



# PATENT CENTER USER GUIDE

December 2021

## ABSTRACT

This User Guide will provide you with the information needed to use Patent Center to file and view patent applications electronically. A brief overview of the process and screen shots that identify critical components of the tool are included.

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## Introduction

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Welcome to Patent Center. Patent Center is the new tool in development, which features a unified interface, with all of the capabilities from today's tools in a single place, and so much more. Patent Center will replace the Electronic Filing System - Web (EFS-Web), the current web-based patent application and document submission tool; and the Patent Application Information Retrieval (PAIR) system, the current web-based solution to retrieve and download information regarding patent application status.

### **Before you file electronically there are a few important items you should know:**

- Patent Center is a web-based tool that can be accessed from any web-enabled computer anywhere in the world.
- Patent Center is a patent application and document submission solution that utilizes standard web-based screens and prompts the user to submit documentation in multiple formats including PDF, DOCX, TXT, etc. directly to the USPTO.
- Patent Center is not a patent application authoring tool. It allows the user to use the same tools and workflow processes used to produce paper-based patent application documents.
- Patent Center is legally equivalent to paper-based patent application and document submission methods and provides filers with the same protections as traditional methods.
  - Submission Receipt – Legally binding proof of the date and time of the submission. (An official filing receipt will be mailed from the Office of Patent Application Processing).
- Patent Center has been designed to be simple to use.
  - In a matter of minutes, the user can complete a submission and receive electronic confirmation that it has been received by USPTO.
  - New incorporated safeguards that alert the user to possible problems with the patent application before it is submitted, providing a flexible and forgiving platform that can ease the submission process.
- Patent Center allows the user to submit industry-standard PDF (portable document format) files.
  - Although PDF is an open standard, not all PDF files are the same. Users are urged to review information about compatible PDF files is detailed in the [Quick Start Guide](#) and in other documentation.
- Patent Center incorporates e-commerce capabilities to provide multiple options for paying for the patent application or document submission.

## PATENT CENTER – Real-Time Status Information

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Patent Center allows Independent Inventors, registered patent attorneys/agents, and practitioner support individuals the ability to access all of the content of Patent Center, as well as real-time status information, application documents and transaction history for pending patent applications using a secure internet connection.

Applications associated to the Customer Numbers listed in a Registered User's profile are available for review.

To access all features of Patent Center, you must:

- Be a registered patent attorney/agent, practitioner support individual, or an Independent Inventor
- Have a Customer Number assigned to the profile
- Have a USPTO.gov login to obtain secure transmission of the application to the USPTO

## Patent Center Users

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Patent Center allows for both registered and guest users.

### Web Access

A computer, a web browser and an Internet connection are all that is needed to electronically file and view applications. Users can access Patent Center by navigating to <https://patentcenter.uspto.gov/>.

### Registered Patent Center user

A Registered Patent Center user has both a USPTO.gov account and is registered with Patent Center. To gain full access to Patent Center features, users must sign in to Patent Center using a two-step authentication process for secure communication with the USPTO.

#### ***Complete Two-Step Authentication***

User authentication is a safe and secure method which grants access to registered Patent Center users for application submissions and retrieval. Two-step authentication involves providing a valid USPTO.gov account and password, then providing a valid one time pin sent by email or mobile authenticator.

1. Click **Sign in** near the upper right corner of the Patent Center home page. *(Figure 1)*
2. Enter login credentials (USPTO.gov account email and password). *(Figure 2)*
3. Select preferred method and click **Next**. *(Figure 3)*
4. Retrieve PIN and enter where directed in the Two-step authentication window. *(Figure 4)*
  - a. Indicate if the computer is trusted and used regularly and click **Verify**.
    - i. If the checkbox is selected for "This is a computer that I trust and use regularly", this allows the user to re-authenticate using the same computer and browser within 24 hours, without being required to provide a One-time PIN.

Figure 1

The screenshot displays the USPTO Patent Center interface. At the top, the 'uspto' logo is on the left, and navigation links for 'Patent', 'Trademark', 'Fees and payments', 'Help', 'Prooofed PractitionerOne', and 'MyUSPTO' are on the right. Below this is a 'Patent Center' header with a secondary navigation bar containing 'Home', 'New submission', 'Existing submissions', 'Petitions', 'Post grant', 'Workbench', 'Manage', 'Search', and 'Have a question?'. An advisory notice for June 2019 is shown in a light blue box. A search bar for patent applications is present, with a dropdown menu for 'Application #' and a search button. The 'Activities' section is titled 'Perform activities from submissions to post grant request and admin tasks such as managing customer numbers & practitioner associations with customer number'. It features six activity tiles: 'New Submission' (file utility, design, national stage, international), 'Existing Submissions' (add documents, pay fees, corrected ADS), 'Petitions' (automatic processing), 'Post Grant' (reissue, reexamination), 'Workbench' (saved submissions, correspondence), and 'Manage' (customer numbers, application address). A note at the bottom provides information on the Paperwork Reduction Act.

Figure 2

Sign in

\* indicates required

Email address \* [USPTO employee?](#)

pc.proofedp.01@gmail.com

Password \*

Remember my email address

Sign in

By signing in, I certify to the [USPTO's Terms of Use](#) and [USPTO Privacy Policy](#).

Forgot password? Create an account

Figure 3

uspto

Sign in

Two-step authentication

Two-step authentication provides an extra layer of security to your account by requiring you to enter an authentication code.

Note: Two-step authentication may be required in order to access certain areas within the site.

Receive code via:

- Email (p [redacted] @gmail.com)
- Code generator (Authenticator app)
- Text message (XXX-XXX- [redacted])

Next

Figure 4

Two-step authentication

✓ Your One-time PIN was sent to pc.\*\*\*\*\*01@gmail.com. If the email is not in your inbox, check the spam folder. It may take a few minutes to receive your One-time PIN.

Enter One-time PIN \*

Verify

This is a computer that I trust and use regularly.

Didn't receive the email? Resend

## Guest Patent Center user

## Warning



As a **guest user**, you can file a new application and view public applications. Please sign-in or register for Patent Center, in order to have full access to all features, such as the ability to save your submission to resume at a later time and to submit additional documents/fees to an existing application.

[Login](#)

[Continue](#)



# Patent Center Viewing and Retrieval

Patent Center accesses patent information held in the USPTO internal Patent Application Locating and Monitoring (PALM) system and presents it in two different views: Public and Private. Patent Center provides web-based access to public and pending patent information and eases the process of tracking patents, patent applications and follow-on documents through the USPTO approval process.

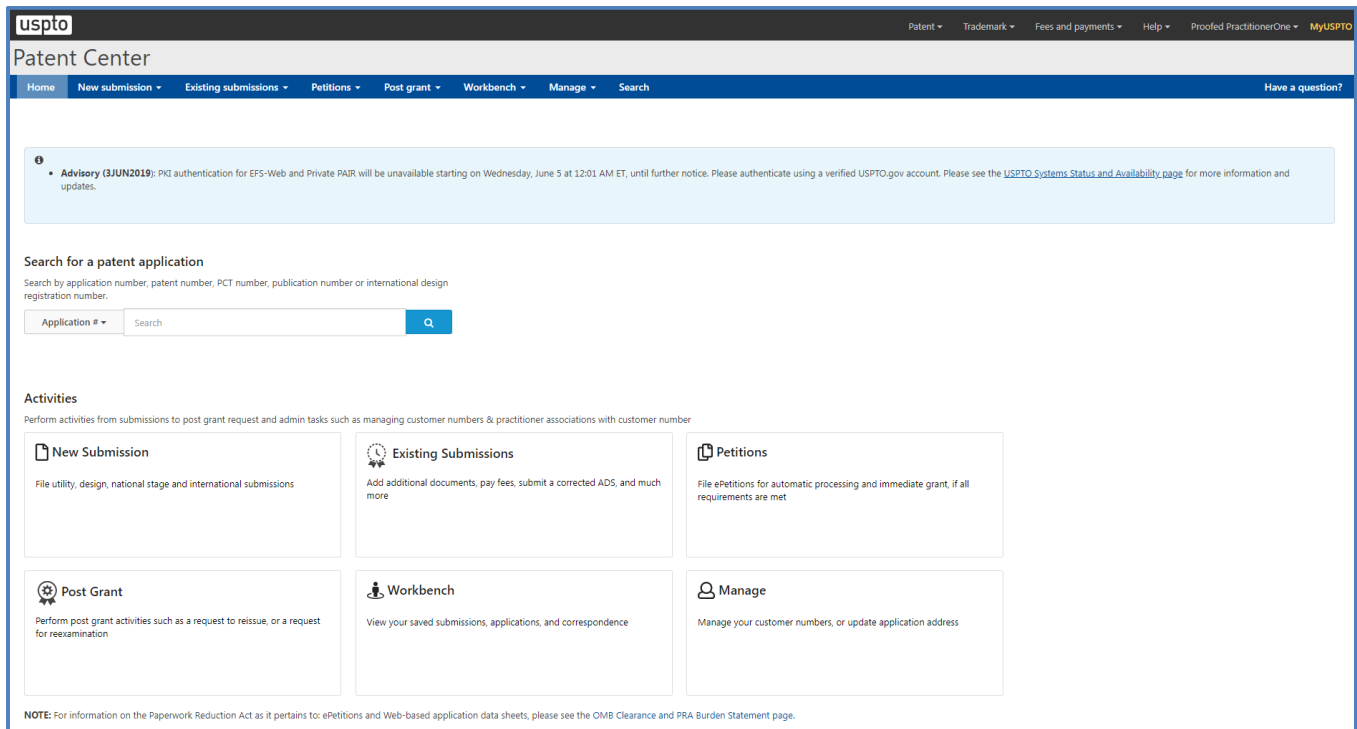
**Public** view provides access to all issued patents and published patent applications. Some data such as fees are not available.

**Private** view allows registered users to access application information that has not been made public in addition to what is also available through the Public view. Other private information such as fees are accessible.

## Searching

Customers using the Patent Center system can search for patent applications on both the Home page and the Search page. The user will have the option to select Application #, Patent #, PCT #, Publication #, and Intl. Design Reg. #.

Select the search option, enter in the corresponding number, and click on the magnifying glass to obtain results.



The user is directed to the Application data page after performing a search.

## Application Data

Detailed information for the searched application is displayed. Various hyperlinks provide access to a range of application information that is available to the user.

The screenshot shows the 'Application Data' page in the USPTO Patent Center. At the top, there's a navigation bar with 'uspto' logo and links for Patent, Trademark, Fees and payments, Help, Proofed Practitioner, and MyUSPTO. Below that is the 'Patent Center' header with sub-navigation for Home, Workbench, Search, and File. A 'Have a question?' link is on the right. The main content area shows application details for a utility patent filed on 12/12/2001. A 'Private view' indicator is present. The data is organized into sections: Application Data (with a table of key fields), Documents & Transactions, Continuity, Patent Term Extension, Patent Term Adjustment, Foreign Priority, Fee Payment History, Address & Attorney/Agent Information, Correspondence address, Inventors, and Applicants.

PCT #	Attorney Docket #	Patent #	Status	Filing or 371 (c) date
-	99999		Application Undergoing Preexam Processing -	-
			12/12/2001	

Application type	Utility	Earliest publication #	-	Intl. registration # (Hague)	-
Examiner	-	Earliest publication date	-	Intl. registration publication date	-
Group art unit	2627	Assignee	-		
Class/subclass	356/-	Confirmation #	6287		
AIA (first inventor to file)	-				
Entity status	Undiscounted				

Correspondence address	Inventors	Applicants
59 - CN 59 v. [redacted] 600 DULANY STREET ALEXANDRIA, VA 22310 UNITED STATES	sdf asdf asdf, VA (US)	Data not available

If the application is associated to the user's profile, a Private view indicator will display under the application number at the top. This allows the user to make changes to the attorney docket number and view additional information that is not available for public inspection. If the application is not associated to the profile, the Public view indicator will display.

## Workbench

Customers using the Patent Center system have access to Saved Submissions, Applications associated to their profile, and Correspondence.

The screenshot shows the 'Workbench' page in the USPTO Patent Center. At the top, there's a navigation bar with 'uspto' logo and links for Patent, Trademark, Fees and payments, Help, Proofed PractitionerOne, and MyUSPTO. Below that is the 'Patent Center' header with sub-navigation for Home, New submission, Existing submissions, Petitions, Post grant, Workbench, Manage, and Search. A 'Have a question?' link is on the right. The main content area is titled 'Workbench' and provides a description of the module. It includes three main sections: 'View Saved Submissions', 'View Applications', and 'View Correspondence', each with a brief description of the functionality.

## Navigation

Use the **Refine by** area to control the information displayed. Click the expand/collapse button to use the full window to review results.

The 'Refine by' sidebar is a vertical panel on the left side of the interface. It features a title 'Refine by' with a collapse button (two left-pointing chevrons) to its right. Below the title is a 'Reset filters' link. The sidebar contains three filter sections: 'Docket number' with a dropdown menu currently set to 'Exact m'; 'Status category' with a dropdown menu currently set to 'All'; and 'Status date' with an empty text input field. At the bottom of the sidebar is a 'Filter' button.

## Saved Submissions

On the Saved Submissions tab, users have access to all submissions that have been saved over the previous fourteen (14) calendar day period. Users can continue with a submission by clicking the hyperlink for the Patent Center ID.

Practitioners will have the option to filter data by Created in and Created by and the Practitioner Support Users have the ability to sort by Created by and Filed on Behalf of.

All data may be sorted by selecting the desired header.

The screenshot shows the 'Patent Center' interface. At the top is the 'uspto' logo and a navigation bar with links for Patent, Trademark, Fees and payments, Help, Proofed PractitionerOne, and MYUSPTO. Below this is a secondary navigation bar with links for Home, New submission, Existing submissions, Petitions, Post grant, Workbench, Manage, Search, and Have a question?. The main content area is titled 'Saved Submissions' and has tabs for Applications and Correspondence. A 'Customer Numbers' dropdown is visible on the right. The 'Refine by' sidebar is expanded, showing filters for 'Created in' (set to 'Past 7 days'), 'Created by' (set to 'All'), and 'Include auto-saved submissions' (unchecked). The main content area displays '0 saved submissions' with filter tags for 'Created In: 7 days', 'Created By: All', and 'Auto Saved: false'. A search box labeled 'Application or Docket # lookup' is present. Below the filters is a table with columns: ID, Date saved, Date created, Attorney docket #, Customer #, Type, Title, and a menu icon. The table currently shows 'No results found'.

## Applications

Users have the option to filter by Docket Number, Status Category, and Status Date. The Docket number filter can be used for Exact match, Starts with, or Contains options to sort the list of applications. Status category allows the user to filter based on All, New, Pending, Issued, Abandoned, and Other status for the applications. Status Date provides specific search parameters up to 365 days and includes **Custom range** option.

STATUS DATE	Invalid date		Invalid date											
Last 1 Days	Oct 2017		Nov 2017											
Last 3 Days	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
Last 7 Days	25	26	27	28	29	30	1	30	31	1	2	3	4	5
Last 30 Days	2	3	4	5	6	7	8	6	7	8	9	10	11	12
Last 45 Days	9	10	11	12	13	14	15	13	14	15	16	17	18	19
Last 90 Days	16	17	18	19	20	21	22	20	21	22	23	24	25	26
Last 180 Days	23	24	25	26	27	28	29	27	28	29	30	1	2	3
Last 365 Days	30	31	1	2	3	4	5	4	5	6	7	8	9	10
Custom range														
Apply	Cancel													

Columns are customizable and can be added or removed based on the user's preference. Many columns are sortable by selecting the desired header.

Customize Columns

Select the fields you would like to be displayed in the table

- Application Number
- Customer Number
- Patent Number
- Earliest publication date
- Attorney Docket #
- Status date
- Status category
- Filing or 371(c) date
- Image File Wrapper
- Submission Receipt
- Payment Receipt

Close

Download bib data in XML for the listed applications by selecting the checkboxes on the right hand column for specific application(s) or the Select All checkbox which will select all applications listed.

uspto Patent Center

Home Workbench Search Manage File

Customer Numbers 1

Download XML

Refine by 213 applications

Customer Numbers: 60

10 selected

Application Number	Customer Number	Attorney Docket #	Status date	Status category	Image File Wrapper	Submission Receipt	Download as XML
PCT/USXX/XXXXX	XXXXX		09/21/2016	OTHER	View		<input checked="" type="checkbox"/>
PCT/USXX/XXXXX	XXXXX		04/20/2015	NEW	View		<input checked="" type="checkbox"/>
PCT/USXX/XXXXX	XXXXX		04/08/2015	NEW	View		<input checked="" type="checkbox"/>
XXXXXXXX	XXXXX		09/16/2012	OTHER	View		<input checked="" type="checkbox"/>
XXXXXXXX	XXXXX		10/18/2016	OTHER	View		<input checked="" type="checkbox"/>
XXXXXXXX	XXXXX		08/20/2015	OTHER	View		<input checked="" type="checkbox"/>
XXXXXXXX	XXXXX	Test	01/23/2013	OTHER			<input checked="" type="checkbox"/>
XXXXXXXX	XXXXX		09/16/2012	OTHER	View		<input checked="" type="checkbox"/>
XXXXXXXX	XXXXX	CHROME 10252017	10/25/2017	NEW	View		<input checked="" type="checkbox"/>
XXXXXXXX	XXXXX	TEST	03/23/2018	NEW	View		<input checked="" type="checkbox"/>

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## Correspondence

Users have the option to filter by Correspondence method, Date type, and Image date. If the Correspondence method of Regular correspondence only is selected, the user will have the option to filter based on Image date. If the method of e-Notifications only is selected, the user will have the option to filter based on eNotification date. Both the Image date and eNotification date filters provides specific search parameters up to 90 days and includes **Custom range** option.

uspto Patent Center

Home New submission Existing submissions Petitions Post grant Workbench Manage Search

Customer Numbers All

Download XML

Refine by 5,849 correspondence received

Customer Numbers: Image Date: 07-30-2019 - 08-05-2019

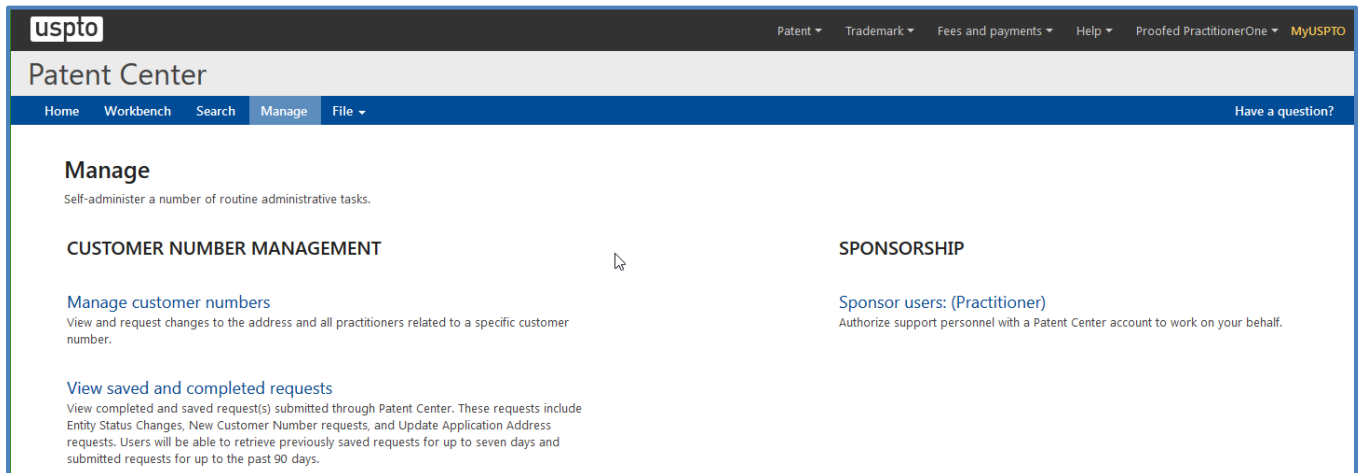
None selected

Application Number	Attorney Docket #	Patent Number	Customer Number	Doc. code	Doc. description	Mailing date	Image date	eNotification date	Quick download
59	ABC123.00	-	59	ADS	Application Data Sheet	08/02/2019	08/02/2019		PDF
59	ABC123.00	-	59	ADS	Application Data Sheet	08/02/2019	08/02/2019		PDF
59	ABC123.00	-	59	CLM	Claims	08/02/2019	08/02/2019		PDF
59	123456	-	59	CRFD	Computer Readable Form (CRF) for Sequence Listing - Defective	08/02/2019	08/02/2019		PDF
59	123456	-	59	CRFD	Computer Readable Form (CRF) for Sequence Listing - Defective	08/02/2019	08/02/2019		PDF
59	123456	-	59	CRFD	Computer Readable Form (CRF) for	08/02/2019	08/02/2019		PDF

## Manage

Two-Step authenticated Registered Users have additional tools under Manage. Users can manage:

- Sponsorships
- Customer Numbers
- View saved and completed requests; and
- Update application address (Coming soon)



## Sponsorships

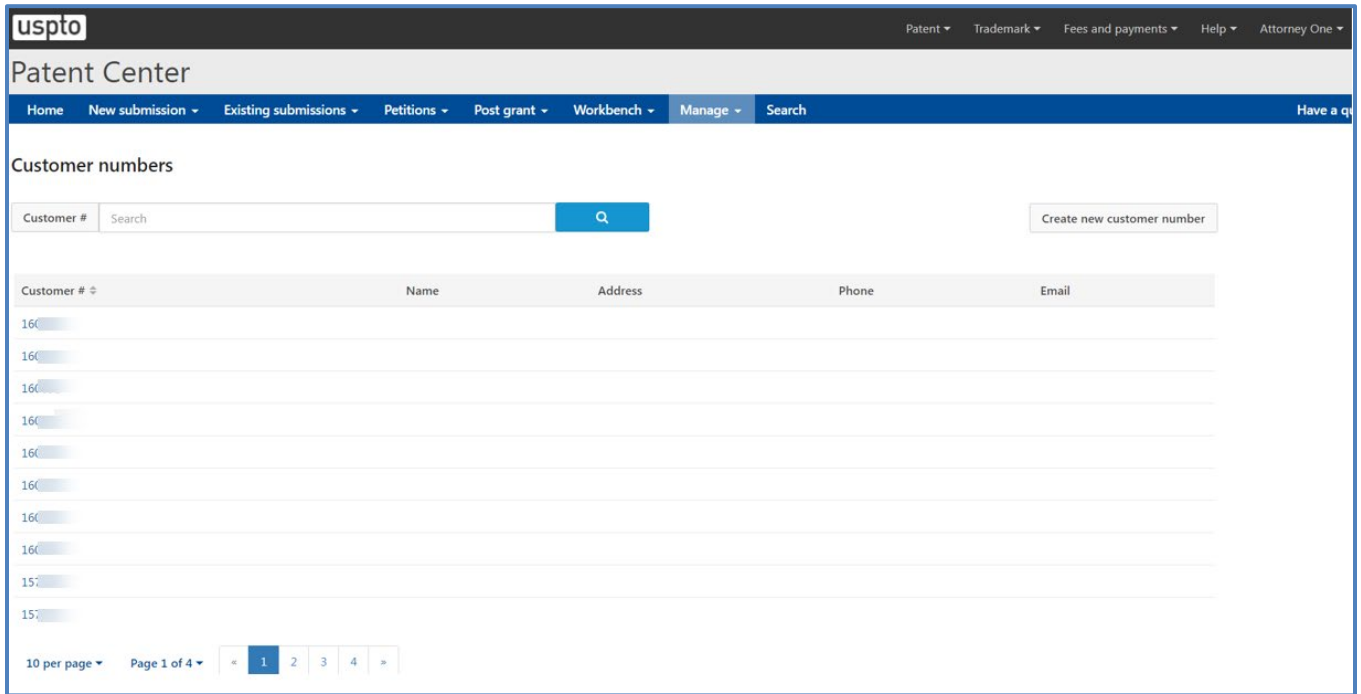
Once the Sponsors users link has been selected, the user will have access to see all support staff that are being sponsored by their profile, the history of the requests, view any pending requests, or sponsor additional users.

Many columns are sortable by selecting the desired header. Sponsorships can also be removed by selected the "x" next to the practitioner support user information under the Active header.

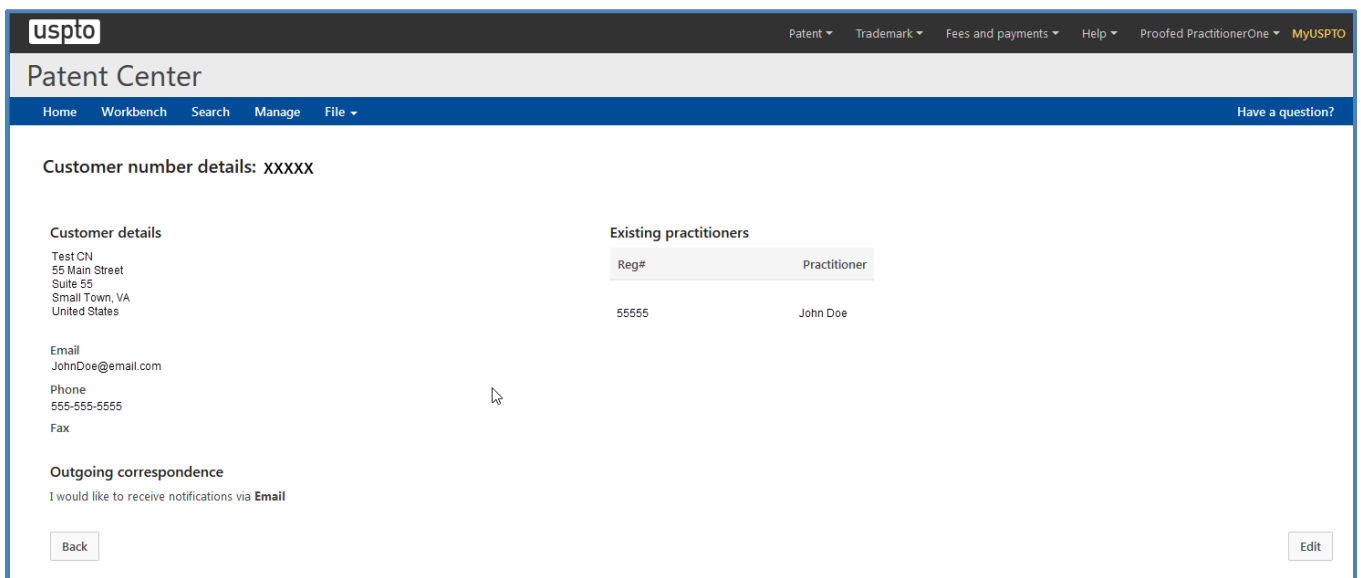
To add additional Support staff personnel, select the Sponsor user’s button and enter their USPTO.gov account email address in the provided box. Separate emails by a semi-colon to add more than one individual at a time. More information can be found on the [Sponsorship Tool Guide](#).

### ***Manage customer numbers***

Users have the option to create a new customer number or select a customer number to update the associated information. The customer number column is sortable by selecting the desired header.



To review or update the information for a customer number, the user will select the hyperlink for the customer number which will direct the user to an edit screen.



If the user selects the Create new customer number option, the user will be directed to the create customer number screen. As a Practitioner, the user will have the option to import the Address and/or the Registered practitioners from a customer number currently associated to their profile. Independent Inventors will have the option to import an Address from another customer number currently associated to their profile.

The practitioner registration numbers can be added by entering their practitioner registration number in the box provided. Separate registration numbers by a space to add more than one individual at a time.



**Create customer number**  
\* indicates required

Please select customer number from drop down  
Import details from

address  registered practitioners

**Customer Address**

**Name**  
Name line 1 \*   
Name line 2

**Address**  
Country \*   
Street address 1 \*   
Street address 2   
City \*   
State / province \*  Zip/postal code \*

**Contact details**

Telephone number \*  Extension  [add more](#)  
Fax number  Extension  [add more](#)  
Email  [add more](#)

**Outgoing correspondence**  
I would like to receive notifications via \*

**Point of contact**  
Point of contact name \*   
Telephone number \*  Extension  Email \*

**Practitioners**  
\* The entered number is not a valid registration number: 0000  
Practitioner registration numbers:  
  
   
Enter practitioner registration numbers space delimited.  
Example: 12345 23456 34567

### View saved and completed requests

Users have the option to filter by Type, Status, and Date range. Type can be filtered to All, New, and Data change. Status can be filtered by All, Failed, Submitted, and Saved. Date range provides specific search parameters up to 90 days and includes **Custom range** option.

Columns are sortable by selecting the desired header. Saved requests can be deleted selected the "x" next to the Request information.

uspto Patent Trademark Fees and payments Help Proofed PractitionerOne MyUSPTO

Patent Center Home Workbench Search Manage File Have a question?

**View saved and completed requests**

Customer number

**Refine by** 2 requests found

[Reset filters](#)

Date range: 01-24-2019 - 01-30-2019

Request Id	Last updated	Customer #	Type	Status	Address	
365	1/30/19 9:14 AM		New	Saved	600 DULANYSTREET, Roadrunner ALEX AND RIA, VA- 78945 US	<input type="button" value="x"/>
363	1/30/19 9:12 AM	XXXXX	Data change	Saved	600 DULANYSTREET, Roadrunner ALEX AND RIA, VA- 78945 US	<input type="button" value="x"/>

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# Patent Center eFiling

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## ***Application Types***

Patent Center accepts new Design, International Application for filing in the US receiving office, Provisional, Utility, and National Stage applications under 35 USC 371.

Patent Center allows both Registered and Guest users to file patent applications electronically.

- New Submissions
  - Regular Submissions
    - Utility Nonprovisional
    - Utility Provisional
    - Design Nonprovisional
    - U.S. National Stage under 35 USC371.
  - International
    - International PCT Application
  - Special Patent Initiatives
    - Track One Prioritized Examination
    - Accelerated Examination – Utility
    - Accelerated Examination – Design
- Existing submissions
  - Upload Documents / Pay Fees
  - Web 85b - Issue fee transmittal
  - eTerminal Disclaimer
- Petitions
  - Petition to make special based on age
  - Request to Withdraw as Attorney or Agent of Record
  - Petition to withdraw from Issue after Payment of the Issue Fee (37 CFR 1.31(c)(1) or (2))
  - Petition to withdraw from Issue after Payment of the Issue Fee (37 CFR 1.313(c)(1) or (2) with Assigned Patent Number)
- Post-grant
  - Request for Reissue
  - Request for Reexam – by Patent Owner
  - Request for Reexam – by Third Party

## ***Registered User***

Registered Users will see their Workbench and Manage information below the application search field.

The screenshot shows the USPTO Patent Center interface. At the top, there is a navigation bar with the USPTO logo and links for Patent, Trademark, Fees and payments, Help, Attorney One, and MyUSPTO. Below this is a secondary navigation bar with Home, New submission, Existing submissions, Petitions, Post grant, Workbench, Manage, and Search. A search bar is located below the navigation, with a dropdown for 'Application #' and a search button. The main content area is titled 'Search for a patent application' and includes a search instruction. Below this is a section for 'Activities' with a description: 'Perform activities from submissions to post grant request and admin tasks such as managing customer numbers & practitioner associations with customer number'. There are six activity cards: 'New Submission', 'Existing Submissions', 'Petitions', 'Post Grant', 'Workbench', and 'Manage'. The 'Workbench' card is highlighted with a red border. The 'Workbench' card text is: 'View your saved submissions, applications, and correspondence'.

## Guest User

Guest Users will see Patent Center account below the application search field. This section provides information for obtaining an account.

This screenshot shows the USPTO Patent Center interface for a guest user. The layout is similar to the previous screenshot, but the 'Manage' and 'Workbench' cards are missing. Instead, there is a 'Patent Center account' section below the search field. This section includes the text: 'Have a Patent Center account? [Sign in](#) using your credentials. If you do not have a Patent center account, follow easy steps to obtain one.' Below this text is a card titled 'Obtain patent center account' with a plus icon and a person icon. The card text is: 'Manage all your filings and correspondence at a single location with a Patent Center account. You can now obtain a Patent Center account following a few easy steps'. This card is highlighted with a red border.

## Existing Submission

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**Only Registered Users** may file documents in existing applications and patents. Patent Center may be used by a Registered User to file the following follow-on documents:

- Upload Document/Pay Fees for an existing application

## Patent Filing Navigation

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Once the user has entered Patent Center and begun the application process, the train stop feature at the top of the screen expands to show the multiple components of the application process.



**NOTE!** Use train stops to move forward and backwards within the Patent Center pages. Use train stops to automatically save changes while moving through the filing.

## Important Information about Documents

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- Upload only DOCX, PDF, TXT or PCT Zip file types.
- Each document **may not exceed** 25MB.
- Sequence Listings in TXT format **may not exceed** 100MB.
- Upload up to 100 documents for each submission.
- Multi-Doc splitting is limited to 60 lines of document description (each line equals a document).
- Patent Center allows for documents to be uploaded via Drag and Drop or Select and Attach.
- Correct document errors by removing the file, correcting the issue, and reattaching.
- Documents are automatically validated when uploaded.

There are three (3) Application Data Sheet (ADS) filing options.

- Web ADS - Provides the user the required sections for completing the ADS.
- Upload ADS (PDF) – User will attached an ADS.
- No ADS – Requires entry of data.

**uspto** Patent Center

Patent ▾ Trademark ▾ Fees and payments ▾ Help ▾ Attorney Four ▾ MyUSPTO

Home Workbench Search Manage File ▾ Have a question?

## Utility Nonprovisional

Nonprovisional Application under 35 USC 111(a)

Application data Upload documents Calculate fees Review & submit

### Application Data

#### Application Data Sheet (ADS) filing options

Select a method for filing an ADS. Changing the filing method will overwrite any unsaved application data.

Web ADS	Upload ADS (PDF)	No ADS, or Attach ADS (PDF)
<p>Use the ADS online form:</p> <ul style="list-style-type: none"> <li>• Generate a streamlined Application Data Sheet</li> <li>• Error checking and data validations</li> <li>• Provided data is automatically loaded to USPTO database</li> </ul> <p>Select</p>	<p>Upload a completed fillable AIA/14 form:</p> <ul style="list-style-type: none"> <li>• Upload a USPTO fillable AIA/14 Application Data Sheet</li> <li>• No online error checking or data validation</li> <li>• Provided data is automatically loaded to USPTO database</li> </ul> <p>Upload ADS</p>	<p>Complete ADS later:</p> <ul style="list-style-type: none"> <li>• Provide required application data</li> <li>• Upload AIA/14, SB/14, or custom ADS form (PDF)</li> <li>• User may file ADS at a later time (may result in additional fees)</li> </ul> <p>Select</p>

Title of invention, the first named inventor, and the correspondence address are required when the No ADS option is selected.

## Utility Nonprovisional

Nonprovisional Application under 35 USC 111(a)

Application data Upload documents Calculate fees Review & submit

### Application data

You can enter the basic information of the application and submit the Application Data Sheet later. Please fill out the form below to continue.

[change ADS filing method](#)

\* required field

Attorney docket #

Entity status

Application type \*  Application subtype \*

Title of invention \*

First named inventor \*

First name \*  Middle name  Last name \*

Correspondence address \*

Customer # \*

[Provide physical address](#)

All Application Data Sheet options provide a link to **change ADS filing method** to allow the user to change the ADS creation or submission method.

**TIP!** The Tab key on the keyboard can be used to move from one input field or button to the next available field or button. Shift-Tab will reverse the direction of the Tab key.

**WARNING! Provide Customer Number.** The submitted application will not be viewable under the Workbench section when a customer number associated with the profile is not used.

Bibliographic data entered by the user is echoed back after the user clicks **Continue**. If any errors are found, the user can go back to correct them by clicking the **Application Data** train stop.

## Uploading Documents

Following the bibliographic data screen is the screen for uploading documents. Users have two options for uploading documents:

1. Drag and Drop; and
  - a. Select document(s) and drop into the Upload documents area on the screen.
2. Select and Attach.
  - a. Click the **Select file(s)...** button to navigate to document(s).

**Utility Nonprovisional**

Nonprovisional Application under 35 USC 111(a)

Application data Upload documents Calculate fees Review & submit

### Upload documents

Add files that you wish to accompany your patent application submission. To add more files, use the file upload interaction or drag & drop them into the area below.

Upload documents

**Total documents uploaded: 4**

The PDF(s) have been generated from the docx file(s). Please review the PDF(s) for accuracy. By clicking the submit button, you agree to accept any changes made by the conversion and that it will become the final submission.

ABST_ONLY.docx (17 KB / 1 page)	Abstract	
CLMS_ONLY.docx (18 KB / 1 page)  Feedback document	Claims	
Oath.pdf (947 KB / 1 page)	Oath or Declaration filed	
SPEC_ONLY.docx (19 KB / 5 pages)	Specification	

- Attach only DOCX, PDF, TXT, and PCT Zip files.
- 100 documents is the upload limit.
- Each document may not exceed 25MB.
  - **Exception:** One sequence listing in TXT of up to 100MB may be uploaded per submission.
- For multi-section documents the user will have the option to indicate the document description and the corresponding pages.
- Enter the document description when not detected by the system
- Add more documents by clicking the **Select file(s)** button
- Need to remove a file? Click on the three dot button to the right of the corresponding document and select **Remove**

**SEQUENCE LISTING NOTE!** A warning will display when an uploaded sequence listing does not conform to the ST.24 or ST.25 format.

## Validation Errors

Documents cannot be validated when they do not comply with requirements and limitations. Errors occur for issues such as:

- Uploaded document is not a DOCX, PDF, TXT or PCT Zip file.
- Document file size exceeds 25MB.
- Sequence listing in TXT format exceeds 100MB.
- No document description has been selected.
  - Use drop down list to select description and use type ahead feature.

## Multi-Doc PDF

PDF files that contain multiple documents must be separately indexed for proper identification in the USPTO Content Management System (CMS).

For example, patent applications and amendments which are uploaded as one file, need to be split and labeled as individual document parts, for example:

### Application Parts

- Specification
- Claims
- Abstract
- Drawings

### Amendment Parts

- Response description
- Specification (when amended)
- Claims (when amended)
- Arguments and Remarks

First upload the multi-doc PDF in the Upload documents page by selecting "Select file(s)" button and once file uploaded select "Split document".

The screenshot shows the 'Upload documents' page. At the top, there is a header 'Upload documents' and a sub-header 'Add files that you wish to accompany your patent application submission. To add more files, use the file upload interaction or drag & drop them into the area below.' Below this, there is a 'Select file(s)...' button. The page shows 'Total documents uploaded: 1' and a 'Download all documents' link. A table lists the uploaded file: 'new-app.pdf (600 KB / 16 pages)'. To the right of the file name is a dropdown menu with a 'Split document' option highlighted in a red box. There is also a 'Preview' link with a dropdown arrow. At the bottom of the page, there are 'Back', 'Cancel submission', 'Save', and 'Continue' buttons.



Select a **Document Description** for each document and enter the page ranges for each section so that the documents are properly displayed in the CMS. Add more documents by clicking **Add another document** as needed and if you add too many, you can **Remove** a document line. Amendments should be separated as well. Then select **Done** to continue on with the filing.

**Upload documents**  
Add files that you wish to accompany your patent application submission. To add more files, use the file upload interaction or drag & drop them into the area below.

Upload documents

Total documents uploaded: 1 [Download all documents](#)

**⚠ Specified start and end page numbers cannot be changed after clicking done. In order to adjust the start and end page numbers, the document must be removed and reattached..**

Specification	Pages	1	-	9
Claims	Pages	10	-	12
Drawings-other than black and white line dr	Pages	13	-	15
Abstract	Pages	16	-	16

After selecting **Done**, user is shown separated pdf files for each document part and has option to Download all documents or Preview them.

**Upload documents**  
Add files that you wish to accompany your patent application submission. To add more files, use the file upload interaction or drag & drop them into the area below.

**i** The USPTO strongly recommends submitting Specification, Claims, and/or Abstract in DOCX format which provides better data accuracy.

Upload documents

Total documents uploaded: 1 [Download all documents](#)

<input data-bbox="224 1409 472 1428" type="button" value="new-app-SPEC.pdf (200 KB / 9 pages)"/>	Specification	<input data-bbox="1263 1409 1300 1428" type="button" value="Preview"/>
<input data-bbox="224 1444 472 1463" type="button" value="new-app-CLM.pdf (182 KB / 3 pages)"/>	Claims	<input data-bbox="1263 1444 1300 1463" type="button" value="Preview"/>
<input data-bbox="224 1480 526 1499" type="button" value="new-app-DRW.NONBW.pdf (113 KB / 3 pages)"/>	Drawings-other than black and white line drawings	<input data-bbox="1263 1480 1300 1499" type="button" value="Preview"/>
<input data-bbox="224 1516 467 1535" type="button" value="new-app-ABST.pdf (106 KB / 1 page)"/>	Abstract	<input data-bbox="1263 1516 1300 1535" type="button" value="Preview"/>

**NOTE!** The Done button needs to be selected after the documents are indexed to ensure the indexing remains in the Image File Wrapper.

**REMEMBER!** At least one attachment other than the Patent Center generated fee sheet is required for New Applications.

## Calculate Fees

Fees are dynamically generated based on the values entered by the user.

- Indicate the entity status (Regular Undiscounted, Small, or Micro)
- Micro? Applicants are required to provide certification for micro entity status. See PTO/SB/15A and PTO/SB/15B
- Provide appropriate values:
  - Number of pages in the specification
  - Total Dependent Claims
  - Total Independent Claims
  - Identify if Multiple Dependent Claims are being filed
- Check box(es) for other items such as a petition filed as part of the application

### Not Paying Fees?

Click the **Skip fees for now** link or the **Continue** button. Additional fees may be incurred.

### Proceed with Fee Calculation and Payment

The screenshot shows the 'Calculate fees' page for a 'Utility Nonprovisional' application. The page title is 'Utility Nonprovisional' and the subtitle is 'Nonprovisional Application under 35 USC 111(a)'. A progress bar at the top right indicates the current step is 'Calculate fees', with other steps being 'Application data', 'Upload documents', and 'Review & submit'. The main heading is 'Calculate fees'. Below this, there is a note: 'Payment of fees during this stage of the application process is optional, but failure to pay fees in a timely manner may cause delays in the processing of your application.' A 'Skip fees for now' button is located to the right of this note. Below the note, there is a section titled 'Fill in the information below in order to accurately calculate your fees.' with a sub-note '\* indicates required'. The 'Entity status \*' section is highlighted with a red box and contains three radio button options: 'Regular Undiscounted' (selected), 'Small', and 'Micro'. Below this is the 'Application related information' section with three input fields: '# of pages in the specification', '# of claims', and '# of independent claims'. The 'Petitions' section has a checkbox labeled 'Check the box if you are filing petition(s) as part of this application'. A 'Calculate fees' button is highlighted with a red box at the bottom center. At the bottom left is a 'Back' button, and at the bottom right are 'Cancel submission', 'Save', and 'Continue' buttons.

Click **Calculate fees** to be directed to the next page where the user will select the fees to pay.

**Utility Nonprovisional**  
Nonprovisional Application under 35 USC 111(a)

Application data   Upload documents   **Calculate fees**   Review & submit

### Calculate fees

Payment of fees during this stage of the application process is optional, but failure to pay fees in a timely manner may cause delays in the processing of your application. Skip fees for now

Select fees to pay

Fee code	Fee description	Item price (\$)	Quantity	Item total (\$)
<b>Application Size and Claim Fees</b>				
<input type="checkbox"/>	1203 MULTIPLE DEPENDENT CLAIM	780.00	1	780.00
<b>Miscellaneous Patent Fees</b>				
<input type="checkbox"/>	1053 NON-ENGLISH TRANSLATION	140.00	1	140.00
<input type="checkbox"/>	1504 PUBLICATION FEE FOR EARLY, VOLUNTARY OR NORMAL PUBLICATION	0.00	1	0.00
<input type="checkbox"/>	1051 SURCHARGE- LATE FILING FEE, SEARCH FEE, EXAM. FEE OR OATH OR DECLARATION, OR APPLICATION FILED WITHOUT AT LEAST ONE CLAIM OR BY REFERENCE	140.00	1	140.00
<b>Patent Basic Filing Fees</b>				
<input checked="" type="checkbox"/>	1011 BASIC FILING FEE - UTILITY (PAPER FILING-ALSO REQUIRES NON-ELECTRONIC FILING FEE UNDER 1.16(T))	280.00	1	280.00
<input checked="" type="checkbox"/>	1111 UTILITY PATENT APPL. SEARCH FEE	600.00	1	600.00
<input checked="" type="checkbox"/>	1311 PATENT APPL. EXAMINATION FEE	720.00	1	720.00

Total fees selected to pay **\$1,600.00**

Entity status **Regular Undiscounted**

# of pages

# of claims

# of independent claims

Petition being filed? **No**

[edit information](#)

**WARNING!** Clicking **Cancel submission** on any screen displays a message indicating that all saved information will be lost. User must select either **No, continue submission** or **Yes, cancel submission**. Clicking **Yes, cancel submission** directs the user to the login screen.

## Submit Application

Confirm and Submit marks the final opportunity to:

- Review and confirm or edit application data;
- Edit fees associated with the application; and
- Remove or edit the documents associated with the application.

### Review & submit

Review all the information entered for your patent application. If there are any errors in the data displayed, go back and edit the information before submitting to the USPTO.

#### Application data

Attorney docket #  
-

Entity status  
-

Application type                      Subtype  
Utility                                      Nonprovisional Application under 35 USC 111(a)

Title of invention  
Test

First named inventor

First name	Middle name	Last name
John	-	Doe

Correspondence address  
59

Total documents uploaded: 1

1012345628.pdf (127 KB / 3 pages)	
1012345628-ABST.pdf (48 KB / 1 page)	Abstract
1012345628-SEQLIST.pdf (80 KB / 2 pages)	Sequence Listing

#### Payment details

Fee code	Fee description	Item price (\$)	Quantity	Item total (\$)
1111	UTILITY PATENT APPL. SEARCH FEE	600.00	1	600.00
1011	BASIC FILING FEE - UTILITY (PAPER FILING-ALSO REQUIRES NON-ELECTRONIC FILING FEE UNDER 1.16(T))	280.00	1	280.00
1311	PATENT APPL. EXAMINATION FEE	720.00	1	720.00
Total fees selected to pay				<b>\$1,600.00</b>

[Hide details](#)

#### eFiler information

First Name \*

Last Name \*

Email \*

[Back](#) [Cancel submission](#) [Save](#) [Submit](#)

Attempting to submit without calculating fees results in the below warning. Warning indicates that fees have not been calculated and provides an option to Calculate fees now.

#### Payment details

Fee(s) were not calculated for this submission. Please remember to pay any required fee(s) on time to prevent a delay in the application process and to avoid any additional surcharge. Calculate fees now?

**Warning Text:** *Fee(s) were not calculated for this submission. Please remember to pay any required fee(s) on time to prevent delay in the application process and to avoid any additional surcharge. Calculate fees now?*

### eFiler Information

**Guest Users Only.** Only guest users are required to provide user information on the Submit screen. This information is automatically retrieved from the profile for Registered Users and no additional information will be required.

# Submission Receipt

A Submission receipt is provided once the application has successfully been submitted. User may print or save the receipt which provides:

- Application Number;
- Confirmation Number;
- Receipt Date;
- Bibliographic and other information.

✓ Your patent submission has been received by the USPTO

Application # XX/XXXXXX	Confirmation # 5066	Patent center # XXXXXXXX	Received 10/26/2017 6:34:48 PM ET
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Submission receipt Print Save as...

**UNITED STATES PATENT AND TRADEMARK OFFICE**

P.O. Box 1450  
Alexandria, VA 22313-1450  
www.uspto.gov

### ELECTRONIC ACKNOWLEDGEMENT RECEIPT

APPLICATION # XX/XXXXXX	RECEIPT DATE / TIME 10/26/2017 6:34:48 PM ET	ATTORNEY DOCKET # -
----------------------------	---	------------------------

**Title of Invention**  
Test

**Application Information**

APPLICATION TYPE	Utility - Nonprovisional Application under 35 USC 111(a)	PATENT #	-
CONFIRMATION #	5066	FILED BY	John Doe
PATENT CENTER #	XXXXXXXX	FILING DATE	
CUSTOMER #	59	FIRST NAMED INVENTOR	John Doe
CORRESPONDENCE ADDRESS	-	AUTHORIZED BY	

**Documents** TOTAL DOCUMENTS: 3

DOCUMENT	PAGES	DESCRIPTION	SIZE (KB)
1012345628.pdf	3		127 KB
1012345628-ABST.pdf	1	Abstract	48 KB
1012345628-SEQLIST.pdf	2	Sequence Listing	80 KB
N417.pdf	2	EFS Acknowledgment Receipt	17 KB

Based on your selection during submission, total fees due at this time

\$1,600.00

Pay fees now

(Additional charges may be incurred if required fees are not timely paid)

[skip fee for now](#)

File an assignment of ownership

File another patent application

[Back to home page](#)

## Pay Fees


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Users have the opportunity to either pay the fees at this time or indicate that the fees will be paid at a later time. Selecting to pay fees later requires an acknowledgment that additional charges may be incurred by selecting **skip fees for now**.

### Registered Users

Fees may be paid to USPTO via Financial Manager using one of three means:

- USPTO Deposit Account
- Credit Card
- Electronic Funds Transfer

Required fields *	
Payment Options * 	Financial Manager users may pay with any stored payment method of credit/debit card, deposit account, or electronic funds transfer (EFT). Guest users may only pay with a credit/debit card. For more information about payment options, including how to establish a stored payment method, please see the 'Help' section.

### Guest Users

Only acceptable form of payment for guest users is credit card.

# Credit Card Payment


Filing fees may be charged to a VISA, MasterCard, American Express, or Discover by providing and confirming credit card and billing formation.

### 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 \*

User is directed back to Patent Center once the payment has been accepted.

## Payment Receipt

The Payment Receipt provides the time (Eastern Time) and date the submission was received as well as displaying bibliographic and payment information.

The Payment Receipt screen also allows you to do any of the following:

- Print receipt
- Save receipt
- File another patent application
- Access Patent Center home page

The screenshot displays the USPTO Patent Center interface. At the top, a navigation bar includes 'uspto', 'Patent', 'Trademark', 'Fees and payments', 'Help', 'Proofed Practitioner', and 'MyUSPTO'. Below this is a 'Patent Center' header with 'Home', 'Workbench', 'Search', and 'File' options. A green notification bar states: 'Your patent fee payment has been received by the USPTO'. A red-bordered box highlights the following data:

Application #	Confirmation #	Patent center #	Received
XX/XXXXXX	7545	XXXXXXXX	11/1/2017 10:00:40 AM ET

Below the notification, the 'Payment receipt' section includes a 'Print' icon and a 'Save as...' option. The receipt itself is titled 'ELECTRONIC PAYMENT RECEIPT' and features the USPTO logo and address: 'UNITED STATES PATENT AND TRADEMARK OFFICE, P.O. Box 1450, Alexandria, VA 22313-1450, www.uspto.gov'. The receipt details are as follows:

APPLICATION #	RECEIPT DATE / TIME	ATTORNEY DOCKET #
XX/XXXXXX	11/1/2017 10:00:40 AM ET	-

**Title of Invention**  
asdfsadf

**Application Information**

APPLICATION TYPE	UTILITY - Nonprovisional Application under 35 USC 111(a)	PATENT #	-
CONFIRMATION #	7545	FILED BY	Proofed Practitioner
PATENT CENTER #	XXXXXXXX	FILING DATE	-
CUSTOMER #	59	FIRST NAMED INVENTOR	asdf asdf

**Payment Information**

PAYMENT METHOD	PAYMENT TRANSACTION ID	PAYMENT AUTHORIZED BY
CARD / \$100	102017INPCTR10082800	null null

FEE CODE	DESCRIPTION	ITEM PRICE(S)	QUANTITY	ITEM TOTAL(S)
2111	UTILITY PATENT APPL. SEARCH FEE	300.00	1	300.00
4011	BASIC FILING FEE- UTILITY	70.00	1	70.00
2311	EXAMINATION OF ORIGINAL PATENT APPLICATION	360.00	1	360.00

TOTAL AMOUNT: \$730.00

On the right side of the receipt, there are three buttons: 'File an assignment of ownership', 'File another patent application', and 'Back to home page'.

## File More Papers

Click **File another patent application** to start a new submission. User is directed to the home page.

**FUTURE PLAN!** User will have the option to select **File an assignment of ownership** and be directed to the Assignments filing system.

**TIP!** Confirmation Number and Application Number are both required to file a follow-on submission to an existing application. This pairing ensures documents are filed to the correct application.



## Training Mode

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Click **Switch to training mode** on the bottom of the Home screen to access a simulation of filing and viewing an application.

**⚠ Patent Center - Training Mode** ×

Patent Center training mode allows users to familiarize with the new patent application filing and retrieving system.

Remember that:

1. Data entered will not be saved
2. Data entered will not be submitted to the USPTO systems
3. Applications filed will not be associated with your customer number

[Enter into training mode](#)

Once in training mode, the user will be able to access the steps of filing and viewing an application. The message “You are currently working in training mode.” Will display at the top of each screen. To leave the simulation, click **Quit Training Mode** and the user will be directed back to the Home page.

**⚠** You are currently working in training mode, Your entries will not be saved/stored into USPTO systems ... [know more](#) Quit Training Mode

## Questions?

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### Contact Information for EBC

Call, e-mail or send a fax (or letter by regular mail) to the USPTO regarding any questions regarding the Patent Center steps, new features, or related matters. The USPTO Electronic Business Center (EBC) can be contacted directly using the following telephone numbers or address information.

**Weekday Operation: Monday – Friday: 6 AM - Midnight (Eastern Time)**

<b>Telephone:</b>	1-866-217-9197 (toll-free)	571-272-4100 (local)
<b>E-mail:</b>	<a href="mailto:ebc@uspto.gov">ebc@uspto.gov</a>	
<b>Fax:</b>	571-273-0177	
<b>Postal:</b>	Mail Stop EBC Commissioner for Patents PO Box 1450 Alexandria, VA 22313-1450	

### Other Help Guides Available

Several Quick Start Guides are available from the Patent Center website that can help you understand how to use specific features in Patent Center.

- [Patent Cooperation Treaty \(PCT\) Quick Start Guide](#)
- [Submit DOCX](#)
- [Retrieve DOCX](#)

### Training

Training Guides are provided on the USPTO Patent Center page.