ePCT for New Users (Part II)

https://pct.wipo.int
Content

- ePCT Actions
- Access Rights
- Workbench Features
- 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

![List of Actions]

- Amendments Under Article 19 (text format only)
- Create Power of Attorney
- Declarations under Rule 4.17
- Licensing Availability Request
- Make international application available to DAS
- Observations on close prior art
- Obtain priority document from DAS
- Online Payment
- Prepare and submit indications relating to biological material (RO/124)
- Request for Early Publication
- Rule 92bis change request
- Submit Chapter II Demand
- Translation for international publication
- Upload Documents
- Withdraw Chapter II Demand
- Withdraw Designation(s)
- Withdraw Election(s)
- Withdraw International Application
- Withdraw Priority Claim(s)
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
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 e Owners** 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)
- 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
  https://www.wipo.int/pct/en/epct/support.html

- FAQs and user documentation
  - Database of help information (use ‘Search’ feature to pinpoint a topic)
  - ePCT Webinars
  - ePCT Video tutorials

- To Practice: https://pctdemo.wipo.int
  - Do NOT use confidential or sensitive data
  - Be careful NOT to confuse Demo mode with Production mode
Selected FAQs Articles

- ePCT Actions
- eHandshakes and Access Rights
- Workbench Features
- ePCT Notifications
ePCT HELP (2)

- PCT 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 Geneva time
Thank you!