



Online Tutorial

Presented by Patent Services USA

Created by Nova Lee



Introduction

- Getting Started
- Vendor View
- Vendor View – Wrapping it up
- Legal View
- Legal View – Wrapping it up
- Keeping Track

Getting Started

Accessing the Dialer at ownmyinvention.com

Log on to <https://www.ownmyinvention.com/2.0/public/login> with the username and password provided to you by Patent Services USA.

Select your view.

Vendor View – Patent Search with Legal Opinion

- New Projects
- Returned Projects
- Overdue Projects

Legal View – Access to all legal documents

- New Projects
- Revisions Due
- Patent Applications Pending Filing
- Past Due Drafting Applications





Vendor View

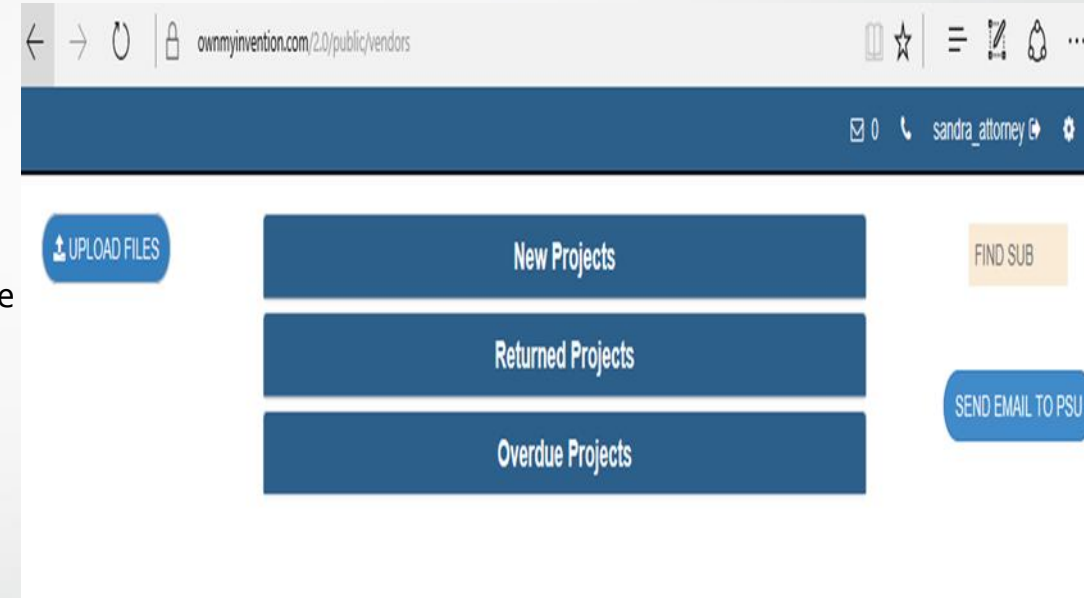
Vendor View – New Projects

Working with Projects

- When a new project is assigned to you, it will appear under the new projects tab.
- Select the file you wish to work with, the expanded view will show the invention details and client information.
- To upload completed documents into the specific file, simply click on the upload button located in the top right corner within the project view.
- Click on "Add Files" to include all associated files with that project and then click "Start Upload" to send.

 UPLOAD FILES

- To upload mass amounts of files at once via the "UPLOAD FILES" button located in the top-left corner of the home screen.
- Simply drag and drop or select "Add Files" into the pop-up window and "Start Upload".
- All files uploaded will be automatically removed from the "New Projects" view.



NOTE!

- Please make sure that the file to be uploaded is titled with the file number.
- Please upload the Patentability Opinions in Microsoft Word format and the referencing patents/patent applications in PDF format.

Vendor View – Wrapping It Up

Returned Projects

In the event files need to be modified, these projects will appear in the "Returned Projects" view along with the reason(s) for quality assurance.

Make the submitted corrections and upload the corrected/modified file(s) in the corresponding view.

****Please make sure that the file number is included in the title before uploading.****

Uploaded modified/corrected files will then be removed from the "Returned Projects" view automatically.

Overdue Projects

All client files not completed within the agreed upon turnaround time of 21 days will show up in the "Overdue Projects" view.

This feature will notify you of any and all late files so that they may be expedited on your end to ours.

Upon completion, simply upload all corresponding files to the project in order to be removed from the "Overdue Projects" view.



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Legal View

Legal View – Working with Files

Working with New Projects

- When a new project is assigned to you it will appear under the 'New Projects' tab. Files are listed from oldest to newest.
- Select the file you wish to work with, this is to expand the file showing the invention details and client information.



Legal View – Working with Files

New Projects

To view client information select the folder icon on the upper left corner of the file.



To View Files



To print files



To upload files to Patent Services USA

- Patent App Docs
- Filing receipt Docs
- Legal Maintenance Docs
- Other Files

Legal View – Wrapping it up

Revision Due

- Files will appear under this tab when the application is returned by the client with changes.
- The expected turn around time for revisions is 10 business days.

Patent Applications Pending Filing

- When the patent application is approved by the client, the file will appear under this tab.
- Patent Services USA will provide you with payment for the USPTO filing fees.
- The expected turnaround time for electronic filing acknowledgement receipts is 7 calendar days from the date funds are mailed out.

Past Due Drafting Applications

- When a file is past it's deadline it will appear in this tab.
 - Applications not completed within 8 weeks
 - Revisions not completed within 10 business days

Legal View – Keeping Track

The Legal view has tools that can help you keep track.

Monthly Report

The monthly report gives a detailed report of files sent to you each month. Each file will display the application type, date sent for drafting, and date completed.

FIND SUB

The 'Find Sub' icon is your search box, which can be used to access completed files (typically used to upload USPTO correspondences)

SEND EMAIL TO PSU

The 'Send Email to PSU' icon can be used to send electronic communications to the paralegals at Patent Services USA.

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This icon indicate incoming communications that required your attention.



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*For all technical issues with the system, please email Alain. Please include the file number and the issue for a faster response.



If you should have any questions, please contact support at Patent Services USA.

Thank you for your cooperation and welcome to our team!

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