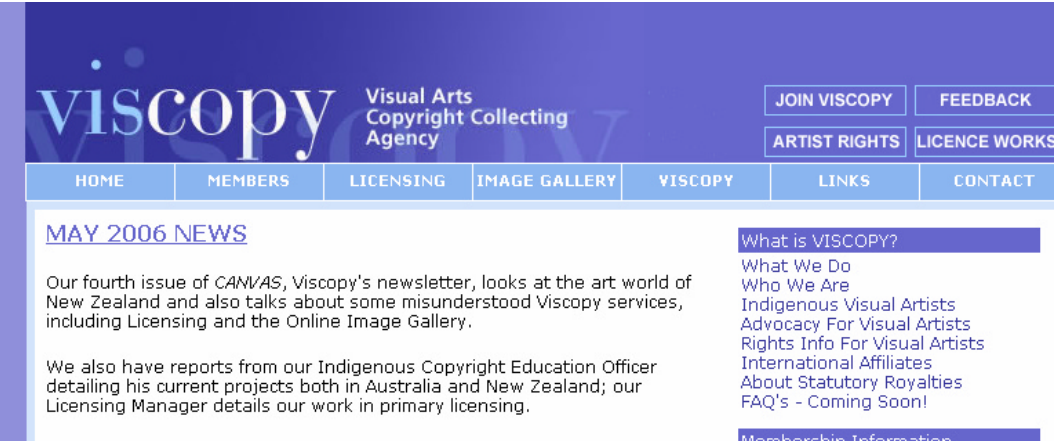


Reproduction rights only, see separate instructions to purchase digital images.

Step 1	Log onto website
Step 2	Register as a User
Step 3	Enter User ID and password
Step 4	Search for an Artist
Step 5	Select or Add the Artist
Step 6	Select or add the Artist's work
Step 7	Add selection to Quote Basket
Step 8	Remove a work from the Quote Basket
Step 9	Obtain a quote "Quote My Basket"
Step 10	Make a payment of approved license.

STEP 1. Log onto www.viscopy.com



Click on the **LICENCE WORKS** button. You can now register as a user or log on as a user – see step 2 and 3.

STEP 2. Become a registered user. If you are already registered go to step 3

Username

Password

[Become a Registered User](#) to license images online.

[Password Reminder](#)

Click on the [become a registered user](#)

The following screen will display

Registration

Enter your details to apply for library registration.

Your request will be sent to the Administrator for approval. Once approved, we will email you a username and confirm password.

I have read and I accept that my use of the VISCOPY Image Gallery indicates my acceptance of its [Terms and Conditions](#) of use.

** Denotes a compulsory field.*

First Name: *

Last Name: *

Company/Organisation: *

Title/Position:

Address: *

Address (cont.):

City/Town: *

State:

Post Code: *

Country: *

Email: *

Complete the registration details, ensuring you have read and ticked the Terms and conditions of use.

Once completed select the button. You will be prompted to enter a password.

Registration

Your Password:

Passwords must be between 4 and 12 characters long. Passwords are not case sensitive.

Please enter a password:

Please re-type your password:

Enter your password and then select the  button

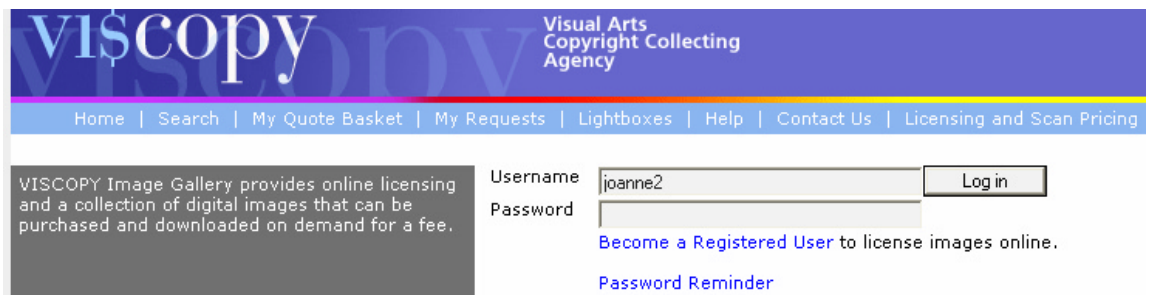
You will be notified by email when your registration is approved.

Registration

Thank you.

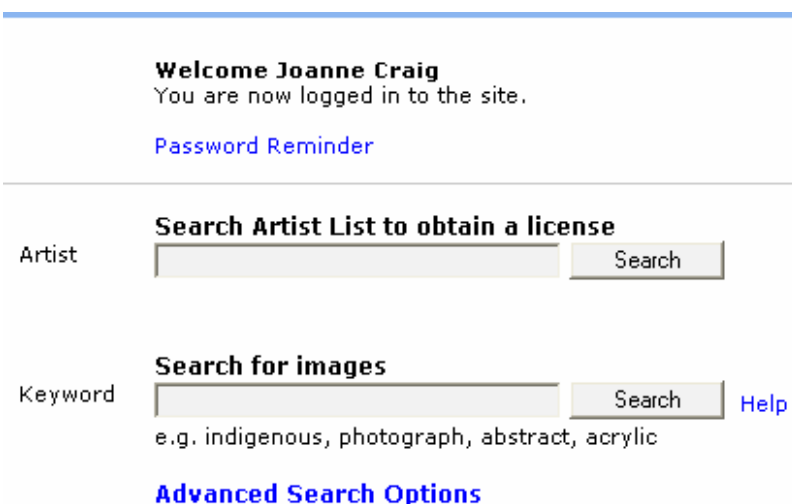
Your request has been sent to the Gallery Administrator for approval, which takes one business day. Once approved, we'll email you a username and confirm your password.

STEP 3. Enter your user id and password



The screenshot shows the VISCOPY website header with the logo and 'Visual Arts Copyright Collecting Agency'. A navigation menu includes Home, Search, My Quote Basket, My Requests, Lightboxes, Help, Contact Us, and Licensing and Scan Pricing. Below the header, a grey box contains the text: 'VISCOPY Image Gallery provides online licensing and a collection of digital images that can be purchased and downloaded on demand for a fee.' To the right, there is a login form with 'Username' (containing 'joanne2') and 'Password' fields, and a 'Log in' button. Below the form are links for 'Become a Registered User to license images online.' and 'Password Reminder'.

Once you enter your username and password select the  button
The following screen will display



The screenshot shows a user dashboard for 'Joanne Craig'. It includes a 'Welcome Joanne Craig' message and a 'Password Reminder' link. Below this, there are two search sections: 'Search Artist List to obtain a license' with an 'Artist' input field and a 'Search' button; and 'Search for images' with a 'Keyword' input field, a 'Search' button, and a 'Help' link. Below the search sections is a link for 'Advanced Search Options'.

STEP 4. SEARCH FOR THE ARTIST by typing in the first 3 letters of Artists' surname. A drop down list will appear

Welcome Joanne Craig
You are now logged in to the site.

[Password Reminder](#)

Search Artist List to obtain a license

Artist

ham
hamilton
hamt

Keyword [Help](#)
e.g. indigenous, photograph, abstract, acrylic

[Advanced Search Options](#)

Select the Artist from the drop down list. IF the name does not appear on the drop down list, type in the first three letters of the Artists SURNAME only then select the button, this will result in a list of artists for your selection.

Step 5. SELECT THE ARTIST from the SEARCH RESULT

Click on the name display on the search results [Richard Hamilton](#)

Search Results

[David Ham](#)
[Elizabeth Ham](#)
[Katie Hamilton](#)
[Rhonda Hamlyn](#)
[Norman Hammond](#)
[Richard Hamilton](#)
[Scott Hammond](#)
[Ildiko Hammond](#)
[Leanne Hamilton](#)

Search Artist List

Artist Surname:
(Enter the first few letters)

If the artist you wish to license is not on the member list please [email VISCOPY](#) to enquire if

A list of the Artist's work that has been previously licensed will be displayed

Your search found 11 records

Page 1 of 1 Go to Page: Records Per Page:

Image	Preview Title	Creation Year	Artist Name			
9110160	My Marilyn		Richard Hamilton			
9110150	Just What Is It That Makes Today's Homes So Different, So Appealing		Richard Hamilton			
9110140	Fashion-plate		Richard Hamilton			
2500897	A dedicated follower of fashion		Richard Hamilton			
2502138	Interior II, 1964		Richard Hamilton			

STEP 6. SELECT THE ARTISTS WORK

If the required image is listed, click on the basket next to the image
IF THE REQUIRED IMAGE IS NOT LISTED, enter the details in the Other Title field at the bottom of the page and select the ADD button.

Image	Preview Title	Creation Year	Artist Name			
9110160	My Marilyn		Richard Hamilton	<input type="checkbox"/>		
9110150	Just What Is It That Makes Today's Homes So Different, So Appealing		Richard Hamilton	<input type="checkbox"/>		
9110140	Fashion-plate		Richard Hamilton	<input type="checkbox"/>		
2500897	A dedicated follower of fashion		Richard Hamilton	<input type="checkbox"/>		
2502138	Interior II, 1964		Richard Hamilton	<input type="checkbox"/>		
2502194	Carapace, 1954		Richard Hamilton	<input type="checkbox"/>		
2502336	Ghosts of Ufa		Richard Hamilton	<input type="checkbox"/>		
2502340	swingeing london		Richard Hamilton	<input type="checkbox"/>		
2502341	swingeing london 67		Richard Hamilton	<input type="checkbox"/>		
2502445	4 self portraits - 05.3.81		Richard Hamilton	<input type="checkbox"/>		
2502767	Typo/typography of Marcel Duchamp's Large glass 2001-2002		Richard Hamilton	<input type="checkbox"/>		

If the title you are looking for does not appear in the artist list, add it here. You can then add it to your basket or make more selections.

Other Title:

The details of the image selected will display

Image Details

My Marilyn
Richard Hamilton (-)

**scan
not
available**

Society: DACS
Category: Architecture

Ref: 9110160

[<< Back to Search Results](#)

Purchase type:

Please Select

[Add to My Quote Basket](#)

[Add to Lightbox](#)

**STEP 7.. ADD SELECTION TO QUOTE BASKET.
NOW select the appropriate PURCHASE TYPE**

Please Select
Please Select
Reproduction Rights Only

Then select

[Add to My Quote Basket](#)

The following screen will display

Your Quote Basket

Image: "2500561" has been added to your basket.

[Back to Search Results](#)

[View My Quote Basket](#)

Next select the

[View My Quote Basket](#)

to view the items in your basket. It will display the following screen

My Quote Basket

Your basket contains the following items:

scan not available	9110160 My Marilyn Richard Hamilton File size not available yet Reproduction Rights
-----------------------------------	--

Multiple works may be added to the one basket if they are all appearing in the same project or publication. The Quote Basket's contents should contain only works you wish to license for a particular project. If there are works you do not require, remove them – REFER to step 8 for how to remove from Basket

STEP 8

REMOVE WORK FROM QUOTE BASKET

To remove ALL works from your basket, select  it will ask you the following question

My Quote Basket

Are you sure you wish to completely empty your basket?

 No, go back

 Yes, empty my basket

**Select YES, empty my basket.
The following message will display**

My Quote Basket

Your basket has been emptied.

 Continue

To remove one work only from your quote basket select [Remove from Basket](#)

My Quote Basket

[Help with b.](#)

Your basket contains the following items:

**scan
not
available**

9110160
My Marilyn
Richard Hamilton
File size not available yet
Reproduction Rights

[Copy to a lightbox](#)
[Remove from Basket](#)

It will ask you the following question.

My Quote Basket

Are you sure you wish to remove image: "2500562 - Reproduction Rights Only" from your basket?

No, go back

Yes, remove this image

Select YES to remove the image from your basket. The following screen will display.

My Quote Basket

Image removed from your basket.

[Back to My Quote Basket](#)

If the screen still contains works you just removed, select the **F5 button at the top of your keyboard.**

STEP 9

TO OBTAIN A QUOTE select [Quote My Basket >>](#) button.

My Quote Basket

[Help with basket](#)

Please alter details where necessary:

** Denotes a compulsory field.*

Name of publication: *

Client Name: *

Client Type: *

If 'Other' please specify:

Reproduction Type: *

Project Name:

Name of project editor/author: *

Date of issue/release:

Extra information:

Purpose: *

If 'Other' please specify:

For publishing outside Australia and New Zealand please contact our [International Affiliates](#).

[Next](#)

You must complete all details before submitting the quote request. In order to give an accurate quote, please supply unique or additional details and a brief description of the project in the "EXTRA INFORMATION" box

Once the details are complete select [Next](#)

The following screen will display,

My Quote Basket

[Help with basket](#)

Please enter further reproduction details:

Print run:

scan not available 2500561
Two blue tongued lizards
David Malangi (Daymirringu)
Reproduction Rights

Size of reproduction: *
To be cropped, altered or overprinted:

[Next](#)

Complete all details, i.e. the size of the reproduction, if the image is to be cropped, altered or overprinted. Select [Next](#)
You will now have a request number for your quote, and will be notified once

your request has been processed.

My Quote Basket

[Help with basket](#)

Request Number: 7340

Images

2500561

Two blue tongued lizards

David Malangi Malangi (Daymirringu)

Reproduction Rights Only

Thank you for your request. We will process it promptly and email you a quote. You can expect a reply within 24 hours. If your request includes a high resolution scan, the scan download will be made available once your request has been processed, quoted and you have completed the payment requirement.

[Click here to review your request](#)

STEP 10

MAKE A PAYMENT FOR AN APPROVED LICENSE.

The following is an example of the email you will receive regarding your request for a quote.

VISCOPY thank you for your application for copyright permission.

> VISCOPY has now quoted your request.

>

> 1. View the quote please login with your user name and password to our website <http://viscopy.me.com.au> and then click the "My

> Requests" button in the top menu.

> 2. Complete the transaction online by credit card.

> 3. Once you have paid online for the license the mandatory

> copyright byline will appear.

> This mandatory copyright byline needs to be located next to the

> work being reproduced

> - charges apply for failure to do this.

> 4. Please print the webpage out as your tax invoice/license hard copy.

> It will also be retained automatically in "My Requests".

> Please return to our Image Gallery as the number of members' images

> available for reproduction and

> electronic download increases on a monthly basis.

>

> Regards,

> The team at VISCOPY Image Gallery

Once you receive this approval log onto the Viscopy website again (refer to step 1 and 3)



Once you are logged on select [My Requests](#) located on the menu bar at top of the screen

It will display details of your approved requests.

My Requests

[Help with requ](#)

Order	Created	Approved	Paid	Accepted by Client	Price	
7345	3 Apr 2006	Approved	PAID	3 Apr 2006	\$308.00	View details
7335	28 Mar 2006	Approved	NOT PAID		\$308.00	View details

To pay for the license select on the **VIEW DETAILS** next to the license that is listed as **NOT PAID**. It will display the details of the invoice.

Tax Invoice

Invoice issued by Viscopy on behalf of the artist(s).
GST is determined by the tax status of the artist(s).

Request Number: 7335
Created: 12:53 PM - 28 Mar 2006
Accepted by Client:
Quoted by: APPROVED
Automatic Quotation
Mandatory copyright line is automatically provided upon payment.

Amount: \$280.00 (Minimum invoice amount is \$65 plus GST)
GST: \$28.00
Total: \$308.00
NOT PAID

I understand and accept the [Terms and Conditions](#).

[Proceed to Payment](#)

ref.	Work	Invoicing Entity	Usage	Fee	GST	To
2502692	Wolfgang Sievers Label for Wolfgang Sievers	Wolfgang Sievers ABN 72227994244	Inside	\$280.00	\$28.00	\$308

Please select [Terms and Conditions](#) and read the **Terms and Conditions**

General Terms and Conditions

VISCOPY retains the right to change or alter the Terms and Conditions from time to time without prior notification.

Terms of use

The Terms and Conditions of use constitute a legal agreement between you and VISCOPY. Please read this agreement in its entirety before you continue to use this website or download any image.

By checking the agreement box when ordering, this indicates agreement to the following Terms and Conditions and by using this website, and that you agree to be bound by the Terms and Conditions of this agreement.

If you do not agree, do not check the box indicating agreement, and discontinue using the site.

Agreement to these Terms and Conditions will result in the granting of a one off non-exclusive right to use the selected imagery for the permitted purpose as approved by VISCOPY.

Ownership of Site

This site is owned and operated by VISCOPY. All content on this site including photographs, images, illustrations, text, audio clips, video clips and software (referred to as content) is owned by VISCOPY and/or its members, who are the copyright owners or other content providers. Australian and international copyright laws protect all content.

For the protection of VISCOPY and our content providers, images maybe watermarked.

Logo & Trademarks

VISCOPY Ltd (ABN 98 069 759 922) is the registered business name of VISCOPY: the name and the VISCOPY logo are protected under common law. You may not use our name or logo without written permission.

If you accept and understand the Terms and conditions Tick the box

I understand and accept the [Terms and Conditions](#).

then select

[Proceed to Payment](#)

Enter your credit card details.

Welcome to the me.pay internet payment system	
Your details are as follows :	
Order Number	7295
Payment Description	Secure Online Purchase VISCOPY
Credit Card Type	Select One <input type="button" value="v"/>
Cardholder Name	<input type="text"/>
Credit Card Number	<input type="text"/>
Expiry Date	01 <input type="button" value="v"/> / 2003 <input type="button" value="v"/>
Amount	\$130.00 AUD
<input type="button" value="Submit Payment"/>	

Select to process the payment. Once processed you will be able to print the invoice. Select the button.

My Requests

[Help with](#)

VISCOPY Limited
ABN: 98 069 759 922
45 Crown Street
Woolloomooloo, NSW, 2011 Australia.

maxine clarke
viscopy
80 Cooper Street
Surry Hills
Sydney New South Wales 2010
Australia

Tax Invoice

Invoice issued by Viscopy on behalf of the artist(s).
GST is determined by the tax status of the artist(s).

Request Number:	7365
Created:	9:04 PM - 12 Apr 2006
Accepted by Client:	10:08 AM - 13 Apr 2006
	APPROVED
Quoted by:	maxine clarke
Amount:	\$180.00 (Minimum invoice amount is \$65 plus GST)
GST:	\$18.00
Total:	\$198.00
	PAID
	<i>Subject to receipt of funds.</i>