



Are you screening films in your venue?

Your Public Video Screening Licence (PVSL) has now expired. Please renew your licence immediately.

You can renew your PVSL online. This guide illustrates the simple steps to ensuring your venue is screening films legally.



1. Visit www.filmbank.co.uk, selecting the '**LOGIN**' option in the menu. A pop-up window will appear requesting a Username and Password to login to your account:
 - **USERNAME:** This is the email address attached to your account
 - **PASSWORD:** If this is first time you have used the Filmbankmedia online system or you have mislaid your password, please select '**FORGOT PASSWORD**' and temporary access will be provided to the email address registered to your account.
2. Once you have accessed your account, please select '**VIEW/RENEW LICENCE**' option under PVSL.



3. You should now be able to view your PVSL Account History. If you have licences for multiple venues these should all appear here. Click on the licence you wish to renew and select '**RENEW**'.
4. You will now be required to confirm details related to your licensed premises, including:
 - **ORGANISATION TYPE**
 - **FOOTFALL/GROUP SIZE:** this is your estimated average weekly footfall in your premises or the size of the group within your licensed venue.
 - **LICENCE YEAR:** the year (1st May–30th April) in which you wish the licence to cover your venue.
 - **PURPOSE OF SCREENINGS:** how you plan to use film during the licence year in your venue.

Once complete, select '**NEXT**'. The following screen will provide you with an overview of the information you have provided for your new licence. Once you are happy that the information is correct, please select '**FINISH**'.

- You will now be presented with online payment options. Please select with **DEBIT CARD** or **CREDIT CARD** and click the 'NEXT' option.
- This will bring you to a secure payment page managed on behalf of Filmbankmedia by **NETBANX**. Please note the address required during payment is the address the card is registered to.

After completing your payment, Filmbankmedia's Accounts Team will process your PVSL application. Upon completion you should receive your PVS Licence Certification and a VAT Receipt.

Online Booking with Filmbank: **filmbankmedia**

Payment Options

Please select how you would like to pay for your invoice. Default payment method for orders on Filmbankmedia is by card.

License	£53.33	Invoice Date	13/04/2015
VAT	£16.67	Account Ref.	EVEADLOW
Total Amount	£112.06		

Payment Options:
 Pay Now Online
 Debit Card
 Credit Card

Please tell us whether you would like to pay by Debit or Credit Card. Payment by either will not incur any additional cost.

PLEASE NOTE: If you are using your personal credit/debit card, ensure the Postcode is that of the billing address of the card you are using to pay the invoice to ensure that payment is accepted.

Please select "Next" below to go to the Netbanx secure payment system where your card details will be taken.

Total Amount to Pay: **£112.00** Thank You

5.

Online Booking with Filmbank: **filmbankmedia**

You are about to make a payment of **£112.00** to **Filmbank**

Please fill in the payment form below

[▶ Paying credit or debit card](#)

We accept:

- About the Cardholder**
 Name:
 Email Address:
 House Name or Number:
 Postcode / ZIP code:
- About the Card**
 Card Number:
 Security Number:
 Issue Number (if present):
 Start Date (if present): MM • YY
 Expiry Date: MM • YY
- Confirm**
 You are about to pay **£112.00** from your credit or debit card.

Your payment is protected by:

[Back to Merchant](#) | © 1998-2015 Optimal Payments Plc. All rights reserved. | [NETBANX Privacy Policy](#)

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For more information, please contact us on tel **+44 (0) 20 7984 5921**, email **pvsl@filmbank.co.uk** or visit **www.filmbank.co.uk/pvsl**

Please note: Film Rights under the PVSL vary dependent on market sector and may change from time to time. Please review the Filmbankmedia website for more information.

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