

Practitioner Self-Enrollment

Quick Start Guide

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Practitioner Self-Enrollment Quick Start Guide

This self-enrollment guide provides instructions for registered patent practitioners to self-enroll in Patent Center after using ID.me to verify their identity. Following self-enrollment, users will have full access to Patent Center as a registered user.

Introduction.....	1
Step 1: Choosing your role.....	1
Cancelling Self-enrollment.....	2
Step 2: Enter your registration/recognition number	2
Step 3: Validate your registration/recognition number	2
Verify that the displayed information is correct	2
ID.me verification name does not match OED name.....	3
Registration/recognition number is not in active status	3
Registration/recognition number currently in use.....	4
Invalid registration/recognition number	5
Too many failed attempts.....	5
Step 4: Selecting customer numbers.....	6
No customer numbers are linked to your registration/recognition number	6
Customer numbers are linked to your registration/recognition number	7
Step 5: Review and confirm.....	8
Step 6: Successful completion of self-enrollment	9

Introduction

The USPTO is introducing a new online process of verifying the identity of new patent filers, ID.me, which will be available in addition to mailing notarized paper forms. Using ID.me in coordination with the Patent Center self-enrollment process, will allow users to register in less than 30 minutes.

Users can still choose to postal mail the notarized [Patent Electronic Systems Verification](#) form to the [Patent Electronic Business Center](#), which may take up to 10 business days to complete.

Step 1: Choosing your role

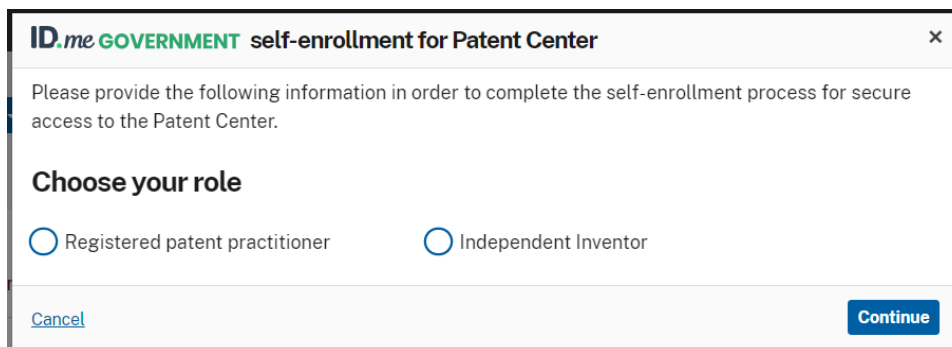
When new users log into Patent Center with a new USPTO.gov account verified with ID.me, they will see a pop-up window to begin the self-enrollment process. Please contact the [Patent Electronic Business Center](#) to assist you if the pop-up window does not appear after logging into Patent Center with new USPTO.gov account verified with ID.me.

After logging into Patent Center, the first step is for users to select their role when accessing the self-enrollment process in Patent Center. There are two roles to choose from, registered patent practitioner and independent (pro-se) inventor.

Registered Patent Practitioner: Select this role if you have passed the USPTO's registration exam and met the qualifications to represent patent applicants before the USPTO.

Independent Inventor: Select this role if you choose to represent yourself while pursuing ("prosecuting") a patent application.

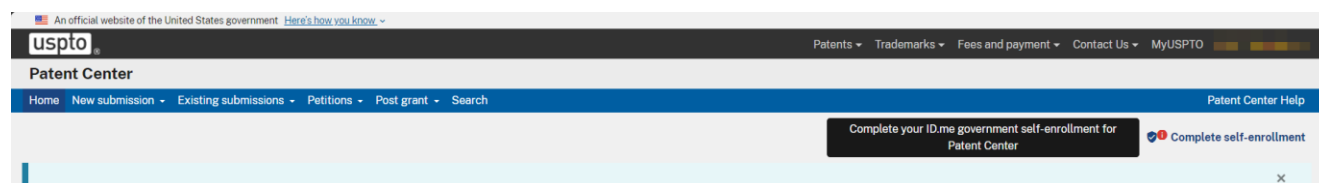
If independent inventor is selected, please use the [Independent Inventor quick start guide](#) (hyperlinked to the inventor QSG) for assistance.



The image shows a pop-up window titled "ID.me GOVERNMENT self-enrollment for Patent Center". The window contains the following text: "Please provide the following information in order to complete the self-enrollment process for secure access to the Patent Center." Below this, there is a section titled "Choose your role" with two radio button options: "Registered patent practitioner" and "Independent Inventor". At the bottom left is a "Cancel" link, and at the bottom right is a blue "Continue" button.

Cancelling Self-enrollment

At any time, you can select "Cancel" to stop self-enrollment. To re-enter the self-enrollment process, click the "Complete self-enrollment" link in the upper right corner of the page. Once self-enrollment is complete, the "Complete self-enrollment" link will no longer be displayed.



Step 2: Enter your registration/recognition number

Enter the registration/recognition number provided by The Office of Enrollment and Discipline (OED), then select the Continue button.

A screenshot of the ID.me GOVERNMENT self-enrollment form for the Patent Center. The form is titled "ID.me GOVERNMENT self-enrollment for Patent Center" and has a close button in the top right corner. Below the title, it says "Registered patent practitioner" and "Enter your registration/recognition number". There is a text input field for the number. At the bottom of the form, there are three buttons: "Back", "Cancel", and "Continue".

Step 3: Validate your registration/recognition number

Verify that the displayed information is correct

After entering your registration/recognition number, the system will compare the name from the ID.me verification process with the name provided in the OED [Registered practitioner portal](#). If the ID.me verification name matches the OED name, the correspondence/business information and OED status will be displayed. If the business/firm name and address is incorrect, please go

to the OED [Registered practitioner portal](#) to update the information.

The screenshot shows a web window titled "ID.me GOVERNMENT self-enrollment for Patent Center". The main heading is "Correspondence/business information". Below this, there are four columns: "Registration #", "Attorney", "Business/firm name", and "Address". Each column contains a blurred image. The "Attorney" column also has a green "ACTIVE" label. At the bottom, there is a note: "Note: If any of the information is incorrect, please contact Patent Electronic Business Center at ebc@uspto.gov or 866-217-9197 from 6:00am ET to 12:00pm ET." At the bottom of the window, there are three buttons: "Back", "Cancel", and "Continue".

ID.me verification name does not match OED name

If after entering your registration/recognition number, the names from the ID.me verification process and the name provided in the OED [Registered practitioner portal](#) do not match in our system, you will receive an error message directing you to contact the Patent Electronic Business Center.

The screenshot shows a web window titled "ID.me GOVERNMENT self-enrollment for Patent Center". The main heading is "Registered patent practitioner". Below this, there is a text input field with the label "Enter your registration/recognition number". The input field contains a blurred number. Below the input field, there is a red error message: "The name associated to the entered registration/limited recognition number in OED (Office of Enrollment & Discipline) does not match the USPTO.gov account name for the logged-in user. Please enter the correct registration/limited recognition number or contact the [Patent Electronic Business Center](#)." At the bottom of the window, there are three buttons: "Cancel", "Back", and "Continue".

Registration/recognition number is not in active status

If your registration/recognition number is not in "active" status, you will not be able to complete the self-enrollment process. You must contact [The Office of Enrollment and Discipline](#) or access the "[Registered practitioner portal](#)" to review your information.

ID.me GOVERNMENT self-enrollment for Patent Center

Registered patent practitioner

Enter your registration/recognition number

The entered registration/recognition number is inactive. Please login into the [Registered practitioner portal](#) to check your status.

[Cancel](#)

Back

Continue

Registration/recognition number currently in use

If the error message, "The entered registration/recognition number is currently in use." is displayed, your registration/recognition number is currently linked to an active Patent Center account and you will not be able to complete the self-enrollment process.

Possible scenarios that would cause this error message to display are:

- 1) Moving to a new firm and your registration/recognition number is linked to the previous firm's email address.
 - a) Contact the [Patent Electronic Business Center](#) to assist with updating your registration/recognition number to your new email address.
- 2) The entered registration/recognition number belongs to another practitioner.
 - a) Select the "Back" button to enter your correct registration/recognition number.

ID.me GOVERNMENT self-enrollment for Patent Center

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The entered registration/recognition number is currently in use. Please enter your registration/recognition number or contact the Patent Electronic Business Center at 866-217-9197 between 6:00 AM to 12:00 midnight Eastern Time Monday – Friday or at ebc@uspto.gov.

Registered patent practitioner

Enter your registration/recognition number

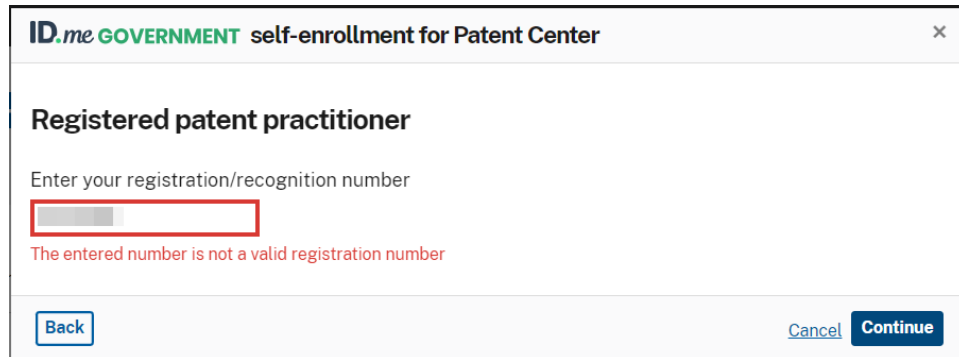
Back

[Cancel](#)

Continue

Invalid registration/recognition number



The entered registration number does not exist in USPTO systems. You will not be able to complete self-enrollment until a valid registration number is entered. Please verify and enter your registration number.



The screenshot shows a web browser window titled "ID.me GOVERNMENT self-enrollment for Patent Center". The main heading is "Registered patent practitioner". Below this, it says "Enter your registration/recognition number". A text input field is shown with a red border, indicating an error. Below the input field, a red message states: "The entered number is not a valid registration number". At the bottom of the window, there are three buttons: "Back", "Cancel", and "Continue".

Too many failed attempts

Please note that after three failed attempts to provide a valid registration number, the account will be locked from further attempts to self-enroll in Patent Center. Please contact the Patent Electronic Business Center to unlock your account and to receive assistance self-enrolling. Please provide the RequestID number provided in the message.

 You have reached the maximum number of tries to enter your registration number. To reset self-enrollment, please contact the [Patent Electronic Business Center](#). Provide RequestID: 

Step 4: Selecting customer numbers

No customer numbers are linked to your registration/recognition number

After verifying your registration/recognition number, if no customer numbers are associated with your registration/recognition number in the USPTO system, you will be directed to the "Review and confirm" page to review all information. If all information is correct, check the "I confirm this information is correct" checkbox and select the "Complete self-enrollment" button to submit and complete your self-enrollment process.

ID.me GOVERNMENT self-enrollment for Patent Center ×

Review and confirm

☐ I confirm this information is correct.

Registration #	Attorney	Business/firm name	Address

Customer #	Name	Address
No customer numbers associated to your registration/recognition number		

☐ I have read and understood the Subscriber Agreement (as listed on [Patent Electronic Business Center](#)) and my request to Self-enroll on this online form, is my agreement to abide by the Agreement and the rules and policies of the USPTO regarding the Agreement. I certify that the information, statements and representations provided by me on this online form are true and accurate to the best of my knowledge. I understand that a willfully false certification is a criminal offence and is punishable by law (18 U.S.C. 1001)

[Cancel](#)

[Back](#)[Complete self-enrollment](#)

Customer numbers are linked to your registration/recognition number

After verifying your registration/recognition number, any customer numbers associated with your registration/recognition number in the USPTO system will be displayed. You have the option to select all, none or some customer numbers. The process provides the option to select all customer numbers using the "Select all XX customer numbers" link when there are more customer numbers that can be displayed on a single page.

ID.me GOVERNMENT self-enrollment for Patent Center

Customers
Please choose the customer numbers for Patent Center access.

Registration #	Attorney	Business/firm name	Address
	ACTIVE		

Showing 1 to 10 of 49 entries

<input checked="" type="checkbox"/>	Customer #	Name	Address
All 10 customer numbers on this table are selected. Select all 49 customer numbers			
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			
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<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			

Show 10 entries

First Previous 1 2 3 4 5 Next Last

[Cancel](#) [Back](#) [Continue](#)

Step 5: Review and confirm

If all information and applicable customer numbers are correct, select the “I confirm all information is correct” checkbox, and the subscriber agreement checkbox. You can then complete the self-enrollment by selecting the “Complete self-enrollment” button.

ID.me GOVERNMENT self-enrollment for Patent Center ×

Review and confirm

☐ I confirm this information is correct.

Name

Email

Customer #	Name	Address	

☐ I have read and understood the Subscriber Agreement (as listed on [Patent Electronic Business Center](#)) and my request to Self-enroll on this online form, is my agreement to abide by the Agreement and the rules and policies of the USPTO regarding the Agreement. I certify that the information, statements and representations provided by me on this online form are true and accurate to the best of my knowledge. I understand that a willfully false certification is a criminal offence and is punishable by law (18 U.S.C. 1001)

[Cancel](#)

[Back](#)

Complete self-enrollment

Step 6: Successful completion of self-enrollment

Upon successful completion of self-enrollment, the image below will display and a confirmation email will be sent to your USPTO.gov account email address. You will use this same email address to log into [Patent Center](#) as a registered user.

