

- 1) Create a [DMCA Designated Agent Registration account](#).
- 2) Click on the "Login/Register" link in the "Access the Registration System" box on the right side of the page.
- 3) Login to your DMCA Designated Agent Registration account or fill-out the registration form.
- 4) Click "Add Service Provider."
- 5) Fill out the required contact information for the service provider for which you would like to designate an agent. Click "Next."
  - Related companies that are separate legal entities, such as parent and subsidiary, are considered separate service providers that must be registered separately.
  - A physical street address is required, so P.O. Box addresses are not acceptable without prior approval from the Copyright Office.
  - The telephone number and email address provided on this part of the form will not be visible to the public.
- 6) Provide all alternate names that the public would likely use to search for the service provider's designated agent, including all names under which the service provider is doing business, website names and addresses, software application names, and other commonly used names. To upload alternate names in bulk, you may upload an Excel file with a list of names. Once finished, click "Next."
- 7) Provide the required contact information for the agent you are designating to receive notifications of copyright infringement. Once finished, click "Next."
- 8) Once you have reached the certification and payment page, read the attestation and click the checkbox to acknowledge that you have read the conditions and agree to them. The cost for registration is \$6 per designation for three years.
- 9) Then, click "Submit and Proceed to Payment" to submit payment through the Copyright Office's online payment system.