Welcome to the eCO (electronic Copyright Office) Tutorial

A guide for completing your electronic copyright registration
Registering a claim is as easy as 1-2-3...

1. **Application** - A series of screens prompts you for information.

2. **Payment** - You can pay by credit or debit card, electronic funds transfer (ACH), or by Copyright Office deposit account.

3. **Deposit of work** - 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.
Who Can File Online...

You can register basic claims to copyright (not group registrations) in eCO. 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 Unpublished work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 hard-copy deposit to be sent separately to the Library of Congress

For works that require hard-copy deposits, 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 an express courier.
BE SURE TO DISABLE YOUR POP-UP BLOCKER.

BE SURE TO DISABLE ANY THIRD-PARTY TOOLBARS.

The eCO system is designed to work with Microsoft Internet Explorer 6.0 and Netscape Navigator 7.02.

Firefox 2.0 users must adjust the Tabs setting to “New pages should be opened in: a new window.” The Tabs setting is under Tools/Options for Firefox for PCs and under Preferences for Firefox for MACs.

The Safari and Google Chrome browser are not currently certified for use with the eCO system.

Other browsers such as Opera and Konqueror may work with the eCO system.
To create a new account, click here. If you have an account already, log in here.
Starting eCO Service

Click here to start a new registration.

*eCO information*

As part of an effort to improve eCO eService usability and navigation, all eService Working Cases created before October 1, 2009, but not yet submitted to the Copyright Office were discarded on December 11, 2009.

Please click "What's new in eCO?" on your Home Page for details on recent changes to the eCO Registration System.
Starting the Registration Process

Click on these links for information about each step in the process:

- **Step 1:** Complete an application
- **Step 2:** Make payment
- **Step 3:** Submit your work

To begin, click the START REGISTRATION button above.
Selecting the Type of Work

Click "Save For Later" on any screen to save your application as a working case.

Click here to save and continue.

Click on these links for examples of types of works.

Select "Type of Work" from the drop-down menu.
Adding a Title

Check marks indicate your progress.

Click “New” to add a title.
Choose "Title Type" from the drop-down menu.

Enter the title of the work.

Click if you need help with choosing "Title Type."

Click "Save" to continue.
Entering Multiple Titles

Click “New” to add another title.

Click here when you are finished entering titles to save and continue.
Selecting Publication Status

Click here to save and continue.

Select from the drop-down menu.
For Unpublished Works

Click here to save and continue.

Type year of completion.
For Published Works

Fill in required information.

Click here to save and continue.
Adding an Author for the Work

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

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

Type EITHER an individual author name OR an organization name, but NOT both.

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

Click “Save” to continue.
Check the appropriate box(es) to indicate the author’s contribution.

Click “Save” to continue.

DO NOT check boxes for material that you (or the author) did not contribute or that is not contained in the copy of the work being submitted. Doing so may delay your registration.
Adding Multiple Authors

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

Click "New" to add another author.
Adding a Claimant

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

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

Type EITHER an individual claimant name OR an organization name, but NOT both.

Click “Save” to continue.
Adding Multiple Claimants

Click "New" to add another claimant.

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

If your work contains any preexisting material, check boxes as appropriate and fill in previous registration information.

Click here to save and continue.
You may designate an agent authorized to grant permission to use your work(s) on this screen (optional).
Correspondent Contact

Fill in required information.

Click here to save and continue.
Certificate Mailing Address

Fill in required information.

Click here to save and continue.
Special Handling

SPECIAL HANDLING is optional and may be requested only if one of the compelling reasons listed above applies.

WARNING! The Special Handling fee is currently $760.

Click here to save and continue.
Certifying the Application

Certifying the Application

Check box.

Click here to save and continue.

Enter the name of certifying individual.
Reviewing the Submission

- Review the information you entered carefully before proceeding. Use the links in the left navigation bar to go back and make corrections if needed.
- Make sure check marks appear in each box. Use the links to go back and complete sections if needed.
- If you are a frequent remitter, click “Save Template” for future use.
- Click here to continue.
**Additional Service or Checkout**

Click to start another registration.

When you are ready to proceed to payment, click here.

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<table>
<thead>
<tr>
<th>Case in Cart</th>
<th>Status</th>
<th>Opened</th>
<th>Title</th>
<th>Volume</th>
<th>Number</th>
<th>Issue Date</th>
<th>Type of Case</th>
<th>Fee Due</th>
<th>Remove to Working Cases</th>
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<tbody>
<tr>
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<td></td>
<td></td>
<td>Work of the Visual Arts</td>
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</table>

Total Due: $35.00

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**Case Details**

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<th>Quantity</th>
<th>Rate</th>
<th>Amount Due</th>
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</thead>
<tbody>
<tr>
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<td>Visual Arts - Basic (Web)</td>
<td>1</td>
<td>35.00</td>
<td>35.00</td>
</tr>
</tbody>
</table>

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**Attachments**

<table>
<thead>
<tr>
<th>Attachment Name</th>
<th>File Type</th>
<th>Size</th>
<th>Date and Time</th>
<th>Comments</th>
</tr>
</thead>
</table>

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**Working Cases**

<table>
<thead>
<tr>
<th>Case #</th>
<th>Status</th>
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<th>Title</th>
<th>Type of Case</th>
<th>Discard</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Click payment method.
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.

Provide the required information.

Click here to proceed with payment.
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

Click here to complete the transaction.

Enter your email address.

Check this box.

Click here to complete the transaction.
Paying with a Deposit Account

Click “Deposit Acct” to pay by account.
Paying with a Deposit Account

Click "OK" to proceed. (CLICK ONLY ONCE!)
After Paying

Payment successful! You will receive an email confirming receipt of your application and payment. 

Click here to continue.
Choosing Deposit Delivery Method

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 that require hard-copy deposits, 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.

Click here if you intend to upload digital copies of your work.

Click here if you intend to send hard copies of your work.

Click to close this dialog box.
Uploading a Deposit

Electronic Deposit Upload

Before you upload an electronic copy of your work:
- Verify that it is in an acceptable category for upload. If it is not, click the "Send deposit copy by mail" button to send the deposit copy(ies) by mail.
- Verify that it is an acceptable file type.
- Verify that it is an acceptable file size. Be aware that each upload may be limited to 250MB, uploading large or multiple files.
- Enter a brief title (or description of work in this file) for each file.

Click the "Browse..." button to locate and select a file to be uploaded.

Title: My Art Work

<table>
<thead>
<tr>
<th>File Name</th>
<th>Brief Title (or description of work in this file)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add more files... Submit Files to Copyright Office

Select files to be uploaded and click "Open."

Click to browse and select files to be uploaded.
Enter a name for each file selected.

Click here after all files have been selected.
Confirming the Upload

Upload successful

The following files were successfully uploaded for service request 1-191183401:
- Picture 1.png

Please note the service request number.

Close Window

File upload successful! Click “Close Window” to finish. You will receive an email confirming receipt of your uploaded file(s).
**Sending a Deposit by Mail**

Please review [deposit copy requirements](#) before proceeding. ("Deposit Copy" refers to the copy of the work being registered with the Copyright Office.)

You may either submit your deposit copy(ies) as (1) an electronic file(s) or (2) by mail. **Do not do both.**

1. **Electronic upload** (see [restrictions](#)): Ensure that your browser's pop-up blocker is disabled.
   - Click the "Upload Deposit" link in the table below and browse and select the electronic file(s) for the corresponding work. If there are multiple cases in the table, repeat these steps until the files for all cases have been submitted.

<table>
<thead>
<tr>
<th>Electronic Deposit Upload</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Upload Deposit</strong></td>
</tr>
<tr>
<td>------------------------</td>
</tr>
<tr>
<td>&gt; Upload Deposit</td>
</tr>
</tbody>
</table>

2. **Send 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.

Click here to generate a shipping slip. This may take a few seconds.
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Electronic Deposit Upload

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<th>Type of Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upload Deposit</td>
<td>1-25047164</td>
<td>My Art Work</td>
<td></td>
<td></td>
<td></td>
<td>Work of the Visual Arts</td>
</tr>
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- Click the “Create Shipping Slip” button in the table below; a Shipping Slip link will appear in the Attachments column.
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- Mail the deposit copy(ies) within 30 days to the Copyright Office address at the bottom of the slip.

Send by Mail

Click link to view and print the shipping slip.

Copyright
United States Copyright Office

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

Please note that the United States Code authorizes 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 waiving any claim to legal or equitable relief that you might otherwise have under the Copyright Act. If you do not provide the information requested, registration may be refused or delayed.
Be sure to print and attach a shipping slip to each work being submitted for registration.

Instructions are provided on the shipping slip.

Be sure to use the address listed on the shipping slip.

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

Please Mail To:
Library of Congress
Copyright Office - VA
101 Independence Avenue, SE
Washington, DC 20559 - 6211
Congratulations!
You just filed your copyright registration claim.
After Submitting a Claim

You can return to eCO at any time to check the status of a claim by clicking the case number.

Click “My Applications” to view and print a copy of your application for your records.
Contact Us

For technical inquiries:

Copyright Technology Office
(202) 707-3002
ctoinfo@loc.gov

For registration-related inquiries:

Copyright Public Information Office
(202) 707-3000
copyinfo@loc.gov