

**Assign eOwnership in ePCT at the time of filing using
compatible e-filing software**

Version Number 4.1

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INTRODUCTION

This document outlines the process for assigning eOwnership in ePCT for an international application at the time of filing using compatible e-filing software, namely, PCT-SAFE or the EPO's eOLF or CMS system. Preconditions for this process are:

1. The user to whom eOwnership is to be assigned has a valid WIPO Account and a valid method for strong authentication access to ePCT.
2. The PCT-SAFE client software, eOLF or CMS is used to create the PCT request form/e-filing application package.

This functionality is available for all filing modes: fully electronic or PCT-SAFE for EFS-Web (for filing with RO/US), and on-line or physical media (if accepted by the receiving Office).

Detailed instructions on how to prepare the international application using PCT-SAFE, to the point of 'ready to sign' are not included in this document and can be found in the full PCT-SAFE User Guides on the PCT-SAFE website at:

http://www.wipo.int/pct-safe/en/support/user_documentation.htm

For eOLF or CMS instructions please consult the user guides available on the EPO's website at:

<http://www.epo.org/applying/online-services/online-filing.html>

Detailed instructions on how to create a WIPO Account, get started and set up a method of strong authentication access to ePCT can be found on the ePCT website at:

<https://pct.wipo.int>

NOTE: the screenshots in this document show PCT-SAFE screens. The eOLF/CMS screens may be slightly different.

FULLY ELECTRONIC FILING MODE

How to assign eOwnership in ePCT

In the 'Ready to sign' folder, double-click on the international application, preview the application files, then click 'Continue' to get to the 'List of Signatories' screen.

To add a name to the list of signatories, Please select corresponding row in Applicants, Representatives table and click on the Add Signatory button

Applicants, Representatives:

Function	Name
Applicant 1	CANDY WRAP UNLIMITED, INC.
Applicant 2	JONES, Mary
Agent 1	DAVIS, Catherine

DAVIS, Catherine <capacity> Add Signatory

List of Signatories:

Signatory	Capacity	Signature
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Move Up Delete OK Cancel

Select the name of the signatory and click the 'Add Signatory' button.

Signature

Legal Signature

Alphanumeric

Facsimile

Advanced Digital (No more signatures can be applied - this signature should be finalizing the signing process.)

Assign eOwnership in ePCT (optional)

ePCT Customer ID:

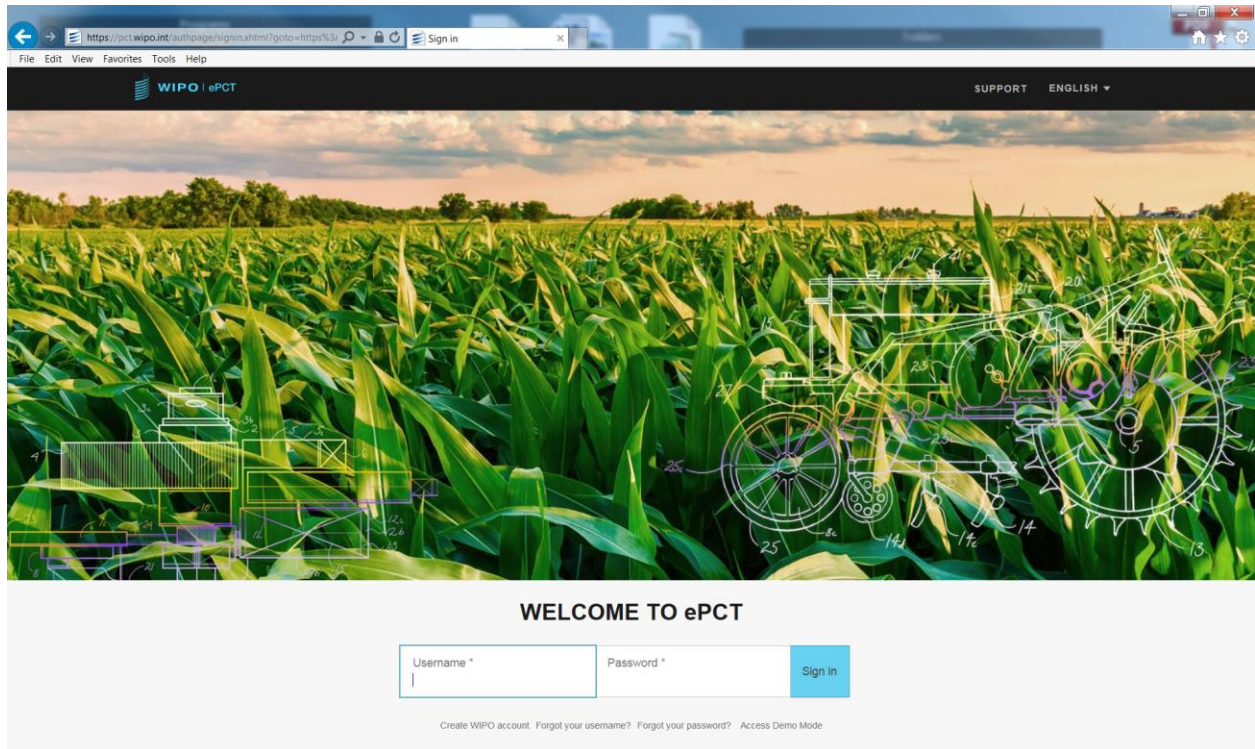
ePCT eOwnership code:

Apply Signature Cancel

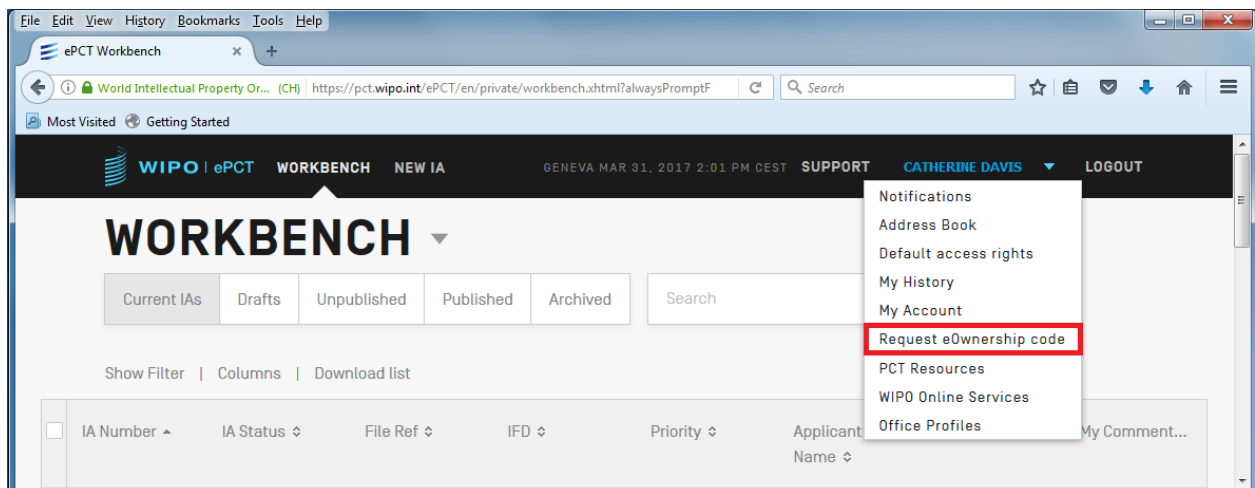
The Signature screen contains optional fields where the user can indicate an ePCT Customer ID and a unique ePCT eOwnership code so that eOwnership will be assigned to that account holder (even if this person is not a signatory) when the international application is loaded into the International Bureau's electronic processing system. These fields should be filled in before the signature is applied.

Obtaining the eOwnership code

The account holder to whom eOwnership in ePCT is to be assigned (not necessarily the same person who is signing the international application) signs in to ePCT with strong authentication



Click on your name and select 'Request eOwnership code' from the pull-down menu.



On the 'Request eOwnership' screen, click on the 'Request Code' button.

GENERATE eOWNERSHIP CODE FOR USE WHEN FILING WITH PCT-SAFE, EPO ONLINE FILING & JPO PAS

Generate an eOwnership code to set up ePCT access rights as part of the filing process when using PCT-SAFE, EPO online filing and JPO PAS. **This eOwnership Code can only be used at the time of filing, for one application and is not applicable when using ePCT-Filing.**

Generate code

The Customer ID of the person who is signed in to ePCT and a one-time eOwnership Code will appear. The Customer ID and eOwnership Code are to be copy/pasted into the corresponding fields on the signature screen.

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Copy/paste your Customer ID and eOwnership code below into the corresponding fields in the signature box in PCT-SAFE, EPO online filing or JPO PAS.

When the record copy is received at the International Bureau, eOwnership will be automatically assigned to the holder of the Customer ID.

Customer ID user_CH_CHEN_YINGHUA_8523

eOwnership Code HTQY5LKRMVWJX0

Generate another code

NOTE: please ensure that you have successfully copy/pasted this information to the signature screen before closing the Request eOwnership Code page, since it is not possible to retrieve the same code once this page has been closed. However, in the event that the Customer ID and eOwnership Code were not correctly copy/pasted to the signature screen, it is possible to generate a new code by repeating this process.

Please make sure that you generate the eOwnership Code in ePCT Production mode.

Signature

Legal Signature

Alphanumeric

Facsimile ...

Advanced Digital (No more signatures can be applied - this signature should be finalizing the signing process.)

Assign eOwnership in ePCT (optional)

ePCT Customer ID:

ePCT eOwnership code:

Apply Signature Cancel

Once the eOwnership fields have been completed, apply the signature. This can be a basic signature (alphanumeric or facsimile), or an advanced signature (digital certificate).

Signature

Legal Signature

Alphanumeric

Facsimile

Advanced Digital (No more signatures can be applied - this signature should be finalizing the signing process.)

Assign eOwnership in ePCT (optional)

ePCT Customer ID:

ePCT eOwnership code:

Apply Signature Cancel

NOTE: It is possible to assign eOwnership at the time of filing to one ePCT user only. Once eOwnership has been confirmed in ePCT, the eOwner can of course assign subsequent access rights to other users as required. If the eOwner has set up default access rights in ePCT, access rights will be automatically granted to the other users when eOwnership is confirmed. The eOwnership details will not appear on any of the rendered forms, but will be stored in the background in an xml file for loading into the International Bureau's electronic processing system.

Details on how to set up default access rights can be found on the Support page in ePCT:

What happens next?

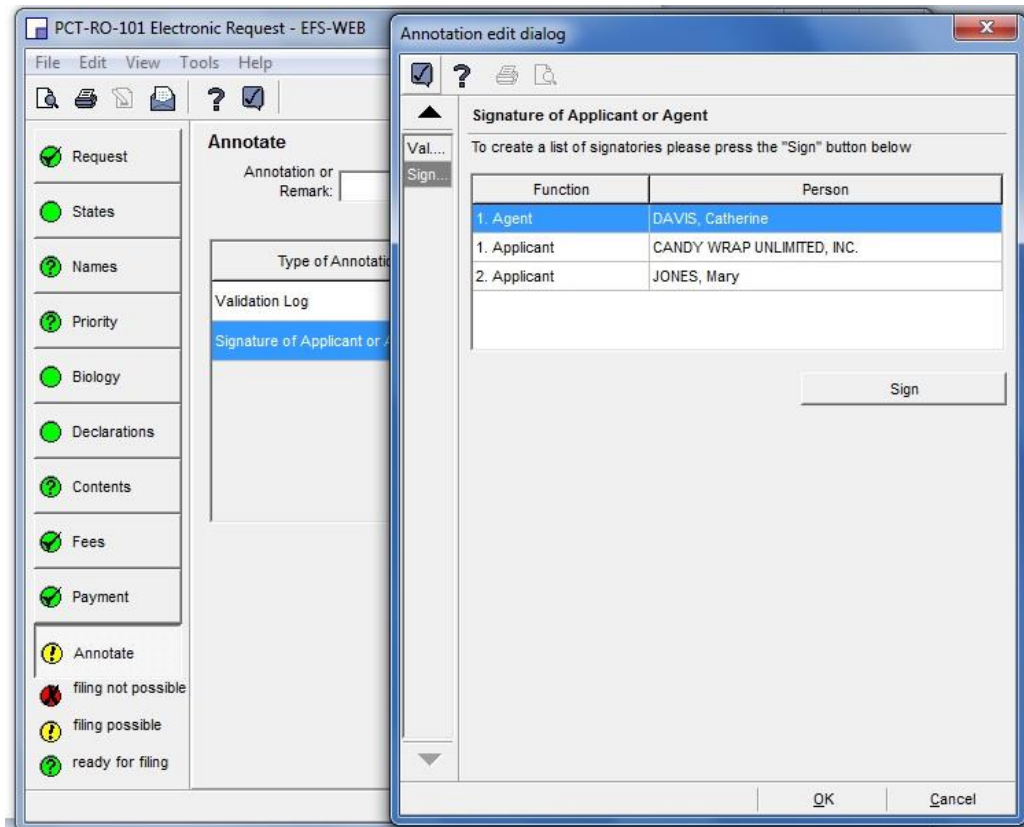
Once the eOwnership details have been indicated and the signatures have been applied, proceed with the filing of the application. When the application is loaded into the International Bureau's processing system (either as an application filed directly with the RO/IB or on receipt of the record copy from another receiving Office) a check will be made to see if the xml contains an ePCT Customer ID and an ePCT eOwnership code. The ePCT Customer ID and eOwnership code as indicated on the signature screen will be checked against the information stored in ePCT. If the information in the application matches the information in ePCT, eOwnership of the international application will automatically be assigned to the holder of the account with the corresponding Customer ID who will be notified by e-mail that the application is now available in his ePCT Workbench.

If assigning eOwnership fails, for example if your customer ID has changed in the meanwhile, you will be able to request eOwnership by other means. These steps are explained in topic 'eOwnership, eHandshakes and Access Rights' on the ePCT SUPPORT page available at <http://www.wipo.int/pct/en/epct/support.html>

Please also note that when you have eOwner access to a PCT application, you are able to carry out transactions and manage further access rights in ePCT. However, being eOwner does not necessarily mean that you have a power of attorney or any IP rights to an application: any transaction or document submitted by an eOwner must always be signed by an authorized signatory in that application. The International Bureau will check that this is the case before accepting any such change.

PCT-SAFE FOR EFS-WEB FILING

If filing with the RO/US in PCT-SAFE for EFS-Web mode, the signature is applied to the draft form via the Annotate page.



Click 'Sign', preview the application files, and click Continue to get to the signature screens shown on page 4. Follow the same steps for obtaining the ePCT eOwnership code and completing the signature screen.

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