Quick Start Guide

PAIR Administration



PAIR Administration - Quick Start Guide

PAIR Administration Overview

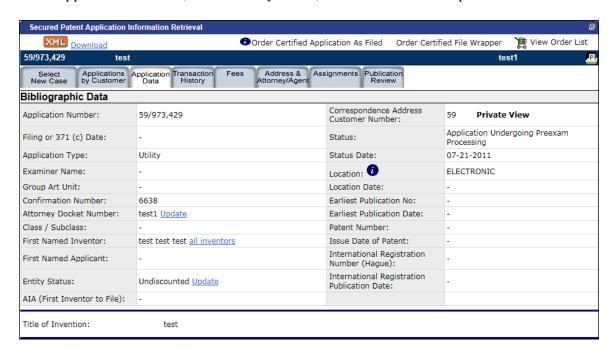
PAIR Administration is a new set of functionality available in Private PAIR to allow users to self-administer a number of routine administrative tasks that previously required the submission of a form that then required manual processing. With the new PAIR Administration functions, requests will be processed immediately. This document will provide guidance on how to submit an Entity Status change request through Private PAIR.

Steps to Change Entity Status

The following steps will show you how to change your entity status in Private PAIR.

PAIR Main Search Screen

- 1. From the Private PAIR Select New Case page, you can either search by Application Number under Search for Application or by Customer Number under Search by Customer Number to view the contents of the application.
- 2. On the Application Data tab, next to Entity Status, the user will select "Update"



PAIR Administration - Quick Start Guide

Submit an Entity Status Change Request

- 1. On the Change Entity Status page the Application Number, Title, Attorney Docket #, and Current Entity Status will be listed at the top of the page.
- 2. Select the updated entity status
 - a. Applicant certifying micro entity status. See 37 CFR 1.29.
 - i. Gross Income Basis
 - ii. Institute of Higher Education Basis
 - b. Applicant asserting small entity status. See 37 CFR 1.27.
 - c. Applicant changing to regular undiscounted fee status.

Note: The system will not allow the current entity status of the application to be selected.

- Applicant certifying micro entity status. See 37 CFR 1.29.
 NOTE: If this box is checked you will be prompted to choose a micro entity status on the gross income basis (37 CFR 1.29(a)) or the institution of higher education basis (37 CFR 1.29(d)), and make the applicable certification.

 Gross Income Basis

 Institution of Higher Education Basis

 Applicant asserting small entity status. See 37 CFR 1.27.

 NOTE: If the application was previously under micro entity status, checking this box will be taken to be a notification of loss of entitlement to micro entity status.

 Applicant changing to regular undiscounted fee status.

 NOTE: Checking this box will be taken to be notification of loss of entitlement to small or micro entity status, as applicable.
 - d. If identifying micro entity status, a certification is required. Check the box next to the appropriate certification.
 - i. The certification of micro entity status based on gross income basis is made by checking this box and signing below.

* The certification of micro entity status shown below is made by checking this box and signing below.	
CERTIFICATION OF MICRO ENTITY STATUS (GROSS INCOME BASIS)	
The applicant hereby certifies the following:	
(1)SMALL ENTITY REQUIREMENT - The applicant qualifies as a small entity as defined in 37 CFR 1.27.	
(2) APPLICATION FILING LIMIT - Neither the applicant nor the inventor nor a joint inventor has been than four previously filed U.S. patent applications, excluding provisional applications and international the Patent Cooperation Treaty (PCT) for which the basic national fee under 37 CFR 1.492(a) was not which the applicant has assigned all ownership rights or is obligated to assign all ownership rights as a previous employment.	applications under paid, and also excluding patent applications for
(3) GROSS INCOME LIMIT ON APPLICANTS AND INVENTORS - Neither the applicant nor the inventor the calendar year in which the applicable fee is being paid, had a gross income, as defined in section 6 Revenue Code of 1986 (26 U.S.C. 61(a)), exceeding the Maximum Qualifying Gross Income reported http://www.uspto.gov/patents/law/micro_entity.jsp which is equal to three times the median househ most recently reported by the Bureau of the Census.	1(a) of the Internal on the USPTO website at
(4) GROSS INCOME LIMIT ON PARTIES WITH AN OWNERSHIP INTEREST - Neither the applicant nor t granted, or conveyed, nor is under an obligation by contract or law to assign, grant, or convey, a licen interest in the application concerned to an entity that, in the calendar year preceding the calendar ye gross income, as defined in section 61(a) of the Internal Revenue Code of 1986, exceeding the Maxim Income reported on the USPTO website at http://www.uspto.gov/patents/law/micro_entity.jsp which income for that preceding calendar year, as most recently reported by the Bureau of the Census.	se or other ownership ar in which the applicable fee is being paid, had a num Qualifying Gross

PAIR Administration - Quick Start Guide

- ii. The certification of micro entity status based on employment by an institution of higher education is made by selecting the appropriate check box.
 - 1. Certification on the basis of employment by an institution of higher education
 - 2. Certification on the basis of assignment or obligation to assign to an institution of higher education

*	The certification below on the basis of employment by an institution of higher education is made by checking this box and signing below.
	CERTIFICATION ON THE BASIS OF EMPLOYMENT BY AN INSTITUTION OF HIGHER EDUCATION
	The applicant hereby certifies the following:
	The applicant qualifies as a small entity as defined in 37 CFR 1.27. The applicant's employer, from which the applicant obtains the majority of the applicant's income, is an institution of higher education as defined in section 101(a) of the Higher Education Act of 1965 (20 U.S.C. 1001(a)).
*	The certification below on the basis of assignment or obligation to assign an institution of higher education is made by checking this box and signing below.
	CERTIFICATION ON THE BASIS OF ASSIGNMENT OR OBLIGATION TO ASSIGN TO AN INSTITUTION OF HIGHER EDUCATION
	The applicant hereby certifies the following:
	The applicant qualifies as a small entity as defined in 37 CFR 1.27. The applicant has assigned, granted, conveyed, or is under an obligation by contract or law, to assign, grant, or convey, a license or other ownership interest in the particular application to an institution of higher education as defined in section 101(a) of the Higher Education Act of 1965 (20 U.S.C. 1001(a)).

- 3. At the bottom of the page, certify in accordance with 37 CFR 1.4(d)(4) that you are one of the following
 - a. For Registered Practitioners:
 - i. An attorney or agent registered to practice before the Patent and Trademark Office who has been given power of attorney in this application.
 - ii. An attorney or agent registered to practice before the Patent and Trademark Office, acting in a representative capacity.

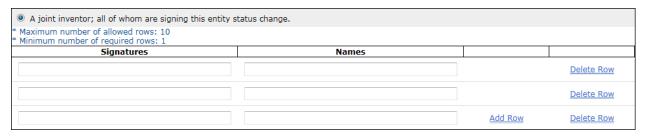
THIS PORTION MUST BE COMPLETED BY THE SIGNATORY OR SIGNATORIES MAKING THE ENTITY STATUS CHANGE	
*I certify, in accordance with 37 CFR 1.4(d)(4) that I am:	
An attorney or agent registered to practice before the Patent and Trademark Office who has been given power of attorney in this application.	
An attorney or agent registered to practice before the Patent and Trademark Office, acting in a representative capacity.	

- b. For Independent Inventors:
 - i. A sole inventor.
 - ii. A joint inventor; I certify that I am authorized to sign this submission on behalf of all the inventors as evidenced by the power of attorney in the application.
 - iii. A joint inventor; all of whom are signing this entity status change.

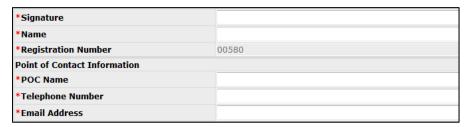
THIS PORTION MUST BE COMPLETED BY THE SIGNATORY OR SIGNATORIES MAKING THE ENTITY STATUS CHANGE	
*I certify, in accordance with 37 CFR 1.4(d)(4) that I am:	
O A sole inventor.	
O A joint inventor, I certify that I authorized to sign this submission on behalf of all the inventors as evidenced by the power of attorney in	he application.
A joint inventor; all of whom are signing this entity status change.	

PAIR Administration - Quick Start Guide

1. Upon selecting "A joint inventor; all of whom are signing this entity status change", users will be able to add up to 9 additional inventor signature rows.

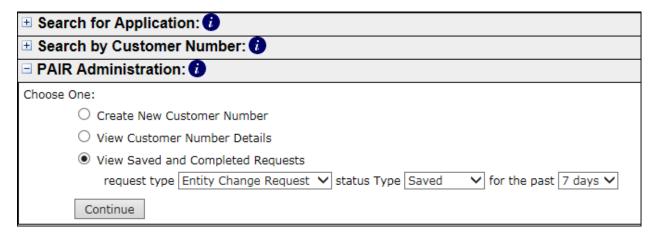


- 4. Complete the required signatory and point of contact information
 - a. S-Signature
 - b. Name
 - c. Registration Number (only applicable to registered practitioners)
 - i. Registration number will be auto-filled based on the PKI certificate holder
 - d. Point of Contact Information
 - i. Name
 - ii. Telephone Number
 - iii. Email Address

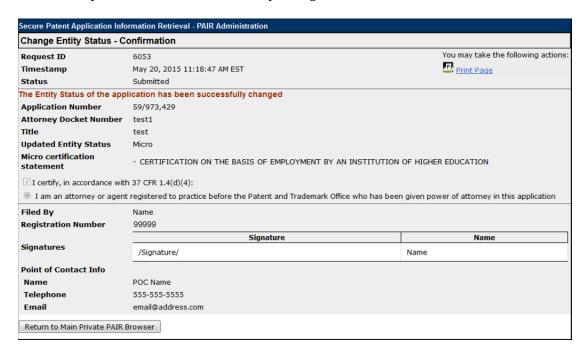


- 5. Once the form is complete, you can Preview your request for submission, Save the request for later submission, or Return to the Main Private PAIR Browser.
 - a. Upon saving the request, the request will be available for seven calendar days on the main PAIR screen under PAIR Administration and *View Saved and Completed Requests*. If the request is not submitted within seven calendar days, the request will be deleted.

PAIR Administration - Quick Start Guide

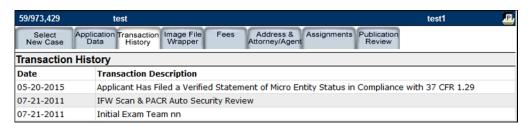


- b. Upon selecting Preview, the system will check to ensure all required fields have been completed. If required data is omitted, an error message will be displayed informing the user what information is missing. The user must correct all validation errors in order to submit the request.
- c. Upon selecting to Return to the Main Private PAIR browser, the Change Entity Status window will close and the user will return to Private PAIR. Please note that all unsaved data will be lost.
- 6. On the Preview screen, you will be given the chance to review all data entered, return to the data entry page to edit your request, or submit the request to the USPTO.
- 7. Once the request is processed, the user will be presented with a confirmation screen indicating that the entity status has been successfully changed.

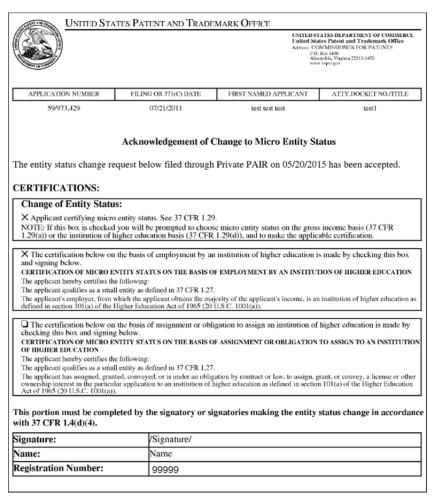


PAIR Administration - Quick Start Guide

8. A record of the change request will be entered into the IFW and noted in the Transaction History tab.







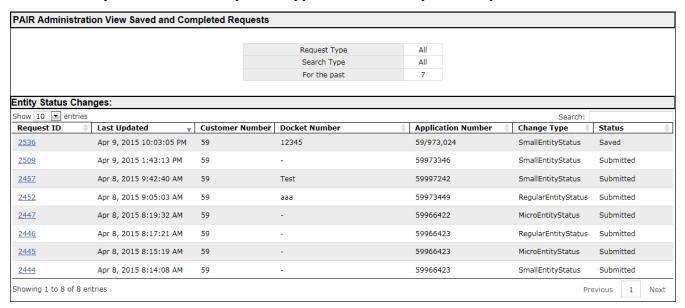
PAIR Administration - Quick Start Guide

View Saved and Completed Requests Screen

By using the "View Saved and Completed Requests" search, Private PAIR users will be able to retrieve previously saved requests for up to seven days and submitted requests for up to the past 90 days.

⊞ Search for Application: 🕡
⊞ Search by Customer Number: 🕡
□ PAIR Administration: 🕡
Choose One:
Create New Customer Number
O View Customer Number Details
View Saved and Completed Requests
request type All Status Type All for the past 90 days V
Continue

To view the request, click on the Request ID hyperlink, and the request will open.



Questions and Support

If you have any questions, please contact the Patent Electronic Business Center (EBC) at 866-217-9197 (toll-free) or 571-272- 4100 from 6 a.m. to 12 Midnight Eastern Time, Monday - Friday or e-mail the EBC at ebc@uspto.gov.