



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.

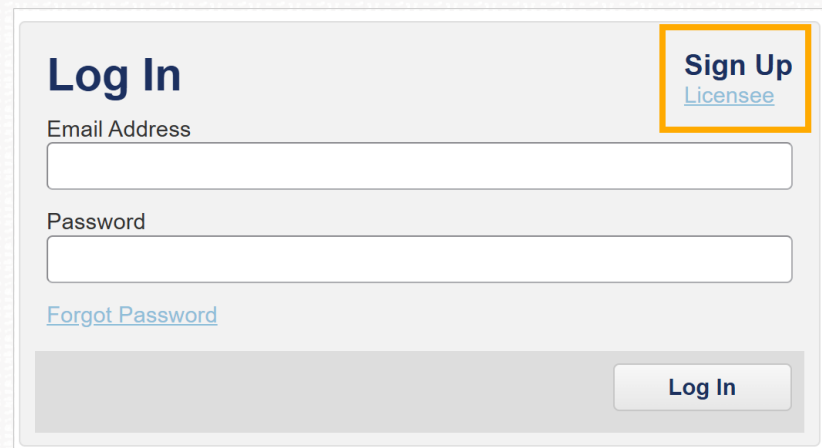
How does the ViaSecure reporting process work?

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

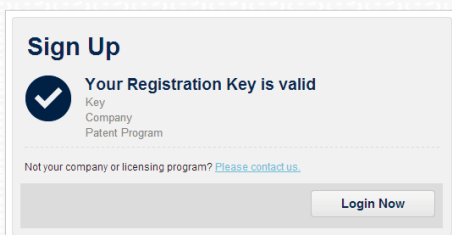
- ❑ The first step is to request a ViaSecure account to obtain access.
- ❑ Visit the ViaSecure.com home page and click on **Licensee** to sign up.
- ❑ Any existing ViaSecure user will continue to use their already setup login credentials



The screenshot shows a login interface with a light gray background. On the left, the text "Log In" is displayed in a large, bold, dark blue font. Below it are two input fields: "Email Address" and "Password", each with a white input box. A blue link "Forgot Password" is positioned below the password field. At the bottom right, there is a gray button with the text "Log In" in white. In the top right corner, there is a white box with an orange border containing the text "Sign Up Licensee" in blue, where "Sign Up" is bold and "Licensee" is a link.

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.

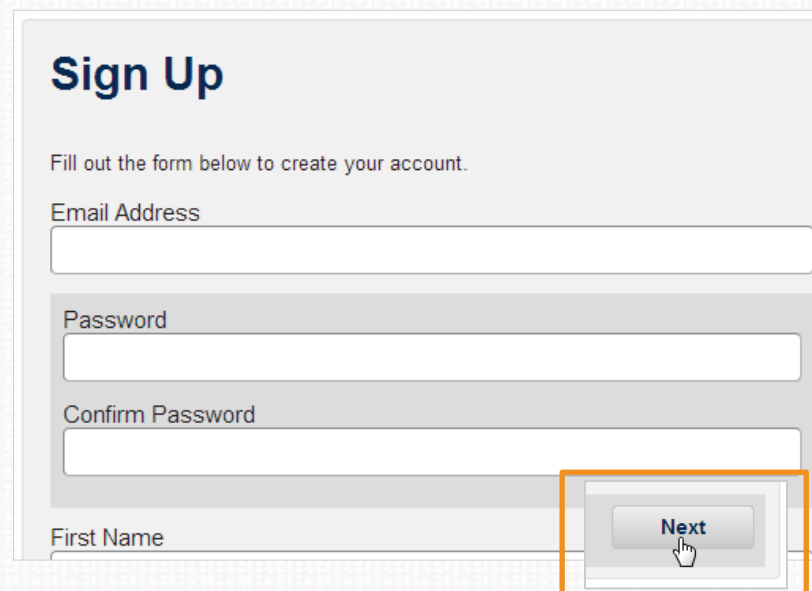


Sign Up

✓ **Your Registration Key is valid**
Key
Company
Patent Program

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

[Login Now](#)



Sign Up

Fill out the form below to create your account.

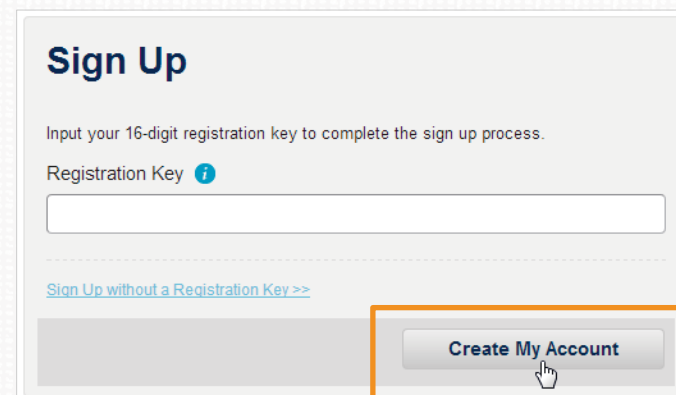
Email Address

Password

Confirm Password

First Name

[Next](#)



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](#)


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

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.

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

Sign Up without a Registration Key

Please select the Licensing Program for which your company needs an account.

Licensing Program

Select Licensing Program 

Company

Please note that without a Registration Key, account approval may take up to three business days to process.

[Sign up with a registration key >>](#)

Create My Account

Your account approval is in process

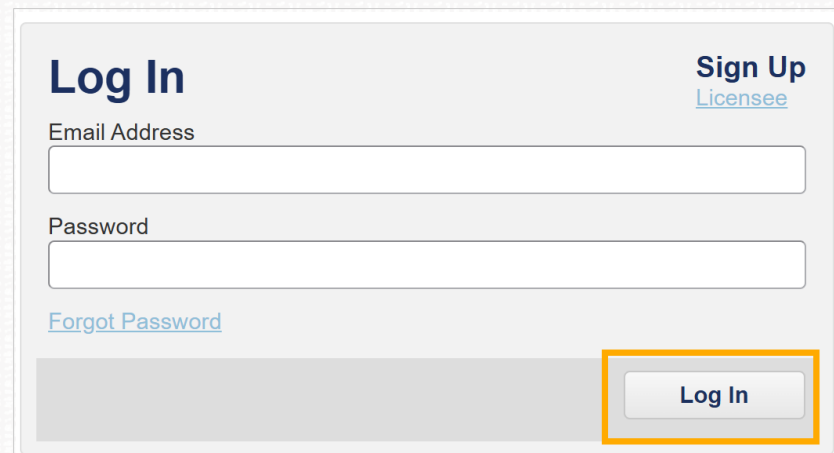
We have received your registration request and once approved, you'll receive email notification that your account is established.

Please note: The account approval process may take up to three (3) business days.

[Back to Login](#)

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.




The screenshot shows a web form titled "Log In" in a large, bold, dark blue font. In the top right corner, there is a link "Sign Up Licensee" in blue text. Below the title, there are two input fields: "Email Address" and "Password", each with a light gray border. Below the "Password" field is a link "Forgot Password" in blue text. At the bottom right of the form, there is a "Log In" button with a dark gray background and white text. The button is highlighted with a thick orange border.

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](#).

Log In

[Sign Up Licensee](#)

 **Email Address/Password combination is incorrect.**

Email Address

Password

[Forgot Password](#)

Forgot Your Password?

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

Email Address

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




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.



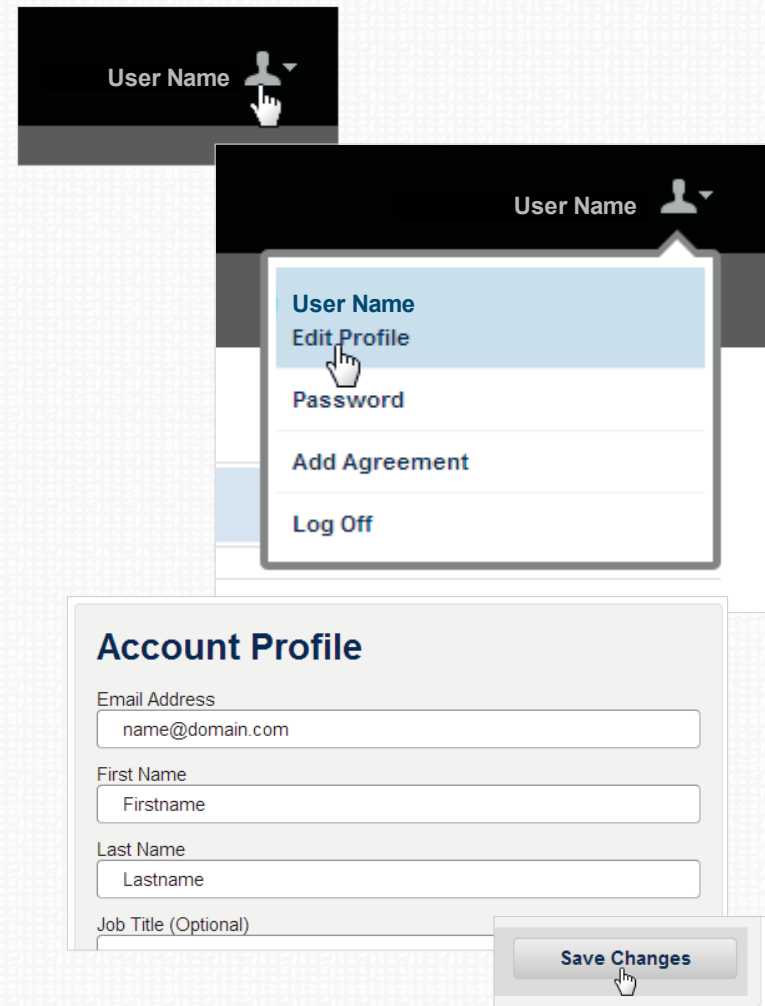
This e-mail address does not match our records. Please try again or contact Via Licensing for further assistance.

Email Address

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

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.



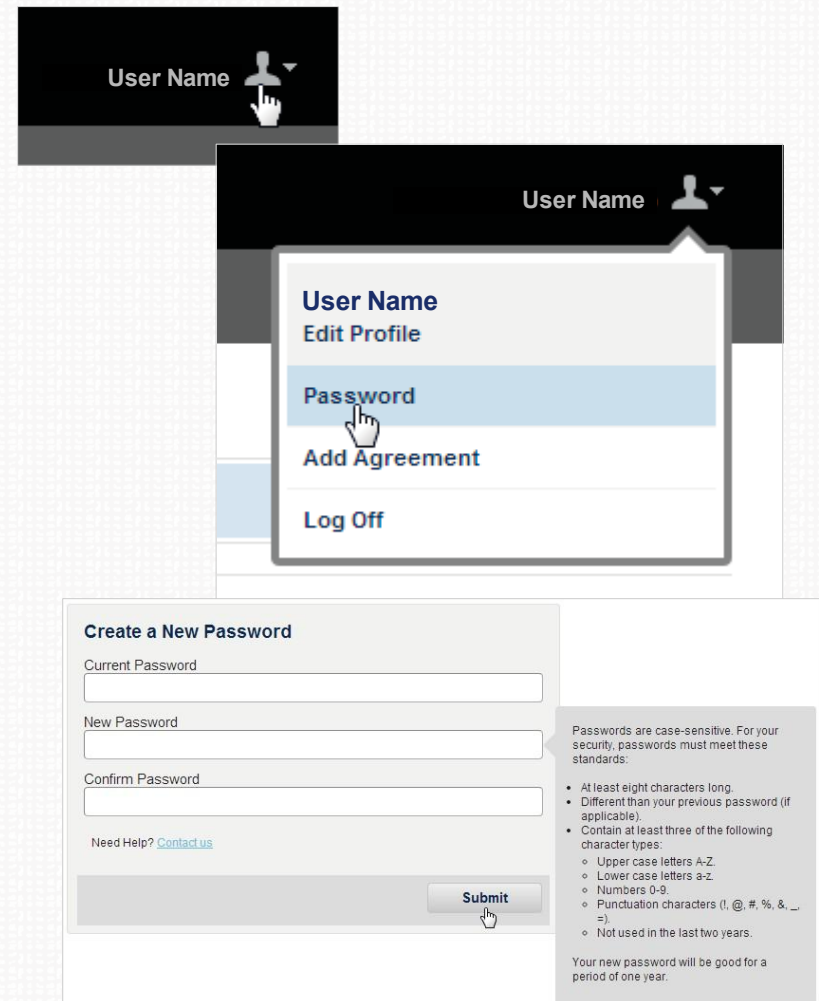
The screenshot illustrates the process of editing a user profile. It shows a header bar with the text "User Name" and a user icon. A dropdown menu is open, displaying options: "User Name", "Edit Profile" (highlighted with a mouse cursor), "Password", "Add Agreement", and "Log Off". Below the dropdown is the "Account Profile" form. The form contains the following fields:

- Email Address: name@domain.com
- First Name: Firstname
- Last Name: Lastname
- Job Title (Optional):

At the bottom right of the form is a "Save Changes" button, which is also highlighted with a mouse cursor.

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.



The screenshot shows the ViaSecure user interface. At the top, there is a header with 'User Name' and a user icon. Below this, a dropdown menu is open, showing options: 'Edit Profile', 'Password' (highlighted with a mouse cursor), 'Add Agreement', and 'Log Off'. Below the dropdown, there is a form titled 'Create a New Password'. The form has three input fields: 'Current Password', 'New Password', and 'Confirm Password'. Below these fields is a link 'Need Help? Contact us'. At the bottom right of the form is a 'Submit' button with a mouse cursor. To the right of the form, there is a text box with password requirements: 'Passwords are case-sensitive. For your security, passwords must meet these standards:'. The requirements are listed as bullet points: 'At least eight characters long.', 'Different than your previous password (if applicable).', and 'Contain at least three of the following character types:'. The character types are listed as sub-bullets: 'Upper case letters A-Z.', 'Lower case letters a-z.', 'Numbers 0-9.', 'Punctuation characters (!, @, #, %, &, _, or =).', and 'Not used in the last two years.' Below the requirements, it says 'Your new password will be good for a period of one year.'

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.

ViaSecure Terms of Use

Before you continue, you must agree to the following terms.

Last revised: December 12, 2012

The following terms and conditions (the "Terms of Use") govern your use of Via Licensing Corporation's ("Via Licensing") ViaSecure website ("ViaSecure"), and any information, text, reports, articles, data, images, documents or other materials (collectively hereinafter referred to as the "Materials") or services contained within or accessible through ViaSecure. To the extent that these Terms of Use conflict or are otherwise inconsistent with the terms of use applicable to Via Licensing's public websites (www.vialicensing.com) ("ViaLicensing.com Terms of Use"), these Terms of Use supplement and shall take precedence over the ViaLicensing.com Terms of Use with respect to your access to ViaSecure and all Materials contained therein. Via Licensing's online Privacy Policy ("Website Privacy Statement") forms a part of these Terms of Use. These Terms of Use govern only your use of and access to ViaSecure and do not govern your participation in any of Via Licensing's joint licensing programs as a licensor or licensee, or any other services Via Licensing may provide to you in connection with its joint licensing programs, the terms and conditions of which are set forth in the separate written agreement(s) between your entity and Via Licensing (collectively, your "Via Agreement(s)"). However, to the extent of any conflict or inconsistency with these Terms of Use, the terms of your Via Agreement(s) shall

NO I do not agree

YES I agree

Reporting
Payment History
Tax Certificates
Support

MPEG-4 Audio

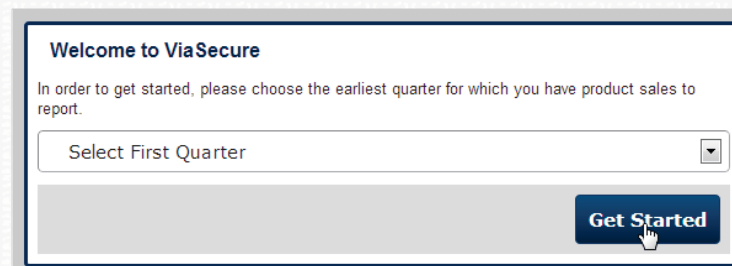
MPEG-4 Audio

Notices

- Our records indicate that your agreement for this patent licensing program has expired. As a result, you cannot file a report at this time. Please contact Via Licensing Corporation (info@vialicensing.com) to renew your agreement or to address any questions you may have concerning this message. Thank you.

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.



Welcome to ViaSecure

In order to get started, please choose the earliest quarter for which you have product sales to report.

Select First Quarter ▼

Get Started



AAC Patent License

Notices

Due
Reports currently due but with dependencies

UAAC

Q3

2013

Due 10/30/2013

[Begin Report ▶](#)

Reporting History

Patent Pool	Company	Quarter	Invoice #	Amount Due	Due Date
No matching records found					

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.

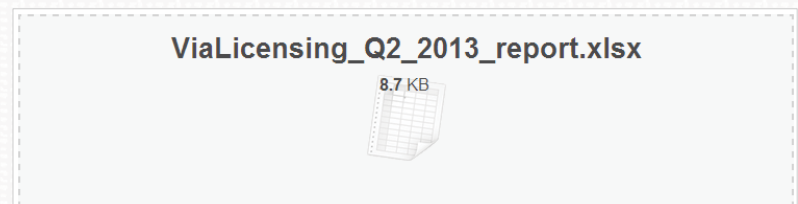
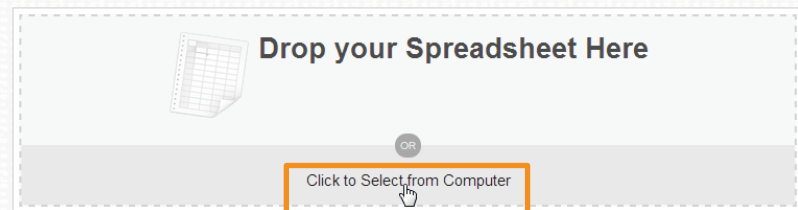
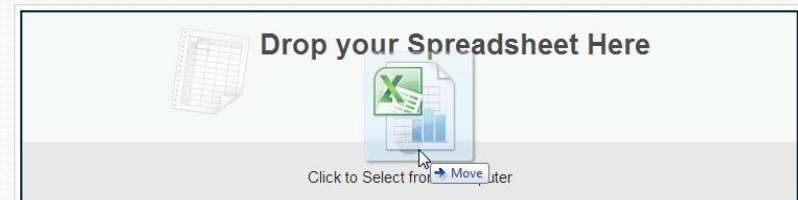
Upload Spreadsheet

Need the latest Excel spreadsheet?

[Download the Excel Template](#)

Having trouble uploading a spreadsheet?

[View the Help Section](#)



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.

Product Category 1
 Status: Not Yet Reported

☐ Nothing to Report

Add Data

Product Category 2
 Status: Not Yet Reported

☐ Nothing to Report

Add Data

Product Category 1
 Status: Not Yet Reported

☒ Nothing to Report

Add Data

Product Category 2
 Status: Not Yet Reported

☐ Nothing to Report

Add Data

Errors

☐ Nothing to Report

Edit/View Data

Save & Exit

+

 Add

–

 Delete

Currently Editing: Consumer PC Software Encoder/Codec
 Last saved at: 9/13/2013 4:13:59 PM

- Double-click inside a row to edit that row.
- Use the Tab key to move to other fields while editing a row.
- Press the Enter key to save changes when you're done editing a row.
- Press the Escape key to cancel any changes and exit the Edit screen.

View only errors

Show entries

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

[Previous](#) [Next](#)

1 Total Products

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.

Product Category 3
Fees: \$25,000.00

☐ Nothing to Report

Edit/View Data

☒ Save & Exit
 ☐ Add
 ☐ Delete

Currently Editing: Consumer PC Software Decoder
 Last saved at: 10/3/2013 9:42:30 PM

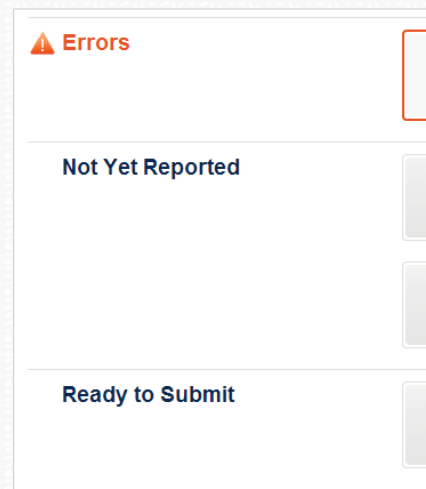
- Double-click inside a row to edit that row.
- Use the Tab key to move to other fields while editing a row.
- Press the Enter key to save changes when you're done editing a row.
- Press the Escape key to cancel any changes and exit the Edit screen.

Show entries

Product Name	Total Units
<input type="checkbox"/> Sample Product One	500
<input type="checkbox"/> Sample Product Two	500
<input type="checkbox"/> Sample Product Three	750
<input type="checkbox"/> Sample Product Four	1000
<input type="checkbox"/> Sample Product Five	500
<input type="checkbox"/> Sample Product Six	1500
<input type="checkbox"/> Sample Product Seven	1000
<input type="checkbox"/> Sample Product Eight	750
<input type="checkbox"/> Sample Product Nine	1500
<input type="checkbox"/> Sample Product Ten	1000
10 Total Products	Totals: 9000

File a Report – Status of Data

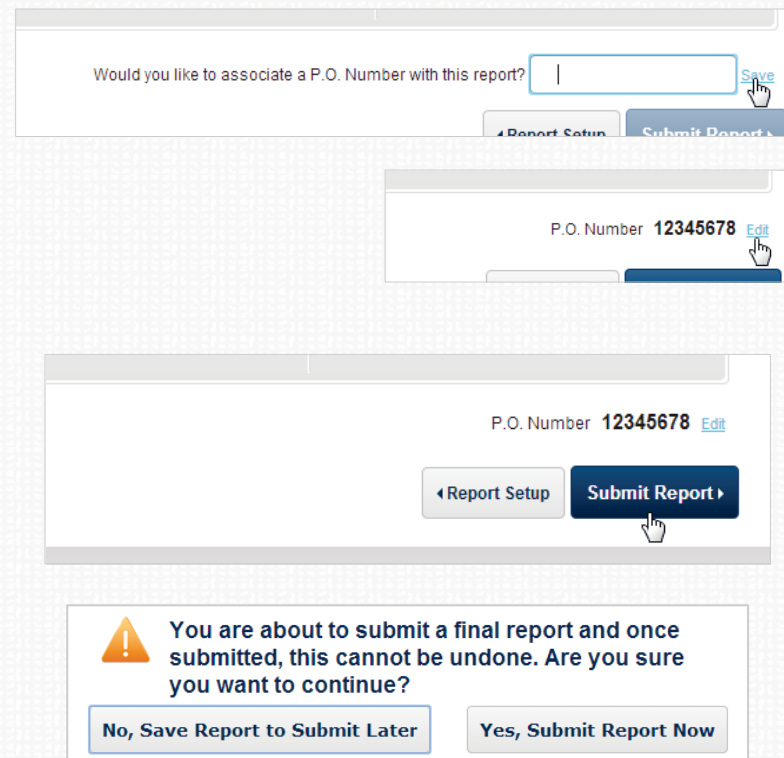
- Once you've completed all required product categories and fixed any errors, the data will move to the *Ready to Submit* field and you can then submit your report.



The screenshot shows a sidebar menu on the right with the following items: 'Errors' (highlighted with a red box), 'Ready to Submit', 'Not Yet Reported', 'Completed', 'In Progress', 'On Hold', 'Cancelled', 'Archived', and 'All Reports'. The main content area is titled 'Errors' and contains a table with columns for 'Status', 'Product Category', 'Product Name', 'Error Message', and 'Action'. The table is currently empty.

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.



Would you like to associate a P.O. Number with this report? [Save](#)

Report Setup **Submit Report**

P.O. Number 12345678 [Edit](#)

P.O. Number 12345678 [Edit](#)

Report Setup **Submit Report**

You are about to submit a final report and once submitted, this cannot be undone. Are you sure you want to continue?

No, Save Report to Submit Later **Yes, Submit Report Now**

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.

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

Royalty Calculation Summary

AAC | 2012Q2

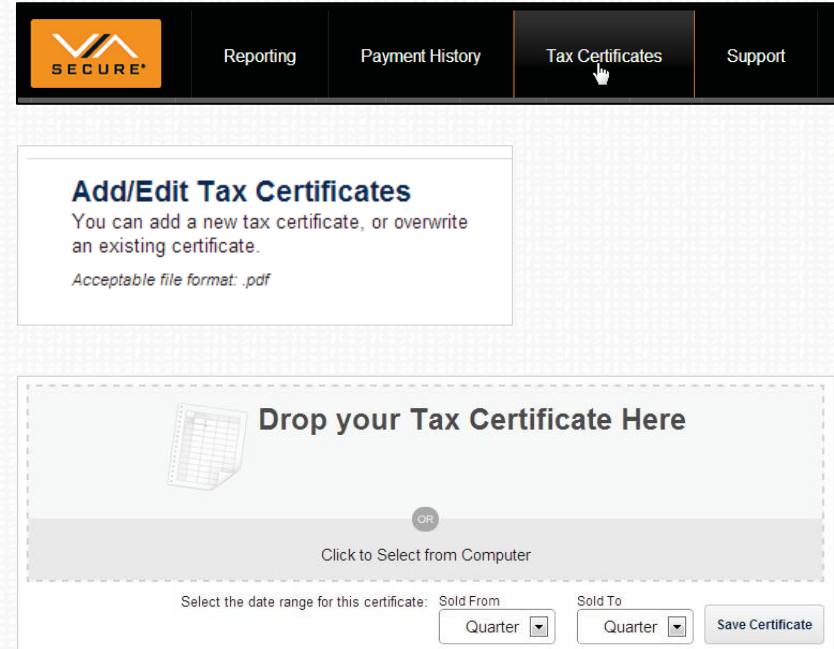
[← back to Invoice](#)

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

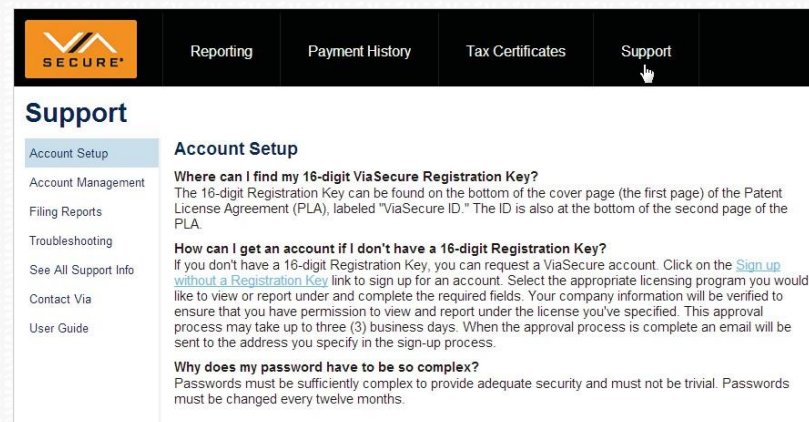
- ❑ You can submit your tax certificates to Via Licensing electronically using ViaSecure. If you submit tax certificates periodically in electronic form, please keep the hard copies. You still need to send the actual certificates to Via Licensing once a year and they need to arrive by March 15th for 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 ViaSecure user interface. At the top is a navigation bar with the ViaSecure logo and four menu items: Reporting, Payment History, Tax Certificates (which is highlighted with a mouse cursor), and Support. Below the navigation bar is a section titled "Add/Edit Tax Certificates" with the text: "You can add a new tax certificate, or overwrite an existing certificate." and "Acceptable file format: .pdf". Below this is a large dashed box labeled "Drop your Tax Certificate Here" with a calendar icon. Inside this box, there is a button labeled "Click to Select from Computer". Below the dashed box, there is a section for selecting the date range for the certificate. It includes the text "Select the date range for this certificate:" followed by two drop-down menus labeled "Sold From" and "Sold To", both set to "Quarter". To the right of these menus is a button labeled "Save Certificate".

Support / Contact Us

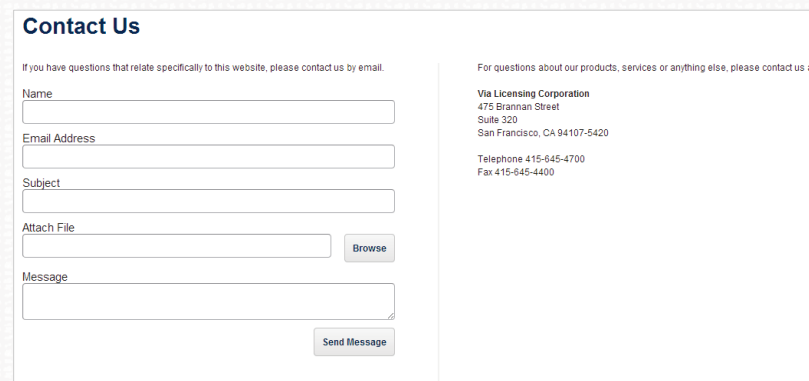
- While using the ViaSecure system, you can find online support that covers most topics relevant to using the system.
- You can contact the ViaSecure team by clicking on **Contact Us** in the left-hand navigation on the Support page, or in the navigation at the bottom of any page, or here: [Contact the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



The screenshot shows the top navigation bar with the ViaSecure logo and links for Reporting, Payment History, Tax Certificates, and Support. The Support link is highlighted with a mouse cursor. Below the navigation bar, the 'Support' section is displayed, featuring a left-hand menu with links for Account Setup, Account Management, Filing Reports, Troubleshooting, See All Support Info, Contact Via, and User Guide. The main content area under 'Support' includes sections for 'Account Setup', '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?'.



The screenshot shows a bottom navigation bar with links for Support, Contact, and Terms & Legal. A mouse cursor is pointing at the 'Contact' link.



The 'Contact Us' form is divided into two columns. The left column contains a contact form with fields for Name, Email Address, Subject, Attach File, and Message, along with 'Browse' and 'Send Message' buttons. The right column contains contact information for Via Licensing Corporation, including the address (475 Brannan Street, Suite 320, San Francisco, CA 94107-5420), telephone (415-645-4700), and fax (415-645-4400).