



EPO online services

MyFiles

Administration

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1. Activating MyFiles

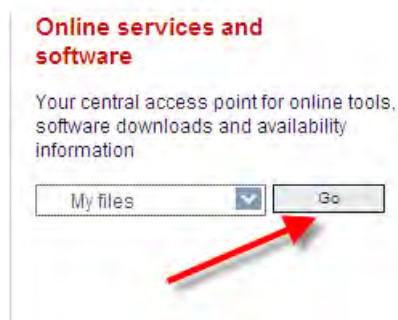
In order to activate MyFiles, you must

- be defined as a Mailbox associate (see point 4, Mailbox – Administration)
- be a registered smart card holder
- be registered with the EPO as a professional representative
- use the smart card and PIN to log in

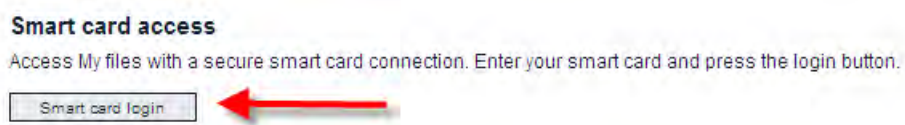
Note: For associations, the procedure is the same: every individual representative in the association needs to be associated with the company Mailbox to access MyFiles. This gives them access to all the files represented by the association as well as the files handled in their own name (where relevant).

2. Accessing MyFiles

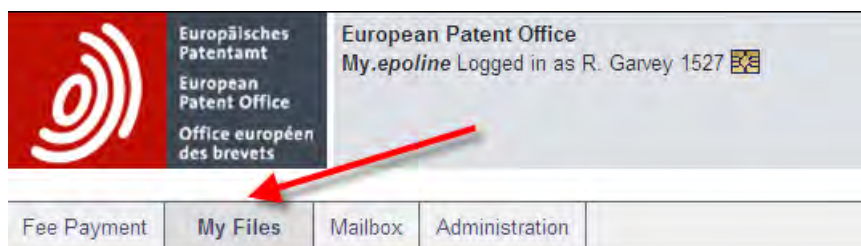
Once these conditions (point 1) are met, you can access MyFiles through the **Online services and software** access point on the EPO website (www.epo.org):



You will then be requested to log in with your smart card and PIN.



Once you have done this, you will be able to access MyFiles through the MyFiles tab now available to you.



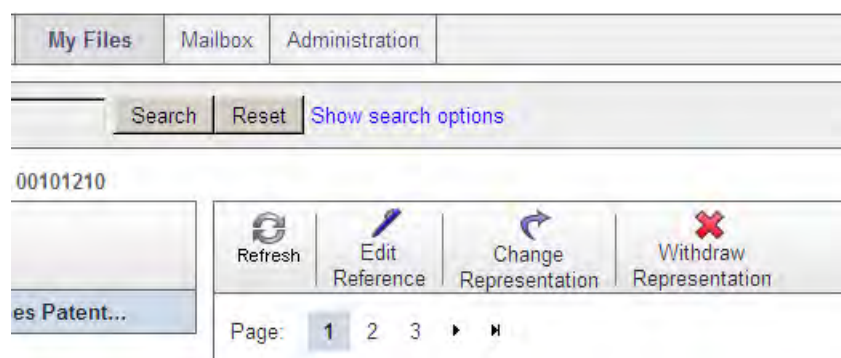
3. What you can do in MyFiles

- View a list of your applications as the first representative on file
- View a list of your applications if you work for an association
- View a mix of files if individual representatives in your company file in their own name and your company files as an association
- Search for files in your portfolio

Be aware that the EPO registers only an acting representative or an association in connection with a file, not both. When filing an application, please specify what you want to have registered.

The new self-service functions available through MyFiles are:

- withdraw representation for files for which you are responsible (**Withdraw Representation**)
- assign representation for files for which you are currently responsible to another representative or to an association (**Change Representation**)
- change user reference for files for which you are responsible (**Edit Reference**)



4. Withdrawing representation

Select one or more applications and click **Withdraw Representation**.

The screenshot shows the 'My Files' interface for user '00101210'. At the top, there are navigation tabs: 'Fee Payment', 'My Files', 'Mailbox', and 'Administration'. Below these is a search bar with 'Search', 'Reset', and 'Show search options' buttons. The main content area is titled 'My Files - 00101210' and contains a list of applications. A red arrow points to the 'Withdraw Representation' button in the toolbar. Another red arrow points to the first application in the list, which is checked.

EP Number	PCT Number	Applicant	Reference
<input checked="" type="checkbox"/>	10798098	EP10070613 Bioiberica, S.A.	101977PEP605BIO

Then review and click **Withdraw**.

The screenshot shows the 'My Files' interface for user '00101210'. A dialog box is displayed with the title 'Withdraw representation for the following application'. The text inside the dialog box reads: 'You are about to withdraw the representation for the application indicated below. Please note: once you withdraw representation, you will not be able to access this application from MyFiles. Nor will EPO communications relating to this application be sent to you.' Below the text is a table with two columns: 'EP Number' and 'Reference'. The table contains the following data:

EP Number	Reference
10798098	101977PEP605BIO

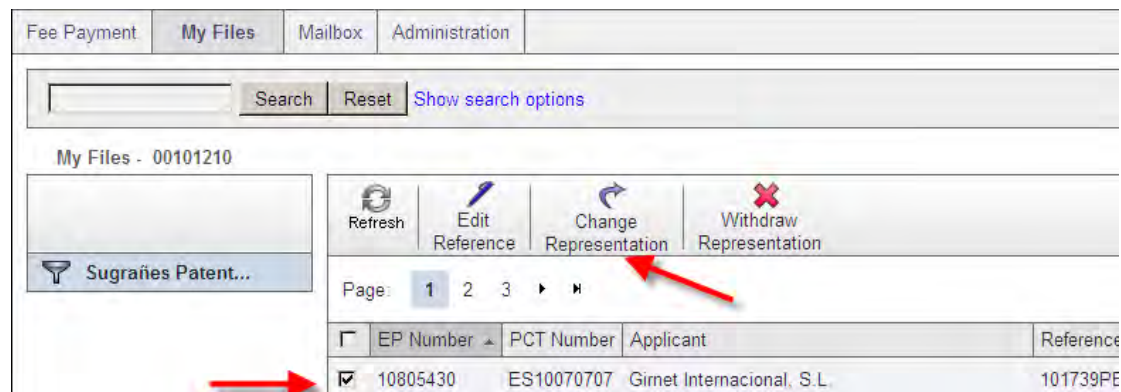
At the bottom of the dialog box, there are three buttons: 'Help', 'Withdraw', and 'Don't Withdraw'. A red arrow points to the 'Withdraw' button.

The representation is immediately withdrawn.

The screenshot shows the 'My Files' interface for user '00101210'. A dialog box is displayed with the title 'Report:'. The text inside the dialog box reads: 'Number of applications selected: 1
Representation for application 10798098 [101977PEP605BIO] has been withdrawn.' At the bottom of the dialog box, there are two buttons: 'Help' and 'Back to overview'.

5. Reassigning representation

Select one or more applications and click **Change Representation**.



Fee Payment | **My Files** | Mailbox | Administration

Search [] [Search] [Reset] [Show search options](#)

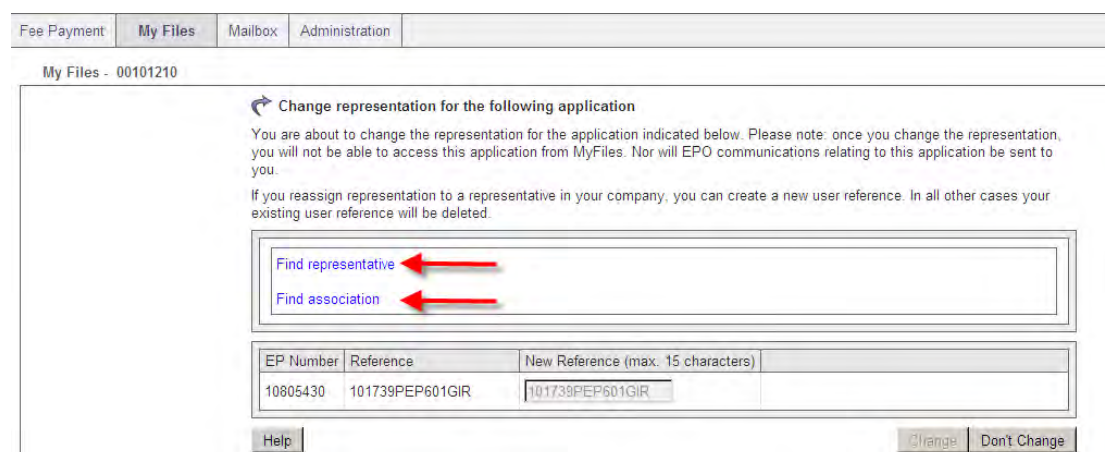
My Files - 00101210

Refresh | Edit Reference | **Change Representation** | Withdraw Representation

Page: 1 2 3 ▶ ▶

<input type="checkbox"/>	EP Number	PCT Number	Applicant	Reference
<input checked="" type="checkbox"/>	10805430	ES10070707	Gimet Internacional, S.L.	101739PE

Select **Find representative** or **Find association**.



Fee Payment | **My Files** | Mailbox | Administration

My Files - 00101210

Change representation for the following application

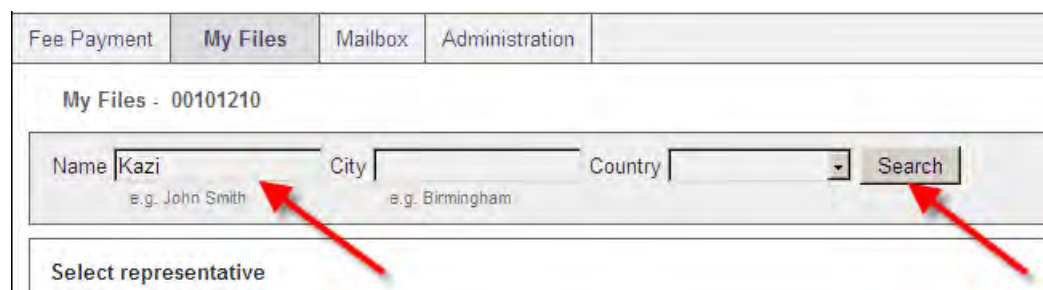
You are about to change the representation for the application indicated below. Please note: once you change the representation, you will not be able to access this application from MyFiles. Nor will EPO communications relating to this application be sent to you.

If you reassign representation to a representative in your company, you can create a new user reference. In all other cases your existing user reference will be deleted.

[Find representative](#) | [Find association](#)

EP Number	Reference	New Reference (max. 15 characters)
10805430	101739PEP601GIR	101739PEP601GIR

Then enter the search criteria (for example, the name of the new representative).



Fee Payment | **My Files** | Mailbox | Administration

My Files - 00101210

Name City Country

e.g. John Smith e.g. Birmingham

Select representative

If your search criteria are correct and the representative or association is in our database, you will be presented with search results as shown below. (If there are no results, you can choose **Enter address manually**, which will generate a request to the EPO for a change of representation).

Fee Payment | **My Files** | Mailbox | Administration

My Files - 00101210

Name City Country

e.g. John Smith e.g. Birmingham

Select representative

Search for a representative. Select a representative address from the list and click the Select button or just click one of the address rows.

Please enter a representative address only if there is no appropriate representative/association in our system. Please note that making a manual entry will delay the reassignment process.

Address
Kazi, Ilya Mathys & Squire LLP 120 Holborn London EC1N 2SQ GB

Items 1 - 1 of 1

After you click **Select**, you will see a screen where you can review your selection and edit the reference at the same time if appropriate*.

Fee Payment | **My Files** | Mailbox | Administration

My Files - 00101210

Change representation for the following application

You are about to change the representation for the application indicated below. Please note: once you change the representation, you will not be able to access this application from MyFiles. Nor will EPO communications relating to this application be sent to you.

* If you reassign representation to a representative in your company, you can create a new user reference. In all other cases your existing user reference will be deleted.

Find representative	Reassign to representative:
Find representative	Kazi, Ilya
Find association	Mathys & Squire LLP
	120 Holborn
	London EC1N 2SQ
	GB

EP Number	Reference	New Reference (max: 15 characters)
10805430	101739PEP601GIR	<input type="text" value="101739PEP601GIR"/>

Once you click **Change**, the change of representation will be immediate.

Fee Payment | **My Files** | Mailbox | Administration

My Files - 00101210

Report:

Number of applications selected: 1

Representation for application 10805430 [101739PEP601GIR] has been changed.

6. Editing user reference

Select one or more applications and click **Edit Reference**.

Fee Payment | **My Files** | Mailbox | Administration

Search [] [Reset] [Show search options](#)

My Files - 00101210

Refresh | Edit Reference | Change Representation | Withdraw Representation

Page: 1 2 3

<input type="checkbox"/>	EP Number	PCT Number	Applicant	Reference
<input checked="" type="checkbox"/>	11161474		Whole Space Industries Ltd.	123456789

Then edit your user reference.

Fee Payment | **My Files** | Mailbox | Administration

My Files - 00101210

Edit user reference

EP Number	Reference	New Reference (max. 15 characters)
11161474	123456789012345	Garv3

Help [] Save [] Don't Save []

Once you click **Save**, your user reference is updated immediately.

Fee Payment | **My Files** | Mailbox | Administration

My Files - 00101210

Report:

Number of applications selected: 1

User reference for application 11161474 [123456789012345] has been changed.

Help [] Back to overview []

7. Impact of your changes

- EPO database is immediately updated
- Confirmation is sent to the company Mailbox
- Confirmation is stored in the electronic dossier
- The representative ceases to have access to the file via MyFiles

8. Legal basis

See the following "Decisions and Notices of the President":

http://archive.epo.org/epo/pubs/oj012/01_12/01_0222.pdf

http://archive.epo.org/epo/pubs/oj012/05_12/05_3522.pdf