

STEP-BY-STEP GUIDE FOR DOCUMENT UPLOAD IN ePCT (PUBLIC AND PRIVATE SERVICES)

Documents and correspondence can be uploaded to the International Bureau, RO/IB and other participating Offices using the 'Upload Documents' function in the ePCT system (<https://pct.wipo.int/ePCT>).

In order to do this, it is sufficient to create a WIPO user account and to use the ePCT *public* services option, which does not require you to authenticate your user account with a digital certificate. However, please note that, by further securing your account with a digital certificate, you can then access ePCT *private* services, which offers many more features, including of course the function to upload documents.

The steps below will help you to use ePCT *public* services to upload documents online. You can then decide at a later date if you would like to authenticate your user account with a digital certificate in order to benefit from the further advantages of using ePCT *private* services.

- 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.

DOCUMENT FORMATS PERMITTED FOR ONLINE UPLOAD VIA THE SERVICE

- Only **PDF** documents can be uploaded via the service, with the exception of sequence listings accompanying requests for supplementary international search which are also accepted as .zip, .txt and .app files.
- It is recommended that PDF-**text** documents be uploaded, i.e., documents created in MS Word (or other word processor) and then printed/converted to PDF, so that the text can be processed by the IB.
- The PDF documents must be compliant with Annex F of the Administrative Instructions under the Patent Cooperation Treaty (PCT); see http://www.wipo.int/pct/en/texts/pdf/ai_anf.pdf. This means that all those documents must meet the following requirements:
 - Page size should be A4;
 - All fonts must be embedded and licensed for distribution.
- Furthermore, they need to meet the requirements of the Regulations under the PCT (http://www.wipo.int/pct/en/texts/pdf/pct_regs.pdf), e.g., drawings must be black and white (not grayscale or colored). Please see PCT Rule 11.13 *Special Requirements for Drawings*.

CREATE A WIPO USER ACCOUNT

1. Go to the ePCT home page at <https://pct.wipo.int/ePCT>
2. Click on the link 'Create an account'.

ePCT Portal

The ePCT system offers two distinct types of online services:

- ePCT *public* services, requiring the creation of a standard WIPO user account, enable the upload of documents, access to documents previously uploaded by the account holder and the use of the third party observation service.
- ePCT *private* services, requiring additional authentication by uploading a digital certificate to a WIPO user account, provide a full suite of functions to authorized users for international applications filed as 1 January 2009. New international applications are also prepared and filed in ePCT private services.

ePCT private services

[Access ePCT private services](#)
(requires WIPO user account and digital certificate)

Smartcard holders using Internet Explorer should log in by clicking [here](#).

ePCT public services

[Access ePCT public services](#)
(requires only WIPO user account)

[Create an account](#)
[Obtain/Upload a certificate](#)

Supported browsers: Mozilla Firefox 3.6+ (recommended), Internet Explorer 7+
The system may not work correctly with other browsers and we will not be able to give assistance in these cases.

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 user account. (If you require additional help, Part 1 of the Applicant user guide explains all the functions of the WIPO Accounts service, including creation of a user account).
4. The 'Create an account' screen is displayed. All fields marked with '*' are mandatory and must be filled in. 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.
5. Enter a Username of your choice, comprising at least four characters. If the Username you have entered already exists for another WIPO account, the message 'Username is already in use' will be displayed. You must choose an alternative Username that has not already been chosen by someone else.
6. In your Account profile you may select your preferred language for ePCT Notifications from among all 10 PCT publication languages.

7. Please pay particular attention to type your e-mail address accurately, in order to receive the e-mail containing the link that is required to validate the account creation process.

Create an account

Please fill in your details below in order to register for an online user account.
All fields marked with * are mandatory.

User information

Username *	DJohn76
First Name *	John
Last Name *	Doe
Company/Organization	Davis Patents
Phone	+1 301 557 3055
Address	2500 Virginia Avenue, N.W. Washington, D.C. 20037-1902
Country *	United States
Language of ePCT Notifications *	English


E-mail

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

E-mail *	john.doe@davis.com
Confirm E-mail *	john.doe@davis.com

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

Password

Password * (password policy)	●●●●●●
Confirm password *	●●●●●●
Verification *	Type the characters displayed below. 
Characters:	coater
<input type="button" value="Create an account"/>	

IMPORTANT: If you do not receive the confirmation e-mail within a few minutes, click on the link 'Request confirmation code' in the left margin of the "Create an account" screen. If you still do not receive an e-mail within a few minutes, please check your spam filters and ensure that *noreply@wipo.int* is not blocked otherwise you may also fail to receive further system messages in the future.

8. When you have successfully created your WIPO user account and validated it by clicking on the link received by e-mail, you can now log in to ePCT *public* services from the ePCT homepage <https://pct.wipo.int/ePCT>.

LOG IN TO ePCT PUBLIC SERVICES

ePCT Portal

The ePCT system offers two distinct types of online services:

- ePCT *public* services, requiring the creation of a standard WIPO user account, enable the upload of documents, access to documents previously uploaded by the account holder and the use of the third party observation service.
- ePCT *private* services, requiring additional authentication by uploading a digital certificate to a WIPO user account, provide a full suite of functions to authorized users for international applications filed as 1 January 2009. New international applications are also prepared and filed in ePCT private services.

ePCT private services

[Access ePCT private services](#)
(requires WIPO user account and digital certificate)

Smartcard holders using Internet Explorer should log in by clicking [here](#).

ePCT public services

[Access ePCT public services](#)
(requires only WIPO user account)

[Create an account](#)
[Obtain/Upload a certificate](#)

9. Click on 'Access ePCT *public* services' and log in using the Username and Password of your newly-created WIPO account:

ePCT public services

If you already have a WIPO user account, login below to access ePCT *public* online services (no access to confidential documents or data)

Authentication

To log in, enter your username and password.

Username:

Password:

[Create an account](#)

[Forgotten username?](#)
[Forgotten password?](#)

Supported browsers: Mozilla Firefox 3.6+ (recommended), Internet Explorer 7+
The system may not work correctly with other browsers and we will not be able to give assistance in these cases.

10. You are now ready to start using ePCT *public* services.

11. Click on the 'Search IA' tab and enter the international application number and international filing date of the international application for which you want to upload a document.

WORLD INTELLECTUAL PROPERTY ORGANIZATION

Current time in Geneva, Switzerland 🇨🇭 Wednesday, 20 February 2013, 10:48 CET

[ePCT](#)
[Search IA](#)
[My History](#)
[Portfolios](#)

Search International Application

International Application Number : IB2011/051515

International Filing Date : 08/04/2011

12. Click on the 'Upload Documents' tab to access the upload documents function.

File View **Upload Documents** Third Party Observations

International Filing Date : 16 Sep 2012

Portfolio : ANATOMY

Processing Team at IB : ePT [Send ePCT Message](#)
Tel. +41 22 338 78 78
Email address ept.pct@wipo.int

1. Select document type >>2. Add document >>3. Click on upload

- Article 19 Amendments
 - Letter accompanying Amended claims
 - Amended Claims Statement
 - Amended Claims
- Supplementary International Search
- Other
- Declarations under Rule 4.17
- Corrections/Rectifications
- Withdrawal under Rule 90bis

Maximum upload limit - 20MB per file

Document Type	File Name	File Size	Remove
Amended Claims	Amended Claims.pdf	9 KB	

Upload documents

Informal Message

Signature of Applicant/Agent *
Should include name

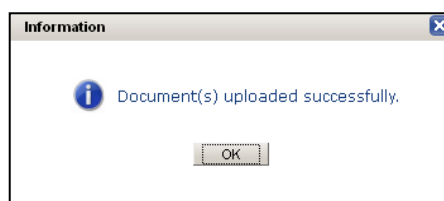
Text signature /

 Image signature

 Document(s) signed by Applicant/Agent included in the attachment(s)

13. Proceed with selecting the document type and adding the file that you wish to upload. Once you have finished adding all the documents, click on 'Upload'.

14. In order to eliminate the need to prepare and upload a covering letter, you can type a message for the attention of the recipient and select a signature option which will automatically be rendered as an ePCT Cover Letter.



15. Confirmation that the upload was successful is immediately displayed. Clicking on 'OK' directs you to the 'File View' of the international application where you can actually view in the IB's electronic system the documents that you have just uploaded.

ePCT Search IA My History Portfolios PCT/IB2011/051515				
PCT/IB2011/051515				
File View Upload Documents Third Party Observations				
International Filing Date	:	08 Apr 2011		
Portfolio	:	MEMORY-FORM-PILLOW		
Processing Team at IB	:	R&PT Tel. +41 22 338 92 22 e-mail: ro_ib@wipo.int		
<input type="checkbox"/>	Documents on file at the International Bureau [Doc ID]	Date	Status	Pages
<input type="checkbox"/>	Related Documents			
<input type="checkbox"/>	ePCT Cover Letter [291]	20 Feb 2013		1
<input type="checkbox"/>	Amended Claims Statement [290]	20 Feb 2013		2
<input type="checkbox"/>	Amended Claims [289]	20 Feb 2013		24

16. Note that, since you are using ePCT *public* services, the only documents that you can see in the 'File View' are the ones that have been uploaded by **you**, including any that had been uploaded by you in a previous session. In order to access the entire file contents online, ePCT *private* services must be used.

17. The icon Amended Claims [34] next to the document name indicates that the document is in status 'new' and not yet processed by the recipient. Once the document is processed, the icon will change to Amended Claims [34]. The number in brackets refers to the sequence number of the document in the IB's electronic system.

18. You may now proceed to upload documents for another international application by returning to the 'Search IA' screen (see no. 11, above).

19. You can consult a history of all your document uploads and other actions in ePCT by clicking on the 'My History' tab. By default the actions carried out during the previous seven days are displayed but the start and end dates can be modified.

Current time in Geneva, Switzerland 🇨🇭 Wednesday, 20 February 2013, 13:45 CET

ePCT Search IA My History Portfolios PCT/IB2011/051515 X

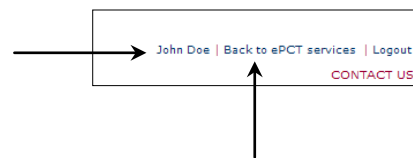
My History

Start Date 13/2/2010 End Date 20/2/2013 Search Reset

IA Number*	IFD*	Type of Action*	Audit Info*	Date/Time*
PCT/IB2011/051515	Apr 8, 2011	Upload document	Amended Claims [289] Amended Claims Statement [290] ePCT Cover Letter [291]	20 Feb 2013
PCT/IB2011/051515	Apr 8, 2011	Add IA to portfolio	IB2011051515 added to portfolio MEMORY-FORM-PILLOW.	07 Mar 2012
PCT/IB2011/051515	Apr 8, 2011	Upload document	Cover Letter [115] General Correspondence [116]	07 Mar 2012
PCT/IB2011/051515	Apr 8, 2011	Remove IA from portfolio	IB2011051515 removed from portfolio ANITA.	05 Mar 2012
		Create portfolio	Portfolio CORDLESS created	03 Aug 2011
		Create portfolio	Portfolio MEMORY-FORM-PILLOW created	03 Aug 2011
		Create portfolio	Portfolio MATRESS created	03 Aug 2011
		Create portfolio	Portfolio LAPTOP created	03 Aug 2011
		Create portfolio	Portfolio SMART-PHONE created	03 Aug 2011
PCT/IB2011/051515	Apr 8, 2011	Upload document	Power of Attorney [70] Cover Letter [71]	01 Aug 2011

1 2 >>>>

20. While you are logged in to ePCT you can directly access your user account profile in the WIPO Accounts service by clicking on your name at the top-right corner of each screen which serves as a link.



21. Return to ePCT by using the appropriate link 'Back to ePCT services'.

PCT The International Patent System

PROPERTY ORGANIZATION

Account profile

User information

Username	DJohn76
Customer ID	user_US_DOE_John_7515
First Name	John
Last Name	Doe
Company/Organization	Davis Patents
Phone	+1 301557 3055
Address	2500 Virginia Avenue, N.W. Washington, D.C. 20037-1902
Country	United States
Language of ePCT Notifications	English change

E-mail

E-mail	john.doe@davis.com change
--------	---

22. For further information about the different functions available in ePCT, in particular the advantages of securing your WIPO account with a digital certificate in order to be able to use all the features of ePCT *private* services, please refer to the Applicant user guide which is on the ePCT Homepage and also under the ePCT tab when you are logged in to ePCT. Your attention is drawn also to the 'Getting started' document, which contains brief instructions on how you can authenticate your user account with

a digital certificate so that you can use the wide range of functions available in ePCT *private* services.

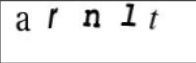
USER SUPPORT

23. 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.



By default 'Patents' will be displayed as the topic and 'ePCT' as the sub-topic:

Contact Us

Topic	Patents
Sub-topic	ePCT
Question	What is meant by Annex F compliant PDF documents?
First name (optional)	Paula
Last name (optional)	Johnson
Company/Organization (optional)	
Phone number (optional)	
E-mail address	paula.johnson@abc.com
Verification	 Reload image
	Please enter below the characters displayed above.
	arnlt
	<input type="button" value="Submit"/> <input type="button" value="Reset"/>

24. Should you need to submit an attachment such as a screenshot to accompany a query, 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]