1. **Q: Is a recording of the training available?**

   A: An on demand recording of transition training is available on the uspto.gov main page in the Learning and Resources, video section. You can directly access the recording here: https://www.uspto.gov/learning-and-resources/uspto-videos/making-transition-patent-center

2. **Q: Do you have to be a registered filer in order to use Patent Center? What is the advantage of being a registered user?**

   A: You do not need to be registered to use Patent Center. You can file new applications and search for published applications/patents as a guest user. Becoming registered allows you to file follow-on submissions to existing applications and track the status of your private applications online.

   To become a registered user, visit https://www.uspto.gov/patents/apply/applying-online/getting-started-new-users

   You can use the same registered account if you are already registered for EFS-Web and Private PAIR.

3. **Q: Why is there no Patent Center Contingency?**

   A: Patent Center doesn't have a single point of failure. Patent Center's newer technology supports redundancy using a single URL. This switch if necessary is transparent to the user. EFS-Web used two different URLs which required user action to switch.

4. **Q: Can you see both publicly available information and privately available information once you sign in to Patent Center?**

   A: Yes, you can access published applications and your own private applications in Patent Center as a signed in user.

5. **Q: Is there a file size limit on documents uploaded into Patent Center as there is in EFS-Web?**

   A: The maximum file size is 25MB for PDFs, 10MB for DOCX and 50MB for .zip and .txt files. You can add upload up to 100 documents in a single submission.

6. **Q: Can I file a Plant Patent application in Patent Center?**

A: Plant applications can be filed in Patent Center as an extension of the Covid-19 outbreak. You can file it as a New Utility application and provide the Plant transmittal forms along with all other required forms. Your application will be manually reviewed and assigned the appropriate application type. Load the ADS on the upload documents page with the rest of your documents. Do not use the Web or Upload ADS as those option are not currently available for plant filing types. If fees are being paid, an authorization to charge all fees to a USPTO deposit account (e.g., in a fee transmittal form such as US PTO form PTO/SB/17) or an authorization to charge all fees to a credit card using the Credit Card Payment Form (PTO-2038) must be provided. This Credit Card Payment Form can be filed via USPTO patent electronic filing systems or facsimile.

Please visit https://www.uspto.gov/sites/default/files/documents/plant-efiling-20200504.pdf for guidance.

7. **Q: Does it matter which ADS option I use of the three? What are the differences of each?**

A: Using the Web-ADS generates a PDF based on the user data entered. Uploading a fillable AIA/14 form allows Patent Center to extract the data from the pre-filled form. The No-ADS option allows the minimum bibliographic data to be entered with the application documents and the option to submit a complete ADS at a later time. (There may be surcharges for submitting the ADS late.)

8. **Q: Is it a requirement to split documents?**

A: You may also upload each application part separately or you can upload all your application parts in one PDF or one DOCX document. If using a single PDF, you will have to split the document and indicate document descriptions for each part. If you are filing in DOCX format using proper headings, the application parts will be automatically split. For proper headings visit https://www.uspto.gov/patents/docx.

9. **Q: If have my specification, abstract and claims in one document named "Specification to be filed," do I have to separate them before filing or can I put the page numbers after uploading the document?**

   A: If specification is anywhere in the naming convention for a PDF containing all of the sections, the entire PDF will be identified as a specification. You would need to rename the document with a non-specification, non-claims, non-abstract and non-drawings naming convention, split the document into the appropriate sections, and provide page numbers and document description for each section. Please note this is not the case for DOCX filings where the section headings are detected and the sections would be split automatically.

10. **Q: What naming convention can I use so that document descriptions can be automatically assigned?**

    A: Files having the naming convention:

    Spec, Specification, Claims, Abstract, Drawing, Drw will automatically index with that document description.

    Document descriptions for NPL and FOR references are automatically assigned by using the following filename conventions for DOCX and PDF uploads:

    o Non-Patent Literature: NPL_filename, filename_NPL, file_NPL_name or NPL-filename, filenameNPL, file-NPL-name

    o Foreign Reference: FOR_filename, filename_FOR or FOR-filename, filename-FOR

    Other file naming convention can be found at https://www.uspto.gov/patents/apply/applying-online/files-be-submitted-naming-pdf-files

11. **Q: Will more document descriptions be added to the currently list?**

    A: All available document descriptions are listed in the "Help with document description" section on the upload documents screen. Let us know if there is a description that you are looking for that is not available.

12. **Q: How do you file a response to office action or an amendment?**

    A: Follow-on responses and amendments can be filed by selecting the Existing submissions menu and then select upload documents/pay fees. You will be prompted to input the application number and the confirmation number, select continue and you will get to the upload document screen.

13. **Q: Will I get a single receipt acknowledging both the electronic filing submission and payment?**

A: The Submission receipt is generated when the documents are submitted, successfully. The payment receipt is generated after successful payment received by the Financial Manager system.

14. **Q: How do I access the Financial Manager in Patent Center?**

A: From the Patent Center home page, in the menu at the top of the screen, select "Fees and Payment" and then select the "Financial Manager" link.

Keep in mind that if you experience issues accessing fee payments in Patent Center, you can directly access it here: https://fees.uspto.gov/FinancialManager.

15. **Q: Are there forthcoming plans to give Practitioner support access to ePetitions, e-Terminal Disclaimers and e-Issue fee payment options going?**

A: The ability for Practitioner support to create and save ePetitions for practitioner signature will begin to be available in 2024. The Practitioner must sign and submit the final version of the ePetition. Currently Practitioner support are able to prepare eTerminal Disclaimer, Corrected ADS and Web85b for Practitioners to sign and submit. Patent Center signature requirements are based on legal requirements and current business rules.

16. **Q: Where do I manage customer numbers in Patent Center and look for office actions issued by customer number?**

A: To manage customer numbers, signed in users select the "Manage" menu and "Manage customer numbers". To look for office actions by customer number, signed in users select the "Workbench" menu and select "View correspondence". At the top left of this page there is customer number filter.

17. **Q: Will there be an attorney docket number column in the Correspondence tab in Patent Center?**

A: Attorney Docket number is one of the custom columns available on the Workbench/Correspondence page. Select the three vertical dots icon at the top right of the columns, and select attorney docket number in the Custom Columns popup window.

18. **Q: How can I change my docket numbers and/or entity status?**

A: Search your application number, and on the application data screen there is an edit link next to your docket number as well as by your entity status.

19. **Q: Can you change the maintenance fee address in Patent Center?**

A: If you are a registered user and have power of attorney over the patent/application, select the Manage menu and then select Update application address. Enter the application number and you will be able to change the maintenance fee address.

20. **Q: Can you record Assignments via Patent Center?**

A: Recordation of assignments should be done in the Electronic Patent Assignment System (EPAS).

21. **Q: Will first office action predictions be available in Patent Center?**

A: The first action prediction tool has been disabled in Patent Center because the system that provides this information is making updates. We did not disable this feature in Private PAIR due to the upcoming retirement. At this time, we do not know when the service that provides First Acton Prediction will be available. For the most accurate estimate, please contact the Examiner. Visit the First Office Action Estimator page for the latest information.

22. Q: What is the e-Office Action program?

A: The Electronic Office Action program notifies applicants, via e-mail, when a new Office communication is available for viewing and downloading in Patent Center. Applicants who opt-in to the program will receive a daily e-mail notification that will replace the postal mailing of an Office communication. Program participation is optional and is based on patent applications that are associated to a Customer Number. Visit https://www.uspto.gov/patents/apply/checking-application-status/e-office-action-program for more information.

23. Q: How do I file a Terminal Disclaimer in Patent Center?

A: You can file an eTerminal disclaimer by going to the Existing Submissions Menu or Activity Card in Patent Center and entering the application number and confirmation number. The eTerminal disclaimer is available for 1) Practitioners, 2) Independent Inventors and for 3) Practitioner Support to create and save. The terminal disclaimer must be filed separately from an amendment/response.

24. Q: Will Patent Center accept sequence listings in ST.25 format at the time of filing?

 A: Patent Center accepts ST.25 sequence listings for U.S. national phase filings in which the PCT has a filing date prior to July 1, 2022. Patent Center also accepts ST.25 sequence listings as follow-on filings for 111(a) utility applications with a filing date prior to July 1st, 2022.

Please visit the Sequence Listing Resource Center for proper Sequence Listing guidance. https://www.uspto.gov/patents/apply/sequence-listing-resource-center

25. Q: Will PCT safe zip folders still be an accepted to submit a PCT application in Patent Center?

A: PCT SAFE zip files are no longer accepted in Patent Center.
Please note as of July 1, 2022 the International Bureau no longer develops, distributes or supports PCT-SAFE software. If you are still filing with PCT-SAFE you are encouraged to start using ePCT as soon as possible. For more information visit https://www.wipo.int/pct-eservices/en/download/download_client.html and https://www.wipo.int/pct-eservices/en, or you may contact or call the PCT helpdesk at https://www.uspto.gov/learning-and-resources/support-centers/patent-cooperation-treaty-pct-helpdesk