

ePCT for New Users (Part II)
<a href="https://pct.wipo.int">https://pct.wipo.int</a>



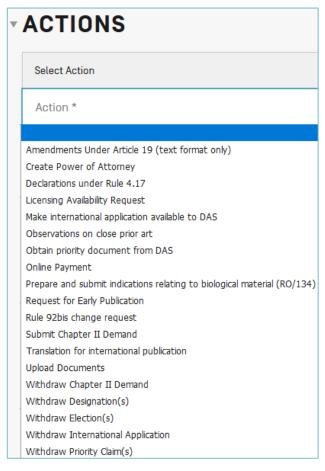
### Content

- ePCT Actions
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- ePCT HELP



### ePCT Actions

■ Full suite of Actions only available if signed in to ePCT with strong authentication and with eOwner or eEditor access rights to an application





## **Upload Post-filing Documents**

- 'Upload documents' (mostly PDF format) to the IB and also to participating Offices in capacity as RO, ISA, IPEA, if logged in with strong authentication
  - ☐ Types of document selectable depend on recipient Office selected
  - □ A cover letter is automatically generated
- Current date and time at the recipient Office is displayed in the interface and set as date of receipt
- After upload, documents are visible under Documents and the recipient Office is notified by the system



## eHandshake & Access Rights

- Access rights allow you to manage a PCT application in ePCT
- eHandshake is the first step in sharing access rights to PCT applications
  - □eHandshakes do not directly result in shared access rights which have to be specifically assigned (default access rights options can be pre-defined)
- eOwner can share access with eHandshake contacts
  - ■Best practice always have at least 2 eOwners to facilitate access rights management
- Other roles: eEditor and eViewer



### Workbench Features

- List of all PCT applications to which you have access (eOwner, eEditor, eViewer)

  <a href="https://www.wipo.int/pct/en/epct/learnmore.html?N=692">https://www.wipo.int/pct/en/epct/learnmore.html?N=692</a>
- 7 pre-defined shortcut filter buttons to display applications filtered as per their status
- Advanced search feature with 50+ criteria
- Workbench list can be downloaded as a spreadsheet
- Select one or more applications to reveal a bar that gives access to functions such as managing access rights, archiving and organizing applications into Portfolios



### ePCT Notifications

- Strong authentication required to benefit fully
  - □ Preferences allow you to specify the events in the lifecycle of a PCT application for which you want to receive notifications
  - Method (E-mail, ePCT Notifications list, or both) and type of notifications
- Only most recent 500 notifications are displayed



## ePCT HELP (1)

- Use the 'HELP' in the navigation bar <a href="https://www.wipo.int/pct/en/epct/support.html">https://www.wipo.int/pct/en/epct/support.html</a>
- FAQs and user documentation
  - Database of help information (use 'Search' feature to pinpoint a topic)
  - ePCT Webinars
  - ePCT Video tutorials
- To Practice: <a href="https://pctdemo.wipo.int">https://pctdemo.wipo.int</a>
  - Do NOT use confidential or sensitive data
  - ■Be careful NOT to confuse Demo mode with Production mode



#### PCT eSERVICES HELP

Type a word or phrase

Search

#### **ePCT**

ePCT for applicants and third parties [web page]

What's new in ePCT for applicants?

Getting started

Advantages signing-in with strong authentication

Sign-in without strong authentication

General features

Workbench

eOwnership

eHandshakes and Access Rights

External signature

ePCT Filing

Actions

What should I do ...?

Office Profiles

Time limits for entering the national/regional phase

#### **ePCT FOR AUTHORITIES AND IP OFFICES**

ePCT web page for Authorities and IP Offices

What's New for IP Offices?

Getting started for IP Offices

User Guide for IP Offices

ePCT Video Tutorials for IP Offices

FAQ for IP Offices

Offices accepting documents electronically via ePCT

Offices using the IB's eSearch Copy procedure

IPEAs accepting Chapter II Demands directly via ePCT

#### WEBINARS, VIDEOS AND TRAINING

Free of charge ePCT training

ePCT webinar recordings

ePCT Video Tutorials for Applicants

Videos

Try ePCT in DEMO mode

PCT Newsletter - ePCT related 'Practical Advice' and other articles on Rule 92bis changes, color

drawings, document upload, fax service etc.

Further PCT training and information

PCT homepage - PCT Applicant's Guide, PCT Newsletter, Fees etc.

Recorded webinar from Carl Oppedahl on "Learning to be paperless with PCT (Covid-19

issues)"

#### **CONTACT US**

How to contact us

#### WIPO ACCOUNT

Create a WIPO account

Accounts are individual, not in the name of companies

I haven't received an e-mail to confirm my WIPO account

Change WIPO account details

I forgot my username

I forgot my password

#### STRONG AUTHENTICATION

ePCT strong authentication methods

One-time password via SMS

App for one-time password

Digital certificates

Do I still need a WIPO digital certificate?

Setting up authentication methods in addition to an existing one

How can I remove a strong authentication method in ePCT?

How do I reset my authentication methods if I can no longer sign in with my existing strong authentication option?

#### OTHER PCT eSERVICES

ePCT reference data lookup

Document conversion & validation tools PCT-SAFE software

DAS

Third Party Observations

Contingency upload service

The International Patent System

## Selected FAQs Articles

- <u>ePCT Actions</u>
- <u>eHandshakes and Access Rights</u>
- Workbench Features
- ePCT Notifications



## ePCT HELP (2)

- PCT Customer Support Section
  - ☐ Tel: +41-22-338-9523
  - ☐ Email: <a href="mailto:pct.eservices@wipo.int">pct.eservices@wipo.int</a>
  - □ Live Chat & Web Contact Form available via FAQ answers
  - Monday to Friday, 9am-6pm Geneva time



# Thank you!



