

Welcome to the eCO (electronic Copyright Office) Tutorial

A guide for completing your electronic copyright registration



Getting Started

Registering a claim is as easy as 1-2-3...

- 1. Application A series of screens prompts you for information.
- Payment You can pay by credit or debit card, electronic funds transfer (ACH), or by Copyright Office deposit account.
- 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 Unpublished work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.



Before You Begin...

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.



Logging in to Register a Work





Starting eCO Service

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Step 1: <u>Complete an application</u>	
Step 2: <u>Make payment</u>	Click on these links for information about each step in the process
Step 3: Submit your work	
To begin, click the START REGISTRATION button above.	
Privacy Act Notice: Sections 408-410 of title 17 of the United States Code authorize the Copyright Office to collect the agreeing to routine uses of the information that include publication to give legal notice of your copyright claim as require and you may not be entitled to certain relief, remedies, and benefits under the copyright law.	personally identifying information requested on this form in order to process the application for copyright registration. By providing this information you are red 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,

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Naming the Author of the Work

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Describing the Author's Contribution

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