ePCT – eHandshakes-Access Rights-eOwnership

https://pct.wipo.int
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eHandshakes (1)

- First step in sharing access rights to PCT applications

- Association and trusted recognition between different WIPO User Accounts with strong authentication, before access rights can be shared

- eHandshakes do not directly result in shared access rights which have to be specifically assigned (default access rights options can be pre-defined)

**eHandshakes (2)**

- eHandshakes are managed within your WIPO account: select ‘My WIPO Account’ from the dropdown menu after clicking on your name in the navigation bar.
eHandshakes (3)

- Request new eHandshake

  - If you have the associate’s customer ID, enter it in the corresponding field

    ![REQUEST NEW eHANDSHAKE](image)

    Enter the Customer ID of the user to whom you want to send an eHandshake request.

    Customer ID *
    user.CH.PIRIOU.PASCAL.0044

    Request eHandshake

  - If you do not have the associate’s customer ID, send yours by e-mail so that the associate can initiate the process

    ![INITIATE eHANDSHAKE](image)

    Your Customer ID is user.CH.PIRIOU.PASCAL.0044. Send Customer ID by e-mail to an associate to initiate an eHandshake request
eHandshakes (4)

- Shortcut link to eHandshake screen available when editing access rights

ACCESS RIGHTS

To assign rights to another person you must first have established an eHandshake

Name *
Rights *
eHandshakes (5)

- It is possible, in a single operation, to remove all access rights for a given eHandshake user, including:
  - IAs, drafts
  - Address Books
  - Access Rights Groups

- Useful when a person leaves a company or a law firm

- If ePCT access rights have to be removed, remove access rights before deleting an eHandshake user
eHandshakes (6)

On ‘My eHandshakes’ list, find the eHandshake contact concerned, then hover your mouse next to ‘Remove all ePCT rights’, click on the ‘delete’ icon appeared to delete the eHandshake.

An e-mail notification informs that person that an eHandshake has been deleted.

```
MY eHANDSHAKES

| Refresh |
|-------------------------|-------------------------|
| Ahmed DRABI [user_CH_DRABI_AHMED_6170] | Remove all ePCT rights |
| Andrzej ZOLTANSKI [user_CH_ZOLTANSKI_ANDRZEJ_6437] | |
```

You recently share an eHandshake with this user. Click here to delete this eHandshake.
Types of Access Rights

- **eOwner**
  - Complete control over the application in ePCT
  - Can be the applicant, agent or another individual (e.g., paralegal, assistant, secretary) who actually filed the PCT application, or an individual to whom access rights were granted by an existing eOwner

- **eEditor**
  - Can take all actions except manage access rights

- **eViewer**
  - ‘View’ and ‘Download'
Access Rights Groups (1)

- Set up access rights groups to share access rights
  - at the time of creating a New IA
  - when cloning an existing application
  - when requesting an eOwnership code for filing using PCT-SAFE, EPO online filing software or JPO PAS
  - when editing access rights
Access Rights Groups (2)

WORKBENCH ▼

ACCESS RIGHTS GROUPS

Create a group of eHandshake users to whom you would like access rights to be assigned when you create a New IA (or become eOwner by using a confirmation code).

If you create more than one group, you will be prompted to select the group to which you would like to assign access rights.

IMPORTANT - To remove all existing ePCT access rights for an eHandshake user, use the function ‘Remove all ePCT rights’ via your eHandshakes list, here.

Add access rights group  History

- Name of group Geneva
- Name of group Webinar
- Name of group WIPO
Managing Access Rights (1)

- An eOwner can assign/modify/remove access rights via the Workbench (e.g. for multiple applications) or within individual applications via the ‘Access Rights’ section.
Managing Access Rights (2)

- Best practice - always have **at least 2 eOwners** to facilitate access rights management

- Access rights should be removed for ePCT users no longer requiring access (e.g., change of applicant, change of agent, departure of employee, etc.)

- Full history of all access rights modifications available

<table>
<thead>
<tr>
<th>ACCESS RIGHTS</th>
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<tbody>
<tr>
<td>Add eHandshake user</td>
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</table>

<table>
<thead>
<tr>
<th>CURRENT ACCESS RIGHTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name John SMITH</td>
</tr>
<tr>
<td>Name Pascal PIRIOU</td>
</tr>
<tr>
<td>Name Yinghua CHEN</td>
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</tbody>
</table>
Practical Advice
Access rights group in a large law firm (1)

- Each user in a group should create an access group in their account including the same eHandshake users

Group of User A with B and C
Group of User B with A and C
Group of User C with A and B
Access rights group in a large law firm (2)

- Each user should have an eHandshake with the docketing team/ case management team

Docketing Team / Case Management Team

(eOwner of each application)

- User A
- User B
- User C

eHandshake
Docketing team/case management team is eOwner of each application and receive all ePCT notification

### NOTIFICATIONS

By default the 500 most recent results are displayed. Select and clear notifications to display the next 500 results.

**IMPORTANT** - Notifications are automatically archived one year after the date of receipt and can be retrieved upon request to the ePCT help desk.

<table>
<thead>
<tr>
<th>Method of Notification</th>
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<tbody>
<tr>
<td>Email</td>
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<tr>
<td>Post on list in ePCT</td>
</tr>
<tr>
<td>Email</td>
</tr>
<tr>
<td>Notifications list in ePCT</td>
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</tbody>
</table>

**Notify me about the following events for all applications**

- IAM silhouette and access rights are changed by another person
- Priority document(s) still outstanding and international publication is scheduled to take place in 2 weeks
- Priority document(s) still outstanding and the time limit under Rule 17(b) has expired
- Time limit for submitting Article 19 amendments expires in 2 weeks
- Technical preparations for publication scheduled to take place in 2 weeks
- Time limit for submitting Rectification of Obvious Mistakes to I/A Office [Rule 3(1)] expires in 2 weeks
- Notification event has been scheduled by the IP
- Time limit to request supplementary international search expires in 2 weeks
- Time limit to file Chapter II Demand expires in 2 weeks
- 30-month time limit and of the international phase expires in 1 transt
- A Warning added/modifier
- New document added and/or new version issued
- ePCT-Filing confirmation - documents and bibliographic data available in ePCT

**Notify me about events in my application where my access rights are**

- IAM silhouette
- IAM view
- IAM view

**Method of Notification**

- Email
- Post on list in ePCT
ePCT notifications preferences setting (2)

- Paralegals/secretaries who only file but do not monitor applications, untick the unnecessary notification options from ‘Preferences’
What should I do if I leave the company (1)

- Scenario A: I move to another law firm
  - Assign access rights to my eHandshake colleague(s) if I’m the sole eOwner
  - Remove my access rights of all my PCT applications
  - Delete my eHandshake(s)
  - Update my WIPO account with my new contact details, including email address, name of the new company, etc
  - No need to create a new WIPO account
What should I do if I leave the company (2)

■ Scenario B: I retire 😊
  - Assign access rights to my eHandshake colleague(s) if I’m the sole eOwner
  - Remove my access rights of all my PCT applications
  - Delete my eHandshake(s)
  - Contact PCT Operations Customer Support Section pct.eservices@wipo.int to deactivate my WIPO account
Taking eOwnership of Applications

- **Process is automatic when using ePCT-Filing**

- Access rights can be assigned to eHandshake contacts, including prior to filing

- Default access rights can be set up and automatically applied

- If ePCT-Filing is not used, additional steps are required to take eOwnership so to gain access rights
  
Taking eOwnership - Request Access Rights

■ Search for application outside of your Workbench and select reason ‘Request Access Rights’

■ E-mail notification is sent once the request for access rights has been processed by the IB

■ If Form PCT/IB/345 with the eOwnership code is issued, the code can only be used by the account holder who submitted the request
Confirming eOwnership before publication: e-filing using an ePCT supported digital certificate

- Unpublished e-filed applications using a digital certificate supported by ePCT (WIPO digital certificates, EPO smart cards and certificates issued by JPO SECOM)
  

  - Digital certificate used to file must match the digital certificate uploaded to the user’s WIPO account
  - Enter the confirmation code in the bottom right-hand corner of Form PCT/IB/301
  - eOwnership automatically assigned
Requesting eOwnership (1) before publication: paper filing or e-filing with a digital certificate not supported by ePCT

- Enter confirmation code indicated on Form PCT/IB/301

  REQUEST ACCESS RIGHTS

  The access rights confirmation code can be found in the bottom right-hand corner of Form PCT/IB/301, or on Form PCT/IB/345 if a new confirmation code was already requested from the International Bureau.

  Access rights confirmation code *
  
  MHHRZFAMY9AKV0

  ePCT cannot detect and validate any digital certificate used to file this international application. Please complete the form below to request access rights from the International Bureau.

- Fill in an online form to submit a request to the IB

- eOwnership granted automatically if approved, or Form PCT/IB/345 sending the eOwnership code to the address for service if refused
Requesting eOwnership (2)
before publication: with a Rule 92bis change request filed in the application

- Enter confirmation code indicated on Form PCT/IB/301
- Fill in an online form to ‘Request confirmation code’ from the IB

Form PCT/IB/345 with the eOwnership code will be sent to the address for service
Requesting eOwnership (3)
before publication: no PCT/IB/301

- No Form PCT/IB/301 (e.g. new agent): send ePCT message to the IB to request a copy of the form
  - Click ‘Search IA outside my Workbench’, enter PCT application number + International filing date, then select the reason ‘View contents’ to go to the application page
  - Click ‘send ePCT message’
Requesting eOwnership for Published Applications

- Confirmation code on Form PCT/IB/301 is no longer valid after the publication
- Fill in an online form to ‘Request confirmation code’ from the IB
- Form PCT/IB/345 with the eOwnership code will be sent to the address for service

Requesting eOwnership as Part of the Filing Process

- Filing using compatible e-filing software, including PCT-SAFE, EPO online filing software and JPO PAS

- Generate a one-time eOwnership code in ePCT and paste it into the relevant signature field along with your Customer ID

- When the Record Copy is received at the IB, access rights will be automatically assigned to the account holder corresponding to the eOwnership code and Customer ID

Generating eOwnership Code

Generate an eOwnership code to set up ePCT access rights as part of the filing process when using PCT-SAFE, EPO online filing or JPO PAS. This eOwnership Code can only be used at the time of filing, for one application and is not applicable to a later filing.

Copy/paste your Customer ID and eOwnership code below into the corresponding fields in the signature box in PCT-SAFE, EPO online filing or JPO PAS.

When the record copy is received at the International Bureau, eOwnership will be automatically assigned to the holder of the Customer ID.

Customer ID: user_CH_PIRIOU_PASCAL_1755

eOwnership Code: SVYYHX2QMQRPY0
Example - PCT-SAFE Filing

GENERATE eOWNERSHIP CODE FOR USE WHEN PCT-SAFE, EPO ONLINE FILING & JPO PAS

Generate an eOwnership code to set up ePCT access rights as part of the filing process when using PCT-SAFE, EPO online filing or JPO PAS.

This eOwnership Code can only be used at the time of filing, for one application and is not applicable for subsequent applications.

Copy/paste your Customer ID and eOwnership code below into the corresponding fields in the signature box in PCT-SAFE, EPO online filing or JPO PAS.

When the record copy is received at the International Bureau, eOwnership will be automatically assigned to the holder of the Customer ID.

Customer ID user_CH_PIRIOU_PASCAL_1755

eOwnership Code SVYYHX29MQRPY0

Generate another code

Assign eOwnership in ePCT (optional)

<table>
<thead>
<tr>
<th>ePCT Customer ID:</th>
<th>user_CH_PIRIOU_PASCAL_1755</th>
</tr>
</thead>
<tbody>
<tr>
<td>ePCT eOwnership code:</td>
<td>SVYYHX29MQRPY0</td>
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WIPO FOR OFFICIAL USE ONLY
ePCT HELP (1)

- Use the ‘HELP’ link in the navigation bar
  https://www.wipo.int/pct/en/epct/support.html

- FAQs and user documentation
  - Database of help information (use ‘Search’ feature to pinpoint a topic)
  - Useful ‘How to’ videos
  - Live Chat (during business hours) available via FAQ answers
  - ePCT Webinars
ePCT HELP (2)

- PCT Customer Support Section
  - Tel: +41-22-338-9523
  - E-mail: pct.eservices@wipo.int
  - Monday to Friday, 9am-6pm Geneva time
  - Chat feature available
Thank you!