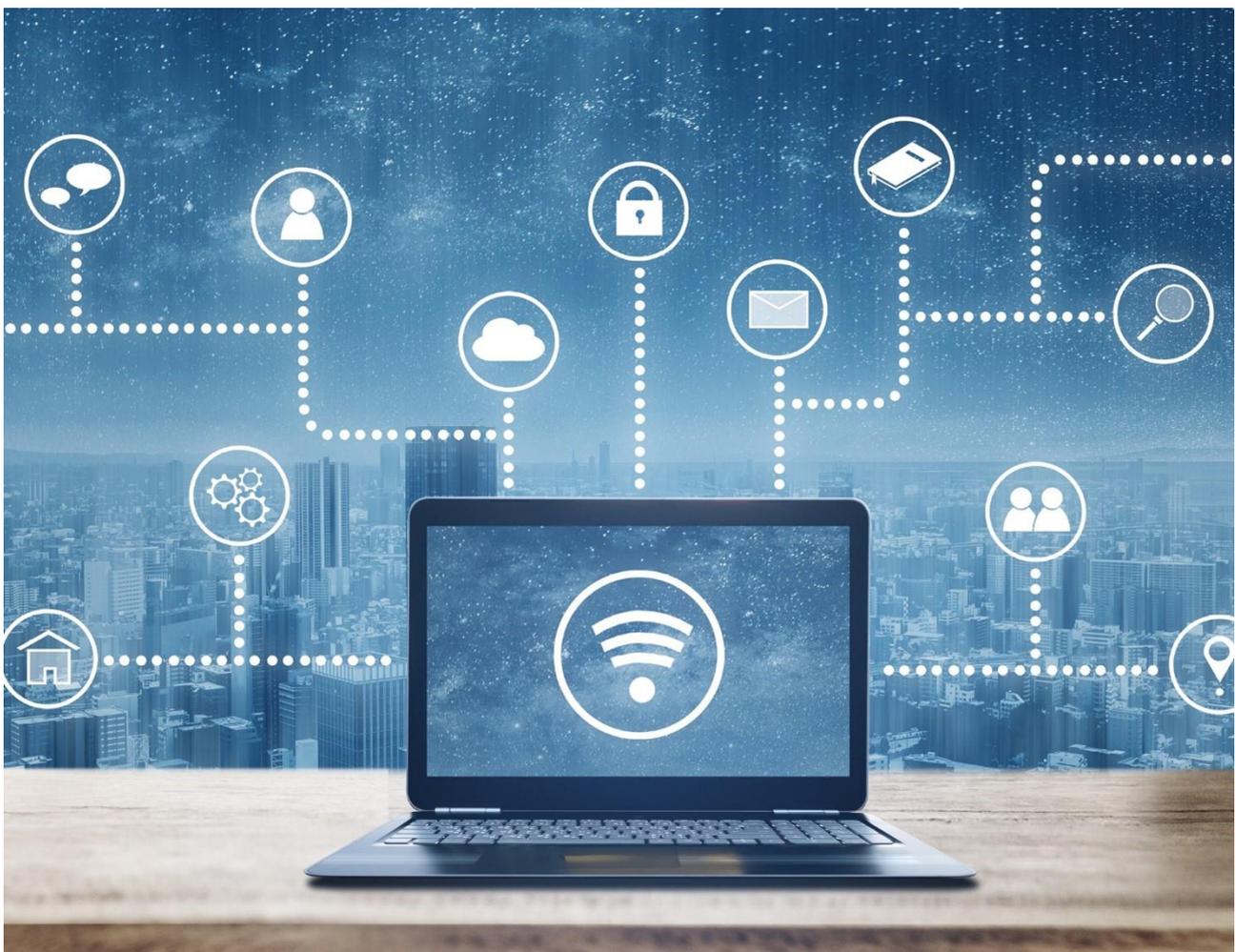


MyEPO

Feature guide: overview and getting started

Last update: March 2025



Content

1.	Introduction	2
2.	MyEPO features and benefits	3
2.1	Areas and features of MyEPO	3
2.2	Which users can access the different areas	7
2.3	Some of the benefits of using MyEPO	9
3.	Getting started with MyEPO	10

1. Introduction

[MyEPO](#) is the place to interact with the EPO during EP, UP and PCT proceedings.

This means that you can receive Mailbox communications from the EPO about your proceedings. And in European proceedings (EP, UP and Euro-PCT) you can access your digital files, submit requests and replies about applications, and interact online with examiners during a live consultation.

Please note that self-representing applicants currently can't perform some actions in MyEPO such as replying to communications from the EPO. These will be enabled in future.

Representatives and their support staff can also manage their entry in the list of professional representatives before the EPO.

Your company administrator can use MyEPO to manage which users have access to your company's Mailbox and application portfolios and have fee payment rights. They can also manage the composition of an association.

MyEPO belongs to our suite of "[MyEPO services](#)" that make it easy for you to conduct your EPO business online. MyEPO services include:

- [Online Filing 2.0](#) as the tool of choice for filing
- [MyEPO](#) for interacting with the EPO during proceedings
- and [Central Fee Payment](#) for managing fees and refunds.

We also provide MyEPO business-to-business technical interfaces – referred to as APIs (Application Programming Interfaces) – that your IT department can use to connect your IP management systems directly to MyEPO and automate filing submissions and receiving communications from the EPO.

This feature guide provides an overview of features and benefits of MyEPO, with links to feature guides with detailed information. Finally, we explain how to get started with MyEPO.

To guide you further, there are "[frequently asked questions](#)" (FAQs), and you can always contact us at epo.org/support or your key account manager if you still aren't sure about something.

You can read more about [MyEPO services](#) and [how they will evolve in future](#) on our website.

2. MyEPO features and benefits

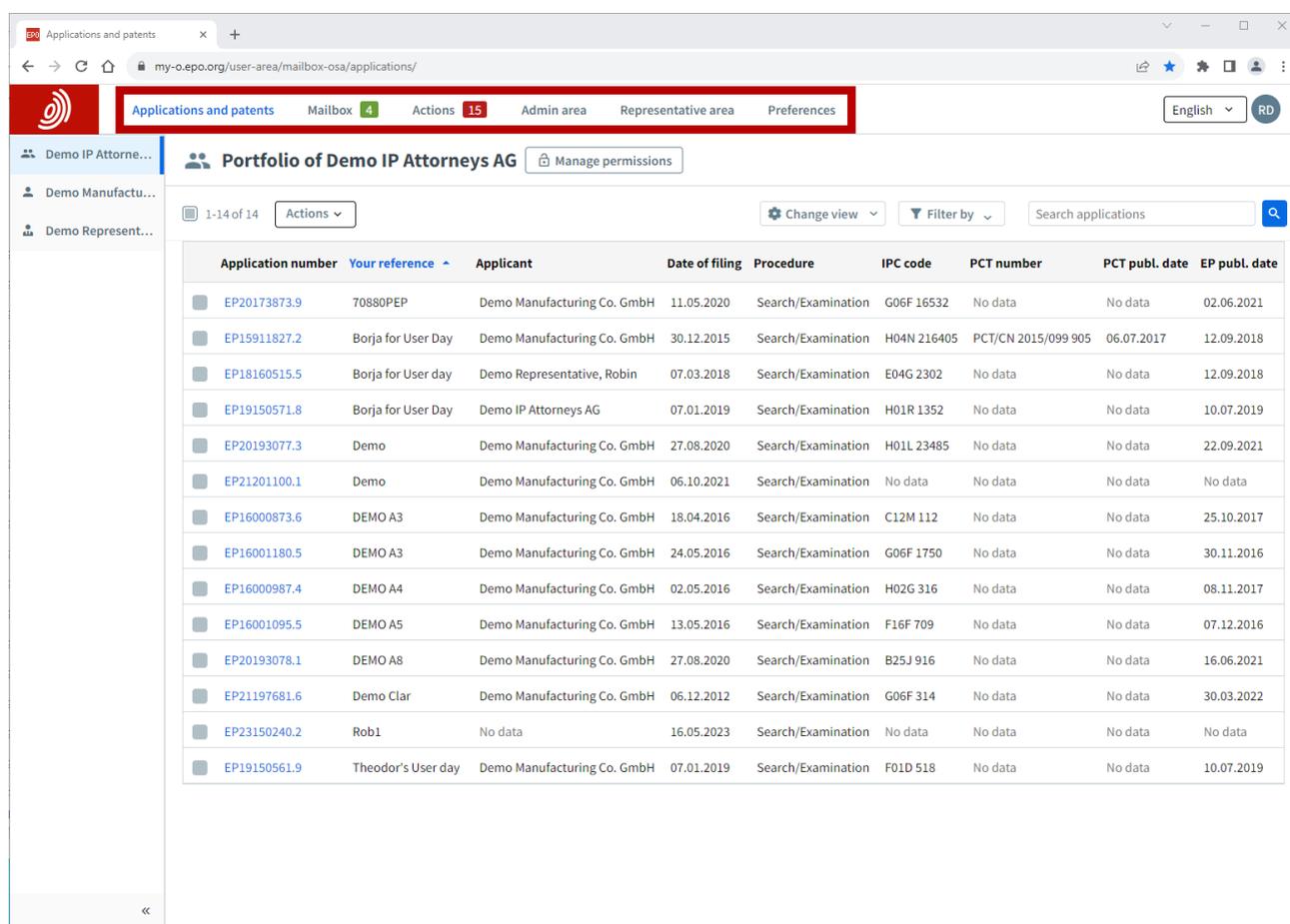
MyEPO has a set of “areas” or screens with features designed to make it easy to work on your applications and interact with the EPO. Some of these replace features that we used to provide in our legacy epoline tools, while others enable new ways of working.

Section 2.1 of this chapter provides an overview of the features provided in each area, indicating which additional feature guides you can read for more detail.

Section 2.2 explains which users will be able to see which areas, depending on the access rights granted by your company administrator.

Section 2.3 highlights some of the benefits of MyEPO in support of your ways of working.

2.1 Areas and features of MyEPO



The screenshot shows the 'Applications and patents' interface in MyEPO. The top navigation bar includes 'Applications and patents', 'Mailbox 4', 'Actions 15', 'Admin area', 'Representative area', and 'Preferences'. The main content area displays a table of patent applications for 'Demo IP Attorneys AG'. The table has columns for Application number, Your reference, Applicant, Date of filing, Procedure, IPC code, PCT number, PCT publ. date, and EP publ. date. The table contains 14 rows of data.

Application number	Your reference	Applicant	Date of filing	Procedure	IPC code	PCT number	PCT publ. date	EP publ. date
EP20173873.9	70880PEP	Demo Manufacturing Co. GmbH	11.05.2020	Search/Examination	G06F 16532	No data	No data	02.06.2021
EP15911827.2	Borja for User Day	Demo Manufacturing Co. GmbH	30.12.2015	Search/Examination	H04N 216405	PCT/CN 2015/099 905	06.07.2017	12.09.2018
EP18160515.5	Borja for User day	Demo Representative, Robin	07.03.2018	Search/Examination	E04G 2302	No data	No data	12.09.2018
EP19150571.8	Borja for User Day	Demo IP Attorneys AG	07.01.2019	Search/Examination	H01R 1352	No data	No data	10.07.2019
EP20193077.3	Demo	Demo Manufacturing Co. GmbH	27.08.2020	Search/Examination	H01L 23485	No data	No data	22.09.2021
EP21201100.1	Demo	Demo Manufacturing Co. GmbH	06.10.2021	Search/Examination	No data	No data	No data	No data
EP16000873.6	DEMO A3	Demo Manufacturing Co. GmbH	18.04.2016	Search/Examination	C12M 112	No data	No data	25.10.2017
EP16001180.5	DEMO A3	Demo Manufacturing Co. GmbH	24.05.2016	Search/Examination	G06F 1750	No data	No data	30.11.2016
EP16000987.4	DEMO A4	Demo Manufacturing Co. GmbH	02.05.2016	Search/Examination	H02G 316	No data	No data	08.11.2017
EP16001095.5	DEMO A5	Demo Manufacturing Co. GmbH	13.05.2016	Search/Examination	F16F 709	No data	No data	07.12.2016
EP20193078.1	DEMO A8	Demo Manufacturing Co. GmbH	27.08.2020	Search/Examination	B25J 916	No data	No data	16.06.2021
EP21197681.6	Demo Clar	Demo Manufacturing Co. GmbH	06.12.2012	Search/Examination	G06F 314	No data	No data	30.03.2022
EP23150240.2	Rob1	No data	16.05.2023	Search/Examination	No data	No data	No data	No data
EP19150561.9	Theodor's User day	Demo Manufacturing Co. GmbH	07.01.2019	Search/Examination	F01D 518	No data	No data	10.07.2019

MyEPO offers the following areas or main screens.

Applications and patents

This is where you go to work on your portfolios of applications in European proceedings (EP, UP and Euro-PCT).

It is available to all MyEPO users who can use it to query public information about any patent application.

Your company administrator can also grant you permission to view your company's own portfolios of applications so you can access your digital files, submit requests and replies about the applications, and interact online with examiners during a live consultation.

In this area, company administrators can also manage the composition of associations.

If you don't know who your company administrator is, please contact us at epo.org/support or ask your key account manager.

For more information, see the feature guides on "[accessing your portfolios and documents](#)" and "[managing user access in MyEPO](#)".

Mailbox

This is the place for handling incoming communications from the EPO during your EP, UP and PCT proceedings.

In the case of international PCT proceedings, the "PCT Link" allows international agents to receive and handle communications from the EPO acting as ISA or IPEA.

It is only available for users from your company that have been granted access by your company administrator.

If you don't know who your company administrator is, please contact us at epo.org/support or ask your key account manager.

In addition, a business-to-business technical interface (API – Application Programming Interface) is available that allows you to connect your IP management system directly to MyEPO to download incoming Mailbox items.

For more information, see the feature guides on "[handling Mailbox communications](#)" and "[APIs for exchanging information with your IP management systems](#)".

Actions

You can use this area to reply to the following communications from the EPO by the deadlines shown:

- a communication about intention to grant - Rule 71(3) EPC
- a communication in examination - Article 94(3) EPC
- the extended European search report - Rule 70a EPC)
- an invitation about subject-matter for search - Rules 62a and 63 EPC
- a communication under Rules 161(1) and 162 EPC

You can also use it to continue to work on any requests about applications that you or your colleagues previously started drafting but didn't submit:

- 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, applicants, etc).
- request to withdraw one or more applications.
- request to register a transfer of rights (change of ownership) for one or more applications.
- manage registration of licences and other rights.
- request certified copies.

It guides you, step by step, through the options that are applicable to the specific reply or request, and even generates the corresponding forms for you.

This area is available to all users of MyEPO.

Please note that self-representing applicants currently can't use MyEPO to reply to communications from the EPO, nor request withdrawal of representation, changes to bibliographic data or withdrawal of an application. These actions will be enabled in future.

For more information, see the feature guides on [“replying to communications with deadlines”](#) and [“submitting procedural requests”](#)

Admin area

In this area, company administrators can see the list of users associated with your company and specify which of them have mailbox access, fee payment rights, administration, sending and signing rights. They can also accept users who have requested to join the company member list and remove them.

Company administrators can also request and manage “recipients” for whom electronic communications can be sent to the company mailbox and whose portfolios can be accessed in MyEPO.

They can also request PCT Links and activate and deactivate the mailbox for their company.

This area is only available to company administrators, who are users with administration rights. If you don't know who your company administrator is, please contact us at epo.org/support or ask your key account manager.

For more information, see the feature guide on [“managing user access in MyEPO”](#).

Representative area

This is the place for European attorneys to manage their personal details as registered on the list of professional representatives before the EPO, as well as their publication in the searchable database on the website of the EPO directly online.

This area is only available to representatives registered on the list of professional representatives before the EPO, as well as other users from your company that have been granted access to the representative area by a professional representative.

You can use MyEPO to request entry on the list of professional representatives before the EPO and to request re-entry if you have been deleted from the list.

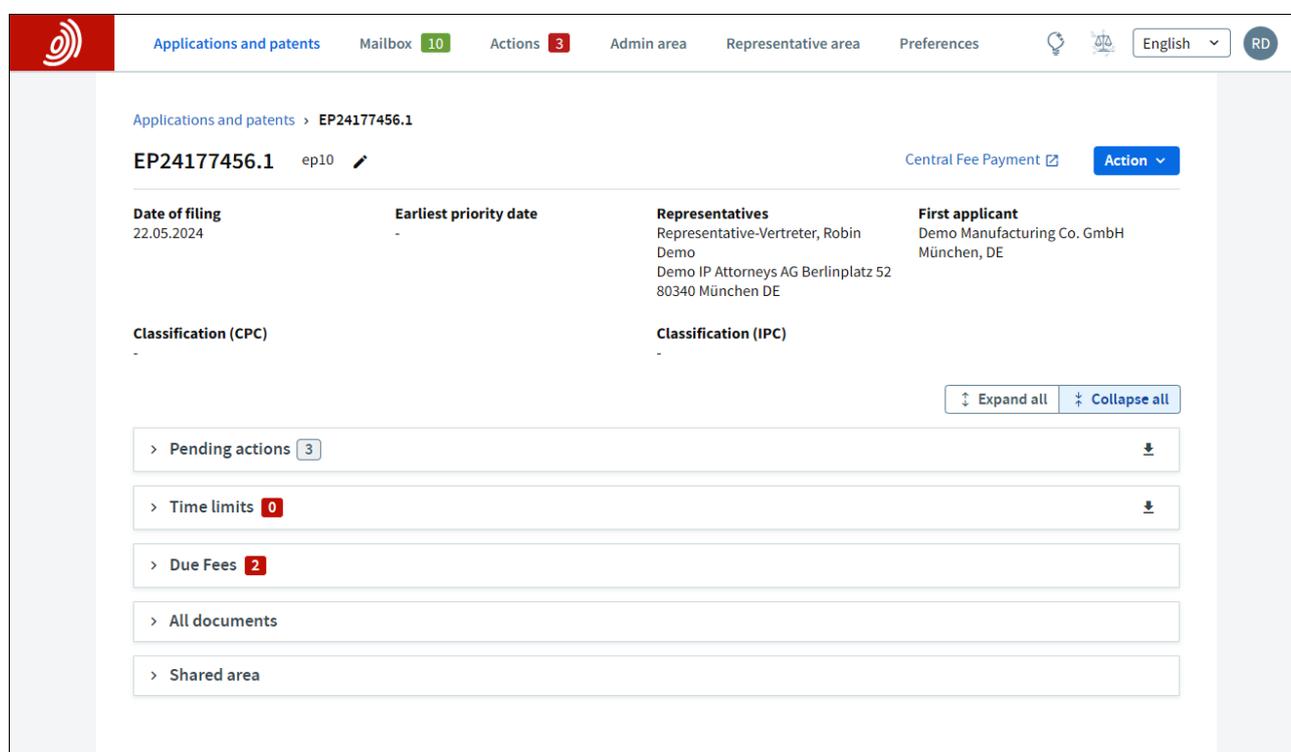
For more information, see the feature guide on “[managing representative profiles and associations](#)”.

Preferences

This is a place where you can set up email alerts to notify you when the EPO sends you a communication, invites you to perform a procedural action or when a deadline to reply to a communication is approaching.

For more information, see the feature guide on “[handling Mailbox communications](#)”.

In European proceedings (EP, UP and Euro-PCT), when you click on an application number from the **Applications and patents** or **Mailbox** areas, you will see the application detail with additional areas where you can work on that specific application.



The screenshot shows the MyEPO interface for application EP24177456.1. The top navigation bar includes 'Applications and patents', 'Mailbox 10', 'Actions 3', 'Admin area', 'Representative area', 'Preferences', and a language dropdown set to 'English'. The application details are as follows:

Date of filing	Earliest priority date	Representatives	First applicant
22.05.2024	-	Representative-Vertreter, Robin Demo Demo IP Attorneys AG Berlinplatz 52 80340 München DE	Demo Manufacturing Co. GmbH München, DE

Classification (CPC) and Classification (IPC) are both listed as '-'. There are buttons for 'Expand all' and 'Collapse all'. Below the details are several expandable panels: 'Pending actions 3', 'Time limits 0', 'Due Fees 2', 'All documents', and 'Shared area'.

The **Pending actions** panel is available to all users of MyEPO. It shows a list of submissions that have been started but not yet completed and their status. You can download the list to a CSV file and you can continue any of the actions.

For more information about the different pending actions that you can work on, please see the feature guides on “[replying to communications with deadlines](#)” and “[submitting procedural requests](#)”.

The **Time limits** panel is only available to company members that have been granted access to the corresponding application portfolio by the company administrator. It shows the complete list of pending actions that the EPO is expecting you to perform that have a due date. You can download the list to a CSV file.

The **Due fees** panel is available to all users of MyEPO and shows information about pending fees, with a direct link to Central Fee Payment so you can process them.

The **All documents** panel is available to all users of MyEPO and allows you to view the digital files associated with the application. There are smart filters that prevent unauthorised users from seeing non-public documents. You can select, view, print, and download each document.

The **Shared area** panel is only available to company members that have been granted access to the corresponding application portfolio by the company administrator.

You can use the shared area to upload, review, edit and annotate documents together with examiners during a live consultation on European proceedings. This real-time interaction increases quality, transparency as well as efficiency. For more information, please see the [feature guide on the shared area](#).

2.2 Which users can access the different areas

After signing in to MyEPO, you will only see certain areas if your company administrator has granted you access, as follows:

Area	Which users can see this area
Applications and patents	<p>This area is available to all MyEPO users who can use it to query public information about any application in European proceedings (EP, UP and Euro-PCT).</p> <p>In addition, your company administrator can grant you permission to view your company's portfolios so you can access your digital files, submit requests and replies about the applications, and interact online with examiners during a live consultation.</p>
Mailbox	<p>This area is only available to users from your company that have been granted Mailbox access by your company administrator.</p>
Actions	<p>This area is available to all users of MyEPO.</p> <p>If you have not been granted access to the corresponding application portfolio by the company administrator, you will only be able to submit requests for transfer of rights, registration/cancellation of licences and other rights, and certified copies.</p> <p><i>Please note that self-representing applicants currently can't use MyEPO to reply to communications from the EPO, nor request withdrawal of representation, changes to bibliographic data or withdrawal of an application. These actions will be enabled in future.</i></p>

Admin area	This area is only available to users that have administration rights. In other words, company administrators.
Representative area	This area is available to representatives registered on the list of professional representatives before the EPO, as well as other users from your company that have been granted access to the representative area by a professional representative.
Preferences	This area is available to all MyEPO users.
Application detail screen	This area is available to all MyEPO users on opening an application in European proceedings (EP, UP and Euro-PCT).
Application detail: pending actions	This area is available to all MyEPO users.
Application detail: time limits	This area is only available to company members that have been granted access to the corresponding application portfolio by the company administrator.
Application detail: due fees	This area is available to all MyEPO users.
Application detail: documents	This area is available to all MyEPO users. There are smart filters that prevent unauthorised users from seeing non-public documents.
Application detail: shared area	This area is only available to company members that have been granted access to the corresponding application portfolio by the company administrator.

See the feature guide on “[managing user access in MyEPO](#)” for information about how the administrator can grant you access.

If you don't know who your company administrator is, please contact us at epo.org/support or ask your key account manager.

2.3 Some of the benefits of using MyEPO

MyEPO makes it easy for you to interact with the EPO during patent-related proceedings.

This means that you can receive Mailbox communications from the EPO about your proceedings. And in European proceedings (EP, UP and Euro-PCT) you can access your digital files, submit requests and replies about applications, and interact online with examiners during a live consultation.

Improved access

MyEPO provides an interface that is user-friendly, intuitive and easy to access.

It is easy to view documents in the digital file, with access to documents in their original data format, including parts in colour where available.

Mailbox access is also available to international agents and non-European parties acting before the EPO under the PCT.

Improved procedural guidance

MyEPO provides you with information about pending actions in reply to a communication from the EPO and the associated deadlines.

It offers a simplified approach to making procedural submissions. You are guided through the process with procedural information, and plausibility checks and validations help reduce the risk of error.

Direct interaction with the EPO on files

MyEPO provides you a personal shared area where you can upload, review, edit and annotate documents together with examiners during a live consultation. This real-time interaction increases quality, transparency as well as efficiency.

Exchange of digital information

MyEPO allows you to download data about your application portfolios, pending tasks and Mailbox communications, including links to the digital file.

You will be able to upload information when performing procedural acts in reply to a communication from the EPO.

We also provide business-to-business interfaces (APIs) so that users can automate exchange of data between their IP management systems and MyEPO services.

3. Getting started with MyEPO

You can start using MyEPO by taking the following steps:

New users: create an online EPO account with two-step authentication.

Go to the [Create an EPO account](#) page.

After you've entered your first name, last name and email address, and selected **Create account**, we'll email you an invitation to set a password for your new account. Selecting the button in the email will open a window where you can set a password. Then you must set up one or more second-factor authentication methods.

During the setup process, you'll be asked to accept our terms and conditions [terms and conditions](#) . You'll also be able to consult our [data protection and privacy policy](#).

Before you sign in to MyEPO services for the first time, you should first choose the company you wish to associate with your EPO account by selecting **complete set-up in MyEPO**. You can then choose the company you wish to link to your EPO account and can indicate deposit accounts that you will be working with.

Your company administrator should then use MyEPO to accept you as a company member, and grant you access as needed to work on Mailbox communications, fee payments, sending, signing and application portfolios. They should also use Online Filing 2.0 to grant you access to file.

For more information and step-by-step guidance, see the feature guides on "[your EPO account and two-factor authentication](#)", "[managing user access in MyEPO](#)" and the "[Online Filing 2.0 user guide](#)".

Company administrators: add recipients in the admin area of MyEPO, including PCT Links.

Your company administrator should use the Admin area of MyEPO to request and manage "recipients" for whom electronic communications can be sent to the company mailbox and whose portfolios can be accessed in MyEPO.

A "recipient" can be a representative, an association, a self-representing applicant, or a self-representing opponent.

If you are an international agent using the EPO as ISA or IPEA during the international phase of PCT proceedings, your company administrator can also set up PCT Links, allowing electronic communications to be sent to the company mailbox for PCT applications linked to the corresponding email address.

For more information, see the feature guide on "[managing user access in MyEPO](#)"

Company administrators: grant users access to work in MyEPO

Company administrators can grant other users:

- administration rights

- access to the company mailbox
- the right to pay fees and view payment plans
- access to view portfolios of applications, including non-public documents
- access to draft and send submissions, duly signed by the appointed representative

They can do this for all users whose EPO account was associated with the administrator's company when they registered to use MyEPO services.

For more information, see the feature guide on "[managing user access in MyEPO](#)"

Start filing patent applications

Until you file your first application with the EPO using [Online Filing 2.0](#) or our legacy filing tool, you won't see any information in MyEPO.

To guide you further, please see the getting started section of our webpage about [MyEPO](#), where you will find information and feature guides, links to "[frequently asked questions](#)" (FAQs).

You can always contact us at epo.org/support or your key account manager if you still aren't sure about something.