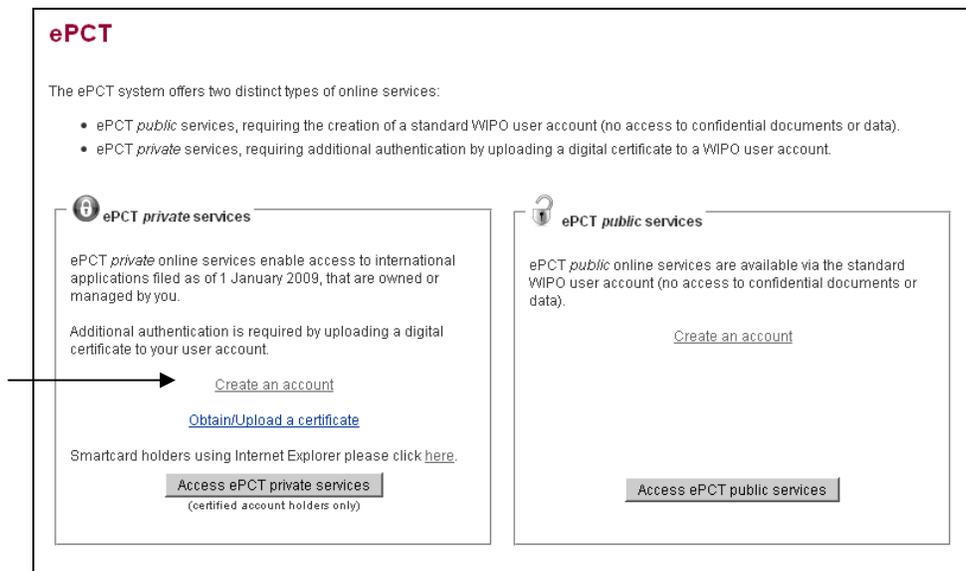


# ePCT Production Pilot (Version 2.6) - Getting Started

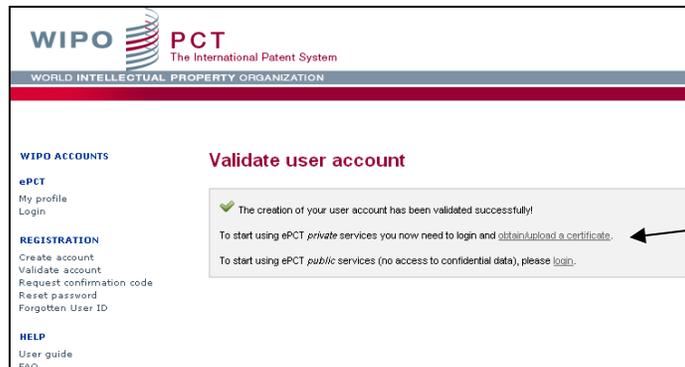
## Start-up Instructions for Pilot Users

### HOW TO CREATE A USER ACCOUNT AND UPLOAD A DIGITAL CERTIFICATE

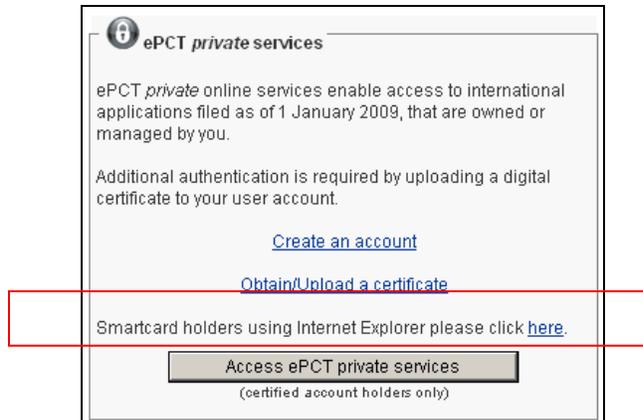
1. Access the ePCT homepage by copying the following link into your internet browser <https://pct.wipo.int/ePCT>
  - **Note:** the supported browsers are Internet Explorer 7.0+ or Mozilla Firefox 3.6+ (system performance is currently better with Firefox).
2. Under ePCT *private* services, click on the link **Create an account** in order to create a WIPO online user account (see below).



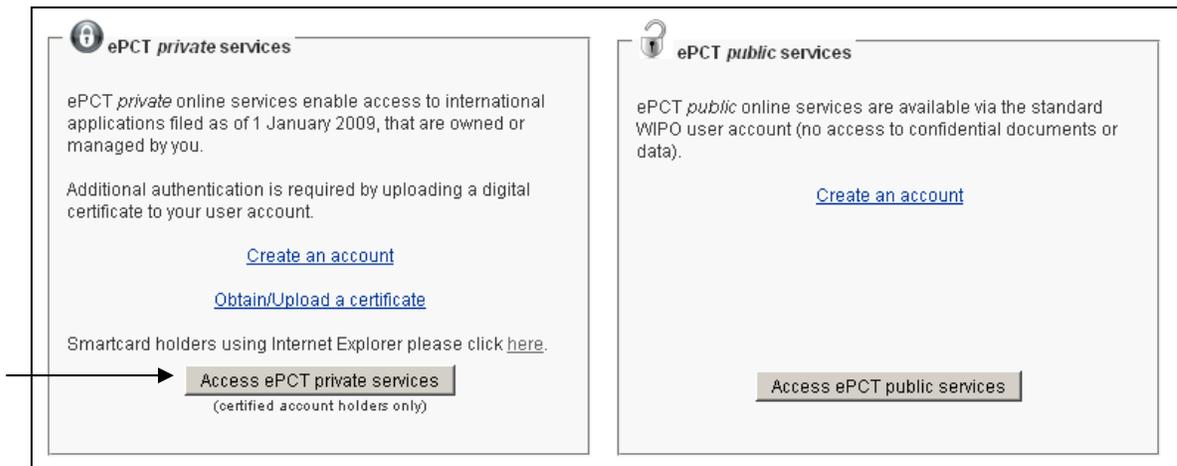
3. You are directed to the WIPO Accounts service where you can follow the simple online instructions to set up and confirm the creation of your WIPO online user account (Part 1 of the ePCT User Guide explains all the functions of the WIPO Accounts service).
  - **Note:** User accounts are personal and not generic – please provide your own *personal* details and an *individual* e-mail address when creating an account, noting that the same e-mail address cannot be used with more than one user account.
4. Please pay particular attention to type your e-mail address accurately, or you will not receive the e-mail containing the link that is required to validate the account creation process!
  - **Note:** If you do not receive an e-mail within a few minutes, please 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.
5. After you have clicked on the link to confirm the validation of your WIPO user account, you will be prompted to upload your certificate to your user account in order to be able to access ePCT private services:



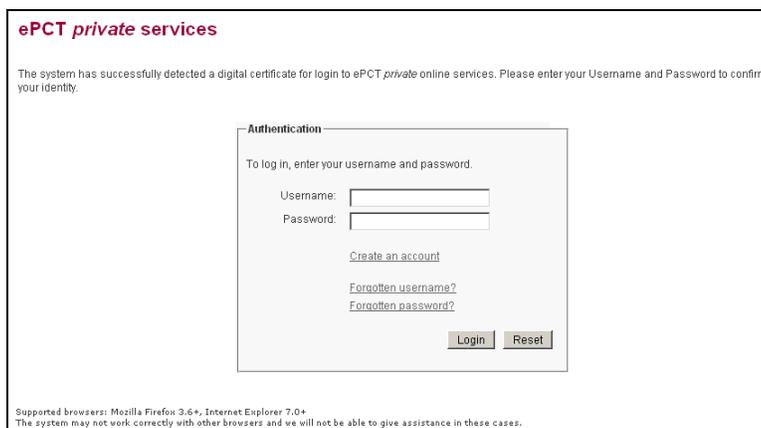
6. A digital certificate or a smartcard must be set up in the internet browser that you will use to access ePCT:
  - To install your **WIPO digital certificate** in the browser, please refer to the ePCT User Guide which is available as a Shortcut on the ePCT homepage.
  - If you use an **EPO smartcard** in Firefox browser, please refer to the following EPO documentation for the installation: [http://docs.epoline.org/doc/epoline/firefox/GemSAFE\\_Firefox\\_EN.pdf](http://docs.epoline.org/doc/epoline/firefox/GemSAFE_Firefox_EN.pdf) and to the ePCT user guide that is available as a Shortcut on the ePCT homepage for instructions.
  - If you have a **digital certificate issued by KIPO**, you can find information on how to convert KIPO certificates to WIPO standard certificates at: <http://www.patent.go.kr/jsp/ka/pki/pctcertmgr/PCTCertMgr.jsp>
  - If you use a **digital certificate issued by SECOM** (Japan), please ensure that it's installed in the browser.
  - If you have used for your electronic filings a type of digital certificate that is **not (yet) supported** by the ePCT system (i.e., not one of the types of certificate mentioned above), or if you have filed international applications on paper (therefore with no certificate at all), you should start by applying for a **WIPO digital certificate** in order to be able to log in to ePCT Private Services.
  
7. Please enroll for a certificate by clicking on the 'WIPO Digital Certificate' link on the WIPO Accounts page, making sure that you use either Internet Explorer or Firefox for this step. However, note that other browsers e.g., Google Chrome or Safari may be used subsequently for accessing the ePCT.
  
8. Proceed by first uploading the same valid certificate that you used for e-filing, or your newly obtained WIPO digital certificate, to authenticate your user account for ePCT private services.
  - Note: If you are using Internet Explorer to upload an EPO smartcard certificate please click on the dedicated link on the ePCT login page (as shown below).



- When you have successfully created your WIPO user account and uploaded your certificate, you can logout from WIPO Accounts and access ePCT *private* services from the ePCT homepage: <https://pct.wipo.int/ePCT>.



- You are directed to the ePCT *private* services login screen:



The system will indicate that it has automatically detected a digital certificate in your browser (if you only have one digital certificate installed in your browser) and will invite you to enter the Username and password of your newly-created WIPO user account.

- **Note:** If you have more than one certificate installed in your browser, you will be prompted to select a valid one for login to ePCT - please remember to select the certificate that you have already uploaded to your user account!

11. After login to ePCT for the first time, by default you are directed to the **ePCT tab** where you will find links to the ePCT User Guide and other useful documentation.

## HOW TO CONFIRM eOWNERSHIP OF YOUR INTERNATIONAL APPLICATION IN ePCT PRIVATE SERVICES (OPTION 1 – APPLICATIONS ALREADY FILED)

12. The first step is now to take “eOwnership” of an application in ePCT, i.e., to confirm to the system that you have access rights to the international application. This process will differ depending on how an international application was filed:

- **E-filed applications that were filed using a certificate that is supported by the ePCT system** (currently WIPO digital certificates, EPO smart cards, certificates issued by KIPO for the electronic filing of international applications at RO/KR and certificates issued by SECOM (Japan)). You can confirm eOwnership of an IA directly in the ePCT system provided that the same digital certificate that was used to e-file the application is set up in your browser and has also been uploaded to your WIPO user account. You must also have access to the confirmation code as appearing in the bottom right-hand corner of Form PCT/IB/301 that was issued by the International Bureau for the filing in question.

The International Bureau of WIPO 34, chemin des Colombettes 1211 Geneva 20, Switzerland		Authorized officer  <b>Cortiello Maria</b>
Facsimile No. +41 22 338 89 75	e-mail <a href="mailto:pt05.pct@wipo.int">pt05.pct@wipo.int</a>	Telephone No. +4122 338 9645
Form PCT/IB/301 (July 2010)		1/EO2PY3C50

- **Applications filed on paper (or e-filed with certificates that are not currently supported by the ePCT system).** Since the certificate(s) uploaded to your WIPO user account cannot be matched by the system to a certificate used to file such international applications, in addition to indicating the confirmation code that appears on Form IB/301 (see above), you will be prompted to complete an online form which will then trigger an action for the Processing Team at the IB to approve or reject the request. (Note: the user details of the person making the request must match the details of one of the following: applicant, common representative, agent or address for correspondence for the IA).
- **IMPORTANT:** Once an IA is published, the code on the IB/301 is no longer valid as a confirmation code in ePCT, as the IB/301 is made available on PATENTSCOPE at the time of publication. The confirmation code is also rendered invalid if a change under Rule 92bis has been submitted since filing, since Form IB/301 might be in the possession of someone who was removed from the record as a result of that change. In such cases, the online web form will prompt you to request a new confirmation code from the IB.

## HOW TO CONFIRM eOWNERSHIP OF YOUR INTERNATIONAL APPLICATION IN ePCT PRIVATE SERVICES (OPTION 2 – APPLICATIONS NOT YET FILED)

- Following the April 2012 release of the PCT-SAFE software and EPO's eOLF update of October 2012, it is now possible to confirm ePCT eOwnership rights for an international application at the time of preparing it for filing.
- On the Signature screen new optional fields have been added where the user can indicate an ePCT Customer ID and an ePCT eOwnership code so that eOwnership will be assigned to that account holder (even if this person is not a signatory) when the international application is loaded into the International Bureau's electronic processing system. These fields should be filled in before the signature is applied and only one eOwnership assignment is possible per international application at this time.

Signature  
Legal Signature

Alphanumeric

Facsimile

Advanced Digital (No more signatures can be applied - this signature should be finalizing the signing process.)

**Assign eOwnership in ePCT (optional)**

ePCT Customer ID:

ePCT eOwnership code:

Apply Signature Cancel

- To obtain the ePCT eOwnership code, the account holder to whom eOwnership in ePCT is to be assigned (not necessarily the same person who is signing the international application prepared using either PCT-SAFE or eOLF) must log into ePCT Private Services and go to the eOwnership screen where a new section has been added entitled "Request eOwnership Code for use in PCT e-filing software". The account holder clicks on the "Request Code" button and a one-time eOwnership code is generated for copy & pasting into the relevant field on the signature screen.

WIPO PCT  
The International Patent System  
WORLD INTELLECTUAL PROPERTY ORGANIZATION

ePCT eOwnership Notifications My History Portfolios Workbench

eOwnership

All fields marked with \* are mandatory

Confirm eOwnership  Single IA  Multiple IAs

International Application Number \* 1

International Filing Date \* 1

Confirmation Code \* 1  
Only for unpublished IAs

Confirm Clear

Request eOwnership Code for use in PCT-SAFE

Request eOwnership Code Request Code

eOwnership Code

Copy/Paste your Customer ID and eOwnership Code to the fields on the PCT-SAFE signature screen.  
The eOwnership Code can only be used for one application.

Customer ID	USER_GB_BARDINI_ANN_7884
eOwnership Code	J45V466TKYDYL9

Close

Signature  
Legal Signature

Alphanumeric

Facsimile

Advanced Digital (No more signatures can be applied - this signature should be finalizing the signing process.)

**Assign eOwnership in ePCT (optional)**

ePCT Customer ID: USER\_GB\_BARDINI\_ANN\_7884

ePCT eOwnership code: J45V466TKYDYL9

Apply Signature Cancel

16. Once both fields have been completed, the signature can be applied. Note: The eOwnership details will not appear on any of the rendered forms, but will be stored in the background in an xml file for loading into the International Bureau's electronic processing system (either as an application filed directly with the RO/IB or upon receipt of the record copy from other receiving Offices).
17. The ePCT Customer ID and eOwnership code as indicated on the signature screen will be compared by the system against the information stored in ePCT. Provided that the eOwnership code is verified as being a code that was generated by the account holder with the corresponding Customer ID, eOwnership of the international application will automatically be assigned to that user account.
18. In the case of international applications filed with these eOwnership indications, there is no longer any need therefore to go through the process with the IB/301 code indicated in step 12, above.
19. This eOwnership procedure applies equally to international applications filed using PCT-SAFE in all modes (fully electronic, PCT-EASY in combination with EFS-WEB (for filing with RO/US) and PCT-EASY mode).
20. Please refer to Part 3 of the ePCT User Guide for a full summary of all the functions that are now available to you in the ePCT system.
21. As eOwner of the international application you may now choose a close colleague to whom you want to assign access rights to the application. That person will also need to create a WIPO user account and upload a valid certificate to that account in order to authenticate login to the ePCT system.
22. Please refer to Part 2 of the ePCT User Guide for instructions about assigning and managing access rights.

## **ePCT User Support**

23. User support is provided by the PCT e-Services Help Desk: please use the "Contact us" link which is available at the top of each page in ePCT in order to submit your query.

Telephone support is also available on +41 22 338 9523.

Should you need to submit an attachment, such as a screenshot, please use the following e-mail address: [ePCT@wipo.int](mailto:ePCT@wipo.int)