

CLEARINGHOUSE



How to change your contract data

Trademark Holder

Trademark Clearinghouse

16/03/2018

Version 1.1

Contents

1. Introduction	3
2. Change contract data.....	4



1. Introduction

This guide will provide Trademark Holders with the guidelines on how to change the contract data of their TMCH account.

Trademark Holders can only change contract data if all the trademark records linked to their account have the status “incorrect”, “deactivated”, “expired” or if there are no trademark records in their account. Should Trademark Holders have “verified” trademark records linked to their account and wish to change their contract data, all trademark records will have to be assigned the status “incorrect” (or “deactivated” for “invalid” trademark records) and will be checked again. In this case, Trademark Holders should reach out to our Customer Support in order to receive further assistance.



2. Change contract data

You first have to sign in to the TMCH web user interface.

Go to “My Account”:



If you wish to edit your phone number, fax number or email address, you can do so by clicking on “Edit Contract Basics” (A). For these fields, there is no pre-requisite regarding trademark record status. In order to modify any other field, please click on “Edit Contract Details”¹ (B):

CURRENT CONTRACT SETTINGS

	EDIT CONTRACT DETAILS B
Organisation	Holder Prepay The office UK Clearinghouse Lane 1 1000 Brussel BE
Contact	Phone +32.123456789 Fax Email joskevermoese@gmail.com
	EDIT CONTRACT BASICS A

¹ Please do note that the “Edit Contract Details” button will only appear once all the trademark records linked to your account have the status “Incorrect”, “Deactivated” or “Expired”, or if you have no trademark records linked to your account.



Edit the fields that need to be updated:

Update contracting party information

NAME*	<input type="text"/>	?
ORGANIZATION*	<input type="text"/>	
STREET AND NUMBER*	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
POSTAL CODE*	<input type="text"/>	
CITY*	<input type="text"/>	
STATE/PROVINCE	<input type="text"/>	
COUNTRY	Belgium	
PHONE NUMBER*	<input type="text"/>	?
FAX NUMBER	<input type="text"/>	?

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 trademark records assigned to your account have now been updated with this new information. You are automatically redirected to the “My Account” page and a message confirming the changes will appear at the top of the page. Once the information of your contract has been updated, please resubmit your trademark records with an “incorrect” status for verification.

[MARKS](#)[RENEWAL](#)[SERVICES](#)[CASES](#)

My account

You contract data has been updated.