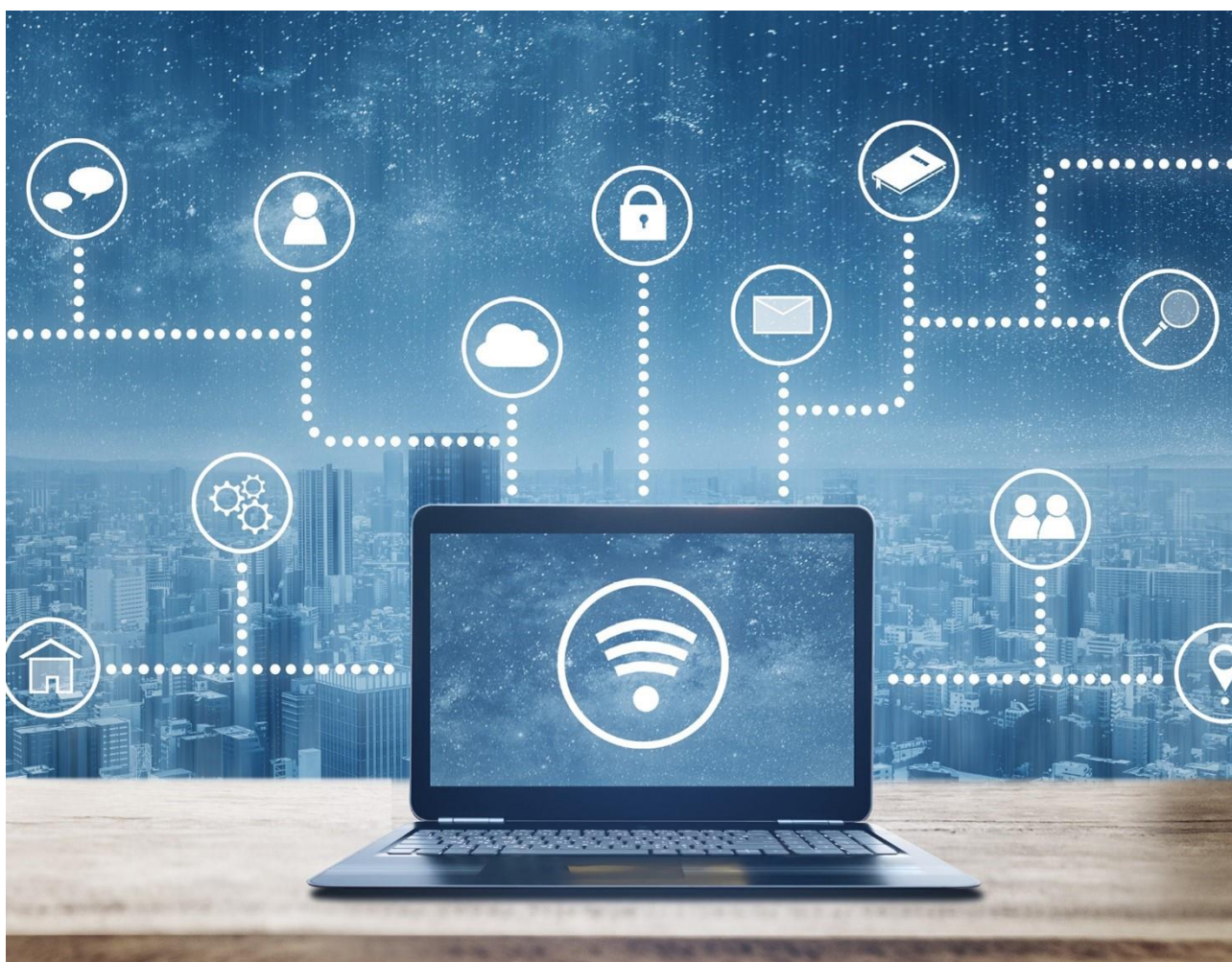


# MyEPO

Feature guide: managing representative profiles and associations

Last update: March 2025



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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 proceedings.

A new and improved version of the database was launched [on 3 February 2025](#). The database contains standardised information for each professional representative, including telecommunication details if provided and approved for publication. Any preferences about inclusion in the database or publishing their business address no longer apply since 3 February 2025.

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

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

Company administrators can also use the **applications and patents** area of MyEPO to add and remove members of an association ([Rule 152\(11\) EPC](#)).

This feature guide explains how to use MyEPO to manage representative profiles and associations, 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 us at [epo.org/support](https://epo.org/support) or your key account manager if you're still not sure about something.

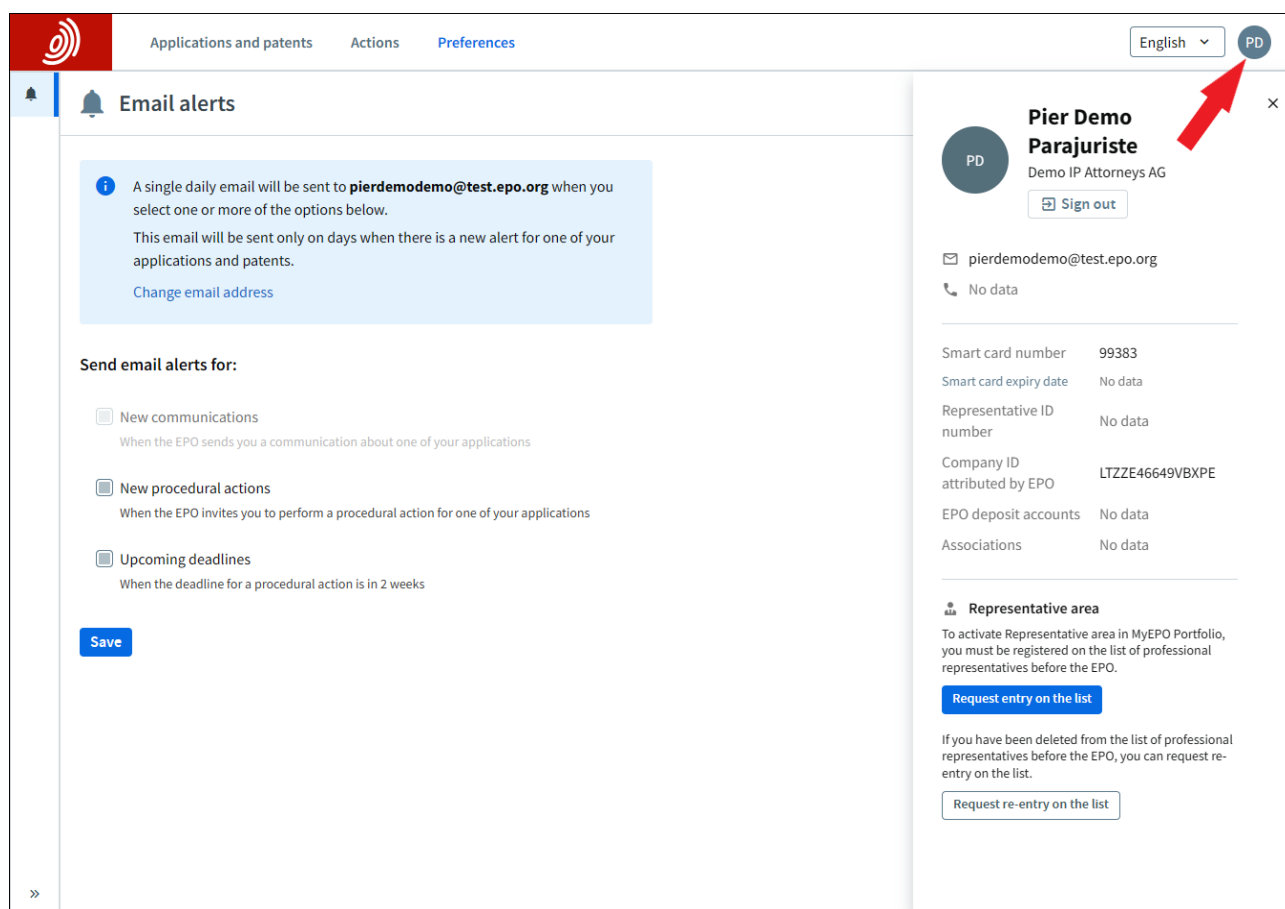
## 2. How to be entered on the list of professional representatives

You can use MyEPO 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 using your EPO account with two-factor authentication. 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 displays the MyEPO user interface. At the top, there are navigation tabs: "Applications and patents", "Actions", and "Preferences". On the right, there is a language dropdown set to "English" and a user profile icon labeled "Pd". The main content area is divided into two sections. The left section, titled "Email alerts", contains a message about email notifications and a "Send email alerts for:" section with three options: "New communications", "New procedural actions", and "Upcoming deadlines". The right section, titled "Pier Demo Parajuriste", shows the user's profile information, including "Demo IP Attorneys AG", "Sign out" button, email address "pierdemodemo@test.epo.org", and various identifiers like "Smart card number", "Smart card expiry date", "Representative ID number", "Company ID", "EPO deposit accounts", and "Associations". At the bottom of the right section, there is a "Representative area" section with a "Request entry on the list" button and a "Request re-entry on the list" button. A red arrow points to the user profile icon in the top right 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.

**Representative profile**

### Request for entry on the list of professional representatives before the European Patent Office

[Data protection statement](#)

1 2 3 4 5 6  
Section 1 Section 2 Section 3 Section 4 Section 5 Review and submit

**Section 1: Request for entry on the list of professional representatives before the European Patent Office (EPO)**

I request entry on the list of professional representatives under Article 134 EPC.

I fulfil the conditions prescribed by Article 134(2) EPC.

**First name**


**Last name**

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.

Once your request has been processed successfully you will be notified. 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.








Applications and patentsMailbox 8ActionsAdmin areaRepresentative areaPreferences

EnglishRD

Robin Demo Repre...

Representative profile of Robin Demo Representative

Manage permissions

Representative ID number	9313000	
Date of entry on the list of representatives before the EPO	22.03.2024	
Name	Representative, Robin Demo	
Nationality	United Kingdom	
Preferred language	English	
Address	Demo IP Attorneys AG Berlinplatz 52 80340 München Germany	
Phone number	49 89 23992	

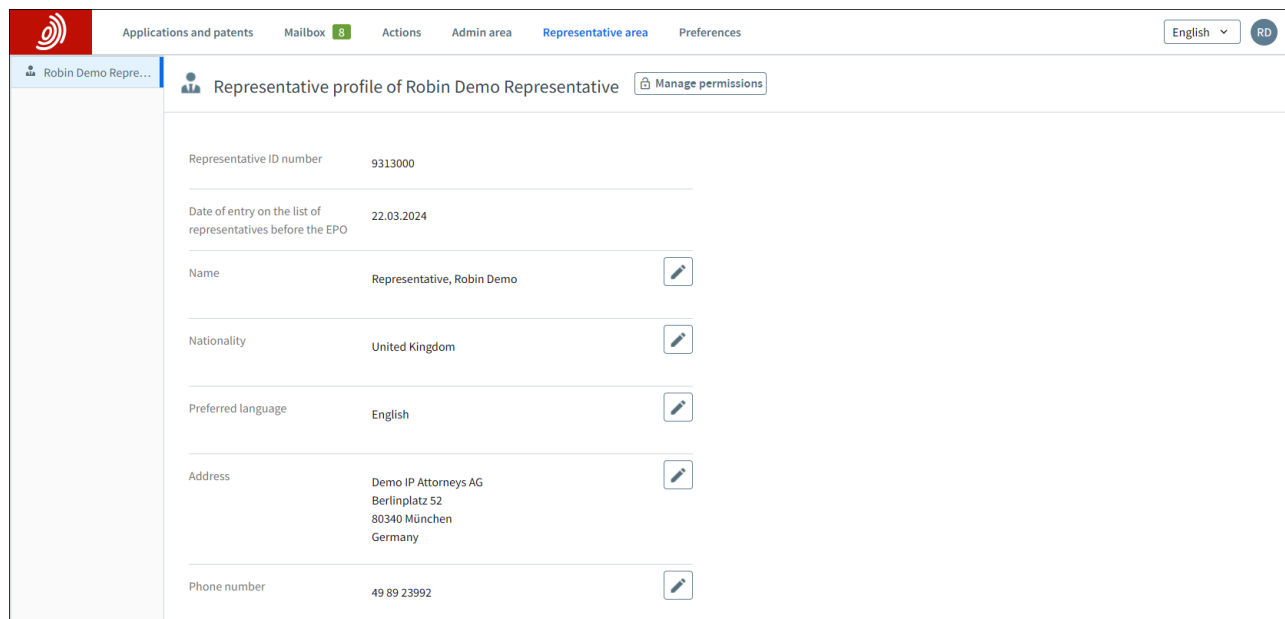
Once you have been registered on the list you can also delegate access to your representative area to other members of your company, by selecting the **Manage permissions** option. They will be able to edit information about your profile on your behalf.

### 3. Managing representative profiles






In your MyEPO “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 How to access the representative area

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



The screenshot shows the 'Representative area' of the MyEPO interface. The top navigation bar includes 'Applications and patents', 'Mailbox' (with a green badge showing '8'), 'Actions', 'Admin area', 'Representative area' (highlighted in blue), and 'Preferences'. On the right, there is a language dropdown set to 'English' and a user profile icon labeled 'RD'. The main content area is titled 'Representative profile of Robin Demo Representative' with a 'Manage permissions' button. The profile details are as follows:

Representative ID number	9313000	
Date of entry on the list of representatives before the EPO	22.03.2024	
Name	Representative, Robin Demo	
Nationality	United Kingdom	
Preferred language	English	
Address	Demo IP Attorneys AG Berlinplatz 52 80340 München Germany	
Phone number	49 89 23992	

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.

#### 3.2 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.

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 interface. The top navigation bar includes 'Applications and patents', 'Mailbox' (with a green badge showing '8'), 'Actions', 'Admin area', 'Representative area' (highlighted), and 'Preferences'. On the right, there is a language dropdown set to 'English' and a user profile icon labeled 'RD'. The left sidebar shows the user's name 'Robin Demo Repre...'. The main content area contains the following fields:

- 'Publication of phone number' with a value of 'Yes'.
- 'Publication of email address' with a value of 'Yes'.
- 'Publication of website URL' with a value of 'Yes'.
- 'Further information for internal purposes' with an edit icon.
- 'Email address for receipt of personalised communications (not a shared address such as info@xxx.org) (optional):' with a value of '—'.
- 'epi student number (optional)' with an empty text field.
- 'Date of change' section with two radio buttons: 'as soon as possible' (selected) and 'with effect from:' (unselected). Below the second radio button is a date input field with the placeholder 'dd.mm.yyyy'.

At the bottom of the form, there are two buttons: 'Request deletion from the list' and 'Request changes'.

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.

### 3.3 Request deletion from the list of professional representatives

You can request to be deleted from the list of professional representatives before the EPO, 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 MyEPO system. The top navigation bar includes 'Applications and patents', 'Mailbox' (647), 'Actions' (294), 'Admin area', 'Representative area', and 'Preferences'. A language dropdown is set to 'English' and a user icon 'TT' is visible.

The main content area is titled 'Representative profile' with a 'Manage permissions' button. Below this, the heading reads 'Request for deletion from the list of professional representatives before the European Patent Office'.

The form contains the following text and fields:

- A statement: 'I request the deletion of my entry from the list of professional representatives under Rule 154(1) EPC.'
- A statement: '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.'
- Links: [Article 134a\(2\) EPC](#) | [Rule 154\(3\) EPC](#)
- 'Date of deletion' section with two radio buttons:
  - ☒ as soon as possible
  - ☐ with effect from:
- A date input field with a calendar icon and the placeholder 'dd.mm.yyyy'.
- 'Alternative contact details (optional)' section 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.'
- '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 from the list and no longer have access to your representative area.

### 3.4 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.



## 4. Managing associations

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

As a company administrator, you go to the **Applications and patents** area from the main menu, select the association in question and select the **Members** option.

The screenshot displays the MyEPO user interface. At the top, a navigation bar includes the MyEPO logo, 'Applications and patents' (active), 'Mailbox 10', 'Actions 3', 'Admin area', 'Representative area', 'Preferences', a language dropdown set to 'English', and a user profile icon 'RD'. Below the navigation bar, a sidebar on the left contains a search box 'Enter application No.' and a list of menu items: 'Demo IP Attorneys AG' (selected), 'Members', 'Permissions', 'Mandataire Matiese Demo', and 'Representative-Vertreter I'. The main content area is titled 'Demo IP Attorneys AG' and features a section 'Association members' with a '+ Add member' button. A table lists the members with columns for Name, Company, and Representative number.

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

At the bottom left of the sidebar, there is a button labeled 'Upload application list'.

## 4.1 Add a member to an association

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, 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.

The screenshot displays the MyEPO web interface. The top navigation bar includes 'Applications and patents', 'Mailbox', 'Actions', 'Admin area', 'Representative area', and 'Preferences'. The user is logged in as 'RD'. The left sidebar shows the 'Demo IP Attorneys AG' association with options for 'Members', 'Permissions', 'Demo Representative ...', and 'D mo Mandataire Mati...'. The main content area is titled 'Demo IP Attorneys AG' and features an 'Add member' button. A modal dialog box titled 'Add association member' is open, showing a 'Representative ID' field with the value '9306350' and a search button. Below this, it states 'User Found: Demo-Vertreter Freddie'. A checkbox labeled 'I am authorized to make this change' is checked. The dialog has 'Cancel' and 'Add' buttons at the bottom.

Name	Company	Representative ID
Demo Representative, Robin	Demo IP Attorneys AG	9306350
D�mo Mandataire, Matiese		

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.

## 4.2 Remove a member from an association

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](https://epo.org/support).

The screenshot shows the MyEPO interface for managing an association named 'Demo IP Attorneys AG'. The left sidebar lists 'Members', 'Permissions', 'Demo Representative ...', and 'D mo Mandataire Mati...'. The main area has a table titled 'Add member' with columns 'Name', 'Company', and 'Representative ID'. Each row has a deletion symbol (a circle with a minus sign) to its right. A confirmation dialog is overlaid on the table, asking 'Remove member?' and stating 'This representative will no longer be an association member.' It includes a checked checkbox for '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	⊖
D�mo 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.