

# Uploading Your Work to eCO

A step-by-step tutorial



# When is an electronic copy acceptable?

- An electronic copy of the work being registered may be uploaded directly into eCO if it is within one of the following categories:
  - Unpublished work
  - Work published only electronically
  - 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.



# Completing Your Submission

**Copyright** United States Copyright Office COPYRIGHT HOME

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

Form Pay **Submit Work** 1-245THHQ

**Payment successful.**  
Click the "Continue" button to complete your registration.

Customer Information  
James Andrews  
101 Independence Avenue  
  
Washington, DC 20559

After payment is confirmed, you must send a copy of your work to complete the submission process.

Click here to send a copy of your work.

Submissions

**Cases** 1 - 1 of 1

Case #	Title	Type of Work	Total Fee Paid	Require Submission
1-3950464322	My Songs	Work of the Performing Arts	55.00	Y
<b>Total Amount Due:</b>			55.00	

Payment Info

Amount Paid: \$ 55.00  
Account: XX1111  
Paid By: JAMES ANDREWS  
Pay Date: 5/5/2014  
Payment Type: Credit Card



# Before You Upload Your Work

The screenshot shows the Copyright Office eCO portal interface. At the top, there is a navigation bar with the Copyright Office logo and links for Home, My Profile, Contact Us, Help, and Log Out. The main content area is titled "Submit Your Work(s)" and provides instructions for uploading work. A callout box points to the instructions, stating: "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." Below the instructions, there is a section for "Upload Your Work(s)" with a "Case Details" table and a "Step 1: Select & Upload Files" section. A second callout box points to the "Updates" section, stating: "The application(s) you just submitted with payment will be listed on this screen." The "Updates" section includes a "Comments" table and a "Send Your Work(s) by Mail" section. The "Comments" table has columns for Attachment Name, File Type, Size, Date and Time, and Comments. The "Send Your Work(s) by Mail" section includes a "Create Shipping Slip" button. At the bottom, there is a Privacy Act Notice and a link to "Take Our Survey".

**Submit Your Work(s)**  
To complete your submission, please submit the required copy(ies) of your work. You may (1) upload electronic files if the work meets the requirements; otherwise, you must (2) send the work by mail (do not do both).

(1) Upload your work(s): Please perform the following steps for the case(s) in the table below.  
**Step 1:** Click the "Select files to upload" button. Using your computer's browser, select your files for the corresponding work then click the "Start upload" button.  
**Step 2:** After uploading all files for this work, click the corresponding "Complete Your Submission" button. Files cannot be uploaded later than 5 days after your first file is received.

**Please note: Files cannot be returned or deleted once uploaded. To avoid delays and/or a later effective date of registration, please verify the following before uploading:**

- It is a category of work that may be uploaded
- It is an acceptable file type
- It is an acceptable file size

**Upload Your Work(s)**

**Case Details**  
Case #: 1-4967890804  
Title: My Songs  
Volume:  
Number:  
Issue Date:  
Type of Work: Work of the Performing Arts

**Step 1: Select & Upload Files**  
+Select files to upload... Start upload View Uploaded File Names

**Updates**  
No Records

**Comments**  
(2) Send Your Work(s) by Mail:  
• Click the "Create Shipping Slip" button in the "Send Your Work(s) by Mail" section.  
• Click the Shipping Slip link and print out a shipping slip. Attach the shipping slips to the corresponding work.  
• Mail the deposit copy(ies) within 30 days to the Copyright Office address at the bottom of the slip. Note: Your effective date of registration will be based on the date on which we receive the copies with corresponding shipping slips attached.

Click "Home" after uploading files(s) or printing shipping slip(s). You may verify the submission in the open Cases table on your eCO Home page.

**Send Your Work(s) by Mail**  
Create Shipping Slip

Attachment Name	File Type	Size	Date and Time	Comments
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. 107. 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.

[Take Our Survey](#)



# Uploading a Copy of Your Work

**Copyright**  
United States Copyright Office

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**Submit Your Work(s)**  
To complete your submission, please submit the required copy of your work. If your work meets the requirements; otherwise, you must (2) send the work by mail (do not do both).  
(1) Upload your work(s): Please perform the following steps:  
**Step 1:** Click the "Select files to upload" button. Using your computer, select the work you wish to upload, then click the "Start upload" button.  
**Step 2:** After uploading all files for this work, click the corresponding "View Uploaded File Names" link.  
**Please note: Files cannot be returned or deleted once uploaded.**  
If you are uploading a work later than 5 days after your first file is received, you must also provide a physical copy of your work(s).  
For more information on the requirements for electronic registration, please verify the following before uploading a copy of your work(s):

- It is a category of work that may be uploaded
- It is an acceptable file type
- It is an acceptable file size

**Upload Your Work(s)**

Case Details  
Case #: 1-4967890804  
Title: My Songs  
Volume:  
Number:  
Issue Date:  
Type of Work: Work of the Performing Arts

Step 1: Select & Upload Files  
+ Select files to upload... Start upload View Uploaded File Names

Step 2: Complete Your Submission  
No files uploaded

Updates  
Activity Type Status Created  
No Records

(2) Click the "Title" link to see all the titles you entered (optional).

**Send Your Work(s) by Mail**  
Create Shipping Slip

Attachment Name File Type Size Date and Time Comments  
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.  
Take Our Survey



# Selecting Files to Upload

**Copyright**  
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**Submit Your Work(s)**  
To complete your submission, please submit the required copy(ies) of your work. You may (1) upload electronic files if the work meets the requirements; otherwise, you must (2) send the work by mail (do not do both).

(1) Upload your work(s): Please click the "Start upload" button.  
Step 1: Click the "Select file" button.  
Step 2: After uploading all files, please verify the following before uploading a copy of your work(s):

Please note: Files cannot be uploaded if:

- It is a category of work that is not eligible for electronic filing.
- It is an acceptable file format.
- It is an acceptable file size.

**Upload Your Work(s)**

Case Details  
Case #: 1-4967890804  
Title: My Songs  
Number:  
Issue Date:  
Type of Work: Work of the Part

Updates

Comments

(2) Send Your Work(s) by Mail

- Click the "Create Shipping Slip" button to attach shipping slips to your work.
- Mail the deposit copy(ies) to the address listed on the date of deposit page.

Click "Home" after uploading your work(s) to the Home page.

Send Your Work(s) by Mail

Create Shipping Slip

Attachment Name

File Upload

Testing | Test deposits

Organize | New folder

Name	Date modified	Type
MySongs.doc	5/7/2014 2:02 PM	Micro
OneGBFile.txt	5/19/2014 12:20 PM	Text
Published Photographs Electronic Deposit...	3/5/2010 3:28 PM	Micro
Queue Test 1.doc	7/2/2007 4:45 PM	Micro
Queue Test 2.doc	7/2/2007 4:46 PM	Micro
Song 1.doc	9/22/2014 9:51 AM	Micro
Song 2.doc	9/22/2014 9:51 AM	Micro
Song 3.doc	9/22/2014 9:51 AM	Micro
Test Deposit for Upload.doc	4/23/2010 11:58 A...	Micro
The Dog Walker.doc	8/10/2009 11:44 A...	Micro

File name: "Song 3.doc" "Song 1.doc" "Song 2.doc" | All Files (\*.\*)

Open | Cancel

Step 2: Complete Your Submission

No files uploaded

No Records

No Records

No Records

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Take Our Survey!



# Uploading the Selected Files

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**Submit Your Work(s)**  
To complete your submission, please submit the required copy(ies) of your work. You may (1) upload electronic files if the work meets the requirements; otherwise, you must (2) send the work by mail (do not do both).

(1) Upload your work(s): Please perform the following steps for the case(s) in the table below:  
**Step 1:** Click the "Select files to upload" button. Using your computer's browser, select the files you wish to upload.  
**Step 2:** After uploading all files for this work, click the corresponding "Complete Your Submission" button.  
Files will be available in the Copyright Office's online catalog 30 days after your first file is received.

**Please note: Files cannot be returned or deleted once uploaded. To avoid deletion, please verify the following before uploading a copy of your work(s):**

- It is a category of work that may be uploaded
- It is an acceptable file type
- It is an acceptable file size

**Upload Your Work(s)**

**Case Details**

Case #: 1-4967890804  
Title: My Songs  
Volume:  
Number:  
Issue Date:  
Type of Work: Work of the Performing Arts

**Step 1: Select & Upload Files**

+ Select files to upload...    Start upload    View Uploaded File Names

File Name	Size	Action
Song 1.doc	27.14 KB	Remove
Song 2.doc	27.14 KB	Remove
Song 3.doc	27.14 KB	Remove

**Step 2: Complete Your Submission**

1 - 1 of 1

**Updates**

Comments

(2) Send Your Work by Mail

- Click the "Create Shipping Slip" link and print out and attach the shipping slip(s) to your deposit copy(ies). For multiple cases, be sure to attach shipping slips to the corresponding copies.
- Click the Shipping Slip link and print out and attach the shipping slip(s) to your deposit copy(ies). For multiple cases, be sure to attach shipping slips to the corresponding copies.
- Mail the deposit copy(ies) within 30 days to the Copyright Office address at the bottom of the slip. Note: Your effective date of registration will be based on the date on which we receive the copies with corresponding shipping slips attached.

Click "Home" after uploading files(s) or printing shipping slip(s). You may verify the submission in the open Cases table on your eCO Home page.

**Send Your Work(s) by Mail**

Create Shipping Slip

Attachment Name	File Type	Size	Date and Time	Comments
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.

Click here to upload your file(s).

Remove any incorrect files before uploading.

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



# Confirming Submission Completeness

**Copyright** United States Copyright Office

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**Submit Your Work(s)**

To complete your submission, please submit the required copies of your work by mail (do not do both).

(1) Upload your work(s): Please perform the following steps:  
Step 1: Click the "Select files to upload" button. Using your computer, upload the files for your work.  
Step 2: After uploading all files for this work, click the corresponding "Start Upload" button.

**Please note: Files cannot be returned or deleted once uploaded.**

- It is a category of work that may be uploaded
- It is an acceptable file type
- It is an acceptable file size

**Upload Your Work(s)**

Case Details | Step 1: Select & Upload Files | Step 2: Complete Your Submission

Case Details	Step 1: Select & Upload Files	Step 2: Complete Your Submission
Case #: 1-4967890004 Title: My Songs Volume: Number: Issue Date: Type of Work: Work of the Performing Arts	<a href="#">+Select files to upload...</a> <a href="#">Start upload</a> <a href="#">View Uploaded File Names</a> Successfully uploaded - Song 1.doc 27.14 KB Successfully uploaded - Song 2.doc 27.14 KB Successfully uploaded - Song 3.doc 27.14 KB	<a href="#">Click here to complete your submission after uploading all files</a>

**Updates**

Comments | Activity Type | Status

**(2) Send Your Work(s) by Mail:**

- Click the "Create Shipping Slip" button in the table below; a Shipping Slip link will appear in the Attachments column.
- Click the Shipping Slip link and print out and attach the shipping slip(s) to your deposit copy(ies). For multiple cases, be sure to attach shipping slips to the corresponding copies.
- Mail the deposit copy(ies) within 30 days to the Copyright Office address at the bottom of the slip. Note: Your effective date of registration will be based on the date on which we receive the copies with corresponding shipping slips attached.

Click "Home" after uploading files(s) or printing shipping slip(s). You may verify the submission in the open Cases table on your eCO Home page.

**Send Your Work(s) by Mail**

[Create Shipping Slip](#)

Attachment Name	File Type	Size	Date and Time	Comments
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.

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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

**Copyright**  
United States Copyright Office

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**Submit Your Work(s)**  
To complete your submission, please submit the required copy(ies) of your work. You may (1) upload electronic files if the work meets the requirements; otherwise, you must (2) send the work by mail (do not do both).

(1) Upload your work(s): Please perform the following steps for the case(s) in the table below.  
Step 1: Click the "Select files to upload" button. Using your computer's browser, select your files for the corresponding case(s).  
Step 2: After uploading all files for this work, click the corresponding "Complete Your Submission" button. Files cannot be returned or deleted once uploaded.

Please note: Files cannot be returned or deleted once uploaded. To avoid delays and/or a later effective date:

- It is a category of work that may be uploaded
- It is an acceptable file type
- It is an acceptable file size

**Upload Your Work(s)**

Case Details	Step 1: Select & Upload Files	Step 2: Complete Your Submission
Case #: 1-4967890004 Title: My Songs Volume: Number: Issue Date: Type of Work: Work of the Performing Arts		Claim submission completed; no further action required. <a href="#">Click here for more information</a> <a href="#">View Uploaded File Names</a>

Updates: No Records

Comments: (2) Send Your Work(s) by Mail:

- Click the "Create Shipping Slip" button in the table below; a Shipping Slip will be generated.
- Click the Shipping Slip link and print out and attach the shipping slips to the corresponding copies.
- Mail the deposit copy(ies) within 30 days to the Copyright Office. The date of registration will be based on the date on which we receive the copies with corresponding shipping slips attached.

Click "Home" after uploading files(s) or printing shipping slip(s). You may verify the submission in the open Cases table on your eCO Home page.

**Send Your Work(s) by Mail**

Attachment Name	File Type	Size	Date and Time	Comments
Create Shipping Slip				

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 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.

Take Our Survey!

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.

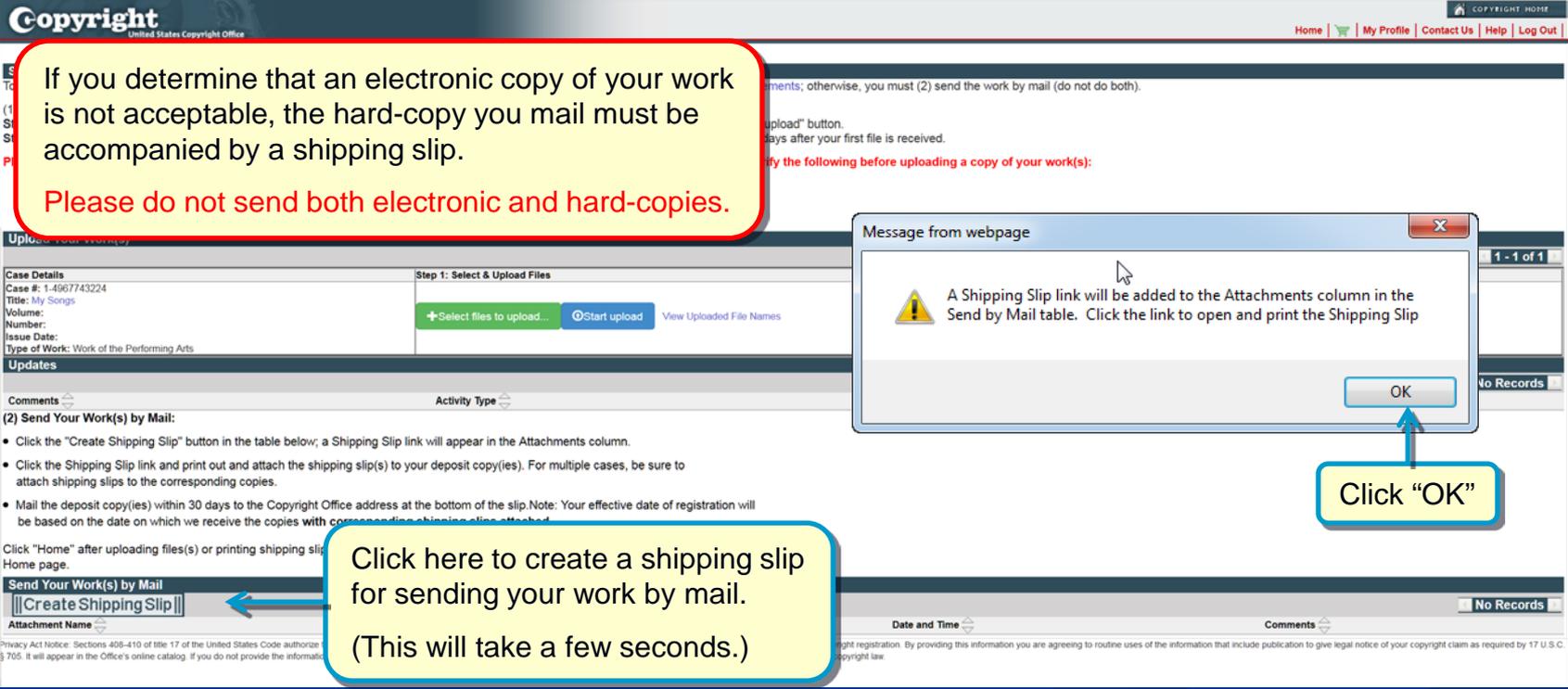
Message from webpage

 A Shipping Slip link will be added to the Attachments column in the Send by Mail table. Click the link to open and print the Shipping Slip

OK

Click "OK"

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



The screenshot shows the Copyright Office website interface. At the top, there is a navigation bar with 'Home', 'My Profile', 'Contact Us', 'Help', and 'Log Out'. The main content area is titled 'Step 1: Select & Upload Files' and includes a '+Select files to upload...' button and a 'Start upload' button. Below this, there is a 'Send Your Work(s) by Mail' section with a 'Create Shipping Slip' button highlighted by a blue arrow. A 'Message from webpage' dialog box is overlaid on the right side, displaying a warning icon and text: 'A Shipping Slip link will be added to the Attachments column in the Send by Mail table. Click the link to open and print the Shipping Slip'. An 'OK' button is visible in the dialog box, with a blue arrow pointing to it from a yellow callout box that says 'Click "OK"'. Another yellow callout box on the left points to the 'Create Shipping Slip' button, containing the text: 'Click here to create a shipping slip for sending your work by mail. (This will take a few seconds.)'. The background shows a table with columns for 'Attachment Name', 'Date and Time', and 'Comments', and a 'No Records' message.



# Mailing a Copy of Your Work

**Copyright**  
United States Copyright Office

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

### Submit Your Work(s)

To complete your submission, please submit the **required copy(ies)** of your work. You may (1) upload electronic files if the work **meets the requirements**; otherwise, you must (2) send the work by mail (do not do both).

(1) **Upload your work(s)**: Please perform the following steps for the case(s) in the table below.  
**Step 1:** Click the "Select files to upload" button. Using your computer's browser, select your files for the corresponding work then click the "Start upload" button.  
**Step 2:** After uploading **all files** for this work, click the corresponding "Complete Your Submission" button. Files cannot be uploaded later than 5 days after your first file is received.

**Please note: Files cannot be returned or deleted once uploaded. To avoid delays and/or a later effective date of registration, please verify the following before uploading a copy of your work(s):**

- It is a category of work that may be uploaded
- It is an acceptable file type
- It is an acceptable file size

### Upload Your Work(s)

1 - 1 of 1

Case Details	Step 1: Select & Upload Files	Step 2: Complete Your Submission
Case #: 1-4967743224 Title: My Songs Volume: Number: Issue Date: Type of Work: Work of the Performing Arts	<a href="#">+Select files to upload...</a> <a href="#">Start upload</a> <a href="#">View Uploaded File Names</a>	No files uploaded

### Updates

No Records

### Comments

Activity Type

### (2) Send Your Work(s) by Mail:

- Click the "Create Shipping Slip" button in the table below; a Shipping Slip link will appear in the Attachments column.
- Click the Shipping Slip link and print out and attach the shipping slip(s) to your deposit copy(ies). For multiple cases, be sure to attach shipping slips to the corresponding copies.
- Mail the deposit copy(ies) within 30 days to the Copyright Office address at the bottom of the slip. Note: Your effective date of registration will be based on the date on which we receive the copies **with corresponding shipping slips attached**.

Click "Home" after uploading files(s) or printing shipping slip(s). You may verify the submission in the open Cases table on your eCO Home page.

### Send Your Work(s) by Mail

Attachment Name	Date and Time	Comments
<a href="#">Create Shipping Slip</a> Shipping_Slip_CORCPT_1-2ASNZ8G	3,288 12/9/2014 04:47:49 PM	

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. copyright law.

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

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



# 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

 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#:	1-3950464322
Case Date:	05/05/2014
Title:	My Songs
Vol/Num/Issue	
Month/Year	
Applicant's Internal Tracking	

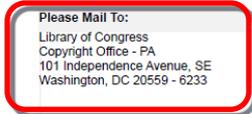
**Materials Submitted:**

Quantity	Format

**Instructions for Sending Deposit Copies**

- Attach this shipping slip securely to the deposit copy or copies for this work.
- Mail the deposit copy or copies within 30 days of the case date listed above.

**Please Mail To:**  
Library of Congress  
Copyright Office - PA  
101 Independence Avenue, SE  
Washington, DC 20559 - 6233





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