

Trademark Electronic Application System



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Navigation History: Wizard > Mark Info > Owner > Goods/Services > Miscellaneous Statement > Ongoing Efforts > Fee > Signature

Under the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless it displays a valid OMB control number. PTO Form 1581 (Rev 09/2005) OMB No. 0651-0054 (Exp. 10/31/2017)

## **Request for Extension of Time to File a Statement of Use**

TEAS -	Version	5.8:	01/1	4/2017

Each hyperlinked term links to relevant information that will appear in a pop-up window.

Important: ONCE THIS FORM IS SUBMITTED ELECTRONICALLY, THE USPTO WILL IMMEDIATELY PROVIDE THE SENDER WITH AN ELECTRONIC ACKNOWLEDGMENT OF RECEIPT. Please contact <u>TEAS@uspto.gov</u> if you do not receive this acknowledgment within 24 hours of transmission (or by the next business day).

*i* Contact Points:

For general trademark information, please e-mail <u>TrademarkAssistanceCenter@uspto.gov</u>, or telephone 1-800-786-9199. If you need help in resolving technical glitches, please e-mail <u>TEAS@uspto.gov</u>. Please include your telephone number in your e-mail, so we can talk to you directly, if necessary. For status information, use <u>http://tsdr.uspto.gov</u>.

NOTE ABOUT STATUS CHECKS: Do NOT attempt to check the status of a filing until at least 72 hours after submission of the filing, to allow sufficient time for our databases to be updated.

#### \* Instructions:

To file this Statement of Use (SOU) Extension Request electronically, please complete the following steps:

- Step 1. Fill out all fields for which information is known. Fields with a \* symbol are mandatory for filing purposes and must be completed.
- Step 2. Validate the form, using the Validate button at the end of the form. If there are errors, go back to step 1.
- Step 3. If validation of all mandatory fields is successful, you will be navigated to a confirmation screen.

Serial Number	
Mark	
Currently Authorized Correspondence E-mail Address	

**NOTE:** If the correspondence information above includes an e-mail address that is no longer correct or contains a typographical error, please use this form to update or correct the e-mail address AND reauthorize the USPTO to communicate with you by e-mail. If the correspondence information above does NOT include an e-mail address, you are encouraged to use this form to enter an e-mail address and provide authorization for the USPTO to communicate with you by e-mail, which would enable you to be notified immediately when an Office action or official notice issues. It is important that you maintain a current e-mail address with the USPTO so that you are able to receive critical correspondence. For assistance in resolving any technical issues with this process, please contact <u>TEAS@uspto.gov</u>.

Request for Extension of Time to File a Statement of Use

#### **Notice of Allowance Information**

#### Notice of Allowance Mailing Date: 03/17/2015

Applicant requests a six-month extension of time to file the Statement of Use under 37 C.F.R. § 2.89 in this application.

#### **Extension Request Periods**

Number of Extension Request:

#### Statement of Use Submitted

Check here if a Statement of Use has already been submitted or is being submitted with this Extension request as evidence that the applicant believes that it has made valid use of, or if applicable, has exercised legitimate control over the use of, the mark in commerce. If the USPTO finds the Statement of Use to be fatally defective, the applicant requests additional time to file an amended or substitute Statement of Use.

#### **Request to Divide**

Check here if you either submitted a Request to Divide in paper or are filing a Request to Divide as part of the TEAS Statement of Use form. **PLEASE NOTE:** You must submit the request to divide in conjunction with a timely filed SOU unless an additional basis for registration already exists for the specific goods/services identified as not being covered by this extension request. The mere filing of an extension request without the divisional request and a timely filed SOU is not sufficient. Accordingly, if you do not file a timely request to divide (and statement of use, if required), the goods/services not covered by this extension will be deleted from the application and cannot later be reinserted. For more information on filing a Request to Divide, review TMEP §§ 1110-1110.07.

### 1. Is a newly appearing attorney filing this form?

**NOTE**: Do NOT attempt to appoint a new attorney within this form. If an attorney of record exists, you must use the <u>revocation/appointment</u> form for that specific purpose.

O Yes ONo

2. Do you need to change <u>correspondence address</u>?

Continue

O Yes ONo

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Fri Feb 03 09:58:07 EST 2017



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## **Request for Extension of Time to File a Statement of Use**

#### TEAS - Version 5.8 : 01/14/2017

Owner Information			
	the owner name that appears below if the name does not identify the current owner of the application. a change in the correspondence address or e-mail, please use the "Correspondence Information" section of this form.		
*Name	<ul> <li>WARNING: If the name appearing immediately above is not the name of the current owner of the application, you must change the owner information prior to transmission of this form.</li> <li>1. Transfer of Mark</li> <li>If there has been a transfer of ownership after filing the application, you should record this transfer with the Assignment Recordation Branch. This can be filed through the USPTO website at <a href="http://etas.uspto.gov">http://etas.uspto.gov</a>. In the alternative, you may submit evidence of the change in ownership without recording it, by either submitting a copy of the document transferring ownership, or an explanation of the transfer, supported by an affidavit or declaration under 37 C.F.R. § 2.20. However, the USPTO records will not be updated and the registration will not issue in the correct owner name unless you record the transfer with the Assignment Recordation Branch.</li> <li>2. Mistake in owner name</li> <li>If a minor clerical error appears in the owner's name or a non-existent legal entity was improperly identified as the owner, you may correct this mistake on the form. However, you may not add a different owner or designate another legal entity as the applicant. For examples of correctable errors, see <u>TMEP § 1201.02(c)</u>.</li> <li>To enter the change in the owner name:</li> <li>(1) check the box above (top) that appears to the left of the words "Check this box to modify the owner name that appears below if the name does not identify the current owner of the application.";</li> <li>(2) delete the name that appears immediately above;</li> <li>(3) type in the name of the current owner of the application; and</li> <li>(4) explain why you are changing the owner in the "Miscellaneous Statement" field.</li> </ul>		
Internal Address			
*Street Address	NOTE: You must limit your entry here, and for all remaining fields within this overall section (except City, see <i>below</i> ), to no more than 40 characters (the storage limit for the USPTO database). You may need to abbreviate some words, e.g., St. instead of Street. Failure to do so may result in an undeliverable address, due to truncation at the 40 character limit.		
*City	NOTE: You must limit your entry here to no more than 22 characters.		
* State (Required for U.S. applicants only)	State NOTE: You must include as part of the "City" entry any information related to geographical regions (e.g., provinces) not found in the dropdown lists for "States" or "Countries." Enter the city and then the geographical region, separated by a comma (e.g., Toronto, Ontario). In most instances, you will then also have to select the country within which the region is found, below.		
*Country or U.S. Territory	Country or U S Territory		

* Zip/Postal Code (Required for U.S. applicants only)	
Phone Number	
Fax Number	
	While you may list an e-mail address for the applicant, the applicant's attorney, and/or the applicant's domestic representative, only one e-mail address may be used for correspondence, in accordance with <u>USPTO policy</u> . You must keep this address current in the USPTO's records.
E-mail	Check here to <u>authorize</u> the USPTO to communicate with the applicant or its representative via e-mail. NOTE: By checking this box, you acknowledge sole responsibility for receipt of USPTO documents sent via e-mail. You should periodically check the status of your filing through the <u>Trademark Status &amp; Document Retrieval (TSDR</u> ) system, to see if the USPTO has e-mailed an Office action. If an action has been sent to the provided e-mail address, the USPTO is not responsible for any e-mail not received due to e-mail security or anti-spam software, or any other problems with your e-mail system. All sent actions can be viewed online, via the <u>TSDR</u> system.
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# **Request for Extension of Time to File a Statement of Use**

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Goods/Services/Collective Membership Organization Information

**WARNING:** If you recently added or deleted a class(es) of goods/services/a collective membership organization, and the correct class(es) are not displayed below, do not use this form. You must wait until the changed data uploads into the USPTO databases, so that the display is correct before proceeding.

WARNING: Registration Subject to Cancellation for Fraudulent Statements

You must ensure that statements made in filings to the USPTO are accurate, as inaccuracies may result in the cancellation of a trademark registration. The lack of a bona fide intention to use the mark with all goods/services, or to indicate membership in the collective organization included in an application, or the lack of use on all goods/services, or to indicate membership in the collective organization use, could jeopardize the validity of the registration and result in its cancellation.

Enter information for the Class

\*International Class: 009

Current listing of goods/services/the nature of the collective membership organization:

**O** For a trademark or service mark: The applicant has a continued bona fide intention, and is entitled, to use the mark in commerce on or in connection with <u>all of the goods/services listed in the Notice of Allowance</u> or as subsequently modified for this specific class; for a **collective/certification mark:** the applicant has a continued bona fide intention, and is entitled, to exercise legitimate control over the use of the mark in commerce on or in connection with the goods/services/collective membership organization listed in the Notice of Allowance, or as subsequently modified for this specific class.

O This filing does not cover this specific class. This entire class is to be permanently deleted from the application OR processed according to a Request to Divide.

O Deleted/Divided Goods/Services: This filing does NOT cover the following goods/services listed in either the application or Notice of Allowance or as subsequently modified for this specific class; these goods/services are being permanently deleted or included in a separately filed Statement of Use with a Request to Divide:

LEAVE THIS SPACE BLANK IF THE FILING COVERS ALL THE GOODS/SERVICES IN THE NOTICE OF ALLOWANCE FOR THIS SPECIFIC CLASS. ONLY ENTER THE GOODS/SERVICES TO BE DELETED OR THAT ARE INCLUDED IN A SEPARATELY FILED STATEMENT OF USE WITH A REQUEST TO DIVIDE.

**Remaining Goods/Services:** The applicant has a continued bona fide intention to use the mark in commerce on or in connection with the following goods/services listed in either the application or Notice of Allowance or as subsequently modified for this specific class:

ENTER HOW THE **COMPLETE** "FINAL" LISTING SHOULD READ THAT WILL IDENTIFY THE GOODS/SERVICES FOR WHICH THE APPLICANT HAS A CONTINUED BONA FIDE INTENTION TO USE THE MARK IN COMMERCE FOR THIS SPECIFIC APPLICATION ( i.e., REMOVE THOSE GOODS/SERVICES IDENTIFIED IN THE PRECEDING BOX). DO NOT ADD OR MODIFY ANY OTHER WORDING, AS SUCH CHANGES MAY NOT BE ACCEPTED BY THE USPTO.

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Navigation History: <u>Wizard</u> > <u>Mark Info</u> > <u>Owner</u> > <u>Goods/Services</u> > Miscellaneous Statement > Correspondence > Ongoing Efforts > Fee > Signature

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## **Request for Extension of Time to File a Statement of Use**

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Miscellaneous Information		
To attach your file, please note that: *JPG/PDF image file(s) must be on your local drive.		
]	Click have to Attach/Remove Miscellineous 0 file(s) attached	
Miscellaneous Statement: Enter information for which no other section of the form is appropriate.		
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# **Request for Extension of Time to File a Statement of Use**

	Correspondence Information
* <u>Correspondent Name</u>	Kevin Daley
Firm Name	
Docket/Reference Number	NOTE: You must limit your entry here to no more than 12 characters.
Internal Address	
* <u>Street Address</u>	NOTE: You must limit your entry here, and for all remaining fields within this overall section (except City, see <i>below</i> ), to no more than 40 characters (the storage limit for the USPTO database). You may need to abbreviate some words, e.g., St. instead of Street. Failure to do so may result in an undeliverable address, due to truncation at the 40 character limit.
* <u>City</u>	NOTE: You must limit your entry here to no more than 22 characters.
* <u>State</u> (Required for U.S. addresses only)	State NOTE: You must include as part of the "City" entry any information related to geographical regions (e.g., provinces) not found in the dropdown lists for "States" or "Countries." Enter the city and then the geographical region, separated by a comma (e.g., Toronto, Ontario). In most instances, you will then also have to select the country within which the region is found, below.
* <u>Country or U.S.</u> <u>Territories</u>	Country or U S Territory
* <u>Zip/Postal Code</u> (Required for U.S. addresses only)	
Phone Number	
Fax Number	
<u>Internet</u> <u>E-mail Address</u>	Primary Email Address Secondary Email Address(es) Secondary Email Address(es) Enter up to 4 addresses, separated by either a semicolon or a comma. Check here to authorize the USPTO to communicate with the applicant or its representative via e-mail. NOTE: While you may list an e-mail address for the applicant, the applicant's attorney, and/or the applicant's domestic representative, only one e-mail address may be used for correspondence, in accordance with USPTO policy. You must keep this address current in the USPTO's records. NOTE: By checking this box, you acknowledge sole responsibility for receipt of USPTO documents sent via e-mail. You should periodically check the status of your filing through the Trademark Status & Document Retrieval (TSDR) system, to see if the USPTO has e-mail eddres and address, the USPTO is not responsible for any e-mail not received due to e-mail security or anti- spam software, or any other problems with the applicant's, the applicant's attorney's, or the applicant's domestic representative's e-mail system. All sent actions can be viewed on-line, via the TSDR system. WARNING: If you previously provided an e-mail address and authorized the USPTO to communicate via e-mail, and if you are now submitting a change to any field in the correspondence address section of this form, you must re-enter the address and authorize e-mail communication, even

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### Request for Extension of Time to File a Statement of Use

	if this information is not changing; otherwise, a "blank" listing will "wipe out" any existing e-mail address/authorization.		
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## **Request for Extension of Time to File a Statement of Use**

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\*Ongoing Efforts To Use The Mark In Commerce (Applies to 2nd, 3rd, 4th & 5th extension requests only)

### \* Select One or More of the Following Checkboxes

The applicant has made the following ongoing efforts to use the mark in commerce on or in connection with each of those goods/services covered by the extension request:

**NOTE:** Rather than selecting one of the statements below, the applicant may satisfy the requirement for a showing of good cause by asserting (in the "Other" field) the following: "The applicant believes that it has made valid use of the mark in commerce, and is in the process of preparing (or is concurrently filing) a Statement of Use (SOU), but that if the USPTO finds the SOU to be fatally defective, the applicant will need additional time to file a new SOU." To access the electronic SOU form, click <u>here</u>. Or, in the "Other" field, the applicant may list any ongoing efforts not covered by the listed statements.

□ product or service research or development

market research

manufacturing activities

promotional activities

□ steps to acquire distributors

□ steps to obtain required governmental approval

□ training regarding standards (only for collective or certification marks)

steps to acquire authorized users (only for certification marks)

□ steps to acquire members (only for collective marks)

development of standards (only for collective or certification marks)

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Other

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# **Request for Extension of Time to File a Statement of Use**

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	FEE INFORMATION		
<u>Amount</u>	mount       Extension Filing fee per Class = \$125         Note: The total fee is computed based on the Number of Classes in which the goods/services/collective membership organization associated with the mark is/are classified.         Number of Classes;         TOTAL AMOUNT (Number of Classes x \$125):		
	NOTE: Three payment options ( <u>credit card</u> , <u>automated deposit account</u> , and <u>Electronic Funds Transfer</u> ) will appear after clicking on the PAY/SUBMIT button, which is available on the bottom of the Validation Page after completing and validating this form.		
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## **Request for Extension of Time to File a Statement of Use**

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### Signature Information

#### Click to choose ONE signature method:

O Sign directly O E-mail Text Form to second party for signature O Handwritten pen-and-ink signature

### **Electronic Signature**

To electronically sign this document, enter any alpha/numeric characters (letters/numbers) **of your choosing**, preceded and followed by the forward slash (/) symbol. Most signatories enter their name between the two forward slashes; examples of acceptable "signatures" include: /john doe/; /jd/; or /123-4567/.

### DECLARATION

STATEMENTS: The signatory believes that: the applicant has a continued bona fide intention, and is entitled, to use the mark in commerce on or in connection with all the goods/services under Section 1(b) in the notice of allowance or as subsequently modified, or, if applicable, the applicant has a continued bona fide intention, and is entitled, to exercise legitimate control over the use of the mark in commerce on or in connection with all the goods/services/collective membership organization under Section 1(b) in the notice of allowance or as subsequently modified; and that to the best of the signatory's knowledge and belief, no other persons, except, if applicable, members and concurrent users, have the right to use the mark in commerce, either in the identical form or in such near resemblance as to be likely, when used on or in connection with the goods/services/collective membership organization or mistake, or to deceive.

DECLARATION: The signatory being warned that willful false statements and the like are punishable by fine or imprisonment, or both, under 18 U.S.C. §1001, and that such willful false statements and the I ke may jeopardize the validity of the application or submission or any resulting registration, declares that all statements made of his/her own knowledge are true and that all statements made on information and belief are believed to be true.

* <u>Signature</u>		* <u>Date Signed</u>	
	<b>NOTE:</b> Only one signature is required, regardless of the number of applicants. To add a signature option, if appropriate, use the "Add Signatory" button, below.		(MM/DD/YYYY)
* <u>Signatory's Name</u>			
* <u>Signatory's Position</u>			
	<b>NOTE:</b> Enter the appropriate title or the nature of the relationship an attorney, enter "Attorney of record, <b>[specify at least one state]</b> bar member"; if an authorized signatory of a business entity enter, Partner" (if a partnership), or "Principal" (if a limited liability con acceptable. If the attorney signing is from the same U.S. firm as the attorney of is not otherwise of record, include firm name to establish acceptabl Jones & Davis, Virginia Bar Member.	bar member, " e.g. e.g., "President," " npany). The designation of record, but was no	, "Attorney of record, New York Vice President," "General tion "authorized signatory" is not ot listed in the original filing and
Signatory's Phone Number			

Go Back	Add Signatory		Validate
		_	
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### Signature Information

#### Click to choose ONE signature method:

O Sign directly O E-mail Text Form to second party for signature O Handwritten pen-and-ink signature

### **Text Form for E-Signatures**

NOTE: Only one signature is required, regardless of the number of applicants. If necessary, the actual signatory may complete the following fields directly on the Text Form, if you do not know who will be signing the form.

Signatory's Name	
<u>Signatory's Position</u>	
	NOTE: Enter the appropriate title or the nature of the relationship to the applicant - if an individual, enter
	"Owner"; if an attorney, enter "Attorney of record, [specify at least one state] bar member, " e.g., "Attorney of
	record, New York bar member"; if an authorized signatory of a business entity enter, e.g., "President," "Vice
	President," "General Partner" (if a partnership), or "Principal" (if a limited liability company). The designation
	"authorized signatory" is not acceptable.
	If the attorney signing is from the same U.S. firm as the attorney of record, but was not listed in the original
	filing and is not otherwise of record, include firm name to establish acceptability of signature, e.g., Associate
	Attorney, Smith, Jones & Davis, Virginia Bar Member.
Signatory's Phone Number	
Go Back Add Signato	ry Validate

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Fri Feb 03 10:03:30 EST 2017



Trademark Electronic Application System



On Monday, February 6, 2017, from 12:01 a.m. until 5:00 a.m. ET, TEAS and TEASi will be unavailable due to system maintenance. Please be advised that if the deadline for filing your document is today and you cannot file due to an outage, you must use an alternative method of filing to ensure that the document is timely received. Information on alternative filing and payment methods for common document types is available at: http://www.uspto.gov/trademarks/teas/TEAS\_outage.jsp.

Navigation History: Wizard > Mark Info > Owner > Goods/Services > Miscellaneous Statement > Correspondence > Ongoing Efforts > Fee > Signature

Under the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless it displays a valid OMB control number. PTO Form 1581 (Rev 09/2005) OMB No. 0651-0054 (Exp. 10/31/2017)

## **Request for Extension of Time to File a Statement of Use**

TEAS - Version 5.8 : 01/14/2017

### Signature Information

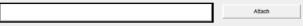
#### Click to choose ONE signature method:

O Sign directly O E-mail Text Form to second party for signature O Handwritten pen-and-ink signature

### **Text Form for Handwritten Signature Scanning**

This option uses a <u>Text Form</u> (available after clicking on the Validate button) that will be signed by the proper signatory(ies) in the traditional "pen-and-ink" manner. Or, if you already have a signed declaration for this application, you can attach it directly here, rather than relying on the USPTO's text form version. **NOTE:** If you are using the Text Form approach, you must after validation save the application data, and then pull up the saved form to attach the scanned file for final submission.

Click on the **Browse/Choose File** button to select file that contains the scanned declaration/signature from your local drive. The scanned file should *only* include the declaration language with the appropriate signature information (signature, signatory's name, signatory's position, and signature date). Do **not** include the entire application, but do ensure that the boilerplate declaration language appears; *i.e.*, a signature by itself is *not* acceptable absent the required declaration language.



**NOTE:** Only one signature is required, regardless of the number of applicants. If necessary, the actual signatory may complete the following fields directly on the Text Form, if you do not know who will be signing the form. If left blank, you will initially receive a WARNING message, which you can by-pass by clicking the "Continue" button. After receipt of the signed declaration, you must then use the information provided therein to complete the fields for "Signatory's Name" and "Signatory's Position." At the time of final submission, these are mandatory fields, which will produce an ERROR if left blank.

* <u>Signatory's Name</u>	
* <u>Signatory's Position</u>	
	<b>NOTE:</b> Enter the appropriate title or the nature of the relationship to the applicant - if an individual, enter "Owner"; if an attorney, enter "Attorney of record, [specify at least one state] bar member, " e.g., "Attorney of record, New York bar member"; if an authorized signatory of a business entity enter, e.g., "President," "Vice President," "General Partner" (if a partnership), or "Principal" (if a limited liability company). The designation "authorized signatory" is not acceptable. If the attorney signing is from the same U.S. firm as the attorney of record, but was not listed in the original filing and is not otherwise of record, include firm name to establish acceptability of signature, e.g., Associate Attorney, Smith, Jones & Davis, Virginia Bar Member.
<u>Signatory's Phone Number</u>	

### Request for Extension of Time to File a Statement of Use

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Navigation History: <u>Wizard</u> > <u>Mark Info</u> > <u>Owner</u> > <u>Goods/Services</u> > <u>Miscellaneous Statement</u> > <u>Correspondence</u> > <u>Ongoing Efforts</u> > <u>Fee</u> > <u>Signature</u>

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## **Request for Extension of Time to File a Statement of Use**

Validation Page

On Fri Feb 03 10:04:10 EST 2017 You completed all mandatory fields (but we have not yet determined whether the information is correct). Please continue below either to print the Extension of Time, download and save it, or electronically pay the filing fee and submit the validated Extension of Time to the USPTO for filing.

**STEP 1:** To review the Extension of Time data in various formats, click on the appropriate phrase(s) below. Use the print function within your browser to print these pages for your own records.

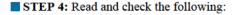
Application Data		
■ <u>Input</u>	■ <u>XML File</u>	■ <u>Text Form</u>

**STEP 2:** If any of the information is incorrect, click on the Go Back to Modify button at the bottom of this page to return to the Extension of Time form and make changes.

**STEP 3:** If there are no errors and you are ready to file electronically, confirm the e-mail address for acknowledgment. Once you submit electronically, we will send an electronic acknowledgment of receipt to the e-mail address entered below. If no e-mail address appears, you must enter one. If we should send the acknowledgment to a different e-mail address, or to an additional address(es), please enter the proper address or additional address(es). For **multiple addresses/receipts**, please separate e-mail addresses by either a **semicolon** or a **comma**.

**NOTE:** This e-mail address is only for the purpose of receiving the acknowledgment that the transmission reached the USPTO, and is not related to the e-mail that will be used for correspondence purposes (although it could be the same address). The official e-mail address that the USPTO will use for any communication is whatever appears in the record for that purpose. If necessary, use the Correspondence Information section of this form to update an e-mail address, as it will NOT be changed based on the specific entry below.

* E-mail for acknowledgment	
To ensure we can deliver your e-mail confirma	tion successfully, please re-enter your e-mail address(es) here:
* E-mail for acknowledgment	



#### Important Notice:

Please note that:

(1) Once you submit an Extension of Time, either electronically or through the mail, we will not cancel the filing or refund your fee, because it is a processing fee for our substantive review.

(2) All information you submit to the USPTO at any point in the application and/or registration process will become public record, including your name, phone number, e-mail address, and street address. By filing this document, you acknowledge that **YOU HAVE NO RIGHT TO CONFIDENTIALITY** in the information disclosed. The public will be able to view this information in the USPTO's on-line databases and through internet search engines and other on-line databases. This information will remain public even if the application is abandoned or any registration is surrendered, cancelled, or expired. To maintain confidentiality of banking or credit card

information, only enter payment information in the secure portion of the site after validating your form. For any information that may be subject to copyright protection, by submitting it to the USPTO, the filer is representing that he or she has the authority to grant, and is granting, the USPTO permission to make the information available in its on-line database and in copies of the application or registration record.

(3) Private companies **not** associated with the USPTO often use trademark application and registration information from the USPTO's databases to <u>mail or e-mail trademark-related solicitations</u> (samples of non-USPTO solicitations included).

□ If you have read and understand the above notice, please check the box before you click on the Pay/Submit button.

**STEP 5:** To download and save the form, click on the Download <u>Portable Data</u> button at the bottom of this page. The information will be saved to your local drive. To begin the submission process with saved data, you must open a new form, and click on the "Browse/Choose File" button displayed on the initial form wizard page, at "[OPTIONAL] To access previously-saved data, use the "Browse/Choose File" button below to access the file from your local drive." REMINDER: Do NOT try to open the saved xml form directly. You must return to the very first page of the form, *as if starting a brand new form*, and then use the specific "Browse/Choose File" button on that page to import the saved file. Clicking on the "Continue" button at the bottom of that first page will then properly open the saved version of your form.

#### **STEP 6:** If you are ready to file electronically:

Click on the Pay/Submit button, below, to access the site where you will select one of three possible payment methods. After successful entry of payment information, you can complete the submission to the USPTO. A valid transaction will result in a screen that says **SUCCESS!** Also, we will send an e-mail acknowledgment within 24 hours.

**WARNING:** Click on the Pay/Submit button below **ONLY** if you are now entirely prepared to complete the Pay/Submit process. After clicking the button, you can **NOT** return to the form, since you will have left the TEAS site entirely. Once in the separate payment site, you must complete the Pay/Submit process within 30 minutes. If you are not prepared to complete the process now, you should select the "Download Portable Data" option to save your form, and then complete the Pay/Submit process later. Or, if you have discovered any error, use the "Go Back to Modify" button to make a correction.

**WARNING:** You can **NOT** make any fee payments by *credit card* from 2 a.m. to 6 a m. Sunday EST. To file during this specific period, you **must** use either the deposit account or electronic funds transfer payment method; or, you may use the "Download Portable Data" option to save your form, and then complete the Pay/Submit process at a later time with the credit card payment option.

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