Welcome to the eCO
(electronic Copyright Office)
Standard 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.
Which claims can be filed online...

- These basic claims to copyright can be filed in eCO:
  - Literary Work
  - Work of the Visual Arts
  - Sound Recording
  - Work of the Performing Arts
  - Motion Picture / Audiovisual Work
  - Single Issue Serial
Which claims can be filed online...

- The following can also be filed in eCO (not demonstrated in this tutorial):
  - Group of Serial Issues
  - Group of Newspaper Issues
  - Group of Newsletter Issues
- Applications not listed above must be completed on paper and mailed to the Copyright Office with the appropriate fee and copy of the 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.
Beginning your application

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

The remainder of this tutorial demonstrates the Standard Application.

If you answer yes to all three questions and think the Single Application may be appropriate for your work, please review the Single Application version of this tutorial at [http://copyright.gov/eco/](http://copyright.gov/eco/).

Click here to begin your Standard Application.
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.
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.
Entering the Title of the Work

Click “New” to enter the title of the work.

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”. Enter the title(s) and click “Save”. Repeat this process for each additional title.

To edit or delete a title, click the corresponding link. When the list is complete and correct, click “Continue” to save the information and proceed to the “Publication/Completion” screen.
Entering the Title of the Work

Select “Title of work being registered” from the Title Type drop-down menu.

If you will be entering additional titles after this one, please click the “Title Type” link for guidance on selecting the appropriate “Title Type” option(s).
Entering the Title of the Work

Enter the title of the work.

Click “Save” to continue.
Adding Additional Titles

Click “New” if you need to enter additional titles for this application.

When you are finished entering titles, click here to save and continue.
Selecting Publication Status

Check marks indicate your progress.

Select “Yes or “No” from the drop-down 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.
Entering Author Information

If you are the author, click the “Add Me” button.

If you are not the author, click the “New” button to add an author.
Naming the Author of the Work

Click “Save” to continue.

Select EITHER “Citizenship” or “Domicile” from the drop-down list, but NOT both.

Enter EITHER an individual name or an organization name, but NOT both.
Describing the Author’s Contribution

Please refer only to the author’s contribution contained in the copy of the work you will send.

Click here to save and continue.

Check the box(es) describing the author’s contribution to the work. If an appropriate box isn’t provided, type the term(s) describing the contribution in the “Other” box.
Adding Another Author

When you are finished entering authors, click here to save and continue.

Click “New” if you need to add another author.
Entering Claimant Information

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

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

Please identify the 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 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.

Privacy Act Notice: Sections 405-410 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 authorize use of the information that includes publication to give legal notice of your copyright claims 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 be entitled to certain relief, remedies, and benefits under the Copyright Act.
Naming the Claimant

Click “Save” to continue.

Enter EITHER an individual name or an organization name, but NOT both.

If any claimant is not an author, select a transfer statement from the drop-down list.
Adding Another Claimant

When you are finished entering claimants, click here to save and continue.

Click “New” if you need to add another 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.
Rights and Permissions Contact

Click here to save and continue.

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

Enter required information for mailing your certificate.

Click here to save and continue.
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.
Pay.gov: Credit or Debit Card

Option 2 is for payment by credit or debit card.

Provide the required information.

Click here to proceed with payment.
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.
(CICK 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

Click here to upload an electronic copy of your work(s).

Click the “Title” link to see all the titles you entered (optional).

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.
Confirming Submission Completeness

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.)
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