Using Assignment Center for Trademarks

January 2024

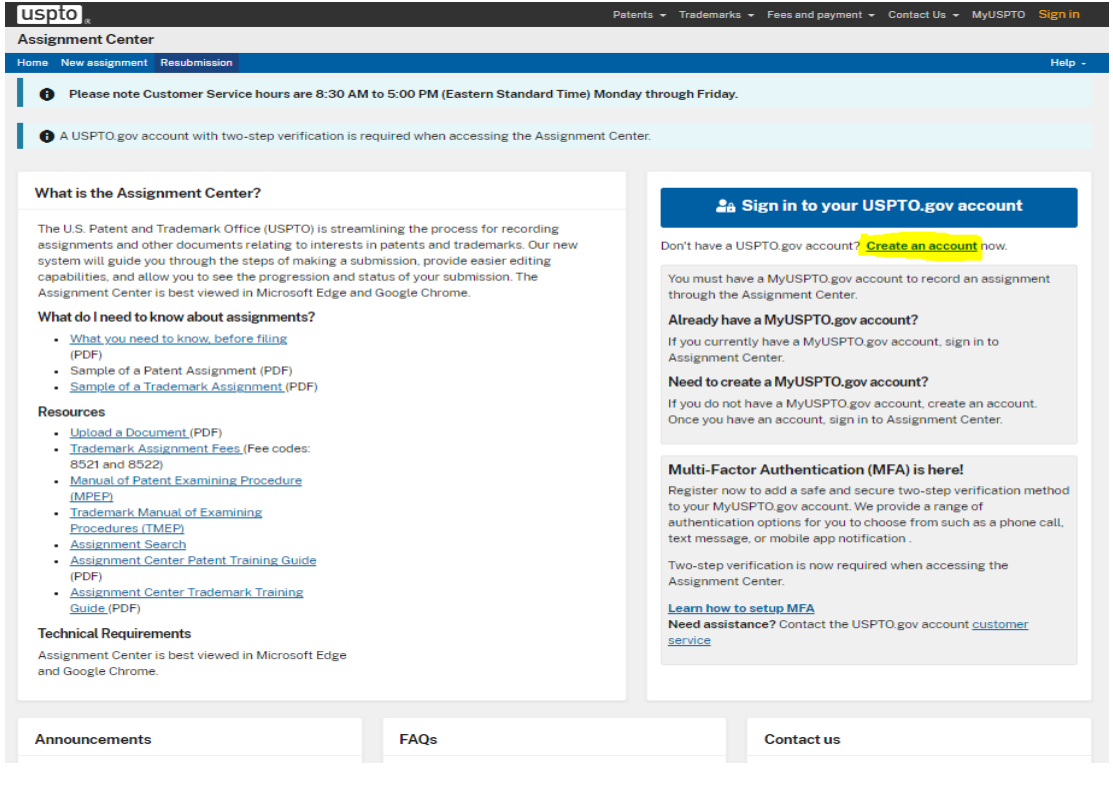
uspto UNITED STATES PATENT AND TRADEMARK OFFICE ®

Create a USPTO.gov account

Account creation

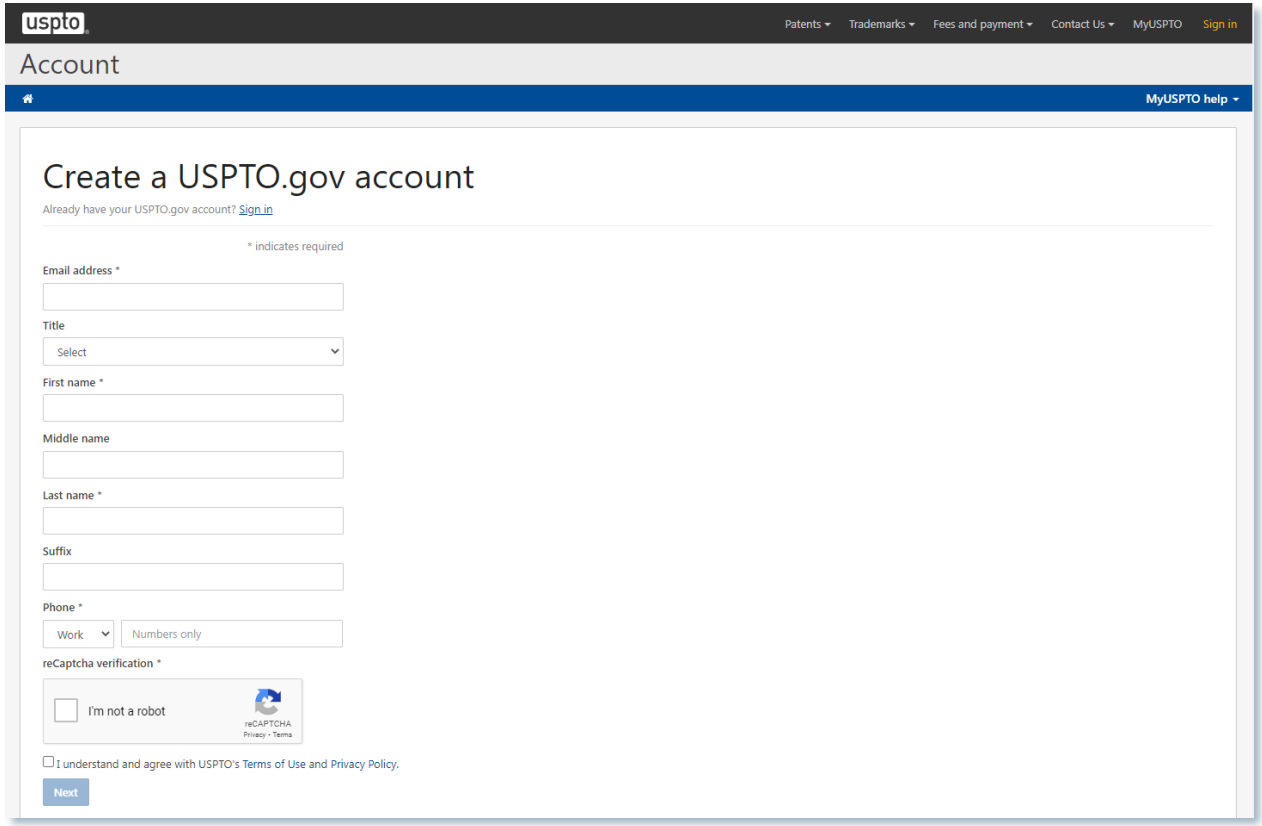
If you already have a USPTO.gov account, skip to slide 15. You must have a USPTO.gov account to use Assignment Center.

1. Go to https://assignmentcenter.uspto.gov to access the Assignment Center landing page.
2. Click "Create an account" in the top right corner of the page.

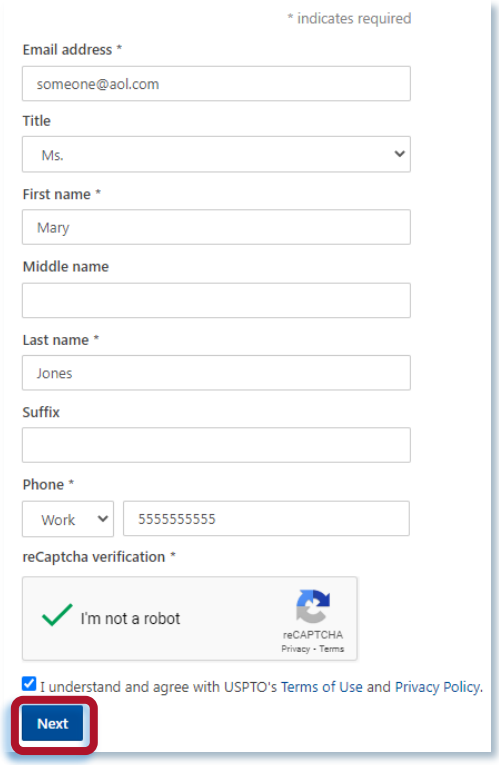


Create USPTO.gov account

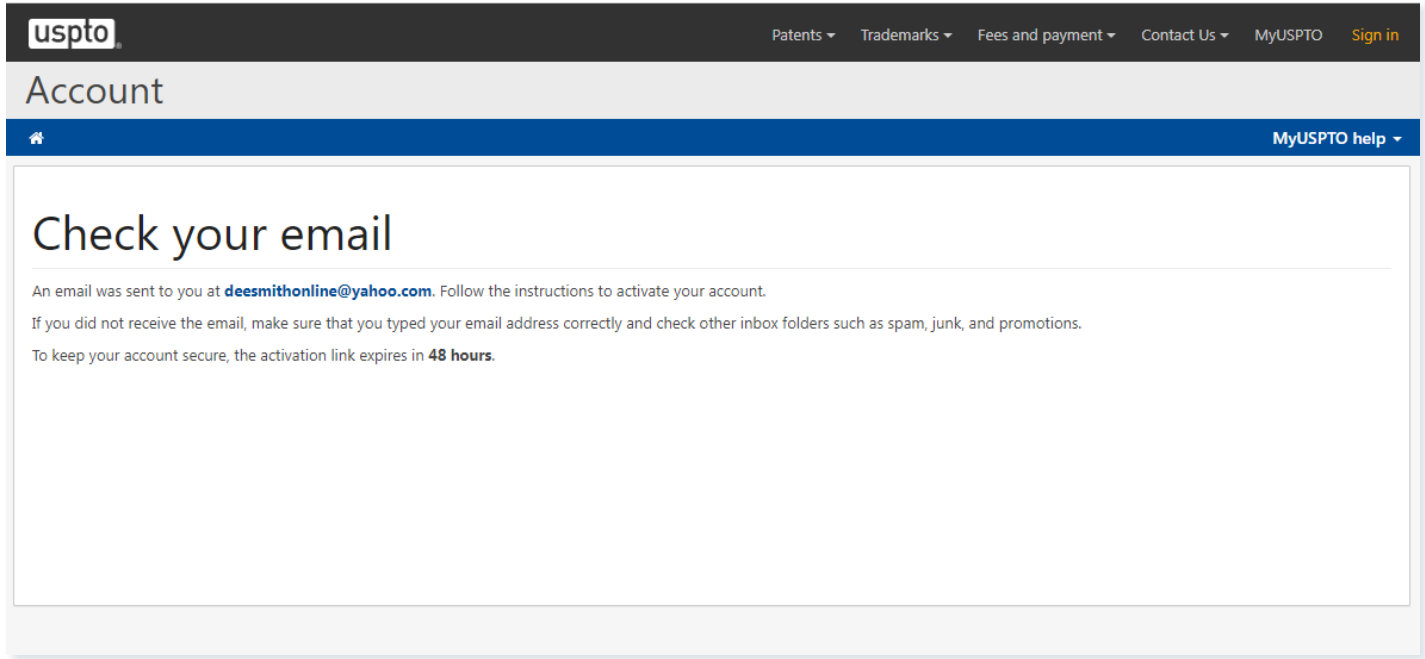
3. On the “Create a USPTO.gov account” page, provide all required information as indicated with an asterisk (*).



4. When complete, click “Next.”



5. Activate your account by following the instructions sent to the email address you provided. The link in that email will expire in 48 hours.



6. You'll receive an email similar to the one below. Click "Activate your account" or copy and paste the link into your browser.

United States Patent and Trademark Office

UNITED STATES
PATENT AND TRADEMARK OFFICE ®

You created a uspto.gov account

Activate account

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

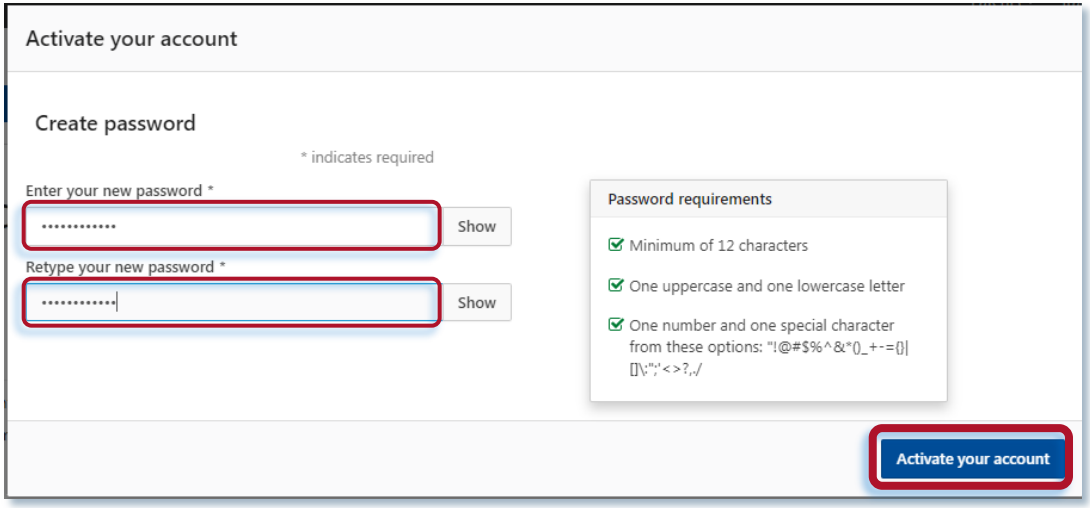
https://account-pvt.etc.uspto.gov/new-account/ca7fd239dbdaae5670be2e9ed78616b95a63f7979676488e8a8eedb09787c316

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

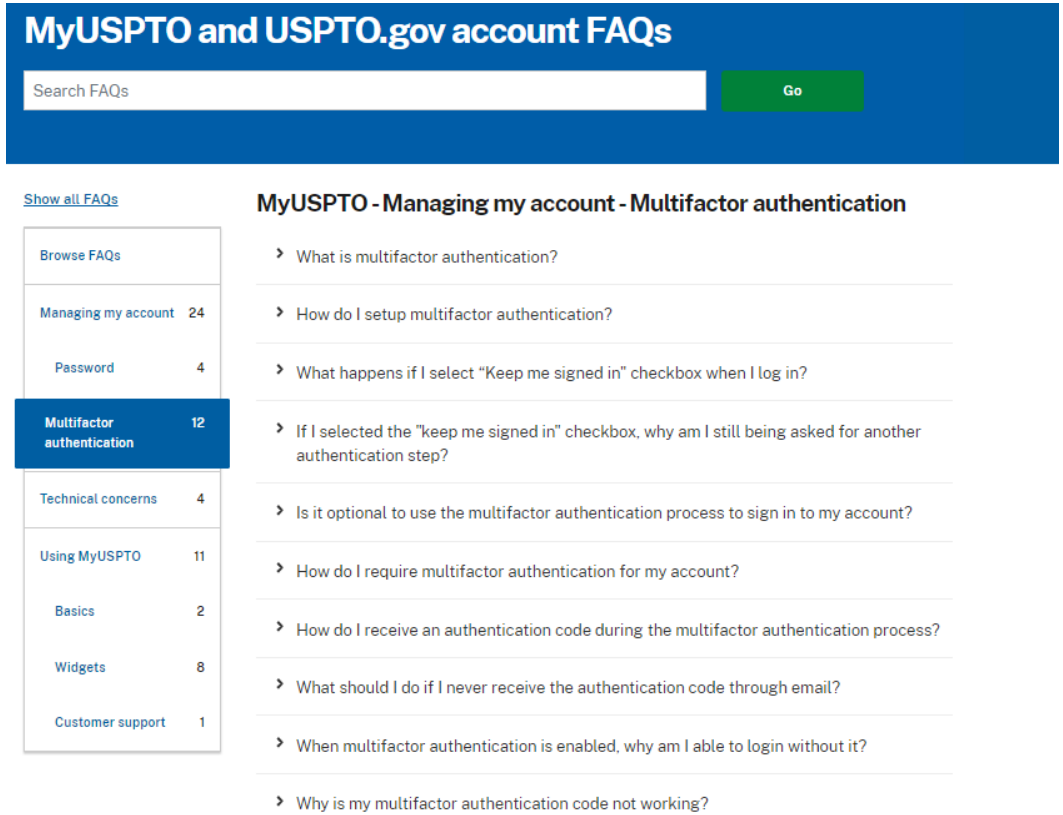
If you didn't create this uspto.gov account, there is no need to do anything.

Terms of Use | Privacy Policy | Account FAQs

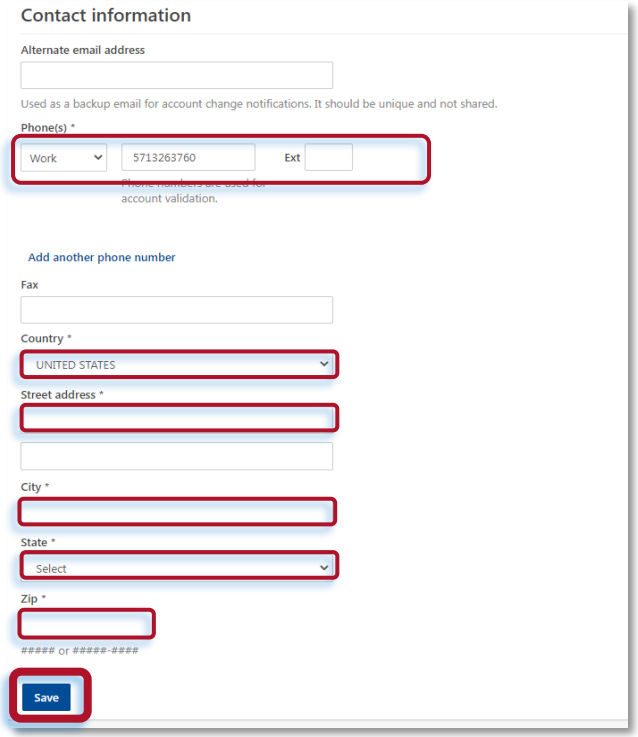
7. Create your password. Both password fields must be identical.
8. Next, click “Activate your account.”



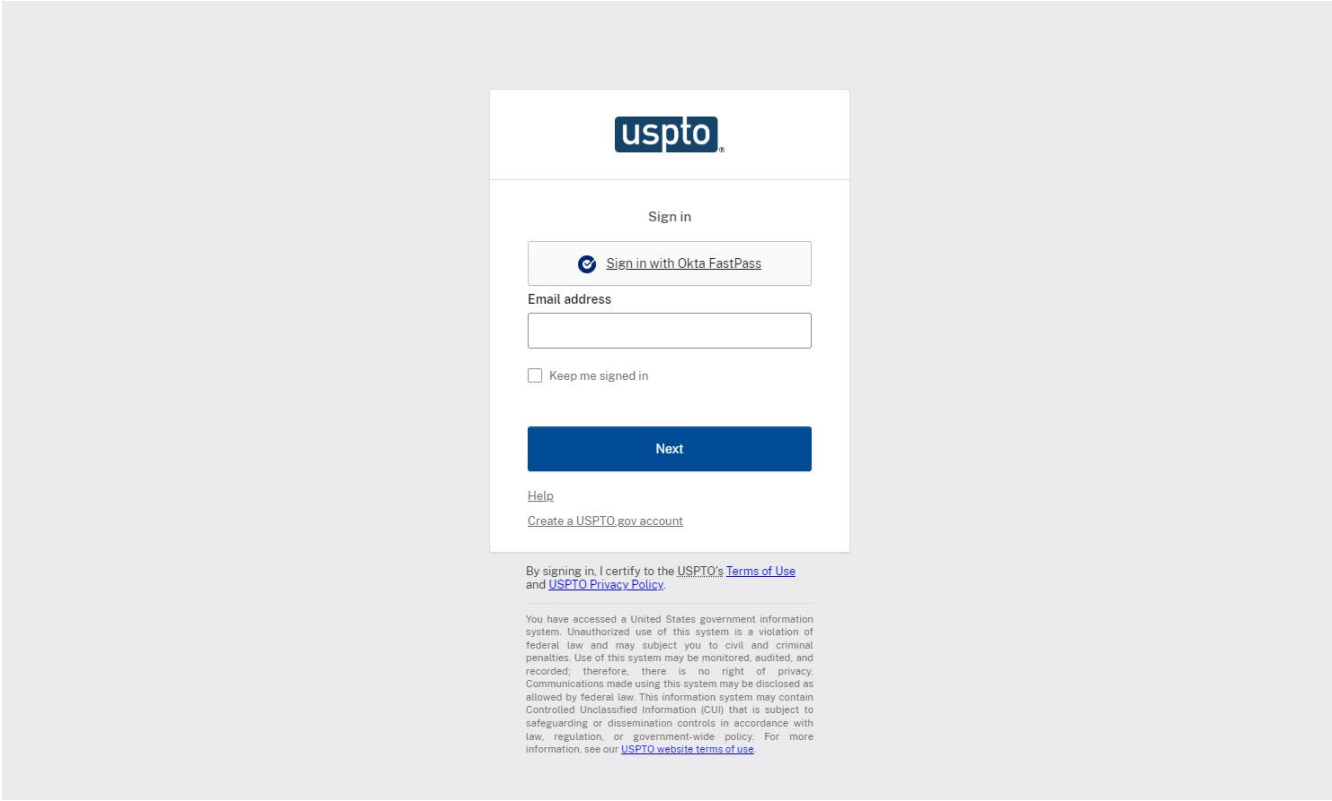
9. You must use two-step authentication to access Assignment Center. For more information on two-step authentication, see our [MyUSPTO and USPTO.gov account FAQs page](#).



10. Complete all required fields and click “Save.” Then you’ll be redirected to the “USPTO sign in” page.

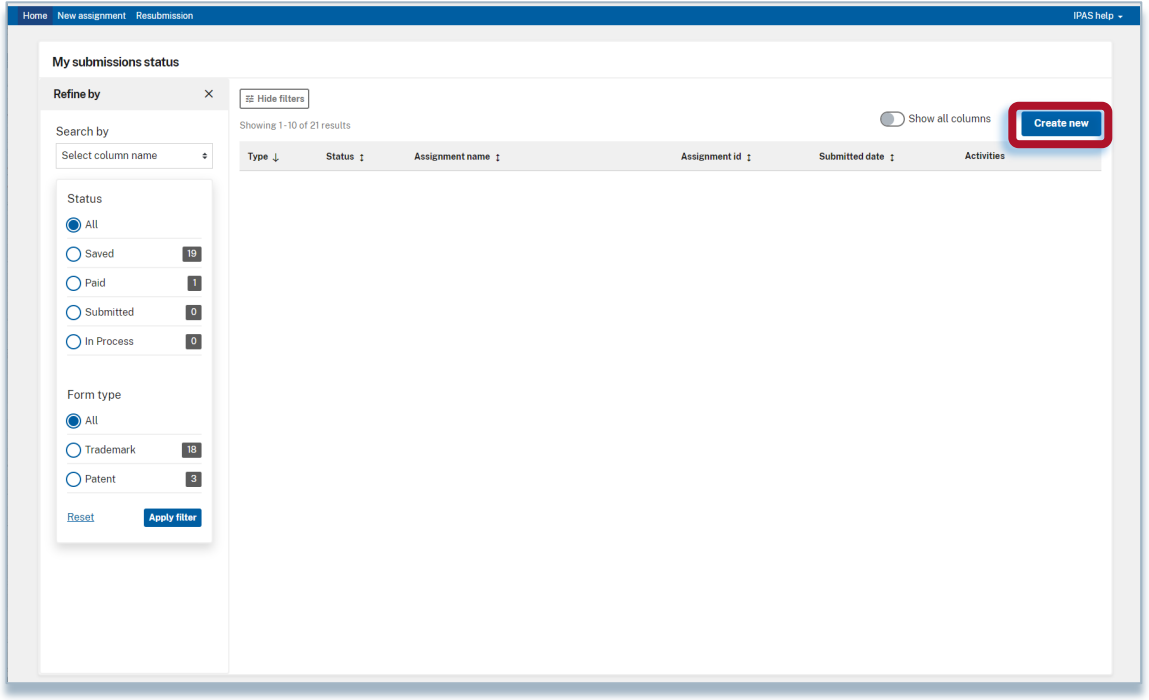


11. Sign in to your USPTO account using your email address and password.

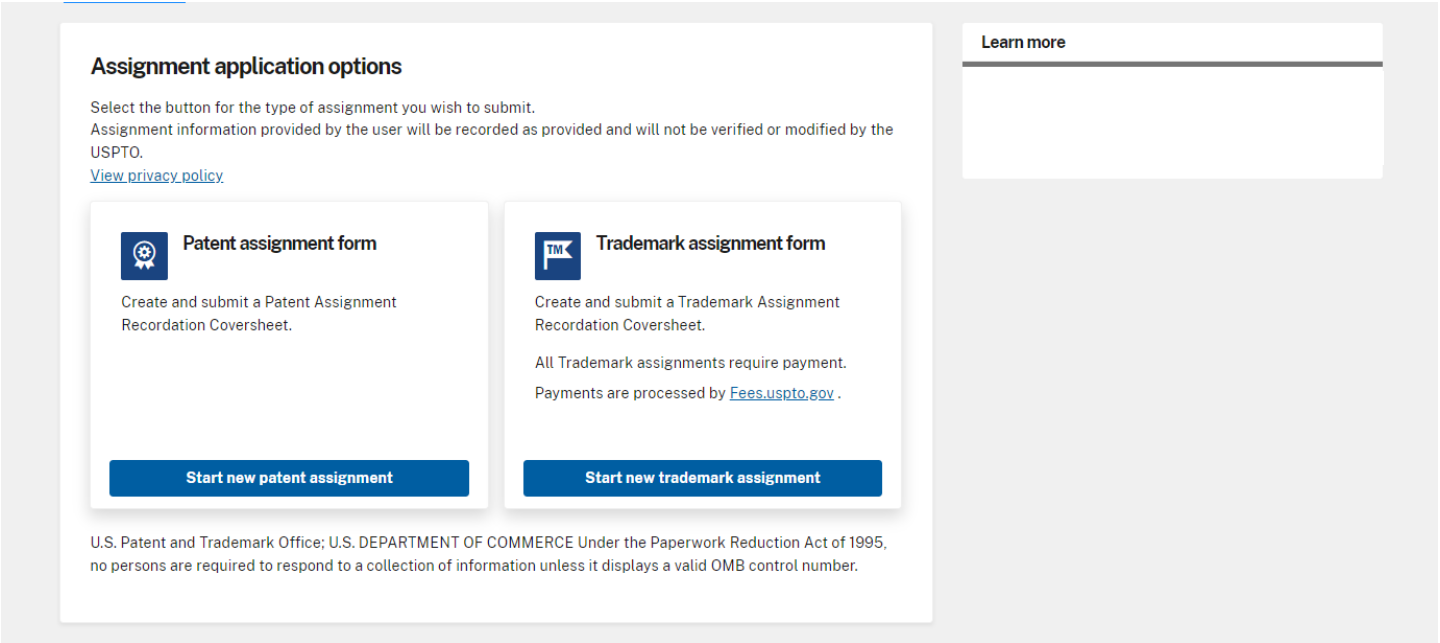


After you successfully log in, you'll see the Assignment Center dashboard shown below.

12. Click the "Create new" button to open the "Assignment applications options" page.



13. Click “Start a new trademark assignment” and proceed to the next page.



Access Trademark Assignment Center

Trademark assignment application quick tips

The assignment form begins with the **Assignment application options** page.

- Required input boxes are indicated with a red asterisk (*).
- Click the **Save and continue** button at bottom of each page to save all information.
- When required fields are not completed, an error message will appear at the top of the screen and the incomplete fields will be highlighted in red.
- The system auto-navigates to the next section of the form when you completed all fields and click **Save and continue**

Go to **AssignmentCenter.uspto.gov** to access the Assignment Center landing page.

uspto

Patents Trademarks Fees and payment Contact Us MyUSPTO Sign in

Assignment Center

Home New assignment Resubmission Assignment Center help

A USPTO.gov account with two-step verification is required when accessing the Assignment Center.

Welcome to the Assignment Center Homepage!

The U.S. Patent and Trademark Office is streamlining the process for assignments. This system allows users to submit Patent and Trademark Assignment! This system provides user-friendly guidance, allows for easier editing and adds a unique user experience, as customers will be able to see the progression and status, of their submitted application.

Need to know information

- What you need to know, before filing (PDF)
- Sample of a Patent Assignment (PDF)
- Sample of a Trademark Assignment (PDF)

How to information

- How to Upload a Document
- Assignment Fees
- Manual of Patent Examining Procedure (MPEP)
- Trademark Manual of Examining Procedures (TMEP)
- Assignment Search Trademark
- Assignment Search Patent
- Patent Re-assignment Training Material (PDF)
- Trademark Re-assignment Training Material (PDF)

Here, you will be able to find pertinent information for submitting as successful application.

See what you need to know before filing, to find information that will help you achieve a successful application, the first time!

You can also locate FAQ's, a sample patent assignment, a sample trademark assignment and other helpful documents.

Technical Requirements
Assignment Center is best viewed in Microsoft Edge and Google Chrome.

Sign in to your USPTO.gov account

Don't have a USPTO.gov account? Create an account now.

Create an admission for patent or trademark

You must have a USPTO.gov account to create patent or trademark admissions. To view your previous order history, link your USPTO.gov account to your online document ordering system account.

Already have a USPTO.gov account?

If you currently have a USPTO.gov account, sign in to Assignment Center.

Need to create a USPTO.gov account?

If you do not have a USPTO.gov account, create an account. Once you have an account, sign in to Assignment Center.

Multi-Factor Authentication (MFA) is here!

Register now to add a safe and secure two-step verification method to your myuspto.gov account for your online credentials from a range of authentication options (such as phone call, text message, or mobile app notification) to access the Assignment Center.

Two-step verification is now required when accessing the Assignment Center.

Learn how to setup MFA — MFA Questions?
Need assistance? Contact the USPTO.gov account customer service

Announcements

Announcement 1:

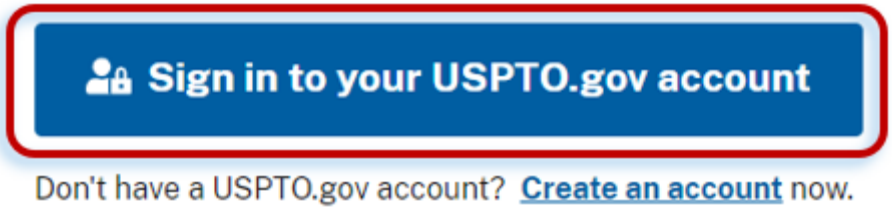
FAQs

- What is Assignment Center?
- How do I pay to have an

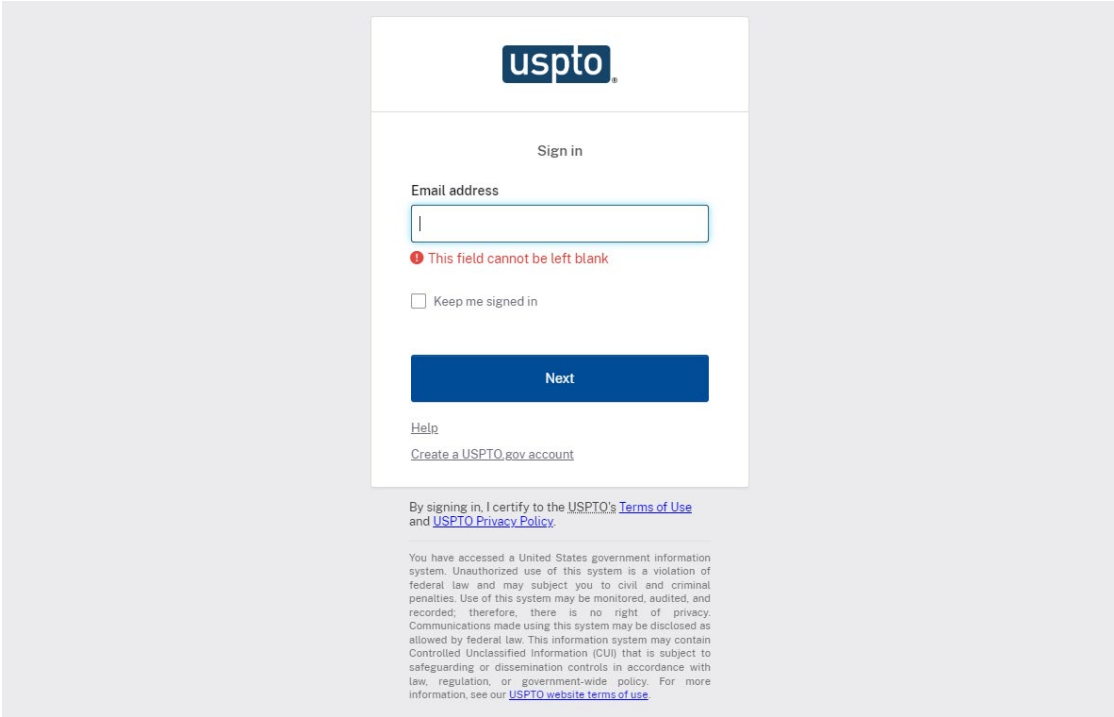
Contact us

For general questions please contact:

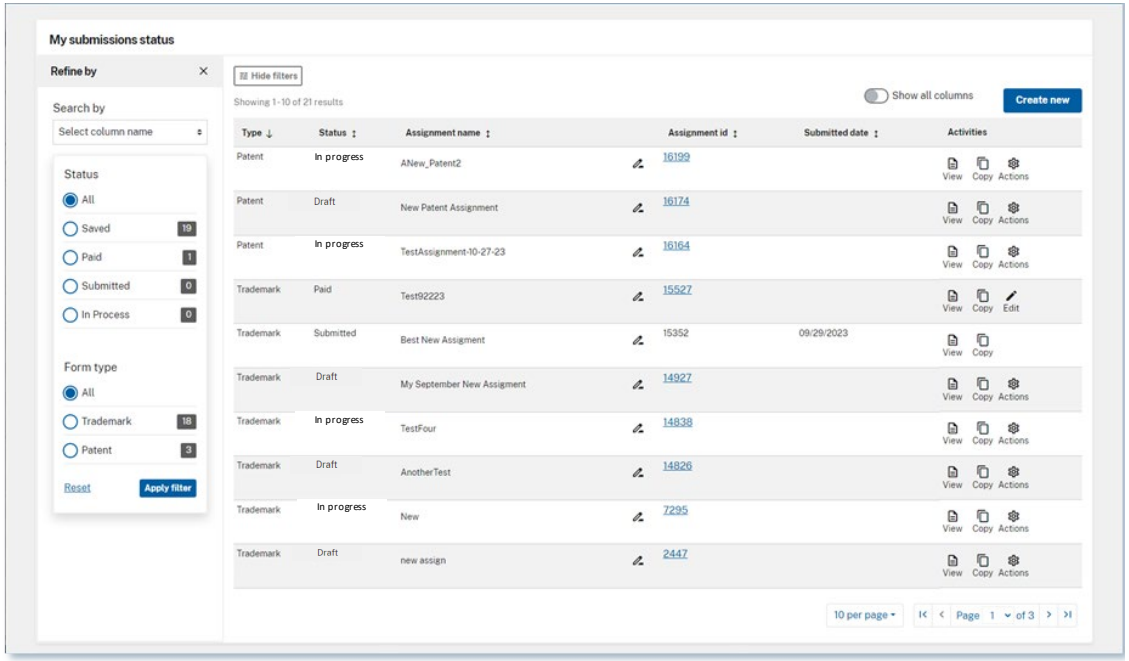
Click “Sign in to your USPTO.gov account.”



Enter your email address and password and click “Next.”

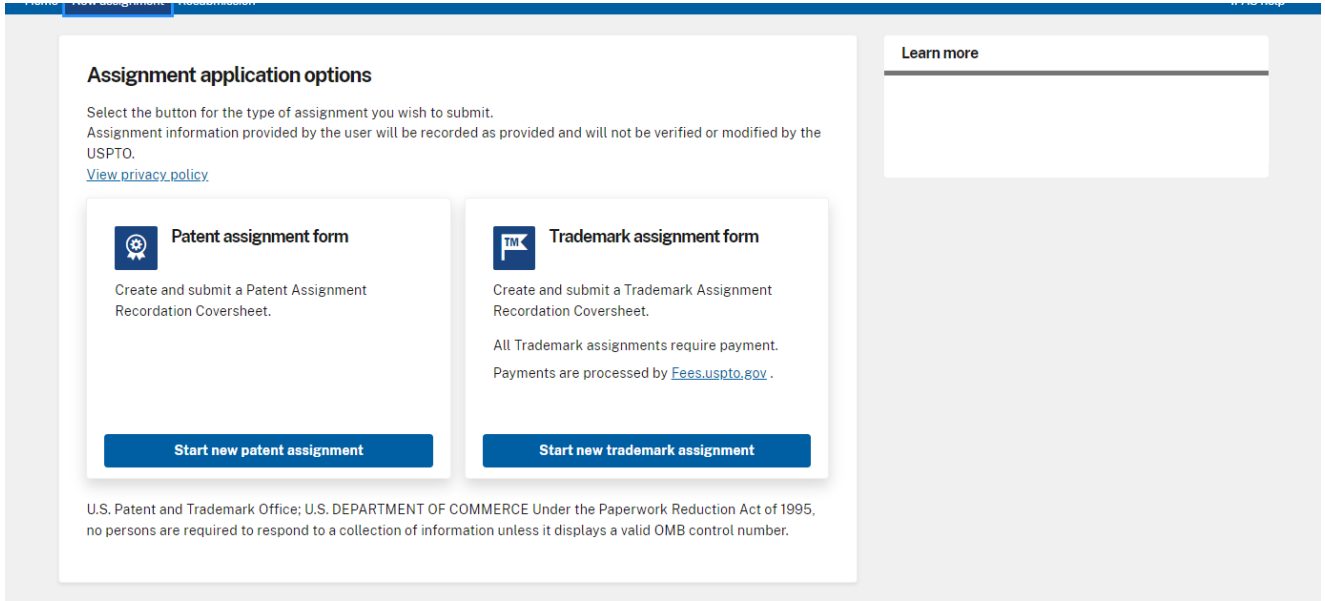


A successful log in opens the “My submission status” page. Click “Create new” to see your assignment application options on the next page.



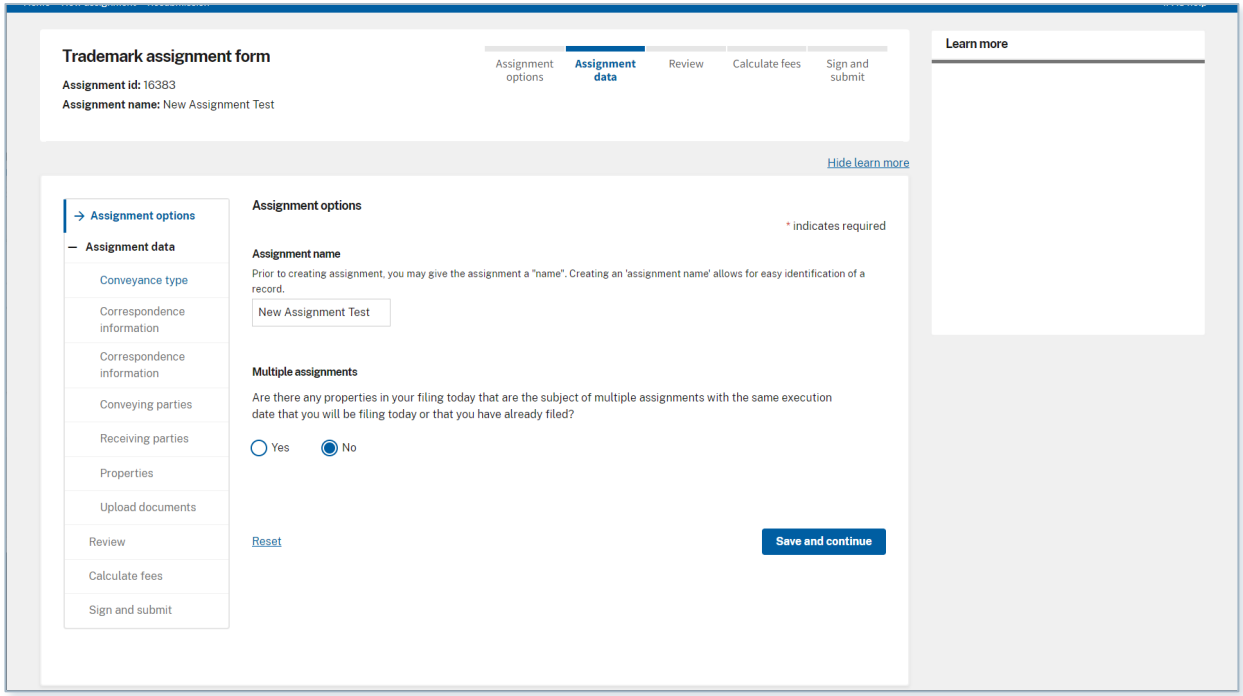
Start your application

On the “Assignment application options” page, click “Start new trademark assignment” to start your assignment application.



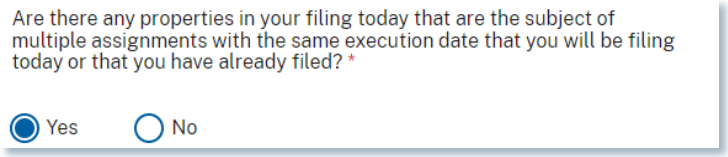
Assignment name

Name your assignment



Assignment options

Provide “multiple assignment” information. You must select “Yes” or “No”.



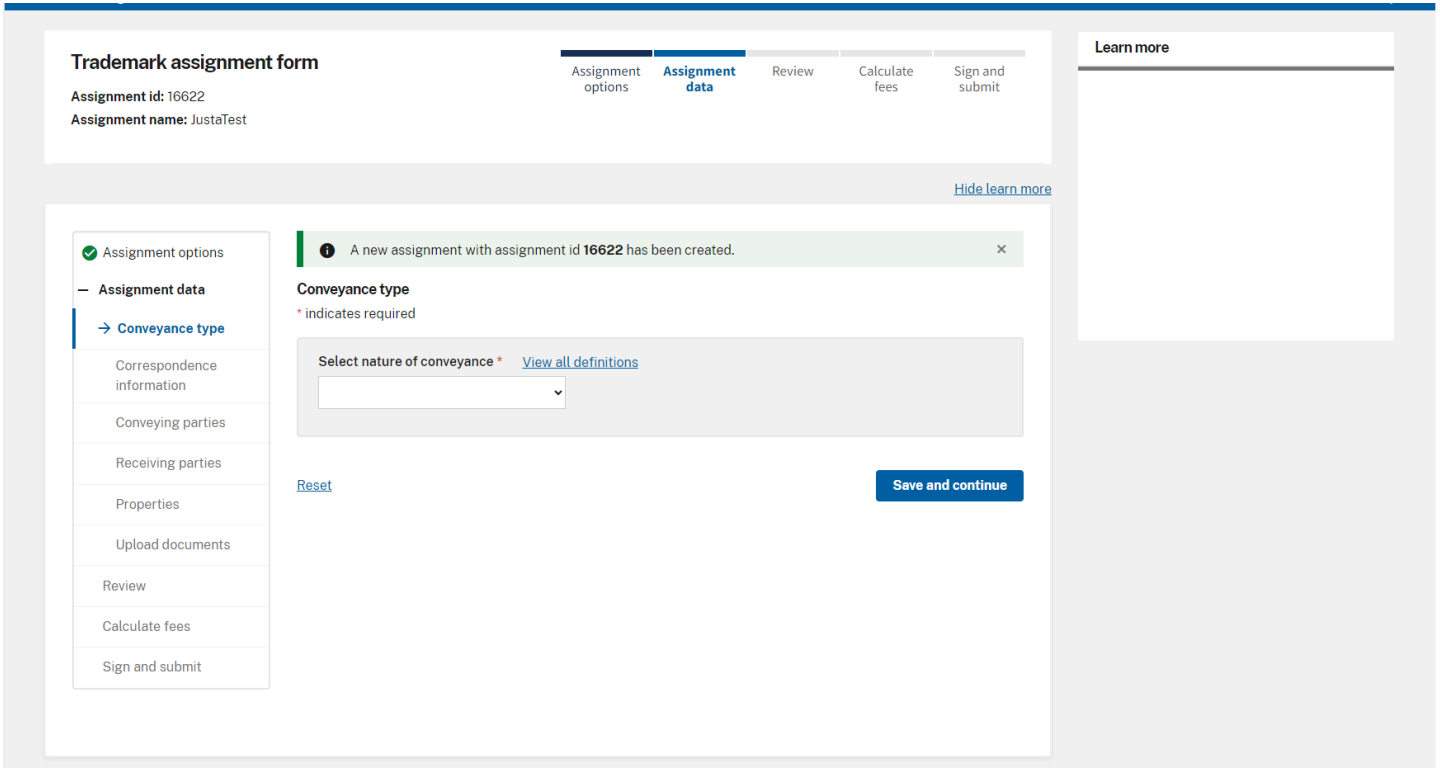
If “No”, this filing will not be included with other assignment filings.

If “Yes”, follow the instructions.

Select the conveyance type

Conveyance type

Choose the conveyance type from the drop-down menu.



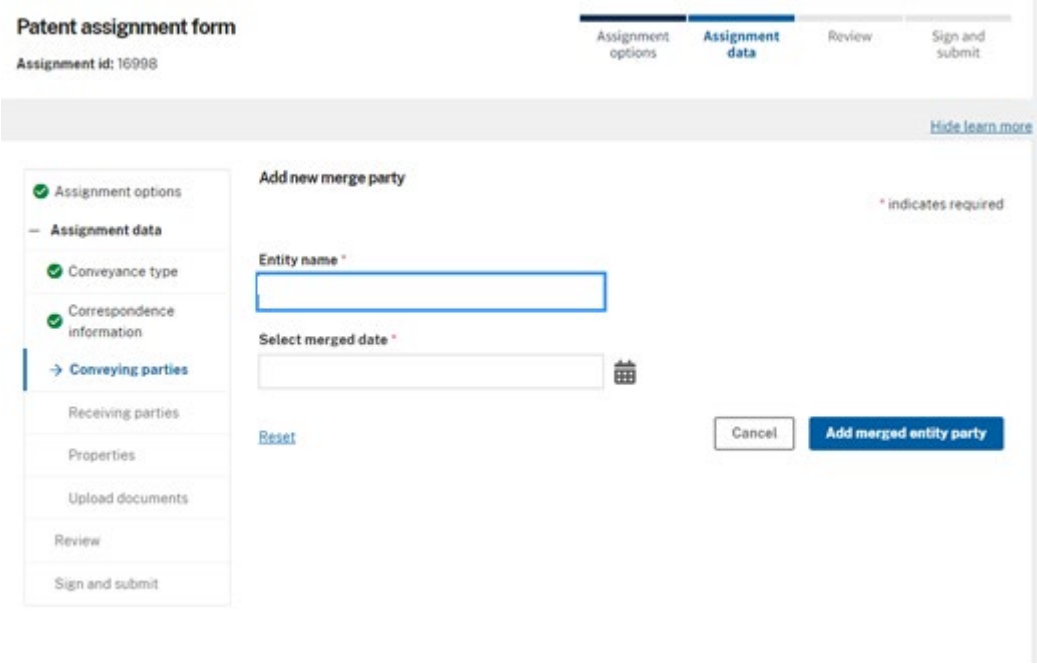
Conveyance types that require additional information

The table below indicates the additional information required for some conveyance types.

Conveyance type	Additional required information
Nunc Pro Tunc **Merger** **Merger and Change of Name**	Effective date
Corrective Assignment	Previous reel number, previous frame number, and identify conveyance text of the original assignment.
Other	Brief description of the nature of conveyance transaction. **Do not select "Other" if the nature of conveyance is** Assignment • Merger • Change of name • Nunc Pro Tunc • Assignment of the entire interest and goodwill **Entering a conveyance type as "Other" will prevent the automatic update of ownership information in the USPTO trademark database.**

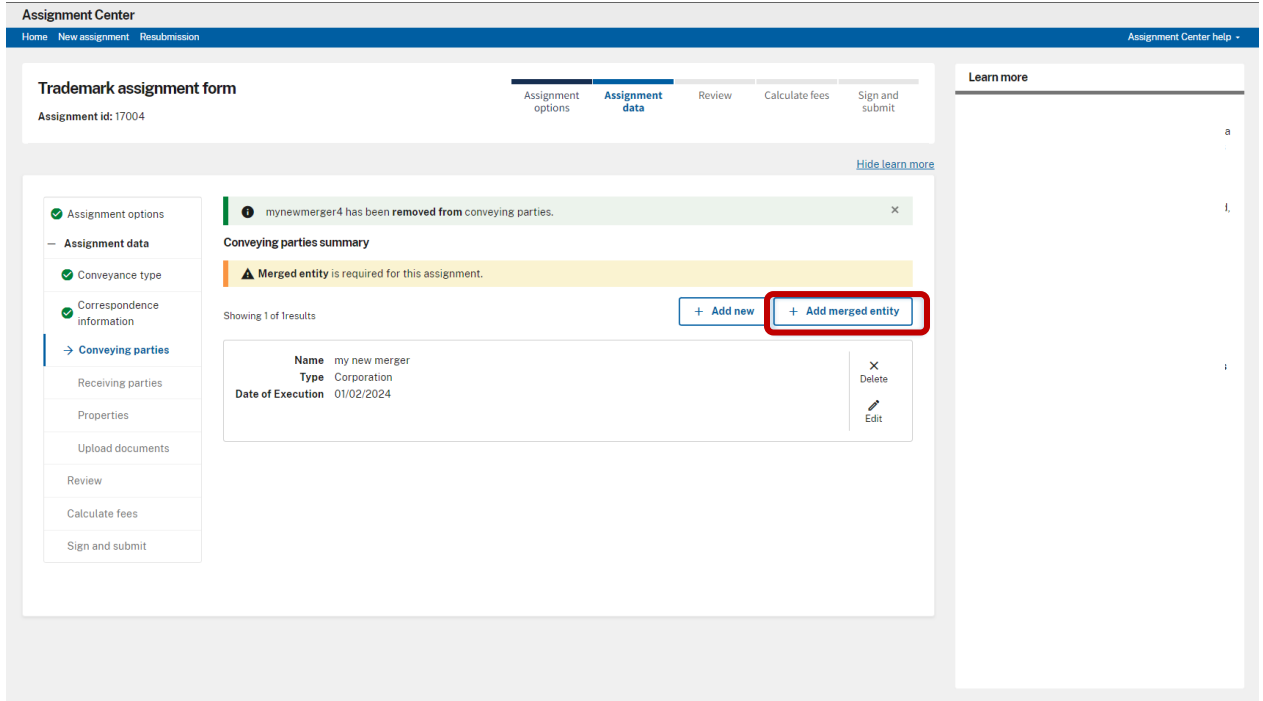
Add new merged party, or the company name resulting from the merger.

Enter the new merged party name.



When the conveyance type is "Merger and change of name“

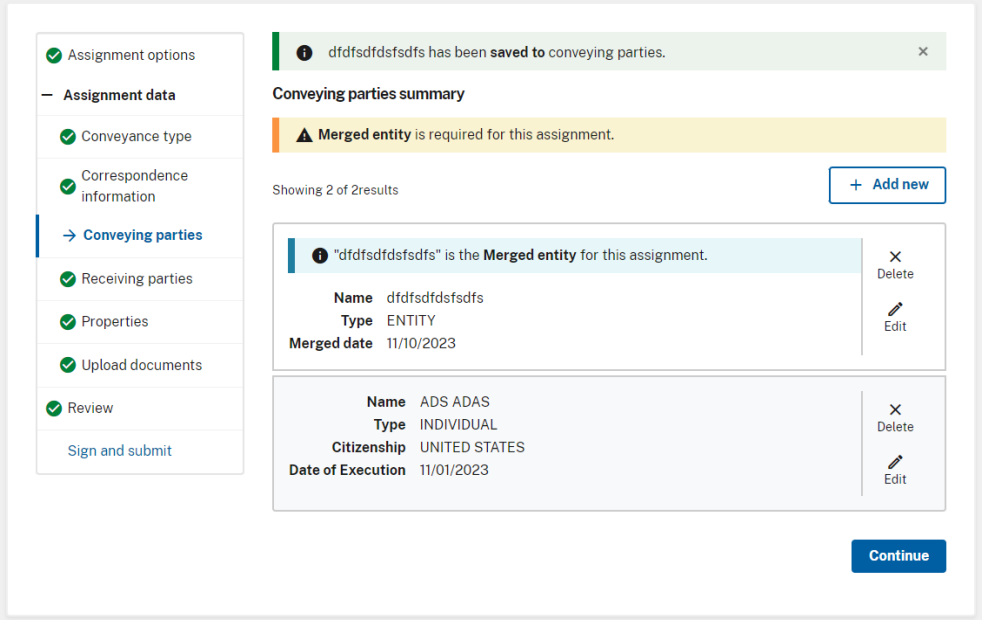
You must also name the “Merged conveying party.” Click “Add merged entity” to add the name of the new merged party.



Conveying parties summary

The Summary page now shows:

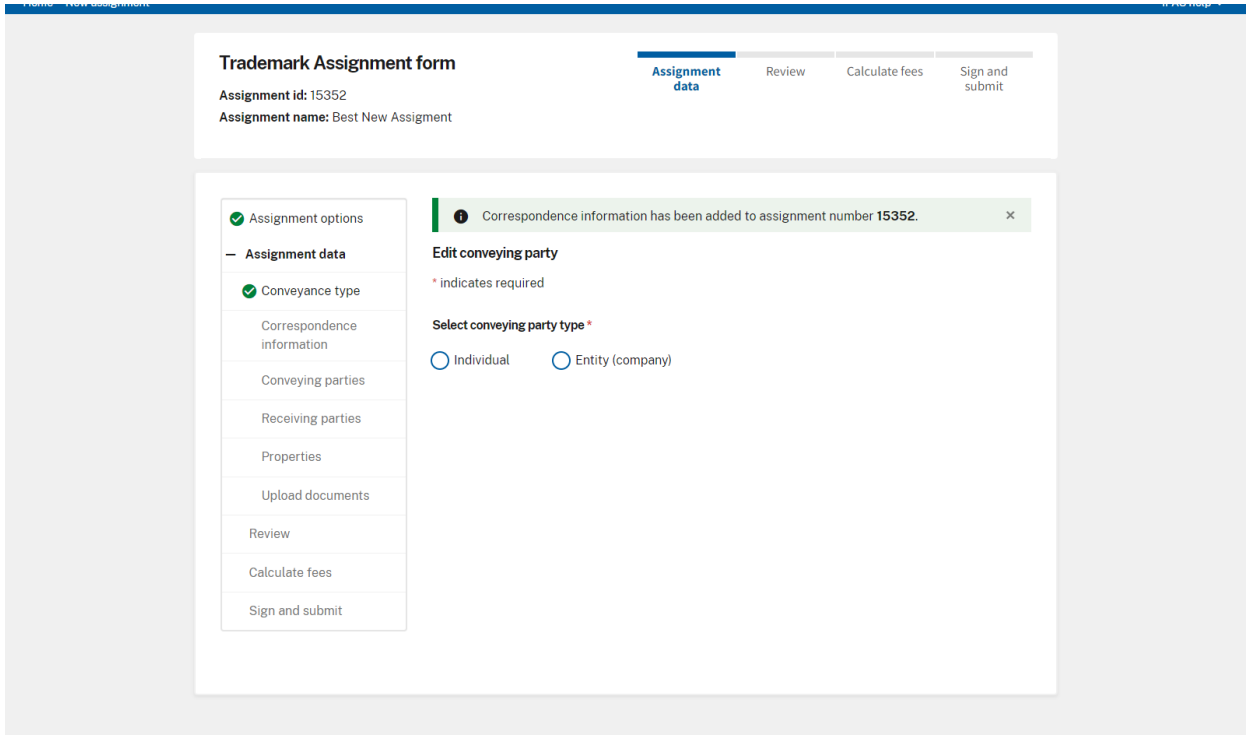
- All conveying parties
- Any “merged entity” parties



Select the conveying party

Edit conveying party

Select “Individual” or “Entity (company)” as the conveying party type.

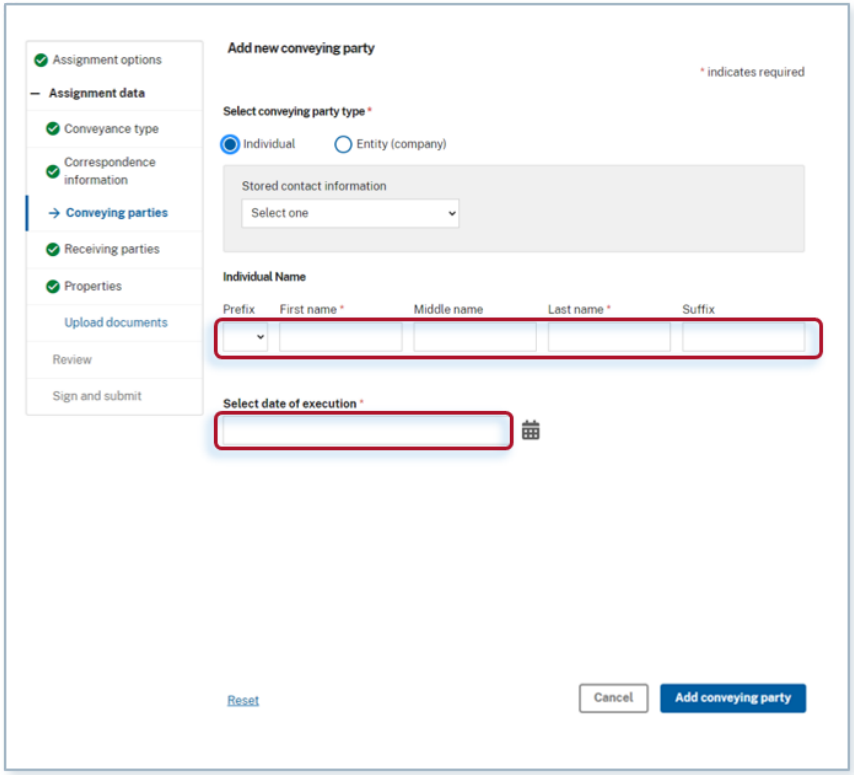


When conveying party type is an individual

Complete all required fields. Then, click "Add conveying party" to proceed to the "Conveying parties summary" page.

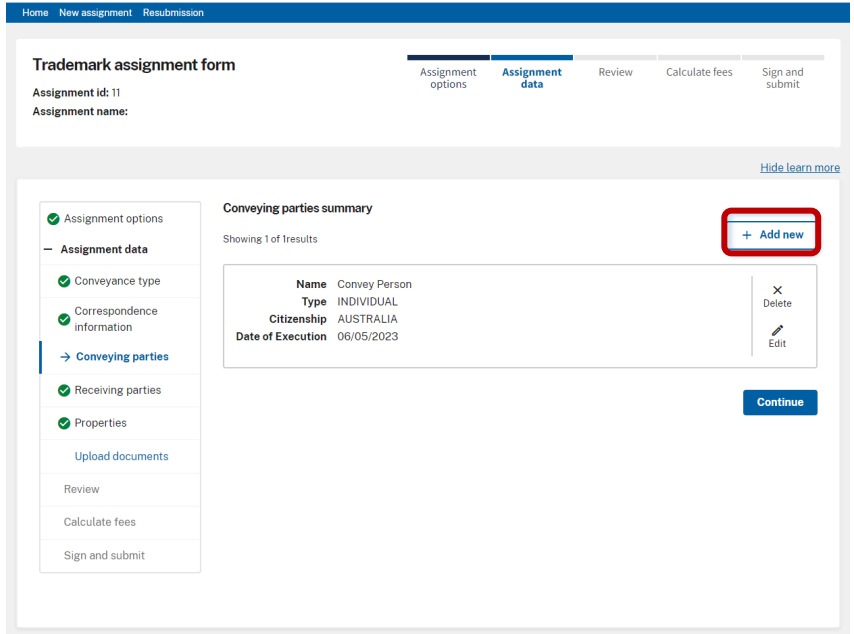
Required

- **Must make choice for individual**
- **Individual name**
- **Date of execution**



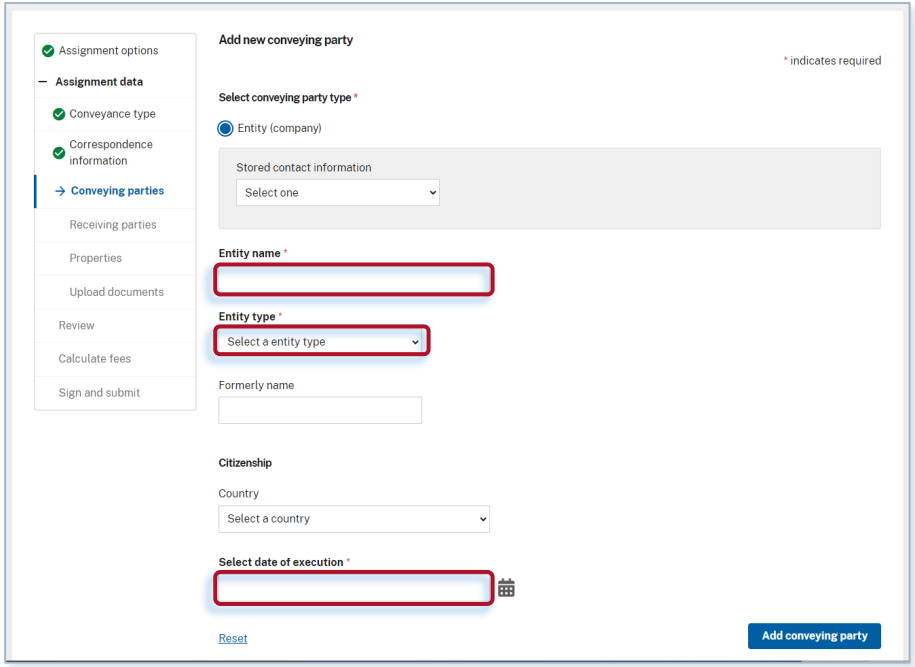
Conveying parties summary

All conveying parties are listed here. Click “Add new” to add a conveying party.



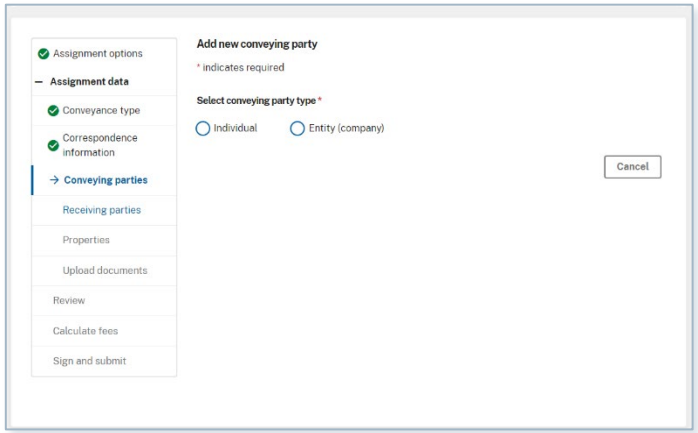
When the conveying party is an entity

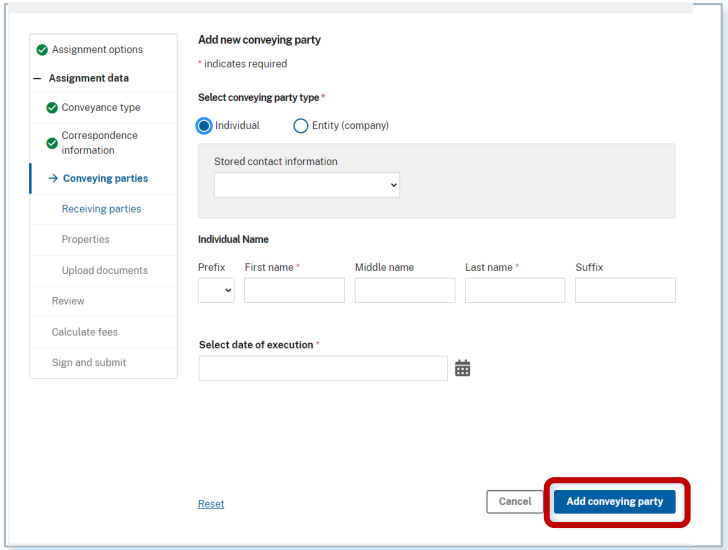
Enter all required information, then click “Add conveying party” to proceed to “Conveying parties summary” page (slide 37).



Adding a new conveying party

Select “Individual” or “Entity (company),” complete the required fields, then click “Add conveying party” to proceed to the “Conveying parties summary”

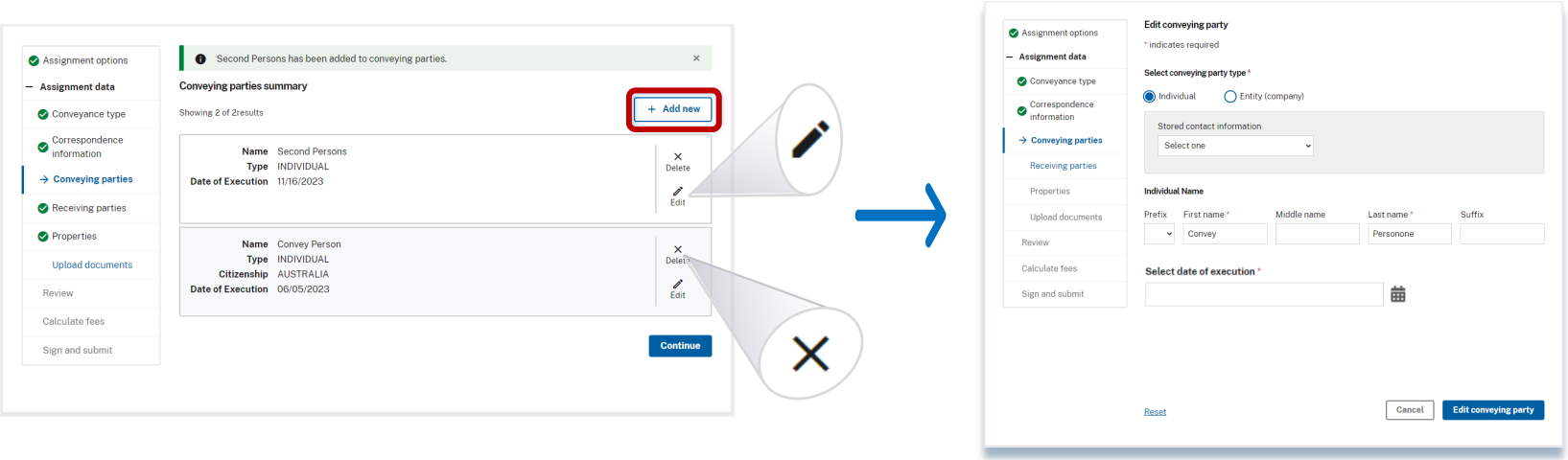




Manage the conveying parties

Use the tools below to manage your conveying party selections:

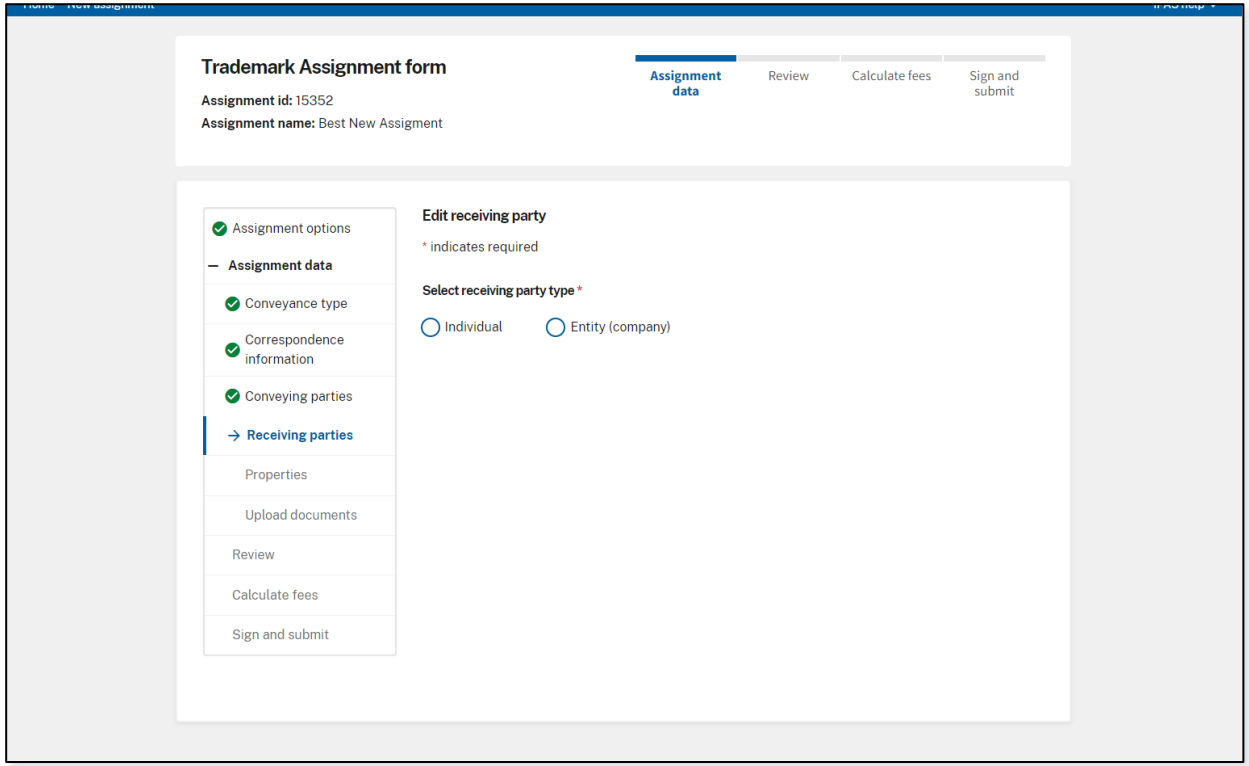
- Click “Add new” to add a conveying party.
- Click the pencil icon to edit a specific conveying party.
- Click the X icon to delete a conveying party.
- Click “Continue” to proceed to the “Receiving parties” page.



Select the receiving party

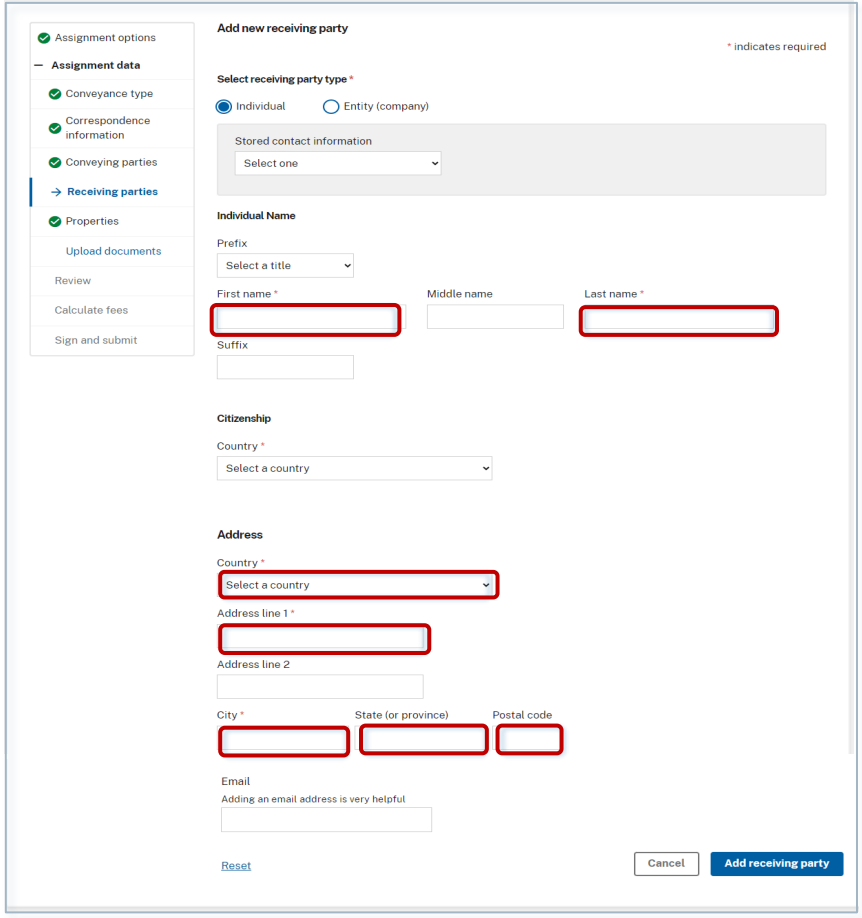
Receiving party

Select “Individual” or “Entity (company)” as the receiving party type.



When the receiving party is an individual

Complete all required fields. Then, click “Add receiving party” to proceed to “Receiving parties summary”

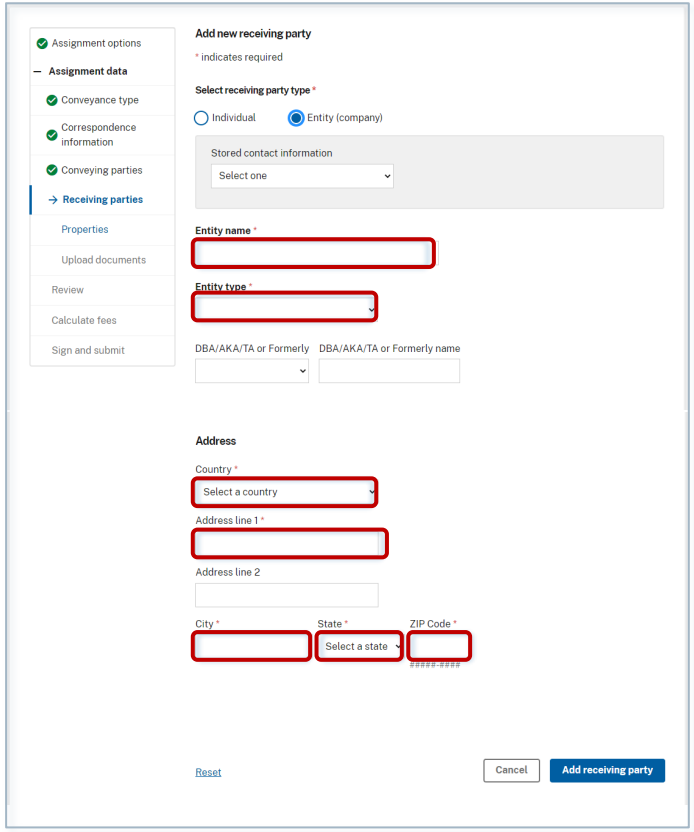


When the receiving party is an entity

Enter all required information, then click “Add receiving party.”

If United States (U.S.) is selected for **Citizenship, Country**, selection of a state is required.

If United States (U.S.) is selected for **Address, Country**, selection State and a Zip code are required.



When the receiving entity is

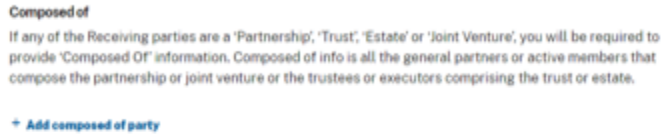
A **Partnership**, **Trust**, **Estate** or **Joint Venture** <u>and</u> the **Citizenship country** is the **United States**, follow steps 1-4 below.

1 Select Entity type

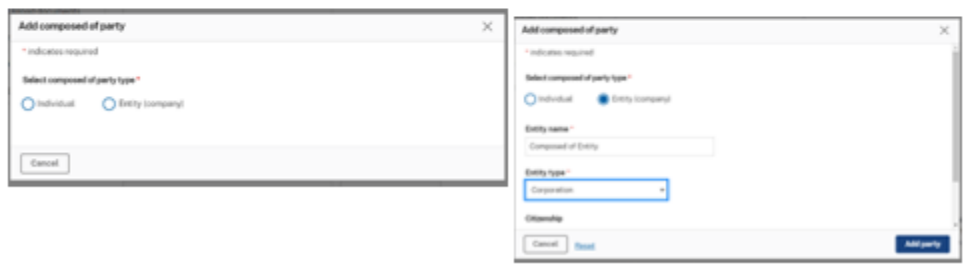
Select Citizenship Country

2 Selection of **United States** for the Country, allows menu for selection of the "State" to appear.

3 Once "State" is selected, the "Add composed of party" button will appear.



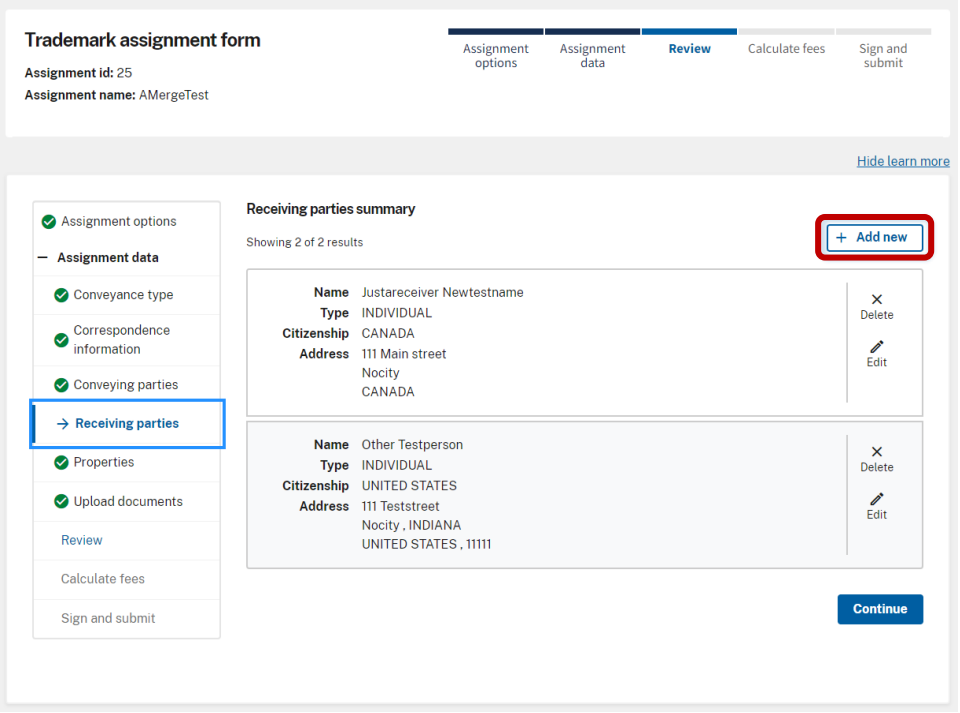
4 Click "Add composed of party" (displayed in step 3) to open the "Add composed of party" window.



Receiving parties summary

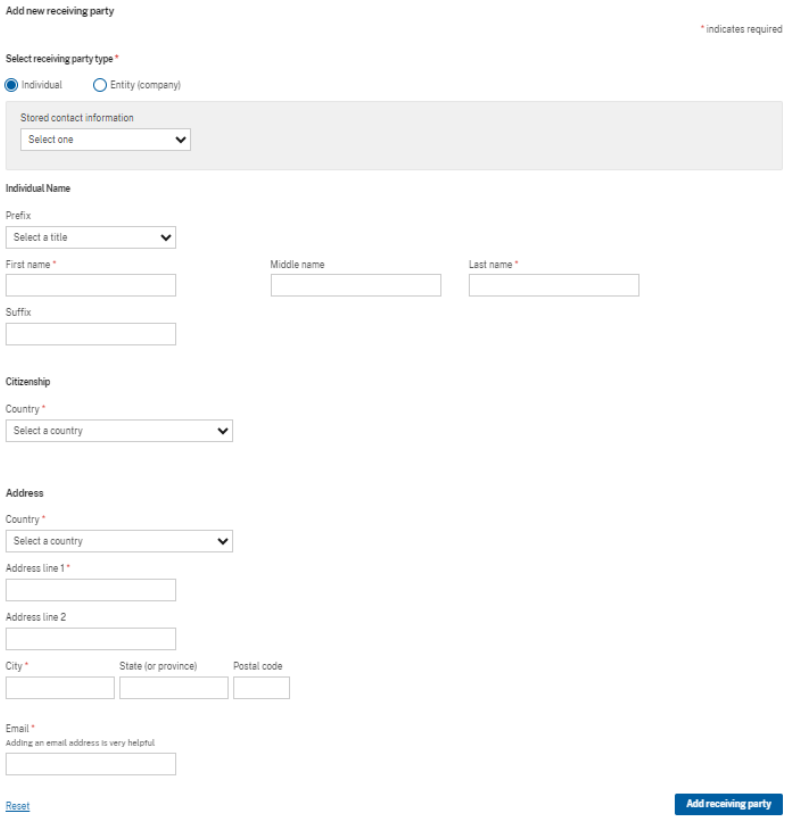
All receiving parties are listed here. Click “Add new” to add a receiving party.

Click “Continue” to proceed to the “Add new receiving party” page.



Add a new receiving party

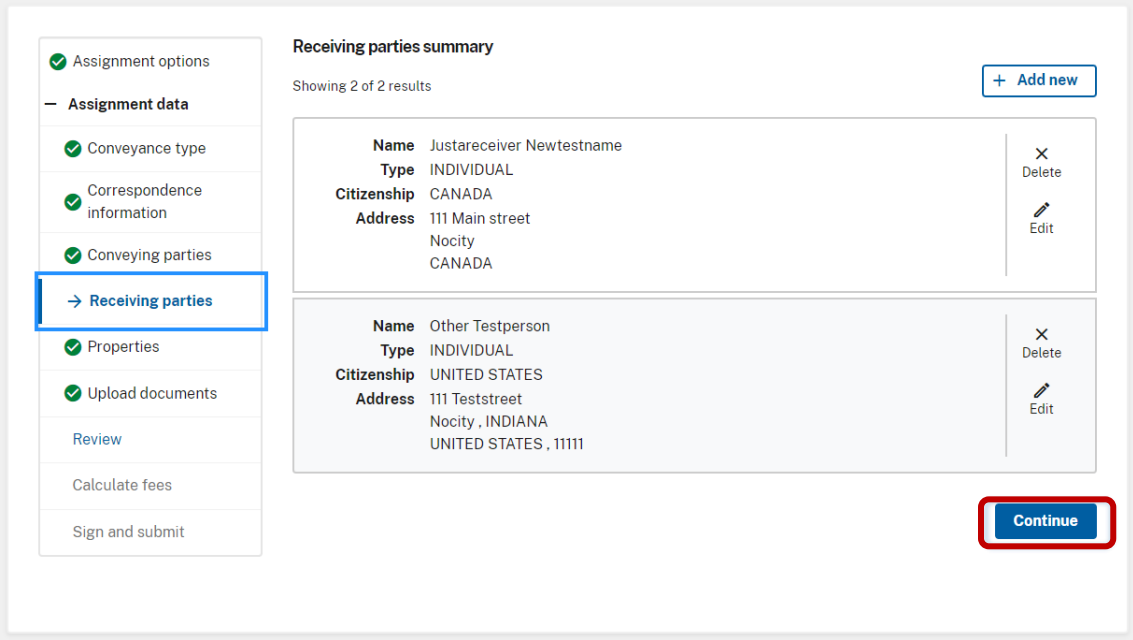
Select “Individual” or “Entity (company),” complete all required fields, then click “Add receiving party” to proceed to the “Receiving parties summary”



Manage the receiving parties

Use the tools below to manage your conveying party selections:

- Click “Add new” to add a conveying party.
- Click the pencil icon to edit a specific conveying party.
- Click the X icon to delete a conveying party.
- Click “Continue” to proceed to Properties

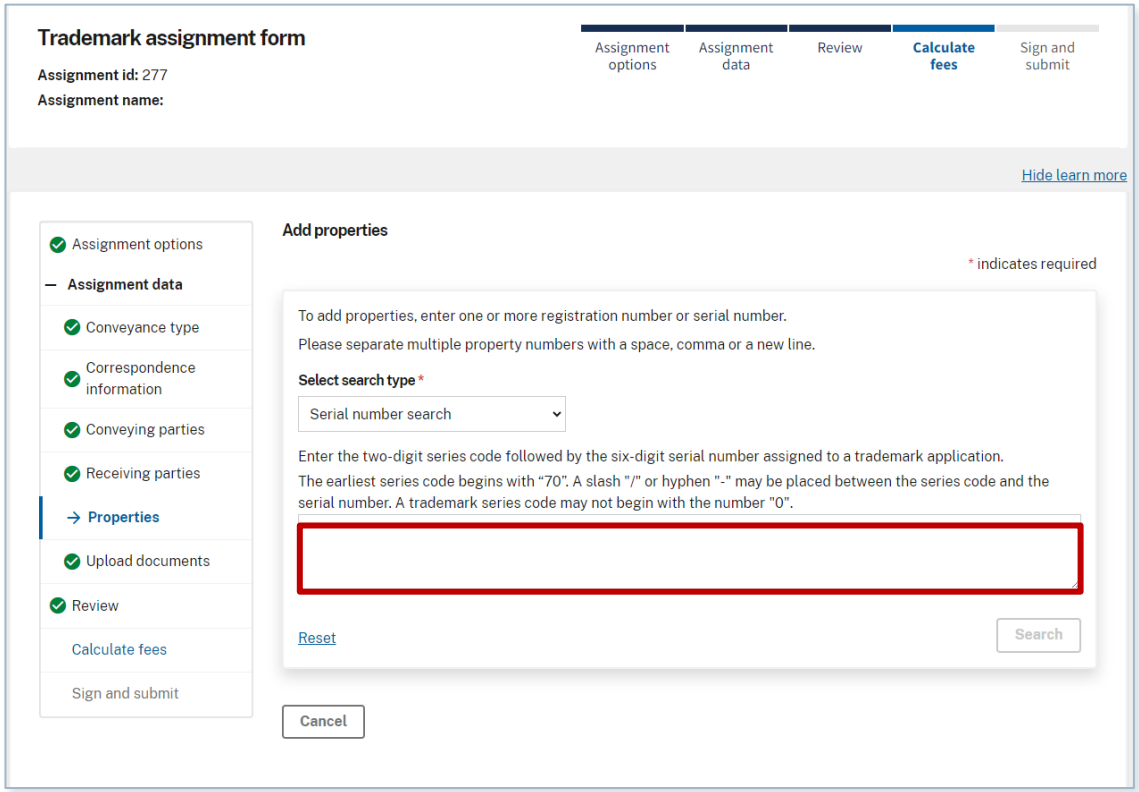


Properties

Properties

USPTO identifies properties by registration or serial numbers.

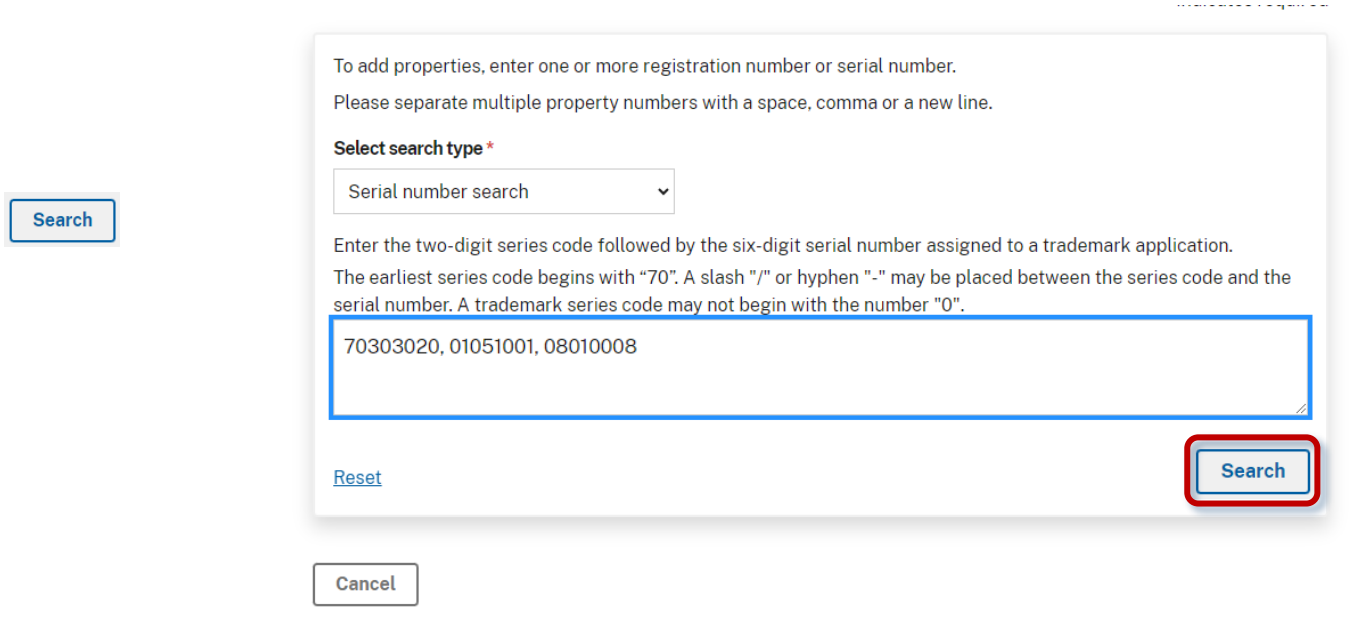
Add properties to the application by entering at least one registration number into the box highlighted in red.



Multiple properties

You can add multiple properties at the same. Separate the serial numbers with a space, comma, or a new line. Click “Search” to display results.

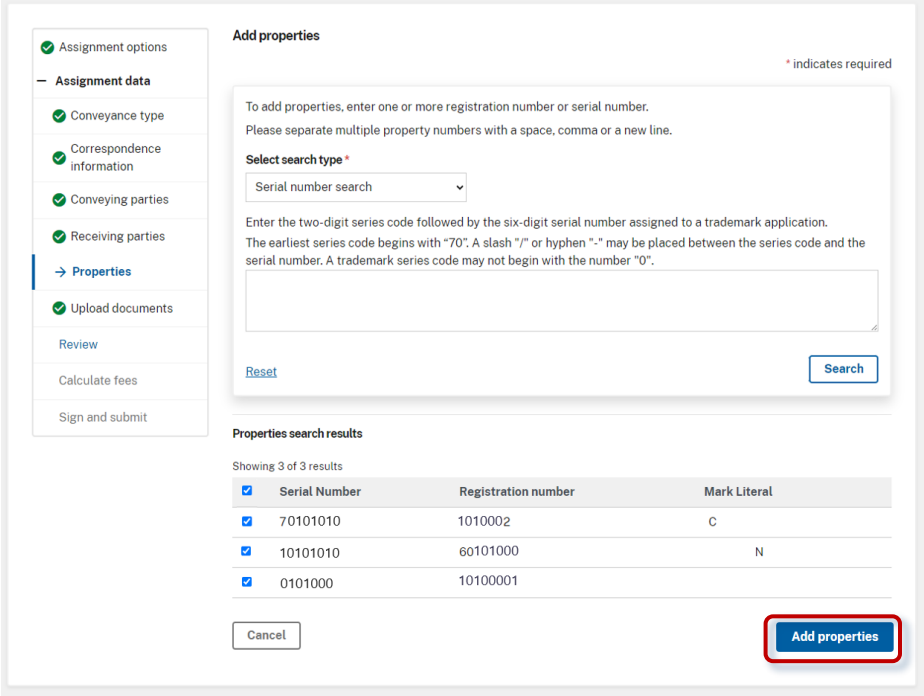
The numbers entered must be an exact USPTO ID match.



Properties search results

Select which serial or registration numbers you want to add to your application.

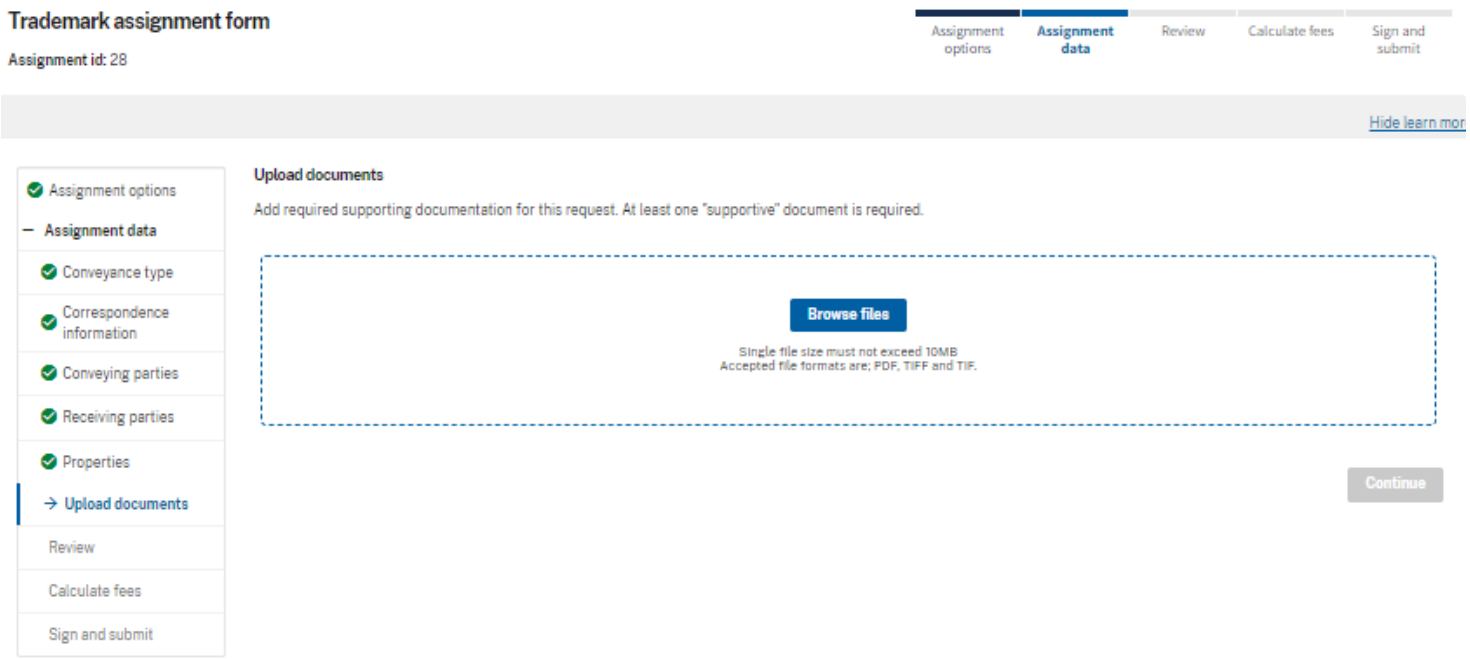
Then, click “Add properties” and proceed to the “Properties summary” page.



Properties Summary

Here, you can add or delete any properties.

Click “Continue” to proceed to “Upload documents.”



Uploading your documents

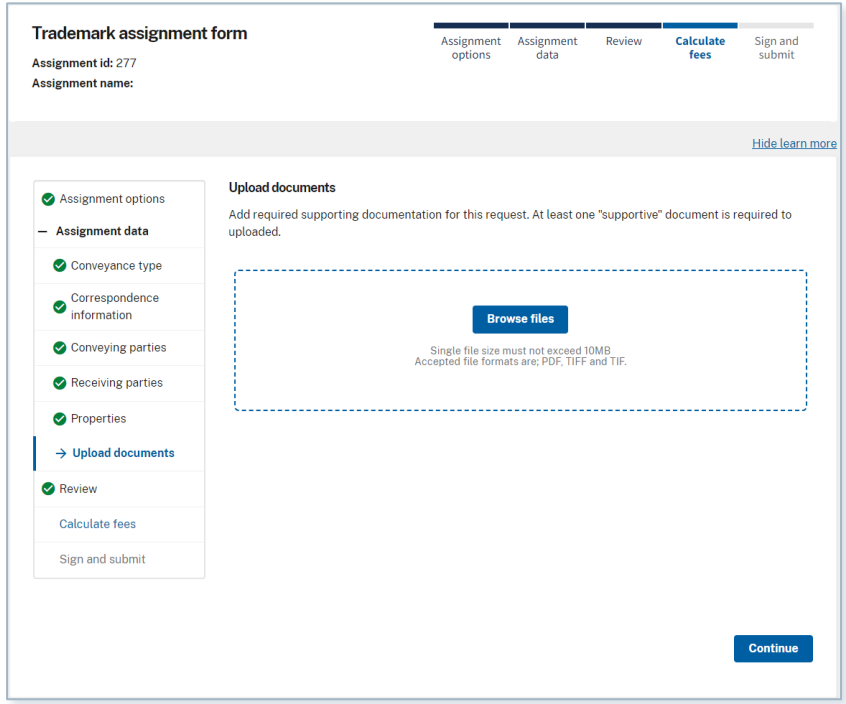
Upload documents

Determine the supporting documents required to submit with your application.

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

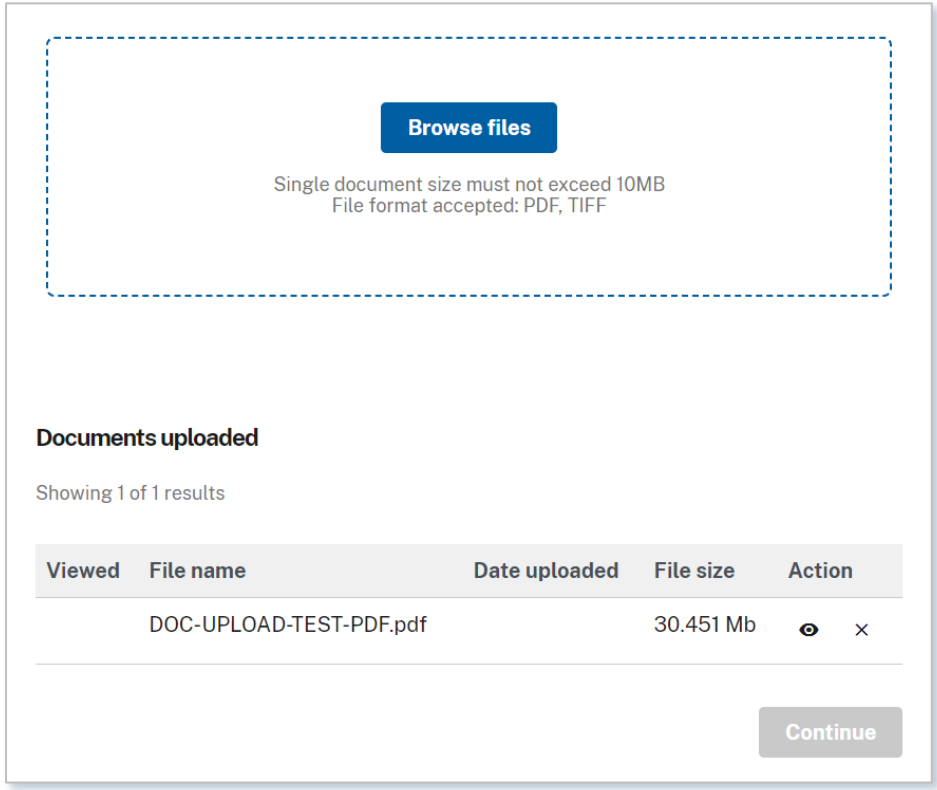
You must upload at least one document.

Click “browse files” to locate documents you want to upload from your device.



Upload documents display

Successful file uploads display in the “Documents uploaded” table.



Uploaded documents display – Verify documents

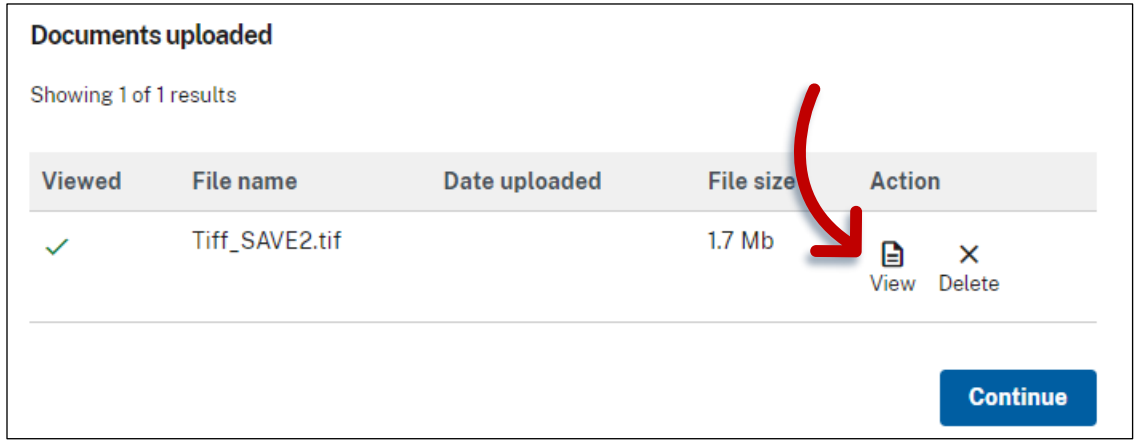
You must review each of your uploaded documents before you can continue.

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.

Click "Delete" if you want to remove a document you uploaded.

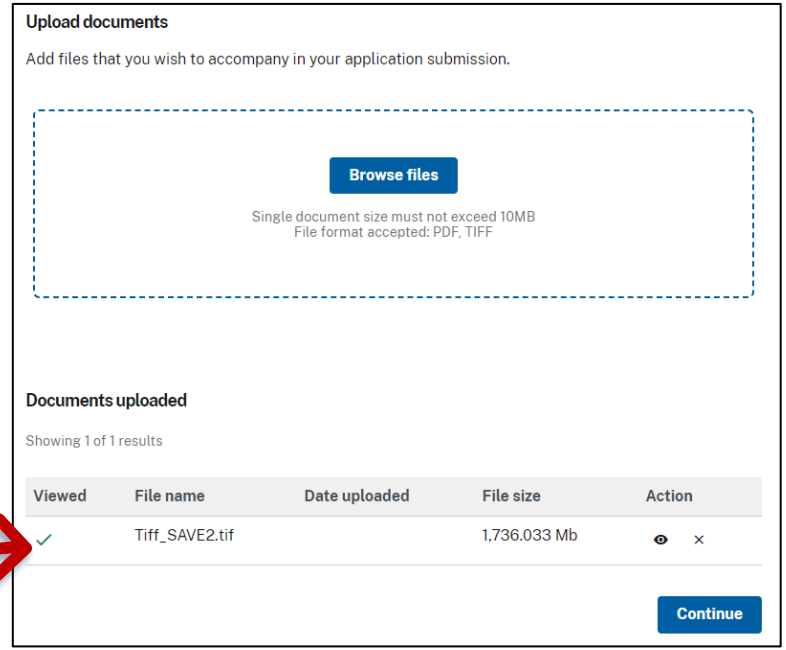


Uploaded documents successful review

When all uploaded documents have been reviewed you can click “Continue” to proceed to “Review.”

Once you review an uploaded document, a green check will appear in the “Viewed” column.

Viewed	File name
✓	Tiff_SAVE2.tif



Review your application

Review

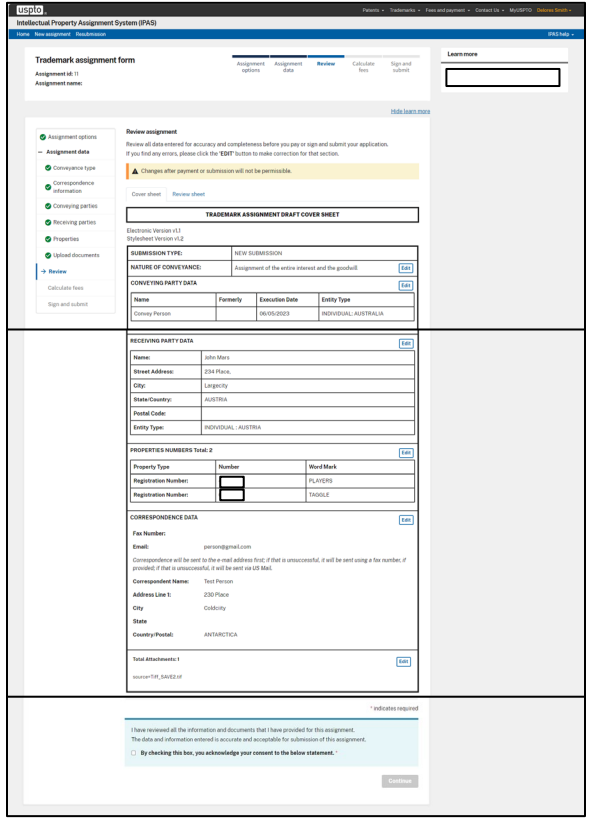
The “Cover sheet” tab displays your application contents.

Carefully review all information you provided for accuracy and completeness.

You can no longer make edits after:

- Submitting your application
- Paying the application fee

If you need to make revisions, click the “Edit” button that corresponds to the section you need to revise. You’ll return to that section so you can make changes.



Confirm that your application is complete

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

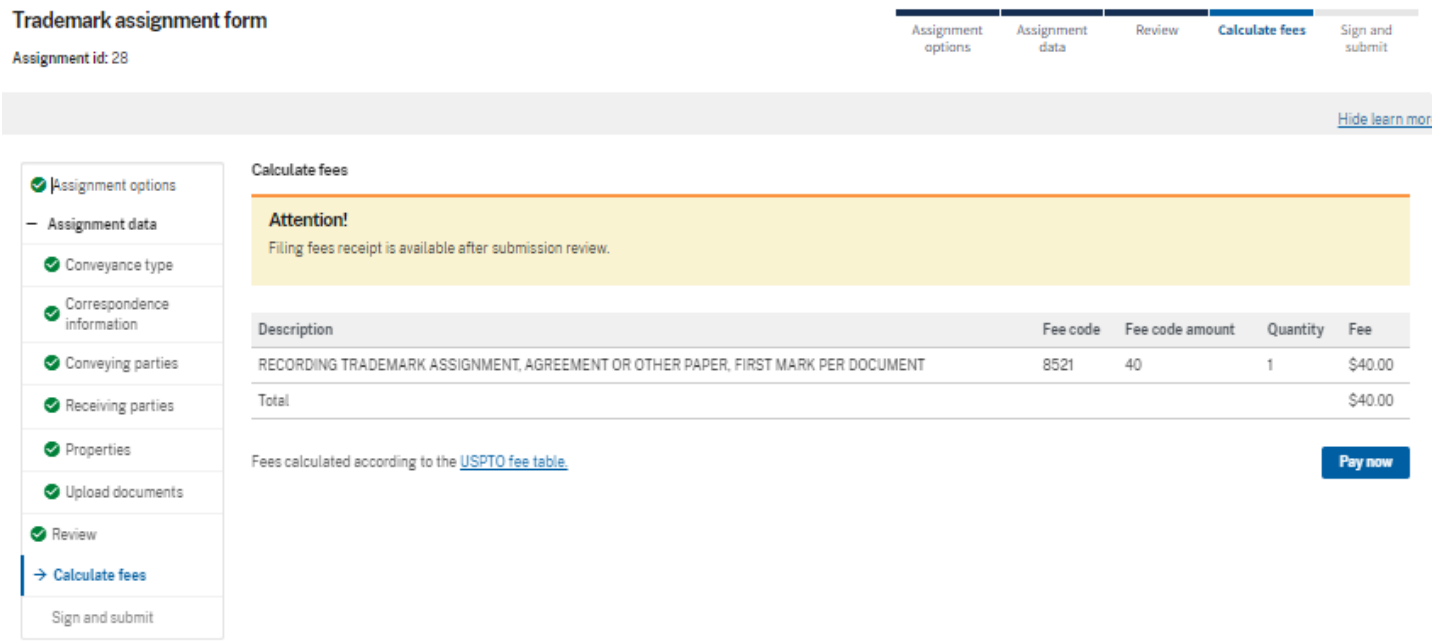
Click "Continue" to proceed to the "Calculate fees" page.

Making edits after checking the box will cause the box to become unchecked. You must check it again to continue.

Pay application fees

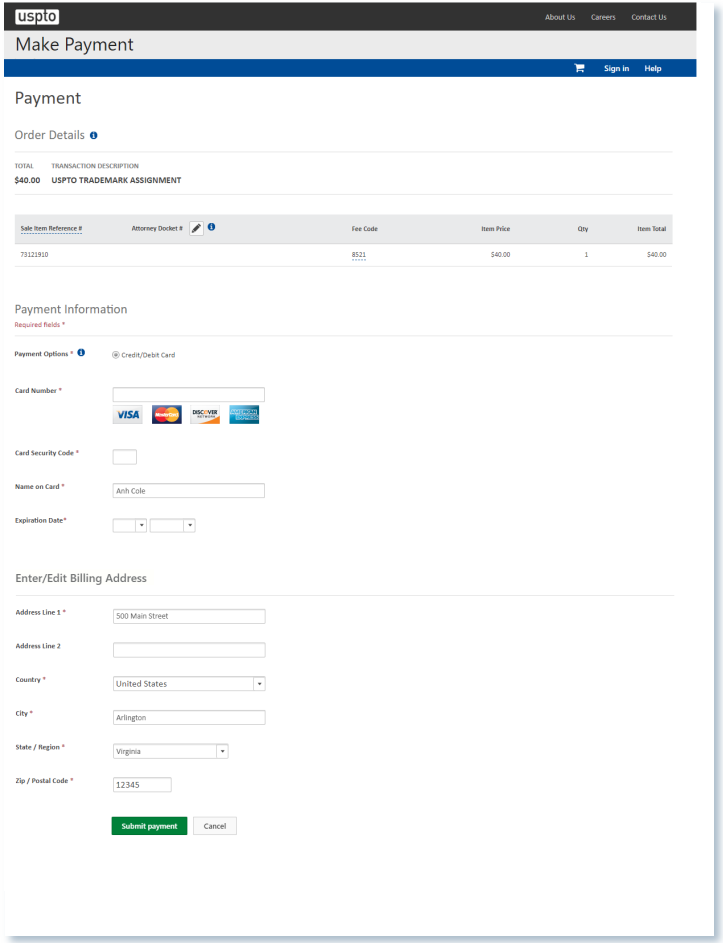
Calculate fees

Here, you'll see the breakdown of your application fees. Please review for accuracy, then click "Pay now" to make your payment.



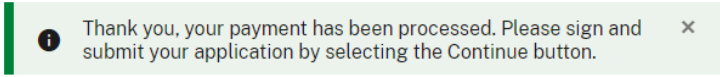
Make payment

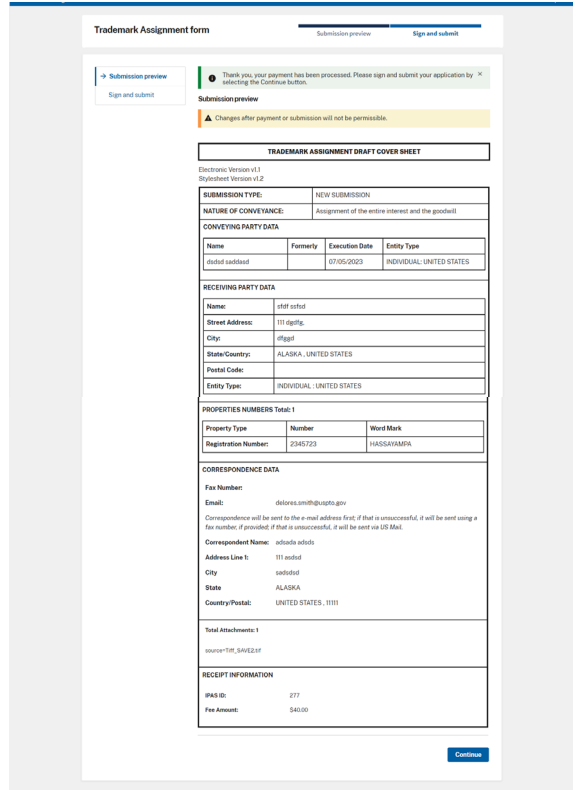
- Complete the required payment information fields.
- Click “Submit payment.”



Payment success

When a payment is successful, a green box will appear. Click “Continue” to sign and submit your application.





Sign and submit

Read the declaration and acknowledge the statements.

- You must check the declaration acknowledgement box.
- By checking this box, you acknowledge your consent to the above statement.
- Once you check the box, the electronic signature button will appear on screen.

Declaration and signature

* indicates required

You must read and acknowledge the statement before completing the electronic signature process.

Declaration

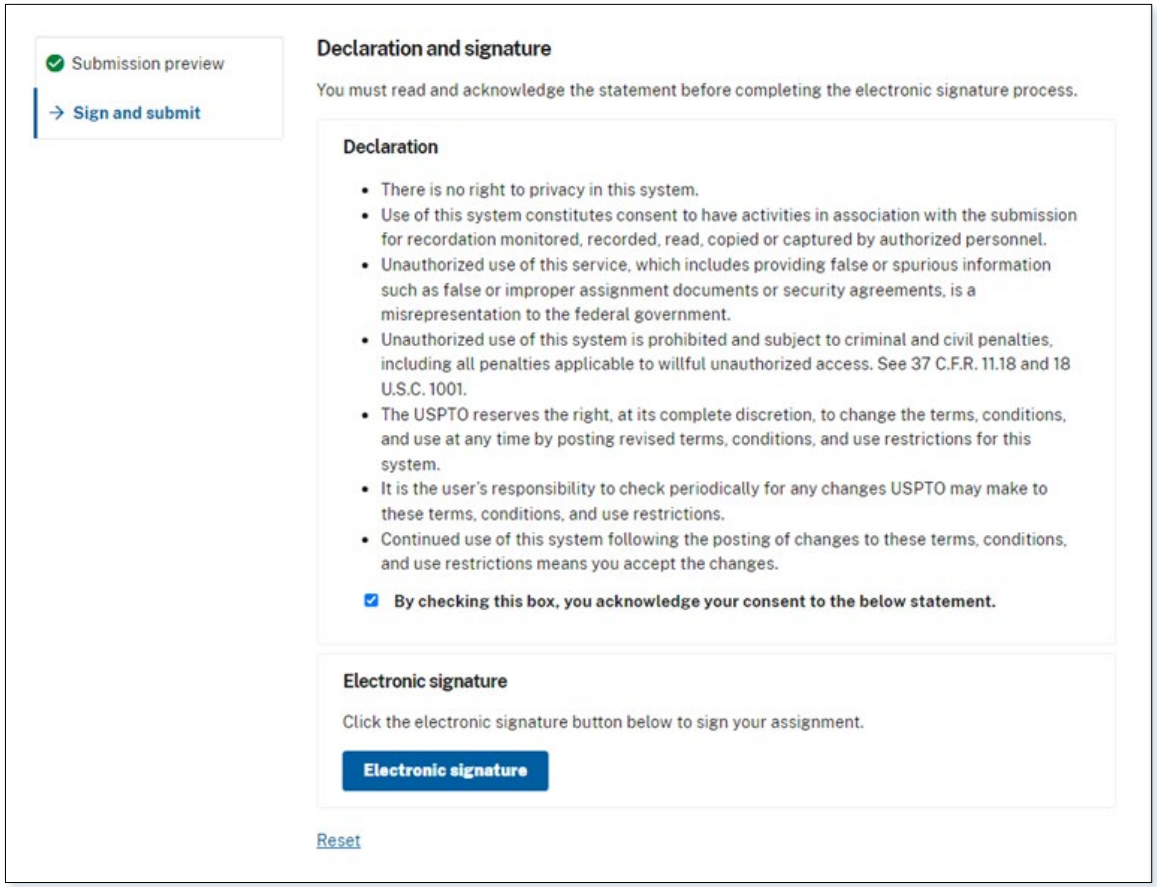
☐ **By checking this box, you acknowledge your consent to the below statement.** *

- There is no right to privacy in this system.
- Use of this system constitutes consent to have activities in association with the submission for recordation monitored, recorded, read, copied or captured by authorized personnel.
- Unauthorized use of this service, which includes providing false or spurious information such as false or improper assignment documents or security agreements, is a misrepresentation to the federal government.
- Unauthorized use of this system is prohibited and subject to criminal and civil penalties, including all penalties applicable to willful unauthorized access. See 37 C.F.R. 11.18 and 18 U.S.C. 1001.
- The USPTO reserves the right, at its complete discretion, to change the terms, conditions, and use at any time by posting revised terms, conditions, and use restrictions for this system.
- It is the user's responsibility to check periodically for any changes USPTO may make to these terms, conditions, and use restrictions.
- Continued use of this system following the posting of changes to these terms, conditions, and use restrictions means you accept the changes.

Sign and submit the application

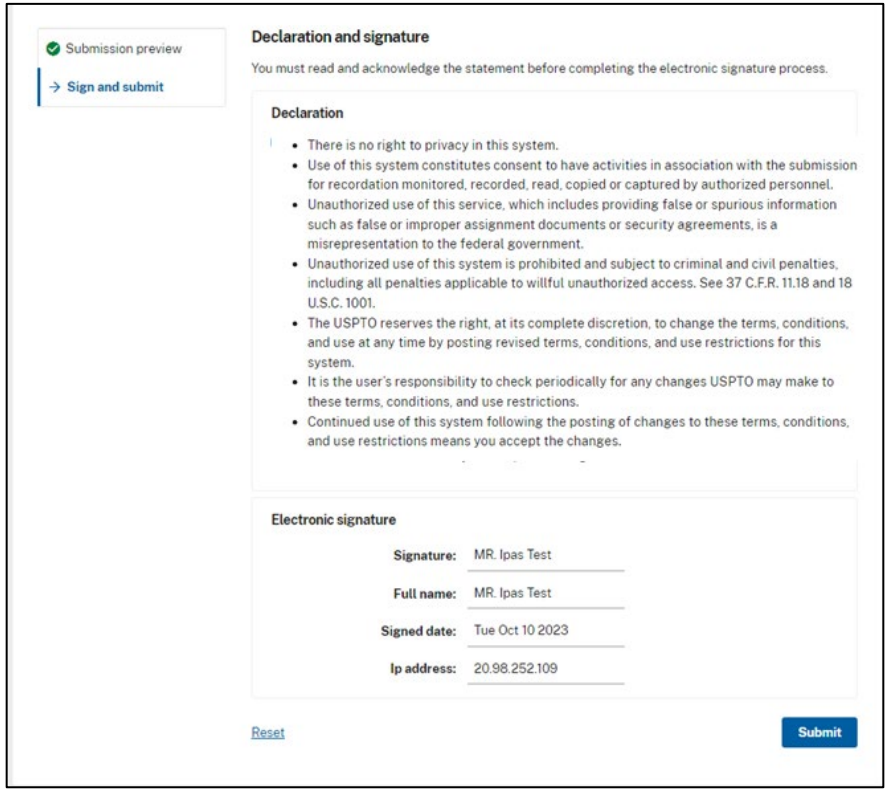
Sign and submit part 1

Click “Electronic signature” to sign the application.



Sign and submit part 2

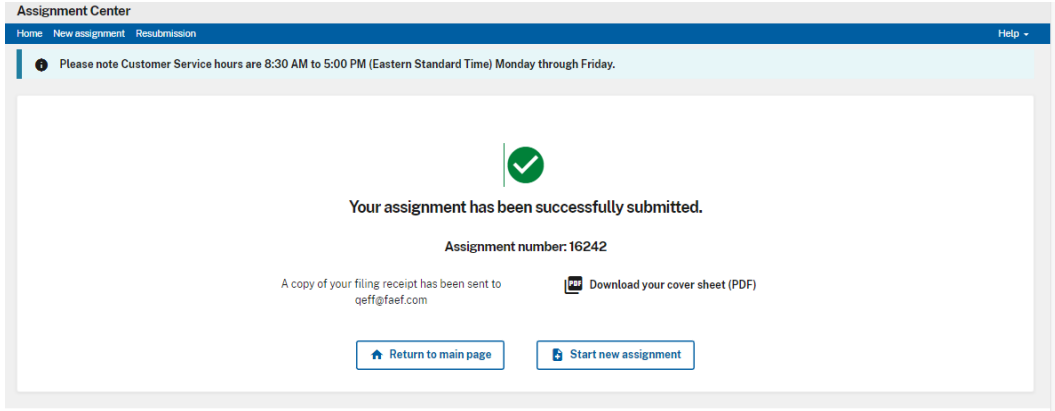
Read and acknowledge the declaration, review your electronic signature, then click "Submit" to send the application for processing.



Submission success confirmation

After submitting your assignment successfully, the page will display:

- The assignment number
- The email address that will receive a filing receipt
- A link to download a PDF copy of your filing receipt
- A button that returns you to the main page
- A button that starts a new application



Trademark Assignment Request: Resubmission

This section provides the steps to complete a resubmission trademark assignment request. It provides details for each section of the form, including the information and documents necessary to process the request.

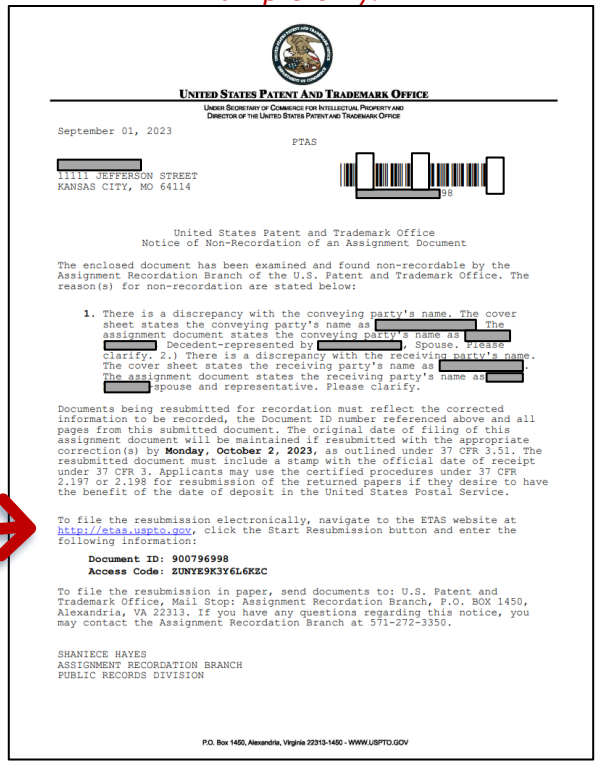
Resubmission for trademark assignment part 2

If you are required to resubmit your trademark assignment request, you'll receive an email from the USPTO. Click the link to Assignment Center provided in the email to begin the resubmission process.

The email will include a:

- Submitted assignment cover sheet
- Link for resubmission on Assignment Center
- Notice of Non-Recordation (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]
11111 JEFFERSON STREET
KANSAS CITY, MO 64114

[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: 900796998
Access Code: ZUNYE9K3Y6L6KZC

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 a trademark assignment

Information listed in the Notice of Non-Recordation provides details on outstanding issues within the assignment that you must correct.

Required:

- Revisions as stated on Record of Non-Recordation

Example only:

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

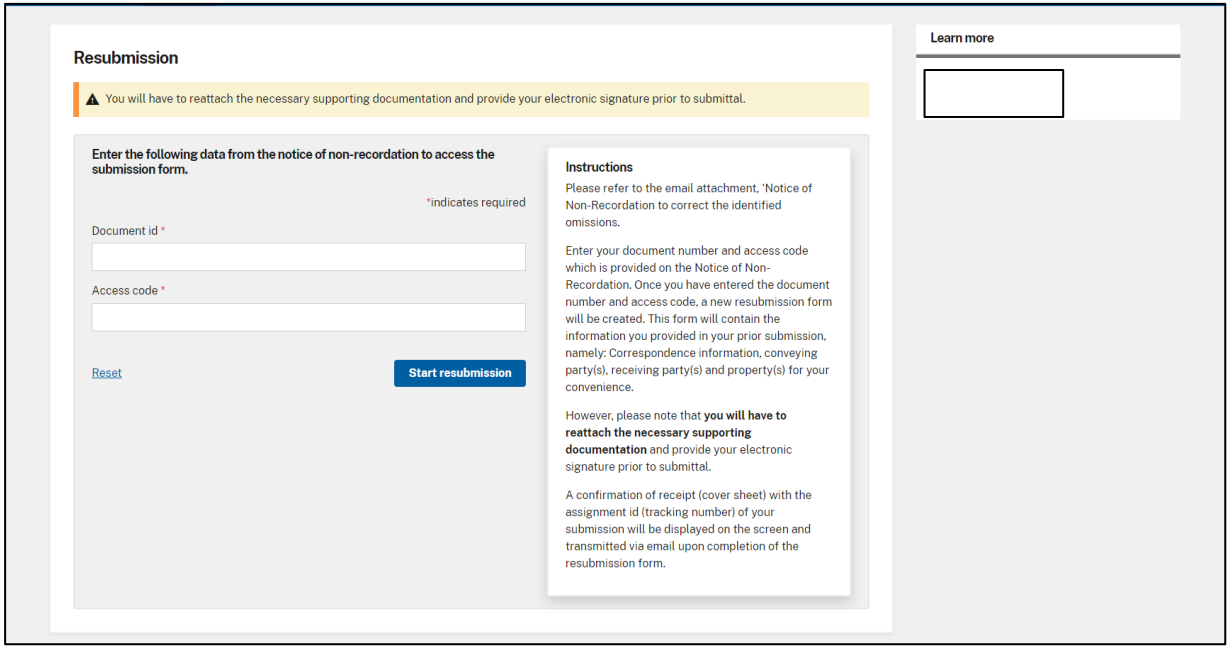
The enclosed document has been examined and found non-recordable by the Assignment Recordation Branch of the U.S. Patent and Trademark Office. The reason(s) for non-recordation are stated below:

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 trademark assignment

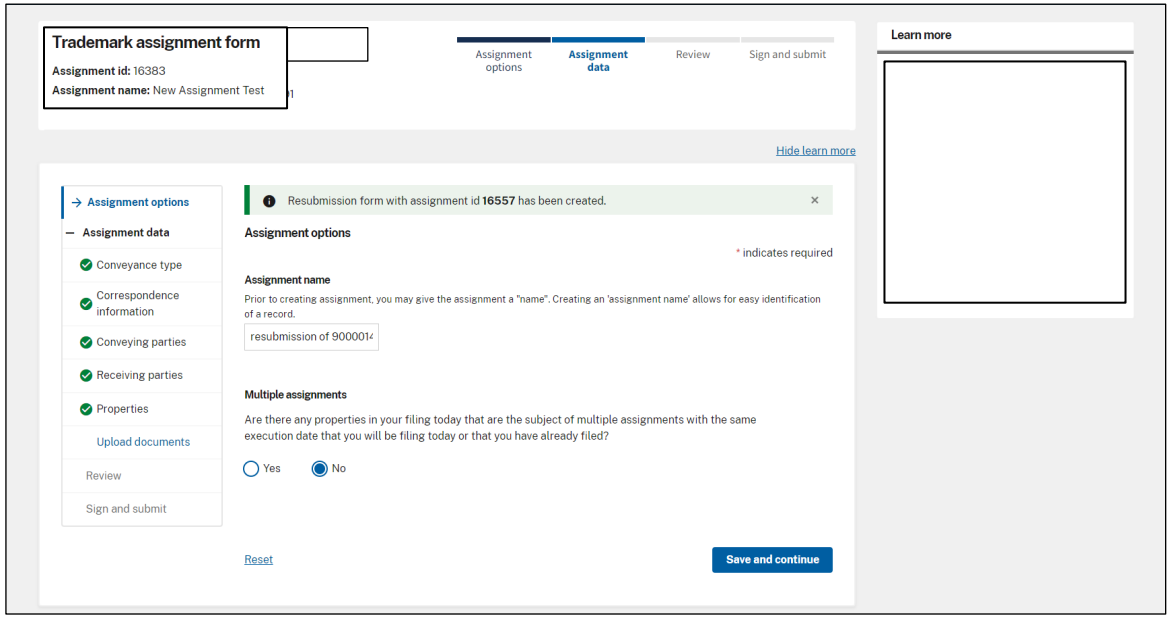
In Assignment Center, enter the document number and access code. Click “Start resubmission” to access the resubmission application.



Resubmission for trademark assignment

Assignment Options

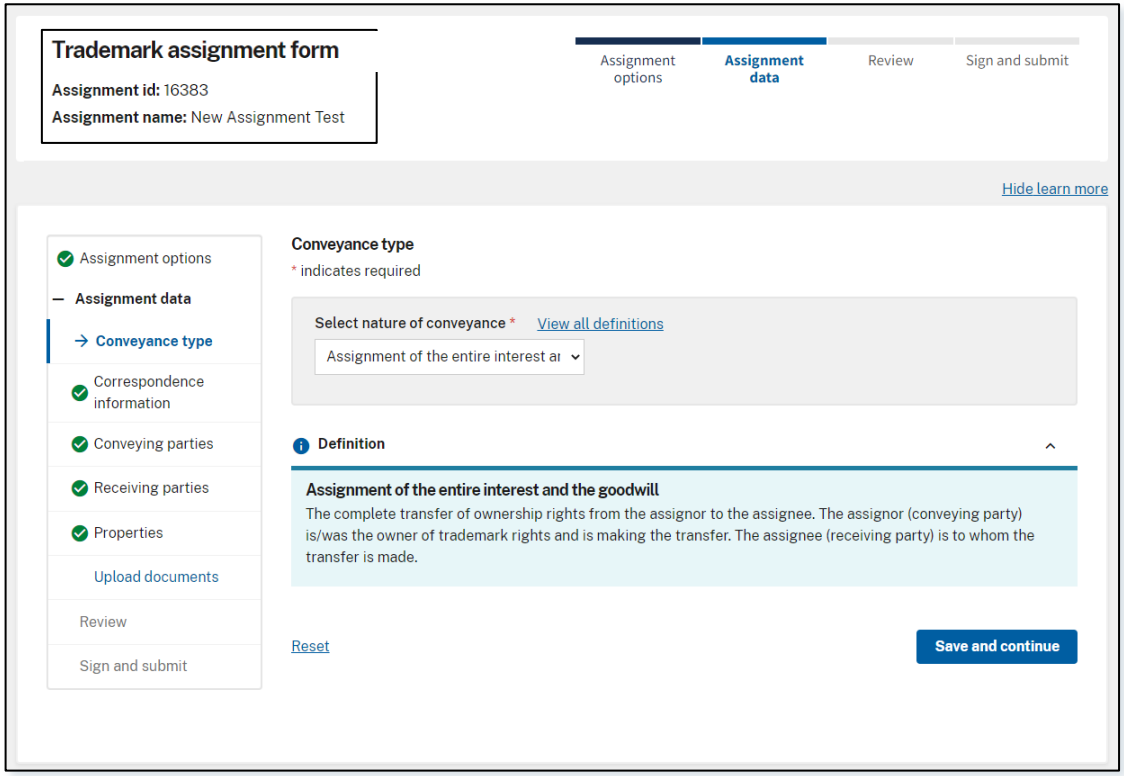
- Begin the resubmission assignment application.
- The application is now populated with the information from the **original** submission.



Resubmission for trademark assignment part 3

Make the requested revisions as indicated in the Notice of Non-Recordation email.

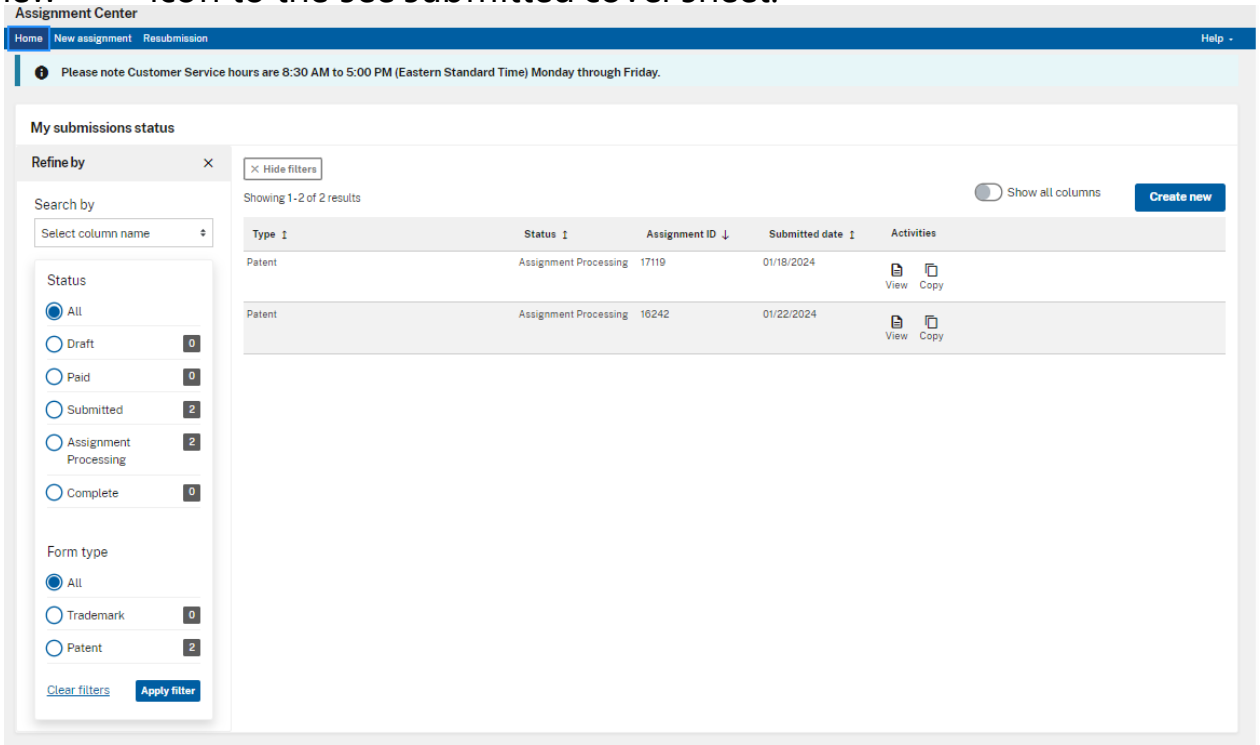
- Use the original assignment application to make all revisions.
- You must reattach all necessary supporting documents.
- You must include an electronic signature.



Resubmission for trademark assignment

Access your resubmissions via Home and the “My submission status” page. A resubmission is indicated under “Assignment name” column.

Click the View icon to the see submitted cover sheet.



The End

UNITED STATES PATENT AND TRADEMARK OFFICE
DEPARTMENT OF COMMERCE