



PATENT CENTER USER GUIDE

September 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

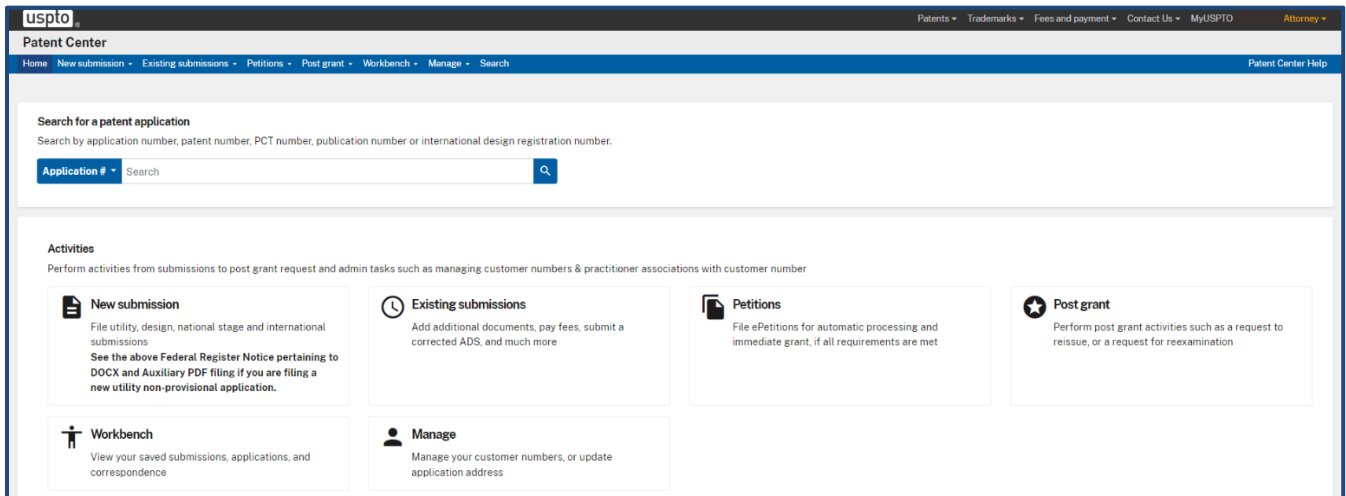


Figure 2

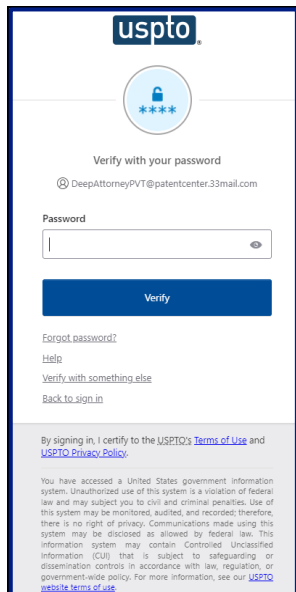
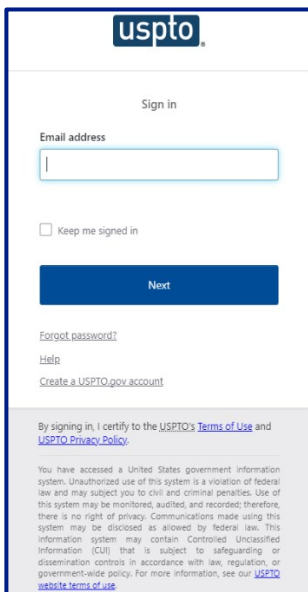


Figure 3

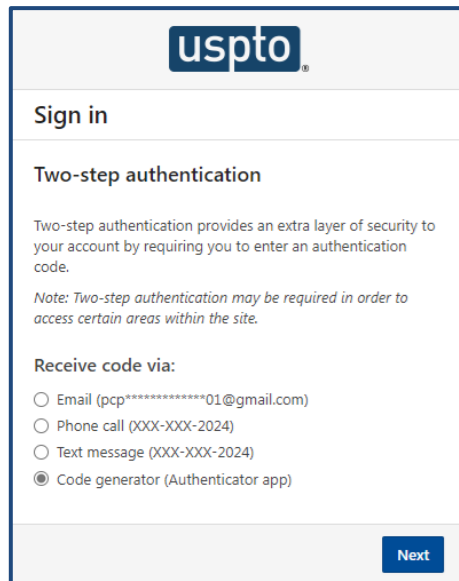
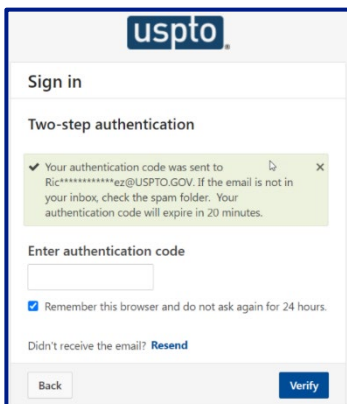
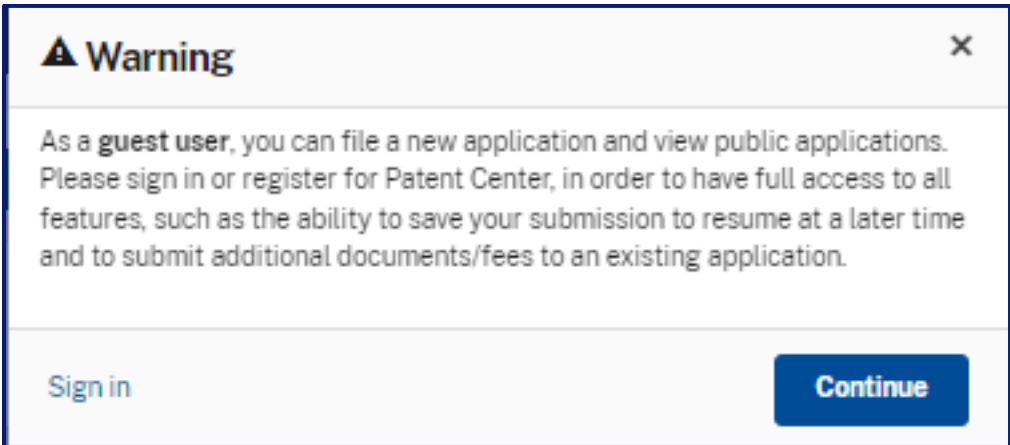


Figure 4



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.

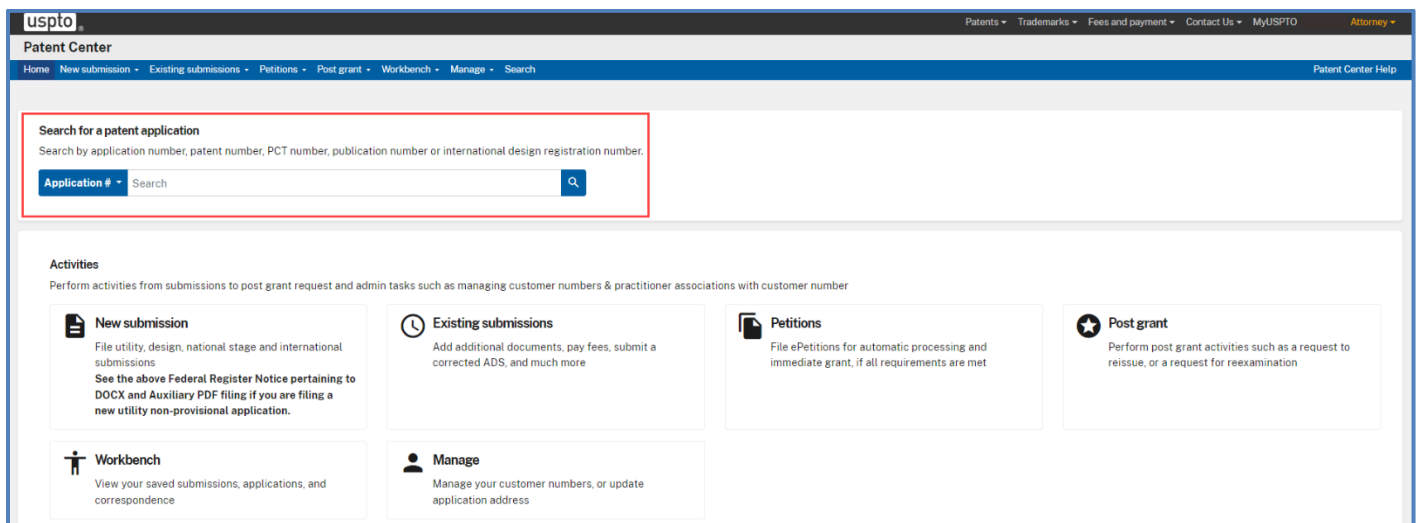
Public view provides access to all issued patents and published patent applications. Some data such as fees are not available.

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. #.

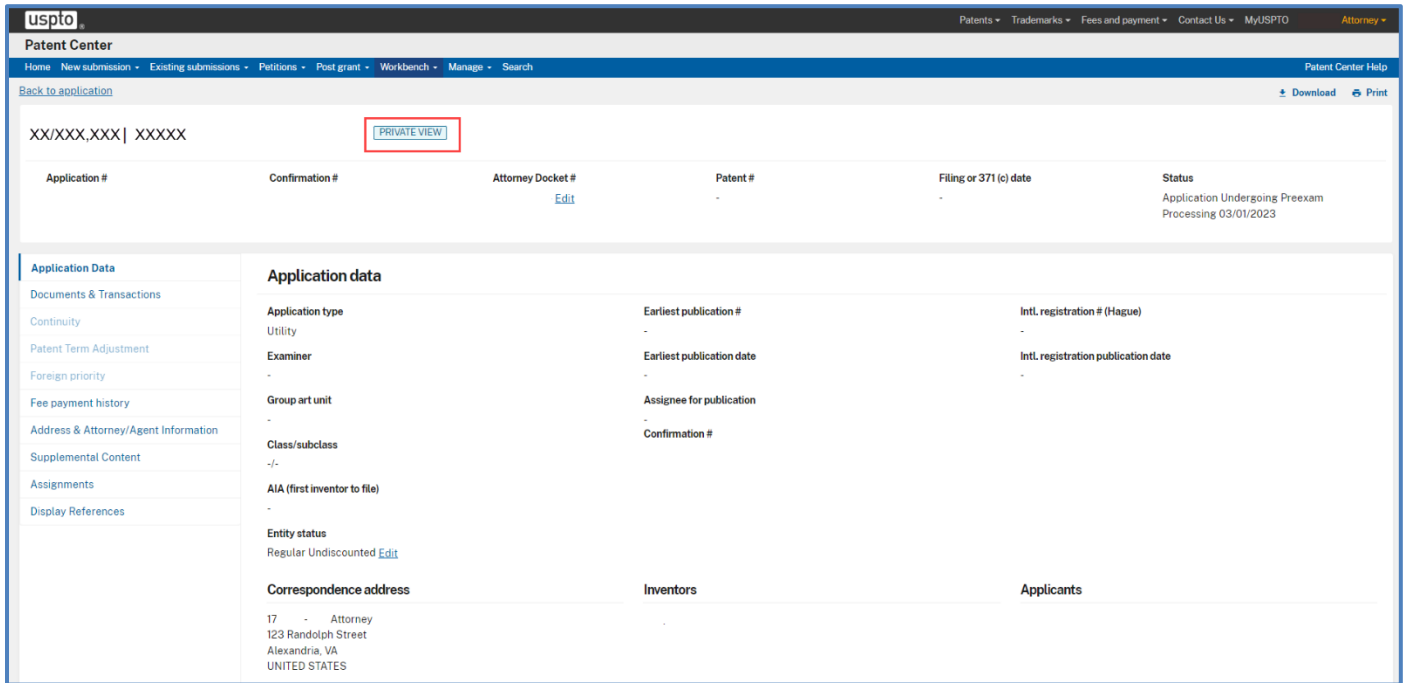
Select the search option, enter in the corresponding number, and click on the magnifying glass to obtain results.



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

Application Data

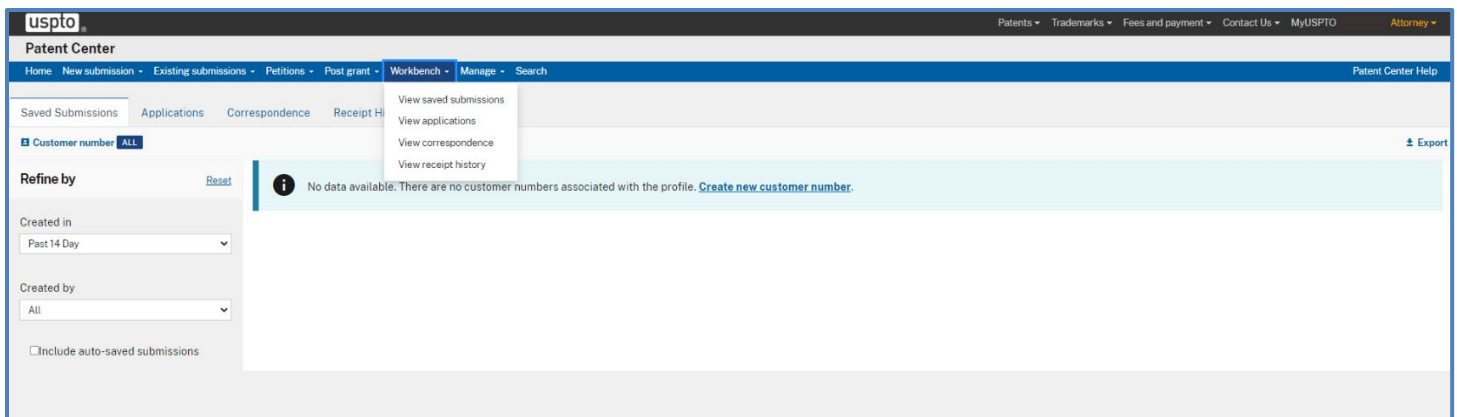
Detailed information for the searched application is displayed. Various hyperlinks provide access to a range of application information that is available to the user.



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 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.

uspto Patent Center

Patents Trademarks Fees and payment Contact Us MyUSPTO Attorney

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

i 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.

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

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.

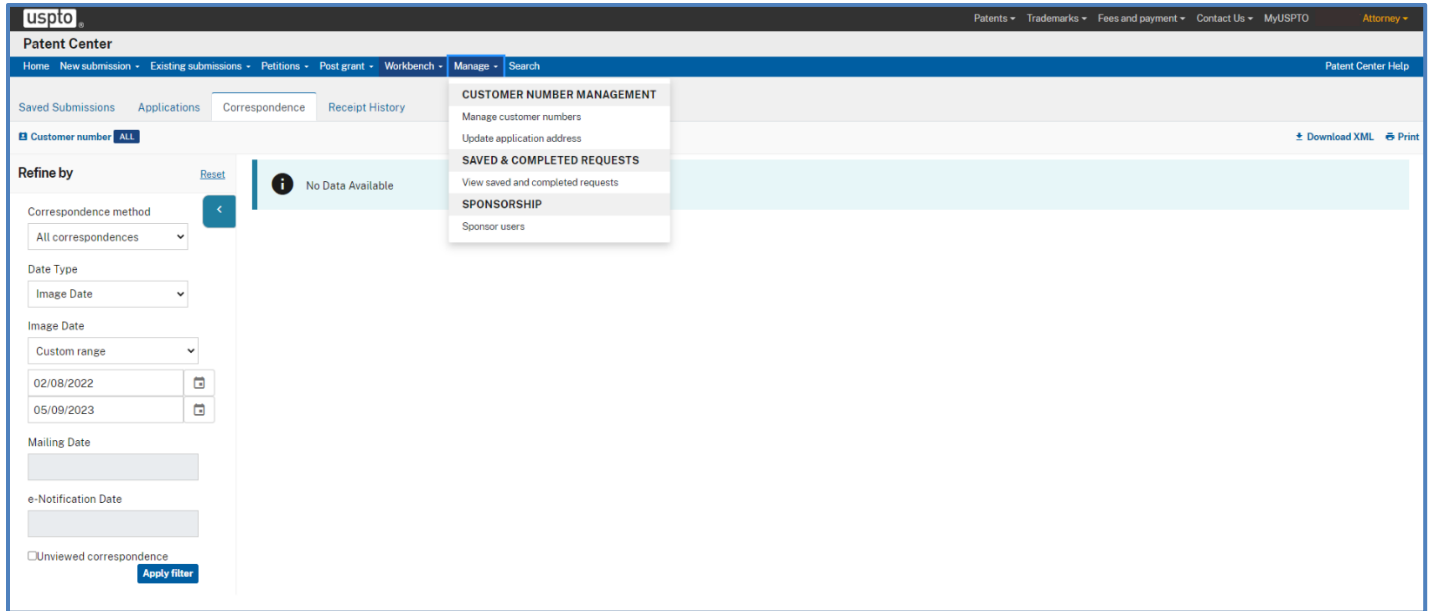
Correspondence

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.

Manage

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

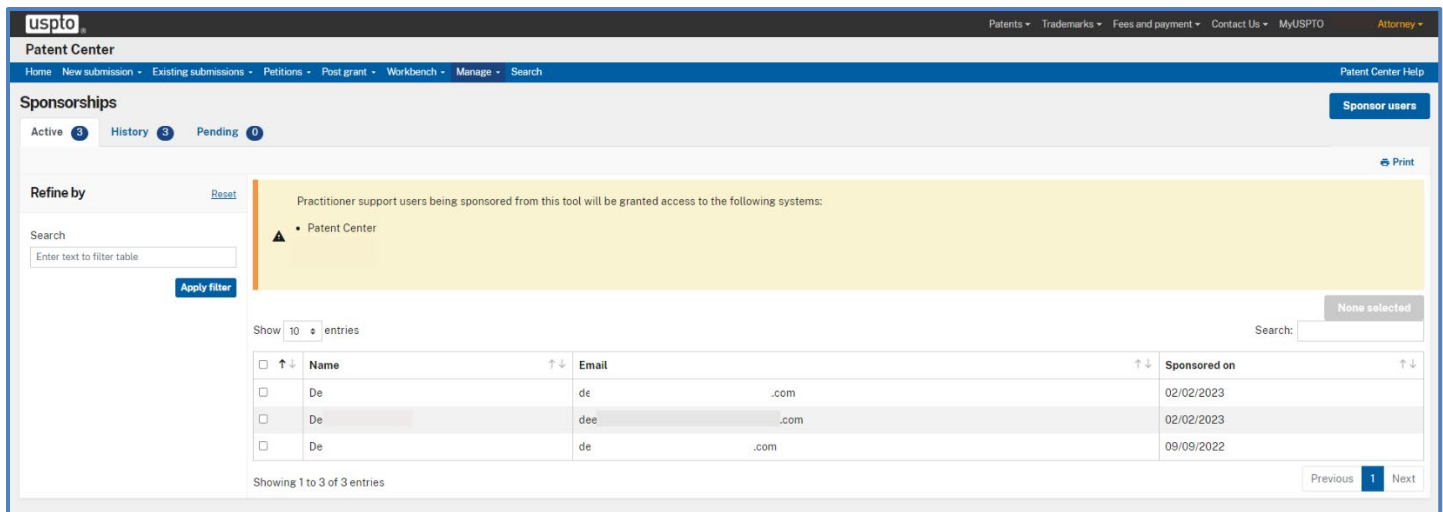
- Customer Number information
- Saved and completed requests; and
- Sponsorships



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.



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
Patent Center Help

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

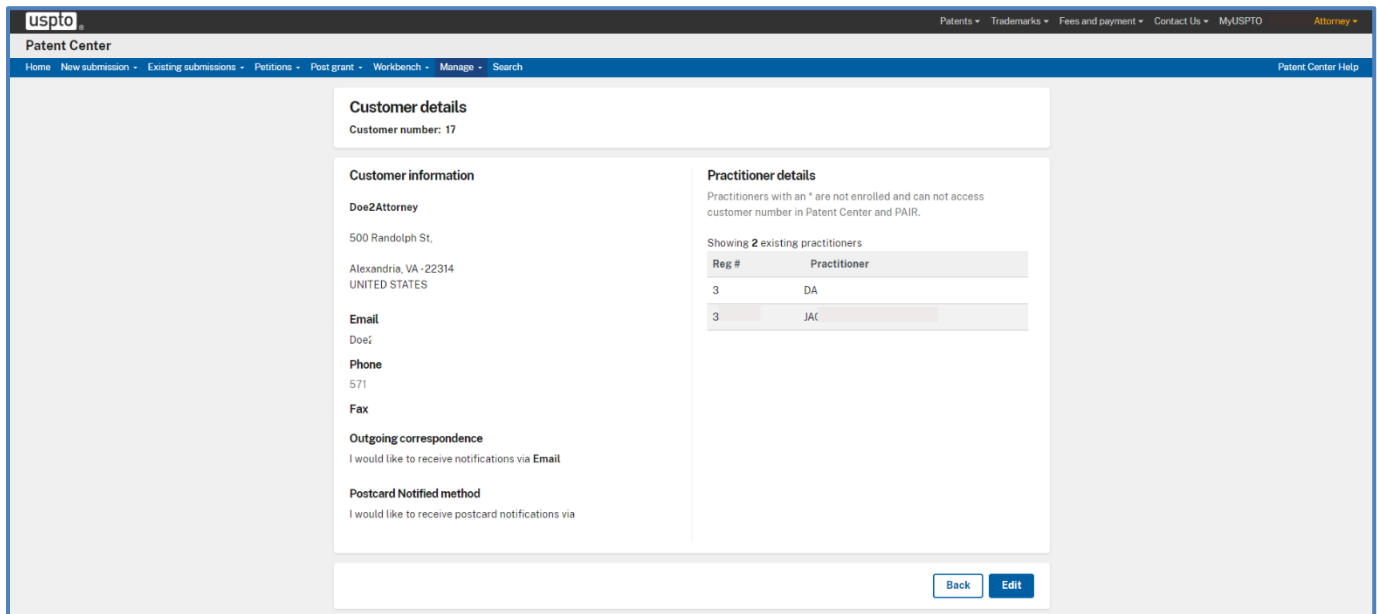
Filter by customer number or customer number name

Show 10 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		UNITED STATES	4	
		UNITED STATES		

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.



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)
 +

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 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 (All), Status (All), and Date range (Last 30 Days). A 'Date range' filter is set to 04/09/2023-05/09/2023. The main table displays 4 entries with columns for Request Id, Last updated, Customer #, Type, Status, and Address. The entries are:

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	

At the bottom of the table, there are pagination controls: First, Previous, 1 (selected), Next, Last. A 'Print' button is also visible in the top right corner.

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 this is a search bar for patent applications. The main content area is titled 'Activities' and contains six tiles: 'New submission', 'Existing submissions', 'Petitions', 'Post grant', 'Workbench', and 'Manage'. The 'Workbench' and 'Manage' tiles are highlighted with a red box. The 'Workbench' tile description is 'View your saved submissions, applications, and correspondence'. The 'Manage' tile description is 'Manage your customer numbers, or update application address'.

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. It features the same search bar and 'Activities' section as the Registered User view. However, the 'Workbench' and 'Manage' tiles are not present. Instead, there is a 'Patent Center account' section below the 'Activities' tiles. This section includes a link to 'Obtain patent center account' and a description: 'Manage all your filings and correspondence at a single location with a Patent Center account! You can now obtain a Patent Center account following a few easy steps.' This section is highlighted with a red box.

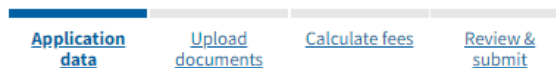
Existing Submission

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

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](#)

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.

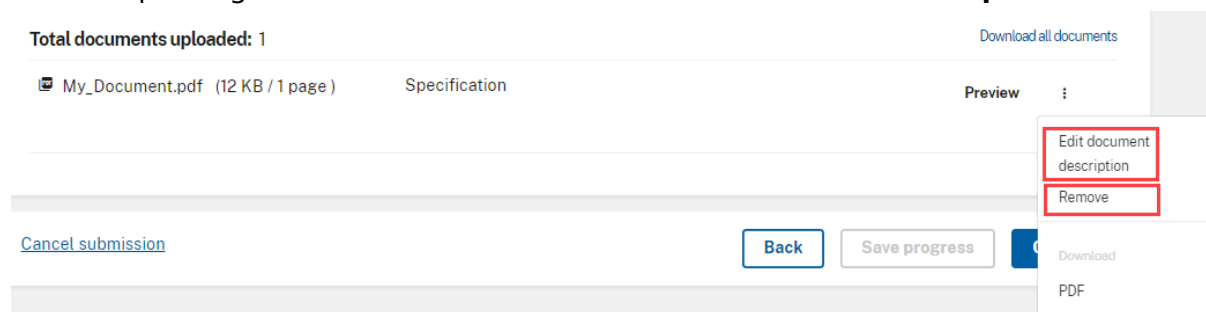
Uploading Documents

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' (which is active), 'Calculate fees', and 'Review & submit'. Below the navigation, the 'Upload documents' section contains 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 large 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' with 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 has a 'Feedback document' link. Another light blue information box says: '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 of the upload area, there is a section for 'Upload your PDF version of your DOCX document here. This is optional.' with a 'Browse files' button. At the very bottom of the page, there are three buttons: 'Cancel submission', 'Back', and 'Continue'.

- 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:

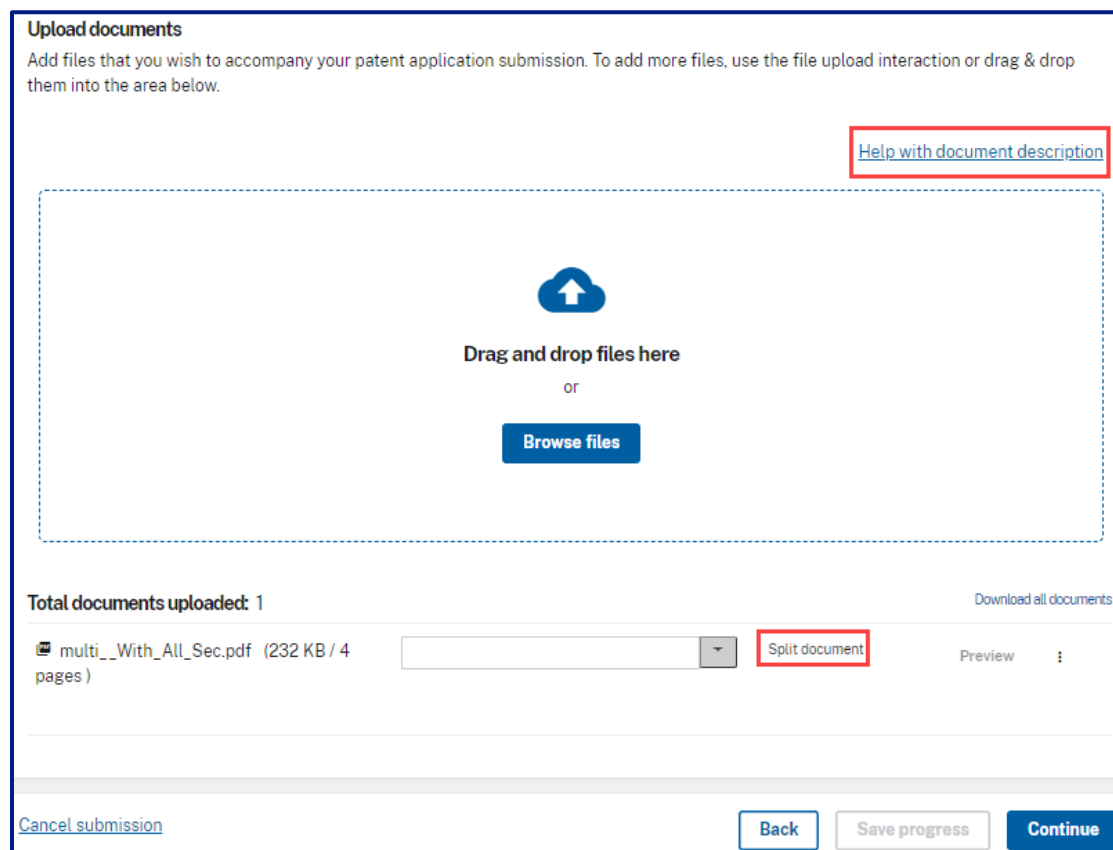
Application Parts

- 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
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Utility Nonprovisional

Nonprovisional Application under 35 USC 111(a)

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Utility Nonprovisional

Nonprovisional Application under 35 USC 111(a)

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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
-	-	-

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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

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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

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PAYMENT METHOD	PAYMENT TRANSACTION ID	PAYMENT AUTHORIZED BY
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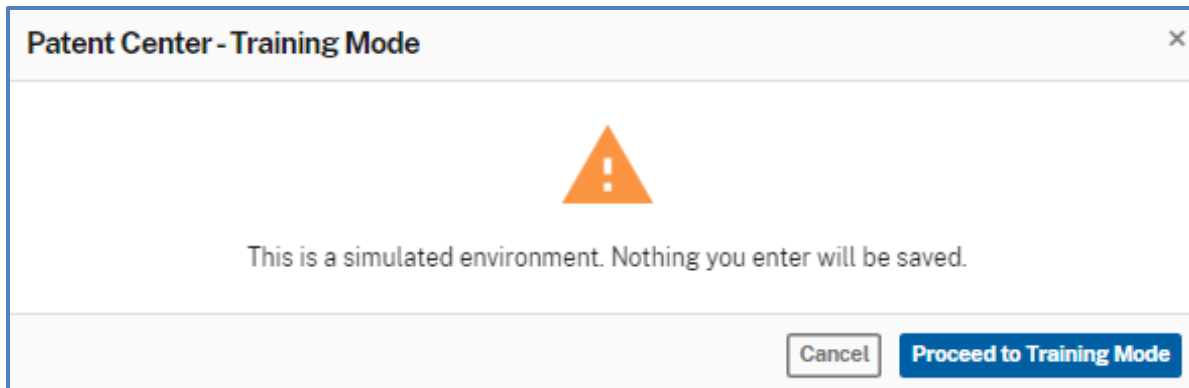
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