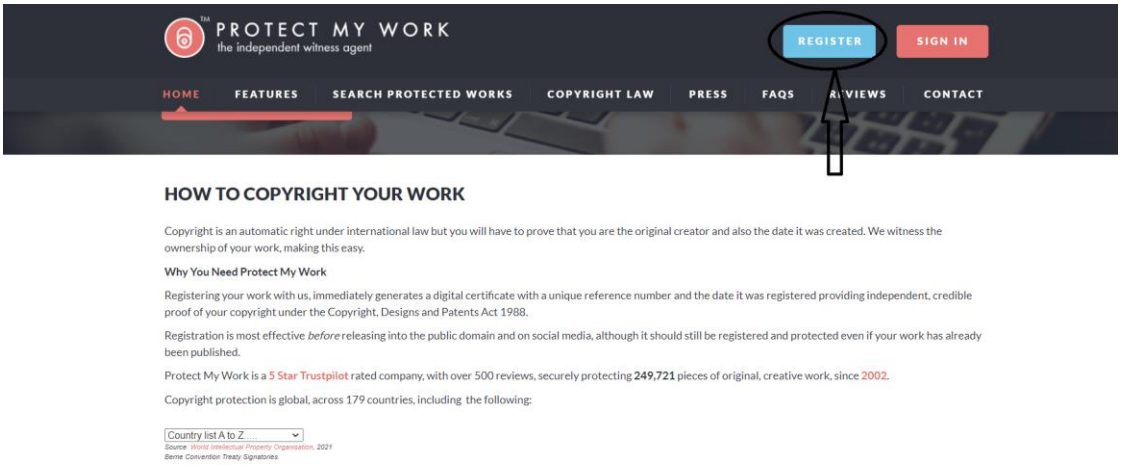
Modern Self Publishing Services Agency LTD

GUIDE ON HOW TO COPYRIGHT BOOKS ON PROTECT MY WORK

First, type https://www.protectmywork.com/ into the search bar and click on REGISTER

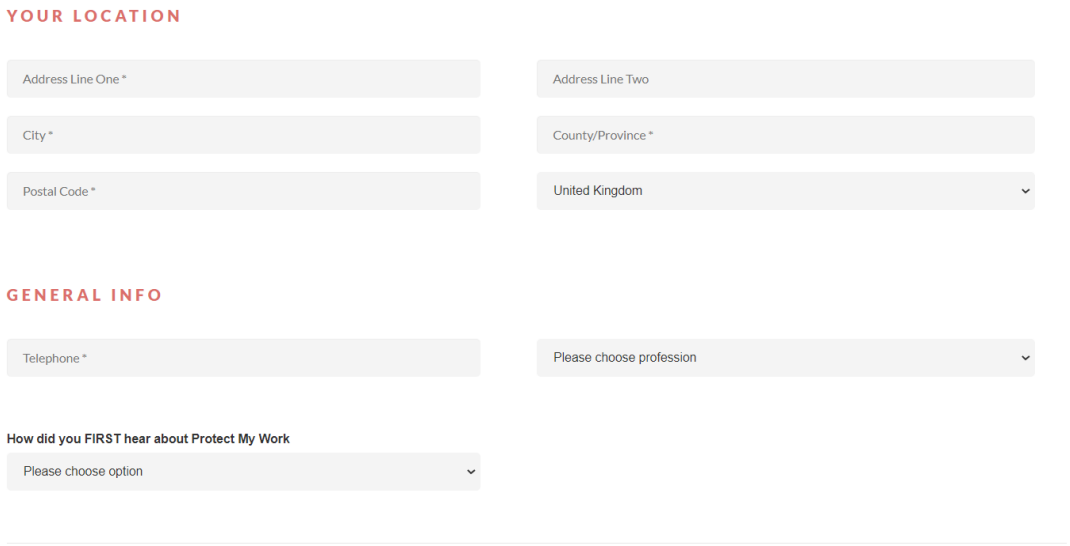


POINT 1: Registration

Once you have logged in, fill in all the AGENCY data and use a user (personal email) and password of your choice.

PLEASE NOTE: you can change this part even after you have registered. You will be able to change all the data leaving, those of the books already protected, with the date unchanged!

This means that for the sake of control you will now put in the Agency's data and then, at your convenience, you can put in your personal data and still have the copyright of your works.



Here is what to type in the empty changes:

First Name: Shamim

Last Name: Reza

Company Name or Copyright Owner Real name: MODERN SELF PUBLISHING SERVICES AGENCY LTD

(show this name in my certificate) TICK

Email address: **Your personal email**

Address Line One: Flat 21 Coniston House

Address Line Two: 1 Southern Grove

City: LONDON

Country/Province: London

Postal Code: E3 4SU

Telephone: +44 7824090143

Country: United Kingdom

Please Choose Profession: Writer, Poet, or Author

How did you FIRST hear about Protect My Work: Research by web

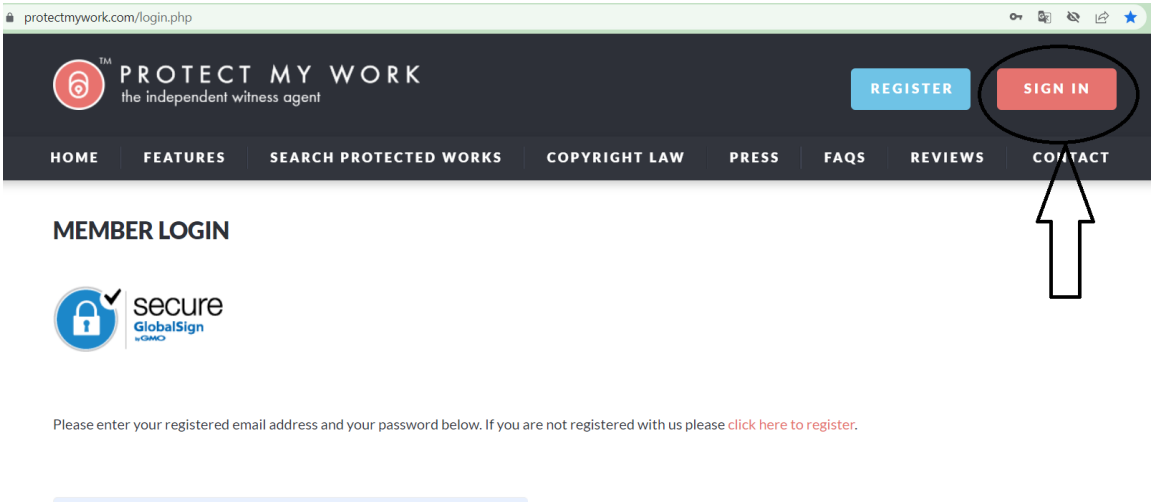
As soon as you sign up for Protect My Work you get 5 Free Certificates, then they cost £1 per book.

Enter your personal credit/debit card details and finally pay for the platform membership, which will last for one calendar year. It will be due for renewal the following year.

After you have paid, it will make you enter a personal password that you choose

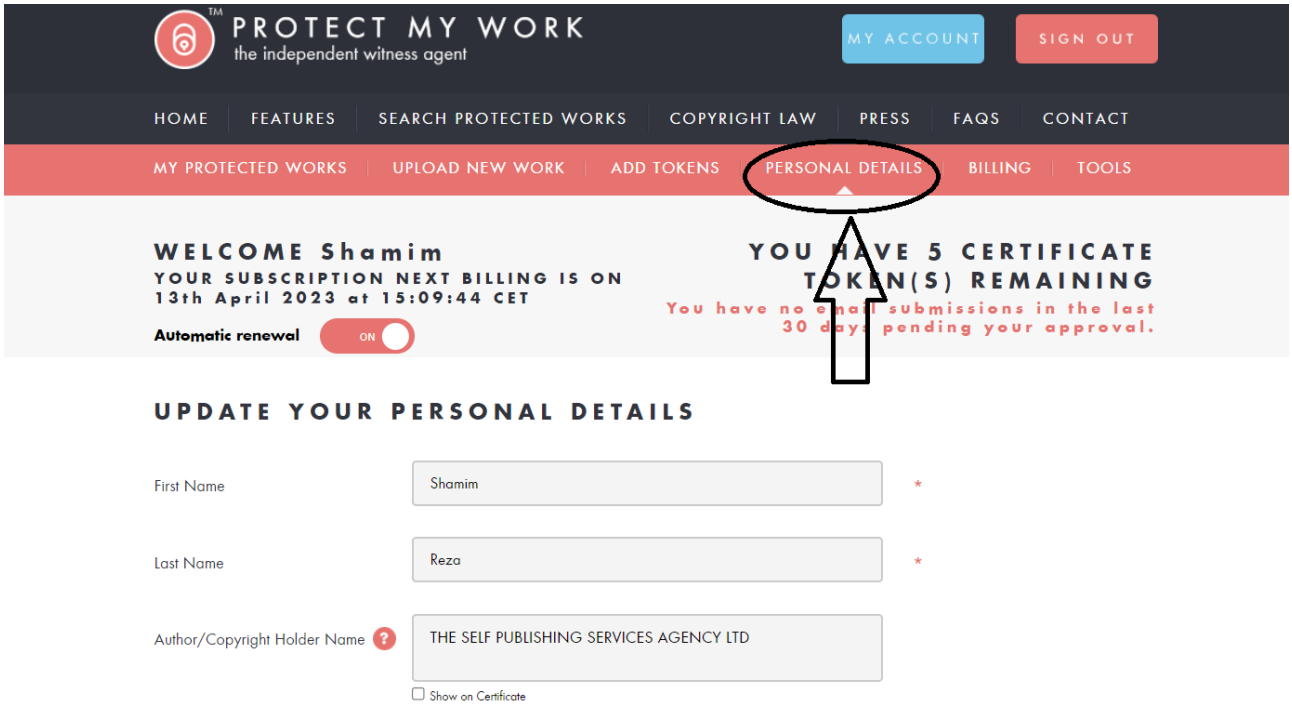
POINT 2: SIGN IN

To re-enter your account, click on SIGN IN and fill in the personal e-mail you used to register and the password you chose in the previous step.



POINT 3: Edit Personal Details (only if you need to edit them)

Click PERSONAL DETAILS

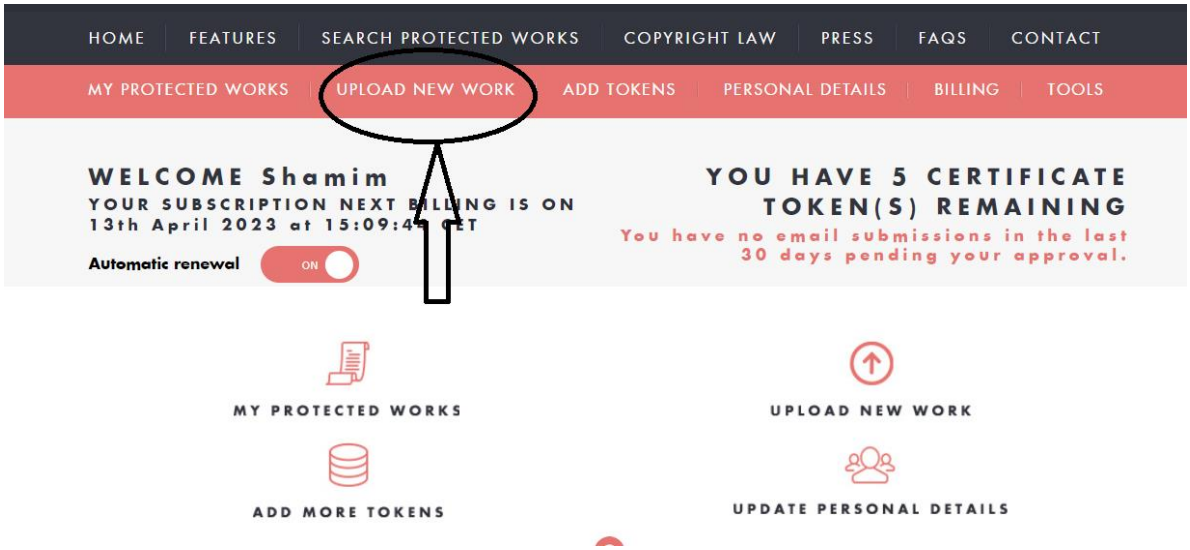


In this screen you can change all personal data (the copyright date of the books always remains the same as when the book was first loaded) except for the Pen Name, which you only enter while loading the copyright files.

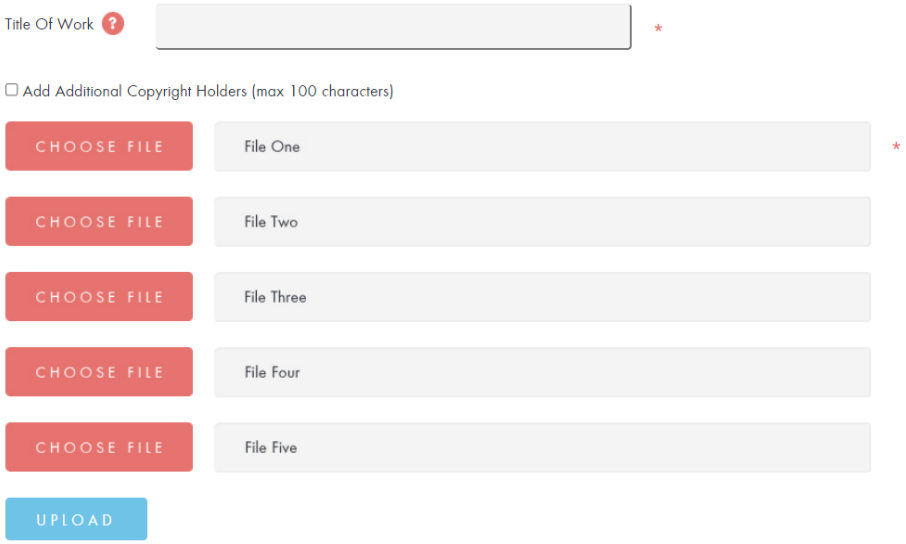
IMPORTANT: Before uploading files, set the VPN to London because the IP address under which the copyright document was registered is entered in the Certificate.

POINT 4: Uploading books and parts of audio-books for Copyright

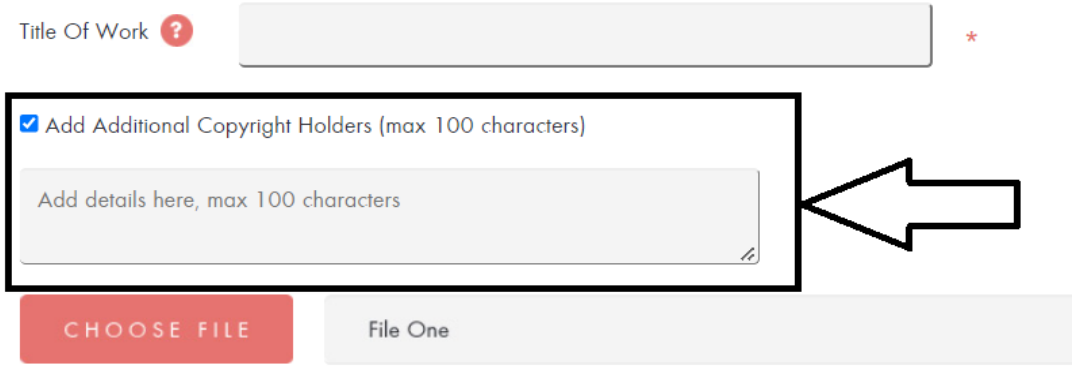
Click UPLOAD NEW WORK



Once clicked, this screen opens and enter the title of the book



IMPORTANT: CHECK THE "Add Additional Copyright Holders" BOX and ENTER THE PEN NAME. If you forget this tick, you can no longer enter the PEN NAME later



Once you have entered the Pen Name and the Title of your work (book and/or audiobook), we recommend uploading the following files:

1) PDF of the paperback (PDF format)

2) Opening of the audio (MP3 format) if you intend to make audio for that book

3) Intro of the audio (MP3 format) if you intend to make audio for that book

IMPORTANT: This part can no longer be added or edited, so the files above must all be inserted together when they are ready.

The only possible change is the information in the PERSONAL DETAILS section

Once you have finished the process and uploaded everything, Protect My Work will send you an e-mail with the REFERENCE NUMBER and PASSWORD to access the COPYRIGHT CERTIFICATE of your book.

Each Password and Reference Number are unique and are the ones we will ask you for during the Verification phase and, in turn, send to AMAZON for verification.

IMPORTANT:

You MUST UPLOAD all files to Protect My Work before publishing them on KDP and/or ACX because Amazon checks the publication dates during verification.

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