

Assignment Center Training Guide

Patents

January 2024



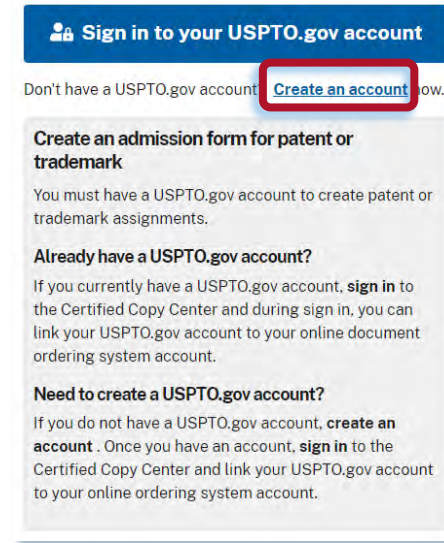
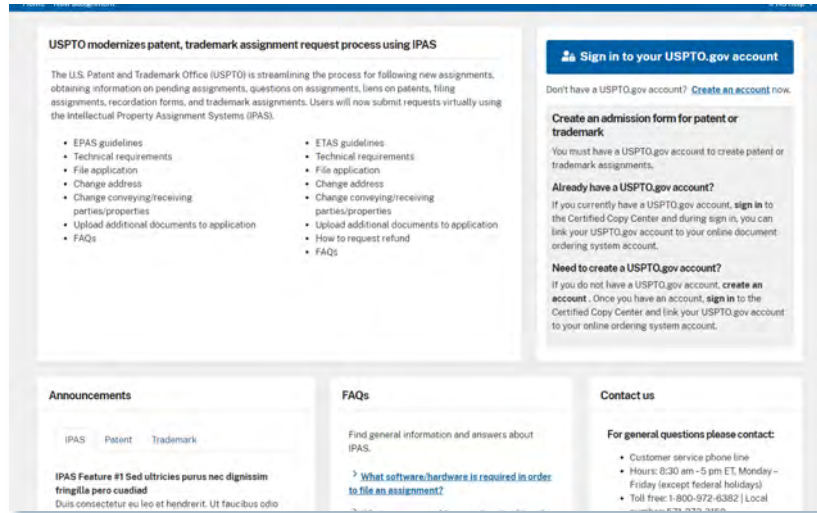
UNITED STATES
PATENT AND TRADEMARK OFFICE ®

This document section provides the steps to create a new USPTO.gov account and access the Assignment Center

USPTO.gov Account Creation

Steps; Account Creation

1. Navigate to URL, <https://assignmentcenter.uspto.gov> to access the **Assignment Center landing page** (public facing).
2. On top of page far right, click the link, 'Create an account'.



3. On the, '**Create a USPTO.gov account**' page. Please provide information for all required input boxes, as indicated with an **"*"**;

uspto

Patents Trademarks Fees and payment Contact Us MyUSPTO Sign in

Account

MyUSPTO help

Create a USPTO.gov account

Already have your USPTO.gov account? [Sign in](#)

* indicates required

Email address *

Title

Select

First name *

Middle name

Last name *

Suffix

Phone *

Work Numbers only

reCaptcha verification *

☐ I'm not a robot

☐ I understand and agree with USPTO's Terms of Use and Privacy Policy.

Next



4. Once all input boxes are populated, the "Next" button will become "active".

* indicates required

Email address *

Title

First name *

Middle name


Last name *

Suffix

Phone *

Work

reCaptcha verification *

☒ I'm not a robot 
reCAPTCHA
Privacy • Terms

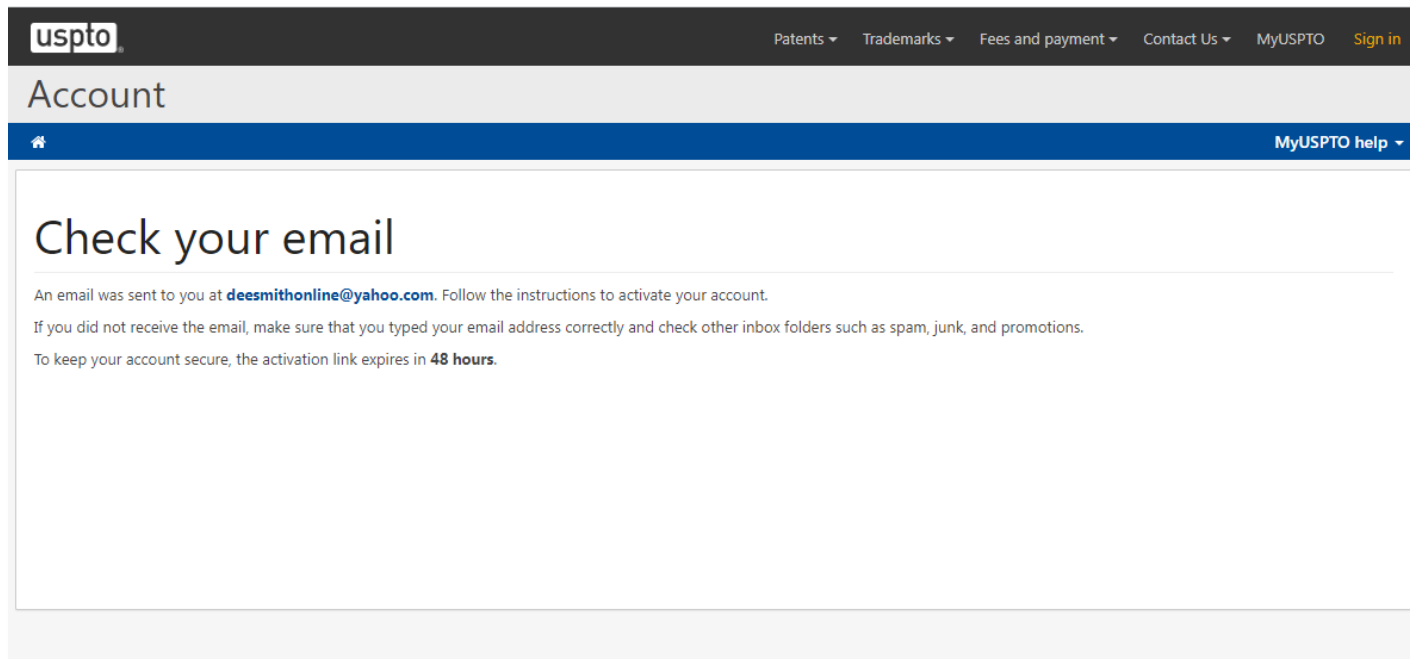
☒ I understand and agree with USPTO's Terms of Use and Privacy Policy.

Next



5. Now on the '**Check your email**' page, follow instructions that appear onscreen to validate the email address provided and activate account.

Please note; activation link expires in **48 hours**.



Activate 'Account **email**'

United States Patent and Trademark Office

 **UNITED STATES
PATENT AND TRADEMARK OFFICE**

You created a [uspto.gov](#) account using [l.com](#).

[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/ca7fd239dbdaae5670be2e9ed78616b95a63f7979676488e8a8eedb09787c316>

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](#)

6. **Activate account by creating password**

After clicking the URL link provided in the 'USPTO account activation email' the '**Activate your account**' page opens, where the **account password can be created**.

- The new password, must be identical, in both input boxes.
- Next, click the 'Activate your account' button.

The screenshot shows a web form titled "Activate your account". Below the title is a section "Create password". There are two input fields: "Enter your new password *" and "Retype your new password *". Both fields are highlighted with red boxes. To the right of each field is a "Show" button. Above the fields, there is a small text "indicates required". To the right of the fields is a "Password requirements" box. It contains three checked items: "Minimum of 12 characters", "One uppercase and one lowercase letter", and "One number and one special character from these options: !@#\$%^&*()_+~=:|[]\';<>?,/". At the bottom right of the form is a blue button with the text "Activate your account", which is also highlighted with a red box.



Activate account

Activate the account with two-step authentication. Activation needs to occur before forms can be accessed.

Go to <https://account.uspto.gov/profile/create-account> **for two-step authentication** and <https://www.uspto.gov/trademarks/apply/identity-verification> **before you can log in to access the forms.** You can preview the forms without logging in on our <https://www.uspto.gov/trademarks/apply/forms-submit-only-if-teas-online-forms-are-unavailable> page."



7. **Contact Information**, must be provided to proceed.

Once information input is completed, click the 'Save' button.

Once you click the 'Save' button you will be redirected to the **USPTO Sign-in' page**.

Required

- Phone
- Country
- Street Address
- City
- State
- Zip

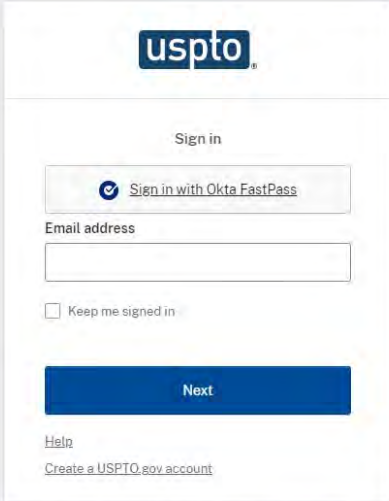
The screenshot shows the 'Contact information' form with the following fields and highlights:

- Alternate email address**: A text input field.
- Phone(s) ***: A section containing a dropdown menu set to 'Work', a text input field with '5713263760', and an 'Ext' input field. This entire section is highlighted with a red border.
- Country ***: A dropdown menu set to 'UNITED STATES', highlighted with a red border.
- Street address ***: A text input field, highlighted with a red border.
- City ***: A text input field, highlighted with a red border.
- State ***: A dropdown menu set to 'Select', highlighted with a red border.
- Zip ***: A text input field, highlighted with a red border.
- Save**: A blue button at the bottom, highlighted with a red border.

Additional text on the form includes: 'Used as a backup email for account change notifications. It should be unique and not shared.' and 'Phone numbers are used for account validation.'



8. 'Sign-in' page, please sign-in to your 'USPTO account.'



The image shows the USPTO sign-in page. At the top is the USPTO logo. Below it is the text "Sign in". There is a button labeled "Sign in with Okta FastPass" with a checkmark icon. Below that is a text input field for "Email address". Under the input field is a checkbox labeled "Keep me signed in". Below the checkbox is a blue button labeled "Next". At the bottom of the sign-in section are links for "Help" and "Create a USPTO.gov account". Below the sign-in section is a disclaimer: "By signing in, I certify to the USPTO's Terms of Use and USPTO Privacy Policy." followed by a paragraph of legal text.

uspto

Sign in

☒ Sign in with Okta FastPass

Email address

☐ Keep me signed in

Next

[Help](#)

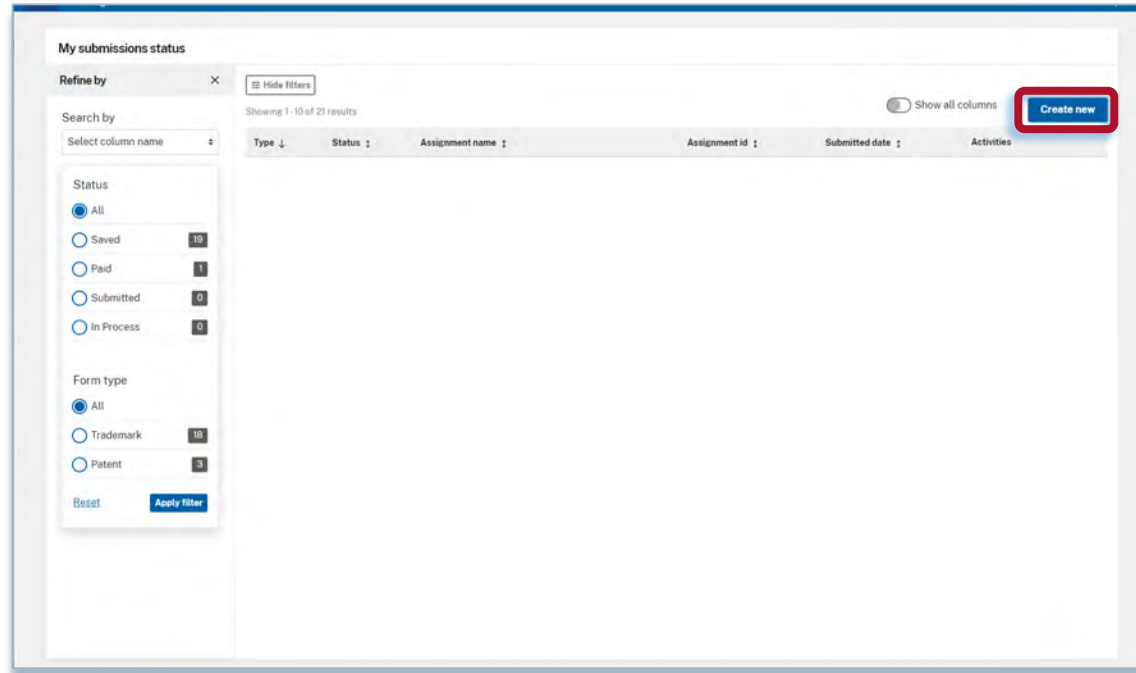
[Create a USPTO.gov account](#)

By signing in, I certify to the USPTO's [Terms of Use](#) and [USPTO Privacy Policy](#).

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 penalties. Use of this system may be monitored, audited, and recorded; therefore, there is no right of privacy. Communications made using this system may be disclosed as allowed by federal law. This information system may contain Controlled Unclassified Information (CUI) that is subject to safeguarding or dissemination controls in accordance with law, regulation, or government-wide policy. For more information, see our [USPTO website terms of use](#).




9. After successful **first time** log-in, the Assignment Center 'dashboard' appears. To create a new assignment, please click the 'Create new' button, upper right of screen. The 'Create new' button opens the 'Assignment options' page.



10. 'Assignment application options' page, this page provides ability start a new 'Patent assignment'.

Assignment application options


Select the button for the type of assignment you wish to submit.
Assignment information provided by the user will be recorded as provided and will not be verified or modified by the USPTO.
[View privacy policy](#)



Patent assignment form

Create and submit a Patent Assignment Recordation Coversheet.

Start new patent assignment



Trademark assignment form

Create and submit a Trademark Assignment Recordation Coversheet.

All Trademark assignments require payment.
Payments are processed by fees.uspto.gov.

Start new trademark assignment

U.S. Patent and Trademark Office; U.S. DEPARTMENT OF COMMERCE Under the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number.

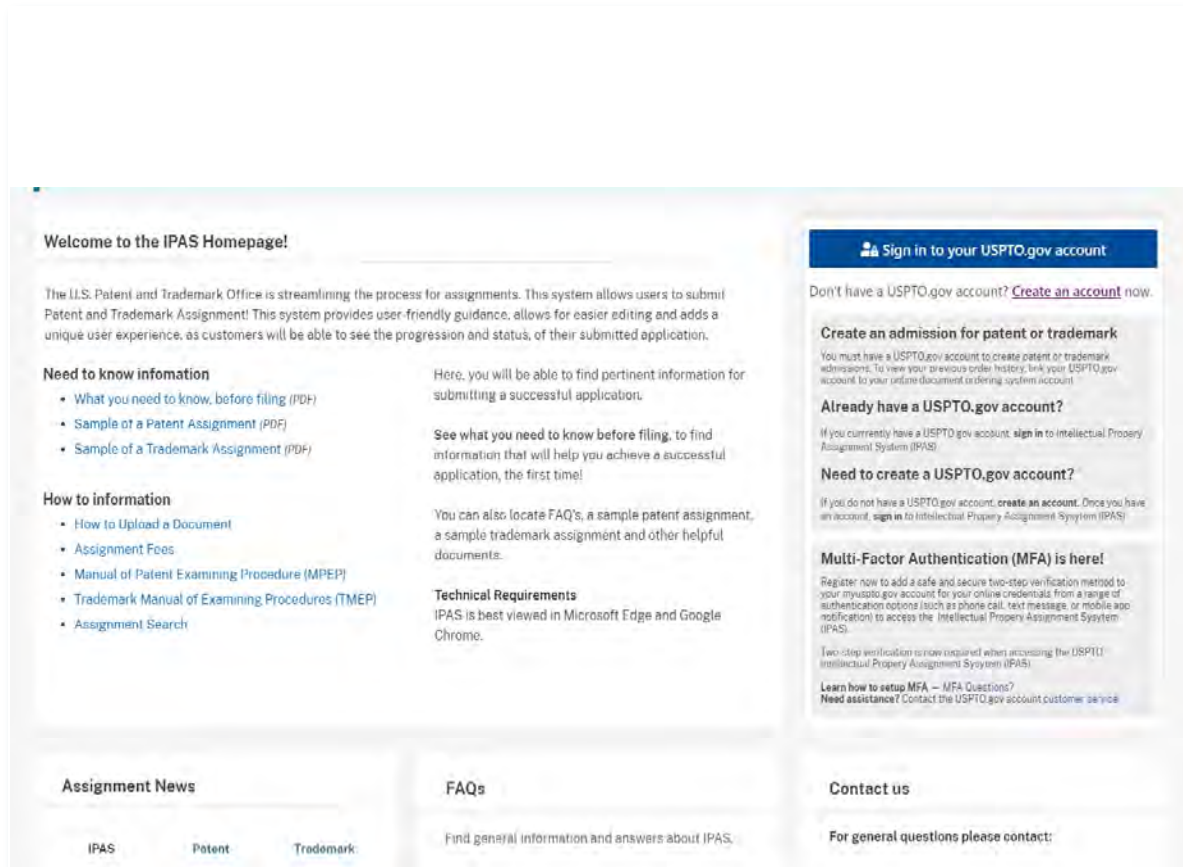
Learn more

Multiple Assignments can be added to this assignment. They can be added at start of assignment process or at anytime within the process.

This document will provide the steps to complete a new Patent Assignment Application. It provides details for each section of the application for efficient process of request.

Creating a Patent Assignment Application

1. Use the URL, AssignmentCenter@uspto.gov to access the Assignment Center landing page (public facing, “pre-login”).



2. Click "Sign in to your USPTO.gov account"



Sign in to your USPTO.gov account

Don't have a USPTO.gov account? [Create an account](#) now.

Create an admission form for patent or trademark

You must have a USPTO.gov account to create patent or trademark assignments.

Already have a USPTO.gov account?

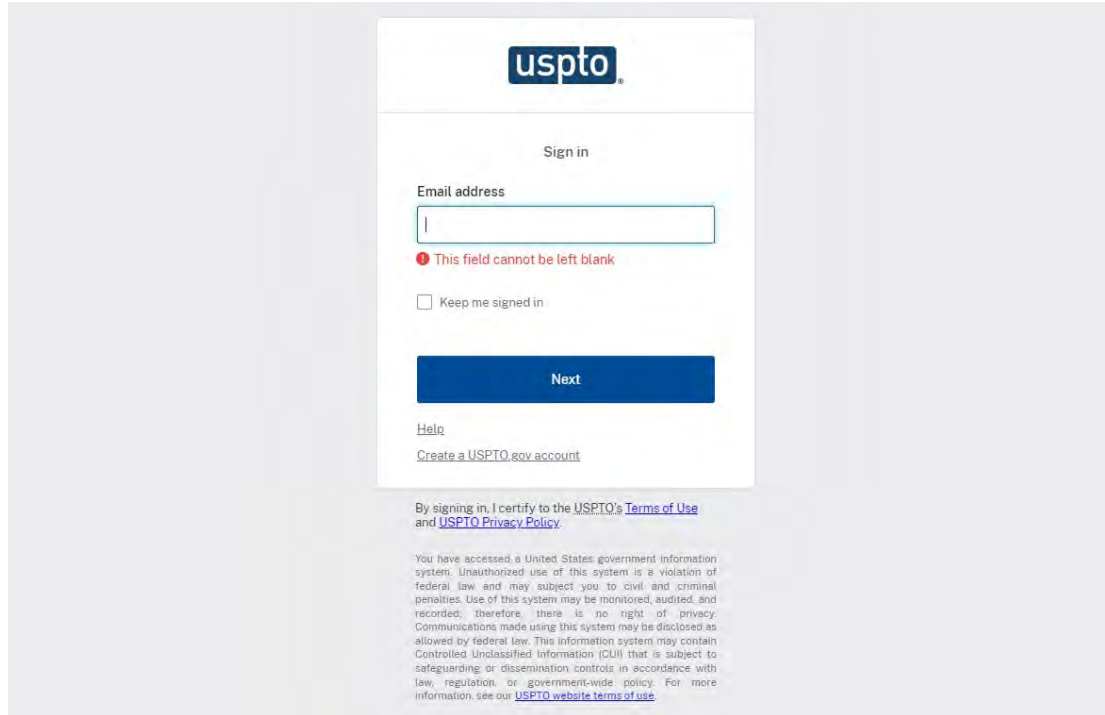
If you currently have a USPTO.gov account, **sign in** to the Certified Copy Center and during sign in, you can link your USPTO.gov account to your online document ordering system account.

Need to create a USPTO.gov account?

If you do not have a USPTO.gov account, **create an account**. Once you have an account, **sign in** to the Certified Copy Center and link your USPTO.gov account to your online ordering system account.

3. Now on USPTO Sign-in page, enter the email address and password for the USPTO account.

Click the "Next" button to continue.



The image shows the USPTO Sign-in page. At the top is the USPTO logo. Below it is the heading "Sign in". There is a label "Email address" above a text input field. Below the input field is a red error message: "This field cannot be left blank". Below the error message is a checkbox labeled "Keep me signed in". Below the checkbox is a blue "Next" button. Below the button are two links: "Help" and "Create a USPTO.gov account". At the bottom of the page, there is a paragraph of text: "By signing in, I certify to the USPTO's Terms of Use and USPTO Privacy Policy." followed by a larger paragraph of text: "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 penalties. Use of this system may be monitored, audited, and recorded; therefore, there is no right of privacy. Communications made using this system may be disclosed as allowed by federal law. This information system may contain Controlled Unclassified Information (CUI) that is subject to safeguarding or dissemination controls in accordance with law, regulation, or government-wide policy. For more information, see our USPTO website terms of use."

uspto

Sign in

Email address

❗ This field cannot be left blank

☐ Keep me signed in

Next

[Help](#)

[Create a USPTO.gov account](#)

By signing in, I certify to the USPTO's [Terms of Use](#) and [USPTO Privacy Policy](#).

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 penalties. Use of this system may be monitored, audited, and recorded; therefore, there is no right of privacy. Communications made using this system may be disclosed as allowed by federal law. This information system may contain Controlled Unclassified Information (CUI) that is subject to safeguarding or dissemination controls in accordance with law, regulation, or government-wide policy. For more information, see our [USPTO website terms of use](#).

Assignment Center, 'My submission status', Home page

4. Successful **second time** log-in opens the Assignment Center '**My submission status**', **Home** page. This page provides ability to **view assignments in progress** and with the **Create new** button, **Create new** create a new assignment.

My submissions status

Refine by × Hide filters

Showing 1-10 of 21 results Show all columns [Create new](#)

Search by
Select column name

Status

- ☒ All
- ☐ Saved 10
- ☐ Paid 1
- ☐ Submitted 0
- ☐ In Process 0

Form type

- ☒ All
- ☐ Trademark 10
- ☐ Patent 3

[Reset](#) [Apply filter](#)


Type ↓	Status ↑	Assignment name ↑	Assignment id ↑	Submitted date ↑	Activities
Patent	In progress	ANew_Patent2	16199		View Copy Actions
Patent	Draft	New Patent Assignment	16174		View Copy Actions
Patent	In progress	TestAssignment-10-27-23	16164		View Copy Actions
Trademark	Paid	Test92223	15527		View Copy Edit
Trademark	Submitted	Best New Assignment	15352	09/26/2023	View Copy
Trademark	Draft	My September New Assignment	14927		View Copy Actions
Trademark	In progress	TestFour	14838		View Copy Actions
Trademark	Draft	AnotherTest	14826		View Copy Actions
Trademark	In progress	New	7235		View Copy Actions
Trademark	Draft	new assign	2447		View Copy Actions


10 per page 10 < > Page 1 of 3 > >

5. On the **'Assignment Application Options'** page click the **'Create Patent assignment'** button to start the assignment application.

Assignment application options

Select the button for the type of assignment you wish to submit.
Assignment information provided by the user will be recorded as provided and will not be verified or modified by the USPTO.
[View privacy policy.](#)

**Patent assignment form**
Create and submit a Patent Assignment Recordation Coversheet.
[Start new patent assignment](#)


**Trademark assignment form**
Create and submit a Trademark Assignment Recordation Coversheet.
All Trademark assignments require payment.
Payments are processed by [Fees.uspto.gov](https://fees.uspto.gov).
[Start new trademark assignment](#)

[Learn more](#)

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Patent Assignment Application Quick Tips

The assignment form starts with the '**Assignment options**' page;

- 'Required input boxes', are indicated with an **"*"**.
- Clicking on "save and continue" button  at bottom of a page, "saves" all information.
- When "required input boxes" do not contain necessary information, an error message will appear at top of screen and input boxes will be highlighted in **Red**.
- Upon completion of input of necessary information and clicking the 'Save and continue' button, system auto-navigates to next section of form.

Assignment options

Step 1

1.) Begin assignment application

The screenshot displays the 'Patent assignment form' interface. At the top, the form title 'Patent assignment form' is followed by 'Assignment id: 16199' and 'Assignment name: ANew_Patent2'. A progress bar shows four steps: 'Assignment options' (active), 'Assignment data', 'Review', and 'Sign and submit'. A 'Learn more' link is on the right. Below the progress bar, a green notification bar states: 'A new assignment with assignment id 16199 has been created.' The main content area is titled 'Assignment options' and includes a sub-section 'Assignment data' with a list of options: 'Conveyance type', 'Correspondence information', 'Conveying parties', 'Receiving parties', 'Properties', 'Upload documents', 'Review', and 'Sign and submit'. The 'Assignment name' field is filled with 'ANew_Patent2'. A note below the field states: 'Prior to creating assignment, you may give the assignment a "name". Creating an "assignment name" allows for easy identification of a record.' The 'Multiple assignments' section asks: '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?' with radio buttons for 'Yes' and 'No' (selected). A 'Reset' link and a 'Save and continue' button are at the bottom right.

Patent assignment form

Assignment id: 16199
Assignment name: ANew_Patent2

Assignment options | Assignment data | Review | Sign and submit

Learn more

Hide learn more

→ Assignment options

Assignment data

Conveyance type

Correspondence information

Conveyance information

Conveying parties

Receiving parties

Properties

Upload documents

Review

Sign and submit

A new assignment with assignment id 16199 has been created.

Assignment options

Assignment name

ANew_Patent2

Prior to creating assignment, you may give the assignment a "name". Creating an "assignment name" allows for easy identification of a record.

Multiple assignments

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

Reset

Save and continue



'Assignment options' instructions

Must provide 'Multiple assignment' information.

A selection must be made, either "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**', **please note**; this is confirmation this filing is not to be included with other filings.

If '**Yes**', please follow onscreen instructions.

Conveyance type

2.) Please make selection for a 'Conveyance type' from drop-down menu.

Note: When the 'Conveyance type', selected is "Merger and Change of Name", the "**Merged Conveying Party**" name will be required.

The screenshot displays the 'Trademark assignment form' interface. At the top, the form title 'Trademark assignment form' is followed by the assignment details: 'Assignment id: 16622' and 'Assignment name: JustaTest'. A progress bar at the top right indicates the current step is 'Assignment data', with other steps being 'Assignment options', 'Review', 'Calculate fees', and 'Sign and submit'. A 'Learn more' link is also present. On the left, a sidebar menu lists the form sections: 'Assignment options', 'Assignment data' (selected), 'Conveyance type' (active), 'Correspondence information', 'Conveying parties', 'Receiving parties', 'Properties', 'Upload documents', 'Review', 'Calculate fees', and 'Sign and submit'. The main content area shows a notification: 'A new assignment with assignment id 16622 has been created.' Below this, the 'Conveyance type' section is highlighted, with a note '* indicates required'. It contains a dropdown menu labeled 'Select nature of conveyance *' with a link to 'View all definitions'. A 'Reset' link and a 'Save and continue' button are located at the bottom of this section.



Conveyance types that require additional information

- a. The 'Conveyance types' appearing in the table below, require specific, additional information.
- b. Noted with an **"*"** the necessary information must be provided for these conveyance types.

Conveyance type	Additional required information
'Nunc Pro Tunc' 'Merger' 'Merger and Change of Name'	Effective Date
Corrective Assignment	Previous Reel #, Previous Frame # and identify conveyance text of the original assignment.
Other	<p>Brief description of the nature of conveyance transaction.</p> <p>If the nature of conveyance is an "Assignment", "Merger", "Change of Name", "Nunc Pro Tunc" or "Assignment of the entire interest and goodwill", do not select "Other".</p> <p>Please select the appropriate conveyance type from drop-down menu.</p> <p>Entering a Conveyance type as "Other" will prevent the automatic update of ownership information in the USPTO trademark database.</p>

Correspondence information

3.) Please provide what is necessary for correspondence information.

Required

- Correspondent First Name
- Correspondent Last Name
- Mailing address – Country
- Mailing address - Address Line 1
- Mailing address – City
- Mailing address – State
(Only if US is the chosen country)
- Mailing Address – Postal Code
(Only if US is the chosen country)
- Email Address – Primary Email Address

The screenshot shows a web form titled 'Correspondence information'. On the left is a sidebar with navigation links: 'Assignment options', 'Assignment data', 'Conveyance type', 'Correspondence information' (selected), 'Conveying parties', 'Receiving parties', 'Properties', 'Upload documents', 'Review', 'Calculate fees', and 'Sign and submit'. The main form area includes the following sections and fields:

- Stored contact information:** A dropdown menu labeled 'Select one'.
- Correspondent name:** Fields for 'Prefix' (dropdown), 'First name *' (text box), 'Middle name' (text box), 'Last name *' (text box), and 'Suffix' (text box). A red box highlights the 'First name *' field.
- Docket number:** A text box.
- Mailing address:** Fields for 'Attention' (text box), 'Country *' (dropdown), 'Address line 1 *' (text box), 'Address line 2' (text box), 'City *' (text box), 'State *' (dropdown), and 'ZIP Code *' (text box with a '####-####' placeholder). Red boxes highlight the 'Country *', 'Address line 1 *', and 'City *' fields.
- Phone number (s):** Fields for 'Primary phone type *' (dropdown), 'Phone number *' (text box), and 'Extension' (text box). A red box highlights the 'Phone number *' field.
- Fax number:** A text box with a note: 'A fax number is recommended in the event there is a problem with the e-mail address provided above.' Below it is a note: '10-digits, US or Canadian number; digits only. this.'.
- Email address(s):** A field for 'Primary email address *' (text box). A red box highlights this field.

At the bottom of the form are links for 'Reset' and 'Save and continue'.

Step 3



Correspondence required information

Note:

State' and 'Zip code' are only required if, 'United States' (US) is the chosen country).

The screenshot shows a web form titled "Correspondence information". On the left is a sidebar menu with the following items: "Assignment options" (checked), "Assignment data", "Conveyance type" (checked), "Correspondence information" (active), "Conveying parties", "Receiving parties", "Properties", "Upload documents", "Review", "Calculate fees", and "Sign and submit". The main form area includes: "Stored contact information" with a "Select one" dropdown; "Correspondent name" section with "Prefix" (dropdown), "First name" (text), "Middle name" (text), "Last name" (text), and "Suffix" (text); "Docket number" (text); "Mailing address" section with "Attention" (text), "Country" (dropdown, currently showing "UNITED STATES"), "Address line 1" (text), "Address line 2" (text), "City" (text), "State" (dropdown), and "ZIP Code" (text); and "Phone number (s)" section with "Primary phone type" (dropdown, currently showing "Work"), "Phone number" (text), and "Extension" (text). A red box highlights the "State" and "ZIP Code" fields. A small note at the top right of the form area says "* indicates required". At the bottom, there is a link "+ Add another phone number".



Correspondence information optional

Providing information for the following is optional.

Optional

- Correspondent Prefix
- Correspondent Middle Name
- Correspondent Suffix
- Docket Number
- Mailing Address – Attention
- Mailing Address – Address line 2
- Phone Number – Primary Phone Type
- Phone Number – Phone Number
- Phone Number – Extension
- FAX Number

The screenshot shows a web form titled "Correspondence information" with a sidebar on the left containing navigation links: "Assignment options", "Assignment data", "Conveyance type", "Correspondence information" (highlighted with a blue box), "Conveying parties", "Receiving parties", "Properties", "Upload documents", "Review", "Calculate fees", and "Sign and submit". The main form area includes the following sections:

- Correspondence information:** A dropdown menu labeled "Stored contact information" with the option "Select one".
- Correspondent name:** Fields for "Prefix", "Select a title", "First name", "Middle name", "Last name", and "Suffix". A note "* indicates required" is present.
- Docket number:** A text input field.
- Mailing address:** Fields for "Attention", "Country" (with a dropdown "Select a country"), "Address line 1", "Address line 2", "City", "State (or province)", and "Postal code".
- Phone number (s):** Fields for "Primary phone type" (with a dropdown "Select a phone type"), "Phone number", and "Extension". A link "+ Add another phone number" is provided.
- Fax number:** A text input field with a note "A fax number is recommended in the event there is a problem with the e-mail address provided above." and a sub-note "10-digits, US or Canadian number, digits only".
- Email address(es):** A text input field for "Primary email address" and a link "+ Add another email address".

At the bottom right, there is a "Save and continue" button and a "Reset" link.

Conveying party

Step 4

4.) A conveying party, 'Individual' or Entity (*company*) must be selected.

The screenshot displays the 'Patent assignment form' interface. At the top, the 'Assignment data' tab is selected, with other tabs being 'Assignment options', 'Review', and 'Sign and submit'. The form header shows 'Assignment id: 16214' and 'Assignment name: JustaTest'. A left-hand navigation menu lists various sections: 'Assignment options' (checked), 'Assignment data' (selected), 'Conveyance type' (checked), 'Correspondence information', 'Conveying parties', 'Receiving parties', 'Properties', 'Upload documents', 'Review', 'Calculate fees', and 'Sign and submit'. The main content area is titled 'Edit conveying party' and includes a notification: 'Correspondence information has been added to assignment number 15352.' Below this, a note states '* indicates required'. The 'Select conveying party type *' section features two radio button options: 'Individual' and 'Entity (company)', both of which are currently unselected.

Conveying party - Individual

Step 4.A

4.A) Conveying party, '**Individual**'; Please provide required information.

Click the 'Add conveying party' button [Add conveying party](#) to proceed to '**Conveying parties summary**' page.

Required

- **Must make choice for Individual**
- **Individual Name**
- **Date of Execution**

The screenshot shows a web form titled 'Add new conveying party'. On the left is a sidebar with a progress indicator: 'Assignment options' (checked), 'Assignment data' (expanded), 'Conveyance type' (checked), 'Correspondence information' (checked), 'Conveying parties' (active, highlighted with a blue arrow), 'Receiving parties' (checked), 'Properties' (checked), 'Upload documents', 'Review', and 'Sign and submit'. The main form area has a title 'Add new conveying party' and a note '* indicates required'. It contains a radio button selection for 'Individual' (selected) and 'Entity (company)'. Below this is a 'Stored contact information' section with a 'Select one' dropdown. The 'Individual Name' section has five input fields: 'Prefix' (dropdown), 'First name *', 'Middle name', 'Last name *', and 'Suffix'. The 'Select date of execution *' section has a date input field with a calendar icon. At the bottom are 'Reset', 'Cancel', and 'Add conveying party' buttons.

Conveying parties summary

Step 4.B

4.B) The 'Conveying parties summary' page shows; All listed conveying parties


Gives ability to add additional conveying parties with '**Add new**' button. Click to proceed to the 'Add new conveying party' page.

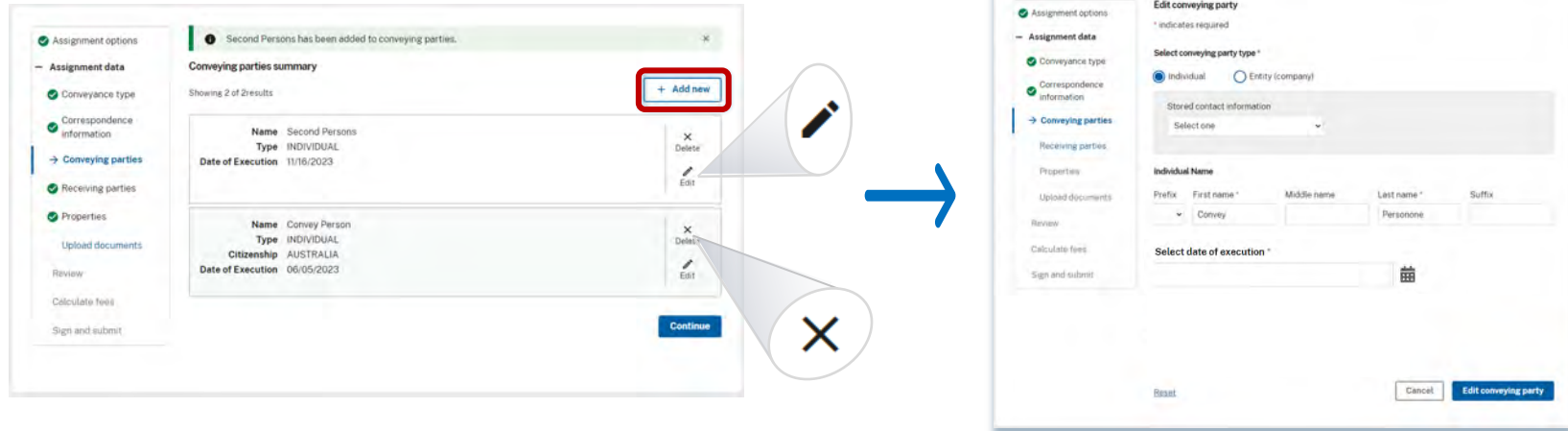
The screenshot displays the 'Patent assignment form' interface. At the top, there's a navigation bar with 'Home', 'New assignment', and 'Resubmission'. Below this, the form title 'Patent assignment form' is shown, along with 'Assignment id: 16214' and 'Assignment name: JustaTest'. A progress bar indicates the current step is 'Assignment data', with other steps being 'Assignment options', 'Review', and 'Sign and submit'. On the left, a sidebar lists various sections: 'Assignment options' (checked), 'Assignment data' (expanded), 'Conveyance type' (checked), 'Correspondence information' (checked), 'Conveying parties' (active), 'Receiving parties' (checked), 'Properties' (checked), 'Upload documents', 'Review', 'Calculate fees', and 'Sign and submit'. The main content area is titled 'Conveying parties summary' and shows 'Showing 1 of results'. A table lists the conveying party: 'Convey Person' (Name), 'INDIVIDUAL' (Type), 'AUSTRALIA' (Citizenship), and '06/05/2023' (Date of Execution). To the right of the table are 'Delete' and 'Edit' buttons. A '+ Add new' button is highlighted with a red box. A 'Continue' button is located at the bottom right of the summary section.

Name	Type	Citizenship	Date of Execution	Actions
Convey Person	INDIVIDUAL	AUSTRALIA	06/05/2023	Delete Edit





Additional 'Conveying parties' summary detail

4.B.1) The 'Conveying parties summary' page also provides ability to "add new" ,"edit" and/or delete any 'Conveying party'

- Click the 'Add new' button to add another 'Conveying party'.
- Click the "pencil" icon to open page for editing a specific "Conveying party"
- Click the "x" icon to delete a 'Conveying party'.
- Click the "Continue"  button to proceed to next section, 'Receiving parties' page.



The screenshot displays the 'Conveying parties summary' page. On the left, a sidebar lists navigation options: Assignment options, Assignment data, Conveyance type, Correspondence information, Conveying parties (selected), Receiving parties, Properties, Upload documents, Review, Calculate fees, and Sign and submit. The main content area shows a table with two entries:

Name	Type	Date of Execution	Actions
Second Persons	INDIVIDUAL	11/16/2023	 
Convey Person	INDIVIDUAL	06/05/2023	 

The 'Add new' button is highlighted with a red box. Callouts show the pencil icon for editing and the 'x' icon for deleting. A blue arrow points to the 'Edit conveying party' page, which shows fields for 'Select conveying party type', 'Individual Name', and 'Select date of execution'.

Add new conveying party

Step 4.A.1

4.A.1) An 'Individual' or Entity (*company*) must be selected

Provide required information

Click the 'Add conveying party' button to proceed (*again*) to 'Conveying parties summary' page

This screenshot shows the first step of the 'Add new conveying party' process. On the left is a sidebar with a list of steps: 'Assignment options' (checked), 'Assignment data' (selected), 'Conveyance type' (checked), 'Correspondence information' (checked), 'Conveying parties' (indicated by a blue arrow), 'Receiving parties', 'Properties', 'Upload documents', 'Review', 'Calculate fees', and 'Sign and submit'. The main area is titled 'Add new conveying party' with a note '* indicates required'. It contains the label 'Select conveying party type *' and two radio button options: 'Individual' (selected) and 'Entity (company)'. A 'Cancel' button is located in the bottom right corner.

This screenshot shows the second step of the 'Add new conveying party' process. The sidebar on the left is identical to the previous step, but 'Conveying parties' is now the active step, indicated by a blue arrow. The main area is titled 'Add new conveying party' with a note '* indicates required'. It contains the label 'Select conveying party type *' and two radio button options: 'Individual' (selected) and 'Entity (company)'. Below this is a section for 'Stored contact information' with a dropdown menu. Further down is the 'Individual Name' section with fields for 'Prefix', 'First name *', 'Middle name', 'Last name *', and 'Suffix'. Below that is the 'Select date of execution *' field with a calendar icon. At the bottom, there are three buttons: 'Reset', 'Cancel', and 'Add conveying party' (which is highlighted with a red rectangle).



Conveying party - Entity

Step 4.C

4.C) Conveying party, 'Entity'; Please provide required information.

Click the 'Add conveying party' button to proceed to 'Conveying parties summary' page.

Required

- Entity Name
- Entity type
- Date of Execution

Optional

- Formerly

The screenshot shows a web form titled 'Add new conveying party'. On the left is a sidebar with a list of steps: 'Assignment options' (checked), 'Assignment data' (expanded), 'Conveyance type' (checked), 'Correspondence information' (checked), 'Conveying parties' (active), 'Receiving parties', 'Properties', 'Upload documents', 'Review', 'Calculate fees', and 'Sign and submit'. The main form area has a title 'Add new conveying party' and a note '* indicates required'. It contains the following fields: 'Select conveying party type *' with a radio button selected for 'Entity (company)'; 'Stored contact information' with a dropdown menu; 'Entity name *' with a text input field; 'Entity type *' with a dropdown menu showing 'Select a entity type'; 'Formerly name' with a text input field; 'Citizenship' with a 'Country' dropdown menu showing 'Select a country'; and 'Select date of execution *' with a date picker. A 'Reset' link is at the bottom left, and an 'Add conveying party' button is at the bottom right.

Conveying parties summary

Step 4.B

4.B) The 'Conveying parties summary' page shows; All listed conveying parties.

The screenshot shows a web interface for a 'Patent assignment form'. At the top, there's a navigation bar with 'Home', 'New assignment', and 'Resubmission'. Below this, the form title 'Patent assignment form' is displayed, along with 'Assignment id: 16214' and 'Assignment name: JustaTest'. A progress bar indicates the current step is 'Assignment data', with other steps being 'Assignment options', 'Review', and 'Sign and submit'. On the left, a sidebar lists various sections: 'Assignment options' (checked), 'Assignment data' (expanded), 'Conveyance type' (checked), 'Correspondence information' (checked), 'Conveying parties' (active, with a blue arrow), 'Receiving parties' (checked), 'Properties' (checked), 'Upload documents', 'Review', 'Calculate fees', and 'Sign and submit'. The main content area is titled 'Conveying parties summary' and shows 'Showing 1 of 1 results'. A table lists the details of the conveying party: Name (Convey Person), Type (INDIVIDUAL), Citizenship (AUSTRALIA), and Date of Execution (06/05/2023). To the right of the table are 'Delete' and 'Edit' icons. A '+ Add new' button is highlighted with a red box. At the bottom right, there is a 'Continue' button.

Home New assignment Resubmission

Patent assignment form

Assignment id: 16214
Assignment name: JustaTest

Assignment options Assignment data Review Sign and submit

[Hide learn more](#)

✓ Assignment options

— Assignment data

✓ Conveyance type

✓ Correspondence information

→ Conveying parties

✓ Receiving parties

✓ Properties

[Upload documents](#)

Review

[Calculate fees](#)

[Sign and submit](#)

Conveying parties summary

Showing 1 of 1 results

+ Add new

Name	Convey Person
Type	INDIVIDUAL
Citizenship	AUSTRALIA
Date of Execution	06/05/2023

✕ Delete

✎ Edit

Continue

When the '**Conveyance type**', selected is "**Merger and Change of Name**" the Merged Conveying Party" name will be required.

This screen gives ability to add the '**merged entity**', conveying party using the '**Add merged entity**' button.

The screenshot displays the 'Patent assignment form' interface. The top navigation bar includes 'Home', 'New assignment', 'Reassignment', and 'Assignment Center help'. The main header shows 'Patent assignment form' and 'Assignment id: 10214'. The 'Assignment data' tab is active, showing 'Conveyance type' as 'Merger and Change of Name'. A warning message states: 'mynewmerger4 has been removed from conveying parties.' Below this, a 'Conveying parties summary' section indicates 'Merged entity is required for this assignment.' and provides buttons for '+ Add new' and '+ Add merged entity'. A table lists the conveying parties:

Name	Type	Date of Execution	Actions
my new merger	Corporation	01/02/2024	Delete, Edit

Add new merged party, the “result of merger”

Step 4.B.1

2.B) Merged Conveying Party”, the “Result of Merger”, **the “new” company name.**

(for *Conveyance type*; 'Merger and Change of Name')

Required

→ **Entity Name**

→ **Date of Execution**

The screenshot shows a web form titled "Patent assignment form" with an assignment ID of 16998. The form has a progress bar at the top with four steps: "Assignment options", "Assignment data", "Review", and "Sign and submit". The "Assignment data" step is currently active. On the left side, there is a sidebar menu with the following items: "Assignment options" (checked), "Assignment data" (expanded), "Conveyance type" (checked), "Correspondence information" (checked), "Conveying parties" (selected with a right arrow), "Receiving parties", "Properties", "Upload documents", "Review", and "Sign and submit". The main content area is titled "Add new merge party" and includes a note "* indicates required". It contains two required fields: "Entity name *" with a text input containing "JUST Second Merger" and "Select merged date *" with a date input showing "01/04/2024" and a calendar icon. At the bottom of the form, there are three buttons: "Reset", "Cancel", and "Add merged entity party".

Conveying parties summary

4.B.2) The Summary page now shows:

- All 'Conveying parties'
- Indicates any, "Merged entity" parties

✓ Assignment options

— Assignment data

✓ Conveyance type

✓ Correspondence information

→ Conveying parties

✓ Receiving parties

✓ Properties

✓ Upload documents

✓ Review

Sign and submit

dfdfsdffdsdfs has been saved to conveying parties.

Conveying parties summary

⚠ Merged entity is required for this assignment.

Showing 2 of 2 results [+ Add new](#)

dfdfsdffdsdfs is the Merged entity for this assignment.		✕ Delete
Name	dfdfsdffdsdfs	✎ Edit
Type	ENTITY	
Merged date	11/10/2023	
Name ADS ADAS		✕ Delete
Type	INDIVIDUAL	
Citizenship	UNITED STATES	
Date of Execution	11/01/2023	

Continue

Receiving party

Step 5

5.) A receiving party, 'Individual' or Entity (*company*) must be selected.

The screenshot displays the 'Patent assignment form' interface. At the top, the form title 'Patent assignment form' is followed by a progress bar with four steps: 'Assignment options', 'Assignment data' (the current step), 'Review', and 'Sign and submit'. Below the title, the 'Assignment id: 16214' and 'Assignment name: JustaTest' are listed. On the left side, a sidebar menu contains several items: 'Assignment options' (with a green checkmark), 'Assignment data' (with a minus sign), 'Conveyance type' (with a green checkmark), 'Correspondence information' (with a green checkmark), 'Conveying parties' (with a green checkmark), 'Receiving parties' (with a blue arrow and highlighted), 'Properties', 'Upload documents', 'Review', 'Calculate fees', and 'Sign and submit'. The main content area is titled 'Receiving parties' and includes a note '* indicates required'. Below this, the section 'Select receiving party type *' features two radio button options: 'Individual' and 'Entity (company)'. The 'Entity (company)' option is currently selected.

Receiving party individual.

Step 5.A

5.A) Receiving party, '**Individual**'; Please provide required information.

Click the 'Add receiving party' button **Add receiving party** to proceed to '**Receiving parties summary**' page.

Required

→ **First name**
Last name

Address

→ **Country**
→ **Address line 1**
→ **City, State, Zip Code**

The screenshot shows a web form titled "Add new receiving party" with a sidebar on the left and a main form area on the right. The sidebar contains a list of steps: "Assignment options", "Assignment data", "Conveyance type", "Correspondence information", "Conveying parties", "Receiving parties" (highlighted with a blue arrow), "Properties", "Upload documents", "Review", "Calculate fees", and "Sign and submit". The main form area has a section "Add new receiving party" with a sub-section "Select receiving party type" where "Individual" is selected. Below this is a "Stored contact information" section with a "Select one" dropdown. The "Individual Name" section has fields for "Prefix", "First name", "Middle name", "Last name", and "Suffix". The "Address" section has fields for "Country", "Address line 1", "Address line 2", "City", "State", and "ZIP Code". Red boxes highlight the "First name", "Last name", "Country", "Address line 1", "City", "State", and "ZIP Code" fields. At the bottom right, there are "Cancel" and "Add receiving party" buttons.

Assignment options

Assignment data

Conveyance type

Correspondence information

Conveying parties

→ Receiving parties

Properties

Upload documents

Review

Calculate fees

Sign and submit

Add new receiving party

* indicates required

Select receiving party type *

Individual Entity (company)

Stored contact information

Select one

Individual Name

Prefix First name * Middle name Last name * Suffix

Testing Person

Address

Country *

ANTARCTICA

Address line 1 *

Address line 2

City * State * ZIP Code *

Reset Cancel Add receiving party



Receiving party entity

Step 5.B

5.B) Receiving party, '**Entity**' (Company); Please provide required information.
Click the 'Add receiving party' button to proceed to '**Receiving parties summary**' page.

Required

→ **Entity Name**

Address

→ **Country**

→ **Address line 1**

→ **City, State , Zip code**

The screenshot shows a web form titled "Add new receiving party". On the left is a sidebar with a list of steps: "Assignment options", "Assignment date", "Conveyance type", "Correspondence information", "Conveying parties", "Receiving parties" (which is highlighted with a blue bar), "Properties", "Upload documents", "Review", "Calculate fees", and "Sign and submit". The main form area has the following sections and fields:

- Add new receiving party** (with a note: * indicates required)
- Select receiving party type ***: Two radio buttons, "Individual" and "Entity (company)". The "Entity (company)" option is selected.
- Stored contact information**: A dropdown menu with "Select one" as the placeholder.
- Entity name ***: A text input field.
- Address**:
 - Country ***: A dropdown menu with "Select a country" as the placeholder.
 - Address line 1 ***: A text input field.
 - Address line 2**: A text input field.
 - City ***, **State ***, and **ZIP Code ***: Three input fields. The "State *" field is a dropdown menu with "Select a state" as the placeholder.

At the bottom of the form are three buttons: "Reset", "Cancel", and "Add receiving party".



Receiving parties summary

Step 5.C

5.C) The 'Receiving parties summary' page shows all listed receiving parties.

Gives ability to add additional receiving parties with '**Add new**' button. Click the 'Continue' button to proceed to the '**Add new receiving party**' page.

Patent assignment form

Assignment id: 16215
Assignment name: NewTest10

Assignment options | **Assignment data** | Review | Sign and submit

[Hide learn more](#)

Receiving parties summary

Showing 2 of 2 results

+ Add new

Name	Just a test entity	X Delete
Type	Corporation	
Citizenship	UNITED STATES	
Address	111 Main Street Nocity, ILLINOIS UNITED STATES, 11111	Edit
Email	delores.smith@uspto.gov	

Name	trees inc	X Delete
Type	Estate	
Citizenship	ARUBA	
Address	111 Main Street Nocity UNITED STATES, 11111	Edit
Email	delores.smith@uspto.gov	

Continue

Assignment data

- ✓ Assignment options
- ✓ Conveyance type
- ✓ Correspondence information
- ✓ Conveying parties
- **Receiving parties**
- Properties
- Upload documents
- Review
- Sign and submit

Add new receiving party

Step 5.C.1


5.C.1) An 'Individual' or Entity (*company*) must be selected. Provide required information. Click the 'Add receiving party' button to proceed (*again*) to 'Receiving parties summary' page.

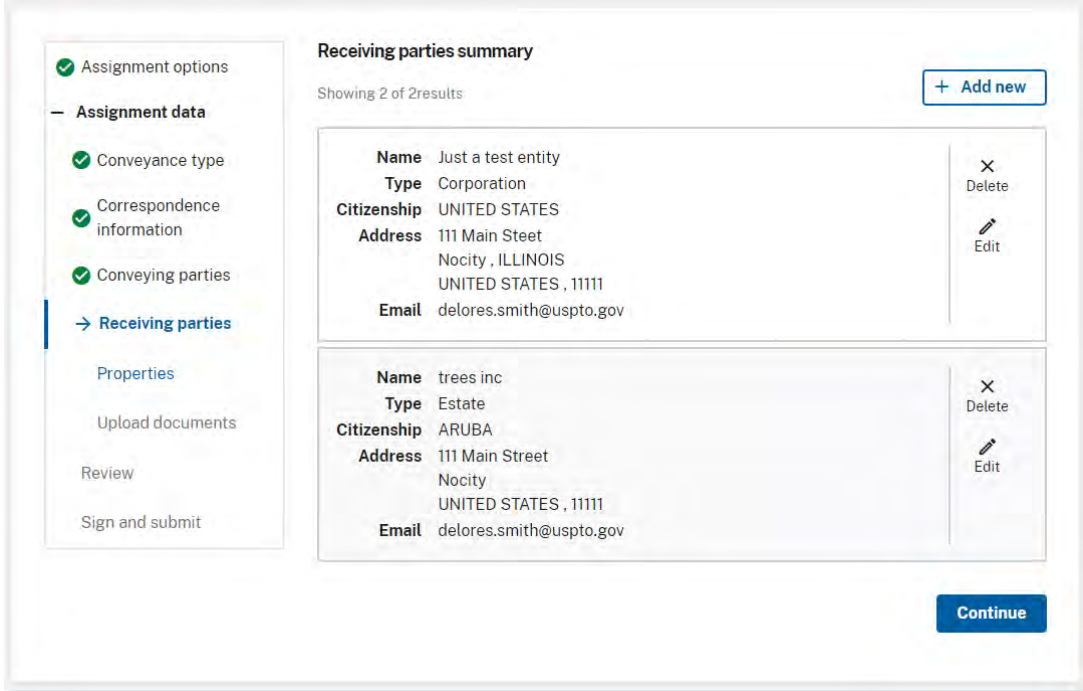
The screenshot shows a web form titled "Add new receiving party". On the left is a sidebar menu with options: "Assignment options" (checked), "Assignment data" (expanded), "Conveyance type" (checked), "Correspondence information" (checked), "Conveying parties" (checked), "Receiving parties" (selected with a blue arrow), "Properties", "Upload documents", "Review", "Calculate fees", and "Sign and submit". The main form area has a sub-header "Add new receiving party" and a note "* indicates required". Below this is a section "Select receiving party type *" with two radio buttons: "Individual" and "Entity (company)". The "Entity (company)" option is selected. Underneath is a "Stored contact information" section with a "Select one" dropdown menu. The "Address" section follows, containing fields for "Country *" (a dropdown menu), "Address line 1 *" (a text input), "Address line 2" (a text input), "City *" (a text input), "State *" (a dropdown menu with "Select a state" text), and "ZIP Code *" (a text input with a mask "00000-0000"). Below the address fields is an "Email" section with the text "Adding an email address is very helpful." and an empty text input field. At the bottom of the form are three buttons: "Reset", "Cancel", and "Add receiving party" (highlighted in blue).



'Receiving parties' summary

5.C) The summary page also provides ability to "add new", "edit" or delete a 'Receiving party'.

Click the 'Continue' button  to proceed to next section, 'Properties'.



Receiving parties summary

Showing 2 of 2 results

[+ Add new](#)

Name	Just a test entity	X Delete
Type	Corporation	
Citizenship	UNITED STATES	Edit
Address	111 Main Steet Nocity , ILLINOIS UNITED STATES , 11111	
Email	delores.smith@uspto.gov	

Name	trees inc	X Delete
Type	Estate	
Citizenship	ARUBA	Edit
Address	111 Main Street Nocity UNITED STATES , 11111	
Email	delores.smith@uspto.gov	

[Continue](#)

Properties

Step 6

6.) Properties are identified on USPTO, by 'application,' 'patent', 'PCT', and, 'International Registration' numbers.

Properties can be added to application by entering into "search input box, one or more application, patent, PCT, or International Registration number.

The screenshot displays the 'Patent assignment form' interface. At the top, the form title is 'Patent assignment form' with subtext 'Assignment id: 16214' and 'Assignment name: JustaTest'. A progress bar shows four steps: 'Assignment options', 'Assignment data', 'Review' (current step), and 'Sign and submit'. A sidebar on the left lists various form sections with checkboxes: 'Assignment options' (checked), 'Assignment data' (expanded), 'Conveyance type' (checked), 'Correspondence information' (checked), 'Conveying parties' (checked), 'Receiving parties' (checked), 'Properties' (selected with a blue arrow), 'Upload documents' (checked), 'Review', and 'Sign and submit'. The main content area is titled 'Add properties' and includes instructions: 'To add properties, enter one or more application, patent, PCT or 'International Registration' number. Please separate multiple property numbers with a space, comma or a new line.' Below this is a 'Select search type *' dropdown menu set to 'Application number search'. A text input field is highlighted with a red border, and a note states 'A U.S. application number consists of eight or less numerical digits with no alphabetical characters.' There are 'Reset' and 'Search' buttons at the bottom of the input area, and a 'Cancel' button below the entire section. A 'Learn more' link is visible in the top right corner.

Properties - multiple properties


Step 6.A

6.A) **Multiple properties** can be added, please separate numbers with a space, comma, or a new line.

The numbers entered must be an exact 'USPTO ID match to get returned results to display.

Use only a single "number type" for each search. **Example:** Search using "Assignment number" as separate search using the PCT number.

Required

- Click the 'Search' button  to display results.

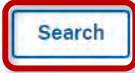
To add properties, enter one or more application, patent, PCT or 'International Registration' number.
Please separate multiple property numbers with a space, comma or a new line.

Select search type *

PCT number search ▼

A PCT number consists of PCT/Country code-YYYY/123456 or PCT/Country code-YY/12345
Examples: PCT/US2018/123456 or PCT/US18/12345

PCT/US07/61947 PCT/US01/20672

[Reset](#) 

Properties - multiple properties

Step 6.B

6.B) Click any or all check boxes on row with Application, Patent, PCT or International Registration numbers to select those properties for addition to the application.

Required

→ Once all 'Number' selections are made, click the '**Add properties**' button to add the properties to assignment.

The screenshot shows a web interface for adding properties to a patent application. On the left is a sidebar with a list of steps: Assignment options, Assignment data, Conveyance type, Correspondence information, Conveying parties, Receiving parties, Properties (highlighted), Upload documents, Review, and Sign and submit. The main area is titled 'Add properties' and contains instructions: 'To add properties, enter one or more application, patent, PCT or 'International Registration' number. Please separate multiple property numbers with a space, comma or a new line.' A note specifies that number types must be the same for a single search. Below this is a 'Select search type' dropdown menu set to 'Application number search'. A text input field contains '11869467'. A 'Search' button is at the bottom right of the input area. Below the search area is a message: 'Click any or all check boxes on 'Properties search results' to select properties you want saved to application. The 'Properties summary' page will display once the 'Add properties' button is clicked.' The 'Properties search results' section shows 'Showing 1 of 1' and a table with columns: Application number, Patent number, International registration number, and Title. The table contains one row with values: 11869467, 7564813, and MICROELECTROMECHANICAL DEVICE AND METHOD UTILIZING A POROUS SURFACE. An 'Add properties' button is at the bottom right of the table.

Add properties

To add properties, enter one or more application, patent, PCT or 'International Registration' number.
Please separate multiple property numbers with a space, comma or a new line.
Note: Number types must be of the "same type" to conduct a search. In other words, perform separate searches using a single type at a time, for example preform a search using "Assignment number" separate from preforming a search using the PCT number.

Select search type *

Application number search

A U.S. application number consists of eight or less numerical digits with no alphabetical characters.

11869467

Reset Search

Click any or all check boxes on 'Properties search results' to select properties you want saved to application. The 'Properties summary' page will display once the 'Add properties' button is clicked.

Properties search results

Showing 1 of 1

Application number	Patent number	International registration number	Title
<input type="checkbox"/>	11869467	7564813	MICROELECTROMECHANICAL DEVICE AND METHOD UTILIZING A POROUS SURFACE

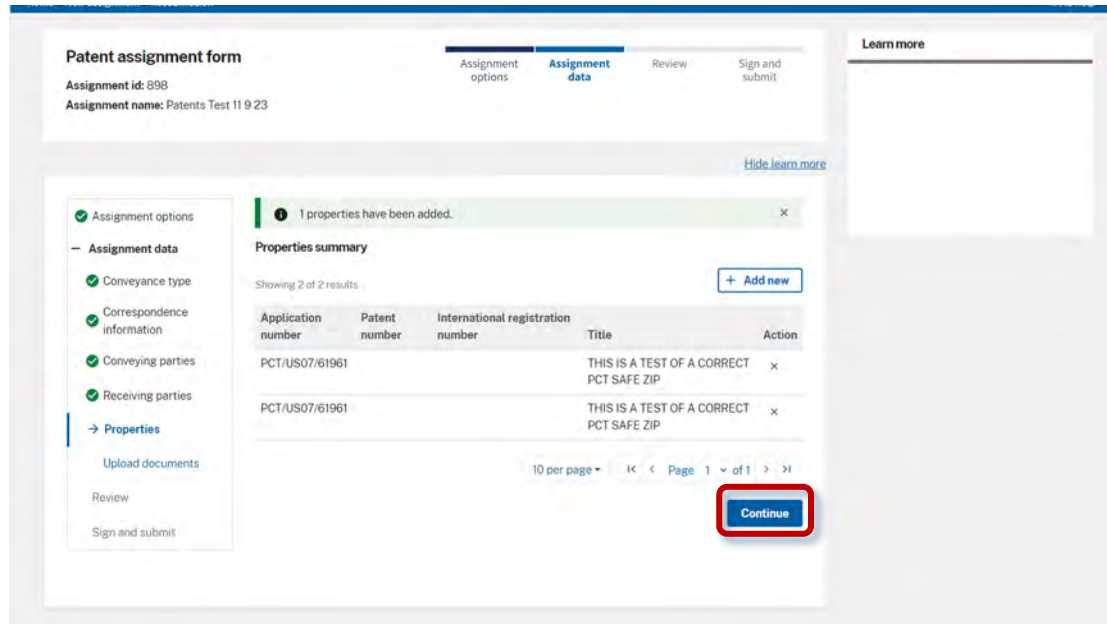
Add properties

Properties Summary

Step 6.C

6.C) This page provides ability to “add new”, edit or delete any properties.

Click the ‘Continue’  button to proceed to next section, ‘Upload documents’.



The screenshot shows the 'Patent assignment form' interface. At the top, there are tabs for 'Assignment options', 'Assignment data' (selected), 'Review', and 'Sign and submit'. Below the tabs, the 'Assignment data' section is active, showing 'Assignment id: 898' and 'Assignment name: Patents Test 11 9 23'. A 'Learn more' link is visible. The main content area is titled 'Properties summary' and shows a message: '1 properties have been added.' Below this, it says 'Showing 2 of 2 results' and provides a '+ Add new' button. A table lists the properties:

Application number	Patent number	International registration number	Title	Action
PCT/US07/61961			THIS IS A TEST OF A CORRECT PCT SAFE ZIP	x
PCT/US07/61961			THIS IS A TEST OF A CORRECT PCT SAFE ZIP	x

At the bottom of the table, there is a pagination control showing '10 per page' and 'Page 1 of 1'. A 'Continue' button is highlighted with a red box at the bottom right of the form.

Upload Documents

Step 7

- 7) Determine what supporting documents should accompany application. Documents must be either **".PDF"** or **".TIFF"** files and the file size must be **no larger than 10 MB**.

Required

- At least 1 (one) document must be uploaded.

Click the 'Browse files' button

Browse files

to browse for files desired to accompany assignment.

The screenshot displays the 'Patent assignment form' interface. At the top, there are tabs for 'Assignment options', 'Assignment data' (which is active), 'Review', and 'Sign and submit'. Below the tabs, the 'Assignment data' section shows 'Assignment id: 16214' and 'Assignment name: JustaTest'. On the left side, a vertical list of steps is shown: 'Assignment options' (checked), 'Assignment data' (expanded), 'Conveyance type' (checked), 'Correspondence information' (checked), 'Conveying parties' (checked), 'Receiving parties' (checked), 'Properties' (checked), 'Upload documents' (highlighted with a blue box and a right-pointing arrow), 'Review', and 'Sign and submit'. The main content area is titled 'Upload documents' and contains the text: 'Add required supporting documentation for this request. At least one "supportive" document is required to be uploaded.' Below this text is a large dashed rectangular box representing the upload area. Inside this box is a blue 'Browse files' button. Below the button, it states: 'Single file size must not exceed 10MB' and 'Accepted file formats are: PDF, TIFF and TIF'. A 'Continue' button is located at the bottom right of the upload area. On the far right of the form, there is a 'Learn more' link.

Upload documents display

Step 7.A

7.A) Successful file uploads, display onscreen in the 'Documents uploaded' table.

Upload documents

Add required supporting documentation for this request. At least one "supportive" document is required to uploaded.

Browse files

Single file size must not exceed 10MB
Accepted file formats are: PDF, TIFF and TIF.

1 files have been **attached** to the assignment.

Documents uploaded

Showing 1 of 1 results

Viewed	File name	Date uploaded	File size	Action
	Tiff_SAVE2.tif		1.7 Mb	<div><div></div><div></div><div>View</div><div>Delete</div></div>

Continue



Upload documents display

Required

Each uploaded document, will need to be reviewed prior to proceeding.



- 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.

Also note:

- Documents can be removed by clicking the “X” icon, in row under the ‘Action’ column.

Documents uploaded

Showing 1 of 1 results

Viewed	File name	Date uploaded	File size	Action
✓	Tiff_SAVE2.tif		1.7 Mb	 View  Delete

Continue

Successful review of upload documents

Step 7.B

7.B) Successful review of all uploaded documents will allow the 'Continue' button



to be clickable. Click 'Continue' button to proceed to 'Review'.

Note:

Once an uploaded document, is reviewed a "green check" will appear in document row, under 'Viewed'.

Viewed	File name
✓	Tiff_SAVE2.tif



Upload documents

Add files that you wish to accompany in your application submission.

Browse files

Single document size must not exceed 10MB
File format accepted: PDF, TIFF

Documents uploaded

Showing 1 of 1 results

Viewed	File name	Date uploaded	File size	Action
✓	Tiff_SAVE2.tif		1,736.033 Mb	

Continue

Review


Step 8

8) The 'Cover sheet' tab, displays all of the information that was input into the application.

Required

- **On the 'Cover sheet' tab, carefully review all the information provided for accuracy and completeness.**



- If there are any errors or necessary revisions, click the 'Edit' button  on right of screen, adjacent to the specific section.
- The 'Edit' button returns to specific screen within the application.
- Make the necessary corrections on specific screens within the application.



Click the 'Edit' buttons to make changes

Edit

To make changes

Click the 'Edit' button adjacent to the specific section to make any necessary changes within the application form.

Cover sheet Review sheet

PATENT ASSIGNMENT DRAFT COVER SHEET

Electronic Version v1.1
Stylesheet Version v1.2

SUBMISSION TYPE:		NEW SUBMISSION	
NATURE OF CONVEYANCE:		Assignment	Edit
CONVEYING PARTY DATA		Edit	
Name	Formerly	Execution Date	Entity Type
sdsdad		10/03/2023	Company : UNITED STATES

RECEIVING PARTY DATA		Edit
Name:	XCCXCZXC	
Street Address:	222 dsfsd.	
City:	dfsfd	
State/Country:	ALASKA , UNITED STATES	
Postal Code:	11111	
Entity Type:	Company : UNITED STATES	

PROPERTIES NUMBERS Total: 3		Edit
Property Type	Number	
Application Number:		
Application Number:		
Application Number:	PCT/US01/20672	

CORRESPONDENCE DATA		Edit
Fax Number:		
<i>Correspondence will be sent to the e-mail address first; if that is unsuccessful, it will be sent using a fax number, if provided; if that is unsuccessful, it will be sent via US Mail.</i>		
Correspondent Name:	sasdsds asdsd	
Address Line 1:	111 dfsd	
City	sdsdsd	
State	ALASKA	
Country/Postal:	UNITED STATES , 11111	
Total Attachments: 1		Edit
source=Trif_SAVE2.tif default		

Review completion of acknowledgement confirmation

Step 8.A

8.A) An acknowledgment for confirmation completion of 'Cover sheet' review must be confirmed. **Changes after submission are not permissible.**

Required

→ Check the "box", adjacent to acknowledgement statement, **"By checking this box you acknowledge your consent to the above statement"**.

→ Click the "Continue" button to proceed to 'Calculate fees' page.

Please note: In the event of need to make corrections, note that the "acknowledgement statement will become unchecked and will be required to be checked again to continue

I have reviewed all of the information and documents that I have provided for this assignment. The data and information entered is accurate and is acceptable for the submission for recordation....Lorem ipsum dolor sit amet, consectetur adipiscing....Lorem ipsum dolor sit amet, consectetur adipiscing....Lorem ipsum dolor sit amet, consectetur adipiscing....Lorem ipsum dolor sit amet, consectetur adipiscing

* indicates required

☐ By checking this box, you acknowledge your consent to the above statement.

Continue

I have reviewed all of the information and documents that I have provided for this assignment. The data and information entered is accurate and is acceptable for the submission for recordation....Lorem ipsum dolor sit amet, consectetur adipiscing....Lorem ipsum dolor sit amet, consectetur adipiscing....Lorem ipsum dolor sit amet, consectetur adipiscing....Lorem ipsum dolor sit amet, consectetur adipiscing

* indicates required

☒ By checking this box, you acknowledge your consent to the above statement.

Continue

Sign and submit

Step 9

9) "Acknowledge Declaration of Privacy Consent"

Required

- The **"Declaration of Privacy Consent"**, "check box", adjacent to statement; must be checked.

→ ☒ "By checking this box, you acknowledge your consent to the below statement."

Once it is checked, the "Electronic Signature" will appear on screen.

The screenshot displays the 'Patent assignment form' interface. At the top, a progress bar shows four steps: 'Assignment options', 'Assignment data', 'Review', and 'Sign and submit' (which is the active step). Below the progress bar, the form title 'Patent assignment form' is followed by 'Assignment id: 898' and 'Assignment name: Patents Test 11 9 23'. A 'Hide learn more' link is visible on the right. On the left side, a sidebar lists the form sections: 'Assignment options' (checked), 'Assignment data' (expanded), 'Conveyance type' (checked), 'Correspondence information' (checked), 'Conveying parties' (checked), 'Receiving parties' (checked), 'Properties' (checked), 'Upload documents' (checked), and 'Review' (checked). A 'Sign and submit' button is at the bottom of the sidebar. The main content area is titled 'Declaration and signature' and includes a note: '* indicates required'. Below this, a text prompt states: 'You must read and acknowledge the statement before completing the electronic signature process.' The 'Declaration' section contains a checkbox labeled 'By checking this box, you acknowledge your consent to the below statement.' which is checked. To the right of the checkbox is a list of seven terms and conditions regarding privacy, system use, and USPTO policies.

Sign and submit

Step 9.A

9.A) “Sign” the Application.

Required

- Click the “**Electronic signature**” button
- Next, review signature information

✓ Submission preview

→ Sign and submit

Declaration and signature

You must read and acknowledge the statement before completing the electronic signature process.

Declaration

- There is no right to privacy in this system.
- Use of this system constitutes consent to have activities in association with the submission for recordation monitored, recorded, read, copied or captured by authorized personnel.
- Unauthorized use of this service, which includes providing false or spurious information such as false or improper assignment documents or security agreements, is a misrepresentation to the federal government.
- Unauthorized use of this system is prohibited and subject to criminal and civil penalties, including all penalties applicable to willful unauthorized access. See 37 C.F.R. 11.18 and 18 U.S.C. 1001.
- The USPTO reserves the right, at its complete discretion, to change the terms, conditions, and use at any time by posting revised terms, conditions, and use restrictions for this system.
- It is the user's responsibility to check periodically for any changes USPTO may make to these terms, conditions, and use restrictions.
- Continued use of this system following the posting of changes to these terms, conditions, and use restrictions means you accept the changes.

☒ By checking this box, you acknowledge your consent to the below statement.

Electronic signature

Click the electronic signature button below to sign your assignment.

Electronic signature

[Reset](#)

Sign and submit

Step 9.B

9.B) “**Submit**” the Application.

Required

- Once signature information is reviewed, to “submit” assignment, click the ‘**Submit**’ button at bottom of screen.

✓ Submission preview

→ Sign and submit

Declaration and signature

You must read and acknowledge the statement before completing the electronic signature process.

Declaration

- There is no right to privacy in this system.
- Use of this system constitutes consent to have activities in association with the submission for recordation monitored, recorded, read, copied or captured by authorized personnel.
- Unauthorized use of this service, which includes providing false or spurious information such as false or improper assignment documents or security agreements, is a misrepresentation to the federal government.
- Unauthorized use of this system is prohibited and subject to criminal and civil penalties, including all penalties applicable to willful unauthorized access. See 37 C.F.R. 11.18 and 18 U.S.C. 1001.
- The USPTO reserves the right, at its complete discretion, to change the terms, conditions, and use at any time by posting revised terms, conditions, and use restrictions for this system.
- It is the user's responsibility to check periodically for any changes USPTO may make to these terms, conditions, and use restrictions.
- Continued use of this system following the posting of changes to these terms, conditions, and use restrictions means you accept the changes.

Electronic signature

Signature: MR. Ipas Test

Full name: MR. Ipas Test

Signed date: Tue Oct 10 2023

Ip address: 20.98.252.109

[Reset](#)

Submit

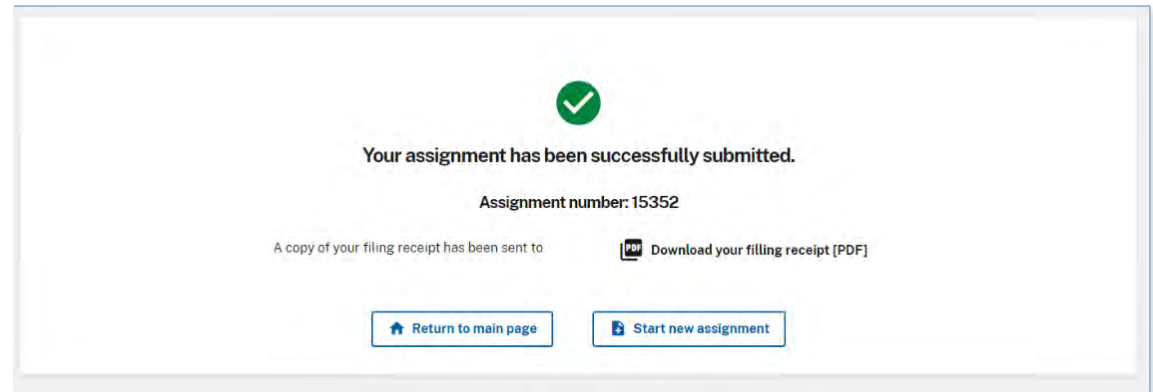
Submission success confirmation

Step 10

10.) "Confirmation for successful assignment application submission"

Screen provides:

- Assignment number
- Copy sent via email address
- Ability to download a PDF
- Ability to return to Assignments Dashboard
- Ability start a new application



This document will provide the steps to complete a resubmission Patent Assignment Request. It provides details for each section of the form, information and documents necessary for efficient process of request.

Patent Assignment Request: Resubmission

Resubmission for Patent Assignment

Step A

A.) Email is sent by USPTO, regarding need for a resubmission. Please click link to Assignment Center provided to begin resubmission process.

Example only:

Email provides:

- Submitted Assignment coversheet
- Link for resubmission on Assignment Center
- Notice of Non-Record (NOR)
 - Document ID
 - Access Code

September 01, 2023

PTAS

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

To file the resubmission electronically, navigate to the EAS website at <https://eas.uspto.gov>, click the Start Resubmission button and enter the following information:

Document ID:
Access Code:

To file the resubmission in paper, send documents to: U.S. Patent and Trademark Office, Mail Stop: Assignment Recordation Branch, P.O. BOX 1450, Alexandria, VA 22313. If you have any questions regarding this notice, you may contact the Assignment Recordation Branch at 571-272-1350.

SHANIECE HAYES
ASSIGNMENT RECORDATION BRANCH
PUBLIC RECORDS DIVISION

P.O. Box 1450, Alexandria, Virginia 22313-1450 • WWW.USPTO.GOV

Resubmission for Patent Assignment

Step B

- B.) Information as listed on the '**Notice of Non-Record**', provides details for what should be fixed within assignment.

Example only:

Required:

- Revisions as stated on
'Record of Non-Record'

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 [REDACTED]. The assignment document states the conveying party's name as [REDACTED], Decedent-represented by [REDACTED], Spouse. Please clarify. 2.) There is a discrepancy with the receiving party's name. The cover sheet states the receiving party's name as [REDACTED]. The assignment document states the receiving party's name as [REDACTED]-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 Patent Assignment

Step C

C.) Enter document number and access code. Click the 'Start resubmission' button to access the resubmission assignment.

The screenshot shows a web interface for a 'Resubmission' form. At the top, there is a blue header bar. Below it, the title 'Resubmission' is displayed. A yellow warning banner states: 'You will have to reattach the necessary supporting documentation and provide your electronic signature prior to submittal.' The main form area is divided into two columns. The left column contains the instruction 'Enter the following data from the notice of non-recording to access the submission form.' followed by two input fields: 'Document id *' and 'Access code *'. A small note '*indicates required' is placed between the fields. Below the 'Access code *' field is a 'Reset' link. A blue 'Start resubmission' button is located at the bottom right of the left column. The right column contains 'Instructions' which refer to an email attachment 'Notice of Non-Recording' and explain that a new resubmission form will be created. It also includes a note about reattaching supporting documentation and a confirmation of receipt (cover sheet) with the assignment id (tracking number) displayed on the screen and transmitted via email upon completion.

Resubmission

⚠ You will have to reattach the necessary supporting documentation and provide your electronic signature prior to submittal.

Enter the following data from the notice of non-recording to access the submission form.

Document id * *indicates required

Access code *

[Reset](#) **Start resubmission**

Instructions

Please refer to the email attachment, 'Notice of Non-Recording' to correct the identified omissions.

Enter your document number and access code which is provided on the Notice of Non-Recording. Once you have entered the document number and access code, a new resubmission form will be created. This form will contain the information you provided in your prior submission, namely: Correspondence information, conveying party(s), receiving party(s) and property(s) for your convenience.

However, please note that **you will have to reattach the necessary supporting documentation** and provide your electronic signature prior to submittal.

A confirmation of receipt (cover sheet) with the assignment id (tracking number) of your submission will be displayed on the screen and transmitted via email upon completion of the resubmission form.

[Learn more](#)

Resubmission for Patent Assignment - Start

Step D

D.) Assignment Options

Required:

- Begin the resubmission assignment.
- The assignment is now populated with the information from the **original** submission.

The screenshot shows the 'Patent assignment form' interface. At the top, there's a progress bar with four steps: 'Assignment options' (current), 'Assignment data', 'Review', and 'Sign and submit'. Below the progress bar, the 'Assignment id' is 16557 and the 'Assignment name' is 'resubmission of 900001491'. A 'Learn more' link is visible. The main content area is titled 'Assignment options' and includes a sidebar with a list of items: 'Assignment data' (expanded), 'Conveyance type', 'Correspondence information', 'Conveying parties', 'Receiving parties', 'Properties', 'Upload documents', 'Review', and 'Sign and submit'. The 'Assignment data' section is active, showing a message: 'Resubmission form with assignment id 16557 has been created.' Below this, the 'Assignment name' field is populated with 'resubmission of 9000014'. A note states: 'Prior to creating assignment, you may give the assignment a "name". Creating an "assignment name" allows for easy identification of a record.' The 'Multiple assignments' section asks: '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?' with radio buttons for 'Yes' and 'No' (selected). A 'Reset' link and a 'Save and continue' button are at the bottom.

Resubmission for Patent Assignment

Step E

E.) Make requested revisions as indicated on the email attachment, **'Notice of Non-Recordation'**.

Required:


- Follow steps as completed for original assignment application to make all revisions.
- It is required to reattach necessary supporting documents.
- Electronic signature is required for submission.

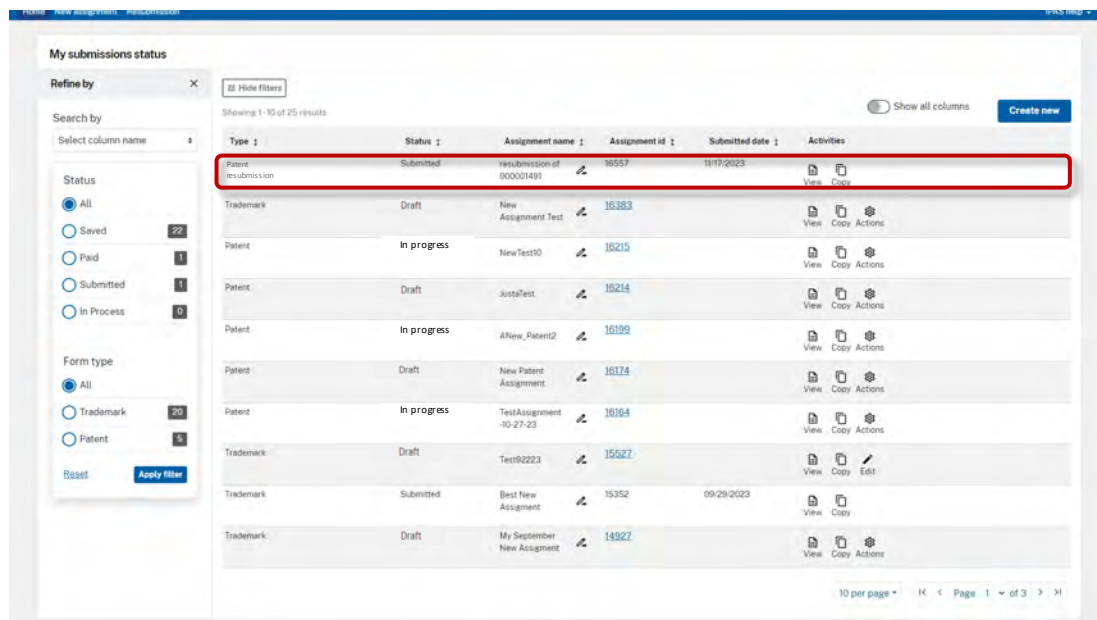
The screenshot displays the 'Patent assignment form' interface. At the top, there's a progress bar with four steps: 'Assignment options', 'Assignment data' (currently active), 'Review', and 'Sign and submit'. Below the progress bar, the form header shows 'Assignment id: 16557' and 'Assignment name: resubmission of 900001491'. A 'Hide learn more' link is visible on the right. The left sidebar contains a list of steps with checkboxes: 'Assignment options' (checked), 'Assignment data' (expanded), 'Conveyance type' (selected), 'Correspondence information' (checked), 'Conveying parties' (checked), 'Receiving parties' (checked), and 'Properties' (checked). Below these is an 'Upload documents' button and a 'Review' button. The main content area is titled 'Conveyance type' with a note '* indicates required'. It features a dropdown menu labeled 'Select nature of conveyance *' with the option 'Assignment of the entire interest at' selected. A 'View all definitions' link is next to it. Below this is a 'Definition' section with a blue header 'Assignment of the entire interest and the goodwill' and a text box explaining the complete transfer of ownership rights. At the bottom, there are 'Reset' and 'Save and continue' buttons.





























Resubmission for Patent Assignment

Step F

Resubmissions can be accessed via 'Home', the 'My submission status' page and are indicated as "resubmission".

Click 'View icon'  to see submitted cover sheet.



Type	Status	Assignment name	Assignment id	Submitted date	Activities
Patent (re-submission)	Submitted	resubmission of 6000101491	16557	18/11/2023	 
Trademark	Draft	New Assignment Test	16383		  
Patent	In progress	New Test10	16215		  
Patent	Draft	JustaTest	16214		  
Patent	In progress	ANew_Patent2	16199		  
Patent	Draft	New Patent Assignment	16174		  
Patent	In progress	TestAssignment -10-27-23	16164		  
Trademark	Draft	Test92223	15527		  
Trademark	Submitted	Best New Assignment	15352	09/29/2023	 
Trademark	Draft	My September New Assignment	14927		  

End

