



# 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.

# Table of Contents

- Introduction..... 4
- PATENT CENTER – Real-Time Status Information ..... 5
  - Web Access..... 5
- Patent Center Users..... 5
  - Registered Patent Center user..... 5
    - Complete Two-Step Authentication..... 5
  - Guest Patent Center user..... 7
- Patent Center Viewing and Retrieval ..... 8
  - Searching ..... 8
  - Application Data ..... 8
  - Workbench..... 9
    - Navigation..... 9
  - Saved Submissions..... 10
  - Applications..... 10
  - Correspondence..... 12
  - Manage ..... 13
    - Update application address..... 14
    - Sponsorships..... 14
    - Manage customer numbers ..... 15
    - View saved and completed requests ..... 17
- Patent Center Filing..... 18
  - Application Types..... 18
  - Registered User..... 19
  - Guest User..... 19
- Existing Submission..... 20
- Patent Filing Navigation ..... 20
- Important Information about Documents..... 20
- Application Data Sheet ..... 20
- Uploading Documents ..... 23
  - Validation Errors..... 24
  - Multi-Doc PDF ..... 24
  - Calculate Fees ..... 27
    - Not Paying Fees? ..... 28
    - Proceed with Fee Calculation and Payment..... 28
- Submit Application ..... 30
  - Filer Information ..... 30

Submission Receipt.....	31
Pay Fees.....	32
Registered Users.....	32
Guest Users.....	32
Credit Card Payment.....	33
Payment Receipt.....	34
File More Papers.....	34
Training Mode.....	35
Questions?.....	36
Contact Information for EBC.....	36
Other Help Guides and Resources Available.....	36

## Introduction

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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

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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.

### 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

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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

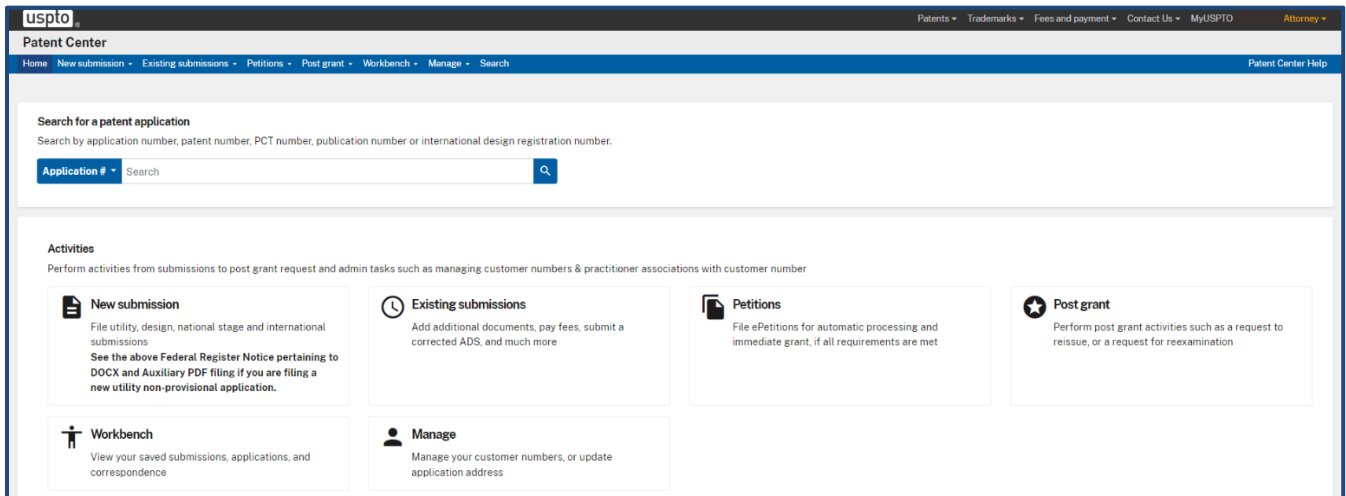


Figure 2

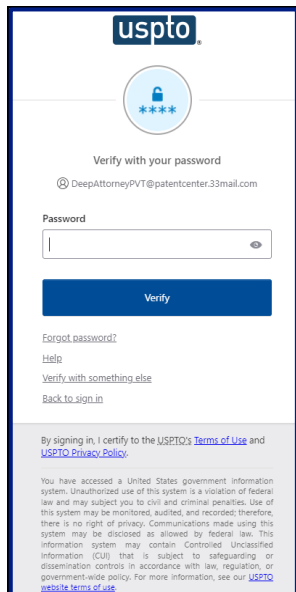
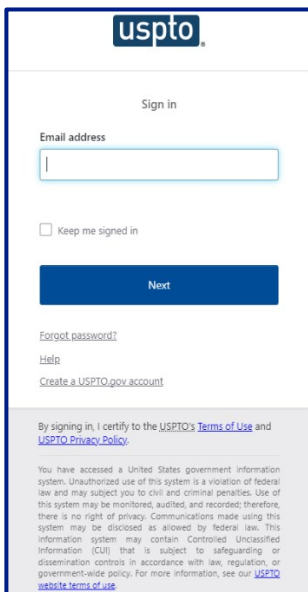


Figure 3

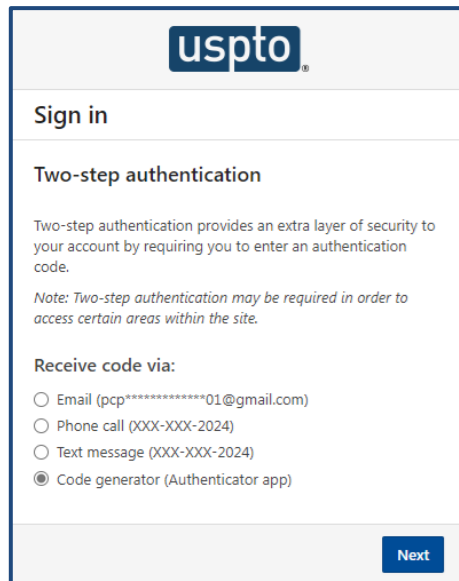
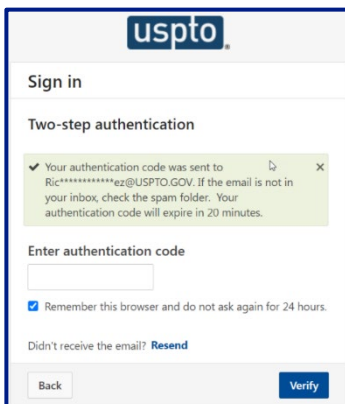
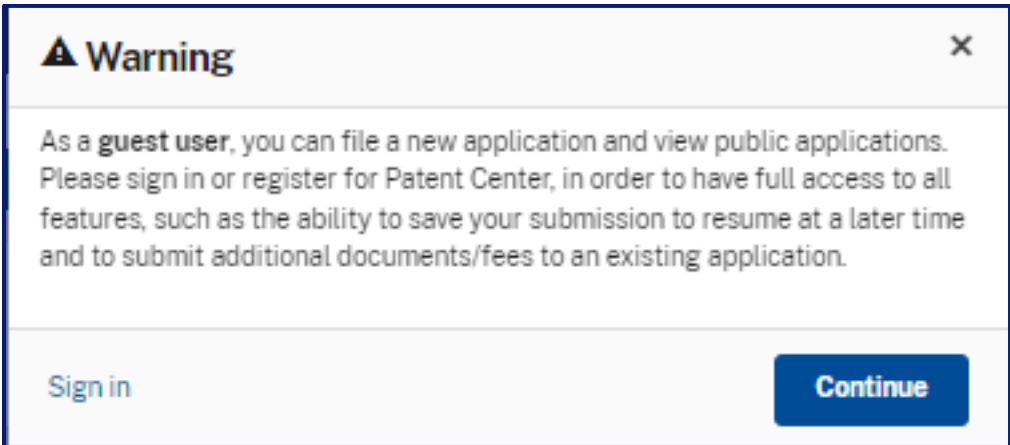


Figure 4



## 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.

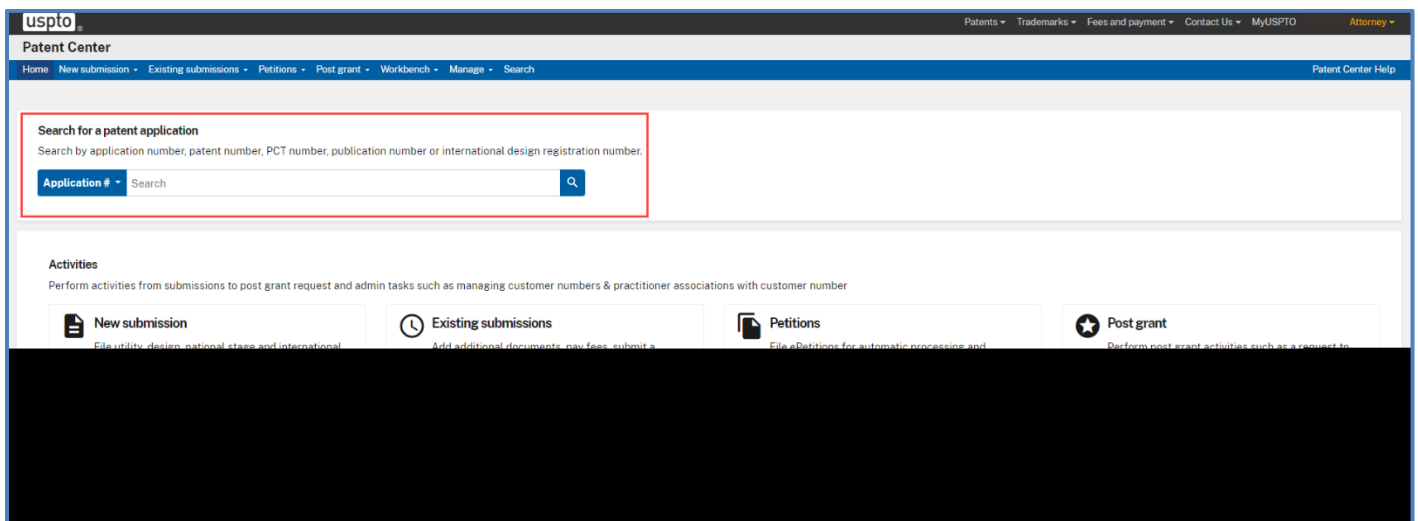
**Public** view provides access to all issued patents and published patent applications. Some data such as fees are not available.

**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.

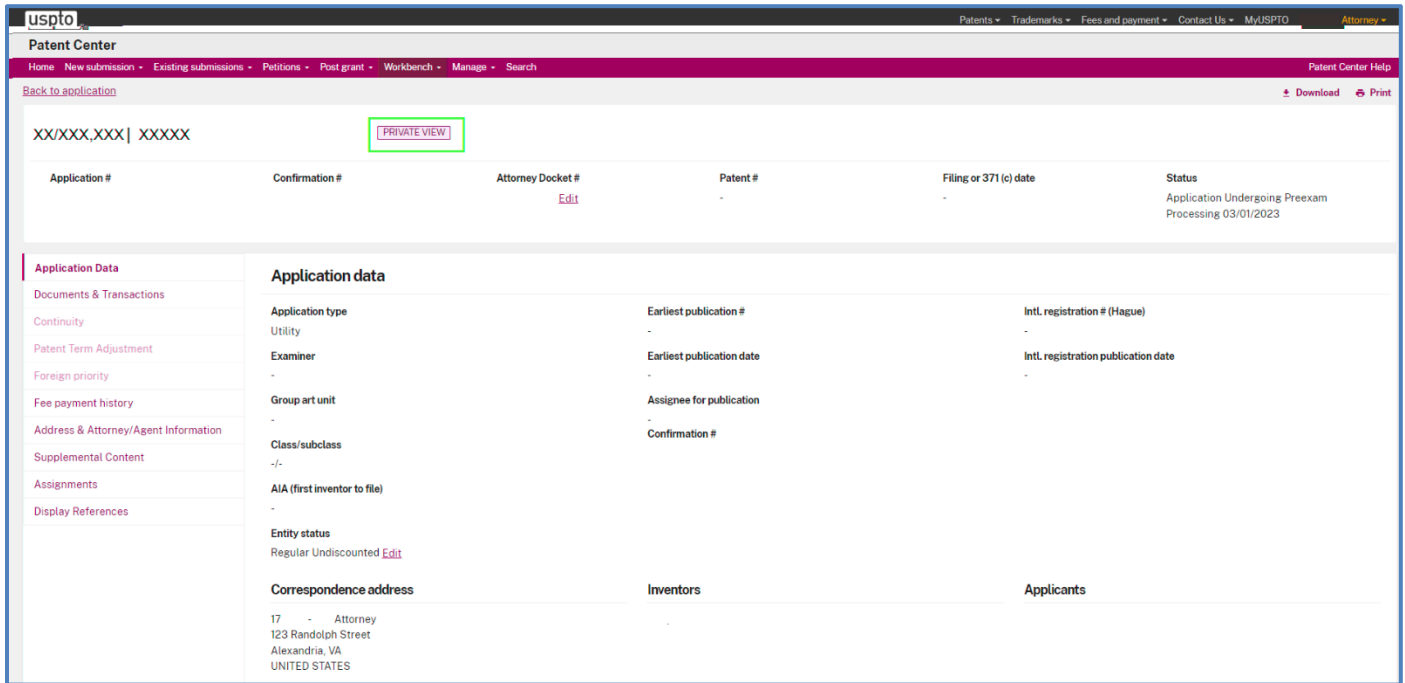


The user is directed to the Application data page after performing a search.

## 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.

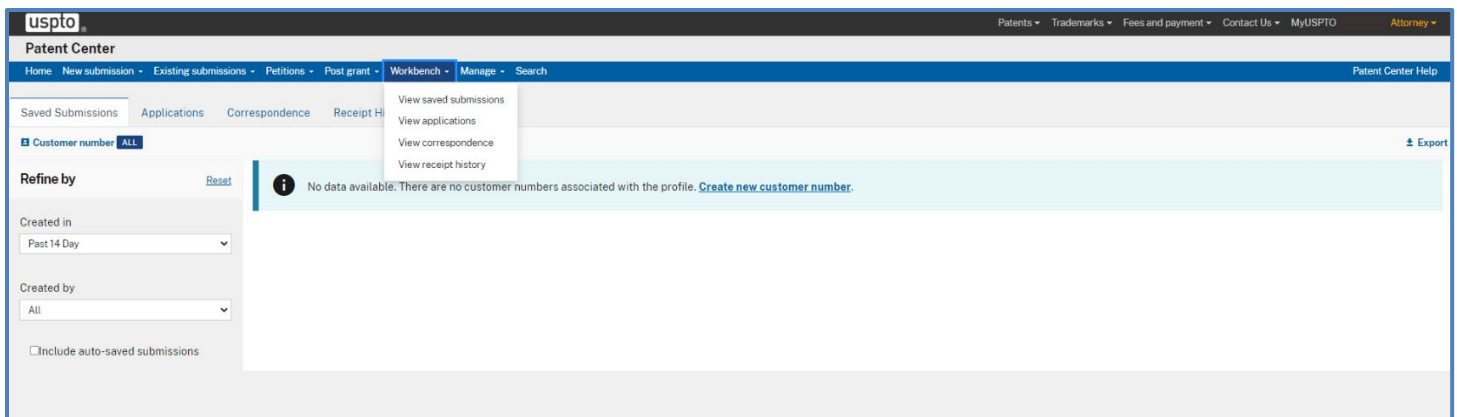




If the application is associated to the user's profile, a Private view indicator will display next to the application number at the top. This allows the user to make changes to the attorney docket number, update the entity status, and view additional information that is not available for public inspection.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

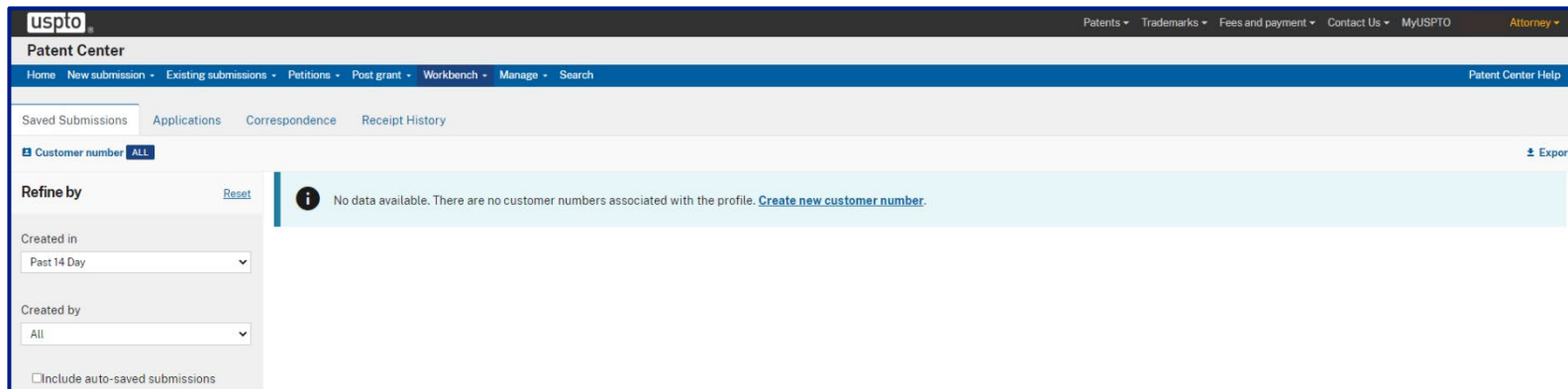
Use the **Refine by** area to control the information displayed. Click the expand/collapse button to use the full window to review results.

### 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.

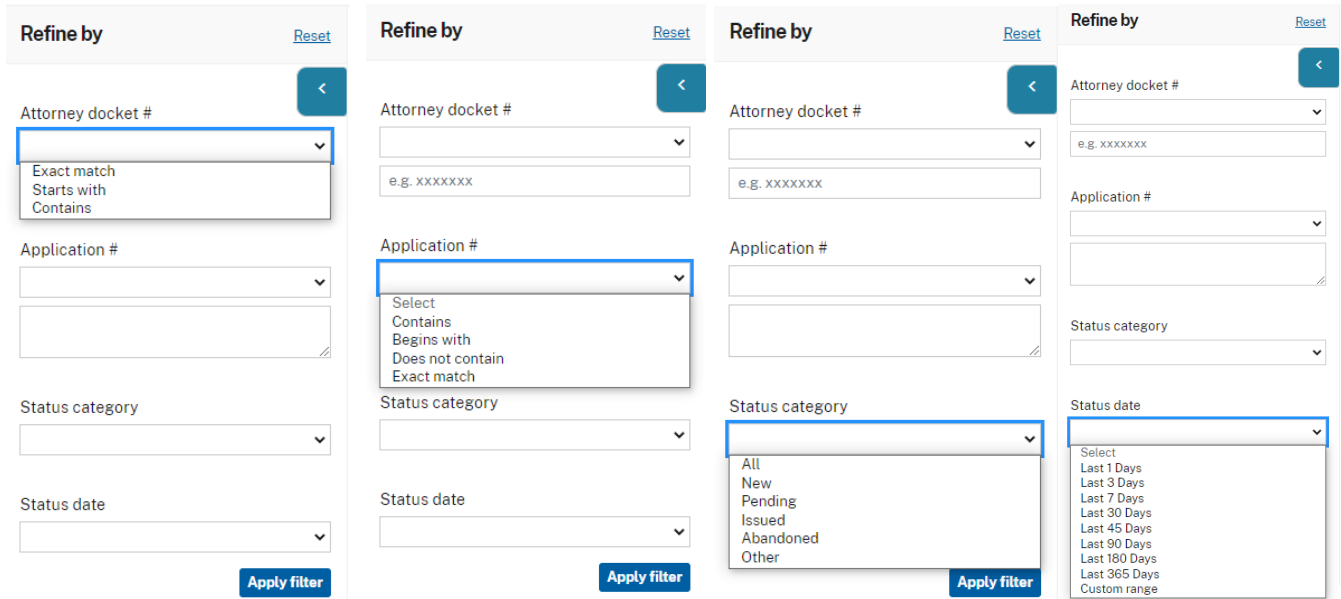
Practitioners will have the option to filter data by Created in and Created by and the Practitioner Support Users have the ability to sort by Created by and Filed on Behalf of.

All data may be sorted by selecting the desired header.



### 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.



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

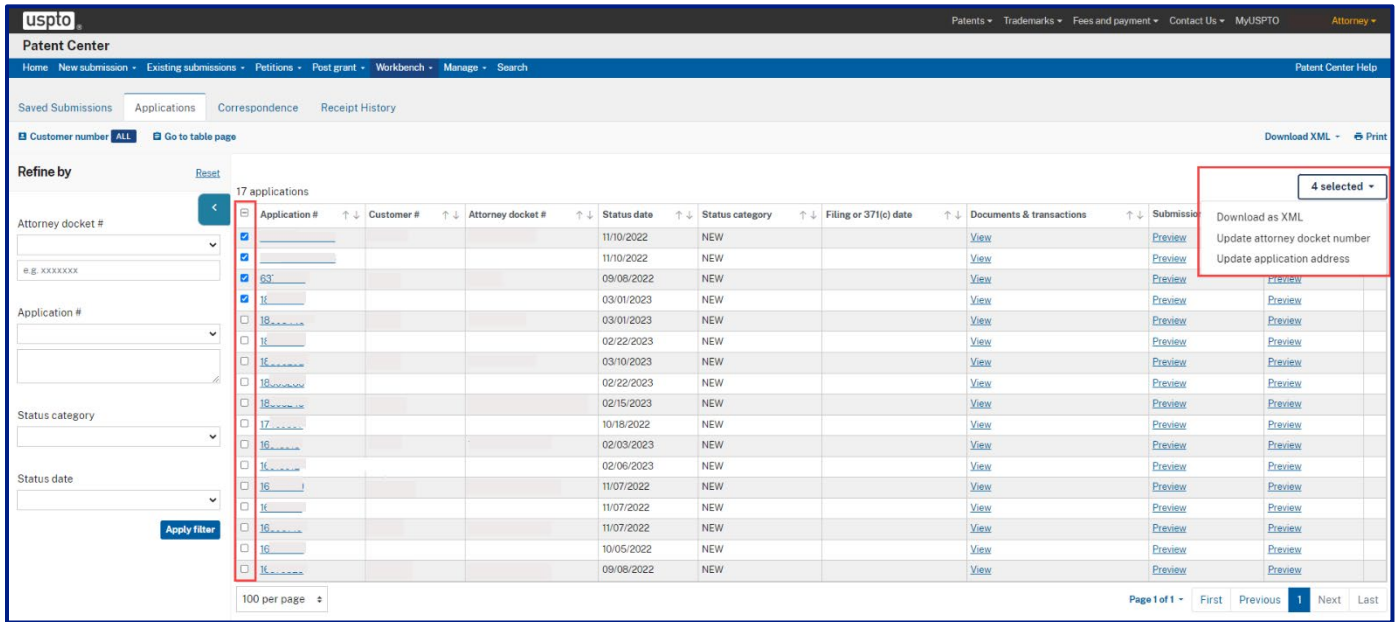
- Select All or None
- Application #
- Customer #
- Patent #
- Filing or 371(c) date
- Documents & transactions
- Submission receipt
- Attorney docket #
- Status date
- Status category
- Filing or 371(c) date
- Documents & transactions
- Submission receipt

Close

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](#).



## 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 Patent Center Help

Saved Submissions Applications Correspondence Receipt History

Customer number [Z] 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
<input type="checkbox"/> PCT	-		CRFD	Sequence Listing in Computer Readable Format is Defective	2023-05-08	2023-05-08	-	Preview	PDF
<input type="checkbox"/> PCT	-		CRFD	Sequence Listing in Computer Readable Format is Defective	2023-05-08	2023-05-08	-	Preview	PDF
<input type="checkbox"/> PCT	-		CRFD	Sequence Listing in Computer Readable Format is Defective	2023-05-08	2023-05-08	-	Preview	PDF
<input type="checkbox"/> PCT	-		CRFD	Sequence Listing in Computer Readable Format is Defective	2023-05-08	2023-05-08	-	Preview	PDF
<input type="checkbox"/> PCT	-		CRFD	Sequence Listing in Computer Readable Format is Defective	2023-05-08	2023-05-08	-	Preview	PDF
<input type="checkbox"/> 63	-		ABN	Abandonment	2023-05-09	2023-05-08	-	Preview	PDF
<input type="checkbox"/> 63	-		ABN	Abandonment	2023-05-09	2023-05-08	-	Preview	PDF
<input type="checkbox"/> 63	-		ABN	Abandonment	2023-05-09	2023-05-08	-	Preview	PDF
<input type="checkbox"/> 595	-		CRFD	Sequence Listing in Computer Readable Format is Defective	2023-05-08	2023-05-08	-	Preview	PDF
<input type="checkbox"/> 595	-		CRFD	Sequence Listing in Computer Readable Format is Defective	2023-05-08	2023-05-08	-	Preview	PDF
<input type="checkbox"/> 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  
12121233 09898900

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

e.g. 12/345,666 12121233 09898900

**Validate**

Retrieved applications (1)

Application number	Correspondence address	Maintenance fee address
503	✓	✓

**Point of contact**  
Full name: Joe Paralegal  
Telephone number: 888-888-8888  
Email: Joe@Test.com

**Continue** **Cancel submission** **Back** **Save progress**

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.

**uspto** Patent Center

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

**Sponsorships** Sponsor users

Active 3 History 3 Pending 0

Refine by **Reset**

Search: Enter text to filter table **Apply filter**

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

- Patent Center

Showing 10 entries

<input type="checkbox"/>	Name	Email	Sponsored on
<input type="checkbox"/>	De	de .com	02/02/2023
<input type="checkbox"/>	De	dee .com	02/02/2023
<input type="checkbox"/>	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

### 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.

**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

**Filter by customer number or customer number name**

Show  entries      Search:

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

Showing 1 to 4 of 4 entries

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

Address  Registered practitioners

---

#### Customer information

**Name**

Name line 1

Name line 2 (optional)

**Address**

Country

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)

Email  +

**Outgoing correspondence**

I would like to receive notifications via

**Point of contact**

Full name

Telephone number      Ext (optional)

Email

**Practitioner registration number(a)**

e.g. L12345 23456 34567

Enter practitioner registration number(s) separated by spaces.

**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.

---

### **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.

The screenshot shows the USPTO Patent Center interface. At the top, there are navigation links for Patents, Trademarks, Fees and payment, Contact Us, and MyUSPTO. Below that, the Patent Center logo is visible, followed by a navigation bar with links for Home, New submission, Existing submissions, Petitions, Post grant, Workbench, Manage, and Search. The main content area has tabs for Entity status, Application address, and Customer number. A 'Refine by' section on the left includes filters for Type, Status, and Date range. The main table displays search results with columns for Request Id, Last updated, Customer #, Type, Status, and Address. The table shows 4 entries, with the first one highlighted. A 'Print' button is located in the top right corner of the table area.

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.

The screenshot shows the USPTO Patent Center interface. At the top, there is a navigation bar with links for Patents, Trademarks, Fees and payment, Contact Us, MyUSPTO, and Attorney. Below the navigation bar is a search bar for patent applications. The main content area is titled 'Activities' and contains six cards: 'New submission', 'Existing submissions', 'Petitions', 'Post grant', 'Workbench', and 'Manage'. The 'Workbench' and 'Manage' cards are highlighted with a red border.

## Guest User

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

The screenshot shows the USPTO Patent Center interface for a Guest User. At the top, there is a navigation bar with links for Patents, Trademarks, Fees and payment, Contact Us, MyUSPTO, and Sign In. Below the navigation bar is a search bar for patent applications. The main content area is titled 'Activities' and contains four cards: 'New submission', 'Existing submissions', 'Petitions', and 'Post grant'. Below these cards is a 'Patent Center account' section with a link to 'Obtain patent center account', which is highlighted with a red border.

## Existing Submission

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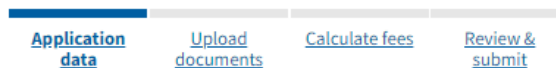
**Only Registered Users** may file documents in existing applications and patents. Patent Center may be used by a Registered User to file the following follow-on documents:

- 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

---

- 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)

[Application data](#)   
 [Upload documents](#)   
 [Calculate fees](#)   
 [Review & submit](#)

---

**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
- Provided data is automatically loaded to USPTO database

**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.

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

[Application data](#)   
 [Upload documents](#)   
 [Calculate fees](#)   
 [Review & submit](#)

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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](#)

[Cancel submission](#)

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.

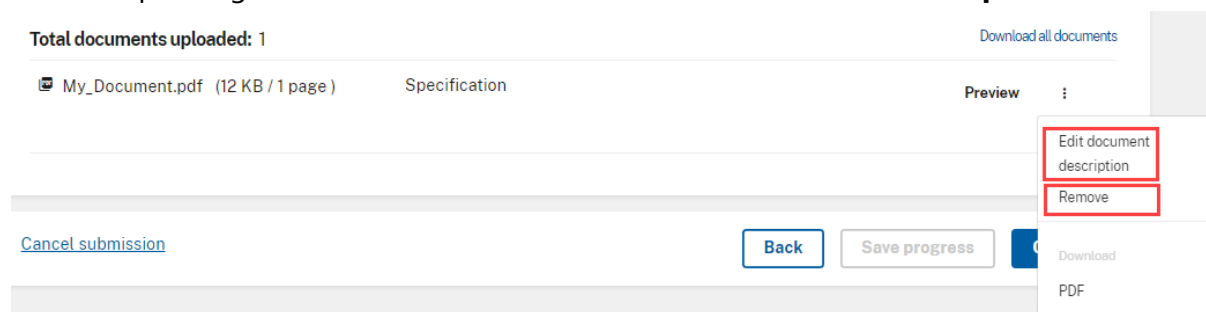
# Uploading Documents

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).

The screenshot shows the 'Upload documents' interface for a 'Utility Nonprovisional' application. At the top, there are navigation links for 'Application data', 'Upload documents', 'Calculate fees', and 'Review & submit'. The main heading is 'Upload documents', followed by instructions: '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.' A dashed box contains a cloud icon with an upward arrow and the text 'Drag and drop files here' or 'Browse files'. Below this, it shows 'Total documents uploaded: 1' and a 'Download all documents' link. A light blue information box states: 'Please review the DOCX file(s) that is being submitted. By clicking the submit button, you agree to accept the DOCX validation(s) as your final submission.' Below this, a document entry is shown: 'Application body structured text document' with a 'Preview' link. The document name is 'multi\_With\_Page\_Num\_drw\_corrected-APPEXT.docx (157 KB / 4 pages)' and it is marked as a 'Feedback document'. Another light blue information box notes: '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'. At the bottom, there is a section for uploading a PDF version of the DOCX document, with a 'Browse files' button. The footer contains 'Cancel submission', 'Back', 'Save progress', and 'Continue' buttons.

- Attach only DOCX, PDF, TXT, XML and PCT Zip files.
- 100 documents is the upload limit.
- Each document may not exceed 25MB for PDF and 10MB for DOCX.
  - **Exception:** One sequence listing in TXT or XML of up to 100MB may be uploaded per submission.
- For multi-section PDF documents the user must indicate the document description and their 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 or rename a file?** Click on the three-dot button to the right of the corresponding document and select **Remove or Edit document description**



**SEQUENCE LISTING NOTE!** A warning will display when an uploaded sequence listing does not conform to the ST.23, ST.25 or ST.26 format. Visit the [Sequence Listing Resource Center](#) for guidance.

## 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, XML or PCT Zip file.
- Document file size exceeds 25MB for PDF and 10MB for DOCX.
- Sequence listing in TXT format exceeds 100MB.
- Sequence Listings in XML 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

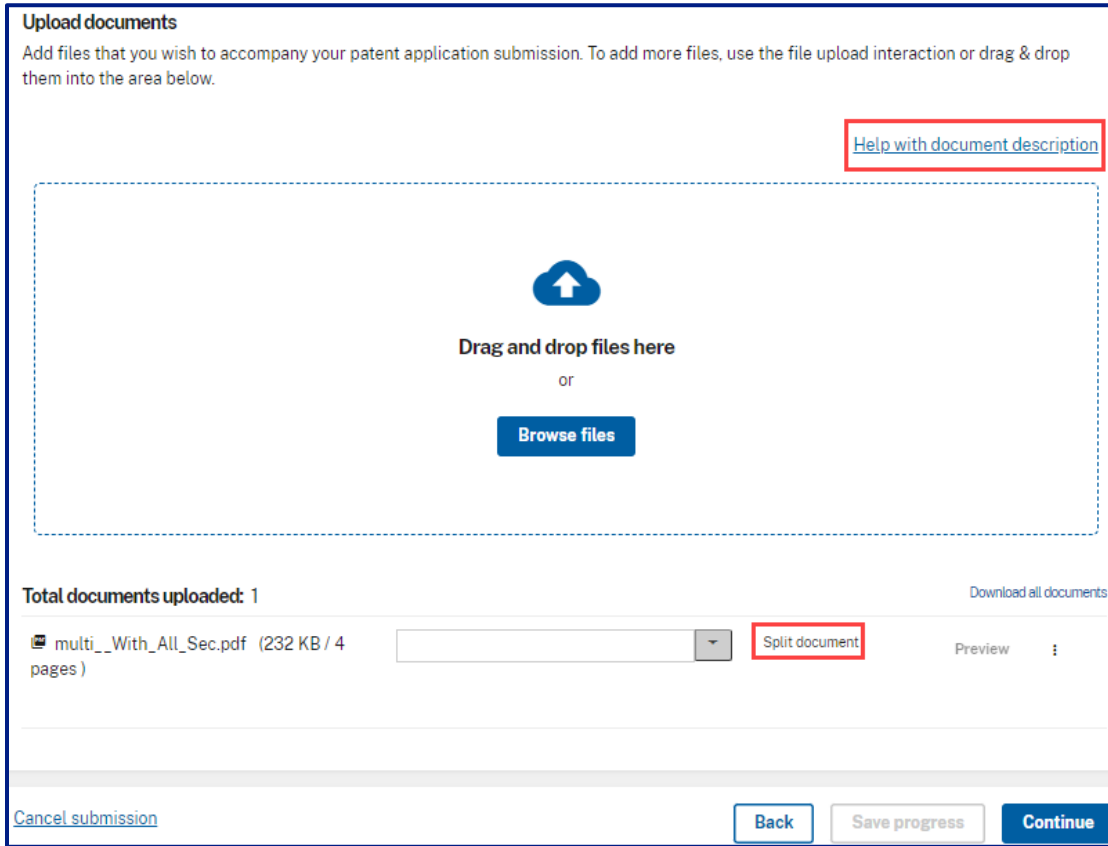
- Specification
- Claims
- Abstract
- Drawings

### 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”.



Select a **Document Description** for each document using the drop-down arrow or the type ahead feature 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.

### Automatic document assignment

Files having the naming convention:


Spec, Specification, Claims, Abstract or Drawing will automatically index with that document description.

Document descriptions for NPL and FOR references are automatically assigned by using the following filename conventions for DOCX and PDF uploads:


- 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


**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.

[Help with document description](#)

  
**Drag and drop files here**  
 or

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

 multi\_With\_All\_Sec.pdf (232 KB / 4 pages)

 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.


<input type="text" value="Specification"/>	Pages	<input type="text" value="1"/>	-	<input type="text" value="1"/>	
<input type="text" value="Claims"/>	Pages	<input type="text" value="2"/>	-	<input type="text" value="2"/>	
<input type="text" value="Abstract"/>	Pages	<input type="text" value="3"/>	-	<input type="text" value="3"/>	
<input type="text" value="Drawings-only black and white line drawing"/>	Pages	<input type="text" value="4"/>	-	<input type="text" value="4"/>	<input type="button" value="Remove"/>

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.

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

[Help with document description](#)



**Drag and drop files here**  
or

[Browse files](#)

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

multi_With_All_Sec.pdf (232 KB / 4 pages)		<b>Preview</b> ⋮
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 ⋮

[Cancel submission](#) [Back](#) [Save progress](#) [Continue](#)

**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)
- 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

### Utility Nonprovisional

Nonprovisional Application under 35 USC 111(a)

[Application data](#) [Upload documents](#) **Calculate fees** [Review & submit](#)

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#### 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.

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**Reminder:** As a Guest user, you are strongly advised to pay fees online as part of this submission, or use an [alternative method to pay fees](#) on the same day (ET), to avoid a surcharge for late payment. Guest users are unable to access a submitted application to pay fees online after the initial submission session.

Fill in the information below in order to accurately calculate your fees.

**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)

[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 (\$)
▼ Patent Basic Filing Fees				
<input checked="" type="checkbox"/>	1011 BASIC FILING FEE - UTILITY (PAPER FILING ALSO REQUIRES NON-ELECTRONIC FILING FEE UNDER 1.16(T))	\$320.00	1	\$320.00
<input checked="" type="checkbox"/>	1111 UTILITY PATENT APPL. SEARCH FEE	\$700.00	1	\$700.00
<input checked="" type="checkbox"/>	1311 PATENT APPL. EXAMINATION FEE	\$800.00	1	\$800.00
▼ Application Size and Claim Fees				
<input type="checkbox"/>	1203 MULTIPLE DEPENDENT CLAIM	\$860.00	1	\$860.00
<input type="checkbox"/>	1091 SUBMISSION OF SEQUENCE LISTINGS OF 300MB TO 800MB	\$1,060.00	1	\$1,060.00
<input type="checkbox"/>	1092 SUBMISSION OF SEQUENCE LISTINGS OF MORE THAN 800 MB	\$10,500.00	1	\$10,500.00
▼ Miscellaneous Patent Fees				
<input type="checkbox"/>	1053 NON-ENGLISH TRANSLATION	\$140.00	1	\$140.00
<input type="checkbox"/>	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**

[edit information](#)

[Cancel submission](#)

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**WARNING!** Clicking **Cancel submission** on any screen displays a message indicating that all saved information will be lost. User must select either **No, return** or **Yes, cancel**. Clicking **Yes, cancel** 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  
Regular Undiscounted

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

Title of invention  
-

First named inventor

First name	Middle name	Last name
-	-	-

Correspondence address  
-

Total documents uploaded: 2 [Download all documents](#)

**!** Please review the DOCX file(s) that is being submitted. By clicking the submit button, you agree to accept the DOCX validation(s) as your final submission.

<input type="checkbox"/>	multi_With_Page_Num_drw_corrected-APPTEXT.docx (157 KB / 4 pages)	Application body structured text document	<a href="#">Preview</a>
<input type="checkbox"/>	Feedback document		

**!** The system detected multiple sections within the document. The individual sections may be downloaded after the submission by going to the respective application's IPW  
**Detected:** Specification, Claims, Abstract, Drawings

<input type="checkbox"/>	test-NPL.pdf (207 KB / 8 pages)	Non Patent Literature	<a href="#">Preview</a>
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#### 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 1187(I))	\$320.00	1	\$320.00
1311	PATENT APPL EXAMINATION FEE	\$800.00	1	\$800.00
Total fees selected to pay				\$1,820.00

#### eFiler information

[Hide details](#)

First Name

Last Name

Email

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#### 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?*

## Filer Information

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# 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

Received  
**05/09/2023 10:56:09 AM ET**

Application #      Confirmation #      Patent center #

XX/XXXXXX      XXXX      XXXXXXXX

**Submission receipt**      [Print](#)      [Email](#)      [Save as...](#)

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P.O. Box 1450  
Alexandria, VA 22313-1450  
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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)

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

\$1,820.00

**Pay fees now**

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

skip fee for now

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### Registered Users

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- 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.



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### Payment Information

Required fields \*

Payment Options • ⓘ  Credit/Debit Card

Card Number \*



Card Security Code \*

Name on Card \*

Expiration Date \*

### Enter/Edit Billing Address

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Address Line 2

Country \*

City \*

State / Region \*

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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

Your payment has been received by the USPTO

Application # [redacted] Confirmation # [redacted] Patent center # [redacted] Received 05/09/2023 3:48:10 PM ET

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**ELECTRONIC PAYMENT RECEIPT**

APPLICATION #	RECEIPT DATE / TIME	ATTORNEY DOCKET #
	05/09/2023 3:48:10 PM ET	-

**Title of Invention**  
Utility Application

**Application Information**

APPLICATION TYPE	Utility -Provisional Application under 35 USC 111(b)	PATENT #	-
CONFIRMATION #		FILED BY	Joe Attorney Two
PATENT CENTER #		AUTHORIZED BY	-
CUSTOMER #		FILING DATE	-
CORRESPONDENCE ADDRESS	-	FIRST NAMED INVENTOR	Inventor Name

**Payment Information**

PAYMENT METHOD	PAYMENT TRANSACTION ID	PAYMENT AUTHORIZED BY
CARD /		Joe Attorney Two

FEE CODE	DESCRIPTION	ITEM PRICE(S)	QUANTITY	ITEM TOTAL(S)
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

**File an assignment of ownership**

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**File another patent application**

Back to home page

## File More Papers

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

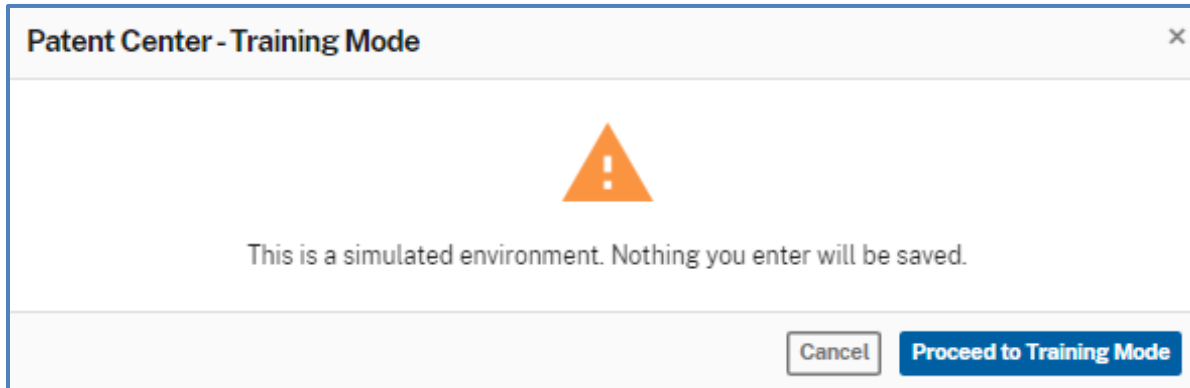
**FUTURE PLAN!** User will have the option to select **File an assignment of ownership** and be directed to the Assignments filing system.

**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 **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.



## 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 and Resources Available

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](#)
- [Sequence Listing Resource Center](#)