT STATUS
7/16/2024	350_CR_GER_2022	350_CR_GER_2022	(3)	No	

Items 1 to 1 of 1.

There are several possibilities of downloading your documents. For an individual file, please click on the disk symbol in the column “Download” and use the button “Download as Zip” for all files.

Willkommen sample.sam@example.de! [Logout] [Startseite](#) | [Impressum](#)

User: Sample (SAMPLE_1258789)

Distribution: 350_CR_GER_2022

FILE	DOWNLOAD	LOADED?	PAYMENT STATUS
350_CR_GER_2022___EXAMPL_1258789_A012400183_decl.pdf		No	
350_CR_GER_2022___EXAMPL_1258789_A012400183_file.xls		No	
350_CR_GER_2022___EXAMPL_1258789_A012400183_letter.pdf		No	

Items 1 to 3 of 3.

After a successful download of your distribution documents and an update, the status changes to “Loaded”.

Available distributions for: Sample (SAMPLE_1258789)

Suche

DATE	NAME	DESCRIPTION	FILES	LOADED?	PAYMENT STATUS
7/16/2024	350_CR_GER_2022	350_CR_GER_2022	(3)	Yes	

Items 1 to 1 of 1.

User: Sample (SAMPLE_1258789)

Distribution: 350_CR_GER_2022

FILE	DOWNLOAD	LOADED?	PAYMENT STATUS
350_CR_GER_2022____EXAMPL_1258789_A012400183_decl.pdf		Yes	
350_CR_GER_2022____EXAMPL_1258789_A012400183_file.xls		Yes	
350_CR_GER_2022____EXAMPL_1258789_A012400183_letter.pdf		Yes	

Items 1 to 3 of 3.

Please send the signed declaration of release to the following email address declaration-of-release@agicoa-gmbh.de or inform us of the necessary changes in order to receive a corrected "Revised Letter".

You will also find the payment status of your distribution here. Please note that this status will be updated with a delay after a payment has been made to you.



Available distributions for: Sample (SAMPLE_1258789)

Suche

DATE	NAME	DESCRIPTION	FILES	LOADED?	PAYMENT STATUS
7/16/2024	350_CR_GER_2022	350_CR_GER_2022	(3)	Yes	bezahlt

Items 1 to 1 of 1.

8. EFS Conflict Documents

The Conflicts menu item takes you to the conflict information submenu. You can find details about a specific shipment of conflict documents by clicking on the blue symbol in the "Files" column.

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Welcome [it@gwff.de!](#) | [Logout](#) | [Home](#) | [Privacy policy](#) | [Imprint](#)

> Distributions
> Conflicts
> Account
> Contact
> Documents

Available conflicts for: Sam Sample (COMP_1129078)

DATE	NAME	DESCRIPTION	FILES	LOADED?
5/24/2017	014_Test_kmm_24_05_2017	Test_KMM_14	(3)	Yes

Einträge 1 bis 1 von 1. 10 ▾

Back

There are various ways to download your documents. For a single file, please click on the floppy disk symbol in the Download column; for all files, use the "Download as Zip" button.

Please send the required documents to the following email address on time according to the respective phases: kontakt@agicoa-gmbh.de.

9. EFS Change Password

In the menu item “Account” you have the option to change your password.

The screenshot shows a user account management interface. At the top left is a hamburger menu icon. At the top right, the user is logged in as 'sample.sam@example.de' with links for 'Logout', 'Startseite', and 'Impressum'. Below a red horizontal bar, the 'Account Details' section is displayed. It contains a table of user information and a password change form.

Your user account:	
Salutation	Herr
Name	Sample
Role	distribution
Email Address	sample.sam@example.de

Please contact us to change any of the above information.

Please enter a new password:

Password (min. 8 char.)	*	<input type="password"/>
Password Confirmation	*	<input type="password"/>

At the bottom of the form are two buttons: 'CHANGE PASSWORD' (highlighted in red) and 'BACK'.

The new password should contain at least 8 characters, one of which should be non-alphanumeric and one uppercase and one lowercase letter. If your password does not comply with these rules, an error message will appear.