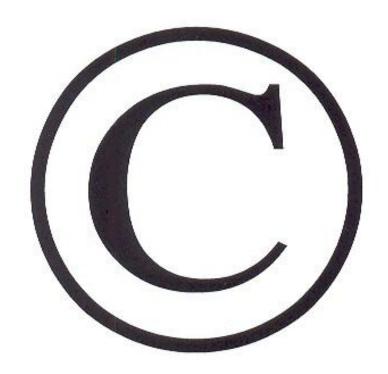


## CISLO & THOMAS LLP ®

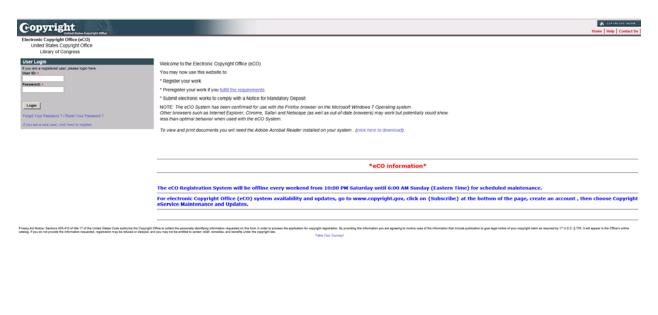


## Guide for Electronic Filing of Copyright Applications

There are many advantages of electronically filing Copyright applications!

- 1) Reduced filing fee;
- 2) Accuracy of data;
- 3) Faster processing;
- 4) Being able to track the status of an application it is almost impossible to find out the status of a paper filing; and
- 5) Avoid problems with mail.

First step is to log in / register for an account.

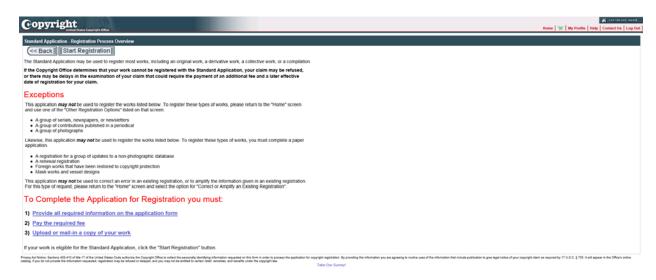


To begin > Click on Standard Application (for most works).

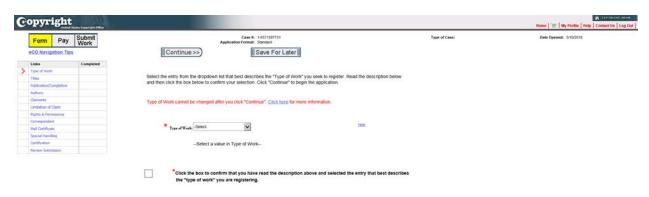


(Please read the description to confirm that this registration option applies to your case.)

If this applies to your case, click "Start Registration."



Pull down the arrow and choose the "Type of Work." (If you have questions on which one to choose, click on the type and explanations will be listed for you.) Once selected, click the box below and then click on "Continue" at the top.



Click on the "New" box to enter the title of your work.



For "Title Type" pull the arrown down to select the type of title you wish. Enter your title in the box below, "Title of this work."



After entering the title of the work, click on the "Save" button.



Click on "Continue."



Has the work been published (distributed to the public by sale or other transfer of ownership or by rental, lease or lending)?



Select yes or no.

If no, enter the "Year of Completion (Year of Creation)" and then "Continue."



If you answered yes, enter the "Year of Completion (Year of Creation)," the complete "Date of First Publication," and the "Nation of First Publication." Click on "Continue."



\*\*\* If you need to come back to your application, you may stop and click "Save for Later" at any time during the process. When you return, click on "Working Cases." \*\*\*



Click on the applicable case that you want to open.



Click on the navigation link where you left off.



Authors: enter the name(s) of the author(s). Click "new" to proceed.



Enter the name of the person(s) that created the work. Fill in the "Citizenship" of the author(s).

If this was created by an employee(s) of a company in the ordinary scope of their employment, put the "Organization" (company) name and pull down the arrow in the "is this author's collaboration a work made for hire?" enter "Yes." Enter the "Domicile" information.

Click "Save."



Check ONLY the boxes of the items that the Author created. "Save"



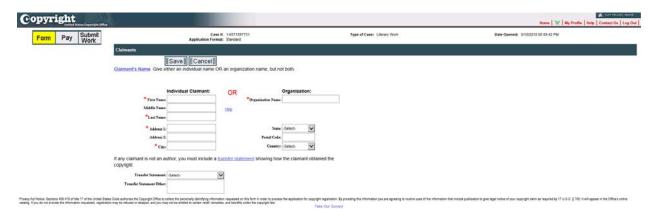
If you have more than one author, click "New" again and repeat the process. If not, click "Continue."



Enter the Claimant(s)/Owner(s) of the Copyright. Click "New."



Enter the person(s) name(s) or the organization/company's name. You must provide a full address. If there is a transfer of the rights to this "work" from the author to the claimant, pull down the menu and select the appropriate item.

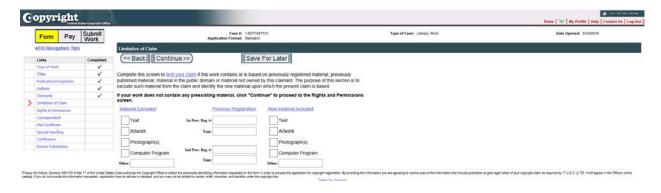


When finished click "Save."

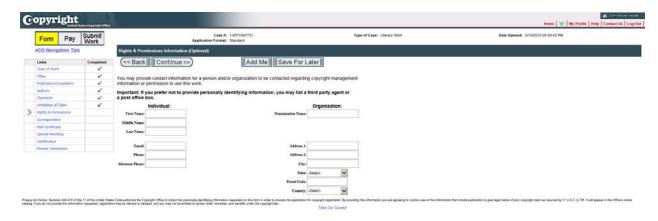


If there are additional Claimants, click "New" and repeat the process. If not, click "Continue."

If the work being submitted is a version of a prior registration, fill in this page to limit the claims. If not, click "Continue."



The next screen asks for contact information. Filling in the information on this page is optional. The information will be available to view on line if you enter it here. Generally we leave it blank. Click "Continue."



Enter the correspondence information on who to contact if the Copyright office has any questions regarding the application. Click "Continue."



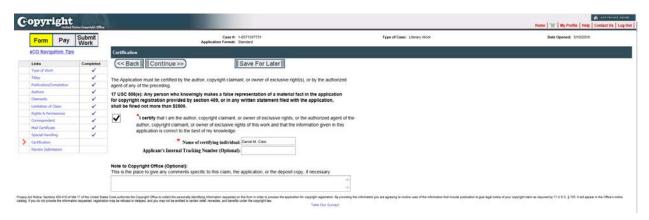
Give the name and address of the person that the Certificate of Registration should be mailed to. "Continue."



The next screen is for Special Handling. This is if there is an application that needs to be expedited e.g. litigation. There will be an extra fee. If this is not an expedited application, click "Continue."



Certification. Click the box stating that "I certify" (that I am author or the authorized agent). Enter your name in the "Name of Certifying Individual" box. Click "Continue."



Carefully review all of your information!



If all is correct, it's time to pay. Click "Add to Cart."



## Click "Check out."



You can pay by Credit Card. After payment has been made you will get a payment successful screen. Print this screen for your records.

Continue. This screen will ask how you want to submit the specimens (deposit materials) (2 complete copies of your "Work" are required). If the item you are copyrighting has NOT been published you may upload your deposit/specimen. If it has been published - you will need to physically send it to the Copyright Office by U.S. Mail, Federal Express, etc.

Click on the shipping slip in the "Attachment" area at the bottom of the screen. Fill it out, print three (3) copies of the shipping slip – one copy affixed to EACH deposit/specimen, and save a copy for your files.

On the shipping slip, enter how many copies you are sending and what the item is that you are sending, e.g. 2 / Copies of Deposit Photos... 2 / Copies of Deposit Book.

(Suggestion: Have some kind of tracking on your package. It's the only confirmation you will receive that your package has arrived.)

\*\* Side note: The Copyright Office does not consider your application filed until your deposit materials ("Work") are received. When the Copyright Office receives your "Work" the application will be considered complete and this date will be the date of your Registration. \*\*

Done ©