

Private PAIR

Quick Start Guide

Getting Started in Private PAIR

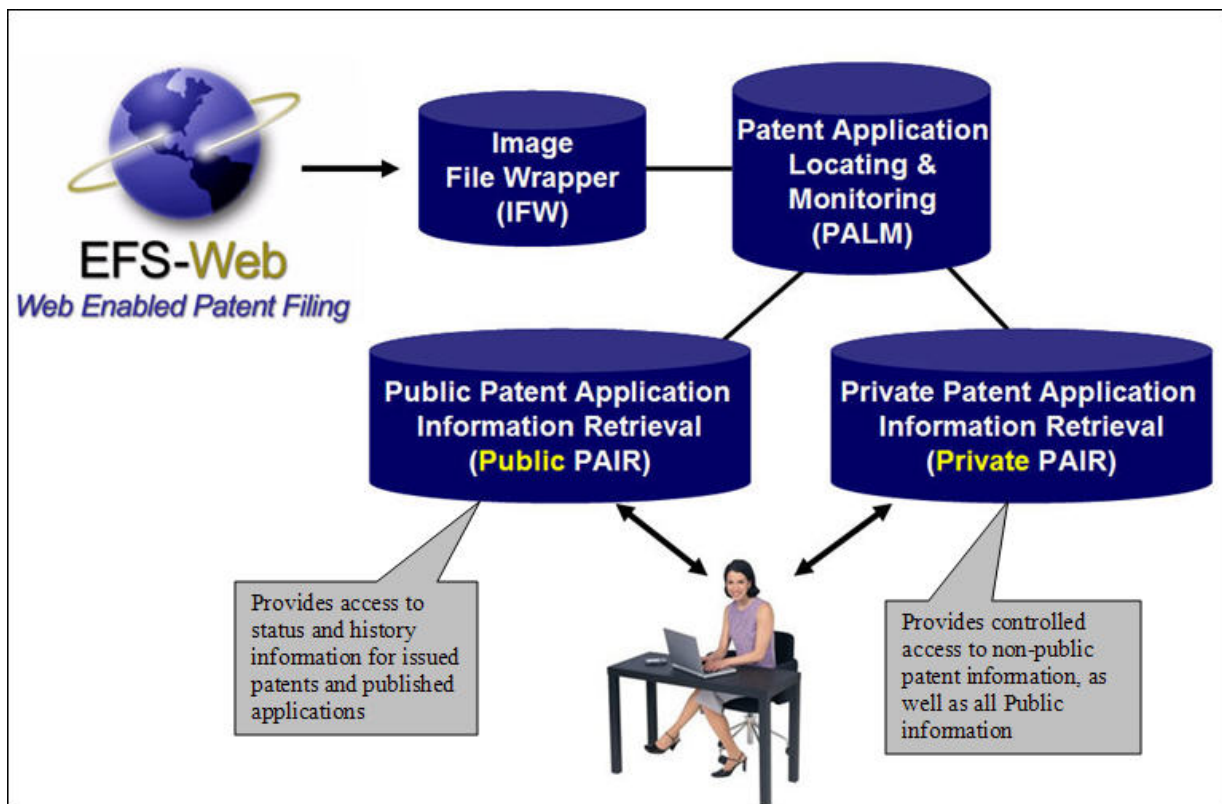
Private PAIR 7.4.2

Introduction

Welcome to Private PAIR, the United States Patent and Trademark Office's (USPTO) safe, simple, and secure means of electronically viewing the status of your patent applications and downloading your patent material. This guide will provide you with the information you need to rapidly understand how to access the Patent Application Information Retrieval (PAIR) system and find your patent applications using an Internet web browser. This guide also includes screen samples that identify critical components of the system.

About Private PAIR

PAIR accesses patent information held in the USPTO internal Patent Application Locating and Monitoring (PALM) system and presents it in two different web-based views: Public PAIR and Private PAIR. PAIR 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 PAIR provides access to all issued patents and published patent applications. Private PAIR allows registered users to access pending application information in addition to what is also available in Public PAIR.

Private PAIR – Real-Time Status Information

Private PAIR allows Independent Inventors, registered patent attorneys, and patent agents the ability to access all of the content of Public PAIR, as well as *real-time status information*, application documents and transaction history for their pending patent applications using a secure internet connection.

- Private PAIR is only available to Customers who have pre-registered with USPTO as a trusted filer.
- Once you are a registered filer, and your applications are associated to your Customer Number, all of your application information is available via the web.
- To access Private PAIR, you must:
 - Be a registered patent attorney/agent or an Independent Inventor
 - Have a Customer Number
 - Have a digital certificate (or Public Key Infrastructure, i.e., PKI) to obtain secure transmission of the application to the USPTO

Registering for Private PAIR

1. Apply for a Customer Number

➤ *To apply for a Customer Number:*

- Download and complete the Request for Customer Number form:
[Request for Customer Number \[PDF\]](#)
- Fax the form to 571-273-0177, or mail it to:

Mail Stop Customer Number
Commissioner of Patents
P.O. Box 1450
Alexandria, VA 22313

If you are a registered attorney or patent agent, or a person granted limited recognition, then your registration number or limited recognition number must be associated with your customer number. This is accomplished by adding your registration number to the Customer Number Request form.

➤ *How to Associate Existing Application(s) with your New Customer Number*

Once you have your Customer Number, you must also associate your current patent applications with it.

If you do not have any pending applications on file with the USPTO, you may skip this step.

- Download and complete the Customer Number Upload Spreadsheet
[Customer Number Upload Spreadsheet \[MS Excel\]](#)

- This information can be sent on a diskette to:

Mail Stop EBC Customer Number
Commissioner of Patents
P.O. Box 1450
Alexandria, VA 22313

You can use the spreadsheet to change the correspondence address, and/or maintenance fee address, which will show a legal record of change. This spreadsheet **MUST** be accompanied by a cover letter, signed by someone who, for each application or patent listed on the attached spreadsheet is one of the following:

- Pro Se applicant
- Sole Inventor (where there is not a registered Patent Attorney, or Agent of Record) or
- An Attorney or Agent of Record

➤ *How to Update a Customer Number*

If you already have a *Customer Number* and you would like to update the information associated with it:

- Download and complete the Customer Number Data Change form:

[Customer Number Data Change \[PDF\]](#)

- Fax the form to 571-273-0177, or mail it to:

Mail Stop EBC Customer Number
Commissioner of Patents
P.O. Box 1450
Alexandria, VA 22313

This form is useful if you need to update the correspondence address associated to the Customer Number or if you need to add/remove attorney associations. These Customer Number updates can also be made electronically in Private PAIR via the Customer Details option.

2. Obtain a Digital Certificate

Read the Subscriber Agreement and Request a Digital Certificate

- Read the following agreement:
[Subscriber Agreement \[PDF\]](#)
- Download and complete the Certificate Action Form:
[Certificate Action Form \[PDF\]](#)

- Have the Certificate Action Form notarized by a notary and mail the original(s) (no faxes or copies) to the following address:

Mail Stop EBC
Commissioner for Patents
P.O. Box 1450
Alexandria, VA 22313-1450

This information will be used to generate a certificate that will be used to uniquely identify you and allow secure access to your data. To assure the security of your data, follow the policy described in the Subscriber Agreement.

➤ *Obtaining Your Access Codes*

After your application has been approved you will receive two codes:

- 1 **Authorization Code**
- 2 **Reference Number**

The *Authorization Code* will be sent via e-mail and the *Reference Number* by U.S. mail. In addition, for customers with U.S. residence only, the Patent EBC will attempt one phone call to deliver the *Reference Number*. The *Reference Number* will only be given if the requestor is reached, otherwise a message will be left that their *Reference Number* will be mailed and to contact the Patent EBC with any questions.

Once you have both codes, you will be able to create your digital certificate and access Private PAIR. For any customer who would like to receive their *Reference Number* before it arrives via U.S. mail, please contact the Patent EBC at **1-866-217-9197**.

➤ *Recovery of Access Codes*

The life span for these access codes is **90 days**, starting on the date of issuance. If your codes expire or have been lost, contact the Patent EBC at **1-866-217-9197** to request reactivation. The *Authorization Code* will be sent via e-mail. The *Reference Number* will be given to the requestor via telephone. International customers will receive their *Reference Number* in a separate e-mail from the *Authorization Code*.

➤ *Digital Certificate Management*

The [Digital Certificate Management](#) website allows certificate holders to manage your digital certificate contact information, create a set of recovery codes, and recover lost or damaged digital certificates online.

You are now ready to login to Private PAIR and begin checking the status of your pending patent applications. The next section will walk you through the basic features of Private PAIR.

Private Pair – Sign On

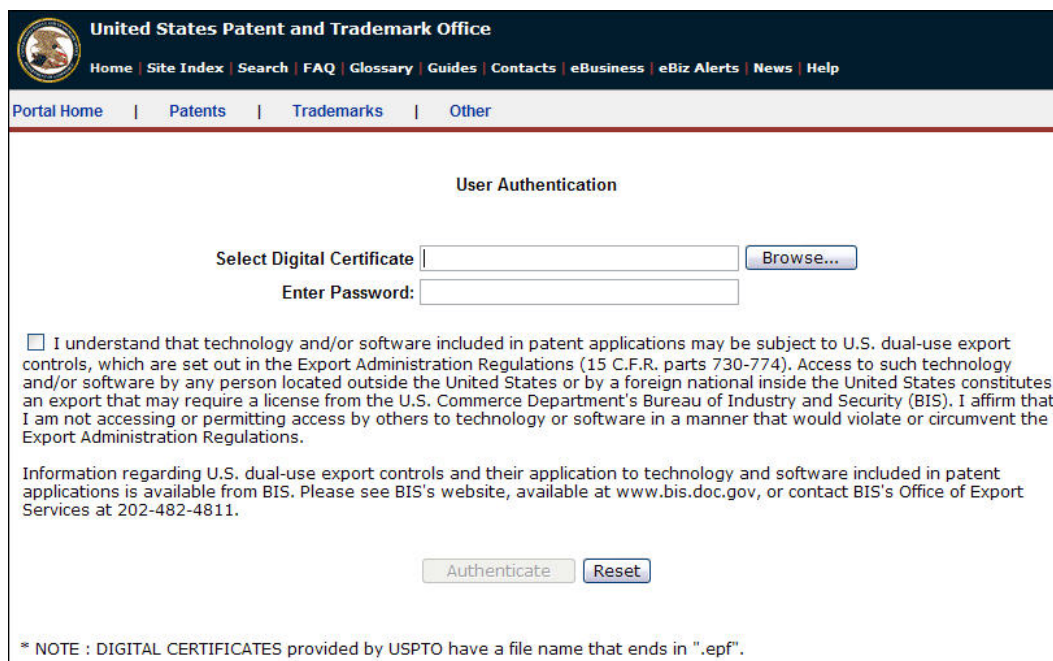
To access Private PAIR go to <http://www.uspto.gov/patents/process/status/index.jsp> and click on the 'Private PAIR' link shown below.



The screenshot shows the USPTO website's Patent Application Information Retrieval (PAIR) page. The header includes the USPTO logo and navigation links: Home, Site Index, Search, FAQ, Glossary, Guides, Contacts, eBusiness, eBiz Alerts, News, and Help. Below the header is a secondary navigation bar with Portal Home, Patents, Trademarks, and Other. The main content area is titled 'Patent Application Information Retrieval (PAIR)' and contains a list of bullet points: 'Display issued or published patent application status.', 'Access public application image file wrapper, including: patents, published application documents and applications to which a patented or published application claims domestic priority.', and 'Private PAIR for Registered customers provides secure access to your pending application documents.' Below the list are two links: 'Public PAIR >' and 'Private PAIR >', with the latter highlighted by a red box. At the bottom of the content area, there is a link for 'GAU - Class/Subclass Search >'.

The system displays the Private PAIR login screen.

1. Browse to the location of the user's PKI certificate file (ending in ".epf").
2. Enter the PKI certificate password
3. Agree to the disclaimer
4. Press the *Authenticate* button



The screenshot shows the USPTO Private PAIR User Authentication screen. The header is identical to the previous screenshot. The main content area is titled 'User Authentication' and contains a form with two input fields: 'Select Digital Certificate' and 'Enter Password:'. The 'Select Digital Certificate' field has a 'Browse...' button next to it. Below the form is a disclaimer with a checkbox: 'I understand that technology and/or software included in patent applications may be subject to U.S. dual-use export controls, which are set out in the Export Administration Regulations (15 C.F.R. parts 730-774). Access to such technology and/or software by any person located outside the United States or by a foreign national inside the United States constitutes an export that may require a license from the U.S. Commerce Department's Bureau of Industry and Security (BIS). I affirm that I am not accessing or permitting access by others to technology or software in a manner that would violate or circumvent the Export Administration Regulations.' Below the disclaimer is a paragraph of information: 'Information regarding U.S. dual-use export controls and their application to technology and software included in patent applications is available from BIS. Please see BIS's website, available at www.bis.doc.gov, or contact BIS's Office of Export Services at 202-482-4811.' At the bottom of the form are two buttons: 'Authenticate' and 'Reset'. A note at the bottom of the page states: '* NOTE : DIGITAL CERTIFICATES provided by USPTO have a file name that ends in ".epf".'

Search by Customer Number

Customers using the Private PAIR system can search for Applications by Customer Number, Applications with Status Changes, view Outgoing Correspondence and view or update Customer Number Details.

Click the radio button next to the desired category and select the appropriate Customer Number from the dropdown list. Click *Search*.

The screenshot shows the 'Secured Patent Application Information Retrieval' interface. At the top, there are two buttons: 'Select New Case' and 'Please Read Announcements'. Below this is a section titled 'Select New Case'. Underneath, there is a heading 'Search by Customer Number' with an information icon. A 'Choose One:' label is followed by four radio button options: 'Applications by Customer Number', 'Applications with Status Changes', 'View Outgoing Correspondence', and 'View Customer Number Details'. Each option has an information icon. The 'Applications by Customer Number' option is selected and highlighted with a red box. To the right of the radio buttons are two dropdown menus: 'sort by' set to 'Application' and 'display' set to 'All'. Below the radio buttons is a 'Select Customer Number:' label, a dropdown menu showing '59 -> SIRA', a 'SEARCH' button, and an 'XML' button.

The results of the search will provide a listing of all the applications associated to the chosen Customer Number for the selected search criteria.

The screenshot shows the search results for Customer Number 59 -> SIRA. The table is titled 'Records found for Customer Number'. It has seven columns: 'Application', 'Patent', 'Earliest Publication', 'Attorney Docket No.', 'Status Date', 'Filing or 371(c) Date', and 'Image File Wrapper'. Each column has a sort icon. The table contains ten rows of data, each with a blue hyperlink for the application number and a 'View' link for the image file wrapper.

Application	Patent	Earliest Publication	Attorney Docket No.	Status Date	Filing or 371(c) Date	Image File Wrapper
59/997,242	-	-	Test	09-16-2009	11-22-2005	View
59/997,241	-	-	Test	09-24-2009	11-22-2005	View
59/997,240	-	-	Test	09-24-2009	11-22-2005	View
59/997,239	-	-	Test	09-24-2009	11-22-2005	View
59/997,238	-	-	Test	09-24-2009	11-22-2005	View
59/997,237	-	-	Test	09-24-2009	11-22-2005	View
59/997,236	-	-	Test	09-24-2009	11-22-2005	View
59/997,235	-	-	Test	09-24-2009	11-22-2005	View
59/997,234	-	-	Test	09-24-2009	11-22-2005	View
59/997,233	-	-	Test	09-24-2009	11-22-2005	View

Search for Application

Customers can also search one case at a time by Application number, Control number, Patent number, PCT number or Publication number.

Search for Application:

Choose type of number:

- Application Number (EXAMPLE: 99999999 or 99/999999) *i*
- Control Number *i*
- Patent Number *i*
- PCT Number (EXAMPLE: PCT/CCYY/99999 or PCT/CCYYYY/999999) *i*
- Publication Number *i*

Enter Number: *i*

Detailed information for the desired application will be displayed. The various Tabs provide access to a range of application information that is available to the user. (Tabs appear only if data exists for that item)

Secured Patent Application Information Retrieval			
<input type="button" value="XML"/> Download		Order Certified Application As Filed	
		Order Certified File Wrapper	
		View Order List	
59/997,240 Testing			
Select New Case	Applications by Customer	Application Data	Transaction History
Image File Wrapper	Address & Attorney/Agent	Publication Review	
Bibliographic Data			
Application Number:	59/997,240	Customer Number:	59
Filing or 371 (c) Date:	11-22-2005	Status:	Docketed New Case - Ready for Examination
Application Type:	Utility	Status Date:	09-16-2009
Examiner Name:		Location: <i>i</i>	ELECTRONIC
Group Art Unit:	SIRA	Location Date:	-
Confirmation Number:	1981	Earliest Publication No:	-
Attorney Docket Number:	Test Update	Earliest Publication Date:	-
Class / Subclass:	118/715	Patent Number:	-
First Named Inventor:	Test Tester	Issue Date of Patent:	-
Title of Invention:		Testing	

View or Change Customer Number Information

Customers can also view or update Customer Number information via Private PAIR.

- 1 Choose *View Customer Number Details*, by clicking the radio button
- 2 Choose the desired Customer Number from the drop-down list
- 3 Click on the *Search* button.

The screenshot shows the 'Secured Patent Application Information Retrieval' window. At the top, there are two buttons: 'Select New Case' and 'Please Read Announcements'. Below this is the 'Select New Case' section. Underneath, there is a 'Search by Customer Number' section with an information icon. A 'Choose One:' label is followed by four radio button options: 'Applications by Customer Number', 'Applications with Status Changes', 'View Outgoing Correspondence', and 'View Customer Number Details'. The 'View Customer Number Details' option is selected and highlighted with a red box. To the right of these options are 'sort by' and 'display' dropdown menus. Below the radio buttons is a 'Select Customer Number:' label followed by a dropdown menu showing '59 -> SIRA', a 'SEARCH' button, and an 'XML' button. The 'SEARCH' button is also highlighted with a red box.

The current information associated to the selected Customer Number will be displayed. To make changes to any of the information shown below, select the *Request Customer Data Change(s)* button.

The screenshot shows the 'Secured Patent Application Information Retrieval' window. At the top, there are two buttons: 'Select New Case' and 'Customer Details'. Below this is the 'Customer Details' section. On the right side of this section, it says 'Last Private PAIR Update: 09-25-2009 06:52:09'. Below this is a sub-section 'Details For Customer Number : 59' with 'Outgoing Correspondence:MAIL' on the right. The main content area is divided into several sections: 'Correspondence Address:' with the address 'SIRA, PTO CARLYLE, 600 DULANY, MADISON EAST 8TH FLOOR, ALEXANDRA VA 22314, UNITED STATES'; 'Correspondence E-Mail:'; 'Telephone Numbers:'; 'Fax Numbers:'; and 'Associated Individuals:' with a list of individuals: 'D0008 Dtest3, Dtest', 'L0001 Ltest1, Ltest', 'L0002 Ltest2, Ltest', and 'L0004 Ltest4, Ltest'. At the bottom of the window, there is a 'Request Customer Data Change[s]' button, which is highlighted with a red box.

See the USPTO Customer Details Quick Start Guide for further information and steps in how to change data, confirm data, and transmit new or edited Customer Number information to the USPTO.

Questions? Contact Information for EBC

Call, e-mail or send a fax (or letter by regular mail) to the USPTO regarding any questions you may have about the Private PAIR steps, new features, or related matters. You can contact the USPTO Electronic Business Center (EBC) directly using the following telephone numbers or address information. The EBC hours of operation are also noted.

Weekday Operation: Monday – Friday: 6 AM - Midnight (Eastern Time)

Telephone:	1-866-217-9197 (toll-free)	571-272-4100 (local)
E-mail:	ebc@uspto.gov	
Fax:	571-273-0177	
Postal:	Mail Stop EBC Commissioner for Patents PO Box 1450 Alexandria, VA 22313-1450	

Other Help Guides Available

In addition to this guide, there are several other Quick Start Guides available from the PAIR website that can help you understand how to use specific features in PAIR.

- Customer Details Quick Start Guide
- e-Office Action Quick Start Guide
- Order Entry Management System (OEMS) Quick Start Guide
- Patent Cooperation Treaty (PCT) Quick Start Guide
- Extensible Mark-up Language (XML) Download Quick Start Guide

You will find the link to these guides on the USPTO Private PAIR web page under PAIR Resources.