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Sponsorship Tool Guide

This Sponsorship Tool guide provides instructions for practitioners and their support staff. Support staff need to already have [a USPTO.gov account](#) prior to being sponsored. The guide will provide step-by-step instructions for the following:

Practitioner Functions

- Sponsor support staff
- Access “pending requests” for sponsorships to grant approval
- Remove sponsored support staff
- View active sponsorships

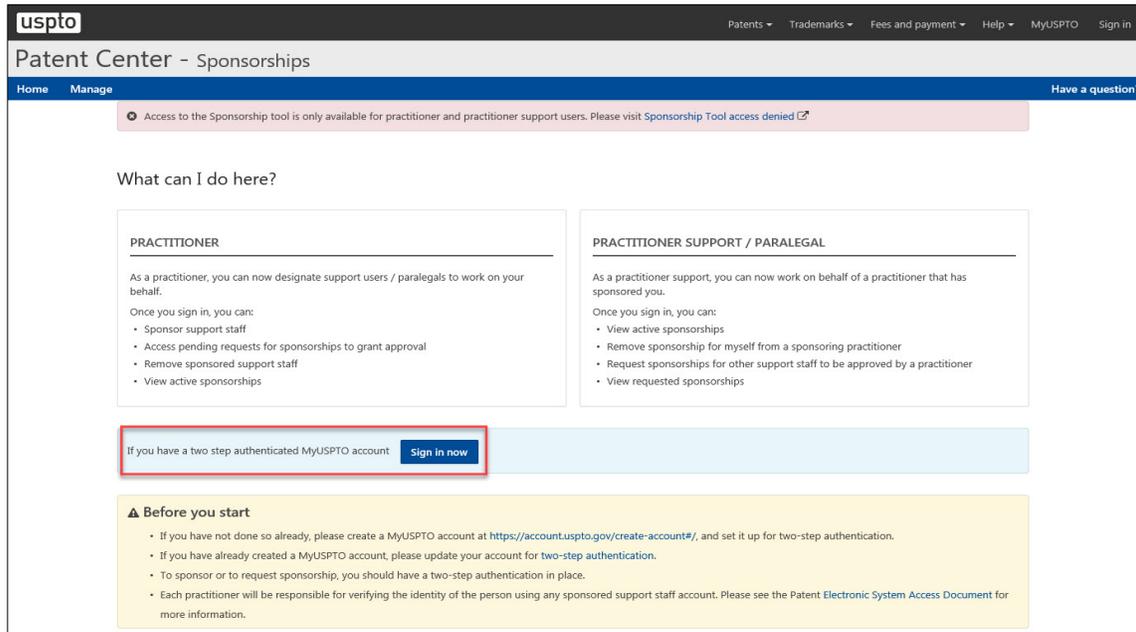
Support Staff Functions

- Sign in using uspto.gov accounts
- View active sponsorships
- Remove sponsorship for myself from a sponsoring practitioner
- “Request sponsorships” for other support staff to be approved by a practitioner
- View requested sponsorships

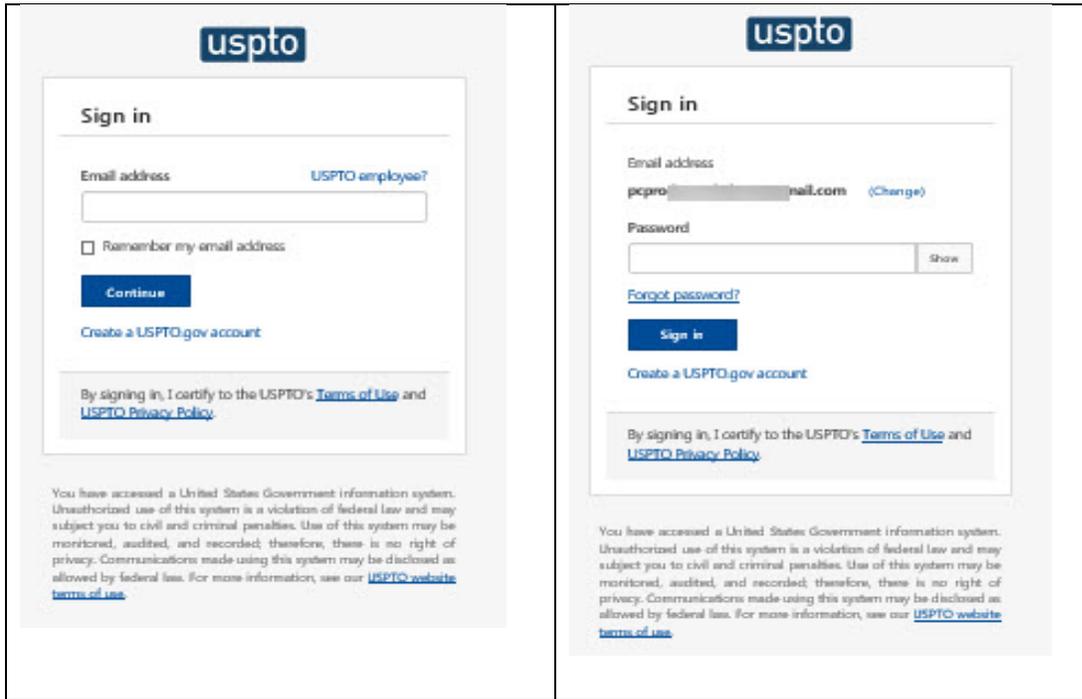
Practitioner Functions

Sponsor support staff

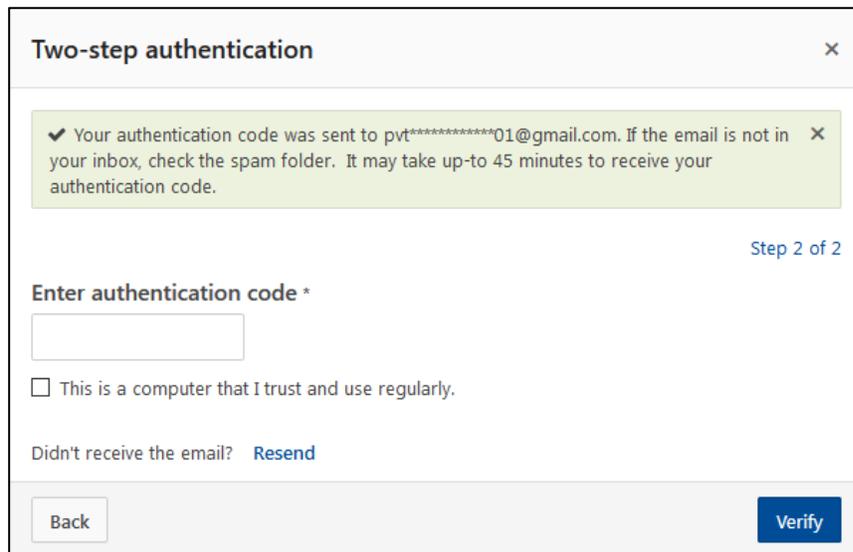
1. Access the Sponsorship Tool at [PatentCenter Sponsorship page](#) and click on “sign in now”



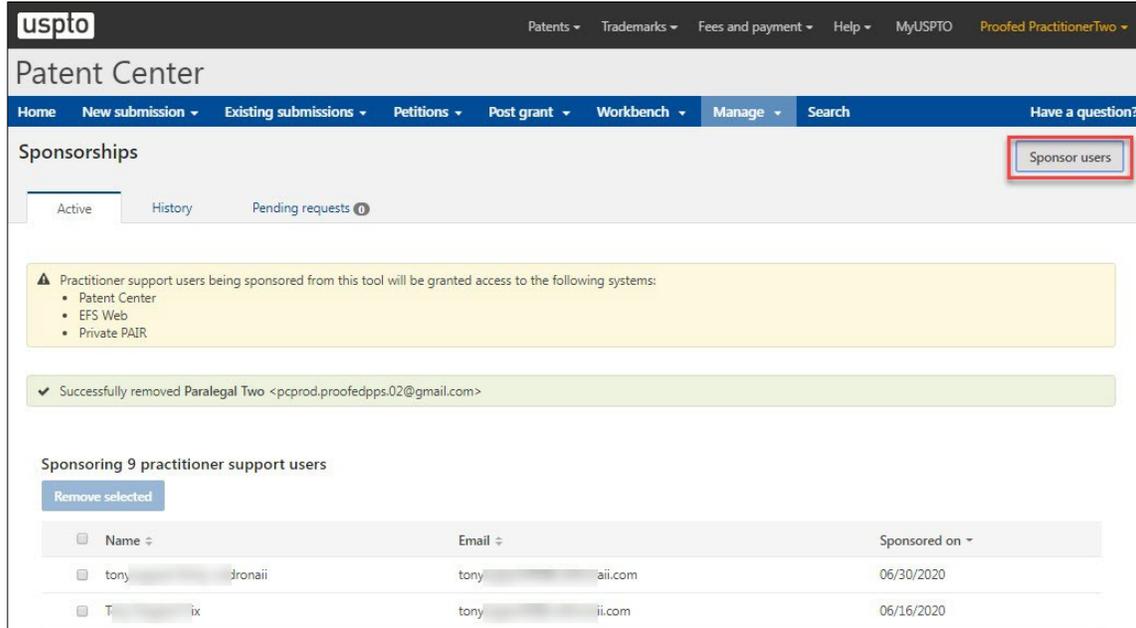
2. Enter your email and password



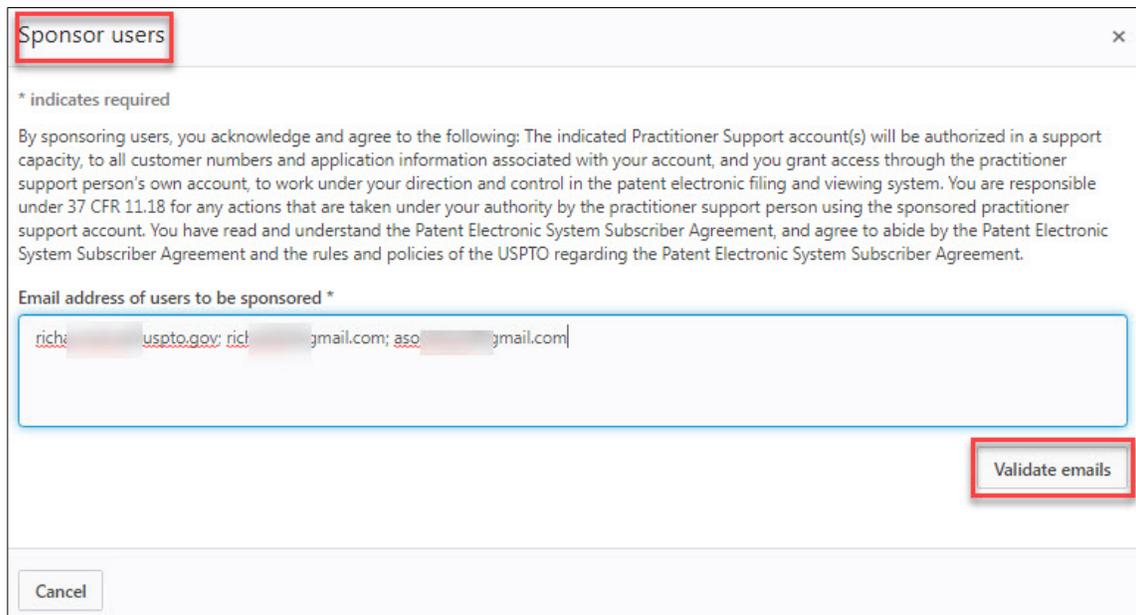
3. Select your second factor, and enter in your authentication code



4. Select the “Sponsor users” button at the top right corner



5. Enter the email addresses of users to be sponsored (up to 50 email addresses; separated by either spaces, commas, semicolons, or returns)



6. Select “Validate emails”
7. Review the names and information under “Users retrieved” for accuracy
 - a. To remove any users from the of requested sponsorships, select the “x” next to their name

Sponsor users ×

*** indicates required**

Email address of users to be sponsored *

pvt. [redacted]@mail.com
pvt. [redacted]@com
error@to.gov

✖ Patent Center cannot add the below email address(es). Please ensure the email address(es) are correct and the paralegal(s) have a Patent Center account. If they don't have an account, first obtain a Patent Center account and try adding later.

- error@uspto.gov

2 Users retrieved:

Name	Email	✕
Paralegal Three	pvt. [redacted]@com	✕
Paralegal Four	pvt. [redacted]@mail.com	✕

8. Select “Sponsor”

Access “requested sponsorships” to grant approval or deny

1. Access the Sponsorship Tool at [PatentCenter Sponsorship Page](#)

uspto

[PTOWeb homepage](#)
<http://ptoweb.uspto.gov/ptointranet/index.htm>

Patent Center - Sponsorships

[Patents](#) ▾ [Trademarks](#) ▾ [Fees and payment](#) ▾ [Help](#) ▾ [MyUSPTO](#) [Sign in](#)

Home [Manage](#)
[Have a question?](#)

ⓘ Access to the Sponsorship tool is only available for practitioner and practitioner support users. Please visit [Sponsorship Tool access denied](#)

What can I do here?

PRACTITIONER

As a practitioner, you can now designate support users / paralegals to work on your behalf.

Once you sign in, you can:

- Sponsor support staff
- Access pending requests for sponsorships to grant approval
- Remove sponsored support staff
- View active sponsorships

PRACTITIONER SUPPORT / PARALEGAL

As a practitioner support, you can now work on behalf of a practitioner that has sponsored you.

Once you sign in, you can:

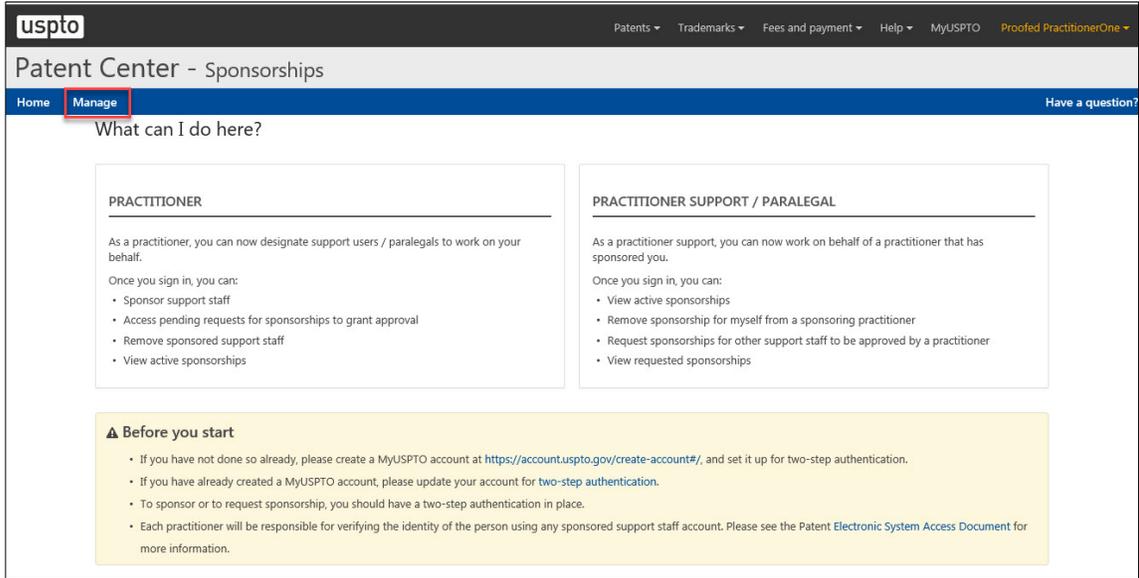
- View active sponsorships
- Remove sponsorship for myself from a sponsoring practitioner
- Request sponsorships for other support staff to be approved by a practitioner
- View requested sponsorships

If you have a two step authenticated MyUSPTO account

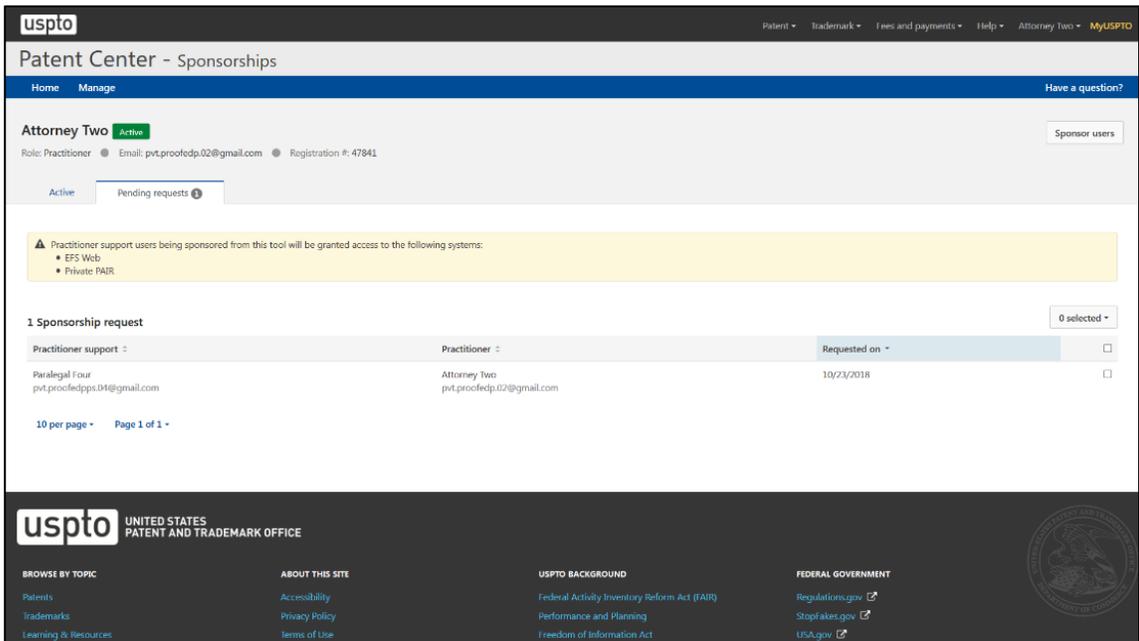
⚠ Before you start

- If you have not done so already, please create a MyUSPTO account at [https://account.uspto.gov/create-account#/,](https://account.uspto.gov/create-account#/) and set it up for two-step authentication.
- If you have already created a MyUSPTO account, please update your account for [two-step authentication](#).
- To sponsor or to request sponsorship, you should have a two-step authentication in place.
- Each practitioner will be responsible for verifying the identity of the person using any sponsored support staff account. Please see the [Patent Electronic System Access Document](#) for more information.

2. Click on “Manage” on the top blue banner

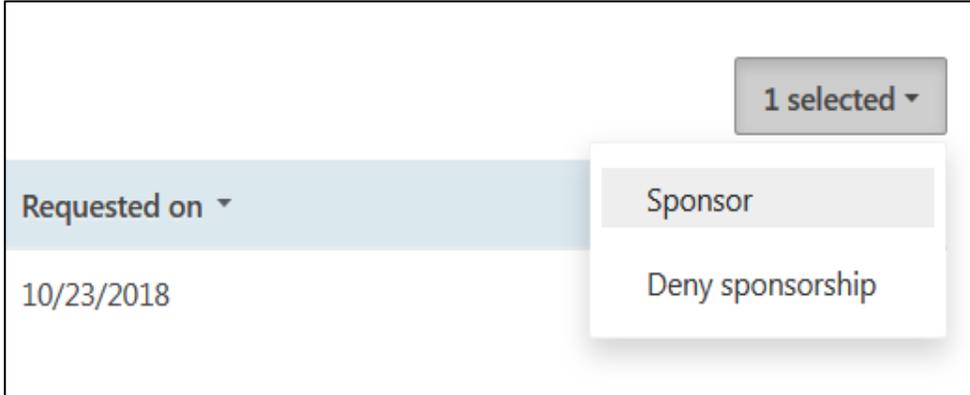


3. Click on “Pending requests” tab to view “Sponsorship requests”

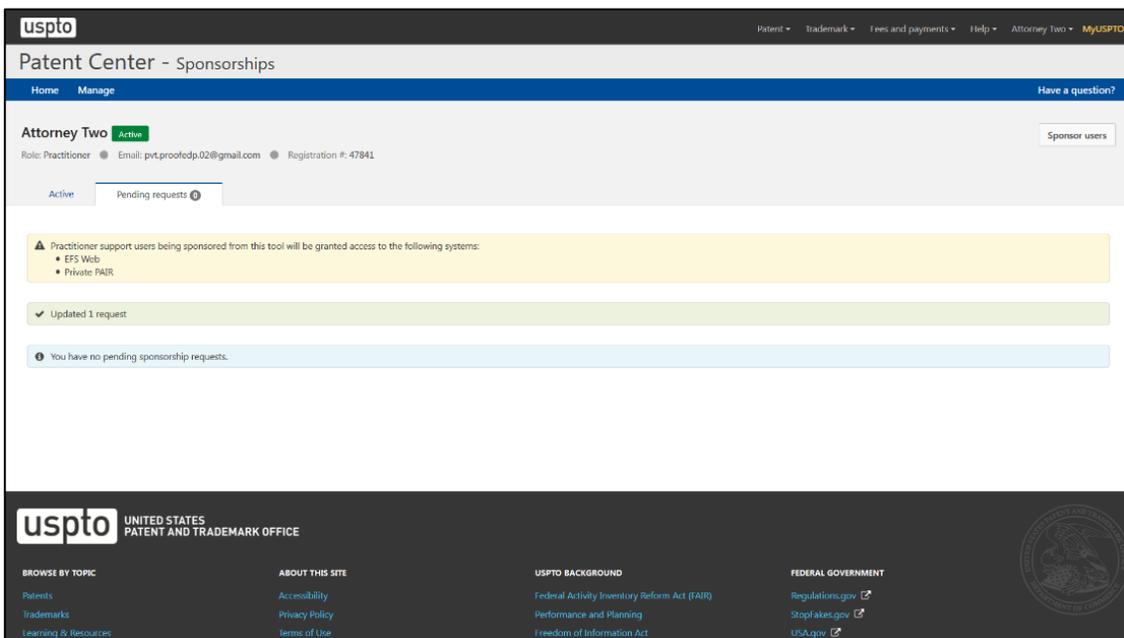


4. Check the checkboxes for support staff you would like to sponsor (or select the checkbox in the header to select all)

5. Select the drop-down menu above the checkbox that says “# selected”

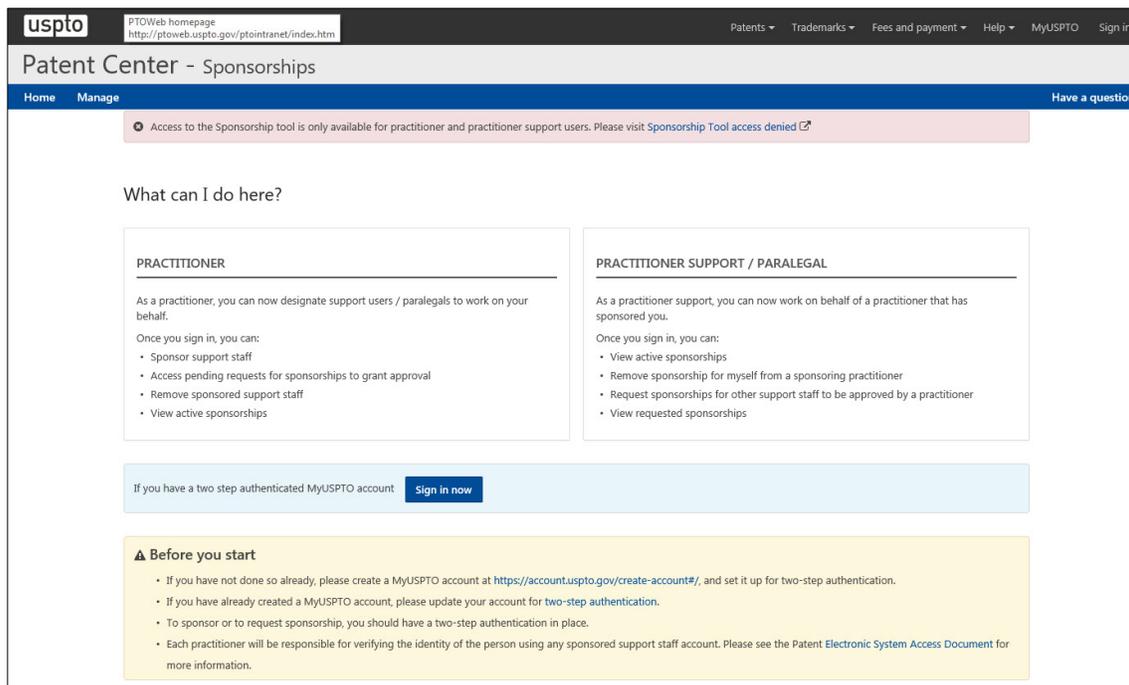


6. Select “Sponsor” or “Deny sponsorship,” which will take you to the confirmation page

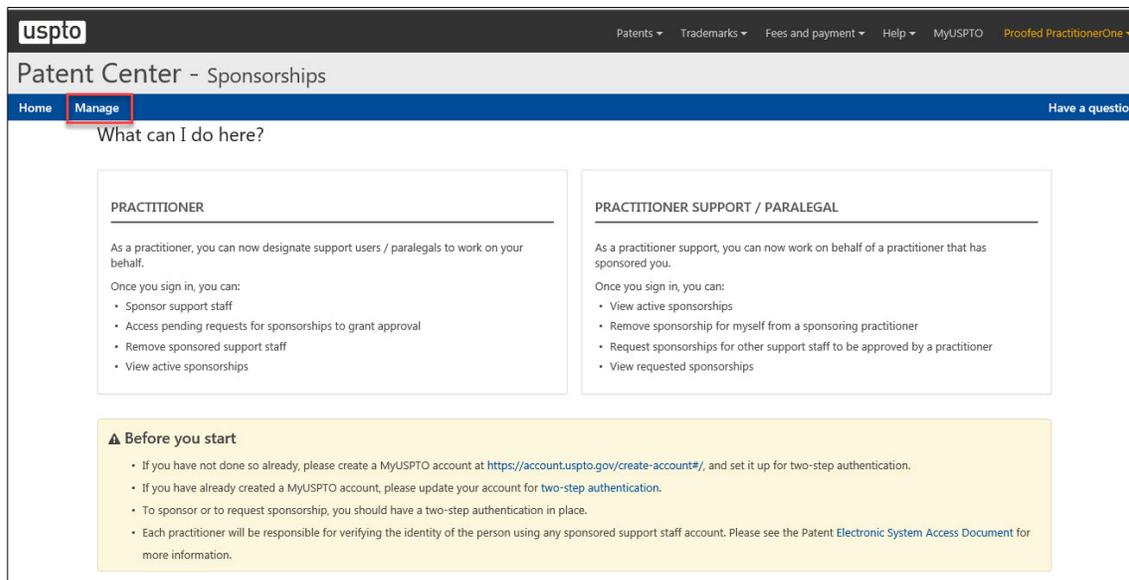


Remove sponsored support staff

1. Access the Sponsorship Tool at [PatentCenter Sponsorship Page](#)



2. Click on “Manage” on the top blue banner



3. Under the “Sponsoring practitioner support users” list, click on the “x” for the support staff you would like to remove sponsorship from

The screenshot shows the 'Patent Center - Sponsorships' page for a 'Proved PractitionerOne' user. The user's role is 'Practitioner', email is 'pcprod.proofedp.01@gmail.com', and registration number is 'D0009'. The page has tabs for 'Active' and 'Pending requests'. A yellow warning box states: 'Practitioner support users being sponsored from this tool will be granted access to the following systems: EFS Web, Private PAIR'. Below this, it says 'Sponsoring 12 practitioner support users' and displays a table with columns for Name, Email, and Sponsored on. Three rows are visible, each with a red 'X' icon in the right margin.

Name	Email	Sponsored on
tony [redacted] dronaii	tony [redacted] ai.com	06/17/2020
tony [redacted] ironaii	tony [redacted] ii.com	05/07/2020
tony [redacted] dronaii	tony [redacted] ai.com	05/07/2020

4. Click on “Remove sponsorship” when prompted

The dialog box is titled 'Remove sponsorship' and contains the text: 'Are you sure you want to stop sponsoring Paralegal Three? Once removed, Paralegal Three will not be able to work on your behalf.' At the bottom, there are two buttons: 'Cancel' and 'Remove sponsorship'.

View active sponsorships

1. Access the Sponsorship Tool at [PatentCenter Sponsorship Page](#)

The screenshot shows the USPTO Patent Center - Sponsorships page. At the top, there is a navigation bar with 'uspto' on the left and 'Patents', 'Trademarks', 'Fees and payment', 'Help', 'MyUSPTO', and 'Sign in' on the right. Below this is a blue banner with 'Patent Center - Sponsorships' and 'Home' and 'Manage' buttons. The 'Manage' button is highlighted with a red box. A message box states: 'Access to the Sponsorship tool is only available for practitioner and practitioner support users. Please visit [Sponsorship Tool access denied](#)'. Below this, the page asks 'What can I do here?' and provides two columns of information: 'PRACTITIONER' and 'PRACTITIONER SUPPORT / PARALEGAL'. The 'PRACTITIONER' section lists actions like 'Sponsor support staff', 'Access pending requests for sponsorships to grant approval', 'Remove sponsored support staff', and 'View active sponsorships'. The 'PRACTITIONER SUPPORT / PARALEGAL' section lists actions like 'View active sponsorships', 'Remove sponsorship for myself from a sponsoring practitioner', 'Request sponsorships for other support staff to be approved by a practitioner', and 'View requested sponsorships'. At the bottom, there is a 'Sign in now' button and a 'Before you start' section with instructions on account creation and two-step authentication.

2. Click on “Manage” on the top blue banner

This screenshot is identical to the one above, showing the USPTO Patent Center - Sponsorships page. The 'Manage' button in the top blue banner is highlighted with a red box. The rest of the page content, including the navigation bar, message box, 'What can I do here?' section, and 'Before you start' section, remains the same.

3. View active sponsorships under the “Sponsoring <number> practitioner support users” list

The screenshot shows the USPTO Patent Center interface for a user named 'Prooved PractitionerOne' who is 'Active'. The user's role is 'Practitioner', email is 'pcprod.proofedp.01@gmail.com', and registration number is 'D0009'. There are two tabs: 'Active' (highlighted with a red box) and 'Pending requests 0'. A yellow warning box states: 'Practitioner support users being sponsored from this tool will be granted access to the following systems: EFS Web, Private PAIR'. Below this, a table titled 'Sponsoring 12 practitioner support users' lists three entries:

Name	Email	Sponsored on	
tony [redacted] dronaii	tony [redacted] aii.com	06/17/2020	x
tony [redacted] Ironaii	tony [redacted] iiii.com	05/07/2020	x
tony [redacted] dronaii	tony [redacted] aii.com	05/07/2020	x

Support Staff Functions

Log into the Patent Electronic Systems using USPTO.gov accounts

1. Access the Patent Electronic Systems using the links
 - a. EFS-Web: <https://efsmv.uspto.gov/EFSSWebUIRegistered/EFSSWebRegistered>
 - b. Private PAIR: <https://ppair-my.uspto.gov/pair/PrivatePair>
 - c. Patent Center: <https://patentcenter.uspto.gov/>
2. Enter in your USPTO.gov email and password
3. Select your second factor
4. Enter in your authentication code
5. Select the practitioner you are working on behalf of

*To switch practitioners in EFS-Web and Private PAIR, support staff will need to sign out and sign back in to select a different practitioner to work on behalf of. In Patent Center, support staff can switch practitioners without having to sign out.

View active sponsorships

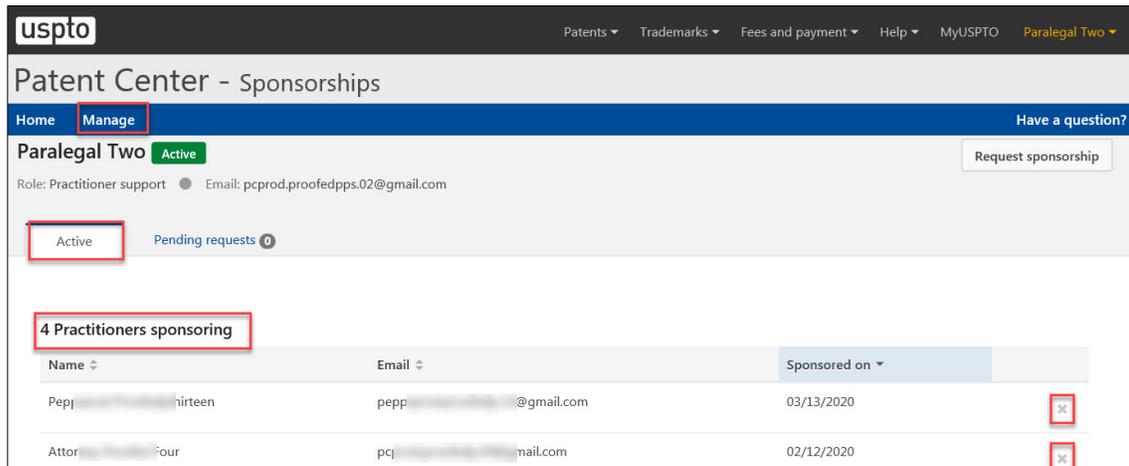
1. Access the Sponsorship Tool at [PatentCenter Sponsorship Page](#)
2. Click on “Manage” on the top blue banner
3. View active sponsorships under the “Practitioners sponsoring” list

The screenshot shows the USPTO Patent Center interface for Sponsorships. The user is logged in as 'Paralegal Two' with the role 'Practitioner support' and email 'pcprod.proofedpps.02@gmail.com'. The page displays a list of practitioners sponsoring, with 4 practitioners currently sponsoring. The 'Active' status and the '4 Practitioners sponsoring' header are highlighted with red boxes.

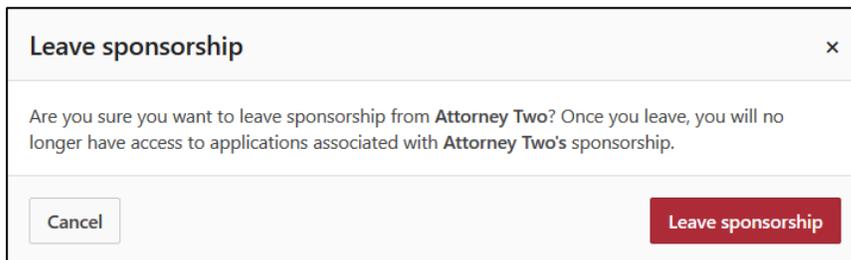
Name	Email	Sponsored on	
Pepp [redacted] thirteen	pepp [redacted] @gmail.com	03/13/2020	x
Attor [redacted] four	pcj [redacted] mail.com	02/12/2020	x

Remove sponsorship for myself from a sponsoring practitioner

1. Access the Sponsorship Tool at [PatentCenter Sponsorship Page](#)
2. Click on “Manage” on the top blue banner
3. Under the “<number> Practitioners sponsoring” list, click on the “x” for the practitioner you would like to remove sponsorship from



4. Click on “Leave sponsorship” when prompted

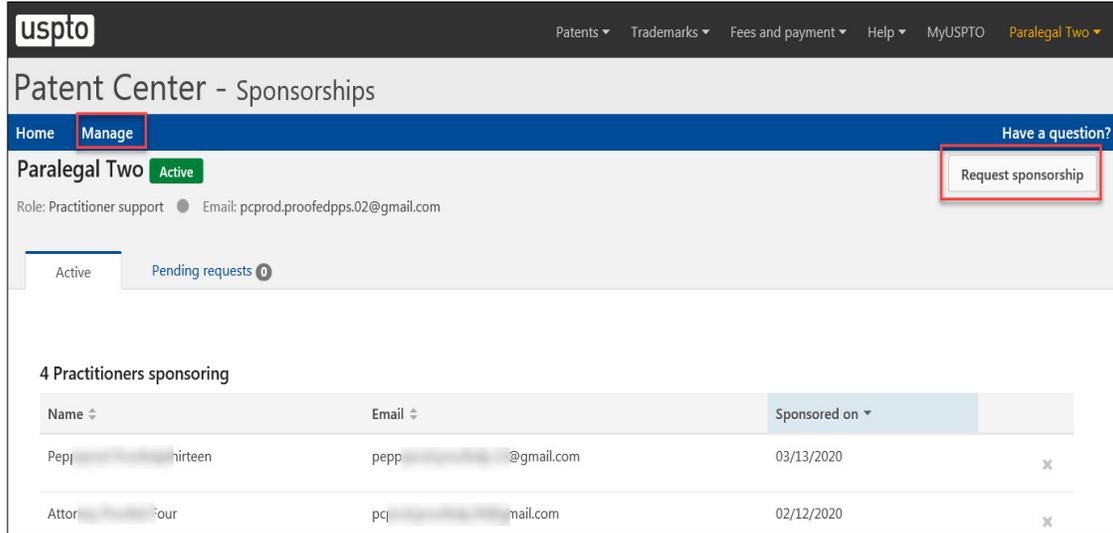


“Request sponsorships” for other support staff to be approved by a practitioner

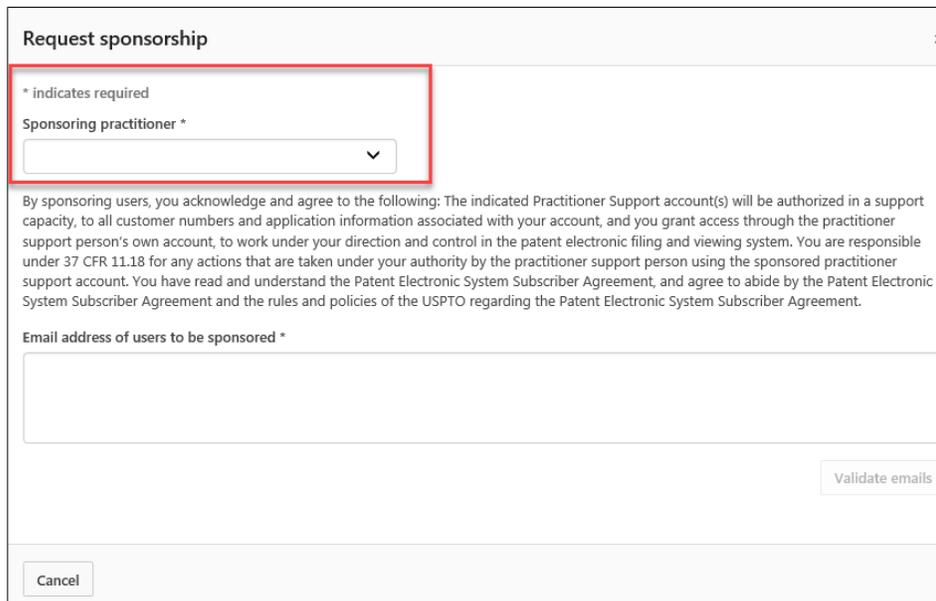
*Prerequisite: Only support staff that have already been sponsored by a practitioner are able to “request sponsorships” for other support staff to be approved by the same practitioner.

1. Access the Sponsorship Tool at [PatentCenter Sponsorship Page](#)
2. Click on “Manage” on the top blue banner

3. Select the “Request sponsorship” button at the top right corner



4. Select the sponsoring practitioner from the drop down menu (you are only able to request sponsorships for approval by practitioners that have already sponsored you)



5. Enter the email addresses of users to be sponsored (up to 50 email addresses; separated by either spaces, commas, semicolons, or returns)

Request sponsorship ×

* indicates required

Sponsoring practitioner *

Pepprprod Proofedphtirteen

By sponsoring users, you acknowledge and agree to the following: The indicated Practitioner Support account(s) will be authorized in a support capacity, to all customer numbers and application information associated with your account, and you grant access through the practitioner support person's own account, to work under your direction and control in the patent electronic filing and viewing system. You are responsible under 37 CFR 11.18 for any actions that are taken under your authority by the practitioner support person using the sponsored practitioner support account. You have read and understand the Patent Electronic System Subscriber Agreement, and agree to abide by the Patent Electronic System Subscriber Agreement and the rules and policies of the USPTO regarding the Patent Electronic System Subscriber Agreement.

Email address of users to be sponsored *

pef[redacted]@gmail.com

Validate emails

Cancel

6. Select “Validate emails”
7. Review the names and information under “users retrieved” for accuracy
 - a. To remove any users from the of requested sponsorships, select the “x” next to their name

Request sponsorship ×

* indicates required

Sponsoring practitioner *

Attorney Two

Email address of users to be sponsored *

pv[redacted]@gmail.com

Validate emails

⊗ Patent Center cannot add the below email address(es). Please ensure the email address(es) are correct and the paralegal(s) have a Patent Center account. If they don't have an account, first obtain a Patent Center account and try adding later.

- pvt.proofedpps.05@gmail.com

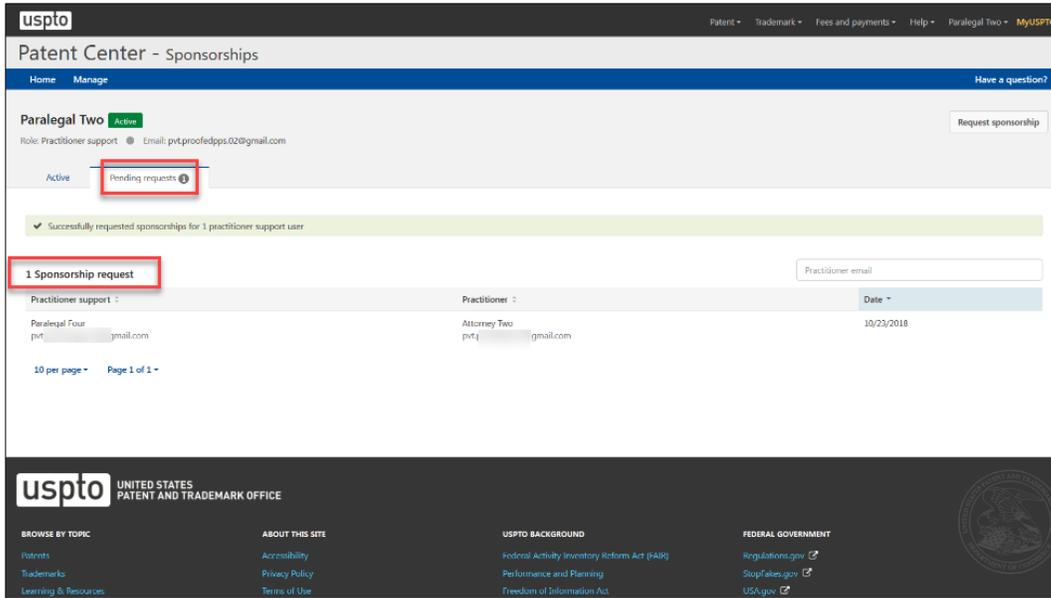
1 User retrieved:

Name	Email
Paralegal Four	[redacted]@gmail.com

x

Cancel Request sponsorship

8. Select “Request sponsorships”
9. Upon successful submission, the support staff will be able to see all requested sponsorships



View requested sponsorships

1. Access the Sponsorship Tool at [PatentCenter Sponsorship Page](#)
2. Click on “Manage” on the top blue banner
3. Click on “Pending requests” tab to view “sponsorship requests”

