

CLEARINGHOUSE



# **How to edit a Trademark Record**

## **Trademark Holder**

Trademark Clearinghouse  
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## 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:

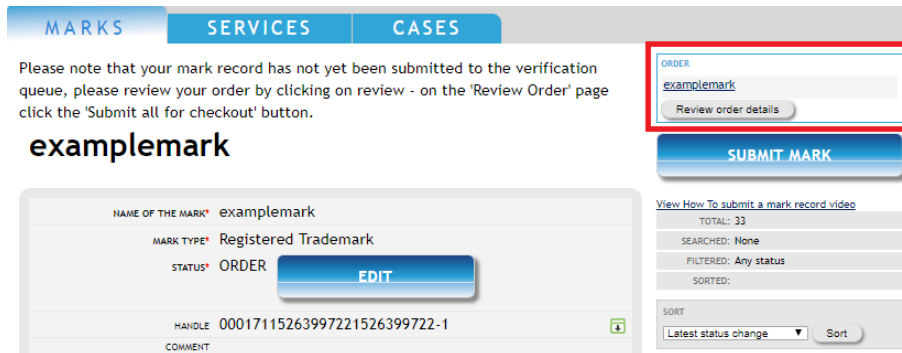
- After a trademark record was submitted, but not yet ordered (payed for);
- After the status of a trademark record has been set to “Incorrect” by the Trademark Clearinghouse.
- In case the holder purchases an extra correction. More information can be found in the section [2.3](#) of this document

Please note that the name or address of the Trademark Holder cannot be modified 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 your contract data’](#) manual.

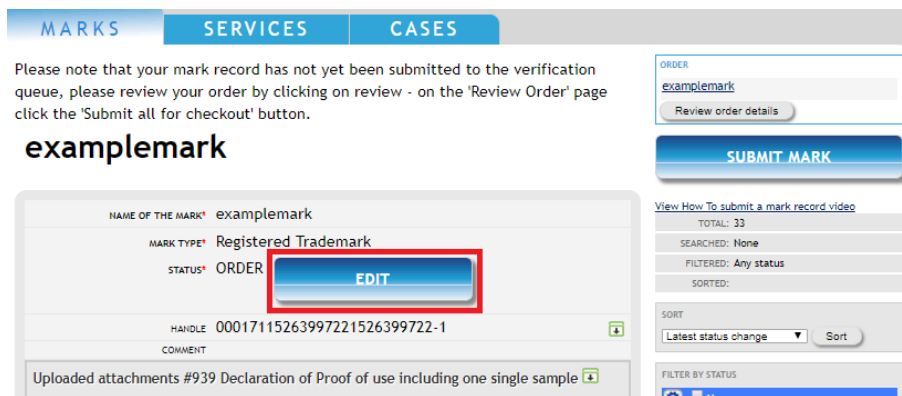
## 2. How to edit a trademark record when signed in as a Trademark Holder

### 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:

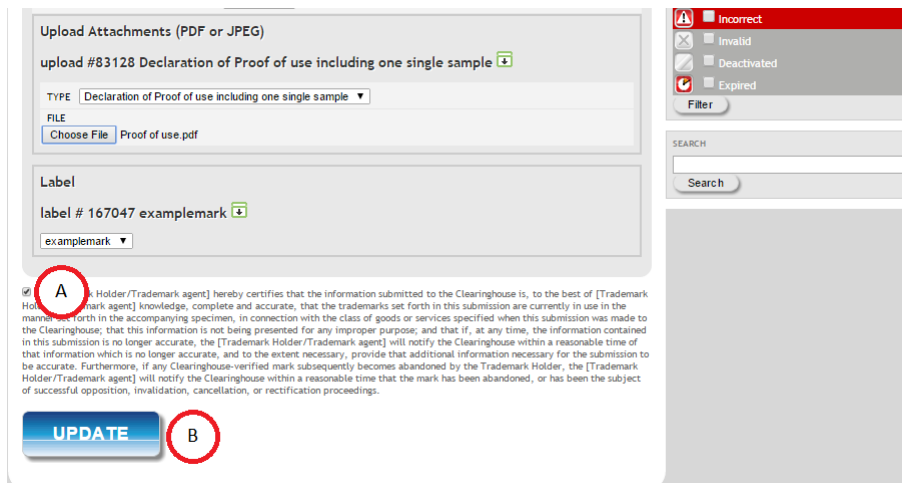


After clicking on the trademark record, the Trademark Holder is redirected to the Mark page and can select the “Edit” button.



The Trademark Holder can edit all the necessary fields, except the holder information as mentioned above.

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” (B) to save the changes.



The screenshot shows a web interface for updating a trademark record. On the left, there is a form with the following sections:

- Upload Attachments (PDF or JPEG):** Includes a text input with "upload #83128 Declaration of Proof of use including one single sample" and a dropdown menu set to "Declaration of Proof of use including one single sample". Below is a "FILE" section with a "Choose File" button and the filename "Proof of use.pdf".
- Label:** Includes a text input with "label # 167047 examplemark" and a dropdown menu set to "examplemark".
- Declaration:** A paragraph of text starting with "I, [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..." This paragraph is preceded by a checkbox labeled "A".
- Buttons:** A blue "UPDATE" button and a red "B" button are located below the declaration text.

On the right side of the interface, there is a sidebar with a red header "Incorrect" and a list of filters: "Invalid", "Deactivated", and "Expired". Below the filters is a "SEARCH" section with a text input and a "Search" button.

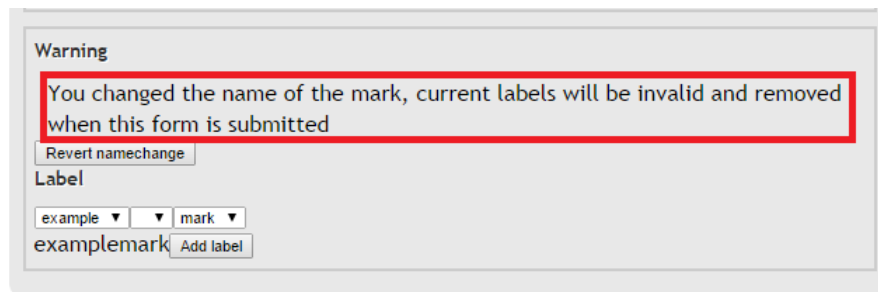
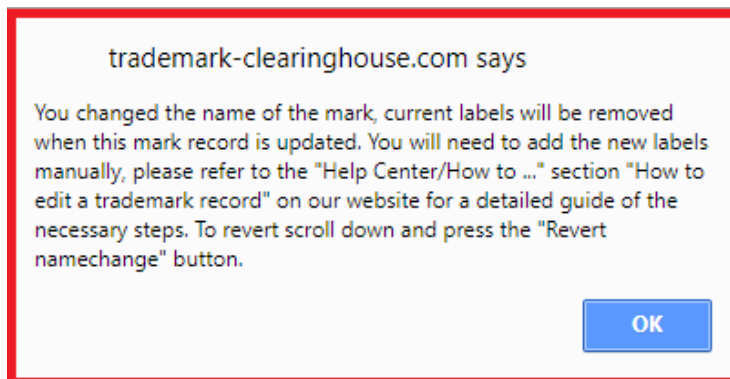
The Trademark Holder can now finalize his order with the updated trademark record. For the order process, we refer to the ‘How to submit a trademark record’ manual on the TMCH website.

**2.1.1. Exception: editing a trademark record name (PLEASE READ THIS CAREFULLY)**

When **changing the name of the trademark record**, the Trademark Holder will have to manually add the related labels of the trademark record.

The following steps must be followed:

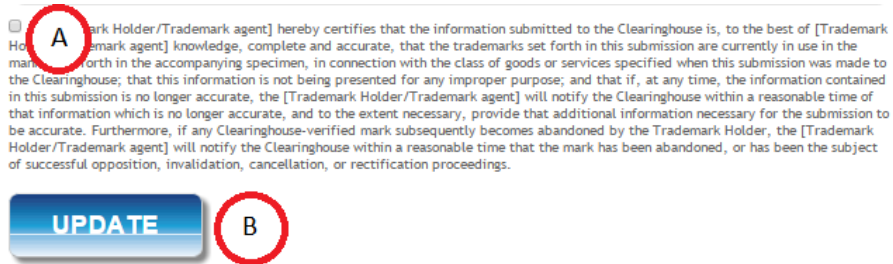
- **Step 1:** If you change the name of the trademark during editing, a message will pop up to inform you that the labels related to the former trademark record will be removed accordingly. The same message will also appear in the labels section, as shown in the images below<sup>1</sup>:



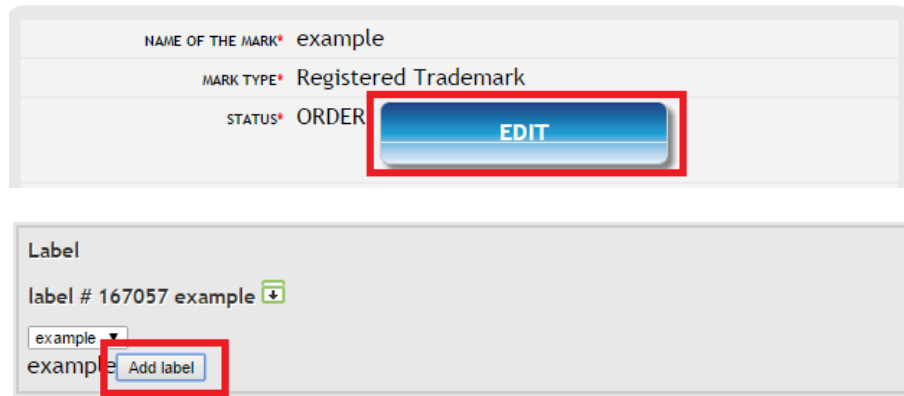
- **Step 2:** Mark the checkbox **(A)** certifying that all the information provided in the fields is complete and accurate. Then, click on **“UPDATE” (B)** to update the name of the trademark and remove the old labels:

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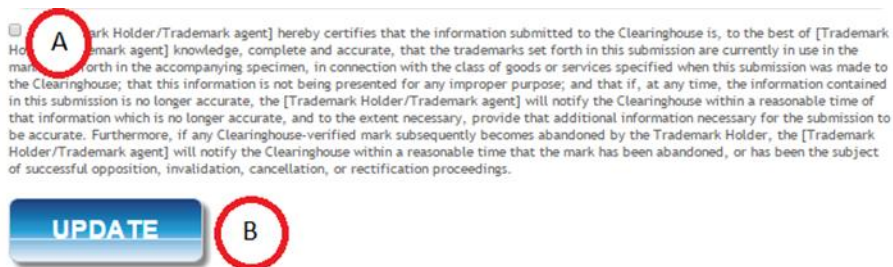
<sup>1</sup> If you wish to undo the name change, click on **“Revert name change”**. The original labels will be attached to Trademark record again.



- **Step 3:** Click on “EDIT” again, in order for you to add the new labels, as shown in the images below:



The labels must be added based on the [ICANN matching rules](#). Adding other labels is not possible. After adding the labels manually, the Trademark Holder must mark the check box (A) certifying that all the information provided in the fields is complete and accurate. The Trademark Holder clicks on “UPDATE” (B) to save the changes.



The trademark record can now be ordered. For the order process, we refer to the ‘How to submit a trademark record’ manual on [the TMCH website](#).

## 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’:



MARKS SERVICES CASES

Please note that your mark record has not yet been submitted to the verification queue, please review your order by clicking on review - on the 'Review Order' page click the 'Submit all' button.

**Mark overview**

ORDER: example  
Review order details

**SUBMIT MARK**

11 to 15 of 15 rows | 10 | 2 | Disable Pager

Mark	Status	POU	Expiry	Markholder
example mark	INCORRECT	NEW	2017-02-10	Test

View How To submit a mark record video

TOTAL: 15  
SEARCHED: None  
FILTERED: Any status

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

MARKS SERVICES CASES

**examplemark**

NAME OF THE MARK\* examplemark

MARK TYPE\* Registered Trademark

STATUS\* INCORRECT

**EDIT**

Submit for re-verification

RECORRECT BEFORE 2018-06-05 09:57:06 UTC

HANDLE 00018115264642881526464288-1

MARKS SERVICES CASES

NAME OF THE MARK\* examplemark

MARK TYPE\* Registered Trademark

REGISTRATION NUMBER\* 1234

REGISTRATION DATE\* 2015-11-11

APPLICATION NUMBER

APPLICATION DATE

JURISDICTION\* United States of America

EXPIRATION DATE

**SUBMIT MARK**

View How To submit a mark record video

TOTAL: 14  
SEARCHED: None  
FILTERED: Any status  
SORTED:

SORT: Latest status change | Sort

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 “UPDATE” (B) to save the changes.





**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 market for the goods or services 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** **B**

The trademark record should be submitted for re-verification by clicking the button “Submit for re-verification” (C).

MARKS SERVICES CASES

### examplemark

NAME OF THE MARK\* examplemark

MARK TYPE\* Registered Trademark

STATUS\* INCORRECT **EDIT**

Submit for re-verification **C**

RECORRECT BEFORE 2018-06-05 09:57:06 UTC

HANDLE 00018115264642881526464288-1

After clicking on the “Submit for re-verification” button, a message will pop up asking to confirm the submission. Click on OK to confirm the submission<sup>2</sup>.

Resubmit this mark for reverification. You will no longer be able to change data.

**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..

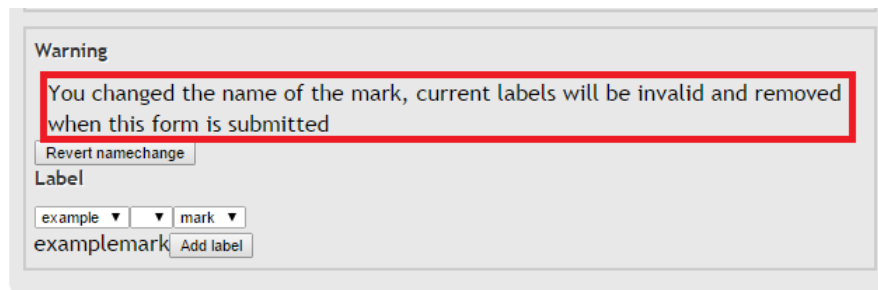
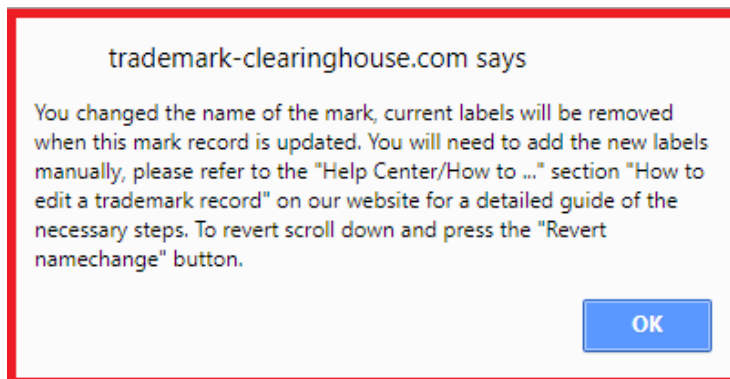
<sup>2</sup> By clicking on “cancel”, you will cancel the operation.

### 2.2.1. Exception: Editing a trademark record name (PLEASE READ THIS CAREFULLY)

When **changing the name of the trademark record**, the Trademark Holder will have to manually add the related labels of the trademark record.

The following steps must be followed:

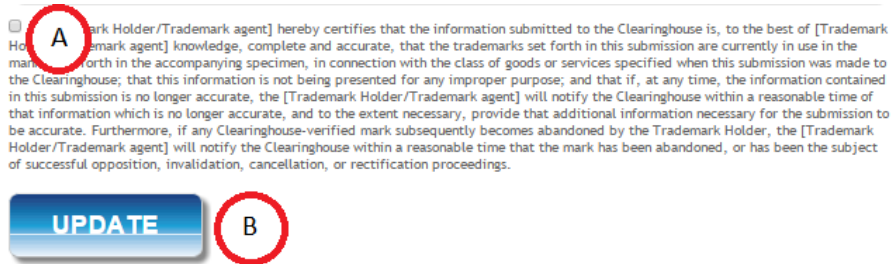
- **Step 1:** If you change the name of the trademark during editing, a message will pop up to inform you that the labels related to the former trademark record will be removed accordingly. The same message will also appear in the labels section, as shown in the images below<sup>3</sup>:



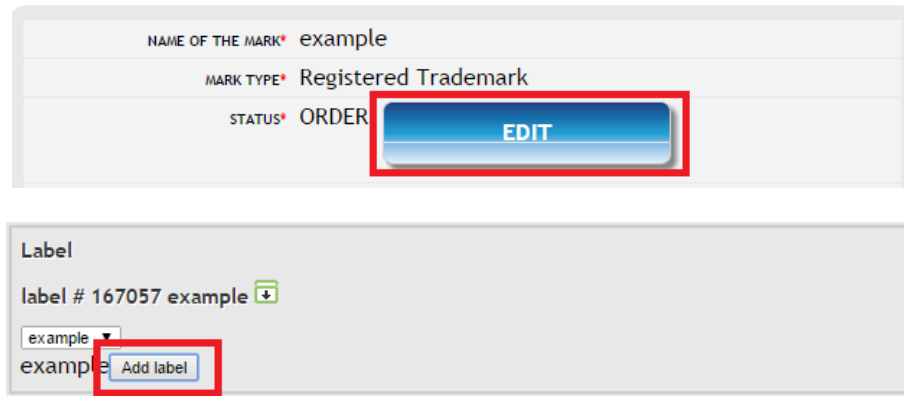
- **Step 2:** Mark the checkbox (A) certifying that all the information provided in the fields is complete and accurate. Then, click on "UPDATE" (B) to update the name of the trademark and remove the old labels:

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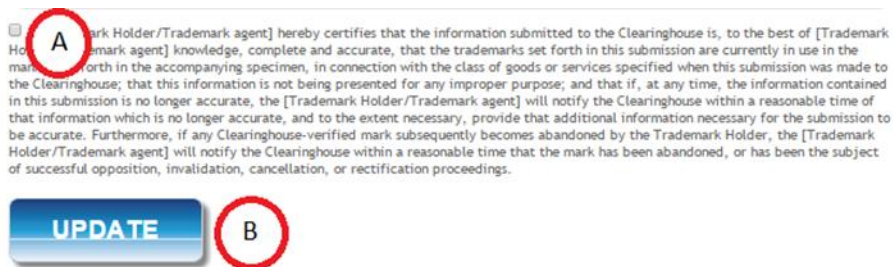
<sup>3</sup> If you wish to undo the name change, click on "Revert name change". The original labels will be attached to Trademark record again.



- **Step 3:** Click on “EDIT” again, in order for you to add the new labels, as shown in the images below:



The labels must be added based on the [ICANN matching rules](#). Adding other labels is not possible. After adding the labels manually, the Trademark Holder must mark the check box (A) certifying that all the information provided in the fields is complete and accurate. The Trademark Holder clicks on “UPDATE” (B) to save the changes.

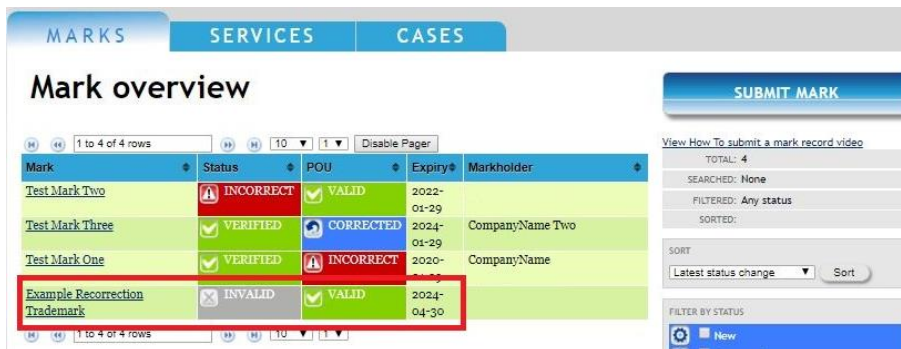


Your labels have now been updated and the trademark record can now be submitted for re-verification.

### 2.3. Edit a trademark record with a status set on 'INVALID' (extra correction – available only for trademark holder with a prepaid account)<sup>4</sup>

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':

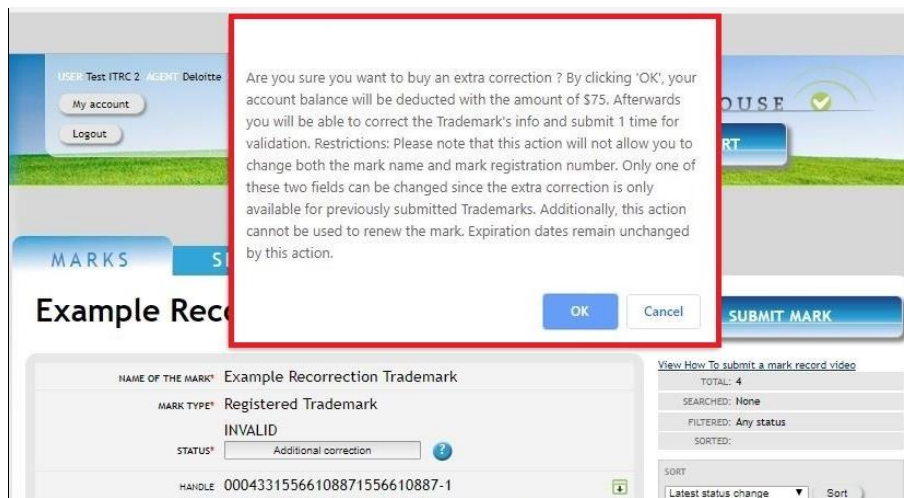


After clicking on the trademark record, the Trademark Holder can select the "Additional Correction" button below the status field.



<sup>4</sup> Note that this extra correction will be charged 75 USD directly from the Trademark Holder's account and is available only for 'INVALID' trademark records that have not expired in the TMCH.

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



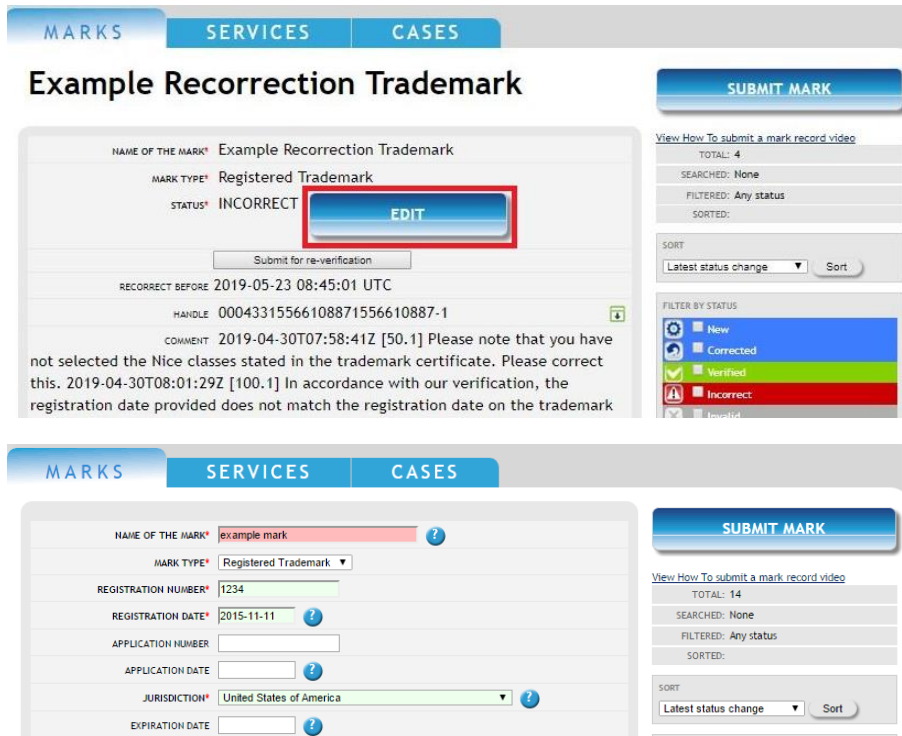
Please read this message carefully and click on “OK” if you wish to confirm<sup>5</sup>. Note that pressing the “OK” button will trigger a **deduction of 75 USD from the Trademark Holder’s account**, which covers the fees of the extra correction.

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



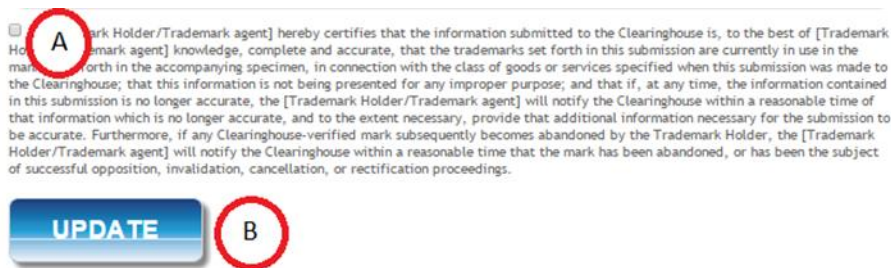
<sup>5</sup> By clicking on “cancel”, you will cancel the operation.

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.

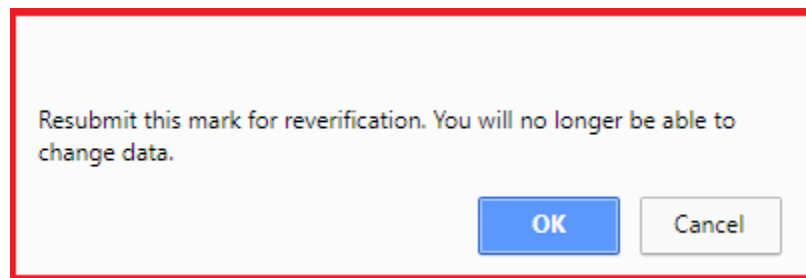
After correcting the fields (which were pointed as incorrect by the Trademark Clearinghouse), the Trademark Holder must mark the checkbox (A) to certify that all the information provided in the fields is complete and accurate. Then, the Trademark Holder clicks on “UPDATE” (B) to save the changes.



The trademark record should be submitted for re-verification by clicking the button “Submit for re-verification” (C).



After clicking on the “Submit for re-verification” button, a message will pop up asking to confirm the submission. Click on OK to confirm the submission<sup>6</sup>.



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.

<sup>6</sup> By clicking on “cancel”, you will cancel the operation.

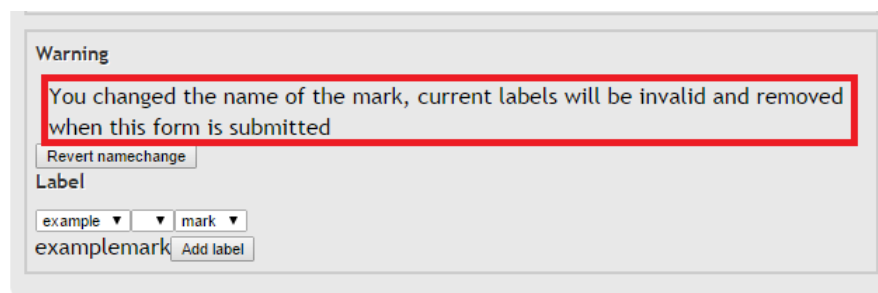
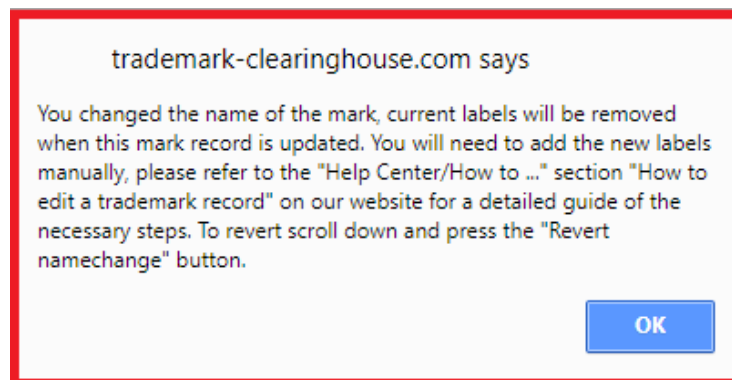


### 2.3.1. Exception: editing a trademark record name (PLEASE READ THIS CAREFULLY)

When **changing the name of the trademark record**, the Trademark Holder will have to manually add the related labels of the trademark record.

The following steps must be followed:

- **Step 1:** If you change the name of the trademark during editing, a message will pop up to inform you that the labels related to the former trademark record will be removed accordingly. The same message will also appear in the labels section, as shown in the images below<sup>7</sup>:



- **Step 2:** Mark the checkbox (A) and click on “UPDATE” (B) to update the name of the trademark and remove the old labels:

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<sup>7</sup> If you wish to undo the name change, click on “Revert name change”. The original labels will be attached to Trademark record again.





**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 market 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.



- **Step 3:** Click on “EDIT” again, in order for you to add the new labels, as shown in the images below:

NAME OF THE MARK\* example

MARK TYPE\* Registered Trademark

STATUS\* ORDER EDIT

Label

label # 167057 example +

example v

example Add label

The labels must be added based on the [ICANN matching rules](#), adding other labels is not possible. After adding the labels manually, the Trademark Holder must mark the check box **(A)** and click “UPDATE” **(B)** to save the changes.

**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 market 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 **B**

Your labels have now been updated and the trademark record can now be submitted for re-verification.