

CLEARINGHOUSE



Trademark Clearinghouse

How to Change Your Contract Data

10/01/2014

Version 1.0

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1. Introduction

This guide will provide the guidelines on how to change the contract data of your account.

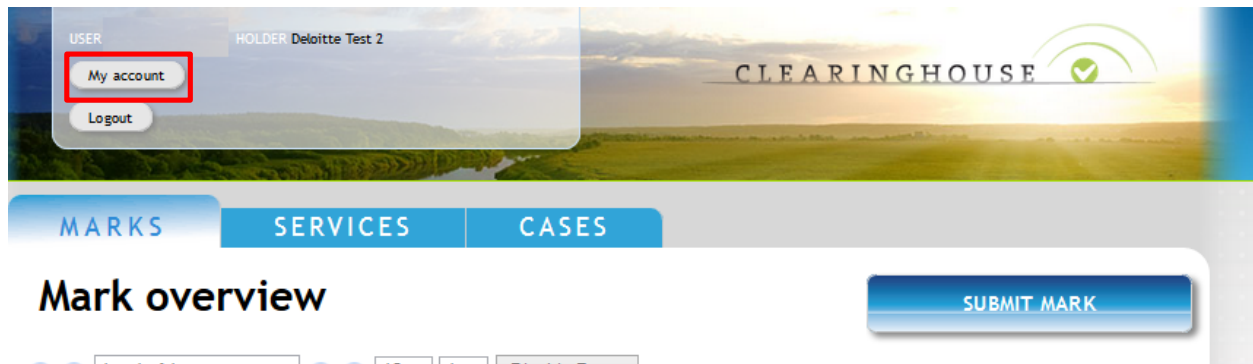
You can only change your contract data if all the mark records linked to your account have status “Incorrect”, “Deactivated” or if you have no mark records linked to your account. If you do have verified mark records linked to your account and you still wish to change your contract data, all mark records will be assigned status incorrect (or deactivated for expired and invalid records) and will be checked again.

The mark records that were assigned status verified will most likely become invalid after this changing your contract information. We strongly suggest that you create a new account if you already have verified mark records linked to your old account, instead of changing your contract information.

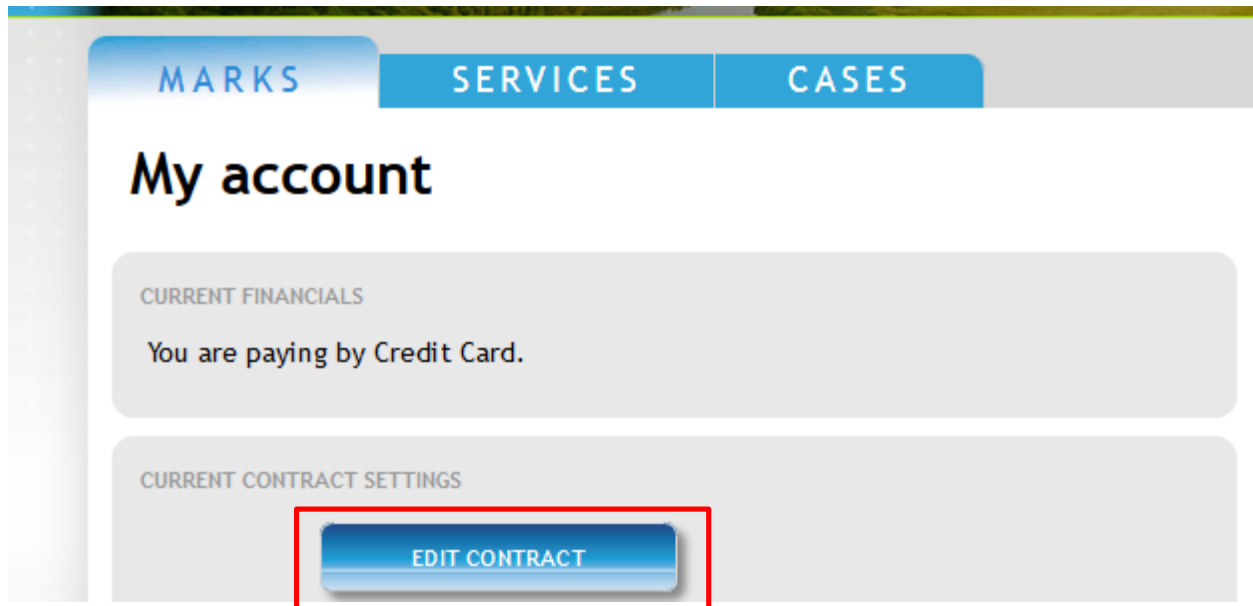


2. Change contract data

Go to “my account”:



Click on “Edit Contract”:





Edit the fields that need to be updated:

MARKS **SERVICES** **CASES**

Update contracting party information

NAME* Example Contract ?

ORGANIZATION* Example Contract Org

STREET AND NUMBER* Example Contract Address

POSTAL CODE* 1234

CITY* Example Contract City

STATE/PROVINCE

PHONE NUMBER +1.23453456 ?

FAX NUMBER +1.234534561234 ?

Terms and conditions

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

I accept these terms and conditions

UPDATE ACCREDITATION

Your contract information is now updated and the mark records assigned to your account have now been updated with this new information.