

## Trademark sponsorship tool guide

This guide provides instructions on sponsoring and managing attorney support staff using the Trademark sponsorship tool: <https://teas.uspto.gov/sponsorship>.

The United States Patent and Trademark Office requires all customers accessing the Trademark Electronic Application System (TEAS) or TEAS International (TEASi) to log in with a USPTO.gov account and verify their identities. Complete information on identity verification can be found at <https://www.uspto.gov/trademarks/apply/identity-verification>.

While all users can verify their identities using an online process or a notarized paper form, attorney support staff must also be sponsored by a verified U.S.-licensed trademark attorney or Canadian attorney or agent, collectively referred to in this guide as “attorneys,” before they can access Trademark filing systems. For in-depth information on sponsorship verification requirements, see the Trademark Filing System Access Document at <https://www.uspto.gov/sites/default/files/documents/TM-filing-system-access-document.pdf>

Non-attorney trademark owners can’t sponsor support staff or access the sponsorship tool.

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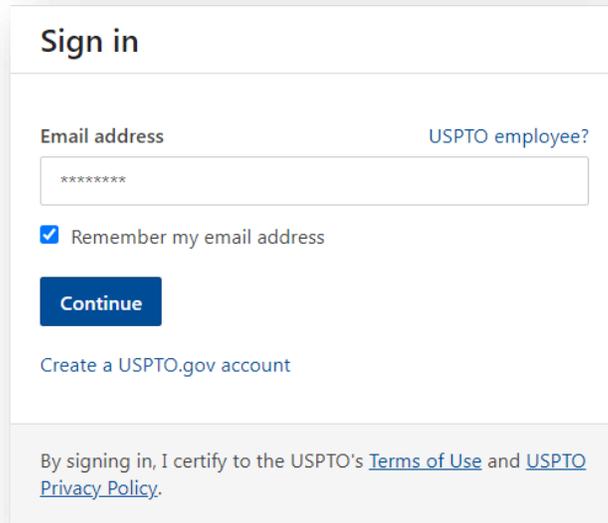
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## Attorney functions

### Accessing the sponsorship tool

Once your USPTO.gov account has been verified, access the sponsorship tool at <https://teas.uspto.gov/sponsorship> or use the sponsorship tool widget on your MyUSPTO homepage.

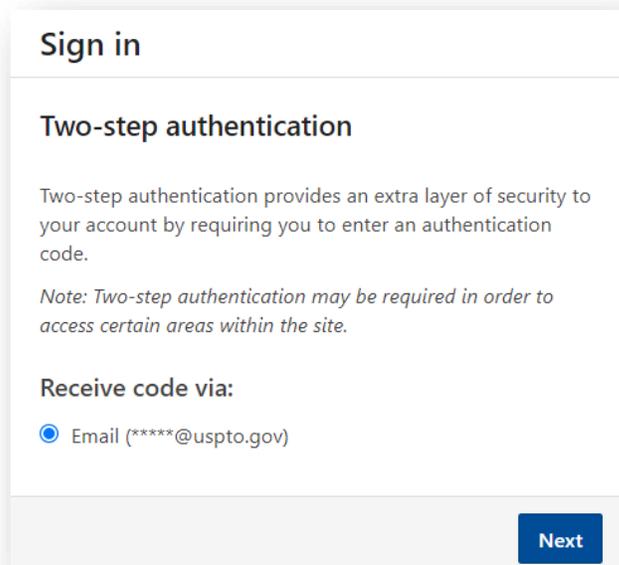
Log in to your USPTO.gov account with your email and password, if prompted.



The screenshot shows a 'Sign in' form with the following elements:

- Sign in** (Section Header)
- Email address** (Label) and **USPTO employee?** (Text)
- (Email input field)
- Remember my email address (Checkbox)
- Continue** (Button)
- [Create a USPTO.gov account](#) (Text link)
- By signing in, I certify to the USPTO's [Terms of Use](#) and [USPTO Privacy Policy](#). (Text with links)

Enter the required two-step authentication code. It will be sent to your primary email by default if you have not specified another method.



The screenshot shows a 'Two-step authentication' page with the following elements:

- Sign in** (Section Header)
- Two-step authentication** (Section Header)
- Two-step authentication provides an extra layer of security to your account by requiring you to enter an authentication code. (Text)
- Note: Two-step authentication may be required in order to access certain areas within the site.* (Text)
- Receive code via:** (Section Header)
- Email (\*\*\*\*\*@uspto.gov) (Radio button and text)
- Next** (Button)

The main attorney view has three tabs at the top: Active sponsorships, Sponsorship history, and Pending requests.

Trademark - Sponsorship Tool

Manage sponsorship Sponsorship tool help

**THOMAS MARKEY** Sponsor users

Role: U.S.-Licensed Trademark Attorney ● Email: \*\*\*\*\*@uspto.gov

Active sponsorships Sponsorship history Pending requests 0

**Sponsoring 2 attorney support staff:** Revoke sponsorship 0

Support staff name	Email	Sponsored date	
Paralegal 1	*****@uspto.gov	Oct 16, 2021 12:03 PM ET	<input type="checkbox"/>
Paralegal 2	*****@uspto.gov	Oct 16, 2021 12:02 PM ET	<input type="checkbox"/>

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## Sponsoring support staff

To sponsor up to 50 new support staff users to work on your behalf, select the “Sponsor users” button in the upper right corner.

1. Select the box to certify your understanding of the terms of use by checking the box.
2. Enter one or more email addresses corresponding to a support staff member’s USPTO.gov account, separated by spaces, commas, semicolons, or returns.
3. Select the “Validate emails” button.

**NOTE:** Email addresses must be connected to an active USPTO.gov account in order to be validated. Your support staff must already have a USPTO.gov account or create one prior to being sponsored, and you must use the email address associated with it.

Sponsor users ✕

**Certify your understanding \*** \* indicates required

**By sponsoring users, you acknowledge and agree to the following:**

- You authorize the individual(s) associated with the listed account(s) to act with respect to all trademark application(s) and/or registration(s) associated with your account in the Trademark Electronic Application System (TEAS/TEASi).
- You grant access to TEAS/TEASi to the individual(s) associated with the listed account(s) to work under your direction and control in TEAS/TEASi.
- You are responsible under 37 CFR §11.18 for any actions taken under your authority by the individual(s) associated with the listed account(s) while sponsored by you.
- You have read and understand the Terms of Use for USPTO websites and all applicable USPTO customer account agreements, and agree to abide by them and the rules and policies of the USPTO regarding customer accounts.

**Enter the email address(es) associated with the USPTO.gov accounts of the staff you will sponsor \***

\*\*\*\*\*@uspto.gov; no-reply@uspto.gov

Review the names and information under “# users retrieved” for accuracy. To remove any accounts from the sponsorship list, select the “X” button next to the entry.

Once the list is accurate and complete, select the “Sponsor users” button.

**✘** The following address(es) cannot be sponsored as an attorney support account. Please contact the email owner(s) to make sure that they have a USPTO.gov account and that they do not already have a different filing role.  
**no-reply@uspto.gov**

**1 user(s) retrieved:**

Name	Email	Action
Paralegal 3	*****@uspto.gov	<b>✘</b>

Your sponsored support staff will be added to the “Active sponsorships” tab with the most recently added individual at the top.

Active sponsorships | Sponsorship history | Pending requests **0**

**Sponsoring 3 attorney support staff:**  **0**

Support staff name	Email	Sponsored date ▾	<input type="checkbox"/>
Paralegal 3	*****@uspto.gov	Dec 27, 2021 08:53 AM ET	<input type="checkbox"/>
Paralegal 2	*****@uspto.gov	Oct 16, 2021 12:03 PM ET	<input type="checkbox"/>
Paralegal 1	*****@uspto.gov	Oct 16, 2021 12:02 PM ET	<input type="checkbox"/>

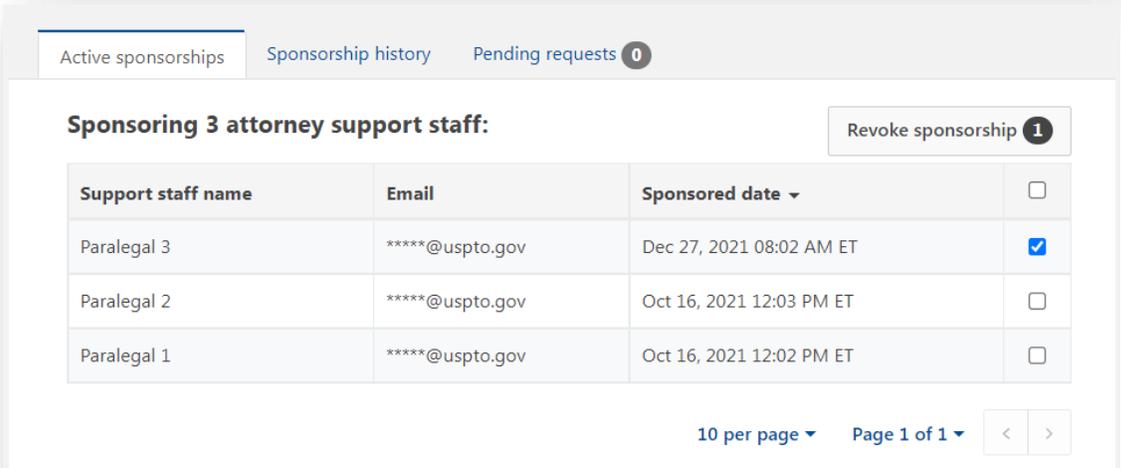
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## Revoking support staff

You can revoke support staff sponsorships in the “Active sponsorships” tab.

Find the support staff you wish to revoke your sponsorship from and select the box in the far right column. If you need to revoke more than 10 active sponsorships, use the display options at the bottom of the page to show more items.

Select the “Revoke sponsorship” button above the far right column to revoke your sponsorship of the selected accounts. The number in the button shows how many user accounts have been selected.



The screenshot shows a web interface with three tabs: "Active sponsorships", "Sponsorship history", and "Pending requests" (with a count of 0). Below the tabs, there is a heading "Sponsoring 3 attorney support staff:" and a "Revoke sponsorship" button with a count of 1. A table lists the sponsored staff with columns for name, email, sponsored date, and a selection checkbox. The first row, "Paralegal 3", has its checkbox checked. Below the table are pagination controls: "10 per page", "Page 1 of 1", and navigation arrows.

Support staff name	Email	Sponsored date ▾	<input type="checkbox"/>
Paralegal 3	*****@uspto.gov	Dec 27, 2021 08:02 AM ET	<input checked="" type="checkbox"/>
Paralegal 2	*****@uspto.gov	Oct 16, 2021 12:03 PM ET	<input type="checkbox"/>
Paralegal 1	*****@uspto.gov	Oct 16, 2021 12:02 PM ET	<input type="checkbox"/>

You'll be prompted to confirm your choices. Cancel if you need to make changes.

### Revoke sponsorship ✕

Are you sure you want to revoke sponsorship for the following attorney support staff?  
Once revoked, these attorney support staff will not be able to work on your behalf.

Name	Email
Paralegal 3	*****@uspto.gov

Once you select "Revoke sponsorship," you'll receive a confirmation message.

Active Sponsorships | Sponsorship History | Pending Requests 0

✓ Successfully revoked 3 sponsorships.

**Sponsoring 27 attorney support staff:**

Name	Email
------	-------

## Managing sponsorship requests

Once you've sponsored support staff to work on your behalf, they can send you requests to sponsor other support staff members. These requests will show in the "Pending requests" tab.

**Only your sponsored support staff can send you requests to sponsor others.** This function can't be used by other USPTO.gov account holders to send you messages requesting sponsorship.

The screenshot shows the user interface for Thomas Markey, a U.S.-Licensed Trademark Attorney. The 'Pending requests' tab is active, showing a table with one request. The dropdown menu for the number of selected practitioners is currently set to '0 selected'.

Attorney support	Requested by	Requested on	
Paralegal 4 *****@uspto.gov	Thomas Markey *****@uspto.gov	Dec 27, 2021 10:18 AM ET	<input type="checkbox"/>

Each request will show the account to be sponsored and the support staff member requesting it. Select the box to the right for the support staff you wish to sponsor and expand the "# selected" dropdown menu.

The screenshot shows the same user interface as above, but now the dropdown menu for the number of selected practitioners is expanded to '1 selected'. A context menu is open over the checkbox for the single request, showing options to 'Sponsor' or 'Deny sponsorship'.

Attorney support	Requested by	Requested on	
Paralegal 4 *****@uspto.gov	Thomas Markey *****@uspto.gov	Dec 27, 2021 10:18 AM ET	<input checked="" type="checkbox"/>

You can accept or deny the request. For either option you'll be prompted to confirm your decision.

### Confirm sponsorship approval ✕

**Certify your understanding \*** \* indicates required

**By sponsoring users, you acknowledge and agree to the following:**

- You authorize the individual(s) associated with the listed account(s) to act with respect to all trademark application(s) and/or registration(s) associated with your account in the Trademark Electronic Application System (TEAS/TEASi).
- You grant access to TEAS/TEASi to the individual(s) associated with the listed account(s) to work under your direction and control in TEAS/TEASi.
- You are responsible under 37 CFR §11.18 for any actions taken under your authority by the individual(s) associated with the listed account(s) while sponsored by you.
- You have read and understand the Terms of Use for USPTO websites and all applicable USPTO customer account agreements, and agree to abide by them and the rules and policies of the USPTO regarding customer accounts.

Are you sure you want to sponsor the pending sponsorship requests for the following attorney support staff?

Attorney support	Requested by
[Redacted]	[Redacted]

The "Pending requests" tab will update to show the number of requests completed. Support staff you currently sponsor will appear in the "Active sponsorships" tab as well as the "Sponsorship history" tab. Denied requests for sponsorship won't be recorded.

Active Sponsorships   Sponsorship History   **Pending Requests 0**

✓ Updated 1 request

ⓘ You have no pending sponsorship requests.

## Restoring previously sponsored support staff

If you revoke your sponsorship of a particular support staff member, or they lose it as a result of changes to their USPTO.gov account, you can restore it in the “Sponsorship history” tab. Find the support staff you wish to restore and select the restore icon in the “Status” column.

Name	Email	Status	Last updated	
Paralegal 3	*****@uspto.gov	Revoked	Dec 27, 2021 09:17 AM ET	
Paralegal 4	*****@uspto.gov	Withdrawn	Nov 20, 2021 10:05 AM ET	
Paralegal 2	*****@uspto.gov	Sponsored	Oct 16, 2021 12:03 PM ET	
Paralegal 1	*****@uspto.gov	Sponsored	Oct 16, 2021 12:02 PM ET	

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You’ll be prompted to confirm your selection.

### Restore Sponsorship: Paralegal 3

Are you sure you want to restore sponsorship for Paralegal 3? Once restored, this user will be able to access TEAS/TEASi on your behalf.

Once you’ve restored sponsorship, the “Active sponsorship” and “Sponsorship history” tabs will be updated.

## Viewing sponsorship history

You can view all actions you've taken except for denials of sponsorship requests in the "Sponsorship history" tab. Click the info icon for full details.

Name	Email	Status	Last updated ▾	
Paralegal 3	*****@uspto.gov	Sponsored	Dec 27, 2021 07:49 AM ET	
Paralegal 4	*****@uspto.gov	Withdrawn	Nov 20, 2021 10:05 AM ET	
Paralegal 2	*****@uspto.gov	Sponsored	Oct 16, 2021 12:03 PM ET	
Paralegal 1	*****@uspto.gov	Sponsored	Oct 16, 2021 12:02 PM ET	

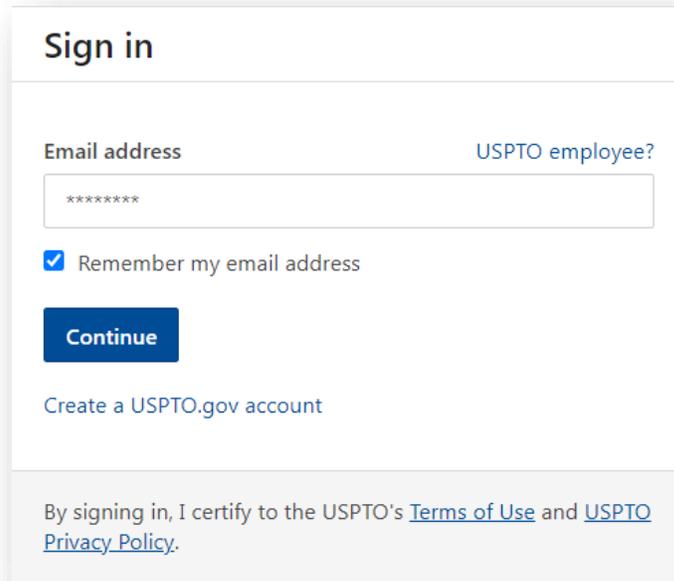
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## Support staff functions

### Accessing the sponsorship tool

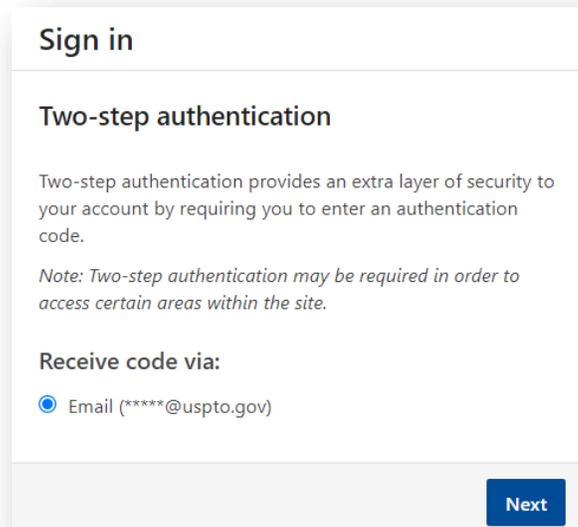
You can't access the sponsorship tool until at least one attorney has sponsored you. Once your USPTO.gov account has been sponsored, you'll access the sponsorship tool at <https://teas.uspto.gov/sponsorship> or use the sponsorship tool widget on your MyUSPTO home page.

Log in to your USPTO.gov account with your email and password, if prompted.



The image shows a 'Sign in' form for USPTO.gov. It features a title 'Sign in' at the top. Below the title, there are two input fields: 'Email address' and 'USPTO employee?'. The 'Email address' field contains a masked password '\*\*\*\*\*'. Below the input fields, there is a checkbox labeled 'Remember my email address' which is checked. A blue 'Continue' button is positioned below the checkbox. At the bottom of the form, there is a link that says 'Create a USPTO.gov account'. At the very bottom, there is a disclaimer: 'By signing in, I certify to the USPTO's [Terms of Use](#) and [USPTO Privacy Policy](#).'

Enter the required two-factor authentication code. It will be sent to your primary email by default if you have not specified another method.



The image shows a 'Two-step authentication' form. It has a title 'Sign in' at the top, followed by a sub-header 'Two-step authentication'. The main text explains: 'Two-step authentication provides an extra layer of security to your account by requiring you to enter an authentication code.' Below this, a note states: 'Note: Two-step authentication may be required in order to access certain areas within the site.' Under the heading 'Receive code via:', there is a radio button selected for 'Email (\*\*\*\*\*@uspto.gov)'. A blue 'Next' button is located at the bottom right of the form.

## Withdraw from attorney sponsorship

The main support staff view has three tabs at the top: Active sponsorships, Sponsorship history, and Pending requests. If you no longer need access to TEAS or TEASi to work on behalf of a particular attorney, and you wish to remove their authorization from your account, you can withdraw from their sponsorship from the “Active sponsorships” tab.

Find the attorney you wish to revoke and select the box on the right. If you have more than 10 active sponsorships, use the display options at the bottom of the page to show more items.

The screenshot shows the user interface for 'Perry Legale'. At the top right is a blue button labeled 'Request sponsorship'. Below the name, the role is 'TM Attorney Support' and the email is '\*\*\*\*\*@uspto.gov'. There are three tabs: 'Active sponsorships' (selected), 'Sponsorship history', and 'Pending requests' with a notification badge '1'. Below the tabs, it says 'Sponsored by 1 attorney(s):' and a button 'Withdraw from sponsorship' with a notification badge '1'. A table lists the sponsorship details:

Attorney name	Email	Sponsorship date ▾	<input checked="" type="checkbox"/>
Thomas Markey	*****@uspto.gov	Dec 27, 2021 10:15 AM ET	<input checked="" type="checkbox"/>

At the bottom right, there are pagination controls: '10 per page ▾', 'Page 1 of 1 ▾', and navigation arrows '<' and '>'.

Select the “Withdraw from sponsorship” button in the upper right to withdraw from the desired attorney sponsorship(s). The number in the button represents how many sponsorships you selected.

You'll be prompted to confirm your choices. Only the sponsoring attorney can restore the sponsorship once you withdraw. Cancel if you need to make changes.

### Withdraw from sponsorship ×

Are you sure you want to withdraw from sponsorship by the following attorney(s)?

**WARNING:** This action will remove all active sponsorships from your record. You will not be able to access TEAS/TEASi if you proceed until you are sponsored by another attorney.

Name	Email
[Redacted]	[Redacted]

Cancel Withdraw

Once you select “Withdraw from sponsorship,” you’ll receive a confirmation message, and the attorney sponsorship(s) will be removed from the “Active sponsorships” tab. If you withdrew from all attorney sponsorships, you’ll be notified that you won’t be able to access TEAS until you are sponsored by at least one attorney.

Active sponsorships | Sponsorship history | Pending requests **1**

✓ Successfully withdrawn 1 sponsorship(s). ×

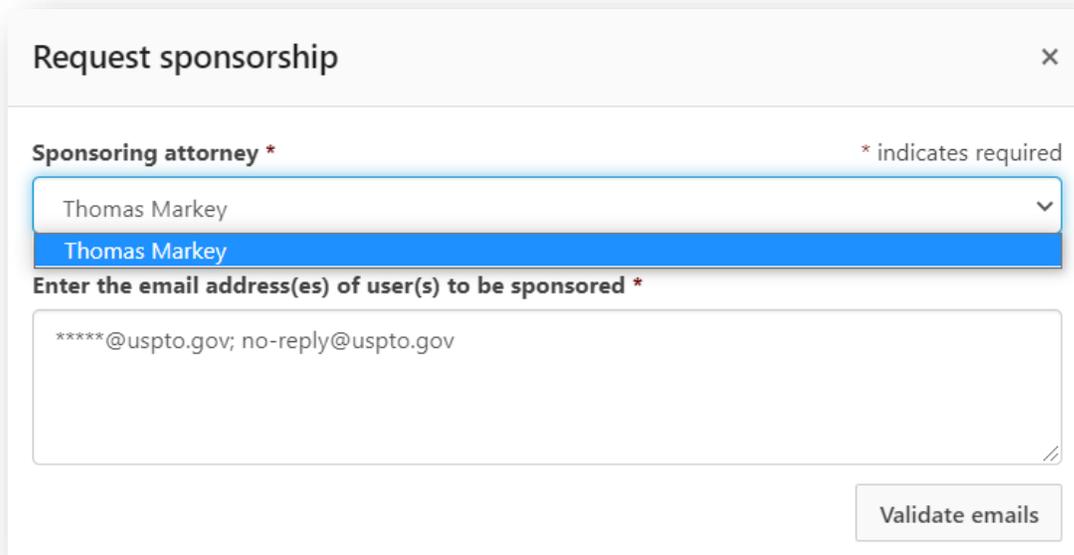
**i** You are not currently sponsored by any attorneys. To access TEAS and TEASi on behalf of an attorney, please provide the email address associated with your USPTO.gov account to your sponsoring attorney. They must verify their own identity before they can sponsor your TEAS and TEASi access.

## Requesting sponsorship for other support staff

Once an attorney has sponsored you to work on their behalf, you can send them requests to sponsor other support staff.

**You can't use this function to message an attorney directly and request that they sponsor you.** This is for already-sponsored staff to suggest additional accounts that need to be sponsored by the same attorney.

1. Select the "Request sponsorship" button in the upper right corner.
2. Choose the sponsoring attorney to send the request to from the top dropdown menu.
3. Enter one or more email addresses corresponding to a support staff member's USPTO.gov account, separated by spaces, commas, semicolons, or returns, and select the "Validate emails" button.



The screenshot shows a web form titled "Request sponsorship" with a close button (X) in the top right corner. The form contains the following elements:

- A label "Sponsoring attorney \*" with a note "\* indicates required" to its right.
- A dropdown menu showing "Thomas Markey" as the selected option, with a blue highlight on the text.
- A label "Enter the email address(es) of user(s) to be sponsored \*" above a text input field.
- The text input field contains the email addresses "\*\*\*\*\*@uspto.gov; no-reply@uspto.gov".
- A "Validate emails" button located at the bottom right of the form.

**NOTE:** Only email addresses connected to an active USPTO.gov account can be validated. The support staff you are requesting sponsorship for must already have a USPTO.gov account and you must use the email address associated with that account.

Review the names and information under "users retrieved" for accuracy. To remove any accounts from the request sponsorship list, select the "X" next to the entry.

When your list is accurate and complete, select the “Request sponsorship” button.

**✘** The following address(es) cannot be sponsored as an attorney support account. Please contact the email owner(s) to make sure that they have a USPTO.gov account and that they do not already have a different filing role.  
**no-reply@uspto.gov**

**1 user(s) retrieved:**

Name	Email	Action
Paralegal 4	*****@uspto.gov	✘

**Perry Legale**

**Role:** TM Attorney Support ● **Email:** \*\*\*\*\*@uspto.gov

[Active sponsorships](#) [Sponsorship history](#) [Pending requests \*\*1\*\*](#)

**1 pending requests in queue**

Attorney support	Attorney	Requested on ▼	Delete
Paralegal 4 *****@uspto.gov	Thomas Markey *****@uspto.gov	Dec 27, 2021 10:18 AM ET	✘

10 per page ▼ Page 1 of 1 ▼ < >

You’ll be prompted to confirm your decision.

## Viewing sponsorship history

Active sponsorships   Sponsorship history   Pending requests **0**

Name	Email	Status	Last updated ▾	
Thomas Markey	*****@uspto.gov	Sponsored	Dec 27, 2021 09:59 AM ET	<b>i</b>

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