

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 Unpublished work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

The screenshot shows the Electronic Copyright Office (eCO) website interface. At the top left is the 'Copyright United States Copyright Office' logo. At the top right are navigation links: 'Home', 'Contact Us', and 'Help'. Below these is a 'Reports' dropdown menu. The main content area is titled 'Electronic Copyright Office (eCO)' and includes a welcome message and instructions on how to use the site. Two yellow callout boxes with blue borders and arrows point to the 'User Login' section. The first callout points to the 'User ID' and 'Password' input fields. The second callout points to the 'Forgot Your Password?' link and the 'If you are a new user, click here to register.' text.

Copyright
United States Copyright Office

Home | | [Contact Us](#) | [Help](#)

Reports | | Reports

Electronic Copyright Office (eCO)

United States Copyright Office
Library of Congress

Welcome to the Electronic Copyright Office (eCO)

You may now use this website to:

- * Register your work
- * Preregister your work if you [fulfill the requirements](#).

NOTE: Preregistration is separate and distinct from registration, and it is not a substitute for registration. It is available for certain types of works only.

NOTE: *The Siebel software, upon which eCO is based, has been successfully tested with Netscape Navigator 7.02 and Internet Explorer 6.0 and may work equally well with other desktop web browsers.*

User Login

If you are a registered user, please login here.

***User ID:**

***Password:**

Remember my User ID and Password

[Forgot Your Password?](#)

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

If you have an account already, log in here.

To create a new account, click here.



Starting eCO Service

Copyright
United States Copyright Office

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

Electronic Copyright Office (eCO)
United States Copyright Office
Library of Congress

Privacy Act

Check Case Status
Open Cases
Working Cases
All Cases
My Company's Cases
Status Definitions

Copyright Services
Register a New Claim
Preregister a Claim
Use a Template
Organization / DA

Additional Copyright Services
Access Copyright Office Records
Request Search
- Office Records
- In Process, Inspection, Authorization / Litigation
Request Records
Request Inspection
Access Copyright Office Information
- Ask a Question?
- Request Forms and Circulars
- Search Online Records
Other Services

Welcome, Thorvald!

Before you get started:

- Disable your browser's pop-up blocker
- Firefox users [click here](#)
- Use the eCO BACK and NEXT buttons and not your browser's BACK and FORWARD buttons to navigate through the screens
- [View a Tutorial](#) on how to Register a New Claim
- [Frequently Asked Questions \(FAQs\)](#)

Open Cases 1 - 3 of 3

Case #	Status	Opened	Title	Type of Work	Fee Paid	Action Needed
						▼
						▼
						▼

Click here to start a new registration.





Starting the Registration Process

Copyright
United States Copyright Office

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

COPYRIGHT HOME

Click here to start.

Registration Process Overview

<< Back ||| Start Registration |||

For general information on copyright registration, click [here](#).

Register a claim in three steps in the following order:

- Step 1:** [Complete an application](#)
- Step 2:** [Make payment](#)
- Step 3:** [Submit your work](#)

To begin, click the START REGISTRATION button above.

Click on these links for information about each step in the process



Selecting Type of Work for Registration

The screenshot shows the Copyright Office website interface. At the top left is the 'Copyright United States Copyright Office' logo. At the top right is a navigation bar with links for 'Home', 'My Profile', 'Contact Us', 'Help', and 'Log Out'. Below the navigation bar, the page displays 'Case # 1-28015801', 'Type of Case:', and 'Date Opened: 6/27/2008'. A yellow callout box with a blue border points to the 'Type of Case:' label, containing the text: 'Click "Save For Later" on any screen to save your application as a working case.' Below this, there are two buttons: 'Next >>' and 'Save For Later'. A yellow callout box with a blue border points to the 'Next >>' button, containing the text: 'Click "Next" to continue.' Below the buttons, the text reads: 'Types of work available in claim registration. Click on a Type of Work listed below for more information about each type.' A list of work types is provided: 'Literary Work', 'Work of the Visual Arts', 'Sound Recording', 'Work of the Performing Arts (includes music, lyrics, screenplays, etc.)', 'Motion Picture / Audio Visual Work', and 'Single Serial Issue'. A yellow callout box with a blue border points to these links, containing the text: 'Click on these links for examples of types of works.' Below the list, there are two links: 'Works that include more than one type of authorship.' and 'Click here for information on what may be included on a single application.' At the bottom, there is a form with the label 'Select "Type of Work" that you are registering.' and a dropdown menu labeled '* Type of Work:'. A yellow callout box with a blue border points to the dropdown menu, containing the text: 'Select "Type of Work" from drop-down menu.' On the right side of the page, there is a sidebar with a 'Form' tab selected, and a list of options: 'Type of Work', 'Titles', 'Publication / Completion', 'Authors', 'Claimants', 'Limitation of Claim', 'Rights & Permissions', 'Correspondent', 'Mail Certificate', 'Special Handling', 'Certification', and 'Review Submission'.



Adding a Title

Copyright
United States Copyright Office

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

Case #: 1-28015801 Type of Case: Literary Work Date Opened: 6/27/2008 02:05:12 PM

Form Pay Submit Work

Titles

<< Back Next >> 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". After you enter the title, click "Save". Repeat this process for each additional title. When finished, click "Next".

New * ← Click "New" to add a title.

To edit or delete a title, click the link below. When the list is complete and correct, click "Next".

All Titles

No Records

Title of Work	Type	Edit	Delete
---------------	------	------	--------

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



Naming the Title of the Work

The screenshot shows the Copyright Office website interface. At the top, the logo reads "Copyright United States Copyright Office". Navigation links include "Home", "My Profile", "Contact Us", "Help", and "Log Out". The main content area displays case information: "Case #: 1-28015801", "Type of Case: Literary Work", and "Date Opened: 6/27/2008 02:05:12 PM". On the right, there are buttons for "Form", "Pay", and "Submit Work".

Below the case information, there are instructions for naming the title of the work:

- Step 1: Click on "Title Type" to determine the type of title.
- Step 2: Select the Title Type. You must select "Title of Work Be".
- 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.

Form fields include:

- * Title Type: [Drop-down menu]
- * Title of this work: [Text input field]

At the bottom of the form, there are "Save" and "Cancel" buttons.

On the right side, a vertical menu lists various options: Type of Work, Titles, Publication / Completion, Authors, Claimants, Limitation of Claim, Rights & Permissions, Correspondent, Mail Certificate, Special Handling, Certification, and Review Submission.

Four instructional callouts are present:

- "Click 'Save' to continue." points to the Save button.
- "Click if you need help with choosing 'Title Type.'" points to the "Title Type" link in the instructions.
- "Choose 'Title Type' from drop-down menu." points to the Title Type field.
- "Type in the title of the work." points to the Title of this work field.



Entering Multiple Titles

Copyright
United States Copyright Office

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

Case: Literary Work Date Opened: 6/27/2008 02:05:12 PM

Form Pay Submit Work

Titles

<< Back Next >> 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". After you enter the title, click "Save". Repeat this process for each additional title. When finished, click "Next".

New * Click "New" to add another title.

To edit or delete a title, click [icon]. When the list is complete and correct, click "Next".

All Titles 1 - 1 of 1

Title of Work	Type	Edit	Delete
Smooth Poems Collection I	Title of work being registered	[edit icon]	[delete icon]

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



Selecting Publication Status

Copyright
United States Copyright Office

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

Copyright HOME

Click "Next" to continue.

Type of Case: Literary Work Date Opened: 6/27/2008

Form Pay Submit Work

Publication / Completion

<< Back Next >> Save For Later

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 or display does not, by itself, constitute "publication".

For 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?:

Select from drop-down menu.

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



For Unpublished Works

Copyright
United States Copyright Office

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

Copyright HOME

Click "Next" to continue.

Type of Case: Literary Work Date Opened: 6/27/2008

Publication / Completion

<< Back ||| ||| Next >> ||| Save For Later |||

Has this work been published?: No

*Year of Completion (year of Creation):

Type year of completion.

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 "Next" to proceed to the "Authors" screen.

Form Pay Submit Work

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



For Published Works

Copyright
United States Copyright Office

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

COPYRIGHT HOME

Click "Next" to continue.

Type of Case: Literary Work Date Opened: 6/27/2008

Publication / Completion

<< Back ||| Next >> ||| Save For Later |||

Published work?: Yes

* Year of Completion (Year of Creation):

* Date of First Publication [MM/DD/YYYY]:

* Nation of First Publication:

International Standard Number type:

International Standard Number:

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 "Next" to proceed to the "Authors" screen.

Fill in required information.

Form Pay Submit Work

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



Adding an Author for the Work

Copyright
United States Copyright Office

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

Case #: 1-28015801 Type of Case: Literary Work Date Opened: 6/27/2008 02:05:12 PM

Form Pay Submit Work

Authors

<< Back Next >> Save For Later

Name the author(s) of the work being registered, and give the requested information. Generally 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".

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

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

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

To edit or delete an author, click the appropriate link in the list below. When the list is complete and correct, click "Next".

Authors

No Records

Name	Organization Name	Doing Business As	Work For Hire	Anonymous	Pseudonym	Edit	Delete
------	-------------------	-------------------	---------------	-----------	-----------	------	--------

- Publication / Completion
- Authors**
- Claimants
- Limitation of Claim
- Rights & Permissions
- Correspondent
- Mail Certificate
- Special Handling
- Certification
- Review Submission



Naming the Author of the Work

The screenshot shows the 'Authors' section of the Copyright Office website. At the top left, the 'Copyright' logo and 'United States Copyright Office' are visible. On the top right, there are navigation links: 'Home', 'My Profile', 'Contact Us', 'Help', and 'Log Out'. Below the header, the page title is 'Authors' and the 'Type of Case' is 'Literary Work'. The 'Date Opened' is '6/27/2008 02:05:12 PM'. There are three buttons: 'Form', 'Pay', and 'Submit Work'. A callout box says 'Click "Save" to continue.' with an arrow pointing to the 'Save' button. Below the buttons, there is a section for 'Author's Name' with a callout box that says 'Type EITHER an individual author name OR an organization name but NOT both.' This section has two columns: 'Individual author:' and 'Organization:'. The 'Individual author:' column has three text boxes for 'First Name:', 'Middle Name:', and 'Last Name:'. The 'Organization:' column has one text box for 'Organization Name:'. Below these is a dropdown menu for 'Is this author's contribution a work made for hire?'. There are also checkboxes for 'Anonymous:' and 'Pseudonymous:'. Below these are two dropdown menus for 'Citizenship:' and 'Domicile:', each with a 'Help' link. There are also text boxes for 'Doing Business as:', 'Year of Birth:', and 'Year of Death:'. A callout box at the bottom says 'Select from drop-down menu for EITHER "Citizenship" or "Domicile," but NOT both.' with arrows pointing to the 'Citizenship:' and 'Domicile:' dropdown menus.



Author's Contribution to Work

Copyright
United States Copyright Office

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

Case #: 1-... Date Opened: 6/27/2008 02:05:12 PM

Form Pay Submit Work

Authors

Help || Save || Cancel ||

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

*** Author Created:**

Text [Help](#) Editing [Help](#) Photograph(s) [Help](#) Artwork [Help](#)

Translation [Help](#) Compilation [Help](#) Computer Program [Help](#)

Other:

Type of Work
Titles
Publication / Completion
Correspondent
Mail Certificate
Special Handling
Certification
Review Submission



Adding Multiple Authors

Copyright
United States Copyright Office

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

Case #: 1-28015801 Type of Case: Literary Work Date Opened: 6/27/2008 02:05:12 PM

Form Pay Submit Work

Authors

<< Back ||| ||| Next >>

When you are finished entering AUTHORS, click "Next" to continue.

Name the author(s) of the work being registered. If you are an author, 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".

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

Click "New" to add another author.

After you enter the author information, click "Next" to process for each additional author.

To edit or delete an author, click the appropriate link in the list below. When the list is complete and correct, click "Next".

Authors

1 - 1 of 1

Name	Organization Name	Doing Business As	Work For Hire	Anonymous	Pseudonym	Edit	Delete
Thorvald Solberg				N			

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



Adding a Claimant

Copyright
United States Copyright Office

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

Case #: 1-28015801 Type of Case: Literary Work Date Opened: 6/27/2008 02:05:12 PM

Form Pay Submit Work

Claimants

<< Back Next >> 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, 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.

New * Add Me

To [edit](#) or [delete](#) a claimant, click the corresponding button. If the information is complete and correct, click "Next".

Claimants

No Records

Name	Organization Name	DBA	Transfer Statement	Transfer Other	Edit	Delete
------	-------------------	-----	--------------------	----------------	------	--------

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



Naming a Claimant

The screenshot shows the Copyright Office website interface. At the top left is the 'Copyright United States Copyright Office' logo. At the top right are navigation links: Home, My Profile, Contact Us, Help, Log Out. Below the header, there's a case information bar with 'Case # 1-' and 'Date Opened: 6/20/2008 03:46:57 PM'. A yellow callout box with a blue border points to the 'Save' button, containing the text 'Click "Save" to continue.' Below this is the 'Claimants' section header. Underneath are 'Help', 'Save', and 'Cancel' buttons. A blue arrow points from the 'Save' button to the 'Claimant's Name' section. The 'Claimant's Name' section contains the instruction: 'Give either an individual name OR an organization name, but not both. If there is a name that the claimant is doing business as (trading as, sole owner of, known as), give the name in "Doing Business As" field.' Below this are two main sections: 'Individual Claimant:' and 'Organization:'. The 'Individual Claimant:' section has fields for '* First Name:', 'Middle Name:', and '* Last Name:'. The 'Organization:' section has a field for '* Organization Name:'. A red 'OR' is placed between these two sections. A yellow callout box with a blue border and two blue arrows pointing to the 'Individual Claimant' and 'Organization' sections contains the text: 'Type EITHER an individual claimant name OR an organization name but NOT both.' Below these are fields for 'Doing Business As:', 'Address 1:', 'Address 2:', 'City:', and 'Country:'. At the bottom, there's a 'Transfer Statement:' dropdown menu and a 'Transfer Statement Other:' field. On the right side of the page, there's a vertical menu with buttons for 'Form', 'Pay', and 'Submit Work'. Below these are several menu items: 'Type of Work', 'Titles', 'Publication / Completion', 'Authors', 'Claimants' (highlighted in red), 'Limitation of Claim', 'Rights & Permissions', 'Correspondent', 'Mail Certificate', 'Special Handling', 'Certification', and 'Review Submission'.



Adding Multiple Claimants

Copyright
United States Copyright Office

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

Case #: 1-28015801 Date Opened: 6/27/2008 02:05:12 PM

Claimants

[Form](#) [Pay](#) [Submit Work](#)

[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 claimants, click "Next" to continue.

[<< Back](#) [Next >>](#) [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, click "Save". Repeat this process for each additional claimant.

Click "New" to add another claimant.

[New *](#) [Add Me](#)

To [edit](#) or [delete](#) a claimant below. When the list is complete and correct, click "Next".

Claimants 1 - 1 of 1

Name	Organization Name	DBA	Transfer Statement	Transfer Other	Edit	Delete
Thorvald Solberg						



Identifying Preexisting Material

Copyright
United States Copyright Office

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

Copyright HOME

Click "Next" to continue.

Type of Case: Literary Work Date Opened: 6/27/2008

Form Pay Submit Work

Limitation of Claim

<< Back ||| Next >> Help ||| Save For Later |||

Complete this screen to [limit your claim](#) if this work contains or is based on previously registered material, previously 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 Next to continue to the Rights and Permissions screen.

<u>Material Excluded:</u>	<u>Previous Registration:</u>	<u>New Material Included:</u>
<input type="checkbox"/> Text	1st Prev. Reg. #: <input type="text"/>	<input type="checkbox"/> Text
<input type="checkbox"/> Artwork	Year: <input type="text"/>	<input type="checkbox"/> Editing
<input type="checkbox"/> Photographs	2nd Prev. Reg. #: <input type="text"/>	<input type="checkbox"/> Artwork
<input type="checkbox"/> Computer Program	3rd Prev. Reg. #: <input type="text"/>	<input type="checkbox"/> Translation
Other: <input type="text"/>	4th Prev. Reg. #: <input type="text"/>	<input type="checkbox"/> Compilation
		<input type="checkbox"/> Photographs
		<input type="checkbox"/> Computer Program
		<input type="text"/>

If your work contains any preexisting material, check boxes as appropriate and fill in PREVIOUS REGISTRATION information.

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



Rights and Permissions Contact

Copyright United States Copyright Office

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

Case of Case: Literary Work Date Opened: 6/27/2008 02:05:12 PM

Form Pay Submit Work

Rights & Permissions Contact

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

This is the person authorized to grant permission to use this material.

Giving this information is optional. All information you give here will be included in the online registration record available on the internet.

Important: If you do not wish to have your email address and/or phone number in the online public record, do not include it below.

Individual:	Organization:
First Name: <input type="text"/>	Organization Name: <input type="text"/>
Middle Name: <input type="text"/>	
Last Name: <input type="text"/>	
Email: <input type="text"/>	Address 1: <input type="text"/>
Phone: <input type="text"/>	Address 2: <input type="text"/>
Alternate Phone: <input type="text"/>	City: <input type="text"/>
	State: <input type="text"/>
	Postal Code: <input type="text"/>
	Country: <input type="text"/>

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

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



Correspondent Contact

Copyright
United States Copyright Office

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

Copyright HOME

Case: Literary Work Date Opened: 6/27/2008 02:05:12 PM

Form **Pay** **Submit Work**

Correspondent

[<< Back](#) [Next >>](#) [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:	Organization:
* First Name: <input type="text"/>	Organization Name: <input type="text"/>
Middle Name: <input type="text"/>	
* Last Name: <input type="text"/>	
* Email: <input type="text"/>	* Address 1: <input type="text"/>
Phone: <input type="text"/>	Address 2: <input type="text"/>
Alternate Phone: <input type="text"/>	* City: <input type="text"/>
Fax: <input type="text"/>	State: <input type="text"/>
	Postal Code: <input type="text"/>
	Country: <input type="text"/>

Fill in required information.

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



Certificate Mailing Address

Copyright
United States Copyright Office

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

Copyright HOME

Case of Case: Literary Work Date Opened: 6/27/2008 02:05:12 PM

Form Pay Submit Work

Mail Certificate

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

This is the name and address to which the registration certificate should be mailed.

Individual:

* First Name:

Middle Name:

* Last Name:

* Address 1:

Address 2:

* City:

Organization:

* Organization Name:

* State:

* Postal Code:

Country:

Fill in required information.

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



Special Handling

Copyright
United States Copyright Office

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

Copyright HOME

Type of Case: Literary Work Date Opened: 6/27/2012

Special Handling (Additional fee will be charged)

<< Back ||| ||| Next >> Help ||| Save For Later |||

Complete this section only if you are requesting Special Handling by the author.

Special Handling

*** 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

*** I certify** that I am the author, copyright claimant of exclusive rights, or the authorized agent of the author, copyright claimant of exclusive rights of this work.

*** Explanation for Special Handling:**
This is the place to give any comments/instructions regarding special handling specific to this claim.

Click "Next" to continue.

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

WARNING! The Special Handling fee is currently \$685.

*** 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



Certifying the Application

Copyright
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COPYRIGHT HOME

Click "Next" to continue.

Type of Case: Literary Work Date Opened: 6/27/2008

Form Pay Submit Work

Certification

<< Back ||| Next >> ||| Save For Later |||

[Privacy Act](#)

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 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 in the work, or the author, copyright claimant, or owner of exclusive rights of this work and that the information provided in this application is correct to the best of my knowledge.

* Name of certifying individual:

Applicant's Internal Tracking Number (optional):

* I will submit my work by: (Check one box):

Upload electronic file: Send By Mail:

Note to Copyright Office (Optional):

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

Check box.

Enter name of certifying individual.

Check the appropriate box.



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.

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

<< 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: 1-28015801 Opened: 6/27/2008
Contact Name: _____

Review Submission

Update Activity

Comments	Activity Type	Status	Created	Created By
No Records				

All Titles

Title of Work	Type
Smooth Poems Collection I	Title of work being registered

Publication/Completion

1 - 1 of 1



Additional Service or Checkout

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My Cart

[Help](#) **|| Add More Services ||** **|| Checkout ||**

Your Contact Information

Name: Marlin Light
Organization Name: Strange Enterprise, Inc.
Email Address: lzogg@strangee.com
Phone #:
Alternate Phone #: 555-555-5555

Address: 123 First Street
City: Anywhere
State: Anystate
Postal Code: 11111
Country: U.S.A.

some service fees are non-refundable

Cases in Cart 1 - 1 of 1

	Case #	Status	Opened	Title	Type of Case	Fee Due	Remove to Working Cases
>	1-28015801	In-Cart	6/27/2008	Smooth Poems Collection I	Literary Work	35.00	
Total Due:						\$35.00	

Case Details 1 - 1 of 1

Reference Id	Fee Type	Quantity	Rate	Amount Due
1-GO2AM	Literary Works - Basic (Web)	1	35.00	35.00

Attachments No Records



Choosing the Payment Method

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Click payment method.

My Cart

Help || Change Order || || Pay - Deposit Acct || || Pay - Credit Card / ACH ||

Form **Pay** Submit Work

Your Contact Information

Name: David Christopher
Organization Name:
Email Address: dchr@loc.gov
Phone #: (555) 555-5555
Alternate Phone #:

Address: 1600 Pennsylvania Ave
City: Washington
State: DC
Postal Code:
Country:

Filing fees and some service fees are non-refundable

Cases in Cart

Case #	Status	Opened	Title	Type of Case	Fee Due
1-28015801	In-Cart	6/27/2008	Smooth Poems Collection I	Literary Work	35.00
Total Due:					\$35.00



Pay.gov: Electronic Funds Transfer

System Message

- The system has populated the Payment Date with the next available payment date.

Online Payment

[Return to your originating application](#)

Step 1: Enter Payment Information

This item is payable by [Bank Account Debit \(ACH\)](#) or [Plastic Card \(ex: VISA, Mastercard, American Express, Discover\)](#)

Option 1: Pay Via Bank Account (ACH) [About ACH Debit](#)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$35.00

Account Type: *

Routing Number: *

Account Number: *

Confirm Account Number: *

Check Number:

Routing Number Account Number Check Number

⌈ 0 26 946 783 ⌋ ⌈ 9 243 76 73 90 ⌋ ⌈ 1 234 ⌋

05/07/2007

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

Option 1 is for ACH (electronic funds transfer) payment. To pay via credit / debit card, scroll down to option 2.

Provide required information as prompted.

Click "Continue with ACH Payment" to proceed.



Pay.gov: Credit/Debit Card

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.

Option 2: Pay Via Plastic Card (PC) (ex: VISA, Mastercard, American Express, Diners Club, Discover)

Required fields are indicated with a red asterisk *

Option 2 is for payment via credit/debit card.

Account Holder Name: *

Payment Amount: \$35.00

Billing Address: *




Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country:

Card Type: *    

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

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

Expiration Date: * / *

Provide required information as prompted.

Click "Continue with Plastic Card Payment" to proceed.

Select the "Continue with Plastic Card Payment" button to continue to the next step in the process.

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: Jesse Brown 101 Billing Address: Independence Billing Address 2: City: Washington State / Province: DC Zip / Postal Code: 20540 Country: USA	Card Type: Visa Card Number: *****1111 Expiration Date: 7 / 2007	Payment Amount: \$35.00 Transaction Date 05/04/2007 10:17 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:

Separate multiple email addresses with a comma

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. *

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Annotations:

- Enter your email address. (points to Email Address and Confirm Email Address fields)
- Click "Submit Payment" to complete transaction. (points to Submit Payment button)
- Check this box. (points to the authorization checkbox)



Paying with a Deposit Account

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Your Contact Information

Name: Marlin Light
Organization Name: Strange Enterprise, Inc.
Email Address: lzogg@strangee.com
Phone #: 777-767-1416
Alternate Phone #:

Address: 123 First St
City: Washington
State: DC
Postal Code: 20540
Country: U.S.A.

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


Deposit Accounts 1 - 2 of 2

Name	Location	Address	Phone #	Fax #	Status	Balance	Pay
Strange Enterprise		123 Firsts ST, Washington, DC 20540	(777) 767 1416		Active	1,340.00	
					Active	535.00	

Click the "Pay" icon.



Paying with a Deposit Account



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Reports ▼ Reports

My Cart

Help

Your Contact Information

Name: Marlin Light	Email Address: lzogg@strangee.co
Organization Name: Strange Enterprise, Inc.	Phone #: 777-767-1416
Address: Washington, DC 20540	Alternate Phone #:

Cases in Cart

Case #	Status	Opened	Title	Type of Case	Fee Due
1-8905211	In-Cart	5/3/2007	Smooth Poems Collection...	Literary Work	35.00
Total Due:					\$35.00

Deposit Account Info

Name: Marlin Light	DA Number: 1082
Address: Washington, DC 20540	Balance: 1,340.00
Phone #: 777-767-1416	
Fax #:	

|| Cancel ||

|| OK ||

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!)



After Paying

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Payment successful.

Click the "Submit Your Work" button to complete your registration.
For **preregistration** or a deposit account replenishment click the "Done" button.

Customer Information

Martin Light
123 First Street

Submit Your Work | **Form** | **Pay** | **Submit Work**

Submissions

Cases

Case #	Title	Type of Work	Fee Paid	Require Submission
1-28015801	Smooth Poems Collection I	Literary Work	35.00	Y
Total Amount Due:			\$35.00	

Payment Info

Amount Paid: \$ 35.00
Account: XX1111
Paid By: Martin Light

Click "Submit Your Work" either to upload copies of your work as digital files or to print out a shipping slip to be attached to hard copies of your work for delivery via U.S. Postal Service or express courier.



Choosing Deposit Delivery Method

You may submit your deposit copy for registration either

* by uploading a digital (electronic) file(s). Click "Upload Deposit" to submit - see [restrictions](#).

OR

* by sending a hardcopy deposit by postal mail.

To Send by Postal Mail:

* Click the appropriate "Send by Mail" link in the 'Deposit Submission' section to generate shipping slip for a case.

* Click the appropriate "Shipping Slip" link which is generated in the 'Attachments' section.

* Print the Shipping slip and attach the slip to the deposit copy or copies.

* Mail the deposit copy or copies within 30 days to the Copyright Office address at the bottom of the page.

For more information on copy requirements, click [here](#).

[Please read this information carefully](#) if this is the first time you are submitting electronic deposit.

Click "Done" after uploading deposit or printing shipping slip. You may verify this case under "My Profile".

Click here if you intend to send hard copies of your work.

Click here if you intend to upload digital copies of your work.

Deposit Submission

|| Done ||

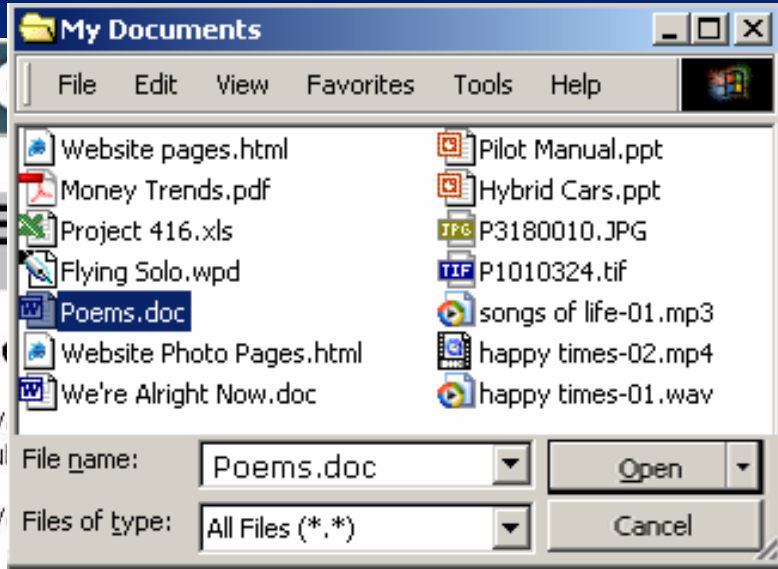
1 - 1 of 1

Case #	Title	Type of Work	Send by Mail	Upload Deposit
1-28015801	Smooth Poems Collection I	Literary Work	Send by Mail	Upload Deposit

Attachments



Uploading a Deposit



Select files to be uploaded and click "Open."

your work:

USE this window and click the SEND BY MAIL link in the Deposit

- Be aware that each upload session is limited to 30 minutes. See the [FAQs](#) for guidance on uploading large or multiple files.

- Enter an Item Title for each file.

Click the Browse... button to lo

Click to browse and select files to be uploaded.

Enter a name for each file uploaded.

* File Name		* Item Title
	Browse...	
	Browse...	
	Browse...	
	Browse...	
Add more files...		Submit Files to Copyright Office

Click here after all files have been selected.



Confirming the Upload

Upload successful

The following files were successfully uploaded for service request 1-8905211:

- Poems.doc

Please note the service request number above for future reference.

Close Window

File upload successful! Click
"Close Window" to finish.



Sending a Deposit by Mail

Copyright
United States Copyright Office

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Copyright HOME

You may submit your deposit copy for registration either

- * by uploading a digital (electronic) file(s). Click "Upload Deposit" to submit - see [restrictions](#).

OR

- * by sending a hardcopy deposit by postal mail.

To Send by Postal Mail:

- * Click the appropriate "Send by Mail" link in the 'Deposit Submission' section to generate shipping slip for a case.
- * Click the appropriate "Shipping Slip" link which is generated in the 'Attachments' section.
- * Print the Shipping slip and attach the slip to the deposit copy or copies.
- * Mail the deposit copy or copies within 30 days to the Copyright Office address at the bottom of the slip.

For more information on copy requirements, click [here](#).

[Please read this information carefully](#) if this is the first time you are submitting electronic deposits.

Click "Done" after uploading deposit or printing shipping slip. You may verify this case under "Open Cases" from the homepage.

Deposit Submission

Done 1 - 1 of 1

Case #	Title	Upload Deposit
1-24135701	Protect Your	Upload Deposit

Attachments 1 - 1 of 1

Attachment Name	File Type	Size	Date and Time	Comments
Shipping_Slip_CORCPT_1-24135701	pdf	7,764	2/28/2008 12:55:28 PM	

Click here to generate shipping slip.



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

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Reports

You may submit your deposit copy for registration either

- * by uploading a digital (electronic) file(s) - see [restrictions](#)
- OR
- * by sending a hardcopy deposit by postal mail.

For more information on copy requirements, click [here](#).

[Please read this information carefully](#) if this is the first time you are submitting electronic deposits.

Click "Done" after uploading deposit or printing shipping slip. You may verify this case under "Open Cases" from the homepage.

Deposit Submission

<input type="button" value="Done"/>				
Case #	Title	Send by Mail	Upload De	
> 1-8905211	Teach Me How to Register a Copyright	Send by Mail		

Send by Mail - Shipping Slip

Attachment Name	File Type	Size	Date and Time	Comm
-----------------	-----------	------	---------------	------

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