



Online Account Creation and Dashboard Navigation

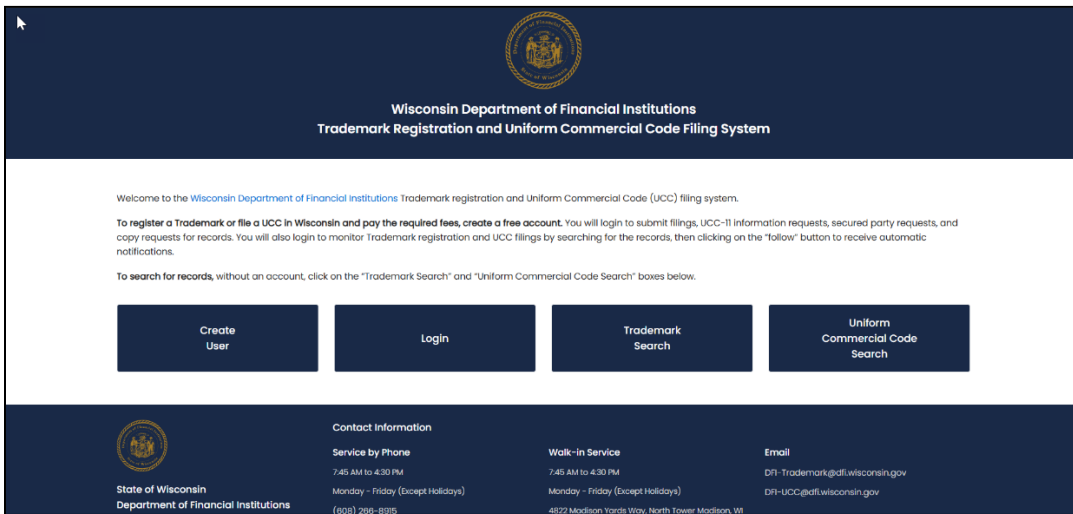
Account Creation

Step 1: Go to the online website home page.

Navigate to the online website home page.

Click on the **Create User** button to start the process.

This will open the first of two pages in the Create User process.



Step 2: Enter the Account Information

Register As

Business Individual

First Name*

Last Name*

Email*

Enter Email Address

Cell Phone Number (Optional)

A cell phone number is not required for registration. Please provide a cell phone number only if you would like to log into your account via text.

Password*

- 8-26 characters
- Lowercase Letter
- Uppercase Letter
- Special Character !@#%&*
- Number

Enter the information for the new user in the fields.

The email address will be the Username for this User.

Once the email address and Cell Phone Number (optional) fields are entered, the Verify button for each will be enabled. Click on the Verify button for each one to verify that method of communication by sending a code. Enter the code on the screen to complete each verification.

Enter a password. (Note - you may not use: Password, 123456, Qwerty, Letmein, Admin, Welcome)

When all required fields are filled and verification(s) are complete, the Continue button will be enabled.

Click on **Continue** to move to the next step.

Step 3: Enter the Address Information

Mailing Address

Country*
United States ▼

Zip5*
Enter Zip5

Zip4
Enter Zip4

Street Address 1*
Enter Street Address 1

Street Address 2
Enter Street Address 2

City*
Enter City

State*
Wisconsin ▼

Back Register

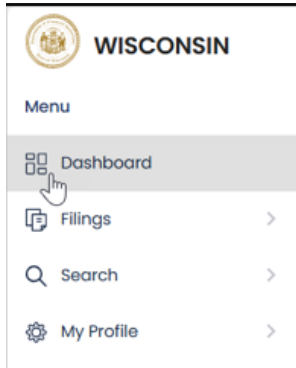
Enter the mailing address information for the new user.

When all required fields have been completed, the Register button will be enabled.

Click on the **Register** button. Your online user account is now created and ready to use.

Navigation the Dashboard

Menu

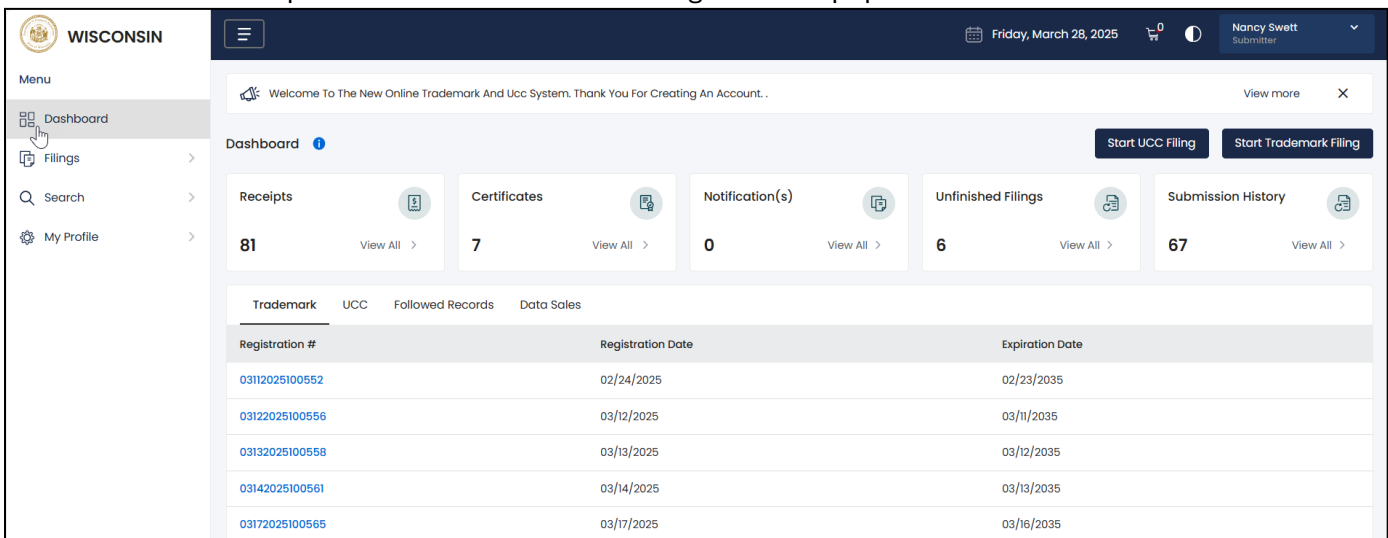


- Dashboard: Contains tiles and tabs to navigate user submissions.
- Filings: Trademark and UCC Filing options and order services are available for purchase.
- Search: Free searches of Trademark or UCC may be performed here.
- Profile: You may update your account information or password.

There are several places on the dashboard to view information about your submitted, approved and rejected filings.

Dashboard Tabs:

- Trademark: This will list all Registration IDs of Trademarks the user has registered or filed against
- UCC: This will list all Initial Financing Statements the user has filed or filed against
- Followed Records: All Trademark or UCCs the user has elected to follow
- Data Sales: All purchased database and/or image files will populate here



Registration #	Registration Date	Expiration Date
03112025100552	02/24/2025	02/23/2035
03122025100556	03/12/2025	03/11/2035
03132025100558	03/13/2025	03/12/2035
03142025100561	03/14/2025	03/13/2035
03172025100565	03/17/2025	03/16/2035

Submission History Tile

The Submission History tile will show every filing, search or certificate and copy request that you have submitted through your online user account. The only exception is bulk data sales.

On the main Dashboard, the Submission History widget will display the number of filings in your Submission History.

Clicking on View All will open the details.

WISCONSIN

Friday, March 28, 2025

Nancy Swett
Submitter

Welcome To The New Online Trademark And Ucc System. Thank You For Creating An Account..

Dashboard

Start UCC Filing Start Trademark Filing

Receipts: 81 View All >

Certificates: 7 View All >

Notification(s): 0 View All >

Unfinished Filings: 6 View All >

Submission History: 67 View All >

Trademark UCC Followed Records Data Sales

Registration #	Registration Date	Expiration Date
03112025100552	02/24/2025	02/23/2035
03122025100556	03/12/2025	03/11/2035
03132025100558	03/13/2025	03/12/2035
03142025100561	03/14/2025	03/13/2035
03172025100565	03/17/2025	03/16/2035

Here, each submission will be listed with the related Work Order/Transaction #, Filing Type and the Date/Time that the item was submitted. If the submission has been approved, a Record No. and Filing # may be present.

Some of your submissions are automatically approved when you submit them, others will need to be routed to a DFI staff member for review. You can easily view the status of each of your submissions in the Status column. You will see information such as Approved, Rejected or Pending. These statuses are updated in real time.

If your submission is approved, the completed documents can be downloaded from the Actions column. If it is rejected, you can download the rejection letter from the Action column and you may also resubmit from the icon in the Action column with your corrections. While in a Pending status, there are no action items available.

Submission History Back

Work Order Number

Record No.

Filing Type

Created Start Date

Created End Date

Status

Filing #

Clear Search

Work Order/Transaction #	Record No.	Filing Type	Filing #	Created Date/Time	Status	Actions
W202503R0002942-417	20250313102775-6	UCC1 Initial Financing Statement	20250313102775-6	03/13/2025 11:23 AM	Approved	Download
W202503R0002940-415	03132025100558	Trademark Registration	03132025101100	03/13/2025 11:17 AM	Approved	Download
W202503R0002940-416	20190077647	Trademark Amendment	20250313109374	03/13/2025 11:17 AM	Approved	Download
W202503R0002755-233	03122025100556	Trademark Registration	03122025101091	03/12/2025 12:18 PM	Approved	Download
W202503R0002755-232		Trademark Registration		03/12/2025 12:18 PM	Rejected	Download Refresh
W202503R0002721-195		UCC1 Initial Financing Statement		03/12/2025 10:16 AM	Rejected	Download
W202503R0002720-194	20250312102572-8	UCC1 Initial Financing Statement	20250312102572-8	03/12/2025 10:14 AM	Approved	Download
W202503R0002590-62	20085802157	TM Certificate Request	20250311102525-5	03/11/2025 11:54 AM	Approved	Download
W202503R0002590-61	20085802157	TM Uncertified Copy Request		03/11/2025 11:54 AM	Approved	Download
W202503R0002590-63	20085802157	TM Certified Copy Request		03/11/2025 11:54 AM	Approved	Download

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Receipts Tile

To locate payment receipts for any item that you have submitted from your online user account, go to the Receipts widget on your online dashboard. The widget will show the number of receipts that you have available. Click on the View All button to open the detailed list.

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Friday, March 28, 2025
Nancy Swett
Submitter

Welcome To The New Online Trademark And Ucc System. Thank You For Creating An Account. View more X

Receipts

81

View All >

Certificates

7

View All >

Notification(s)

0

View All >

Unfinished Filings

6

View All >

Submission History

67

View All >

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03172025100565	03/17/2025	03/16/2035

On the detailed page, all your payment receipts will be listed along with information to help you find the one that you are looking for.

You can search this list using the search criteria available at the top of the page.

In the Actions column, there is a View option to open a pdf of the payment receipt.

Receipts Back

Work Order Number

Record No.

Filing Type

Created Start Date

Created End Date

Payment Confirmation No.

Clear

Search

Work Order Number	Record No.	Filing Type	Created Date/Time	Payment Confirmation No.	Actions
W202503R0003404	03202025100620	Trademark Registration	03/20/2025 10:17 AM	WS2RCC012278511	View
W202503R0003380	N/A	UCC11 Non-Certified Search and Copy Request	03/19/2025 12:40 PM	WS2RCC012276011	View
W202503R0003356	N/A	UCC11 Non-Certified Copies	03/19/2025 08:30 AM	WS2RCC012274676	View
W202503R0003351	N/A	UCC11 Non-Certified Search and Copy Request	03/19/2025 07:54 AM	WS2RCC012274569	View
W202503R0003351	N/A	UCC11 Non-Certified Search and Copy Request	03/19/2025 07:54 AM	WS2RCC012274569	View
W202503R0003351	N/A	UCC11 Non-Certified Search and Copy Request	03/19/2025 07:54 AM	WS2RCC012274569	View
W202503R0003344	N/A	UCC11 Non-Certified Copies	03/18/2025 05:46 PM	WS2RCC012273833	View
W202503R0003343	N/A	UCC11 Non-Certified Copies	03/18/2025 05:45 PM	WS2RCC012273830	View
W202503R0003342	N/A	UCC11 Non-Certified Search and Copy Request	03/18/2025 05:27 PM	WS2RCC012273792	View
W202503R0003341	N/A	UCC11 Non-Certified Search and Copy Request	03/18/2025 05:14 PM	WS2RCC012273760	View

Items per page: 1 - 10 of 89

Certificates Tile

Some Trademark filings automatically produce a certificate when accepted. The Certificates widget shows the total number of certificates produced for filings that you have submitted using your online account. Click on View All to see the detailed listing.

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Friday, March 28, 2025
Nancy Swett
Submitter

Menu

- Dashboard
- Filings
- Search
- My Profile

Welcome To The New Online Trademark And Ucc System. Thank You For Creating An Account. View more X

Receipts

81 [View All](#)

Certificates

7 [View All](#)

Notification(s)

0 [View All](#)

Unfinished Filings

6 [View All](#)

Submission History

67 [View All](#)

Registration #	Registration Date	Expiration Date
0312025100552	02/24/2025	02/23/2035
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03142025100561	03/14/2025	03/13/2035
03172025100565	03/17/2025	03/16/2035

On the detailed page, all your certificates will be listed along with information to help you find the one that you are looking for.

You can search this list using the search criteria available at the top of the page.

In the Actions column, there is a View option to open a pdf of the certificate.

Certificates 1 Back

Work Order Number: Record No.: Filing Type: Created Start Date:

Created End Date: Clear Search

Work Order #	Record No.	Filing Type	Created Date/Time	Actions
W202503R0003404	03202025100620	Trademark Registration	03/20/2025 10:17 AM	View
W202503R0003290	03182025100618	Trademark Registration	03/18/2025 09:46 AM	View
W202503R0003281	03182025100617	Trademark Registration	03/18/2025 06:26 AM	View
W202503R0003181	03172025100565	Trademark Registration	03/17/2025 07:21 AM	View
W202503R0003039	03142025100561	Trademark Registration	03/14/2025 12:41 PM	View
W202503R0002940	03132025100558	Trademark Registration	03/13/2025 11:17 AM	View
W202503R0002575	03112025100552	Trademark Registration	02/24/2025 02:15 PM	View

Items per page: 1 - 7 of 7

Unfinished Filings Tile

If you have started a filing, but haven't yet completed it, the filing will appear in the Unfinished Filings section. The Unfinished Filings widget shows the total number of unfinished filings that you have in the system currently. Click on View All to see the detailed listing.

WISCONSIN Friday, March 28, 2025 Nancy Swett, Submitter

Welcome To The New Online Trademark And Ucc System. Thank You For Creating An Account.. View more

Dashboard 1 Start UCC Filing Start Trademark Filing

Receipts: **81** [View All](#) Certificates: **7** [View All](#) Notification(s): **0** [View All](#) **Unfinished Filings: 6** [View All](#) Submission History: **67** [View All](#)

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On the detailed page, you will see all items left unfinished for the last 14 days. After 14 calendar days, unfinished filings will automatically drop off the list. You can search this list using the search criteria available at the top of the page.

In the Actions column, there is a Process option to return to the filing workflow to complete submission of the filing. This will commonly be used when entering Trademark filings that require a notarized upload. You would enter the Trademark filing information and the system will produce the document for you to print. Once that document is notarized, you can come back to the unfinished filing, upload the notarized document and proceed to pay the fee and submit the filing.

Unfinished Filings i
Back

Record Name

Filing Type

Select Filing Type
▼

Filing Start Date

Enter/Select Filing Start date
📅

Filing End Date

Enter/Select Filing End Date
📅

Clear Search

Unfinished Filings

Unfinished Filings will remain available for 14 calendar days.

Filing Type	Record Name	Created Date/Time	Actions
Trademark Assignment	20055502306	03/27/2025 11:28 AM	Process
Trademark Registration	Marissa Murphy	03/27/2025 11:27 AM	Process
Trademark Registration	Jane Doe	03/20/2025 08:54 AM	Process
UCCI Initial Financing Statement		03/18/2025 09:26 AM	Process
UCCI Initial Financing Statement		03/17/2025 03:06 PM	Process
UCCI Initial Financing Statement	John James	03/14/2025 02:36 PM	Process

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