FINANCIAL MANAGER

## Quick Start Guide

Financial Manager

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Financial Manager is the USPTO's new online fee payment management tool. It allows you to store and manage payment methods online, assign user permissions to allow others to access your payment methods, and create a variety of transaction reports. This guide outlines steps you'll take to get started when Financial Manager goes live.

Financial Manager is designed to be intuitive and easy to use. We recommend the following workflow to get started:

1. Create a uspto.gov account and sign in
2. Store or migrate payment methods
3. Add users and assign permissions

Create a uspto.gov Account and Sign In

1 From https://fees.uspto.gov, navigate to the Financial Manager homepage.
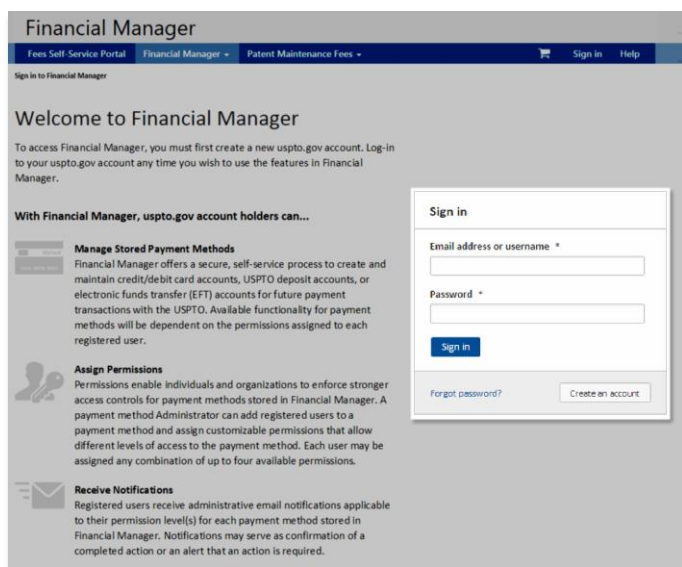
2 In the Sign in box, select the [Create an account] button and follow the instructions to create a uspto.gov account. You will be required to enter:
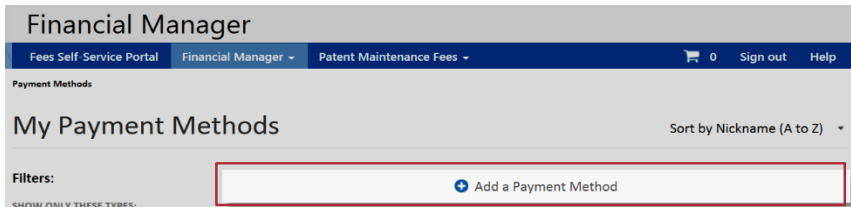
- First name
- Last name
- Email adress

3 Once you've created your uspto.gov account, return to the Financial Manager homepage and sign in using your uspto.gov account credentials.

> While you may use any browser to access our new fee payment tools, Financial Manager works best in Google Chrome (version 46), Internet Explorer (version 11), and Firefox (version 42).

Store or Migrate Payment Methods

> If multiple people in your organization will need access to your stored payment method(s), we recommend designating one Administrator to migrate or store your payment method(s) in Financial Manager first. The first user will receive all user permissions by default.

1 After signing in to Financial Manager, select the button to navigate to the Add a Payment Method page.

Financial Manager

| Fees Self-Service Portal | Financial Manager ▾ | Patent Maintenance Fees ▾ | 🛒 0 | Sign out | Help |

Payment Methods

My Payment Methods

Sort by Nickname (A to Z) ▾

Filters:

⊕ Add a Payment Method

SHOW ONLY THESE TYPES:

2 On the Add a Payment Method page, you can migrate existing payment method(s) using one of our three migration options and/or add new payment method(s).

Add a Payment Method

Storing a payment method allows you to securely condu... ...ored payment type that is right for you.

> Migrate stored payment methods from Financial Profile
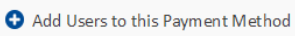
...to migrate stored payment methods from Financial ...able until 05/31/20.... For more information about ...Manager click here.

Migrate Your Profile

> Create/add a new credit card, deposit account, or electronic funds transfer (EFT) account

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	Credit/Debit Card	Deposit Account	Electronic Funds Transfer
	Add New	Add New	Add New
		Add Existing	Add Existing

> Store an existing deposit account or EFT

|			
Activation Timeframe	Immediate	Immediate (funds must be available)	8 business days
Limitations	There is a $24,999.99 daily limit per credit card. There is no daily limit per debit card. Credit/debit cards cannot be used to fund a deposit account.	A sufficient balance to cover all fees must always be on deposit. Charges to accounts with insufficient funds will not be accepted.	A U.S. bank account is required. Banking information must be initially verified before using this option.

> If you currently use Financial Profile to research transaction history and/or use a deposit account or EFT to pay fees at the USPTO, you can quickly store your existing payment methods in Financial Manager using one of our three migration options. Please see our **Introduction to Payment Method Migration** to determine which option is best for your organization and what information you'll need.

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Add Users and Assign User Permissions

When an Administrator adds someone to a payment method using the Users tab in Financial Manager, he/she will assign customizable user permissions. Please see our **Introduction to User Permissions** to help determine which user permissions to assign users within your organization. Each user must have their own uspto.gov account to be added to a payment method.

1 From your stored payment method's Summary page, navigate to the Users tab and select the [⊕ Add Users to this Payment Method] button.

CREDIT / DEBIT CARD - ************8431

IP Department's Amex   Summary | Users | Administrative History

User Permissions ⓘ   edit permissions | remove users

Filter Options	First Name	▲ Last Name	Primary User Email	Administrator	Fee Payer	Reporter
FILTER BY USER'S NAME	⊕ Add Users to this Payment Method					
	Mark	Trade	marktradeesq@gmail.com	✔	✔	✔
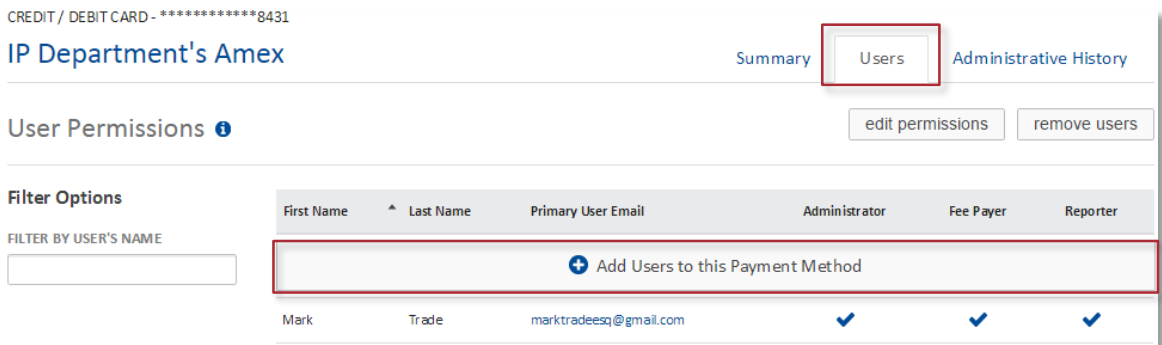
2 Enter the user's email address and select the [Find User] button. The search will generate a "Results" box that lists the matching user's email address, full name, and available permissions. You must enter the exact email address associated with the user's uspto.gov account.
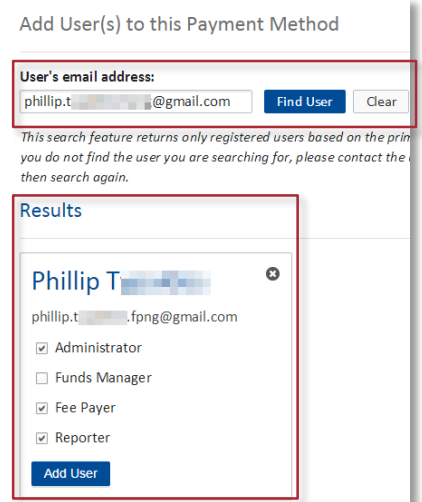
3 Select the checkboxes to assign appropriate permissions for the user.

4 Select the [Add User] button to add the individual to your payment method.

Add User(s) to this Payment Method

User's email address:
phillip.t▮▮▮▮▮@gmail.com [Find User] [Clear]

This search feature returns only registered users based on the prin you do not find the user you are searching for, please contact the then search again.

Results

Phillip T▮▮▮▮▮ ⊗

phillip.t▮▮▮▮.fpng@gmail.com
☑ Administrator
☐ Funds Manager
☑ Fee Payer
☑ Reporter
[Add User]

Repeat this process for each of your payment methods. There is no limit to the number of users you can add to a stored payment method. Multiple users can have the same permissions for a payment method. We recommend assigning at least two Administrators to each payment method for back-up purposes.

Helpful Hints

Self-associating with existing payment methods

As an alternative to the Administrator-initiated method of adding users described in the <u>Add Users and Assign User Permissions</u> section, Financial Manager also allows users to self-associate with existing Financial Profiles, deposit accounts, and EFTs using any of the migration options outlined in the <u>Store or Migrate Payment Methods</u> section.

The first user to migrate will receive all user permissions for that payment method by default. User permissions assigned to subsequent users to self-associate vary based on payment method type:

- For **EFTs**, subsequent users will be granted Fee Payer permission when the EFT profile name and password are provided. Administrator(s) will be notified via email each time a new user self-associates with an EFT.

- For **deposit accounts**, subsequent users will be granted Fee Payer permission when the deposit account access code is provided. Fee Payer and Reporter permissions will be granted when both the deposit account access code and authorization code are provided. Administrator(s) will be notified via email each time a user self-associates with a deposit account.

- For **credit/debit cards**, every user will be granted all permissions. A user who attempts to self-associate with a card migrated previously from Financial Profile will result in an independent profile that will not be linked to other users who have previously migrated the same card. For this reason, we recommend using the Administrator-initiated method of adding users described in the <u>Add Users and Assign User Permissions</u> section.

Self-association reduces the time it may take to add all users to a payment method, but limits control of the user permissions initially assigned to those users. A user with Administrator permissions for the payment method can modify permissions for other users at any time.

Post migration recommended actions for Administrators

Once you've migrated all of your existing payment methods to Financial Manager, we recommend taking a few steps to make sure your information is accurate and secure:

1. Add a back-up Administrator to help manage each payment method.
2. Verify the correspondence/billing address associated with each payment method.
3. Confirm that user permissions are assigned in a manner that best suits your business needs.
4. For deposit accounts, set up your withdrawal and replenishment options. You may choose to allow Funds Managers to withdraw via check, EFT, or not at all. To enable online replenishments, ensure Funds Managers are assigned Fee Payer permission on an EFT.
5. For EFTs, ensure each Fee Payer creates their own unique EFT Profile and Password prior to attempting payment during the temporary transition period.