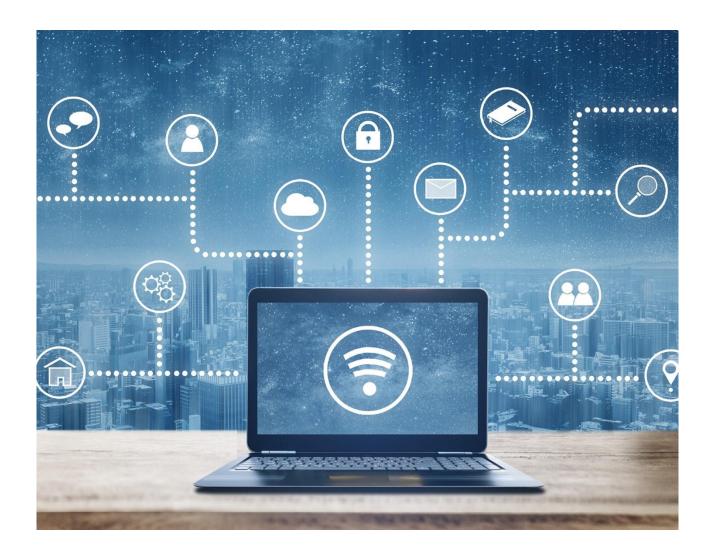


MyEPO Pilot Trials

Mini feature guide: creating associations

Last update: March 2025



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1. Introduction

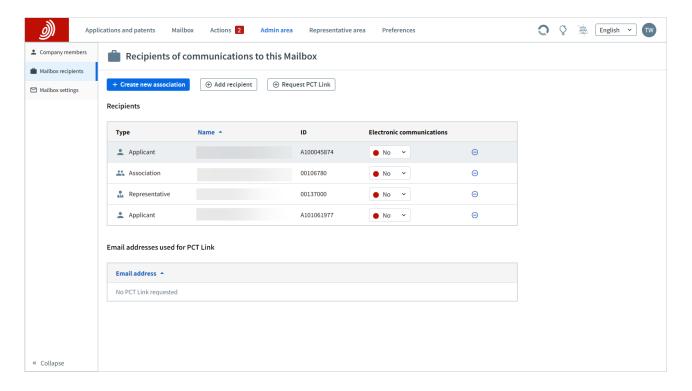
This document provides more information about one of the latest MyEPO pilot features: self-service creation of associations.

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.

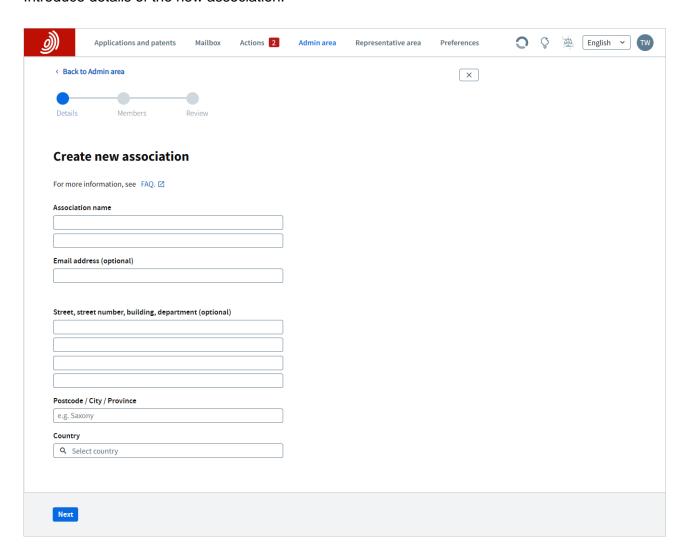
2. How to create a new association

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.



Introduce details of the new association.



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.