

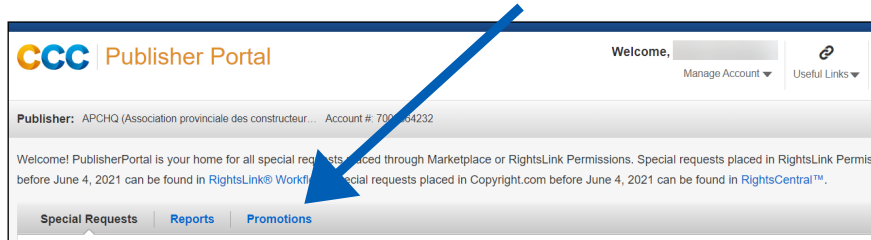
## Publisher Portal: Promotional Codes

CCC's Publisher Portal enables publishers to track special requests, generate reports and manage promotional codes.

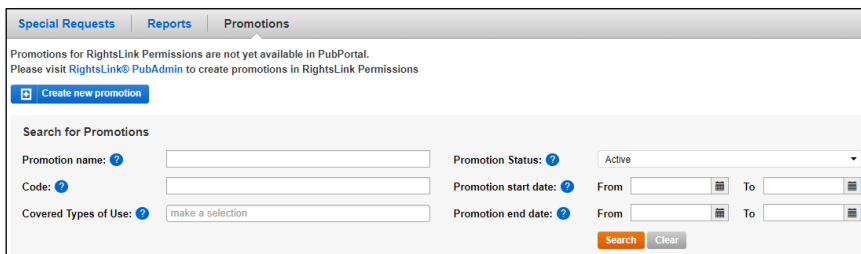
Log on by visiting: [pubportal.copyright.com](https://pubportal.copyright.com)

### Locating the Promotions Tab in Publisher Portal

- After logging in, the Publisher Portal defaults to the Special Request tab. Or possibly the Permissions tab if your organization is enrolled in RightsLink for Scientific Communications.
- Locate the top toolbar tabs and select 'Promotions'.



- Note:** Promotions for RightsLink Permissions are not yet available in PubPortal. Please visit RightsLink® PubAdmin to create promotions in RightsLink Permissions.
- On the Promotions tab, use the filters in the "Search for Promotions" to locate any existing code within your account.
- Search by: Promotion Name, Promo Code, Covered Types of Use, Promotion Code Status, or the Start or End Dates of the Promotion.



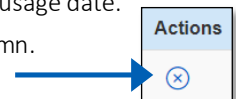
- Once the search filters have been entered, click **Search**

### Creating a New Promotion

- To create a new promotion, click **Create new promotion**
- The "Create Promotion" form will appear, then fill in the details:
  - New Promotion Name
  - Promotion Discount Type
  - Allowed Uses Per Code: Limited or Unlimited
  - Covered Types of Use - select one, multiple, or "Select All" items
  - Start and End Dates
  - Create Codes:
    - Auto-generate codes. Enter number of codes needed to automatically generate unique codes.
    - Single Custom Code. Enter any term, number, phrase, or combination of the three to be the new promotional code.
- When all the details of the new promotion have been entered, click **Save**

### Summary Page of New Promotion Details

- After clicking save, the new Promotions Detail Page will appear.
- Below the details entered for the new code is the "Promotion Code" section where you can view the newly-created codes, as well as generate additional codes, if needed.
- Select **Download Block** to download a full list of each block of codes.
- Search for a specific promotion code above the block of created codes to see the number of times the code has been used and last usage date.
- Cancel a code by clicking the "x" in the "Actions" column.



### Questions?

- Contact Customer Service at [RIGHTSHOLDERS@COPYRIGHT.COM](mailto:RIGHTSHOLDERS@COPYRIGHT.COM)
- 855-239-3415 (Toll free in US only) | 978-646-2800
- Live Chat option within the application

