Online Fee Payment

User guide

Version 2020-03
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1. Getting started with Online Fee Payment

Disclaimer

This document reflects the EPO’s Online Fee Payment service at the time of writing. As changes are possible, the screenshots may deviate from the actual content of the system.

What is Online Fee Payment?

Online Fee Payment is a quick and secure online service available for EPO deposit account holders. With Online Fee Payment, you can:

- manage your deposit accounts with the EPO
- view your deposit account replenishments promptly on the account statement
- create and download account statements for a given period
- view and search pending orders (orders issued online but not yet processed by the EPO)
- view applications covered by the automatic debiting procedure
- start and stop the automatic debiting procedure for one or more applications
- create debit orders for fee payments online, also for execution at a later date
- create or revoke automatic debit orders online

To use Online Fee Payment, you need to enrol for a smart card and register for the EPO’s online services. Please visit the EPO website for detailed information:

- Request to open a deposit account: Home > Applying for a patent > Forms and fees > Making payments
- Apply for a smart card: Applying for a patent > Online services > Security > Smart cards
- Arrangements for deposit accounts (ADA) and their annexes: Supplementary publication 5.

Accessing Online Fee Payment

→ Open the EPO website and go to Applying for a patent > Online services > Paying fees online.
→ Click Log in to Online Fee Payment (smart card).

You are redirected to the home page of the EPO’s online services.

→ If your smart card is not yet in the smart card reader, please insert it now, making sure the reader is connected to your computer.
→ In the grey sidebar to the right under the heading Smart card access, click Login.
→ Where applicable, select the appropriate digital certificate for identification.
→ Enter your PIN code and click OK.

You are now directed via a secure internet connection (https) to the secure area of the EPO’s online services.

→ Click the Fee Payment tab in the online portal’s main menu.
Changing the language

You can change the display language in Online Fee Payment at any time.

→ Click your preferred language – Deutsch, English or Français – in the top right corner of the screen.

Exiting Online Fee Payment

Always remember to log off when you finish your online services session.

→ Click Log out at the top right of the screen.

This closes the current browser tab.

For security reasons, it is also good practice to close all browser windows or tabs after logging off.
2. How to work with Online Fee Payment

The general layout of the Online Fee Payment screen contains the following elements:

1) Header with login information  
2) Online services main navigation  
3) Fee Payment navigation (tabs)  
4) Sidebar  
5) Toolbar  
6) Search mask  
7) Account balance and total amount referring to the data selection currently viewed  
8) Data list

![Figure 2: Elements of the Online Fee Payment screen](image)

From the Fee Payment navigation, you can access the following pages:

**Overview**

- Summary of information on your deposit accounts
  All EPO deposit accounts registered for your smart card are displayed.

**Deposit Account**

- View and search transactions booked within the last 90 days
- Download the most recent account statement (from the 1st or 15th of the current month)
- Download an account statement for an individual time period within the last 90 days
- View and search pending debit orders submitted online
Payment Plan

- Overview of applications covered by the automatic debiting procedure
- Issue and revoke automatic debit orders
- Overview of fees due within the next 40 days for applications covered by the automatic debiting procedure

Payment

- Create a debit order for a single application (single payment)
- Create debit orders for multiple applications by uploading an XML file (batch payment) Batch payment XML files can be created with the Multipay Tool
- Download the confirmation after successful transmission of the debit order (the confirmation includes both accepted and rejected payments)

Account History

- View and search for fee payments that were rejected when uploading a batch payment (fee not valid for the EP application concerned)
- View and search for transactions from 1 January 2002 onwards (except for transactions within the last 90 days)
- Download an account statement for an individual time period (except for transactions within the last 90 days)
- Download all account statements available (statements are generated on the 15th and on the last day of a month)

**a. Using tools and functions**

The toolbar and the sidebar provide access to the Online Fee Payment functions. Depending on the page you are viewing, you will see different icons. In addition to the icons in the toolbar, some functions are also accessible via buttons in the lower part of the screen.

You can perform the following tasks:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="https://via.placeholder.com/15" alt="PDF" /></td>
<td>Download the currently viewed data as a PDF file, e.g. list of pending orders</td>
</tr>
<tr>
<td></td>
<td>Download confirmation of the most recently completed process as a PDF file, e.g. the confirmation of setting up a new debit order</td>
</tr>
<tr>
<td></td>
<td>Download an account statement for an individual period of time as a PDF file (select <strong>Deposit Account - Transactions</strong> or <strong>Account History - Transactions</strong>)</td>
</tr>
<tr>
<td>Icon</td>
<td>Actions</td>
</tr>
<tr>
<td>------</td>
<td>---------</td>
</tr>
<tr>
<td>Download</td>
<td>Download the currently viewed data as an XML file, e.g. list of pending orders&lt;br&gt;Download confirmation of the most recently completed process as an XML file, e.g. the confirmation of a single payment</td>
</tr>
<tr>
<td>Account Statement as PDF</td>
<td>Download the current account statement as a PDF file</td>
</tr>
<tr>
<td>Create a new payment</td>
<td>Create a new single payment or batch payment</td>
</tr>
<tr>
<td>Edit amounts</td>
<td>Edit the fee amounts in a single payment</td>
</tr>
<tr>
<td>New order</td>
<td>Create a new automatic debit order&lt;br&gt;This service is available Monday to Friday, from 08.00 to 18.00 hrs CET. Outside the EPO's business hours, the icon is disabled.</td>
</tr>
<tr>
<td>Revoke order</td>
<td>Revoke an automatic debit order&lt;br&gt;This service is available Monday to Friday, from 08.00 to 18.00 hrs CET. Outside the EPO's business hours, the icon is disabled.</td>
</tr>
<tr>
<td>Continue</td>
<td>Go to the next step in a process</td>
</tr>
<tr>
<td>Back</td>
<td>Go back to the previous step in a process</td>
</tr>
<tr>
<td>Confirm</td>
<td>Confirm the last step in a process to complete it</td>
</tr>
<tr>
<td>Back to overview</td>
<td>Go back to the overview after completing a process</td>
</tr>
<tr>
<td>Preferences</td>
<td>Change your preferences for the current page</td>
</tr>
<tr>
<td>Help</td>
<td>Open the online help in a new browser window</td>
</tr>
</tbody>
</table>
b. Searching for data

The search function in Online Fee Payment allows you to filter the list of data you are currently viewing. For instance, you can search for a specific amount in the transactions on the Deposit Account page (p. 14) or a specific application for which fees are due on the Payment Plan page (p. 18).

**Entering search criteria**

The search mask provides different input fields depending on the data you are viewing.

→ Enter your search criteria and click Search.
→ To delete the search criteria, click Reset.

The more search criteria you enter, the fewer items will be found, for example:

- If you enter **033** in the Code field, the search result will display all items where the fee code is **033**.

If you enter the fee code **033** and the period from **01.10.2016** to **16.10.2016**, the search result will display only items with the fee code **033** from the period from **01.10.2016** to **16.10.2016**.

- The pending orders balance for selected period is recalculated for the current search results.

---

**Figure 3: Example for search results when searching for pending orders by fee code in a specific period**

**Full-text search**

You can use the Reference field to search for an individual term. The search result will show all items containing your search term, regardless of its position in the text string.

**Downloading search results**

→ To download the search results as a PDF file, click the PDF icon.
To download the search results as an XML file, click the Download icon.

C. Entering application numbers

When you search the transactions or pending orders for a particular application, it is important to enter the application number correctly.

In the **Application No.** field, do not enter any separator characters such as spaces, dots, slashes or dashes.

**EP applications**

- Enter the nine-digit application number without the dot before the check digit.
  
  Example: *030760425* instead of *03076042.5*

**PCT applications**

- For international applications filed **on or after 01.01.2004**, use the new PCT number format  *CCYYYYnnnnnn*: two-letter country code, four-digit year and six-digit serial number.
  
  Example: *EP2004040206*

- For international applications filed **before 01.01.2004**, use the old PCT number format  *CCYYnnnnn*: two-letter country code, two-digit year and five-digit serial number.
  
  Example: *JP0312345*

**PCT applications in the regional phase**

- Enter the EP application number assigned on entry into the regional phase (Euro-PCT procedure) or the PCT application number of the international application.
  
  Example: *027030510* or *US2015678900*

d. Setting preferences

You can set specific preferences for each page in Online Fee Payment.
<table>
<thead>
<tr>
<th>Deposit Account</th>
<th>Number of items per page (10, 20, 30, 40, 50, 60, 70, 80, 90)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Plan</td>
<td>Number of items per page (10, 20, 30, 40, 50, 60, 70, 80, 90)</td>
</tr>
<tr>
<td>Payment</td>
<td>Options for downloading PDF debit order confirmations</td>
</tr>
<tr>
<td></td>
<td>• List confirmation</td>
</tr>
<tr>
<td></td>
<td>• Individual confirmations</td>
</tr>
<tr>
<td></td>
<td>• PDF per application</td>
</tr>
<tr>
<td>Account History</td>
<td>Number of items per page (10, 20, 30, 40, 50, 60, 70, 80, 90)</td>
</tr>
<tr>
<td>Schedule of Fees</td>
<td>Number of items per page (10, 20, 30, 40, 50, 60, 70, 80, 90)</td>
</tr>
</tbody>
</table>

**Changing page settings**

→ To change the display settings for a page, click the **Preferences** icon.

![Preferences icon](image)

→ Select the option you require.
→ To discard the changes and return to the relevant page, click **Don't save**.
→ To apply the new settings, click **Save**.

![Edit your personal settings](image)

*Figure 4: Options for the Deposit Account page*
3. Overview

The Overview page provides a summary of the account information for all account numbers registered to your smart card.

- Deposit account number
- Deposit account holder
- **Balance** at the last booking day: includes the transactions effectively booked, i.e. fee payments, refunds and replenishments
- **Transactions not yet effectively booked**: pending orders balance at the current date
- **Payment plan (automatic debiting)**: total amount of the fees due to be paid via the automatic debiting procedure within the next 40 days.

Please ensure that there are adequate funds in your account at the due date.

→ To see the total due for automatic debiting for a shorter time period, set the number of days to **10, 14** or **30** (the default is **40**).

→ To download the overview as a PDF file, click the PDF icon in the toolbar. The downloaded PDF file contains the summary as it is shown on the screen.

→ To download the overview as an XML file, click the Download icon in the toolbar. The downloaded XML file contains the summary data for each account, plus the details of all transactions, pending orders and fees due via the automatic debiting procedure.
Further information

- All amounts are indicated in EUR.
- A **red figure** with a plus sign (+) means that this amount has been debited from your account or is due ("debit").
- A **black figure** with a minus sign (-) means that this amount has been credited to your account ("credit").
- Only debit orders issued online are displayed. Online debit orders can be issued via the EPO's online services (Online Fee Payment, Online Filing or new online filing (CMS)) or the WIPO's online services (PCT-Safe or ePCT).
- Pending orders are new payments made via EPO online services that have not yet been processed. They do not include payments made by bank transfer or debit orders issued under the EPO's automatic debiting procedure.
- The payment plan shows the total amount of fees that will be debited from your deposit account within the number of days shown to cover the fee payments generated by your automatic debit order (see **Arrangements for deposit accounts (ADA)** and their annexes: **Supplementary publication 5**).
- It does not include payments due in respect of applications filed and European patents with unitary effect registered subsequent to the date of your automatic debit order.
4. Deposit Account

On the Deposit Account page, you can view the transactions booked in the last 90 days and the current pending orders for each of your accounts.

- In the Transactions view (p. 15), you can search specific transactions and download an account statement for an individual period of time.
- In the Pending orders view (p. 16), you can monitor the amounts to be debited by the EPO and check whether your account balance will be sufficient on the booking day.
- In both views, the Account Statement as PDF icon allows you to download the current account statement for all bookings in the preceding two-week period starting on either the 1st or, if applicable, the 15th of the current month. You can download account statements from earlier periods under Account statements (p. 44) on the Account History page.

The Transactions view is displayed by default the first time you open the Deposit Account page after logging on.

The sidebar shows your account numbers listed in ascending order. The currently selected account is highlighted with a light blue background. Below your own company information, you can see the name of the corresponding account holder and a summary of all transactions and pending orders. Like the account numbers, the currently selected view is highlighted.

→ To switch to another account, click the relevant account number in the sidebar.

The page reloads and displays the corresponding data.

→ To change view, click Pending orders or Transactions as appropriate.

The page reloads and displays the relevant data for the selected account.

Figure 6: Sidebar on the Deposit Account page
e. Transactions

The Transactions view lists the transactions booked in the last 90 days for the selected deposit account number. You can view all earlier transactions in the Transactions view on the Account History page (p. 41).

This list contains the following information for each transaction:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Date on which the transaction was effectively booked by the EPO</td>
</tr>
<tr>
<td>Voucher</td>
<td>Proof of transaction number</td>
</tr>
<tr>
<td>Fee code</td>
<td>Fee code (according to the schedule of fees) of the fee paid</td>
</tr>
<tr>
<td>Application No.</td>
<td>EP or PCT application number of the application concerned</td>
</tr>
<tr>
<td>European patent No.</td>
<td>Number of the European patent with unitary effect, if applicable</td>
</tr>
<tr>
<td>Procedure</td>
<td>The procedure of the application/patent concerned</td>
</tr>
<tr>
<td>Filed via</td>
<td>The mode of filing used for the transaction</td>
</tr>
<tr>
<td>Reference</td>
<td>Your internal file reference for this transaction</td>
</tr>
<tr>
<td>Amount EUR</td>
<td>Fees paid (+) or refunded (-)</td>
</tr>
</tbody>
</table>

You can limit the number of transactions displayed by entering a specific date range or individual search criteria.

→ To select a specific period of time, enter the start and end date (Period from ... to) and click Search.

The filtered list is displayed, and the balance at the end of the selected period is shown above it on the right.

→ To create and download an account statement for the selected data, click the PDF icon.
f. Pending orders

The Pending orders view lists the pending orders for the selected deposit account number. The list only includes debit orders that were issued online. A plus sign (+) stands for debit, a minus sign (-) for credit.

This list contains the following information for each debit order:

<table>
<thead>
<tr>
<th>Date</th>
<th>Date of submission of the debit order, or, if applicable, deferred execution date indicated when creating a payment online</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee code</td>
<td>Fee code (according to the schedule of fees) of the fee due</td>
</tr>
<tr>
<td>Country code</td>
<td>Code for the designated states if fewer than seven states have been selected for fee 005 (only applies to European patent applications filed prior to 1 April 2009)</td>
</tr>
<tr>
<td>Application No</td>
<td>EP or PCT application number of the application concerned</td>
</tr>
<tr>
<td>European patent No.</td>
<td>Number of the European patent with unitary effect, if applicable</td>
</tr>
<tr>
<td>Procedure</td>
<td>The procedure of the application/patent concerned</td>
</tr>
<tr>
<td>Reference</td>
<td>Your internal file reference for this debit order</td>
</tr>
<tr>
<td>Amount EUR</td>
<td>Amount to be debited (+) or credited (-)</td>
</tr>
</tbody>
</table>
Figure 8: Example of pending orders
5. **Payment Plan**

The **Payment Plan** shows all applications covered by the automatic debiting procedure and the fees due by automatic debiting within the next 40 days.

- In the **Automatic Debit** view, (p. 18) you can check the status of your automatic debit orders, issue new automatic debit orders for individual applications and revoke them.
- In the **Fees due** view (p. 24), you can search for specific fees or select fees that are due in a particular period of time. This helps you to plan when to transfer money to your EPO deposit account.

The **Automatic Debit** view is displayed by default the first time you open the **Payment Plan** page after logging on.

→ To switch to another account, click the relevant account number in the sidebar.
   
The page reloads and displays the corresponding data.

→ To change view, click **Automatic Debit** or **Fees due** as appropriate.
   
The page reloads and displays the relevant data for the selected account.

---

**Figure 9: Sidebar on the Payment Plan page**

Please make sure to replenish your EPO deposit account(s) in good time, so the fees due can be automatically debited. For more information about the automatic debiting procedure, please refer to the Arrangements for deposit accounts (ADA) and their annexes: Supplementary publication 5).

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**g. Automatic Debit**

The **Automatic Debit** view provides a list of all applications for which you issued an automatic debit order via the EPO's online services.
Active automatic debit orders are displayed in regular black letters and have a check box in the first column. If an automatic debit order is not active, its status is indicated as follows:

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>your new automatic debit order is currently being processed by the EPO</td>
</tr>
<tr>
<td></td>
<td>your automatic debit order was revoked</td>
</tr>
<tr>
<td>!</td>
<td>there is a problem with your automatic debit order, please contact EPO Customer Support</td>
</tr>
</tbody>
</table>

The list contains the following information for each automatic debit order:

<table>
<thead>
<tr>
<th><strong>Application No.</strong></th>
<th>EP or PCT application number of the application concerned</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>European patent No.</strong></td>
<td>Number of the European patent with unitary effect, if applicable</td>
</tr>
<tr>
<td><strong>Procedure</strong></td>
<td>The procedure of the application/patent concerned</td>
</tr>
<tr>
<td><strong>Reference</strong></td>
<td>Your internal file reference for this automatic debit order</td>
</tr>
</tbody>
</table>

![Figure 10: Example of automatic debit orders](image)

**a. Issuing a new automatic debit order**

Please note that the online service for requesting and revoking automatic debit orders is available only from Monday to Friday, 08.00 to 18.00 hrs CET.

→ In the **Automatic Debit** view, click the **New order** icon.
In step 1, you select the account number and enter the application number. For more information on application number formats, see **Entering application numbers** (p. 10).

→ If applicable, change the account number.

By default, the account number you selected in the sidebar is used for the new order.

→ Select the procedure: **EP** or **PCT** (**UP** is displayed for demonstration purposes only).

→ Enter the application number.
  
  – If the selected procedure is **EP**, enter the eight-digit number into the first field and the check digit into the second field.
  
  – If the selected procedure is **PCT**, enter the two-letter country code into the first field, the four-digit year into the second field, and the six-digit serial number into the third field.

→ To cancel the process, click **Back**.

→ To proceed, click **Continue**.

Figure 11: Entering the application number for a new automatic debit order

Online Fee Payment validates the application number and retrieves your file reference from the dossier in the EPO’s database. This can take a minute.

- If there is already an existing automatic debit order for this application number, you are notified by a message to that effect.
- If there is no dossier under this application number, you will see an error message to that effect.

→ To proceed, correct your application number and click **Continue**.

In step 2, you verify and confirm your data.

→ Verify the application number and your reference.
→ To correct your data, click **Back**.
→ To confirm the automatic debit order and submit it to the EPO, click **Confirm**.
If the order was successfully transmitted, you will see confirmation to that effect.

The EPO does not send any written confirmation of automatic debit orders that were issued online. Therefore, please make sure you save and/or print the confirmation now. This is your only chance to save/print the confirmation as you cannot access it again later.

→ To download the confirmation as a PDF file, click the PDF icon.
→ To issue another automatic debit order, click the New order icon.
→ To return to the Automatic Debit view and see the status of your orders, click Back to overview.

The PDF file shows that your automatic debit order is recorded in the Online Fee Payment service.
In the Payment Plan page, your new automatic debit order is now visible in italics and is marked with a small hourglass. As soon as internal processing is finished (in about 10 minutes), the order will appear in regular type with a check box.

**b. Revoking automatic debit orders**

> Please note that the online service for requesting and revoking automatic debit orders is available only from Monday to Friday, 08.00 to 18.00 hrs CET.

You can revoke automatic debit orders individually or you can select multiple orders and revoke them in one single operation.

In step 1, you browse the list of active automatic debit orders to find the relevant items.

→ In the Automatic Debit view, select the check boxes for all relevant applications.

→ Click the Revoke order icon.
Figure 15: Selecting the application numbers for revoking the associated automatic debit orders

In step 2, you verify and confirm your data.

→ To correct your data, click **Back**.
→ To confirm the revocation of the selected automatic debit orders, click **Confirm**.

Figure 16: Verifying the data before confirming the revocation

If the revocation was successfully transmitted, you will see confirmation to that effect.

The EPO will normally issue official confirmation that an automatic debit order has been revoked within about three days. However, we recommend that you save and/or print the confirmation now. You can only save the confirmation at this stage and you cannot access it again later.

→ To download the confirmation as a PDF file, click the **PDF** icon.
→ To return to the **Automatic Debit** view and see the status of your orders, click **Back to overview**.
h. Fees due

The Fees due view shows a list of all fees that are due within the next 40 days for applications covered by the automatic debiting procedure. Check your deposit account at regular intervals to make sure there are adequate funds at the relevant due dates.
This list contains the following information for each fee:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due date</td>
<td>Date on which the debit order will be booked by the EPO, provided that there are sufficient funds in the account</td>
</tr>
<tr>
<td>Fee code</td>
<td>Fee code (according to the schedule of fees) of the fee due</td>
</tr>
<tr>
<td>Country code</td>
<td>Code for the designated states if fewer than seven states have been selected for fee 005 (only applies to European patent applications filed prior to 1 April 2009)</td>
</tr>
<tr>
<td>Application No.</td>
<td>EP or PCT number of the application for which automatic debiting has been requested</td>
</tr>
<tr>
<td>European patent No.</td>
<td>Number of the European patent with unitary effect, if applicable</td>
</tr>
<tr>
<td>Procedure</td>
<td>The procedure of the application/patent concerned</td>
</tr>
<tr>
<td>Reference</td>
<td>Your internal file reference for this automatic debit order</td>
</tr>
<tr>
<td>Amount EUR</td>
<td>Amount to be debited (+) or credited (-)</td>
</tr>
</tbody>
</table>

You can display the fees due in a specific period:

→ Enter the start and end date of the period you want (Period from ...to).
→ Click Search.

The total amount of fees due in the selected period is displayed above the results list.
6. Payment

On the Payment page, you can create debit orders for the fees due for your applications with the EPO. You have two different options:

- **Single payment** (p. 27): Create a debit order for an individual application. Select the fees to be paid for this application and optionally enter a deferred execution date.
- **Batch payment** (p. 33): Upload an XML file with payment data for multiple applications. The XML file contains all fee codes to be paid for each application, plus the information on the deposit account and account holder. XML files for batch payment can be created with the Multipay Tool or other suitable software.

Online Fee Payment guides you through the process of creating a debit order step by step. Until you confirm the payment in the final step, you can go back and forth through the steps and correct your data as appropriate.

Before you create a new debit order in Online Fee Payment, please note the following important information.

**Make sure there are sufficient funds in your account**

- Before submitting a debit order (i.e. making a payment) you need to make sure your account is properly replenished.
- Note: If your account is not covered with enough funds, the same rules apply as for other methods of payment.
- Accounts cannot be replenished online, but only by bank transfer to the EPO's deposit account with the Commerzbank AG, Munich, Germany. For more information, please visit the EPO website and go to Applying for a patent > Forms and fees > Making payments.

**How to revoke a debit order transmitted by Online Fee Payment**

- Debit orders (standard or deferred execution) are revocable only up to 00.00 hrs CET on the date of submission.
- Debit orders cannot be revoked online (exception: payments made via automatic debit orders). Instead, you can use the contact form under Home > Service & support > Contact us > Write to Customer Services. Select Fee payment in the Topic field and Revocation of debit order in the Subject field.
- Alternatively, you can send an email to:
  
  Treasury and Accounting  
  email: support@epo.org
- Revocations may be sent via email: please create your signed letter of revocation and attach it to the email message.
When will the debit order be booked by the EPO?

- Although debit orders are generally processed one day after receipt at the EPO, the legal date of payment is deemed to be the date of submission, i.e. the date printed on the confirmation of receipt of your online debit order generated by the Online Fee Payment system.
- Note: This is of course subject to there being sufficient funds in your account.
- Debit orders sent via Online Fee Payment are currently not booked in real time, but generally one day after receipt at the EPO. In the meantime, the orders can be found in Pending orders (p. 16).

Where does the new debit order appear in Online Fee Payment?

- Pending orders are visible immediately after you have submitted your debit order to the EPO. To search for the new debit order, go to Deposit Account and click Pending orders in the sidebar.
- Note: debit orders sent via Online Fee Payment are visible immediately, while debit orders sent via Online Filing are visible only after approximately 30 minutes.

i. Single payment

Single payment is the default option on the Payment page. All related input elements are arranged in the upper part of the screen.

a. Step 1: Select the account number and enter the application number

The first step in creating a new debit order is entering the account information, application number and reference.

→ If applicable, change the account number.

By default, the account number you selected in the sidebar is used for the new order.

→ Select the procedure: EP or PCT (UP is displayed for demonstration purposes only).

→ Enter the application number.
  - If the selected procedure is EP, enter the eight-digit number into the first field and the check digit into the second field.
  - Select the appropriate option for your EP application’s filing date /your PCT application’s date of entry into the European phase.

This information is used to apply the correct fee schedule.
If the selected procedure is PCT, enter the two-letter country code into the first field, the four-digit year into the second field, and the six-digit serial number into the third field.

The option Fees for international phase (PCT only) is automatically selected and cannot be changed.

Optionally, you can enter a deferred execution date for your debit order. Note this important information:

- This functionality allows you to indicate explicitly that your payment order is to be executed at a date later than the submission date. In this case, the payment date will be deemed to be the deferred execution date, provided that you have sufficient funds in your deposit account on that date.
- Please choose the deferred execution date option only if the fees are to be debited on a future date, as otherwise the default execution date is the date of receipt.
- The deferred execution date can be a maximum of 40 days in the future.

→ To specify the Deferred execution date, click into the field to the right.
→ Select the date from the calendar.

![Calendar](image)

Figure 22: Selecting the deferred execution date from the calendar

→ Optionally, complete the fields Applicant name and Your reference.
→ Click Continue.

![Single payment data](image)

Figure 23: The data for the single payment has been entered, proceed to step 2

**b. Step 2: Select the fees to be paid**

The grey box shows the data you entered in step 1.

→ To go back to step 1 and correct your data, click Back.

By default, the fees frequently paid for the selected procedure are listed.

→ If required, select another option from the Show fee group drop-down list.
→ Select the check boxes for all fees you wish to pay.
  
  – You must select at least one fee.
  
  – Fees marked with a red asterisk (*) require further information which you must provide in the next step.
— Fees not applicable for your application cannot be selected.
— Specific fees are mutually exclusive. For example, only one of the reduction fee codes 316, 318 or 319 can be selected.

→ Click Continue.

**Figure 24: Selecting the fees to be paid**

c. **Step 2a: Provide further information for selected fee(s)**

If you selected a fee requiring further information (marked by a red asterisk) in step 2, step 2a presents you with specific input fields, options or check boxes for the selected fee. Otherwise, you are immediately directed to step 3.

→ To go back to step 2 and correct your fee selection, click Back.
→ If your selection is correct, enter the required information for the fees concerned.
→ To proceed, click Continue.

**Figure 25: Entering further information for selected fees**
d. Step 3: Verify and confirm your payment data

The grey box shows the data you entered in step 1. Above the box, you can read the confirmation of your debit order with the total amount of fees to be paid and the number of fees to be rejected (see Payment validation on p. 40 for the reasons for rejection). Below, you can see the list of fees selected in step 2 with their corresponding amounts, if applicable based on the additional information you entered in step 2a.

→ To go back to step 2 and correct your data, click Back.

You cannot go back to step 2a from step 3. If you do not want to change the fee selection, but only the additional information for a fee, click Continue in step 2 to proceed to step 2a.

→ To confirm the data and submit the debit order to the EPO, click Confirm.

![Figure 26: Verifying the data before confirming the payment]

e. Step 3a: Edit fee amounts

In some cases, you may need to edit the fee amounts for specific fees.

→ To activate the fees for editing, click Edit amounts in step 3.
→ Modify the fee amounts as appropriate.
→ To discard the new amounts and return to step 3, click Undo edit.
→ To change the fee selection and return to step 2, click Back.
→ To save the new amounts and return to step 3, click Continue.
f. **Downloading the debit order confirmation**

After successful transmission, you will see a summary of the batch payment.

If Online Fee Payment rejects individual fee payments, the number and total amount of the fees concerned will be indicated. For more details, see [Rejected payments](p. 42) under [Account History](p. 42).

> The EPO does not send any written confirmation of debit orders that were issued online. Therefore, please make sure you save and/or print the confirmation now. This is your only chance to save/print the confirmation as you cannot access it again later.

> → To create another single payment or to upload an XML file for a batch payment, click the **New payment** icon.
> → To download the debit order confirmation as a PDF file, click the **PDF** icon.
> → To download the debit order confirmation as an XML file, click the **Download** icon.
The PDF file shows a summary of the debit order with a list of all fees to be paid. The unique transaction code is at the bottom of the fee list.

If you entered a deferred execution date, it will appear in the text above the payment summary. If you did not enter a deferred execution date, the payment date will be identical to the date of submitting the debit order.

### j. Batch payment

By uploading an XML file to the EPO's Online Fee Payment service, you create the debit orders for all applications and fees contained in this batch payment.

You can use the **Multipay Tool** to prepare batch payments for multiple applications. The tool generates an XML file with the payment and account information in offline mode. When you are logged on to Online Fee Payment, you can upload the XML file to create the debit orders for all applications and fees contained in the batch payment.

The Multipay Tool is available free of charge. You can download the software from the EPO website under **Applying for a patent > Online services > Paying fees online > Multipay Tool**. For detailed information on how to use the tool, refer to the online help or the user guide.
Online Fee Payment accepts XML batch-payment files containing a maximum of 13,000 transactions, i.e. fees to be debited.

### a. Step 1: Upload the XML file

**Single payment** is the default option on the Payment page. The input elements for **Batch payment** are arranged in the bottom part of the screen.

- To upload your XML file for a batch payment, select the **Batch payment** option.
- Click **Browse** (or **Choose file**, depending on the browser you are using).
- Navigate to the XML file on your computer and select it.

![Figure 30: Uploading the XML file for a batch payment](image)

The file name (and the full path, if you are using Internet Explorer) is displayed.

- Optionally, you can enter a deferred execution date for your debit orders; see **Step 1: Select the account number and enter the application number** (p. 27) under **Single payment**.
- To proceed, click **Continue**.

![Figure 31: The XML file was successfully validated by Online Fee Payment](image)

The XML file is uploaded to Online Fee Payment for validation. This can take up to five minutes, depending on the number of transactions in your batch payment.
The XML file will not be validated if

- the maximum number of transactions exceeds 13,000
- it contains incorrect data or
- it does not conform to the structure required by Online Fee Payment.

The validation process stops and an error message to that effect is displayed.

### Figure 33: XML file validation failed

**b. Step 2: Verify and confirm your batch payment data**

In step 2, the grey box shows a summary of the data contained in your XML file. If Online Fee Payment has detected invalid fee payments, this summary also indicates the number and total amount of fees that will be rejected.

**Checking for invalid fees to be rejected**

During the validation process, Online Fee Payment checks your XML batch payment file for fees that are not payable (see Payment validation on p. 40 for the reasons for rejection).

**Confirming the batch payment**

At this point, you can decide whether to cancel the upload altogether or to continue and have the valid fee payments processed by the EPO. Rejected fee payments are stored as evidence of the transaction; see Rejected batch payments (p. 42).

→ To correct your data, click **Back**.

This will remove the uploaded XML file and return you to the **Payment** page, from where you can start again.
Figure 34: The batch payment contains a number of fees that will be rejected

If all fee payments in your XML file are valid, the number of rejected fees is 0 (zero) and the total amount of fees uploaded corresponds to the total amount of fees transmitted.

→ To confirm your batch payment and transmit it to the EPO, click Confirm.

Figure 35: Verifying the batch payment before confirming it

C. Downloading debit order confirmations as PDFs

After successful transmission, you will see a summary of the batch payment.

If Online Fee Payment rejects individual fee payments, the number and total amount of the fees concerned will be indicated. For more details, see Rejected payments (p. 42) under Account History.
Figure 36: Information on rejected payments in the batch payment confirmation

The EPO does not send any written confirmation of debit orders that were issued online. Therefore, please make sure you save and/or print the confirmation now. This is your only chance to save/print the confirmation as you cannot access it again later.

- To upload another XML file or to create a new single payment, click the New payment icon.
- To download the debit order confirmation as a PDF file, click the PDF icon.
- To download the debit order confirmation as an XML file, click the Download icon.

Figure 37: The batch payment order was successfully transmitted

By default, the confirmation PDF file presents all applications with the corresponding fees in one continuous list.
Online Fee Payment - Debit Order

Thank you for your order of 06.02.2017 16:50 (CET+1)

On the basis of this debit order, the amount of EUR 9,370,00 will be debited from deposit account No. 20490000 in respect of the fees listed below with effect from 06.02.2017 subject to sufficient funds being available in the account.

Disposal Account: 20490000
Disposal Account Holder: NanoSwiss S.A.R.L.
Paid by: Thomas Miller

Batch reference: 17-apr-Nano-002
Number of applications: 4
Total number of fees selected: 10
Total Amount in EUR: 9,370,00

<table>
<thead>
<tr>
<th>Application No.</th>
<th>Reference</th>
<th>Fee code</th>
<th>Description</th>
<th>Amount EUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>EP14398007.0</td>
<td>Nano-005-01</td>
<td>005</td>
<td>Designation fee - For all contracting states designated for applications filed on/after 01.04.2009</td>
<td>560,00 +</td>
</tr>
<tr>
<td></td>
<td></td>
<td>006</td>
<td>Examination fee - For applications filed on/after 01.07.2005</td>
<td>1,530,00 +</td>
</tr>
<tr>
<td></td>
<td></td>
<td>420</td>
<td>Validation fee for Morocco (MA)</td>
<td>240,00 +</td>
</tr>
<tr>
<td></td>
<td></td>
<td>490</td>
<td>Surcharge on the validation fee for Morocco (MA)</td>
<td>120,00 +</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Application No.</th>
<th>Reference</th>
<th>Fee code</th>
<th>Description</th>
<th>Amount EUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>EP14435232.1</td>
<td>Nano-015-01</td>
<td>015</td>
<td>Claims fee - For the 5th and each subsequent claim</td>
<td>1,500,00 +</td>
</tr>
</tbody>
</table>

Application No.: EP14400000.2
Reference: Nano-999-01

Figure 38: Viewing the debit order confirmation as a list in a PDF file

→ To change the output format for the PDF confirmation, click the Preferences icon.

You can change the output format several times while you are still viewing the transmission confirmation in Online Fee Payment.

→ Select the option you require:
  - **List confirmation (single pdf):** The first page contains a header with the summary of the batch payment plus general payment and account information. If fee payments were rejected, the number and total amount of the fees concerned are indicated below the summary. The applications and the selected fees are displayed one after the other in a continuous list. There is one transaction code for all applications at the end of the PDF file.
  - **Individual confirmations (single pdf):** The data for each application starts on a new page. The header contains a summary of the application concerned plus the general payment and account information. The fees for the application are listed below. There is an individual transaction code for each application at the end of each page in the PDF. If fee payments were rejected, the number and total amount of the fees concerned are indicated on a separate page at the end of the PDF file.
  - **PDF per application (multiple pdfs):** The page layout is the same as in the individual confirmation, but you receive an individual PDF file for each application, packed as a ZIP file. If fee payments were rejected, the number and total amount of the fees concerned are indicated in a separate PDF file.
To apply the settings and return to the transmission confirmation, click **Save**.

**Figure 39: Changing the PDF output format for the debit order confirmation**

The ZIP file contains a separate PDF file for each application. The PDF file name contains your account number and the application number of the application concerned.

**Figure 40: Viewing the downloaded ZIP file with individual PDFs per application**
**k. Payment validation**

To avoid the extra work involved in processing double-payments or refunds, Online Fee Payment will reject any fee payment for an application number if one of the following conditions is met:

1. Payment rejected: the renewal fee payment date is too early.
   Renewal fees can be paid three months in advance (fee codes 034 to 050) or six months for the third renewal year (fee code 033).
2. Payment rejected: the fee is already paid.
   Fees that can be paid more than once are excluded from this check.
3. Payment rejected: the renewal fee payment is rejected. Renewal fee for year XX is due.
   The renewal fee payment is rejected for reason 1 or 2 but there is a renewal fee for another year due.
4. Payment rejected: the application is definitively closed.
   The application is closed ("dead") and a renewal fee (fee codes 033 to 050 or 093 to 110) is indicated or registering of transfer (fee code 022) is indicated.
5. Payment rejected: the patent is ready for publication/has been granted.
   The patent has been (or will be) granted (with a B1 publication in the European patent bulletin) and a renewal fee (fee codes 033 to 050 or 093 to 110) is indicated.
7. Account History

The Account History page contains an archive of all transactions and account statements from 1 January 2002 onwards (or since you opened your deposit account).

- In the Rejected payments view (p. 42), you can view and download details of fee payments that were rejected when you uploaded an XML batch payment file or a single payment to Online Fee Payment.
- In the Transactions view (p. 43), you can view and search all transactions with the exception of data from the last 90 days. You can also create and download an account statement for an individual period (except the last 90 days). To see the transactions from the last 90 days, go to the Transactions view (p. 15) of the Deposit Account page.
- In the Account statements view (p. 44), you can retrieve your account statements from 1 January 2002 onwards. Account statements are issued twice a month: from the 1st to the 15th of every month and from the 16th to the end of the month.

The Transactions view is displayed by default the first time you open the Account History page after logging on.

→ To switch to another account, click the relevant account number in the sidebar.

The page reloads and displays the corresponding data.

→ To change the view, click Rejected payments, Transactions or Account statements as appropriate.

The page reloads and displays the relevant data for the selected account.
I. Rejected payments

The Rejected payment view contains a list of all EP application fee payments rejected by Online Fee Payment in the XML batch payment files or single fee payments you transmitted.

The list is sorted chronologically in descending order and starts with the rejected fee payments from the most recently transmitted batch payment.

<table>
<thead>
<tr>
<th>Submission date</th>
<th>Date on which you transmitted the batch payment to the EPO via Online Fee Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee code</td>
<td>Fee code of the rejected fee payment</td>
</tr>
<tr>
<td>Application No.</td>
<td>EP application number of the application concerned</td>
</tr>
<tr>
<td>User reference</td>
<td>Your internal file reference for this transaction</td>
</tr>
<tr>
<td>Amount EUR</td>
<td>Fee amount that was rejected (+)</td>
</tr>
<tr>
<td>Rejection text</td>
<td>Reason why the fee payment was rejected</td>
</tr>
</tbody>
</table>

The Rejection text column indicates why the fee payment was not validated; see Step 2: Verify and confirm your batch payment data (p. 35) or Step 3: Verify and confirm your payment data (p. 28).

Two of the following rejection texts are used:

- Payment rejected: the renewal fee payment date is too early.
- Payment rejected: the fee is already paid.
- Payment rejected: the renewal fee payment is rejected. Renewal fee for year XX is due.
- Payment rejected: the application is definitively closed.
- Payment rejected: the patent is ready for publication/has been granted.

Occasionally, the status of your application may change after your fee payment's rejection, for example if the status was wrongly coded in the EPO’s systems and is corrected later. This will reset the fee concerned as due. The data in the Rejected payment view serves as your evidence that you submitted the debit order in time, but the fee payment was rejected by Online Fee Payment.

→ To view the rejected fee payments for a specific period of time, enter the start and end date (Period from … to) and click Search.
→ To download the search result, click the PDF icon.
### m. Transactions

The **Transactions** view contains a list of all fees that have been debited by the EPO from the selected account since 1 January 2002 (or since you opened your deposit account), except for transactions made over the last 90 days. To see the transactions from the last 90 days, go to the **Transactions** view (p. 15) of the **Deposit Account** page.

The list is arranged chronologically in descending order and always starts with the most recent fee paid.

<table>
<thead>
<tr>
<th>Date</th>
<th>Date on which the transaction was effectively booked by the EPO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee code</td>
<td>Fee code (according to the schedule of fees) of the fee due</td>
</tr>
<tr>
<td>Application No.</td>
<td>EP or PCT application number of the application concerned</td>
</tr>
<tr>
<td>European patent No.</td>
<td>Number of the European patent with unitary effect, if applicable</td>
</tr>
<tr>
<td>Procedure</td>
<td>The procedure of the application/patent concerned</td>
</tr>
<tr>
<td>Filed via</td>
<td>The mode of filing used for the transaction</td>
</tr>
<tr>
<td>Reference</td>
<td>Your internal file reference for this transaction</td>
</tr>
<tr>
<td>Amount EUR</td>
<td>Fees paid (+) or refunded (-)</td>
</tr>
</tbody>
</table>

→ To view the transactions made in a specific period of time, enter the start and end date (**Period from ... to**) and click **Search**.

The filtered list is displayed, and the balance at the end of the selected period is shown above it on the right.

→ To select a specific year, click the relevant item in the sidebar, under **Transactions**.

The transaction list is filtered by the selected year.
→ To select a specific month, click the link in the little calendar displayed under the selected year in the sidebar.
→ To create and download an account statement for the selected time period, click the PDF icon.

Figure 43: Filtering transactions by selecting a specific month on the Account History page

n. Account statements

The Account statements view contains a list of all account statements available for the selected account since 1 January 2002 (or since you opened your deposit account).

Account statements cover the period from either the 1st to the 15th of each month, or the 16th to the last day of each month. The most recent account statement may not necessarily cover the entire two-week period concerned. Each statement is built up step by step until the two-week period is complete. A new account statement then commences.

The list starts with the most recent account statement and indicates the time frame for each of the statements.

→ To download an account statement as a PDF file, click the corresponding PDF icon in the first column.
The PDF file shows the selected account statement with all transactions and the balance for the relevant 14-day period.
8. **Schedule of Fees**

The interactive schedule of fees can be accessed without a smart card. Links to it are provided in various places on the EPO website.

→ In the Online services main menu, click **Interactive schedule of fees**.

On the **Schedule of Fees** page, you can view and download the complete schedule of fees and search for individual fees. The list contains all currently valid EPO fees applicable for the existing patent application procedures.

**Filtering the fee list**

→ Select a group of fees in the **Fee group** list, e.g. **FREQUENTLY PAID FEES**.

The filter is applied immediately and the relevant fees are listed.

![Figure 46: Schedule of fees filtered by frequently paid fees](image)

**Searching for fees**

You can search for a specific fee or retrieve fees that were valid at an earlier date.

→ Select **ALL FEES** from the **Fee group** list and enter your search criteria:
  - If you know the fee code, enter it in the **Code** field.
  - If you do not know the fee code, enter a keyword from the fee description in the **Description** field, enclosing it in asterisks to create a wildcard, e.g. *claim*.

The search result will show all fees containing the word **claim**.

  → If you want to check the fees that were valid at a given time, enter a date in the **Valid at** field.

All fees from 01.01.1980 onwards can be retrieved.
→ Click **Search**.

The relevant fees are listed.

![Figure 47: Search result for fees with description containing the word "claim"](image)

**Changing the currency displayed**

You can also change the currency in which the fees are displayed. You may find this useful for fees that were valid before the introduction of the euro. Please note, however, that all payments to the EPO must be made in euro.

→ Enter a date prior to **01.01.2002** in the **Valid at** field.
→ Select the option you want in the **Currency** list.

The view automatically changes to the selected currency and the relevant fees are listed.

**Downloading your search results**

You can download the fee schedule based on your individual filtering and search criteria.

→ To download the selected fee list as a PDF file, click the **PDF** icon.
→ To download the selected fee list as an XML file, click the **Download** icon.
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