MyEPO Portfolio

Feature guide: representative area
1. Introduction

The EPO publishes on its website a searchable database of professional representatives registered with the EPO who are authorised to represent parties in European patent grant-related proceedings.

The Representative Area in MyEPO Portfolio allows you, as a registered professional representative, to manage the personal and contact information that is collected and stored about you by the EPO.

You can also delegate this to members of your IP support team.

You won’t have access to your representative area until you have been entered on the list of professional representatives before the EPO. You can use MyEPO Portfolio to request entry on the list.

You can also request re-entry if you have been deleted from the list.

This feature guide explains how to use the representative area, and you can read about the legal framework for professional representation on our website.

We have also published some frequently asked questions (FAQs), and you can always contact us at epo.org/support or your key account manager if you’re still not sure about something.
2. How to be entered on the list of professional representatives

You can use MyEPO Portfolio to file your request for entry on the list of professional representatives registered with the EPO. This authorises you to represent parties in European patent grant-related proceedings under Article 134 EPC.

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 Portfolio using your EPO account with two-factor authentication or smart card. If you are a new user of MyEPO Portfolio, just follow the instructions on the Get access page of our website.

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

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

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 there is a mistake in your request, you will be notified by post and can correct the mistake in MyEPO Portfolio.

Once your request has been processed successfully you will be notified. The next time you sign in to MyEPO Portfolio as a registered professional representative, you will see the option to access your personal representative area through the main menu of MyEPO Portfolio.
Once you have been registered on the list, you can also delegate access to your representative area to other members of your company, by clicking on the Manage permissions option. They will be able to edit information about your profile on your behalf.
3. **Using the representative area**

In your representative area you can request changes to your representative profile and can request to be deleted from the list of professional representatives before the EPO.

3.1 **Request changes to your representative profile**

Click on 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.

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.

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

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.

The EPO will process the request and changes to your details in the database will be published in the EPO Official Journal. 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.
3.2 Request deletion from the list of professional representatives

You can request for your record to be deleted from the list of professional representatives before the EPO, by scrolling to the bottom of the screen and clicking on 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.

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 from the list and no longer have access to your representative area.

3.3 Handling 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.