

■ **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

▼ **ACTIONS**

Select Action

Action \*

- 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/134)
- 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

# eHandshake & Access Rights

- 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 eOwners** 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)  
<https://www.wipo.int/pct/en/epct/learnmore.html?N=692>
- 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



## ePCT

ePCT for applicants and third parties [web page]  
What's new in ePCT for applicants ?  
Getting started  
Advantages signing-in with strong authentication  
Sign-in without strong authentication  
General features  
Workbench  
eOwnership  
eHandshakes and Access Rights  
External signature  
ePCT Filing  
Actions  
What should I do...?  
Office Profiles  
Time limits for entering the national/regional phase

## ePCT FOR AUTHORITIES AND IP OFFICES

ePCT web page for Authorities and IP Offices  
What's New for IP Offices?  
Getting started for IP Offices  
User Guide for IP Offices  
ePCT Video Tutorials for IP Offices  
FAQ for IP Offices  
Offices accepting documents electronically via ePCT  
Offices using the IB's eSearch Copy procedure  
IPEAs accepting Chapter II Demands directly via ePCT

## WEBINARS, VIDEOS AND TRAINING

Free of charge ePCT training  
ePCT webinar recordings  
ePCT Video Tutorials for Applicants  
Videos  
Try ePCT in DEMO mode  
PCT Newsletter - ePCT related 'Practical Advice' and other articles on Rule 92bis changes, color drawings, document upload, fax service etc.  
Further PCT training and information  
PCT homepage - PCT Applicant's Guide, PCT Newsletter, Fees etc.  
Recorded webinar from Carl Oppedahl on "Learning to be paperless with PCT (Covid-19 issues)"

## CONTACT US

[How to contact us](#)

## WIPO ACCOUNT

Create a WIPO account  
Accounts are individual, not in the name of companies  
I haven't received an e-mail to confirm my WIPO account  
Change WIPO account details  
I forgot my username  
I forgot my password

## STRONG AUTHENTICATION

ePCT strong authentication methods  
One-time password via SMS  
App for one-time password  
Digital certificates  
Do I still need a WIPO digital certificate?  
Setting up authentication methods in addition to an existing one  
How can I remove a strong authentication method in ePCT ?  
How do I reset my authentication methods if I can no longer sign in with my existing strong authentication option?

## OTHER PCT eSERVICES

ePCT reference data lookup  
Document conversion & validation tools  
PCT-SAFE software  
DAS  
Third Party Observations  
Contingency upload service

# 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](mailto:pct.eservices@wipo.int)

□ Live Chat & Web Contact Form available via  
FAQ answers

□ Monday to Friday, 9am-6pm Geneva time

# Thank you!

