

VISUAL ARTS
LICENSING PORTAL GUIDE

How to submit a request for a visual arts licence

Contents

1.	<u>How to log in or register for an account</u>	1
2.	<u>How to submit a request for a licence if you already have an image</u>	2
3.	<u>How to request a licence if you are selecting an image from the Image Bank</u>	5
4.	<u>How to request a licence for multiple images</u>	11
5.	<u>How to request a licence for multiple uses of the same image/s</u>	13
6.	<u>More information</u>	15



How to log in or register for an account

Go to Copyright Agency's visual arts licensing portal:
visualarts.copyright.com.au

If you haven't visited the portal before, please register for an account. How to register:

1. Click on the **REGISTER** button on the top right of the page
2. Fill in your details on the form, tick the box to agree to the Licensing Portal Terms, and then click the **REGISTER** button at the bottom of the form
3. You will then receive an email to confirm you have registered an account

TIP: You must be based in Australia or New Zealand to register for an account.

After you have registered/logged into your account, you have two options:

- If you already have an image, you can start your licensing request by entering artwork details

OR

- If you are looking for an image to use, you can browse the Image Bank and submit a licensing request alongside your chosen image at the same time.

2

How to submit a request for a licence if you already have an image

TIP: This is the URL for the Licensing portal homepage
<https://visualarts.copyright.com.au/>

1. On the [licensing portal homepage](#), ensure you are logged in to your account, then add the artwork details of the image you want to license (the artist name and the artwork name)

Artwork Details

Please provide details of the artist and artwork that you wish to license.

Artist Name*

Start typing the artist's name and then select from the dropdown list. If the artist's name is not found, type the full name and press enter.

Artwork*

Start typing the artwork title and select from the dropdown list. If the artwork title is not found, type the title and press enter. Note most artworks will NOT be in the dropdown list.

2. Once you have added the artist and artwork name, click the **ADD TO BASKET** button
3. A pop-up box will appear and will show the image you added to your Basket. Click the **PROCEED** button

2



4. Enter the details of your licensing request in the 'Project details' form

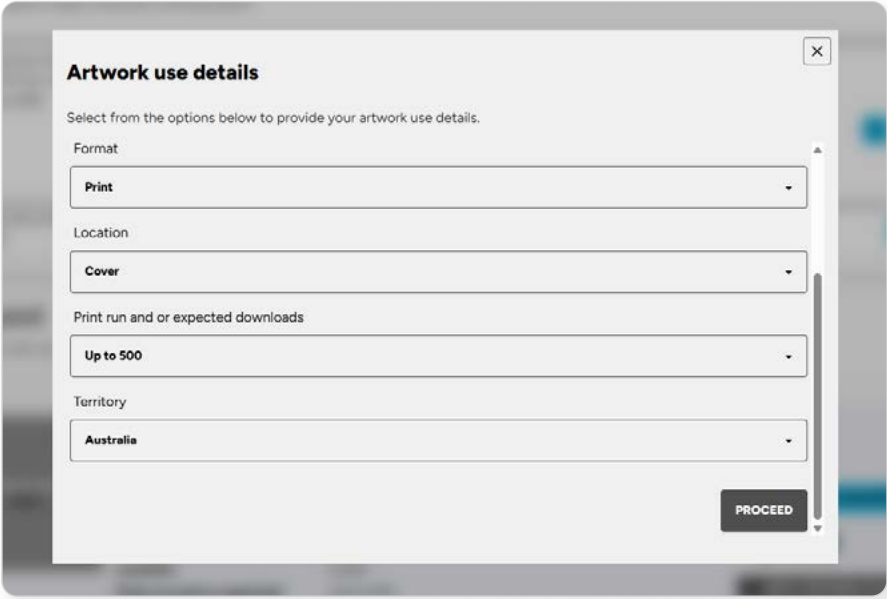
TIP: In the 'Other important information' box, it's helpful to provide additional details, such as print quantities, sizes, timeframes or deadlines and other information relevant to the licence request.

5. Click on the **ADD ARTWORK USE DETAILS** button



6. A pop-up box will appear asking you a series of questions depending on the product type you choose. Choose responses from the drop-down menu and then click the **PROCEED** button

2



Artwork use details

Select from the options below to provide your artwork use details.

Format
Print

Location
Cover

Print run and or expected downloads
Up to 500

Territory
Australia

PROCEED

7. Your request will now show the artwork use details you just added. Ensure you tick the box to agree to the Licence Terms and click the **SUBMIT REQUEST** button.

TIP: The request may or may not include a quote for the artwork use, depending on how straight forward your request is. If it doesn't include a quote here, don't worry! The Visual Arts licensing team will review the request and may contact you to ask for additional information.



Request

Artworks and use details

	Title:	Flowers
	Artist:	Margaret Preston
	Product:	Book
	Product category:	Commercial
	Format:	Print
	Location:	Cover
	Print run and or expected downloads:	Up to 500
Territory:	Australia	

\$400

ADD ARTWORK USE DETAILS

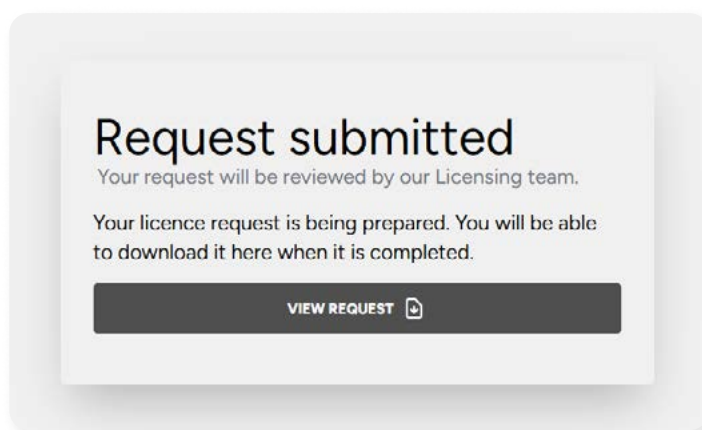
APPLY OPTIONS TO ALL

☒ I agree to the [Licence Terms](#) and wish to request a licence for the above artwork(s)

SUBMIT REQUEST

2

8. Your submission acknowledgement will appear on the screen.



TIP: You can click on the VIEW REQUEST button to see your licence request details – this will show you the status of your request. You can also download or email the request details.

You will also receive an email confirming the Copyright Agency Visual Arts team has received your request. It will include a link to your request details – and you can also download or email the request details by accessing that link.

2

[Home](#) / [Your request](#) / 1553

Your request

CANCEL REQUEST

Licence details

Copyright Agency Visual Arts

Copyright Agency Ltd
ABN 53 001 228 799
Level 12, 66 Goulburn St
Sydney NSW 2000 Australia
visualarts@copyright.com.au

Request	1553
Status	Pending - fees subject to review
No. of Assets	1
Date Received	11-03-2026

User Details

Karen Tinman
ktinman@copyright.com.au

Copyright Agency
66 Goulburn St
Sydney New South Wales 2000

Project details

Project name *

Project 1

9. The Visual Arts team will be in touch to confirm your licence request (and provide a quote if not already provided).
10. You will receive an email when your licence request is approved. You can click on the link in the email to access your request or go to the portal to pay for the licence by credit card. Once you have paid, you will be able to download your licence as a PDF document. Within a few days you will receive an invoice via email for your records.

3

How to request a licence if you are selecting an image from the Image Bank

TIP: This is the URL for the Image Bank homepage
<https://visualarts.copyright.com.au/portal/images>

1. Go to the [Image Bank homepage](#) and log in or register (see instructions for 'How to register')
2. Search for an image

TIPS: If you know the artist name or artwork name, enter it into the search bar and click on the magnifying glass icon to submit the search.

You can also search using a keyword e.g. flowers, dog, garden.

When search results appear, you can then use the Filter options on the left-hand side to refine your search results.

Need some inspiration to choose an image?
Try browsing our Featured Collections on the Image Bank homepage.

3. When you have decided on the image you wish to use for your licence request, select it by clicking on the basket icon on the image. This will add it to your Basket. Then click on the **PROCEED** button.
4. Enter the details of your licensing request in the 'Project details' form

3

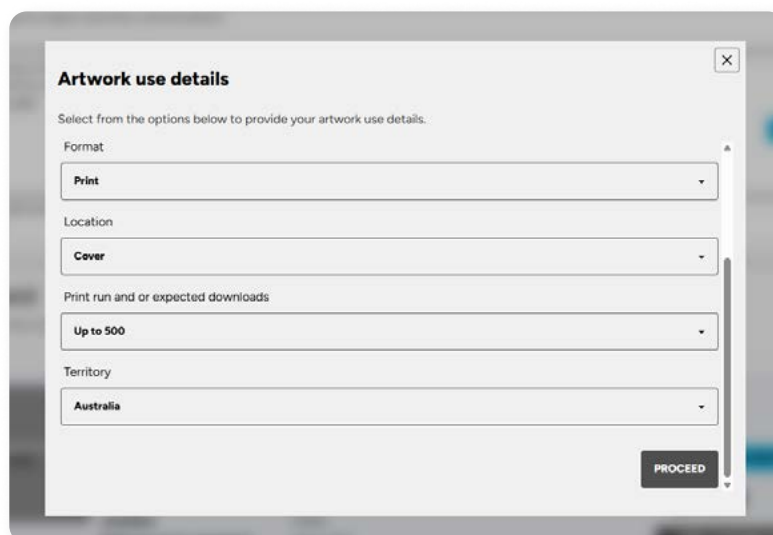
TIP: In the 'Other important information' box, it's helpful to provide additional details, such as print quantities, sizes, timeframes or deadlines and other information relevant to the licence request.

5. Click on the **ADD ARTWORK USE DETAILS** button



The screenshot shows a web form titled 'Request' with the subtitle 'Artworks and use details'. It contains a thumbnail of a colorful abstract painting, the title 'Paella by the Sea', and the artist 'John Olsen'. A dropdown menu for 'Format' is set to 'Largest Available JPEG, 6.9 MB'. A red arrow points to a blue button labeled 'ADD ARTWORK USE DETAILS'. At the bottom, there is a checkbox labeled 'I agree to the Licence Terms and wish to request a licence for the above artwork(s)' which is checked.

6. A pop-up box will appear asking you a series of questions depending on the product type you choose. Choose responses from the drop-down menu and then click the **PROCEED** button



The screenshot shows a pop-up box titled 'Artwork use details' with a close button (X) in the top right corner. It contains several dropdown menus for selecting options: 'Format' (set to 'Print'), 'Location' (set to 'Cover'), 'Print run and or expected downloads' (set to 'Up to 500'), and 'Territory' (set to 'Australia'). A 'PROCEED' button is located at the bottom right of the form.

7. Your request will now show the artwork use details you just added. Ensure you tick the box to agree to the Licence Terms and click the **SUBMIT REQUEST** button.

3

TIP: The request may or may not include a quote for the artwork use, depending on how straight forward your request is. If it doesn't include a quote here, don't worry! The Visual Arts licensing team will review the request and may contact you to ask for additional information.



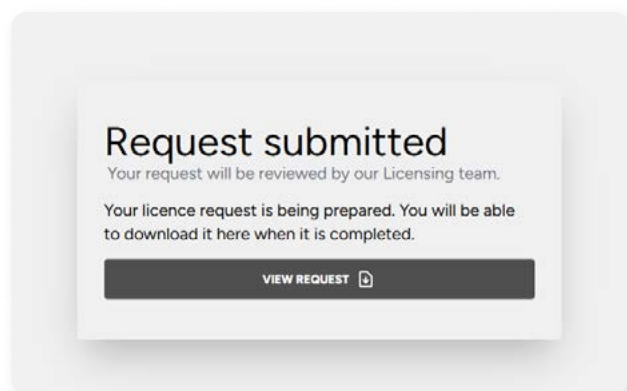
The screenshot shows a 'Request' form titled 'Artworks and use details'. It contains the following fields:

	Title: Paella by the Sea	Largest Available JPEG: 4.09 MB
	Artist: John Olsen	
	Product: Book	ADD ARTWORK USE DETAILS
	Product category: Commercial	
	Format: Print	\$400
	Location: Cover	APPLY OPTIONS TO ALL
	Print run and or expected downloads: Up to 500	
	Territory: Australia	

☒ I agree to the [Licence Terms](#) and wish to request a licence for the above artwork(s)

SUBMIT REQUEST

8. Your submission acknowledgement will appear on the screen.



TIP: You can click on the VIEW REQUEST button to see your licence request details – this will show you the status of your request. You can also download or email the request details.

3

You will also receive an email confirming the Copyright Agency Visual Arts team has received your request. It will include a link to your request details – and you can also download or email the request details by accessing that link.

Home / Your request / 1553

Your request

Licence details

[Download](#) [Email](#) [CANCEL REQUEST](#)

Copyright Agency Visual Arts

Copyright Agency Ltd
ABN 53 001 228 799
Level 12, 66 Goulburn St
Sydney NSW 2000 Australia
visualarts@copyright.com.au

Request	1553
Status	Pending - fees subject to review
No. of Assets	1
Date Received	11-03-2026

User Details

Karen Tinman
ktinman@copyright.com.au

Copyright Agency
66 Goulburn St
Sydney New South Wales 2000

Project details

Project name *
Project 1

Project sector *

9. The Visual Arts team will be in touch to confirm your licence request (and provide a quote if not already provided).
10. You will receive an email when your licence request is approved. You can click on the link in the email to access your request or go to the portal to pay for the licence by credit card. Once you have paid, you will be able to download your licence as a PDF document. Within a few days you will receive an invoice via email for your records.

TIP: You cannot buy an image file from the Image Bank without attaching it to a licence request for the use of the image.

4

How to request a licence for multiple images

You can request a licence for multiple images within the same request, if all of the images relate to the same project.

1. Follow the instructions to log in or register.
2. Search for your first image by selecting Artist Name and Artwork.
3. Search for your second image by selecting Artist Name and Artwork.
4. Repeat the process until you have all of your artworks selected, then click 'Add to basket'.

Artwork Details

Please provide details of the artist and artwork that you wish to license.

Artist Name*

Start typing the artist's name and then select from the dropdown list. If the artist's name is not found, type the full name and press enter.

Search for creators
Margaret Preston

Artwork*

Start typing the artwork title and select from the dropdown list. If the artwork title is not found, type the title and press enter. Note most artworks will NOT be in the dropdown list.

Provide artwork title

 John Olsen
Paella by the Sea

 Margaret Preston
Flowers

Add another artwork

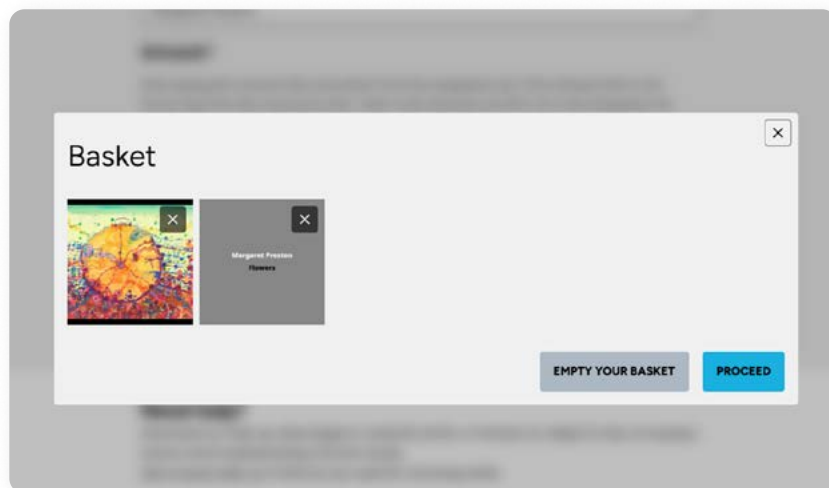
Add to basket

11 / 15

◀ ≡ ▶

4

5. Your selected artworks will appear in your Basket.



6. Then click the **PROCEED** button and follow the instructions to continue with your licensing request – the next step will be adding your project details.

TIP: You can also add more artworks on the 'Project details' page. Simply click on the 'Add more artworks' yellow button in the 'Request' section.

A screenshot of a web application's 'Project details' form. The form has five input fields: 'Project name *', 'Project sector *' (a dropdown menu), 'Will any image be cropped, overprinted or otherwise altered?' (a dropdown menu), 'Other important information (optional)' (a text area with a help icon), and 'Purchase Order Number or Reference (optional)'. Below the form is a section titled 'Request' with the subtitle 'Artworks and use details' and a yellow button labeled 'Add more artworks'.

5

How to request a licence for multiple uses of the same image/s

1. Follow the instructions to log in or register and add your selected image to your Basket.
2. Click the **PROCEED** button to enter the details of your licensing request in the 'Project details' form.
3. Click the '**ADD USAGE DETAILS**' blue button and select the type of product and territory.
4. Click the 'Add another usage' button to duplicate the image. Add the usage details for each duplicated image to describe the use of the artwork.

The screenshot displays a web form for requesting a license for the artwork 'Paella by the Sea' by John Olsen. The form is organized into two identical sections, each representing a separate usage request. Each section includes a thumbnail of the artwork, a table of details, and a price tag. The details table lists the following information: Title (Paella by the Sea), Artist (John Olsen), Format (Print), Product (Book), Location (Interior), Territory (Australia), Product category (Textbook), and Print run and or expected downloads (Up to 500). The price for each usage is \$175. The form also features buttons for 'ADD USAGE DETAILS', 'APPLY OPTIONS TO ALL', and 'Add another usage'.

Field	Value
Title:	Paella by the Sea
Artist:	John Olsen
Format:	Print
Product:	Book
Location:	Interior
Territory:	Australia
Product category:	Textbook
Print run and or expected downloads:	Up to 500

Price: \$175

Buttons: ADD USAGE DETAILS, APPLY OPTIONS TO ALL, Add another usage

5. Once you have added usage details for each different product you want to use the image for, click on the **PROCEED** button.
6. Continue following the instructions to complete your licensing request.

Need more help?

Check our FAQs

[/help.copyright.com.au/hc/en-gb/articles/13245400317199-Visual-Arts-Licencing-Portal-FAQs-User-Guide](https://help.copyright.com.au/hc/en-gb/articles/13245400317199-Visual-Arts-Licencing-Portal-FAQs-User-Guide)

Or contact the Visual Arts Licensing team
by emailing visualarts@copyright.com.au