

How to register or update your bank details

[on sacem.fr/en](https://sacem.fr/en)

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Preliminary conditions

01

Before you can start registering your bank details in your member account, you must:

1. Have a bank account opened in your name.

- If the difference between the account holder's name and that of the beneficiary known by Sacem is the result of a change in personal data (marriage...), we encourage you to contact Sacem using [your secure messaging](#) in your member account, to proceed to the update of your usual name before starting the online registration of your bank details.

2. Have registered a valid personal address (or company's address in case you are a publisher).

3. Have registered your Social security number (if you live in France).

4. Have registered a reference mobile phone number.

If you haven't done it, you can make this registration in the “**My personal information**” service.

A direct link to this service is displayed on the first screen of the “**My bank account details**” service.

The screenshot shows the 'My bank account details' page. At the top, there is a breadcrumb trail: 'My member account > My bank account details'. Below this, there are three main sections:

- Missing bank account details**: This section has a red dot icon in the top right corner. It contains the text: 'To allow Sacem to make the payment for your author's rights, please enter the bank details of an account opened in your name.' Below this text is a button with a plus icon and the text 'Add your bank details'.
- Important: Reference mobile phone number**: This section has an information icon (i) in the top left corner. It contains the text: 'In order to validate any additions or modifications to your bank details, you must register a reference mobile phone number.' Below this text is a button with the text 'Register a reference number', which is highlighted with an orange rectangular border. An orange arrow points from the text 'A direct link to this service is displayed on the first screen of the “My bank account details” service.’ to this button.
- Account outside France**: This section has an information icon (i) in the top left corner. It contains the text: 'You must enter a bank account opened in your name. Sacem will make the payment for your author's rights in the legal currency of the country where your bank is located (subject to legal provisions and the capabilities of our partners. Where this is not possible, payments will be in euros).' An orange arrow points from the text 'If you haven't done it, you can make this registration in the “My personal information” service.’ to this section.

Log in to your
member account

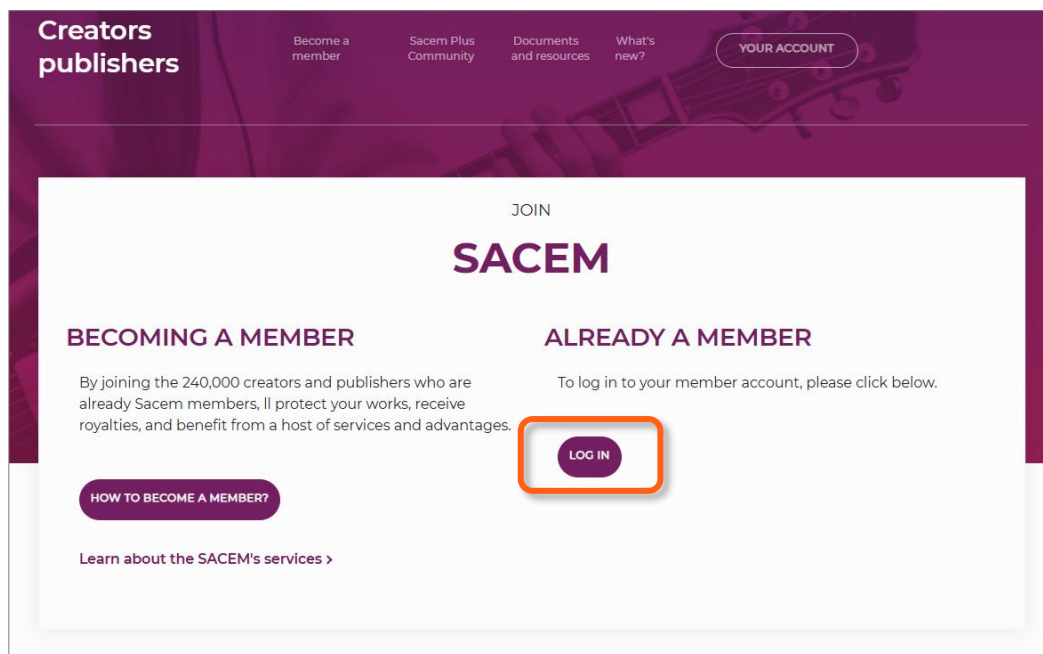
02

2.1

Log in to your member account

1

Go to createurs-editeurs.sacem.fr/en,
then click > **Log in**.



Creators publishers

Become a member Sacem Plus Community Documents and resources What's new? YOUR ACCOUNT

JOIN

SACEM

BECOMING A MEMBER

By joining the 240,000 creators and publishers who are already Sacem members, ll protect your works, receive royalties, and benefit from a host of services and advantages.

ALREADY A MEMBER

To log in to your member account, please click below.

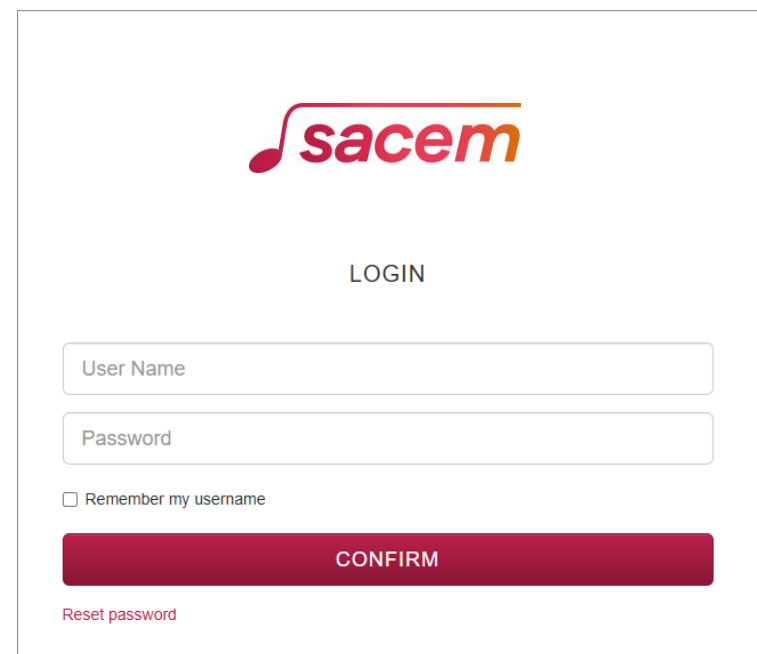
LOG IN

HOW TO BECOME A MEMBER?

Learn about the SACEM's services >

2

Enter your **username** and **password**, then click > **Confirm**.





LOGIN

User Name

Password

☐ Remember my username

CONFIRM

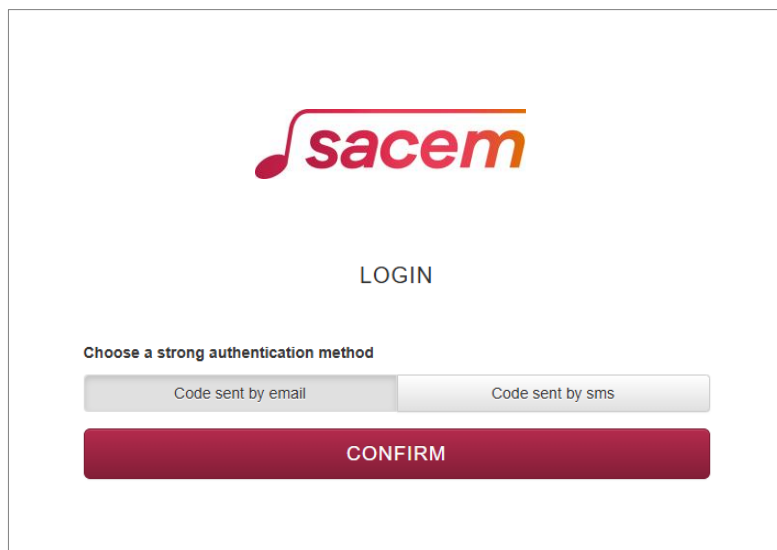
[Reset password](#)

2.1

Log in to your member account

3

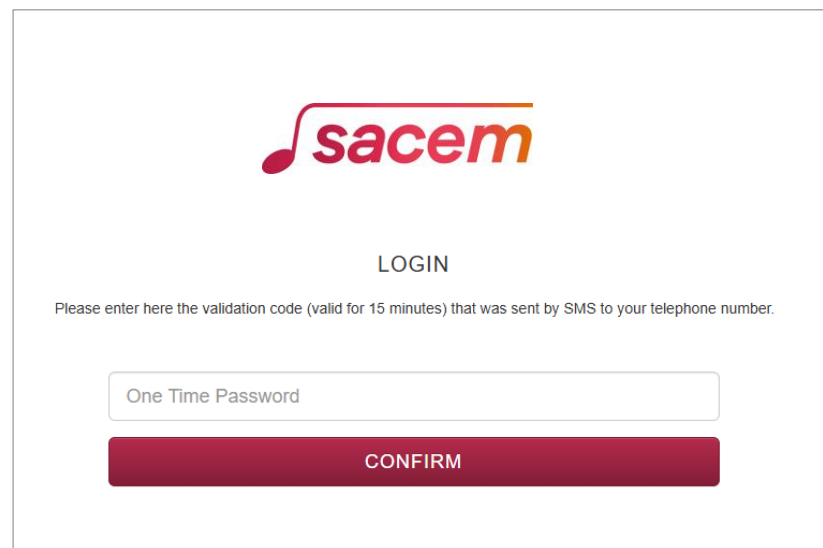
Choose if you want to **receive the verification code by email or by SMS** and click **> Confirm.**



The screenshot shows the Sacem login interface. At the top is the Sacem logo. Below it, the word "LOGIN" is centered. Underneath, the text "Choose a strong authentication method" is displayed. There are two buttons: "Code sent by email" and "Code sent by sms". The "Code sent by email" button is currently selected and highlighted. At the bottom of the form is a large red button labeled "CONFIRM".

4

Enter this code
(active for 15 minutes),
then click **> Confirm.**



The screenshot shows the Sacem login interface for step 4. At the top is the Sacem logo. Below it, the word "LOGIN" is centered. Underneath, the text "Please enter here the validation code (valid for 15 minutes) that was sent by SMS to your telephone number." is displayed. There is a text input field labeled "One Time Password". At the bottom of the form is a large red button labeled "CONFIRM".

Please note
to receive the code by SMS, **you must have a login mobile phone number registered with Sacem.**
If you don't, the code will automatically be sent by email.
You can register or update this phone number from your member account:
> My login information.

First entry of your
bank details

03

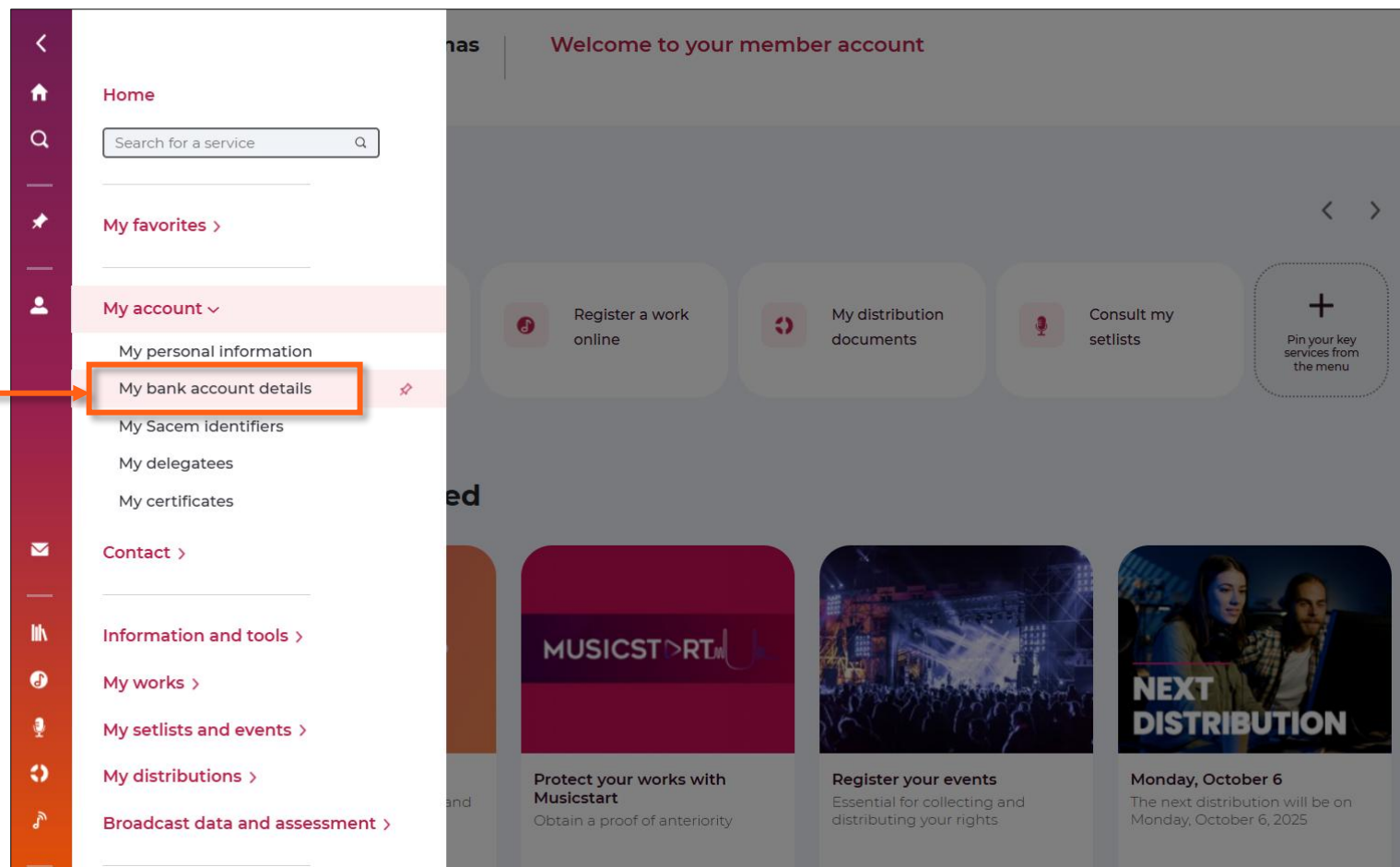
3.1

Access the service

Open the side menu in your member account, then click:

> **My account**

> **My bank account details**



3.1 | Access the service

Then > **Add your bank details.**

My bank account details

My member account > My bank account details

Missing bank account details

To allow Sacem to make the payment for your author's rights, please enter the bank details of an account opened in your name.

 Add your bank details



Important: Reference mobile phone number

In order to validate any additions or modifications to your bank details, you must register a reference mobile phone number.

[Register a reference number](#)



Account outside France

You must enter a bank account opened in your name. Sacem will make the payment for your author's rights in the legal currency of the country where your bank is located (subject to legal provisions and the capabilities of our partners. Where this is not possible, payments will be in euros).

3.2

Selecting the location of your bank account

My bank account details

My member account > My bank account details > Add

+ I add a bank account

Missing bank details. In order for your royalties to be paid, please fill in the details of the bank account opened in your name

You have an account in France* ? ☒

Next >

*(Metropolitan France, Guadeloupe, Martinique, French Guyana, Reunion, Mayotte, St Barthelemy, St Martin French part, St Pierre et Miquelon)

Specify if your bank account is in France or outside France.

Click on the button according to your situation:

- On the right ☒ account in France
- On the left ☐ account outside France

Then, click > **Next**.

Your bank is established in France

- your **IBAN** (International Bank Account Number, starting with 2 letters)
- the **BIC/SWIFT code** (8 or 11 characters, no dash, no space)
- the **name of your bank**.

When filling the fields:

- ## My bank account details

[My member account](#) › [My bank account details](#) › Add

+ Add your bank account

Bank account in France ☒

IBAN

FR

BIC Code

Account holder

LAST NAME First name

Name of the bank

SAVE

3.3

Your bank is established in France

Fill in the “Account holder” field with **your SURNAME and first names**.

Please note

If the surname or first names indicated **do not match** those registered with Sacem, the bank details will be **rejected**.

My bank account details

[My member account](#) > [My bank account details](#) > [Add](#)

+ Add your bank account

Bank account in France



IBAN

FR

BIC Code

Account holder

LAST NAME First name

Name of the bank

SAVE

3.3

Your bank is established in France

Once all the fields are complete, click **> Save.**

My bank account details

My member account > My bank account details > Add

+ Add your bank account

Bank account in France ☒

IBAN	BIC Code
FR00 0000 0000 0000 0000 000	BICFR123
Account holder	Name of the bank
DOE John	BANQUE

SAVE

3.3

Your bank is established in France

You will receive a code on the mobile phone number used to log in to your member account. You must **enter this code** to finalise the procedure.

You also have the possibility to
> **Receive the code by email**

You will then receive the code on your login email address.

Please note

To know more about how to consult or modify your login information, please read [this tutorial](#).

My bank account detail

My member account > My bank account detail > Add

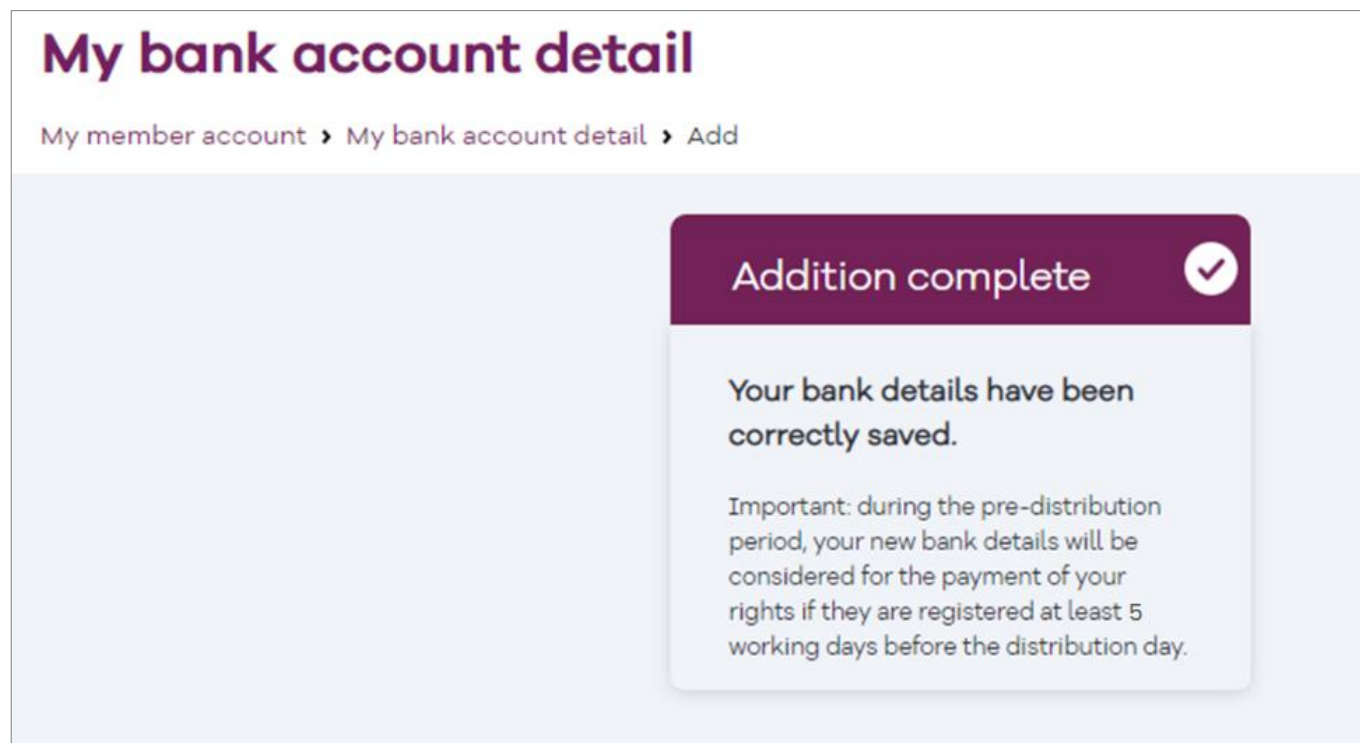
To validate the adding of your bank details

Please enter the code you just received by SMS

Code received

No SMS received ? [Receive the code by email](#)

A message indicates that your entry has been taken into account.



3.3

Your bank is established in France

You can now visualise the bank details you have entered.

You will receive an email in the following days, confirming the validation of your bank details by Sacem.

My bank account details

My member account > My bank account details

 Your bank details

Bank name
BANQUE

Bank address
225 Avenue du Général de Gaulle, 92200 Neuilly-sur-Seine

Country bank
FRANCE

Holder
DOE John

IBAN
**** * 00 0

BIC/SWIFT
BICFR123

 **Important: Reference mobile phone number**

In order to validate any additions or modifications to your bank details, you must register a reference mobile phone number.
[Register a reference number](#)

 **Account outside France**

You must enter a bank account opened in your name. Sacem will make the payment for your author's rights in the legal currency of the country where your bank is located (subject to legal provisions and the capabilities of our partners. Where this is not possible, payments will be in euros).

3.4

Your bank is established outside France

Click on the button to place it on the left as shown in the picture:

You have an account outside France : ☐

Then, click > **Next.**

My bank account details

My member account > My bank account details > Add

 I add a bank account

Missing bank details. In order for your royalties to be paid, please fill in the details of the bank account opened in your name

You have an account in France* ? ☐

Next >

*(Metropolitan France, Guadeloupe, Martinique, French Guyana, Reunion, Mayotte, St Barthelemy, St Martin French part, St Pierre et Miquelon)

3.4

Your bank is established outside France

Select in the drop-down list the country in which your bank is established.

My bank account details

[My member account](#) › [My bank account details](#) › [Add](#)

 Add your bank account

Bank account in France ☐

Bank country

CHOOSE COUNTRY

Select the bank country

Your bank is established outside France

You can still change it during the next step if you have made an error.

My bank account details

[My member account](#) › [My bank account details](#) › [Add](#)

+ Add your bank account

Bank account in France ☐

Bank country

MOROCCO

Select the bank country

3.4.1 | Your bank is established in France: you have an IBAN

Fill in all the fields:

The **IBAN** (International Bank Account Number) always starts with 2 letters.

The **BIC/SWIFT code** is composed of 8 or 11 characters (no dash, no space). It must imperatively be entered.

Please note

When filling the fields:

- **do not use any special characters** or accents
- **do not use the “copy-paste” function**, enter each character manually.

My bank account details

My member account > My bank account details > Add

The screenshot shows a web form titled "My bank account details" with a breadcrumb trail "My member account > My bank account details > Add". At the top, there is a purple header bar with a "+ Add your bank account" button and a toggle switch for "Bank account in France". Below this, the form is divided into two columns. The left column contains a "Bank country" dropdown menu (currently showing "MOROCCO"), an "IBAN" text input field, and a "BIC/SWIFT" text input field. These three fields are enclosed in a red rectangular box. The right column contains a "Select the bank country" button, a "Bank account number (if no IBAN)" text input field, an "Account holder" text input field (with placeholder text "LAST NAME First name"), a "Name of the bank" text input field, and a "Bank address" text input field. At the bottom right of the form is a "SAVE" button.

3.4.1 | Your bank is established in France: you have an IBAN

Fill in the “Account holder” field with **your SURNAME and first names**.

Please note

If the surname or first names indicated **do not match** those registered with Sacem, the bank details will be **rejected**.

My bank account details

My member account > My bank account details > Add

+ Add your bank account

Bank account in France ☐

Bank country

MOROCCO

Select the bank country

IBAN

Bank account number (if no IBAN)

BIC/SWIFT

Account holder

LAST NAME First name

Name of the bank

Bank address

SAVE

3.4.1 | Your bank is established in France: you have an IBAN

Fill in the **name of your bank**.

Please note

You must first **enter it THEN select it** in the drop-down list.

Fill in the **address of your bank**.

Please note

If the bank address is rejected, fill in only the city and country.

My bank account details

My member account > My bank account details > Add

+ Add your bank account

Bank account in France ☐

Bank country

MOROCCO

Select the bank country

IBAN

MA00 0000 0000 0000 0000 00

Bank account number (if no IBAN)

BIC/SWIFT

BICMA123

Account holder

DOE John

Name of the bank

Morocco Bank

Bank address

morocco

- 📍 Morocco
- 📍 Morocco Mall, Bd de l'Océan, Casablanca,...
- 📍 Morocco, IN, USA
- 📍 Morocco - Dubai - United Arab Emirates
- 📍 Morocco Cluster - Dubai - United Arab E...

This information is processed by SACEM (the data controller) for the use of SACEM and the banking institutions to carry out its collective management duties, pursuant to the provisions of the French Intellectual Property Code. It is kept as long as you are a Sacem's member.

3.4.1

Your bank is established in France: you have an IBAN

Once all the fields have been filled in, click **> Save.**

My bank account details

My member account > My bank account details > Add

+

Add your bank account

Bank account in France

☐

Bank country

MOROCCO

IBAN

MA00 0000 0000 0000 0000 0000 00

BIC/SWIFT

BICMAI23

Account holder

DOE John

Name of the bank

Morocco Bank

Select the bank country

Bank account number (if no IBAN)

Bank address

Morocco Mall, Bd de l'Océan, Casablanca, Morocco

SAVE

3.4.2

Bank established outside France: you don't have an IBAN / Your IBAN is not accepted

If you don't have an IBAN, do not fill in the field in question. Instead, please indicate your bank account number in the **"Bank account number"** field.

This account number must only contain numbers and/or letters.

Please note

When filling the fields:

- **do not use any special characters** or accents
- **do not use the "copy-paste" function**, enter each character manually.

The screenshot shows a web form titled "My bank account details" with a breadcrumb trail: "My member account > My bank account details > Add". At the top, there is a purple header bar with a "+ Add your bank account" button and a toggle switch for "Bank account in France". The form contains several input fields: "Bank country" (a dropdown menu showing "MOROCCO"), "IBAN", "BIC/SWIFT", "Account holder" (with a placeholder "LAST NAME First name"), "Name of the bank", and "Bank address". A purple button labeled "Select the bank country" is next to the "Bank country" dropdown. The "Bank account number (if no IBAN)" field is highlighted with an orange border, and an orange arrow points from the text in the first paragraph to this field. At the bottom right, there is a "SAVE" button.

3.4.2

If your bank is established in a **country using the Dollar(\$)** **currency** (e.g. Canada, USA, Australia...), you must also fill in the “**Routing number**” field. —

My bank account details

My member account > My bank account details > Add

+ Add your bank account

Bank account in France ☐

Bank country
UNITED STATES ▾

Select the bank country

IBAN

BIC/SWIFT

Account holder
LAST NAME First name

Name of the bank

Bank account number (if no IBAN)

Routing number

Bank address

SAVE

3.4.2 | Bank established outside France: you don't have an IBAN / Your IBAN is not accepted

Once all the fields are complete, click **> Save.**

My bank account details

My member account > My bank account details > Add

+ Add your bank account Bank account in France ☐

Bank country	UNITED STATES	Select the bank country
IBAN		Bank account number (if no IBAN) 01234567890
BIC/SWIFT	BICUS123	Routing number 123456
Account holder	DOE John	
Name of the bank	USA Bank	Bank address Maryland Avenue Southwest, Washington D.C., DC, USA
SAVE		

3.4.2

Bank established outside France: you don't have an IBAN / Your IBAN is not accepted

You will receive a code on the **mobile phone number used to log in** to your member account. You must **enter this code** to finalise the procedure.

You also have the possibility to
> **Receive the code by email**

You will then receive the code on your login email address.

Please note

To know more about how to consult or modify your login information, please read [this tutorial](#).

My bank account detail

My member account > My bank account detail > Add

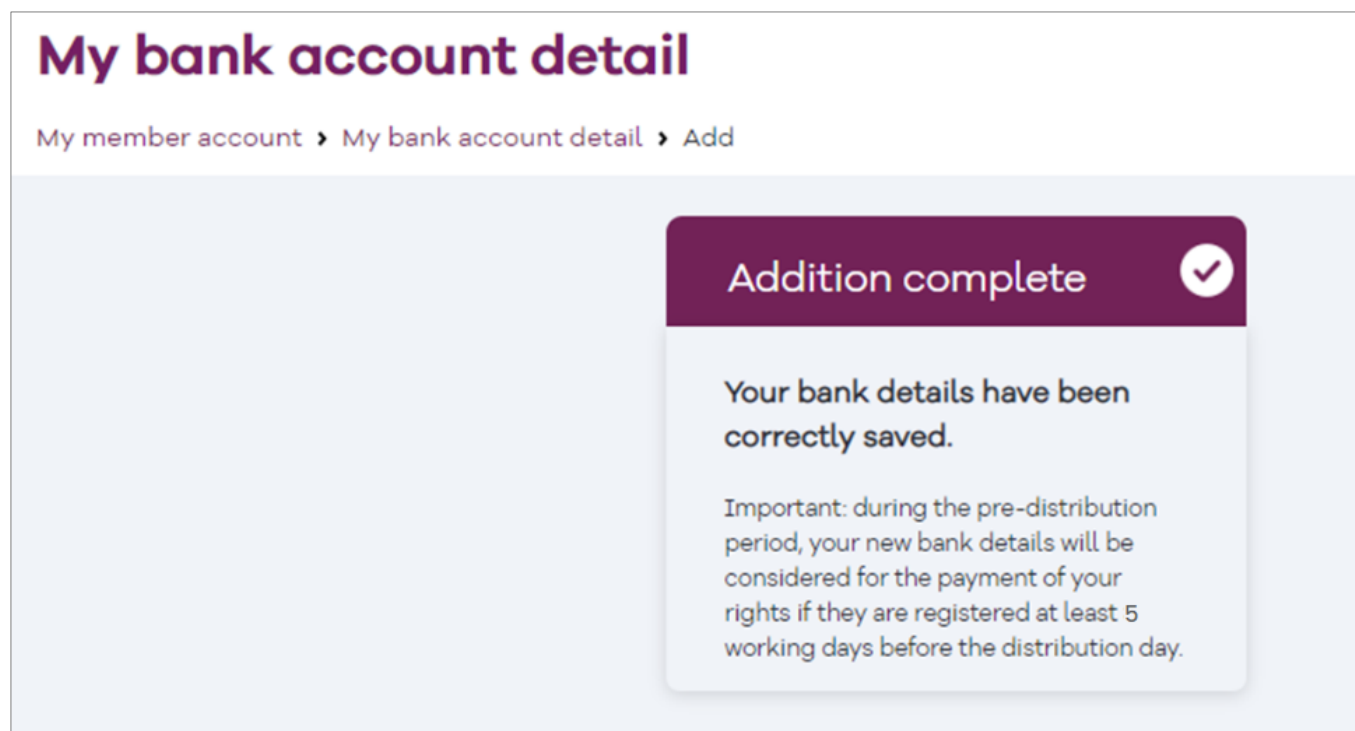
To validate the adding of your bank details

Please enter the code you just received by SMS

Code received

No SMS received ? [Receive the code by email](#)

A message indicates that your entry has been taken into account.



3.4

Your bank is established outside France

You can now visualise the bank details you have entered.

You will receive an email in the following days, confirming the validation of your bank details by Sacem.

My bank account details

My member account > My bank account details

 Your bank details

Bank name
USA Bank

Bank address
Maryland Avenue Southwest, Washington D.C., DC, USA

Country bank
UNITED STATES

Holder
DOE John

Account number
01234567890

BIC/SWIFT
BICUS123

 **Important: Reference mobile phone number**

In order to validate any additions or modifications to your bank details, you must register a reference mobile phone number.

[Register a reference number](#)

 **Account outside France**

You must enter a bank account opened in your name. Sacem will make the payment for your author's rights in the legal currency of the country where your bank is located (subject to legal provisions and the capabilities of our partners. Where this is not possible, payments will be in euros).



31

Updating existing
bank details

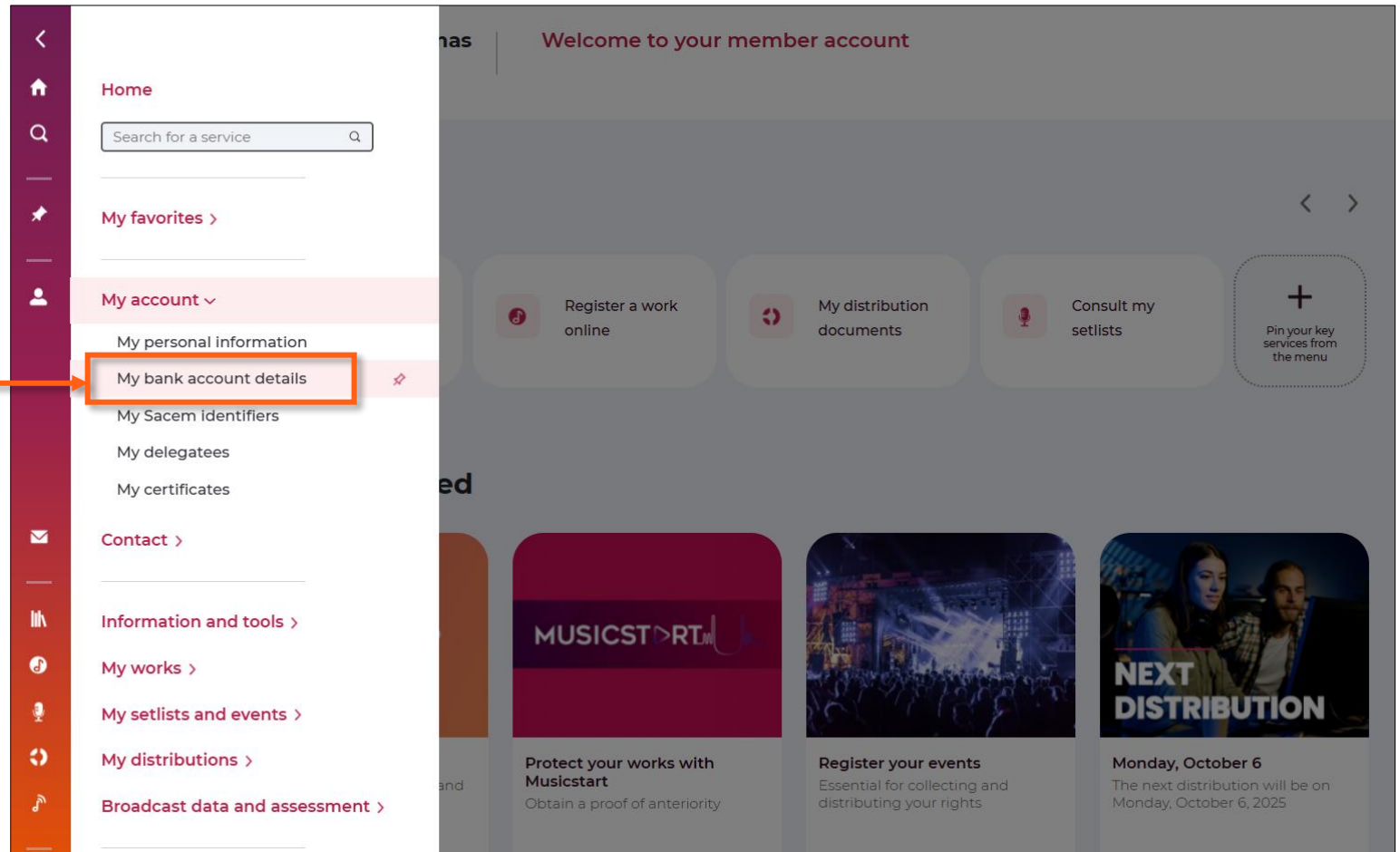
04

4.1 | Access the service

Open the side menu in your member account, then click:

> **My account**

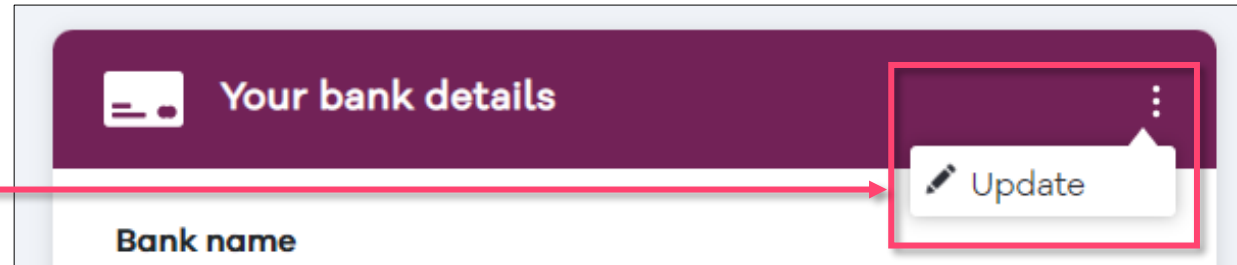
> **My bank account details**



4.2

Updating existing bank details

Then on the 3 dots, then > **Update**.



Then, **enter your new bank details** as described in the previous steps ([from page 9](#)).

A screenshot of a web form titled 'My bank account details' in purple text. Below the title is a breadcrumb trail: 'My member account > My bank account details > Add'. The form has a light purple header with a plus icon and the text 'I add a bank account'. The main content area is white and contains the text: 'Missing bank details. In order for your royalties to be paid, please fill in the details of the bank account opened in your name'. Below this is a toggle switch for 'You have an account in France* ?' which is currently turned on (checked). At the bottom right of the form is a purple button labeled 'Next >'. At the very bottom, in small text, is a footnote: '*(Metropolitan France, Guadeloupe, Martinique, French Guyana, Reunion, Mayotte, St Barthelemy, St Martin French part, St Pierre et Miquelon)'.

Contact us

Sacem is at your service



On sacem.fr/en



In your member account
> My messaging



One telephone number for all your inquiries
> +33 1 47 15 47 15 (our team can call you back)

*If you live in the USA, Latin America, the Middle East or Africa,
dedicated teams are at your service.*

