



EFS-Web

Quick Start Guide

Glossary Pilot Program

Updated June 16, 2014



Introduction

This guide is for The Glossary Pilot Program which begins June 2, 2014 and will run for six (6) months or until the USPTO accepts 200 grantable petitions, whichever occurs first. For general information on submitting applications electronically via EFS-Web please review the EFS-Web Quick Start Guide located at: <http://www.uspto.gov/patents/process/file/efs/guidance/EFSS-WebQuickStartGuide.pdf>

These guidelines provide information to assist applicants and their representatives in preparing an application and petition to make special for entry into the **Glossary Pilot Program**. Applications accepted into the Glossary Pilot Program will receive special status up to the issuance of the first Office action. Applicant is advised that a written restriction requirement is considered an Office action. These guidelines provide general information on specific requirements under this pilot program and are merely supplemental to the program requirements as set forth in the Federal Register notice, [Glossary Pilot Program 79 Fed. Reg. 17137 \(March 27, 2014\) \[PDF\]](#). It is recommended that applicant(s) and their representatives review the notice in detail and specifically make note of the Glossary Pilot Program's conditions and requirements when considering whether to participate.

For further information or assistance with specific questions, please visit the [Glossary Initiative](#) and/or call Seema S. Rao, Director, Technology Center 2100 at (571) 272-0800 or send email to: Glossary@uspto.gov.

Basic Guidelines for Filing a Glossary Pilot Submission

To qualify for the Glossary Pilot Program, all of the conditions and requirements set forth in the Federal Register Notice dated March 27, 2014 must be satisfied. In particular, applicants are reminded that:

- The application must be an original, non-reissue, non-provisional utility application that does not claim benefit of a prior filed non-provisional U.S. application, unless the application is a continuation-in-part application filed for the purposes of providing a glossary.
- The application and the petition to make special using Form [PTO/SB/436](#) must be filed on or after June 2, 2014 and before either 200 petitions are granted and/or six months after the June 2, 2014 start date, whichever occurs first.
- The claimed invention must be classified in a technology that falls under the examination jurisdiction of Technology Centers 2100, 2400, 2600 or the Business Methods Area of 3600 (see [USPC class \[PDF\]](#)) information to determine if the utility application would be subject to examination by one of the technology areas listed).
- The application must include a glossary that is placed at the beginning of the detailed description portion of the original specification of the application, identified with a heading, and presented on filing of the application. The glossary should include definitions that will assist in clarifying the claimed invention, creating a clear application file wrapper history, and must comply with all of the requirements set forth in Section III.B of the [notice \[PDF\]](#)
- The applicant must file the application, the petition to make special, and all follow-on papers using EFS-Web.
- The application must contain at least one claim, but no more than four independent claims, and no more than 30 claims total.

EFS-Web Sign On

Warning: EFS-Web sessions will time-out after one hour of inactivity. A Glossary Pilot Submission that has not been submitted or saved after one hour of inactivity will be lost. You will need to login to EFS-Web again and re-enter the information from the start.

Glossary Pilot submissions have the option of signing-on to EFS-Web as either a Registered or Unregistered eFiler.

- Once signed on you would elect the appropriate application type. Under '**Main Functions**' you would select '**New Application/Proceeding**' and additional options are presented.
- From the following options select '**Utility**' and more options are presented.
- From those options select '**Nonprovisional Application under 35 USC 111(a)**' and then click continue.

EFS Unregistered

Unregistered eFilers Registered eFilers Please Read Announcements

Welcome to Electronic Patent Filing for UNREGISTERED eFILERS

A submission has not been filed officially at the USPTO until the e-filer executes the Submit function and the documents are received at the USPTO. All items denoted by * are required.

IMPORTANT: Please read the [Legal Framework for using EFS-Web](#). For information on the Paperwork Reduction Act as it pertains to: ePetitions, third party submissions CFR 1.501, please see the [OMB Clearance and PRA Burden Statement page](#).

Sign-on as an UNREGISTERED eFILER

* e-Filer Last Name: Patent

* e-Filer First Name: John

* e-Filer E-Mail Address: john.doe@uspto.gov

-*Main Functions

New application/proceeding
(This includes new filings of continuation, divisional, continuation-in-part and reissue applications, as well as reexamination and supplemental examination proceedings, documents and must be filed as a registered eFiler.)

*Select Type of New Application/Proceeding

Utility (Please select a type below) *i*

- NEW** Track I Prioritized Examination - Nonprovisional Application under 35 USC 111(a) *i*
- Accelerated Exam *i*
- Nonprovisional Application under 35 USC 111(a) *i*
- Provisional *i*
- Reexam *i*
- Reissue *i*
- U.S. National Stage under 35 USC 371 *i*

Design (Please select a type below) *i*

International Application for filing in the US receiving office *i*

Supplemental Examination *i*

Existing application/patent *i*

[Privacy Policy](#)

APPLICATION DATA

You must specify the title of your invention, the first named inventor, and a correspondence address.

The screenshot shows the 'Application Data' section of the EFS Registered interface. The form includes the following fields and sections:

- Application Data** (Section Header)
- * Title of Invention** (Text input field)
- Attorney Docket Number** (Text input field)
- First Named Inventor:** (Section Header)
- *First Name** (Text input field)
- Middle Name** (Text input field)
- Last Name** (Text input field)
- Correspondence Address:** (Section Header)
- * Customer Number** (Radio button) with a dropdown menu and a text input field for a valid Customer Number.
- OR** (Text)
- Correspondence Address** (Radio button)
- Privacy Policy** (Link)
- Cancel** and **Continue** (Buttons)

ATTACHING DOCUMENTS

After the eFiler clicks 'Continue', the bibliographic data entered by the user is echoed back.

- If any errors are found the user can go back and correct them by clicking '**Application Data**'.

On the 'Attach Documents' screen, upload the Petition for Glossary Pilot form [\(PTO/SB/436\)](#).

- Failure to use form **(PTO/SB/436)** could result in the Office not recognizing the request or delays in processing the request.
- Please click on the "**Browse**" button to upload your completed document. Once the form has been attached, you will need to index the document correctly.
- Help text displayed below the application type provides the correct indexing of the document.
 - For the "Category" drop down menu you will select "**Pilot Programs**" and on the "Document Description" drop down menu you will select "**Petition for Glossary Pilot**".
 - Once the appropriate selections have been made, you will then click on the button "**Upload & Validate**".
 - You will need to attach and index each of your application documents.

Attach Documents

A submission has not been filed officially at the USPTO until the e-filer executes the Submit function and the documents are received at the USPTO Eastern Time. The Acknowledgement Receipt is evidence of this submission.

Applicants are strongly urged to timely file the Certification and Authorization form PTO/SB/69 (available at <http://www.uspto.gov/forms/sb0069.pdf>) in each nonprovisional application that is intended to form the basis for a priority claim in a subsequent application filed with the EPO.

This is the application data associated with your filing. If any information is incorrect, please edit the [Application Data](#)

Title of Invention	This is the title of my invention
First Named Inventor	John C. Patent
Customer Number or Correspondence Address	MyCompany, Inc. 1 Main Street Anyplace VA 0123 US 123-345-6789 Jane.Doe@uspto.gov
Filed By	
Attorney Docket Number	
Application Type	Utility under 35 USC 111(a)

Files to be Submitted	Category	Document Description	
1	<input type="button" value="Browse..."/>	Pilot Programs	Petition for Glossary Pilot <input type="button" value="Delete"/>

Does your PDF file contain multiple documents?
 Yes No

Users are advised not to submit credit card payment form PTO-2038 via EFS-Web. Submission of the credit card payment form via EFS-Web may result in the form being included among the patent or trademark records open for public inspection. Users choosing to pay with a credit card should instead utilize the on-line payment method available through EFS-Web.

- Click 'Upload & Validate' to automatically check for compliance and to be notified of errors and warnings before submission. **REMEMBER!** You can correct any errors by clicking the 'Attach Files' button.

CALCULATE FEES

Fees are dynamically generated based on the values entered by the user.

- Indicate the business size (large, small, or micro entity)
- Select all applicable fees (Note: no petition fee is required)

If you are not paying fees for this filing at this time, you may continue to

Failure to pay these fees on filing a new application will result in a surcharge. See [27 CFR 1.511\(a\)\(2\)](#).

A submission has not been filed officially at the USPTO until the e-filer executes the Submit function and the documents are received at the USPTO Eastern Time. The Acknowledgement Receipt is evidence of this submission.

Current Business Size: **Large Entity**

Fee Calculator Total Fees Due: \$ 0

Utility Patent Application Filing Fees (select all that apply)			
<input checked="" type="checkbox"/> Filing	<input type="checkbox"/> Search	<input type="checkbox"/> Exam	
Amount	\$300	\$500	\$200
Fee Code	1011	1111	1311
Sub-Total \$			<input type="text"/>
Application Size Fee - Number of Pages in the Specification (including any external tables) and drawings <input type="button" value="Info"/>			
Was this application originally filed in paper? <input type="radio"/> Yes <input checked="" type="radio"/> No			
Number of Pages	0	* .75 =	- 100 =
			/ 50 =
			* \$ 250 =
Sub-Total \$			<input type="text"/>
Claims (select all that apply)			
Claims in excess of twenty			
0 * \$50 = \$			<input type="text"/>
Independent claims in excess of three			
0 * \$200 = \$			<input type="text"/>
<input type="checkbox"/> Multiple Dependent Claims(\$360) = \$ <input type="text"/> Sub-Total \$ <input type="text"/>			
Miscellaneous Fees: (select all that apply)			
<input type="checkbox"/> Non-English Specification (\$ 130)			
<input type="checkbox"/> Publication Fee for early, voluntary or normal publication (\$ 300) <input type="button" value="Info"/>			
<small>The publication fee for normal publication is not due until the application is allowed. Requests for early publication must include a separate statement requesting early publication.</small>			
<input type="checkbox"/> Surcharge - Late filing fee, search fee, examination fee or oath or declaration (\$ 130) Sub-Total \$ <input type="text"/>			
<input type="checkbox"/> Petition Filing Fees (select all that apply)			

- Click 'Calculate' to see fees and 'Continue' to proceed to the next section.

SUBMIT APPLICATION

- After the calculation screen, the user will be forwarded to the Confirm and Submit page. Here the user can make a final review of their documents and fees prior to submission.
 - Please remember to check for document code **"PET.GLOSSARY"** on your petition, this document code will identify the application as part of the glossary pilot program, ensuring its accurate and timely processing.

The screenshot shows the 'Submit Application' page in the EFS Registered system. The page includes a navigation bar with tabs like 'Registered eFiles', 'Please Read Announcements', 'Application Data', 'Attach Documents', 'Review Documents', 'Calculate Fees', 'Confirm & Submit', 'Pay Fees', and 'Receipt'. Below the navigation bar, there is a warning: 'A submission has not been filed officially at the USPTO until the e-filer executes the Submit function and the documents are received at the USPTO Eastern Time. The Acknowledgement Receipt is evidence of this submission.' A link for 'Save for Later Submission' is provided.

The main section is titled 'This is the application data associated with your submission. If any information is incorrect, please edit the Application Data'. The data is as follows:

Title of Invention	This is the title of my invention
First Named Inventor	John C. Patent
Customer Number or Correspondence Address	99999
Filed By	MyCompany Inc. 1 Main Street Anyplace VA 01234 US Jane.Doe@uspto.gov 866 217 9197
Attorney Docket Number	
Application Type	Utility

Below the application data, there is a section for fees: 'This is the fee data associated with your submission. If the following amount is incorrect, please edit the Fee Calculation'. The 'Total Fees Due' is \$300.

The 'To Review a Document, please click on the document name.' section contains a table with the following data:

Sequence	Files to be Submitted	Page Count	Document Description	File Size	Validation Status Message
1	efsweb-overview.pdf No validation errors found.	6	Abstract	3732918 byte	PASS
2	fee-info.pdf No validation errors found.	2	Fee Worksheet (PTO-06)	8061 byte	PASS

At the bottom, there is a link for 'Edit Attached Files' and buttons for 'Save for Later Submission', 'Cancel', and 'Submit'. A note says 'Please click Submit only once'.

- If you have elected to submit without generating fees on the Calculate Fees screen, your submit application screen will appear with a 'Total Fees Due of \$0'.

This screenshot is identical to the one above, but the 'Total Fees Due' is \$0. The rest of the page content, including the application data and document list, remains the same.

CONGRATULATIONS (with EFS-Web generated fee sheet)

Once you have successfully submitted your application, you will be provided with this screen. Congratulations screen providing you with:

- Your Application Number
- Your Confirmation Number
- EFS ID

You will also have the opportunity to either pay your fees at this time or indicate that you would like to pay them later and acknowledge that additional charges may be incurred.

The screenshot shows the EFS Registered web interface. At the top, there is a navigation bar with buttons for 'Registered eFilers', 'Please Read Announcements', 'Application Data', 'Attach Documents', 'Review Documents', 'Calculate Fees', 'Confirm & Submit', 'Pay Fees', and 'Receipt'. Below the navigation bar, a message reads: 'Congratulations! You are ready to pay fees associated with your submission.' followed by the timestamp '14:28:03 Eastern Time on 01-AUG-2008'. A link for 'E-mail Receipt Info' is visible. The main message states: 'The USPTO has received your submission. An Acknowledgement Receipt will be received in due course. Prior to receiving the Acknowledgement Receipt, registered users may check "My Workplace" to confirm receipt by the USPTO of their submission and access Private PAIR to view the actual documents filed. You may continue by paying fees. For questions, contact the EBC. See the EBC Web Page for contact info and hours.' Below this, a table lists identification numbers: Application Number (59956065), Confirmation Number (1634), and EFS ID (1104359). The total fees due are listed as \$ 820. The interface also provides information about payment methods and asks if the user wants to pay now or later.

The following identification numbers are associated with your submission.	
Application Number	59956065
Confirmation Number	1634
EFS ID	1104359

The following fees are due.

Total Fees Due: \$ 820

The USPTO's RAM payment server is ready to accept your fee payments using a [USPTO Deposit Account](#), an [Electronic Funds Transfer](#), or one of the following credit cards: *American Express, Discover, MasterCard, or Visa*. Please have all access codes, account numbers and account holder information ready to ensure a successful online payment experience.

Would you like to pay your fees at this time?