



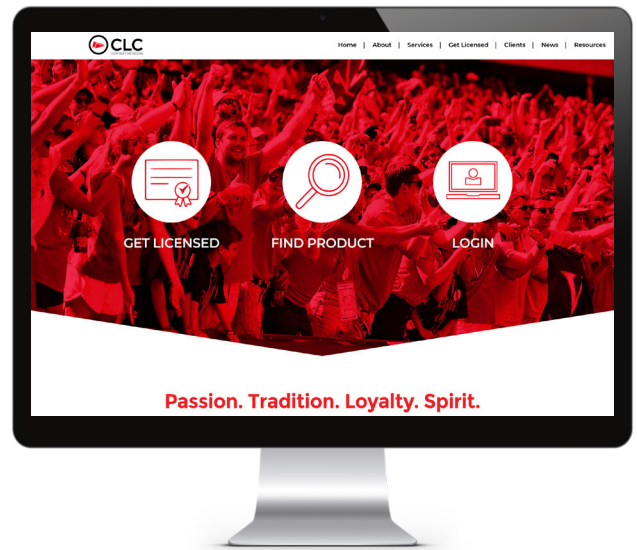
HOW TO ACCESS A LICENSEE LIST FOR YOUR INSTITUTION

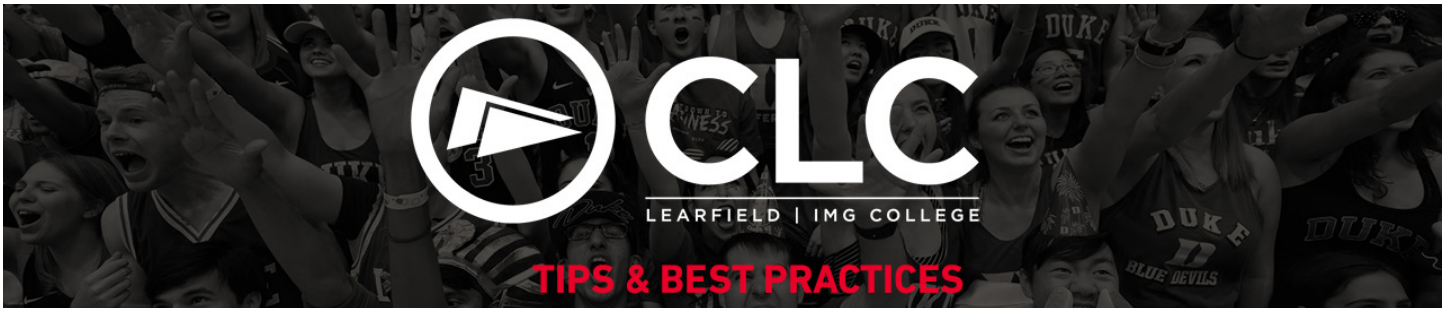
Using CLC's systems, there are a few different ways that you can access a licensee list for your own use or to share with others. The following instructions will provide an overview on accessing a licensee list on CLC's website and on Brand Manager 360.

RUNNING A LICENSEE LIST ON CLC.COM

Useful tool to provide a licensee list to others on campus or retailers, especially if looking for specific product categories.

- 1 Go to www.clc.com
- 2 Scroll down to the red fan image with the icons that read: Get Licensed, Find Product, and Login
- 3 Select the Find Product option
- 4 You can run a full licensee list by leaving the Find Product field at its default setting or you can select a specific product category
- 5 Select your institution's name
- 6 Select Search
- 7 A list of licensees with contact information will appear on the webpage
- 8 Print List:
 - Right click on the page and select the print option from the drop down menu.
- 9 Save List as a PDF:
 - **Mac Instructions:** Right click on the page and select Print. Then select More Settings from the print menu. Scroll to the bottom of the page and find Open in PDF Preview. Save the document to your desired location.
 - **PC Instructions:** Right click on the page and select Print. Select the Destination drop down menu, then save as PDF. Save the document to your desired location.





RUNNING A LICENSEE LIST ON BRAND MANAGER 360

Useful tool to run a clean licensee list for your own use or to share with others.

- 1 Log into Brand Manager 360 using your username/password
- 2 From the top tab options, select Reports
- 3 Select Licensee Address List
- 4 You may print or save the file

From the Reports module, you may also access licensee reports by product category, internal licensees, or new licensees.

