

DMCA INFORMATION AND REGISTRATION CHECKLIST

STEP	TASK	EXPLANATION/COMMENT	COMPLETED (check)
1	Create DMCA Designated Agent Registration account (if you do not already have one)	Go to: https://www.copyright.gov/dmca-directory/	
2	Click the "Login/Register" link in the "Access the Registration System" box on right side of page		
3	Login to your DMCA Designated Agent Registration account, OR fill-out the registration form to create a new account.		
4	Click "Add Service Provider."		
5	Fill in required the contact information for the service provider for whom you are designating an agent. Then, click "Next."	Related, but distinct companies (e.g., parent and subsidiary) must register separate agents. No P.O. Boxes; actual street addressed is required. You can use the title "Copyright Agent" or "Copyright Manager" instead of a specific person. If you do this, you should create an e-mail address copyrightagent@gethelp.com or the like, and note as much in Step 11 below.	
6	Provide all alternate names that the public would likely use to search for your designated agent, including, for example, all names under which you are doing business, website names, and URL addresses, software application names, and other names your business commonly uses. Once finished, click "Next."	Any dba's, names of websites, web addresses, names of apps, etc.	
7	Insert the required contact information for the agent you are designating to receive notifications of copyright infringement. Once finished, click "Next."	This should not be Cisló & Thomas LLP, but rather, a specific person at your company, or someone else who has agreed to take on the role of agent to receive notices of potential violations, if any. "Copyright Agent" or "Copyright Manager" will suffice.	
8	At the certification and payment page, read the attestation and check the box to confirm you have read the conditions and agree to them. Registration cost is \$6 for three years.		

9	Then, click “Submit and Proceed to Payment” to submit payment through the Copyright Office’s online payment system.		
10	Add the same agent contact information to your website in the Terms and Conditions or Copyright Notice pages. <u>See</u> , next item below.	The agent contact information needs to be the same as that provided to the Copyright Office.	
11	Add a “Notice of Claims of Copyright Infringement” section in your Terms and Conditions in your app or on your website.	<p>You can use a provision such as the following:</p> <p>[COMPANY NAME] respects the intellectual property of others. If you believe that your work has been copied in a way that constitutes copyright infringement, please submit your complaint to the address listed below, and make sure it includes at least the following:</p> <ul style="list-style-type: none"> • An electronic or physical signature of the person authorized to act on behalf of the owner of the copyright interest; • A description of the copyrighted work that you claim has been infringed upon; • A detailed description of where the material you claim is infringing is located on our website site; • Your address, telephone number, and e-mail address; • A statement by you that you have a good-faith belief that the disputed use is not authorized by the copyright owner, its agent, or the law; • A statement by you, made under penalty of perjury, that the above information in your notice is accurate and that you are the copyright owner or authorized to act on the copyright owner's behalf. <p>[COMPANY NAME]’s Copyright Agent for notice of claims of copyright infringement on its site can be reached as follows:</p> <p>Copyright Agent [COMPANY NAME] Contact Information (including same address and e-mail provided to the Copyright Office)</p>	

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