How to edit a trademark record

Trademark Holder

Trademark Clearinghouse

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Version 1.1

Contents

1. Introduction

This document will provide Trademark Holders with an overview of the necessary steps to edit a trademark record in the Trademark Clearinghouse.

A trademark record is only editable in three specific situations:

- After a trademark record was submitted, but not yet ordered (payed for);
- After the status of a trademark record has been set to "Incorrect" by the Trademark Clearinghouse.
- In case the holder purchases an extra correction (only available for Holders with a prepaid account). More information can be found in section 2.3 of this document

Please note that the name and address of the Trademark Holder cannot be modified in the trademark record and is copied from the information submitted when signing up a contract with the Trademark Clearinghouse. If you wish to change this information, we kindly refer to the *"How to change contract data"* manual.

2. How to edit a trademark record when signed in as a Trademark Holder

2.1. Edit a trademark record before ordering

To edit a trademark record before ordering, the Trademark Holder can click on the trademark record directly in the "Order Overview", as shown in the image below:
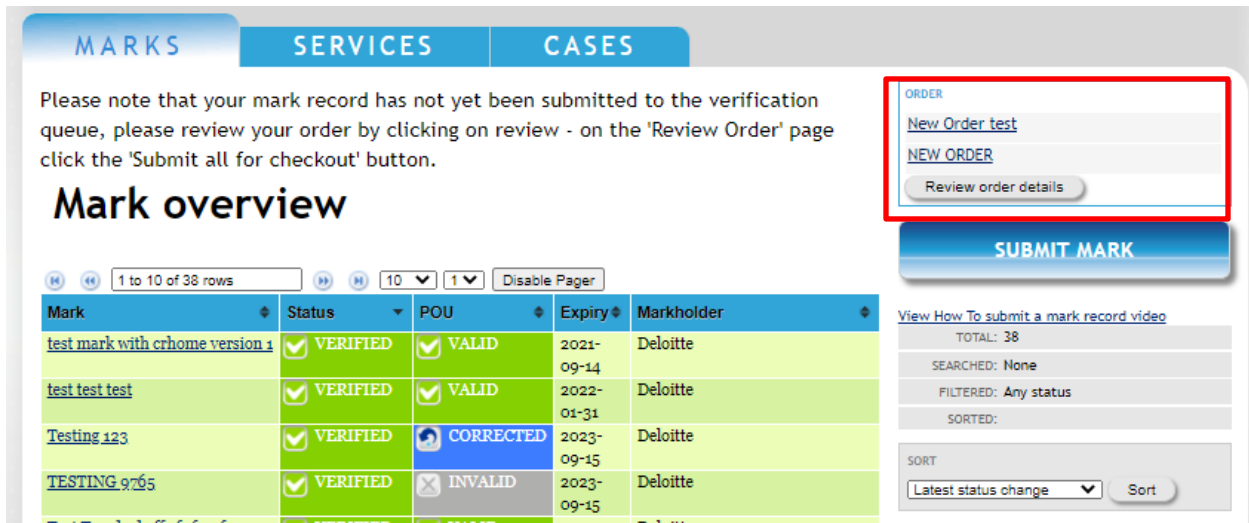
After clicking on the trademark record, the Trademark Holder is redirected to the "Mark Details" page and can select the "Edit" button.
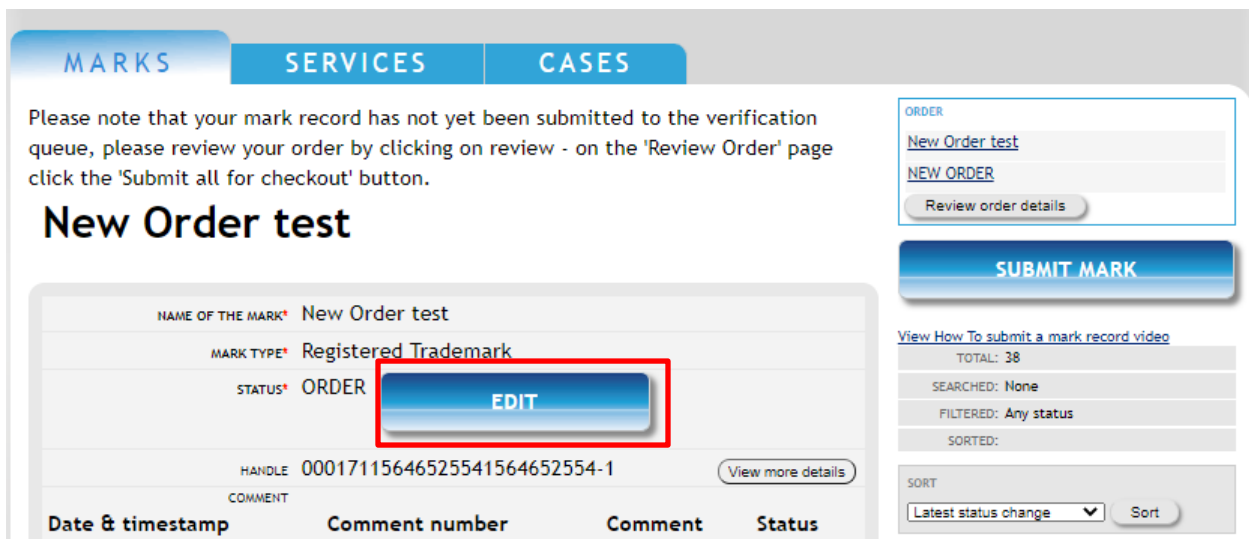
The Trademark Holder can edit all the necessary fields, except the holder information as mentioned above.

Note: Changing the name of the trademark included in the trademark record will delete previous labels and generate new ones.

After updating the specific fields, the Trademark Holder must mark the box next to the declaration (**A**) certifying that all the information provided in the fields is complete and accurate. The Trademark Holder clicks on "Update without submitting" (**B**) to save the changes.

The Trademark Holder can now finalize the order with the updated trademark record. For the order process, we refer to the "How to submit a trademark record" manual.

2.2. Edit a trademark record with a status set on "incorrect"

To edit a trademark record which status has been set to "incorrect" by the Trademark Clearinghouse, the Trademark Holder must click on the trademark record in the "Mark Overview":

After clicking on the trademark record, the Trademark Holder can select the "Edit" button and edit all the fields, except the holder information.

Note: Changing the name of the trademark included in the trademark record will delete previous labels and generate new ones.

After correcting the fields (which were pointed as incorrect by the Trademark Clearinghouse), the Trademark Holder must mark the checkbox (**A**) to certify that all the information provided in the fields is complete and accurate. Then, the Trademark Holder clicks on "Finalize and submit" (**B**) to save the changes submit for re-verification.

After clicking on the "Finalize and submit" button, a message will pop up asking to confirm the submission. Click on "OK" to confirm the submission[1].

accbx.trademark-clearinghouse.com says

Are you sure you want to re-submit your trademark record for verification? Please note that once re-submitted, you can no longer make adjustments to the submitted information.

OK   Cancel

Before final confirmation, please make sure that all the information submitted is correct. In case you have any questions, do not hesitate to reach out to our customer support. Once confirmed, the trademark record will be validated again by the Trademark Clearinghouse.

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[1] By clicking on "Cancel", you will cancel the operation.

2.3. Edit a trademark record with a status set on "invalid" (extra correction – available only for trademark holder with a prepaid account)[2]

In order to give Trademark Holders an additional opportunity to correct the information of their "invalid" trademark records, the Trademark Clearinghouse allows to purchase an extra correction.

To edit a trademark record which status has been set to "invalid" by the Trademark Clearinghouse, the Trademark Holder must click on the trademark record in the "Mark Overview":
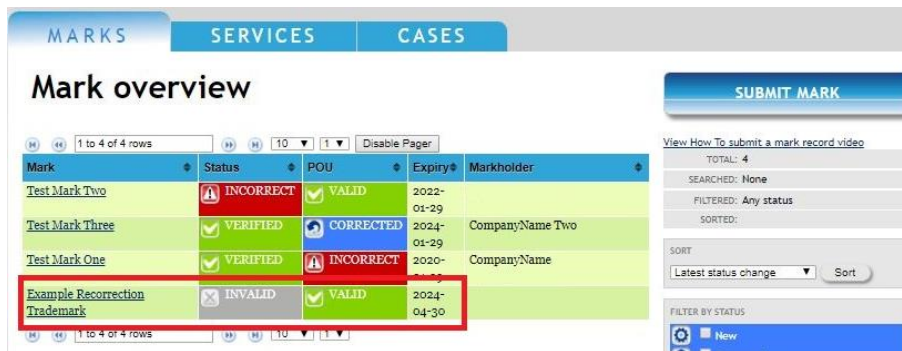
After clicking on the trademark record, the Trademark Holder can select the "Additional Correction" button below the status field.

Once selected, a pop-up message will appear as shown below.

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[2] Note that this extra correction will be charged 75 USD directly from the Prepaid Holder's account and is available only for "invalid" trademark records that have not expired in the TMCH.
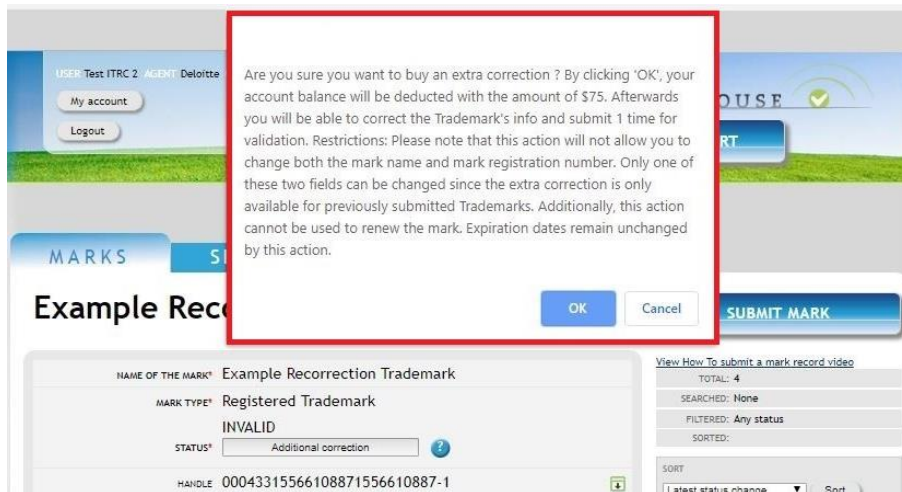
Please read this message carefully and click on "OK" if you wish to confirm[3]. Note that pressing the "OK" button will trigger **a deduction of 75 USD from the Prepaid Holder's account**, which covers the fees of the extra correction.

Once confirmed, the status of the selected trademark record will go from "invalid" to "incorrect" to let you edit the related trademark information.

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[3] By clicking on "Cancel", you will cancel the operation.

The Trademark Holder can select the "Edit" button and can then edit all the fields, except the holder information.

Please note that the Holder is not allowed to change both the mark name and mark registration number. Only one of these two fields can be changed since the extra correction is only available for previously submitted trademarks. Please make sure at least one of both fields remains unchanged; otherwise, the update of your trademark record will not be accepted.

Note: Changing the name of the trademark included in the trademark record will delete previous labels and generate new ones.

After correcting the fields (which were pointed as incorrect by the Trademark Clearinghouse), the Trademark Holder must mark the checkbox (**A**) to certify that all the information provided in the fields is complete and accurate. Then, the Trademark Holder clicks on "Finalize and submit" (**B**) to save the changes and submit for re-verification.

A ☑ [Trademark Holder/Trademark agent] hereby certifies that the information submitted to the Clearinghouse is, to the best of [Trademark Holder/Trademark agent] knowledge, complete and accurate, that the trademarks set forth in this submission are currently in use in the manner set forth in the accompanying specimen, in connection with the class of goods or services specified when this submission was made to the Clearinghouse; that this information is not being presented for any improper purpose; and that if, at any time, the information contained in this submission is no longer accurate, the [Trademark Holder/Trademark agent] will notify the Clearinghouse within a reasonable time of that information which is no longer accurate, and to the extent necessary, provide that additional information necessary for the submission to be accurate. Furthermore, if any Clearinghouse-verified mark subsequently becomes abandoned by the Trademark Holder, the [Trademark Holder/Trademark agent] will notify the Clearinghouse within a reasonable time that the mark has been abandoned, or has been the subject of successful opposition, invalidation, cancellation, or rectification proceedings.

| UPDATE WITHOUT SUBMITTING | FINALIZE AND SUBMIT | **B** |

After clicking on the "Finalize and submit" button, a message will pop up asking to confirm the submission. Click on "OK" to confirm the submission[4].

accbx.trademark-clearinghouse.com says

Are you sure you want to re-submit your trademark record for verification? Please note that once re-submitted, you can no longer make adjustments to the submitted information.

OK   Cancel

Before final confirmation, please make sure that all the information submitted is correct. In case you have any questions, do not hesitate to reach out to our customer support. Once confirmed, the trademark record will go back to the normal verification flow.

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[4] By clicking on "Cancel", you will cancel the operation.