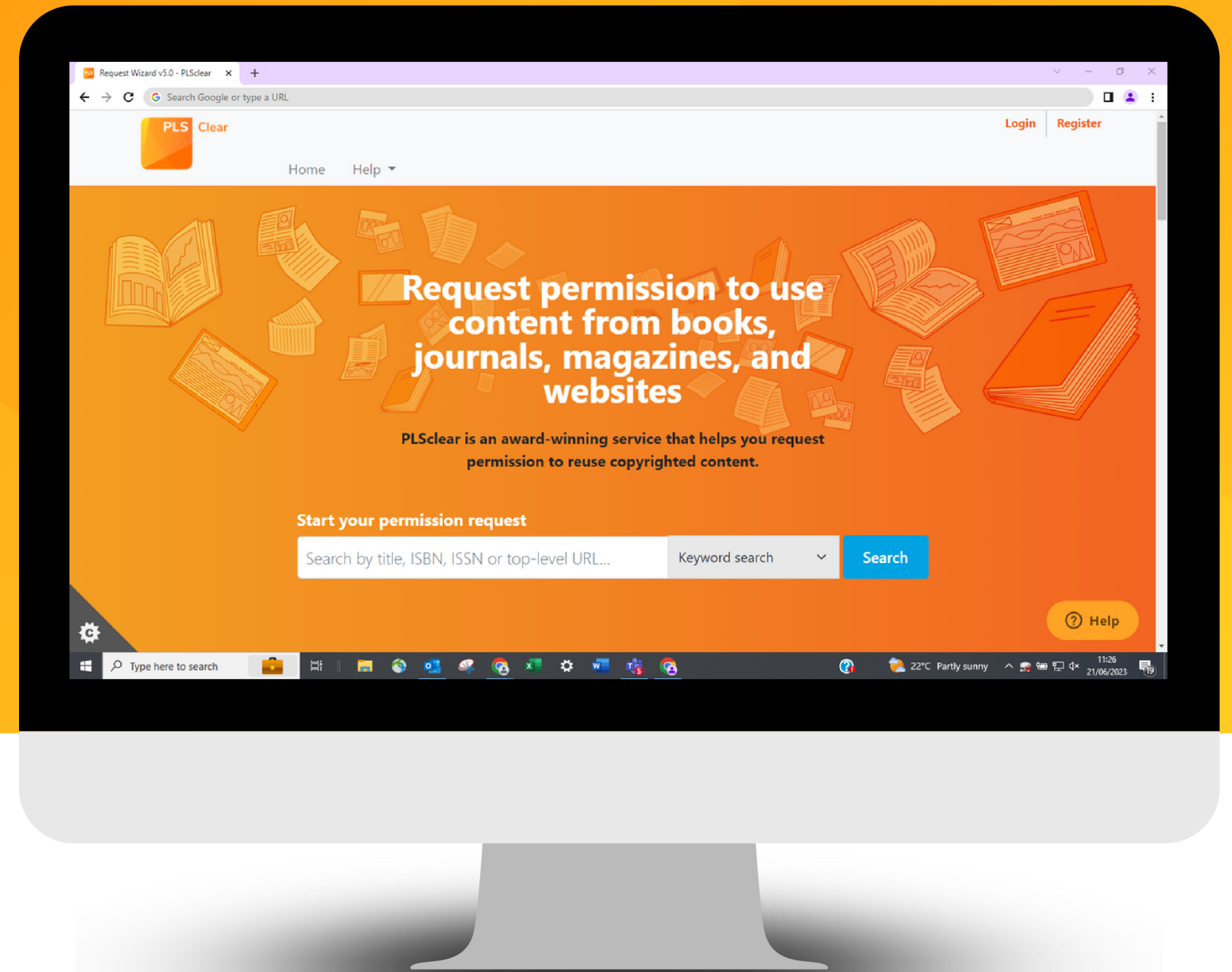


Submitting Permissions Requests Using



Clear



www.plsclear.com

STEP 1

Searching for a Title

You can search by title, ISBN or ISSN, website address or keyword.

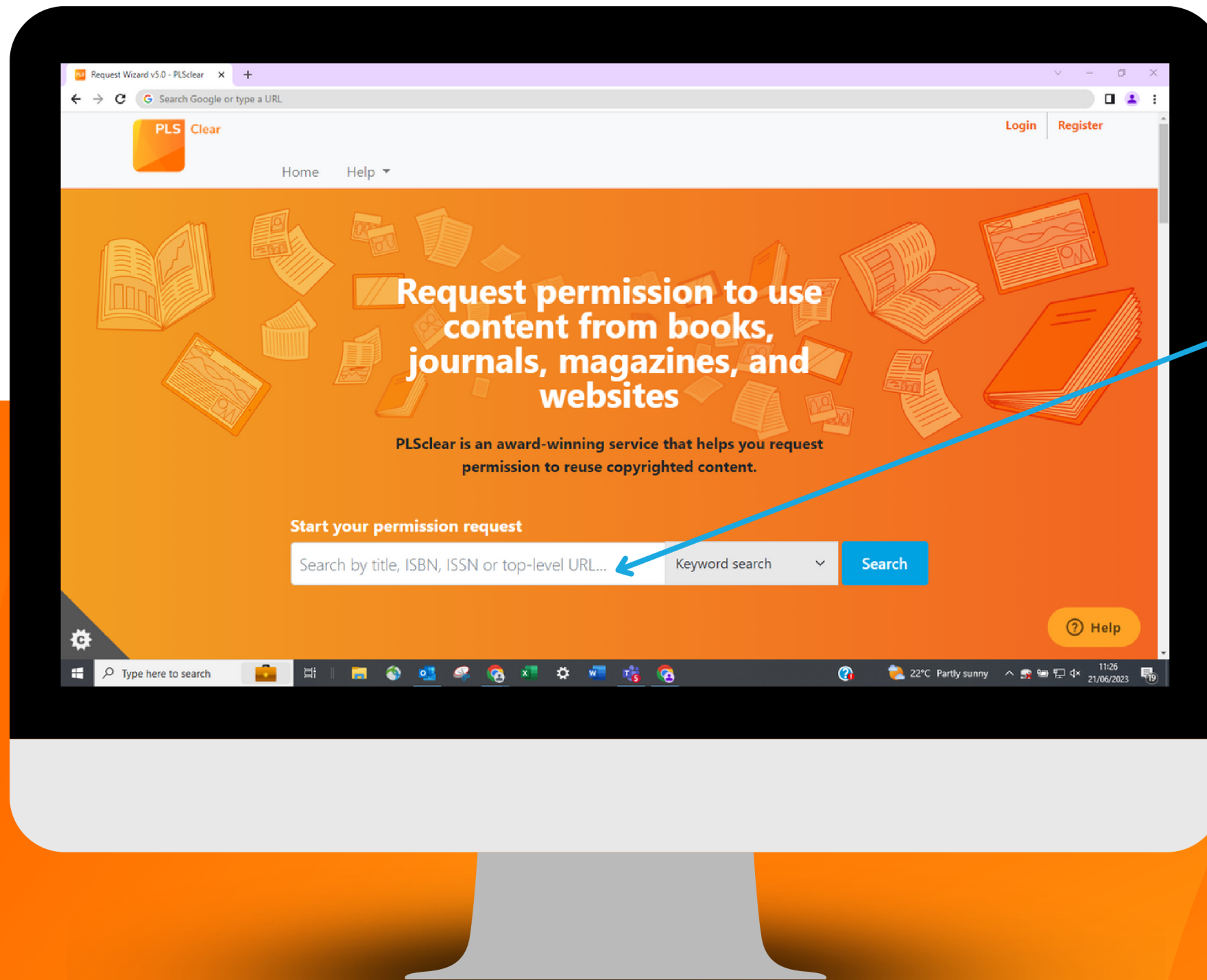
Search Tips!

If you want to use a **journal article**, search for the title or ISSN of the journal.

If you are using a **poem**, search for the title or ISBN of the book the poem is in.

If you want to use a **book chapter**, search for the title or ISBN of the book the chapter is in.

If you are using content from a **website**, search for the top-level domain, without any hyphens or spaces.



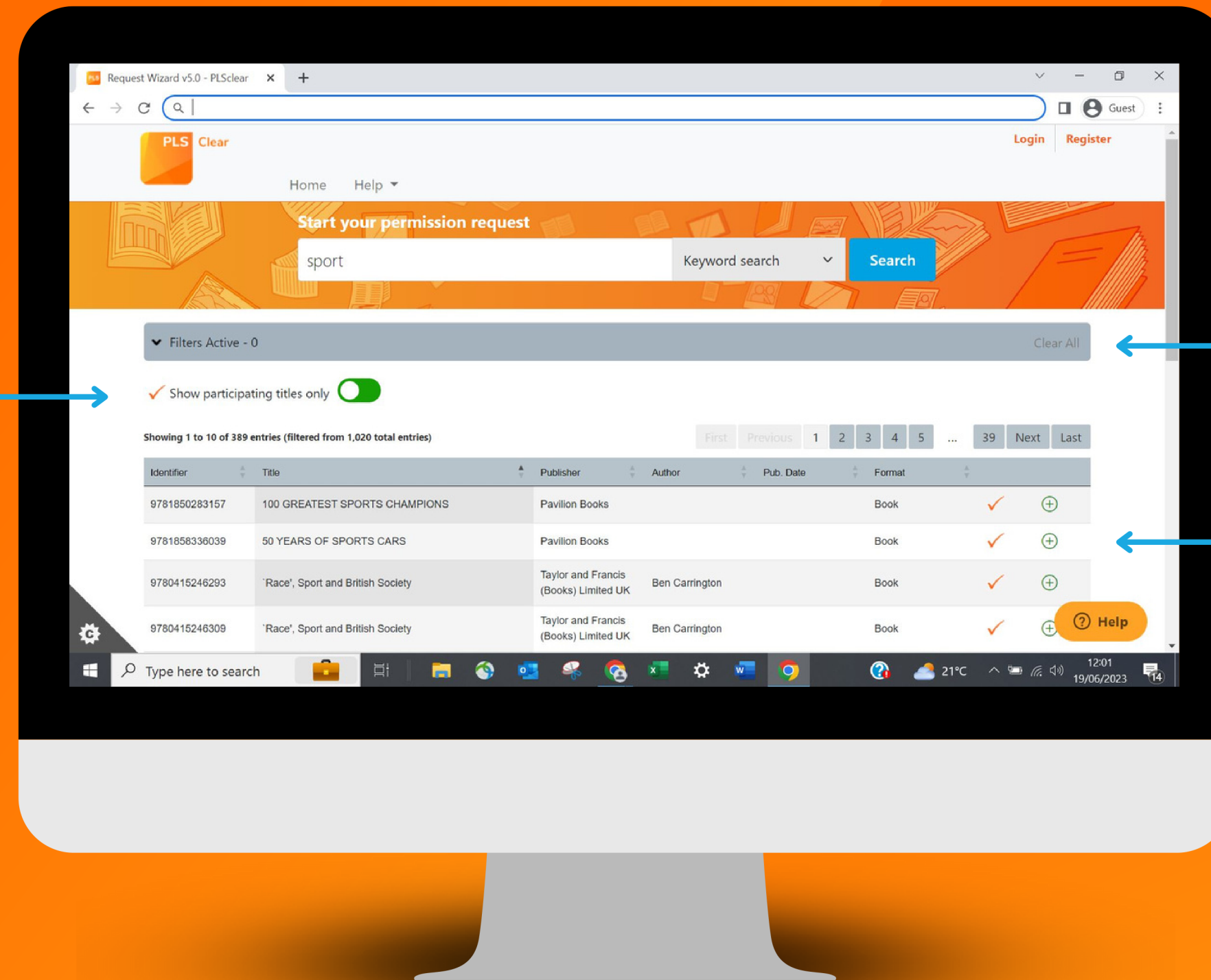
Refining Search Results

Titles by PLSclear participating publishers are returned first. This is indicated by the toggle at the top of the search results being 'on'  and an orange tick next to the title 

Participating Publishers

If your search does not return the result you want, turning the toggle 'off' will show all titles related to your search, including those not opted into PLSclear.


You can still make a request for these titles, but your request may take longer to process.



Filtering Results

You can filter results by: publisher, date, author and or format.

Choosing a Title

Select the title that you want by clicking the plus sign .

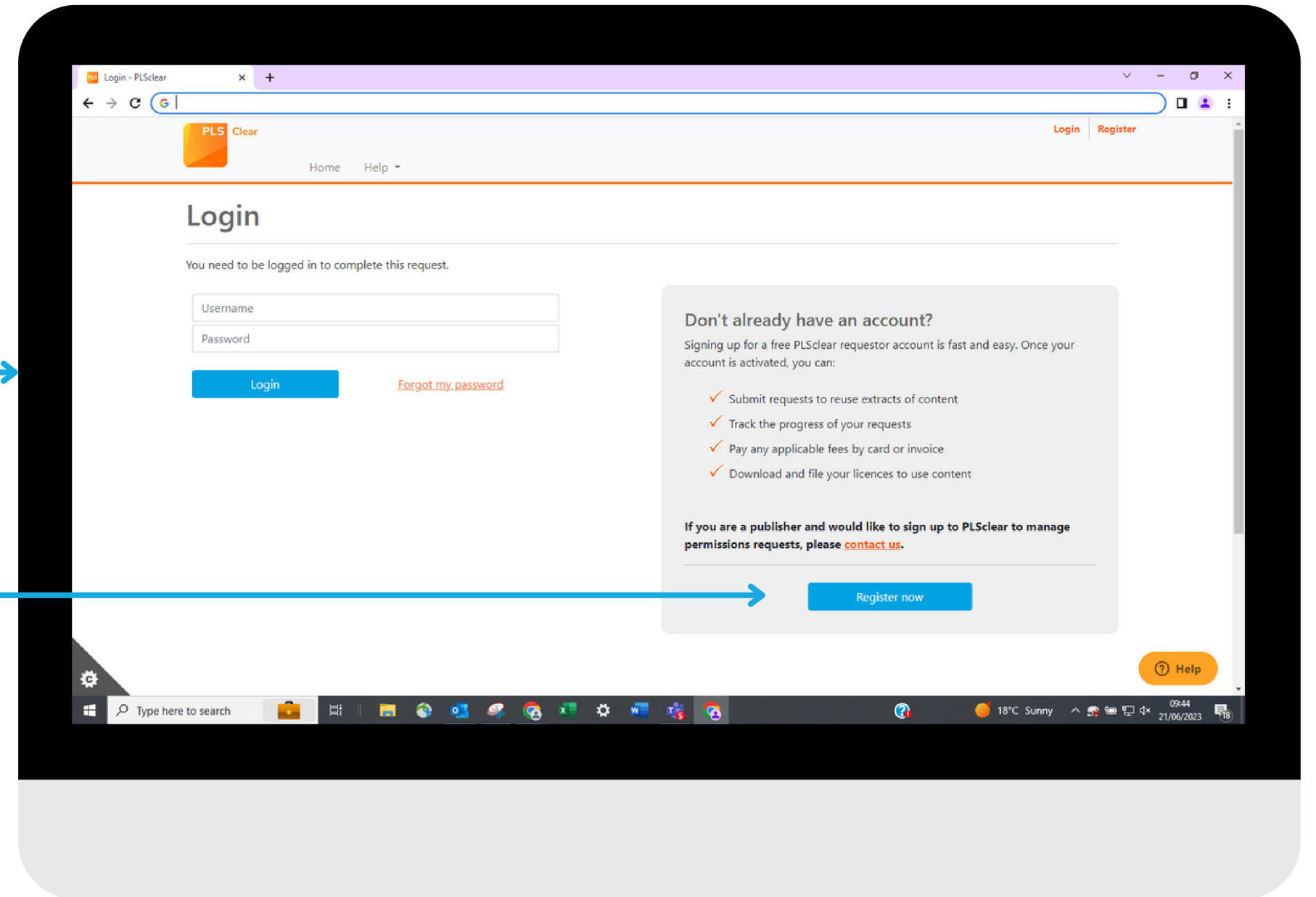
STEP 3

Login or Register

To submit a request, you will need to login to your PLSclear account or register for a new account.

Clicking 'Register Now' will redirect you to a Account Registration page; follow the instructions on this page.

If you have just created a PLSclear account, you will receive an email asking you to confirm your email address. If you do not confirm your email address, your request will not be submitted to the publisher.



Select Your Content

Choose your content type from the dropdown menu and then click the 'Add' button.

Save As Draft

Not got time to complete the form? Or need to get more details from your publisher? No problem! You can save your progress at any point by clicking 'Save As Draft'.

Request Wizard v5.0 - PLSclear

Welcome PLS Permissions Account Settings Logout

Home Request Manager Title Manager Reports Help

Content Details Usage Details Summary Personal Details

< Search for new title / 100 GREATEST SPORTS CHAMPIONS

What type of content do you want to license from this title?

Fields marked with an asterisk * are required.

Choose what kind of content you are using and click 'Add'

I want to use... Add

Save As Draft Next

Help

Need More Help?

Click on the information bubble and additional guidance will be provided.

What Content Are You Using?

You can choose from text extracts, poems, images, tables, printed music or chapters.

Request Wizard v5.0 - PLSclear

Search Google or type a URL

* Number of words

* Page numbers

* Number of pages

Identifier / First few words

Are you reusing the full article or chapter? Yes No

Author of original work

Are you the author of the content that you are requesting to reuse? Yes No

Additional Information

Will you be changing or editing the text?

Choose what kind of content you are using and click 'Add'

I want to use... Add

Save As Draft Next Help

STEP 5

Content Details

Complete the pre-set questions, providing specifics about the content you want to use.

Need to add more content?

For example, if you want to use two text extracts, select 'text' from the dropdown menu, click 'add' and repeat for the second extract.

You can select 25 of each content category under one request. If you need to request more than 25 extracts, you will need to submit more than one request.

Usage Details

Tell us how you will be using the content from the options available in the dropdown menus.

Select your reuse

If you are unable to find the format you need, please select one that is the closest match.

You will be able to provide additional information describing your project later in the form.

The screenshot shows a web browser window displaying the 'Usage Details' form. The browser title is 'Request Wizard v5.0 - PLSclear'. The page has a navigation bar with 'Home', 'Request Manager', 'Title Manager', 'Reports', and 'Help'. The main content area has tabs for 'Content Details', 'Usage Details', 'Summary', and 'Personal Details'. Below the tabs, there is a search bar with the text '< Search for new title / 100 GREATEST SPORTS CHAMPIONS'. A dropdown menu is open, showing the prompt 'Please describe where and how you will be USING this content?'. Below this, there is a section titled 'Purpose and Sector' with two dropdown menus: 'Purpose of use' and 'Sector', both with 'Choose' selected. A blue arrow points to the information icon on the right of the 'Purpose of use' dropdown. Below this section, there is a text input field with the prompt 'Tell us where you will be using the content' and the text 'I will be using it in a...'. A blue arrow points to this input field. At the bottom of the form, there are buttons for 'Previous', 'Save As Draft', and 'Next'. A 'Help' button is located in the bottom right corner of the form area. The Windows taskbar is visible at the bottom of the screen, showing the search bar, taskbar icons, and system tray with the date 'Tuesday 20/06/2023' and time '14:09'.

Need additional help?

Click on **i** and additional guidance will be provided.

Request Wizard v5.0 - PLSclear

Tell us more about your extract from 100 GREATEST SPORTS CHAMPIONS

* Number of words

* Page numbers

* Number of pages

Identifier / First few words

Are you reusing the full article or chapter? Yes No

Author of original work

Are you the author of the content that you are requesting to reuse? Yes No

Additional Information

Will you be changing or editing the text?

Choose what kind of content you are using and click 'Add'

I want to use...

Save As Draft

STEP 7

Reuse Details

Complete the pre-set questions, providing specifics about your reuse.

Need to add more reuse formats?

Select additional reuse formats from the dropdown menu, click 'add' and complete the questions for that format.

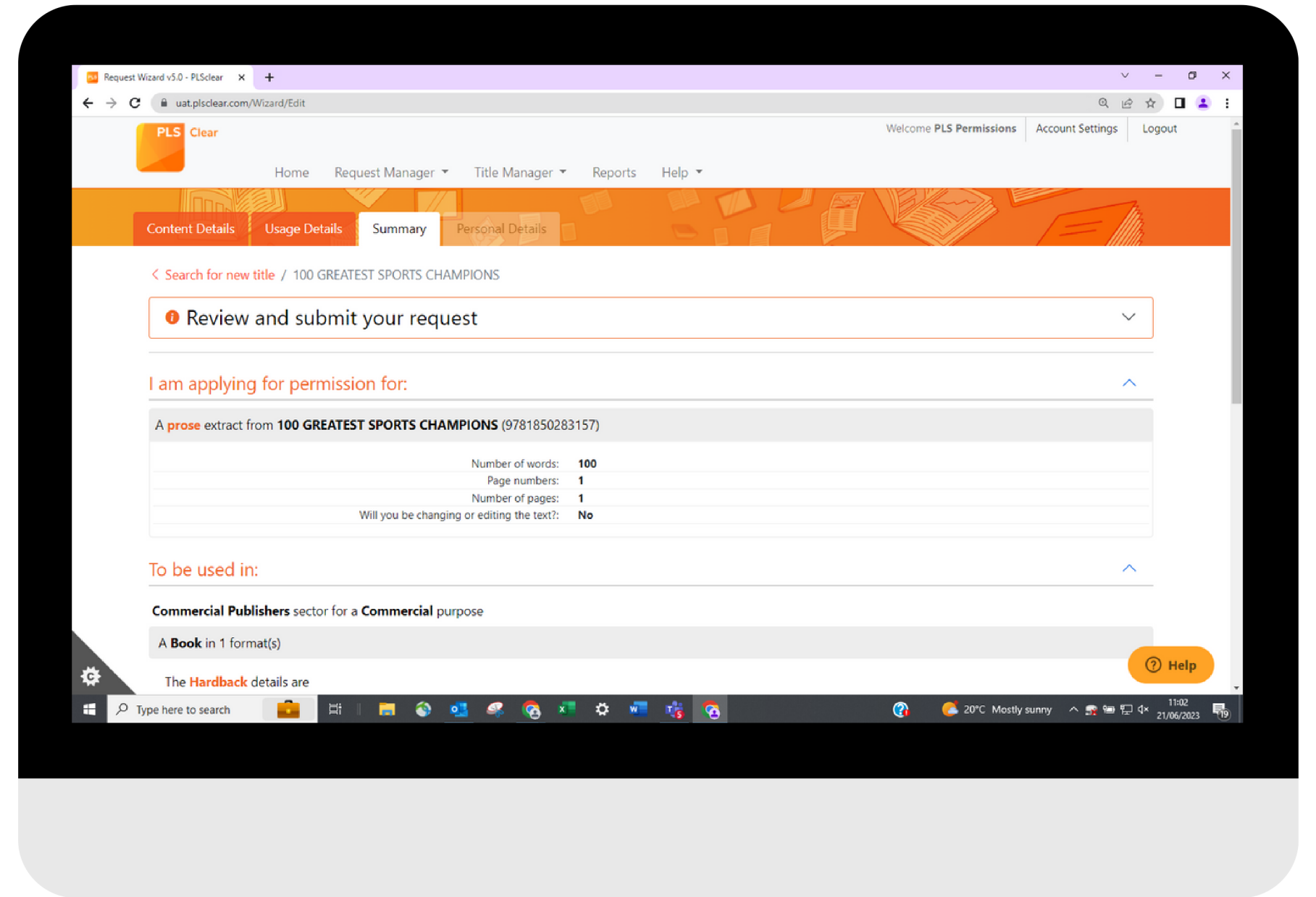
If you do not have information such as print run or retail price, please check with your publisher as the rights holder may not be able to issue a licence without these details.

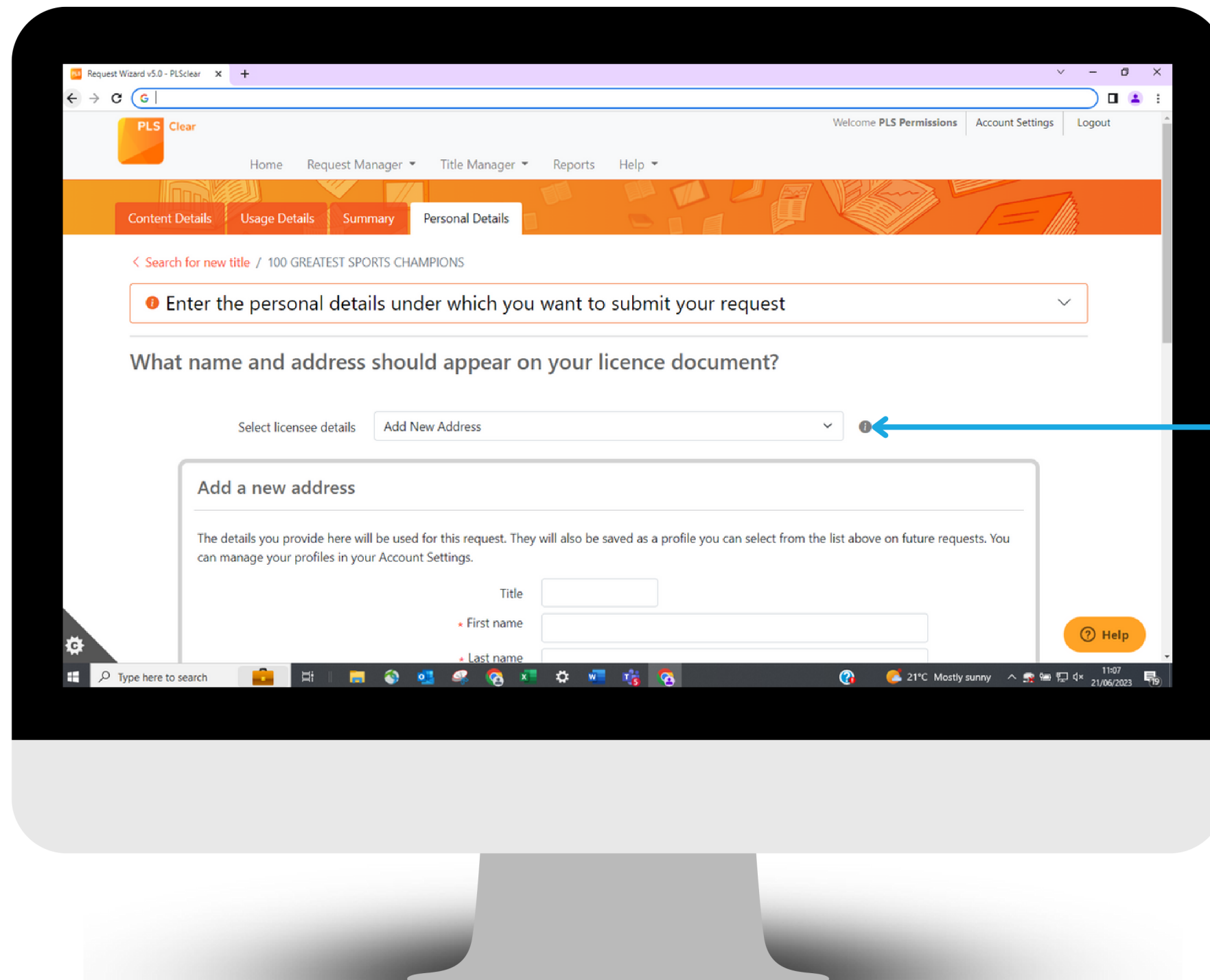
STEP 8

Review Your Request

Review the information you have provided before submitting your request, as the details entered here will appear on the licence.

Please note that you might not be able to edit these details after your request has been submitted.





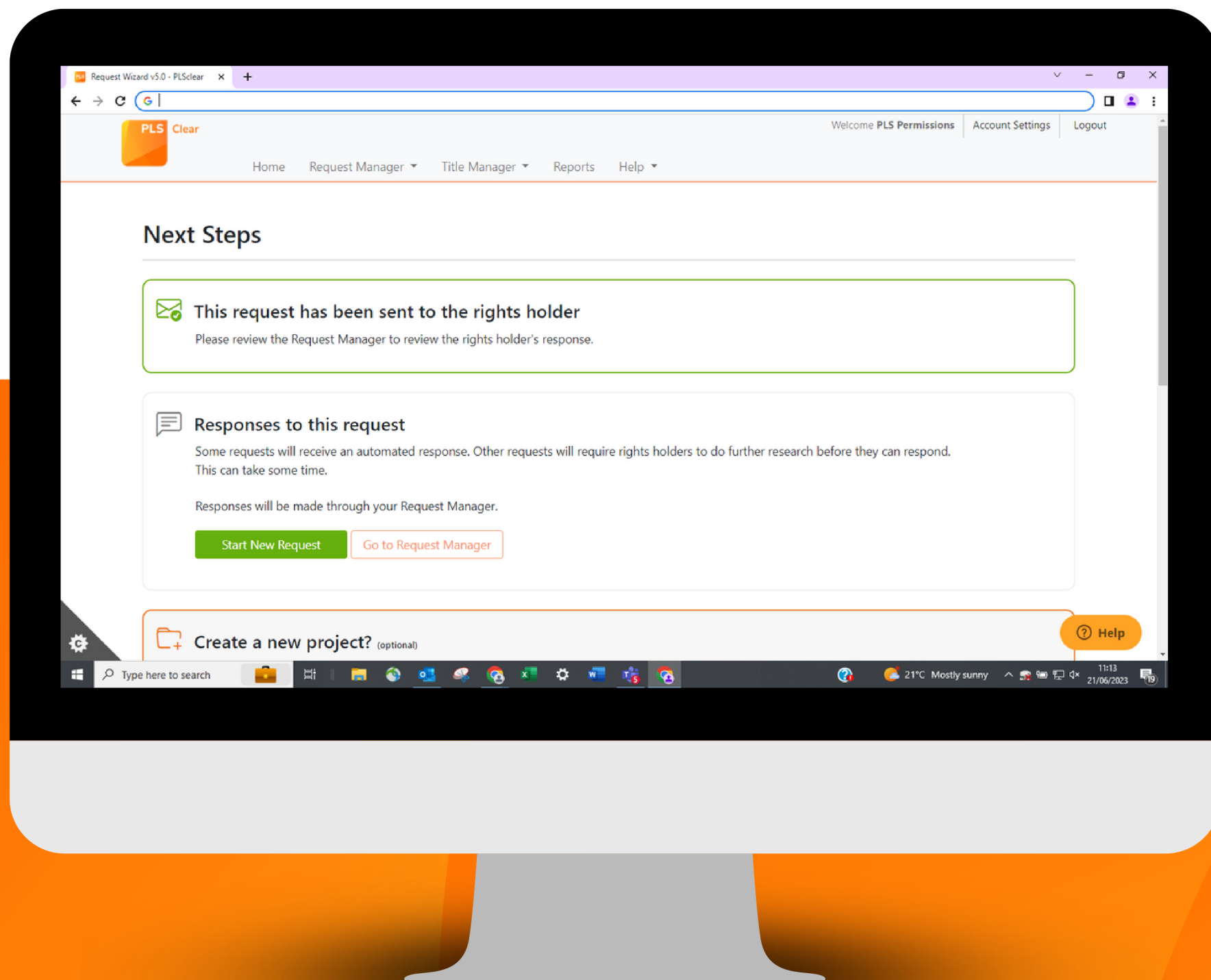
STEP 9

Licensee Details

Enter the personal details under which you want to submit your request.

You can select a pre-saved profile or enter a new set of details. The details selected will be used as the licensee for this request.

When finished, press 'Submit' to complete your request.



STEP 10

Next Steps

You will be notified that your request has been submitted.

Remember!

If you have just created a PLSclear account, you will receive an email asking you to confirm your email address. If you do not confirm your email address, your request will not be submitted to the publisher.

Need More Help?

Visit our help page

