

Welcome to the eCO (electronic Copyright Office) Standard Application Tutorial

A guide for completing your electronic copyright registration



Getting Started

Registering a claim is as easy as 1-2-3...

- 1. Complete the application A series of screens prompts you for information.
- Make payment You can pay by credit or debit card, electronic funds transfer (ACH), or by Copyright Office deposit account.
- Send the work you're registering- Either (a) upload a digital copy of your work (for certain categories of works only) or (b) print out a shipping slip to be attached to your work for delivery by the U.S. Postal Service.



Which claims can be filed online...

- These basic claims to copyright can be filed in eCO:
 - Literary Work
 - Work of the Visual Arts
 - Sound Recording
 - Work of the Performing Arts
 - Motion Picture / Audiovisual Work
 - Single Issue Serial



Which claims can be filed online...

- The following can also be filed in eCO (not demonstrated in this tutorial):
 - Group of Serial Issues
 - Group of Newspaper Issues
 - Group of Newsletter Issues
- Applications not listed above must be completed on paper and mailed to the Copyright Office with the appropriate fee and copy of the work.

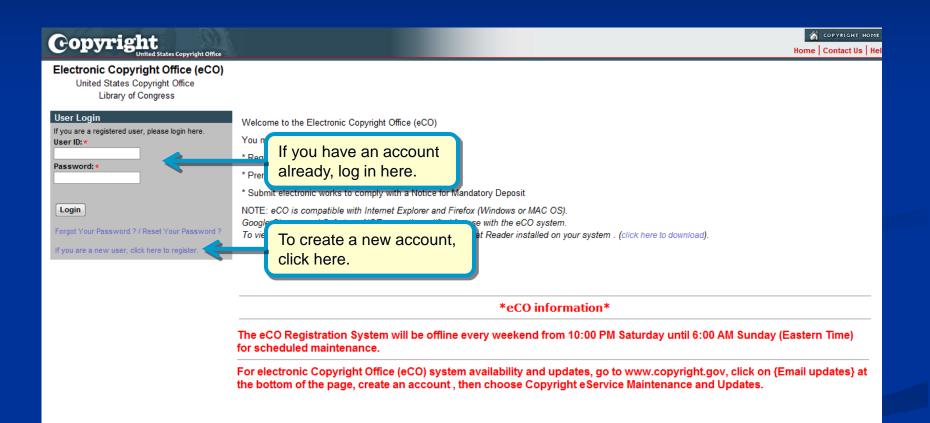


Before you begin...

- Before logging in to eCO, please be sure to:
 - Disable your pop-up blocker
 - Disable any third-party toolbars
- The eCO System has been confirmed for use with the Firefox browser on the Microsoft Windows 7 Operating System.
- Other browsers such as Internet Explorer, Chrome, Safari and Netscape may work and potentially could show less than optimal behavior when used with the eCO System.



Logging in to Register a Work



Beginning an Application for a Basic Registration

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| Check Registration Case Status Open Cases Working Cases All Cases My Company's Cases Status Definitions Search My Cases My Applications My Company's Applications Copyright Registration Register a New Claim Preregister a Claim Use a Template Organization / DA Additional Copyright Services Access Copyright Office Information - Ask a Question? - Read Circulars - Search Online Records | Electronic Copyright Office (eCO) Welcome, James! - Please disable your browser's pop-up blocker - What's new in eCO? - For If yo Click "Register a New Claim" ic work and need more information or help, click here ic work an |
| | *eCO information* |
| | You are in the eCO TEST environment. No claims created in this environment will be processed for Copyright registration. |



Choosing the Correct Application

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| < Bacl | k∥ | cess Overview | |
| To begir | in, plea | im in 3 steps in the following order: (1) Complete an application, (2) Make payment, (3) Send us a copy of your work. ase answer the following questions about the work(s) you are registering, then click the "Start Registration" answers to these questions will determine the appropriate application for registering your work. | |
| Yes | No | | |
| | | Are you registering one work (one song, one poem, one illustration, etc.)? Check " NO " to this question if the work is one of the following: a collection of works (such as: book of poetry, CD of songs, multiple photographs and illustrations), a collective work, website or database because these works do not qualify for the Single Application. | |
| | | Are you the <u>only author and owner</u> of the work (or the agent of the individual author who is also the only owner? Check "NO" to this question if the work was created by multiple individuals (such as, multiple performers, artists, writers) or if any part of this work was prepared as a "work made for hire" for another entity. | Click "Yes" or "No" for these 3 statements to determine which application is appropriate for registering your work. |
| | | Does the work you are sending contain material created only by this author? Check "NO" to this question if the copy includes more than one performer, writer, artist, actor, or if it contains content or contributions by anyone else, even if the claim is limited to only the contribution by this author or the material has been licensed, permissioned or transferred to the claimant. | registering your work. |

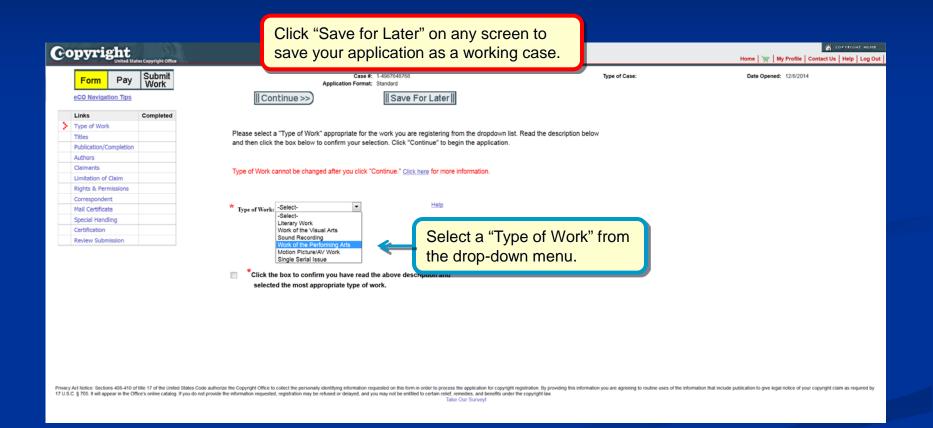


Beginning your application

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| Regist | er a clain | im in 3 steps in the following order: (1) Complete an application, (2) Make payment, (3) Send us a copy of your work. | |
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| | \checkmark | Are you registering <u>one work</u> (one song, one poem, one illustration, etc.)? Check " NO " to this question if the work is one of the following: a collection of works (such as: book of poetry, CD of songs and photographs), | |
| | | a collective work, website or database because these works do not qualify for the single form. | The remainder of this tutorial |
| 1 | | Are you the <u>only author and owner</u> of the work (or the agent of the individual author who is also the only owner)? | demonstrates the Standard Application. |
| 1 | | Does the work you are sending contain material created only by this author? Check "NO" to this question if the copy includes | If can answer yes to all three questions |
| | | content or contributions by anyone else, even if the claim is limited to only the contribution by this author or the material has been licensed, permissioned or transferred to the claimant. | and you think the Single Application may |
| llst | art Rei | egistration | be appropriate for your work, please |
| | | | review the Single Application version of |
| U.S.C. § 705. I | t will appei | 4 pa_410 of the 17 of the linted States Code authorize the Copyright Office to collect the personally identifying information requested on this form in order to process the application for copyright register in the Office's online catalog. If you do not provide the information requested, registration may be refused or delayed, and you may not be entitled to certain reief, remedies, and benefits under the Take Our Survey! | this tutorial at http://copyright.gov/eco/. |
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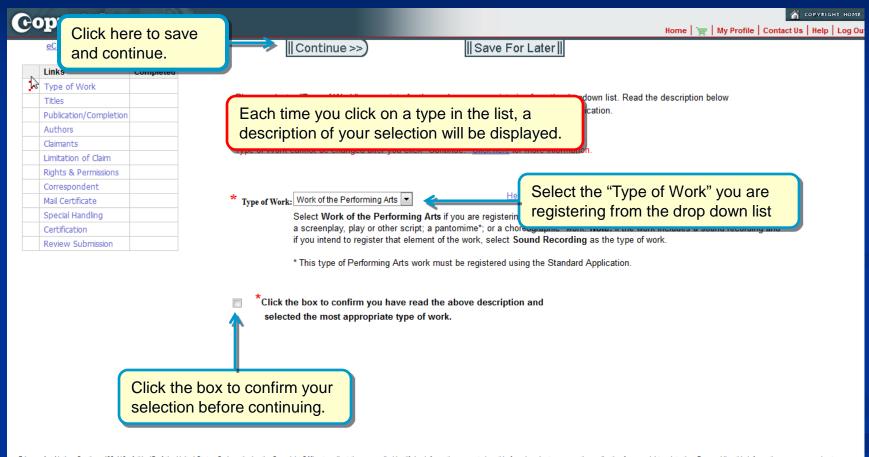


Selecting the Type of Work





Selecting the Type of Work



Privacy Act Notice: Sections 408-410 of title 17 of the United States Code authorize the Copyright Office to collect the personally identifying information requested on this form in order to process the application for copyright registration. By providing this information you are agreeing to routine uses of the information that include publication to give legal notice of your copyright claim as required by 17 U.S.C. § 705. It will appear in the Office's online catalog. If you do not provide the information requested, registration may be refused or delayed, and you may not be entitled



Entering the Title of the Work

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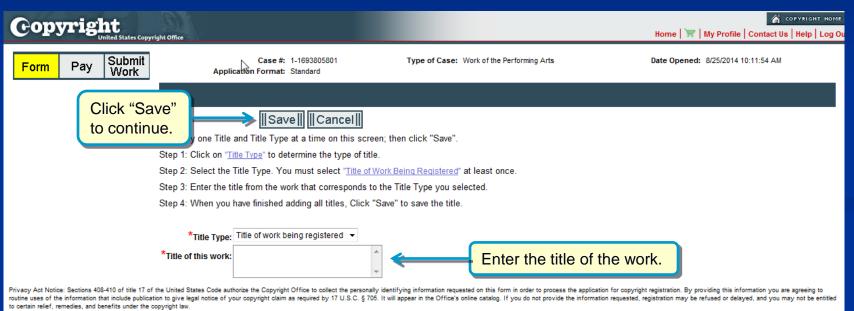


Entering the Title of the Work

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| | Save Cancel | | | | | |
| | Give only one Title and Title Type at a time on this screen; th | nen click "Save". | | | | |
| | Step 1: Click or " <u>Title Type</u> " to determine the type of title. | | | | | |
| | Step 2: Select the Title Type. You must select "Title of Work I | Being Registered" at least once. | | | | |
| | Step 3: Enter the title from the work that corresponds to the | Title Type you selected. | | | | |
| | Step 4: When you have finished adding all titles, Click "Save | " to save the title. | | | | |
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| | | Take Our Survey! | | | | |
| If you will be entering additional titles after this one, please click the "Title Type" link for guidance on selecting the appropriate "Title Type" option(s). | | | | | | |

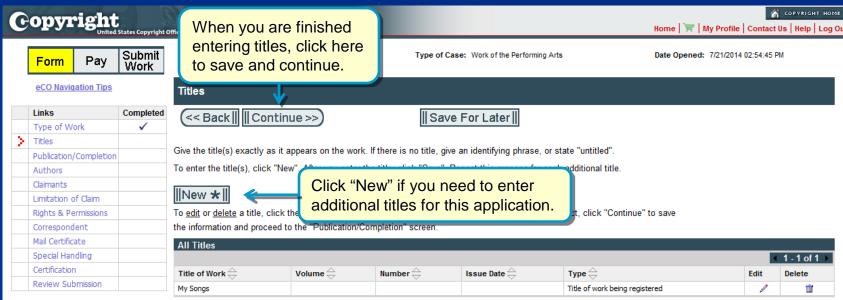


Entering the Title of the Work





Adding Additional Titles



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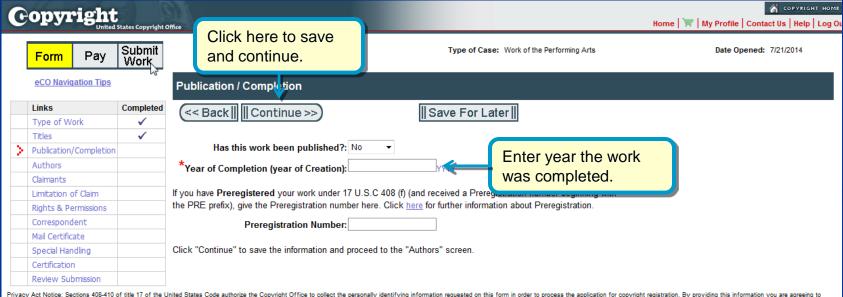


Selecting Publication Status

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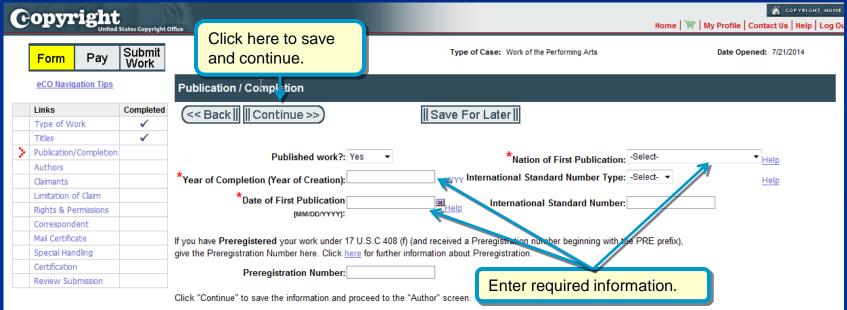
For Unpublished Works



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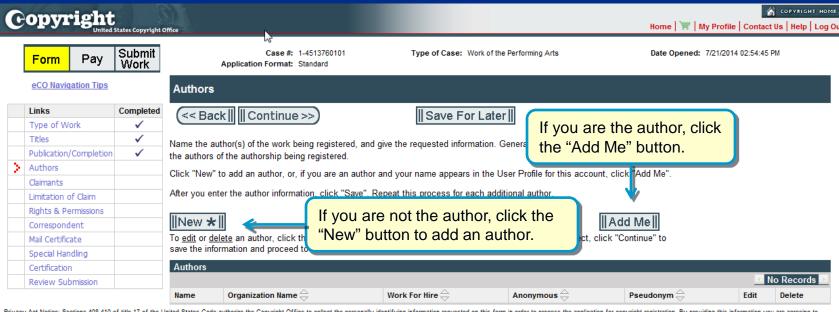
For Published Works



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Entering Author Information



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Naming the Author of the Work

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routine uses of the information that include publication to give legal notice of your copyright claim as required by 17 U.S.C. § 700. It will appear in the Office's online catalog. If you do not provide the information to certain relief, remedies, and benefits under the copyright law.

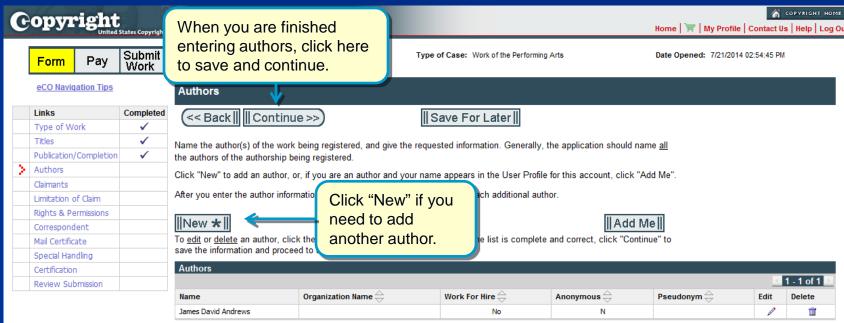
Describing the Author's Contribution

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| Privacy Act Notice: Sections 408-410 of the 1 of the Linde | *Author Created: Music Help Other: | | e 🔲 Mus | sical Arrangement Help | Check the box(es) describing the author's contribution to the work. If an appropriate box isn't provided, type the term(s) describing the | | |
| | | | | y not be entitled to certain relief, remove de benefits under the copyright law | contribution in the "Other" box. | | |

Please refer only to the author's contribution contained in the copy of the work you will send.



Adding Another Author



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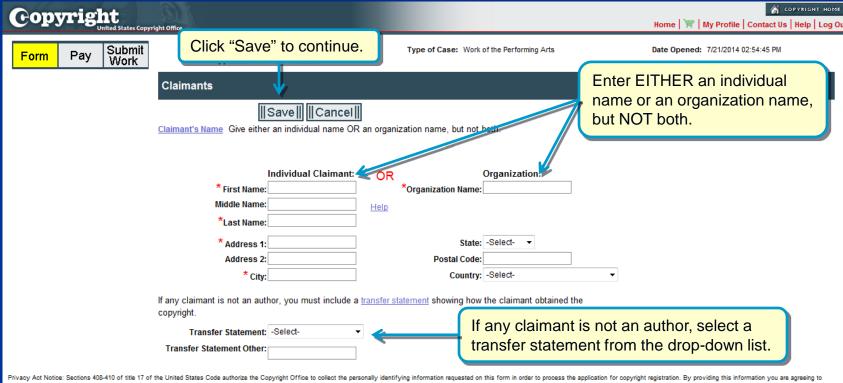
Entering Claimant Information

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| | Type of Work | ✓ | | | | | | | |
| | Titles | ✓ | | | | | | | |
| | Publication/Completion | ✓ | Please identify the <u>copyright claimant(s)</u> in this work. also be a person or organization to whom copyright h | The author is the original copyright claimant. The claim | nant may | | | | |
| | Authors | ✓ | | | | | | | |
| \rightarrow | Claimants | | To be named as a claimant by means of a transfer, a | a person or organization must ow | the claimant, | | | | |
| | Limitation of Claim | | U.S. copyright law. | | | | | | |
| | Rights & Permissions | | In addition, a claimant must own the copyright in all the authorship covered by this reg click the "Add Me" button. | | | | | | |
| | Correspondent | | Click "Now" to add a claimant, or if you are a claima | ant and your name appears in the User Profile for this a | account | | | | |
| | Mail Certificate | | Click "New" to add a claimant, or, if you are a claimant and your name appears in the User Profile for this account, click "Add Me" to add your name and address into the claimants list. | | | | | | |
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Naming the Claimant



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Adding Another Claimant

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| > | Claimants Limitation of Claim | | To be named as a claima U.S. copyright law. | To be named as a claimant by means of a transfer, a person or organization must own <u>all rights</u> under the <u>U.S. copyright law</u> . | | | | |
| | Rights & Permissions Correspondent | | In addition, a claimant must own the copyright in <u>all the authorship</u> covered by this registration. Click "New" to add a claimant, or, if you are a claimant and your name appears in the User Profile for this account, | | | | | |
| | Mail Certificate Special Handling Certification | | click "Add Me" to add yo After you enter the claima | ant informat | each additio | onal claimant. | | |
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| | | | Claimants | | reen. | | 🔟 1 - 1 of 1 🔟 | |
| | | | Name James David Andrews | Organization Name $\stackrel{	riangle}{\bigtriangledown}$ | Transfer Statement \gtrsim | Address ⇔ 101 Independence Avenue, Washington, | Edit Delete , DC, 20559 // 1 | |

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Identifying Preexisting Material

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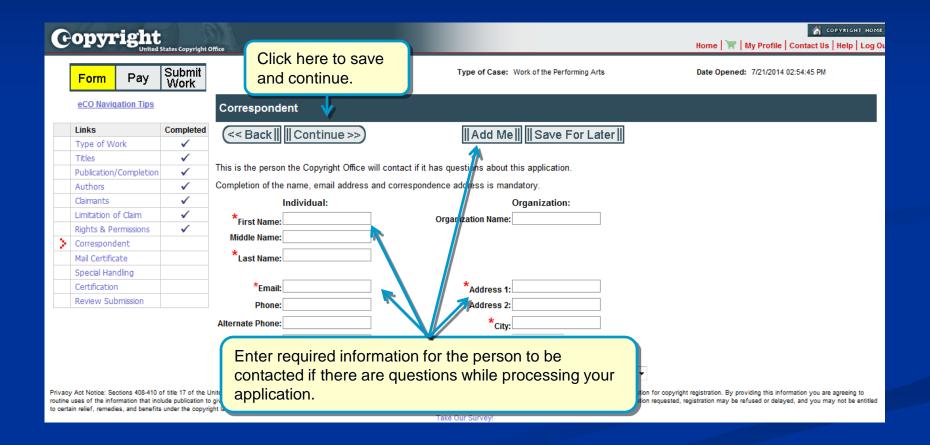
Rights and Permissions Contact

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| | Titles Publication/Completion | | You may provide contact information for a information or permission to use this work. | person and/or organization to be contacted regarding copyright management | |
| | Authors Important: If you prefer not to provide personal a post offlice box. | | | personally identifying information, you may list a third party agent or | |
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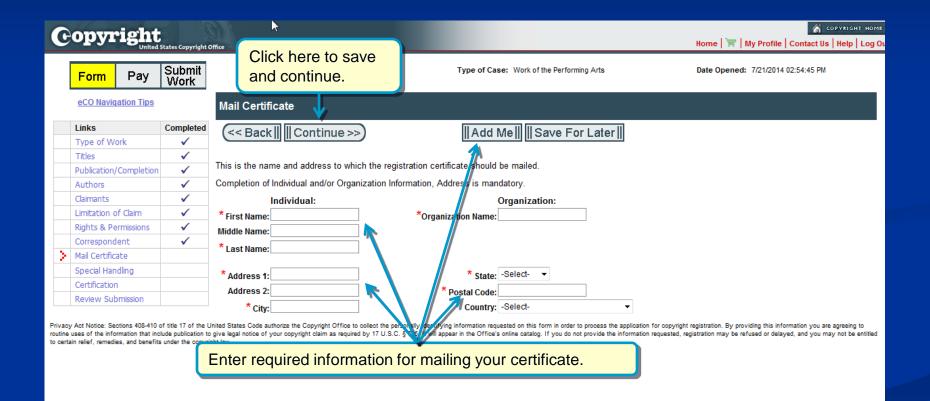


Correspondent Contact





Certificate Mailing Address



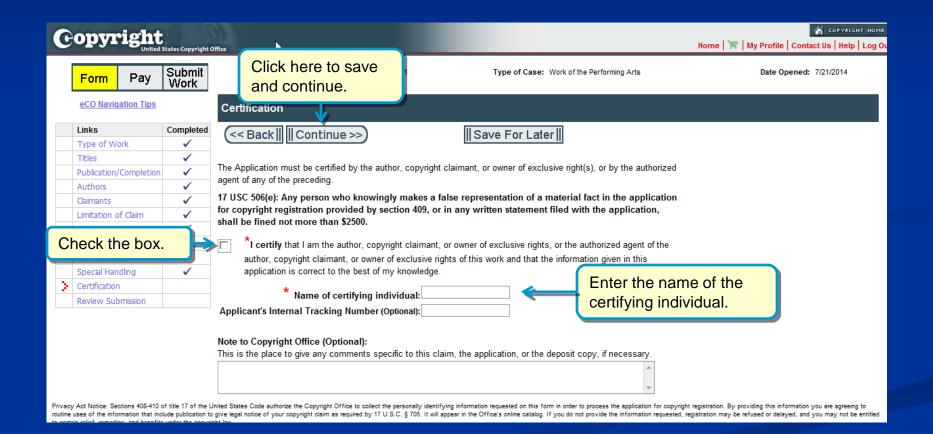


Requesting Expedited Processing

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| Titles | ✓ | | |
| Publication/Completion | ✓ | <u>Special handling</u> is expedited service that is available only to filers who satisfy one or more of the compelling reasons below. Special handling also carries a significant surcharge fee. If you do not | |
| Authors | ✓ | qualify for special handling service, please click the Continue button without completing this screen. | |
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| Limitation of Claim | ✓ | The significant special nation of such argeneers non-relativable. Frease click field to review the current ree. | |
| Rights & Permissions | ✓ | is currently \$800. | |
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| Mail Certificate | ✓ | | |
| Special Handling | | Compelling Reason(s) (At least one must be selected) | |
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| | | Contract or publishing deadlines that necessitate the expedited issuance of a certificate | |
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| | | SPECIAL HANDLING is optional and may be requested <u>only</u> if one of the compelling reasons listed above applies. | |
| Privacy Act Notice: Sections 408-410 | | Otherwise, leave all spaces blank. | |
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Certifying the Application



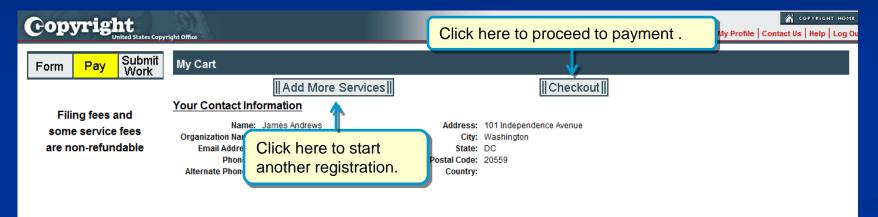


Reviewing the Application

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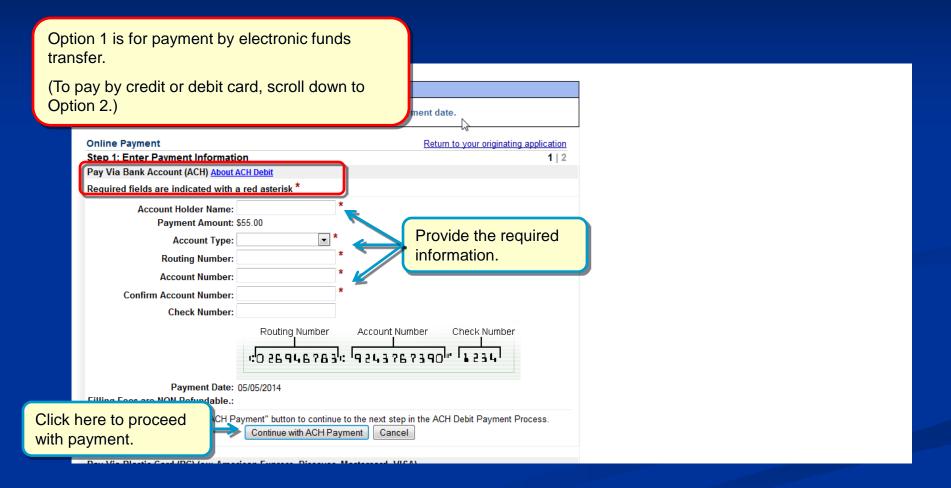
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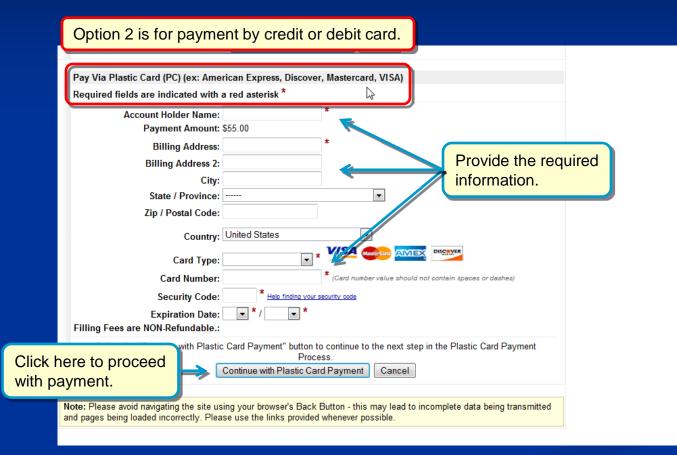


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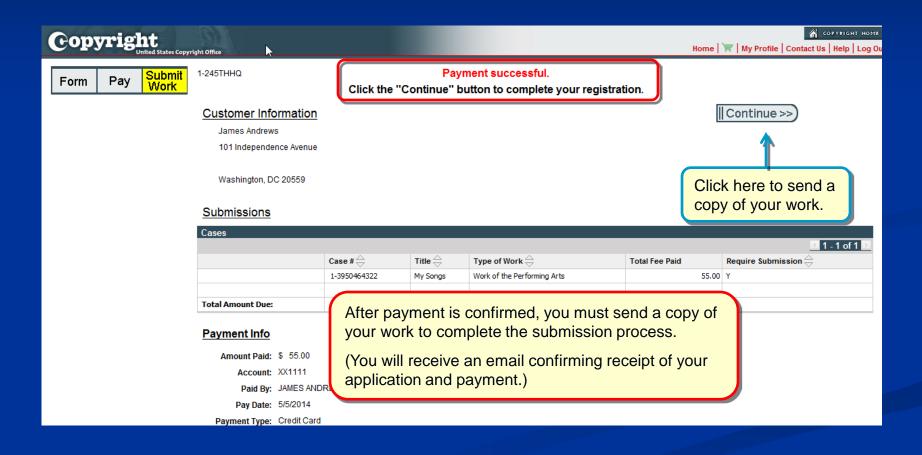


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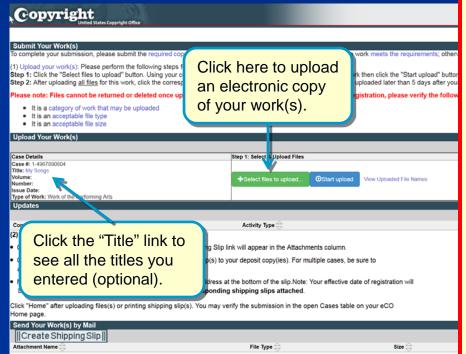




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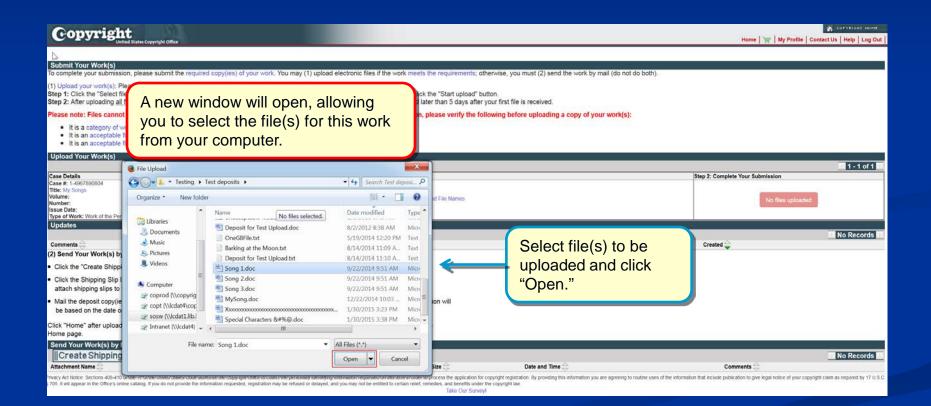
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