



ViaSecure® User Guide

Your guide to using the ViaSecure Reporting System

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Welcome to the ViaSecure System

What is ViaSecure?

ViaSecure is a secure, online system for licensees of Via Licensing Alliance to file reports required under their license agreement(s). ViaSecure streamlines this reporting process with an efficient, automated system that's easy to use.

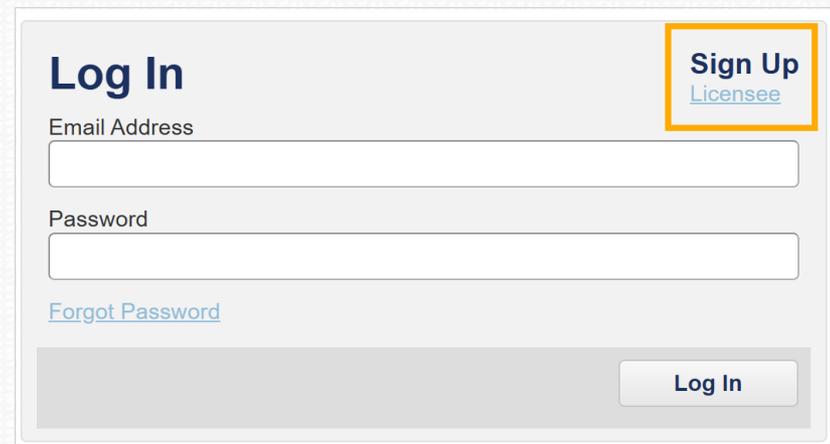
How does the ViaSecure reporting process work?

Once you establish an account, your company's reports can be submitted to ViaSecure using online forms or by uploading spreadsheets. After your data is entered, ViaSecure calculates the license fees and any applicable taxes.

For your convenience, all reports you submit as well as your payment history are available online.

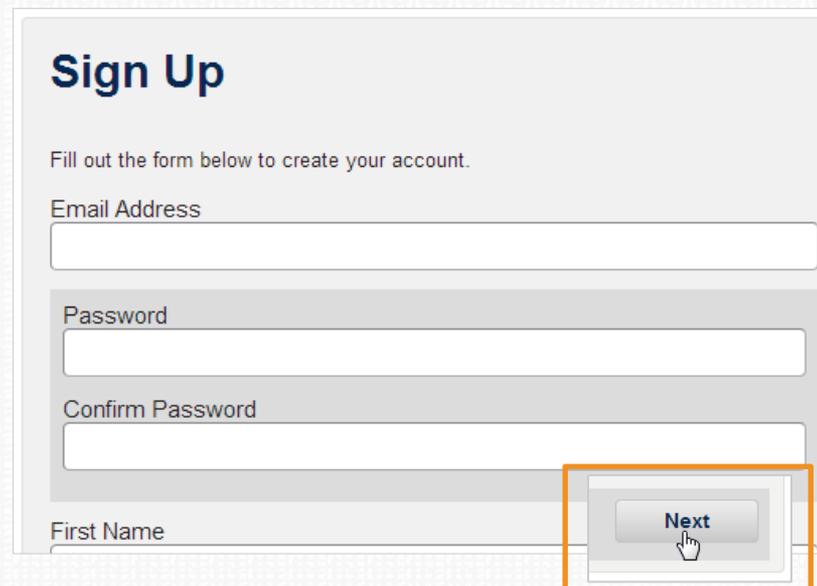
Getting Started – Requesting an Account

- ❑ The first step is to request a ViaSecure account to obtain access.
- ❑ Visit the ViaSecure.com home page and click on *Licensee* to sign up.
- ❑ Any existing ViaSecure user will continue to use their already setup login credentials

A screenshot of the ViaSecure login interface. The form is titled 'Log In' in large blue font. In the top right corner, there is a button labeled 'Sign Up Licensee' with a blue border. Below the title, there are two input fields: 'Email Address' and 'Password'. Below the password field is a blue link labeled 'Forgot Password'. At the bottom right of the form is a 'Log In' button.

Getting Started – Sign Up With Registration Key

- ❑ Fill out all the required fields on the sign-up form, then click the **Next** button.
- ❑ On the next screen, enter your 16-digit Registration Key, then click the **Create My Account** button. *(Your Registration Key can be found on the bottom of the cover page of the Patent License Agreement labeled “ViaSecure ID.”)*
- ❑ If your Registration Key is valid, you will see confirmation with a button to **Login Now**. *You’ll also receive an email message confirming your account registration.*



Sign Up

Fill out the form below to create your account.

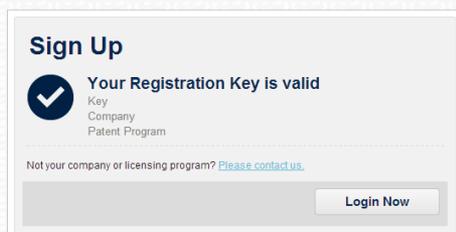
Email Address

Password

Confirm Password

First Name

Next



Sign Up

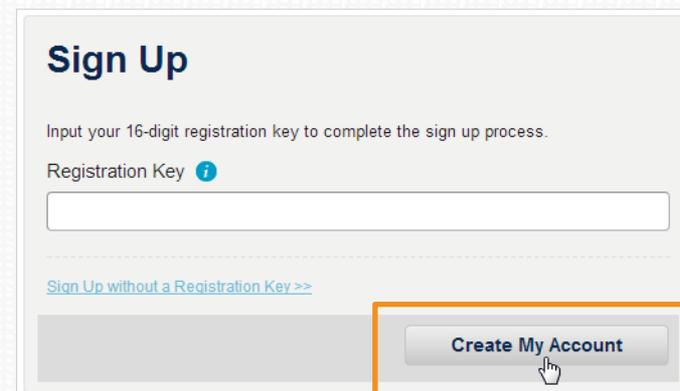
 **Your Registration Key is valid**

Key
Company
Patent Program

Not your company or licensing program? [Please contact us.](#)

Login Now

- ❑ You will now be able to log in to the ViaSecure system with the email address and password you specified when you signed up.



Sign Up

Input your 16-digit registration key to complete the sign up process.

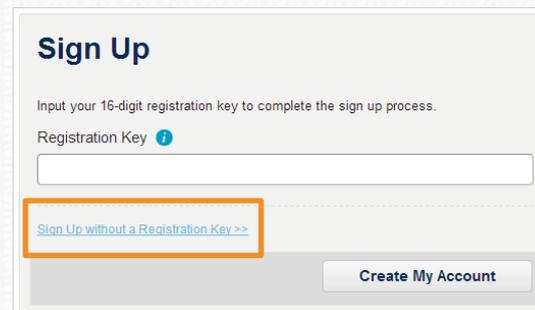
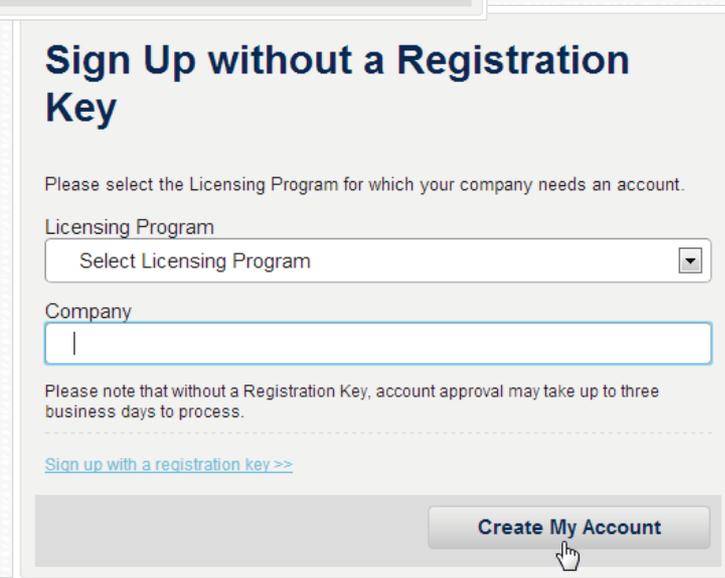
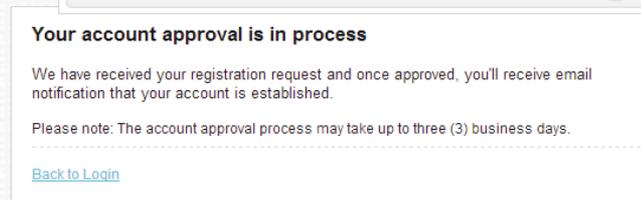
Registration Key 

[Sign Up without a Registration Key >>](#)

Create My Account

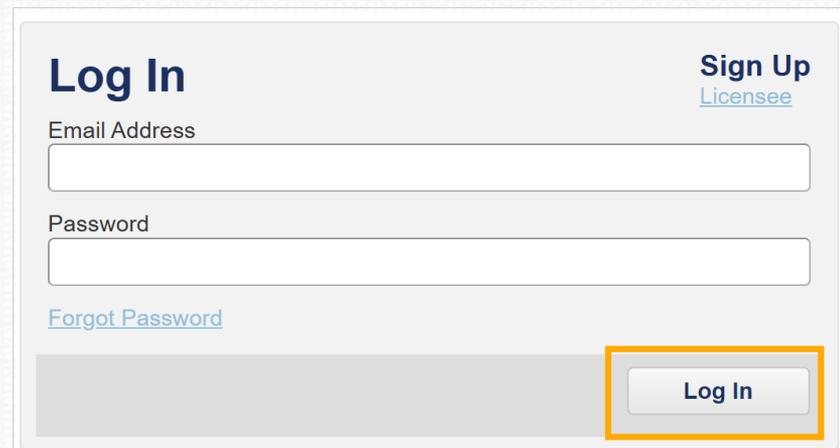
Getting Started – Sign Up Without Registration Key

- ❑ To sign up for a ViaSecure account without a Registration Key, fill out the sign-up form, then click the **Next** button.
- ❑ On the screen where you would enter a Registration Key, click the **Sign Up without a Registration Key** link.
- ❑ On the next screen, you will need to choose the appropriate Licensing Program, enter your company's name, then click the **Create My Account** button.
- ❑ You will receive a message on screen and by email that your account is being approved.
Please note: it may take up to three (3) business days to approve your account.
- ❑ Once your account is approved, you will receive a follow-up email with a link to the ViaSecure system where you'll be able to log in with the email address and password you specified when you signed up.

Getting Started – Log In

- ❑ Log in on the ViaSecure.com home page by entering the email address and password you specified when you signed up for your account.
- ❑ Click the **Log In** button.

A screenshot of the ViaSecure login interface. The form is titled 'Log In' in large blue font. In the top right corner, there is a 'Sign Up Licensee' link in blue. Below the title, there are two input fields: 'Email Address' and 'Password'. Below the password field is a 'Forgot Password' link in blue. At the bottom right of the form, there is a 'Log In' button with a blue border, which is highlighted by a yellow box in the image.

Log In [Sign Up Licensee](#)

Email Address

Password

[Forgot Password](#)

Log In

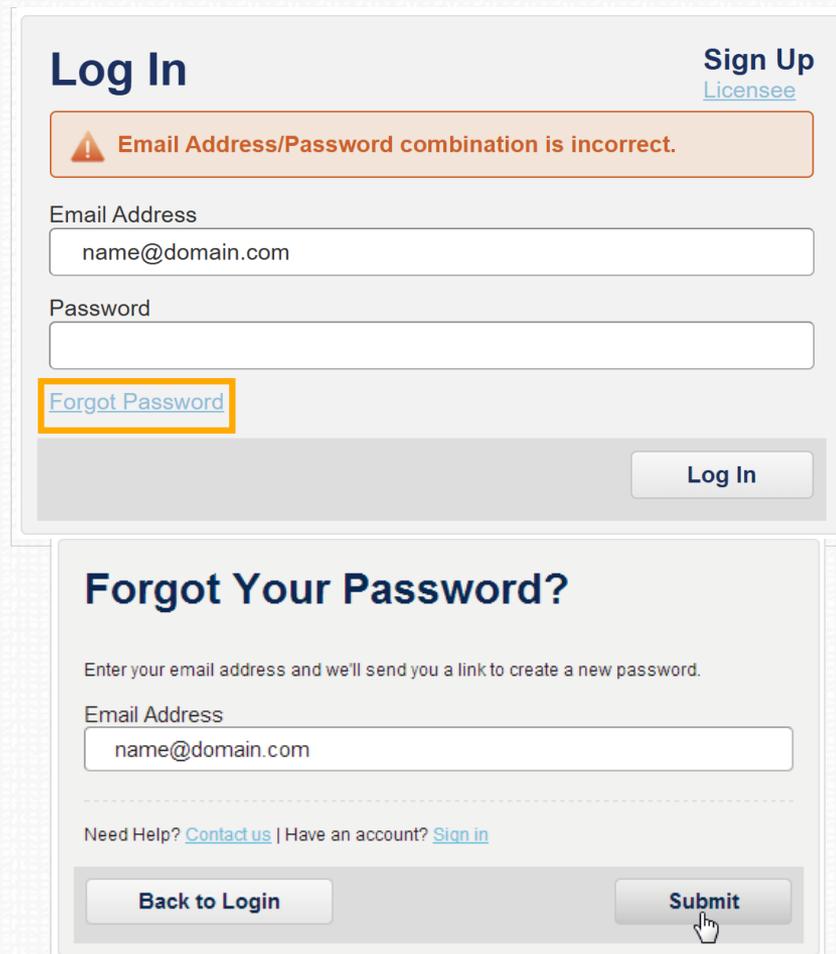
Log in Help – Forgotten Password

- ❑ If you’ve forgotten your password, just click the *Forgot Password* link on the *Log In* screen.
- ❑ On the next screen, enter the email address you specified when you signed up for your account, then click the *Submit* button.

- ❑ You’ll receive confirmation that an email has been sent with instructions to create a new password.

Please note: If you don’t receive the email within a few minutes, be sure to check your spam/junk folders in case it goes to one of those folders by mistake.

- ❑ For more information on how to create a new password, see the *Account Maintenance* page on how to [change your password](#).



The image shows two screenshots of the user interface. The top screenshot is the 'Log In' page. It features a 'Sign Up Licensee' link in the top right. A red error message box states 'Email Address/Password combination is incorrect.' Below this are input fields for 'Email Address' (containing 'name@domain.com') and 'Password'. A 'Forgot Password' link is highlighted with a yellow box. A 'Log In' button is located at the bottom right of the form.

The bottom screenshot is the 'Forgot Your Password?' page. It prompts the user to 'Enter your email address and we'll send you a link to create a new password.' It includes an 'Email Address' input field with 'name@domain.com'. At the bottom, there are two buttons: 'Back to Login' and 'Submit', with a mouse cursor hovering over the 'Submit' button.

Log in Help – Invalid Email Address

- ❑ If the email address you enter to reset your password generates an error message, it may be because you don't have a ViaSecure account.
- ❑ If you do have an account but the email address associated with your account isn't working, you will need to click the **Contact us** link for help. The ViaSecure Team will be able to help you with your account so you can log in.
- ❑ If you need to sign up for an account, click on the **Sign in** link to request an account. Please refer to the [Sign Up](#) instructions for more information.

Forgot Your Password?

Enter your email address and we'll send you a link to create a new password.

⚠ This e-mail address does not match our records. Please try again or contact Via Licensing for further assistance.

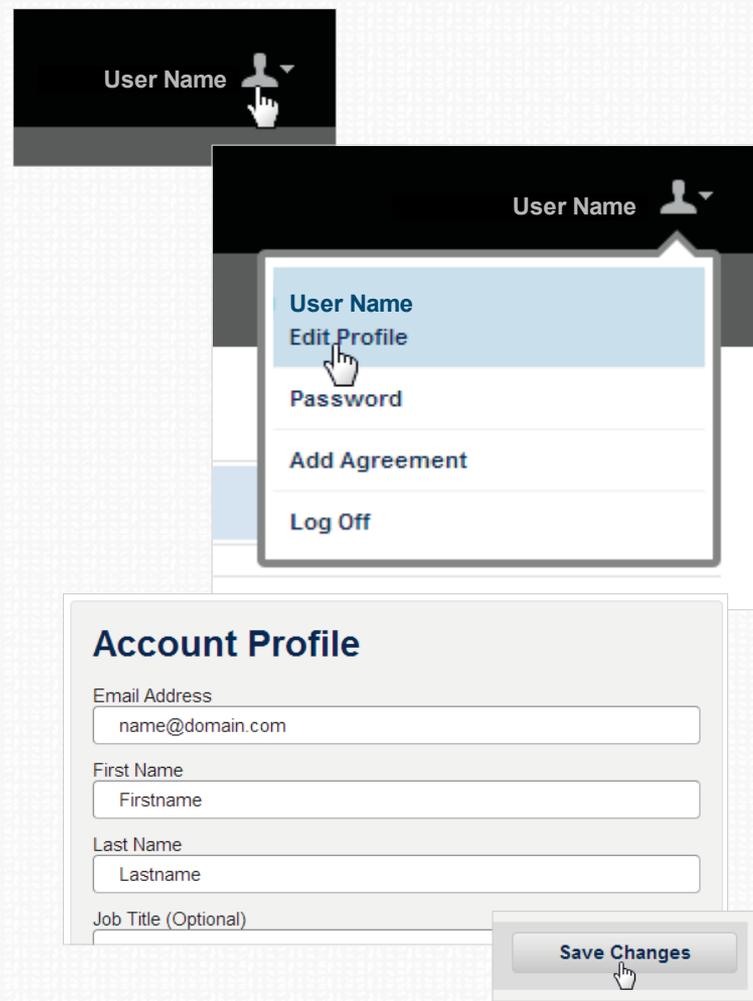
Email Address

Need Help? [Contact us](#) | Have an account? [Sign in](#)

[Back to Login](#)
[Submit](#)

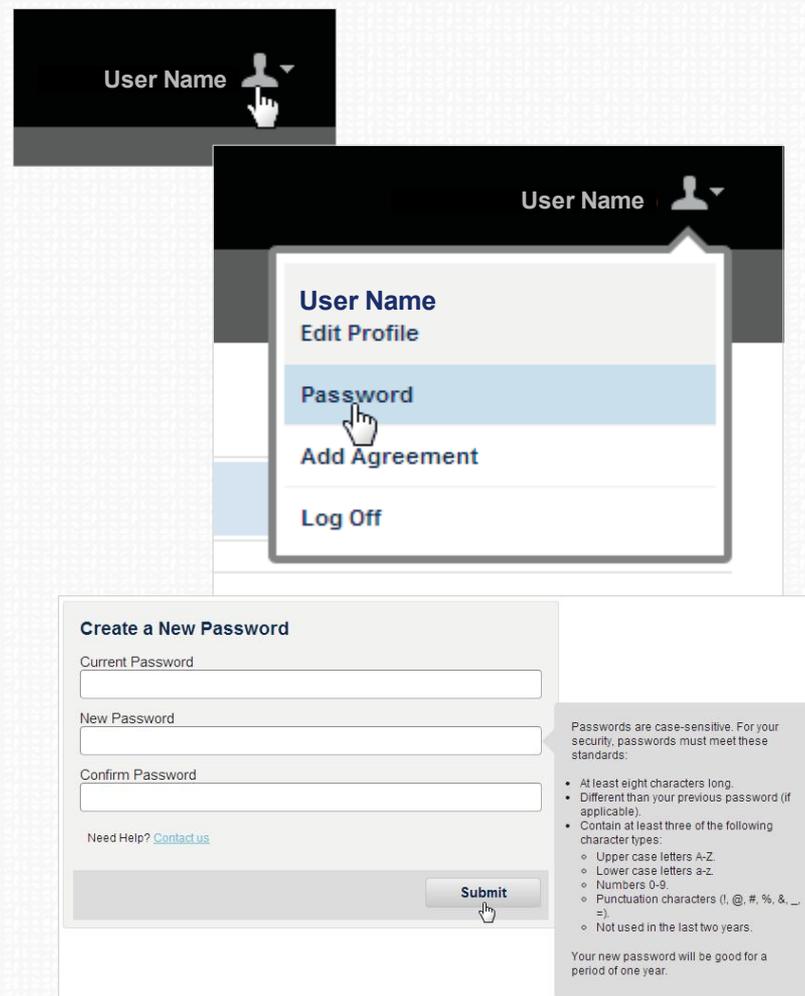
Account Maintenance – Profile Information

- ❑ To make changes to your profile information or update your email address, log into the ViaSecure system, then click the figure icon next to your name.
- ❑ Select **Edit Profile** from the Account Maintenance drop-down menu.
- ❑ Make all desired changes to your Account Profile, then click the **Save Changes** button at the bottom of the form.



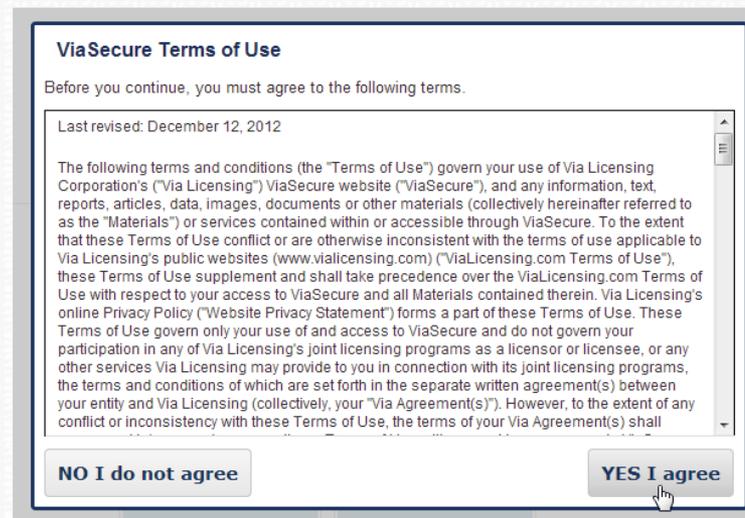
Account Maintenance – Change Password

- ❑ To change your password, log into the ViaSecure system, then click the figure icon next to your name.
- ❑ Select **Password** from the Account Maintenance drop-down menu.
- ❑ Input your current password, then create a new password that meets the requirements.
 - ❑ Must be at least eight characters long
 - ❑ Must be different than your previous password and has not been used within the previous two years
 - ❑ Must contain at least three of the following:
 - ✓ An upper-case letter, A-Z
 - ✓ A lower-case letter, a-z
 - ✓ A number, 1-9
 - ✓ A special character (!, @, #, %, &, _, or =)
- ❑ Input your new password to confirm, then click the **Submit** button.
- ❑ Please note: passwords are case-sensitive.



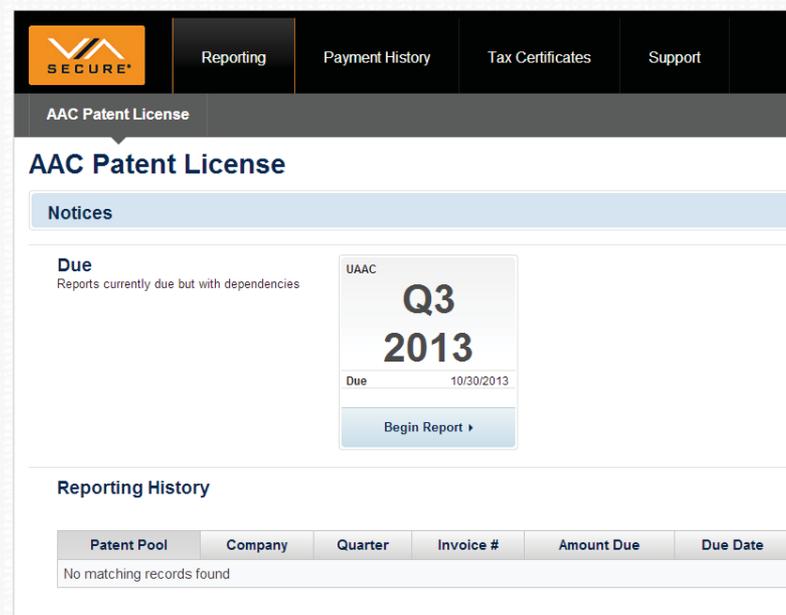
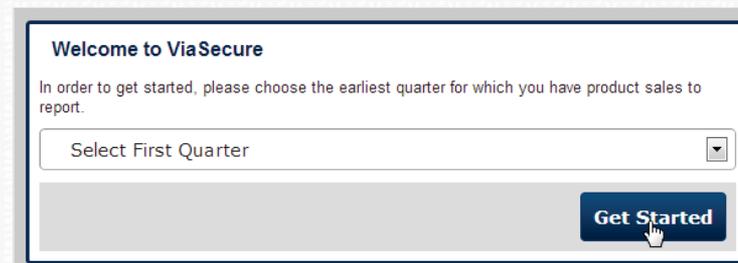
Account Maintenance – Terms and Notices

- ❑ When you log into the ViaSecure system for the first time, you may be prompted to review and agree to the Terms of Use. You must agree to the Terms to use the ViaSecure system.
- ❑ Be sure to review the Terms thoroughly before clicking the **Yes I agree button**.
- ❑ Once you've logged in, if there are any important updates, you'll see an alert in the Notices section of your dashboard.



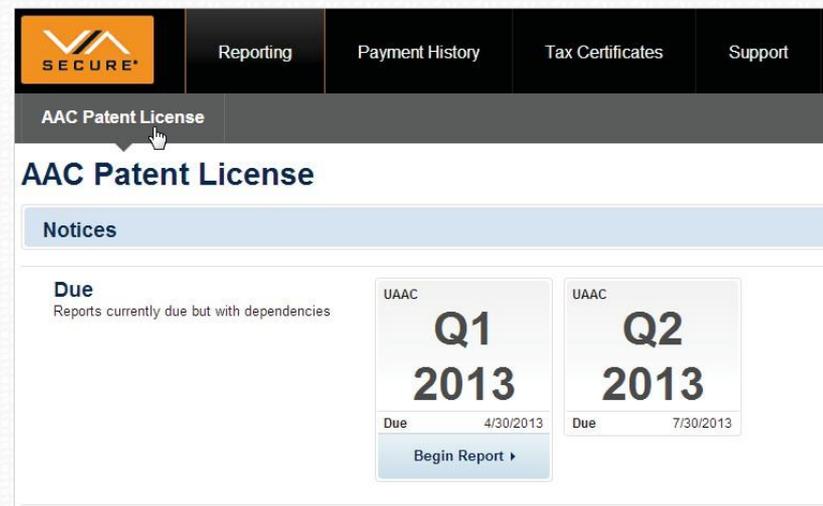
File a Report – Getting Started

- ❑ To file a report, log in to your account and choose the appropriate licensing program in the **Reporting** sub menu.
- ❑ After choosing a licensing program, you'll see a prompt asking you to choose the earliest period for which you need to report.
- ❑ Once you choose the desired period, you'll see your reporting dashboard.
- ❑ The Reporting section displays reports that are In Progress or Due and below that will be a brief Reporting History.
- ❑ To start filing a report, click the **Begin Report** button on the reporting period.
The most recent period will appear first, by default.



File a Report – Past Practice

- ❑ If you need to report for a different or earlier period, select the desired period and click the **Begin Report** button.
- ❑ Past practice refers to any Licensed Products sold or otherwise supplied prior to the Effective Date of your license agreement.
- ❑ If reporting for the first time and accounting for past practice, you need to submit reports in chronological order, starting with the earliest period in which your company sold Licensed Products, then proceeding to the most recent.
- ❑ If you have any questions on reporting please contact ViaLicensee@via-la.com



File a Report – Product Categories

- ❑ If your license agreement has multiple product categories and you have more than one type of product, you may need to report under multiple product categories.
- ❑ Choose the desired period, then on the next screen you will need to select the product category or categories you need to include in your report, then click the **Add Data** button.
- ❑ Select all the appropriate product categories you need to report under by clicking the box next to “Select,” then you can proceed to add data to the report.



AAC Patent License | Q2 201

Required		
	Product Category 1 Status: Required	
	Product Category 2 Status: Required	
Optional		
	Product Category 3 Status: Optional	<input type="checkbox"/> Select
	Product Category 4 Status: Optional	<input type="checkbox"/> Select
	Product Category 5 Status: Optional	<input type="checkbox"/> Select
	Product Category 6 Status: Optional	<input type="checkbox"/> Select
	Product Category 7 Status: Optional	<input type="checkbox"/> Select

File a Report – Add Data by Spreadsheet

- ❑ You can add data to your report by either uploading a spreadsheet or by manually entering data in the ViaSecure system.
- ❑ To add data using a spreadsheet, you need to first download the Excel template linked on the *Add Data* screen, then enter all the required data. (*Instructions are in the spreadsheet.*)
- ❑ Once the spreadsheet is complete, you can upload it by dragging it onto the area labeled ***Drop your Spreadsheet Here***, or you can look for it on your computer and select the file by clicking ***Click to Select from Computer***.
- ❑ After uploading your spreadsheet, the upload area will refresh to show that your file was uploaded successfully.
- ❑ If you need make any corrections, just re-upload a new file and the system will replace the old file with the new version.

Upload Spreadsheet
 Need the latest Excel spreadsheet?
[Download the Excel Template](#)

Having trouble uploading a spreadsheet?
[View the Help Section](#)

Drop your Spreadsheet Here




Click to Select from  Move later

Drop your Spreadsheet Here



OR

Click to Select from Computer

ViaLicensing_Q2_2013_report.xlsx



8.7 KB

File a Report – Add Data Manually

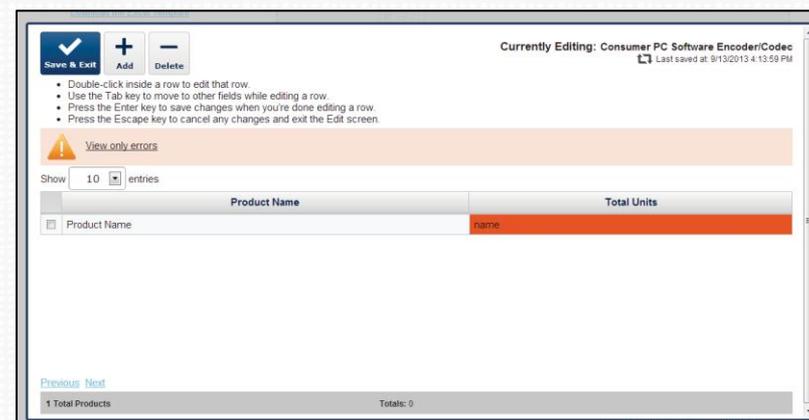
- ❑ To manually enter your data for each product category, click the **Add Data** button and follow the directions on the screen. You will need to do this for each product category.
- ❑ If you have no data to report for a particular product category, click the checkbox next to “Nothing to Report.”
- ❑ If there are errors as you enter data, you’ll see an alert on your dashboard.
- ❑ To make corrections, click the **Edit/View Data** button and the screen will refresh and show you the errors.
- ❑ Once you’ve made corrections, click the **Save and Exit** button to close the screen and return to your report.



The screenshot shows two identical panels for 'Product Category 1' and 'Product Category 2'. Each panel has a status 'Status: Not Yet Reported'. To the right of each panel is a checkbox labeled 'Nothing to Report' and an 'Add Data' button. In the 'Product Category 1' panel, the 'Nothing to Report' checkbox is checked, and a mouse cursor is pointing at it.



The screenshot shows an 'Errors' alert box with a red triangle icon. It contains a checkbox labeled 'Nothing to Report' and an 'Edit/View Data' button. A mouse cursor is pointing at the 'Edit/View Data' button.



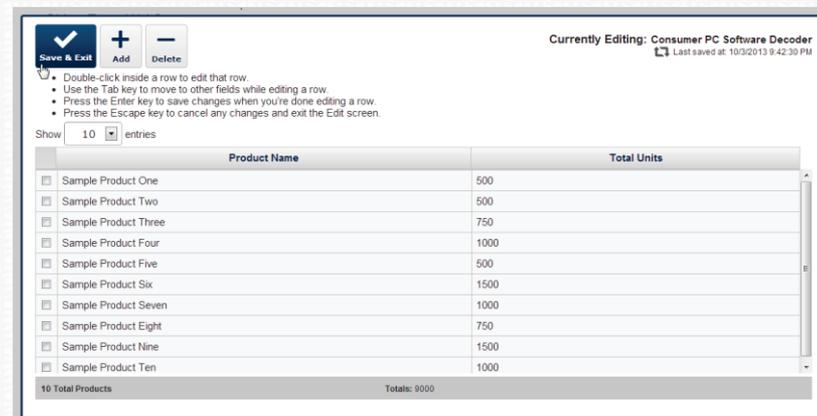
The screenshot shows the 'Edit/View Data' screen. At the top, there are buttons for 'Save & Exit', '+ Add', and '- Delete'. The current view is 'Currently Editing: Consumer PC Software Encoder/Codec' and it was 'Last saved at: 9/13/2013 4:13:59 PM'. Below this is a red banner with a warning icon and the text 'View only errors'. Underneath, there is a 'Show' dropdown set to '10' and the text 'entries'. A table is displayed with the following structure:

Product Name	Total Units
<input type="checkbox"/> Product Name	name

At the bottom, there are 'Previous' and 'Next' links, and a summary bar showing '1 Total Products' and 'Totals: 0'.

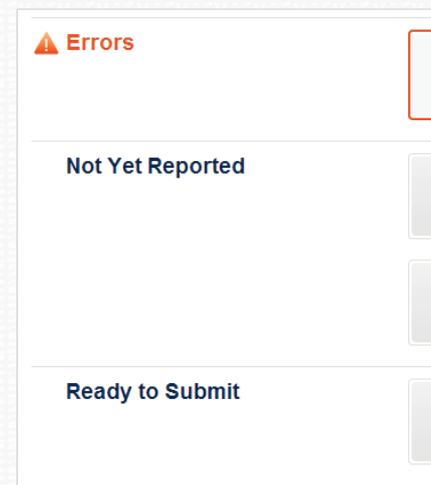
File a Report – Add or Edit Data

- ❑ After you've uploaded or manually entered your data, you can review and/or edit data by clicking the **Edit/View Data** button.
- ❑ On the next screen you can add or edit any data as needed, then click the **Save and Exit** button to return to your report.



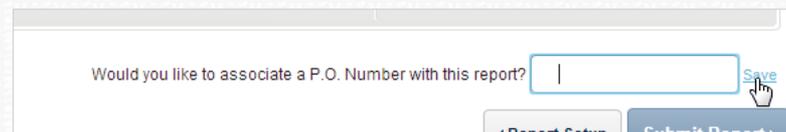
File a Report – Status of Data

- Once you've completed all required product categories and fixed any errors, the data will move to the *Ready to Submit* field and you can then submit your report.



File a Report – Submitting Your Report

- ❑ With all data entered, you are now ready to submit your report.
- ❑ If you want to associate a purchase order (P.O.) number with a report, enter your P.O. number in the text entry box located right above the **Submit Report** button, then click the **Save** link.
- ❑ The screen will refresh with your saved P.O. number and will show an **Edit** link if you need to make any changes.
- ❑ If you need to edit the P.O. number, click the **Edit** link, make changes, then click the **Save** link.
- ❑ When you are ready to complete your report, click the **Submit Report** button at the bottom of the page. You'll be prompted to confirm your submission. Click **Yes** to submit your report or **No** to save it and submit later.



File a Report – Calculating Fees, Invoice

- As you enter data into your report, the license fees are automatically calculated. You can review these calculations by clicking the ***View Calculation Summary*** link.

Upload Spreadsheet
Need the latest Excel spreadsheet?
[Download the Excel Template](#)

Having trouble uploading a spreadsheet?
[View the Help Section](#)



Drop your Spreadsheet Here

Click to Select from Computer

Fees Overview	Gross Due	Withholding Tax	Consumption Tax	Net Due
	\$25,000.00	\$0.00	\$0.00	\$25,000.00
3 of 3 product categories calculated				
view calculation summary >>				

File a Report – Royalty Calculation Summary

- To view the royalty calculation summary, click on the **Royalty Calculation Summary** link below the invoice amount on the *Invoice* screen.
- The page will refresh with a detailed view of royalty calculations.

 Invoice AAC-2012Q2-7025543 View Invoice ▶	Licensee	Gross Due	\$51,993.90
	Company Name	Withholding Tax	\$105.11
	Invoice Date 7/11/2012 9:46:00 AM	Consumption Tax	\$0.00
	P.O. Number	Net Due	\$51,888.79
		Royalty Calculation Summary View Product List	

Royalty Calculation Summary

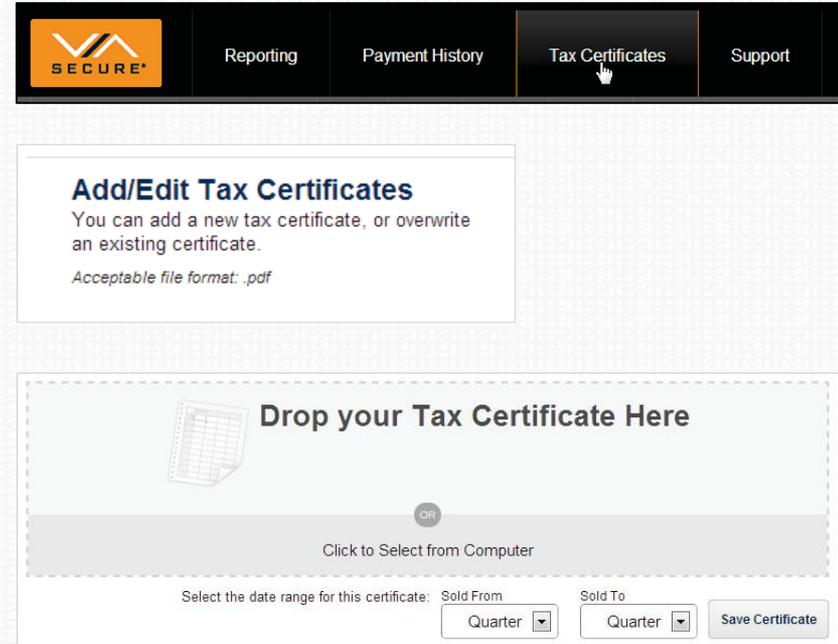
AAC | 2012Q2
[← Back to Invoice](#)

Overview	
Date:	11 Jul 2012
Time:	08:46:00
Patent Pool:	AAC
Licensee:	Licensee Name
Quarter:	2012Q2
Invoice:	Company Name
Gross Amount Due:	\$51,993.90
Withholding Tax:	\$105.11
Consumption Tax:	\$0.00
Net Amount Due:	\$51,888.79

2012Q2	Product Category 1
Start Quarter:	2011Q4
End Quarter:	2012Q3
Fiat Rate per Product:	\$0.98
Total Products:	53,055 X
Unadjusted Gross:	\$51,993.90
Annual Maximum:	\$344,000.00
Gross YTD:	\$170,488.06 -
Maximum this Quarter:	\$173,531.94
Maximum this Quarter:	\$173,531.94 Max
Gross Amount Due:	\$51,993.90

File a Report – Tax Certificates

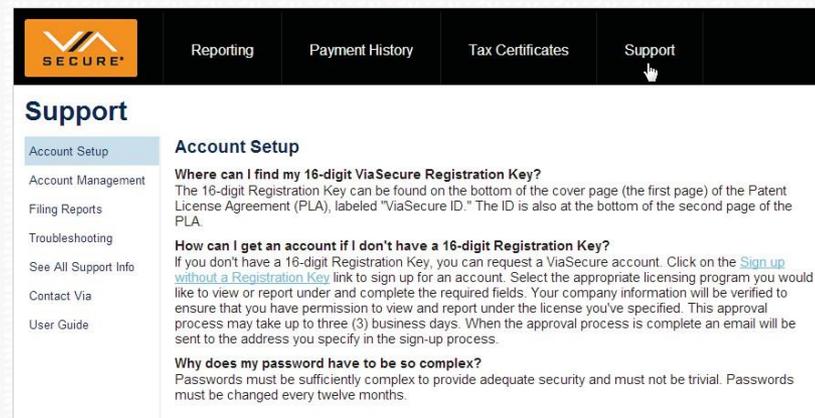
- ❑ You can submit your tax certificates to Via Licensing electronically using ViaSecure. If you submit tax certificates periodically in electronic form, please keep the hard copies. You still need to send the actual certificates to Via Licensing once a year and they need to arrive by March 15th for the previous calendar year.
- ❑ To add a tax certificate to your account, click **Tax Certificates** in the main menu at the top of the page.
- ❑ You'll need to scan a copy of your tax certificate and save it as a PDF file. Then upload your certificate by dragging the file onto the area labeled **Drop your Tax Certificate Here**, or you can find the file on your computer by clicking **Click to Select from Computer**.
- ❑ Be sure to select the appropriate period in the "Sold From" and "Sold To" drop-down menus, then click the **Save Certificate** button.



The screenshot shows the top navigation bar with the ViaSecure logo and menu items: Reporting, Payment History, Tax Certificates (highlighted with a mouse cursor), and Support. Below the navigation bar is a white box titled "Add/Edit Tax Certificates" with the text: "You can add a new tax certificate, or overwrite an existing certificate. Acceptable file format: .pdf". Below this is a large dashed box labeled "Drop your Tax Certificate Here" containing a calendar icon and a "Click to Select from Computer" button. At the bottom, there is a form with "Sold From" and "Sold To" dropdown menus (both set to "Quarter") and a "Save Certificate" button.

Support / Contact Us

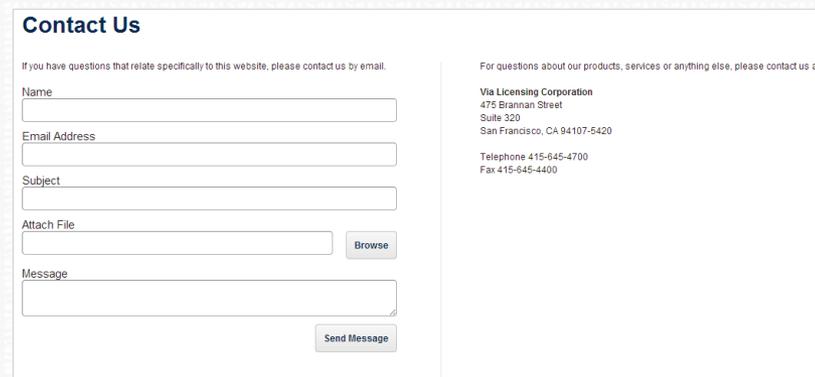
- While using the ViaSecure system, you can find online support that covers most topics relevant to using the system.
- You can contact the ViaSecure team by clicking on **Contact Us** in the left-hand navigation on the Support page, or in the navigation at the bottom of any page, or here: [Contact the ViaSecure Team](#)



The screenshot shows the top navigation bar with the ViaSecure logo and menu items: Reporting, Payment History, Tax Certificates, and Support. Below this is the 'Support' section with a sidebar menu containing: Account Setup, Account Management, Filing Reports, Troubleshooting, See All Support Info, Contact Via, and User Guide. The main content area is titled 'Account Setup' and contains three sections: 'Where can I find my 16-digit ViaSecure Registration Key?', 'How can I get an account if I don't have a 16-digit Registration Key?', and 'Why does my password have to be so complex?'. Each section provides detailed instructions and links for users.



The screenshot shows a bottom navigation bar with the text 'Support | Contact | Terms & Legal'. A mouse cursor is pointing at the 'Contact' link. Below the navigation bar, the word 'ntact' is partially visible.



The screenshot shows the 'Contact Us' form. It includes a header 'Contact Us' and two columns of text. The left column contains the text 'If you have questions that relate specifically to this website, please contact us by email.' followed by input fields for Name, Email Address, Subject, Attach File (with a Browse button), and Message (with a Send Message button). The right column contains the text 'For questions about our products, services or anything else, please contact us at:' followed by the contact information for Via Licensing Corporation: 475 Brannan Street, Suite 320, San Francisco, CA 94107-5420, Telephone 415-645-4700, and Fax 415-645-4400.