



User Guide

Electronic File System (EFS) AGICOA Urheberrechtsschutz GmbH

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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 documents at <http://efs.agicoa-gmbh.de>.

The User Guide specifies in detail the individual steps from EFS registration to downloading the 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@agicoa-gmbh.de
- your language for the email correspondence, e.g. English
- your section e.g. Distribution and/or 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. 8 below: Change EFS Password).

AGICOA URHEBERRECHTSSCHUTZ GmbH



Dear Mr. Sample,

Your Electronic File System (EFS) account of AGICOA Urheberrechtsschutz GmbH is now available:

Name	Mr. Sample
Login (Email Address)	sample@agicoa-gmbh.de
Initial Password	XXXXXXXXXX
Web Address	http://efs.agicoa-gmbh.de

Please login <http://efs.agicoa-gmbh.de> and change your password first. You will be notified if there are electronic distributions available for you.

AGICOA Urheberrechtsschutz GmbH

Marstallstr. 8
80539 Munich
Germany

Telephone	+49 (0)89 29 77 25
Telefax	+49 (0)89 22 95 60
E-Mail	kontakt@agicoa-gmbh.de

Management	Prof. Dr. Ronald Frohne Gertraude Müller-Ernstberger Ph. D..
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Amtsgericht München HRB 114001
Registered office in Munich
USt.-IDNo.: DE 114 115 323

3. EFS Notification of new Accounting or Conflict Documents

Once new accounting or conflict documents are available for you, you will receive an email in which the name and the date of the statement of account/conflicts are indicated.

example of the notification “New Accounting Documents”

AGICOA URHEBERRECHTSSCHUTZ GmbH 

Dear Mr. Sample,

the distribution 025_KW_DE_2020 from dd.mm.2021 is now available.

You can download your files by visiting our portal <http://efs.agicoa-gmbh.de>.

AGICOA Urheberrechtsschutz GmbH

Marstallstr. 8
80539 Munich
Germany

Telephone +49 (0)89 29 77 25
Telefax +49 (0)89 22 95 60
E-Mail kontakt@agicoa-gmbh.de

Management Prof. Dr. Ronald Frohne
Gertraude Müller-Ernstberger Ph. D.

Amtsgericht München HRB 114001
Registered office in Munich
USt.-IDNo.: DE 114 115 323

Example of the notification “New Conflict Documents”

AGICOA URHEBERRECHTSSCHUTZ GmbH



Dear Mr. Sample,

the conflict 025_KW_DE_2020 from dd.mm.2021 is now available.

You can download your files by visiting our portal <http://efs.agicoa-gmbh.de>.

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4. EFS Access : <http://efs.agicoa-gmbh.de>


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

Alternatively, you can start at the AGICOA GmbH website: <http://www.agicoa-gmbh.de>. 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 GmbH in the registration confirmation.

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

AGICOA URHEBERRECHTSSCHUTZ GmbH  Login | Home | Imprint

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"/>	

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](#).

6. EFS Homepage

The homepage provides an overview of the Electronic File System.





Please note

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

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


> Distributions
> Conflicts
> Account
> Contact
> Documents

Electronic File System - Welcome

	Distributions	List of currently available distributions
	Conflicts	List of currently available conflict distributions
	Account	Account Info and change password form
	Contact	Contact Agicoa GmbH

7. EFS Accounting or Conflicts Documents

Please click on the button “Distributions” on the homepage to access your statements of account or “Conflicts” for the new conflict documents . For more details on a specific statement of account or conflicts, please click on the blue symbol in the column “Files”.


AGICOA URHEBERRECHTSSCHUTZ GmbH  Welcome **sam.sample@agicoa-gmbh.de** Logout | Home | Imprint

> Distributions
> Account
> Contact

> Terms of Use*
> Data Protection & Privacy Policy*
> Description of Distribution files
> User Guide*
> FAQ*

*English. The German documents can be found on our homepage.

Available distributions for: Sam Sample (COMP_1129078)

DATE	NAME	DESCRIPTION	FILES	LOADED?
8/7/2014	025_KW_DE_2020	KW_DE_2020	 (3)	No

Einträge 1 bis 1 von 1. 10 ▾

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> 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 several possibilities of downloading your accounting or conflict 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.







- > Distributions
- > Account
- > Contact

- > Terms of Use*
- > Data Protection & Privacy Policy*
- > Description of Distribution files
- > User Guide*
- > FAQ*

*English. The German documents can be found on our homepage.

User: Sam Sample (COMP_1129078)

Distribution: 025_KW_DE_2020


FILE	DOWNLOAD	LOADED?
025_KW_DE_2020____SAMPLE_1129078_decl.pdf	 	No
025_KW_DE_2020____SAMPLE_1129078_file.xls		No
025_KW_DE_2020____SAMPLE_1129078_letter.pdf		No

Einträge 1 bis 3 von 3.

8. Change EFS Password

Before you access your accounting documents for the first time, you must change the initial password provided by AGICOA GmbH in the registration confirmation and create your own password. You may then, at any time, see your user data via the menu item “Account” and change your password again later.

The password must have at least eight (8) characters.

AGICOA URHEBERRECHTSSCHUTZ GmbH  Welcome [sam.sample@agicoa-gmbh.de](#) [Logout](#) | [Home](#) | [Imprint](#)

- > Distributions
- > Account
- > Contact

- > Terms of Use*
- > Data Protection & Privacy Policy*
- > Description of Distribution files
- > User Guide*
- > FAQ*

*English. The German documents can be found on our homepage.

Account Details

Your user account: _____

Salutation	Mr.
Name	Sam Sample
Account ID	COMP_1129078
Email Address	sam.sample@agicoa-gmbh.de

Please contact us to change any of the above information.

You can enter a new password here: _____

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