

**User Guide**  
**Electronic File System (EFS) of GWFF**

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## 1. Electronic File System (EFS) of GWFF

GWFF, Gesellschaft zur Wahrnehmung von Film- und Fernsehrechten mbH („GWFF“) provides for its rightholders, free of charge, a closed platform (Electronic File System, “EFS“) for convenient downloading of the accounting documents at <https://efs.gwff.de>.

The User Guide specifies in detail the individual steps from EFS registration to downloading the accounting documents.

## 2. EFS Registration

Every user must register to ensure secure EFS access in accordance with data protection law. To register, please fill in the [Application Form](#) which has been sent to you and send it by post or by email to either of the following addresses:

By email : [kontakt@gwff.de](mailto:kontakt@gwff.de)

By post  
GWFF  
Gesellschaft zur Wahrnehmung von Film- und Fernsehrechten mbH  
Marstallstr. 8  
80539 München  
Germany

The following user data are required for your registration :

- your salutation for the email correspondence, e.g. Mr.
- your name for the email correspondence, e.g. Sam Sample
- your email address ( = login ) e.g. sample@example.de
- your language for the email correspondence, e.g. English
- your section e.g. Distribution and/or Conflicts

Please note that the email address you provide will be used for your login and for notifications concerning new distributions/conflicts.

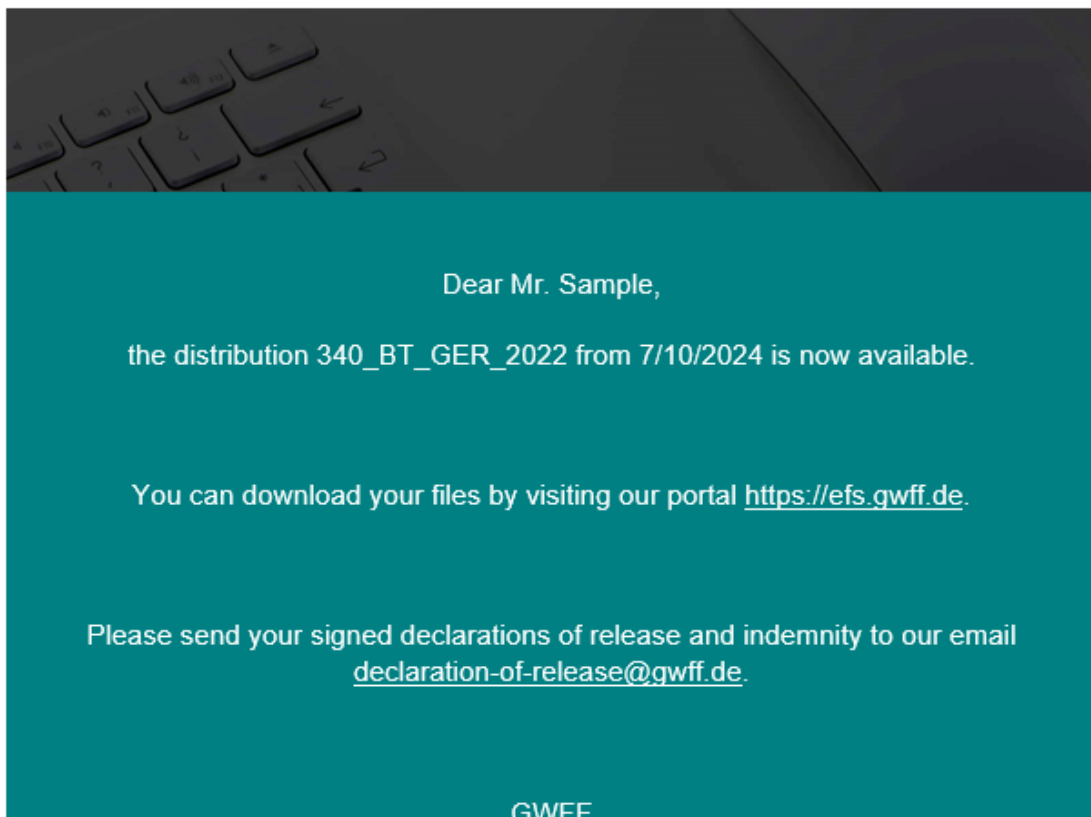
After registration, you will receive an email at your indicated email address informing you about your EFS access and your initial password (see below). On first use of the EFS, you will be asked to create your own password (see No. 9 below: Change EFS Password).



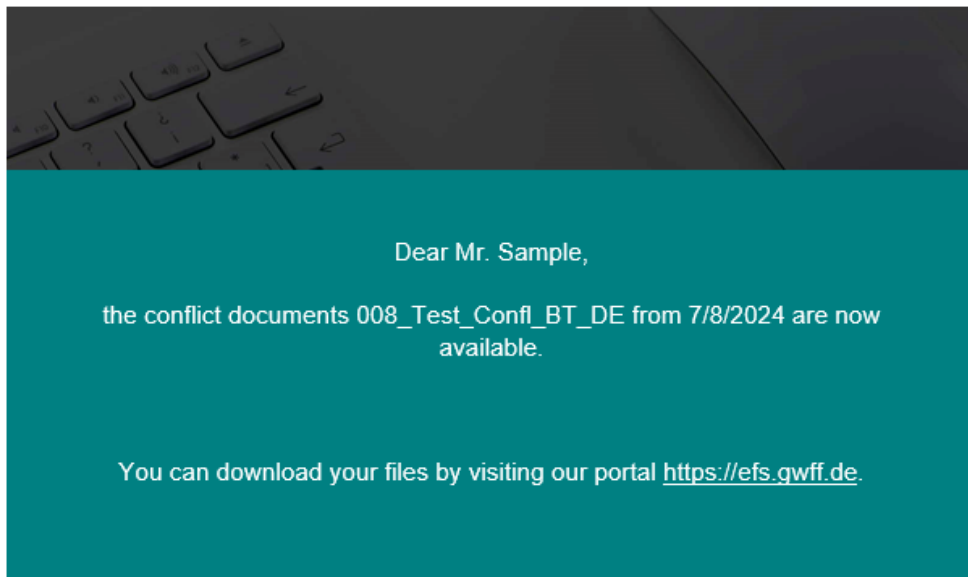
Please note that we do not know your password and will create a new one for you if necessary.

### 3. EFS Notification of new Accounting or Conflict Documents

As soon as new distribution documents are available for you, you will receive an email with the name and date of the distribution.



After new conflict documents have been created, you will receive an email with the name and date of dispatch of the conflict documents.



**Please note!**

Our [conflict regulations](#) stipulate deadlines (with consequences if they are not observed). The current conflict rules can be found on our website and in the respective cover letters when the conflicts are sent.

#### **4. EFS Access**

You can directly access the EFS at: <https://efs.gwff.de>.

Alternatively, you can start at the [GWFF](#) website. Please click on the link “**Electronic File System**” in the navigation bar and you will get to the EFS login.

For convenience, please save the link as favorite / bookmark in your browser.

## 5. EFS User Login

Please enter your user name (= your email address) and your password to log in. On first login, please use the initial password provided to you by GWFF in the registration confirmation.

By logging in, you agree to the Terms of Use and the Data Protection and Privacy Policy which are available in German and in English.

The screenshot shows the 'Electronic File System - User login' page. At the top, there are links for '[ Login ]', 'Home', and 'Imprint'. The GWFF logo is on the left, and the company name 'Gesellschaft zur Wahrnehmung von Film- und Fernsehrechten mbH' is at the top right. The main heading is 'Electronic File System - User login'. Below this, there is explanatory text in German and English. The login form includes fields for 'User Name (Email)' and 'Password', both marked with an asterisk. There is a 'Save?' checkbox and a 'Login' button. At the bottom, there are links to 'Nutzungsbedingungen', 'Datenschutzerklärung', 'Antragsformular', 'Benutzerguide', and 'FAQ'.

When you log into the EFS system for the first time, you will be asked to change the automatically assigned initial password. The new password should contain at least 8 characters, one of which should be non-alphanumeric and one upper and one lower case letter. If your password does not comply with these rules, an error message will appear.

The screenshot shows the 'Account - Change Password' page. At the top right, it says 'Welcome sample.sam@ex'. The GWFF logo is on the left, and the company name is at the top right. A navigation menu on the left lists: DISTRIBUTIONS, CONFLICTS, ACCOUNT, CONTACT, PRIVACY POLICY, and DOCUMENTS. The main heading is 'Account - Change Password'. Below this, there is a prompt 'Please enter a new password:'. The form has two fields: 'Password (min. 8 char.)' and 'Password Confirmation', both marked with an asterisk. There is a 'CHANGE PASSWORD' button at the bottom.

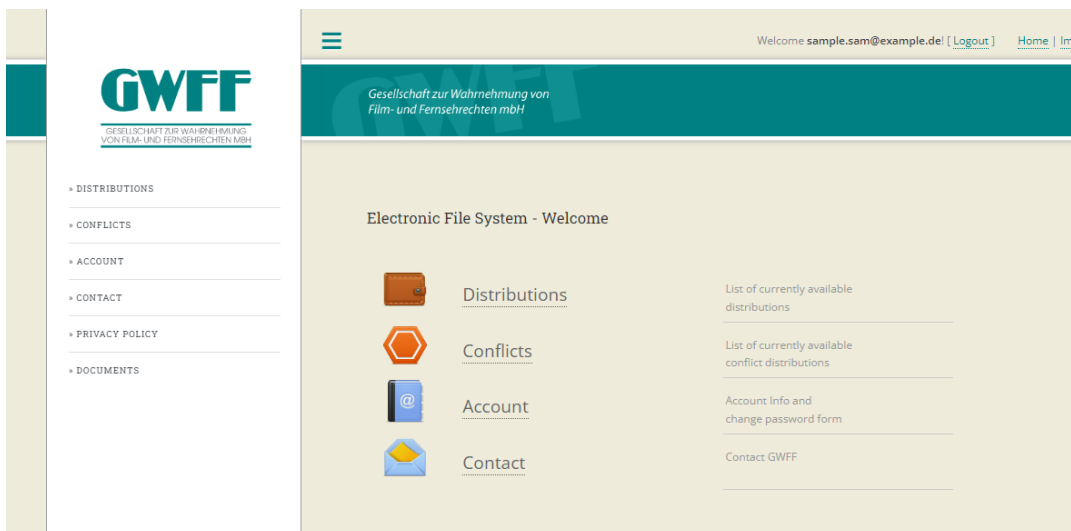
## 6. EFS Homepage

The homepage provides an overview of the Electronic File System.

### Please note

Your menu may vary depending on if you are the contact person for distributions, conflicts or distribution and conflicts.

The navigation menu can be shown or hidden at any point using the button (three lines).



## 7. EFS Accounting Documents

Please click on the button “Distributions” on the homepage to access your statements of accounts. For more details on a specific statement of account, please click on the blue symbol in the column “Files”.

Welcome sample.sam@example.de! [Logout] Home | Imp

Gesellschaft zur Wahrnehmung von Film- und Fernsehrechten mbH

Available distributions for: Sample (SAMPLE\_1258789)

Suche

DATE	NAME	DESCRIPTION	FILES	LOADED?	PAYMENT STATUS
7/5/2024	338_Test_PC_DE_2022	Test_PC_DE_2022	(3)	No	

Items 1 to 1 of 1.

There are several possibilities of downloading your documents. For an individual file, please click on the disk symbol in the column “Download” and use the button “Download as Zip” for all files.

Welcome sample.sam@example.de! [Logout] Home | Imp

Gesellschaft zur Wahrnehmung von Film- und Fernsehrechten mbH

User: Sample (SAMPLE\_1258789)

Distribution: 338\_Test\_PC\_DE\_2022

FILE	DOWNLOAD	LOADED?	PAYMENT STATUS
338_Test_PC_DE_2022_EXAMPL_1258789_G012400183_decl.pdf		No	
338_Test_PC_DE_2022_EXAMPL_1258789_G012400183_file.xls		No	
338_Test_PC_DE_2022_EXAMPL_1258789_G012400183_letter.pdf		No	

Items 1 to 3 of 3.

After a successful download of your distribution documents and an update, the status changes to “Loaded”.



### Available distributions for: Sample (SAMPLE\_1258789)

DATE	NAME	DESCRIPTION	FILES	LOADED?	PAYMENT STATUS
7/5/2024	338_Test_PC_DE_2022	Test_PC_DE_2022	(3)	Yes	

Items 1 to 1 of 1.

### User: Sample (SAMPLE\_1258789)

Distribution: 338\_Test\_PC\_DE\_2022

FILE	DOWNLOAD	LOADED?	PAYMENT STATUS
338_Test_PC_DE_2022___EXAMPL_1258789_G012400183_decl.pdf		Yes	
338_Test_PC_DE_2022___EXAMPL_1258789_G012400183_file.xls		Yes	
338_Test_PC_DE_2022___EXAMPL_1258789_G012400183_letter.pdf		Yes	

Items 1 to 3 of 3.

Please send the signed declaration of release to the following email address:

[declaration-of-release@gwff.de](mailto:declaration-of-release@gwff.de) or inform us of the necessary changes in order to receive a corrected "Revised Letter".

You will also find the payment status of your distribution here. Please note that this status will be updated with a delay after a payment has been made to you.

### Available distributions for: Sample (SAMPLE\_1258789)

DATE	NAME	DESCRIPTION	FILES	LOADED?	PAYMENT STATUS
7/5/2024	338_Test_PC_DE_2022	Test_PC_DE_2022	(3)	Yes	bezahlt

Items 1 to 1 of 1.

## 8. EFS Conflict Documents

The Conflicts menu item takes you to the conflict information submenu. You can find details about a specific shipment of conflict documents by clicking on the blue symbol in the "Files" column.

Available conflicts for: Sample (SAMPLE\_1258789)

DATE	NAME	DESCRIPTION	FILES	LOADED?
7/12/2024	012_Confl_BT_DE_P1	012_Confl_BT_DE_P1	(3)	No

Items 1 to 1 of 1.

User: Sample (SAMPLE\_1258789)

Conflict: 012\_Confl\_BT\_DE\_P1

FILE	DOWNLOAD	LOADED?
012_Confl_BT_DE_P1____EXAMPL_1258789_candid.xls		No
012_Confl_BT_DE_P1____EXAMPL_1258789_file.xls		No
012_Confl_BT_DE_P1____EXAMPL_1258789_letter.pdf		No

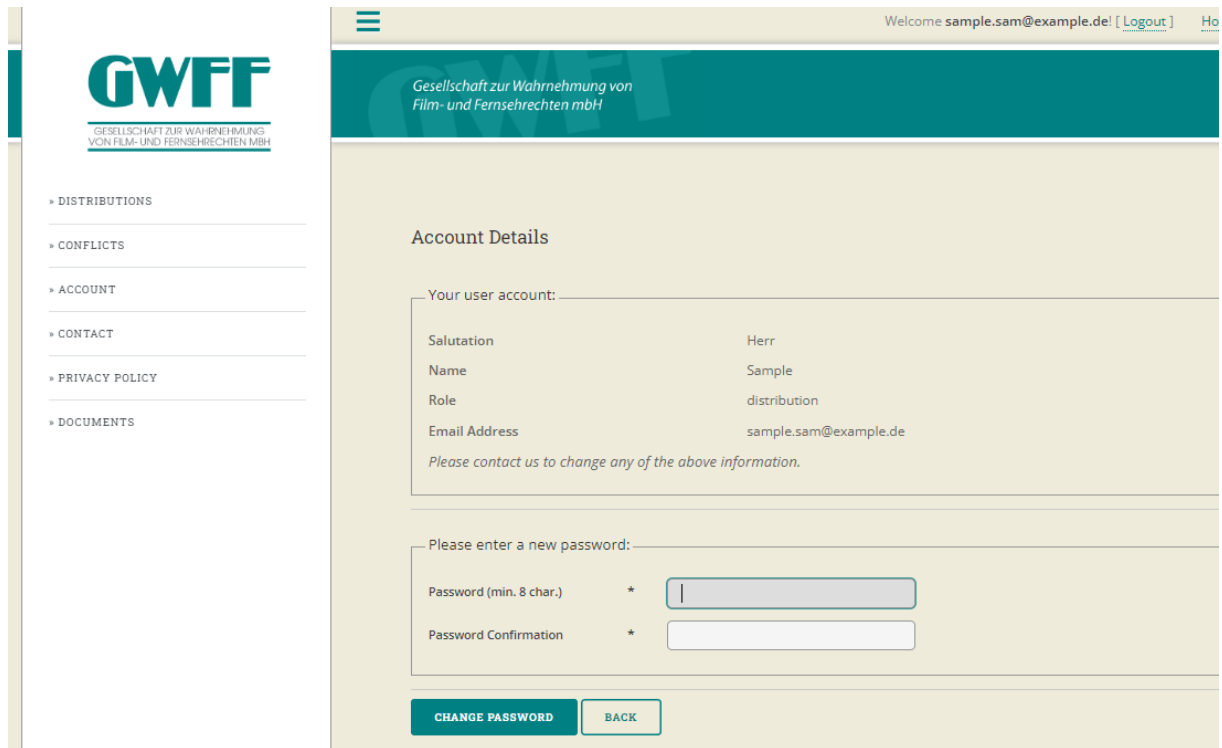
Items 1 to 3 of 3.

There are various ways to download your documents. For a single file, please click on the floppy disk symbol in the Download column; for all files, use the "Download as Zip" button.

Please send the required documents to the following email address on time according to the respective phases: [kontakt@gwff.de](mailto:kontakt@gwff.de).

## 9. EFS Change Password

In the menu item “Account” you have the option to change your password.



The screenshot shows a web interface for GWFF (Gesellschaft zur Wahrnehmung von Film- und Fernsehrechten mbH). The page is titled "Account Details" and displays the following information:

Your user account:

Salutation	Herr
Name	Sample
Role	distribution
Email Address	sample.sam@example.de

Please contact us to change any of the above information.

Please enter a new password:

Password (min. 8 char.)	*	<input type="password"/>
Password Confirmation	*	<input type="password"/>

At the bottom of the form, there are two buttons: "CHANGE PASSWORD" and "BACK".

The new password should contain at least 8 characters, one of which should be non-alphanumeric and one uppercase and one lowercase letter. If your password does not comply with these rules, an error message will appear.