

Preparing the PCT-SAFE .zip for fully electronic filing with RO/US using EFS-Web

Version 8.0

October 2016

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INTRODUCTION

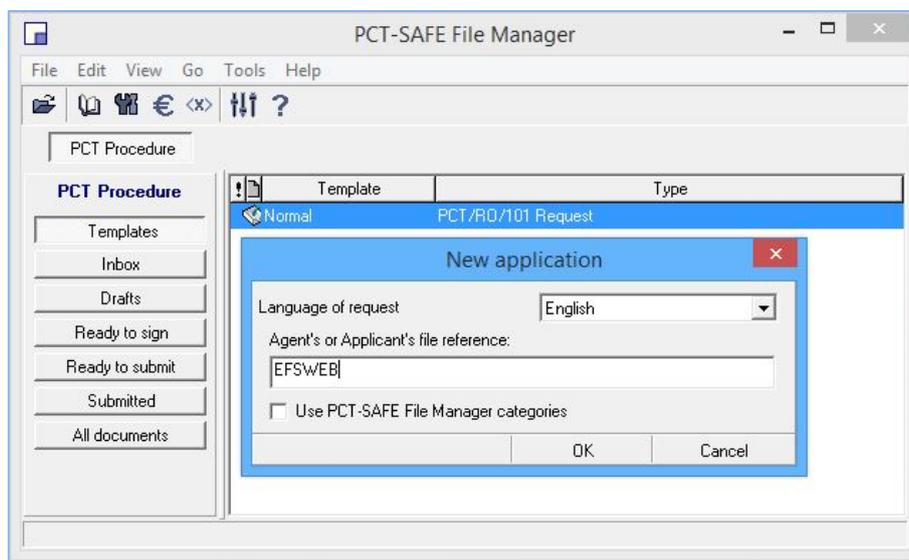
This document will present the main features of the PCT-SAFE software as modified for PCT fully electronic filing with the USPTO in combination with EFS-Web. Detailed instructions on how to complete the screens are not included in this document, they can be found in the full PCT-SAFE User Guide on the PCT-SAFE website at:

http://www.wipo.int/pct-safe/en/support/user_documentation.htm

CREATING THE REQUEST FORM

1. CREATE A PCT REQUEST FORM

Double-click on the template, then indicate the applicant's or agent's file reference. Click OK to create the form.



2. COMPLETE THE REQUEST PAGE

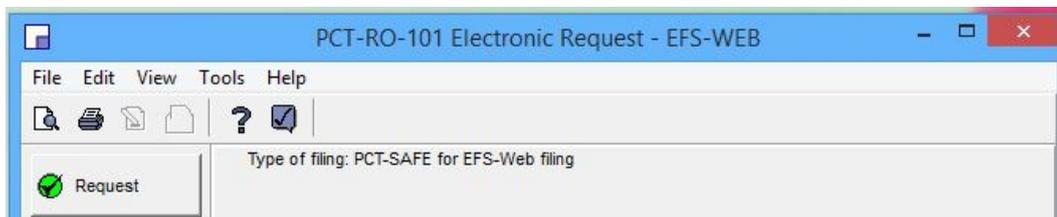
Indicate the **receiving Office US**, the International Searching Authority (select from the pull-down list), the language of filing, the title of the invention, and any request to use the results of an earlier search, if applicable.

The screenshot shows a web browser window titled "PCT-RO-101 Electronic Request - EFSWEB". The interface includes a menu bar (File, Edit, View, Tools, Help) and a toolbar with icons for back, forward, and search. On the left side, there is a vertical navigation menu with the following items: Request (green circle), States (green circle), Names (red circle), Priority (green circle with question mark), Biology (green circle), Declarations (green circle), Contents (red circle with slash), Fees (yellow circle), Payment (yellow circle), Annotate (yellow circle with exclamation mark), filing not possible (red circle with slash), filing possible (yellow circle with exclamation mark), and ready for filing (green circle with question mark). The main content area contains the following fields:

- Receiving Office: US (text input) United States Patent and Trademark Office (USPTO) (dropdown menu)
- International Searching Authority: US (text input) United States Patent and Trademark Office (USPTO) (dropdown menu)
- Language of filing of the international application: English (dropdown menu)
- Title of invention: PROCESS FOR FOLDING WRAPPING PAPER FOR CHOCOLATES (text input)
- Request to use results of earlier search: (checkbox)

3. MODE OF FILING

Go to the Contents page. You will see that the mode of filing is 'PCT-SAFE for EFS-Web'. This is the special RO/US e-filing PCT-SAFE functionality that will allow you to apply electronic signatures to the request form and, if applicable, the Fee Calculation Sheet (for the authorization to debit a deposit/current account), power of attorney, or Declaration of Inventorship.



4. CONTENTS PAGE

Complete the Contents page by entering the number of pages of the documents to be filed (even though they will not be submitted on paper). Please remember to include the text of the Abstract on the details page using the Abstract Editor in order to activate the e-filing fee reduction on the Fees page.

Document	Details	Pages	Electronic File	Val.
Request (including declaration sheets)		4		<input checked="" type="checkbox"/>
Description		25		<input checked="" type="checkbox"/>
Claims		3		<input checked="" type="checkbox"/>
Abstract		1	EZABST00.TXT	<input checked="" type="checkbox"/>
Drawings	Fig. No. 3	4		<input checked="" type="checkbox"/>

If the international application contains a sequence listing part of the description, please select the checkbox on the Biology page.

Document	Details	Pages	Electronic File	Val.

total: 37 pages

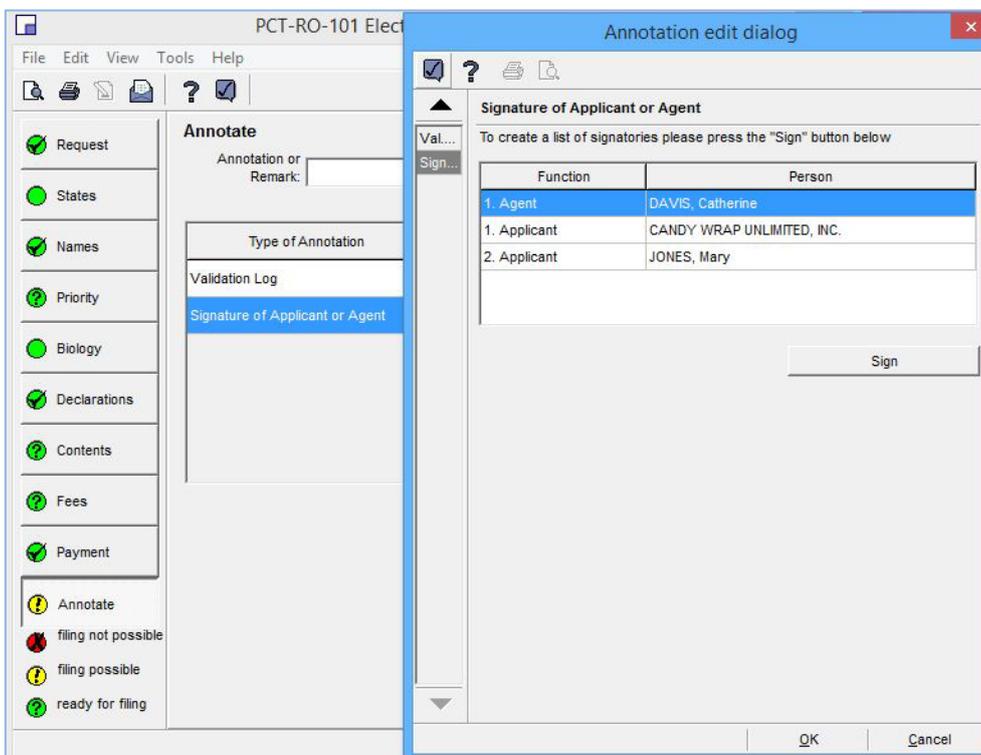
International Application: In total: 6 documents, 0 files

Accompanying Items: In total: 0 documents, 0 files

SIGNING THE REQUEST FORM

5. SIGNING THE REQUEST FORM

On the Annotate page select 'Signature of Applicant or Agent' and double-click to open. The Annotate edit dialog will display a list of all applicants and agents as indicated on the Names page. Select the name of the (first) person who will sign the request form, then click 'Sign'.



6. PREVIEWING THE REQUEST FORM BEFORE SIGNING

The request form will be displayed in the pdf viewer. Check the details of the request form before continuing. If you wish to make any changes click 'Cancel' to return to the request form. If you wish to sign the request form click 'Continue'.

EFSSWEB 1/5

PCT REQUEST
Paper Copy (NOT for submission)

0	For receiving Office use only	
0-1	International Application No.	
0-2	International Filing Date	
0-3	Name of receiving Office and "PCT International Application"	
0-4	Form PCT/RO/101 PCT Request	
0-4-1	Prepared Using	PCT-SAFE [EFS-Web mode] Version 3.51.068.244 MT/FOF 20150701/0.20.5.22
0-5	Petition The undersigned requests that the present international application be processed according to the Patent Cooperation Treaty	
0-6	Receiving Office (specified by the applicant)	United States Patent and Trademark Office (USPTO) (RO/US)
0-7	Applicant's or agent's file reference	EFSSWEB
I	Title of Invention	PROCESS FOR FOLDING WRAPPING PAPER FOR CHOCOLATES
II	Applicant	
II-1	This person is	Applicant only
II-2	Applicant for	All designated States
II-4	Name	CANDY WRAP UNLIMITED, INC.
II-5	Address	300 Colorado Street Baltimore, Maryland 21201-4307 United States of America
II-6	State of nationality	US
II-7	State of residence	US
II-8	Telephone No.	(+1-301) 876-5432
II-9	Facsimile No.	(+1-301) 876-5555
II-10	e-mail	patents@candywrap.com
II-10(a)	E-mail authorization The receiving Office, the International Searching Authority, the International Bureau and the International Preliminary	exclusively in electronic form (no paper notifications will be sent)

Continue Cancel

The request form can be saved as a pdf document and also printed if necessary from the pdf viewer.

7. INDICATING THE NAME OF THE SIGNATORY(IES)

Select the name of the signatory from the list of applicants/representatives. In the case of a legal entity, when the company name is selected from the list, please indicate the name of the person signing on behalf of the company and their capacity in the fields next to the 'Add signatory' button.

Once the signatory has been selected click the 'Add signatory' button.

To add a person to the List of Signatories (bottom), please select the corresponding row in the Applicants, Representative table (top) and press the "Add Signatory" button.

Applicants, Representatives:

Function	Name
1. Applicant	CANDY WRAP UNLIMITED, INC.
2. Applicant	JONES, Mary
1. Agent	DAVIS, Catherine

DAVIS, Catherine <capacity> Add Signatory

List of Signatories:

Signatory	Capacity	Signature

Move Up Delete Ok Cancel

8. APPLYING THE ELECTRONIC SIGNATURE

The electronic signature should be in the form of an alphanumeric text string. This is entered in the signature field by simply typing a forward slash / followed by the signature and then closed with another forward slash /

In order to comply with US requirements, if the signatory is a registered practitioner acting as a legal representative for the applicant with the USPTO, the text string signature must also contain the registration number of that practitioner within the slash characters, for example: /John DOE, Reg. No. 999999/

In addition to the signature, it is possible to make a request to assign eOwnership in ePCT at the time of filing. The ePCT Customer ID and a unique eOwnership code can be copy/pasted to the corresponding fields on the Signature screen. For further information on how to assign eOwnership at the time of filing please see the user guide at:

http://www.wipo.int/export/sites/www/pct-safe/en/support/guides/pdf/eownership_guide_v2.pdf

The screenshot shows a window titled "Signature" with a blue border. Inside, there's a "Legal Signature" section with three radio button options: "Alphanumeric" (selected), "Facsimile", and "Advanced Digital (This signature will finalise the signing process - no further signatures can be applied.)". The "Alphanumeric" field contains the text "/Catherine Davis, Reg. No. 44,111/". Below this is an "Assign eOwnership in ePCT (optional)" section with two text input fields: "ePCT Customer ID" containing "user_US_DAVIS_CATHERINE_9999" and "ePCT eOwnership code" containing "GJ7KZPVVE2QVZ0". At the bottom are "Apply Signature" and "Cancel" buttons.

Once the signature has been entered click 'Apply Signature' to return to the List of Signatories screen.

The name of the person whose signature has been successfully applied to the request form will appear in the 'Signatories' list at the bottom of the screen.

Repeat this process for all other required request form signatures. If you need to remove a signature click 'Delete'.

Click 'OK' to return to the Annotate page.

9. PREVIEW THE ELECTRONIC SIGNATURE(S) ON THE REQUEST FORM

You can check that the signature(s) on the request form has (have) been applied correctly by previewing the request form.

EFSWEB		5/5	
PCT REQUEST			
Paper Copy (NOT for submission)			
IX	Check list	Number of sheets	Electronic file(s) attached
IX-1	Request (including declaration sheets)	4	✓
IX-2	Description	25	-
IX-3	Claims	3	-
IX-4	Abstract	1	✓
IX-5	Drawings	4	-
IX-7	TOTAL	37	
Accompanying Items		Paper document(s) attached	Electronic file(s) attached
IX-8	Fee calculation sheet	✓	-
IX-20	Figure of the drawings which should accompany the abstract	3	
IX-21	Language of filing of the international application	English	
X-1	Signature of applicant, agent or common representative	/Catherine Davis, Reg. No. 44,111/	
X-1-1	Name (LAST, First)	DAVIS, Catherine	
X-1-3	Capacity (if such capacity is not obvious from reading the request)		

OPTIONAL SIGNATURES

10. SIGNING THE AUTHORIZATION TO DEBIT THE DEPOSIT/CURRENT ACCOUNT.

On the Payment page, select 'authorization to charge current account' from the Mode of Payment pull-down list. In the fields provided indicate the account number and the name of the person authorizing the debit. Click 'Sign'.

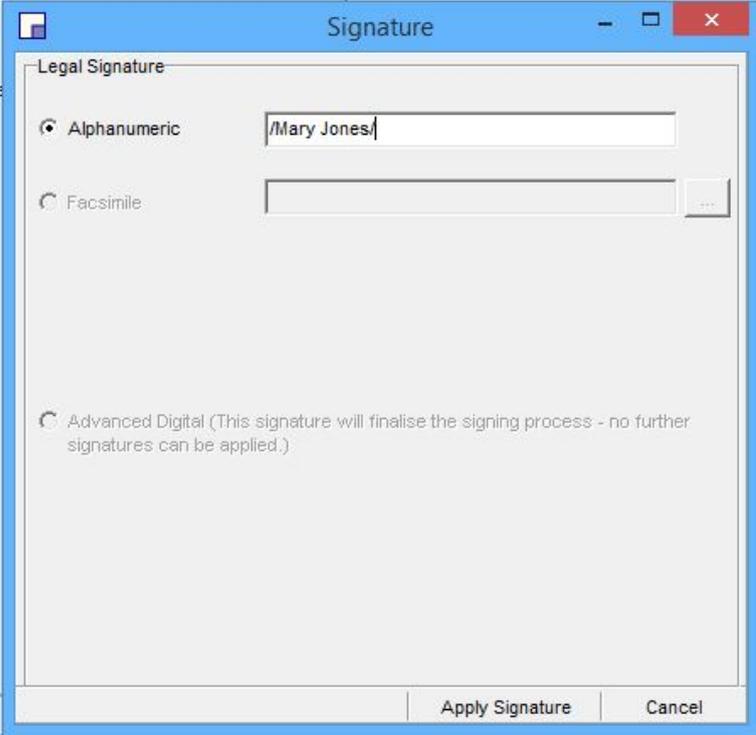
The screenshot shows a web browser window titled "PCT-RO-101 Electronic Request - EFSWEB". The browser's address bar and menu bar are visible. The main content area is titled "Payment" and contains the following elements:

- A "Mode of Payment" dropdown menu with the selected option "authorization to charge current account".
- A section titled "The receiving Office (RO/US) is authorized to charge:" with three checked checkboxes:
 - the total fees to my current account
 - any deficiency or credit any overpayment in the total fees to my current account
 - the fees for preparation and transmittal of the priority document to the International Bureau of WIPO to my current account
- Two text input fields:
 - "Current account number:" with the value "12-3456".
 - "Authorized User Name:" with the value "Mary Jones".
- A "Sign" button.

On the left side of the application, there is a vertical navigation menu with the following items:

- Request (green checkmark icon)
- States (green circle icon)
- Names (green checkmark icon)
- Priority (green question mark icon)
- Biology (green circle icon)
- Declarations (green circle icon)
- Contents (green question mark icon)
- Fees (green question mark icon)
- Payment (yellow circle icon)
- Annotate (yellow exclamation mark icon)
- filing not possible (red X icon)
- filing possible (yellow exclamation mark icon)
- ready for filing (green checkmark icon)

As for the signature on the request form, the electronic signature should be in the form of an alphanumeric text string. If the person signing the authorization is a registered practitioner acting as a legal representative for the applicant the registration number should also be included in the signature.



The image shows a software dialog box titled "Signature". It contains a section labeled "Legal Signature" with three radio button options:

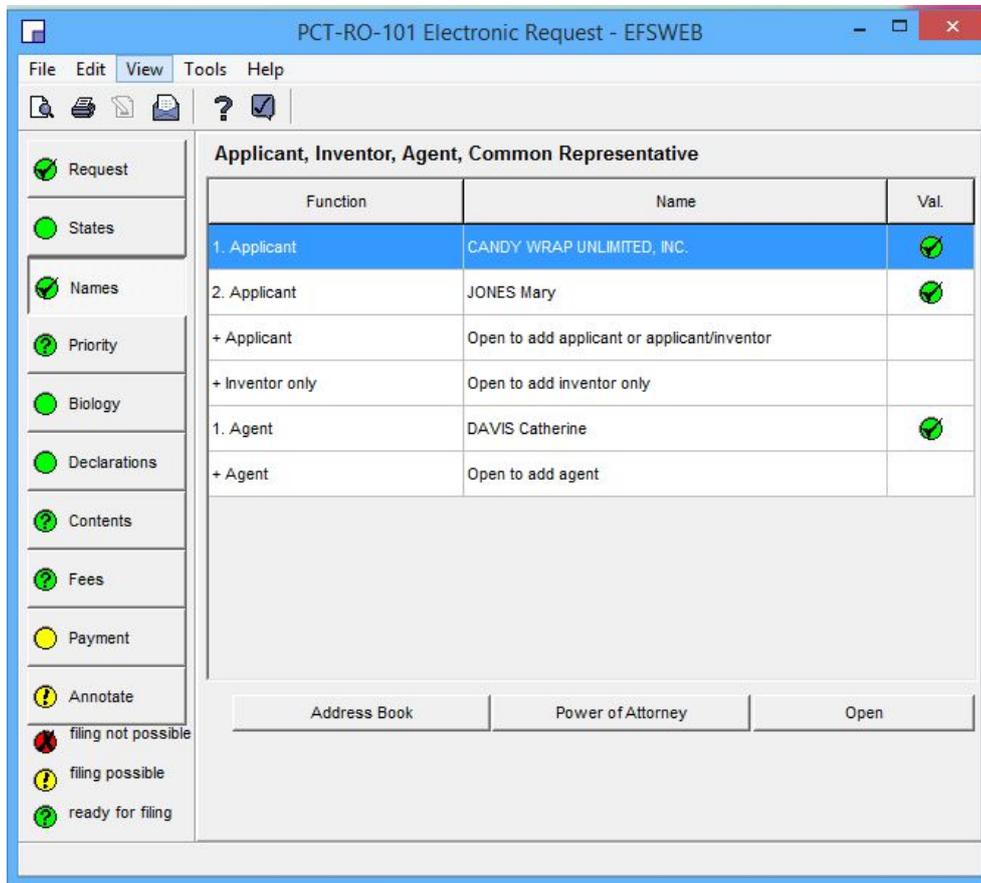
- Alphanumeric: A text input field containing the text "/Mary Jones/".
- Facsimile: An empty text input field with a small "..." button to its right.
- Advanced Digital (This signature will finalise the signing process - no further signatures can be applied): This option is currently unselected.

At the bottom of the dialog box, there are two buttons: "Apply Signature" and "Cancel".

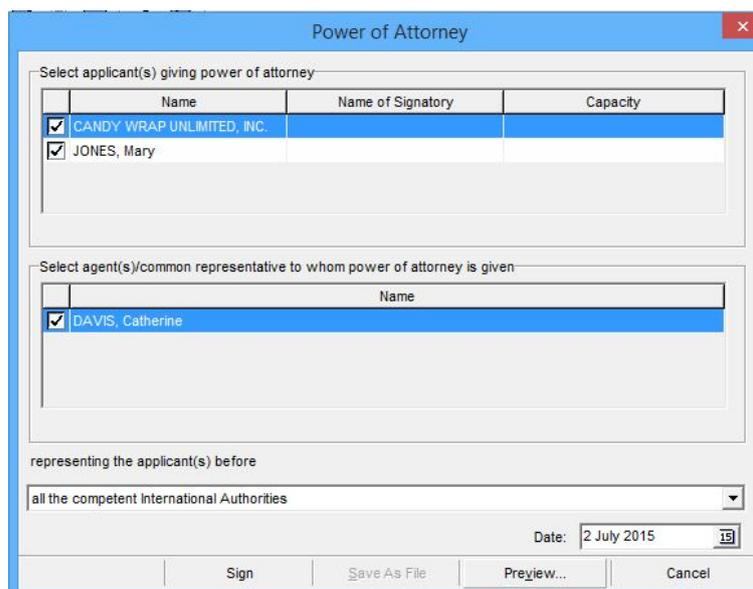
The deposit/current account details, the name of the person authorizing the payment and the signature will appear on the Fee Calculation Sheet.

11. CREATING AND SIGNING A POWER OF ATTORNEY

On the Names page it is possible to create a separate Power of Attorney based in the Applicant/Agent information. Once the details of the applicants/agents have been completed, click on the 'power of attorney' button at the bottom of the Names screen.



Select then applicant(s) giving power of attorney and the agent(s) to whom the power of attorney is given. Click 'Sign'.



The power of attorney will be opened in a pdf window for preview. Click 'Continue' to go to the signature screen.

EFSWEB		1/1
PCT POWER OF ATTORNEY		
0-1	PCT Power of Attorney (for an international application filed under the Patent Cooperation Treaty) (PCT Rule 90.4)	
0-1-1	Prepared Using	PCT-SAFE [EFS-Web mode] Version 3.51.068.244 MT/FOP 20150701/0.20.5.22
1	The undersigned applicant(s)	
1-1-1	hereby appoints (appoint) the following person	DAVIS, Catherine 2500 Virginia Avenue, N.W. Washington, District of Columbia 20037-1902 United States of America
1-2	as	Agent
1-3	to represent the undersigned before	all the competent International Authorities
1-4	in connection with the international application identified below:	
1-4-1	Title of invention	PROCESS FOR FOLDING WRAPPING PAPER FOR CHOCOLATES
1-4-2	Applicant's or agent's file reference	EFSWEB
1-4-3	International application number (if already available)	
1-4-4	filed with the following Office as receiving Office	United States Patent and Trademark Office (USPTO) (RO/US)
1-5	and to make or receive payments on behalf of the undersigned	
2-1	Signature of applicant, agent or common representative	
2-1-1	Name (LAST, First)	
2-1-3	Capacity (if such capacity is not obvious from reading the request)	
3	Date	02 July 2015 (02.07.2015)

Select the name of the signatory from the list of applicants. In the case of a legal entity, when the company name is selected from the list, please indicate the name of the person signing on behalf of the company and their capacity in the fields next to the 'Add signatory' button.

Once the signatory has been selected click the 'Add signatory' button.

To add a person to the List of Signatories (bottom), please select the corresponding row in the Applicants, Representative table (top) and press the "Add Signatory" button.

Applicants, Representatives:

Function	Name
1. Applicant	CANDY WRAP UNLIMITED, INC.
2. Applicant	JONES, Mary

SMITH, John Director, Patent Department Add Signatory

List of Signatories:

Signatory	Capacity	Signature
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Move Up Delete Ok Cancel

As for the signature on the request form, apply the electronic signature as an alphanumeric text string, and then click 'Apply signature' to return to the list of signatories.

When all signatures have been applied click 'OK' to return to the Power of Attorney screen.

On the Power of Attorney screen click on the 'Preview' button to review the signed power of attorney.

Power of Attorney

Select applicant(s) giving power of attorney

	Name	Name of Signatory	Capacity
<input checked="" type="checkbox"/>	CANDY WRAP UNLIMITED, INC.	SMITH, John	Director, Patent Department
<input checked="" type="checkbox"/>	JONES, Mary	JONES, Mary	

Select agent(s)/common representative to whom power of attorney is given

	Name
<input checked="" type="checkbox"/>	DAVIS, Catherine

representing the applicant(s) before

all the competent International Authorities

Date: 2 July 2015

Sign Save As File Preview... Cancel

IMPORTANT: Before closing the pdf viewer window save a copy of the pdf file to your computer. This pdf file will be uploaded via the EFS-Web.

EFSWEB		1/1
PCT POWER OF ATTORNEY		
0-1	PCT Power of Attorney (for an international application filed under the Patent Cooperation Treaty) (PCT Rule 90.4)	
0-1-1	Prepared Using	PCT-SAFE [EFS-Web mode] Version 3.51.068.244 MT/FOP 20150701/0.20.5.22
1	The undersigned applicant(s)	CANDY WRAP UNLIMITED, INC.; JONES, Mary
1-1-1	hereby appoints (appoint) the following person	DAVIS, Catherine 2500 Virginia Avenue, N.W. Washington, District of Columbia 20037-1902 United States of America
1-2	as	Agent
1-3	to represent the undersigned before	all the competent International Authorities
1-4	in connection with the international application identified below:	
1-4-1	Title of Invention	PROCESS FOR FOLDING WRAPPING PAPER FOR CHOCOLATES
1-4-2	Applicant's or agent's file reference	EFSWEB
1-4-3	International application number (if already available)	
1-4-4	filed with the following Office as receiving Office	United States Patent and Trademark Office (USPTO) (RO/US)
1-5	and to make or receive payments on behalf of the undersigned	
2-1	Signature of applicant, agent or common representative	/John Smith/
2-1-1	Name	CANDY WRAP UNLIMITED, INC.
2-1-2	Name of signatory	SMITH, John
2-1-3	Capacity (if such capacity is not obvious from reading the request)	Director, Patent Department
2-2	Signature of applicant, agent or common representative	/Mary Jones/
2-2-1	Name (LAST, First)	JONES, Mary
2-2-3	Capacity (if such capacity is not obvious from reading the request)	
3	Date	02 July 2015 (02.07.2015)

Closing the window will bring you back to the Power of Attorney screen.

In addition to saving the power of attorney in pdf format it is possible to save a copy in xml format by clicking on the 'Save As File' button.

If you do not wish to do so, click on the 'Cancel' button to return to the Names page.

12. SIGNING THE DECLARATION OF INVENTORSHIP

On the Declarations page select the Declaration of Inventorship from the pull-down list and click 'Add' to create the declaration. Check that the information is correct, then click 'Sign'.

Select the name of the applicant/inventor from the top list and click 'Add Signatory'

Note: only the applicant/inventor details from the Names page, or those added to the declaration, are indicated (legal entities or agents do not sign the Declaration of Inventorship).

As for the signature on the request form, apply the electronic signature as an alphanumeric text string. Click 'Apply signature' to return to the list of signatories. When all signatures have been applied click 'OK' to return to the Declaration of Inventorship details screen. Click 'OK' to finish creating the declaration.

You can check that the signature on the Declaration of Inventorship has been applied correctly by previewing the request form.

EFSWEB

4/5

PCT REQUEST

Paper Copy (NOT for submission)

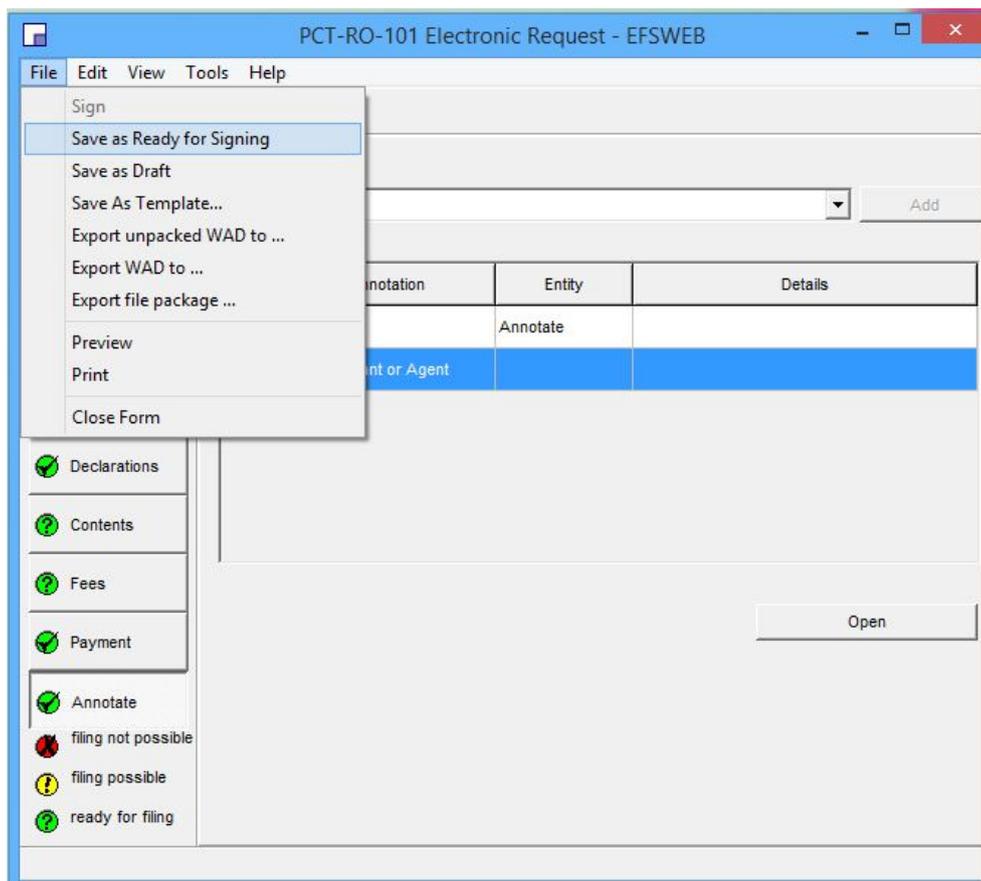
VIII-4-1	Declaration: Inventorship (only for the purposes of the designation of the United States of America) Declaration of Inventorship (Rules 4.17(iv) and 51bis.1(a)(iv)) for the purposes of the designation of the United States of America:	<p>I hereby declare that I believe I am the original inventor or an original joint inventor of a claimed invention in the application.</p> <p>This declaration is directed to the international application of which it forms a part.</p> <p>I hereby declare that the above-identified international application was made or authorized to be made by me.</p> <p>I hereby acknowledge that any willful false statement made in this declaration is punishable under 18 U.S.C. 1001 by fine or imprisonment of not more than five (5) years, or both.</p>
VIII-4-1-1-1	Name (LAST, First)	JONES, Mary
VIII-4-1-1-2	Residence: (city and either US state, if applicable, or country)	Arlington, Virginia
VIII-4-1-1-3	Mailing Address:	1600 South Eads Street Arlington, VA 22202-2913 United States of America
VIII-4-1-1-4	Inventor's Signature: (The signature must be that of the inventor, not that of the agent)	/Mary Jones/
VIII-4-1-1-5	Date:	02 July 2015 (02.07.2015)

CREATING THE PCT-SAFE ZIP

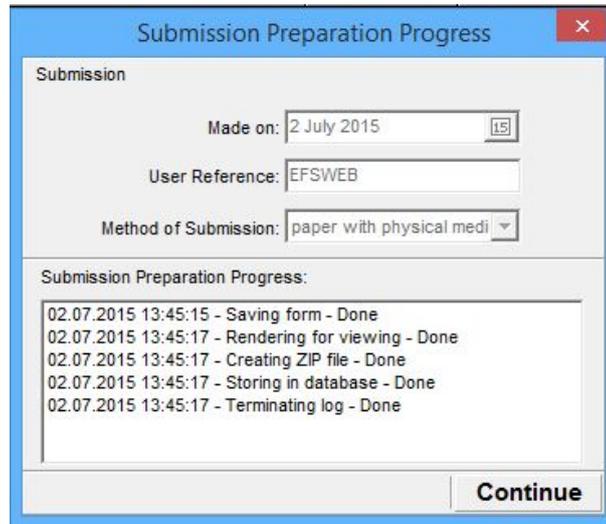
13. PREPARING FOR SUBMISSION

When all of the request form data has been entered, the electronic signature(s) has (have) been applied to the request form and, if applicable, to the Declaration of Inventorship and the Fee Calculation Sheet, the PCT-SAFE .zip can be generated.

To do this select File>Save as Ready for Signing (even though the signatures should already have been applied). First the abstract text (if there is one) will be displayed. Then you will be required to check any outstanding validation messages (at this point you can cancel the process and return to the request form to make modifications/add information). Continue with the submission preparation process.



When the Submission Preparation Process is complete (Terminating log – done), click Continue.



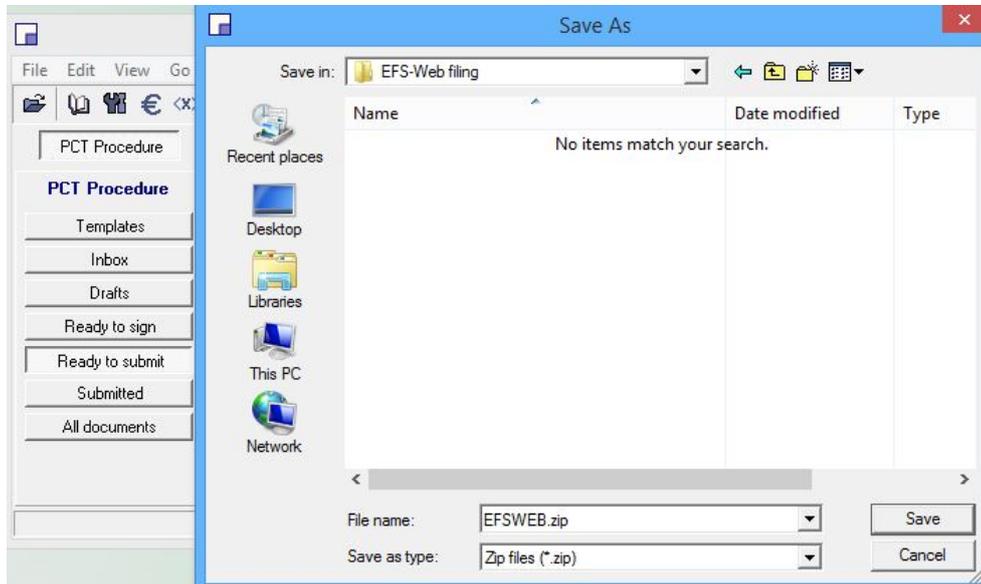
The image shows a dialog box titled "Submission Preparation Progress" with a blue header and a red close button. The dialog is divided into two main sections. The top section, labeled "Submission", contains three input fields: "Made on:" with the value "2 July 2015", "User Reference:" with the value "EFSWEB", and "Method of Submission:" with a dropdown menu showing "paper with physical medi". The bottom section, labeled "Submission Preparation Progress:", contains a text area with a log of completed steps: "02.07.2015 13:45:15 - Saving form - Done", "02.07.2015 13:45:17 - Rendering for viewing - Done", "02.07.2015 13:45:17 - Creating ZIP file - Done", "02.07.2015 13:45:17 - Storing in database - Done", and "02.07.2015 13:45:17 - Terminating log - Done". A "Continue" button is located at the bottom right of the dialog.

You will then be reminded to save your 'PCT-SAFE' data to a folder on your computer for later submission to the receiving Office. The form is then moved to the 'Ready to Submit' folder.

14. SAVE THE PCT-SAFE .ZIP FILE

From the 'Ready to Submit' folder, click on the file name and then select 'Submit' from the right-hand mouse button command menu. A 'Save As' screen will open.

Select the folder to which you wish to save your PCT-SAFE .zip then click Save



The PCT-SAFE software will save two files to the destination folder: a .log file and a .zip file. It is the .zip file that should be uploaded to EFS-Web with your other electronic application files.

Name	Date modified	Type	Size
EFSWEB.log	02.07.2015 13:47	Text Document	1 KB
EFSWEB.zip	02.07.2015 13:47	Compressed (zipp...	50 KB

Should it be necessary to make corrections or other changes to the Request form at this stage, right-click the application in the 'Submitted' folder and select the option "Return to drafts". Modify the form as appropriate and then go through the submission process again.

[End of document]