



# Recordation System

## Quick Sheet – Creating an Organization and Inviting Delegates

The Recordation System allows users to create organizations with multiple users. The tutorial video “Recordation System Overview,” located at [copyright.gov/recordation/pilot/tutorial/](https://copyright.gov/recordation/pilot/tutorial/) covers these topics. In addition to that video, the Office would like to provide guidance to facilitate your setup as well as prevent possible complications from duplicate organization entries.

Before anyone from your organization logs in, you'll need to decide who will create your organization within the system. By default, the first person to log in and create the organization will be the Primary User. **If you are not the Primary User, please proceed to the second set of instructions.**

Once the Primary User has created the organization, they can invite other users from within the system. The individual chosen to be the Primary User should start the process by following the first set of instructions.

### PRIMARY USER STARTING INSTRUCTIONS

1. Visit [record.copyright.gov](https://record.copyright.gov). Create a Login.gov account by clicking on the “Continue to Login.gov” button. If you experience any issues or need help with creating a Login.gov account, please visit [Login.gov/help](https://login.gov/help).
2. Use the Login.gov credentials created above to sign in to the Recordation System.
3. Fill in your contact information on the following page.
4. After completing the required fields, click “Next” to add organization information. Please note that **only** the Primary User should add organization information.
5. If you have an organization with multiple members, add Delegate Users. Once you are on the remitter portal dashboard, select the “Accounts” link.
6. Click on the “Delegates” tab.
7. Click the “Add new delegate” button below the tabs.
8. Enter the email address of the person(s) you would like to invite to join the organization.
9. Click the “Send invitation to add delegate” button.
10. Click “Done.”
11. Begin using the system.

### DELEGATE USER(S) STARTING INSTRUCTIONS

1. Open the invitation email sent to you by your organization's Primary User. This link expires after seven days, so you may need to ask the Primary User to send you another invitation if the invitation is outside the seven-day window.
2. Click on the link within the email, which will take you to the Recordation System.
3. Create a Login.gov account by clicking on the “Continue to Login.gov” button. If you experience any issues or need help with creating a Login.gov account, please visit [Login.gov/help](https://login.gov/help).
4. Use your Login.gov credentials to sign in to the Recordation System.
5. If prompted, fill in your personal contact information on the following page. Please note that **only** the Primary User should add organization information, so as a Delegate User, you should not click “Next.”
6. Click “Done.”
7. Begin using the system.