

If you receive two or more welcome letters containing different registration codes, it is NOT necessary to set up multiple RoyaltyDirect accounts.

This set of instructions will guide you through the steps to Add a Registration Code to your existing RoyaltyDirect account:

In order to access the Add Registration Code tab, you must first login.



From the Home page, select **Add Registration Code** from the **My Account** menu.

RoyaltyDirect
PEARSON

My Profile My Account Messages Logout

Select
Add
Registration
Code

Add Registration Code
Delivery Preference
Banking Information
Manage Delegate Accounts

Your Information
User Account Information
RoyaltyDirect Account: 101083
Name: Joe Smith
Email: keri.goldberg@pearson.com

Message Center

Help Center
Registration Tutorial
Direct Deposit Tutorial
Delegate Accounts Tutorial
Download Acrobat Reader

Welcome to Pearson's RoyaltyDirect account services!

By clicking the above menu you can access various features available on the site:

Statements allows you to access your most recent, plus prior e-Statements. You can search, view and print your Royalty e-Statements in PDF format. And once you Go PAPERLESS, you will have the option to DOWNLOAD your statements and store them in your own electronic files.

My Profile allows you to maintain your online account information. You can also change your email address or select a new password here.

My Account allows you to manage your royalty account information. Here you are able to change your statement delivery preference and choose to Go PAPERLESS & Go GREEN! This is a **SECURE** and **CONVENIENT** way to receive your Royalty Statement each period. Additional features include enrolling in Direct Deposit, updating your banking information online and linking additional registration codes to your account. Plus, if you are an Agency, you have the ability to Manage Delegate Accounts from this section.

Messages provides you access to view messages received in the last 18 months. This option is currently under construction.

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Group Registration Code page appears. Click **ADD.**

Group Registration Code

Group Registration Code

If you have received more than one registration code in the mail, you have the ability to link your registration codes to a single account. You can use this function to group your additional registration codes for easy access to all of your information.

Once you have linked several registration codes together, you will need to contact the Royalty Department in the event that you make a choice to separate your accounts.

Note: If you have received both Pearson and Penguin registration codes, these cannot be linked at this time and you will need to maintain separate accounts.

Click

ADD

ADD



The page appears to update your registration information. Enter your **REGISTRATION CODE (can be found in your welcome letter) and then your **PIN CODE** (instructions for determining your pin code are available in your welcome letter). Then click **SAVE**.**

*Registration Code

*Pin Code

SAVE

CANCEL

Click

SAVE



If there are pre-existing statements linked to the new registration code, these will now appear in the **Statements view**.

RoyaltyDirect

PEARSON [Home](#) [Statements](#) [My Profile](#) [My Account](#) [Messages](#) [Logout](#)

--- Select Search Criteria --- [SEARCH](#)

Your Information

User Account Information
RoyaltyDirect Account: 101083
Name: Joe Smith
Email: keri.goldberg@pearson.com

Message Center

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My Statements [Click](#)

STATEMENTS [VIEW](#) [PRINT](#)

Statement Period End	Statement Name	Due Date	Page Count
December 2010	2010-12 SEMI-ANNUAL C00270262	March 2011	11
June 2010	2010-06 SEMI-ANNUAL C00270262	September 2010	10
June 2010	2010-06 QUARTERLY C00256170	July 2010	7

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