

■ ePCT Open Q&A Session

4, 6 October 2022

PCT Operations Customer Support Section

Introduction

- WIPO Account
- Strong Authentication Methods
- ePCT-Filing
- eHandshake & Access Rights
- WIPO Digital Access Service (DAS)
- PCT Fees Reduction
- Live Q&A

Q1: WIPO Account

- As a firm, is there any way for us to gain visibility of all WIPO user accounts that are associated with either our Current Account for payments, or based on email addresses by email domain?
 - To check for a specific WIPO Account, contact PCT eServices help desk
 - For WIPO Current Account, the designated focal point can monitor which WIPO Accounts are linked to a WIPO Current Account

Q2: WIPO Account

- What are WIPO's processes for deactivating user accounts that are no longer used? If an account is not logged into for an extended period of time, will its access automatically be removed?
 - ❑ If no log-in to WIPO account for more than 6 months, account set to Inactive
 - ❑ Resetting password can re-activate the account
 - ❑ Automatic email notification **only sent to ePCT users** whose accounts have strong authentication and access to IAs, but no log-in to the account for more than 6 months
 - ❑ If a specific account needs to be disabled urgently, contact PCT eServices help desk

Q3: WIPO Account

- Does WIPO have any plans to introduce organization level user account administration?
 - Currently discussions is ongoing to design improved user account and access rights management processes
 - The target release date is not yet known but improvements will hopefully start to be introduced in 2023

Strong Authentication Methods

■ Push Notification

- ForgeRock App - latest and most efficient 2FA

■ One-time password via SMS (Text Message)

- mobile device or landline (if direct line)

■ App for one-time password

- several Apps can be registered
- WinAuth (desktop App)

■ Digital Certificate

- WIPO digital certificate
- EPO smart card

Q4: Strong Authentication Methods

- My valid certificate is no longer working, can I request a new one even if it has not yet expired?
 - ❑ Existing valid certificate should be revoked, then a new one can be requested.
 - ❑ Three strong authentication methods have been set up in the account. The other two can also be used to log in to ePCT.
 - ❑ **Best practice** - always set up at least two strong authentication methods

ePCT-Filing

- ePCT <https://pct.wipo.int>
- ePCT-Filing accepted by [84 receiving Offices](#)
 - two-steps process for CA, IL, US
- Sign in WIPO Account with strong authentication
- Fill in the screens in the order in which they appear to benefit from re-use of certain data
- Best-in-class validations
- Clone IA (“Template” in former PCT-SAFE)
- Address Book

Q5: ePCT-Filing

- Is it possible to create filing templates?
 - Clone IA function - possible to use a draft or a filed application as the template to create a new draft
 - If prefer to have a draft as template
 - create a draft with the information of the parties (applicant, inventor and agent), then clone this draft to create new applications which should contain the same bibliographic data
 - tip: give the draft a file reference such as “template for applicant A”

Q6: ePCT-Filing

- I file for the same applicant and inventors frequently, and it would be much easier and less time consuming if I didn't need to re-enter the same bibliographic information over and over again.
 - Address book (possible to export your address book from PCT-SAFE and then import it to ePCT)
 - Clone IA (“Template” in former PCT-SAFE)

Q7: ePCT-Filing

- Why we receive a lot of validation warnings when we file with Docx instead of PDF?

Detailed conversion report after attaching the Docx file

DOCUMENTS 6 issues

- Prevents filing: The title of the invention is missing.
- Will require correction but does not prevent filing: [AppBody-EN-NoTOI.docx] Extra spaces / Tabs / Indentation in Paragraph [0021] of the Description of the PDF have been ignored. Please check.
- Will require correction but does not prevent filing: [AppBody-EN-NoTOI.docx] A hyperlink has been removed in the Description, Paragraph [0004] of the PDF. Please check and if required correct the document and upload it again.
- Will require correction but does not prevent filing: [AppBody-EN-NoTOI.docx] fig: 2 does not have a corresponding reference in the Description.
- Will require correction but does not prevent filing: [AppBody-EN-NoTOI.docx] The Title of Invention appears to be missing. Please add the title to the original document and upload it again.
- Information only: [AppBody-EN-NoTOI.docx] The Following font[s] and size[s] have been used in the original document: Calibri (11pt), Arial (11pt, 12pt, 14pt, 10pt, 16pt), Cambria Math (11pt, 12pt). However, please note that the text will be converted to the WIPO standard font and can be reviewed by previewing the PDF rendition.

- Webinar: [ePCT-Filing in Docx](#)

- User Guide

<https://www.wipo.int/export/sites/www/pct/en/epct/pdf/ApplicationBody-Docx-xml-UserGuide.pdf>

Q8: ePCT-Filing

- How do I go about filing a PCT application using ePCT with China National Intellectual Property Administration (CNIPA) being the RO while the European Patent Office (EPO) being the ISA?
 - ❑ CNIPA does not accept PCT filings through ePCT
 - ❑ ISA/EP is competent only when filing with RO/CN under the [CNIPA-EPO pilot](#) for ISA files till 30 November 2023
 - ❑ However, once the record copy is received and processed at the IB, eOwnership can be requested in order to access the application using your WIPO Account

Q9.1: ePCT-Filing with RO/US

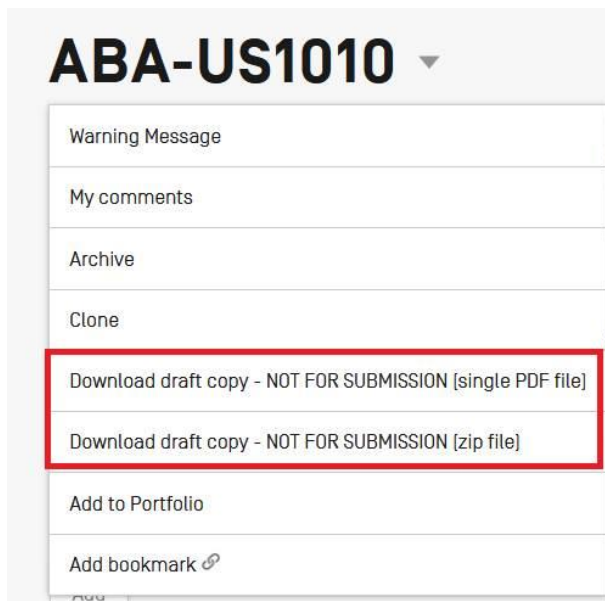
- Can a finalized PCT Request Form (RO/101) be returned back to a draft so to make minor revisions?
 - Once data package is created, no longer possible to edit the draft

AFTER YOU CONFIRM THE CREATION OF THE PACKAGE IT CAN NO LONGER BE EDITED.
YOU MUST THEN DOWNLOAD THE EPCT-FILING DATA PACKAGE AND SUBMIT IT TO THE RECEIVING OFFICE [RO/US WEBSITE](#)

- Clone > modify data
- If need to keep the same file reference: clone to create a new draft > delete the first draft > edit the file reference of the new draft

Q9.2: ePCT-Filing with RO/US

- Can a finalized PCT Request Form (RO/101) be returned back to a draft so to make minor revisions?
 - Reminder: use “Download draft copy not for submission” feature to download a draft in order to share it outside of ePCT with someone else for checking



Q10: ePCT-Filing with RO/US

- Would you be able to go over how to use e-PCT and then file it in the USPTO Patent Center?
 - FAQ: [Filing at RO/US using ePCT in combination with EFS-Web](#)
 - Webinar: [Filing with RO/US](#)
 - General info and contact: [USPTO Patent Center](#)

eHandshake

- Prerequisite for sharing access rights to PCT applications
- Association and trusted recognition between different WIPO 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

Access Rights

■ 3 Levels

- eOwner

- eEditor

- eViewer

■ Best practice

- always have at least two eOwners per application

- when working in a group or company, at least 2 persons to always have eOwner access rights to all the IAs owned/managed by the group or company

- Set up [Access Rights Groups](#) to facilitate the management of access rights

Q11: eHandshake & Access Rights

■ Is there a simpler way to create and extend the eHandshake? Do you have to use both eHandshake and access rights for an application?

□ *User A: send Customer ID to user B > User B: use Customer ID of user A to request eHandshake > User A: accept/refuse the request*

□ eHandshake - link between WIPO Accounts

□ Access rights

- to manage at Workbench or IA level
- to access confidential data and documents of applications

Q12.1: eHandshake & Access Rights

- When an employee leaves our firm, what is the best process to remove their WIPO access, including for payments?
 - Options for removing access rights
 - User to remove his/her own access rights before departure: if sole eOwner, access rights should first be assigned to other colleagues
 - Remove all ePCT rights for an eHandshake user: provided that you have eOwner access to all IAs (and the address book) in the person's account
 - Contact PCT eServices help desk when the above options not applicable
 - Next step: delete eHandshake

Q12.2: eHandshake & Access Rights

■ When an employee leaves our firm, what is the best process to remove their WIPO access, including for payments?

□ WIPO Current Account: designated focal point to manage access of the person leaving the company

MANAGE AS A FOCAL POINT

Customize your notifications to receive information on the debits, credits and when you reach your minimum balance of your Current Account at WIPO.

Change the name and address of your Current Account.

Set your minimum balance that is appropriate to your activity.

Authorize colleagues as viewer and allocate rights to them on the Current Account.

Indicate contact details associated to your Current Account.

□ Contact WIPO Finance for more specific questions

Q13: Access Rights Group

- When a group of access rights has been created, is it possible that the modifications made in the ePCT notification management area are applied to all the members of the group of access rights?
 - Access Rights Group is to facilitate the management of access to applications
 - Each user configures ePCT notification preferences for his/her own account
 - no impact on another account
 - ePCT notifications ≠ PCT official forms/notifications

WIPO Digital Access Service (DAS)

- 37 DAS Participating Offices as of September 2022
- Request Office of First Filing (OFF) to deposit the earlier application into DAS
- Once earlier application is registered, applicant receives a unique DAS Access Code (**DAS Code**)
 - Except for US and EP - DAS code provided on the acknowledgement receipt of the earlier application

Q14: DAS

■ Can digital access code be used instead of certified copies for priority documents?

□ YES!

- Even if the OFF is RO of your PCT application, if the P.Doc is in DAS and you know the access code, it is more efficient to request retrieval from DAS than to request RO to prepare and transmit the P.Doc in the “conventional” way under PCT Rule 17.1(b).

□ Action - Obtain priority document from DAS

Q15: PCT Fees Reduction

- How can the examination fee be reduced, e.g. scientists with disabilities?
 - PCT Regulations, [Schedule of Fees, item 5](#): reduction of 90% of the international filing fee, the supplementary search handling fee and the handling fee for the Demand; waive of transmittal fee for RO/IB
 - [List of States](#) whose nationals and residents are eligible for the fee reduction
 - [PCT Applicant's Guide](#) - International Phase, [para. 5.188-5.190](#); Annex C
 - Reduction of the PCT international search fee and national phase examination fee: PCT Applicant's Guide, Annex D and National Chapter

ePCT HELP

- PCT Operations Customer Support Section
 - Tel: +41 22 338 9523
 - Email: pct.eservices@wipo.int
 - Live Chat & Web Contact Form available via
FAQ answers
 - Monday to Friday, 9am-6pm CET

Live Q&A

- To answer live some questions received during the session
- If time permits, attendees will be allowed to speak. A pop-up will appear on your screen when we unmute you.
 - Better to use a microphone
 - Click on Unmute on the pop-up to talk to us!



Thank you!

