

# 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 Unpublished work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

**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:

Login

[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 now

register your

\* Preregister

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 System has been successfully tested with Netscape Navigator 7.02 and Internet Explorer 6.0.2900.5512.0000. It may not work with other desktop web browsers.

If you have an account already, log in here.

To create a new account, click here.

**\*eCO information\***

Please click "What's new in eCO?" on your Home Page for details on recent changes to the eCO Registration System.

The eCO Registration System will be offline every Sunday from 12:00 AM to approximately 6:00 AM Eastern Time for scheduled maintenance.

As of August 1, 2009 the fee for a Preregistration is \$115. The fee for claims submitted electronically remains at \$35. The fee for Special Handling of a claim is an additional \$760.

PLEASE CLICK HERE TO GIVE US FEEDBACK





# 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

Welcome, Jane!

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

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

**Additional Copyright Services**  
Access Copyright Office Records  
Request Search  
Access Copyright Office Information  
- Ask a Question?  
- Read Circulars  
- Search Online Records  
Other Services

Before  
- Dis  
- [View a Tutorial](#) on how to Register a New Claim  
- Print a copy of [eCO Tips](#) to use as a reference  
- [Frequently Asked Questions \(FAQs\)](#)  
- [What's new in eCO?](#)

**Open Cases**  
Query No Records

Case #	Status	Opened	Title	Volume	Number	Issue Date	Type of Work	Fee Paid	Action Needed
*eCO information*									

Please click "What's new in eCO?" on your Home Page for details on recent changes to the eCO Registration System.

The eCO Registration System will be offline every Sunday from 12:00 AM to approximately 6:00 AM Eastern Time for scheduled maintenance.

As of August 1, 2009 the fee for a Registration is \$115. The fee for claims submitted

[+] FEEDBACK

Click here to start a new registration.



# Starting the Registration Process

Copyright COPYRIGHT HOME

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

**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.

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.

+  
FEEDBACK



# Selecting Type of Work for Registration

**Copyright**  
United States Copyright Office

Case #: 1-242148401      Type of Case:      Date Opened: 9/10/2009

Form   Pay   Submit Work

**Type of Work**      [Next >>](#)      [Save For Later](#)

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

Click "Next" to continue.

Click on these links for examples of types of works.

- Literary Work
- Work of the Visual Arts
- Sound Recording
- Work of the Performing Arts (includes music, lyrics, screenplays, etc.)
- Motion Picture / Audio Visual Work
- Mask Work
- Single Serial Issue
- [Works that include more than one type of authorship.](#)
- [Click here](#) for information on what may be included on a single application.

Select "Type of Work" that you are registering.

\* Type of Work:

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

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.

[+] FEEDBACK





# Adding a Title

**Form** Pay Submit Work

Case #: 1-242148406

Type of Case: Literary Work

Date Opened: 9/10/2009 04:20:14 PM

Type of Work

**Titles**

Publication / Completion

Authors

Claimants

Limitation of Claim

Rights & Permissions

Correspondent

Mail Certificate

Special Handling

Certification

Review Submission

### 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 [Edit/Delete] below. When the list is complete and correct, click "Next".

### All Titles

No Records

Title of Work	Volume	Number	Issue Date	Type	Edit	Delete
---------------	--------	--------	------------	------	------	--------

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 Title of the Work

**Form** | Pay | Submit Work

Case #: 1-242148406

Type of Case: Literary Work

Date Opened: 9/10/2009 04:20:14 PM

Type of Work

**Titles**

Publication / Completion

Authors

Claimants

Limitation of Claim

Rights & Permissions

Correspondent

Mail Certificate

Special Handling

Certification

Review Submission

Click "Save" to continue.

Help || Save || Cancel

Click if you need help with choosing "Title Type."

- 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."
- 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.

Choose "Title Type" from drop-down menu.

Type in the title of the work.

\*Title Type:

\*Title of this work:

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# Entering Multiple Titles

**Copyright** United States Copyright Office

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

Case #: 1-242143406    Type of Case: Literary Work    Date Opened: 9/10/2009 04:20:14 PM

**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

**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 \***

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

**All Titles**   1 - 1 of 1

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

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 when you are finished entering titles.

Click "New" to add another title.



# Selecting Publication Status

**Copyright**  
United States Copyright Office

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

COPYRIGHT HOME

Case #: 1-24 148406      Type of Case: Literary Work      Date Opened: 9/10/2009

**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?:

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 "Next" to continue.

Select from drop-down menu.



# For Unpublished Works

Click "Next" to continue.

**Form** | Pay | Submit Work

Case #: 1-24-148406

Type of Case: Literary Work

Date Opened: 9/10/2009

## Publication / Completion

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

||| Save For Later |||

Has this work been published?: No

\*Year of Completion (year of Creation):  yyyy

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.

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

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# For Published Works

**Copyright**  
United States Copyright Office

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

COPYRIGHT HOME

Case #: 1-24-148406      Type of Case: Literary Work      Date Opened: 9/10/2009

**Form**   Pay   Submit Work

Publication / Completion

<< Back   Next >>   Save For Later

Published work?: Yes

\* Year of Completion (Year of Creation):  YYYY

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

\* Nation of First Publication:  Help

International Standard Number Type:  Help

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.

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# Adding an Author for the Work

**Form** Pay Submit Work

Case #: 1-242148406

Type of Case: Literary Work

Date Opened: 9/10/2009 04:20:14 PM

### Authors

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

||| Save For Later |||

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

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".

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

||| New \* |||

||| Add Me |||

After you enter the author information, click Save to repeat the 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

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# Naming the Author of the Work

**Copyright**  
United States Copyright Office

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

Case #: 1-24-148406      Type of Case: Literary Work

Click "Save" to continue.

Form   Pay   Submit Work

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:

Last Name:

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

\* Citizenship:       Anonymous:

\* Domicile:       Pseudonymous:

Doing Business as:       Pseudonym:

Year of Birth:       YYYY

Year of Death:       YYYY

Select from drop-down menu for EITHER "Citizenship" or "Domicile," but NOT both.

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# Author's Contribution to Work

**Copyright**  
United States Copyright Office

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

COPYRIGHT HOME

Case #: 1-242148406      Type of Case: Literary Work      Date Opened: 9/10/2009 04:20:14 PM

**Form**   Pay   Submit Work

**Authors**

Click "Save" to continue.

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:

Help   Save   Cancel

**DO NOT check boxes for material that you (or the author) did not contribute or that is not contained in the copy of the work being submitted. Doing so may delay your registration.**

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

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# Adding Multiple Authors

**Form** Pay Submit Work

Case #: 1-242148406

Type of Case: Literary Work

Date Opened: 9/10/2009 04:20:14 PM

### 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 individual, enter your name. If you are an organization, enter the name of the organization. You must enter the name of the author(s) of the authorship being registered. If you are an individual, you must enter your name. If you are an organization, you must enter the name of the organization. The name of the author(s) of the authorship being registered should be the name of the author(s) 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 \* |||

Click "New" to add another author.

||| Add Me |||

After you enter the author information, click "Next" 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
Jane Doe				N			

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 a Claimant

**Copyright**  
United States Copyright Office

COPYRIGHT HOME

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

**Form** | Pay | Submit Work

Case #: 1-242148406

Type of Case: Literary Work

Date Opened: 9/10/2009 04:20:14 PM

### 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 the copyright in [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.

||| New \* |||

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

||| Add Me |||

### Claimants

No Records

Name	Organization Name	DBA	Transfer Statement	Address	Edit	Delete
No Records						

Privacy Act Notice: See the Privacy Act Notice for more information regarding the collection, use, and disclosure of your information. By providing this information you are agreeing to routine use of your information for the purposes of the Copyright Act and you may not be eligible for certain exemptions from the Act.

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

By providing this information you are agreeing to the collection, use, and disclosure of the personally identifying information requested on this form in order to process the application for copyright registration. By providing this information you are 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.



# Naming a Claimant

**Copyright**  
United States Copyright Office

COPYRIGHT HOME

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

Click "Save" to continue.

Form Pay Submit Work

Case #: 1-242148406

Type of Case: Literary Work

Date Opened: 9/10/2009 04:20:14 PM

## Claimants

Help Save Cancel

**Claimant's Name** 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.

Individual Claimant:

OR

Organization:

\* First Name:

Middle Name:

\* Last Name:

\* Organization Name:

Doing Business As:

\* Address 1:

Address 2:

\* City:

Type EITHER an individual claimant name OR an organization name but NOT both.

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:

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# Adding Multiple Claimants

Case #: 1-242148406

Date Opened: 9/10/2009 04:20:14 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 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.

||| New \* |||

||| Add Me |||

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

### Claimants

1 - 2 of 2

Name	Organization Name	DBA	Transfer Statement	Address	Edit	Delete
Jane Doe				123 Main Street, Anywhere, CT, United States		

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

Click "New" to add another claimant.



# Identifying Preexisting Material

**Copyright** United States Copyright Office

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

Case #: 1-24218406      Type of Case: Literary Work      Date Opened: 9/10/2009

**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.**

Material Excluded:	Previous Registration:	New Material Included:
<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	Year: <input type="text"/>	<input type="checkbox"/> Translation
Other: <input type="text"/>		<input type="checkbox"/> Compilation
		<input type="checkbox"/> Photographs
		<input type="checkbox"/> Computer Program
		Other: <input type="text"/>

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 the public, and you may not be entitled to certain relief, remedies, and benefits under the law.

Click "Next" to continue.

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



# Rights and Permissions Contact

Click "Next" to continue.

- Form
- Pay
- Submit Work

Case #: 1-2421-8406

Type of Case: Literary Work

Date Opened: 9/10/2009 04:20:14 PM

### Rights & Permissions Information (Optional)

<< Back ||| Next >>

||| 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.**

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

#### Individual:

First Name:

Middle Name:

Last Name:

Email:

Phone:

Alternate Phone:

#### Organization:

Organization Name:

Address 1:

Address 2:

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

Privacy Act Notice: Sections 408-410 of title 17 of the United States Code authorize the Copyright Office to use the information that you provide in connection with 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. 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

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

Type of Case: Literary Work Date Opened: 9/10/2009 04:20:14 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.

<b>Individual:</b>	<b>Organization:</b>
* 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"/>

Privacy Act Notice: Sections 408-410 of title 17 of the United States Code authorize the Copyright Office to use the information you provide 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 registration and you may not be entitled to certain relief, remedies, and benefits under the copyright law.

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 registration and you may not be entitled to certain relief, remedies, and benefits under the copyright law.

Click "Next" to save your information and continue.

Fill in required information.





# Certificate Mailing Address

**Copyright**  
United States Copyright Office

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COPYRIGHT HOME

Type of Case: Literary Work      Date Opened: 9/10/2009 04:20:14 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.

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

Fill in required information.

Click "Next" to save your information and continue.

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.



# Special Handling

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United States Copyright Office

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Case #: 1-24148406      Type of Case: Literary Work      Date Opened: 9/10/2009

**Form**   Pay   Submit Work

**Special Handling (Optional)**

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

Complete this section only if you are applying for special handling of the case. The Application must be certified for Special Handling by the author/claimant of exclusive right(s), or by the authorized agent of any of the preceding.

**Warning: The special handling fee for a single claim is \$760**

**Special Handling** (The information requested below is required for Special Handling claim.)

**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,

Type of Work

Titles

Publication / Completion

Authors

Claimants

Limitation of Claim

Rights & Permissions

Correspondent

Mail Certificate

**Special Handling**

Certification

Review Submission

Click "Next" to continue.

**WARNING! The Special Handling fee is currently \$760.**

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

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.

[ - ]  
FEEDBACK



# Certifying the Application

**Copyright**  
United States Copyright Office

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COPYRIGHT HOME

Case #: 1-24 148406      Type of Case: Literary Work      Date Opened: 9/10/2009

**Form**   Pay   Submit Work

**Certification**

<< Back ||| ||| Next >>      ||| 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 "Next" to continue.

Check box.

Enter name of certifying individual.





# Additional Service or Checkout

Form **Pay** Submit Work

My Cart

Click to start another registration.

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

**|| Checkout ||**

When you are ready to proceed to payment, click here.

Filing fees and some service fees are non-refundable

### Your Contact Information

Name: Jane Doe  
Organization Name:  
Email Address: jdoe@gmail.com  
Phone #: (234) 567-8900  
Alternate Phone #:

Address: 123 Main Street  
City: Anywhere  
State: CT  
Postal Code: 12345  
Country:

### Cases in Cart

1 - 1 of 1

Case #	Status	Opened	Title	Volume	Number	Issue Date	Type of Case	Fee Due	Remove to Working Cases
1-242148406	In-Cart	9/10/2009	My Novel				Literary Work	35.00	<input type="checkbox"/>
<b>Total Due:</b>								\$35.00	

### Case Details

1 - 1 of 1

Reference Id	Fee Type	Quantity	Rate	Amount Due
1-41LGCU	Literary Works - Basic (Web)	1	35.00	35.00

### Attachments

No Records

Attachment Name	File Type	Size	Date and Time	Comments
No Records				

### Working Cases

No Records

Case #	Status	Opened	Title	Type of Case	Discard
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.



# Choosing the Payment Method

**Copyright**

United States Copyright Office

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Click payment method.

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

Form **Pay** Submit Work

My Cart

[Help](#) || [Change Order](#) ||

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

### Your Contact Information

Filing fees and some service fees are non-refundable

Name: Jane Doe  
Organization Name:  
Email Address: jdoe@gmail.com  
Phone #: (234) 567-8900  
Alternate Phone #:

Address: 123 Main Street  
City: Anywhere  
State: CT  
Postal Code: 12345  
Country:

### Cases in Cart

1 - 1 of 1

Case #	Status	Opened	Title	Volume	Number	Issue Date	Type of Case	Fee Due
1-242148406	In-Cart	9/10/2009	My Novel				Literary Work	35.00
<b>Total Due:</b>								\$35.00

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.



# 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** 1 | 2

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
026946783	9243767390	1234

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:  United States

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

Click "Submit Payment" to complete transaction.

Enter your email address.

Check this box.



# Paying with a Deposit Account

**Copyright**  
United States Copyright Office

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Reports

**My Cart**

[<< Back](#) [Help](#)

**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.





# After Paying

**Copyright**

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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
<b>Total Amount Due:</b>				\$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



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United States Copyright Office

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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 copies.

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

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

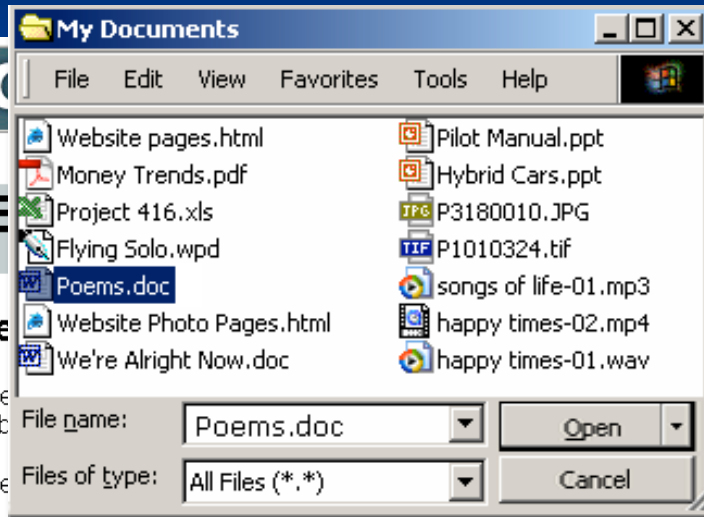
Click here if you intend to upload digital copies of your work.

Deposit Submission					
<b>Done</b>					1 - 1 of 1
>	Case #	Title	Type of Work	Send by Mail	Upload Deposit
	1-28015801	Smooth Poems Collection I	Literary Work	<a href="#">Send by Mail</a>	<a href="#">Upload Deposit</a>

**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 load

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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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	<a href="#">Upload Deposit</a>

**Attachments** 1 - 1 of 1

Attachment Name	File Type	Size	Date and Time	Comments
<a href="#">Shipping_Slip_CORCPT_1-24135701</a>	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"/>	<b>Click "Done."</b>		
Case #	Title	Send by Mail	Upload De
<a href="#">&gt;</a> 1-8905211	Teach Me How to Register a Copyright	<a href="#">Send by Mail</a>	

**Send by Mail - Shipping Slip**

Attachment Name	File Type	Size	Date and Time	Comm
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**CONGRATULATIONS!**

You just filed your  
copyright registration claim

# Contact Us

For technical inquiries:

Copyright Technology Office

(202) 707-3002

[ctoinfo@loc.gov](mailto:ctoinfo@loc.gov)

For registration-related inquiries:

Copyright Public Information Office

(202) 707-3000

[copyinfo@loc.gov](mailto:copyinfo@loc.gov)