Copyright
United States Copyright Office

Welcome to the eCO Tutorial

A guide for completing your electronic copyright registration

Getting Started

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

1. Application - A series of screens prompts you for information.
2. Payment - You can pay with your credit/debit card, ACH, or by setting up a deposit account.
3. Work to be registered - 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 U.S. Postal Service.

Who Can File Online...

You can register basic claims to copyright (not group registrations) in eCO. 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 Unpublished work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 ID material
4. Published work for which there are special agreements requiring hard-copy deposit to be sent separately to the Library of Congress

For a works that require hard-copy deposits, you may still submit an application and payment via eCO and send copies of your work to the Copyright Office via the U.S. Postal Service or express courier.

Before You Begin...

BE SURE TO DISABLE YOUR POP-UP BLOCKER.

BE SURE TO DISABLE ANY THIRD-PARTY TOOLBARS.

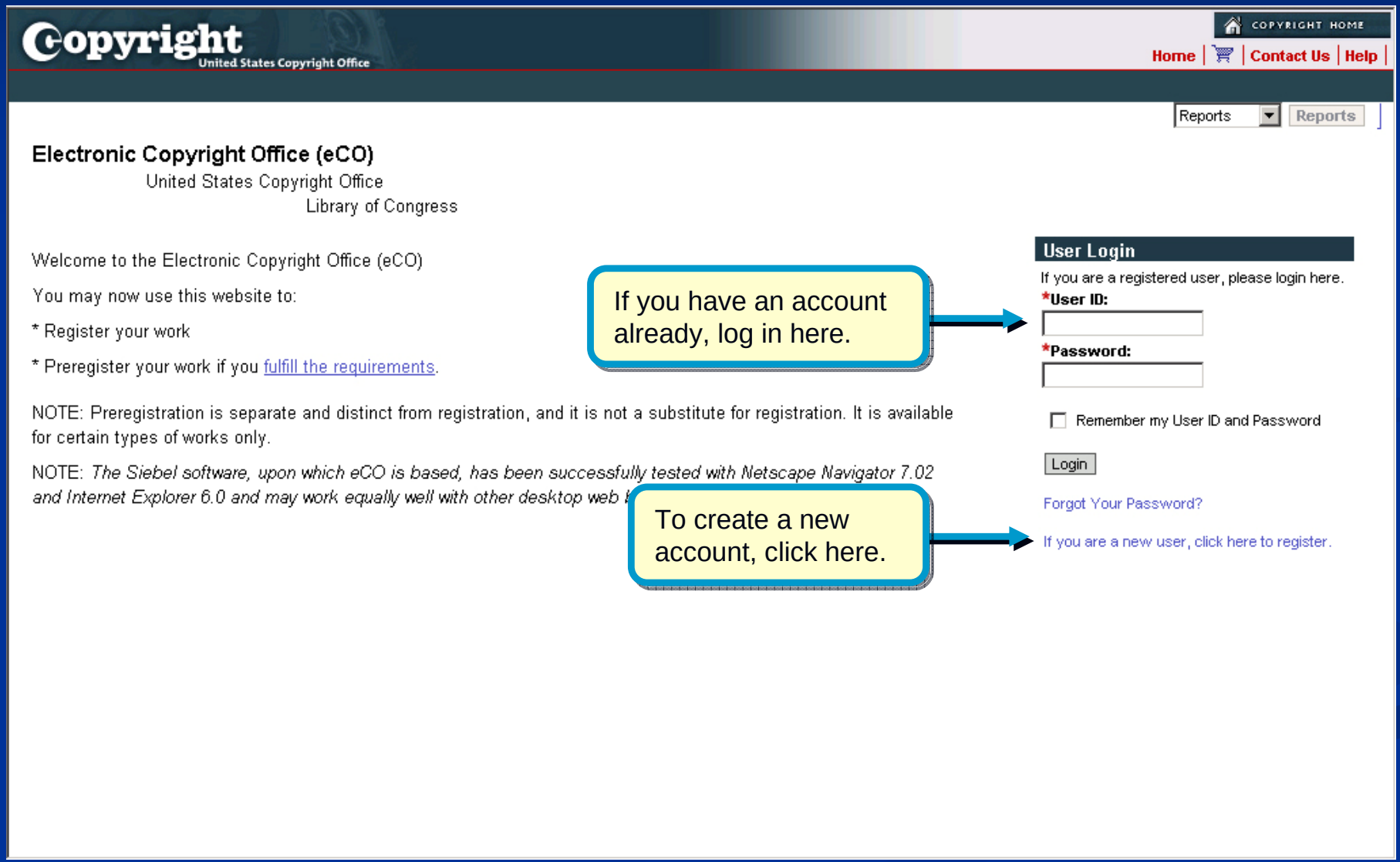
The eCO system is designed to work with **Microsoft Internet Explorer 6.0** and **Netscape Navigator 7.02.**

Firefox 2.0 users must adjust the Tabs setting to “New pages should be opened in: a new window.” The Tabs setting is under Tools/Options for Firefox for PCs and under Preferences for Firefox for MACs.

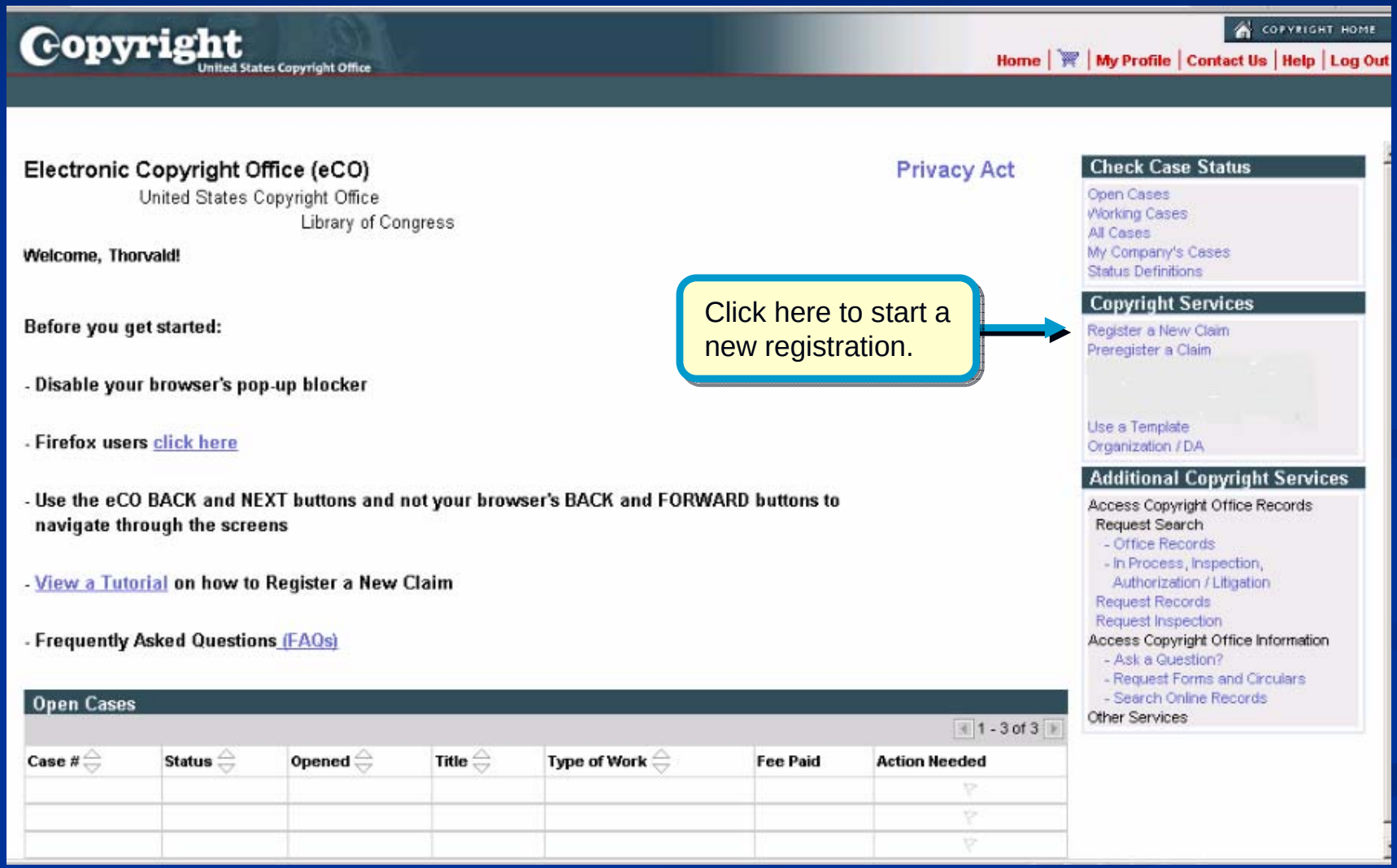
The **Safari** browser is not currently certified for use with the eCO system.

Other browsers such as **Opera** and **Konqueror** may work with the eCO system.

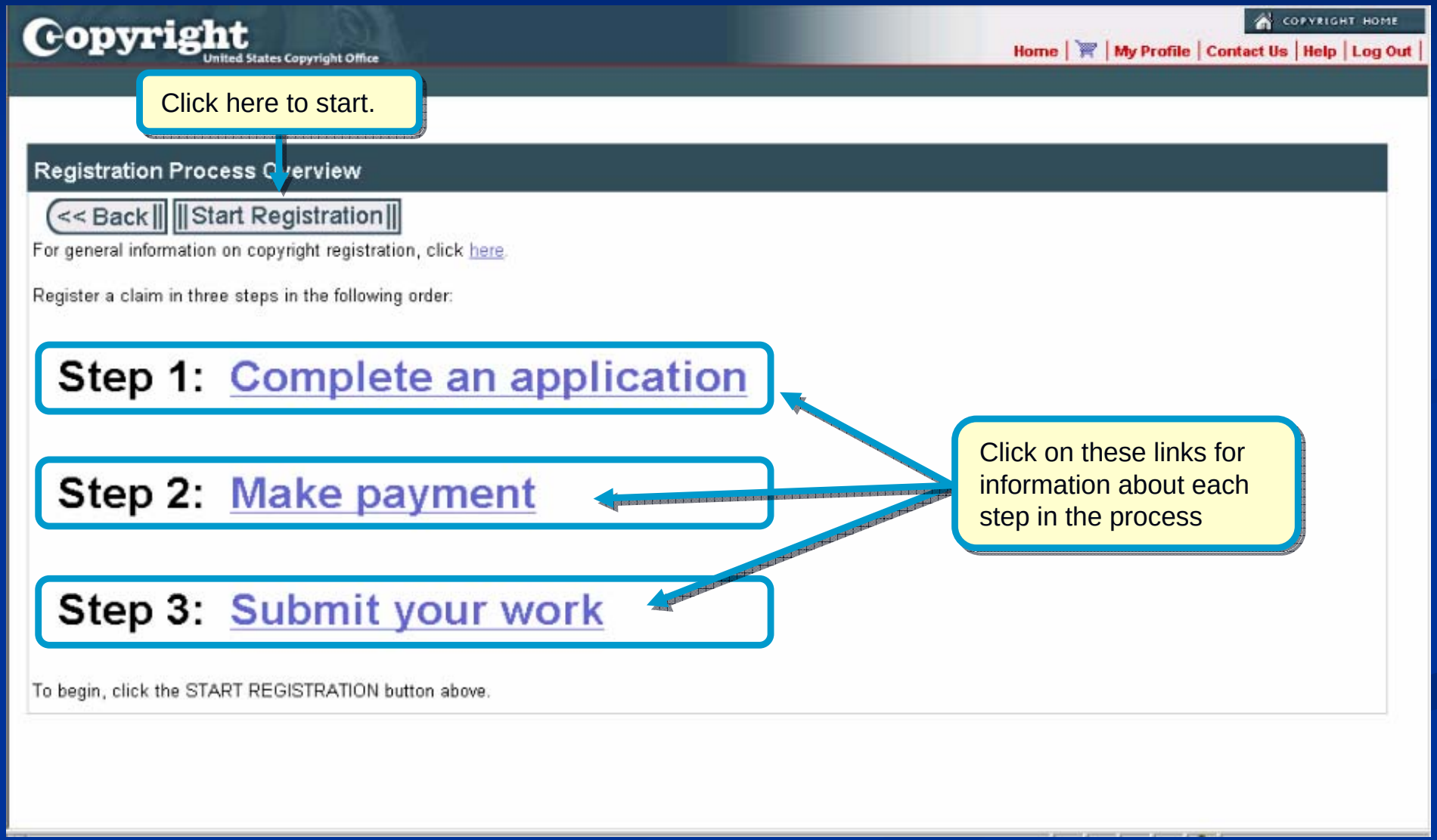
Log in to Register a Work



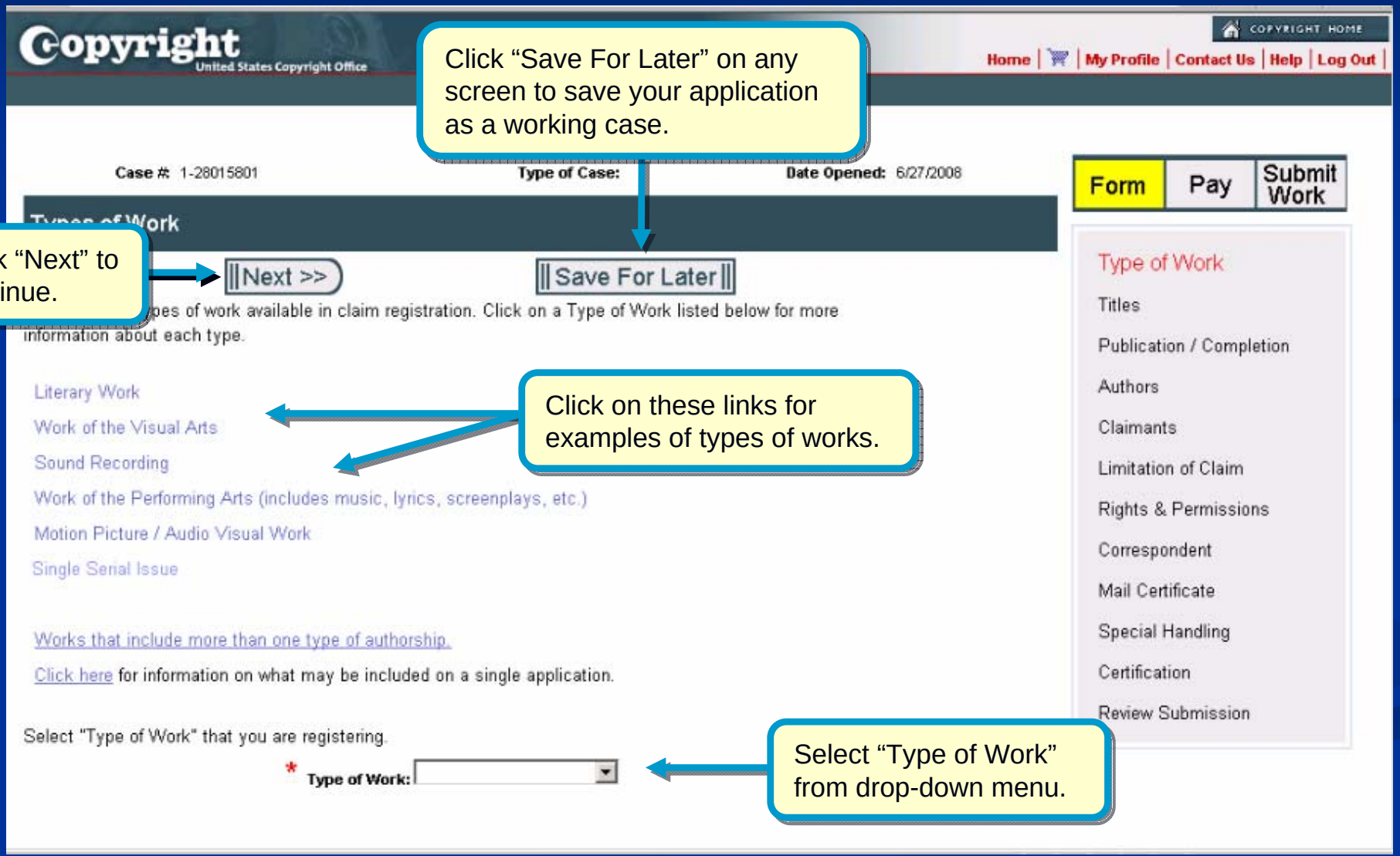
Starting eCO Service



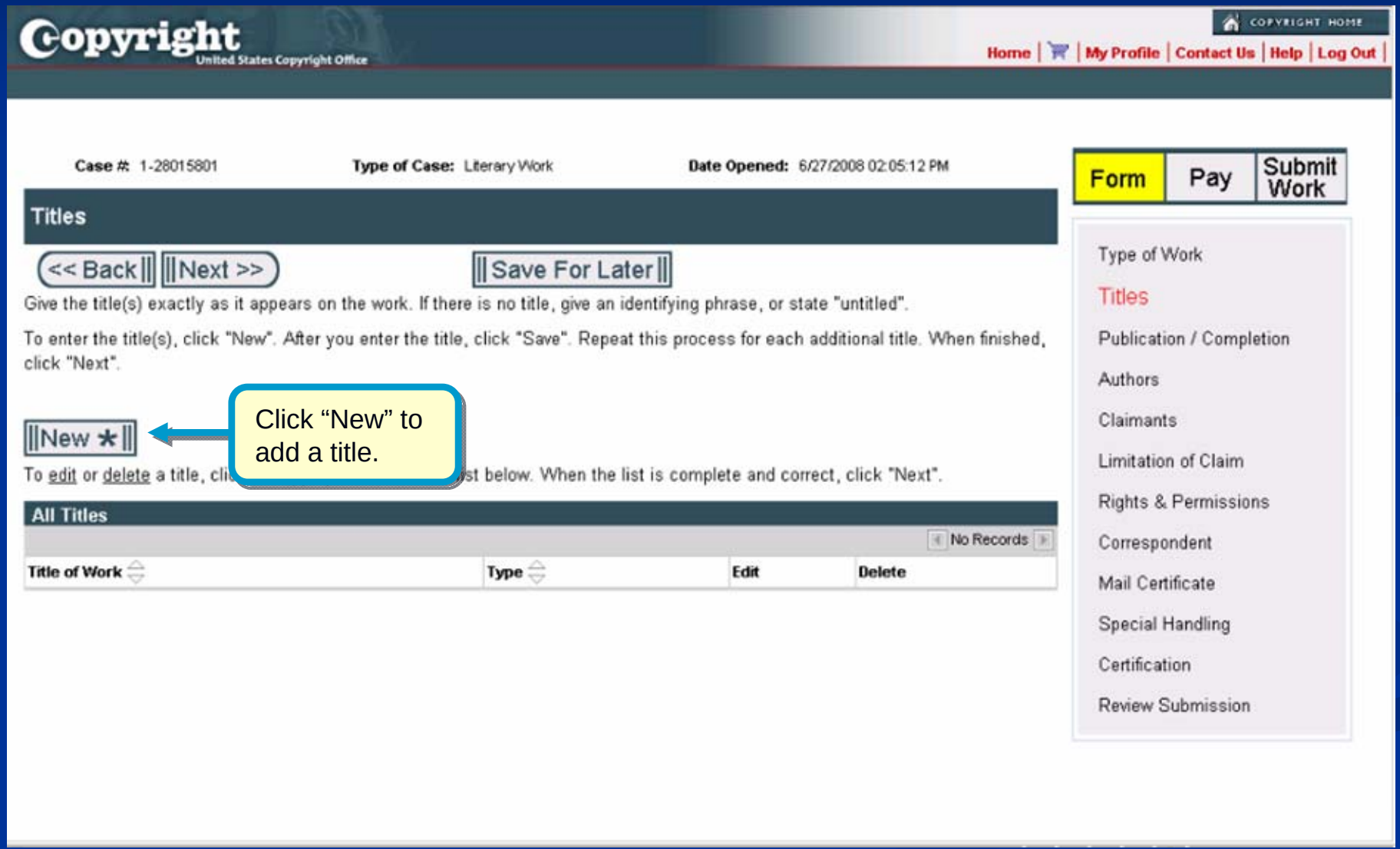
Starting the Registration Process



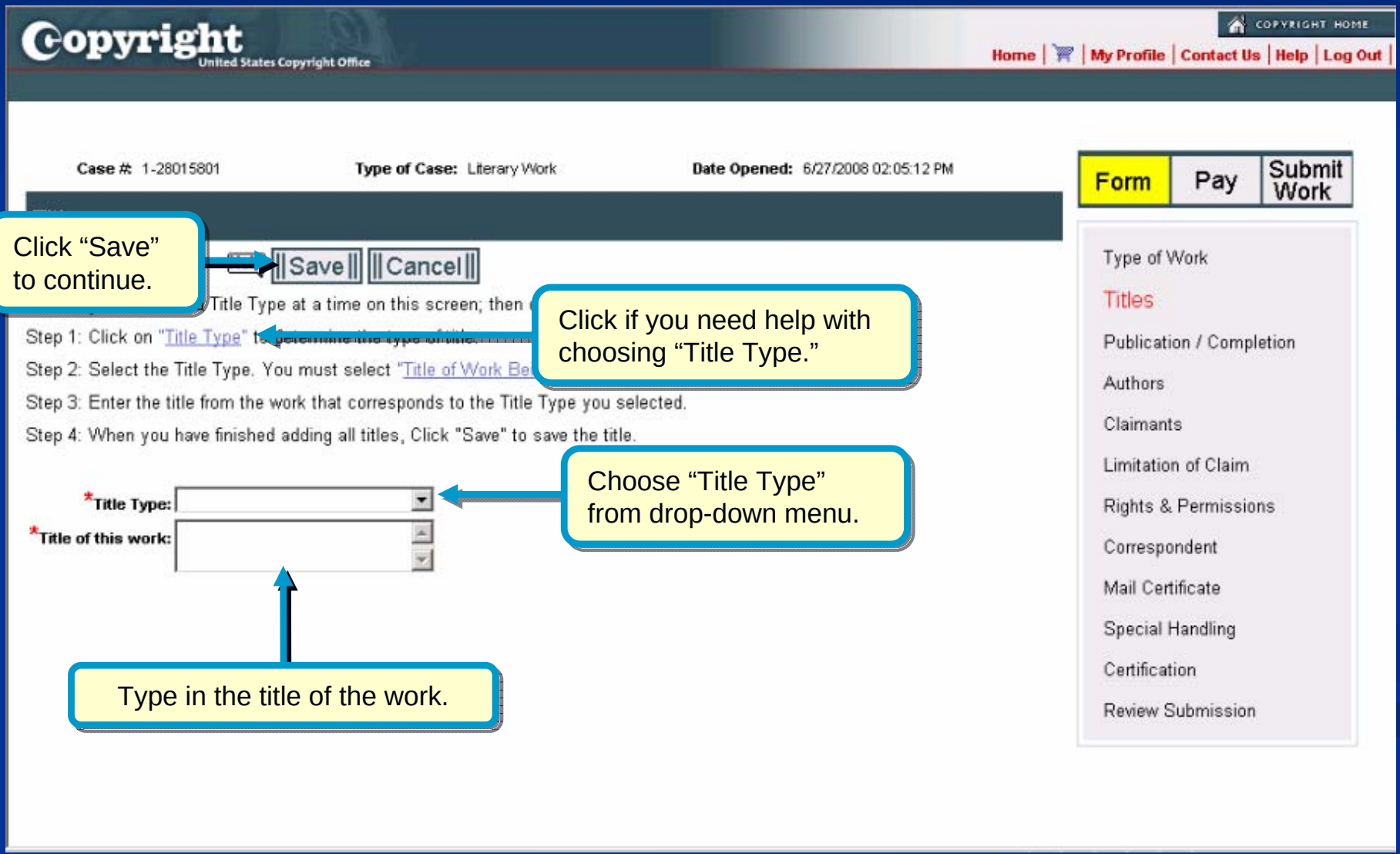
Selecting Type of Work for Registration



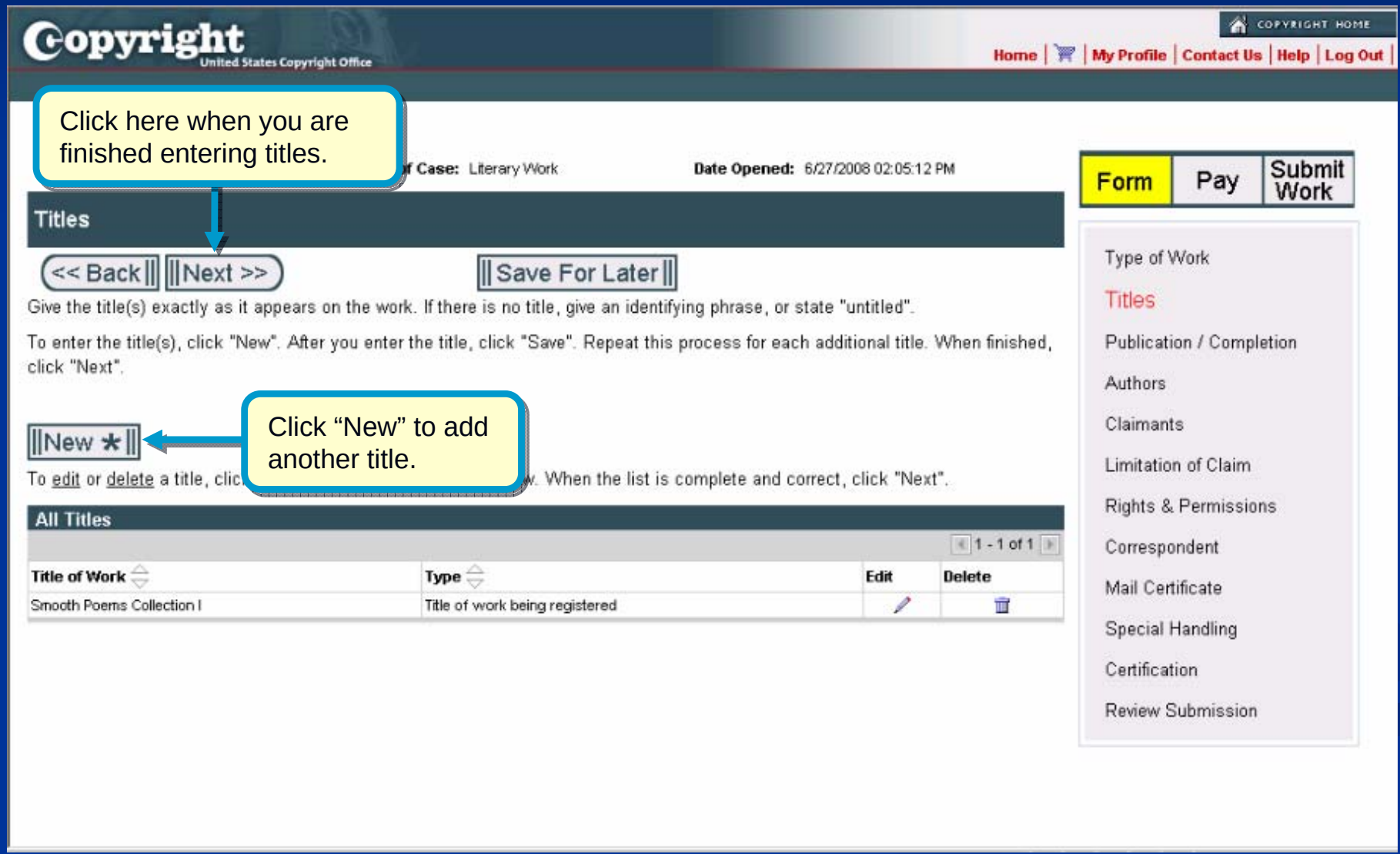
Adding a Title



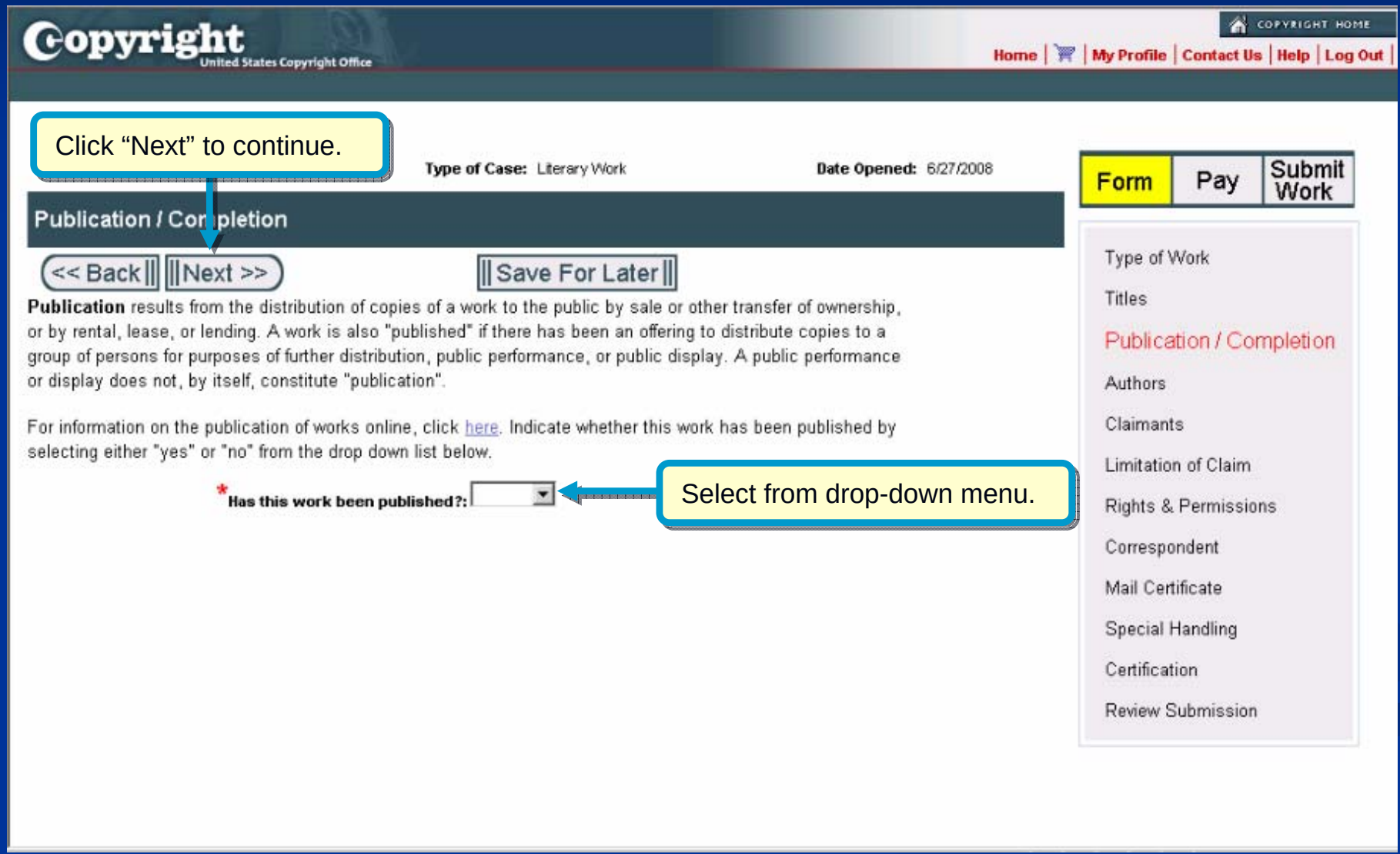
Naming the Title of the Work



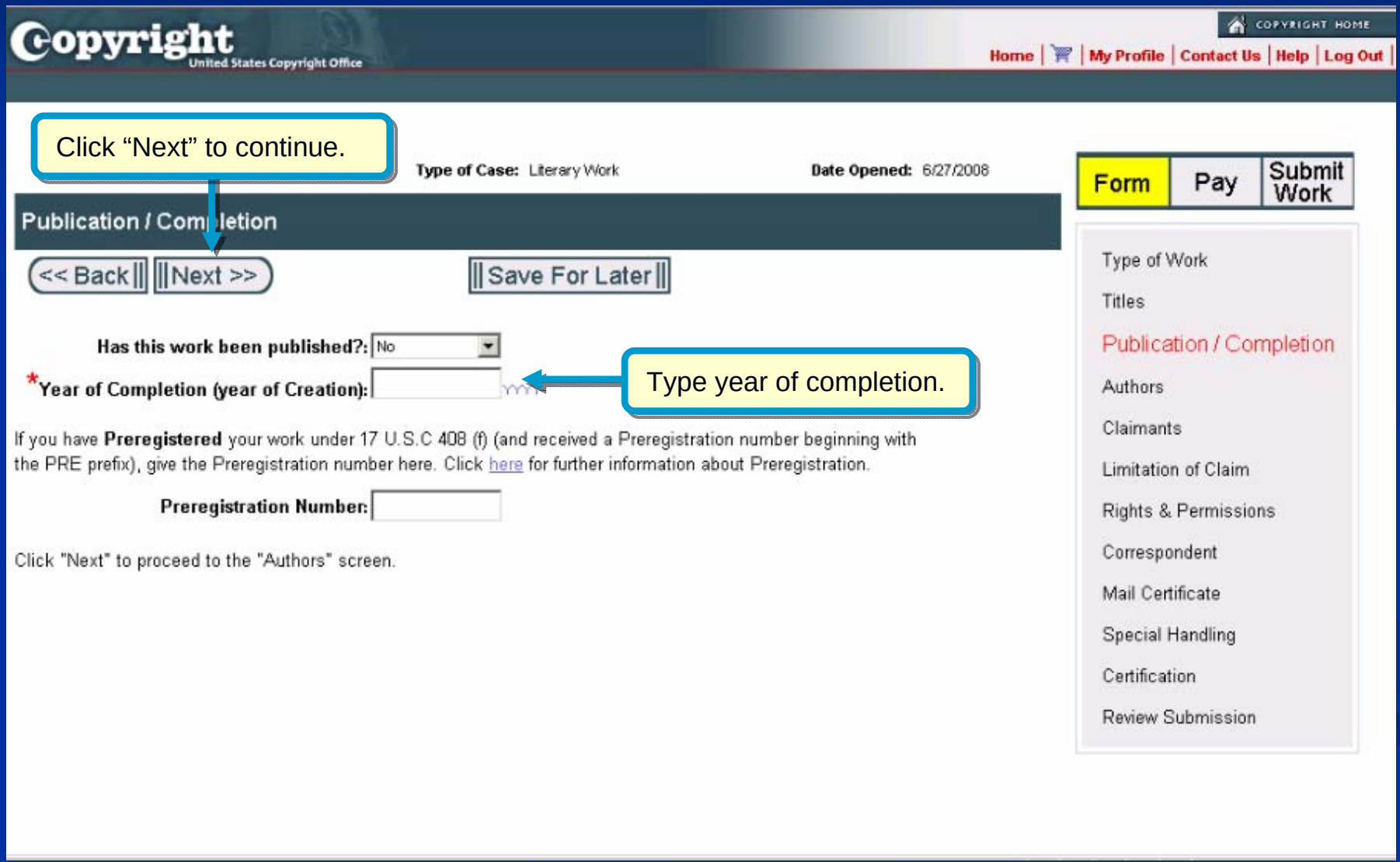
Entering Multiple Titles



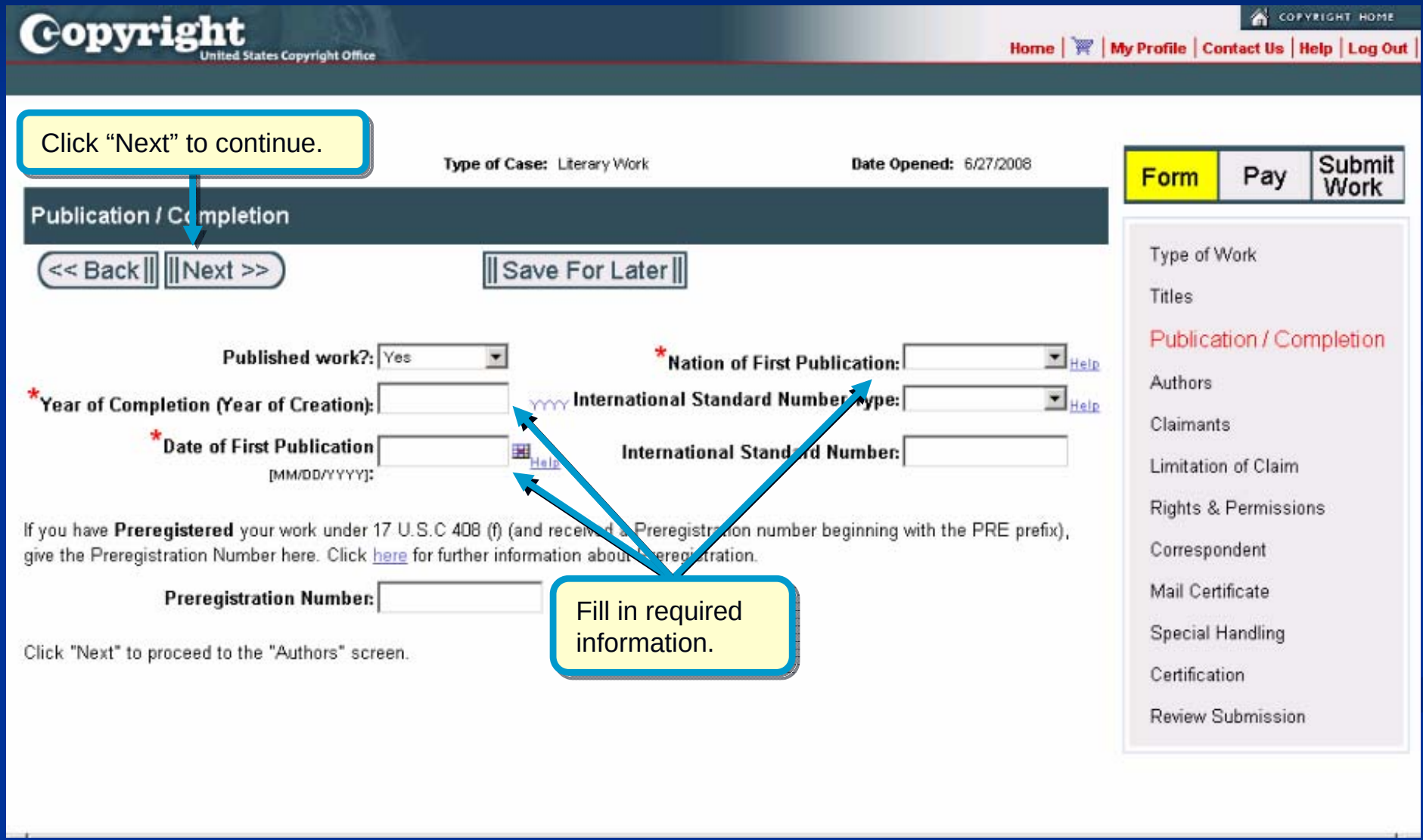
Selecting Publication Status



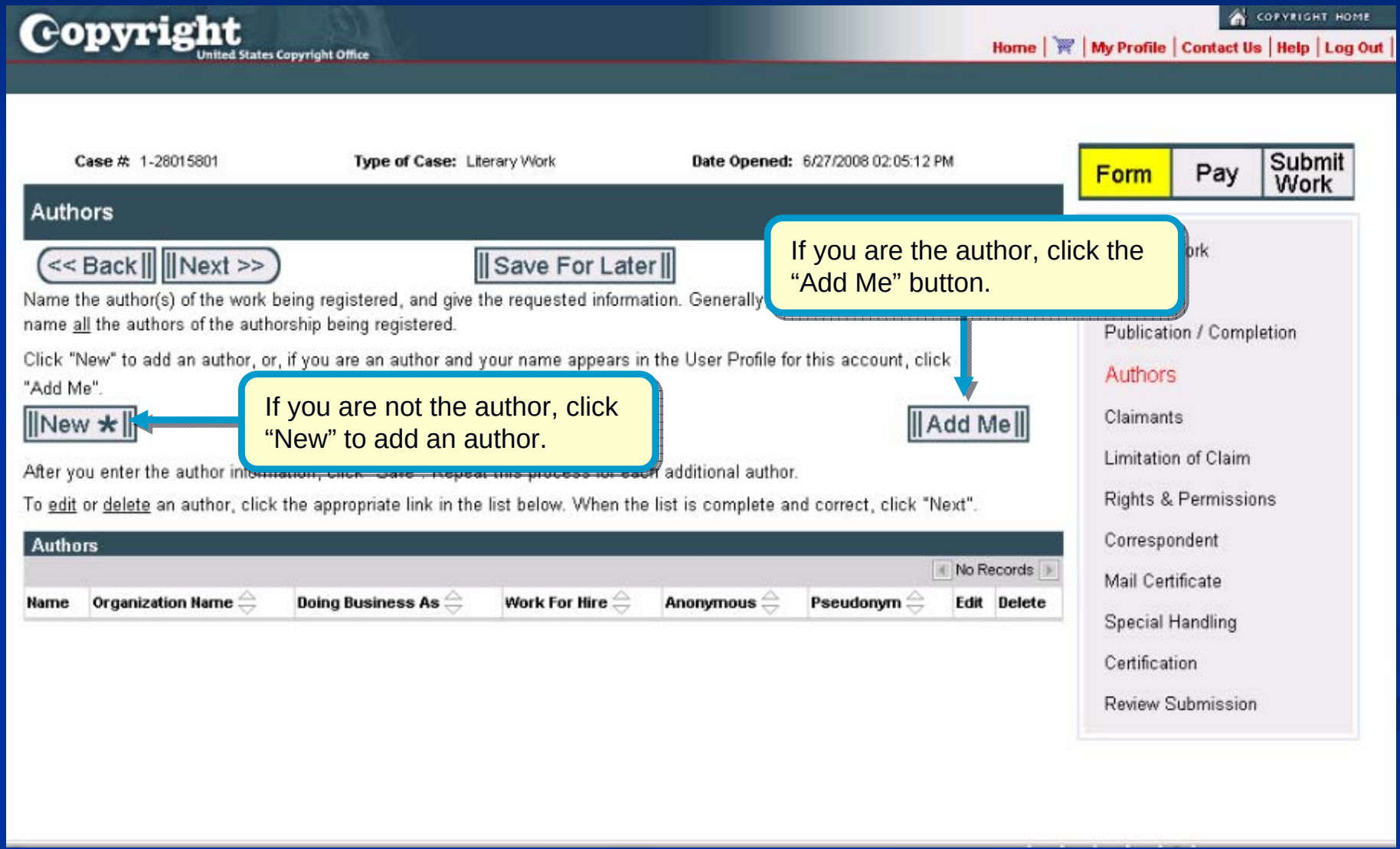
For Unpublished Works



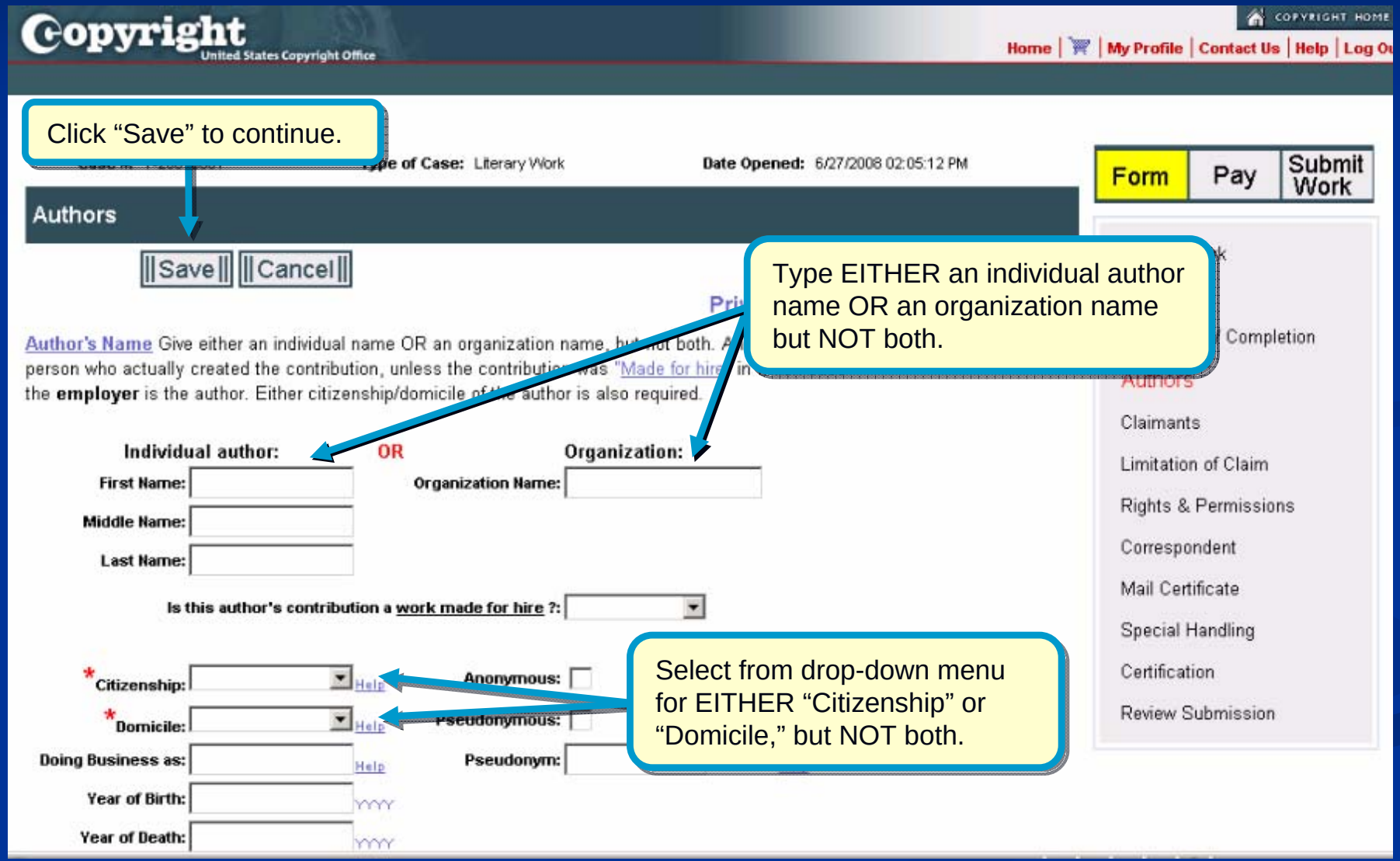
For Published Works



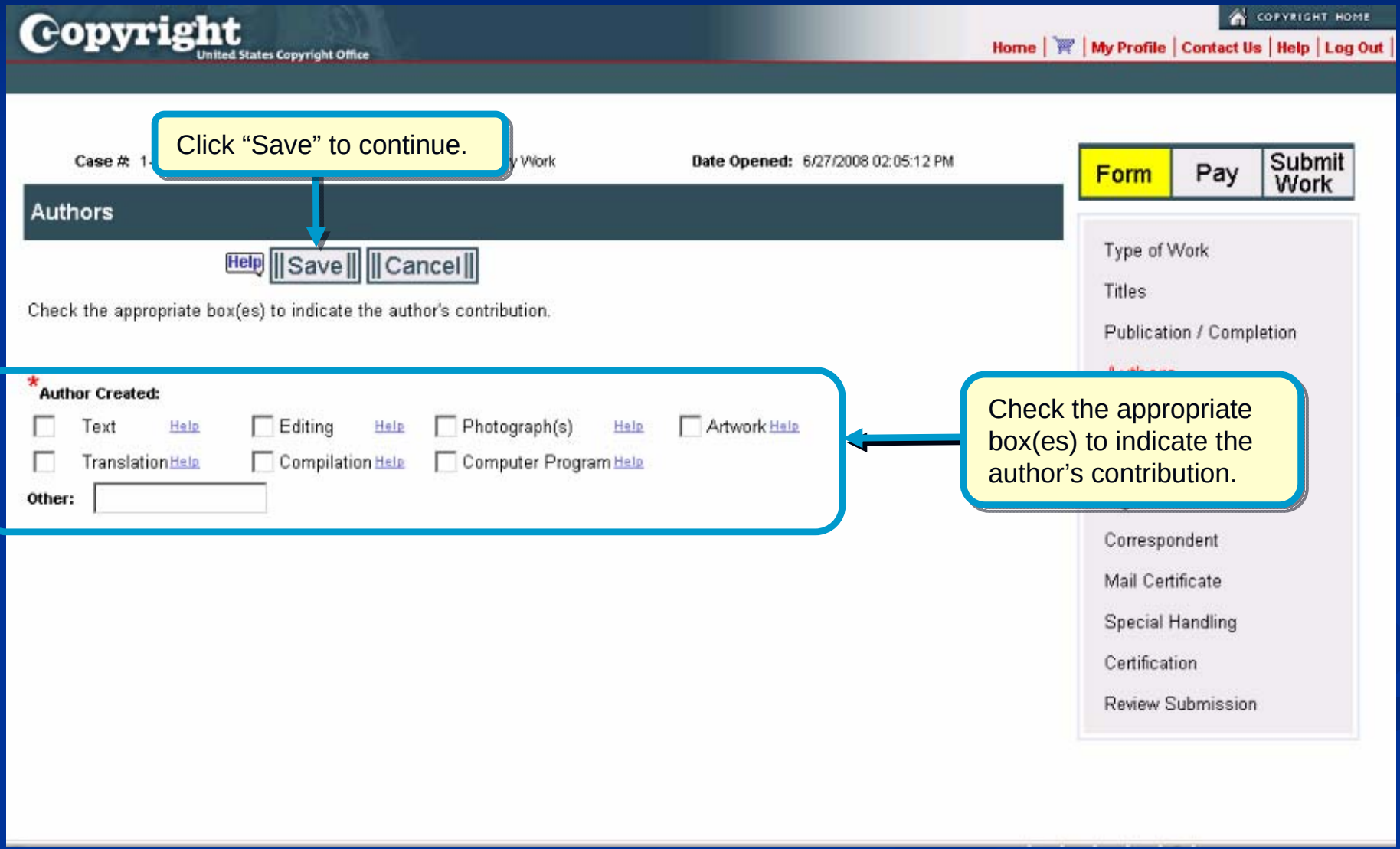
Adding an Author for the Work



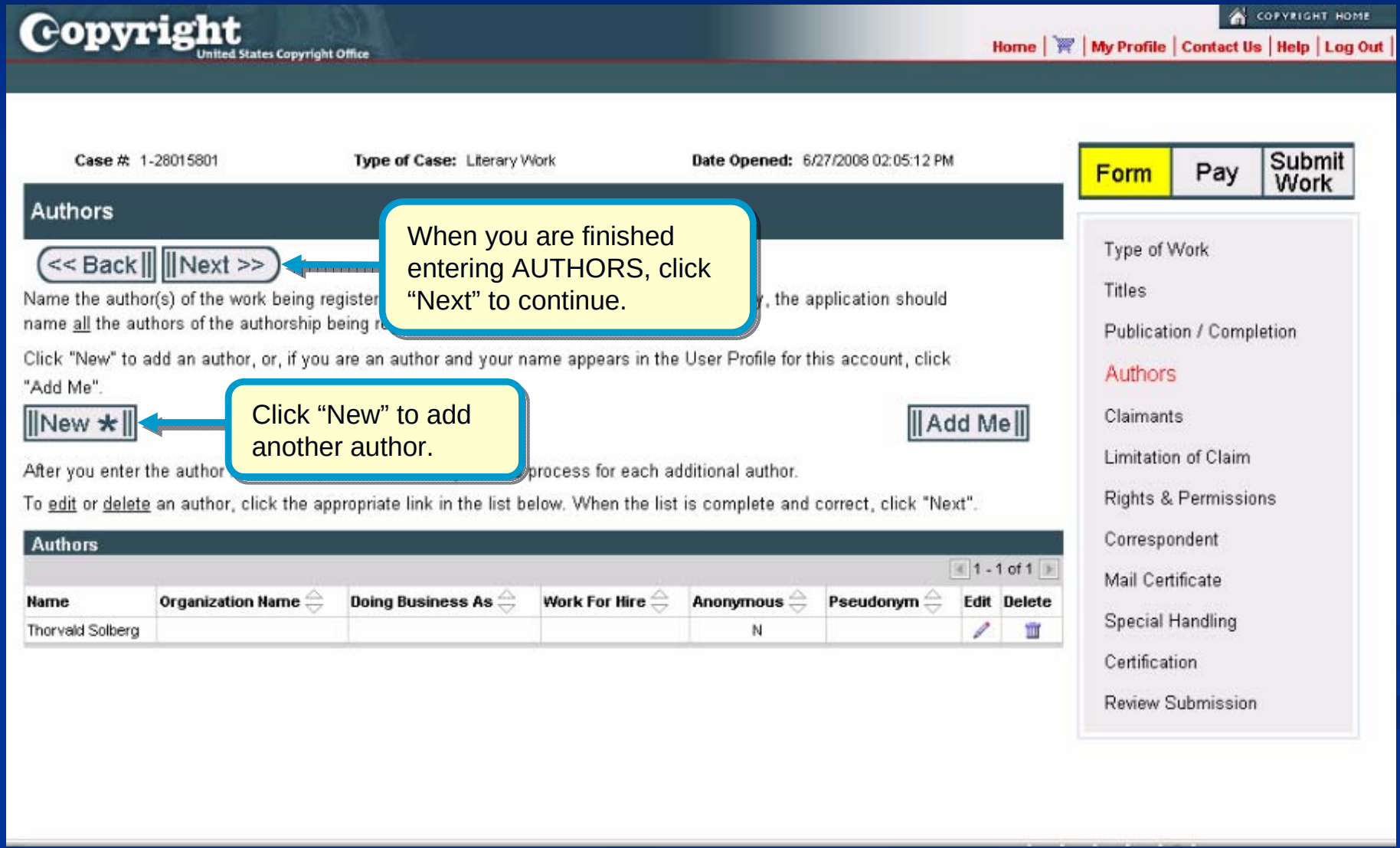
Naming the Author of the Work



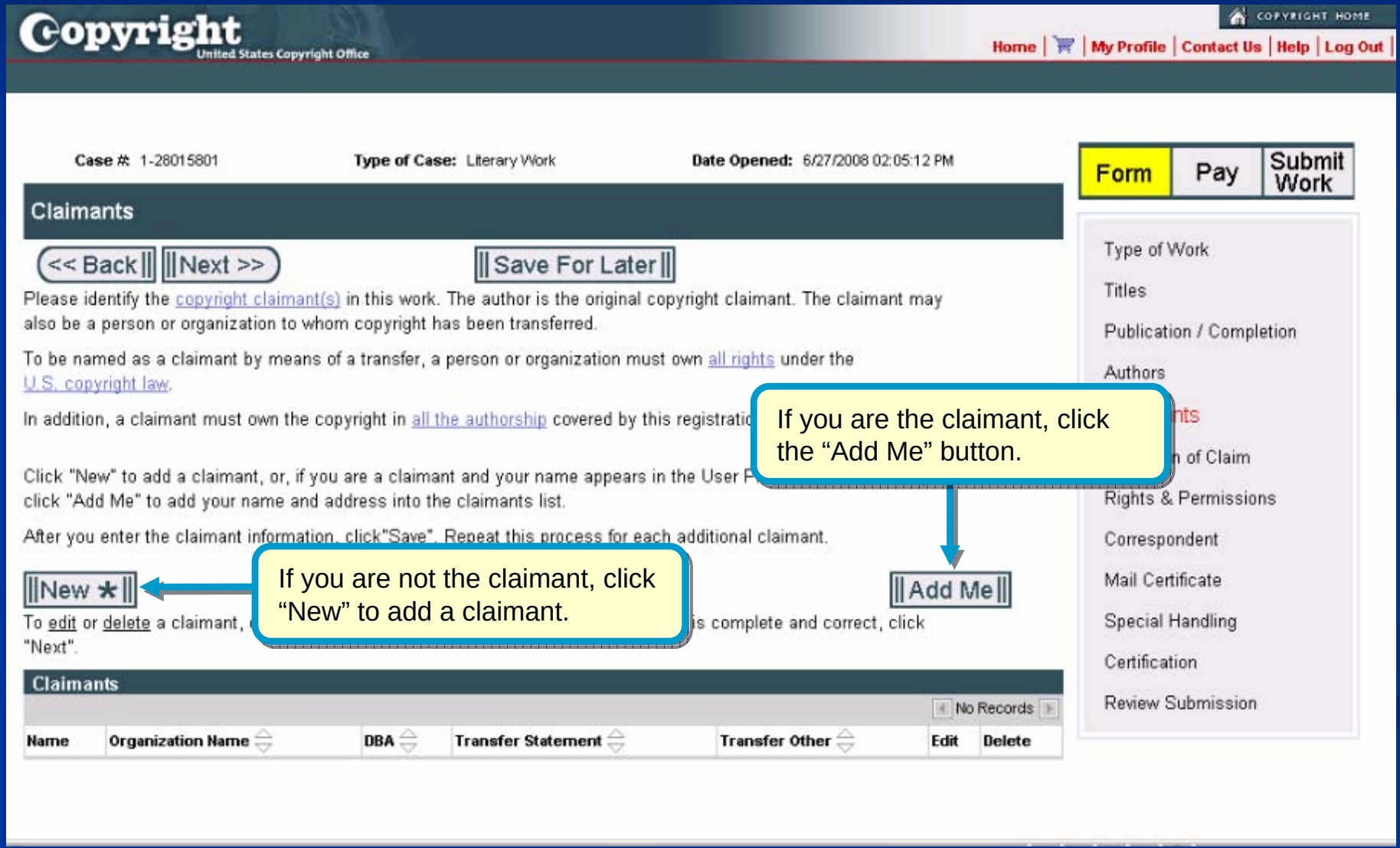
Author's Contribution to Work



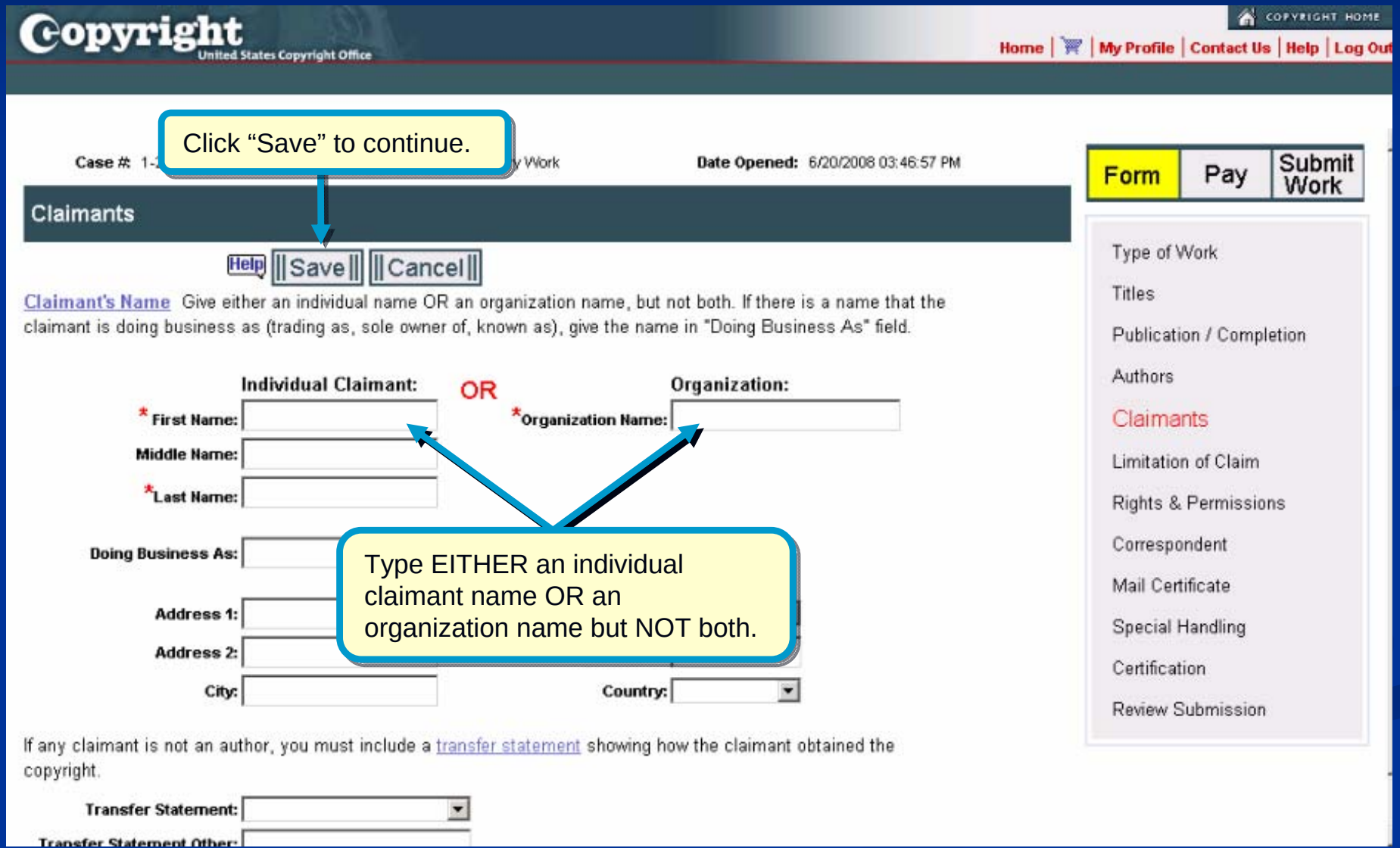
Adding Multiple Authors



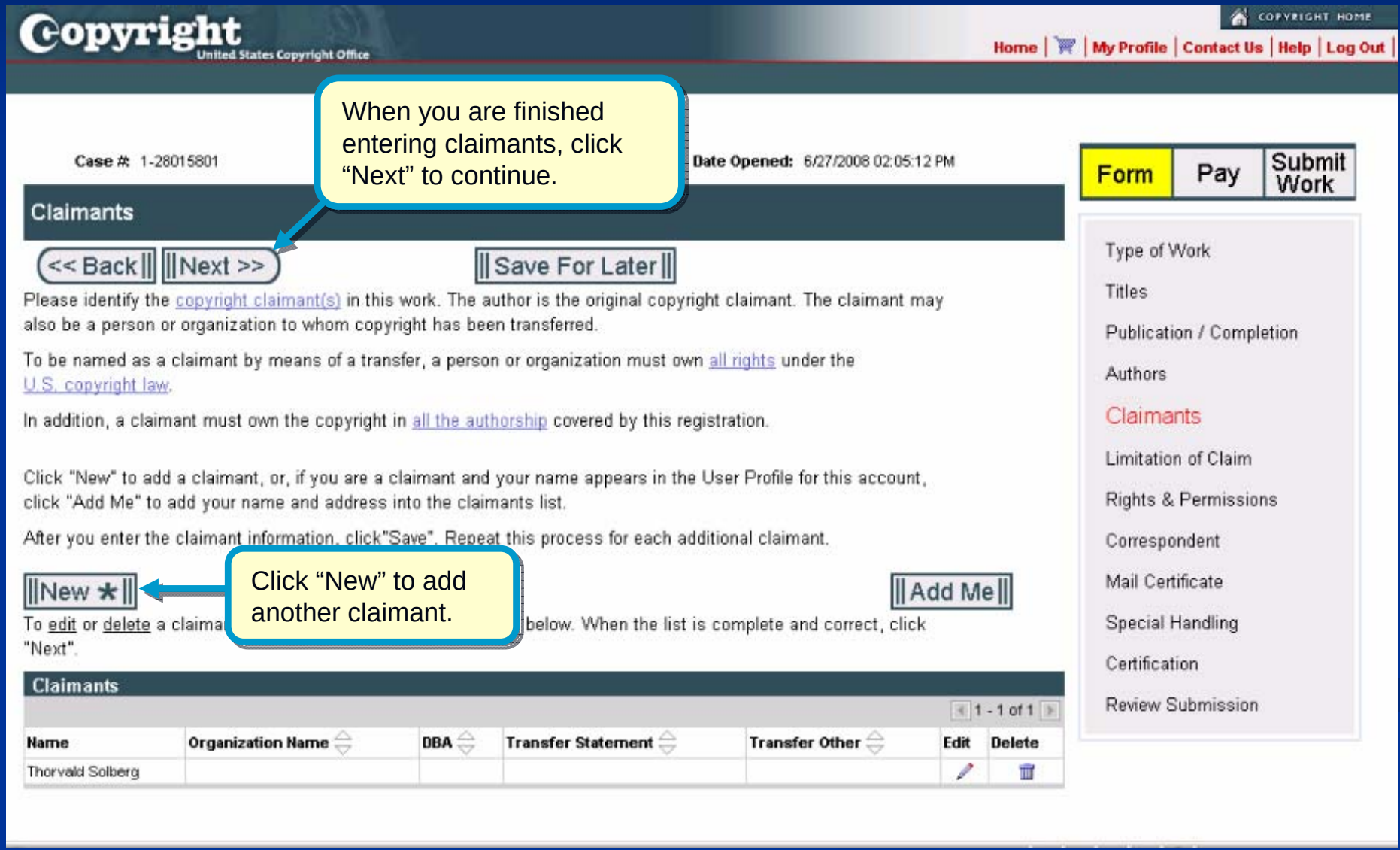
Adding a Claimant



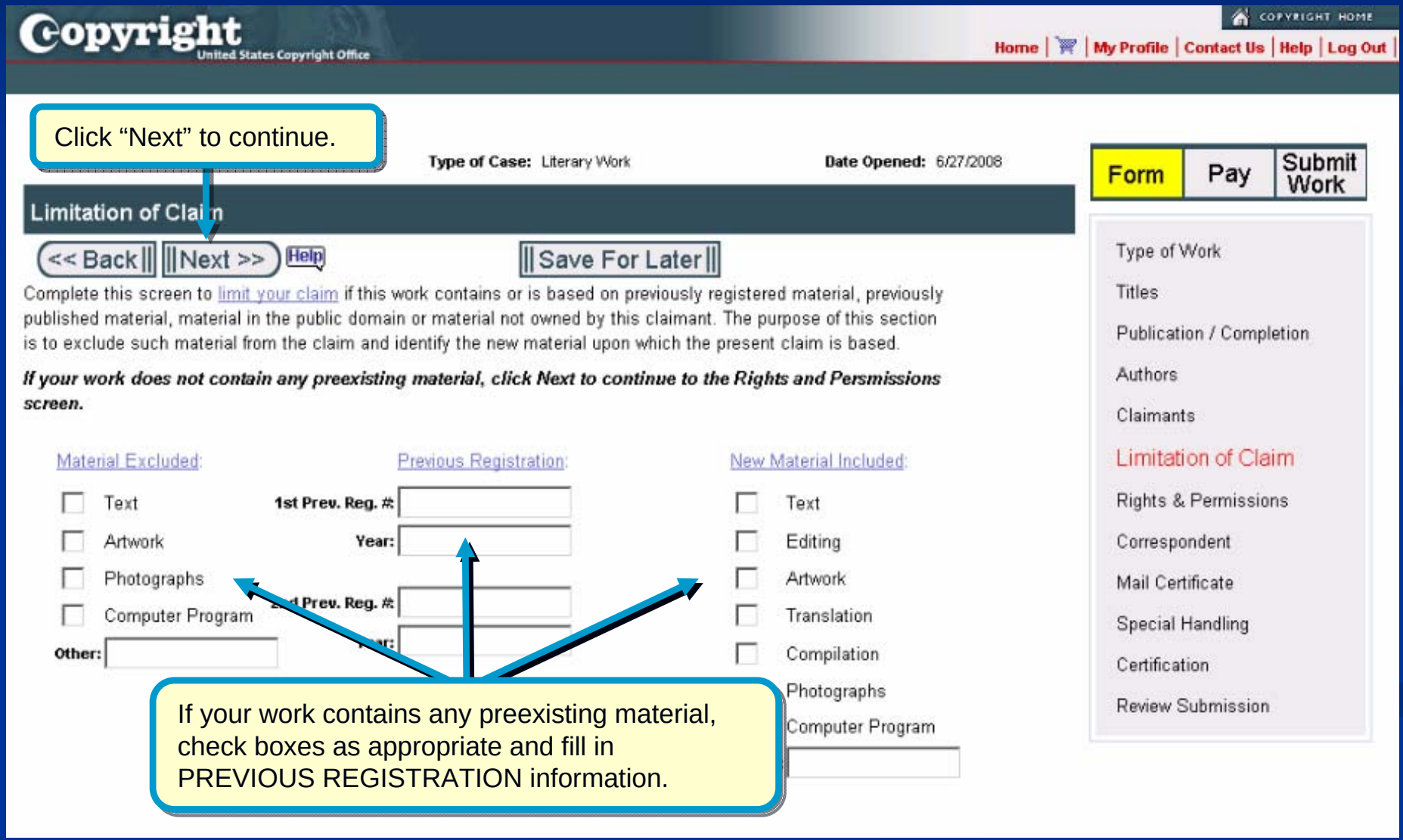
Naming a Claimant



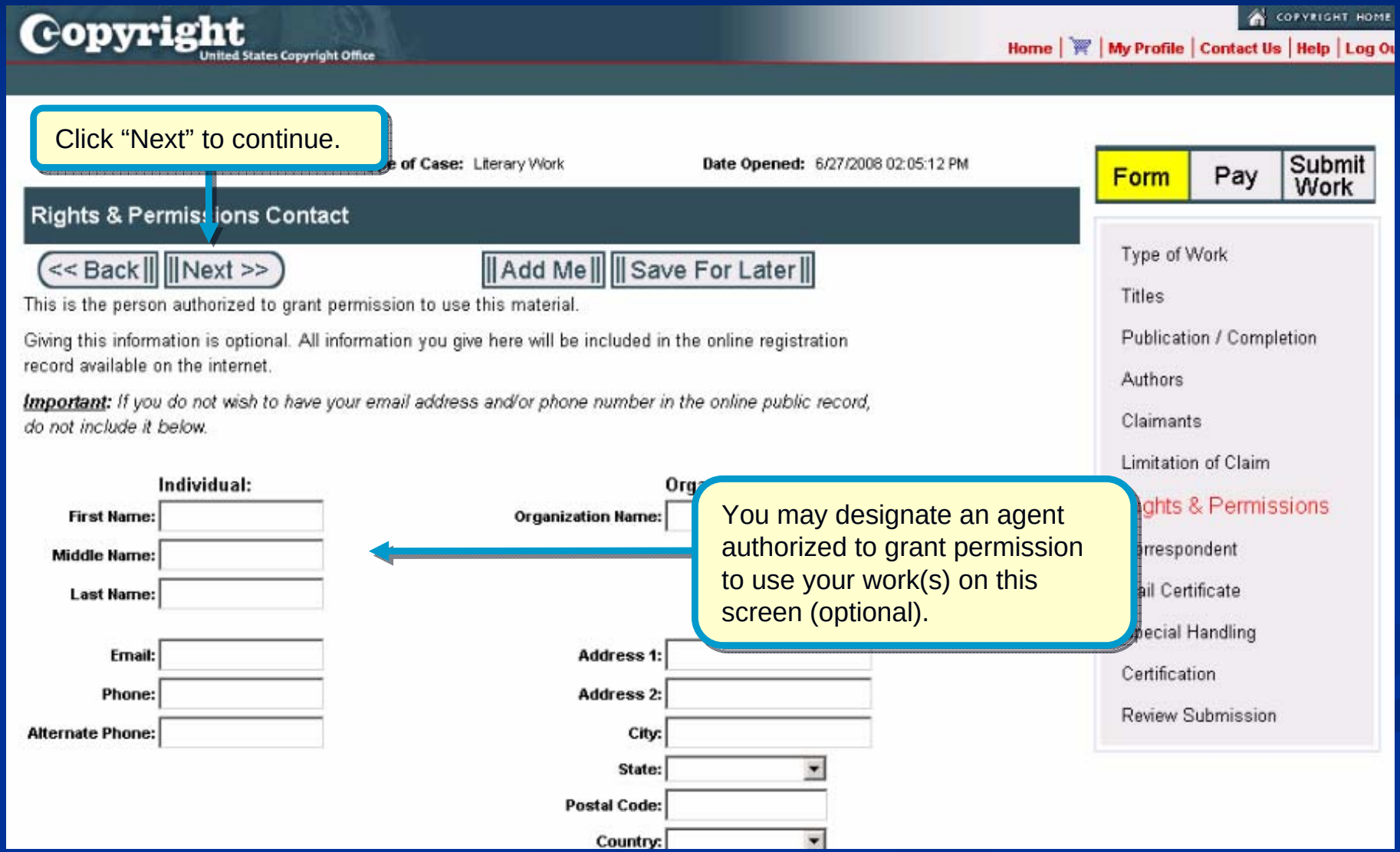
Adding Multiple Claimants



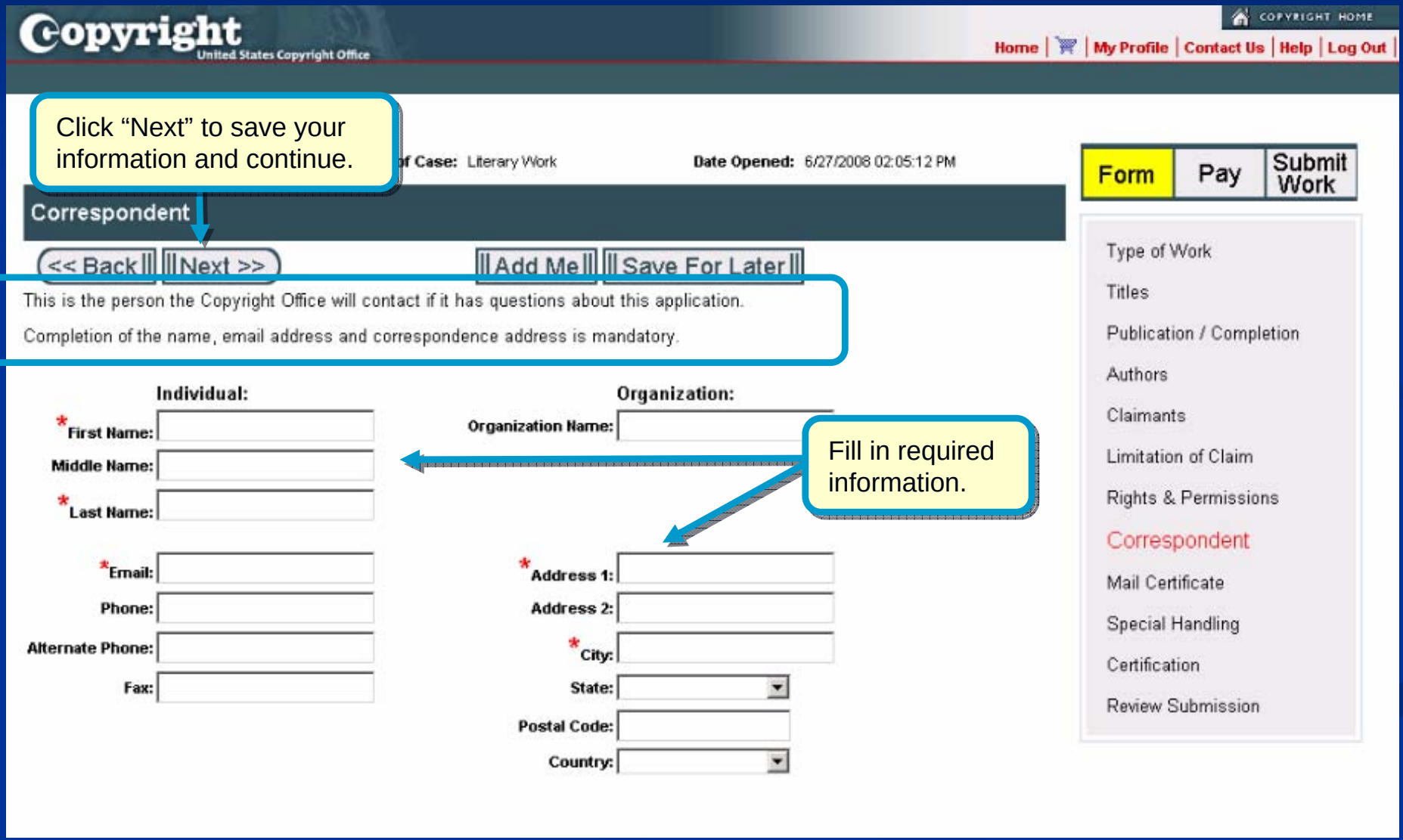
Identifying Preexisting Material



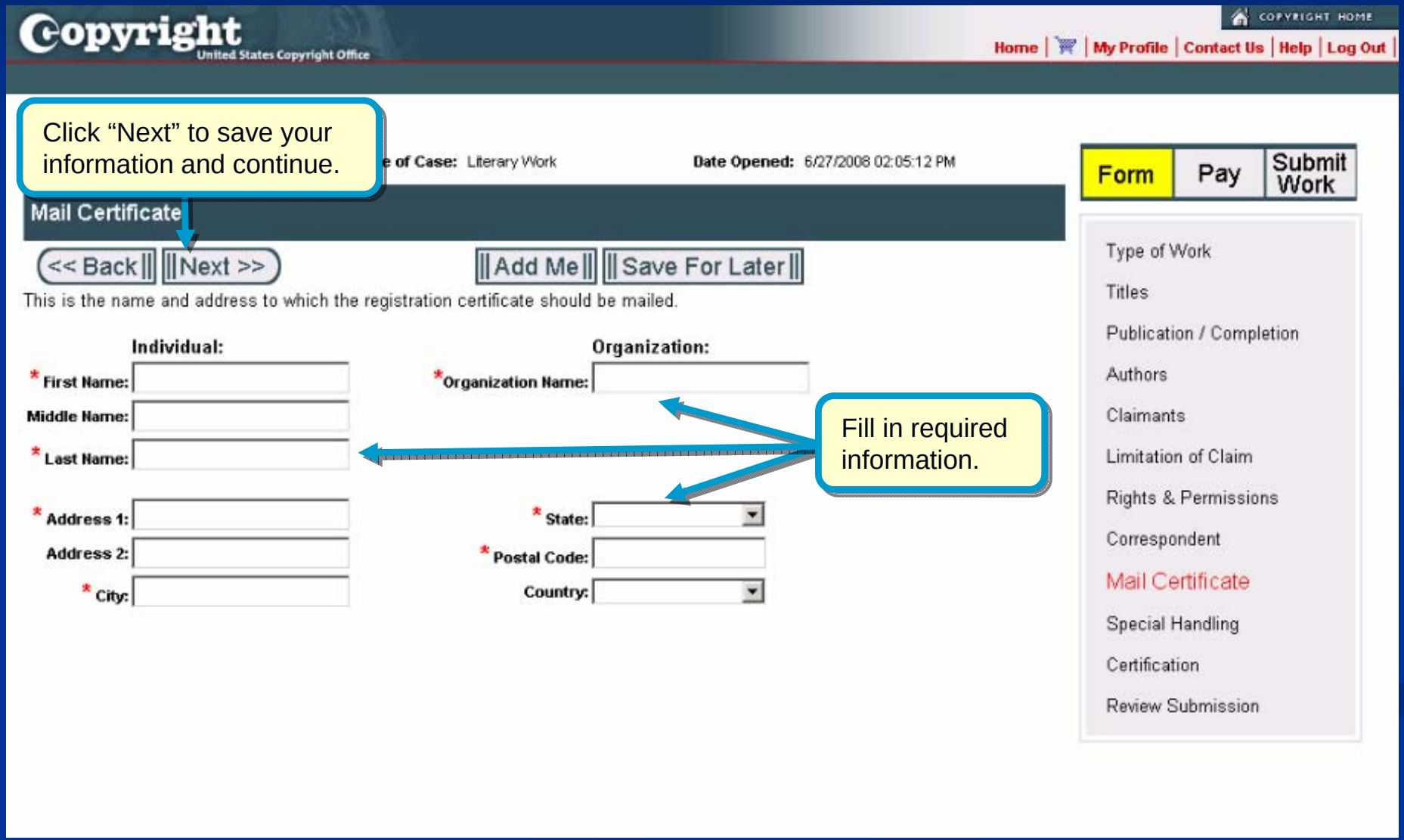
Rights and Permissions Contact



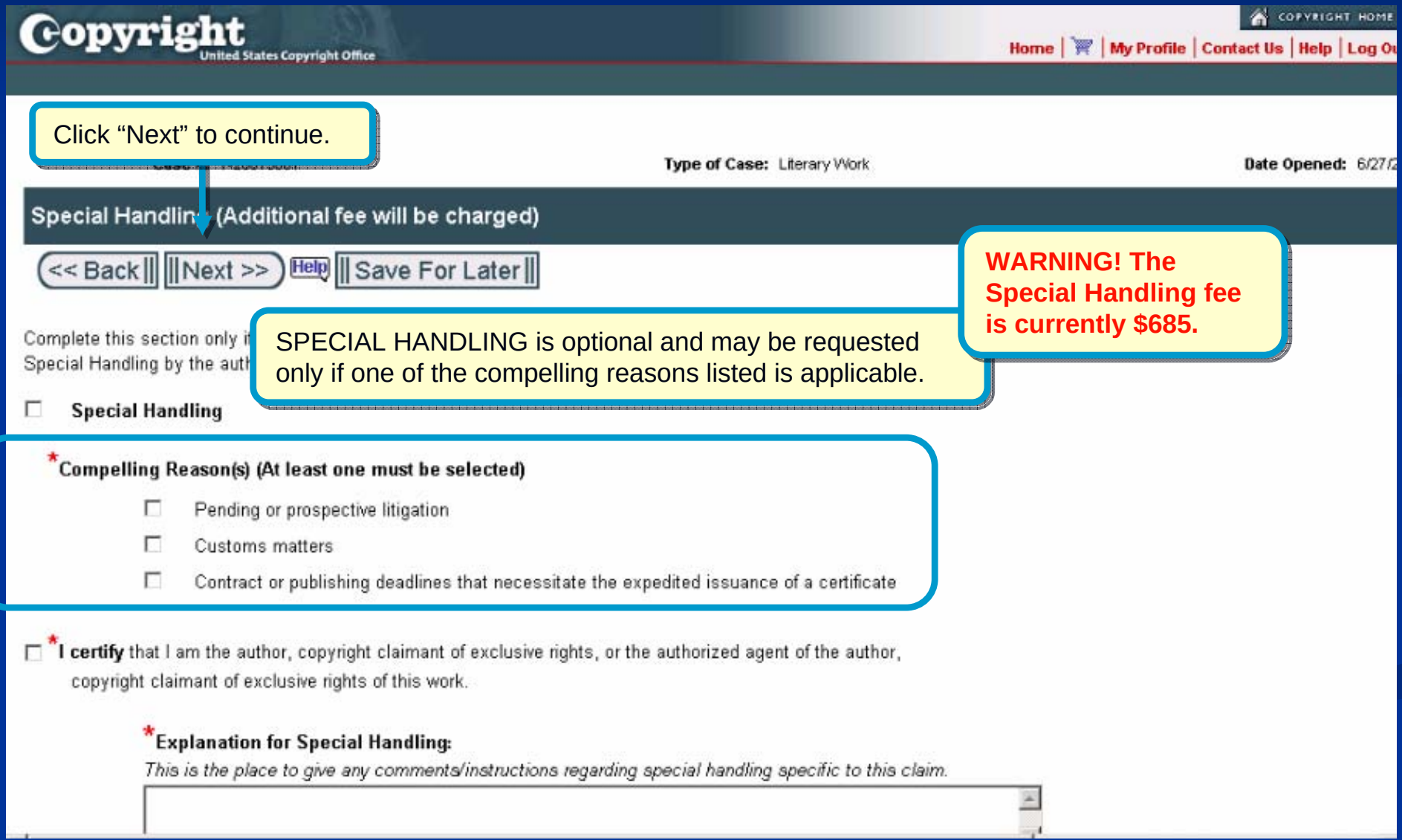
Correspondent Contact



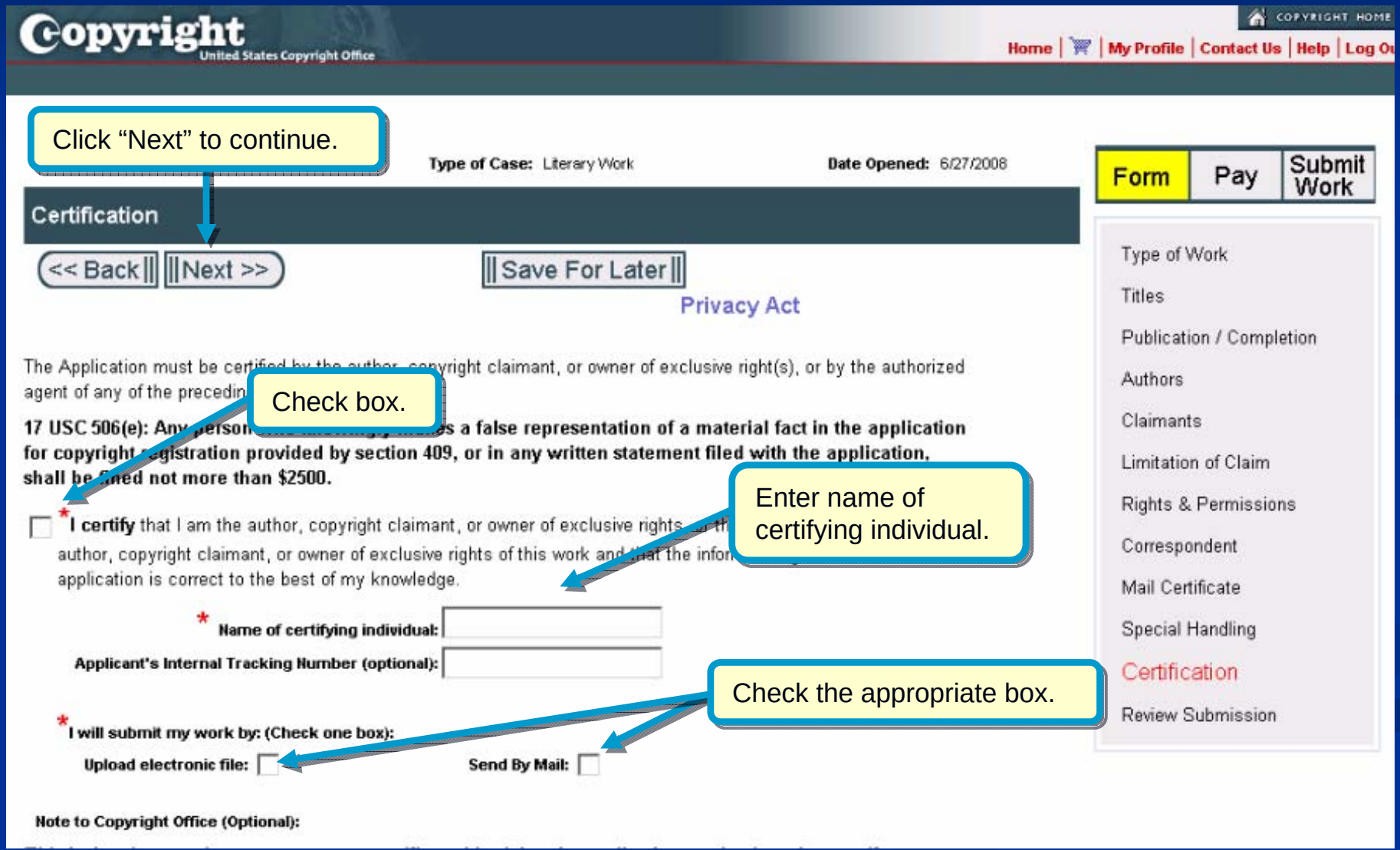
Certificate Mailing Address



Special Handling



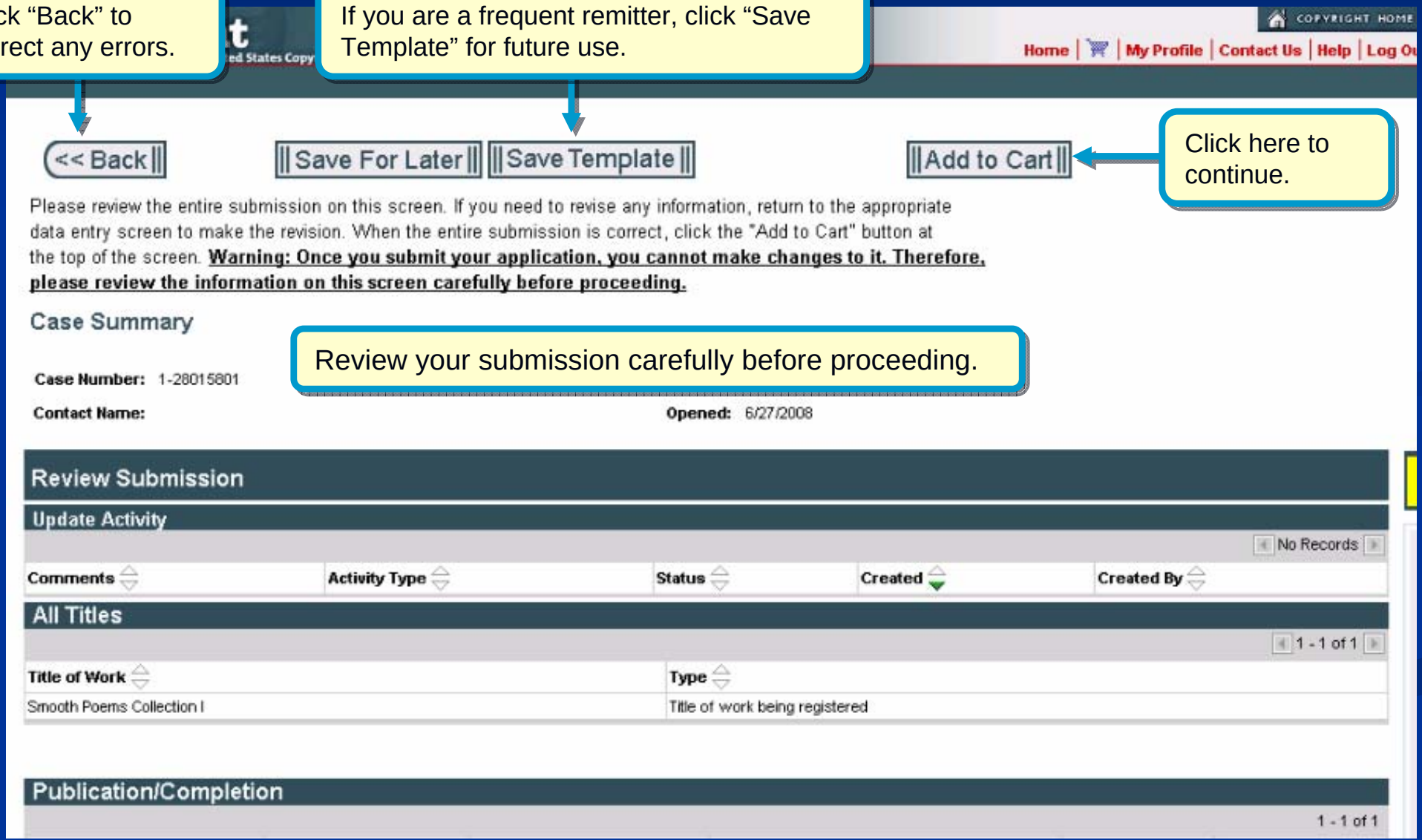
Certifying the Application



Reviewing the Submission

Click “Back” to correct any errors.

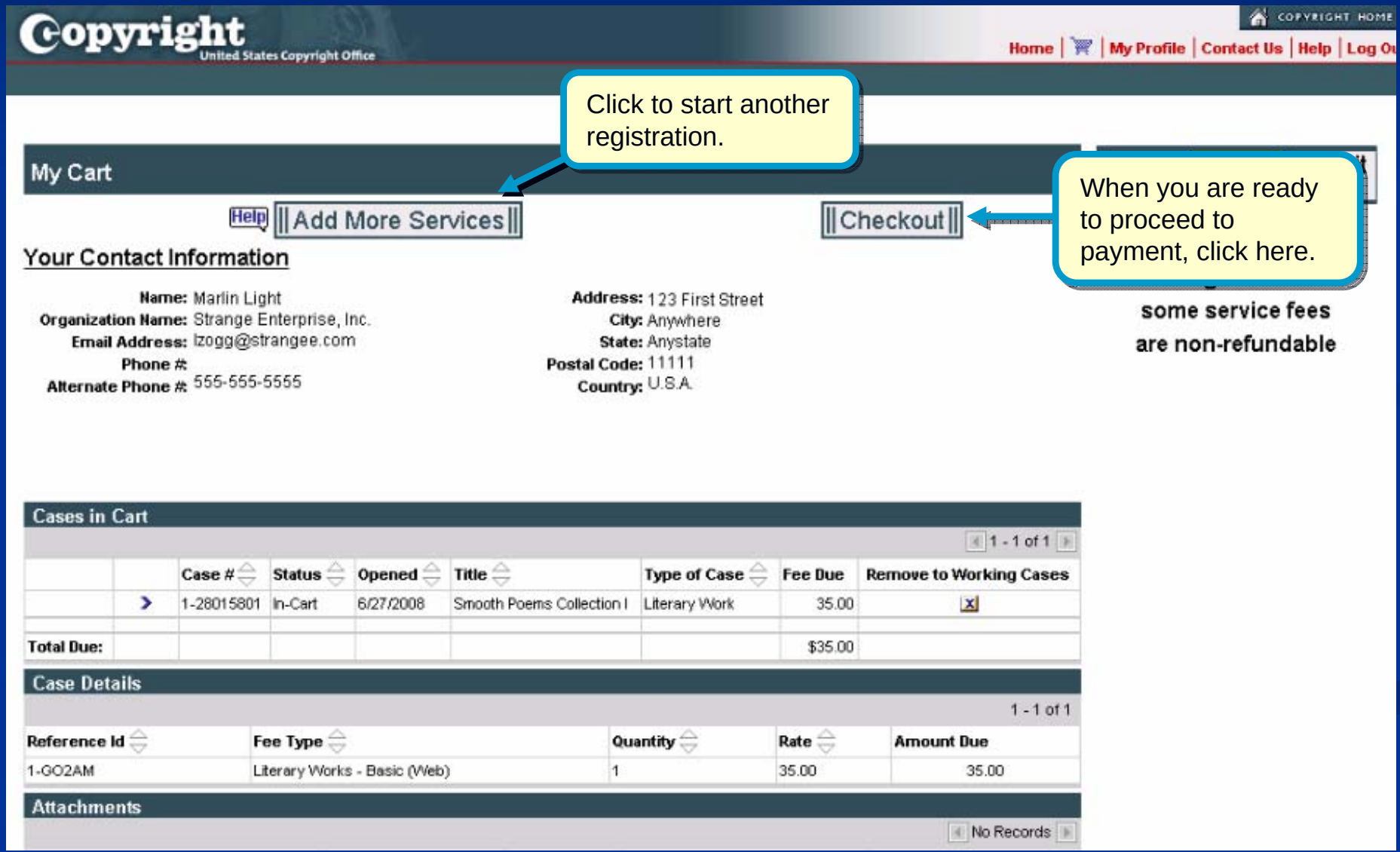
If you are a frequent remitter, click “Save Template” for future use.



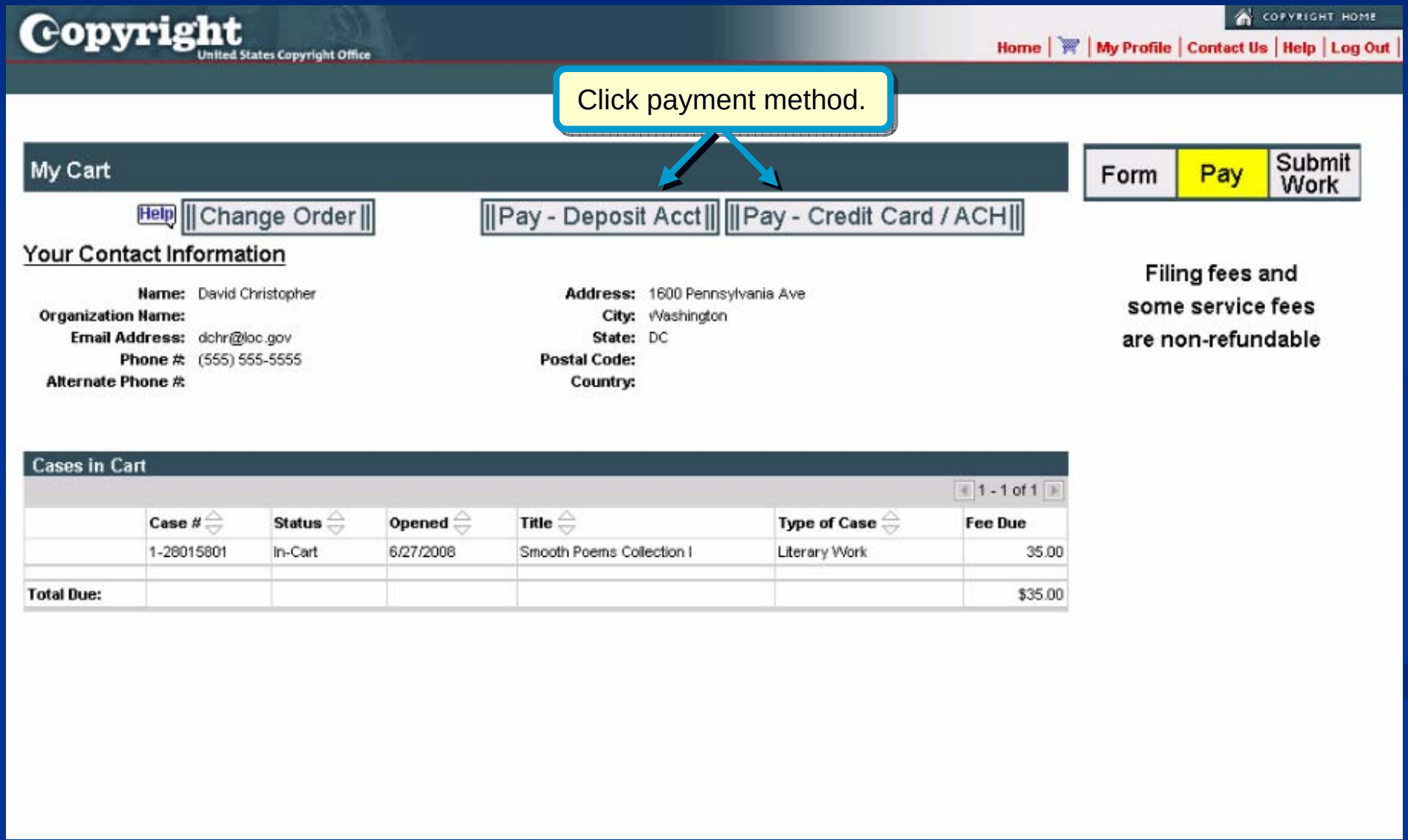
Click here to continue.

Review your submission carefully before proceeding.

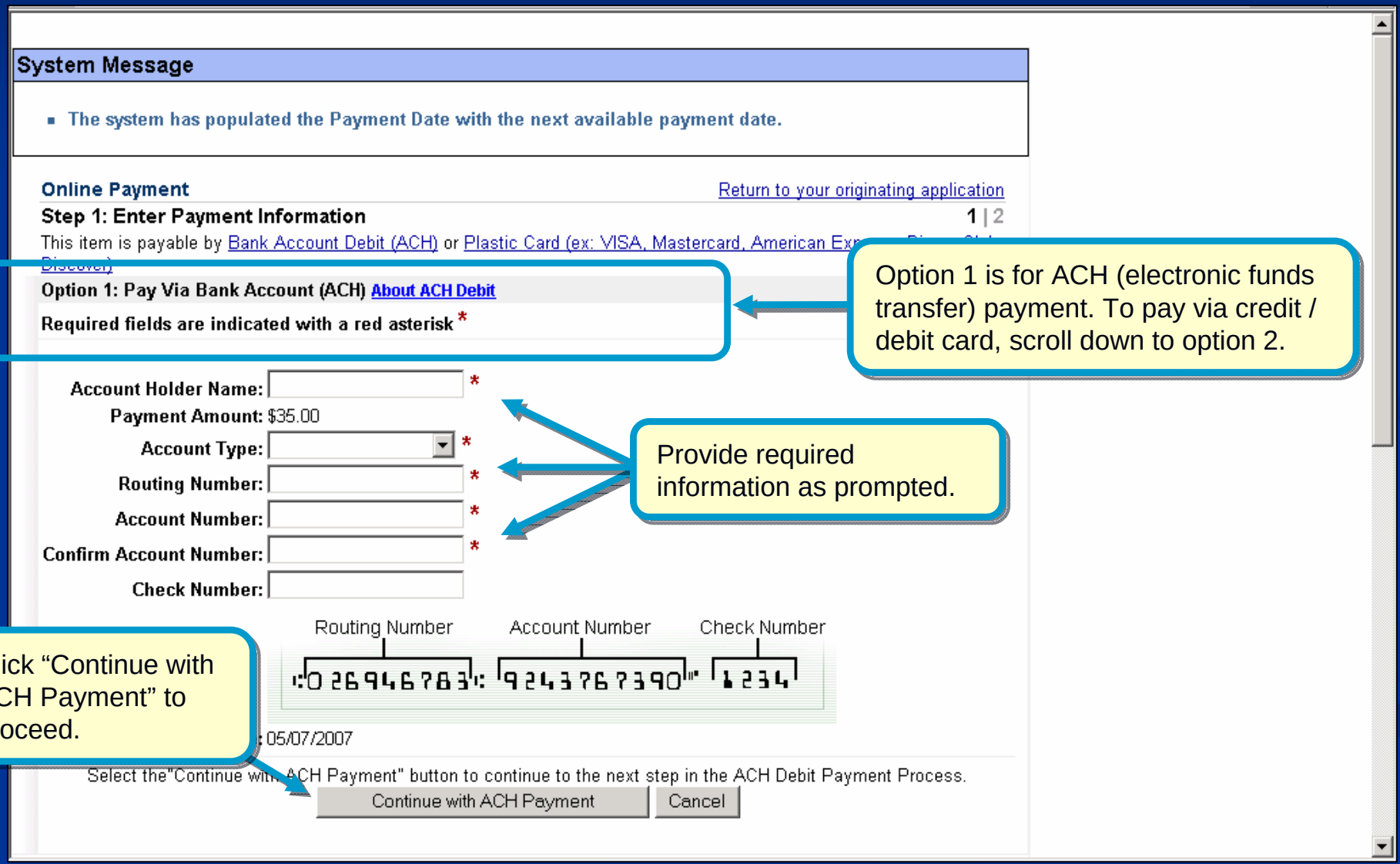
Additional Service or Checkout



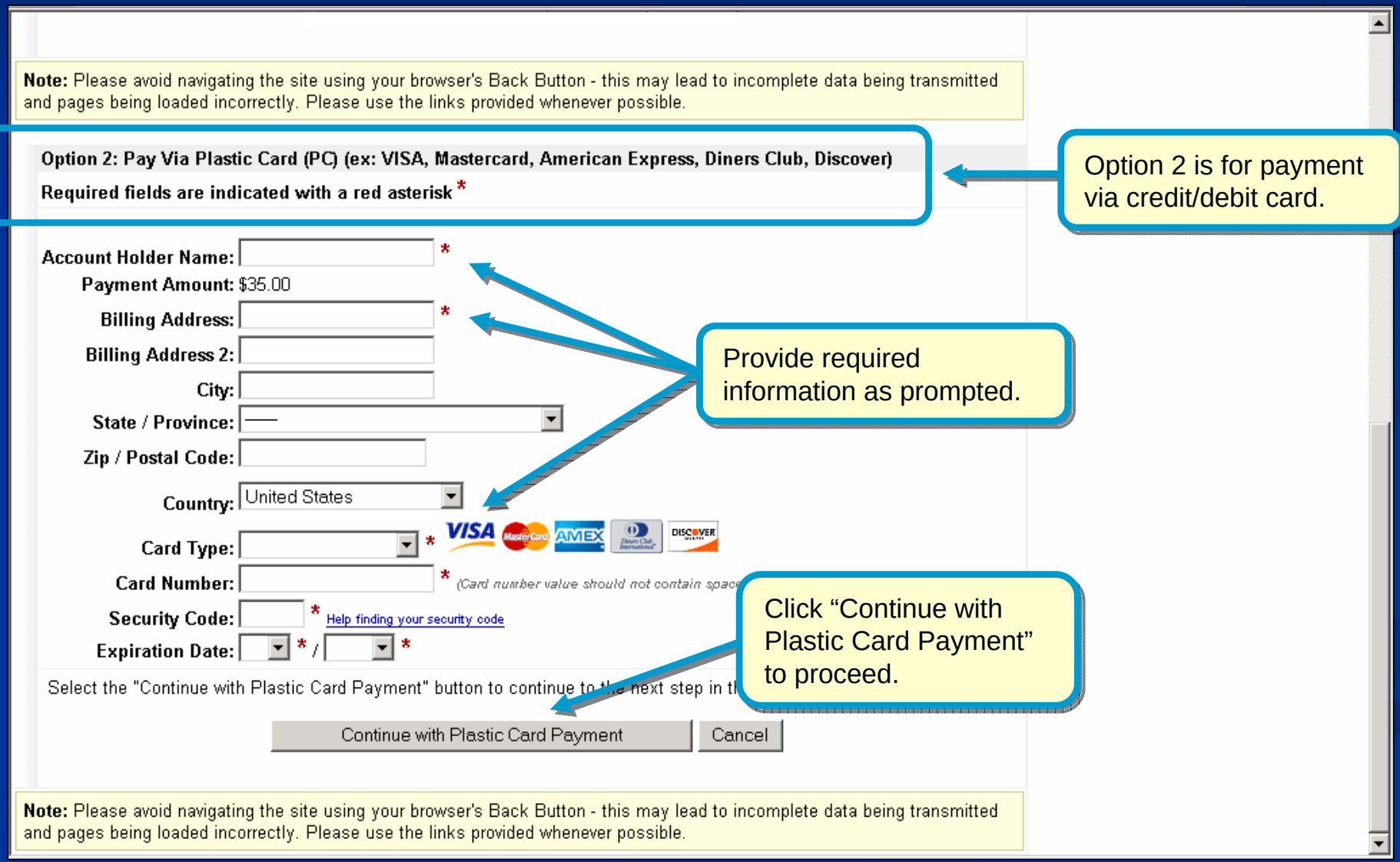
Choosing the Payment Method



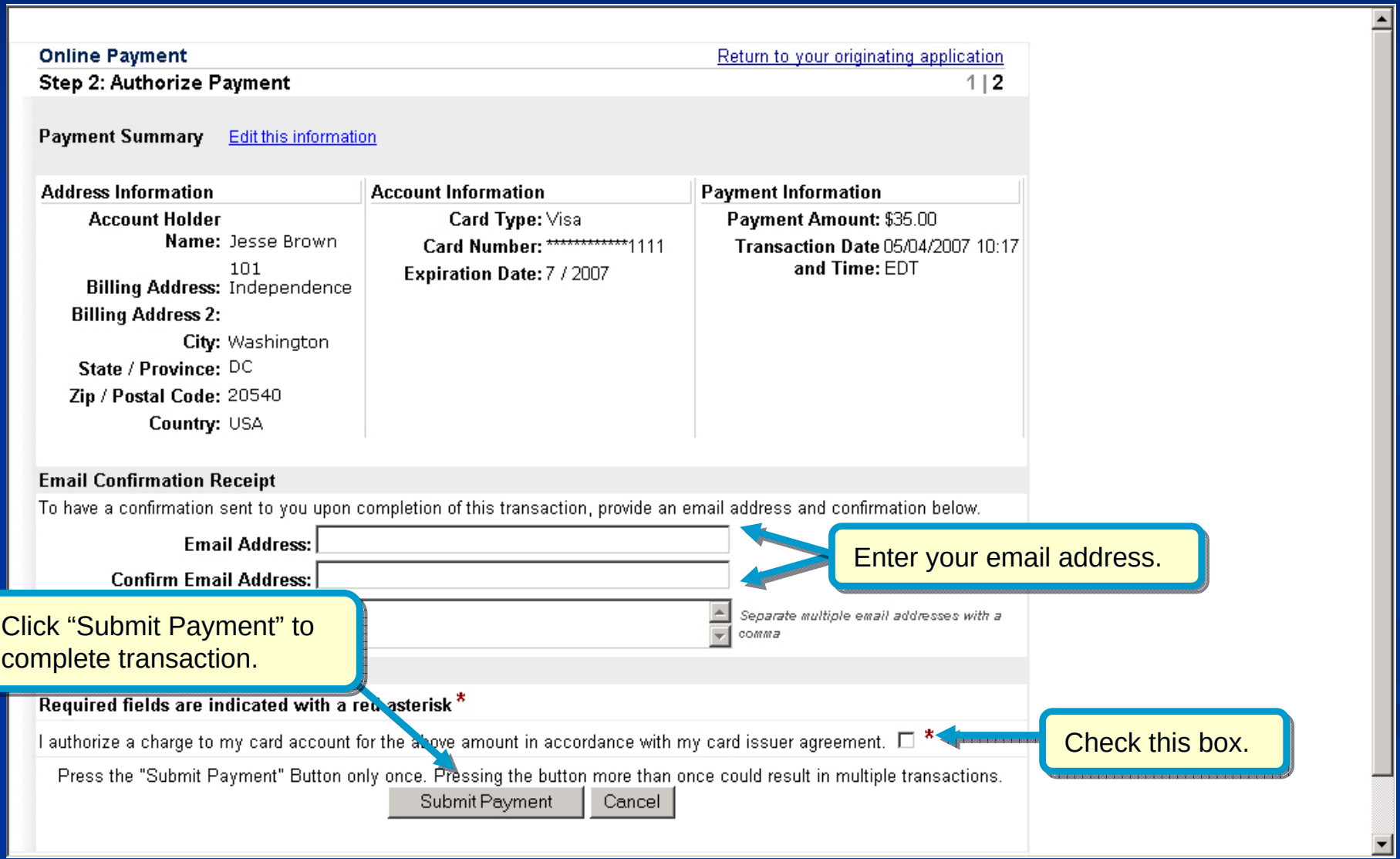
Pay.gov: Electronic Funds Transfer



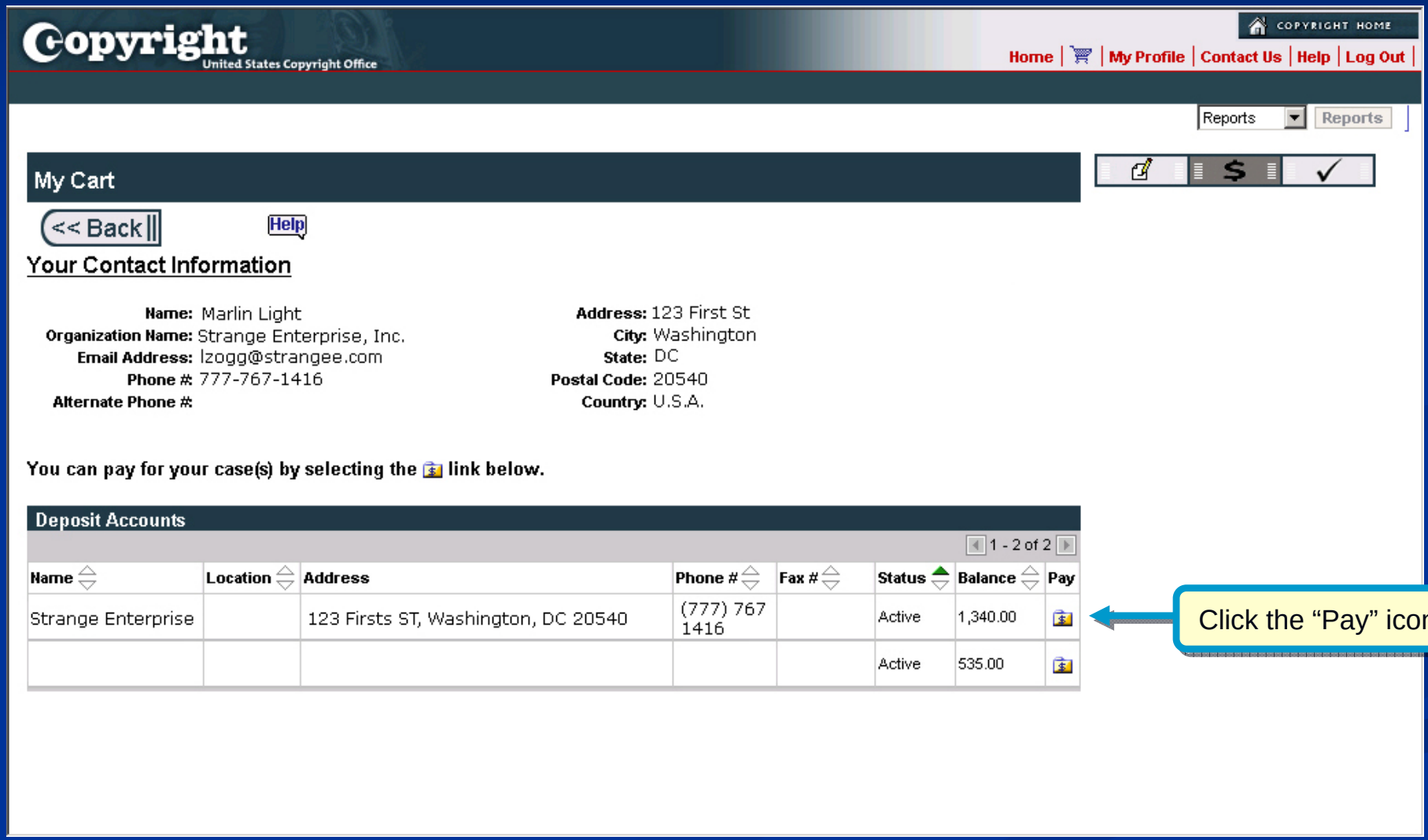
Pay.gov: Credit/Debit Card



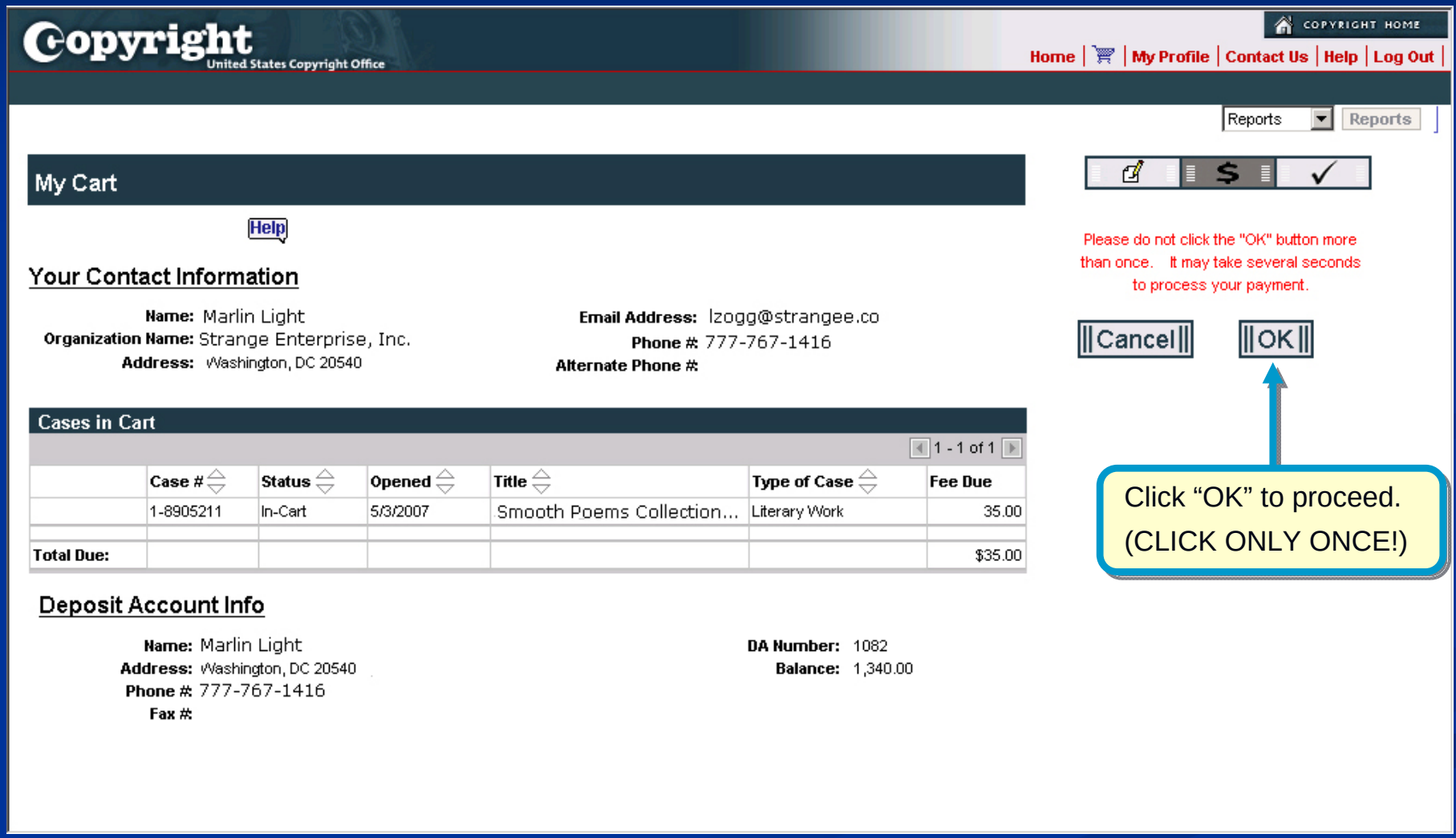
Pay.gov: Authorizing the Payment



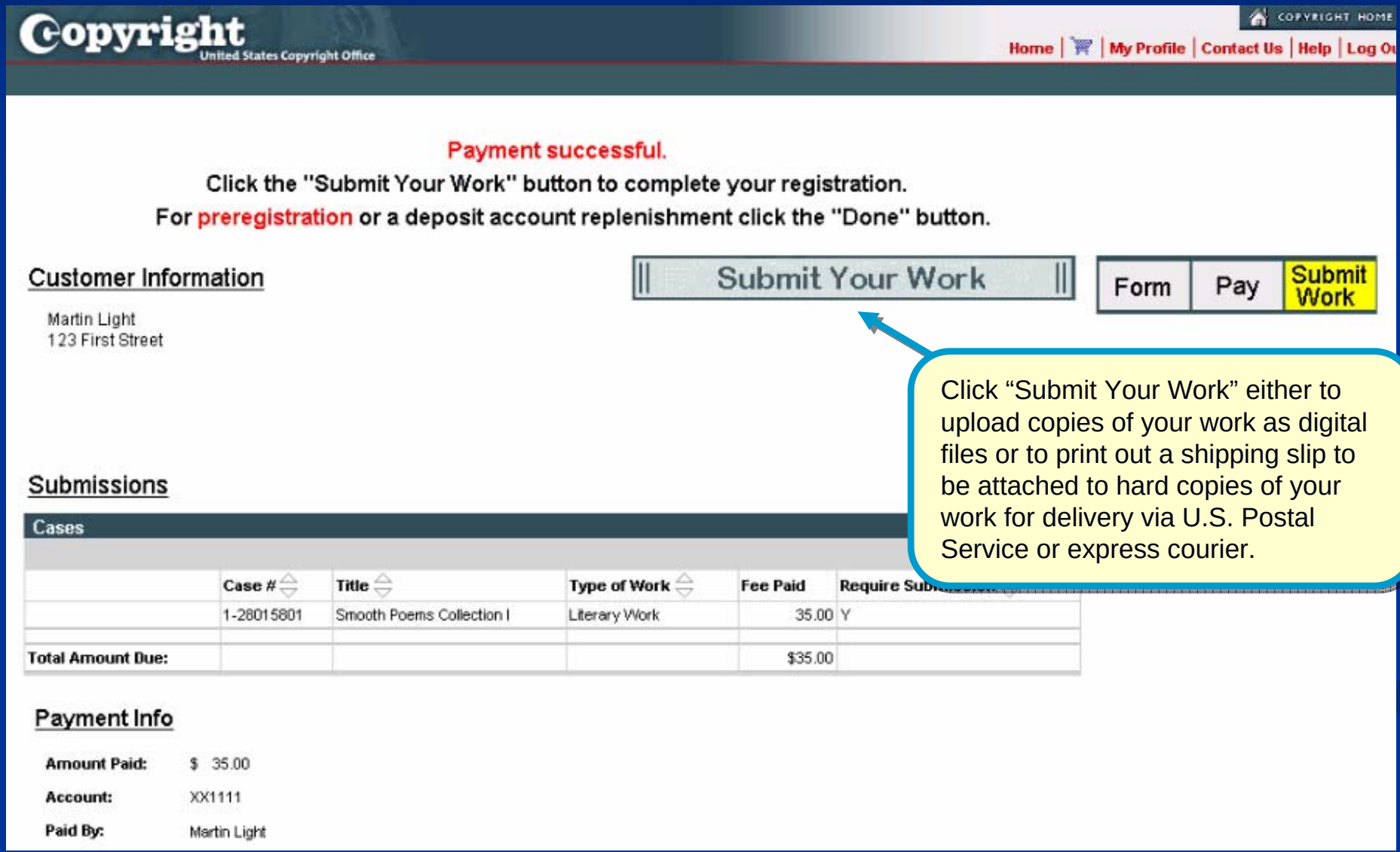
Paying with a Deposit Account



Paying with a Deposit Account

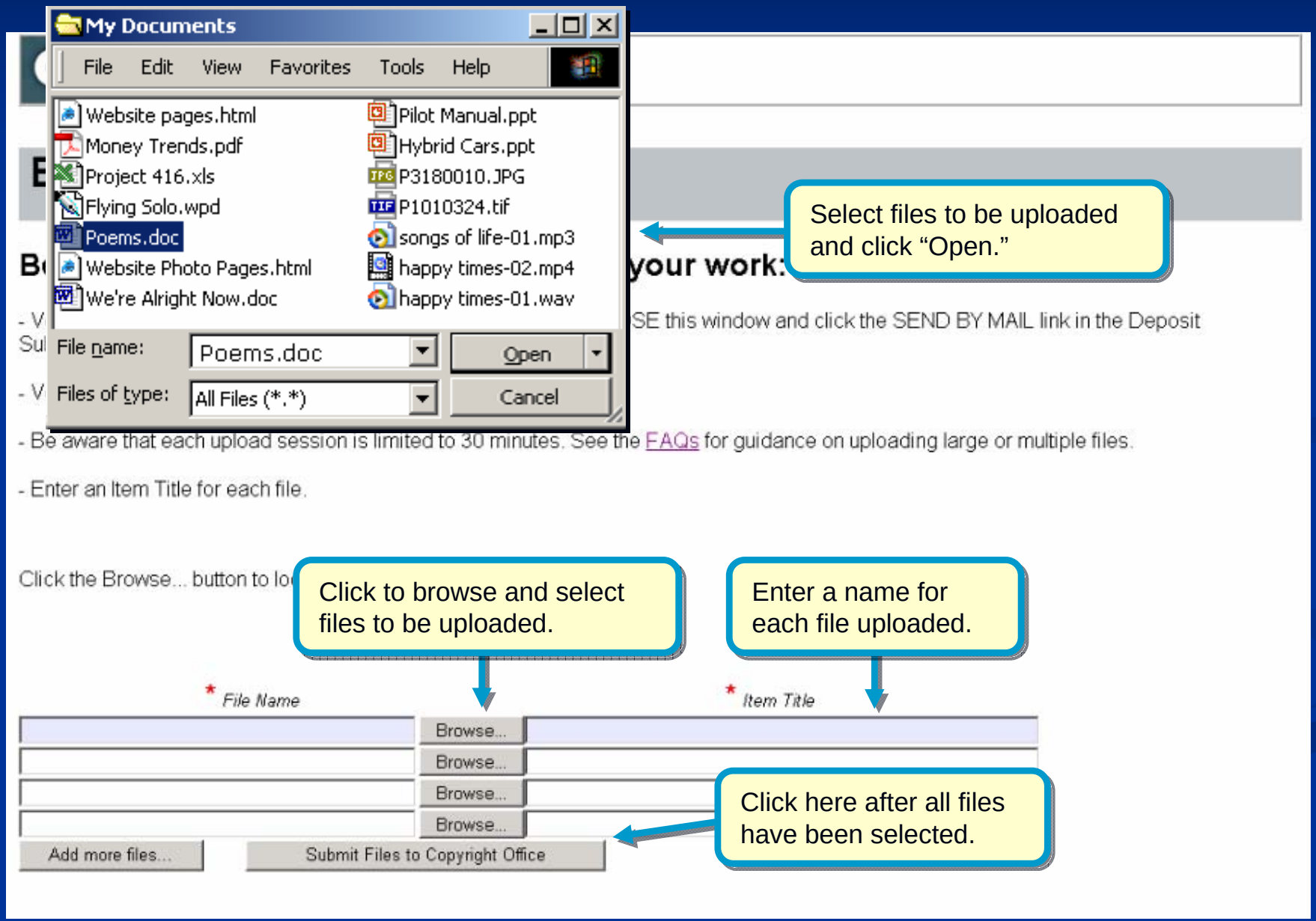


After Paying

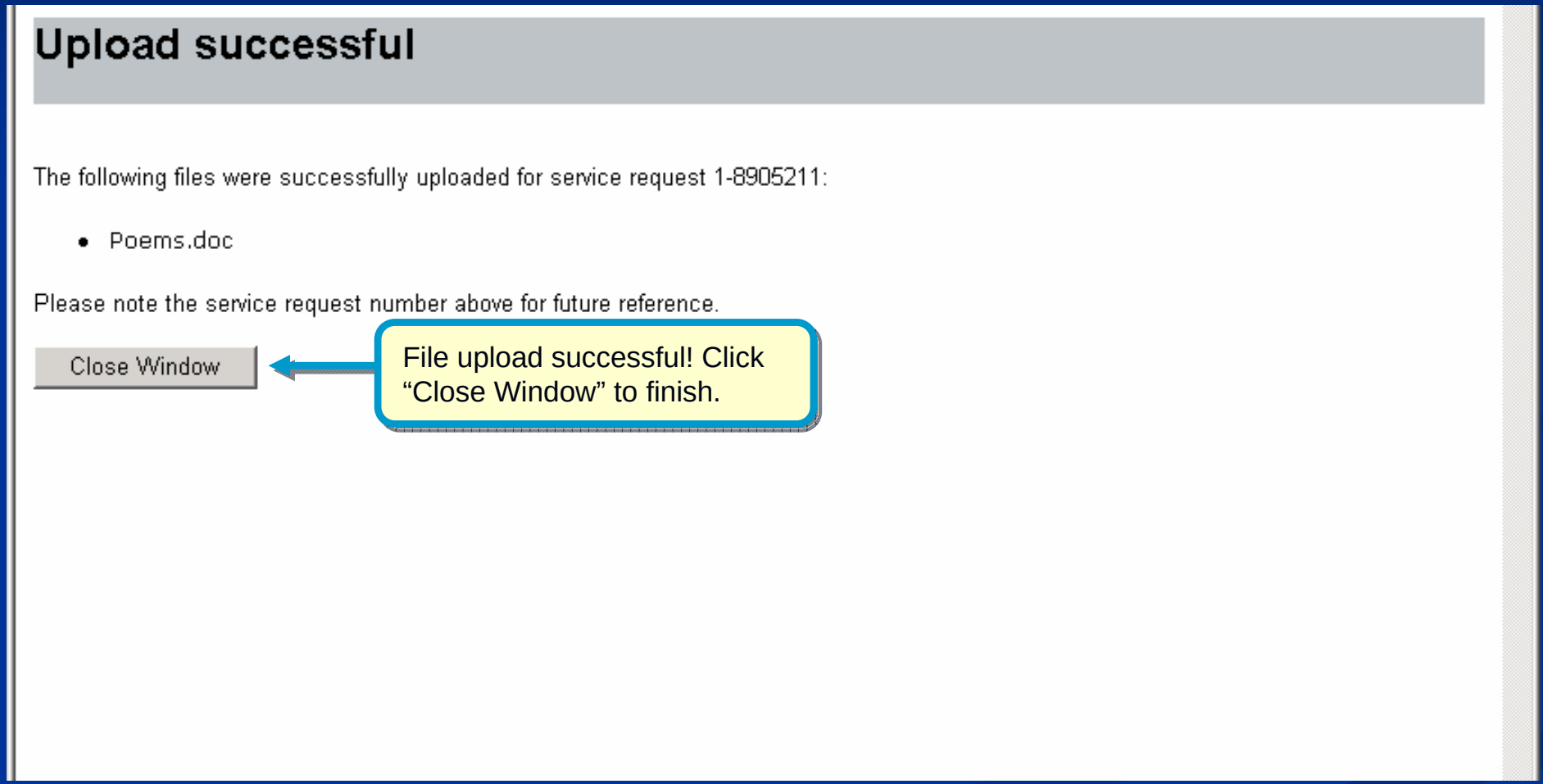


Choosing Deposit Delivery Method

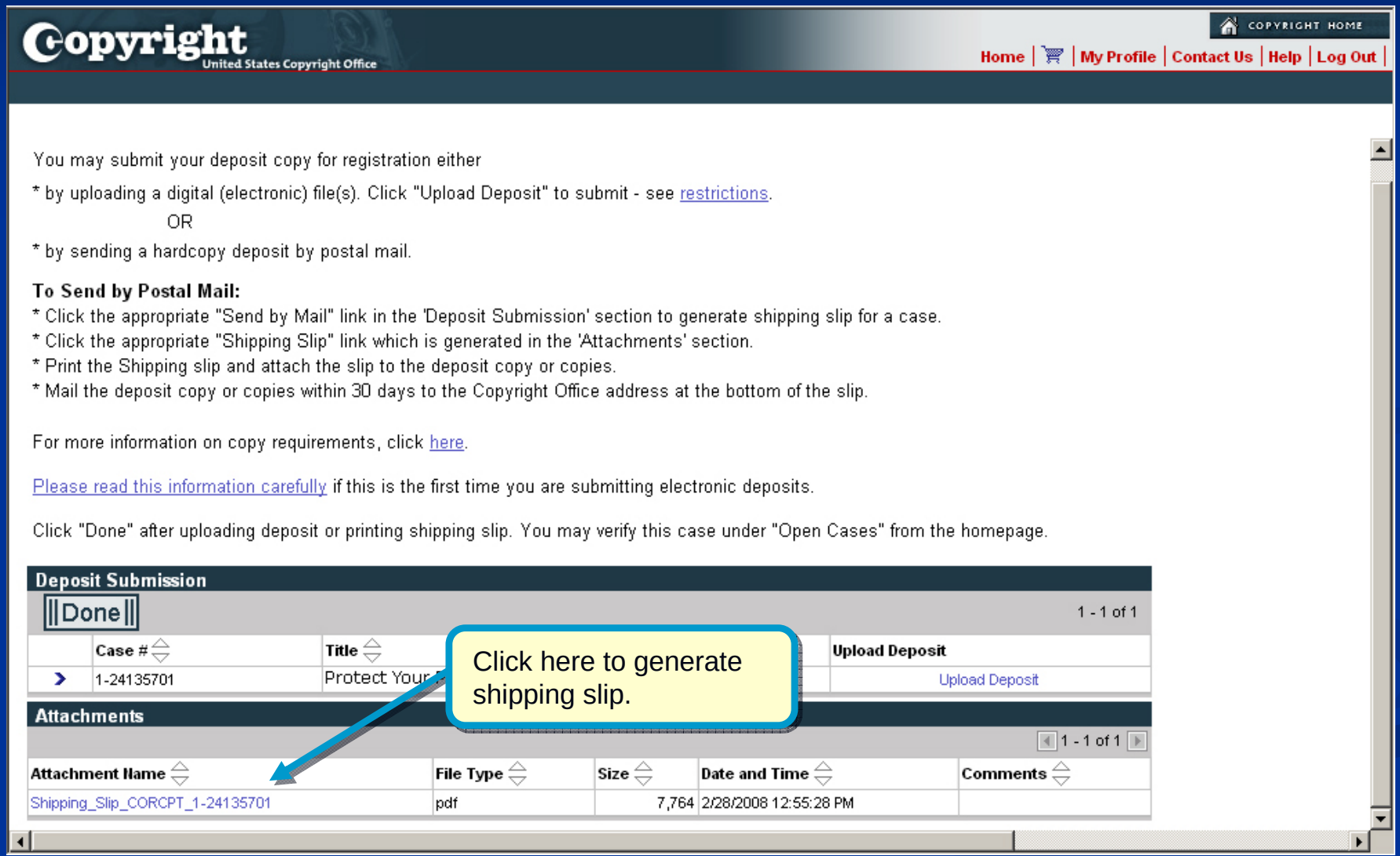
Uploading a Deposit



Confirming the Upload



Sending a Deposit by Mail

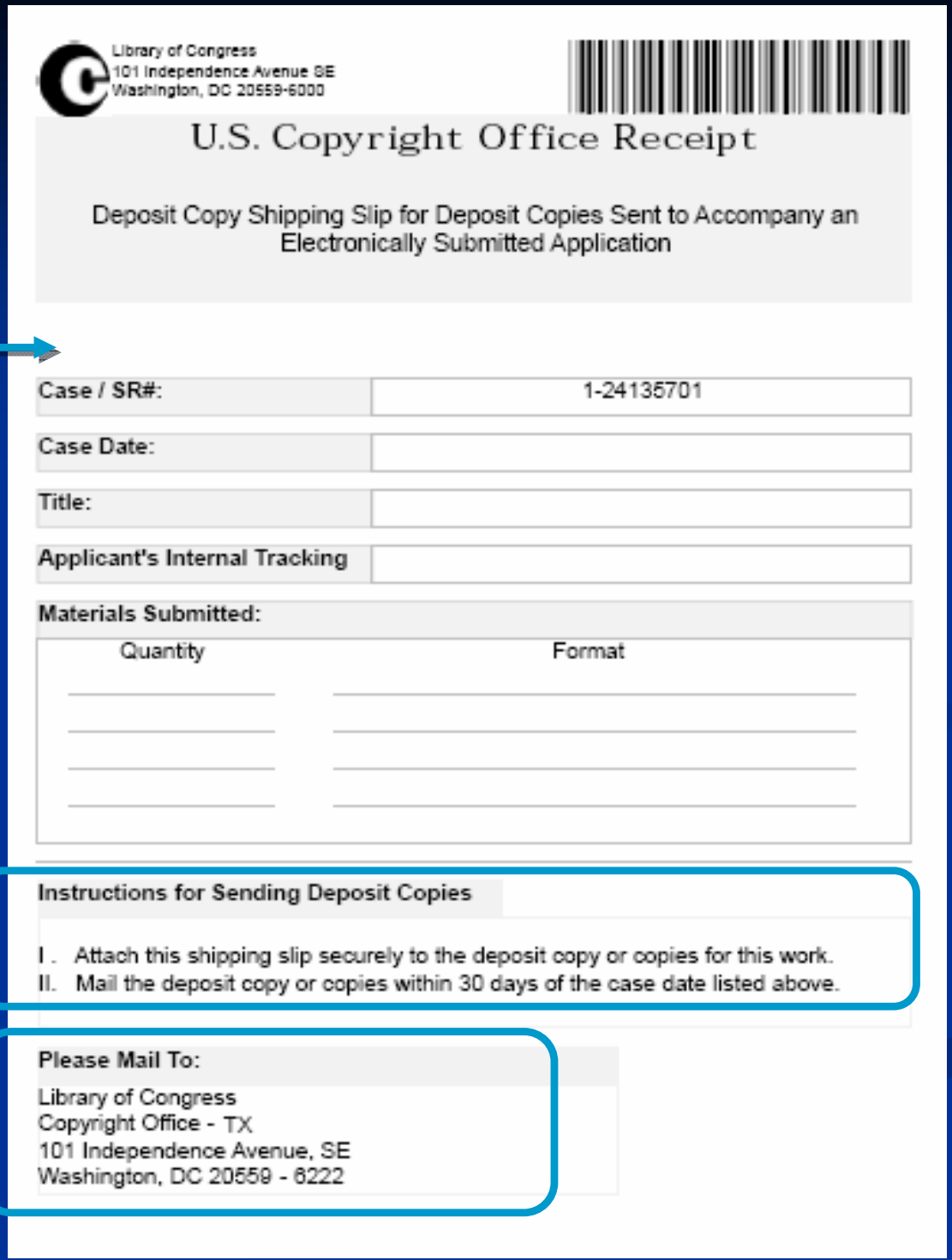


Printing a Shipping Slip

Be sure to print and attach a shipping slip to each work being submitted for registration.

Instructions are provided on the shipping slip.

Be sure to use the address listed 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#:	1-24135701
Case Date:	
Title:	
Applicant's Internal Tracking	

Materials Submitted:

Quantity	Format

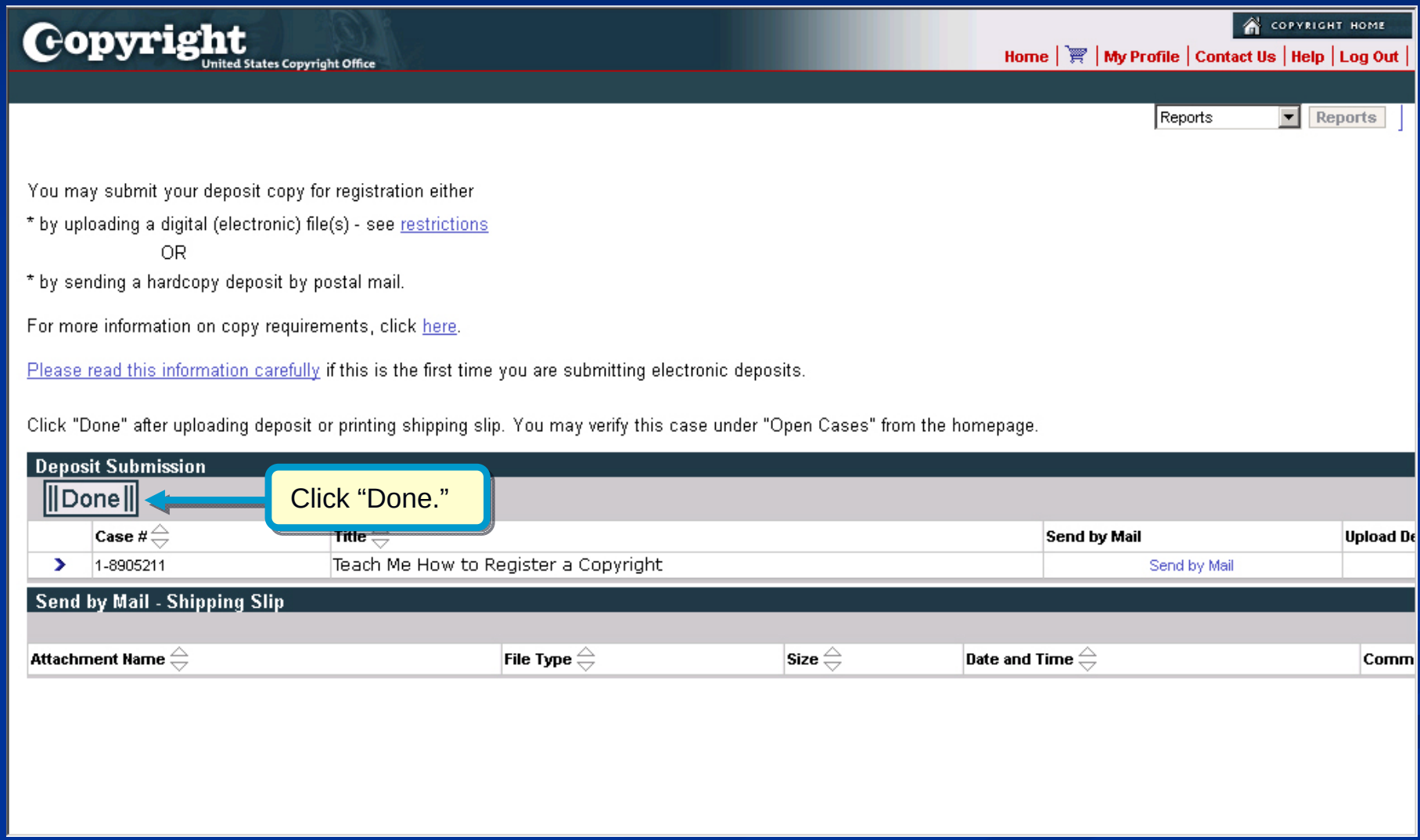
Instructions for Sending Deposit Copies

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 - TX
101 Independence Avenue, SE
Washington, DC 20559 - 6222

Finishing the Registration



Copyright
United States Copyright Office

CONGRATULATIONS!

You just filed your
copyright registration claim

Contact Us

For technical inquiries:

Copyright Technology Office

(202) 707-3002

ctoinfo@loc.gov

For registration-related inquiries:

Copyright Public Information Office

(202) 707-3000

copyinfo@loc.gov