



PATENT CENTER USER GUIDE

November 2023

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

Patent Center incorporates filing, retrieving and managing patent applications within a single, unified interface.

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, XML, 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 [PDF Guidelines](#) 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

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.

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/>.

Patent Center Users

Patent Center allows for both registered and guest users.

Registered Patent Center user

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
- Enable two-step authentication in your USPTO.gov account

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

uspto Patents Trademarks Fees and payment Contact Us MyUSPTO Attorney

Patent Center

Home New submission Existing submissions Petitions Post grant Workbench Manage Search Patent Center Help

Search for a patent application
Search by application number, patent number, PCT number, publication number or international design registration number.

Application # Search

Activities
Perform activities from submissions to post grant request and admin tasks such as managing customer numbers & practitioner associations with customer number

New submission

File utility, design, national stage and international submissions

See the above Federal Register Notice pertaining to DOCX and Auxiliary PDF filing if you are filing a new utility non-provisional application.

Existing submissions

Add additional documents, pay fees, submit a corrected ADS, and much more

Petitions

File ePetitions for automatic processing and immediate grant, if all requirements are met

Post grant

Perform post grant activities such as a request to reissue, or a request for reexamination

Workbench

View your saved submissions, applications, and correspondence

Manage

Manage your customer numbers, or update application address

Figure 2

uspto

Sign in

Email address

☐ Keep me signed in

Next

[Forgot password?](#)

[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](#).

uspto

Verify with your password

DeepAttorneyPVT@patentcenter.33mail.com

Password

Verify

[Forgot password?](#)

[Help](#)

[Verify with something else](#)

[Back to sign in](#)

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](#).

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 (pcp*****01@gmail.com)
- ☐ Phone call (XXX-XXX-2024)
- ☐ Text message (XXX-XXX-2024)
- ☒ Code generator (Authenticator app)

Next

Figure 4

uspto

Sign in

Two-step authentication

✓ Your authentication code was sent to Ric*****2@USPTO.GOV. If the email is not in your inbox, check the spam folder. Your authentication code will expire in 20 minutes.

Enter authentication code

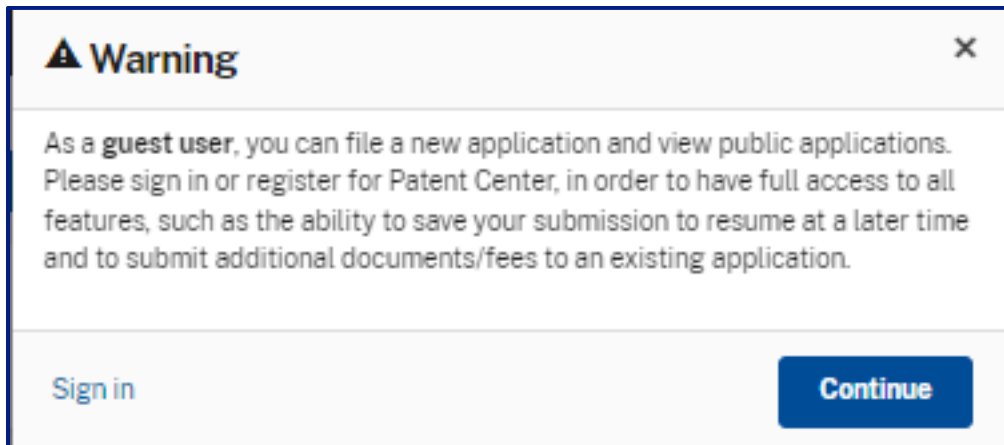
☒ Remember this browser and do not ask again for 24 hours.

Didn't receive the email? [Resend](#)

Back Verify

Guest Patent Center user

A warning message appears when a filing type is selected and the user is not logged on. The Guest then may continue as Guest, obtain a Patent Center account, or Login before proceeding through the application process.



Patent Center Viewing and Retrieval

Patent Center accesses patent information held in the USPTO internal Patent Data Portal (PDP) 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.

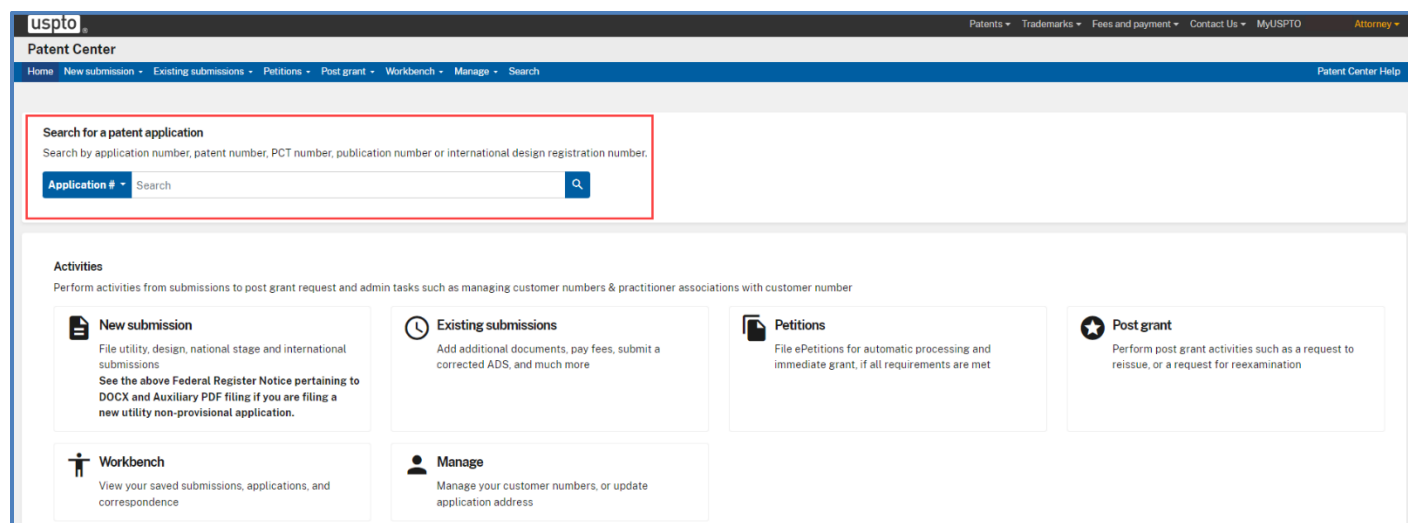
Public view provides access to all issued patents and published patent applications. Some data such as fees are not available.

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 screenshot shows the USPTO Patent Center homepage. At the top is a navigation bar with links for Patents, Trademarks, Fees and payment, Contact Us, MyUSPTO, and Attorney. Below this is a secondary navigation bar with links for Home, New submission, Existing submissions, Petitions, Post grant, Workbench, Manage, and Search. The main content area features a search box titled "Search for a patent application" with a subtext "Search by application number, patent number, PCT number, publication number or international design registration number." The search box has a dropdown menu set to "Application #" and a magnifying glass icon. Below the search box is an "Activities" section 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 tiles: "New submission" (File utility, design, national stage and international submissions. See the above Federal Register Notice pertaining to DOCX and Auxiliary PDF filing if you are filing a new utility non-provisional application.), "Existing submissions" (Add additional documents, pay fees, submit a corrected ADS, and much more), "Petitions" (File ePetitions for automatic processing and immediate grant, if all requirements are met), "Post grant" (Perform post grant activities such as a request to reissue, or a request for reexamination), "Workbench" (View your saved submissions, applications, and correspondence), and "Manage" (Manage your customer numbers, or update application address).

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.

If the application is associated to the user’s profile, a Private view indicator will display next to the application number at the top. This allows the user to make changes to the attorney docket number, update the entity status, 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 Patent Center have access to Saved Submissions, Applications associated to their profile, Correspondence and recent Receipt History.

Navigation

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

Refine by
[Reset](#)

Attorney docket #

e.g. XXXXXXXX

Application #

Status category

Status date

Apply filter

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.

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Fees and payment
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Patent Center

[Home](#)
[New submission](#)
[Existing submissions](#)
[Petitions](#)
[Post grant](#)
[Workbench](#)
[Manage](#)
[Search](#)
[Patent Center Help](#)

[Saved Submissions](#)
[Applications](#)
[Correspondence](#)
[Receipt History](#)

Customer number
ALL

Export

Refine by
[Reset](#)

Created in

Past 14 Day

Created by

All

☐ Include auto-saved submissions

No data available. There are no customer numbers associated with the profile. [Create new customer number.](#)

Applications

Users have the option to filter by Docket Number, Application Number, Status Category and Status Date. Docket number filters can be used for Exact match, Starts with or Contains options, and Application number filters can be used for Contains, Begins with, Does not contain or Exact match options. 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.

Refine by

Reset

Attorney docket #

Exact match

Starts with

Contains

Application #

Status category

Status date

Apply filter

Refine by

Reset

Attorney docket #

e.g. xxxxxxxx

Application #

Select

Contains

Begins with

Does not contain

Exact match

Status category

Status date

Apply filter

Refine by

Reset

Attorney docket #

e.g. xxxxxxxx

Application #

Status category

All

New

Pending

Issued

Abandoned

Other

Status date

Apply filter

Refine by

Reset

Attorney docket #

e.g. xxxxxxxx

Application #

Status category

Status date

Select

Last 1 Days

Last 3 Days

Last 7 Days

Last 30 Days

Last 45 Days

Last 90 Days

Last 180 Days

Last 365 Days

Custom range

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

☒ Select All or None

☒ Application #

☒ Customer #

☐ Patent #

☐ Earliest publication date

☒ Attorney docket #

☒ Status date

☒ Status category

☒ Filing or 371(c) date

☒ Documents & transactions

☒ Submission receipt

Close

PATENT CENTER | USER GUIDE

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

Update attorney docket numbers by selecting the checkboxes on the left-hand column for up to 100 specific application(s) and using the drop-down menu on the right for the selected applications.

Update application addresses by selecting up to 20 specific application(s) using the checkboxes on the left-hand column and using the drop-down menu on the right to import the selected application numbers into the applications section of [update application address](#).

The screenshot shows the USPTO Patent Center interface. The top navigation bar includes links for Patents, Trademarks, Fees and payment, Contact Us, MyUSPTO, and Attorney. The main header shows 'Patent Center' with tabs for Home, New submission, Existing submissions, Petitions, Post grant, Workbench, Manage, and Search. Below this, there are tabs for Saved Submissions, Applications (selected), Correspondence, and Receipt History. A filter bar shows 'Customer number ALL' and a 'Go to table page' button. The main content area is titled '17 applications' and features a table with columns: Application #, Customer #, Attorney docket #, Status date, Status category, Filing or 371(c) date, Documents & transactions, and Submission. The first four columns have checkboxes for selection. The right side of the table has three action buttons: 'Download as XML', 'Update attorney docket number', and 'Update application address'. A red box highlights these buttons and the '4 selected' dropdown menu. The bottom of the page shows 'Page 1 of 1' and navigation buttons for First, Previous, Next, and Last.

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.

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Home New submission Existing submissions Petitions Post grant Workbench Manage Search Patent Center Help

Saved Submissions Applications Correspondence Receipt History

Customer number 2 Download XML Print

Refine by Reset Customer #: Image Date: 3/9/23-5/8/23

Correspondence method All correspondences Date Type Image Date Image Date Last 60 Days Mailing Date e-Notification Date Unviewed correspondence Apply filter

12 correspondence received

Application #	Patent#	Customer #	Doc Code	Doc description	Mailing Date	Image Date	Viewed By	Preview	Quick Download
PCT	-	-	CRFD	Sequence Listing in Computer Readable Format is Defective	2023-05-08	2023-05-08	-	Preview	PDF
PCT	-	-	CRFD	Sequence Listing in Computer Readable Format is Defective	2023-05-08	2023-05-08	-	Preview	PDF
PCT	-	-	CRFD	Sequence Listing in Computer Readable Format is Defective	2023-05-08	2023-05-08	-	Preview	PDF
PCT	-	-	CRFD	Sequence Listing in Computer Readable Format is Defective	2023-05-08	2023-05-08	-	Preview	PDF
PCT	-	-	CRFD	Sequence Listing in Computer Readable Format is Defective	2023-05-08	2023-05-08	-	Preview	PDF
PCT	-	-	CRFD	Sequence Listing in Computer Readable Format is Defective	2023-05-08	2023-05-08	-	Preview	PDF
63	-	-	ABN	Abandonment	2023-05-09	2023-05-08	-	Preview	PDF
63	-	-	ABN	Abandonment	2023-05-09	2023-05-08	-	Preview	PDF
63	-	-	ABN	Abandonment	2023-05-09	2023-05-08	-	Preview	PDF
59	-	-	CRFD	Sequence Listing in Computer Readable Format is Defective	2023-05-08	2023-05-08	-	Preview	PDF
59	-	-	CRFD	Sequence Listing in Computer Readable Format is Defective	2023-05-08	2023-05-08	-	Preview	PDF
59	-	-	CRFD	Sequence Listing in Computer Readable Format is Defective	2023-05-08	2023-05-08	-	Preview	PDF

100 per page Page 1 of 1 First Previous 1 Next Last

Manage

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

- Update application address
- Sponsorships
- Customer Number information; and
- Saved and completed requests

uspto Patent Center

Home New submission Existing submissions Petitions Post grant Workbench Manage Search Patent Center Help

Saved Submissions Applications Correspondence Receipt History

Customer number ALL Download XML Print

Refine by Reset No Data Available

Correspondence method All correspondences Date Type Image Date Image Date Custom range 02/08/2022 05/09/2023 Mailing Date e-Notification Date Unviewed correspondence Apply filter

CUSTOMER NUMBER MANAGEMENT

- Manage customer numbers
- Update application address

SAVED & COMPLETED REQUESTS

- View saved and completed requests

SPONSORSHIP

- Sponsor users

Update application address

Once the update application address link has been selected, the user can enter up to 20 application numbers, select the validate button to verify the power of attorney and select continue.

Applications
Enter up to 20 application numbers space delimited. Example: 12/345,666 12121233 09898900

e.g. 12/345,666 12121233 09898900

Validate

Retrieved applications (1)

Application number	Correspondence address	Maintenance fee address	
503	☒	☒	X

Customer number
Select the customer number address to assign for the listed applications

1 - Test CN X

1 - Test CN
Test CN Name Two
601 Dulany
Address Line 2
Alexandria, VA - 22304

Phone: 999-999-999
Email: Test@Test.com

Point of contact
Full name

Joe Paralegal

Telephone number
888-888-8888
Ext (optional)

Email

Joe@Test.com

Cancel submission

BackSave progressContinue

Users can also export the list of applications from [Workbench applications](#) into the applications section above.

NOTE: Users are not allowed to update PCT application addresses via this method.

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 checkboxes on the left-hand column for the specific practitioner support users and then clicking the Remove selected button.

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Patent Center

Home • New submission • Existing submissions • Petitions • Post grant • Workbench • Manage • Search

Patent Center Help

Sponsorships
Active 3 History 3 Pending 0

Refine by
Search
Enter text to filter table

Apply filter

Show 10 entries

Practitioner support users being sponsored from this tool will be granted access to the following systems:
▲ Patent Center

None selected

	Name	Email	Sponsored on
☐	De	de .com	02/02/2023
☐	De	dee .com	02/02/2023
☐	De	de .com	09/09/2022

Showing 1 to 3 of 3 entries

Previous 1 Next

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](#).

Sponsor users

By sponsoring users, you acknowledge and agree to the following: The indicated Practitioner Support account(s) will be authorized in a support capacity, to all customer numbers and application information associated with your account, and you grant access through the practitioner support person's own account, to work under your direction and control in the patent electronic filing and viewing system. You are responsible under 37 CFR 11.18 for any actions that are taken under your authority by the practitioner support person using the sponsored practitioner support account. You have read and understand the Patent Electronic System Subscriber Agreement, and agree to abide by the Patent Electronic System Subscriber Agreement and the rules and policies of the USPTO regarding the Patent Electronic System Subscriber Agreement.

Email address of users to be sponsored

Validate emails

Cancel

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.

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Patents - Trademarks - Fees and payment - Contact Us - MyUSPTO - Attorney

Patent Center

Home - New submission - Existing submissions - Petitions - Post grant - Workbench - Manage - Search

Patent Center Help

Filter by customer number or customer number name

Create new customer number

Show 10 entries

Search: Enter Customer Number or Name

Customer #	Name	Address	Phone	Email
17	Doe	500 Randolph St, Alexandria, VA-22314 UNITED STATES	571	Doe
12	Doe	123 Randolph Street, Alexandria, VA-22314 UNITED STATES	571	doe
7		UNITED STATES	40	
7		UNITED STATES	4	

Showing 1 to 4 of 4 entries

First Previous 1 Next Last

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.

Customer details

Customer number: 1

Customer information

Test CN

Test CN Name Two

601 Dulany,

Address Line 2

Alexandria, VA - 22304

UNITED STATES

Email

Test@Test.com

Phone

999-999-999

Fax

111-111-1111

Outgoing correspondence

I would like to receive notifications via Email

Postcard Notification method

The Postcard notification method is Email

Practitioner details

Practitioners with an * are not enrolled and can not access customer number in Patent Center and PAIR.

Showing 2 existing practitioners

Reg #	Practitioner
999999	Andy Agent
999998	Patricia Practitioner

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

Import details from

Select a customer number

Address

Registered practitioners

Import

Customer information

Name

Name line 1

Name line 2 (optional)

Address

Country

UNITED STATES

Address line 1

Address line 2 (optional)

City

State / province

Postal code

Contact details

Extension numbers are optional.

Telephone number

Extension (optional)

Phone Number

Phone Ext.

+

Fax Number (optional)

Extension (optional)

Fax Num

Fax Ext.

+

Email (optional)

+

Outgoing correspondence

I would like to receive notifications via

Point of contact

Full name

Telephone number

Ext (optional)

Email

Practitioner registration number(s)

e.g. L12345 23456 34567

Enter practitioner registration number(s) separated by spaces.

Look up

1 practitioners retrieved

Upon submission, practitioners will be added to the customer number

Reg #	Practitioner	Remove practitioner
JA		X

* User is not enrolled and cannot access customer number in Patent Center and PAIR.

Cancel request

Back

Save progress

Continue

View saved and completed requests

Users have the option to filter by Status, and Date range. 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 by selecting the "x" next to the Request information.

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The screenshot shows the USPTO Patent Center interface. At the top, there's a navigation bar with links like Patents, Trademarks, Fees and payment, Contact Us, and MyUSPTO. Below that, a 'Patent Center' header is followed by a menu bar with options: Home, New submission, Existing submissions, Petitions, Post grant, Workbench, Manage, and Search. A sub-menu bar includes Entity status, Application address, and Customer number. The main area features a 'Refine by' section on the left with filters for Type (All), Status (All), and Date range (Last 30 Days). A 'Date range' filter is set to '04/09/2023 - 05/09/2023'. A table displays 'Showing 1 to 4 of 4 entries' with columns: Request Id, Last updated, Customer #, Type, Status, and Address. The table contains four rows of data. At the bottom right, there are pagination controls: First, Previous, 1 (selected), Next, Last.

Request Id	Last updated	Customer #	Type	Status	Address
80695	05/08/2023 10:48 AM		Data change	Submitted	
78624	04/28/2023 10:37 AM		Data change	Submitted	
78622	04/28/2023 10:26 AM		New	Submitted	
78157	04/26/2023 1:23 PM		Data change	Submitted	

Patent Center Filing

Application Types

NOTE: Guest users do not have access to all application types.

- New Submissions
 - Regular Submissions
 - Utility Nonprovisional
 - Utility Provisional
 - Design Nonprovisional
 - U.S. National Stage under 35 USC371
 - International
 - International PCT Application
 - International design application (Hague)
 - Special Patent Initiatives
 - Track One Prioritized Examination
 - Accelerated Examination – Utility
 - Accelerated Examination – Design
- Existing submissions
 - Upload Documents / Pay Fees
 - Third-party preissuance submission
 - Corrected ADS
 - Web 85b - Issue fee transmittal
 - eTerminal Disclaimer
- Petitions
 - Petition to make special based on age
 - Petition for revival of an Abandoned Patent Application Abandoned Unintentionally (37 CFR 1.1137(a)) (For Cases Abandoned After 1st Action and Prior to Notice of Allowance)
 - 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)
 - Petition to withdraw from Issue after Payment of the Issue Fee (37 CFR 1.313(c)(3))
 - Petition to withdraw from Issue after Payment of the Issue Fee (37 CFR 1.313(c)(3) with Assigned Patent Number)
 - Petition to Accept Late Payment of Issue Fee – Unintentional Late Payment (37

- CFR 1.137(a))
- Petition to Accept Unintentional Delayed Payment of the Maintenance Fee (37 CFR 1.378(b))
- Petition to Correct Assignee After Payment of the Issue Fee (37 CFR 3.81(b))
- Petition for Revival of an Application for Continuity Purposes Only (37 CFR 1.137(a))
- Petition for Revival of an Application based on Failure to Notify the Office of a Foreign or International Filing (37 CFR 1.137(f))
- Post-grant
 - Request for Reissue
 - Request for Reexam – by Patent Owner
 - Request for Reexam – by Third Party
 - Request for Supplemental Examination

Registered User

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

Guest User

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

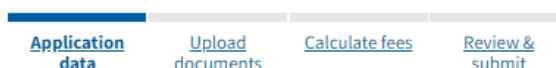
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Patent Filing Navigation

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

- Upload only DOCX, PDF, TXT, XML or PCT Zip file types.
- Each document **may not exceed** 25MB for PDF and 10MB for DOCX.
- Sequence Listings in TXT format **may not exceed** 100MB.
- Sequence Listings in XML 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.

Application Data Sheet

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 attach an ADS.
- No ADS – Requires entry of data.

Utility Nonprovisional

Nonprovisional Application under 35 USC 111(a)

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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

Use the ADS online form:

- Generate a streamlined Application Data Sheet
- Error checking and data validations
- Provided data is automatically loaded to USPTO database

Select

Upload ADS (PDF)

Upload a completed fillable AIA/14 form:

- Upload a USPTO fillable [AIA/14 Application Data Sheet](#)
- No online error checking or data validation
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Select

No ADS, or Attach ADS (PDF)

Complete ADS later:

- Provide required application data
- Upload AIA/14, SB/14, or custom ADS form (PDF)
- User may file ADS at a later time (may result in additional fees)

Select

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

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Application data

[Change ADS filing method](#)

Attorney docket # (optional)

Entity status (optional)

Application type

Application subtype

Title of invention

First named inventor

First name Middle name (optional) Last name

Correspondence address

Customer # [Provide physical address](#)

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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.

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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).

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Detected: Specification , Claims , Abstract , Drawings

Upload your PDF version of your DOCX document here. This is optional.

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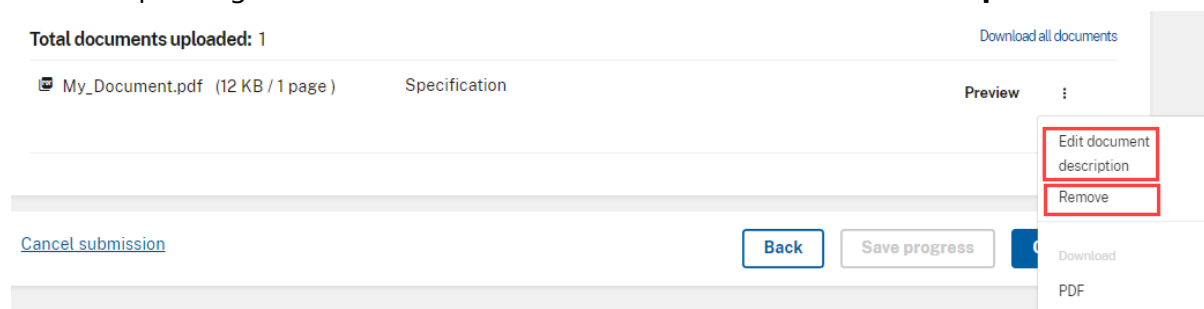
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 - **Exception:** One sequence listing in TXT or XML of up to 100MB may be uploaded per submission.
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- Sequence Listings in XML format exceeds 100MB.
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PDF 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

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- o **Non-Patent Literature:** NPL_filename, filename_NPL, file_NPL_name or NPL-filename, filename-NPL, file-NPL-name
- o **Foreign Reference:** FOR_filename, filename_FOR or FOR-filename, filename-FOR

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Specification

Pages 1 - 1

Claims

Pages 2 - 2

Abstract

Pages 3 - 3

Drawings-only black and white line drawing

Pages 4 - 4

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 multi_With_All_Sec-SPEC.pdf (44 KB / 1 page)	Specification	Preview ⋮
 multi_With_All_Sec-CLM.pdf (113 KB / 1 page)	Claims	Preview ⋮
 multi_With_All_Sec-ABST.pdf (41 KB / 1 page)	Abstract	Preview ⋮
 multi_With_All_Sec-DRW.pdf (145 KB / 1 page)	Drawings-only black and white line drawings	Preview ⋮

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- Indicate the entity status (Regular Undiscounted, Small, or 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
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- Check box(es) for other items such as a petition filed as part of the application

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Proceed with Fee Calculation and Payment

Utility Nonprovisional

Nonprovisional Application under 35 USC 111(a)

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Entity status

☒ Regular Undiscounted

☐ Small

☐ Micro

of pages in the specification (including any external tables) and drawings

of claims

of independent claims

Petitions

☐ Check the box if you are filing petition(s) as part of this application

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Utility Nonprovisional

Nonprovisional Application under 35 USC 111(a)

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Select fees to pay

Fee code	Fee description	Item price (\$)	Quantity	Item total (\$)
▼ Patent Basic Filing Fees				
☒	1011 BASIC FILING FEE-UTILITY (PAPER FILING ALSO REQUIRES NON-ELECTRONIC FILING FEE UNDER 1.16(T))	\$320.00	1	\$320.00
☒	1111 UTILITY PATENT APPL. SEARCH FEE	\$700.00	1	\$700.00
☒	1311 PATENT APPL. EXAMINATION FEE	\$800.00	1	\$800.00
▼ Application Size and Claim Fees				
☐	1203 MULTIPLE DEPENDENT CLAIM	\$860.00	1	\$860.00
☐	1091 SUBMISSION OF SEQUENCE LISTINGS OF 300MB TO 800MB	\$1,060.00	1	\$1,060.00
☐	1092 SUBMISSION OF SEQUENCE LISTINGS OF MORE THAN 800 MB	\$10,500.00	1	\$10,500.00
▼ Miscellaneous Patent Fees				
☐	1053 NON-ENGLISH TRANSLATION	\$140.00	1	\$140.00
☐	1051 SURCHARGE-LATE FILING FEE, SEARCH FEE, EXAMINATION FEE, INVENTOR'S OATH OR DECLARATION, OR APPLICATION FILED WITHOUT AT LEAST ONE CLAIM OR BY REFERENCE	\$160.00	1	\$160.00

Total fees selected to pay

\$1,820.00

Entity status **Regular**
Undiscounted

of pages

of claims

of independent
claims

Petition being
filed? **No**

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

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Application data

Attorney docket #

-

Entity status

Regular Undiscounted

Application type

Utility

Subtype

Nonprovisional Application under 35 USC 111(a)

Title of invention

-

First named inventor

First name

Middle name

Last name

-

-

-

Correspondence address

-

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Application body structured text document

Preview

Feedback document

2

The system detected multiple sections within the document. The individual sections may be downloaded after the submission by going to the respective application's IFW.

Detected: Specification , Claims , Abstract , Drawings

test-NPL.pdf (207 KB / 8 pages)

Non Patent Literature

Preview

Payment details

Fee code	Fee description	Item price (\$)	Quantity	Item total (\$)
1111	UTILITY PATENT APPL SEARCH FEE	\$700.00	1	\$700.00
1011	BASIC FILING FEE-UTILITY (PAPER FILING ALSO REQUIRES NON-ELECTRONIC FILING FEE UNDER 118(1))	\$320.00	1	\$320.00
1311	PATENT APPL EXAMINATION FEE	\$800.00	1	\$800.00
Total fees selected to pay				\$1,820.00

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XX/XXXXXX

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XXXX

Patent center #
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ELECTRONIC ACKNOWLEDGEMENT RECEIPT

APPLICATION #	RECEIPT DATE / TIME	ATTORNEY DOCKET #
XX/XXXXXX	05/09/2023 10:56:09 AM ET	-

Title of Invention
Test Invention

Application Information

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

Documents

TOTAL DOCUMENTS: 1

DOCUMENT	PAGES	DESCRIPTION	SIZE (KB)
landscapedrw.pdf	4	Drawings-only black and white line drawings	1114 KB

Digest

DOCUMENT	MESSAGE DIGEST (SHA-512)
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Required fields *

Payment Options * 

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Card Number *



Card Security Code *

Name on Card *

Expiration Date *

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APPLICATION #

RECEIPT DATE / TIME

ATTORNEY DOCKET #

05/09/2023 3:48:10 PM ET

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Title of Invention

Utility Application

Application Information

APPLICATION TYPE

Utility - Provisional Application under 35 USC 111(b)

PATENT #

-

CONFIRMATION #

PATENT CENTER #

CUSTOMER #

CORRESPONDENCE ADDRESS

FILED BY

AUTHORIZED BY

FILING DATE

FIRST NAMED INVENTOR

Joe Attorney Two

-

-

Inventor Name

Payment Information

PAYMENT METHOD

CARD /

PAYMENT TRANSACTION ID

PAYMENT AUTHORIZED BY

Joe Attorney Two

FEE CODE	DESCRIPTION	ITEM PRICE(\$)	QUANTITY	ITEM TOTAL(\$)
2005	PROVISIONAL APPLICATION FILING FEE	\$120.00	1	\$120.00
2091	SUBMISSION OF SEQUENCE LISTINGS OF 300MB TO 800MB	\$424.00	1	\$424.00
2092	SUBMISSION OF SEQUENCE LISTINGS OF MORE THAN 800 MB	\$4,200.00	1	\$4,200.00

TOTAL AMOUNT: \$4,744.00

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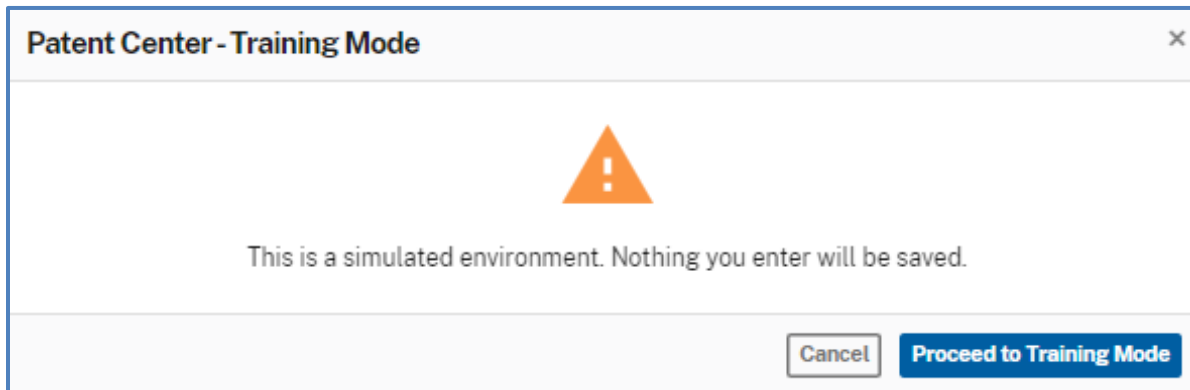
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TIP! Confirmation Number and Application Number are both required to file a follow-on submission to an existing application. This pairing ensures documents are filed to the correct application.

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Click **Enter Training Mode** on the bottom of the Home screen to access a simulation of filing and viewing an application.



Once in training mode, the user will be able to access the steps of filing and viewing an application. The message "Nothing you enter is saved. There is no risk of submitting an application." will display at the top of each screen along with a "Training mode" watermark. To leave the simulation, click **Exit Training Mode** at the top right of the screen and the user will be directed back to the Home page.



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Contact Information for EBC

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Several Quick Start Guides and resources are available from the [Patent Center website](#) that can help you understand how to use specific features in Patent Center.

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