



EPO Online Fee Payment

Online Help

Table of Contents

1	Online Fee Payment	3
1.1	Structure and operation	4
1.1.1	Features and icons	6
1.1.2	Entering application numbers.....	7
1.1.3	Searching for data.....	8
1.1.4	Preferences.....	9
1.2	Overview.....	10
1.3	Deposit Account.....	11
1.3.1	Transactions	12
1.3.2	Pending orders.....	12
1.4	Payment Plan	13
1.4.1	Automatic Debit.....	13
1.4.2	Fees due	15
1.5	Payment	16
1.5.1	Single payments	16
1.5.2	Batch payments	18
1.6	Schedule of Fees.....	19
1.7	Account History.....	20
1.7.1	Transactions (History).....	20
1.7.2	Account statements.....	20

1 Online Fee Payment

Online Fee Payment is a quick and secure online service designed for holders of EPO deposit accounts. To use Online Fee Payment, just register for the EPO Online Services and enrol for a smart card.

For detailed information on how to register, visit the EPO's web pages:

- ◆ **Request to open a deposit account** (<https://secure.epo.org/products/deposit/index.en.php>)
- ◆ Enrol for a smart card under **EPO Online Services** (<http://www.epoline.org>)

Accessing Online Fee Payment

- Open the home page of the **EPO Online Services website** (<http://www.epoline.org>).
- Click the **Login** button on the right side of the screen under the heading **Smart card access**.
If your smart card is not yet in its holder, please insert it now, with the holder plugged into your PC.
- Where applicable, select the appropriate digital certificate for identification.
- Enter your PIN code and click **OK**.
You will now be directed via a secure Internet connection to the secure area of Online Services.
- Click the **Fee Payment** button in the online portal's main menu.

Exiting Online Fee Payment

Always remember to log off when you have finished your Online Fee Payment session. This protects your data.

- Click **Log out** at the top right of the screen.
This closes the browser window.

1.1 Structure and operation

The Online Fee Payment service's graphical user interface is divided into three or four sections:

1. Main menu
2. Toolbar
3. Data area and input fields
4. Submenu with additional toolbar (*Deposit Account*, *Payment Plan* and *Account History* pages only).

The screenshot shows the My.epoline web interface in Internet Explorer. The browser address bar shows the URL: https://my.epoline.org/portal/private/tut/p/kcxml/04_SjSPykssy0xPLMnMz0vt. The page title is "My.epoline® - Windows Internet Explorer".

The interface is divided into sections marked with circled numbers:

- 1**: Main menu (Navigation tabs: Overview, Deposit Account, Payment Plan, Payment, Schedule of Fees, Account History)
- 2**: Toolbar (PDF Download, Preferences, Help)
- 3**: Data area and input fields (Pending orders / account 28490000, Items 1-20 of 176, Search filters for Period, Code, Amount, Application No., Reference)
- 4**: Submenu with additional toolbar (Account Statement as PDF, Transactions, Pending orders)

Account details for account 28490000:

- Winston Brown
- Nano Enterprise Ltd.
- London
- United Kingdom
- Account holder: Nano Enterprise Ltd.

Balance information:

- Previous balance at 14.02.2008 in EUR: 0,00
- Current balance at 13.02.2009 in EUR: 0,00
- Pending orders balance at 19.02.2009 in EUR: 1.883.609,50 +

Date	Fee code	Country code	Application No.	Reference	Amount EUR
05.02.2009	001		000000000		180,00 +
05.02.2009	033		053801593		400,00 +
05.02.2009	093		053801593		200,00 +
05.02.2009	033		053860094		400,00 +
05.02.2009	093		053860094		200,00 +
05.02.2009	033		053880605		400,00 +

At the bottom of the page, there is a status bar: "Trusted sites | Protected Mode: Off" and a zoom level of "100%".

You can select one of the following six pages from the **main menu** in Online Fee Payment:

Overview (p. 10)

- ◆ Summary of information on all deposit accounts
All EPO deposit accounts registered for your smart card are displayed.

Deposit Account (p. 11)

- ◆ View and search for transactions performed within the last 90 days
- ◆ Download an account statement for the last 14 days since the most recent transaction
- ◆ View and search for pending orders

Payment Plan (p. 13)

- ◆ Overview of applications covered by the automatic debiting procedure
- ◆ Issue and revoke direct debiting mandates for the EPO
- ◆ Overview of fees due within the next 40 days for applications in the automatic debiting procedure

Payment (p. 16)

- ◆ Make a single payment for an application
- ◆ Make a batch payment for multiple applications and upload a prepared XML file for this. XML files can be created with the EPO Online Multipay Tool, for instance
- ◆ Download the debit order once a payment has been successfully transmitted

Schedule of Fees (p. 19)

- ◆ Overview of all of the EPO's current fees
- ◆ Check fees for a time in the past
- ◆ Search for individual fees
- ◆ Show specific fee types, e.g. all opposition fees

Account History (p. 20)

- ◆ View and search for transactions from 1 January 2002 onwards (except for transactions within the last 90 days)
- ◆ Download account statements

1.1.1 Features and icons

The Online Fee Payment service uses icons to represent the buttons and links programmed with features.

Toolbar

On certain pages, buttons with the same name as some of the toolbar buttons also appear at the bottom of the data area.

	Show or download information as a PDF file
	Download information as an XML file
	Enter new information
	Edit information
	Delete information
	Go back to Overview
	Continue to the next step
	Go back to the last step
	Change preferences (p. 9) for the current page
	Open online help in a new browser window

Submenu

In the submenu, the title of the current view, e.g. the number of the deposit account currently selected, is highlighted in light blue. If a heading is preceded by an icon (**Pending orders**, for instance), you can click it to open further child pages.

 Account Statement as PDF	Show or download an account statement as a PDF file
	Display a deposit account
	Show payment plans
	Show transactions
	Show pending orders
	Show a list of all available account statements

Other icons

	Warning or error message: check your entries and make corrections where needed.
---	---

1.1.2 Entering application numbers

When searching for bookings for a particular application, it is important to enter the correct application number in the input field.

EP applications

- ◆ Nine-digit string without the dot before the check digit
Example: Enter the application number **03076042.5** as **030760425**

PCT applications in the regional phase

- ◆ Two letters for the country code plus a seven-digit string
Example: **EP9801000**
- ◆ or: EPO number for entry into the regional phase (structure is identical to the EP application number)
Example: **027030510** (for the Euro-PCT procedure)

PCT patent applications

- ◆ In the new PCT numbering format for applications from the year 2004 onwards
Example: **EP2004040206**
- ◆ In the old PCT numbering format for applications up to the end of the year 2003
Example: **EP0312345**

On the **Payment** page, the input fields for EP and PCT application numbers are appropriately sized and grouped together logically to make it easy to set up **single payments** (p. 16).

1.1.3 Searching for data

Certain pages in the Online Fee Payment service feature a search function that lets you filter out specific items from the list of data displayed. For instance, you can search for specific transactions on the **Deposit Account** (p. 11) page or for specific fees that are due on the **Payment Plan** (p. 13) page.

Entering search criteria

The search masks accessed via the various pages contain different search criteria depending on the information that is relevant in the particular situation.

- Enter your search criteria in the fields provided.
- Click **Search**.
- Click **Reset** to delete the search criteria.

The more search criteria you enter, the fewer items will be found:

- ◆ For instance, if you entered **500** in the **Amount** field, the search results would display all items containing the amount **500**.
- ◆ If you entered the amount **500** and the application number **062037292**, the search results would display only items containing both the amount **500** and the application number **062037292**.

Downloading search results

- Click one of the following buttons to download the search results as a file in the required format:



OR



1.1.4 Preferences

You can set your user-specific preferences for the entire EPO Online Services portal or just for the individual pages in Online Fee Payment.

Changing the display language

- Click the **Global Preferences** option in the online portal's parent menu.
- Select the option you want from the list under **Preferred Language: Deutsch, English or Français**.
- Click **Save**.

The language selected applies to all personal areas in the EPO's online portal.

Changing page settings

You can change the display settings on certain pages.

- Click the **Preferences** button.



- Select the option you require and then click **Save**.

OR

Click **Don't save** to revert to the relevant page without applying your changes.

The following settings are possible in the individual pages:

Deposit Account	Number of items per page (between 10 and 90)
Payment Plan	Number of items per page (between 10 and 90)
Payment	Activate or deactivate the individual batch payment confirmation
Schedule of Fees	Number of items per page (between 10 and 90)
Account History	Number of items per page (between 10 and 90)

1.2 Overview

The **Overview** page gives you a summary of your account information at a glance. The following information is provided for every account number:

- ◆ **Deposit account holder**
- ◆ **Previous balance:** corresponds to the date of the penultimate booking by the EPO
- ◆ **Current balance:** corresponds to the date when the last booking was made by the EPO's finance department
- ◆ **Pending orders balance** at the current date: shows the total amount of fees to be paid via the automatic debiting procedure

Further information is only provided under the heading **Payment plan (automatic debiting)** if you have instructed the EPO to automatically debit your account for some or all of your applications.

! *Please ensure that there are adequate funds in your account at the due date.*

- You can use the drop-down list to specify whether the fees due should be calculated for the next 10, 14, 30 or 40 days.
- Check your available funds at regular intervals and transfer money to your deposit account in good time.

Further information

- ◆ All amounts are indicated in **EUR**.
- ◆ Only debit orders issued online are displayed. Debit orders can be issued both via the Online Fee Payment service and with the Online Filing software.
- ◆ A plus sign (+) after an amount means that this amount has been debited from your account or is due ("debit").
- ◆ A minus sign (-) after an amount means that a replenishment has been credited to your account ("credit").
- ◆ You can download the overview in either PDF or XML format. The PDF file contains the summary that is shown on the screen. In addition to the summary, the XML file contains details of all individual fees that are still pending.
- ◆ For information on issuing or revoking your direct debiting mandates, please refer to the explanations on the **automatic debiting procedure** (see "Fees due" p. 15).

1.3 Deposit Account

On the **Deposit Account** page, you can view the **transactions** (p. 12) booked in the last 90 days and the current **pending orders** (p. 12) for each of your accounts. The data displayed only ever applies to the current account number selected. This account number is indicated on a light blue background on the left of the screen as well as on the title bar above the data area on the right.

The data area on the right of the screen also always provides information on the previous balance, the current balance and the pending orders balance.

Changing views

The **Transactions** view is displayed the first time you open the **Deposit Account** page after logging on.



→ Click **Pending orders** to change the view.



The general account and account holder information does not change.

Selecting an account

You can switch from one account to another in the submenu on the left.

→ Click the **Account number** you want.



The data for the account number selected is loaded and displayed.

Downloading an account statement

→ Click the **Account Statement as PDF** button.



Account State-
ment as PDF

The account statement for the selected account contains transactions booked in for the last 14 days prior to the most recent transaction by the EPO, i.e. it ends with the current balance.

You can view and download account statements from earlier periods on the **Account History** (p. 20) page.

1.3.1 Transactions

The **Transactions** view lists the transactions for the selected deposit account number. The list includes transactions booked in the last 90 days. You can access earlier transactions in the **Account History** (p. 20) page.

You can limit the number of transactions displayed to a specific date range or by entering different **search criteria** (see "Searching for data" p. 8).

This list contains the following information for each transaction:

Date	Date when the debit order was performed by the EPO
Voucher	Proof of transaction number
Fee code	Fee code based on the EPO's schedule of fees (p. 19)
Country code	Code for the designated states if fewer than seven states have been selected for fee 005 (only applies to applications submitted prior to 1 April 2009)
Application No.	EP and PCT numbers of applications for which you have issued a debit order
Reference	Your internal file reference ID for this application
Amount EUR	Fees you paid

1.3.2 Pending orders

The **Pending orders** view lists the pending orders for the selected deposit account number. The list only includes debit orders that were issued online.

This list contains the following information for each debit order:

Date	Date when the debit order was performed by the EPO
Fee code	Fee code based on the EPO's schedule of fees (p. 19)
Country code	Code for the designated states if fewer than seven states have been selected for fee 005 (only applies to applications submitted prior to 1 April 2009)
Application No.	EP and PCT numbers of applications for which you have issued a debit order
Reference	Your internal file reference ID for this application
Amount EUR	Amounts for which you issued a debit order

1.4 Payment Plan

The **Payment Plan** shows all applications in the automatic debiting procedure. It is designed to help you make sure that you replenish your account(s) with the EPO in good time, so the fees that are due can be automatically debited. The process for requesting automatic debiting is explained in greater detail in the Official Journal of the EPO, see also **Arrangements for deposit accounts** (<http://www.epo.org/patents/Grant-procedure/Filing-an-application/costs-and-fees/fee-payment-methods.html>).

The **Payment Plan** page enables you to call up all applications that are paid via an **automatic debit order** (see "Automatic Debit" p. 13) or search for specific applications. You can also issue debit orders for selected applications or else revoke them to prevent the relevant fees from being debited by the EPO.

Use the **Fees due** (p. 15) view to call up the fees that are due during a particular period of time. This helps you to plan when to transfer amounts to your deposit account with the EPO.

Data on the debiting procedure and fees is handled separately for each of your deposit accounts.

1.4.1 Automatic Debit

The **Automatic Debit** view provides a list of all applications for which you issued a debit order for the selected fees either in the Online Fee Payment service or with the Online Filing software.

- Click the relevant account number on the left of the screen to view information on one of your other accounts (if available).
- Enter an application number in the **Application No.** field and click **Search** to find a specific application.
- Click **Reset** to display the complete list once more.

An application number is indicated in italics and a small hourglass is displayed if the associated debit order is currently being processed by the EPO.

An application number is indicated with a strikethrough line if you revoked the associated debit order.

Issuing a new debit order

- Click the **New payment** button.



- First, select the account number which the new debit order is for on the left.
- Enter the **EP Application number** (see "Entering application numbers" p. 7).
- Click the **Continue** button.



- Next, confirm the debit order by clicking the **Confirm** button.



The online receipt of your debit order is confirmed on the screen.

As the EPO does not issue a written confirmation, you should make sure that you save and/or print out the confirmation in PDF format.

- Click the **PDF** button to open the confirmation as a PDF file.



- Click the **Back to overview** button to return to the list of debit orders.



Your new debit order is now indicated with a small hourglass.



The hourglass disappears when internal processing is finished for your order, and this order then appears like all other applications in the list.

Revoking debit orders

- Select the check boxes one at a time for all applications with debit orders that you want to revoke.
- Click the **Delete** button.



- Next, check if all application numbers are correct for the debit orders you want to revoke.
- Click the **Confirm** button.



The online receipt of your debit order's revocation is confirmed on the screen. The revocation becomes legally binding when confirmed in writing by the EPO.

- Click the **PDF** button to display this confirmation as a PDF file and print or save it as necessary.



- Click the **Back to overview** button to return to the list of debit orders.



The debit orders marked for revocation are now indicated with a strikethrough line. They disappear from the list when internal processing is finished for your order.

1.4.2 Fees due

The **Fees due** view shows a list of all fees that are due within the next 40 days. Check your deposit account at regular intervals to make sure that there are adequate funds to cover the fees to be debited at the relevant due dates.

You can change the date range if you do not want to display the fees due in 40-day periods:

- Enter the start and end date of the period you want in the fields provided.
- Click the **Search** button.

The total amount of fees due in the selected period is displayed above the results list.

This list contains the following information for each individual fee:

Due date	Date when the debit order will be performed by the EPO
Fee code	Fee code based on the EPO's schedule of fees (p. 19)
Country code	Code for the designated states if fewer than seven states have been selected for fee 005 (only applies to applications submitted prior to 1 April 2009)
Application No.	EP and PCT number of the application for which you selected the fee
Reference	Your internal file reference ID for this application
Amount EUR	For the payment of fees that are due

1.5 Payment

The **Payment** page enables you to enter payment details manually for **single payments** (p. 16) or upload prepared XML files for **batch payments** (p. 18).

Online Fee Payment guides you through the process step by step. Until you confirm a payment in the final step, you can go back and forth through the steps and change your entries as required.

1.5.1 Single payments

1. Entering account and application number information

- Select the **Single payment** option on the **Payment** page.
- Select the **Account No.** in the drop-down list.
- Select the type of application: **EP** or **PCT**.
- Enter the application number in the **Application No.** fields provided.
 - EP: enter the seven-digit number in the first field and the check digit in the second field (after the dot).
 - PCT: the application number consists of the country code (two letters), the year (two digits for applications up to the end of 2003 and four digits from 2004 onwards) and the code (five digits for applications up to the end of 2003 and six digits from 2004 onwards).
- Enter the applicant name in the **Applicant name** field (optional).
- Enter your reference in the **Your Reference** field (optional).
- Click the **Continue** button.



2. Selecting and editing fees as necessary

- Select a particular fee type from the **Show fee group** list for a better overview of it.
- Select the check boxes for the fees you wish to pay (at least one must be selected).

You cannot select all check boxes:

 - Fees with the same fee code can only be selected once, for example, you can select either **Filing fee - EP direct - not online** OR **Filing fee - EP direct - online** for the fee with the code 001, but not both. In cases such as this, clear the two check boxes so you can select the relevant alternative fee.
 - Depending on the application number entered in Step 1, certain fees may be deactivated because they are not suitable for the type of application.
- Click the **Continue** button.



Fees marked with a red asterisk (*) require further information. You are prompted for this in Step 2a. If the fee you selected does not have a red asterisk, you will be taken directly to Step 3.

Note: You can go back to Step 1 from Step 2.

2a. Providing further information for selected fees

→ Enter further information here for the selected fees:

- Select the appropriate option OR
- Select the check box you want OR
- Enter the information required

→ Click the **Continue** button.



The **Continue** button only becomes available after you have completed the information.

Note: You can go back to Step 2a from Step 2.

3. Confirming payment

→ Check your details once more here.

→ Click **Back** as necessary to select other fees in Step 2 or to change the details about the fees in Step 2a.

→ Click **Edit amounts** if you need to pay a different amount to the standard fees.



This will take you Step 3a.

→ Click **Confirm** if your details are complete and correct.



The payment instruction is now binding and you can no longer go back to a previous step.

Note: You can go back to Step 2 from Step 3, but not to Step 2a.

3a. Editing amounts

→ Enter the amount for every fee in the **Amount EUR** field.

→ Click **Continue** to apply the change to the fees and return to Step 3 where the new total amount is displayed.

OR

Click **Undo Edit** to go back to Step 3 without applying the changes.

Note: You can go back to Step 3a from Step 3.

Saving a debit order

Once you have clicked **Confirm** in Step 3, Online Fee Payment confirms that your debit order was successfully transmitted and displays a list of the fees you selected.

→ Click the **PDF** or **Download** buttons to retrieve the confirmation in either PDF or XML format.

Making another payment

→ Click the **New payment** button.



This takes you once again to Step 1 where you can select either single payment or batch payment.

1.5.2 Batch payments

The **EPO Online Multipay Tool** software enables you to prepare batch payments for multiple applications and submit them to the EPO via Online Fee Payment. The tool generates an XML payment file in offline mode and this file can then be uploaded as a batch payment via the Online Fee Payment service. The fees are then paid by debiting the EPO deposit account selected in the batch payment.

The software for the EPO Online Multipay Tool is available free of charge under **Download centre** on the **EPO Online Services** (<http://www.epoline.org>) website. The **Online Fee Payment** section can be found under Software. The current installation file is available for download here in EXE format.

Install the EPO Online Multipay Tool software and prepare the batch payments you want. For more information on how to use the Multipay Tool, refer to the online help or the user guide.

1. Uploading a prepared XML file

- Select the option **Batch payment** in the lower part of the **Payment** page.
- Click the **Browse** button.
- Navigate to the location where your XML file is saved.
- Select the XML file with your fee payment(s).
- Click the **Continue** button.

2. Confirming your batch payment

- Then check the batch payment data here.
- Click the **Back** button to make corrections.
- Click the **Confirm** button to proceed.

Saving your confirmation of receipt

The system displays confirmation that your batch payment order was successfully transmitted after you clicked **Confirm** in Step 2.

You can now print out or download the confirmation of receipt.

- Click the **PDF** button for a file in PDF format or **Download** for a file in XML format.

Setting the formatting for your confirmation of receipt

You can configure the Online Fee Payment service to generate a separate debit order for every application.

- Click the **Preferences** button.



- Select the check box **Individual batch payment confirmation**.
- Click **Save**.

The PDF file will then list the individual debit orders for each application and will start each one on a separate page.

1.6 Schedule of Fees

You can view and download the schedule of fees and search for individual fees on the **Schedule of Fees** page. The schedule of fees contains all current EPO fees valid for the various patent application procedures.

Filtering the fee list

- Select a group of fees such as **FREQUENTLY PAID FEES** in the **Fee group** list.
The list automatically changes based on your selection.

Searching for fees

You can search for specific fees or else call up fees that were valid at a prior point in time.

- If the fee code is known to you, enter it in the **Code** field.
OR
- Enter a search criterion in the **Description** field if you do not know the code and the exact name.
- Enter a date in the **Valid at** field if you want to check the fees that were valid at a given time.
All fees from 01.01.1980 onwards can be called up in the online schedule of fees.
- Click **Search**.
The list of fees is then adapted accordingly.

Changing the currency displayed

You can also change the currency in which the fees are displayed. You may find this useful for fees that were valid before the introduction of the euro. Please note, however, that payments to the EPO must be made in euros.

- Enter a date prior to 01.01.2002 in the **Valid at** field.
- Select the option you want in the **Currency** list.
The list automatically changes based on your selection.

1.7 Account History

The **Account History** page contains an archive of all transactions from 1 January 2002 onwards, with the exception of data from the last 90 days. Data from the last 90 days can be found on the **Deposit Account** (p. 11) page.

You can also call up your account statements from 1 January 2002 onwards. The account statements show you the bookings from the 1st to the 15th of every month as well as from the 16th to the end of the month.

You can open a separate account history for each of your deposit accounts.

The archive enables you to search for, download and save **transactions** (see "Transactions (History)" p. 20) as well as **account statements** (p. 20) in specific date ranges.

1.7.1 Transactions (History)

The **Transactions** view contains a list of all fees that have been debited by the EPO since 1 January 2002 (or since you opened your deposit account). As in the other search masks, you can also run searches based on specific periods, fee codes, application numbers or your internal file reference IDs and display the corresponding transactions available.

You can select specific periods of time such as months or weeks to get a better overview.

- Enter the start and end date of the period you want.
- Click **Search**.

The list is arranged chronologically in descending order and always starts with the last, that is, the most recent, fee paid.

The total amount of fees for the selected period is shown above the list.

The small calendar under the Transactions heading on the left also indicates the year in which the selected period falls.

- You can download the data displayed as either a PDF or an XML file.

1.7.2 Account statements

The **Account statements** view contains a list of all account statements available for the selected account, beginning with the most up-to-date account statement.

The account statements are automatically generated every 14 days in Online Fee Payment and thus contain the transactions from either the 1st to the 15th of the month or from the 16th to end of the month. The latest account statement is updated every day until the 15th or the last day of the month is reached. A new account statement is created when the ongoing account statement completes on either of the specified dates.

- Click the account statement you want to download it as a PDF file.