Publisher Portal Guide

WRIGHT'S MEDIA

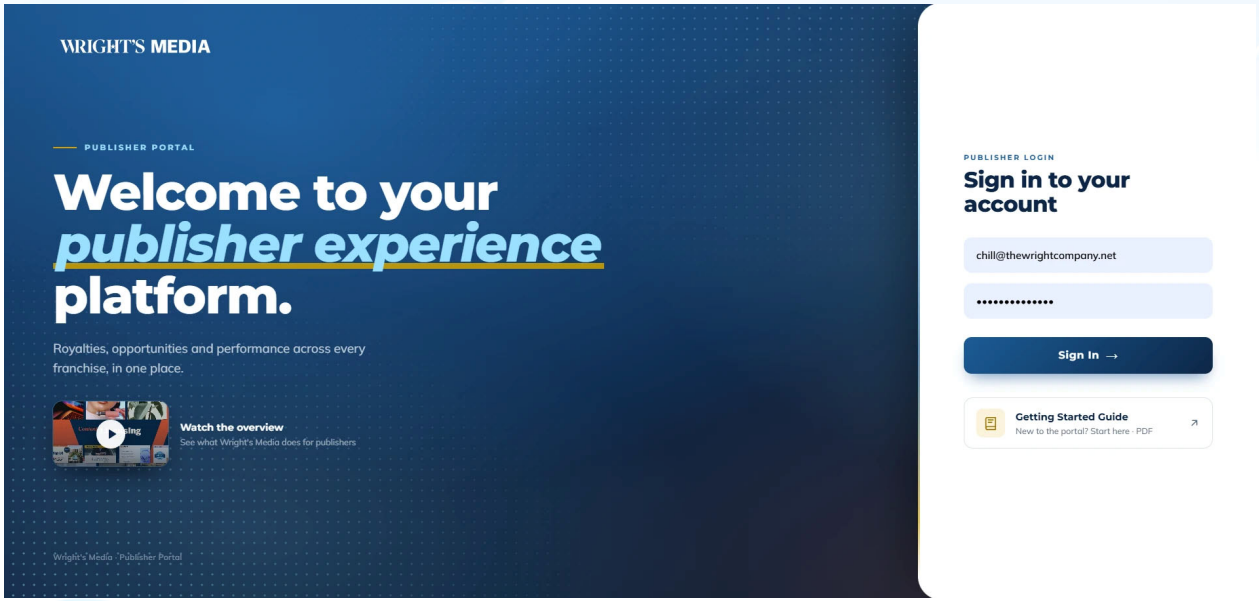
November 2026

Let’s Get Started

This document will help you get to know the Wright’s Media Publisher Portal.

Login Screen

In your web browser, ***click*** on this URL: https://wrightsmediapubportal.com/ which will take you to the login screen below.



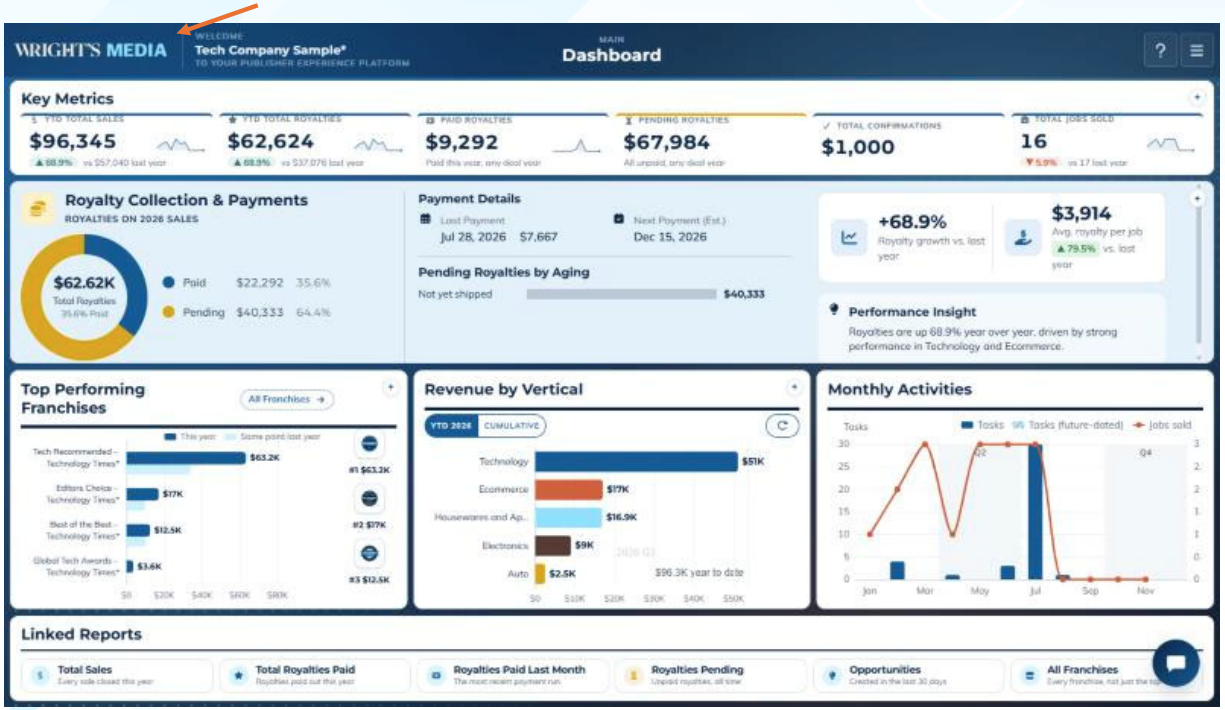
Reminder!
Let us know if you experience any issues logging in.

Welcome Screen

1 of 3 Main Portal Pages

Welcome Screen

After logging in, you will land on the main Welcome Screen, your Dashboard:



The Welcome Screen brings your year so far together on one page: Key Metrics, Royalty Collection & Payments, Top Performing Franchises, Revenue by Vertical, Monthly Activities and Linked Reports.

You can return here from any screen by clicking the Wright's Media logo at the top left.

Welcome Screen



At the top of the Welcome Screen, Key Metrics highlights the most important numbers of the year so far, each compared with the same point last year.

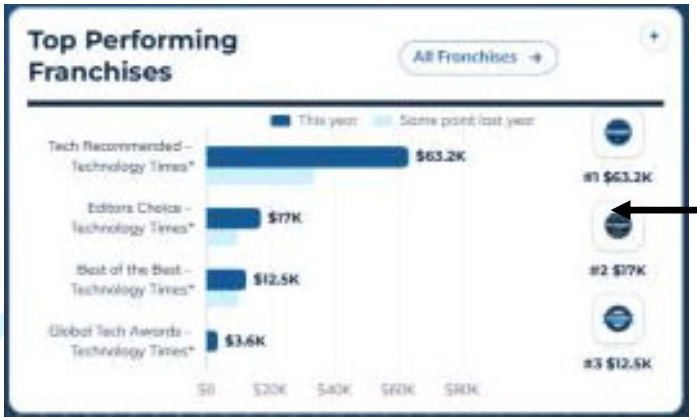


Below that, Royalty Collection & Payments shows how much of this year's royalties have been paid, your last and next payment, and pending royalties by age.

Welcome Screen



Revenue by Vertical shows which industries are buying your content, and Monthly Activities shows the sales outreach our team has made by month and quarter.

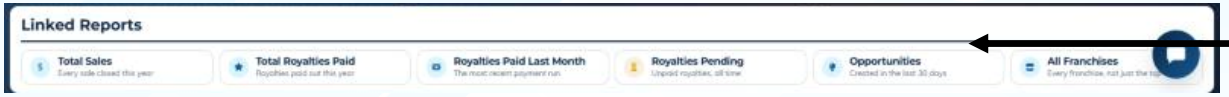


We'll come back to the button!

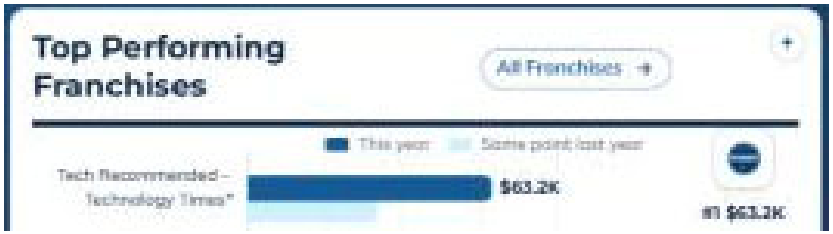
Next, we shine a spotlight on your Top Performing Franchises this year, compared with the same point last year.

Welcome Screen

We'll come back to the Reports Screen later!



And lastly on the Welcome Screen, Linked Reports takes you straight to reports that show your data in various ways.



Let's continue by digging into the franchise data available in the portal.

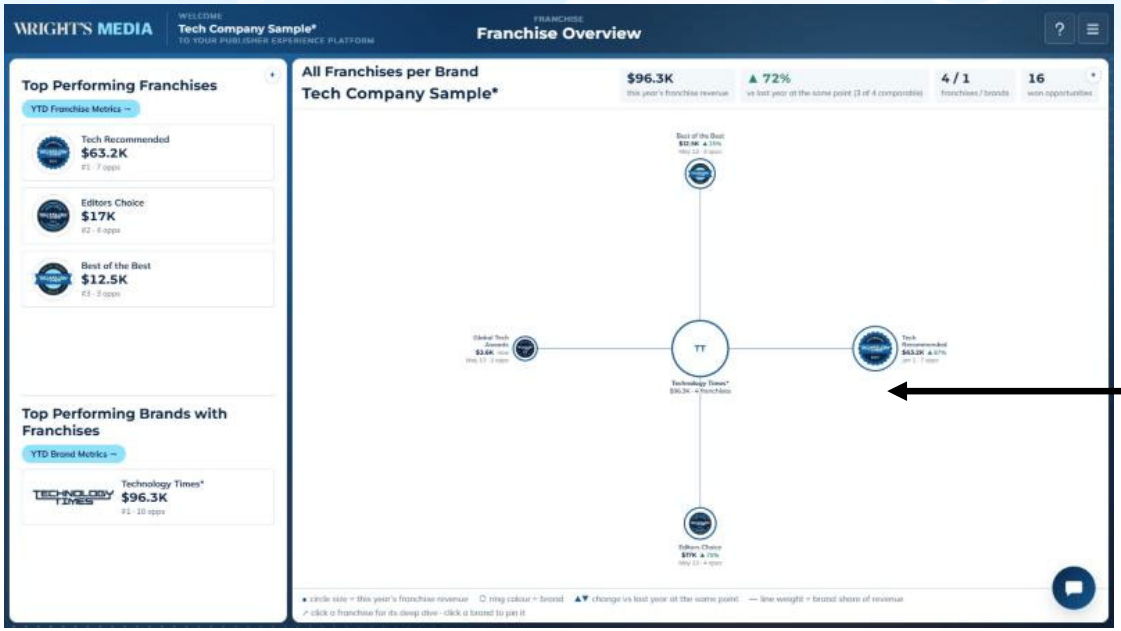
Click the "All Franchises" button on the Top Performing Franchises card to go to the Franchise Overview Screen.

Franchise Overview Screen

2 of 3 Main Portal Pages

Franchise Overview Screen

This screen appears after clicking "All Franchises" on the Welcome Screen.



This screen showcases your Top Performing Franchises and Top Performing Brands with Franchises on the left, and every franchise around its brand on the right.

Franchise Overview Screen



On the right, All Franchises per Brand maps every franchise around your brands, so you can see how each is doing this year.

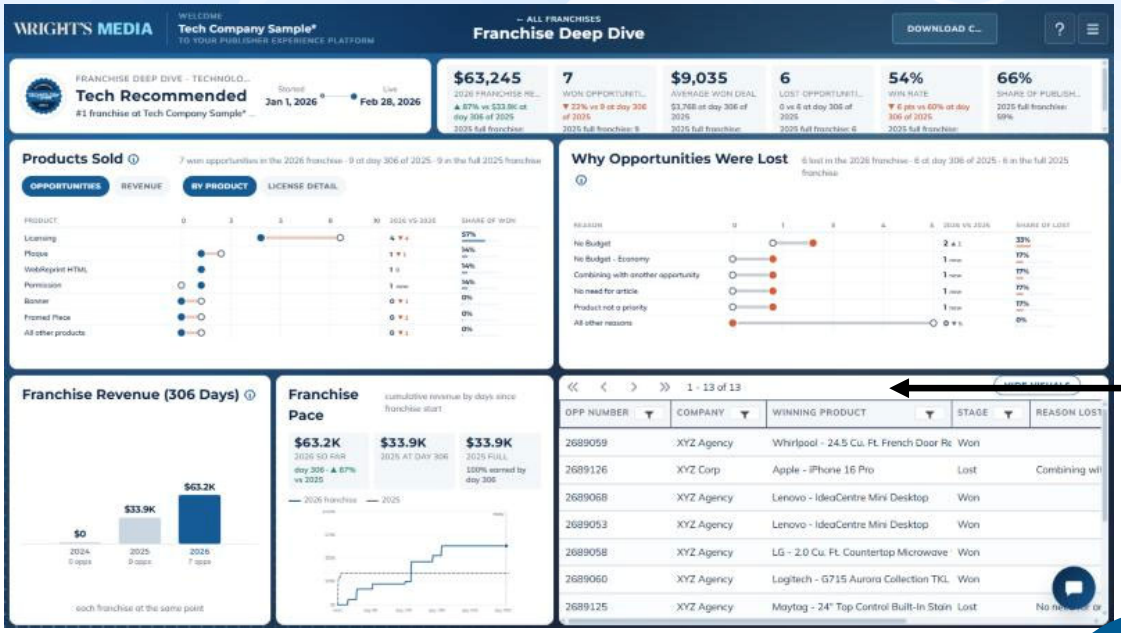
Hover over a franchise circle to see its figures. Click it to open the details of that franchise in a new tab.

Franchise Deep Dive Screen

3 of 3 Main Portal Pages

Franchise Deep Dive Screen

This screen appears after clicking a franchise on the Franchise Overview Screen.



The Franchise Deep Dive Screen displays the franchise's logo and dates, this year's revenue, what sold and why opportunities were lost, compared with last year.

Tip

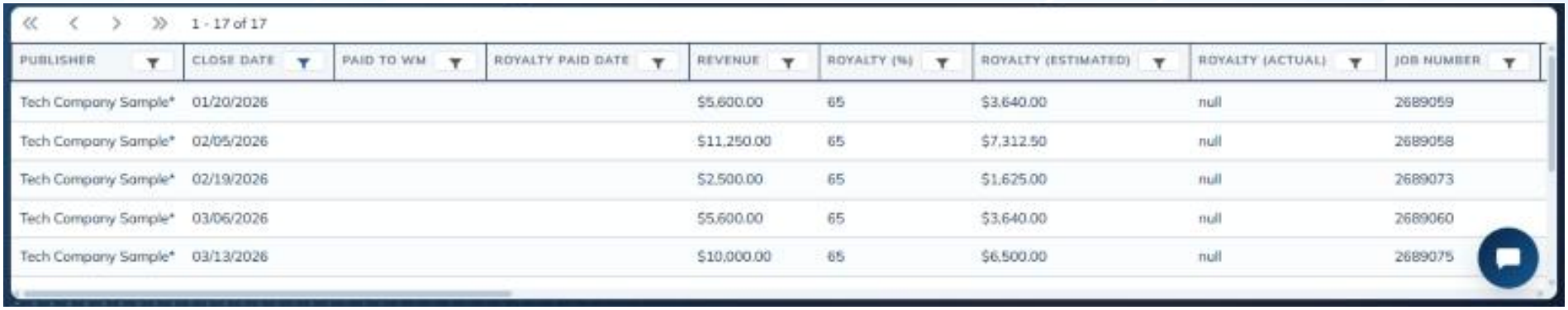
Since this franchise opened in another browser tab, you can close the tab to return to the Franchise Overview, or click "← All Franchises" at the top.

Navigation

Hamburger Icon, Data Grids, and Reports

Navigation: Data Grids

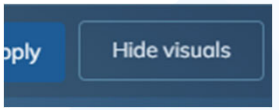
The data grids at the bottom of the report pages list the rows behind the numbers. Use the filter icon in any column to narrow the list, then click Download CSV at the top right to save a copy.



1 - 17 of 17

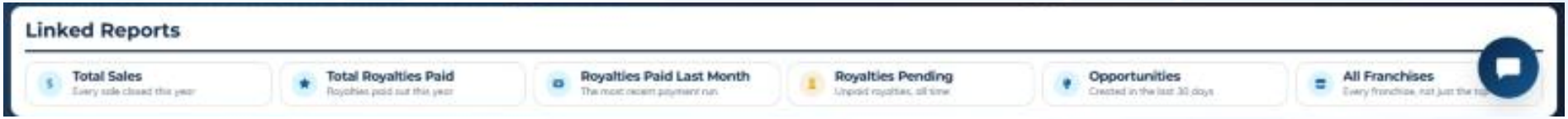
PUBLISHER	CLOSE DATE	PAID TO WM	ROYALTY PAID DATE	REVENUE	ROYALTY (%)	ROYALTY (ESTIMATED)	ROYALTY (ACTUAL)	JOB NUMBER
Tech Company Sample*	01/20/2026			$5,600.00	65	$3,640.00	null	2689059
Tech Company Sample*	02/05/2026			$11,250.00	65	$7,312.50	null	2689058
Tech Company Sample*	02/19/2026			$2,500.00	65	$1,625.00	null	2689073
Tech Company Sample*	03/06/2026			$5,600.00	65	$3,640.00	null	2689060
Tech Company Sample*	03/13/2026			$10,000.00	65	$6,500.00	null	2689075

- **Tip** - to expand the grid to a bigger view, click the Hide Visual button!



Navigation: Reports

To get to the Reports, use Linked Reports at the bottom of the Welcome Screen and click the report you want to open.



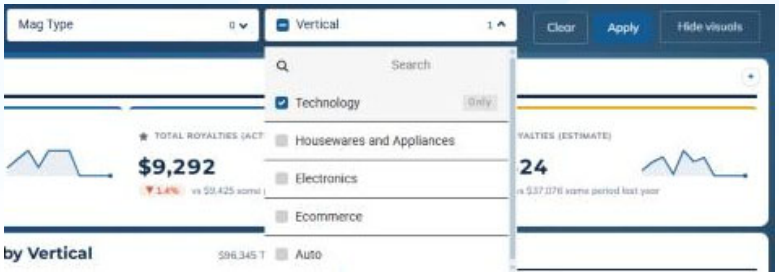


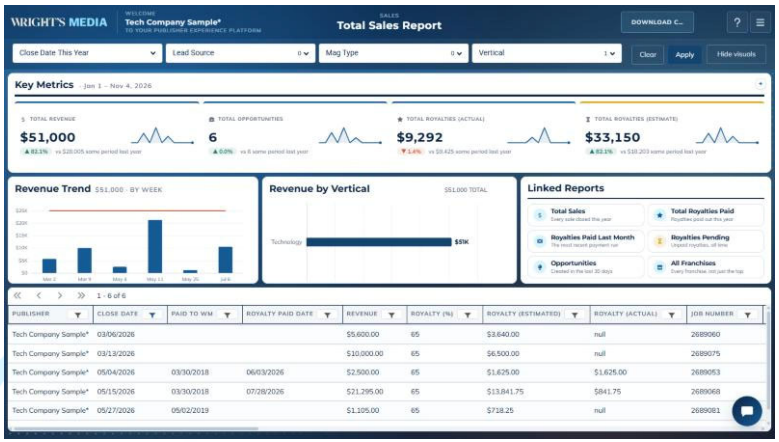
Tip

Every report page has its own Linked Reports card, so you can jump straight to another report. Click the Wright's Media logo to go back to the Welcome Screen.

Navigation: Reports

Each report offers filters across the top of the page to adjust the data.



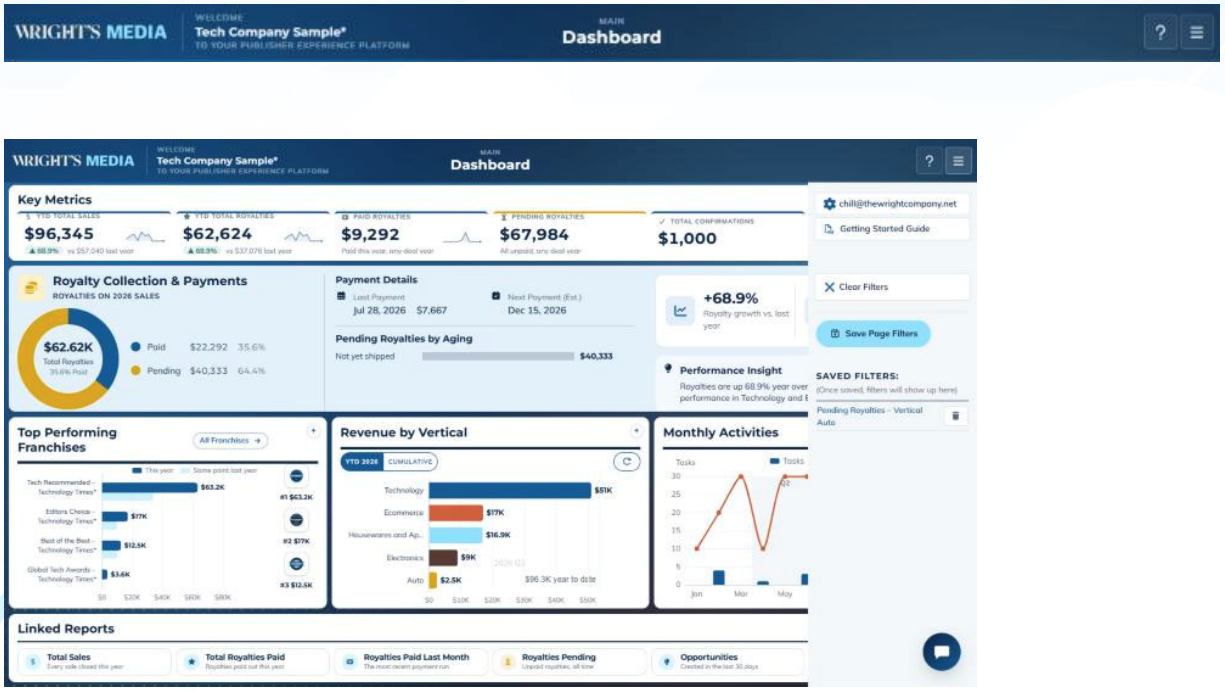


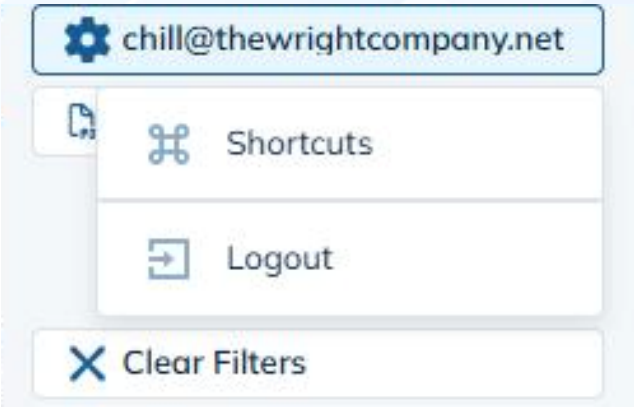
Remember! Hit the APPLY button to push the filter to the page.

After applying a filter, you can save that filter for later use.

Navigation: Hamburger Icon

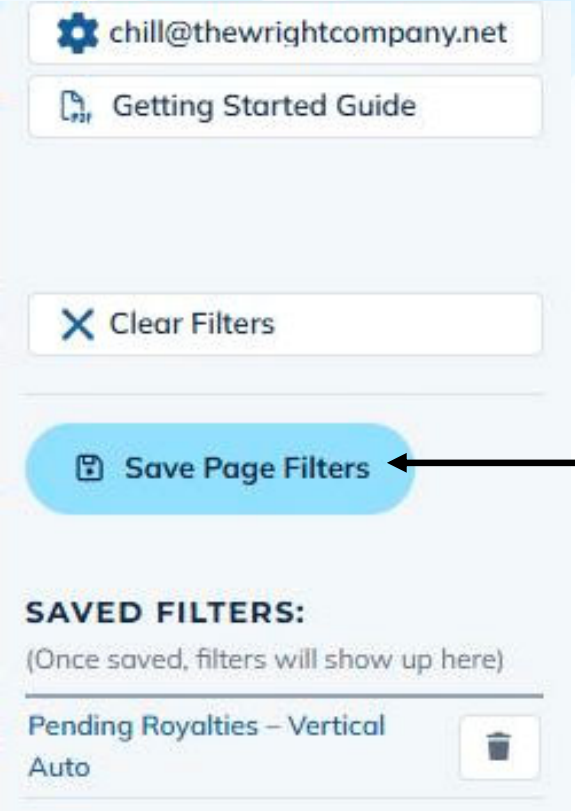
The hamburger icon is in the top right of each screen. Click it to open the panel on the right, where you can clear filters, save filters (next slides), open this guide, and log out (click your email address, then Logout).



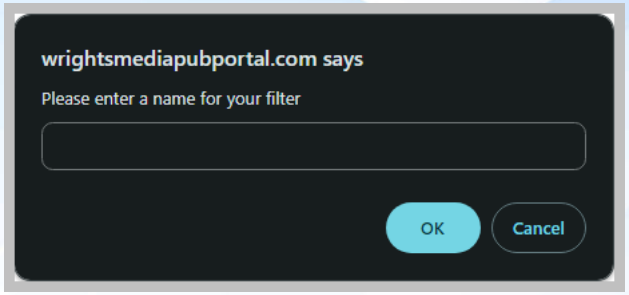


Let us know about any navigation issues!

Navigation: Reports – Saving Filters



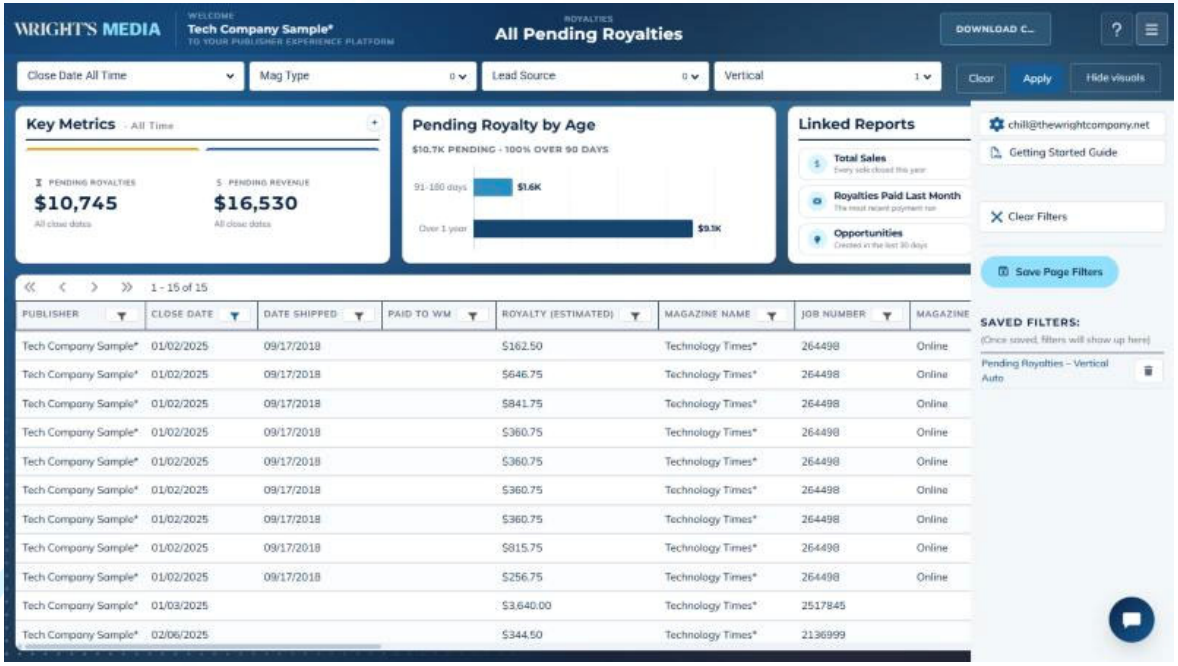
Step 1:
Apply your filters, then click the hamburger icon at the top right. Then click the "Save Page Filters" button in the panel.



Step 2:
Name your filter, ***click*** OK.

Navigation: Reports – Saving Filters

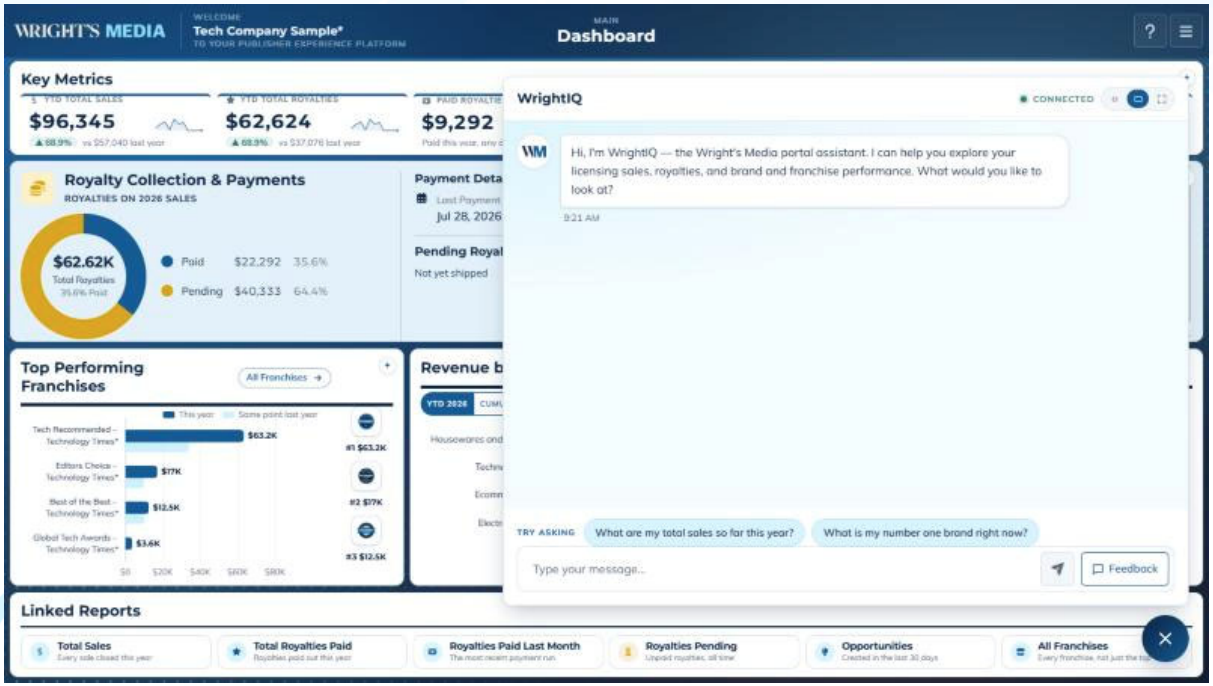
In this example, the filter is set to show only sales linked to the Vertical of "Auto" on the Pending Royalties report. The filter is named with the report's name and the details of the filter, like "Pending Royalties – Vertical Auto." It now appears under Saved Filters in the panel.



Remember! Click a saved filter to reopen this report with the filter applied.

Getting Help

Click the ? button at the top right of any screen to send our team a question or report a problem. Click the chat button at the bottom right to ask WrightIQ, the portal assistant, about your sales, royalties, brands and franchises.



That’s it for the portal guide!

If you have any questions, please email your Client Success Manager or the team here and they will be happy to help.

WRIGHT’S MEDIA