

# 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?”

The screenshot shows the EFS-Web interface for attaching documents. The 'Attach Documents' section is active. A message states: "A submission has not been filed officially at the USPTO until the e-filer executes the Submit function and the documents are received at the USPTO Eastern Time. The Acknowledgement Receipt is evidence of this submission." Below this, it lists documents not permitted via EFS-WEB. The application data section shows: Title of Invention: New Application; First Named Inventor: John Doe; Customer Number or Correspondence Address: John Doe, 123 Main St, Alexandria, VA 22314 US; Filed By: Lisa Stevens; Attorney Docket Number: ; Application Type: Utility under 35 USC 111(a). The 'Files to be Submitted' table has one entry: '1' with 'Choose File' and 'No file chosen'. The checkbox 'Does your PDF file contain multiple documents?' is selected 'Yes'. A red box highlights the 'Yes' radio button. Buttons for 'Add File', 'View All Categories', 'Delete', 'Privacy Policy', 'Cancel', 'Upload & Validate', and 'Review' are visible.

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

The screenshot shows the 'Files to be Submitted' table with two entries. The first entry is 'Specification' (Application Part) with page range 1-9. The second entry is 'Claims' (Application Part) with page range 10-12. A red box highlights the 'Add Document' button. The 'Does your PDF file contain multiple documents?' checkbox is selected 'Yes'. Buttons for 'Add File', 'Delete', 'Privacy Policy', 'Cancel', 'Upload & Validate', and 'Review' are visible.

Figure 2

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

The screenshot shows the 'Files to be Submitted' table with four entries. The first entry is 'Specification' (Application Part) with page range 1-9. The second entry is 'Claims' (Application Part) with page range 10-12. The third entry is 'Drawings-other than black and white line drawings' (Application Part) with page range 13-15. The fourth entry is 'Abstract' (Application Part) with page range 16-16. Red boxes highlight the 'Add Document' and 'Add File' buttons. The 'Does your PDF file contain multiple documents?' checkbox is selected 'Yes'. Buttons for 'Delete', 'Privacy Policy', 'Cancel', 'Upload & Validate', and 'Review' are visible.

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