



your licensing solution



### MyiCLC REGISTRATION FORM

MyiCLC is CLC's **free** design management, online reporting, license request and resource, and information system. **All NCAA, Bowl, Conference, and Champions licensees and potential licensees are required to submit applications and designs through MyiCLC.** In addition, CLC strongly encourages licensees to report royalties through the online system. Please review the additional benefits of using MyiCLC below.

#### DESIGN SUBMISSIONS

- Automated e-mail updates following institution approval
- If CLC staff or Institutions have questions regarding designs, they can be asked and answered within the system
- Responses to designs are archived
- Save time & money on printing, mail, & filing

#### LICENSE MANAGEMENT

- Submit applications for NCAA, Conferences, Bowls, and Champions
- Track the status of the application
- Receive email notices regarding pending contracts and addenda

#### ONLINE ROYALTY REPORTING

- Enter sales by institution and product category and system determines total royalties due
- Upload royalty sales information if you can export from your own accounting software in a specified format.
- Report summaries can be sorted and viewed by institution or product category and are archived online
- Save time & money on completing royalty forms, calculating royalties due, mail, & filing
- Eliminate errors related to the use of incorrect royalty rates and prepaid advance fees

**To register, please complete the information requested below and return this form to the attention of Olin Arnold via facsimile (770-955-4491) or via email ([oarnold@clc.com](mailto:oarnold@clc.com)). Once received and your account activated, CLC will forward a confirmation email and information on the MyiCLC User's Guide.**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

E-Mail Address for Artwork Approval Contact: \_\_\_\_\_

Preferred Password (can be six numbers or characters but no special symbols): \_\_\_\_\_ (case-sensitive)

**Before CLC will send your Username and Password for MyiCLC, you must have completed the following technical requirements. Please check off each item:**

I have downloaded Internet Explorer 8.0 and understand this browser is required to use the MyiCLC system. \_\_\_\_\_

I currently use a design software that gives me the ability to save PDF or SWF files directly from the software program or I understand I may have to purchase the latest version of Adobe Illustrator in order to save PDF or SWF files accurately from digital files we create. \_\_\_\_\_

I have downloaded the latest version of Adobe Acrobat Reader and understand I must use this free software in order to view each institution's digital artwork file in MyiCLC. \_\_\_\_\_

I have downloaded the latest version of Adobe Flash and understand I must use this free software in order to view each institution's digital artwork file in MyiCLC. \_\_\_\_\_

The resolution of my monitor is set at minimum resolution of 1024 x 768 pixels. \_\_\_\_\_

*Internal use only:*

LMS Account #: \_\_\_\_\_ MyiCLC Email entered: \_\_\_\_\_ Products entered: \_\_\_\_\_ Password Activated: \_\_\_\_\_