MusicMark

Electronic Batch Registration: Getting Started

Contents

1. Introduction

The goal of MusicMark, an initiative from ASCAP, BMI, and SOCAN, is to make the works registration process more efficient and create a unified copyright picture in North America for the music we represent. The first phase of this collaboration will enable publishers to submit/receive files to/from one FTP site (rather than three) and to receive one common first acknowledgment (as opposed to one from each PRO).

This document provides you with step-by-step instructions on how to test Electronic Batch Registration (EBR) with MusicMark.

2. The Test Phase: An Overview

All publishers wishing to register EBR files with MusicMark are required to complete the test phase. The following points provide an overview of the test phase:

- Publisher is assigned a designated contact to facilitate the testing process.

- Publisher is assigned a new submitter code.

- Publisher uploads a test EBR file to the test FTP site (no more than 50 works per file).

- MusicMark runs the file in the test environment and generates a first acknowledgment within 24-48 hours of file submission. Publisher receives an e-mail notifying them that their first acknowledgment is ready for pickup.

- Publisher retrieves MusicMark first acknowledgment and processes it.

- Each PRO generates a second acknowledgment, according to the agreed-upon testing schedule.

- Publisher retrieves ASCAP, BMI and SOCAN second acknowledgments and processes them.

- If a second test file is necessary, MusicMark will alert the publisher.

- Following a successful test phase, MusicMark will promote the publisher to production and regular EBR submissions can commence.

3. File Naming Convention

The EBR process is automated and only recognizes an explicit file-naming standard in order to pick up and process the file. (Note: Files that do not follow the naming convention will be rejected).

The accepted file naming convention is **EByynnnnsss_707.xls or .xlsx.** The following table describes the elements that comprise the file name:

EB	The prefix used to identify EBR
yy	Identifies the year
nnnn	The sequence number assigned by the publisher
sss	The sender code (3 character alphanumeric code for publisher, or the 3-digit code for the society)
707	Identifies the recipient of the file (707 = MusicMark)
.xls .xlsx	File extension of the version of Excel being used

4. Accessing the FTP Site

To begin testing you will need to access the FTP site. Your FTP test credentials will be sent to you via e-mail. Once you have received these you can access the FTP site at: qaftp.musicmark.com

Via Windows Explorer

1. Select "Run" from your "Start" menu
2. Enter ftp://qaftp.musicmark.com in the "Open" field, and click "OK"
3. Enter your username and password

Via an Internet Browser

NOTE: Only Internet Explorer will work (not Firefox, Chrome, Safari, etc).

1. Enter the url ftp://*your submitter code*@qaftp.musicmark.com
2. Enter your username and password

Via Third Party FTP Software

1. Create your MusicMark Profile
2. Enter qaftp.musicmark.com as the site
3. Enter your username and password

5. FTP Troubleshooting

If you encounter any issues when attempting to access the FTP site, please contact your network

administrator and check the firewall settings within your company's network.

ASCAP 100   BMI   SOCAN

6. What to include in your test files

For the purpose of testing a broad range of business case scenarios, we ask you to submit a variety of works that are representative of your catalog. They may include the following types of works:

- ASCAP, BMI, and SOCAN works with foreign parties

- Works with foreign writers collecting more than 100% of the writing share

- Chain of title (i.e. links)

- Co-publishing agreements

- Administration agreements

- Sub-publishing agreements

Note: Test files should not exceed 100 works.

7. First Acknowledgments

Following the submission of your EBR file, MusicMark will validate the file. Once the file has been validated you will receive your first acknowledgment. Please note the following about the first acknowledgment:

- The file name will indicate "707"

- Work ID numbers will not be included in the first acknowledgment files

- First acknowledgment will include the Submitter Work ID you provided

Note: If a file is rejected, all subsequent files will be placed on hold until the rejected file is corrected and reposted to the FTP site with the same file name. Once the corrected file is successfully accepted, all held files will automatically be processed in the order that they were received.

8. Additional Acknowledgments

Following your first acknowledgment, you will receive additional acknowledgments from each participating society via MusicMark. The file name will indicate the appropriate society from which these second acknowledgements are derived. A file name containing the code 010 denotes ASCAP, 021 denotes BMI and 101 denotes SOCAN. The following table outlines these acknowledgments:

FIRST ACKNOWLEDGMENT (from MusicMark)	PRO	SECOND ACKNOWLEDGMENT (from individual PROs)	SUBSEQUENT SECOND ACKNOWLEDGMENTS (from individual PROs)
Delivered within 24-48 hours. This acknowledgement will return a status for every original transaction in the submitter's file. Status types included are: RA - Transaction Accepted RJ - Transaction Rejected DU - Duplicate Registration NP - No territory of US or Canada	ASCAP	Delivered within 24-48 after the 1st ACK Status types included: RJ - Transaction Rejected DU - Duplicate Registration NP - Society has No Participation in work	Delivered within 24-48 after the 1st ACK Status types included: AC - Registration Accepted - with changes RA - Transaction Accepted NP - ASCAP doesn't license this work Subsequent second ACKs will also generate anytime a work record update is made.
	BMI	Delivered within 24-48 after the 1st ACK Status types included: RA - Registration Accepted RJ - Transaction Rejected DU - Duplicate Registration	Generated Daily Status types included: AC - Registration Accepted - with changes AS - Registration Accepted - as is CO - Conflict DU - Duplicate Registration RC - The publisher claim to this work is rejected NP - BMI doesn't license this work Subsequent second ACKs will also generate anytime a work record update is made.
	SOCAN	Delivered within 24-48 after the 1st ACK This acknowledgment will return a status for every original transaction in the submitters file with the exception of RJ - Transaction Rejected from the corresponding MusicMark 1st ACK and will include SOCAN Work ID #s for all accepted transactions. Status types included: RA - Transaction Accepted RJ - Transaction Rejected DU - Duplicate Registration NP - Society has No Participation in Work AS - Registration Accepted - as sent AC - Registration Accepted - with changes	Delivered quarterly This acknowledgment will return a status of all accepted transactions across all files that have become payment-ready within the given quarter. Status types included: AS - Registration Accepted - as sent AC - Registration Accepted - with changes

9. Acknowledgment Information from Societies

No Participation (NPs)

- An NP within the MusicMark first acknowledgement indicates that the title is not intended to be registered for the territories of the US and/or Canada.
- An NP within a PRO's second acknowledgment will still generate a Work ID number but indicates that the title is not intended for licensing by that specific PRO.

Work ID Numbers

- ASCAP and BMI will both load works and assign work IDs when the transaction record includes the territory of the US.
- SOCAN will load and assign work IDs when the transaction includes the transaction record territory of Canada.
- All three PROs will load and assign work IDs when the transaction includes the territory of the US and Canada.

10. Further Testing

If any additional testing is required, you will be contacted by a representative of the relevant PRO.

11. Going Live

Once MusicMark has determined that all testing has been completed successfully, you will be notified that you have been approved to submit EBR files in the production environment. Your FTP credentials will be e-mailed to you (these are different from the credentials you used for testing).

Once you have received your credentials you can access the production FTP site at ftp.musicmark.com. The process for uploading files, receiving e-mail notifications and downloading acknowledgments will remain the same as the testing process (see section 6).

12. Additional Information

Please note, your files will remain in your FTP folder for 30 days and will then be archived at MusicMark Service Center.

13. Contact Information

Should you have any questions, please contact us at: *MusicMark@MusicMark.com*