Using Assignment Center for Trademarks

January 2024
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

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/ca7fd239dbdaae5670be2e9ed78616b95a63f7979676488e8a8eeeb09787c316

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.
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.
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”.

Are there any properties in your filing today that are the subject of multiple assignments with the same execution date that you will be filing today or that you have already filed? *

- Yes
- 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.

<table>
<thead>
<tr>
<th>Conveyance type</th>
<th>Additional required information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nunc Pro Tunc Merger</td>
<td>Effective date</td>
</tr>
<tr>
<td>Merger and Change of Name</td>
<td></td>
</tr>
<tr>
<td>Corrective Assignment</td>
<td>Previous reel number, previous frame number, 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>

**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 and the Citizenship country is the United States, follow steps 1-4 below.

1. Select Entity type

   Entity type *
   Joint Venture


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.
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 acknowledgment 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.

**Trademark assignment form**

**Assignment id: 28**

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**Calculate fees**

**Attention!**
Filing fees receipt is available after submission review.

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee Code</th>
<th>Fee code amount</th>
<th>Quantity</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>RECORDING TRADEMARK ASSIGNMENT, AGREEMENT OR OTHER PAPER, FIRST MARK PER DOCUMENT</td>
<td>6521</td>
<td>40</td>
<td>1</td>
<td>$40.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td>$40.00</td>
</tr>
</tbody>
</table>

Fees calculated according to the [USPTO fee table](#).

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[Pay now button]
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.
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:
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.

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 [NAME], the assignment document states the conveying party’s name as [NAME], Decedent-represented by [NAME], Spouse. Please clarify.
2. There is a discrepancy with the receiving party’s name. The cover sheet states the receiving party’s name as [NAME]. The assignment document states the receiving party’s name as [NAME], 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 see the submitted cover sheet.
The End