Assignment Center Training Guide Patents

January 2024
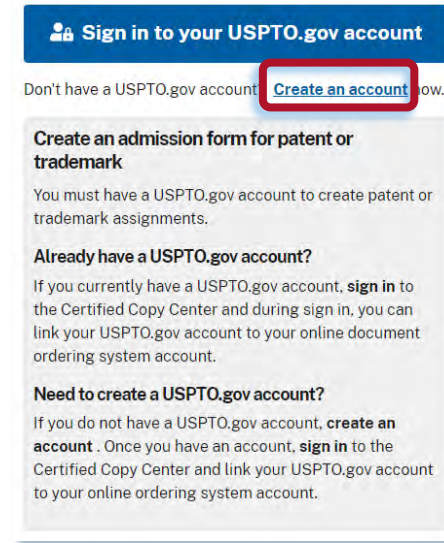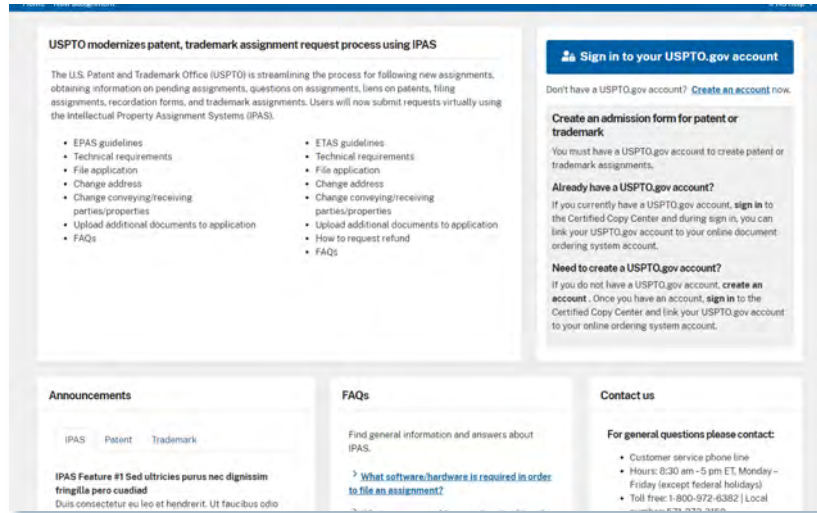
This document section provides the steps to create a new USPTO.gov account and access the Assignment Center

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 **"*"**;

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

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**.
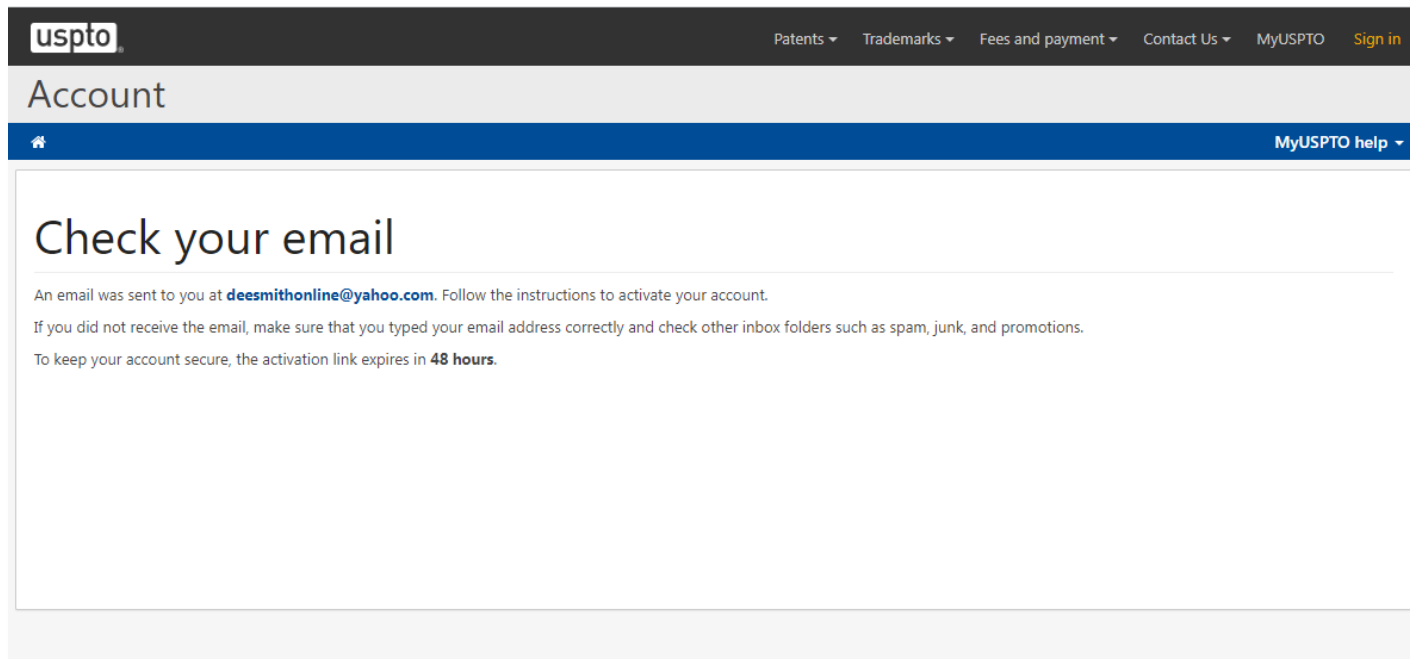
Activate 'Account **email**'

United States Patent and Trademark Office

uspto **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.

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

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

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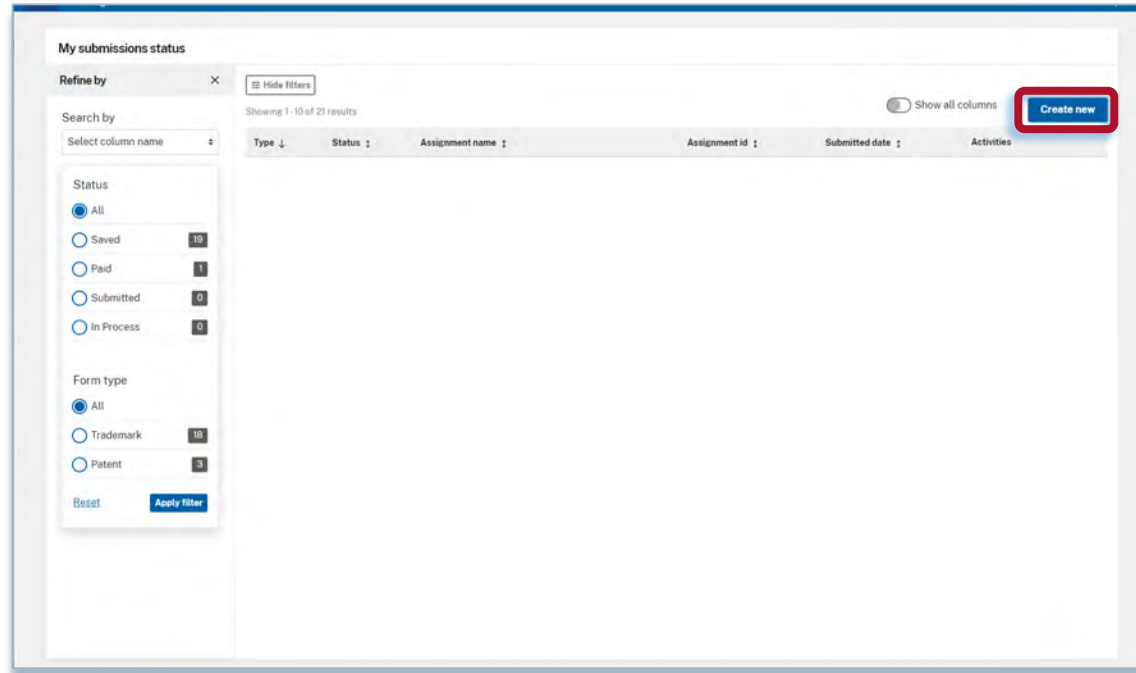
10. 'Assignment application options' page, this page provides ability start a new 'Patent assignment'.

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").

Welcome to the IPAS Homepage!

The U.S. Patent and Trademark Office is streamlining the process for assignments. This system allows users to submit Patent and Trademark Assignment! This system provides user-friendly guidance, allows for easier editing and adds a unique user experience, as customers will be able to see the progression and status, of their submitted application.

Need to know infomation

- What you need to know, before filing (PDF)
- Sample of a Patent Assignment (PDF)
- Sample of a Trademark Assignment (PDF)

How to information

- How to Upload a Document
- Assignment Fees
- Manual of Patent Examining Procedure (MPEP)
- Trademark Manual of Examining Procedures (TMEP)
- Assignment Search

Here, you will be able to find pertinent information for submitting a successful application.

See what you need to know before filing, to find information that will help you achieve a successful application, the first time!

You can also locate FAQ's, a sample patent assignment, a sample trademark assignment and other helpful documents.

Technical Requirements

IPAS is best viewed in Microsoft Edge and Google Chrome.

Sign in to your USPTO.gov account

Don't have a USPTO.gov account? Create an account now.

Create an admission for patent or trademark

You must have a USPTO.gov account to create patent or trademark admissions. To view your previous order history, link your USPTO.gov account to your online document ordering system account

Already have a USPTO.gov account?

If you currently have a USPTO.gov account, sign in to Intellectual Propery Assignment System (IPAS)

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 Intellectual Propery Assignment System (IPAS)

Multi-Factor Authentication (MFA) is here!

Register now to add a safe and secure two-step verification method to your myuspto.gov account for your online credentials from a range of authentication options (such as phone call, text message, or mobile app notification) to access the Intellectual Propery Assignment Sysytem (IPAS).

Two-step verification is now required when accessing the USPTO Intellectual Propery Assignment Sysytem (IPAS).

Learn how to setup MFA — MFA Questions?
Need assistance? Contact the USPTO.gov account customer service

Assignment News

IPAS   Patent   Trademark

FAQs

Find general information and answers about IPAS.

Contact us

For general questions please contact:

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.

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.**

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

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 [Save and continue] 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

1.) Begin assignment application

'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.

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	Brief description of the nature of conveyance transaction. 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". Please select the appropriate conveyance type from drop-down menu. **Entering a Conveyance type as "Other" will prevent the automatic update of ownership information in the USPTO trademark database.**

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

Correspondence required information

Note:

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

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

Conveying party

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

Conveying party - Individual

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**

Conveying parties summary

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.

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" [Continue] button to proceed to next section, 'Receiving parties' page.

Add new conveying party

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

Conveying party - Entity

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

Conveying parties summary

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

**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.

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Add new merged party, the "result of merger"

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**

Conveying parties summary

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

- All 'Conveying parties'

- Indicates any, "Merged entity" parties

Receiving party

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

Receiving party individual.

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**

Receiving party entity

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**

Receiving parties summary

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.

Add new receiving party

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.
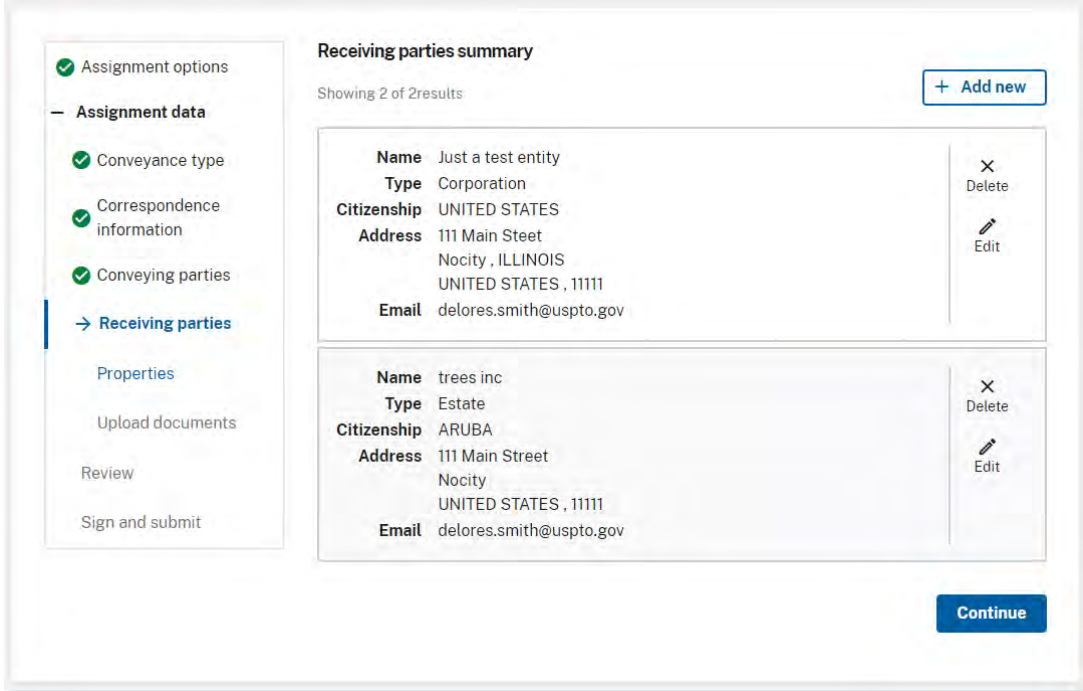
'Receiving parties' summary

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

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

Properties

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.

Properties - multiple properties

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

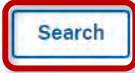→ Click the 'Search' button Search

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

Search

Properties - multiple properties

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.

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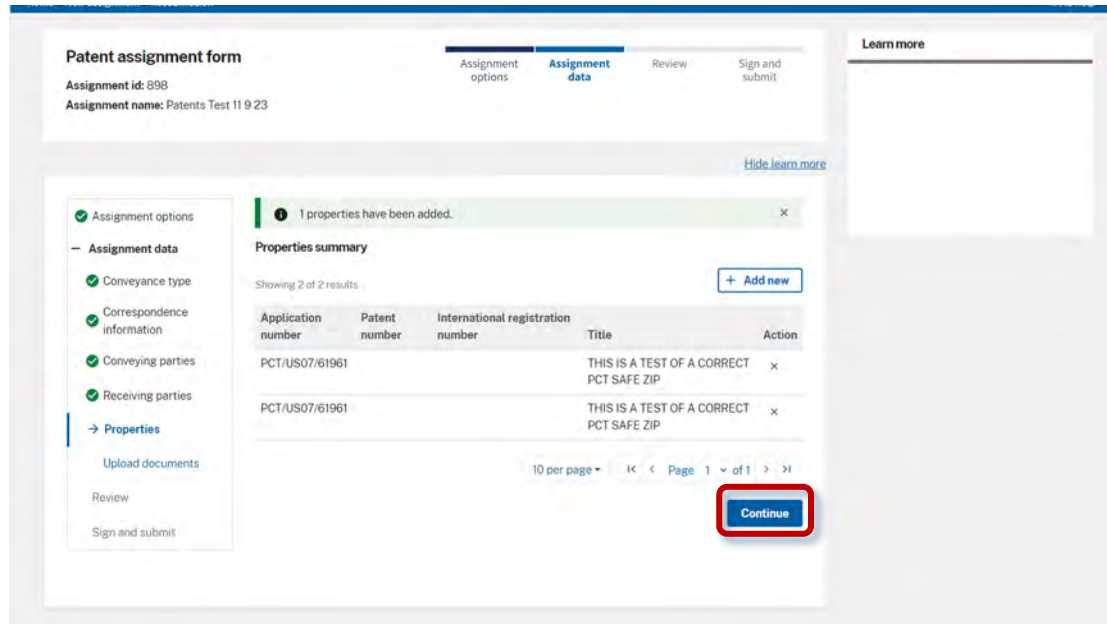## Properties Summary

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

Click the 'Continue' **Continue** button to proceed to next section, 'Upload documents'.

Upload Documents

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.

Upload documents display

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	📄 ✕ View Delete

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

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

Continue   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

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Review

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.

Review completion of acknowledgement confirmation

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 infomation and documents that I have provied for this assignment. The data and information entered is accuracte and is accptable 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 adipiscingLorem 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 adipiscingLorem ipsum dolor sit amet, consectetur adipiscing

* indicates required

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

Continue

Sign and submit

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.

Sign and submit

9.A) **"Sign"** the Application.

Required

→ Click the "**Electronic signature**" button

→ Next, review signature information

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Sign and submit

9.B) **"Submit"** the Application.

Required

→ Once signature information is reviewed, to "submit" assignment, click the '**Submit**' button at bottom of screen.

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Submission success confirmation

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

Your assignment has been successfully submitted.

Assignment number: 15352

A copy of your filing receipt has been sent to   [PDF] Download your filling receipt [PDF]

🏠 Return to main page   📄 Start new assignment
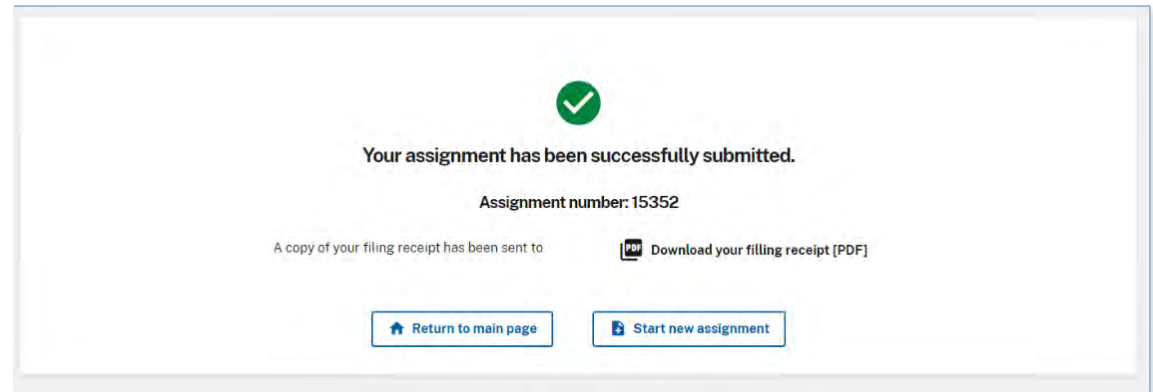
This document will provide the steps to complete a resubmission Patent Assignment Request. It provides details for each section of the form, information and documents necessary for efficient process of request.

Patent Assignment Request: Resubmission

Resubmission for Patent Assignment

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**

Resubmission for Patent Assignment

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

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

Resubmission for Patent Assignment - Start

D.)   **Assignment Options**

Required:

→   Begin the
     resubmission
     assignment.

→   The assignment is
     now populated with
     the information
     from the **original**
     submission**.**

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Resubmission for Patent Assignment

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.

Resubmission for Patent Assignment

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

Click 'View icon' 📄 View   to see submitted cover sheet.

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End