

Introduction to Claims Filing through eCRB

Upon signing onto eCRB, the filer will be presented with a dashboard screen similar to this:

The screenshot shows the eCRB dashboard interface. At the top, there is a navigation bar with the Library of Congress logo, the United States Copyright Royalty Board logo, and a 'Support' link. Below the navigation bar, there are tabs for 'eCRB', 'Dashboard', and 'Case Search', along with a user profile dropdown for 'attorney@mail.com'. The main content area features a 'Dashboard' heading and a light blue notification box stating: 'The claims filing period for 2016 Satellite and Cable Claims is now underway. Claims are due by 07/31/2017 11:59 PM EDT'. Below the notification are two buttons: 'Submit a Satellite Claim' and 'Submit a Cable Claim'. A 'File A Document' button is also visible. The dashboard is divided into two sections: 'Pending Royalty Claims' and 'Processed Royalty Claims'. The 'Pending Royalty Claims' section contains a table with the following data:

Claim #	Caption	Submitted	Document(s)
New Claim	DART Musical Works Fund/Publishers' Subfund	11/06/2014 12:47 PM EST	Claim

During the month of July, “Submit a Satellite Claim” and “Submit a Cable Claim” buttons will appear at the top of the dashboard. Clicking on one of these buttons loads the form:

The screenshot shows the 'Submit a Cable TV Claim' form. The form is titled 'Submit a Cable TV Claim' and includes the following sections:

- Claim Type**: A section with the instruction 'Please indicate whether this will be a single or joint claim'. It contains two radio button options: 'Single Claim' and 'Joint Claim', with 'Joint Claim' selected.
- Claim Action**: A section with the instruction 'Please indicate whether you are submitting a new claim or amending a previously submitted claim'. It contains a dropdown menu with the selected option 'Submitting a new claim'.

The form is one continuous webpage. The user must scroll down to fill in each section of the form:

Filer Information

Filer refers to the person or entity that is filing the claim.

Full Name

Bob Attorney

Street Address

123 Fake Street

Street Address 2

City

Townsville

State

Alabama ▾

Zip

12345

Phone Number

555-867-5309

Email Address

attorney@mail.com

If the filer and the primary contact are the same person, clicking on the check box populates the fields for the primary contact with the appropriate information:

Primary Contact Information

Full Name

Bob Attorney

Same as filer's information.

Phone Number

555-867-5309

Email Address

attorney@mail.com

General Statement

Nature of Copyright Owner's Works

Motion Pictures

For a joint claim, if there are ten or fewer claimants the filer may enter them on the form. If there are more than ten claimants the filer must upload an Excel spreadsheet with the information required in 37 C.F.R. § 360.4(b)(2)(i). NOTE: In an upcoming release, eCRB will have fields to enter each of the required items of information for up to ten claimants, not just the claimant's name as on the example below. **UNTIL THAT MODIFICATION HAS BEEN MADE, JOINT CLAIMS FILERS MUST ATTACH THEIR LIST OF CLAIMANTS AS AN EXCEL SPREADSHEET, EVEN IF THERE ARE TEN OR FEWER JOINT CLAIMANTS.**

Claimant List

The participants listed below have duly authorized the representative named herein to file this claim on their behalf. Fill in one claimant per box **OR** if you are filing on behalf of more than ten claimants, you **MUST** attach a file that contains the list of names of all joint claimants. Attachments containing information other than the joint claimants' names may be rejected.

Joint Claimant 1

Cecil B. DeMille

Joint Claimant 2

Alfred Hitchcock

Joint Claimant 3

Billy Wilder

Joint Claimant 4

Elia Kazan

Joint Claimant 5

Joint Claimant 6

Joint Claimant 7

Joint Claimant 8

Joint Claimant 9

Joint Claimant 10

When attaching a list of joint claimants, do NOT enter any information in the Joint Claimant fields above. These fields should be left blank.

Attach Claimant List Document

Browse...

Proceed

After clicking the “Proceed” button, the filer will be presented with a review screen:

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Review Submission

ⓘ Please review the following information to ensure its accuracy.


Claim Fund	Cable TV
Claim Type	New Claim

Filer Information	Bob Attorney 123 Fake Street Townsville, AL 12345 ☎ 555-867-5309 ✉ attorney@mail.com
Claimant List	Billy Wilder Elia Kazan Alfred Hitchcock Cecil B. DeMille
Primary Contact	Bob Attorney ☎ 555-867-5309 ✉ attorney@mail.com


Nature of Copyright Owner's Works	Motion Pictures
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Contact emails	The following email addresses have been saved with your account.
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Primary Email address:

	attorney@mail.com
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Secondary Email address:

	attorney.secondary@mail.com
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Declaration

By submitting this claim, the filer declares under penalty of law that he or she is a copyright owner or an authorized representative of the copyright owner authorized to file this claim and further declares under penalty of law that all statements contained herein are true, complete, and correct to the best of his or her knowledge, information, and belief, and are made in good faith. [18 USC 1001].

Agree & Submit	Back	Cancel
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The filer may click the “Back” button to return to the form and correct any incorrect entries. The filer completes the filing by clicking the “Agree & Submit” button under the declaration at the bottom of the review screen.


After clicking the “Agree & Submit” button, the filer will be presented with a submission receipt, that the filer may print using the browser’s print command:

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Submission Receipt

 Your filing has been submitted to the Copyright Royalty Board at 06/13/2017 04:14 PM EDT

Claim Fund	Cable TV
Claim Type	New Claim
Submitted Date	06/13/2017 04:14 PM EDT

Filer Information	Bob Attorney 123 Fake Street Townsville, AL 12345  555-867-5309  attorney@mail.com	
Claimant List	Alfred Hitchcock Billy Wilder	Elia Kazan Cecil B. DeMille
Primary Contact	Bob Attorney  555-867-5309  attorney@mail.com	

Nature of Copyright Owner's Works	Motion Pictures
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Contact emails	attorney@mail.com attorney.secondary@mail.com
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[Back to Dashboard](#)

The button at the bottom of the submission receipt takes the filer back to the dashboard, where the newly-filed claim appears in the list of pending royalty claims. The claim will be moved to the list of processed royalty claims after it has been reviewed and approved by the CRB program specialist.

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Dashboard

i The claims filing period for **2016 Satellite and Cable Claims** is now underway. Claims are due by 07/31/2017 11:59 PM EDT

[Submit a Satellite Claim](#) [Submit a Cable Claim](#)

+ File A Document

Pending Royalty Claims Processed Royalty Claims

Claim # <small>↑↓</small>	Caption <small>↑↓</small>	Submitted <small>↑↓</small>	Document(s) <small>↑↓</small>
New Claim	DART Musical Works Fund/Publishers' Subfund	11/06/2014 12:47 PM EST	 Claim
New Claim	Cable TV	04/30/2015 01:47 PM EDT	 Claim
New Claim	Cable TV	06/13/2017 04:14 PM EDT	 Claim 