

Inventor Self-Enrollment

Quick Start Guide

May 2025



Quick Start Guide

Independent Inventor Self-Enrollment Quick Start Guide

This self-enrollment guide provides instructions for independent inventors (pro se) to self-enroll in Patent Center after using ID.me to verify their identity. Following self-enrollment, users will have full access to Patent Center as a registered user.

Introduction.....	2
Step 1: Choosing your role.....	3
Cancelling Self-enrollment.....	3
Step 2: Selecting customer numbers.....	4
What is a Customer Number?.....	4
What if I do not have any Customer Numbers.....	4
Creating a new Customer Number in Patent Center	5
I have existing Customer Numbers.....	6
Why do I need to verify my Customer Number?.....	6
Customer number and verification is accepted.....	7
Customer number and verification is not accepted.....	8
Customer number currently in use.....	9
3: Review and confirm.....	10
4: Successful completion of self-enrollment.....	11

Introduction

The USPTO is introducing a new online process of verifying the identity of new patent filers, ID.me, which will be available in addition to mailing notarized paper forms. Using ID.me in coordination with the Patent Center self-enrollment process, will allow users to register in less than 30 minutes.

Users can still choose to postal mail the notarized [Patent Electronic Systems Verification](#) form to the [Patent Electronic Business Center](#), which may take up to 10 business days to complete.

Step 1: Choosing your role

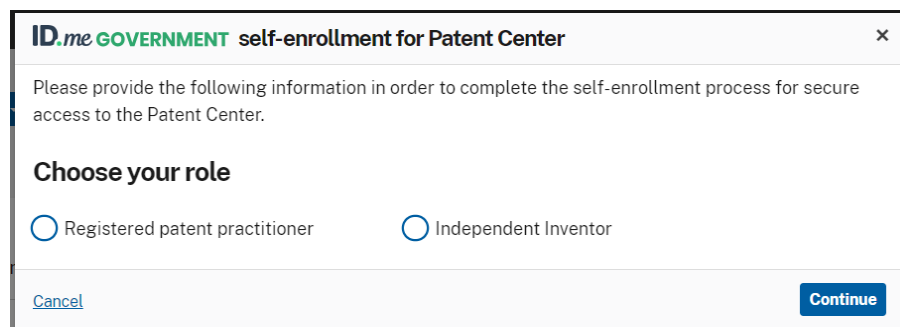
When new users log into Patent Center with a new USPTO.gov account verified with ID.me, they will see a pop-up window to begin the self-enrollment process. Please contact the [Patent Electronic Business Center](#) to assist you if the pop-up window does not appear after logging into Patent Center with new USPTO.gov account verified with ID.me.

After logging into Patent Center, the first step is for users to select their role when accessing the self-enrollment process in Patent Center. There are two roles to choose from, registered patent practitioner and independent (pro-se) inventor.

Registered Patent Practitioner: Select this role if you have passed the USPTO's registration exam and met the qualifications to represent patent applicants before the USPTO.

Independent Inventor: Select role if you choose to represent yourself while pursuing ("prosecuting") a patent application.

If Registered patent practitioner is selected, please use the [Registered patent practitioner quick start guide](#) for assistance.



The image shows a pop-up window titled "ID.me GOVERNMENT self-enrollment for Patent Center". The window contains the following text: "Please provide the following information in order to complete the self-enrollment process for secure access to the Patent Center." Below this, there is a section titled "Choose your role" with two radio button options: "Registered patent practitioner" and "Independent Inventor". At the bottom left is a "Cancel" link, and at the bottom right is a "Continue" button.

Cancelling Self-enrollment

At any time, you can select "Cancel" to stop self-enrollment. To re-enter the self-enrollment process, click the "Complete self-enrollment" link in the upper right corner of the page. Once self-enrollment is complete, the "Complete self-enrollment" link will no longer be displayed.



Step 2: Selecting customer numbers

After selecting "Independent Inventor," the system will ask if you have any existing customer numbers.

ID.me GOVERNMENT self-enrollment for Patent Center

Independent Inventor

Do you have any existing customer numbers?

☐ Yes ☐ No

What is customer number?

A customer number is a unique number created by the USPTO and is used to designate the correspondence address for your patent application(s). Using a customer number to designate the correspondence address will ensure that you can access your patent application information using your registered Patent Center account. The same customer number can be used for all new patent application filings. If you currently do not have a customer number, you can create one online in Patent Center after completing the self-enrollment process. Select "Manage/Manage customer numbers" then "Create new customer number".

[Cancel](#) [Back](#) [Continue](#)

What is a Customer Number?

A customer number is a unique number created by the USPTO and is used to designate the correspondence address for your patent application(s). Using a customer number to designate the correspondence address will ensure that you can access your patent application information using your registered Patent Center account. The same customer number can be used for all new patent application filings.

What if I do not have any Customer Numbers

If you do not have any existing customer numbers to associate with your Independent Inventor account, select "No".

ID.me GOVERNMENT self-enrollment for Patent Center

Independent Inventor

Do you have any existing customer numbers?

☐ Yes ☒ No

What is customer number?

A customer number is a unique number created by the USPTO and is used to designate the correspondence address for your patent application(s). Using a customer number to designate the correspondence address will ensure that you can access your patent application information using your registered Patent Center account. The same customer number can be used for all new patent application filings. If you currently do not have a customer number, you can create one online in Patent Center after completing the self-enrollment process. Select "Manage/Manage customer numbers" then "Create new customer number".

[Cancel](#) [Back](#) [Continue](#)

You will then be directed to the “Review and confirm” page to review your information before completing the self-enrollment process. If all the information is correct, check the “I confirm this information is correct” checkbox, and the subscriber agreement checkbox. You can then select the “Complete self-enrollment” button to submit and complete your self-enrollment process.

ID.me GOVERNMENT self-enrollment for Patent Center ×

Review and confirm

☐ I confirm this information is correct.

Name

Email

Customer #	Name	Address
No customer number is being associated to your profile		

☐ I have read and understood the Subscriber Agreement (as listed on [Patent Electronic Business Center](#)) and my request to Self-enroll on this online form, is my agreement to abide by the Agreement and the rules and policies of the USPTO regarding the Agreement. I certify that the information, statements and representations provided by me on this online form are true and accurate to the best of my knowledge. I understand that a willfully false certification is a criminal offence and is punishable by law (18 U.S.C. 1001)

[Cancel](#) [Back](#) [Complete self-enrollment](#)

Creating a new Customer Number in Patent Center

After completing the self-enrollment process, you can create customer numbers in Patent Center. Select “Manage,” → “Manage customer numbers,” and select “Create new customer number”. Contact the [Patent Electronic Business Center](#) if you need assistance.

Patent Center

[Home](#) [New submission](#) [Existing submissions](#) [Petitions](#) [Post grant](#) [Workbench](#) [Manage](#) [Search](#)

Customer numbers

CUSTOMER NUMBER MANAGEMENT
Manage customer numbers

SAVED & COMPLETED REQUESTS
View saved and completed requests

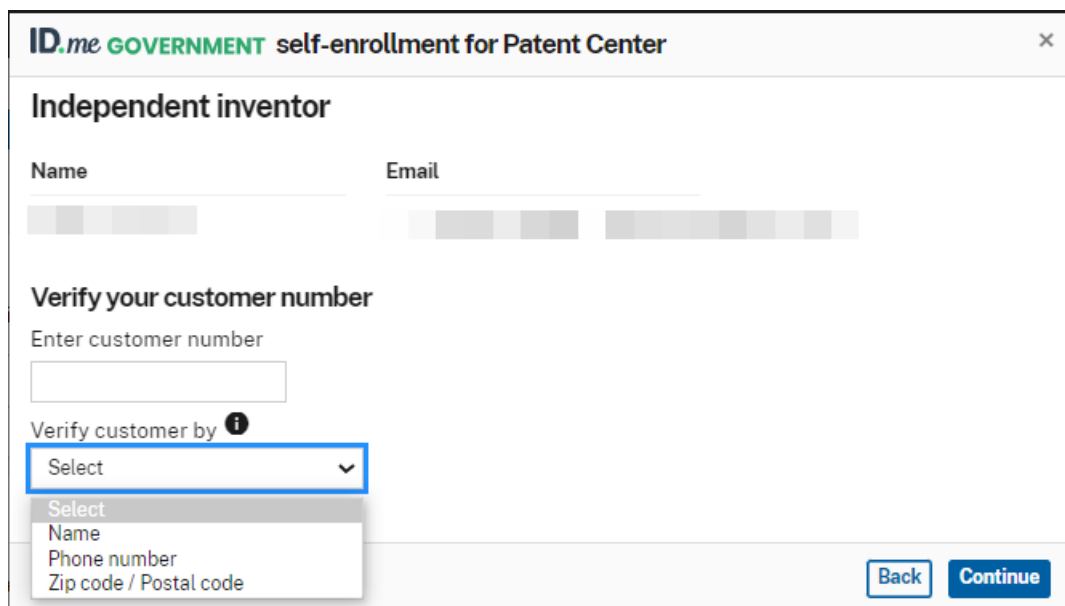
[Create new customer number](#)

Customer #	Name	Address	Phone	Email
No Data Available				

I have existing Customer Numbers

If you have customer numbers that you want associated to your Independent Inventor account, select "Yes" in the when asked, "Do you have any existing customer numbers?" You will be directed to input each customer number individually, and will need to verify each customer number by selecting one of the following options:

- Name: The name you assigned to the customer number
- Phone number: One of up to three phone numbers assigned to the customer number
- Zip code / Postal code: The zip code assigned to the customer number for U.S. addresses and postal code for international addresses.



The screenshot shows a web form titled "ID.me GOVERNMENT self-enrollment for Patent Center". The form is for an "Independent inventor" and includes fields for "Name" and "Email". Below these is a section titled "Verify your customer number" with a text input for "Enter customer number". Underneath is a dropdown menu labeled "Verify customer by" with an information icon. The dropdown is open, showing options: "Select", "Name", "Phone number", and "Zip code / Postal code". At the bottom right of the form are "Back" and "Continue" buttons.

Why do I need to verify my Customer Number?

We want to ensure that the correct customer number is matched appropriately with your account.

Customer number and verification is accepted

After successfully entering and verifying the customer number, you will be directed to the "Review and confirm" page. The customer number along with the name and address associated with the customer number will be displayed for your review. You can also add additional customer numbers by selecting the "Assign another customer number" link. You will repeat the steps for any additional customer numbers.

If any of the displayed information is incorrect, please contact the [Patent Electronic Business Center](#). If the all information is correct, check the "I confirm this information is correct" checkbox, and the subscriber agreement checkbox. You can then select the "Complete self-enrollment" button to submit and complete your self-enrollment process.

ID.me GOVERNMENT self-enrollment for Patent Center ×

Review and confirm

☐ I confirm this information is correct.

Name

Email

[Assign another customer number](#)

Customer #	Name	Address	
			×
			×

☐ I have read and understood the Subscriber Agreement (as listed on [Patent Electronic Business Center](#)) and my request to Self-enroll on this online form, is my agreement to abide by the Agreement and the rules and policies of the USPTO regarding the Agreement. I certify that the information, statements and representations provided by me on this online form are true and accurate to the best of my knowledge. I understand that a willfully false certification is a criminal offence and is punishable by law (18 U.S.C. 1001)


[Cancel](#)

[Back](#)[Complete self-enrollment](#)

Customer number and verification is not accepted

If the error message, "The entered customer number data does not match our records." is displayed, you can try again using the correct verification data, select a different verification option, or continue without entering a customer number. If you continue without entering a customer number, you can contact the [Patent Electronic Business Center](#) for assistance to add your customer number to your USPTO.gov account.

ID.me GOVERNMENT self-enrollment for Patent Center ×



The entered customer number data does not match our records. Please enter your customer number, continue without entering a customer number, or contact the Patent Electronic Business Center at 866-217-9197 between 6:00 AM to 12:00 midnight Eastern Time Monday – Friday or at ebc@uspto.gov


Independent inventor

Name

Email

Verify your customer number

Enter customer number

Verify customer by 

▼

Enter the name of the customer number

[Cancel](#) [Back](#) [Continue](#)


Customer number currently in use

If the error message, "The entered customer number is currently in use." is displayed, it means your customer number is currently linked to an active Patent Center account.

Possible scenarios that would cause this error message to display are:

- 1) The customer number is associated with an already enrolled Inventor account. Only one independent inventor can have access to a customer number. Customer numbers cannot be shared amongst a group of inventors.
- 2) The entered customer number is associated with a practitioner registration number. An inventor cannot have access to a customer number that registered patent practitioners have access to.

ID.me GOVERNMENT self-enrollment for Patent Center ×



The entered customer number is currently in use. Please enter your customer number, continue without entering a customer number, or contact the Patent Electronic Business Center at 866-217-9197 between 6:00 AM to 12:00 midnight Eastern Time Monday – Friday or at ebc@uspto.gov


Independent inventor

Name

Email

Verify your customer number

Enter customer number

Verify customer by 

Zip code / Postal code ▼

Enter the zip code / postal code associated with the customer number

[Cancel](#) [Back](#) [Continue](#)

3: Review and confirm

The “Review and Confirm page” displays the name and email address information including any customer numbers you have associated with your account.

If all the information is correct, check the “I confirm this information is correct” checkbox, and the subscriber agreement checkbox. You can then select the “Complete self-enrollment” button to submit and complete your self-enrollment process.

ID.me GOVERNMENT self-enrollment for Patent Center ×

Review and confirm

☐ I confirm this information is correct.

Name

Email

[Assign another customer number](#)

Customer #	Name	Address	
			×
			×

☐ I have read and understood the Subscriber Agreement (as listed on [Patent Electronic Business Center](#)) and my request to Self-enroll on this online form, is my agreement to abide by the Agreement and the rules and policies of the USPTO regarding the Agreement. I certify that the information, statements and representations provided by me on this online form are true and accurate to the best of my knowledge. I understand that a willfully false certification is a criminal offence and is punishable by law (18 U.S.C. 1001)

[Cancel](#)

Back

Complete self-enrollment

4: Successful completion of self-enrollment

Upon successful completion of self-enrollment, the image below will display and a confirmation email will be sent to your USPTO.gov account email address. You will use this same email address to log into [Patent Center](#) as a registered user.

