

Ferrick v. Spotify Settlement
Claiming Webpage Bulk Filing Template Instructions

You are reading these instructions because you intend to “file in bulk” for a large number of claims to copyrighted musical works either for yourself or as an agent on behalf of a registered copyright owner (RCO). **Please read and follow these instructions carefully.** If you have any questions while completing the accompanying Excel Copyrighted Musical Work Spreadsheet please contact the Settlement Administrator at (855) 474-3853 or info@SpotifyPublishingSettlement.com.

****PLEASE NOTE:** If you are filing on behalf of multiple RCOs, you will need a separate spreadsheet for EACH registered copyright owner.**

STEP 1: Completing the Copyrighted Musical Work Spreadsheet

In this Copyrighted Musical Work Spreadsheet, you should see the following headers:

A	B	C	D	E	F	G	H	I
Title of Copyrighted Musical Work*	Copyright Registration Number*	ISRC Code	Registered Copyright Owner Name	Registered Copyright Owner's Ownership Share*	Spotify Track ID*	Songwriter(s)	Artist	Album

All **mandatory fields** are identified by an asterisk (*) and are found in the red **Columns A, B, E, and F**. Failure to properly complete these sections will result in an incomplete claim which if left uncorrected will prohibit payment from the settlement fund. Please note, the columns in blue (Columns C, D, G, H, and I) are only **optional** and are **not** required to submit a completed claim form.

A breakdown of each column header is provided on the page 2.

STEP 2: Once you have completed the Copyrighted Musical Work Spreadsheet for an RCO, please login to the site using the User ID and Password you already created.

- **Standard Filer - Bulk Works.** File for yourself by using the ‘file in bulk’ process. This allows you to register through the Claims Webpage, provide your contact information, and upload a spreadsheet with your musical work information instead of submitting your individual works separately on a work-by-work basis. For step-by-step instructions on how to submit a claim as a Standard Filer - Bulk works, click [here](#).
- **Third Party Filer - Bulk Works.** File on behalf of multiple RCOs using the ‘file in bulk’ process. You will enter contact information for each RCO and upload a spreadsheet with musical work information for each RCO. For step-by-step instructions on how to submit a claim as a Third Party Filer- Bulk works, click [here](#).

Copyrighted Musical Work Spreadsheet Headers, Descriptions, and Requirements

Column	Header Title	Mandatory?	Brief Description and Requirements
A	Title of Copyrighted Musical Work*	YES	Please provide the title of the musical composition for which this registered copyright owner (RCO) contends Spotify made available without a license.
B	Copyright Registration Number*	YES	Provide the copyright registration number associated with the copyrighted musical work claimed in column A. This is a 12 character alphanumeric code. Do not include any spaces or dashes. Insert zeroes between the prefix and numerical portion of the registration number if necessary so that the total number of characters is 12.
C	ISRC Code	No	For each copyrighted musical work, provide the International Standard Recording Code (abbreviated to ISRC), which is the internationally recognized unique 12 character alphanumeric identification code for sound recordings and music video recordings. Do not include any spaces or dashes.
D	Registered Copyright Owner Name	No	Provide the name of the Registered Copyright Owner associated with the copyrighted musical work claimed in column A. This is not a required field because it must be provided in the Claims Webpage when you go to upload this file.
E	Registered Copyright Owner's Ownership Share*	YES	Provide the percentage of ownership claimed by the RCO for the corresponding copyrighted musical work. This is a numeric value at or under 100. Do not include the "%" symbol.
F	Spotify Track ID**	YES	Provide the unique Spotify Track ID associated with the track(s) that the registered copyright owner contends Spotify made available on its service without a license.
G	Songwriter(s)	Optional	If known, provide the name of songwriter(s) associated with each copyrighted musical work.
H	Artist	Optional	If known, provide the name(s) of the artist(s) for each Spotify Track ID associated with each copyrighted musical work.
I	Album	Optional	If known, provide the album title for each Spotify Track ID for each claimed copyrighted musical work.