

## **Guideline for Patent Agents for payment of fee for continuation of name in the register of Patent Agent without the use of Digital Signature**

1. Agents (name of who is continued in the register of patent agent as on date) who wish to pay the fee without the use of digital signature are required to register themselves.
2. Visit [www.ipindia.nic.in](http://www.ipindia.nic.in)
3. Visit <https://ipindiaonline.gov.in/eAgentfiling/goForLogin/doLogin>
4. Go to [New User](#)
5. Enter IN/PA no. **without** any prefix, suffix or space. Validate it.
6. On validation option for generation of user id, password, email Id, mobile number will appear. Check for available user Id and create password as per specification. Register it.
7. On successful registration, a registered user will have options to pay the continuation fee online.
8. Please login with user id and password.
9. Select [for continuation of the name of a person in the register of patent agent](#)
10. Only registered user will be able to pay the fee against their agent number. Fee for third party can not be paid.
12. Enter valid agent number, year for which continuation fee is desired to be paid. Save the content. Now your drafted form for payment of fee is ready.
14. Go to [drafted Form](#). You can view/ edit / upload/ verify documents. Use as per the requirement. After verifying the details only payment can be made.
15. Go to Payment Form. Select the Forms against which payment is desired to be made. You can discard this payment form or proceed with it.
16. Make payment.
17. On successful payment information is displayed on the screen.