# TRADEMARK CLEARINGHOUSE

# How to change your contract data

# Trademark Agent

Trademark Clearinghouse

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Version 1.2

# TMCH

## Contents

# 1. Introduction

This guide will provide Trademark Agents with the guidelines on how to change the contract data of their accounts.

Trademark Agents can update contract information at any time. Editing contract information will not change the status of any trademark records but will revoke all the SMD files of verified trademark records with a valid POU.
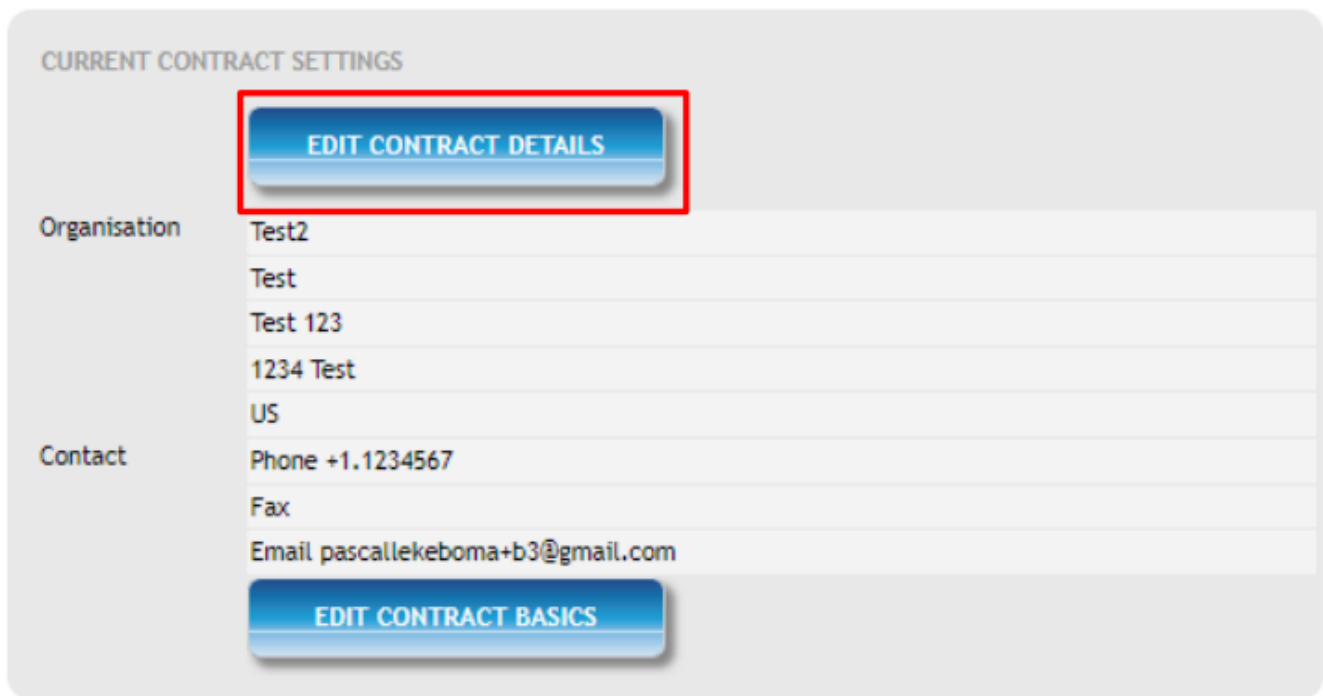
## 2. Change contract data

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

Go to "My Account":



Click on "Edit Contract Details":

Edit the fields that need to be updated:



Accept the Terms & Conditions at the bottom of the webpage and click "Update Accreditation":
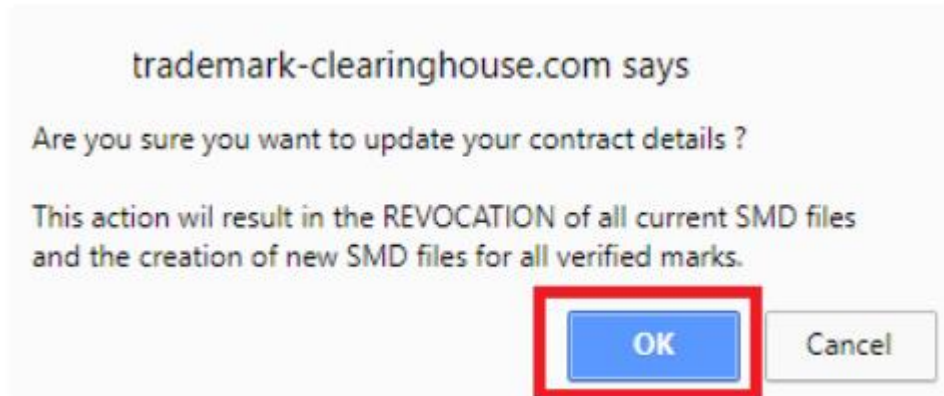
A warning message will pop up.



Please do note that updating this information will revoke the current SMD files and new ones will be generated for all the verified trademark records with a valid POU.

Click on "OK" if you want to finalize the update.[1]

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[1] You can also click on "Cancel". It will redirect you to the previous page and cancel the update.

Your contract information is now updated. A message at the top of the page will confirm the effective changes.