Recordation System Overview

Copyright Office Modernization Webinar Series
June 27, 2022

The webinar will begin promptly at 1:00 p.m. eastern time
SUBMITTING QUESTIONS

To submit a question, use the Q&A dialog box in the lower right corner. You may submit a question during any portion of this webinar; however, questions will be answered at the end of the presentation.

Please note: we may not be able to answer all questions received in the allotted time. Thank you.
INTRODUCTION

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INTRODUCTION AND SPEAKERS

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INTRODUCTION AND SPEAKERS

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Recordation Program

Presentation Agenda

• Why Modernize?
• User Centric Design
• Login.gov
• Recordation System
• Special Pilot Program Rules
• System Highlights
• Frequently Asked Questions
• Collaboration
Why Modernize?

- One of the few paper-only processes remaining
- Manually process receipt and payment
- Manually ingest titles
- Long processing times
- Outdated IT systems unable to keep up with customer and Office needs
Recordation System – Pilot Program

- Released to a limited set of users in April 2020
- Limited to transfers of copyright ownership and other documents pertaining to copyright that fall under section 205 of Title 17
  - Includes special handling requests
  - Special pilot rules for participants
  - Notices of termination are not included at this time
- Over 7,800 documents recorded to date
- Over 319,000 works recorded into the public catalog
Recordation System – Pilot Program

• 80 organizations with over 200 individuals participated in the pilot program
• Processing times observed on scale of weeks for invited pilot users to date (still observing processing times with increased service request (SR) volume as we expand the pilot)

“Just wanted to say that my organization finally submitted our first filings through the Pilot System, and it was a very positive experience. Well done, and thank you, everyone!”

“We have had great success using the system and are hoping to introduce it to two other users in our company.”

“Very pleased with the recordation pilot program thus far.”

“Thanks again for all your work and the result so far. Really hot stuff!”

“I think it is going great too!!! Super nice system!!”
U.S. Copyright Office Special Pilot Program Rules for Electronic Recordation

U.S. Copyright Office Recodation System: Rules for Electronic Recordation in the Expanded Pilot

July 2022: Any member of the public may now participate in the expanded pilot program, allowing electronic recordation, by establishing an account in the online Recodation System. This means that you may submit certain types of documents for recordation electronically through the new online system. The pilot program is governed by 37 C.F.R. § 201.4(h) and the below expanded special pilot program rules. Participation is optional; you may currently continue to submit documents for recordation in paper form. To the extent any pilot program rule conflicts with any other regulation, rule, instruction, or guidance issued by the Copyright Office, the pilot program rule will govern submissions made pursuant to the pilot program.

Expanded Special Pilot Program Rules:
User Centric Design

- Engaged users throughout the process to gain insight on how they navigate the recordation process
- Understand how they work, their priorities, and what obstacles they encounter within the application
- Designed journey maps from user input and gathered feedback to refine and validate the process
- Continue to engage throughout the pilot program

“How would you use this?”

“Is this intuitive?”

User Journey Map — Remitter (Public Facing)
Login.gov

https://login.gov
System Highlights

Recordation System Features
• Account management (self-service)
• Online submission for Basic/205
• Online payment collection
• Digital certificate and numbered document available when filings are approved for recordation
• Online status tracking
• Centralized messaging center for correspondence
• Notifications and alerts for key events
• Search

Limitations
• The recordation system supports up to 10,000 works per submission. Please continue using the paper submission process for documents that contain more than 10,000 works.

Browser Compatibility
• Chrome, Firefox, Edge
• Internet Explorer is not supported
Remitter Portal - Dashboard

- Centralized correspondence and messaging center
- Track service request status
- Notification center and manage user and organization profiles
Remitter Portal – Submission Wizard

Application/service request (SR) progress bar

On-screen help allows users to toggle additional help content while filling out service request

Application/SR form—Designed to guide the user through the process

Written in plain English

Links to external sources for additional details
Remitter Portal – Pay and Submit

Online payment collection

Request special handling (as needed)

Breakdown of fees

Electronic signature

Pay & submit your application

Select a payment method

- Pay.gov - credit card, debit card, or ACH
- Deposit account

Order summary

Basic | Non-Exclusive License | SR# 160273
Party 1 - Jane Doe
Party 2 - John Doe
86 works

Special handling type
Pending or prospective litigation

Justification

Remove special handling

Fee breakdown

<table>
<thead>
<tr>
<th>Fee type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base fee</td>
<td>$95.00</td>
</tr>
<tr>
<td>Additional work and alternate identifier fee</td>
<td>$225.00</td>
</tr>
<tr>
<td>Special handling fee</td>
<td>$550.00</td>
</tr>
</tbody>
</table>

Total: $870.00

Certify & checkout

SR#: 160273
Basic | Non-Exclusive License; (86) works
Special handling
Total for this order: $870.00

Certifying authority to submit
I certify under penalty of perjury under the laws of the United States of America that I have the appropriate authority to make this submission to the U.S. Copyright Office and that all submitted information is true, accurate, and complete to the best of my knowledge, information, and belief, and is provided in good faith.

- Yes, I hereby make this certification
- No, I cannot make this certification

I understand that any falsification or misrepresentation made to the U.S. Copyright Office may subject me to civil or criminal liability. By signing my name below and making this submission, I acknowledge that I have read and agree to these conditions.

Sign and date
Once you click the sign and save button, you will be able to check out.

Signature: e.g., John Doe

Sign and save
Checkout
Remitter Portal – Application Review

- Centralize all related files
- Shows what remitter has provided
- Preview a sample public record before approval

### Application Review for SR 160273

<table>
<thead>
<tr>
<th>Fee Service</th>
<th>Payment date</th>
<th>Settlement date</th>
<th>Payment source</th>
<th>Transaction ID</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>06/23/2002</td>
<td>06/23/2002</td>
<td>DAMS</td>
<td>1002</td>
<td>$570.00</td>
</tr>
</tbody>
</table>

#### Payment Information

- Fee breakdown:
  - Base fee: $95.00
  - Additional work and alternate identifier fee: $225.00
  - Special handling fee: $550.00
  - Total: $870.00

#### Application Documents

- Application review:
  - Download Application review# 160273.pdf
- Document to record:
  - Download ren/ExclusiveLicense_61.pdf

#### Supporting Documents

- Works uploaded:
  - (20+) English language Multi-Work Upload Spreadsheet (1).xls

#### Recordation Documents

- Preview public record:
  - Download Preview public record# 160273.pdf
System Forms

All required forms are found within the system.

- True & Correct Copy Certification
- Recordation Eligibility Certification
- Works Upload Spreadsheet
Verify Upload Works Spreadsheet

- Immediate feedback on upload errors
- Error location
- Suggestions on resolving errors

⚠️ Error: The following errors were found while processing the spreadsheet. No works were added to this application.

### Errors in the work spreadsheet

<table>
<thead>
<tr>
<th>Row</th>
<th>Column</th>
<th>Column label</th>
<th>Error description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>3</td>
<td>C3</td>
<td>Registration year must be in the format #### and between 1900 and the current year.</td>
</tr>
<tr>
<td>29</td>
<td>10</td>
<td>J29</td>
<td>Invalid Additional Registration Number. The number must be 12 characters long and consist of a 1-3 letter prefix followed by numbers (e.g., EU0000123456). If you have a shorter registration number, please add zeroes between the prefix and the numbers. If you have a registration number with hyphens, please remove the hyphens and add zeroes (e.g., &quot;TXu-234-567&quot; should be entered as &quot;TXU000234567&quot;).</td>
</tr>
</tbody>
</table>
Digital Delivery of Recordation Documents

The recordation system provides a centralized location for the certificate and numbered document after the service request is approved for recordation.
Corrections and Amplifications

Once a document is submitted via a service request (SR), the recordation system allows the remitter to make corrections at all phases of recordation.

- Prior to document review
- During review
- After publication to the public catalog system
What does “limited functionality” mean?

The “limited functionality” means that the current recordation system is limited to the recordation of certain transfers of copyright ownership and other documents pertaining to a copyright under section 205 of Title 17.

The Office plans to develop and add functionality to permit recordation of additional document types as changes are made under continuous development.
If documents are submitted electronically will they be reviewed more quickly than paper documents?

Documents submitted electronically through the recordation system will be reviewed as they are received by Recordation Division staff. Paper documents follow a different workflow process. Item 7 in the Special Pilot Program Rules and Regulations states:

**Dual submissions.** No submission may be made both electronically and in paper form unless approved by the Copyright Office.
Can I use my existing deposit account for the recordation system?

Unfortunately, you cannot link existing deposit accounts to the recordation system. You will need to create a new deposit account for the recordation system through Pay.gov for pilot submissions. You may also make credit card or ACH payments through Pay.gov.
Can you add registration numbers to SRs after it has been recorded?

The remitter can initiate a post-examination correction after the SR has been approved and closed. To do so, the remitter will need to go to the Application Review page on the Remitter portal and select “Correct this SR.”
Next Steps

• Copyright Recordation Page
• Recordation System Page
• Monthly Recordation System Webinar
• Special Pilot Program Rules
• Frequently Asked Questions
• Tutorial Videos
• Sign Up for NewsNet
Thank You!

See you in summer 2022!

Don’t forget to subscribe to our NewsNet for additional updates:
copyright.gov/subscribe/
Questions?

To submit a question, use the Q&A dialog box in the lower right corner.

Please note: we may not be able to answer all questions received in the allotted time. Thank you.
Learn More

For More Information
copyright.gov/copyright-modernization

Send Questions To
modernization@copyright.gov