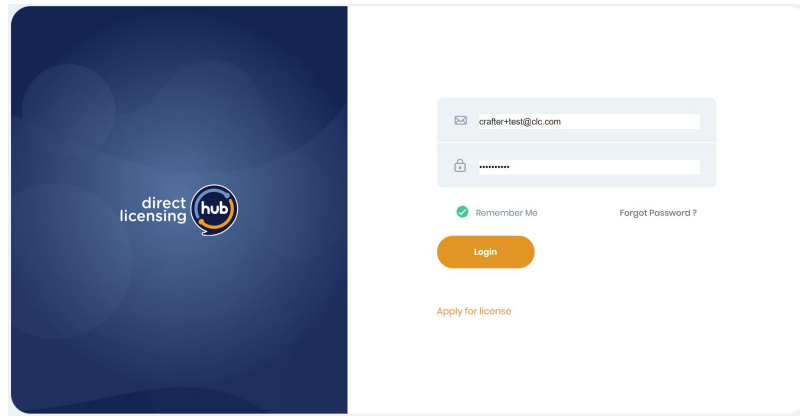


## CLC Canada Application Guide

1. To apply for CLC Canada Licensing go to <https://login.directlicensinghub.com/> and click Apply for a License.




2. To sign up, you will enter your License Details and Address, then click **Register**.

Hi! We need some basic information to create your account. Please fill in the form below.

### Licensee Details

<input type="text" value="Licensee Name *"/>	<input type="text" value="Contact Name *"/>
<input type="text" value="Phone Number *"/>	<input type="text" value="Alternate Phone Number"/>
<input type="text" value="Fax Number"/>	<input type="text" value="Website *"/>
<input type="text" value="Email Address *"/>	

### Address

<input type="text" value="Address Line 1 *"/>	<input type="text" value="Address Line 2"/>
<input type="text" value="Country *"/> Select Country	<input type="text" value="State"/>
<input type="text" value="City *"/>	<input type="text" value="Postcode *"/>
<input type="text" value="Image name"/> CHOOSE LOGO	<input type="text" value="Tax ID:"/> 

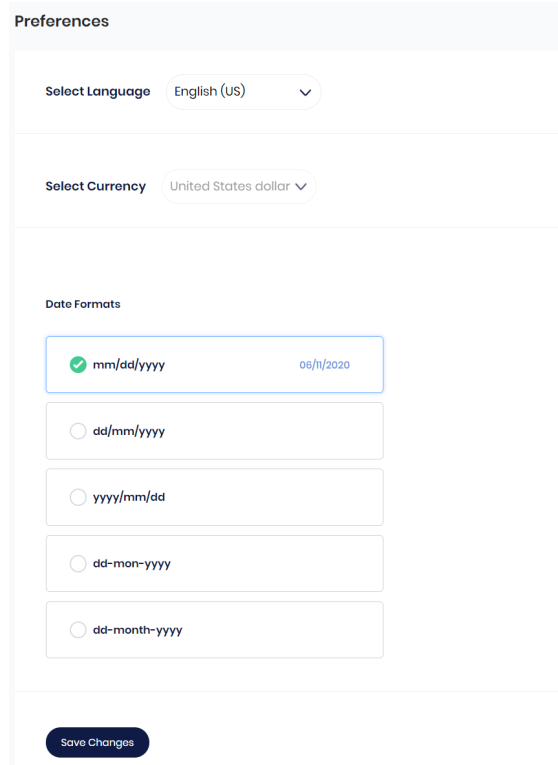
Allowed file type: jpg, png, jpeg, gif (Max size: 1 MB)

Register

## CLC Canada Application Guide

Your CLC Canada portal registration is now complete. To complete the online application, you will now provide answers to additional questions.

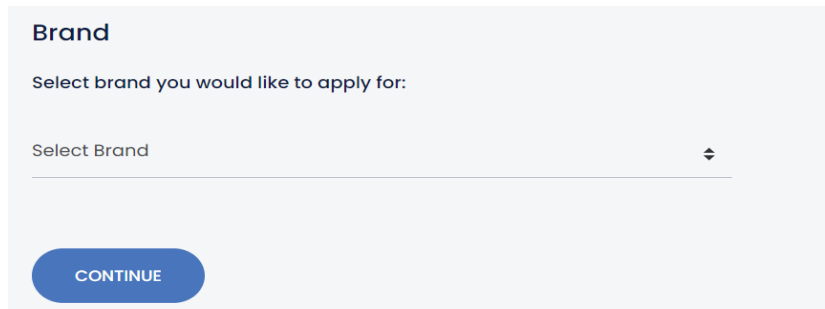
1. Select your language and date format privileges as depicted below which will take you to the next screen.



The screenshot shows a 'Preferences' form with the following elements:

- Select Language:** A dropdown menu currently set to 'English (US)'.
- Select Currency:** A dropdown menu currently set to 'United States dollar'.
- Date Formats:** A section with five radio button options:
  - mm/dd/yyyy (with a preview of '06/11/2020')
  - dd/mm/yyyy
  - yyyy/mm/dd
  - dd-mon-yyyy
  - dd-month-yyyy
- Save Changes:** A blue button at the bottom of the form.

2. After you select **Save Changes** click the down arrow and choose "CLC Canada" brand in the drop down and click Continue.



The screenshot shows a 'Brand' selection form with the following elements:

- Select brand you would like to apply for:** A heading above a dropdown menu.
- Select Brand:** The dropdown menu, currently showing a down arrow.
- CONTINUE:** A blue button at the bottom of the form.



## CLC Canada Application Guide

### Company Details:

On the next screen, you will complete the form for Company Details Form and enter in your Company and contact information. This information will serve as the main contact for your CLC Canada Program account.


### Intended Institution and Distribution:

Select the institution by clicking the drop-down arrow click the appropriate boxes for where you intend to sell/distribute. Type your product information in the Description of Product dialog box.


Institution Selection:\*   


Intended Distribution:\*  
 Craft Shows & Fairs  Festivals & Markets  Etsy  Social Media (Facebook, Instagram, etc.)  Other

Description of Product(s):\*

Are you making the products at home?\*"  

If no, please explain:

Selling Price:\* 

Have you ever held a collegiate license or applied for a collegiate license in the past?\*"  

Product Pictures\*  
 No file chosen

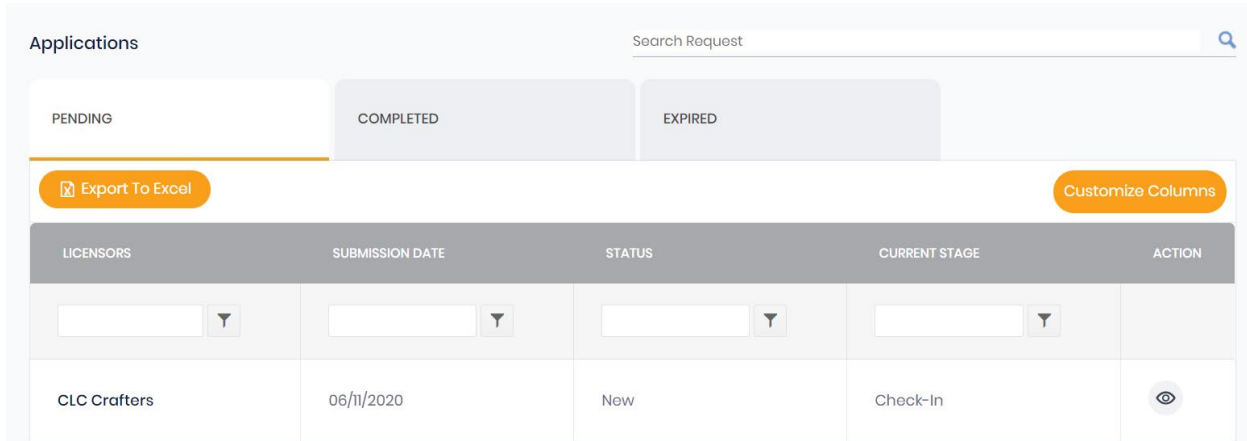
Comments:

Please read the **“Acknowledgement”** at the bottom of the screen before you click the **Submit** button.


If you would like more information on these specific fees, please contact [support@directlicensinghub.com](mailto:support@directlicensinghub.com).

## CLC Canada Application Guide

After your application is completed, you will be taken to the portal where you will receive notifications and check the status.



The screenshot shows the 'Applications' page in the CLC Canada Portal. At the top, there is a search bar labeled 'Search Request' with a magnifying glass icon. Below the search bar are three tabs: 'PENDING' (highlighted in orange), 'COMPLETED', and 'EXPIRED'. Under the 'PENDING' tab, there are two buttons: 'Export To Excel' and 'Customize Columns'. Below these buttons is a table with the following columns: 'LICENSORS', 'SUBMISSION DATE', 'STATUS', 'CURRENT STAGE', and 'ACTION'. The table contains one row of data for 'CLC Crafters' with a submission date of '06/11/2020', status of 'New', and current stage of 'Check-In'. The 'ACTION' column for this row contains an eye icon.

LICENSORS	SUBMISSION DATE	STATUS	CURRENT STAGE	ACTION
CLC Crafters	06/11/2020	New	Check-In	

Thank you for your interest in collegiate licensing. If you would like more information or have additional questions, please contact [support@directlicensinghub.com](mailto:support@directlicensinghub.com). Please login into your CLC Canada Portal account for updates.