Financial Profile User's Guide

Version 1.0

United States Patent and Trademark Office
Office of the Chief Financial Officer
Office of Finance – Receipts Accounting Division

Table of Contents

Overview

The Financial Profile (FP) system provides a secure, fast, and convenient method to access payment history information anytime over the United States Patent and Trademark Office (USPTO) Web site. The FP system helps with reconciling your payment activities by providing detailed transaction information and reports for all fees paid to the USPTO.

As a FP user, you are able to:

- Create, activate, and maintain your unique FP account via a self-service registration process;
- Add multiple payment types used at the USPTO to your FP account (e.g., credit card accounts, USPTO deposit accounts, and USPTO EFT accounts);
- View/print detailed transaction information (e.g., patent/application number, attorney docket number, payment amount, fee code, and fee code description);
- View/print/download (PDF and CSV files) monthly statements for each payment type registered;
- Search for specific transactions by attorney docket number (i.e., client matter number), application number, transaction type (e.g., sale or refund), and/or payment amount; and
- Replenish deposit accounts by EFT, transfer funds between existing deposit accounts, and select an option to stop receiving paper deposit account statements by mail (*deposit account holders only*).

  Note: After adding a USPTO EFT account(s) to your FP, information for both EFT and paper check payments will be available since transactions processed are based on your banking information.

The FP system is available at https://ramps.uspto.gov/ramfp/welcome.html.

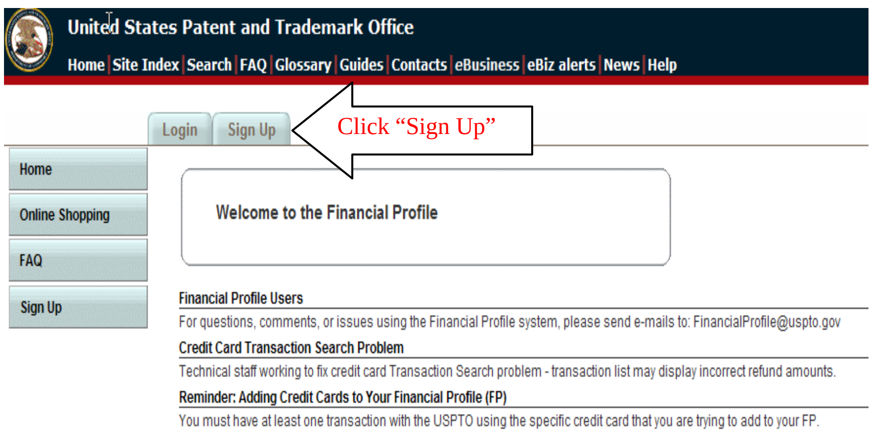
If you have any questions or issues with the FP system, please send an e-mail to FinancialProfile@uspto.gov for assistance.

<u>Section 1 – Establish a Financial Profile Account</u>

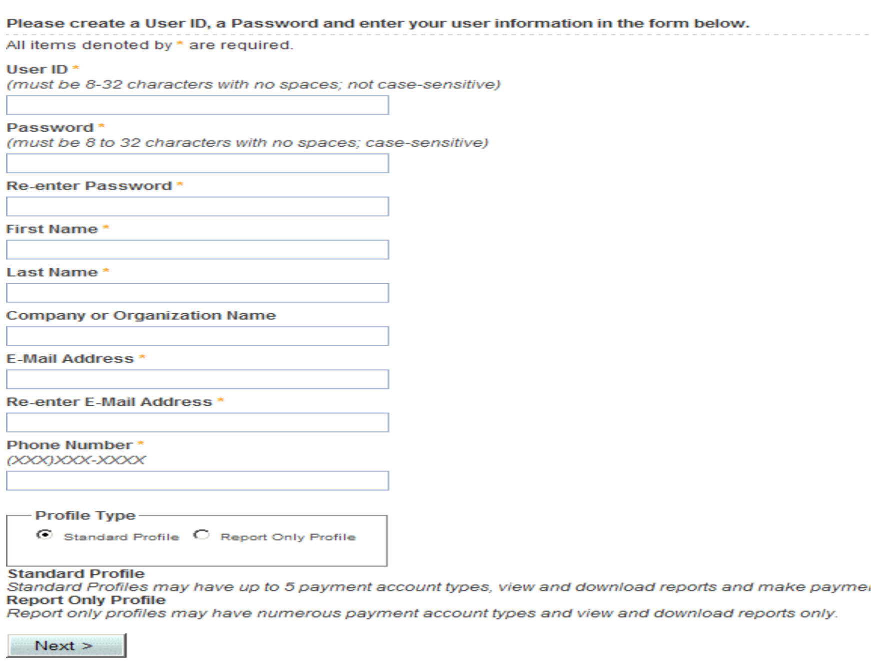
Each user should establish a separate Financial Profile (FP) account. There are two types of FP accounts, which are "Report Only" and "Standard". Once the FP account has been established, the profile type cannot be changed.

The "Report Only" allows adding up to 50 payment account types. The "Standard" allows only adding up to 5 payment account types, but also allows the user to replenish deposit accounts via electronic funds transfer (EFT) and to transfer funds between existing USPTO deposit accounts.

Step 1 of 6 – Click on the "Sign Up" tab (*see screen shot below*).

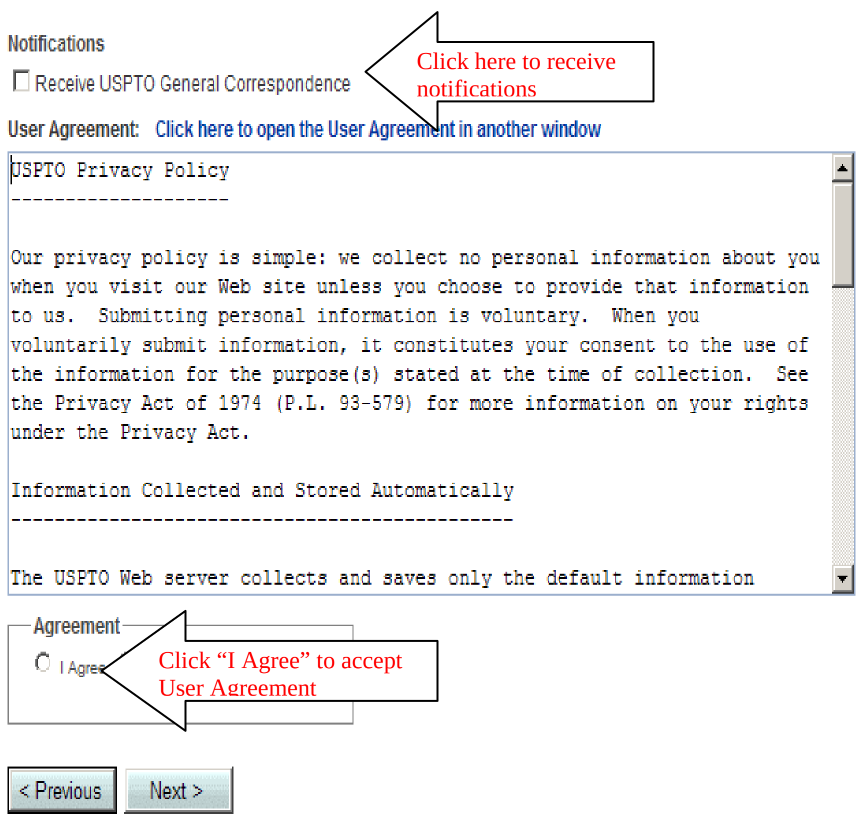


Step 2 of 6 – Enter the required information, select the "Profile Type", and click "Next" (*see screen shot below*).

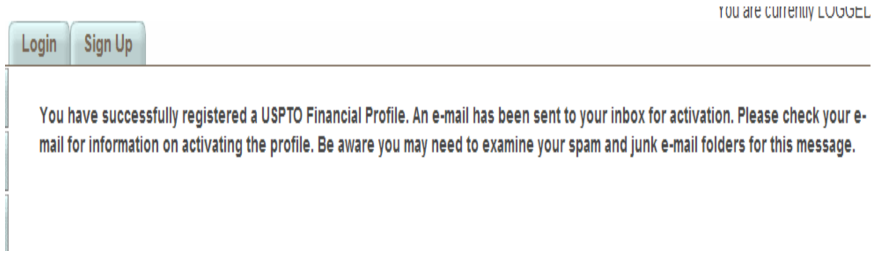


Step 3 of 6 – Enter your mailing address information, and click "Next" (*see screen shot below*).

Step 4 of 6 – Click on the "Notifications" box to receive notifications by e-mail. Read the User Agreement and select "I Agree", and click "Next" (*see screen shot below*).



Step 5 of 6 – The next screen displays a summary of the information that was entered. Verify the information is accurate, and click "Submit". You will then receive a message that your FP account was successfully registered (*see screen shot below*).

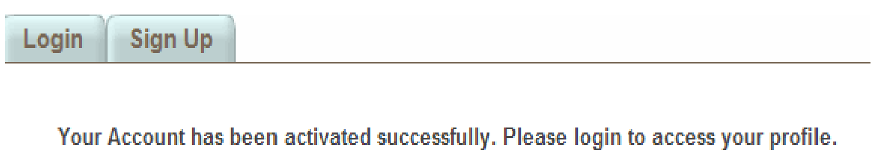


Step 6 of 6 – The message below is sent to the e-mail address that was provided in Step 2. (Note: You may need to check your spam or junk e-mail folder.) Click on the link to activate your FP account.

```
Your USPTO Financial Profile has been registered successfully.  You must
click the below link to activate your profile before attempting to login.

https://ramps.uspto.gov/ramfp/activation.html?userName=dGhvb3Blc
tionId=YU81eHBNS2JxX0NjWHRSUUVPdDgwZGU=

If you have difficulty activating your profile, you should copy and paste
the entire link above into your browser.  Note: you may need to disable
word wrap.

If you need further assistance, please send an e-mail to
FinancialProfile@uspto.gov and include the User ID for the account you
wish to activate.  Never include your password in any correspondence
relating to your Financial Profile.
```

Click here to activate

You will receive a confirmation that your account has been activated successfully (*see screen shot below*).

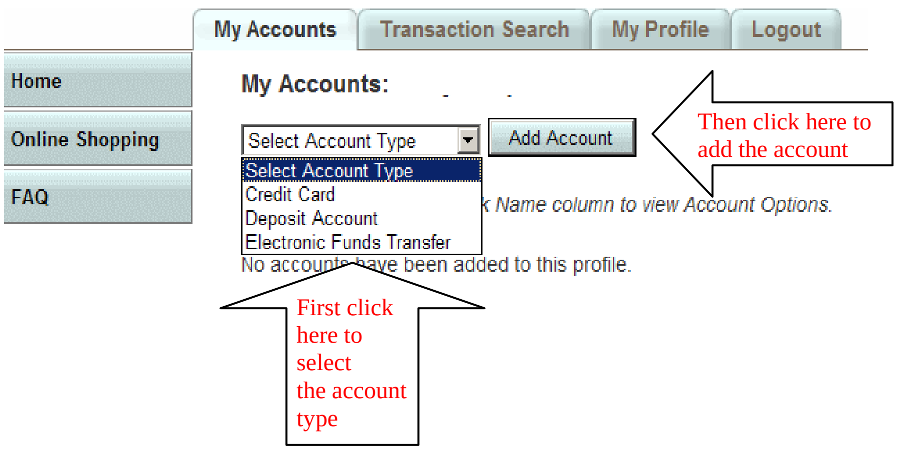


Section 2 – My Accounts

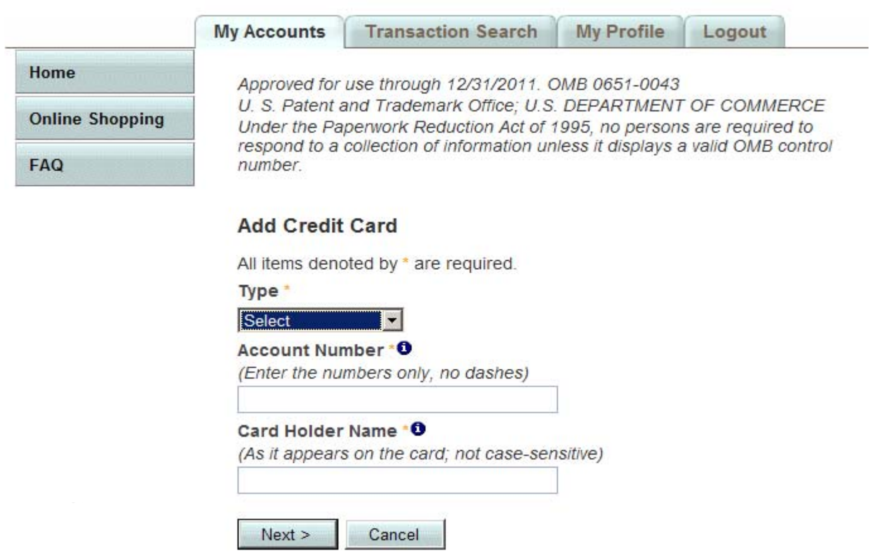
The "My Accounts" tab allows users to add credit cards, deposit accounts, or EFT accounts to their FP account. In addition, users can edit or remove accounts, replenish deposit accounts, transfer funds between two deposit accounts, and view and download statements for each of their associated accounts as a PDF or CSV file.

Add an Account

Step 1 of 2 – Click the drop down box to select the account type, and click "Add Account" (*see screen shot below*).



Step 2 of 2 – Enter the required information for each account type, and click "Next" (*see screen shot below, which shows an example for Credit Card*).



Once an account is added to a FP, users have the following options (you will see the "Replenish" and "Transfer Funds" options only if the requirements are met):

Account Options Description
Edit – *make changes to this account in your Financial Profile only (nick name, address, etc.).*
Remove – *remove the account from your Financial Profile only.*
Replenish – *add funds to the Deposit Account from an Electronic Funds Transfer (EFT) account (requires at least one Deposit Account and one EFT account on your Financial Profile).*
Transfer Funds – *move funds between two Deposit Accounts (requires at least two Deposit Accounts on your Financial Profile)*

Below are helpful tips for adding accounts to your FP.

Credit Card: The credit card must first have been used to pay a fee at the USPTO. In addition, the cardholder name must be entered exactly as it appears on the card.

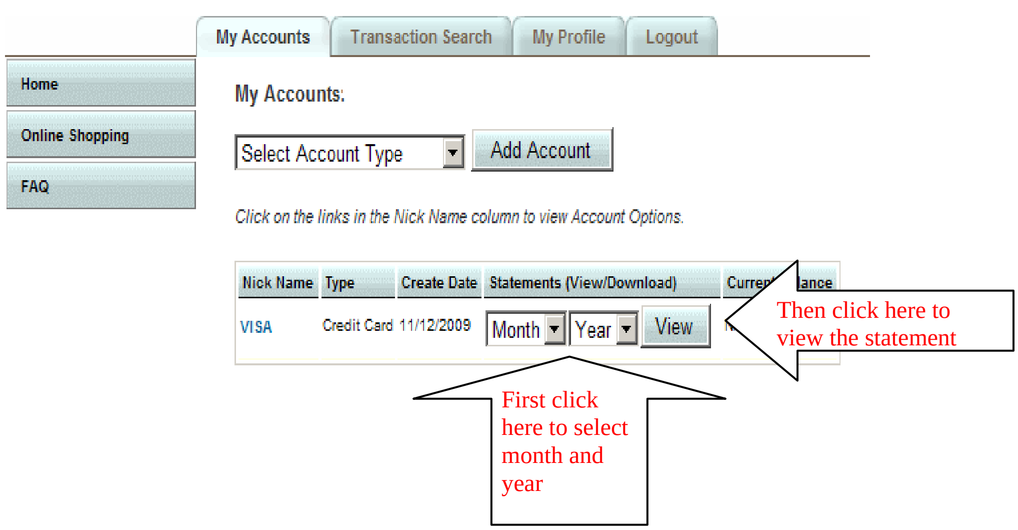
Deposit Account: You will need at least the deposit account number and the access code, and must be an authorized user of the deposit account.

Electronic Funds Transfer (EFT): You will need the EFT account user ID and password. An EFT account cannot be established using the FP system, but must be set up on the USPTO Web site at https://ramps.uspto.gov/eram/. It takes up to 7-8 business days for an EFT account to become active.

View and Download Statements

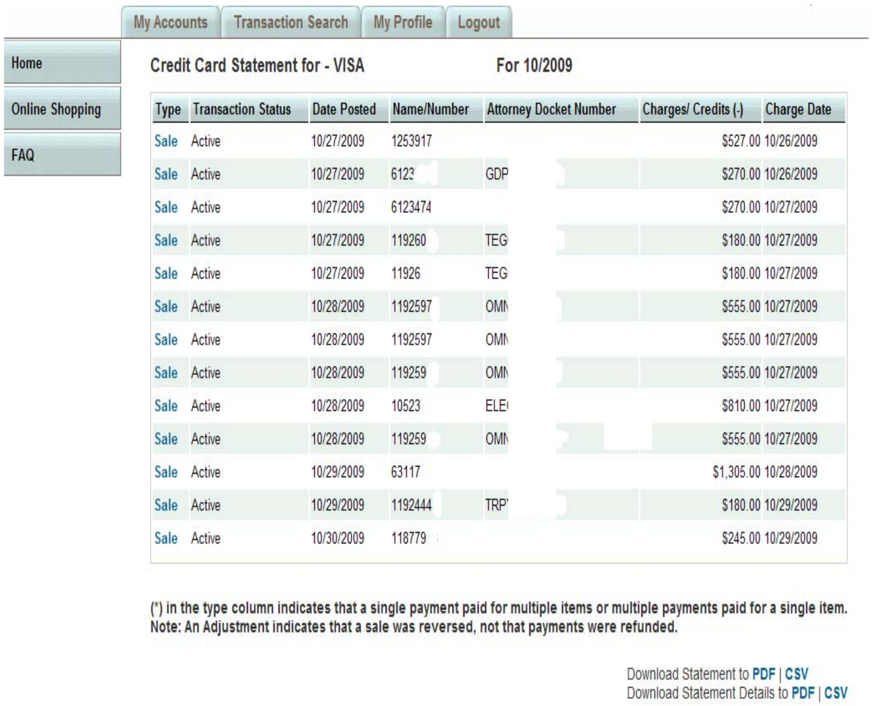
Monthly statements can be viewed for any of the accounts associated with your FP account. The statements can also be downloaded as a PDF or CSV file.

Step 1 of 2 – Select the "Month" and "Year" for the account that you would like, and click "View" (*see screen shot below*).



Step 2 of 2 – The monthly statement will appear on the screen (*see screen shot below*). Download the statement by clicking the "PDF" or "CSV" links at the bottom right corner of the screen.

The "Download Statement" provides the same information appearing on the screen, and the "Download Statement Details" contains more detailed information.



My Accounts | Transaction Search | My Profile | Logout

Home

Online Shopping

FAQ

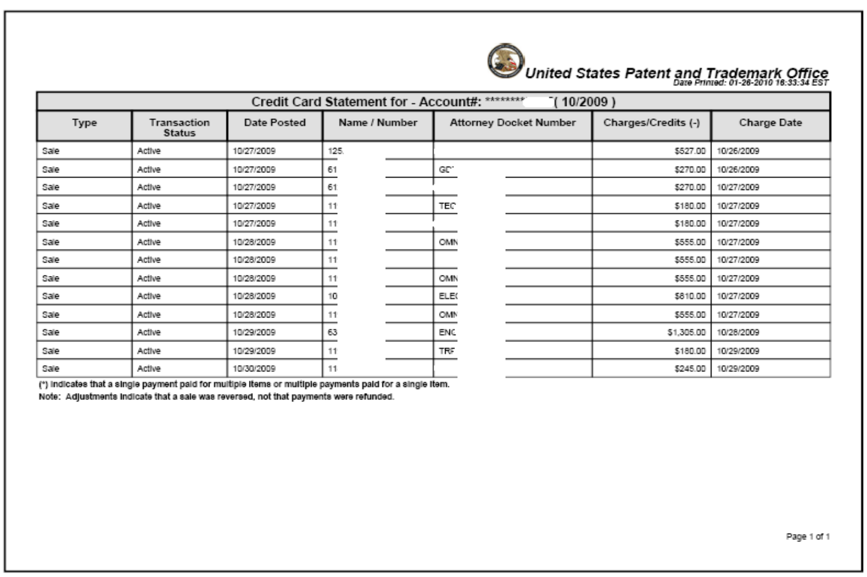
Credit Card Statement for - VISA   For 10/2009

Type	Transaction Status	Date Posted	Name/Number	Attorney Docket Number	Charges/ Credits (-)	Charge Date
Sale	Active	10/27/2009	1253917		$527.00	10/26/2009
Sale	Active	10/27/2009	6123	GDP	$270.00	10/26/2009
Sale	Active	10/27/2009	6123474		$270.00	10/27/2009
Sale	Active	10/27/2009	119260	TEG	$180.00	10/27/2009
Sale	Active	10/27/2009	11926	TEG	$180.00	10/27/2009
Sale	Active	10/28/2009	1192597	OMN	$555.00	10/27/2009
Sale	Active	10/28/2009	1192597	OMN	$555.00	10/27/2009
Sale	Active	10/28/2009	119259	OMN	$555.00	10/27/2009
Sale	Active	10/28/2009	10523	ELE	$810.00	10/27/2009
Sale	Active	10/28/2009	119259	OMN	$555.00	10/27/2009
Sale	Active	10/29/2009	63117		$1,305.00	10/28/2009
Sale	Active	10/29/2009	1192444	TRP	$180.00	10/29/2009
Sale	Active	10/30/2009	118779		$245.00	10/29/2009

(*) in the type column indicates that a single payment paid for multiple items or multiple payments paid for a single item.
Note: An Adjustment indicates that a sale was reversed, not that payments were refunded.

Download Statement to PDF | CSV
Download Statement Details to PDF | CSV

The PDF version of the "Download Statement" appears below.



United States Patent and Trademark Office
Date Printed: 01-26-2010 16:33:34 EST

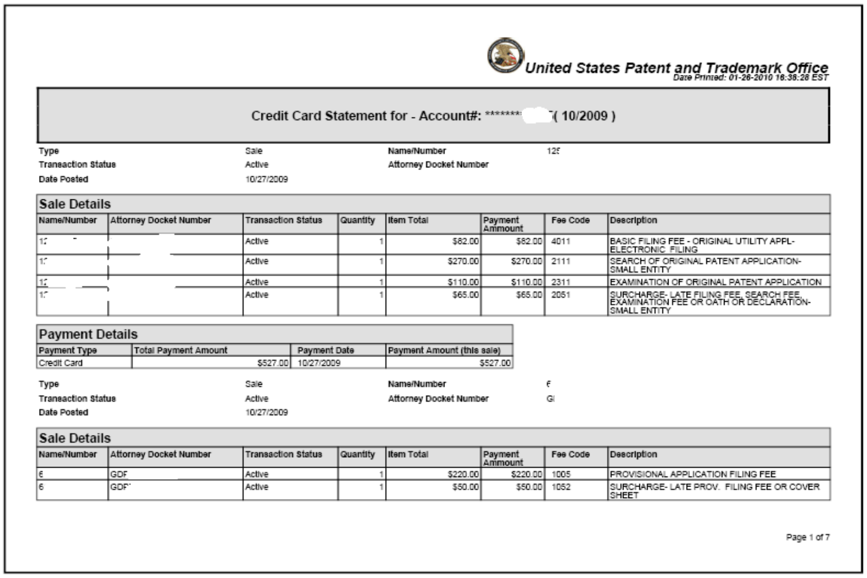
Credit Card Statement for - Account#: ******** (10/2009)

Type	Transaction Status	Date Posted	Name / Number	Attorney Docket Number	Charges/Credits (-)	Charge Date
Sale	Active	10/27/2009	125		$527.00	10/26/2009
Sale	Active	10/27/2009	61	GD	$270.00	10/26/2009
Sale	Active	10/27/2009	61		$270.00	10/27/2009
Sale	Active	10/27/2009	11	TEC	$180.00	10/27/2009
Sale	Active	10/27/2009	11		$180.00	10/27/2009
Sale	Active	10/28/2009	11	OMN	$555.00	10/27/2009
Sale	Active	10/28/2009	11		$555.00	10/27/2009
Sale	Active	10/28/2009	11	OMN	$555.00	10/27/2009
Sale	Active	10/28/2009	10	ELE	$810.00	10/27/2009
Sale	Active	10/28/2009	11	OMN	$555.00	10/27/2009
Sale	Active	10/29/2009	63	ENC	$1,305.00	10/28/2009
Sale	Active	10/29/2009	11	TRF	$180.00	10/29/2009
Sale	Active	10/30/2009	11		$245.00	10/29/2009

(*) Indicates that a single payment paid for multiple items or multiple payments paid for a single item.
Note: Adjustments indicate that a sale was reversed, not that payments were refunded.

Page 1 of 1

The PDF version of the "Download Statement Details" appears below.



United States Patent and Trademark Office
Date Printed: 01-26-2010 16:38:28 EST

Credit Card Statement for - Account#: ***** (10/2009)**

Type	Sale	Name/Number	12
Transaction Status	Active	Attorney Docket Number	
Date Posted	10/27/2009		

Sale Details

Name/Number	Attorney Docket Number	Transaction Status	Quantity	Item Total	Payment Ammount	Fee Code	Description
12		Active	1	$82.00	$82.00	4011	BASIC FILING FEE - ORIGINAL UTILITY APPL-ELECTRONIC FILING
1		Active	1	$270.00	$270.00	2111	SEARCH OF ORIGINAL PATENT APPLICATION-SMALL ENTITY
12		Active	1	$110.00	$110.00	2311	EXAMINATION OF ORIGINAL PATENT APPLICATION
1		Active	1	$65.00	$65.00	2051	SURCHARGE- LATE FILING FEE, SEARCH FEE, EXAMINATION FEE OR OATH OR DECLARATION-SMALL ENTITY

Payment Details

Payment Type	Total Payment Amount	Payment Date	Payment Amount (this sale)
Credit Card	$527.00	10/27/2009	$527.00

Type	Sale	Name/Number	6
Transaction Status	Active	Attorney Docket Number	G
Date Posted	10/27/2009		

Sale Details

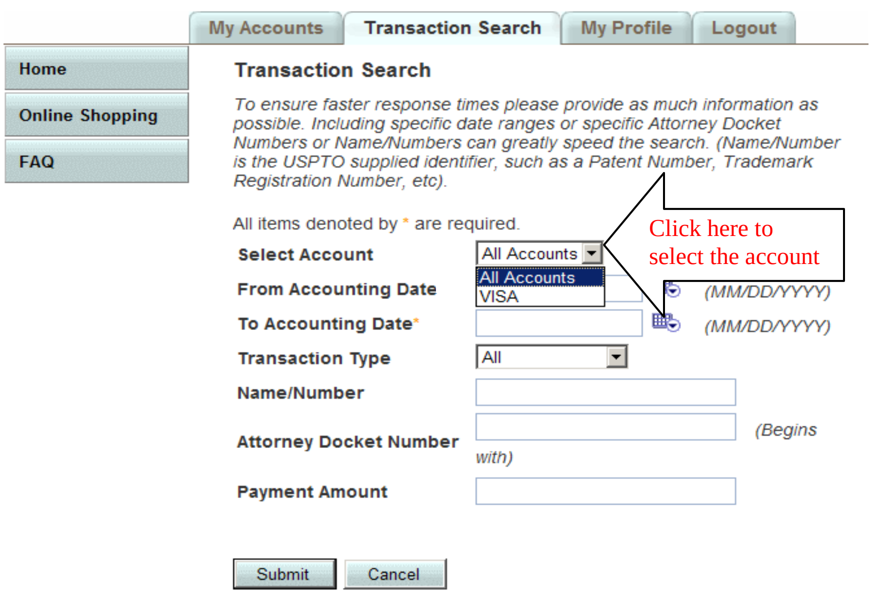
Name/Number	Attorney Docket Number	Transaction Status	Quantity	Item Total	Payment Ammount	Fee Code	Description
6	GDF	Active	1	$220.00	$220.00	1005	PROVISIONAL APPLICATION FILING FEE
6	GDF	Active	1	$50.00	$50.00	1052	SURCHARGE- LATE PROV. FILING FEE OR COVER SHEET

Page 1 of 7

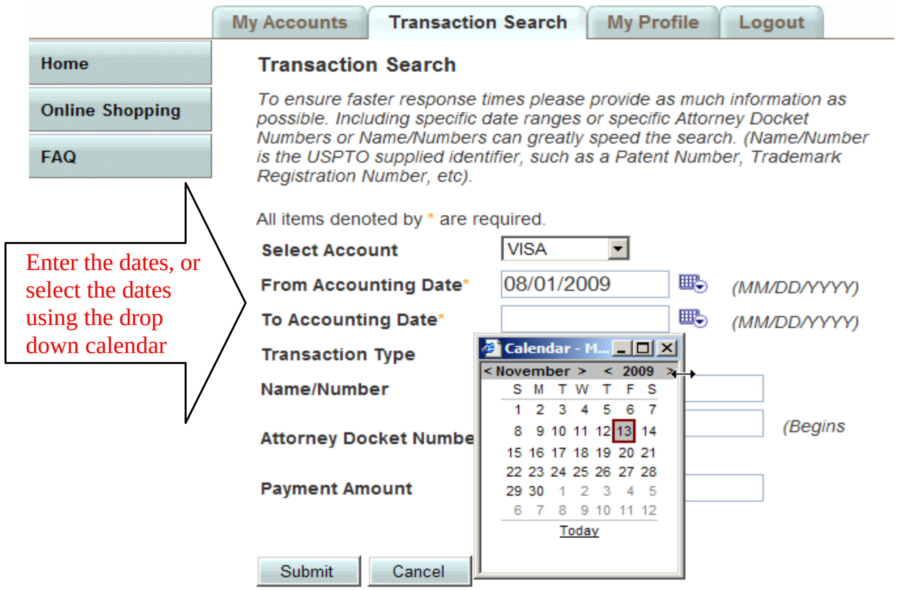
<u>Section 3 – Transaction Search</u>

The "Transaction Search" tab allows users to search for specific transactions over a given period of time.

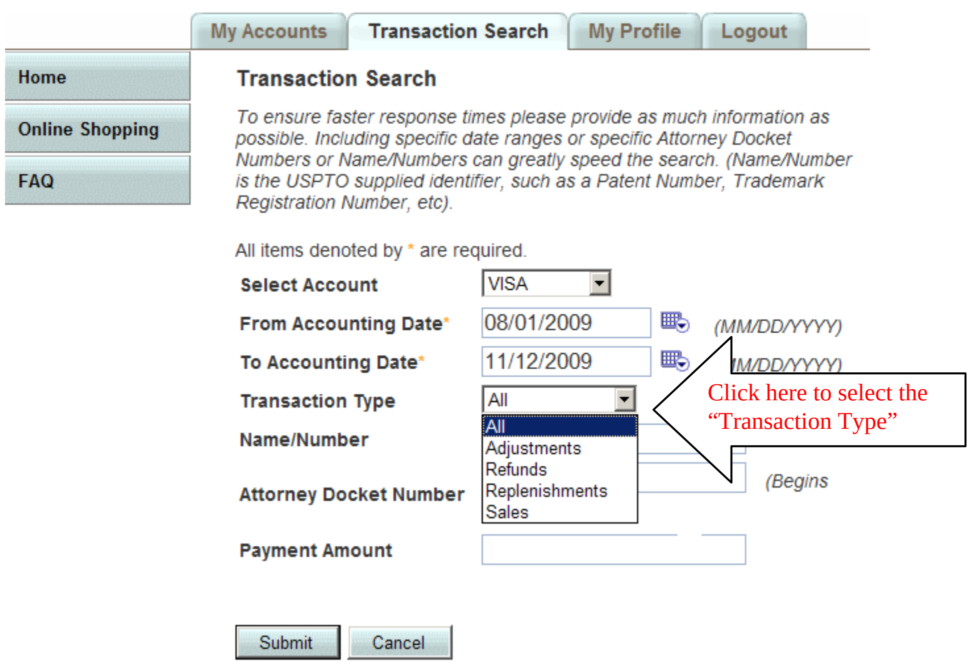
Step 1 of 4 **–** Select the account to query by clicking on the drop down box (*see screen shot below*).



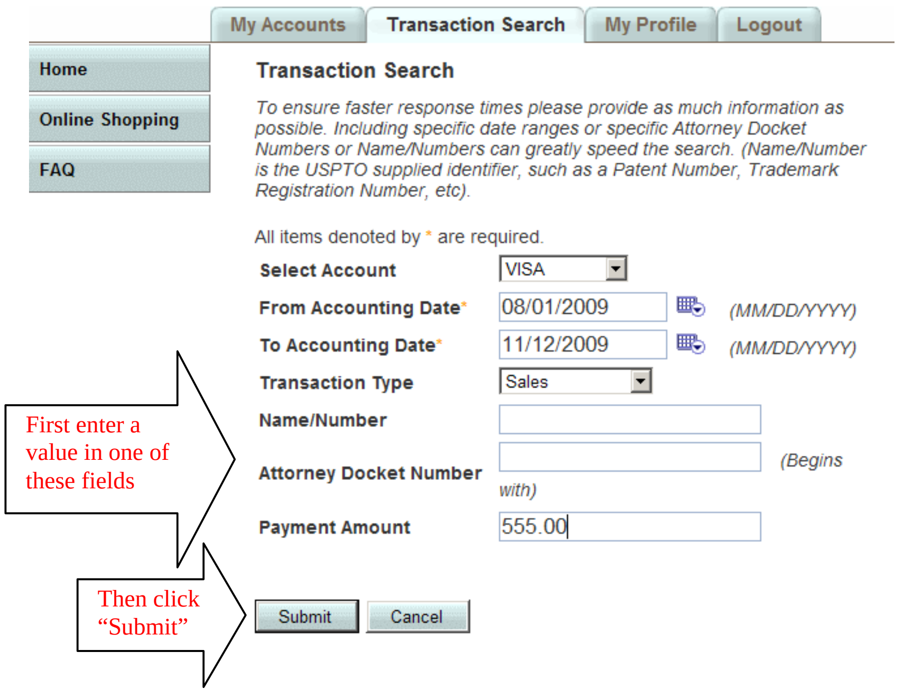
Step 2 of 4 – Enter the "From Accounting Date" and "To Accounting Date" to search between a range of days or several months (*see screen shot below*).



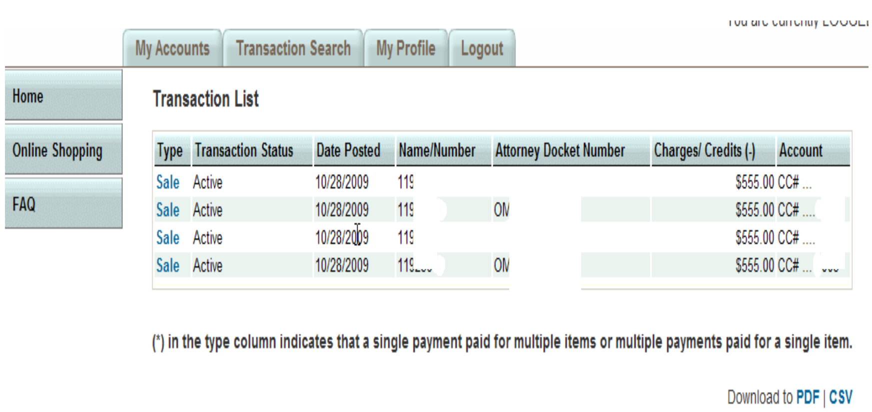
Step 3 of 4 – Select the "Transaction Type" that you would like to query. You can search all or only a specific type of transaction (*see screen shot below*).



Step 4 of 4 – Enter a value in the "Name/Number", "Attorney Docket Number", and/or "Payment Amount" fields (*see screen shot below*). Click "Submit" to view the report.



The report showing the transaction list appears on the screen. Download the report by clicking the "PDF" or "CSV" links at the bottom right corner of the screen.

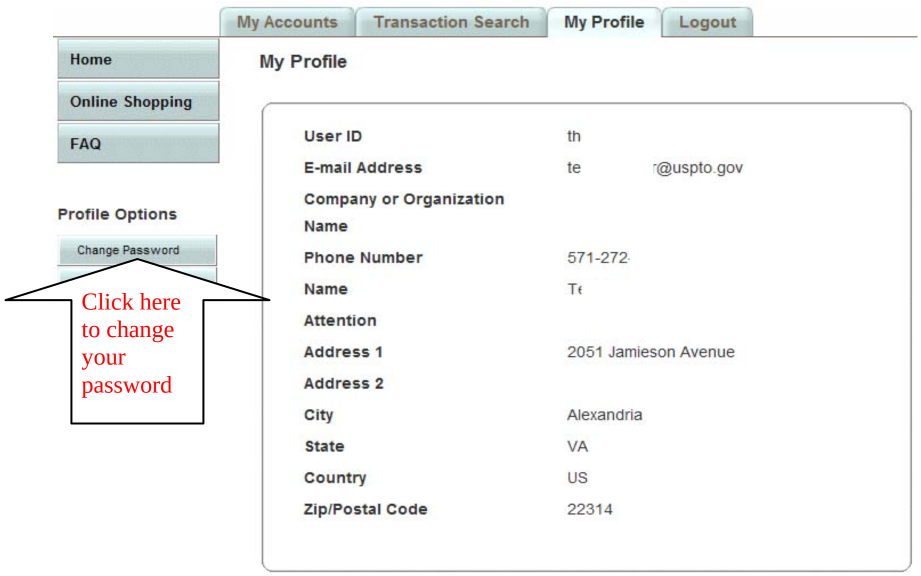


Section 4 – My Profile

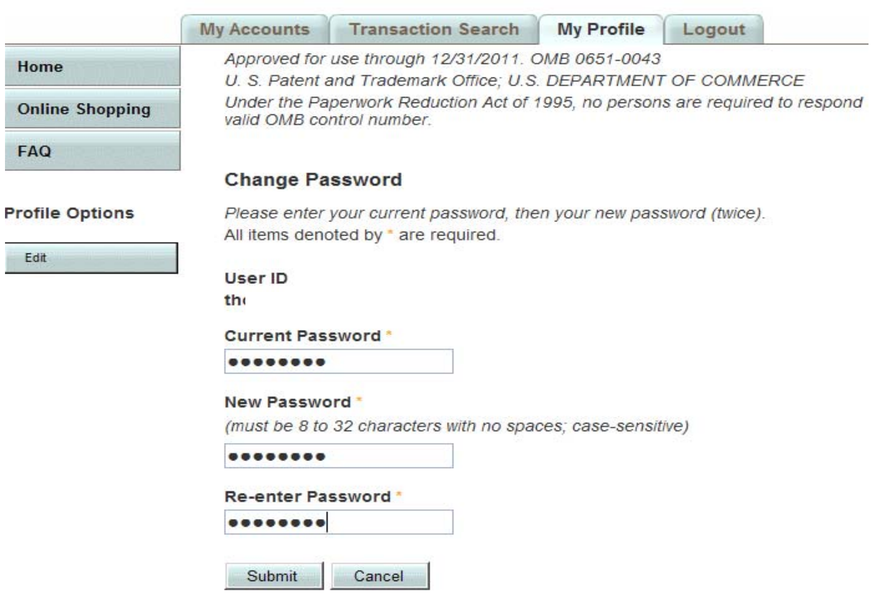
The "My Profile" tab is used to change the password and update the FP contact information.

Change Password

Step 1 of 2 – Click the "Change Password" button (*see screen shot below*).

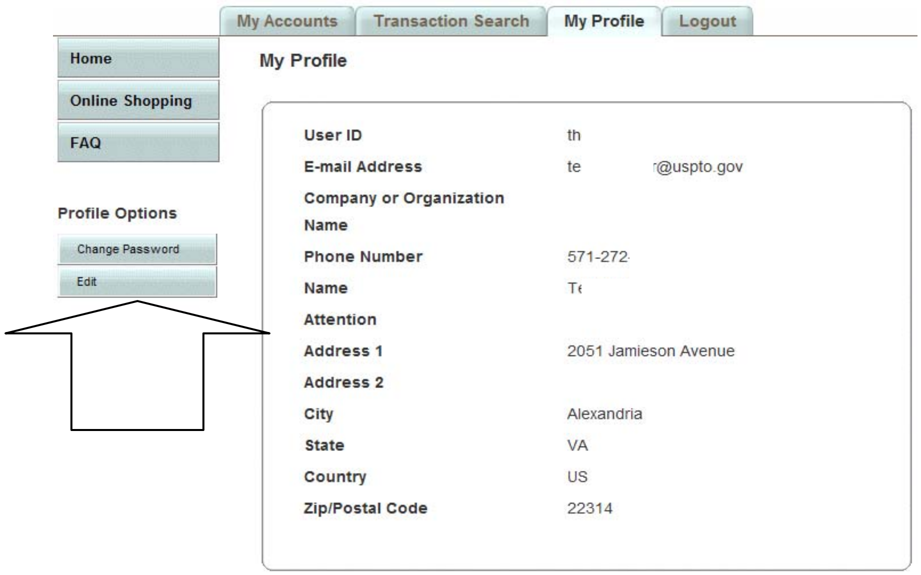


Step 2 of 2 – Enter the current password, enter the new password twice, and then click "Submit" (*see screen shot below*).



Update FP Contact Information

Step 1 of 2 **–** Click the "Edit" button (*see screen shot below*).



Step 2 of 2 **–** Make the necessary changes, and click "Submit" (*see screen shot below*).