Change Entity Status

PAIR Administration
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”
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.

   ![Certification Options]

   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.

   ![Certification Text]

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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

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.

   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.
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.

<table>
<thead>
<tr>
<th>Signatures</th>
<th>Names</th>
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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.
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.
8. A record of the change request will be entered into the IFW and noted in the Transaction History tab.
Change Entity Status

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.

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.