

# **Logged-in Access in OSIM FO**

*Features and Advantages*

# 1. Introduction

In OSIM FO two options exist now for filing applications electronically – anonymously and as logged-in user.

The first option is the very well known – anonymous access. Anonymous access allows the user to file an application without having a profile in the OSIM’s portal. When a user does not have a profile to be identified with, he is considered to be anonymous. Anonymous users have no way to view applications and data that they own. Ownership comes from the fact that the user has created the applications and he is entitled to receiving up to date information about those applications, but because anonymous user’s identity is not known to the systems, OSIM cannot allow to disclose information to entities with unverified identity.

The second option is the Logged-in access. In this case user has created a profile in OSIM’s portal, has logged-in and so in OSIM’s electronic systems this user has an identity. Because of this fact, when the user has proven that he is who he claims to be, OSIM can let him view sensitive data about the applications that he owns.

Logged-in access has many advantages. Users benefit from special functionalities. They can view a history of the electronic applications they have filed using OSIM’s Front Office, users can view an up to date information about the portfolio of IP objects that are considered to be owned by them. This information can be viewed anytime, anywhere, because it is available online.

## 2. Logged-in access – features and advantages

### 2.1. *Staying anonymous vs logging in*

The indication whether the user is logged-in or not is in the header of the page, no matter what kind of application the user wants to start.

If in the upper right corner of the screen, the message says “Log in”, then the user is anonymous.



[Logare](#)

If the user starts an application when he is anonymous, he will file that particular application anonymously.

If, on the other hand, user wants to start an application as a logged-in user, he must log in the OSIM portal, **before** he starts the application.

**Important: If the user starts an application and in the middle of it decides to log in, after logging in the information filled in before the log in will be lost!**

To sign in user clicks the button “Log in”. If the user is logged-in already to the portal, clicking just that button will result to logging into the application. In case user has not previously signed in in the portal, then he will be redirected to the log-in page of the portal.



Here user must enter his username and password and click button “Sign in”.

When the user has identified himself, he will be redirected back to the initial screen of the application he wanted to start.



In the upper right corner of the screen is indicated that the user is logged-in by showing his name and the button “Log out”. The name of the user will be his personal name if he is marked as natural person in the portal or it will be the name of the legal entity if user is marked as such in his profile.

## 2.2. Import of user details

This functionality is present only for users that are logged-in the portal.

When a user starts a new application, depending on the role that the user has in portal, details will be filled in specific sections automatically, or user will have the opportunity to fill them by clicking a button.

### 2.2.1. Automatic import of applicant details from user profile

When the user is marked in his portal profile with the role “Applicant/Owner”, his details will be automatically imported in the “Applicant” section of whatever kind of application user starts.

Let’s take for example starting a new application for registering a trademark. On the first step of the filing process, user can see that there are already filled in details in the section “Applicant” and a closer look reveals that the details of the applicant matches the details of the user in the portal.

The screenshot displays the OSIM portal interface for online trademark registration. At the top left is the OSIM logo, and at the top right, the user is logged in as 'TEST Ltd.' with a 'Delogare' link. The main heading is 'Aplicații online pentru înregistrarea mărcii'. Below this is a progress bar with six steps: 1. Detalii mărcii naționale (active), 2. Bunurile și serviciile, 3. Priorități, 4. Confirmare, 5. Detalii plată și plătitor, and 6. Semnătură electronică. To the right, a summary box shows 'Total taxe' of 150 EUR and 'Taxe selectate' of 40 EUR. Below the progress bar, there is a section titled 'Folosiți o marcă existentă ca șablon pentru cererea curentă (Opțional)'. This section includes input fields for 'Introduceți numărul sau numele', 'Import', and 'Căutați în TMView', along with a note 'Importă marca comunitară anterioară'. Below this is the 'Solicitant' section, which contains a table of applicant details. The table has columns for 'Număr', 'ID', 'Tip', 'Nume', 'Țară', 'Consent', and 'Opțiuni'. A single row shows details for applicant 1: Efiling0, Persoană juridică, TEST Ltd., BG, and a consent of '-'. An edit button (pencil icon) is visible next to the 'Opțiuni' column. Below the table is a '+ Solicitant' button.

Număr	ID	Tip	Nume	Țară	Consent	Opțiuni
1	Efiling0	Persoană juridică	TEST Ltd.	BG	-	

+ Solicitant

Imported details for applicant, which came from the user profile, cannot be removed. User can just view what details are filled in the form clicking the edit button ( ).

Număr	ID	Tip	Nume	Țară	Consent	Opțiuni
1	Efiling0	Persoană juridică	TEST Ltd.	BG	-	

+ Solicitant

### Detaliile solicitantului

Tip solicitant \*

Persoană juridică

Anulare

+ Adăugare

Denumire legală

TEST Ltd.

Formă legală

Cabinet Individual

Cod Fiscal

Prenume persoană de contact

Nume persoană de contact

Țară

Bulgaria

Localitate/Sector

Sofia

Cod poștal

1002

Adresa

Somewhere there

Alte componente ale adresei (ex. bloc, etaj, apartament)

Telefon

0998778655

Fax

email

raya@raya.com

Website

Adresa de corespondență este diferită de cea introdusă

Anulare

Salvare

The details cannot be edited.

#### 2.2.2. Automatic import of representative details from user profile

When the user is marked in his portal profile with the role “Representative”, his details will be automatically imported in the “Representative” section of whatever kind of application user starts.

Let's take for example starting a new application for registering a trademark. On the first step of the filing process, user can see that there are already filled in details in the section "Representative" and a closer look reveals that the details of the representative matches the details of the user in the portal.

The screenshot shows the OSIM online application portal. At the top left is the OSIM logo. At the top right, it says "Bine ați venit Represent Ltd. [Delogare](#)". The main heading is "Aplicații online pentru înregistrarea mărcii". Below this is a progress bar with six steps: 1. Detalii mărcii naționale (highlighted), 2. Bunurile și serviciile, 3. Priorități, 4. Confirmare, 5. Detalii plată și plătitor, 6. Semnătură electronică. To the right of the progress bar is a tax summary table:

Total taxe	731 RON 150 EUR
Taxe selectate	195 RON 40 EUR

Below the progress bar is a section titled "Folosiți o marcă existentă ca șablon pentru cererea curentă (Opțional)". It contains a search box with the placeholder "Introduceți numărul sau numele" and buttons for "Import" and "Căutați în TMView". Below the search box is a note: "Importă marca comunitară anterioară".

Underneath is the "Solicitant" section, which is currently empty with a "+ Solicitant" button.

The "Reprezentant legal" section is active. It has a sub-heading "Detalii personale" and a table with the following data:

Număr	ID	Tip	Nume	Țară	Consent	Opțiuni
1	Efiling0	Persoană juridică	Represent ...	RO	-	

Below the table is a "+ Reprezentant legal" button.

These imported representative details cannot be removed. User can only view more information clicking the edit button ( ).

Număr	ID	Tip	Nume	Țară	Consent	Opțiuni
1	Efiling0	Persoană juridică	Represent ...	RO	-	

## + Reprezentant legal

### 1 Adăugare reprezentant

#### Denumire Legală

[Anulare](#)[+ Adăugare](#)

#### Formă Legală

#### Cod fiscal

#### Prenume persoană de contact

#### Nume persoană de contact

#### Țară

#### Stat/Județ

#### Localitate/Sector

#### Cod poștal

#### Adresa

#### Alte componente ale adresei (ex. bloc, etaj, apartament)

#### Telefon \*

#### Fax

#### email \*

#### Website

 Adresa de corespondență este diferită de cea introdusă

#### Tip procură

#### Data procură

#### Nr procură

#### Procura

 Atașare fișiere Amânați transmitere fișier[Anulare](#)[Salvare](#)

The details for the person cannot be edited. User can still attach a power of attorney if he wants to. Of course, after adding attachments, in order for them to be saved, user must click button “Save”.

### 2.2.3. Automatic import of designer details from user profile

The automatic import of designer details from user profile is available only for electronic applications for design registration. Here, analogous to the other two automatic imports, user must be logged in and marked in his profile with the role “Creator”.

In this case, when the user reaches the third step from the filing process, he can see that his details are filled in automatically in the designer section.

Autorul		
Datele dumneavoastra		
Număr	Nume	Opțiuni
1	Marin Mladenov	
<a href="#">+ Adăugare Autor</a>		

User can not remove the details, imported from his/her profile. The only option here is to view the imported details, by clicking the edit button (  ).

Număr	Nume	Opțiuni
1	Marin Mladenov	

[+ Adăugare Autor](#)

Autorul renunța la drepturile sale în favoarea solicitantului [Anulare](#)

**Prenume**

**Nume**

**Adresa**

**Localitate/Sector**  **Cod poștal**

**Alte componente ale adresei (ex. bloc, etaj, apartament)**

**Țară**

Adresa de corespondență este diferită de cea introdusă

**Telefon**  **Fax**

**email**

**Website**

**Declarație Solemnă** ▾

**Baza Legală (dacă Autorul Nu Este și Solicitant)**

[Anulare](#)

The user cannot edit the person details, but can add attachments if he/she wants to. Of course, after adding attachments, in order for them to be saved, user must click button “Save”.

#### 2.2.4. User initiated import of new owner/licensee/rem creditor from user profile

In case user is marked in his profile as “Applicant/Owner”, his details can be imported in new owner, licensee or rem creditor sections in the eservices for transfer, licence or rights in rem registration for mark or design.

Let’s take for example the eservice transfer for trademark.

User can notice the button to import the new owner details from user’s profile.

## Noul titular

Import datele persoanei juridice

Copiază din solicitanți

+ Noul titular

If this button is clicked, then the user's profile details get imported as new owner.

## Noul titular

Datele dumneavoastră

Număr	Tip	Nume	Țară	Opțiuni
1	Persoană juridică	TEST Ltd.	BG	 

Copiază din solicitanți

+ Noul titular

In this case the imported details can be deleted.

If user decides to edit the details, he can see that the fields are disabled.

A special case is present in the services for right in rem registration for trademark or design. There in the section for rem creditor user can again import the details from his profile. If he does that, a record appears:

## Rem creditor

Datele dumneavoastră

Număr	Tip	Tip drept real	Nume	Țară	Opțiuni
1	Persoană juridică		TEST Ltd.	BG	 

If the user opens this record for edit, he can see that all fields are disabled except the fields for adding an attachment and specifying the rem type.

Datele dumneavoastră

Număr	Tip	Tip drept real	Nume	Țară	Opțiuni
1	Persoană juridică		TEST Ltd.	BG	 

Copiază din solicitanti

**Tip persoană \*** Anulare

Persoană juridică

**Denumire legală**

TEST Ltd.

**Formă Legală**

Cabinet Individual

**Cod fiscal**

**Prenume persoană de contact**

**Nume persoană de contact**

**Țară**

Bulgaria

**Localitate** **Cod poștal**

Sofia 1002

**Adresa**

Somewhere there

**Alte componente ale adresei (ex. bloc, etaj, apartament)**

**Telefon** **Fax**

0998776655

**Email**

raya@raya.com

**Website**

**Tip drept real \***

--SELECT--

**Document justificativ**

Adăugare fișiere acum  Trimitere fișiere ulterior

Adresa de corespondență este diferită față de cea introdusă

Anulare

Specifying rem type is mandatory and user cannot continue without filling in the rem type.

### 2.2.5. User initiated import of signatory details from user profile

When the user is marked in his profile as “Applicant/Owner” or “Representative”, in all eservices applications he/she can import his details into the “Signatory” section.

## Semnătura

Importăți semnătura

+ Semnătura

For this, user must click the button “Import signature”. This way the system will fetch the details from user’s profile and add a record in this “Signatory” section.

## Semnătura

Semnătură

Număr	Nume complet	Calitatea semnatarului	Opțiuni
1	Raya Aneva	Solicitant	 

+ Semnătura

The imported name is the natural person’s name and his role in portal – applicant or representative.

Număr	Nume complet	Calitatea semnatarului	Opțiuni
1	Raya Aneva	Solicitant	 

+ Semnătura

Prin completarea numelui și prenumelui confirmați că ați verificat datele introduse și că doriți să transmiteți cererea

Nume

Calitatea în care semnează

Anulare

The details cannot be edited.

### 2.3. Possibility to view filed applications details in My e-Filings

A great benefit from filing applications as logged-in user is that in the portal, user can view all applications he has filed and check their details. This functionality is present in My e-Filings in the portal.

Home / My e-Filings

## My e-Filings

To browse your apps, select one of the following categories:

 **e-Marks**  
Here you can browse the mark registration applications, filed using OSIM's tm-e-filing tool

 **e-Designs**  
Here you can browse the design registration applications, filed using OSIM's ds-e-filing tool

 **e-Services**  
Here you can browse filed applications, concerning mark and design secondary actions like renewal, transfer, etc.

Here user can select which kind of applications he/she wants to browse. For the example, let's browse e-Marks applications.

After clicking the e-Marks button user is redirected to a different page where all electronically filed by this user applications for trademark registration can be viewed.

Home / My e-Filings / e-Marks

## e-Marks

Date From	Date To	ID filing	Application number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Application status			
<input type="text"/>			
			<input type="button" value="CLEAR"/> <input type="button" value="SEARCH"/>

TOTAL 1

CREATED ON ▾	ID FILING ⚡	APPLICATION NUMBER ⚡	APPLICATION STATUS ⚡	OPTIONS
06/10/2021	EFRO202100000000022	M2021/000002	Introdusa	

Page size 10 ▾ (1 of 1) << < 1 > >>

If user clicks the view icon for an application, he gets to view all of the application details. From the detailed page, the receipt for that particular application can be downloaded.

DOWNLOAD RECEIPT
🔄

---

**Application Details** ...

<b>Temporary number:</b>	IFR0202100000000002	<b>Application number:</b>	M2021/000002
<b>Application date:</b>	06/10/2021	<b>Status:</b>	

**Mark Details** ...

<b>Mark kind:</b>	Individual
<b>Mark type:</b>	Wordmark
<b>Word elements:</b>	sdfsf

**Applicant Details** ...

#	PERSON NAME	ADDRESS	E-MAIL
1	asd asd	AT, asdad 123, dasd	

**Representative Details** ...

No representatives are present in this application

**Nice Classes** ...

CLASS	TERMS
23	dljdlj

**Priority Details** ...

TYPE	COUNTRY	NUMBER	DATE	OTHER	FILES
Priority	EU	345345	30/09/2021		<a href="#">1bc.pdf</a>

**Signatory Details** ...

NAME	CAPACITY
dlj	Applicant
dlj	Applicant

**Application Notes** ...

No additional notes in the application

**Application Attachments** ...

No additional attachments added in application

#### **2.4. Possibility to view up to date information for applications, filed from the specific profile**

There is another functionality in the portal that allows logged-in users to view up to date information on their applications.

After a logged-in user files an application for trademark or design registration and the application gets processed by OSIM, the user will be able to view it in a special part of the portal, called My IP Objects.

Home / My IP Objects

## My IP Objects

You can select the type of IP object you want to view from the following options:



**My Marks**

Here you can search and view the latest information on the marks that are connected to your profile.



**My Designs**

Here you can search and view the latest information on the designs that are connected to your profile.

Here user can decide what kind of application he wants to view and click the corresponding button.

### My Marks

Deposit number	Registration number	Status	Title
<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>
Deposit date from	Deposit date to	Filing date from	Filing date to
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Registration date from	Registration date to	Expiration date from	Expiration date to
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			<input type="button" value="CLEAR"/> <input type="button" value="SEARCH"/>

TOTAL 1

DEPOSIT NUMBER	DEPOSIT DATE	REGISTRATION NUMBER	REGISTRATION DATE	NAME	STATUS	EXPIRATION DATE	OPTIONS
000033	07/10/1965	011637	31/07/1993	AGOZOL	Anulat- Decazut		

When the user clicks to view his marks, he can see all applications that he owns in the portal and view their details.

## Application 000033

<b>Basic information</b>				
<b>Application id:</b>	000033	<b>Application date:</b>	09/12/1989	
<b>Registration number:</b>	011637	<b>Registration date:</b>	11/07/1993	
<b>Entitlement date:</b>	07/10/1985			
<b>Status:</b>	Analiz-Declarat			
<b>Mark details</b>				
<b>Mark kind:</b>	Word			
<b>Mark type:</b>	TM			
<b>Mark right type:</b>	Individual			
<b>Mark name:</b>	AGCZOH			
<b>Persons details</b>				
<b>OWNER</b>				
#	PORTAL #	NAME	ADDRESS	EMAIL
1	6696888	<b>SOCIETATEA ANTIBIOTICE LASI</b>	Romania, IASI 6600, Judetul Iasi	
<b>REPRESENTATIVE</b>				
#	PORTAL #	NAME	ADDRESS	EMAIL
1	1222445	<b>NEDESEMENAT</b>	*****, *****	
<b>Nice classes</b>				
CLASS	TERMS			
5		Antibiotice de uz uman si veterinar, produse farmaceutice pe baza de antibiotice si fara antibiotice, prezentandu-se sub forma de pulberi, granule, solutii, tablete, capsule, drajuri, unguente, creme, suspensii, supozitoare, zuditi pentru faraje medicinale.		
21		Produse farmaceutice de uz zootehnic administrate direct sau in amoniac.		
<b>Priorities details</b>				
There are no priorities for this application				
<b>Publications details</b>				
There are no publications for this application				
<b>Records details</b>				
There are no records for this application				
<b>Fees and payments</b>				
You can check the fees, related to this application here:		You can check the payments, related to this application here:		
<a href="#">OPEN FEES</a>		<a href="#">OPEN PAYMENTS</a>		
<b>Notes</b>				
There are no notes for this application				

The details here can change. Every change that OSIM experts makes on a particular application of the user will be synced and this way users can be updated on what gets changed in their applications.

**Important:** My IP Objects functionality differs greatly from My e-Filings functionality. In the second, the details never change. The details in My e-Filings are a snapshot of what was initially filed by the user and they never get updated.

**Important:** If an application is filed electronically, it might take time for it to be displayed in My IP Objects page because it needs to be processed by OSIM's experts.