UNITED STATES
PATENT AND TRADEMARK OFFICE



# Patent Electronic Application Filing and Management Systems

Office of Patent Information Management



## **Agenda**

- Getting started
- Electronic Filing Benefits and Processes
- Customer Number
- eOffice Action
- DOCX
- Patent Center Filing in DOCX
- Financial Manager
- Assistance resources

## **Getting started: USPTO.gov accounts**

 Verified USPTO.gov accounts uniquely identify you and allows secure access to your patent data. Follow the new verification process.

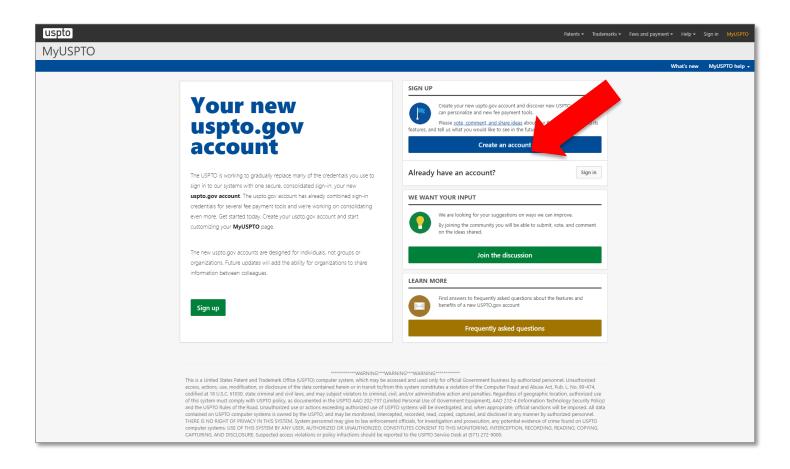


 www.uspto.gov/patents-application-process/applyingonline/getting-started-new-users

## **Create a USPTO.gov account**

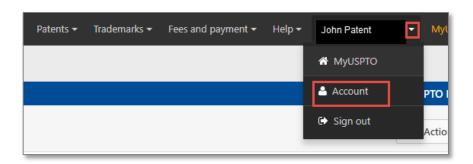
- If you don't already have a USPTO.gov account, just follow these simple steps:
  - Visit the <u>MyUSPTO login</u>
  - Select "create an account"
  - Enter the email address you will use to sign in, as well as other necessary account information, and follow the prompts
  - Opt into the two-step authentication feature
- For additional information, see the <u>USPTO.gov account FAQ</u>.

## **MyUSPTO landing page**



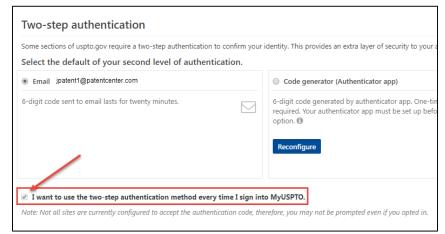
## Manage USPTO.gov account

- Sign in to your USPTO.gov account at https://my.uspto.gov.
- From the top right drop-down menu under your name, select "account."



## Set up two-step authentication

- Choose your default choice for two-step authentication in your MyUSPTO settings:
  - Email
  - Code generator (authenticator app)
  - Phone call
- Select the checkbox "I want to use the two-step authentication method every time I sign into MyUSPTO."
- Scroll to bottom of page and select save.



**NOTE**: You are able to change your choice (choose another option besides your default) upon each sign-in that prompts for the second factor.

Single sign-on **Private PAIR USPTO.GOV** account **Patent EFS-Web** Center 9

## **Patent Center**

Patent Center is the Next Generation System that will replace EFS-Web and PAIR for filing and managing patent applications.

Patent Center features a unified, user-friendly interface and will eventually incorporate all the capabilities of EFS-Web, PAIR, and much more.



#### **Continued refinement** of Patent Center beta

- Gather and review external input from stakeholders
- Continue to add functionalities found in EFS-Web, Public PAIR, and Private PAIR
- Continue to improve back end systems integration

#### 2020-2021+

#### **Patent Center with full functionality**

- Continue support of Patent Center beta and EFS-Web. Public PAIR, and Private PAIR
- Refine previous features
- Finish incorporating functionality found in EFS-Web, Public PAIR, and Private PAIR
- Start to prepare for the decommission of EFS-Web, Public PAIR, and Private PAIR together or separately as each component achieves full functionality in Patent Center

#### 2022-2023

#### **Decommission EFS-**Web. Public PAIR, and **Private PAIR**

- Decommission EFS-Web. Public PAIR, and Private PAIR together or separately as each component achieves full functionality in Patent Center
- Continue to add new functionality based on user feedback

## release

- System: Next Gen
- Participants: external (via registration)
- Invitee-only training sessions



#### **Early 2020 Patent Center beta** release open to public

- · Anyone may join the beta
- Open training sessions
- Incorporate additional features based on user feedback and stakeholder interests



### **Patent Center overview**

Replaces legacy patent application systems (EFS-Web, Public PAIR, Private PAIR) for filing and managing patent applications

#### Single interface

- •Features unified and intuitive interface for filing and managing patent applications
- Single search bar for retrieving applications

#### Recent technology

- •Sponsorships carry over from EFS-Web and PAIR to Patent Center
- •Updated infrastructure allows for more efficient USPTO system integration
- Enables increased functionality and overall system usefulness

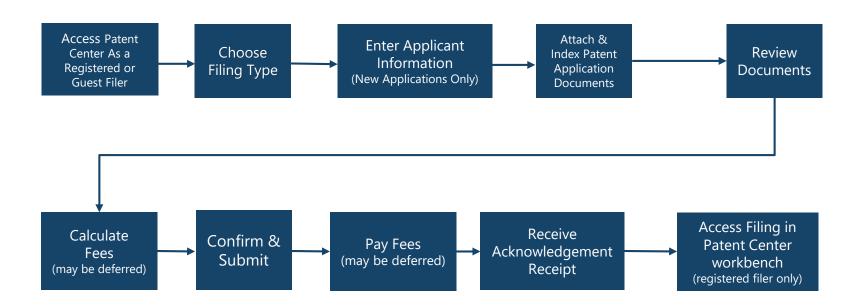
#### Authentication

- •Use your USPTO.gov account that is used to access EFS-Web and Private PAIR
- Role-based access
- Practitioner
- Support Staff
- •Independent Inventor
- Guest

## **Electronic filing benefits**

- Immediately routes documents to USPTO internal systems
- Generates Acknowledgement Receipt to show that the USPTO has received the submission
- Reduces manual processing and minimizes paper waste
- Processes faster by avoiding wait times associated with conventional mailing
- Allows for saving submission package to complete, review, or submit at a later time

## **Electronic filing process**



## **Accepted document formats**

### PDF files

General documents



### **TEXT**

Bio-sequence listings, computer code, etc.



### JPEG files

Hague reproductions (drawings)



### DOCX

Initial applications (specification, claims, abstract, in EFS-Web; additionally drawings in Patent Center)

### PCT-SAFE zip files

Generated zip files produced by the PCT-SAFE software



DOCX

### **Obtain a Customer Number**

### A Customer Number (CN):

- Allows easy correlation of filings and correspondence with a single mailing address
- Eliminates typographical errors or variations in addresses

### To get your unique Customer Number:

- Patent Center via Manage option, or
- Complete Customer Number request form and fax it to the EBC at 571-273-0177

### To associate existing patent applications to a Customer Number:

- Patent Center via Manage option
- Complete Change of Correspondence Address Form SB/122 (single application); or
- Complete Customer Number Upload Spreadsheet SB/125 (multiple applications) and mail the CD or USB memory stick to:
  - <u>www.uspto.gov/patents-application-process/applying-online/getting-started-new-users</u>

### eOffice Action

- The eOffice Action program is designed to notify applicants, via email, when a new USPTO communication is available.
- Opting in to receive electronic notification will automatically stop the agency from sending most communication through the postal mail.
- Email notification expedites the availability of communication by up to three days.
- You can assign as many as three valid email addresses to receive notifications.
- When an office action becomes available, participants will receive a notification by 8 a.m. ET for each customer number.
- A postcard reminder will be sent to the correspondence address if the document is not viewed in seven days.

## What is DOCX?



### **DOCX** is:

- A word processing file format based on open standards, including Extensible Markup Language (XML)
- Supported by many popular word processing applications, such as Microsoft Word 2007 or higher, Google Docs, Office Online, LibreOffice, and Pages for Mac

### **DOCX** benefits

### Secure formatting

 Metadata detection and scrubbing (e.g., author, company, last modified by, comments, bookmarks)

### Increases application quality

Generates feedback document pinpointing warnings and errors

### Saves time

- Detects and splits multiple sections found in a single file
- Automated document code assignment

## Non-DOCX surcharge

 Starting January 1, 2023, a surcharge up to \$400 will apply when filing a new non-provisional utility application\* in PDF format

- Drawings are accepted in DOCX format but may still be submitted in PDF format with no surcharge.
- Surcharge does not apply to the following application types –provisional, design, plant, and PCT applications.

<sup>\*</sup> Applies to the specification, claims, and abstract when filed in PDF format. Please Visit the <u>Summary of Final Patent Fee Rules</u>

## **Patent Center Filing in DOCX**

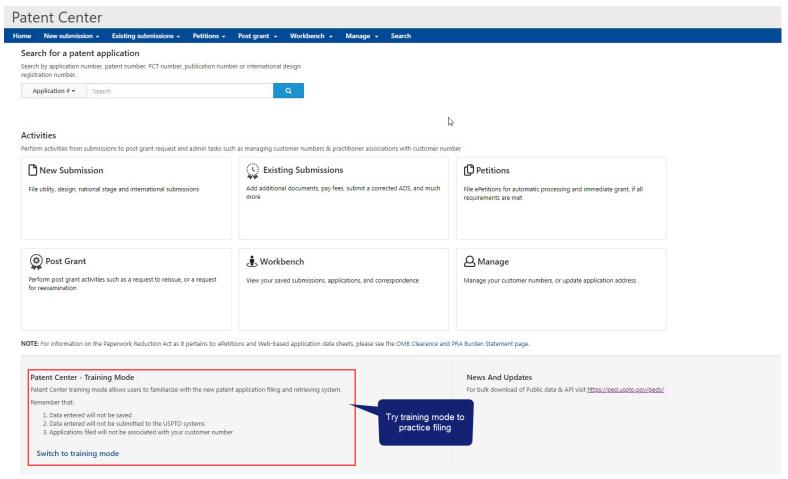


## Filing DOCX in Patent Center vs EFS-Web

DOCX filing is available in both Patent Center and EFS-Web with some key differences

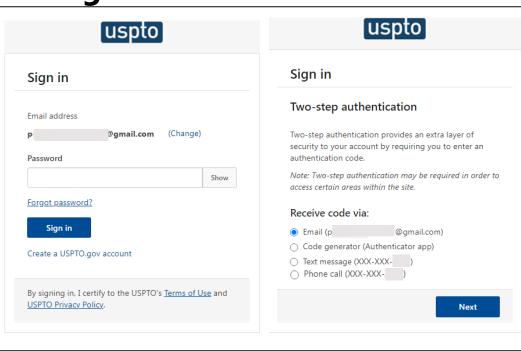
Patent Center	EFS-Web
Expanded DOCX functionality	Limited DOCX functionality
Filers can file non-provisional utility, provisional, and national stage application types; follow-ons on the same day	Filers can only file non-provisional utility applications
File multi-section (specification, claims, abstract, drawings) in a single document for Patent Center to automatically detect and assign document codes	Filers must manually split documents into separate single-section documents prior to upload
New technology will allow for future enhancements such as submission of amendments and responses	Only specification, claims, abstract may be uploaded in DOCX
Drag and drop to upload documents	No drag and drop feature

### **Patent Center dashboard**



### **Authentication**

Registered user



### **Guest user**

Warning/Error Message

A Warning

As a guest user, you can file a new application and view public applications. Please sign-in or register for Patent Center, in order to have full access to all features, such as the ability to save your submission to resume at a later time and to submit additional documents/fees to an existing application.

Login

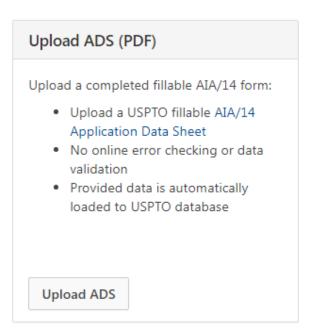
Continue

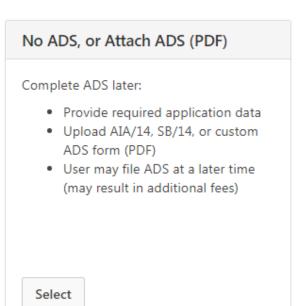
## **Application Data Sheet**

#### 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





## **Drag and drop**

#### **Utility Nonprovisional**

Nonprovisional Application under 35 USC 111(a)

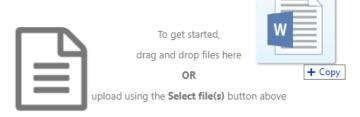


#### **Upload documents**

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.

**Upload documents** 

Select file(s)...



Back

Cancel submission

Save

Continue

## **DOCX**—warnings and errors

#### **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.

Upload documents Select file(s)... Download all documents Total documents uploaded: 1 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. Errors must be corrected multi-section.docx (157 KB) 🕹 New Application in Text Format before filing Feedback document The page size of this document exceeds Letter or A4. Please correct the page size before proceeding. **Documents with warnings** • The specification paragraph numbering is not consecutive. Please review and revise if necessary. can be filed · Duplicate paragraph numbering has been detected. Please review and revise if necessary. · At least one claim appears to not end with a period. Please review and revise if necessary. . The claims appear to contain an improper dependency with at least one claim that depends on itself. Please review and revise if necessary. . The claims appear to contain an improper dependency with at least one claim that does not depend on a previous claim. Please review and revise if necessary. Word count in abstract section is over 150 words.

Cancel submission

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Back

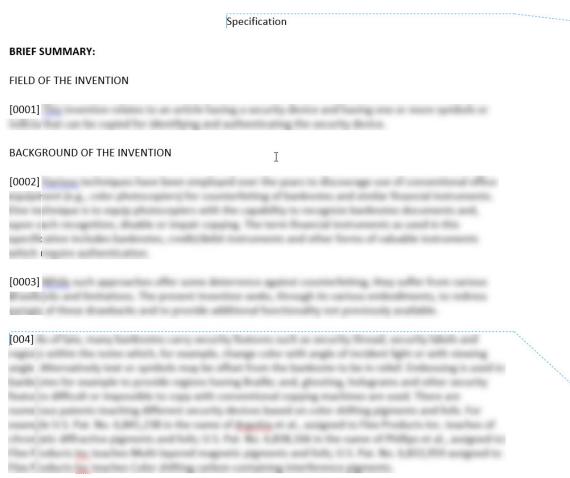
## **DOCX**-viewing documents

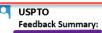
#### **Upload documents**

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.

Upload documents Select file(s)... Download all documents Total documents uploaded: 1 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. × Feedback document multi-section-APP.TEXT.docx (157 KB / 4 pages) & Feedback document m Application body structured text document Edit document The specification paragraph numbering is not consecutive. Please review and revise if necessary. description · Duplicate paragraph numbering has been detected. Please review and revise if necessary. Remove At least one claim appears to not end with a period. Please review and revise if necessary. . The claims appear to contain an improper dependency with at least one claim that depends on itself. Please review and revise if necessary. Docx . The claims appear to contain an improper dependency with at least one claim that does not depend on a previous claim. Please review and revise if necessary. Word count in abstract section is over 150 words. **Download DOCX file** 1 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 Application sections are Back Cancel submission Continue detected

### Feedback summary and specification feedback





- Independent claim count = 1 Dependent claim count = 3
- **Error** The page size of this document exceeds Letter or A4. Please correct the page size before proceeding.

AWarnings (6) • The specification paragraph numbering is not in the proper format.

- At least one claim number appears to be missing or out of order.
- The claims appear to contain duplicate claim numbering. (2 Instances)
- The claims appear to contain an improper dependency with at least one claim that depends on itself.
- . The claims appear to contain an improper dependency with at least one claim that does not depend on a previous claim.
- Word count in abstract section is over 150 words.



#### USPTO

#### Warning

Specification paragraph numbering should contain at least four numerals.

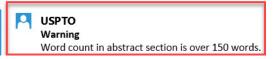
### Claims feedback

Claims USPTO Independent claim 1. A financial instrument comprising: USPTO Warning This claim appears to contain a claim with an improper dependency with at least one claim that does not depend on a previous claim. 2. An article as defined in claim 1, USPTO Warning This claim appears to contain an improper An article as defined in claim 3 dependency with at least one claim that depends on itself. 3. An article as defined in claim 1, USPTO Warning The claims appear to contain duplicate claim numbering. USPTO Warning The claims appear to contain duplicate claim numbering. USPTO Warning This claim number appears to be missing or out of order.

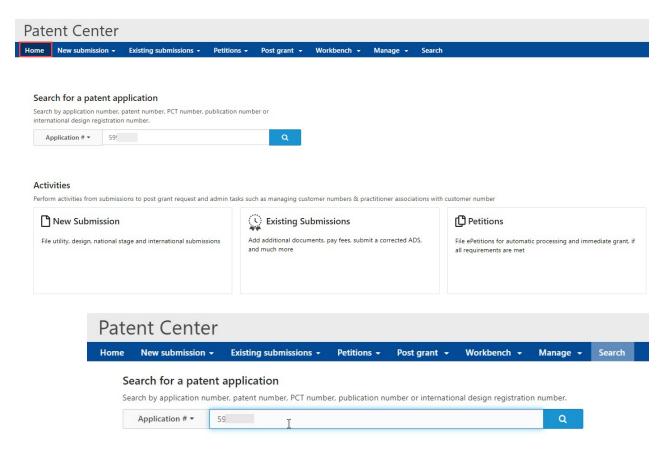
### **Abstract feedback**

#### Abstract

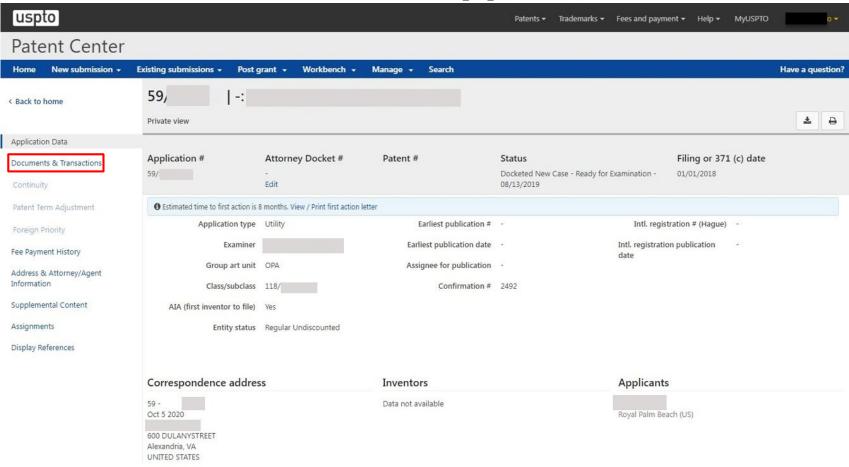
This is an example of an abstract of the invention. In this abstract example we will exceed 150 words. Since MPEP section 608.01(b) recommends that the number of words in the abstract be within the range of 50-100 words, this is a useful detection provided by our USPTO DOCX system. After detection of the abstract of the invention, the number of words are validated. Upon uploading the abstract, the user is immediately notified if they have exceeded this amount and a feedback document is provided to the user pre-submission. Upon opening the feedback document, a message indicated that the number of words in the abstract has been exceeded will be shown. The user may desire to delete, modify and upload the abstract again. The user will be able to easily identify where the number of words are exceeded since the system will indicate the exact location of the extra words. Here are the extra words.



### **Retrieval in Patent Center**



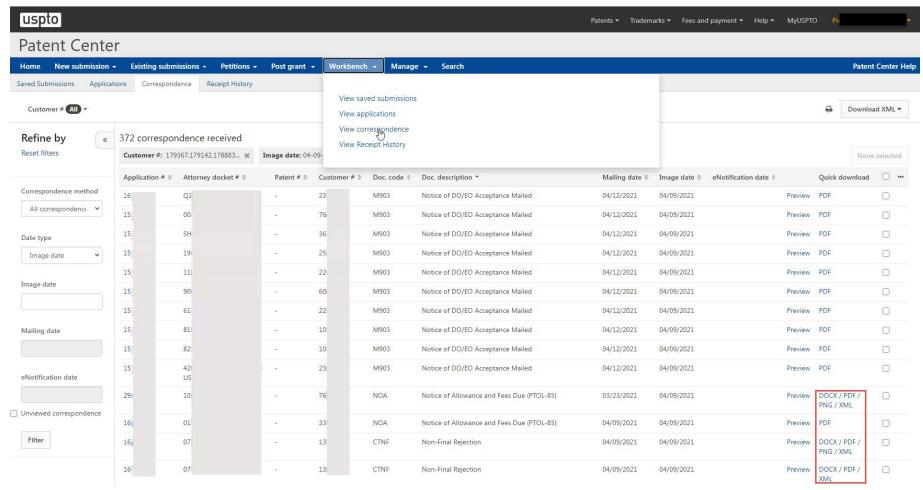
## Patent Center-intuitive application viewer



# DOCX-multi-section split documents and XML retrieval

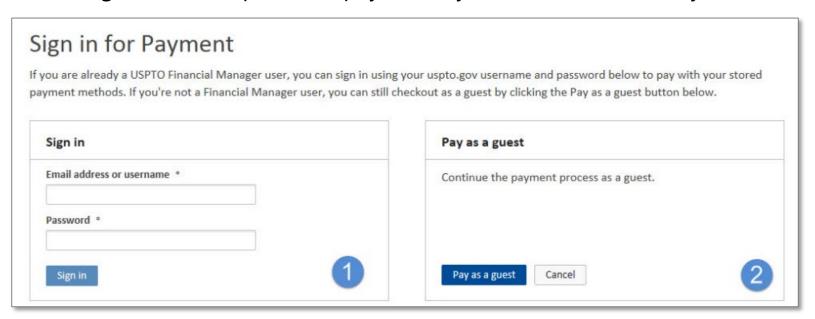
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Doc code ≑	Doc description	Pages \$		Quick download		=
N417	EFS Acknowledgment Receipt	2	•	PDF		•
SPEC	Specification	29	<b>®</b>	DOCX / PDF / XML		•
ABST	Abstract	1	•	DOCX / PDF / XML		
CLM	Claims	3	•	DOCX / PDF / XML		
	N417 SPEC ABST CLM	Doc code \$     Doc description \$       N417     EFS Acknowledgment Receipt       SPEC     Specification       ABST     Abstract       CLM     Claims	Doc code \$     Doc description \$     Pages \$       N417     EFS Acknowledgment Receipt     2       SPEC     Specification     29       ABST     Abstract     1       CLM     Claims     3	Doc code \$ Doc description \$ Pages \$   N417 EFS Acknowledgment Receipt 2 ●   SPEC Specification 29 ●   ABST Abstract 1 ●   CLM Claims 3 ●	Doc code \$     Doc description \$     Pages \$     Quick download       N417     EFS Acknowledgment Receipt     2     ● PDF       SPEC     Specification     29     ● DOCX/PDF/XML       ABST     Abstract     1     ● DOCX/PDF/XML       CLM     Claims     3     ● DOCX/PDF/XML	Doc code \$     Doc description \$     Pages \$     Quick download       N417     EFS Acknowledgment Receipt     2     ● PDF       SPEC     Specification     29     ● DOCX / PDF / XML       ABST     Abstract     1     ● DOCX / PDF / XML

### **Retrieval in Patent Center**

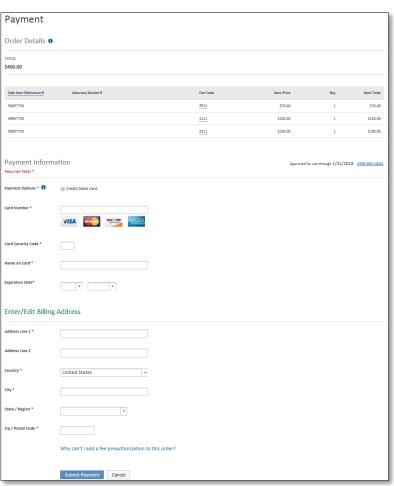


## Financial Manager sign-in

You can either sign in with a MyUSPTO account or pay as a guest (paying as a guest limits options to payment by credit/debit card only)



## Financial Manager pay fees



## **Additional information**

- Filing online: <a href="https://www.uspto.gov/patents-application-process/file-online">www.uspto.gov/patents-application-process/file-online</a>
- DOCX: <a href="https://www.uspto.gov/patents/docx">www.uspto.gov/patents/docx</a>
- Application status:
  - www.uspto.gov/patents-application-process/check-filing-statusyour-patent-application
- E-Office action program:
  - www.uspto.gov/patents-application-process/checking-applicationstatus/e-office-action-program
- For updates, sign up for Patent Alerts: <u>www.uspto.gov/subscribe</u>

## **Electronic Business Center (EBC)**

- EBC offers in-depth technical support to external users of the USPTO's Patent e-Commerce systems.
- The EBC can assist with:
  - Submitting and viewing your patent application electronically
  - Customer number issues and assistance
  - Web browser support
  - PDX/DAS registration inquires and issues
  - Technical problems with biotech tools such as Patentin and Checker

#### **Contact Info**

**Hours**: Monday – Friday, 6 a.m. to midnight ET, except federal holidays

#### **Telephone Numbers:**

- Toll-Free: 866-217-9197
- Local: 571-272-4100

**Email**: ebc@uspto.gov

## **Application Assistance Unit (AAU)**

#### • AAU can assist with questions about:

- Status of an application that is in the pre-examination or the post-examination phase of processing
- Filing receipts
- Missing parts letters
- Pre-examination and the post-examination abandonment notices
- Express abandonments
- Change/withdrawal of attorney; change of address
- Power of attorney
- Inventor Oath and Declaration

#### AAU can also assist with:

- Listing a patent for sale in official gazette
- Lost or damaged patent grants or soft copies
- Processing of Certificates of Corrections

### **Contact info**

**Hours:** Monday – Friday, 8:30 a.m. to 5 p.m. ET, except federal holidays

#### **Telephone numbers:**

- 888-786-0101 (toll-free)
- 571-272-4000 (local)

## **Inventors Assistance Center (IAC)**

- Staffed by former supervisory patent examiners and experienced former primary examiners the IAC can:
  - Answer general patent examining policy questions
  - Answer questions concerning necessary items and patent application formats
  - Direct calls to appropriate USPTO personnel or <u>www.USPTO.gov</u> web pages
  - Provide general information concerning patent examining rules, procedures, and fees
  - Send patenting information and forms via USPS mail or facsimile

#### The IAC cannot:

- Give an opinion as to whether an invention is patentable
- Provide legal advice or legal interpretations
- Provide patent searches or other intellectual property research
- Provide specific line-by-line completion of forms (but can provide directions).

### **Contact Info**

**Hours:** Monday – Friday, 8:30 a.m. to 8 p.m. ET, except federal holidays

#### **Telephone Numbers**

- 800-PTO-9199 (800-786-9199)
- 571-272-1000

TTY customers can dial 800-877-8339 for customer assistance

## **Questions**

