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## Patent Center Sponsorship Tool Guide

This Sponsorship Tool guide provides instructions for practitioners and their support staff. Support staff need to already have their own [USPTO.gov account](https://www.uspto.gov) prior to being sponsored. The guide will provide step-by-step instructions for the following:

### Practitioner Functions

- Sign in using USPTO.gov account
- Sponsor support staff
- Access “pending requests” for sponsorships to grant approval
- Remove sponsored support staff
- View active sponsorships

### Support Staff Functions

- Sign in using USPTO.gov accounts
- View active sponsorships
- Remove sponsorship for myself from a sponsoring practitioner
- “Request sponsorships” for other support staff to be approved by a practitioner
- View requested sponsorships

# Practitioner Functions

## Sponsor support staff

1. Access [Patent Center](#) and complete a 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.
  - A. Click **Sign in** near the upper right corner of the Patent Center home page. (Figure 1)
  - B. Enter login credentials (USPTO.gov account email and password). (Figure 2 & Figure 3)
  - C. Select preferred method and click **Next**.
  - D. Retrieve PIN and enter where directed in the Two-step authentication window. (Figure 4)
    - (a) Indicate whether to remember the browser click **Verify**.

Figure 1

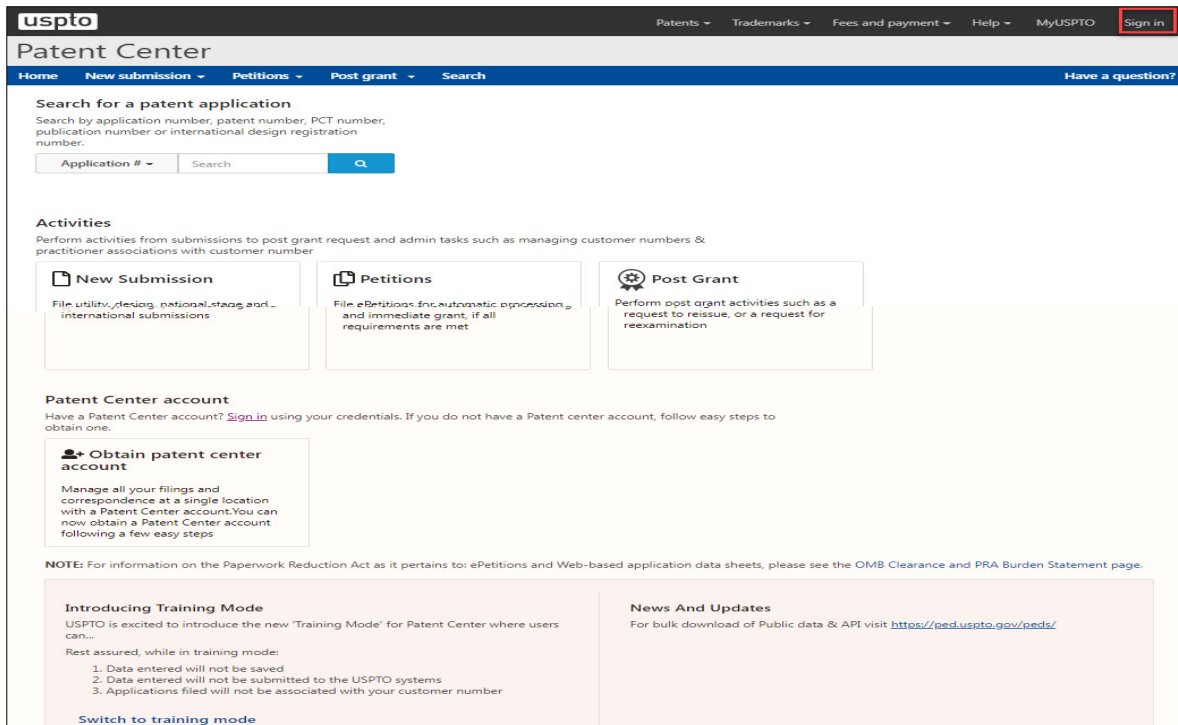


Figure 2

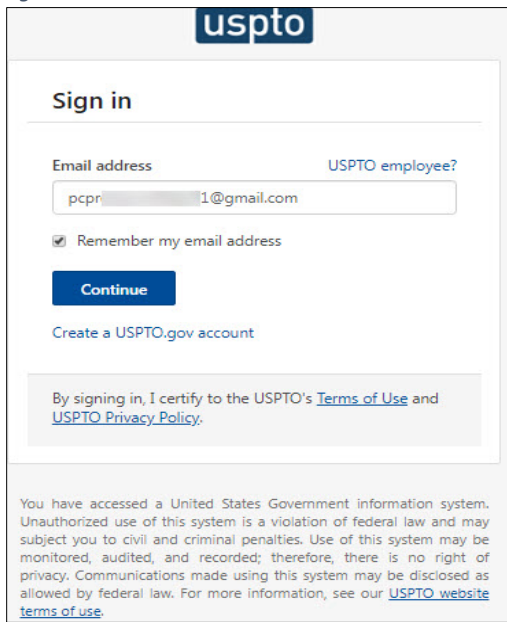


Figure 3

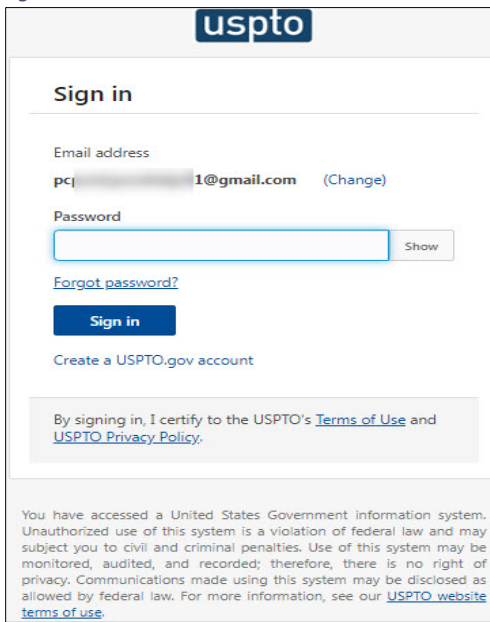
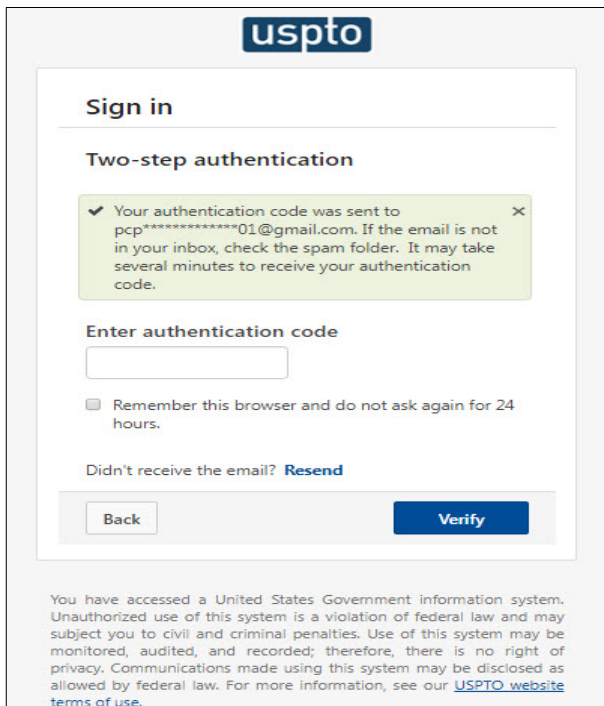
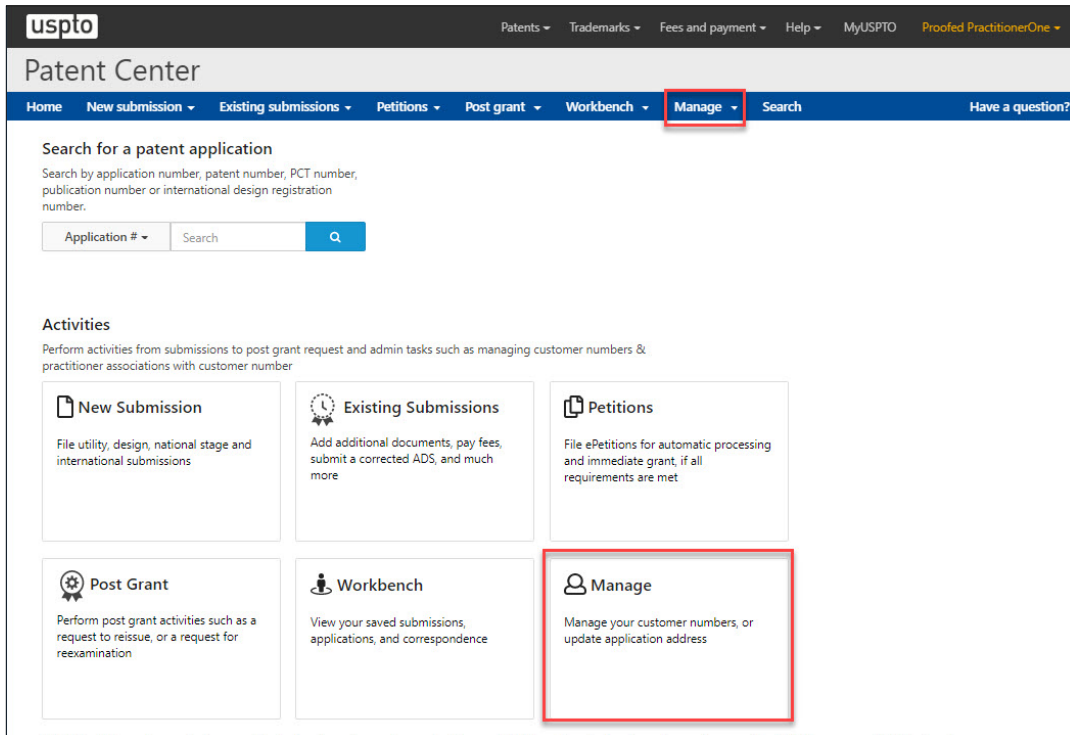


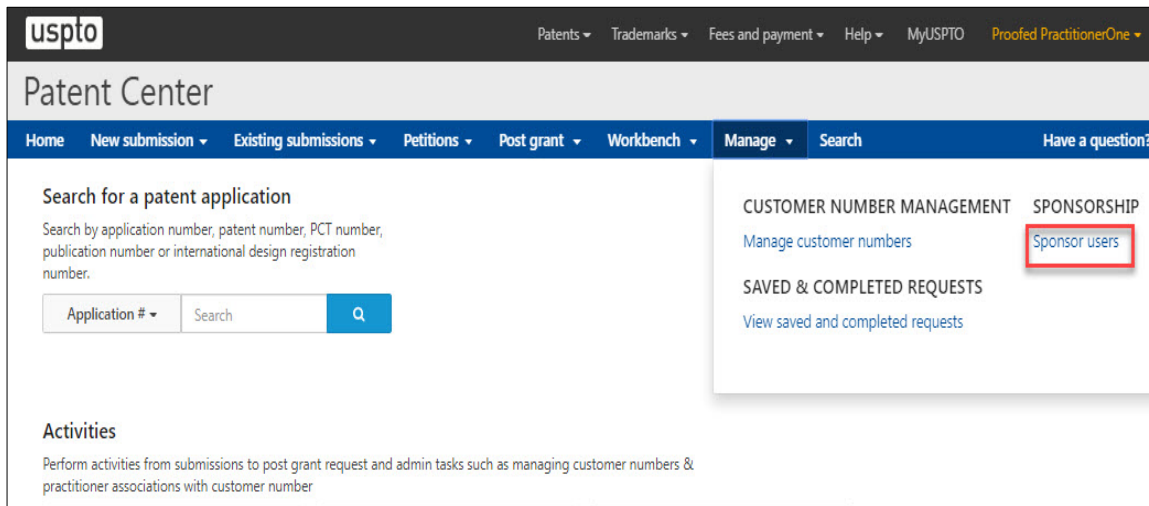
Figure 4



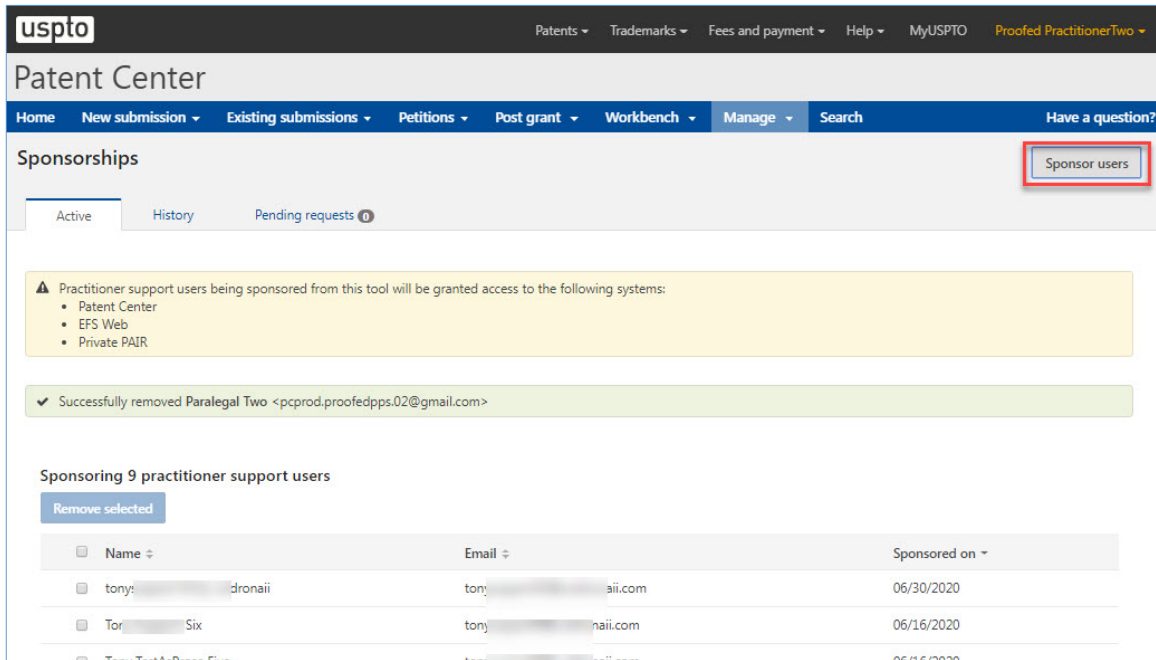
2. Select either “Manage” located on the menu bar or the “Manage” box under “Activities”



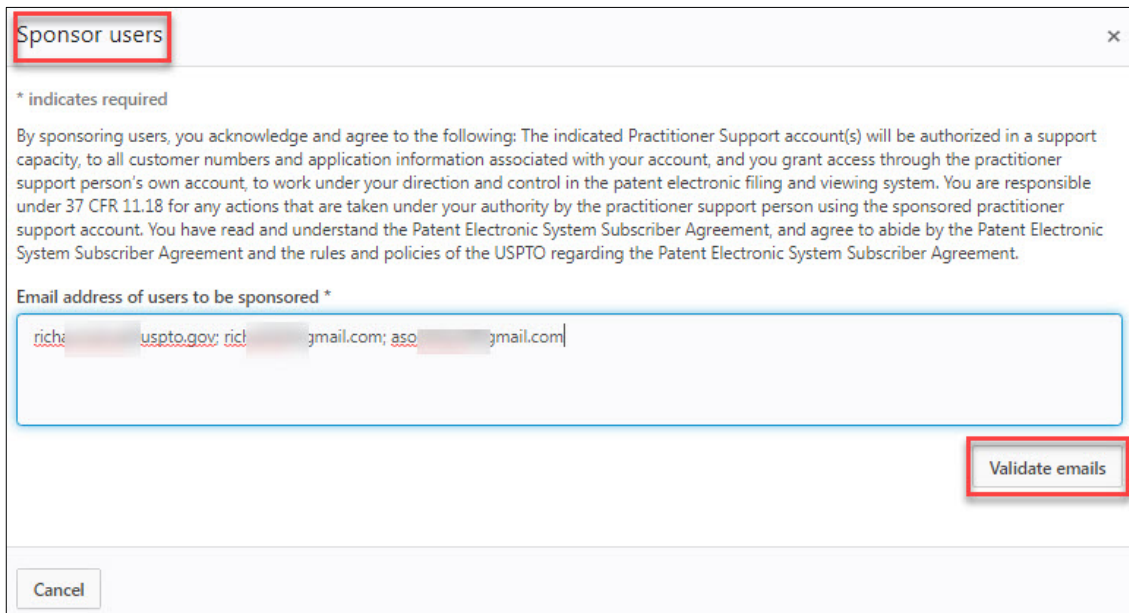
3. Select the “Sponsor users” hyperlink



4. Select the “Sponsor users” button at the top right corner



5. Enter the email addresses of users to be sponsored (up to 50 email addresses; separated by either spaces, commas, semicolons, or returns)



6. Select “Validate emails”
7. Review the names and information under “<number> User(s) retrieved” for accuracy

- a. To remove any users from the of requested sponsorships, select the “x” next to their name

Sponsor users

\* indicates required

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 \*

tony@ironaii.com

Validate emails

1 User retrieved:

Name	Email
tony@ironaii	tony@ironaii.com

Cancel Sponsor

8. Select “Sponsor”

## Access “requested sponsorships” to grant approval or deny

1. Select the “Sponsor users” hyperlink from the menu bar under “Manage”

uspto Patents Trademarks Fees and payment Help MyUSPTO Proofed PractitionerOne

Patent Center

Home New submission Existing submissions Petitions Post grant Workbench Manage Search Have a question?

Search for a patent application

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

Application # Search

CUSTOMER NUMBER MANAGEMENT Manage customer numbers

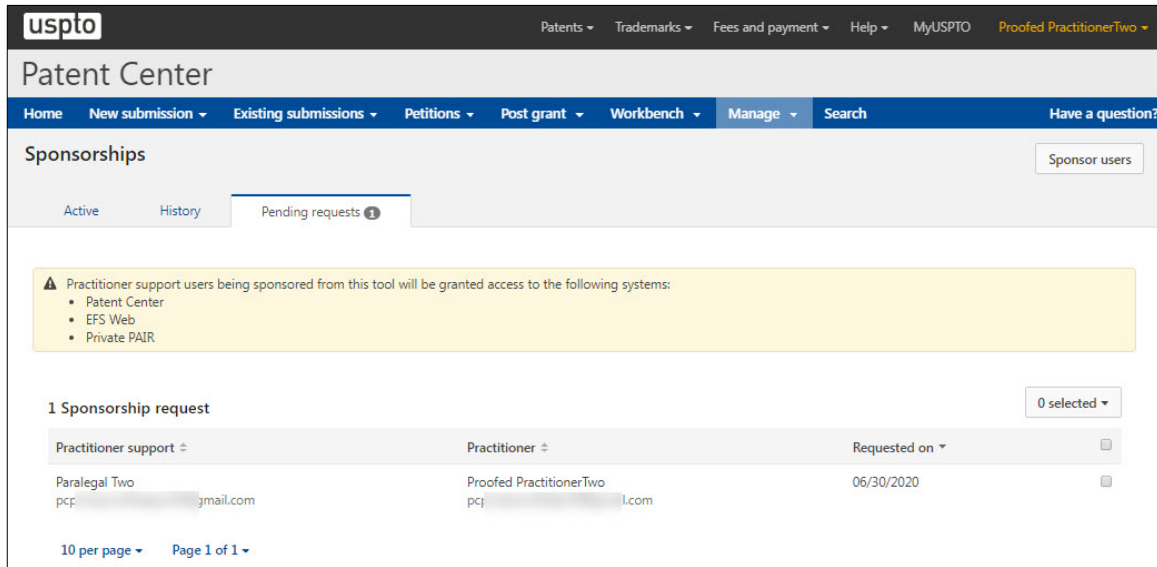
SPONSORSHIP Sponsor users

SAVED & COMPLETED REQUESTS View saved and completed requests

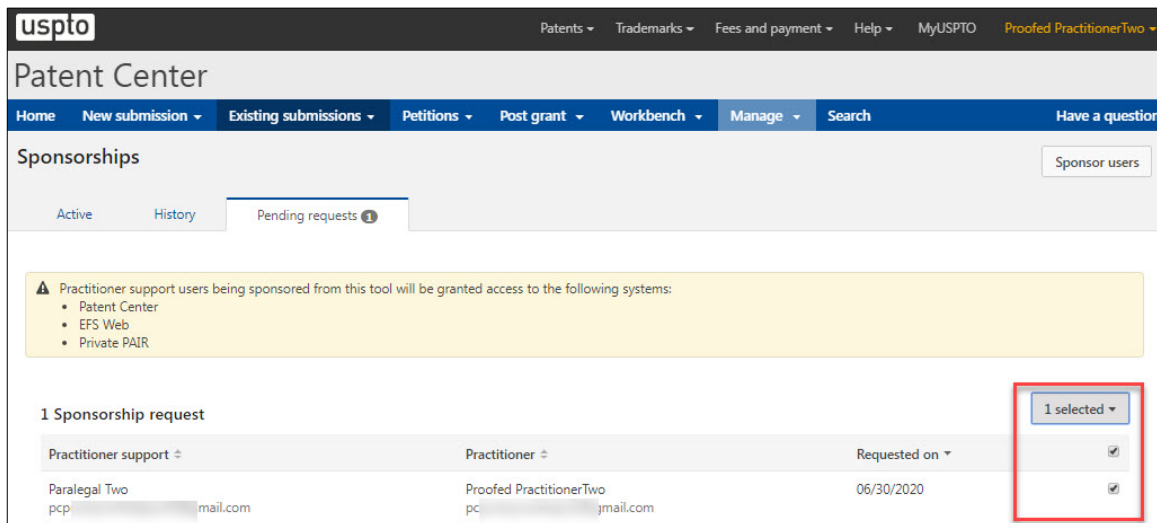
Activities

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

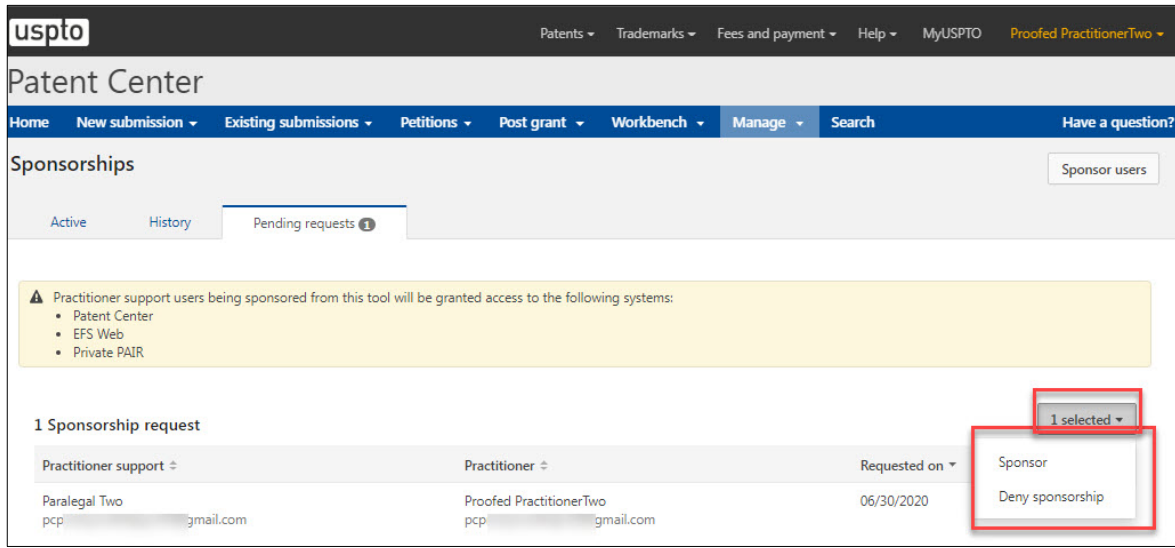
2. Click on “Pending requests <number>” tab to view Sponsorship requests



3. Check the checkboxes for support staff you would like to sponsor (or select the checkbox in the header to select all)
4. Select the drop-down menu above the checkbox in the header that says “<number> selected”

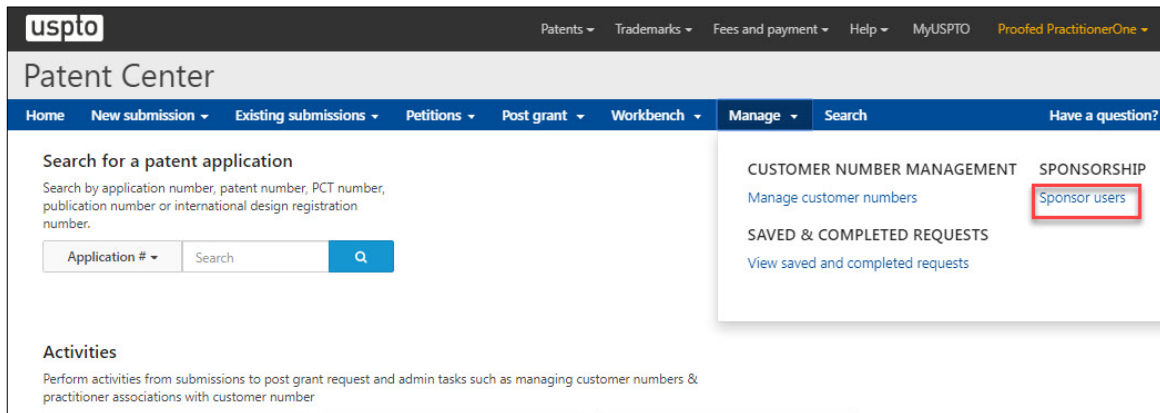


5. Select “Sponsor” or “Deny sponsorship”



## Remove sponsored support staff

1. Select “Sponsor users” hyperlink from the menu bar under “Manage”



2. In the “Sponsoring <number> practitioner support users” list, check the box(es) on the left for the support staff you would like to remove sponsorship from and click on the “Remove selected” button



located below “Sponsoring <number> practitioner support users”

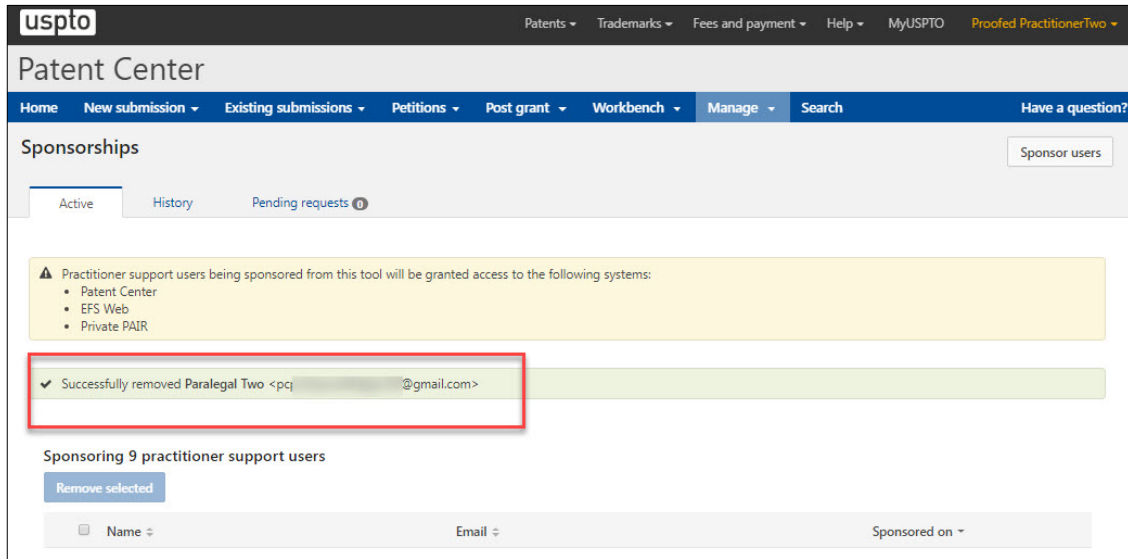
The screenshot shows the USPTO Patent Center interface. At the top, there is a navigation bar with the USPTO logo and various menu items like Patents, Trademarks, Fees and payment, Help, MyUSPTO, and Proofed PractitionerTwo. Below this is a sub-navigation bar with Home, New submission, Existing submissions, Petitions, Post grant, Workbench, Manage, and Search. The main content area is titled 'Sponsorships' and has a 'Sponsor users' button. There are three tabs: Active, History, and Pending requests. A yellow warning box states: 'Practitioner support users being sponsored from this tool will be granted access to the following systems: Patent Center, EFS Web, Private PAIR'. Below this, it says 'Sponsoring 10 practitioner support users' and a 'Remove selected' button is highlighted with a red box. A table lists the sponsored users:

<input type="checkbox"/>	Name	Email	Sponsored on
<input checked="" type="checkbox"/>	Paralegal Two	pcpi@...mail.com	06/30/2020
<input checked="" type="checkbox"/>	tonysu...onaii	tony:...aii.com	06/30/2020
<input type="checkbox"/>	Tony...t Six	tor...onaii.com	06/16/2020

3. Confirm that you want to remove sponsorship

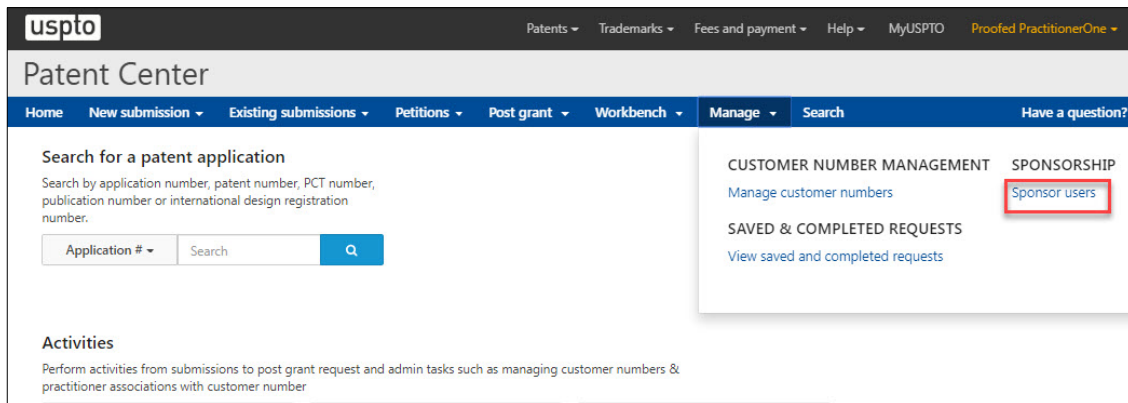
The screenshot shows a confirmation dialog box titled 'Remove sponsorship'. The dialog contains the text: 'Are you sure you want to stop sponsoring the 2 users. Once removed, the 2 users will not be able to work on your behalf.' At the bottom, there are two buttons: 'Cancel' and 'Remove sponsorship'.

4. Sponsorship will be removed and the user is notified on the “Active” tab

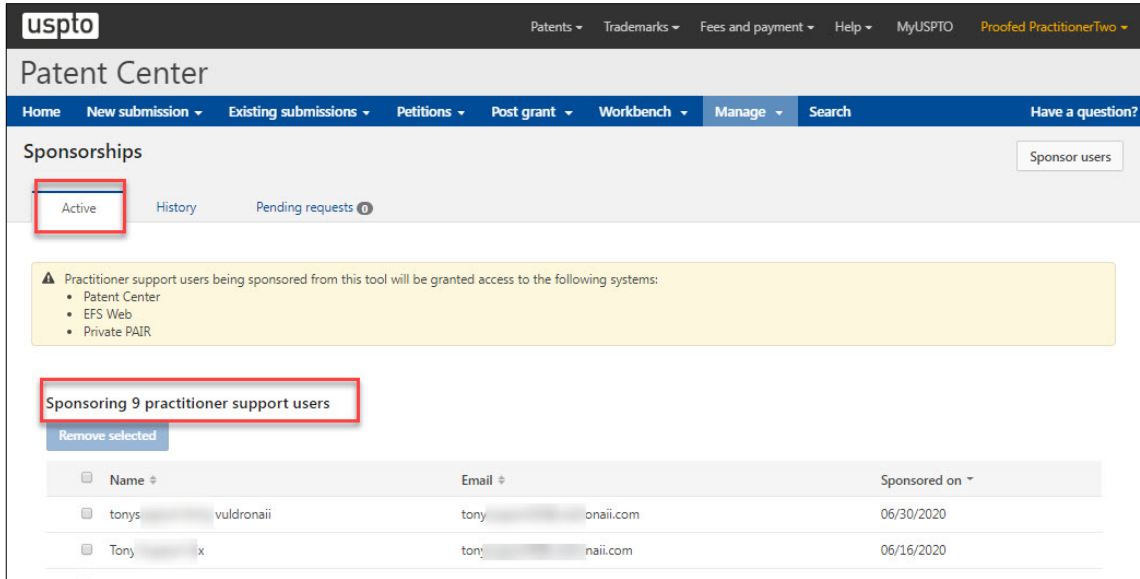


## View active sponsorships

1. Select the “Sponsor users” hyperlink from the menu bar under “Manage”

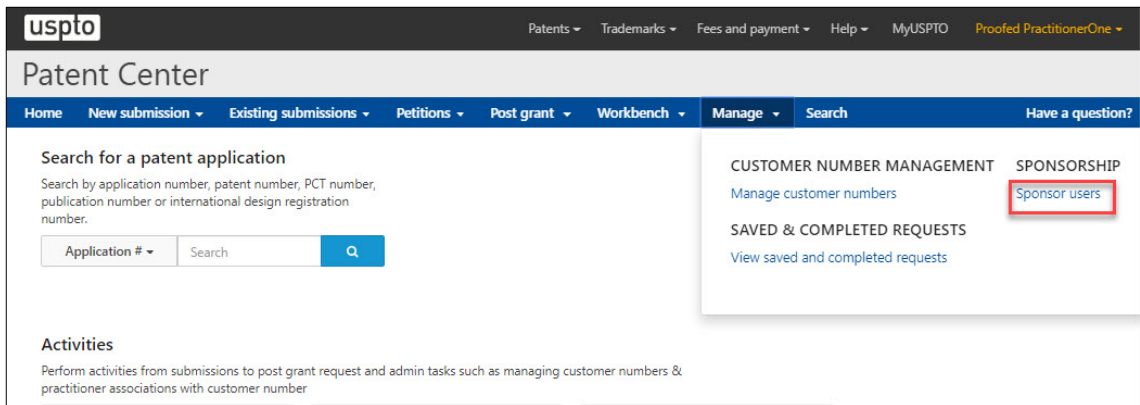


2. View active sponsorships in the “Sponsoring <number> practitioner support users” list



## View historical sponsorships

1. Select the “Sponsor users” hyperlink from the menu bar under “Manage”



## 2. View history of sponsorship on the “History” tab

The screenshot shows the USPTO Patent Center interface. At the top, there is a navigation bar with the USPTO logo and links for Patents, Trademarks, Fees and payment, Help, MyUSPTO, and Proofed PractitionerTwo. Below this is the 'Patent Center' header and a secondary navigation bar with links for Home, New submission, Existing submissions, Petitions, Post grant, Workbench, Manage, Search, and Have a question?. The main content area is titled 'Sponsorships' and has a 'Sponsor users' button. There are three tabs: 'Active', 'History' (which is highlighted with a red box), and 'Pending requests'. A yellow warning box states: 'Practitioner support users being sponsored from this tool will be granted access to the following systems: Patent Center, EFS Web, Private PAIR'. Below this is a table with columns for Action status, Practitioner Support, Requested by, Action, and Date. A dropdown menu is open over the 'Action status' column, showing options: All Requests, Sponsored, Updated, and Denied Sponsorship. A search box for 'Search Practitioner Email' is also visible.

Action status	Practitioner Support	Requested by	Action	Date
Denied Sponsorship	Paralegal Two pcpro...	Proofed PractitionerTwo pcpi...ail.com	Denied sponsorship	06/30/2020
Updated	Paralegal Two pcp...gmail.com	Proofed PractitionerTwo pcpi...mail.com	Updated	06/30/2020
Sponsored	Paralegal Two pcpi...gmail.com	Proofed PractitionerTwo pcpi...ail.com	Sponsored	06/30/2020
Sponsored	tony...ail	Proofed PractitionerTwo	Sponsored	06/30/2020

# Support Staff Functions

## View active sponsorships

1. Access [Patent Center](#) and complete a 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.
  - A. Click **Sign in** near the upper right corner of the Patent Center home page. (Figure 5)
  - B. Enter login credentials (USPTO.gov account email and password). (Figure 6 & Figure 7)
  - C. Select preferred method and click **Next**
  - D. Retrieve PIN and enter where directed in the Two-step authentication window. (Figure 8)
    - (a) Indicate whether to remember the browser click **Verify**.

Figure 5

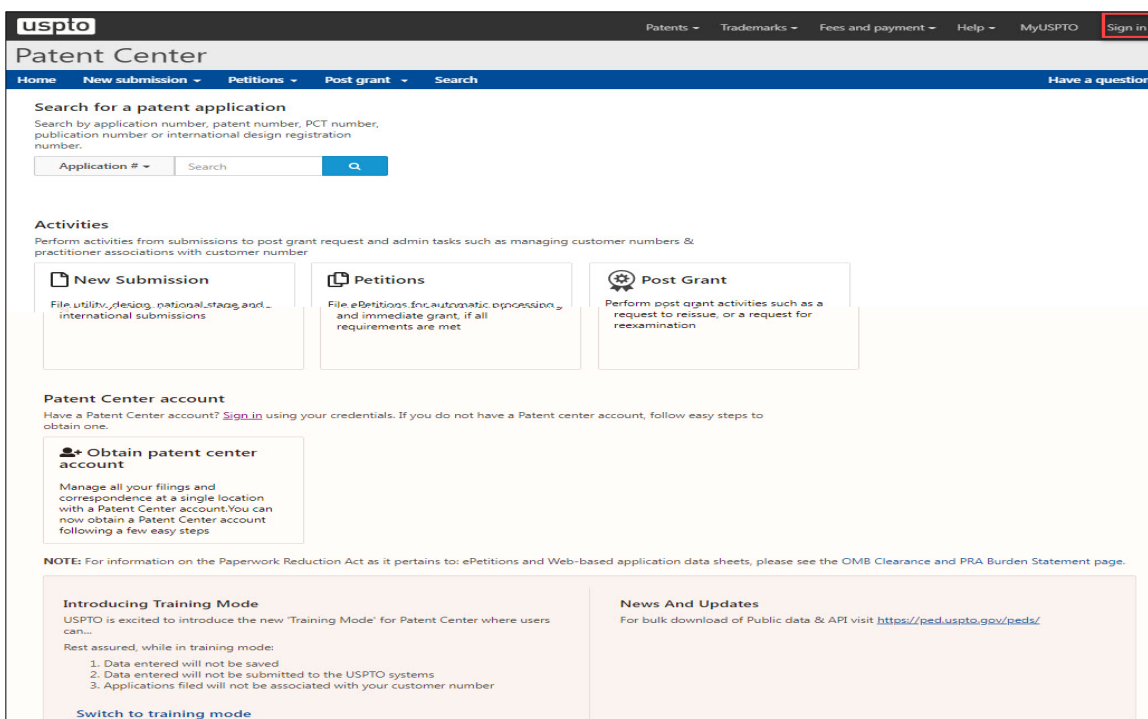
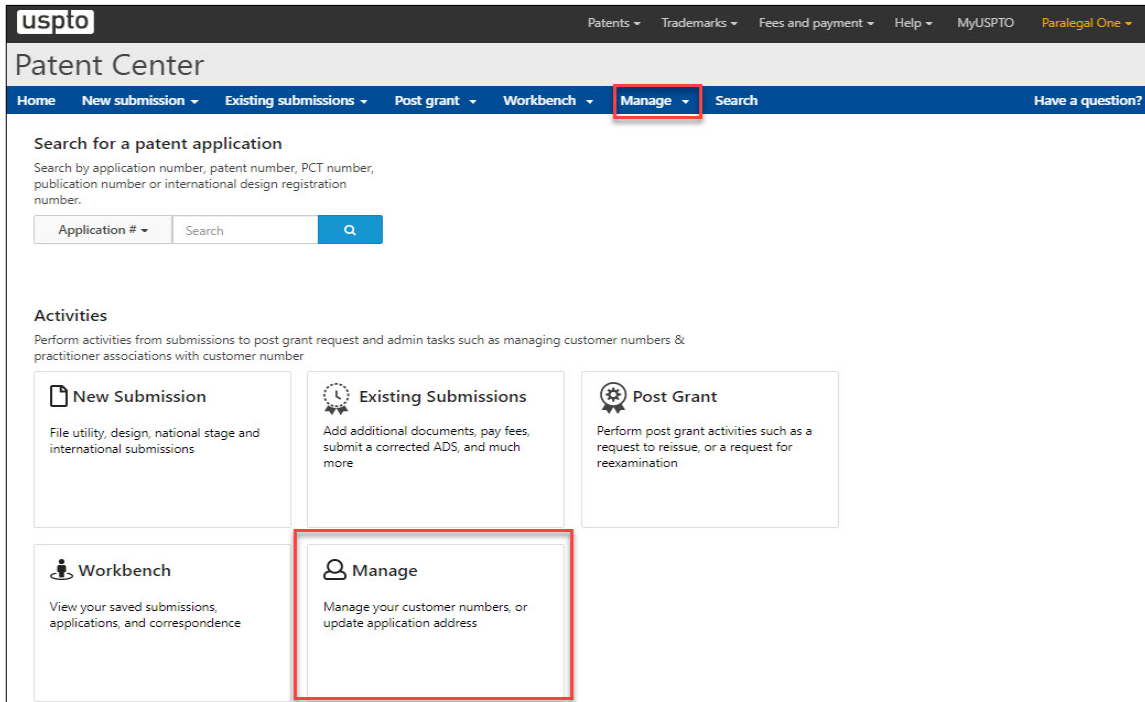


Figure 6

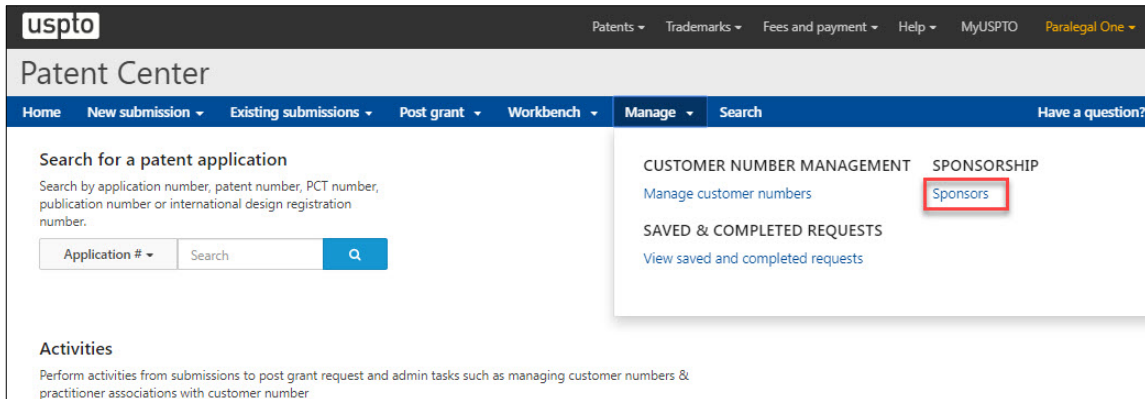
Figure 7

Figure 8

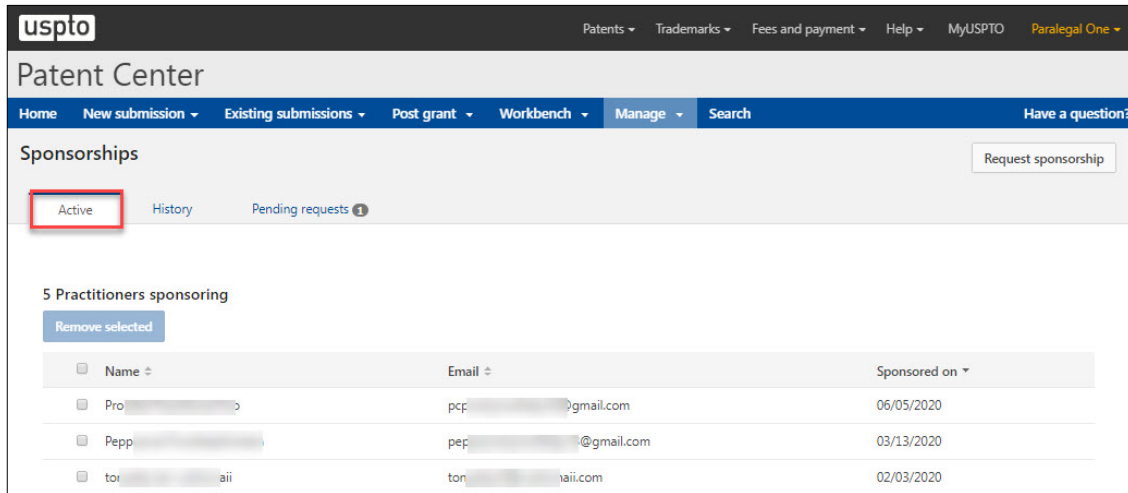
2. Select either “Manage” located on the menu bar or the “Manage” box under “Activities”



3. Select the “Sponsors” hyperlink from the “Manage” option on the menu bar

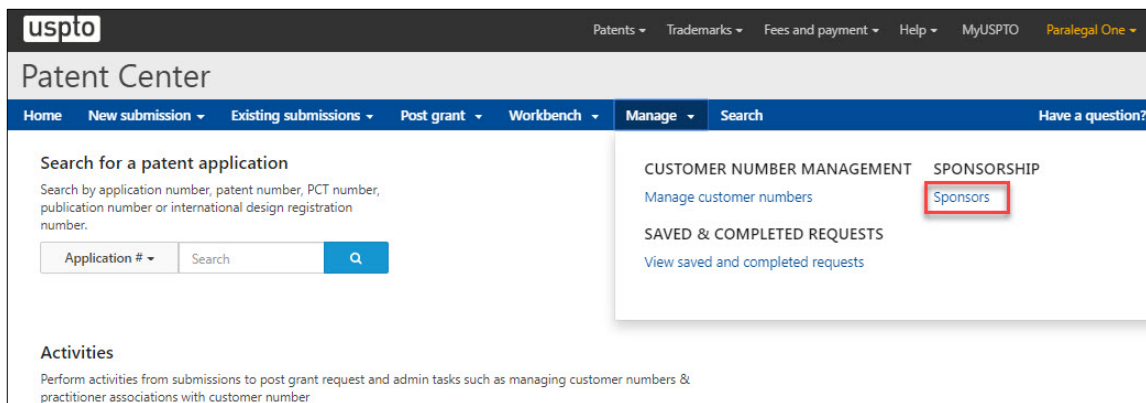


4. View active sponsorships in the “<number> Practitioners sponsoring” list



## Remove sponsorship for myself from a sponsoring practitioner

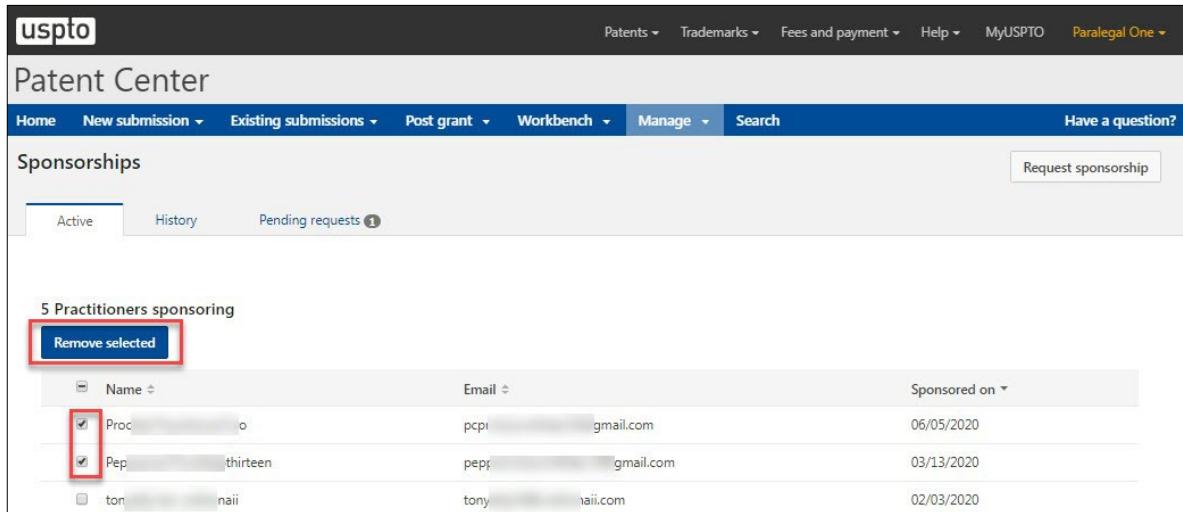
1. Select “Sponsors” hyperlink from the “Manage” option on the menu bar



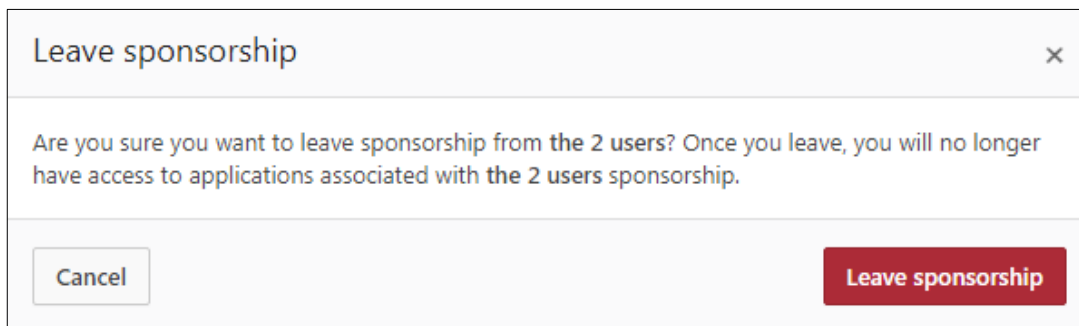
2. In the “<number> Practitioner sponsoring” list, check the box(es) on the left for the practitioner you would like leave sponsorship from and click on the “Remove selected” button located below



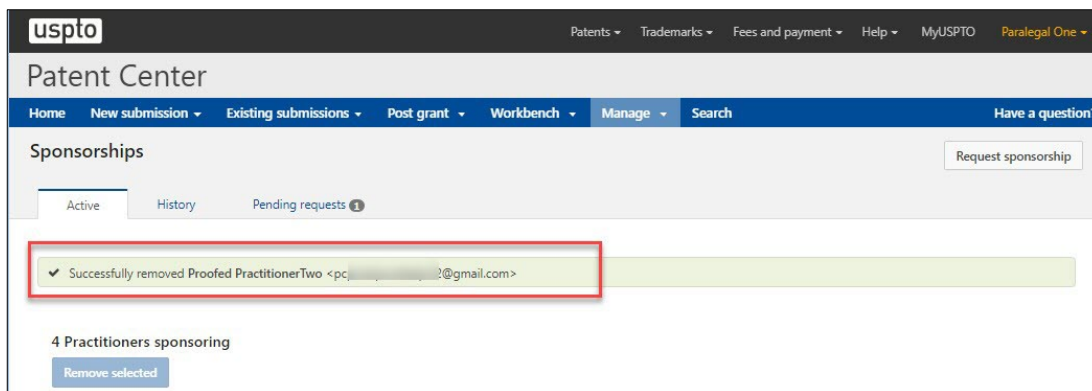
"<number> Practitioners sponsoring"



3. Confirm that you want to Leave sponsorship



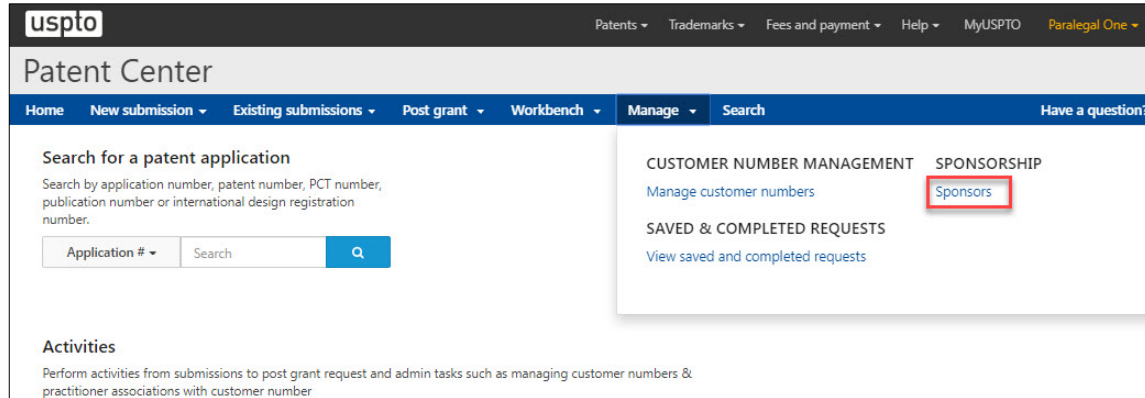
4. Sponsorship will be removed and the user is notified on the "Active" tab



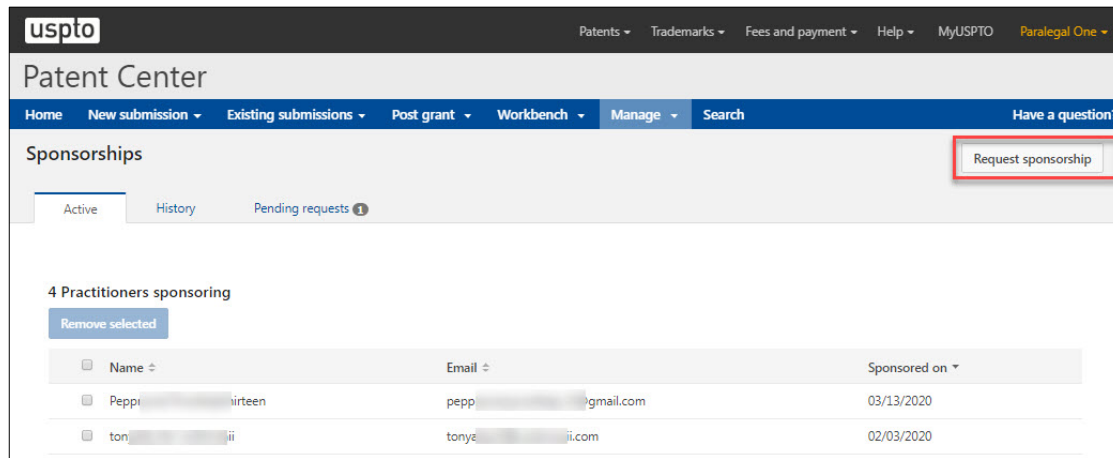
## “Request sponsorship” for other support staff to be approved by a practitioner

\*Prerequisite: Only support staff that have already been sponsored by a practitioner are able to “Request sponsorship” for other support staff to be approved by the same practitioner.

1. Select “Sponsors” hyperlink from the “Manage” option on the menu bar



2. Select the “Request sponsorship” button at the top right corner



3. Select the sponsoring practitioner from the drop down menu (you are only able to request sponsorships for approval by practitioners that have already sponsored you)

The screenshot shows a web form titled "Request sponsorship" with a close button (x) in the top right corner. Below the title, it says "\* indicates required". The "Sponsoring practitioner \*" field is a dropdown menu, currently empty, and is highlighted with a red rectangular box. Below this field is a paragraph of text: "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." Below the text is the "Email address of users to be sponsored \*" field, which is an empty text box. To the right of this field is a "Validate emails" button. At the bottom left of the form is a "Cancel" button.

4. Enter the email addresses of users to be sponsored (up to 50 email addresses; separated by either spaces, commas, semicolons, or returns)
5. Select "Validate emails"

The screenshot shows the same "Request sponsorship" form as above. The "Sponsoring practitioner \*" dropdown menu is now populated with the text "Pepp" followed by "een" and a downward arrow, and is highlighted with a red rectangular box. The "Email address of users to be sponsored \*" text box now contains the text "pep" followed by "p@gmail.com" and is also highlighted with a red rectangular box. The "Validate emails" button is now highlighted with a red rectangular box. The "Cancel" button remains at the bottom left.

6. Review the names and information under “<number> user(s) retrieved” for accuracy
  - A. To remove any users from the of requested sponsorships, select the “x” next to their name

**Request sponsorship**

\* indicates required

Sponsoring practitioner \*

Pepprprod Proofedpthirteen

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 \*

pcp[redacted]@gmail.com

Validate emails

**1 User retrieved:**

Name	Email
Paralegal Four	pcp[redacted]@gmail.com

Cancel Request sponsorship

7. Select “Request sponsorship”
8. Upon successful submission, the support staff will be able to see all requested sponsorships on the “Pending requests <number>” tab along with the date that each request was made

uspto Patents Trademarks Fees and payment Help MyUSPTO Paralegal One

Patent Center

Home New submission Existing submissions Post grant Workbench Manage Search Have a question

Sponsorships Request sponsorship

Active History Pending requests 2

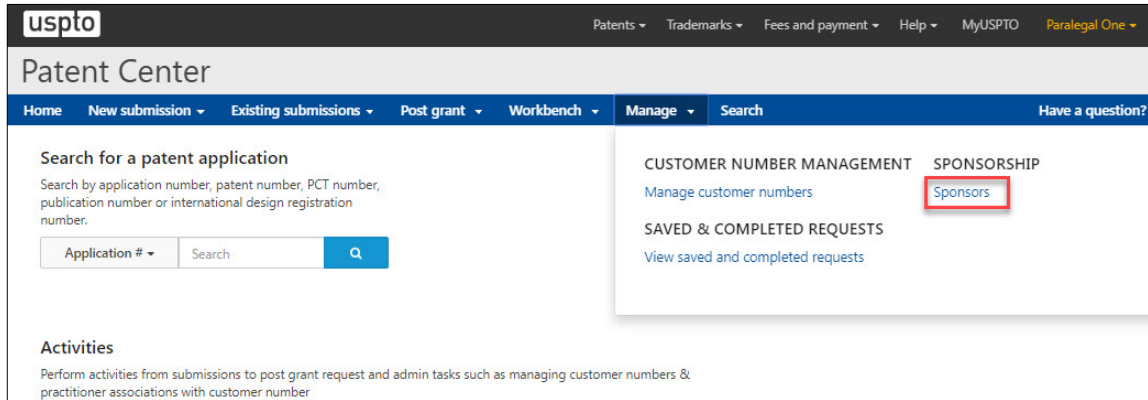
✓ Successfully requested sponsorships for 1 practitioner support user

2 Sponsorship requests Practitioner email

Practitioner support	Practitioner	Date
Paralegal Four pcp[redacted]@gmail.com	Pepprprod Proofedpthirteen pepprprod Proofedpthirteen@gmail.com	07/02/2020
Paralegal Two pcp[redacted]@gmail.com	Proofed PractitionerThree pcp[redacted]@gmail.com	10/04/2019

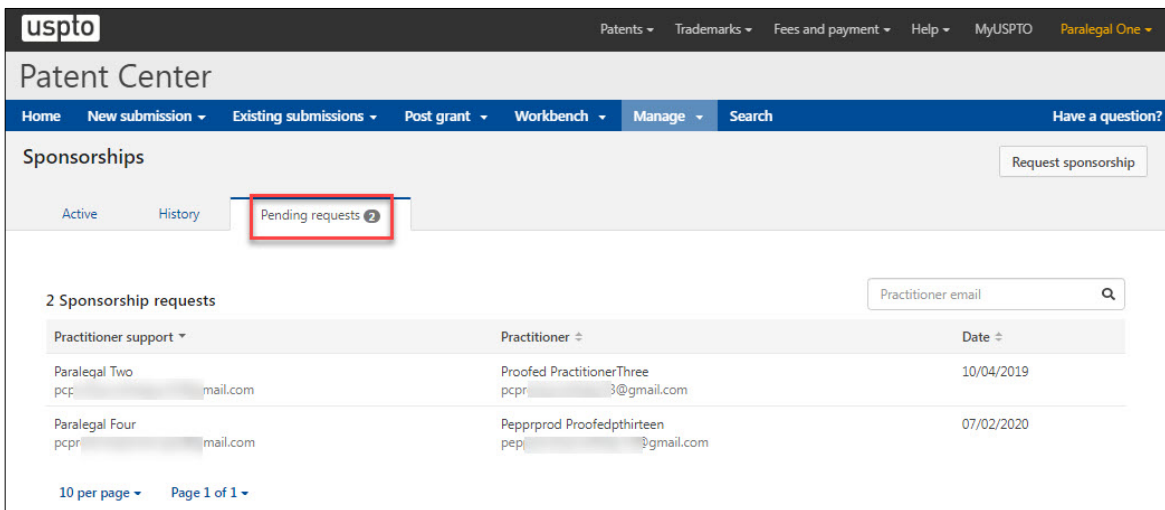
## View requested sponsorships

1. Select “Sponsors” hyperlink from the “Manage” option on the menu bar



The screenshot shows the USPTO Patent Center interface. The top navigation bar includes 'uspto' and links for 'Patents', 'Trademarks', 'Fees and payment', 'Help', 'MyUSPTO', and 'Paralegal One'. The main header is 'Patent Center'. Below it is a secondary navigation bar with 'Home', 'New submission', 'Existing submissions', 'Post grant', 'Workbench', 'Manage', 'Search', and 'Have a question?'. The 'Manage' dropdown menu is open, showing options: 'CUSTOMER NUMBER MANAGEMENT' (with sub-option 'Manage customer numbers'), 'SPONSORSHIP' (with sub-option 'Sponsors' highlighted by a red box), and 'SAVED & COMPLETED REQUESTS' (with sub-option 'View saved and completed requests').

2. Click on the “Pending requests<number>” tab to view “<number> Sponsorship requests”



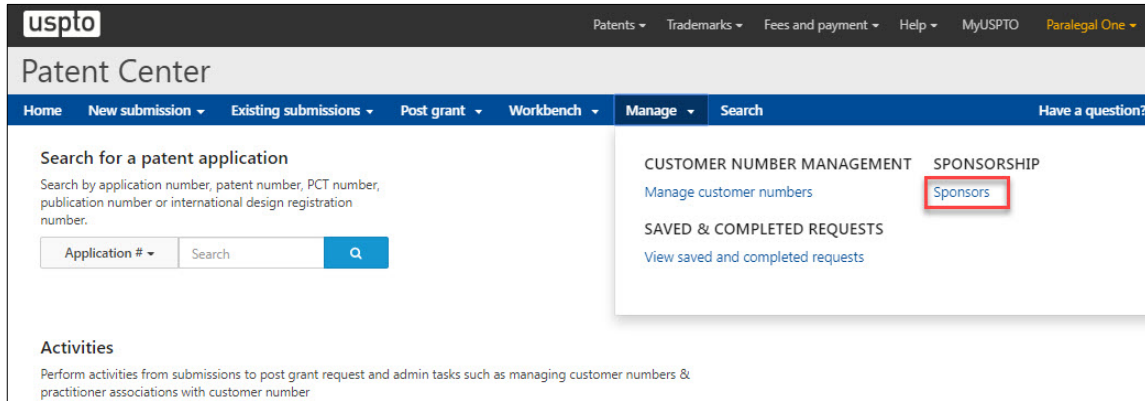
The screenshot shows the 'Sponsorships' page in the USPTO Patent Center. The top navigation bar is the same as in the previous screenshot. The main header is 'Patent Center'. Below it is a secondary navigation bar with 'Home', 'New submission', 'Existing submissions', 'Post grant', 'Workbench', 'Manage', 'Search', and 'Have a question?'. The 'Sponsorships' page has a 'Request sponsorship' button in the top right. Below the button are tabs for 'Active', 'History', and 'Pending requests' (with a red box around it and a '2' icon). The 'Pending requests' tab is selected, showing a table of 2 sponsorship requests. The table has columns for 'Practitioner support', 'Practitioner', and 'Date'. A search bar for 'Practitioner email' is located to the right of the table. The table shows two rows of data.

Practitioner support	Practitioner	Date
Paralegal Two pcp[redacted]@mail.com	Proofed PractitionerThree pcpr[redacted]@gmail.com	10/04/2019
Paralegal Four pcpr[redacted]@mail.com	Pepprprod Proofedphtirteen pepr[redacted]@gmail.com	07/02/2020

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# View historical sponsorships

1. Select “Sponsors” hyperlink from the Manage option on the menu bar



2. View history of sponsorship under the History tab

