

CLEARINGHOUSE



How to change your contract data

Trademark Agent

Trademark Clearinghouse

30/09/2020

Version 1.2



Contents

1. Introduction	3
2. Change contract data.....	4

1. Introduction

This guide will provide Trademark Agents with the guidelines on how to change the contract data of their accounts.

Trademark Agents can update contract information at any time. Editing contract information will not change the status of any trademark records but will revoke all the SMD files of verified trademark records with a valid POU.



2. Change contract data

You first have to sign in to the TMCH web user interface.

Go to “My Account”:



Click on “Edit Contract Details”:

CURRENT CONTRACT SETTINGS

[EDIT CONTRACT DETAILS](#)

Organisation	Test2
	Test
	Test 123
	1234 Test
	US
Contact	Phone +1.1234567
	Fax
	Email pascallekeboma+b3@gmail.com

[EDIT CONTRACT BASICS](#)



Edit the fields that need to be updated:

Update contracting party information

NAME*	Test2	?
ORGANIZATION	Test	
EMAIL*	pascalkeboma+b3@gmail.com	
STREET AND NUMBER*	Test 123	
POSTAL CODE*	1234	
CITY*	Test	
STATE/PROVINCE		
COUNTRY	United States	
PHONE NUMBER*	+1.1234567	?
FAX NUMBER		?

Accept the Terms & Conditions at the bottom of the webpage and click “Update Accreditation”:

Terms and conditions

By ticking the box below, you agree, warrant and acknowledge the following:

The changes made to the person of contact name and to the address in the contract details are accurate and provided in good faith.

You remain ultimately responsible for any changes performed by any of your employees, agents, customers or subcontractors that use of have access to your account.

The referred change to contract details will have no impact on the validity of the contract signed initially between you and the Trademark Clearinghouse and on your acceptance of the terms and conditions of the Trademark Clearinghouse.

The terms and conditions of the contract as provided in the “Terms and Conditions for Trademark Agents” remain valid (<http://www.trademark-clearinghouse.com/sites/default/files/files/downloads/TMCH%20terms%20and%20conditions%20-%20Trademark%20Agent%20-%201.1.pdf>).

The Trademark Clearinghouse will not be held liable for any error or mistake in the changes performed by you to the contact information.

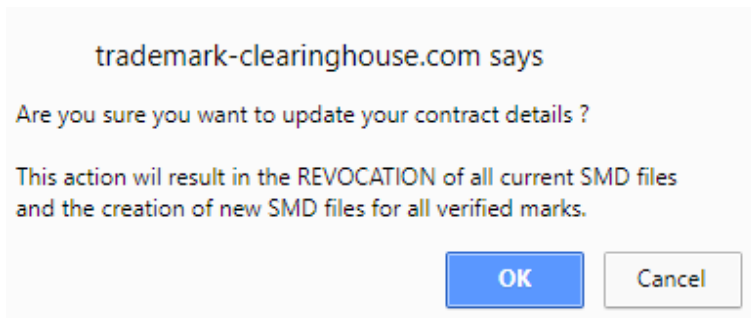
The Trademark Clearinghouse may annually verify that such information is correct. If such contact information is incorrect, we will take progressive measures to contact you to correct such information. If we are ultimately unable to contact you, we will suspend your account and you will need to contact us to resolve the issue.

I accept these terms and conditions

UPDATE ACCREDITATION

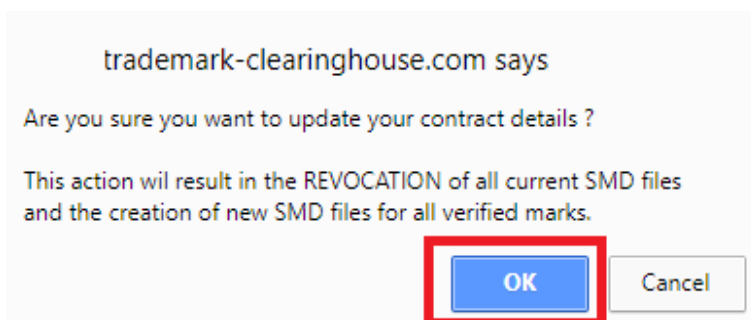


A warning message will pop up.



Please do note that updating this information will revoke the current SMD files and new ones will be generated for all the verified trademark records with a valid POU.

Click on “OK” if you want to finalize the update.¹



Your contract information is now updated. A message at the top of the page will confirm you the effective changes.

My account

You contract data has been updated.

¹ You can also click on “Cancel”. It will redirect you to the previous page and cancel the update.