USER GUIDE

PROVIDER PORTAL

The Provider Portal offers a unique content management system customized for each of Pandora's distribution partners.

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The Provider Portal offers a unique content management system customized for each of Pandora's distribution partners. Through this portal, rights holders are able to monitor the status of their deliveries and access Pandora Premium links for their releases. By utilizing this exclusive feature set, providers are able to be more self-sufficient and timely with the delivery and promotion of their content.

USING THE PROVIDER PORTAL

MANAGING YOUR RELEASES

Use the Releases tab to search for and manage content in your catalog.

Your default view under the Releases tab is a list of all your album releases displayed in reverse chronological order. You can sort this list view by clicking any of the column headers:

- Content Status (see below)
- Album Release Title
    - Including Artist Name
- Rights Start Date
    - This is typically the commercial release date in the U.S.

Content Status Types

You can filter your content list by status type using the options in the left sidebar of the Releases tab. Status types include:

- All
    - All of your content found in Pandora's system
- Received
    - Content that has been delivered to Pandora, but has not gone through music analysis and is not yet Live
- Curated
    - Content that Pandora's Curation team has analyzed and is ready to go Live on the Rights Start Date
- Live
    - Content currently streaming on Pandora

Searching Your Catalog

You can find specific releases in your catalog by using the search bar on the Releases tab. You can search for content using one of several key identifiers selected from the dropdown:

- Album (default)
- Artist
- UPC
- Label

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Download Your Results

By clicking the blue plus-sign labeled "Download Results," you can download the album or track-level results of your search as a .tsv file.

Release Details Page

When you click into a release, you open a detailed view of the tracks and information associated with that release.

At the top of the page, you'll see:

- Release Name
- Release Status
- Label
- UPC
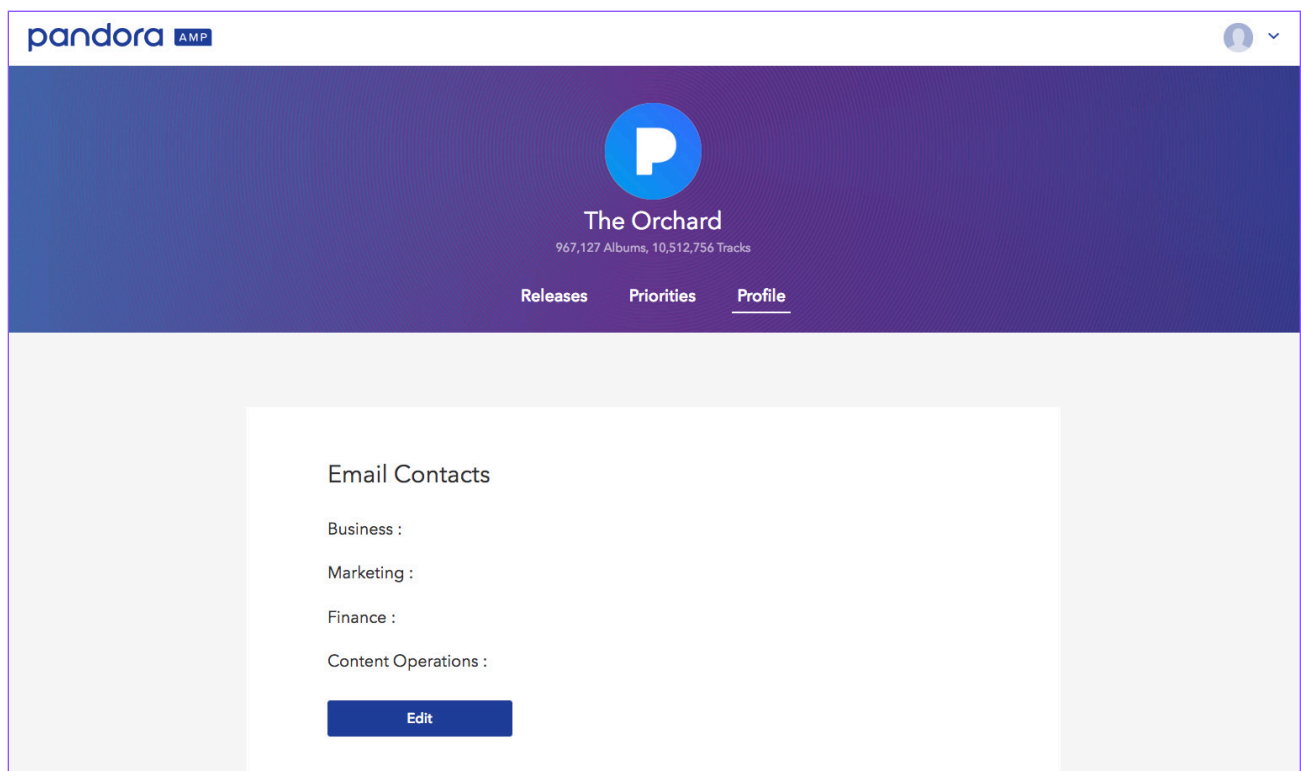- Button to Album Link on Pandora

Below, you will find a complete tracklist for the release. Each listing includes:

- Track Title
- Explicitness
- Artist
- ISRC
- Button to Copy Track Link on Pandora

PROFILE TAB

Each provider should supply Pandora with necessary points of contact should we need to reach you for any reason. Please provide an email address for a representative from each of the following departments:

- Business
- Marketing
- Finance
- Content Operations

HOW TO GET HELP

Support is available at ampplaybook.com for all questions regarding AMP product features.