

# Nielsen BDS: How to Submit Music

Submit CD's and MP3's free of charge, electronically through our secure Virtual Encode website.

## **Virtual Encode Access:**

Please send an email with "Virtual Encode" as the subject to [paul.tuch@nielsen.com](mailto:paul.tuch@nielsen.com) for a username and password.

**PLEASE** include the following information in the body of your email:

- Your Full Name
- Company or Label Name
- Contact Number
- Primary Email Address
- Any Additional Contact Information

You will then receive login information and instructions via email for the Virtual Encode website to upload your music.

## **Register Music by Mail:**

Send all mixes of your single releases (preferably on CD) to:

**Nielsen**  
**8100 N.W. 101st Terrace**  
**Kansas City, MO 64153**  
**Attn: Encoding Department**

For each piece of media submitted include

- Artist Name
- Song titles with specific mix names, if applicable
- Label