ePCT for receiving Offices, Designated Offices and International Authorities

Getting Started

ePCT version 4.5
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Introduction

Offices that wish to use ePCT should first contact the International Bureau (IB), by sending an email to pct.eservices@wipo.int and provide the details of a nominated main contact person. The Office main contact person will be responsible for all communications with the IB regarding the access of Office users to ePCT, and any other ePCT related subjects.

The following three steps must be performed before an Office user can start using the ePCT system:

- **Create a WIPO account** (If you don’t have already a WIPO user account)
- **Define your preferred authentication method(s):** A WIPO account with strong authentication is required to access confidential data and documents in ePCT. A strong authentication can be either:
  - One Time Password (OTP) using an App on your device (e.g. Google Authenticator App)
  - One Time Password (OTP) by SMS using your mobile phone
  - Any supported Digital Certificate (WIPO Digital Certificate or a certificate provided by your IP Office e.g. EPO’s Smart card). For more details about digital certificates, please refer to the following support page: [http://www.wipo.int/pct/en/epct/pdf/pct_wipo_accounts_faq.html](http://www.wipo.int/pct/en/epct/pdf/pct_wipo_accounts_faq.html)
- **Get the right ePCT access role(s):** Once your WIPO account is created and the strong authentication is defined, your Office main contact person should send a request by email to PCT eServices team pct.eservices@wipo.int, confirming which ePCT access role(s) should be granted to you.

Please refer to the next paragraphs in this document for more details about each step.
How to create a WIPO account?

IMPORTANT: Office users who already have a WIPO account (using their own Office email address) and are accessing other WIPO’s online services are not required to create another WIPO account to access ePCT. The same WIPO account (username and password) can be reused. If you already have a WIPO account, pass directly to the paragraph ‘Strong Authentication Methods’. If you don’t have a WIPO account yet, open the ePCT Portal https://pct.wipo.int/ePCT and click the link ‘Create WIPO account’:

You are directed to the WIPO Accounts web page where you can fill-in your details and confirm the creation of your WIPO account:

**User information**

The WIPO account is personal (not generic); please provide your own personal details (First name, last name), the country where your office is located and your preferred communication language.
The username is unique; it allows you to connect to ePCT. Once set, it cannot be changed. The information provided such as first name, last name, phone number and preferred communication language is very useful because it is reused when generating PCT forms through ePCT or when generating automatic notifications.
Office users must use their own Office email address when creating their WIPO user account (personal email address e.g. Gmail, yahoo, etc. will not be accepted for Office WIPO accounts):

**Important:** the same email address cannot be used with another WIPO account. Make sure the email address is correct since you will receive a notification containing a link to validate the account creation and the delivery of any further communication.

If you already have a WIPO account and you don’t remember your username and password, please use the possibilities offered on the ePCT logging page: Forgot your username?Forgot your password? to retrieve your username or to reset your password:
**User password**

The password must meet the minimum requirements: 8 characters long and must contain at least one numerical character:

Once all mandatory data are entered (personal details, email address, password, verification code), click the button ‘Create an Account’.
Validate the creation of your new WIPO account

Once your WIPO account is created, a notification to validate the account is sent to your email address.

If you do not receive an email within few minutes, check your spam filters and ensure that no.reply@wipo.int is white-listed, otherwise you may also fail to receive further system messages in the future:

Once you have clicked the link to confirm the validation of your WIPO account, you will get the following message:

As IP Office user, please click on the right link to continue the configuration of your Office user account.

Defining strong authentication methods

To access confidential data and documents in ePCT, you must have at least one strong authentication method associated with your WIPO account.
Available strong authentication methods

There are three authentication methods available:

- App for One Time Password (OTP) using an App on your device (e.g. Google Authenticator App)
- Text Message (SMS) with One Time Password (OTP) using your (mobile) phone number
- Any supported Digital Certificate (WIPO Digital Certificate or a certificate provided by your IP Office e.g. EPO’s Smart card). For more details about digital certificates, please refer to the PCT eServices Help page: [http://www.wipo.int/pct/en/pct/pdf/pct_wipo_accounts_faq.html](http://www.wipo.int/pct/en/pct/pdf/pct_wipo_accounts_faq.html)

**IMPORTANT:** WIPO recommends ePCT users to set up two (2) strong authentication methods (e.g. App and SMS or for Office users who have already a certificate to add a second authentication method App or text message).

How to define or manage strong authentication methods?

Open ePCT using the following link [https://pct.wipo.int/ePCT/en/officero/officeSearchIA.xhtml](https://pct.wipo.int/ePCT/en/officero/officeSearchIA.xhtml) and log-in with your username and password. You will be prompted to select your authentication method:

Click the link ‘Set up your authentication methods’ or ‘My Account’ to define your authentication method(s).

When you click ‘My Account’, you will get the following screen:
When you click ‘Set up your authentication methods’, you will get the following screen:
App for One Time Password

Make sure that an App (Authenticator) is already installed on your device (e.g. Mobile phone)
Click the button Add under APP for One Time Password. The system will display the QR Code to be scanned using your App:

Scan the QR code with your device, you will get a code shown on your app

![QR Code Image]

Enter the code in the field ‘One Time Password’ and click the button Register
A line showing your first name and last name will be added under the section APP For One Time Password:
To remove the APP strong authentication, place the mouse on the line and click the button ‘DELETE’ on the right side:

In case you do not wish to use an app on your mobile phone, it is also possible to use an app that can be downloaded to your computer, for example WinAuth.

**Text message (SMS) with One Time Password**

Click the button ‘Add’ under the section ‘Text Message (SMS) with One Time Password’:

You will get the following screen:

![Text Message (SMS) with One Time Password](image)

Enter your full international mobile or landline phone number (e.g. +41792516600) and click send. You will receive a SMS with a WIPO One Time Password (e.g. 048130). Enter the code received and click the button ‘Register’ to register your phone number:
Your phone number will be shown under the section ‘Text Message (SMS) with One Time Password’:

To remove your phone number from the authentication methods, place the mouse on the line where the number is shown and then click the button ‘DELETE’ on the right side. Once your phone number is registered, a notification is sent to your account email address informing that a phone number has been registered for your WIPO account:
Digital certificates

For any questions related to digital certificates, please refer to the section ‘STRONG AUTHENTICATION’ under the PCT eServices Support page:

Getting ePCT access roles

Office users who have created their own accounts and have already an authentication method defined can request, via their own ePCT main contact person, an access role.

Office users who try to connect without having any ePCT role defined will get the following authentication error message:
Requesting ePCT access roles

There are four possible roles that reflect Office capacities, defined in ePCT:

- ePCT-RO for PCT Receiving Offices (RO)
- ePCT-ISA for International Searching Authorities (ISA)
- ePCT-IPEA for International Examining Authorities (IPEA)
- ePCT-DO for Designated Offices (DO)

The ePCT access roles are mainly assigned by the WIPO PCT eServices team, upon request from the Office main contact person.

**Important:** Before assigning roles, the Office WIPO account must be created with an Office email address and must have at least one authentication method defined.

The main contact person should send a request to the PCT eServices team at pct.services@wipo.int with the following details of each Office user:

- First name and Last name
- Email address used when creating the account
- Required access role(s): Offices acting as receiving Office only will have ‘ePCT-RO’ defined as access role for all their users. If an Office is acting in more than one capacity (e.g. as RO, ISA and IPEA), the access roles can be assigned by users depending on the tasks they are performing within the Office.

Once the access role is assigned to an Office user, the main contact person and the Office user receive an email from PCT eServices team informing them that the WIPO account has been converted, roles assigned and it is ready for use.

Some large Offices can have their own administrators (two are recommended), who can assign roles to their own Office users. For more information, please contact PCT eServices team at pct.services@wipo.int.
First time connection to ePCT

The same Office username and password can be used in both ePCT environments DEMO and PRODUCTION.
Office users who wish to try ePCT for the first time can use the following link to ePCT DEMO environment: [https://pctdemo.wipo.int/ePCT/en/officero/officeSearchIA.xhtml](https://pctdemo.wipo.int/ePCT/en/officero/officeSearchIA.xhtml)

Office user with no authentication method(s) defined
Office users who do not have yet an authentication method linked with their ePCT account will get the following screen:

Click the button ‘Set up authentication methods’ and choose your preferred authentication method.

Office user with no ePCT roles granted
In order to be able to use ePCT as Office user, your WIPO user account must be converted to an Office user account and at least one role assigned. If your account is not:

Please refer to previous paragraphs in this document to configure your authentication methods and to request ePCT access roles.
Login to ePCT

Office users who have their accounts already configured (Strong Authentication + at least one ePCT Access Role) can connect to ePCT for Offices https://pct.wipo.int/ePCT and get the following default screen:

Offices for which the processing of applications is not yet enabled in ePCT will get by default the ‘Search’ screen instead of ‘Task List’:
For more details about ePCT Office functions, please refer to the [ePCT Office User Guide](#).
More information and documentation is available on the PCT web site under ‘PCT for Authorities and Offices’ and the ePCT Frequently Asked Questions for Offices:

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