

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.
2. **Make payment** - You can pay by credit or debit card, electronic funds transfer (ACH), or by Copyright Office deposit account.
3. **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

Copyright
United States Copyright Office

COPYRIGHT HOME
[Home](#) | [Contact Us](#) | [Hel](#)

Electronic Copyright Office (eCO)

United States Copyright Office
Library of Congress

User Login

If you are a registered user, please login here.

User ID: *

Password: *

[Forgot Your Password ? / Reset Your Password ?](#)

If you are a new user, [click here to register.](#)

Welcome to the Electronic Copyright Office (eCO)

You may:

- * Register
- * Prepare
- * Submit electronic works to comply with a Notice for Mandatory Deposit

NOTE: eCO is compatible with Internet Explorer and Firefox (Windows or MAC OS).
Google Chrome and Safari are not compatible with the eCO system.
To view the eCO system, you must have Adobe Acrobat Reader installed on your system. ([click here to download](#)).

eCO information

The eCO Registration System will be offline every weekend from 10:00 PM Saturday until 6:00 AM Sunday (Eastern Time) for scheduled maintenance.

For electronic Copyright Office (eCO) system availability and updates, go to www.copyright.gov, click on {Email updates} at the bottom of the page, create an account, then choose Copyright eService Maintenance and Updates.

If you have an account already, log in here.

To create a new account, click here.



Beginning an Application for a Basic Registration

Copyright
United States Copyright Office

Home | | My Profile | Contact Us | Help | Log Out

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
Register a Group 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 more information and FAQs, [click here](#)

- If you have a copyright work and need more information or help, [click here](#)

Open Cases
 No Records

Case #	Status	Opened	Title	Upload Status	Vol/ Num/Issue	Month Year	Type of Work	Fee Paid	Closed
--------	--------	--------	-------	---------------	----------------	------------	--------------	----------	--------

eCO information

You are in the eCO TEST environment. No claims created in this environment will be processed for Copyright registration.

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 to certain relief, remedies, and benefits under the copyright law.

Click "Register a New Claim" to begin your application.



Choosing the Correct Application

Copyright
United States Copyright Office

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Registration Process Overview

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Register a claim in 3 steps in the following order: (1) Complete an application, (2) Make payment, (3) Send us a copy of your work.

To begin, please answer the following questions about the work(s) you are registering, then click the "Start Registration" button. Your answers to these questions will determine the appropriate application for registering your work.

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
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.	
<input type="checkbox"/>	<input type="checkbox"/>
Are you the only author and owner 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.	
<input type="checkbox"/>	<input type="checkbox"/>
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.	

[Start Registration](#)

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Click "Yes" or "No" for these 3 statements to determine which application is appropriate for registering your work.



Beginning your application

Copyright
United States Copyright Office

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Registration Process Overview

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Register a claim in 3 steps in the following order: (1) Complete an application, (2) Make payment, (3) Send us a copy of your work.

To begin, please answer the following questions about the work (or works) you are registering. Then click the "Start Registration" button. Your answers will determine whether you should use the Standard Application or the Single Application.

Yes	No	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	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)?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the work you are sending contain material created <u>only by this author</u> ? Check "NO" to this question if the copy includes 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.

Start Registration

Privacy Act Notice: Sections 552a and 552e of title 5 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. Section 552a of title 5 of the United States Code also provides that you may request and receive certain information from this system. If you do not provide the information requested, registration may be refused or delayed, and you may not be entitled to certain relief, remedies, and benefits under the Copyright Act. For more information, please see 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 relief, remedies, and benefits under the Copyright Act. [Take Our Survey!](#)

"No" for any of these questions indicates your work must be registered on the Standard Application.

The remainder of this tutorial demonstrates the Standard Application. If you can answer yes to all three questions and you think the Single Application may be appropriate for your work, please review the Single Application version of this tutorial at <http://copyright.gov/eco/>.

Click here to begin your Standard Application.



Selecting the Type of Work

Click "Save for Later" on any screen to save your application as a working case.

The screenshot shows the Copyright Office eCO application form. At the top, there is a navigation bar with the Copyright Office logo and links for Home, My Profile, Contact Us, Help, and Log Out. Below the navigation bar, there are buttons for Form, Pay, and Submit Work. The main content area includes a Case # (1-4967648768), Application Format (Standard), Type of Case, and Date Opened (12/8/2014). A red box highlights the "Save For Later" button. Below this, there is a section for selecting the "Type of Work" from a dropdown menu. The dropdown menu is open, showing options: -Select-, Literary Work, Work of the Visual Arts, Sound Recording, Work of the Performing Arts (highlighted), Motion Picture/AV Work, and Single Serial Issue. A blue box with an arrow points to the "Work of the Performing Arts" option, with the text "Select a 'Type of Work' from the drop-down menu." Below the dropdown menu, there is a checkbox and a note: "Click the box to confirm you have read the above description and selected the most appropriate type of work." At the bottom of the page, there is a Privacy Act Notice and a "Take Our Survey" link.

Copyright Office
United States Copyright Office

Case #: 1-4967648768
Application Format: Standard
Type of Case:
Date Opened: 12/8/2014

Form Pay Submit Work

eCO Navigation Tips

Continue >> Save For Later

Please select a "Type of Work" appropriate for the work you are registering from the dropdown list. Read the description below and then click the box below to confirm your selection. Click "Continue" to begin the application.

Type of Work cannot be changed after you click "Continue." [Click here for more information.](#)

* Type of Work: -Select-
-Select-
Literary Work
Work of the Visual Arts
Sound Recording
Work of the Performing Arts
Motion Picture/AV Work
Single Serial Issue

Help

Select a "Type of Work" from the drop-down menu.

* Click the box to confirm you have read the above description and selected the most appropriate type of work.

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Take Our Survey!



Selecting the Type of Work

Copyright Office

Home | My Profile | Contact Us | Help | Log Out

COPYRIGHT HOME

Click here to save and continue.

||| Continue >> ||| ||| Save For Later |||

Links	Completed
Type of Work	
Titles	
Publication/Completion	
Authors	
Claimants	
Limitation of Claim	
Rights & Permissions	
Correspondent	
Mail Certificate	
Special Handling	
Certification	
Review Submission	

Each time you click on a type in the list, a description of your selection will be displayed.

Select the "Type of Work" you are registering from the drop down list

* Type of Work: Help

Select **Work of the Performing Arts** if you are registering a screenplay, play or other script; a pantomime*; or a choreographic work. **Note:** if the work includes a sound recording and you intend to register that element of the work, select **Sound Recording** as the type of work.

* This type of Performing Arts work must be registered using the Standard Application.

* Click the box to confirm you have read the above description and selected the most appropriate type of work.

Click the box to confirm your selection before continuing.

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Entering the Title of the Work

Copyright United States Copyright Office

Case #: 1-4513760101 Type of Case: Work of the Performing Arts Date Opened: 7/21/2014 02:54:45 PM

Application Format: Standard

Form Pay **Submit Work**

[eCO Navigation Tips](#)

Links	Completed
Type of Work	✓
Titles	
Publication/Completion	
Authors	
Claimants	
Limitation of Claim	
Rights & Permissions	
Correspondent	
Mail Certificate	
Special Handling	
Certification	
Review Submission	

Titles

<< Back ||| Continue >> ||| Save For Later |||

Give the title(s) exactly as it appears on the work. If there is no title, give an identifying phrase, or state "untitled".
 To enter the title(s), click "New" to add a title, click "Delete" to delete a title. Repeat this process for each additional title.

||| New * ||| ← Click "New" to enter the title of the work.

To edit or delete a title, click the "Edit" or "Delete" button. When the list is complete and correct, click "Continue" to save the information and proceed to the "Publication/Completion" screen.

All Titles < No Records >

Title of Work	Volume	Number	Issue Date	Type	Edit	Delete
No Records						

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Entering the Title of the Work

Copyright
United States Copyright Office

Home | | [My Profile](#) | [Contact Us](#) | [Help](#) | [Log Out](#)

Case #: 1-1693805801 Type of Case: Work of the Performing Arts Date Opened: 8/25/2014 10:11:54 AM
Application Format: Standard

Form Pay Submit Work

Title

Give only one Title and Title Type at a time on this screen; then click "Save".

Step 1: Click on ["Title Type"](#) to determine the type of title.

Step 2: Select the Title Type. You must select ["Title of Work 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.

*Title Type:
*Title of this work:
Previous or Alternative Title
Title of Larger Work
Series Title
Contents Title

Select "Title of work being registered" from the Title Type drop-down menu.

Privacy Act Notice: Sections 408-410 of title 17 of the United States Code authorize the Copyright Office to use the information you provide for routine uses of the information that include publication to give legal notice of your registration and to disseminate information to the public. By providing this information you are agreeing to the use of your information for these purposes. Section 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 to certain relief, remedies, and benefits under the copyright law.

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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

Copyright
United States Copyright Office

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Case #: 1-1693805801 Type of Case: Work of the Performing Arts Date Opened: 8/25/2014 10:11:54 AM

Application Format: Standard

Form Pay Submit Work

Click "Save" to continue. →

Enter one Title and Title Type at a time on this screen; then click "Save".

Step 1: Click on "Title Type" to determine the type of title.

Step 2: Select the Title Type. You must select "Title of Work 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.

*Title Type:

*Title of this work:

Enter the title of the 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 to certain relief, remedies, and benefits under the copyright law.

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Adding Additional Titles

Copyright United States Copyright Office

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Copyright HOME

Form Pay Submit Work

eCO Navigation Tips

Links Completed

Type of Work	✓
Titles	
Publication/Completion	
Authors	
Claimants	
Limitation of Claim	
Rights & Permissions	
Correspondent	
Mail Certificate	
Special Handling	
Certification	
Review Submission	

When you are finished entering titles, click here to save and continue.

Type of Case: Work of the Performing Arts Date Opened: 7/21/2014 02:54:45 PM

Titles

<< Back ||| Continue >> ||| Save For Later |||

Give the title(s) exactly as it appears on the work. If there is no title, give an identifying phrase, or state "untitled".

To enter the title(s), click "New". Additional titles may be added by clicking "New" for each additional title.

Click "New" if you need to enter additional titles for this application.

To edit or delete a title, click the or . To finish, click "Continue" to save the information and proceed to the "Publication/Completion" screen.

All Titles 1 - 1 of 1

Title of Work	Volume	Number	Issue Date	Type	Edit	Delete
My Songs				Title of work being registered		

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[Take Our Survey!](#)



Selecting Publication Status

Copyright United States Copyright Office

Home | | My Profile | Contact Us | Help | Log Out

Case #: 1-4513760101 Type of Case: Work of the Performing Arts Date Opened: 7/21/2014

Application Format: Standard

Form Pay **Submit Work**

[eCO Navigation Tips](#)

Publication / Completion

[<< Back](#) [Continue >>](#) [Save For Later](#)

Links	Completed
Type of Work	✓
Titles	✓
Publication/Completion	

Publication results from the distribution of copies of a work to the public by sale or other transfer of ownership, or by rental, lease, or lending. A work is also "published" if there has been an offering to distribute copies to a group of persons for purposes of further distribution, public performance, or public display. A public performance play does not, by itself, constitute "publication".

For more information on the publication of works online, click [here](#). Indicate whether this work has been published by selecting either "yes" or "no" from the drop down list below.

* Has this work been published?:

Check marks indicate your progress.

Select "Yes or "No" from the drop-down menu.

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[Take Our Survey!](#)



For Unpublished Works

Copyright United States Copyright Office COPYRIGHT HOME

Home | | My Profile | Contact Us | Help | Log Out

Form Pay **Submit Work** Type of Case: Work of the Performing Arts Date Opened: 7/21/2014

[eCO Navigation Tips](#)

Links	Completed
Type of Work	✓
Titles	✓
✗ Publication/Completion	
Authors	
Claimants	
Limitation of Claim	
Rights & Permissions	
Correspondent	
Mail Certificate	
Special Handling	
Certification	
Review Submission	

Publication / Completion

<< Back ||| Continue >> ||| Save For Later |||

Has this work been published?: No ▾

*Year of Completion (year of Creation): ||| Save For Later |||

If you have Preregistered your work under 17 U.S.C 408 (f) (and received a Preregistration number (indicated by the PRE prefix), give the Preregistration number here. Click [here](#) for further information about Preregistration.

Preregistration Number:

Click "Continue" to save the information and proceed to the "Authors" screen.

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Click here to save and continue.

Enter year the work was completed.



For Published Works

Copyright United States Copyright Office COPYRIGHT HOME

Home | | My Profile | Contact Us | Help | Log Out

Form **Pay** Submit Work Type of Case: Work of the Performing Arts Date Opened: 7/21/2014

[eCO Navigation Tips](#)

Publication / Completion

<< Back ||| ||| Continue >> ||| Save For Later |||

Published work?: Yes * Nation of First Publication: -Select- [Help](#)

* Year of Completion (Year of Creation): International Standard Number Type: -Select- [Help](#)

* Date of First Publication International Standard Number:

[MM/DD/YYYY] [Help](#)

If you have **Preregistered** your work under 17 U.S.C 408 (f) (and received a Preregistration number beginning with the PRE prefix), give the Preregistration Number here. Click [here](#) for further information about Preregistration.

Preregistration Number:

Click "Continue" to save the information and proceed to the "Author" screen.

Enter required information.

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Entering Author Information

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Case #: 1-4513760101 Type of Case: Work of the Performing Arts Date Opened: 7/21/2014 02:54:45 PM
 Application Format: Standard

Form Pay Submit Work

[eCO Navigation Tips](#)

Links	Completed
Type of Work	✓
Titles	✓
Publication/Completion	✓
Authors	
Claimants	
Limitation of Claim	
Rights & Permissions	
Correspondent	
Mail Certificate	
Special Handling	
Certification	
Review Submission	

Authors

<< Back ||| Continue >> ||| Save For Later |||

Name the author(s) of the work being registered, and give the requested information. Generally, you will enter the authors of the authorship being registered.

Click "New" to add an author, or, if you are an author and your name appears in the User Profile for this account, click "Add Me".

After you enter the author information, click "Save". Repeat this process for each additional author.

||| New * ||| ||| Add Me |||

To edit or delete an author, click the appropriate button. To save the information and proceed to the next step, click "Continue" to

Authors No Records

Name	Organization Name	Work For Hire	Anonymous	Pseudonym	Edit	Delete

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If you are the author, click the "Add Me" button.

If you are not the author, click the "New" button to add an author.



Naming the Author of the Work

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Form Pay Subm Work

Click "Save" to continue.

Type of Case: Work of the Performing Arts Date Opened: 7/21/2014 02:54:45 PM

Authors

Save Cancel

Author's Name Give either an individual name OR an organization name, but not both. An author is a person who actually created the contribution, unless the contribution was "Made for hire" in which case the employer is the author. Either citizenship/domicile of the author is also required.

Individual Author: OR Organization:

First Name: Organization Name:

Middle Name: Help

Last Name:

Is this author's contribution a work made for hire?: -Select-

* Citizenship: -Select- Help

OR

* Domicile: -Select- Help

Year of Birth: YYYY

Year of Death: YYYY

Anonymous:

Pseudonym:

Select EITHER "Citizenship" or "Domicile" from the drop-down list, but NOT both.

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Describing the Author's Contribution

Click here to save and continue.

Copyright United States Copyright Office

Case #: 4967648768
Application Format: Standard
Type of Case: Work of the Performing Arts
Date Opened: 12/8/2014 02:43:17 PM

Form Pay Submit Work

Authors

Save Cancel

Check the appropriate box(es) to indicate the author's contribution.

*** Author Created:**
 Music [Help](#) Lyrics [Help](#) Text [Help](#) Musical Arrangement [Help](#)
Other:

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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 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

Copyright United States Copyright Office

Home | My Profile | Contact Us | Help | Log Out

Type of Case: Work of the Performing Arts Date Opened: 7/21/2014 02:54:45 PM

Form Pay Submit Work

eCO Navigation Tips

Links Completed

Type of Work	✓
Titles	✓
Publication/Completion	✓
Authors	
Claimants	
Limitation of Claim	
Rights & Permissions	
Correspondent	
Mail Certificate	
Special Handling	
Certification	
Review Submission	

Authors

<< Back ||| Continue >> ||| Save For Later |||

Name the author(s) of the work being registered, and give the requested information. Generally, the application should name all the authors of the authorship being registered.

Click "New" to add an author, or, if you are an author and your name appears in the User Profile for this account, click "Add Me".

After you enter the author information, click "Add Me" to add each additional author.

||| New * ||| ||| Add Me |||

To edit or delete an author, click the corresponding icon. When the list is complete and correct, click "Continue" to proceed to the next step.

Authors 1 - 1 of 1

Name	Organization Name	Work For Hire	Anonymous	Pseudonym	Edit	Delete
James David Andrews		No	N			

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Take Our Survey!

When you are finished entering authors, click here to save and continue.

Click "New" if you need to add another author.



Entering Claimant Information

Copyright
United States Copyright Office

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Form

Pay

Submit Work

Case #: 1-4513760101 Type of Case: Work of the Performing Arts Date Opened: 7/21/2014 02:54:45 PM

Application Format: Standard

[eCO Navigation Tips](#)

Links	Completed
Type of Work	✓
Titles	✓
Publication/Completion	✓
Authors	✓
Claimants	✗
Limitation of Claim	
Rights & Permissions	
Correspondent	
Mail Certificate	
Special Handling	
Certification	
Review Submission	

Claimants

<< Back
Continue >>
Save For Later

Please identify the [copyright claimant\(s\)](#) in this work. The author is the original copyright claimant. The claimant may also be a person or organization to whom copyright has been transferred.

To be named as a claimant by means of a transfer, a person or organization must own the copyright in the work. See [U.S. copyright law](#).

In addition, a claimant must own the copyright in [all the authorship](#) 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, click "Add Me" to add your name and address into the claimants list.

After you enter the claimant information, click "Save". Repeat this process for each additional claimant.

If you are not the claimant, click the "New" button to add a claimant.

If you are the claimant, click the "Add Me" button.

New *
Add Me

To [edit](#) or [delete](#) a claimant, click the "Edit" or "Delete" button. If you are a claimant and your name is not in the list, click "Add Me". If you are not a claimant, click "New". If you are a claimant and your name is in the list, click "Add Me". If you are not a claimant, click "New". If you are a claimant and your name is in the list, click "Add Me".

Claimants					
Name	Organization Name	Transfer Statement	Address	Edit	Delete
No Records					

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 to certain relief, remedies, and benefits under the copyright law.



Naming the Claimant

Copyright United States Copyright Office

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Form Pay Submit Work

Click "Save" to continue.

Type of Case: Work of the Performing Arts Date Opened: 7/21/2014 02:54:45 PM

Claimants

|| Save || || Cancel ||

Claimant's Name Give either an individual name OR an organization name, but not both.

Individual Claimant: * First Name: Middle Name: * Last Name: * Address 1: Address 2: * City:

OR

Organization: * Organization Name:

State: Postal Code: Country:

If any claimant is not an author, you must include a [transfer statement](#) showing how the claimant obtained the copyright.

Transfer Statement: Transfer Statement Other:

Enter EITHER an individual name or an organization name, but NOT both.

If any claimant is not an author, select a transfer statement from the drop-down list.

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 to certain relief, remedies, and benefits under the copyright law.



Adding Another Claimant

Copyright United States Copyright Office

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Type of Case: Work of the Performing Arts Date Opened: 7/21/2014 02:54:45 PM

Form Pay Submit Work

eCO Navigation Tips

Links	Completed
Type of Work	✓
Titles	✓
Publication/Completion	✓
Authors	✓
➤ Claimants	
Limitation of Claim	
Rights & Permissions	
Correspondent	
Mail Certificate	
Special Handling	
Certification	
Review Submission	

Claimants

<< Back ||| Continue >> ||| Save For Later |||

Please identify the [copyright claimant\(s\)](#) in this work. The author is the original copyright claimant. The claimant may also be a person or organization to whom copyright has been transferred.

To be named as a claimant by means of a transfer, a person or organization must own [all rights](#) under the [U.S. copyright law](#).

In addition, a claimant must own the copyright in [all the authorship](#) 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, click "Add Me" to add your name and address into the claimants list.

After you enter the claimant information for each additional claimant.

||| New * ||| ||| Add Me |||

To [edit](#) or [delete](#) a claimant, click the appropriate icon in the list is complete and correct, click "Continue" to save the information.

Claimants

Name	Organization Name	Transfer Statement	Address	Edit	Delete
James David Andrews			101 Independence Avenue, Washington, DC, 20559		

When you are finished entering claimants, click here to save and continue.

Click "New" if you need to add another claimant.

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 to certain legal remedies.



Identifying Preexisting Material

Copyright United States Copyright Office

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Copyright HOME

Form Pay Submit Work

Type of Case: Work of the Performing Arts Date Opened: 5/5/2014

eCO Navigation Tips

Limitation of Claim

Click here to save and continue.

<< Back ||| Continue >> ||| Save For Later |||

If material is excluded, new material included must also be identified.

Complete this screen to [limit your claim](#) if this work contains or is based on previously registered material, reviews published material, material in the public domain or material not owned by this claimant. The purpose of this section is to exclude such material from the claim and identify the new material upon which the present claim is based.

If your work does not contain any preexisting material, click "Continue" to proceed to the Rights and Permissions screen.

Links	Completed
Type of Work	✓
Titles	✓
Publication/Completion	✓
Authors	✓
Claimants	✓
Limitation of Claim	
Rights & Permissions	
Correspondent	
Mail Certificate	
Special Handling	
Certification	
Review Submission	

Material Excluded:

Lyrics

Music

Musical Arrangement

Text (screenplay, scripts, other)

Other:

Previous Registration:

1st Prev. Reg. #:

Year:

2nd Prev. Reg. #:

Year:

New Material Included:

Lyrics

Music

Editing

Musical Arrangement

Text (screenplay, scripts, other)

Other:

Enter information only if your work contains preexisting material and/or has been previously registered. Otherwise, please leave this screen blank.



Rights and Permissions Contact

Copyright United States Copyright Office COPYRIGHT HOME

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Form Pay **Submit Work** Type of Case: Work of the Performing Arts Date Opened: 5/5/2014 10:15:42 AM

[eCO Navigation Tips](#)

Rights & Permissions Information (Optional)

<< Back ||| Continue >> ||| Add Me ||| Save For Later |||

You may provide contact information for a person and/or organization to be contacted regarding copyright management information or permission to use this work.

Important: If you prefer not to provide personally identifying information, you may list a third party agent or a post office box.

<table border="1"> <thead> <tr> <th>Links</th> <th>Completed</th> </tr> </thead> <tbody> <tr><td>Type of Work</td><td>✓</td></tr> <tr><td>Titles</td><td>✓</td></tr> <tr><td>Publication/Completion</td><td>✓</td></tr> <tr><td>Authors</td><td>✓</td></tr> <tr><td>Claimants</td><td>✓</td></tr> <tr><td>Limitation of Claim</td><td>✓</td></tr> <tr><td>Rights & Permissions</td><td></td></tr> <tr><td>Correspondent</td><td></td></tr> <tr><td>Mail Certificate</td><td></td></tr> <tr><td>Special Handling</td><td></td></tr> <tr><td>Certification</td><td></td></tr> <tr><td>Review Submission</td><td></td></tr> </tbody> </table>	Links	Completed	Type of Work	✓	Titles	✓	Publication/Completion	✓	Authors	✓	Claimants	✓	Limitation of Claim	✓	Rights & Permissions		Correspondent		Mail Certificate		Special Handling		Certification		Review Submission		<p>Individual:</p> <p>First Name: <input type="text"/></p> <p>Middle Name: <input type="text"/></p> <p>Last Name: <input type="text"/></p> <p>Email: <input type="text"/></p> <p>Phone: <input type="text"/></p> <p>Alternate Phone: <input type="text"/></p>	<p>Organization:</p> <p>Organization Name: <input type="text"/></p> <p>Address 1: <input type="text"/></p> <p>Address 2: <input type="text"/></p> <p>City: <input type="text"/></p> <p>State: <input type="text" value="-Select-"/></p> <p>Postal Code: <input type="text"/></p> <p>Country: <input type="text" value="-Select-"/></p>
Links	Completed																											
Type of Work	✓																											
Titles	✓																											
Publication/Completion	✓																											
Authors	✓																											
Claimants	✓																											
Limitation of Claim	✓																											
Rights & Permissions																												
Correspondent																												
Mail Certificate																												
Special Handling																												
Certification																												
Review Submission																												

You may designate an agent authorized to grant permission to use your work (optional).

Privacy Act Notice: Section 504 of the Copyright Act of 1976 requires the Copyright Office to collect 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 to certain relief, remedies, and benefits under the copyright law.



Correspondent Contact

Copyright United States Copyright Office

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Copyright HOME

Form Pay Submit Work

Type of Case: Work of the Performing Arts Date Opened: 7/21/2014 02:54:45 PM

eCO Navigation Tips

Links	Completed
Type of Work	✓
Titles	✓
Publication/Completion	✓
Authors	✓
Claimants	✓
Limitation of Claim	✓
Rights & Permissions	✓
Correspondent	
Mail Certificate	
Special Handling	
Certification	
Review Submission	

Correspondent

<< Back ||| Continue >> ||| Add Me ||| Save For Later |||

This is the person the Copyright Office will contact if it has questions about this application. Completion of the name, email address and correspondence address is mandatory.

Individual: * First Name: Middle Name: * Last Name:

Organization: Organization Name:

* Email: Phone: Alternate Phone:

* Address 1: Address 2: * City:

Enter required information for the person to be contacted if there are questions while processing your application.

Privacy Act Notice: Sections 408-410 of title 17 of the United States Code... routine uses of the information that include publication to give notice... to certain relief, remedies, and benefits under the copyright law.

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Certificate Mailing Address

Copyright United States Copyright Office

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Form Pay Submit Work

eCO Navigation Tips

Mail Certificate

Type of Case: Work of the Performing Arts Date Opened: 7/21/2014 02:54:45 PM

Click here to save and continue.

<< Back ||| Continue >> ||| Add Me ||| Save For Later |||

This is the name and address to which the registration certificate should be mailed.
Completion of Individual and/or Organization Information, Address is mandatory.

Individual: * First Name: Middle Name: * Last Name:
* Address 1: Address 2: * City:

Organization: * Organization Name:
* State: * Postal Code: * Country:

Enter required information for mailing your certificate.

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. § 205. Your name 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 to certain relief, remedies, and benefits under the copyright law.



Requesting Expedited Processing

Copyright United States Copyright Office

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Form Pay **Submit Work**

eCO Navigation Tips

Links Completed

Type of Work	✓
Titles	✓
Publication/Completion	✓
Authors	✓
Claimants	✓
Limitation of Claim	✓
Rights & Permissions	✓
Correspondent	✓
Mail Certificate	✓
Special Handling	
Certification	
Review Submission	

Special Handling (Optional)

<< Back ||| Continue >> ||| Save For Later |||

Special handling 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 qualify for special handling service, please click the Continue button without completing this screen.

Note: The significant special handling surcharge fee is non-refundable. Please click [here](#) to review the current fee.

Special Handling (The information requested below is required for Special Handling claims)

Compelling Reason(s) (At least one must be selected)

Pending or prospective litigation

Customs matters

Contract or publishing deadlines that necessitate the expedited issuance of a certificate

SPECIAL HANDLING is optional and may be requested only if one of the compelling reasons listed above applies.

Otherwise, leave all spaces blank.

The Special Handling fee is currently \$800.

Privacy Act Notice: Sections 408-410 of title 17 of the United States Code provide that the Copyright Office may disclose personally identifying information to agencies, courts, and the public 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 to certain relief, remedies, and benefits under the copyright law.

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Certifying the Application

Copyright United States Copyright Office

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Copyright HOME

Form Pay Submit Work

Type of Case: Work of the Performing Arts Date Opened: 7/21/2014

eCO Navigation Tips

Links	Completed
Type of Work	✓
Titles	✓
Publication/Completion	✓
Authors	✓
Claimants	✓
Limitation of Claim	✓
Special Handling	✓
Certification	
Review Submission	

Certification

<< Back ||| Continue >> ||| Save For Later |||

The Application must be certified by the author, copyright claimant, or owner of exclusive right(s), or by the authorized agent of any of the preceding.

17 USC 506(e): Any person who knowingly makes a false representation of a material fact in the application for copyright registration provided by section 409, or in any written statement filed with the application, shall be fined not more than \$2500.

* I certify that I am the author, copyright claimant, or owner of exclusive rights, or the authorized agent of the author, copyright claimant, or owner of exclusive rights of this work and that the information given in this application is correct to the best of my knowledge.

* Name of certifying individual:

Applicant's Internal Tracking Number (Optional):

Note to Copyright Office (Optional):
This is the place to give any comments specific to this claim, the application, or the deposit copy, if necessary.

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 to certain relief, remedies, and benefits under the copyright law.

Click here to save and continue.

Check the box.

Enter the name of the certifying individual.



Reviewing the Application

Will you be filing multiple claims with duplicate information? Click here to save a template for future use.

Click here to continue.

Review the information you entered carefully before proceeding. Use the links in the navigation bar to go back and make corrections if needed.

Your application is ready to send when all sections are checked.

Copyright United States Copyright Office

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Form Pay Submit Work

Review Submission

<< Back || Save For Later || Save Template || Add to Cart ||

Please review the entire submission on this screen. If you need to revise any information, return to the appropriate data entry screen to make the revision. When the entire submission is correct, click the "Add to Cart" button at the top of the screen. **Warning: Once you submit your application, you cannot make changes to it. Therefore, please review the information on this screen carefully before proceeding.**

Case Summary

Case Number: Case Type: Work of the Performing Art
Contact Name: Opened: 7/21/2014

Update Activity

Comments	Activity Type	Status	Created
All Titles			
Title of Work	Volume	Number	Issue Date
Title of work being registered			

Publication/Completion

Published Work	Year Created	Publication Date	Nation of First Publication	ISN Type	IS Number	Pre

Links	Completed
Type of Work	✓
Titles	✓
Publication/Completion	✓
Authors	✓
Claimants	✓
Limitation of Claim	✓
Rights & Permissions	✓
Correspondent	✓
Mail Certificate	✓
Special Handling	✓
Certification	✓
Review Submission	✓



Additional Service or Checkout

Copyright
United States Copyright Office

Click here to proceed to payment .

My Profile | Contact Us | Help | Log Out

Form Pay **Submit Work**

My Cart

|| Add More Services || || Checkout ||

Your Contact Information

Name: James Andrews Address: 101 Independence Avenue
 Organization Name: City: Washington
 Email Address: State: DC
 Phone: Postal Code: 20559
 Alternate Phone: Country:

Click here to start another registration.

Filing fees and some service fees are non-refundable

Cases in Cart 1 - 1 of 1

Case #	Status	Opened	Title	Vol/ Num/Issue	Month/Year	Type of Case	Fee Due	Remove to Working Cases
1-3950464322	In-Cart	5/5/2014	My Songs			Work of the Performing Arts	55.00	<input checked="" type="checkbox"/>
Total Due:							\$55.00	

Case Details 1 - 1 of 1

Reference Id	Fee Type	Quantity	Rate	Amount Due
1-245THHM	Performing Arts - Basic (Web)	1	55.00	55.00

Attachments No Records



Selecting Payment Method

Copyright
United States Copyright Office

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Form **Pay** Submit Work

[Help](#) [Change Order](#) [Pay - Deposit Acct](#) [Pay - Credit Card / ACH](#)

Your Contact Information

Name: James Andrews
 Organization Name: SBO Tutorials
 Email Address: myemail@loc.gov
 Phone #: (555) 111-2222
 Alternate Phone #: (555) 222-3333

Address: 101 Independence Avenue
 Postal Code: [Redacted]

Click here to pay by credit card or electronic funds transfer.

Cases in Cart 1 - 1 of 1

Case #	Status	Opened	Title	Volume	Number	Issue Date	Type of Case	Fee Due
1-3950464322	In-Cart	5/5/2014	My Songs				Work of the Performing Arts	55.00
Total Due:								55.00

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 to certain relief, remedies, and benefits under the copyright law.

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Pay.gov: Electronic Funds Transfer

Option 1 is for payment by electronic funds transfer.

(To pay by credit or debit card, scroll down to Option 2.)

Payment date.

[Return to your originating application](#)

Online Payment 1 | 2

Step 1: Enter Payment Information

Pay Via Bank Account (ACH) [About ACH Debit](#)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$55.00

Account Type: *

Routing Number: *

Account Number: *

Confirm Account Number: *

Check Number:

Routing Number	Account Number	Check Number
026946783	9243767390	1234

Payment Date: 05/05/2014

Filing Fees are NON-Refundable.:

ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

Pay Via: Plastic Card (DC) / American Express / Discover / Mastercard / VISA

Provide the required information.

Click here to proceed with payment.



Pay.gov: Credit or Debit Card

Option 2 is for payment by credit or debit card.

Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)
Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$55.00

Billing Address: *

Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country: United States

Card Type: *

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: * [Help finding your security code](#)

Expiration Date: * / *

Provide the required information.

Click here to proceed with payment.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.



Pay.gov: Authorizing the Payment

Online Payment [Return to your originating application](#)

Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: James Andrews Billing Address: Ave Billing Address 2: City: State / Province: Zip / Postal Code: Country: USA	Card Type: Visa Card Number: *****1111 Billing Fees are NON-Refundable.:	Payment Amount: \$55.00 Transaction Date 05/05/2014 16:11 and Time: EDT

Email Confirmation Receipt
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Confirm Email Address:

CC: Separate multiple email addresses with a comma

Authorization and Disclosure
Required fields are indicated with a red asterisk *

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. *

Button only once. Pressing the button more than once could result in multiple transactions.

Do not use your browser's Back Button - this may lead to incomplete data being transmitted. Please use the links provided whenever possible.

Click here to complete the transaction.

Enter your email address.

Check this box to authorize the charge.



Paying with a Copyright Office Deposit Account

Copyright
United States Copyright Office

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Form **Pay** Submit Work

My Cart

[Help](#) || [Change Order](#) || [Pay - Deposit Acct](#) || [Pay - Credit Card / ACH](#)

Your Contact Information

Name: James Andrews
 Organization Name: SBO Tutorials
 Address: 101 Independence Avenue
 City: Washington
 Email Address: myema
 Phone #: (555) 1
 Alternate Phone #: (555) 2

Filing fees and some service fees are non-refundable

If you maintain a Copyright Office Deposit Account, click "Pay – Deposit Acct" to pay.

Cases in Cart

Case #	Status	Opened	Title	Volume	Number	Issue Date	Type of Case	Fee Due
1-3950464322	In-Cart	5/5/2014	My Songs				Work of the Performing Arts	55.00
Total Due:								55.00

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 to certain relief, remedies, and benefits under the copyright law.

[Take Our Survey!](#)



Paying with a Copyright Office Deposit Account

Form **Pay** Submit Work

My Cart

<< Back [Help](#)

Your Contact Information

Name: James Andrews	Address: 101 Independence Avenue
Organization Name: SBO Tutorials	City: Washington
Phone #: (555) 111-2222	State: DC
Alternate Phone #: (555) 222-3333	Postal Code: 20559
Email Address: myemail@loc.gov	Country:

You can pay for your case(s) by selecting the link below.

Deposit Accounts

Name	Location	Address	Phone #	Fax #	Status	Balance	Pay
Andrews Deposit Account		101 Independence Avenue Washington, DC 20559	(555) 111-2222		Active	2,000.00	

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 information from your institution. 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 this information, your request may be delayed, and you may not be entitled to certain relief, remedies, and benefits under the copyright law.

[Take Our Survey!](#)

Click the "Pay" button to select the account to charge.



Paying with a Copyright Office Deposit Account

Copyright
United States Copyright Office

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[Form](#) | **Pay** | [Submit Work](#) | [My Cart](#)

[Help](#)

Your Contact Information

Name: James Andrews
Organization Name: SBO Tutorials
Address: Washington, DC 20559

Email Address: myemail@loc.gov
Phone #: (555) 111-2222
Alternate Phone #: (555) 222-3333

Deposit Account Info

Name: Andrews Deposit Account
Address: 101 Independence Avenue Washington, DC 20559
Phone #: (555) 111-2222
Fax #:

DA Number: 96488
Balance: 2,000.00

Please do not click the "OK" button more than once. It may take several seconds to process your payment.

Click "OK" to proceed.
(CLICK ONLY ONCE!)

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 to certain relief, remedies, and benefits under the copyright law.

[Take Our Survey!](#)



Submission Confirmation

Copyright United States Copyright Office

Home | | My Profile | Contact Us | Help | Log Out

1-245THHQ

Form Pay **Submit Work**

Payment successful.
Click the "Continue" button to complete your registration.

Continue >>

Click here to send a copy of your work.

Customer Information
James Andrews
101 Independence Avenue
Washington, DC 20559

Submissions

Cases

Case #	Title	Type of Work	Total Fee Paid	Require Submission
1-3950464322	My Songs	Work of the Performing Arts	55.00	Y

Total Amount Due:

Payment Info
Amount Paid: \$ 55.00
Account: XX1111
Paid By: JAMES ANDR.
Pay Date: 5/5/2014
Payment Type: Credit Card

After payment is confirmed, you must send a copy of your work to complete the submission process.
(You will receive an email confirming receipt of your application and payment.)



Sending a Copy of Your Work

Copyright
United States Copyright Office

Home | My Profile | Contact Us | Help | Log Out

Submit Your Work(s)
To complete your submission, please submit the required copy(ies) of your work. You may (1) upload electronic files if the work meets the requirements; otherwise, you must (2) send the work by mail (do not do both).

(1) Upload your work(s): Please perform the following steps for the case(s) in the table below.
Step 1: Click the "Select files to upload" button. Using your computer's browser, select your files for the corresponding work then click the "Start upload" button.
Step 2: After uploading all files for this work, click the corresponding "Complete Your Submission" button. Files cannot be uploaded later than 5 days after your first file is received.

Please note: Files cannot be returned or deleted once uploaded. To avoid delays and/or a later effective date of registration, please verify the following before uploading:

- It is a category of work that may be uploaded
- It is an acceptable file type
- It is an acceptable file size

Upload Your Work(s)

Case Details
Case #: 1-4967890804
Title: My Songs
Volume:
Number:
Issue Date:
Type of Work: Work of the Performing Arts

Step 1: Select & Upload Files

+ Select files to upload... Start upload View Uploaded File Names

Updates

Comments

(2) Send Your Work(s) by Mail:

- Click the "Create Shipping Slip" button in the "Send Your Work(s) by Mail" section.
- Click the Shipping Slip link and print out a shipping slip. Attach shipping slips to the corresponding copy(ies) of your work.
- Mail the deposit copy(ies) within 30 days to the Copyright Office address at the bottom of the slip. Note: Your effective date of registration will be based on the date on which we receive the copies with corresponding shipping slips attached.

Click "Home" after uploading files(s) or printing shipping slip(s). You may verify the submission in the open Cases table on your eCO Home page.

Send Your Work(s) by Mail

|| Create Shipping Slip ||

Attachment Name	File Type	Size	Date and Time	Comments
No Records				

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. 107. 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 to certain relief, remedies, and benefits under the copyright law.

Take Our Survey

Please review the screen instructions before uploading your work.

Click the blue links for helpful information about copy requirements and file type and size limitations.

The application(s) you just submitted with payment will be listed on this screen.



Uploading a Copy of Your Work

Copyright
United States Copyright Office

Submit Your Work(s)
To complete your submission, please submit the required copies of your work. If your work meets the requirements; otherwise, you may be required to submit a hard-copy deposit.

(1) Upload your work(s): Please perform the following steps:
Step 1: Click the "Select files to upload" button. Using your computer, select the files you wish to upload. Then click the "Start upload" button.
Step 2: After uploading all files for this work, click the corresponding "View Uploaded File Names" link.

Please note: Files cannot be returned or deleted once uploaded.

- It is a category of work that may be uploaded
- It is an acceptable file type
- It is an acceptable file size

Upload Your Work(s)

Case Details
Case #: 1-4967890804
Title: My Songs
Volume:
Number:
Issue Date:
Type of Work: Work of the Performing Arts

Step 1: Select & Upload Files

[+Select files to upload...](#) [Start upload](#) [View Uploaded File Names](#)

Updates

Activity Type

(2) Click the "Title" link to see all the titles you entered (optional).

Click "Home" after uploading files(s) or printing shipping slip(s). You may verify the submission in the open Cases table on your eCO Home page.

Send Your Work(s) by Mail
|| Create Shipping Slip ||

Attachment Name	File Type	Size
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Privacy Act Notice: Sections 406-410 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. If you do not provide the information requested, registration may be refused or delayed, and you may not be entitled to certain relief, remedies, and benefits under the Copyright Act of 1976. 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 to certain relief, remedies, and benefits under the Copyright Act of 1976. Take Our Survey!

An electronic copy of the work being registered may be uploaded directly into eCO if it is within one of the following categories:

1. Unpublished work
2. Work published only electronically
3. Published work for which the deposit requirement is identifying material
4. Published work for which there are special agreements requiring a hard-copy deposit to be sent separately to the Library of Congress

For works where a hard-copy is required, you can still submit an application and payment by eCO and send copies of your work to the Copyright Office by the U.S. Postal Service or express courier.



Uploading the Selected Files

Copyright
United States Copyright Office

Home | My Profile | Contact Us | Help | Log Out

Submit Your Work(s)
To complete your submission, please submit the required copy(ies) of your work. You may (1) upload electronic files if the work meets the requirements; otherwise, you must (2) send the work by mail (do not do both).

(1) Upload your work(s): Please perform the following steps for the case(s) in the table below:
Step 1: Click the "Select files to upload" button. Using your computer's browser, select the files you wish to upload.
Step 2: After uploading all files for this work, click the corresponding "Complete Your Submission" button.

Please note: Files cannot be returned or deleted once uploaded. To avoid deletion, please verify the following before uploading a copy of your work(s):

- It is a category of work that may be uploaded
- It is an acceptable file type
- It is an acceptable file size

Upload Your Work(s)

Case Details

Case #: 1-4967890804
Title: My Songs
Volume:
Number:
Issue Date:
Type of Work: Work of the Performing Arts

Step 1: Select & Upload Files

+ Select files to upload... Start upload View Uploaded File Names

File Name	Size	Action
Song 1.doc	27.14 KB	Remove
Song 2.doc	27.14 KB	Remove
Song 3.doc	27.14 KB	Remove

Step 2: Complete Your Submission

1 - 1 of 1

Updates

Comments

(2) Send Your Work by Mail

- Click the "Create Shipping Slip" link and print out and attach the shipping slip(s) to your deposit copy(ies). For multiple cases, be sure to attach shipping slips to the corresponding copies.
- Click the Shipping Slip link and print out and attach the shipping slip(s) to your deposit copy(ies). For multiple cases, be sure to attach shipping slips to the corresponding copies.
- Mail the deposit copy(ies) within 30 days to the Copyright Office address at the bottom of the slip. Note: Your effective date of registration will be based on the date on which we receive the copies with corresponding shipping slips attached.

Click "Home" after uploading files(s) or printing shipping slip(s). You may verify the submission in the open Cases table on your eCO Home page.

Send Your Work(s) by Mail

Create Shipping Slip

Attachment Name	File Type	Size	Date and Time	Comments
No Records				

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 to certain relief, remedies, and benefits under the copyright law.

Click here to upload your file(s).

Remove any incorrect files before uploading.

The file(s) you selected will be displayed with the corresponding work.



Confirming Submission Completeness

Copyright United States Copyright Office

Home | My Profile | Contact Us | Help | Log Out

Submit Your Work(s)

To complete your submission, please submit the required copies of your work by mail (do not do both).

(1) Upload your work(s): Please perform the following steps:
Step 1: Click the "Select files to upload" button. Using your computer, upload the files for your work.
Step 2: After uploading all files for this work, click the corresponding "Start Upload" button.

Please note: Files cannot be returned or deleted once uploaded.

- It is a category of work that may be uploaded
- It is an acceptable file type
- It is an acceptable file size

Upload Your Work(s)

Case Details | Step 1: Select & Upload Files | Step 2: Complete Your Submission

Case Details	Step 1: Select & Upload Files	Step 2: Complete Your Submission
Case #: 1-4967890004 Title: My Songs Volume: Number: Issue Date: Type of Work: Work of the Performing Arts	+Select files to upload... Start upload View Uploaded File Names Successfully uploaded - Song 1.doc 27.14 KB Successfully uploaded - Song 2.doc 27.14 KB Successfully uploaded - Song 3.doc 27.14 KB	Click here to complete your submission after uploading all files

Updates

Comments | Activity Type | Status

(2) Send Your Work(s) by Mail:

- Click the "Create Shipping Slip" button in the table below; a Shipping Slip link will appear in the Attachments column.
- Click the Shipping Slip link and print out and attach the shipping slip(s) to your deposit copy(ies). For multiple cases, be sure to attach shipping slips to the corresponding copies.
- Mail the deposit copy(ies) within 30 days to the Copyright Office address at the bottom of the slip. Note: Your effective date of registration will be based on the date on which we receive the copies with corresponding shipping slips attached.

Click "Home" after uploading files(s) or printing shipping slip(s). You may verify the submission in the open Cases table on your eCO Home page.

Send Your Work(s) by Mail

[Create Shipping Slip](#)

Attachment Name	File Type	Size	Date and Time	Comments
No Records				

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 to certain relief, remedies, and benefits under the copyright law.

[Take Our Survey!](#)

The Copyright Office cannot begin processing applications with uploaded deposit copies until you confirm that all files have been sent.

Click here when all files for this application have been uploaded.



Upload Completed

Copyright
United States Copyright Office

Home | My Profile | Contact Us | Help | Log Out

Submit Your Work(s)
To complete your submission, please submit the required copy(ies) of your work. You may (1) upload electronic files if the work meets the requirements; otherwise, you must (2) send the work by mail (do not do both).

(1) Upload your work(s): Please perform the following steps for the case(s) in the table below.
Step 1: Click the "Select files to upload" button. Using your computer's browser, select your files for the corresponding case(s).
Step 2: After uploading all files for this work, click the corresponding "Complete Your Submission" button. Files cannot be returned or deleted once uploaded.

Please note: Files cannot be returned or deleted once uploaded. To avoid delays and/or a later effective date:

- It is a category of work that may be uploaded
- It is an acceptable file type
- It is an acceptable file size

Upload Your Work(s)

Case Details	Step 1: Select & Upload Files	Step 2: Complete Your Submission
Case #: 1-4967890004 Title: My Songs Volume: Number: Issue Date: Type of Work: Work of the Performing Arts		Claim submission completed, no further action required Click here for more information View Uploaded File Names

Updates

Status	Created
No Records	

Comments

(2) Send Your Work(s) by Mail:

- Click the "Create Shipping Slip" button in the table below, a Shipping Slip will be generated.
- Click the Shipping Slip link and print out and attach the shipping slip to the corresponding copies.
- Mail the deposit copy(ies) within 30 days to the Copyright Office. The date of registration will be based on the date on which we receive the copies with corresponding shipping slips attached.

Click "Home" after uploading files(s) or printing shipping slip(s). You may verify the submission in the open Cases table on your eCO Home page.

Send Your Work(s) by Mail

Attachment Name	File Type	Size	Date and Time	Comments
Create Shipping Slip				No Records

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 to certain relief, remedies, and benefits under the copyright law.

[Take Our Survey!](#)

No more files may be uploaded for this work.

You will receive an email from the Copyright Office confirming receipt of your file(s).

After files are received, you can click here to view a list (please allow up to one hour).




Mailing a Copy of Your Work

If you determine that an electronic copy of your work is not acceptable, the hard-copy you mail must be accompanied by a shipping slip.

Please do not send both electronic and hard-copies.

Message from webpage

 A Shipping Slip link will be added to the Attachments column in the Send by Mail table. Click the link to open and print the Shipping Slip

OK

Click "OK"

Click here to create a shipping slip for sending your work by mail.
(This will take a few seconds.)

Copyright United States Copyright Office

Home | My Profile | Contact Us | Help | Log Out

Copyright Office

Step 1: Select & Upload Files

+ Select files to upload... Start upload View Uploaded File Names

Case Details

Case #: 1-4967743224

Title: My Songs

Volume:

Number:

Issue Date:

Type of Work: Work of the Performing Arts

Updates

Comments

Activity Type

(2) Send Your Work(s) by Mail:

- Click the "Create Shipping Slip" button in the table below; a Shipping Slip link will appear in the Attachments column.
- Click the Shipping Slip link and print out and attach the shipping slip(s) to your deposit copy(ies). For multiple cases, be sure to attach shipping slips to the corresponding copies.
- Mail the deposit copy(ies) within 30 days to the Copyright Office address at the bottom of the slip. Note: Your effective date of registration will be based on the date on which we receive the copies with corresponding shipping slips attached.

Click "Home" after uploading files(s) or printing shipping slip(s) to return to the Copyright Office Home page.

Send Your Work(s) by Mail

Create Shipping Slip

Attachment Name

Date and Time

Comments

No Records

Privacy Act Notice: Sections 408-410 of title 17 of the United States Code authorize the Copyright Office to collect and disseminate information 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. 408. It will appear in the Office's online catalog, if you do not provide the information, your work may not be registered for copyright law.



Mailing a Copy of Your Work

Copyright
United States Copyright Office

Home | My Profile | Contact Us | Help | Log Out

Submit Your Work(s)

To complete your submission, please submit the **required copy(ies)** of your work. You may (1) upload electronic files if the work **meets the requirements**; otherwise, you must (2) send the work by mail (do not do both).

(1) **Upload your work(s)**: Please perform the following steps for the case(s) in the table below.
Step 1: Click the "Select files to upload" button. Using your computer's browser, select your files for the corresponding work then click the "Start upload" button.
Step 2: After uploading **all files** for this work, click the corresponding "Complete Your Submission" button. Files cannot be uploaded later than 5 days after your first file is received.

Please note: Files cannot be returned or deleted once uploaded. To avoid delays and/or a later effective date of registration, please verify the following before uploading a copy of your work(s):

- It is a category of work that may be uploaded
- It is an acceptable file type
- It is an acceptable file size

Upload Your Work(s)

1 - 1 of 1

Case Details	Step 1: Select & Upload Files	Step 2: Complete Your Submission
Case #: 1-4967743224 Title: My Songs Volume: Number: Issue Date: Type of Work: Work of the Performing Arts	+Select files to upload... Start upload View Uploaded File Names	No files uploaded

Updates

No Records

Comments

Activity Type

(2) Send Your Work(s) by Mail:

- Click the "Create Shipping Slip" button in the table below; a Shipping Slip link will appear in the Attachments column.
- Click the Shipping Slip link and print out and attach the shipping slip(s) to your deposit copy(ies). For multiple cases, be sure to attach shipping slips to the corresponding copies.
- Mail the deposit copy(ies) within 30 days to the Copyright Office address at the bottom of the slip. Note: Your effective date of registration will be based on the date on which we receive the copies **with corresponding shipping slips attached**.

Click "Home" after uploading files(s) or printing shipping slip(s). You may verify the submission in the open Cases table on your eCO Home page.

Send Your Work(s) by Mail

Attachment Name	Date and Time	Comments
Create Shipping Slip Shipping_Slip_CORCPT_1-2ASNZ8G	3,288 12/9/2014 04:47:49 PM	

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. copyright law.

If you submitted multiple applications together with one payment, a shipping slip will be created for each application.

Click the attachment link to open and print the shipping slip(s).



Printing a Shipping Slip

Attach the shipping slip corresponding to each work to it before mailing.

Mail the work(s) to the address printed on the shipping slip

Library of Congress
101 Independence Avenue SE
Washington, DC 20559-6000

U.S. Copyright Office Receipt

Deposit Copy Shipping Slip for Deposit Copies Sent to Accompany an Electronically Submitted Application

Case / SR#: 1-3950464322

Case Date: 05/05/2014

Title: My Songs

Vol/Num/Issue

Month/Year

Applicant's Internal Tracking

Materials Submitted:	
Quantity	Format

Instructions for Sending Deposit Copies

I. Attach this shipping slip securely to the deposit copy or copies for this work.
II. Mail the deposit copy or copies within 30 days of the case date listed above.

Please Mail To:
Library of Congress
Copyright Office - PA
101 Independence Avenue, SE
Washington, DC 20559 - 6233



Claim Submission Completed

Copyright
United States Copyright Office

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Submit Your Work(s)
To complete your submission, please submit the required copy(ies) of your work. You may (1) upload electronic files if the work meets the requirements; otherwise, you must (2) send the work by mail (do not do both).

(1) **Upload your work(s):** Please perform the following steps for the case(s) in the table below.
Step 1: Click the "Select files to upload" button. Using your computer's browser, select your files for the corresponding work then click the "Start upload" button.
Step 2: After uploading all files for this work, click the corresponding "Complete Your Submission" button. Files cannot be uploaded later than 5 days after your first file is received.

Please note: Files cannot be returned or deleted once uploaded. To avoid delays and/or a later effective date of registration, please verify the following before uploading a copy of your work(s):

- It is a category of work that may be uploaded
- It is an acceptable file type
- It is an acceptable file size

Upload Your Work(s)

Case Details
Case #: 1-4967743224
Title: My Songs
Volume:
Number:
Issue Date:
Type of Work: Work of the Performing Arts

Updates

Comments | Activity Type | Status | Created | No Records

(2) Send Your Work(s) by Mail:

- Click the "Create Shipping Slip" button in the table below; a Shipping Slip link will appear in the Attachments column.
- Click the Shipping Slip link and print out and attach the shipping slip(s) to your deposit copy(ies). For multiple cases, be sure to attach shipping slips to the corresponding copies.
- Mail the deposit copy(ies) within 30 days to the Copyright Office address at the bottom of the slip. Note: Your effective date of registration will be based on the date on which we receive the copies with corresponding shipping slips attached.

Click "Home" after uploading files(s) or printing shipping slip(s). You may verify the submission in the open Cases table on your eCO Home page.

Send Your Work(s) by Mail

Create Shipping Slip

Attachment Name	File Type	Size	Date and Time	Comments
Shipping_Slip_CORCPT_1-2ASNZ8G	pdf	3,288	12/9/2014 04:47:49 PM	

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Take Our Survey!

Congratulations!
You have completed the three steps for filing your copyright registration claim.

Click "Home."



Reviewing submitted applications

Copyright
United States Copyright Office

Home | | My Profile | Contact Us | Help | Log Out

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
- Register a Group 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!

Click "My Applications" to view a printable copy of your application.

For copyright registration information, instructions, helpful tips and FAQs, [click here](#)

- If you received a Notice for Mandatory Deposit for an electronic work and need more information or help, [click here](#)

Open Cases

Query 1 - 1 of 1

Case #	Status	Opened	Title	Upload Status	Vol/ Num/Issue	Month Year	Type of Work	Fee Paid	Closed
1-3950464322	Open	5/7/2014	My Song	Complete			Work of the Performing Arts	35.00	

Your application will appear in the Open Cases list on the Welcome screen.

The eCO Registration System will be offline every weekend from 10:00 PM Saturday until 6:00 AM Sunday (Eastern Time) for scheduled maintenance.

For electronic Copyright Office (eCO) system availability and updates, go to www.copyright.gov, click on {Email updates} at the bottom of the page, create an account, then choose Copyright eService Maintenance and Updates.

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



Questions?

- For technical assistance, contact us at:
1 (877) 476-0778 (toll free) or 1 (202) 707-3002
8:00 – 8:00 EST, Monday – Friday
ctoinfo@loc.gov
- For all other questions:
1 (877) 476-0778 (toll free) or 1 (202) 707-3000
8:00 – 8:00 EST, Monday – Friday
copyinfo@loc.gov