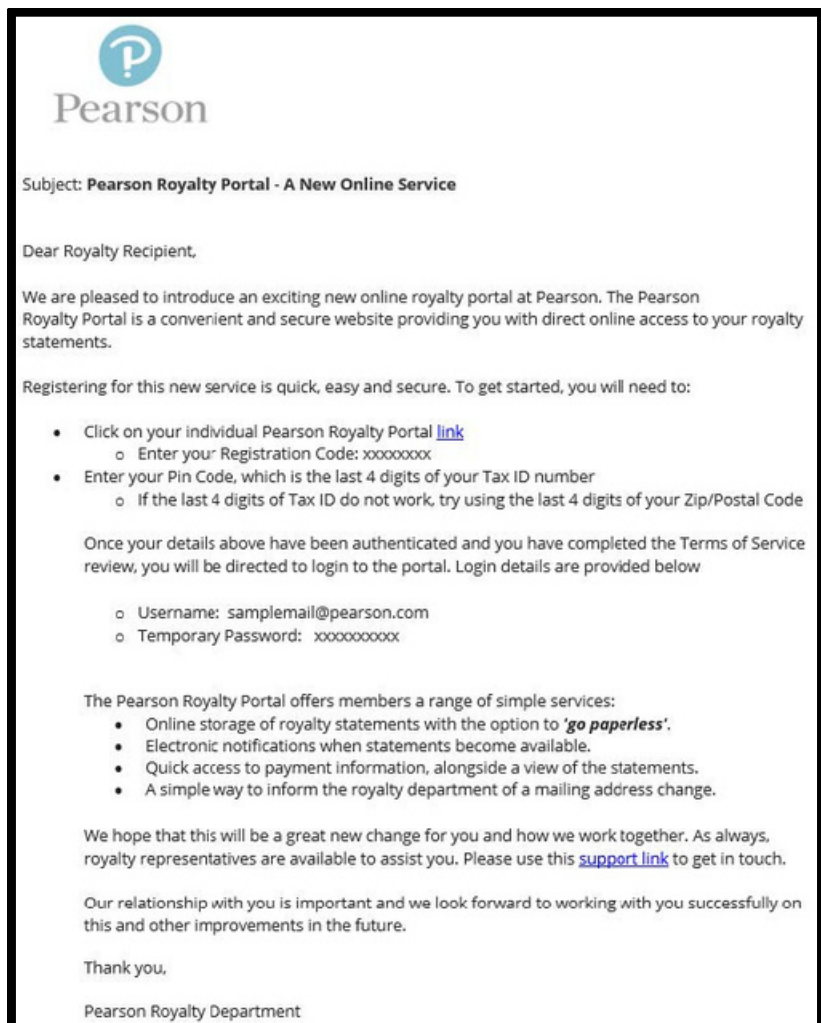# Pearson

Pearson Royalty Portal
Navigation guidance

As you make your way around the new Royalty Portal, please use this guide to help find what you need.

Included are some simple instructions & practical navigation tips for successful navigation.

As an initial check, be sure that you have registered for the portal & properly set up an account. Here is a sample email containing registration details.

Pearson

Subject: **Pearson Royalty Portal - A New Online Service**

Dear Royalty Recipient,

We are pleased to introduce an exciting new online royalty portal at Pearson. The Pearson Royalty Portal is a convenient and secure website providing you with direct online access to your royalty statements.

Registering for this new service is quick, easy and secure. To get started, you will need to:

- Click on your individual Pearson Royalty Portal link
  - Enter your Registration Code: xxxxxxxx
- Enter your Pin Code, which is the last 4 digits of your Tax ID number
  - If the last 4 digits of Tax ID do not work, try using the last 4 digits of your Zip/Postal Code

Once your details above have been authenticated and you have completed the Terms of Service review, you will be directed to login to the portal. Login details are provided below

- Username: samplemail@pearson.com
- Temporary Password: xxxxxxxxxx

The Pearson Royalty Portal offers members a range of simple services:

- Online storage of royalty statements with the option to '*go paperless*'.
- Electronic notifications when statements become available.
- Quick access to payment information, alongside a view of the statements.
- A simple way to inform the royalty department of a mailing address change.

We hope that this will be a great new change for you and how we work together. As always, royalty representatives are available to assist you. Please use this support link to get in touch.

Our relationship with you is important and we look forward to working with you successfully on this and other improvements in the future.

Thank you,

Pearson Royalty Department

Logging into the Portal

Once registered, you will login via the standard screen. You can get to this page by either clicking the link in your statement notification emails, or via the URL: <u>Make the choice to Go Paperless</u>. User Name & Password were created during registration.

" REMINDER

<u>User Name</u> is your email address. If you have multiple email addresses, your best bet is to try the one to which Pearson is sending portal emails.

An initial temporary password was provided as part of the registration process, but you were forced to change to your own password right away. Click 'Login Assistance' if you have forgotten your password.

"

User Name

Password

Log In   Cancel

Login Assistance

Register Here

Accessibility

None

Language

English

Pearson

Now you are in...
So where do we go from here?

You will land on the home screen, welcoming you to the portal. There are 4 primary links available on this screen:
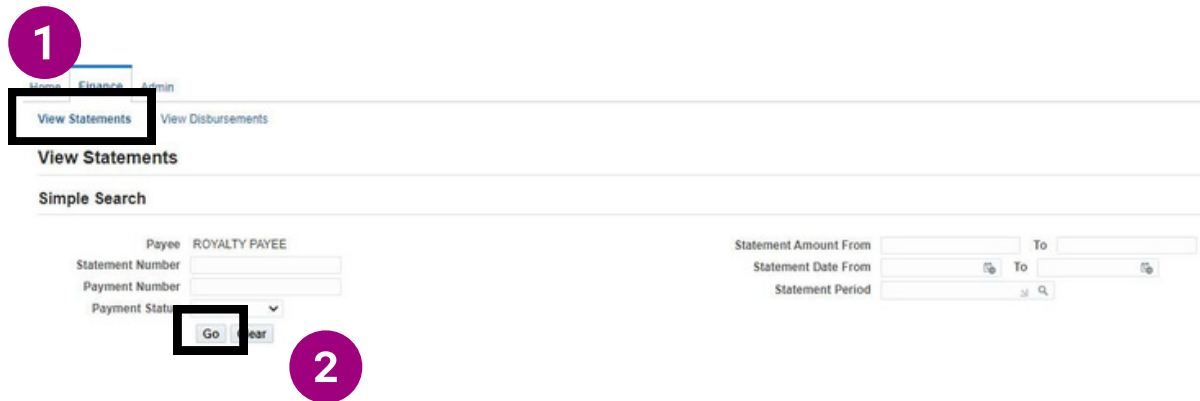
- VIEW STATEMENTS: Displays royalty statements in PDF format, from September 2019 & forward
- VIEW DISBURSEMENTS: Displays royalty payments including statement earnings, advances & other fees
- ADDRESS BOOK: Displays address on file and allows user to update mailing address
- STATEMENT PREFERENCE: Shows statement mailing settings and allows user to update delivery preference

Welcome to the Pearson Royalty Portal

Statements
- View Statements

Disbursements
- View Disbursements

Admin
- Address Book
- Statement Preference

Viewing Statements

1. Click 'View Statements' from either the welcome screen, or from the Finance menu bar on the top left.

2. Click 'Go': The Statements 'Simple Search' screen displays with multiple ways to search for statements. Search for a specific statement number, a range of statement amounts, a date range or a royalty statement period.

" —————

Navigation Tip

There is no need to enter any search criteria before clicking 'Go'.
Just leave the fields blank, click 'Go' and all available statements appear in the results list.

————— "

![Pearson logo] Pearson

Viewing Statements

Available statements appear in the results list. The first column 'Statement' Number' contains a clickable hyperlink.

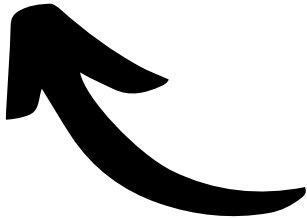| Statement Number	Statement Date	Statement Amount	Statement Period	Description	Payment Type	Status	Payment Amount	Payment Date
IPM-ED-5845698	23-Apr-20	277.89	20-Mar-20	M30 MAR 2020	Earning Distribution	Paid	277.89	23-Apr-20
IPM-ED-5323145	24-Mar-20	214.64	20-Feb-20	M30 FEB 2020	Earning Distribution	Paid	214.64	26-Mar-20
IPM-ED-5215698	28-Feb-20	2,754.15	20-Jan-20	M30 JAN 2020	Earning Distribution	Paid	2,754.15	28-Feb-20
IPM-ED-5056325	30-Jan-20	350.36	19-Dec-20	M30 DEC 2019	Earning Distribution	Paid	350.36	31-Jan-20
IPM-ED-4974542	19-Dec-19	100.33	19-Nov-20	M30 NOV 2019	Earning Distribution	Paid	100.33	19-Dec-19
IPM-ED-4787459	27-Nov-19	366.42	19-Oct-20	M30 OCT 2019	Earning Distribution	Paid	366.42	5-Dec-19
IPM-ED-46	30-Oct-19	25.96	19-Sep-20	M30 SEP 2019	Earning Distribution	Paid	25.96	30-Oct-19
IPM-E 026	29-Sep-19	40.92	19-Aug-20	M30 AUG 2019	Earning Distribution	Paid	40.92	30-Sep-19

Statement Number
IPM-ED-5845698
IPM-ED-5323145
IPM-ED-5215698
IPM-ED-5056325
IPM-ED-4974542
IPM-ED-4787459
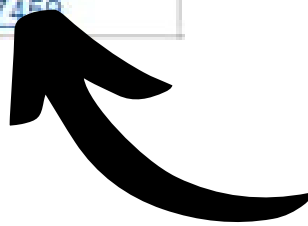
Click on a Statement Number hyperlink to launch the Statement Viewer

Viewing Statements

Home | Finance | Admin

View Statements | View Disbursements

Finance: View Statements >

Navigation Tip

Hover in this area to enable the download & print options

STATEMENT SUMMARY

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Proprietor	JOHN BARNES (000000)					Six Month Period Ending	30-JUN-2019
Payee	DIANA FAST (111111)					Frequency	SEMI ANNUAL
						Due Date	30-SEP-2019
						Currency	USD

Title ISBN / Edition / Copyright Year	Balance Brought Forward	Advances/ Development Fees Current Period	Earnings On Net Sales	Earnings On Net Sub Rights	Credits/ Deductions	Cross Allocations	Other Payments	Net Payment Due	Balance Carry Forward
HOW TO READ YOUR ROYALTY STATEMENT / 123456789101 / 1 / 2019			1,160.42	236.42					
THIS IS THE NAME OF A PRODUCT/ WORK 123456789102 / 2 / 2019			836.63	0.00	(400.00)				
Group Subtotal	(6,576.75)	0.00	1,997.05	236.42	(400.00)	0.00	0.00	0.00	(4,743.28)
Total USD	(6,576.75)	0.00	1,997.05	236.42	(400.00)		0.00	0.00	(4,743.28)

Total Net Payment Due
Balance Forward To Next Statement

If total payment due for this statement is under $25 it will be carried forward to next statement

Navigation Tip

Right click on the statement to access options to save or print

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Viewing Payments

1. Click 'View Disbursements' from either the welcome screen, or from the Finance menu bar on the top left.

2. The Payments 'Simple Search' screen displays with a few ways to search including Check #, payment amount or payment date range. **But the simplest way to view payments is to click 'Go'.**

Available payments appear in the results list.

Check/EFT #	Payment Date	Remit-to-Payee	Payment Amount	Method	Status	Status Date	Bank Account	Statement #
415424	23-Apr-20	ROYALTY PAYEE	277.89	US EFT ACH CCD	Issued	23-Apr-20	XXXXX7680	IPM-ED-5845698
396741	26-Mar-20	ROYALTY PAYEE	214.64	US EFT ACH CCD	Issued	24-Mar-20	XXXXX7680	IPM-ED-5323145
354295	28-Feb-20	ROYALTY PAYEE	2,754.15	US EFT ACH CCD	Issued	28-Feb-20	XXXXX7680	IPM-ED-5215698
338731	31-Jan-20	ROYALTY PAYEE	350.36	US EFT ACH CCD	Issued	30-Jan-20	XXXXX7680	IPM-ED-5056325
321246	19-Dec-19	ROYALTY PAYEE	100.33	US EFT ACH CCD	Issued	19-Dec-19	XXXXX7680	IPM-ED-4974542
306456	5-Dec-19	ROYALTY PAYEE	366.42	US EFT ACH CCD	Issued	27-Nov-19	XXXXX7680	IPM-ED-4787459
289449	30-Oct-19	ROYALTY PAYEE	25.96	US EFT ACH CCD	Issued	30-Oct-19	XXXXX7680	IPM-ED-4632775
270721	30-Sep-19	ROYALTY PAYEE	40.92	US EFT ACH CCD	Issued	29-Sep-19	XXXXX7680	IPM-ED-4400026

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Address Book

1. Click 'Address Book' from either the welcome screen, or from the Admin menu bar on the top left. Existing address details will appear on screen.

2. In order to update your mailing address, click on the 🖊 .

3. The Update Address screen appears, with editable fields to change your on-file address information.

Please provide us with your **current mailing address** to ensure that we can reach you when needed.

P Pearson

Statement Preference

Make the choice to Go Paperless

Sign up for electronic statements & have your royalty statement delivered straight to your inbox.

Click 'Statement Preference' from either the welcome screen, or from the Admin menu bar on the top left. Your existing delivery preference is displayed.
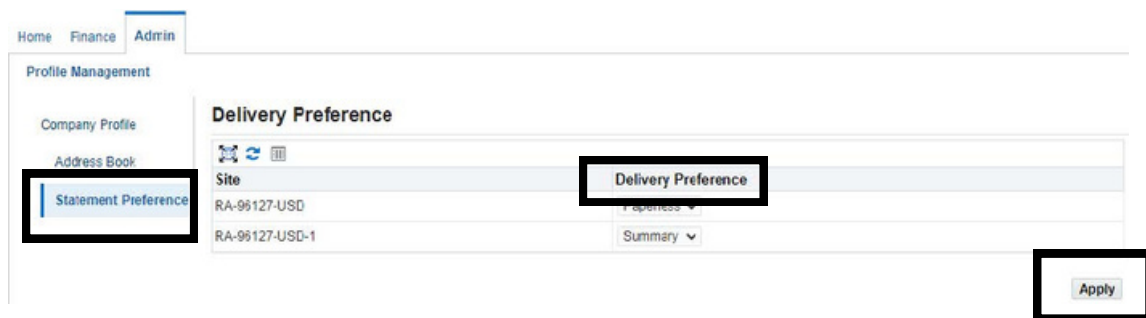
When it comes to printing statements, you can choose to eliminate paper statements completely, or decide to have just a summary statement sent in the mail.

Rest assured, your online royalty statements will always store the full detailed versions of
the statement.

Organized   **Convenient**   **Secure**

❝
Reminder

You will receive email notifications when a new statement is available in the portal. Please make sure we have an up to-date email on file.

This is the quickest way to gain access to your latest royalty statements
❞

P **Pearson**

Royalty related information including royalty department updates, access to forms, and FAQs can now be found on the Pearson website.

For questions, please contact us at:
https://support.pearson.com/royalties

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