

MyEPO Pilot Trials

Mini feature guide: creating associations

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1. Introduction

This document provides more information about one of the latest MyEPO pilot features: self-service creation of associations.

Get in touch with us at epo.org/support or your key account manager if you're still not sure about something or if you'd like to provide feedback on this new feature.

2. How to create a new association

If you are a company administrator, you can use MyEPO to create a new association.

Simply navigate to the Admin area – Mailbox recipients page and use the “Create new association” option.

The screenshot shows the 'Recipients of communications to this Mailbox' page in the MyEPO Admin area. The page has a navigation bar at the top with 'Applications and patents', 'Mailbox', 'Actions 2', 'Admin area', 'Representative area', and 'Preferences'. The 'Admin area' is selected. On the left, there is a sidebar with 'Company members', 'Mailbox recipients', and 'Mailbox settings'. The main content area has a title 'Recipients of communications to this Mailbox' and three buttons: '+ Create new association', '+ Add recipient', and '+ Request PCT Link'. Below the buttons is a table titled 'Recipients' with the following data:

Type	Name	ID	Electronic communications
Applicant	[Redacted]	A100045874	No
Association	[Redacted]	00106780	No
Representative	[Redacted]	00137000	No
Applicant	[Redacted]	A101061977	No

Below the table is a section titled 'Email addresses used for PCT Link' with a table containing one row: 'No PCT Link requested'.

Introduce details of the new association.

The screenshot shows the 'Create new association' form in the MyEPO Admin area. The navigation bar at the top includes 'Applications and patents', 'Mailbox', 'Actions 2', 'Admin area', 'Representative area', and 'Preferences'. The 'Admin area' is currently selected. Below the navigation bar, there is a breadcrumb trail '< Back to Admin area' and a close button 'X'. A progress indicator shows three steps: 'Details' (active), 'Members', and 'Review'. The main heading is 'Create new association'. Below this, there is a link for 'FAQ'. The form fields are: 'Association name' (two stacked text boxes), 'Email address (optional)' (one text box), 'Street, street number, building, department (optional)' (four stacked text boxes), 'Postcode / City / Province' (one text box with 'e.g. Saxony' as a placeholder), and 'Country' (one dropdown menu with 'Select country' as a placeholder). A 'Next' button is located at the bottom left of the form area.

Please take care to introduce the unique name of the association correctly, as it will appear in all communications.

Although the association name is split between 2 boxes on the screen, the name of your association will be the concatenation of these 2 fields. So please only use the second box if the name is too long to fit in the first box.

Once you have entered details of the new association, the next step is to add at least 2 professional European professional representatives as members of the association. You can then sign and submit your request.

The association will be available immediately for you to work with in MyEPO services.