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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 <u>a USPTO.gov account</u> 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 <u>PatentCenter Sponsorship page</u> and click on "sign in now"

uspto		Patents -	Trademarks -	Fees and payment -	Help -	MyUSPTO	Sign in
Patent Cent	er - Sponsorships						
Home Manage						Have a	question?
O A	access to the Sponsorship tool is only available for practitioner and practitioner support users	s. Please visit Sponsorship Tool access deni	ied 🗷				
Wha	at can I do here?						
PRA	ACTITIONER	PRACTITIONER SUPPORT / PARA	ALEGAL				
As a beha	practitioner, you can now designate support users / paralegals to work on your alf.	As a practitioner support, you can now v sponsored you.	vork on behalf of	a practitioner that has			
Onc	e you sign in, you can:	Once you sign in, you can:					
• S	ponsor support staff	View active sponsorships Remove sponsorship for myself from	a sponsoring pr	actitioner			
• R	temove sponsored support staff	Request sponsorships for other support	ort staff to be ap	proved by a practitioner			
- v	riew active sponsorships	View requested sponsorships					
If you	u have a two step authenticated MyUSPTO account Sign in now						
AB	ietore you start			1			
	 If you have not done so already, please create a MyUSPIO account at https://account.uspi If you have already created a MyUSPTO account, please update your account for two-step 	to.gov/create-account#/, and set it up for t	two-step authent	ication.			
	 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 spor more information.	nsored support staff account. Please see th	e Patent Electror	ic System Access Docur	nent for		

2. Enter your email and password

uspto	uspto
Sign in	Sign in
Email address USPTO employee?	Email address pcproint in mail.com (Change) Password
Ramember my email address	Show
Create a USPTO.gov account By signing in, I certify to the USPTO's <u>Terms of Use</u> and USPTO Privacy Policy.	Forgot password? Sign in Create a USPTO gov account
You have accessed a United States Government information system. Unauthorized use of this system is a violation of federal law and may subject you to civil and criminal panalise. Use of this system may be monitored, audited, and secondsd; thesefore, these is no right of privacy, Communications made using this system may be disclosed as allowed by federal law. For more information, use our <u>USPTO velocite</u> terms of use.	By signing in, I cartify to the USPRO's <u>Terms of Use</u> and <u>USPTO Privacy Policy</u> . You have accessed a United States Government information system. Unauthorized use of this system is a violation of federal law and may subject you to civil and criminal panalias. Use of this system may be manifored, audited, and recorded; there is no right of privacy. Communications made using this system may be inclused as allowed by federal law. For more information, use our <u>USPTO website</u> terms of use.

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

Two-step authentication	×
✓ Your authentication code was sent to pvt********01@gmail.com. If the email is not in your inbox, check the spam folder. It may take up-to 45 minutes to receive your authentication code.	×
Step 2 Enter authentication code * Computer that I trust and use regularly. Didn't receive the email? Resend	of 2
Back	fy

4. Select the "Sponsor users" button at the top right corner

uspto	D			Patents -	Trademarks -	Fees and payment	t 🕶 Help 🕶	MyUSPTO	Proofed PractitionerTwo 👻
Pater	nt Center								
Home	New submission 👻	Existing submissions +	Petitions 🗸	Post grant 👻	Workbench 👻	Manage 🗸	Search		Have a question?
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Acti	ve History	Pending requests 🗿							
A Prac	titioner support users Patent Center EFS Web Private PAIR	being sponsored from this too	ol will be granted	access to the follow	ing systems:				
✓ Suc	cessfully removed Para	legal Two <pcprod.proofedpp< td=""><td>s.02@gmail.com</td><td>></td><td></td><td></td><td></td><td></td><td></td></pcprod.proofedpp<>	s.02@gmail.com	>					
Spon: Rem	soring 9 practition ove selected	er support users							
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(T ix		tor	ιy	ii.com		13	06/16/2020	

5. Enter the email addresses of users to be sponsored (up to 50 email addresses; separated by either

spaces, commas, semicolons, or returns)

Sponsor users	×
* indicates required	
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 Electron System Subscriber Agreement and the rules and policies of the USPTO regarding the Patent Electronic System Subscriber Agreement.	t
Email address of users to be sponsored *	
<u>rich: uspto.gov; rict</u> ymail.com; <u>aso</u> ymail.com	
Validate ema	ils
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

ponsor users			
ndicates required			
nail address of users to be spor	nsored *		
pvtnail.com			
pvt. :om			
10.900			
			Validate emai
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 Patent Center cannot add th Center account. If they don't ha error@uspto.gov 	ne below email address(es). Plea: ve an account, first obtain a Pate	se ensure the email address(es) are correct ent Center account and try adding later.	and the paralegal(s) have a Patent
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 Patent Center cannot add th Center account. If they don't ha error@uspto.gov Users retrieved: Vame Paralegal Three Paralegal Four 	e below email address(es). Pleas ve an account, first obtain a Pate Email pvt pvt.j	se ensure the email address(es) are correct ent Center account and try adding later. .com ımail.com	and the paralegal(s) have a Patent

8. Select "Sponsor"

Access "requested sponsorships" to grant approval or deny

1. Access the Sponsorship Tool at <u>PatentCenter Sponsorship Page</u>

uspto	PTOWeb homepage http://ptoweb.uspto.gov/ptointranet/index.htm	Patents	 Trademarks 	Fees and payment -	Help 🗸	MyUSPTO	Sign in
Patent C	enter – Sponsorships						
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	PRACTITIONER SUPPORT / P	ARALEGAL				
	As a practitioner, you can now designate support users / paralegals to work on your behalf.	As a practitioner support, you can n sponsored you.	w work on behalf c	f a practitioner that has			
	Once you sign in, you can:	Once you sign in, you can:					
	Sponsor support staff Access pending requests for sponsorships to grant approval	View active sponsorships Remove sponsorship for myself f	om a sponsoring pi	actitioner			
	Remove sponsored support staff	Request sponsorships for other s	upport staff to be a	proved by a practitioner	r		
	View active sponsorships	 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 	t.uspto.gov/create-account#/, and set it up	for two-step auther	tication.			
	 If you have already created a MyUSPTO account, please update your account for two To conserve as to request searceschip, you should have a two step authentication in 	-step authentication.					
	Fach practitioner will be responsible for verifying the identity of the person using any	piace.	e the Patent Electro	nic System Access Docur	ment for		
	more information.			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			

2. Click on "Manage" on the top blue banner

uspto	Patents Trademarks Fees and payment Help MyUSPTO Proofed PractitionerOnd
Patent Center - Sponsorships	
Home Manage	Have a quest
What can I do here?	
PRACTITIONER	PRACTITIONER SUPPORT / PARALEGAL
As a practitioner, you can now designate support users / paralegals to work on your behalf.	As a practitioner support, you can now work on behalf of a practitioner that has sponsored you.
Once you sign in, you can:	Once you sign in, you can:
Sponsor support staff	View active sponsorships
 Access pending requests for sponsorships to grant approval 	Remove sponsorship for myself from a sponsoring practitioner
Remove sponsored support staff	Request sponsorships for other support staff to be approved by a practitioner
view active sponsorships	View requested sponsorships
▲ Before you start	
If you have not done so already, please create a MyUSPTO account at https://account.u	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-st	tep authentication.
To sponsor or to request sponsorship, you should have a two-step authentication in planets and the sponsor of the sponsor	ace.
Each practitioner will be responsible for verifying the identity of the person using any s	ponsored support staff account. Please see the Patent Electronic System Access Document for
more information.	

3. Click on "Pending requests" tab to view "Sponsorship requests"

uspto								Attorney Two - MyUSPTO
Patent Center - Sponsorship	os							
Home Manage								Have a question?
Attorney Two Active Role: Practitioner Email: pvt.proofedp.02@gmail.com Active Pending requests	Registration #: 47841							Sponsor users
Practitioner support users being sponsored from this EFS Web Private PAIR	s tool will be granted access to the follow	wing systems:						
1 Sponsorship request								0 selected ~
Practitioner support ÷		Practitioner ÷			Requested	on *		
Paralegal Four pvt.proofedpps.04@gmail.com		Attorney Two pvt.proofedp.02@gma	il.com		10/23/2018	l.		
10 per page - Page 1 of 1 -								
UNITED STATES PATENT AND TRADEMARK	OFFICE	_					_	
BROWSE BY TOPIC	ABOUT THIS SITE		USPTO BACKGROUND	FED	ERAL GOVERNI	MENT		
					gulations.gov 1	2		
					Algov 🗹			

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"

	1 selected -
Requested on *	Sponsor
10/23/2018	Deny sponsorship

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

uspto						MyUSPTO
Patent Center - Sponsorsh	ips					
Home Manage					Have a q	uestion?
Attorney Two Arthu Role: Practitioner Email: pvt.proofedp.02@gmail.co Active Pending requests	m 🜒 Registration #: 47841				Sponso	r users
Practitioner support users being sponsored from t EFS Web Private PAIR	his tool will be granted access to the following systems:					
 Updated 1 request You have no pending sponsorship requests. 						
USPTO UNITED STATES PATENT AND TRADEMART	K OFFICE					
BROWSE BY TOPIC	ABOUT THIS SITE	USPTO BACKGROUND	FEDERAL GO	ERNMENT		
Patents						
Trademarks				v C'		
Learning & Resources			USA.gov 🗹			

Remove sponsored support staff

1. Access the Sponsorship Tool at PatentCenter Sponsorship Page

uspto	PTOWeb homepage http://ptoweb.uspto.gov/ptointranet/index.htm	Patents 🔻	Trademarks 🔻	Fees and payment -	Help -	MyUSPTO	Sign in
Patent C	enter - Sponsorships						
Home Manage	9					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. Practitioner you can now work on behalf of a practitioner that has sponsored you.						
	Plants Patents Trademarks Rees and payment Help MyUSPT Center - Sponsorships Mage Cases to the Sponsorship tool is only available for practitioner and practitioner support users. Please visit Sponsorship Tool access denied [2] What can I do here? Practitioner, you can now designate support users / paralegals to work on your behalf. Draces points request for sponsorships to grant approval. Access pending requests for sponsorships to grant approval. Access pending requests for sponsorships to grant approval. Very active support staff Very active support staff Very active sponsorships for other support staff to be approved by a practitioner Very active sponsorships						
	What can I do here?						
	what carried nere:						
	PRACTITIONER	PRACTITIONER SUPPORT / PAR	ALEGAL				
	As a practitioner, you can now designate support users / paralegals to work on your behalf.	As a practitioner support, you can now sponsored you.	work on behalf o	f a practitioner that has			
	Once you sign in, you can:	Once you sign in, you can:					
	Sponsor support staff	View active sponsorships					
	Access pending requests for sponsorships to grant approval Remove sponsored support staff	Remove sponsorship for myself from Request sponsorships for other supp	ort staff to be an	actitioner proved by a practitioner	r		
	View active sponsorships	View requested sponsorships					
	If you have a two step authenticated MyUSPIO account Sign in now						
	A Before you start						
	If you have not done so already, please create a MyUSPTO account at https://account	nt.uspto.gov/create-account#/, and set it up for	two-step authen	tication.			
	If you have already created a MyUSPTO account, please update your account for tw	o-step authentication.					
	Io sponsor or to request sponsorsnip, you should have a two-step authentication in Each practitioner will be responsible for verifying the identity of the person using an	i place.	e Patent Flectro	nic System Access Door	ment for		
	more information.	g sponsored support stan account. Please see th	ie nateric ciectrol	ne system Access Docur	inche for		

2. Click on "Manage" on the top blue banner

uspto		Patents
Paten	t Center - Sponsorships	
Home N	Aanage	Have a question?
	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
	▲ Before you start If you have not done so already, please create a MyUSPTO account at https://account If you have already created a MyUSPTO account, please update your account for two To sponsor or to request sponsorship, you should have a two-step authentication in Each practitioner will be responsible for verifying the identity of the person using any more information.	tuspto.gov/create-account#/, and set it up for two-step authentication. -step authentication. place. / sponsored support staff account. Please see the Patent Electronic System Access Document for

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

uspto	Patents 🔻	Trademarks 🕶	Fees and payment 🗸	Help 🕇	MyUSPTO	Proofed PractitionerOne -
Patent Center - Sponsorships						
Home Manage						Have a question?
Proofed PractitionerOne Active						Sponsor users
Role: Practitioner Email: pcprod.proofedp.01@gmail.com	Registration #: D0009					
Active Pending requests ()						
 Practitioner support users being sponsored from this tool will b EFS Web Private PAIR 	be granted access to the	following system:	5:			
Sponsoring 12 practitioner support users						
Name ‡	Email ‡		s	ponsored o	n Ŧ	
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ton Ironaii	tony	ii.com	05	5/07/2020		×
ton dronaii	tor	aii.com	0	5/07/2020		×

4. Click on "Remove sponsorship" when prompted

Remove sponsorship	×
Are you sure you want to stop sponsoring Paralegal Three ? Once removed, Paralegal Three win not be able to work on your behalf.	I
Cancel Remove sponsorsh	iip

View active sponsorships

1. Access the Sponsorship Tool at PatentCenter Sponsorship Page



2. Click on "Manage" on the top blue banner

uspto	Patents Trademarks Fees and payment Help MyUSPTO Proofed PractitionerOne
Patent Center - Sponsorships	
Home Manage	Have a question?
What can I do here?	
PRACTITIONER	PRACTITIONER SUPPORT / PARALEGAL
As a practitioner, you can now designate support users / paralegals to work on your behalf.	As a practitioner support, you can now work on behalf of a practitioner that has sponsored you.
Once you sign in, you can:	Once you sign in, you can:
Sponsor support staff	View active sponsorships
 Access pending requests for sponsorships to grant approval 	Remove sponsorship for myself from a sponsoring practitioner
Remove sponsored support staff	 Request sponsorships for other support staff to be approved by a practitioner
View active sponsorsnips	View requestea sponsorsnips
▲ Before you start	
 If you have not done so already, please create a MyUSPTO account at https://account 	it.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 	o-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 more information. 	y sponsored support staff account. Please see the Patent Electronic System Access Document for

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

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Patent Center - Sponsorships						
Home Manage						Have a question?
Proofed PractitionerOne Active Role: Practitioner Pending requests Pending request	egistration #: D0009					Sponsor users
 Practitioner support users being sponsored from this tool will be EFS Web Private PAIR Sponsoring 12 practitioner support users	e granted access to the	following systems	κ.			
Name \$	Email ‡		S	ponsored o	n •	
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ton Ironaii	tony	iii.com	05	5/07/2020		×
ton dronaii	tor	aii.com	05	5/07/2020		×

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://efsmy.uspto.gov/EFSWebUIRegistered/EFSWebRegistered
 - b. Private PAIR: https://ppair-my.uspto.gov/pair/PrivatePair
 - c. Patent Center: <u>https://patentcenter.uspto.gov/</u>
- 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

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Patent Center - Sponsorship	S						
Home Manage							Have a question?
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Active Pending requests 0							
4 Practitioners sponsoring							
Name \$	Email \$			Sponsored or	1 T		
Pepj hirteen	рерр	@gmail.com		03/13/2020			ж
Attor [:] our	pcl	nail.com		02/12/2020			×

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

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Patent Center - Sponsorship)S						
Home Manage							Have a question?
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Attor [:] our	pcl	nail.com		02/12/2020			×

4. Click on "Leave sponsorship" when prompted

Leave sponsorship	×			
Are you sure you want to leave sponsorship from Attorney Two ? Once you leave, you will no longer have access to applications associated with Attorney Two's sponsorship.				
Cancel Leave sponsorsh	nip			

"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

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Patent Center - Sponsorship	S						
Home Manage							Have a question?
Paralegal Two Active Role: Practitioner support Email: pcprod.proofedpps.02 Active Pending requests ()	2@gmail.com					Reque	st sponsorship
4 Practitioners sponsoring Name \$	Email ‡			Sponsored or	1 -		
Pepj hirteen	рерр	@gmail.com		03/13/2020			х
Attor [;] our	pcl	mail.com		02/12/2020			×

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)

Request sponsorship		×
* indicates required Sponsoring practitioner *		
By sponsoring users, you acknowledge and agree to the followir capacity, to all customer numbers and application information a support person's own account, to work under your direction and under 37 CFR 11.18 for any actions that are taken under your a support account. You have read and understand the Patent Elect System Subscriber Agreement and the rules and policies of the to Email address of users to be sponsored *	g: The indicated Practitioner Support account(s) will be authorized in a support ssociated with your account, and you grant access through the practitioner I control in the patent electronic filing and viewing system. You are responsible thority by the practitioner support person using the sponsored practitioner tronic System Subscriber Agreement, and agree to abide by the Patent Electronic JSPTO regarding the Patent Electronic System Subscriber Agreement.	
	Validate emails	
Cancel		

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 Proofedpthirteen	
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 Electro 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 *	rt ie onic
Validate em	ails
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 jmail.com	
	Validate emails
 Patent Center cannot add the below Center account. If they don't have an a • pvt.proofedpps.05@gmail.com 	v email address(es). Please ensure the email address(es) are correct and the paralegal(s) have a Patent count, first obtain a Patent Center account and try adding later.
1 User retrieved:	
Name	Email
Paralegal Four	jmail.com
Cancel	Request sponsorship

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

uspto					Help • Paralegal Two • MyUSPTO
Patent Center - spo	onsorships				
Home Manage					Have a question?
Paralegal Two Active					Request sponsorship
Role: Practitioner support 🌒 Email: pvt.pr	roofedpps.02@gmail.com				
Active Pending requests]				
 Successfully requested sponsorships 	for 1 practitioner support user				
1 Sponsorship request				Practitioner email	
Practitioner support =		Practitioner C		Date *	
Paralegal Four pvt jmail.com		Attorney Two pvt.j gmail.com		10/23/20	18
10 per page * Page 1 of 1 *					
USPTO UNITED STATES	5 RADEMARK OFFICE				
BROWSE BY TOPIC	ABOUT THIS SITE	USPTO BACKGROUND	FEDERAL GOV	/ERNMENT	
			StopFakes.gc	9V C	
Learning & Descurres		I readom of Information Act	USA aoy 🗹		

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"

uspto						Paralegal Two •	MyUSPTO
Patent Center - Sponsorship	s						
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