Online Filing SE, Module 1

Creating an account and getting started

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General information

Online Filing SE will replace EPOline / eOLF for submission of:

- National Swedish patent applications
- EP validations
- SPC
- PCT
- EP1001
- Subsequent actions for all the above, except EP1001 / postbox applications, or PCT wherein the role of PRV as RO has been completed and another organization is selected as ISA, IPEA or SIS.

Similarities vs eOLF

- Can save drafts and turn over the draft to another user
- Drafts and submissions are saved in the system for up to 6 months
- Payment is done after submission, by deposit account or the PRV payment portal

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Differences vs eOLF

- Web client, not desktop client
- Login via EPO account and 2-factor authentication
- Does not require EPO smart card or WIPO soft certificate
- Supports various different roles for users (.e.g Main user, drafter, signer, sender)
- No folder structure within an organisation
- No templates or address book, but can clone drafts

Creating your account

Recommended process

- Create your personal account, without modifying the suggested user name.
- Join one or more organisations only after you have created your personal account.
- In this manner, you minimize the risk of the account becoming corrupted and needing to be removed.

Example: Creating an account



Online Filing SE

Välkommen till Online Filing SE

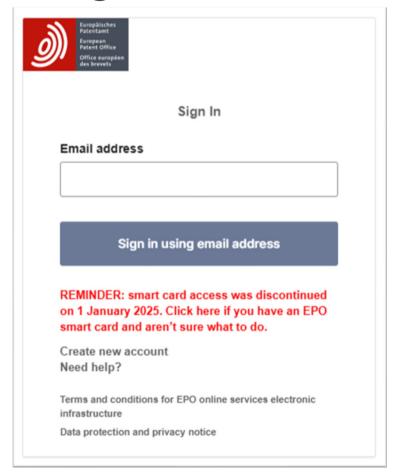
Logga in i Online Filing SE för att börja hantera inlämningar i patentärenden.

Welcome to Online Filing SE

Sign in to Online Filing SE to begin to manage patent filings.



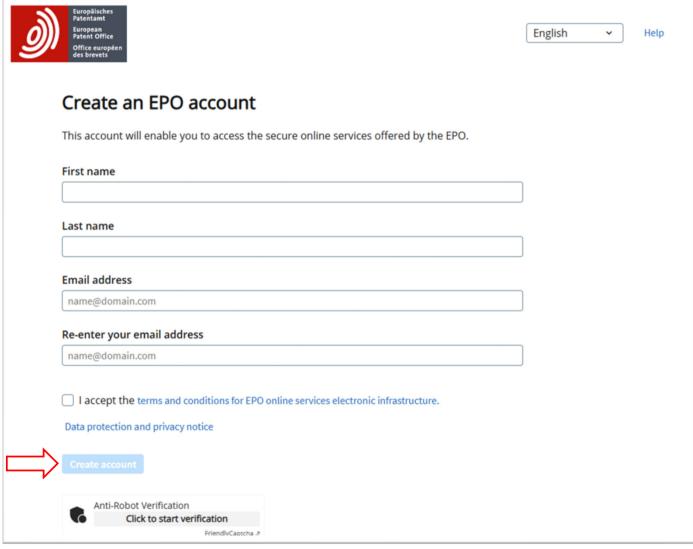
Example: Sign in using External EPO account



Example: Create an EPO account

Fill out the application

 Press the Create Accountbutton





Example: Create an EPO account

Confirmation e-mail



We've sent you an email.

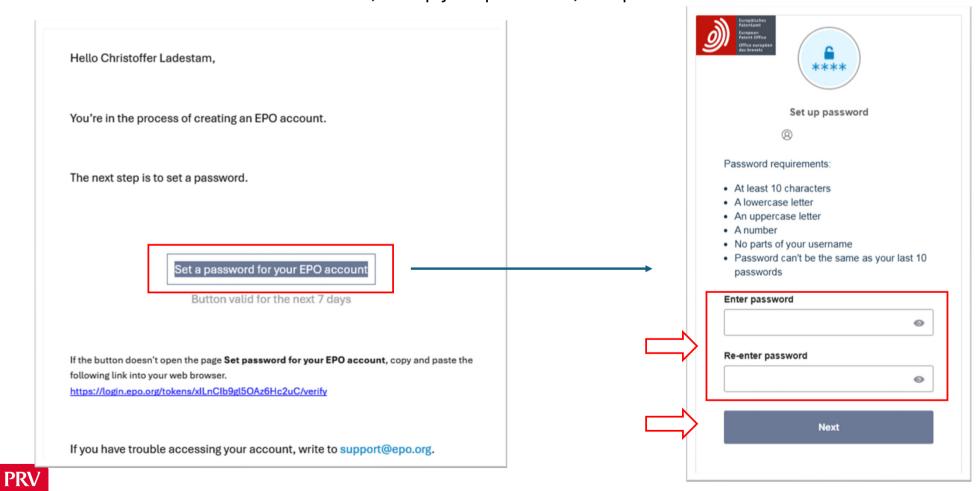
Go to your email account, open the email with the subject line "EPO online services – creating an EPO account – the next step" and follow the instructions.

Haven't received the email? Re-send it

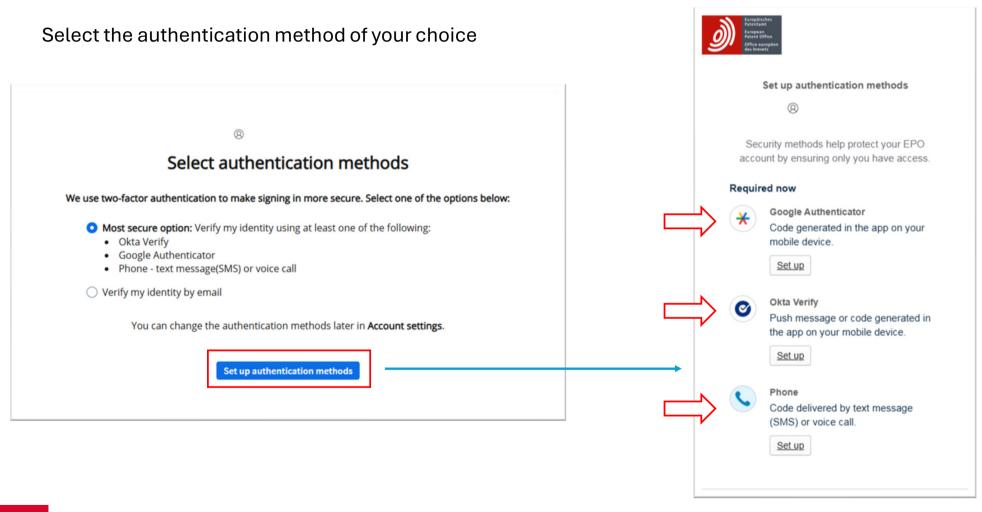
You've followed the instructions in the email? Then close this page.

Example: Confirmation E-mail and password setup

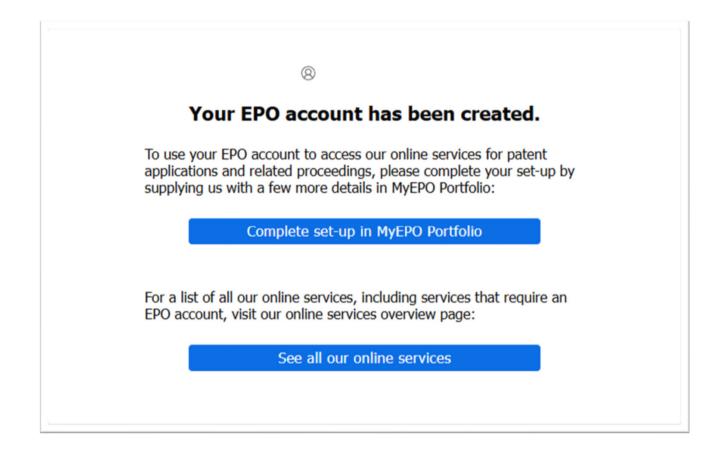
Follow the instructions in the e-mail, set up your password, and press "Next"



Example: Select authentication method

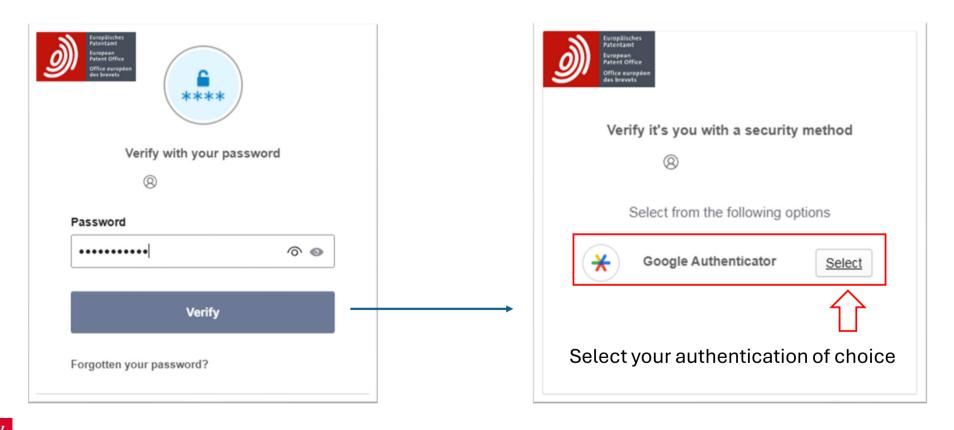


Example: Account creation confirmation



Example: Verify your 2-factor authentication

Verify your 2 factor authentication with your password and the two-factor authentication



Example: Creating an account in Online Filing SE

- Confirm your information
- Do NOT change your user name (it can be changed later)

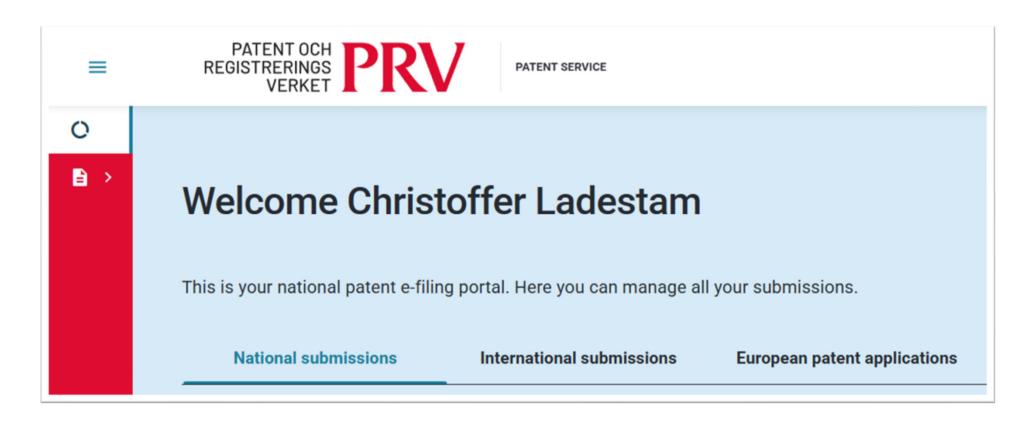
Press the button

Start exploring Online Filing SE

Welcome to Välkommen till **Online Filing SE** Online Filing SE Vi skapar ditt konto, med informationen som We are creating your account, using the hämtats från din identitetsleverantör. information retrieved from your selected identity provider. Information från identitetsleverantör. Information retrieved from Identity Provider. Förnamn |First name Efternamn Last name cladestam-38 Ditt unika användarnamn. Du kan ändra det här. This is your unique username. You can change it now. Övrig information | Additional information E-post | E-mail name@company.nn Jag godkänner PRV:s hantering av persondata och har läst informationen för dataskydd. I consent to PRV:s handling of personal information and have read the information text for data protection. Börja utforska Online Filing SE | Start exploring Online Filing SE

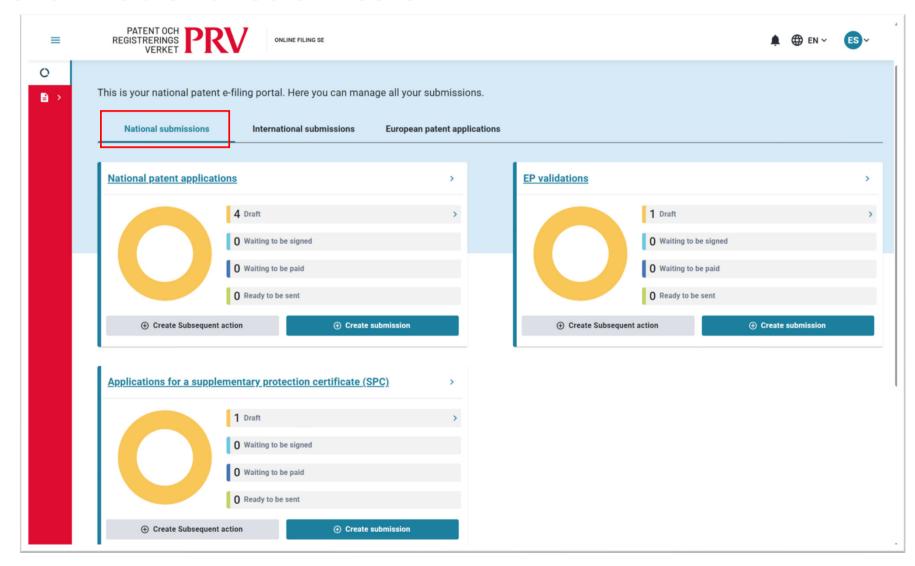
Example: Your dashboard

Now you are ready to start exploring Online Filing SE



Getting started

Dashboard: National submission



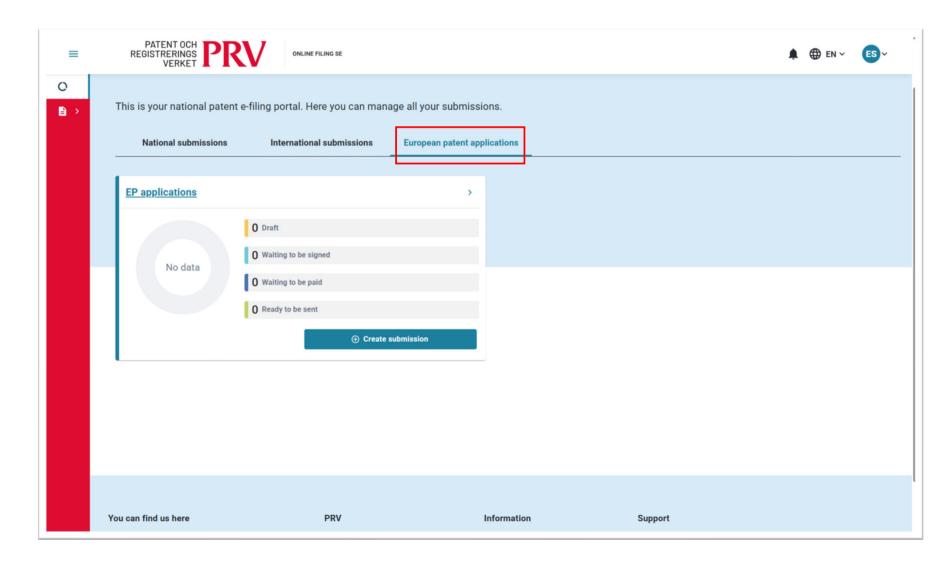


Dashboard: International Submissions - PCT





Dashboard: European patent applications (EP1001)



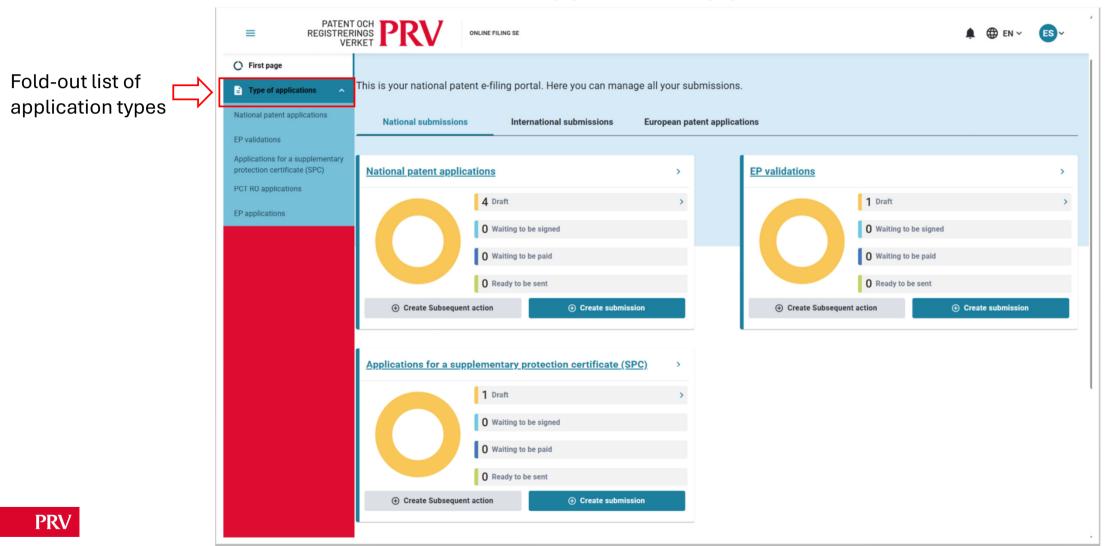


Dashboard: Go to first page (National submissions)

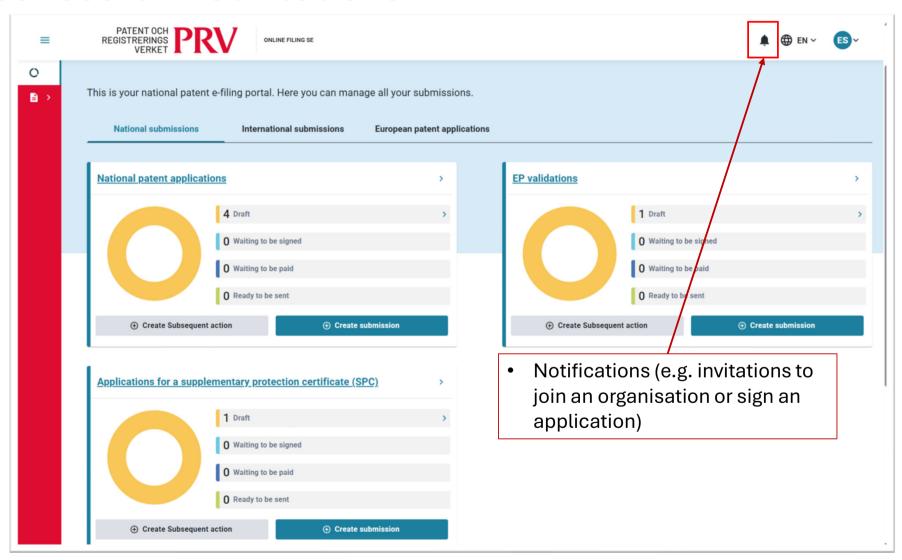




Dashboard: Direct links to types of applications

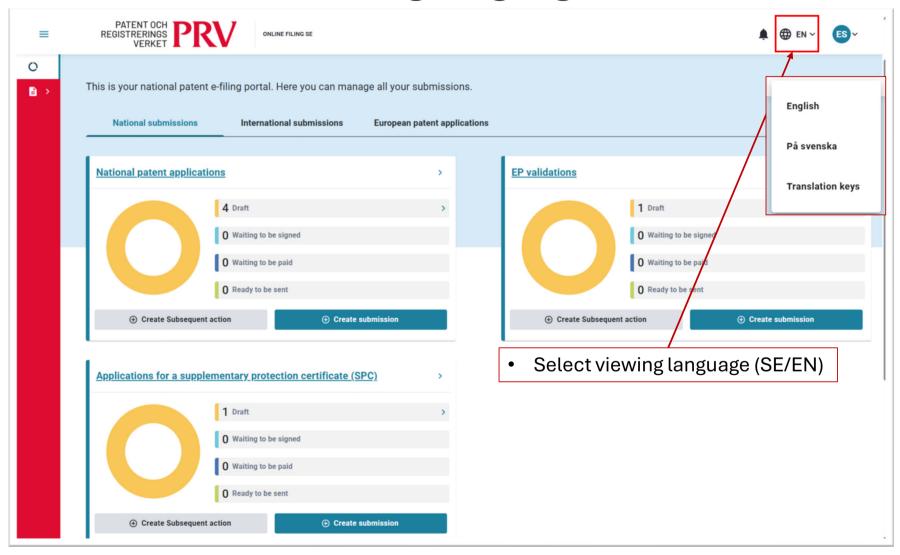


Dashboard: Notifications



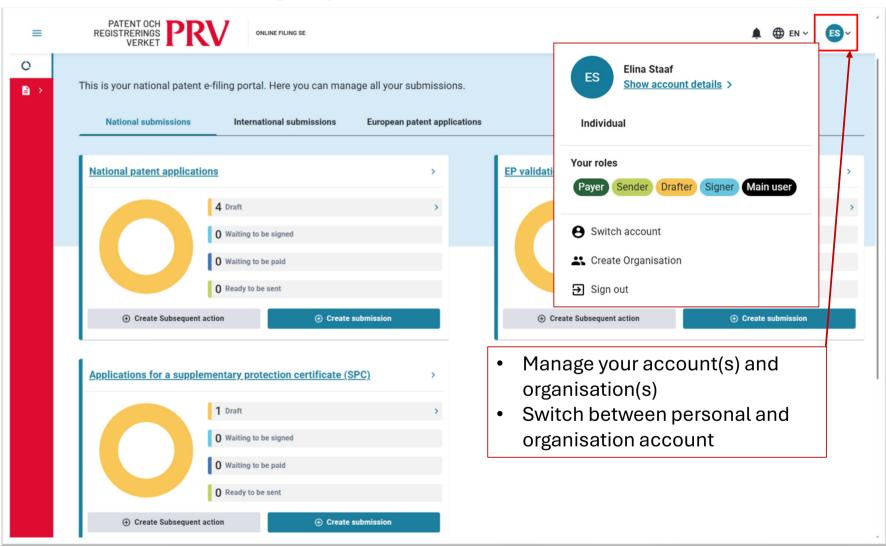


Dashboard: Select viewing language



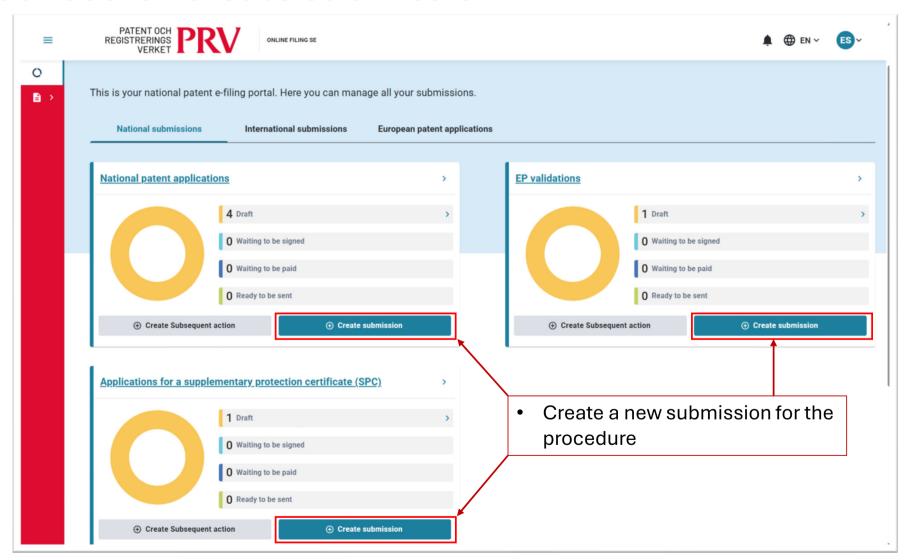


Dashboard: Manage your account

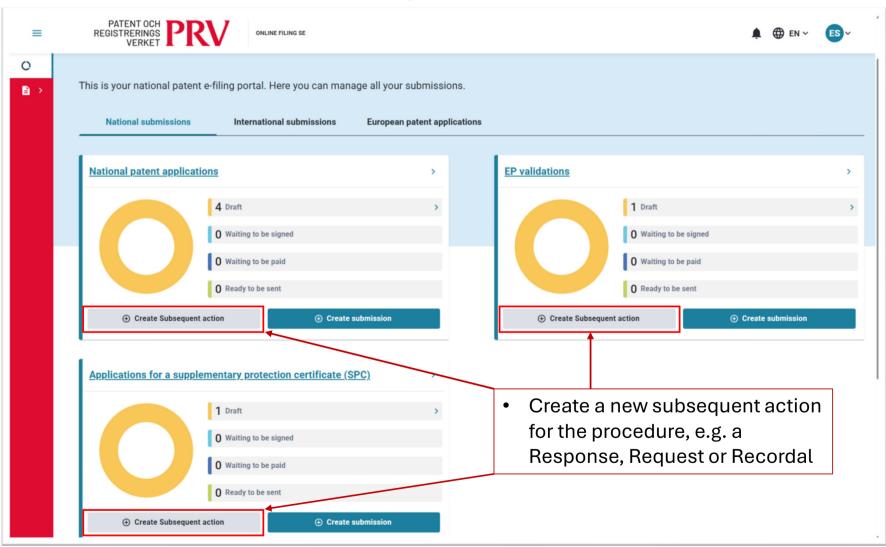




Dashboard: Create submission

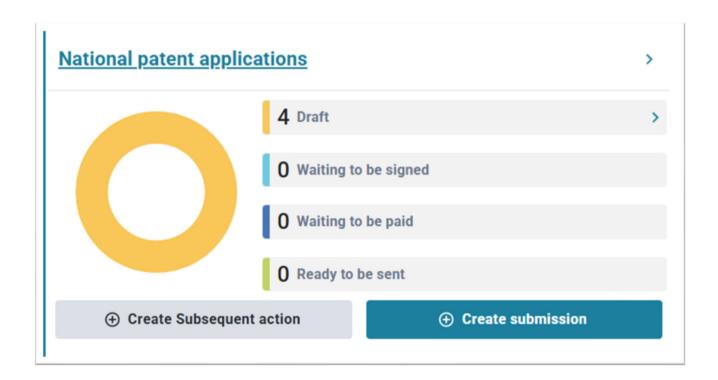


Dashboard: Create subsequent action



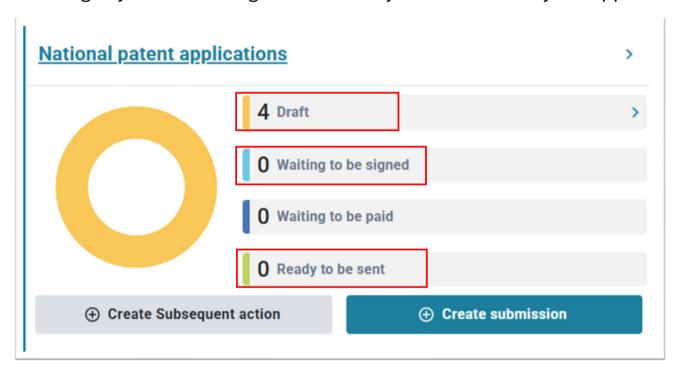


Dashboard: Application states



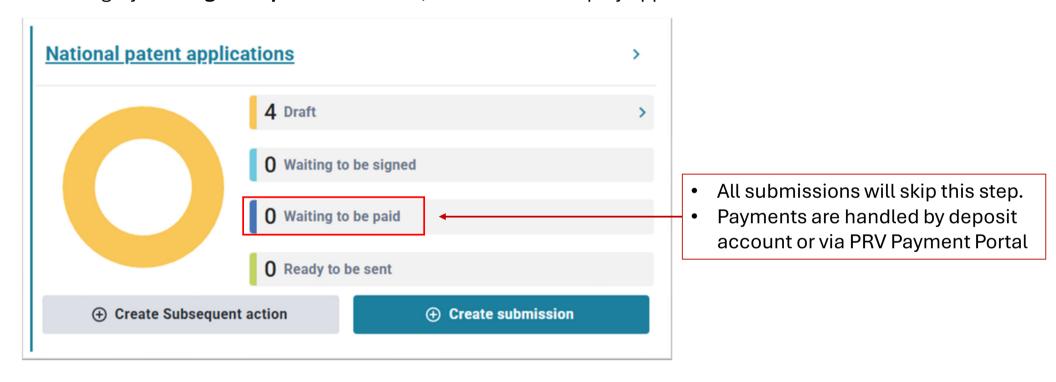
Dashboard: Application states

Clicking any of these categories will take you to a list of only the applications in that specific state.

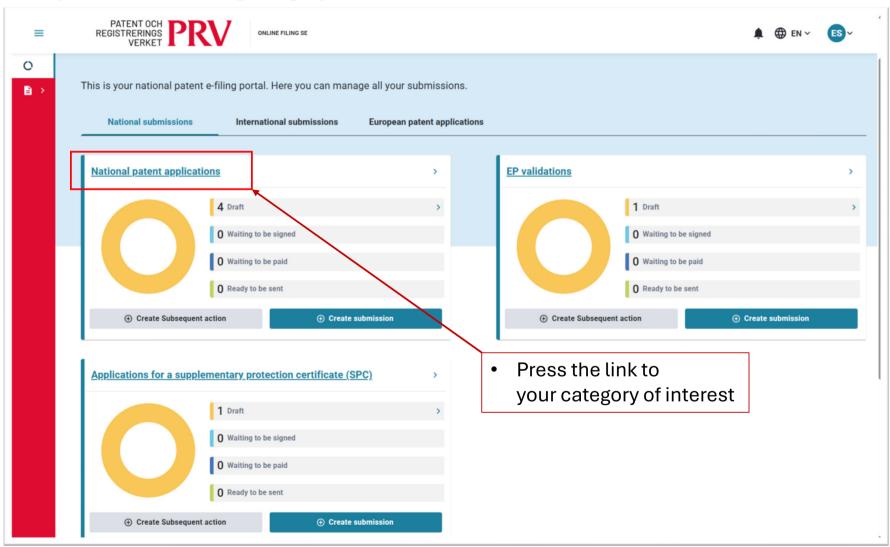


Dashboard: Application states

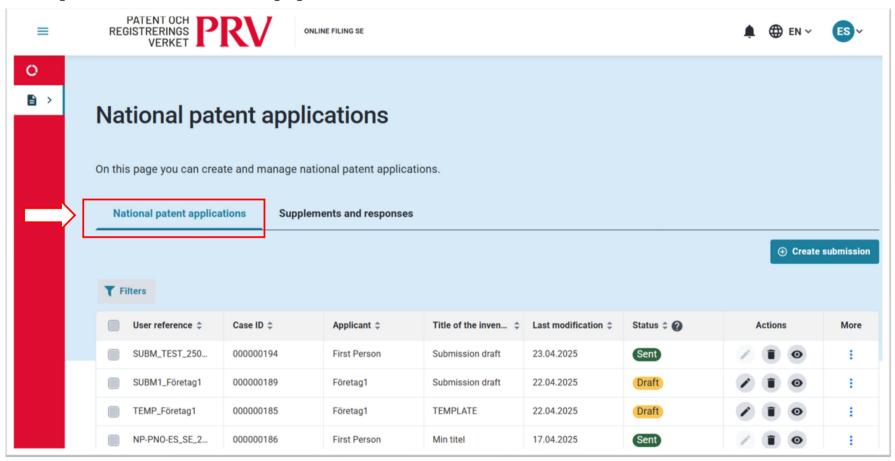
The category *Waiting to be paid* is *not used*, and will never display applications in this state.



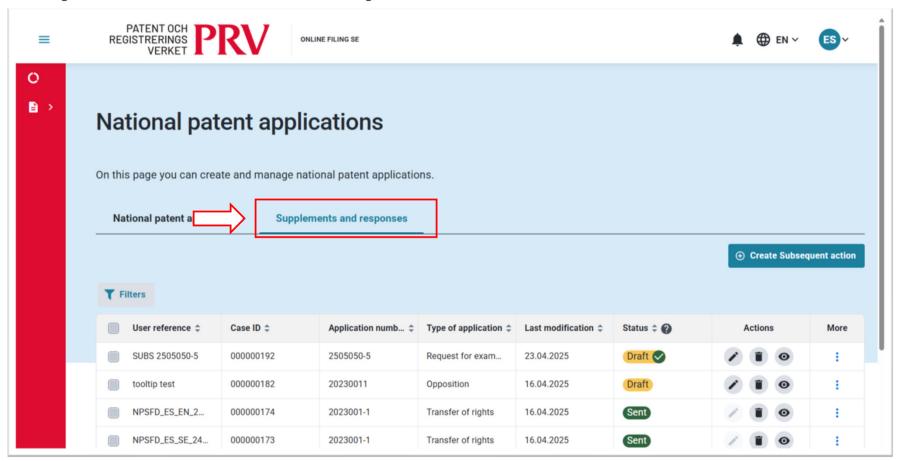
Example: Managing your drafts and submissions



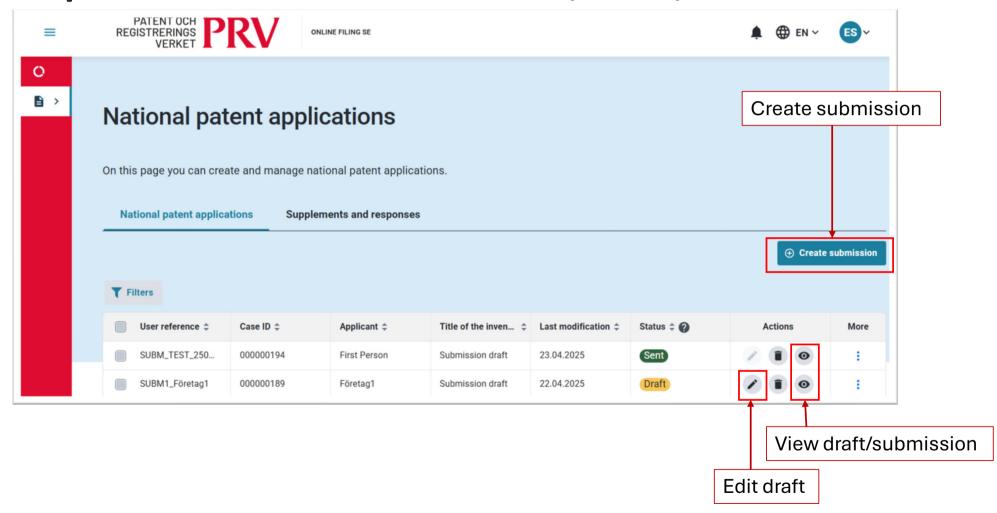
Example: List of Applications



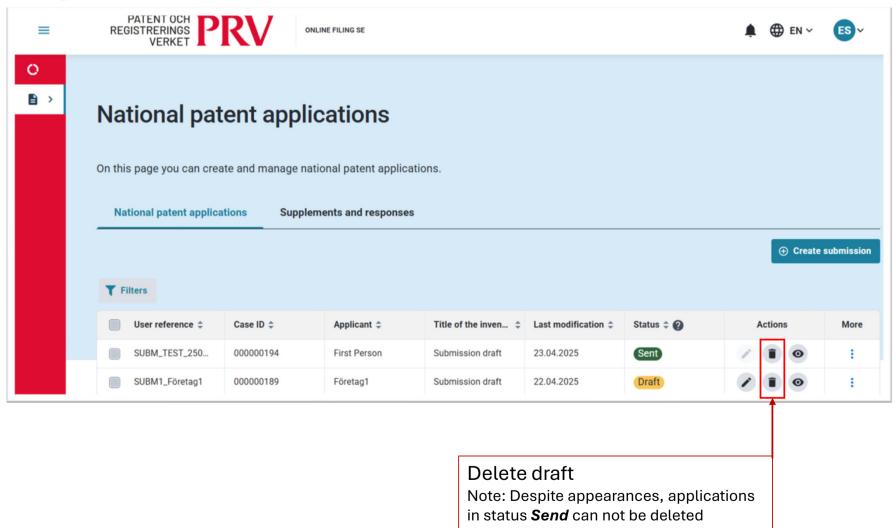
Example: List of Subsequent actions



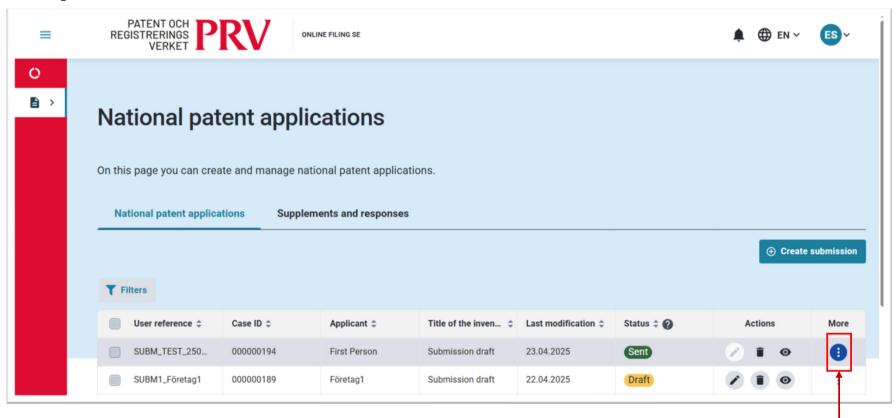
Example: Possible actions - Create, View, Edit



Example: Possible actions – Delete draft



Example: Possible actions – More actions



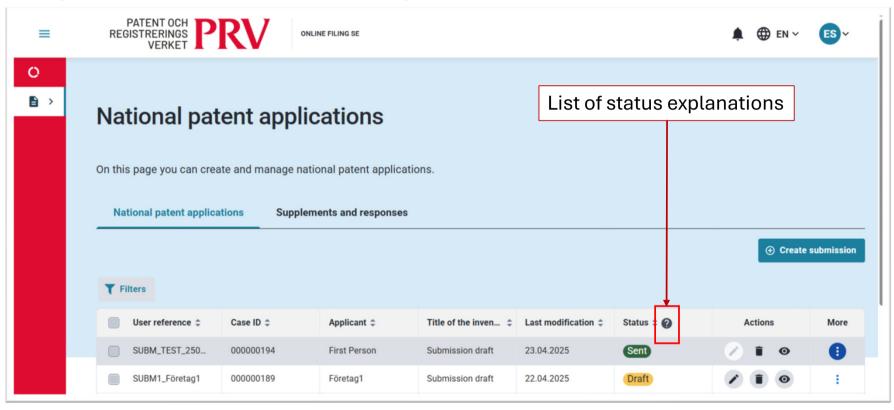
Actions under *More* depend on the *Status* of the application, e.g.

Draft: Transfer to another organisation, Clone

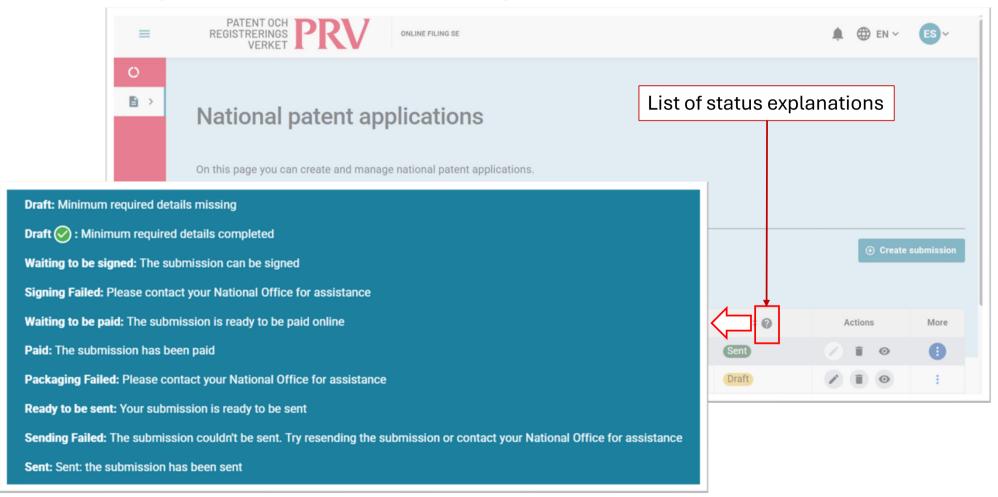
Draft ♥: Send to sign, Transfer to another organisation

Sent: Transfer to another organization, Create Subsequent action, Send email confirmation

Example: List of status explanations

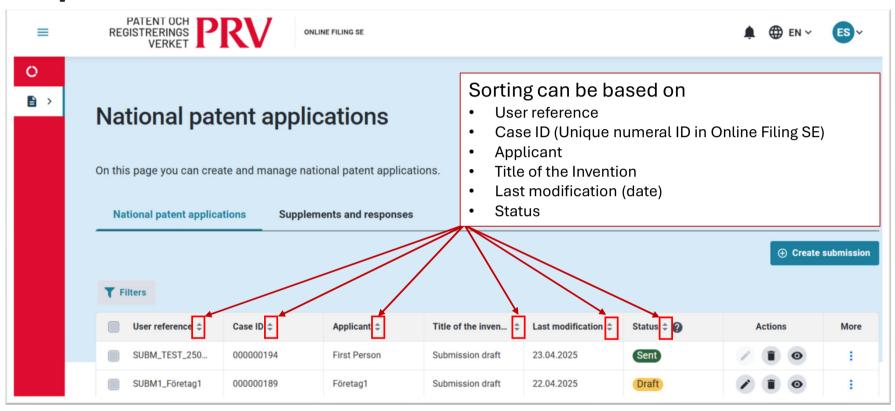


Example: List of status explanations



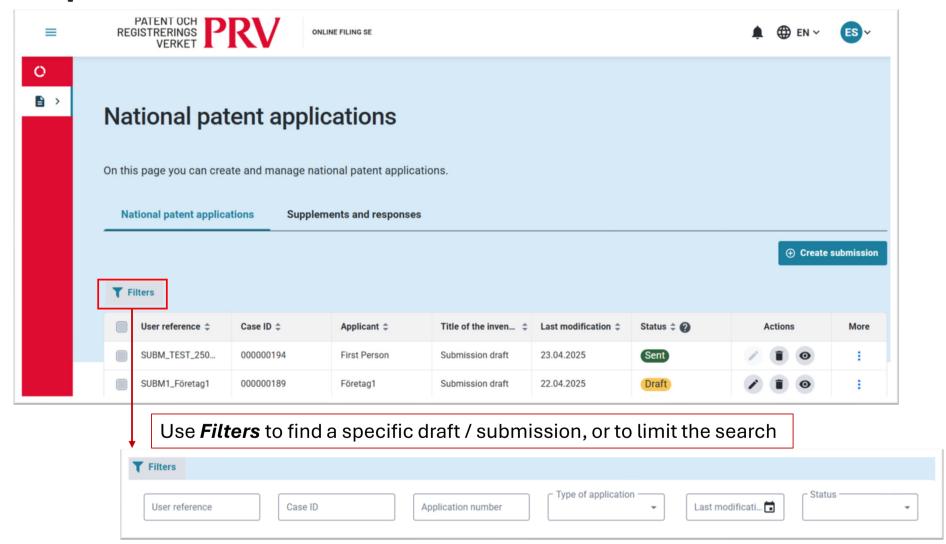


Example: Possible actions: Sort



Example: Possible actions: Filter

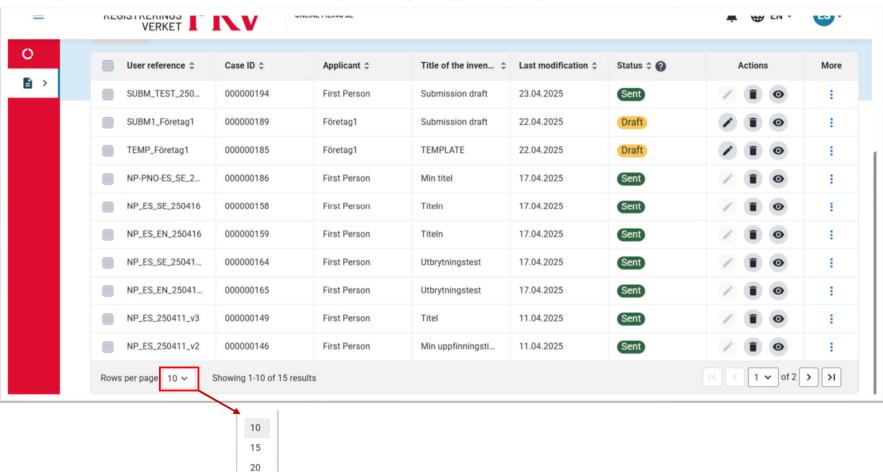
PRV



Example: Select rows per page (up to 100)

25 50

100



- End of Module 1 -