Copyright

eCO Tips

PREPARATION   Before getting started be sure to check and adjust your browser and/or PC settings as follows:

1. Disable your browser's pop-up blocker.
2. Disable any 3rd party toolbars (e.g., Google or Yahoo Toolbar).
3. Set your security and privacy settings to MEDIUM.

EASY AS 1-2-3   Registering a claim to copyright via eCO involves **three steps in the following order**:

1. Application
2. Fee payment (Pay online using pay.gov)
3. Deposit submission (Deposit or deposit copy refers to a copy of the work being registered)

Keep in mind that payment is required **before** the system will prompt you to upload your work as an electronic file or print out a shipping slip if you plan to submit a hard copy of your work.

SUBMITTING DEPOSIT COPIES   A payment confirmation page will appear as soon as payment is completed*. Click the 'Submit Your Work' button toward the top of the page and do one of the following:

1. If you intend to mail or hand deliver hard copies of your work(s), click the <u>Send by Mail</u> link. Then click on the <u>Shipping Slip</u> link to view and print out a routing slip to be attached to your work(s). TO AVOID MISROUTING, please be sure to attach a shipping slip directly to each work or set of works that you submit.
2. If you intend to upload a copy of your work(s) electronically, click the <u>Upload Deposit</u> link. Then browse and select the file(s) you wish to upload and submit. **POP-UP BLOCKER ALERT: The 'browse and select' window will not appear if your pop up blocker is enabled.**

For a list of acceptable electronic file types go to http://www.copyright.gov/eco/help-file-types.html.

*If you are not directed back into eCO from pay.gov correctly and a blank screen appears, log out of and then back into eCO. Click on the blue case number associated with your claim in the Open Cases table at the bottom of the Welcome screen. On the Case Summary page, click either the 'Send by Mail' or 'Upload Deposit' button at the top of the page.

UPLOADING MULTIPLE OR LARGE FILES   The 'browse and select' window enables you to upload individual files. If you have a large number of files, we recommend that you create one or more ZIP files; if you have a very large file, we recommend that you break it up into two or more smaller files. The system has a 30-minute upload time out that, depending on your connection speed, limits the size/number of files that can be uploaded in one session. See the table below for guidance.

Network Connection	Max. File Size	How Many Files Can I Zip?
Typical Modem (56 kbps)	11.3 MB	▪ 6 high quality (low compression) JPEGs taken with a 5MP camera ▪ 3 three-minute standard (128 kbps bitrate) MP3 files
Fiber Optic Cable (2 mbps)	170 MB	▪ 220 high quality (low compression) JPEGs taken with a 5MP camera ▪ 135 three-minute standard (128 kbps bitrate) MP3 files

MAILING DEPOSIT COPIES   To avoid damage to your deposit due to Capitol Hill security measures, please package the following items in boxes rather than envelopes for mailing to the Copyright Office:
- Electronic media such as audiocassettes, videocassettes, CDs, and DVDs
- Microform
- Photographs
- Slick advertisements, color photocopies, and other print items that are rubber- and vegetable-based

Also please note that CDs/DVDs packaged in standard full-sized jewel boxes are more likely to survive the mail radiation process than those packaged in slim-line cases.