

MyEPO

Feature guide: managing representative profiles, associations and general authorisations

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1. Introduction

The **representative area** in MyEPO allows professional representatives and legal practitioners to manage their data registered with, and published by, the EPO.

You can also delegate this to other members of your company.

You won't have access to your representative area until you have been entered on the list of professional representatives before the EPO or the register of legal practitioners.

The EPO publishes on its website a [searchable database of professional representatives registered with the EPO](#) who are authorised to represent parties in proceedings before the EPO.

The database contains standardised information for each professional representative, including telecommunication details if provided and consent to their publication has been given.

Company administrators can create and update new **associations**, and use the applications and patents area of MyEPO to add and remove members of an association ([Rule 152\(11\) EPC](#)). Legal practitioners can also be added as members of an association ([OJ EPO 2025, A48](#)).

In the case of self-representing parties, the company administrator can also create and update **general authorisations** that identify which employees are authorised to act for the party in all proceedings ([Article 133 EPC, OJ EPO 2025, A47](#)).

This feature guide explains how to use MyEPO to manage representative profiles, associations and general authorisations, and you can [read more about representation before the EPO](#) on our website.

We have also published some [frequently asked questions \(FAQs\)](#), and you can always get in touch with us through epo.org/support or your key account manager if you're still not sure about something.

2. Entry on the list of professional representatives

You can use MyEPO to file your request for entry on the list of professional representatives registered with the EPO. This authorises you to represent parties in proceedings before the EPO.

If your entry on the list has been deleted, you can also request re-entry on the list.

In both cases, first make sure you have access to MyEPO using your EPO account. If you are a new user of MyEPO, follow the instructions on the [Get access](#) page of our website.

To request entry or re-entry on the list, sign in to MyEPO and open your user profile by selecting the user icon in the top right-hand corner:

The screenshot shows the MyEPO user interface. At the top, there is a navigation bar with the EPO logo, 'Homepage', 'Applications and patents', 'Actions 6', and 'Preferences'. The main content area is titled 'Welcome to MyEPO' and includes a search bar for application numbers. Below this, there are two main sections: 'Pending Actions' and 'Actions for batch applications'. The 'Pending Actions' section contains four cards: '1 Not started', '5 Draft', '0 Ready to send', and '0 Ready to sign'. The 'Actions for batch applications' section includes a file upload area with a 'Select file' button and an 'Upload' button. On the right side, there is a user profile for 'Peter Demo Paralegal' with a red arrow pointing to the user icon. The profile includes contact information, a 'Sign out' button, and a 'Request entry on the list' button.

Select the “request entry” or “request re-entry” option and a screen appears that will guide your through providing the information needed to submit your request.

Homepage Applications and patents Actions 6 Preferences English PD

Representative profile

Request for entry on the list of professional representatives/Request for registration as a legal practitioner

Data protection statement

1 Section 1 2 Section 2 3 Section 3 4 Section 4 5 Review and submit

Section 1: Request for entry on the list of professional representatives/Request for registration as a legal practitioner

I request entry on the list of professional representatives or entry on the register of legal practitioners under Article 134 EPC

I meet the conditions prescribed by Article 134(2) EPC as a professional representative. / I meet the conditions prescribed by Article 134(8) EPC as a legal practitioner.

Your last name, first name(s) and the full postal address of your place of business/employment will be published in the searchable database of professional representatives or, once available, on the searchable database of legal practitioners on the EPO website.

I want to register as

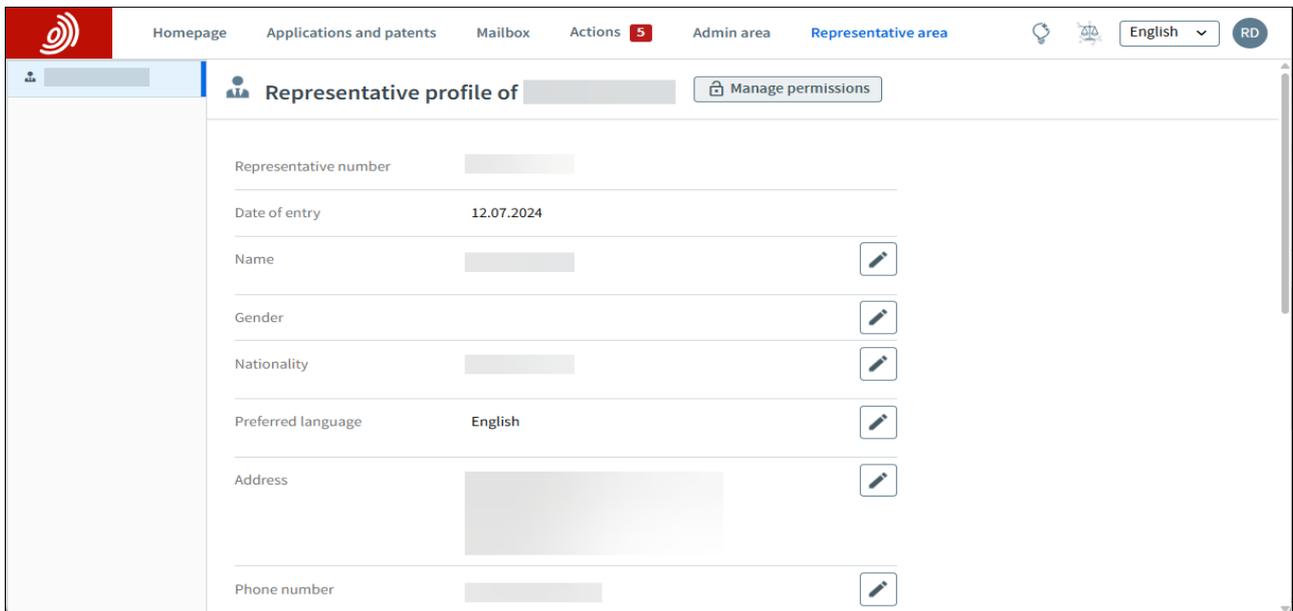
Provide the information indicated in each section of the request and finally review and submit your request.

Please enter the address (place of business or employment) in line with the national requirements for postal delivery in the relevant country. For example, the postcode/city format in Germany and the UK would be 80298 München and London SE1 9SG respectively.

If you aren't sure about some of the information requested, please have a look at the [FAQs on entry to the list of professional representatives](#). If that doesn't help, you can always send an enquiry to our support team via our contact form.

Your request will be handled by the EPO. If your request is deficient, you will be notified by post and can remedy it in MyEPO.

Once you have been registered on the list of professional representatives you will be notified of your representative number. The next time you sign in to MyEPO as a registered professional representative, you will see the option to access your personal representative area through the main menu of MyEPO.



Once you have been registered on the list you can also delegate access to your representative area to other members of your company, by selecting the **Manage permissions** option. They will be able to edit information about your profile on your behalf.

3. Registration as a legal practitioner

You can use MyEPO to file your request for entry on the register of legal practitioners, provided you fulfil the requirements of Article 134(8) EPC and have been authorised to act as a representative before the EPO, or you require registration as a legal practitioner as prerequisite for the registration as a member of an association of representatives under Rule 152(11) EPC.

If your entry on the register has been deleted, you can request a new entry at a later stage.

In both cases, first make sure you have access to MyEPO using your EPO account. If you are a new user of MyEPO, follow the instructions on the [Get access](#) page of our website.

To request entry on the register, sign in to MyEPO and open your user profile by selecting the user icon in the top right-hand corner:

The screenshot shows the MyEPO user interface. At the top, there is a navigation bar with 'Homepage', 'Applications and patents', 'Actions 6', and 'Preferences'. On the right side of the navigation bar, there is a language dropdown set to 'English' and a user profile icon labeled 'PD'. The main content area is titled 'Welcome to MyEPO' and includes a search bar for application numbers. Below this, there are two main sections: 'Pending Actions' and 'Actions for batch applications'. The 'Pending Actions' section contains four cards: '1 Not started', '5 Draft', '0 Ready to send', and '0 Ready to sign'. The 'Actions for batch applications' section includes a text box for uploading a CSV file and a 'Drag file here' area. On the right side, the user profile for 'Peter Demo Paralegal' is displayed, including contact information and a 'Representative area' section with a 'Request entry on the list' button. A red arrow points to the user icon 'PD' in the top right corner.

Select the “request entry on the list” option and a screen appears that will guide you through providing the information needed to submit your request for entry on the list of legal practitioners.

Note: Please also use the button “request for entry on the list” if your entry on the register of legal practitioners has been deleted. The “request for re-entry on the list” is only foreseen for professional representatives under the conditions of Rule 154(3) EPC.

The screenshot shows the 'Representative profile' page in MyEPO. The main heading is 'Request for entry on the list of professional representatives/Request for registration as a legal practitioner'. Below this is a progress bar with five steps: Section 1 (active), Section 2, Section 3, Section 4, and Review and submit. The content for Section 1 includes a data protection statement, a declaration of intent to register, a statement of meeting conditions under Article 134(2) EPC or Article 134(8) EPC, and a note about the publication of contact information. At the bottom, there is a dropdown menu labeled 'I want to register as' with the text 'Select option' and a downward arrow.

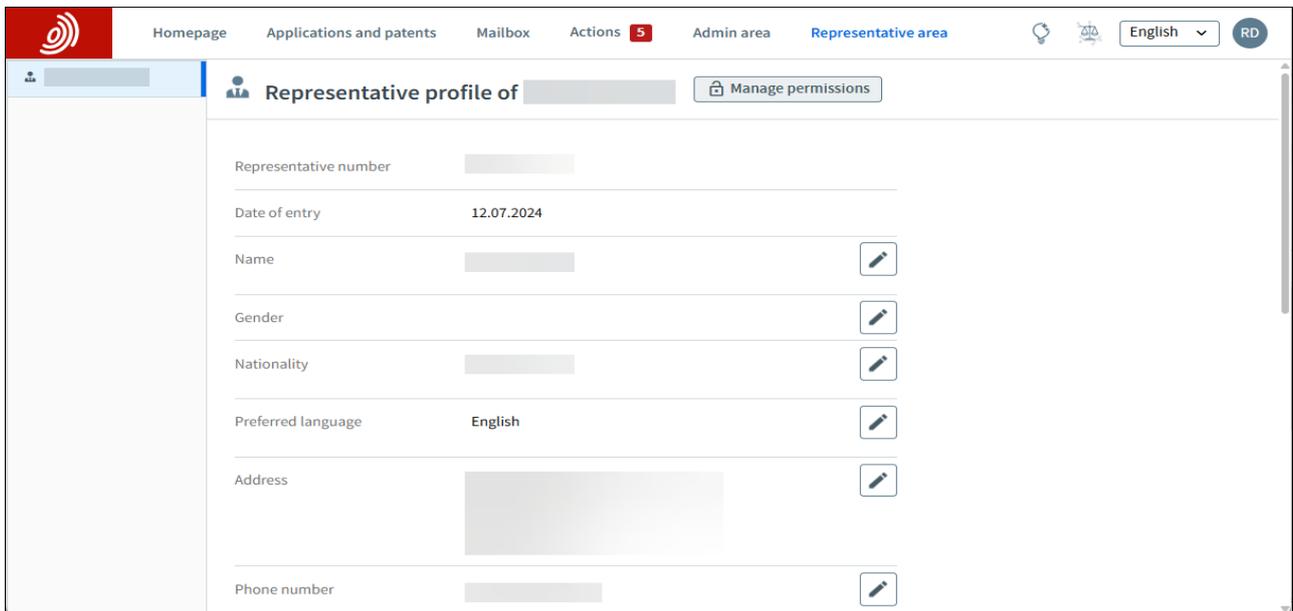
Provide the information indicated in each section of the request and finally review and submit your request.

Please enter the address (place of business or employment) in line with the national requirements for postal delivery in the relevant country. For example, the postcode/city format in Germany and the UK would be 80298 München and London SE1 9SG respectively.

If you aren't sure about some of the information requested, please have a look at the [FAQs on legal practitioners](#). If that doesn't help, you can always send an enquiry to our support team via our contact form.

Your request will be handled by the EPO. If your request is deficient, you will be notified by post and can remedy it in MyEPO.

Once you have been entered on the register of legal practitioners you will be notified of your representative number. The next time you sign in to MyEPO as a registered legal practitioner, you will see the option to access your personal representative area through the main menu of MyEPO.



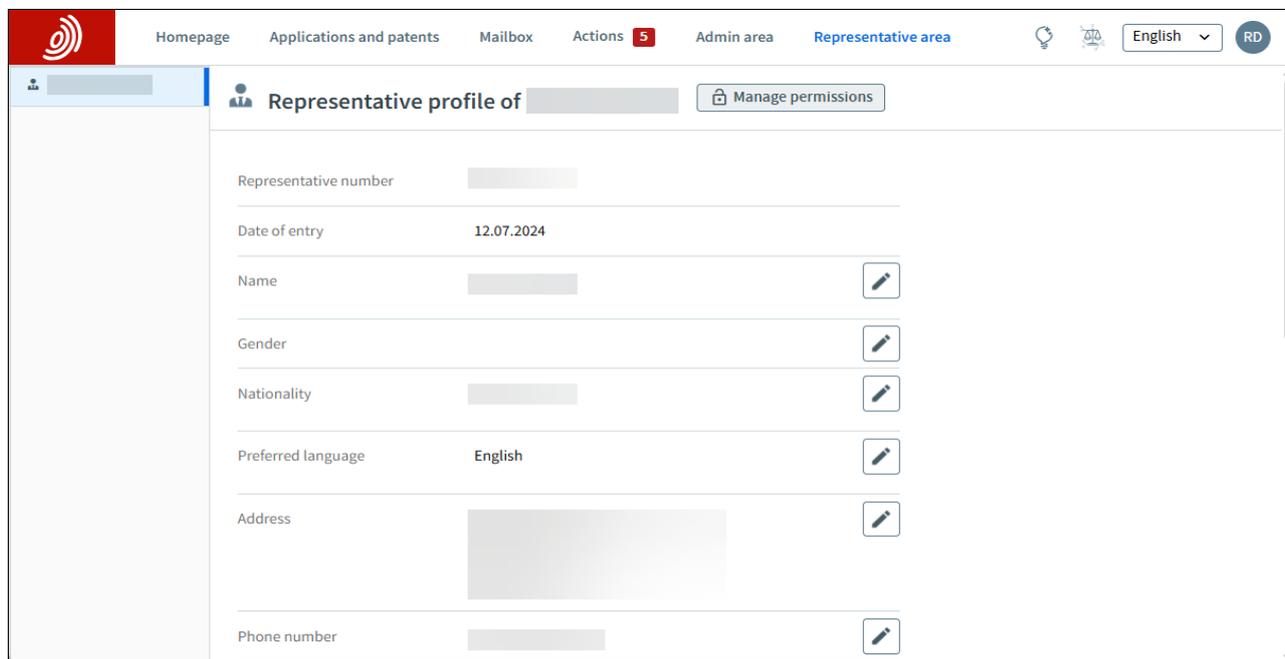
Once you have been entered on the register you can also delegate access to your representative area to other members of your company, by selecting the **Manage permissions** option. They will be able to edit information about your profile on your behalf.

4. Managing representative profiles

In your MyEPO “representative area” you can request changes to your representative profile or deletion from the list of professional representatives or as a legal practitioner.

4.1 How to access the representative area

As a registered professional representative or legal practitioner, you can access your representative area through the main menu of MyEPO.



The screenshot shows the 'Representative area' section of the MyEPO interface. The top navigation bar includes 'Homepage', 'Applications and patents', 'Mailbox', 'Actions' (with a red notification badge '5'), 'Admin area', and 'Representative area'. The user's profile is identified as 'RD'. The main content area is titled 'Representative profile of [redacted]' and includes a 'Manage permissions' button. The profile details are as follows:

Representative number	[redacted]	
Date of entry	12.07.2024	
Name	[redacted]	[edit icon]
Gender		[edit icon]
Nationality	[redacted]	[edit icon]
Preferred language	English	[edit icon]
Address	[redacted]	[edit icon]
Phone number	[redacted]	[edit icon]

You can also delegate access to other members of your company by selecting the **Manage permissions** option. They will be able to edit information about your profile on your behalf.

4.2 Request changes to your representative profile

Select any of the edit symbols on the screen to change your details. Follow the instructions to change the information and upload any supporting documents if requested.

Please enter the address (place of business or employment) in line with the national requirements for postal delivery in the relevant country. For example, the postcode/city format in Germany and the UK would be 80298 München and London SE1 9SG respectively.

At the bottom of the screen, indicate your preference for when the change should take effect, which can be as soon as possible or, in some cases, on a specific future date.

Subject to your explicit consent, telecommunication details provided will be published in the searchable database of professional representatives or, once available, in the searchable database of legal practitioners on the EPO website.

Publication of phone number Yes

Publication of email address Yes

Publication of website URL Yes

Further information for internal purposes

Email address for receipt of personalised communications (not a shared address such as info@xxx.org) (optional):

epi student number (optional)

Date of change

as soon as possible

with effect from:

When you are ready, select **Request changes** to proceed. After submission, you have the option to download a copy of your request.

In some cases, the change requested will take place automatically. For changes to your name, nationality and/or address, the request will first need to be approved by the EPO.

A message will appear at the top of the page informing you that your request has been submitted and the EPO is processing it. Requested changes will appear highlighted in colour on your profile screen until they have been processed.

A confirmation letter will be sent to your Mailbox or to your registered postal address.

Please note: the preferred date of change cannot be guaranteed by the EPO, so the actual date may be different, for example due to EPO holidays.

4.3 Deletion from the list of professional representatives or as a legal practitioner

You can request to be deleted from the list of professional representatives before the EPO or as a legal practitioner by scrolling to the bottom of the screen and selecting **Request deletion** and filling in the form.

You may indicate new contact details, and if your Mailbox is still active a confirmation of your deletion will be sent to the Mailbox.

The screenshot shows the 'Representative profile' page in the EPO MyEPO system. The page title is 'Request for deletion from the list of professional representatives/register of legal practitioners.' The form includes a 'Date of deletion' section with two radio button options: 'as soon as possible' and 'with effect from:'. The second option is selected, and a date input field shows 'dd.mm.yyyy'. Below this is an 'Alternative contact details (optional)' section with a text area for providing contact information. At the bottom, there is an 'Address' section with a label 'Company / organisation' and an empty text input field.

A message will appear at the top of the page informing you that your request has been submitted and the EPO is processing it. After submission, you have the option to download a copy of your request if you wish.

Once your request has been approved by the EPO, you will be deleted and you will no longer have access to your representative area.

4.4 Handle deficiencies in representative area requests

Sometimes the EPO identifies an issue or deficiency with your change or deletion request.

When this happens, a message will appear at the top of your representative area profile, and a pending representative area action will appear in the **Actions** area.

You can select the option to remedy the deficiency or choose to withdraw your request.

As always, all communications related to your request will be sent to your Mailbox or registered postal addresses.

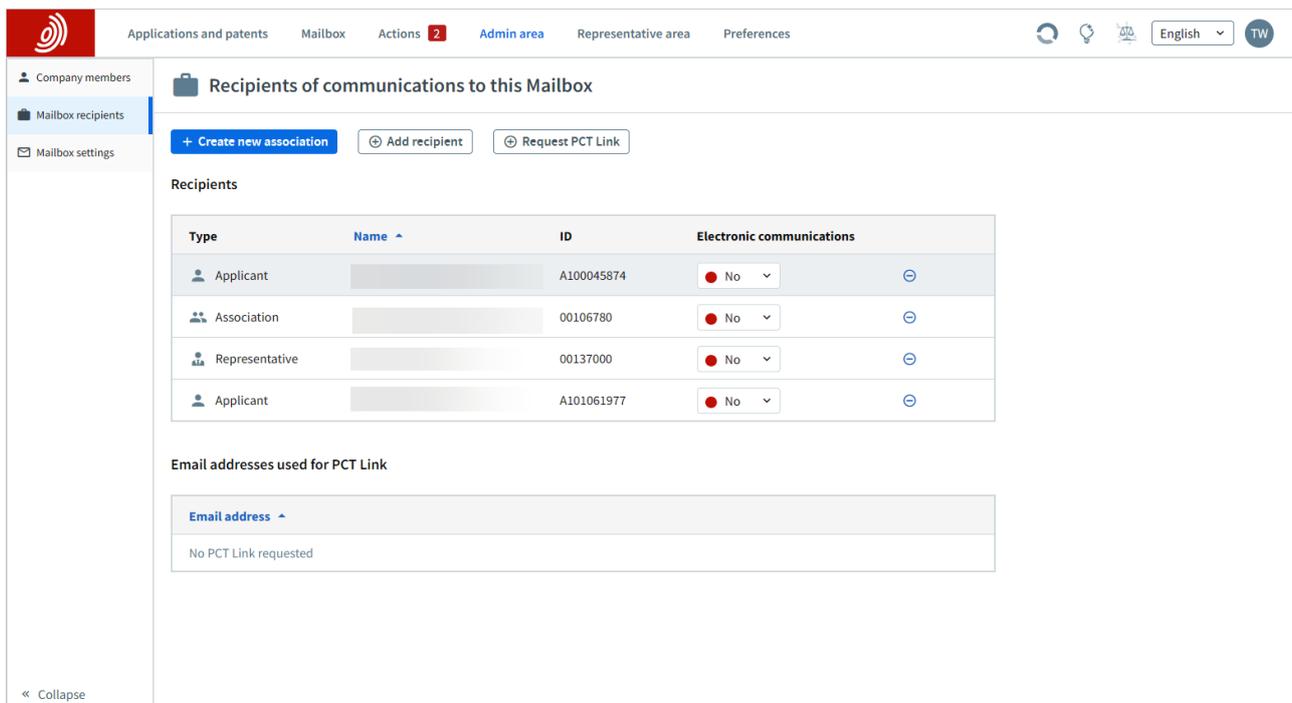
5. Managing associations

Company administrators can use MyEPO to create a new association ([Rule 152\(11\) EPC](#)), update details of an association, and add or remove members of an association provided the association has been added as a recipient in the **Admin area** of MyEPO.

5.1 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 displays the 'Recipients of communications to this Mailbox' page in the MyEPO Admin area. The page includes a navigation bar with 'Admin area' selected, and a sidebar with 'Mailbox recipients' highlighted. The main content area features three buttons: '+ Create new association', '+ Add recipient', and '+ Request PCT Link'. Below these is a table of recipients:

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 text area containing 'No PCT Link requested'. A 'Collapse' button is visible in the bottom left corner of the sidebar.

Introduce details of the new association.

The screenshot shows the 'Create new association' form in the MyEPO interface. The top navigation bar includes 'Homepage', 'Applications and patents', 'Mailbox', 'Actions 6', 'Admin area', 'Representative area', and 'Preferences'. A language dropdown is set to 'English' and a user profile 'RD' is visible. The breadcrumb trail is '< Back to Mailbox recipients'. A progress indicator shows 'Details' as the active step, followed by 'Members' and 'Review'. The form title is 'Create new association'. A link for 'FAQ' is provided. The form fields are: 'Association name' (two text boxes), 'Email address (optional)', 'Website URL (optional)', 'Phone number (optional)' (three boxes, with '49' in the first), 'Street, street number, building, department' (four text boxes), 'Postcode / City / Province' (a dropdown menu with '80298 München' selected), and 'Country' (a dropdown menu with 'GERMANY' selected). A consent statement is present: 'I consent to the publication of the following telecommunication details in the searchable database of associations, once available, on the EPO website. I am aware that I can withdraw my consent at any time.' A 'Next' button is at the bottom left.

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.

Please enter the business address or place of business in line with the national requirements for postal delivery in the relevant country. For example, the postcode/city format in Germany and the UK would be 80298 München and London SE1 9SG respectively.

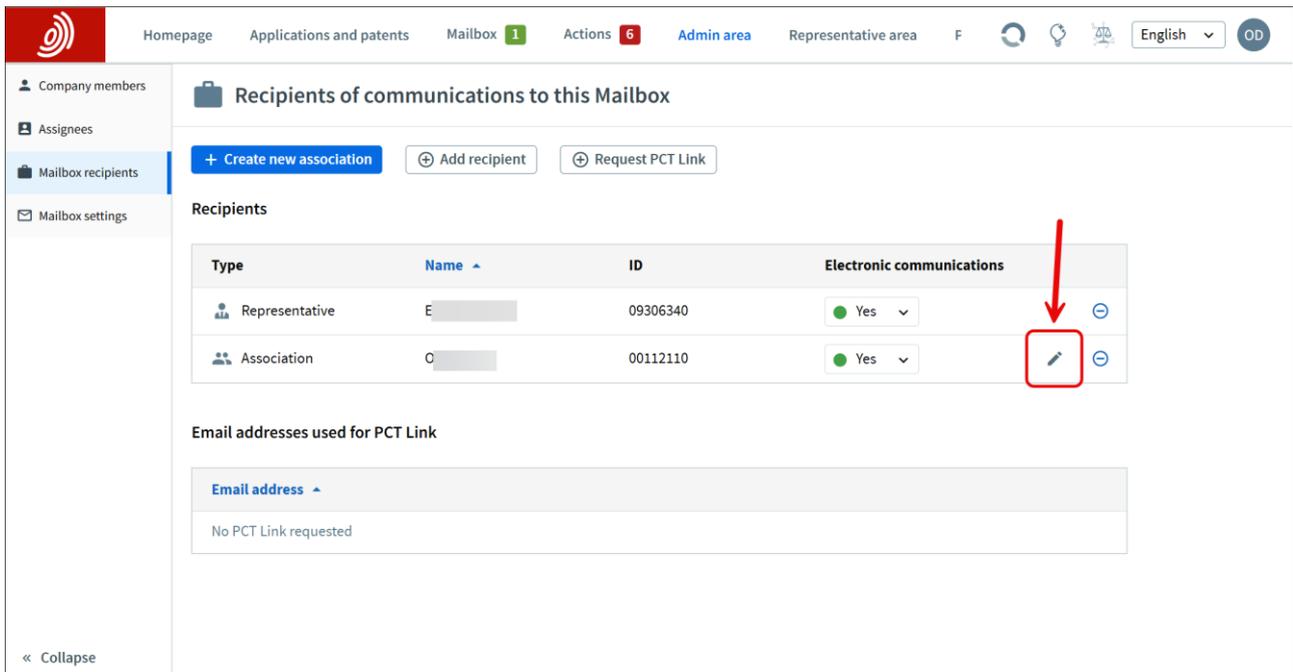
Please note: when creating or updating association details, there is an option that allows company administrators to manage the publication of telecommunication details in the searchable database of associations, once available, on the EPO website.

Once you have entered details of the new association, the next step is to add at least 2 representatives as members of the association.

Finally, confirm creation of the association. The association will be available immediately for you to work with in MyEPO services.

5.2 Update details of an association

Simply navigate to the Admin area – Mailbox recipients page and select the option to update details of an existing association.



The screenshot displays the 'Recipients of communications to this Mailbox' interface. The top navigation bar includes 'Homepage', 'Applications and patents', 'Mailbox 1', 'Actions 6', 'Admin area', 'Representative area', 'F', and 'English'. The left sidebar contains 'Company members', 'Assignees', 'Mailbox recipients', and 'Mailbox settings'. The main content area features three buttons: '+ Create new association', '+ Add recipient', and '+ Request PCT Link'. Below these is a table of recipients:

Type	Name	ID	Electronic communications
Representative	E [redacted]	09306340	Yes
Association	O [redacted]	00112110	Yes

The 'Association' row has a red box around the edit icon (pencil) in the 'Electronic communications' column, with a red arrow pointing to it. Below the table is a section for 'Email addresses used for PCT Link' with a text input field containing 'No PCT Link requested'.

Update details of the association.

The screenshot shows the 'Update association details' form in the MyEPO interface. The form is titled 'Update association details' and includes a progress indicator with 'Details' and 'Review' steps. The form fields are as follows:

- Association name:** Two text input boxes. The first contains 'Demo IP Attorneys AG' and the second is empty.
- Email address (optional):** One empty text input box.
- Website URL (optional):** One empty text input box.
- Phone number (optional):** Three text input boxes. The first contains '49'.
- Street, street number, building, department:** Three text input boxes. The first contains 'Bayerstrasse', the second is empty, and the third contains 'München'.
- Postcode / City / Province:** One text input box containing 'München'.
- Country:** A dropdown menu showing 'GERMANY'.

Below the form, there is a consent statement: 'I consent to the publication of the following telecommunication details in the searchable database, once available, on the EPO website. I am aware that I can withdraw my consent at any time.' Below this, there is a checkbox labeled 'All' and a 'Next' button.

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.

Please enter the business address or place of business in line with the national requirements for postal delivery in the relevant country. For example, the postcode/city format in Germany and the UK would be 80298 München and London SE1 9SG respectively.

Please note: when creating or updating association details, there is an option that allows company administrators to manage the publication of telecommunication details in the searchable database of associations, once available, on the EPO website.

5.3 Add a member to an association

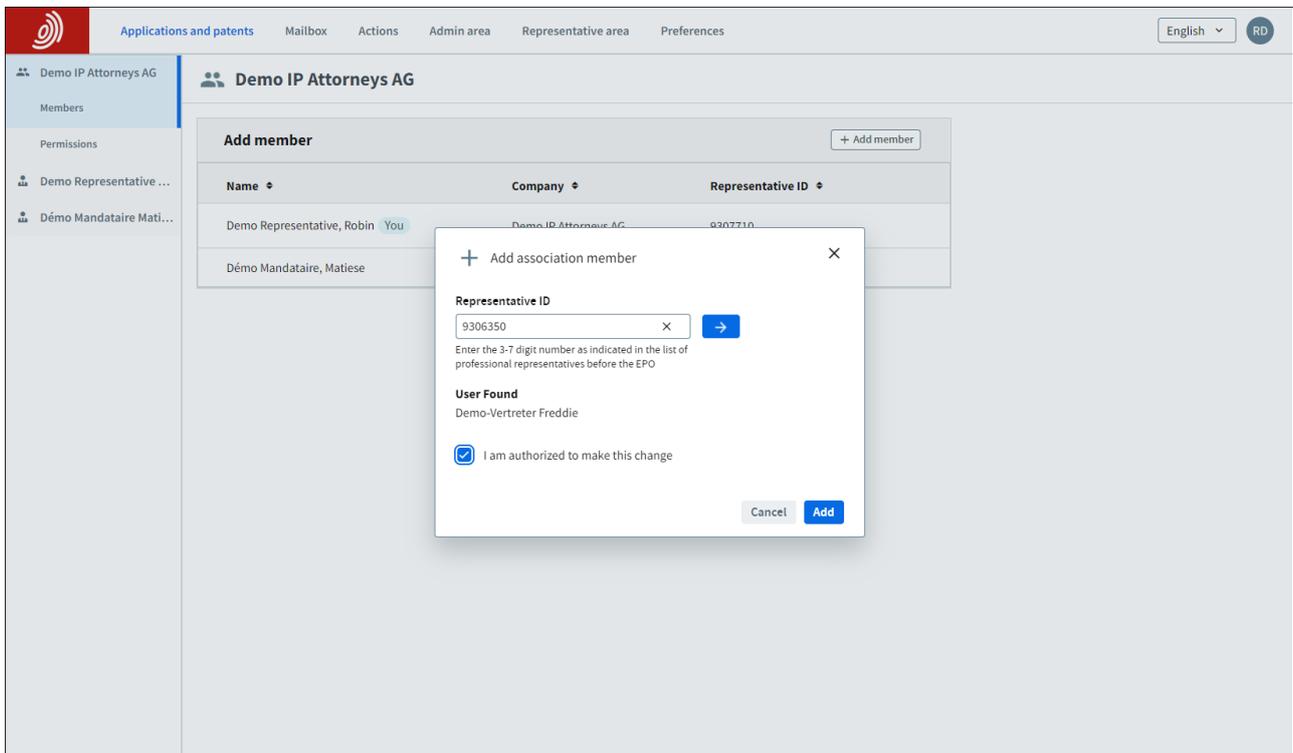
Only company administrators can add members to an association. Go to the **Applications and patents** area from the main menu, select the association in question and select the **Members** option.

The screenshot shows the MyEPO interface for the 'Demo IP Attorneys AG' association. The top navigation bar includes 'Applications and patents', 'Mailbox 10', 'Actions 3', 'Admin area', 'Representative area', 'Preferences', 'English', and 'RD'. The left sidebar shows a search bar and a menu with 'Demo IP Attorneys AG' selected, with sub-items 'Members', 'Permissions', 'Mandataire Matiese Demo', and 'Representative-Vertreter I'. The main content area is titled 'Demo IP Attorneys AG' and contains a table of 'Association members' with a '+ Add member' button. The table has three columns: 'Name', 'Company', and 'Representative number'. The data rows are:

Name	Company	Representative number
Representative-Vertreter, Robin Demo You	Demo IP Attorneys AG	9313000
Y., Yvonne	KAM GmbH	80880

Select the **Add member** button and enter the representative number of the person you wish to add to the association. This can be any representative, including legal practitioners, whether or not they are a member of your MyEPO company. The name of the representative will be shown after you have entered the ID.

Before proceeding with the request, you have to confirm that you are authorised by both an existing association member as well as the person concerned.



If you add or remove members of an association, a communication will be sent to your Mailbox (or postal address of the association if the association is not receiving communications electronically via the Mailbox) listing all additions and removals that took place that day.

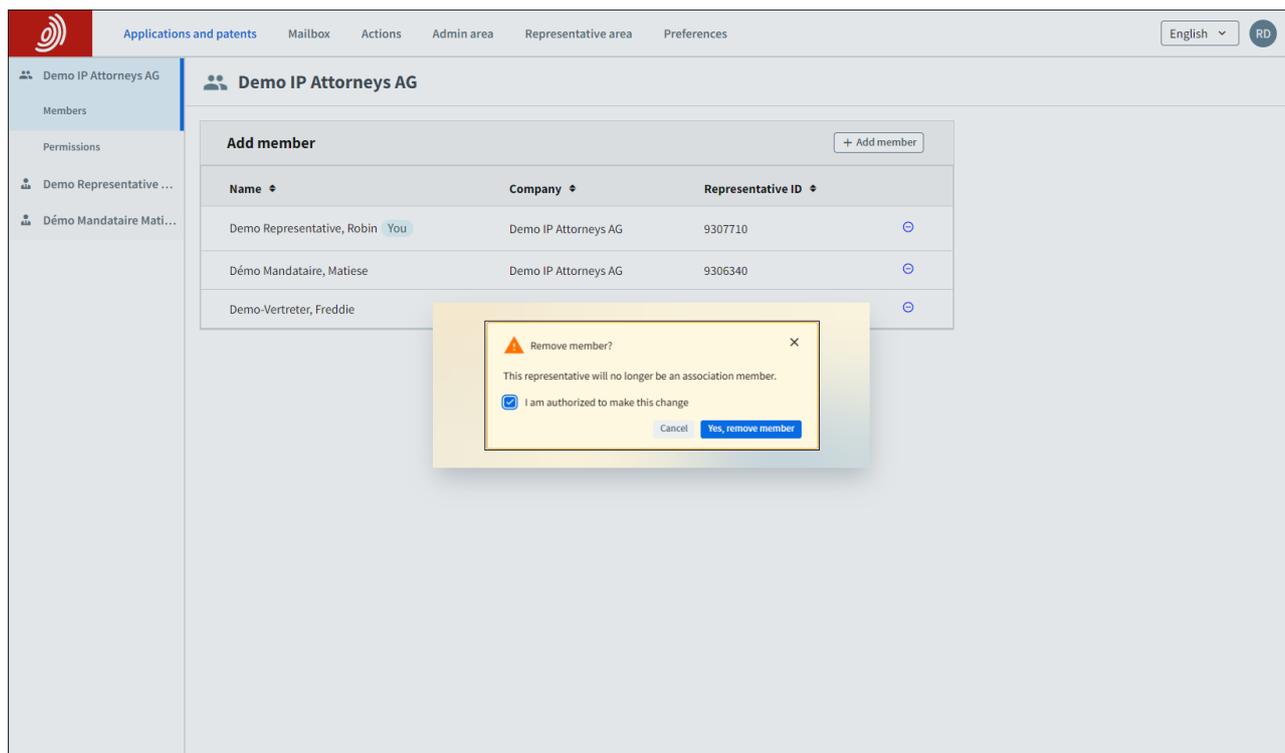
The change takes effect immediately.

5.4 Remove a member from an association

Only company administrators can add members to an association. Go to the **Applications and patents** area from the main menu, select the association in question and select the **Members** option.

Select the **deletion symbol** next to the name of the member that you wish to remove from the association. Please note: the deletion symbol will not appear if the association only has two members, since an association cannot have less than two members.

Before proceeding with the request, you have to confirm that you are authorised by both a remaining member of the association as well as the person concerned. In case you are unable to obtain such authorisation, please contact us at epo.org/support.



The screenshot shows the 'Add member' interface for 'Demo IP Attorneys AG'. A table lists members with columns for Name, Company, and Representative ID. A confirmation modal is overlaid on the table, asking 'Remove member?' and stating 'This representative will no longer be an association member.' The modal includes a checked checkbox 'I am authorized to make this change' and buttons for 'Cancel' and 'Yes, remove member'.

Name	Company	Representative ID
Demo Representative, Robin You	Demo IP Attorneys AG	9307710
Démo Mandataire, Matiese	Demo IP Attorneys AG	9306340
Demo-Vertreter, Freddie		

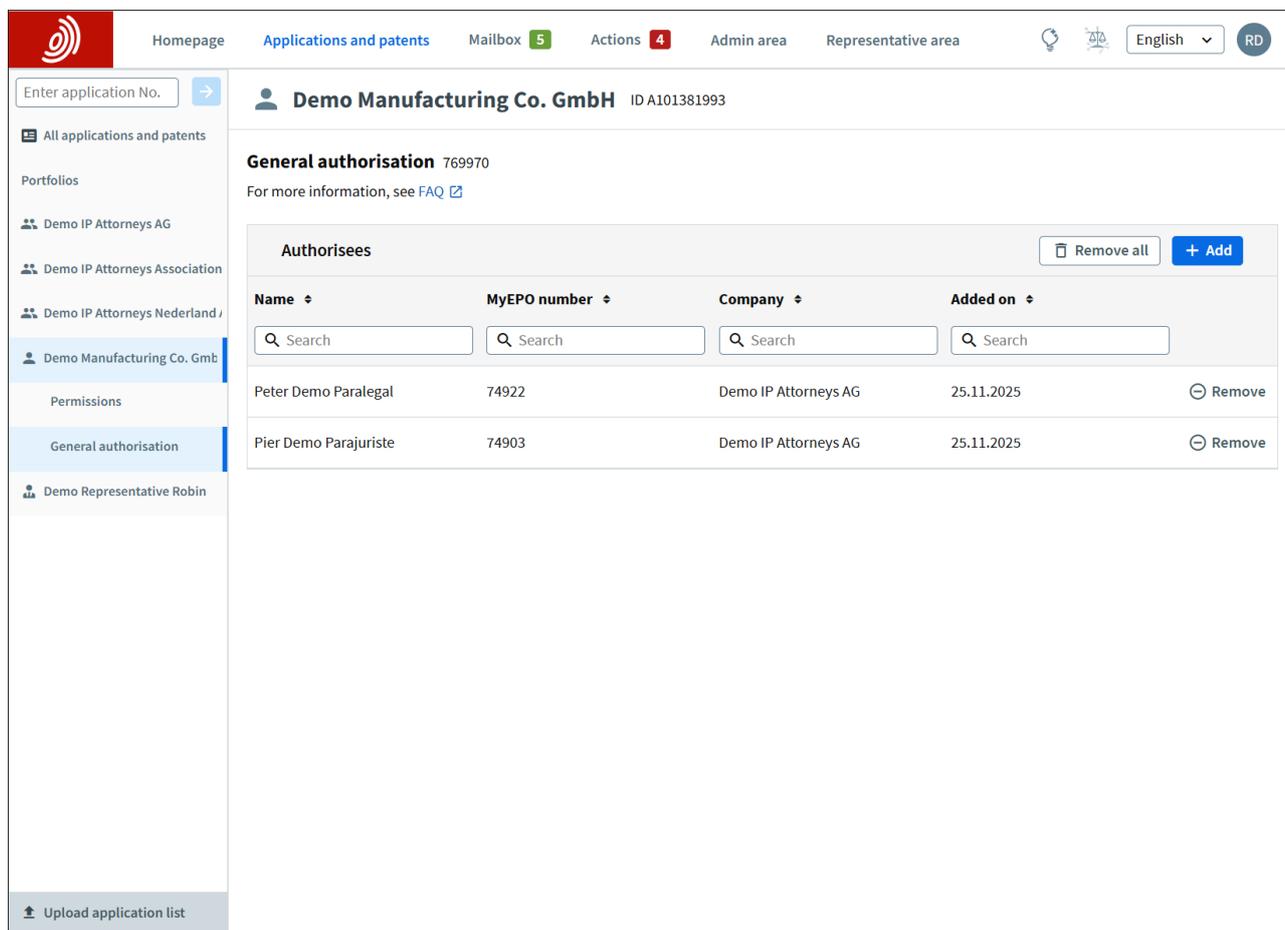
If you add or remove members of an association, a communication will be sent to your Mailbox (or postal address of the association if the association is not receiving communications electronically via the Mailbox) listing all additions and removals that took place that day.

The change takes effect immediately.

6. Managing general authorisations

In the case of self-representing parties, the company administrator can use MyEPO to create and update **general authorisations** that identify which employees are authorised to act for the party in all proceedings ([Article 133 EPC](#), [OJ EPO 2025, A47](#)) provided the party has been added as a recipient in the **Admin area** of MyEPO.

Only company administrators can add employees to a general authorisation for a self-representing party. Go to the **Applications and patents** area from the main menu, select the self-representing party in question and select the **General authorisation** option.



The screenshot shows the MyEPO interface for a company administrator. The top navigation bar includes 'Homepage', 'Applications and patents', 'Mailbox 5', 'Actions 4', 'Admin area', and 'Representative area'. The user is logged in as 'RD'. The main content area is for 'Demo Manufacturing Co. GmbH' (ID A101381993) and shows the 'General authorisation' page for ID 769970. Below the title, there is a 'Remove all' button and an '+ Add' button. A table lists the authorised employees:

Name	MyEPO number	Company	Added on	
<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	
Peter Demo Paralegal	74922	Demo IP Attorneys AG	25.11.2025	Remove
Pier Demo Parajuriste	74903	Demo IP Attorneys AG	25.11.2025	Remove

Select the **Add** button and select the company member from the drop-down list.

Only employees that are registered users of MyEPO and have been accepted by the company administrator as a company member in the **Admin area** can be added to a general authorisation.

Company members that are on the list of professional representatives before the EPO, or registered with the EPO as legal practitioners, cannot be added to a general authorisation.

Before proceeding with the request, you have to enter the full name of the person signing the general authorisation and confirm that that person is authorised to do so. The name will appear as a text string signature in the notification sent by the EPO.

The screenshot shows the MyEPO interface for a user named 'Demo Manufacturing Co. GmbH' (ID A101381993). The main page displays 'General authorisation' with a search bar and a list of 'Authorisees'. A modal window titled 'Add authorisees' is open, allowing the user to add a new authorisee. The modal contains the following fields and options:

- Company members:** Peter Demo Paralegal (with a dropdown arrow)
- Add a text string signature:** (empty field)
- Function of person signing:** Chief Executive Officer
- Place of signing (optional):** München
- Signature:** Hans Demo CEO
- Enter your full name:** (label below the signature field)
- The person signing is authorised to sign this general authorisation.

The modal has 'Cancel' and 'Add' buttons at the bottom right.

If you add or remove an employee, the general authorisation will be registered in the EPO's register of general authorisations and a confirmation including the registration number will be sent to your Mailbox (or postal address of the self-representing party if the party is not receiving communications electronically via the Mailbox).

The change takes effect immediately and the registration number can be indicated in proceedings instead of submitting an authorisation.

A general authorisation can be updated at any time to remove or add employees.

When a portfolio is moved from one company to another, the company administrator of the new company will be able to manage the general authorisation.