

# THE SIMPLE WAY TO RENEW YOUR LICENCE

## RENEW YOUR PVSL ONLINE

You can renew your PVSL online via the Filmbankmedia website. This guide illustrates the six simple steps you can follow to ensure your venue is screening films legally.

1 Visit **www.filmbankmedia.com**, selecting '**MY ACCOUNT**' in the menu.

A window will appear requesting a Username and Password to log in to your account.

- **USERNAME:** The email address attached to your account.
- **PASSWORD:** If this is the 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 the '**VIEW/RENEW LICENCE**' option under the PVSL section.

Your Current Public Video Screening Licence

LPSD	LPED	Grp Size/Footfall	Status	Amount	Licensee
01-05-2015	30-04-2016	0-249	EXPIRED	£93.33	Waterford Court (WATA4BIR)
01-05-2016	30-04-2017	0-249	EXPIRED	£102.50	Waterford Court (WATA4BIR)
01-05-2017	30-04-2018	0-249	PAID	£102.50	Waterford Court (WATA4BIR)

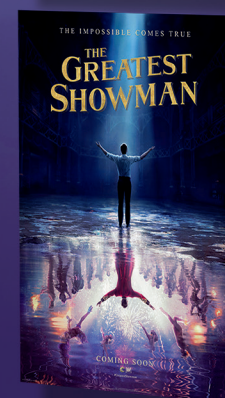
Showing 1 to 3 of 3

A Licence is valid and active only when its Status = PAID

Need Help? Contact us

Renew Cancel

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**'.





**PVSL Licence - New Licence Application**

Organization / Venue: **Waterford Court (WATA4BIR)**

Organization Type: **Nursing Homes**

Contract Type: **PVSL**

Group Size: **0-249**

Purpose of screenings: **Residents and staff**

Year: **2018-2019**

Special rate for online payments:

Amount	£102.50
VAT	£20.50
Gross Amount	£123.00
Licence Period selected	01-05-2018 30-04-2019

I hereby confirm that the Group Size/Weekly Footfall entered above is true and accurate for the organization and the premises being licensed.

Please Note - To pay online by credit or debit card please have your card ready BEFORE ordering. It will not be possible to pay by card after the order process is completed (but you may pay afterwards by BACS or cheque).

Need Help? Contact us

**Next** **Cancel**

© MACCS International Ltd. 2011-2016. IMACCS version: 6.84.041.005.021.000-002

4 To renew your licence, please confirm the details of the licensed premises, including:

- **ORGANISATION TYPE**
- **FOOTFALL/GROUP SIZE:** estimated average weekly footfall or 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**'. You will find an overview of the information you have provided for your new licence. Please ensure the information is correct and select '**FINISH**'.

**Payment Options**

Please business how you wish to pay your invoice. Before paying please be aware of Filmbankmedia's Refunds Policy.

Licence	£102.50	Invoice Date	22/03/2018
VAT	£20.50	Account Ref.	WATA4BIR
<b>Total Amount</b>	<b>£123.00</b>	<b>Print</b>	

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: **£123.00** Thank You

**Next** **Cancel**

© MACCS International Ltd. 2011-2016. IMACCS version: 6.84.041.005.021.000-002

5 You will now be presented with online payment options.

Please select your preferred payment method between **DEBIT CARD** or **CREDIT CARD**. Once you have decided, please select the '**NEXT**' option.

You are about to make a payment of **£123.00** to **Filmbank**

Please fill in the payment form below

► Pay using credit or debit card

We accept:

**1 About the Cardholder**

Name:

Email Address:

House Name or Number:

Postcode / ZIP code:

**2 About the Card**

Card Number:

Security Number:

Issue Number (if present):

Start Date (if present): MM YY

Expiry Date: MM YY

**3 Confirm**

You are about to pay **£123.00** from your credit or debit card.

**Pay Now**

Your payment is protected by **Verified by VISA**

[Back to Merchant](#) © 1996-2016 Paysafe Plc. All rights reserved. | [PaySafe Privacy Policy](#)

6 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.

## NEED MORE HELP?

Our team are happy to help!

Call: +44 (0) 20 7984 5921, email: [pvsl@filmbankmedia.com](mailto:pvsl@filmbankmedia.com) or visit: [www.filmbankmedia.com/pvsl](http://www.filmbankmedia.com/pvsl)

Please note that film rights under the Public Video Screening Licence vary dependent on market sector and may change from time to time. Please visit [www.filmbankmedia.com](http://www.filmbankmedia.com) for more information.

**filmbankmedia**  
DIGITAL | ENTERTAINMENT | TECHNOLOGY

