

A faint, light gray technical drawing of a mechanical assembly is visible in the background. It features various parts with callout numbers such as 90, 86, 84, 82, 56, 62, 58, 28, 38, 42, 54, 46, 64, 34, and 66. The drawing is a cross-section showing internal components and their relationships.

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'.

The screenshot shows the USPTO Assignment Center landing page. At the top, there is a blue navigation bar with a user icon and the text "Sign in to your USPTO.gov account". Below this, the main content area is divided into several sections. On the left, there is a section titled "USPTO modernizes patent, trademark assignment request process using IPAS" with a sub-header "The U.S. Patent and Trademark Office (USPTO) is streamlining the process for following new assignments, obtaining information on pending assignments, questions on assignments, liens on patents, filing assignments, recordation forms, and trademark assignments. Users will now submit requests virtually using the Intellectual Property Assignment Systems (IPAS)." This section contains two columns of bullet points: "EPAS guidelines", "Technical requirements", "File application", "Change address", "Change conveying/receiving parties/properties", "Upload additional documents to application", "FAQs", "ETAS guidelines", "Technical requirements", "File application", "Change address", "Change conveying/receiving parties/properties", "Upload additional documents to application", "How to request refund", and "FAQs". To the right of this section is a blue button that says "Sign in to your USPTO.gov account". Below the button, there is a link "Don't have a USPTO.gov account? [Create an account](#) now." Further down, there is a section titled "Create an admission form for patent or trademark" with sub-sections for "Already have a USPTO.gov account?" and "Need to create a USPTO.gov account?". At the bottom of the page, there are three columns: "Announcements" with a search bar for "IPAS Patent Trademark" and a snippet of text "IPAS Feature #1 Sed utriusque purus nec dignissim fringilla per o cuad", "FAQs" with a link "What software/hardware is required in order to file an assignment?", and "Contact us" with a list of contact information: "Customer service phone line", "Hours: 8:30 am - 5 pm ET, Monday - Friday (except federal holidays)", and "Toll free: 1-800-972-5382 | Local 301-593-2329".

This image is a close-up of the account creation options on the USPTO landing page. It shows a blue navigation bar with a user icon and the text "Sign in to your USPTO.gov account". Below this, there is a link "Don't have a USPTO.gov account? [Create an account](#) now." The "Create an account" link is highlighted with a red box. Below this, there is a section titled "Create an admission form for patent or trademark" with sub-sections for "Already have a USPTO.gov account?" and "Need to create a USPTO.gov 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 *
 ▼

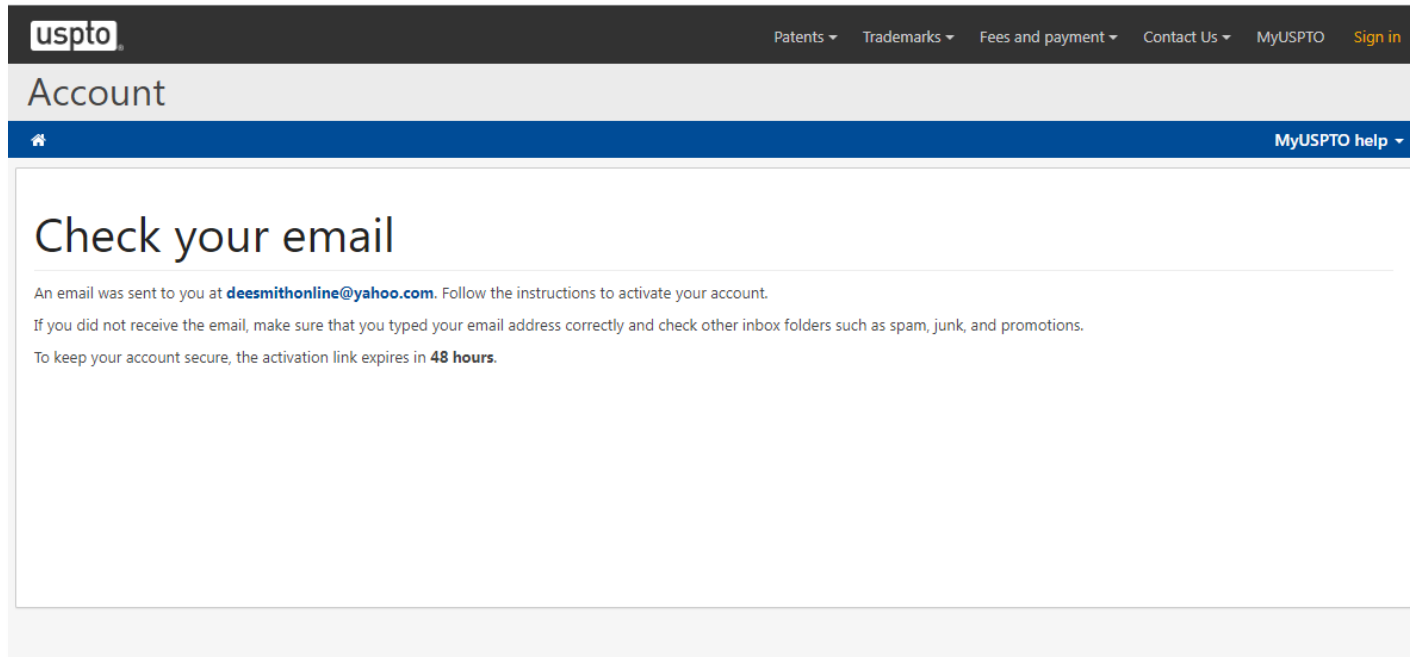
reCaptcha verification *
 I'm not a robot 
reCAPTCHA
Privacy · Terms

I understand and agree with USPTO's [Terms of Use](#) and [Privacy Policy](#).



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**.



The screenshot shows the USPTO website interface. At the top, there is a dark navigation bar with the 'uspto' logo on the left and links for 'Patents', 'Trademarks', 'Fees and payment', 'Contact Us', 'MyUSPTO', and 'Sign in' on the right. Below this is a light gray header with the word 'Account' and a home icon on the left, and 'MyUSPTO help' with a dropdown arrow on the right. The main content area has a white background with the heading 'Check your email'. Below the heading, there are three lines of text: 'An email was sent to you at deesmithonline@yahoo.com. Follow the instructions to activate your account.', 'If you did not receive the email, make sure that you typed your email address correctly and check other inbox folders such as spam, junk, and promotions.', and 'To keep your account secure, the 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 [\[redacted\]](#).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.

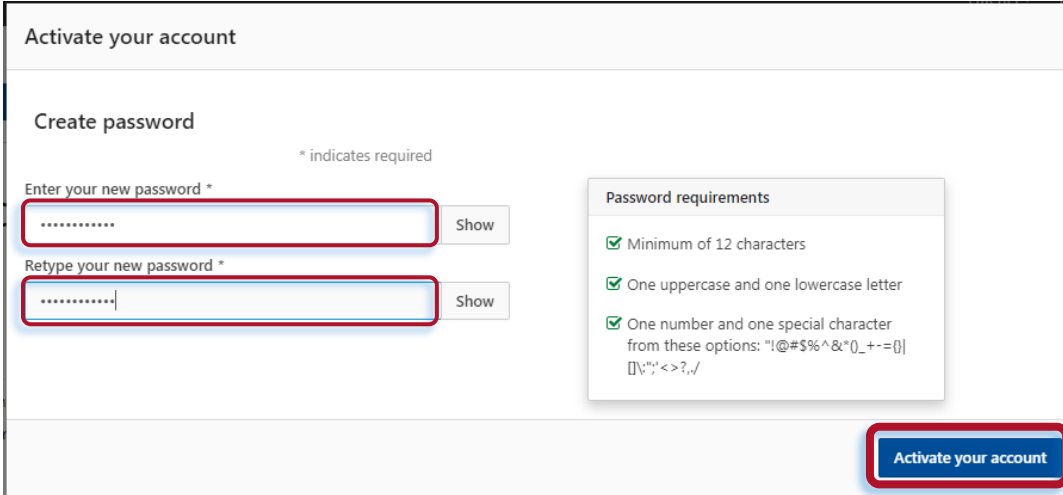
If you didn't create this uspto.gov account, there is no need to do anything.

[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". Under the heading "Create password", there are two input fields: "Enter your new password *" and "Retype your new password *". Both fields are currently filled with dots and have a "Show" button to their right. A red box highlights both input fields. Above the fields, the text "* indicates required" is visible. To the right of the input fields is a "Password requirements" box with a list of 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, there 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 a 'Contact information' form with the following fields and elements:

- Alternate email address:** A text input field.
- Used as a backup email for account change notifications. It should be unique and not shared.** A note below the alternate email field.
- Phone(s) *:** A section containing a dropdown menu with 'Work' selected, a text input field with '5713263760', and an 'Ext' text input field. This entire section is highlighted with a red box.
- Phone numbers are used for account validation.** A note below the phone number fields.
- Add another phone number:** A blue link.
- Fax:** A text input field.
- Country *:** A dropdown menu with 'UNITED STATES' selected. This field is highlighted with a red box.
- Street address *:** A text input field. This field is highlighted with a red box.
- City *:** A text input field. This field is highlighted with a red box.
- State *:** A dropdown menu with 'Select' selected. This field is highlighted with a red box.
- Zip *:** A text input field. This field is highlighted with a red box.
- **** or ****-****:** A note below the zip code field.
- Save:** A blue button at the bottom of the form. This button is highlighted with a red box.



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

uspto

Sign in

[Sign in with Okta FastPass](#)

Email address

Keep me signed in

Next

[Help](#)

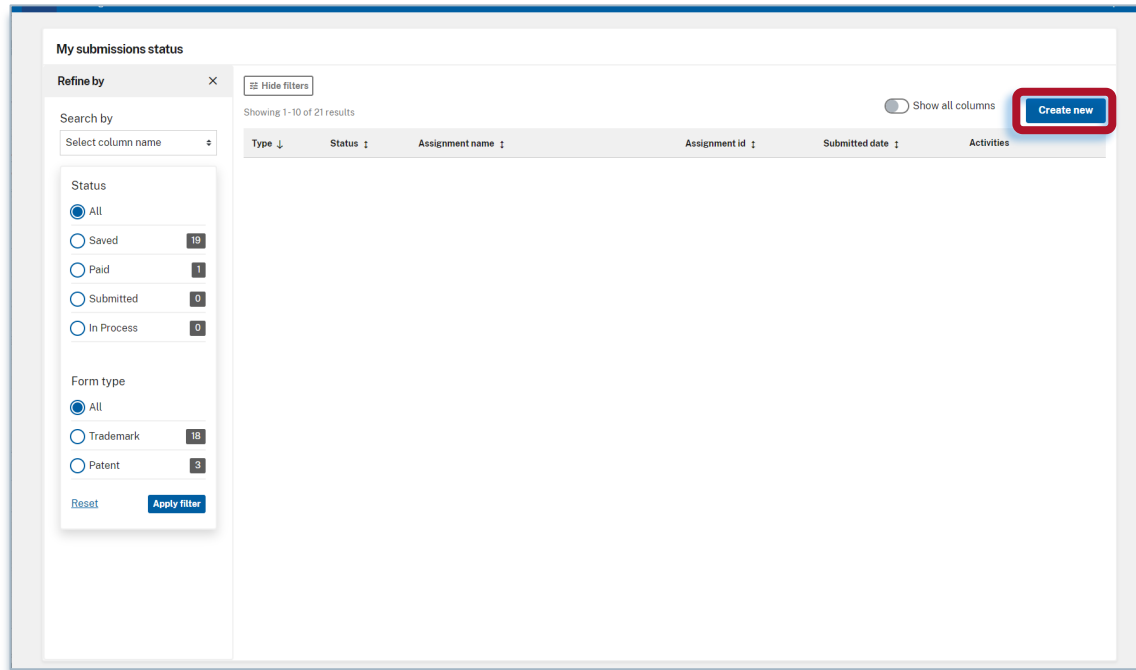
[Create a USPTO.gov account](#)

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](https://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”).

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 information

- [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 Property 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 Property 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 Property Assignment System (IPAS).
Two-step verification is now required when accessing the USPTO Intellectual Property Assignment System (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.

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.

The screenshot displays the 'My submissions status' page. On the left, there are filter sections for 'Status' (All, Saved: 10, Paid: 1, Submitted: 10, In Process: 10) and 'Form type' (All, Trademark: 10, Patent: 3). A 'Reset' button and an 'Apply filter' button are at the bottom of the filters. The main area shows a table of 10 assignments. The table has columns for Type, Status, Assignment name, Assignment id, Submitted date, and Activities. A 'Create new' button is located in the top right corner of the table area. The table data is as follows:


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	09/29/2023	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	7295		View Copy Actions
Trademark	Draft	new assign	2447		View Copy Actions


At the bottom right, there is a pagination control showing '10 per page', 'Page 1 of 3', and navigation arrows.

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](#).
[Start new trademark assignment](#)

Learn more

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.

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

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
- Correspondence information
- Conveying parties
- Receiving parties
- Properties
- Upload documents
- Review
- Sign and submit

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, there are navigation tabs: 'Assignment options', 'Assignment data' (which is active), 'Review', 'Calculate fees', and 'Sign and submit'. Below the tabs, the form shows 'Assignment id: 16622' and 'Assignment name: JustaTest'. A 'Learn more' section is visible on the right. The main content area features a sidebar with a menu: 'Assignment options' (checked), 'Assignment data' (expanded), and 'Conveyance type' (selected). The 'Conveyance type' section includes a notification: 'A new assignment with assignment id 16622 has been created.' Below this, the 'Conveyance type' label is followed by a note '* indicates required'. A dropdown menu is labeled 'Select nature of conveyance *' with a link to 'View all definitions'. At the bottom of this section, there are 'Reset' and 'Save and continue' buttons.



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" with a sidebar on the left containing navigation options: 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:

- Correspondence information** header.
- Stored contact information** dropdown menu.
- Correspondent name** section with fields for Prefix, First name *, Middle name, Last name *, and Suffix. Red boxes highlight the First name and Last name fields.
- Docket number** text input field.
- Mailing address** section with fields for Attention, Country *, Address line 1 *, Address line 2, City *, State *, and ZIP Code *. Red boxes highlight the Country, Address line 1, City, and ZIP Code fields.
- Phone number (s)** section with Primary phone type * (Work), Phone number *, and Extension fields.
- Fax number** section with a text input field and a note: "A fax number is recommended in the event there is a problem with the e-mail address provided above." Below this is a note: "10-digits, US or Canadian number, digits only, this."
- Email address(s)** section with Primary email address * field. A red box highlights this field.
- Buttons for "Reset" and "Save and continue" at the bottom.

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 for providing correspondence information. On the left is a sidebar with navigation options: Assignment options (checked), Assignment data, Conveyance type (checked), Correspondence information (selected), Conveying parties, Receiving parties, Properties, Upload documents, Review, Calculate fees, and Sign and submit. The main form area is titled 'Correspondence information' and includes a 'Stored contact information' dropdown menu. Below this is the 'Correspondent name' section, which includes a 'Prefix' dropdown, 'First name *', 'Middle name', and 'Last name *' text boxes, and a 'Suffix' text box. The 'Docket number' is a text box. The 'Mailing address' section includes an 'Attention' text box, a 'Country *' dropdown menu (currently showing 'UNITED STATES'), 'Address line 1 *' and 'Address line 2' text boxes, and 'City *', 'State *' (dropdown), and 'ZIP Code *' (text box) fields. The 'State *' and 'ZIP Code *' fields are highlighted with red boxes. The 'Phone number (s)' section includes 'Primary phone type *' (dropdown), 'Phone number *', and 'Extension' text boxes. A link '+ Add another phone number' is at the bottom.



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 with a sidebar on the left and a main content area on the right. The sidebar contains a list of menu items: 'Assignment options' (checked), 'Assignment data' (expanded), 'Conveyance type' (checked), 'Correspondence information' (highlighted with a blue box and arrow), 'Conveying parties', 'Receiving parties', 'Properties', 'Upload documents', 'Review', 'Calculate fees', and 'Sign and submit'. The main content area is titled 'Correspondence information' and contains several sections: 'Stored contact information' with a dropdown menu; 'Correspondent name' with fields for Prefix, Title, First name, Middle name, Last name, and Suffix; 'Docket number' with a text input; 'Mailing address' with fields for Attention, Country, Address line 1, Address line 2, City, State, and Postal code; 'Phone number (s)' with a dropdown for Primary phone type and input fields for Phone number and Extension; and 'Email address(es)' with a text input for Primary email address. A 'Save and continue' button is located at the bottom right, and a 'Reset' link is at the bottom left. A small asterisk indicates required fields.

Conveying party

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

The screenshot displays the 'Patent assignment form' interface. At the top, the title 'Patent assignment form' is followed by a progress bar with four stages: 'Assignment options', 'Assignment data' (the current stage), 'Review', and 'Sign and submit'. Below the title, the 'Assignment id: 16214' and 'Assignment name: JustaTest' are displayed. A left-hand navigation menu lists various sections: 'Assignment options', 'Assignment data', 'Conveyance type', 'Correspondence information', 'Conveying parties', 'Receiving parties', 'Properties', 'Upload documents', 'Review', 'Calculate fees', and 'Sign and submit'. The 'Conveyance type' section is expanded, showing a notification: 'Correspondence information has been added to assignment number 15352.' Below this, the 'Edit conveying party' section is active, featuring a note '* indicates required' and a 'Select conveying party type*' label. Two radio button options are presented: 'Individual' and 'Entity (company)'. The 'Entity (company)' option is selected.

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

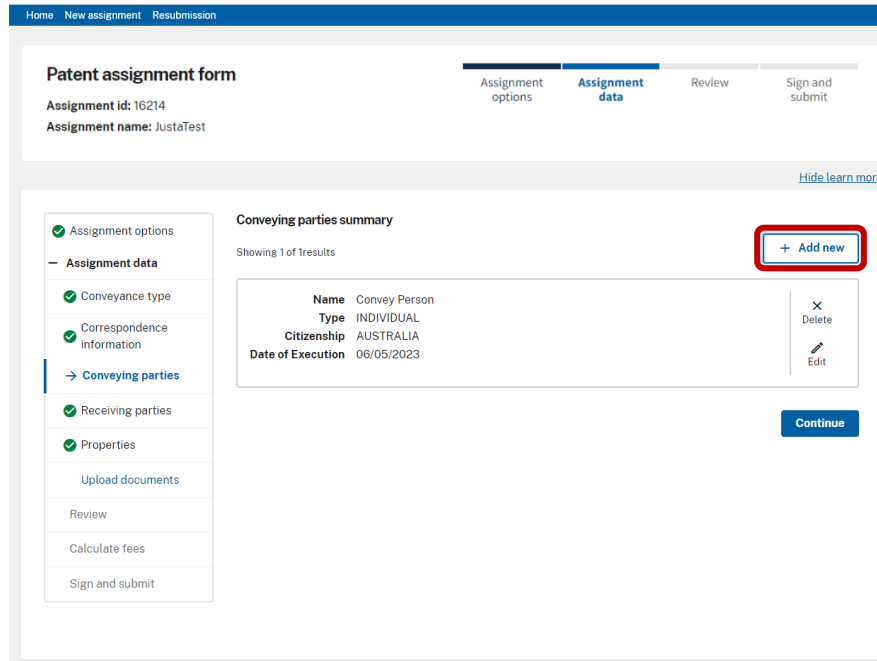
- **Must make choice for Individual**
- **Individual Name**
- **Date of Execution**

The screenshot shows a web form titled "Add new conveying party" with a sidebar on the left and a main content area on the right. The sidebar contains a list of steps: "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", and "Sign and submit". The main content area has the title "Add new conveying party" and a note "* indicates required". It includes a "Select conveying party type" section with radio buttons 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", "First name *", "Middle name", "Last name *", and "Suffix". The "First name" and "Last name" fields are highlighted with a red border. The "Select date of execution *" section has a date input field, also highlighted with a red border. At the bottom, there are "Reset", "Cancel", and "Add conveying party" buttons.

Conveying parties summary

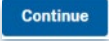
4.B) The 'Conveying parties summary' page shows; All listed conveying parties

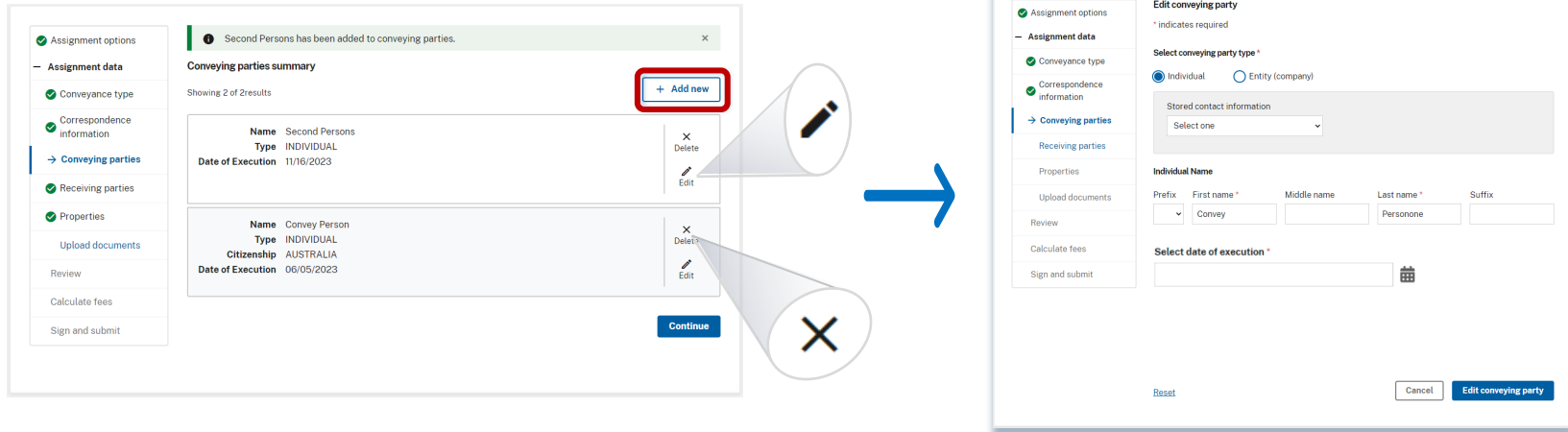
Gives ability to add additional conveying parties with 'Add new' button. Click to proceed to the 'Add new conveying party' page.



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



The image shows two screenshots of a web application interface. The left screenshot displays the 'Conveying parties summary' page. It features a sidebar with 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 rows of conveying parties. The first row is for 'Second Persons' (Individual, 11/16/2023) and the second is for 'Convey Person' (Individual, Australia, 06/05/2023). Each row has 'Delete' and 'Edit' icons. A red box highlights the '+ Add new' button. A blue arrow points from the '+ Add new' button to the 'Edit conveying party' page on the right. A magnifying glass highlights the pencil icon for editing and the 'x' icon for deleting. A 'Continue' button is at the bottom right of the summary page.

The right screenshot shows the 'Edit conveying party' page. It includes sections for 'Assignment options', 'Assignment data', 'Select conveying party type' (Individual selected), 'Stored contact information', 'Individual Name' (Prefix, First name, Middle name, Last name, Suffix), and 'Select date of execution'. A 'Reset' link is at the bottom left, and 'Cancel' and 'Edit conveying party' buttons are at the bottom right.

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 'Add new conveying party' form. On the left is a vertical navigation menu with the following items: '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 content area is titled 'Add new conveying party' and includes a 'Cancel' button. Under the heading 'Select conveying party type *', there are two radio button options: 'Individual' and 'Entity (company)'. A small asterisk indicates that this field is required.

This screenshot shows the 'Add new conveying party' form with the 'Conveying parties' section expanded. The left navigation menu is identical to the previous screenshot. The main content area includes a 'Reset' link at the bottom left. The 'Conveying parties' section contains a 'Stored contact information' dropdown menu. Below this is the 'Individual Name' section, which includes fields for 'Prefix', 'First name *', 'Middle name', 'Last name *', and 'Suffix'. The 'Select date of execution *' field is also present. At the bottom right, there are 'Cancel' and 'Add conveying party' buttons, with the latter highlighted by a red rectangular box. A small asterisk indicates that the date field is required.



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

The screenshot shows a web form titled "Add new conveying party" with a sidebar on the left containing 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 form area includes a "Select conveying party type" dropdown with "Entity (company)" selected, a "Stored contact information" dropdown, and several required fields: "Entity name", "Entity type", "Formerly name", "Country", and "Select date of execution". A "Reset" link and an "Add conveying party" button are at the bottom.

Add new conveying party * indicates required

Select conveying party type *

Entity (company)

Stored contact information

Select one

Entity name *

Entity type *

Select a entity type

Formerly name

Citizenship

Country

Select a country

Select date of execution *

[Reset](#)

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 is 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'. A sidebar on the left contains a list of steps: '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 1 results'. A table lists the details for 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' buttons. A '+ Add new' button is highlighted with a red box. A 'Continue' button is located at the bottom right of the table area.

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' in the 'Assignment Center'. The form is in the 'Assignment data' step. A warning message states: 'mynewmerger4 has been removed from conveying parties.' Below this, a yellow banner indicates: 'Merged entity is required for this assignment.' The 'Conveying parties summary' section shows one entry for 'my new merger' with details: Name: my new merger, Type: Corporation, Date of Execution: 01/02/2024. There are buttons for '+ Add new' and '+ Add merged entity'. The left sidebar contains navigation options: Assignment options, Assignment data (selected), Conveyance type, Correspondence information, Conveying parties (selected), Receiving parties, Properties, Upload documents, Review, Calculate fees, and Sign and submit.

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**

Patent assignment form

Assignment id: 16998

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

[Hide learn more](#)

Add new merge party * indicates required

Entity name *

Select merged date *

[Reset](#)

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

Conveying parties summary

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

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

The screenshot displays a web interface for managing conveying parties. On the left is a sidebar with navigation options: Assignment options, Assignment data, Conveyance type, Correspondence information, Conveying parties (selected), Receiving parties, Properties, Upload documents, Review, and Sign and submit. The main content area shows a notification that 'dfdfdsfdsfds' has been saved. Below this is a 'Conveying parties summary' section with a warning: 'Merged entity is required for this assignment.' A table lists two results:

Name	Type	Merged date	Actions
dfdfdsfdsfds	ENTITY	11/10/2023	Delete, Edit
ADS ADAS	INDIVIDUAL	11/01/2023	Delete, Edit

Additional elements include an 'Add new' button, a 'Continue' button, and a 'Showing 2 of 2 results' indicator.

Receiving party

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

The screenshot displays the 'Patent assignment form' interface. At the top, there is a progress bar with four steps: 'Assignment options', 'Assignment data', 'Review', and 'Sign and submit'. The 'Assignment data' step is currently active. Below the progress bar, the form title 'Patent assignment form' is followed by the assignment ID '16214' and name 'JustaTest'. A sidebar on the left lists the form sections: '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 content area shows the 'Receiving parties' section, which includes a note '* indicates required' and a label 'Select receiving party type *'. Two radio button options are provided: 'Individual' and 'Entity (company)'. The 'Entity (company)' option is selected.

Patent assignment form

Assignment id: 16214
Assignment name: JustaTest

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

✓ Assignment options

— Assignment data

✓ Conveyance type

✓ Correspondence information

✓ Conveying parties

→ Receiving parties

Properties

Upload documents

Review

Calculate fees

Sign and submit

Receiving parties

* indicates required

Select receiving party type *

Individual Entity (company)

Receiving party individual.

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

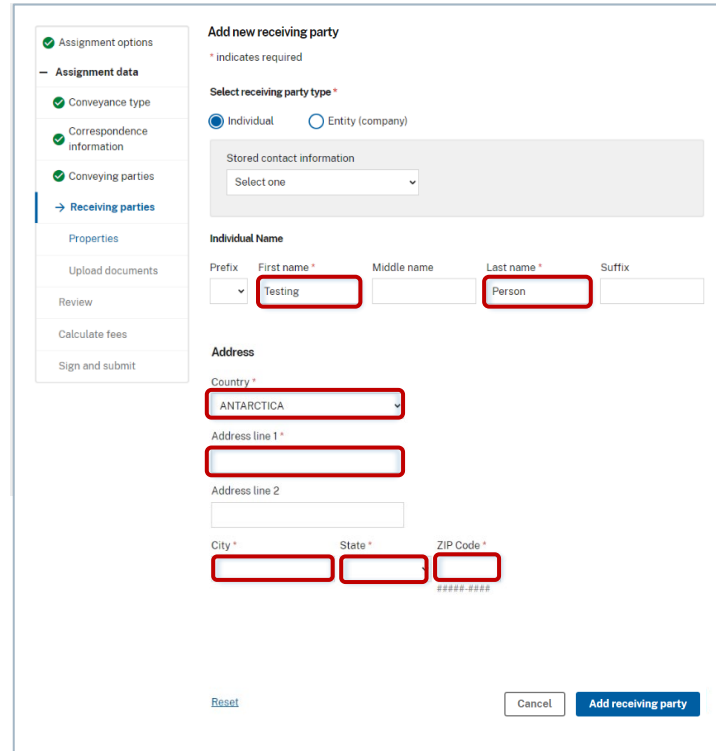
Click the 'Add receiving party' button  to proceed to 'Receiving parties summary' page.

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". On the left is a sidebar with a progress indicator showing steps: Assignment options, Assignment data, Conveyance type, Correspondence information, Conveying parties, Receiving parties (active), Properties, Upload documents, Review, Calculate fees, and Sign and submit. The main form area has the title "Add new receiving party" and a note "* indicates required". It includes a "Select receiving party type" section with radio buttons for "Individual" (selected) and "Entity (company)". Below is a "Stored contact information" dropdown menu. The "Individual Name" section contains fields for Prefix, First name* (containing "Testing"), Middle name, Last name* (containing "Person"), and Suffix. The "Address" section contains fields for Country* (containing "ANTARCTICA"), Address line 1*, Address line 2, City*, State*, and ZIP Code* (with a "*****" placeholder). At the bottom are "Reset", "Cancel", and "Add receiving party" buttons.



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**

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 options: "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 heading "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)" (selected). A "Stored contact information" dropdown menu is set to "Select one". The "Entity name*" field is a text input box. The "Address" section includes "Country*" (a dropdown menu set to "Select a country"), "Address line 1*" (a text input box), "Address line 2" (a text input box), "City*" (a text input box), "State*" (a dropdown menu set to "Select a state"), and "ZIP Code*" (a text input box). At the bottom of the form are "Reset", "Cancel", and "Add receiving party" buttons. A large letter "C" is overlaid on the bottom right of the form area.



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.

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	✎ 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

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 vertical sidebar with a list of steps: "Assignment options" (checked), "Assignment data" (expanded), "Conveyance type" (checked), "Correspondence information" (checked), "Conveying parties" (checked), "Receiving parties" (active, with a blue arrow), "Properties", "Upload documents", "Review", "Calculate fees", and "Sign and submit".

The main form area is titled "Add new receiving party" and includes a legend: "* indicates required". Below this is a section "Select receiving party type *" with two radio buttons: "Individual" (unselected) and "Entity (company)" (selected).

Underneath is a "Stored contact information" section with a dropdown menu labeled "Select one".

The "Address" section contains several fields: "Country *" (dropdown menu "Select a country"), "Address line 1 *" (text input), "Address line 2" (text input), "City *" (text input), "State *" (dropdown menu "Select a state"), and "ZIP Code *" (text input with a mask "*****").


Below the address fields is an "Email" section with the text "Adding an email address is very helpful" and a text input field.

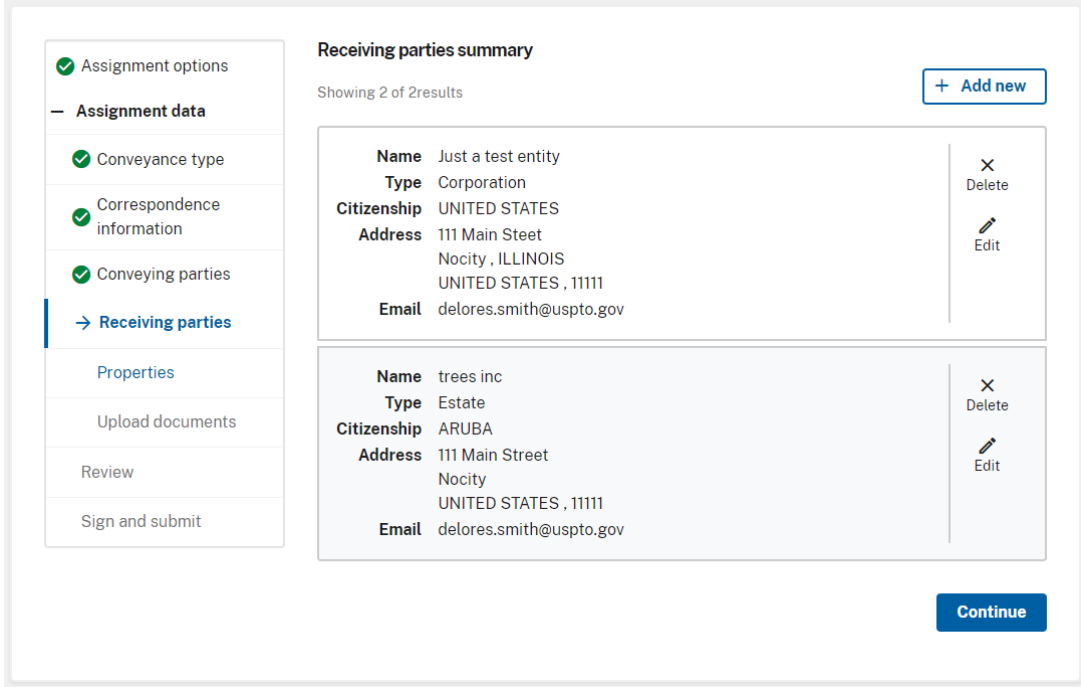
At the bottom of the form are three buttons: "Reset" (text link), "Cancel" (text button), and "Add receiving party" (blue button).



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

Continue

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.

The screenshot shows the 'Patent assignment form' interface. At the top, there is a progress bar with four steps: 'Assignment options', 'Assignment data', 'Review' (which is the current step), and 'Sign and submit'. Below the progress bar, the form title is 'Patent assignment form' with 'Assignment id: 16214' and 'Assignment name: JustaTest'. On the right side, there is a 'Learn more' link. The main content area is titled 'Add properties' and includes a sidebar with a list of sections: 'Assignment options', 'Assignment data', 'Conveyance type', 'Correspondence information', 'Conveying parties', 'Receiving parties', 'Properties' (highlighted with a blue arrow), 'Upload documents', 'Review', and 'Sign and submit'. The 'Add properties' section 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.' It features a 'Select search type *' dropdown menu currently set to 'Application number search'. Below the dropdown is a large red-bordered text input field. 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 form, and a 'Cancel' button below the main form area.

Properties - multiple properties

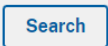
Step 6.A

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.

Add properties * indicates required

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 performing 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](#)

1 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

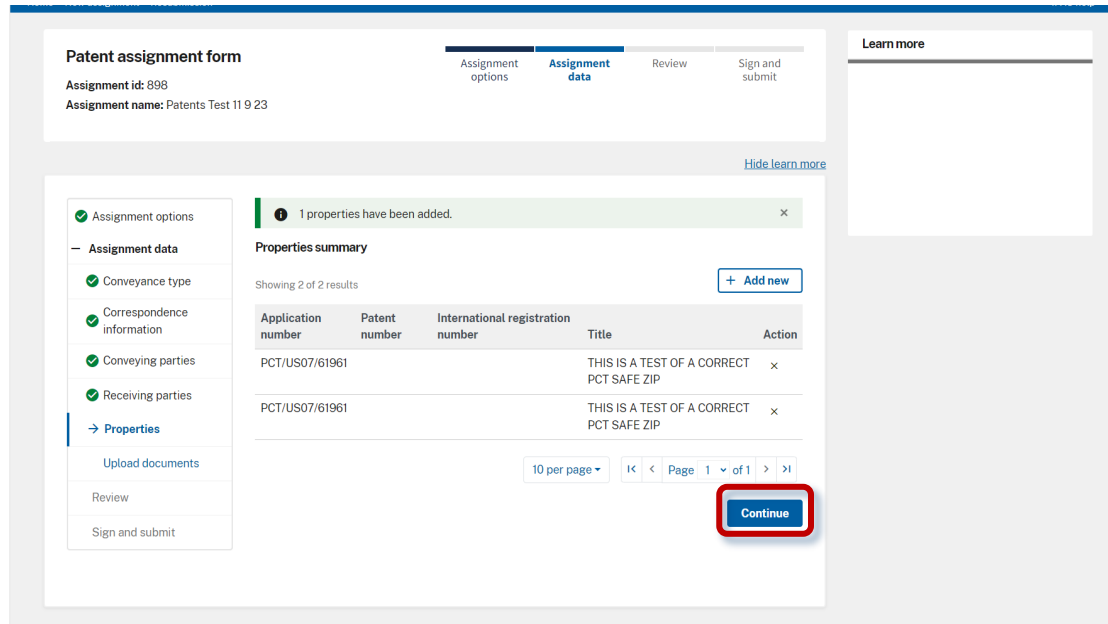
<input type="checkbox"/>	Application number	Patent number	International registration number	Title
<input type="checkbox"/>	11869467	7564613		MICROELECTROMECHANICAL DEVICE AND METHOD UTILIZING A POROUS SURFACE

[Add properties](#)

Properties Summary

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’.



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 is a progress bar with four stages: 'Assignment options', 'Assignment data', 'Review', and 'Sign and submit'. The 'Assignment data' stage is currently active. Below the progress bar, the form title is 'Patent assignment form' and the assignment details are 'Assignment id: 16214' and 'Assignment name: JustaTest'. On the left side, there is a vertical menu with several options, each with a green checkmark: 'Assignment options', 'Assignment data', 'Conveyance type', 'Correspondence information', 'Conveying parties', 'Receiving parties', and 'Properties'. The 'Upload documents' option is highlighted with a blue box and a right-pointing arrow. Below the menu, there is a 'Review' button and a 'Sign and submit' button. The main content area is titled 'Upload documents' and contains the instruction: 'Add required supporting documentation for this request. At least one "supportive" document is required to be uploaded.' Below this text is a large dashed blue box representing the upload area. Inside this box, there is a blue 'Browse files' button. Below the button, there is a note: 'Single file size must not exceed 10MB. Accepted file formats are: PDF, TIFF and TIF.' To the right of the dashed box is a grey 'Continue' button. In the top right corner of the form, there is a 'Learn more' link with a small upward-pointing arrow.

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 be uploaded.

[Browse files](#)

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

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

Documents uploaded

Showing 1 of 1 results

Viewed	File name	Date uploaded	File size	Action
	Tiff_SAVE2.tif		1.7 Mb	<div style="display: flex; align-items: center; gap: 10px;"> View Delete</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

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	👁️ ×

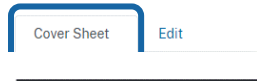
Continue


Review

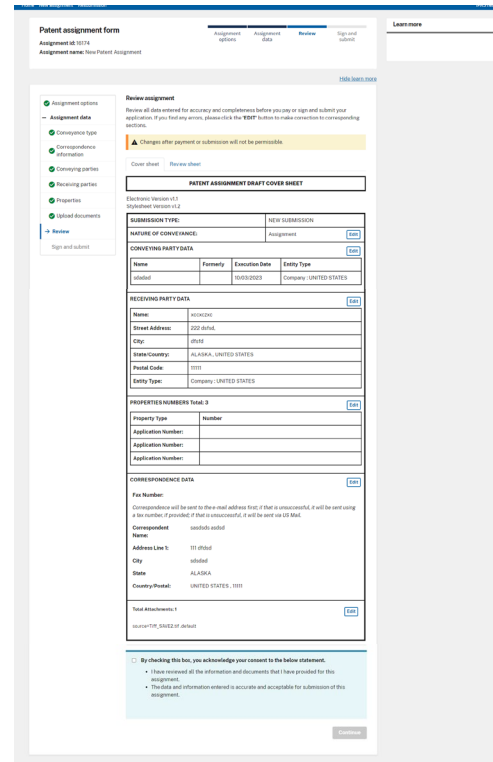
8) The 'Cover sheet' tab, displays all of the information that was input into the application.

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.

A screenshot of the 'Patent assignment form' interface. The 'Review' tab is selected. The main content area is titled 'PATENT ASSIGNMENT DRAFT COVER SHEET'. It contains several sections: 'SUBMISSION TYPE' (NEW SUBMISSION), 'NATURE OF CONVEYANCE' (Assignment), 'CONVEYING PARTY DATA' (Name: Global, Formerly: Global, Execution Date: 10/02/2023, Entity Type: Company - UNITED STATES), 'RECEIVING PARTY DATA' (Name: INNOVAC, Street Address: 222 DANA, City: BOSTON, State/Country: ALASKA - UNITED STATES, Postal Code: 1011, Entity Type: Company - UNITED STATES), 'PROPERTIES NUMBERS' (Property Type: Invention), and 'CORRESPONDENCE DATA' (Fax Number, Correspondent: INNOVAC, Name, Address Line 1: 111 DANA, City: BOSTON, State: ALASKA, Country/Postal: UNITED STATES, 1011). At the bottom, there is a 'Total attachments' section and a 'By checking this box, you acknowledge your consent to the below statement.' section with a list of terms and conditions.

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
sdadad		10/03/2023	Company : UNITED STATES

RECEIVING PARTY DATA Edit	
Name:	xcccxczxc
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 dfdsd
City	sdsdad
State	ALASKA
Country/Postal:	UNITED STATES , 11111
Total Attachments: 1 Edit	
source=Tiff_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

* 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

* 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.

Patent assignment form

Assignment id: 898
Assignment name: Patents Test 11 9 23

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

→ **Sign and submit**

Declaration and signature

* indicates required

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

Declaration

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

- 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.

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.
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- 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.
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- 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

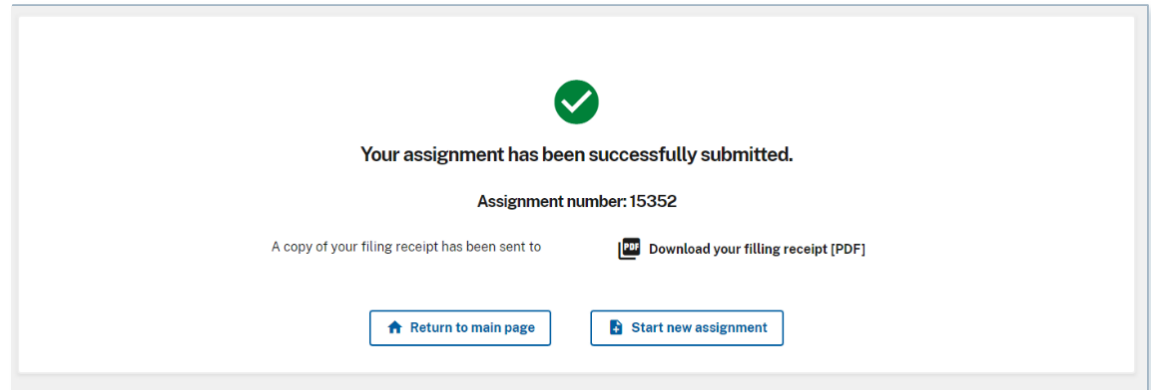
[Reset](#) [Submit](#)

Submission success confirmation

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

UNITED STATES PATENT AND TRADEMARK OFFICE
Under Secretary of Commerce for Intellectual Property and
Director of the United States Patent and Trademark Office

September 01, 2023

PTAS

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], 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 ETAS website at <http://etas.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 571-272-3350.

SHANICEE 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 form titled "Resubmission". At the top, there is a yellow warning banner with a triangle icon and the text: "You will have to reattach the necessary supporting documentation and provide your electronic signature prior to submittal." Below this, the form is divided into two main sections. The left section is for data entry, with the heading "Enter the following data from the notice of non-recording to access the submission form." It contains two input fields: "Document id *" and "Access code *", both with asterisks indicating they are required. A small note "*Indicates required" is positioned to the right of the first field. Below the input fields are two buttons: a blue "Start resubmission" button and a blue "Reset" link. The right section is titled "Instructions" and contains three paragraphs of text. The first paragraph explains that users should refer to an email attachment for corrections. The second paragraph details that entering the document number and access code will create a new resubmission form containing information from the previous submission. The third paragraph notes that users must reattach supporting documentation and provide an electronic signature. A final paragraph states that a confirmation of receipt (cover sheet) with the assignment ID and tracking number will be displayed and emailed 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.

*Indicates required

Document id *

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 displays the 'Patent assignment form' interface. At the top, there is a progress bar with four steps: 'Assignment options', 'Assignment data', 'Review', and 'Sign and submit'. The 'Assignment data' step is currently active. Below the progress bar, the form title is 'Patent assignment form' and it shows 'Assignment id: 16557' and 'Assignment name: resubmission of 900001491'. A 'Learn more' link is visible on the right. A notification banner at the top of the form area states: 'Resubmission form with assignment id 16557 has been created.' The main content area is divided into two columns. The left column contains a sidebar with a menu: 'Assignment options' (selected), 'Assignment data', 'Upload documents', 'Review', and 'Sign and submit'. The right column is titled 'Assignment options' and includes a note: '* indicates required'. Under 'Assignment name', there is a text input field containing 'resubmission of 9000014'. Below this, a question 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 is at the bottom left, and a 'Save and continue' button is at the bottom right.

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.

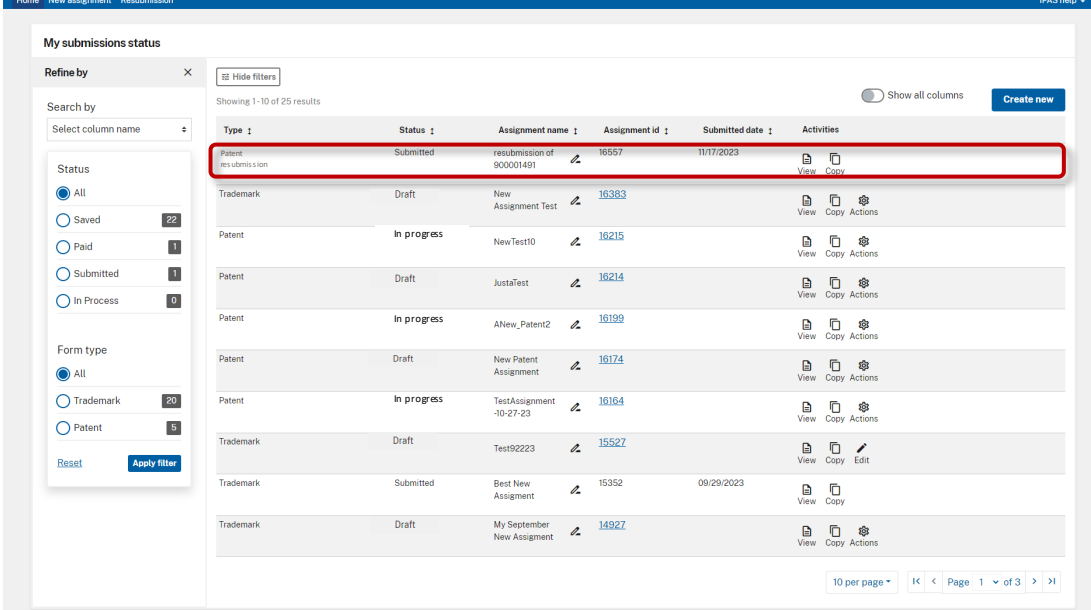
The screenshot displays the 'Patent assignment form' interface. At the top, there are four tabs: 'Assignment options', 'Assignment data' (which is active), 'Review', and 'Sign and submit'. Below the tabs, the form shows 'Assignment id: 16557' and 'Assignment name: resubmission of 900001491'. A 'Hide learn more' link is visible on the right. On the left side, there is a vertical navigation menu with the following items: 'Assignment options' (checked), 'Assignment data' (expanded), 'Conveyance type' (selected), 'Correspondence information' (checked), 'Conveying parties' (checked), 'Receiving parties' (checked), 'Properties' (checked), 'Upload documents', 'Review', and 'Sign and submit'. The main content area shows the 'Conveyance type' section with a note '* indicates required'. A dropdown menu is open, showing 'Assignment of the entire interest at'. Below this is the 'Definition' section, which includes a heading 'Assignment of the entire interest and the goodwill' and a detailed description: 'The complete transfer of ownership rights from the assignor to the assignee. The assignor (conveying party) is/was the owner of trademark rights and is making the transfer. The assignee (receiving party) is to whom the transfer is made.' At the bottom of the form, 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.



My submissions status

Refine by Hide filters

Showing 1-10 of 25 results Show all columns [Create new](#)

Type	Status	Assignment name	Assignment id	Submitted date	Activities
Patent (resubmission)	Submitted	Resubmission of 900001491	16557	11/17/2023	View Copy
Trademark	Draft	New Assignment Test	16383		View Copy Actions
Patent	In progress	NewTest10	16215		View Copy Actions
Patent	Draft	JustaTest	16214		View Copy Actions
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	Draft	Test92223	15527		View Copy Edit
Trademark	Submitted	Best New Assignment	15352	09/29/2023	View Copy
Trademark	Draft	My September New Assignment	14927		View Copy Actions

10 per page Page 1 of 3

End

