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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 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**.
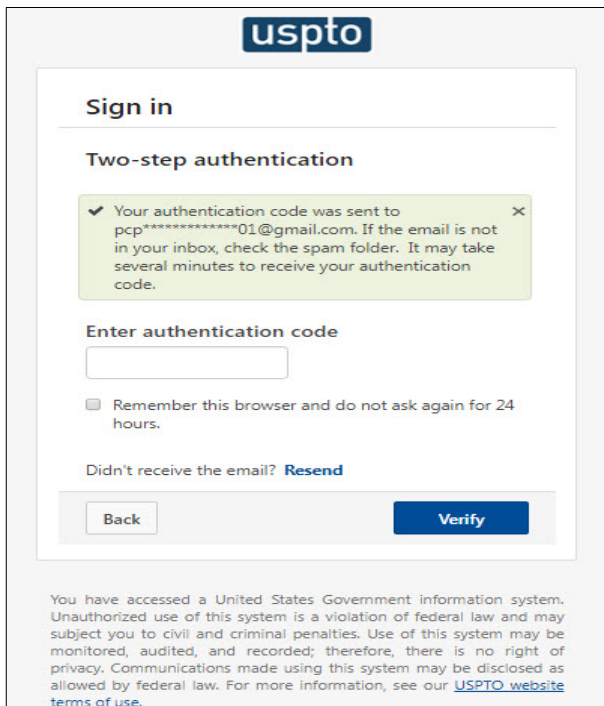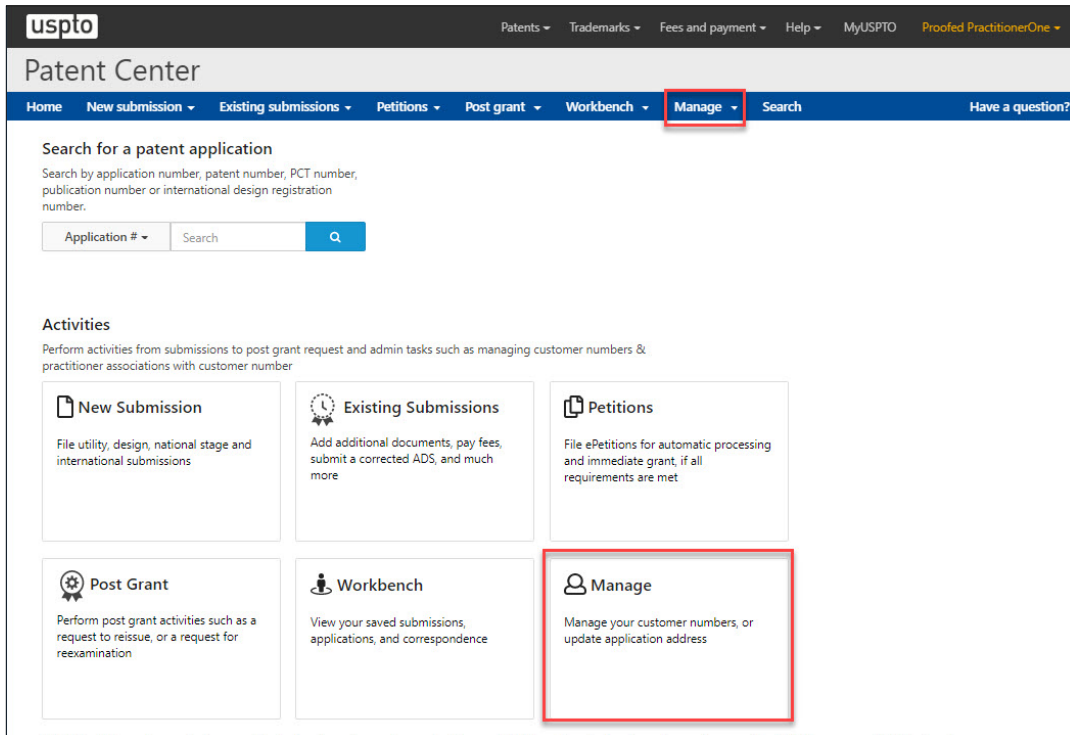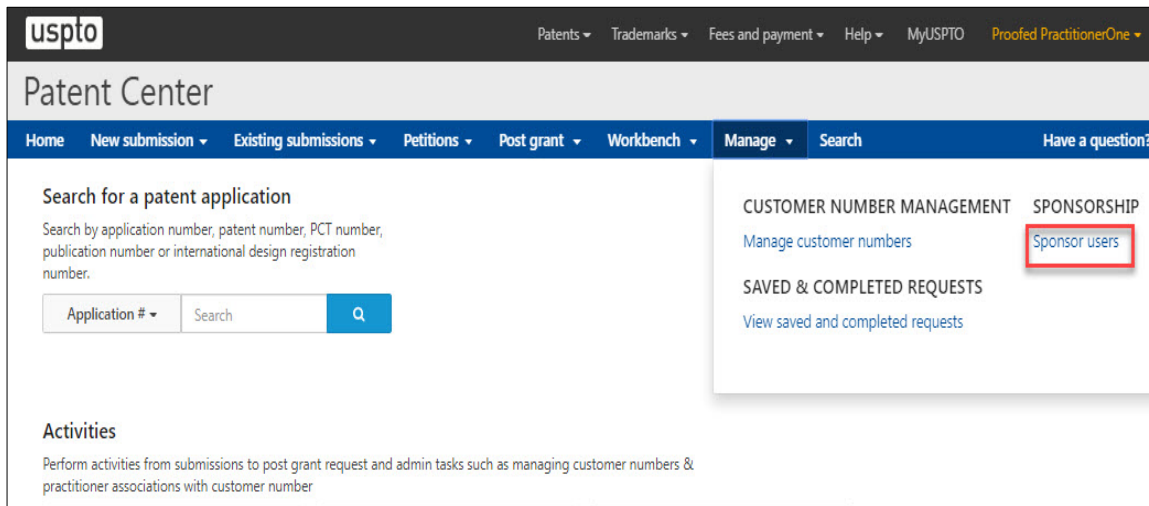
Figure 1
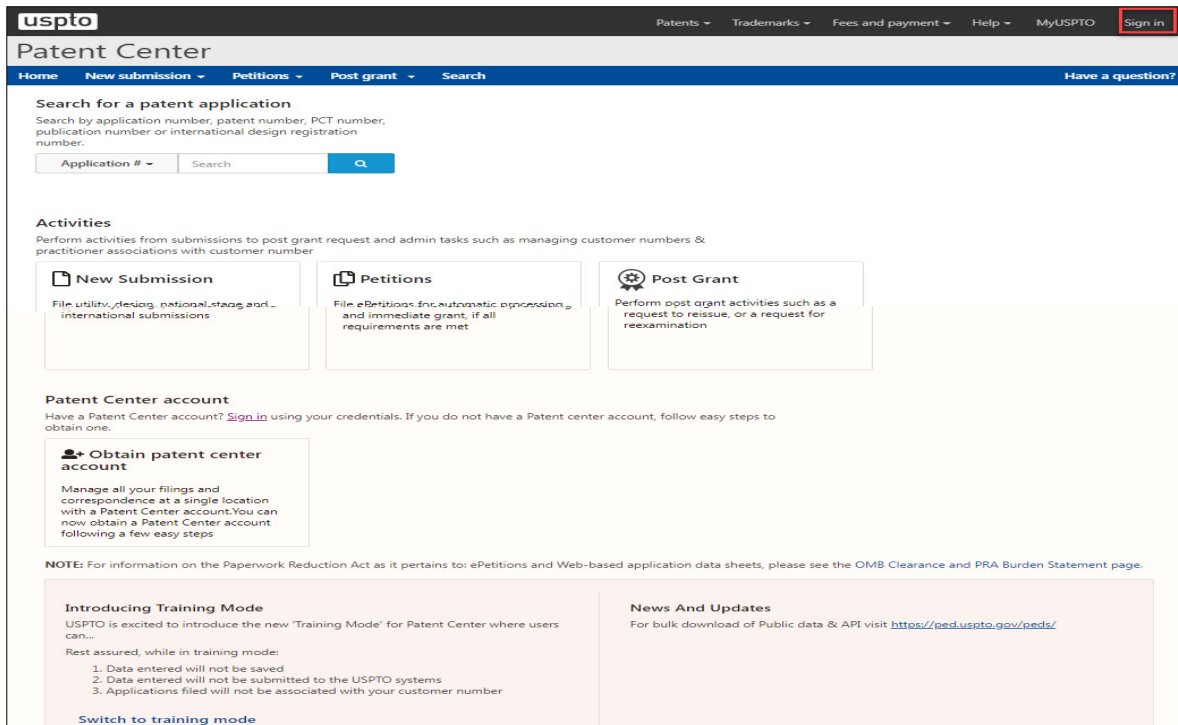
Figure 2
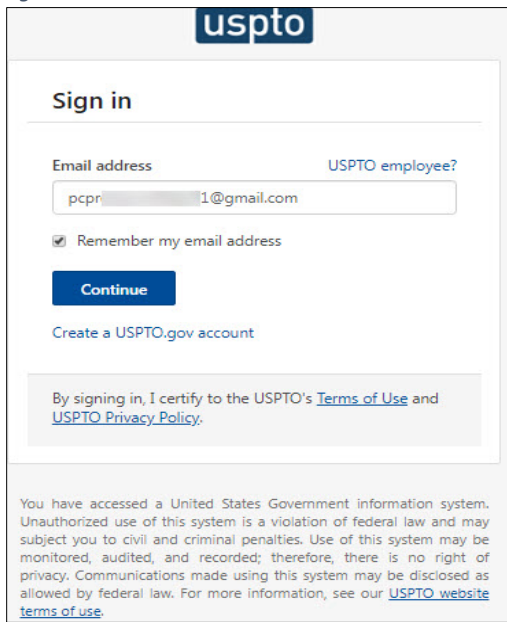
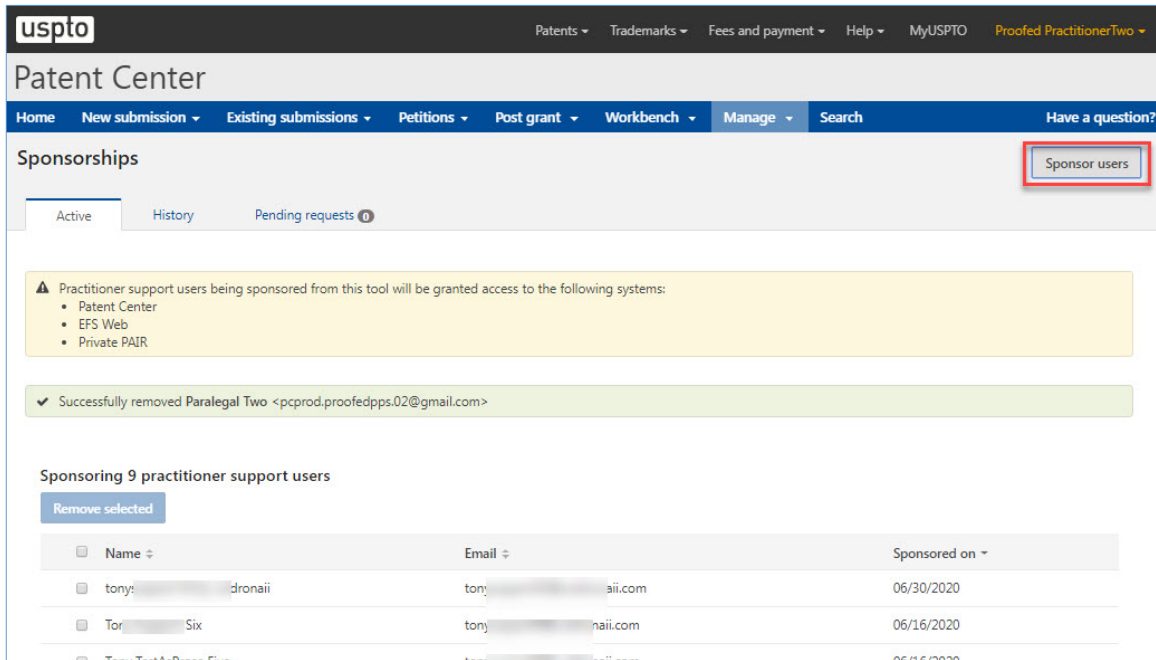

Figure 3
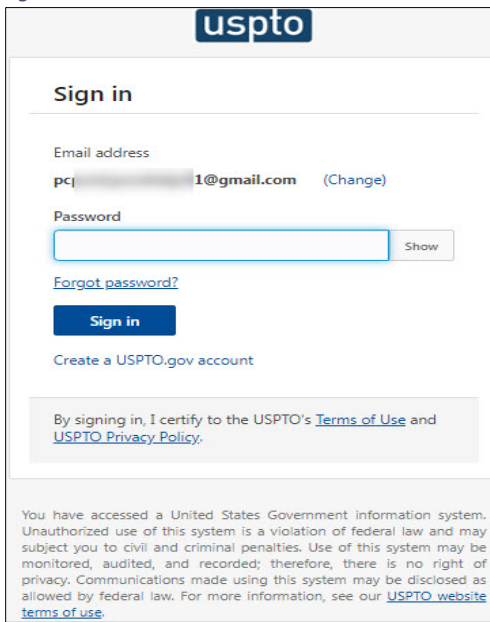
Figure 4

2. Select either "Manage" located on the menu bar or the "Manage" box under "Activities"
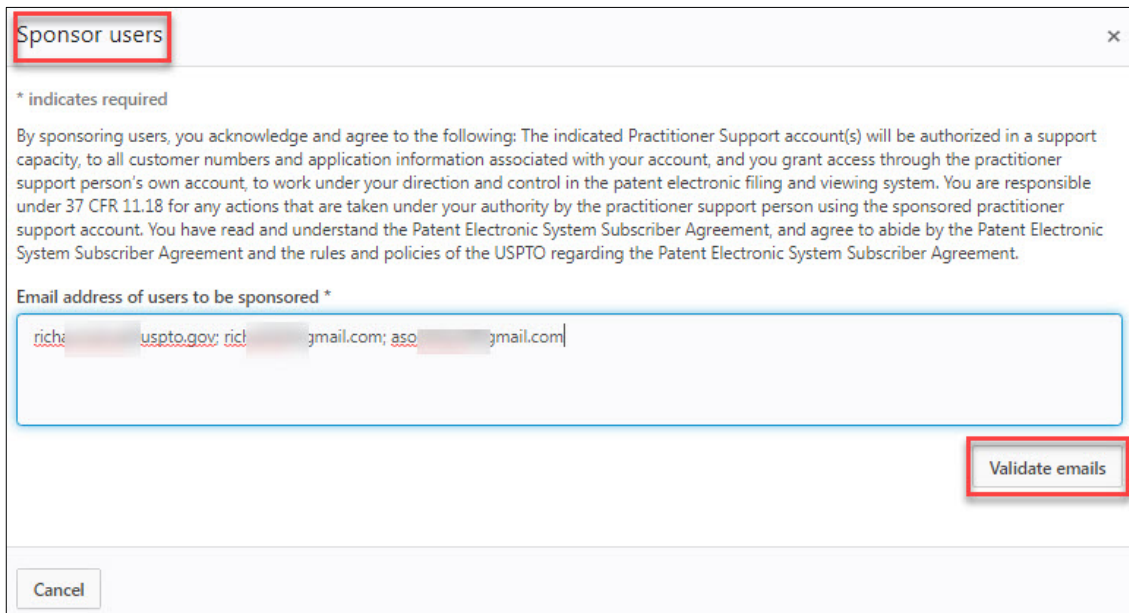
3. Select the "Sponsor users" hyperlink

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

8. Select "Sponsor"

Access "requested sponsorships" to grant approval or deny

1. Select the "Sponsor users" hyperlink from the menu bar under "Manage"
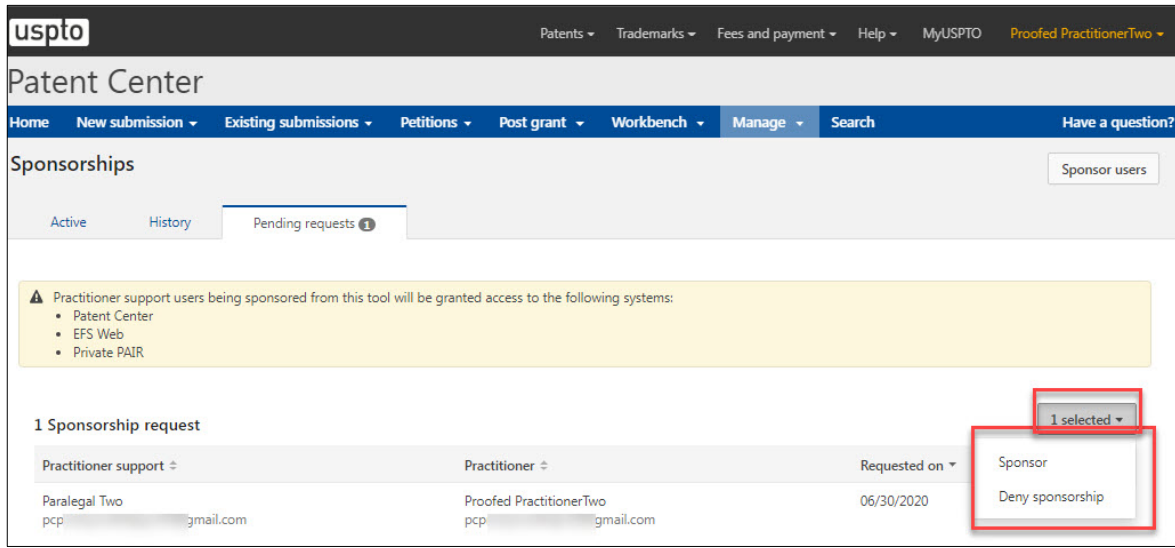
2. Click on "Pending requests <number>" tab to view Sponsorship requests
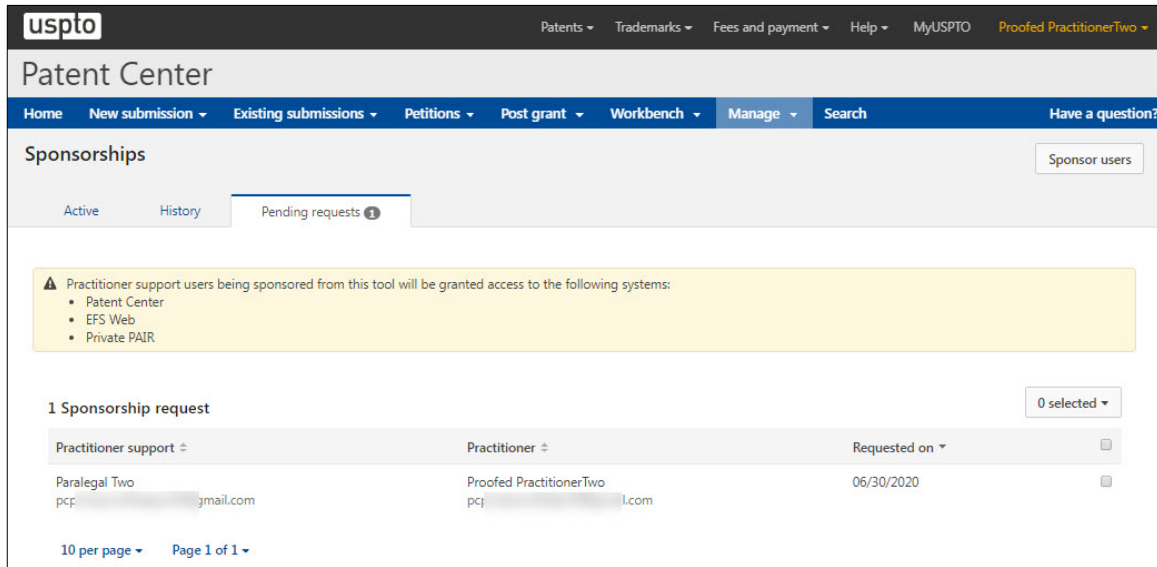
3. Check the checkboxes for support staff you would like to sponsor (or select the checkbox in the header to select all)

4. Select the drop-down menu above the checkbox in the header that says "<number> selected"
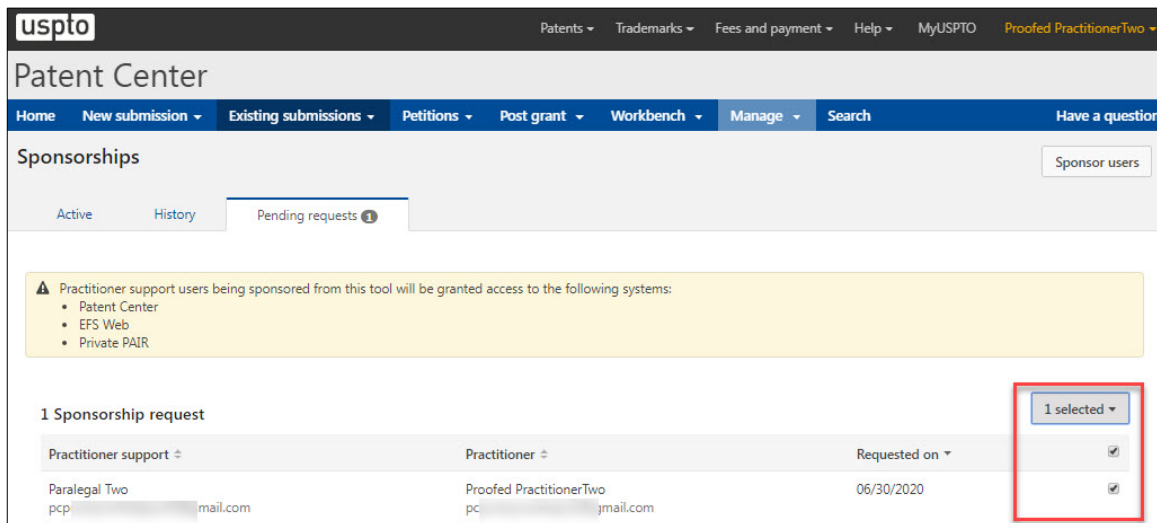
5. Select "Sponsor" or "Deny sponsorship"

Remove sponsored support staff

1. Select "Sponsor users" hyperlink from the menu bar under "Manage"
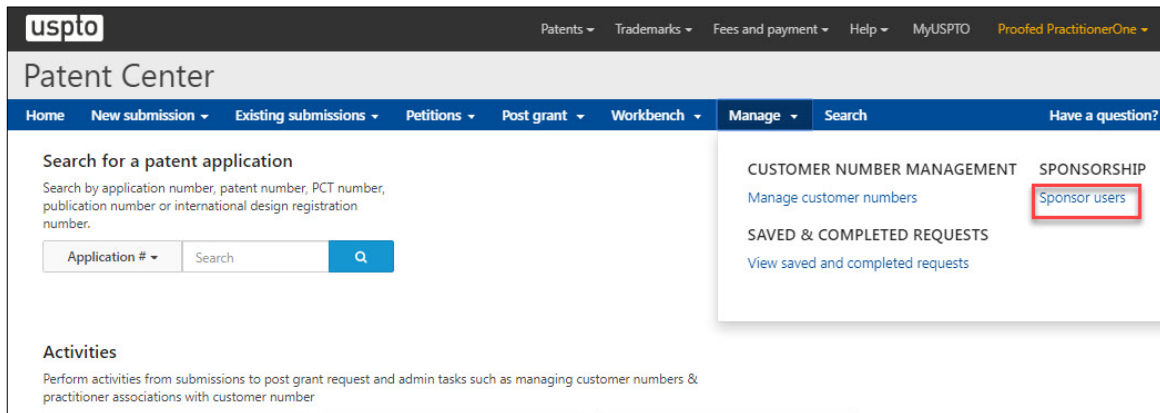
2. In the "Sponsoring <number> practitioner support users" list, check the box(es) on the left for the support staff you would like to remove sponsorship from and click on the "Remove selected" button

located below "Sponsoring <number> practitioner support users"

3. Confirm that you want to remove sponsorship

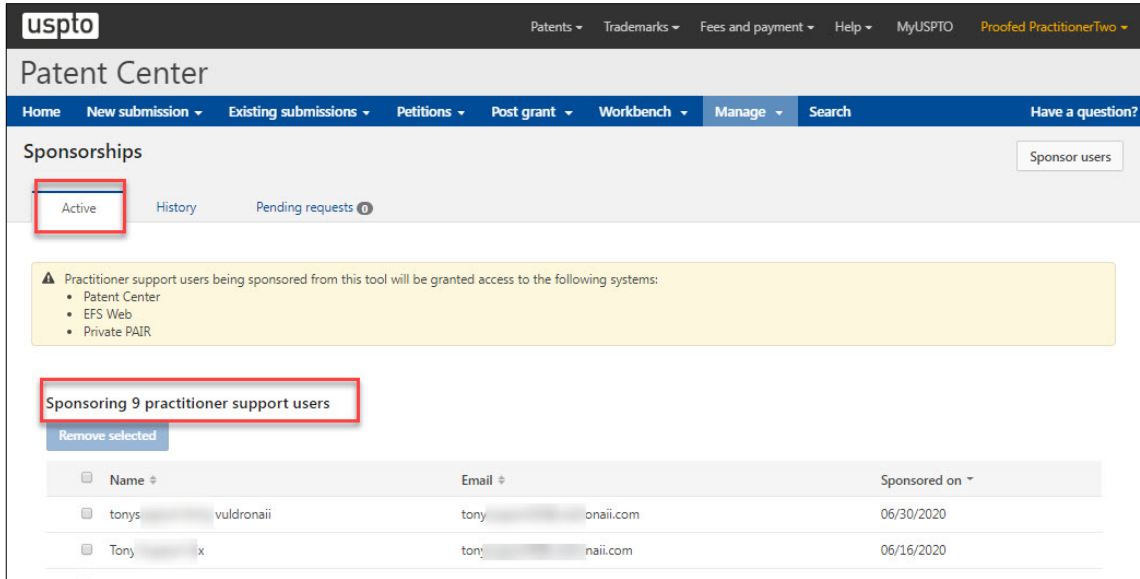4. Sponsorship will be removed and the user is notified on the "Active" tab
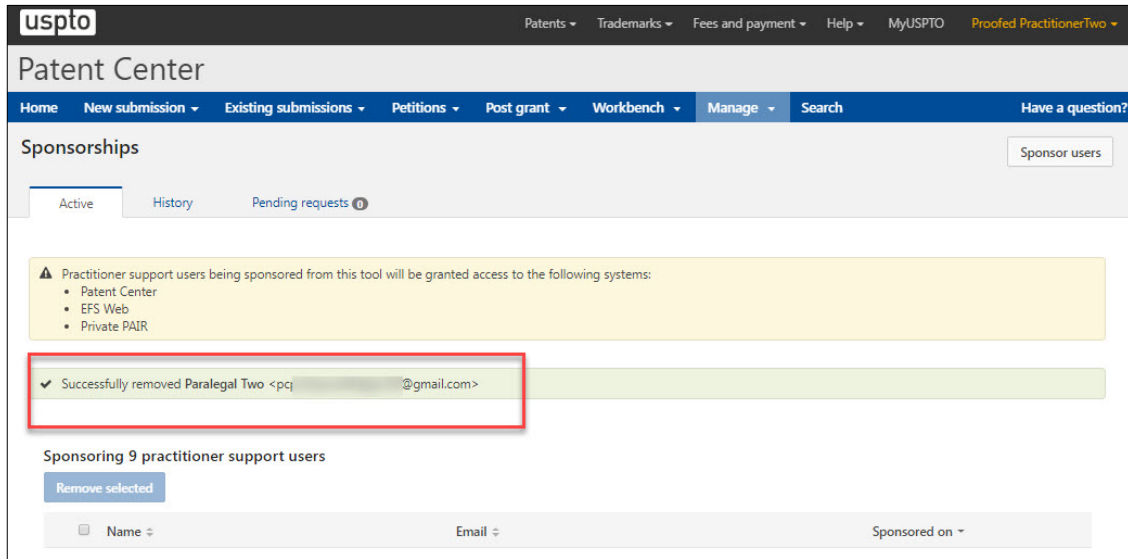
View active sponsorships

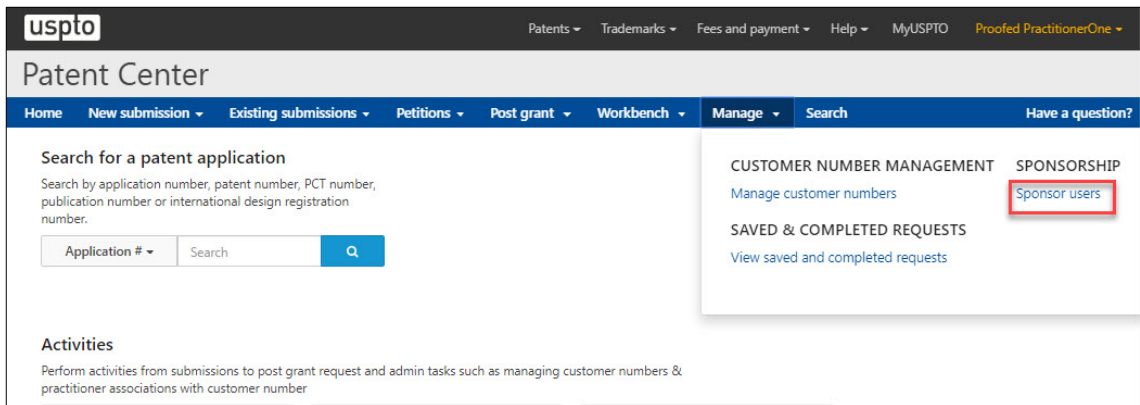1. Select the "Sponsor users" hyperlink from the menu bar under "Manage"
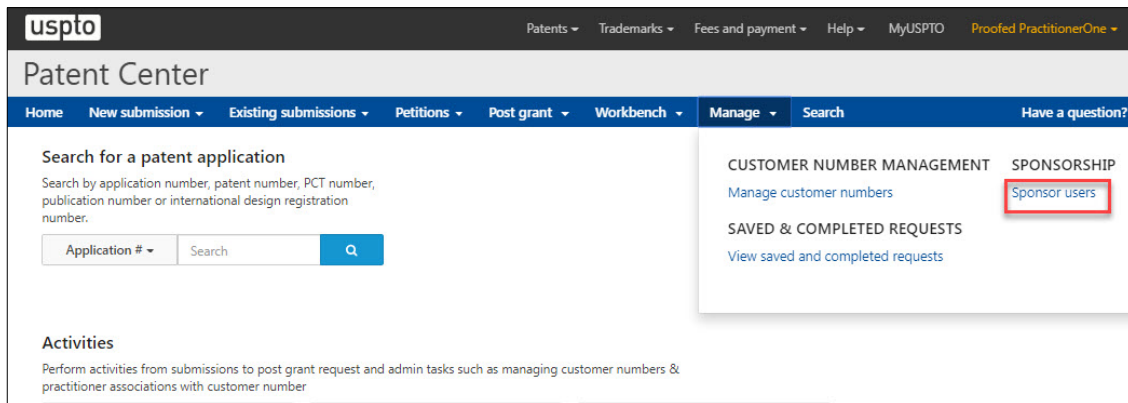
2. View active sponsorships in the "Sponsoring <number> practitioner support users" list

View historical sponsorships

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

2. View history of sponsorship om the "History" tab

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**.
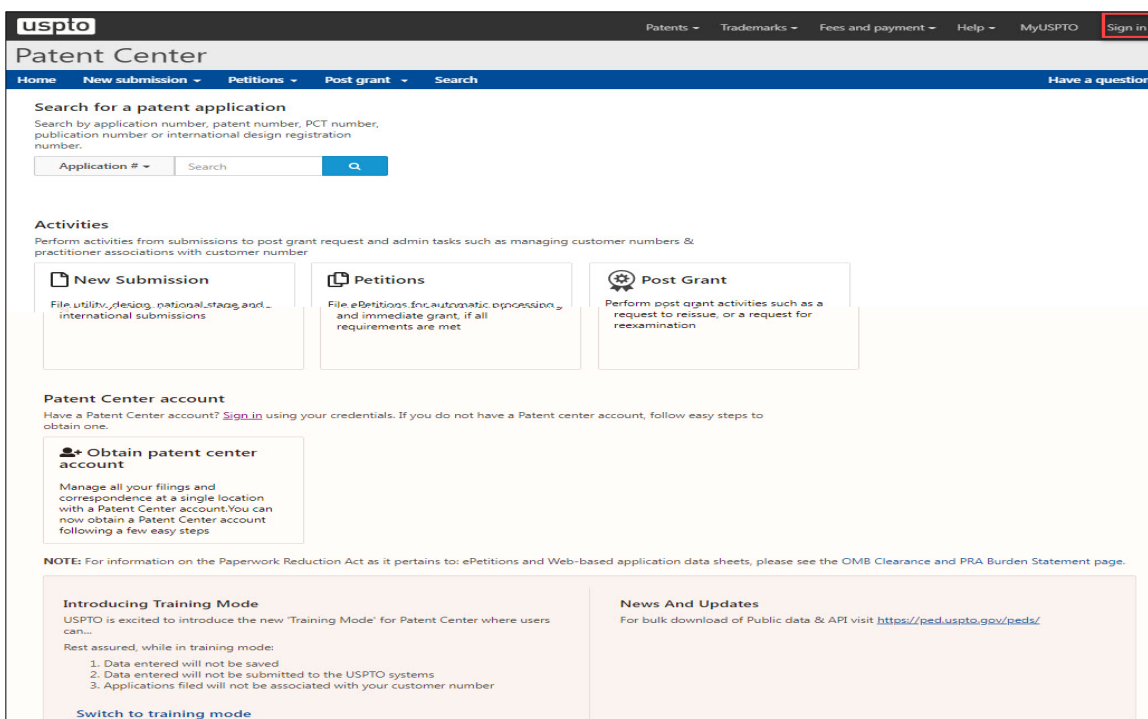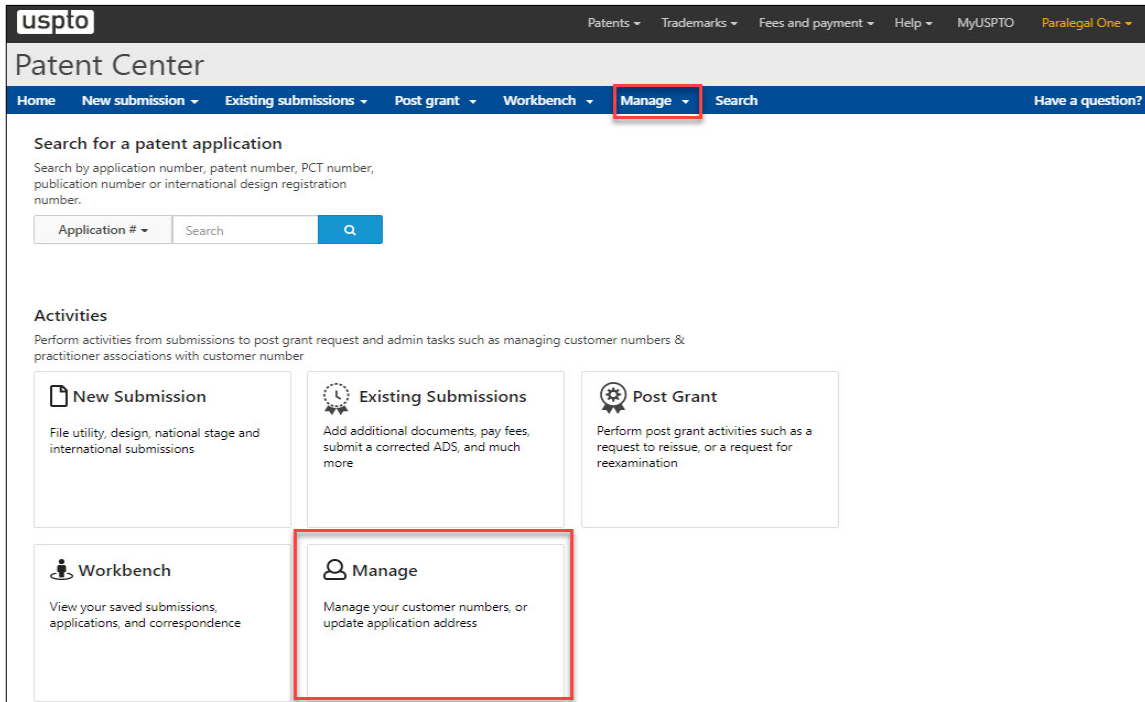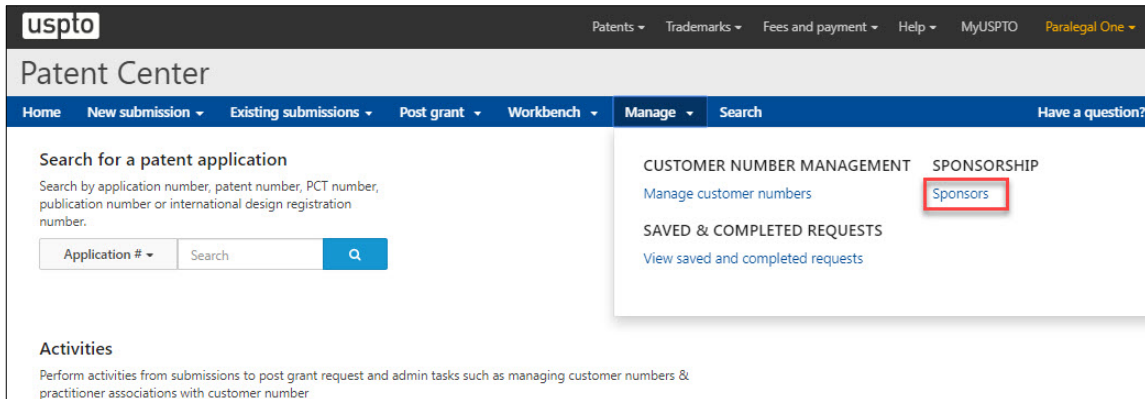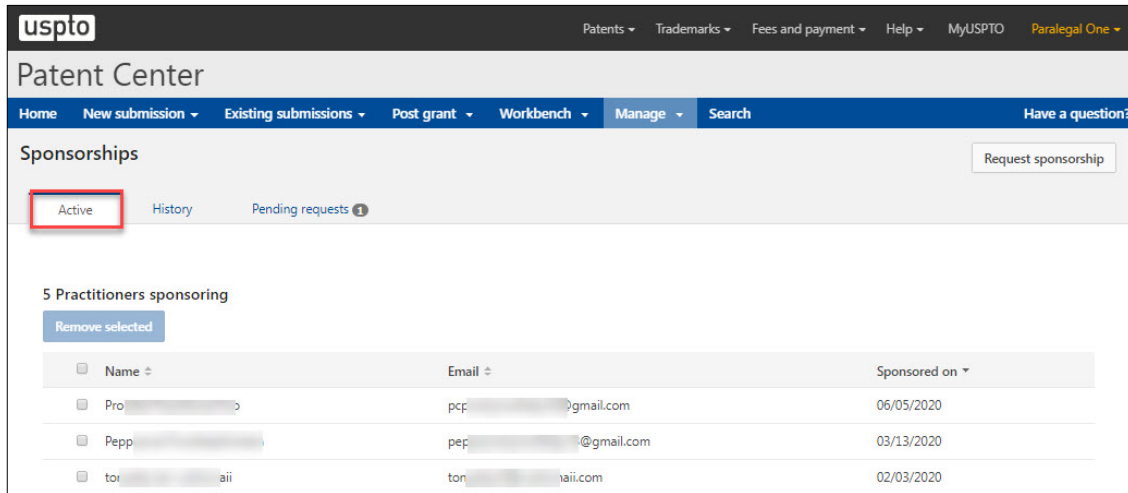
Figure 5

Figure 6

Figure 7

Figure 8

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

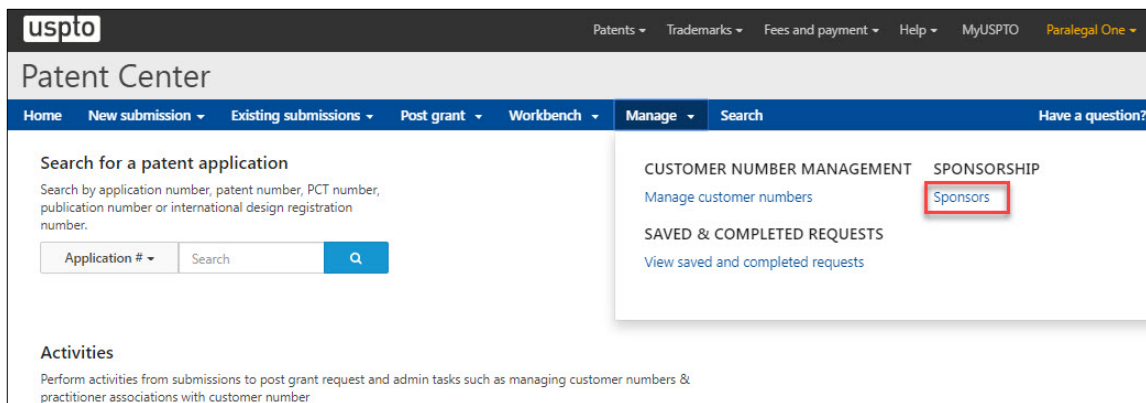3. Select the "Sponsors" hyperlink from the "Manage" option on the menu bar

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

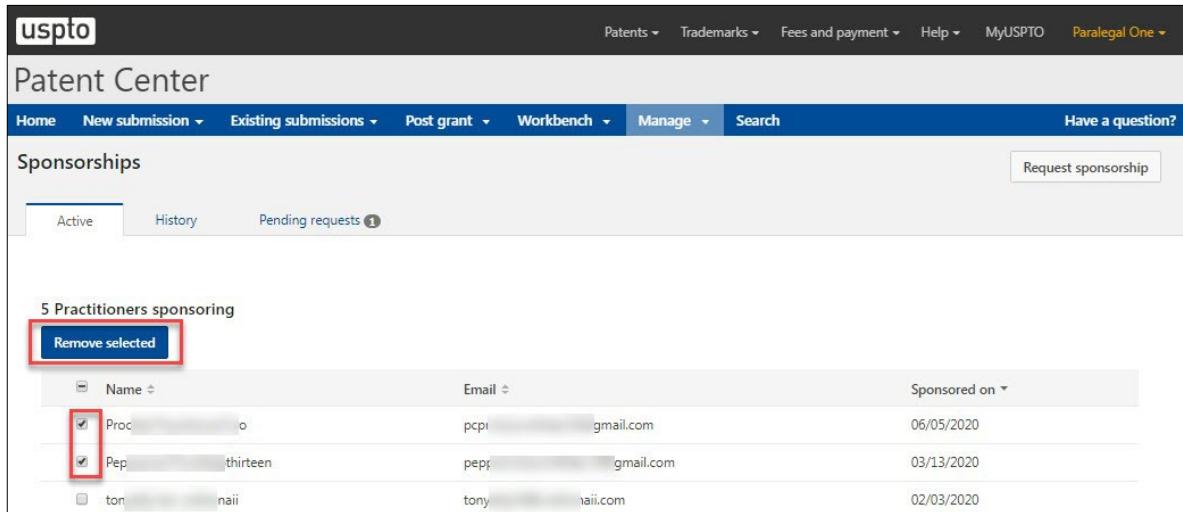# Remove sponsorship for myself from a sponsoring practitioner

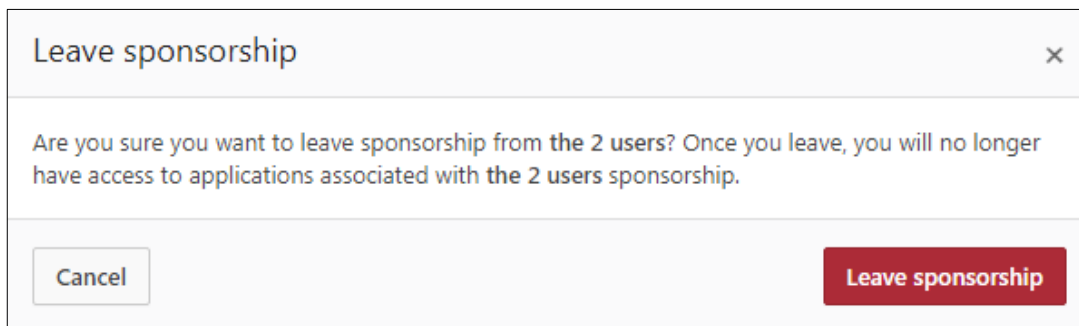1. Select "Sponsors" hyperlink from the "Manage" option on the menu bar

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
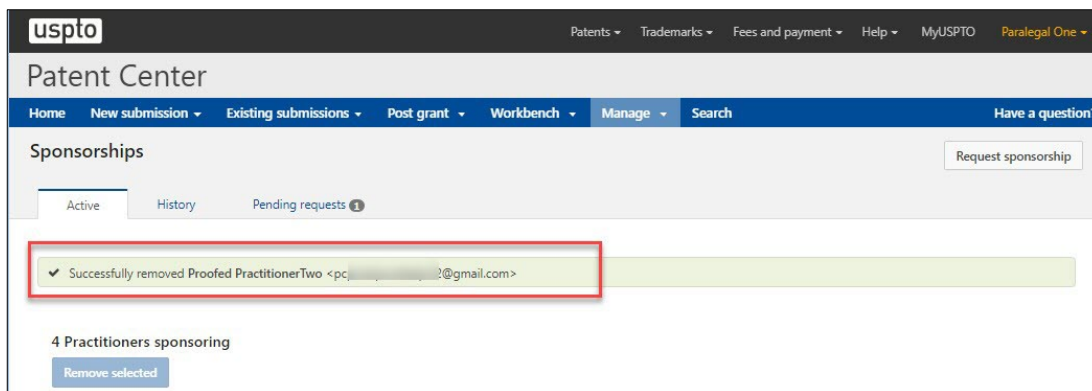
"Request sponsorship" for other support staff to be approved by a practitioner

*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
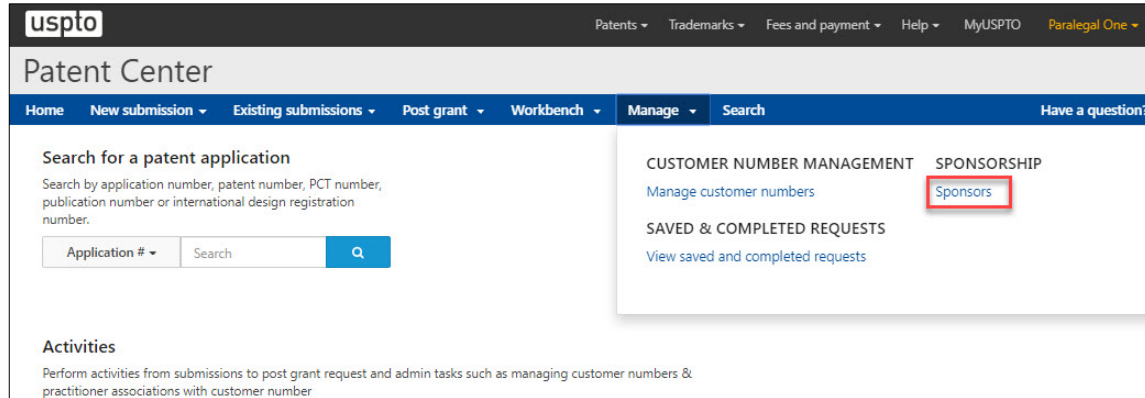
2. Select the "Request sponsorship" button at the top right corner
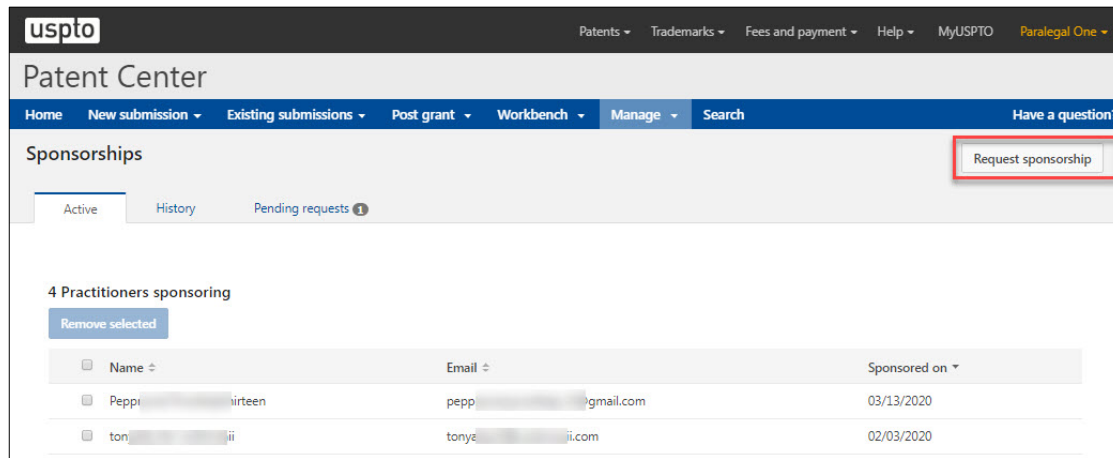
3. Select the sponsoring practitioner from the drop down menu (you are only able to request sponsorships for approval by practitioners that have already sponsored you)

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"

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

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

View requested sponsorships

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

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

View historical sponsorships

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

2. View history of sponsorship under the History tab