

DMCA DESIGNATED AGENT DIRECTORY

Renewing a Designation

To ensure that designations remain current and accurate, each service provider must “renew” its designation at least every three years, either by amending it to correct or update outdated information or, if the information is still accurate, by resubmitting it through the online system without amendment. If a service provider fails to timely renew its designation, the designation will expire and become invalid, leaving the service provider without an active designation in the Copyright Office’s DMCA Designated Agent Directory. Either amending or resubmitting a designation through the online system begins a new three-year period before such designation must be renewed. To help service providers comply with this requirement, the registration system will send out a series of reminder emails at various intervals before the service provider’s renewal deadline.

To renew a designation, begin by either going to dmca.copyright.gov/login.html or clicking the link in one of the reminder emails. Please read the Notice to Users and click “Close” when finished. Please also read the Privacy Act Notice on the bottom of the login page. Then, login by entering a login ID and password. Once logged in, you will be on the home page where you can view all service providers managed by the account. Click on the edit icon in the “Action” column of the service provider whose designation you wish to renew. This will bring you to the summary page, where you can review all service provider and designated agent information. If anything needs to be updated, click the “Edit” button for the pertinent portion of the designation you need—the service provider’s information, the list of alternate names, or the designated agent’s information.

After clicking “Edit,” you will be brought to the same series of pages you completed to register the original designation with the Office. You can make updates by typing into the pertinent fields. Navigation between these pages works the same as before. You can save and go back a step by clicking “Previous,” or you can save and continue by clicking “Next.” If you have nothing to update on subsequent pages, continue to click “Next” until you arrive on the certify and pay page.

If you have no updates to make, you can resubmit the designation without amendment from the summary page by clicking the “Preview and Pay” button next to the service provider’s status. Then, click

“Next” to arrive at the certify and pay page. To renew, you must complete the certification and payment process even if you do not need to update any information in the designation.

This is the certify and pay page, which shows what fees are owed. Click on “How Fees are Calculated” for an explanation of the fee structure. Please read the attestation and click the checkbox to acknowledge that you have read and agree to the conditions. Then, click “Submit and Proceed to Payment” to submit payment through Pay.gov.

On Pay.gov, you can choose to pay by withdrawal from a checking or savings account, known as ACH, or you can use a debit or credit card. Click “Continue” and provide the payment information requested. Click “Continue” and then “Submit” to submit your payment for processing. This will bring you back to the registration system where a confirmation page will be displayed showing that payment has been submitted. Please note that while credit card payments are typically processed by Pay.gov within a few minutes of being submitted, it will take seven days to process ACH payments. After payment has been successfully processed, the renewal requirement will be satisfied for three years, and the designation in the Copyright Office’s DMCA Designated Agent Directory will be automatically updated to reflect changes made to the designation, if any. You will receive an email confirming successful registration of the amendment or resubmission satisfying the renewal requirement.