

Brief instructions for adding an e-mail address to the eGov directory via IncaMail

In order for the IPI to be able to send you letters on ongoing IP procedures or on certain IP titles electronically, your e-mail address must be included in the eGov directory of e-mail addresses authorised for electronic communication with public authorities. Please proceed as follows:

1. open a (free) IncaMail account for your e-mail address
2. log in to your new IncaMail account
3. switch to 'Settings' in the selection menu at the top right
4. select 'Registered emails'
5. now select 'Receive all registered e-mails (including eGov)', specify in the next window how you would like to be entered in the eGov directory and follow the instructions in IncaMail.
6. as soon as you have verified your postal address via IncaMail and have been added to the eGov directory, you can send an e-mail to tm.admin@ekomm.ipi.ch to inform us of all IP rights for which you would like to receive future letters from the IPI by e-mail via IncaMail.

Please note that for electronic submissions to the IPI regarding ongoing IP procedures or specific IP titles, only the designated input e-mail addresses tm.admni@ekomm.ipi.ch, patent.admin@ekomm.ipi.ch and design.admin@ekomm.ipi.ch can be used. The IPI cannot accept submissions via IncaMail.