## CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>About DAS</td>
<td>3</td>
</tr>
<tr>
<td>Participating Offices</td>
<td>3</td>
</tr>
<tr>
<td>Documents Which Can Be Made Available</td>
<td>3</td>
</tr>
<tr>
<td>Overview of DAS Use</td>
<td>4</td>
</tr>
<tr>
<td>DAS and the PCT</td>
<td>5</td>
</tr>
<tr>
<td>DAS Applicant Portal</td>
<td>5</td>
</tr>
<tr>
<td>Creating a WIPO Account</td>
<td>5</td>
</tr>
<tr>
<td>Selecting a Browser and Language</td>
<td>6</td>
</tr>
<tr>
<td>Supported Browsers</td>
<td>6</td>
</tr>
<tr>
<td>Languages</td>
<td>6</td>
</tr>
<tr>
<td>Logging In</td>
<td>6</td>
</tr>
<tr>
<td>Managing your Workbench</td>
<td>7</td>
</tr>
<tr>
<td>Tracking Document</td>
<td>9</td>
</tr>
<tr>
<td>Viewing Access History</td>
<td>10</td>
</tr>
<tr>
<td>Downloading Certificate (Of Availability)</td>
<td>10</td>
</tr>
<tr>
<td>Manage Notification PreferenceS</td>
<td>12</td>
</tr>
<tr>
<td>Viewing or Clearing NotificationS</td>
<td>12</td>
</tr>
<tr>
<td>Unavailability of system components</td>
<td>13</td>
</tr>
<tr>
<td>Lost access control codes</td>
<td>13</td>
</tr>
<tr>
<td>Support</td>
<td>13</td>
</tr>
</tbody>
</table>
ABOUT DAS

The WIPO Digital Access Service (“DAS”), available at https://www.wipo.int/das/en/, allows you to meet requirements for providing priority and similar documents in respect of participating Offices, without the need to obtain and send multiple certified paper copies of an application. Instead, you ask the Office where you are claiming priority (“Office of Second Filing” or OSF) to download a copy of the document directly from a digital library, normally held by or on behalf of the Office where the earlier application was filed from which priority is claimed (“Office of First Filing” or OFF).

DAS provides a secure, trusted mechanism which allows Offices both to transmit and to access unpublished documents with confidence that the transmission has been permitted by the applicant or other authorized person.

It is essential that users properly understand what is required to give permission for this transfer. Because the system is designed to work between pairs of Offices, which may have no other working relationship, there are steps involved, which are different from, or additional to those in other priority document exchange systems in operation between certain Offices.

As of January 1, 2019, there are 20 DAS participating Offices in total.

Participating Offices

An up-to-date list of participating Offices is maintained on the WIPO DAS website at: https://www.wipo.int/das/en/participating_offices.html. Other Offices are at various stages of preparation to join the system and are expected to join in the future.

Documents Which Can Be Made Available

The service is intended for use with documents related to patents, utility models, industrial designs and trademarks. At present, the service is operational for exchange of patent, utility model and design priority documents. The scope of documents which can be made available also depends on the policy of the Office of First Filing. Some Offices will allow any patent application filed at their Office to be entered into the system; other Offices offer the service only for a limited range of applications, such as those which have been filed in electronic form. The relevant scope for each participating Office is outlined in each Office’s notification on WIPO’s Digital Access Service (DAS) website at: https://www.wipo.int/das/en/participating_offices.html

The service will be extended to trademarks, once the participating Offices have made the necessary operational and technical changes.
Overview of DAS Use

There are essentially two steps to using the system:

Step 1. Ensure that the document is available to DAS

Request the Office of First Filing to deposit a copy of the earlier application to DAS.

The exact means of doing this will depend on the requirements of the particular Office with which the earlier application is/was filed. See the DAS home page at [https://www.wipo.int/das/en/](https://www.wipo.int/das/en/) and the PCT Applicant’s Guide, Annex B [https://www.wipo.int/pct/en/appguide/index.jsp](https://www.wipo.int/pct/en/appguide/index.jsp) for the procedure to be followed at each DAS depositing Office, or contact that Office directly.

Links to detailed instructions provided by each Office can be found on the DAS website at:

[https://www.wipo.int/das/en/participating_offices.html](https://www.wipo.int/das/en/participating_offices.html)

To make an earlier PCT application filed at WIPO’s receiving Office RO/IB available to DAS, refer to a separate User Guide “PCT and DAS”, available at [https://www.wipo.int/das/en/documentation.html](https://www.wipo.int/das/en/documentation.html)

Following your request to the Office, you will either receive an access code, or else a code which was given to you as part of the application process (for example, in the case of a USPTO application, the 4-digit confirmation number indicated on the original filing receipt) will become available for use as a DAS access code.

Step 2. Ask the Office of Second Filing to retrieve the document

The Office of Second Filing will retrieve the priority document from DAS only if you specifically request them to and indicate the access code on the application form.
DAS and the PCT

You can use DAS to meet PCT priority document requirements, by requesting the International Bureau to retrieve an earlier national or regional application that has been filed with a participating Office, or an earlier international application filed with RO/AU, RO/BR, RO/CL, RO/CN, RO/DK, RO/EA, RO/ES, RO/FI, RO/IB, RO/IN, RO/MA, RO/NL and RO/SE.

In terms of giving permission, the International Bureau is treated like any other Office of Second Filing. Even though the International Bureau runs the core systems of DAS, it cannot access your applications for use as PCT priority documents, unless you have provided it with the access code. A separate detailed User Guide on how to use DAS for PCT purposes, named “PCT and DAS”, is available on the WIPO DAS web site at https://www.wipo.int/das/en/documentation.html.

In short, the steps for furnishing priority documents for PCT purposes are as follows:

After you have taken the necessary steps with the Office of First Filing to make your priority application available via DAS, you can request the International Bureau to obtain it by marking the corresponding check-box in the Priority details of the request form PCT/RO/101 and indicating the access code in the relevant space.

If you filed a PCT application without DAS indications, it is also possible to provide them after filing. This can be done in the ePCT service (https://pct.wipo.int) as an Online Action or via the Upload Documents feature. For detailed instructions on how to use ePCT, please refer to the HELP topics accessible via the ePCT home page.

DAS APPLICANT PORTAL

This section describes the main features of the DAS portal available at https://www3.wipo.int/dasapplicant. The portal requires a WIPO account. If you already have a WIPO account used for an online service such as ePCT, the same account can be used here.

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 use your WIPO account to log in to the DAS portal.
SELECTING A BROWSER AND LANGUAGE

Supported Browsers

The applicant portal supports the following browsers:

- Mozilla Firefox 29.0+
- Microsoft Internet Explorer 8.0+
- Google Chrome 32.0+

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

Languages

You can switch between different language versions of the portal by clicking on the links at the top right of the page. The portal is currently available in the following languages:

- English
- French
- Japanese
- Korean
- Spanish

Note: Some shortcuts that are supported by the portal application itself may not be available in all languages.

LOGGING IN

The Applicant portal of DAS is available via WIPO web site at:

https://www3.wipo.int/dasapplicant

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

After clicking “Access the WIPO Digital Access Service” or “Access the demo version”, a screen appears requesting the following information to sign in:
To log in to the DAS Applicant portal, enter the username and password of your WIPO account or create an account if you don’t have one.

**MANAGING YOUR WORKBENCH**

After successful login, a workbench screen is displayed and it allows you to add priority documents for which you wish to check the access history by Offices of Second Filing. When using the portal for the first time and no document is associated with your account, there is no Workbench content.

The following screenshot is a Workbench example in which two priority documents have been added. A few key elements of the Workbench screen are highlighted and explained in red labels from WB 1 to WB11.
Description of the key elements:

- **WB1** This is the active tab of the screen which shows the list of priority documents that are associated with your WIPO account.
- **WB2** Tracking of documents can be added to or removed from your workbench (see Adding Document to Workbench screenshot).
- **WB3** This dropdown box offers several filtering options of your Workbench.
- **WB4** Details of each priority document are displayed in a row.

![Figure 2 – Workbench Screen](image)

<table>
<thead>
<tr>
<th>IP Right</th>
<th>Priority Number</th>
<th>Filing date</th>
<th>Access Code</th>
<th>Date of Availability</th>
<th>Last Accessed</th>
<th>Tracked By</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design</td>
<td>IB WIPO78879</td>
<td>2016-08-09</td>
<td>CS0E</td>
<td>2018-07-05</td>
<td>2019-06-13</td>
<td>15:30:05</td>
<td></td>
</tr>
</tbody>
</table>
• **WB5** This link allows you to download the certificate of availability from DAS.
• **WB6** This link allows you to view the access history of Office(s) of Second Filing.
• **WB7** This link indicates whether the document is also being tracked by other WIPO account(s).
• **WB8** This link leads to your WIPO account details.
• **WB9** These links allow you to sort the list of priority documents based on “Filing date”, “Date of availability” and “Last Accessed” date (by default priority documents are sorted based on “Filing date” in descending order).
• **WB10** Logging out of the portal.
• **WB11** The language switch to use the DAS portal in other languages
TRACKING DOCUMENT

To add a priority document to your workbench, enter the document details as follows:

![Add Priority Number To Your Workbench]

It should be noted that this operation is allowed if all of the provided details match one of the priority documents registered in DAS. Tracking of the same priority document can be associated with different WIPO accounts. When tracking a PCT application, enter the number following the format PCT/ES2013/000001.
VIEWING ACCESS HISTORY

After adding a priority document to your workbench, you can view the access history of Offices of Second Filing. The following screenshot shows typical responses by the system.

![Figure 4 – Viewing Access History Screen](image)

DOWNLOADING CERTIFICATE (OF AVAILABILITY)

The system allows you to view or download a certificate of availability to confirm that the copy of the application is available in DAS. This may be useful either as confirmation in your files, or to provide evidence to an Office that you have taken all the necessary steps to make the document available to them by the appropriate date and that any delays due to system problems, such as the digital library of
the Office of First Filing being temporarily unavailable, were not your fault. You can select whether such a certificate covers one, some or all of the Offices to which access has been granted. The system permits Offices to retrieve a similar certificate for themselves covering only the access which has been given to that Office.

**Figure 5 – Example of DAS Certificate**
MANAGE NOTIFICATION PREFERENCES

You can setup some notification options to receive from the DAS system alerts relating to the priority documents that are in your workbench. Possible options are:

![Notification Preference Screen]

**Figure 6 – Notification Preference Screen**

VIEWING OR CLEARING NOTIFICATIONS

Notifications can be sent to the email address which is associated with your WIPO account and are made available in the DAS portal as follows:

![Notification Screen]

**Figure 7 – Notification Screen**
UNAVAILABILITY OF SYSTEM COMPONENTS

The DAS 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, therefore it is important to register the application and 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.

LOST ACCESS CONTROL CODES

If you lose your DAS access code for an earlier application filed at CN, EP, FI, JP, KR, NZ or US, please contact the Office where you filed that application. If the application was filed at another DAS participating Office, contact the PCT eServices Help Desk for the access code to be resent to the e-mail address that you have provided for DAS purposes.

SUPPORT

For any DAS related questions, please contact the PCT eServices Help Desk, available Monday to Friday from 09:00 until 18:00 Central European Time. Every attempt will be made to respond to questions within one business day.

Web Form contact: https://www3.wipo.int/contact/en/area.jsp?area=das is available by clicking on the ‘Contact Us’ link at the top right corner of any DAS webpage.
The Help Desk can also be contacted by telephone at +41 22 338 9523.

The Help Desk is closed on Saturdays and Sundays, as well as on non-working days at WIPO which are listed at: https://www.wipo.int/contact/en/holidays.html.

**Note:** The participating Offices' websites also provide useful DAS information relevant to that particular Office, please see https://www.wipo.int/das/en/participating_offices.html.

[End of Document]