



# PCT Roving Seminars (India)

## ePCT for Applicants

Dehradun - June 20, 2019  
Lucknow - June 24, 2019  
Kolkata, June 26, 2019  
Bhubaneswar - June 28, 2019

Mr. Allal ALOUI, Head, Technical Cooperation Section,  
PCT International Cooperation Division, PCT Legal and International Affairs Department  
Patents and Technology Sector  
World Intellectual Property Organization

# ePCT System

- What is ePCT?
- How to access ePCT?
- ePCT Applicant's Functions
  - ePCT-Filing
  - Manage and share access roles  
(eOwnership and eHandshakes)
  - Manage existing applications
- How to get support?



# What is ePCT?

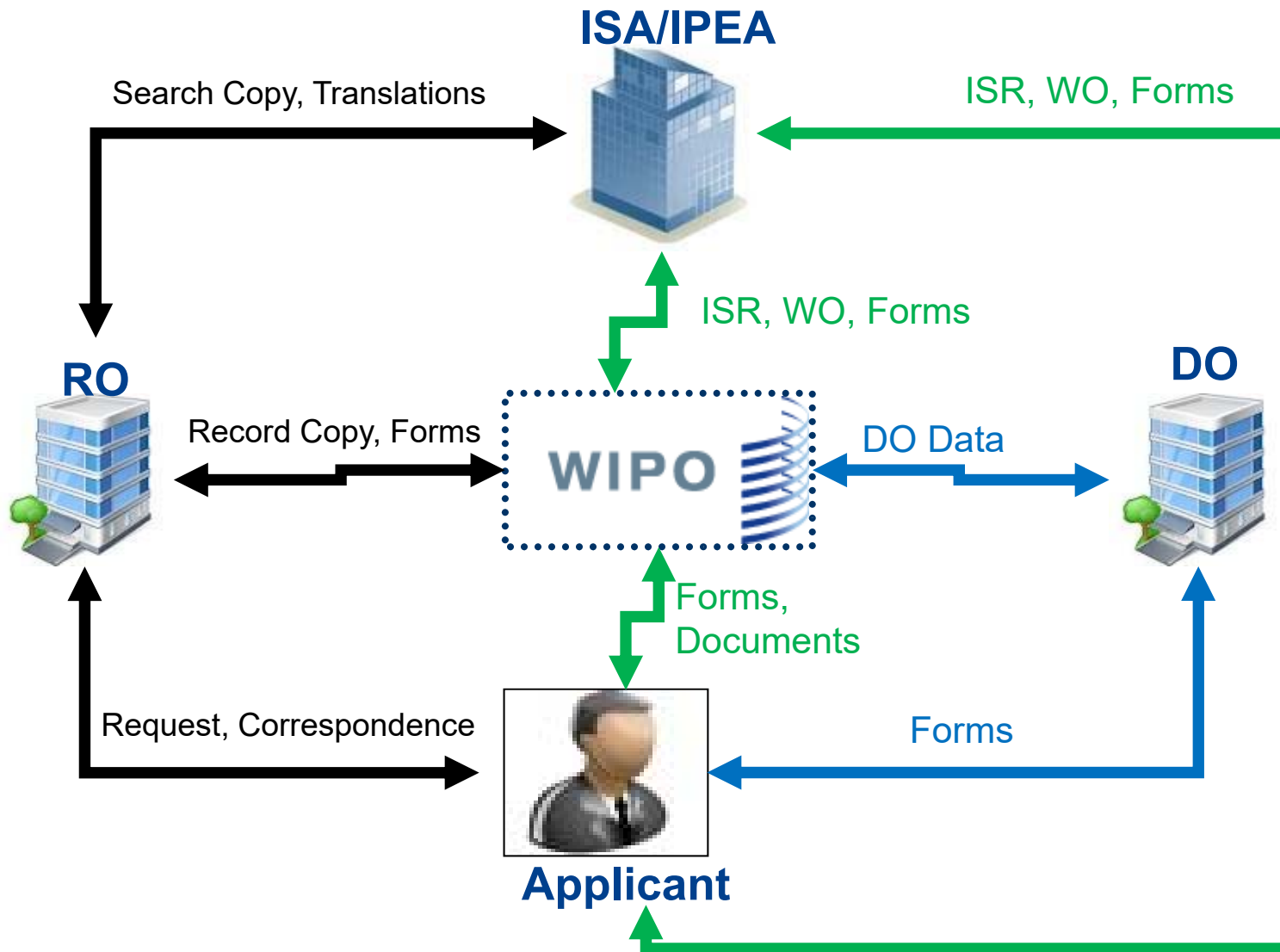
# What is ePCT?

- Online portal that provides PCT services for both applicants and IP Offices
- User interface available in 10 PCT publication languages
- Provides secure and direct interaction with PCT applications maintained by the International Bureau
- Applicants & Offices can conduct most PCT transactions electronically with the International Bureau
- Allows applicants to File online: Web-based filing of PCT applications (ePCT-Filing)

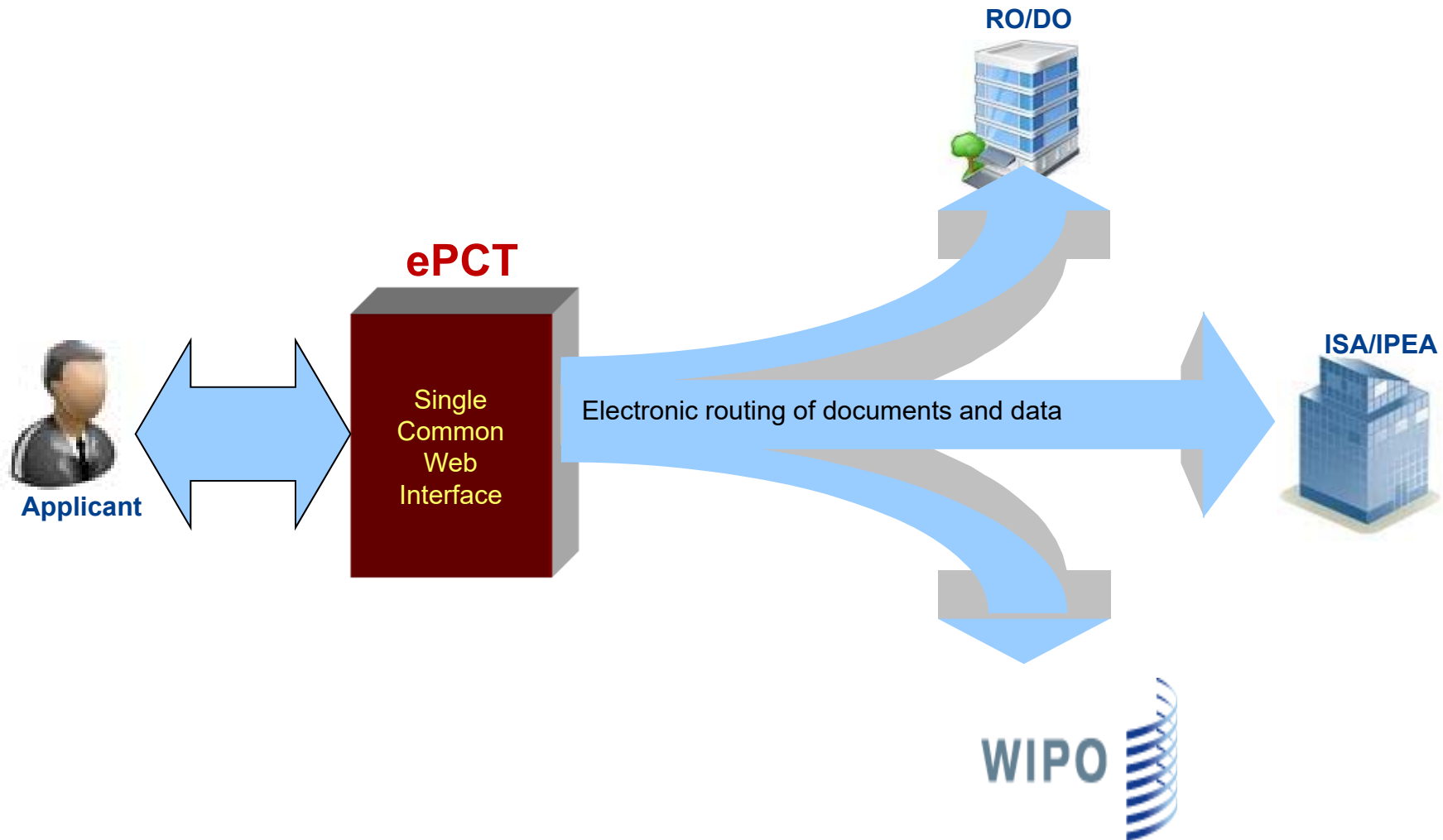
# Why ePCT?

- Customer expectations of modern interactive service
- Same service levels for applicants from all States
- Reduce errors
- Efficiencies for Offices and applicants
- Better information for applicants, Offices and third parties
- Limited time available in international phase
  - Distributed process - always at least 2 Offices involved
  - Most actions at RO, ISA and IB, supposed to be done within 6 month period
  - Surface mail can take >1 month between some points

# Current PCT Transactions *(an approximation)*

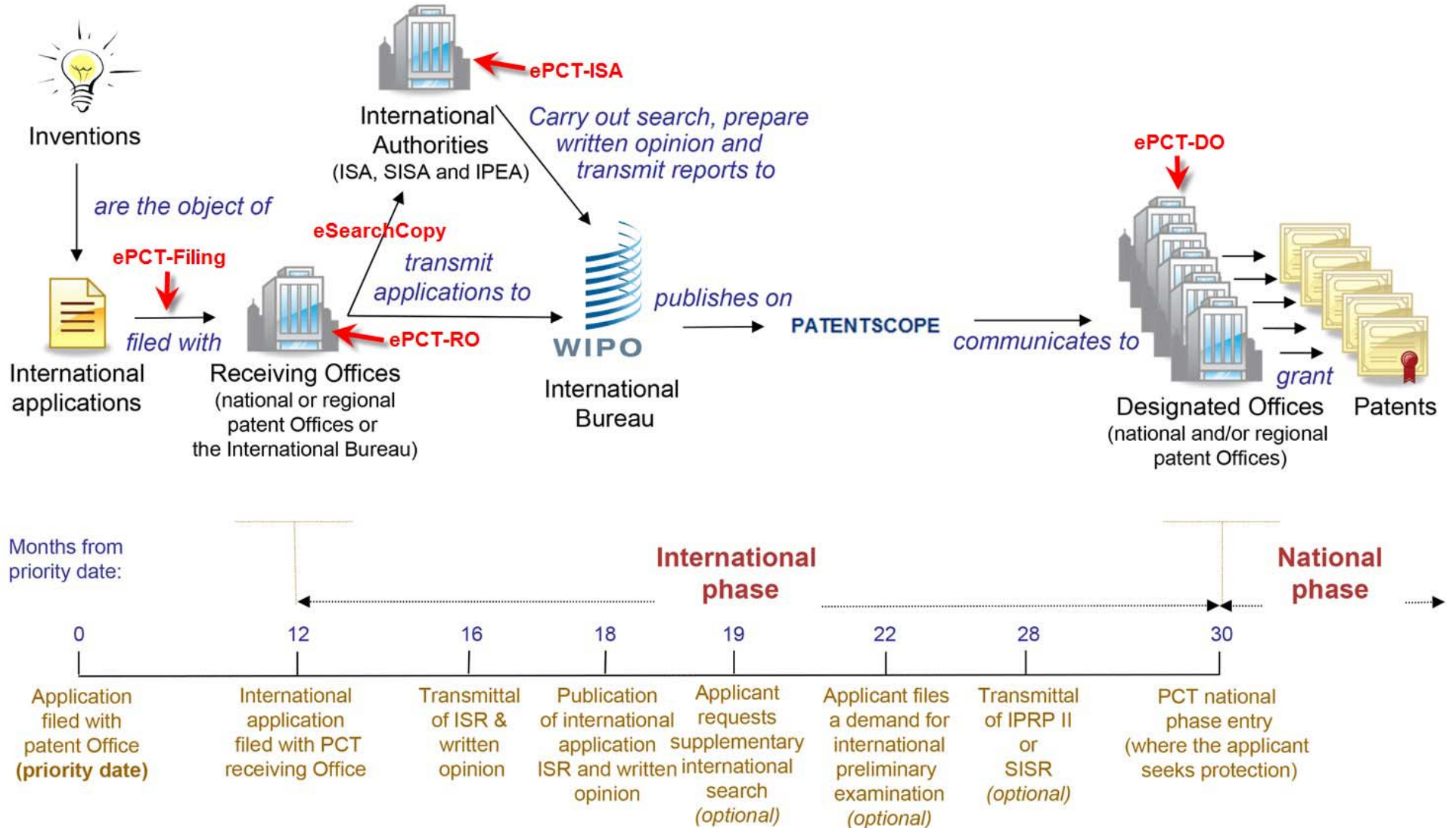


# Single Common Web Interface (ePCT)



*Existing communication routes remain available*

# Usage of ePCT and ePCT-Filing







# How to access ePCT?

# How to access ePCT?

- Step 1: Create a WIPO Account (username and password) to access ePCT <https://pct.wipo.int/wipoaccounts/ePCT/>
- Step 2: Add strong authentication to your WIPO account (additional identity verification)
  - Access to full range of services and functions including the creation and filing of PCT applications
  - Access to your PCT applications before publication
  - Access to all PCT applications filed as of January 1, 2009.

**Important:** Accessing ePCT **without** strong authentication is possible, but users have access to limited ePCT functionalities (e.g. document upload, launching certain actions after publication). This option can be used as practical alternative to paper (*since January 1, 2018, fax transmissions to the IB is no longer recommended*)

# Step 1: Creating a WIPO Account? <sup>(1)</sup>

- Open the WIPO web site [www.wipo.int](http://www.wipo.int) and select the option 'My Account' or open directly this link: <https://www3.wipo.int/myaccount/en/>

## My Account

This page provides quick links to main WIPO web applications that require login with a WIPO Account.

- **Technical difficulties or comments?** [Contact us](#)
- **Don't have a WIPO Account?** [Create a WIPO Account](#)
- **Need help?** [Recover password](#) | [Recover username](#) | [WIPO Account help guide](#)



[e-Learning Center](#) – Register for and access WIPO Academy distance learning courses.

## Web applications for IP services



### Patents

[ePCT](#) – Efficient filing and management of international patent applications (PCT)



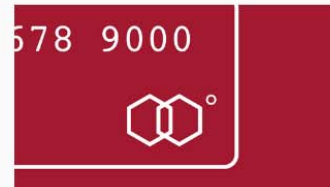
### Brands

[Madrid Monitor](#) – Follow the status of your international application or trademark registration



### Designs

[eHague](#) – File an industrial design application through the Hague System



### Finance

[Current Account at WIPO](#) – Use this financial account administered by WIPO to make payments relating to any WIPO Service

# Step 1: Creating a WIPO Account?<sup>(2)</sup>

- Open ePCT <https://pct.wipo.int/epct> and click the link 'Create WIPO account' on the ePCT login page

**WELCOME TO ePCT**

Username \* Password \* Login

[Create WIPO account](#) [Forgot your username?](#) [Forgot your password?](#) [Access Demo Mode](#)

# Step 1: Creating a WIPO Account? <sup>(3)</sup>

- Complete the form and validate the creation of your account

## CREATE WIPO ACCOUNT

### USER INFORMATION

WIPO accounts are personal and NOT generic. Please provide your own **personal details**.

Username \*

First Name \*

Last Name \*

Company/Organization

Phone

Address

Country \*

### E-MAIL

Please indicate an **individual** e-mail address below. **The same e-mail address cannot be us**

E-mail \*

Confirm E-mail \*

Please check that your e-mail address is indicated correctly. You will receive a link by e-mail to validate yo

### PASSWORD

Show password

Password \*

A valid password must meet all of the following conditions:

- password must contain at least 1 numerical character
- password must be at least 8 characters long

Confirm password \*

## Step 2: Strong Authentication Methods <sup>(1)</sup>

- Supported Strong Authentication Methods:

- App to be installed on user's device (e.g. Google Authenticator)



Google Authenticator

or equivalent application for computer

- Text message (SMS) with one-time password
- Obtain/upload “supported” digital certificate

## Step 2: Strong Authentication Methods (2)

- Best practice: it is recommended to set up at least 2 strong authentication methods

**AUTHENTICATION METHODS** ▾

A WIPO account with strong authentication is required to access confidential data and documents in ePCT and to prepare and file new international applications. [Learn more](#)

Set up your authentication options below. It is recommended to set up at least two authentication methods.

**APP FOR ONE-TIME PASSWORD**

Add

**TEXT MESSAGE [SMS] WITH ONE-TIME PASSWORD**

Add

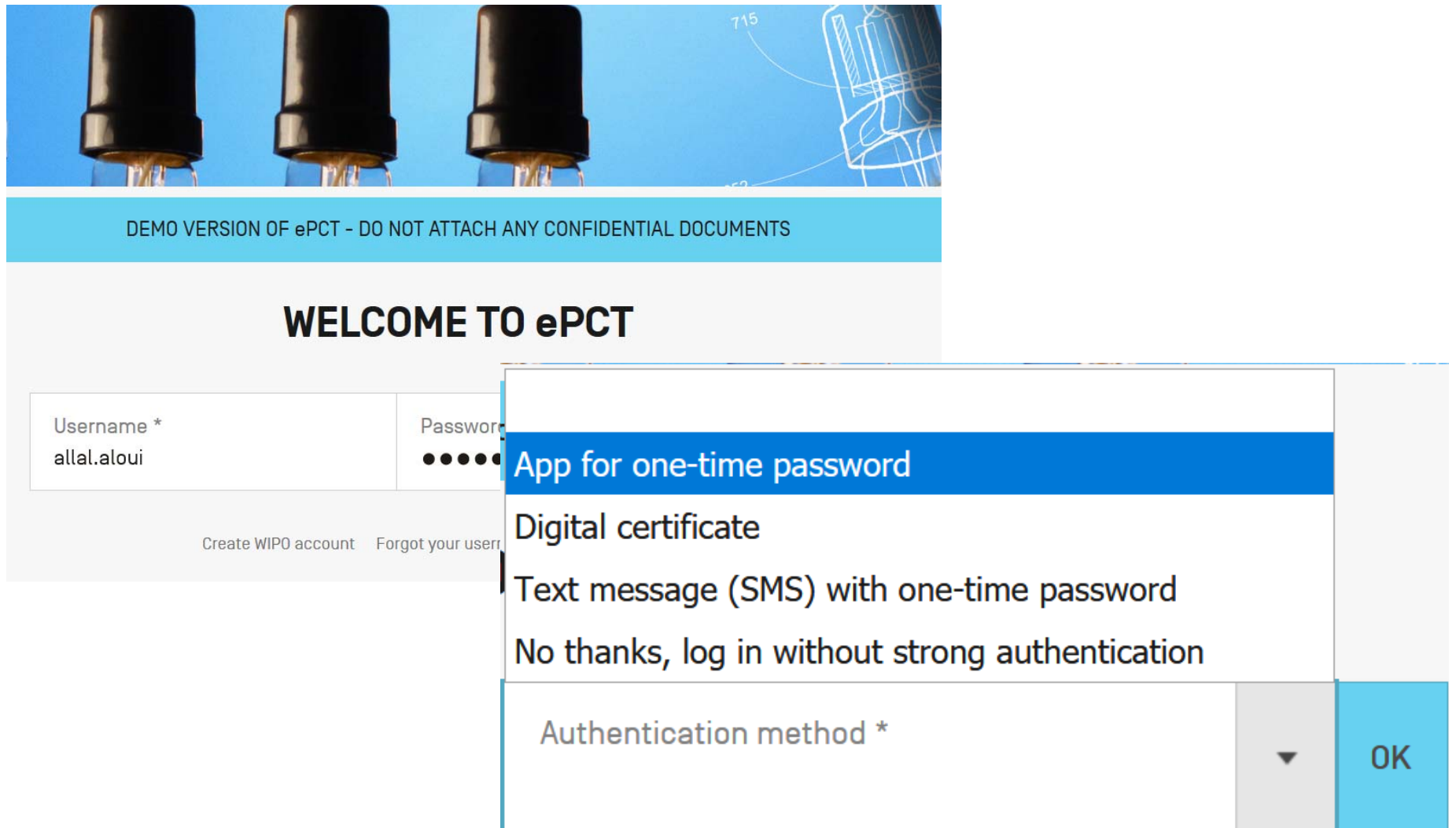
**DIGITAL CERTIFICATES**

Add Request WIPO Digital Certificate

- Set-up instructions and videos are available on the ePCT HELP page [https://www.wipo.int/pct/en/epct/pdf/pct\\_wipo\\_accounts\\_faq.html](https://www.wipo.int/pct/en/epct/pdf/pct_wipo_accounts_faq.html)

# Login to ePCT

- Open ePCT <https://pct.wipo.int/epct>



DEMO VERSION OF ePCT - DO NOT ATTACH ANY CONFIDENTIAL DOCUMENTS

## WELCOME TO ePCT

Username \*  
allal.aloui

Password \*  
●●●●●

Create WIPO account   Forgot your user

- App for one-time password
- Digital certificate
- Text message (SMS) with one-time password
- No thanks, log in without strong authentication

Authentication method \*

OK





# ePCT Applicant's Functions

# ePCT Applicant's Functions

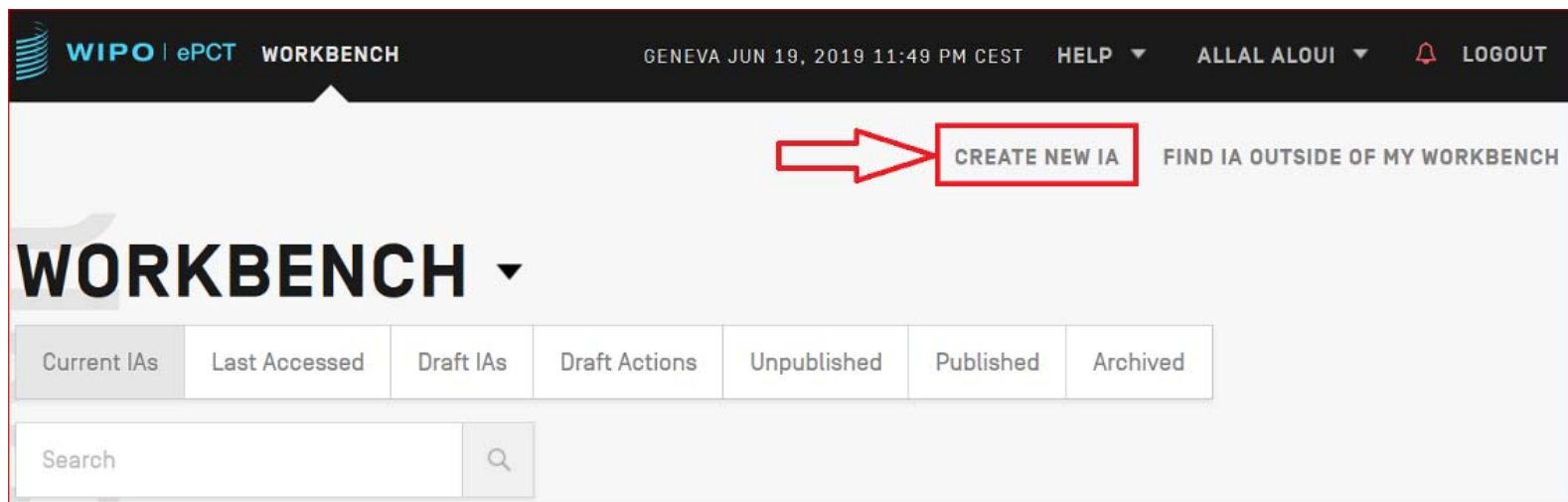
- Create new International Applications (ePCT-Filing)
- Manage and share access roles
- Manage existing applications
  - Workbench, portfolios
  - Download/upload data and documents
  - Actions on files, etc.



# ePCT-Filing

# ePCT-Filing <sup>(1)</sup>

- Web-based filing of PCT applications available to all PCT applicants



- Real-time validation of data against the electronic processing system of the International Bureau
- Request form can be prepared in all PCT publication languages

# ePCT-Filing <sup>(2)</sup>

- Specification in PDF, DOCX or XML formats
  - For PDF format, option to attach multiple files or a single specification with or without drawings
  - For XML format, single file only
- Application body in DOCX format for conversion to XML using online converter <https://pct.wipo.int/DocConverter>
  - Templates and sample files are available in all PCT publication languages
  - DOCX User Guide available in English only

# ePCT-Filing <sup>(3)</sup>

- Validation of color or greyscale content
  - Not permitted in PCT applications (Rule 11)
  - ePCT automatically detects color or greyscale content and warns the applicant that the IB will convert the color content into black and white for publication
  - Any original color or greyscale content will be available on PATENTSCOPE as part of the public application file.
  - Designated Offices are not obliged to take the color or greyscale content into account, and may rely on the PCT application as published in black and white

# ePCT-Filing <sup>(4)</sup>

- “Cloning” of PCT applications
  - The bibliographic data of a previous filing under ePCT-New IA is used as an application template
  - Option to include all data and documents
  - Option to also copy access rights
- Real-time online payment to the International Bureau of filing fees by credit card or by debiting a WIPO Current Account (only for filings with RO/IB)
  - Visa, MasterCard/Eurocard, American Express, Discover, Diners Club
  - Payment can be made at or after the time of filing

# ePCT-Filing <sup>(5)</sup>

- Accompanying items (not part of the PCT application), for example
  - General correspondence
  - Documents in pre-conversion format
  - Translations for international publication and/or international search
  - Sequence listing for search purposes
  - Generate request to participate in the IP5 CS&E pilot
- Possibility to make same day corrections
- Download copy of new PCT application before filing
- Multiple Rule 4.17 declarations of the same type are now merged in order to reduce the page count





# Manage and share access roles

# Types of Access Roles

## ■ eOwner

- Complete control over all aspects of the PCT application in ePCT
- May be the applicant, agent or other individual (e.g. paralegal, assistant, secretary) who actually filed the PCT application, or another individual to whom access rights were granted by an existing eOwner

## ■ eEditor

- Can perform several actions on the file, except assigning access rights

## ■ eViewer

- “Look” but don’t “Touch”

# eOwnership of PCT applications

- Right to access and manage a PCT application in ePCT
- Process is automatic when using ePCT-Filing
  - Access rights can be assigned prior to filing
  - Users with access rights can access the draft PCT application
- If ePCT-Filing is not used, additional steps are required to take eOwnership
- Default access rights can be set up and automatically applied each time you are confirmed as 'original eOwner', either to individuals or to groups of individuals

# Taking eOwnership

- Automatic assignment of access rights when using ePCT-Filing
- At the time of electronic filing using PCT-SAFE, EPO online filing or JPO PAS
- Subsequent to electronic filing using a supported digital certificate that is also uploaded to your WIPO Account
- Paper-filed applications or electronically-filed applications with non-supported digital certificate

# Sharing of Access Roles – eHandshake <sup>(1)</sup>

- First step in providing access to PCT applications
- Consists in the association and trusted recognition between different WIPO User Accounts with strong authentication
- eHandshakes do not directly result in shared access rights which have to be specifically assigned (default access rights options can be pre-defined)
- eHandshakes are managed within the WIPO account

# Sharing of Access Rights – eHandshake (2)

- Request new eHandshake
  - If you know the associate's customer ID, enter it in the corresponding field

## REQUEST NEW eHANDSHAKE

Enter the Customer ID of the user to whom you want to send an eHandshake request.

Customer ID \*  
user\_US\_DOE\_JANE\_1234

- If you do not know the associate's customer ID, send yours by e-mail so that the associate can initiate the process

## INITIATE eHANDSHAKE

Your Customer ID is **user\_GB\_BARDINI\_ANN\_7884**.

Send Customer ID by e-mail to an associate to initiate an eHandshake request

## Assigning + Managing Access Rights (2)

- Access rights can be managed for multiple applications at the same time, including removal of all ePCT access rights for an eHandshake user in one step via your eHandshakes screen
- Access rights can be automatically assigned to a default group of eHandshake users
- Best practice - always have **at least 2 eOwners** to facilitate access rights management application
- Access rights should be removed for ePCT users no longer requiring access (e.g. change of applicant, change of agent, departure, etc.)
- Full history of all access rights modifications is available

# Signatures <sup>(1)</sup>

- ePCT access rights holders (eOwner or eEditor) are different from authorized signatories (applicant or agent)
- Applicant or agent may not necessarily be an eOwner or eEditor
- Applicant or agent signatures are required for ePCT-Filing and other PCT transactions, e.g., Rule 92*bis* changes, filing of Chapter II demand, Article 19 amendments, withdrawals
- Signatures may be applied in the form of a text string or by uploading an image file



# Signatures <sup>(2)</sup>

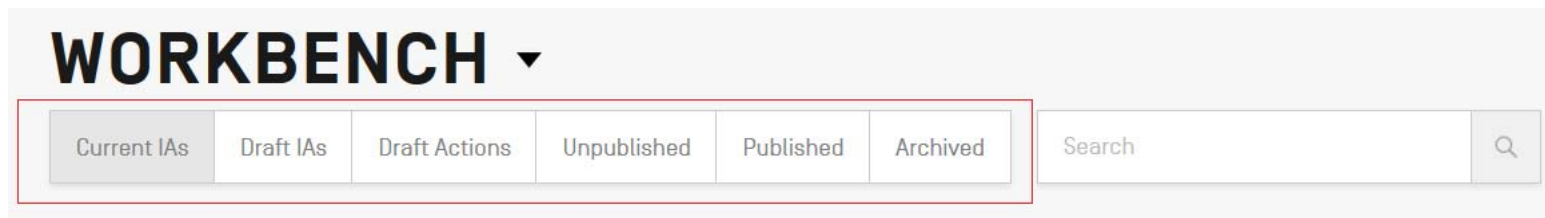
- It is also possible to indicate that the signature of an authorized signatory appears in an attached document
- ‘External signature’ process allows someone without ePCT access to apply their signature to a document prepared using ePCT (e.g., where the attorney does not have access to ePCT but needs to approve and sign a document prepared by a paralegal who uses ePCT)
- Possibility to add more than one signature in ePCT actions for withdrawal of the international application, priority claim, designation/election, Chapter II demand and SIS request
- Possibility to check a box to confirm that signatures of applicants are already on file



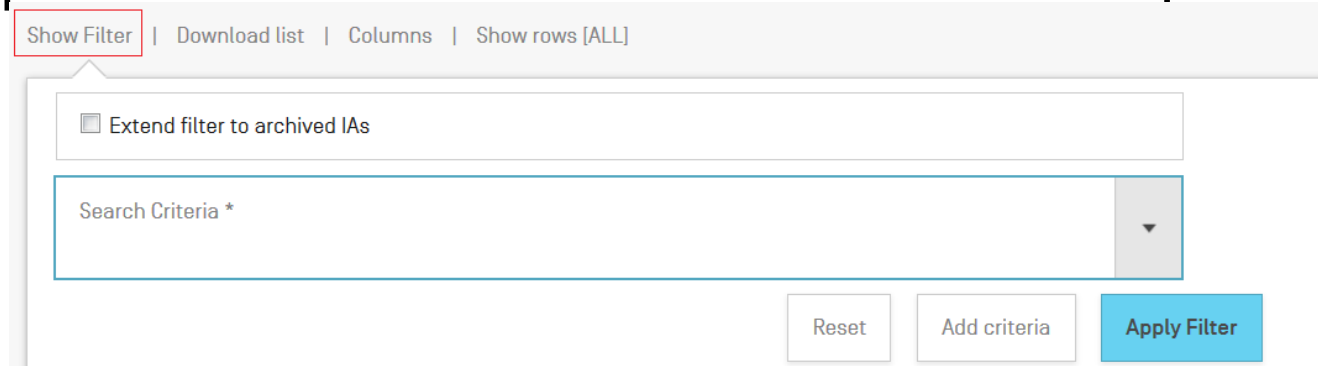
# Manage existing applications

# Workbench (1)

- List of all PCT applications to which you have access rights (eOwner, eEditor, eViewer)
- The Workbench contains a set of pre-defined shortcut filter buttons to display applications as per their status



- Many combinations of filters can be applied and it is possible to save filter combinations for repeat use



# Workbench (2)

- The Workbench columns can be re-arranged by dragging/dropping; customize columns to show/hide
- Workbench list can be downloaded to a spreadsheet
- Select one or more applications to reveal a bar that gives access to functions such as manage access rights, archiving and organizing applications into Portfolios

The screenshot displays the 'WORKBENCH' interface. At the top, there are tabs for 'Current IAs', 'Drafts', 'Unpublished', 'Published', and 'Archived', along with a search bar. Below the tabs, there are links for 'Filter Applied', 'Columns', and 'Download list'. A blue bar is visible with 'Actions' and 'Cancel' buttons, and a notification that '1/6 selected'. Below this bar is a table with the following columns: IA Number, IA Status, File Ref, IFD, Portfolio, Applicant Name, My Rights, My Comments, and Warning. The first row of the table is highlighted in light blue and contains the following data:  PCT/AU2017/099002, New IA - RO Phase, [NewRef-AU123](#), 14 Mar 2017, EPCT CENTER NSW AUSTRALIA, eOwner, and [Edit](#).

IA Number	IA Status	File Ref	IFD	Portfolio	Applicant Name	My Rights	My Comments	Warning
<input checked="" type="checkbox"/> PCT/AU2017/099002	New IA - RO Phase	<a href="#">NewRef-AU123</a>	14 Mar 2017		EPCT CENTER NSW AUSTRALIA	eOwner	<a href="#">Edit</a>	

- Clicking on the IA number, file reference or 'My rights' link will open up a detailed file view

# Data

- Up-to-date bibliographic data for the PCT application being viewed
- Information about the target date for international publication/republication and preview of bibliographic data in publication front page layout
- Where the language of filing of a PCT application is in Arabic, Chinese, Japanese, Korean or Russian, bibliographic data are available in those languages in addition to the English transliteration
- Data are available as “IA Status Report” (IASR) in PDF or XML format

# Documents <sup>(1)</sup>

- Access to documents on Record as held by the IB, as well as documents submitted to ePCT participating Offices in their capacity as RO, ISA, IPEA

▼ DOCUMENTS				
▼ RECORD AS HELD BY THE IB				
<input type="checkbox"/>	Documents [Doc ID] ↕	Source ↕	Status ↕	Date ▼
<input type="checkbox"/>	<a href="#">E Filing Transmission Receipt [11]</a> 1 page	ePCT	Processed	06 Mar 2017
<input type="checkbox"/>	<a href="#">ePCT Message [9]</a> 1 page	RO	Not yet processed	06 Mar 2017
<input type="checkbox"/>	<a href="#">Application Body as Filed [2]</a> 4 pages	ePCT	Not yet processed	06 Mar 2017
▼ DOCUMENTS FOR ISA/EP				
<input type="checkbox"/>	Documents [Doc ID] ↕	Source ↕	Status ↕	Date ▼
<input type="checkbox"/>	<a href="#">ePCT Cover Letter [10]</a> 1 page	ePCT	Copy as received	07 Mar 2017
<input type="checkbox"/>	<a href="#">Request for Rectification [11]</a> 1 page	ePCT	Copy as received	07 Mar 2017
▼ DOCUMENTS FOR IPEA/EP				
<input type="checkbox"/>	Documents [Doc ID] ↕	Source ↕	Status ↕	Date ▼
<input type="checkbox"/>	<a href="#">Chapter II Demand for IPEA [13]</a> 6 pages	ePCT	Copy as received	07 Mar 2017
<input type="checkbox"/>	<a href="#">ePCT Cover Letter [12]</a> 1 page	ePCT	Copy as received	07 Mar 2017

# Documents (2)

- Click on 'More' to view indications about the status and public availability of each document type in PATENTSCOPE, plus audit trail information, where available

▼ RECORD AS HELD BY THE IB

<input type="checkbox"/>	Documents [Doc ID] ↕	Source ↕	Status ↕	PATENTSCOPE ↕	Date ▼		
<input type="checkbox"/>	<a href="#">Validation Log [7]</a> 1 page	ePCT	Not yet processed	Pending process...	02 May 2...	<a href="#">View</a>	<a href="#">More</a>
<input type="checkbox"/>	<a href="#">[R0/101] Request form [6]</a> 3 pages	ePCT	Not yet processed	Pending process...	02 May 2...	<a href="#">View</a>	<a href="#">More</a>
<input type="checkbox"/>	<a href="#">Fee Calculation Sheet [5]</a> 1 page	ePCT	Not yet processed	Pending process...	02 May 2...	<a href="#">View</a>	<a href="#">More</a>

Document : [Fee Calculation Sheet\[5\]](#) [Close](#)

Status : Not yet processed

Available on PATENTSCOPE : Pending processing

[View document as it will be rendered at the IB](#)

▶ 02 May 2019 Ann BARDINI Import

# Documents (3)

- ‘Upload’ shortcut button to ePCT Action to ‘Upload documents’ (mostly PDF format) to the IB and also to participating Offices in capacity as RO, ISA, IPEA
  - Types of document selectable for upload depend on the recipient selected
  - A cover letter is automatically generated – user can type a comment to be included in the cover letter
- Current date and time at the *recipient* Office is displayed in the interface and is set as the date of receipt of uploaded documents
- After upload, documents are visible under Documents and the recipient Office is notified by the system

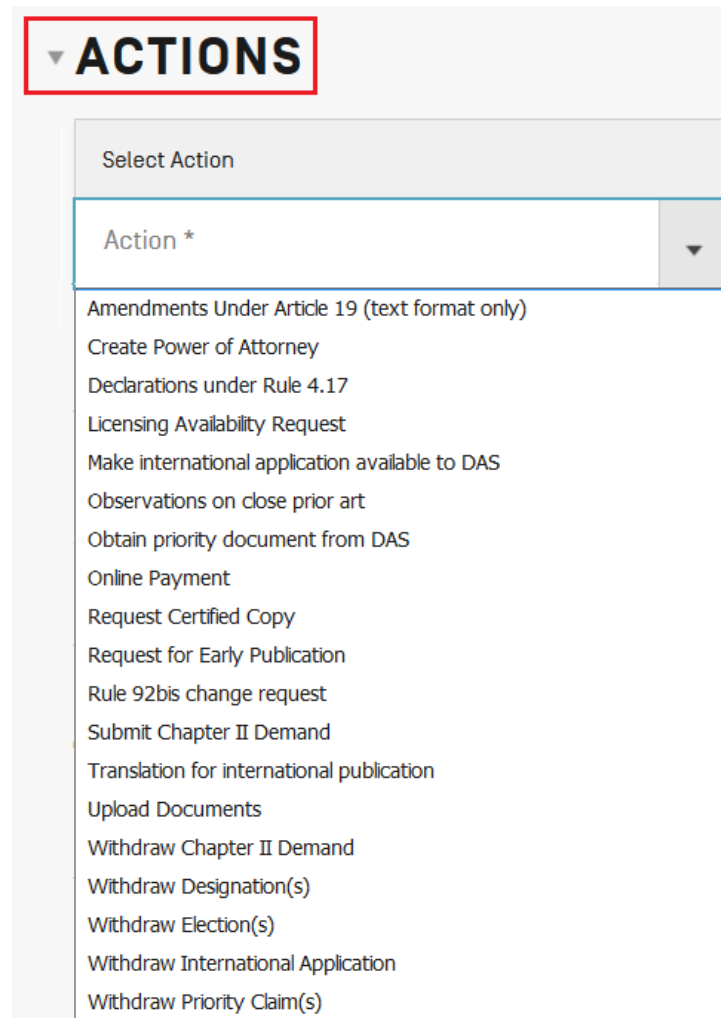


# Upload Documents – Priority Document

- Upload of digitally signed priority documents
  - Available only for priority documents issued in electronic format by BR, PT and US

# Actions <sup>(1)</sup>

- Full suite of Actions only when using ePCT with strong authentication and with eOwner/eEditor access rights



The screenshot shows a software interface with a dropdown menu titled "ACTIONS" highlighted by a red box. Below the title is a "Select Action" section containing a search input field labeled "Action \*" and a list of available actions. The actions listed are:

- Amendments Under Article 19 (text format only)
- Create Power of Attorney
- Declarations under Rule 4.17
- Licensing Availability Request
- Make international application available to DAS
- Observations on close prior art
- Obtain priority document from DAS
- Online Payment
- Request Certified Copy
- Request for Early Publication
- Rule 92bis change request
- Submit Chapter II Demand
- Translation for international publication
- Upload Documents
- Withdraw Chapter II Demand
- Withdraw Designation(s)
- Withdraw Election(s)
- Withdraw International Application
- Withdraw Priority Claim(s)

# Actions <sup>(2)</sup>

- The user benefits from pre-filled bibliographic data and automated validations to avoid errors; time limit checks
- Data and documents submitted through “Actions” are directly imported for processing with no need for retyping (reduces potential transcription errors)
- “Actions” are subject to review by the recipient (the IB or any participating Offices in capacity as RO, ISA, IPEA)
- “Actions” should be used instead of the equivalent document upload
- Option to save “Actions” as a draft only with strong authentication

# Actions <sup>(3)</sup>

- “Action” for Article 19 amendments
  - Option always appears but can only be used if the ISR has been received by the IB and time limit has not expired (also available when using ePCT without strong authentication provided that the application has been published)
  - Can only be uploaded in DOCX or text-based PDF format
  - DOCX files converted to XML using online converter (templates and samples are provided)
  - Accompanying letter can be prepared online
- Output of Actions is always rendered in language of publication of the application (regardless of language of interface)

# Time Line

- Date and time in Geneva, Switzerland, is displayed at the top of the screen to facilitate awareness of deadlines
- Graphical representation of PCT time limits
- Summary of key dates
- E-mail alerts for most of these time limits can be set up in Notification Preferences

# History

- List of actions taken by all ePCT users for the PCT application
  - Filter option
- Default view is for the last one week period
- Similar 'My History' function is available via the dropdown menu next to your name in the ePCT header which lists only your actions taken in ePCT in respect of any international application

# Notifications

- Preferences
  - Specify the events in the lifecycle of a PCT application for which you want to receive notifications
  - Method (e-mail, Notifications list, or both) and type of notifications
- Filters
  - Received date, read date, unread, date range
- Clearing of notifications from the list
- Only most recent 1000 notifications are stored

# Portfolios

- User-defined, personal ‘virtual folders’ for grouping PCT applications
- Portfolios are basically filters for viewing PCT applications in groups that are meaningful for the user who defines them
- Deletion of PCT applications from a Portfolio or deletion of the Portfolio itself only deletes the virtual grouping, not the applications themselves
- Switch between the Workbench view and Portfolio-based view of your applications



# ePCT in DEMO mode

- [pctdemo.wipo.int](http://pctdemo.wipo.int)
- Demo environment in which you can practice and familiarize yourself with ePCT
- Do not use confidential or sensitive data in the ePCT demo environment



# How to get support?

# Need help with ePCT – SUPPORT <sup>(1)</sup>

- Use the “SUPPORT” link in the ePCT header
- PCT eServices
  - Tel: +41-22-338-9523
  - E-mail: [pct.eservices@wipo.int](mailto:pct.eservices@wipo.int)
  - Monday to Friday, 9am-6pm Geneva time

# Need help with ePCT – SUPPORT <sup>(2)</sup>

- FAQs and user documentation
  - Database of help info
  - Live Chat (during business hours) available via FAQ answers and CONTACT US
- Webinars on ePCT
  - [www.wipo.int/pct/en/seminar/webinars/index.html](http://www.wipo.int/pct/en/seminar/webinars/index.html)

# Questions?