



Frequently Asked Questions

MUSICMARK

1. What is MusicMark?

MusicMark is a collaborative effort among ASCAP, BMI, and SOCAN with the goal of creating efficiencies, and improving the overall member experience.

2. When was MusicMark launched?

MusicMark launched on March 31st, 2014, with the first phase which included CWR registrations. The second phase, which involves Electronic Batch Registration (EBR) is scheduled for 3Q14.

3. Are there additional plans for collaboration beyond the first and second phase?

There are additional plans to extend the registration functionality of MusicMark to include an online registration portal in the future. We will provide information in the coming months.

4. How does MusicMark benefit me?

MusicMark provides:

- An efficient registration process
- A synchronized registration across all three societies
- More accurate copyright information available to music users

5. Do I have to become a member of MusicMark?

No. MusicMark is a collaborative effort among ASCAP, BMI, and SOCAN; if you belong to one of these three PROs you are eligible to submit works to MusicMark.

6. Are ASCAP, BMI, and SOCAN combining back offices to create one copyright database?

No, each PRO will continue to maintain its own back office and copyright records.

7. Will other organizations join MusicMark?

Currently MusicMark is limited to ASCAP, BMI, and SOCAN; however, there may be opportunities to involve other organizations in the future.

8. Will I receive my royalty checks from MusicMark?

No, you will continue to receive your royalty checks from your respective society.

9. Where can I go to find out more information about MusicMark?

Please visit our website at www.musicmark.com.

Electronic Batch Registration (EBR)

1. What is EBR?

EBR or Electronic Batch Registration is a Microsoft Excel file electronically submitted via FTP site. The file must follow the MusicMark formatting specifications detailed in our "Getting Started with EBR" document.

2. What are the advantages of EBR?

- Publishers can utilize the EBR as an alternative to CWR and online registrations.
- The ability to register multiple works at once, such as an entire catalogue, is just one of the many advantages of EBR.

3. Why are you changing the process for accepting EBR files?

The process is being changed to accommodate publisher requests for a more efficient way to register their works. The new process will also allow publishers to register their works with ASCAP, BMI and SOCAN with a single file.

4. What has changed?

There are changes to various aspects of the EBR process including, but not limited to, the format and requirements for submitting a file and the File Naming Convention. Please see the "Getting Started with EBR" document for complete details.

5. Can I continue to send my EBR files directly to ASCAP, BMI, and SOCAN as I have in the past?

Once you have been approved to submit to MusicMark, submissions to the individual PROs will no longer be required

6. Will my EBR point-of-contact for each society be the same as before?

As a member or affiliate of these societies, you can contact your society with questions or concerns. We also encourage you to contact us at musicmark@musicmark.com

7. Will my EBR files be secure on MusicMark site?

Yes, they will be in a secured folder that can only be accessed by your company with the appropriate username/password.

8. Is there a step-by-step instruction guide I can read/watch?

There is a "Getting Started" document that provides step-by-step instructions on how to test with MusicMark. Additional instructional materials may be provided at a later date.

9. I'm interested in submitting EBR files. How do I get started?

If you are a current EBR submitter to one or more of the participating PROs you will be contacted to discuss a testing plan, or you can send an email to MusicMark@MusicMark.com indicating your interest to begin submitting your files. There is a mandatory test phase which ensures your files can be successfully processed by MusicMark as well as the participating societies ASCAP, BMI and SOCAN.

10. Do I have to test with all three societies?

By testing with MusicMark, you are testing with all three societies. One file is submitted to the common FTP site. After being processed through 1st Acknowledgement by MusicMark, the file will be forwarded to all three societies for processing within their respective systems through 2nd Acknowledgement.

11. What is a MusicMark EBR test file?

A small registration file (approx. 50 works) that is submitted to the MusicMark FTP site to ensure successful processing.

12. How long is the testing process?

The testing process lasts as long as required to ensure that your files will interact successfully with MusicMark and society registration process.

13. How do I send/receive EBR files to/from MusicMark?

Upon receiving your test login credentials, you will upload your test EBR files to the test FTP portal qaftp.musicmark.com. Once you've successfully completed testing, you will be approved for submitting files for production. You will then be provided with new login credentials for production that will allow you to upload your production EBR files to the production FTP portal ftp.musicmark.com.

14. How should I name my EBR files?

Submitters will need to use 000 in their file name, which is the generic code for all PROs, or 707, which is the code for MusicMark.

15. What are Submitter Work IDs and Submitter IPs?

A Submitter Work ID is the unique alphanumeric code you assign to a work in your own system. A Submitter IP is the unique alphanumeric code you assign to an entitled party within your own system.

16. What can I expect after I've submitted my EBR file?

You will receive one 1st Acknowledgement from MusicMark which provides file validation indicating the works that ASCAP, BMI and SOCAN will accept or reject. You will also receive 2nd Acknowledgements from each society.

17. How long will it take MusicMark to process my files?

1st Acknowledgement files will be processed by MusicMark within 24-48 hours for a successful file submission.

18. What are 1st Acknowledgement files?

1st Acknowledgement files from MusicMark provide file validation and indicate the works in your file that ASCAP, BMI and SOCAN will accept or reject. It will return a status of RA, RJ, DU or NP. See the "Getting Started with EBR" document for details of these codes.

19. What are 2nd Acknowledgement files?

2nd Acknowledgement files are created by each society and contain details regarding that society's records for your works.

20. Why am I receiving 2nd Acknowledgements?

This acknowledgement can be loaded to your system as a means of keeping record for your works and how it is represented by each PRO.

21. How will I distinguish or recognize each acknowledgement file?

- The file name identifies the acknowledgement. 1st Acknowledgements from MusicMark will indicate 707 (the MusicMark code).
- The file name for 2nd Acknowledgement, as sent from each society, will denote the society: **010** for ASCAP, **021** for BMI and **101** for SOCAN.

22. How long will it take each society to process my files for 2nd Acknowledgment?

Each society will continue to follow their current method of processing EBR files for 2nd acknowledgement.

23. Will I receive 2nd Acknowledgements from all three societies at the same time?

No, each society will send 2nd Acknowledgements according to their current processing practices.

24. If my file is rejected, how will I be notified?

An automated e-mail response explaining why the file was rejected will be sent to your EBR contact e-mail address asking you to resubmit with the corrected information.

25. Once I've corrected my rejected file, should I rename it?

No, once you have corrected your file, please keep the previous filename and re-post the file.

26. Why do I have to provide territory information?

Since each PRO is essentially receiving the same information at the same time, it is important that each has clear direction regarding the designation of each authoritative party for their respective territory. This ensures that each society will create an accurate record for the territory they represent.

27. Why did I receive an “NP” notification in my 1st Acknowledgment file?

A 1st Acknowledgement NP indicates that the work(s) in your file did not indicate the territory of US or Canada for the authoritative publisher on the work record.

28. Why did I receive an “NP” notification in my 2nd Acknowledgment file?

A 2nd Acknowledgement NP indicates that the work(s) did not indicate at least one authoritative affiliated and/or designated party for that particular PRO.

29. I only file works for the territory of Canada. Do I still need to send my works to MusicMark?

Yes, you have the ability to indicate territory information for each work. In this case, you will indicate “124 - Canada” in the “territory code” drop-down field.

30. I only file works for the territory of United States. Do I still need to send my works to MusicMark?

Yes, you have the ability to indicate territory information for each work. In this case, you will indicate “840 - United States” in the “territory code” drop-down field.

31. Can I submit global files to MusicMark?

Yes; however at this time we are only processing for the territories of the World, North America, USA and/or Canada.

32. How do I indicate that my works are intended for the World?

You have the ability to indicate territory information for each work. In this case, you will indicate “2136 - World” in the “territory code” drop-down field.

33. How do I indicate sub-publishing and/or administration agreement information?

All sub-publisher and/or administrator details must be entered under the “AM/Sub Pub” fields. Be sure to include IPI, effective territories and collection shares as accurately as possible.

34. How do I indicate that my sub-publishing and/or administration agreement is effective for a specific territory?

If your agreement is effective for multiple territories, you must indicate the sub-publisher and/or administrator for each effective territory individually. For example, if your administrator collects for the territories of United States and Canada, you must enter the administrator’s details and select the territory of the United States, then you must enter the administrator’s details once again and select the territory of Canada. For further details, please read the “Instructions tab” of the provided excel template.

35. Will my works receive a MusicMark work ID?

No, you will only receive Work ID# s from the respective societies based on the territory information indicated within the work record.

36. What is ISWC?

ISWC (International Standard Musical Work Code) is a unique, permanent, and internationally recognized ISO reference number for the identification of musical works.

37. Will I receive ISWCs with my Acknowledgement files?

If your registrations meet the criteria for ISWC assignment, then ISWCs will be included in 2nd Acknowledgements.

38. Can I make updates to previously-registered works via MusicMark?

Corrections or changes to previously registered works should be submitted to MusicMark using a REV transaction.

39. Can I submit zipped files to the FTP site containing EBR files?

No, at this time; we cannot process zipped files.

40. Do I have to purchase EBR software?

No. EBR is a Microsoft Excel format file. You will be required to follow the formatting specifications detailed in the "Getting Started with EBR" document.

41. I'm not a member of any of MusicMark societies; can I submit an EBR file with you?

Not at this time.

42. I have questions about my EBR file (e.g. work registrations, CWR files submitted in error, technical requirements), who do I contact?

Contact us at: MusicMark@MusicMark.com

43. Will MusicMark generate any statistical reports?

Statistics on your individual files will be provided in the acknowledgments. If you have any questions about statistical trends, please contact us at: MusicMark@MusicMark.com