Online Filing 2.0

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Disclaimer

This user guide reflects the EPO's Online Filing 2.0 service at the time of writing. As changes are possible, the wording used in the screenshots may deviate from the wording you will see in the system.

How to use Online Filing 2.0

The EPO's Online Filing 2.0 service enables you:

> to file EP 1001 (Request for grant of a European patent), EP 1200 (Entry into the European phase, EP 1038 (Letter accompanying subsequently filed items including documents in opposition, limitation/revocation, PCT/IPEA/401 (Demand), PCT SFD (Subsequent actions for PCT), PCT/RO/101 (PCT request) to the EPO, EP 2300 (Notice of opposition to a European patent) forms

> to file EP 3002E (Notice of appeal) and EP 1038 Appeal (Letter accompanying subsequently filed items) in appeal proceedings

> to file, UP 7000 (Request for unitary effect) and UP 7038 (European patent with unitary effect – Letter accompanying subsequently filed items) forms

> to manage your applications online.

1. Accessing Online Filing 2.0

To access Online Filing 2.0, follow these steps:

> Go to www.epo.org/applying/online-services/online-filing-20.html.

> Select **Open Online Filing 2.0**.

> Enter the email address and password requested (for more information, visit Get access at epo.org).

> You will be directed to the home page of Online Filing 2.0.
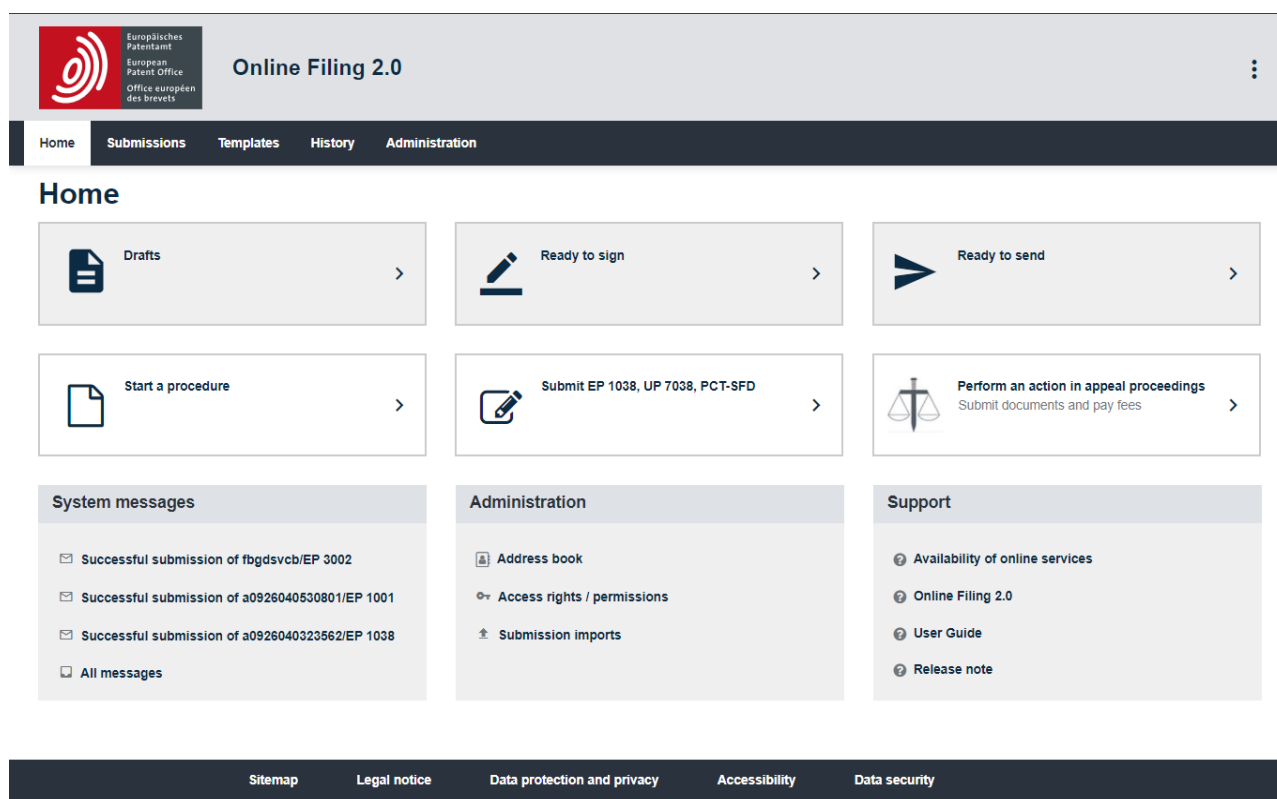
Figure 1 − Page where you select whether you want to proceed straight to Online Filing 2.0, or you want to use the tool in demo mode

If you are missing tiles from this screen, refer to chapter 9.

Browser and system settings
Online Filing 2.0 works in the following browsers:

Google Chrome, version 61.0 or later.

Mozilla Firefox, version 56.0 or later.

Edge, version 84 or later.

To find out more about versions supported and browser configuration, please refer to the EPO website at https://www.epo.org/applying/online-services/online-filing-20.html, **Getting started.**

2. Basic features of Online Filing 2.0

The two main navigational components of the Online Filing 2.0 application are:
1. A collapsed menu (hamburger button) that enables you to perform various actions such as select a preferred language, sign out, etc.

2. A navigation bar that enables you to navigate through the **Home**, **Submissions**, **Templates**, **History** and **Administration** tabs.

Each tab is described in detail below.

2.1. Demo mode

Demo mode is an exact replica of Online Filing 2.0. It allows you to practise drafting, signing and sending applications, without submitting a real filing. Demo mode submissions are sent to a different EPO server address than submissions made in the live Online Filing 2.0 application, and they are confirmed by a demo receipt. All settings, forms and address book entries, as well as users, groups and user profiles are specific to the mode in question, i.e. demo mode or the live Online Filing 2.0 application, to ensure that any work in one is kept entirely separate from the other.

2.2. Automatic and manual save

Online Filing 2.0 allows you to save all data entered and all events relating to draft submissions and draft templates, both manually and automatically.

ⓘ Autosave is active as soon as a submission/template is created. This functionality is only available for submissions and templates and is not available for anything else. Autosave is applied as soon as you change tab.

To save submissions or templates manually, select **Save**.

Select **Save** to save all the data entered in the submission/template.

2.3. Dialog boxes

Dialog boxes open whenever you select a task or an action icon in the application form, e.g. to add or remove information.

Handling dialog boxes

Dialog boxes are static, you cannot move or resize them.

Close a dialog box without saving changes by selecting the **Cancel**, **OK** or **Confirm** button.
Close a dialog box and save the changes or proceed to the next step in the workflow by selecting the button next to **Cancel** or **OK**, i.e. **Confirm**, or the one affirming the action in question.

2.4. Mandatory fields

Mandatory fields that require data entry or a selection are marked with an asterisk.

2.5. Look-up function

In drop-down menus, you can start typing the word of interest so that the system filters the list, displaying only the available entries containing your search string. For countries, e.g. when you are selecting a country for address details, you need to start typing the ISO code.

2.6. Cards

Cards are used to add parties, inventors, documents, priorities, biological material and sequence listings. You can create a card either
- by adding an element you wish to add (parties, inventors, documents, evidence)

or
- by first selecting the checkbox next to the element you wish to add (priorities, biological material, sequence listings) and then selecting **Add**.

Once the card is created, fill in the appropriate information as required.

2.7. Filtering

In Online Filing 2.0, you can filter items by using the filtering options.

Example of how to filter submissions:

To see all the submitted submissions, select **Submitted** from the filtering drop-down menu.

To undo the changes, select **Show all forms/status types** from the filtering drop-down menu.

2.8. Sorting

In Online Filing 2.0, you can sort any lists in descending or ascending order. By default, lists are sorted in descending order.

3. Folders

3.1. Using folders to organise your submissions

In **Submissions**, **Templates** and **Address book**, you can create folders and sub-folders to organise your items and perform tasks.

(i) Only Online Filing 2.0 users with the permission to manage folders can perform folder-related tasks in **Submissions**, in **Templates** and in **Address book**. For more information, see Folder management permissions.

3.2. Creating folders

Go to **Submissions**, or **Templates** or **Address book** in the navigation bar.

Check that no submission or existing folder is selected.

Select **Create folder**.

Enter the folder name.

Select **Create**.

In **Submissions**, you can restrict access to the folder to some of the users only, by selecting **Assign permissions**. For more information, see 3.3 Assigning permissions to restricted folders.

3.3. Assigning permissions to restricted folders

Select a restricted folder.

Select **Assign permissions**.

Select the users.

Select **Save**.

The status of a restricted folder cannot be changed.

3.4. Renaming folders

Go to **Submissions**, or **Templates** or **Address book** in the navigation bar.

Select the folder you want to rename.

Select **Rename**.

Enter the new name in **Folder name**.

Select **Rename**.

The renamed version will become available in the submissions list.

3.5. Deleting folders

Go to **Submissions** or **Templates** or **Address book** in the navigation bar.

Select the folder(s) you want to delete (you can delete one or several at a time).

Select **Delete** (the button appears when you select the folder(s)).

You are prompted to confirm that you want to delete the folder(s) in question.
Select **Delete**.

The folder(s) are now deleted from Online Filing 2.0. and cannot be recovered.

3.6. Moving folders

Go to **Submissions** or **Templates** or **Address book** in the navigation bar.

Select the folders you want to move (you can copy one or several at a time).

Select **Move** (the button appears when you select the folders).

Select the destination folder.

Select **Move**.

The folders are moved to the destination location and are absent from the source one.

3.7. Moving submissions or templates to folders

Go to **Submissions** or **Templates** in the navigation bar.

Select the submission(s) or template you want to move (you can move one or several at a time).

Select **Move** (the button appears when you select the submission).

Select the destination folder.

Select **Move**.

The submissions are moved to the destination location and are absent from the source one.

3.8. Folder management permissions

Online Filing 2.0 administrators can assign folder management permission to users, allowing them to create and manage folders for **Submissions**, **Templates** and **Address book**. See Adding users and Managing access rights / permissions, under chapter 15
As a user with folder management permissions, you can:

Create, rename and delete folders.

Move submissions, templates and folders into other folders.

Restrict access to a top-level folder to specific users.

View permissions to a restricted folder and assign such permissions.

- – Select the folder of interest in **Submissions**.
- – Select **Assign permissions**.
- – Select **Cancel**.

4. Collapsed menu and contextual help

The collapsed menu ("hamburger button") is accessible throughout all the application interfaces and is located on the right-hand side of the screen. This menu allows you to perform several actions:

Select your preferred language

Access your EPO Mailbox

Authorised EPO read-only access (available only when you are in a submission)

Revoke EPO read-only access (available only when you are in a submission)

Contact EPO Customer Support

Access online help documentation
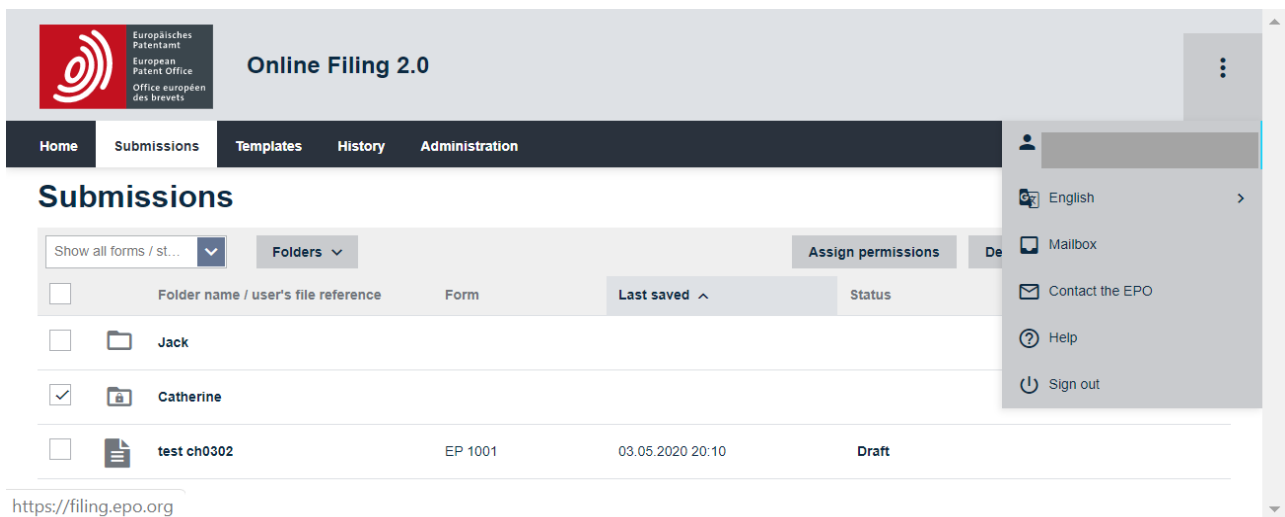
Sign out of the application

Figure 3 – Collapsed menu

4.1. Language preferences

You can use Online Filing 2.0 in any of the following languages:
English (default)

Français

Deutsch

The application does not need to be reloaded to apply language settings.
You can also change the language in which the application is displayed by going to the **Administration** > **Preferences** drop-down menu, see Preferences.

4.2. Accessing your EPO Mailbox

You can also access your EPO Mailbox from the collapsed menu and from **Administration** > **System messages**.

4.3. Authorising EPO read-only access

ⓘ For comprehensive contact information, either select **Contact the EPO** in the collapsed menu or refer to the chapter Contacting EPO Customer Support.

If you need help with a specific form, you can grant the EPO read-only access to the form so that Customer Support can review the data and give you guidance.
Go to **Submissions** in the navigation bar.

Select the submission to which you want to grant the EPO read-only access.

Select **Edit**.

In edit mode, open the collapsed menu.

Select **Grant EPO read-only access** (the **Grant EPO read-only access** dialog box opens).

You are prompted to grant the EPO read-only access to the form.
Select **Continue**.

The option **Grant EPO read-only access** in the collapsed menu is replaced by **Revoke EPO read-only access**.

ⓘ Grant EPO read-only access is available for submissions in the status *Draft, Ready to sign* or *Ready to send,* but not for *Submitted, Revised* or *Inactive.*

The EPO will have access for 168 hours. If you do not revoke the read-only access manually, it will be revoked automatically after this period.

If you allow EPO Customer Support to access to a submission, this will be indicated in the submissions list next to the **Status** column and in the submission itself at the top, next to the form's title and status.

Figure 4 − Indication in **Submissions** that the EPO has read-only access

Figure 5 – Indication that the EPO has read-only access to a form

4.4. Revoking EPO read-only access

You can revoke the EPO read-only access granted to a form at any time.

Go to **Submissions** in the navigation bar.

Select the submission for which you want to revoke EPO read-only access.

Select **Edit**.

In edit mode, open the collapsed menu.

Select **Revoke EPO read-only access**.

The **Revoke EPO read-only access** dialog box opens and you are prompted to revoke EPO read-only access to the form.

Select **Continue**.

The option **Revoke EPO read-only access** in the collapsed menu is replaced by **Grant EPO read-only access**.

4.5. Contact form

You can use our contact form to send us your enquiry at any time. Select **Contact the EPO** from the menu and a new tab with the "Contact us" form will appear in your browser. Fill in fields as required. Once completed, you can preview your enquiry. At that stage, you can either return to the form to edit your entries or, if the entries are as you want them to be, submit your enquiry.

4.6. Help

In **Help** you will find an online version of this user guide.

Downloading the user guide

You can download this user guide as a .pdf file.
From the collapsed menu, select **Help**.
The user guide opens in a new browser window.

4.7. Signing out

To sign out of Online Filing 2.0, select **Sign out**.
You will be directed to the EPO website.
For security reasons, it is also good practice to close all browser windows or tabs after signing out.

4.8. Contextual help

Contextual help is available for the tabs **Submissions**, **Templates**, **History** and **Administration** and within the forms. Simply select the icon ⑦ and you will be directed to the corresponding section of the user guide.

Referring to contextual help does not impact the work you are doing; it will open a separate browser tab with guidance concerning the subject of interest. For example, if you are in the **Access rights / permissions** tab, selecting the contextual help icon will navigate you to the guidance on access rights / permissions.

5. Home

Home is the main page and the starting point for all your activities in Online Filing 2.0. From here you can:

1. Access the collapsed menu.

2. Consult all the draft submissions to which you have access within your organisation by selecting **Drafts**. This will take you to the **Submissions** tab, displaying only the submissions that you can access in status *Draft*.

3. Consult all ready-to-sign submissions to which you have access within your organisation by selecting **Ready to sign**. This will take you to the **Submissions** tab, displaying only the submissions that you can access in status *Ready to sign*.

4. Consult all the ready-to-send submissions to which you have access within your organisation by selecting **Ready to send**. This will take you to the **Submissions** tab, displaying only the submissions that you can access in status *Ready to send*.

5. Create and submit a request for grant of a European patent (EP), a PCT request (PCT) a notice of opposition to a European patent or a request for unitary effect by selecting **Start a procedure**. You can also get to the same place from the **Submissions** tab.

6. Create and submit a letter accompanying subsequently filed items including documents in opposition, limitation / revocation, or European patent with unitary effect by selecting **Submit EP 1038, UP 7038, PCT-SFD**. You can also get to the same place from the **Submissions** tab, **Create submission** button.

7. Create and submit documents and pay fees related to appeal proceedings, petitions for review and referrals under Article 112 EPC (using forms 3002E or 1038 Appeal) by selecting **Appeal proceedings – Submit documents and pay fees**.

8. Access system messages and see the latest messages generated by the system.

9. Access **Administration** to add users to your organisation, access your address book, update your users' access rights and permissions, and view submission imports.

10. You will find the FAQ under **Support**.

Figure 6 − Features of the **Home** page

6. Status

A submission can have the following statuses.

Draft: the initial status, once a submission has been created.

Ready to sign: if there are no mandatory actions to take, you can move the submission to *Ready to sign* status for signing.

Ready to send: when the submission has been signed, you can move the submission to *Ready to send* status. This is the last step before sending the submission to the EPO.

Processing submission…: shown when the submission is being sent.

Sending failed – retry needed: the submission has not been sent. You need to resend.

Submitted: the status will change to *Submitted* when the application has been sent to the EPO.

Revised by system: when system maintenance is performed for forms, the status of applications in *Draft* or *Signed* status is set to *Revised by system*.

Inactive: when the submission ceases to exists (i.e. the type of form no longer exists).

The status of submission is displayed next to the title in the form.

ⓘ   A submission can always be returned to the previous status except when the submission is *Submitted or Inactive*.

7. Templates

Templates are a useful feature when, for instance, you want to create a series of applications with the same information, e.g. for the same applicant. They can be created and managed so the template's information can be re-used within the organisation.

> ⓘ All users can draft, sign and send templates and get an overview of all the templates within an organisation but only users with the permissions to manage templates and draft a submission can create, edit or delete templates and organise them in folders (see 9.3.2 Managing user rights and permissions).

Go to **Templates** in the navigation bar for an overview of all the template applications that have been created in your organisation.

You can filter your templates using the drop-down menu.

For any column, you can sort your templates in ascending or descending order.

You can create folders and sub-folders to organise your templates.

For more information on customising the list of templates, see the relevant sections in 3. Submissions.

7.1. Creating templates

You can create a template from scratch in **Templates**.

Go to **Templates** in the navigation bar.

Select **Create template**.

Enter a template name in the **User's file reference** field.

Select an option from the **Role in proceedings** drop-down menu.

- Select an option from the **Form** list.
  - The list of forms is filtered depending on the role in the proceedings selected.
  - Optionally, select an option from the **Payment method** drop-down menu.

- Select **Create**.
  - The template is now created containing all the data entered, and it is visible to all other users of the organisation. All users in your organisation with the appropriate access rights / permissions can then amend this template.

7.2. Editing templates

Go to **Templates** in the navigation bar.

Select the template you want to edit.

Select **Edit** (the button appears when you select the template).

Enter the desired changes.

Select **Save**.

7.3. Deleting templates

Go to **Templates** in the navigation bar.

Select the templates you want to delete (you can delete one or several at a time).

Select **Delete** (the button appears when you select the templates).

You are prompted to confirm that you want to delete the templates in question.

Select **Delete**.

The templates are now deleted from Online Filing 2.0 and cannot be recovered.

7.4.   Moving templates

Go to **Templates** in the navigation bar.

Select the templates you want to move (you can move one or several at a time).

Select **Move** (the button appears when you select the template(s)).

Select the template destination folder.

Select **Move**.

The templates are moved to the destination location and are absent from the source one.

7.5.   Viewing template submission packages

Go to **Templates** in the navigation bar.

Select the template you want to view.

Select **Edit** (the button appears when you select the template).

Select **View package**.

Select from the list the document that you want to view.

Figure 7 – Previewing the submission package of a template

7.6. Using templates to create new draft submissions

You can create a new draft submission from an existing template when you are:

in the **Templates** tab

editing a template.

Go to **Templates** in the navigation bar.

Select the template of interest to create a new submission and select **Create draft**.
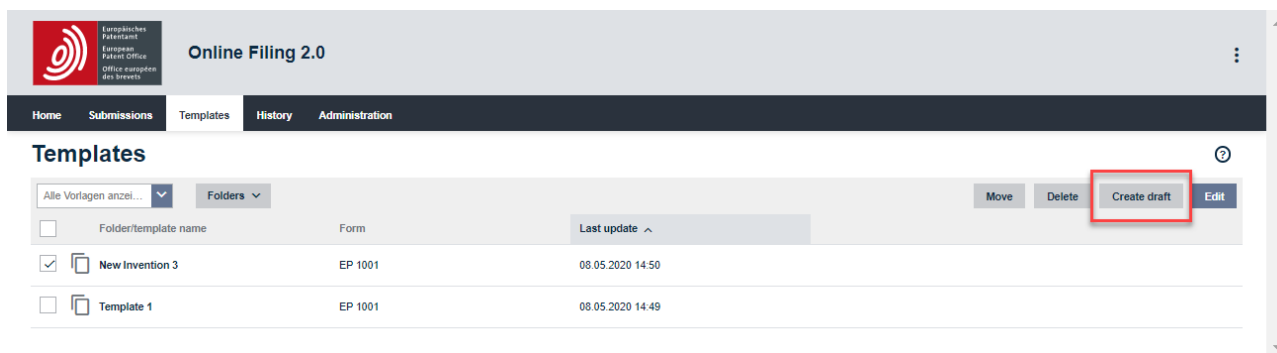

Figure 8 – Creating a submission from a template

8. History

History consists of a record, sorted by date (the most recent first), of all user and system updates to submissions, templates, address book, users and access rights / permissions. It will also display a record of all the main actions initiated (send, import) as well as technical and error logs.

History record data is retained for a period of six months from the submission date.

The filtering system allows you to search by:
   Date

   User

   User's file reference

- Event log/system message
  - For any column, you can also sort the list in ascending or descending order.

9.   Administration

Online Filing 2.0 has an administration area where you can view/manage the following:
System messages

Address book

Users

Access rights / permissions

Submission imports

Preferences

9.1.   System messages

The **System messages** sub-tab displays an overview of the messages created by the Online Filing 2.0 system and provides registered users of the EPO Mailbox service with a link to your Mailbox.
Unread messages are flagged with a blue dot on the left-hand side
You can filter your messages using the drop-down menu.

For any column, you can sort your messages in ascending or descending order.

ⓘ   Other communications from the EPO are sent to your Mailbox. See 4.2 Accessing your EPO Mailbox.

9.2. Address book

In **Address book** you can manage the name, address and contact details of persons (natural or legal). All Online Filing 2.0 users in your organisation can then re-use this contact information when they add persons (e.g. applicants or inventors) to a submission or a template.

You can filter your contacts using the drop-down menu.

For any column, you can sort your contacts in ascending or descending order.

You can create folders and sub-folders to organise your contacts.

ⓘ Only users with permission to manage the address book can maintain/export the address book.

9.2.1. Creating contacts

You can add natural persons or legal persons to the address book.

9.2.2.   Adding natural persons

To create a new contact, select **Add a contact**.

Select **Natural person** from the drop-down menu.

Optionally, select the folder to which you want to add the contact from the drop-down menu.

Fill in the **First name** and the **Last name** fields.

- Optionally,
    - You can fill in the **Country of nationality**, the **Country of residence**, the **Organisation name** and the **Department f**ields.
    - You can enter the contact's address, telephone number and email address.

- Select **Save contact**.
    - A new contact for this natural person is now created in the address book.

9.2.3. Adding legal persons

To create a new contact, select **Add a contact**.

Select **Legal person** from the drop-down menu.

Optionally, select the folder to which you want to add the contact from the drop-down menu.

Fill in the **Organisation name** field.

- Optionally:
  - Fill in the **Department** and the **Association number** fields.
  - You can enter the contact's address, telephone number and email address.

- Select **Save contact**.
  - A new contact for this legal person is now created in the address book.

9.2.4. Adding natural persons or legal persons from a submission to the address book

You can add a contact from an existing submission to the address book, or from a new submission when you have entered contact details.

To copy the data from an existing submission to the address book, go to **Submissions** in the navigation bar.

Select the relevant submission.

Select **Edit**.

Select **Parties**, inventors or **Name/party**.

Select the person you want to copy to the address book.

Select **Address book**.

- Select **Copy to address book** from the **Address book** drop-down menu.
  - The contact is now in the address book and can be reused on other occasions.

Figure 9 – Adding a contact from an existing submission

9.2.5. Managing contacts in the address book

9.2.5.1. Editing contacts in the address book

Select the contact you want to edit.

Select **Edit**.

- Edit data relating to the contact:
  - Personal details
  - Address
  - Telephone number and email address

- Select **Save contact**.
  - The updated contact details now appear in the address book.

9.2.5.2. Moving contacts in the address book (to a folder or from one folder to another)

Select the contacts you want to move (you can move one or several at a time).

Select **Move**.

Select the folder to which to move the contact(s).

- Select **Move**.
  - The contact(s) is moved to the destination folder and no longer appears in the original folder.
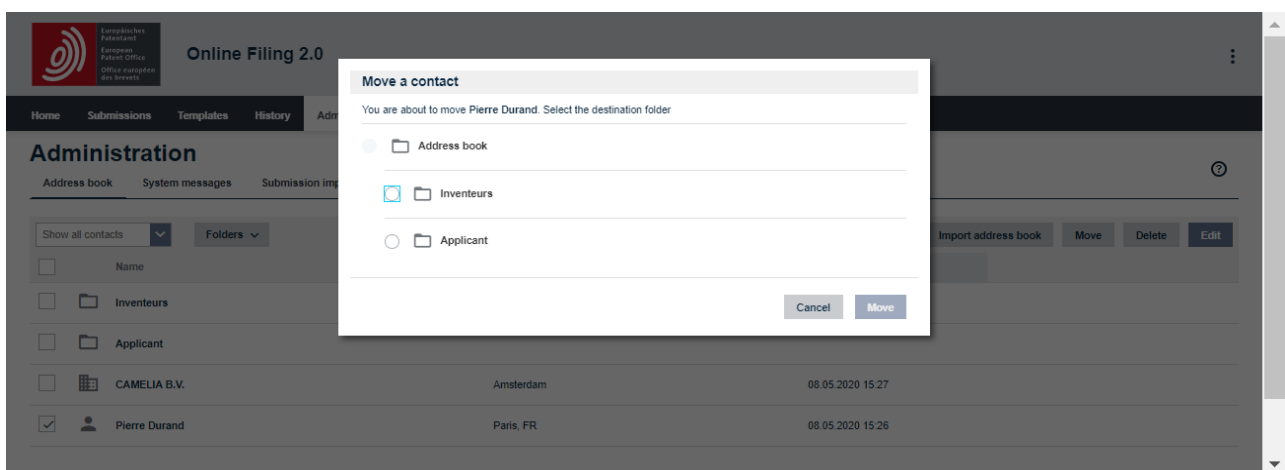
Figure 10 – Moving a contact in **Address book**

9.2.5.3. Deleting contacts in the address book

Select the contacts you want to delete (you can delete one or several at a time).

Select **Delete**.

You are prompted to confirm that you want to delete the contacts in question.

Select **Delete**.

The contacts are now removed from Online Filing 2.0, and all data relating to them is deleted and cannot be recovered.

9.2.6. Importing contacts into the address book

You can import contacts from a .csv file (comma-separated values), .xls or .xlsx into the address book.

ⓘ If there are duplicate contacts in the .csv, .xls or .xlsx file that you intend to use to overwrite existing contacts, only the last occurrence of the contact in the file will be used. (Duplicate contacts are identified based on first name and last name for a natural person and on organisation name for a legal person).

Before importing the .csv file into the address book, ensure that
1. the delimiter used in the .csv file is a semi-colon (;) and not another list separator such as a comma (,) or a pipe (|)
2. the file is saved in UTF-8 encoding
3. the column headings follow the standard column names indicated in the table below.

Standard column names in the import file

Before importing the file into the address book, ensure that the first line in the file is the header row containing the standard column names listed in the table below, in English and worded exactly as indicated. Note that all of the columns must be present in the import file, even those marked "N.A." in the following table:

Standard column name	Maps onto Online Filing 2.0 address book field	Column from imported file
Type of person	Legal or Natural	A
Last name	Last name (of a natural person)/ Organisation name (of a legal person)	B
First name	First name (of a natural person)	C
Middle name	N.A.	D

Standard column name	Maps onto Online Filing 2.0 address book field	Column from imported file
Title	N.A.	E
Country	Country	F
Region	Province/State/County/administrative area Note: Region will always be imported as empty	G
Address line 1	N.A.	H
Address line 2	N.A.	I
District	N.A.	J
Street	First 150 characters will be in Address line 1 and the rest will be in Address line 2	K
City	City	L
Postal code	Postcode	M
Last name (national)	Organisation name (of a natural person)	N
First name (national)	Department (of legal and a natural person)	O
Association number	Registration No. of association of representatives (of a legal person)	P
Address (national)	N.A.	Q
Street (national)	N.A.	R
City (national)	N.A.	S
Country of nationality	Country/territory of nationality (of a natural person − for a legal person this will be discarded)	T
State of residence	Country/territory of residence (of a natural person)/ Country/territory of principal place of business, if different: (of a legal person)	U
Principal place of business	N.A.	V
Company's country of incorporation	N.A.	W
Telephone	Telephone number	X
Facsimile (*)	N.A.	Y

Standard column name	Maps onto Online Filing 2.0 address book field	Column from imported file
E-mail	Email address	Z
User right	N.A.	AA
Category	N.A.	AB

9.2.7. Exporting the address book

You can export all your contacts from the address book to an Excel file. You can save this Excel file as a .csv file, and then use this .csv file to import the contacts into another system.

Go to **Administration** > **Address book**.

▪ Select **Export address book**.
  − Follow the browser dialog to save the .zip file.

9.3. Adding users and Managing access rights / permissions

9.3.1. Adding users

To use Online Filing 2.0, you will need to sign in using your EPO account with two-factor authentication. For more information about creating an EPO account, see Creating an EPO account if you are a new user.

Newly created EPO accounts are imported into Online Filing 2.0 every hour. Your company administrator also needs to add you to your organisation in Online Filing 2.0.

If you experience any problems when registering a new user in your organisation, please contact EPO Customer Support.

▪ Select **Add user**.

  - Enter the user's full name in the **User name** field.

  - Fill in the EPO account number field.

  - Optionally, if you want the user to have administrator rights, select the checkbox **Administrator rights**.

▪ Select **Save**.
  − If the name and the EPO account number match the data registered with the EPO, the user is added.

9.3.2. Manage user rights and permissions

In **Access rights / permissions** you can also manage the access rights and permissions of one or more users in your organisation. Only users with administrator rights can change the access rights / permissions of other users.

When an EPO account is imported into the system, users and administrators initially have no access rights / permissions.

Administrators first need to grant users access to Online Filing 2.0 (equivalent to "production mode" in Online Filing) and assign the following permissions in relation to forms, where appropriate:

- Permission to draft allows you to draft a form and to move it to *Ready to sign* status.

- Permission to sign allows you to add a signature and to sign or to move the submission to statuses *Ready to send* or back to *Draft.*

- Permission to send allows you to send a submission or to move it back to the status *Ready to sign.*

- Administrators also manage the following access rights / permissions: the right to assign administrator rights within their organisation.

- Permission to create and edit templates and manage template folders. To be able to create a template for a form, you need to have permission to draft for the form.

- Permission to edit address book and import/export contacts.

- Permission to create and manage address-book, template and submission folders.

- The right to perform any action related to making submissions to the EPO (access to the demo mode is granted by default).

To edit the access rights / permissions of a user, select the user(s) of interest.

- Select/deselect the access rights / permissions that you want to assign to / withdraw from the user(s).

- In the list, you can assign specific permissions for specific forms.

- Select **Save**.

> ⓘ We recommend that you define at least two administrators in your organisation.

10. Submission imports

Online Filing 2.0 allows you to import individual submissions from a patent management system (PMS) or from the EPO's Online Filing software as .zip files. You can import both real submissions and demo submissions. To use the import function for EP applications, you need appropriate procedural permissions in Online Filing 2.0, i.e. your permissions should extend to the procedural form used in the submission to be imported. For more information on user rights, see 9.3 Adding users and Managing Access rights / permissions

10.1. European (EPC) forms

The import function can currently import the following EPC forms:

> EP 1001
>
> EP 1200
>
> EP 1038
>
> EP 2300
>
> EP 3002
>
> UP 7000
>
> UP 7038

Online Filing 2.0 automatically detects the type of form that is imported and puts the imported form into *Draft* status.
To import an EPC form:

> go to **Administration** in the navigation bar. Select **Submission imports** and then **Import submission**.
>
> select **Drag and drop here the file you want to upload** or **Select a file**, as appropriate.
>
> Select **Import**.
>
> Check the import status in the import overview.

10.2. International (PCT) forms

The import function can currently import the PCT/RO/101 form. The import functionality is available in the embedded version of ePCT.
To import a PCT/RO/101 form:

> create the form by selecting **Start a procedure** on the **Home** page (or **Create submission** on the **Submissions** tab).
>
> complete all mandatory fields.

select **Start** (this generates the form in ePCT).

select **Import New IA**.

ePCT will validate your file. If no errors are found and the file can be imported, a dialog box will confirm that your import was successful and upon confirmation you will be directed to the main ePCT screen where you can edit your imported draft.

If your file contains errors and cannot be imported, ePCT will display the issues identified.

10.3. Preparing for import

10.3.1. Requirements for .zip files

A .zip file must meet the same requirements in Online Filing 2.0 as it does in the EPO's Online Filing software, i.e.:

It should be a valid .zip (archive) file.

- It should contain:
  - .xml files containing data that is otherwise entered manually, usually accompanied by relevant documents.
  - a form supported by Online Filing 2.0 supplied as an .xml file

Each .xml file references a .dtd file and must meet the validation requirements laid down in that .dtd file (see the "Technical information" section on the EPO website at www.epo.org/applying/online-services/online-filing/documentation.html).

10.3.2. .xml files in the .zip file

Each form requires a different set of .xml files. The PCT procedure also accepts certain optional .xml files. If one or more of the optional files is present but fails the .dtd validation, it or they will be ignored during the import. The names of the .xml files are not important, as long as the .dtd file referenced from the .xml file matches a .dtd file for the relevant procedure.

11. Preferences

You can set your preferred language for the user interface of Online Filing 2.0 either by selecting the language in the top right-hand corner of the screen (**Deutsch**, **English** or **Français**) or by selecting the appropriate option in **Administration** > **Preferences**.

- Select the language that you want to have as default for Online Filing 2.0:
    − **Deutsch**, **English** or **Français**.

Select **Save**.

The user interface of Online Filing 2.0 is now displayed in the language selected.

12. Submissions

Submissions displays all the submissions created and/or managed by your organisation in Online Filing 2.0.

12.1. Validations

Online Filing 2.0 has validation mechanisms that check the logical consistency of the data entered in a submission.

These checks are run again whenever a draft is re-opened, and any fees (e.g. renewal fees) that have become due will be added automatically.

Validation icons and messages are displayed in the following places of the form:

Within the submission, next to the fields.

Under the bell icon on the top right-hand side of the screen: When you have a submission open, you will find full information about the various actions you need to take for that submission by selecting the bell icon. The validation messages you will see are grouped by severity. The number on the bell is the number of mandatory actions you need to take. Messages of the same severity are displayed in the order of the submission's tabs. Where more than one message relates to a tab, the message order reflects the order in which the items in question appear on the tab page. If you select a message, you will be directed to the appropriate tab where you need to make the necessary corrections.

On each tab of the form on the right-hand side.

In the **Overview** tab.

There are three severity levels for validation messages:

Icon	Severity	Validation status
	Mandatory	The red icon means that mandatory information is missing or incorrect. You must supply or amend this information before you can send the submission to the EPO.
	Important	The yellow icon means that some information is missing but may be supplied after you send the submission to the EPO.
	Information and recommendations	The grey icon provides helpful hints concerning your filing.

12.2. Fees

We advise you to fill in the form from top to bottom, as each of your entries might impact the options provided in the next field (e.g. fees are based on the data you enter). Carefully check the selected fees, i.e. the payable ones, especially those for extension/validation states.

Overview of fees available by form:

Forms	EP1001	EP1200	EP1038	EP3002E	EP1038 Appeal	UP7000	UP7038
Fees							
Procedural fee							
001 - Filing fee (online)	X		X				
001e - Filing fee (not online)			X				
002 - Fee for a European search	X	X	X				
005 – Designation fee	X	X					
005e - Designation fee	X	X					
006 - Examination fee	X	X	X				
006e - Examination fee (filing before 01.07.2005)			X				
007 - Fee for grant and printing			X				
009 - Fee for publishing			X				
011 - Fee for appeal – for an appeal filed by an entity other than those referred to in Rule 7a(2)(a)-(d) EPC				X	X		
011e - Fee for appeal – for an appeal filed by a natural person or an entity referred to in Rule 7a(2)(a)-(d) EPC				X	X		
013 - Fee for re-establishment	X	X	X	X	X		
014 - Conversion fee			X				
015 - Claims fee (more than 15 claims)	X	X	X				
015e - Claims fee (more than 50 claims)	X	X	X				
016 - Claims fee			X				
016e - Claims fee (for 51st and each subsequent)			X				
020 - Filing fee (entry EP phase)		X					
111 - Fee for petition for review				X	X		
501 - Additional filing fee (more than 35 pages)	X						
552 - Additional fee for divisional 2nd gen			X				
553 - Additional fee for divisional 3rd gen			X				
554 - Additional fee for divisional 4th gen			X				
555 - Additional fee for divisional 5th and higher gen			X				
Administrative fees							
022 - Registration of transfer		X	X	X	X		X

	Col1	Col2	Col3	Col4	Col5	Col6
023 - Registration or cancellation of licences			X			X
029 - Certified copy	X		X			X
030 - Communication of information			X			X
055 - Additional copy of cited docs	X	X	X			
Renewal fees						
033 up to 050 - Renewal fee for the 3rd and up to 20th year	X		X	X	X	
093 up to 110 - Add. fee for renewal fee for the 3rd and up to 20th year			X	X	X	
Extension/validation fees						
Based on which EXT and VAPT states are selected						
400 - Surcharge for extension fees		X	X			
450 - Surcharge on the validation fee for Morocco (MA)		X				
451 - Surcharge on the validation fee for the Republic of Moldova (MD)		X				
452 - Surcharge on the validation fee for Tunisia (TN)		X				
Further processing fee						
121 - Fee for further processing R. 71(3)			X			
122 - Fee for further processing (non-fee-related)		X	X		X	
123 - Fee for further processing (late payment)		X	X			

12.3. Public / non-public

Online Filing 2.0 has validation mechanisms that ensure public and non-public documents are not sent and/or fees are not paid in the same submission.

12.4. Creating submissions

12.4.1. Creating submissions from scratch

You can create a submission from scratch from **Home** or **Submissions**.
Go to **Home** in the navigation bar and select **Start a procedure** or **Submit EP 1038, UP 7038, PCT-SFD** or **Appeal proceedings – Submit documents and pay fees**.
or
Go to **Submissions** in the navigation bar and select **Create submission**.

Select the type of submission you want to create, i.e. the kind of form you want to use.

Select a folder from the drop-down list.

Enter a submission name in the **User's file reference** field.

Select an option from the **Role in proceedings** drop-down menu.

Select an option from the **Form** list.

The list of forms is filtered depending on the role in proceedings selected. The role in proceedings selected is not copied into the **Parties** tab.

Optionally, select an option from the **Payment method** drop-down menu.

For subsequently filed documents in the European procedure, select a procedural phase.

For a new procedure, select an option from the **Language of the proceedings** drop-down menu.

Select **Start**.

The submission is now created in *Draft* status and you are taken to an overview where you can fill in the submission entries.

For detailed instructions on how to fill in the separate forms, see the tutorials on our website https://www.epo.org/applying/online-services/tutorials.html

12.4.2. Creating submissions from existing submissions

Once a submission has been submitted to the EPO, you can create a divisional application or perform a subsequent action from a submitted application. Please be aware that, under the EPC, applicants can file a European divisional application relating to any pending earlier European patent application (the parent application).

You can create a divisional submission by selecting the **Create a divisional application** button.
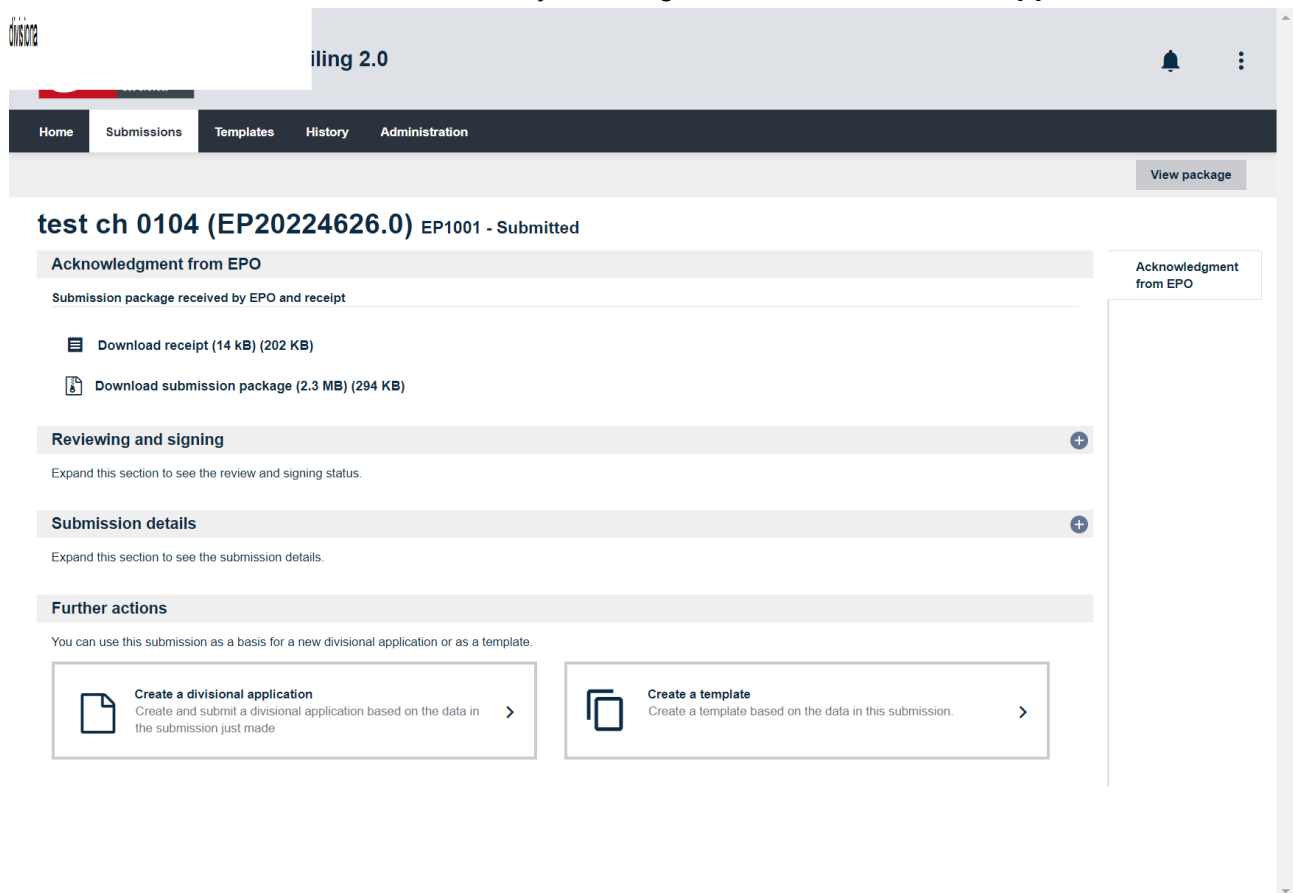
Figure 11 − Creating a submission from an existing submission

12.4.3. Creating submissions from existing templates

You can create a submission using an existing template.

Go to **Templates** in the navigation bar.

Select an existing template.

Select **Create draft**.

Enter the **User's file reference** and select **Copy**.

The submission is now created in *Draft* status and you are taken to an overview where you can again review/edit the submission entries.

12.5. Managing submission packages

12.5.1. Viewing and downloading submission packages

You can view a submission package anytime during the drafting process. You can see all the documents generated by Online Filing 2.0 and the documents attached to the submission.

Go to **Submissions** in the navigation bar.

Select the submission you want to preview or export.

Select **Edit**.

Select **View package**.

Select the file that you want to view.

You can view either .xml or .pdf files.
If you select a .pdf file, a PDF viewer opens. You can download, file or print the form.

12.5.2. Exporting submission packages

Go to **Submissions** in the navigation bar.

Select the submission. The submission opens.

Select **View package**.

Select **Export**.

Figure 12 – Exporting a submission

12.6. Signing submissions

Once all the mandatory information has been entered, the submission can be signed by at least by one authorised person. Only users with the appropriate rights may sign a submission. Once signed, you can no longer edit the data in the form.

Select **Prepare to sign** at the top right-hand side of the screen.

Once you move your submission from *Draft* to *Ready to sign*, you are directed to a new view for reviewing the submission before finally signing it.

- Select the **Review** tab on the right-hand side of the screen.
  - Use the tools in the PDF viewer to zoom, download or print documents.

    Select **Confirm submission reviewed** once the submission is ready to sign.

You are then directed to the **Sign submission** tab where you can apply the signature.

- Select the signing party.
  - Note: Online Filing 2.0 considers all parties and their representatives defined in the submission to be potential signing parties.

    Select the card corresponding to the role of the person signing (e.g. **Applicant** if you are signing as an applicant; **Representative** if you are signing as a representative on behalf of the applicant(s)

    Select the signature type from the **Apply signature** drop-down menu.

Figure 13 – Signing a submission

Types of signature

Online Filing 2.0 accepts two legally recognised types of signature:

Text string signature – text string signatures consist of a string of characters (letters and/or numbers), e.g. *Jane Doe preceded and followed by a forward slash (/)*.

If you select **Text string signature**, enter the signature as it should appear on the form in the "Text string signature" field.

Optionally, fill in the **Signing party's role in organisation** and the **Place of signing** fields.

- Facsimile signature – facsimile signatures are files in TIFF format containing an image of a handwritten signature.
  - You can only use .tif files (Annex F-compliant).
  - The file name must not contain any spaces or special characters.

If you select **Facsimile signature**
  - Select **Drag and drop a file here** or **Select a file**, as appropriate.
  - Select **Upload**.

- Optionally, fill in the **Signing party's role in organisation** and the **Place of signing** fields.
  - Select **Sign**.
  - The **Signature** dialog box closes, and you are redirected to the **Sign submission** tab.

ⓘ   An application can contain multiple text string and/or facsimile signatures.

12.7. Sending submissions

Once your application has been signed using the **Sign submission** tab, the **Ready to send** task appears.

12.7.1. Sending a single submission

To prepare the submission for sending, select **Ready to send**.

Figure 14 – Example of a submission with signature

The **Send submission** task appears.
To send the submission, select **Send submission** in the top right-hand corner.

12.7.2. Batch sending

You can send up to 25 submissions in a batch. To send more than one submission, select the submissions in status *Ready to send* or *Sending failed – retry needed* from the **Submissions** tab.
Then select **Send submission** in the top right-hand corner, and confirm that you want to send.
You will then see a progress window showing the status of your submission.

ⓘ Once you confirm the batch submission, you cannot undo the action.

ⓘ You need to have permission to send each type of submission in the batch to be able to send the entire batch.

13. Contacting EPO Customer Support

Please contact EPO Customer Support for all questions about Online Filing 2.0 and other EPO online services. We are open Monday to Friday, 08.00-18.00 hrs CET/CEST.
Our toll-free hotline 00 800 80 20 20 20 **is available for the following countries/dependencies**:

Austria	Lithuania
Belgium	Luxembourg
Bulgaria	Malta
Croatia	Netherlands
Cyprus	North Macedonia
Czech Republic	Norway
Denmark	Poland
Estonia	Portugal
Finland	Romania
France	San Marino
Germany	Slovakia
Greece	Slovenia
Hungary	Spain
Iceland	Sweden
Ireland	Switzerland
Isle of Man	Türkiye
Italy	United Kingdom
Latvia	

Please note that some network operators, internet phone services, payphones and hotels do not allow access to 00 800 numbers or may charge for these calls.

Alternatively, you can:

Send us your enquiry using our contact form at any time (https://forms.epo.org/service-support/contact-us/contact0-form.html)

- Call EPO Customer Support (normal national/international rates apply):
    - Munich: +49 89 2399-4500
    - The Hague: +31 70 340-4500
    - Berlin: +49 30 25901-4500
    - Vienna: +43 1 52126-4500