EFS-Web Multi-doc PDF QRG

PDF files that contain multiple documents must be separately indexed to be labeled properly. For example, a patent application PDF file may contain a specification, claims, abstract, and drawings that should be listed as separate documents in the USPTO system. Enter the page ranges for each section so that the documents are properly displayed in the systems. Amendments should be separated as well.

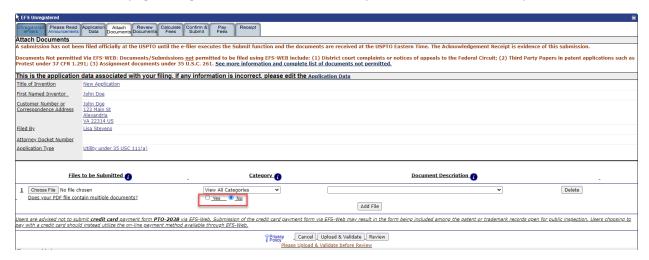Attach Documents page: in Figure 1 Select "Yes" for "Does your PDF file contain multiple documents?"

Figure 1

Selecting "Yes" will show 2 lines for the documents. And when button "Add Document" is selected another line is added for a document to be identified as shown in Figure 2
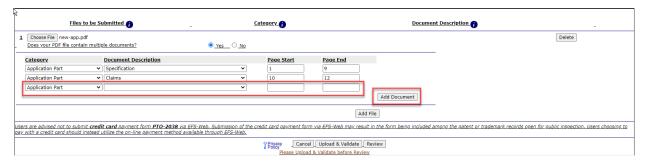

Figure 2

After you have added all the documents needed, you can "Upload & Validate" your document; see Figure 3
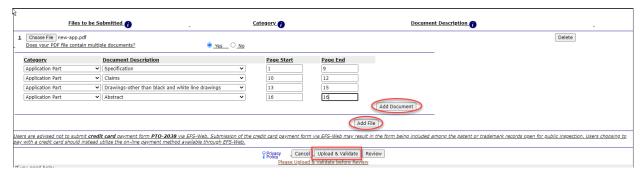

Figure 3

At this point you can either, add additional sections of documents by clicking "Add Document", additional documents by clicking "Add File" or "Upload & Validate" these documents.

REMEMBER! For new submissions, there must be at least one attachment other than the EFS-Web generated fee sheet.

TIP! You are limited to 60 documents per submission at 25MB per file. (or 60 lines if multi-doc included)

WARNING! If you file a new submission and do not include a PDF file with a document description of "specification", it could result in a delay in processing of your submission