

A technical drawing of a mechanical assembly, possibly a gear or a similar component, is shown in the background. The drawing is rendered in a light gray color and features numerous callout numbers (e.g., 90, 86, 84, 82, 56, 62, 58, 28, 38, 42, 54, 46, 64, 34, 66) pointing to various parts of the assembly. The drawing is partially obscured by the text and the blue and yellow decorative elements.

# Assignment Center Training Guide

## Patents

May 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 right, there is a blue button with a person icon and the text "Sign in to your USPTO.gov account". Below this, the text reads "Don't have a USPTO.gov account? [Create an account](#) now." The "Create an account" link is highlighted with a red box. The main content area is divided into two columns. The left column is titled "USPTO modernizes patent, trademark assignment request process using IPAS" and contains a list of links for EPAS and ETAS guidelines, technical requirements, and file applications. The right column is titled "Create an admission form for patent or trademark" and contains instructions for users who already have a USPTO.gov account or need to create one. At the bottom, there are three sections: "Announcements" with a search bar for IPAS, Patent, and Trademark; "FAQs" with a link to "What software/hardware is required in order to file an assignment?"; and "Contact us" with a list of contact information for general questions.

This is a close-up of the account creation options on the USPTO Assignment Center landing page. At the top, there is a blue button with a person icon and the text "Sign in to your USPTO.gov account". Below this, the text reads "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 are three sections: "Create an admission form for patent or trademark" with instructions for users who must have a USPTO.gov account; "Already have a USPTO.gov account?" with instructions for users who currently have an account; and "Need to create a USPTO.gov account?" with instructions for users who do not have an account.



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

uspto Patents Trademarks Fees and payment Contact Us MyUSPTO Sign in

Account MyUSPTO help

## Create a USPTO.gov account

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

\* indicates required

Email address \*

Title

Select

First name \*

Middle name

Last name \*

Suffix

Phone \*

Work Numbers only

reCaptcha verification \*

I'm not a robot

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

Next



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

\* indicates required

Email address \*

Title  
 ▼


First name \*

Middle name

Last name \*

Suffix

Phone \*  
 ▼

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**.

uspto Patents Trademarks Fees and payment Contact Us MyUSPTO Sign in

Account

MyUSPTO help

## Check your email

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**.



# Activate 'Account email'

MyUSPTO: Activate your uspto.gov account



uspto.gov accounts <no-reply@etc.uspto.gov>

to me ▾

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.

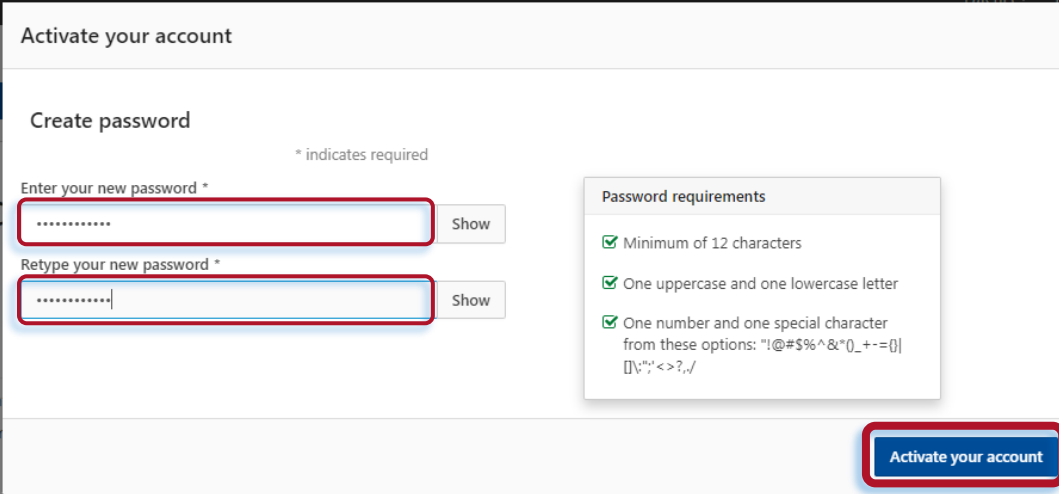
If you didn't create this [uspto.gov](#) account, there is no need to do anything.

[Terms of Use](#) | [Privacy Policy](#) | [Account FAQs](#)

## 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 is a note "\* indicates required". The form contains two password input fields: "Enter your new password \*" and "Retype your new password \*". Each field has a "Show" button to its right. A "Password requirements" box is visible, listing three criteria: "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 labeled "Activate your account".





## 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.
- Phone(s) \*:** A section containing a dropdown menu set to 'Work', a text input field with '5713263760', and an 'Ext' input field. A red box highlights this entire section. Below it, a note states: 'Phone numbers are used for account validation.'
- Add another phone number:** A blue link.
- Fax:** A text input field.
- Country \*:** A dropdown menu set to 'UNITED STATES'. A red box highlights this field.
- Street address \*:** A text input field with a second empty line below it. A red box highlights the first line.
- City \*:** A text input field. A red box highlights this field.
- State \*:** A dropdown menu set to 'Select'. A red box highlights this field.
- Zip \*:** A text input field. A red box highlights this field.
- Save:** A blue button at the bottom. A red box highlights this button.



## 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](#)

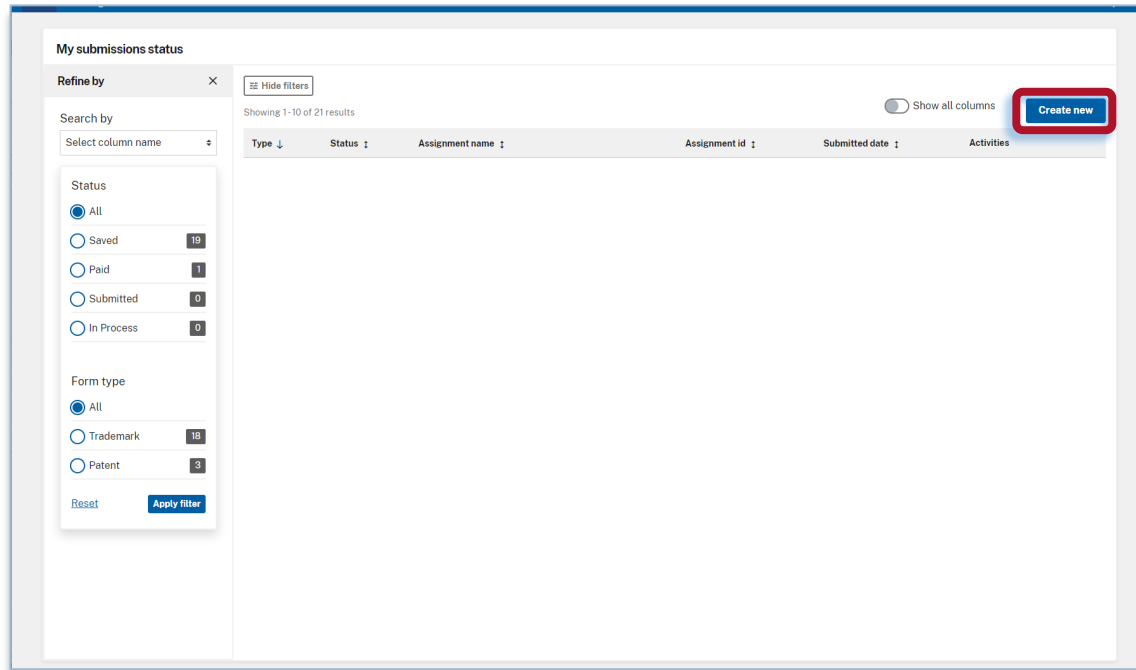
[Create a USPTO.gov account](#)

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.

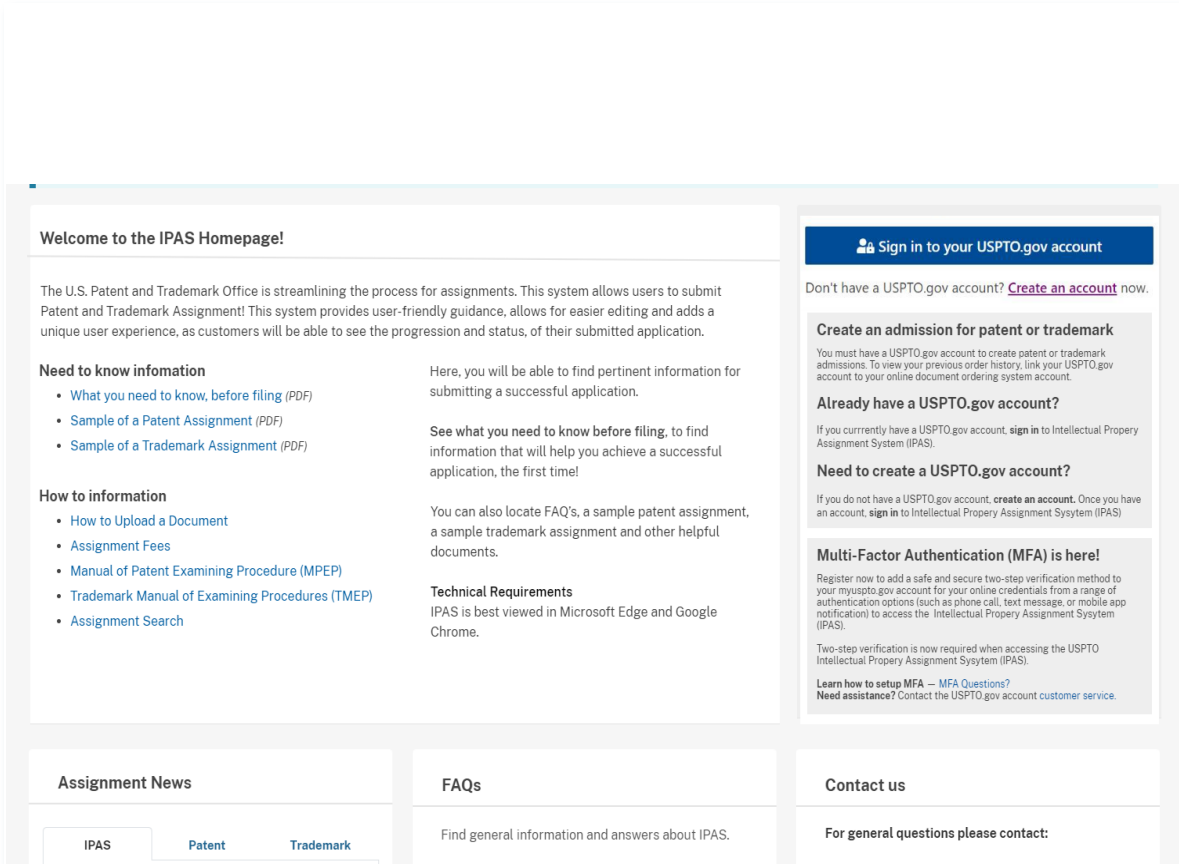
#### Learn more

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](mailto:AssignmentCenter@uspto.gov) to access the Assignment Center landing page (public facing, “pre-login”).



The screenshot displays the IPAS (Intellectual Property Assignment System) homepage. The main content area is divided into several sections:

- 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.

On the right side, there are several action-oriented boxes:

- Sign in to your USPTO.gov account** (with a user icon)
- 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](#).

At the bottom, there are three navigation tabs: **Assignment News**, **FAQs**, and **Contact us**.

- Assignment News** has sub-tabs for **IPAS**, **Patent**, and **Trademark**.
- FAQs** includes the text: "Find general information and answers about IPAS."
- Contact us** includes the text: "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.

**My submissions status**

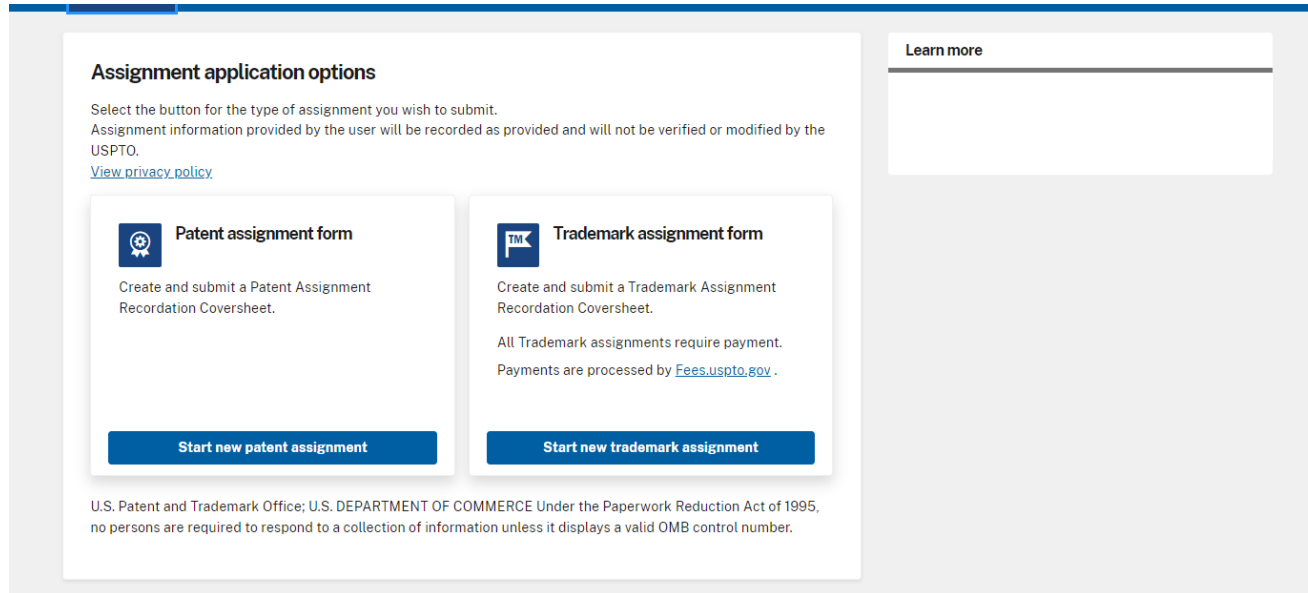
Refine by × Hide filters

Showing 1-10 of 21 results Show all columns Create new

Type ↓	Status ↓	Assignment name ↓	Assignment id ↓	Submitted date ↓	Activities
Patent	In progress	ANew_Patent2	<a href="#">16199</a>		<a href="#">View</a> <a href="#">Copy</a> <a href="#">Actions</a>
Patent	Draft	New Patent Assignment	<a href="#">16174</a>		<a href="#">View</a> <a href="#">Copy</a> <a href="#">Actions</a>
Patent	In progress	TestAssignment-10-27-23	<a href="#">16164</a>		<a href="#">View</a> <a href="#">Copy</a> <a href="#">Actions</a>
Trademark	Paid	Test92223	<a href="#">15527</a>		<a href="#">View</a> <a href="#">Copy</a> <a href="#">Edit</a>
Trademark	Submitted	Best New Assignment	<a href="#">15352</a>	09/29/2023	<a href="#">View</a> <a href="#">Copy</a>
Trademark	Draft	My September New Assignment	<a href="#">14927</a>		<a href="#">View</a> <a href="#">Copy</a> <a href="#">Actions</a>
Trademark	In progress	TestFour	<a href="#">14838</a>		<a href="#">View</a> <a href="#">Copy</a> <a href="#">Actions</a>
Trademark	Draft	AnotherTest	<a href="#">14826</a>		<a href="#">View</a> <a href="#">Copy</a> <a href="#">Actions</a>
Trademark	In progress	New	<a href="#">7295</a>		<a href="#">View</a> <a href="#">Copy</a> <a href="#">Actions</a>
Trademark	Draft	new assign	<a href="#">2447</a>		<a href="#">View</a> <a href="#">Copy</a> <a href="#">Actions</a>


10 per page ⌂ ⏪ Page 1 ⏩ of 3 ⏹

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




**Assignment application options**

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

 **Patent assignment form**

Create and submit a Patent Assignment Recordation Coversheet.

[Start new patent assignment](#)

 **Trademark assignment form**

Create and submit a Trademark Assignment Recordation Coversheet.

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


[Start new trademark assignment](#)

[Learn more](#)

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, confirm if the request is part of a multiple assignment by selecting 'Yes' or 'No'.

The screenshot displays the 'Patent assignment form' interface. At the top, a progress bar shows four steps: 'Assignment options' (highlighted in blue), 'Assignment data', 'Review', and 'Sign and submit'. Below the progress bar, the main content area is titled 'Assignment options' and includes a note '\* indicates required'. The primary question is 'Multiple assignments \*', followed by the text '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?'. Two radio buttons are provided: 'Yes' (selected) and 'No'. A 'Reset' link is located below the question, and a blue 'Create assignment' button is positioned to the right. On the left side, a vertical navigation menu lists various form sections: 'Assignment options' (with a right-pointing arrow), 'Assignment data', 'Conveyance type', 'Correspondence information', 'Conveying parties', 'Receiving parties', 'Properties', 'Upload documents', 'Review', and 'Sign and submit'. A 'Learn more' section is visible on the right side of the form.



## '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 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 is 'Trademark assignment form' with the assignment ID '16622' and name 'JustaTest'. A 'Learn more' link is visible on the right side. The main content area is divided into a left sidebar and a main form area. The sidebar contains a list of steps: 'Assignment options' (checked), 'Assignment data' (expanded), and 'Conveyance type' (selected). The main form area shows a notification: 'A new assignment with assignment id 16622 has been created.' Below this, the 'Conveyance type' section is highlighted, with a note that asterisks indicate required fields. A dropdown menu is labeled 'Select nature of conveyance \*' with a 'View all definitions' link. At the bottom of the form, 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
<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>



# 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**
  - Stored contact information: Select one (dropdown)
  - Correspondent name: Prefix (dropdown), First name \* (text input), Middle name (text input), Last name \* (text input), Suffix (text input)
  - Docket number: (text input)
  - Mailing address: Attention (text input), Country \* (dropdown), Address line 1 \* (text input), Address line 2 (text input), City \* (text input), State \* (dropdown), ZIP Code \* (text input)
  - Phone number (s): Primary phone type \* (dropdown), Phone number \* (text input), Extension (text input)
  - Fax number: (text input)
  - Email address(s): Primary email address \* (text input)

Red boxes highlight the following fields: First name, Last name, Country, Address line 1, City, State, ZIP Code, and Primary email address. A "Save and continue" button is at the bottom right, and a "Reset" button is at the bottom left.

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 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 is titled 'Correspondence information' and includes a 'Stored contact information' dropdown menu. Below this is the 'Correspondent name' section with fields for Prefix, Select a title, First name, Middle name, Last name, and Suffix. The 'Docket number' field is also present. The 'Mailing address' section includes Attention, Country (set to UNITED STATES), Address line 1, Address line 2, City, State, and ZIP Code. The 'Phone number (s)' section includes Primary phone type (set to Work), Phone number, and Extension. A link '+ Add another phone number' is at the bottom. Red boxes highlight the State and ZIP Code fields, with the ZIP Code field containing the text '####-####'.



# 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 navigation menu with the following items: 'Assignment options' (checked), 'Assignment data' (expanded), 'Conveyance type' (checked), 'Correspondence information' (highlighted with a blue box), 'Conveying parties', 'Receiving parties', 'Properties', 'Upload documents', 'Review', 'Calculate fees', and 'Sign and submit'. The main content area is titled 'Correspondence information' and contains the following fields and sections:

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

## 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' (checked), 'Assignment data' (expanded), 'Conveyance type' (checked), 'Correspondence information', 'Conveying parties', 'Receiving parties', 'Properties', 'Upload documents', 'Review', 'Calculate fees', and 'Sign and submit'. The main content area shows 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 present: 'Individual' and 'Entity (company)', both of which are currently unselected.

# Conveying party - Individual

Step 4.A

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

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

## Required

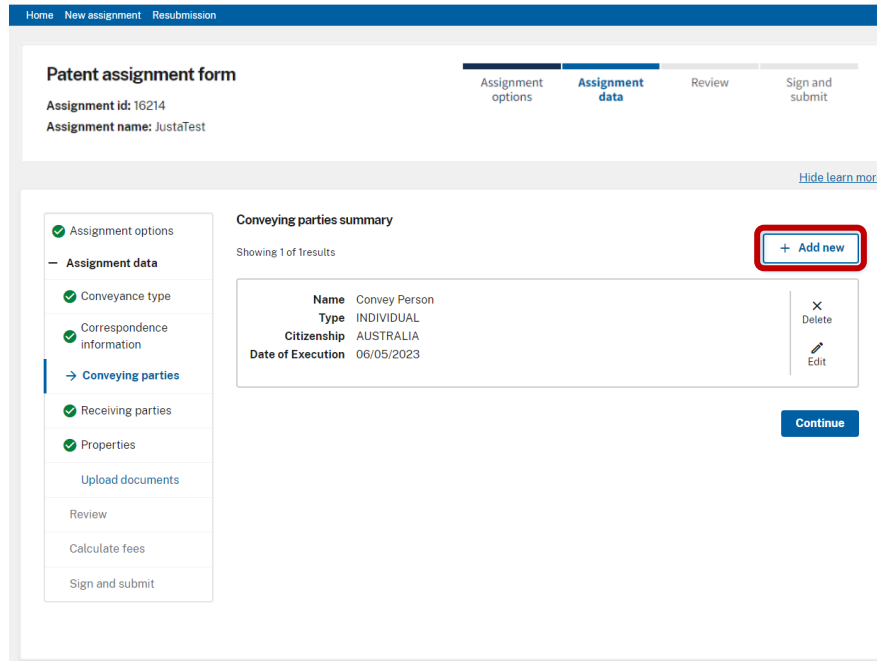
- **Must make choice for Individual**
- **Individual Name**
- **Date of Execution**

The screenshot shows a web form titled "Add new conveying party" 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 a sub-header "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 with a calendar icon, 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 is 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 blue 'Continue' button is at the bottom right. A magnifying glass highlights the '+ Add new' button in the top right of the table. Another magnifying glass highlights the 'Delete' and 'Edit' icons. A blue arrow points from the 'Continue' button to the right screenshot.

The right screenshot is the 'Edit conveying party' page. It has a sidebar with: 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 is titled 'Edit conveying party' and includes a 'Select conveying party type' section with radio buttons for 'Individual' (selected) and 'Entity (company)'. Below is a 'Stored contact information' dropdown. The 'Individual Name' section has fields for Prefix, First name, Middle name, Last name, and Suffix. The 'Select date of execution' section has a date picker. At the bottom, there are 'Reset', 'Cancel', and 'Edit conveying party' buttons.

# 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 the selected type 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, the 'Individual Name' section has four input fields: 'Prefix' (with a dropdown arrow), 'First name \*', 'Middle name', and 'Last name \*', followed by a 'Suffix' field. The 'Select date of execution \*' section has a date picker. At the bottom right, there are 'Cancel' and 'Add conveying party' buttons, with the latter highlighted by a red rectangular box.





## 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. The sidebar contains the following items: "Assignment options" (checked), "Assignment data" (expanded), "Conveyance type" (checked), "Correspondence information" (checked), "Conveying parties" (selected), "Receiving parties", "Properties", "Upload documents", "Review", "Calculate fees", and "Sign and submit".

The main form area includes the following fields and sections:

- Add new conveying party** (title)
- Select conveying party type \*** (radio button selected for "Entity (company)")
- Stored contact information** (dropdown menu with "Select one" option)
- Entity name \*** (text input field, highlighted in red)
- Entity type \*** (dropdown menu with "Select a entity type" option, highlighted in red)
- Formerly name** (text input field)
- Citizenship** (text label)
- Country** (dropdown menu with "Select a country" option)
- Select date of execution \*** (calendar input field, highlighted in red)

At the bottom of the form, there is a "Reset" link and an "Add conveying party" button. A note in the top right corner states "\* indicates required".

# Conveying parties summary

Step 4.B

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

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

<b>Name</b>	Convey Person	<a href="#">✕ Delete</a> <a href="#">✎ Edit</a>
<b>Type</b>	INDIVIDUAL	
<b>Citizenship</b>	AUSTRALIA	
<b>Date of Execution</b>	06/05/2023	

[+ Add new](#)

[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' stage. A notification states: 'mynewmerger4 has been removed from conveying parties.' A warning message reads: 'Merged entity is required for this assignment.' Below this, there are two buttons: '+ Add new' and '+ Add merged entity'. A table lists one conveying party:

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



## Receiving party

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

The screenshot displays the 'Patent assignment form' interface. At the top, the form title is 'Patent assignment form' with the assignment ID '16214' and name 'JustaTest'. A progress bar shows four steps: 'Assignment options', 'Assignment data' (the current step), 'Review', and 'Sign and submit'. On the left, a sidebar 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 for 'Receiving parties' includes a note '\* indicates required' and a section titled 'Select receiving party type \*' with two radio button options: 'Individual' and 'Entity (company)'. The 'Entity (company)' option is currently selected.

# Receiving party individual.

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

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

## Required

↳ **First name**  
**Last name**

## Address

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

The screenshot shows a web form titled "Add new receiving party". On the left is a sidebar with a list of steps: "Assignment options", "Assignment 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 sub-header "Add new receiving party" and a note "\* indicates required". Below this is a "Select receiving party type" section with radio buttons for "Individual" (selected) and "Entity (company)". A "Stored contact information" section contains a "Select one" dropdown. The "Individual Name" section has fields for "Prefix", "First name\*" (containing "Testing"), "Middle name", "Last name\*" (containing "Person"), and "Suffix". The "Address" section has 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 content area. The sidebar contains a list of steps: "Assignment options", "Assignment data", "Conveyance type", "Correspondence information", "Conveying parties", "Receiving parties", "Properties", "Upload documents", "Review", "Calculate fees", and "Sign and submit". The "Receiving parties" step is currently active. The main content area includes a "Select receiving party type" section with radio buttons for "Individual" and "Entity (company)". Below this is a "Stored contact information" dropdown menu. The "Address" section contains several required fields, each marked with an asterisk and a red border: "Entity name", "Country" (a dropdown menu), "Address line 1", "Address line 2", "City", "State" (a dropdown menu), and "ZIP Code". At the bottom of the form, there are three buttons: "Reset", "Cancel", and "Add receiving party".

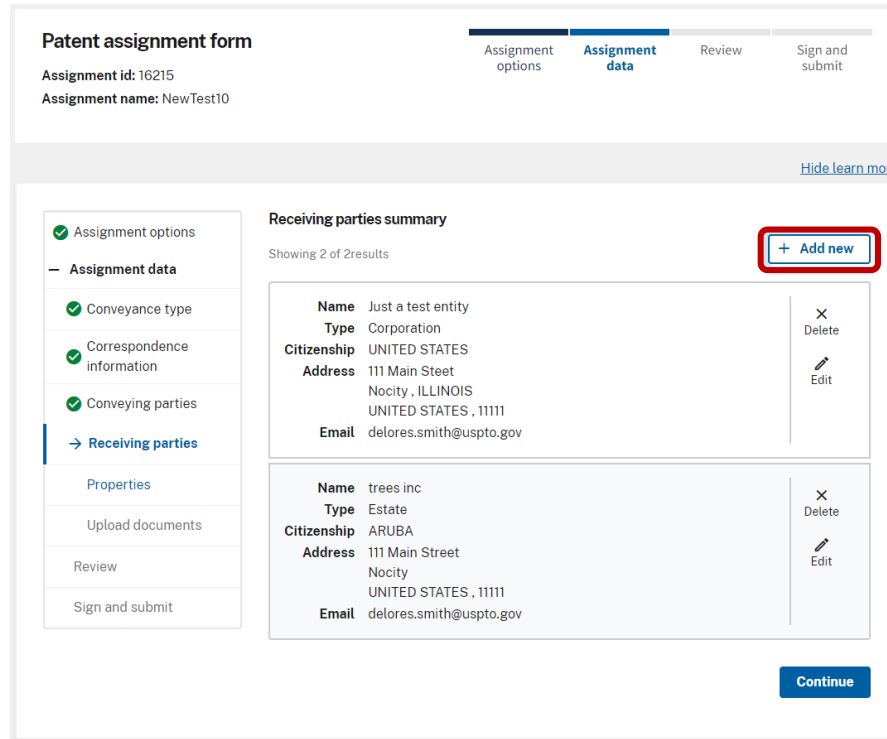




# Receiving parties summary

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

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



# Add new receiving party

Step 5.C.1


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

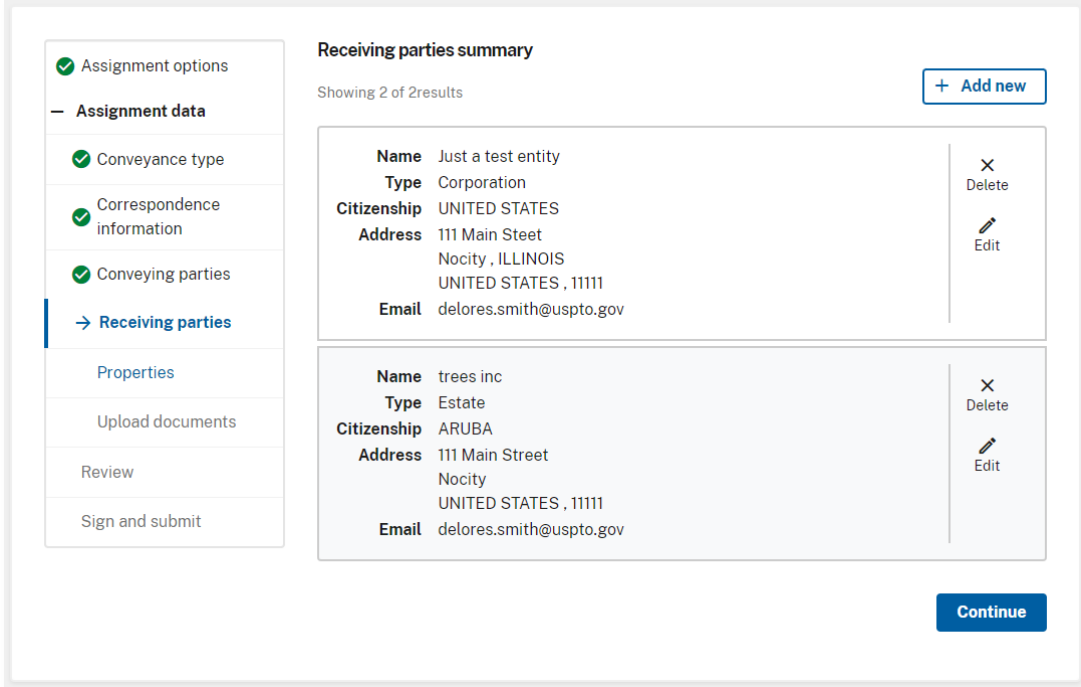
The screenshot shows a web form titled "Add new receiving party". On the left is a sidebar menu with options: "Assignment options" (checked), "Assignment data" (expanded), "Conveyance type" (checked), "Correspondence information" (checked), "Conveying parties" (checked), "Receiving parties" (active,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



# 'Receiving parties' summary



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

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





**Receiving parties summary**

Showing 2 of 2 results + Add new

<b>Name</b>	Just a test entity	
<b>Type</b>	Corporation	
<b>Citizenship</b>	UNITED STATES	
<b>Address</b>	111 Main Steet Nocity , ILLINOIS UNITED STATES , 11111	
<b>Email</b>	delores.smith@uspto.gov	

<b>Name</b>	trees inc	
<b>Type</b>	Estate	
<b>Citizenship</b>	ARUBA	
<b>Address</b>	111 Main Street Nocity UNITED STATES , 11111	
<b>Email</b>	delores.smith@uspto.gov	

Continue

# Properties

Step 6

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

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

The screenshot shows the 'Assignment Center' interface for a 'Patent assignment form' with an assignment ID of 2025. The page has a navigation bar with 'Home', 'New assignment', and 'Resubmission'. A progress indicator shows four steps: 'Assignment options', 'Assignment data' (current), 'Review', and 'Sign and submit'. A sidebar on the left contains a list of sections: 'Assignment options', 'Assignment data' (expanded), 'Conveyance type', 'Correspondence information', 'Conveying parties', 'Receiving parties', 'Properties' (highlighted with a blue arrow), 'Upload documents', 'Review', and 'Sign and submit'. The main content area is titled 'Add properties' and includes instructions: 'To add properties, enter one or more application, patent, PCT or 'International Registration' number. Please separate multiple property numbers with a space, comma or a new line.' A note specifies that property numbers must be of the same type. A 'Select type\*' dropdown menu is set to 'Application number'. Below it is a large text input field with a placeholder: 'A U.S. application number consists of eight or less numerical digits with no alphabetical characters or symbols (examples: / or -)'. There are 'Reset' and 'Verify' buttons at the bottom of the form.

# Properties - multiple properties

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

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

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

## Required

→ Click the 'Verify' button to display results.



Assignment Center

Home New assignment Resubmission

Patent assignment form

Assignment id: 2025

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

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 must be of the same type of property for results to be produced. For example, use all patent properties, or all PCT properties. Do not list patent and PCT properties together, or no results will be returned.

Select type \*

PCT number

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

Verify

# 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

Patent assignment form

Assignment id: 17960

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

### 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 must be of the same type of property for results to be produced. For example, use all patent properties, or all PCT properties. Do not lists patent and PCT properties together, or no results will be returned.

Select type \*

Application number

A U.S. application number consists of eight or less numerical digits with no alphabetical characters or symbols (examples: / or -):

11869467

[Reset](#) [Verify](#)

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

### Properties results

Showing 1 of 1

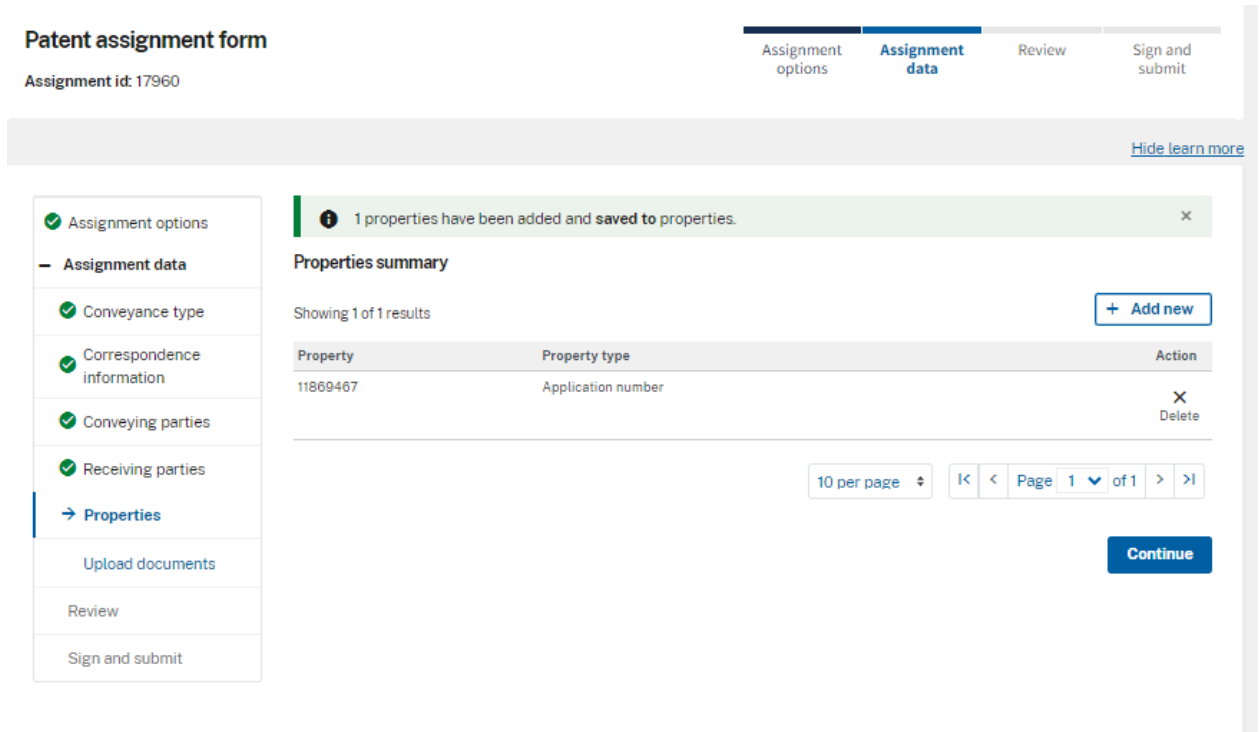
<input checked="" type="checkbox"/>	Application number
<input checked="" type="checkbox"/>	11869467

[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’.



The screenshot shows the 'Patent assignment form' interface. At the top, the title 'Patent assignment form' is displayed, followed by the 'Assignment id: 17960'. A progress bar at the top right indicates the current step is 'Assignment data', with other steps being 'Assignment options', 'Review', and 'Sign and submit'. A 'Continue' button is highlighted in blue. Below the progress bar, there is a 'Hide learn more' link. The main content area is divided into a left sidebar and a main panel. The sidebar contains a list of menu items: 'Assignment options', 'Assignment data' (selected), 'Conveyance type', 'Correspondence information', 'Conveying parties', 'Receiving parties', 'Properties' (highlighted with a blue bar), 'Upload documents', 'Review', and 'Sign and submit'. The main panel features a green notification banner stating '1 properties have been added and saved to properties.' Below this is the 'Properties summary' section, which shows 'Showing 1 of 1 results' and an '+ Add new' button. A table lists the property details:

Property	Property type	Action
11869467	Application number	<a href="#">X Delete</a>

At the bottom of the table, there is a pagination control showing '10 per page' and 'Page 1 of 1'. A 'Continue' button is located at the bottom right of the main panel.

# 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

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	<span style="font-size: 14px;">📄</span> <span style="font-size: 14px;">✕</span> <small>View Delete</small>

[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


Step 8

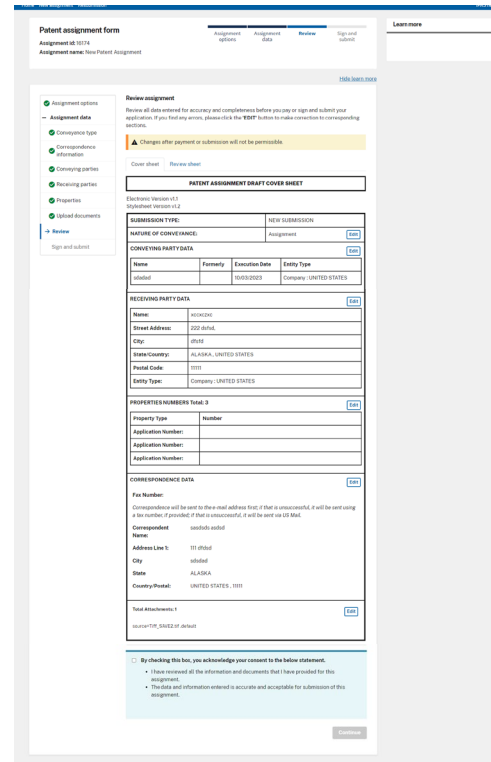
8) The 'Cover sheet' tab, displays all of the information that was input into the application.

## Required

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



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



**Patent assignment form**

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

Assignment no: 101174  
Assignment name: New Patent Assignment

15th March 2023

**Review assignment**  
Review all data entered for accuracy and completeness before you sign or submit your application. If you find any errors, please click the "EDIT" button to make corrections to corresponding sections.  
⚠ Changes after payment or submission will not be permissible.

Close sheet | Review sheet

**PATENT ASSIGNMENT DRAFT COVER SHEET**

Electronic version v1.0  
Signature version v1.0

**SUBMISSION TYPE** | NEW SUBMISSIONS

**NATURE OF CONVEYANCE** | Assignment

**CONVEYING PARTY DATA**

Name	Formerly	Execution Date	Entity Type
Global		10/02/2023	Company - UNITED STATES

**RECEIVING PARTY DATA**

Name	GLOBAL
Street Address	222 DAVEN
City	BOULDER
State/Country	ALASKA - UNITED STATES
Postal Code	99571
Entity Type	Company - UNITED STATES

**PROPERTIES NUMBERS** | None

Property Type	Residential
Application Number:	
Application Number:	
Application Number:	

**CORRESPONDENCE DATA**

**Fax Number:**  
Correspondence will be sent to this fax number first if that is unsuccessful, it will be sent using a the number if provided, if that is unsuccessful, it will be sent via US Mail.

**Correspondent** | **Individual**

Name	INDIVIDUAL
Address Line 1:	111 05th
City	Global
State	ALASKA
Country/Postal:	UNITED STATES, 99571

**Total attachments:** 1

Return PDF, JPEG of draft

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

- I have reviewed all the information and documents that have provided for this assignment.
- The data and information entered is accurate and acceptable for submission of this assignment.

CONTINUE



# 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

<b>SUBMISSION TYPE:</b>		NEW SUBMISSION	
<b>NATURE OF CONVEYANCE:</b>		Assignment	<a href="#">Edit</a>
<b>CONVEYING PARTY DATA</b> <a href="#">Edit</a>			
Name	Formerly	Execution Date	Entity Type
sdsdad		10/03/2023	Company : UNITED STATES

<b>RECEIVING PARTY DATA</b> <a href="#">Edit</a>	
<b>Name:</b>	xcccxczxc
<b>Street Address:</b>	222 dsfsd.
<b>City:</b>	dfsfd
<b>State/Country:</b>	ALASKA , UNITED STATES
<b>Postal Code:</b>	11111
<b>Entity Type:</b>	Company : UNITED STATES

<b>PROPERTIES NUMBERS Total: 3</b> <a href="#">Edit</a>	
Property Type	Number
<b>Application Number:</b>	
<b>Application Number:</b>	
<b>Application Number:</b>	PCT/US01/20672

<b>CORRESPONDENCE DATA</b> <a href="#">Edit</a>	
<b>Fax Number:</b>	
<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>	
<b>Correspondent Name:</b>	sasdsds asdsd
<b>Address Line 1:</b>	111 dfsd
<b>City</b>	sdsdad
<b>State</b>	ALASKA
<b>Country/Postal:</b>	UNITED STATES , 11111
<b>Total Attachments: 1</b> <a href="#">Edit</a>	
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.
- Unauthorized use of this system is prohibited and subject to criminal and civil penalties, including all penalties applicable to willful unauthorized access. See 37 C.F.R. 11.18 and 18 U.S.C. 1001.
- The USPTO reserves the right, at its complete discretion, to change the terms, conditions, and use at any time by posting revised terms, conditions, and use restrictions for this system.
- It is the user's responsibility to check periodically for any changes USPTO may make to these terms, conditions, and use restrictions.
- Continued use of this system following the posting of changes to these terms, conditions, and use restrictions means you accept the changes.

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

#### Electronic signature

Click the electronic signature button below to sign your assignment.

**Electronic signature**

[Reset](#)



# Sign and submit

Step 9.B

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

### Required

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

Submission preview

→ Sign and submit

### Declaration and signature

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

#### Declaration

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

#### Electronic signature

Signature: MR. Ipas Test

Full name: MR. Ipas Test

Signed date: Tue Oct 10 2023

Ip address: 20.98.252.109

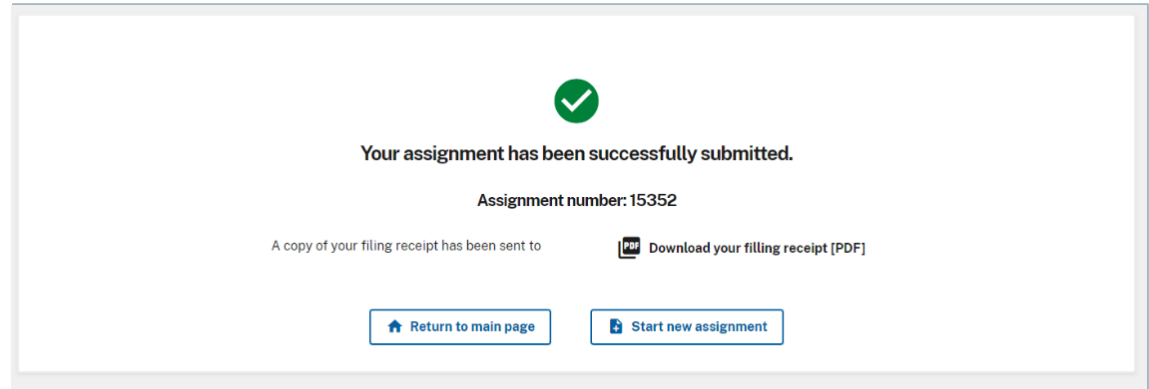
[Reset](#) [Submit](#)

# Submission success confirmation

## 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 interface for patent resubmission. At the top left, the title "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 the 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 red asterisk indicates required fields. 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 form is a "Learn more" link.

# 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 left sidebar contains a menu with 'Assignment options' selected, and other options like 'Assignment data', 'Upload documents', 'Review', and 'Sign and submit'. The main content area under 'Assignment options' includes a section for 'Assignment name' with a text input field containing 'resubmission of 9000014' and a note: 'Prior to creating assignment, you may give the assignment a "name". Creating an "assignment name" allows for easy identification of a record.' Below this is a section for 'Multiple assignments' with a question: '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?' and radio buttons for 'Yes' and 'No' (selected). A 'Save and continue' button is at the bottom right, and a 'Reset' link is at the bottom left.

# 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 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. Below this is a 'Definition' section with a blue header and a light blue background, containing the text: '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.' At the bottom of the form, there are 'Reset' and 'Save and continue' buttons.

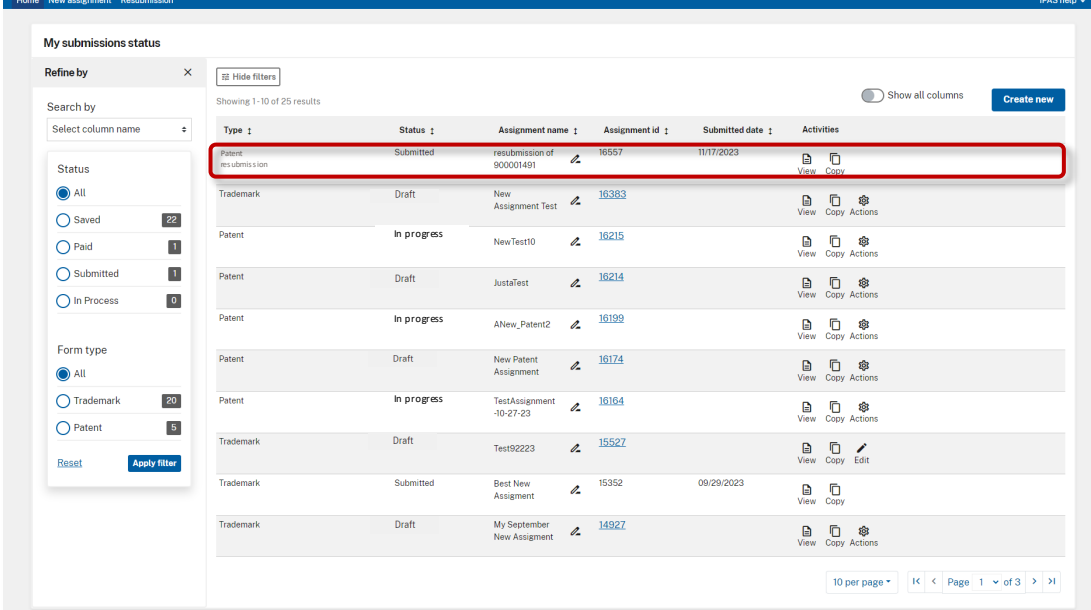


# Resubmission for Patent Assignment

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	<a href="#">View</a> <a href="#">Copy</a>
Trademark	Draft	New Assignment Test	16383		<a href="#">View</a> <a href="#">Copy</a> <a href="#">Actions</a>
Patent	In progress	NewTest10	16215		<a href="#">View</a> <a href="#">Copy</a> <a href="#">Actions</a>
Patent	Draft	JustaTest	16214		<a href="#">View</a> <a href="#">Copy</a> <a href="#">Actions</a>
Patent	In progress	ANew_Patent2	16199		<a href="#">View</a> <a href="#">Copy</a> <a href="#">Actions</a>
Patent	Draft	New Patent Assignment	16174		<a href="#">View</a> <a href="#">Copy</a> <a href="#">Actions</a>
Patent	In progress	TestAssignment -10-27-23	16164		<a href="#">View</a> <a href="#">Copy</a> <a href="#">Actions</a>
Trademark	Draft	Test92223	15527		<a href="#">View</a> <a href="#">Copy</a> <a href="#">Edit</a>
Trademark	Submitted	Best New Assignment	15352	09/29/2023	<a href="#">View</a> <a href="#">Copy</a>
Trademark	Draft	My September New Assignment	14927		<a href="#">View</a> <a href="#">Copy</a> <a href="#">Actions</a>

10 per page Page 1 of 3

**End**

