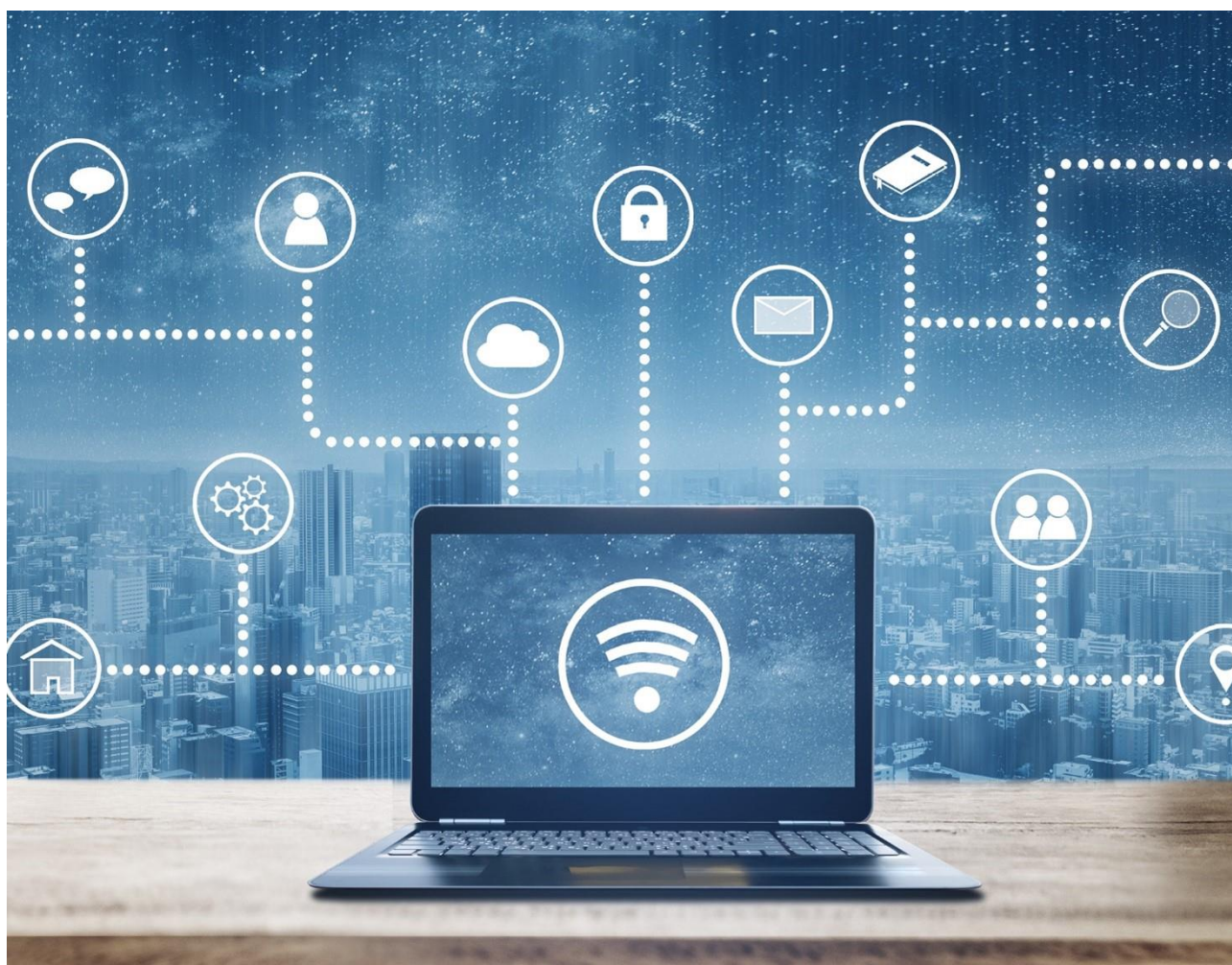


# MyEPO Portfolio

Feature guide: representative area



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## 1. Introduction

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

As an applicant or opponent, you may represent yourself and perform procedural acts during proceedings, but only if you have your residence or principal place of business in an EPC contracting state.

If your residence or principal place of business isn't in an EPC contracting state, you are obliged to be represented by a professional representative and act through them in all proceedings established by the EPC other than in filing a European patent application.

And even if your place of resident or business is in an EPC contracting state, you may choose to appoint or consult a professional representative.

The **Representative Area** in MyEPO Portfolio allows registered professional representatives to manage the personal and contact information that is published about them on the EPO website.

They can also delegate this to members of their IP support team.

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 get in touch with [support@epo.org](mailto:support@epo.org) or your key account manager if you're still not sure about something.

## 2. How to access the representative area

As a registered professional representative, you can access their representative area through the main menu of MyEPO Portfolio.

The screenshot shows the 'Representative Profile' page in the MyEPO Portfolio system. The top navigation bar includes links for 'Applications and patents', 'Mailbox' (647), 'Actions' (294), 'Admin area', 'Representative area' (active), and 'Preferences'. A language dropdown is set to 'English' and a user icon 'TT' is visible. The main content area is titled 'Representative Profile of [redacted]' and includes a 'Manage permissions' button. The profile details are as follows:

Field	Value	Action
Representative ID number	[redacted]	
Date of entry on the list of representatives before the EPO	28.08.2007	
Name	[redacted]	Edit
Nationality	Finland	Edit
Preferred language	Deutsch	Edit
Address	[redacted] DE-80336 München Germany	Edit
Phone number	[redacted]	Edit
Fax number	The fax number is not used for correspondence with the EPO. [redacted]	Edit
Email address	[redacted]	Edit
Website	[redacted]	Edit

You can also delegate access 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.

The screenshot shows the 'Representative area' of the MyEPO portal. The top navigation bar includes 'Applications and patents', 'Mailbox 647', 'Actions 294', 'Admin area', 'Representative area' (active), and 'Preferences'. A language dropdown is set to 'English' and a user icon 'TT' is visible. The main content area is titled 'Website' and contains a text input field with 'http://www' and a 'Remove' button. Below this is a link 'Add a website' and a 'Cancel' button. The profile details section includes several publication options, each with a 'Yes' status and an edit icon: 'Publication of entry details in the Official Journal of the EPO', 'Publication of personal data in EPO searchable database', 'Publication of full postal address in EPO searchable database', 'Telecommunication details and their publication in the searchable database on the EPO website', 'Publication of phone number', 'Publication of fax number', 'Publication of email address', and 'Publication of website'. The 'Date of change' section has two radio buttons: 'as soon as possible' (selected) and 'with effect from:', followed by a date input field with a calendar icon and the placeholder 'dd.mm.yyyy'. At the bottom, there are two buttons: 'Request deletion from the list' and 'Request changes'.

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.

The screenshot shows the EPO Representative profile page. The top navigation bar includes links for Applications and patents, Mailbox (647), Actions (294), Admin area, Representative area, and Preferences. The main content area is titled 'Representative profile' with a 'Manage permissions' button. The form is titled 'Request for deletion from the list of professional representatives before the European Patent Office'. It contains the following sections:

- Request text:** A text area with the following text: "I request the deletion of my entry from the list of professional representatives under Rule 154(1) EPC. I understand that, in accordance with Article 134a(2) EPC, my membership of the Institute of Professional Representatives before the European Patent Office (epi) will also cease on the date of deletion indicated below. I am also aware that I can request re-entry on the list of professional representatives under Rule 154(3) EPC." Below this text are links for 'Article 134a(2) EPC' and 'Rule 154(3) EPC'.
- Date of deletion:** Two radio button options: 'as soon as possible' (selected) and 'with effect from:'. The 'with effect from' option has a date input field with a calendar icon and the placeholder 'dd.mm.yyyy'.
- Alternative contact details (optional):** A text area with the text: "I would like the EPO to use the contact details below – instead of the contact details in my profile – for any communication in relation to this request." Below this are input fields for 'Address' and 'Company / organisation'.

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.