

The MLC Membership Quick Guide | Portal Screen

This Membership Quick Guide will help you decide which of the four choices to select when answering the question, “What type of user are you”
The image below is what you will see on the Portal screen and how the four options are referred to on the next two pages of this guide

Step 1 - What type of user are you?



To assist with your account setup, we need to learn more about how you'll be using The MLC Portal. Select one of the options below that best describes what type of user you are.

I work for a publishing company or CMO, or I am a completely self-administered songwriter

Both of the following statements are true: 1) I own, or administer/collect on behalf of, one publishing entity; 2) My U.S. digital audio mechanical streaming royalties are paid to one payee.

I work for a publishing company or CMO, or I am a completely self-administered songwriter

One or both of the following statements are true: 1) I own, or administer/collect on behalf of, more than one publishing entity; 2) My U.S. digital audio mechanical streaming royalties are paid to more than one payee.

I am a partially self-administered songwriter

Partially self-administered songwriters have the sole right to register, license and collect royalties for some of their works, while others are administered by third parties. These songwriters should register as Members of The MLC, but only for the works they self-administer.

I am a songwriter who is exclusively administered by third parties

Songwriters frequently grant music publishers, administrators or other third parties exclusive rights to register, license and collect royalties for their works. If your works are exclusively administered by third parties, only they need to register as Members of The MLC in order to collect royalties on your behalf.

First choice

Second choice

Third choice

Fourth choice

Next →

The MLC Membership Quick Guide | Songwriters, Composers, Lyricists

Works Owned or Administered by me	Publisher Entity	What Type of User option to choose	Member Name*	Member Type	Publisher IPI (not required)**	Tax ID
All of the works I have written	I have <u>not</u> established a publisher with my PRO, or as a legal entity	First choice	Your name*	Individual	Leave blank	Your personal tax ID (for example a SSN)
All of the works I have written	I have established a publisher with a PRO, but I have not set up a separate legal entity (LLC, corporation, etc.)	First choice	Publisher name*	Individual	Publisher IPI if there is one, or else leave blank	Your personal tax ID (for example a SSN)
All of the works I have written	I have established a legal entity (LLC, corporation, etc.) to act as the publisher of the works	First choice	Publisher name*	Business	Publisher IPI if there is one, or else leave blank	The tax ID of the business (the EIN)
Some of the works I have written	I have <u>not</u> established a publisher with my PRO, or as a legal entity	Third choice	Your name*	Individual	Leave blank	Your personal tax ID (for example a SSN)
Some of the works I have written	I have established a publisher with a PRO, but I have not set up a separate legal entity (LLC, corporation, etc.)	Third choice	Publisher name*	Individual	Publisher IPI if there is one, or else leave blank	Your personal tax ID (for example a SSN)
Some of the works I have written	I have established a legal entity (LLC, corporation, etc.) to act as the publisher of the works	Third choice	Publisher name*	Business	Publisher IPI if there is one, or else leave blank	The tax ID of the business (the EIN)
None of the works I have written	I have entered into a deal with a music publisher or publishing administrator or collective rights organization outside the U.S. which gives them the right to collect U.S. digital mechanicals from licensees for all of my works on my behalf	Fourth choice	You do not need to become a Member of The MLC Your music publisher, administrator, or xUS rights organization will register your works with us and collect on your behalf			

*This must be the name you use as the publisher/claiming entity on the musical works you register

The MLC Membership Quick Guide | Publishers and CMOs

Publisher Entity	What Type of User option to choose	Member Name	Member Type	IPI (not required)	Tax ID
I work for a publishing company or CMO, and I have the right to register works and collect royalties for only one music publishing company or CMO	First choice	The publisher or CMO name	Business	Publisher IPI CMOs leave blank	The tax ID of the business (the EIN)
I work for a publishing company or CMO, which has the right to register works and collect royalties on behalf of more than one music publishing company or CMO (Most publishing administrators and publishers that administer multiple catalogs will fall into this category)	First choice	The 'Top Publisher' name or CMO*	Business	Publisher IPI CMOs leave blank	The tax ID of the business (the EIN)
I work for a company which provides services (e.g., account setup, works registration, royalty income tracking) to more than one music publishing company or CMO that need to become Members	First choice For each publisher or CMO, you will create a separate Member.	The publisher or CMO name for each Member	Business	Publisher IPI for each Member CMOs leave blank	The tax ID of the business (the EIN)
I work for a publishing company or CMO whose works are represented by an administrator or another publisher	You do not need to become a Member of The MLC The administrator or publisher who represents your company or CMO will register your works with us and collect on your behalf				

*The term 'Top Publisher' is used to refer to the company who has the responsibility for administering the works