Copyright
United States Copyright Office

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.
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 Unpublished work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.

Before You Begin...

BE SURE TO DISABLE YOUR POP-UP BLOCKER.

BE SURE TO DISABLE ANY THIRD-PARTY TOOLBARS.

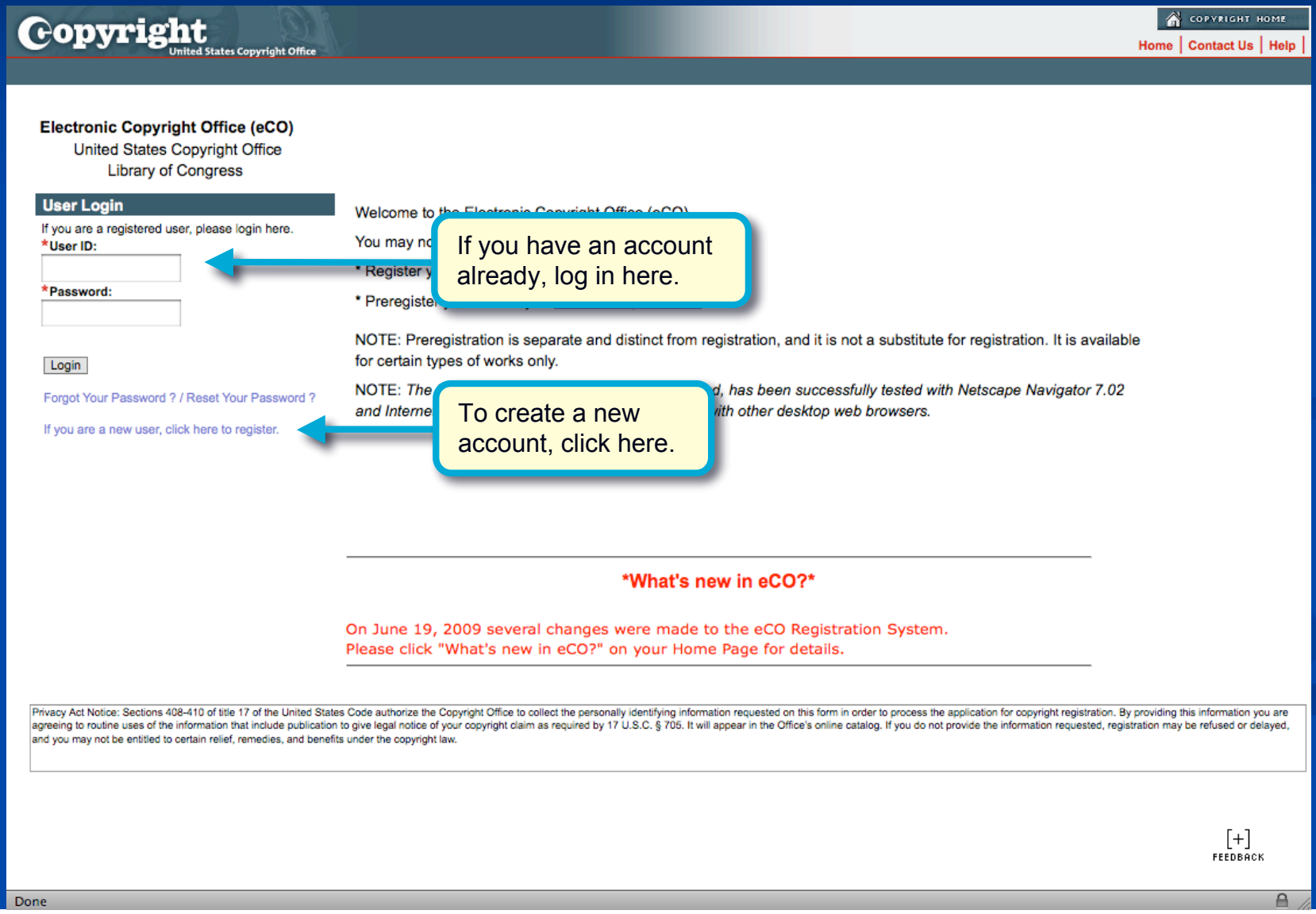
The eCO system is designed to work with **Microsoft Internet Explorer 6.0** and **Netscape Navigator 7.02.**

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.

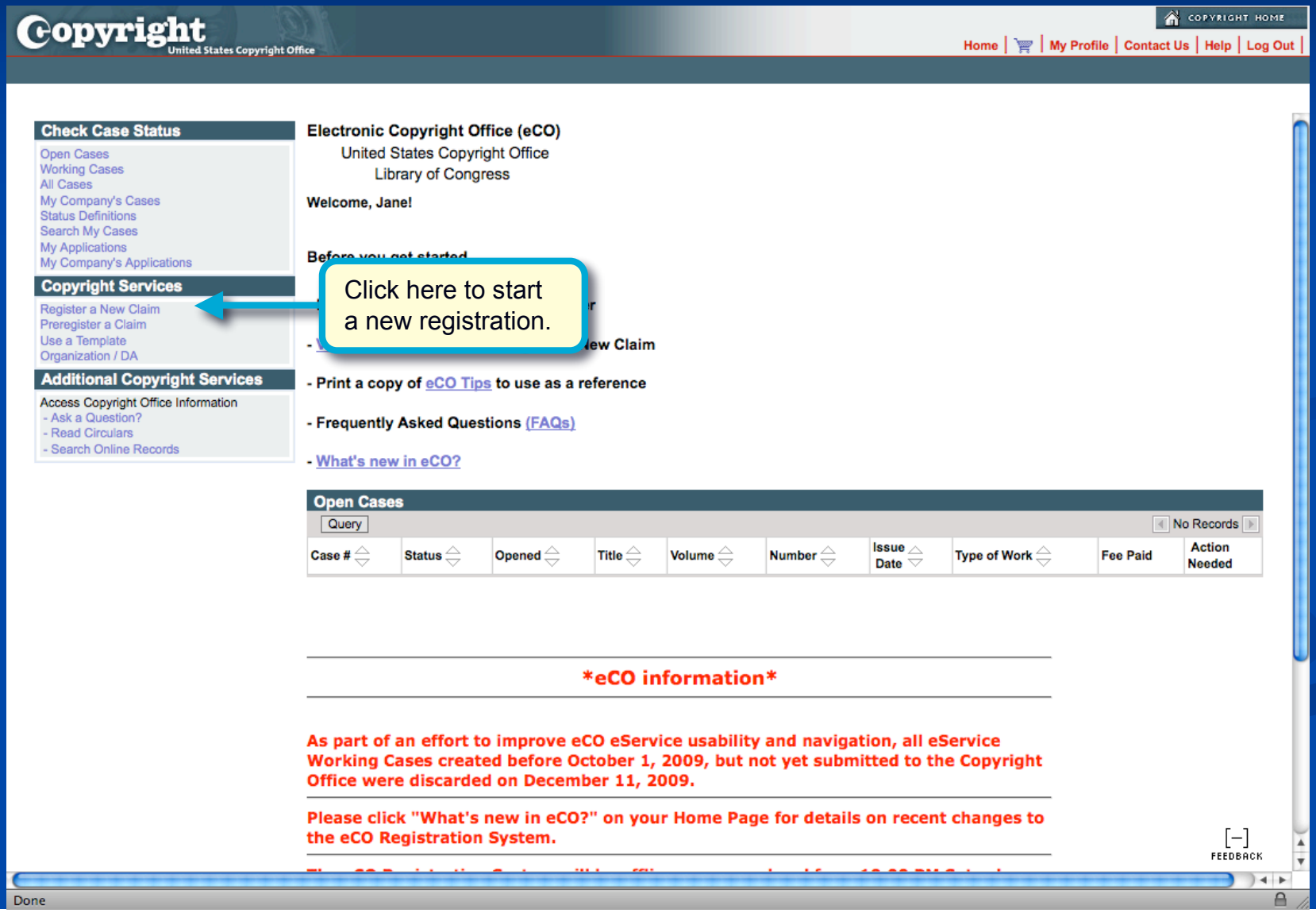
The **Safari** and **Google Chrome** browser are *not* currently certified for use with the eCO system.

Other browsers such as **Opera** and **Konqueror** may work with the eCO system.

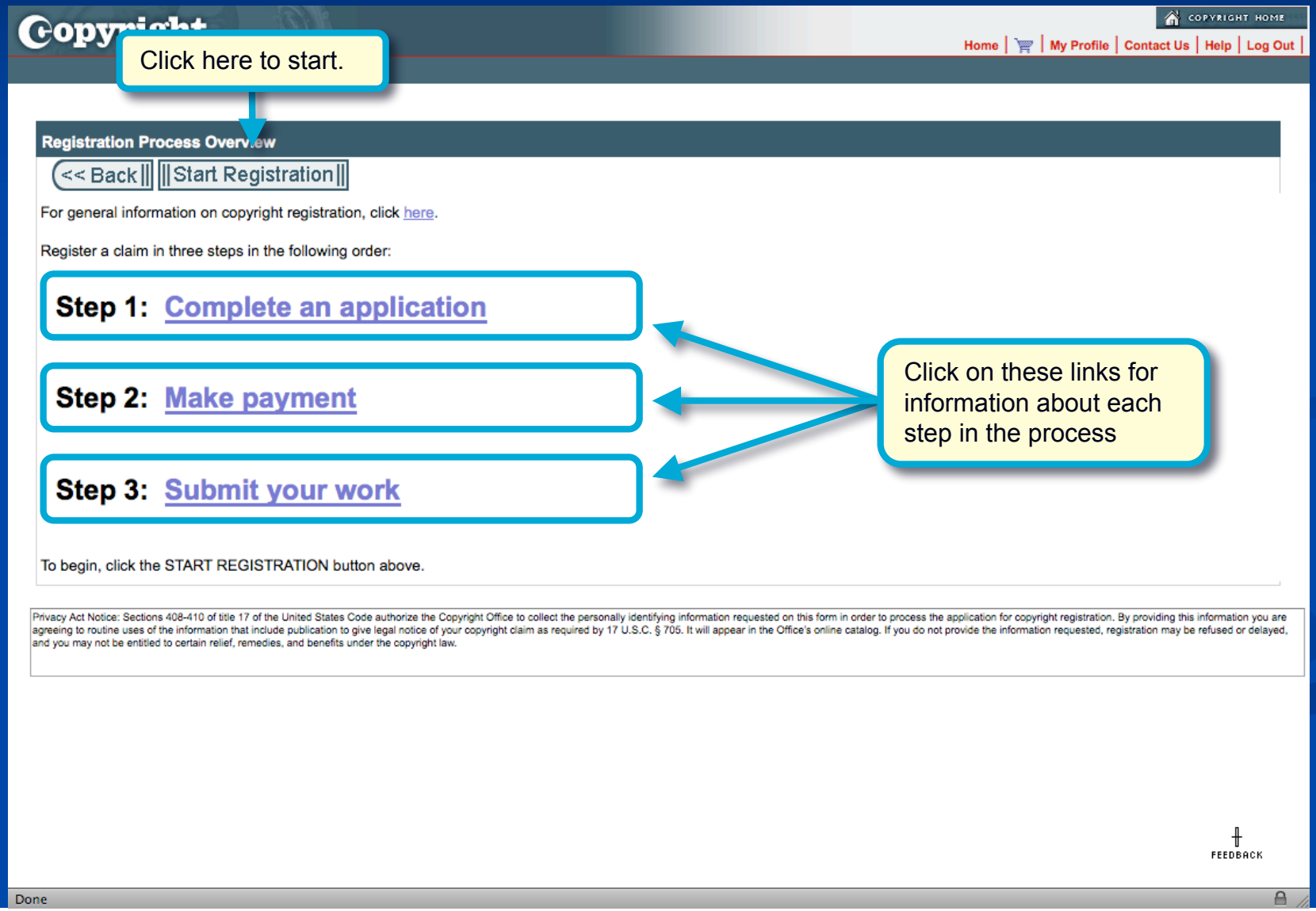
Logging in to Register a Work



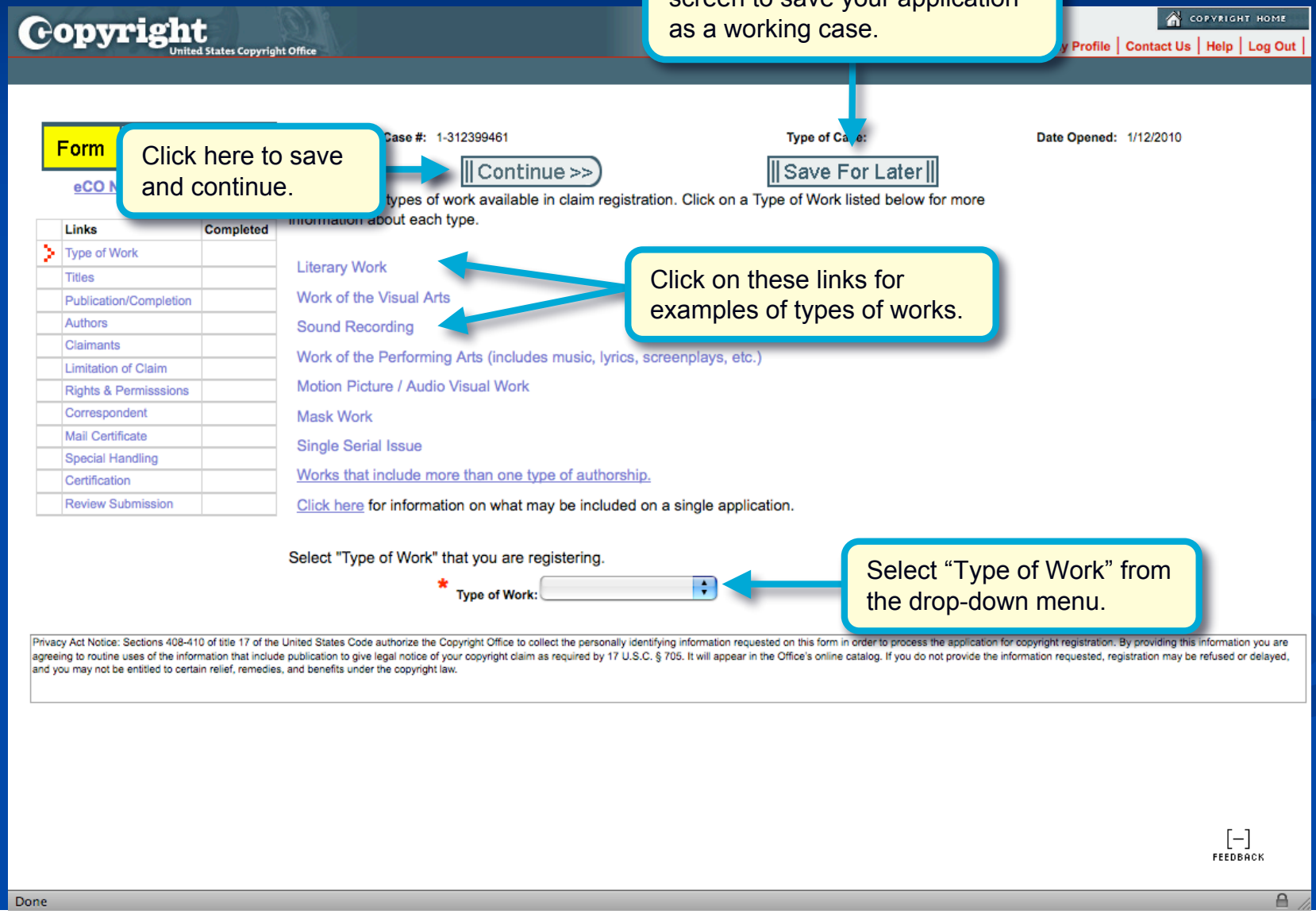
Starting eCO Service



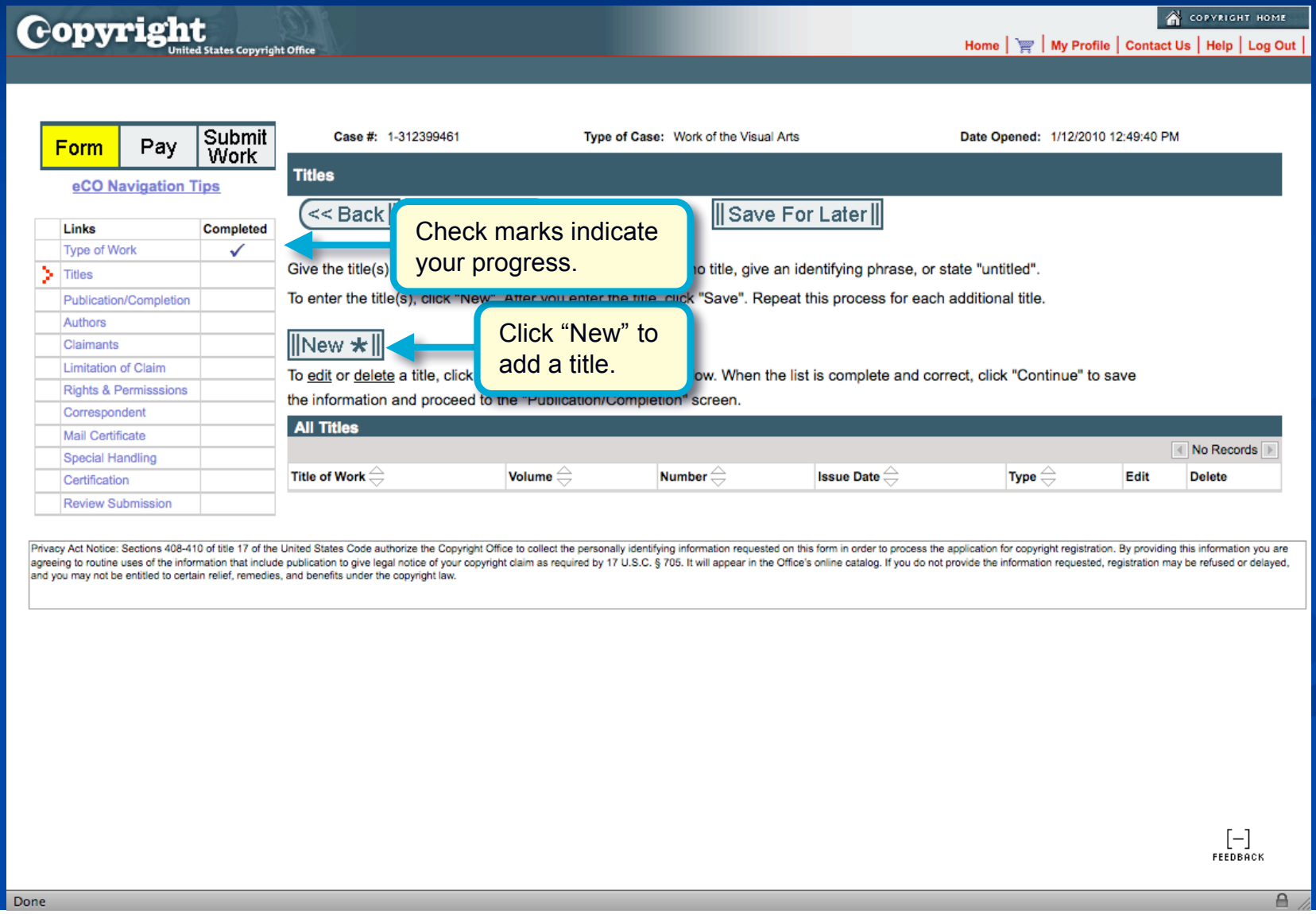
Starting the Registration Process



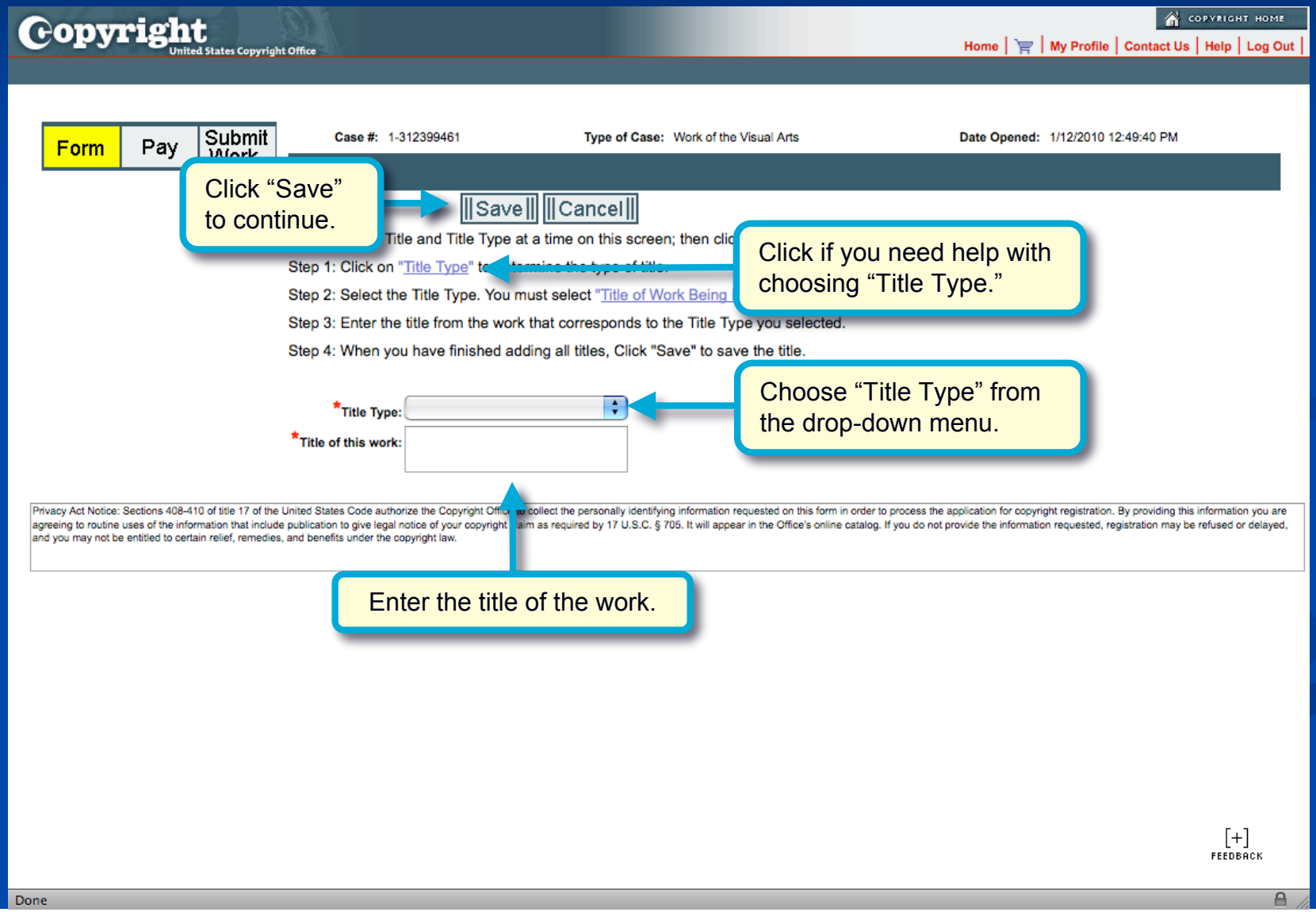
Selecting the Type of Work



Adding a Title



Naming the Title of the Work



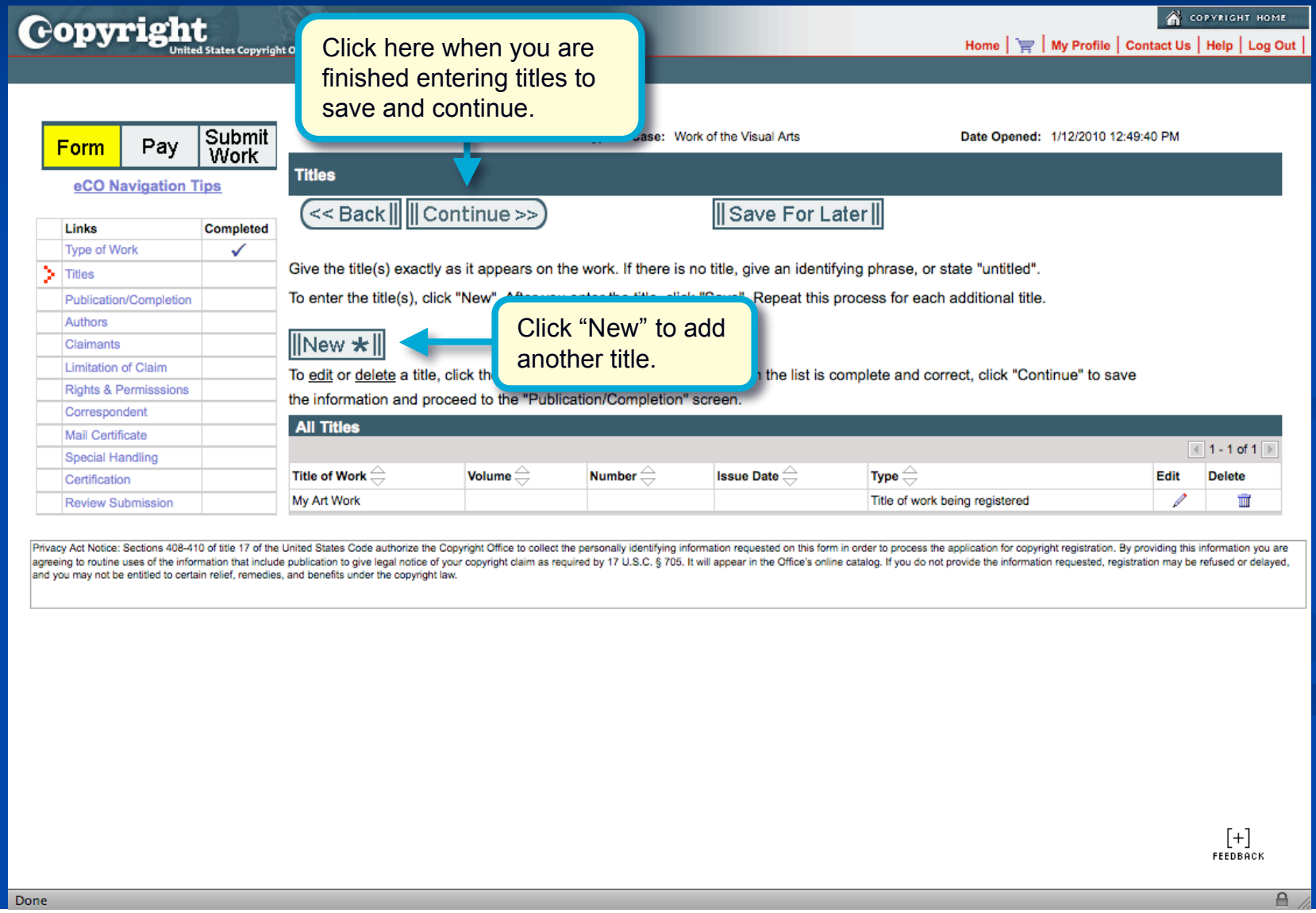
Click "Save" to continue.

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

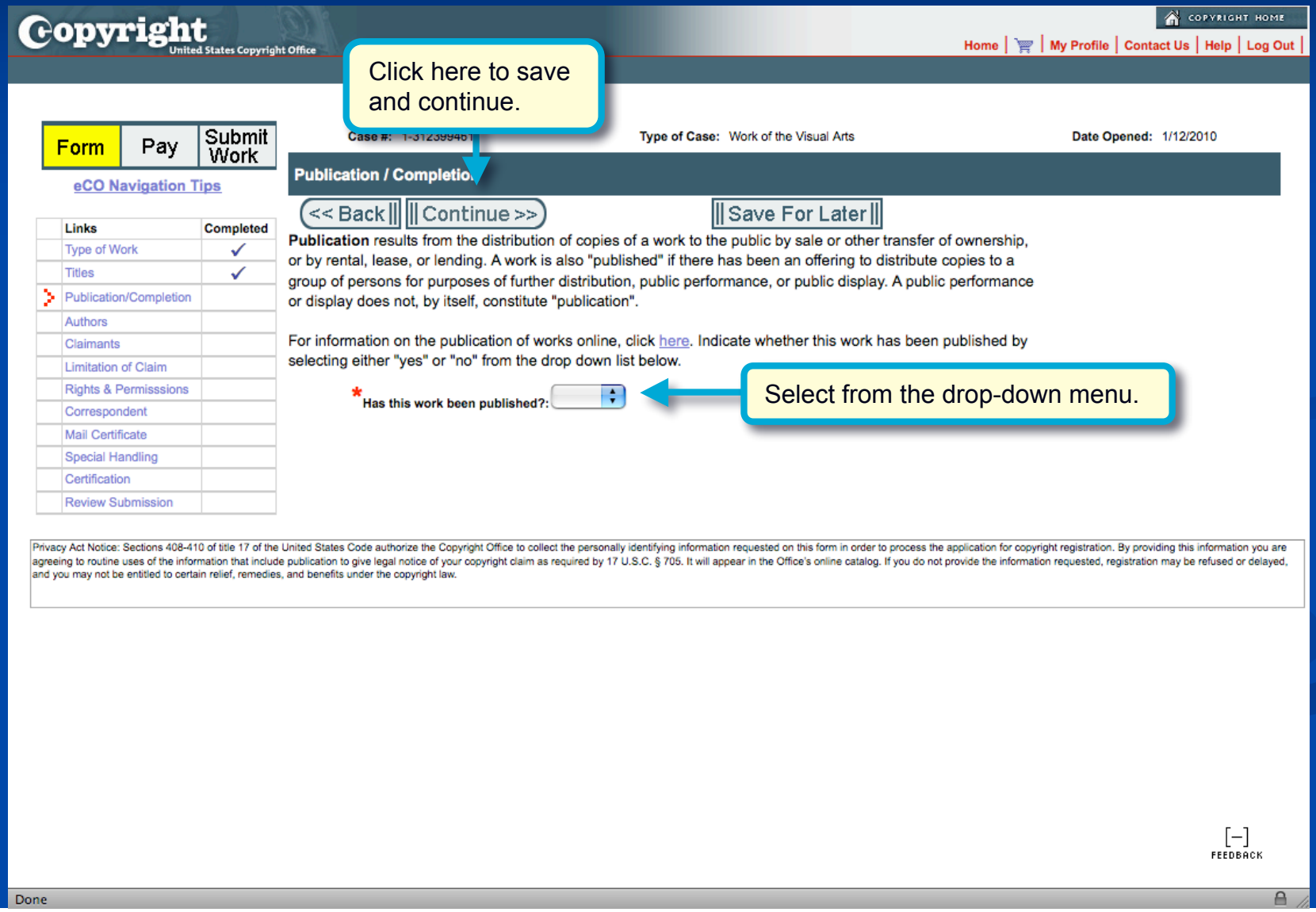
Choose "Title Type" from the drop-down menu.

Enter the title of the work.

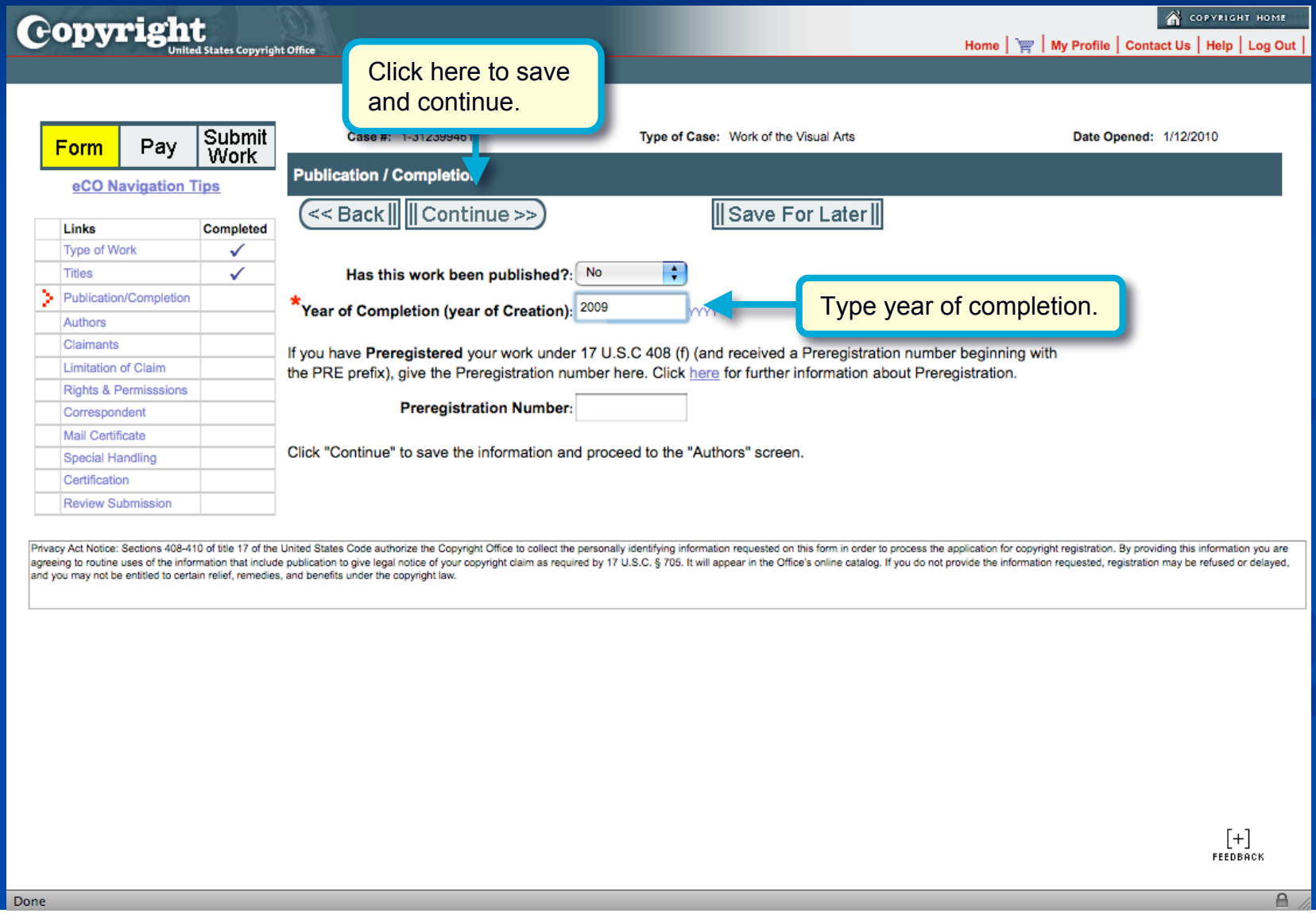
Entering Multiple Titles



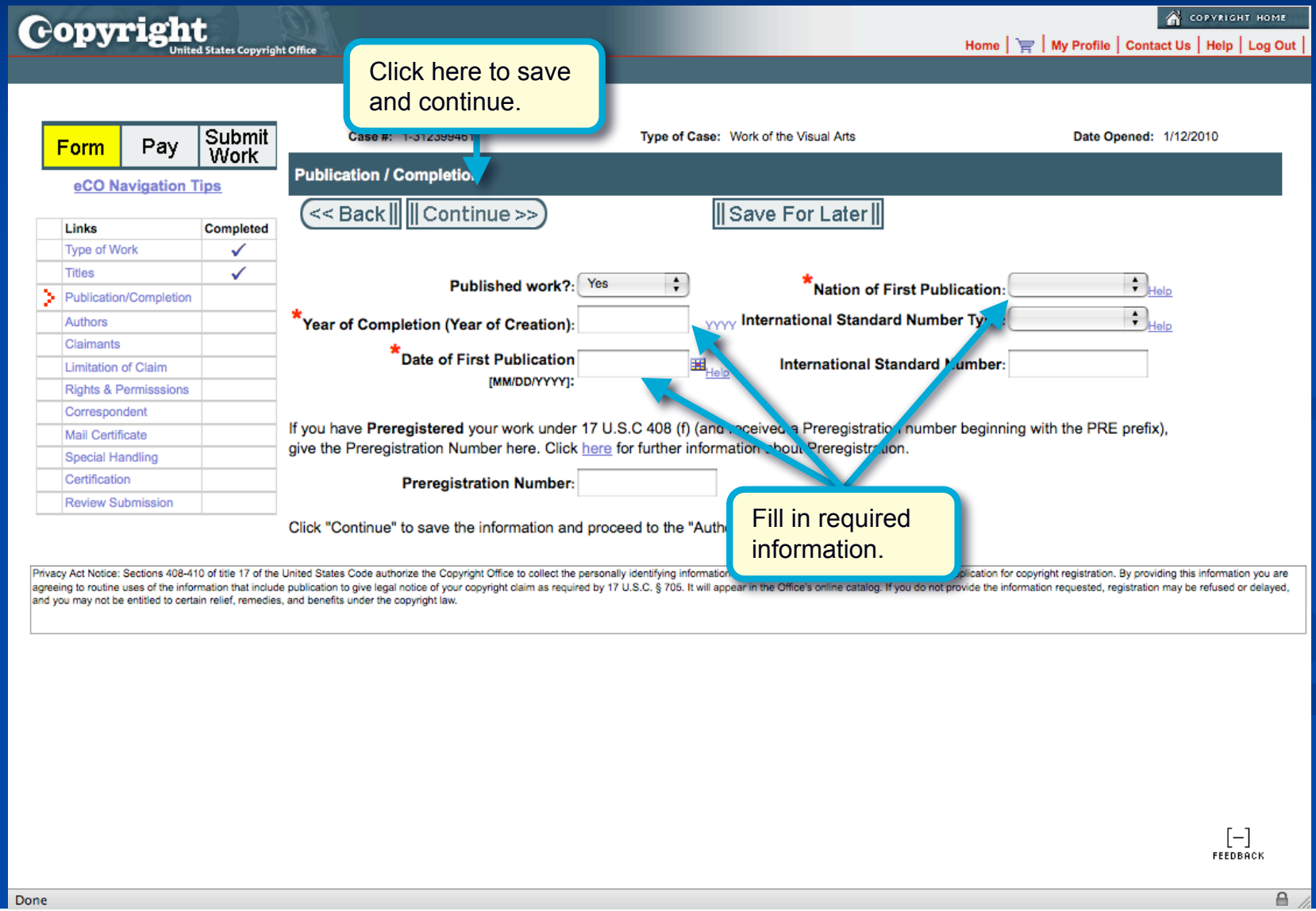
Selecting Publication Status



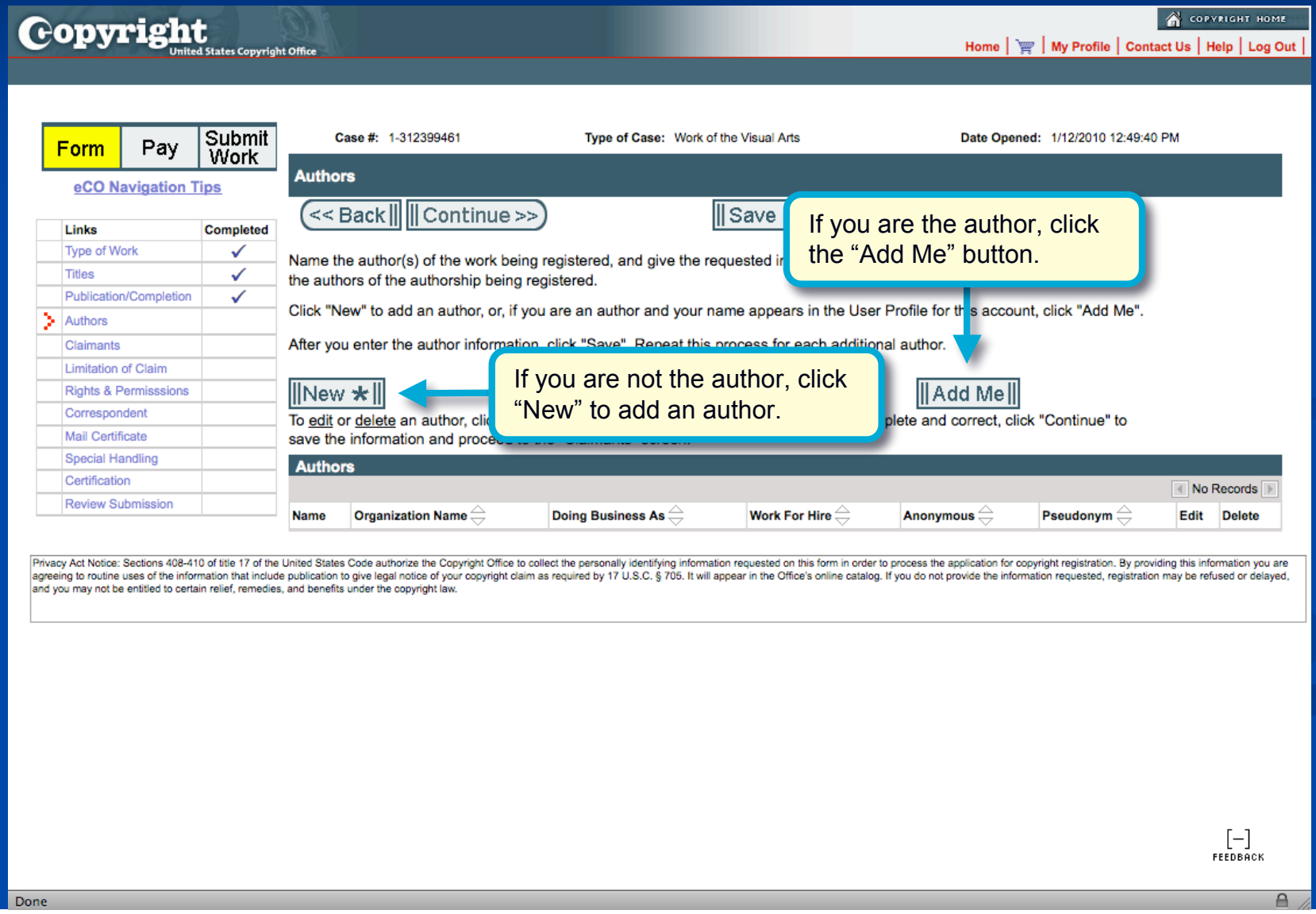
For Unpublished Works



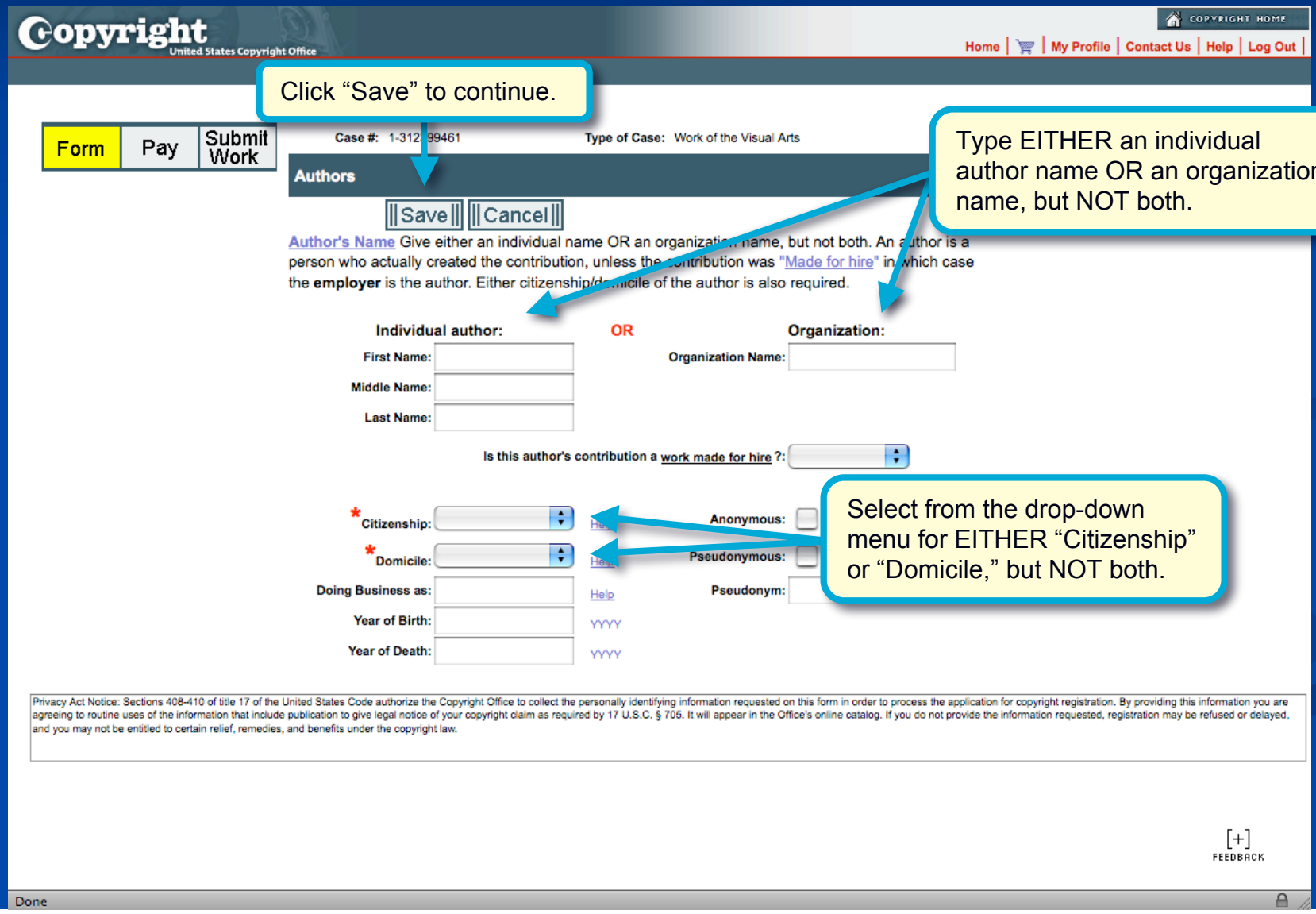
For Published Works



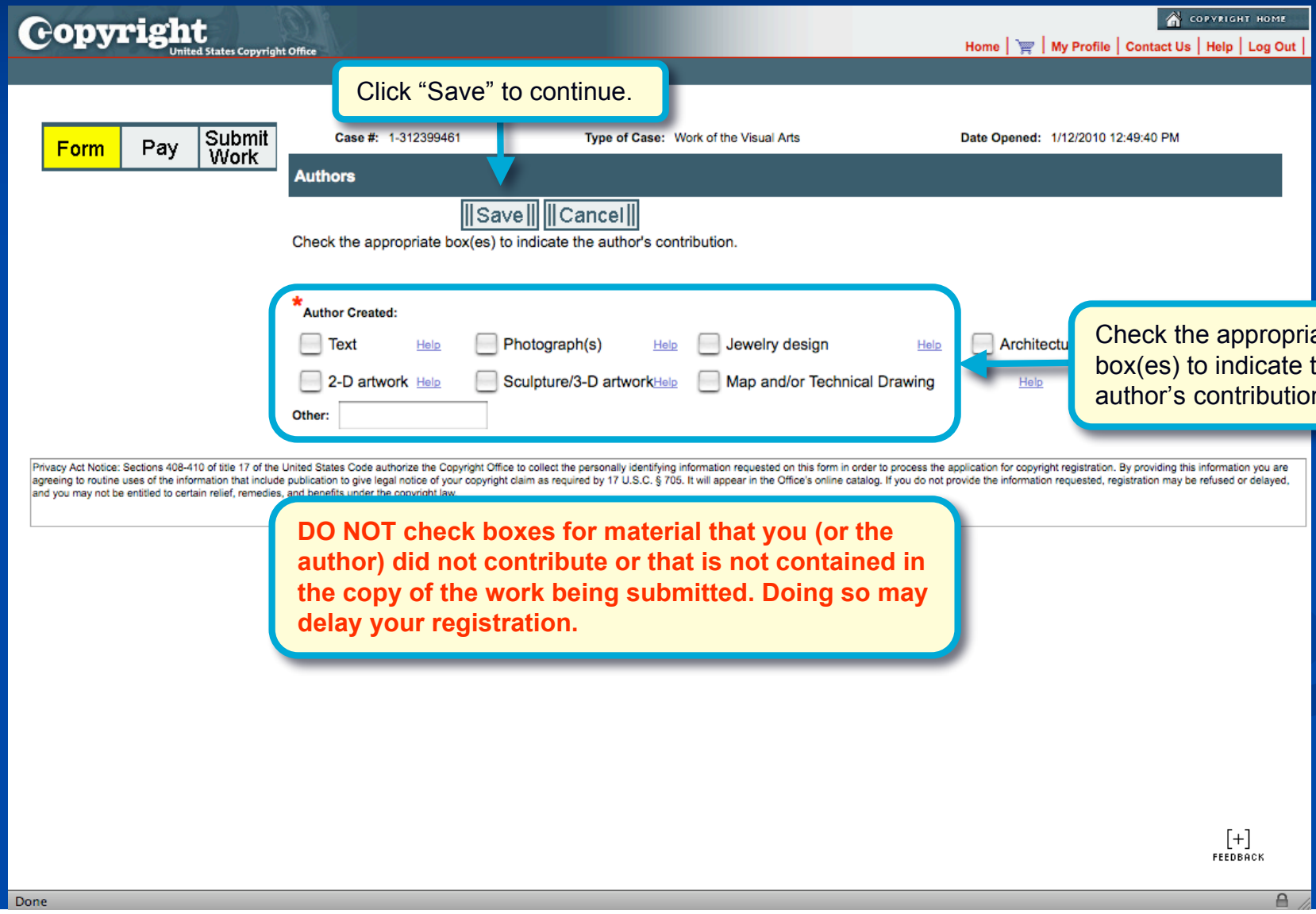
Adding an Author for the Work



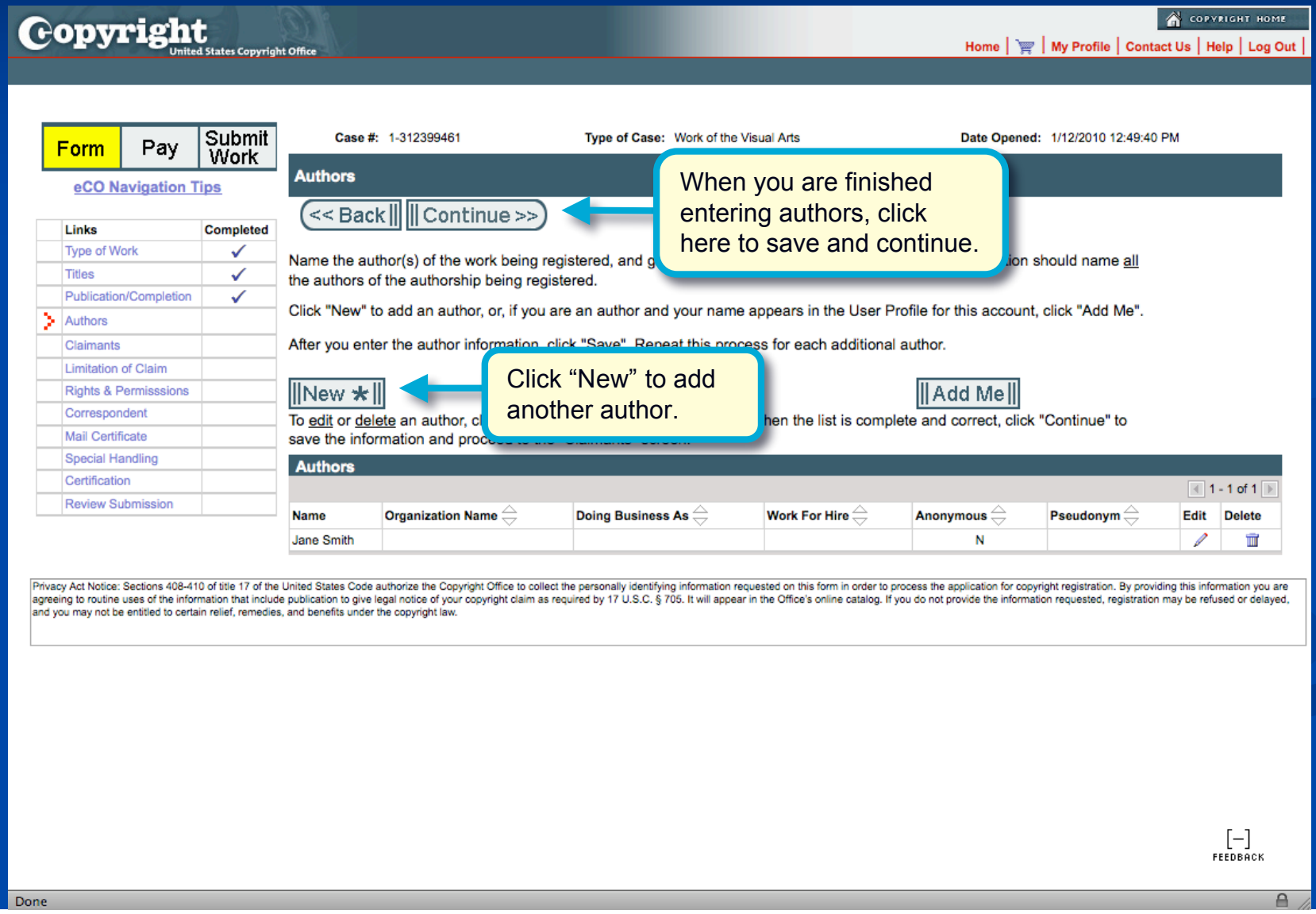
Naming the Author of the Work



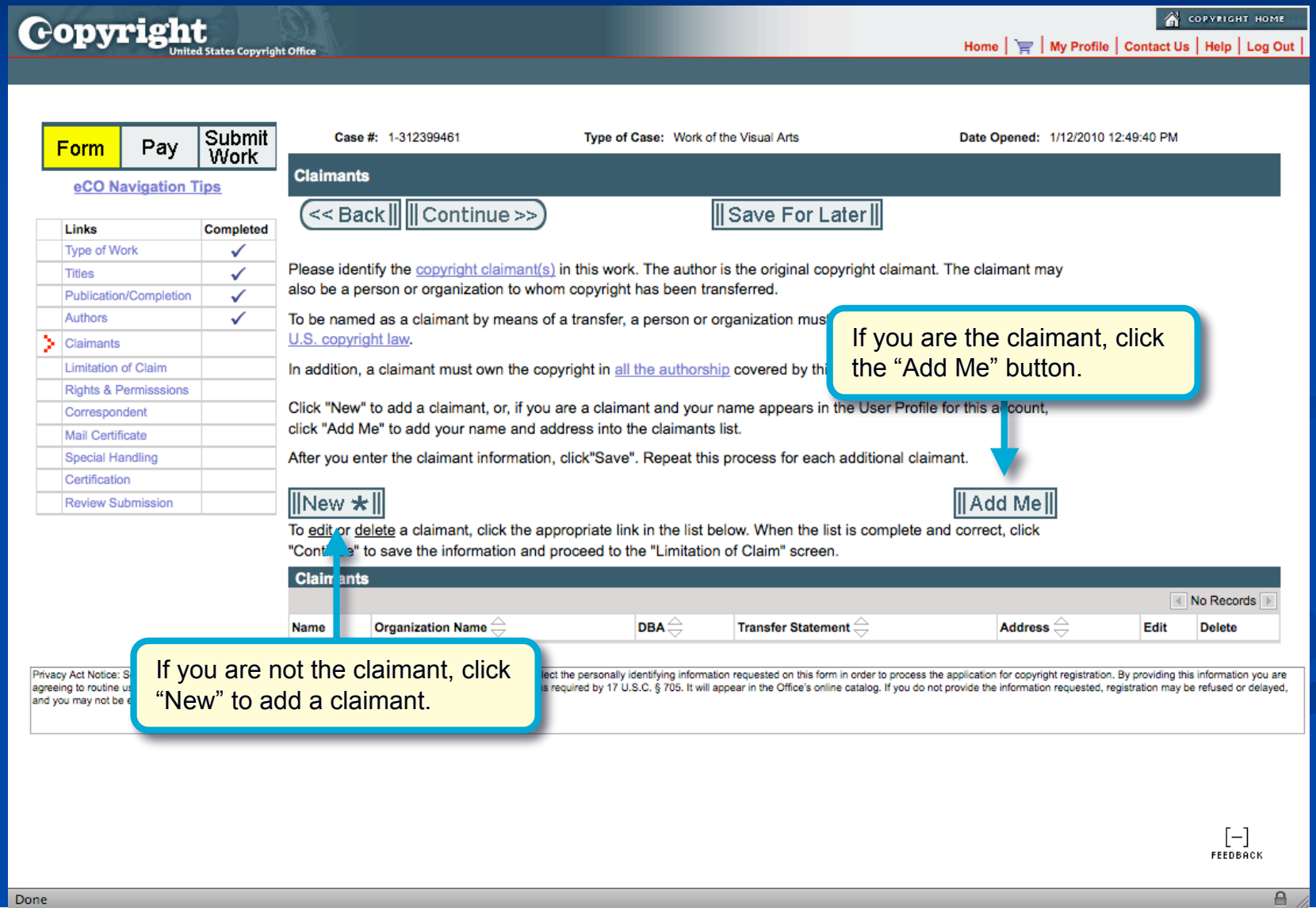
Describing the Author's Contribution



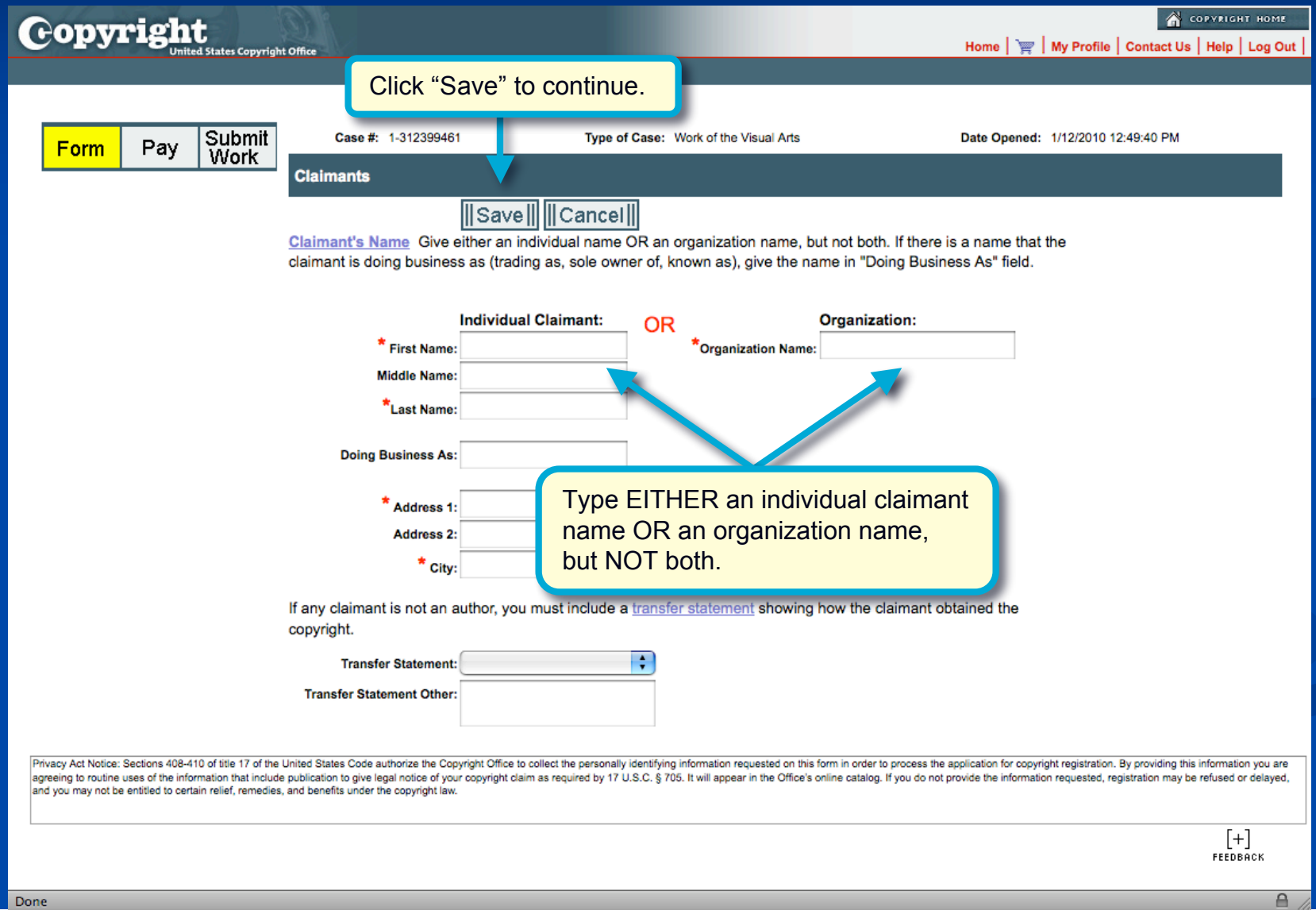
Adding Multiple Authors



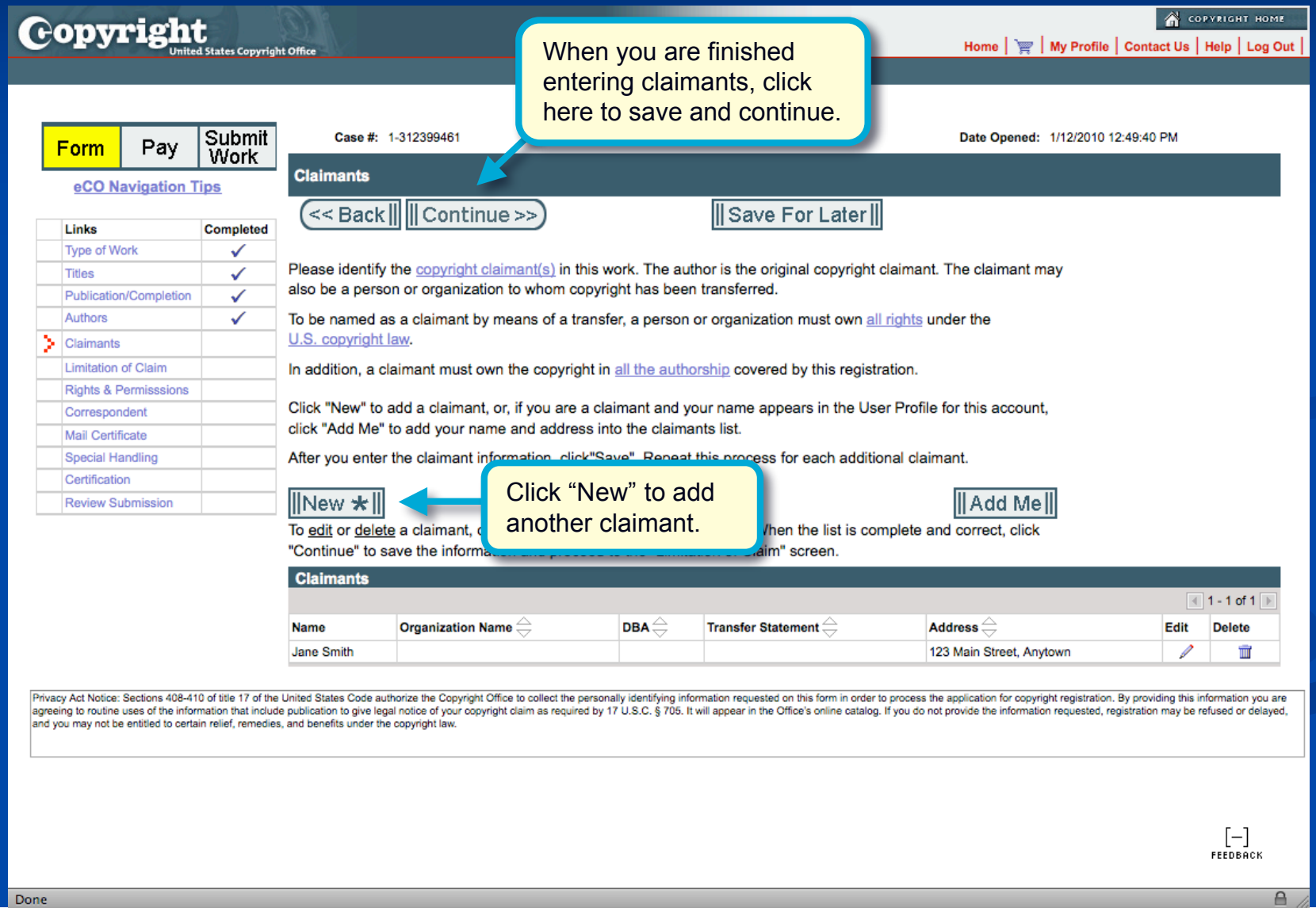
Adding a Claimant



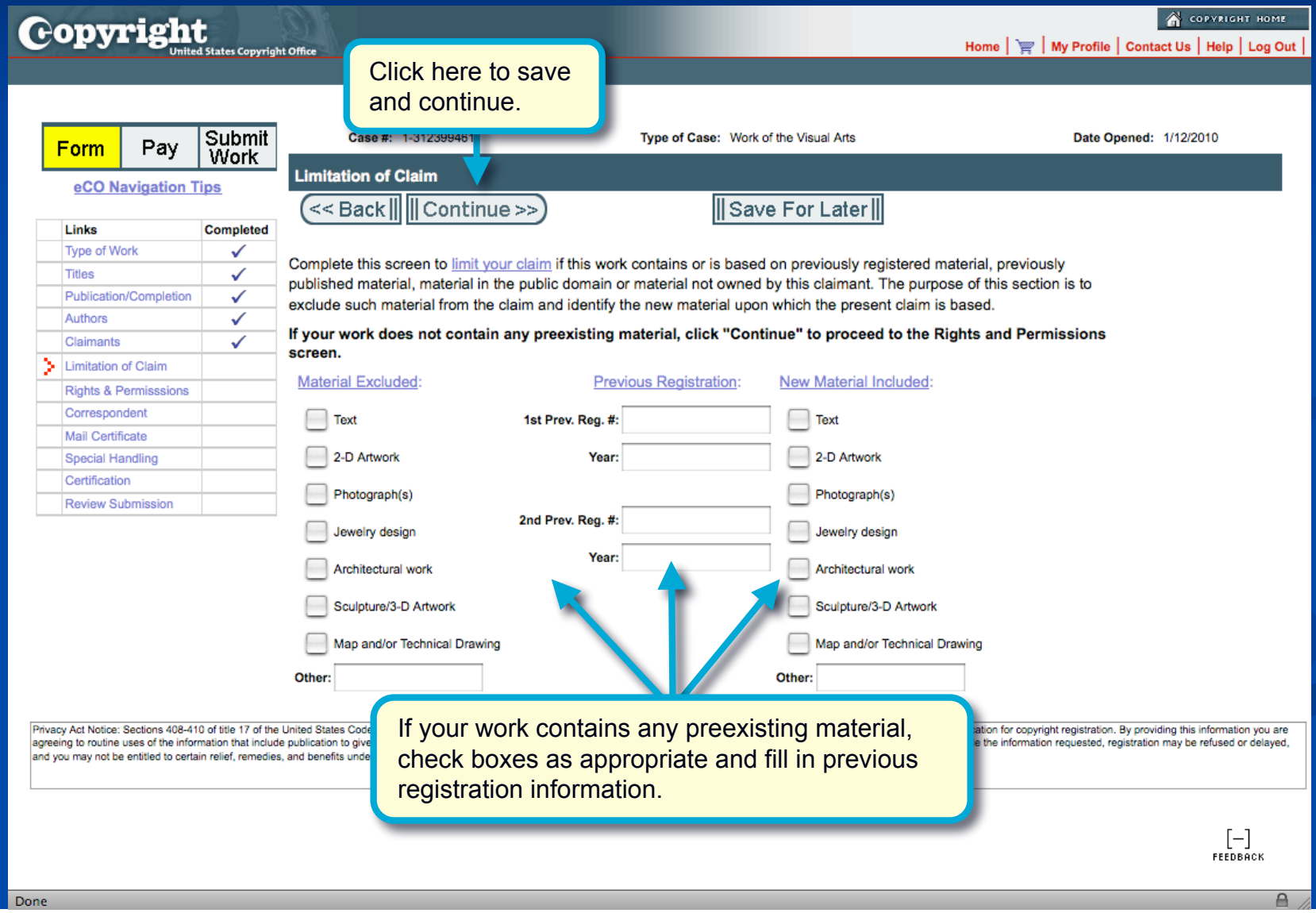
Naming a Claimant



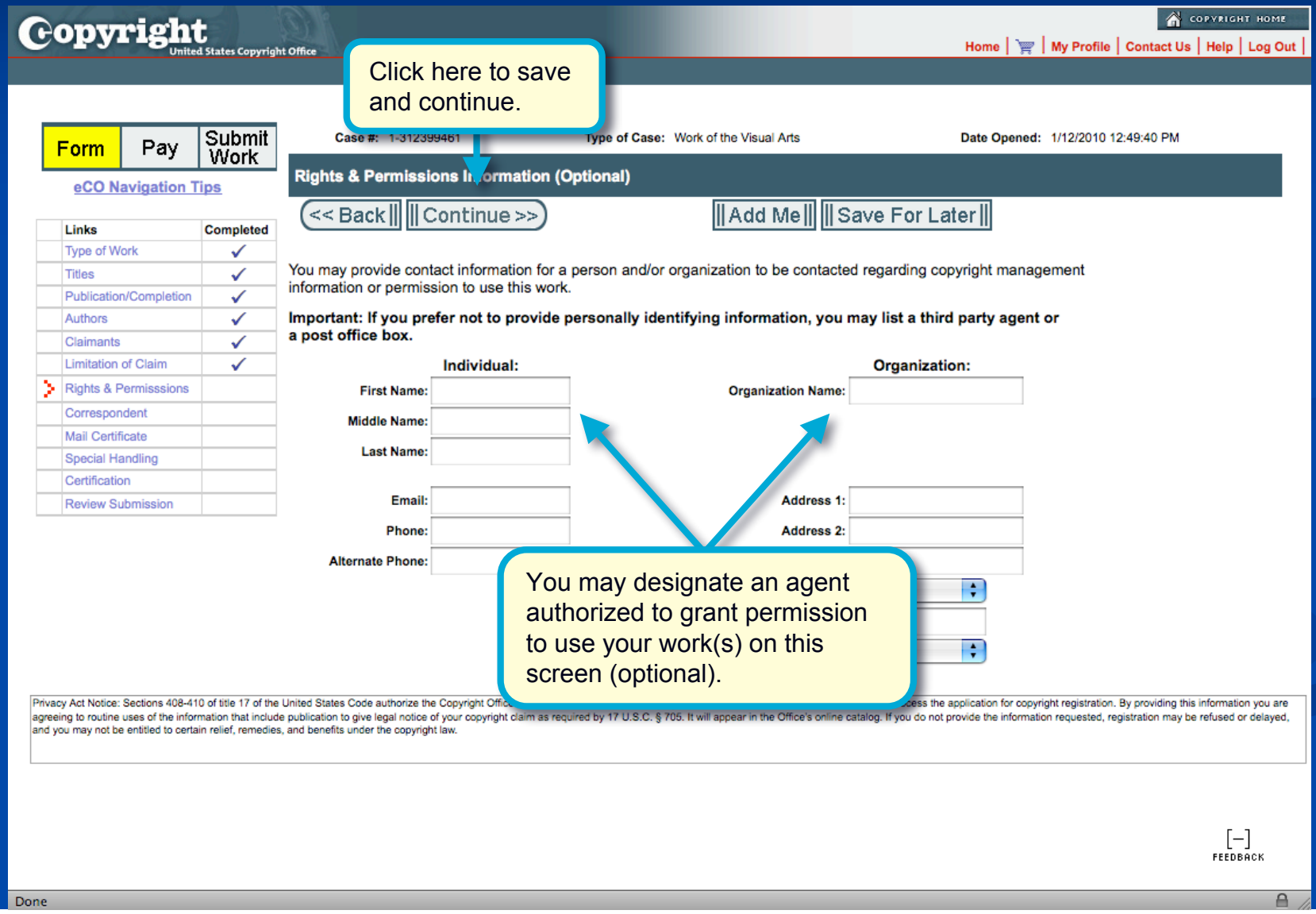
Adding Multiple Claimants



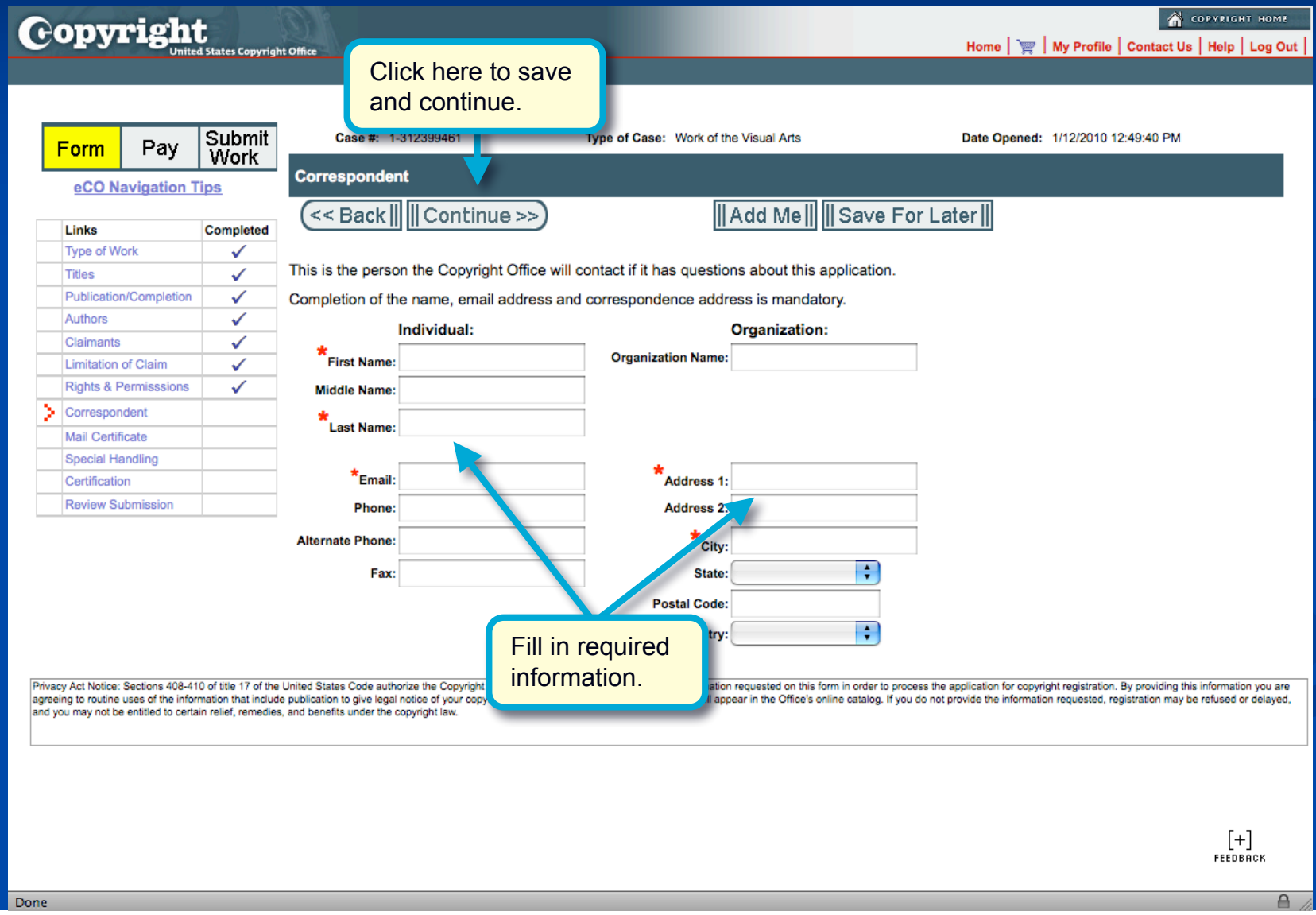
Identifying Preexisting Material



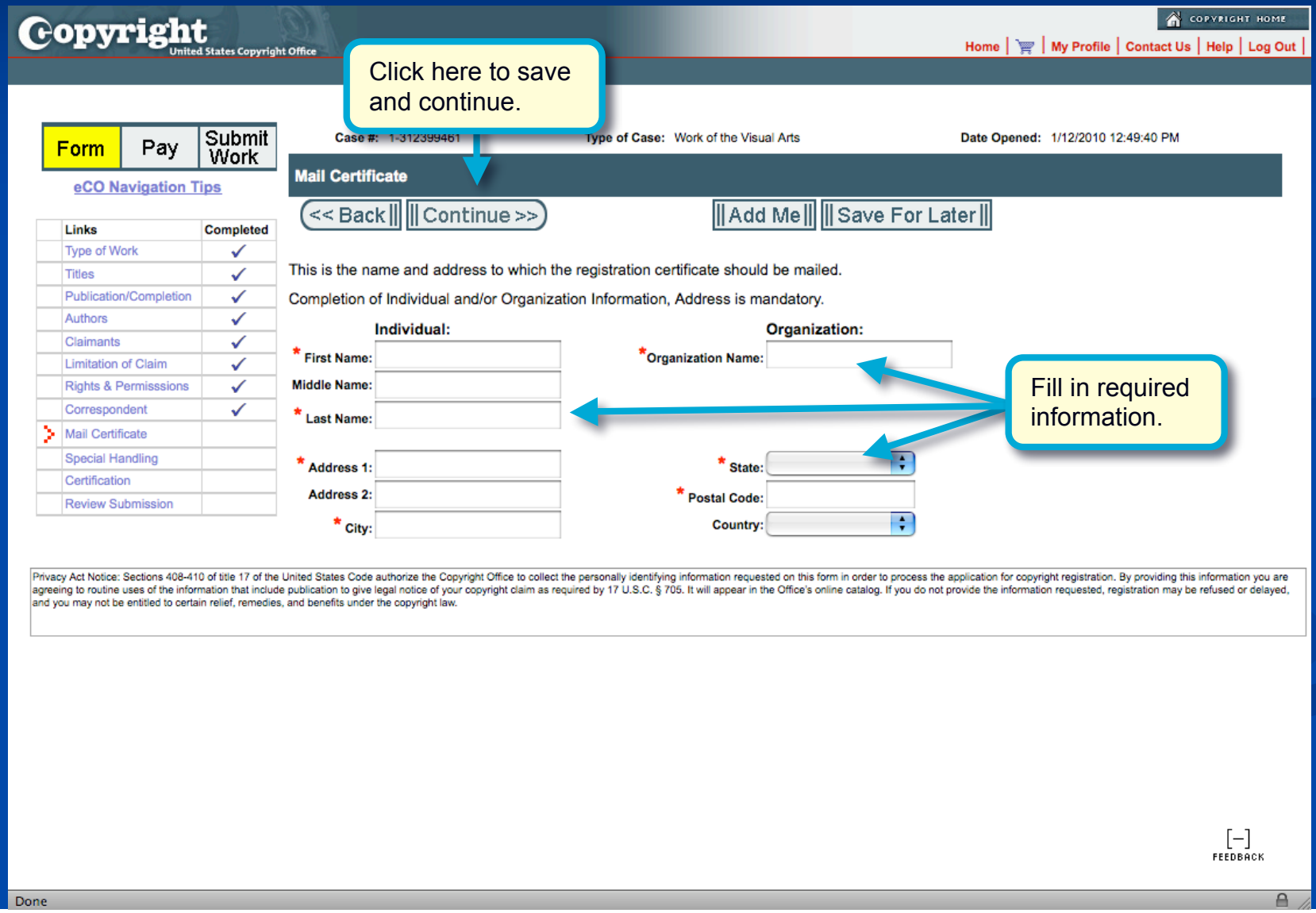
Rights and Permissions Contact



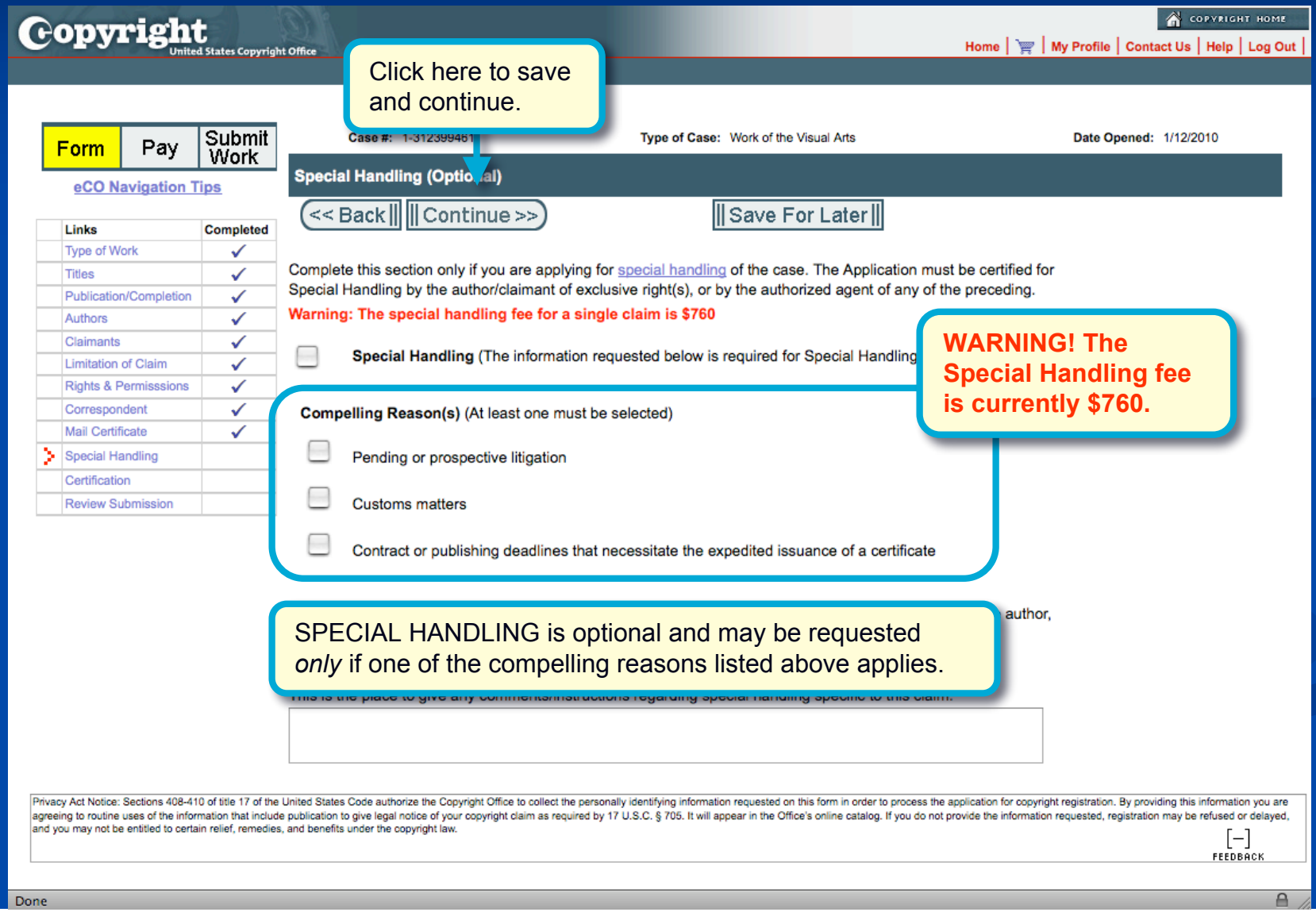
Correspondent Contact



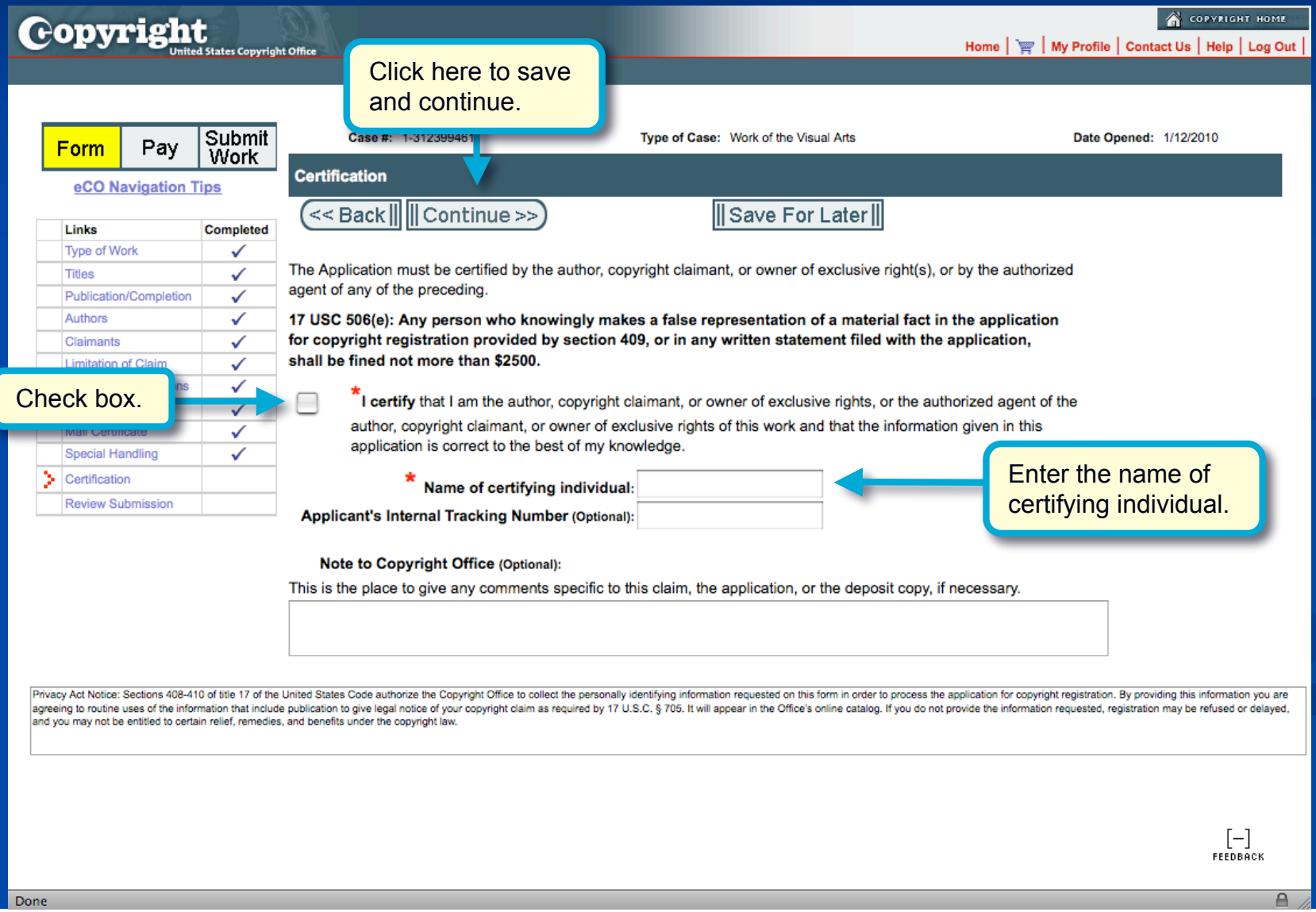
Certificate Mailing Address



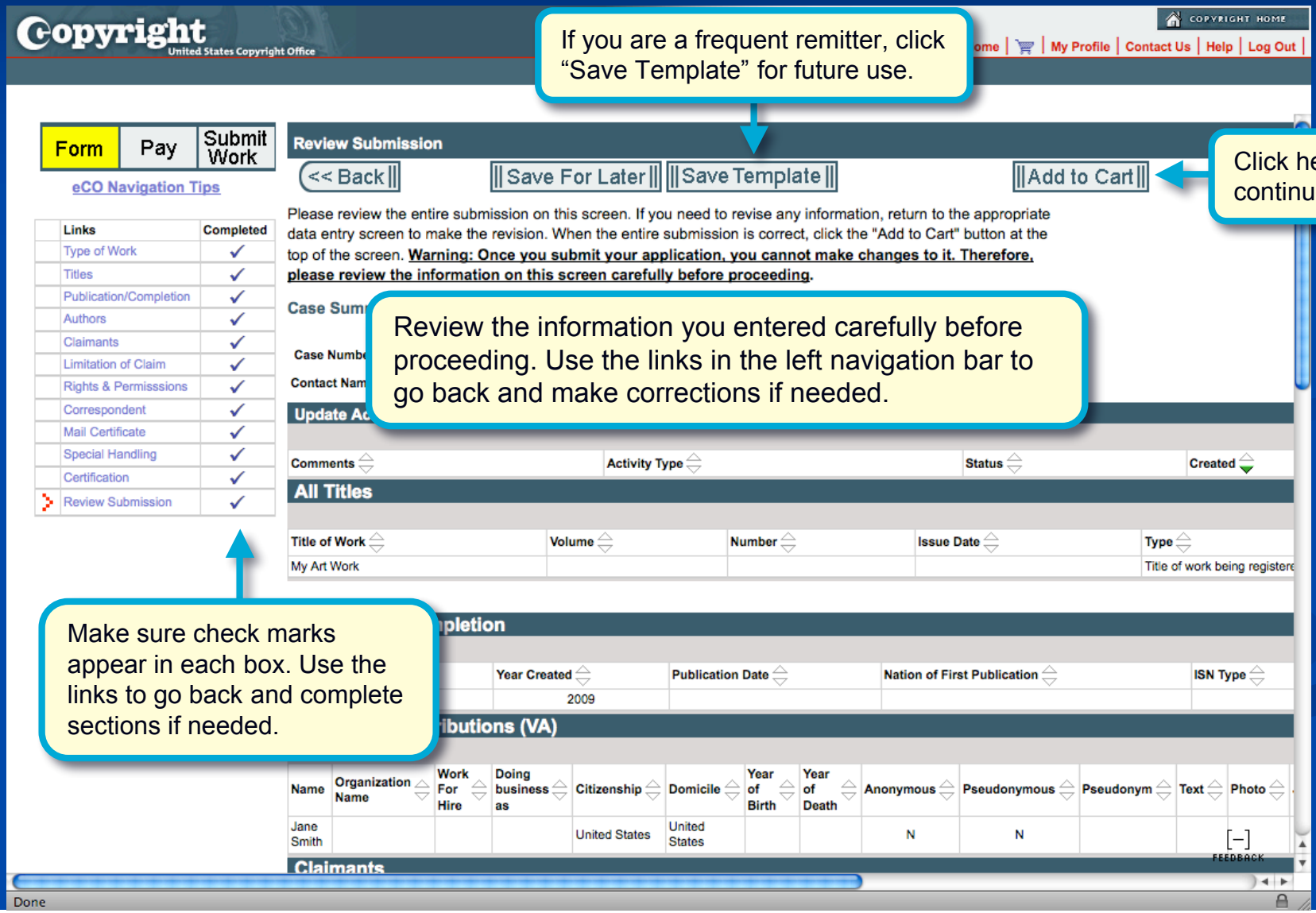
Special Handling



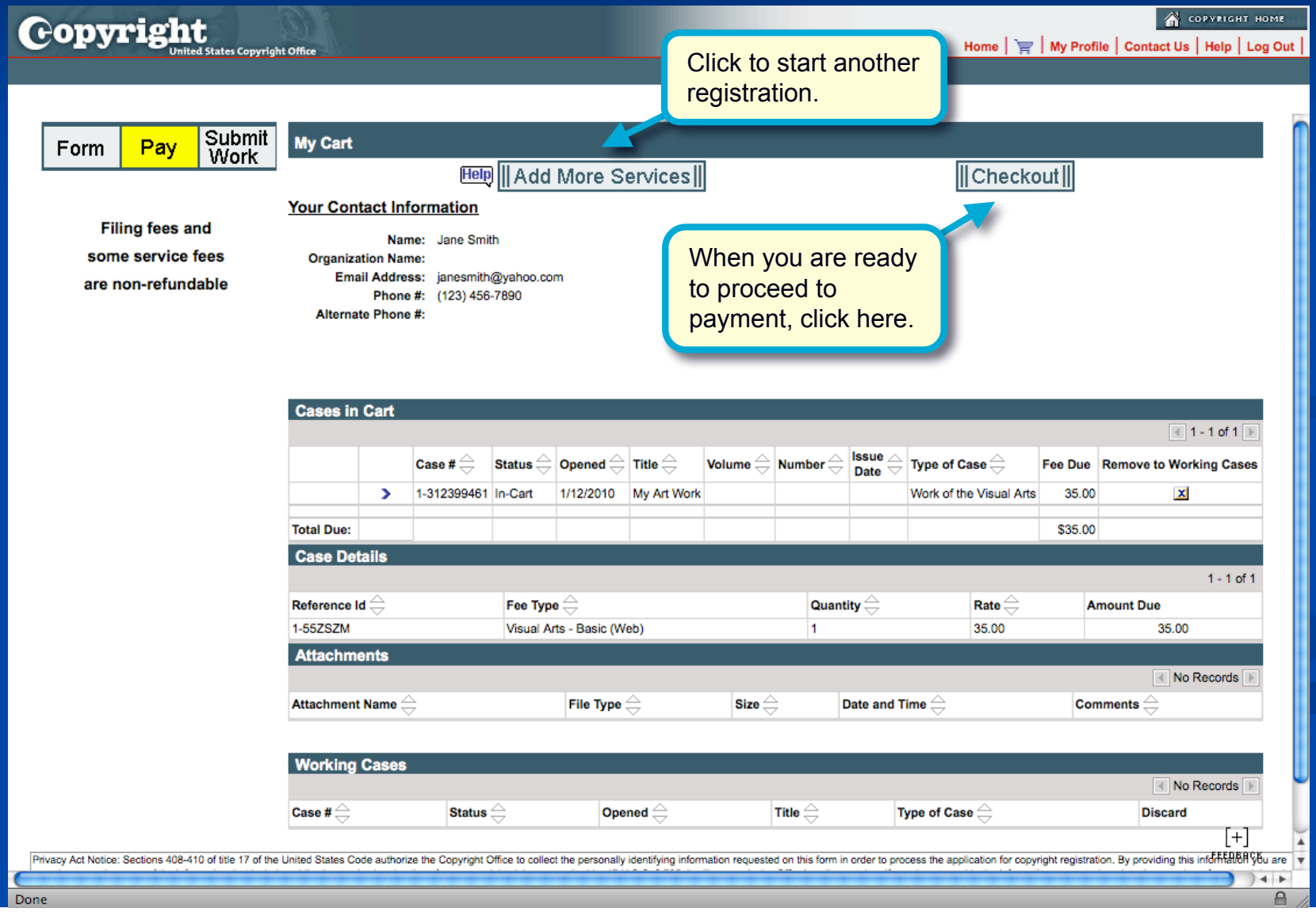
Certifying the Application



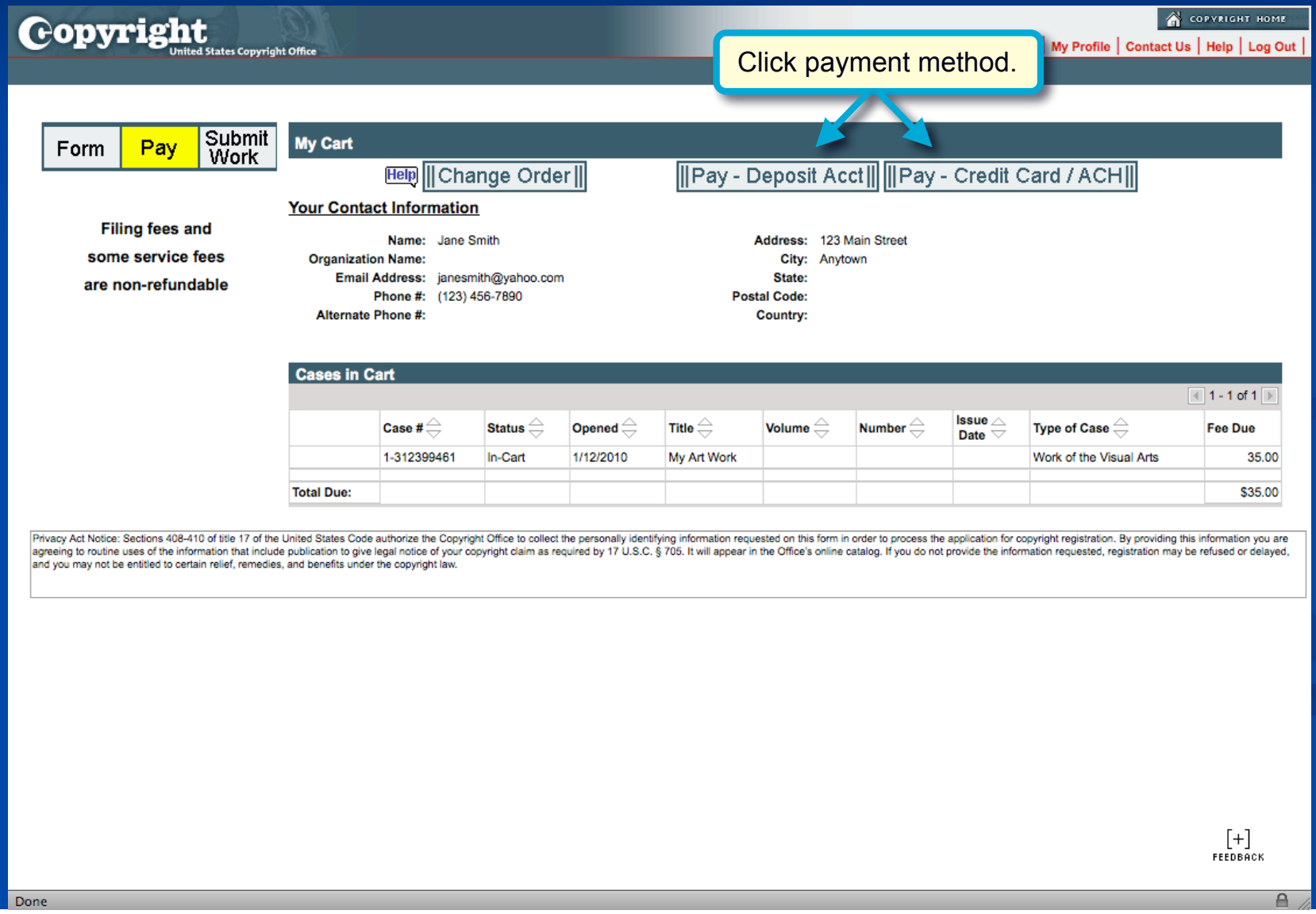
Reviewing the Submission



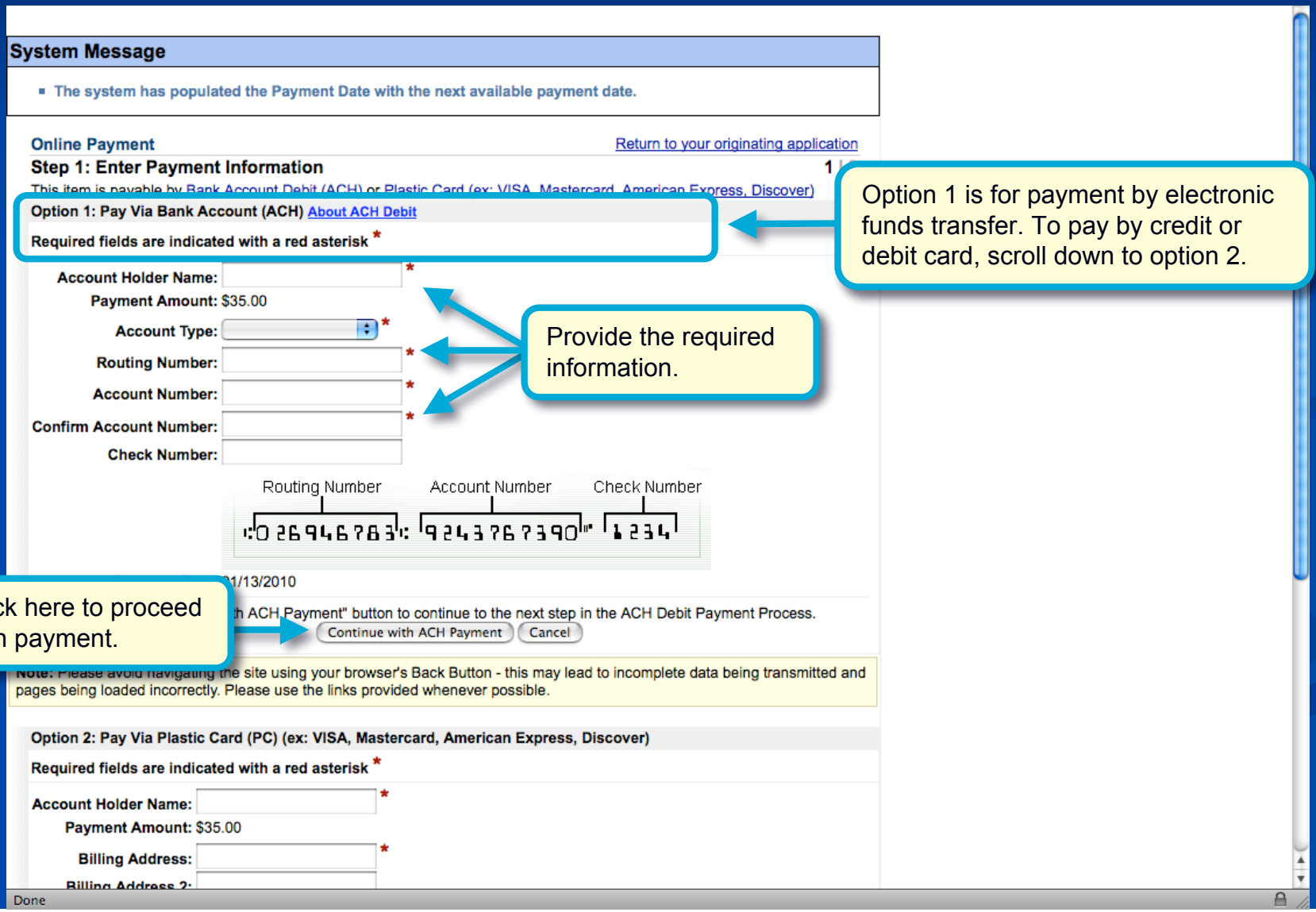
Additional Service or Checkout



Payment Method



Pay.gov: Electronic Funds Transfer

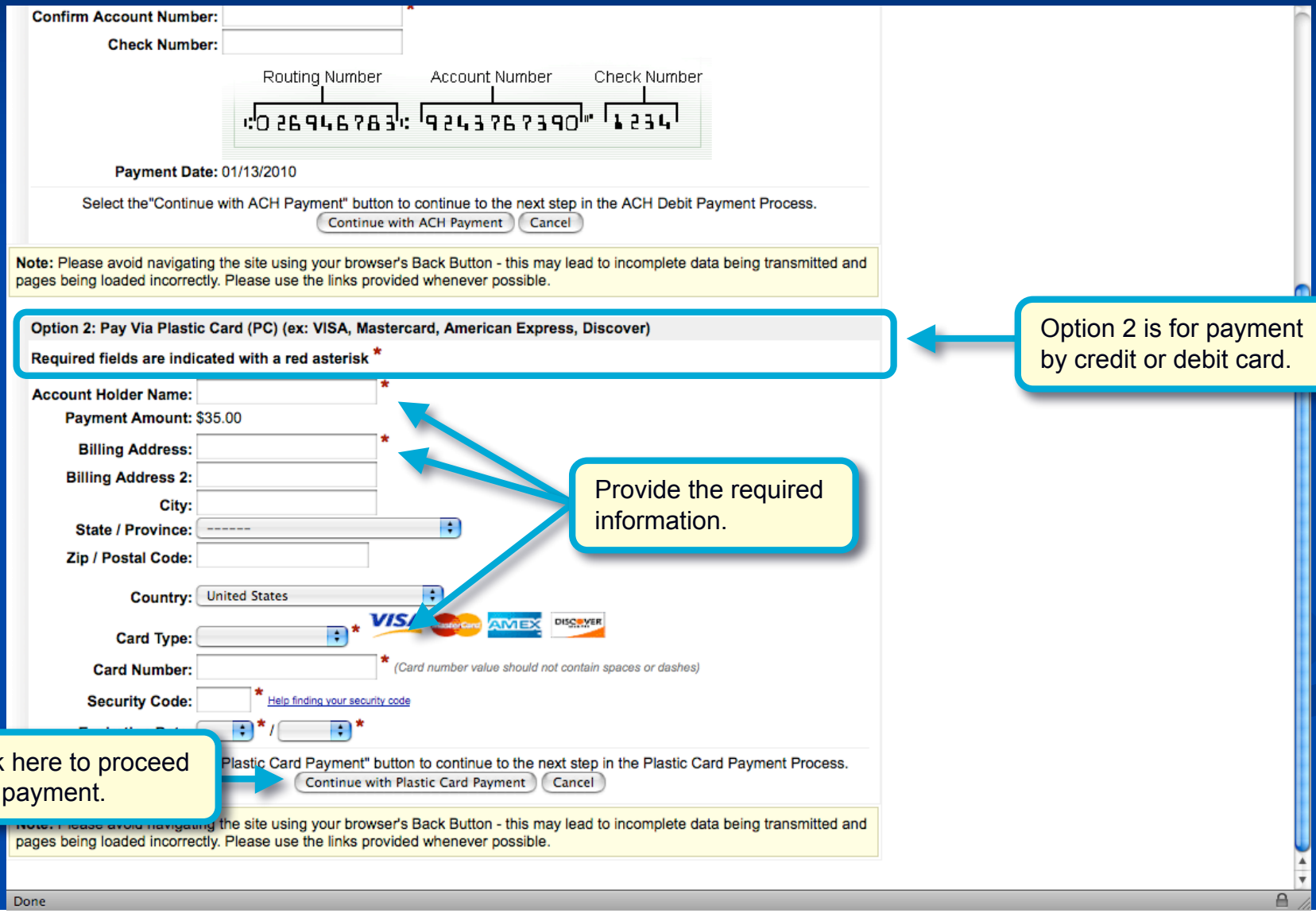


Option 1 is for payment by electronic funds transfer. To pay by credit or debit card, scroll down to option 2.

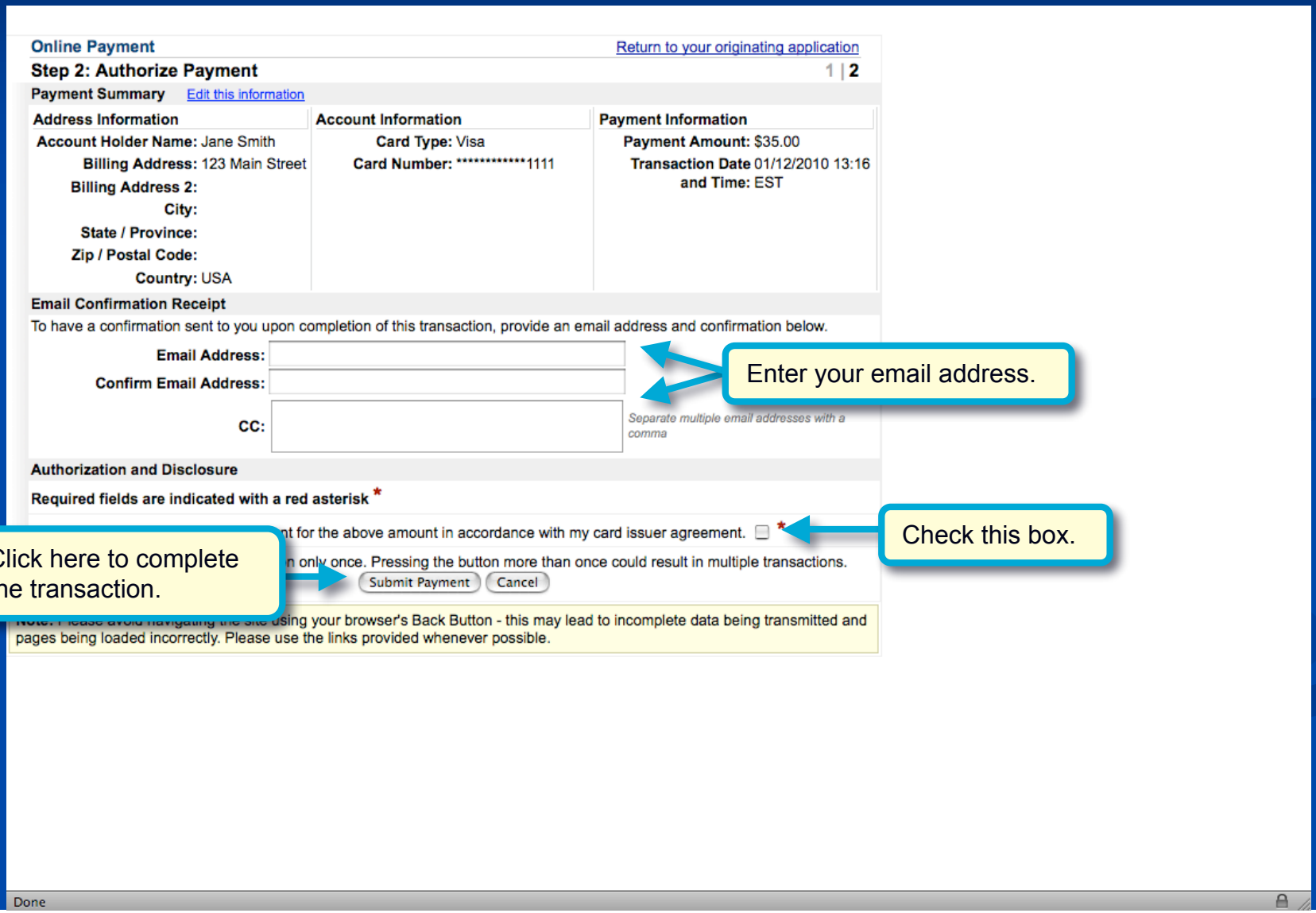
Provide the required information.

Click here to proceed with payment.

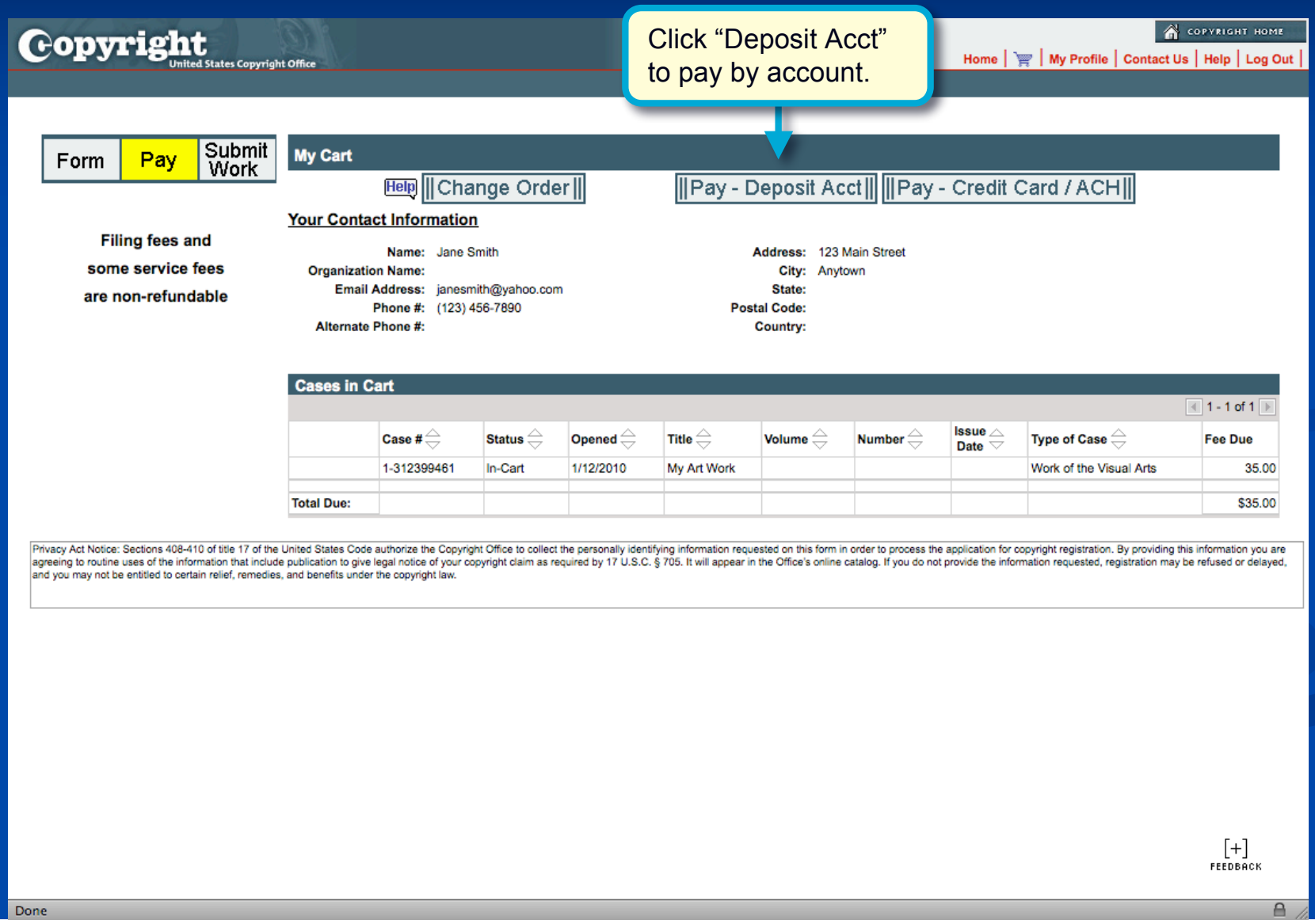
Pay.gov: Credit or Debit Card



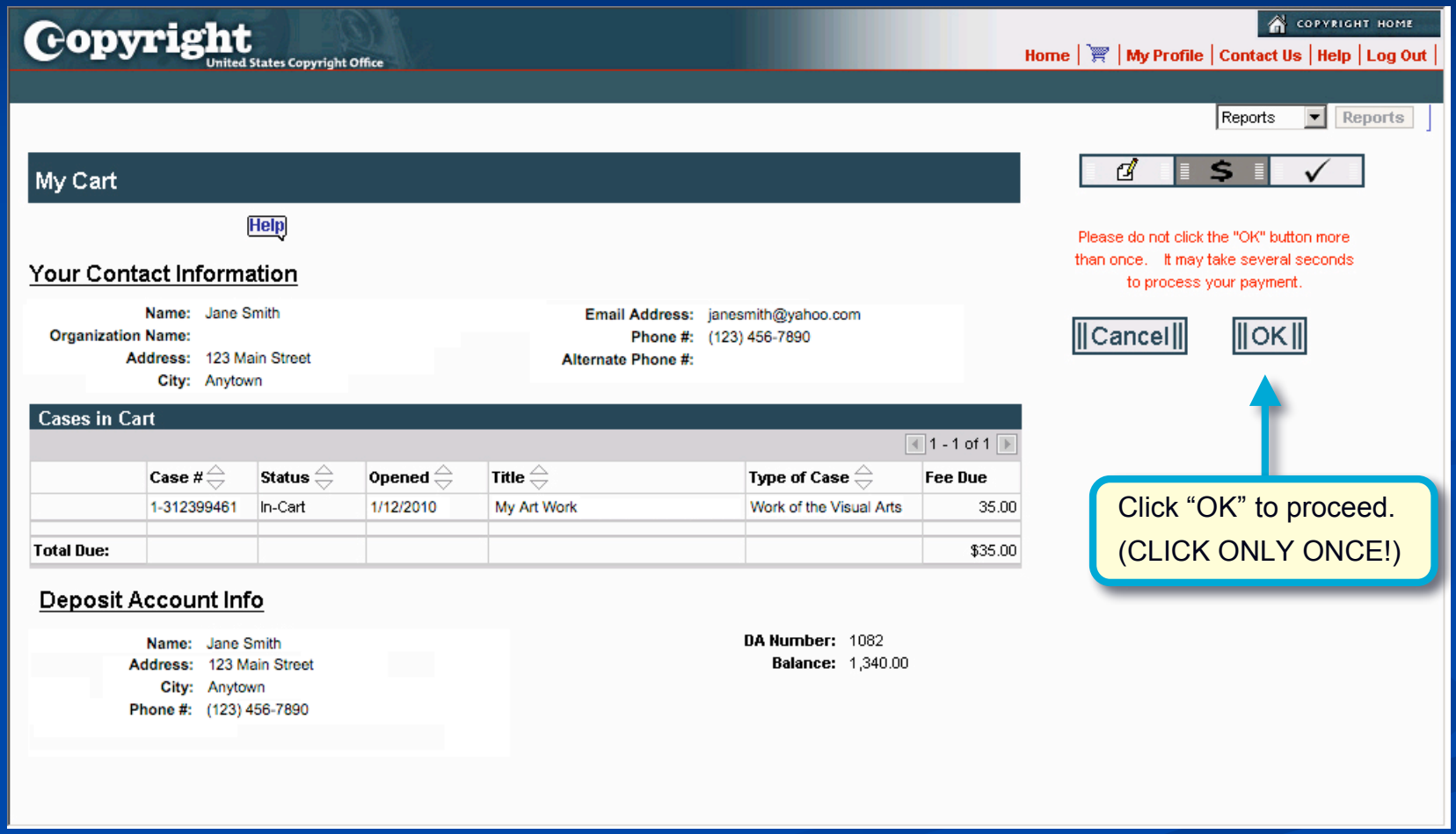
Pay.gov: Authorizing the Payment



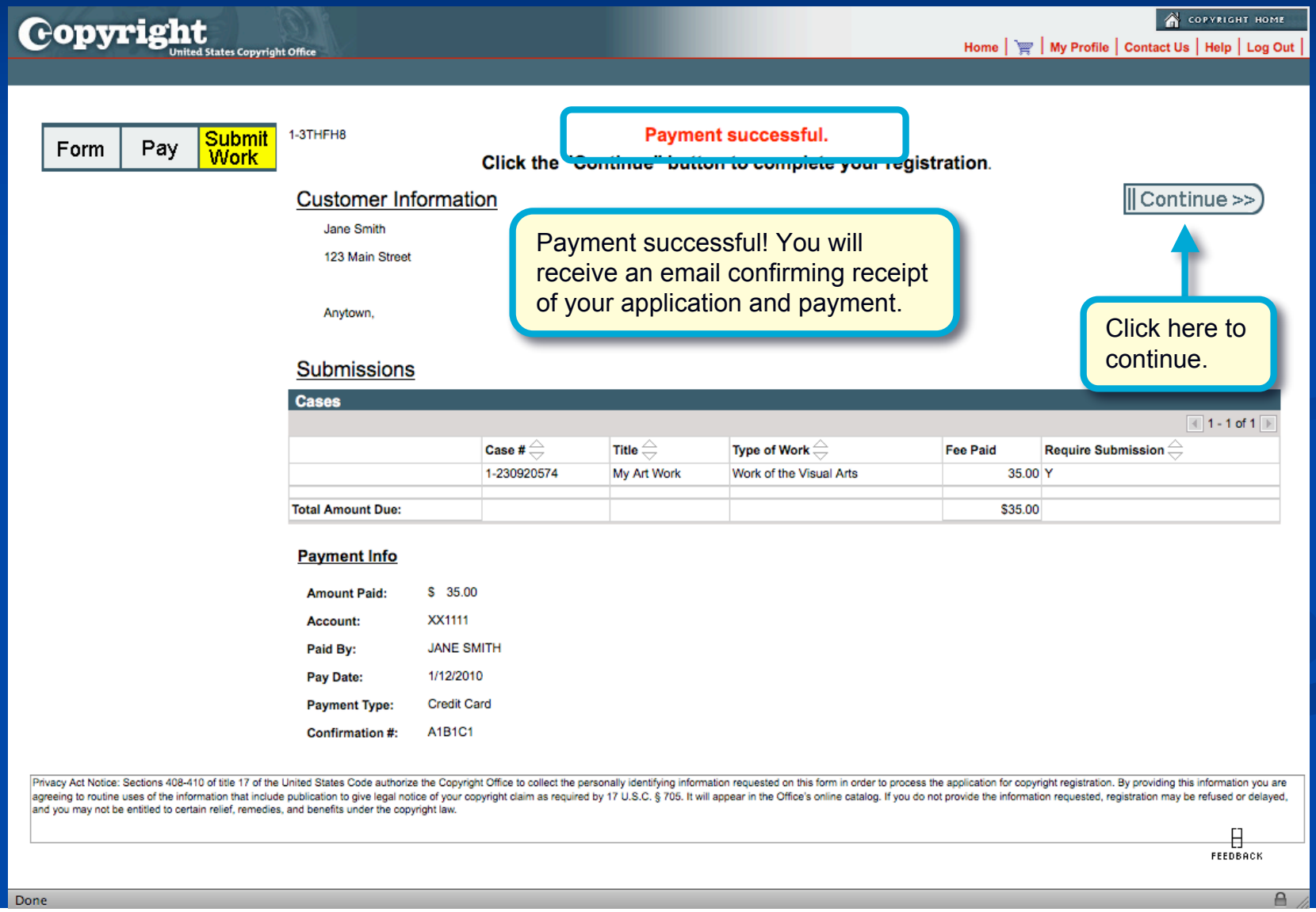
Paying with a Deposit Account



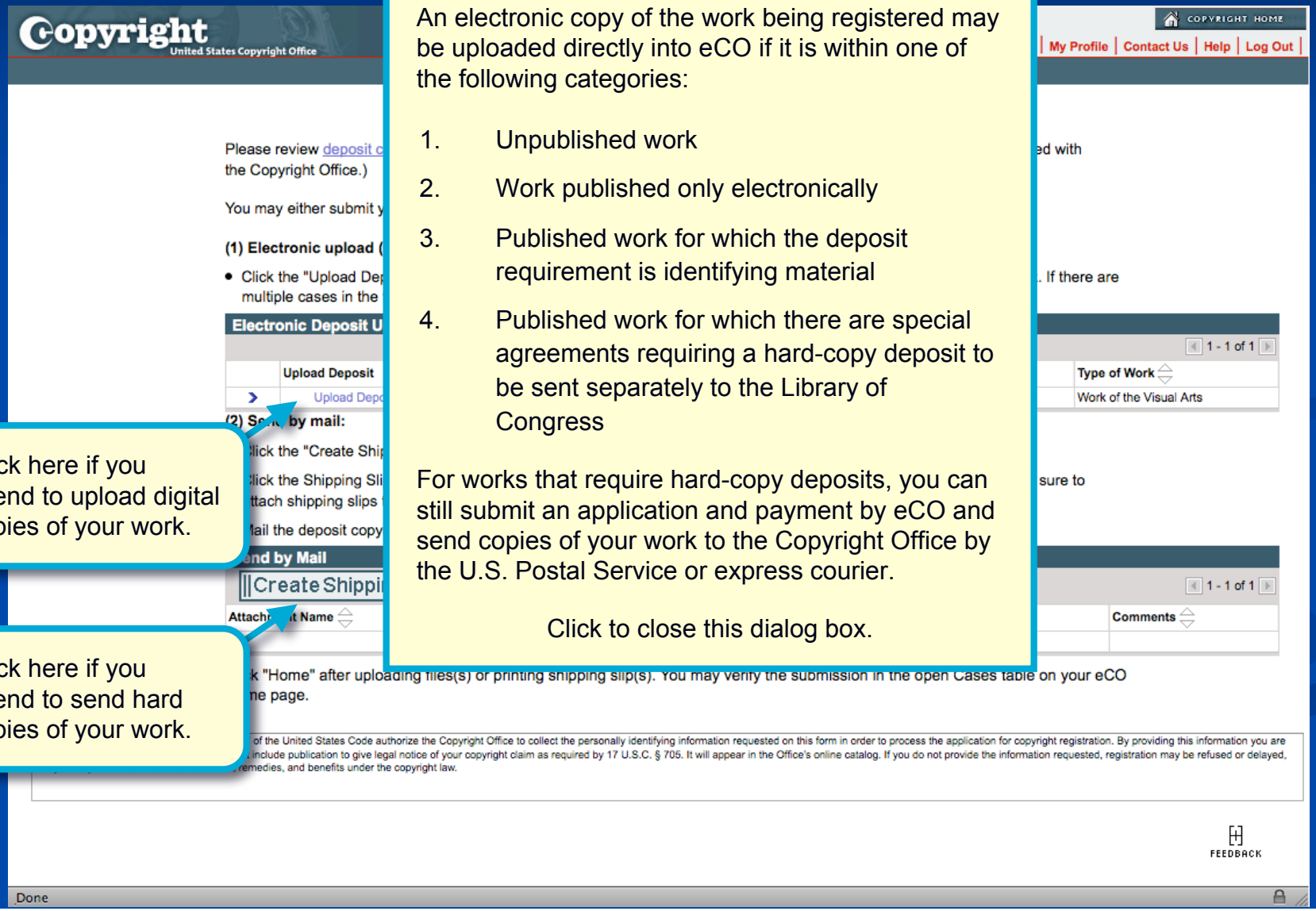
Paying with a Deposit Account



After Paying



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

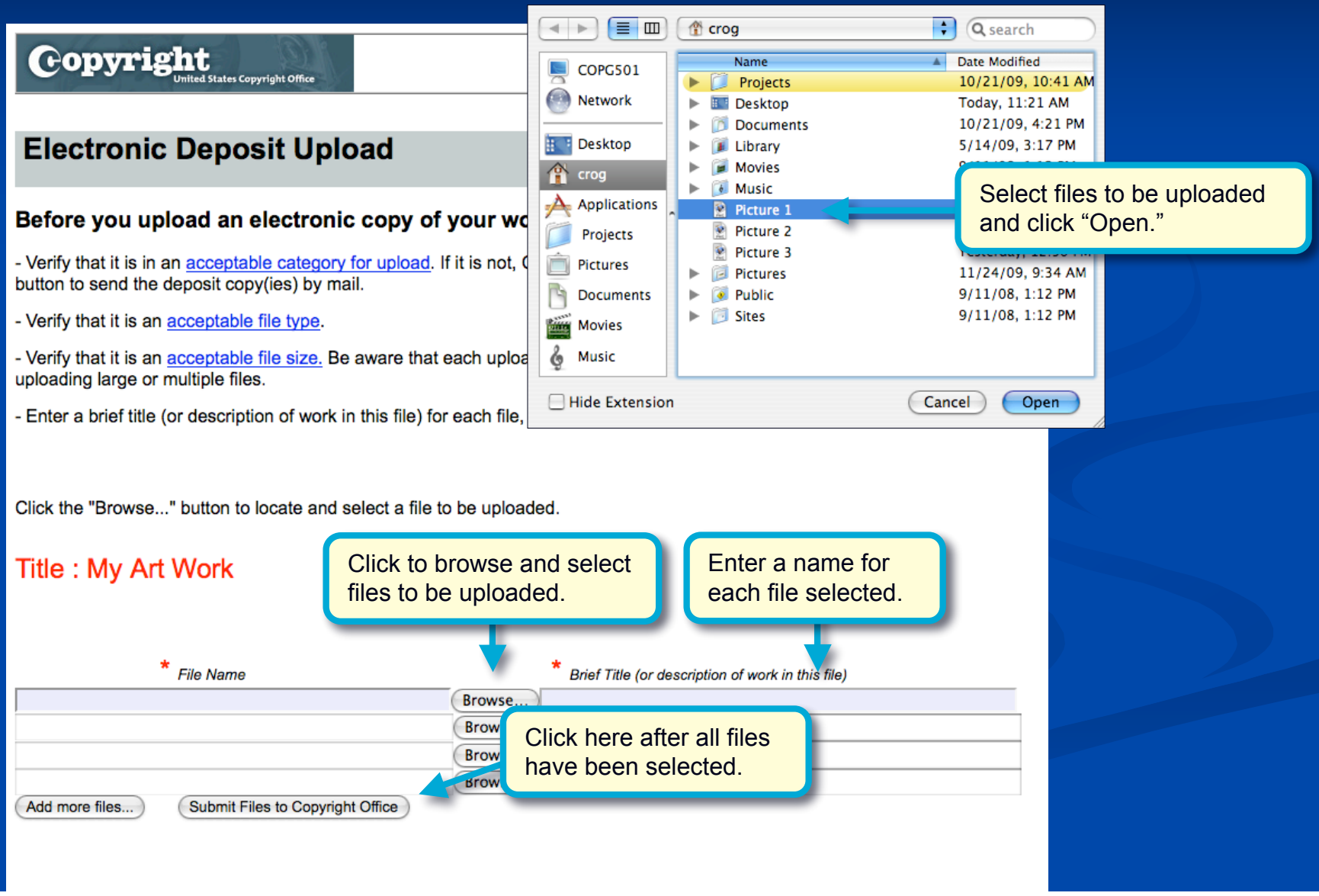
For works that require hard-copy deposits, you can still submit an application and payment by eCO and send copies of your work to the Copyright Office by the U.S. Postal Service or express courier.

Click to close this dialog box.

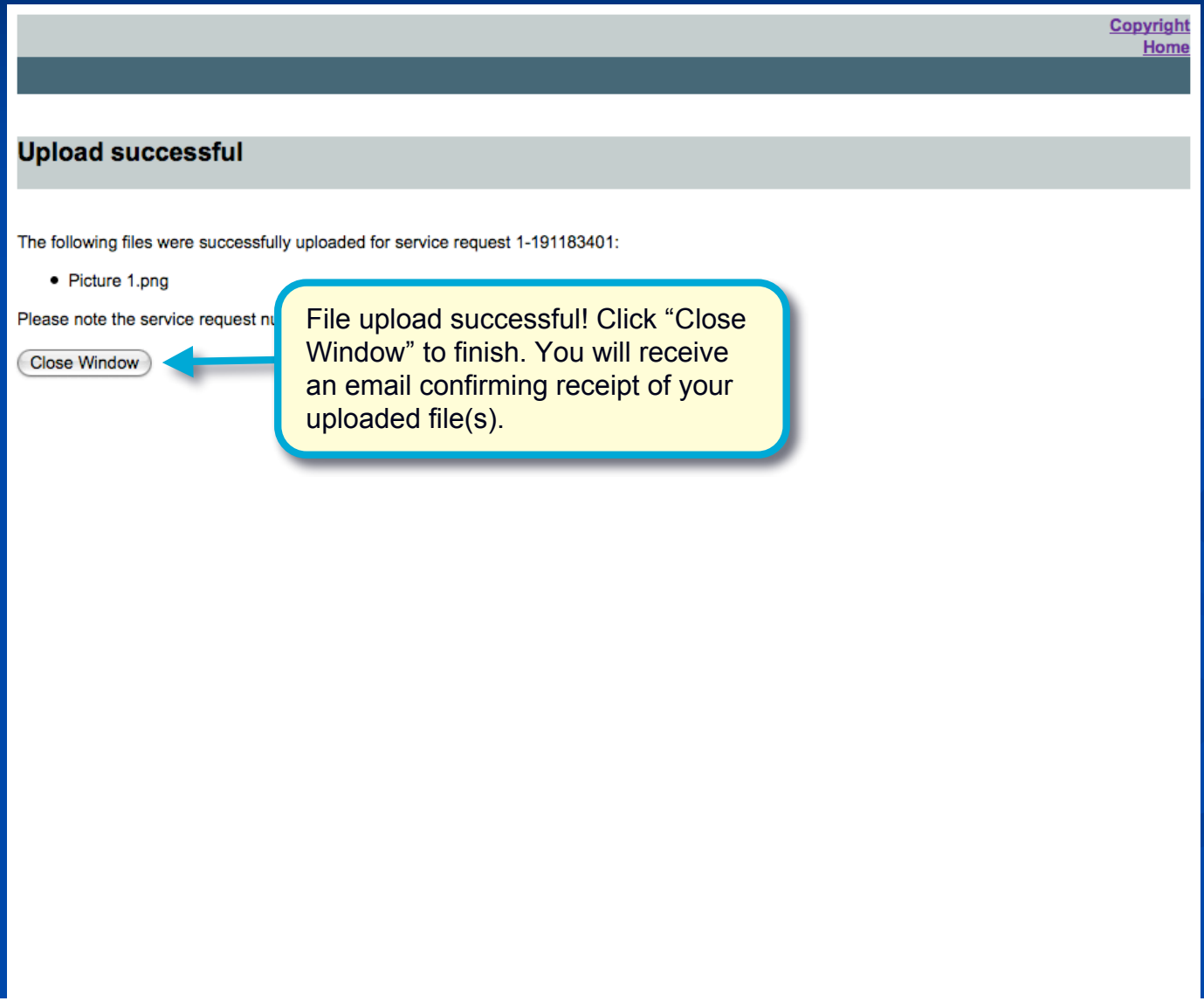
Click here if you intend to upload digital copies of your work.

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

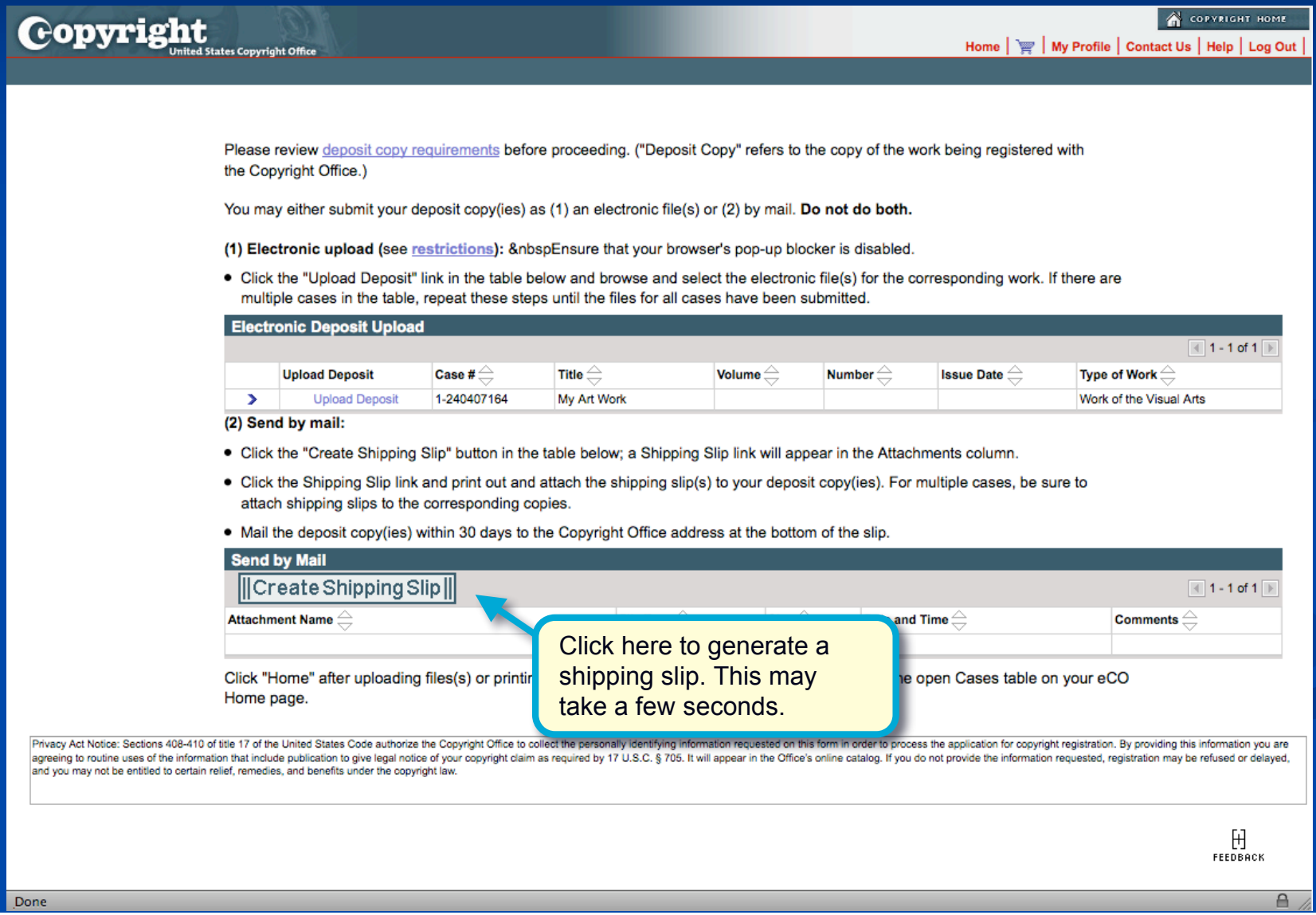
Uploading a Deposit



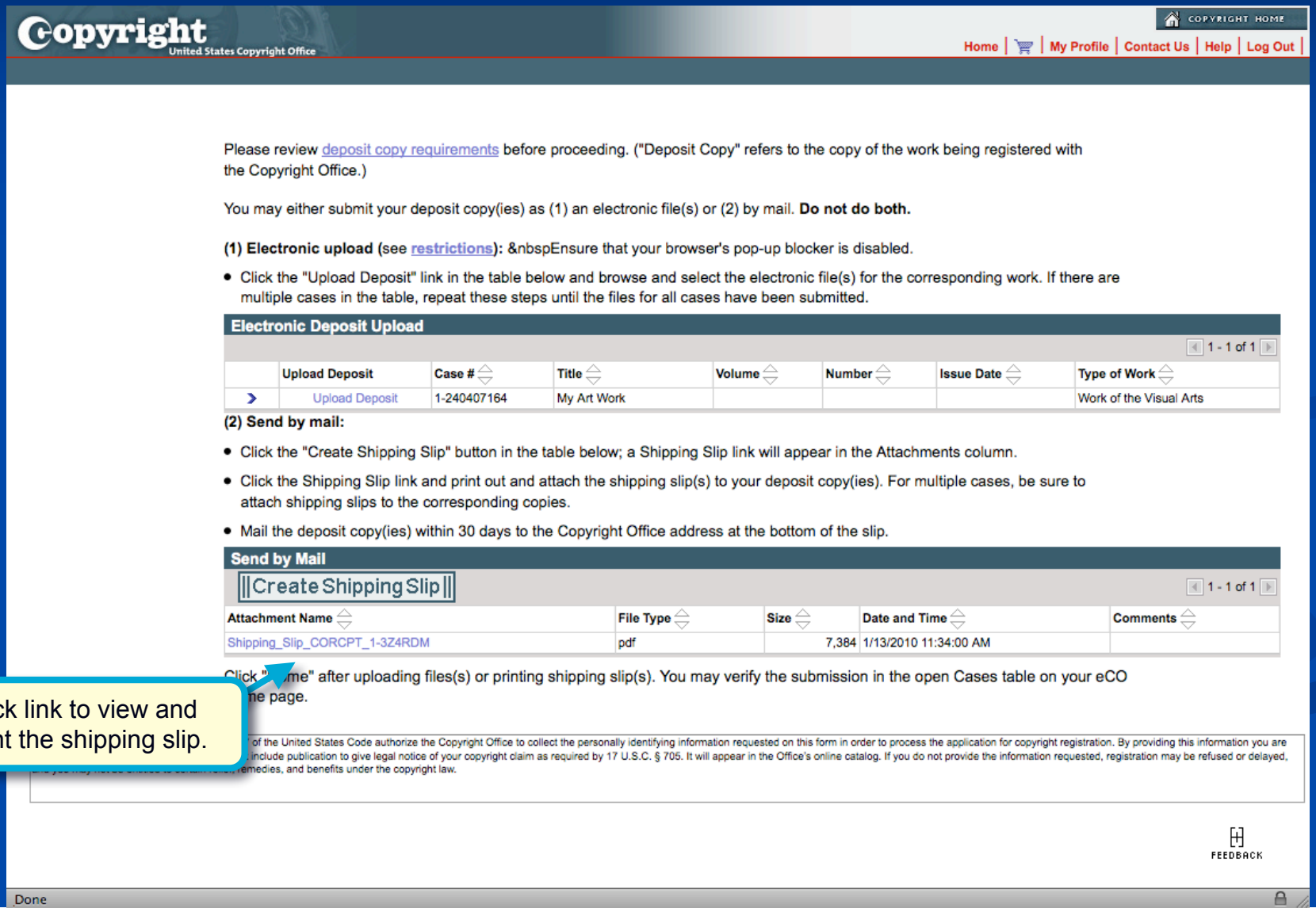
Confirming the Upload



Sending a Deposit by Mail



Sending a Deposit by Mail



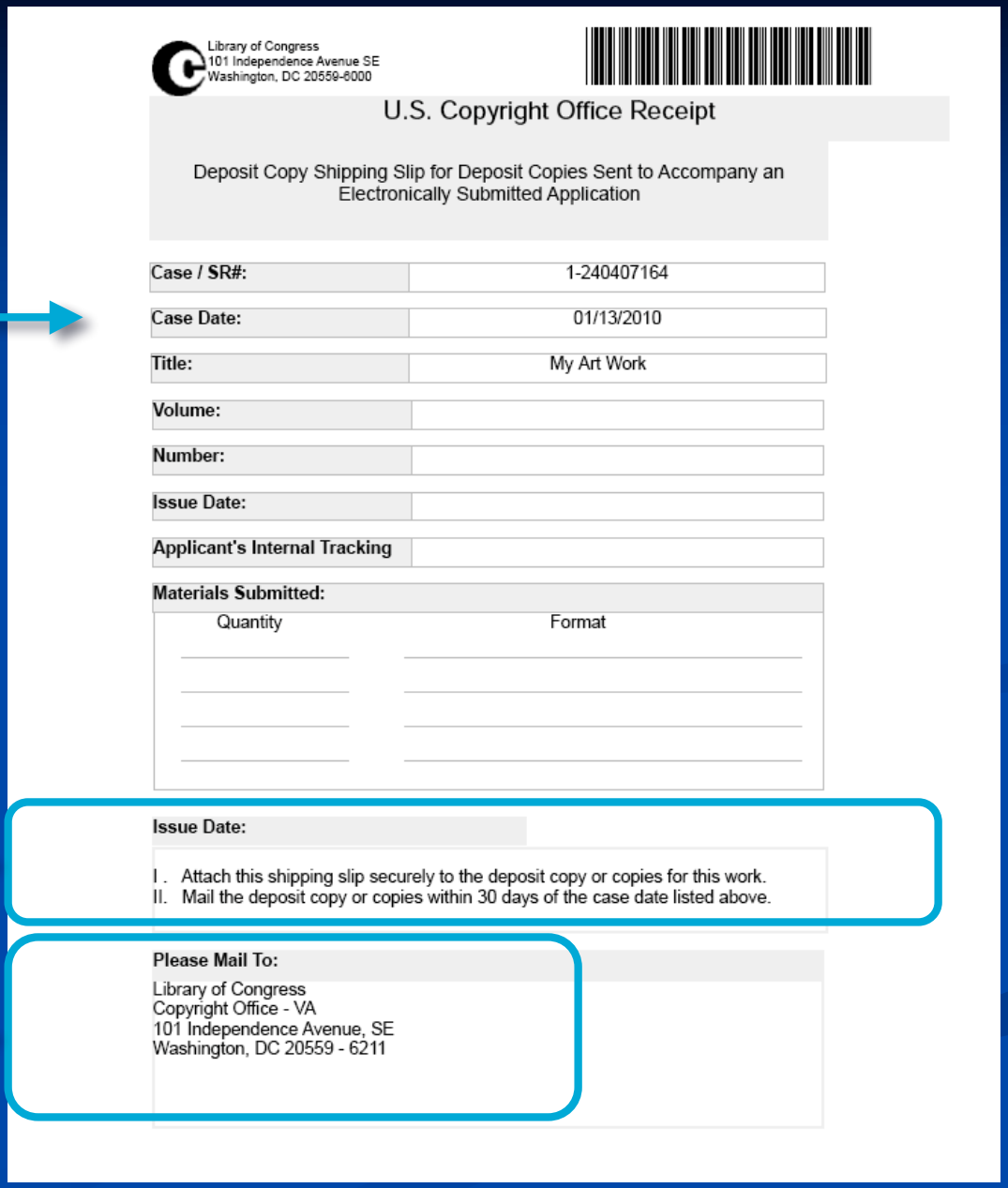
Click link to view and print the shipping slip.

Printing a Shipping Slip

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.



Library of Congress
101 Independence Avenue SE
Washington, DC 20559-6000

U.S. Copyright Office Receipt

Deposit Copy Shipping Slip for Deposit Copies Sent to Accompany an Electronically Submitted Application

Case / SR#:	1-240407164
Case Date:	01/13/2010
Title:	My Art Work
Volume:	
Number:	
Issue Date:	
Applicant's Internal Tracking	

Materials Submitted:

Quantity	Format

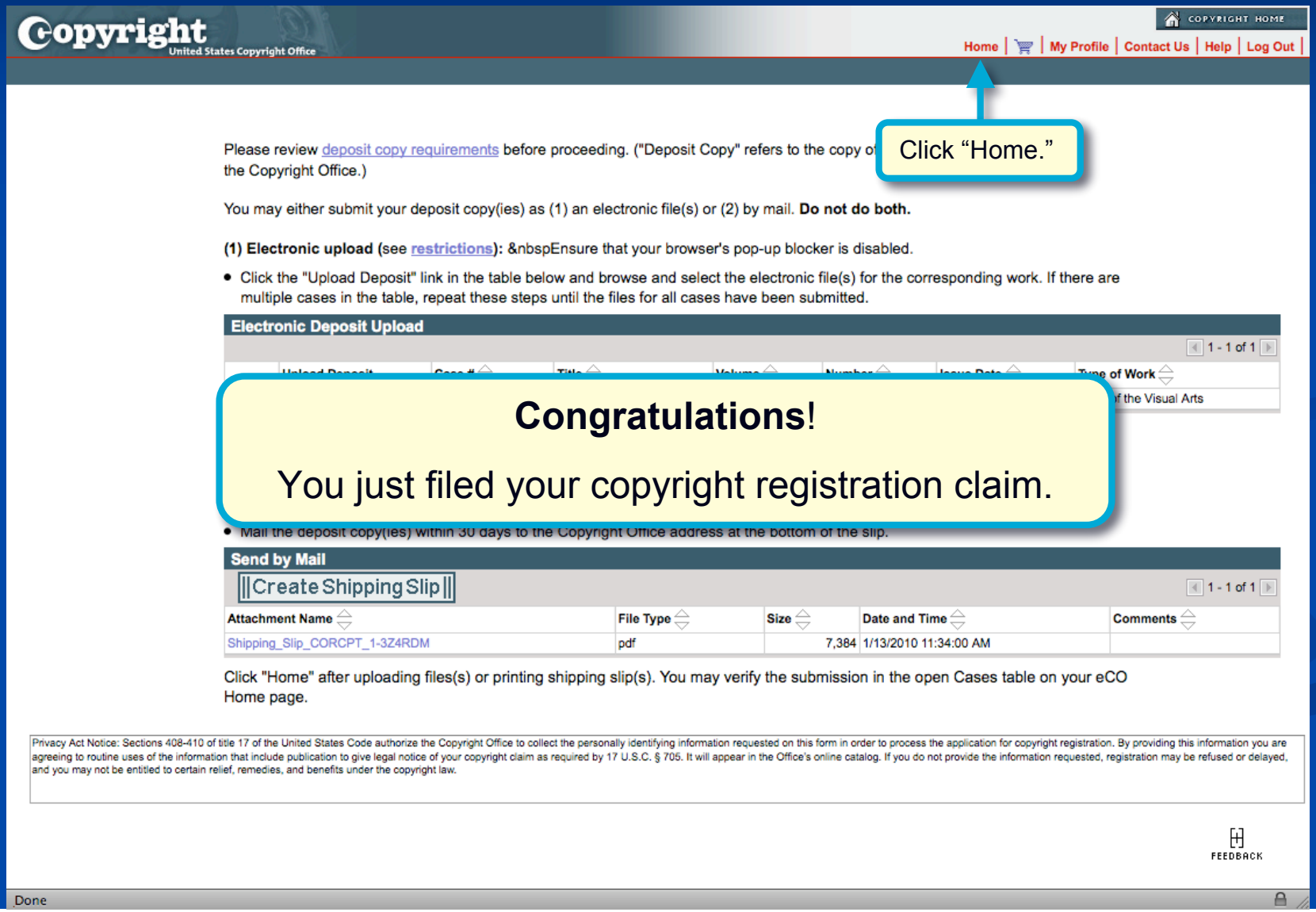
Issue Date:

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

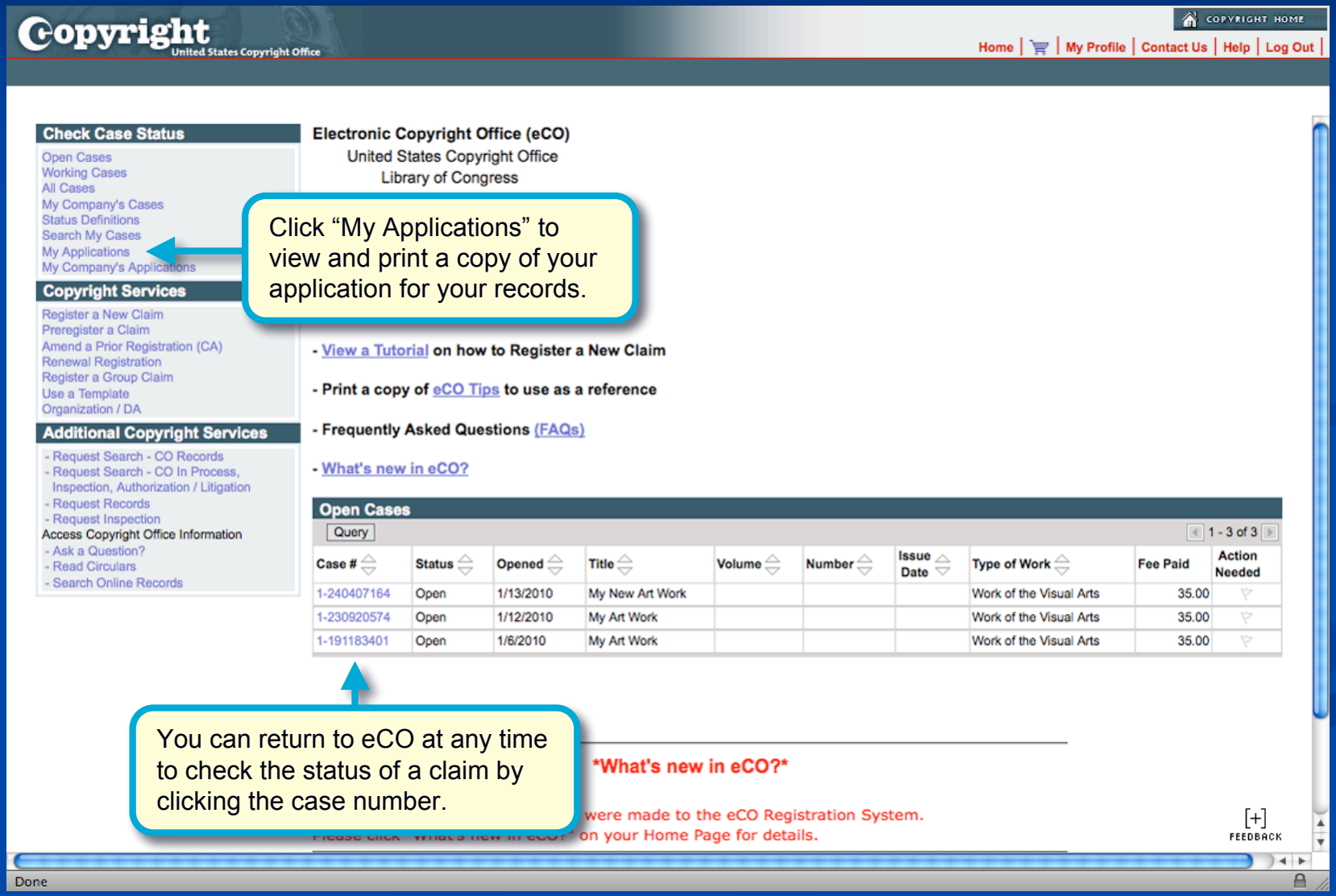
Please Mail To:

Library of Congress
Copyright Office - VA
101 Independence Avenue, SE
Washington, DC 20559 - 6211

Finishing the Registration



After Submitting a Claim



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