

oncorp **Comprehensive Pre-Search Instructions**



PLEASE CLICK THE PRINT & CONTINUE BUTTON ABOVE TO PROCEED.

PLEASE NOTE: Failure to read and follow the instructions below is the **responsibility of the User and not that of OnCorp Direct**. The results provided are dependent upon the skill and judgment of the user, as well as the format of the name and any variations thereof submitted by the user.

1. GETTING STARTED

- Enter the name to be searched in the Proposed Name field. **Please keep in the mind the following:**
 - Do not include any legal elements such as Inc, Incorporated, Ltd. etc.
 - Separate compound, hyphenated and coined terms where possible:

Name to be Searched	Enter this:
SANDBOX	SAND BOX
BULLS-EYE	BULLS EYE
EUROTAN	EURO TAN

- If the proposed name contains initials, select Yes underneath the question Does the Name contain Initials? Then enter the initials in the Initials box the exact same way you entered them in the Proposed Name field.
- Once you have completed the appropriate fields, click the **Submit** button.

2. SELECTING THE VARIATIONS

You should arrive at the **Search Variations List** page. A list of variations of the proposed name you submitted will be displayed in the Group 1 box. From the list you can select **up to three** variations by checking the appropriate box(es).

Here are some suggestions to keep in mind when making selections from the variations list:

Distinctive key word:

Select items directed only or mainly to the key word. A highly distinctive key word can often be searched by itself.

Example of Proposed Name: **OPEDA MANAGEMENT**

Suggested selection(s) from Variations List:

OPEDA

OPEDA MANAGEMENT**OPEDAMANAGEMENT****Common or diluted key word:**

Select items directed to the key word combined with the descriptive word. A diluted key word searched by itself will usually return too many matches for a preliminary search. **DO NOT** select a common word on its own such as ENTERPRISE or GROUP.

Example of Proposed Name: **GLOBAL TRADING**

Suggested selections(s) from array presented:

GLOBAL TRADING

GLOBALTRADING

Two diluted or common key words:

Select items directed to the two key words combined, and the key words combined with a descriptive word.

Example of Proposed Name: **NATIONAL GLOBAL TRADING**

Suggested selection(s) from array presented:

NATIONAL GLOBAL

NATIONAL TRADING

GLOBAL TRADING

- Once you have made your selections, click on the **Submit** button.

3. VIEWING THE RESULTS

You should arrive at the **Comprehensive Pre-Search Submitted Index**. You should see the name you have submitted under the Proposed Name column heading. Under the **Status** column, you should see **In progress**. It typically takes ten to fifteen minutes for the results to be generated due to number of sources involved.

- After a few minutes click on the **Refresh button provided towards the top right hand corner of the screen - NOT the Refresh or RELOAD button on your browser**. The status should change from In Progress to Generating. You may need to click Refresh more than once - **please allow sufficient time**. Wait a few more minutes and click the Refresh button again. (If the Member Login screen appears, click Name Search Services on the bottom toolbar and then the Comprehensive Pre-Search Requests button in the Administration column on the right hand side of your screen).
- Once the Status changes to **Completed**, there should be a **View** button and a **PDF** button.
- To view the results in **html format**, click on the View button. Click on the **Group 1** button that appears on the next page. The results should open in a separate window. Use File and Print on your browser toolbar menu to print the results.

- To view the results in **PDF format**, click on the View button. Click on the **Group 1** button that appears on the next page. The results should open in a separate window. Use Printer button on the Adobe Acrobat toolbar to print the results.
 - If you are unfamiliar with the coding used in the NUANS Pre-Search section of the Comprehensive Pre-Search, click on the Back to Main Menu button. On the Name Search Services Menu towards the bottom left-hand corner click the NUANS Code Definitions button. A new window will open and display the NUANS codes for each jurisdiction.
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4. **IF YOU NEED TO LOG BACK IN TO VIEW THE RESULTS**

- Return to www.oncorp.com.
- Enter your User Name and Password in the Returning Visitors section (towards the bottom right-hand corner of the screen) and click the Next button (or just click Next if there is a Welcome message).
- You will arrive at the Name Search Services Menu.
- Click on the **Comprehensive Pre-Search Requests** button in the Administration column.
- To view the results in **html format**, click on the View button. Click on the **Group 1** button that appears on the next page. The results should open in a separate window. Use File and Print on your browser toolbar menu to print the results.
- To view the results in **PDF format**, click on the View button. Click on the **Group 1** button that appears on the next page. The results should open in a separate window. Use Printer button on the Adobe Acrobat toolbar to print the results.

If you encounter any difficulties during this session,

DO NOT purchase a new session.

Call OnCorp Direct at 416-964-2677 (or Toll Free at 1-800-461-7772)

Office hours: 8:00 a.m. to 6:00 p.m. EST

Monday to Friday (Excluding statutory holidays)