

Songdex® Registration Process



Use your free Songdex® Portal account to opt in to licensing offers from our customers and **receive statements and payments** from those licensees quarterly.

1

Sign in or Create Account

2

Opt-in to Licenses

3

Add Catalog

1

Your Account

If you already have a Songdex account, simply [sign in](#).

To **create a free Songdex Portal account**,
please complete the form below.

[COMPLETE FORM](#)

You'll need the following information:



Publisher Company Name



Email Address



Phone Number



IPI Number *(if applicable)*



Mailing Address



PRO Affiliation *(if applicable)*

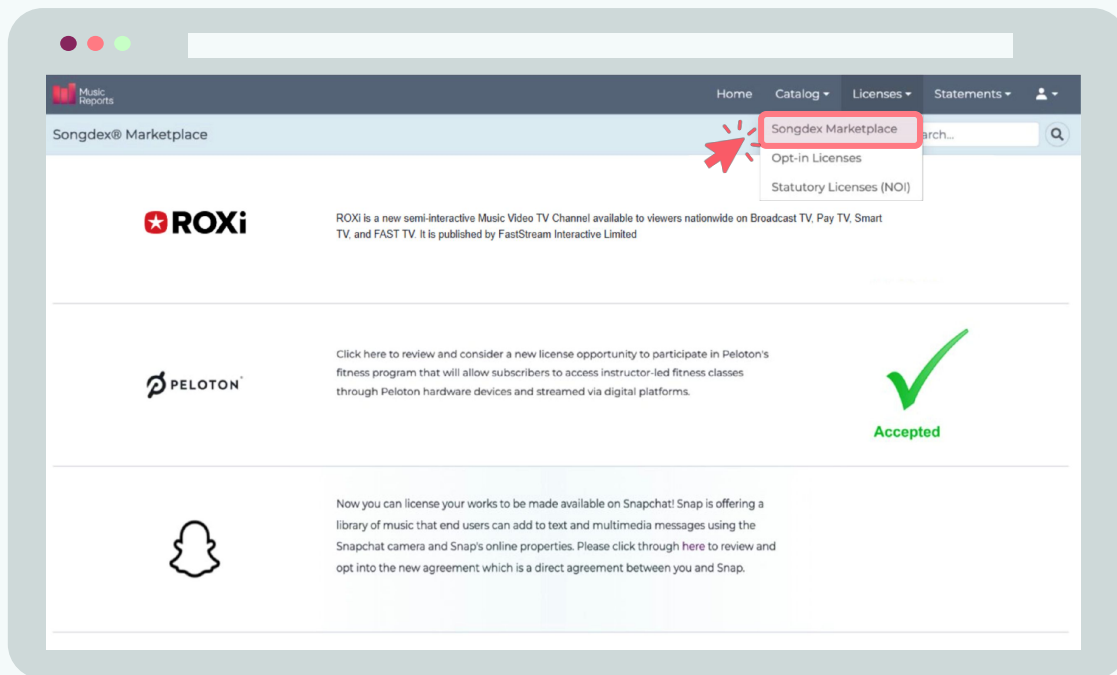
You will receive an email confirmation once your account has been created.

Having difficulties? Contact us at AccountSetup@Songdex.com

2

Opt-in to Licenses

Navigate to the Songdex® Marketplace in the Songdex Portal:



3

Add Songs

Keep adding songs to your Songdex Portal account as and when you publish, and they'll be automatically licensed under the terms of the licenses you opt into. You can add songs using **any** of the following methods:

1

Standard Data File Delivery*Best for larger publishers*

2

PRO File Delivery

3

Songdex Catalog Template

4

Songdex Claiming System

3

Add Songs

1

Standard Data File Delivery

Best for larger publishers

Use industry-standard formats such as CWR or MWN to register your song information in bulk.

2

PRO File Delivery

Request a copy of your catalog from your PRO in Excel format, then forward to us for bulk registration.

3

Songdex Catalog Template

Send recording registrations in bulk using the Songdex Excel Catalog Template. Simply access the spreadsheet [here](#), make a copy and save as "NAME_Catalogue_Submission".

Please send all song registration files to song-registration@MusicReports.com

3

Add Songs

4

Songdex Claiming System

Use the Songdex Claiming System to find recordings that you believe contain your songs. If those song records have already been registered with Songdex, you can simply click to match, we'll review for accuracy, and then we'll liquidate pending royalties to you. If the relevant song record does not yet exist in Songdex, you can use the system to set up the relevant song right there in the claiming system.

The screenshot shows the Songdex Claiming System interface. The top navigation bar includes links for Home, Catalog, Licenses, and Statements. The main content area is divided into two panels. The left panel, titled 'New Compositions', contains a 'New Composition' form with fields for 'New Composition Title*', 'Composer*', 'Publisher*', 'PRO*', 'ASCAP', and 'IPI/CAE'. The right panel, titled 'Catalog', contains a 'Select Composition' dropdown menu and a 'Finish Claim' button. A red box highlights the 'Claiming' button in the top right corner of the interface.

✓ Account Set Up ✓ Licenses Opted-In ✓ Songs Added

Songdex[®] Registration Process Complete!

Any more questions? Contact us at AccountSetup@MusicReports.com

