

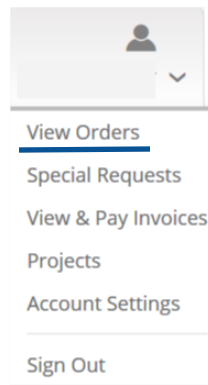
### Marketplace: Manage Account—View Orders

When you have placed orders in Marketplace you may want to view them. This guide will provide instructions to view orders you have already placed and either had invoiced or paid by credit card at the time of purchase.

Log on by visiting: <http://marketplace.copyright.com>

#### 1. Finding your orders in Marketplace

- After signing into your account, select “View Orders” from the drop-down menu, next to your name at the top right of the application:
- The “View & Search Orders” tab on the Manage Account page will open.
- **NOTE:** Marketplace buyers can search for all orders they placed on the Marketplace platform. Orders placed on Copyright.com can only be accessed through Manage Account on Copyright.com.



**TIP:** Copyright licenses are important for record keeping purposes. If you use projects in Marketplace, all your licenses will be in one place, for easy reference.

#### View & Search Orders

To search using specific criteria, please use the Search field or select a pre-defined date range from the drop-down. To view orders older than 2 years, please use the Search field.

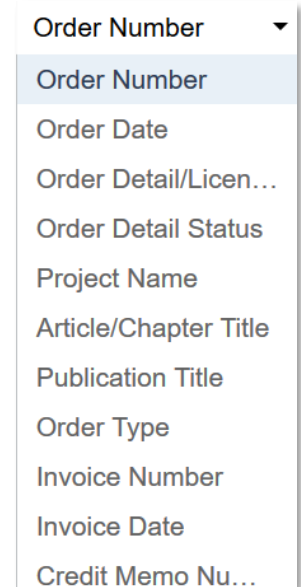
Search:

1 - 2 of 2 orders

Order Date	Order Number	Order Total	Original Price	Order Status	
22 Apr 2021	1068734	1,237.00 USD	1,237.00 USD	Closed	<a href="#">View details</a>
22 Apr 2021	1068733	1,157.00 USD	1,157.00 USD	Closed	<a href="#">View details</a>

#### 2. Search by Order Information

- You can search for orders in multiple ways.
- The default search parameter is “Order Number”, but you may select any of the parameters on the list.
- Select the search parameter and the interface changes to that search type. Enter the requested information and click on **Search**
- E.g. selecting “Order Detail Status” reveals a dropdown for all the possible statuses and a date range limiter. Select a status and enter a date range to initiate a search.
- The results displayed includes all orders that you have placed through other applications. It is easy to limit to Marketplace republication orders in the following way:
- Select “Order Type” then “Republication Permissions” from the offered options
- Next, provide a date range limiter
- Initiate the search following your selections by clicking **Search**



#### 3. Search for Orders by Date Ranges

- Searching for orders by date ranges is simplified by selecting one of the five options offered
- Each options expands the search results sets for your review. You can modify this selection as many times as is necessary to find your target order(s).
- Initiate the search following your selections by clicking **Search**



### 4. Search for Older Orders

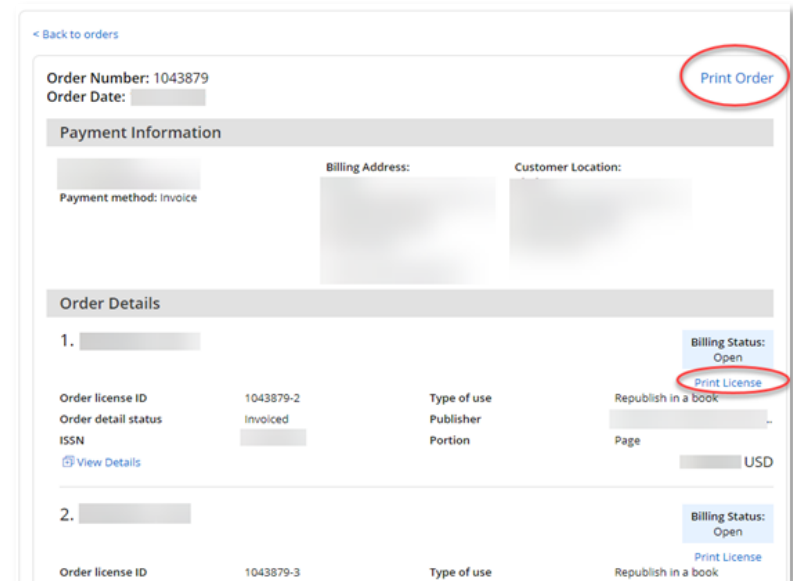
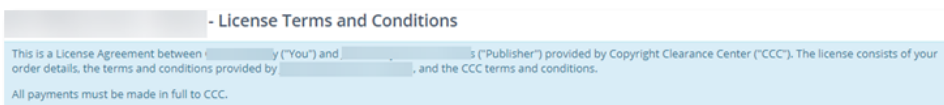
- You can search for orders placed more than two years ago in Marketplace using the "Order Number".
- Type the order number in the search box and click on **Search**
- Click on the Order Number to view the full order details

### 5. Search by Order Number on the View & Search Orders List


- Orders from the last 30 days will display when selecting "View Orders" from the Manage Account menu. If the order you want to review appears on the list, click on the order number to view all details related to that order.
- Clicking on the Order Number opens the Order Details page:

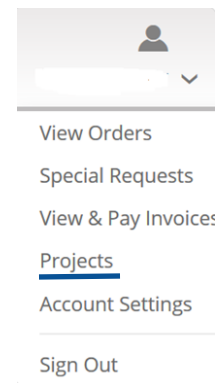
Order Date	Order Number	Order Total	Original Price	Order Status
2019	1043879	USD	USD	<a href="#">View details</a>

- You can print the order details by clicking **Print Order**
- The License Terms and Conditions page for the Publisher of the content you are requesting to republish provides details about the request, the Publisher's Terms and Conditions and CCC's Republication Terms and Conditions, found by scrolling to the bottom of the page.



### 6. Delete a Project

- Sign into your account and click the down arrow next to your name at the top right of the application:
- Select "Projects" to view the active projects on your account.
- To delete an existing project, click on the "Trash" icon  to the right of the project.
- You may also select the project name to open the project and click on **Delete Project**



### Questions?

For general questions:

[Search the Knowledgebase](#) or [Contact Customer Service](#)  
or Use Live Chat, available in Marketplace



**NOTE:** Copyright licenses are only valid once full payment is made to the CCC.