Online Fee Payment
Quick reference guide
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Getting started

Online Fee Payment is an online service provided by the European Patent Office (EPO). It gives registered users secure access to a personalised portal where they can view their deposit accounts and pay fees online.

To use Online Fee Payment you will need
– a smart card and
– an EPO deposit account

You can apply for both of these on the EPO’s website (www.epo.org). Please indicate the deposit accounts which should be linked.

If you already have a smart card, please contact EPO Customer Services to have it linked to your deposit account. Visit www.epo.org/contact for all the ways to contact us.

Tip: You can also use your smart card for other online services offered by the EPO, including Online Filing.
Registering as an administrator

Before you can use Online Fee Payment, an administrator has to be registered for your company. Any smart card holder from your company can go to the Online Services site and register as an administrator.

– Open the EPO website and go to Online Services at [www.epo.org/online-services](http://www.epo.org/online-services).

– Click the blue Smart card login button on the right-hand side. The Online Services homepage opens in a new browser tab.

– Insert your smart card into the reader connected to your workstation and click Log in.

– Enter your PIN and click OK.

If no administrator has been registered for your company, you will be asked to register as one (on the right-hand side of the screen).

– Click Register.

Registering as an administrator for your company

– On the next screen, check the data on your company and the conditions of use for the My.epoline portal and click Accept.

You will then get confirmation that you have been registered as an administrator.

– Click Log out in the top right-hand corner and close the browser window.
Managing user rights

Before other users registered to your company deposit account can work with Online Fee Payment, the company administrator needs to assign appropriate user rights to them.

– Log in to Online Services and click *Administration* in the top menu.
– Click *Users* to view all the smart card holders in your company and their rights.
– Click a name to edit that user’s settings.

Individual user rights

– In the following screen, select the check boxes for all the rights that the user in question should have.
– Click *Save*.

Now any smart card holder in your company who has the necessary rights can work with Online Fee Payment.
Getting an overview of your deposit accounts

– Log in to the Online Services website.
– Click Fee Payment in the top menu.

The Overview page shows you the most important information on your deposit accounts:

– Account holder’s name
– Balance at the close of the EPO’s latest booking day
– Transactions not yet effectively booked: Pending orders balance
– Payment plan: Total amount of the fees to be paid via the automatic debiting procedure in the next 40 days

You can change that period to 10, 14 or 30 days using the drop-down list.

Overview of account balance, pending orders and fees due via the automatic debiting procedure
Viewing transactions

You can get an overview of your transactions in the past 90 days on the Deposit Account page. All earlier transactions appear on the Account History page (data from 1 January 2002 onwards, excluding the last 90 days).

– Go to the Deposit Account page and click Transactions on the left-hand side.
– To download the account statement covering the last 14 days, click the Account Statement as PDF icon.

You can search for specific periods, fee codes, amounts, application numbers or references by entering the values in question in the relevant fields and clicking Search.

You can download your search result to save it or process it further.
– Click the PDF icon to download a PDF file showing an account statement for your selected data.
– Click the Download icon to download an XML file.

Transactions on a deposit account in a selected period
Accessing account statements

You can view and download your account statements on the Account History page.

All your account statements since 1 January 2002 are displayed here in chronological order, the most recent one appearing at the top.

Account statements are generated for periods of 14 days (from the first to the fifteenth, and from the sixteenth to the end of any given month), the latest one being generated over the course of the current 14-day period. Once that period comes to an end, the account statement will be finalised and a new one will be generated.

– Go to the Account History page and click Account statements on the left-hand side.
– Click the icon to the left of the desired account statement to download it as a PDF file.
Making single payments

A single payment is a debit order that you issue in Online Fee Payment for one or more fees payable in respect of a particular patent application. Please note: Debit orders (standard or deferred execution) are revocable only up to 00.00 hrs CET on the date of submission.

Step 1: Entering basic application data
– Go to the Payment page.
  Single payment is the default option.
– Where applicable, select the correct account number from the drop-down list.
– Select the procedure: EP or PCT (UP is not yet activated).
– Enter the application number in the correct format into the fields provided.
– Select the appropriate option referring to the date of filing of your application to apply the correct schedule of fees.
– Enter the applicant name and your personal reference (optional).
– Select the Deferred execution date if you wish your payment order to be executed later than the submission date (can be a maximum of 40 days in the future).
– Click Continue.

Entering application data
Step 2 and Step 2a: Selecting fees and providing further information
– Select all the fees you wish to pay in respect of this application, and click Continue.
– If required in Step 2a, enter any further information, and click Continue.

Entering further information

Step 3: Verifying and confirming your payment
– If everything is correct, click Confirm to transmit your debit order to the EPO.
  You will see a summary of your debit order including all fees to be paid.
– To download this confirmation of transmission, click the PDF or Download icon as required.
Note: This confirmation is not a confirmation of payment. Payments are only made if there are sufficient funds in your account.
Making batch payments

A batch payment is a debit order for the payment of multiple fees in respect of multiple patent applications. Online Fee Payment reads batch payment data from XML files. You can generate these XML files using the free Multipay Tool available from the EPO, or using any other suitable software. Please note: Online Fee Payment accepts batch payment XML files containing a maximum number of 13,000 transactions, i.e. fees to be debited.

Step 1: Uploading the XML file
– Go to the Payment page and select the Batch payment option in the lower section of the screen.
– Click Browse to upload your prepared XML file.
– Select the Deferred execution date if you wish your payment order to be executed later than the submission date (can be a maximum of 40 days in the future).
– Click Continue.

Uploading XML file for batch payment

Step 2: Verifying and confirming the batch payment
If all application numbers and fees contained in your XML file are valid, you will see a summary of your data.
– Click Confirm to transmit the batch payment to the EPO.
– You will see a confirmation of your debit order, listing the number of applications, the number of fees and the total amount to be debited.
– To download this confirmation of transmission, click the PDF or Download icon as required.
Tip: In the preferences for the Payment page, you can choose how the transactions of your batch payment should appear in the PDF confirmation: all transactions for all applications together in one list, each application on a separate page or each application in a separate PDF file.

Online Fee Payment - Debit Order

Thank you for your order of 06.02.2017 16:50 (GMT+1)

On the basis of this debit order, the amount of EUR 9,370.00 will be debited from deposit account No. 284900000 in respect of the fees listed below with effect from 13.03.2017 subject to sufficient funds being available in the account.

| Deposit Account | 284900000 |
| Deposit Account Holder | NanoSwiss S.A.R.L. |
| Paid by | Thomas Miller |
| Batch reference | 17-off-Nano-002 |
| Number of applications | 4 |
| Total number of fees selected | 10 |
| Total Amount in EUR | 9,370.00 |

| Application No. | EP14398007.8 |
| Reference | Nano-005-01 |
| Fee code | Description | Amount EUR |
| 005 | Designation fee - For all contracting States designated for applications filed on/after 01.04.2009 | 585.00 + |
| 006 | Examination fee - For applications filed on/after 01.07.2005 | 1,635.00 + |
| 420 | Validation fee for Morocco (MA) | 240.00 + |
| 450 | Surcharge on the validation fee for Morocco (MA) | 120.00 + |

| Application No. | EP14835232.1 |
| Reference | Nano-015-01 |
| Fee code | Description | Amount EUR |
| 015 | Claims fee - For the 51st and each subsequent claim | 1,960.00 + |

| Application No. | EP14800500.2 |
| Reference | Nano-066-01 |
| Fee code | Description | Amount EUR |
| 003 | Fee for an International search | 1,875.00 + |
| 005 | Designation fee - For all contracting States designated for applications filed on/after 01.04.2009 | 585.00 + |

| Application No. | EP15707342.0 |
| Reference | Nano-006-01 |
| Fee code | Description | Amount EUR |
| 005 | Designation fee - For all contracting States designated for applications filed on/after 01.04.2009 | 585.00 + |
| 006 | Examination fee - For applications filed on/after 01.07.2005 | 1,635.00 + |
| 020 | Filing fee - entry EP-phase - online | 120.00 + |

PDF confirmation of a batch payment debit order in list style
Checking rejected fee payments

When you upload a batch payment, Online Fee Payment validates your XML file and checks it for fees that are unlikely to be paid. These fees will be rejected by the EPO in order to avoid extra work caused by double payments or refunds. The following fees will be rejected:

– Renewal fees and fee for registering of transfers for EP applications in status DEAD (closed)
– Renewal fees for EP applications that have been granted and published (B1 document)

All other fees are not validated and will be booked by the EPO. The summary of your batch payment shows how many fees and which amount will be rejected. You can now decide whether to cancel the operation and remove the invalid fees from your XML file or to proceed.

– Click Back to upload a different XML file, or click Confirm to transmit the batch payment as it is.

All rejected fees are logged in Online Fee Payment for evidence. You can view and download the data under Account History.

– Go to the Account History page and click Rejected batch payments on the left-hand side.

You will find a list of all fees concerned with details on the reason for rejection.
### Rejected fee payments log

<table>
<thead>
<tr>
<th>Submission date</th>
<th>Fee code</th>
<th>Application No.</th>
<th>User reference</th>
<th>Amount (EUR)</th>
<th>Rejection text</th>
</tr>
</thead>
<tbody>
<tr>
<td>20.02.2017</td>
<td>022</td>
<td>OFFP / Nano-4345001</td>
<td>167312835</td>
<td>100.00 +</td>
<td>Payment rejected: your application is dead. The fee for transfer is not due.</td>
</tr>
</tbody>
</table>
Viewing pending orders

You can view all debit orders issued via Online Fee Payment as soon as you have transmitted them.

– Go to the Deposit Account page and click Pending orders on the left.

Note: Debit orders issued via the Online Filing software are also shown here. They are displayed approximately 30 minutes after you have submitted your application online.

Overview of pending orders
Viewing the payment plan

If you selected the automatic debiting procedure when filing an application online, you can monitor in Online Fee Payment which fees are due at a specific date.
– Go to the Payment Plan page and click Fees due on the left.
– You will see all the details of the fees that are due in the next 40 days for applications covered by the automatic debiting procedure.

Overview of fees due in selected period

<table>
<thead>
<tr>
<th>Due date</th>
<th>Fee code</th>
<th>Country code</th>
<th>Application No.</th>
<th>Unitary patent No.</th>
<th>Procedure</th>
<th>Reference</th>
<th>Amount EUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>02.03.2017</td>
<td>015</td>
<td>EP</td>
<td>Nano-452250</td>
<td>235,00</td>
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<td>EP</td>
<td>Nano-354570</td>
<td>235,00</td>
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<tr>
<td>06.03.2017</td>
<td>005</td>
<td>EP</td>
<td>Nano-802250</td>
<td>565,00</td>
<td></td>
<td></td>
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<tr>
<td>06.03.2017</td>
<td>006</td>
<td>EP</td>
<td>Nano-802250</td>
<td>1,825,00</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>06.03.2017</td>
<td>020</td>
<td>EP</td>
<td>Nano-802250</td>
<td>120,00</td>
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<td>EP</td>
<td>Nano-753410</td>
<td>565,00</td>
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<tr>
<td>06.03.2017</td>
<td>005</td>
<td>EP</td>
<td>Nano-753410</td>
<td>1,825,00</td>
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<tr>
<td>06.03.2017</td>
<td>020</td>
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<td>120,00</td>
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<td>Nano-245620</td>
<td>565,00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Issuing new automatic debit orders

You can create automatic debit orders via these EPO’s online services: the Online Filing software, the new Online Filing service (CMS) or in Online Fee Payment.

Please note that the online service for requesting and revoking automatic debit orders is available only from Monday to Friday, 08.00 to 18.00 hrs CET.

– Go to the Payment Plan page and click Automatic Debit on the left.
  You will see a list of applications for which you issued an automatic debit order online.

– Click the New order icon.

Overview of automatic debit orders

– Select the procedure: EP or PCT (UP is not activated).

– Enter the application number in the correct format into the fields provided and click Continue.

Creating a new automatic debit order
– Check the data displayed on the next screen and click **Confirm**.
If you receive an error message, please make sure that you entered the correct application number
– Click the **PDF** icon to download confirmation (PDF file) that your automatic debit order has been recorded.
– Click the **Back to overview** icon to return to the list of applications.

Confirmation that your automatic debit order has been received
In the list view, a small hourglass indicates the new debit order displayed in italics. Debit orders are processed by the EPO’s systems within approximately 10 minutes.

<table>
<thead>
<tr>
<th>Application No.</th>
<th>Unitary patent No.</th>
<th>Procedure</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>090001231</td>
<td>EP</td>
<td></td>
<td>Nano-120009 EP</td>
</tr>
</tbody>
</table>

New automatic debit order being processed
Revoking automatic debit orders

You can revoke automatic debit orders that you issued via the EPO’s online services, so that the EPO will not debit any fees from your deposit account for the applications concerned.

Please note that the online service for requesting and revoking automatic debit orders is available only from Monday to Friday, 08.00 to 18.00 hrs CET.

– Go to the Payment Plan page and click Automatic Debit on the left.
– Select the check boxes next to the relevant applications.
– Click the Revoke order icon.

Selecting automatic debit orders to be revoked

– Check the data displayed in the next step and click Confirm.
– Click the PDF icon to download confirmation (PDF file) that your automatic debit order has been revoked.
– Click the Back to overview icon to return to the list of applications.

The revoked debit orders are now displayed in strikethrough. They will disappear from the list when the revocation request has been processed by the EPO (in about 10 minutes).
Need more help?

Visit www.epo.org/contact to access
– FAQs and discussion forums
– contact forms to send enquiries
– our Customer Services phone number

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www.epo.org/online-filing
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