



PATENT CENTER USER GUIDE

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ABSTRACT

This User Guide will provide you with the information needed to use Patent Center to file and view patent applications electronically. A brief overview of the process and screen shots that identify critical components of the tool are included.

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Introduction

Welcome to Patent Center. Patent Center is the new tool in development, which features a unified interface, with all of the capabilities from today's tools in a single place, and so much more. Patent Center will replace the Electronic Filing System - Web (EFS-Web), the current web-based patent application and document submission tool; and the Patent Application Information Retrieval (PAIR) system, the current web-based solution to retrieve and download information regarding patent application status.

Before you file electronically there are a few important items you should know:

- Patent Center is a web-based tool that can be accessed from any web-enabled computer anywhere in the world.
- Patent Center is a patent application and document submission solution that utilizes standard web-based screens and prompts the user to submit documentation in multiple formats including PDF, DOCX, TXT, etc. directly to the USPTO.
- Patent Center is not a patent application authoring tool. It allows the user to use the same tools and workflow processes used to produce paper-based patent application documents.
- Patent Center is legally equivalent to paper-based patent application and document submission methods and provides filers with the same protections as traditional methods.
 - Submission Receipt – Legally binding proof of the date and time of the submission. (An official filing receipt will be mailed from the Office of Patent Application Processing).
- Patent Center has been designed to be simple to use.
 - In a matter of minutes, the user can complete a submission and receive electronic confirmation that it has been received by USPTO.
 - New incorporated safeguards that alert the user to possible problems with the patent application before it is submitted, providing a flexible and forgiving platform that can ease the submission process.
- Patent Center allows the user to submit industry-standard PDF (portable document format) files.
 - Although PDF is an open standard, not all PDF files are the same. Users are urged to review information about compatible PDF files is detailed in the [Quick Start Guide](#) and in other documentation.
- Patent Center incorporates e-commerce capabilities to provide multiple options for paying for the patent application or document submission.

PATENT CENTER – Real-Time Status Information

Patent Center allows Independent Inventors, registered patent attorneys/agents, and practitioner support individuals the ability to access all of the content of Patent Center, as well as real-time status information, application documents and transaction history for pending patent applications using a secure internet connection.

Applications associated to the Customer Numbers listed in a Registered User's profile are available for review.

To access all features of Patent Center, you must:

- Be a registered patent attorney/agent, practitioner support individual, or an Independent Inventor
- Have a Customer Number assigned to the profile
- Have a USPTO.gov login to obtain secure transmission of the application to the USPTO

Patent Center Users

Patent Center allows for both registered and guest users.

Web Access

A computer, a web browser and an Internet connection are all that is needed to electronically file and view applications. Users can access Patent Center by navigating to <https://patentcenter.uspto.gov/>.

Registered Patent Center user

A Registered Patent Center user has both a USPTO.gov account and is registered with Patent Center. To gain full access to Patent Center features, users must sign in to Patent Center using a two-step authentication process for secure communication with the USPTO.

Complete Two-Step Authentication

User authentication is a safe and secure method which grants access to registered Patent Center users for application submissions and retrieval. Two-step authentication involves providing a valid USPTO.gov account and password, then providing a valid one time pin sent by email or mobile authenticator.

1. Click **Sign in** near the upper right corner of the Patent Center home page. *(Figure 1)*
2. Enter login credentials (USPTO.gov account email and password). *(Figure 2)*
3. Select preferred method and click **Next**. *(Figure 3)*
4. Retrieve PIN and enter where directed in the Two-step authentication window. *(Figure 4)*
 - a. Indicate if the computer is trusted and used regularly and click **Verify**.
 - i. If the checkbox is selected for "This is a computer that I trust and use regularly", this allows the user to re-authenticate using the same computer and browser within 24 hours, without being required to provide a One-time PIN.

Figure 1

The screenshot displays the USPTO Patent Center interface. At the top, the 'uspto' logo is on the left, and navigation links for 'Patent', 'Trademark', 'Fees and payments', 'Help', 'Prooofed PractitionerOne', and 'MyUSPTO' are on the right. Below this is a 'Patent Center' header with a secondary navigation bar containing 'Home', 'New submission', 'Existing submissions', 'Petitions', 'Post grant', 'Workbench', 'Manage', and 'Search'. A 'Have a question?' link is also present.

An advisory notice is displayed: **Advisory (3/JUN2019):** PKI authentication for EFS-Web and Private FAIR will be unavailable starting on Wednesday, June 5 at 12:01 AM ET, until further notice. Please authenticate using a verified USPTO.gov account. Please see the [USPTO Systems Status and Availability page](#) for more information and updates.

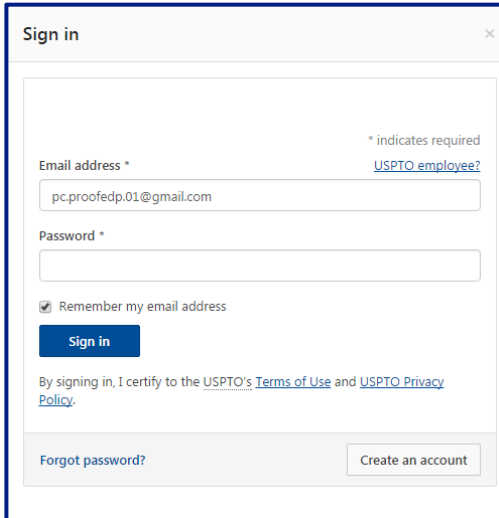
The main section is titled 'Search for a patent application' and includes a search bar with a dropdown menu for 'Application #' and a search button.

The 'Activities' section is titled 'Perform activities from submissions to post grant request and admin tasks such as managing customer numbers & practitioner associations with customer number'. It features six activity tiles:

- New Submission:** File utility, design, national stage and international submissions.
- Existing Submissions:** Add additional documents, pay fees, submit a corrected ADS, and much more.
- Petitions:** File ePetitions for automatic processing and immediate grant, if all requirements are met.
- Post Grant:** Perform post grant activities such as a request to reissue, or a request for reexamination.
- Workbench:** View your saved submissions, applications, and correspondence.
- Manage:** Manage your customer numbers, or update application address.

A note at the bottom states: **NOTE:** For information on the Paperwork Reduction Act as it pertains to ePetitions and Web-based application data sheets, please see the [OMB Clearance and PRA Burden Statement page](#).

Figure 2



Sign in

* indicates required

Email address * [USPTO employee?](#)

pc.proofedp.01@gmail.com

Password *

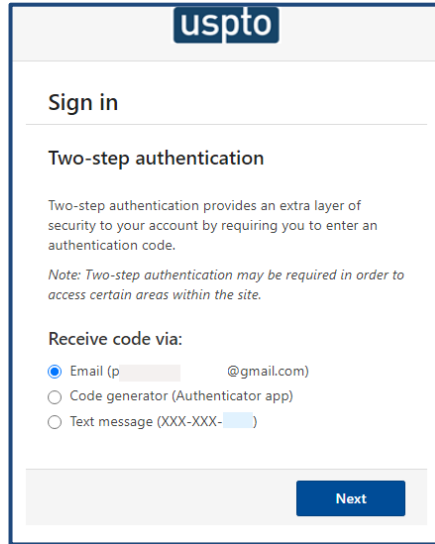
Remember my email address

Sign in

By signing in, I certify to the [USPTO's Terms of Use](#) and [USPTO Privacy Policy](#).

Forgot password? Create an account

Figure 3



uspto

Sign in

Two-step authentication

Two-step authentication provides an extra layer of security to your account by requiring you to enter an authentication code.

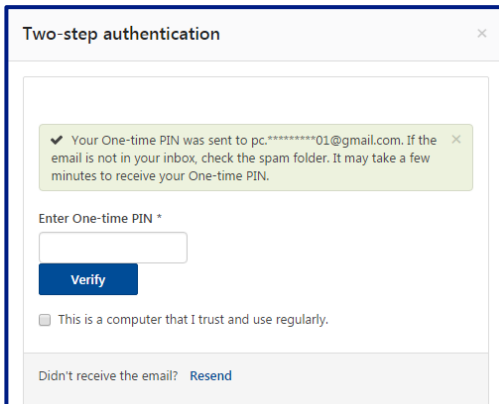
Note: Two-step authentication may be required in order to access certain areas within the site.

Receive code via:

- Email (p [redacted] @gmail.com)
- Code generator (Authenticator app)
- Text message (XXX-XXX-[redacted])

Next

Figure 4



Two-step authentication

✓ Your One-time PIN was sent to pc.*****01@gmail.com. If the email is not in your inbox, check the spam folder. It may take a few minutes to receive your One-time PIN.

Enter One-time PIN *

Verify

This is a computer that I trust and use regularly.

Didn't receive the email? Resend

Guest Patent Center user

Warning



As a **guest user**, you can file a new application and view public applications. Please sign-in or register for Patent Center, in order to have full access to all features, such as the ability to save your submission to resume at a later time and to submit additional documents/fees to an existing application.

[Login](#)

[Continue](#)

Patent Center Viewing and Retrieval

Patent Center accesses patent information held in the USPTO internal Patent Application Locating and Monitoring (PALM) system and presents it in two different views: Public and Private. Patent Center provides web-based access to public and pending patent information and eases the process of tracking patents, patent applications and follow-on documents through the USPTO approval process.

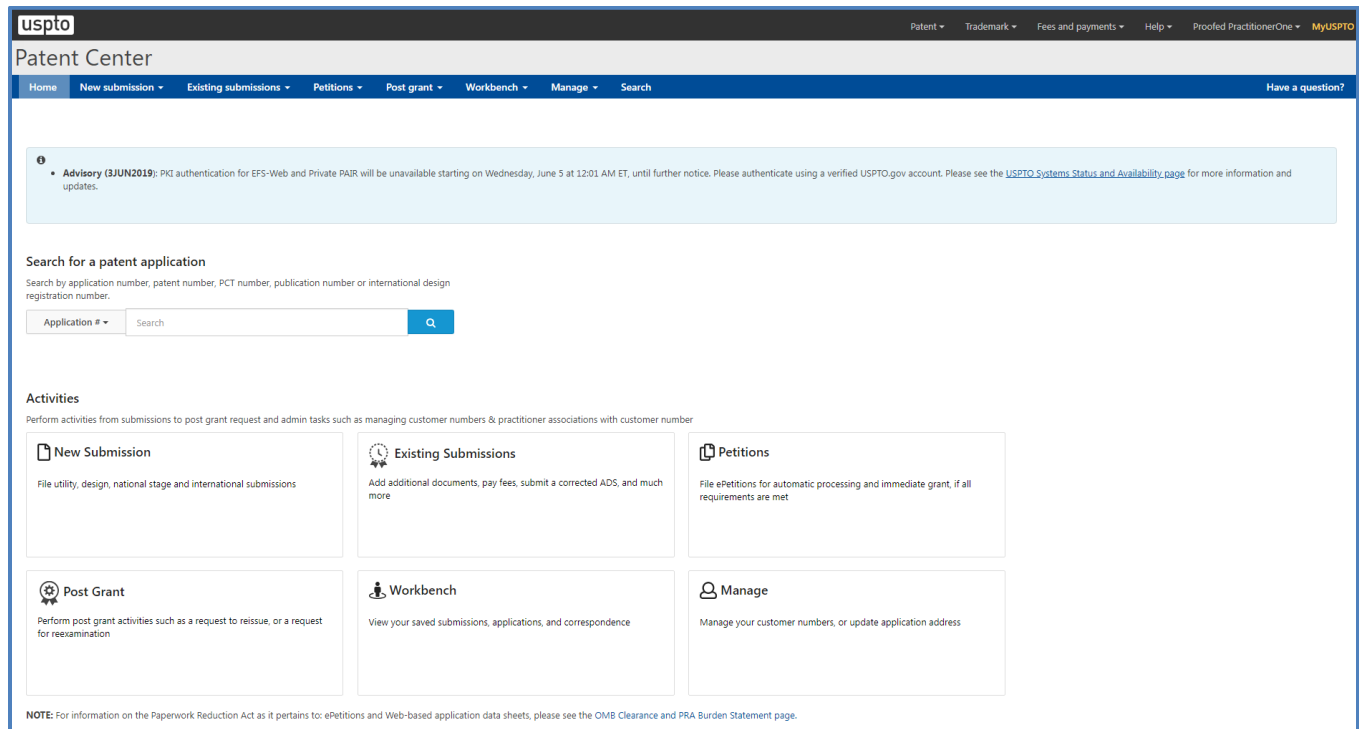
Public view provides access to all issued patents and published patent applications. Some data such as fees are not available.

Private view allows registered users to access application information that has not been made public in addition to what is also available through the Public view. Other private information such as fees are accessible.

Searching

Customers using the Patent Center system can search for patent applications on both the Home page and the Search page. The user will have the option to select Application #, Patent #, PCT #, Publication #, and Intl. Design Reg. #.

Select the search option, enter in the corresponding number, and click on the magnifying glass to obtain results.



The user is directed to the Application data page after performing a search.

Application Data

Detailed information for the searched application is displayed. Various hyperlinks provide access to a range of application information that is available to the user.

The screenshot displays the 'Application Data' section of the USPTO Patent Center. At the top, the application number is shown as 'XX/XXX,XXX | XXXXX' with a filing date of '12/12/2001'. A 'Private view' indicator is present. The main content area is organized into several sections:

- Application Data Summary:**

PCT #	Attorney Docket #	Patent #	Status	Filing or 371 (c) date
-	99999	-	Application Undergoing Preexam Processing -	-
12/12/2001				
- Application Details:**

Application type	Utility	Earliest publication #	-	Intl. registration # (Hague)	-
Examiner	-	Earliest publication date	-	Intl. registration publication date	-
Group art unit	2627	Assignee	-		
Class/subclass	356/-	Confirmation #	6287		
AIA (first inventor to file)	-				
Entity status	Undiscounted				
- Correspondence address:** 59 - CN 59 v. [redacted], 600 DULANY STREET, ALEXANDRIA, VA 22310, UNITED STATES.
- Inventors:** sdf asdf, asdf, VA (US)
- Applicants:** Data not available

If the application is associated to the user's profile, a Private view indicator will display under the application number at the top. This allows the user to make changes to the attorney docket number and view additional information that is not available for public inspection. If the application is not associated to the profile, the Public view indicator will display.

Workbench

Customers using the Patent Center system have access to Saved Submissions, Applications associated to their profile, and Correspondence.

The screenshot shows the 'Workbench' section of the USPTO Patent Center. It features a navigation bar with options like 'Home', 'New submission', 'Existing submissions', 'Petitions', 'Post grant', 'Workbench', 'Manage', and 'Search'. The main content area is titled 'Workbench' and includes the following text:

Workbench is a personalized module of Patent Center where you can view your saved submissions, recently filed applications and also view any correspondence sent by the USPTO related to the applications you filed.

- View Saved Submissions:** View list of submissions that have been saved; and continue with submission process
- View Applications:** List of applications that have been filed and can access sorted by latest applications
- View Correspondence:** View recent correspondence received from the USPTO related to applications which have been filed

Navigation

Use the **Refine by** area to control the information displayed. Click the expand/collapse button to use the full window to review results.

The 'Refine by' sidebar is a vertical panel on the left side of the interface. It features a title 'Refine by' with a collapse button (two left-pointing chevrons) to its right. Below the title is a 'Reset filters' link. The sidebar contains three main filter sections: 'Docket number' with a dropdown menu currently set to 'Exact m'; 'Status category' with a dropdown menu currently set to 'All'; and 'Status date' with an empty text input field. At the bottom of the sidebar is a 'Filter' button.

Saved Submissions

On the Saved Submissions tab, users have access to all submissions that have been saved over the previous fourteen (14) calendar day period. Users can continue with a submission by clicking the hyperlink for the Patent Center ID.

Practitioners will have the option to filter data by Created in and Created by and the Practitioner Support Users have the ability to sort by Created by and Filed on Behalf of.

All data may be sorted by selecting the desired header.

The screenshot shows the 'Patent Center' interface. At the top is the 'uspto' logo and a navigation bar with links for Patent, Trademark, Fees and payments, Help, Proofed PractitionerOne, and MYUSPTO. Below this is a secondary navigation bar with links for Home, New submission, Existing submissions, Petitions, Post grant, Workbench, Manage, Search, and Have a question?. The main content area is titled 'Saved Submissions' and has tabs for Applications and Correspondence. A 'Customer Numbers' dropdown is visible. The 'Refine by' sidebar is expanded, showing filters for 'Created in' (set to 'Past 7 days'), 'Created by' (set to 'All'), and an unchecked checkbox for 'Include auto-saved submissions'. The main content area displays '0 saved submissions' with filter tags for 'Created In: 7 days', 'Created By: All', and 'Auto Saved: false'. A search bar labeled 'Application or Docket # lookup' is present. Below the filters is a table header with columns: ID, Date saved, Date created, Attorney docket #, Customer #, Type, Title, and a menu icon. The table body is empty, showing 'No results found'.

Applications

Users have the option to filter by Docket Number, Status Category, and Status Date. The Docket number filter can be used for Exact match, Starts with, or Contains options to sort the list of applications. Status category allows the user to filter based on All, New, Pending, Issued, Abandoned, and Other status for the applications. Status Date provides specific search parameters up to 365 days and includes **Custom range** option.

Filter Option	Input 1	Input 2
Last 1 Days	Invalid date	Invalid date
Last 3 Days		
Last 7 Days		
Last 30 Days		
Last 45 Days		
Last 90 Days		
Last 180 Days		
Last 365 Days		
Custom range		
Apply	Cancel	

Oct 2017							Nov 2017						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
25	26	27	28	29	30	1	30	31	1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30	1	2	3
30	31	1	2	3	4	5	4	5	6	7	8	9	10

Columns are customizable and can be added or removed based on the user's preference. Many columns are sortable by selecting the desired header.

Customize Columns

Select the fields you would like to be displayed in the table

- Application Number
- Customer Number
- Patent Number
- Earliest publication date
- Attorney Docket #
- Status date
- Status category
- Filing or 371(c) date
- Image File Wrapper
- Submission Receipt
- Payment Receipt

Close

Download bib data in XML for the listed applications by selecting the checkboxes on the right hand column for specific application(s) or the Select All checkbox which will select all applications listed.

uspto Patent Center

Home Workbench Search Manage File Have a question?

Saved Submissions Applications Correspondence

Customer Numbers 1 Download XML

Refine by 213 applications

Reset filters Customer Numbers: 60 10 selected

Application Number	Customer Number	Attorney Docket #	Status date	Status category	Image File Wrapper	Submission Receipt	Download as XML
PCT/USXX/XXXXX	XXXXX		09/21/2016	OTHER	View		<input checked="" type="checkbox"/>
PCT/USXX/XXXXX	XXXXX		04/20/2015	NEW	View		<input checked="" type="checkbox"/>
PCT/USXX/XXXXX	XXXXX		04/08/2015	NEW	View		<input checked="" type="checkbox"/>
XXXXXXXX	XXXXX		09/16/2012	OTHER	View		<input checked="" type="checkbox"/>
XXXXXXXX	XXXXX		10/18/2016	OTHER	View		<input checked="" type="checkbox"/>
XXXXXXXX	XXXXX		08/20/2015	OTHER	View		<input checked="" type="checkbox"/>
XXXXXXXX	XXXXX	Test	01/23/2013	OTHER			<input checked="" type="checkbox"/>
XXXXXXXX	XXXXX		09/16/2012	OTHER	View		<input checked="" type="checkbox"/>
XXXXXXXX	XXXXX	CHROME 10252017	10/25/2017	NEW	View		<input checked="" type="checkbox"/>
XXXXXXXX	XXXXX	TEST	03/23/2018	NEW	View		<input checked="" type="checkbox"/>

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Correspondence

Users have the option to filter by Correspondence method, Date type, and Image date. If the Correspondence method of Regular correspondence only is selected, the user will have the option to filter based on Image date. If the method of e-Notifications only is selected, the user will have the option to filter based on eNotification date. Both the Image date and eNotification date filters provides specific search parameters up to 90 days and includes **Custom range** option.

uspto Patent Center

Home New submission Existing submissions Petitions Post grant Workbench Manage Search Have a question?

Saved Submissions Applications Correspondence

Customer Numbers All Download XML

Refine by 5,849 correspondence received

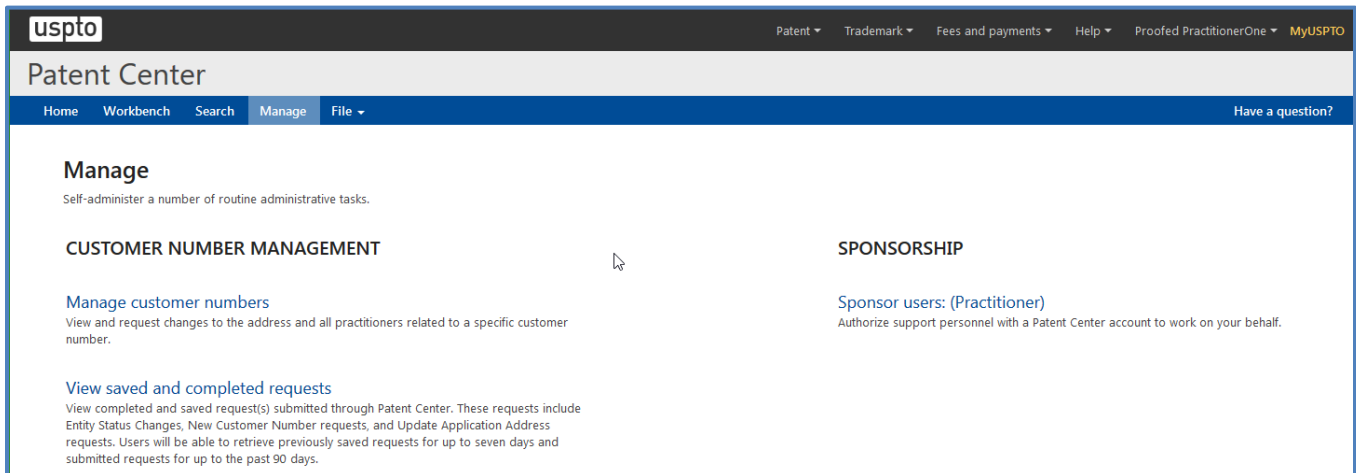
Reset filters Customer Numbers: Image Date: 07-30-2019 - 08-05-2019 None selected

Application Number	Attorney Docket #	Patent Number	Customer Number	Doc. code	Doc. description	Mailing date	Image date	eNotification date	Quick download
59	ABC123.00	-	59	ADS	Application Data Sheet	08/02/2019	08/02/2019		PDF
59	ABC123.00	-	59	ADS	Application Data Sheet	08/02/2019	08/02/2019		PDF
59	ABC123.00	-	59	CLM	Claims	08/02/2019	08/02/2019		PDF
59	123456	-	59	CRFD	Computer Readable Form (CRF) for Sequence Listing - Defective	08/02/2019	08/02/2019		PDF
59	123456	-	59	CRFD	Computer Readable Form (CRF) for Sequence Listing - Defective	08/02/2019	08/02/2019		PDF
59	123456	-	59	CRFD	Computer Readable Form (CRF) for	08/02/2019	08/02/2019		PDF

Manage

Two-Step authenticated Registered Users have additional tools under Manage. Users can manage:

- Sponsorships
- Customer Numbers
- View saved and completed requests; and
- Update application address (Coming soon)



Sponsorships

Once the Sponsors users link has been selected, the user will have access to see all support staff that are being sponsored by their profile, the history of the requests, view any pending requests, or sponsor additional users.

Many columns are sortable by selecting the desired header. Sponsorships can also be removed by selected the "x" next to the practitioner support user information under the Active header.

Patent Center

Home New submission Existing submissions Petitions Post grant Workbench **Manage** Search Have a question?

Sponsorships

Active History Pending requests 0

⚠ Practitioner support users being sponsored from this tool will be granted access to the following systems:

- Patent Center
- EFS Web
- Private PAIR

Sponsoring 4 practitioner support users

Name	Email	Sponsored on	
vuldronaii support one@vuldronaii.com	07/15/2019	✕
Paralegal Two@gmail.com	07/02/2019	✕

To add additional Support staff personnel, select the Sponsor user's button and enter their USPTO.gov account email address in the provided box. Separate emails by a semi-colon to add more than one individual at a time. More information can be found on the [Sponsorship Tool Guide](#).

Sponsor users ✕

* indicates required

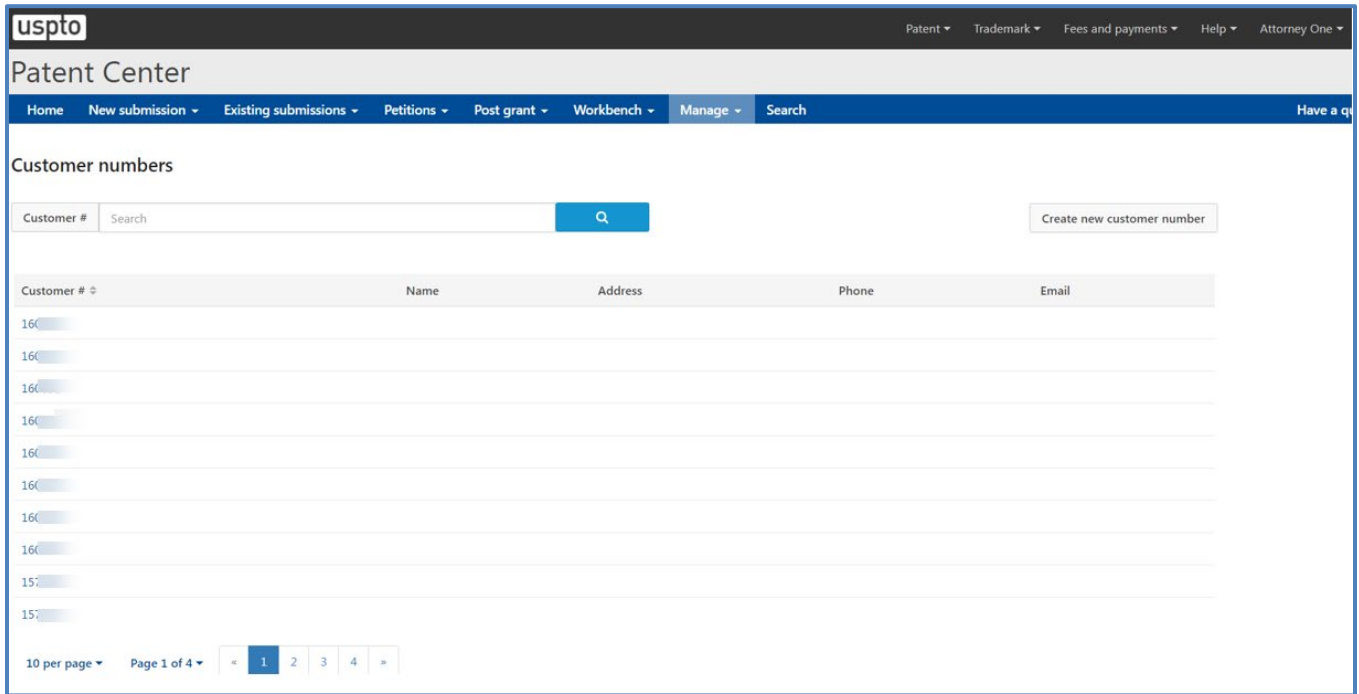
Email address of users to be sponsored *

Validate emails

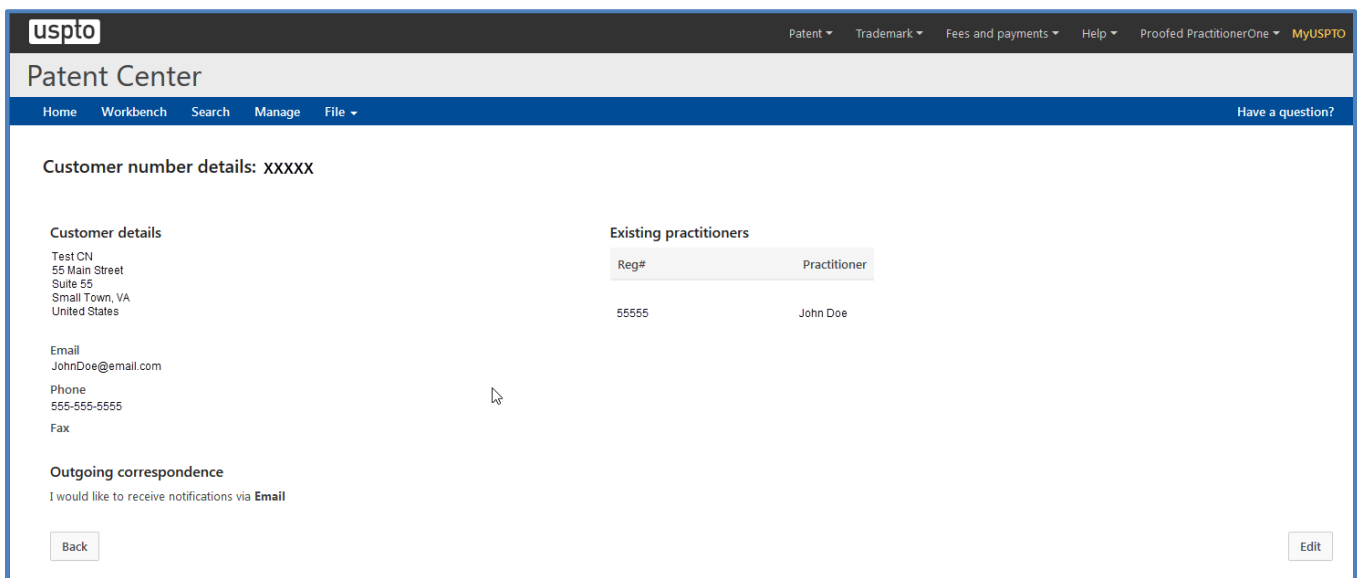
Cancel

Manage customer numbers

Users have the option to create a new customer number or select a customer number to update the associated information. The customer number column is sortable by selecting the desired header.



To review or update the information for a customer number, the user will select the hyperlink for the customer number which will direct the user to an edit screen.



If the user selects the Create new customer number option, the user will be directed to the create customer number screen. As a Practitioner, the user will have the option to import the Address and/or the Registered practitioners from a customer number currently associated to their profile. Independent Inventors will have the option to import an Address from another customer number currently associated to their profile.

The practitioner registration numbers can be added by entering their practitioner registration number in the box provided. Separate registration numbers by a space to add more than one individual at a time.

Create customer number

* Indicates required

Please select customer number from drop down

Import details from

Address Registered practitioners

Customer Address

Name

Name line 1 *

Name line 2

Address

Country *

Street address 1 *

Street address 2

City *

State / province * Zip/postal code *

Contact details

Telephone number * Extension [add more](#)

Fax number Extension [add more](#)

Email [add more](#)

Outgoing correspondence

I would like to receive notifications via *

Point of contact

Point of contact name *

Telephone number * Extension Email *

Practitioner

* The entered number is not a valid registration number: 0000

Practitioner registration numbers:

Enter practitioner registration numbers space delimited.
Example: 12345 23456 34567

View saved and completed requests

Users have the option to filter by Type, Status, and Date range. Type can be filtered to All, New, and Data change. Status can be filtered by All, Failed, Submitted, and Saved. Date range provides specific search parameters up to 90 days and includes **Custom range** option.

Columns are sortable by selecting the desired header. Saved requests can be deleted selected the "x" next to the Request information.

uspto Patent Trademark Fees and payments Help Proofed PractitionerOne MyUSPTO

Patent Center Home Workbench Search Manage File Have a question?

View saved and completed requests

Customer number

Refine by 2 requests found

[Reset filters](#)

Date range: 01-24-2019 - 01-30-2019

Request Id	Last updated	Customer #	Type	Status	Address	
365	1/30/19 9:14 AM		New	Saved	600 DULANYSTREET, Roadrunner ALEX AND RIA, VA- 78945 US	<input type="button" value="x"/>
363	1/30/19 9:12 AM	XXXXX	Data change	Saved	600 DULANYSTREET, Roadrunner ALEX AND RIA, VA- 78945 US	<input type="button" value="x"/>

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Patent Center eFiling

Application Types

Patent Center accepts new Design, International Application for filing in the US receiving office, Provisional, Utility, and National Stage applications under 35 USC 371.

Patent Center allows both Registered and Guest users to file patent applications electronically.

- New Submissions
 - Regular Submissions
 - Utility Nonprovisional
 - Utility Provisional
 - Design Nonprovisional
 - U.S. National Stage under 35 USC371.
 - International
 - International PCT Application
 - Special Patent Initiatives
 - Track One Prioritized Examination
 - Accelerated Examination – Utility
 - Accelerated Examination – Design
- Existing submissions
 - Upload Documents / Pay Fees
 - Web 85b - Issue fee transmittal
 - eTerminal Disclaimer
- Petitions
 - Petition to make special based on age
 - Request to Withdraw as Attorney or Agent of Record
 - Petition to withdraw from Issue after Payment of the Issue Fee (37 CFR 1.31(c)(1) or (2))
 - Petition to withdraw from Issue after Payment of the Issue Fee (37 CFR 1.313(c)(1) or (2) with Assigned Patent Number)
- Post-grant
 - Request for Reissue
 - Request for Reexam – by Patent Owner
 - Request for Reexam – by Third Party

Registered User

Registered Users will see their Workbench and Manage information below the application search field.

uspto Patent Center

Home New submission Existing submissions Petitions Post grant Workbench Manage Search Have a question?

Search for a patent application
 Search by application number, attorney docket number, patent number, PCT number, publication number or international design registration number.

Application # Search

Activities
 Perform activities from submissions to post grant request and admin tasks such as managing customer numbers & practitioner associations with customer number

- New Submission**
File utility, design, national stage and international submissions
- Existing Submissions**
Add additional documents, pay fees, submit a corrected ADS, and much more
- Petitions**
File ePetitions for automatic processing and immediate grant, if all requirements are met
- Post Grant**
Perform post grant activities such as a request to reissue, or a request for reexamination
- Workbench**
View your saved submissions, applications, and correspondence
- Manage**
Manage your customer numbers, or update application address

Guest User

Guest Users will see Patent Center account below the application search field. This section provides information for obtaining an account.

uspto Patent Center

Home New submission Petitions Post grant Search Have a question?

Search for a patent application
 Search by application number, attorney docket number, patent number, PCT number, publication number or international design registration number.

Application # Search

Activities
 Perform activities from submissions to post grant request and admin tasks such as managing customer numbers & practitioner associations with customer number

- New Submission**
File utility, design, national stage and international submissions
- Petitions**
File ePetitions for automatic processing and immediate grant, if all requirements are met
- Post Grant**
Perform post grant activities such as a request to reissue, or a request for reexamination

Patent Center account
 Have a Patent Center account? [Sign in](#) using your credentials. If you do not have a Patent center account, follow easy steps to obtain one.

- Obtain patent center account**
 Manage all your filings and correspondence at a single location with a Patent Center account. You can now obtain a Patent Center account following a few easy steps

Existing Submission

Only Registered Users may file documents in existing applications and patents. Patent Center may be used by a Registered User to file the following follow-on documents:

- Upload Document/Pay Fees for an existing application

Patent Filing Navigation

Once the user has entered Patent Center and begun the application process, the train stop feature at the top of the screen expands to show the multiple components of the application process.



NOTE! Use train stops to move forward and backwards within the Patent Center pages. Use train stops to automatically save changes while moving through the filing.

Important Information about Documents

- Upload only DOCX, PDF, TXT or PCT Zip file types.
- Each document **may not exceed** 25MB.
- Sequence Listings in TXT format **may not exceed** 100MB.
- Upload up to 100 documents for each submission.
- Multi-Doc splitting is limited to 60 lines of document description (each line equals a document).
- Patent Center allows for documents to be uploaded via Drag and Drop or Select and Attach.
- Correct document errors by removing the file, correcting the issue, and reattaching.
- Documents are automatically validated when uploaded.

There are three (3) Application Data Sheet (ADS) filing options.

- Web ADS - Provides the user the required sections for completing the ADS.
- Upload ADS (PDF) – User will attached an ADS.
- No ADS – Requires entry of data.

uspto Patent Center

Home Workbench Search Manage File Have a question?

Utility Nonprovisional
Nonprovisional Application under 35 USC 111(a)

Application data Upload documents Calculate fees Review & submit

Application Data

Application Data Sheet (ADS) filing options
Select a method for filing an ADS. Changing the filing method will overwrite any unsaved application data.

Web ADS	Upload ADS (PDF)	No ADS, or Attach ADS (PDF)
<p>Use the ADS online form:</p> <ul style="list-style-type: none"> • Generate a streamlined Application Data Sheet • Error checking and data validations • Provided data is automatically loaded to USPTO database <p>Select</p>	<p>Upload a completed fillable AIA/14 form:</p> <ul style="list-style-type: none"> • Upload a USPTO fillable AIA/14 Application Data Sheet • No online error checking or data validation • Provided data is automatically loaded to USPTO database <p>Upload ADS</p>	<p>Complete ADS later:</p> <ul style="list-style-type: none"> • Provide required application data • Upload AIA/14, SB/14, or custom ADS form (PDF) • User may file ADS at a later time (may result in additional fees) <p>Select</p>

Title of invention, the first named inventor, and the correspondence address are required when the No ADS option is selected.

Utility Nonprovisional
Nonprovisional Application under 35 USC 111(a)

Application data Upload documents Calculate fees Review & submit

Application data
You can enter the basic information of the application and submit the Application Data Sheet later. Please fill out the form below to continue.
[change ADS filing method](#)

* required field

Attorney docket #

Entity status

Application type *

Application subtype *

Title of invention *

First named inventor *

First name *

Middle name

Last name *

Correspondence address *

Customer # *

[Provide physical address](#)

All Application Data Sheet options provide a link to **change ADS filing method** to allow the user to change the ADS creation or submission method.

TIP! The Tab key on the keyboard can be used to move from one input field or button to the next available field or button. Shift-Tab will reverse the direction of the Tab key.

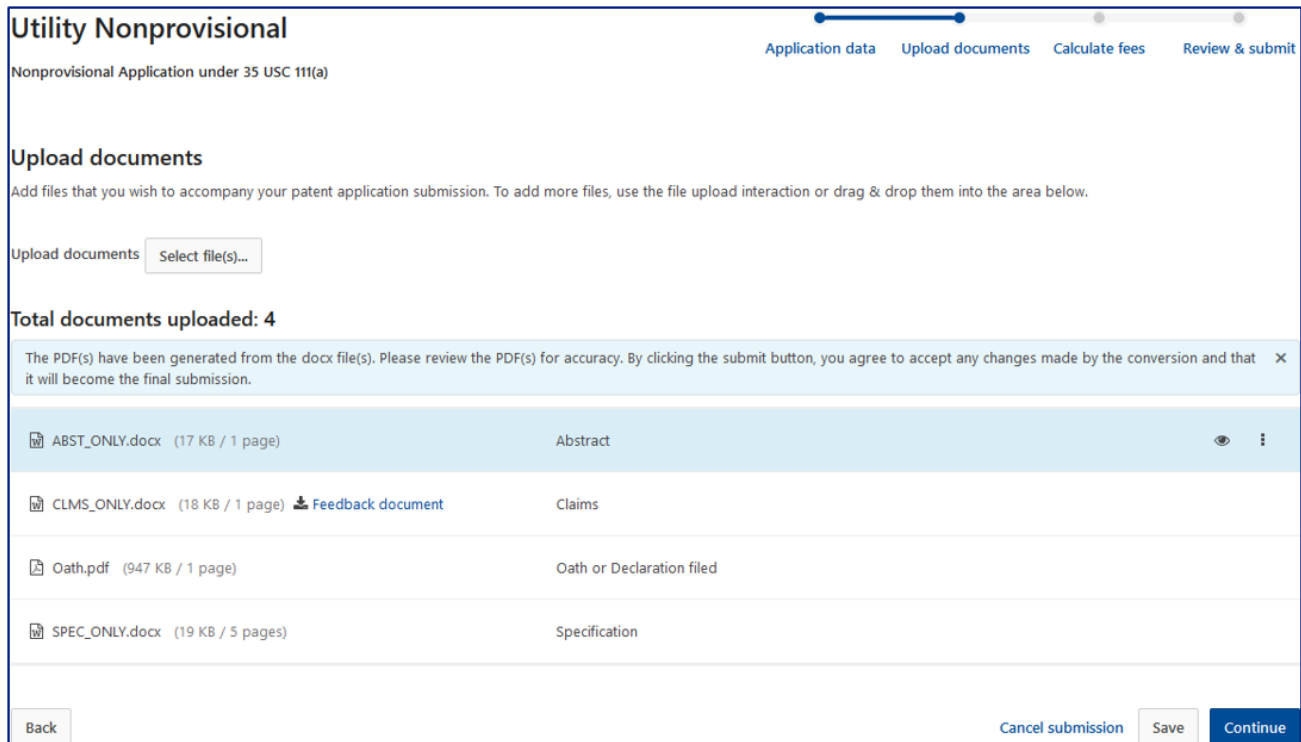
WARNING! Provide Customer Number. The submitted application will not be viewable under the Workbench section when a customer number associated with the profile is not used.

Bibliographic data entered by the user is echoed back after the user clicks **Continue**. If any errors are found, the user can go back to correct them by clicking the **Application Data** train stop.

Uploading Documents

Following the bibliographic data screen is the screen for uploading documents. Users have two options for uploading documents:

1. Drag and Drop; and
 - a. Select document(s) and drop into the Upload documents area on the screen.
2. Select and Attach.
 - a. Click the **Select file(s)...** button to navigate to document(s).



- Attach only DOCX, PDF, TXT, and PCT Zip files.
- 100 documents is the upload limit.
- Each document may not exceed 25MB.
 - **Exception:** One sequence listing in TXT of up to 100MB may be uploaded per submission.
- For multi-section documents the user will have the option to indicate the document description and the corresponding pages.
- Enter the document description when not detected by the system
- Add more documents by clicking the **Select file(s)** button
- Need to remove a file? Click on the three dot button to the right of the corresponding document and select **Remove**

SEQUENCE LISTING NOTE! A warning will display when an uploaded sequence listing does not conform to the ST.24 or ST.25 format.

Validation Errors

Documents cannot be validated when they do not comply with requirements and limitations. Errors occur for issues such as:

- Uploaded document is not a DOCX, PDF, TXT or PCT Zip file.
- Document file size exceeds 25MB.
- Sequence listing in TXT format exceeds 100MB.
- No document description has been selected.
 - Use drop down list to select description and use type ahead feature.

Multi-Doc PDF

PDF files that contain multiple documents must be separately indexed for proper identification in the USPTO Content Management System (CMS).

For example, patent applications and amendments which are uploaded as one file, need to be split and labeled as individual document parts, for example:

Application Parts

- Specification
- Claims
- Abstract
- Drawings

Amendment Parts

- Response description
- Specification (when amended)
- Claims (when amended)
- Arguments and Remarks

First upload the multi-doc PDF in the Upload documents page by selecting "Select file(s)" button and once file uploaded select "Split document".

The screenshot shows the 'Upload documents' page. At the top, there is a 'Select file(s)...' button. Below it, the text 'Total documents uploaded: 1' is displayed. A table lists the uploaded file: 'new-app.pdf (600 KB / 16 pages)'. To the right of the file name is a dropdown menu with a 'Split document' option highlighted in a red box. Other options in the dropdown include 'Preview'. At the bottom of the page, there are buttons for 'Back', 'Cancel submission', 'Save', and 'Continue'.

Select a **Document Description** for each document and enter the page ranges for each section so that the documents are properly displayed in the CMS. Add more documents by clicking **Add another document** as needed and if you add too many, you can **Remove** a document line. Amendments should be separated as well. Then select **Done** to continue on with the filing.

Upload documents
Add files that you wish to accompany your patent application submission. To add more files, use the file upload interaction or drag & drop them into the area below.

Upload documents

Total documents uploaded: 1 [Download all documents](#)

⚠ Specified start and end page numbers cannot be changed after clicking done. In order to adjust the start and end page numbers, the document must be removed and reattached..

Specification	Pages	1	-	9
Claims	Pages	10	-	12
Drawings-other than black and white line dr	Pages	13	-	15
Abstract	Pages	16	-	16

After selecting **Done**, user is shown separated pdf files for each document part and has option to Download all documents or Preview them.

Upload documents
Add files that you wish to accompany your patent application submission. To add more files, use the file upload interaction or drag & drop them into the area below.

i The USPTO strongly recommends submitting Specification, Claims, and/or Abstract in DOCX format which provides better data accuracy.

Upload documents

Total documents uploaded: 1 [Download all documents](#)

<input data-bbox="220 1409 472 1430" type="button" value="new-app-SPEC.pdf (200 KB / 9 pages)"/>	Specification	<input data-bbox="1263 1409 1328 1430" type="button" value="Preview"/>
<input data-bbox="220 1444 472 1465" type="button" value="new-app-CLM.pdf (182 KB / 3 pages)"/>	Claims	<input data-bbox="1263 1444 1328 1465" type="button" value="Preview"/>
<input data-bbox="220 1480 526 1501" type="button" value="new-app-DRW.NONBW.pdf (113 KB / 3 pages)"/>	Drawings-other than black and white line drawings	<input data-bbox="1263 1480 1328 1501" type="button" value="Preview"/>
<input data-bbox="220 1516 467 1537" type="button" value="new-app-ABST.pdf (106 KB / 1 page)"/>	Abstract	<input data-bbox="1263 1516 1328 1537" type="button" value="Preview"/>

NOTE! The Done button needs to be selected after the documents are indexed to ensure the indexing remains in the Image File Wrapper.

REMEMBER! At least one attachment other than the Patent Center generated fee sheet is required for New Applications.

Calculate Fees

Fees are dynamically generated based on the values entered by the user.

- Indicate the entity status (Regular Undiscounted, Small, or Micro)
- Micro? Applicants are required to provide certification for micro entity status. See PTO/SB/15A and PTO/SB/15B
- Provide appropriate values:
 - Number of pages in the specification
 - Total Dependent Claims
 - Total Independent Claims
 - Identify if Multiple Dependent Claims are being filed
- Check box(es) for other items such as a petition filed as part of the application

Not Paying Fees?

Click the **Skip fees for now** link or the **Continue** button. Additional fees may be incurred.

Proceed with Fee Calculation and Payment

The screenshot shows a web interface for a 'Utility Nonprovisional' application. At the top, a progress bar indicates the current step is 'Calculate fees', with other steps being 'Application data', 'Upload documents', and 'Review & submit'. The main heading is 'Calculate fees', followed by a note that payment is optional but failure to pay may cause delays. A 'Skip fees for now' button is visible. Below this, instructions state to fill in information for accurate fee calculation, with an asterisk indicating required fields. The 'Entity status' section is highlighted with a red box and contains three radio button options: 'Regular Undiscounted' (selected), 'Small', and 'Micro'. The 'Application related information' section includes three input fields for '# of pages in the specification', '# of claims', and '# of independent claims'. The 'Petitions' section has a checkbox for filing petitions as part of the application. A 'Calculate fees' button is highlighted with a red box at the bottom center. At the bottom of the page, there are 'Back', 'Cancel submission', 'Save', and 'Continue' buttons.

Click **Calculate fees** to be directed to the next page where the user will select the fees to pay.

Utility Nonprovisional
Nonprovisional Application under 35 USC 111(a)

Application data Upload documents **Calculate fees** Review & submit

Calculate fees

Payment of fees during this stage of the application process is optional, but failure to pay fees in a timely manner may cause delays in the processing of your application. Skip fees for now

Select fees to pay

Fee code	Fee description	Item price (\$)	Quantity	Item total (\$)
Application Size and Claim Fees				
<input type="checkbox"/>	1203 MULTIPLE DEPENDENT CLAIM	780.00	1	780.00
Miscellaneous Patent Fees				
<input type="checkbox"/>	1053 NON-ENGLISH TRANSLATION	140.00	1	140.00
<input type="checkbox"/>	1504 PUBLICATION FEE FOR EARLY, VOLUNTARY OR NORMAL PUBLICATION	0.00	1	0.00
<input type="checkbox"/>	1051 SURCHARGE- LATE FILING FEE, SEARCH FEE, EXAM. FEE OR OATH OR DECLARATION, OR APPLICATION FILED WITHOUT AT LEAST ONE CLAIM OR BY REFERENCE	140.00	1	140.00
Patent Basic Filing Fees				
<input checked="" type="checkbox"/>	1011 BASIC FILING FEE - UTILITY (PAPER FILING-ALSO REQUIRES NON-ELECTRONIC FILING FEE UNDER 1.16(T))	280.00	1	280.00
<input checked="" type="checkbox"/>	1111 UTILITY PATENT APPL. SEARCH FEE	600.00	1	600.00
<input checked="" type="checkbox"/>	1311 PATENT APPL. EXAMINATION FEE	720.00	1	720.00

Total fees selected to pay **\$1,600.00**

Entity status **Regular Undiscounted**

of pages

of claims

of independent claims

Petition being filed? **No**

[edit information](#)

WARNING! Clicking **Cancel submission** on any screen displays a message indicating that all saved information will be lost. User must select either **No, continue submission** or **Yes, cancel submission**. Clicking **Yes, cancel submission** directs the user to the login screen.

Submit Application

Confirm and Submit marks the final opportunity to:

- Review and confirm or edit application data;
- Edit fees associated with the application; and
- Remove or edit the documents associated with the application.

Review & submit

Review all the information entered for your patent application. If there are any errors in the data displayed, go back and edit the information before submitting to the USPTO.

Application data

Attorney docket #
-

Entity status
-

Application type Subtype
Utility Nonprovisional Application under 35 USC 111(a)

Title of invention
Test

First named inventor

First name	Middle name	Last name
John	-	Doe

Correspondence address
59

Total documents uploaded: 1

1012345628.pdf (127 KB / 3 pages)	
1012345628-ABST.pdf (48 KB / 1 page)	Abstract
1012345628-SEQLIST.pdf (80 KB / 2 pages)	Sequence Listing

Payment details

Fee code	Fee description	Item price (\$)	Quantity	Item total (\$)
1111	UTILITY PATENT APPL. SEARCH FEE	600.00	1	600.00
1011	BASIC FILING FEE - UTILITY (PAPER FILING-ALSO REQUIRES NON-ELECTRONIC FILING FEE UNDER 1.16(T))	280.00	1	280.00
1311	PATENT APPL. EXAMINATION FEE	720.00	1	720.00
Total fees selected to pay				\$1,600.00

[Hide details](#)

eFiler information

First Name *

Last Name *

Email *

[Back](#) [Cancel submission](#) [Save](#) [Submit](#)

Attempting to submit without calculating fees results in the below warning. Warning indicates that fees have not been calculated and provides an option to Calculate fees now.

Payment details

Fee(s) were not calculated for this submission. Please remember to pay any required fee(s) on time to prevent a delay in the application process and to avoid any additional surcharge. Calculate fees now?

Warning Text: *Fee(s) were not calculated for this submission. Please remember to pay any required fee(s) on time to prevent delay in the application process and to avoid any additional surcharge. Calculate fees now?*

eFiler Information

Guest Users Only. Only guest users are required to provide user information on the Submit screen. This information is automatically retrieved from the profile for Registered Users and no additional information will be required.

Submission Receipt

A Submission receipt is provided once the application has successfully been submitted. User may print or save the receipt which provides:

- Application Number;
- Confirmation Number;
- Receipt Date;
- Bibliographic and other information.

✓ Your patent submission has been received by the USPTO

Application # XX/XXXXXX	Confirmation # 5066	Patent center # XXXXXXXX	Received 10/26/2017 6:34:48 PM ET
----------------------------	------------------------	-----------------------------	--------------------------------------

Submission receipt Print Save as...

UNITED STATES PATENT AND TRADEMARK OFFICE

P.O. Box 1450
Alexandria, VA 22313-1450
www.uspto.gov

ELECTRONIC ACKNOWLEDGEMENT RECEIPT

APPLICATION # XX/XXXXXX	RECEIPT DATE / TIME 10/26/2017 6:34:48 PM ET	ATTORNEY DOCKET # -
----------------------------	---	------------------------

Title of Invention
Test

Application Information

APPLICATION TYPE	Utility - Nonprovisional Application under 35 USC 111(a)	PATENT #	-
CONFIRMATION #	5066	FILED BY	John Doe
PATENT CENTER #	XXXXXXXX	FILING DATE	
CUSTOMER #	59	FIRST NAMED INVENTOR	John Doe
CORRESPONDENCE ADDRESS	-	AUTHORIZED BY	

Documents TOTAL DOCUMENTS: 3

DOCUMENT	PAGES	DESCRIPTION	SIZE (KB)
1012345628.pdf	3		127 KB
1012345628-ABST.pdf	1	Abstract	48 KB
1012345628-SEQLIST.pdf	2	Sequence Listing	80 KB
N417.pdf	2	EFS Acknowledgment Receipt	17 KB

Based on your selection during submission, total fees due at this time

\$1,600.00

Pay fees now

(Additional charges may be incurred if required fees are not timely paid)

[skip fee for now](#)

File an assignment of ownership

File another patent application

[Back to home page](#)


Pay Fees

Users have the opportunity to either pay the fees at this time or indicate that the fees will be paid at a later time. Selecting to pay fees later requires an acknowledgment that additional charges may be incurred by selecting **skip fees for now**.

Registered Users

Fees may be paid to USPTO via Financial Manager using one of three means:

- USPTO Deposit Account
- Credit Card
- Electronic Funds Transfer

Required fields *	
Payment Options * 	Financial Manager users may pay with any stored payment method of credit/debit card, deposit account, or electronic funds transfer (EFT). Guest users may only pay with a credit/debit card. For more information about payment options, including how to establish a stored payment method, please see the 'Help' section.

Guest Users

Only acceptable form of payment for guest users is credit card.

Credit Card Payment


Filing fees may be charged to a VISA, MasterCard, American Express, or Discover by providing and confirming credit card and billing formation.

Payment Information

Required fields *

Payment Options • ⓘ Credit/Debit Card

Card Number *



Card Security Code *

Name on Card *

Expiration Date *

Enter/Edit Billing Address

Address Line 1 *

Address Line 2

Country *

City *

State / Region *

Zip / Postal Code *

User is directed back to Patent Center once the payment has been accepted.

Payment Receipt

The Payment Receipt provides the time (Eastern Time) and date the submission was received as well as displaying bibliographic and payment information.

The Payment Receipt screen also allows you to do any of the following:

- Print receipt
- Save receipt
- File another patent application
- Access Patent Center home page

The screenshot displays the USPTO Patent Center interface. At the top, a navigation bar includes 'uspto', 'Patent', 'Trademark', 'Fees and payments', 'Help', 'Proofed Practitioner', and 'MyUSPTO'. Below this is a 'Patent Center' header with 'Home', 'Workbench', 'Search', and 'File' options. A green notification bar states: 'Your patent fee payment has been received by the USPTO'. A red-bordered box highlights the following information:

Application #	Confirmation #	Patent center #	Received
XX/XXXXXX	7545	XXXXXXXX	11/1/2017 10:00:40 AM ET

Below the notification, the 'Payment receipt' section includes a 'Print' icon and a 'Save as...' option. The receipt itself is titled 'ELECTRONIC PAYMENT RECEIPT' and features the USPTO logo and address: 'UNITED STATES PATENT AND TRADEMARK OFFICE, P.O. Box 1450, Alexandria, VA 22313-1450, www.uspto.gov'. The receipt details include:

APPLICATION #	RECEIPT DATE / TIME	ATTORNEY DOCKET #
XX/XXXXXX	11/1/2017 10:00:40 AM ET	-

Title of Invention
asdfsadf

Application Information

APPLICATION TYPE	UTILITY - Nonprovisional Application under 35 USC 111(a)	PATENT #	-
CONFIRMATION #	7545	FILED BY	Proofed Practitioner
PATENT CENTER #	XXXXXXXX	FILING DATE	-
CUSTOMER #	59	FIRST NAMED INVENTOR	asdf asdf

Payment Information

PAYMENT METHOD	PAYMENT TRANSACTION ID	PAYMENT AUTHORIZED BY
CARD / \$100	102017INPCTR10082800	null null

FEE CODE	DESCRIPTION	ITEM PRICE(S)	QUANTITY	ITEM TOTAL(S)
2111	UTILITY PATENT APPL. SEARCH FEE	300.00	1	300.00
4011	BASIC FILING FEE- UTILITY	70.00	1	70.00
2311	EXAMINATION OF ORIGINAL PATENT APPLICATION	360.00	1	360.00

TOTAL AMOUNT: \$730.00

On the right side of the receipt, there are three buttons: 'File an assignment of ownership', 'File another patent application', and 'Back to home page'.

File More Papers

Click **File another patent application** to start a new submission. User is directed to the home page.

FUTURE PLAN! User will have the option to select **File an assignment of ownership** and be directed to the Assignments filing system.

TIP! Confirmation Number and Application Number are both required to file a follow-on submission to an existing application. This pairing ensures documents are filed to the correct application.

Training Mode

Click **Switch to training mode** on the bottom of the Home screen to access a simulation of filing and viewing an application.

⚠ Patent Center - Training Mode ×

Patent Center training mode allows users to familiarize with the new patent application filing and retrieving system.

Remember that:

1. Data entered will not be saved
2. Data entered will not be submitted to the USPTO systems
3. Applications filed will not be associated with your customer number

[Enter into training mode](#)

Once in training mode, the user will be able to access the steps of filing and viewing an application. The message “You are currently working in training mode.” Will display at the top of each screen. To leave the simulation, click **Quit Training Mode** and the user will be directed back to the Home page.

⚠ You are currently working in training mode, Your entries will not be saved/stored into USPTO systems ... [know more](#) Quit Training Mode

Questions?

Contact Information for EBC

Call, e-mail or send a fax (or letter by regular mail) to the USPTO regarding any questions regarding the Patent Center steps, new features, or related matters. The USPTO Electronic Business Center (EBC) can be contacted directly using the following telephone numbers or address information.

Weekday Operation: Monday – Friday: 6 AM - Midnight (Eastern Time)

Telephone:	1-866-217-9197 (toll-free)	571-272-4100 (local)
E-mail:	ebc@uspto.gov	
Fax:	571-273-0177	
Postal:	Mail Stop EBC Commissioner for Patents PO Box 1450 Alexandria, VA 22313-1450	

Other Help Guides Available

Several Quick Start Guides are available from the Patent Center website that can help you understand how to use specific features in Patent Center.

- [Patent Cooperation Treaty \(PCT\) Quick Start Guide](#)
- [Submit DOCX](#)
- [Retrieve DOCX](#)

Training

Training Guides are provided on the USPTO Patent Center page. Self-paced Computer Based Training is available 24 x 7.