

USER GUIDE 2025

How to use the new resale royalty system

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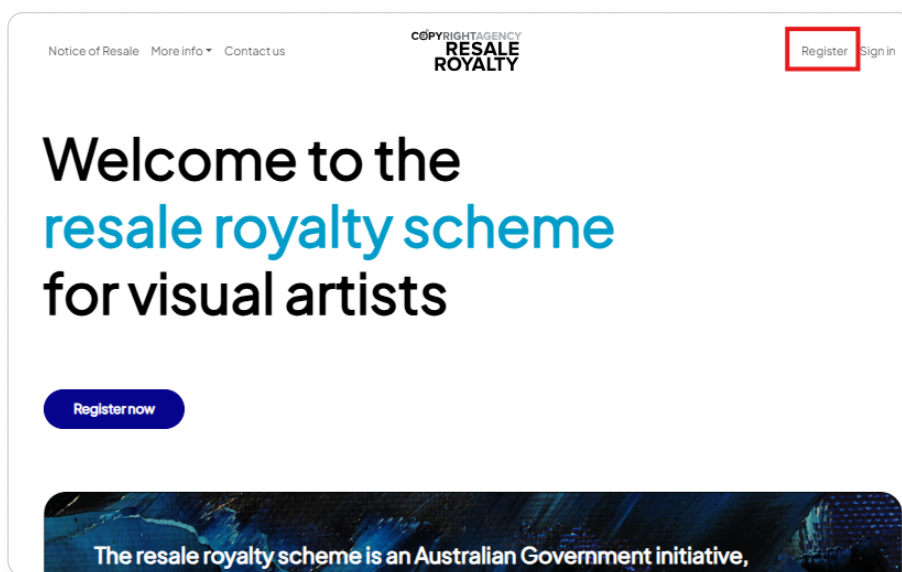


1

How to access the system for the first time if you have an existing account

The first time you use the new system you will need to register using the **same email address** you used in the previous system. Follow these steps:

1. Go to resaleroyalty.org.au and click '**Register**' in the top right corner of the homepage



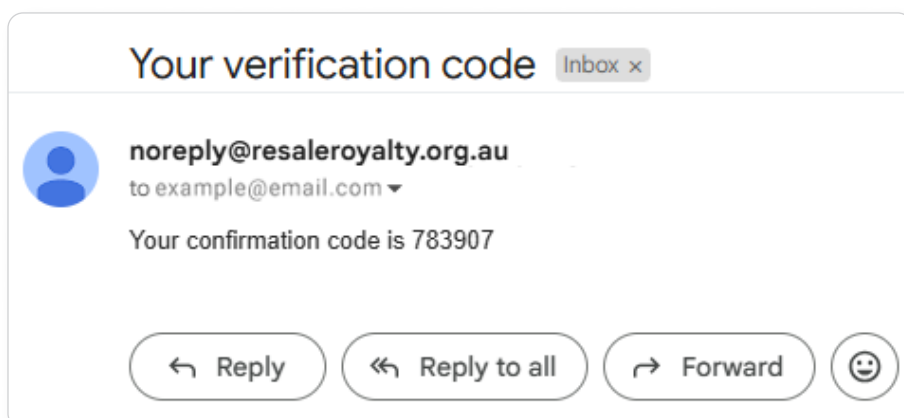
2. Enter the email address you used in the previous system – you must use the SAME email address (If you're unsure which email address you used, you can email us at memberservices@copyright.com.au or call us on 02 9394 7600 to check.)
3. Select and enter a new password; and confirm the new password by entering it again



4. Enter your mobile number – be sure to change the country code if your mobile number is not an Australian number
5. Click '**Create Account**'

The screenshot shows the 'Create new account' page. On the left is a dark vertical banner with the text 'COPYRIGHT AGENCY RESALE ROYALTY'. On the right, the title 'Create new account' is followed by a link 'Already have an account? Log in'. The form contains four input fields: 'Email' (with 'example@email.com' entered), 'Password' (with masked characters), 'Confirm Password' (with masked characters), and 'Phone Number' (with a dropdown for '+61' and the number '421000000' entered). A blue 'Create Account' button is at the bottom right.

6. Now check your email inbox – you will receive an email from resale royalty containing a code to verify your email address



7

7. Enter the six-digit confirmation code provided in the email and click '**Confirm**'; If you do not receive the email containing the code, check your spam or junk folders, or you can click 'Resend Code' and re-check your email inbox

We Emailed You

Your code is on the way. To log in, enter the code we emailed to e*****@e****. It may take a minute to arrive.

Confirmation Code

7

8

3

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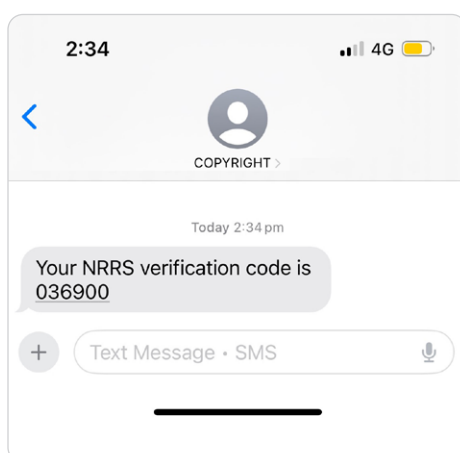
0

7

[Resend Code](#)

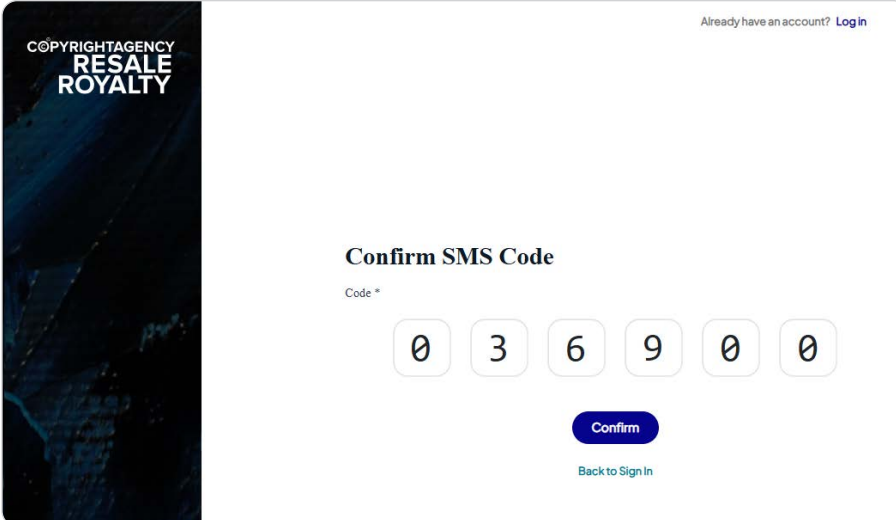
Confirm

8. Now check your mobile phone - you will receive an SMS from COPYRIGHT containing a code to verify your mobile number





9. Enter the six-digit confirmation code provided in the SMS and click '**Confirm**'



COPYRIGHT AGENCY
RESALE
ROYALTY

Already have an account? [Login](#)

Confirm SMS Code

Code *

0 3 6 9 0 0

[Confirm](#)

[Back to Sign In](#)

Done!

Your registration for the new system is complete.

You can now sign in at any time using your email address to access your resale royalty account.

2

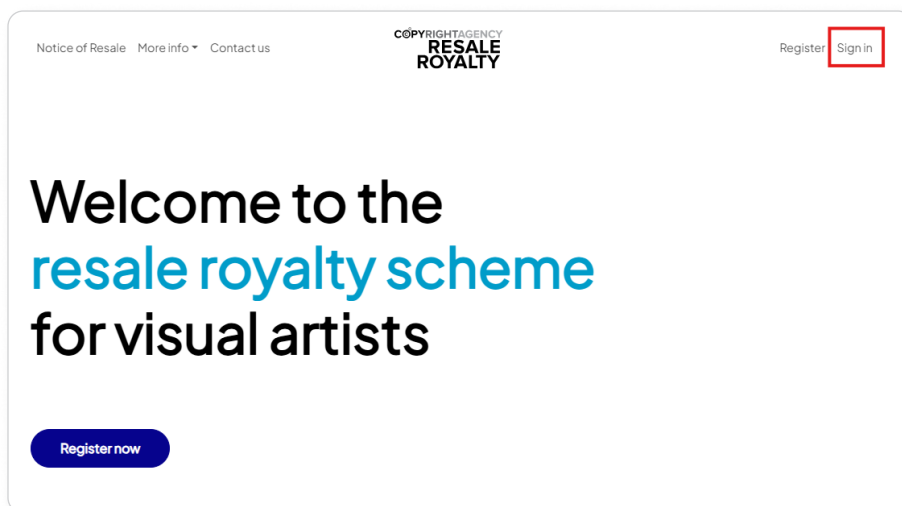
How to sign in using Multi-Factor Authentication (MFA)

Multi-factor authentication (MFA) is an extra layer of security that helps protect your account. It requires you to verify your identity in two or more ways when logging in—usually something you know (like your password) and something you have (like a code sent to your phone or email). This makes it much harder for anyone else to access your account, even if they have your password.

The resale royalty website requires you to sign in with your email address and password and then verify your identity via a code sent to your email address or mobile phone. You'll also be asked to verify your identity through MFA if you reset your password.

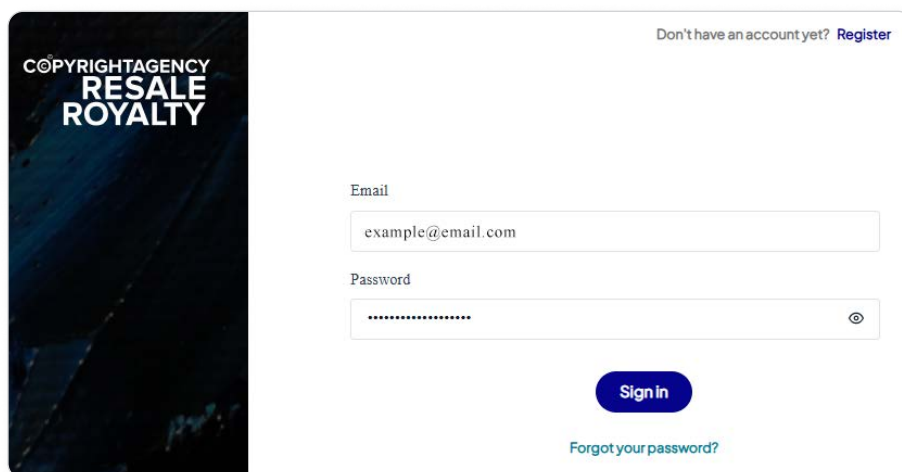
Follow these steps to access your account through the MFA process:

1. Go to resaleroyalty.org.au and click '**Sign in**' (in the top right corner of the homepage)



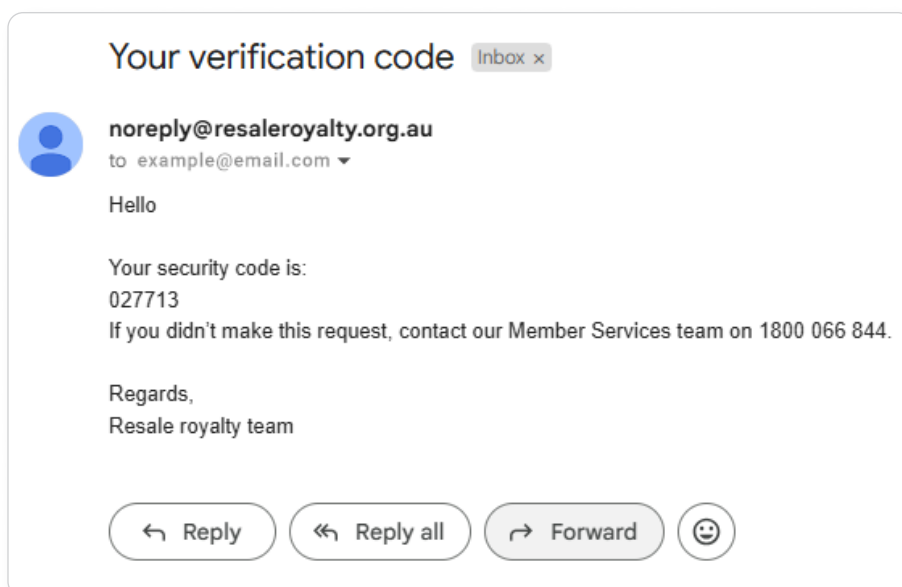
2

2. Enter your email address and password and click '**Sign in**'



The screenshot shows the login interface of the Resale Royalty website. On the left is a dark vertical banner with the text 'COPYRIGHT AGENCY RESALE ROYALTY'. The main area is white and contains a login form. At the top right of the form area, it says 'Don't have an account yet? [Register](#)'. The form has two input fields: 'Email' with the placeholder 'example@email.com' and 'Password' with a masked password '.....'. Below the password field is a 'Sign in' button. At the bottom of the form area, there is a link that says 'Forgot your password?'.

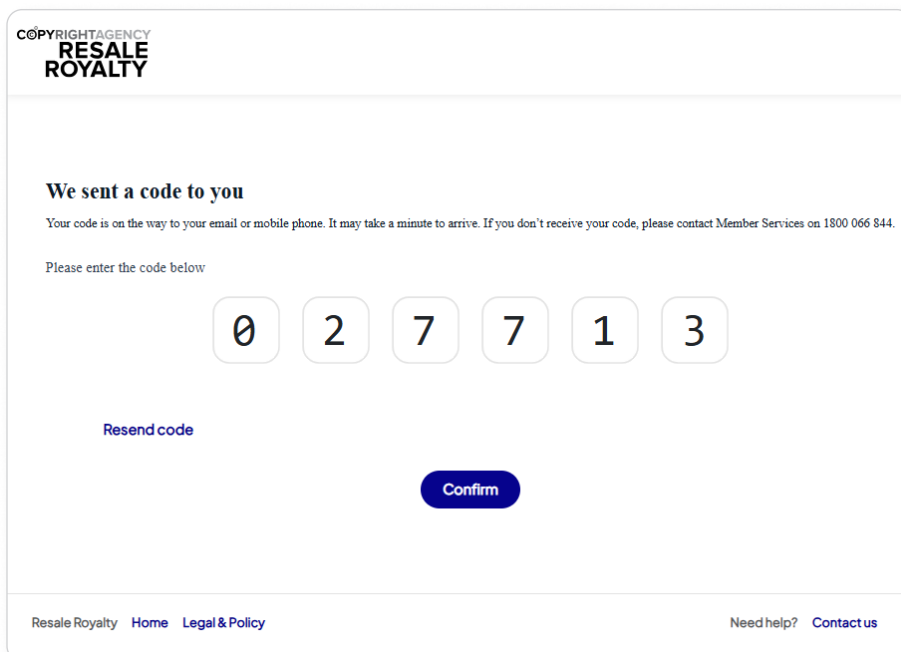
3. Now check your email inbox - you will receive an email from resale royalty containing a code to verify your email address



The screenshot shows an email titled 'Your verification code' with a sub-header 'Inbox x'. The email is from 'noreply@resaleroyalty.org.au' to 'example@email.com'. The body of the email says: 'Hello', 'Your security code is: 027713', and 'If you didn't make this request, contact our Member Services team on 1800 066 844.' It ends with 'Regards, Resale royalty team'. At the bottom, there are four buttons: 'Reply', 'Reply all', 'Forward', and a smiley face icon.

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4. Enter the six-digit confirmation code provided in the email and click '**Confirm**';



The screenshot shows a web page for 'COPYRIGHT AGENCY RESALE ROYALTY'. The main heading is 'We sent a code to you'. Below it, a message states: 'Your code is on the way to your email or mobile phone. It may take a minute to arrive. If you don't receive your code, please contact Member Services on 1800 066 844.' The prompt 'Please enter the code below' is followed by six input fields containing the digits 0, 2, 7, 7, 1, and 3. Below the input fields is a link labeled 'Resend code'. At the bottom right of the form area is a blue button labeled 'Confirm'. The footer contains links for 'Resale Royalty', 'Home', 'Legal & Policy', 'Need help?', and 'Contact us'.

COPYRIGHT AGENCY
**RESALE
ROYALTY**

We sent a code to you

Your code is on the way to your email or mobile phone. It may take a minute to arrive. If you don't receive your code, please contact Member Services on 1800 066 844.

Please enter the code below

0 2 7 7 1 3

[Resend code](#)

[Confirm](#)

Resale Royalty [Home](#) [Legal & Policy](#) [Need help?](#) [Contact us](#)

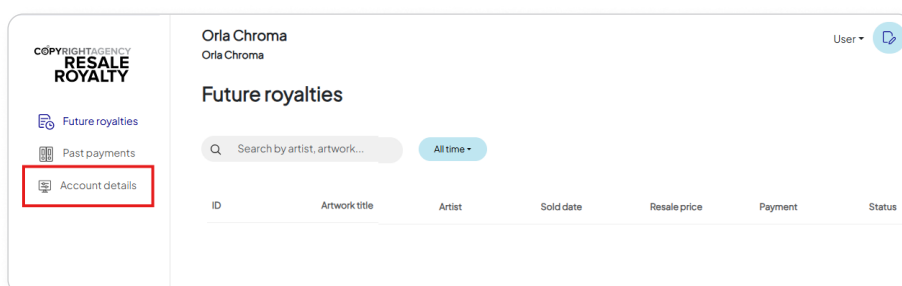
If you do not receive the email containing the code, check your spam or junk folders, or you can click '**Resend Code**' and re-check your email inbox

3

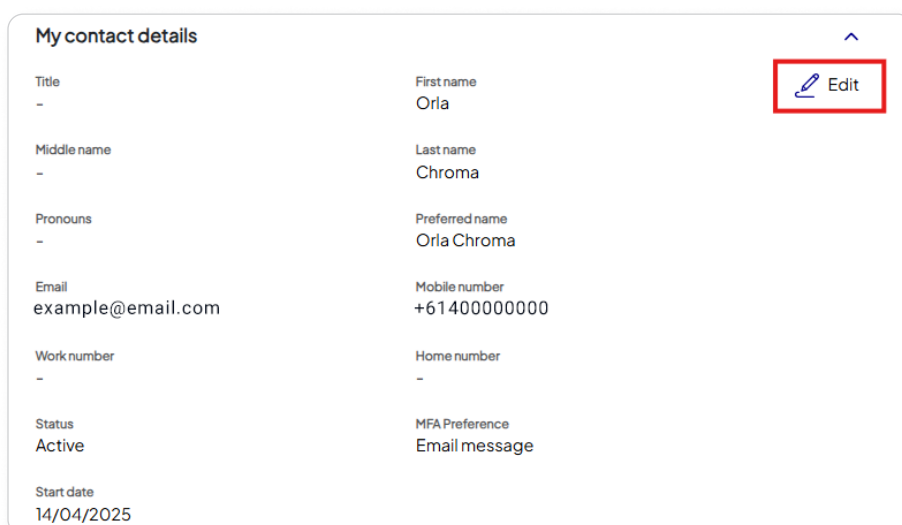
How to switch from email to mobile for Multi-Factor Authentication (MFA) codes

By default, MFA codes are sent to your email. If you'd prefer to receive your verification code via SMS on your mobile phone, you can make this change at any time. Here's how:

1. Sign in to your account
2. Click on '**Account details**'



3. On the '**My contacts details**' page, click '**Edit**'



3

- 4. Under 'MFA Preference', select SMS message from the drop-down menu options
- 5. Click '**Save**'

TIP: Make sure your mobile phone number is up to date on the contacts details page before switching your preference.

My contact details

Title

Select your title

* First name

Oria

Middle name

Enter your middle name

* Last name

Chroma

Preferred pronoun

Enter your preferred pronoun

Preferred name

Oria Chroma

* Mobile number

Enter a mobile phone number, including the country code for example +61412345678

+61400000000

Work number

Enter work phone number

Home number

Enter home phone number

* Email

example@email.com

Status

ACTIVE

MFA Preference

Email message

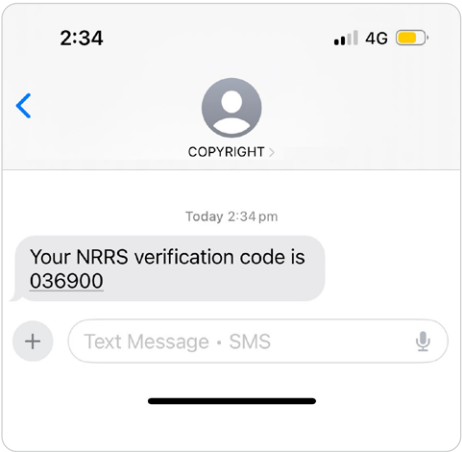
SMS message

Email message

Cancel

Save

NOTE: When you change your preferred MFA method to SMS, your SMS verification codes and messages will look like this:



4

Artist dashboard overview

Here’s a quick look at the key functions and information available on the dashboard for Artists.

View future royalties

Future royalties

Past payments

Account details

Vira Merle

Vira Merle

User

Future royalties

Q

Search by artist, artwork...

All time ▾

ID	Artwork title	Artist	Sold date	Resale price	Payment	Status
148826	Vira Merle Artwork #1	Vira Merle	22/02/2024	\$1,140.00	\$47.60	Pending
148827	Vira Merle Artwork #2	Vira Merle	22/02/2024	\$22,500.00	\$939.38	Pending

TIP: You’ll also receive an email to advise when eligible artworks have been resold.

Copyright Agency

Resale Royalty System

Hello Vira Merle,

Artworks that you own the rights to have been sold. We are pleased to inform you that you have been identified as eligible to collect royalties from this sale.

Please ensure your bank details are up to date by accessing the resale royalty portal at www.resaleroyalty.org.au

Kind regards,

Resale royalty team

Our security

You can now view past resale royalty payments in the ‘Past payments’ view

Future royalties

Past payments

Account details

Vira Merle

Vira Merle

User

Past payments

Q

Search by artist, artwork...

All time ▾

April 2025

Payment Total: \$2,254.51

Downloads

ID	Artwork title	Artist	Sold date	Resale price	Payment	Status
148826	Vira Merle Artwork #1	Vira Merle	22/02/2024	\$1,140.00	\$47.60	Paid
148827	Vira Merle Artwork #2	Vira Merle	22/02/2024	\$22,500.00	\$939.38	Paid
148828	Vira Merle Artwork #3	Vira Merle	22/02/2024	\$3,360.00	\$140.28	Paid
148812	Vira Merle's Artwork Title #1	Vira Merle	03/02/2025	\$15,000.00	\$626.25	Paid
148811	Vira Merle's Artwork Title	Vira Merle	04/02/2025	\$12,000.00	\$501.00	Paid

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View your account details.

TIP: You can update your account details or change your Multi Factor Authentication preference by clicking **'Edit'**.

Future royalties

Past payments

Account details

Artist

Vira Merle

Account details

Account relationships

Account details

Company name

Vira Merle

Account status

Active

ABN

0400 000 000

Legal entity name

Vira Merle

Australian resident for tax purposes

Yes

Residency & citizenship

Australia

Year of birth

1974

Year of death

-

Website

-

Sociale

-

Do you identify as Aboriginal or Torres Strait Islander?

No

Address

66 Goulburn St

Suburb / City

-

State

NSW

Postcode

2000

Country

Australia

My contact details

Title

-

First name

Vira

Middle name

-

Last name

Merle

Pronouns

-

Preferred name

-

Email

example@email.com

Mobile number

-

Work number

-

Home number

-

Status

Active

MFA Preference

Email message

Start date

16/04/2025

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Contact us for more information

Telephone: 1800 066 844

Email: memberservices@copyright.com.au

Website: resaleroyalty.org.au