

Direct Document Upload into Young & Thompson's Document Management System

Background

Young & Thompson has implemented a web-based patent prosecution workflow and document management system, in cooperation with the solutions provider First to File.

Information regarding this system can be found at the following links:

<http://www.iptoday.com/news-article.asp?id=4530&type=business>

http://www.firsttofile.com/index.php?option=com_content&task=view&id=104

One function of this system is the **Agent Access Portal**, which permits our clients and colleagues to upload documents into our system via a secure link.

We offer this service to realize the efficiency associated with electronic communication, while avoiding the security concerns associated with e-mail correspondence.

Enhanced Security of Electronic Communication and Confidential Information

The system in use by Young & Thompson has successfully completed the rigorous SAS 70 Type II certification, an internationally recognized auditing standard developed by the American Institute of Certified Public Accountants (AICPA). The SAS 70 process assures our clients that our system meets the highest standards for security and has the appropriate controls and safeguards in place.

Furthermore, the U.S. Department of Commerce has certified the system in use by Young & Thompson as being fully compliant with the "Safe Harbor" data and privacy protection framework that was jointly developed by the United States and the European Commission (EC).

How to Register for the Agent Access Portal

Send us an e-mail to embon@young-thompson.com, with the reference "request for agent access portal username and password." We will reply with an e-mail providing you a username and password that you can then use for all correspondence via the Agent Access Portal.

We encourage you to register for use of the Agent Access Portal, as we believe that this will help us to work together more efficiently and accurately.

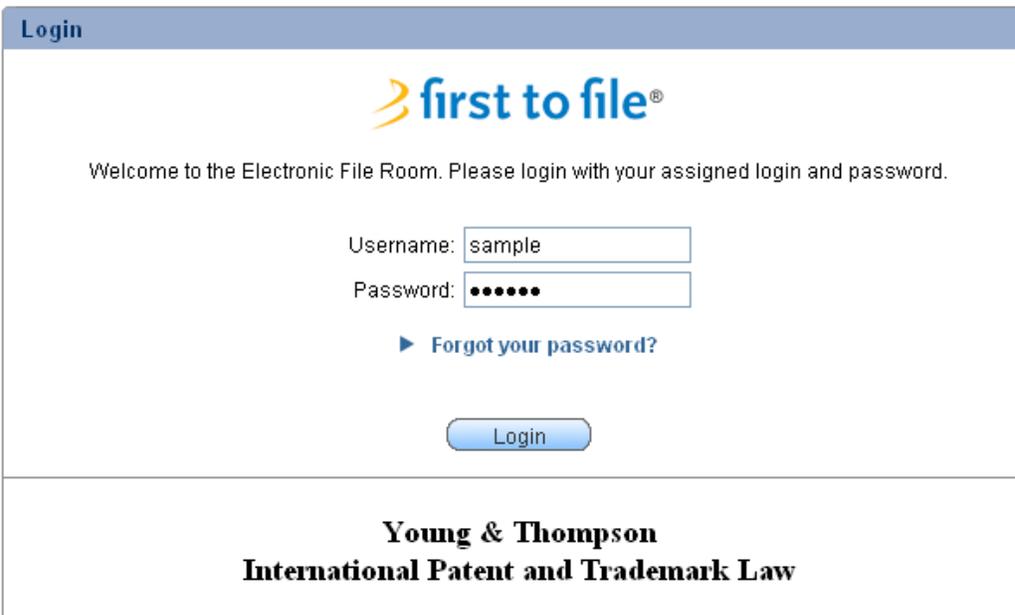
How to Use the Agent Access Portal

1. For new cases, first send an e-mail to embon@young-thompson.com providing us with your reference and requesting that we assign the case a Y&T reference. We will reply with an e-mail that includes your reference and our reference.
2. After receiving the Y&T reference (and for existing cases), proceed to the “Direct Upload Steps” listed below.
3. After completing the Direct Upload, send us an e-mail advising that a Direct Upload has been made for the case. We will reply to your e-mail confirming safe receipt of the uploaded materials. Please do not assume that the material has been correctly received until you receive this e-mail confirmation from us.

Direct Upload Steps

1. Go to: <https://prod.firsttofile.com/young-thompson/login.html>
2. Enter the username and password that we have provided to you.

(Sample screenshot)



The screenshot shows a web browser window with a blue header bar containing the word "Login". Below the header is the "first to file" logo, which consists of a stylized blue and yellow arrow pointing right, followed by the text "first to file" in blue. Below the logo, the text reads "Welcome to the Electronic File Room. Please login with your assigned login and password." There are two input fields: "Username:" with the text "sample" and "Password:" with seven black dots. Below the password field is a blue link with a right-pointing triangle icon and the text "Forgot your password?". At the bottom of the form is a blue button with rounded corners and the text "Login". Below the form, there is a horizontal line, and below that, the text "Young & Thompson" in bold, followed by "International Patent and Trademark Law" in bold.

3. In the next screen, enter the Y&T reference in the “Case Number” field, and also enter either the U.S. application serial number or the priority date, as shown below.

a. Initial display

The screenshot shows the 'first to file' logo in the top left and 'Welcome Sample User Sign Out' in the top right. Below the logo are 'Case Search' and 'History' links. The main content area is titled 'Outside Agent Case Search' and contains a legend: '* = Required Field'. There are three input fields: 'Case Number:' (with a red asterisk), 'Application Serial Number:', and 'Priority Date:' (with a calendar icon). A 'Search' button is at the bottom left. The text 'And at least one of the following:' is centered between the Case Number and Application Serial Number fields.

Note that the Y&T case number must be followed by “US” (e.g., 1001-1001US). The priority date must be formatted as month/date/year (e.g., 01/01/2010). The U.S. application serial number must be formatted as xx/xxx,xxx.

b. Sample display following your input

This screenshot shows the same 'Outside Agent Case Search' form as above, but with sample data entered. The 'Case Number' field contains '0100-01014US' and has a red asterisk. The 'Application Serial Number' field contains '33/123,909'. The 'Priority Date' field is empty with a calendar icon. The 'Search' button is at the bottom left. The text 'And at least one of the following:' is centered between the Case Number and Application Serial Number fields.

4. After you click “Search” in the previous screen, your case file will be displayed as shown below. To access the case you then click on the Case Number link that appears beneath the gray bar:

Outside Agent Case Search

* = Required Field

Case Number: *

And at least one of the following:

Application Serial Number:

Priority Date:

Case Number	Title	Application Serial Number	Sub Case	Client	Priority Date
0100-01014US	TEST RECORD	33/123,909		0100	06/16/2003

5. You will then see the following display prompting you to Upload Files (note that you will not use the “Submit Files” tab until step 8 below):

Upload Files to Case:

Case Number: 0100-01014US Title: TEST RECORD

Application No.: 33/123,909 Application Type:

Inventor:

Attorney:

Entity Status: LE

Confirmation No.:
Filed: 11/04/2006
Assignee: TEST RECORD OWNER

File Name	Document Type	Document Date	Due Date
No records found.			

6. When you click on the “Upload Files” tab in the above display, a separate Java pop-up will open a “File Import” window in your browser. The files to be uploaded can be introduced into this window either by drag and drop, or by using the “Add” tab to locate the files within your directory tree. Once the desired files are listed in this window, click the “Upload” tab.

File Import - Mozilla Firefox

firsttofile.com <https://prod.firsttofile.com/young-thompson/oa-fileupload.o>

Upload Target: outsideagent/0100-01014US/

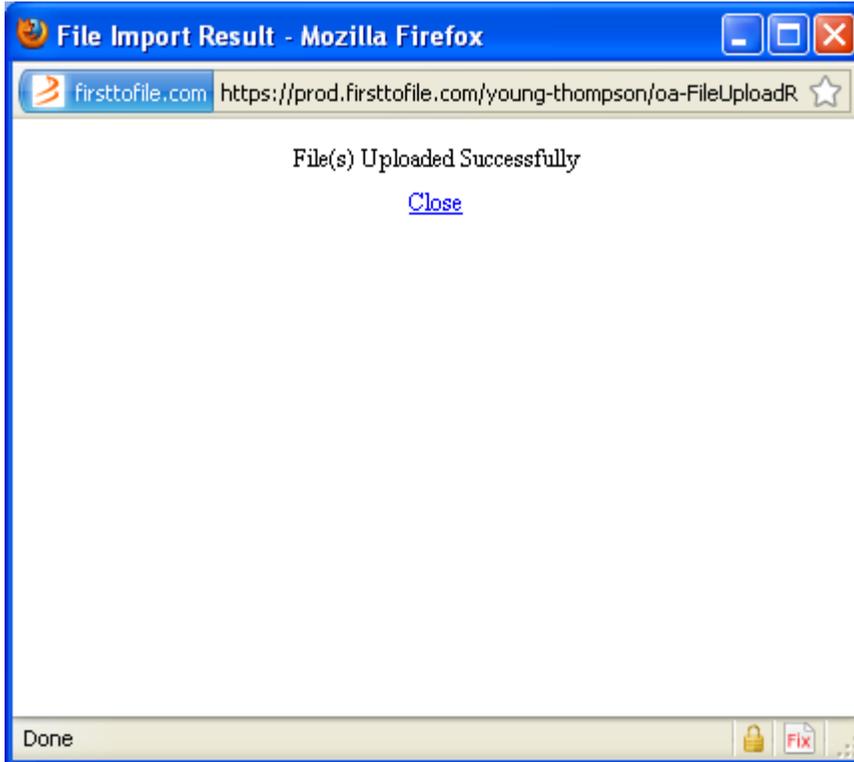
No.	File	Size
1.	SAMPLE CORRESPONDENCE...	41 KB
2.	SAMPLE PUBLICATION.pdf	181 KB
3.	SAMPLE SPECIFICATION.doc	41 KB

Summary

Files: 3 Total size: 263 KB

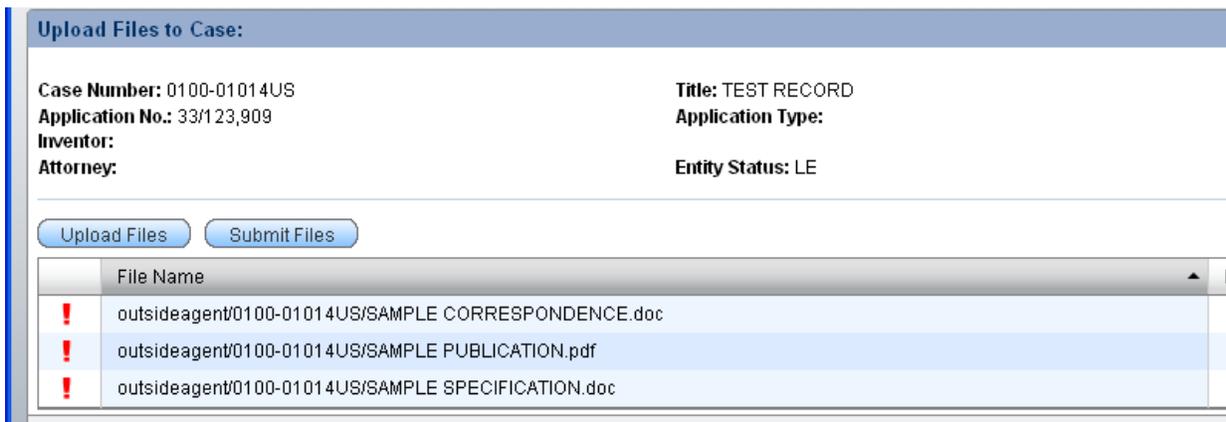
Done

7. When the files have been uploaded to our system, you will see the following display:



However, the process at this point is not yet complete! We will not be able to retrieve your documents until you have completed the following step 8.

8. After you close the pop-up window shown above, the documents that you have just uploaded will appear on your screen with a red **!**.



You must then click on the red ! for each document to enter at least a document type and document date. Then click the "Save" tab.

Update File

* = Required Field

Document Type: Correspondence *

Document Date: 11/30/2010 *

Due Date: *

Save Cancel

You will then be prompted to indicate whether the matter is urgent, whether a response is due, and to enter your reference number; however, these fields are optional:

Upload Files Submit Files

File Name	Document Type	Document Date
outsideagent0100-01014US/SAMPLE CORRESPONDENCE.doc	Correspondence	11/30/2010
outsideagent0100-01014US/SAMPLE PUBLICATION.pdf	Application Part	11/30/2010
outsideagent0100-01014US/SAMPLE SPECIFICATION.doc	Application Part	11/30/2010

FTF Terms of Service and Privacy Policy

Submit Files

Urgent?

Is a response Due?

Agent Reference Number: SBV-999-000

Submit Cancel

Now it is time to click the "Submit Files" tab, which places the uploaded documents into our case file, from which we can retrieve them.

You will then see a screen advising that the files were successfully submitted, following which you may log out of the system or simply close your browser:

The screenshot displays a web browser window titled "eUpload.aa" with a sub-window titled "Outside Agent Receipt". The "first to file" logo is visible in the top left, and a "Print" button is in the top right. The main content area is titled "Files Successfully Submitted to Young & Thompson".

Young & Thompson
PO Box 6010
Boise, ID 83717

Submitted By
Sample User
Sample Direct Upload Access
sbrown@fitech.com

Batch #: 1019
Submission Date: 11/30/2010
Agent Ref: Y
Urgent: Yes
Response Due: Yes

Case Number: 0100-01014US
Application Serial Number: 33/123,909
Priority Date: 06/16/2003
Client Reference Number: lsfjlskfj

File Name	Due Date	Doc.Date
SAMPLE CORRESPONDENCE.doc		11/30/2010
SAMPLE PUBLICATION.pdf		11/30/2010
SAMPLE SPECIFICATION.doc		11/30/2010

Upload Files to Case:

All files successfully submitted, BATCH ID: 1019

SAMPLE CORRESPONDENCE.doc Successfully submitted files to case 0100-01014US
SAMPLE PUBLICATION.pdf Successfully submitted files to case 0100-01014US
SAMPLE SPECIFICATION.doc Successfully submitted files to case 0100-01014US

Case Number: 0100-01014US **Title:** TEST RECORD
Application No.: 33/123,909 **Application Type:**
Inventor: **Entity Status:** LE
Attorney:

Upload Files Submit Files

File Name
No records found.

****However, we remind you to then send us an e-mail to advise that you have sent us materials through the Agent Access Portal. Please do not assume we have received these materials until you receive our e-mail reply confirming receipt.****