Table of contents

Table of Contents
User guide  Version 2022-12-13 ........................................................................................................... 1
1. Introduction ........................................................................................................................................ 3
2. A few words about this guide ......................................................................................................... 3
   a. Intended audience ......................................................................................................................... 3
   b. Content ......................................................................................................................................... 3
   c. Updates ........................................................................................................................................ 3
3. Technical support ............................................................................................................................ 3
4. Accessing Web-form filing ............................................................................................................. 4
5. Getting started ................................................................................................................................ 4
   5.1. Currently supported procedures ................................................................................................. 5
6. Self-registration tool .......................................................................................................................... 6
   6.1. Enrol for a username and password ............................................................................................ 6
   6.2. Forgotten login details ................................................................................................................ 7
   6.2.1. To request an email reminder of the user name of an email account .................................. 8
   6.2.2. To request an email containing a new password for a given username .............................. 8
   6.3. How to change password and account details ......................................................................... 8
7. How to file ......................................................................................................................................... 10
   7.1. Logging in .................................................................................................................................. 10
   7.2. Selecting filing procedure ......................................................................................................... 10
   7.2.1. EP 1001 – Request for grant of a European patent ............................................................... 12
   7.2.2. Euro-PCT 1200 – Entry into the European phase ................................................................. 15
   7.2.3. UP 7000 – Request for unitary effect .................................................................................... 17
   7.2.4. EP and UP subsequently filed documents ............................................................................ 20
   7.2.5. PCT/RO/101 (RO-EPO) – request ....................................................................................... 23
   7.2.6. PCT subsequently filed documents ....................................................................................... 25
7.3. Submitting applications and subsequently filed documents ....................................................... 28
7.4. Acknowledgement of receipt ....................................................................................................... 29
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

   a. Intended audience
      This guide is intended for all users.

   b. 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.

   c. 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 "*"

![Image of WFF Login screen]

**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
→ UP 7000 – Request for unitary effect
→ UP 7038 – European patent with unitary effect – Letter accompanying subsequently filed items
→ 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:
  - *Accept*(2) to continue or  
  - *Decline*(2) to return to the login screen

![Image of terms and conditions](image1.png)

**Figure 2 Terms and conditions**

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

![Image of username and password enrolment](image2.png)

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

Figure 4 Username and password enrolment summary

→ 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
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 ( )

Figure 6 Logged in as user
Figure 7 Edit user details

→ In the *Edit user detail(1)* 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

**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

(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:

![Dropdown menu for filing types]

Figure 13: Filing type

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

![Input field for reference]

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.

![Table for documents]

Figure 15: Documents

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) (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.

![Table for file details]

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

![Pull-down menu for supporting document types](image)

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)).

![Table of supporting documents](image)

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

(4) * Filing type:

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

Figure 21: Your reference

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

(6) * Application number: PCT/CCYYYY/nnnnnn

Figure 22: Application number

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

(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

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) (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. UP 7000 – Request for unitary effect

![Figure 26: Filing type & documents – UP 7000 – Request for unitary effect](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. **UP 7000 – Request for unitary effect**

![Filing type screenshot](image)

**Figure 27: Filing type**

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

![Your reference screenshot](image)

**Figure 28: Your reference**

**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

![Application number screenshot](image)

**Figure 29: Application number**

**Documents (7):**

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

You have to upload at least the UP 7000 - request for unitary effect

![Documents screenshot](image)

**Figure 30: Euro-PCT type**

(7b) **Browse...**: select a PDF document (Annex F-compliant) to upload it.
You can only submit PDF documents in connection with Euro-PCT 1200

<table>
<thead>
<tr>
<th>Documents:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Request for unitary effect</td>
</tr>
<tr>
<td>Authorisation of representative</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Figure 31: Documents**

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.

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

<table>
<thead>
<tr>
<th>Documents:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Request for unitary effect</td>
</tr>
<tr>
<td>Authorisation of representative</td>
</tr>
</tbody>
</table>

**Figure 32: Additional documents**

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

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

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

![Web-form filing](image)

Figure 33: 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 or UP 7038 subsequently filed document**

![Filing type](image)

Figure 34: Filing type
Your reference (5): enter the reference you want to have indicated on the acknowledgement of receipt.

![Figure 35: 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.nn

![Figure 36: Application number](image)

Documents (7)

![Figure 37: Documents](image)

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

![Figure 38: Categories](image)
(7b) Select a document type related to the previously selected category from the pull-down menu:

Figure 39: 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.

Figure 40: 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.
7.2.5. **PCT/RO/101 (RO-EPO) – request**

![Web-form filing](image)

Figure 41: 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**

![Filing type](image)

Figure 42: Filing type
Your reference (5): enter the reference you want to have indicated on the acknowledgement of receipt.

Your reference: 

Figure 43: 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.

![Figure 44: Documents](image)


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

![Figure 45: Additional documents](image)

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.

(6e) 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.
7.2.6. PCT subsequently filed documents

Figure 46: 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 47: Filing type
Your reference (5): enter the reference you want to have indicated on the acknowledgement of receipt.

Figure 48: 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/yyyyyy.

Figure 49: Application number

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

Figure 50: Documents

For EPO as Receiving Section (PCT RO)

Figure 51: Document type PCT/RO

For EPO as International Searching Authority (PCT/ISA)

Figure 52: Document type PCT/ISA
For EPO as International Preliminary Examination Authority (PCT/IPEA)

Figure 53: 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 54: 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.

![Web-form filing](image)

**Figure 55: Submit page**

**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 56: 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.
### Acknowledgement of receipt

We hereby acknowledge receipt of your request for the processing of a request for grant of a European patent according to the European Patent Convention as follows:

<table>
<thead>
<tr>
<th>EP Application number</th>
<th>EP14020125.2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of receipt</td>
<td>24 September 2014</td>
</tr>
<tr>
<td>Your reference</td>
<td>A123</td>
</tr>
<tr>
<td>Documents submitted</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A123 10811.pdf</td>
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<td>desc.pdf</td>
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<td></td>
<td>abst.pdf</td>
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<tr>
<td></td>
<td>draw.pdf</td>
</tr>
<tr>
<td></td>
<td>fwo sheet.pdf</td>
</tr>
</tbody>
</table>

**Submitted by**

Mr. John Smith, jsmith@abc.com

**Method of submission**

Web form filing

**Date and time receipt generated**

24 September 2014, 22:14:49 (CEST)

---

**Figure 57: 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.