Create PTAB E2E Account

In order to initially use the PTAB E2E system to create a petition or participate as patent owner counsel, a user must first create an account in PTAB E2E. **NOTE: Google Chrome is the preferred browser for the PTAB E2E system.**

1.1 User Registration (Create an Account)

Using an internet browser, navigate to the PTAB E2E homepage ([https://ptab.uspto.gov](https://ptab.uspto.gov)) and click on the “Create an account” link at the bottom of the “Log In” box (see Figure 1: PTAB E2E Home screen).

![Figure 1: PTAB E2E Home screen](image-url)
The “Register a New Account” form will appear, where the user will be asked to register for a PTAB E2E account by entering information that will be used to create a PTAB E2E user account. All fields that have an asterisk next to the field name are required. See Figure 2: Registration Page for new External Users below.

**Personal Information**: First Name, Last Name and Phone Number are required fields. The phone number must be entered using numbers only, e.g. “7031235555”.

**Account and Security**: Email will be used as the PTAB E2E username, so make sure that the email address is associated with an individual and is not a group email address. The password must: (a) contain at least twelve (12) non-blank characters, (b) use both English uppercase and lowercase letters (A-Z, a-z), and (c) use a mix of letters, numbers, and special characters (!,@,$,#,0-9).

**For Counsel Only**: If the user is registered to practice before the USPTO, they must enter their USPTO Registration Number (without any commas, e.g. “10000”). If the user belongs to an organization or law firm, the name of the company or organization should be entered in the Organization Name field.

![Figure 2: Registration Page for new External Users](image-url)
Before the user can click on the "Register" button, he or she needs to confirm that they are “not a robot” by clicking on the “I’m not a robot” box and following the reCAPTCHA prompt successfully. See Figure 3: Account Creation with reCaptcha Images for example. **NOTE:** If the wrong answers are selected or too much time passes before the “Verify” button is clicked, the reCAPTCHA prompt will reset and new reCAPTCHA prompt will be displayed.

**Figure 3: Account Creation with reCaptcha Images**
A confirmation message will appear when registration for the PTAB E2E account is successful. See Figure 4: Post Registration Notification below.

**Figure 4: Post Registration Notification**

In addition to the confirmation message, an email from PTABE2E_System@uspto.gov will be sent to the user’s email account with a hyperlink in order for the user to validate their email and authenticate their account. The user must open the email and click on the hyperlink (See Figure 5 below) **NOTE:** If Google Chrome is not the user’s default browser, the hyperlink must be copied and pasted into a Google Chrome browser page.

Please click the link to activate your account [https://ptab-fog.etc.uspto.gov/#/activate?activationToken=c948373c6a554716bf2685c8e38ca2](https://ptab-fog.etc.uspto.gov/#/activate?activationToken=c948373c6a554716bf2685c8e38ca2)

**Figure 5: Validation Email Link**

The hyperlink will direct the user to the “User authentication” page where the user must click on the “Submit” button (see Figure 6) to activate their account, after which the email address (as the Username) and password may be used to login to PTAB E2E.

**Figure 6: User Validation**
If the user does not receive a verification email link from PTAB E2E, he or she should contact PTAB at 571-272-7822 or email PTABE2EADMIN@uspto.gov for assistance.

1.2 Forgotten Password and Resetting Passwords

If a user has forgotten their password or needs to reset a password, he or she should click on the ‘Forgot Password’ link on the PTAB E2E home screen, which is located to the lower right of the Login box directly below the Log In button. See Figure 7 below.

![Figure 7: Forgot Password Link](image-url)
When the Account Assistance page displays, enter the user’s registered email address and click on the “Retrieve my information” button. See Figure 8 below.

**Figure 8: Password Retrieval**

A confirmation message will appear (see Figure 9) and an automatically generated email will be sent to the user’s registered email address.

**Figure 9: Password Retrieval Verification**
The user must retrieve the email sent from PTABE2E_System@uspto.gov, click the link and enter a new password (see Figure 10). The new password must be entered twice and then submitted by clicking on the “Change Password” button. **NOTE:** The previous password may be NOT used.

![Create Your New Password](image)

**Figure 10: Creating a new password**

**Note:** Users who have bookmarked PTAB E2E pages with their previous login credentials may need to clear those bookmarks after resetting their passwords.