



Patent Maintenance Fees Storefront

Introduction to Bulk File Payments

January 2016

In April 2016, the USPTO released the **Patent Maintenance Fees Storefront**, its enhanced online storefront for looking up and paying patent maintenance fees. In the new storefront, you will have the option to upload a bulk file, allowing you to pay as many maintenance fees as you need at once.

To get started with bulk file payments, you'll follow these three simple steps:



Step 1: Prepare Your Bulk File

- Create your bulk file by downloading our formatted template or following the example below:

Patent #	Application #	Attorney Docket # (Optional)	Fee Code	Fee Amount
7 Characters e.g. 7807783	8 Digits e.g. 08443982	Up to 25 Characters e.g. Client ABC	4 Digits e.g. 1551	US Dollar Value e.g. 1600.00

- Save the file as a Comma Separated Value (.csv) file.



Step 2: Upload Your Bulk File and Check Out

- Sign in and upload your bulk file to the Patent Maintenance Fees Storefront.
- Check out using a deposit account stored in **Financial Manager**.



Step 3: View and Download Your Bulk File Payment History

- Check your email—once your bulk file payment is processed, we will send you a downloadable receipt.
- Navigate to the Bulk Payment History page to view and download previously uploaded bulk files, receipts, and your consolidated PDF statement.

For additional information about the Patent Maintenance Fees Storefront, visit us online at www.uspto.gov/patentmaintenancefees



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Frequently Asked Questions

How will I sign in to the Patent Maintenance Fees Storefront?

You will need to create and sign in to a uspto.gov account to upload and submit your bulk file payment on the Patent Maintenance Fees Storefront. Your uspto.gov account will one day be your primary means of accessing USPTO services and applications online. After creating your uspto.gov account, you will be able to access helpful features in the Patent Maintenance Fees Storefront, including the ability to submit bulk file payments. You'll also have access to new online tools, like [Financial Manager](#).

Will I be required to store my deposit account in Financial Manager to submit a bulk file payment?

Yes, to submit a bulk file payment you will need to have Fee Payer permission for a deposit account stored in Financial Manager. To learn more about user permissions in Financial Manager, download our [Introduction to User Permissions](#).

Will I be able to submit entity status change assertions with my single, multiple, or bulk patent maintenance fee payments?

The Patent Maintenance Fees Storefront will only process maintenance fees payments. Your entity status will need to be updated in Private PAIR or EFS-web prior to submitting your patent maintenance fee payment. Entity status updates made in [Private PAIR](#) process immediately. Entity status updates made using [EFS-web](#) or fax will need to be made 5-7 days prior to submitting the patent maintenance fee payment to allow for processing time.

How long will it take to process my bulk file?

Bulk file payment processing time will vary based on the size of the bulk file submitted. Transactions will generally process and post within one hour. However, users may at times experience delays in the processing and posting of transactions due to file size.

Download a copy of our bulk file template at
<https://fees.uspto.gov/MaintenanceFees/fees/getStarted>

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PATENT AND TRADEMARK OFFICE

