



# 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 our Client Services Department at [clientservices@bdsonline.com](mailto:clientservices@bdsonline.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**

Click to fill out and email us a [Media Information Form](#) or include the following information with your media:

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

For each piece of media submitted include

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