



## Frequently Asked Questions

### 1. What is MusicMark?

MusicMark is a collaboration between ASCAP, BMI and SOCAN that simplifies the music registration process for music publishers. Through MusicMark, publishers can register batches of music with all three performing rights organizations simultaneously. That means a more streamlined path from registration to royalty for publishers *and* PROs.

### 2. How does MusicMark benefit me?

MusicMark gives publishers an efficient, synchronized way to register their music with ASCAP, BMI and SOCAN all at once. You can submit your music in batches via either Common Works Registration (CWR) or Electronic Batch Registration (EBR). CWR is the global, industry-standard text format for music registration and EBR is a simplified spreadsheet (Excel) format used for batch registrations.

### 3. Why do I need to opt into the MusicMark Terms of Use and Privacy Policy?

Our new terms of use and privacy policy are designed to protect our members' royalties and data, and prevent fraudulent registrations.

### 4. What is MusicMark doing to secure the data I submit and prevent fraud?

Your registration files will be uploaded to a dedicated secure FTP server for your company. In addition, all users of MusicMark must agree to the MusicMark Terms of Use Agreement, which explicitly prohibits its use for

fraudulent submissions and other improper conduct in order to protect our members' royalties and data.

**5. How do I get started?**

Send an email to [MusicMark@MusicMark.com](mailto:MusicMark@MusicMark.com). A MusicMark representative from one of the three societies will respond with instructions about submitting your files, including the mandatory testing phase, which validates that your files can be successfully processed by MusicMark.

**6. Who is eligible to use MusicMark?**

If you are a member or affiliate of ASCAP, BMI or SOCAN, you are eligible to submit works to MusicMark. Affiliates of other PROs are not eligible at this time.

**7. Will I receive my royalty checks from MusicMark?**

No, you will continue to receive royalty checks from your performing rights organization(s).

**8. Why do I have to provide territory information?**

Since each PRO (ASCAP, BMI and SOCAN) receives the same information at the same time, it is important that each has a clear direction regarding the designation of each authoritative party for their respective territory. This helps each society to create a more accurate record for the territory they represent.

**9. Can I submit files for a specific territory to MusicMark?**

Yes. For example, you can indicate that a work you register is for the United States only, for North America, for the world, etc. Just keep in mind that MusicMark can only process files for the territories of the World, North America, the US and/or Canada. If your submission doesn't contain one of these territories, it will be rejected.

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

Yes, you can make updates to previously-registered works using MusicMark CWR or MusicMark EBR format. Corrections or changes to previously registered works should be submitted to MusicMark using a REV (revision) transaction. A REV transaction in MusicMark is a specific type of submission used to correct or change previously registered musical works within the Common Works Registration (CWR) standard. See our [CWR: Getting Started guide](#) or [EBR: Getting Started guide](#) for more information.

**11. What is an ISWC?**

The International Standard Musical Work Code or ISWC is a unique, permanent and internationally-recognized ISO (International Organization for Standardization) reference number used to identify musical works and track their use around the world.

**12. Will I receive ISWCs with my acknowledgement files?**

If the works you are registering meet the criteria for ISWC assignment, then ISWCs will be included in the second acknowledgement files you receive from each of the three societies.

**13. Will my works receive a MusicMark work ID?**

No. Your performing rights organization(s) will continue to assign work IDs, as usual.

**14. What are Submitter Work IDs and Submitter IPs?**

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

**15. Who do I contact if I have questions about my files?**

Contact us at [MusicMark@MusicMark.com](mailto:MusicMark@MusicMark.com).

## Electronic Batch Registration (EBR)

### 1. What is Electronic Batch Registration (EBR)?

Electronic batch registration (EBR) is a way of registering multiple works at once using a Microsoft Excel file that is submitted via an SFTP server. Publishers can use EBR as an alternative to CWR registrations through MusicMark or online registrations directly with each of the three societies.

For more information about using EBR with MusicMark, please reference our [EBR: Getting Started guide](#).

### 2. How do I submit EBR files to MusicMark?

Send an email to [MusicMark@MusicMark.com](mailto:MusicMark@MusicMark.com) to get started. After receiving your test login credentials, you will be able to upload test EBR files to the test SFTP portal. Once you've successfully completed testing, you will be provided with new login credentials to upload EBR files to the MusicMark SFTP portal.

### 3. What can I expect after I submit my EBR file?

You will receive the first acknowledgement from MusicMark which provides file validation indicating the works that ASCAP, BMI and SOCAN will accept or reject. This acknowledgement will generally be processed by MusicMark within 24-48 hours. You will also receive a second acknowledgment from each society, according to each society's current processing practices. See our [EBR: Getting Started guide](#) for more information.

### 4. 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 in the EBR file. Be sure to include Interested Parties Information (IPI) numbers, effective territories and collection shares as accurately as possible.

**5. 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 the 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.