

Publisher Portal: Promotional Codes

In Publisher Portal you can track and manage promotional codes.

Log on by visiting: **pubportal.copyright.com**

Locating the Promotions Tab

• Locate the top toolbar and select the 'Promotions' tab.

Publisher Portal		Welcome, Steve Blois	Ô	?
		Manage Account 🔻	Useful Links 🔻	Help
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Note: Promotions for RightsLink Permissions are <u>not</u> yet available in PubPortal.
Please visit RightsLink® PubAdmin to create promotions in RightsLink Permissions.

Searching in the Promotions Tab

- 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 filters have been entered, click Search

Special Requests Reports Promotions Notifications Manage Titles								
Create new promotion				•	+ Create RLP Promotio			
Search for Promotions								
Promotion name: ?			Promotion Status: ?	Active	•			
Code: 😮			Promotion start date: ?	From	To 🖬			
Covered Types of Use: ?	make a selection	•	Promotion end date: ?	From	То			
				Search Clear				

Creating a New Promotion

- To create a new promotion, click 🚺 Create new promotion
- The "Create Promotion" form will appear, then fill in the details:
 - o New Promotion Name
 - o Promotion Discount Type
 - o Allowed Uses Per Code: Limited or Unlimited
 - o Covered Types of Use select one, multiple, or "Select All" items
 - o Start and End Dates
 - o 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.



<u>Questions?</u>

Contact Customer Service at

RIGHTSHOLDERS@COPYRIGHT.COM

- 855-239-3415 (Toll free in US only) | 978-646-2800
- Live Chat option within the application

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