


## Inventor Portal Instructions – Part 1

### 1. Portal Information

The inventor portal is a single page that you can scroll up and down. When you access the inventor portal, you will see the following information (examples displayed in the screen shots below).

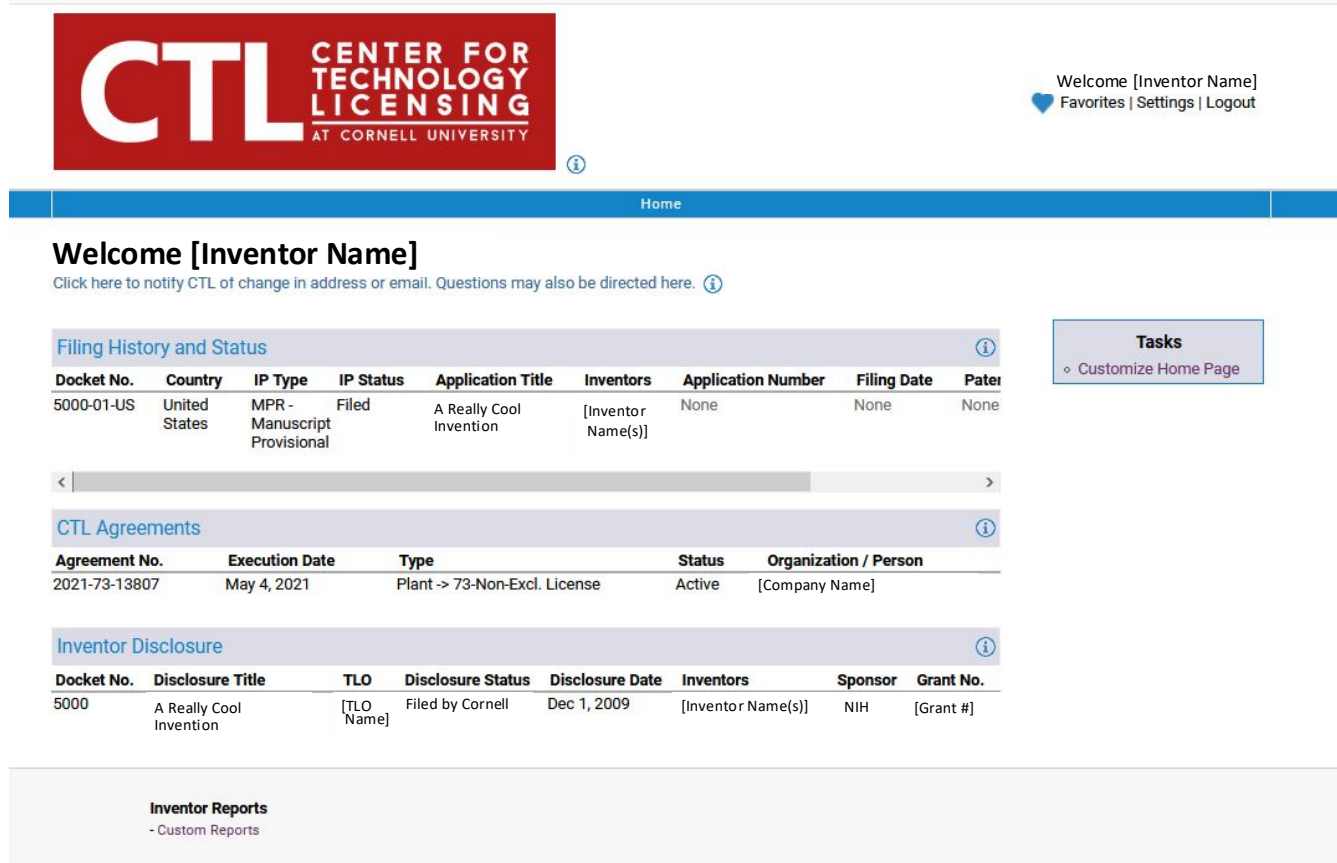
- Welcome Page
  - Filing History and Status for patents associated with your inventions
  - Agreements (licenses) for patents for your inventions
  - Disclosures for your inventions that you have made to CTL
- Custom Reports Section
  - The custom reports section will open to individual reports.

Note: The information displayed is demonstration information only. You will only have visibility of your own information.

Each of the “” information icons provide information on each section.

If you click on the CTL logo, you will be directed to the CTL website.

## 2. Welcome Page / Inventor Portal



The screenshot shows the CTL Inventor Welcome Page. At the top left is the CTL logo. To the right, it says "Welcome [Inventor Name]" with links for "Favorites", "Settings", and "Logout". Below the logo is a blue navigation bar with a "Home" link. The main content area is titled "Welcome [Inventor Name]" and includes a link to notify CTL of address or email changes. There are three main sections: "Filing History and Status", "CTL Agreements", and "Inventor Disclosure". Each section contains a table of data. On the right side, there is a "Tasks" box with a link to "Customize Home Page". At the bottom, there is an "Inventor Reports" section with a link to "Custom Reports".

**Filing History and Status**

Docket No.	Country	IP Type	IP Status	Application Title	Inventors	Application Number	Filing Date	Patent
5000-01-US	United States	MPR - Manuscript Provisional	Filed	A Really Cool Invention	[Inventor Name(s)]	None	None	None

**CTL Agreements**

Agreement No.	Execution Date	Type	Status	Organization / Person
2021-73-13807	May 4, 2021	Plant -> 73-Non-Excl. License	Active	[Company Name]

**Inventor Disclosure**

Docket No.	Disclosure Title	TLO	Disclosure Status	Disclosure Date	Inventors	Sponsor	Grant No.
5000	A Really Cool Invention	[TLO Name]	Filed by Cornell	Dec 1, 2009	[Inventor Name(s)]	NIH	[Grant #]

**Tasks**

- Customize Home Page

**Inventor Reports**

- Custom Reports

The *Welcome Page*, shown above, contains the following sections (described in more detail below)

- **Filing History and Status** for patents associated with your inventions submitted to CTL
- **CTL Agreements** (licenses) for patents for those inventions
- **Inventor Disclosures** for disclosures that you have submitted to CTL

To the right side is a link that will allow you to customize your Welcome Page. ***If the sections described above do not appear*** on your page, please follow the instructions given by downloading the "[Customize Home page](#)" document.