Web-form filing

User guide

Version 2018-10-01
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1. Introduction

Web-from filing (WFF) is a secure EPO web-based service which allows a user to submit documents related to the patent grant process to the EPO. The service is accessible to all but requires self-registration. To register, users must supply a valid e-mail address.

This new service guarantees transmission of documents with no loss of quality. This is a robust alternative to fax filing. This can also be used as a fall back service for Online filing (OLF) and New online filing (CMS).

One advantage it offers compared to filing by fax is that you can download an acknowledgment of receipt with the application number and the date of receipt as soon as we receive the submission. If you so choose, you can also receive this acknowledgement of receipt by e-mail.

No paper documents need to be filed to confirm documents filed electronically using the Web-form filing service.

2. A few words about this guide

Intended audience
This guide is intended for all users.

Content
This guide details the features of Web-form filing and explains how to use it to submit new patent applications and subsequently filed documents.

Updates
The information presented in this user guide will be updated if there are changes to the Web-form filing service.

3. Technical support

Please contact Customer services:

Telephone 00 800 80 20 20 20

For email please use the following link:

http://www.epo.org/service-support/contact-us.html
4. **Accessing Web-form filing**

The Web-form filing service and details relating to it can be found via:
http://www.epo.org/applying/online-services.html

5. **Getting started**

The first screen you see is the Login screen. First time users will have to request a username and password. This can be completed via the *Enrol for a username and password* link (5). See next chapter for details on the self-registration tool. While using Web-form filing, some fields will be mandatory; these fields will be marked with an asterisk "*".

![Web-form filing](image)

**Figure 1 WFF Login screen**

→ You can change the language setting by selecting your preferred language(1) in the top right-hand corner of the screen.

→ Following Contact(2) you will be redirected to the EPO’s customer services page.

→ Following About Web-form filing(3) you can find out for which procedures Web-form filing can be used.

→ To access Web-form filing you will need to enter your *Username* and *Password* here(4).
Following these links (5) you will be able to self-register a new user or requested login detail reminders.

Following these links (6) you will be redirected to further information on accessibility, legal notice and terms of use.

5.1. **Currently supported procedures**

Web-form filing currently offers applicants and representatives the opportunity to upload and submit Annex F-compliant PDFs related to:

- PCT/RO/101 (RO-EPO) - request
- PCT RO-EPO subsequent filed documents
- PCT ISA-EPO subsequent filed documents
- PCT IPEA subsequent filed documents
- EP 1001 - Request for grant of a European patent
- Euro-PCT 1200 - Entry into the European phase
- EP subsequent filed documents with the exception of opposition, limitation and revocation proceedings (Articles 99 to 105c EPC) and of appeal proceedings (Articles 106 to 112a EPC).
6. Self-registration tool

6.1. Enrol for a username and password

→ Select *Enrol for a username and password* from the login screen
→ After reading the *specific terms and conditions* (1) click:
  o *Accept* (2) to continue or
  o *Decline* (2) to return to the login screen

![Figure 2 Terms and conditions](image)

→ Enter user details (1) and click *Continue* (2)

![Figure 3 Username and password enrolment](image)
→ After checking all details entered are correct click **Continue** (1) or **Back** (2) to make amendments.

![Figure 4 Username and password enrolment summary](image)

→ You will receive your password within a few minutes via a registration notification e-mail.

### 6.2. Forgotten login details

![Figure 5 Forgotten Login Details](image)
6.2.1. To request an email reminder of the user name of an email account

→ Select *Forgotten login details?* from the login screen
→ Select *User name reminder(1)*
→ Enter your e-mail address
→ Click *Submit(3)*
→ Click *Finish*
→ You will receive your Username(s) within a few minutes via a username reminder e-mail.

6.2.2. To request an email containing a new password for a given username

→ Select *Forgotten login details?* from the login screen
→ Select *New password(2)*
→ Enter your e-mail address and username
→ Click *Submit(3)*
→ Click *Finish*
→ You will receive your new password(s) within a few minutes via a password notification e-mail.

6.3. How to change password and account details

It is possible to change your password and account details. However, it is not possible to change your username. You will have to register this new username separately. It is possible but not recommended to have multiple usernames for one email address.

→ Login with current user name and password
→ Click *Logged in as (  )*
In the *Edit user details* you can change the password or other user details.

Click *Submit* (2) to finish.

Please note that a change in email address will result in a password reset. The new password will be sent to the new email address.
7. How to file

7.1. Logging in

Once you have received your username and password you can login and start filing documents.

Figure 8 Login screen

→ Enter Username(1) and Password(2)

7.2. Selecting filing procedure

The Filing type & documents page is there to capture information on the filing type and associated documents.
(1) and (2) are your name and email address as registered

(3) Check box to receive a copy of the detailed acknowledgement of receipt as email attachment to the acknowledgement of receipt email

(4) **Filing type**: select the type of submission you want to make

---

**Filing type**: please select the type of filing

- EP 1001 - Request for grant of a European patent
- Euro-PCT 1200 - Entry into the European phase
- EP subsequent filed documents
- PCT/RO/101 (RO-JPO) - request
- PCT RC-EPO subsequent filed documents
- PCT IB/EPO subsequent filed documents
- PCT PEA subsequent filed documents

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**Your reference (5)**: enter the reference you want indicated on the acknowledgement of receipt.
**Next step (6):** once you have uploaded all necessary documents, click this button to proceed to the *next step* which is the **Submit** step.

### 7.2.1. **EP 1001 – Request for grant of a European patent**

![Figure 12: Filing type & documents – EP 1001](image)

(1) and (2) are your name and email address as registered

(3) Check box to receive a copy of the detailed acknowledgement of receipt as email attachment to the acknowledgement of receipt email

**Filing type (4):** select the type of submission you want to make, i.e. **EP 1001 – Request for grant of a European patent**
(4) Filing type:

![Filing type screenshot]

Figure 13: Filing type

Your reference (5): enter the reference you want indicated on the acknowledgement of receipt.

![Your reference screenshot]

Figure 14: Your reference

Documents (6)
Request form (6a): this is the mandatory document you need to upload.
Browse...(6b): select your completed PDF request form (Annex F-compliant) to upload it

![Documents screenshot]

Figure 15: Documents

You can download forms for European (EPC) applications from the EPO website: http://www.epo.org/applying/forms-fees/forms.html

Number of bytes (pages) (6c): once your document has been uploaded, its number of bytes and number of pages will be displayed.
(6d) x: click here if you want to delete the uploaded document.

![Number of bytes (pages) screenshot]

Figure 16: Attaching request form
(6e) Select a supporting document type from the pull-down menu. The choice is as follows:

![Image of pull-down menu]

**Figure 17: Supporting documents**

(6f) **Browse...**: select your supporting PDF document (Annex F-compliant) or DOCX to upload it

**Rules for DOCX documents**

You can submit the following in DOCX format (file type .docx):

- Technical documents, i.e. the description, claims, abstract and drawings. Where required, any translation of the technical documents.
- Amendments, corrections and rectifications of the technical documents, and any translation thereof. These must be submitted:
  - As a complete set, in a single DOCX file: description, claims and abstract with or without drawings.
  - Individually, in multiple DOCX files: description, claims, abstract or drawings.

More information about the DOCX file format will be made available on the EPO website in due course ([http://www.epo.org/applying/online-services/improving/docx-filing.html](http://www.epo.org/applying/online-services/improving/docx-filing.html)).

![Image of file list]

**Figure 18: Additional supporting documents**

The field (6g) offers you the possibility of repeating the previous steps to upload a further supporting document.

**Next step (7)**: once you have uploaded all the necessary documents, click this button to proceed to the next step, Submit.
7.2.2. Euro-PCT 1200 – Entry into the European phase

Figure 19: Filing type & documents – Euro-PCT 1200 – Entry into the European phase

(1) and (2) are your name and email address as registered

(3) Check box to receive a copy of the detailed acknowledgement of receipt as email attachment to the acknowledgement of receipt email

Filing type (4): select the type of submission you want to make, i.e. Euro-PCT 1200 – Entry into the European phase

Figure 20: Filing type
Your reference (5): enter the reference you want to have indicated on the acknowledgement of receipt.

![Figure 21: Your reference](image)

Application number (6): enter the number of the international application which is to enter into the European phase (Euro-PCT request). The number format has to be PCT/CCYYYY/nnnnnn

![Figure 22: Application number](image)

Documents (7)
(7a) Select a document type from the pull-down menu:

You have to upload at least the Euro-PCT request or a letter related to Euro-PCT procedure.

![Figure 23: Euro-PCT type](image)

(7b) Browse...: select a PDF document (Annex F-compliant) to upload it.

You can only submit PDF documents in connection with Euro-PCT 1200

![Figure 24: Documents](image)

You can download forms for European (EPC) applications from the EPO website: [http://www.epo.org/applying/forms-fees/forms.html](http://www.epo.org/applying/forms-fees/forms.html)
**Number of bytes (pages)** (7c): once your document has been uploaded, its number of bytes (pages) will be displayed.

(7d) *x*: click here if you want to delete the uploaded document.

![Figure 25: Additional documents](image)

You can submit clean copies of amended technical documents in DOCX format.

(7e) offers you the possibility of repeating the previous steps to upload a further document.

(8) **Next step**: once you have uploaded all necessary documents, click this button to proceed to the *next step*, **Submit**.
7.2.3. **EP subsequently filed documents**

Figure 26: Filing type & documents – EP subsequently filed documents

(1) and (2) are your name and email address as registered

(3) Check box to receive a copy of the detailed acknowledgement of receipt as email attachment to the acknowledgement of receipt email

**Filing type (4):** select the type of submission you want to make, i.e. **EP subsequently filed documents**

![Filing type dropdown]

Figure 27: Filing type
**Your reference (5):** enter the reference you want to have indicated on the acknowledgement of receipt.

![Figure 28: Your reference](image)

**Application number (6):** enter the number of the EP application for which you want to submit subsequently filed documents. The number format has to be YYnnnnnn.d

![Figure 29: Application number](image)

**Documents (7)**

![Figure 30: Documents](image)

(7a) Select the category from the pull-down menu:

![Figure 31: Categories](image)
(7b) Select a document type related to the previously selected category from the pull-down menu:

![Document type selection](image)

**Figure 32: Document type**

You have to upload at least one document type. You can submit a clean copy of a technical document in DOCX only if you also submit a version of the same document with annotations/remarks in DOCX.

(7c) **Browse...**: select a PDF document (Annex F-compliant) to upload it.

**Number of bytes (pages) (7d)**: once your document has been uploaded, its number of bytes (pages) will be displayed.

(7e) **x**: click here if you want to delete the uploaded document.

![Additional documents](image)

**Figure 33: Additional documents**

(7e) offers you the possibility of repeating the previous steps to upload a further document.

(8) **Next step**: once you have uploaded all necessary documents, click this button to proceed to the next step, **Submit**.
7.2.4. PCT/RO/101 (RO-EPO) – request

Figure 34: Filing type & documents – PCT/RO/101 (RO-EPO) – request

(1) and (2) are your name and email address as registered

(3) Check box to receive a copy of the detailed acknowledgement of receipt as email attachment to the acknowledgement of receipt email

Filing type (4): select the type of submission you want to make, i.e. PCT/RO/101 (RO-EPO) – request

Figure 35: Filing type
Your reference (5): enter the reference you want to have indicated on the acknowledgement of receipt.

![Your reference](image)

Figure 36: Your reference

Request form (6a): this is the mandatory document you need to upload. Browse...(6b): select your completed PDF request form (Annex F-compliant) to upload it.

![Documents](image)

Figure 37: Documents

You can download forms for international (PCT) applications from the World Intellectual Property Organization (WIPO) website http://www.wipo.int/pct/en/forms/

Number of bytes (pages) (6c): once your document has been uploaded, its number of bytes (pages) will be displayed.

![Additional documents](image)

Figure 38: Additional documents

You can submit technical documents presented in a single DOCX file only if that file contains all of the technical documents, i.e. the description, claims, abstract and, where applicable, drawings.

(6d) offers you the possibility of repeating the previous steps to upload a further document.

Next step (7): once you have uploaded all necessary documents, click this button to proceed to the next step, Submit.
7.2.5. PCT subsequently filed documents

Figure 39: Filing type & documents – PCT subsequently filed documents

(1) and (2) are your name and email address as registered

(3) Check box to receive a copy of the detailed acknowledgement of receipt as email attachment to the acknowledgement of receipt email

Filing type (4): select the type of submission you want to make, i.e. PCT RO-EPO subsequent filed documents, PCT ISA-EPO subsequent filed documents or PCT IPEA subsequent filed documents.

Figure 40: Filing type
Your reference (5): enter the reference you want to have indicated on the acknowledgement of receipt.

**Figure 41: Your reference**

Application number (6): enter the number of the international application for which you want to submit subsequently filed documents. The number format has to be PCT/CCYYYY/nnnnnn.

**Figure 42: Application number**

Documents (7)
(7a) Select a mandatory document type from the pull-down menu:

**Figure 43: Documents**

For EPO as Receiving Section (PCT RO)

**Figure 44: Document type PCT/RO**

For EPO as International Searching Authority (PCT/ISA)

**Figure 45: Document type PCT/ISA**
For EPO as International Preliminary Examination Authority (PCT/IPEA)

**Figure 46: Document type PCT/IPEA**

**Browse (7b)...** select a PDF document (Annex F-compliant) to upload it.

**Number of bytes (pages) (7c):** once your document has been uploaded, its number of bytes (pages) will be displayed.

(7d) **x:** click here if you want to delete the uploaded document.

**Figure 47: Additional documents**

You can submit clean copies of technical documents in DOCX format.

(7e) **offers you the possibility of repeating the previous steps to upload a further document.**

**Next step (8):** once you have uploaded all necessary documents, click this button to proceed to the *next step, Submit.*
7.3. Submitting applications and subsequently filed documents

The Submit page provides an overview of the filing prior to submission.

![Submit page](image)

**Confirmation and submission (1):** please check the displayed data:
- name
- e-mail address
- filing type
- your reference (if entered by you)

(2) Please check the uploaded document types and files, and the number of pages indicated.
(2a) Double-clicking on the underlined file name allows you to view the attached document to check that it is correct.

**Previous step (3):** if you want to change your data or the uploaded documents, please click here.

**Submit (4):** once you have checked everything, click this button to submit.
7.4. **Acknowledgement of receipt**

The **Confirmation** page provides a link to the downloadable acknowledgement of receipt.

![Confirmation page](image)

**Figure 49: Confirmation**

Click **confirmation receipt.pdf (1)** to open the acknowledgement of receipt. You will be able to save or print it.

While you are logged in it is possible to submit documents for another application. Click **Continue (2)** to continue or **log out (3)** to end the session.

Please note:
Until the documents are submitted and a receipt is generated, the documents are deemed not to be received by the EPO.
Figure 50: Acknowledgement of receipt

If you have selected on the Filing types & documents screen the option Please send acknowledgement of receipt to this registered email address then a copy of this receipt will be attached to the email confirmation.