

Clearing Permissions Through PLSclear



www.plsclear.com

02.

Streamline the process of requesting permissions with PLSclear, a free and user-friendly online platform.

Submit your request to the appropriate publisher with just a few clicks and experience real-time tracking of your request.

Creating an account with PLSclear is a straightforward process, and once activated, you'll have access to a range of benefits, including:

- ✓ Content usage requests
- ✓ Monitoring the progress of your requests
- ✓ Convenient payment options
- ✓ Accessing and downloading licences and invoices



How does PLSclear Work?



STEP

01

Search for a title using the PLSclear search bar

STEP

02

Complete the online permissions form

STEP

03

Send your request directly to the correct publisher

STEP

04

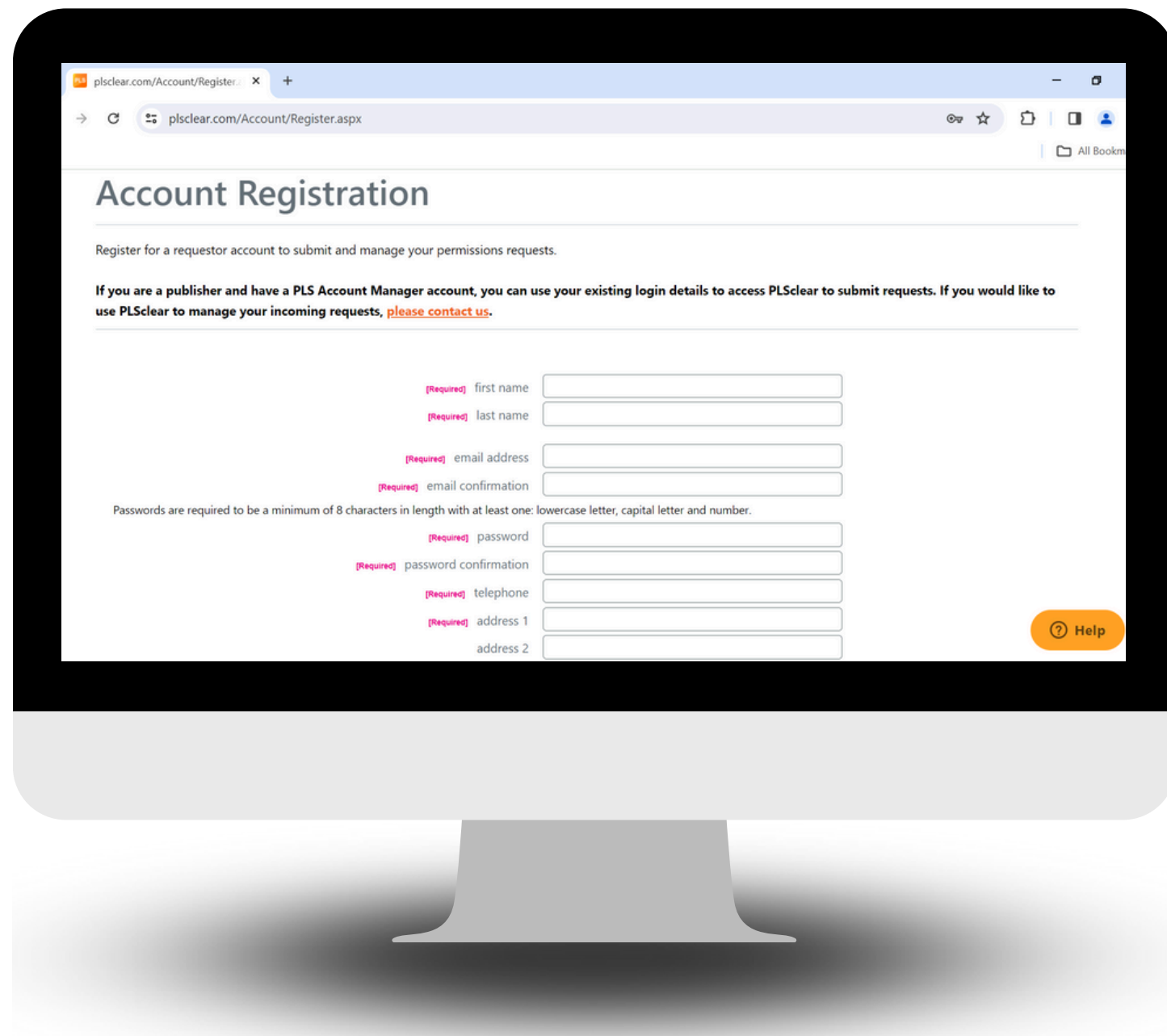
Check your progress in your Request Manager inbox

STEP

05

If your request is successful, download your licence

Creating a PLSclear Account



The screenshot shows a web browser window displaying the 'Account Registration' page on PLSclear.com. The page title is 'Account Registration' and the URL is 'plsclear.com/Account/Register.aspx'. Below the title, there is a sub-header 'Account Registration' and a brief instruction: 'Register for a requestor account to submit and manage your permissions requests.' A note for publishers is also present: 'If you are a publisher and have a PLS Account Manager account, you can use your existing login details to access PLSclear to submit requests. If you would like to use PLSclear to manage your incoming requests, please contact us.' The registration form includes several required fields: first name, last name, email address, email confirmation, password, password confirmation, telephone, address 1, and address 2. A note specifies that passwords must be at least 8 characters long and contain lowercase, uppercase, and numbers. A blue 'Register' button is located at the bottom right of the form, and a 'Help' button is at the bottom left.

Go to the [PLSclear.com](https://plsclear.com) homepage, click 'Register' and complete the required fields of the Account Registration form.

At the bottom of the form, click the blue Register button.

Register

After registering, we will send you an email to complete the process. Simply click on the link included in the email and confirm your email address.

Am I ready to start clearing permissions?

We've created a helpful checklist for determining whether you're ready to start clearing permissions.

Details about the content you want to use:

- ✓ Title of the book or journal, or ISBN, ISSN or DOI
- ✓ Page numbers that contain the content you're reusing
- ✓ Word and page count of the material you're reusing
- ✓ Figure number or caption of any images you're reusing

Details about your new publication:

- ✓ Title, author (or editor) and publisher of the new work
- ✓ What formats your work will be published in (e.g., print)
- ✓ Print run or circulation figure of each format
- ✓ Retail price of each format

Why do I need to provide this information?

The publisher will need to know this information in order to grant you a licence. If you do not know the information requested, your licence may not cover all of the rights you need.

The publisher will also use this information to determine if they want to charge you a fee for using the material.

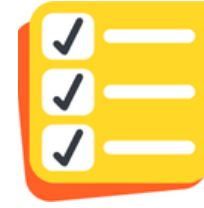
What if I do not have this information?

Talk to your publisher or editor for further details about what rights you need to clear for your project.

If you cannot provide this information yet, you might need to wait for further details before clearing permissions.

07.

Contact Details & Further Help



Step by Step Guide to using PLSclear
Check out our [comprehensive guide](#) to completing PLSclear's online permissions form.



Knowledge Hub
Our [Knowledge Hub](#) has answers to our most frequently asked questions.



PLSclear Queries
You can also contact the helpdesk:
plsclear@pls.org.uk
T: 020 7079 5940
Monday–Friday 09:00–17:00 (our helpdesk is UK based)



Feedback
If you have used PLSclear and would like to provide feedback, [you can do so here](#).