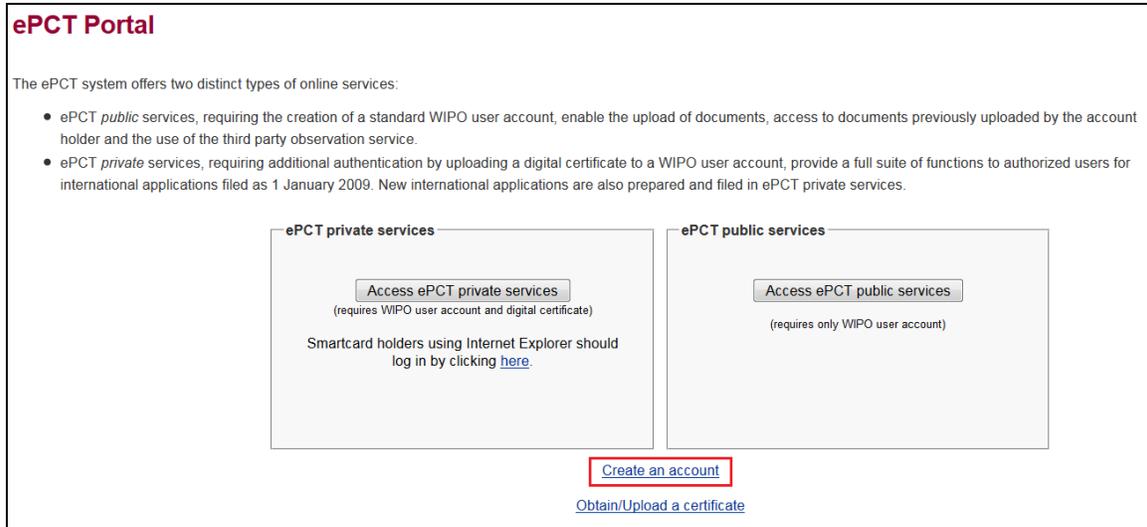


ePCT (Version 3.3) - Getting Started

Start-up Instructions for Applicants and Third Parties

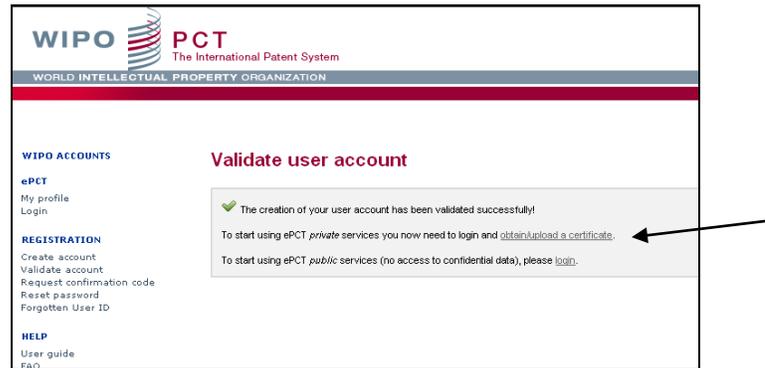
HOW TO CREATE A USER ACCOUNT AND UPLOAD A DIGITAL CERTIFICATE

1. Access the ePCT homepage by copying the following link into your internet browser <https://pct.wipo.int/ePCT>
 - **Note:** the supported browsers for ePCT are Internet Explorer and Mozilla Firefox (system performance is currently better with Firefox).
 - If you are using IE 11 (version number visible in the internet browser's Help menu > About Internet Explorer), please uncheck the box TLS 1.2 under Tools > Internet options > Advanced (4th last checkbox) and scroll down to the end.
2. Below the ePCT private services and public services boxes, click on the link **Create an account** in order to create a WIPO online user account (see below).



3. You are directed to the WIPO Accounts service where you can follow the simple online instructions to set up and confirm the creation of your WIPO online user account (Part 1 of the Applicant user guide explains all the functions of the WIPO Accounts service).
 - **Note:** User accounts are personal and not generic – please provide your own *personal* details and an *individual* e-mail address when creating an account, noting that the same e-mail address cannot be used with more than one user account.
4. Please pay particular attention to type your e-mail address accurately, or you will not receive the e-mail containing the link that is required to validate the account creation process!

- Note: If you do not receive an e-mail within a few minutes, please check your spam filters and ensure that *no.reply@wipo.int* is white-listed otherwise you may also fail to receive further system messages in the future.
5. After you have clicked on the link to confirm the validation of your WIPO user account, you will be prompted to upload your certificate to your user account in order to be able to access ePCT *private* services:



6. A digital certificate or a smartcard must be set up in the internet browser that you will use to access ePCT:
- To install your **WIPO digital certificate** in the browser, please refer to page 32 of the Applicant user guide which is available under ‘Shortcuts’ on the ePCT homepage. For further information on WIPO Digital Certificates, please visit: <http://www.wipo.int/pct-safe/en/certificates.html> where you can also find [How-to](#) videos for installing and backing up digital certificates.
 - If you use an **EPO smartcard** in Firefox browser, please refer to the following EPO documentation for the installation: http://docs.epoline.org/doc/epoline/firefox/GemSAFE_Firefox_EN.pdf and to the Applicant user guide that is available under ‘Shortcuts’ on the ePCT homepage for instructions.
 - If you use a **digital certificate issued by SECOM** (Japan), please ensure that it is installed in the browser.
 - If you do not have one of the certificates mentioned above, you should apply for a **WIPO digital certificate** next, in order to be able to log in to ePCT *private* services.

7. Click on the 'Obtain/Upload a certificate' link and enroll for a certificate by clicking on the 'WIPO Digital Certificate' link on the Digital Certificates page, making sure that you use either Mozilla Firefox or Internet Explorer for this step. Other browsers such as Google Chrome or Safari are not compatible for enrolment and retrieval, but may be used subsequently for accessing ePCT.
8. Once you have picked up the certificate and it's visible in the browser, please make a back-up copy of it saving it for example on a USB key. This will enable you to access ePCT private services on other computers and browsers. Instructions "How to make a back-up copy of your WIPO CA customer digital certificate" in the Applicant user guide starting on page 33; certificate instructions and tutorial videos are also available at <http://www.wipo.int/pct-safe/en/certificates.html> .
9. Proceed by first uploading your WIPO digital certificate or other supported certificate to authenticate your user account for ePCT *private* services. This is done via the 'Obtain/Upload a certificate' link.
10. When you have successfully created your WIPO user account and uploaded your certificate, you can logout from WIPO Accounts and access ePCT *private* services from the ePCT homepage: <https://pct.wipo.int/ePCT>.



11. You are directed to the ePCT *private* services login screen:

ePCT *private* services

The system has successfully detected a digital certificate for login to ePCT *private* online services. Please enter your Username and Password to confirm your identity.

Authentication

To log in, enter your username and password.

Username:

Password:

[Create an account](#)

[Forgotten username?](#)

[Forgotten password?](#)

The system will indicate that it has automatically detected a digital certificate in your browser (if you only have one digital certificate installed in your browser) and will invite you to enter the Username and password of your newly-created WIPO user account.

- **Note:** If you have more than one certificate installed in your browser, you will be prompted to select a valid one for login to ePCT - **please remember to select the certificate that you have already uploaded to your WIPO user account!**

12. After login to ePCT for the first time, by default you are directed to the **ePCT tab** where you will find links to the Applicant user guide and other useful documentation. Newly-created accounts are automatically subscribed to the ePCT list-server in order to receive e-mails about important ePCT updates and notifications about system availability and scheduled downtime.

- **Note:** The same WIPO Account is used for accessing both ePCT *private* services and ePCT *public* services (no need to create separate accounts). Additional authentication of the WIPO Account is required to be able to log in to *private* services, as mentioned above.

HOW TO CONFIRM eOWNERSHIP OF YOUR INTERNATIONAL APPLICATION IN ePCT PRIVATE SERVICES (OPTION 1 – APPLICATIONS ALREADY FILED)

13. The first step is now to take 'eOwnership' of an application in ePCT, i.e., to confirm to the system that you have access rights to the international application. Click on the 'eOwnership' tab to access this function. The process will differ depending on how an international application was filed:

- **E-filed applications that were filed using a certificate that is supported by the ePCT system** (currently WIPO digital certificates, EPO smartcards and certificates issued by SECOM (Japan)). You can confirm eOwnership of an IA directly in the ePCT system provided that the same digital certificate that was used to e-file the application is set up in your browser and has also been uploaded to your WIPO user account. You must also have access to the confirmation code as appearing in the bottom right-hand corner of Form PCT/IB/301 (Notification of Receipt of Record Copy) that was issued by the International Bureau for the filing in question.

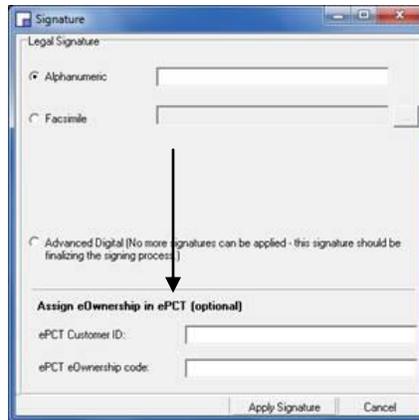
The International Bureau of WIPO 34, chemin des Colombettes 1211 Geneva 20, Switzerland		Authorized officer Cortiello Maria
Facsimile No. +41 22 338 89 75		e-mail pf05.pct@wipo.int Telephone No. +4122 338 9645
Form PCT/IB/301 (July 2010)		I/EO2PY3C50

- **Applications filed on paper (or e-filed with certificates that are not currently supported by the ePCT system).** Since the certificate(s) uploaded to your WIPO user account cannot be matched by the system to any certificate used to file such international applications, in addition to indicating the confirmation code that appears on Form IB/301 (see above), you will be prompted to complete an online form which will then trigger an action for the Processing Team at the IB to approve or reject the request for eOwnership. Note: the user details of the person making the request must match the details of one of the following: applicant, common representative, agent or address for correspondence for the IA.
- **IMPORTANT:** Once an IA is published, the code on the IB/301 is no longer valid as a confirmation code in ePCT, as the IB/301 is made available on PATENTSCOPE at the time of publication. The confirmation code is also rendered invalid if a change under Rule 92bis has been submitted after filing the PCT application, since Form IB/301 might be in the possession of someone who was removed from the record as a result of that change. In such cases, the online web form will prompt you to request a new confirmation code from the IB.

HOW TO CONFIRM eOWNERSHIP OF YOUR INTERNATIONAL APPLICATION IN ePCT PRIVATE SERVICES (OPTION 2 – APPLICATIONS NOT YET FILED)

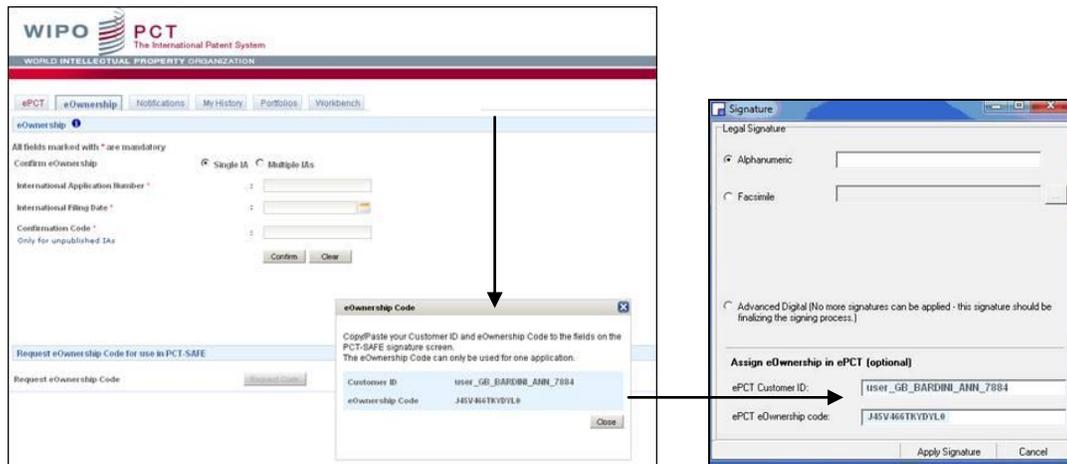
14. Using ePCT as a filing method via the 'ePCT-Filing' tab.
15. In PCT-SAFE, EPO's eOLF software and the new EPO online filing CMS (Case Management System), it is possible to confirm ePCT eOwnership rights for an international application at the time of preparing it for filing.
16. The Signature screen contains optional fields where the user can indicate an ePCT Customer ID and an 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 and only one eOwnership assignment is possible per international application at this time.



- To obtain the ePCT 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 prepared using either PCT-SAFE, eOLF or CMS) logs in to ePCT *private* services and goes to the 'eOwnership' screen which has a section entitled 'Request eOwnership Code for use in PCT e-filing software'.

The account holder clicks on the 'Request Code' button and a one-time eOwnership code is generated for copy & pasting into the relevant field on the signature screen.



- Once both fields have been completed, the signature can be applied. **Note:** 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 (either as an application filed directly with the RO/IB or upon receipt of the record copy from other receiving Offices).

19. The ePCT Customer ID and eOwnership code as indicated on the signature screen will be compared by the system against the information stored in ePCT. Provided that the eOwnership code is confirmed as being a code that was generated by the account holder with the corresponding Customer ID, eOwnership of the international application will automatically be assigned to that user account.
20. In the case of international applications filed with these eOwnership indications, there is no longer any need to go through the process with the IB/301 code indicated in step 13, above.
21. This eOwnership procedure applies equally to international applications filed using PCT-SAFE (fully electronic and in combination with EFS-WEB (for filing with RO/US)).
22. Please refer to Part 3 of the Applicant user guide for a full summary of all the functions that are now available to you in the ePCT system.
23. As eOwner of the international application, you may now choose a colleague or associate to whom you want to assign access rights to the application. That person will also need to create a WIPO user account and upload his own valid certificate to that account in order to authenticate login to the ePCT system.
24. Please refer to Part 2 of the Applicant user guide for instructions about assigning and managing access rights.
25. For filing international applications using 'ePCT-Filing', please refer to the guidelines document at <https://pct.wipo.int> and webinar recordings available at <http://www.wipo.int/pct/en/seminar/webinars/index.html>.

ePCT User Support

User support is provided by the PCT eServices Help Desk: please use the 'Contact us' link which is available at the top of each page in ePCT in order to submit your query.

Should you need to submit an attachment, such as a screenshot, please use the following e-mail address: ePCT@wipo.int

Telephone support is also available on +41 22 338 9523.

The PCT eServices Help Desk is available from Monday to Friday, from 9:00 until 18:00 Central European time. Every attempt is made to respond to questions within one business day. Please note that the Help Desk is closed on Saturdays and Sundays, as well as on non-working days at WIPO which are available at: <http://www.wipo.int/contact/en/holidays.html>

[End of document]