

ePCT Workshop: Hands-on practice session



Use the FAQ articles for assistance <https://www.wipo.int/pct/en/epct/support.html>

Sign in with strong authentication in ePCT Demo <https://pctdemo.wipo.int>

1) Create new IA:

- **Note:** ePCT-Filing is available with 87 receiving Offices. It's direct filing with 84 of them including RO/IB. It's a two-step process with RO/US, IL and CA.
- Start preparing a **new application** via 'Create new IA'.
- Select **IB as the receiving Office** for this exercise, the application will then be available for further work immediately after filing.
- Give it a file reference of your choice.
- Add a priority claim, improvising with fictitious number and date. You can request the IB to retrieve a priority document from DAS with this number and access code: US 62/999,999, code 1255.
- Note that ePCT checks DAS availability in real time for real applications – if an application is not yet registered in DAS, it's not possible to use this feature in ePCT at the time of filing.
- It's good practice to save the draft every now and then – click in the top-right corner.
- Indicate yourself as applicant/inventor.
- Select the ISA based on your nationality and residence and for this exercise select **ISA/EP**.
- In the 'Documents' section add a single specification with description, claims and abstract from the sample data. Then add separately the drawings. Click on how the drawings will be rendered at the IB.
- Select the currency in the 'Fees', check the amount of fees.
- Sign the application, review and file it. The application filed at RO/IB can be accessed in the Workbench immediately for further transactions.

2) Same day corrections:

- **Note:** After an international application has been filed using ePCT, **and provided that the RO to which the application was submitted is an Office to which documents can be uploaded using ePCT**, you can submit 'same day corrections' **up until midnight in the time zone relevant to the receiving Office** in order to add documents that were omitted at the time of filing and which affect the according of the international filing date, such as description, claims, drawings.
- Submit same day corrections for this filed application, for example upload a new set of claims and indicate an explanation.

3) Clone:

- **Note:** Provided that an international application was prepared using ePCT-Filing, it is possible to 'Clone' the IA (either before or after filing) in order to create a copy as a draft New IA for filing to the same receiving Office and with the same content. This functionality is useful when you file PCT applications with the same applicant, agent...
- Clone the filed applications and give to it a new file reference and file it.

4) File View:

- **Note:** When opening an application from your ePCT Workbench, you have access to all documents and data as held by the IB.
- Open the PCT/IB application that you filed.
- Upload a document to ISA/EP, check where the document is displayed afterwards under the documents section.
- Check the publication date of this PCT application.
- Click on preview front page.
- Check the time limit for national phase entry.

5) Portfolios:

- **Note:** A Portfolio in ePCT is a virtual folder in order to group applications together for example by applicant's name. Adding an application to a Portfolio does not remove it from the Workbench where it will still be visible. It is also possible to move an application to another portfolio by clicking on the small arrow next to the application number (filed IAs) or file reference (draft new IAs) and select from the drop down menu "Move to another Portfolio".
- Create 2 portfolios.
- Add your PCT application into one of your portfolios.
- Move the application from one portfolio to the other one.

6) ePCT Notifications:

- **Note:** These ePCT-generated notifications are completely separate and independent from official PCT forms, also known as notifications, such as PCT/IB/301 or PCT/IB/304. You will receive them either via email and/or postal mail depending on the indication made on the request form for the agent or applicant at the time of filing the application.
- Check the notifications that you received so far in ePCT.
- Check your preferences and the different notifications which are sent by the system.

You are now experts with ePCT 😊

Thank you for participating to the hands-on practice session