

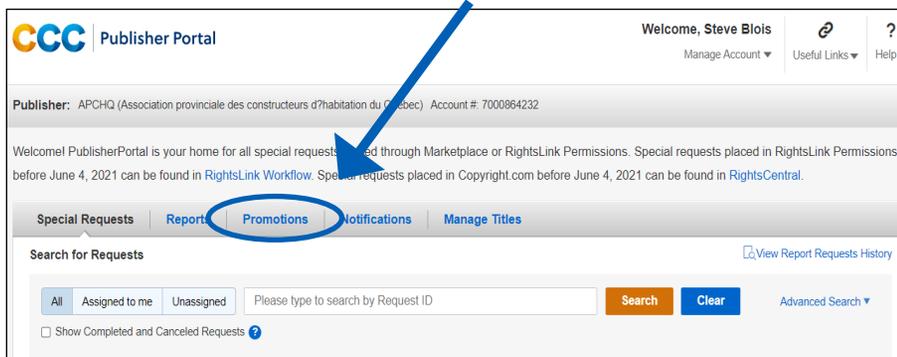
Publisher Portal: Promotional Codes

In Publisher Portal you can track and manage promotional codes.

Log on by visiting: pubportal.copyright.com

Locating the Promotions Tab

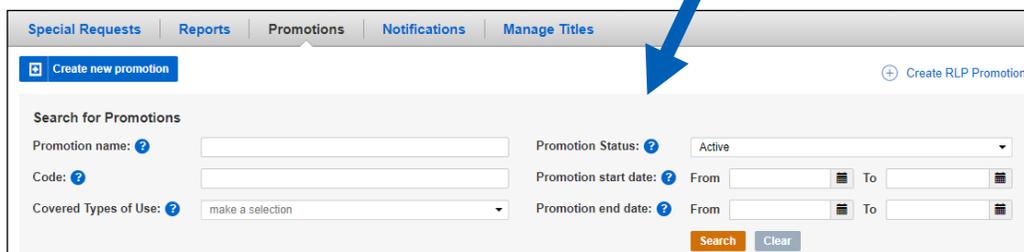
- Locate the top toolbar and select the 'Promotions' tab.



- Note:** Promotions for RightsLink Permissions are not 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**



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

