

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 or exploded view of a complex machine component.

# Assignment Center Training Guide

## Trademarks

January 2024



UNITED STATES  
PATENT AND TRADEMARK OFFICE ®

# Create a USPTO.gov account

# Account Creation

If you already have a USPTO.gov account, skip to slide 15. You must have a USPTO.gov account to use Assignment Center.

1. Go to <https://assignmentcenter.uspto.gov> to access the Assignment Center landing page.
2. Click "Create an account" in the top right corner of the page.

The screenshot shows the top right corner of the USPTO Assignment Center landing page. A blue button with a person icon and the text "Sign in to your USPTO.gov account" is visible. Below it, the text "Don't have a USPTO.gov account? [Create an account](#) now." is displayed. The "Create an account" link is highlighted with a red box.

This is a close-up of the "Create an account" link from the previous screenshot. The link is highlighted with a red box. The surrounding text includes "Sign in to your USPTO.gov account" and "Don't have a USPTO.gov account? [Create an account](#) now."



# Create USPTO.gov account

3. On the "Create a USPTO.gov account" page, provide all required information as indicated with an asterisk (\*).

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

reCAPTCHA  
Privacy - Terms

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

Next



## 4. When complete, click "Next."

\* indicates required

Email address \*

Title

First name \*

Middle name


Last name \*

Suffix

Phone \*

reCaptcha verification \*

I'm not a robot  reCAPTCHA  
Privacy · Terms

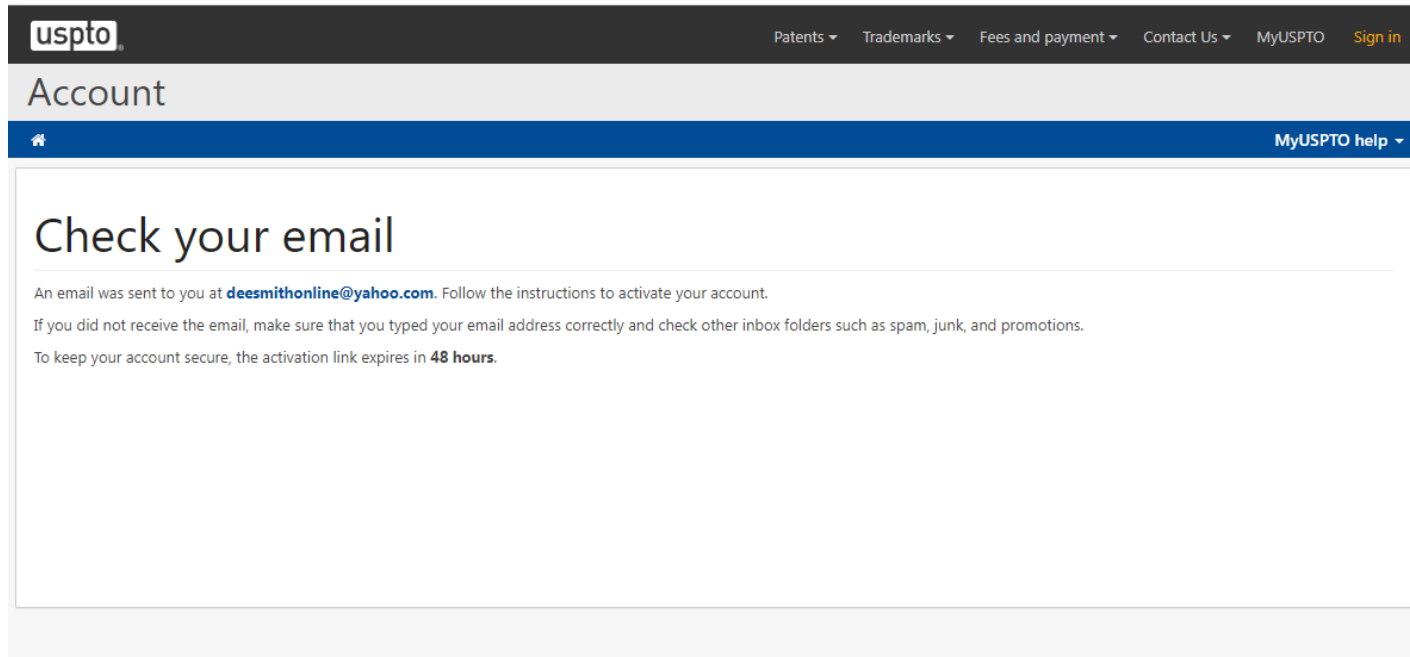
I understand and agree with USPTO's [Terms of Use](#) and [Privacy Policy](#).

**Next**



## Validate the email address provided and activate account

5. Activate your account by following the instructions sent to the email address you provided. The link in that email will expire in 48 hours.




The screenshot shows the USPTO MyUSPTO account activation page. The top navigation bar includes the USPTO logo and links for Patents, Trademarks, Fees and payment, Contact Us, MyUSPTO, and Sign in. The page title is "Account". The main heading is "Check your email". The text below the heading reads: "An email was sent to you at [deesmithonline@yahoo.com](mailto: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. To keep your account secure, the activation link expires in **48 hours**."




6. You'll receive an email similar to the one below. Click "Activate your account" or copy and paste the link into your browser.

MyUSPTO: Activate your uspto.gov account

 **uspto.gov accounts** <no-reply@etc.uspto.gov>  
to me ▾

United States Patent and Trademark Office

 **uspto** UNITED STATES  
PATENT AND TRADEMARK OFFICE

You created a [uspto.gov](#) account using [username@gmail.com](#).

[Activate account](#)

If the button does not work then copy and paste the URL into your web browser.

<https://account.uspto.gov/new-account/585f426a142fb90a7936b06064211c25edf2bf729fb849825e03141bf766baf3>

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](#)

## Activate account by creating password

1. Create your password. Both password fields must be identical.
2. Next, click "Activate your account."

### Activate your account

Create password

\* indicates required

Enter your new password \*

Retype your new password \*

#### Password requirements

- Minimum of 12 characters
- One uppercase and one lowercase letter
- One number and one special character from these options: "!@#\$%^&\*()\_+={}|[]\';<>?./





## Activate account

9. You must use two-step authentication to access Assignment Center. For more information on two-step authentication, see our [MyUSPTO and USPTO.gov account FAQs page](#).

**MyUSPTO and USPTO.gov account FAQs**

Search FAQs Go

[Show all FAQs](#)

|                                   |           |
|-----------------------------------|-----------|
| Browse FAQs                       |           |
| Managing my account               | 24        |
| Password                          | 4         |
| <b>Multifactor authentication</b> | <b>12</b> |
| Technical concerns                | 4         |
| Using MyUSPTO                     | 11        |
| Basics                            | 2         |
| Widgets                           | 8         |
| Customer support                  | 1         |

### MyUSPTO - Managing my account - Multifactor authentication

- › What is multifactor authentication?
- › How do I setup multifactor authentication?
- › What happens if I select "Keep me signed in" checkbox when I log in?
- › If I selected the "keep me signed in" checkbox, why am I still being asked for another authentication step?
- › Is it optional to use the multifactor authentication process to sign in to my account?
- › How do I require multifactor authentication for my account?
- › How do I receive an authentication code during the multifactor authentication process?
- › What should I do if I never receive the authentication code through email?
- › When multifactor authentication is enabled, why am I able to login without it?
- › Why is my multifactor authentication code not working?



## Contact information

10. Complete all required fields and click "Save." Then you'll be redirected to the "USPTO sign in" page.

### Required

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

Contact information

Alternate email address

Used as a backup email for account change notifications. It should be unique and not shared.

Phone(s) \*

Work  Ext

Phone numbers used for account validation.

Add another phone number

Fax

Country \*

Street address \*

City \*

State \*

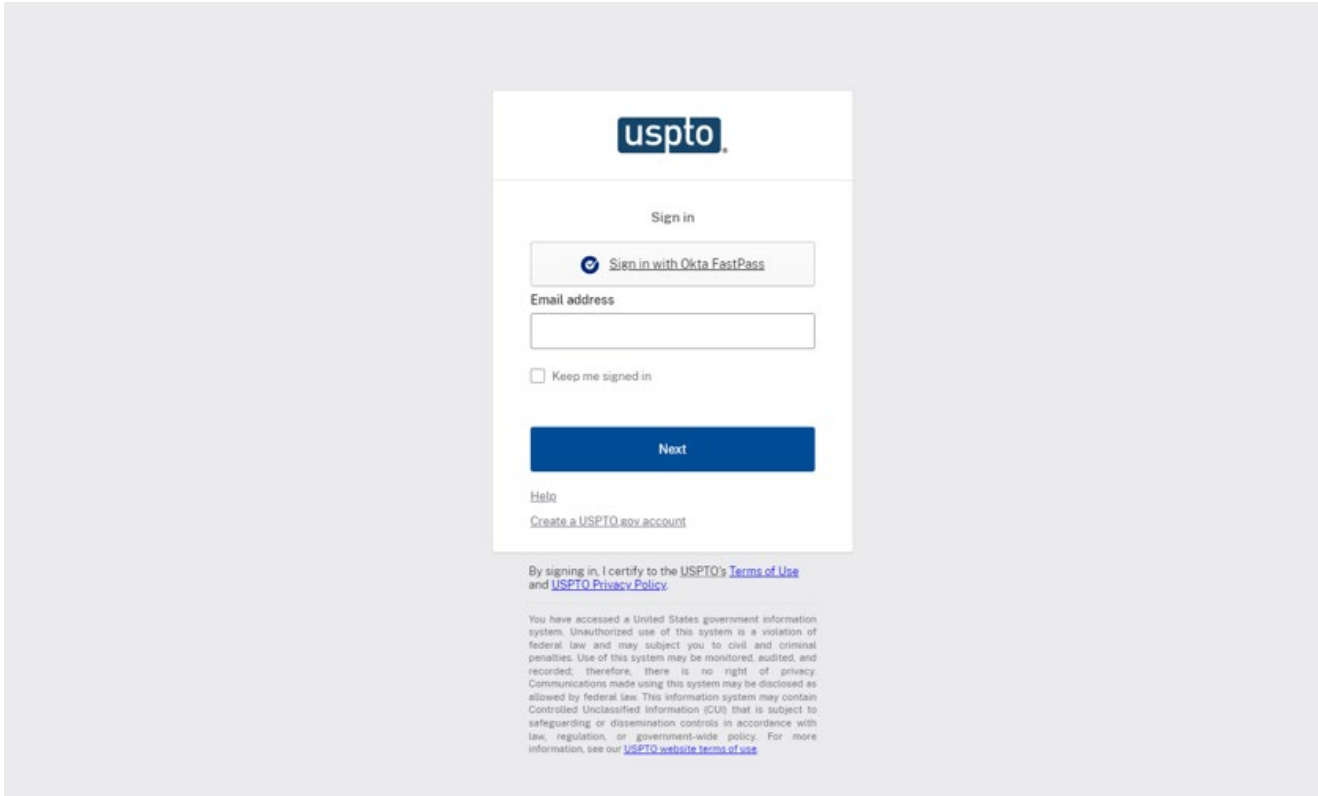
Zip \*

#### or #####-####



## 'USPTO Sign-in' page

11. Sign in to your USPTO account using your email address and password.



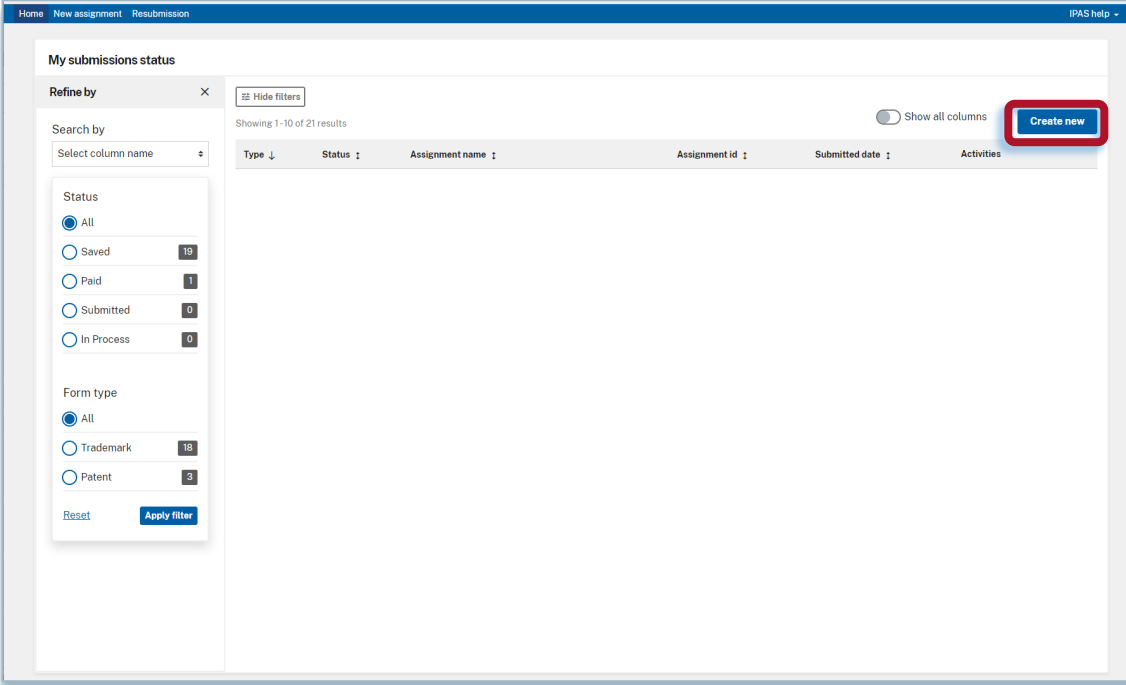
The screenshot shows the USPTO sign-in page. At the top is the 'uspto.' logo. Below it is a 'Sign in' heading. A button labeled 'Sign in with Okta FastPass' is visible. Underneath is an 'Email address' label and a text input field. A checkbox for 'Keep me signed in' is present. A large blue 'Next' button is at the bottom of the form. Below the button are links for 'Help' and 'Create a USPTO.gov account'. At the bottom of the page, there is a disclaimer: 'By signing in, I certify to the USPTO's Terms of Use and USPTO Privacy Policy.' followed by a paragraph of legal text regarding government information systems.



## Successful first time log-in, the Assignment Center 'dashboard' page appears

After you successfully log in, you'll see the Assignment Center dashboard shown below.

12. Click the "Create new" button to open the "Assignment applications options" page.




The screenshot displays the 'My submissions status' dashboard. On the left, there are filter sections for 'Status' and 'Form type'. The 'Status' section includes options: All (selected), Saved (19), Paid (1), Submitted (0), and In Process (0). The 'Form type' section includes options: All (selected), Trademark (18), and Patent (3). Below these filters are 'Reset' and 'Apply filter' buttons. The main area shows a table header with columns: Type, Status, Assignment name, Assignment id, Submitted date, and Activities. A 'Create new' button is highlighted with a red box in the top right corner. The top navigation bar includes 'Home', 'New assignment', 'Resubmission', and 'IPAS help'.



# 10. Assignment application options' page, this page provides ability start a new 'Trademark 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](#)



[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.

# **Access Trademark Assignment Center**

## Trademark assignment application quick tips

The assignment form begins with the **Assignment application options** page.

- Required input boxes are indicated with a red asterisk (\*).
- Click the  button at bottom of each page to save all information.
- When required fields are not completed, an error message will appear at the top of the screen and the incomplete fields will be highlighted in red.
- The system auto-navigates to the next section of the form when you completed all fields and click .

Go to [AssignmentCenter.uspto.gov](https://AssignmentCenter.uspto.gov) to access the Assignment Center landing page.

**uspto** Patents Trademarks Fees and payment Contact Us MyUSPTO Sign in

**Assignment Center** Home New assignment Resubmission Assignment Center help

**i** A USPTO.gov account with two-step verification is required when accessing the Assignment Center.

### Welcome to the Assignment Center 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 \(TMPEP\)](#)
- [Assignment Search Trademark](#)
- [Assignment Search Patent](#)
- [Patent Re-assignment Training Material](#) (PDF)
- [Trademark Re-assignment Training Material](#) (PDF)

Here, you will be able to find pertinent information for submitting as 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

Assignment Center 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 Assignment Center.

#### 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 Assignment Center.

#### 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 Assignment Center.

Two-step verification is now required when accessing the Assignment Center.

**Learn how to setup MFA** — [MFA Questions?](#)

**Need assistance?** Contact the USPTO.gov account [customer service](#)

#### Announcements

**Announcement 1:**  
This section will be used to communicate custom features, technical problems, solutions and scheduled updates.

#### FAQs

- > [What is Assignment Center?](#)
- > [How do I pay to have an](#)

#### Contact us

For general questions please contact:



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.

Enter your email address and password and click "Next."

**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](#).

A successful log in opens the “My submission status” page. Click “Create new” to see your assignment application options on the next page.

Create new

The screenshot displays the 'My submissions status' page. At the top, there is a 'Create new' button. Below it, the page title 'My submissions status' is followed by a 'Refine by' section with a search bar and a 'Hide filters' button. A 'Showing 1-10 of 21 results' indicator is present. To the right, there is a 'Show all columns' toggle and another 'Create new' button. The main content is a table with columns: Type, Status, Assignment name, Assignment id, Submitted date, and Activities. The table lists 10 entries, including Patents and Trademarks in various stages like 'In progress', 'Draft', and 'Paid'. Each entry has 'View', 'Copy', and 'Actions' icons. At the bottom right, there is a '10 per page' dropdown and a pagination control showing 'Page 1 of 3'.


| 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 |

**Start your application**


On the “Assignment application options” page, click “Start new trademark assignment” to start your assignment application.

**Assignment application options**

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

 **Patent assignment form**  
Create and submit a Patent Assignment Recordation Coversheet.

[Start new patent assignment](#)

 **Trademark assignment form**  
Create and submit a Trademark Assignment Recordation Coversheet.

All Trademark assignments require payment.  
Payments are processed by [Fees.uspto.gov](https://fees.uspto.gov).

[Start new trademark assignment](#)

[Learn more](#)

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.

## Assignment options

Provide "multiple assignment" information. You must select "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", this filing will not be included with other assignment filings.

If "Yes", follow the instructions.

**Select the conveyance type**

## Conveyance types that require additional information

The table below indicates the additional information required for some conveyance types.

| Conveyance type   | Additional required information  |
|---|--|
| <b>Nunc Pro Tunc<br/>Merger<br/>Merger and Change of Name</b> | Effective date   |
| <b>Corrective Assignment</b>                                  | Previous reel number, previous frame number, and identify conveyance text of the original assignment.  |
| <b>Other</b>  | <p>Brief description of the nature of conveyance transaction.</p> <p><b>Do not select "Other" if the nature of conveyance is Assignment</b></p> <ul style="list-style-type: none"><li>• Merger</li><li>• Change of name</li><li>• Nunc Pro Tunc</li><li>• Assignment of the entire interest and goodwill</li></ul> <p><b>Entering a conveyance type as "Other" will prevent the automatic update of ownership information in the USPTO trademark database.</b></p> |





## 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'<br>'Merger'<br>'Merger and Change of Name' | Effective Date   |
| <b>Corrective Assignment</b>                               | Previous Reel #, Previous Frame # and identify conveyance text of the original assignment.   |
| <b>Other</b>   | <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><b>Entering a Conveyance type as "Other" will prevent the automatic update of ownership information in the USPTO trademark database.</b></p> |

## Conveyance type

Choose the conveyance type from the drop-down menu.

The screenshot displays the 'Trademark assignment form' interface. At the top, there is a progress bar with five steps: 'Assignment options', 'Assignment data', 'Review', 'Calculate fees', and 'Sign and submit'. The 'Assignment data' step is currently active. Below the progress bar, the form title 'Trademark assignment form' is shown, along with the assignment ID '16622' and name 'JustaTest'. A 'Learn more' link is visible on the right side. The main content area features a left-hand navigation menu with options like 'Assignment options', 'Assignment data', and 'Conveyance type'. The 'Conveyance type' section is expanded, showing a notification that a new assignment has been created. The primary task is to 'Select nature of conveyance \*' from a drop-down menu. A 'Reset' link and a 'Save and continue' button are also present.

**Trademark assignment form**

Assignment id: 16622  
Assignment name: JustaTest

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

[Learn more](#)

[Hide learn more](#)

✔ Assignment options

— Assignment data

→ **Conveyance type**

Correspondence information

Conveying parties

Receiving parties

Properties

Upload documents

Review

Calculate fees

Sign and submit

🔔 A new assignment with assignment id 16622 has been created. ×

**Conveyance type**  
\* indicates required

Select nature of conveyance \* [View all definitions](#)

Reset

**Save and continue**



**Enter correspondence information**

# Correspondence information

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 (highlighted), Conveying parties, Receiving parties, Properties, Upload documents, Review, Calculate fees, and Sign and submit. The main form area includes:

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

At the bottom, there are "Reset" and "Save and continue" buttons.



# State & Postal Code Requirement

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

**Assignment options**

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

**Correspondence information**

Stored contact information  
Select one

**Correspondent name** \* indicates required

Prefix  
Select a title

First name \* Middle name Last name \*

Suffix

**Docket number**

**Mailing address**

Attention

Country \*  
UNITED STATES

Address line 1 \*

Address line 2

City \* State \* ZIP Code \*

#####

**Phone number (s)**

Primary phone type \* Phone number \* Extension

Work

+ Add another phone number



# Optional Correspondence information

Providing information for the following 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
- Email Address

The screenshot shows a web form titled "Correspondence information". On the left is a sidebar menu with options: "Assignment options", "Assignment data", "Conveyance type", "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 form area contains the following sections:

- Stored contact information:** A dropdown menu with "Select one".
- Correspondent name:** Includes a "Prefix" dropdown, and three input fields for "First name \*", "Middle name", and "Last name \*". Below these is a "Suffix" input field.
- Docket number:** A single input field.
- Mailing address:** Includes an "Attention" input field, a "Country \*" dropdown, and three input fields for "Address line 1 \*", "Address line 2", and "City \*". The "City" field is followed by "State (or province)" and "Postal code" input fields.
- Phone number (s):** Includes a "Primary phone type \*" dropdown, and two input fields for "Phone number \*" and "Extension". Below this is a "+ Add another phone number" link.
- Fax number:** Includes a note: "A fax number is recommended in the event there is a problem with the e-mail address provided above." followed by an input field and the text "10-digits, US or Canadian number, digits only."
- Email address(s):** Includes a "Primary email address \*" input field and a "+ Add another email address" link.

At the bottom right of the form is a "Save and continue" button. A "Reset" link is located at the bottom left of the form area. A small asterisk note "\* indicates required" is located to the right of the "Correspondent name" section.

**Select the conveying party**

# Edit conveying party

Select "Individual" or "Entity (company)" as the conveying party type.

The screenshot shows the 'Trademark Assignment form' interface. At the top, there is a navigation bar with 'Home' and 'New assignment'. The form title is 'Trademark Assignment form' with a progress indicator showing 'Assignment data' as the current step, followed by 'Review', 'Calculate fees', and 'Sign and submit'. Below the title, the 'Assignment id: 15352' and 'Assignment name: Best New Assignment' are displayed. A left-hand sidebar contains a list of form sections: 'Assignment options' (checked), 'Assignment data' (expanded), 'Conveyance type' (checked), 'Correspondence information', 'Conveying parties', 'Receiving parties', 'Properties', 'Upload documents', 'Review', 'Calculate fees', and 'Sign and submit'. A notification banner at the top of the main content area states: 'Correspondence information has been added to assignment number 15352.' The 'Edit conveying party' section is active, showing a note '\* indicates required' and a 'Select conveying party type \*' label. Two radio button options are present: 'Individual' and 'Entity (company)'. The 'uspto' logo is visible in the bottom right corner of the interface.



# When conveying party type is an individual

Complete all required fields. Then, click “Add conveying party” to proceed to the “Conveying parties summary” page.

## Required

- **Must make choice for individual**
- **Individual name**
- **Date of execution**

The screenshot displays 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 is titled "Add new conveying party" and includes a note "\* indicates required". It features 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 \*" (with a red border), "Middle name", "Last name \*" (with a red border), and "Suffix". The "Select date of execution \*" section has a date input field with a calendar icon and a red border. At the bottom, there are "Reset", "Cancel", and "Add conveying party" buttons.

# Conveying parties summary

All conveying parties are listed here. Click "Add new" to add a conveying party.

The screenshot shows the 'Trademark assignment form' interface. At the top, there is a navigation bar with 'Home', 'New assignment', and 'Resubmission'. Below this, the form title 'Trademark assignment form' is displayed, along with 'Assignment id: 11' and 'Assignment name:'. A progress bar indicates the current step is 'Assignment data', with other steps being 'Assignment options', 'Review', 'Calculate fees', and 'Sign and submit'. A 'Hide learn more' link is visible on the right. On the left, a sidebar contains a list of sections: 'Assignment options' (checked), 'Assignment data' (expanded), 'Conveyance type' (checked), 'Correspondence information' (checked), 'Conveying parties' (active), 'Receiving parties' (checked), 'Properties' (checked), 'Upload documents', 'Review', 'Calculate fees', and 'Sign and submit'. The main content area is titled 'Conveying parties summary' and shows 'Showing 1 of 1 results'. A table lists the details of the conveying party: Name (Convey Person), Type (INDIVIDUAL), Citizenship (AUSTRALIA), and Date of Execution (06/05/2023). To the right of the table are 'Delete' and 'Edit' icons. A '+ Add new' button is highlighted with a red box. A 'Continue' button is located at the bottom right of the summary section.

| Name          | Type       | Citizenship | Date of Execution | Actions        |
|---------------|------------|-------------|-------------------|----------------|
| Convey Person | INDIVIDUAL | AUSTRALIA   | 06/05/2023        | Delete<br>Edit |



## When the conveying party is an entity

Enter all required information, then click “Add conveying party” to proceed to “Conveying parties summary” page.

### Required

- **Must make choice for Entity**
- **Entity name**
- **Entity Type**
- **Date of execution**

**Add new conveying party** \* indicates required

Select conveying party type \*

Entity (company)

Stored contact information

Select one

Entity name \*

Entity type \*

Select an entity type

Formerly name

Citizenship

Country

Select a country

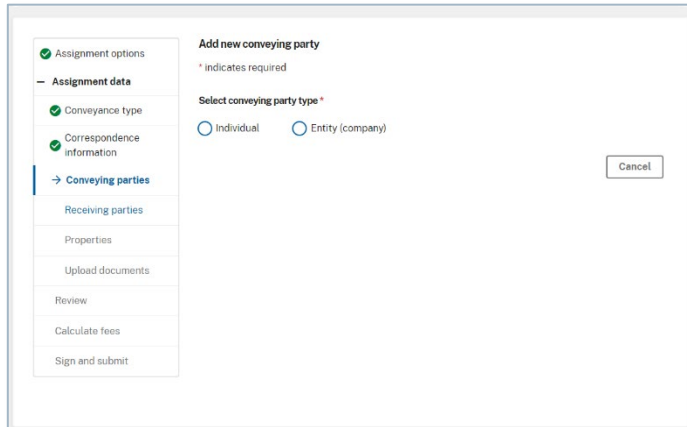
Select date of execution \*

Reset

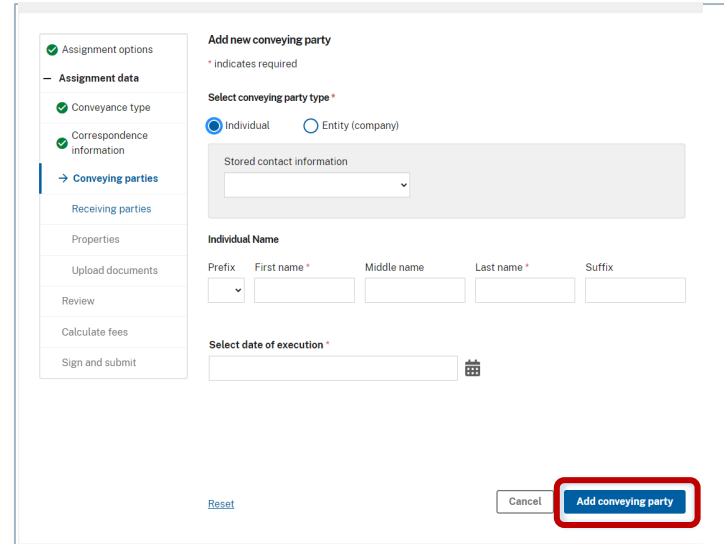
Add conveying party

## Adding a new conveying party

Select "Individual" or "Entity (company)," complete the required fields, then click "Add conveying party" to proceed to the "Conveying parties summary"



The screenshot shows the 'Add new conveying party' form. On the left, a sidebar lists the steps: Assignment options, Assignment data, Conveyance type, Correspondence information, Conveying parties (highlighted with a blue arrow), 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 'Select conveying party type \*', there are radio buttons for 'Individual' and 'Entity (company)'. A note below indicates '\* indicates required'.



The screenshot shows the 'Add new conveying party' form with the 'Conveying parties' step selected in the sidebar. The main content area includes a 'Cancel' button, a 'Reset' link, and a red-bordered 'Add conveying party' button. The form fields include: 'Select conveying party type \*' with radio buttons for 'Individual' (selected) and 'Entity (company)'; 'Stored contact information' with a dropdown menu; 'Individual Name' with fields for Prefix, First name \*, Middle name, Last name \*, and Suffix; and 'Select date of execution \*' with a date picker. A note below indicates '\* indicates required'.

# Manage the conveying parties

Use the tools below to manage your conveying party selections:

- Click "Add new" to add a conveying party.
- Click the pencil icon to edit a specific conveying party.
- Click the X icon to delete a conveying party.
- Click "Continue" to proceed to the "Receiving parties" page.

The image displays two screenshots of a web application interface. The left screenshot shows the 'Conveying parties summary' page. A green notification banner at the top states 'Second Persons has been added to conveying parties.' Below this, a table lists two conveying parties:

| Name           | Type       | Date of Execution | Actions                                     |
|----------------|------------|-------------------|---|
| Second Persons | INDIVIDUAL | 11/16/2023        | <a href="#">Delete</a> <a href="#">Edit</a> |
| Convey Person  | INDIVIDUAL | 06/05/2023        | <a href="#">Delete</a> <a href="#">Edit</a> |

A red box highlights the '+ Add new' button in the top right corner of the table. A blue arrow points from this button to the right screenshot. The right screenshot shows the 'Edit conveying party' form for the 'Convey Person' entry. The form includes sections for 'Assignment data', 'Conveying party type' (radio buttons for Individual and Entity), 'Stored contact information' (a dropdown menu), 'Individual Name' (fields for Prefix, First name, Middle name, Last name, and Suffix), and 'Select date of execution' (a date picker). A 'Continue' button is visible at the bottom right of the form.

## When the conveyance type is "Merger and change of name"

You must also name the "Merged conveying party." Click "Add merged entity" to add the name of the new merged party.

The screenshot shows the 'Assignment Center' interface for a 'Trademark assignment form' with ID 17004. The 'Assignment data' tab is active. A notification states 'mynewmerger4 has been removed from conveying parties.' A yellow warning banner indicates 'Merged entity is required for this assignment.' Below this, a table shows one result for a conveying party:

| Name          | Type        | Date of Execution | Actions        |
|---------------|-------------|-------------------|----------------|
| my new merger | Corporation | 01/02/2024        | Delete<br>Edit |

Buttons '+ Add new' and '+ Add merged entity' are visible above the table. The '+ Add merged entity' button is highlighted with a red box. A 'Learn more' section is on the right.

## Conveying parties summary

The Summary page now shows:

- All conveying parties
- Any “merged entity” parties

The screenshot displays the 'Conveying parties summary' page. On the left is a sidebar with the following items: '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' (checked), 'Review' (checked), and 'Sign and submit'. The main content area features a green notification bar at the top stating 'dfdfsdffsdffs has been saved to conveying parties.' Below this is the 'Conveying parties summary' section, which includes a yellow warning bar: 'Merged entity is required for this assignment.' A 'Showing 2 of 2 results' indicator is followed by a '+ Add new' button. The results are shown in a table with two entries:

|   |               |                    |
|---|---------------|--------------------|
| <b>i</b> "dfdfsdffsdffs" is the <b>Merged entity</b> for this assignment. |               | <b>X</b><br>Delete |
| <b>Name</b>   | dfdfsdffsdffs | <b>Edit</b>        |
| <b>Type</b>   | ENTITY        |                    |
| <b>Merged date</b>  | 11/10/2023    |                    |
| <b>Name</b> ADS ADAS  |               | <b>X</b><br>Delete |
| <b>Type</b>   | INDIVIDUAL    |                    |
| <b>Citizenship</b>  | UNITED STATES | <b>Edit</b>        |
| <b>Date of Execution</b>  | 11/01/2023    |                    |

At the bottom right of the main content area is a blue 'Continue' button.

**Select the receiving party**



# Receiving party

Select "Individual" or "Entity (company)" as the receiving party type.

The screenshot displays the 'Trademark Assignment form' interface. At the top, there is a progress bar with four steps: 'Assignment data' (active), 'Review', 'Calculate fees', and 'Sign and submit'. Below the progress bar, the form title 'Trademark Assignment form' is followed by 'Assignment id: 15352' and 'Assignment name: Best New Assignment'. A left-hand navigation menu lists several 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 is titled 'Edit receiving party' and includes a note '\* indicates required'. Under the heading 'Select receiving party type \*', there are two radio button options: 'Individual' and 'Entity (company)'. The 'Individual' option is currently selected.



# When the receiving party is an individual

Complete all required fields. Then, click “Add receiving party” to proceed to “Receiving parties summary”

The screenshot shows a web form titled "Add new receiving party" with a sidebar on the left and a main form area on the right. The sidebar contains a list of steps: Assignment options (checked), Assignment date (expanded), Conveyance type (checked), Correspondence information (checked), Conveying parties (checked), Receiving parties (active), Properties (checked), Upload documents, Review, Calculate fees, and Sign and submit. The main form area is titled "Add new receiving party" and includes a note "\* indicates required".

**Select receiving party type \***  
 Individual  Entity (company)

**Stored contact information**  
Select one

**Individual Name**  
Prefix: Select a title  
First name \*: [text input]  
Middle name: [text input]  
Last name \*: [text input]  
Suffix: [text input]

**Citizenship**  
Country \*: Select a country

**Address**  
Country \*: Select a country  
Address line 1 \*: [text input]  
Address line 2: [text input]  
City \*: [text input] State (or province): [text input] Postal code: [text input]

**Email**  
Adding an email address is very helpful  
[text input]

Buttons: [Reset](#), ,



## When the receiving party is an entity

Enter all required information, then click "Add receiving party."

If United States (U.S.) is selected for **Citizenship, Country**, selection of a state is required.

If United States (U.S.) is selected for **Address, Country**, selection State and a Zip code are required.

**Add new receiving party**  
\* indicates required

Select receiving party type \*

Individual  Entity (company)

Stored contact information  
Select one

Entity name \*

Entity type \*

DBA/AKA/TA or Formerly DBA/AKA/TA or Formerly name

Address

Country \*

Select a country

Address line 1 \*

Address line 2

City \* State \* ZIP Code \*

Select a state

Reset Cancel Add receiving party

# When the receiving entity is

A **Partnership, Trust, Estate** or **Joint Venture** and the **Citizenship country** is the **United States**, follow steps 1-4 below.

1 Select Entity type

Entity type \*

Joint Venture

Select Citizenship Country

Citizenship

Country \*

UNITED STATES

2 Selection of **United States** for the Country, allows menu for selection of the "State" to appear.

Citizenship

Country \*

UNITED STATES

State \*

ALASKA

3 Once "State" is selected, the "Add composed of party" button will appear.

#### Composed of

If any of the Receiving parties are a 'Partnership', 'Trust', 'Estate' or 'Joint Venture', you will be required to provide 'Composed Of' information. Composed of info is all the general partners or active members that compose the partnership or joint venture or the trustees or executors comprising the trust or estate.

+ Add composed of party

4 Click "Add composed of party" (displayed in step 3) to open the "Add composed of party" window.

Add composed of party

\* indicates required

Select composed of party type \*

Individual  Entity (company)

Cancel

Add composed of party

\* indicates required

Select composed of party type \*

Individual  Entity (company)

Entity name \*

Composed of Entity

Entity type \*

Corporation

Citizenship

Cancel Next Add party

# Receiving parties summary

All receiving parties are listed here. Click "Add new" to add a receiving party.

Click "Continue" to proceed to the "Add new receiving party" page.

**Trademark assignment form**

Assignment id: 25  
Assignment name: AMergeTest

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

[Hide learn more](#)

**Receiving parties summary**

Showing 2 of 2 results

[+ Add new](#)

|                    |                                     |                          |
|--------------------|-------------------------------------|--------------------------|
| <b>Name</b>        | Justareceiver Newtestname           | <a href="#">X Delete</a> |
| <b>Type</b>        | INDIVIDUAL                          |                          |
| <b>Citizenship</b> | CANADA                              | <a href="#">Edit</a>     |
| <b>Address</b>     | 111 Main street<br>Nocity<br>CANADA |                          |

|                    |   |                          |
|--------------------|---|--------------------------|
| <b>Name</b>        | Other Testperson  | <a href="#">X Delete</a> |
| <b>Type</b>        | INDIVIDUAL  |                          |
| <b>Citizenship</b> | UNITED STATES   | <a href="#">Edit</a>     |
| <b>Address</b>     | 111 Teststreet<br>Nocity , INDIANA<br>UNITED STATES , 11111 |                          |

[Continue](#)

**Assignment data**

- Conveyance type
- Correspondence information
- Conveying parties
- Receiving parties**
- Properties
- Upload documents

Review

Calculate fees

Sign and submit



# Add a new receiving party

Select "Individual" or "Entity (company)," complete all required fields, then click "Add receiving party" to proceed to the "Receiving parties summary"

Add new receiving party \* indicates required

Select receiving party type \*

Individual  Entity (company)

Stored contact information

Select one ▼

**Individual Name**

Prefix  
Select a title ▼

First name \*  Middle name  Last name \*

Suffix

**Citizenship**

Country \*  
Select a country ▼

**Address**

Country \*  
Select a country ▼

Address line 1 \*

Address line 2

City \*  State (or province)  Postal code

Email \*  
Adding an email address is very helpful

[Reset](#) Add receiving party



# Manage the receiving parties

Use the tools below to manage your conveying party selections:

- Click "Add new" to add a conveying party.
- Click the pencil icon to edit a specific conveying party.
- Click the X icon to delete a conveying party.
- Click "Continue" to proceed to Properties

**Receiving parties summary**

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

|                    |                                     |  |
|--------------------|-------------------------------------|--|
| <b>Name</b>        | Justareceiver Newtestname           |  |
| <b>Type</b>        | INDIVIDUAL                          |  |
| <b>Citizenship</b> | CANADA                              |  |
| <b>Address</b>     | 111 Main street<br>Nocity<br>CANADA |  |

|                    |   |  |
|--------------------|---|--|
| <b>Name</b>        | Other Testperson  |  |
| <b>Type</b>        | INDIVIDUAL  |  |
| <b>Citizenship</b> | UNITED STATES   |  |
| <b>Address</b>     | 111 Teststreet<br>Nocity , INDIANA<br>UNITED STATES , 11111 |  |

[Continue](#)

**Properties**



# Properties

USPTO identifies properties by registration or serial numbers.

Add properties to the application by entering at least one registration number into the box highlighted in red.

**Trademark assignment form**

Assignment id: 277  
Assignment name:

Assignment options | Assignment data | Review | **Calculate fees** | 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

**Add properties** \* indicates required

To add properties, enter one or more registration number or serial number.  
Please separate multiple property numbers with a space, comma or a new line.

**Select search type \***

Serial number search

Enter the two-digit series code followed by the six-digit serial number assigned to a trademark application.  
The earliest series code begins with "70". A slash "/" or hyphen "-" may be placed between the series code and the serial number. A trademark series code may not begin with the number "0".

**[Red Box]**

[Reset](#)

## Multiple properties

You can add multiple properties at the same. Separate the serial numbers with a space, comma, or a new line. Click "Search" to display results.

The numbers entered must be an exact USPTO ID match.

Search

To add properties, enter one or more registration number or serial number.  
Please separate multiple property numbers with a space, comma or a new line.

Select search type\*

Serial number search

Enter the two-digit series code followed by the six-digit serial number assigned to a trademark application.  
The earliest series code begins with "70". A slash "/" or hyphen "-" may be placed between the series code and the serial number. A trademark series code may not begin with the number "0".

70303020, 01051001, 08010008

[Reset](#)

Search

Cancel

## Properties search results

Select which serial or registration numbers you want to add to your application.

Then, click “Add properties” and proceed to the “Properties summary” page.

The screenshot displays the 'Add properties' section of a web application. On the left is a vertical navigation menu with options: Assignment options (checked), Assignment data (expanded), Conveyance type (checked), Correspondence information (checked), Conveying parties (checked), Receiving parties (checked), Properties (active), Upload documents (checked), Review, Calculate fees, and Sign and submit. The main area is titled 'Add properties' and includes a search form. The form contains instructions, a 'Select search type' dropdown menu set to 'Serial number search', a text input field, a 'Reset' link, and a 'Search' button. Below the form is a table of 'Properties search results' showing 3 of 3 results. The table has columns for Serial Number, Registration number, and Mark Literal. The 'Add properties' button at the bottom right is highlighted with a red rectangular box.

**Add properties** \* indicates required

To add properties, enter one or more registration number or serial number.  
Please separate multiple property numbers with a space, comma or a new line.

**Select search type \***

Serial number search

Enter the two-digit series code followed by the six-digit serial number assigned to a trademark application.  
The earliest series code begins with "70". A slash "/" or hyphen "-" may be placed between the series code and the serial number. A trademark series code may not begin with the number "0".

[Reset](#) [Search](#)

**Properties search results**

Showing 3 of 3 results

| <input checked="" type="checkbox"/> | Serial Number | Registration number | Mark Literal |
|-------------------------------------|---------------|---------------------|--------------|
| <input checked="" type="checkbox"/> | 70101010      | 1010002             | C            |
| <input checked="" type="checkbox"/> | 10101010      | 60101000            | N            |
| <input checked="" type="checkbox"/> | 0101000       | 10100001            |              |

[Cancel](#) [Add properties](#)



# Properties Summary

Here, you can add or delete any properties.

Click "Continue" to proceed to "Upload documents."

## Trademark assignment form

Assignment id: 28

Assignment options

**Assignment data**

Review

Calculate fees

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

### Upload documents

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

Browse files

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

Continue



**Uploading your documents**

## Upload documents

Determine the supporting documents required to submit with your application.

Documents must be either PDF or TIFF files, and the file size must be no larger than 10 MB.

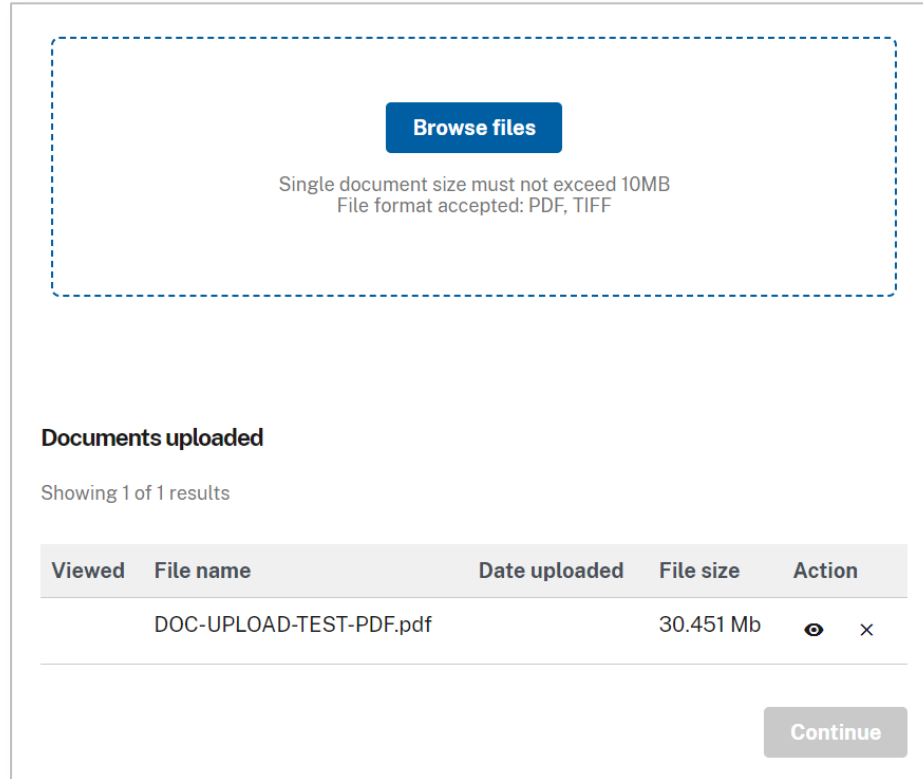
You must upload at least one document.

Click “browse files” to locate documents you want to upload from your device.

The screenshot displays the 'Trademark assignment form' interface. At the top, a progress bar shows five steps: 'Assignment options', 'Assignment data', 'Review', 'Calculate fees', and 'Sign and submit'. The 'Calculate fees' step is currently active. Below the progress bar, the form title 'Trademark assignment form' is followed by 'Assignment id: 277' and 'Assignment name:'. A 'Hide learn more' link is visible on the right. On the left side, a vertical navigation menu lists the steps: 'Assignment options', 'Assignment data', 'Conveyance type', 'Correspondence information', 'Conveying parties', 'Receiving parties', 'Properties', 'Upload documents' (highlighted with a blue arrow), 'Review', 'Calculate fees', and 'Sign and submit'. 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 uploaded.' Below this is a large dashed blue box representing the upload area, with a 'Browse files' button centered inside. Underneath the box, it states: 'Single file size must not exceed 10MB. Accepted file formats are: PDF, TIFF and TIF.' A 'Continue' button is located at the bottom right of the form.



## Upload documents display

Successful file uploads display in the “Documents uploaded” table.



The screenshot displays a document upload interface. At the top, there is a blue button labeled "Browse files". Below the button, the text reads: "Single document size must not exceed 10MB" and "File format accepted: PDF, TIFF".

Below the instructions, the section is titled "Documents uploaded" and indicates "Showing 1 of 1 results". A table lists the uploaded document:

| Viewed | File name               | Date uploaded | File size | Action  |
|--------|-------------------------|---------------|-----------|---|
|        | DOC-UPLOAD-TEST-PDF.pdf |               | 30.451 Mb |   |

At the bottom right of the interface, there is a grey button labeled "Continue".

## Uploaded documents display – Verify documents

You must review each of your uploaded documents before you can continue.



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.

Click “Delete” if you want to remove a document you uploaded.

### Documents uploaded

Showing 1 of 1 results

| Viewed | File name      | Date uploaded | File size | Action   |
|--------|----------------|---------------|-----------|--|
| ✓      | Tiff_SAVE2.tif |               | 1.7 Mb    |  <br>View Delete |

[Continue](#)



## Uploaded documents successful review

When all uploaded documents have been reviewed you can click “Continue” to proceed to “Review.”

Once you review an uploaded document, a green check will appear in the “Viewed” column.

| 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 your application**

# Review

The “Cover sheet” tab displays your application contents.

Carefully review all information you provided for accuracy and completeness.

You can no longer make edits after:

- Submitting your application
- Paying the application fee

If you need to make revisions, click the “Edit” button that corresponds to the section you need to revise. You’ll return to that section so you can make changes.

uspto  
Intellectual Property Assignment System (IPAS)  
Home > My assignments > Trademarks > Fees and payment > Contact Us > MyIPAS > Global Search

Trademark assignment form  
Assignment options Assignment Date Review Calculate fees Sign and submit  
Assignment ID: [ ]  
Assignment name: [ ]  
[ Hide learn more ]

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

Review assignment  
Review all data entered for accuracy and completeness before you pay or sign and submit your application. If you find any errors, please click the "EDIT" button to make correction for that section.  
Changes after payment or submission will not be permissible.  
Cover sheet Review sheet

TRADEMARK ASSIGNMENT DRAFT COVER SHEET

Electronic Version (1)  
Replaces Version (0.0)

| SUBMISSION TYPE:            | NEW SUBMISSION  |                |                      |
|-----------------------------|---|----------------|----------------------|
| NATURE OF CONVEYANCE:       | Assignment of the entire interest and the goodwill [edit] |                |                      |
| CONVEYING PARTY DATA [edit] |   |                |                      |
| Name                        | Formerly  | Execution Date | Entity Type          |
| [ Convey Person ]           |   | 06/05/2023     | INDIVIDUAL-AUSTRALIA |

RECEIVING PARTY DATA [edit]

|                 |                        |
|-----------------|------------------------|
| Name:           | John Stone             |
| Street Address: | 230 Place              |
| City:           | Geelong                |
| State/Country:  | AUSTRALIA              |
| Postal Code:    |                        |
| Entity Type:    | INDIVIDUAL - AUSTRALIA |

PROPERTIES NUMBERS Total: 2 [edit]

| Property Type        | Number | Word Mark |
|----------------------|--------|-----------|
| Registration Number: |        | REGIONS   |
| Registration Number: |        | TAGSULE   |

CORRESPONDENCE DATA [edit]

Fax Number: [ ]  
Email: [ person@ipm.com ]  
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.

Correspondent Name: Test Person  
Address Line 1: 230 Place  
City: Geelong  
State:  
Country/Postal: ANTARCTICA

Total Attachments: 1 [edit]  
Source: IPAS\_KA22.04

I have reviewed all the information and documents that I have provided for this assignment. The data and information entered is accurate and acceptable for submission of this assignment.  
 By checking this box, you acknowledge your consent to the below statement. [edit]



# Confirm that your application is complete

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

Click “Continue” to proceed to the “Calculate fees” page.

Making edits after checking the box will cause the box to become unchecked. You must check it again to continue.

\* indicates required

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

Continue

\* indicates required

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

Continue

**Pay application fees**

# Calculate fees

Here, you'll see the breakdown of your application fees. Please review for accuracy, then click "Pay now" to make your payment.

## Trademark assignment form

Assignment id: 28

- Assignment options
- Assignment data
- Review
- Calculate fees**
- 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

### Calculate fees

#### Attention!

Filing fees receipt is available after submission review.

| Description   | Fee code | Fee code amount | Quantity | Fee     |
|---|----------|-----------------|----------|---------|
| RECORDING TRADEMARK ASSIGNMENT, AGREEMENT OR OTHER PAPER, FIRST MARK PER DOCUMENT | 8521     | 40              | 1        | \$40.00 |
| Total   |          |                 |          | \$40.00 |

Fees calculated according to the [USPTO fee table](#).

[Pay now](#)



# Make payment

- Complete the required payment information fields.
- Click “Submit payment.”

uspto About Us Careers Contact Us

## Make Payment

Payment

Order Details

TOTAL: TRANSACTION DESCRIPTION  
\$40.00 USPTO TRADEMARK ASSIGNMENT

| Sale Item Reference # | Attorney Docket # | Fee Code | Item Price | Qty | Item Total |
|-----------------------|-------------------|----------|------------|-----|------------|
| 73121910              |                   | 8521     | \$40.00    | 1   | \$40.00    |

Payment Information

Required fields \*

Payment Options  Credit/Debit Card

Card Number \*

Card Security Code \*

Name on Card \*

Expiration Date \*

Enter/Edit Billing Address

Address Line 1 \*

Address Line 2

Country \*

City \*

State / Region \*

Zip / Postal Code \*



# Payment success

When a payment is successful, a green box will appear. Click "Continue" to sign and submit your application.

**i** Thank you, your payment has been processed. Please sign and submit your application by selecting the Continue button. **x**

Trademark Assignment form

Submission preview Sign and submit

→ Submission preview  
Sign and submit

Thank you, your payment has been processed. Please sign and submit your application by selecting the Continue button.

Submission preview

Changes after payment or submission will not be permissible.

**TRADEMARK ASSIGNMENT DRAFT COVER SHEET**

Electronic Version v1.1  
StyleSheet Version v1.2

|                              |  |
|------------------------------|--|
| <b>SUBMISSION TYPE:</b>      | NEW SUBMISSION                                     |
| <b>NATURE OF CONVEYANCE:</b> | Assignment of the entire interest and the goodwill |

**CONVEYING PARTY DATA**

| Name        | Formerly | Execution Date | Entity Type              |
|-------------|----------|----------------|--------------------------|
| stef1 sctsd |          | 07/05/2023     | INDIVIDUAL UNITED STATES |

**RECEIVING PARTY DATA**

Name: stef1 sctsd  
Street Address: 111 0p9fg,  
City: 0f9qg  
State/Country: ALASKA, UNITED STATES  
Postal Code:  
Entity Type: INDIVIDUAL, UNITED STATES

**PROPERTIES NUMBERS Total: 1**

| Property Type        | Number  | Word Mark  |
|----------------------|---------|------------|
| Registration Number: | 2340723 | HASSAKAMPA |

**CORRESPONDENCE DATA**

Fax Number:  
Email: ds1ores.smh@uspto.gov  
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.

Correspondent Name: adfada sctsd  
Address Line 1: 111 sctsd  
City: sctsd  
State: ALASKA  
Country/Postal: UNITED STATES, 11111

Total Attachments: 1  
source=TM\_SAVE.EOF

**RECEIPT INFORMATION**

PKS ID: 277  
Fee Amount: \$40.00

Continue





## Sign and submit

Read the declaration and acknowledge the statements.

- You must check the declaration acknowledgement box.
- By checking this box, you acknowledge your consent to the above statement.
- Once you check the box, the electronic signature button will appear on screen.

### 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 the application**

# Sign and submit part 1

Click "Electronic signature" to sign the application.

✓ 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.

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 part 2

Read and acknowledge the declaration, review your electronic signature, then click "Submit" to send the application for processing.

Submission preview

[→ Sign and submit](#)

### Declaration and signature

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

#### Declaration

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

#### Electronic signature

**Signature:** MR. Ipas Test \_\_\_\_\_

**Full name:** MR. Ipas Test \_\_\_\_\_

**Signed date:** Tue Oct 10 2023 \_\_\_\_\_

**Ip address:** 20.98.252.109 \_\_\_\_\_

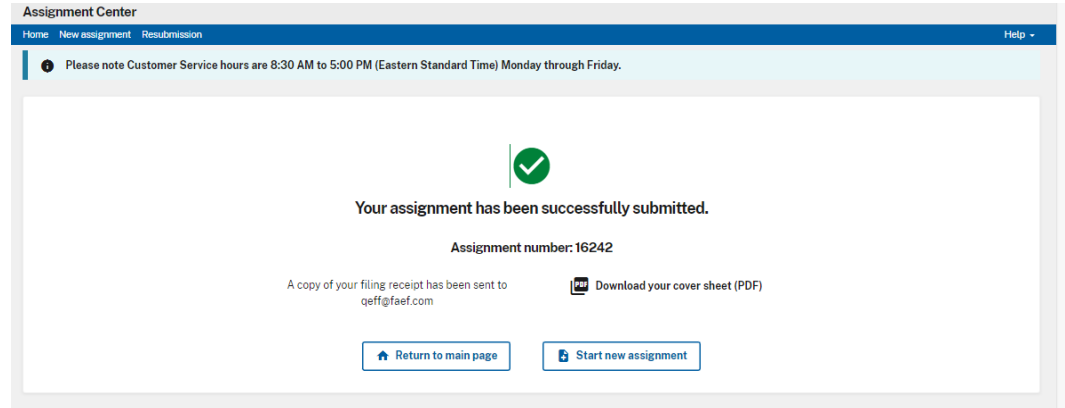
[Reset](#) [Submit](#)



## Submission success confirmation

After submitting your assignment successfully, the page will display:

- The assignment number
- The email address that will receive a filing receipt
- A link to download a PDF copy of your filing receipt
- A button that returns you to the main page
- A button that starts a new application



# Trademark Assignment Request: Resubmission

This section provides the steps to complete a resubmission trademark assignment request. It provides details for each section of the form, including the information and documents necessary to process the request.

# Resubmission for trademark assignment part 2

If you are required to resubmit your trademark assignment request, you'll receive an email from the USPTO. Click the link to Assignment Center provided in the email to begin the resubmission process.

## The email will include a:

- Submitted assignment cover sheet
- Link for resubmission on Assignment Center
- Notice of Non-Recordation (NOR)
  - Document ID
  - Access Code

*Example only:*

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

1111 JEFFERSON STREET  
KANSAS CITY, MO 64114

United States Patent and Trademark Office  
Notice of Non-Recordation of an Assignment Document

The enclosed document has been examined and found non-recordable by the Assignment Recordation Branch of the U.S. Patent and Trademark Office. The reason(s) for non-recordation are stated below:

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

Documents being resubmitted for recordation must reflect the corrected information to be recorded, the Document ID number referenced above and all pages from this submitted document. The original date of filing of this assignment document will be maintained if resubmitted with the appropriate correction(s) by **Monday, October 2, 2023**, as outlined under 37 CFR 3.51. The resubmitted document must include a stamp with the official date of receipt under 37 CFR 3. Applicants may use the certified procedures under 37 CFR 2.197 or 2.198 for resubmission of the returned papers if they desire to have the benefit of the date of deposit in the United States Postal Service.

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

**Document ID:** 900796998  
**Access Code:** ZUNYE9K3Y6L6KZC

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 a trademark assignment

Information listed in the Notice of Non-Recordation provides details on outstanding issues within the assignment that you must correct.

*Example only:*

Required:

→ Revisions as stated on Record of Non-Recordation

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 trademark assignment

In Assignment Center, enter the document number and access code. Click “Start resubmission” to access the resubmission application.

The screenshot shows a web interface for trademark resubmission. At the top left, the heading "Resubmission" is displayed. Below it, a yellow warning banner states: "You will have to reattach the necessary supporting documentation and provide your electronic signature prior to submittal." The main form area is divided into two columns. The left column contains a heading "Enter the following data from the notice of non-recording to access the submission form." followed by two input fields: "Document id \*" and "Access code \*". A note "\*indicates required" is positioned to the right of the first field. Below the input fields are a "Reset" link and a blue "Start resubmission" button. The right column contains an "Instructions" section with the following text: "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." To the right of the main form area, there is a "Learn more" link above a rectangular placeholder box.

# Resubmission for trademark assignment

## Assignment Options

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

The screenshot displays the 'Trademark assignment form' interface. At the top, a header bar shows the current step as 'Assignment data' in blue, with 'Assignment options' in grey, 'Review' in grey, and 'Sign and submit' in grey. Below the header, a box contains the form title 'Trademark assignment form', 'Assignment id: 16383', and 'Assignment name: New Assignment Test'. A 'Learn more' link is visible on the right. The main content area features a left-hand navigation menu with 'Assignment options' selected. The 'Assignment data' section is expanded, showing a list of items with green checkmarks: 'Conveyance type', 'Correspondence information', 'Conveying parties', 'Receiving parties', and 'Properties'. Below this is an 'Upload documents' section with a 'Review' button and a 'Sign and submit' button. The 'Assignment options' section contains a green notification bar stating 'Resubmission form with assignment id 16557 has been created.' Below this, the 'Assignment name' field is populated with 'resubmission of 9000014'. The 'Multiple assignments' section asks 'Are there any properties in your filing today that are the subject of multiple assignments with the same execution date that you will be filing today or that you have already filed?' with radio buttons for 'Yes' and 'No', where 'No' is selected. A 'Reset' link is at the bottom left, and a 'Save and continue' button is at the bottom right.

# Resubmission for trademark assignment part 3

Make the requested revisions as indicated in the Notice of Non-Recordation email.

- Use the original assignment application to make all revisions.
- You must reattach all necessary supporting documents.
- You must include an electronic signature.

The screenshot displays the 'Trademark assignment form' interface. At the top, the form title is 'Trademark assignment form' with the following details: 'Assignment id: 16383' and 'Assignment name: New Assignment Test'. A progress bar at the top right shows four stages: 'Assignment options', 'Assignment data' (highlighted in blue), 'Review', and 'Sign and submit'. Below the progress bar is a 'Hide learn more' link.

On the left side, there is a vertical navigation menu with the following items: 'Assignment options' (checked), 'Assignment data' (expanded), 'Conveyance type' (selected with a blue arrow), 'Correspondence information' (checked), 'Conveying parties' (checked), 'Receiving parties' (checked), 'Properties' (checked), 'Upload documents', 'Review', and 'Sign and submit'.


The main content area is titled 'Conveyance type' and includes a note '\* indicates required'. It features a dropdown menu labeled 'Select nature of conveyance \*' with the option 'Assignment of the entire interest at' selected. A 'View all definitions' link is positioned to the right of the dropdown.

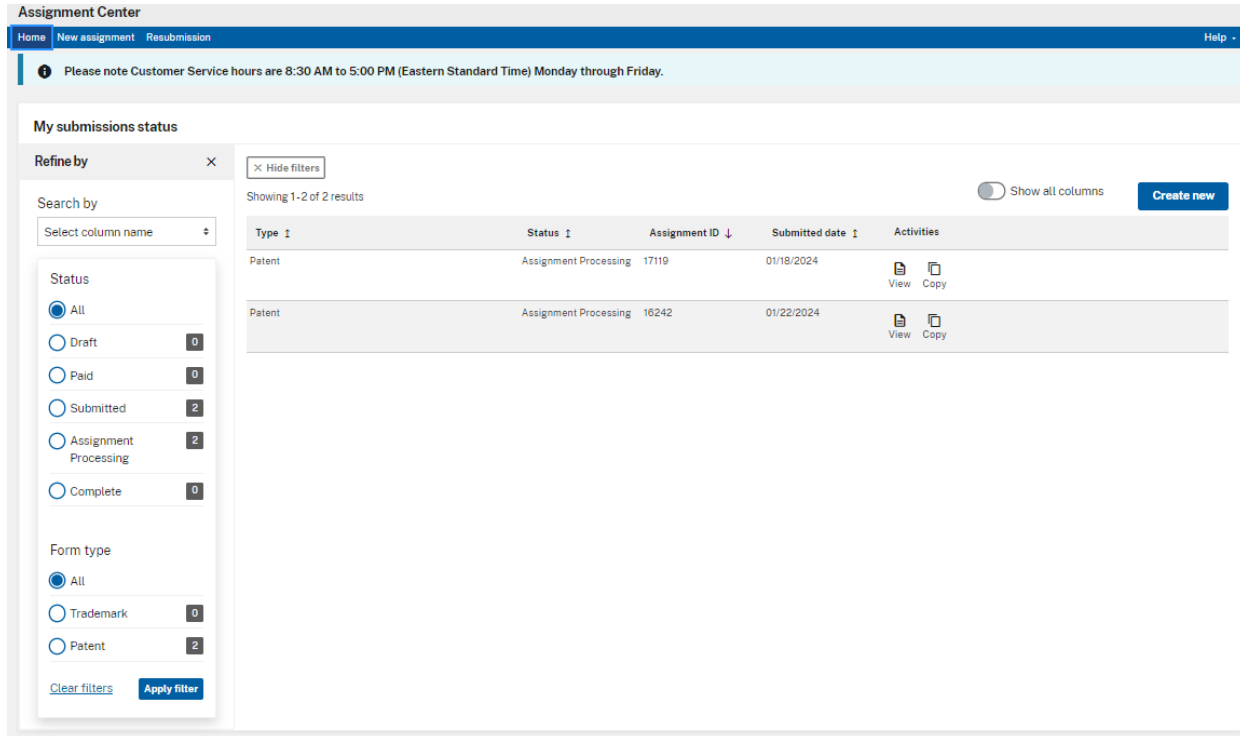
Below this is a section titled 'Definition' with a blue header. The text reads: 'Assignment of the entire interest and the goodwill. The complete transfer of ownership rights from the assignor to the assignee. The assignor (conveying party) is/was the owner of trademark rights and is making the transfer. The assignee (receiving party) is to whom the transfer is made.' A 'Reset' link is located below the definition text.

At the bottom right of the form, there is a blue 'Save and continue' button.

# Resubmission for trademark assignment

Access your resubmissions via Home and the “My submission status” page. A resubmission is indicated under “Assignment name” column.

Click the View  icon to see submitted cover sheet.



Assignment Center

Home New assignment Resubmission Help -

Please note Customer Service hours are 8:30 AM to 5:00 PM (Eastern Standard Time) Monday through Friday.

### My submissions status

Refine by × Hide filters

Search by  
Select column name ▾

Status

- All
- Draft 0
- Paid 0
- Submitted 2
- Assignment Processing 2
- Complete 0

Form type

- All
- Trademark 0
- Patent 2

[Clear filters](#) [Apply filter](#)

Showing 1-2 of 2 results Show all columns [Create new](#)

| Type ↑ | Status ↑              | Assignment ID ↓ | Submitted date ↑ | Activities                                |
|--------|-----------------------|-----------------|------------------|---|
| Patent | Assignment Processing | 17119           | 01/18/2024       | <a href="#">View</a> <a href="#">Copy</a> |
| Patent | Assignment Processing | 10242           | 01/22/2024       | <a href="#">View</a> <a href="#">Copy</a> |

# The End

