

## DMCA DESIGNATED AGENT DIRECTORY

# Managing an Account

To make changes to an account, begin by going to [dmca.copyright.gov/login.html](https://dmca.copyright.gov/login.html). 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, click “Manage My Account” on the top right of the page. Here, you can click one of the “Edit” buttons to change the login ID, change the password, or update information for the primary and secondary contacts. From each of these pages, click “Save” to save your changes and return to the “Manage My Account” page. There is no fee to update any of this information.

You can also terminate the account from the “Manage My Account” page by clicking the “Terminate” button. If you recently updated any of the service provider designations managed by the account and payment is still being processed you will not be able to terminate the account until that process is complete. Please note that once terminated, the account cannot be accessed or restored. Additionally, terminating an account will also terminate all service provider designations managed through the account. This will leave such service providers without active designations in the Copyright Office’s DMCA Designated Agent Directory unless new designations are made through a different account. The directory will show that any such designations have been terminated.