



## 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 31<sup>st</sup>, 2014, with the first phase which includes 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 phase 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 CWR 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](http://www.musicmark.com).

## CWR

1. How do I send/receive CWR files to/from MusicMark?

You will upload your test CWR files to the test FTP portal. Once you have been approved for production, you will upload your production CWR files to the production FTP portal.

2. Why are you changing the process for accepting CWR files?

Many publishers have requested a more efficient way to register their works with the PROs.

3. Can I continue to send my CWR 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 accepted.

4. How many acknowledgements will I receive?

You will receive one 1<sup>st</sup> Acknowledgement from MusicMark (file validation indicating the works that ASCAP, BMI and SOCAN will accept or reject). See the MusicMark "Getting Started" document for each society's process beyond the 1<sup>st</sup> Acknowledgement.

5. How should I name my CWR files?

Publishers 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.

6. What name will the file show when I receive files from all three societies?

1<sup>st</sup> Acknowledgements from MusicMark will show 707 (the MusicMark code). The 2<sup>nd</sup> Acknowledgement (sent from each society) will continue to display 010 (ASCAP), 021 (BMI) and 101 (SOCAN).

7. 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 CWR contact e-mail address asking you to resubmit with the corrected information.

8. Can I submit zipped files to the FTP site containing CWR files?

No, we cannot process zipped files.

9. Are there any revisions to the CWR file format?

There is no change to the CWR format, (Version 2.1 Revision 7); however, submitters are required to make some minor edits in order to interact with MusicMark. See the attached MusicMark "Getting Started" document for these changes.

10. Will my CWR files be secure on the MusicMark site?

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

11. Do I have to be a member of all three societies to submit files with MusicMark?

No, you only need to be a member of ASCAP, BMI, or SOCAN.

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

Yes, you will need to mark that work as "for the territory of Canada" only.

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

Yes, you will need to mark that work as "for the territory of the U.S." only.

14. 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.

15. Where can I obtain a copy of the CWR file format?

Please contact your CWR representative at ASCAP, BMI, or SOCAN for a copy of the current CWR functional specifications for V2.1 Rev.7.

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

1st Acknowledgement files will be processed by MusicMark within 24-48 hours.

17. How long will it take each society to process my files for 2<sup>nd</sup> acknowledgment?

Each society will continue to follow their current method of processing CWR files for 2<sup>nd</sup> acknowledgement.

18. Will I receive 2<sup>nd</sup> acknowledgements from all three societies at the same time?

No, each society will send 2<sup>nd</sup> acknowledgements according to their current processing practices.

19. Will I receive ISWCs with my ACK files?

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

20. Will my works receive a MusicMark work ID?

No, you will only receive Work ID#s from the respective societies.

21. Will MusicMark provide CWR software?

No. Third party music publishing software that produces CWR compliant registration files is available commercially. However, we will also soon have an Electronic Batch Registration (EBR) that utilizes Excel functionality, as well as an online portal for web registrations. More information will come on these options within the coming months.

22. I utilize a third party vendor to assist with my CWR files and acknowledgements. Whom do I approach if I have questions or problems with processing my files or acknowledgements?

Please reach out to your representative at that third party company.

23. I'm not a member of any of MusicMark societies; can I submit a CWR file with you?

Not at this time.

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

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

25. 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](mailto:MusicMark@MusicMark.com).

## CWR Testing

1. What is a MusicMark CWR test file?

A small registration file (approx. 100 works) that is submitted to MusicMark FTP site to ensure successful processing.

2. How do I start the testing process?

Please send an email to [MusicMark@MusicMark.com](mailto:MusicMark@MusicMark.com) indicating that you wish to start the test process.

3. 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 processes.

4. 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 1<sup>st</sup> acknowledgement, the file will be forwarded to all three societies for processing within their respective systems through 2<sup>nd</sup> acknowledgement.

5. 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.

6. When I send in a test file, will it be loaded to production or do I have to re-submit the file when you go live?

Your test file will not be loaded; you will be required to resubmit the file once you are approved to go live (providing that the test process with that file concluded successfully).

7. Will I have a direct contact to ask questions of the CWR process/my file?

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

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. 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.