

How to register a work online?

[on sacem.fr/en](https://sacem.fr/en)

Musicstart

To get a proof of anteriority of your works

If you have just created a work or if your work is in the process of being created and you wish to arrange for its protection* by creating a proof of anteriority: we encourage you to use the MUSICSTART service.

It will allow you to establish the anteriority of your works, even unfinished ones, in order to prove your authorship with a certificate guaranteed for life.

This service replaces temporary declarations and is free of charge for Sacem members.

**Under French law, a work is protected by the mere fact of its creation, provided that it is original.*

- To access Musicstart, go to [your member account Menu > My works > Protect a work with Musicstart](#)
- Consult the dedicated [Q&A](#) and [tutorial](#).

The registration of your works

To enable the distribution of your authors rights

Listing a work in Musicstart does not mean you will receive royalties.

You must also register your work with Sacem as soon as the title is definitive, all the participants have been identified, and the royalty split has been finalized. Do this as soon as possible before the first listening or broadcasting of your work.

Please note

This tutorial explains **how to register and supervise your works online** in your member account.

For more information on how to protect your works with Musicstart, please refer to the dedicated [Q&A](#) and [tutorial](#).

YOUR WORKS

PROTECTION: MUSICSTART

CREATION PHASE

you write, compose and
record your texts and
sounds

Protect your works

My member account > Protect a work

MUSICSTART

Your certificates of anteriority

**YOUR WORKS ARE PROTECTED FOR LIFE
but you do not receive author's rights**

AUTHOR'S RIGHTS: REGISTRATION

BEFORE BROADCAST

You agree on titles,
co-creators and
percentages

Register your works

My member account > Register a work online



Your registrations

**YOU RECEIVE AUTHOR'S RIGHTS
when your works are broadcasted**

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Which works to
register online?

01

1.1

Which works to register online?

- Song
- Instrumental
- Electronic music
- Jazz
- Illustrative music
- Sound design
- Original music for film or series
- Text
- Sketch text
- Chronicle
- Opinion text
- Presentation text
- Poem

Please note

To register a **music video** or a **dubbing/subtitling text**, please refer to the dedicated tutorials:

[How to register a music video online?](#)

[How to register a dubbing or subtitling text online?](#)

The duration of the work must not exceed **15 minutes**.

Please note

Work created using an artificial intelligence tool

- **Work entirely generated by an artificial intelligence tool:** the work is not protected by copyright and cannot be registered with Sacem.
- **Work created using an artificial intelligence tool and with human creative input:** the part created by a human is protected by copyright and can be registered with Sacem. For example, if you wrote the lyrics to a song but used an artificial intelligence tool for the music, you only have to register the lyrics with Sacem (and vice versa).

[Learn more about Sacem and AI](#)

- Arrangement, adaptation, work with author(s) and/or composer(s) from the public domain
- Symphonic or electro-acoustic music
- Audiovisual production, music for advertisements
- Musical tale
- Parody
- Works exceeding 15 minutes

And also

- If the publishing company is not a member of Sacem
- In case of a self-publishing company

Download the **registration forms** on [sacem.fr/en](https://www.sacem.fr/en):

[> Documents and resources](#)
[> Registering your works](#)

Warning

If your work borrows all or part of a pre-existing work (for example, you have sampled, arranged or remixed a work), you cannot continue with your registration of this work online.

You will have to register this work using a standard registration form (available on [sacem.fr](https://www.sacem.fr)) signed by you and the rights holders of the work you have used, or by attaching the agreement (i.e. for a sample) concluded between the rights holders and you.

To obtain these authorizations or agreements, we recommend that you contact the publisher(s) of the work, whose contact details can be found by searching the "Sacem Repertoire" section on [sacem.fr/en](https://www.sacem.fr/en).

Any fraudulent registration will expose you to legal and disciplinary proceedings.

If you decide to record a cover version, you cannot register it under your name with Sacem. The copyright royalties associated with the use of your cover version will be paid to the creators and, where applicable, the publishers of the work you have covered, even if you financed the recording of the cover version.

Log in to your
member account

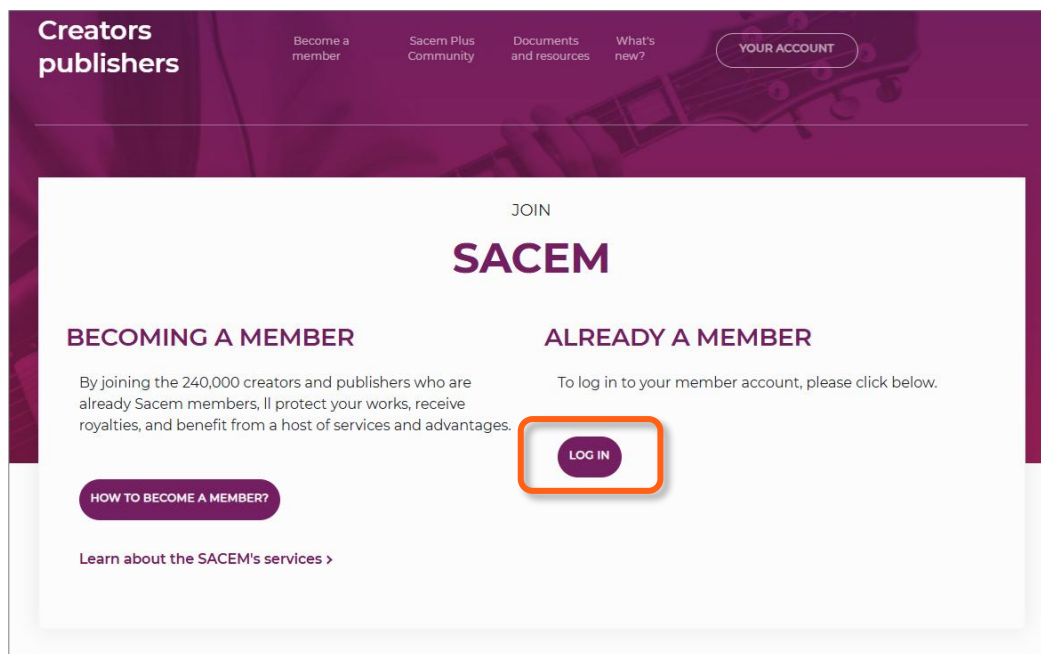
02

2.1

Log in to your member account

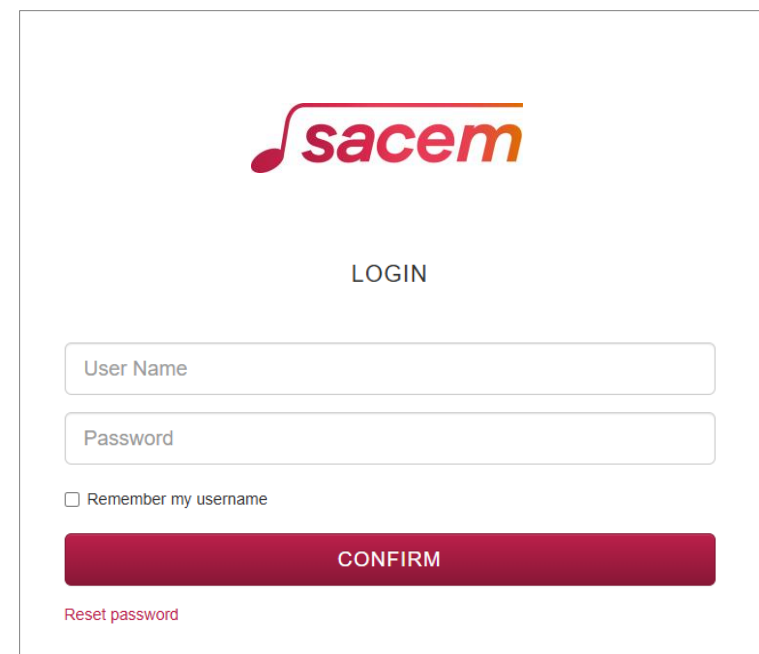
1

Go to createurs-editeurs.sacem.fr/en,
then click > **Log in**.



2

Enter your **username** and
password, then click > **Confirm**.

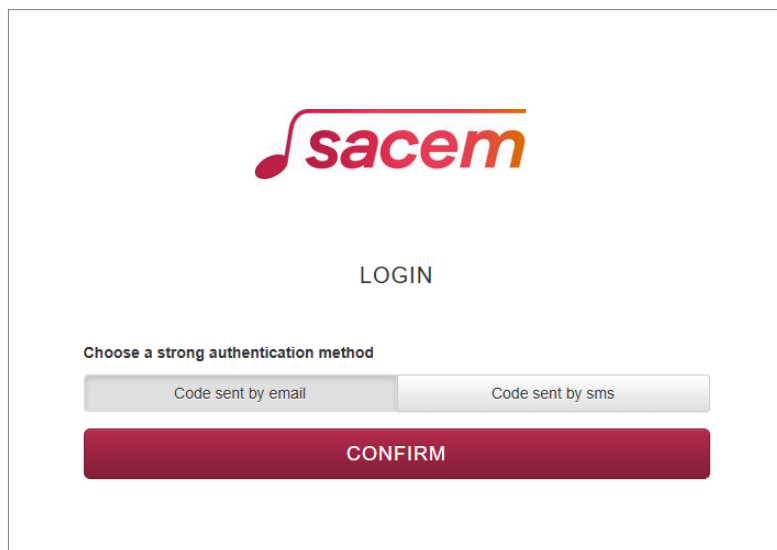


2.1

Log in to your member account

3

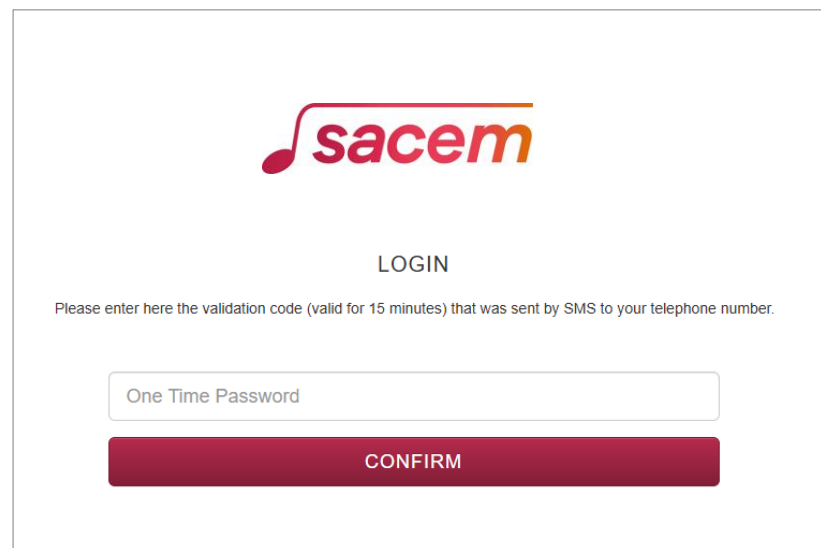
Choose if you want to **receive the verification code by email or by SMS** and click **> Confirm.**



The screenshot shows the Sacem login interface. At the top is the Sacem logo. Below it is the word "LOGIN". Underneath, there is a prompt "Choose a strong authentication method" followed by two buttons: "Code sent by email" and "Code sent by sms". At the bottom is a large red button labeled "CONFIRM".

4

Enter this code
(active for 15 minutes),
then click **> Confirm.**



The screenshot shows the Sacem login interface for step 4. At the top is the Sacem logo. Below it is the word "LOGIN". Underneath, there is a prompt "Please enter here the validation code (valid for 15 minutes) that was sent by SMS to your telephone number." followed by a text input field labeled "One Time Password". At the bottom is a large red button labeled "CONFIRM".

Please note

To receive the code by SMS, **you must have a login mobile phone number registered with Sacem.**

If you don't, the code will automatically be sent by email.

You can register or update this phone number from your member account:

> My login information.

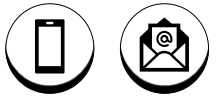
Supporting documents and start of the registration

03

3.1

Supporting documents

Before starting, provide yourself with:



The mobile phone number and email address

of all participants in the work, and of the publishers in case of published work (reminder: the publishers must be Sacem members).

If necessary



The sound file

In MP3 or WAV
Maximum file size: 100 MB

Or the sheet music

In PDF
Maximum file size: 2 MB



The text

In PDF
Maximum file size :
2 MB



The publishing contract

In case of published work
In PDF
Maximum file size : 2 MB

Please note

The name of the files must not contain any special characters or spaces and must not exceed 20 characters.
The name of the files can contain capital letters but the extension (.mp3, .wav, .pdf) must be in lower case.

Sound file, sheet music, text & contracts: when to attach them to an online registration?



Sound file, sheet music

The submission is optional
except for the following genres:
sound design, jazz improvisation,
original music for film or series.



Text

The submission is optional
for songs
but remains **mandatory** for the
following genres: parody, sketch,
opinion text, presentation text,
chronicle, poem.



Contracts for published or co-published works

Publishing contract: optional
submission.

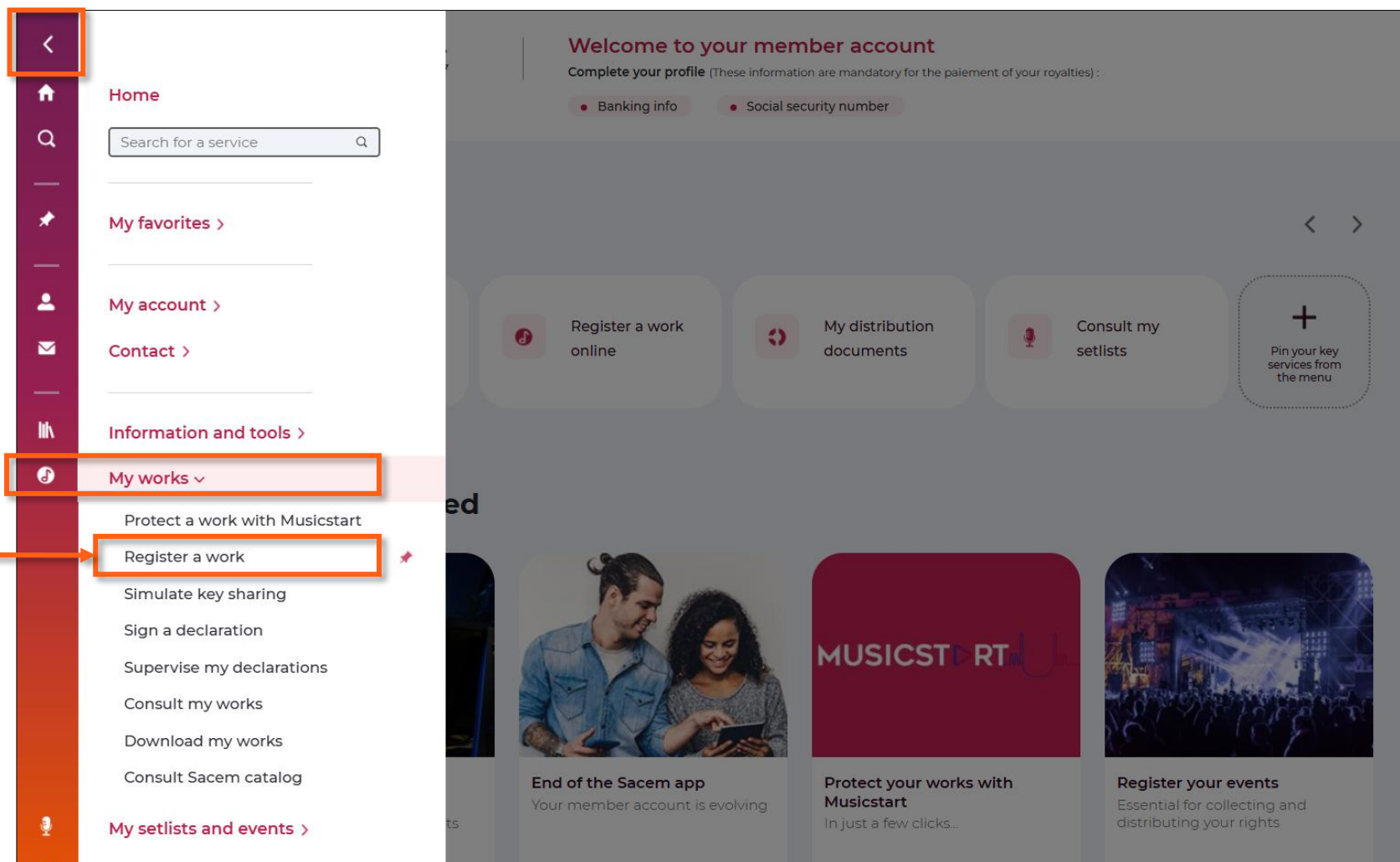
Co-publishing agreement:
mandatory submission.

3.2

Access the service

Open the side menu in your member account, then click:

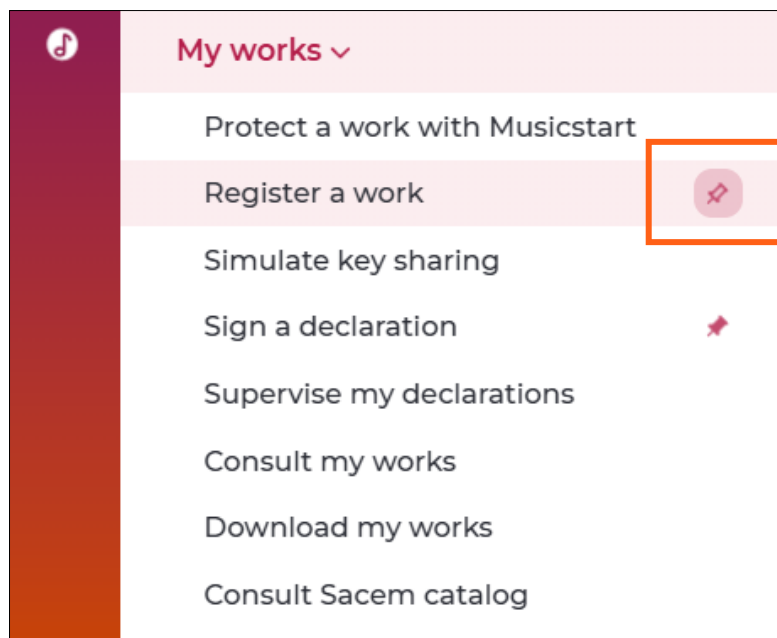
- > My works
- > Register a work



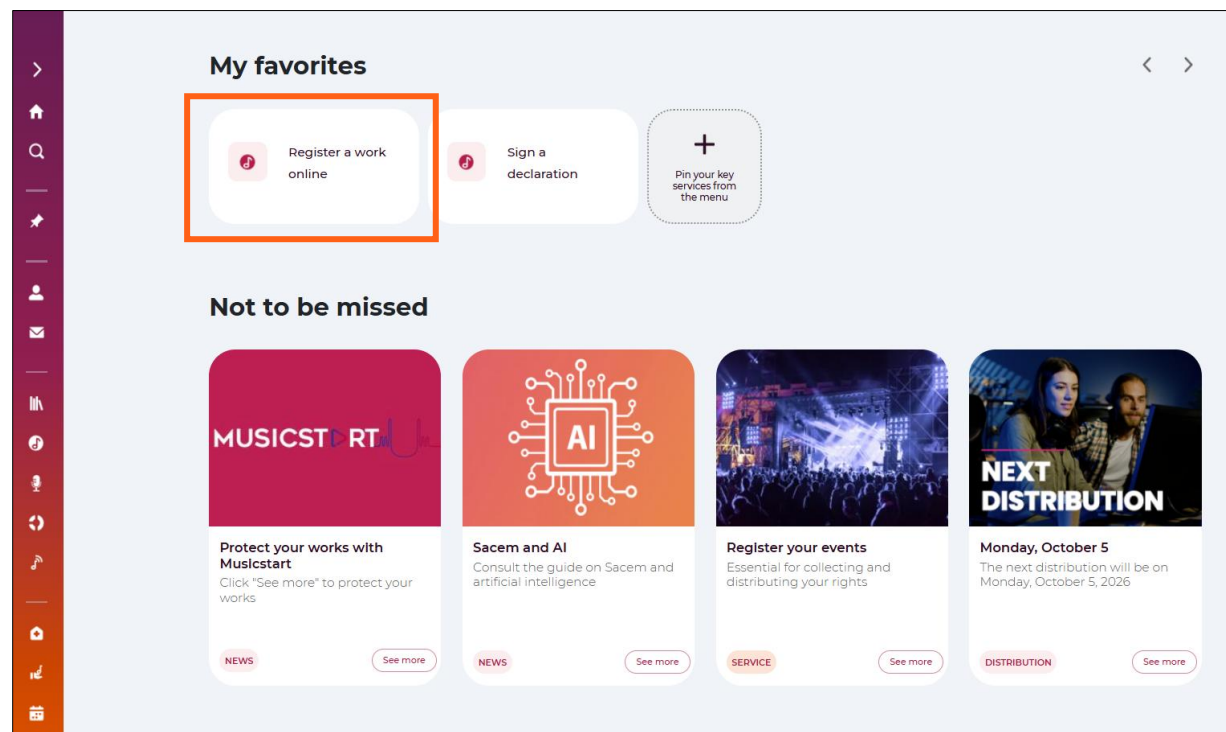
3.2

Access the service (adding it to your favorites)

You can **pin** this service to your key services by clicking on the pin.



This will give you quicker and easier access to the service from the “**My favorites**” section, which appears first in your member account.



Click > **Register a work online**

Important

Before you start the registration, **make sure that your reference mobile phone number is up to date** in your member account:

> **My account**
> **My personal information**

It is essential to receive the code allowing you to sign your declaration.

Register a work

Home > Register a work

Have you protected your work by listing it on Musicstart? ▾

WORKS TO REGISTER ONLINE WORKS TO REGISTER WITH A FORM

Your work is about to be broadcasted and/or listened to?

Register it with Sacem to enable the distribution of your author's rights.

Register a work online See the tutorial

By clicking on the "Register a work online" button, you acknowledge that you have read the [General Terms and Conditions](#) of Use of the online works registration service and accept them.

Note: Work created using an artificial intelligence tool

- **Work entirely generated by an artificial intelligence tool:** the work is not protected by copyright and **cannot be registered with Sacem.**
- **Work created using an artificial intelligence tool and with human creative input:** the part created by a human is protected by copyright and **can be registered with Sacem.** For example, if you wrote the lyrics to a song but used an artificial intelligence tool for the music, you **only have to register the lyrics** with Sacem (and vice versa).

[Learn more about Sacem and AI](#)

Works to register online

- Songs (**with exceptions**)
- Instrumental
- **Original music for film or series**
- Text, sketch text, poem
- Presentation text, chronicle, opinion text
- Illustrative music
- Sound design
- Jazz

[How to modify a work already registered?](#)

3.2

Access the service

On this page, you will find:

- 1 The **presentation of Musicstart**
- 2 The **registration steps**
- 3 Information to fill in about the **type of registration** being made
- 4 a **key sharing simulator** to help you during steps 4.3 and 5.3 (if needed)

Please note

The ISWC code which can be entered here must be linked to a work registered **with Sacem** and not with another collective management organization.

DECLARATION OF A WORK

Désactiver le mode test Docapost

GENERAL INFORMATION

1 You have just created a work, or your work is in the process of being created and you wish to arrange for its protection by creating proof of anteriority?

We encourage you to use the [Musicstart](#) service to establish the anteriority of your works, even unfinished ones, in order to prove your authorship.

Please note: Musicstart replaces provisional works registrations. The works listed in Musicstart are accessible in the "My creations" section of Musicstart. Your old provisional works registrations remain visible in the "Consult my works" and "Download my works" sections of your member account.

[Consult the questions and answers on Musicstart](#)

Your works will be listened to or broadcast?

Register them with Sacem as soon as possible before the first listening or broadcasting to allow the distribution of your royalties.

There are five steps to online registration:

1. Enter information about the work
2. Enter the rights holders
3. Enter the mechanical rights splits and choose between equal or unequal splits for performing rights
4. Recap and signature
5. Receipt

[Check out the tutorial on registering works online](#)

Before you register a work be sure to gather the e-mail addresses and phone numbers of the people who collaborated with you (creators or publishers).

Genre of work

Musical style

Duration of the work

If this work has already been the subject of an unpublished declaration, please indicate the attributed work code: (or the code ISWC with the format T and 10 digits without point nor space.)

If you have registered your work on Musicstart, you can indicate its identifier:

How many creators in total are involved with this work? ☐

How many publishers in total are involved with this work? ☐

[Simulate key sharing \(Phono, DEP, DR\)](#)

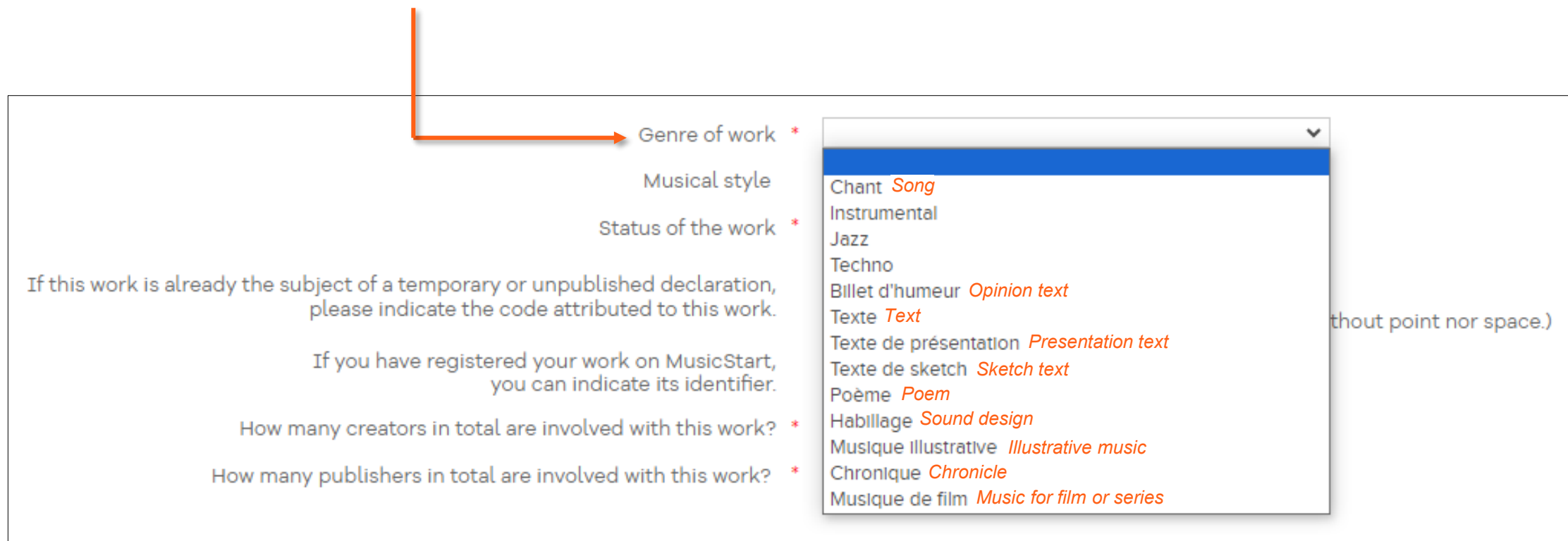
[access to the simulator](#)

START THE DECLARATION

3.3

Start of the registration: genre of the work

Start by selecting the **genre of the work** being registered so it can be best identified by Sacem.



The screenshot shows a registration form with several fields. An orange arrow points from the text 'Start by selecting the genre of the work' to the 'Genre of work' field. The dropdown menu for 'Genre of work' is open, showing a list of options. The 'Musical style' and 'Status of the work' fields are visible below it. The 'Texte de présentation' field is also visible, with a note to the right: '(without point nor space.)'.

Genre of work *

Musical style

Status of the work *

If this work is already the subject of a temporary or unpublished declaration, please indicate the code attributed to this work.

If you have registered your work on MusicStart, you can indicate its identifier.

How many creators in total are involved with this work? *

How many publishers in total are involved with this work? *

Chant *Song*

Instrumental

Jazz

Techno

Billet d'humeur *Opinion text*

Texte *Text*

Texte de présentation *Presentation text*

Texte de sketch *Sketch text*

Poème *Poem*

Habillage *Sound design*

Musique illustrative *Illustrative music*

Chronique *Chronicle*

Musique de film *Music for film or series*

(without point nor space.)

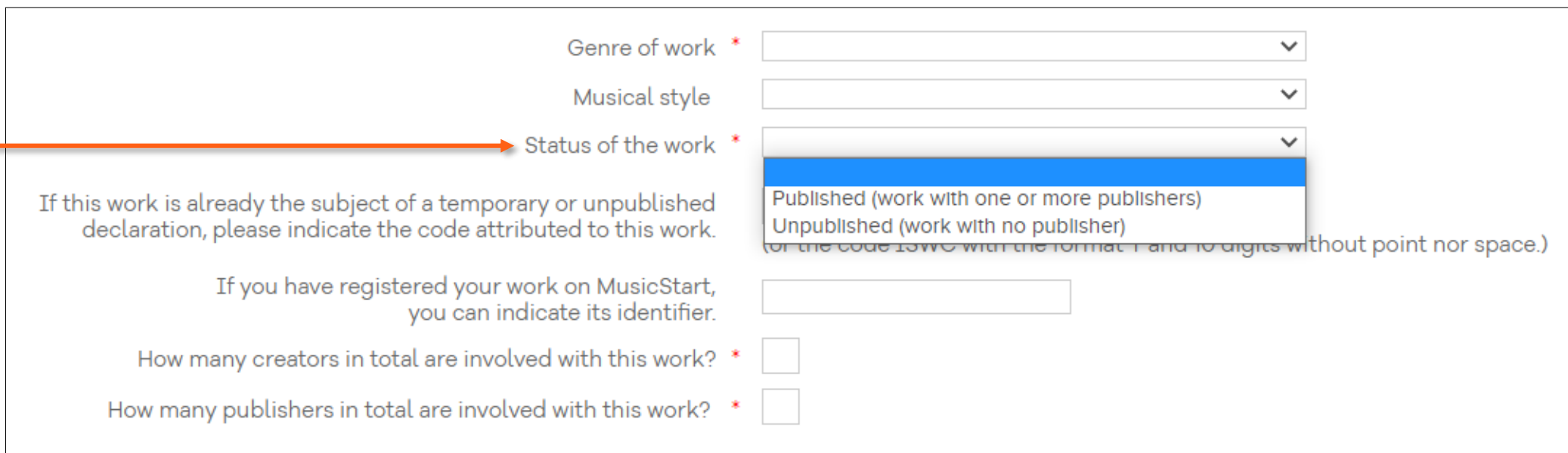
3.3

Start of the registration: status of the work

Then, select the status of the work:

- **Published:** the work contains authors and/or composers, and one or several publishers. **The publishers must all be Sacem members to register a work online.**
- **Unpublished:** the work only contains authors and/or composers (no publisher).

The supporting documents to provide depend on the status of the work.



Genre of work *

Musical style

Status of the work *

If this work is already the subject of a temporary or unpublished declaration, please indicate the code attributed to this work.

If you have registered your work on MusicStart, you can indicate its identifier.

How many creators in total are involved with this work? *

How many publishers in total are involved with this work? *

Published (work with one or more publishers)

Unpublished (work with no publisher)

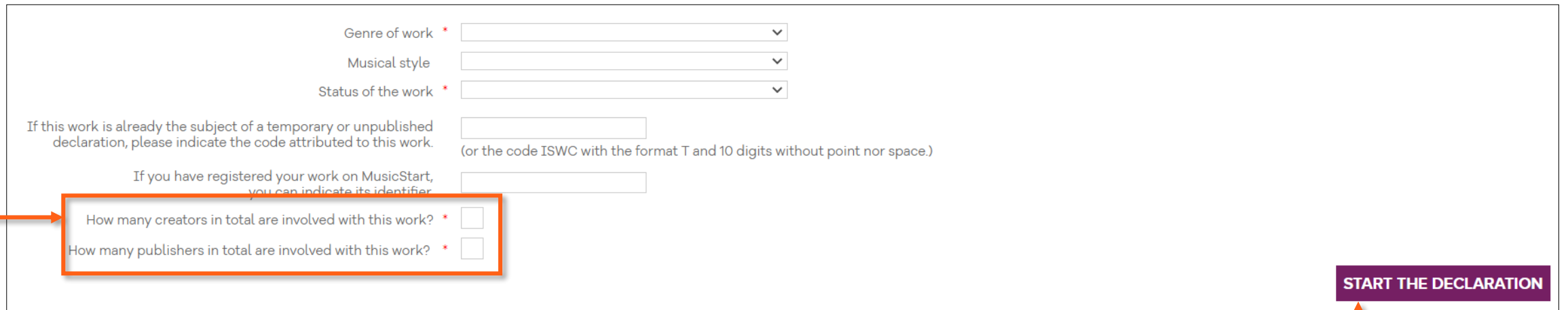
(or the code ISWC with the format I and 10 digits without point nor space.)

3.3

Start of the registration: number of rights holders

Fill in the total number of participants in the work:

- The **number of creators** (authors, composers)
- The **number of publishers** (in case of a published work).



The screenshot shows a registration form with several fields. An orange line on the left side of the form connects the text 'Fill in the total number of participants in the work:' to a box containing two questions: 'How many creators in total are involved with this work?' and 'How many publishers in total are involved with this work?'. Both questions have a red asterisk and an empty input box. Other fields in the form include 'Genre of work', 'Musical style', and 'Status of the work', all with dropdown arrows. There are also two text input fields for codes, one with a label about temporary or unpublished declarations and another for MusicStart identifiers. A purple button labeled 'START THE DECLARATION' is at the bottom right, with an orange arrow pointing to it from below.

Genre of work *

Musical style

Status of the work *

If this work is already the subject of a temporary or unpublished declaration, please indicate the code attributed to this work.
(or the code ISWC with the format T and 10 digits without point nor space.)

If you have registered your work on MusicStart, you can indicate its identifier

How many creators in total are involved with this work? *

How many publishers in total are involved with this work? *

START THE DECLARATION

Once all this information has been filled in, click > **Start the declaration.**

Registering an unpublished work

04

4.1 | Registration of the title 1/3

Once you have filled in the information about the registration and clicked > **Start the declaration**, enter the **details about the work**: title, source, duration, etc.

DECLARATION OF A TITLE

Title of the work *

Any sub-title

Source of the work *

Duration of the work * (mm:ss)

Tempo

Last name and first name of the interpreter.

Name/group

First name

Is this work used in a film or a series ? If yes, state the title

Has this work been the subject of a recording ? If yes state the title and type of medium

Has this work been the subject of a broadcast (radio, television, concert) If yes, please indicate the date and location of the broadcast. 

Please note

About the “Source of the work” field

If your work is not originating in any of the listed territories, select the source “France”.

Please note

Fill in these fields only if your work has been used in a film/series, reproduced on a CD, vinyl or cassette, played in concert, or broadcast on the radio/TV.

4.1 | Registration of the title 2/3

Upload the supporting documents*
by clicking > **Choisir un fichier**

Choose a file

Select the file on your device.

Once the file has been uploaded,
click > **Add file.**

ATTACHMENTS

Text, sheet music, contract, sound file etc.
Authorised format : mp3, pdf, wav

Files to attach:
Music: The submission of a sound file or score is optional* except for the following genres: illustrative music, jazz improvisation, original music for film or series.
Text: The submission of the text is optional* for songs but is compulsory for the following genres: parody, sketch, opinion text, presentation text, chronicle, poem.
Publishing contract: Submission is optional.
Co-publishing agreement: Submission is required.

*In cases where the submission of the sound file or the score and/or the text is optional, we encourage you to use, in addition, the Musicstart service in order to have a proof of anteriority of your works.

Aucun fichier choisi

Choose a file *No file selected*

File name Type of file

*Please note

To know the submission conditions for each file, please refer to page 13.

The name of the files must not contain any special characters or spaces and must not exceed 20 characters.

The name of the files can contain capital letters but the extension (.mp3, .wav, .pdf) must be in lower case.

The file size limit is 2 MB for .pdf files and 100 MB for .mp3 and .wav files.

4.1 | Registration of the title 3/3

Once your file has been uploaded, select the corresponding **type of file** in the list.



The screenshot shows a web interface for file upload. At the top, there's a button 'Choisir un fichier' (Choose a file) and a status 'Aucun fichier choisi' (No file selected). Below this is a list of files: 'EXAMPLE Lyrics.Pdf', 'EXAMPLE Sheet Music.Pdf', 'EXAMPLE.Mp3', and 'EMPREINTE_SON_2325317_3.Pdf'. To the right of the list is a 'Type of file' dropdown menu with options: 'Text', 'Partition', 'Sound file', and 'Text'. An orange box highlights the 'Type of file' dropdown, and an orange arrow points from the text 'Once your file has been uploaded, select the corresponding type of file in the list.' to this dropdown. Below the file list, there's a progress bar and a note: '1,93 Mb free out of 2 Mb for all PDF files.' At the bottom left, there's a shield icon with a checkmark. At the bottom right, there's a 'NEXT STEP' button. An orange arrow points from the text 'Once you have provided all the required files, click > Next step.' to this button.

Choisir un fichier | Aucun fichier choisi | **ADD FILE**

Choose a file | *No file selected*

File name	Type of file
EXAMPLE Lyrics.Pdf	Text
EXAMPLE Sheet Music.Pdf	Partition <i>Sheet music</i>
EXAMPLE.Mp3	Sound file
EMPREINTE_SON_2325317_3.Pdf	Text

1,93 Mb free out of 2 Mb for all PDF files.

Size of files

The total size of all of your PDF files must not exceed 2 Mb.
Your MP3 / WAV file must not exceed 100 Mb.

NEXT STEP

Once you have provided all the required files, click > **Next step.**

***Please note**

To know the submission conditions for each file, please refer to page 13.

The name of the files must not contain any special characters or spaces and must not exceed 20 characters.

The name of the files can contain capital letters but the extension (.mp3, .wav, .pdf) must be in lower case.

The file size limit is 2 MB for .pdf files and 100 MB for .mp3 and .mav files.

4.2

Declaration of the rights holders 1/3

At this stage, you can add the potential other participants in the work:

- Check or fill in your contact details and tick your role.
- If **you are the only creator** of the work, click **> Next step.**
- If **other creators participated** in the work, click **> Adding a creator.**

STEP 2

DECLARATION OF RIGHTS HOLDERS

Title : EXAMPLE
Duration : 3 minutes 30 seconds
Genre : Chant

Creators

Last name	First name	Pseudonym	Role	Mobile phone	E-mail
DURAND	Claire	DURAND Claire	☐ Composer ☒ Author	XXXXXXXXXX	XXXX@gmail.com

⬆

ADDING A CREATOR

PREVIOUS STEP **NEXT STEP**

4.2

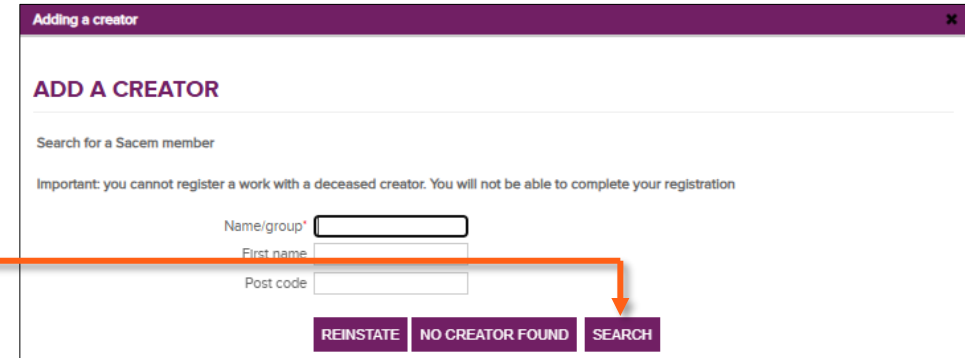
Declaration of the rights holders 2/3

When clicking > **Adding a creator**, this window appears:

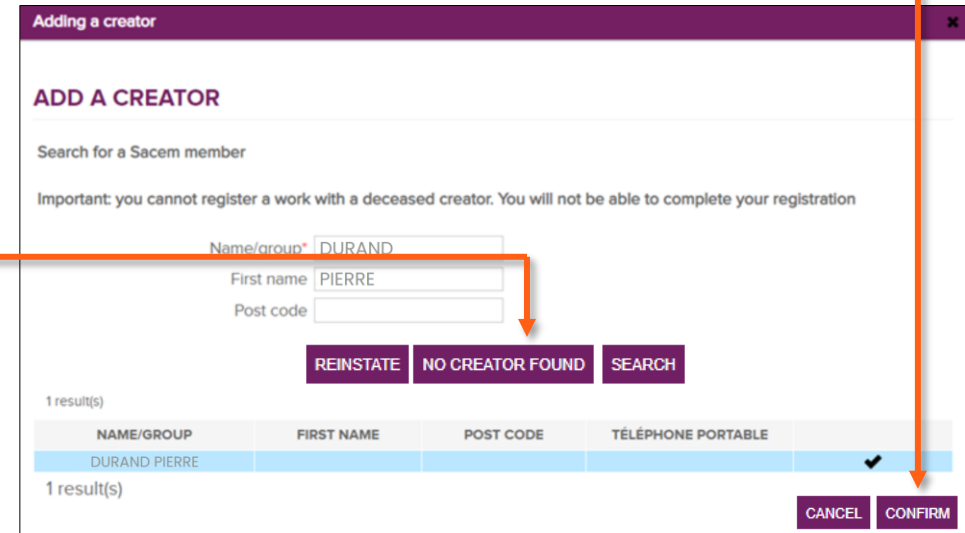
- **Fill in the details about the creator you are looking for, then click > Search.**
- **Tick the creator you are looking for in the results, then click > Confirm.**
- **If you cannot find the creator you are looking for, they are probably not members of Sacem. You can fill in their information manually by clicking > No creator found.**

Please note

Make sure to check the contact details (email and phone number) of the creator(s). If you make a mistake you will have to start the registration again.



The screenshot shows the 'Adding a creator' window with the title 'ADD A CREATOR'. It includes a search bar for a Sacem member, a warning message, and input fields for 'Name/group*', 'First name', and 'Post code'. Below the inputs are three buttons: 'REINSTATE', 'NO CREATOR FOUND', and 'SEARCH'. An orange arrow points from the 'Search' button in this window to the 'Confirm' button in the window below.



The screenshot shows the 'Adding a creator' window with search results. The input fields are filled with 'DURAND', 'PIERRE', and an empty 'Post code'. The 'SEARCH' button is highlighted. Below the inputs is a table with one result:

NAME/GROUP	FIRST NAME	POST CODE	TÉLÉPHONE PORTABLE
DURAND PIERRE			✓

Below the table are buttons for 'REINSTATE', 'NO CREATOR FOUND', and 'SEARCH'. At the bottom right are 'CANCEL' and 'CONFIRM' buttons. An orange arrow points from the 'Confirm' button in this window to the 'Confirm' button in the window above.

4.2

Declaration of the rights holders 3/3

Once all participants have been added, click > **Next step.**

STEP 2

DECLARATION OF RIGHTS HOLDERS

Title : EXAMPLE
Duration : 3 minutes 30 seconds
Genre : Chant

Creators

Last name	First name	Pseudonym	Role	Mobile phone	E-mail	
DURAND	Claire	DURAND Claire	☐ Composer ☒ Author	XXXXXXXXXX	XXXX@gmail.com	
DURAND	Pierre		☒ Composer ☐ Author	+33 XXXXXXXXXX	XXXX@gmail.com	

[PREVIOUS STEP](#) [NEXT STEP](#)

4.3

Entry of distribution keys (equal split) 1/5

Enter the rights split between each participant:

- Enter the **mechanical rights split** (“**Reproduction rights**” / “**PHONO**”) (as agreed contractually between all rights holders).
- To see the **performing rights** (“**DEP**”) and **radio mechanical rights** (“**DR**”) **split** (defined in Sacem’s articles of association), click **> Display the sharing**. In that case, an equal split applies.

Please note

When entering the percentages, make sure to **use a dot instead of a comma** to mark the decimal.

When the shares of each creator are added up, **the total must be 100%**.

STEP 3

ENTRY OF KEY PHONO AND CALCULATE OF KEY DEP AND DR

Title : EXAMPLE

Duration : 3 minutes 30 seconds

Genre : Chant

Creators

Last name First name	Role	Reproduction rights	Key DEP	Key DR
DURAND Claire	☒ Author	70.0 %	0.0 %	0.0 %
DURAND Pierre	☒ Composer	30.0 %	0.0 %	0.0 %

• PHONO key total must be 100

100.0000 %

MR key

PR key

Radio mechanical rights key

EQUAL SHARING

DISPLAY THE SHARING

PREVIOUS STEP

4.3

Entry of distribution keys (equal split) 2/5

Example of an equal split:

The PR (“DEP”) and radio mechanical rights (“DR”) split is **equal** between each rights holder, **no matter** the MR (“Reproduction rights” / “PHONO”) key entered.

STEP 3

ENTRY OF KEY PHONO AND CALCULATE OF KEY DEP AND DR

Title : EXAMPLE
Duration : 3 minutes 30 seconds
Genre : Chant

Creators

Last name First name	Role	MR key Reproduction rights	Key DEP PR key	Key DR Radio mechanical rights key
DURAND Claire	☒ Author	70.0 %	50,0000 %	50,0000 %
DURAND Pierre	☒ Composer	30.0 %	50,0000 %	50,0000 %
		0.0 %		

• PHONO key total must be 100
MR key

[DISPLAY THE SHARING](#)
[PREVIOUS STEP](#)
[NEXT STEP](#)

If there are several authors and/or several composers inside the same category author and/or composer):

- As for the PR (“DEP”) and radio mechanical (“DR”) rights, you have the possibility to apply a split following that of the MR (“Reproduction rights” / “PHONO”) within each category.
- In that case, tick the > **YES** box.

ENTRY OF KEY PHONO AND CALCULATE OF KEY DEP AND DR

Title : EXAMPLE

DIVISION OF THE RIGHTS OF REPRESENTATION OR PUBLIC EXECUTION (DEP) AND RIGHTS "RADIO MECHANICS" (DR)
This option only applies to you if there are several rightholders within one or more categories to which you belong (songwriters, composers, publishers). For PPR: The General Regulations of Sacem provide that the distribution of public performance rights be made in equal fractions: 1/3 for the songwriter(s), 1/3 for the composer(s), 1/3 for the publisher(s). Sharing within each category is made equally. For BRR: The distribution of broadcast reproduction rights (royalties collected by Sacem for the manufacture and use of mechanical reproductions of works by television channels, radios and entertainment companies) is also fixed by the General Regulations (see Articles 76 et seq.). Sharing within each category is made equally. However, without derogating from the method of sharing of public performance rights and broadcast reproduction rights established between the various categories, you may opt for a distribution which follows that of mechanical reproduction rights, within each category, by ticking "yes". This option is only relevant since the 1st January 2019 and only for new works declared.

☒ OUI ☐ NON
YES NO

4.3

Entry of distribution keys (unequal split) 4/5

- Enter the **mechanical rights split** (“Reproduction rights” / “**PHONO**”)
- To see the **performing rights** (“DEP”) and **radio mechanical rights** (“DR”) split, click **> Display the sharing.**

Please note

When entering the percentages, make sure to **use a dot instead of a comma** to mark the decimal.

When the shares of each creator are added up, **the total must be 100%.**

STEP 3

ENTRY OF KEY PHONO AND CALCULATE OF KEY DEP AND DR

Title : EXAMPLE
Duration : 3 minutes 30 seconds
Genre : Chant

All rightholders concerned want that the sharing of public performance rights and of broadcast reproduction rights, within each of the categories, follows that of mechanical reproduction rights

☒ OUI ☐ NON
YES NO

Creators

Last name First name	Role	Reproduction rights	Key DEP	Key DR
DURAND Claire	☒ Author	25.0 %	0.0 %	0.0 %
DURAND Pierre	☒ Composer	50.0 %	0.0 %	0.0 %
DOE John	☒ Composer	25.0 %	0.0 %	0.0 %

• PHONO key total must be 100

100.0000 %

UNEQUAL SHARING

Key DEP PR key

Key DR Radio mechanical rights key

DISPLAY THE SHARING **PREVIOUS STEP**

4.3

Entry of distribution keys (unequal split) 5/5

Example of a split following the MR (“Reproduction rights” / “PHONO”) key:

The PR (“DR”) and radio mechanical rights (“DR”) split between each rights holder is **calculated according to the MR (“Reproduction rights” / “PHONO”) key** entered.

STEP 3

ENTRY OF KEY PHONO AND CALCULATE OF KEY DEP AND DR

Title : EXAMPLE
Duration : 3 minutes 30 seconds
Genre : Chant

All rightholders concerned want that the sharing of public performance rights and of broadcast reproduction rights, within each of the categories, follows that of mechanical reproduction rights

☒ OUI ☐ NON YES NO

Creators

Last name	First name	Role	Reproduction rights	Key DEP	Key DR
DURAND	Claire	☒ Author	25.0 %	50,0000 %	50,0000 %
DURAND	Pierre	☒ Composer	50.0 %	33,3333 %	33,3333 %
DOE	John	☒ Composer	25.0 %	16,6667 %	16,6667 %

• PHONO key total must be 100

0.0 %

MR key

UNEQUAL SHARING

Radio mechanical rights key

PR key

DISPLAY THE SHARING PREVIOUS STEP NEXT STEP

Check that all the information is correct.

- **To correct information:** click > **Previous step**.
- **To confirm your registration:** Choose to receive the electronic signature code by SMS or by email, by clicking either > **Confirm with SMS** or > **Confirm with email**, depending on your choice.

STEP 4

SUMMARY

Title: EXAMPLE
Duration: 3 minutes and 30 seconds
Status: Unpublished (work with no publisher)
Genre: Chant
Source: FRANCE

Creators

Last name First name	Pseudonym	Role	Reproduction rights	Key DEP	Key DR	Mobile phone	E-mail
DURAND Claire	DURAND Claire	☒ Author	70.0 %	50,0000 %	50,0000 %	XXXXXXXXXX	XXXX@gmail.com
DURAND Pierre		☒ Composer	30.0 %	50,0000 %	50,0000 %	XXXXXXXXXX	XXXX@gmail.com

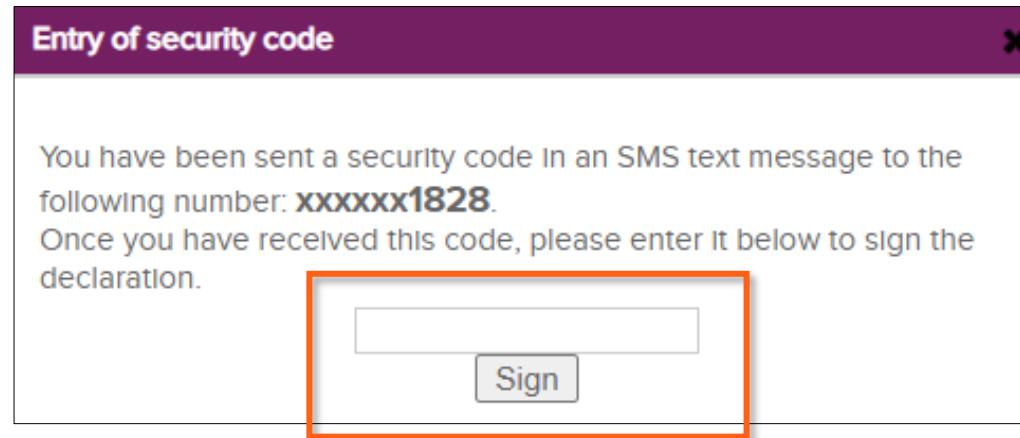
[PREVIOUS STEP](#) [CONFIRM WITH SMS](#) [CONFIRM WITH EMAIL](#)

« As part of the procedure for on-line management of on-line declarations of works, personal data relating to you will be processed by SACEM for the distribution of royalties and will be used by SACEM, its service providers and sister societies existing within and outside the European Union.

In accordance with articles 38, 39 and 40 of the law « on Information Technology and Freedoms » of 6 January 1978, you have the right to access, question, correct and object to its use which you can exercise, in writing through the post to: SACEM, DDGR, 225 Avenue Charles de Gaulle, 92528 Neuilly-sur-Seine cedex.»

After confirming the summary, you will receive a code by SMS or email (depending on your choice during the previous step) to sign your declaration.

Enter this code and click > Sign.



Entry of security code ✕

You have been sent a security code in an SMS text message to the following number: **xxxxxx1828**.
Once you have received this code, please enter it below to sign the declaration.

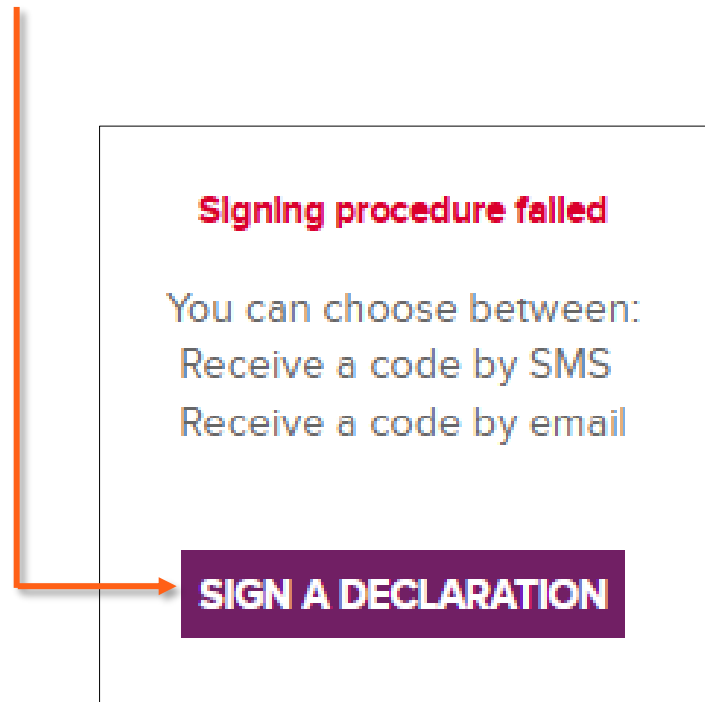
Sign

Please note

The other creators of the work will receive an email containing a link to sign the work.
The registration is complete once all rights holders have signed.
([see pages 71 to 77](#)).

If you do not receive the code by SMS, you can send it again. This solution is automatically suggested by the service if the sending of the SMS has failed or if you entered a wrong code.

You just have to click **> Sign a declaration** and follow the next steps.



Please note

You can also sign a registration later on in your member account, go to:

> My works

> Sign a declaration
(see [pages 66 to 70](#)).

4.5

Electronic signature (an issue?) 3/5

After clicking > Sign a declaration, all your registrations pending signature are displayed. Select the one to sign by **ticking the box** on the right.

Then, click > **Consulter la déclaration.**

Consult the declaration

SELECT A DECLARATION TO SIGN

1 result(s)

NUMBER	TITLE	DURATION	GENRE	DECLARANT	CREATION DATE	EXPIRY DATE	
2325318	EXAMPLE	3m and 30s		DURAND Claire	28/02/2023	10/03/2023	☒

1 result(s)

CONSULTER LA DÉCLARATION

Consult the declaration

Choose to > **Receive a code by email** or to > **Receive a code by SMS.**

SUMMARY AND SIGNATURE

DETAIL OF THE DECLARATION

Number	: 2325318
Title	: EXAMPLE
Duration	: 3m and 30s
Status	: Unpublished (work with no publisher)
Genre	:
Source	: FRANCE
Original work code	: 0
Work code	: 4957477311

RIGHTS HOLDERS

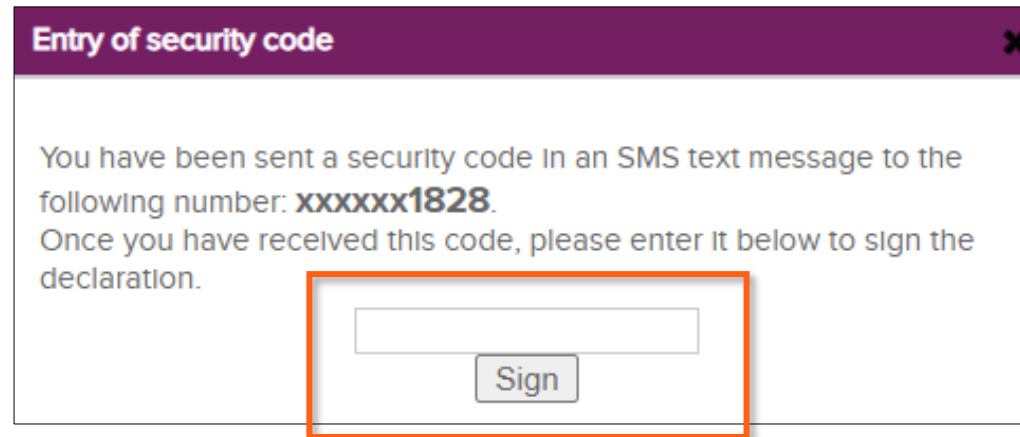
Last name First name	Pseudonym	Role	PH key	Mobile phone	E-mail
DURAND Claire	DURAND Claire	A	70.0 %	XXXXXXXXXX	XXXX@gmail.com
DURAND Pierre	DURAND Pierre	C	30.0 %	XXXXXXXXXX	XXXX@gmail.com

ATTACHMENTS

File name
Bulletin
Texte
Partition
Texte

CANCEL RECIEVE A CODE BY EMAIL RECIEVE A CODE BY SMS

Enter this code and click > **Sign**.



The screenshot shows a web form with a purple header bar containing the text "Entry of security code" and a close button (X). The main content area is white and contains the following text: "You have been sent a security code in an SMS text message to the following number: **xxxxxx1828**. Once you have received this code, please enter it below to sign the declaration." Below this text is a text input field and a "Sign" button. The input field and the button are highlighted with a red rectangular border.

Please note

The other creators of the work will receive an email containing a link to sign the work.
The registration is complete once all rights holders have signed.
([see pages 71 to 77](#)).

Registering a published work

05

The online registration of published works is **only possible if the publishers are all members of Sacem.**

If they are not, you have 2 options:

1. **If the publisher is not a member of any authors' society**, inviting them to become a Sacem member online > [Become a member](#)
2. **If the publisher is a member of another authors' society**, registering the work with a registration form (n°725bis or 711bis) downloadable on [sacem.fr/en](#)
> [Documents and resources](#)



Submission of the contracts for online registrations

Assignment of contract rights and publishing contract: optional submission.

Co-publishing contract: mandatory submission

5.1

Registration of the title 1/3

Once you have filled in the information about the registration and clicked > **Start the declaration**, enter the **details about the work**: title, source, duration, etc.

DECLARATION OF A TITLE

Title of the work *

Any sub-title

Source of the work *

Duration of the work * (mm:ss)

Tempo

Last name and first name of the interpreter.

Name/group

First name

Is this work used in a film or a series ? If yes, state the title

Has this work been the subject of a recording ? If yes state the title and type of medium

Has this work been the subject of a broadcast (radio, television, concert) If yes, please indicate the date and location of the broadcast. 

Please note

About the “Source of the work” field

If your work is not originating in any of the listed territories, select the source “France”.

Please note

Fill in these fields only if your work has been used in a film/series, reproduced on a CD, vinyl or cassette, played in concert, or broadcast on the radio/TV.

5.1

Registration of the title 2/3

Upload the supporting documents*
by clicking > **Choisir un fichier**

Choose a file

Select the file on your device.

Once the file has been uploaded,
click > **Add file.**

ATTACHMENTS

Text, sheet music, contract, sound file etc.
Authorised format : mp3, pdf, wav

Files to attach:
Music: The submission of a sound file or score is optional* except for the following genres: illustrative music, jazz improvisation, original music for film or series.
Text: The submission of the text is optional* for songs but is compulsory for the following genres: parody, sketch, opinion text, presentation text, chronicle, poem.
Publishing contract: Submission is optional.
Co-publishing agreement: Submission is required.

*In cases where the submission of the sound file or the score and/or the text is optional, we encourage you to use, in addition, the Musicstart service in order to have a proof of anteriority of your works.

Aucun fichier choisi

Choose a file *No file selected*

File name Type of file

*Please note

To know the submission conditions for each file, please refer to page 13.

The name of the files must not contain any special characters or spaces and must not exceed 20 characters.

The name of the files can contain capital letters but the extension (.mp3, .wav, .pdf) must be in lower case.

The file size limit is 2 MB for .pdf files and 100 MB for .mp3 and .wav files.

5.1

Registration of the title 3/3

Once your file has been uploaded, select the corresponding **type of file** in the list.



The screenshot shows a web interface for file upload. At the top, there is a button 'Choisir un fichier' (Choose a file) and a status 'Aucun fichier choisi' (No file selected). Below this is a list of files: 'EXAMPLE Lyrics.Pdf', 'EXAMPLE Sheet Music.Pdf', 'EXAMPLE.Mp3', and 'EMPREINTE_SON_2325317_3.Pdf'. To the right of the list is a 'Type of file' dropdown menu with options: 'Text', 'Partition', 'Sound file', and 'Text'. An orange arrow points from the text 'type of file' in the instruction above to the dropdown menu. Another orange arrow points from the 'NEXT STEP' button to the instruction below. The interface also includes a progress bar, a 'Size of files' section with instructions, and a 'NEXT STEP' button.

Choisir un fichier | Aucun fichier choisi | **ADD FILE**

Choose a file | *No file selected*

File name	Type of file
EXAMPLE Lyrics.Pdf	Text
EXAMPLE Sheet Music.Pdf	Partition <i>Sheet music</i>
EXAMPLE.Mp3	Sound file
EMPREINTE_SON_2325317_3.Pdf	Text

1,93 Mb free out of 2 Mb for all PDF files.

Size of files

The total size of all of your PDF files must not exceed 2 Mb.
Your MP3 / WAV file must not exceed 100 Mb.

NEXT STEP

Once you have provided all the required files, click > **Next step.**

***Please note**

To know the submission conditions for each file, please refer to page 13.

The name of the files must not contain any special characters or spaces and must not exceed 20 characters.

The name of the files can contain capital letters but the extension (.mp3, .wav, .pdf) must be in lower case.

The file size limit is 2 MB for .pdf files and 100 MB for .mp3 and .mav files.

At this stage, you can add the potential other participants in the work:

- Check or fill in your contact details and tick your role.
- If **you are the only creator** of the work, proceed to adding the publisher(s).
- If **other creators participated** in the work, click **> Adding a creator**.

STEP 2

DECLARATION OF RIGHTS HOLDERS

Title : EXAMPLE
Duration : 3 minutes 30 seconds
Genre : Chant

Creators

Last name First name	Pseudonym	Role	Mobile phone	E-mail
DURAND Claire	DURAND Claire ▼	☐ Composer ☒ Author	XXXXXXXXXX	XXXX@gmail.com ▼ *

Publishers

Organisation	Catalogue	Role	Mobile phone	E-mail
--------------	-----------	------	--------------	--------

ADDING A CREATOR

ADDING A PUBLISHER

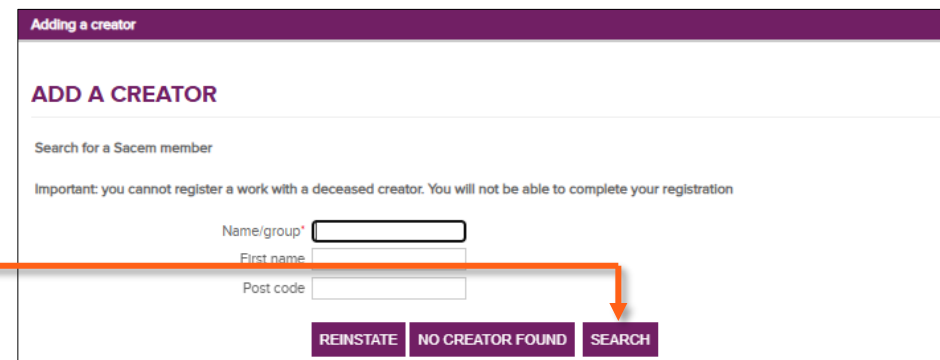
PREVIOUS STEP NEXT STEP

When clicking > **Adding a creator**, this window appears:

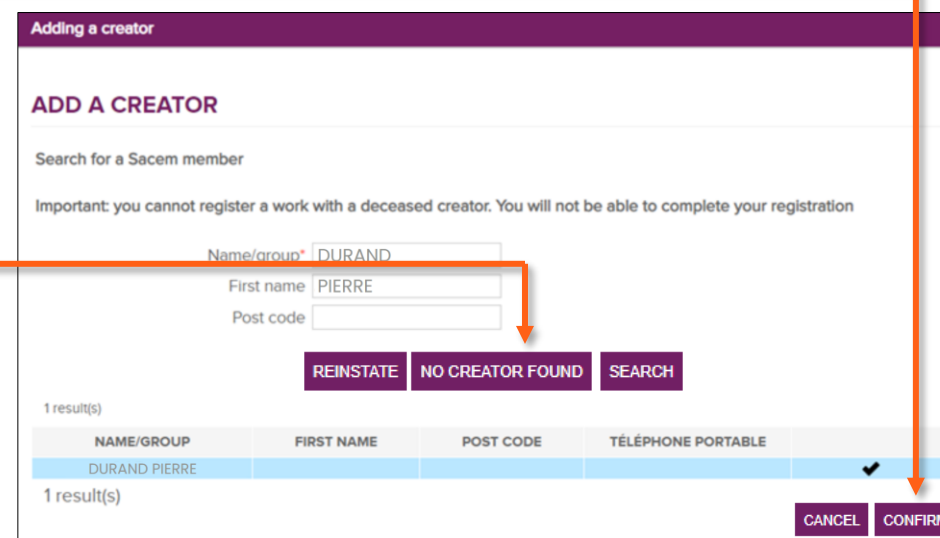
- **Fill in the details about the creator you are looking for**, then click > **Search**.
- **Tick the creator you are looking for in the results**, then click > **Confirm**.
- **If you cannot find the creator you are looking for**, they are probably not members of Sacem. You can fill in their information manually by clicking > **No creator found**.

Please note

Make sure to check the contact details (email and phone number) of the creator(s). If you make a mistake you will have to start the registration again.



The screenshot shows the 'Adding a creator' window with the title 'ADD A CREATOR'. It includes a search bar for 'Name/group*', 'First name', and 'Post code'. Below the search bar are three buttons: 'REINSTATE', 'NO CREATOR FOUND', and 'SEARCH'. An orange arrow points from the 'Search' button in this window to the 'Confirm' button in the window below.



The screenshot shows the 'Adding a creator' window with the title 'ADD A CREATOR'. It includes a search bar for 'Name/group*', 'First name', and 'Post code'. Below the search bar are three buttons: 'REINSTATE', 'NO CREATOR FOUND', and 'SEARCH'. Below these buttons is a table with 1 result(s). The table has columns: NAME/GROUP, FIRST NAME, POST CODE, TÉLÉPHONE PORTABLE, and a checkbox. The first row shows 'DURAND PIERRE' with a checked checkbox. Below the table is a button 'CONFIRM'. An orange arrow points from the 'Confirm' button in this window to the 'Confirm' button in the window below.

NAME/GROUP	FIRST NAME	POST CODE	TÉLÉPHONE PORTABLE	
DURAND PIERRE				☒

5.2

Declaration of the rights holders (publishers) 3/5

Once all the creators have been added, click > **Adding a publisher.**

STEP 2

DECLARATION OF RIGHTS HOLDERS

Title : EXAMPLE
Duration : 3 minutes 30 seconds
Genre : Chant

Creators

Last name	First name	Pseudonym	Role	Mobile phone	E-mail
DURAND	Claire	DURAND Claire	☐ Composer ☒ Author	XXXXXXXXXX	XXXX@gmail.com
DURAND	Pierre		☒ Composer ☐ Author	+33 XXXXXXXXXX	XXXX@gmail.com

Publishers

Organisation	Catalogue	Role	Mobile phone	E-mail
--------------	-----------	------	--------------	--------

ADDING A PUBLISHER

PREVIOUS STEP NEXT STEP

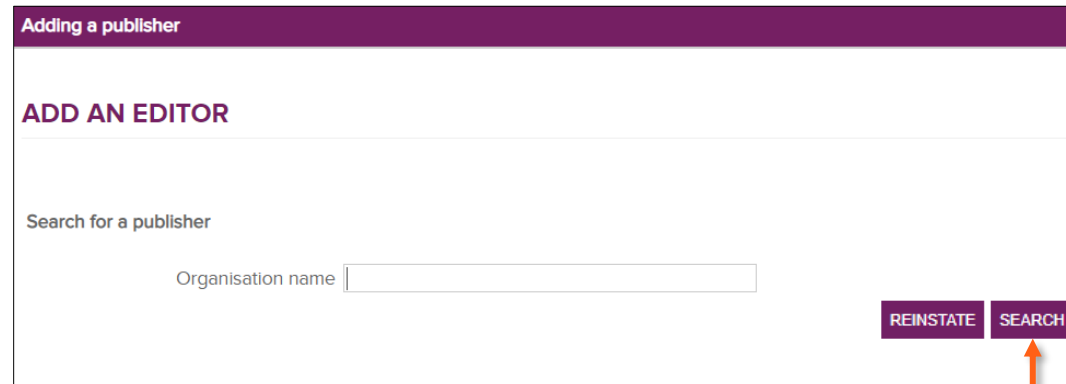
When clicking > **Adding a publisher**, this window appears:

- **Fill in the name of the publishing company** in the “Organisation name” field, then click > **Search**.
- **Tick the publisher you are looking for** in the results, then click > **Confirm**.

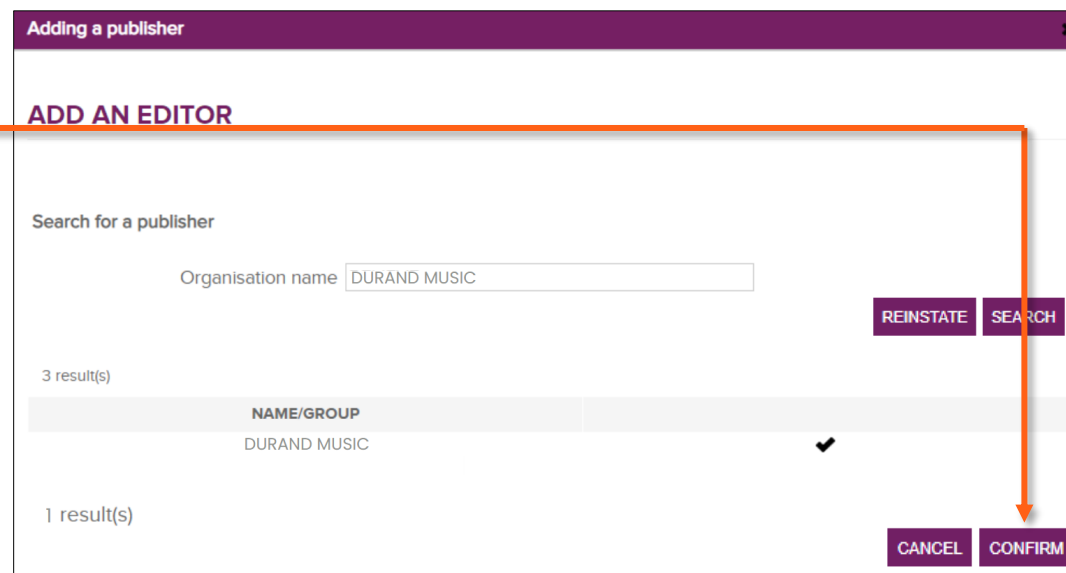
Please note

If the publisher is not listed, use a form n°725bis or 711bis to register the work.

> [Documents and resources](#)



The screenshot shows a window titled "Adding a publisher" with a close button (X) in the top right corner. Below the title bar is a section labeled "ADD AN EDITOR". Underneath, there is a heading "Search for a publisher" followed by a text input field labeled "Organisation name". To the right of the input field are two buttons: "REINSTATE" and "SEARCH". An orange arrow points from the "SEARCH" button to the right.



The screenshot shows the same "Adding a publisher" window, but now with search results. The "Organisation name" field contains "DURAND MUSIC". Below the input field are two buttons: "REINSTATE" and "SEARCH". Underneath, it says "3 result(s)". There is a table with one row: "DURAND MUSIC" with a checkmark in the right column. Below the table, it says "1 result(s)". At the bottom right, there are two buttons: "CANCEL" and "CONFIRM". An orange arrow points from the "CONFIRM" button to the right.

Once all the publishers have been added, select the **editorial catalogue** to which the work belongs, as well as the **contact details** of the publisher.

Click > **Next step.**

STEP 2

DECLARATION OF RIGHTS HOLDERS

Title : EXAMPLE
Duration : 3 minutes 30 seconds
Genre : Chant

Creators

Last name First name	Pseudonym	Role	Mobile phone	E-mail	
DURAND Claire	DURAND Claire ▾	☐ Composer ☒ Author	XXXXXXXXXX	XXXX@gmail.com ▾ *	
DURAND Pierre	▾	☒ Composer ☐ Author	+33 ▾ XXXXXXXXXX *	XXXX@gmail.com	

Publishers

Organisation	Catalogue	Role	Mobile phone	E-mail	
DURAND MUSIC	DURAND MUSIC ▾	☒ Publishers	+33 ▾ XXXXXXXXXX *	XXXX@gmail.com ▾ *	

PREVIOUS STEP NEXT STEP

5.3

Entry of distribution keys (equal split) 1/5

Enter the rights split between each participant:

- Enter the **mechanical rights split** (“**Reproduction rights**” / “**PHONO**”) (as agreed contractually between all rights holders).
- To see the **performing rights** (“**DEP**”) and **radio mechanical rights** (“**DR**”) split (defined in Sacem’s articles of association), click **> Display the sharing**. In that case, an equal split applies.

Please note

When entering the percentages, make sure to **use a dot instead of a comma** to mark the decimal.

When the shares of each creator are added up, **the total must be 100%.**

STEP 3

ENTRY OF KEY PHONO AND CALCULATE OF KEY DEP AND DR

Title : EXAMPLE
Duration : 3 minutes 30 seconds
Genre : Chant

Creators

Last name First name	Role	Reproduction rights	Key DEP	Key DR
DURAND Claire	☒ Author	25.0 %	0.0 %	0.0 %
DURAND Pierre	☒ Composer	25.0 %	0.0 %	0.0 %

Publishers

Last name First name	Role	Reproduction rights	Key DEP	Key DR
DURAND MUSIC	☒ Publishers	50.0 %	0.0 %	0.0 %

• PHONO key total must be 100

100.0000 %

DISPLAY THE SHARING **PREVIOUS STEP**

5.3

Entry of distribution keys (equal split) 2/5

Example of an equal split:

The PR (“DEP”) and radio mechanical rights (“DR”) split is **equal** between each rights holder, **no matter** the MR (“Reproduction rights” / “PHONO”) key entered.

STEP 3

ENTRY OF KEY PHONO AND CALCULATE OF KEY DEP AND DR

Title : EXAMPLE
Duration : 3 minutes 30 seconds
Genre : Chant

Creators

Last name First name	Role	Reproduction rights	Key DEP	Key DR
DURAND Claire	☒ Author	25.0 %	33,3333 %	25,0000 %
DURAND Pierre	☒ Composer	25.0 %	33,3334 %	25,0000 %

Publishers

Last name First name	Role	Reproduction rights	Key DEP	Key DR
DURAND MUSIC	☒ Publishers	50.0 %	33,3333 %	50,0000 %

• PHONO key total must be 100

MR key

0.0 %

MR key

EQUAL SHARING

PR key

Radio mechanical rights key

DISPLAY THE SHARING PREVIOUS STEP NEXT STEP

If there are several authors and/or several composers inside the same category (author and/or composer):

- As for the PR (“DEP”) and radio mechanical (“DR”) rights, you have the possibility to apply a split following that of the MR (“Reproduction rights” / “PHONO”) within each category.
- In that case, tick the > **YES** box.

ENTRY OF KEY PHONO AND CALCULATE OF KEY DEP AND DR

Title : EXAMPLE

DIVISION OF THE RIGHTS OF REPRESENTATION OR PUBLIC EXECUTION (DEP) AND RIGHTS "RADIO MECHANICS" (DR)
This option only applies to you if there are several rightholders within one or more categories to which you belong (songwriters, composers, publishers). For PPR: The General Regulations of Sacem provide that the distribution of public performance rights be made in equal fractions: 1/3 for the songwriter(s), 1/3 for the composer(s), 1/3 for the publisher(s). Sharing within each category is made equally. For BRR: The distribution of broadcast reproduction rights (royalties collected by Sacem for the manufacture and use of mechanical reproductions of works by television channels, radios and entertainment companies) is also fixed by the General Regulations (see Articles 76 et seq.). Sharing within each category is made equally. However, without derogating from the method of sharing of public performance rights and broadcast reproduction rights established between the various categories, you may opt for a distribution which follows that of mechanical reproduction rights, within each category, by ticking "yes". This option is only relevant since the 1st January 2019 and only for new works declared.

☒ OUI ☐ NON
YES NO

5.3

Entry of distribution keys (unequal split) 4/5

- Enter the **mechanical rights split** (“Reproduction rights” / “**PHONO**”)
- To see the **performing rights** (“DEP”) and **radio mechanical rights** (“DR”) split, click **> Display the sharing.**

Please note

When entering the percentages, make sure to **use a dot instead of a comma** to mark the decimal.

When the shares of each creator are added up, **the total must be 100%.**

STEP 3

ENTRY OF KEY PHONO AND CALCULATE OF KEY DEP AND DR

Title : EXAMPLE
Duration : 3 minutes 30 seconds
Genre : Chant

All rightholders concerned want that the sharing of public performance rights and of broadcast reproduction rights, within each of the categories, follows that of mechanical reproduction rights

☒ OUI ☐ NON
YES NO

Creators

Last name First name	Role	Reproduction rights	Key DEP	Key DR
DURAND Claire	☒ Author	15.0 %	0.0 %	0.0 %
DURAND Pierre	☒ Composer	15.0 %	0.0 %	0.0 %
DOE John	☒ Composer	20.0 %	0.0 %	0.0 %

Publishers

Last name First name	Role	Reproduction rights	Key DEP	Key DR
DURAND MUSIC	☒ Publishers	50.0 %	0.0 %	0.0 %

• PHONO key total must be 100

100.0000 %

UNEQUAL SHARING

Key DEP PR key

Key DR Radio mechanical rights key

DISPLAY THE SHARING **PREVIOUS STEP**

Example of a split following the MR (“Reproduction rights” / “PHONO”) key:

The PR (“DR”) and radio mechanical rights (“DR”) split between each rights holder is **calculated according to the MR (“Reproduction rights” / “PHONO”) key** entered.

STEP 3

ENTRY OF KEY PHONO AND CALCULATE OF KEY DEP AND DR

Title : EXAMPLE
Duration : 3 minutes 30 seconds
Genre : Chant

All rightholders concerned want that the sharing of public performance rights and of broadcast reproduction rights, within each of the categories, follows that of mechanical reproduction rights

☒ OUI ☐ NON YES NO

Creators

Last name First name	Role	Reproduction rights	Key DEP	Key DR
DURAND Claire	☒ Author	15.0 %	33.3334 %	25.0000 %
DURAND Pierre	☒ Composer	15.0 %	14.2857 %	10.7143 %
DOE John	☒ Composer	20.0 %	19.0476 %	14.2857 %

Publishers

Last name First name	Role	Reproduction rights	Key DEP	Key DR
DURAND MUSIC	☒ Publishers	50.0 %	33.3333 %	50.0000 %

• PHONO key total must be 100

MR key

UNEQUAL SHARING

MR key **PR key** **Radio mechanical rights key**

0.0 %

DISPLAY THE SHARING PREVIOUS STEP NEXT STEP

Check that all the information is correct.

- **To correct information:** click > **Previous step.**
- **To confirm your registration:** Choose to receive the electronic signature code by SMS or by email, by clicking either > **Confirm with SMS** or > **Confirm with email**, depending on your choice.

STEP 4

SUMMARY

Title

EXAMPLE

Duration

3 minutes and 30 seconds

Status

Published (work with one or more publishers)

Genre

Chant

Source

FRANCE

Creators

Last name First name	Pseudonym	Role	Reproduction rights	Key DEP	Key DR	Mobile phone	E-mail
DURAND Claire	DURAND Claire	☒ Author	25.0 %	33,3333 %	25,0000 %	XXXXXXXXXX	XXXX@gmail.com
DURAND Pierre		☒ Composer	25.0 %	33,3334 %	25,0000 %	XXXXXXXXXX	XXXX@gmail.com

Publishers

Organisation	Catalogue	Role	Reproduction rights	Key DEP	Key DR	Mobile phone	E-mail
DURAND MUSIC	DURAND MUSIC	☒ Publishers	50.0 %	33,3333 %	50,0000 %	XXXXXXXXXX	XXXX@gmail.com

PREVIOUS STEP

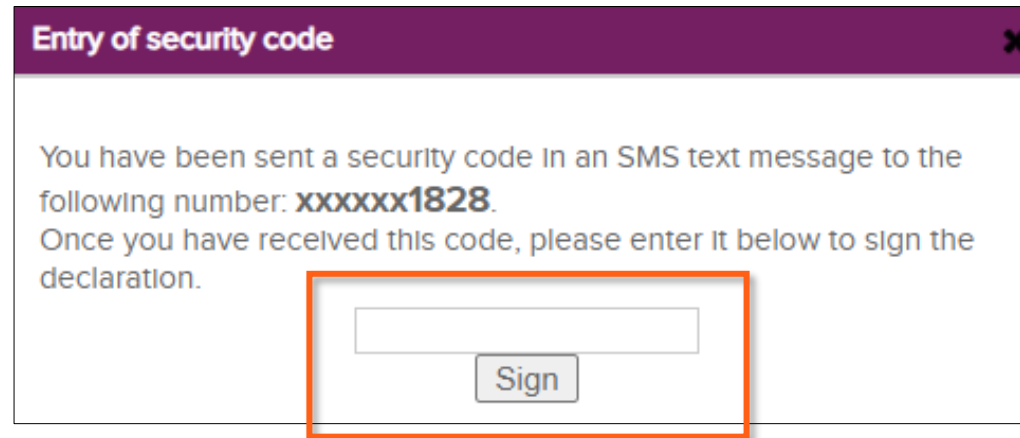
CONFIRM WITH SMS

CONFIRM WITH EMAIL

« As part of the procedure for on-line management of on-line declarations of works, personal data relating to you will be processed by SACEM for the distribution of royalties and will be used by SACEM its service providers and its partners for the management of the works. In accordance with articles 38, 39 and 40 of the law « on Information Technology and Freedoms » of 6 January 1978, you have the right to access, question, correct and object to its use which you can exercise, in writing through the post to: SACEM, DGR, 225 Avenue Charles de Gaulle, 92528 Neuilly-sur-Seine cedex. »

After confirming the summary, you will receive a code by SMS or email (depending on your choice during the previous step) to sign your declaration.

Enter this code and click > Sign.



Entry of security code ✕

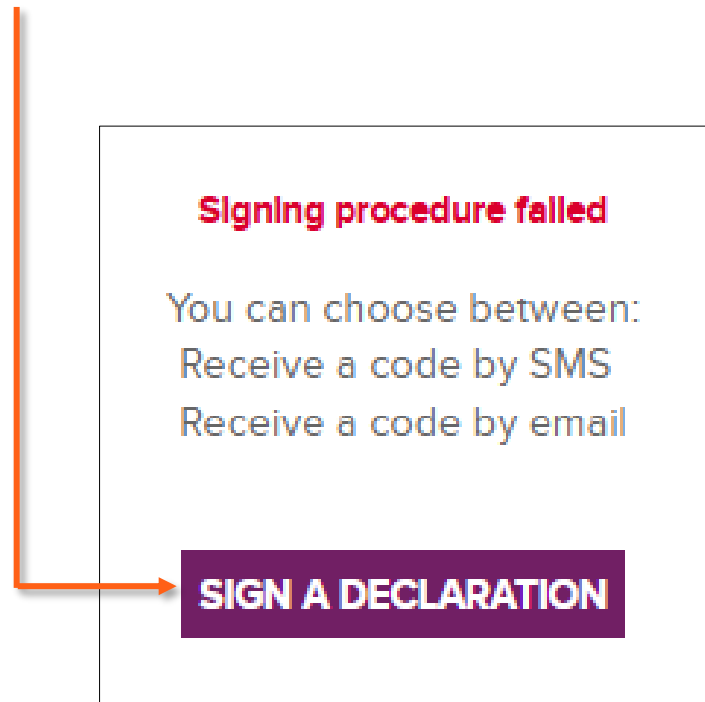
You have been sent a security code in an SMS text message to the following number: **xxxxxx1828**.
Once you have received this code, please enter it below to sign the declaration.

Please note

The other creators of the work will receive an email containing a link to sign the work.
The registration is complete once all rights holders have signed.
([see pages 71 to 77](#)).

If you do not receive the code by SMS, you can send it again. This solution is automatically suggested by the service if the sending of the SMS has failed or if you entered a wrong code.

You just have to click **> Sign a declaration** and follow the next steps.



Please note

You can also sign a registration later on in your member account, go to:

> My works

> Sign a declaration
(see [pages 66 to 70](#)).

5.5

Electronic signature (an issue?) 3/5

After clicking > Sign a declaration, all your registrations pending signature are displayed. Select the one to sign by **ticking the box** on the right.

Then, click > **Consulter la déclaration.**

Consult the declaration

SELECT A DECLARATION TO SIGN

1 result(s)

NUMBER	TITLE	DURATION	GENRE	DECLARANT	CREATION DATE	EXPIRY DATE	
2325318	EXAMPLE	3m and 30s		DURAND Claire	28/02/2023	10/03/2023	☒

1 result(s)

CONSULTER LA DÉCLARATION

Consult the declaration

Choose to > **Receive a code by email** or to > **Receive a code by SMS.**

SUMMARY AND SIGNATURE

DETAIL OF THE DECLARATION

Number	: 2325342
Title	: EXAMPLE
Duration	: 3m and 30s
Status	: Published (work with one or more publishers)
Genre	:
Source	: FRANCE
Original work code	: 0
Work code	: 4957477811

RIGHTS HOLDERS

Last name First name		Pseudonym	Role	PH key	Mobile phone	E-mail
DURAND Claire		DURAND Claire	A	25.0 %	XXXXXXXXXX	XXXX@gmail.com
DURAND Pierre		DURAND Pierre	C	25.0 %	XXXXXXXXXX	XXXX@gmail.com
Organisation		Catalogue	Role	PH key	Mobile phone	E-mail
DURAND MUSIC		DURAND Claire	E	50.0 %	XXXXXXXXXX	XXXX@gmail.com

ATTACHMENTS

File name
Bulletin
Texte
Contrat
Partition
Texte



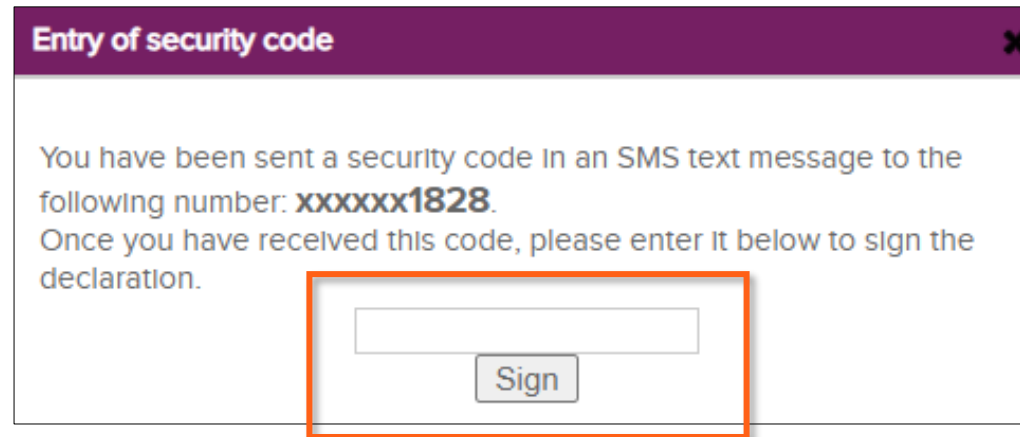
By signing the declaration, you confirm the accuracy of the information provided by the declarant and which is summarised above.

CANCEL

RECIEVE A CODE BY EMAIL

RECIEVE A CODE BY SMS

Enter this code and click > **Sign**.



The screenshot shows a web form titled "Entry of security code" with a purple header bar. The main content area is white and contains the following text: "You have been sent a security code in an SMS text message to the following number: **xxxxxx1828**. Once you have received this code, please enter it below to sign the declaration." Below the text is a text input field and a "Sign" button. The input field and the button are highlighted with a red rectangular border.

Please note

The other creators of the work will receive an email containing a link to sign the work.
The registration is complete once all rights holders have signed.
([see pages 71 to 77](#)).

Signature of a rights
holder who is not a
Sacem Member

06

6.1

Electronic signature of a rights holder who is not a Sacem member

You are rights holder of a work which has just been registered online at Sacem and you need to sign it, but you are not a Sacem member? You will automatically receive an email containing a link to the electronic signature of the declaration.

Bonjour Pierre DURAND,

Claire DURAND a déclaré l'œuvre *Exemple*, dans laquelle vous êtes créateur ou éditeur.

Cliquez sur le lien ci-dessous pour consulter et signer la déclaration:

<https://sigriedint.sacem.fr/nsdol/sign?charte=createurs&id=1d5f07ea347f464dcee35e02ef8d5d26>

Cordialement,
La SACEM

Hello Pierre DURAND,

Claire DURAND has declared the work *Exemple*, of which you are a creator or a publisher.

Please click on the link below to view and sign the declaration:

<https://sigriedint.sacem.fr/nsdol/sign?charte=createurs&id=1d5f07ea347f464dcee35e02ef8d5d26>

Kind regards,
SACEM

6.2

Login to the electronic signature area

After clicking on the link in the email, enter your mobile phone number **(the one that was entered during the online registration of the work)**.

**Validation de la déclaration en ligne**
Confirmation of online registration

Connexion à l'espace déclaration d'œuvre
Log in to the online registration service

Connexion

Veuillez indiquer votre numéro de téléphone mobile spécifié lors de la déclaration

Mobile :

*Please enter your mobile phone number
(the one that was entered during the online registration)*

Valider

sacem Validation de la déclaration en ligne *Validation of the online registration*

Récapitulatif et signature *Summary and signature*

Détails du titre *Details of the work*

Numéro : 2325008
 Titre de l'œuvre : Exemple
 Durée : 3mn
 Statut : Inédit (œuvre sans éditeur) *Inédite = unpublished / Editée = published*
 Genre : Chant
 Origine : FRANCE
 Code d'œuvre : 4955456411

Avants droit *Rights holders*

Créateurs	Surname and first name	Pseudonym	Role	MR key	Clé PH	Mobile	E-mail
DURAND Claire	DURAND Claire		A	50.0 %		XXXXXXXXXXXX	XXXX@gmail.com
DURAND Pierre	DURAND Pierre		C	50.0 %		XXXXXXXXXXXX	XXXX@gmail.com

Pièces jointes *Attachments*

Nom du fichier *Name of the file*
 Bulletin

Pièce d'identité *ID*

ID Pièce d'identité
 PDF, JPEG or JPG format (2Mo au format PDF, JPEG ou JPG maximum) (2 Mo maximum).
 Attestation_execution_FR.pdf

IPI Name

Date of birth *Date de naissance*

L H J V S D
 4 5 6 7 8 9 10
 11 12 13 14 15 16 17
 18 19 20 21 22 23 24
 25 26 27 28 29 30

Receive the code by SMS *Recevoir le code par SMS* *Receive the code by email*
 Recevoir le code par email

* En signant la déclaration, vous confirmez l'exactitude des informations renseignées par le déclarant et récapitulées ci-dessus.
 Dans le cadre de la gestion des déclarations des œuvres en ligne, des données personnelles vous concernant font l'objet d'un traitement par la SACEM pour la répartition des redevances et sont destinées à cette dernière, ses prestataires ainsi qu'à ses sociétés sœurs établies dans ou hors de l'Union Européenne.
 Conformément aux articles 38, 39 et 40 de la loi « Informatique et Libertés » du 6 janvier 1978, vous disposez d'un droit d'accès, d'interrogation, de rectification et d'opposition que vous pouvez exercer par voie postale à : SACEM, DDGR, 225 Avenue Charles de Gaulle, 92528 Neuilly-sur-Seine cedex.

Check that all the information is correct.

Upload your ID, enter your IPI Name and your date of birth.

If you do not know your IPI Name, you can leave this field empty.

To sign the declaration electronically, you must receive a personal code.

Choose to **> Receive the code by SMS** or to **> Receive the code by email.**

Please note

The IPI Name is an 11-digit identifier assigned to your creator pseudonym. You have a different IPI number for each of your pseudonyms.

You can find this number on your online account of the author's society which you are a member of.

6.4

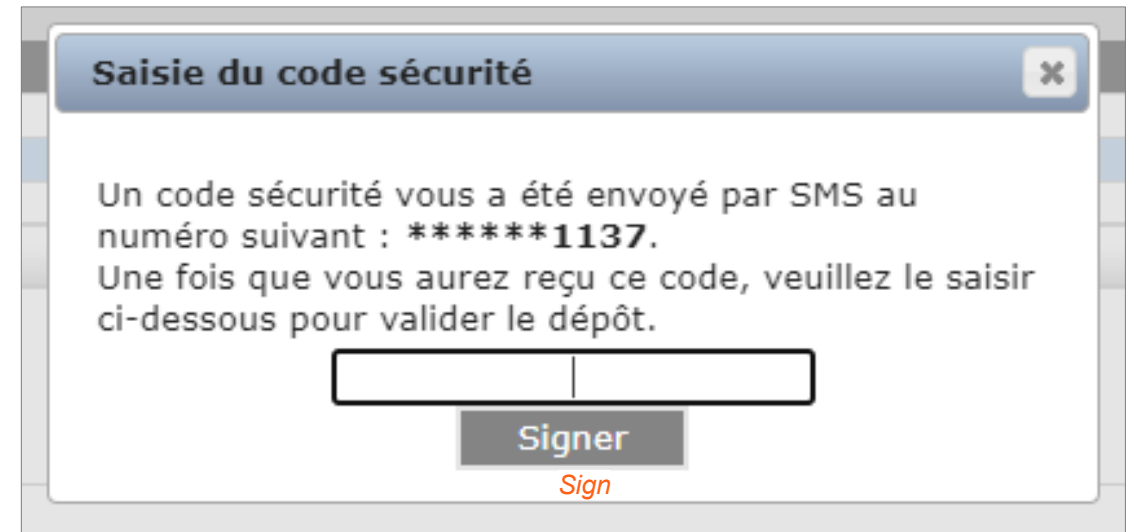
Receiving and entering the signature code

Enter the code you received by email or by SMS, depending on the choice you made during the previous step, then click > **Sign**.



The dialog box has a title bar 'Saisie du code sécurité' with a close button. The text inside reads: 'Un code sécurité vous a été envoyé par mail à l'adresse suivante : **maxxxxxxxxxxxxxxxxxxxxno@sacem.fr**. Une fois que vous aurez reçu ce code, veuillez le saisir ci-dessous pour valider le dépôt.' Below the text is a text input field and a 'Signer' button. Below the button is the word 'Sign' in orange.

*A security code has been sent to you by email at the following address:
[your email address]
Once you have received this code, please enter it below to confirm the registration.*



The dialog box has a title bar 'Saisie du code sécurité' with a close button. The text inside reads: 'Un code sécurité vous a été envoyé par SMS au numéro suivant : *******1137**. Une fois que vous aurez reçu ce code, veuillez le saisir ci-dessous pour valider le dépôt.' Below the text is a text input field and a 'Signer' button. Below the button is the word 'Sign' in orange.

*A security code has been sent to you by SMS at the following number:
[your mobile phone number]
Once you have received this code, please enter it below to confirm the registration.*

You will receive an email confirming that your signature has been taken into account, with a receipt for the signed declaration.

 **Validation de la déclaration en ligne**

Votre signature a été prise en compte.
Un mail de confirmation va vous être envoyé avec un récépissé.

*Your signature has been taken into account.
A confirmation email will be sent to you with a proof of registration.*

Your works pending
signature

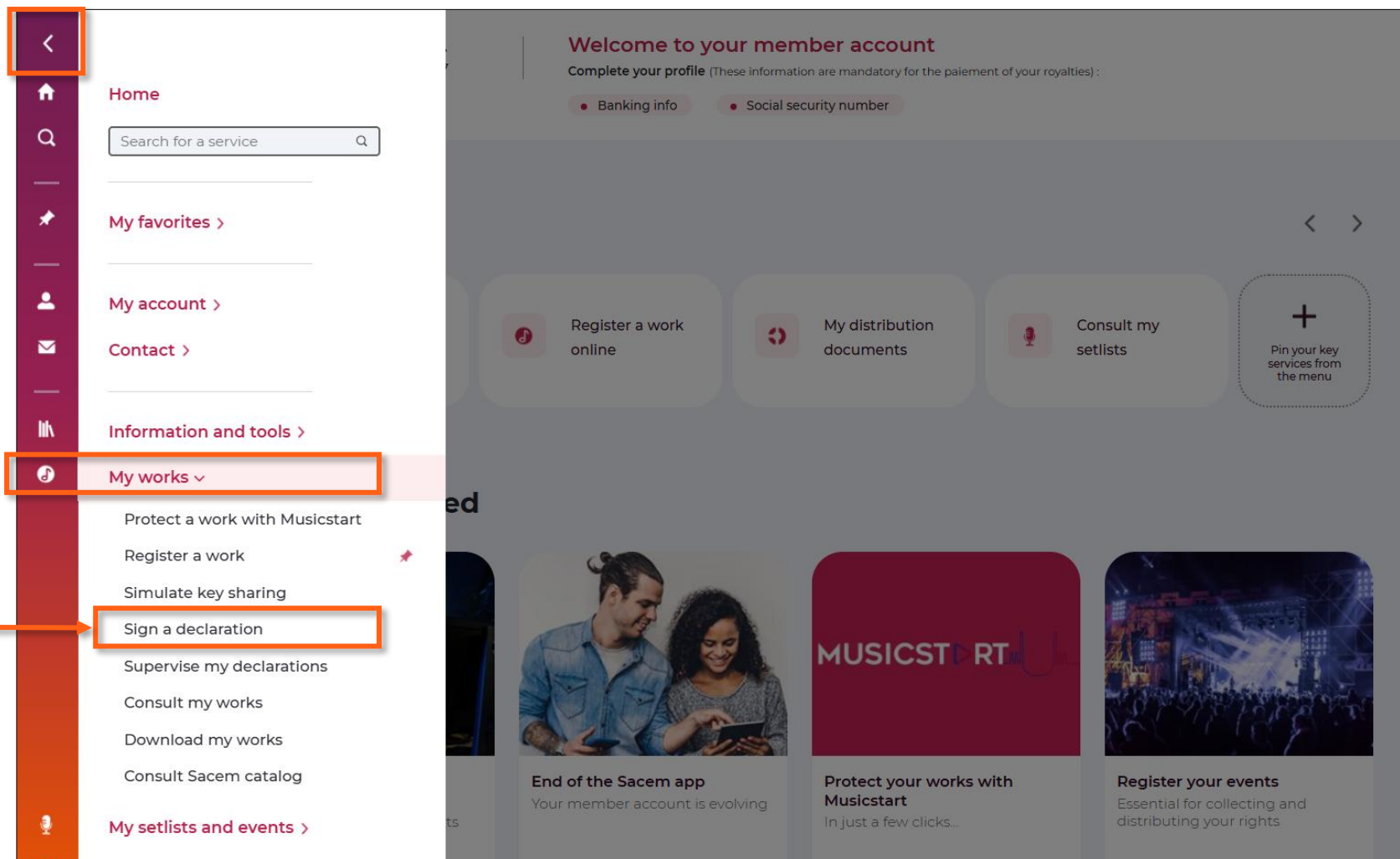
07

7.1

Displaying the works pending signature 1/2

To check if you have works awaiting signature, open the side menu in your member account, then click:

- > **My works**
- > **Sign a declaration**



7.1

Displaying the works pending signature 2/2

The declarations awaiting signature appear.

Select the work to sign by ticking the box on the right, then click **> Consulter la déclaration.**

Consult the declaration

SELECT A DECLARATION TO SIGN							
1 result(s)							
NUMBER	TITLE	DURATION	GENRE	DECLARANT	CREATION DATE	EXPIRY DATE	
2325342	EXAMPLE	3m and 30s		DURAND Claire	02/03/2023	12/03/2023	☒
1 result(s)							

CONSULTER LA DÉCLARATION

Consult the declaration

7.2

Receiving and entering the signature code

Choose to > **Receive the code by email** or to > **Receive the code by SMS.**

SUMMARY AND SIGNATURE

DETAIL OF THE DECLARATION

Number	: 2325342
Title	: EXAMPLE
Duration	: 3m and 30s
Status	: Published (work with one or more publishers)
Genre	:
Source	: FRANCE
Original work code	: 0
Work code	: 4957477811

RIGHTS HOLDERS

		Creators			
Last name First name	Pseudonym	Role	PH key	Mobile phone	E-mail
DURAND Claire	DURAND Claire	A	25.0 %	XXXXXXXXXX	XXXX@gmail.com
DURAND Pierre	DURAND Pierre	C	25.0 %	XXXXXXXXXX	XXXX@gmail.com

		Publishers			
Organisation	Catalogue	Role	PH key	Mobile phone	E-mail
DURAND MUSIC	DURAND Claire	E	50.0 %	XXXXXXXXXX	XXXX@gmail.com

ATTACHMENTS

File name
Bulletin
Texte
Contrat
Partition
Texte



By signing the declaration, you confirm the accuracy of the information provided by the declarant and which is summarised above.

CANCEL

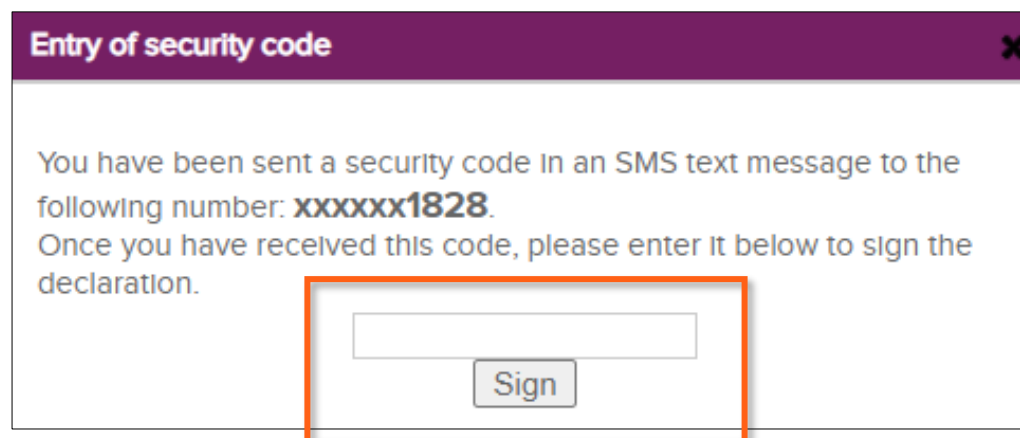
RECIEVE A CODE BY EMAIL

RECIEVE A CODE BY SMS

7.2

Receiving and entering the signature code

Enter the code received and click > **Sign**.



The screenshot shows a dialog box titled "Entry of security code" with a close button (X) in the top right corner. The text inside the dialog box reads: "You have been sent a security code in an SMS text message to the following number: **xxxxxx1828**. Once you have received this code, please enter it below to sign the declaration." Below the text is a text input field and a "Sign" button. The input field and the "Sign" button are highlighted with an orange rectangular border.

Please note

The other creators of the work will receive an email containing a link to sign the work.
The registration is complete once all rights holders have signed.
([see pages 71 to 77](#)).

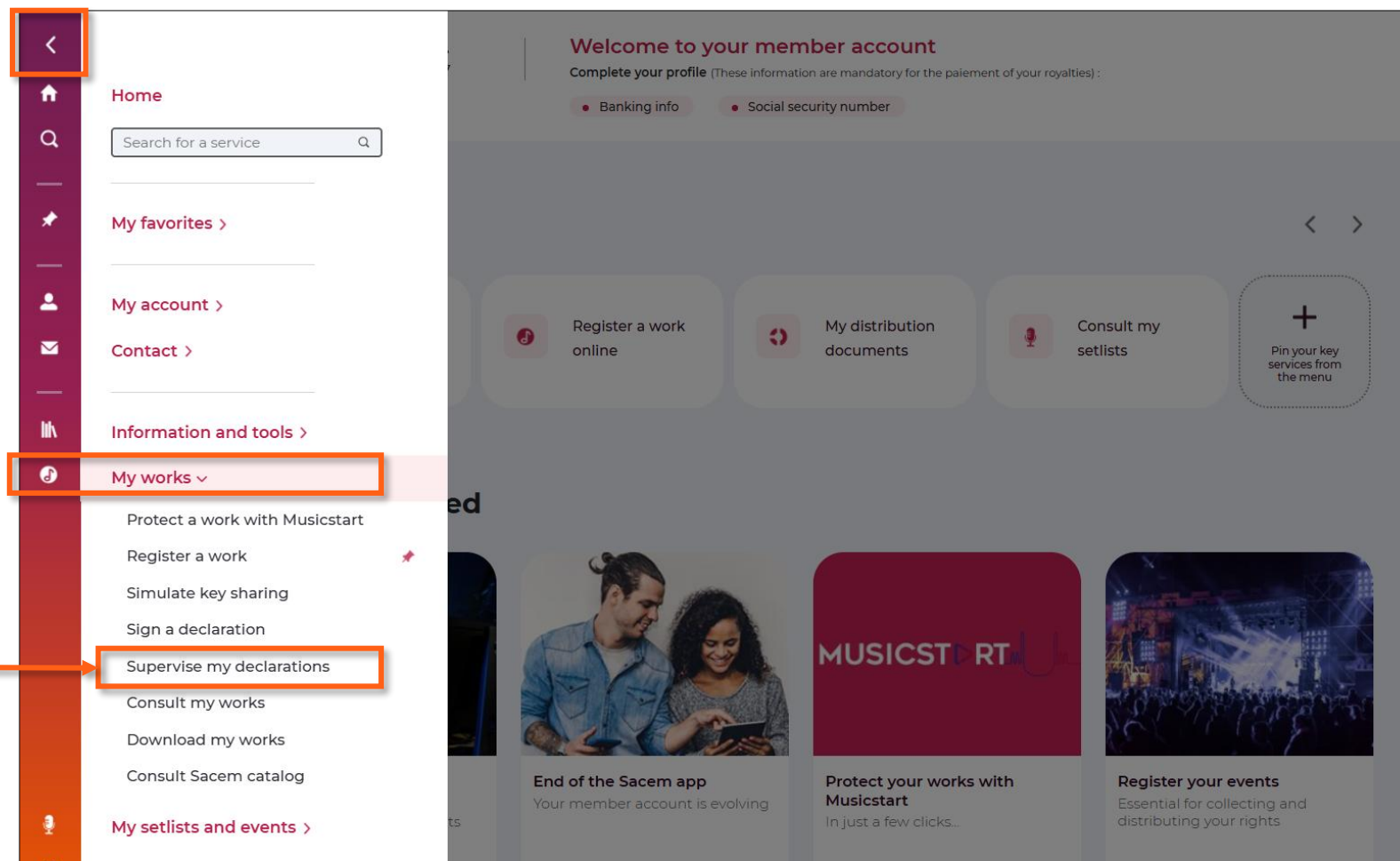
Supervise your
registrations

08

8.1 | Supervising your registrations

To supervise your registration (track the signature of each participant, extend the signature period or cancel a registration), open the side menu in your member account, then click:

- > **My works**
- > **Supervise my declarations**



8.1

Supervising your registrations

From here, you can:

- see if your registrations have been **signed by all the rights holders** of your works.
- **extend their signature period** if needed.
- **Cancel registrations** as long as they are not yet signed by all rights holders.

IN THIS SPACE, YOU HAVE THE POSSIBILITY OF MONITORING YOUR REGISTERED WORKS ONLINE:

1- You can see if the persons working with you have signed the registration.
2- You can withdraw registration, meaning cancel it as long as all the rights holders have not yet signed.
3- You can extend the deadline for signature granted to other rights holders.

HOW DOES THE SIGNATURE DEADLINE WORK ?

- The first deadline is granted for 10 days, starting from signature by the registrant submitting the registration
- If not all rights holders have signed before the approach of the first deadline, the registrant receives notification by e-mail.
- The registrant may then go to Monitoring my registration requests to extend the deadline by another 10 days.
- At the end of this deadline, if all the signatures have not been obtained, a new warning e-mail message is sent to the registrant.
- The registrant may extend the deadline by another 10 days for a second time.
- At the end of this deadline (30 days following registration), the registrant receives an e-mail message warning that, if all the signatures have not been obtained before the deadline, the work will automatically be withdrawn.

MY DECLARATIONS

30 result(s)

NUMBER	STATUS	TITLE	WORK CODE	DURATION	GENRE	CREATION DATE	EXPIRY DATE	RIGHTS HOLDERS	DATE OF SIGNATURE	
 346	Awaiting validation	EXAMPLE	4957478011	03:30		02/03/2023	12/03/2023	DURAND Claire DURAND Pierre DOE John DURAND MUSIC	- - - -	Extend Withdraw

8.2

Tracking the signatures

To know if your works have been signed by all participants, refer to the **“Date of signature”** column.

Each time a right holder signs a work, the date and time of signature are displayed next to their name.

MY DECLARATIONS									
30 result(s)									
NUMBER	STATUS	TITLE	WORK CODE	DURATION	GENRE	CREATION DATE	EXPIRY DATE	RIGHTS HOLDERS	DATE OF SIGNATURE
2325346	Awaiting validation	EXAMPLE	4957478011	03:30		02/03/2023	12/03/2023	DURAND Claire DURAND Pierre DOE John DURAND MUSIC	- - - -
2325342	Awaiting validation	EXAMPLE	4957477811	03:30		02/03/2023	12/03/2023	DURAND Claire DURAND Pierre DURAND MUSIC	02/03/2023 11:16:02 - -
2325318	Awaiting validation	EXAMPLE	4957477311	03:30		28/02/2023	10/03/2023	DURAND Claire DURAND Pierre	28/02/2023 15:36:29 -
2325192	Cancelled	Hello	4956321911	03:20		10/02/2023		DURAND Claire	-
2325150	Cancelled	EXAMPLE	4956208311	03:00		03/02/2023		DURAND Claire DURAND Pierre	- -

8.3

Extending the signature period

Once you – the registrant – have signed the registration, **the other rights holders have 10 days to sign.** You can extend this period twice, being a 30-day period in total. Shortly before the end of the signature period, you will receive a reminder email.

Click > **Extend.**

MY DECLARATIONS										
30 result(s)										
NUMBER	STATUS	TITLE	WORK CODE	DURATION	GENRE	CREATION DATE	EXPIRY DATE	RIGHTS HOLDERS	DATE OF SIGNATURE	
2325346	Awaiting validation	EXAMPLE	4957478011	03:30		02/03/2023	12/03/2023	DURAND Claire DURAND Pierre DOE John DURAND MUSIC	- - - -	Extend Withdraw
2325342	Awaiting validation	EXAMPLE	4957477811	03:30		02/03/2023	12/03/2023	DURAND Claire DURAND Pierre DURAND MUSIC	02/03/2023 11:16:02 - -	Extend Withdraw
2325318	Awaiting validation	EXAMPLE	4957477311	03:30		28/02/2023	10/03/2023	DURAND Claire DURAND Pierre	28/02/2023 15:36:29 -	Extend Withdraw
2325192	Cancelled	Hello	4956321911	03:20		10/02/2023		DURAND Claire	-	
2325150	Cancelled	EXAMPLE	4956208311	03:00		03/02/2023		DURAND Claire DURAND Pierre	- -	

8.4

After expiration of the signature period

If all the rights holders have not signed, the registration is automatically **cancelled**.

MY DECLARATIONS										
30 result(s)										
NUMBER	STATUS	TITLE	WORK CODE	DURATION	GENRE	CREATION DATE	EXPIRY DATE	RIGHTS HOLDERS	DATE OF SIGNATURE	
2325346	Awaiting validation	EXAMPLE	4957478011	03:30		02/03/2023	12/03/2023	DURAND Claire DURAND Pierre DOE John DURAND MUSIC	- - - -	Extend Withdraw
2325342	Awaiting validation	EXAMPLE	4957477811	03:30		02/03/2023	12/03/2023	DURAND Claire DURAND Pierre DURAND MUSIC	02/03/2023 11:16:02 - -	Extend Withdraw
2325318	Awaiting validation	EXAMPLE	4957477311	03:30		28/02/2023	10/03/2023	DURAND Claire DURAND Pierre	28/02/2023 15:36:29 -	Extend Withdraw
2325192	Cancelled	Hello	4956321911	03:20		10/02/2023		DURAND Claire	-	
2325150	Cancelled	EXAMPLE	4956208311	03:00		03/02/2023		DURAND Claire DURAND Pierre	- -	

8.5

Cancelling a registration

You can also cancel a registration **as long as it has not been signed by all the rights holders** by clicking **> Withdraw**.

MY DECLARATIONS										
30 result(s)										
NUMBER	STATUS	TITLE	WORK CODE	DURATION	GENRE	CREATION DATE	EXPIRY DATE	RIGHTS HOLDERS	DATE OF SIGNATURE	
2325346	Awaiting validation	EXAMPLE	4957478011	03:30		02/03/2023	12/03/2023	DURAND Claire DURAND Pierre DOE John DURAND MUSIC	- - - -	Extend Withdraw
2325342	Awaiting validation	EXAMPLE	4957477811	03:30		02/03/2023	12/03/2023	DURAND Claire DURAND Pierre DURAND MUSIC	02/03/2023 11:16:02 - -	Extend Withdraw
2325318	Awaiting validation	EXAMPLE	4957477311	03:30		28/02/2023	10/03/2023	DURAND Claire DURAND Pierre	28/02/2023 15:36:29 -	Extend Withdraw
2325192	Cancelled	Hello	4956321911	03:20		10/02/2023		DURAND Claire	-	
2325150	Cancelled	EXAMPLE	4956208311	03:00		03/02/2023		DURAND Claire DURAND Pierre	- -	

Contact us

Sacem is at your service



On sacem.fr/en



In your member account
> My messaging



One telephone number for all your inquiries
> +33 1 47 15 47 15 (our team can call you back)

*If you live in the USA, Latin America, the Middle East or Africa,
dedicated teams are at your service.*

