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**First time users**: please complete the registration process found at <u>Customer Number and Digital Certificates</u> and have your Reference number and Authorization code available.

#### Use this site to:

- Create and Recover your Digital Certificate
- Change your password
- Setup 7 self-recovery codes
- Update your registered e-mail address

### Create/Recover your Digital Certificate

New User

(I have never had a digital certificate

Pre-requisite: Customer Number and Digital Certificates)

Patent EBC Assisted Recovery

(I had a digital certificate but lost access. I am using a Reference Number and

Authorization code to recover)

Recover with Self-Recovery Code

(I want to use one of my 7 self-recovery codes to recover my digital certificate)

## Manage your Digital Certificate

- <u>Register for Recovery Codes</u>
  (I want to create my 7 self-recovery codes and register my e-mail address)
- <u>Update Registered E-mail Address</u> (I want to change my registered e-mail address)
- Change User Password (I want to change my digital certificate password)

### If you need help:

- Call the Patent Electronic Business Center at (866) 217-9197 (toll free) or e-mail <u>EBC@uspto.gov</u> for specific questions about Patent e-Filing.
- Send general questions about USPTO programs to the <u>USPTO Contact Center (UCC)</u>.
- If you experience technical difficulties or problems with this application, please report them via e-mail to <u>Electronic Business Support</u> or call 1 800-786-9199.
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- <u>Privacy Act Statement</u>



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# Create DIGITAL CERTIFICATE - Step 1 of 2

Please enter the requested information below to start creating your Digital Certificate profile.

Reference number:			Ø
Authorization code:			•
	Submit	Clear Form	

NOTE: You must complete the process at <u>Customer Number and Digital Certificates</u> in order to obtain a Reference Number and an Authentication Code.

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# Recover DIGITAL CERTIFICATE - Step 1 of 2

Please enter the requested information below to recover your DIGITAL CERTIFICATE profile.

Reference number:	Ø
Authorization code:	Ø
*Registered E-mail Address: (See Below)	

About Registered E-mail Address:

- If you have never registered an e-mail address on this site, please leave registered e-mail address field blank.
- If you have previously created self-recovery codes, please enter the registered e-mail address. If you cannot remember your e-mail address, contact Patent EBC.
- If you want to recover without obtaining new self-recovery codes, leave the registered e-mail address field blank and press the submit button.

Submit Clear Form
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# **Recover Digital Certificate Profile**

Please enter registered e-mail address

Registered E-mail Address:

Submit

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#### **User Authentication**

Enter Password:			
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□ I underst ıse export controls, which are set out in the Export Administration Regulations (15 C.F.R. parts 730-774). Access to such technology and/or software by any person located outside the United States or by a foreign national inside the United States constitutes an export that may require a license from the U.S. Commerce Department's Bureau of Industry and Security (BIS). I affirm that I am not accessing or permitting access by others to technology or software in a manner that would violate or circumvent the Export Administration Regulations.

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> Authenticate Reset

\* NOTE: DIGITAL CERTIFICATES provided by USPTO have a file name that ends in ".epf".

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- 1. This information may be disclosed to Federal, state, local, σ foreign agencies responsible for investigating, prosecuting, enforcing, or implementing laws, contracts, rules, or regulations, if these records indicate a violation or a potential violation of a law or contract. These violations or potential violations can be civil, criminal, or regulatory in nature and can arise from general or particular program statutes or contracts, rules, regulations, or from the necessity of protecting an interest of the Department.
- 2. A record from this system of records may be disclosed to a Federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a Department decision concerning the assignment, hiring or retention of an individual, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.
- 3. A record from this system of records may be disclosed in the course of presenting evidence to a court, magistrate, or administrative tribunal, including disclosures to opposing counsel in the course of settlement negotiations.
- 4. A record in this system of records may be disclosed to a member of Congress or to a congressional staff member in esponse to an inquiry of the Congressional office made at the written request of the constituent about whom the record is maintained.
- 5. A record in this system of records may be disclosed to the Office of Management and Budget in connection with the review of private relief legislation (as set forth in OMB Circular No. A-19) at any stage of the legislative coordination and clearance process as described in the Circular.
- 6. A record in this system of records may be disclosed to the Department of Justice to determine whether disclosure is required by the Freedom of Information Act (FOIA).
- 7. The information may be disclosed to the agency contractors, grantees, experts, consultants, or volunteers who have been engaged by the agency to assist in the performance of a service related to this system of records and who have need to have access to the records in order to perform the activity. Recipients of information shall be required to comply with the requirements of the Privacy Act of 1974, as amended, pursuant to 5 USC 552a(m).
- 8. The information may be disclosed to the Office of Personnel Management (OPM) for personnel research purposes as a data source for management information, for the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related man-power studies.

- 9. Records from this system of records may be disclosed to the National Archives and Records Administration or to the General Services Administration for records management inspections conducted under 44 USC §§ 2904 and 2906.
- 10. When a record on its face, or in conjunction with other records, indicates a violation or potential violation of law, whether it is civil, criminal, or regulatory in nature, and whether it arises from a general or particular program statute, a regulation, rule, or order, the record may be disclosed to the appropriate Federal, foreign, state, local or tribal agency, or to other public authorities responsible for enforcing, investigating, or prosecuting violations, or to those agencies charged with enforcing or implementing statutes, rules, regulations, or orders, if it is determined that the information is relevant to any enforcement, regulatory, investigative, or prosecutive responsibility of the receiving entity.