

ePCT for receiving Offices, Designated Offices and International Authorities

Getting Started

ePCT version 4.3

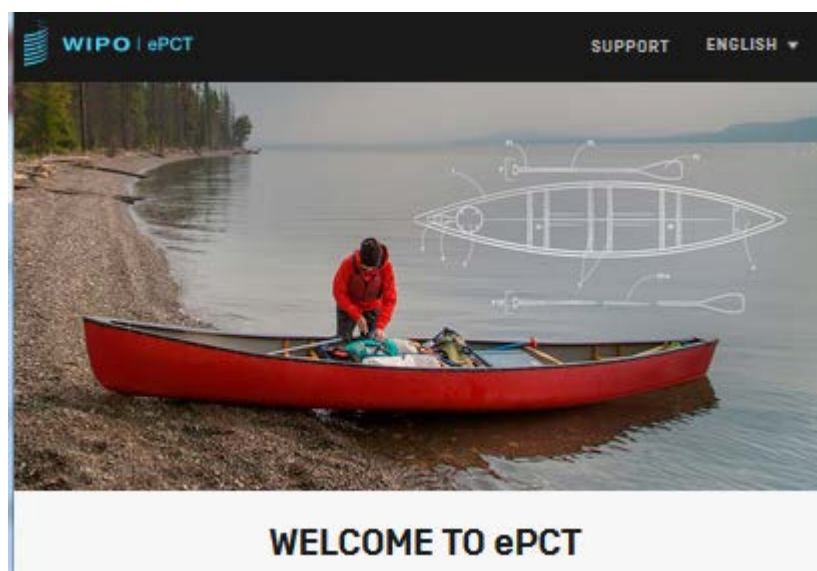




Table of Contents

Introduction	3
How to create a WIPO User Account?	4
User Information.....	5
User email address.....	5
User password.....	6
Validate the creation of your new WIPO user account	7
Defining Strong Authentication Methods	8
Available Strong Authentication Methods.....	8
How to define or manage strong authentication methods?	9
App for One-Time password	11
Text Message (SMS) with One-Time Password	12
Digital Certificates	14
Getting the Right Access Roles	14
Requesting ePCT Roles.....	15
First Time Connection to ePCT	16
Office User with no Authentication method defined	16
Office User with no ePCT Roles Granted	16
Login to ePCT.....	17
More Information about ePCT for Offices	19

Introduction

Offices that wish to use ePCT should first contact the International Bureau (IB), by sending an email to pct.eservices@wipo.int and provide the details of a nominated main contact person.

The Office main contact person will be responsible for all communications with the IB regarding the access of Office users to ePCT, and any other ePCT related subjects.

The following three steps must be performed before an Office user can start using the ePCT system:

- **Create a WIPO User Account** (If you don't have already a WIPO user account)
- **Define your preferred authentication method:** A WIPO account with strong authentication is required to access confidential data and documents in ePCT. A strong authentication can be either:
 - One Time Password (OTP) using an App on your device (e.g. Google Authenticator App)
 - One Time Password (OTP) by SMS using your mobile phoneor
 - Any supported Digital Certificate (WIPO Digital Certificate or a certificate provided by your IP Office e.g. EPO's Smart card). For more details about digital certificates, please refer to the following support page:
http://www.wipo.int/pct/en/epct/pdf/pct_wipo_accounts_faq.html
- **Get the right ePCT access role(s):** Once your WIPO user account is created and the strong authentication is defined, your Office main contact person should send a request by email to PCT eServices team pct.eservices@wipo.int, asking which ePCT access role(s) should be granted to you.

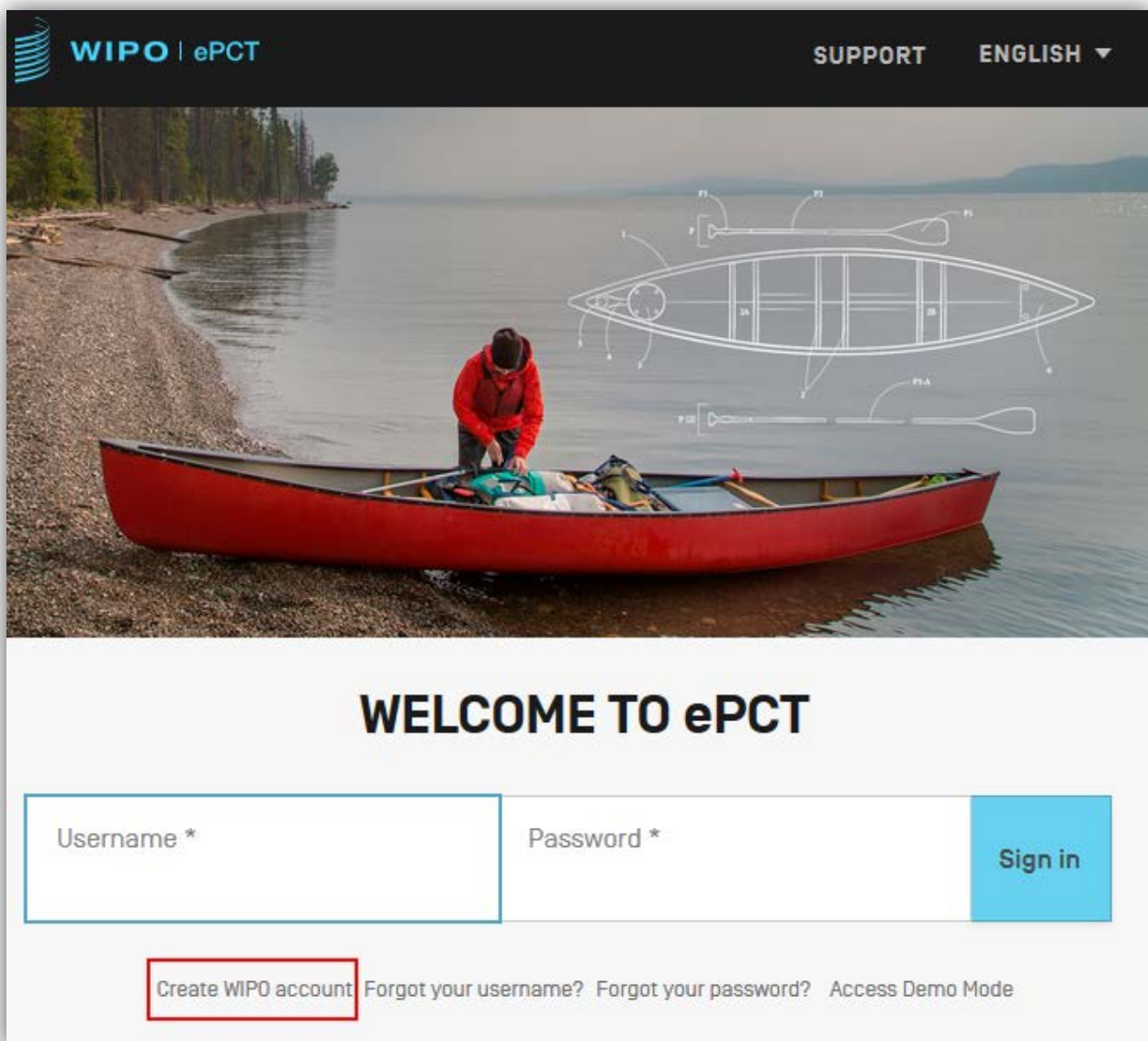
Please refer to the next paragraphs in this document for more details about each step.

How to create a WIPO User Account?

IMPORTANT: Office users who already have a WIPO user account (using their own Office email address) and are accessing other [WIPO's online services](#) are not required to create another WIPO account to access ePCT. The same WIPO account (username and password) can be reused.

If you already have a WIPO user account, pass directly to the paragraph '[Strong Authentication Methods](#)' .

If you don't have a WIPO user account yet, open the ePCT Portal <https://pct.wipo.int/ePCT> and click the link '**Create WIPO account**':



WELCOME TO ePCT

Username * Password * **Sign in**

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

You are directed to the WIPO Accounts web page where you can fill-in your details and confirm the creation of your WIPO user account:

User Information

The user account is personal (not generic); please provide your own personal details (First name, last name), the country where your office is located and your preferred communication language.

CREATE WIPO ACCOUNT

USER INFORMATION

WIPO accounts are personal and NOT generic. Please provide your own **personal details** and an **individual e-mail address** when creating an account.

Username *	
First Name *	
Last Name *	
Company/Organization	
Phone	
Address	
Country *	▼
Preferred communication language *	▼

The username is unique; it allows you to connect to ePCT.

The information provided such as first name, last name, phone number and preferred communication language is very useful because it is reused when generating PCT forms through ePCT or when generating automatic notifications.

User email address

Office users must use their own Office email address when creating their WIPO user account (personal email address e.g. Gmail, yahoo, etc. will not be accepted for Office user accounts):

E-MAIL

Please indicate an **individual** e-mail address below. **The same e-mail address cannot be used with another WIPO account.**

E-mail *

Confirm E-mail *

You will receive confirmation by e-mail about the creation of your WIPO account. Please check that your e-mail address is indicated correctly.

Important: the same e-mail address cannot be used with another WIPO user account. Please use a valid e-mail address since you will receive a notification containing a link to validate the account creation and the delivery of any further communication.

If your email address has already been used to create a WIPO user account and you don't remember your username and password, please use one of the possibilities offered on the ePCT logging page: [Forgot your username?](#) Or [forgot your password?](#) to retrieve your username or to reset your password:

WELCOME TO ePCT

Username *	Password *	Sign in

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

User password

The password must meet the minimum requirements: 8 characters long and must contain at least one numerical character:

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 *

Verification *

Type the characters displayed below.



[Refresh](#)

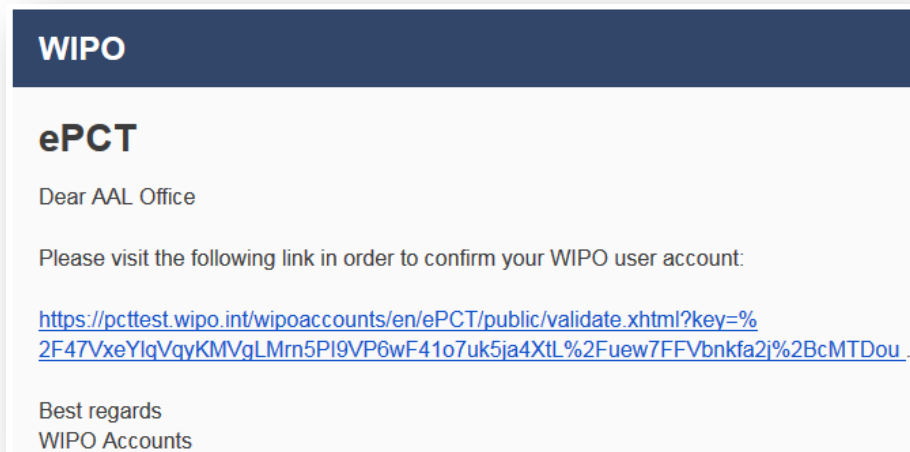
[Create an account](#)

Once all mandatory data are entered (personal details, email address, password, verification code) , click the button 'Create an Account'. A notification to validate the creation of your WIPO account is sent to your email address.

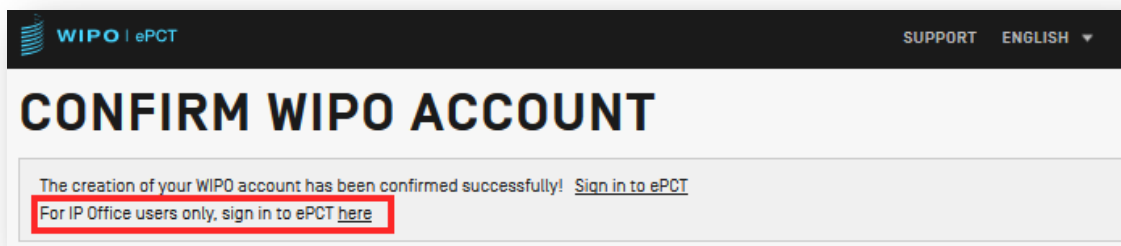
Validate the creation of your new WIPO user account

Once your WIPO user account is created, a notification to validate the creation of your account is sent to your email address.

If you do not receive an e-mail within 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:



Once you have clicked the link to confirm the validation of your WIPO user account, you will get the following message:



As IP Office user, please click on the right link to continue the configuration of your office user account.

Defining Strong Authentication Methods

To access confidential data and documents in ePCT, you must have at least one strong authentication method associated with your WIPO account.

Available Strong Authentication Methods

There are three authentication methods available:

- App for One-Time Password (OTP) using an App on your device (e.g. Google Authenticator App)
- Text Message (SMS) with One-Time Password (OTP) using your mobile phone number

ePCT for Offices – Getting Started

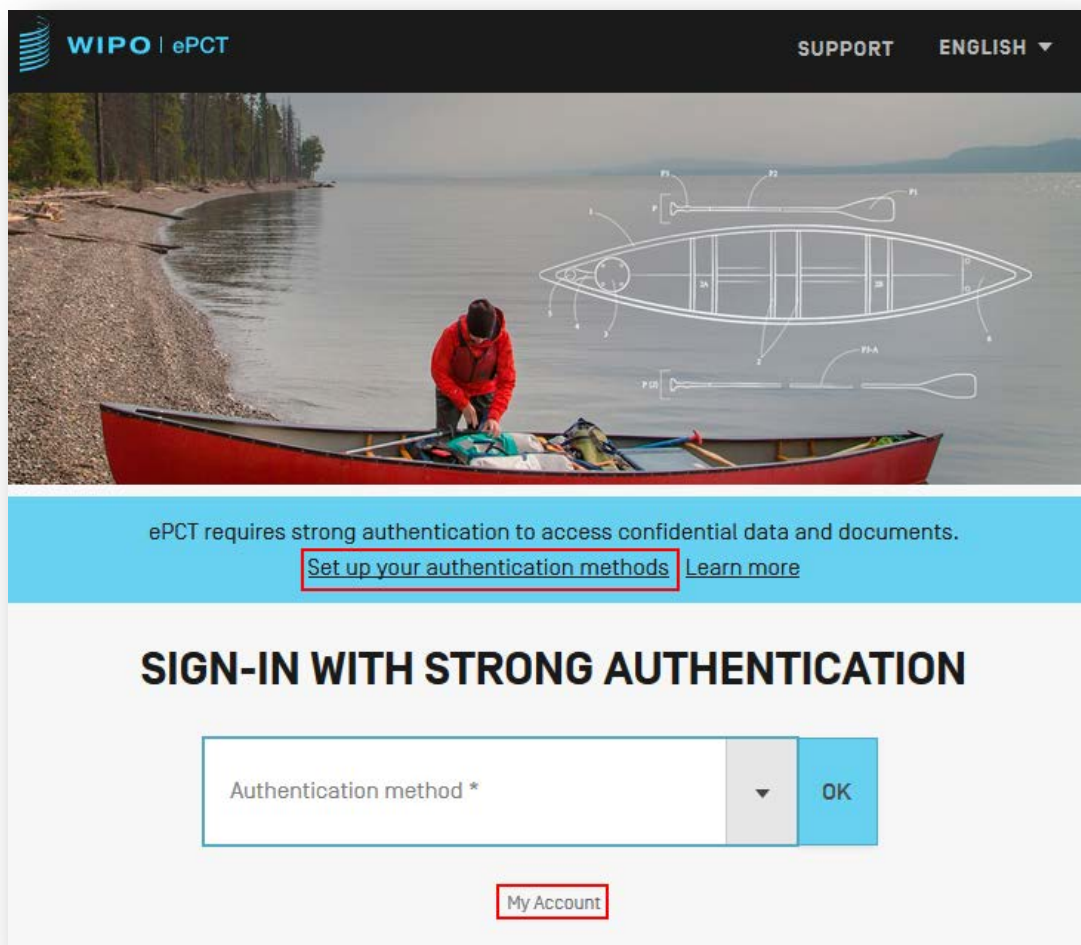
- Any supported Digital Certificate (WIPO Digital Certificate or a certificate provided by your IP Office e.g. EPO's Smart card). For more details about digital certificates, please refer to the PCT eServices support page:

http://www.wipo.int/pct/en/epct/pdf/pct_wipo_accounts_faq.html

IMPORTANT: WIPO recommends ePCT users to set up two (2) strong authentication methods (e.g. App and SMS or for Office users who have already a certificate to add a second authentication method App or text message).

How to define or manage strong authentication methods?


Open ePCT using the following link <https://pct.wipo.int/ePCT/en/officero/officeSearchIA.xhtml> and log-in with your username and password. You will be prompted to select your authentication method:




Click the link 'Set-up your authentication methods' or 'My Account' to define your authentication method(s).

If you click 'My Account', you will get the following screen:

MY ACCOUNT ▾

Username	DK-USERNAME	
Customer ID	user_CH_OFFICE_AAL_5088	
First Name	AAL	
Last Name	Office	
Company/Organization	WIPO	
Phone	+41 223387424	
Address	34, Chemin des Colombettes	
Country	Switzerland	
Preferred communication language	French	

E-mail	dkhissa@gmail.com	
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AUTHENTICATION METHODS

Set up and manage my strong authentication methods [click here](#).

CHANGE PASSWORD

Change my password [click here](#).

MY EHANDSHAKES

Manage my handshakes [click here](#).

If you click ‘Set-up your authentication methods’, you will get the following screen:

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

TEXT MESSAGE (SMS) WITH ONE-TIME PASSWORD

DIGITAL CERTIFICATES


App for One-Time password

Make sure that an App (Authenticator) is already installed on your device (e.g. Mobile phone)
 Click the button Add under APP for One-Time Password. The system will display the QR Code to be scanned using your App:

APP FOR ONE-TIME PASSWORD ▾

To register your app for your WIPO account, scan the QR code below and enter the 6-digit one-time password. [Learn more](#)

AAL OFFICE ONE-TIME PASSWORD



If you are unable to scan the QR code, type the code below into your app to obtain the one-time password:

OBVSK3LDPVOC2LJSLUZVCLK2MURFIJRH

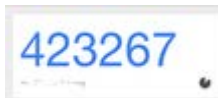
One-time password *

123456

Cancel
Register



Scan the QR code with your device, you will get a code shown on your app



Enter the code in the field 'One-Time Password' and click the button Register
 A line showing your first name and last name will be added under the section APP For One-Time Password:

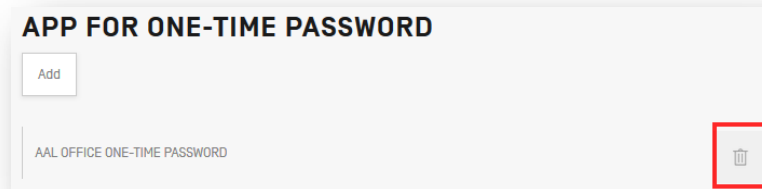
APP FOR ONE-TIME PASSWORD

Add

AAL OFFICE ONE-TIME PASSWORD

ePCT for Offices – Getting Started

To remove the APP strong authentication, place the mouse on the line and click the button 'DELETE' on the right side:



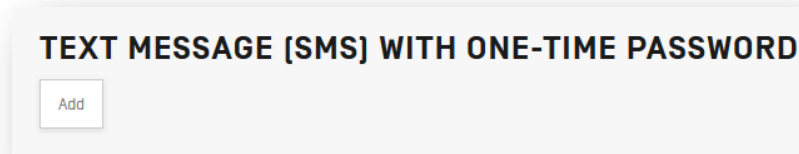
APP FOR ONE-TIME PASSWORD

Add

AAL OFFICE ONE-TIME PASSWORD

Text Message (SMS) with One-Time Password

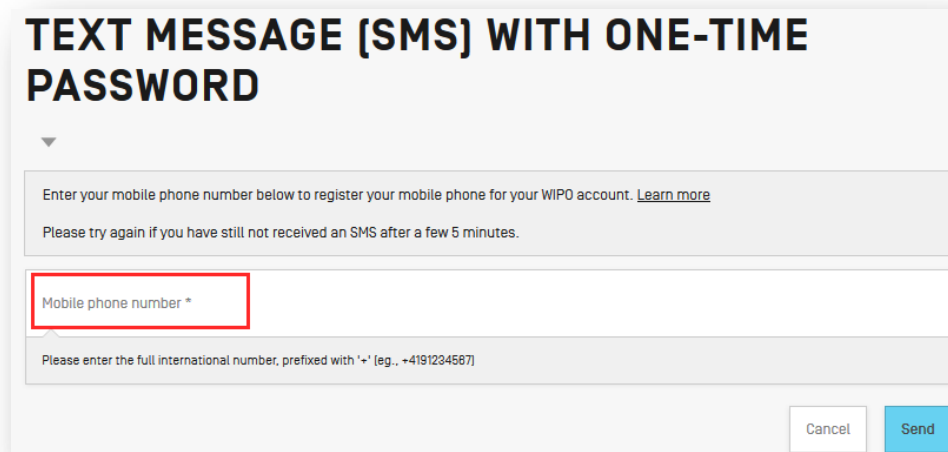
Click the button 'Add' under the section 'Text Message (SMS) with One-Time Password':



TEXT MESSAGE [SMS] WITH ONE-TIME PASSWORD

Add

You will get the following screen:



TEXT MESSAGE [SMS] WITH ONE-TIME PASSWORD

▼

Enter your mobile phone number below to register your mobile phone for your WIPO account. [Learn more](#)

Please try again if you have still not received an SMS after a few 5 minutes.

Mobile phone number *

Please enter the full international number, prefixed with '+' (eg., +4191234567)

Cancel Send

Enter your full international mobile phone number (e.g. +41 79 251 66 00) and click send. You will receive a SMS with a WIPO One-Time Password (e.g. 048130). Enter the code received and click the button 'Register' to register your mobile phone number:

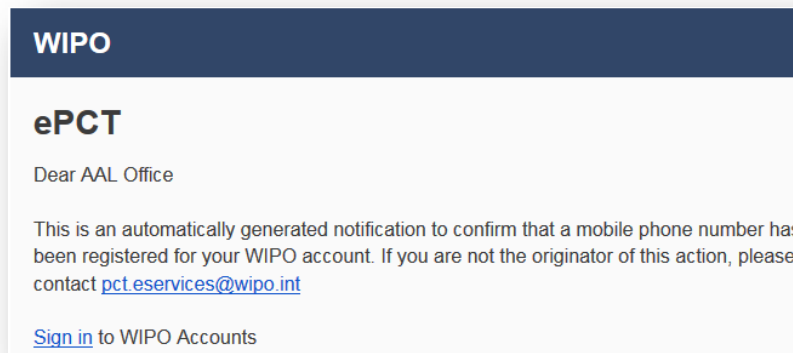
Mobile phone number +41792516845
One-time password * 048130
<input type="button" value="Cancel"/> <input type="button" value="Register"/>

Your mobile phone number will be shown under the section ‘Text Message (SMS) with One-Time Password’:

TEXT MESSAGE [SMS] WITH ONE-TIME PASSWORD	
Mobile phone number +41792516845	<input type="button" value="DELETE"/>

To remove your mobile phone number from the authentication methods, place the mouse on the line where the number is shown and then click the button ‘DELETE’ on the right side.

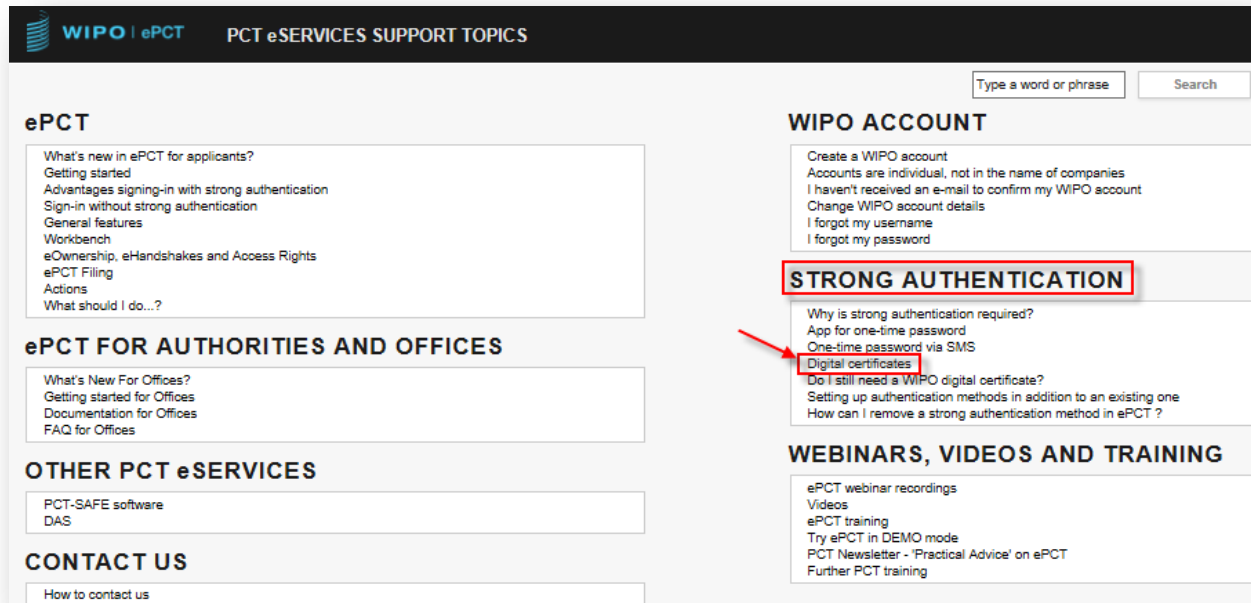
Once your phone number is registered, a notification is sent to your account email address informing that a mobile phone number has been registered for your WIPO account:



Digital Certificates

For any questions related to digital certificates, please refer to the section 'STRONG AUTHENTICATION' under the PCT eServices Support page:

http://www.wipo.int/pct/en/epct/pdf/pct_wipo_accounts_faq.html

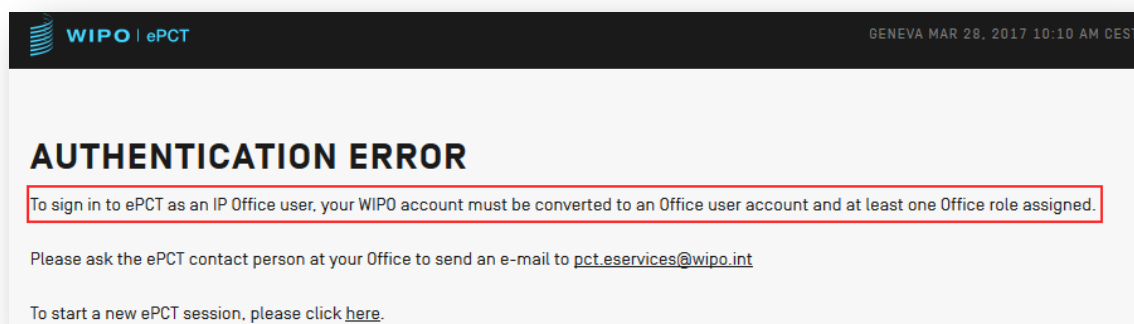


The screenshot shows the WIPO | ePCT PCT eSERVICES SUPPORT TOPICS page. The 'STRONG AUTHENTICATION' section is highlighted with a red box, and a red arrow points to the 'Digital certificates' link within that section. Other sections include 'ePCT', 'ePCT FOR AUTHORITIES AND OFFICES', 'OTHER PCT eSERVICES', 'CONTACT US', 'WIPO ACCOUNT', and 'WEBINARS, VIDEOS AND TRAINING'.

Getting the Right Access Roles

Office users who have created their own accounts and have already an authentication method defined can request, via their own ePCT main contact person, an access role.

Office users who try to connect without having any ePCT role defined will get the following authentication error message:



The screenshot shows an authentication error message from WIPO | ePCT. The message is: "To sign in to ePCT as an IP Office user, your WIPO account must be converted to an Office user account and at least one Office role assigned." Below the message, it asks the user to contact their Office contact person via email at pct.eservices@wipo.int and provides a link to start a new ePCT session.

Requesting ePCT Roles

There are four possible roles that reflect Office capacities, defined in ePCT:

- ePCT-RO for PCT Receiving Offices (RO)
- ePCT-ISA for International Searching Authorities (ISA)
- ePCT-IPEA for International Examining Authorities (IPEA)
- ePCT-DO for Designated Offices (DO)

The access roles are mainly assigned by the WIPO PCT eServices team, upon request from the office main contact person.

Important: Before assigning roles, the Office user account must be created with an Office email address and must have at least one authentication method defined.

The main contact person should send a request to the PCT eServices team at pct.services@wipo.int with the following details of each office user:

- First name and Last name
- Email address used when creating the account
- Required access role(s): Offices acting as receiving Office only will have 'ePCT-RO' defined as access role for all their users. If an Office is acting in more than one capacity (e.g. Office acting as RO, ISA and IPEA), the access roles can be assigned by users depending on the tasks they are performing within the office.

Once the access role is assigned to an Office user, the main contact person and the Office user receive an email from PCT eServices team informing them that the account has been converted and is ready for use.

Some large Offices can have their own administrators (two are recommended), who can assign roles to their own Office users. For more information, please contact PCT eServices team at pct.services@wipo.int.

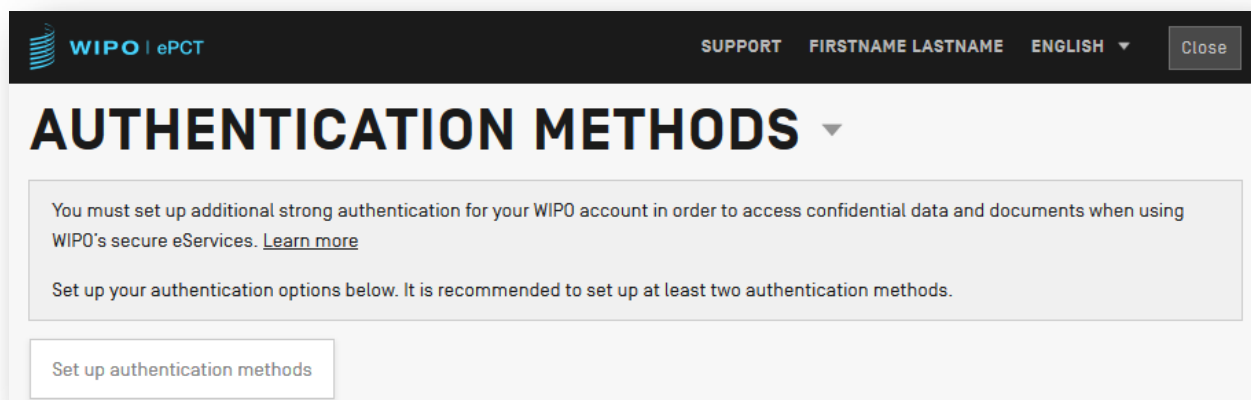
First Time Connection to ePCT

The same Office username and password can be used in both ePCT environments DEMO and PRODUCTION.

Office users who wish to try ePCT for the first time can use the following link to **ePCT DEMO** environment: <https://pctdemo.wipo.int/ePCT/en/officero/officeSearchIA.xhtml>

Office User with no Authentication method defined

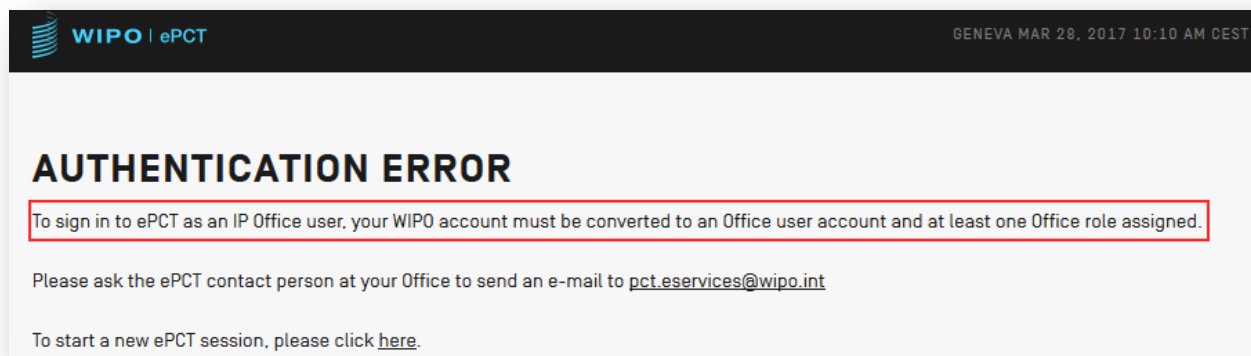
Office users who do not have yet an authentication method linked with their ePCT account will get the following screen:



Click the button 'Set up authentication methods' and choose your preferred authentication method.

Office User with no ePCT Roles Granted

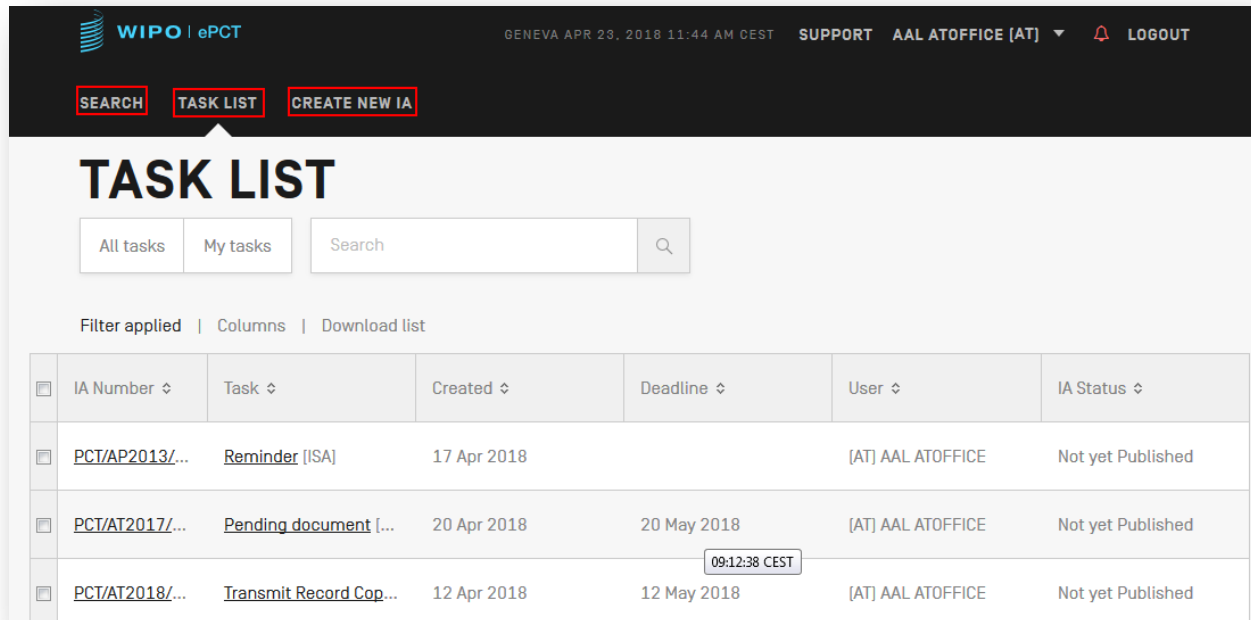
In order to be able to use ePCT as Office user, your WIPO user account must be converted to an Office user account and at least one role signed. If your account is not



Please refer to previous paragraphs in this document to configure your authentication methods and to request ePCT access roles.

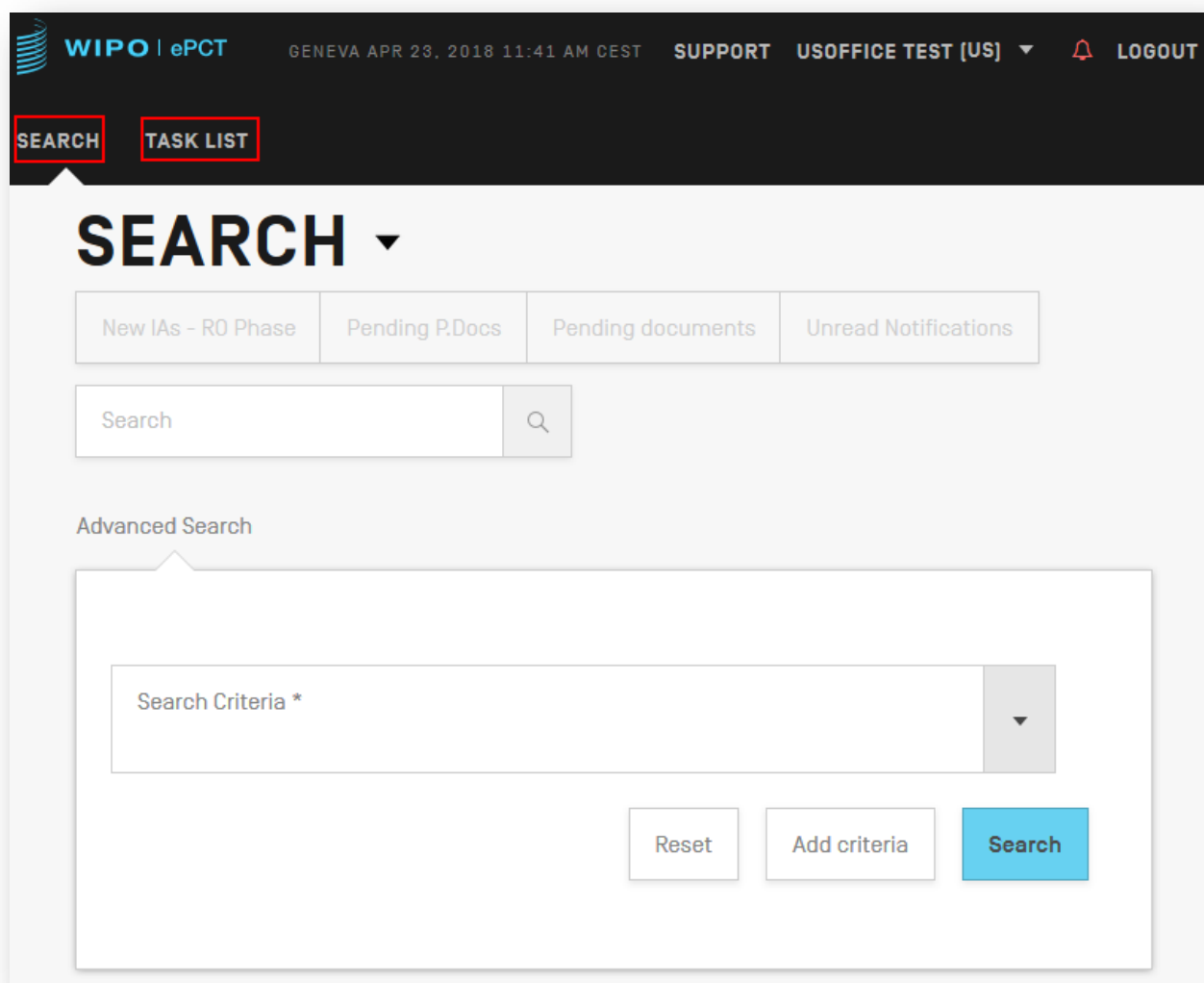
Login to ePCT

Office users who have their accounts already configured (Strong Authentication + at least one ePCT Access Role) can connect to ePCT for Offices <https://pct.wipo.int/ePCT> and get the following default screen:



IA Number	Task	Created	Deadline	User	IA Status
PCT/AP2013/...	Reminder [ISA]	17 Apr 2018		[AT] AAL ATOFFICE	Not yet Published
PCT/AT2017/...	Pending document [...]	20 Apr 2018	20 May 2018	[AT] AAL ATOFFICE	Not yet Published
PCT/AT2018/...	Transmit Record Cop...	12 Apr 2018	12 May 2018	[AT] AAL ATOFFICE	Not yet Published

Offices for which the processing of applications is not yet enabled in ePCT will get by default the 'Search' screen instead of 'Task List':



The screenshot shows the top navigation bar of the WIPO | ePCT system. It includes the logo, the text "WIPO | ePCT", the location and time "GENEVA APR 23, 2018 11:41 AM CEST", and links for "SUPPORT", "USOFFICE TEST [US]", a notification bell, and "LOGOUT". Below the navigation bar are two buttons: "SEARCH" and "TASK LIST", both highlighted with red boxes. The main content area is titled "SEARCH" with a dropdown arrow. It features a horizontal menu with four items: "New IAs - R0 Phase", "Pending P.Docs", "Pending documents", and "Unread Notifications". Below this is a search input field with a magnifying glass icon. Underneath is an "Advanced Search" section containing a "Search Criteria *" input field with a dropdown arrow, and three buttons: "Reset", "Add criteria", and "Search".

For more details about ePCT Office functions, please refer to the [ePCT Office User Guide](#).

More Information about ePCT for Offices

More information and documentation is available on the PCT web site under '[PCT for Authorities and Offices](#)' and the [ePCT Frequently Asked Questions](#) for Offices:

ePCT for Authorities and Offices

The ePCT system offers a wide range of services to Offices, all provided through a secure browser-based interface and available in all ten languages of publication. ePCT enables Offices to access the latest bibliographic data and any other relevant documents held by the International Bureau (IB) of WIPO.

ePCT for Offices offers a set of functions such as:

- enabling receiving offices (ROs) to record international applications filed on paper and accepting any post-filing documents before transmitting them together with the record copy to the IB;
- transmittal of international applications to a receiving Office of the IB (RO/IB) under [Rule 19.4](#);
- transmittal of priority documents and withdrawals of international applications and/or priority claims to the IB; and
- communications between the different Offices as well as between Offices and applicants;
- enabling International Search Authorities (ISAs) to prepare International Search Reports (ISRs), Written Opinions (WOSAs) and other PCT forms; and
- access for designated Offices to documents not available through [PATENTSCOPE](#), including copies of non-patent literature uploaded with third party observations.

For more details about the available features, please refer to the [ePCT user guide](#) and the [ePCT FAQs](#).

ePCT Documentation

- Getting started for Offices [PDF](#)
- Office user Guide [PDF](#)
- [ePCT Frequently Asked Questions \(FAQs\)](#)

Related Links

- [ePCT \(Production\)](#)
- [Try ePCT in DEMO mode](#)
- [PCT Guidelines for Authorities and Offices](#)
- [ePCT FAQs](#)

Email updates

[PCT Highlights](#) – High-level overview of recent and future developments in the PCT. 1-2 per year.

[Sign up](#)

[END OF DOCUMENT]