



HOW TO REGISTER A WORK ONLINE?

sacem.fr/en

Before starting...

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

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.

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

> [Go to your member account](#) > [My dashboard](#) > [Protect a work with Musicstart](#)

> [Consult the Musicstart Q&A](#)

The registration of 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 finalised. Do this as soon as possible before the first listening or broadcasting of your work.



YOUR WORKS

PROTECTION: MUSICSTART

CREATION PHASE

you write, compose and
record your texts and
sounds

Protect your works

My member account > Protect a work



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?**

Which works to register online ?

Song
Instrumental
Electronic music
Jazz
Illustrative music
Sound design
Original music for
film or series

And also

Text, sketch text,
chronicle, opinion
text, presentation text,
poem



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

Which works to register with a form?

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

and also

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



Download the registration forms in

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



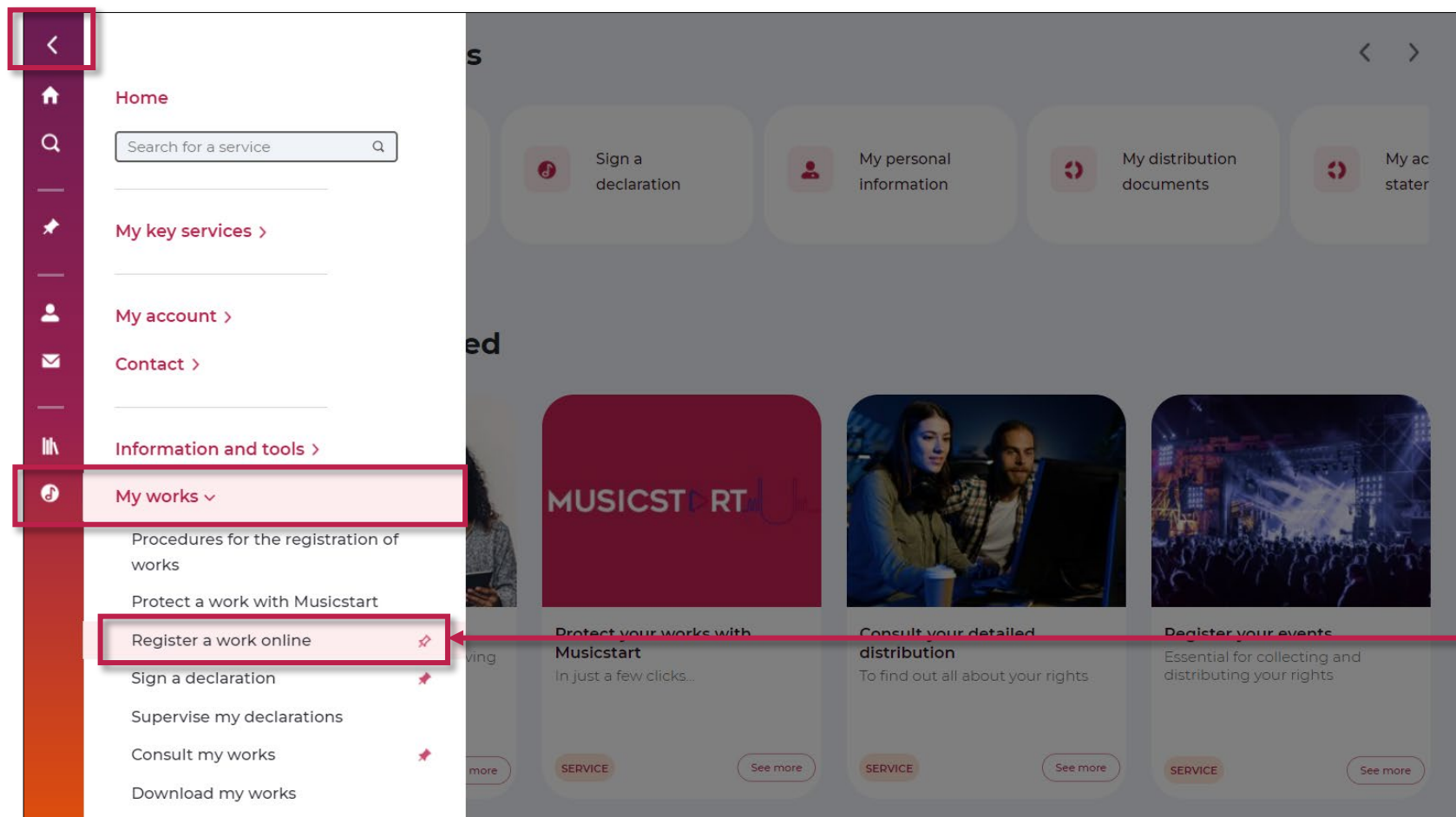
Warning: If your work borrows all or part of a pre-existing work (for example, you have sampled, arranged or remixed a work), you cannot continue with your registration of this work online.

You will have to register this work using a standard registration form (available on sacem.fr) 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. Any fraudulent registration will expose you to legal and disciplinary proceedings.

**ACCESS THE
SERVICE
&
PREPARE YOUR
DOCUMENTS**

Accessing the service



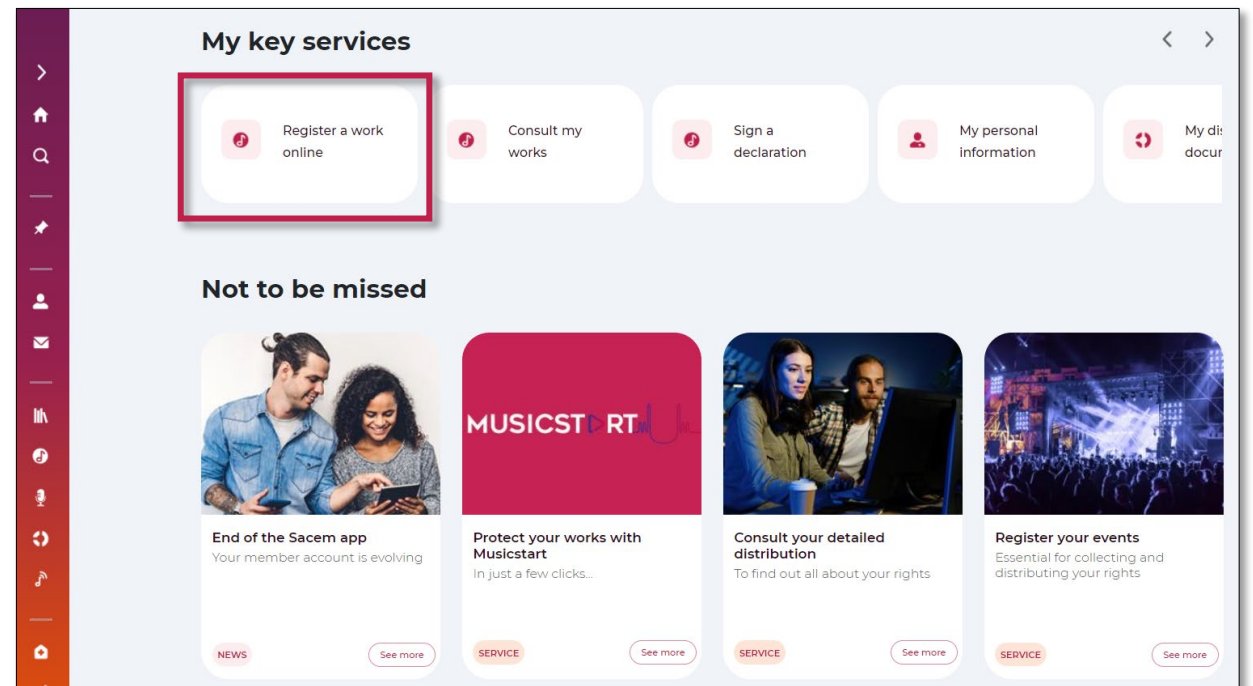
Open the side menu in your member account, then click on:

- > **My works**
- > **Register a work online**

Adding the service to your key services

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 key services” section, which appears first in your member account.



Checking your mobile phone number and starting

1. Make sure that your reference mobile phone number is up to date by clicking on **> Access to managing your personal information**
It is essential to receive the code allowing you to sign your declaration.

2. Click on **> Registering works online**

[Back](#)

REGISTERING YOUR WORKS

As a SACEM member, you agree to register your works as soon as they have been created.
Without such registration, SACEM is unable to proceed with your royalty payments.

Important: 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 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 is free of charge.

Please note that 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 finalised. Do this as soon as possible before the first listening or broadcasting of your work.

[Consult the questions and answers on Musicstart](#)
[Check out the tutorial on registering works online](#)

REGISTERING ONLINE

Online registration concerns registration of a song, jazz, techno or illustrative music, a text, a sketch, a poem, a jingle, or instrumental music.

By choosing simplified registration online, you benefit from the high level of security and confidentiality provided by your electronic signature. You can also take advantage of secure archiving of the data for your works with a trusted third party.

- 1 In order to sign your registration electronically, you will receive a code in a text message.
- 2 Be sure to fill in your reference mobile phone number in "My personal information".

[> Access to managing your personal information](#)

PROCEDURES FOR THE REGISTRATION OF WORKS

Before making your registration, we invite you to read the detailed procedures (works to be registered online, works to be registered with a form, documents to be attached, etc.).

[SEE THE REGISTRATION PROCEDURES](#)

[REGISTERING WORKS ONLINE](#)

[PROTECT A WORK WITH MUSICSTART](#)

Landing page “Declaration of a work”

On this page, you will find:

1. The **presentation of Musicstart**
2. The **registration steps**
3. Information to be filled in about the **type of declaration made**

DECLARATION OF A WORK

[Activer le mode test Docapost](#)

GENERAL INFORMATION

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

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](#)

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 organisation.

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.

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).



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

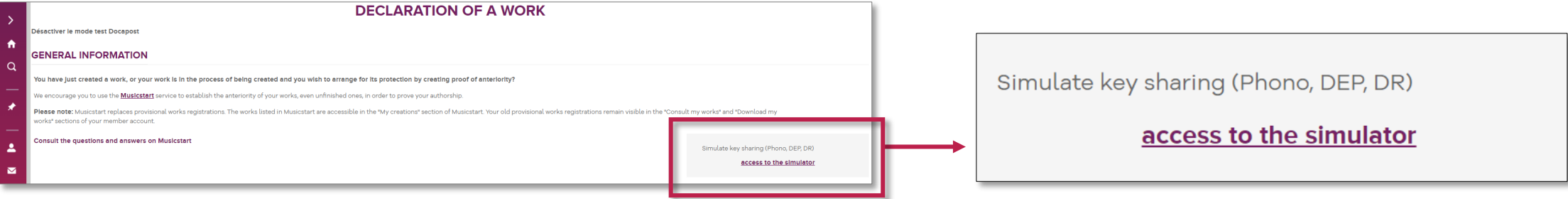
in case of published work in PDF
Maximum file size : 2 MB

Name of the attachments:

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.

If needed...

If needed, a **PR and MR key calculation simulator** is available from the first screen of your online registration to help you during step 3.



SIMULATEUR

PR AND MR KEY CALCULATION SIMULATOR

How many rightholders participate in this simulation ?

Genre d'oeuvre Chant

Surname	Role	Key PHONO	
<input type="text" value="BIBI JONES Re. Luyten"/>	COMPOSITEUR	<input type="text" value="25.0"/> %	
<input type="text" value="BOULET, Re. Luyten"/>	AUTEUR	<input type="text" value="12.5"/> %	
<input type="text" value="BOULET, Re. Luyten"/>	AUTEUR	<input type="text" value="12.5"/> %	
<input type="text" value="BOULET, Re. Luyten"/>	EDITEUR	<input type="text" value="25.0"/> %	
<input type="text" value="BOULET, Re. Luyten"/>	EDITEUR	<input type="text" value="25.0"/> %	

%

PARTAGE EGALITAIRE

Key DEP	Key DR
<input type="text" value="33.3332"/> %	<input type="text" value="25.0000"/> %
<input type="text" value="16.6667"/> %	<input type="text" value="12.5000"/> %
<input type="text" value="16.6667"/> %	<input type="text" value="12.5000"/> %
<input type="text" value="16.6667"/> %	<input type="text" value="25.0000"/> %
<input type="text" value="16.6667"/> %	<input type="text" value="25.0000"/> %

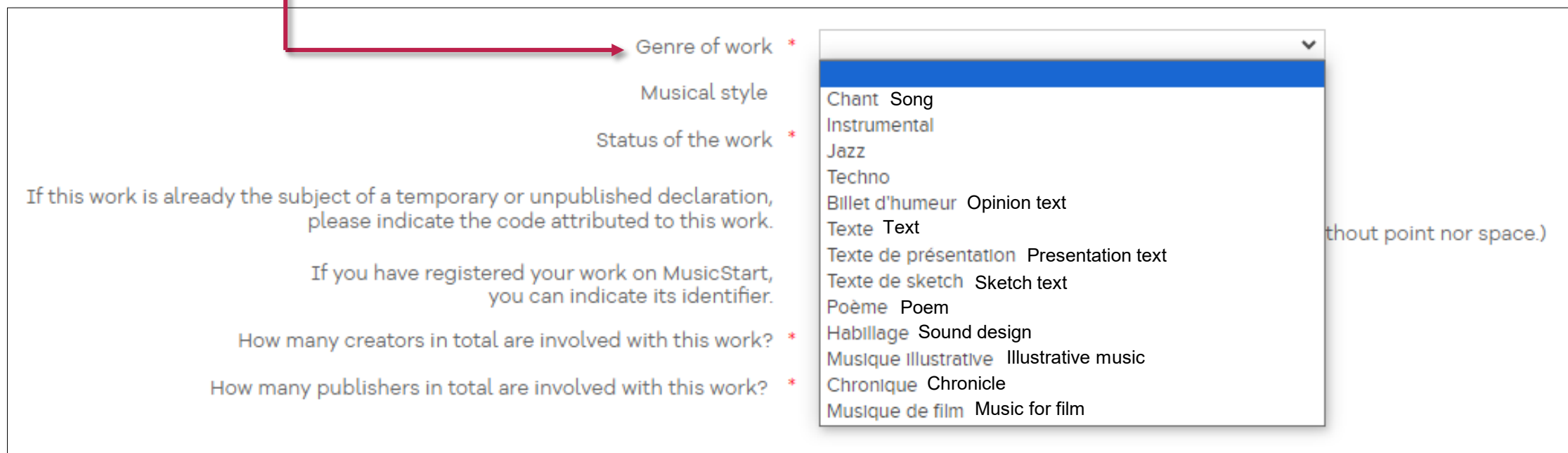
PARTAGE INEGALITAIRE

Key DEP	Key DR
<input type="text" value="33.3332"/> %	<input type="text" value="25.0000"/> %
<input type="text" value="16.6667"/> %	<input type="text" value="12.5000"/> %
<input type="text" value="16.6667"/> %	<input type="text" value="12.5000"/> %
<input type="text" value="16.6667"/> %	<input type="text" value="25.0000"/> %
<input type="text" value="16.6667"/> %	<input type="text" value="25.0000"/> %

[DISPLAY THE SHARING](#)

Genre of work

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



The screenshot shows a registration form with several fields. A red arrow points from the title 'Genre of work' to a dropdown menu that is currently open. The dropdown menu lists various genres in French and English. The form also includes instructions for temporary or unpublished declarations, a field for MusicStart identifiers, and questions about the number of creators and publishers involved.

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

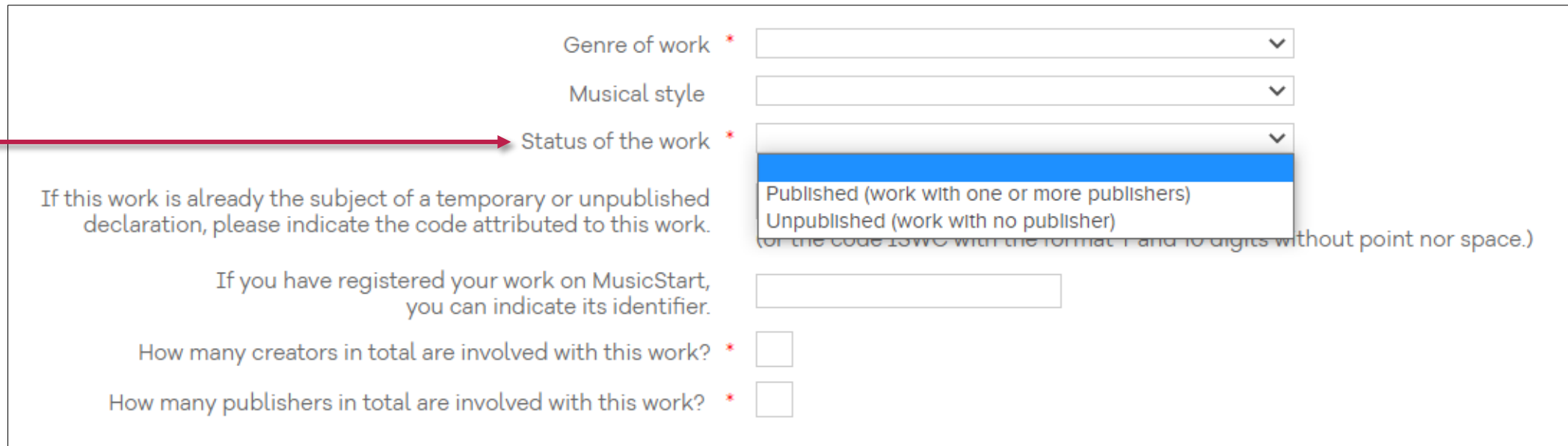
without point nor space.)

Status of the work

2 statuses are available:

- **UNPUBLISHED**: the work only contains authors and/or composers (no publisher).
- **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.**

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



The screenshot shows a registration form with the following fields and instructions:

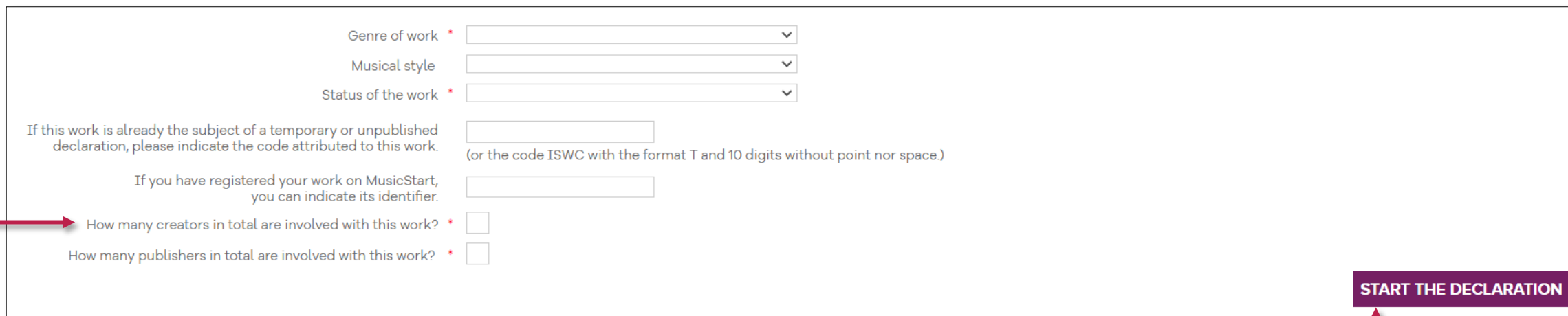
- Genre of work ***: A dropdown menu.
- Musical style**: A dropdown menu.
- Status of the work ***: A dropdown menu with an open list showing:
 - Published (work with one or more publishers)
 - Unpublished (work with no publisher)
- If this work is already the subject of a temporary or unpublished declaration, please indicate the code attributed to this work.**: A text input field.
- If you have registered your work on MusicStart, you can indicate its identifier.**: A text input field.
- How many creators in total are involved with this work? ***: A numeric input field.
- How many publishers in total are involved with this work? ***: A numeric input field.

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

The rights holders of the work

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 web form for registering a work. It includes several dropdown menus for 'Genre of work', 'Musical style', and 'Status of the work'. There are two text input fields for codes, with instructions: '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.)' and 'If you have registered your work on MusicStart, you can indicate its identifier.' Below these are two checkboxes: 'How many creators in total are involved with this work?' and 'How many publishers in total are involved with this work?'. A red arrow points from the text above to the first checkbox. At the bottom right, there is a purple button labeled 'START THE DECLARATION' with a red 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 on > **Start the declaration**

**REGISTER AN
UNPUBLISHED
WORK**

Step 1: Declaration of the title 1/3

Fill in the **details about the work**: title, 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.
 

About the field “Source of the work”:
If your work is not originating in any of the listed territories, select the source “FRANCE”.

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.

Step 1: Declaration of the title 2/3

Upload the attachments
by clicking on **> Choisir un fichier**
Choose a file

Select the file in your computer*.

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

ATTACHMENTS

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

Choisir un fichier
Choose a file

Aucun fichier choisi
No file selected

ADD FILE

File name	Type of file
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*** Please note:**

To know the submission conditions for each file, please refer to page 12.

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.

Step 1: Declaration of the title 3/3

Once your file has been added, 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 table with two columns: 'File name' and 'Type of file'. The table lists four files: 'EXAMPLE Lyrics.Pdf', 'EXAMPLE Sheet Music.Pdf', 'EXAMPLE.Mp3', and 'EMPREINTE_SON_2325317_3.Pdf'. Each file has a trash icon to its right. A red arrow points from the text 'select the corresponding type of file' to the 'Type of file' dropdown menu, which is currently open and shows options: 'Text', 'Partition', 'Sound file', and 'Text'. Another red arrow points from the text 'click on > Next step' to a 'NEXT STEP' button in the bottom right corner. The interface also includes a progress bar showing '1,93 Mb free out of 2 Mb for all PDF files.' and a section titled 'Size of files' with instructions: 'The total size of all of your PDF files must not exceed 2 Mb. Your MP3 / WAV file must not exceed 100 Mb.' A shield icon with a checkmark is in the bottom left corner.

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

Please note:

To know the submission conditions for each file, please refer to page 12.

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.

Step 2: Declaration of the rights holders 1/3

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

- Check / Fill in your contact details and tick your role
- If **you are the only creator** of the work, click on **> Next step**
- If **other creators participated** in the work, click on **> 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	<input type="checkbox"/> Composer <input checked="" type="checkbox"/> Author	XXXXXXXXXX	XXXX@gmail.com

ADDING A CREATOR

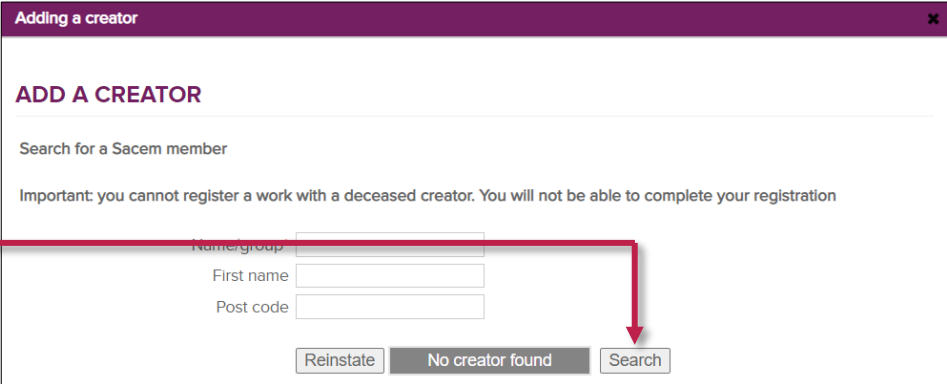
PREVIOUS STEP **NEXT STEP**

Step 2: Declaration of the rights holders 2/3

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

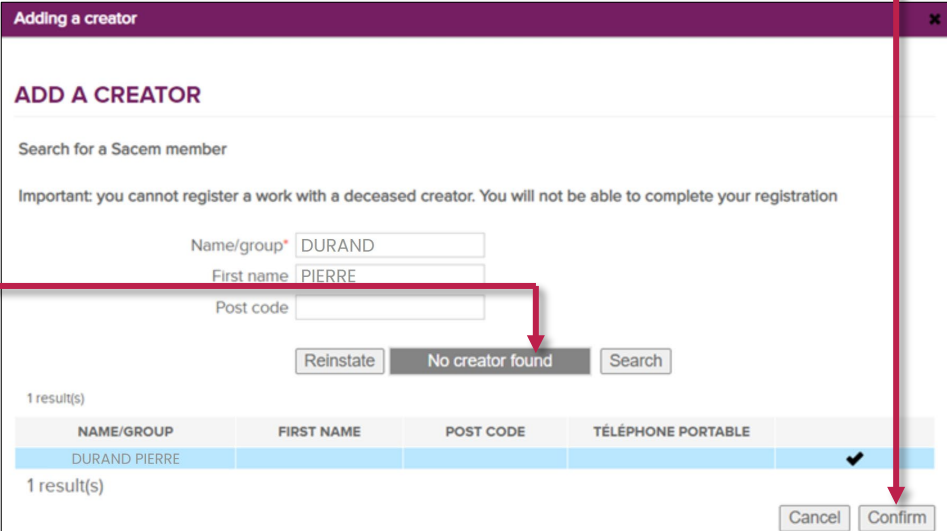
- Fill in the details about the creator you are looking for, then click on **> Search**
- Tick the creator you are looking for in the results, then click on **> Confirm**
- If you cannot find the creator you are looking for, they are probably not members of Sacem. Fill in the information manually by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

Please note: Make sure to check the contact details (email and phone number) of the creator. 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 and a 'Search' button. A red arrow points from the 'Search' button in the list below to the 'Search' button in this window.

Reinstater No creator found Search



The screenshot shows the 'Adding a creator' window with the title 'ADD A CREATOR'. It includes a search bar and a 'Search' button. A red arrow points from the 'No creator found' button in the list below to the 'No creator found' button in this window. Below the search bar, there is a table with 1 result(s).

NAME/GROUP	FIRST NAME	POST CODE	TÉLÉPHONE PORTABLE
DURAND PIERRE			

1 result(s)

Reinstater No creator found Search

Cancel Confirm

Step 2: Declaration of the rights holders 3/3

Once all participants have been added, click on **> 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	<div><input type="checkbox"/> Composer</div> <div><input checked="" type="checkbox"/> Author</div>	XXXXXXXXXX	XXXX@gmail.com	
DURAND	Pierre		<div><input checked="" type="checkbox"/> Composer</div> <div><input type="checkbox"/> Author</div>	<div>+33</div> <div>XXXXXXXXXX</div>	XXXX@gmail.com	<div></div>

PREVIOUS STEP

NEXT STEP

Step 3: Entry of distribution keys 1/5

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

Enter the rights split between each participant:

- Enter the **mechanical rights split** (“Reproduction rights” / “PHONO”)
- To see the **performing rights** (“DEP”) and **radio mechanical rights** (“DR”) split, click on **> Display the sharing**. In that case, an equal split applies.

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	<input checked="" type="checkbox"/> Author	70.0 %	0.0 %	0.0 %
DURAND Pierre	<input checked="" type="checkbox"/> Composer	30.0 %	0.0 %	0.0 %

• PHONO key total must be 100
MR key

100.0000 %

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

DISPLAY THE SHARING **PREVIOUS STEP**

Step 3: Entry of distribution keys 2/5

Example of an equal split:

The PR (“DEP”) and radio mechanical rights (“DR”) split is **egalitarian** 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	<input checked="" type="checkbox"/> Author	<input type="text" value="70.0 %"/>	<input type="text" value="50,0000 %"/>	<input type="text" value="50,0000 %"/>
DURAND Pierre	<input checked="" type="checkbox"/> Composer	<input type="text" value="30.0 %"/>	<input type="text" value="50,0000 %"/>	<input type="text" value="50,0000 %"/>
		<input type="text" value="0.0 %"/>		

• PHONO key total must be 100

MR key

DISPLAY THE SHARING

PREVIOUS STEP

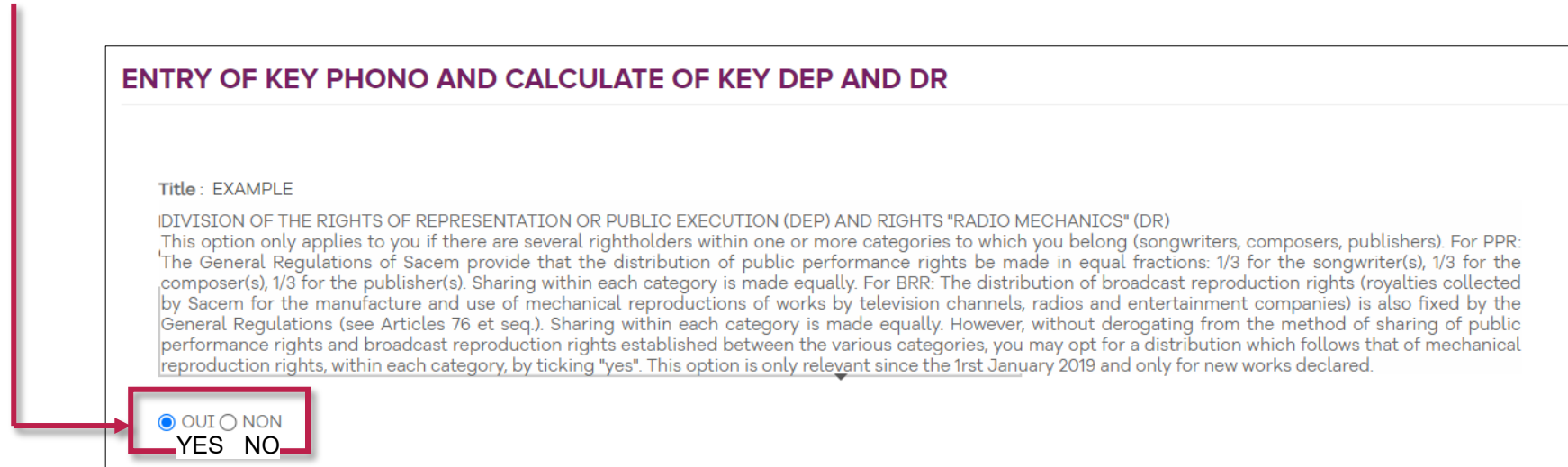
NEXT STEP

Step 3: Entry of distribution keys 3/5

If there are several authors and/or several composers:

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

Step 3: Entry of distribution keys 4/5

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

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

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

☒ OUT ☐ NON YES NO

Creators

Last name First name	Role	MR key Reproduction rights	UNEQUAL SHARING Key DEP PR key	Key DR Radio mechanical rights key
DURAND Claire	<input checked="" type="checkbox"/> Author	25.0 %	0.0 %	0.0 %
DURAND Pierre	<input checked="" type="checkbox"/> Composer	50.0 %	0.0 %	0.0 %
DOE John	<input checked="" type="checkbox"/> Composer	25.0 %	0.0 %	0.0 %

* PHONO key total must be 100
MR key 100.0000 %

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

DISPLAY THE SHARING PREVIOUS STEP

Step 3: Entry of distribution keys 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	PR key	Key DR	Radio mechanical rights key
DURAND	Claire	<input checked="" type="checkbox"/> Author	25.0 %	50,0000 %		50,0000 %	
DURAND	Pierre	<input checked="" type="checkbox"/> Composer	50.0 %	33,3333 %		33,3333 %	
DOE	John	<input checked="" type="checkbox"/> Composer	25.0 %	16,6667 %		16,6667 %	
			0.0 %				

• PHONO key total must be 100
MR key

↑

UNEQUAL SHARING

DISPLAY THE SHARING PREVIOUS STEP NEXT STEP

Step 4: Summary

Check that all the information is correct.

Correcting: click on **> Previous step**

Confirming: click on **> Confirm**

STEP 4

SUMMARY

Title

Duration

Status

Genre

Source

EXAMPLE

3 minutes and 30 seconds

Unpublished (work with no publisher)

Chant

FRANCE

Creators

EQUAL SHARING

Last name First name	Pseudonym	Role	Reproduction rights	Key DEP	Key DR	Mobile phone	E-mail
DURAND Claire	DURAND Claire	<input checked="" type="checkbox"/> Author	70.0 %	50,0000 %	50,0000 %	XXXXXXXXXX	XXXX@gmail.com
DURAND Pierre		<input checked="" type="checkbox"/> Composer	30.0 %	50,0000 %	50,0000 %	XXXXXXXXXX	XXXX@gmail.com

PREVIOUS STEP

CONFIRM

« 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.»

Step 5: Electronic signature

After confirmation of the summary, you will receive a code by SMS to sign your declaration electronically.

Enter this code and click on **> 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

The other creators of the work will receive an email containing a link to sign the work.

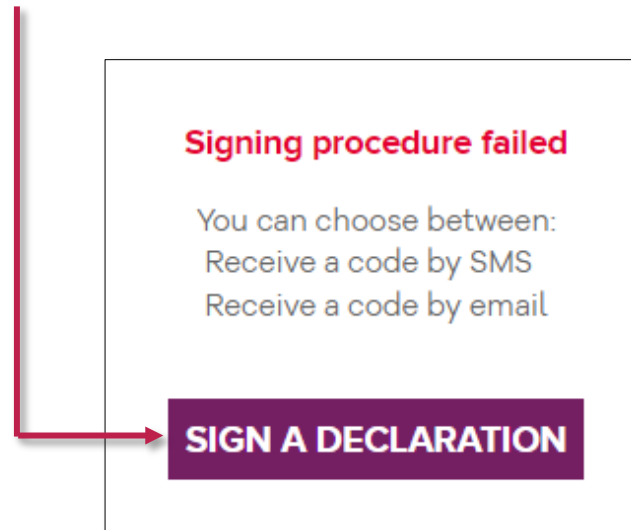
Step 5: Electronic signature

Having a signature issue?

If you do not receive the code by SMS, you can receive it by email.

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 on **> Sign a declaration** and follow the next steps.



Please note:

You can also sign from your member account **> Sign a declaration** (see pages 63 to 67).

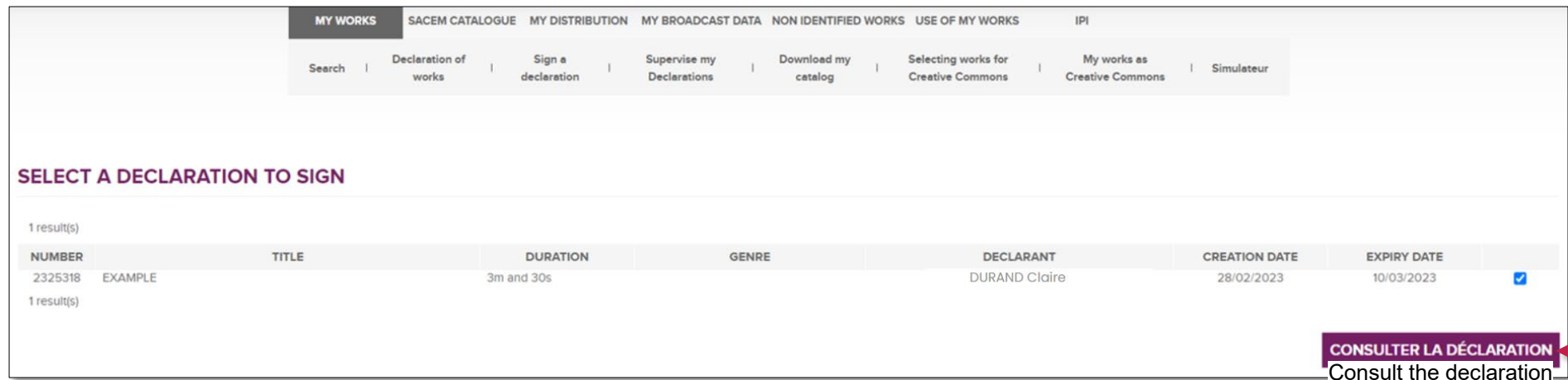
Step 5: Electronic signature

Sign a declaration 1/3

Select the declaration to sign by ticking the box on the right.

Click on **> Consulter la déclaration**

Consult the declaration



MY WORKS | SACEM CATALOGUE | MY DISTRIBUTION | MY BROADCAST DATA | NON IDENTIFIED WORKS | USE OF MY WORKS | IPI

Search | Declaration of works | **Sign a declaration** | Supervise my Declarations | Download my catalog | Selecting works for Creative Commons | My works as Creative Commons | Simulateur

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	<input checked="" type="checkbox"/>

1 result(s)

CONSULTER LA DÉCLARATION
Consult the declaration

Step 5: Electronic signature

Sign a declaration 2/3

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

Step 5: Electronic signature

Sign a declaration 3/3

Enter this code and click on **> 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

All participants will receive a code to sign the declaration electronically.

The registration of the work is confirmed once it has been signed by all participants (see pages 68 to 74).

**REGISTER A
PUBLISHED WORK**

Reminder regarding the online registration of published works

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

Step 1: Declaration of the title 1/3

Fill in the **details about the work**: title, 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.
 

About the field “Source of the work”

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

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.

Step 1: Declaration of the title 2/3

Upload the attachments
by clicking on > **Choisir un fichier**
Choose a file

Select the file in your computer*.

Once the file is uploaded,
click on > **Add a file**

ATTACHMENTS

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

Choisir un fichier Choose a file **Aucun fichier choisi** No file selected **ADD FILE**

File name	Type of file
-----------	--------------

*** Please note:**

To know the submission conditions for each file, please refer to page 12.

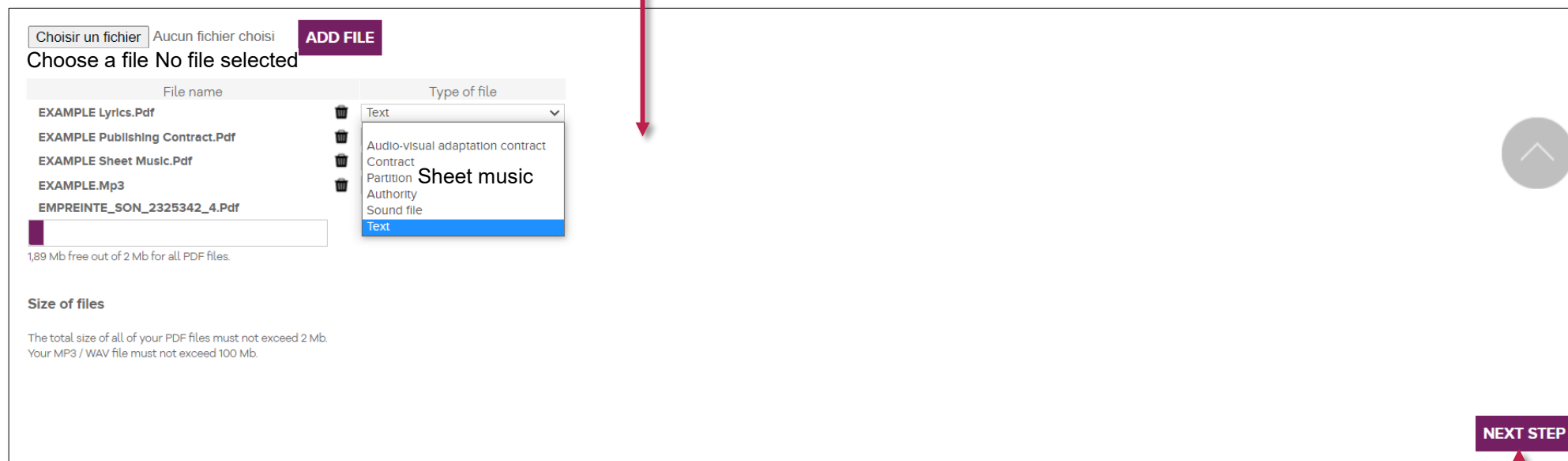
The name of the files must not contain any special characters or spaces and must not exceed 20 characters.

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.

Step 1: Declaration of the title 3/3

Once your file is added, specify the **type of file** among the accepted types listed.



The screenshot shows a web interface for file upload. At the top, there's a button 'Choisir un fichier' and a status 'Aucun fichier choisi'. Below it, a table lists example files: 'EXAMPLE Lyrics.Pdf', 'EXAMPLE Publishing Contract.Pdf', 'EXAMPLE Sheet Music.Pdf', 'EXAMPLE.Mp3', and 'EMPREINTE_SON_2325342_4.Pdf'. To the right of the table is a 'Type of file' dropdown menu with options: 'Text', 'Audio-visual adaptation contract', 'Contract', 'Partition', 'Authority', 'Sound file', and 'Text'. A red arrow points from the text 'specify the type of file' to the dropdown menu. Below the table, there's a progress bar showing '1,89 Mb free out of 2 Mb for all PDF files.' and a section titled 'Size of files' with instructions: 'The total size of all of your PDF files must not exceed 2 Mb. Your MP3 / WAV file must not exceed 100 Mb.' At the bottom right, there's a 'NEXT STEP' button. A red arrow points from the text 'click on > Next step' to this button.

File name	Type of file
EXAMPLE Lyrics.Pdf	Text
EXAMPLE Publishing Contract.Pdf	Audio-visual adaptation contract
EXAMPLE Sheet Music.Pdf	Contract
EXAMPLE.Mp3	Partition
EMPREINTE_SON_2325342_4.Pdf	Authority
	Sound file
	Text

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

Please note:

To know the submission conditions for each file, please refer to page 11.

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.

Step 2: Declaration of the rights holders 1/5

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

- Check/Fill in your contact details and tick your role
- If **you are the only creator** of the work, click on **> Adding a publisher**
- If **other creators participated** in the work, click on **> 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	<input type="checkbox"/> Composer <input checked="" type="checkbox"/> Author	XXXXXXXXXX	XXXX@gmail.com

Publishers

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

ADDING A CREATOR

ADDING A PUBLISHER

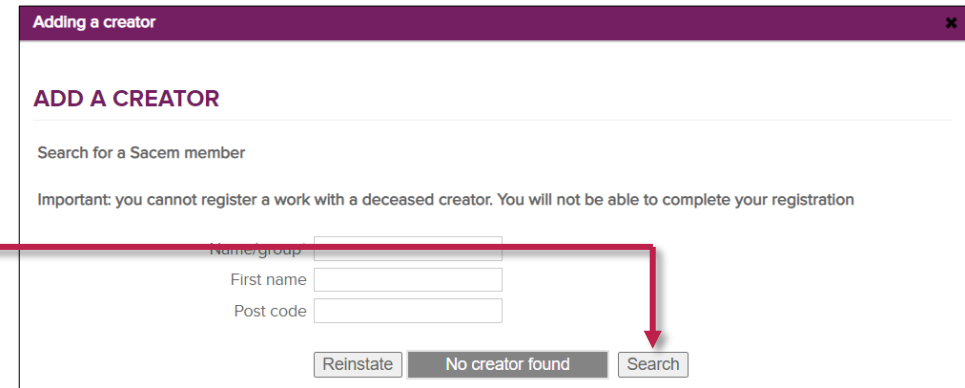
PREVIOUS STEP NEXT STEP

Step 2: Declaration of the rights holders 2/5

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

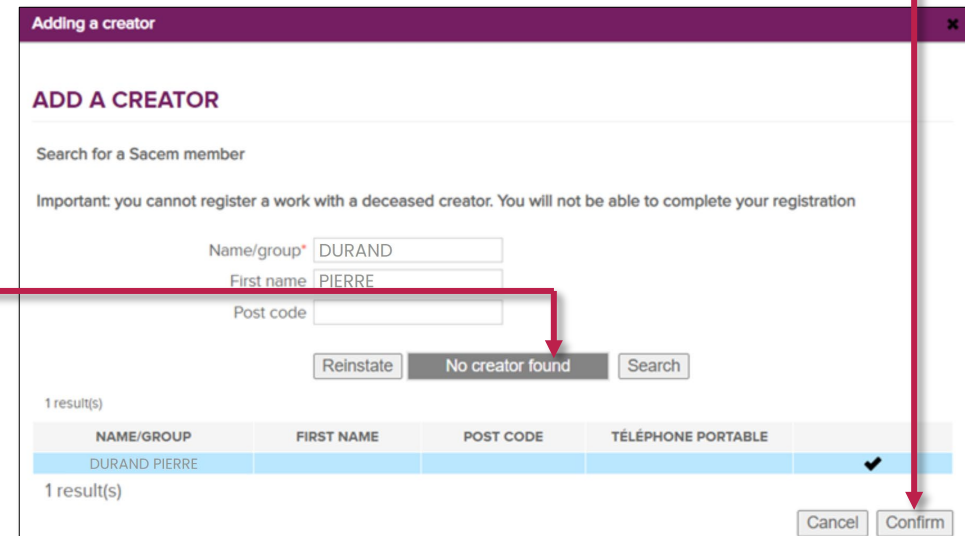
- Fill in the details about the creator you are looking for, then click on **> Search**
- Tick the creator you are looking for in the results, then click on **> Confirm**
- If you cannot find the creator you are looking for, they are probably not members of Sacem. Fill in the information manually by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

Please note: Make sure to check the contact details (email and phone number) of the creator. 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 and a 'Search' button. A red arrow points from the 'Search' button in the list below to the 'Search' button in this window.

Reinstater No creator found Search



The screenshot shows the 'Adding a creator' window with the title 'ADD A CREATOR'. It includes a search bar and a 'Search' button. A red arrow points from the 'No creator found' button in the list below to the 'No creator found' button in this window. Below the search bar, there is a table with 1 result(s).

NAME/GROUP	FIRST NAME	POST CODE	TÉLÉPHONE PORTABLE
DURAND PIERRE			

1 result(s)

Reinstater No creator found Search

Cancel Confirm

Step 2: Declaration of the rights holders 3/5

Adding a publisher

Once all the creators have been added, click on **> 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	<input type="checkbox"/> Composer <input checked="" type="checkbox"/> Author	XXXXXXXXXX	XXXX@gmail.com	
DURAND	Pierre		<input checked="" type="checkbox"/> Composer <input type="checkbox"/> Author	+33 XXXXXXXXXX	XXXX@gmail.com	

Publishers

Organisation	Catalogue	Role	Mobile phone	E-mail	

ADDING A PUBLISHER

PREVIOUS STEP **NEXT STEP**

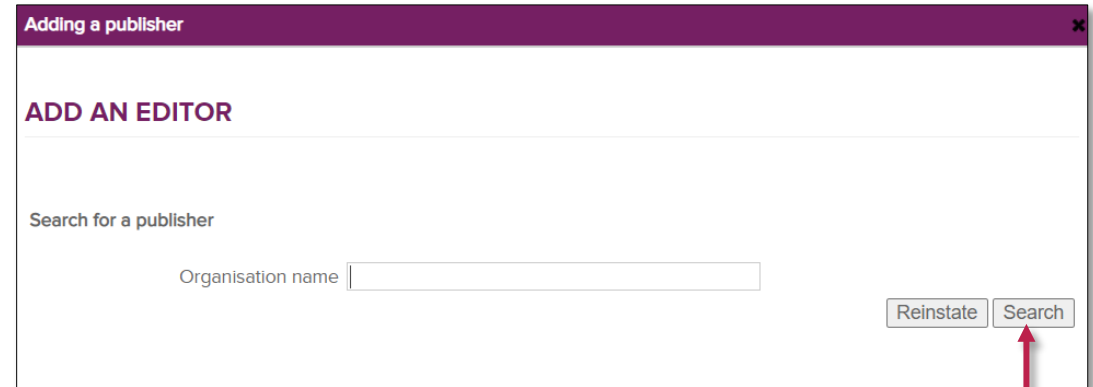
Step 2: Declaration of the rights holders 4/5

Adding a publisher

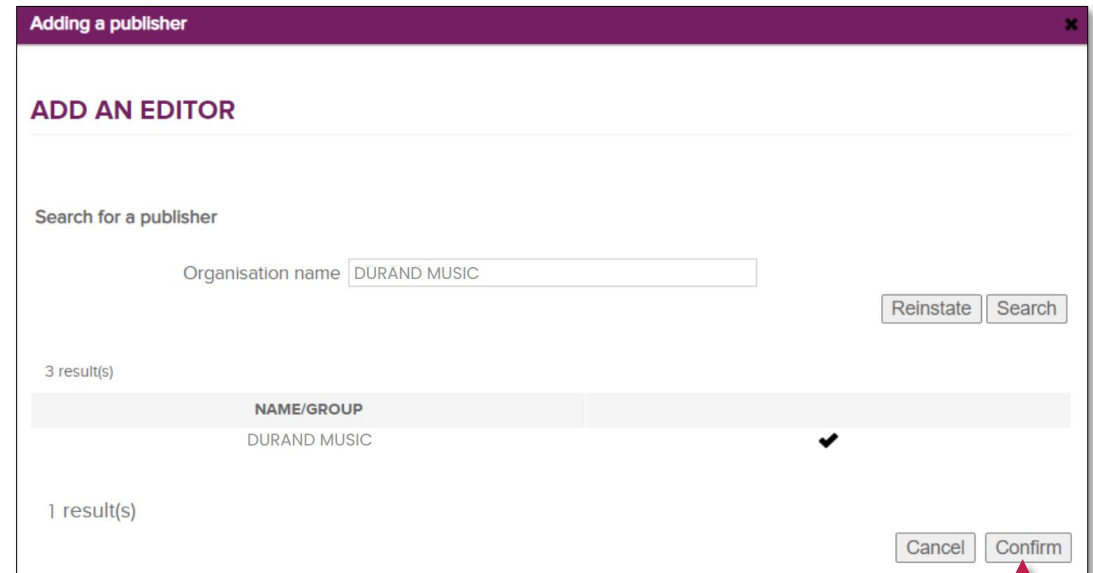
When clicking on **> Adding a publisher**, this window appears:

- Fill in the name of the publishing company in the field “Organisation name”, then click on **> Search**
- Tick the publisher you are looking for in the results, then click on **> 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, there is a section labeled "ADD AN EDITOR". Underneath, it says "Search for a publisher". There is a text input field labeled "Organisation name". To the right of the input field are two buttons: "Reinstate" and "Search". A red arrow points from the "Search" button in this window to the "Confirm" button in the window below.



The screenshot shows the same "Adding a publisher" window, but now it displays search results. The "Organisation name" field contains "DURAND MUSIC". Below the input field, 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". A red arrow points from the "Confirm" button in this window to the bottom right of the slide.

Step 2: Declaration of the rights holders 4/5

Editorial catalogue & contact details

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 on **> 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 ▾	<input type="checkbox"/> Composer <input checked="" type="checkbox"/> Author	XXXXXXXXXX	XXXX@gmail.com ▾ *	
DURAND Pierre	▾	<input checked="" type="checkbox"/> Composer <input type="checkbox"/> Author	+33 ▾ XXXXXXXXXX *	XXXX@gmail.com	

Publishers

Organisation	Catalogue	Role	Mobile phone	E-mail	
DURAND MUSIC	DURAND MUSIC ▾	<input checked="" type="checkbox"/> Publishers	+33 ▾ XXXXXXXXXX *	XXXX@gmail.com ▾ *	

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

Step 3: Entry of distribution keys 1/5

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

Enter the rights split between each participant:

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

In that case, an equal split applies.

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	<input checked="" type="checkbox"/> Author	25.0 %	0.0 %	0.0 %
DURAND Pierre	<input checked="" type="checkbox"/> Composer	25.0 %	0.0 %	0.0 %

Publishers

Last name First name	Role	Reproduction rights	Key DEP	Key DR
DURAND MUSIC	<input checked="" type="checkbox"/> Publishers	50.0 %	0.0 %	0.0 %

• PHONO key total must be 100

MR key

100.0000 %

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

DISPLAY THE SHARING PREVIOUS STEP

Step 3: Entry of distribution keys 2/5

Example of an equal split:

The PR (“DEP”) and radio mechanical rights (“DR”) split is **egalitarian** 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	<input checked="" type="checkbox"/> Author	25.0 %	33,3333 %	25,0000 %
DURAND Pierre	<input checked="" type="checkbox"/> Composer	25.0 %	33,3334 %	25,0000 %

Publishers

Last name First name	Role	Reproduction rights	Key DEP	Key DR
DURAND MUSIC	<input checked="" type="checkbox"/> 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**

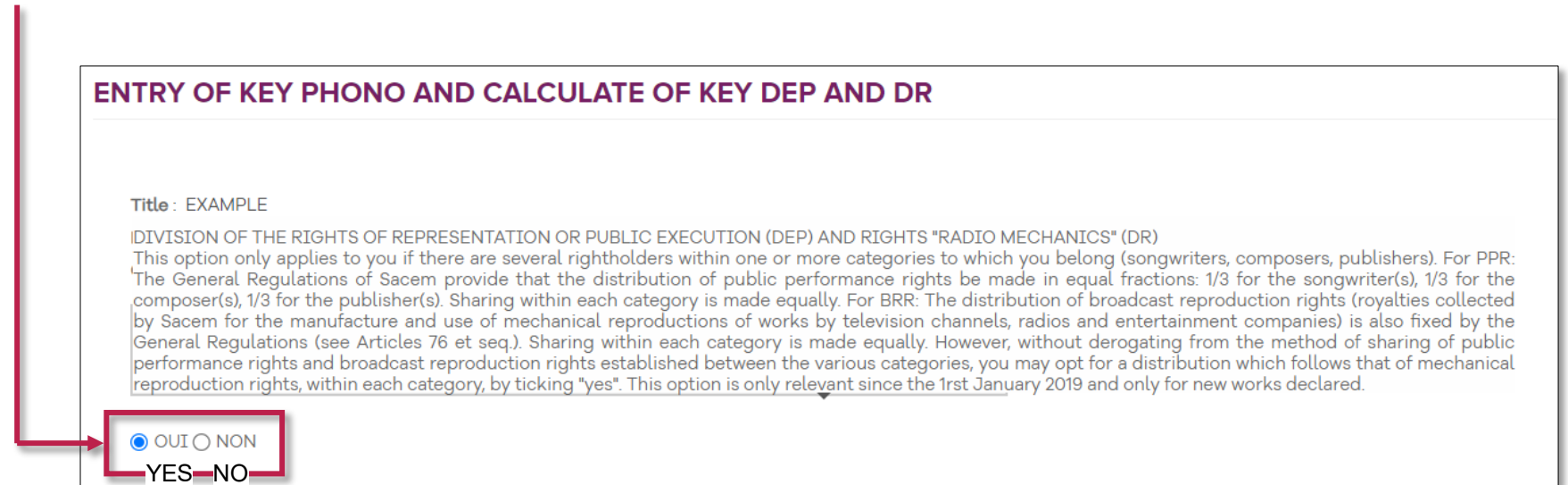
DISPLAY THE SHARING **PREVIOUS STEP** **NEXT STEP**

Step 3: Entry of distribution keys 3/5

If there are several authors and/or several composers:

As for the PR (“DEP”) and radio mechanical rights (“DR”), 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

Step 3: Entry of distribution keys 4/5

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

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

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	MR key	UNEQUAL SHARING	
		Reproduction rights	Key DEP PR key	Key DR Radio mechanical rights key
DURAND Claire	<input checked="" type="checkbox"/> Author	15.0 %	0.0 %	0.0 %
DURAND Pierre	<input checked="" type="checkbox"/> Composer	15.0 %	0.0 %	0.0 %
DOE John	<input checked="" type="checkbox"/> Composer	20.0 %	0.0 %	0.0 %

Publishers

Last name First name	Role	Reproduction rights	UNEQUAL SHARING	
		Key DEP	Key DR	
DURAND MUSIC	<input checked="" type="checkbox"/> Publishers	50.0 %	0.0 %	0.0 %

* PHONO key total must be 100

MR key

100.0000 %

DISPLAY THE SHARING PREVIOUS STEP

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

Step 3: Entry of distribution keys 5/5

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

The PR “DEP”) 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	<input checked="" type="checkbox"/> Author	15.0 %	33.3334 %	25.0000 %
DURAND Pierre	<input checked="" type="checkbox"/> Composer	15.0 %	14.2857 %	10.7143 %
DOE John	<input checked="" type="checkbox"/> Composer	20.0 %	19.0476 %	14.2857 %

Publishers

Last name First name	Role	Reproduction rights	Key DEP	Key DR
DURAND MUSIC	<input checked="" type="checkbox"/> Publishers	50.0 %	33.3333 %	50.0000 %

• PHONO key total must be 100

MR key

0.0 %

MR key PR key Radio mechanical rights key

UNEQUAL SHARING

UNEQUAL SHARING

DISPLAY THE SHARING PREVIOUS STEP NEXT STEP

Step 4: Summary

Check that all the information is correct.

Correcting: click on > Previous step

Confirming: click on > Confirm

STEP 4

SUMMARY

Title

Duration

Status

Genre

Source

EXAMPLE

3 minutes and 30 seconds

Published (work with one or more publishers)

Chant

FRANCE

Creators

Last name First name		Pseudonym	Role	Reproduction rights	EQUAL SHARING		Mobile phone	E-mail
					Key DEP	Key DR		
DURAND Claire		DURAND Claire	<input checked="" type="checkbox"/> Author	25.0 %	33,3333 %	25,0000 %	XXXXXXXXXX	XXXX@gmail.com
DURAND Pierre			<input checked="" type="checkbox"/> Composer	25.0 %	33,3334 %	25,0000 %	XXXXXXXXXX	XXXX@gmail.com

Publishers

Organisation	Catalogue	Role	Reproduction rights	EQUAL SHARING		Mobile phone	E-mail
				Key DEP	Key DR		
DURAND MUSIC	DURAND MUSIC	<input checked="" type="checkbox"/> Publishers	50.0 %	33,3333 %	50,0000 %	XXXXXXXXXX	XXXX@gmail.com

PREVIOUS STEP

CONFIRM

* 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.»

Step 5: Electronic signature

After confirmation of the summary, you will receive a code by SMS to sign your declaration electronically.

Enter this code and click on **> 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

The other creators of the work will receive an email containing a link to sign the work.

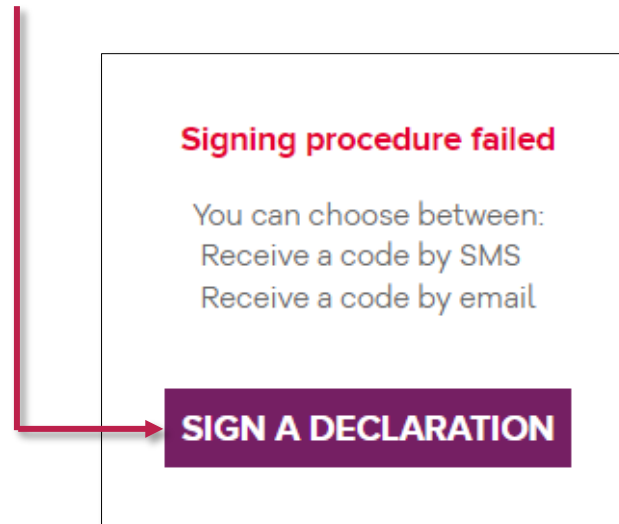
Step 5: Electronic signature

Having a signature issue?

If you do not receive the code by SMS, you can receive it by email.

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 on **> Sign a declaration** and follow the next steps.



Please note:

You can also sign from your member account
> Sign a declaration
(see pages 63 to 67).

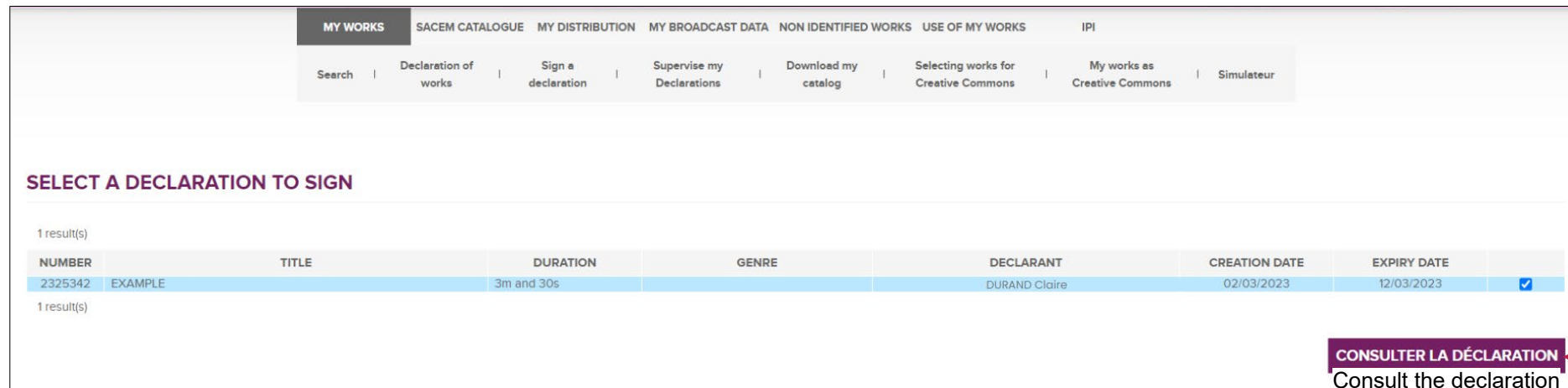
Step 5: Electronic signature

Sign a declaration 1/3

Select the declaration to sign by ticking the box on the right.

Click on **> Consulter la déclaration**

Consult the declaration



The screenshot shows the SACEM online portal interface. At the top, there are navigation tabs: MY WORKS, SACEM CATALOGUE, MY DISTRIBUTION, MY BROADCAST DATA, NON IDENTIFIED WORKS, USE OF MY WORKS, and IPI. Below these are sub-tabs: Search, Declaration of works, Sign a declaration, Supervise my Declarations, Download my catalog, Selecting works for Creative Commons, My works as Creative Commons, and Simulateur. The main section is titled 'SELECT A DECLARATION TO SIGN' and shows '1 result(s)'. A table lists the declaration details:

NUMBER	TITLE	DURATION	GENRE	DECLARANT	CREATION DATE	EXPIRY DATE	
2325342	EXAMPLE	3m and 30s		DURAND Claire	02/03/2023	12/03/2023	<input checked="" type="checkbox"/>

Below the table, there is a button labeled 'CONSULTER LA DÉCLARATION' with the text 'Consult the declaration' underneath it. A red arrow points from the 'Consulter la déclaration' button in the text above to this button in the interface.

Step 5: Electronic signature

Sign a declaration 2/3

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

Last name First name		Pseudonym	Role	PH key	Mobile phone	E-mail
DURAND	Cloire	DURAND Cloire	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 Cloire	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

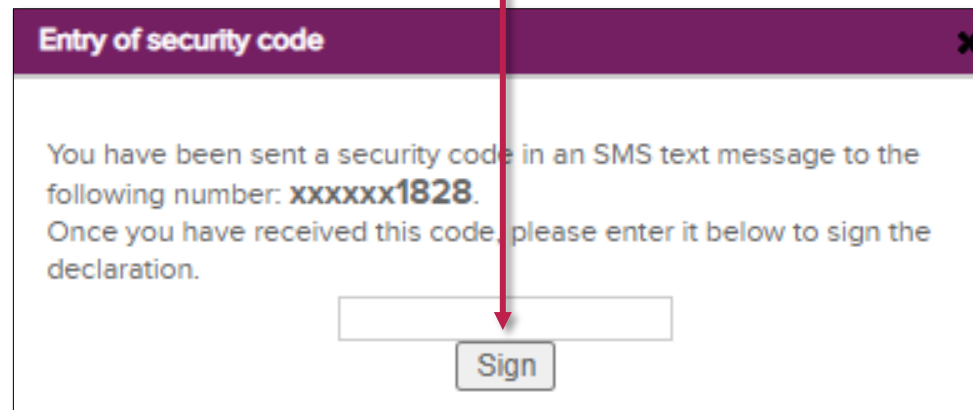
RECIEVE A CODE BY EMAIL

RECIEVE A CODE BY SMS

Step 5: Electronic signature

Sign a declaration 3/3

Enter this code and click on **> 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

All participants will receive a code to sign the declaration electronically.

The registration of the work is confirmed once it has been signed by all participants (see pages 68 to 74).

**SIGNATURE OF A
RIGHTS HOLDER
WHO IS NOT A
SACEM MEMBER**

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.

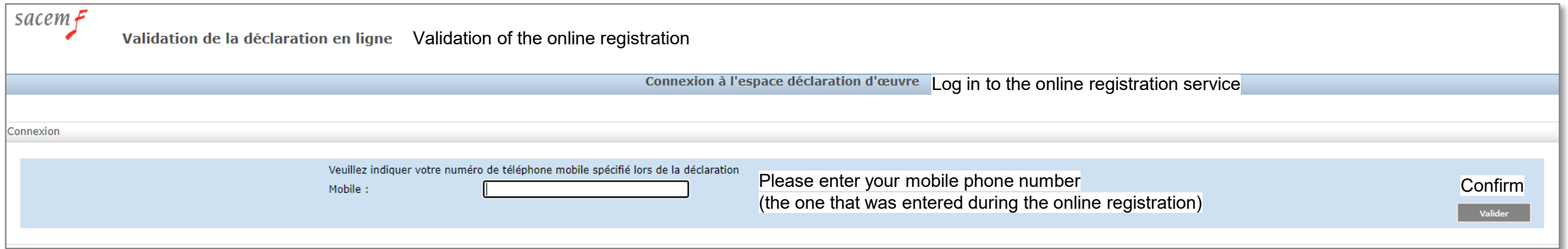
Please click on the link below to view and sign the declaration:

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

Kind regards,
SACEM

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).



The screenshot shows the SACEM website interface for online registration validation. At the top left is the SACEM logo. The main header contains the text "Validation de la déclaration en ligne" and "Validation of the online registration". Below this is a blue navigation bar with the text "Connexion à l'espace déclaration d'œuvre" and "Log in to the online registration service". Underneath the navigation bar is a section titled "Connexion". The main content area has a light blue background and contains the text "Veuillez indiquer votre numéro de téléphone mobile spécifié lors de la déclaration" and "Please enter your mobile phone number (the one that was entered during the online registration)". There is a text input field for the mobile number. To the right of the input field are two buttons: "Confirm" and "Valider".

sacem **F**

Validation de la déclaration en ligne Validation of the 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)

Confirm
Valider

Summary

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

Number	Numéro	: 2325098
Title of the work	Titre de l'œuvre	: Exemple
Duration	Durée	: 3mn
Status	Statut	: Inédité (œuvre sans éditeur) Inédite = unpublished / Editée = published
Genre	Genre	: Chant
Origin	origine	: FRANCE
Work code	Code d'œuvre	: 4955456411

Ayants droit Rights holders

Créateurs	Surname and first name	Pseudonym	Rôle	MR key	Mail	E-mail
	DURAND Claire	DURAND Claire	A	30.0 %	XXXXXXXXXXXX	XXXX@gmail.com
	DURAND Pierre	DURAND Pierre	C	30.0 %	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 (2Mb maximum)
ou format PDF, JPEG ou JPG (2 Mo maximum).

Attestation_execution_FR.pdf

IPI Name

Date of birth Date de Naissance

sept. 2023
Aujourd'hui

Calendar

L	M	M	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 Receive the code by email

Recevoir le code par SMS 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, DGG, 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.

Receiving and entering the signature code

Enter the code you received, then click on > **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 : **maxxxxxxxxxxxxxxxxxxno@sacem.fr**. Une fois que vous aurez reçu ce code, veuillez le saisir ci-dessous pour valider le dépôt.' Below the text is a two-part input field. At the bottom is a button labeled 'Signer' and the text 'Sign'.

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 two-part input field. At the bottom is a button labeled 'Signer' and the text 'Sign'.

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.

Confirmation of the signature

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**

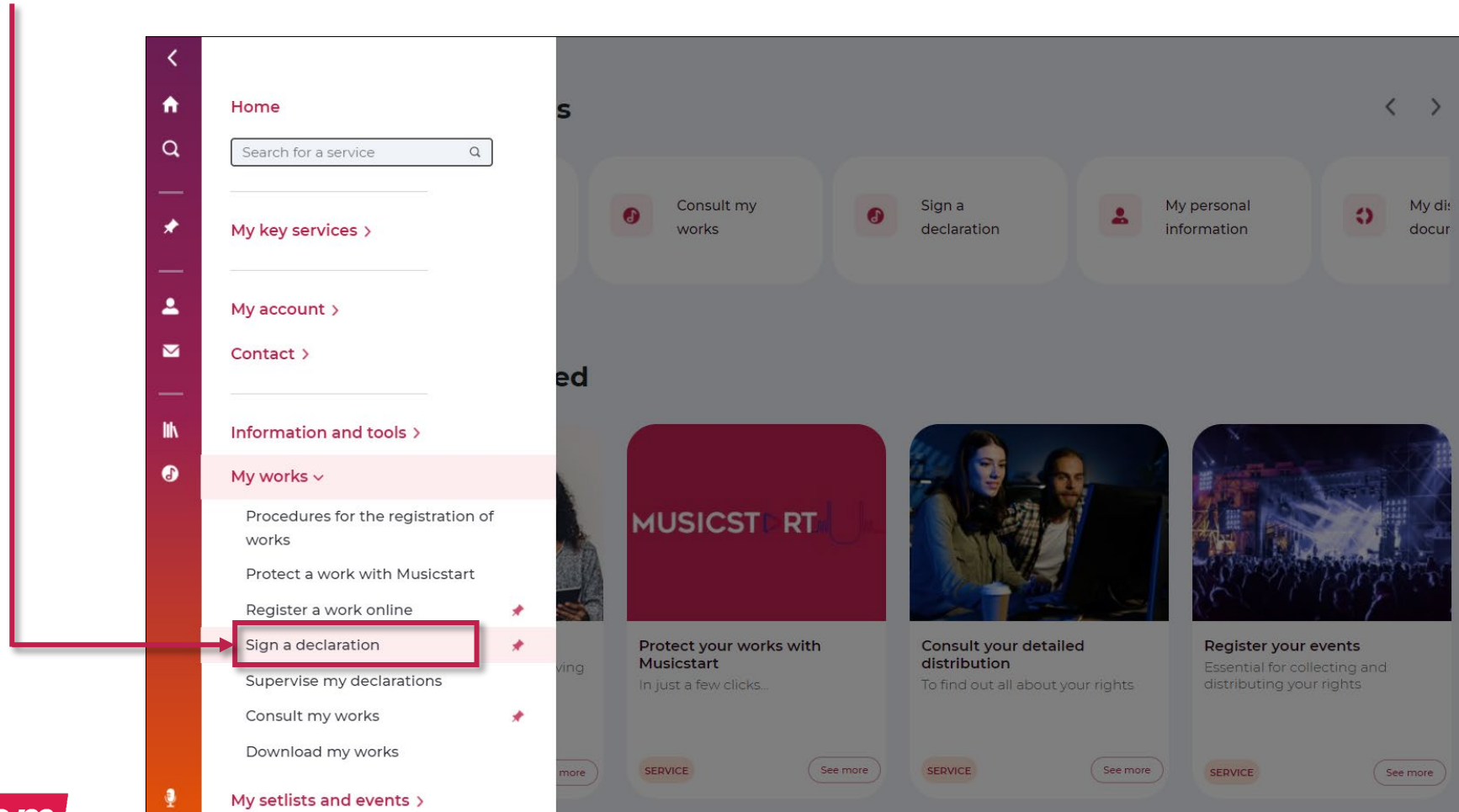
Votre signature a été prise en compte.
Un mail de confirmation va vous être envoyé avec un récépissé.

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

**YOUR WORKS
AWAITING
SIGNATURE**

Displaying the works awaiting signature 1/2

To check if you have works awaiting signature, go to the side menu in your member account and click on **> Sign a declaration**



Displaying the works awaiting signature 2/2

The declarations awaiting signature appear.

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

Consult the declaration

MY WORKS | SACEM CATALOGUE | MY DISTRIBUTION | MY BROADCAST DATA | NON IDENTIFIED WORKS | USE OF MY WORKS | IPI

Search | Declaration of works | Sign a declaration | Supervise my Declarations | Download my catalog | Selecting works for Creative Commons | My works as Creative Commons | Simulateur

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	<input checked="" type="checkbox"/>

1 result(s)

CONSULTER LA DÉCLARATION
Consult the declaration

Receiving the code to sign

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

Last name First name

DURAND Claire

Pseudonym

DURAND Claire

Role

A

PH key

25.0 %

Mobile phone

XXXXXXXXXX

E-mail

XXXX@gmail.com

Last name First name

DURAND Pierre

Pseudonym

DURAND Pierre

Role

C

PH key

25.0 %

Mobile phone

XXXXXXXXXX

E-mail

XXXX@gmail.com

Organisation

DURAND MUSIC

Catalogue

DURAND Claire

Role

E

PH key

50.0 %

Mobile phone

XXXXXXXXXX

E-mail

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

Sign the declaration

Enter this code and click on **> 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

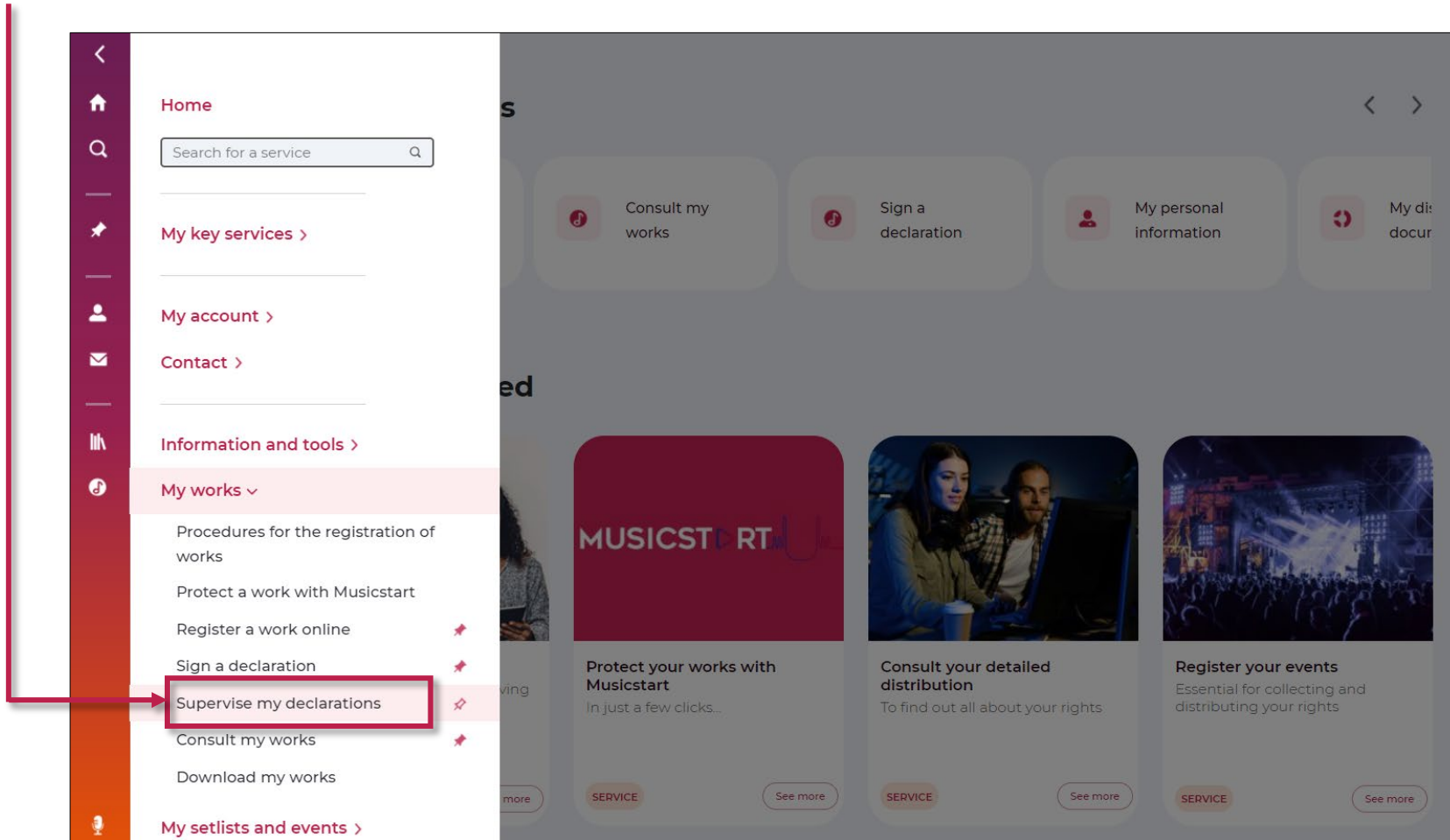
All participants will receive a code to sign the declaration electronically.

The registration of the work is confirmed once it has been signed by all participants (cf. pages 68 to 74).

SUPERVISE YOUR DECLARATIONS

Supervising your declarations

To cancel a declaration or extend the signature period, go to the side menu in your member account and click on **> Supervise my declarations**



Tracking the signatures of other participants

Extending the signature period

Cancelling a declaration

You can see if your declarations have been signed by all the rights holders of your works and extend their signature period.

You can also cancel declarations as long as they are not yet signed.

MY WORKS

SACEM CATALOGUE

MY DISTRIBUTION

MY BROADCAST DATA

NON IDENTIFIED WORKS

USE OF MY WORKS

IPI

Search

Declaration of works

Sign a declaration

Supervise my Declarations

Download my catalog

Selecting works for Creative Commons

My works as Creative Commons

Simulateur

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

Tracking the signatures

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

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	- - - -
									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	- -

Extending the signature period

Once you – the declarant – have signed the declaration, 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 on > **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	- -	

After expiration of the signature period

If all the rights holders have not signed, the declaration 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	- -	

Cancelling a declaration

You can also cancel a declaration as long as it has not been signed by all the rights holders by clicking on **> 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	- - - -	<div>Extend Withdraw</div>
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 - -	<div>Extend Withdraw</div>
2325318	Awaiting validation	EXAMPLE	4957477311	03:30		28/02/2023	10/03/2023	DURAND Claire DURAND Pierre	28/02/2023 15:36:29 -	<div>Extend Withdraw</div>
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:** contact us
- ▶ **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.

The logo features the word "sacem" in a white, lowercase, italicized sans-serif font, set against a dark red rectangular background with rounded corners. A dark red musical note stem extends from the bottom left of the rectangle, curving downwards and to the left.

sacem

Together let's make music happen

