

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

A guide for completing your electronic copyright registration



Getting Started

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

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



What is a Single Application?

- The Single Application is a registration accommodation that is only available for claims that meet the Office's eligibility requirements:
 - Electronic registration only
 - All the authorship contained in the work and in the deposit is by the same author
 - One work (excludes collections of individual works)
 - The work is by a single author (excludes joint works and works made for hire)
 - The author must also be the sole claimant/owner
 - The application must be submitted by the author/claimant or an authorized third party who lists itself as the correspondent



Which types of work may be registered?

- When eligibility requirements are met, these basic claims to copyright can be filed in eCO using the Single Application:
 - Literary Work
 - Work of the Visual Arts
 - Sound Recording
 - Work of the Performing Arts
 - Motion Picture / Audiovisual Work

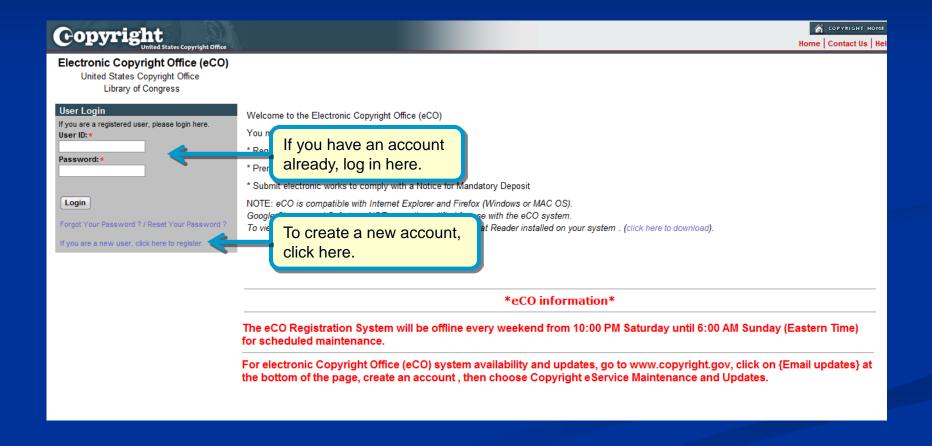


Before you begin...

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

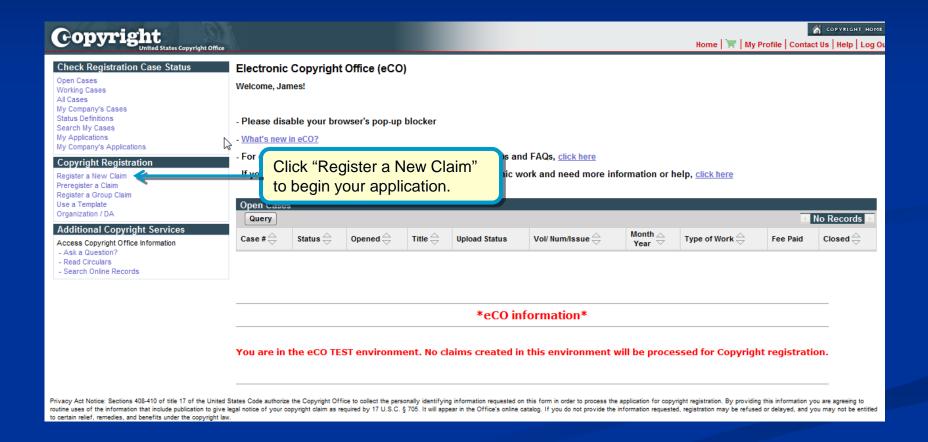


Logging in to Register a Work



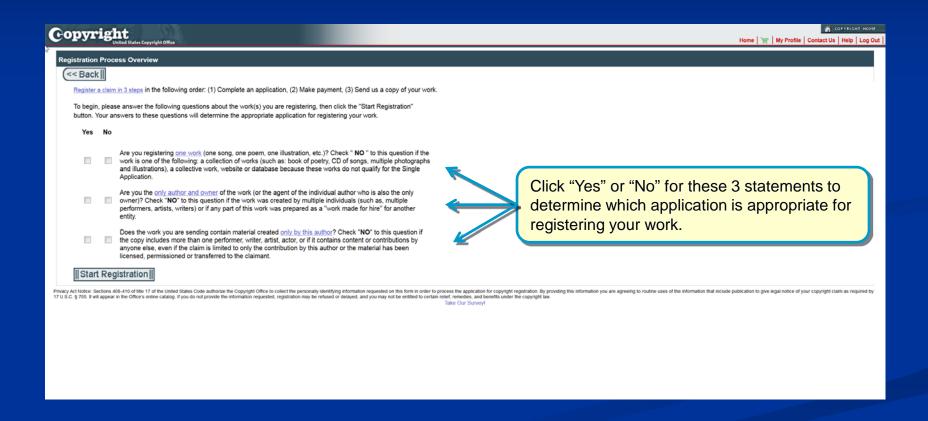


Beginning an Application for a Basic Registration



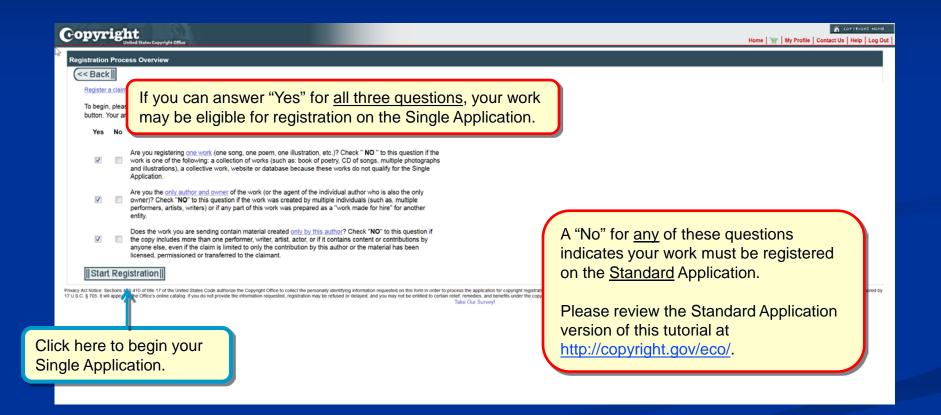


Choosing the Correct Application



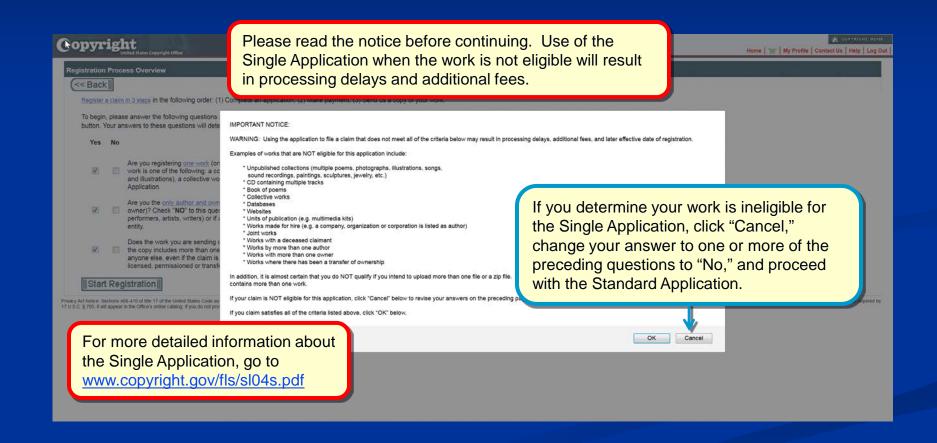


Choosing the Correct Application



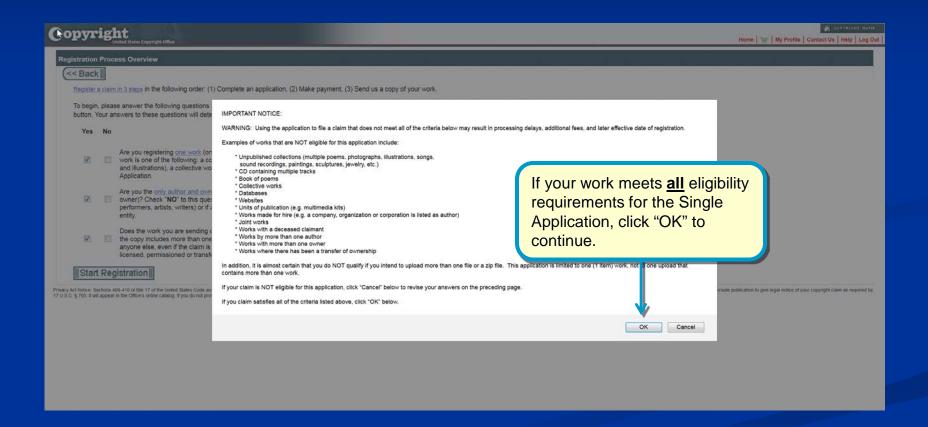


Choosing the Correct Application



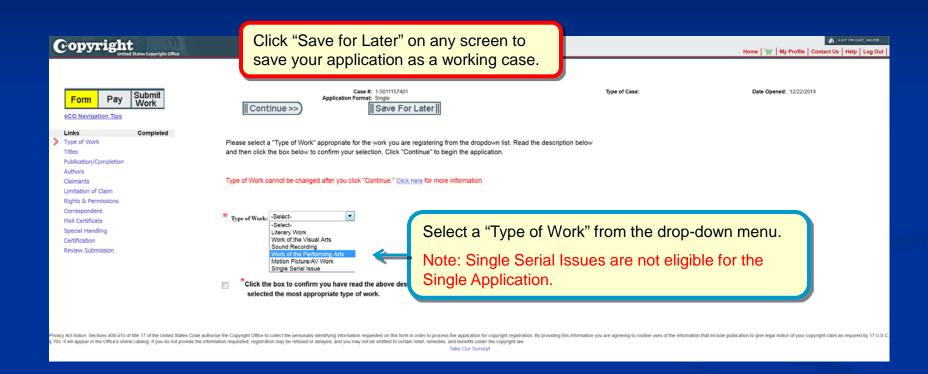


Confirming Eligibility for Single Application



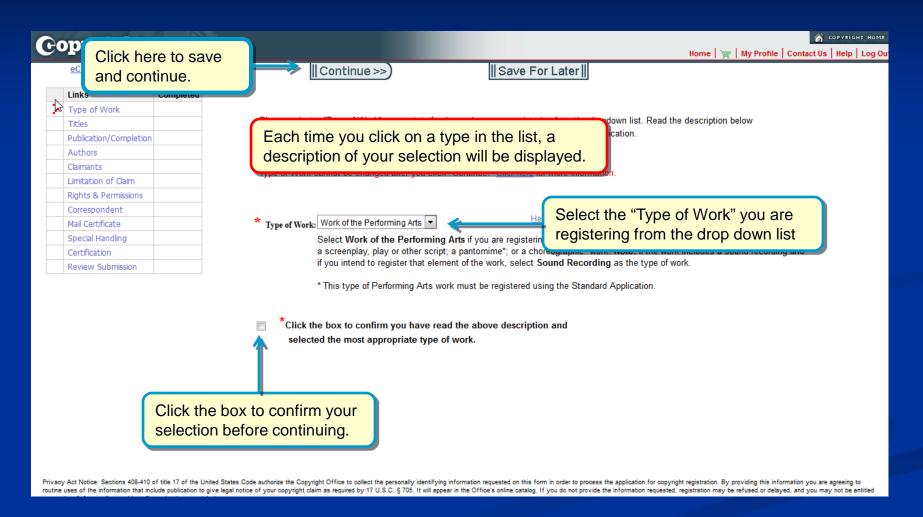


Selecting the Type of Work



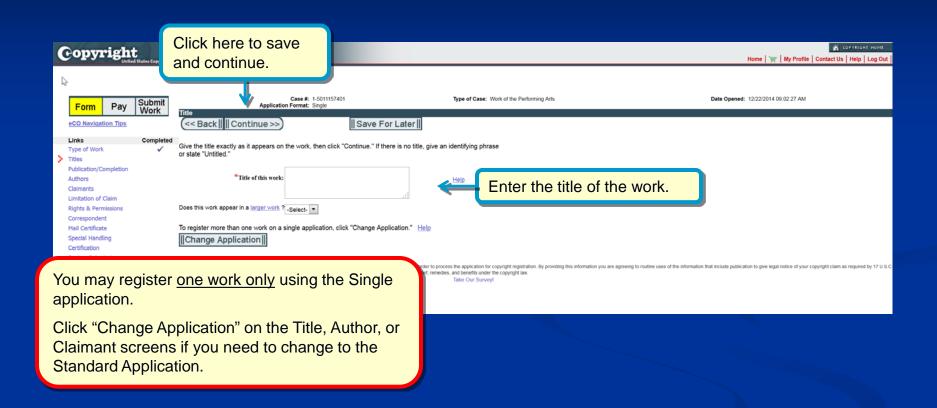


Selecting the Type of Work



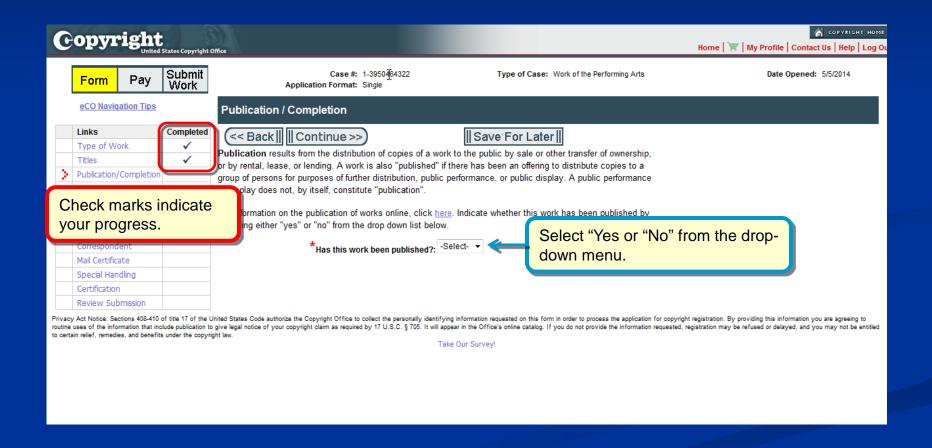


Entering the Title of the Work



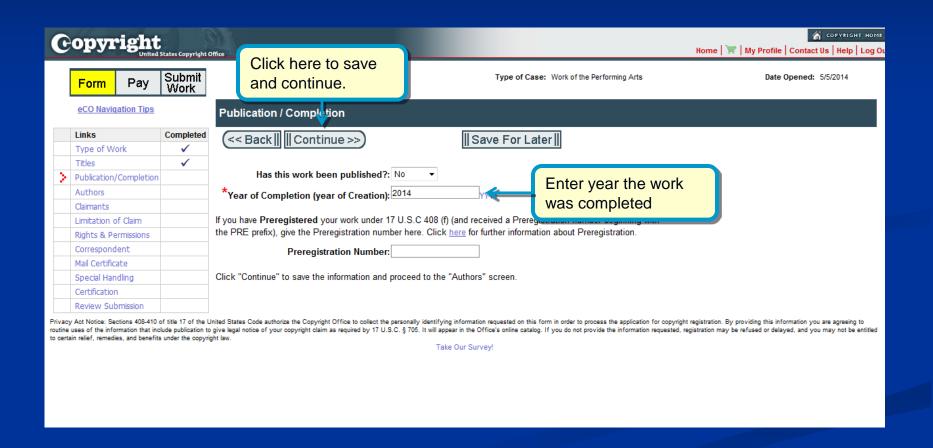


Selecting Publication Status



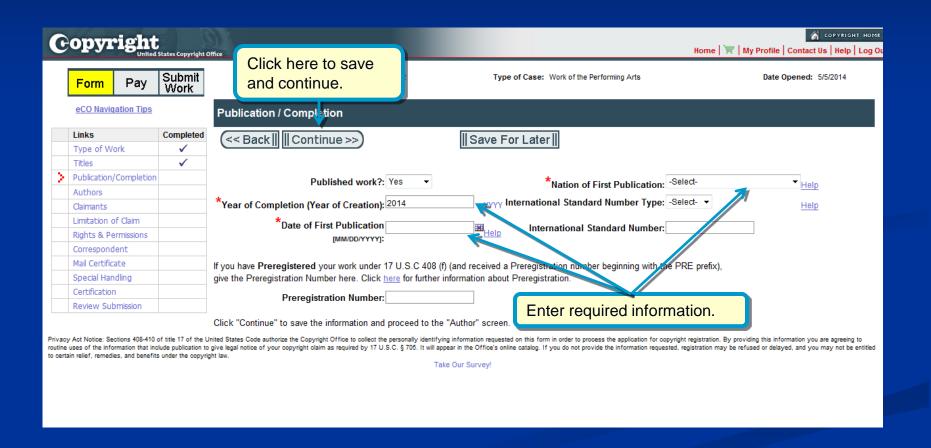


For Unpublished Works



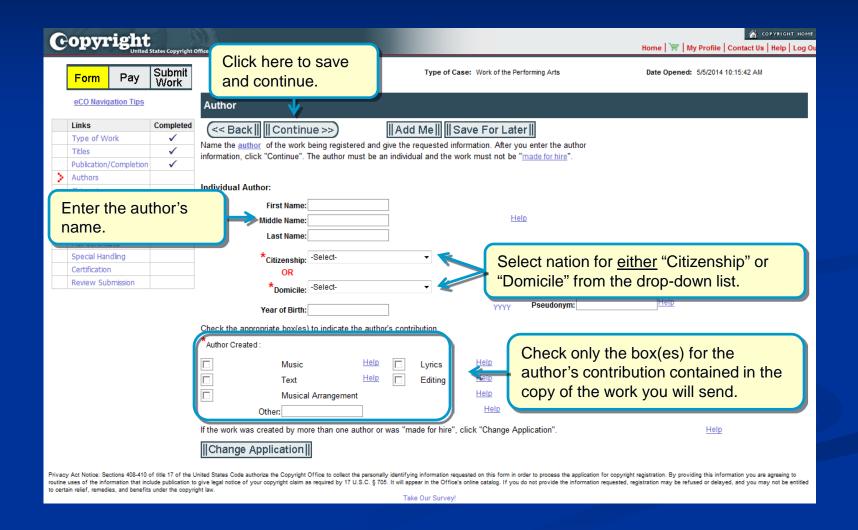


For Published Works



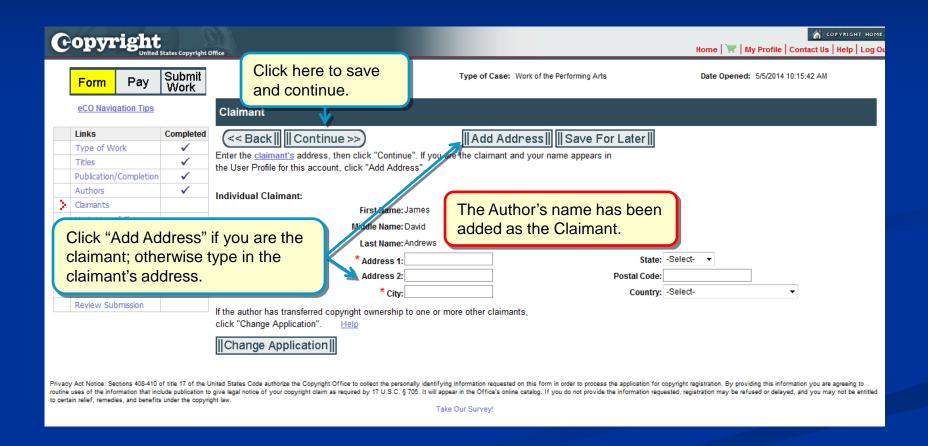


Naming the author of the Work



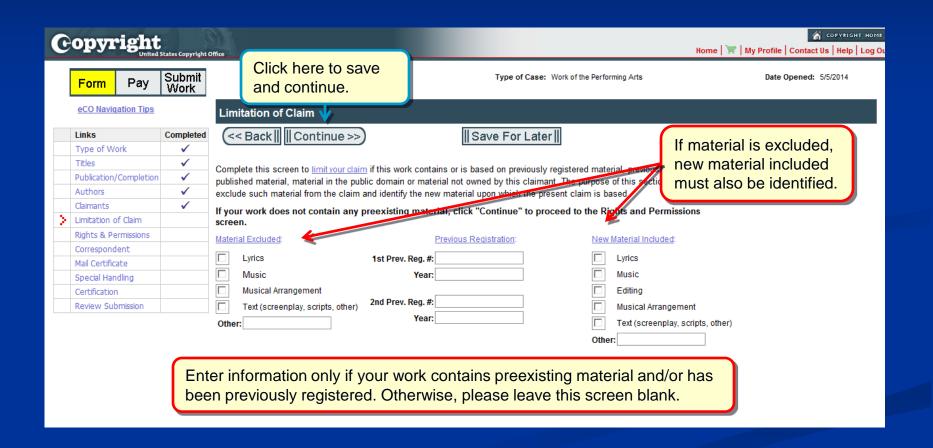


Completing Claimant Information





Identifying Preexisting Material



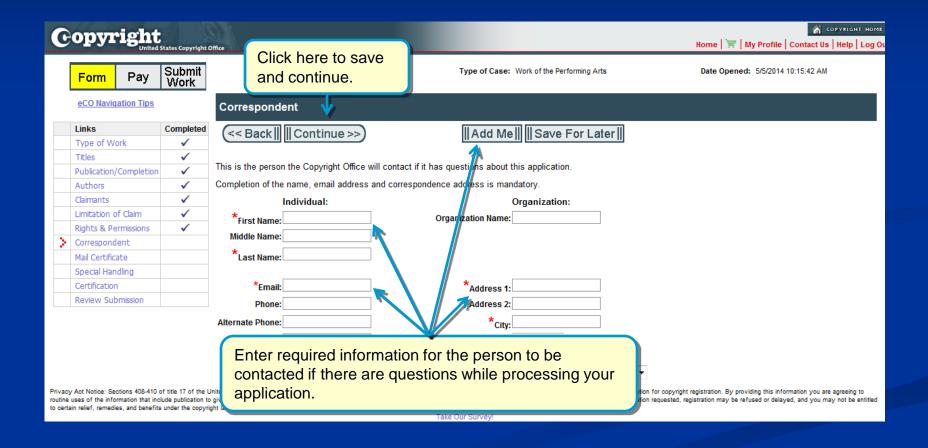


Rights and Permissions Contact

Copyright United States Copyright Office Home						
	Form Pay	Submit Work	Click here to save and continue.	Type of Case: Work of the Performing Arts	Date Opened: 5/5/2014 10:15:42 AM	
	eCO Navigation Tips	<u>s</u>	Rights & Permission Information	Optional)		
	Links	Completed	(<< Back Continue >>)	Add Mell Save For Later		
	Type of Work	✓	(Buottin in Continuo :)	III/(ad Moli) III dato For Eator III		
	Titles	✓	V	//conjection to be contested regarding converget management		
Publication/Completion You may provide contact information for a person and/or organization to be contacted regarding copyright management information or permission to use this work.						
Authors						
	Claimants Claimants Important: If you prefer not to provide personally identifying information, a post office box.		onally identifying information, you may list a unite party agent of			
	Limitation of Claim	✓	Individual:	Organization:		
2	Rights & Permissions		individual: First Name:	Organization Name:		
	Correspondent			Organization name.		
	Mail Certificate		Middle Name:			
	Special Handling		Last Name:			
	Certification			• • • • • • • •		
	Review Submission		Email:	Address 1:		
Phone:			Phone:	Address 2:		
Alternate Phone:			Alternate Phone:	City:	l l	
				State: -Select- ▼		
	Yo	ou may c	designate an agent authoriz	Zed to Postal Code:	1	
grant permission to use your work (opti				ptional). Country: -Select-	-	
routine	Privacy Act Notice: Section 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 cert	to certain relief, remedies, and benefits under the copyright law.					

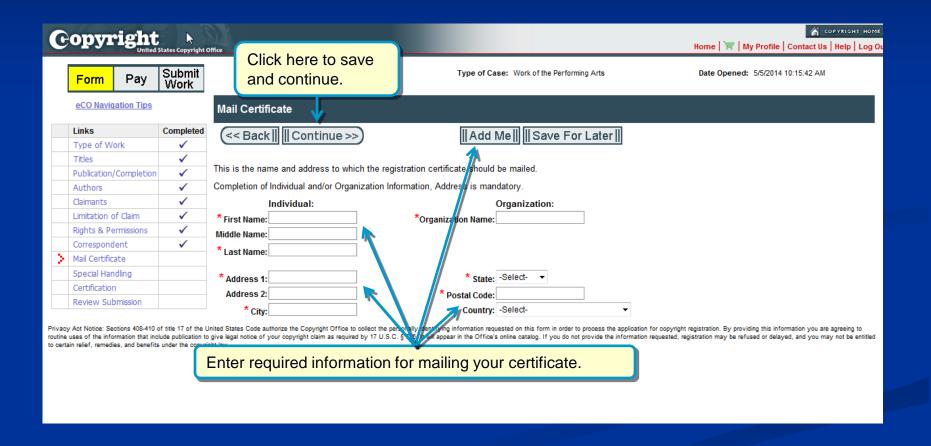


Correspondent Contact



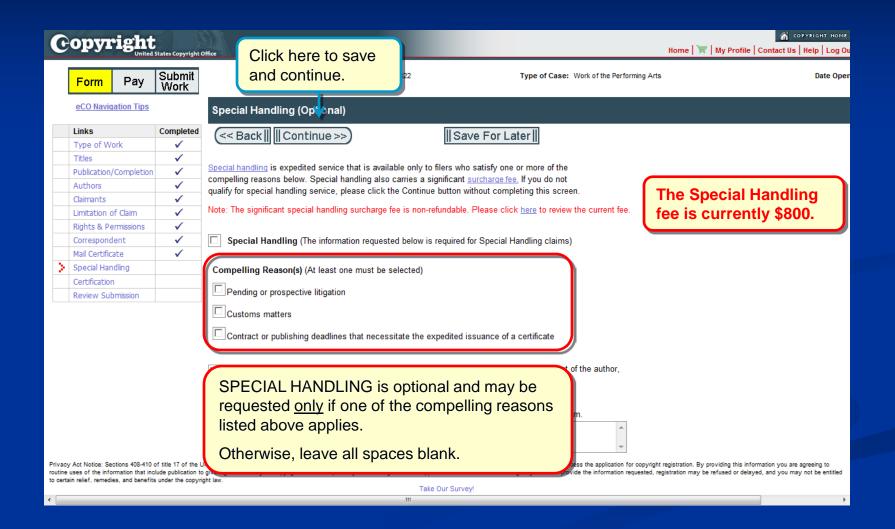


Certificate Mailing Address



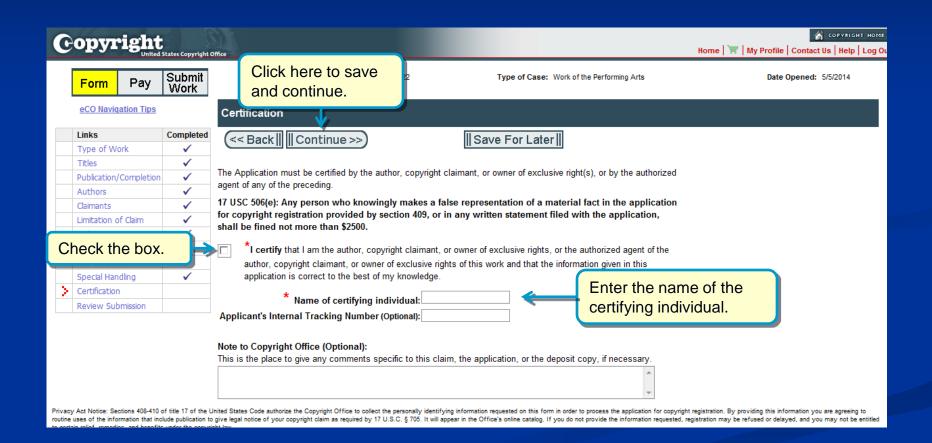


Requesting Expedited Processing



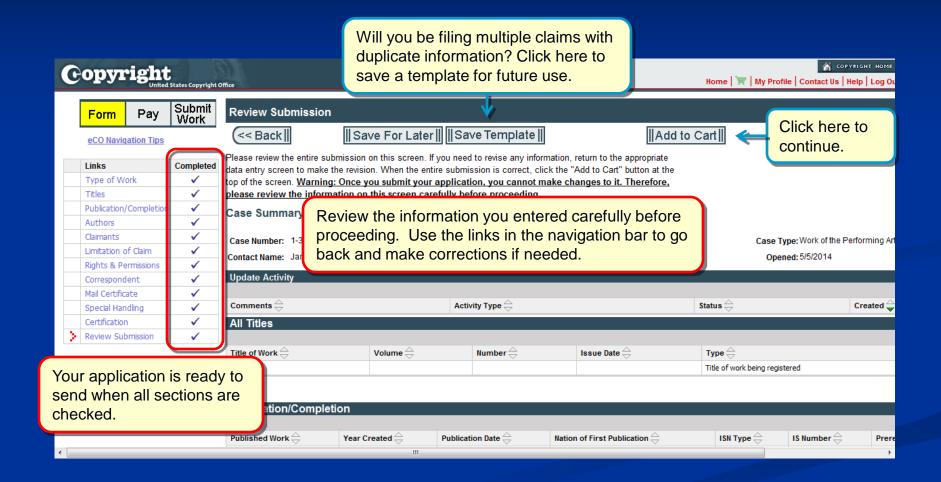


Certifying the Application



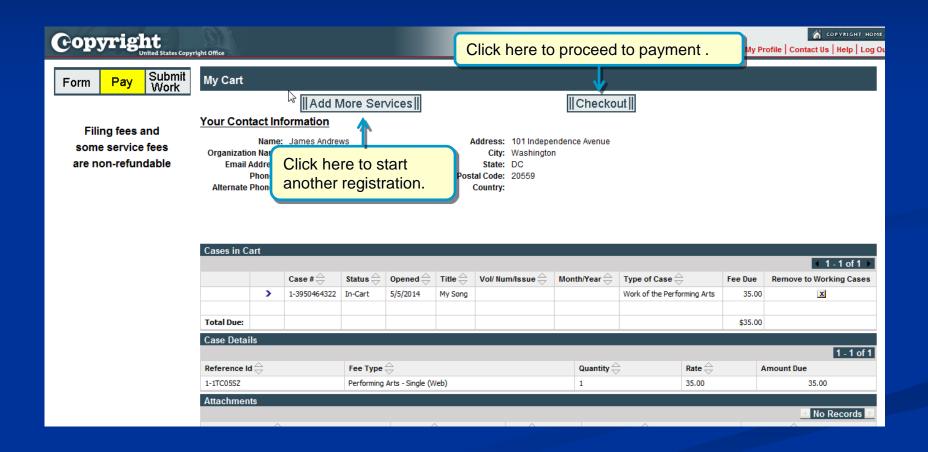


Reviewing the Application



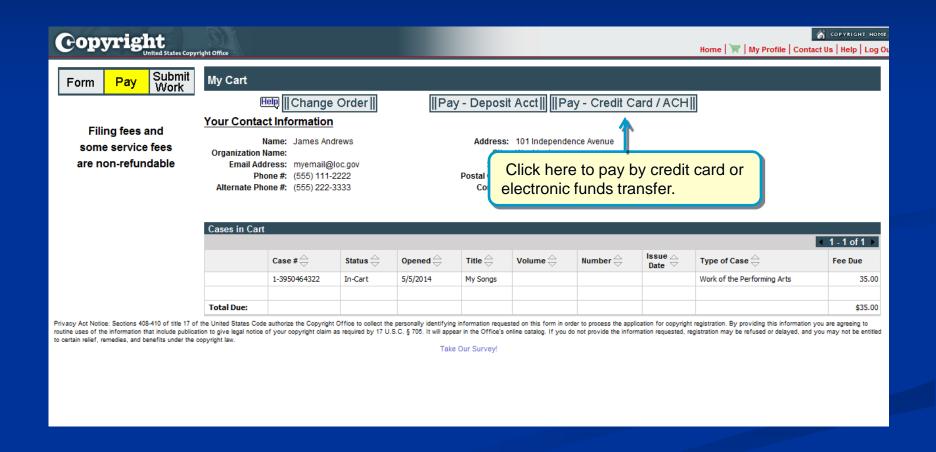


Additional Service or Checkout



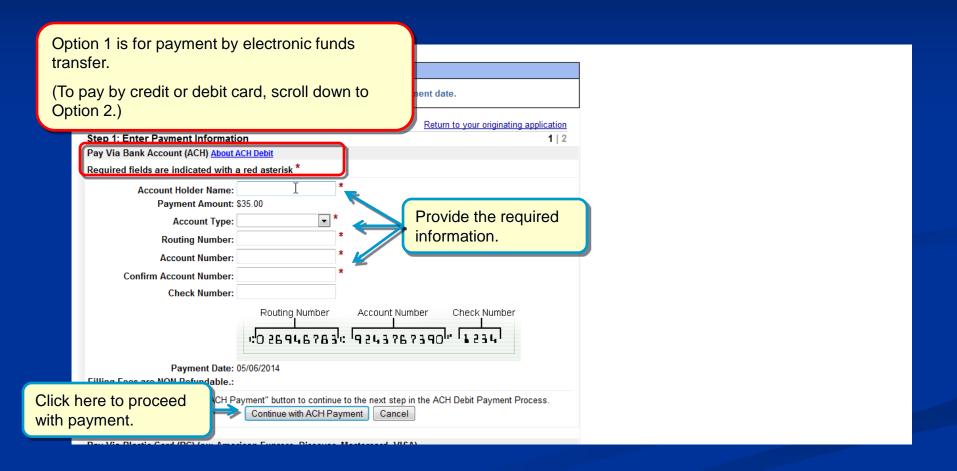


Selecting Payment Method



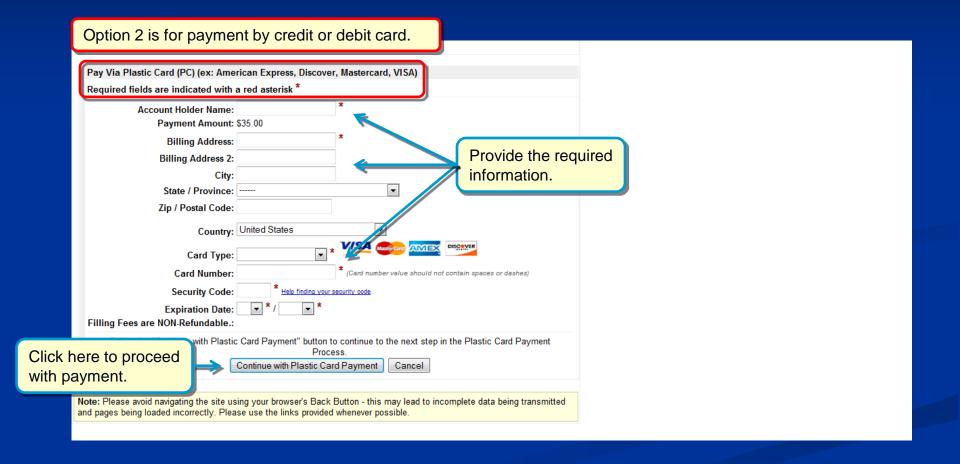


Pay.gov: Electronic Funds Transfer



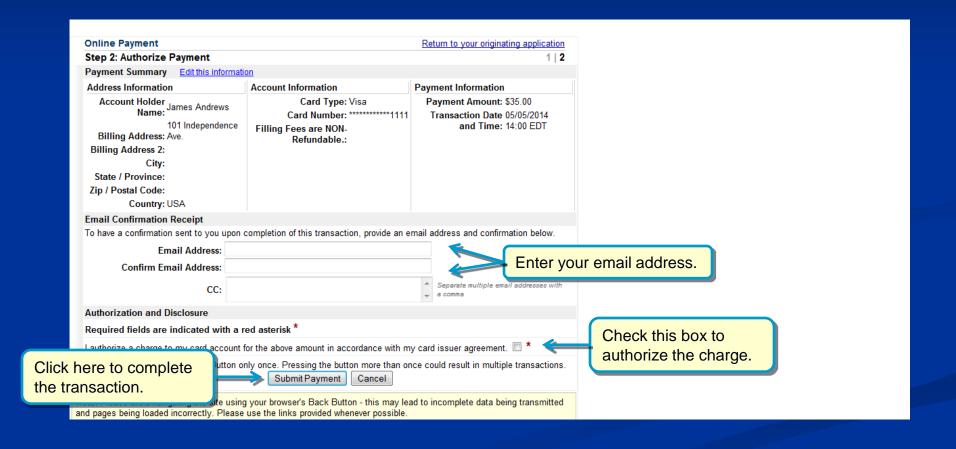


Pay.gov: Credit or Debit Card



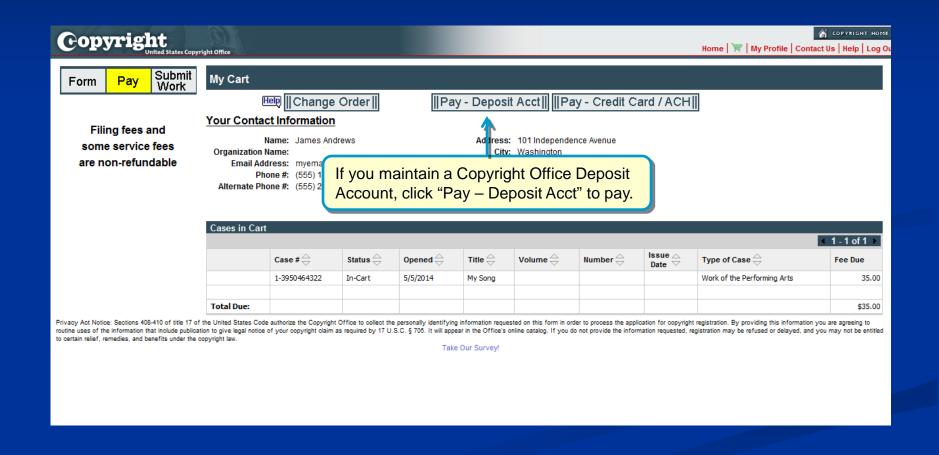


Pay.gov: Authorizing the Payment



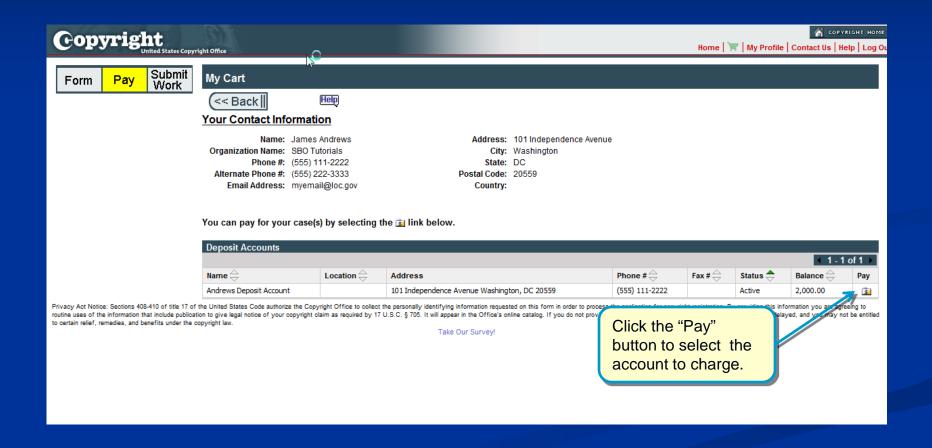


Paying with a Copyright Office Deposit Account



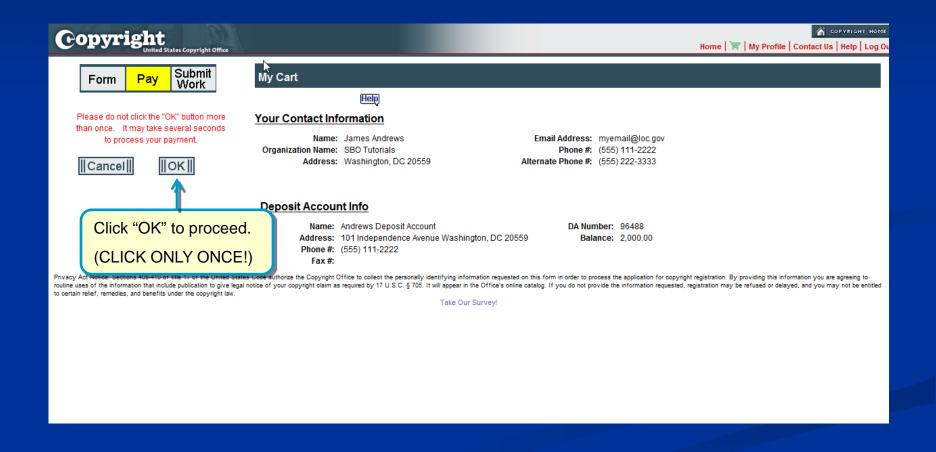


Paying with a Copyright Office Deposit Account



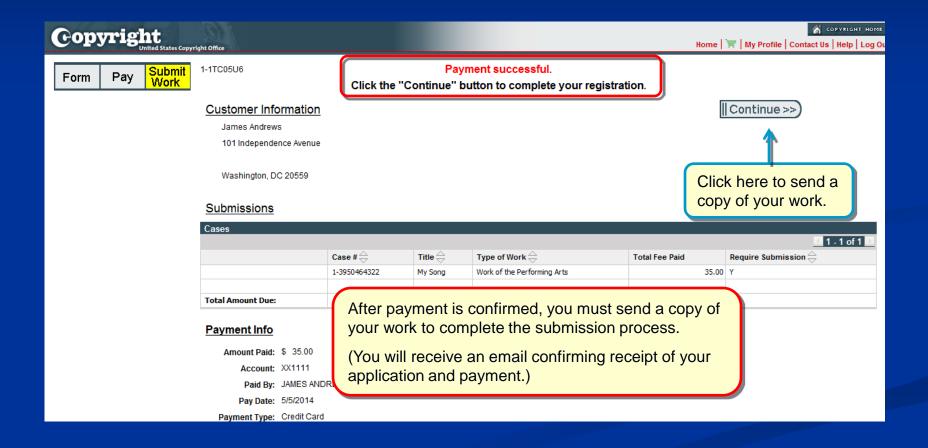


Paying with a Copyright Office Deposit Account



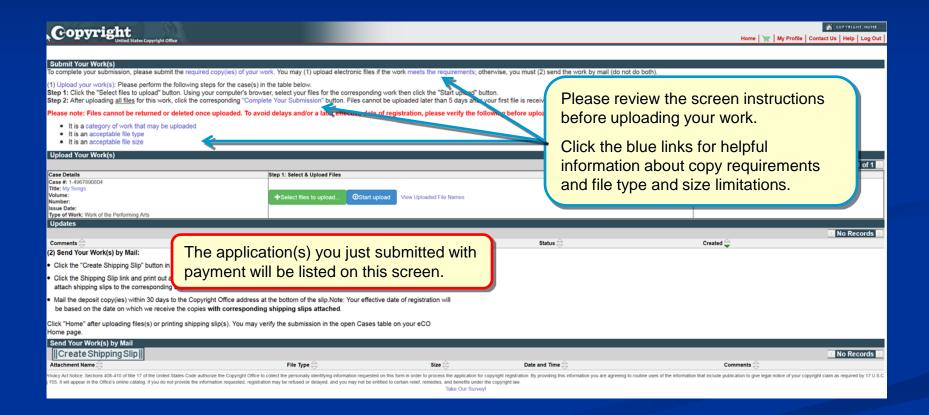


Submission Confirmation



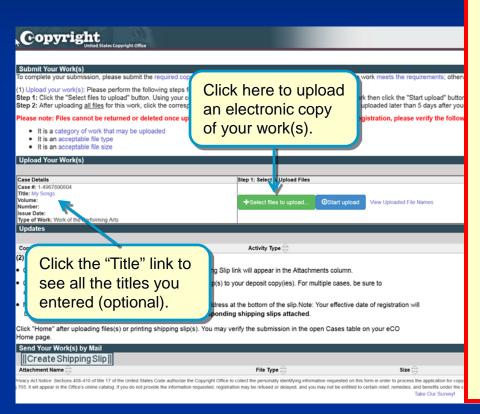


Sending a Copy of Your Work





Uploading a Copy of Your Work



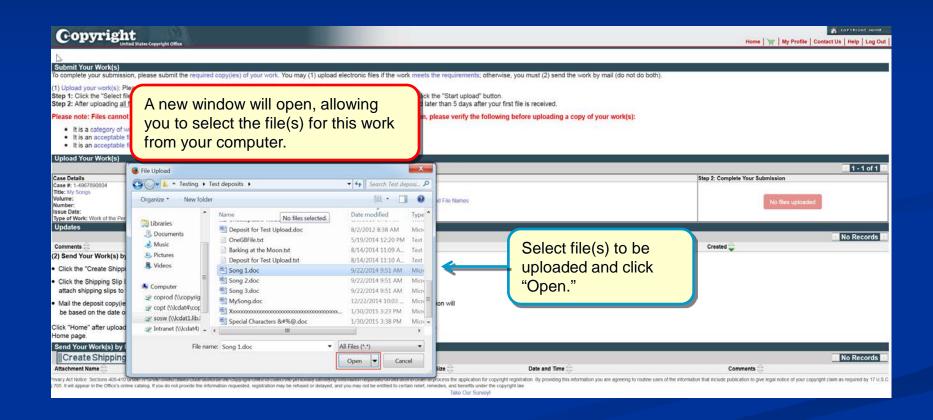
An electronic copy of the work being registered may be uploaded directly into eCO if it is within one of the following categories:

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

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

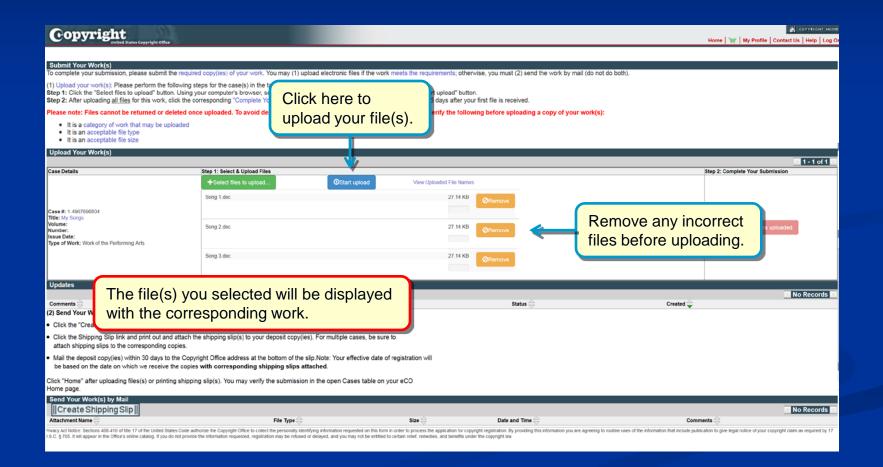


Selecting Files to Upload



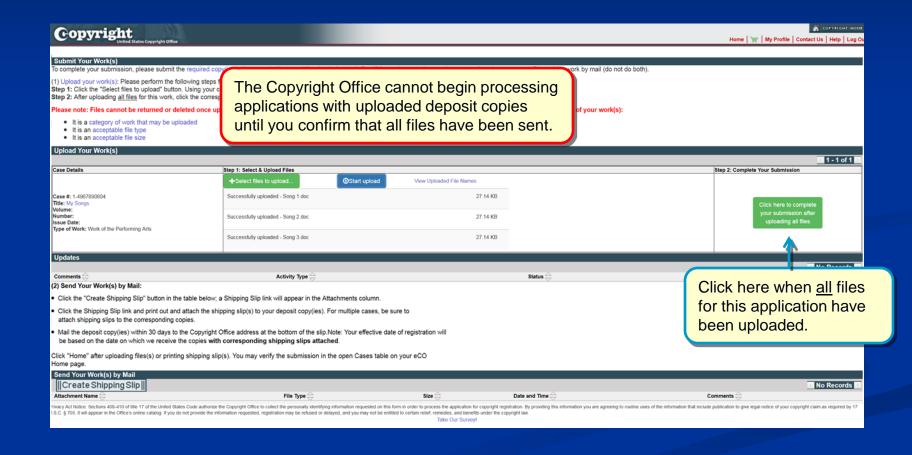


Uploading the Selected Files



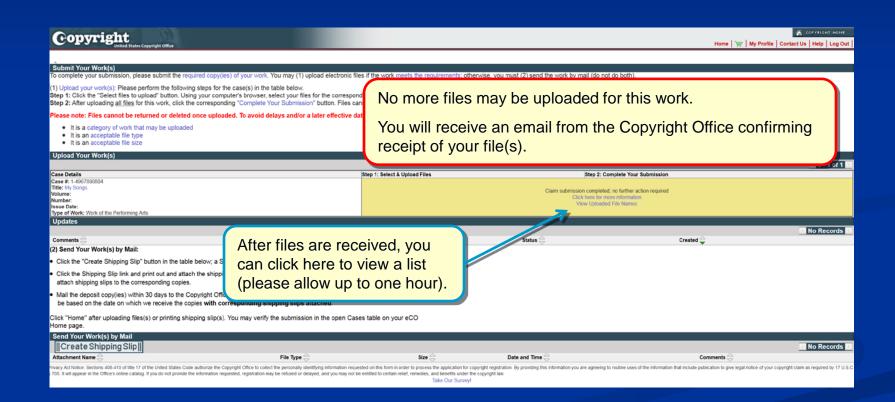


Confirming Submission Completeness



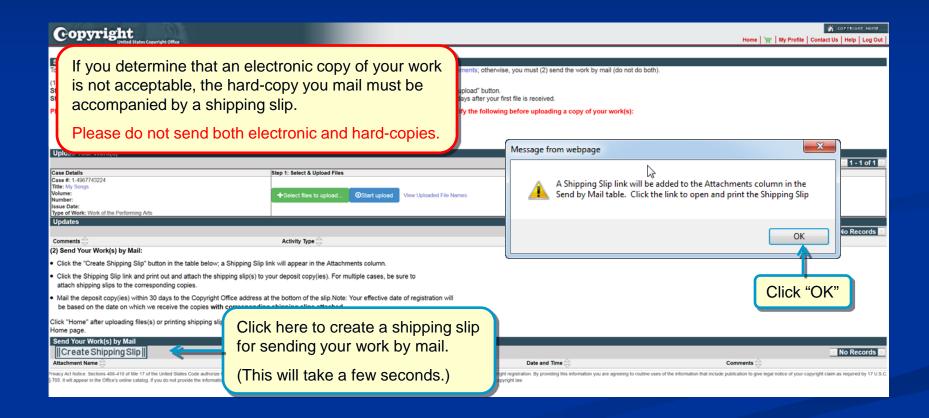


Upload Completed



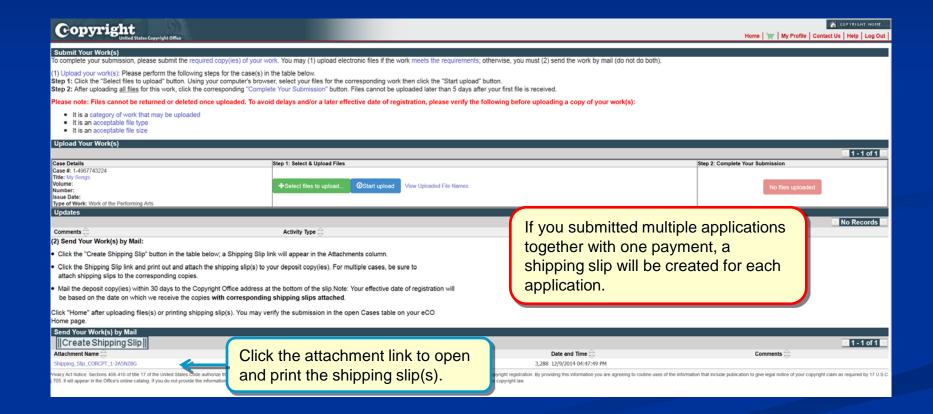


Mailing a Copy of Your Work





Mailing a Copy of Your Work





Printing a Shipping Slip

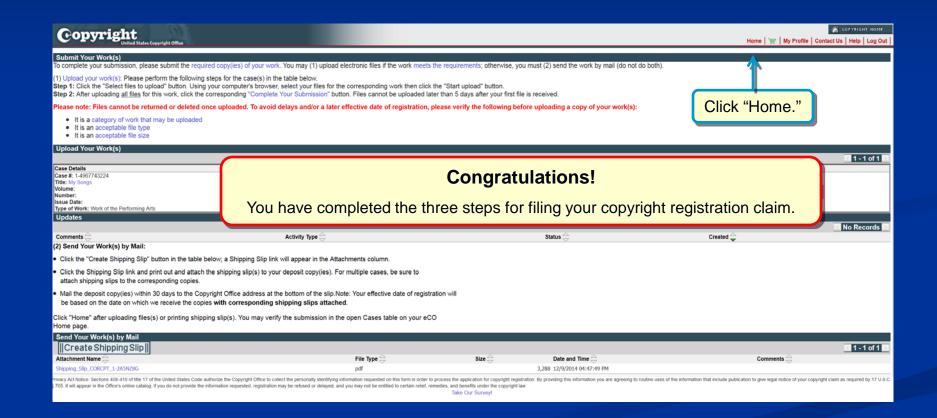
Attach the shipping slip corresponding to <u>each</u> work to it before mailing.

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



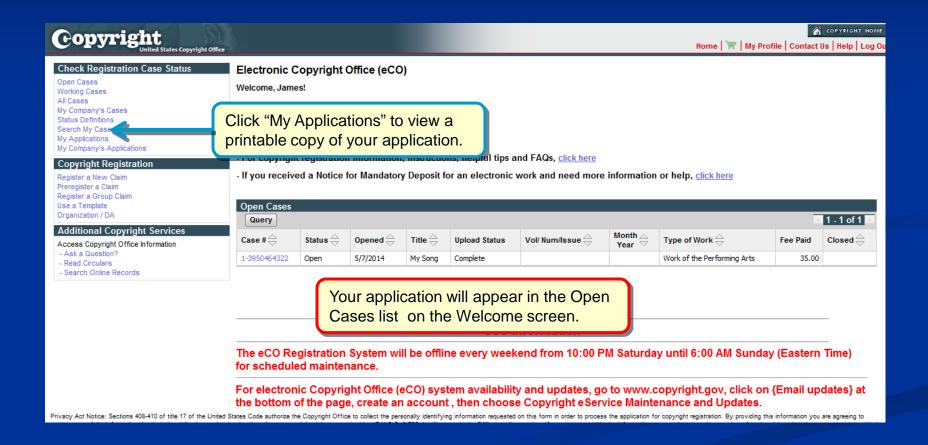


Claim Submission Completed





Reviewing submitted applications





Questions?

For technical assistance, contact us at:

1 (877) 476-0778 (toll free) or 1 (202) 707-3002

8:00 – 8:00 EST, Monday – Friday

ctoinfo@loc.gov

For all other questions:

1 (877) 476-0778 (toll free) or 1 (202) 707-3000

8:00 – 8:00 EST, Monday – Friday

copyinfo@loc.gov