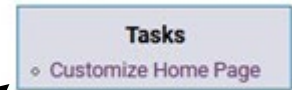


## Inventor Portal Instructions – Customize Home Page



Use the “Customize Home Page” link to access the “Customize Home Page” shown below, which permits customization of the sections on your Welcome Page via the provided “add” and “delete” buttons.

**NOTE:** You may need to do this the first time you log in if the portal does not show the correct information. Once customized, the Welcome Page will remain the same for all subsequent logins.

### Customize Home Page

A screenshot of the 'Customize Home Page' interface. At the top right, there is a 'Customize Page' link. Below it, there are two sections: 'Available Home Page Widgets' and 'Current Home Page Widgets'. The 'Available Home Page Widgets' section has a table with columns 'Widget Name', 'Description', and 'Add To Home Page'. The 'Current Home Page Widgets' section has a table with columns 'Widget Name', 'Title', 'Sort Order', and 'X' (delete button). At the bottom right, there is a 'Finish' button.

Widget Name	Description	Add To Home Page
CTL Agreements	List all Agreements you are an Inventor on	Add To Home Page
Inventor Disclosure	Disclosure information associated with your Inventions.	Add To Home Page
Filing History and Status	List all Intellectual Properties you are an Inventor on	Add To Home Page

Widget Name	Title	Sort Order	X
Filing History and Status	Filing History and Status	100	X
CTL Agreements	CTL Agreements	102	X
Inventor Disclosure	Inventor Disclosure	104	X

- Use the “Add...” button to add a section to the Welcome page.
  - Enter numbers in the Sort Order box to set the order in which the selected sections are presented on the Welcome page in subsequent logins. You can enter any numbers you wish in the Sort Order; the sections will sort in numerical order.
  - Use the ‘X’ to remove a section from your Welcome page. You can always add it later from this Customize page.

Use the “Finish” button to save your changes and return to the *Welcome* screen. Use the browser’s Back button to abandon your changes.