Assignment Center Training Guide
Patents

January 2024

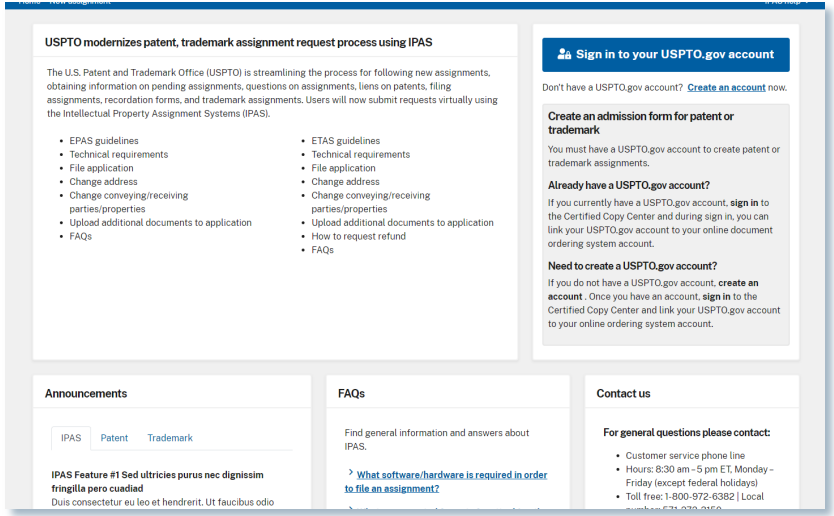
uspto UNITED STATES PATENT AND TRADEMARK OFFICE ®

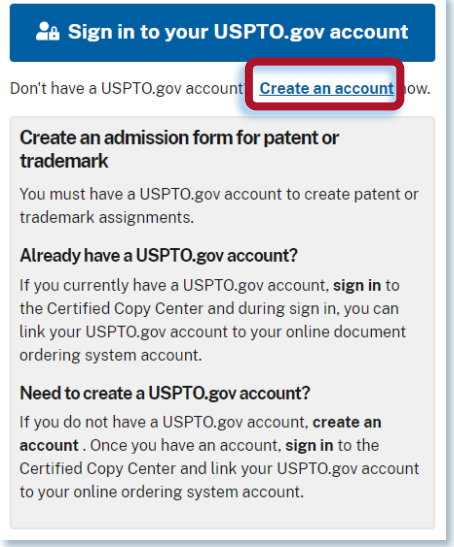
This document section provides the steps to create a new USPTO.gov account and access the Assignment Center

USPTO.gov Account Creation

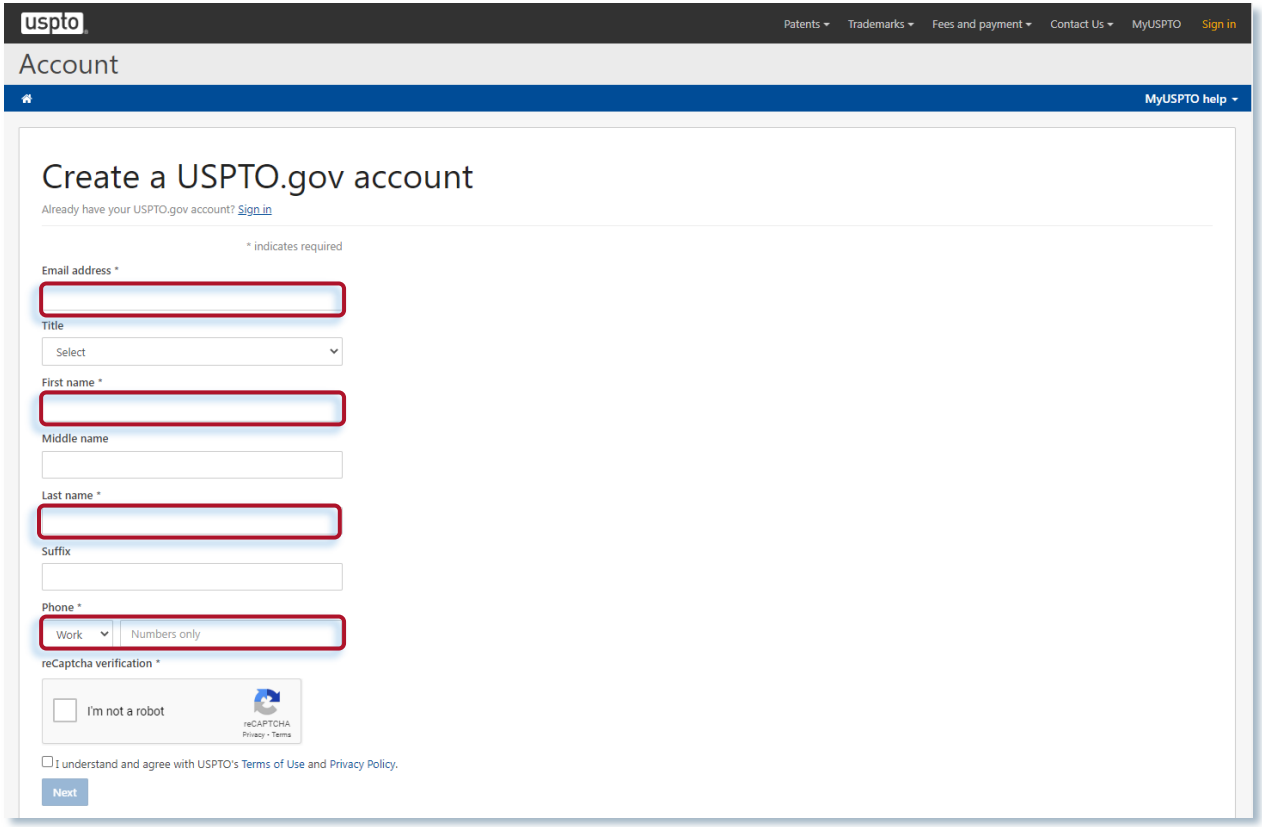
Steps; Account Creation

1. Navigate to URL, https://assignmentcenter.uspto.gov to access the **Assignment Center landing page** (public facing).
2. On top of page far right, click the link, 'Create an account'.

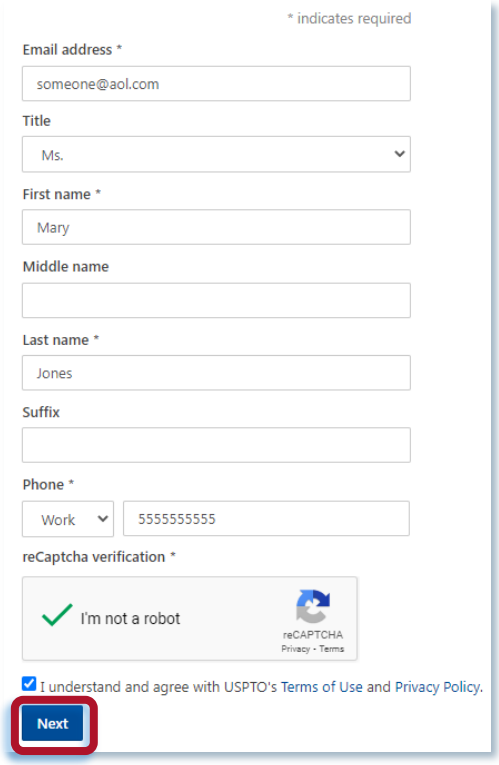




3. On the, '**Create a USPTO.gov account**' page. Please provide information for all required input boxes, as indicated with an "*";

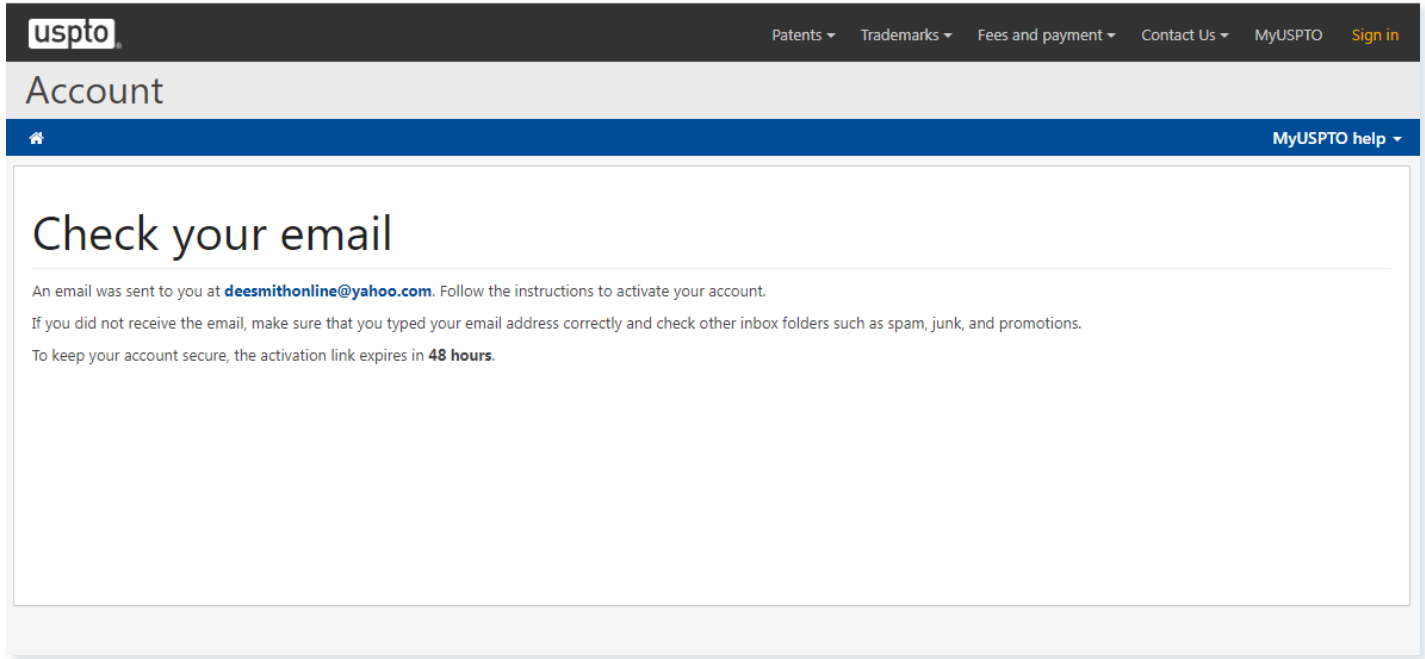


4. Once all input boxes are populated, the “Next” button will become “active”.



5. Now on the '**Check your email**' page, follow instructions that appear onscreen to validate the email address provided and activate account.

Please note; activation link expires in **48 hours**.



Activate 'Account **email**'

United States Patent and Trademark Office

UNITED STATES
PATENT AND TRADEMARK OFFICE

You created a uspto.gov account using l.com.

Activate account

If the button does not work then copy and paste the URL into your web browser.

https://account-pvt.etc.uspto.gov/new-account/ca7fd239dbdaae5670be2e9ed78616b95a63f7979676488e8a8eedb09787c316

The link will expire in 48 hours to keep your account secure.

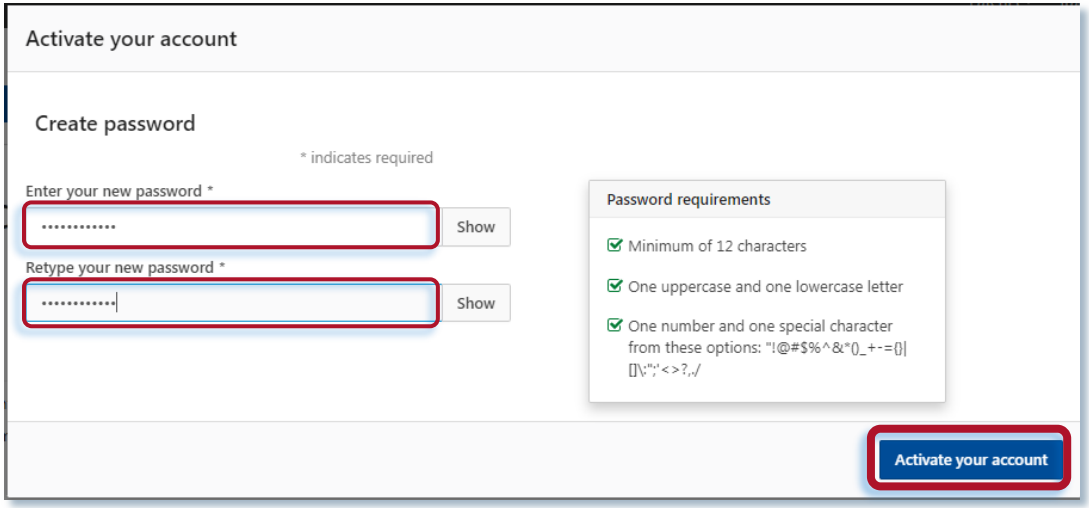
If you didn't create this uspto.gov account, there is no need to do anything.

Terms of Use | Privacy Policy | Account FAQs

6. Activate account by creating password

After clicking the URL link provided in the 'USPTO account activation email' the '**Activate your account'** page opens, where the **account password can be created**.

- The new password, must be identical, in both input boxes.
- Next, click the 'Activate your account' button.



Activate account

Activate the account with two-step authentication. Activation needs to occur before forms can be accessed.

Go to https://account.uspto.gov/profile/create-account ***for two-step authentication and https://www.uspto.gov/trademarks/apply/identity-verification before you can log in to access the forms****. You can preview the forms without logging in on our https://www.uspto.gov/trademarks/apply/forms-submit-only-if-teas-online-forms-are-unavailable page."*

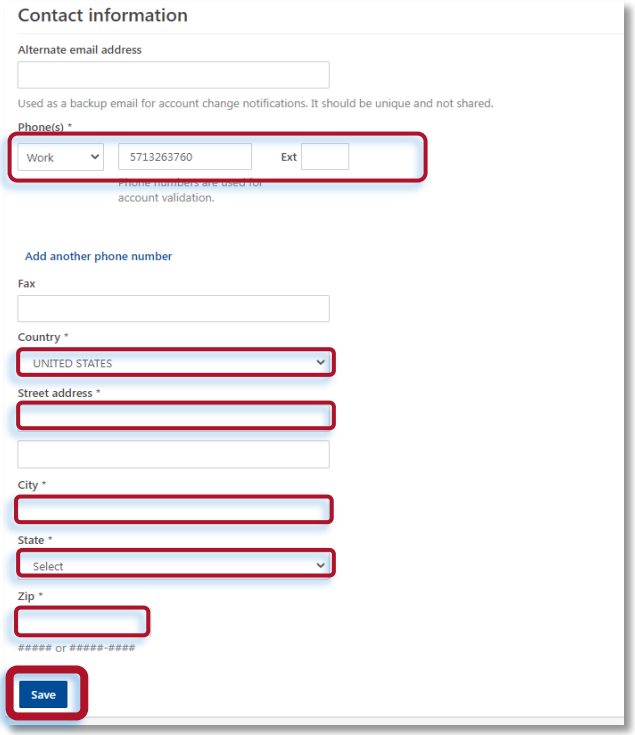
7. **Contact Information**, must be provided to proceed.

Once information input is completed, click the 'Save' button.

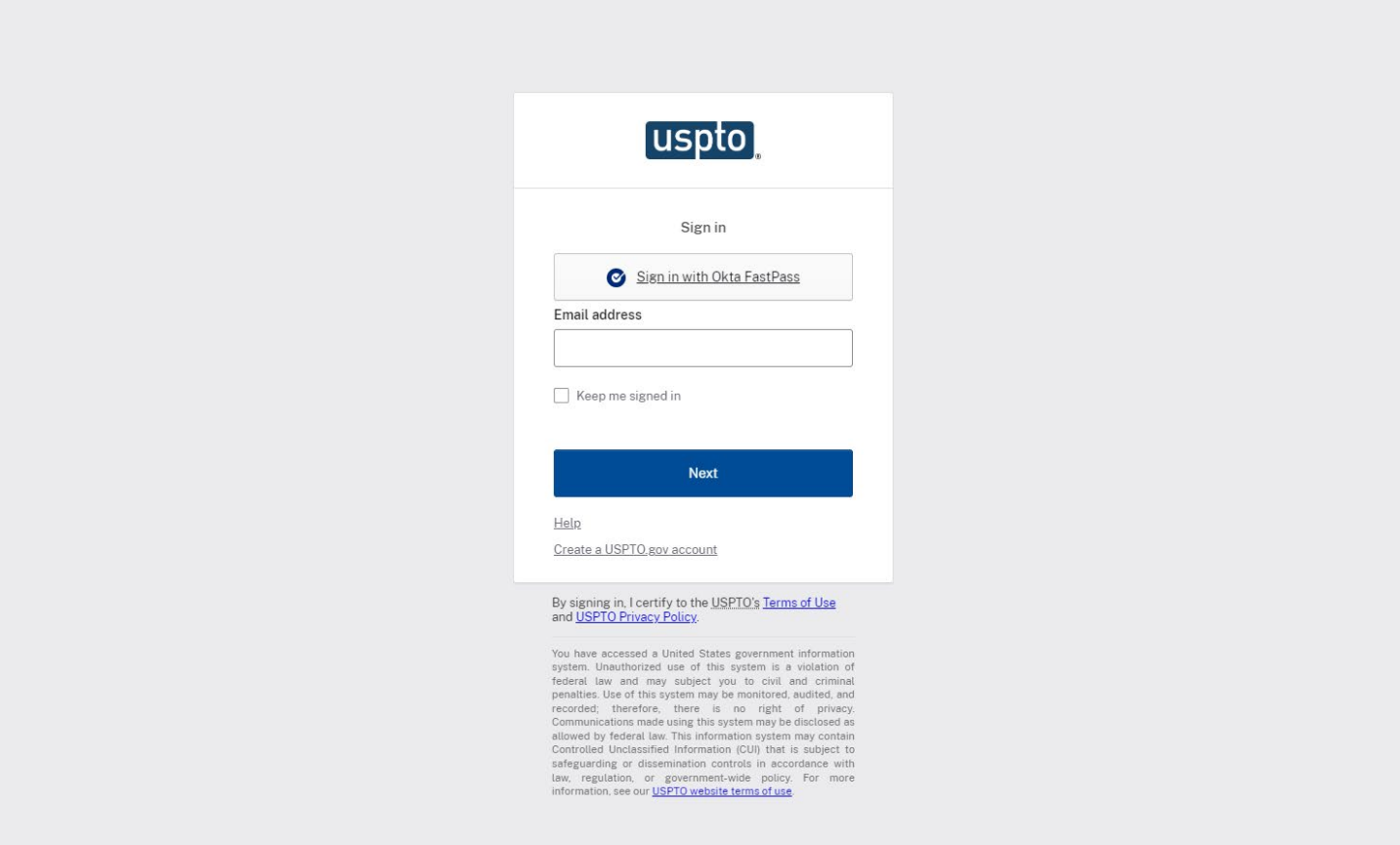
Once you click the 'Save' button you will be redirected to the **USPTO Sign-in' page.**

Required

- Phone
- Country
- Street Address
- City
- State
- Zip



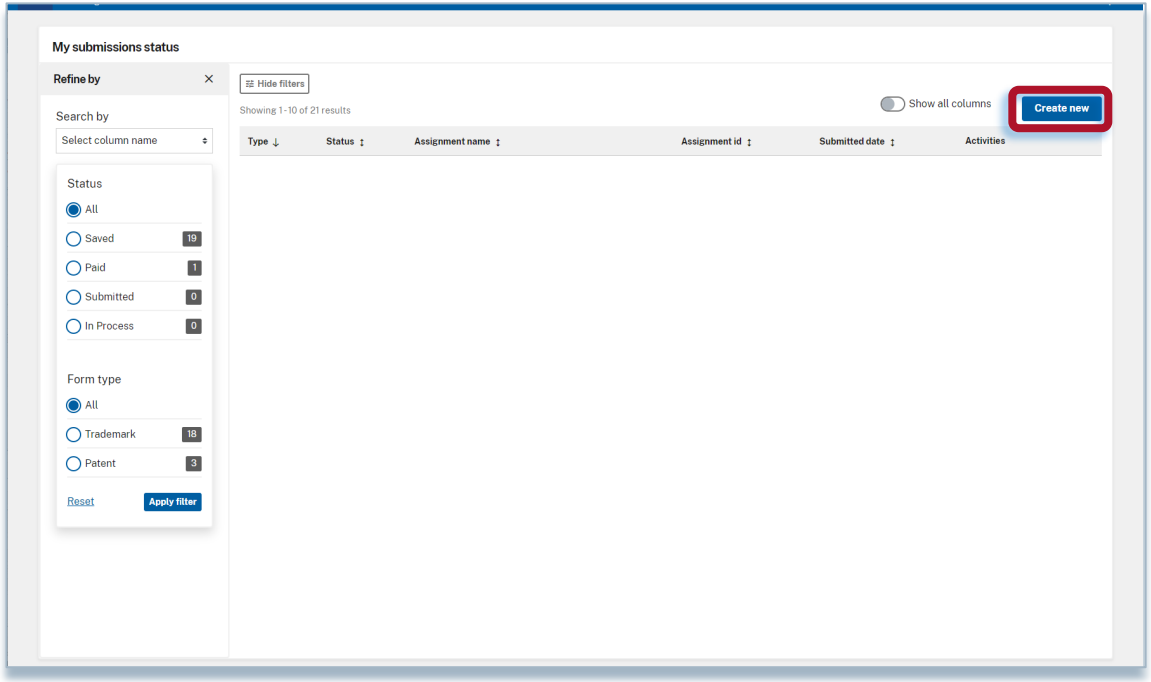
8. ‘**Sign-in’ page,** please sign-in to your **‘USPTO account.**



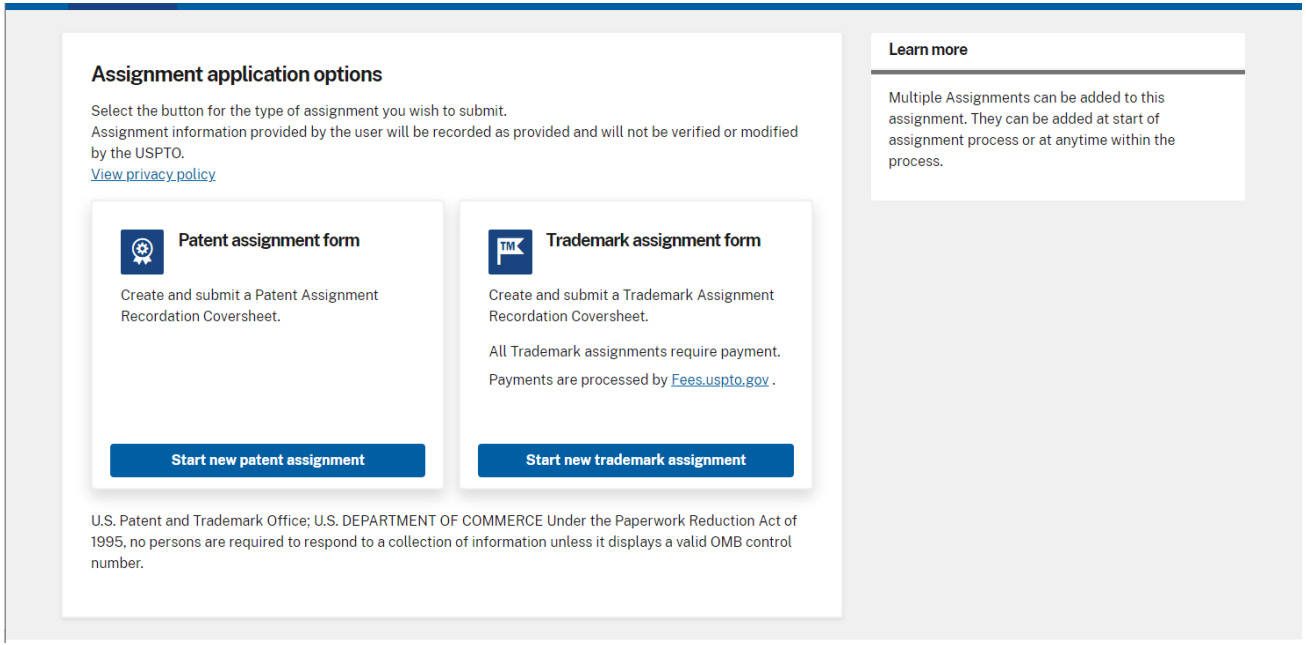
9. After successful **first time** log-in, the Assignment Center 'dashboard' appears.

To create a new assignment, please click the 'Create new' button, upper right of screen.

The 'Create new' button opens the 'Assignment options' page.



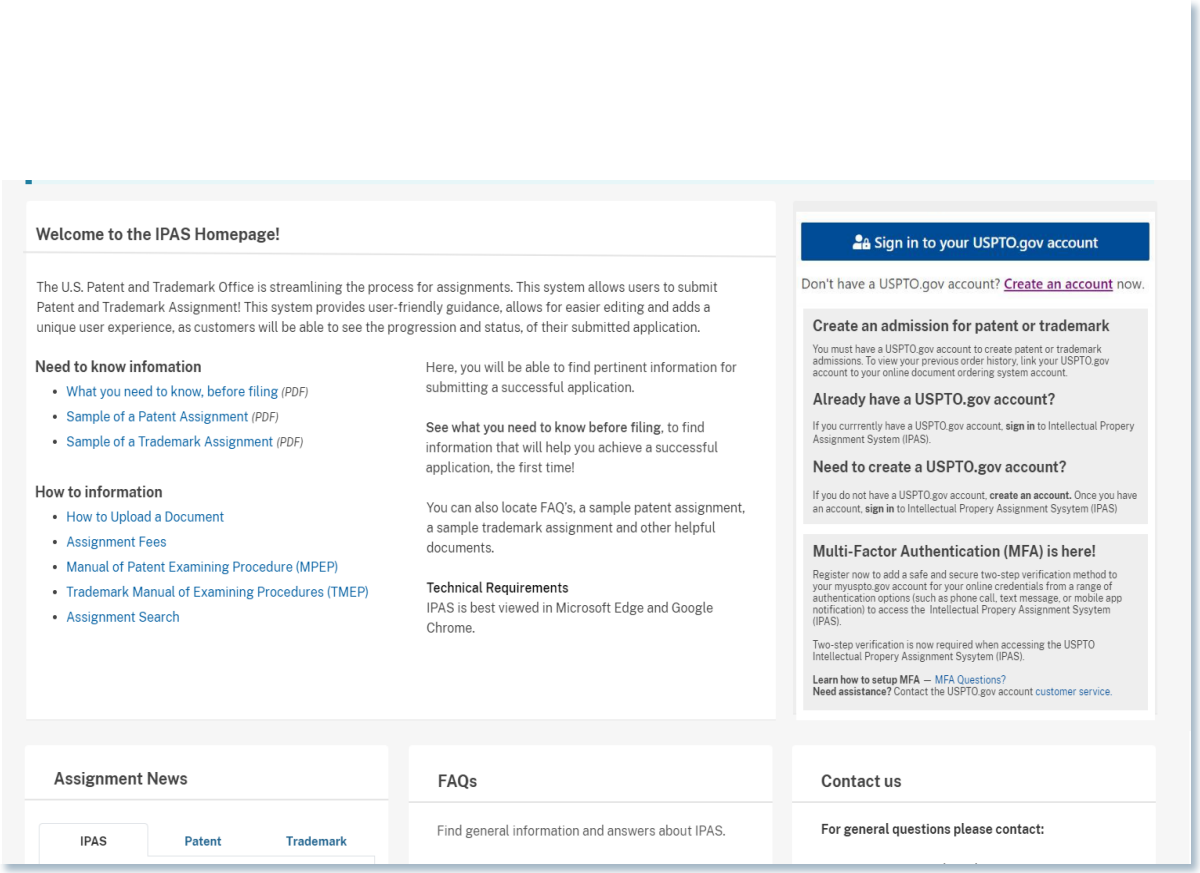
10. ‘Assignment application options’ page, this page provides ability start a new ‘Patent assignment’.



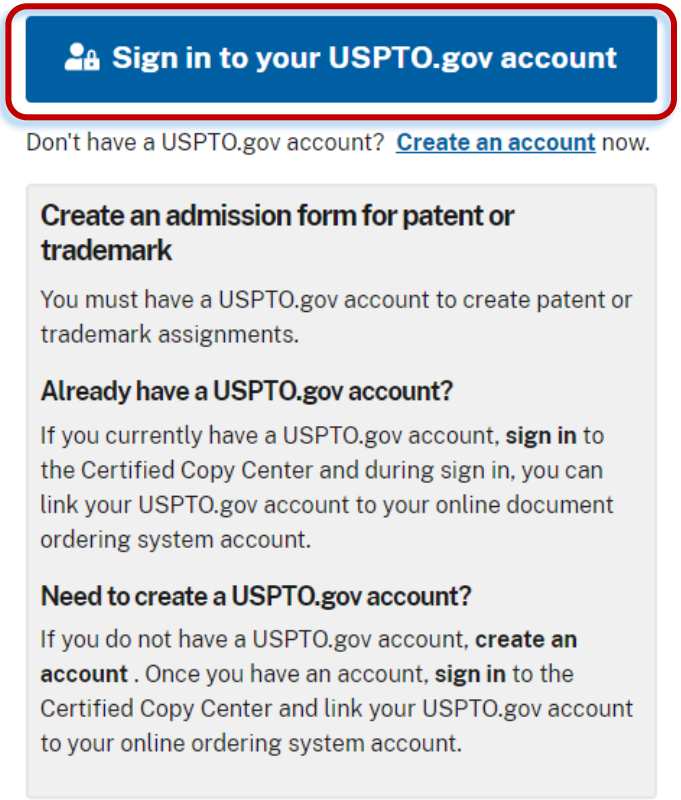
This document will provide the steps to complete a new Patent Assignment Application. It provides details for each section of the application for efficient process of request.

Creating a Patent Assignment Application

1. Use the URL, **AssignmentCenter@uspto.gov** to access the Assignment Center landing page (public facing, “pre-login”).

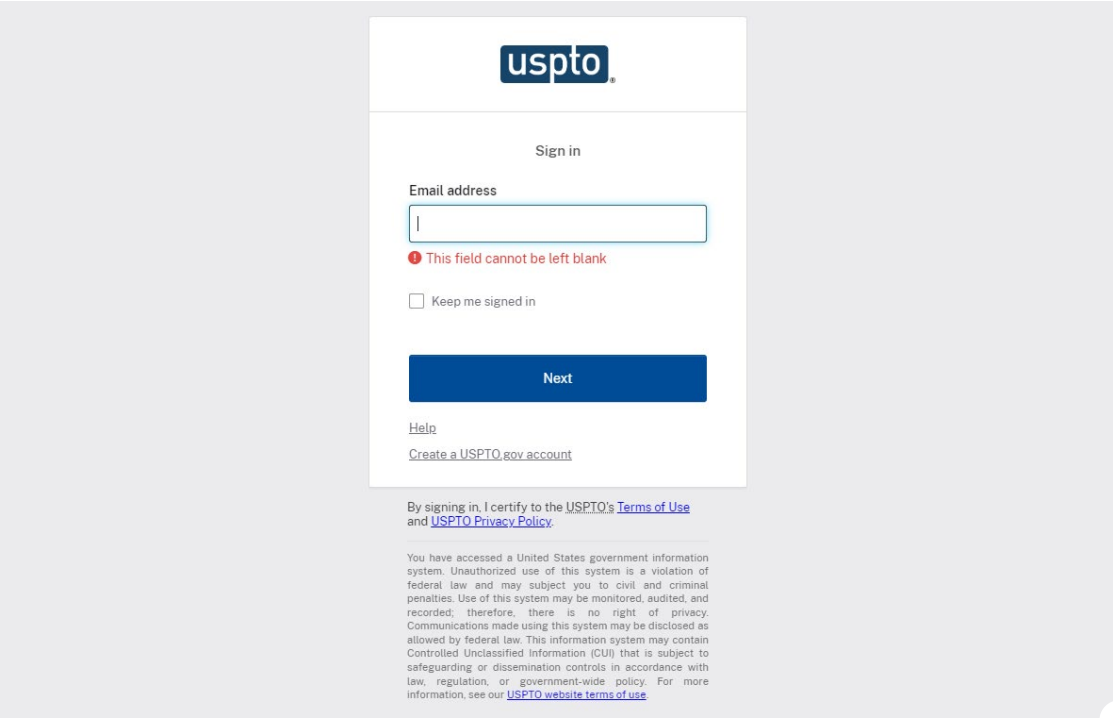


2. Click “Sign in to your USPTO.gov account”



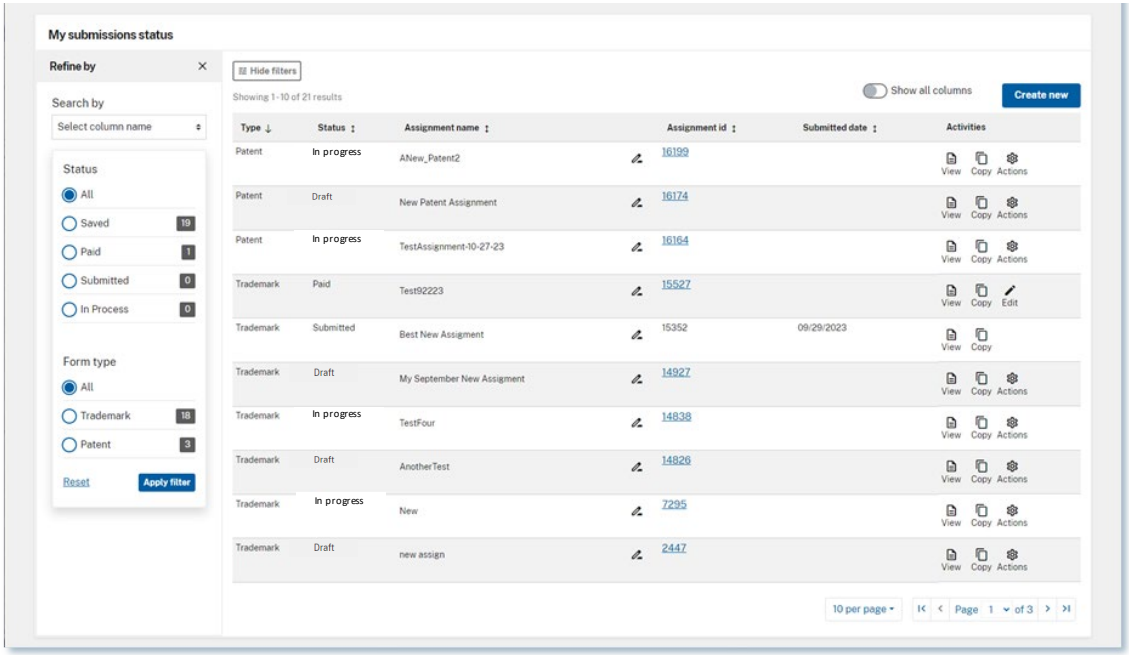
3. Now on USPTO Sign-in page, enter the email address and password for the USPTO account.

Click the “Next” button to continue.

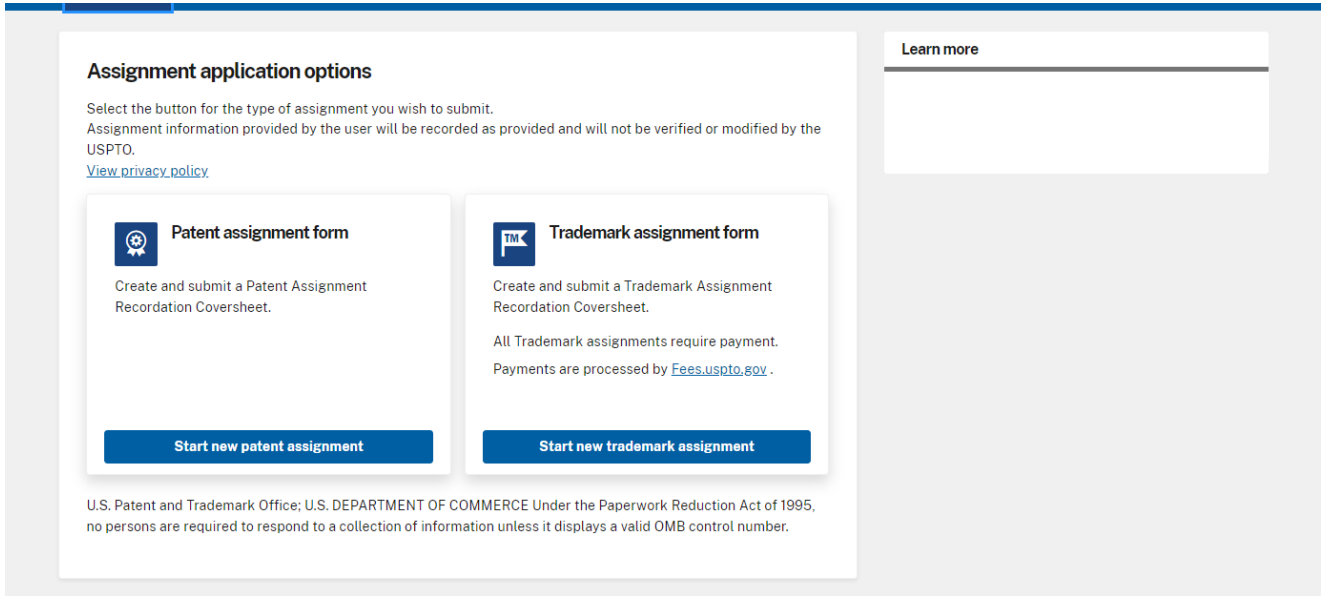


Assignment Center, 'My submission status', Home page

4. Successful **second time** log-in opens the Assignment Center '**My submission status', Home** page. This page provides ability to **view assignments in progress** and with the **Create new" button,** Create new **create a new assignment.**



5. On the **'Assignment Application Options** ' page click the '**Create Patent assignment**' button to start **the assignment application**.



Patent Assignment Application Quick Tips

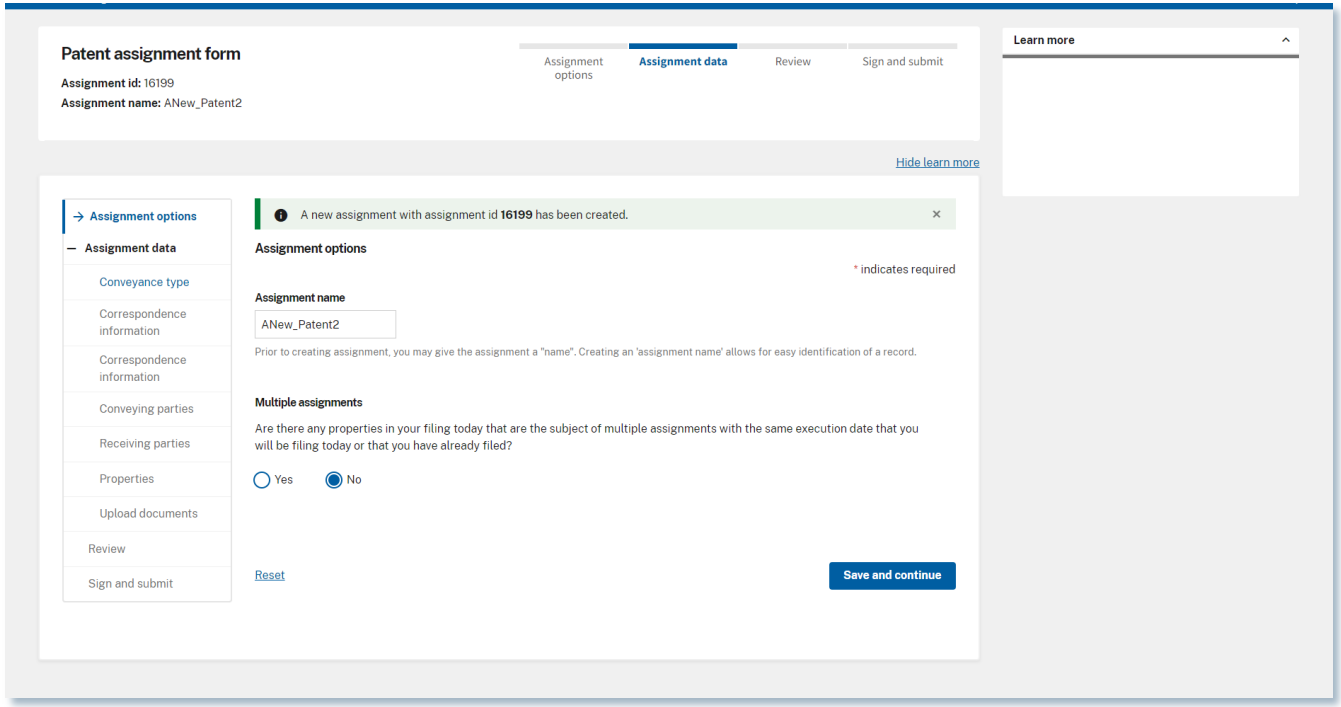
The assignment form starts with the '**Assignment options**' page;

- 'Required input boxes', are indicated with an **"*".**
- Clicking on "save and continue" button **Save and continue** at bottom of a page, "saves" all information.
- When "required input boxes" do not contain necessary information, an error message will appear at top of screen and input boxes will be highlighted in Red.
- Upon completion of input of necessary information and clicking the 'Save and continue' button, system auto-navigates to next section of form.

Assignment options

Step 1

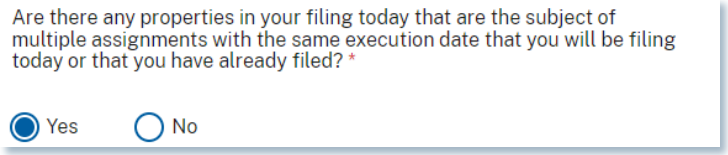
1.) Begin assignment application



‘Assignment options’ instructions

Must provide ‘Multiple assignment’ information.

A selection must be made, either “Yes or No”.



If ‘**No’, please note;** this is confirmation this filing is not to be included with other filings.

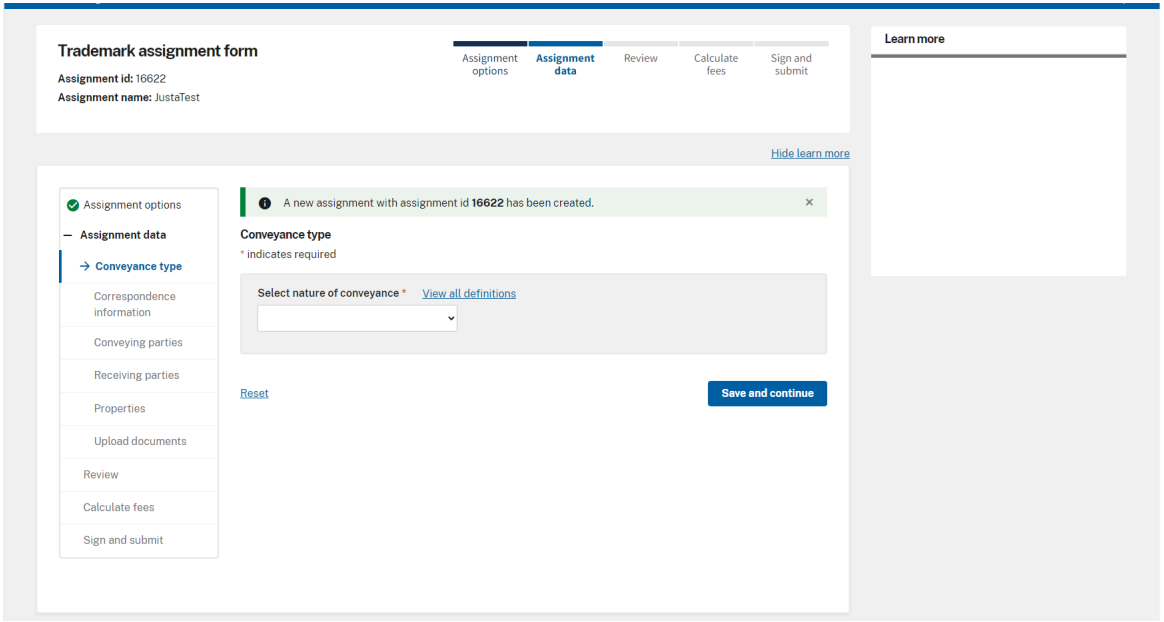
If ‘Yes’, please follow onscreen instructions.

Conveyance type

Step 2

2.) Please make selection for a 'Conveyance type' from drop-down menu.

Note: When the 'Conveyance type', selected is "Merger and Change of Name", the "**Merged Conveying Party**" **name** will be required.



Conveyance types that require additional information

a. The 'Conveyance types' appearing in the table below, require specific, additional information.
b. Noted with an "*" the necessary information must be provided for these conveyance types.

Conveyance type	Additional required information
'Nunc Pro Tunc' **'Merger'** **'Merger and Change of Name'**	Effective Date
Corrective Assignment	Previous Reel #, Previous Frame # and identify conveyance text of the original assignment.
Other	Brief description of the nature of conveyance transaction. If the nature of conveyance is an "Assignment", "Merger", "Change of Name", "Nunc Pro Tunc" or "Assignment of the entire interest and goodwill", do not select "Other". Please select the appropriate conveyance type from drop-down menu. **Entering a Conveyance type as "Other" will prevent the automatic update of ownership information in the USPTO trademark database.**

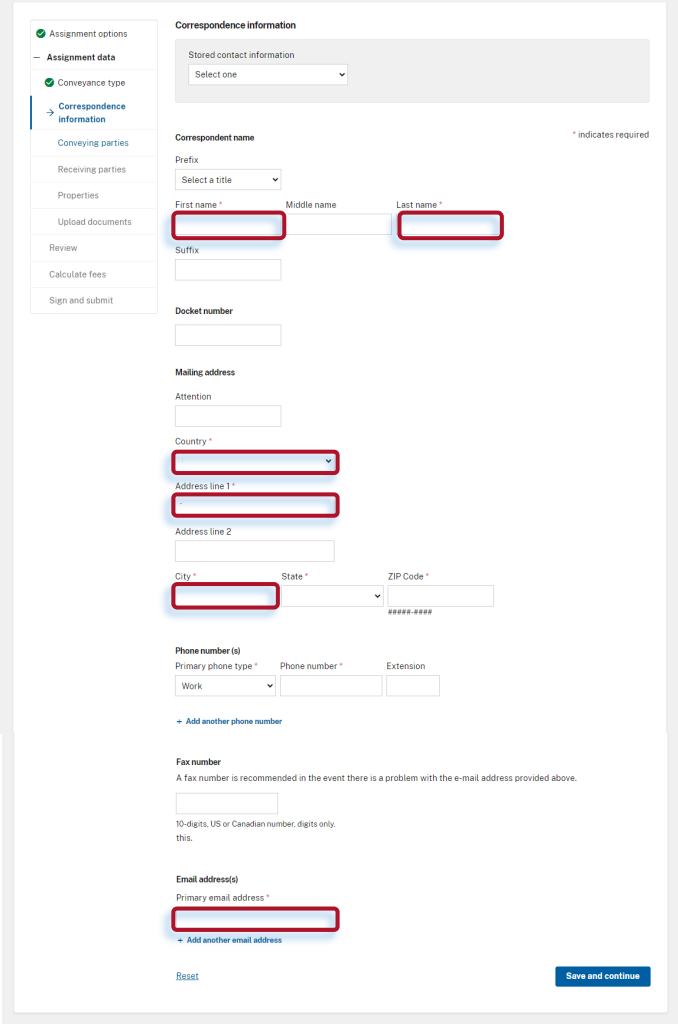
Correspondence information

3.) Please provide what is necessary for correspondence information.

Step 3

Required

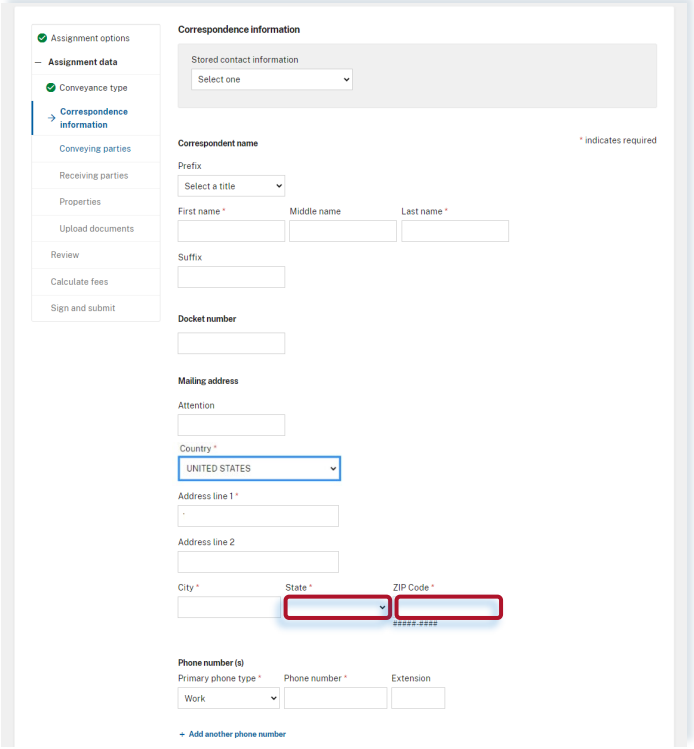
- Correspondent First Name
- Correspondent Last Name
- Mailing address – Country
- Mailing address - Address Line 1
- Mailing address – City
- Mailing address – State
  (Only if US is the chosen country)
- Mailing Address – Postal Code
  (Only if US is the chosen country)
- Email Address – Primary Email Address



Correspondence required information

Note:

***State**' and '**Zip code**' are only required if, 'United States' (US) is the chosen country).*

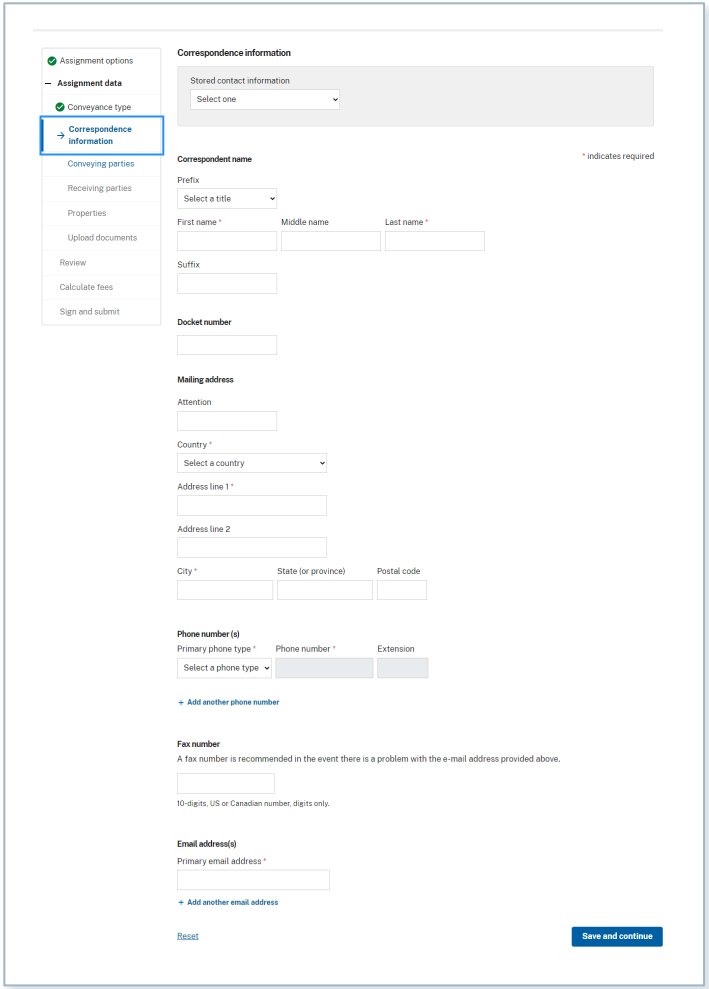


Correspondence information optional

Providing information for the following is optional.

Optional

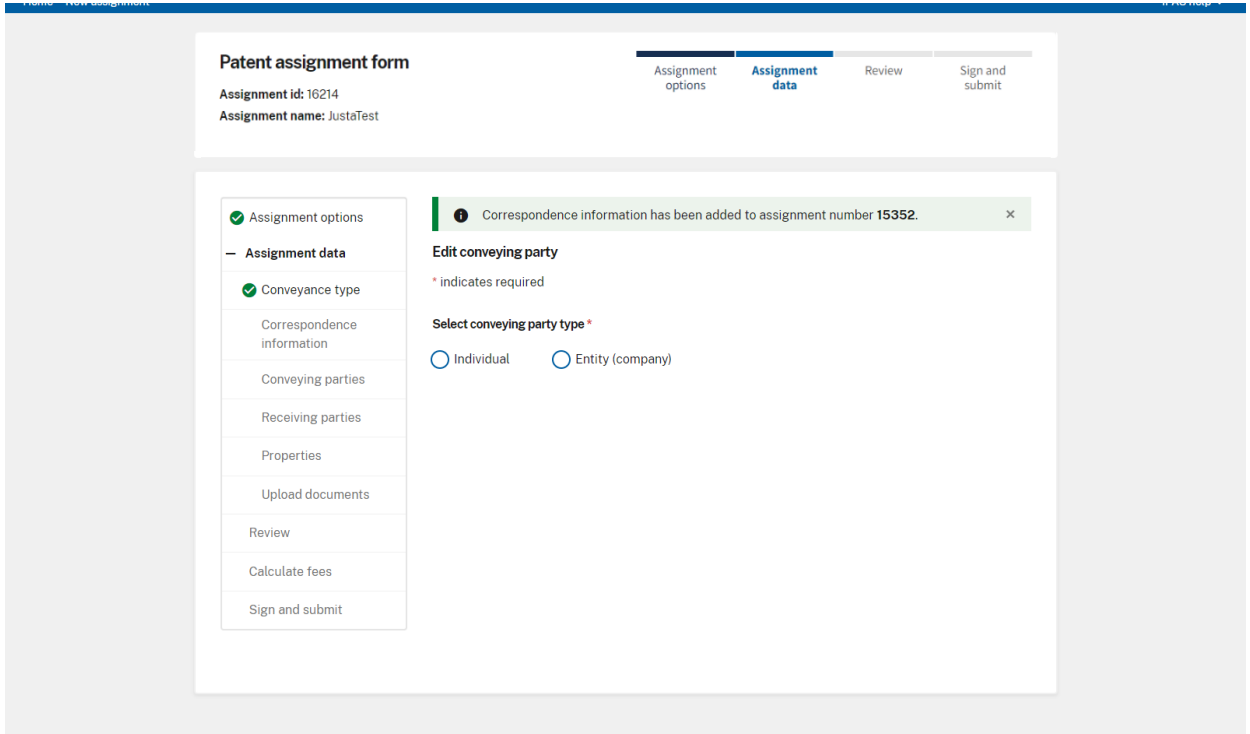
- Correspondent Prefix
- Correspondent Middle Name
- Correspondent Suffix
- Docket Number
- Mailing Address – Attention
- Mailing Address – Address line 2
- Phone Number – Primary Phone Type
- Phone Number – Phone Number
- Phone Number – Extension
- FAX Number



Conveying party

Step 4

4.) A conveying party, ‘Individual’ or Entity *(company)* must be selected.



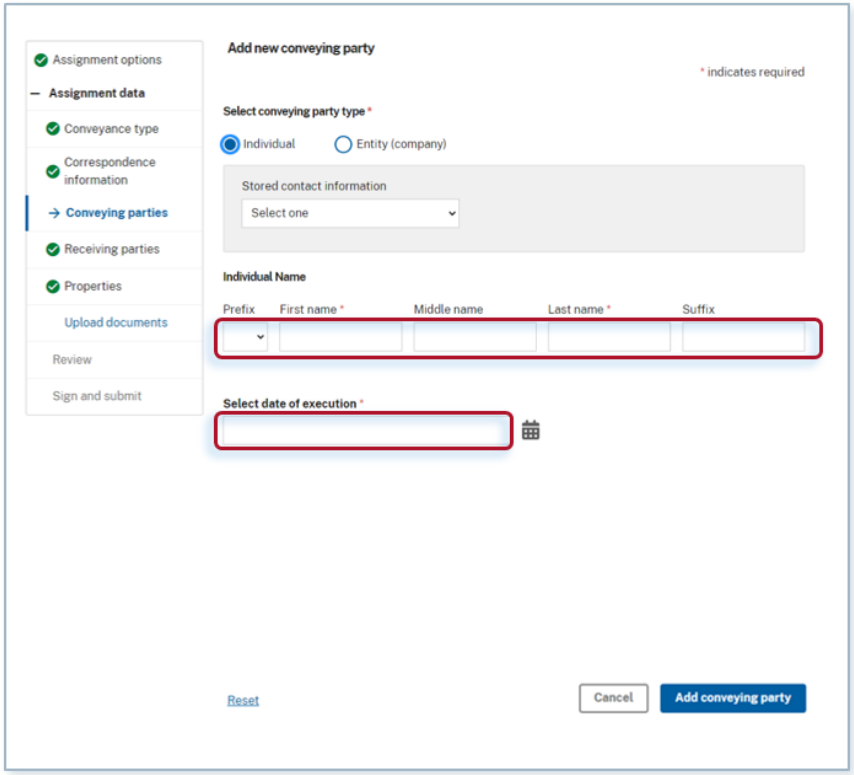
Conveying party - Individual

Step 4.A

4.A) Conveying party, **'Individual'**; Please provide required information.
Click the 'Add conveying party' button **Add conveying party** to proceed to '**Conveying parties summary**' page.

Required

- **Must make choice for Individual**
- **Individual Name**
- **Date of Execution**

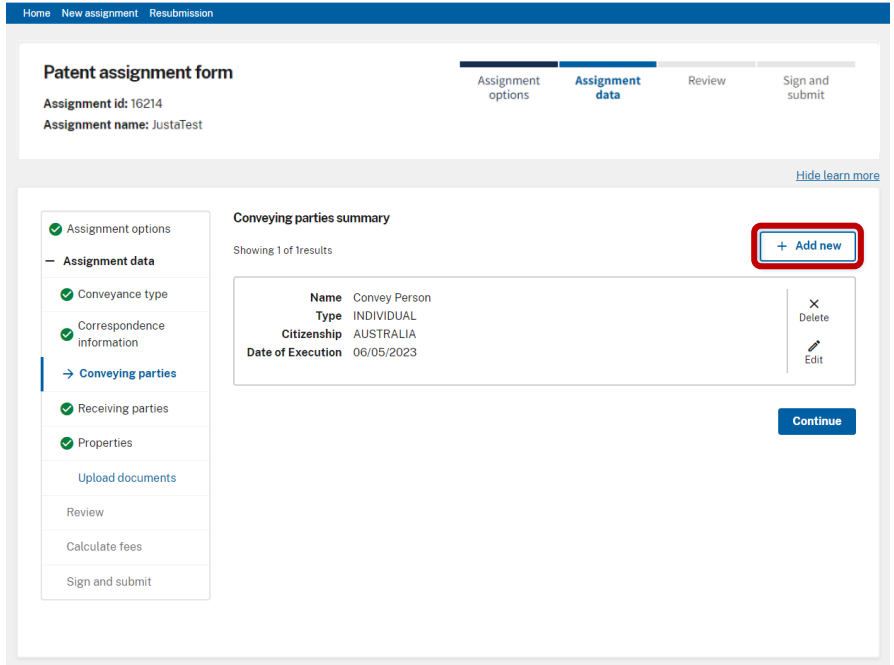


Conveying parties summary

Step 4.B

4.B) The 'Conveying parties summary' page shows; All listed conveying parties

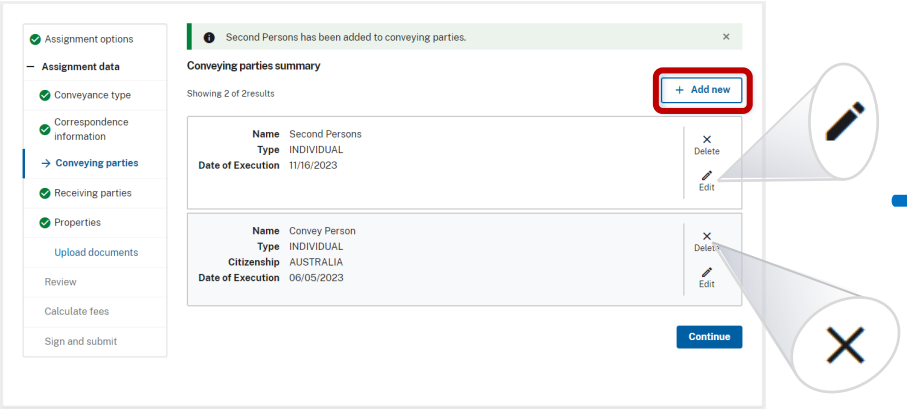
Gives ability to add additional conveying parties with '**Add new**' button. Click to proceed to the 'Add new conveying party' page.

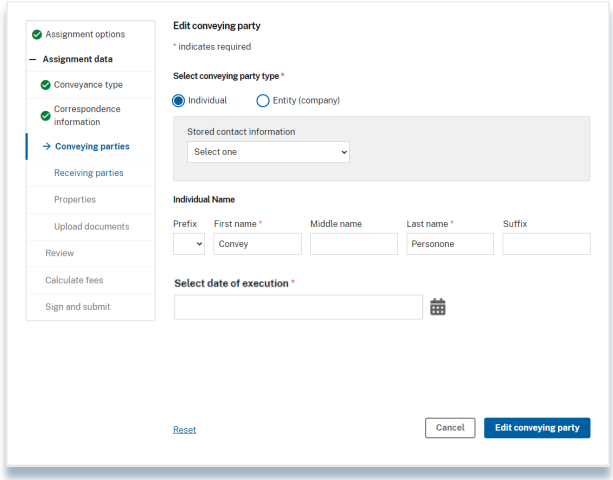


Additional ‘Conveying parties’ summary detail

4.B.1) The ‘Conveying parties summary’ page also provides ability to “add new” ,“edit” and/or delete any ‘Conveying party

- Click the ‘Add new’ button to add another ‘Conveying party.
- Click the “pencil” icon to open page for editing a specific “Conveying party”
- Click the “x” icon to delete a ‘Conveying party’.
- Click the “Continue” **Continue** button to proceed to next section, ‘Receiving parties’ page.





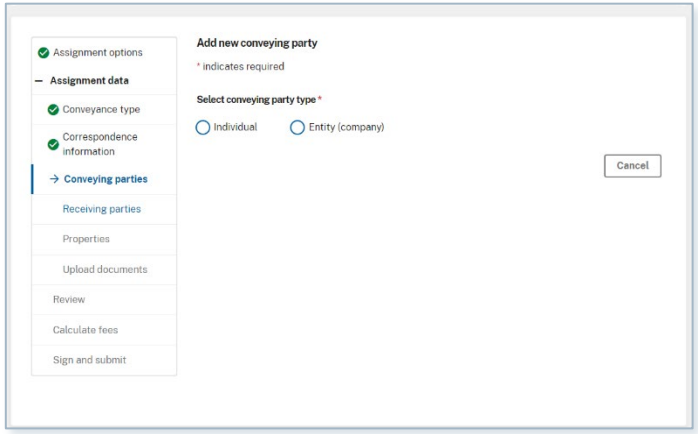
Add new conveying party

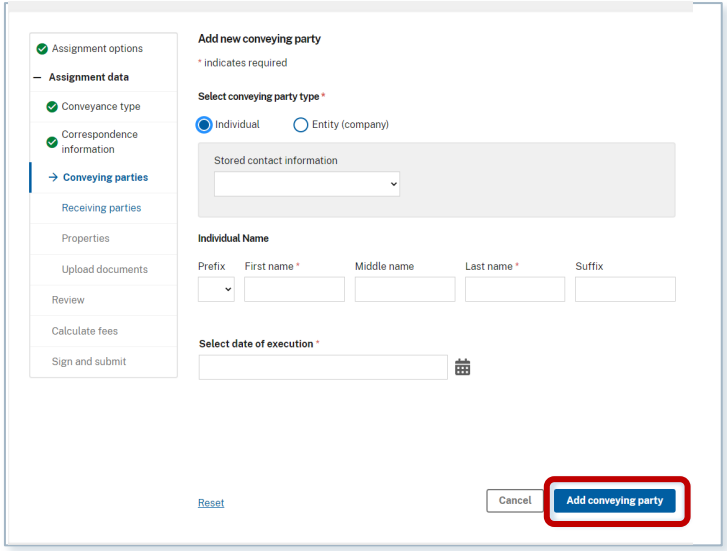
Step 4.A.1

4.A.1) An 'Individual' or Entity *(company)* must be selected

Provide required information

Click the 'Add conveying party' button to proceed *(again)* to 'Conveying parties summary' page





Conveying party - Entity

Step 4.C

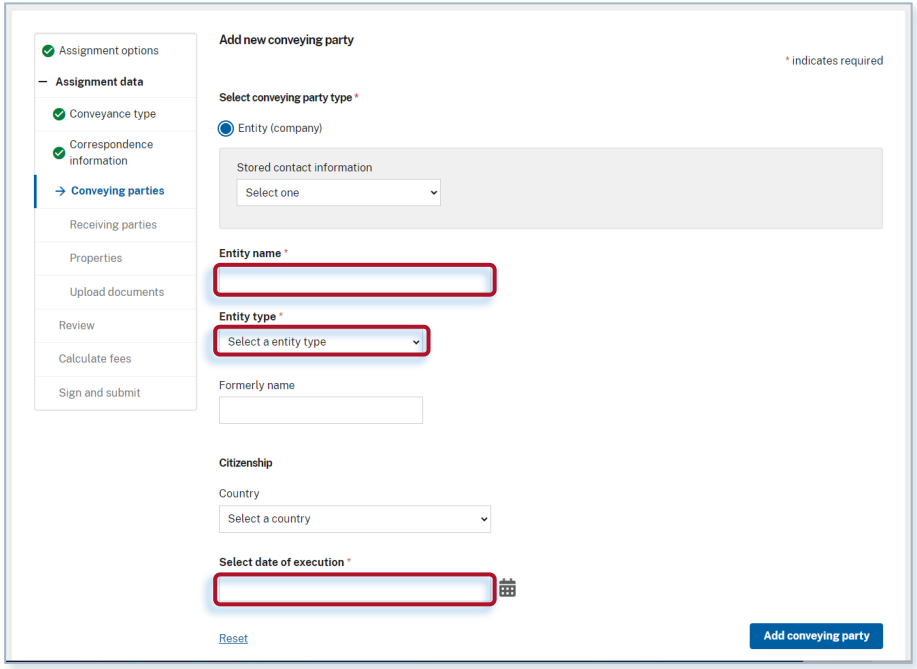
4.C) Conveying party, **'Entity'**; Please provide required information.
Click the '**Add conveying party**' button to proceed to '**Conveying parties summary**' page.

Required

- **Entity Name**
- **Entity type**
- **Date of Execution**

Optional

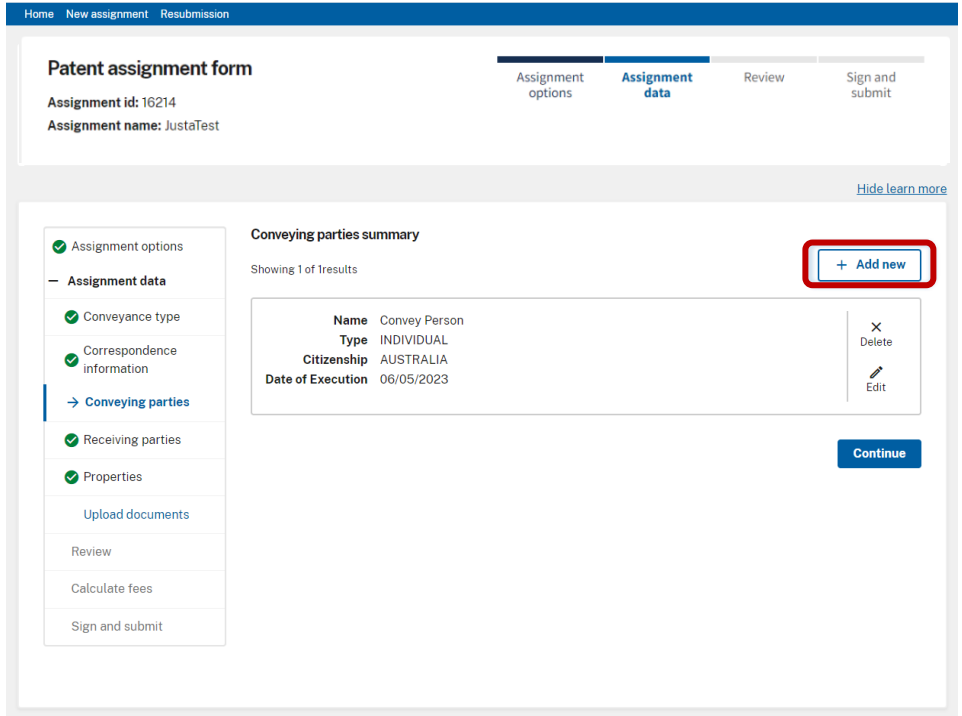
- Formerly



Conveying parties summary

Step 4.B

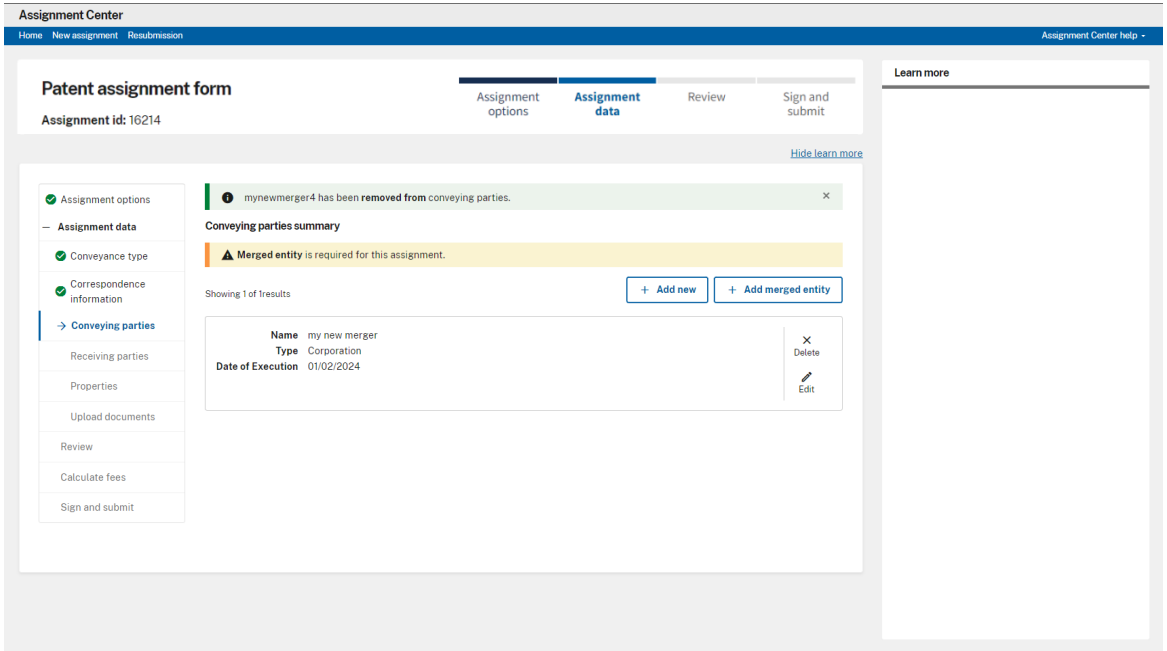
4.B) The 'Conveying parties summary' page shows; All listed conveying parties.



Step 4.B

When the 'Conveyance type', selected is "Merger and Change of Name " the Merged Conveying Party" name will be required.

This screen gives ability to add the 'merged entity', conveying party using the '**Add merged entity**' button.



Add new merged party, the “result of merger”

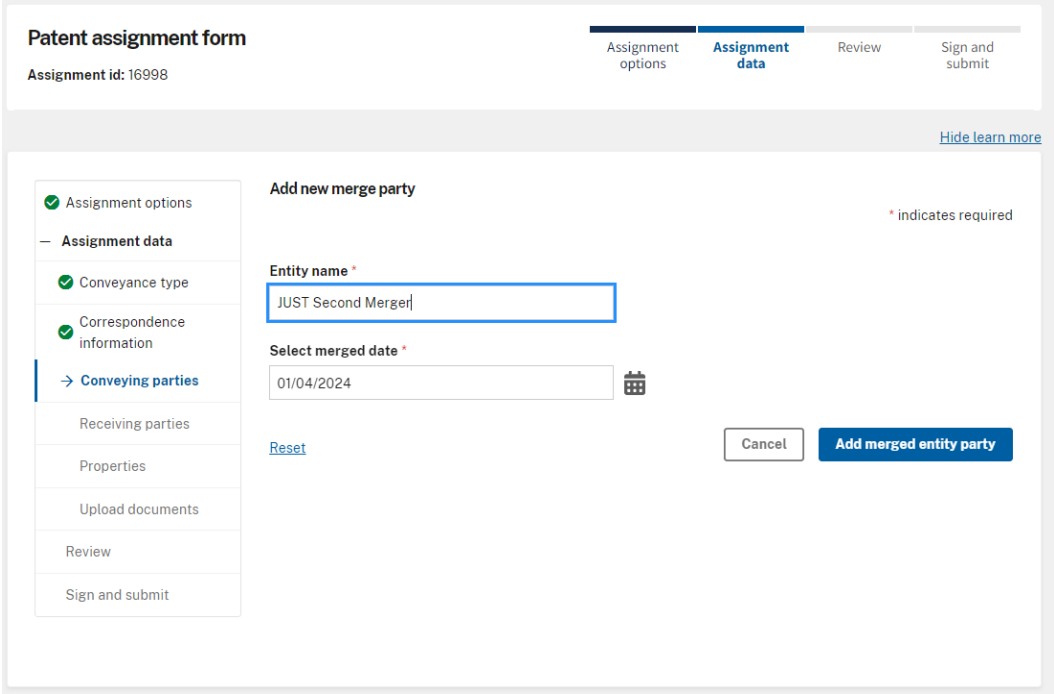
Step 4.B.1

2.B) Merged Conveying Party“, the “Result of Merger“, **the *“new” company name***.

(for Conveyance type; 'Merger and Change of Name')

Required

- **Entity Name**
- **Date of Execution**

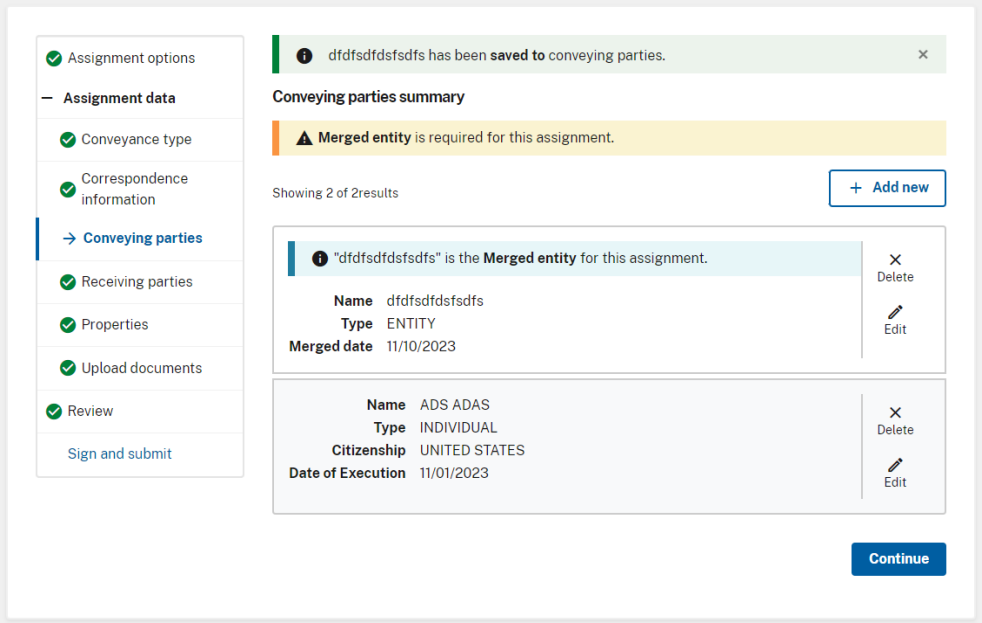


Conveying parties summary

Step 4.B.2

4.B.2) The Summary page now shows:

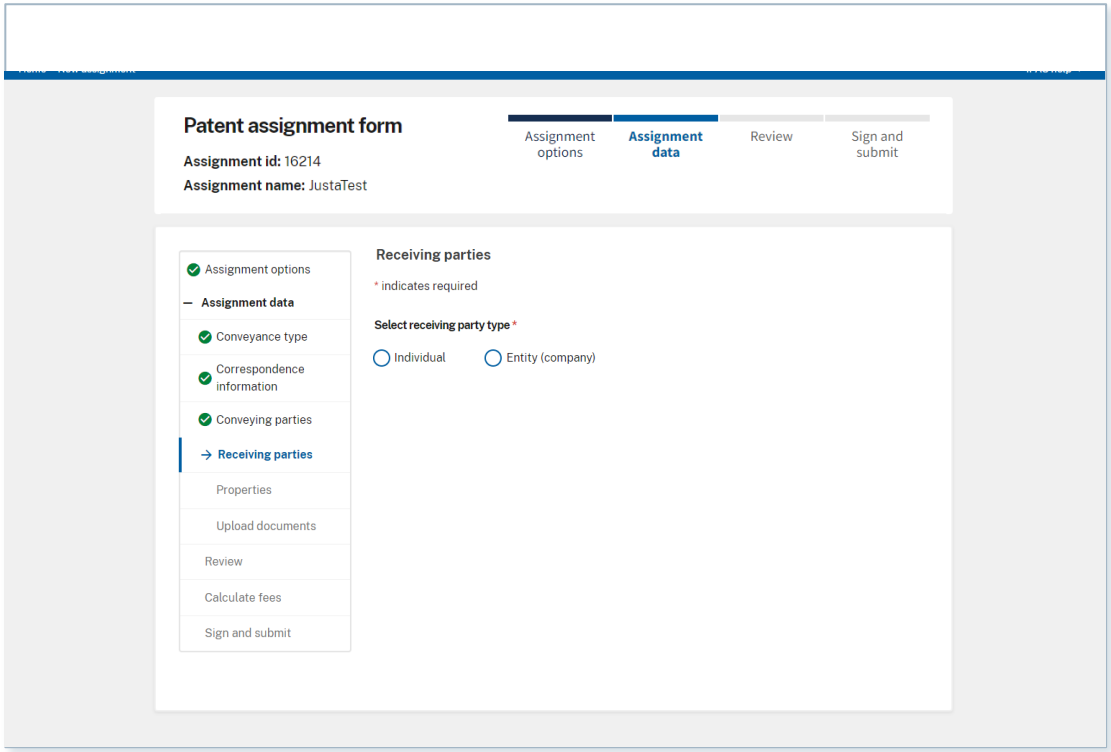
- All ‘Conveying parties’
- Indicates any, “Merged entity” parties



Receiving party

Step 5

5.) A receiving party, ‘Individual’ or Entity *(company)* must be selected.



Receiving party individual.

Step 5.A

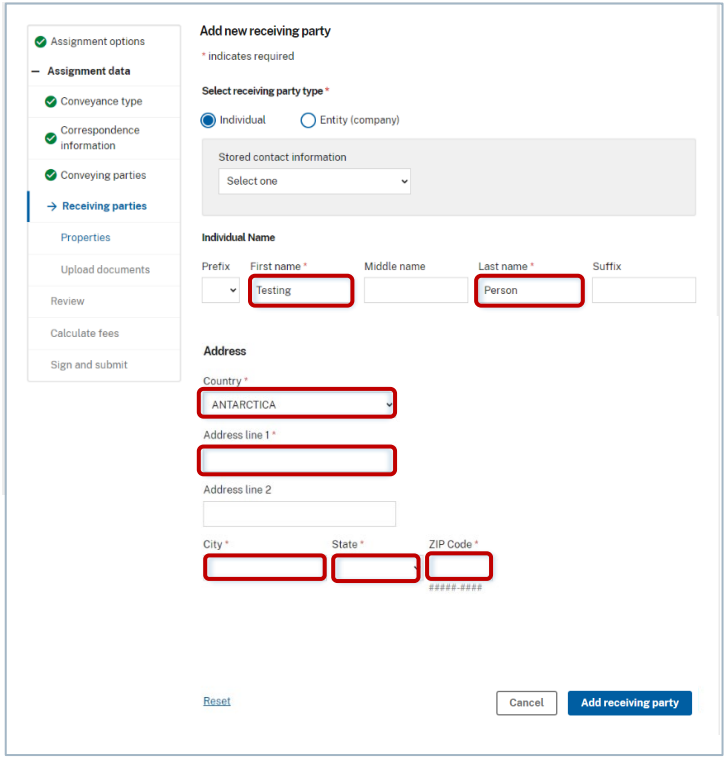
5.A) Receiving party, **'Individual'**; Please provide required information.
Click the 'Add receiving party' button **Add receiving party** to proceed to '**Receiving parties summary**' page.

Required

- **First name**
  Last name

Address

- **Country**
- **Address line 1**
- **City, State, Zip Code**



Receiving party entity

Step 5.B

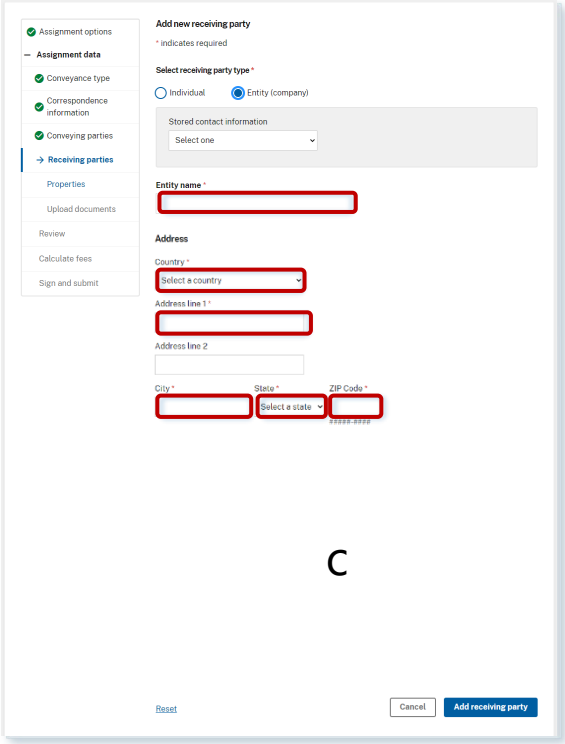
5.B) Receiving party, ‘**Entity**’ (Company); Please provide required information.
Click the ‘Add receiving party’ button to proceed to ‘**Receiving parties summary**’ page.

Required

- **Entity Name**

Address

- **Country**
- **Address line 1**
- **City, State , Zip code**

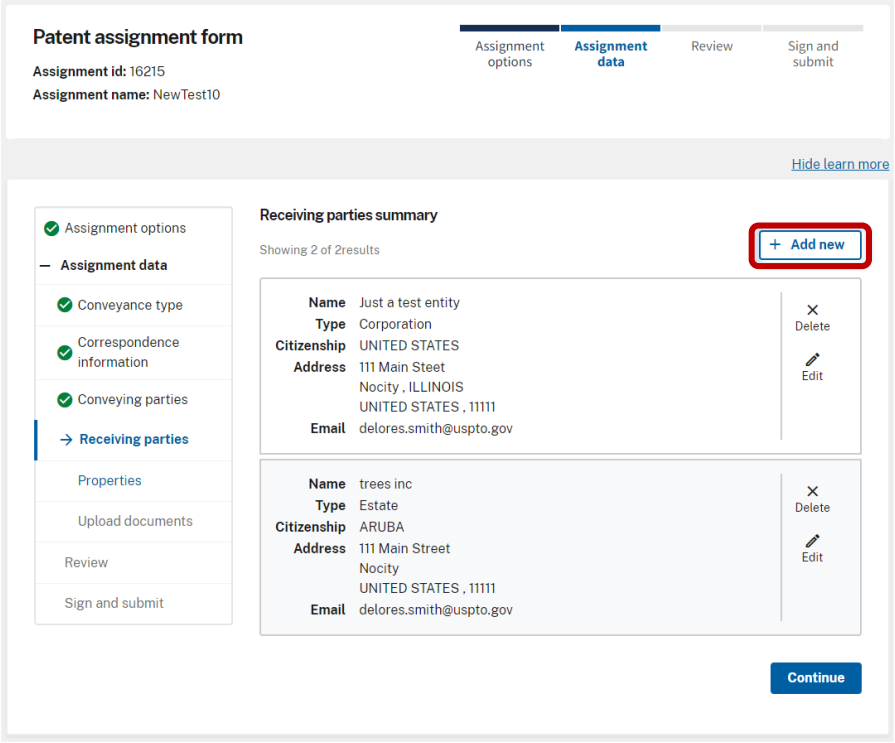


Receiving parties summary

Step 5.C

5.C) The 'Receiving parties summary' page shows all listed receiving parties.

Gives ability to add additional receiving parties with '**Add new**' button. Click the 'Continue' button to proceed to the '**Add new receiving party**' page.

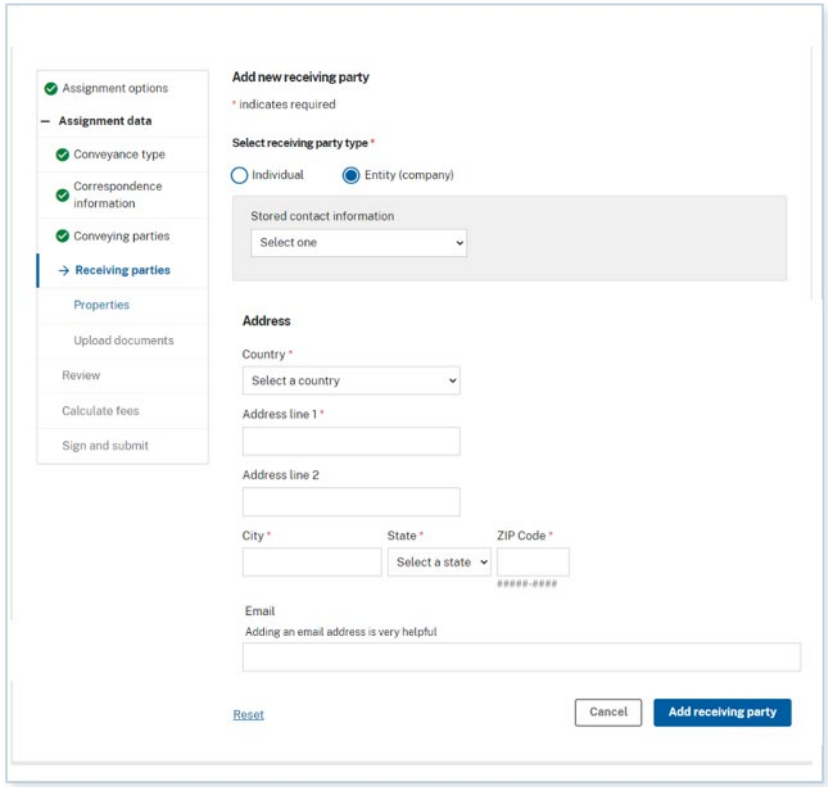


Add new receiving party

Step 5.C.1

5.C.1) An ‘Individual’ or Entity *(company)* must be selected. Provide required information.

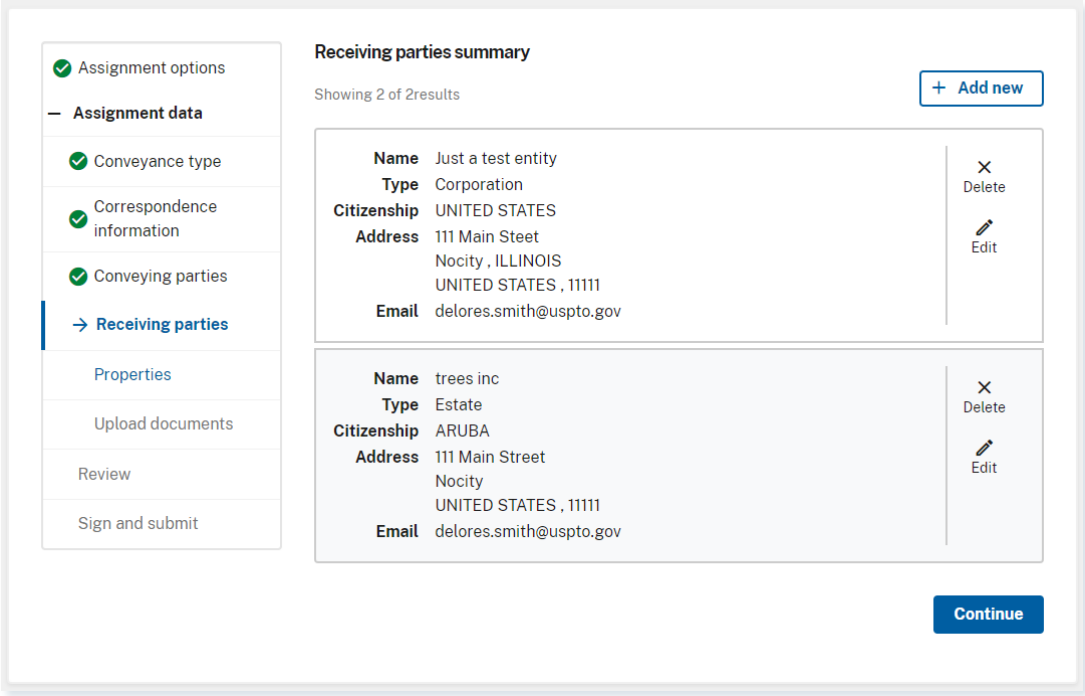
Click the ‘Add receiving party’ button to proceed *(again)* to ‘Receiving parties summary’ page.



‘Receiving parties’ summary

5.C) The summary page also provides ability to “add new”, “edit” or delete a ‘Receiving party.

Click the ‘Continue’ button **Continue** to proceed to next section, ‘Properties’.

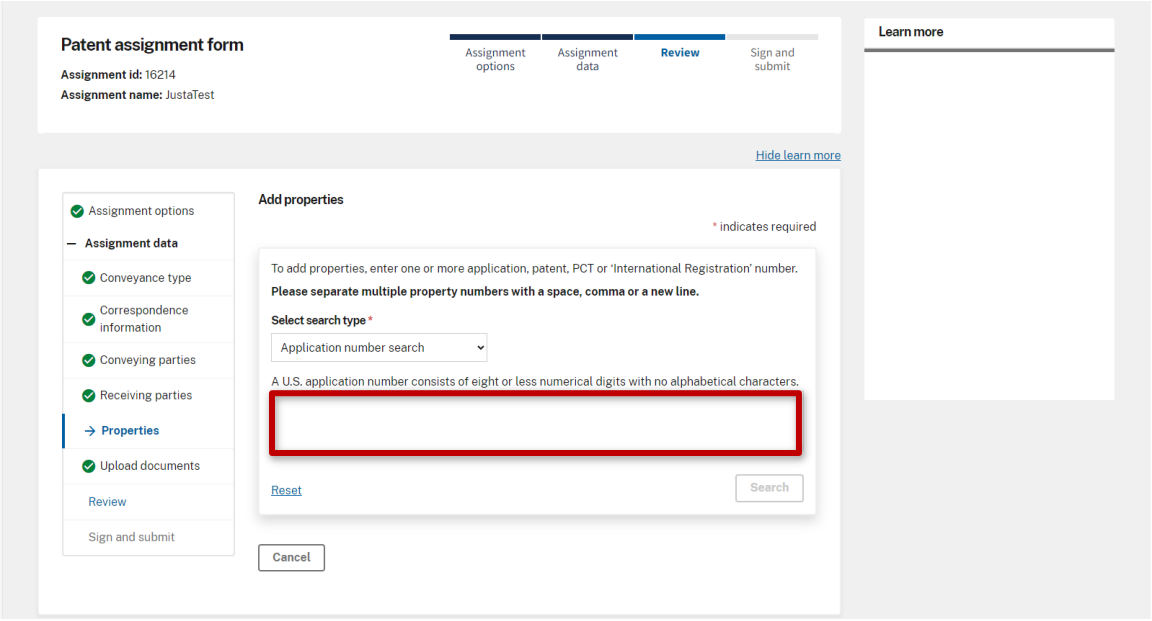


Properties

Step 6

6.) Properties are identified on USPTO, by ‘application,’ ‘patent’, ‘PCT’, and, ‘International Registration’ numbers.

Properties can be added to application by entering into “search input box, one or more application, patent, PCT, or International Registration number.



Properties - multiple properties

Step 6.A

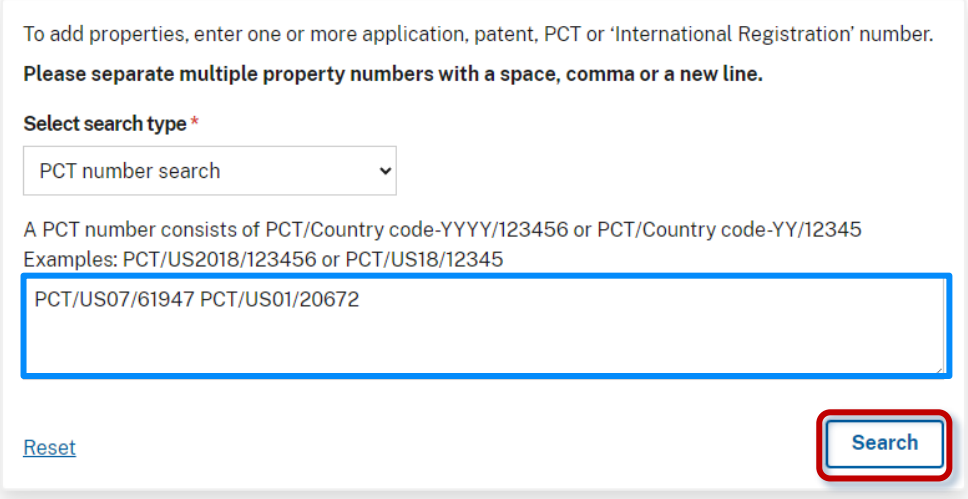
6.A) **Multiple properties** can be added, please separate numbers with a space, comma, or a new line.

The numbers entered must be an exact 'USPTO ID match to get returned results to display.

Use only a single "number type" for each search. **Example:** Search using "Assignment number" as separate search using the PCT number.

Required

- Click the 'Search' button Search to display results.



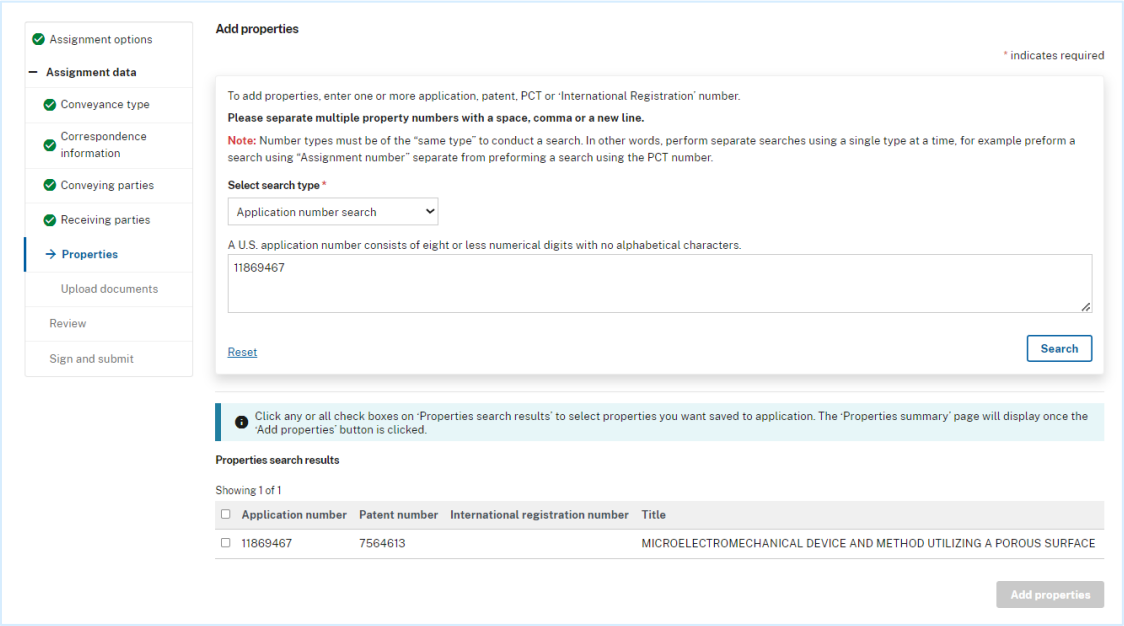
Properties - multiple properties

Step 6.B

6.B) Click any or all check boxes on row with Application, Patent, PCT or International Registration numbers to select those properties for addition to the application.

Required

- Once all 'Number' selections are made, click the '**Add properties**' button to add the properties to assignment.

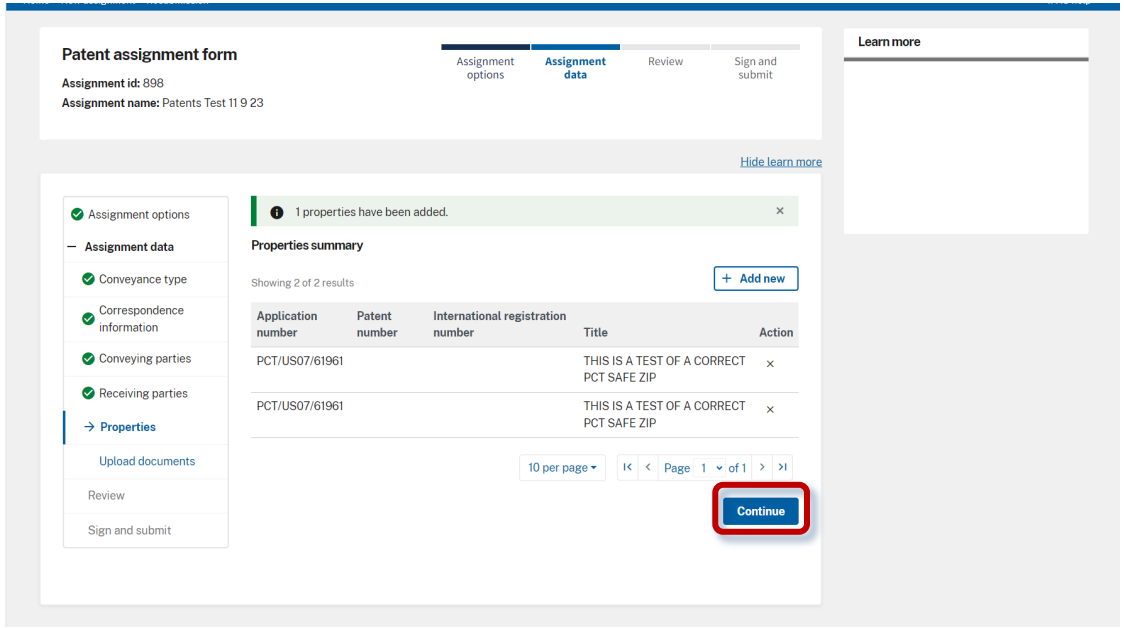


Properties Summary

Step 6.C

6.C) This page provides ability to “add new”, edit or delete any properties.

Click the ‘Continue’ **Continue** button to proceed to next section, ‘Upload documents’.



Upload Documents

Step 7

7) Determine what supporting documents should accompany application.

Documents must be either ".**PDF**" or ".**TIFF**" files and the file size must be **no larger than 10 MB**.

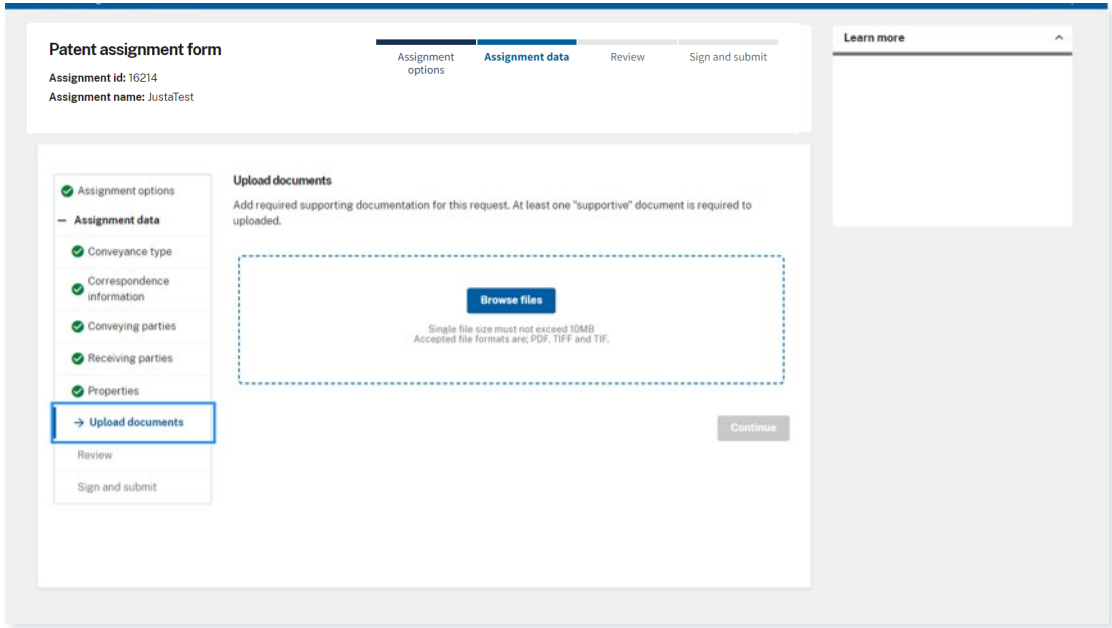
Required

↪ At least 1 (one) document must be uploaded.

Click the 'Browse files' button

Browse files

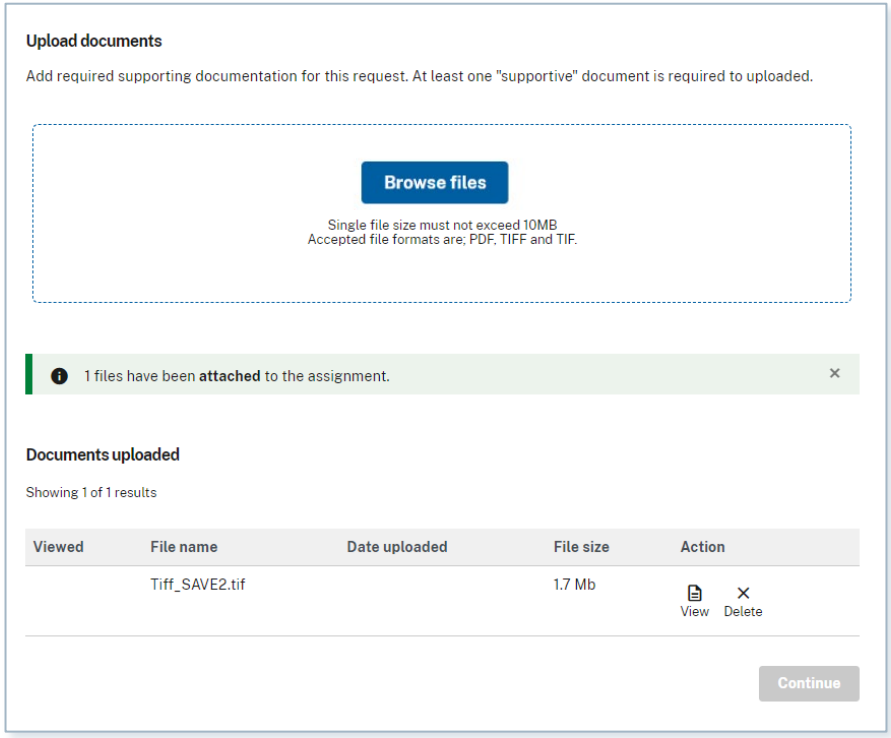
to browse for files desired to accompany assignment.



Upload documents display

Step 7.A

7.A) Successful file uploads, display onscreen in the ‘Documents uploaded’ table.



Upload documents display

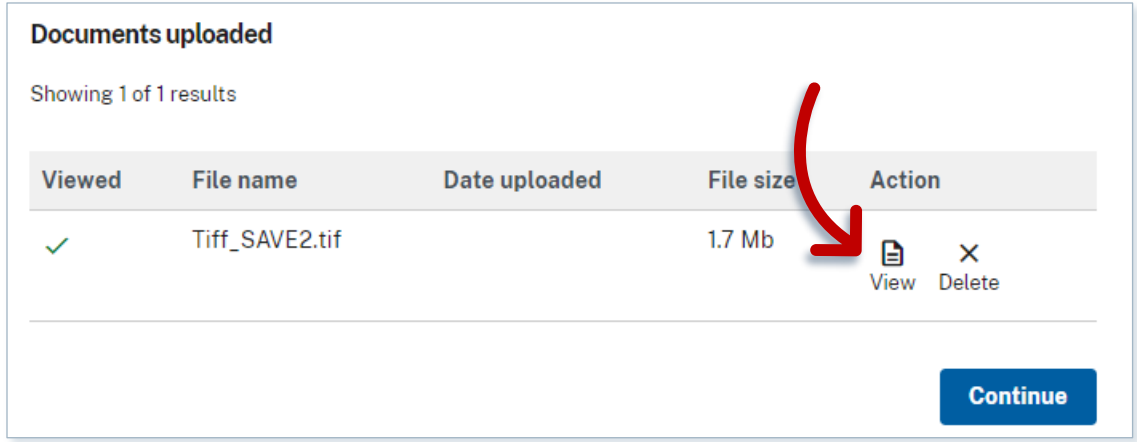
Required

Each uploaded document, will need to be reviewed prior to proceeding.

- **Click the "view" icon in each document row, under 'Action" to:**

  a. **Verify** the correct file has been uploaded.

  b. **Verify** the images and text are clear.



Also note:

- Documents can be removed by clicking the "**X**" icon, in row under the 'Action' column.

Successful review of upload documents

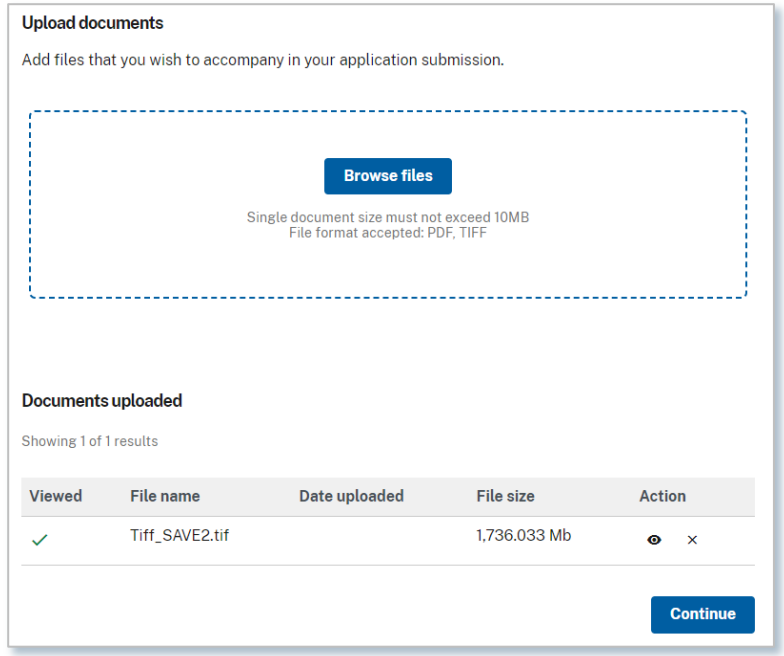
Step 7.B

7.B) Successful review of all uploaded documents will allow the 'Continue' button

Continue to be clickable. Click 'Continue' button to proceed to 'Review'.

Note:
Once an uploaded document, is reviewed a "green check" will appear in document row, under 'Viewed.

Viewed	File name
✓	Tiff_SAVE2.tif



Review

Step 8

8) The ‘Cover sheet’ tab, displays all of the information that was input into the application.

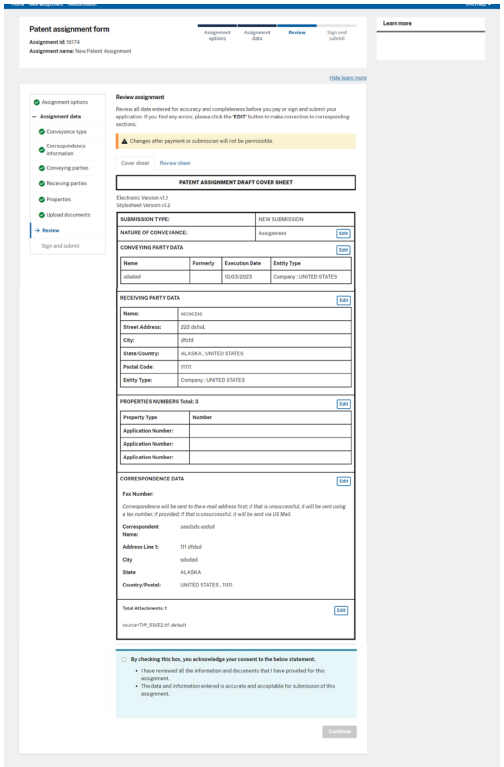
Required

- **On the ‘Cover sheet’ tab, carefully review all the information provided for accuracy and completeness.**

- If there are any errors or necessary revisions, click the ‘Edit’ button Edit on right of screen, adjacent to the specific section.

- The ‘Edit’ button returns to specific screen within the application.

- Make the necessary corrections on specific screens within the application.



Click the ‘Edit’ buttons to make changes

Edit

To make changes

Click the ‘Edit’ button adjacent to the specific section to make any necessary changes within the application form.

Cover sheet | Review sheet

PATENT ASSIGNMENT DRAFT COVER SHEET

Electronic Version v1.1
Stylesheet Version v1.2

SUBMISSION TYPE:	NEW SUBMISSION	
NATURE OF CONVEYANCE:	Assignment	Edit

CONVEYING PARTY DATA Edit

Name	Formerly	Execution Date	Entity Type
sdadad		10/03/2023	Company : UNITED STATES

RECEIVING PARTY DATA Edit

Name:	xccxczxc
Street Address:	222 dsfsd,
City:	dfsfd
State/Country:	ALASKA , UNITED STATES
Postal Code:	11111
Entity Type:	Company : UNITED STATES

PROPERTIES NUMBERS Total: 3 Edit

Property Type	Number
Application Number:	
Application Number:	
Application Number:	PCT/US01/20672

CORRESPONDENCE DATA Edit

Fax Number:

Correspondence will be sent to the e-mail address first; if that is unsuccessful, it will be sent using a fax number, if provided; if that is unsuccessful, it will be sent via US Mail.

Correspondent Name:	sasdsds asdsd
Address Line 1:	111 dfdsd
City	sdsdad
State	ALASKA
Country/Postal:	UNITED STATES , 11111

Total Attachments: 1 Edit

source=Tiff_SAVE2.tif .default

Review completion of acknowledgement confirmation

Step 8.A

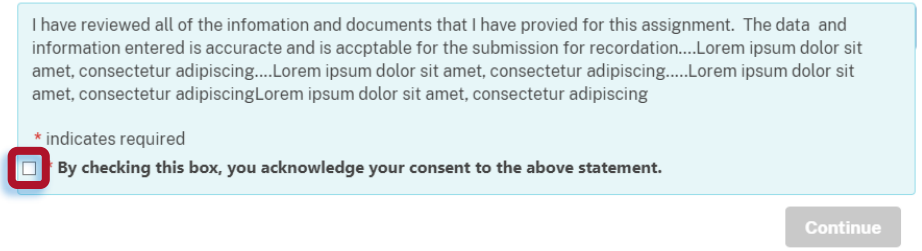
8.A) An acknowledgment for confirmation completion of 'Cover sheet' review must be confirmed. Changes after submission are not permissible.

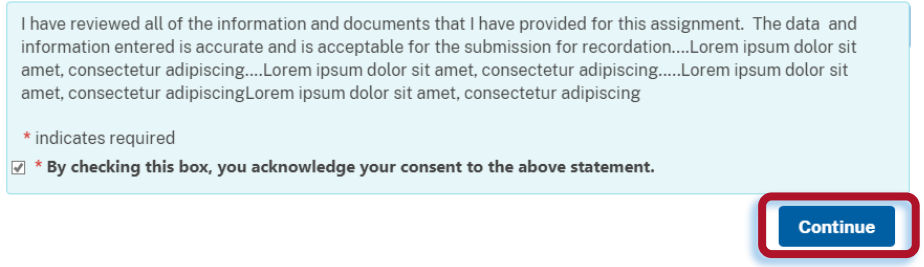
Required

- Check the "box", adjacent to acknowledgement statement, "**By checking this box you acknowledge your consent to the above statement**".

- Click the "Continue" button to proceed to 'Calculate fees' page.

  Please note: In the event of need to make corrections, note that the "acknowledgement statement will become unchecked and will be required to be checked again to continue





Sign and submit

Step 9

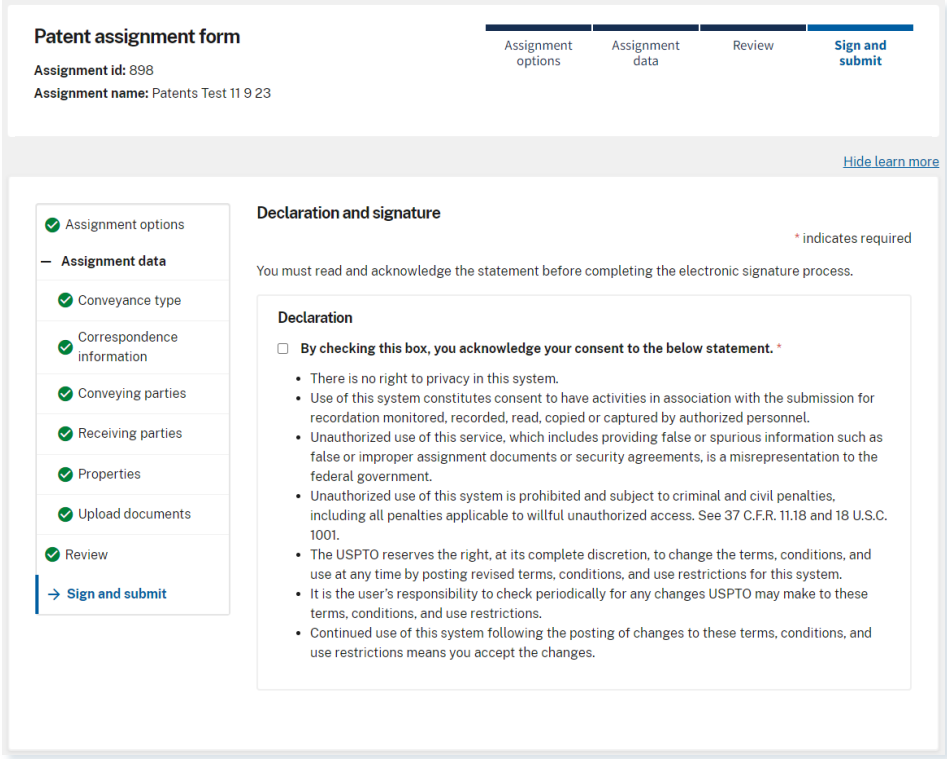
9) **“Acknowledge Declaration of Privacy Consent”**

Required

- The “**Declaration of Privacy Consent”,** “check box”, adjacent to statement; must be checked.

↳ ☑ “By checking this box, you acknowledge your consent to the below statement.

Once it is checked, the “Electronic Signature” will appear on screen.



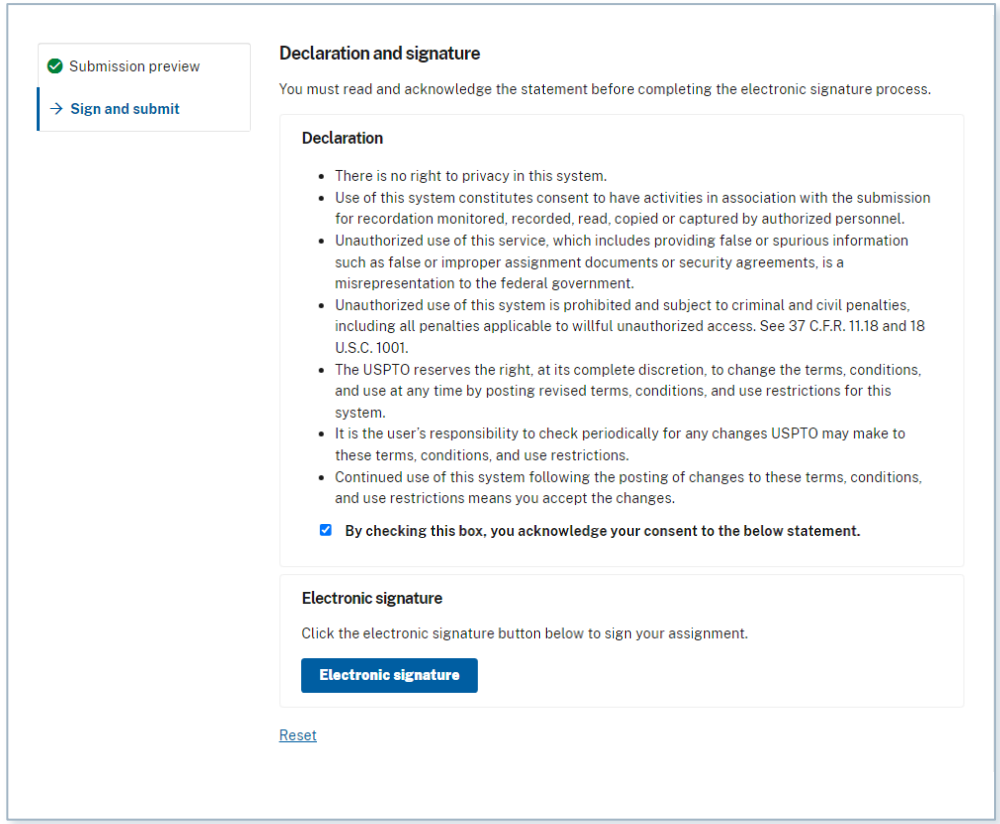
Sign and submit

Step 9.A

9.A) **"Sign"** the Application.

Required

- Click the "**Electronic signature**" button
- Next, review signature information



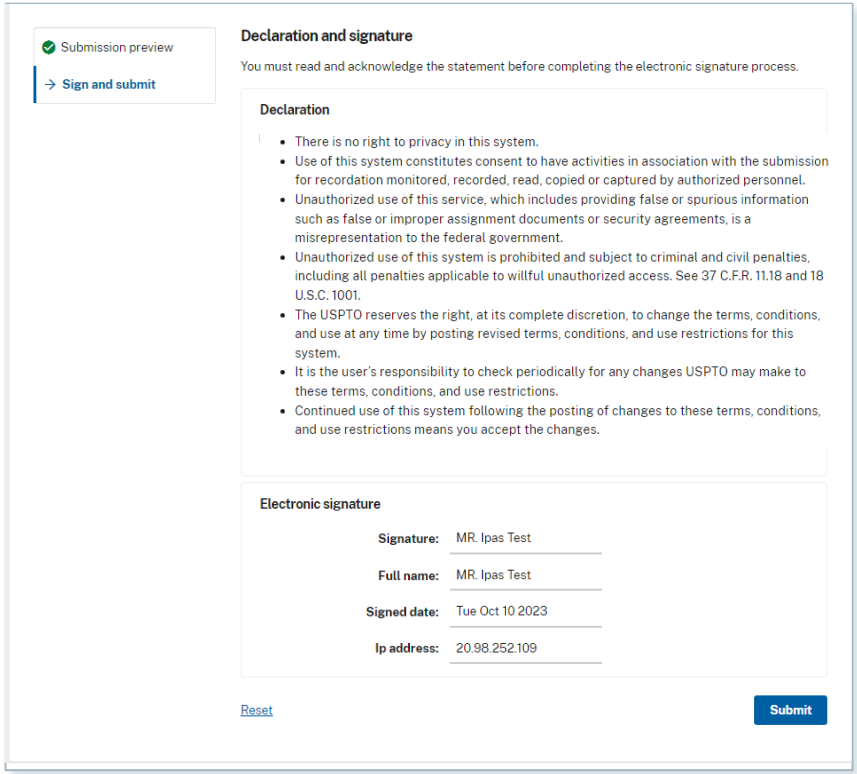
Sign and submit

Step 9.B

9.B) **"Submit"** the Application.

Required

- Once signature information is reviewed, to "submit" assignment, click the '**Submit**' button at bottom of screen.



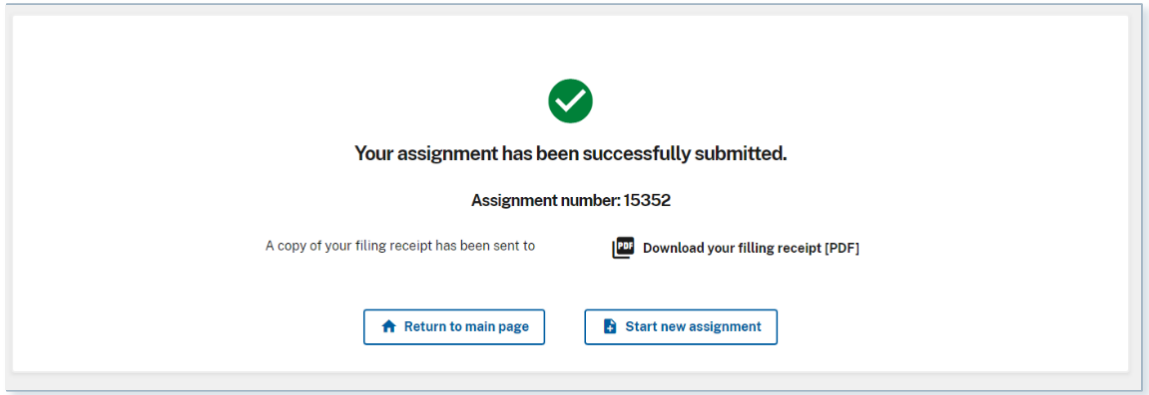
Submission success confirmation

Step 10

10.) **“Confirmation for successful assignment application submission**

Screen provides:

- Assignment number
- Copy sent via email address
- Ability to download a PDF
- Ability to return to Assignments Dashboard
- Ability start a new application



This document will provide the steps to complete a resubmission Patent Assignment Request. It provides details for each section of the form, information and documents necessary for efficient process of request.

Patent Assignment Request: Resubmission

Resubmission for Patent Assignment

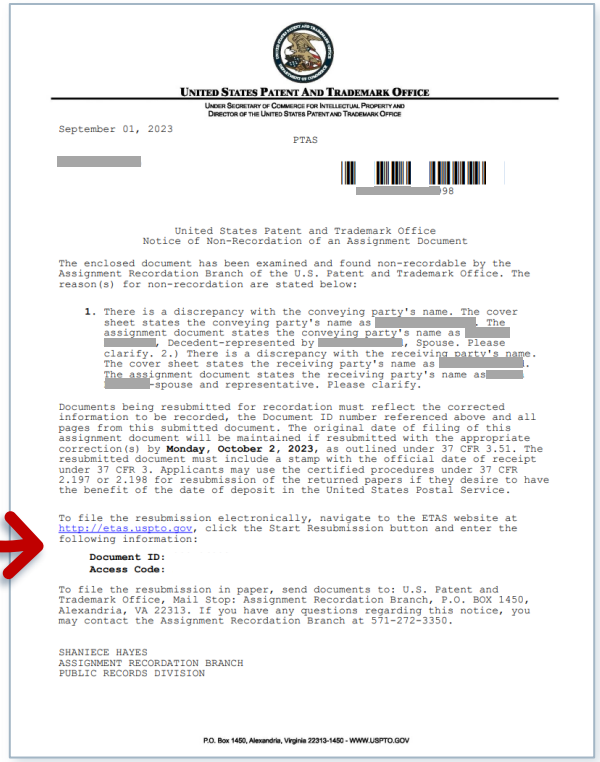
Step A

A.) Email is sent by USPTO, regarding need for a resubmission. Please click link to Assignment Center provided to begin resubmission process.

Email provides:

- Submitted Assignment coversheet
- Link for resubmission on Assignment Center
- Notice of Non-Record (NOR)
  - Document ID
  - Access Code

Example only:



UNITED STATES PATENT AND TRADEMARK OFFICE

UNDER SECRETARY OF COMMERCE FOR INTELLECTUAL PROPERTY AND DIRECTOR OF THE UNITED STATES PATENT AND TRADEMARK OFFICE

September 01, 2023

PTAS

[redacted]

[redacted]98

United States Patent and Trademark Office
Notice of Non-Recordation of an Assignment Document

The enclosed document has been examined and found non-recordable by the Assignment Recordation Branch of the U.S. Patent and Trademark Office. The reason(s) for non-recordation are stated below:

1. There is a discrepancy with the conveying party's name. The cover sheet states the conveying party's name as [redacted]. The assignment document states the conveying party's name as [redacted], Decedent-represented by [redacted], Spouse. Please clarify. 2.) There is a discrepancy with the receiving party's name. The cover sheet states the receiving party's name as [redacted]. The assignment document states the receiving party's name as [redacted]-spouse and representative. Please clarify.

Documents being resubmitted for recordation must reflect the corrected information to be recorded, the Document ID number referenced above and all pages from this submitted document. The original date of filing of this assignment document will be maintained if resubmitted with the appropriate correction(s) by **Monday, October 2, 2023,** as outlined under 37 CFR 3.51. The resubmitted document must include a stamp with the official date of receipt under 37 CFR 3. Applicants may use the certified procedures under 37 CFR 2.197 or 2.198 for resubmission of the returned papers if they desire to have the benefit of the date of deposit in the United States Postal Service.

To file the resubmission electronically, navigate to the ETAS website at http://etas.uspto.gov, click the Start Resubmission button and enter the following information:

Document ID:
Access Code:

To file the resubmission in paper, send documents to: U.S. Patent and Trademark Office, Mail Stop: Assignment Recordation Branch, P.O. BOX 1450, Alexandria, VA 22313. If you have any questions regarding this notice, you may contact the Assignment Recordation Branch at 571-272-3350.

SHANIECE HAYES
ASSIGNMENT RECORDATION BRANCH
PUBLIC RECORDS DIVISION

P.O. Box 1450, Alexandria, Virginia 22313-1450 - WWW.USPTO.GOV

Resubmission for Patent Assignment

Step B

B.) Information as listed on the '**Notice of Non-Record**', provides details for what should be fixed within assignment.

Required:

- Revisions as stated on 'Record of Non-Record'

Example only:

United States Patent and Trademark Office
Notice of Non-Recordation of an Assignment Document

The enclosed document has been examined and found non-recordable by the Assignment Recordation Branch of the U.S. Patent and Trademark Office. The reason(s) for non-recordation are stated below:

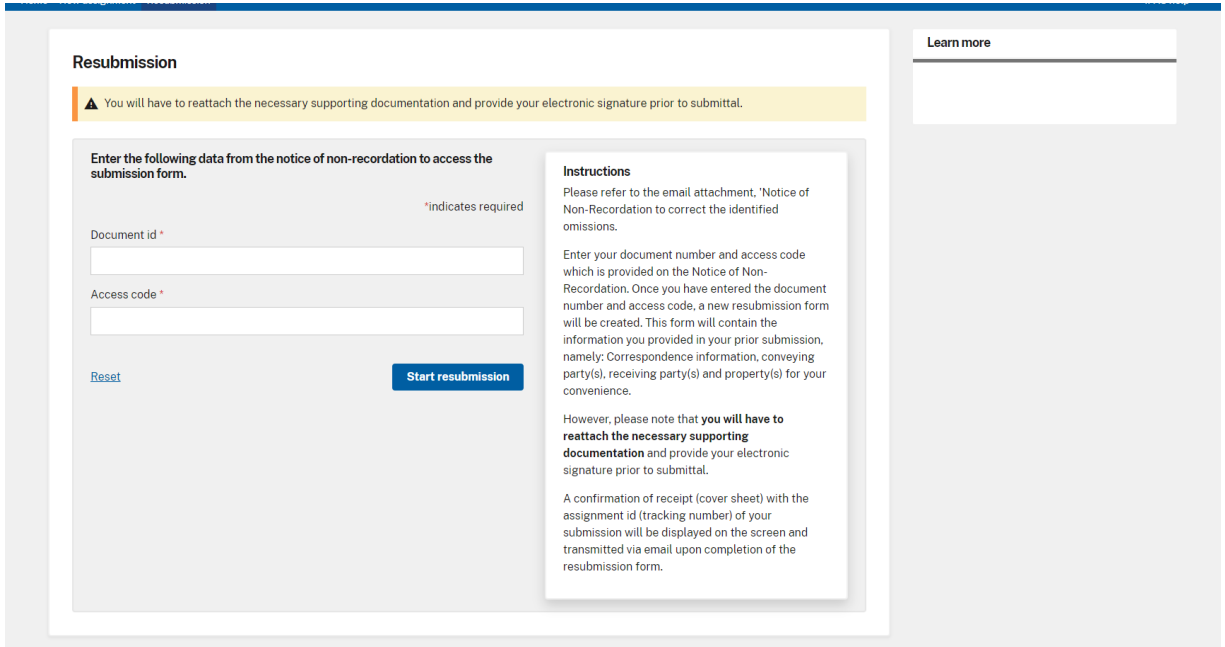
1. There is a discrepancy with the conveying party's name. The cover sheet states the conveying party's name as [redacted]. The assignment document states the conveying party's name as [redacted], Decedent-represented by [redacted], Spouse. Please clarify. 2.) There is a discrepancy with the receiving party's name. The cover sheet states the receiving party's name as [redacted]. The assignment document states the receiving party's name as [redacted]-spouse and representative. Please clarify.

Documents being resubmitted for recordation must reflect the corrected information to be recorded, the Document ID number referenced above and all pages from this submitted document. The original date of filing of this assignment document will be maintained if resubmitted with the appropriate correction(s) by **Monday, October 2, 2023,** as outlined under 37 CFR 3.51. The resubmitted document must include a stamp with the official date of receipt under 37 CFR 3. Applicants may use the certified procedures under 37 CFR 2.197 or 2.198 for resubmission of the returned papers if they desire to have the benefit of the date of deposit in the United States Postal Service.

Resubmission for Patent Assignment

Step C

C.) Enter document number and access code. Click the 'Start resubmission' button to access the resubmission assignment.



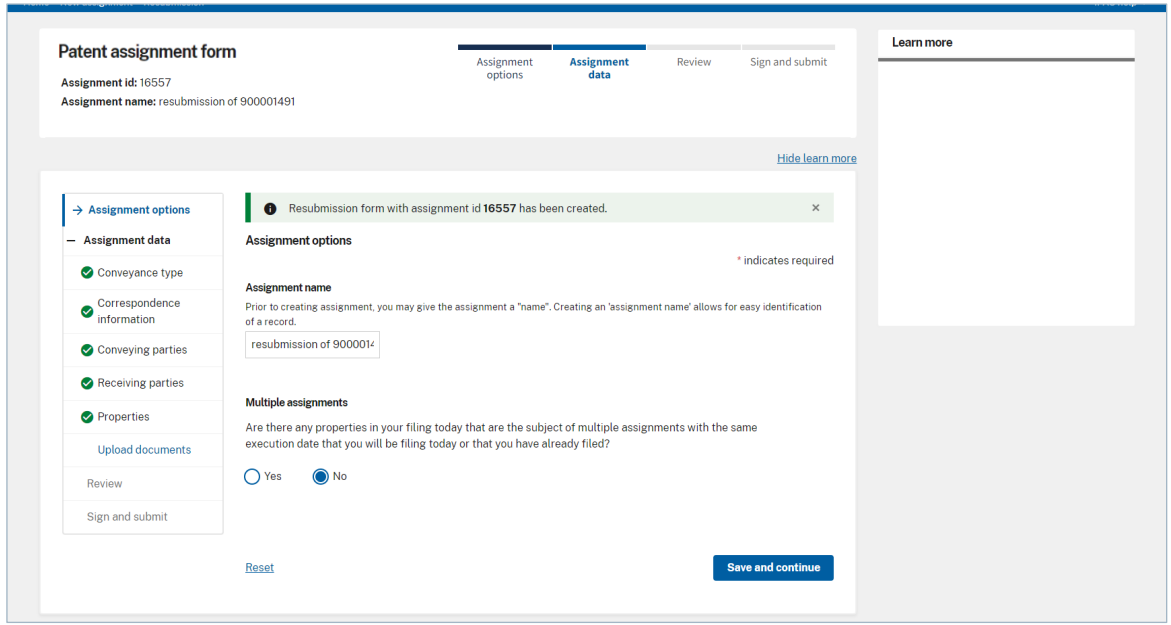
Resubmission for Patent Assignment - Start

Step D

D.) Assignment Options

Required:

- Begin the resubmission assignment.
- The assignment is now populated with the information from the **original** submission.



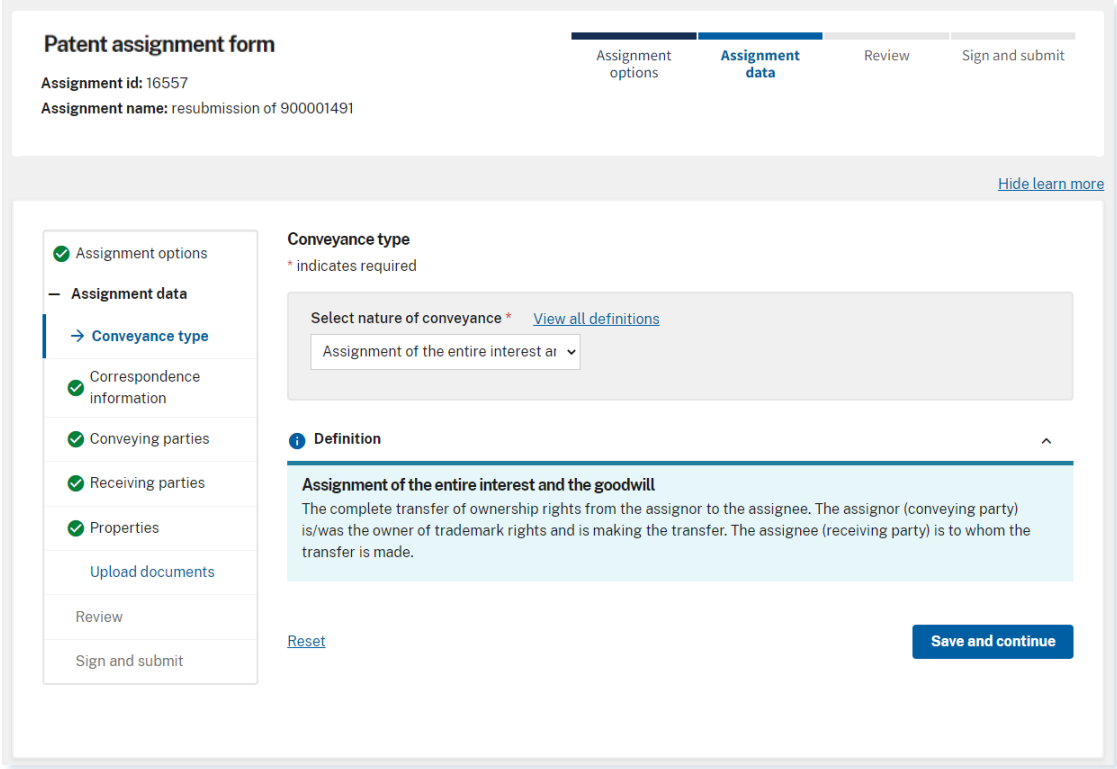
Resubmission for Patent Assignment

Step E

E.) Make requested revisions as indicated on the email attachment, **'Notice of Non-Recordation'**.

Required:

- Follow steps as completed for original assignment application to make all revisions.
- It is required to reattach necessary supporting documents.
- Electronic signature is required for submission.

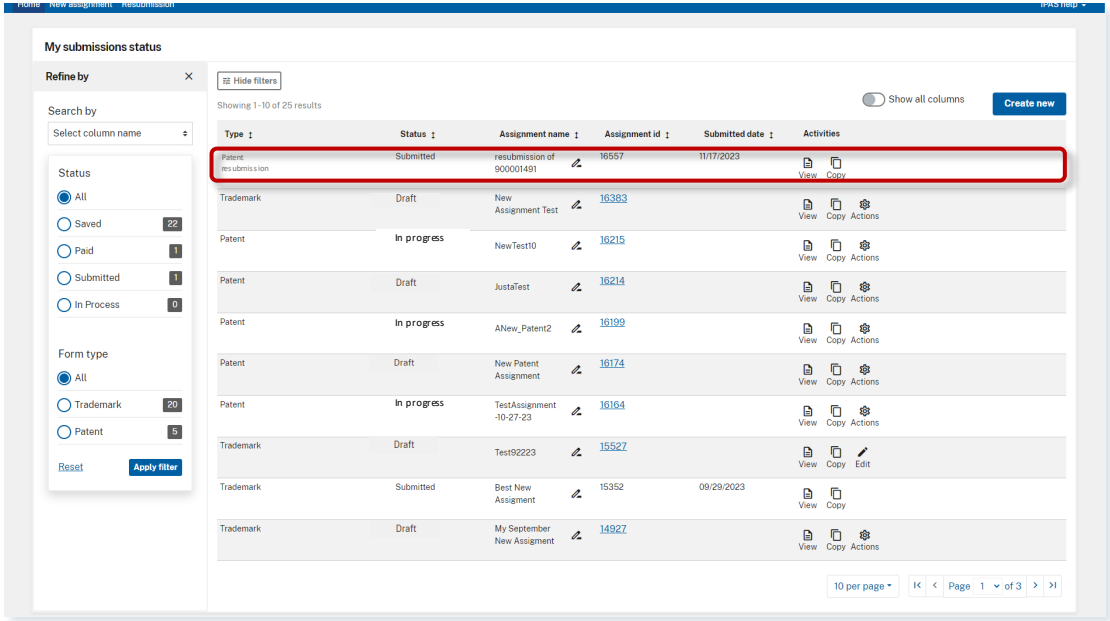


Resubmission for Patent Assignment

Step F

Resubmissions can be accessed via 'Home', the 'My submission status' page and are indicated as "resubmission".

Click 'View icon' View to see submitted cover sheet.



End

UNITED STATES PATENT AND TRADEMARK OFFICE
DEPARTMENT OF COMMERCE