Trademark sponsorship tool guide

This guide provides instructions on sponsoring and managing attorney support staff using the Trademark sponsorship tool: https://teas.uspto.gov/sponsorship.

The United States Patent and Trademark Office requires all customers accessing the Trademark Electronic Application System (TEAS) or TEAS International (TEASi) to log in with a USPTO.gov account and verify their identities. Complete information on identity verification can be found at https://www.uspto.gov/trademarks/apply/identity-verification.

While all users can verify their identities using an online process or a notarized paper form, attorney support staff must also be sponsored by a verified U.S.-licensed trademark attorney or Canadian attorney or agent, collectively referred to in this guide as "attorneys," before they can access Trademark filing systems. For in-depth information on sponsorship verification requirements, see the Trademark Filing System Access Document at https://www.uspto.gov/sites/default/files/documents/TM-filing-system-access-document.pdf

Non-attorney trademark owners can't sponsor support staff or access the sponsorship tool.
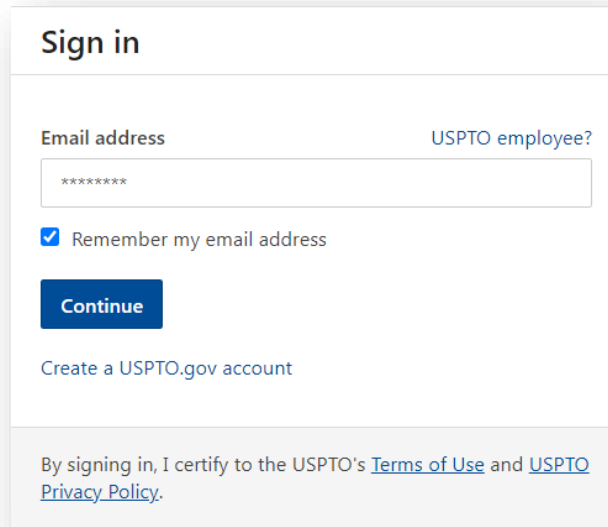
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uspto UNITED STATES PATENT AND TRADEMARK OFFICE ®

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Once your USPTO.gov account has been verified, access the sponsorship tool at
https://teas.uspto.gov/sponsorship or use the sponsorship tool widget on your MyUSPTO
homepage.

Log in to your USPTO.gov account with your email and password, if prompted.

Enter the required two-step authentication code. It will be sent to your primary email by default if you
have not specified another method.

The main attorney view has three tabs at the top: Active sponsorships, Sponsorship history, and Pending requests.

Trademark - Sponsorship Tool

Manage sponsorship   Sponsorship tool help ▾

THOMAS MARKEY   [Sponsor users]
Role: U.S.-Licensed Trademark Attorney   ●   **Email:** *****@uspto.gov

| Active sponsorships | Sponsorship history | Pending requests ⓪ |

Sponsoring 2 attorney support staff: Revoke sponsorship ⓪

Support staff name	Email	Sponsored date ▾	☐
Paralegal 1	*****@uspto.gov	Oct 16, 2021 12:03 PM ET	☐
Paralegal 2	****@uspto.gov	Oct 16, 2021 12:02 PM ET	☐

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Sponsoring support staff

To sponsor up to 50 new support staff users to work on your behalf, select the "Sponsor users" button in the upper right corner.

1. Select the box to certify your understanding of the terms of use by checking the box.
2. Enter one or more email addresses corresponding to a support staff member's USPTO.gov account, separated by spaces, commas, semicolons, or returns.
3. Select the "Validate emails" button.

NOTE: Email addresses must be connected to an active USPTO.gov account in order to be validated. Your support staff must already have a USPTO.gov account or create one prior to being sponsored, and you must use the email address associated with it.

Sponsor users   ✕

Certify your understanding *   * indicates required

☑ **By sponsoring users, you acknowledge and agree to the following:**
• You authorize the individual(s) associated with the listed account(s) to act with respect to all trademark application(s) and/or registration(s) associated with your account in the Trademark Electronic Application System (TEAS/TEASi).
• You grant access to TEAS/TEASi to the individual(s) associated with the listed account(s) to work under your direction and control in TEAS/TEASi.
• You are responsible under 37 CFR §11.18 for any actions taken under your authority by the individual(s) associated with the listed account(s) while sponsored by you.
• You have read and understand the Terms of Use for USPTO websites and all applicable USPTO customer account agreements, and agree to abide by them and the rules and policies of the USPTO regarding customer accounts.

Enter the email address(es) associated with the USPTO.gov accounts of the staff you will sponsor *

*****@uspto.gov; no-reply@uspto.gov

[Validate emails]

Review the names and information under "# users retrieved" for accuracy. To remove any accounts from the sponsorship list, select the "X" button next to the entry.

Once the list is accurate and complete, select the "Sponsor users" button.

Your sponsored support staff will be added to the "Active sponsorships" tab with the most recently added individual at the top.

Revoking support staff

You can revoke support staff sponsorships in the "Active sponsorships" tab.

Find the support staff you wish to revoke your sponsorship from and select the box in the far right column. If you need to revoke more than 10 active sponsorships, use the display options at the bottom of the page to show more items.

Select the "Revoke sponsorship" button above the far right column to revoke your sponsorship of the selected accounts. The number in the button shows how many user accounts have been selected.

Active sponsorships	Sponsorship history	Pending requests 0		

Sponsoring 3 attorney support staff: Revoke sponsorship 1

Support staff name	Email	Sponsored date ▾	☐
Paralegal 3	*****@uspto.gov	Dec 27, 2021 08:02 AM ET	☑
Paralegal 2	*****@uspto.gov	Oct 16, 2021 12:03 PM ET	☐
Paralegal 1	*****@uspto.gov	Oct 16, 2021 12:02 PM ET	☐

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You'll be prompted to confirm your choices. Cancel if you need to make changes.

Once you select "Revoke sponsorship," you'll receive a confirmation message.

Managing sponsorship requests

Once you've sponsored support staff to work on your behalf, they can send you requests to sponsor other support staff members. These requests will show in the "Pending requests" tab.

Only your sponsored support staff can send you requests to sponsor others. This function can't be used by other USPTO.gov account holders to send you messages requesting sponsorship.

Each request will show the account to be sponsored and the support staff member requesting it. Select the box to the right for the support staff you wish to sponsor and expand the "# selected" dropdown menu.

You can accept or deny the request. For either option you'll be prompted to confirm your decision.

The "Pending requests" tab will update to show the number of requests completed. Support staff you currently sponsor will appear in the "Active sponsorships" tab as well as the "Sponsorship history" tab. Denied requests for sponsorship won't be recorded.

Restoring previously sponsored support staff

If you revoke your sponsorship of a particular support staff member, or they lose it as a result of changes to their USPTO.gov account, you can restore it in the "Sponsorship history" tab. Find the support staff you wish to restore and select the restore icon in the "Status" column.

You'll be prompted to confirm your selection.

Once you've restored sponsorship, the "Active sponsorship" and "Sponsorship history" tabs will be updated.

Viewing sponsorship history

You can view all actions you've taken except for denials of sponsorship requests in the "Sponsorship history" tab. Click the info icon for full details.

Name	Email	Status	Last updated ▾	
Paralegal 3	*****@uspto.gov	Sponsored	Dec 27, 2021 07:49 AM ET	ⓘ
Paralegal 4	*****@uspto.gov	Withdrawn	Nov 20, 2021 10:05 AM ET	ⓘ
Paralegal 2	*****@uspto.gov	Sponsored	Oct 16, 2021 12:03 PM ET	ⓘ
Paralegal 1	*****@uspto.gov	Sponsored	Oct 16, 2021 12:02 PM ET	ⓘ

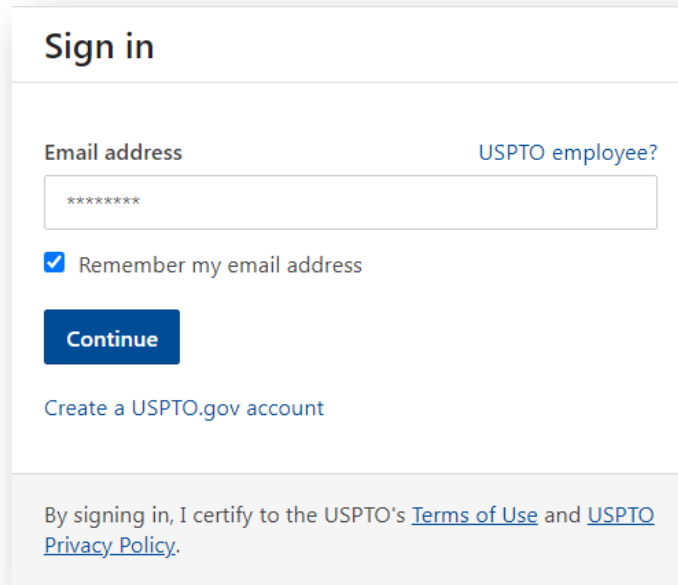Tabs: Active sponsorships | Sponsorship history | Pending requests 0

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Support staff functions
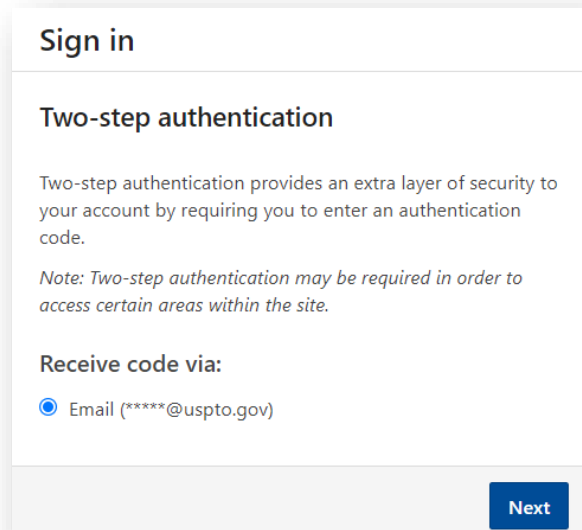
Accessing the sponsorship tool
You can't access the sponsorship tool until at least one attorney has sponsored you. Once your USPTO.gov account has been sponsored, you'll access the sponsorship tool at https://teas.uspto.gov/sponsorship or use the sponsorship tool widget on your MyUSPTO home page.

Log in to your USPTO.gov account with your email and password, if prompted.

Enter the required two-factor authentication code. It will be sent to your primary email by default if you have not specified another method.

Withdraw from attorney sponsorship

The main support staff view has three tabs at the top: Active sponsorships, Sponsorship history, and Pending requests. If you no longer need access to TEAS or TEASi to work on behalf of a particular attorney, and you wish to remove their authorization from your account, you can withdraw from their sponsorship from the "Active sponsorships" tab.

Find the attorney you wish to revoke and select the box on the right. If you have more than 10 active sponsorships, use the display options at the bottom of the page to show more items.

Select the "Withdraw from sponsorship" button in the upper right to withdraw from the desired attorney sponsorship(s). The number in the button represents how many sponsorships you selected.

You'll be prompted to confirm your choices. Only the sponsoring attorney can restore the sponsorship once you withdraw. Cancel if you need to make changes.

Once you select "Withdraw from sponsorship," you'll receive a confirmation message, and the attorney sponsorship(s) will be removed from the "Active sponsorships" tab. If you withdrew from all attorney sponsorships, you'll be notified that you won't be able to access TEAS until you are sponsored by at least one attorney.

Requesting sponsorship for other support staff

Once an attorney has sponsored you to work on their behalf, you can send them requests to sponsor other support staff.

You can't use this function to message an attorney directly and request that they sponsor you. This is for already-sponsored staff to suggest additional accounts that need to be sponsored by the same attorney.

1. Select the "Request sponsorship" button in the upper right corner.
2. Choose the sponsoring attorney to send the request to from the top dropdown menu.
3. Enter one or more email addresses corresponding to a support staff member's USPTO.gov account, separated by spaces, commas, semicolons, or returns, and select the "Validate emails" button.

NOTE: Only email addresses connected to an active USPTO.gov account can be validated. The support staff you are requesting sponsorship for must already have a USPTO.gov account and you must use the email address associated with that account.

Review the names and information under "users retrieved" for accuracy. To remove any accounts from the request sponsorship list, select the "X" next to the entry.

When your list is accurate and complete, select the "Request sponsorship" button.

You'll be prompted to confirm your decision.

Viewing sponsorship history

Name	Email	Status	Last updated ▾	
Thomas Markey	*****@uspto.gov	Sponsored	Dec 27, 2021 09:59 AM ET	ⓘ

Active sponsorships Sponsorship history Pending requests 0

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