11

simple steps

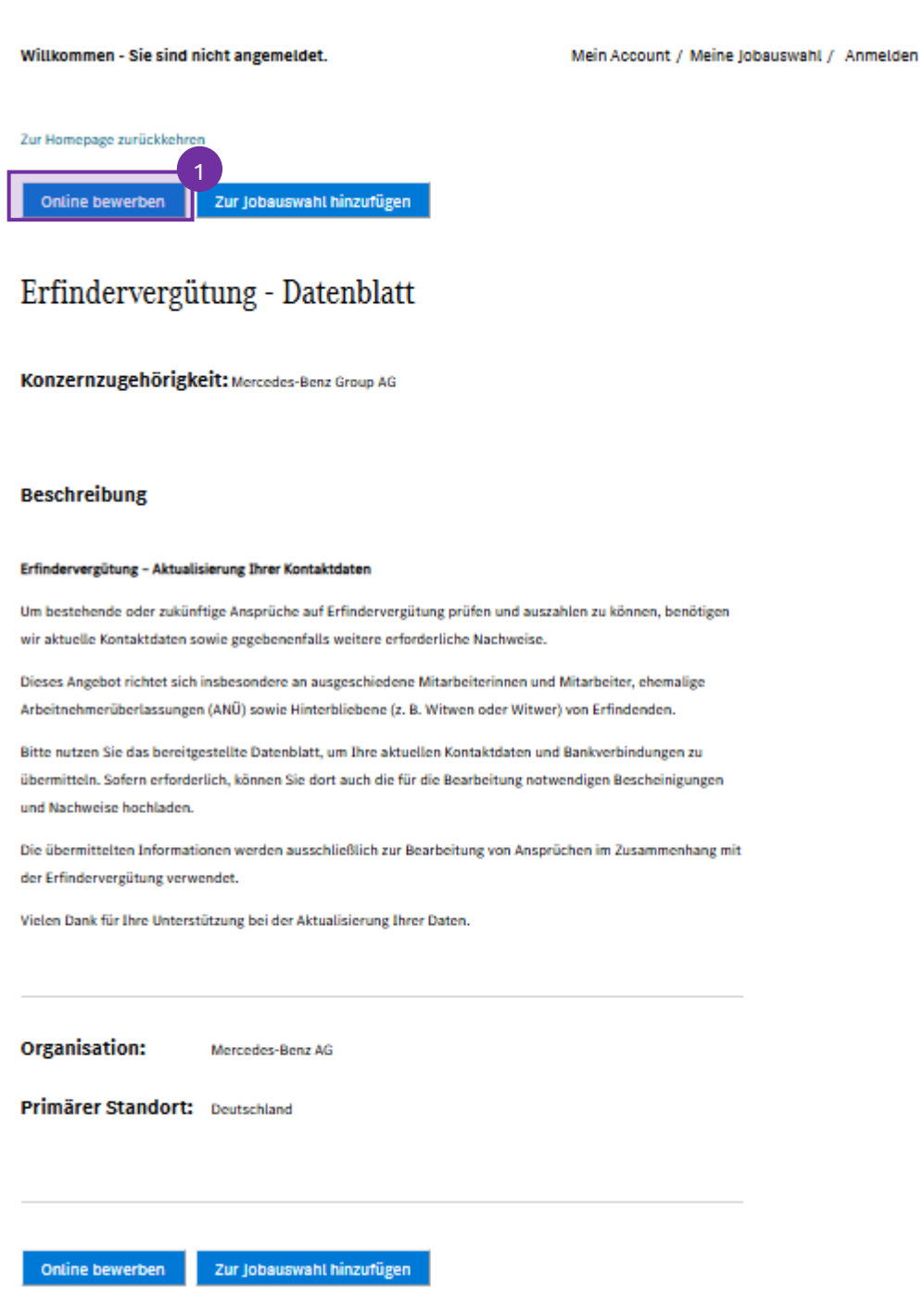
Click-by-Click Guide: Completing the Data Sheet

Step by step through the inventor compensation data sheet

STEP 1 OF 11

Open the data sheet

1 Click “Apply online”.

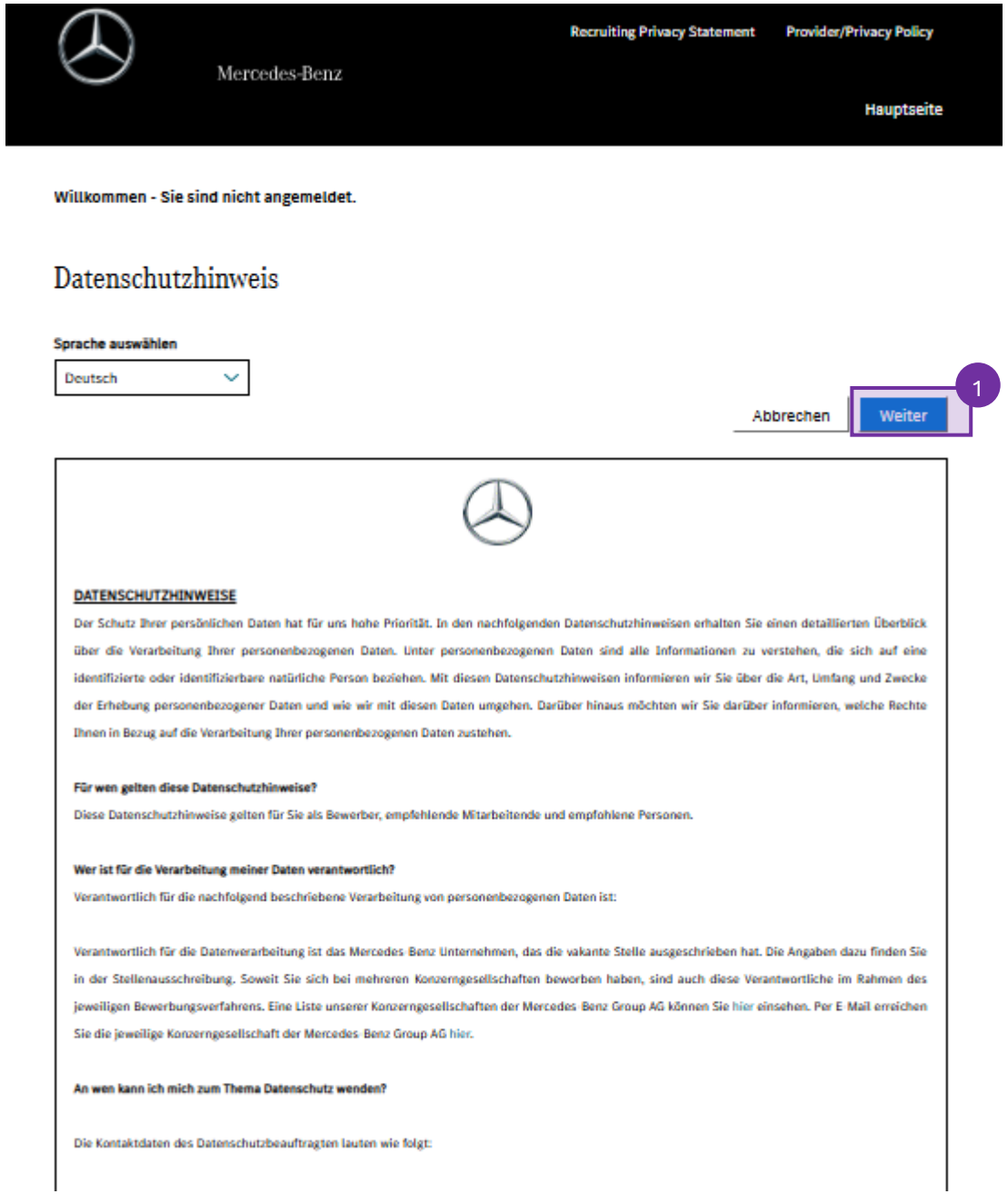


STEP 2 OF 11

Confirm data privacy

1. Read the privacy notice and click “Continue”.

Note: You can select the language at the top left if needed.

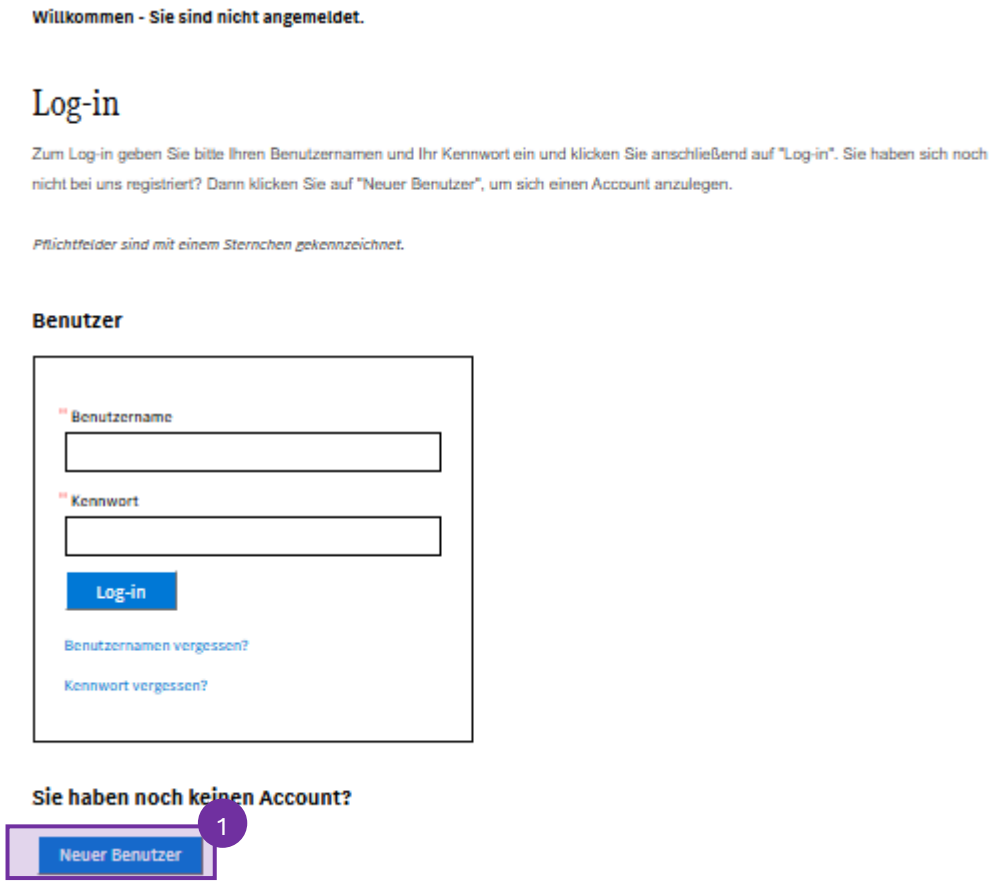


STEP 3 OF 11

Create a new account

1 Click “New user”.

Note: If you already have an account, log in with your username and password instead.

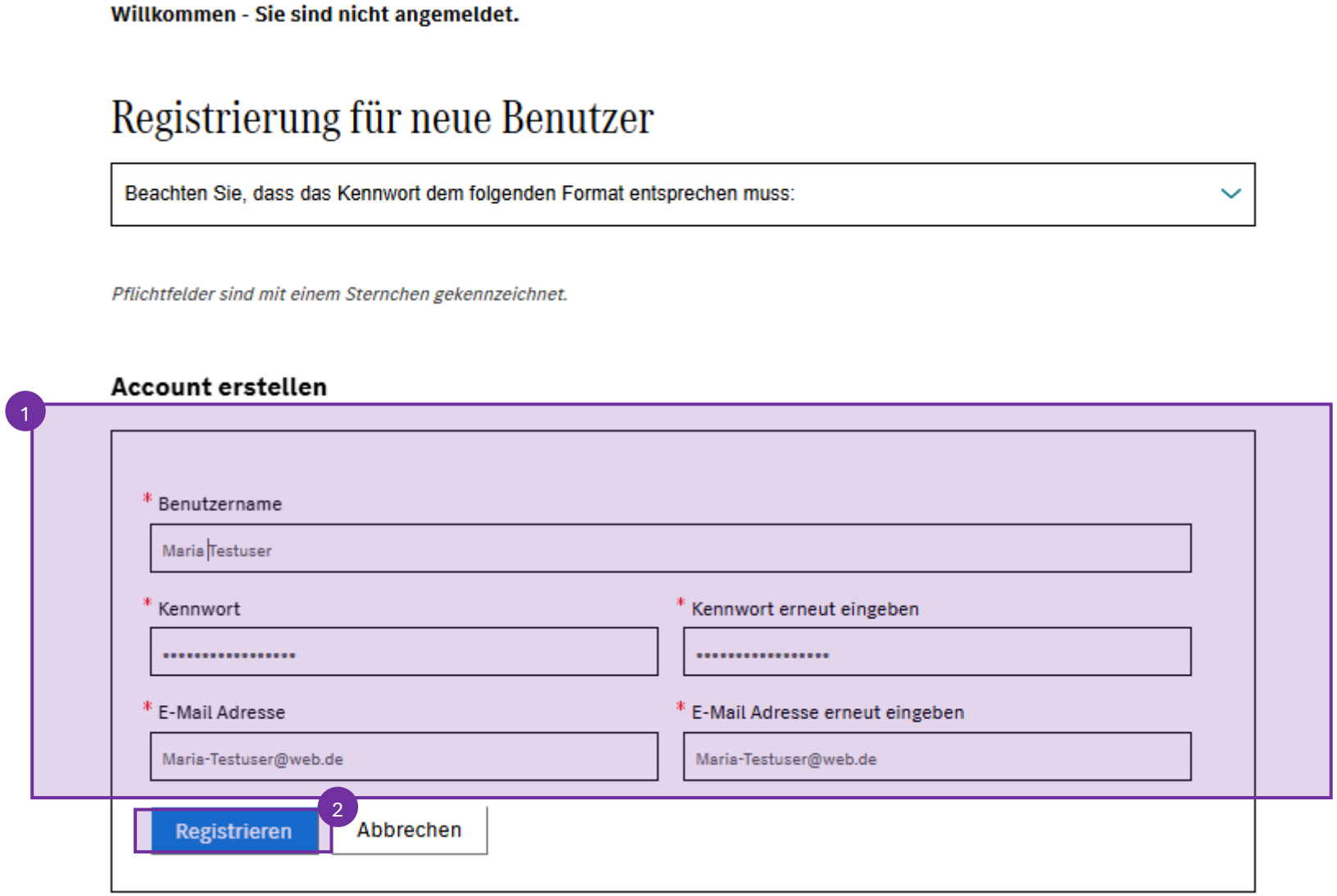


STEP 4 OF 11

Register

1. Enter your username, password and email address, and repeat each one.
2. Click “Register”.

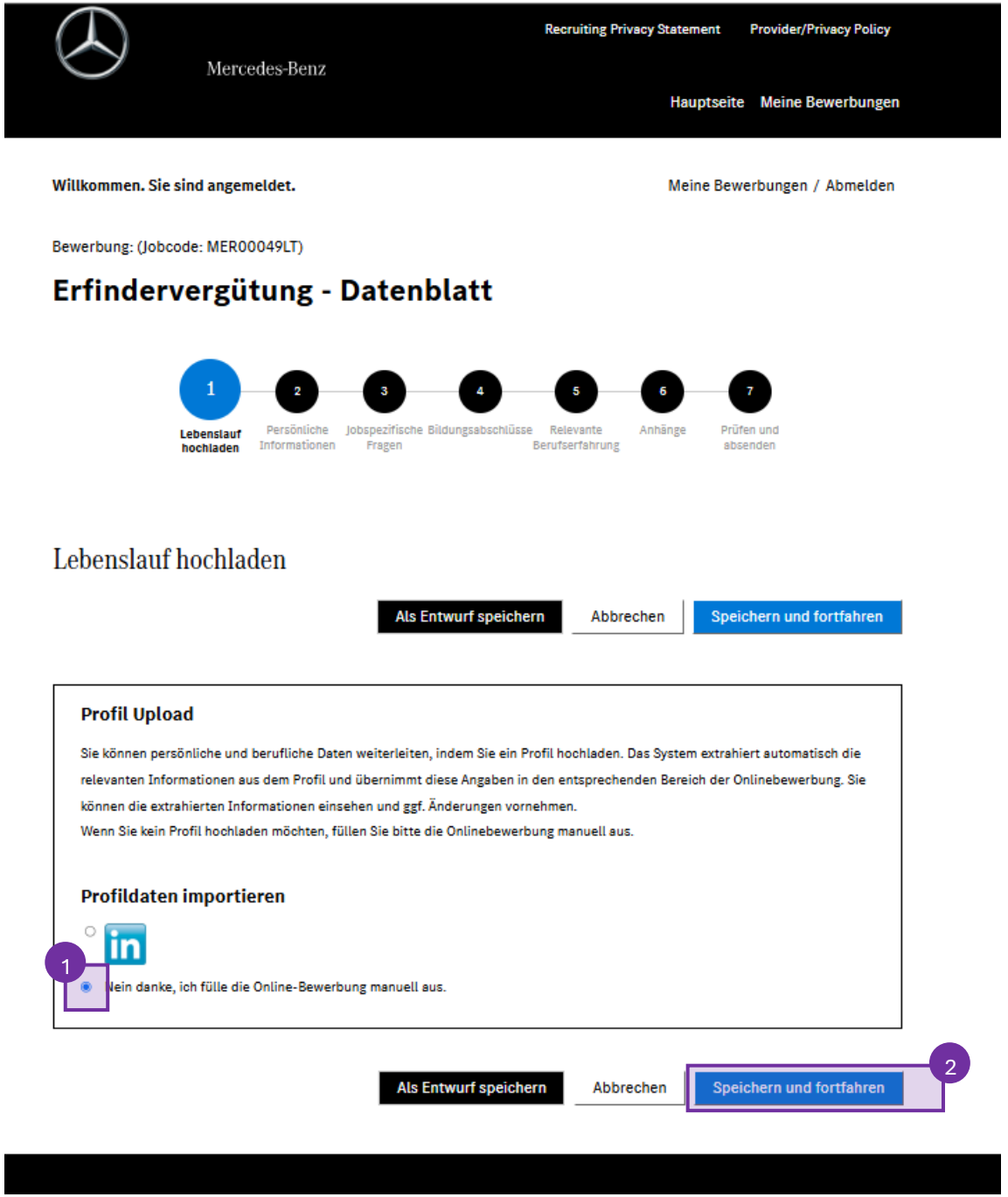
Note: The password must match the format shown on the page.



STEP 5 OF 11

Upload your résumé

1. Select “No thanks, I will fill out the online application manually.”
2. Click “Save and continue”.



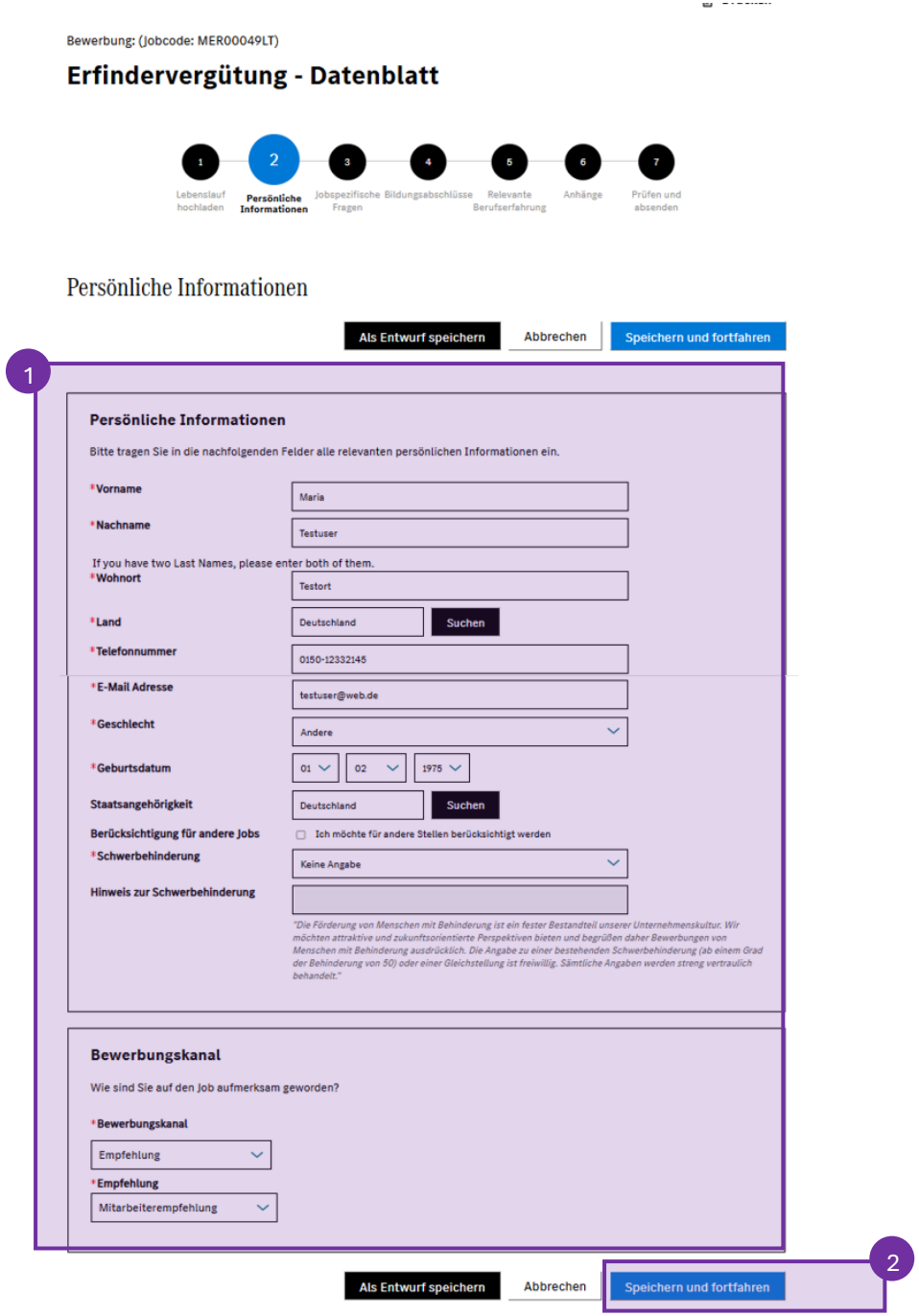
STEP 6 OF 11

Personal information

1. Fill in your personal details and application channel. Required fields are marked with *.

2. Click “Save and continue”.

Afterwards: You will be asked to confirm your details again with your password.



STEP 7 OF 11

Job-specific questions

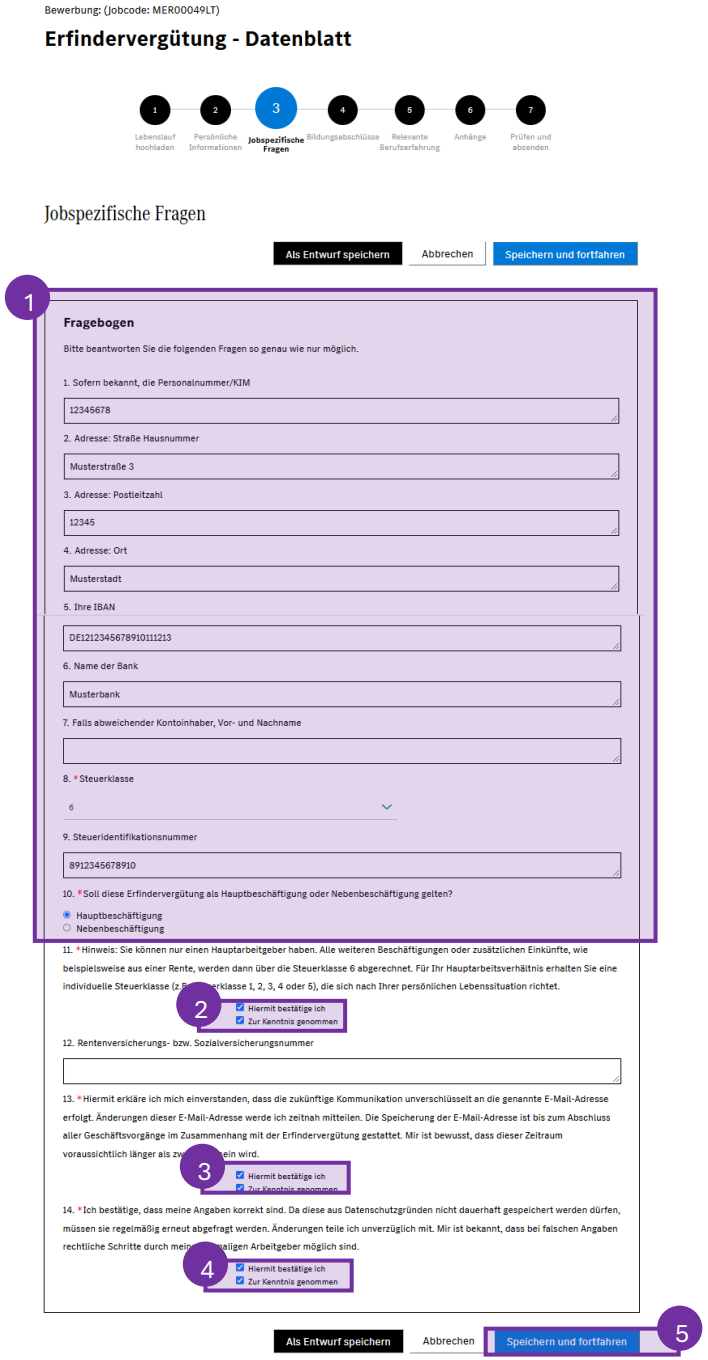
1. Complete the questionnaire as accurately as possible (e.g. address, IBAN, tax class).

2. Read both notices and tick the confirmation.

3. Confirm here as well.

4. Confirm here as well.

5. Click “Save and continue” at the very bottom.

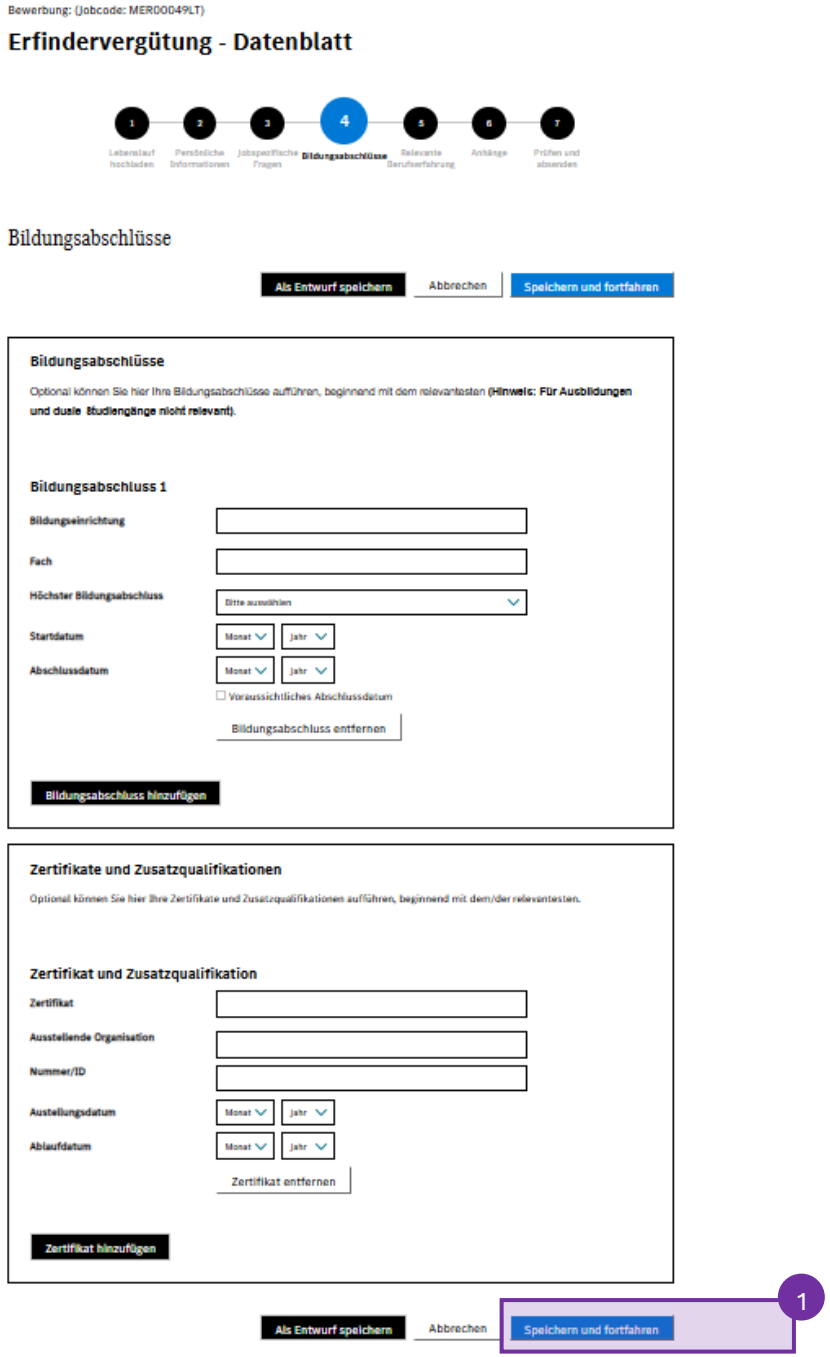


STEP 8 OF 11

Skip educational qualifications

1 Click “Save and continue” right away.

Skip: No entries are needed for item 4. This is a default system setting.

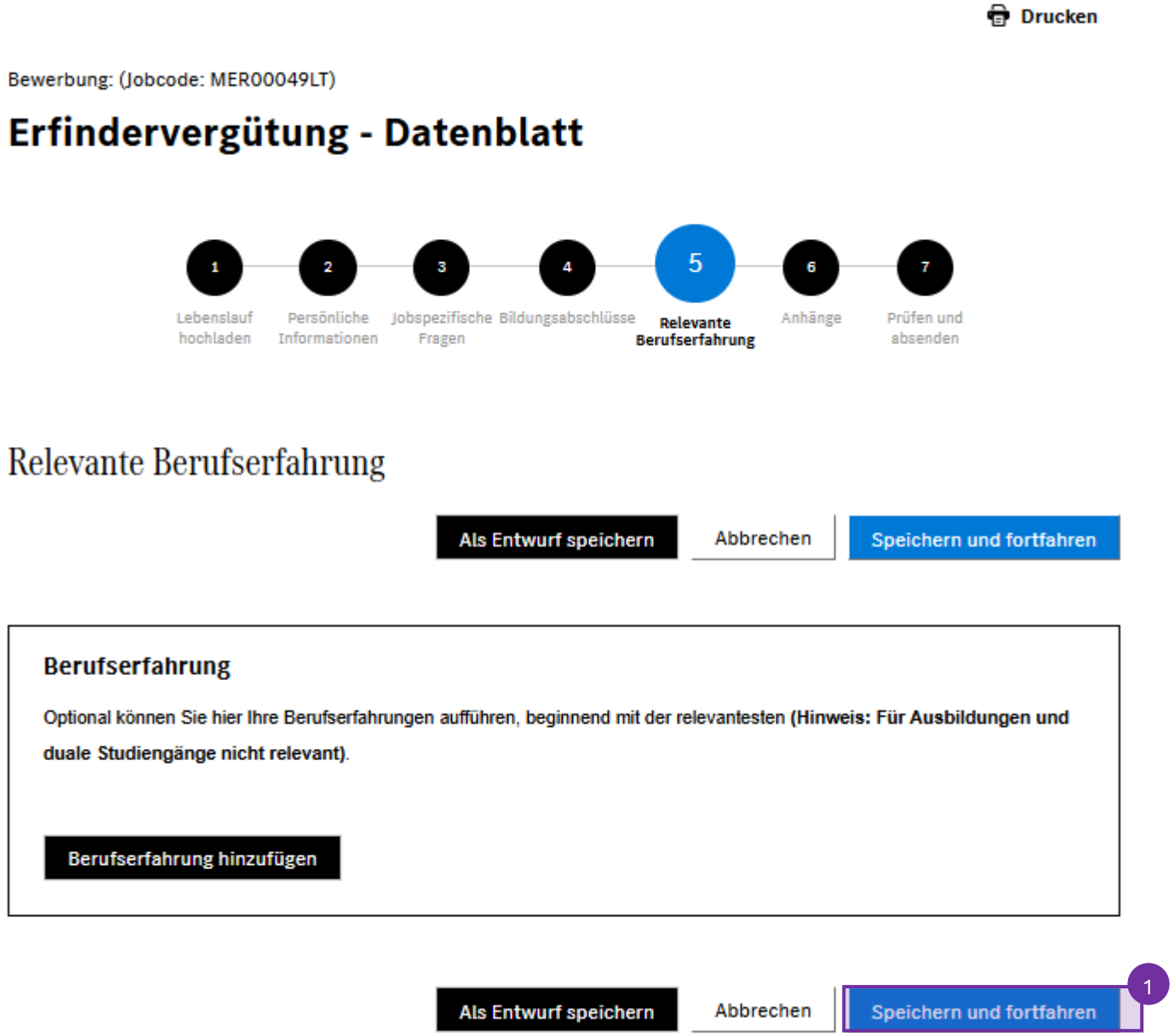


STEP 9 OF 11

Skip work experience

1. Click “Save and continue” right away.

Skip: No entries are needed for item 5. This is a default system setting.



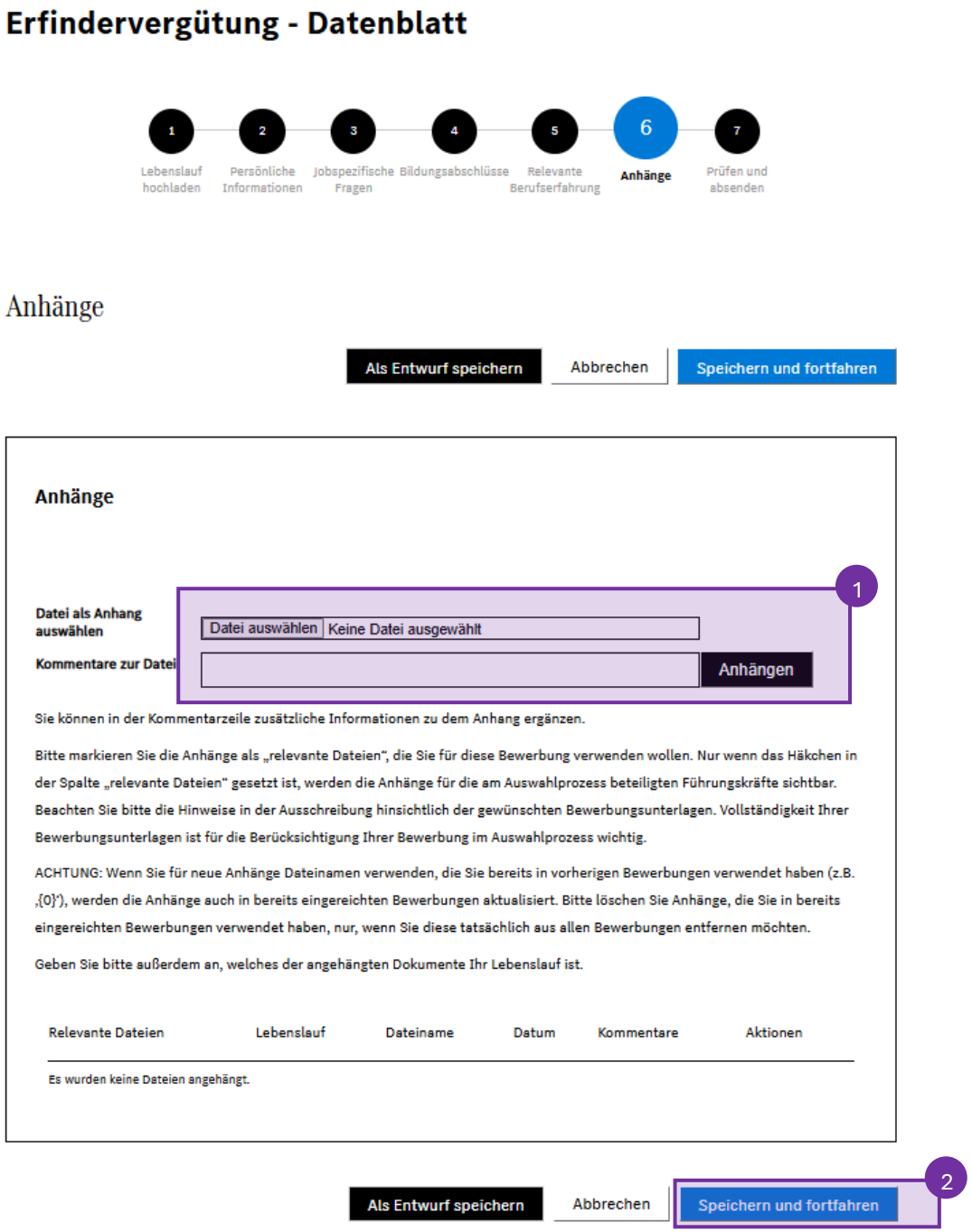
STEP 10 OF 11

Upload attachments (optional)

1. Optional: Select a file and click “Attach”.

2. Click “Save and continue”.

Optional: Documents such as notices or confirmations proving eligibility for inventor compensation, which are relevant for verifying the payout, can be uploaded here.



STEP 11 OF 11

Review and submit

1. Review your details and click “Submit”.

Note: You can still change your details via “Edit”.

