



Hi,

Thank you for spending the time with us. We hope you will find the use of an electronic mailbox a time saver for your organization.

Here are some points on how to proceed:

As we mentioned, we will have alternative two step authentication available as of 2023.

If you want to make use of the mailbox now already, you need to order smart cards.

You can order cards via this link <https://nrm2.epoline.org/myepoline/pcf/scEnrolment.html> .

Remember for ID verification, you can either enclose a photo copy of an id card or passport.

Should you feel uncomfortable sending this, let us know. We could verify your ID during a teams meeting instead.

Once you have received your smart card, you will get your pin code sent separately.

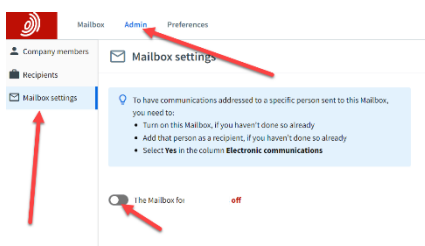
Now, remember to activate your card.

Using this link <https://www.epo.org/applying/online-services/security/installation.html> you can download the driver you need and activate your smart card.

You can now go to your portal by signing on using this link <https://www.epo.org/applying/online-services/myepo.html>

Select Open & the option sign in using smart card. The system will now prompt you for your pin.

The system will now display that your mailbox is inactive. Activate it now.





Now set up the mail recipient (PCT)

Mailbox Admin references

Company members Recipients of communications to this Mailbox

Recipients

First name -

There are no recipients registered for your company

PCT Link

Email address -

No PCT Link requested

Request PCT Link

You're asking the EPO to link the email address entered below to this Mailbox.

First an email will be sent to that email address asking the recipient to sign in to MyEPO Portfolio and to agree to having that email address linked to this Mailbox.

This will route to this Mailbox all communications from the EPO related to international (PCT) applications ("notifications") for which that email address was either indicated in Form PCT/RO/101 or has since been provided to the International Bureau of WIPO.

I understand the information provided above, and confirm that I want to have the email address below linked to this Mailbox.

Enter email address

pctpost@company.com

Re-enter email address

pctpost@company.com

Cancel Send request

You will now see that your PCT post identifier is pending

Email address -	Electronic communications
pctpost@company.com	Request pending Remove PCT Link Resend request

Now go to the in tray of this email address to verify the email.

Subject: EPO online services – MyEPO Portfolio – PCT Link request



Action required on request for PCT Link

Michael Lindblom has requested that pctpost@company.com is linked to the Mailbox of Patents LLP for the purpose of receiving PCT communications (international phase).

For this to happen, you need to sign in to MyEPO Portfolio and agree to the use of pctpost@company.com as a PCT Link.

[Sign in to MyEPO Portfolio](#)



Agreeing to link pctpo@company.com to this Mailbox X

If you agree to having pctpo@company.com linked to this Mailbox, all communications from the EPO related to international (PCT) applications for which mlindblom@epo.org was either indicated in Form PCT/BO/101 or has since been provided to the International Bureau of WIPO will be routed to this Mailbox. Please promptly inform the International Bureau of WIPO if the email address is changed or if there are any other changes under Rule 92bis.1 PCT.

I understand the information provided above and agree to having pctpo@company.com linked to this Mailbox

Your PCT link is now active

Recipients of communications to this Mailbox

Recipients

First name -

There are no recipients registered for your company

PCT Link

Email address -	Electronic communications	
pctpo@company.com	<input checked="" type="checkbox"/> Yes	Remove PCT Link

For help and questions, either contact support@epo.org or us directly

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