Innovation Portal Guide

Please follow these five (5) easy steps in order to track your agreement submissions requests in the Innovation Portal.

1. Go to the Innovation Portal and log in

2. Once you log in, you should see three widgets titled, “Inventor Homepage”, “Inventor Agreements”, and “Inventor Submissions”. If you don’t see these, you can customize your homepage by clicking on “Customize Home Page” on the bottom right side of the “Tasks” box.

3. Select the widgets you would like to display on your home page by clicking “Add to Home Page”. Sort the widgets by entering a number in the “Sort Order” section (the field with the lowest number will show first on the home page). When finished, don’t forget to click “Finish” to save your changes.
4. Your **submission** (“OA-____”) number and **agreement** number (“2021-____”) are separate, but related. Once your submission request is accepted through the portal, it is assigned an agreement number.

5. Click on the agreement number to see which licensing associate has been assigned to work on your agreement. Look for the “Agreement Process” section, also referred to as the “notes” section, to track the progress/updates of the agreement.

You are now ready to keep track of your submissions and agreements. If you have additional questions regarding your NDA and MTA, email: NDAs-and-MTAs@lbl.gov