

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 <http://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

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@gwff.de
- your language for the email correspondence, e.g. English
- your section e.g. Distribution and/or 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. 8 below: Change EFS Password).



Dear Mr. Sample

Your account with the GWFF Electronic File System is now available:

Name	Herr Sample
Login (Email Address)	sam.sample@gwff.de
Initial Password	rmn;QbdK
Web Address	http://efs.gwff.de

Please login <http://efs.gwff.de> and change your password first. You will be notified if there are electronic distributions available for you.

GWFF - Gesellschaft zur Wahrnehmung von Film- und Fernsehrechten mbH

Marstallstr. 8
80539 Munich
Germany

Telephone	+49 (0)89 22 26 68
Fax	+49 (0)89 22 95 60
E-Mail	kontakt@gwff.de

Management	Prof. Dr. Ronald Frohne Gertraude Müller-Ernstberger
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Amtsgericht München HRB 69235
Registered office in Munich
USt.-IDNo.: DE 129 365 449

3. EFS Notification of new Accounting or Conflict Documents

Once new documents are available for you, you will receive an email in which the name and the date of the statement of account or conflicts are indicated.



Dear Mr. Sample

the distribution 028_BT_DE_2020 from dd.mm.yyyy is now available.

You can download your files by visiting our portal <http://efs.gwff.de>.

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80539 Munich
Germany

Telephone +49 (0)89 22 26 68
Fax +49 (0)89 22 95 60
E-Mail kontakt@gwff.de

Management Prof. Dr. Ronald Frohne
Gertraude Müller-Ernstberger

Amtsgericht München HRB 69235
Registered office in Munich
USt.-IDNo.: DE 129 365 449



Dear Mr. Sample

the conflicts 001_Conf_BT_Germany_P1 from dd.mm.yyyy is now available.

You can download your files by visiting our portal <http://efs.gwff.de>.

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4. EFS Access : <http://efs.gwff.de>

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


Alternatively, you can start at the GWFF website: <http://www.gwff.de>. 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.

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

[\[Login \]](#) [Home](#) | [Imprint](#)



Gesellschaft zur Wahrnehmung von
Film- und Fernsehrechten mbH

Electronic File System - User login

Die GWFF stellt ihren Wahrnehmungsberechtigten mit dem Electronic File System unentgeltlich eine geschlossene Plattform für den komfortablen Download Ihrer Abrechnungsunterlagen zur Verfügung.

GWFF provides for its rightholders, free of charge, the closed platform Electronic File System for convenient downloading of the accounting documents.

Bitte melden Sie sich mit Ihrem Benutzernamen (E-Mail-Adresse) und Ihrem Passwort an.
Please enter user name (email) and password to log in.

Account Information

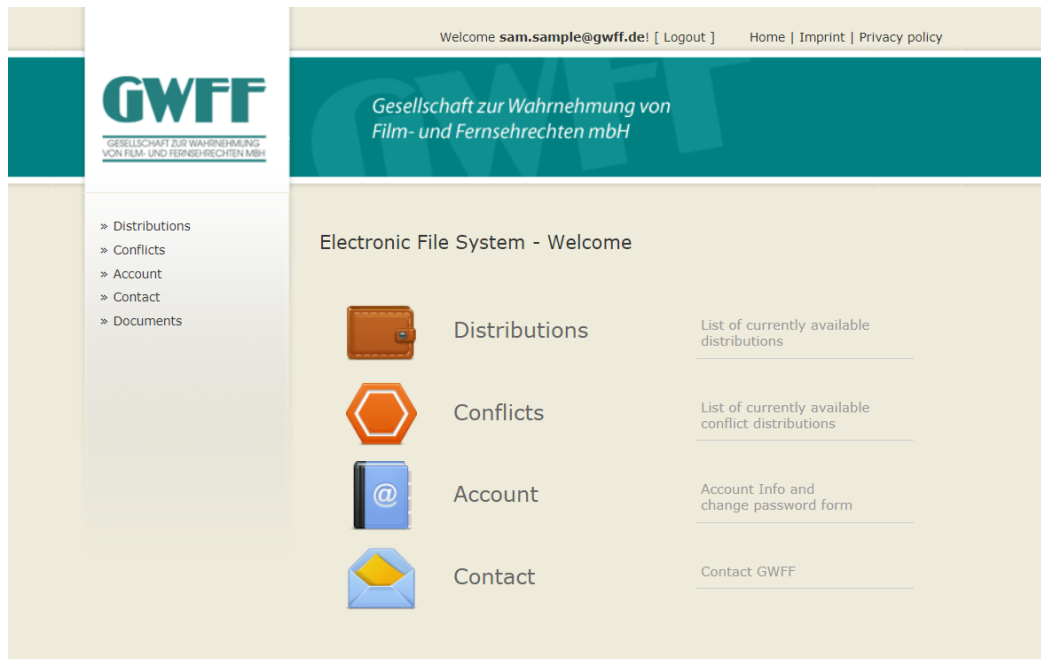
User Name (Email) *		<input type="text"/>
Password *		<input type="password"/>
Save?		<input type="checkbox"/>

Mit Ihrer Anmeldung erklären Sie sich mit unseren [Nutzungsbedingungen](#) und der [Datenschutzerklärung](#) einverstanden. Bitte nutzen Sie unser [Antragsformular](#) zur Registrierung. Hilfreiche Informationen finden Sie im [Benutzerguide](#) und [FAQ](#).

By using EFS, you agree to our [Terms of Use](#) and [Data Protection & Privacy Policy](#). Please use our [Application Form](#) for registration. Helpful information can be found in our [User Guide](#) and [FAQ](#).

6. EFS Homepage

The homepage provides an overview of the Electronic File System.



Please note

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

7. EFS Accounting or Conflict Documents

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

Welcome **sam.sample@gwff.de!** [Logout] Home | Imprint



Gesellschaft zur Wahrnehmung von
Film- und Fernsehrechten mbH

- » Distributions
- » Account
- » Contact
- » Terms of Use*
- » Data Protection & Privacy Policy*
- » Description of Distribution files
- » User Guide*
- » FAQ*

*English. The German documents can be found on our homepage.

Available distributions for: Sample (COMP_1129078) 

DATE	NAME	DESCRIPTION	FILES	LOADED?
9/16/2014	028_BT_DE_2020	BT_DE_2020	 (3)	No

Einträge 1 bis 1 von 1.

[Back](#)

Welcome **sam.sample@gwff.de!** [Logout] Home | Imprint | Privacy policy



Gesellschaft zur Wahrnehmung von
Film- und Fernsehrechten mbH

- » Distributions
- » Conflicts
- » Account
- » Contact
- » Documents

Available conflicts for: Sample (COMP_1129078)

DATE	NAME	DESCRIPTION	FILES	LOADED?
5/4/2017	001_Conf_BT..	GWFF_Conflicts_BT_DE_87-16	3	Yes

[Back](#)

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.

The screenshot shows the GWFF user interface. At the top, it says "Welcome sam.sample@gwff.de! [Logout] Home | Imprint". The GWFF logo is on the left, with the text "GESELLSCHAFT ZUR WAHRNEHMUNG VON FILM- UND FERNSEHRECHTEN MBH". The main header is "Gesellschaft zur Wahrnehmung von Film- und Fernsehrechten mbH". The user is logged in as "User: Sample (COMP_1129078)" and the distribution is "028_BT_DE_2020". A table lists three files for download:

FILE	DOWNLOAD	LOADED?
028_BT_DE_2020____SAMPLE_1129078_decl.pdf		No
028_BT_DE_2020____SAMPLE_1129078_file.xls		No
028_BT_DE_2020____SAMPLE_1129078_letter.pdf		No

Below the table, it says "Einträge 1 bis 3 von 3." and there is a dropdown menu set to "10". At the bottom, there are two buttons: "Back" and "Download as ZIP". A blue arrow points to the "Download as ZIP" button. Another blue arrow points to the download icons in the table.

*English. The German documents can be found on our homepage.

8. EFS Change Password

Before you access your accounting documents for the first time, you must change the initial password provided by GWFF in the registration confirmation and create your own password. You may then, at any time, see your user data via the menu item "Account" and change your password again later.

The password must have at least eight (8) characters.

- » Distributions
- » Account
- » Contact

- » Terms of Use*
- » Data Protection & Privacy Policy*
- » Description of Distribution files
- » User Guide*
- » FAQ*

*English. The German documents can be found on our homepage.

Account Details

Your user account: _____

Mr.

Salutation	Herr
Name	Sample
Account ID	COMP_1129078
Email Address	sam.sample@gwff.de

Please contact us to change any of the above information.

You can enter a new password here: _____

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