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

If you have an account already, log in here.

To create a new account, click here.

*eco information*

The eco Registration System will be offline every weekend from 10:00 PM Saturday until 6:00 AM Sunday (Eastern Time) for scheduled maintenance.

For electronic Copyright Office (eco) system availability and updates, go to www.copyright.gov, click on (Email updates) at the bottom of the page, create an account, then choose Copyright eService Maintenance and Updates.
Beginning an Application for a Basic Registration

Click "Register a New Claim" to begin your application.
Choosing the Correct Application

Click “Yes” or “No” for these 3 statements to determine which application is appropriate for registering your work.
Choosing the Correct Application

If you can answer “Yes” for all three questions, your work may be eligible for registration on the Single Application.

A “No” for any of these questions indicates your work must be registered on the Standard Application.

Please review the Standard Application version of this tutorial at http://copyright.gov/eco/.
Choosing the Correct Application

Please read the notice before continuing. Use of the Single Application when the work is not eligible will result in processing delays and additional fees.

If you determine your work is ineligible for the Single Application, click “Cancel,” change your answer to one or more of the preceding questions to “No,” and proceed with the Standard Application.

For more detailed information about the Single Application, go to www.copyright.gov/fls/sl04s.pdf
Confirming Eligibility for Single Application

If your work meets **all** eligibility requirements for the Single Application, click “OK” to continue.
Selecting the Type of Work

Click “Save for Later” on any screen to save your application as a working case.

Select a “Type of Work” from the drop-down menu.

Note: Single Serial Issues are not eligible for the Single Application.
Selecting the Type of Work

Click here to save and continue.

Each time you click on a type in the list, a description of your selection will be displayed.

Select the “Type of Work” you are registering from the drop down list.

Click the box to confirm your selection before continuing.
Enter the title of the work.

You may register one work only using the Single application.

Click “Change Application” on the Title, Author, or Claimant screens if you need to change to the Standard Application.
Selecting Publication Status

Check marks indicate your progress.

Select “Yes or “No” from the dropdown menu.
For Unpublished Works

Click here to save and continue.

Enter year the work was completed.
For Published Works

Click here to save and continue.

Enter required information.
Naming the author of the Work

Click here to save and continue.

Enter the author's name.

Select nation for either “Citizenship” or “Domicile” from the drop-down list.

Check only the box(es) for the author’s contribution contained in the copy of the work you will send.
Completing Claimant Information

Click here to save and continue.

Click “Add Address” if you are the claimant; otherwise type in the claimant’s address.

The Author’s name has been added as the Claimant.
Identifying Preexisting Material

Enter information only if your work contains preexisting material and/or has been previously registered. Otherwise, please leave this screen blank.

Click here to save and continue.

If material is excluded, new material included must also be identified.
You may designate an agent authorized to grant permission to use your work (optional).

Click here to save and continue.
Correspondent Contact

Click here to save and continue.

Enter required information for the person to be contacted if there are questions while processing your application.
Certificate Mailing Address

Click here to save and continue.

Enter required information for mailing your certificate.
Requesting Expedited Processing

Click here to save and continue.

Special Handling is optional and may be requested only if one of the compelling reasons listed above applies.

Otherwise, leave all spaces blank.

The Special Handling fee is currently $800.
Certifying the Application

Click here to save and continue.

Check the box.

Enter the name of the certifying individual.
Reviewing the Application

Will you be filing multiple claims with duplicate information? Click here to save a template for future use.

Review the information you entered carefully before proceeding. Use the links in the navigation bar to go back and make corrections if needed.

Your application is ready to send when all sections are checked.

Click here to continue.
Additional Service or Checkout

Click here to proceed to payment.

Click here to start another registration.
Selecting Payment Method

Click here to pay by credit card or electronic funds transfer.
Pay.gov: Electronic Funds Transfer

Option 1 is for payment by electronic funds transfer.

(To pay by credit or debit card, scroll down to Option 2.)

Click here to proceed with payment.

Provide the required information.
Option 2 is for payment by credit or debit card.

Pay.gov: Credit or Debit Card

Click here to proceed with payment.

Provide the required information.
Pay.gov: Authorizing the Payment

Enter your email address.

Check this box to authorize the charge.

Click here to complete the transaction.
Paying with a Copyright Office Deposit Account

If you maintain a Copyright Office Deposit Account, click “Pay – Deposit Acct” to pay.
Paying with a Copyright Office Deposit Account

Click the “Pay” button to select the account to charge.
Paying with a Copyright Office Deposit Account

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 payment is confirmed, you must send a copy of your work to complete the submission process.
(You will receive an email confirming receipt of your application and payment.)
Sending a Copy of Your Work

Please review the screen instructions before uploading your work.
Click the blue links for helpful information about copy requirements and file type and size limitations.

The application(s) you just submitted with payment will be listed on this screen.
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
4. 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

A new window will open, allowing you to select the file(s) for this work from your computer.

Select file(s) to be uploaded and click “Open.”
Uploading the Selected Files

The file(s) you selected will be displayed with the corresponding work.

Click here to upload your file(s).

Remove any incorrect files before uploading.
The Copyright Office cannot begin processing applications with uploaded deposit copies until you confirm that all files have been sent.

Click here when all files for this application have been uploaded.
Upload Completed

No more files may be uploaded for this work. You will receive an email from the Copyright Office confirming receipt of your file(s).

After files are received, you can click here to view a list (please allow up to one hour).
Mailing a Copy of Your Work

If you determine that an electronic copy of your work is not acceptable, the hard-copy you mail must be accompanied by a shipping slip.

Please do not send both electronic and hard-copies.

Click here to create a shipping slip for sending your work by mail. (This will take a few seconds.)

Click “OK”
Mailing a Copy of Your Work

Click the attachment link to open and print the shipping slip(s).

If you submitted multiple applications together with one payment, a shipping slip will be created for each application.
Printing a Shipping Slip

Attach the shipping slip corresponding to each work to it before mailing.

Mail the work(s) to the address printed on the shipping slip.
Claim Submission Completed

Congratulations!
You have completed the three steps for filing your copyright registration claim.
Reviewing submitted applications

Your application will appear in the Open Cases list on the Welcome screen.

Click “My Applications” to view a printable copy of your application.

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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