Madrid e-Filing User Guide for IP Offices
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1. INTRODUCTION

Madrid e-Filing is a full-service, web-based solution designed to facilitate quick and easy filing of an international trademark application within the Madrid System. Madrid e-Filing is available to all interested national IP Offices and their applicants.

The service is comprised of two distinct modules: the applicant module; and the Office of origin module. Within the applicant module, a user is able to file an international application electronically, respond to irregularity notification from their national IP Office and WIPO.

The filing approach is clear, linear, and simple to use. For national IP Offices, the Office of origin module allows them to review, verify, and certify international applications and irregularity responses before transmitting them to WIPO.

This introductory guide is for IP Offices users that are new to Madrid e-Filing. It clearly illustrates the necessary steps required by an applicant to complete and file an international application request to their Office of origin; and by the Office of origin to validate and certify the international application before submitting it to WIPO.
2. ACCESSING MADRID E-FILING

Access to Madrid e-Filing is available via WIPO’s external user registration and authentication service. To get started, creating a WIPO Account is required: https://www3.wipo.int/wipoaccounts/en/usercenter/public/register.jsf.

Once complete, access to Madrid e-Filing is available via two entry points:

- Pre-production environnement: https://webaccess.wipo.int/iwa
- Production environnement: https://www3.wipo.int/iwa
Both URLs will redirect the user to the WIPO user authentication page.

To access Madrid e-Filing, the IP Office user must provide the same credentials (username and password) used when creating the WIPO account, clicking the ‘Sign in’ button when complete. After which, the IP Office user is redirected to the Madrid e-Filing Office module.
3. MADRID E-FILING FOR OFFICES
   3.1 Application Reception

Submitted international trademark application requests are received by the Office of origin and displayed under ‘Office tasks’.

![Office tasks screenshot]

Depending on the authority, an IP Office user can view, assign, and examine an international application request.

Once an international application has been assigned, it will become available for validation and certification on the examiner’s task list.

![Examiner task list screenshot]

An examiner clicks on ‘My tasks’ that is located in the top right-hand corner of the screen to display their international application request list.
3.2 Application Validation

Only international application requests that have been assigned to an examiner can be validated, certified and sent to WIPO.

To display the international application request, an examiner clicks on the application number. This action will redirect the examiner to the application validation screen.

An examiner must review and validate each tab for accuracy and completeness. At any point, it is possible to raise an irregularity. This irregularity can be sent via email to the applicant for review and resolution. The irregularity process, both for the IP Office examiner and applicant, is detailed in section 5 of this user guide.

General tab

If shown as mandatory, an Office reference must be set.

Note: this is an optional setting available under ‘Office settings’.
Basic mark tab

For this tab and all subsequent tabs, an examiner must review the information and tick the ‘Information is correct’ box.

DCP tab

Applicant tab

An examiner ensures that the applicant has not modified the address information from what it was in the national basic.
Representative tab

Mark representation tab

Any elements, such as description or verbal elements, which remain in the language of the national filing, should be added in the indicated request language. An examiner can do this by clicking on the ‘Jump to corresponding e-Filing screen’. This feature is located in the top right-hand corner of every tab.
Goods and services tab

Attachments tab
Check tab

An examiner can check the international application request against the IP Office and WIPO validation rules.

Note: It is a good idea to periodically save the application during examination and validation. If not, any changes not saved will be lost when closing the request.

Comments tab

An examiner can add comments. These comments, once added and saved, will always be available as part of the application history.
3.3 Application Certification

Once the application has been examined and validated, an examiner navigates to the ‘Decision’ window. This is found in the dropdown list located in the top right-hand corner of the screen.

An examiner clicks the ‘Validate and send to WIPO’ button. This will display the email message that the applicant will receive. The examiner clicks the ‘OK’ button to send the validated and certified international trademark application to WIPO.

The certified application is removed from the examiner’s task list. The status changes to ‘WIPO Processing’.
4. MANAGING CORRECTIONS IN MADRID E-FILING

4.1 Raising a request for correction

As mentioned in the ‘Application Validation’ section of this document, it is possible for an IP Office examiner to raise an irregularity during the examination and validation process.

To do so, an examiner clicks the ‘Add an irregularity’ button located on each tab of the application validation screen.

Doing so, opens a window into which the examiner can add the specific information concerning the irregularity issue. The examiner selects the ‘This irregularity is a question’ check box if a response or confirmation is required from the applicant. Once the irregularity is complete, the examiner clicks the ‘Add or update’ button.
All added irregularities are centrally displayed on the ‘General’ tab of the application.
The examiner clicks the ‘Send to applicant’ button located in the bottom right-hand corner of the screen to return the international application request to the applicant for correction and resolution. The examiner ticks the ‘Allow screen data update if the screen only has question irregularities’ check box if the IP Office expects the applicant to make updates to the application screens in addition to answering the irregularity questions. Finally, the examiner clicks the ‘OK’ button to send the email.

As soon as an international application request is returned to the applicant, the status changes to ‘Correction pending’. The examiner no longer can access or modify the application in any way.
Clicking on the application number will display the application history. Clicking on the ‘Irregularity added’ will display the individual irregularity.

**Note:** any ‘Correction pending’ applications will remain on the task list of the examiner who returned the international application request to the applicant.
4.2 Closing a request for correction

A return arrow to the left of the application number is shown when an applicant returns an international application request after addressing the raised irregularities.

The assigned examiner opens the international application request to the application validation screens, reviewing the irregularity responses for accuracy and completeness. Provided each irregularity has been fully satisfied, the examiner can delete it from the concerned tab. The examiner should save the application after each irregularity has been deleted.
All raised and satisfied irregularities are permanently saved as part of the application history.

To certify and finalize an application, an IP Office examiner follows the same steps as detailed in section 4.3 Application Certification.