

## **EFS-Web Important Reminders**

### **EFS-Web Resolution**

All PDF documents submitted via EFS-Web must have a minimum resolution of 300 DPI. A lower resolution may delay processing and will require resubmission at a higher resolution. Please see further details at <http://www.uspto.gov/ebc/portal/efs/pdf-guidelines.pdf>.

### **EFS-Web Paper Size**

The required page size for PCT applications filed via EFS-Web in PDF format is A4. See PCT Rule 11.5.

### **EFS-Web S-signatures**

Where an agent/attorney is signing the Request with an S-signature, 37 CFR 1.4(d)(2) requires an S-signature consisting of an alpha-numeric string between forward slash marks, the signer's name printed or typed immediately below or adjacent the S-signature, and the practitioner's registration number either as part of the S-signature or immediately below or adjacent the S-signature. Note that the registration number **MUST** therefore appear in Box X of the Request when an agent is signing using an S-signature. Further, when using *PCT-EASY* to sign the request form, the attorney's name and registration number should be between the forward slashes.

Please see the PCT-EASY electronic signature information at [http://www.wipo.int/pct-safe/en/support/guides/doc/us\\_e\\_easy.doc](http://www.wipo.int/pct-safe/en/support/guides/doc/us_e_easy.doc).

Please see the signature samples at: [http://www.uspto.gov/web/offices/pac/dapp/opla/preognotice/sigexamples\\_alt\\_text.pdf](http://www.uspto.gov/web/offices/pac/dapp/opla/preognotice/sigexamples_alt_text.pdf).

### **Private PAIR & PCT**

PCT international applications filed on or after January 1, 2004 are now viewable through Private PAIR. The customer number used to designate the correspondence address must be associated with the PCT application for access in Private PAIR. **However, the customer number will not allow applicants to establish or change the correspondence address in a PCT application.** Applicants can submit the customer

number through a letter addressed to “Mail Stop PCT” or “Mail Stop EBC” requesting that a PCT application be updated with a customer number. The customer number may also be supplied for any new international application by filling out the appropriate box provided in EFS-web. For more details, please see:

[http://www.uspto.gov/ebc/documents/assoc\\_pct\\_with\\_cust\\_number.pdf](http://www.uspto.gov/ebc/documents/assoc_pct_with_cust_number.pdf)

The documents that will be viewable will be the documents that have been scanned into the Office image database. These images are primarily images of incoming documents, with some outgoing documents if they have been scanned into the Office image database. Most PCT forms mailed by the USPTO are held in a separate database and will not be viewable. However, the PCT forms generated on or after 14 April 2007 are viewable in Private PAIR.

The documents prepared by the US patent examiners, e.g. International Search Report, Written Opinion of the International Searching Authority, International Preliminary Report on Patentability (Chapter II of the PCT), etc., will not be viewable as a general rule since they are not scanned in the Office image database.