



Trademarx Design Approvals system

User Guide: Licensee

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Logging In

Using your computer’s web browser, navigate to the Trademarx Artwork Approvals software at <http://usaf.trademarxonline.com/>. Once the page has loaded, you will be presented with the login screen.

Sign in

Please enter your user name and password

Thank you! You have been successfully logged out.

Email address:
username@example.com

Password:
Passwords are case-sensitive...

Keep me signed-in after I close my browser

Submit [Forgot your password?](#)

Welcome to Trademarx Online!
The most comprehensive trademark management solution in the industry.

Powered by **TRADEMARX** | Copyright © 2016 Trademarx [HOME](#) [HELP](#)

Enter your e-mail address and password in their respective fields and click the “Login” button.

If you are using a public or shared computer, it is recommended that you do not check the “Keep me signed in” box.

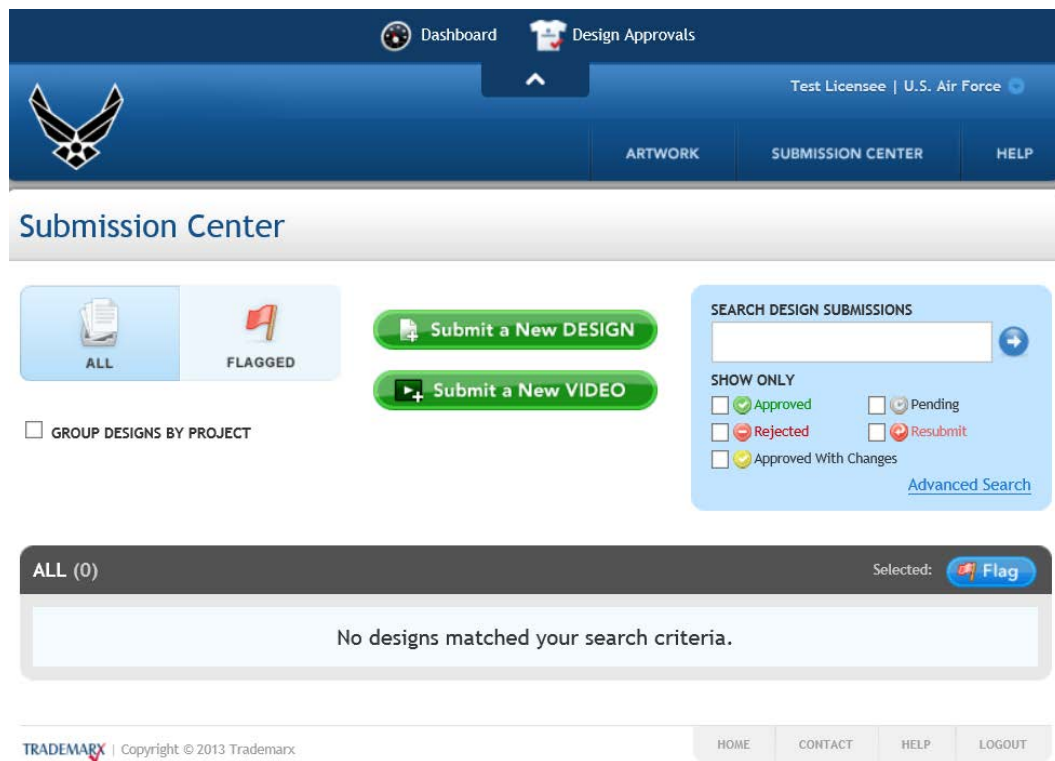
If this is your first time using the Trademarx System, you will be prompted with the End-User License Agreement (EULA), which must be accepted to proceed.

In the event that you forget your password, you can initiate the retrieval process by clicking on the “Forgot your password?” link. Enter your e-mail address in the text field and click the “Submit” button. You will be returned to the login page. In a short while, you will receive an e-mail containing instructions detailing the rest of the password retrieval process.

If you do NOT receive a password, then the email you supplied is not active in Trademarkx.

Submitting a New Design

After logging in, you will be presented with the Submission Center.



The Submission Center allows you to submit new designs or videos (to include radio spots) as well as sort, search, and flag your existing designs and projects.

To submit a new design, click on the “Submit a New Design” button for images, or “Submit a New Video” for video submissions.



Load the file to be submitted.

For designs, you must submit a .pdf, .jpg, or .png file type so that the image can be displayed in the Virtual Markup Tool (VMT). There is currently a limit of one file per submission. Multi-page .pdf files may be submitted. There are no limitations to the file size (larger files may take longer to load). Please follow the FAQ at the end of this document for a description of the “Best Practices” for creating .pdf files to be used by the system.

- Click the “Browse” button to access your computer’s file structure.
- Select the file.
- Later, when you click “Submit,” the file will be loaded to the website.

Contact Information

Please note, initially the contact information fields will be blank. After you have completed this information for the first submission, upon successive visits, the information in the contact fields will be automatically loaded with the information provided from the most recent submission. Please check this section each time to ensure that the contact information remains current.

To complete your contact information, please enter:

- Your name (required)
- Address including city, state, zip, and country (required)
- Phone (required) and fax
- A valid e-mail address (required)
- Any additional e-mail addresses (separated by a comma) that should receive copies of system e-mails such as notifications about a change of the status of the submission or comments posted by the Licensor.

Design Information

Please enter or select an existing project name for your submission(s). A “project” is a logical grouping of submissions.

If this is a new project:

- Click the “Create a New Project” link beneath the “Project” drop-down menu.
- The drop-down menu will transform into a text box.
- Enter the new project name into the textbox.

If this is an existing project:

- The project name will appear in the “Project” dropdown.
- Select the project name from the list.

If you have the option to submit different types of submissions, you will see the Submission Type dropdown. If you see this dropdown, select the appropriate submission type (note: the complete submission form will not be available until you select a

Contact Info

Contact Name

Address

City

State/Province/Territory

Zip/Postal Code

Country

Phone Fax

Contact Email Address

Send copies of email notifications to

Design Info

Project: *
 [or Create A New Project](#)

Submission Type:

Design Name: *

Design Number: *

Description: *

File:
 2600.jpg

Load From Template:

[Manage templates](#)

Rush this design

submission type). If there are multiple routing options for this submission type, please be sure to select the appropriate routing.

Complete the required design information:

- The name of the design (required).
- An internal design number (required). This is a place to record your own design number. If you don't have your own design number, you can enter any text you'd like. (The ID # on the submission center screen is an auto-assigned number)
- A brief description of the design (required).

(Optional) Select a template:

Many of your submissions may have the same submission details. If you have saved submission details previously as a template, this information can be loaded automatically by selecting the template. To do this:

- Click the “Load from Template” drop-down menu to select an existing template. (Note: There will not be any templates to select until you have saved a design as a template. There is a checkbox at the bottom of the screen which you can check in order to save the design details for use as a template for future submissions.)
- Click the “Manage templates” link to view the Template Manager and edit or delete templates.

Submission Details

Please contact your Licensor directly for questions about their submission form. Below you will see the details of the submission form.

Product Information

Product Category
Please Select

Description

SKU

Territories

USA
 Canada
 Mexico
 Europe
 Asia

Distribution

<input type="checkbox"/> Airshow	<input type="checkbox"/> Department store - Tier 1 (Specialty fashion, Ex: Nordstrom, Neiman Marcus)	<input type="checkbox"/> Military Exchanges/Veteran Center Services
<input type="checkbox"/> Catalog, direct mail, direct sales	<input type="checkbox"/> Department store - Tier 2 (Moderately priced, Ex: Macy's)	<input type="checkbox"/> Off-price store (Close-out retailers, Ex: Marshalls, HomeGoods)
<input type="checkbox"/> Category specialist: Crafts (Ex: Michaels, Hobby Lobby)	<input type="checkbox"/> Department store - Tier 3 (Value oriented, Ex: JC Penney, Sears, Kohl's)	<input type="checkbox"/> Other
<input type="checkbox"/> Category specialist: General (Ex: Barnes & Noble, Toys R Us, Best Buy, PetSmart)	<input type="checkbox"/> Discount store (Ex: Wal-Mart, Kmart, Target, Costco)	<input type="checkbox"/> Specialty store (Mail-based retailers, Ex: Hot Topics, Spencer's, Urban Outfitters)
<input type="checkbox"/> Category specialist: Home Goods (Ex: BBK, Pier 1, Williams-Sonoma, K&A)	<input type="checkbox"/> Drug store (Ex: Walgreens, CVS)	<input type="checkbox"/> Tradeshow/Fair
<input type="checkbox"/> Category specialist: Home Improvement (Ex: Ace Hardware, Lowe's)	<input type="checkbox"/> Grocery store/convenience store (Ex: Kroger, Whole Foods, gas stations)	<input type="checkbox"/> Value store (Ex: Dollar Tree, Family Dollar)
<input type="checkbox"/> Category specialist: Outdoor/Sports (Ex: Sea Pro, Dick's, Academy)	<input type="checkbox"/> Internet (Ex: Amazon, eBay, company website)	<input type="checkbox"/> Wholesaler/Distributor

Wholesale Price *

Retail Price *

Expected Initial Quantity

Manufacturer Information

Name

Address

Design Information

Marks Used

Air Force Symbol
 Air Force Emblems
 Trademarks
 Wordmarks
 Other

Other

Application Method

Digital Printing
 Embroidery
 Etched/Engraved
 Hand Painted
 Offset Printing
 Screenprint
 Other

Other

Submitting the approval request

When you have completed entering all of the necessary design information, click the “Submit” button. You will be taken to the VMT, where you can review your new submission. Please make sure the design is rendered properly in the VMT. If you cannot see the design, please review the FAQ at the end of this document for a description of the “Best Practices” for creating files to be used by the system.



Or, if you will be submitting additional designs for the same project, click the “Submit and New” button when finished. Your approval request will be submitted and a new design submission will load with all of the same submission information. Then, you will need to browse for the correct file and change the design name, design number and design description.

Saving a Template

If you anticipate that many future submissions will share the same submission details, you may save the information as a template by checking the “Save this design as a template?” checkbox. This template will then be accessible in the “Load from Template” dropdown in the Design Info section for future submissions.

Save this design as a template?

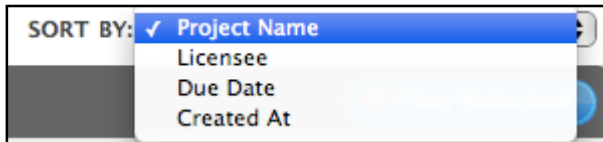
Managing Your Projects/Designs

If you have selected to group designs by project, the Submission Grid grants you a brief overview of your projects and their statuses. Clicking on a project name will expand it to list all designs under the selected project.

Rush	Status	Sub Date	ID #	Design Name
<input type="checkbox"/>		05/28/2008	83	Jack Testing
<input checked="" type="checkbox"/>		06/03/2008	112	Christmas Ornament
<input checked="" type="checkbox"/>		06/03/2008	113	Christmas Ornament
<input type="checkbox"/>		06/10/2008	137	test
<input type="checkbox"/>		06/26/2008	152	Shirt
<input type="checkbox"/>		05/28/2008	84	Jack Testing

A design may be designated as Pending , Approved , Approved with Changes , Resubmit , or Rejected .

You are able to arrange the projects within the Submission Grid by several criteria (Project Name, Licensee, Due Date, and Created At), using the “Sort By” drop-down menu.



You can also choose to display submissions independent of their projects by un-checking the “Group Designs By Project” checkbox. This allows you to sort all your designs regardless of the project they’re in. You can also quickly see the status of your designs without having to expand any projects.

ALL (5)						Selected: Flag
	R	Status	Sub Date	ID #	Design	
	<input type="checkbox"/>		09/10/2010	46	TShirts test - 1 pg	<input type="checkbox"/>
	<input type="checkbox"/>		02/06/2010	7	TShirts test - 1 pg	<input type="checkbox"/>
	<input type="checkbox"/>		02/08/2010	13	TShirts test - 1 pg	<input type="checkbox"/>
	<input type="checkbox"/>		04/02/2010	21	TShirts Trademark Blue TS... - 1 pg	<input type="checkbox"/>
	<input type="checkbox"/>		09/29/2010	48	TShirts UFC Tshirt - 3 pgs	<input type="checkbox"/>

Using the Search Box, design names and descriptions can be searched for specific text, or for a specific status or submission type. Once you have designated your search criteria, clicking the blue circle with the white arrow will begin the search, and the submission grid will be filtered to match your criteria. The advanced search will allow you to search all design submission fields.

SEARCH DESIGN SUBMISSIONS

SHOW ONLY

Approved Pending

Rejected Resubmit

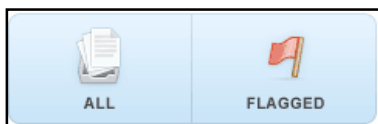
Approved With Changes

SUBMISSION TYPE

All

[Advanced Search](#)

You are also able to flag and then filter designs that may be important to you.



A project or design may be flagged by clicking on the checkbox to the right of the respective row in the submission grid followed by the “Flag Selected” button. Alternatively, you can simply click the white flag outline, located to the left of a design. Clicking on the “Flagged” filter button will only show flagged designs in the submission grid.


Viewing Submission Details


Clicking on a design will bring you to the Virtual Mark-up Tool (VMT). The VMT allows you to view your design submission, view sticky notes placed on your design, and post, review, or reply to any comments made concerning your submission.


Multi colored tshirt – TMX Licensee


🔍

🔍
📏 ZOOM TO FIT
↶

1 

2 

3 



VERSION 3 (LATEST) ▾
◀ PREV PAGE
1 / 3
NEXT PAGE ▶

⬇️ Download original submission
📄 View all design details

COMMENTS

Post a new comment:

Attach a file to this comment

No file selected.

[← Previous Design](#) [Next Design →](#)

Promotion Materials	Promotion Materials
Design ID: 29440	Design ID: 29437
Distribution Product	Postcard Campaign
Video	

[Return to Submission Center](#)

DESIGN INFORMATION

Project Name	OpSec test
Description	Multi colored tshirt
Date Submitted	Cotton T
Submission ID	Jan 19, 2015
Submission Type	29240
Routing Type	Licensing
Design Details	Product
	Show All Print

CONTACT INFORMATION

John Smith

1223 Elm
Detroit, MI 48173
USA

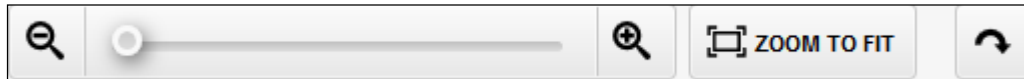
Phone: 111-222-3333
Fax:
Email:

HISTORY

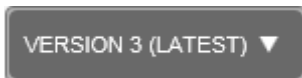
Jan. 19, 2015:	Submitted by TMX Licensee
Jan. 19, 2015:	⊘ Resubmit
Jan. 19, 2015:	Submitted by TMX Licensee
Jan. 19, 2015:	⊘ Resubmit
Jan. 19, 2015:	Submitted by TMX Licensee
Jan. 19, 2015:	⊘ Pending

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Users can interact with the design by dragging it around in the VMT, or by using the VMT Controls to zoom in or out, center the design, or rotate the design.



The revision drop-down menu allows you to select from all submitted iterations of the design – the VMT will update comments and sticky notes according to the selected revision. The first iteration of the design is referred to as, “Version 1.” All subsequent submissions will be referred to as, “Revision N,” where N is the number of times the design has been submitted.



If the design contains multiple pages, you will be able to access them via the page thumbnails on the left of the VMT or by using the paging buttons in the bottom left and right hand corners of the VMT.

A small yellow note next to the page thumbnail indicates that the design has at least one sticky note applied to it.



To post or reply to a comment, enter your message in the “Post a new comment” text field and click the “Post External Comment” button.

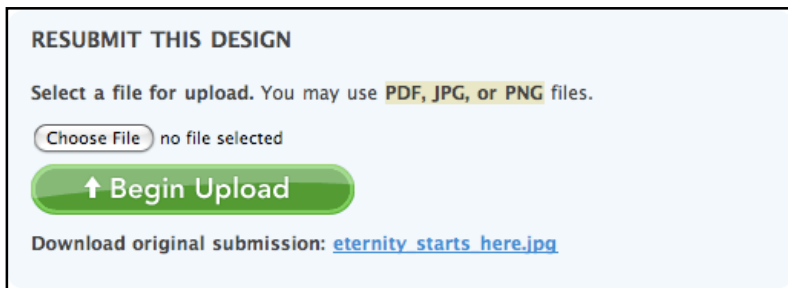
A 'COMMENTS' section with a text area for 'Post a new comment:', a file attachment field with a 'Browse...' button, and a 'Post External Comment' button.

Printing the Design Details

To print the submission details, in the Design Information box, select “Print.” This will direct you to open or save the .pdf of the design details for the submission. The .pdf will include the status history of the submission, the comment history of the submission and each page of the submission with any posted sticky notes.

Resubmitting a Design

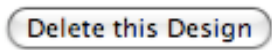
A design can be resubmitted directly from the original design. If your design has been designated Resubmit 🔄, clicking on the design will bring you to the VMT. At the top of the screen, you will be given the option to resubmit this design and to download the original submission:



The VMT maintains the original submission and any subsequent revisions. Designs within a project are processed independently. Therefore, if one design requires resubmission, other designs within the project may not need to be resubmitted.

Cancelling a Design

You are able to cancel a design submission until the Licensor has reviewed it. Above the image, the VMT will display “Delete This Design” button.



After it has been reviewed, you must contact the Licensor directly and request that the design be cancelled.

Changing Your Password

You may change your password by clicking on the “Dashboard” button at the top of the screen then the “Welcome (Licensee)” link. Click the “Settings” link in the drop-down menu then the “Change Password” link on the bottom left of the screen. Simply enter your old password, your new password and password confirmation then click “Update”.

Change password
×

Current password:

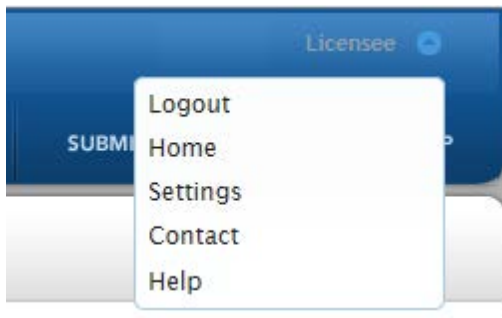
New password:

Confirm new password:

Cancel
Save changes

Logging Out

After you have finished with the submission center, it is recommended that you log out of your session. The log out button is located in the “Welcome (Licensee)” link in the upper right hand corner of the website. Click on the link to access the options menu.



Clicking on “Logout” will sign you out of the Trademarx Design Approvals system and return you to the login screen.

FAQ: Trademark Artwork Approvals Site

What is the address for the site?

<http://usaf.trademarkonline.com>

Does it matter which browser I use?

No, Trademark works across a variety of commonly used browsers such as Internet Explorer, Firefox, and Safari.

How do I prepare my files for upload?

Follow these guidelines when creating and preparing a file for upload:

- Resolution of 72-200 DPI
- Decrease the resolution of embedded images to 100-150dpi
- Use an RGB color space
- Outline all fonts. To outline fonts in Illustrator, right click the text and select “Create Outlines.”
- Save to an older format/make compatible with Acrobat 5 (PDF 1.4)
- Simplify any complex vector graphics/gradients
- Flatten into a single rasterized image. To flatten an image in Adobe Photoshop or Adobe Illustrator, go to the “Layer” menu and select “Flatten Image.”

If these guidelines are not followed, the file may not display or may not provide enough image quality to view the details of the design. *NOTE: Licensees must confirm designs are rendered accurately in the “Virtual Markup Tool” so the licensor can view them properly.* Don’t submit a design that doesn’t render. If you have difficulty uploading a file please contact Trademark or your Licensor.

After saving a file to a jpeg, pdf or png file, please open it and view to check that the image is displaying correctly.

What types of files will display?

JPEG, PDF & PNG

I have a file that is not a JPEG, PDF, or PNG. What do I do?

Convert your file to a JPEG, PNG, or PDF before loading the file. If this is not possible, there are a number of ways to convert your file to a JPEG, PDF, or PNG. If you are using Adobe Illustrator or Photoshop, navigate to the “File” context menu and select “Save As...” Select PDF from the “Save as type” drop-down menu. Click the “Save” button. You will be prompted with the Adobe PDF Options dialogue. Select “Acrobat 5 (PDF 1.4)” from the compatibility drop-down menu. Click “Save PDF.”

Additionally, if you do not have access to Adobe Illustrator, Adobe Photoshop, or any other image manipulation software, you can register at the Adobe Convert to PDF website for free: <http://www.adobe.com/acom/createpdf/>

Are there size limitations on files submitted?

There are no limitations on the size of a file submitted. However, the larger the file the longer it will take to upload for submission.

Can I submit a multi-page PDF?

Yes, multi-page PDF files may be submitted.

I forgot my password. What do I do?

Click on the “Forgot your username or password?” link at the login page. You will be directed to enter your assigned e-mail address (username). A link to reset your password will be sent to that e-mail address.

I forgot my username. What do I do?

Your username is the e-mail address where you receive communication from the Trademarx system. If you do not know where this is received, please contact your Licensor.

My username and password is not working. What do I do?

Please check that your username and password have been entered correctly. The password is case sensitive so you should check that “Caps Lock” is not on. If your log-in information is still not working, click on the “Forgot your user name or password?” link at the login page. You will be directed to enter your assigned e-mail address (username). A new password will be sent to that e-mail address. If you do not receive the e-mail, or the new password does not provide access, please contact your Trademarx or your Licensor.

My e-mail address has changed. What do I do?

Please contact your Licensor with your name, company name, and old e-mail address along with your new e-mail address.

How long before I get a response to my submission?

Submissions will continue to be reviewed within the response times specified in your licensing agreement with you Licensor.

This FAQ has not answered my questions, who do I contact?

For process related questions and questions related to your licensing agreement, please contact you Licensor.

For system related questions or issues please contact Trademarx:
support@trademarxonline.com.