

# Submitting procedural requests about applications in MyEPO Portfolio

## Frequently Asked Questions (FAQs)

### What types of requests can I make about my applications in MyEPO Portfolio?

You can submit the following procedural requests to the EPO about your applications:

- Request to change or withdraw the representative assigned to an application.
- Request changes to the bibliographic data associated with an application (eg. inventor's name, addresses, proprietors, etc).
- Withdraw an application.

### Who can submit requests for changes about my applications in MyEPO Portfolio?

Requests for changes about applications at the EPO must be signed off by the representative assigned to the application or opposition case, or by the applicant or opponent themselves if they are self-representing and not making use of a professional representative.

In practice, many firms work with teams of paralegal or IP support staff who draft and submit requests, duly signed by the representative.

As a rule, in MyEPO Portfolio **any user who has been granted access** by their company administrator to work on a given portfolio of applications, will have access to the “Applications and patents” area, where they **can draft, review, and submit requests**.

This applies to all requests except for “**change or withdrawal of representation**” which is currently not available for paralegals or company administrator: only the representative appointed to an application can request changes to representation.

For more information about how to manage access in MyEPO Portfolio, please see this feature guide on managing user access.

For more information about how to become a user with access to our online MyEPO services, please see the “[Getting access](#)” page on the EPO website.

## **Can I change the bibliographic data for my application at any time?**

The bibliographic data for an application includes the title of the invention, classification of the invention, the date of filing, and information about the applicants, designated states in which patent protection is requested, priority claims and inventors.

You won't be allowed to change the classification or date of filing of the application, as this is information that the EPO determines on initial filing and during the search and examination steps.

However, you may request changes for the other data at any time up to publication of the granted patent: title of the invention, classification of the invention, the applicants, designated states, priority claims and inventors.

## **I've always used MyFiles to request a change of representation. Can I carry on using MyFiles?**

You still can, but only until May 2024. This is because MyEPO Portfolio already allows you to do everything you used to do in our legacy MyFiles tool and replaces MyFiles, which we will switch off in June 2024.

MyEPO Portfolio is a more flexible, user-friendly, and functionally rich serve than our legacy MyFiles, Mailbox and Administration facility tools.

It provides a simple way of replying to EPO communications and submitting procedural requests like change of representation. And users receive step by step guidance on how to submit each reply or procedural request, making life easier for less experienced users.

MyFiles will be decommissioned soon, so we strongly advise you to start using MyEPO Portfolio.

## **I have selected some applications, but the option to change or withdraw representation in the "Actions" drop-down list is disabled. Why is that?**

If you select applications in opposition or in unitary patent phase, this option will not be available. Please make sure you select only EP applications in search/examination and/or Unitary Patents.

Also, only the appointed representative can request changes to representation. This feature is currently not available for paralegals or other IP administrators.

## **Can't I just continue to use Online Filing (epoline eOLF) or Online Filing 2.0 to submit a 1038 form with these kind of requests about my applications to the EPO?**

You can still do this but will be missing out on the advantages of using our new MyEPO Portfolio service for submitting these requests.

MyEPO Portfolio is the place to interact with us on your EP and PCT proceedings, whether for receiving and responding to communications from the EPO, requesting changes about your applications, or having a live interaction with an EPO examiner about your application content.

Replying to EPO communications and submitting procedural requests is made simple in MyEPO Portfolio. Users receive step by step guidance on how to submit each reply or procedural request (particularly helpful for less experienced users), and any user with permission to work on your portfolios of applications can do it: attorneys, IP engineers, paralegal, formalities, and other IP support professionals.

The key advantages of using MyEPO Portfolio versus filing a generic 1038 form are that you will spend less timing drafting cover letters or filling in generic 1038 forms – MyEPO Portfolio does it for you. You will spend less time worrying about whether you are allowed to make the request or if your submission is complete – MyEPO checks this for you, helping reduce the likelihood of making time-consuming or costly mistakes.

## **Where can I go for more information or if I'm not sure?**

The “MyEPO Portfolio feature guide for submitting procedural requests about applications” provides step-by-step instructions.

In case of questions, please contact [support@epo.org](mailto:support@epo.org) or your EPO key account manager if you have one.