

A man with a beard and a cowboy hat is shown in profile, looking towards the right. He is in a music studio, with a computer monitor and a large speaker visible in the background. The lighting is dim and purple, creating a moody atmosphere. The text "TOGETHER LET'S MAKE MUSIC HAPPEN" is overlaid on the image in a large, white, sans-serif font.

# TOGETHER LET'S MAKE MUSIC HAPPEN

**Work-by-work help  
(OPO) online**

**INSTRUCTIONS FOR USE:** Before making any CD, vinyl disc etc. you must obtain authorisation from the songwriters, composers and music publishers. Authorisation is granted by the SDRM (Society for the Administration of Mechanical Reproduction Rights), which is responsible for processing requests and collecting the royalties and fees related to your request. Before you can request authorisation, you must register online; registration is free of charge.

***sdrm***

***sacem***



# 1. CONNEXION

## Go to online requests for authorisation at [sacem.fr](http://sacem.fr)

- Click on the **“member-users”** tab at the top of the screen on the right.
- A window will appear titled **“You wish to produce”**. Click on **“a record”**.
- Then, on the right, where it says **“work-by-work authorisation”**, click **“online request”** **OR** Navigate directly to the address <http://opo.sacem.fr> If you already have an account, enter your user name and password then skip directly to the third step.

**If you cannot remember your password**, please click on **“forgot password”** from the welcome page of the site <http://opo.sacem.fr> If you do not already have an account with the SDRM, click on **“Create your account”**.

**If you don't yet have an SDRM account**, click on **“Register”**.

## RECORD PRODUCER ID

Select your legal status from one of the following three:

- a. You represent a company: registration number (SIREN/SIRET) required
- b. You represent an association, a non-profit or a local authority: registration number (SIREN/RNA required)
- c. You're an individual (fill in the information required)

Select the type of account you wish to create (phono-audio, phono-video or both).

### CONTACT DETAILS

Provide: address, phone number.

### USERNAME AND PASSWORD

The username must be the e-mail address that was entered when the account and password were created. These let you access your account securely and track the progress of your authorisation request. To better protect your data, we urge you to use a password that is personalised, secure and robust, i.e. difficult to find using automated tools and difficult for a third party to guess.

#### It must contain:

- a minimum of 12 characters
- upper and lower case characters
- numbers
- one of these punctuation marks or special characters ! : # @ ? %

## 2. ENTER THE DETAILS

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Click on 'Submit a request for authorisation' to enter your request.

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### GENERAL INFORMATION ABOUT THE REQUEST


Fill in the fields relevant to your project. **The EAN 13 code** (bar code) - this information is **optional**. Information on the various parties involved: **the commissioning party, optional** (this is an intermediary between the producer and the manufacturer). You **must** give **details about your distributor** in the space provided. If your request concerns a boxed set, you will need to create a single request with the **support number** corresponding to each component.

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### SALES INFORMATION

- If you are selling the record directly: indicate the retail price including VAT.
- If you give a price excluding VAT, this should be the price at which your distributor will sell the media to the retailer and not the price at which you will sell the disc to the distributor.
- You must give your distributor's contact details in the space provided.
- Quantity for free distribution. The words **"Not for sale"** must appear on the disc and the cover.

### 3 INFORMATION ON THE MEDIUM

**Please** note that these fields are closed to input and are automatically filled in with the information entered in the fields on the (4) MEDIA IDENTIFICATION page, which can be accessed by clicking on the icon. 

### 4 MEDIA IDENTIFICATION

- **The name or title of the recording**
- **Your reference number:** you create this yourself, using numerals and/or letters. This should appear on your disc or other medium and on the jacket. This lets you create a history of the media you have produced.
- **Type of medium:** select this in the drop-down list (CD album, CD single, vinyl, etc.).
- **The principal performer(s)**
- **The manufacturer** is the company you hired to manufacture your media. This information is compulsory. If you are reproducing existing recordings, tick “yes”.

### 5 ADDING WORKS

Information about the works:

For the first track, select:

- **the type of work:** song, instrumental, medley, spoken word, musical tale, etc. Then add:
- **the title of the work**
- **the duration** (NOTE: the format should be HH:MM:SS)
- **the ISRC code** if you have one (optional)
- **the names of the authors, composers, etc.** Click on “new rights holder” to input each participant.
- **NOTE:** this procedure is required for each track.

You must give the name of at least one rights holder (author and/or composer, publisher).

**NOTE:** this procedure is required for each track.

Once you have input the information for every track, click on “**register**”, then “**submit my request**”.

Register and confirm by reading and accepting the terms of the contract.

Your authorisation request has been registered. Remember to note down the request number or print out the important information.

## 3. FOLLOWING UP

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Once you've submitted your request, you can check on its progress (status) at any time on the OPO website:

<http://opo.sacem.fr>

### Stages in the authorisation request

- **“Rejected”** status: your request contains an error and cannot be processed. You can correct it using the “correct” button.
- **“In progress”** status: your request is being examined by Sacem, which will recognise the works for which it is responsible and estimate the royalties you will have to pay.
- **“Payment due”** status: the royalties have been calculated and are displayed. You can now send us your payment (see below).
- **“Authorised”** status: we have received your payment and the manufacture of your production has been authorised. You and the declared manufacturer will be notified of the authorisation.

Once your request has been “processed”, you can make your payment:

- **By credit card** online (your request will be authorised on the spot).
- **By bank transfer** using the bank details sent by email (please quote your request number in the wording of the transfer).

If you wish to cancel your project, please let us know by email at [phono.opo@sacem.fr](mailto:phono.opo@sacem.fr), quoting your authorisation request number.

Music is with us throughout our lives and, since 1851,

Sacem has been supporting those who create it.

Several hundred million authors, composers and publishers have chosen Sacem to manage their authors' rights. As a voice for creators and a trusted partner for music broadcasters, Sacem strives to promote all genres of music, in all their diversity.

Sacem is a non-profit organisation that contributes to the vibrancy and influence of creative work across the world, through day-to-day support for cultural and artistic projects.

MORE THAN  
**85 % OF FUNDS**  
COLLECTED  
ARE PAID OUT

to creators and publishers.

MORE THAN **96**  
MILLION  
WORKS

from France and  
around the world.



MORE THAN  
**450,000**  
CREATORS  
AND PUBLISHERS  
REMUNERATED



THE **PRINCIPAL**  
**SOURCE**  
OF INCOME

for authors, composers  
and publishers.



MORE THAN **3,600**  
PROJECTS  
SUPPORTED

commitment to  
local culture.



MORE THAN **60**  
LOCAL  
OFFICES

in France and  
its overseas territories.

A BIG THANK YOU to the more than 440,000 Sacem clients  
who broadcast music and bring it to life!