



**Preparing the PCT-EASY .zip
for fully electronic filing with RO/US
using EFS-Web**

Version Number 3.0

February 8, 2008



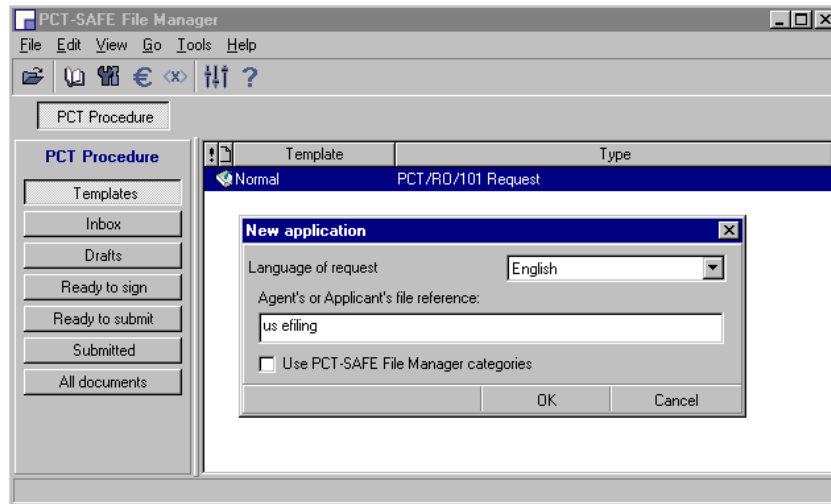
**WORLD INTELLECTUAL PROPERTY
ORGANIZATION**

GENEVA

CREATING THE REQUEST FORM

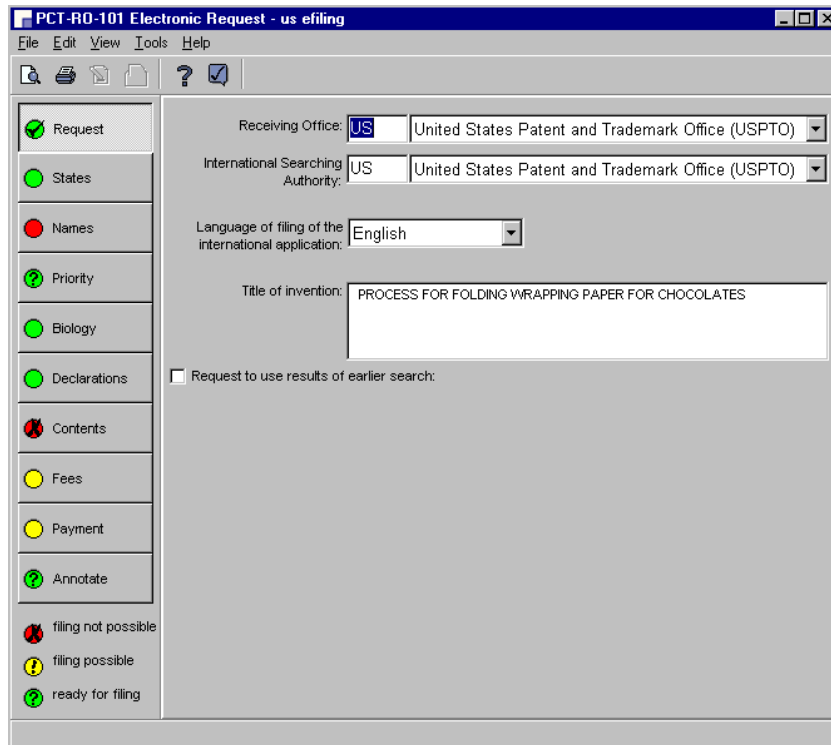
1. Create a PCT request form

Double-click on the template, then indicate the applicant's or agent's file reference. Click OK to create the form.



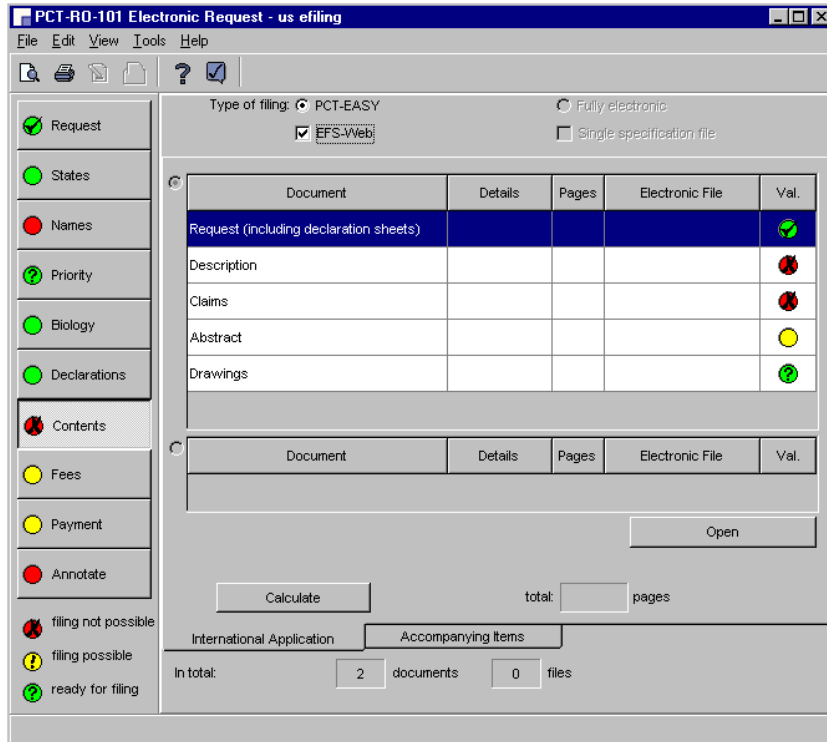
2. Complete the Request page

Indicate the **receiving Office US**, the International Searching Authority (select from the pull-down list), the language of filing, the title of the invention, and any request to use the results of an earlier search, if applicable.



3. Select the mode of filing

Go to the Contents page and check the EFS-Web checkbox. This will enable the special US e-filing PCT-EASY functionality that will allow you to apply electronic signatures to the request form and, if applicable, the Declaration of Inventorship.



4. Names page

Complete the Names page, indicating the name and address details of applicants, applicant/inventors, inventors only and agents/common representative.

Function	Name	Val.
1. Applicant	CANDY WRAP UNLIMITED, INC.	🟢
2. Applicant	JONES Mary	🟢
+ Applicant	Open to add applicant or applicant/inventor	
+ Inventor only	Open to add inventor only	
1. Agent	DAVIS Catherine	🟢
+ Agent	Open to add agent	

5. Contents page

Complete the Contents page as for a regular PCT-EASY type filing, by entering the number of pages of the documents to be filed (even though they will not be submitted on paper).

Document	Details	Pages	Electronic File	Val.
Request (including declaration sheets)		5		🟢
Description		25		🟢
Claims		3		🟢
Abstract		1	EZABST00.TXT	🟢
Drawings	Fig. No. 3	4		🟢

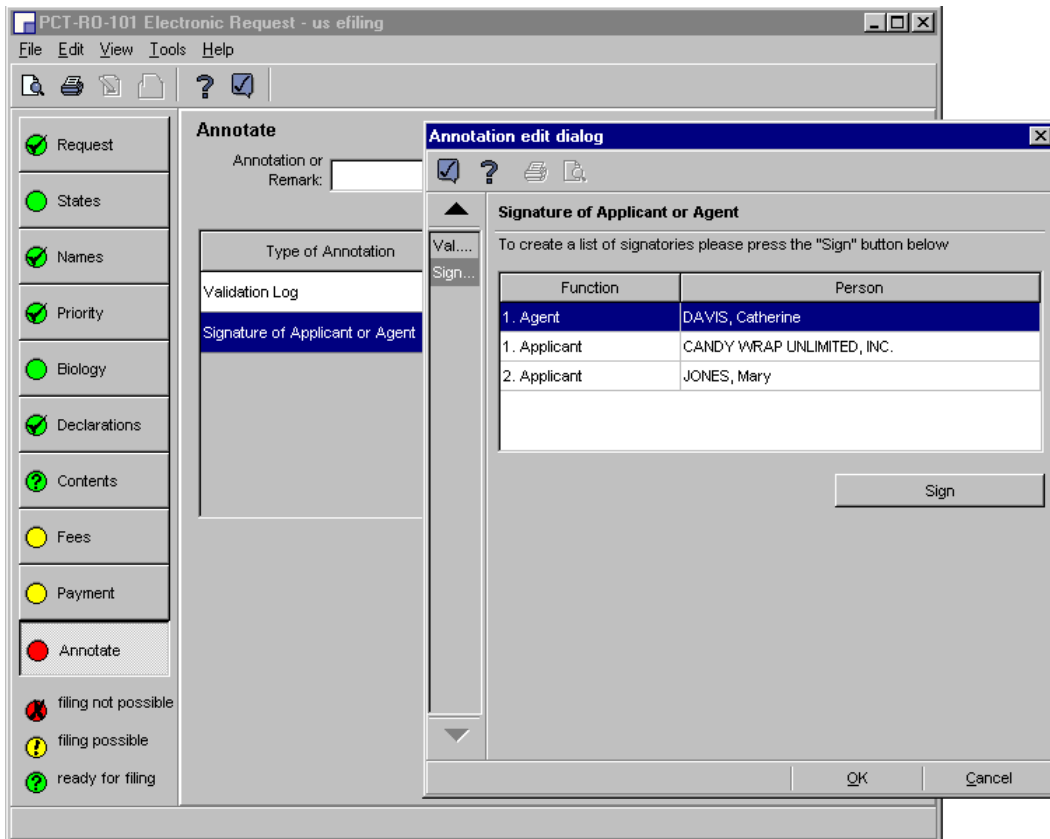
total: 38 pages

In total: 6 documents 1 files

SIGNING THE REQUEST FORM

6. Signing the request form

On the Annotate page select 'Signature of Applicant or Agent' and double-click to open. The Annotate edit dialog will display a list of all applicants and agents as indicated on the Names page. Select the name of the (first) person who will sign the request form, then click 'Sign'.



7. Previewing the request form before signing

The request form will be displayed in the pdf viewer. Check the details of the request form before continuing. If you wish to make any changes click 'Cancel' to return to the request form. If you wish to sign the request form click 'Continue'.

us eFiling 1/5

PCT REQUEST
Paper Copy (NOT for submission)

For receiving Office use only	
1-1 International Application No.	
1-2 International Filing Date	
1-3 Name of receiving Office and "PCT International Applicant"	
Form PCT RO/RO1 PCT Request	
0-4-1 Proposed filing	PCT-SAFE (EASY mode) Version 3.51.015.190 MT/POD 20061001/0.20.5.7
1-5 Petition The undersigned requests that the present international application be processed according to the Patent Cooperation Treaty.	
1-6 Receiving Office (specified by the applicant)	United States Patent and Trademark Office (USPTO) (RO/US)
1-7 Applicant's or agent's file reference	us eFiling
1 Title of invention	PROCESS FOR FOLDING WRAPPING PAPER FOR CHOCOLATES
Applicant	
1-1 The person(s)	applicant only
1-2 Applicant for	all designated States except US
1-4 Name	CANDY WRAP UNLIMITED, INC.
1-5 Address	300 Colorado Street Baltimore, Maryland 21201-4307 United States of America
1-6 State of nationality	US
1-7 State of residence	US
1-8 Telephone No.	(301) 876-5432
1-9 Fax No.	

1 of 5 8.26 x 11.69 in

Continue Cancel

8. Indicating the name of the signatory(ies)

Select the name of the signatory from the list of applicants/representatives. In the case of a legal entity, when the company name is selected from the list, please indicate the name of the person signing on behalf of the company and their capacity in the fields next to the 'Add signatory' button.

Once the signatory has been selected click the 'Add signatory' button.

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

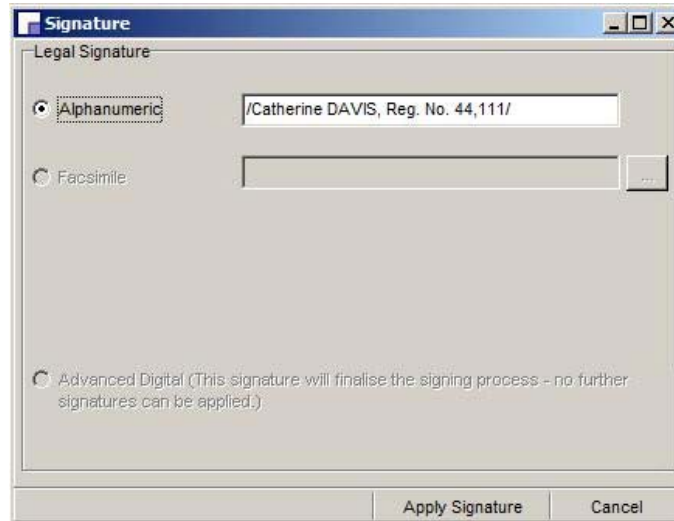
Signatory	Capacity	Signature
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9. Applying the electronic signature

The electronic signature should be in the form of an alphanumeric text string. This is entered in the signature field by simply typing a forward slash / followed by the text and then closed with another forward slash /

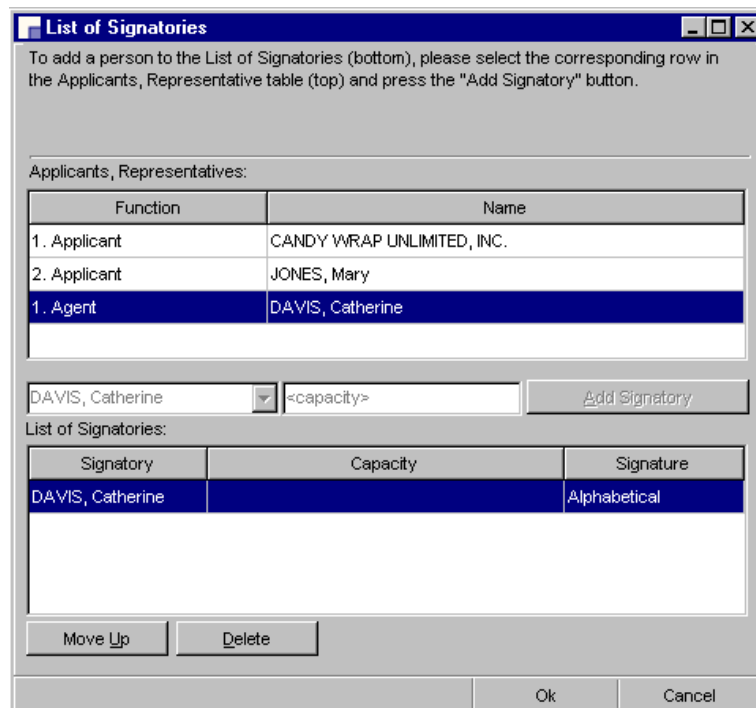
In order to comply with US requirements, if the signatory is a registered practitioner acting as a legal representative for the applicant with the USPTO, the text string signature must also contain the registration number of that practitioner within the slash characters, for example:

/John DOE, Reg. No. 999999/



Once the signature has been entered click 'Apply Signature' to return to the List of Signatories screen.

The name of the person whose signature has been successfully applied to the request form will appear in the 'Signatories' list at the bottom of the screen.



Repeat this process for all other required request form signatures. Click 'OK' to return to the Annotate page.

10. Preview the electronic signature(s) on the request form

You can check that the signature(s) on the request form has (have) been applied correctly by previewing the request form.

us e-filing		3/3	
PCT REQUEST		Paper Copy (NOT for submission)	
IX	Check list	number of sheets	electronic file(s) attached
IX-1	Request (including declaration sheets)	3	✓
IX-2	Description	25	-
IX-3	Claims	3	-
IX-4	Abstract	1	✓
IX-5	Drawings	4	-
IX-7	TOTAL	36	
Accompanying Items		paper document(s) attached	electronic file(s) attached
IX-8	Fee calculation sheet	✓	-
IX-17	PCT-SAFE physical media	-	✓
IX-19	Figure of the drawings which should accompany the abstract	3	
IX-20	Language of filing of the international application	English	
X-1	Signature of applicant, agent or common representative	/Catherine DAVIS, Reg. No. 44,111/	
X-1-1	Name (LAST, First)	DAVIS, Catherine	
X-1-2	Name of signatory		
X-1-3	Capacity		
FOR RECEIVING OFFICE USE ONLY			
10-1	Date of actual receipt of the purported international application		
10-2	Drawings:		
10-2-1	Received		
10-2-2	Not received		
10-3	Corrected date of actual receipt due to later but timely received papers or drawings completing the purported		

11. Signing the Declaration of Inventorship

On the Declarations page select the Declaration of Inventorship from the pull-down list and click 'Add' to create the declaration. Check that the information is correct, then click 'Sign'.

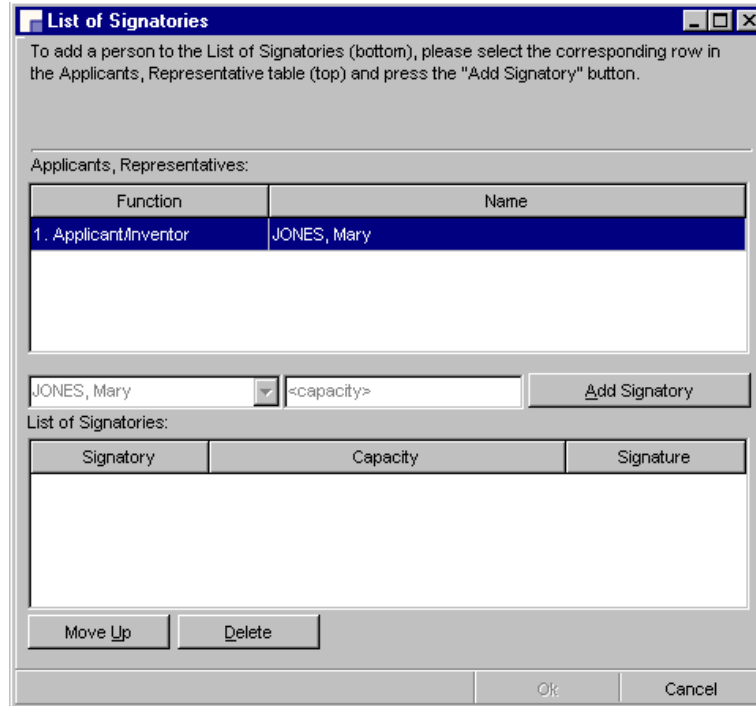
The screenshot shows a software window titled "Declarations" with a standard Windows-style title bar. Below the title bar is a toolbar with icons for a checkmark, help, print, and search. The main content area is titled "Declaration of inventorship" and contains the following elements:

- Two radio buttons for declaration direction:
 - This declaration is directed to the international application of which it forms a part (if filing declaration with application)
 - This declaration is directed to international application No. [PCT/_____/_____]
- A section titled "Prior applications:" containing a table with columns "No.", "Country/Office", "Filing Date", and "Number". The table has one row with a "+" icon and the text "Add Prior Application".
- A section titled "Applicants/Inventors for the United States of America only:" containing a table with columns "No." and "Applicant/Inventor". The table has one row with "1" and "JONES, Mary", and another row with a "+" icon and "Add Applicant/Inventor".
- A "Sign" button located at the bottom right of the main content area.

At the bottom of the window, there are "OK" and "Cancel" buttons.

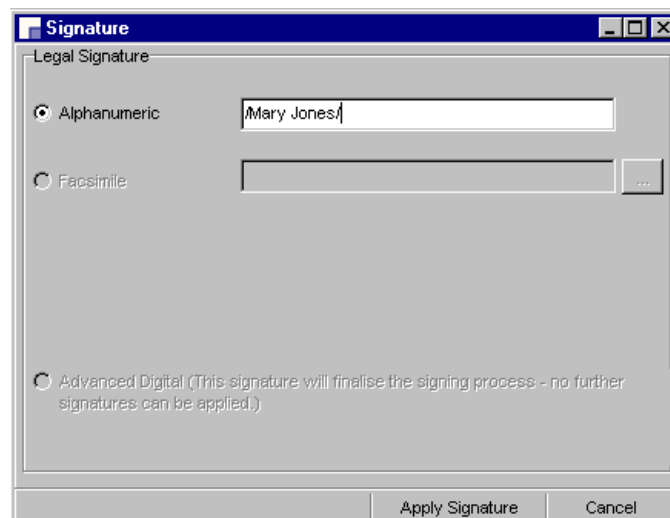
Select the name of the applicant/inventor from the top list and click 'Add Signatory'

Note: only the applicant/inventor details from the Names page, or those added to the declaration, are indicated (legal entities or agents do not sign the Declaration of Inventorship).



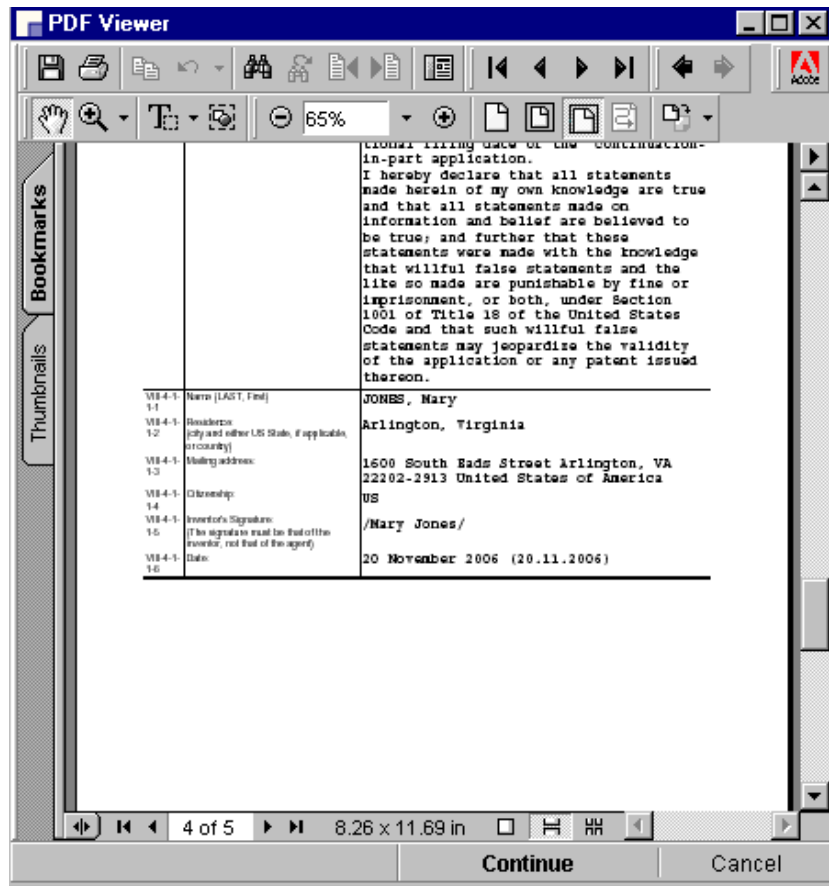
Apply the electronic signature as an alphanumeric text string, as for the signature on the request form.

Click 'Apply signature' to return to the list of signatories. When all signatures have been applied click 'OK' to return to the Declaration of Inventorship details screen. Click 'OK' to finish creating the declaration.



12. Preview the signature on the Declaration of Inventorship

You can check that the signature on the Declaration of Inventorship has been applied correctly by previewing the request form.

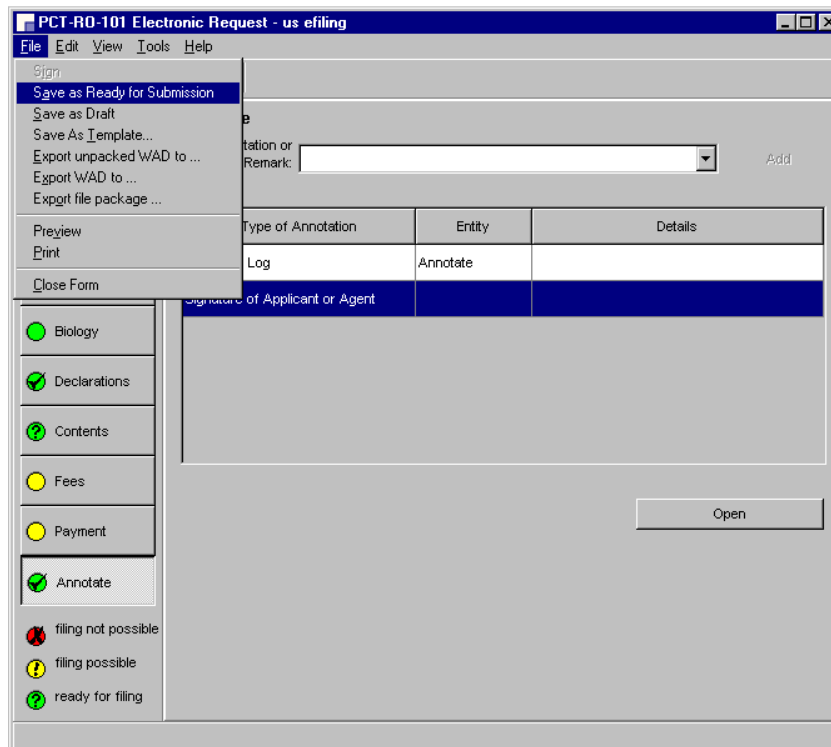


CREATING THE PCT-EASY .ZIP

13. Save as Ready for Submission

When all of the request form data has been entered, the electronic signature(s) has (have) been applied to the request form and, if applicable, to the Declaration of Inventorship, the PCT-EASY .zip can be generated.

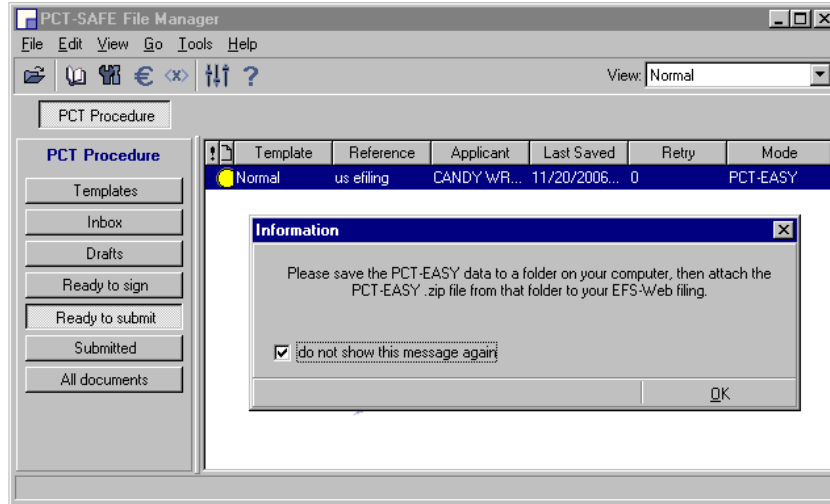
To do this select File>Save as Ready for Submission. First the abstract text (if there is one) will be displayed. Then you will be required to check any outstanding validation messages (at this point you can cancel the process and return to the request form to make modifications/add information). Continue with the submission preparation process.



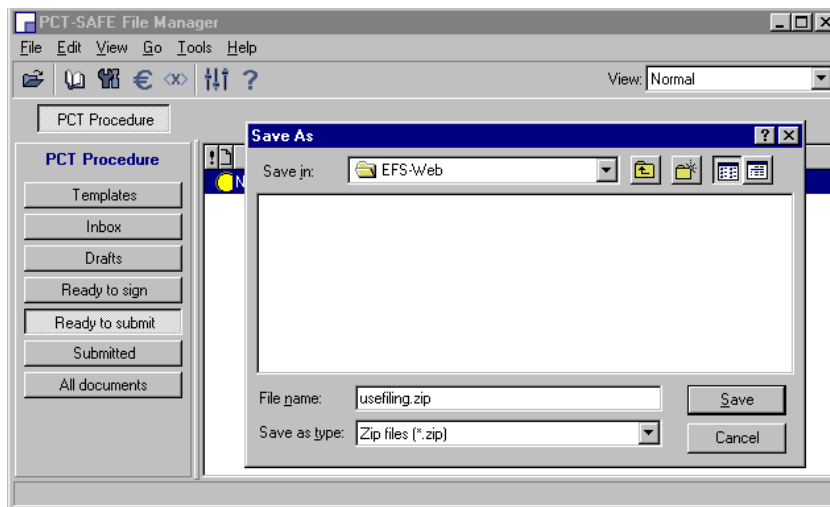
14. Save the PCT-EASY .zip file

When the Submission Preparation Process is complete (Terminating log – done), click Continue.

You will then be prompted to save your PCT-EASY data to a folder on your computer.



Select the folder to which you wish to save your PCT-EASY .zip then click Save



Your PCT-EASY .zip is now ready to be uploaded to EFS-Web with your other electronic application files.

