

E-Filing User Registration Guide

Web Client

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Version Control

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1 Introduction

1.1 Purpose

The purpose of this document is to give a step by step guide on how to register for the electronic filing system (e-Filing) before accessing the functionalities and the services provided by CIPC.

1.2 User Registration Process Description

In order for the user to access the e-Filing website, the user need to be registered. To register, you will have to go to CIPC website www.cipc.co.za to access the e-Filing Services (Web Client). The purpose for user registration process is for customer code verification and other security reasons.

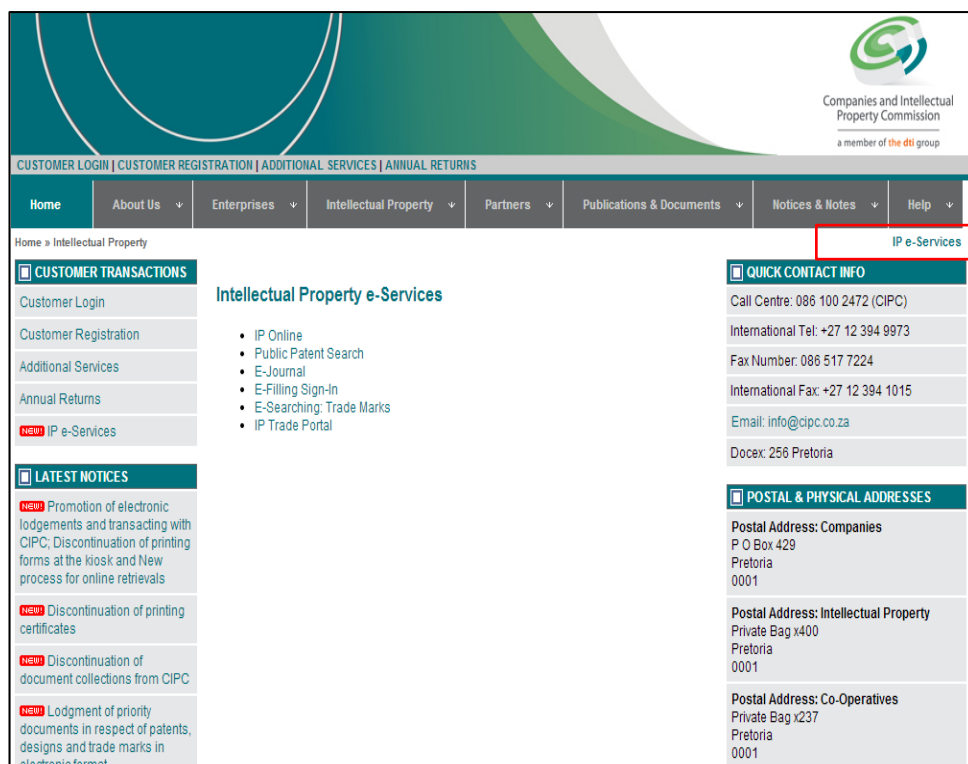


Figure 1: CIPC Home Page

On the above screen, the user should click on “*IP e-Services*” link on the top-right side menu highlighted in red

At all times **admin approval** is required before the user can have access to this section. Registered e-Filing user(s) will be able to navigate the website and the e-Filing system after admin approval. Navigation include **viewing the facilities** they have registered for and **their additional information**. You should be able to *submit applications, view messages received from CIPC, send messages to CIPC as well as view applications you have recently submitted through the e-Filing process.*

The user should be directed to the page below after clicking on the link. The user can then click on **“E-Filing Sign-In”** link highlighted in red to register in order to access the e-Filing Services.

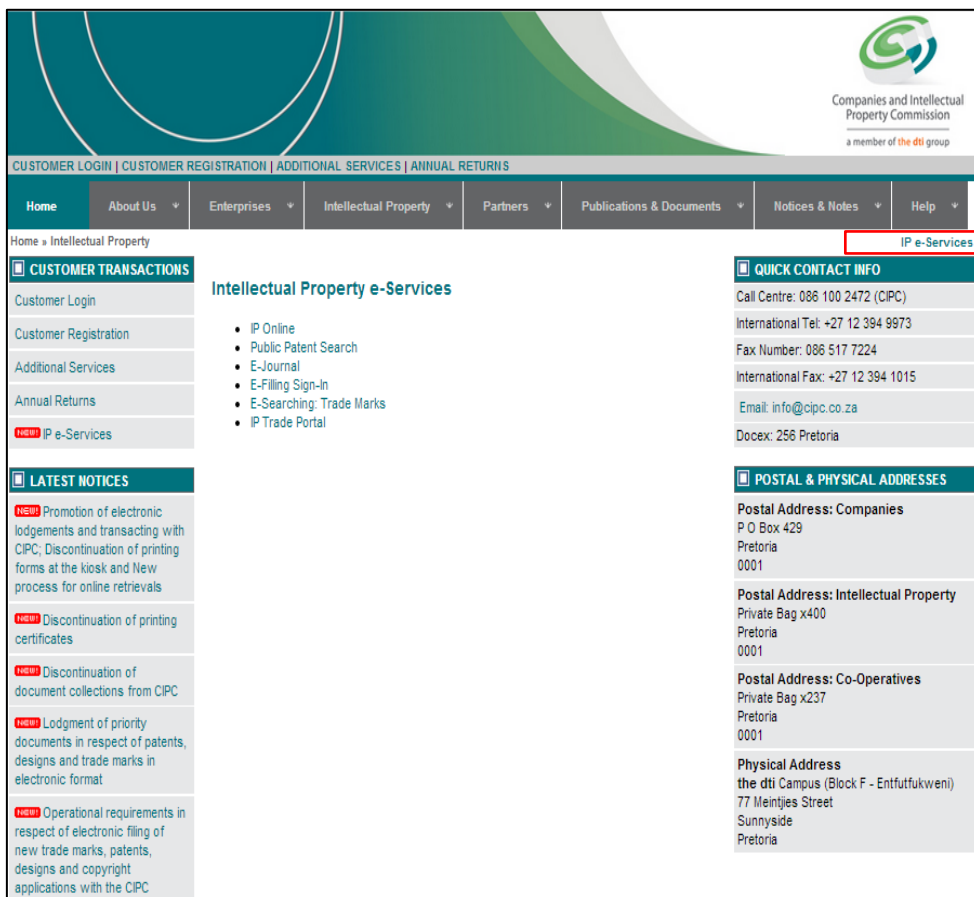


Figure 2: IP Services Screen

1.3 Creating a new account for e-Filing

The user should click on the **here** link, the registration form should appear for registering on e-Filing Services.

here.' and 'To download the user registration manual, Click [here](#).' Below this is a login form with fields for 'Username:' and 'Password:', each with a red asterisk indicating a required field, and a 'Login' button. Further down, there are sections for 'What is e-Filing?', 'CUBA Desktop Client', and 'Web Client' with descriptive text and links." data-bbox="165 271 764 626"/>

e-Filing Services (Web Client)

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Login Here

To utilise the e-Filing services, You need to be the registered CIPC e-Filing user. Register [here](#).

To **download** the user registration manual, Click [here](#).

Please enter your CIPC e-Filing Services username and password.

Username:

Password:

Login

What is e-Filing?

The CIPC E-FILING SERVICES in respect of intellectual property introduces an [electronic procedure](#) to lodge new trade mark, patent, design and copyright applications in South Africa, from the comfort and convenience of your home or office.

CIPC has developed 2 different formats which may be utilized for e-filing, depending on the customer specific requirement.

CUBA Desktop Client

CUBA (CIPC Utility for Bulk Applications) Client has been designed to cater for the lodging of bulk applications by way of XML file uploads directly into the CUBA application.

Any development which may be required to utilise CUBA client to lodge new applications in bulk, will be the responsibility of the person/s who wishes to make use of such method to lodge new applications.

To **download** the CUBA Client Application, XML Schema and user guide [click here](#).

Web Client

The web client interface has been designed to cater for single application submissions. This application will also allow you to attach your logo (device), and any other supporting documents which should accompany your application.

Figure 3: e-Filing Services Login Here Page



Please note that in order for you to be able to transact on the e-Filing website, you need a **CIPC customer code**. The registration link and the manual is provided in the e-Filing services page.

Access To South Africa's Intellectual Property Resources

Home > User account > User account

Switch to: Professional Zone

Companies and Intellectual Property Commission
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RESOURCES
- Publications
- CIPC Website
- News From WIPO

User Menu
- Ask Us
- FAQs

NOTICES
The e-Journal publication for July 2013 is available online for viewing and download!!!

Trade Marks
Patents
Designs
Copyright
E-Journals

Quick Links
Latest Journal
Upload & Preview
e-Filing
Patent Search
Trade Mark Search

Create new account | Log in | Request new password

User account

This registration is a requirement for the following services: 1. Submitting applications for e-journal advertisements and 2. Participation in discussion forums. Other services are available for commercial users. Subscription fees may be required for some services. In all cases administrator approval will be required.

Account information

Username: *

E-mail address: *

CIPC Customer Code: *

Organisation: *

Address: *

City: *

Country: *

Area code: *

Phone: *

Fax: *

Registration for Commercial users

IP-Online
Provide online services to access information and documents concerning South African IP.

E-Filing
Apply for registered users to an electronic filing of IP using this zone. And CIPC's e-Forms Online.

TERMS AND CONDITIONS

CHAPTER 1: GENERAL PROVISIONS

1. Definitions
2. Service conditions and delivery
3. Hypertext, framing, spiders and crawlers
4. Intellectual property and restriction on use
5. Access and availability of service and links
6. Submissions / bulletin boards
7. Rules of conduct for the visitor and customer
8. Damages, warranty and indemnity
9. General
10. Agreement to and termination of agreement
11. Electronic Communication Legal Notice

I agree with these terms. *

CAPTCHA
This question is for testing whether you are a human visitor and to prevent automated spam submissions.

except

IP-Online (new account) | CIPC (new account)

[Create new account]

Figure 4: Registration Form Page

The user would be required to complete all required mandatory information indicated by red asterisks.

After completing all the required information on the registration form, the user should click on the **“Create new account”** button at the end of the form.

The user should receive an acknowledgment email for registering with e-Filing Services account.

2. Sign Off

The signatures below indicate an acceptance of the e-Filing Services user registration guide as detailed in this document.

For and on behalf of CIPC:

CIPC Signature:
Name:
Designation:
Date:

CIPC Signature:
Name:
Designation:
Date: