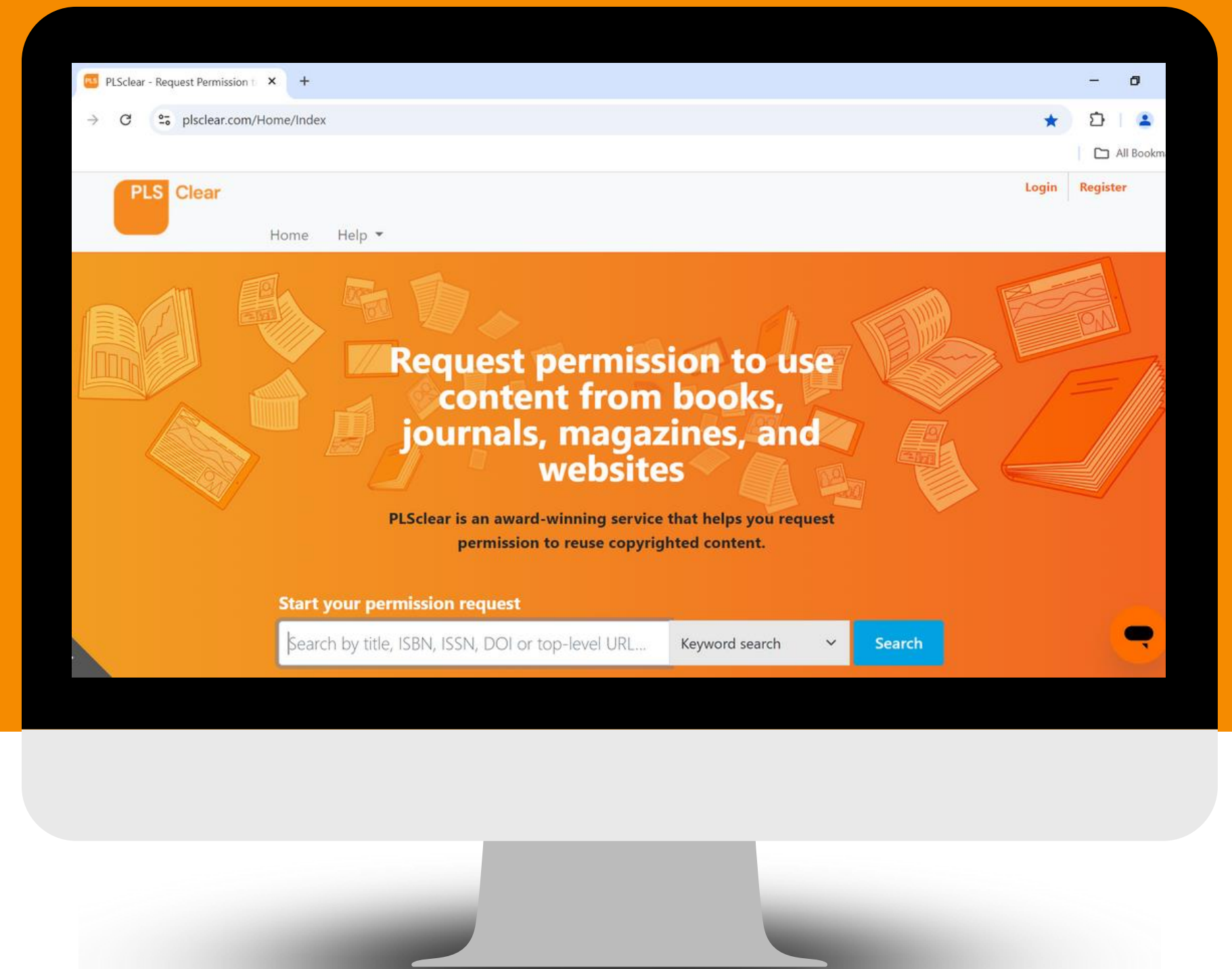


PLSclear Welcome Pack



www.plsclear.com

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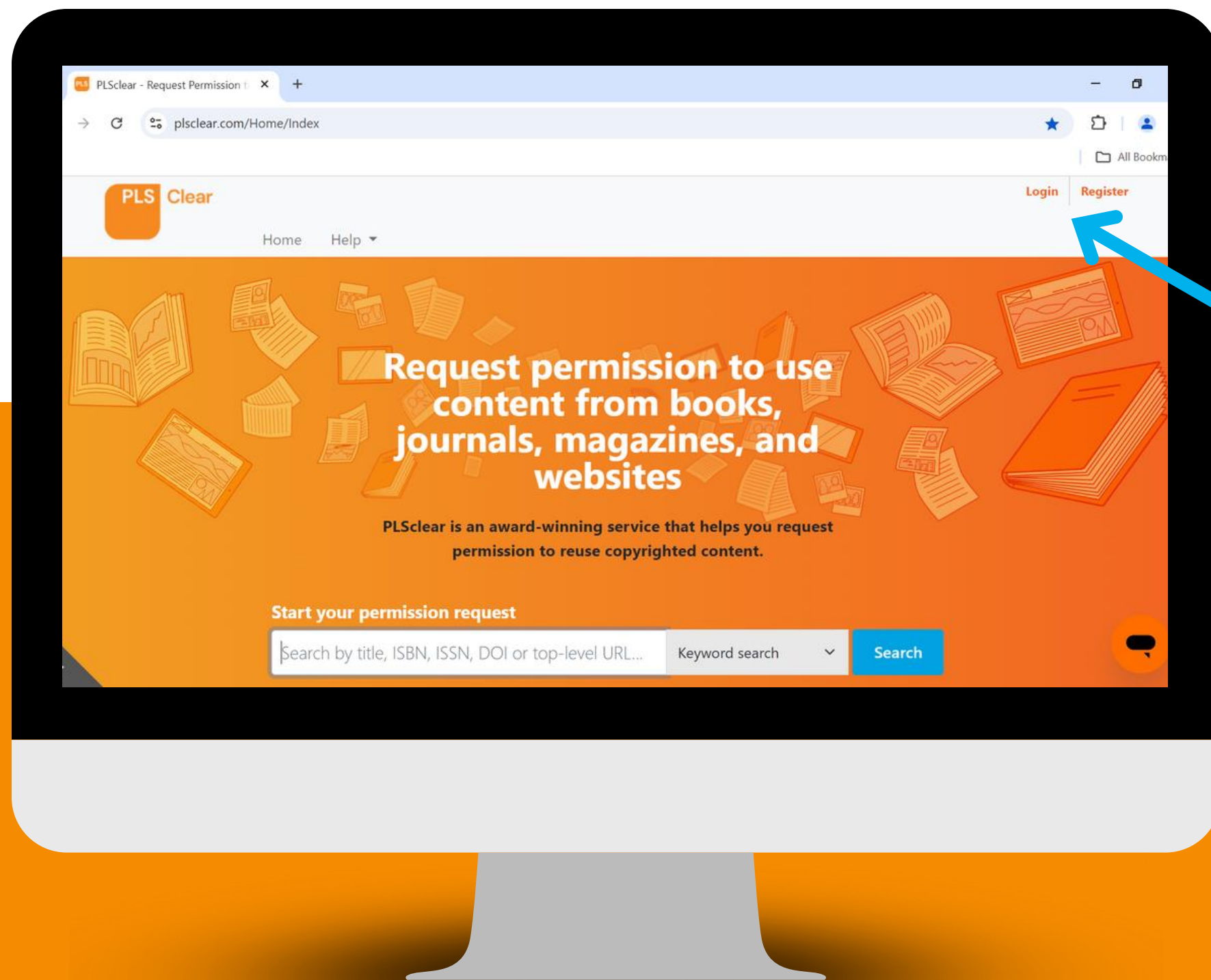
Accessing your PLSclear Account

Start by going to [PLSclear.com](https://plsclear.com) & clicking login.

Your login details are the same username & password that you use to log into your [PLS Collect account](#)

If you need to [reset your password, you can do so here.](#)

NEXT



Directing Requests to PLSclear

Let people know you're opted into PLSclear so they can identify where to submit requests for your content.

Search Widget

The widget embeds the PLSclear search bar directly onto your website so requestors can search for your titles immediately.

The widget uses simple piece of HTML that can be pasted onto any webpage.

A good place to put this this is on a 'contact us' or a dedicated permissions page.

A screenshot of a search widget. It features a search input field with a magnifying glass icon on the left and a dropdown menu labeled "Keyword search" with a downward arrow on the right. To the right of the dropdown is a red button with a white magnifying glass icon.

Quick Links

PLSclear Quick Links direct users straight into the PLSclear request form for a specific title.

Links can be embedded directly onto a book page or online library.

Links can be individual hyperlinks such as: 9781789902983, or you can embed a small button.

A rectangular orange button with the text "Request Permissions" in white.

[Click here for further instructions on setting up the widget or Quick Links](#)

NEXT

Directing Requests to PLSclear

Sample Wording for your Website

Please feel free to use the sample wording below on a Contact Us or Rights & Permissions page. You can also use it in an automated email response.



Requests to reuse our content are now being processed through PLSclear. Please visit www.plsclear.com to complete your permission request.

Should you need assistance, please visit the PLSclear help portal where you will find a checklist & Step by Step Guide to making requests through PLSclear.

The PLSclear helpdesk can be contacted at plsclear@pls.org.uk (Monday–Friday, 9:00–17:00 GMT)



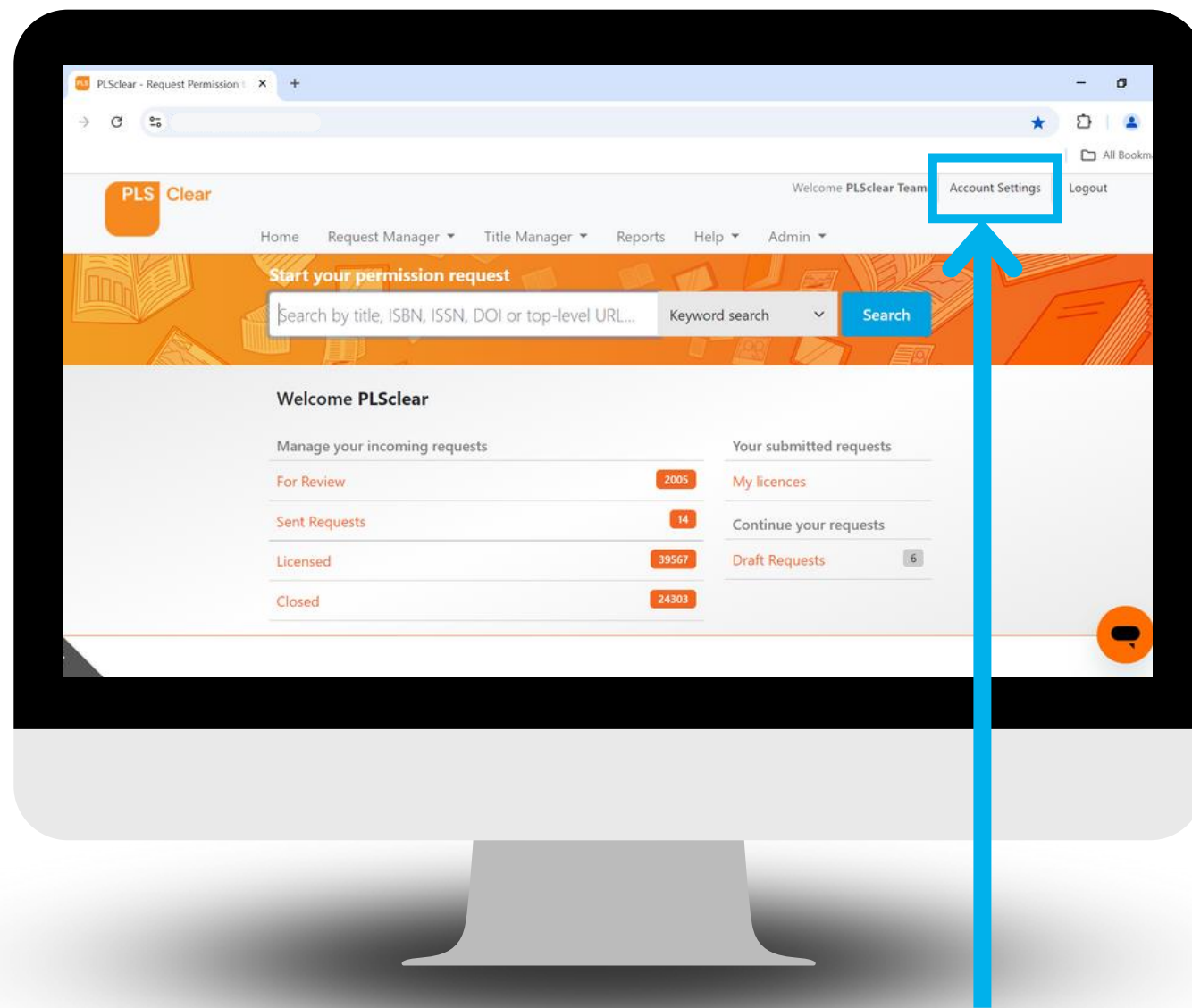
[Click here to copy the above wording.](#)

06.

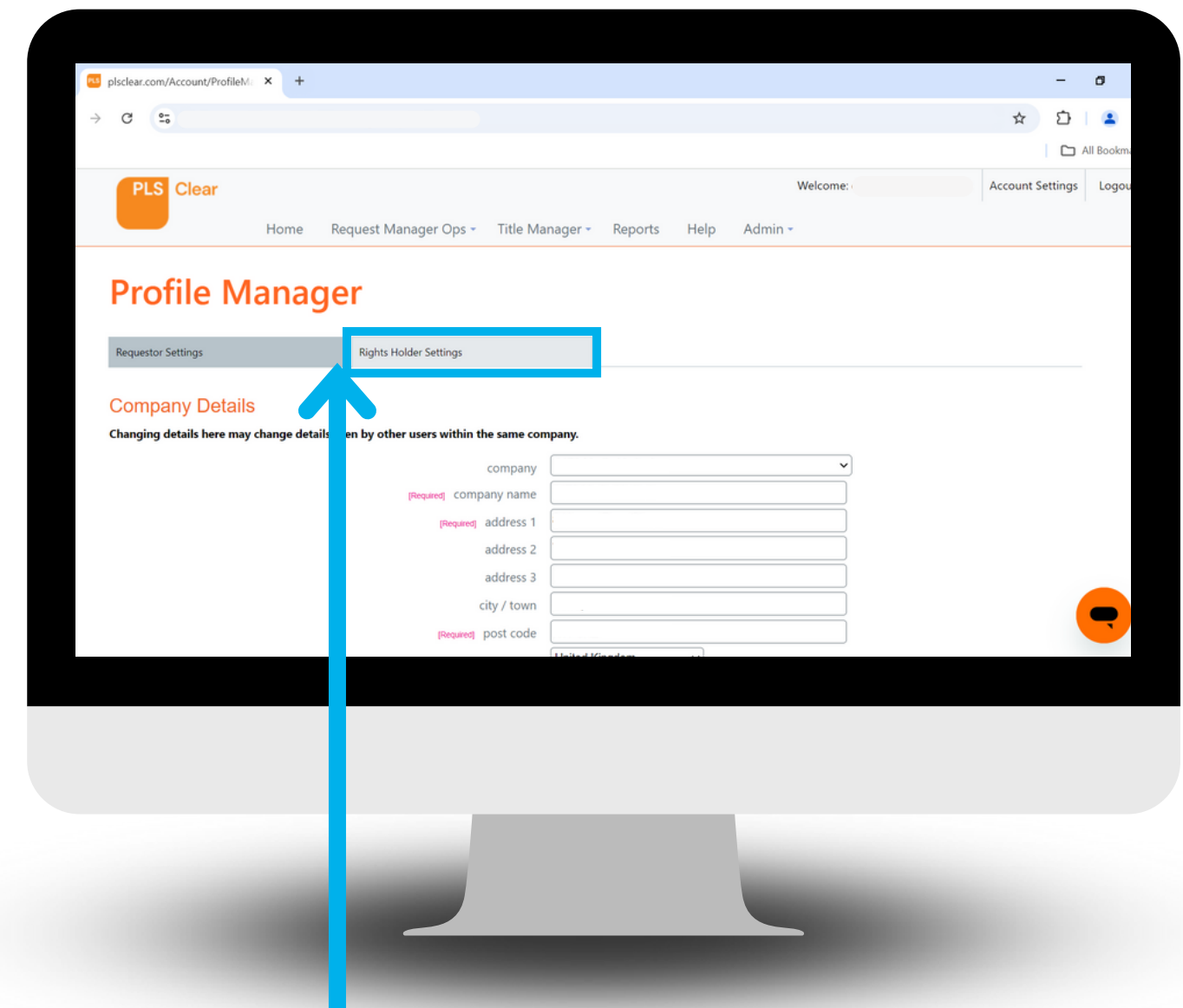


Email Notification Settings

By default, you'll receive email notifications when new requests are submitted to you, however you can amend this in your Account Settings.

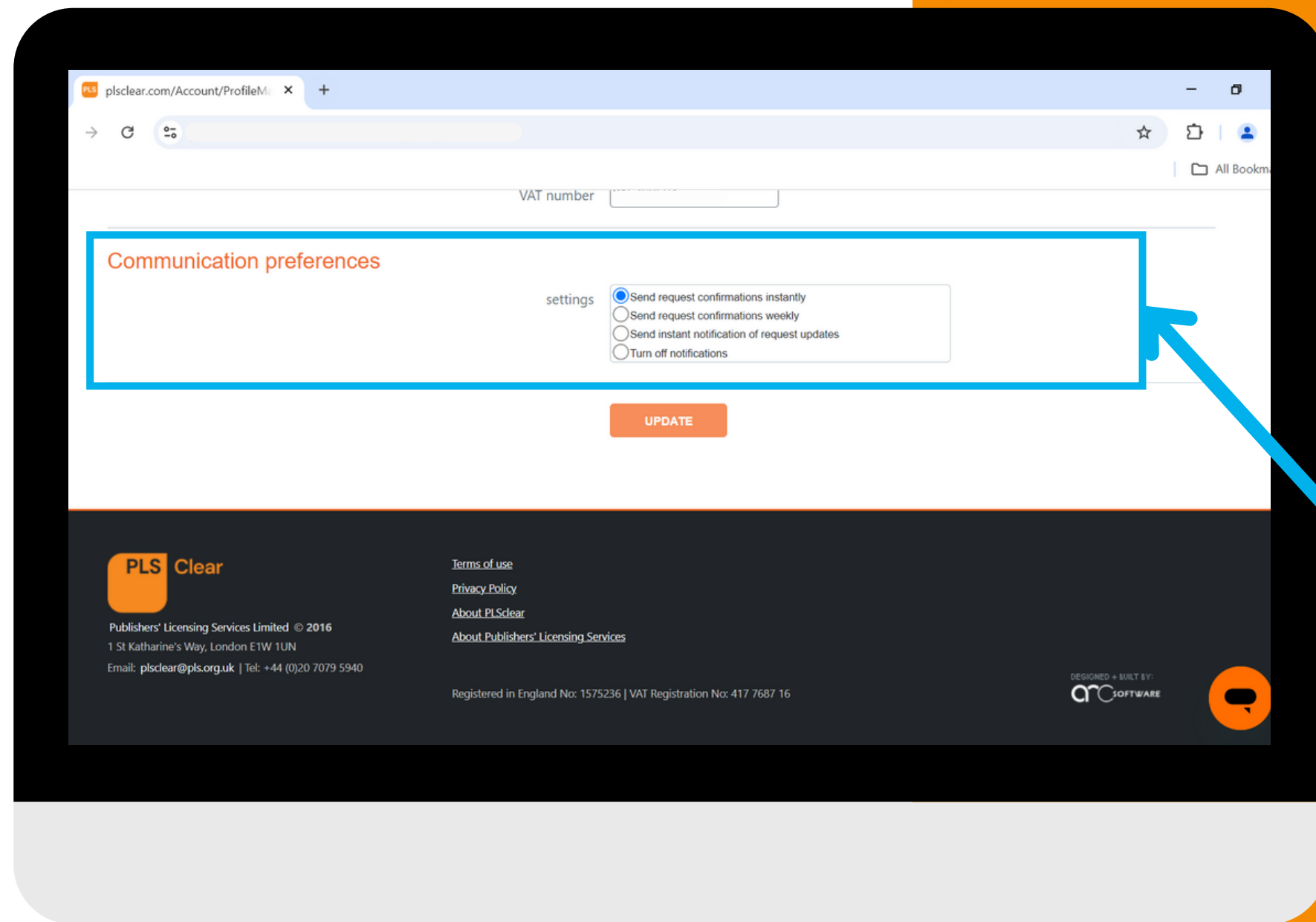


Log into your PLSclear account & click Account Settings



2. Click on the Rightsholder Settings tab

NEXT



3. Scroll down to Permissions Notification Settings, select your preference from the list & click update.

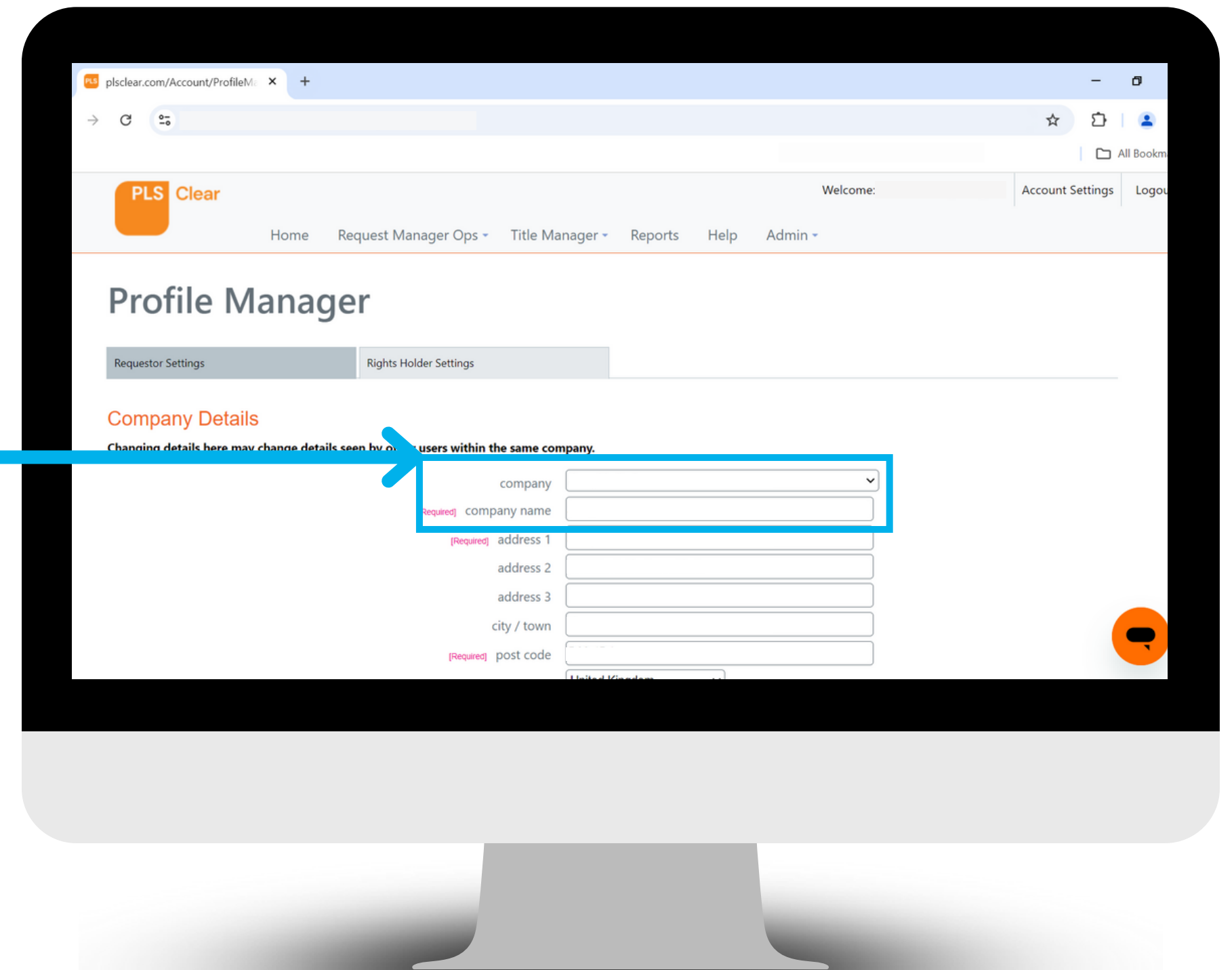
If you want to receive request confirmations & notifications (e.g. if a user leaves a comment), you will need to select the third option.

You can also opt to turn email notifications off.

08.

Top Tip!

If you are using PLSclear across multiple PLS accounts, you will need to update email settings for each account by using the dropdown menu at the top of the rights holder tab.



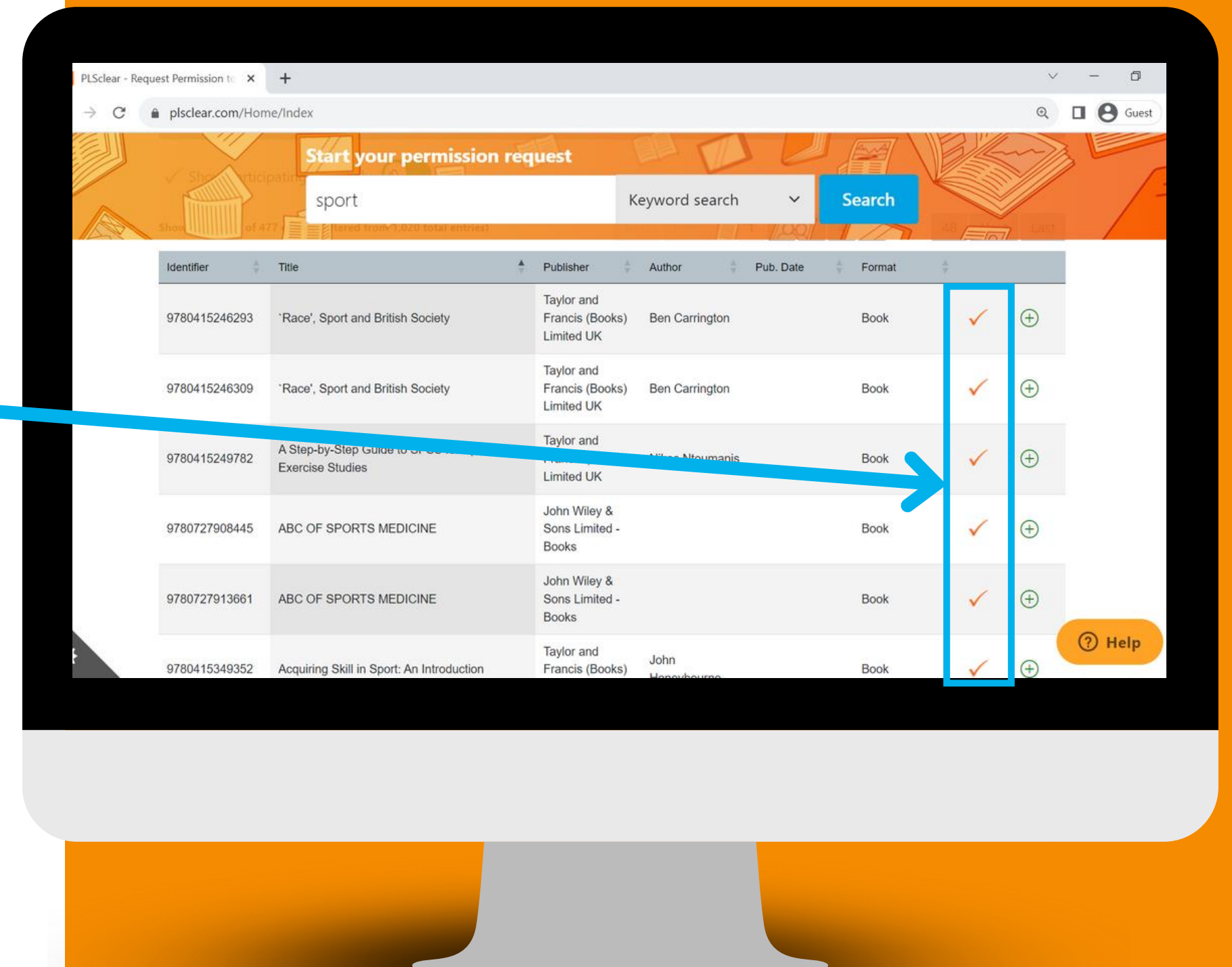
NEXT

09.

Updating your Title List

It's important to keep your title list up to date, so your titles are available to request & are prioritised on PLSclear's search results page.

If you **do not** receive Collective Licensing revenue from PLS, email a [spreadsheet of your titles](#) & their ISBNs our [PLS Account Services team](#), who will update your title list.



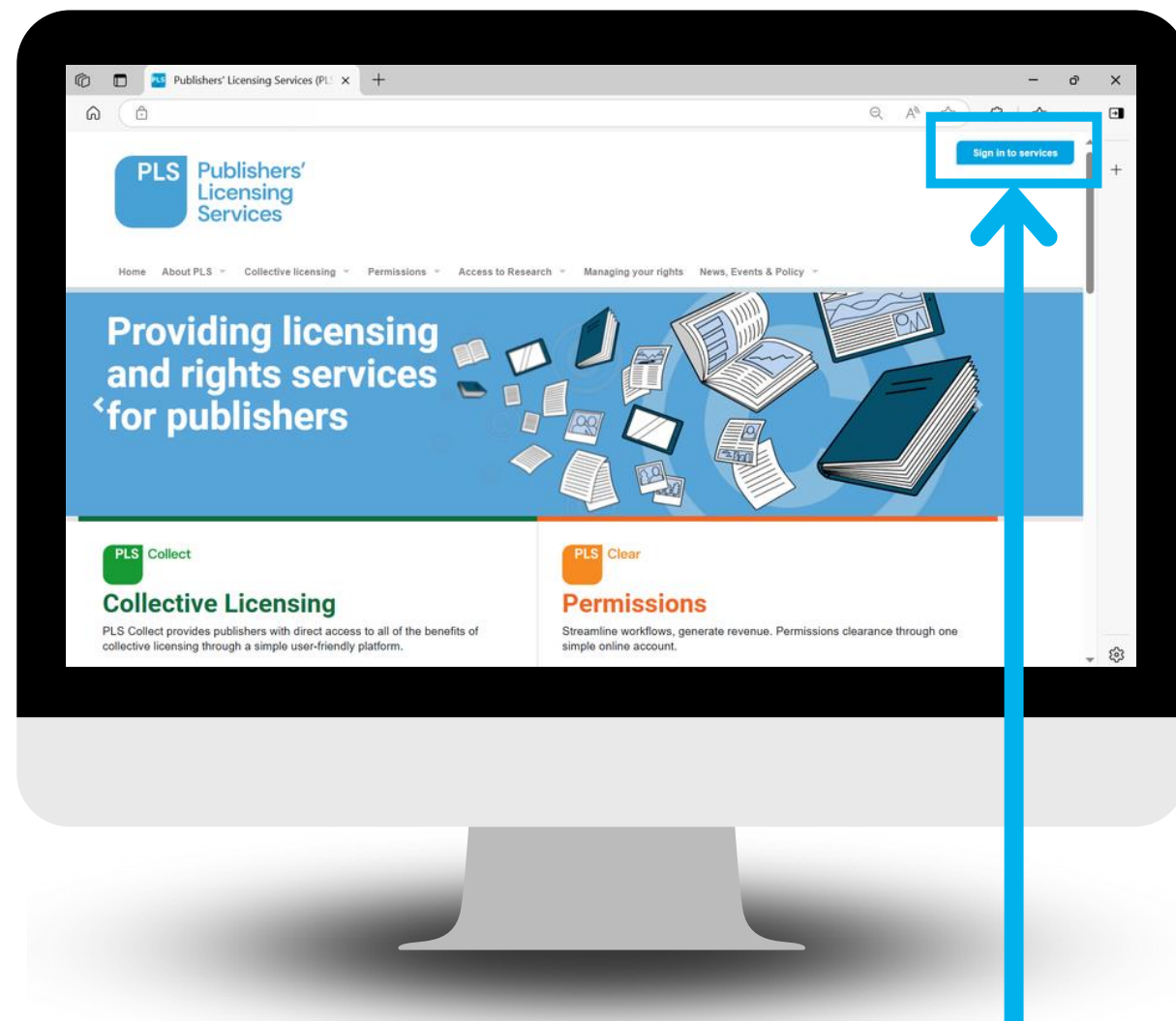
NEXT

10.

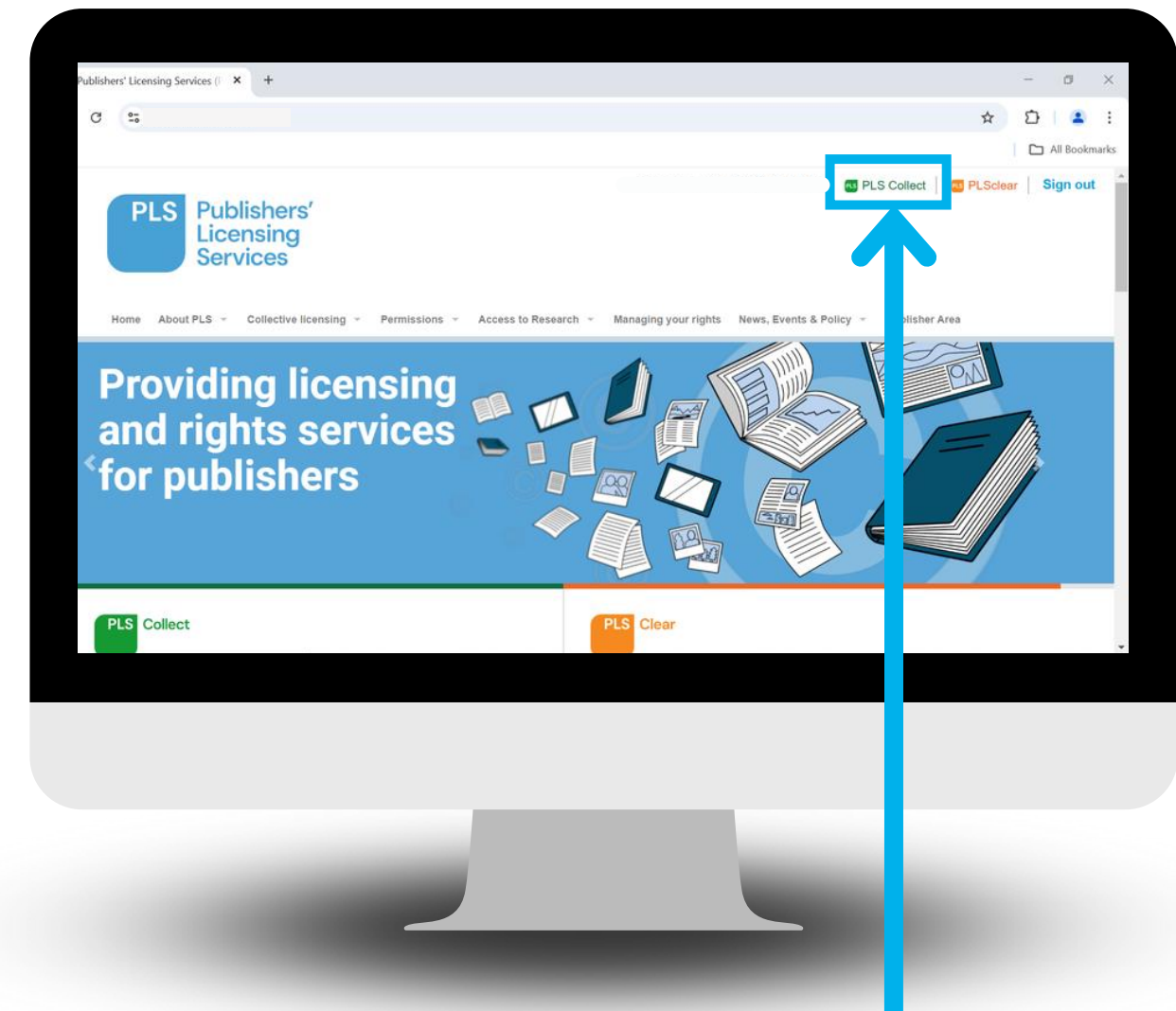


Updating Your Title List in your PLS Collect Account

If you're signed up with PLS for Collective Licensing, you can update your title list in your PLS Collect account.



Log into your account at [PLS.org.uk](https://www.pls.org.uk)



Go to your PLS Collect account

NEXT

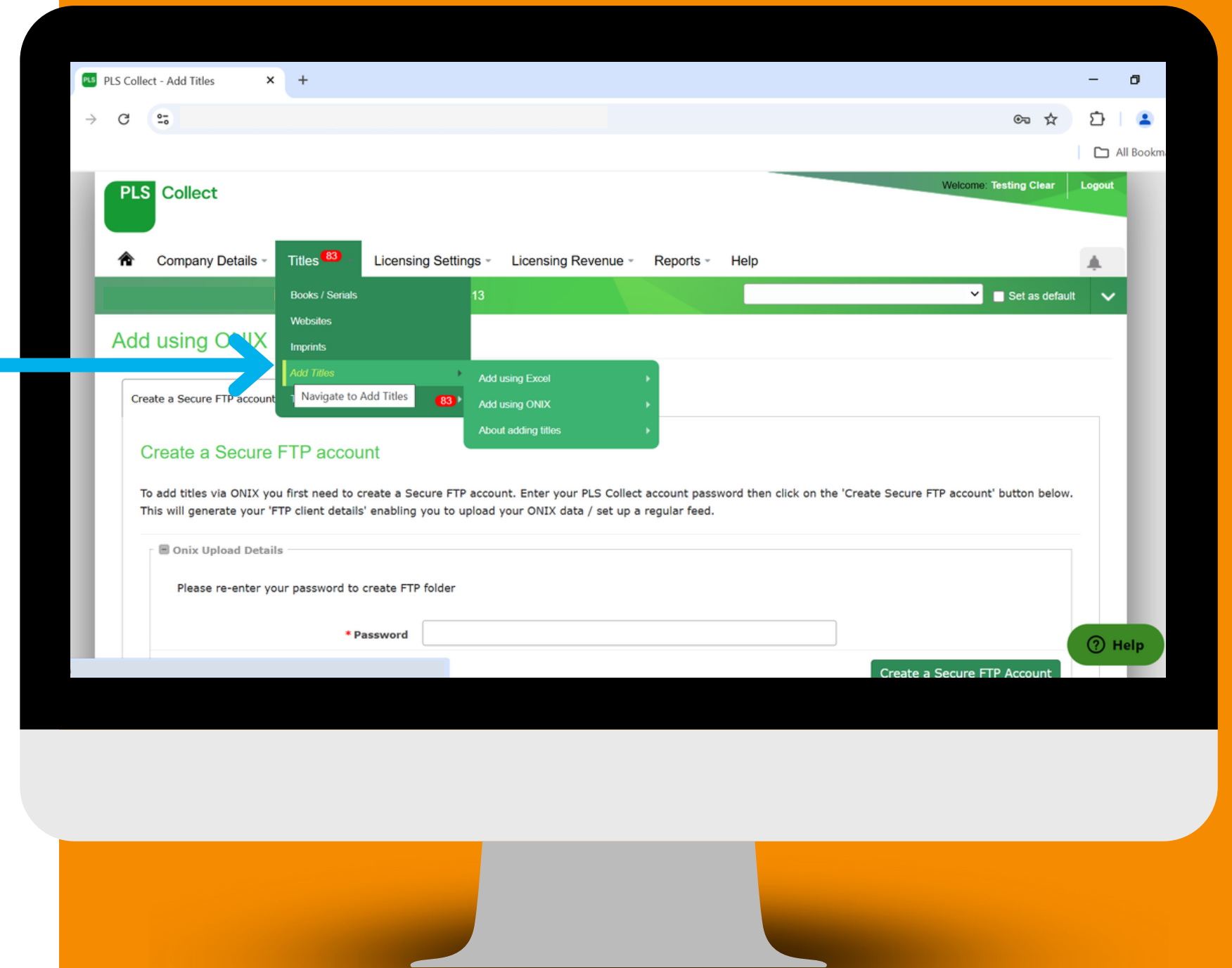
11.

Navigate to 'Titles' & then 'Add Titles'.

From here you can download our Excel template to upload your titles, or set up an ONIX feed to automatically update your title list with us regularly.

There are full instructions for how to upload your titles available within your PLS Collect account.

 [Click here to be directed to the Excel template](#)



NEXT

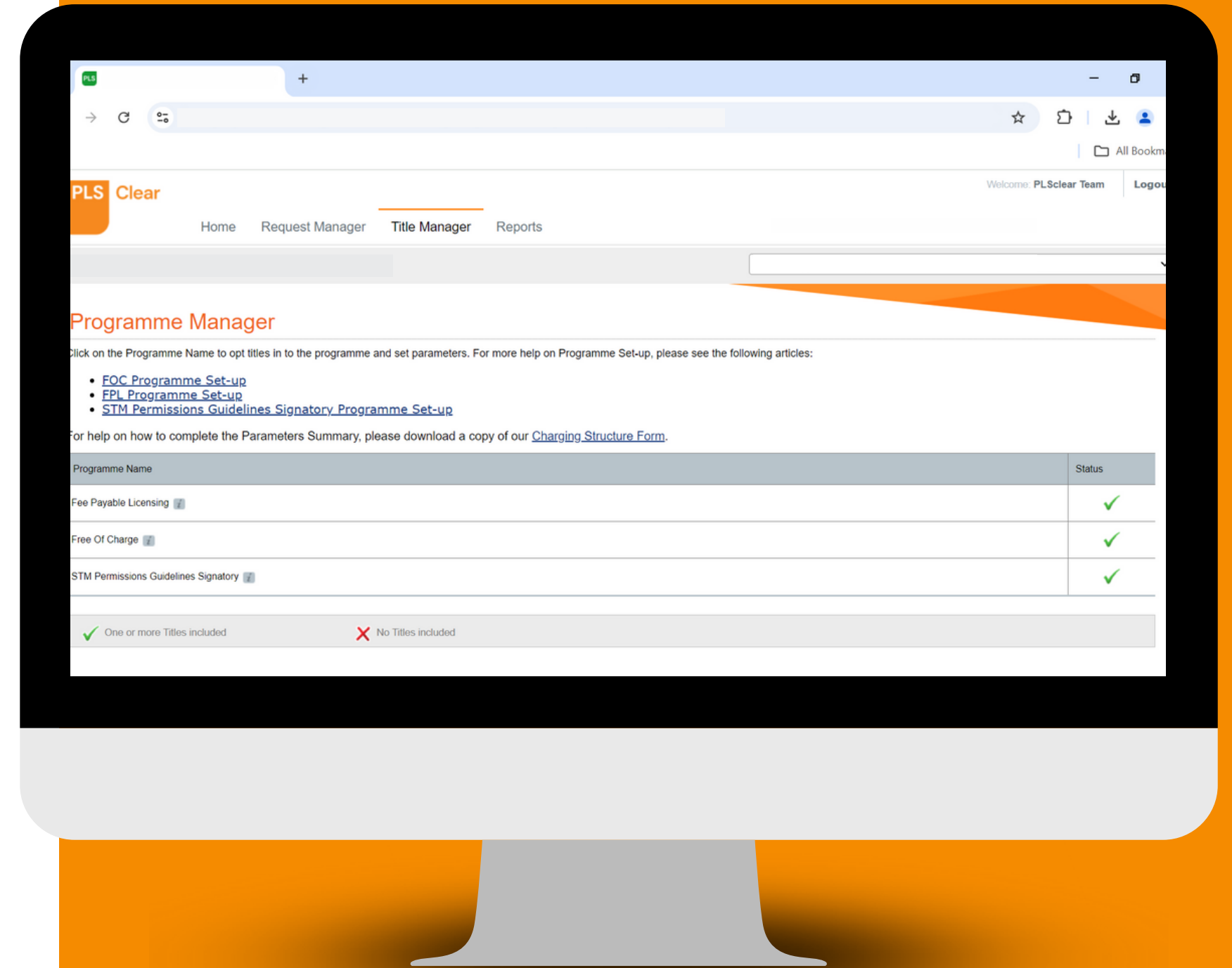
12.

Setting Up Pricing

You can add pricing into the PLSclear Fee Payable Licensing Programme, whether you want to automate your licensing or review requests before issuing a response.

This means you will always have a calculated price based on the content requested which helps standardise responses to requests.

! [PLS cannot advise how much you should charge but click here to view our pricing grids which can help provide a basic structure.](#)




NEXT

Top Tips!

Permissions & Collective Licensing

Don't forget that PLSclear is designed to handle requests for reuse of your content over & above what is covered by your **collective licensing** agreement with PLS.

 If you get requests to photocopy, scan or publish articles on corporate websites, it may be covered by your **CLA or NLA** licence. We advise checking this before issuing a quote.

Recommend PLSclear to your Editorial Team & Authors

PLSclear is a fantastic (& free!) resource for your authors & editorial team to use when clearing permissions for upcoming publications.

They simply need to create their own account at PLSclear.com using their **individual** email address. From there they can start making requests immediately!

 [Click here to see our PLSclear for Editors guidance.](#)

PLSclear Setup Checklist

If you have followed the steps outlined in this guide, you're now set up to benefit from all that PLSclear has to offer.



Set up your preferred redirect to PLSclear



Choose your preferred email notification settings



Update your title list in your PLS Collect account



Set up your pricing & licensing settings

NEXT

Contact Details & Further Help



Publisher Help Page

When logged into your PLSclear account, the [publisher help page](#) is located in the menu bar at the top of the page.



Requestor Queries

Our [Requestor Help Section](#) has answers to our most frequently asked questions. They can also contact the help desk: plsclear@pls.org.uk

T: 020 7079 5940

Monday-Friday 09:00-17:00



PLSclear Queries

permissions@pls.org.uk

T: 020 7079 5940

Monday-Friday, 09:00-17:00