

# Getty Images Royalties Guide

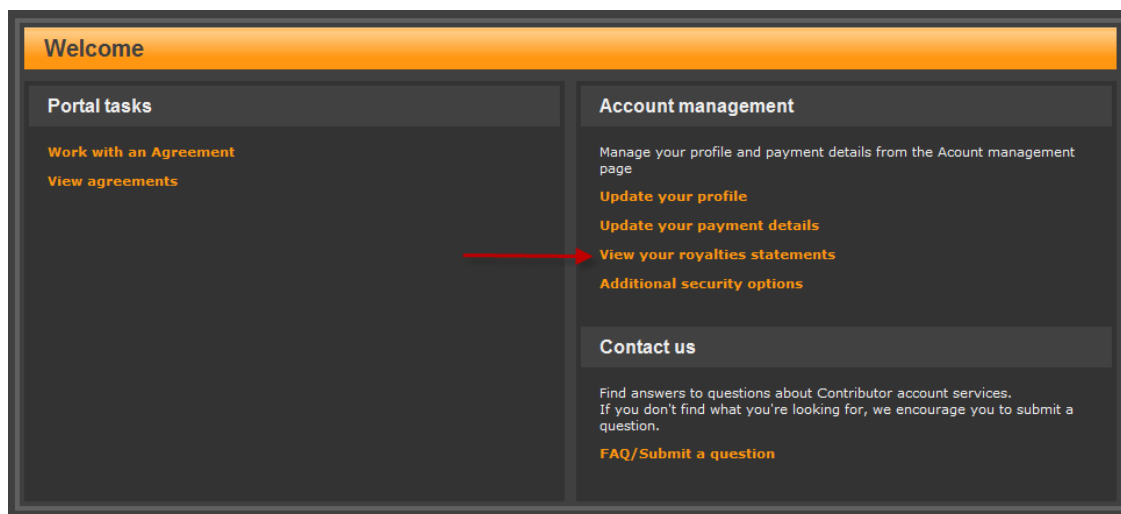


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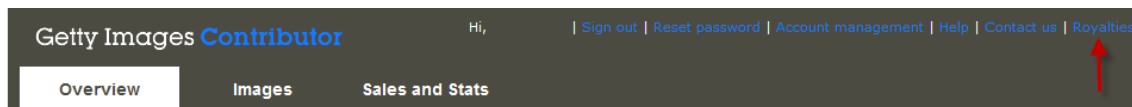
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## Where to access your Getty Images Monthly Royalty Statement

Getty Images contributors (Stills, Footage and Music) can access their monthly statements by signing into their account on the Contributor Portal located at: <https://upload.gettyimages.com>.



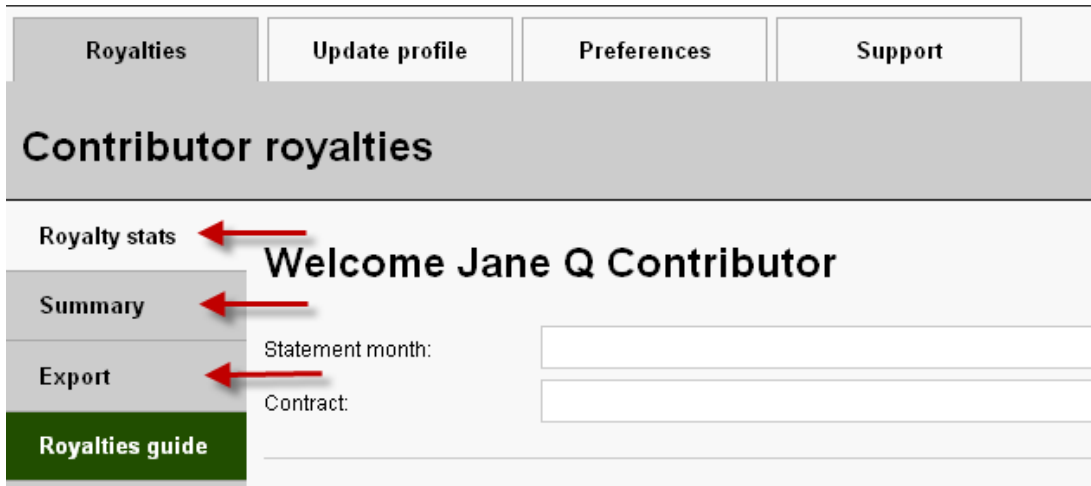
Getty Images Flickr contributors can access their monthly statements by signing into their account at <https://contribute.gettyimages.com> and selecting the Royalties link in the upper right hand corner.



Please utilize the "Forgot your username or password" links found on the home pages of both sites when having issues with your username or password. This will assist you in retrieving and resetting your log in information.

Once you have arrived at the Royalties section of Account Manager you will find four tabs in the left margin:

1. Royalty stats – pie charts and bar graphs to help you visualize how your content is being licensed and used.
2. Summary – a quick view of how much you will get paid and when.
3. Export – a detailed PDF royalty statement or a TXT file that you can save and open in the spreadsheet program of your choice
4. Royalties Guide – You are reading the royalties guide, provided in PDF file format and is updated each time we make any changes to the royalties options available.



## Royalty stats

**How are my images licensed and used?** There are two sections on this page with a pie chart and a bar graph that will help you visualize how your content is being licensed and how it's being used.

*NOTE: The following bar graphs and pie charts are used for illustration and explanation purposes only. You may have content or licenses in similar or very different categories than those shown.*

### How to select which stats to view

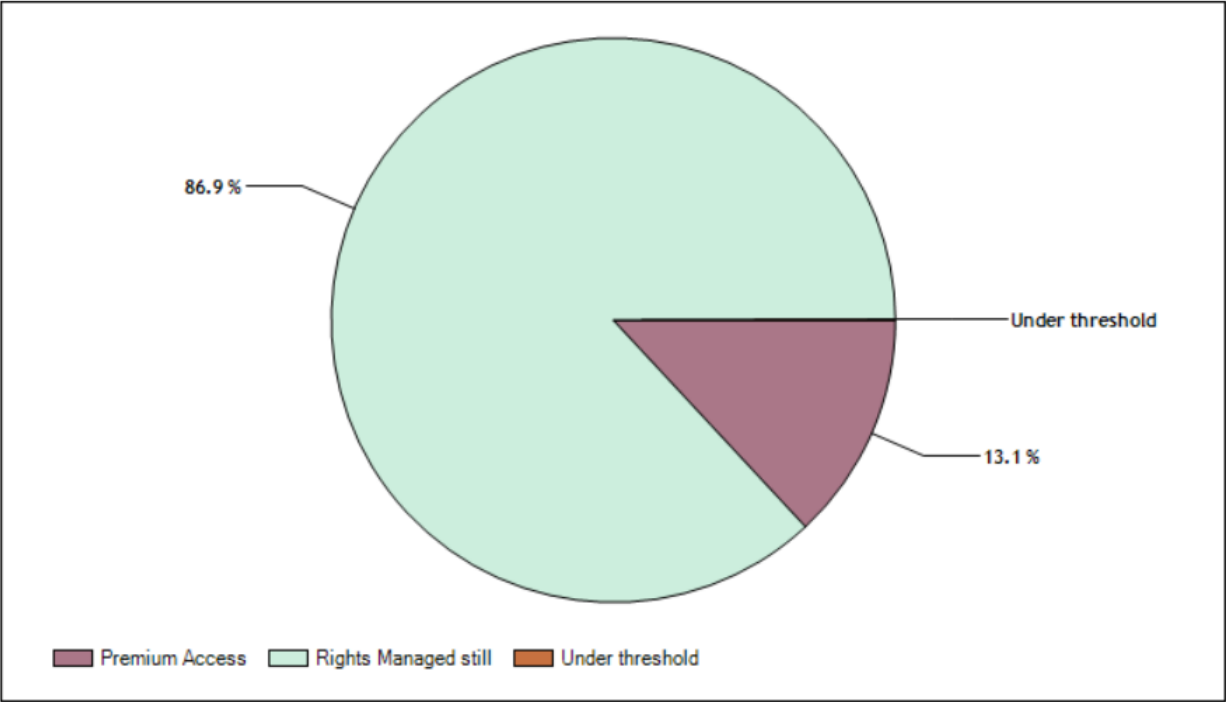
1. Select the specific Statement month from the Statement month dropdown list. Only one month can be selected at a time. It will default to the most recent statement month.
2. Select the Contract from the Contract dropdown list. If you have one contract it will default to that one. If you have more than one contract, you can select one contract or you can select All contracts.



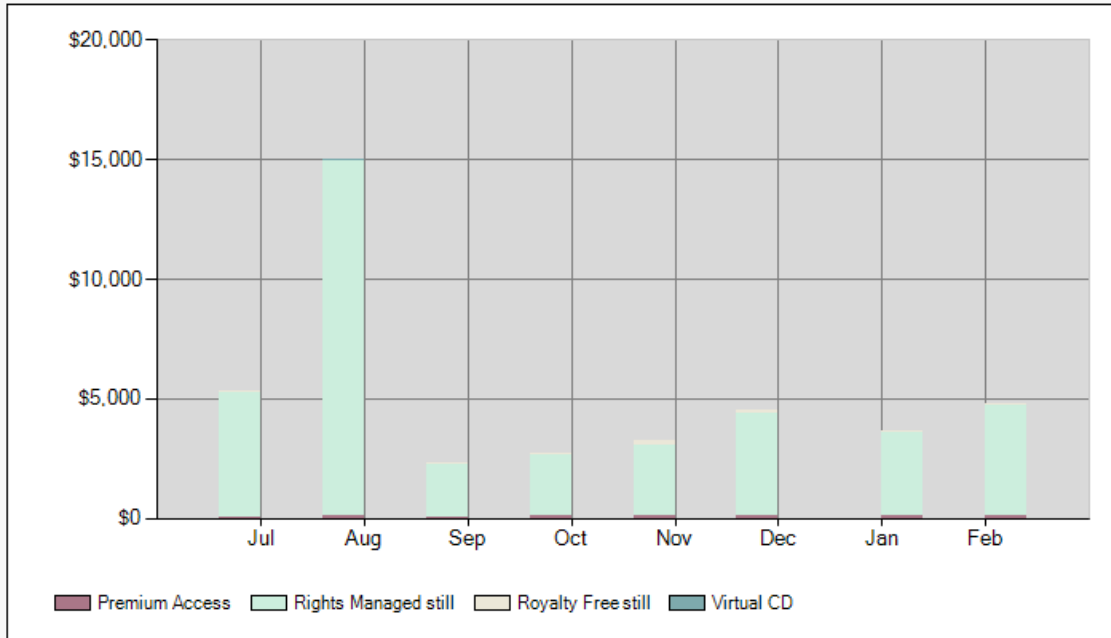
## Transaction Type Stats

There are various methods or types of content customers license and you can see the breakdown and a comparison using the two Transaction Type graphs.

**Transaction Type Pie Chart** - This pie chart will illustrate your royalty distribution by transaction type for the Statement month and Contract selected. To keep the chart from getting too cluttered, any transaction types that account for less than 5% are grouped into the 'Under threshold' category. Rolling your mouse over sections in the chart will result in additional information including the USD royalty amount earned for those licenses for the statement month selected from the dropdown menu.



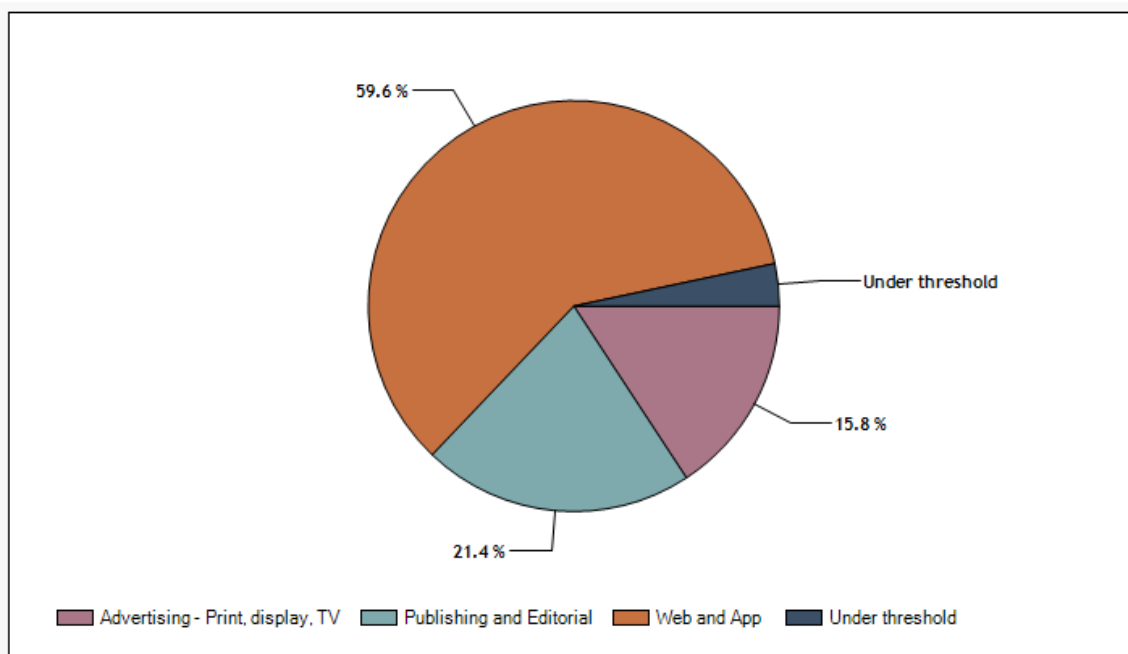
**Transaction Type bar graph** - This graph (located on the next page) shows your royalty distribution by transaction type, month over month. Rolling your mouse over sections in the chart will result in additional information, including the USD royalty earned for those licenses.



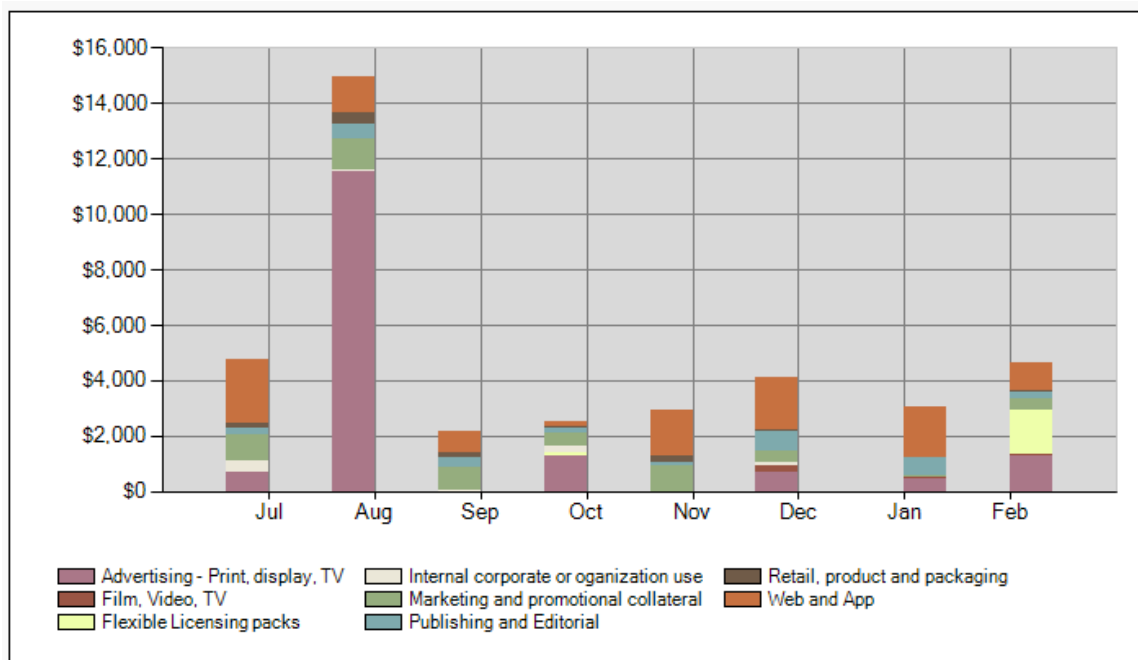
### Usage Stats

Customers select a rights use category when they license your Rights Managed (RM) content and you can see the breakdown and a comparison using the two Usage graphs.

**Usage pie chart** The pie chart will illustrate the rights usage categories for the Statement month and the Contract selected. We do not capture rights usage for Royalty Free (RF) licenses so RF licenses aren't included in this graph. Rolling your mouse over sections in the chart will result in additional information, including the USD royalty amount earned for those usages.



**Usage bar graph** – This bar graph shows your royalty distribution by rights usage, month over month. Up to 2 years of data will be eventually be displayed. We do not capture rights usage for Royalty Free (RF) licenses so those aren't included in this graph. Rolling your mouse over sections in the chart will result in additional information including the USD royalty amount earned for those usages.



If you had no sales transactions during the selected month you will see the following text in place of the Transaction Type Pie Chart and Usage Pie Chart. If all of your images or sales have been for Royalty Free content, you will also see this message in the Usage Bar Chart.

**There is no royalty data for the month  
and contract selected.**

## Summary

**When will you get paid and how much?** You'll be able to see the payment amount due and scheduled payment date for the selected month for each of your contracts, or for **All contracts** combined. The Summary will default to the most recent month and a single contract. You can change the Contract and/or Statement month selected by using the drop down menus.

**Contributor royalties**

Royalty stats **Welcome Jane Q Contributor**

Summary  
The following is a summary of your royalty earnings. You may choose a different month or contract from the drop down menus. Selecting a specific contract will allow you to see more detail.

Export

Statement month: February, 2012

Contract: All contracts

**Summary - All Contracts**

When you select All Contracts on the Summary tab you will see your Contributor ID, your Contributor Name, the payment date and the Payment amount for the selected Statement month. Please note, if you have more than one contract and some with different payment terms (eg: 60 days, quarterly, 120 days) each payment due and its scheduled date will be detailed.

*NOTE: The following visual references are used for illustration and explanation purposes only.*

**Contributor royalties**

Royalty stats **Welcome Jane Q Contributor**

Summary  
The following is a summary of your royalty earnings. You may choose a different month or contract from the drop down menus. Selecting a specific contract will allow you to see more detail.

Export

Royalties guide

Statement month: February, 2012

Contract: All contracts

**Summary**  
Contributor ID @ 71  
Contributor name Photography Inc

**Payment Summary**  
Wednesday, April 25, 2012 \$ 111.14

Next to the payment date is a blue arrow, or triangle. Clicking that triangle will give you an expanded detail of how much is payable for each contract.

**Payment Summary**

▼ Wednesday, April 25, 2012		\$ 111.14
508	Payment Amount	\$ 81.76
100	Payment Amount	\$ 29.38

**Summary - Individual Contracts**

When you select a specific contract, or have only one contract, on the Summary tab you will see your Contributor ID, your Contributor Name, the payment date and the Payment amount in

USD, the Currency exchange rate, and the Payment amount in your payment currency for selected Contract and the selected Statement month. You will also have the ability to **See more information**.

### Contributor royalties

Royalty stats

**Welcome Jane Q Contributor**

Summary

The following is a summary of your royalty earnings. You may choose a different month or contract from the drop down menus. Selecting a specific contract will allow you to see more detail.

Statement month:

Contract:

Export

**Summary**

Contributor ID <sup>Ⓜ</sup>	28
<b>Contributor name</b>	Photography Inc
Payment date <sup>Ⓜ</sup>	Wednesday, April 25, 2012
<b>Payment amount</b>	\$ 107.59
<b>Currency exchange rate</b>	100.00%
<b>Payment amount (in payment currency)</b>	\$ 107.59

\* All amounts in USD (unless otherwise indicated) and for the current statement period and contracts selected. Any charges, deductions or taxes are deducted in the order presented from top to bottom.

[See more information](#) ▼

### Summary - Individual Contracts - See more information

This section provides more details regarding US and non US sales, any charges and deductions, include foreign withholding taxes, and payment summary. If you wish to close this view simply select the See less information link.

\* All amounts in USD (unless otherwise indicated) and for the current statement period and contracts selected. Any charges, deductions or taxes are deducted in the order presented from top to bottom.

[See less information](#) ▲

<b>Royalty earnings</b>	
Gross US earnings	\$ 92.49
Gross non-US earnings	\$ 32.10
<b>Total gross earnings</b>	<b>\$ 124.59</b>
<b>Charges and deductions</b>	
Negative earnings carried forward from previous period	\$ 17.00
Deductions from US earnings	\$ 0.00
Deductions from non-US earnings	\$ 0.00
<b>Total deductions</b>	<b>\$ 17.00</b>
<b>Earnings after deductions</b>	
Net US earnings	\$ 92.49
Net non-US earnings	\$ 32.10
<b>Total net earnings</b>	<b>\$ 107.59</b>
<b>Payment summary</b>	
<b>Payment amount</b>	<b>\$ 107.59</b>
<b>Currency exchange rate</b>	<b>100.00%</b>
<b>Payment amount (in payment currency)</b>	<b>\$ 107.59</b>
<b>Currency</b>	<b>USD</b>



## Export

**I want to know the details. What was licensed and for how much?** If you like to dive into the details, this is the tab you'll use to get the specifics. For each Statement month you have the option to export and save both PDF or TXT (.tsv tab delimited) files of your individual statements. If you have more than one contract you have the additional option to export a TXT file that will include the sales information for all of your contracts combined.

*Please note, because each contributor's computer, mobile device, internet browser, and other applicable settings may vary, you may need to do some experimentation to determine what process will work best for you when exporting your statements.*

### How to export your statements

1. Select the Export tab.
2. Select the Statement Type, Monthly
3. Select the Statement period (year and month) you want data for, from the dropdown lists.
4. Select the contract you want data for, from the dropdown list. If you have one contract, it will default to this. If you have more than one contract, you can select a specific contract (a PDF or TXT version is available) or you can select All contracts (only a TXT version is available and the PDF option will be greyed out).
5. If you have any Connect transactions you will also have the option to export a TXT file that provides details for only Connection transactions.
6. Select the Export file by clicking on either the TXT or PDF icon (if available). A green check mark will appear on the item selected.
7. Select Export.

The screenshot shows the 'Contributor royalties' section of the Getty Images Contributor Account Management system. The interface includes a navigation bar with tabs for 'Royalties', 'Update profile', 'Preferences', 'Support', and 'Admin'. The main content area is titled 'Contributor royalties' and features a sidebar with 'Royalty stats', 'Summary', 'Export', and 'Royalties guide'. The 'Export' section is active, displaying a 'Welcome' message and several dropdown menus for 'Statement type' (Monthly), 'Statement period' (2013, September), and 'Contract' (5078). Below these are three export options: a PDF icon with a green checkmark, a TXT icon, and a 'connect' icon with a TXT icon. Each option has a brief description of what it exports. A green 'Export' button is located at the bottom of the section.

## **PDF Export**

This is our pre-formatted royalty statement containing all the essential licensing information. If you had any Connect transactions, a summary is provided at the end of the statement. You will need Adobe Reader to view PDF files. When you export a PDF file, depending on your internet browser, you may be asked if you would like to Open or Save the file. We do recommend saving your statements to a location on your computer for your convenience.

## **TXT**

This is a text version of our licensing information that can be imported into a program like MS Excel if there are other reporting needs you require. It is the same data used to create the PDF file mentioned above. This file doesn't contain any Connect transactions.

## **Connect TXT**

This is a text file containing only Connect transactions. If you would like more information about the Connect product please see the frequently asked questions (FAQ) section of this document.

## **Connect Summary TXT - New November 2013**

This report is primarily intended to assist our content providers who have a large number of Connect transactions that need to be consolidated by credit line so the royalties can be separated by each credit line. The report will summarize all connect transactions for a six month period for anyone that has had Connect transactions.

### *How to export the Connect summary file*

1. Select statement type, Connect summary.
2. Choose the Statement period year and 6 month range from the drop down menus.
3. The export file option will be Connect TXT.

### *Connect Summary time periods*

- The first royalty period for Connect transactions is February 2013, so the first period that the Connect Summary report is available is January – June 2013, the data provided will only include February – June 2013.
- The July – December 2013 report will only be available after January 20<sup>th</sup>, 2014 (this is when the December 2013 monthly data is available).
- The January – June 2014 report will be available on July 20, 2014 and so on.

If you select a date range where no connect data summary is available you'll receive an error message 'There is no data for the options you selected'.

## Tips for opening the saved TXT files in Microsoft Excel

When you export a TXT file your browser will typically ask you if you wish to Open or Save the file.

Depending on your browser and the spreadsheet program you are using there may be various results when choosing to Open the TXT file. Your results will depend on the browser you are using, the spreadsheet program you are using, and your personal program preferences. Below are some examples of what may occur.

Because the file is a .txt format if you choose to Open the file it may open in Notepad or some other text reader and will not be easily readable. In that program you may be able to Select All, Copy and then paste the TXT file data into Excel with the columns properly formatted.

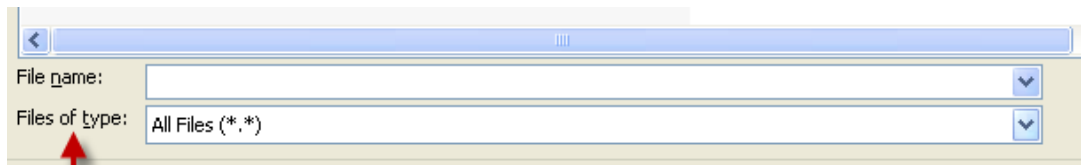
If you select **Open** and you use Microsoft Excel it may automatically open the file in Microsoft Excel with all data compressed into column A. You may be able to use the Text to Columns function to properly format the file.

Selecting Open may open the file in your applicable spreadsheet program if you use something other than Excel, or your browser may give you the option to select which program to open the file with.

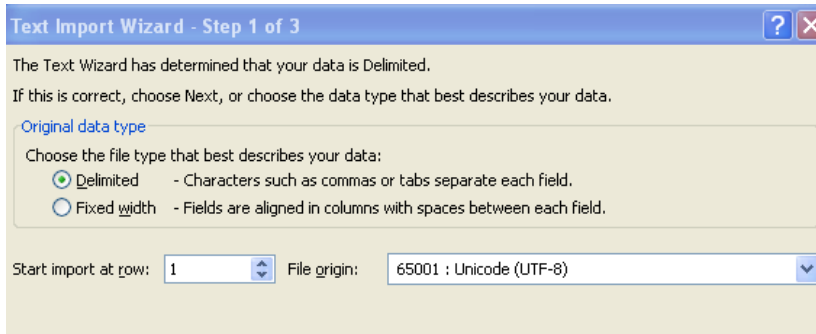
If this does not work for you we suggest saving the file to a location on your computer and then using your spreadsheet software to open that file.

Steps for opening the saved TXT file in Microsoft Excel

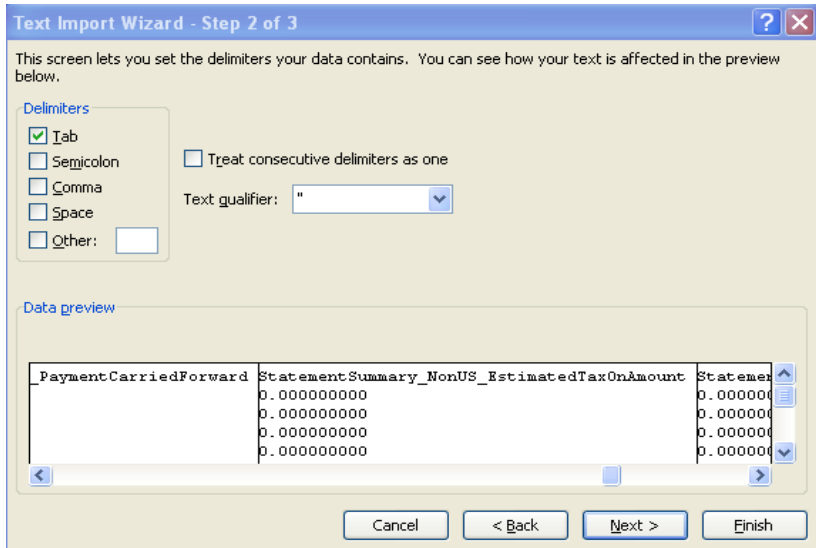
1. Open Microsoft Excel.
2. Select Open. Choose your saved exported text file. **To locate the file you have saved you may need to change the preferences in the Files of type: window to include All Files.**



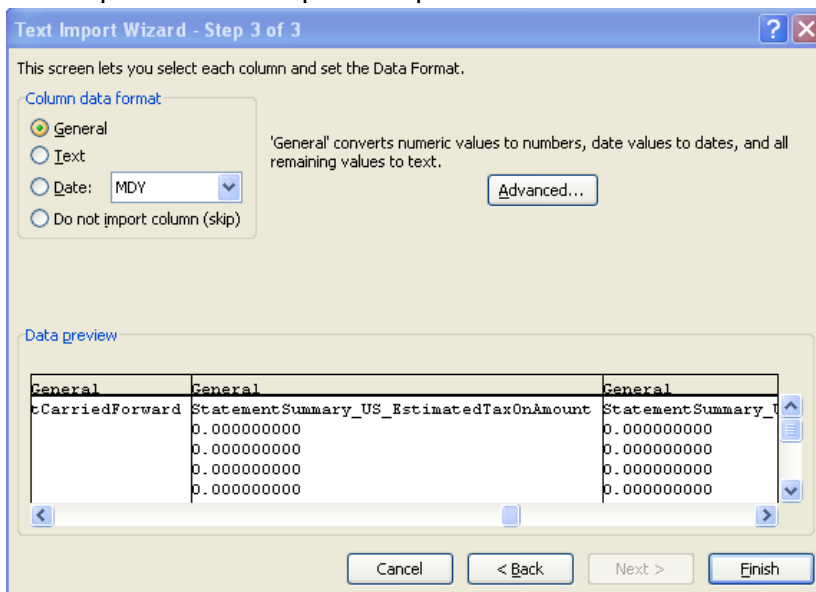
3. The Text Import Wizard Step 1 will open. It should default to the Original Data Type of Delimited.



4. Select Next.
5. The Text Import Wizard Step 2 will open. It should default to Delimiters: Tab.



6. Select Next.
7. Text Import Wizard Step 3 will open. It should default to Column data format: General.



8. Select Finish.
9. Save your new Excel file. We do recommend saving your statements each month to a location on your computer for your convenience.

## Frequently Asked Questions

**When is my statement available for viewing?** Statements are available by the 20th of the month (PST) and report sales that occurred in the previous month. Alternatively, if you are a Pump Audio contributor, statements are available twice a year on January 20th and July 20th.

**How far back do my statements go?** There will be up to 2 years of statements available.

**I did not receive an e-mail letting me know my statement was available?** E-mails are not sent when statements are posted. You can sign into your account at any time to check if statements have been posted.

**When will I get paid for the licenses detailed on my statements?** The payment date is provided on the Summary tab, as well as on the upper right hand corner of the PDF statements.

**The payment I received does not match the amount on my statement.** Please verify that the payment date provided in the Summary tab corresponds to the date of payment you have received. Additionally, if your account is subject to withholding taxes, this may cause a reduction in your payment amount. Any taxes deducted will be detailed in the Summary tab or on your statement. If you still believe there is an issue please submit a question via the Contributor Account Management-FAQ/Help section.

**What do the items in red and/or parenthesis mean?** Sales with corresponding amounts in red font and parenthesis represent returns or corrections. The 'Sales Date' column shows the date of the original sale and indicates the statement month in which the sale was initially reported and paid per the payment date indicated on that statement. Cancellations and corrections usually take place within 3 months of the original sale date but in rare cases may occur after that.

**My statement says "Minimum Payment Not Met. Amount Carried Forward", what does this mean?** If your net payment due (amount after any taxes are applied) is under 50 USD, 50 EUR or 25 GBP (25.00 USD for Pump Audio Contributors) you will not receive payment until more than those amounts is due. Royalties earned that are below this minimum amount are carried forward into the next month and added to future sales.

**I would like my eStatements mailed to me?** I'm sorry, but statements are not available by mail.

**On my charts, what does 'Under Threshold' mean?** All transaction types that account for less than 5% are grouped into the 'Under threshold' category.

**Why so many columns in the text file?** We provide as much information as we can about each license, so that you can use and modify this data in a way that is meaningful to you and your business. If you are using Excel you have the ability to filter your data and remove any columns that you feel are not helpful.

**What is License Compliance?** Getty Images is deeply committed to protecting the interests, intellectual property rights and livelihood of you, our photographers, filmmakers and other artists

who trust us to license your work. Our License Compliance team uses Picscout technology to proactively track exclusive RM content in order to identify and recover fees from unauthorized uses to ensure that you receive appropriate compensation. A 'Notes' field has been added to the PDF and TXT royalty statement files that are available to export. When a license or settlement resulting from an unauthorized use has been negotiated you'll see the note 'License Compliance' in the "Notes" field.

**What is Connect?** Connect by Getty Images was launched in February, 2012 to address these changes in our market. It's essentially a new tool set that enables customers to use our content as part of new businesses that they are building, primarily online, where traditional license models simply do not work. The term "Connect" is an umbrella term for our Application Programming Interface (API) solution. This solution embeds Getty Images content, metadata and search functionality directly inside customers' publishing tools, products and services, often completing the workflows that are key to our customers' businesses. The number of ways customers can potentially apply this functionality is as varied as their businesses are.

## Troubleshooting

**I can't sign into my account.** For either the Getty Images Contributor Community website located at <http://contributors.gettyimages.com/> or the Getty Images Contributor Services Portal located at <https://upload.gettyimages.com> please utilize the "Forgot your username or password" links found on the home pages of both sites when having issues with your username or password. This will assist you in retrieving and resetting your log in information.

**When I request a username or password reset I do not receive an email.** Please make sure to keep your contact information up to date so that any password resets can reach you. Please check your Junk Mail folder to see if it was directed there. To prevent your resets from being blocked as spam, please add [aip@gettyimages.com](mailto:aip@gettyimages.com) and [contributorhelp@gettyimages.com](mailto:contributorhelp@gettyimages.com) to your contacts. Verify your email box is not too full to receive.

**When trying to export my statements I am unable to select PDF.** Is the All Contracts option selected in the Contract dropdown? If so, you will be unable to select PDF. PDF's are available for individual contracts only. To export or save a PDF, select a single contract and the PDF option will become live.

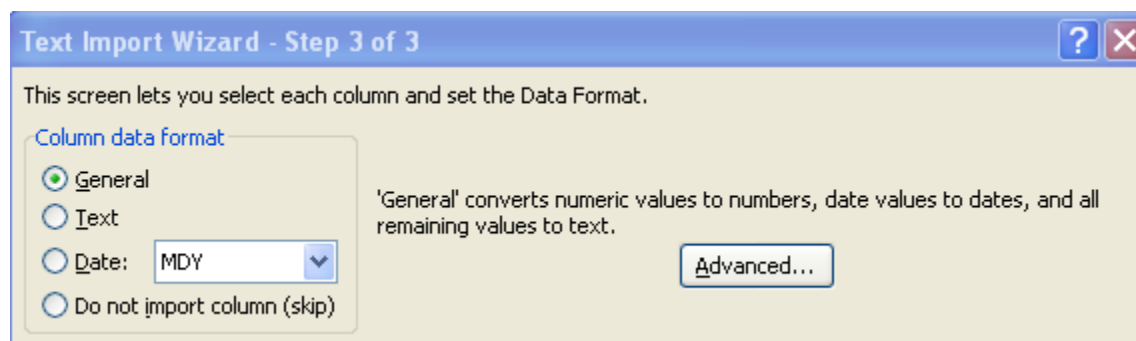
**I have exported my TXT statement and it is unreadable gibberish.** If you have opened the file in a text program it will be unreadable. Please refer to the How to Export your Statements section of this guide. If you are using a spreadsheet program other than Excel you may need to address the issue with your software manufacturer. In the meantime, you can still view your earnings Summary and export your PDF file/s.

## What is this connect statement?

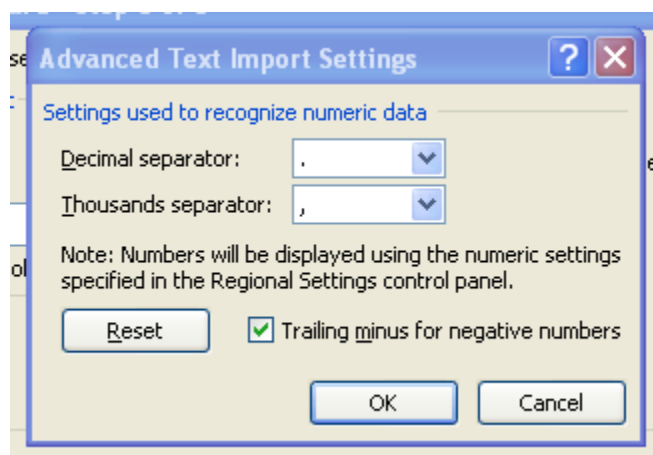
**I have exported my TXT statement and opened it in Excel and there are a vast amount of zeros. It looks like I've earned billions.** If your Excel settings are set up to address a

currency other than USD you may need to use advanced settings when opening the text file in Excel to eliminate extra zeros being added to your figures

At Step 3 of the Text Import Wizard in Excel select the "Advanced..." button.



In the Advanced Text Import Settings make sure your "Decimal separator is a period "." And your Thousands separator is a comma ",". This should solve the problem of the redundant zeros.



## Support

Please visit the Support Tab. Select the **FAQs** link to review the information there as it may resolve your questions.



Royalties

Update profile

Preferences

Support

## Contributor support

FAQs

### Any questions about this tool?

Contact us

Here on the FAQ page, you'll find answers to questions about enrolling, submitting content, taxes and payment, and royalty statements.

If you still can't find what you're looking for and need further assistance, click over to the "Support Ticket" tab and submit a question.

▶ About enrolling

▶ About submitting images, clips and music

▶ About taxes

▶ About royalty statements and payments

If your question is not answered there, please select the **Contact us** link to submit a question to Contributor Services. When submitting a question, to help us serve you faster please be sure to include all available specific details about your issue.

Royalties

Update profile

Preferences

Support

## Contributor support

FAQs

### Can't find what you're looking for? Submit a question.

Contact us

If you've searched through the frequently asked questions and still can't find what you're looking for and need further assistance, we encourage you to submit a question using the form below.

Your email address

test.user@gettyimages.com

Category

My Contributor Agreement

Question

Submit ticket

