

# ePCT webinar series

Handshakes, eOwners, eEditors,  
eViewers, access rights groups,  
employee first day of work, employee  
last day of work

Webinar 4

Thursday, March 23, 2023, **11AM** Mountain Time

Carl Oppedahl

<https://blog.oppedahl.com>

1

## Disclaimer

Watching this webinar, or reading these slides, does not make you my firm's client and does not make me your attorney. This webinar is intended to be educational.

At times I will wear either of two hats. At times I will be presenting purely factual information, the same way that a WIPO person might present. At other times I will be sharing opinions and preferences. Please join me in appreciating these two distinct hats.

2

# Upcoming webinars

Webinar 5. Thursday, March 30, 2023, 10AM Mountain Time. Shared address books, collaborative workflow, sharing with clients, sharing with outside counsel.

Webinar 6. **Tuesday, April 4, 2023**, 10AM Mountain Time. Getting to know your ePCT workbench, portfolios, office profiles, cloning, ePCT actions. **Note possible alternate date of April 27 if I get selected for jury duty.**

Webinar 7. Thursday, April 13, 2023, 10AM Mountain Time. Getting pending PCT applications into your workbench, going back to January 1, 2009, archiving old applications.

3

# Upcoming webinars

Webinar 8. Thursday, April 20, 2023, 10AM Mountain Time. Filing a new US PCT application in RO/US using ePCT. Click to register.

Thursday, April 27, 2023, 10AM Mountain Time. **Alternate date for April 4 webinar** if I get selected for jury duty on April 4.

Filing a new US PCT application in RO/IB using ePCT.  
ePCT actions and communications with the IB.

External signatures and PCT declarations.

Sequence listings and ePCT.

4

# Upcoming webinars

Using ePCT to e-file in ISAs and IPEAs, filing Demands.

Doing *92bis* changes.

Docketing of PCT applications and making use of ePCT notifications.

Publication front page preview, generating reports of outstanding Forms ISA/202, generating reports of applications with outstanding priority documents.

5

# Upcoming webinars

How to register? Go to

[https://blog.oppedahl.com/?page\\_id=8978](https://blog.oppedahl.com/?page_id=8978).

How to learn of future webinars? Subscribe to my blog ( <https://blog.oppedahl.com/> ), or subscribe to the PCT listserv ( [https://oppedahl-lists.com/mailman/listinfo/pct\\_oppedahl-lists.com](https://oppedahl-lists.com/mailman/listinfo/pct_oppedahl-lists.com) ).

6

# Recordings

- Webinar 1. Thursday, March 2, 2023. Intro to ePCT, why ePCT is important, getting a user ID and password, setting up 2FA. [Download the presentation materials.](#) [View the recording \(1:13\).](#)
- Webinar 2. Thursday, March 9, 2023. Why attorneys need to learn about ePCT, why you cannot simply delegate stuff to support staff. [Download the presentation materials.](#) [View the recording \(1:05\).](#)
- Webinar 3. Thursday, March 16, 2023. Making sure your US priority documents are available to DAS, best practices for filing US priority documents, Certificates of Availability, setting up alerts. [Download the presentation materials.](#) [View the recording \(1:21\).](#)

7

# Our topics

- Handshakes
- eOwners
- eEditors
- eViewers
- access rights groups
- employee first day of work
- employee last day of work

8

# eHandshakes: first way to do it

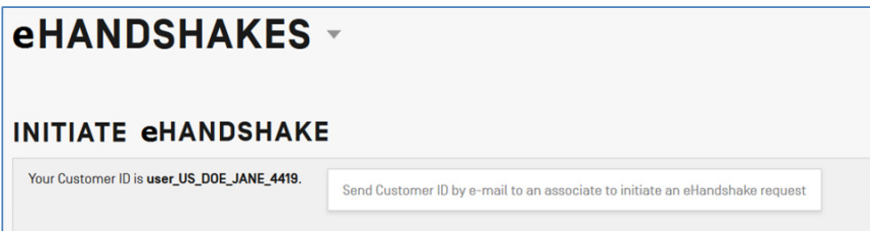
Suppose you do not know the other person's WIPO customer ID but you do know the other person's email address

- Then you can email your WIPO customer ID to the other person
- They will receive an email with your WIPO customer ID
- They will be invited to request an eHandshake with you
- You need to pay attention for the eHandshake invitation from the other person
- You need to "accept" the eHandshake invitation

9

## email your WIPO customer ID to the other person

Get into ePCT, click on your name, click on My WIPO account, click on eHandshakes



**eHANDSHAKES** ▾

**INITIATE eHANDSHAKE**

Your Customer ID is **user\_US\_DOE\_JANE\_4419**.

Send Customer ID by e-mail to an associate to initiate an eHandshake request

10

you email your WIPO customer ID to the other person

What can go wrong?

- What if you misspelled the other person's email address?
- What if the other person overlooked the email from WIPO?
- What if they could not figure out how to request an eHandshake with you?
- What if you overlook the email with the eHandshake invitation from the other person?

11

## eHandshakes:

second way to do it

Suppose you do know the other person's WIPO customer ID!

- Then you can request an eHandshake with the other person
- They will receive an eHandshake invitation from the you
- They need to "accept" the eHandshake invitation

12

## you do know the other person's WIPO customer ID

Get into ePCT, click on your name, click on my WIPO account, click on eHandshakes

**REQUEST NEW eHANDSHAKE**

Enter the Customer ID of the user to whom you want to send an eHandshake request.

Customer ID \*  
user\_GB\_BARDINI\_ANN\_7884

Request eHandshake

13

## you request an eHandshake with the other person

What can go wrong?

- The other person overlooks that they received an eHandshake invitation from the you
- They somehow fail to “accept” the eHandshake invitation





14

# The eHandshake worked

- So now you are out of the woods, right?
- No
- Probably the other person has failed to set up two-factor authentication

15

# They didn't set up 2FA

|   |  |                                   |
|---|--|-----------------------------------|
|  | <b>Bruce G. [REDACTED]</b><br>WIPO account has no strong authentication set up   | [user_US_G[REDACTED]_BRUCE_9229]  |
|  | <b>Bryan F. [REDACTED]</b><br>WIPO account has no strong authentication set up   | [user_US_F[REDACTED]_BRYAN_0840]  |
|  | <b>Carl A. F. [REDACTED]</b><br>WIPO account has no strong authentication set up | [user_US_F[REDACTED]_CARL-A_6117] |
|  | <b>Carol [REDACTED]</b><br>WIPO account has no strong authentication set up      | [user_US_B[REDACTED]_CAROL_1376]  |

16



# Polling question

17

## eOwners

- As an eOwner, you can view the contents of a PCT application
- As an eOwner, you can manage others' access rights in ePCT
- As an eOwner, you are able to carry out transactions for a PCT application
- being eOwner does not necessarily mean that you have a power of attorney or any IP rights to an application: any transaction or document submitted by an eOwner must always be signed by an authorized signatory in that application, and the International Bureau will check that this is the case
- This is no different from how the IB would handle a transaction or document that is hand-carried to the IB or mailed to the IB
- This means there is actually only very limited risk in making almost anybody an eOwner if you were already willing to trust them to be an eViewer – they can't cause any more harm than what they could have caused by mail or by hand-carrying a document to the IB
- **Any member of the public** can e-file papers in **any PCT application** in ePCT, and we trust the IB to check the authority of the signer
- For all of these reasons, there is not much of a good reason to hold back from making almost anybody an eOwner if you were already willing to trust them to be an eViewer

18

# eOwners

- Never have only one eOwner!
- This is begging for trouble
- Always have at least two eOwners
- Generally just about everybody with some legitimate connection to the file should be an eOwner

19

# eEditors

- As an eEditor, you can view the contents of a PCT application
- The big drawback to being an eEditor is that you are powerless to manage others' access rights in ePCT
- As an eEditor, you are able to carry out transactions for a PCT application
- being eEditor does not necessarily mean that you have a power of attorney or any IP rights to an application: any transaction or document submitted by an eEditor must always be signed by an authorized signatory in that application, and the International Bureau will check that this is the case
- This is no different from how the IB would handle a transaction or document that is hand-carried to the IB or mailed to the IB
- This means there is actually only very limited risk in making almost anybody an eEditor if you were already willing to trust them to be an eViewer – they can't cause any more harm than what they could have caused by mail or by hand-carrying a document to the IB
- **Any member of the public** can e-file papers in **any PCT application** in ePCT, and we trust the IB to check the authority of the signer
- For all of these reasons, there is not much of a good reason to hold back from making almost anybody an eEditor if you were already willing to trust them to be an eViewer

20

# eViewers

- As an eViewer, you can view the contents of a PCT application
- The eViewer is powerless to manage others' access rights in ePCT
- The eViewer is powerless to carry out transactions for a PCT application
- But ***any member of the public*** can e-file papers in ***any PCT application*** in ePCT
- Any member of the public could file papers in any PCT application by mail or by hand-carrying the paper to the IB.
- Do not think for a moment that making somebody an eViewer means you have somehow blocked the ability of the person to make trouble if they are inclined to do so.

21

# How to pick?

- Everybody who is generally a responsible person probably ought to be an eOwner
- I cannot think of much reason to make anybody an eEditor
- Yes I suppose for some people, the eViewer role makes sense
- If somebody actively asks to be limited to eViewer status, of course you should respect that request

22

## How to pick?

- What about inventors? Should you really kick them way down to mere eViewers?
- Then they can't sign inventor declarations (PCT Declaration Number 4)!
- Maybe just suck it up and make them eOwners

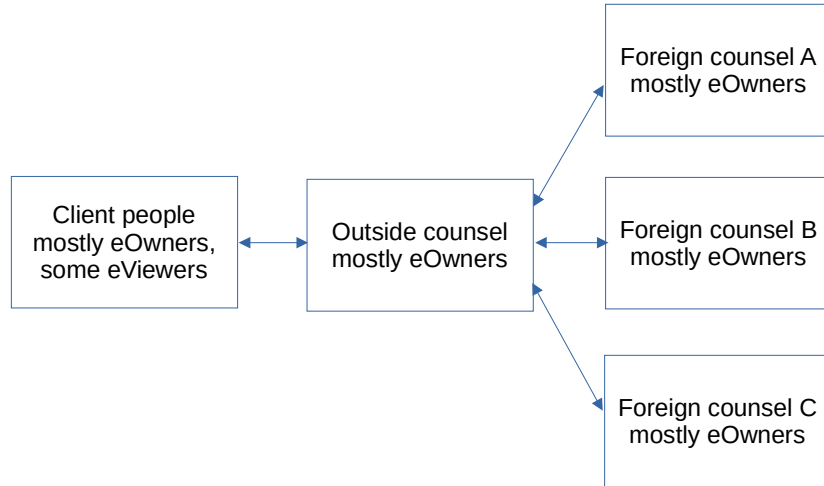
23

## How to pick?

- What about clients, heads of business units, applicants? Should you really kick them way down to mere eViewers?
- Then they can't sign Requests or Demands or Powers of Attorney!
- Maybe just suck it up and make them eOwners

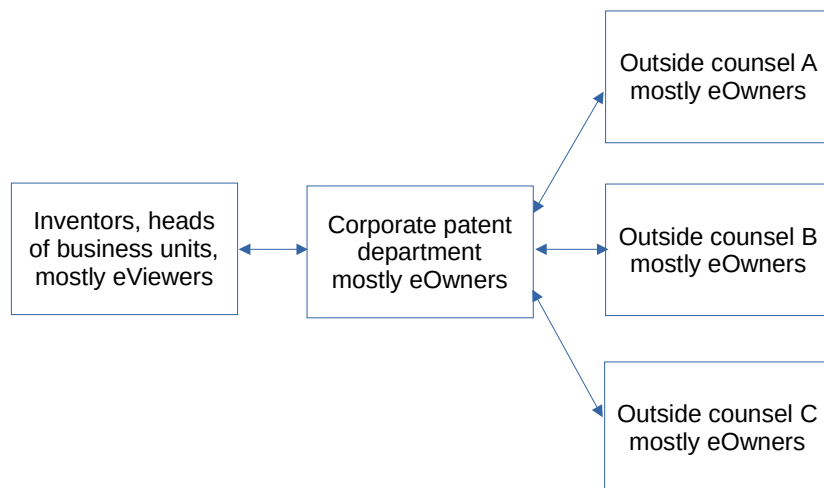
24

# Outside counsel approach



25

# Corporate control approach



26

# Big drawback to being stingy with eOwners

- If you only have a small number of eOwners, then you will constantly be having to deal with comings and goings of personnel in other organizations
- They will be constantly asking you to add or delete eEditors
- They will be constantly asking you to add or delete eViewers
- Better to just suck it up and make lots of people into eOwners

27

# Access rights groups

## ACCESS RIGHTS GROUPS

Create a group of eHandshake users to whom you would like access rights to be assigned when you create a New IA (or become eOwner by using a confirmation code).  
If you create more than one group, you will be prompted to select the group to which you would like to assign access rights.  
IMPORTANT - To remove all existing ePCT access rights for an eHandshake user, use the function 'Remove all ePCT rights' via your eHandshakes list, [here](#)

### ACME

|                      |                |                                     |
|----------------------|----------------|-------------------------------------|
| ▶ Name Aileen Law    | Rights eOwner  | <input type="button" value="edit"/> |
| ▶ Name charles roth  | Rights eOwner  | <input type="button" value="edit"/> |
| ▶ Name Charles Smith | Rights eOwner  | <input type="button" value="edit"/> |
| ▶ Name Bret FIELD    | Rights eViewer | <input type="button" value="edit"/> |

28

# Access rights groups

## ACCESS RIGHTS GROUPS

Create a group of eHandshake users to whom you would like access rights to be assigned when you create a New IA (or become eOwner by using a confirmation code).  
If you create more than one group, you will be prompted to select the group to which you would like to assign access rights.  
IMPORTANT - To remove all existing ePCT access rights for an eHandshake user, use the function 'Remove all ePCT rights' via your eHandshakes list, [here](#)

### ACME

Add eHandshake user    Current Access Rights

| User Name     | Date               | Event                                      |
|---------------|--------------------|--|
| carl OPPEDAHL | 30 Apr 2019, 22:34 | Granted eViewer rights to Bret Field.      |
| carl OPPEDAHL | 05 Dec 2017, 22:21 | Access Rights Group renamed - dec5 -> acme |
| carl OPPEDAHL | 05 Dec 2017, 22:20 | Access rights updated - dec5 Group         |
| carl OPPEDAHL | 05 Dec 2017, 22:19 | Access Rights Group created - dec5         |

29

# Access rights groups: getting ready to file a PCT application

GENEVA MAR 21, 2023, 9:55 PM CET

PRIORITY DESIGNATIONS NAMES SEARCH DECLARATIONS BIOLOGY DOCUMENTS FEES SIGNATURE    VALIDATION ACCESS RIGHTS HISTORY

## ACCESS RIGHTS

Add eHandshake user    Add access rights group    History

IMPORTANT - It is recommended to assign eOwner access rights to at least 2 persons.

Name carl OPPEDAHL    Rights eowner

### D-BINFORD01

Save draft    Preview R0/101    Close    Review & create package

IMPORTANT - You MUST create and download the ePCT-Filing data package for subsequent submission to the receiving Office system independently of ePCT.

30

## Access rights groups: access to multiple PCT applications

|                                     |                          |                  |                      |             |             |                                     |
|-------------------------------------|--------------------------|------------------|----------------------|-------------|-------------|-------------------------------------|
| <input type="checkbox"/>            | RO to assign             | New IA - Dow...  | <u>testing-US-e</u>  | 01 Aug 2013 | SMITH, fred | <u>eOwner</u>                       |
| <input checked="" type="checkbox"/> |                          | New IA - Draft   | <u>webinar-1</u>     |             | ACME COM    | <u>eOwner</u>                       |
| <input checked="" type="checkbox"/> | PCT/EP2016/090510        | New IA - RO P... | <u>VALIPAT-01</u>    | 20 Jul 2016 | 20 Jul 2015 | BE APPLICANT<br><u>eOwner</u>       |
| <input checked="" type="checkbox"/> | PCT/GB2016/050018        | Not yet Publi... | <u>ukipo-1</u>       | 15 Jun 2016 | 15 Jun 2015 | US APPLICANT<br>1<br><u>eOwner</u>  |
| <input checked="" type="checkbox"/> | PCT/IB2011/030586        | Not yet Publi... | <u>1234567890...</u> | 23 Sep 2011 | 19 Oct 2010 | ABC COMPANY<br><u>eOwner</u>        |
| <input checked="" type="checkbox"/> | PCT/IB2011/030594        | Not yet Publi... | <u>985888</u>        | 28 Sep 2011 |             | 刘洪娟<br>APPLICANT 1<br><u>eOwner</u> |
| <input checked="" type="checkbox"/> | PCT/IB2012/030581        | Not yet Publi... | <u>Demo-101</u>      | 02 Aug 2012 |             | Sim, Quan-Ling<br><u>eViewer</u>    |
| <input type="checkbox"/>            | <u>PCT/IB2016/030325</u> | Access susp...   | <u>DemoA</u>         | 07 Nov 2016 |             | ABC COMPANY<br><u>eEditor</u>       |

31

## Access rights groups: access to multiple PCT applications

Perform action on selected applications \*

Manage access rights

**IMPORTANT - It is recommended to assign eOwner access rights to at least 2 persons.**

32



# Polling question

33

## Employee first day of work

- Maybe we want to give them access based on a search
- Maybe we want to give them access to an entire portfolio
- Maybe we want to give them access to a single application
- No problem

34

# Employee first day of work: access to multiple PCT applications

|                                     |                                   |                  |                               |             |             |                    |                         |
|-------------------------------------|-----------------------------------|------------------|-------------------------------|-------------|-------------|--------------------|-------------------------|
| <input type="checkbox"/>            | RO to assign                      | New IA - Dow...  | <a href="#">testing-US-e</a>  |             | 01 Aug 2013 | SMITH, fred        | <a href="#">eOwner</a>  |
| <input checked="" type="checkbox"/> |                                   | New IA - Draft   | <a href="#">webinar-1</a>     |             |             | ACME COM           | <a href="#">eOwner</a>  |
| <input checked="" type="checkbox"/> | PCT/EP2016/090510                 | New IA - RO P... | <a href="#">VALIPAT-01</a>    | 20 Jul 2016 | 20 Jul 2015 | BE APPLICANT       | <a href="#">eOwner</a>  |
| <input checked="" type="checkbox"/> | PCT/GB2016/050018                 | Not yet Publi... | <a href="#">ukipo-1</a>       | 15 Jun 2016 | 15 Jun 2015 | US APPLICANT<br>1  | <a href="#">eOwner</a>  |
| <input checked="" type="checkbox"/> | PCT/IB2011/030586                 | Not yet Publi... | <a href="#">1234567890...</a> | 23 Sep 2011 | 19 Oct 2010 | ABC COMPANY        | <a href="#">eOwner</a>  |
| <input checked="" type="checkbox"/> | PCT/IB2011/030594                 | Not yet Publi... | <a href="#">985888</a>        | 28 Sep 2011 |             | 刘洪娟<br>APPLICANT 1 | <a href="#">eOwner</a>  |
| <input checked="" type="checkbox"/> | PCT/IB2012/030581                 | Not yet Publi... | <a href="#">Demo-101</a>      | 02 Aug 2012 |             | Sim, Quan-Ling     | <a href="#">eViewer</a> |
| <input type="checkbox"/>            | <a href="#">PCT/IB2016/030325</a> | Access susp...   | <a href="#">DemoA</a>         | 07 Nov 2016 |             | ABC COMPANY        | <a href="#">eEditor</a> |

35

# Employee first day of work: access to multiple PCT applications

Perform action on selected applications \*

Manage access rights

IMPORTANT - It is recommended to assign eOwner access rights to at least 2 persons.

Name  Rights

36

# employee last day of work

click on your name, my WIPO account, eHandshakes


|   |                                     |                        |
|---|-------------------------------------|------------------------|
|  Brian C. [redacted]   | [user_US_C [redacted] BRIAN_0808]   | Remove all ePCT rights |
|  Brian F. [redacted]   | [user_US_ [redacted] BRIAN_7237]    | Remove all ePCT rights |
|  Bronwen L. [redacted] | [user_US_L [redacted] BRONWEN_8585] | Remove all ePCT rights |

37

# employee last day of work

After selecting this option, confirmation is required:

## CONFIRMATION REQUIRED

 Confirm removal of all ePCT rights for  
**Aymeric BLANC**  
[user\_CH\_BLANC\_AYMERIC\_7511]

You are about to remove all ePCT rights for the user identified above to the following:

- All IAs for which you are eOwner, including any draft Actions
- All Draft New IAs for which you are eOwner
- All Address Books for which you are eOwner
- Your default access rights list, if applicable

Do you want to continue?

Cancel

OK

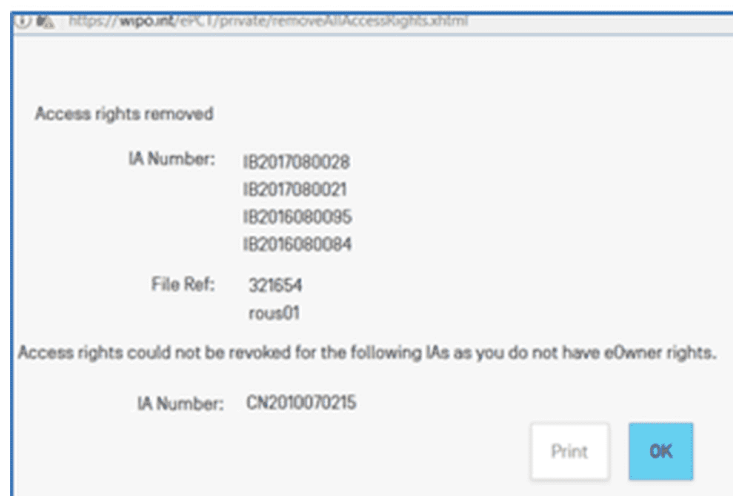
38

# employee last day of work

After confirming, the system provides a full (printable) list of applications for which access rights will be removed and also those for which access rights will not be removed because the current user does not have eOwner access rights. This report can be used to follow up with other colleagues or associates that might have eOwner access rights to those international applications. Alternatively you can contact PCT eServices Help Desk for assistance.

39

# employee last day of work



40

# employee last day of work

The function to 'remove all ePCT rights' does NOT also automatically delete the eHandshake with the person in question. The eHandshake needs to be specifically deleted using the 'Delete' function once you are satisfied that all remaining access rights for the person have been removed.

41

# employee last day of work IB's CLEAR function

## Removal of ePCT Access Rights by the IB using CLEAR

### Answer

The access rights history in ePCT for an address book or an international application (either in draft form or already filed) may show that "rights are removed via CLEAR tool" for a particular user. CLEAR is a function used by the International Bureau to remove an ePCT user's access rights in a single operation and is useful, for example, when staff leave a company or law firm without their ePCT access rights having been revoked accordingly. The International Bureau may also use the CLEAR function if the holder of a WIPO account has access rights set up in ePCT but has not signed in with strong authentication for a long period of time.

The effects of using the CLEAR tool to remove all access rights are as follows:

- Removes all PCT applications (either in draft form or already filed) from the user's Workbench;
- Removes any address books;
- Removes the user from any access rights groups set up by other users.

Note: CLEAR has no effect on any existing eHandshakes and they are not deleted.

If the ePCT user was the sole eOwner of a filed application, the access rights of any other users with eEditor/eViewer rights will also be removed.

If the ePCT user was the sole eOwner of a draft New IA or an Address Book, the access rights of any other users with eEditor/eViewer rights will also be removed, meaning that the corresponding draft New IA or Address Book will be deleted (since it is not possible for a draft New IA or an Address Book to exist without any eOwner).

42

# Possible live demo

43

# Upcoming webinars

Webinar 5. Thursday, March 30, 2023, 10AM Mountain Time. Shared address books, collaborative workflow, sharing with clients, sharing with outside counsel.

Webinar 6. **Tuesday, April 4, 2023**, 10AM Mountain Time. Getting to know your ePCT workbench, portfolios, office profiles, cloning, ePCT actions. ***Note possible alternate date of April 27 if I get selected for jury duty.***

Webinar 7. Thursday, April 13, 2023, 10AM Mountain Time. Getting pending PCT applications into your workbench, going back to January 1, 2009, archiving old applications.

44

# Upcoming webinars

Webinar 8. Thursday, April 20, 2023, 10AM Mountain Time. Filing a new US PCT application in RO/US using ePCT. Click to register.

Thursday, April 27, 2023, 10AM Mountain Time. **Alternate date for April 4 webinar** if I get selected for jury duty on April 4.

Filing a new US PCT application in RO/IB using ePCT.

ePCT actions and communications with the IB.

External signatures and PCT declarations.

Sequence listings and ePCT.

45

# Upcoming webinars

Using ePCT to e-file in ISAs and IPEAs, filing Demands.

Doing *92bis* changes.

Docketing of PCT applications and making use of ePCT notifications.

Publication front page preview, generating reports of outstanding Forms ISA/202, generating reports of applications with outstanding priority documents.

46

# Upcoming webinars

How to register? Go to

[https://blog.oppedahl.com/?page\\_id=8978](https://blog.oppedahl.com/?page_id=8978).

How to learn of future webinars? Subscribe to my blog ( <https://blog.oppedahl.com/> ), or subscribe to the PCT listserv ( [https://oppedahl-lists.com/mailman/listinfo/pct\\_oppedahl-lists.com](https://oppedahl-lists.com/mailman/listinfo/pct_oppedahl-lists.com) ).

47

# Please complete the evaluation questionnaire

- Yes please complete it
- Pay it forward

48



Thank you