WISCONSIN DEPARTMENT OF FINANCIAL INSTITUTIONS (WDFI) TRADEMARK SEARCH

User Guide – Online User – Trademark Search

Contents

| 1 | Online Se | earch Information | . 3 |
|--------------------|-----------|--|-----|
| 2 Trademark Search | | | 3 |
| | | itional Actions for Trademark Search | |
| 3 | Shopping | g Cart | ć |
| | 3.1.1 | Add an Additional Filing or Search | . 6 |
| | 3.1.2 | Delete a Filing from the Shopping Cart | . 6 |
| | 3.1.3 | Pay and Complete Processing | . 6 |

2

1 Online Search Information



The user may complete four different searches in the WDFI Online Filing System:

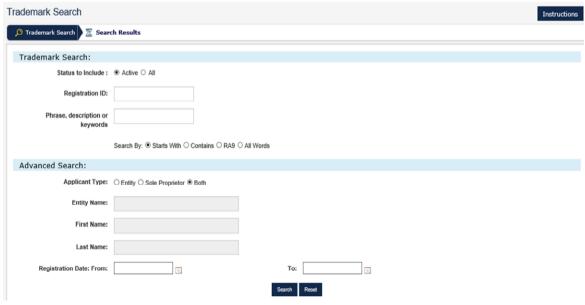
- UCC Quick Search-Free Search a free search that can locate initial financing statements by debtor or file number.
- **UCC-11** a paid search that can furnish a listing and/or copies of financing statements and tax liens by debtor or file number.
- **Trademark Search** a free search that can find trademarks by ID, description, applicant information or registration date.
- **Secured Party Search** a paid search that will furnish a listing with filing history of each financing statements and tax liens by secured party.

All of the search types may be accessed from the **Search** menu in the header.

2 Trademark Search

1. Select **Search > Trademark Search** from the header menu.

The system displays the Trademark Search screen. It is best when searching by 'phrase, description or keywords' to use 'contains'.

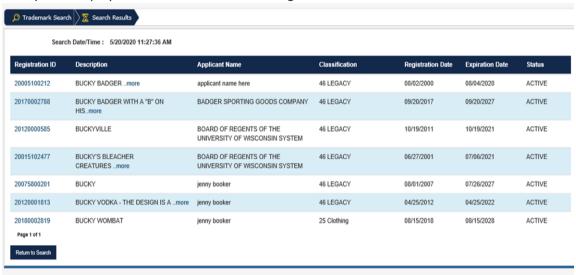


2. Enter the desired search criteria.

NOTE: The user may enter additional search criteria in the Advanced Search section to further narrow search results.

3. Click the Search button.

The system displays the search results in a data grid.



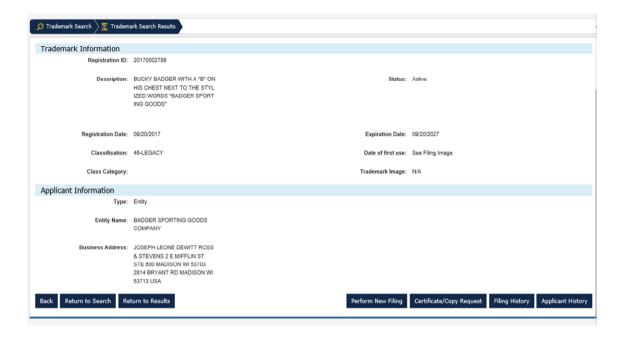
2.1 Additional Actions for Trademark Search

The user may perform additional actions on Trademark search:

(After clicking on Registration ID# next to the trademark you want)

- Perform New Filing
- Request Certificate/Copy
 - Certificate Request a copy of the issued certificate for \$0
 - Certified Certificate Request- a certified copy of certificate for \$5
 - Copy Request a copy of the filing submitted for \$5
 - Certified Copy Request- a certified copy of the filing for \$10
- View Filing History
- View Applicant History
- 1. Complete the steps for Trademark Search.
- 2. Click the Registration ID of the desired mark.

The system displays the Trademark Details screen.

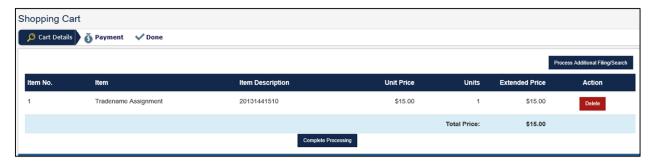


3. Complete one of the following...

| То | Then |
|---|---|
| Perform a new filing related to the selected filing | 1. Click the Perform New Filing button. |
| | See the Online TM Filings Guide for instructions on how to complete the filing. |
| Request a copy or certificate for the selected filing | 1. Click the Certificate/Copy Request button. |
| | Select the type of request from the drop-down menu. |
| | 3. Click the copies to your cart. |
| View the filing history for the selected filing | Click the Filing History button. |
| View the applicant history for the selected filing | Click the Applicant History button. |

3 Shopping Cart

The shopping cart is displayed when a filing is added to the cart. The user may proceed to payment, delete a filing, or add additional filings.



3.1.1 Add an Additional Filing or Search

The user may click the Process Additional Filing/Search button to add an additional filing or search.

3.1.2 Delete a Filing from the Shopping Cart

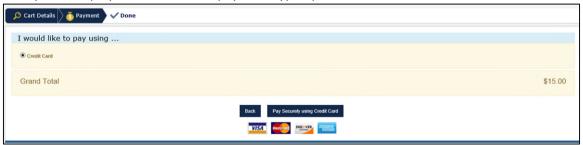
The user may click the button to delete a filing from the shopping cart.

3.1.3 Pay and Complete Processing

The user must pay for their filings in order to complete processing.

1. Click the Complete Processing button.

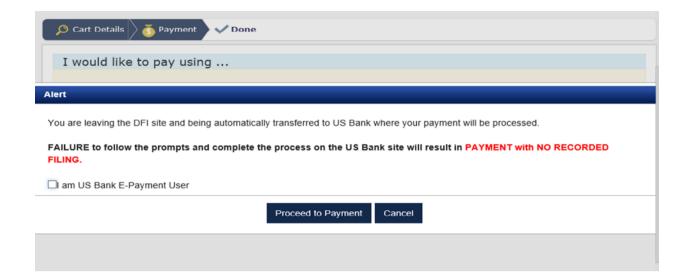
The system displays the Credit Card payment type options.



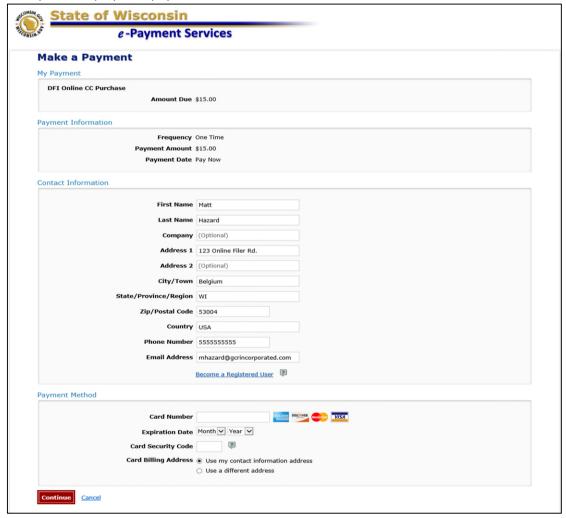
NOTE: Credit Card is selected by default.

- 2. Click the Pay Securely using Credit Card button.
- 3. A pop up will display to allow you to sign or create a US Bank account by checking the box or you

can choose the to continue without signing into or creating a US Bank account.



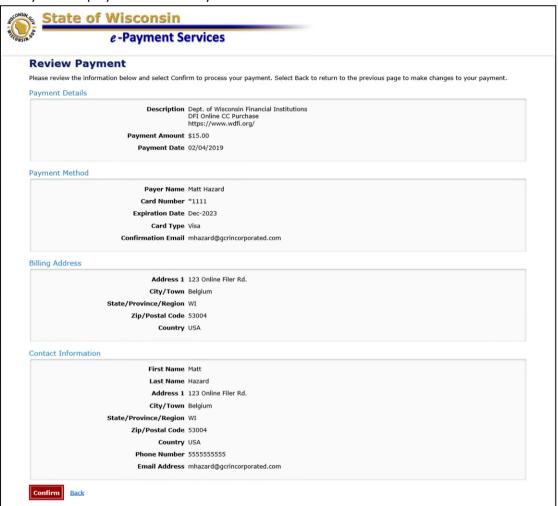
The system displays the payment screen.



4. Enter the payment information.



The system displays the Review Payment screen.



6. Click the Confirm button.

The system displays the Confirmation screen.