



DAS Office Portal User Guide

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Version 1.1

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ABOUT DAS OFFICE PORTAL

The WIPO Digital Access Service Office Portal (“DAS Office Portal”), available at <https://www3.wipo.int/dasofficeportal>, allows DAS participating Offices to offer WIPO DAS services with minimal/no automation work at office end.

This secure web based portal solution is ideal for small to medium offices which have limited number of document exchange operations (daily or weekly). It can be used by the OFF (Office of First Filing) and OSF (Office of Second Filing) to perform respectively registration and retrieval operations.

DAS Office Portal requires a WIPO user account and is secured with a 2 factor authentication mechanism. For example, user authenticates first with username and password and additionally with an individual WIPO digital certificate

This system is built only for Industrial Property Office users. Users belong to the same IP Office can see the history and status of requests (registration/retrieval) made by all the users from the same IP Office.

As of May 1, 2018, there are about 6 DAS participating Offices using DAS Office portal.

CREATING A WIPO ACCOUNT

The creation of a WIPO account is a self-registration process. Fill in the form to create a WIPO account at the URL <https://www3.wipo.int/myaccount/en>.

An automatic e-mail will immediately be sent to you giving a link to confirm the email address associated with your WIPO account. After your confirmation, you may login to WIPO Account profile and request digital certificate.

Once the digital certificate request is approved by WIPO, you will be notified by an email to download the digital certificate and associate it with your WIPO account. After that, you need to request access to the DAS Office Portal by contacting the DAS support team at das.support@wipo.int through email.

Note: This system also supports SMS and APP Based login as a second factor authentication which can be selected from WIPO Accounts page, for further details about how to obtain a digital certificate please refer link: <http://www.wipo.int/pct-safe/en/certificates.html>

SUPPORTED BROWSERS

The DAS office portal supports the following browsers:

- Mozilla Firefox 29.0+
- Microsoft Internet Explorer 8.0+

The system may not work correctly with other browsers and the DAS support team will not be able to give assistance in such cases.

LOGGING IN

The Office portal of DAS is available via WIPO web site at: <https://www3.wipo.int/dasofficeportal>.

A demo version allows you to try it out before you use it for real.

Demo version of DAS Office portal is available at <https://webaccess.wipo.int/dasofficeportaldemo>

LOGIN SCREEN

To use the WIPO DAS Office portal, you should first login with your WIPO account username and password as follows.

Sign in

Username

[Forgot your username?](#)

Password

[Forgot your password?](#)

Don't have a WIPO Account?
[Create account](#)

Why create a WIPO Account?
Using just one user name and password, you can access your profiles for any of the following services:

- PCT
- Madrid system
- Hague system
- WIPO Academy
- WIPO Arbitration and Mediation Center
- WIPO Green

Registration for the WIPO account is open to all users and free of charge.

Having difficulties?
[Read our WIPO Account help guide](#).

Figure 1 – Login Screen

Depending on some web browsers or available digital certificates that are installed on your workstation, you may be asked to select the WIPO digital certificate that is associated with your WIPO

account to confirm your authentication.

REGISTRATION REQUEST

This screen is to make the registration request as an OFF (Office of First Filing).

Registration is not instant, following the click of registration button a request will be posted to WIPO DAS system. The actual operation may take about 15 minutes, on successful registration and email is sent to the applicant's email address with DAS access code with a 4 digit hexadecimal characters.

Once the request is processed its status with details will appear in the history screen.

DAS Office Portal (Demo Version)

Registration Retrieval History

*Indicates a required field

1 IP Rights* Patent

2 Application No* EE PYYYYYNNNNN (e.g. EE P201001234)

3 Priority Filing Date*

4 Applicant's e-mail*

5 Confirm e-mail*

6 Add Document* Browse...

Register

Figure 2 – Registration Screen

Description of the fields marked in RED are provided as follows:

- (1) This dropdown specifies the IP rights (Patent, Utility Model, etc.).
- (2) This field is to enter the priority number with 2 digit office code. Based on the above selected IP type an example number with format appears below the field for easy reference.
- (3) This field is to specify the priority filing date.
- (4), (5) These fields are to specify the applicant email where the DAS Access Code will be sent. If your Office decides to communicate the DAS access code directly to the applicant, you should enter your office email address to receive the DAS access code from WIPO.
- (6) Use this browse button and select the Priority document (either PDF or a ZIP containing multi page tiffs). DAS system accepts PDF with all the fonts embedded in the document, however there is an exclusion only for the following fonts:

- Helvetica
- Times
- Courier
- Symbol
- ZapfDingbats
- Arial
- Verdana

Note: OFF has to agree in advance regarding the preferred format of priority document either PDF or TIF, and the format shall not be changed once operational.

RETRIEVAL REQUEST

This screen can be used by the user to make the retrieval request as an OSF.

All the fields in the screen are self-explanatory except “Ref. Application No” this field is used to enter the number of your local reference application in which the retrieved priority document will be held. As this is an optional field you may keep it empty.

Retrieval is not instant, following the click of retrieval button a request will be posted to WIPO DAS system. The actual operation may take from 15 minutes to a few days, because in some cases the Office of first filing might have to manually prepared the certified copy and send it to WIPO DAS.

Once the request is processed its status with details will appear in the history screen.

DAS Office Portal (Demo Version)

Registration	Retrieval	History
	<p>① IP Rights* Patent</p> <p>② Application No* NZ 701616 <small>NZ NNNNNNN (e.g. NZ 765432)</small></p> <p>④ DAS Access Code* F724</p>	<p>③ Priority Filing Date* 2016/10/10</p> <p>⑤ Ref. Application No EE P200100591 <small>EE PYYYYNNNN (e.g. EE P201001234)</small></p>
<p>⑥ Retrieval</p>		


Figure 3 – Retrieval Screen

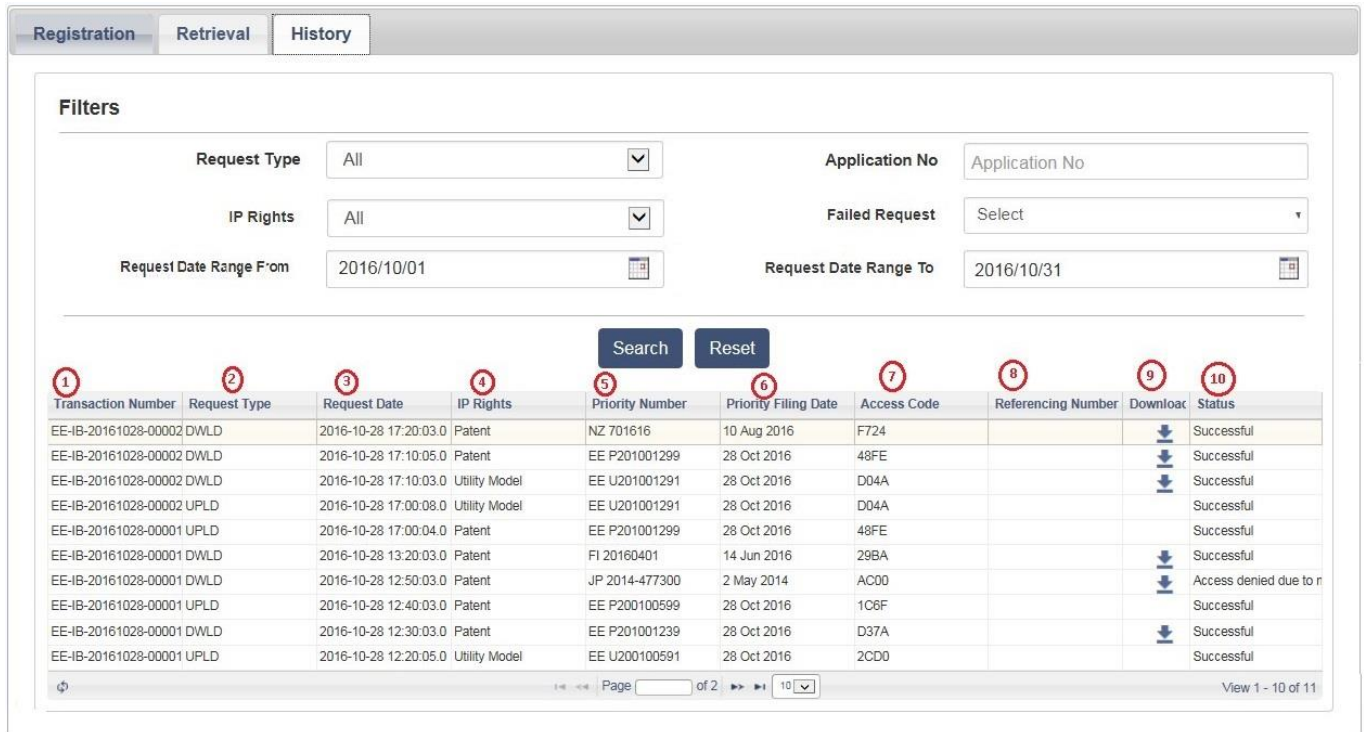
Description of the fields marked in RED are provided as follows:

- (1) This dropdown specifies the IP rights (Patent, Utility Model, etc.).
- (2) This field is to enter the priority number with 2 digit office code, based on the above selected IP rights a suggested number format appears below this field to assist user.
- (3) This field is to specify the priority filing date.
- (4) This field is to enter the DAS Access Code, which shall be always 4 digit hexadecimal characters.
- (5) This is an optional field can be used to capture the number for local reference application in which the retrieved priority document will be held.

HISTORY SCREEN

Using this this screen user may search the registration or retrieval request on a given date range.

Once the document is made available for download as PDF, please click on the download icon ().



Transaction Number	Request Type	Request Date	IP Rights	Priority Number	Priority Filing Date	Access Code	Referencing Number	Download	Status
EE-IB-20161028-00002	DWLD	2016-10-28 17:20:03.0	Patent	NZ 701616	10 Aug 2016	F724			Successful
EE-IB-20161028-00002	DWLD	2016-10-28 17:10:05.0	Patent	EE P201001299	28 Oct 2016	48FE			Successful
EE-IB-20161028-00002	DWLD	2016-10-28 17:10:03.0	Utility Model	EE U201001291	28 Oct 2016	D04A			Successful
EE-IB-20161028-00002	UPLD	2016-10-28 17:00:08.0	Utility Model	EE U201001291	28 Oct 2016	D04A			Successful
EE-IB-20161028-00001	UPLD	2016-10-28 17:00:04.0	Patent	EE P201001299	28 Oct 2016	48FE			Successful
EE-IB-20161028-00001	DWLD	2016-10-28 13:20:03.0	Patent	FI 20160401	14 Jun 2016	29BA			Successful
EE-IB-20161028-00001	DWLD	2016-10-28 12:50:03.0	Patent	JP 2014-477300	2 May 2014	AC00			Access denied due to r
EE-IB-20161028-00001	UPLD	2016-10-28 12:40:03.0	Patent	EE P200100599	28 Oct 2016	1C6F			Successful
EE-IB-20161028-00001	DWLD	2016-10-28 12:30:03.0	Patent	EE P201001239	28 Oct 2016	D37A			Successful
EE-IB-20161028-00001	UPLD	2016-10-28 12:20:05.0	Utility Model	EE U200100591	28 Oct 2016	2CD0			Successful

Figure 4 – History Screen

Description of the fields marked in RED are provided as follows:

- (1) Transaction number uniquely identifies a request.
- (2) Request type identifies if the entry is a Registration (UPLD) request or a Retrieval (DWLD) request.
- (3) Date when the request was made.
- (4), (5), (6), (7), (8) Displays the information from the request.
- (9) This column displays if the requested document is available for download.
- (10) This column displays the status of each request, in case of a successful request “Successful” text appears, and in case of error description an error message appears in this column.

UNAVAILABILITY OF SYSTEM COMPONENTS

The system as a whole depends on the IT systems of many different Offices, over which the International Bureau has no control.

However, the system is designed to cope with situations where a library in one Office is not available for a period and in such cases requests are placed in a queue until the relevant systems are available again.

This may cause delays so it is important to register the application and therefore it is necessary to take the appropriate steps as earlier as possible. It may also delay the Office of Second Filing from successfully retrieving a copy of your application, but this should only affect you in extreme cases and you should always be given an opportunity to supply a paper certified copy, in the unlikely event that the system fails completely for any particular case.

SUPPORT

For any DAS Office Portal related queries please email us at das.support@wipo.int

Note: The participating Office’s websites also provide useful DAS information relevant to that particular Office, please see http://www.wipo.int/das/en/participating_offices.html.

[End of Document]