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.
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/ca7fd239d6daae5670be2e9ed2861695a63f7279675488e8a8e6bb09787c316

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.
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’.
Creating a Patent Assignment Application

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.
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 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

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**

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.

<table>
<thead>
<tr>
<th>Conveyance type</th>
<th>Additional required information</th>
</tr>
</thead>
<tbody>
<tr>
<td>'Nunc Pro Tunc'</td>
<td>Effective Date</td>
</tr>
<tr>
<td>'Merger'</td>
<td></td>
</tr>
<tr>
<td>'Merger and Change of Name'</td>
<td></td>
</tr>
<tr>
<td>Corrective Assignment</td>
<td>Previous Reel #, Previous Frame # and identify conveyance text of the original assignment.</td>
</tr>
<tr>
<td>Other</td>
<td>Brief description of the nature of conveyance transaction.</td>
</tr>
</tbody>
</table>

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.

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

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

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

Required

→ Must make choice for Individual
→ Individual Name
→ Date of Execution
Conveying parties summary

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” button to proceed to next section, ‘Receiving parties’ page.
Add new conveying party

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

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

4.B) The ‘Conveying parties summary’ page shows: All listed conveying parties.
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”

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

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

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

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

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

Required

- First name
- Last name
- Country
- Address line 1
- City, State, Zip Code
Receiving party entity

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

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

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 to proceed to next section, ‘Properties’.
Properties

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

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 to display results.
Properties - multiple properties

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

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

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

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 to browse for files desired to accompany assignment.
Upload documents display

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

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

To make changes

Click the ‘Edit’ button adjacent to the specific section to make any necessary changes within the application form.
Review completion of acknowledgement confirmation

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

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

9.A) “Sign” the Application.

Required

→ Click the “Electronic signature” button

→ Next, review signature information
Sign and submit


Required

Once signature information is reviewed, to “submit” assignment, click the ‘Submit’ button at bottom of screen.
Submission success confirmation

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

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
Resubmission for Patent Assignment

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

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

C.) Enter document number and access code. Click the ‘Start resubmission’ button to access the resubmission assignment.
Resubmission for Patent Assignment - Start

D.) Assignment Options

Required:

- Begin the resubmission assignment.
- The assignment is now populated with the information from the original submission.
Resubmission for Patent Assignment

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

Resubmissions can be accessed via ‘Home’, the ‘My submission status’ page and are indicated as “resubmission”.

Click ‘View icon’ to see submitted cover sheet.