

**UNITED STATES
PATENT AND TRADEMARK OFFICE**



TEAS/TEASi login requirement webinar

October 8, 2019

TEAS@uspto.gov

UNITED STATES
PATENT AND TRADEMARK OFFICE



TEAS/TEASi login requirement

- To access and file forms, you will need to log in to a USPTO.gov account with two-step authentication.
- You can get ready for this change by setting up a USPTO.gov account.
- These measures will allow us to better track filing activity and reduce misuse of our electronic forms.

Changes coming October 26

Access to TEAS/TEASi forms: Log in to your USPTO.gov account with two-step authentication.

TEAS/TEASi time out: Your session will time out after 30 minutes of inactivity.

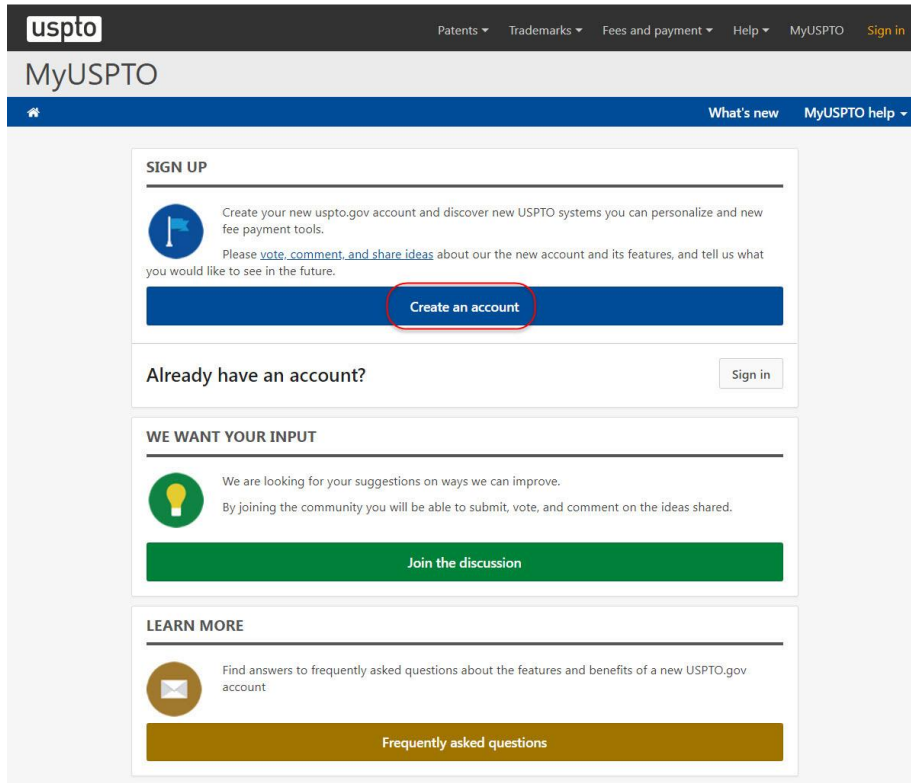


More changes to come

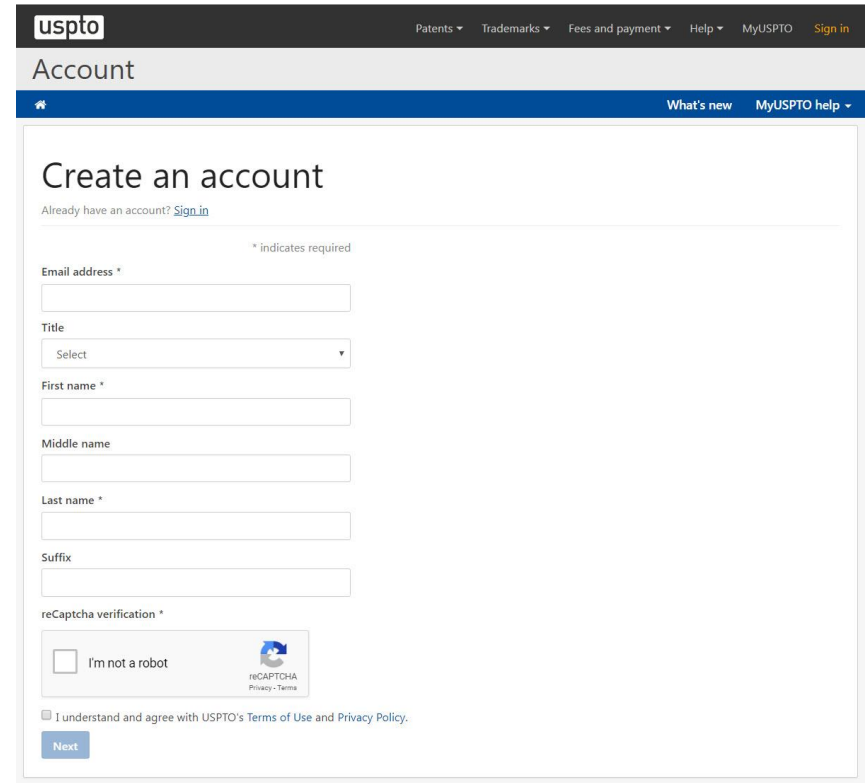
- These changes are our first step toward a more secure trademark filing system.
- Starting in **spring 2020** we will be able to verify account holder information. This measure will further reduce misuse of our electronic forms and fraudulent filings.
- In **summer 2020** you will be able to control and delegate access to filings. Without proper authorization, other customers will not be able to file documents for your trademark applications or registrations. This will keep your filings more secure and reduce misuse of our filing system.

Creating a uspto.gov account, #1

Step 1. Name and email



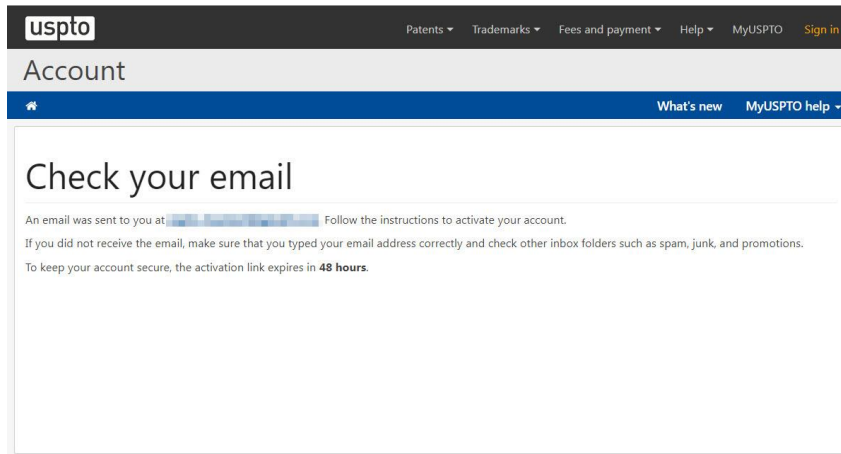
The screenshot shows the MyUSPTO homepage. At the top, there is a navigation bar with the uspto logo and links for Patents, Trademarks, Fees and payment, Help, MyUSPTO, and Sign in. Below the navigation bar, the MyUSPTO logo is displayed. A blue banner contains links for What's new and MyUSPTO help. The main content area features three sections: 'SIGN UP' with a 'Create an account' button circled in red, 'WE WANT YOUR INPUT' with a 'Join the discussion' button, and 'LEARN MORE' with a 'Frequently asked questions' button.



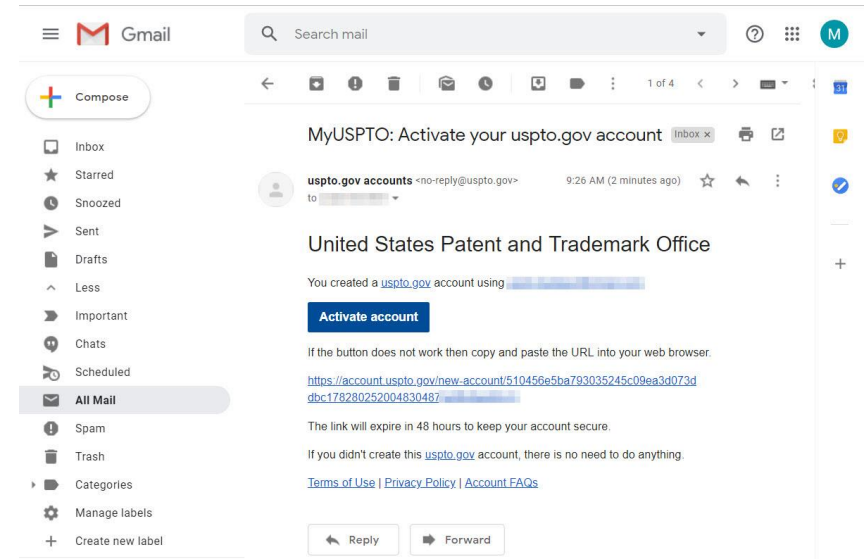
The screenshot shows the Account creation page. At the top, there is a navigation bar with the uspto logo and links for Patents, Trademarks, Fees and payment, Help, MyUSPTO, and Sign in. Below the navigation bar, the Account logo is displayed. A blue banner contains links for What's new and MyUSPTO help. The main content area features a 'Create an account' heading, a link for 'Already have an account? Sign in', and a form with the following fields: Email address *, Title (dropdown), First name *, Middle name, Last name *, Suffix, and reCaptcha verification *. The reCaptcha verification section includes a checkbox for 'I'm not a robot' and a reCAPTCHA logo. At the bottom, there is a checkbox for 'I understand and agree with USPTO's Terms of Use and Privacy Policy.' and a 'Next' button.

Creating a uspto.gov account, #2

Step 2. Email verification



The screenshot shows the top navigation bar of the uspto.gov website. The 'uspto' logo is on the left. The navigation menu includes 'Patents', 'Trademarks', 'Fees and payment', 'Help', 'MyUSPTO', and 'Sign in'. Below the navigation bar is a header area with 'Account' on the left and 'What's new' and 'MyUSPTO help' on the right. The main content area has a heading 'Check your email' and a message: 'An email was sent to you at [redacted]. Follow the instructions to activate your account. If you did not receive the email, make sure that you typed your email address correctly and check other inbox folders such as spam, junk, and promotions. To keep your account secure, the activation link expires in 48 hours.'



The screenshot shows a Gmail inbox. The email is from 'uspto.gov accounts <no-reply@uspto.gov>' to [redacted], received at 9:26 AM (2 minutes ago). The subject is 'MyUSPTO: Activate your uspto.gov account'. The sender is identified as 'United States Patent and Trademark Office'. The email body contains: 'You created a uspto.gov account using [redacted]'. There is a blue 'Activate account' button. Below the button, it says: 'If the button does not work then copy and paste the URL into your web browser.' followed by a blue hyperlink: <https://account.uspto.gov/new-account/510456e5ba793035245c09ea3d073ddb178280252004830487>. It then states: 'The link will expire in 48 hours to keep your account secure.' and 'If you didn't create this uspto.gov account, there is no need to do anything.' At the bottom, there are links for 'Terms of Use', 'Privacy Policy', and 'Account FAQs'. There are 'Reply' and 'Forward' buttons at the bottom of the email content.



Creating a uspto.gov account, #3

Step 3. Account activation

The screenshot shows the 'Activate your account' dialog box on the USPTO website. The dialog box is titled 'Activate your account' and contains the following sections:

- Create password**: Two input fields for 'Enter your new password' and 'Retype your new password', each with a 'Show' button. A note '* indicates required' is present.
- Password requirements**: A list of requirements:
 - Minimum of 12 characters
 - One uppercase and one lowercase letter
 - One number and one special character from these options: !@#\$\$%^&*()_+~=[]|{};':<>?,./
- Create security questions**: A note 'These questions help us verify your identity.' followed by three pairs of 'Select a question' (dropdown) and 'Enter your answer' (input) fields. A note '* indicates required' is present.
- Activate your account**: A blue button at the bottom right of the dialog box.

The background shows the 'Account' page with the 'uspto' logo and navigation links.



Creating a uspto.gov account, #4

Step 4. Account settings

The screenshot shows the 'Account' settings page on uspto.gov. The main heading is 'To help us secure your account, please provide your contact information'. Below this is a section for 'Two-step authentication' with three options: Email, Code generator (Authenticator app), and Phone call. A red circle highlights the checkbox 'I want to use the two-step authentication method every time I sign into MyUSPTO.' Below this are sections for 'Personal information', 'Attorney bar membership', and 'Professional Interest'.

uspto Patents Trademarks Fee and payment Help MyUSPTO

Account What's new MyUSPTO help

To help us secure your account, please provide your contact information

* Indicates required

Two-step authentication

Some sections of uspto.gov require a two-step authentication to confirm your identity. This provides an extra layer of security to your account by requiring you to enter a randomly generated authentication code.

The default method of your second level of authentication is your email but configuring two or more methods is strongly recommended.

- Email** (uspto.teastest@gmail.com)
6-digit code sent to email lasts for twenty minutes.
- Code generator (Authenticator app)**
6-digit code generated by authenticator app. One-time set up required. Your authenticator app must be set up before using this option.
- Phone call**
United States and Canada only. Visit the account page to enable this option.

I want to use the two-step authentication method every time I sign into MyUSPTO.

Note: Not all sites are currently configured to accept the authentication code, therefore, you may not be prompted even if you opted in.

Personal information

Company name

Attorney bar membership

U.S. State / Commonwealth / Territory	Membership number	Year of admission
Select	Bar number	Select

[Add another bar membership](#)

Professional Interest

Default widgets will display according to your selected preferences. You can always add, remove, and re-order widgets at any time.

Patents Trademarks

Attention EFS-Web and PAIR users: New users, or users who did not migrate, must obtain a verified USPTO.gov account to access EFS-Web and Private PAIR using the [new verification process](#), which requires a notarized Patent Electronic System Verification Form. PKI authentication will be discontinued soon. For more information on the authentication changes to EFS-Web and PAIR, see the [Authentication Change webpage](#).

The screenshot shows the 'Contact information' form. It includes fields for 'Alternate email address', 'Phone(s)' (with 'Work' dropdown, 'Numbers only' input, and 'Ext' input), 'Add another phone number', 'Fax', 'Country' (dropdown set to 'UNITED STATES'), 'Street address', 'City', 'State' (dropdown set to 'Select'), and 'Zip'. A 'Save' button is at the bottom.

Contact information

Alternate email address

Used as a backup email for account change notifications. It should be unique and not shared.

Phone(s) *

Work Numbers only Ext

Phone numbers are used for account validation.

[Add another phone number](#)

Fax

Country *
UNITED STATES

Street address *

City *

State *
Select

Zip *

Or



Creating a uspto.gov account, #5

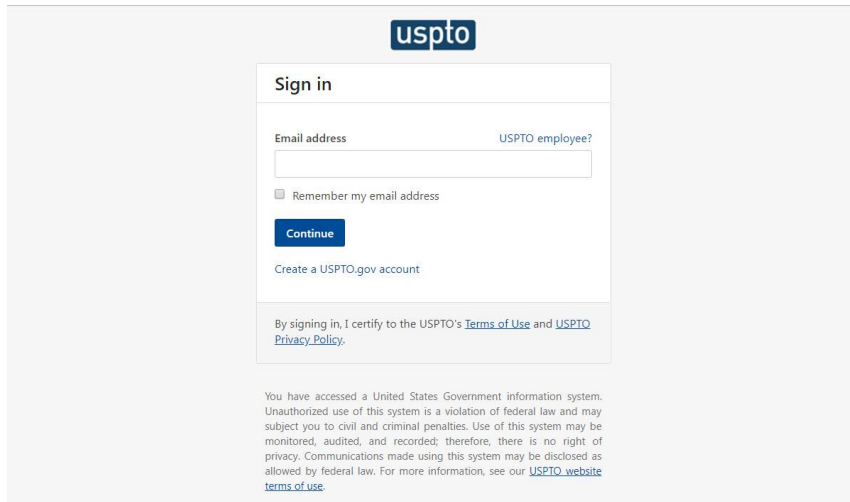
Step 5. Account completion and landing page

The screenshot shows the MyUSPTO landing page. A blue rectangular box highlights the 'MyUSPTO' section, which includes the text 'Your personalized homepage and gateway to USPTO business.' and a 'Next' button. Below this, there are several sections: 'Webinar on filing patent applications electronically using DOCK', 'PATENT TRIAL AND APPEAL BOARD ALERTS', 'PTAB/TTAB Stadium Tour at Northwestern Pritzker School of Law in Chicago', 'PATENT DOCKET ALPHA', and 'SYSTEM STATUS'. The 'SYSTEM STATUS' section shows 'Current status' and 'Planned events'.

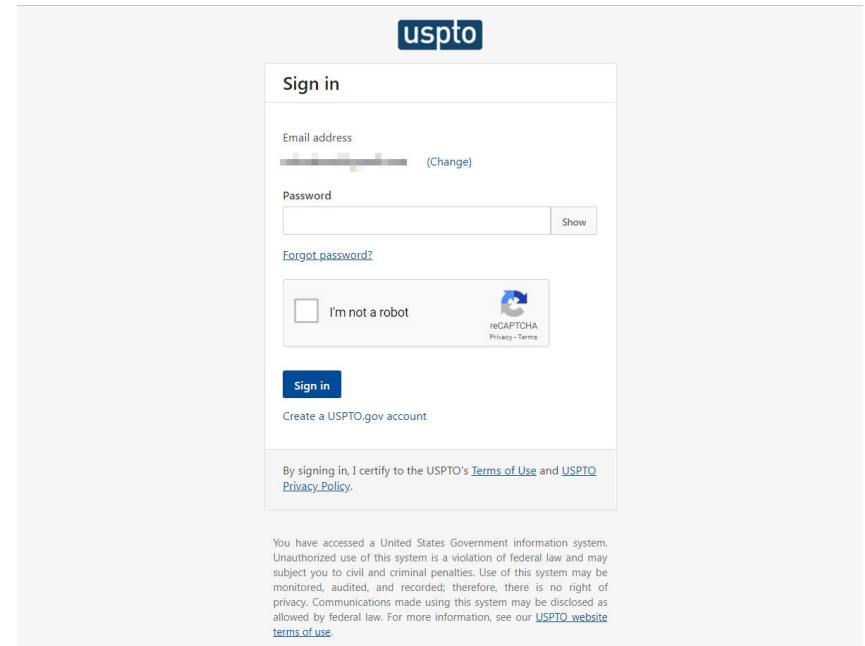
The screenshot shows the MyUSPTO landing page with various navigation options and alerts. The 'TRADEMARK FORM FINDER' section lists several actions: 'File an application', 'Respond to correspondence from the USPTO', 'Respond to a Notice of Allowance', 'Make changes to your application', 'File documents after your mark is registered to maintain or change your registration', 'Change an address', 'Change attorney or domestic representative information', and 'Respond to a Notice of Abandonment'. The 'PATENT ALERTS' section includes 'Register now — free program on protecting your IP in China', 'After-Final Consideration Pilot 2.0 (AFCP 2.0) extended', and 'Webinar on filing patent applications electronically using DOCK'. The 'PATENT TRIAL AND APPEAL BOARD ALERTS' section includes 'Webinar to summarize all recent changes and improvements to PTAB practice and procedure made in FY2019'. The 'PATENT DOCKET ALPHA' section includes 'Updated Patent Docket' and 'Manage docket'. The 'SYSTEM STATUS' section shows 'Current status' and 'Planned events'.

Log in with existing uspto.gov account, #1

Step 1. Email and password



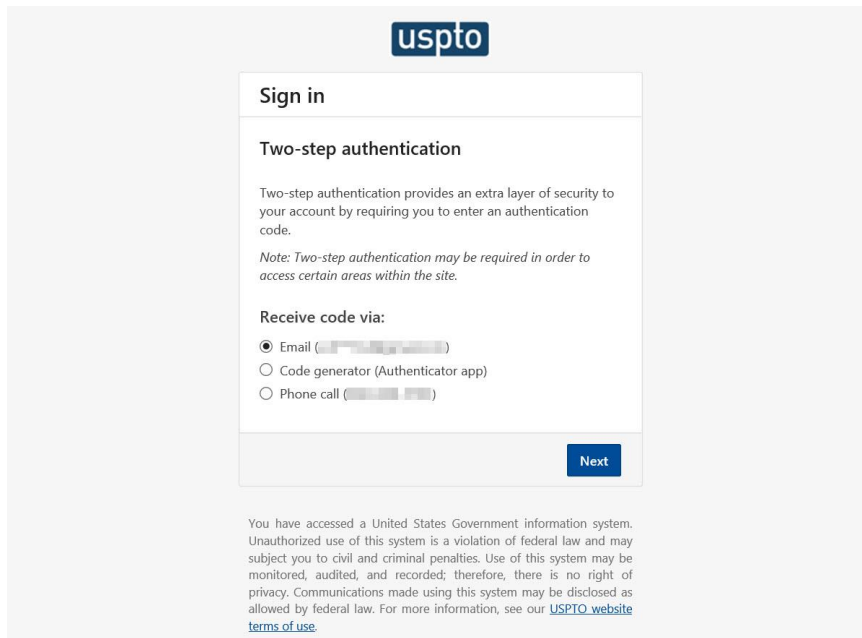
The screenshot shows the USPTO sign-in page. At the top is the 'uspto' logo. Below it is a 'Sign in' header. The main form contains an 'Email address' field with a 'USPTO employee?' checkbox to its right. Below the email field is a 'Remember my email address' checkbox. A blue 'Continue' button is positioned below the checkboxes. At the bottom of the form is a link to 'Create a USPTO.gov account'. Below the form is a disclaimer: 'By signing in, I certify to the USPTO's [Terms of Use](#) and [USPTO Privacy Policy](#).' At the very bottom is a larger disclaimer: 'You have accessed a United States Government information system. Unauthorized use of this system is a violation of federal law and may subject you to civil and criminal penalties. Use of this system may be monitored, audited, and recorded; therefore, there is no right of privacy. Communications made using this system may be disclosed as allowed by federal law. For more information, see our [USPTO website terms of use](#).'



The screenshot shows the USPTO sign-in page with the password field filled. At the top is the 'uspto' logo. Below it is a 'Sign in' header. The main form contains an 'Email address' field with a '(Change)' link to its right. Below the email field is a 'Password' field with a 'Show' button to its right. Below the password field is a link to 'Forgot password?'. Below that is a reCAPTCHA section with an 'I'm not a robot' checkbox and the reCAPTCHA logo. A blue 'Sign in' button is positioned below the reCAPTCHA section. At the bottom of the form is a link to 'Create a USPTO.gov account'. Below the form is a disclaimer: 'By signing in, I certify to the USPTO's [Terms of Use](#) and [USPTO Privacy Policy](#).' At the very bottom is a larger disclaimer: 'You have accessed a United States Government information system. Unauthorized use of this system is a violation of federal law and may subject you to civil and criminal penalties. Use of this system may be monitored, audited, and recorded; therefore, there is no right of privacy. Communications made using this system may be disclosed as allowed by federal law. For more information, see our [USPTO website terms of use](#).'

Log in with existing uspto.gov account, #2

Step 2. Two-step authentication



uspto

Sign in

Two-step authentication

Two-step authentication provides an extra layer of security to your account by requiring you to enter an authentication code.

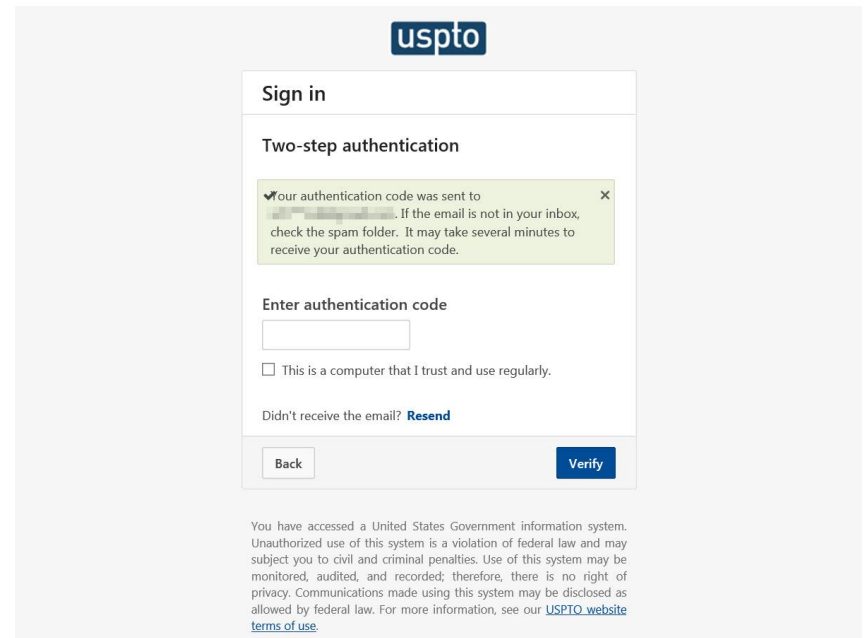
Note: Two-step authentication may be required in order to access certain areas within the site.

Receive code via:

- Email (██████████)
- Code generator (Authenticator app)
- Phone call (██████████)

Next

You have accessed a United States Government information system. Unauthorized use of this system is a violation of federal law and may subject you to civil and criminal penalties. Use of this system may be monitored, audited, and recorded; therefore, there is no right of privacy. Communications made using this system may be disclosed as allowed by federal law. For more information, see our [USPTO website terms of use](#).



uspto

Sign in

Two-step authentication

✔ Our authentication code was sent to ██████████. If the email is not in your inbox, check the spam folder. It may take several minutes to receive your authentication code. ✕

Enter authentication code

This is a computer that I trust and use regularly.

Didn't receive the email? [Resend](#)

Back **Verify**

You have accessed a United States Government information system. Unauthorized use of this system is a violation of federal law and may subject you to civil and criminal penalties. Use of this system may be monitored, audited, and recorded; therefore, there is no right of privacy. Communications made using this system may be disclosed as allowed by federal law. For more information, see our [USPTO website terms of use](#).

Changes: access to forms

- You will be prompted to log in to your USPTO.gov account with two-step authentication.
- We will send you an authentication code during the login process, and you will have to enter the code to access the form.
- Choose how you want to receive the code: email, phone call, or an authenticator application.
- Once you authenticate, you can log in and out of your account for up to 24 hours.
- Exemptions: Customers using e-signature to sign TEAS forms or using the TEASi “send for review” feature will not be required to log in.



Changes: TEAS/TEASi time out

- A pop-up warning appears after **25 minutes** of inactivity.
 - You will have five minutes to extend your session or log out.
- Your session will time out after **30 minutes** of inactivity.
 - Activity includes clicking on the navigation buttons at the bottom of the form (“Go Back,” “Continue,” etc.) and attaching files.
- If your session times out, information you’ve entered in the form will not be saved.

Third-party systems

Send questions to TEAS@uspto.gov.

Future enhancements

Spring 2020

We will be able to verify account holder information.

Summer 2020

You will be able to control and delegate access to filings.



Stay up to date

- Visit uspto.gov/trademark/login for more information about this new requirement.
- Email TEAS@uspto.gov or call the Trademark Assistance Center at 1-800-786-9199 for assistance and information.

