



Europäisches
Patentamt
European
Patent Office
Office européen
des brevets

Welcome to EPO online services



Welcome to EPO online services!

With EPO online services you can interact with the European Patent Office electronically in a tailor-made, state-of-the-art secure environment, protected by smart card or username/password access.



You can file patent applications and correspondence arising from the grant proceedings, carry out file inspections, obtain procedural information and pay fees - online via the internet, free of charge.

Online services, your partner every step of the way


There is an online service available for every stage in the life cycle of your invention, from the very beginning of your idea through to the grant of your patent and beyond.


In this brochure we concentrate on the most frequently used online services in your daily working environment.

Searching Espacenet European Patent Register and Register Alert	Drafting PatXML	Filing Online Filing New online filing (CMS) Web-form filing	Paying fees Online Fee Payment Using online filing services Credit card fee payment	Accessing publications European Publication Server	Managing files My Files and Online Secure File Inspection Mailbox Administration
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As with all e-business, the online services nerve centre is our website (www.epo.org), which is the gateway to all our services.

In this brochure, as on the website, the following symbols are used to indicate the minimum security access level (where applicable) for each service:

 Username and password required

 Smart card required

You can apply for either of these via the enrolment area on the www.epo.org homepage.

Searching

Espacenet

Access to worldwide patent information via the internet

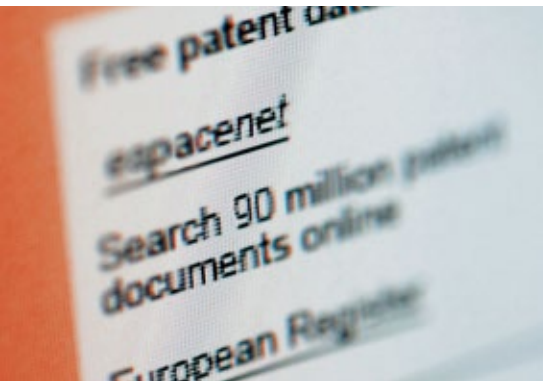
With its worldwide coverage and simple search features, the Espacenet service is a great way to get started with patent information.

You can use Espacenet to

- watch new technologies emerge
- find solutions to your technical problems
- discover what your competitors are developing
- find business partners

Espacenet allows you to

- access the technical content of more than 60 million patent applications
- obtain patent family information
- look at procedural and legal status information relating to EP and Euro-PCT applications (via hyperlinks to European Patent Register)
- access post-grant and patent family information (INPADOC)



Special features

- Full-text search in English, French and German
- Full document downloads
- Forward and backward citations
- Common Citation Document
- My Patents list
- Tools for searching in specific technical fields
- Patent Translate
- Context-sensitive help
- Espacenet assistant online tutorial
- Global Dossier
- CPC browser
- Monitoring and alerting

Access

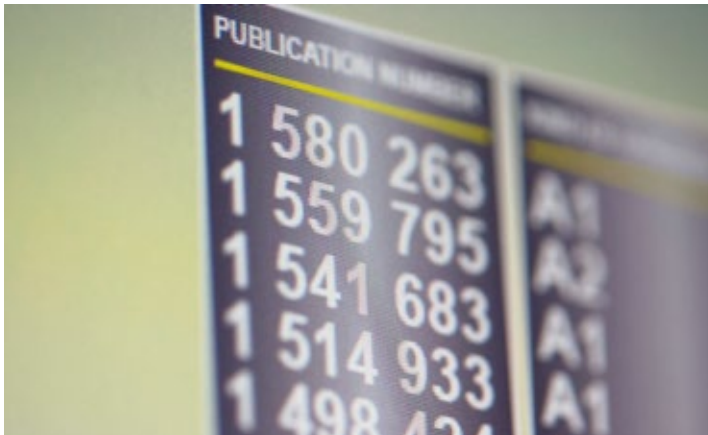
- www.epo.org/espacenet

European Patent Register and Register Alert

Procedural and legal status data alert service

With the European Patent Register you can access all the publicly available information on a European patent application as it passes through the grant procedure.

Register Alert allows you to set up automated monitoring of European Patent Register data.



You can use the European Patent Register/Register Alert to

- access clearly structured procedural data from the patent grant procedure
- keep track of your applications
- watch competitors more effectively

The European Patent Register/Register Alert allow you to

- find out what stage in the procedure a European patent application has reached
- see if a European patent has been/is about to be granted or if an application has been refused or withdrawn
- follow the European procedure for a particular application
- check whether any oppositions to a particular European patent

- have been filed
- read, print and download documents from the file (for example, correspondence between the EPO and the applicant)
- track published applications of interest to you
- make use of deep links to national registers
- query the Federated Register
- access Global Dossier

Special features - European Patent Register:

- Simple, advanced and smart search masks
- Range of data views, including main data, legal status, event history, citations, patent family, all documents and document filters
- Possibility to download bibliographical, procedural and legal status data in XML
- Document viewer
- Link to Espacenet
- Link to the European Publication Server

Special features - Register Alert:

- Automatic monitoring of up to 1 000 files
- On-screen display of changes since your last session
- Email alerts for up to five email addresses
- Customisation of email alerts
- Choice of which events will trigger a notification

Special features – online file inspection

- RSS feed
- Download option for all documents
- Dossier downloads by procedure

Access (secure)

- European Patent Register: <https://register.epo.org/>

Drafting

PatXML

Use Microsoft Word to create patent applications in XML

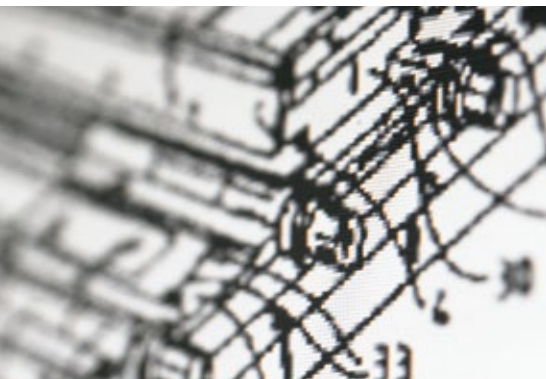
Using the PatXML software, you can create patent applications in Microsoft Word and import them directly into the Online Filing software as standard XML documents.

You can use PatXML to

- draft your patent documents in Microsoft Word by creating a template with built-in EPC rules
- print and file documents in paper form, convert them to PDF or save them as XML

PatXML allows you to


- create XML documents without prior knowledge of the format
- file EP and PCT applications without using PDF files
- benefit from the CHF 300 fee reduction for online filings with WIPO
- be sure that you have met the formal requirements of Rule 49 EPC
- produce WIPO Annex F-compliant XML applications
- use Common Application Format (CAF) headings
- import most graphic files for use as drawings
- produce smart documents which can be incorporated into full-text database search systems



Special features

- Import of existing patent documents in Microsoft Word for saving in XML
- Standardised citation formats in line with WIPO standards
- Standardised section headings compliant with WIPO requirements
- Easy document content management
- Verification of references via a link to the Espacenet database from inserted patent Citations

Access

 Software downloadable from www.epo.org/patxml

Filing

Online Filing

A quick and secure way to file patent applications online with the European Patent Office

Online Filing is a client software application that requires regular user updates. With Online Filing, you can file patent applications online, via either the software itself or a PMS interface in the software.

You can use Online Filing to

- file EP, Euro-PCT, PCT and national patent applications online with the EPO, WIPO or one of the national patent offices
- submit subsequently filed documents relating to European patent applications, including opposition, revocation and limitation proceedings and appeal proceedings
- submit subsequently filed documents relating to international (PCT) applications, including the PCT Chapter II demand
- pay fees for your patent application

Online Filing allows you to

- enjoy maximum security
- save time
- reuse your own patent management system data
- benefit from fee reductions for EP, Euro-PCT and PCT filing fees
- obtain an instant receipt with an application number and date



Special features

- Validation messages guide you through the request form
- Templates, address book and the possibility to reuse data from former applications make it quicker and easier to fill in forms
- Network installation mode supports multiple user workflow (local installation for single user available too)
- PDF and XML (created using PatXML) formats accepted
- PMS interface allows you to validate, sign and send applications directly from your patent management system
- Compatible with MS Windows Vista, Windows 7-10 and corresponding server operating systems

Access

- Software downloadable from www.epo.org/online-filing



Online filing (CMS)

This web-based application allows you to file patent applications online with the European Patent Office, while eliminating the need for user updates (except for the Gemalto software for your smart card).

You can use online filing (CMS) to

- file EP, Euro-PCT and international (PCT) applications online with the EPO
- submit subsequently filed documents relating to European patent applications, including opposition and appeal proceedings
- submit subsequently filed documents relating to international (PCT) applications, including the PCT Chapter II demand
- pay fees for your patent application

Online filing (CMS) allows you to

- enjoy maximum security through smart card encryption
- save time
- retrieve and re-use documents stored on the EPO server during the whole process
- get a receipt immediately upon filing

Special features

- **Validation messages guide you through the request form and tell you if anything is missing**
- **Templates, address book and the possibility to reuse data from former applications make it quicker and easier to fill in forms**
- **Account Management allows you to manage access rights and user preferences for the user accounts in your company**
- **New online filing (CMS) is compatible with most browsers**

Access

- *www.epo.org/new-online-filing-registration*
- *www.epo.org/new-online-filing*

Web-Form Filing

Web-Form Filing is a web-based application that makes it easy to submit documents by uploading them to the web-form filing server. Please note that Web-Form Filing cannot be used to pay patent fees.

You can use Web-Form Filing to

- file EP, Euro PCT and international (PCT) applications online with the EPO
- submit subsequently filed documents relating to European patent applications (not documents relating to opposition, limitation and revocation proceedings or appeal proceedings)
- submit subsequently filed documents relating to international (PCT) applications, including the PCT Chapter II demand

Web-Form Filing allows you to

- file any Annex F-compliant document
- enjoy this service via a secure internet connection
- transmit your documents with no loss of quality
- get a receipt immediately upon filing via email or download

Special features

- **Quick and easy registration and access anywhere with email address and password**
- **No need for a smart card**

Access

- www.epo.org/web-form-filing-registration
- www.epo.org/web-form-filing-login

Paying fees

Online Fee Payment

Pay fees and view your deposit account online

Online Fee Payment gives registered users secure access to a personalised portal where they can view and manage their deposit accounts as well as pay fees online.

You can use Online Fee Payment to

- view balances, account activity and all account details; overviews can be printed at any time in PDF or downloaded in XML format
- pay fees for individual applications or in batches (batch files are created in XML format, when needed using the Multipay Tool)
- make use of the option to select a deferred payment date for your debit order
- make use of the new validation tool to increase the quality of the payments filed for renewal fees and fees for registering a transfer of rights
- set up and cancel automatic debit orders
- view all applications for which you have requested the automatic debiting procedure

Online Fee Payment also allows you to

- enjoy maximum security through smart card connection
- access all deposit account information
- find up-to-date fee amounts



- pay up to the last minute (24/7 service)
- obtain immediate confirmation of receipt of your debit order
- set preferences for the format of your payment confirmation
- access electronic account statements at any time
- monitor fees due under the automatic debiting procedure within the next 40 days, helping you to ensure your account is sufficiently replenished at all times

Special features

- Deposit account replenishments can be viewed within two working days of the amount being credited to the EPO bank account
- Flexible management of your automatic debit orders
- Your pending but not yet processed debit orders can be viewed providing you with a transparent view of your deposit account balance
- Multipay Tool software (downloadable from www.epo.org/multipay) allows you to prepare XML files for batch payments and convert CSV files into XML format (used by Online Fee Payment)

Access



via www.epo.org/fee-payment

Paying fees via online filing tools

Pay fees for your patent applications when filing documents with the online filing tools

You can pay fees via the EPO's Online Filing and online filing (CMS) as well as via the WIPO online filing services ePCT and PCT-SAFE.

All debit orders submitted online are displayed in the Pending Orders view in Online Fee Payment, enabling you to keep track of your deposit account balance.

Please note that the online filing tools do not allow you to make payments for multiple applications within a single debit order. Batch payments can only be made in Online Fee Payment.

Credit card fee payment

Make instant fee payments by credit card

As from 1 December 2017, the EPO will offer a web-based, secure and flexible additional option for making fee payments by credit card. Once approved, the credit card payment will take immediate effect and will therefore be particularly helpful for last-minute payments.

You can use the credit card fee payment service to

- make payments with immediate effect for all patent fees
- pay fees for multiple applications at the same time using the shopping cart function
- make use of the functionalities to help you make the correct fee payments

Credit card fee payment service allows you to

- receive payment confirmation immediately after a successful transaction
- view previous payments on the Payment history page
- safely store and reuse your credit card information for subsequent transactions
- save multiple credit cards under your user profile

Special features

- **Easy registration and online access from any device with email address and password**
- **No need for a smart card**
- **Responsive web design for supported browsers, including mobile devices**

Access

epo.org/creditcard

Accessing publications

European Publication Server

Access to published patent applications and granted patents

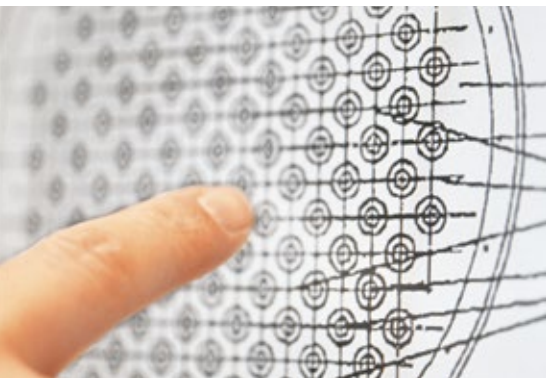
The European Publication Server is the official source for obtaining copies of European patent publications.

You can use the European Publication Server to obtain copies of

- European patent applications
- granted European patent specifications
- PCT applications
- corrected documents

The European Publication Server allows you to

- access new publications immediately on publication day
- locate documents easily
- access editable patent specifications for use in oral proceedings



Special features

- Publications published weekly (every Wednesday), at 14.00 hrs CET
- Search by publication number, application number, publication date, kind code or IPC symbol
- Boolean operator 'OR' between the publication number and application number search fields
- Documents can be viewed/downloaded in PDF, ZIP and XML formats
- Links to the European Patent Register, Espacenet and WIPO's PatentScope service

Access

- www.epo.org/publication-server

Managing files

My Files and Online Secure File Inspection

View published and unpublished files via a secure connection

With the Online Secure File Inspection and MyFiles service, you can access published and unpublished files in a secure environment.

You can use My Files/Online Secure File Inspection to

- access your published and unpublished files in a secure environment, using your smart card and PIN
- filter your list of files according to different preferences:
 - your reference
 - EP number
 - applicant name
 - PCT number
 - IPC code
 - date of filing
 - EP publication date
 - PCT publication date
- edit these preferences to create a customised view of your files
- search your list of files according to a variety of options: application number, your reference, applicant name, IPC code, filed before/after, published before/after



My Files/Online Secure File Inspection allows you to


- access via a direct link the data relating to your files in the European Patent Register
- change representation, withdraw representation and edit the user reference

Please note that your company administrator must inform the EPO of any changes to the list of associates in your company. Any change to user/associate (professional representative) contact details, i.e. change of name/address of office, should be notified either to *support@epo.org* or via the contact form.

Special features

- **Dynamic file compilation**
- **Sort and search functions**
- **Access to published and unpublished files via a secure link**

Access

 via www.epo.org/my-files

Mailbox

Receive EPO communications online

Mailbox allows you to receive communications relating to the patent grant procedure direct from the EPO in electronic form.

You can use Mailbox to

- obtain direct access to a range of EPO communications
- manage your Mailbox workflow by using folders and the multiple download functionality, and by marking mail items as "handled"

Mailbox allows you to

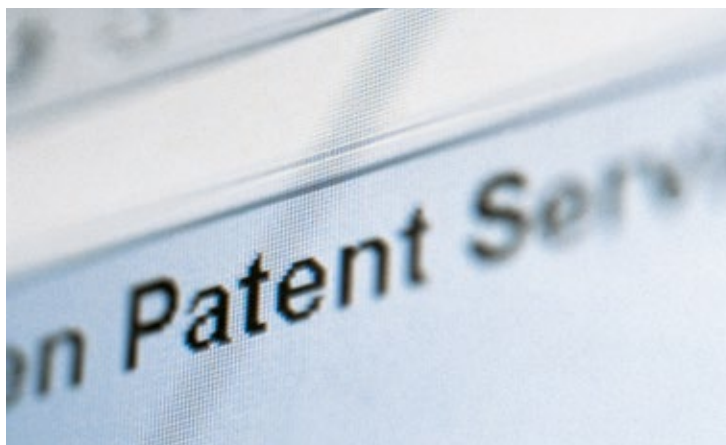
- access online communications from the EPO instantaneously
- download communications in PDF format and save them to your PC
- access a complete history of who did what and when

Special features

- Online notification of EPO communications in a secure environment
- Full audit trail of all users dealing with incoming communications
- Date of transmission and receipt plus type of document clearly displayed

Access

 via www.epo.org/mailbox



Administration

Define user access in your company

The Administration facility allows you to specify which of your staff can access the Online Fee Payment and/or Mailbox services, as well to define professional representatives who wish to receive electronic notifications.

You can use the Administration facility to

- activate or deactivate your Mailbox
- assign or revoke user rights for Online Fee Payment and Mailbox
- associate professional representatives with the Mailbox, enabling them to receive electronic notifications

The Administration facility allows you to

- define access and user rights to suit your company needs
- save time – no EPO involvement is required
- monitor the status of – and remove – individual users within your company

Special features

online administration of

- access to Mailbox
- administration rights
- representatives associated with the Mailbox
- the right to pay fees and view the fee payment plan
(for users of the automatic debiting procedure)

Access

 via www.epo.org/administration

Third-party observations

Submit third-party observations online

Third-party observations may be submitted using an online form that has been designed to help you formulate your observations in a structured and concise manner.

Special features

- Submit observations with contact details or anonymously online
- Attach supporting documents to the observations
- Receive a confirmation copy of the observations made (if not submitted anonymously)

Access

www.epo.org/searching-for-patents/legal/observations

Need more help?

Visit www.epo.org/contact to access

- FAQs and discussion forums
- contact forms for enquiries
- our Customer Services phone number

Where to get additional help

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 - > FAQs, publications, forms and tools at epo.org/service-support
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