



**EFS-Web**

**Get the POINT of  
EFS-Web**

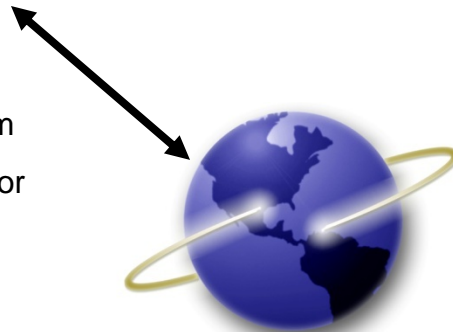


## Process

- Assemble a cross-functional team
- Develop a well-defined process for reviewing documents



## Organization

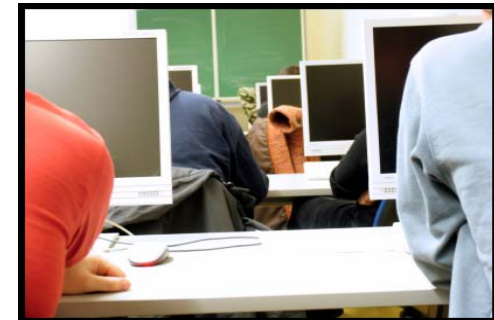


## EFS-Web

USPTO Patents e-Commerce



## Information Technology



## Training

For additional information, visit:

<http://www.uspto.gov/ebc/portal/efs/bestpractices.html>



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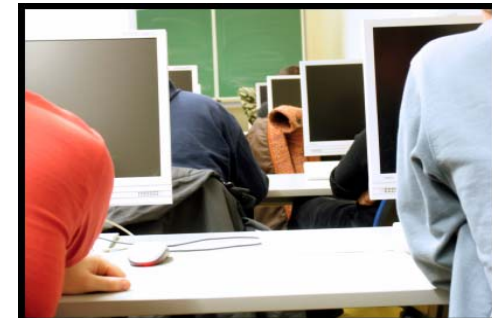


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## Organization

- Create an internal executive champion and user champions
- Implement EFS-Web with small groups at first then broaden use throughout the organization



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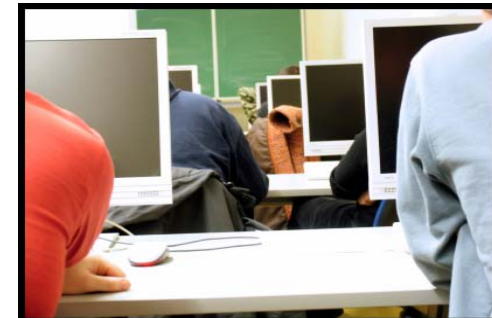


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## Information Technology

- Involve IT support from the beginning to ensure success



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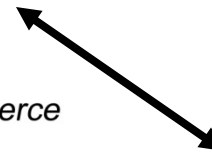
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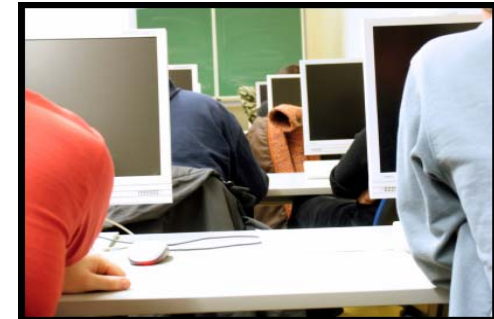


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- Develop internal training protocols using USPTO materials
- Combine group trainings and one-on-one training



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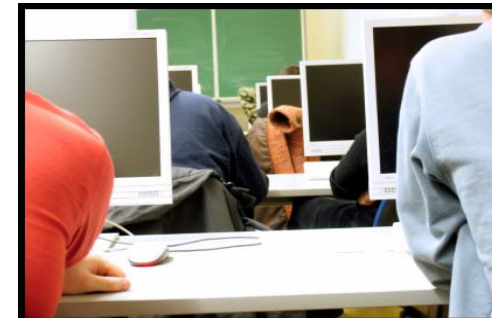
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*“We estimate the combined year-in, year-out [savings] is about 20 minutes a submission that our paralegals spend doing other things rather than focusing on whatever the old process was.”*  
- EFS-Web Best Practices Forum Participant



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