Create PTAB E2E Account

In order to 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. Google Chrome is the preferred browser for the PTAB E2E system.

1.1 User Registration (Create an Account)

When initially going to the PTAB E2E homepage—https://ptab.uspto.gov—the user may select the “Create an account” link at the bottom of the “Log In” box (see Figure 1):

![PTAB E2E Home screen](image)

**Figure 1: PTAB E2E Home screen**
This link will go to the following sign-up screen, where the user can register for a PTAB E2E account by entering their personal information, name, email address, phone number, and password (see Figure 2). The email address will become the PTAB E2E username, so make sure that the address is associated with an individual and is not a group email address. The phone number must be entered using numbers only, e.g. “7031235555.” Note that 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). 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. All fields that have an asterisk next to the field name are required.

Figure 2: Registration Page for new External Users
The user must confirm that he or she is not a “robot” by choosing the appropriate reCAPTCHA images associated with the reCAPTCHA question (see Figure 3). **Note:** If the wrong answers are selected or too much time passes before the “Verify” button is clicked, the reCAPTCHA question will be reset and new reCAPTCHA images must be selected.

![Figure 3: Account Creation with reCaptcha Images](image)

Following the reCAPTCHA verification, the prompt will disappear and the user can click on the “Register” button.
The following confirmation message will then appear:

![Figure 4: Post Registration Notification](image)

In addition, an email from PTABE2E_System@uspto.gov will be sent to the user’s email account. The user must open the email and click on the hyperlink (see Figure 5 below as an example) to validate the e-mail address and the user’s newly created account. **Note:** If Google Chrome is not the user’s default browser, the hyperlink must be copied and pasted into a Google Chrome browser page.

Figure 5: Validation Email Link

![Figure 6: User Validation](image)
The user must click on the “Submit” button (see Figure 6) to activate the account, after which the email address (as the Username) and password may be used to login to PTAB E2E.

If the user does not receive a verification email link from PTAB E2E, he or she should contact the PTAB at 571-272-7822 or by email to PTABE2EADMIN@uspto.gov.

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 below the Log In button:

![Forgot Password Link](Figure 6: Forgot Password Link)
On the next screen enter the user’s registered email address and click on the “Retrieve my information” button (see Figure 7).

![Password Retrieval](image)

**Figure 7: Password Retrieval**

A confirmation message will appear (see Figure 8) and an automatically generated email will be sent to the user’s registered email address.

![Password Retrieval Verification](image)

**Figure 8: Password Retrieval Verification**

The user must retrieve the email (from PTABE2E_System@uspto.gov), click the link, and enter a new password (see Figure 9). Note that no previously created password may be used. The new password must be entered twice and then submitted by clicking on the “Change Password” button.
Figure 9: Creating a new Password

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

1.3 Existing PRPS Users

Existing PRPS users will need to login with their email address at the PTAB E2E home screen, as shown in Figure 6, and select the “Forgot Password?” link to create a new password. See Section 1.2 above for the steps.