Netherlands Enterprise Agency

Netherlands Patent Office

MyPage User Manual

Versie: 1.7
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NETHERLANDS PATENT OFFICE

MYPAGE USER MANUAL

1 Introduction

1.1 Brief Description

MyPage module is a web-based system residing at the front-office of the BPP environment and is available to registered clients of the Dutch Patent Office, so they manage their patent related information themselves. MyPage module allows its users to monitor their patents, update their personal information and manage fees and payments related to patents.

1.2 Purpose

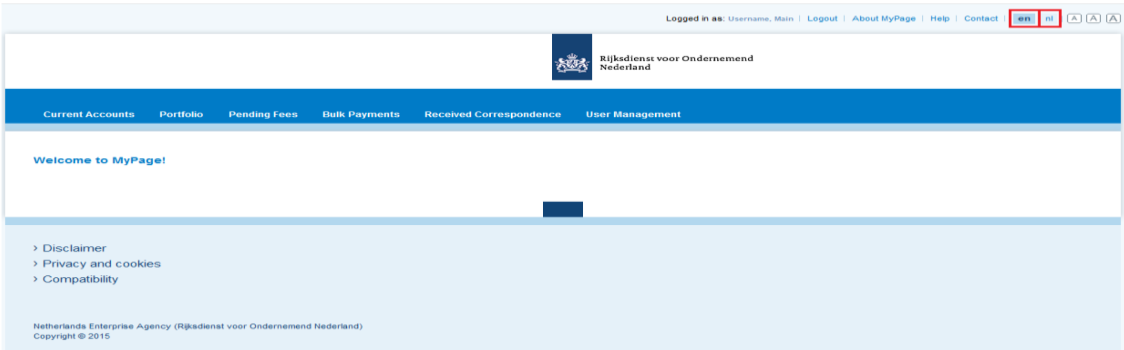
The purpose of the present document is to familiarize MyPage users with the application’s functionalities.

2 Settings in MyPage

2.1 Language Settings in MyPage

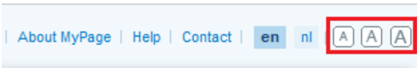
By default language MyPage is set to English.

Should you prefer Dutch language, select "NL" in the top right corner to continue in Dutch. See our Dutch manual for further explanation.



2.2 Display (font size) in MyPage

If desired, select a different font size by clicking on one of the three letter A-icons at the top right for display in MyPage.

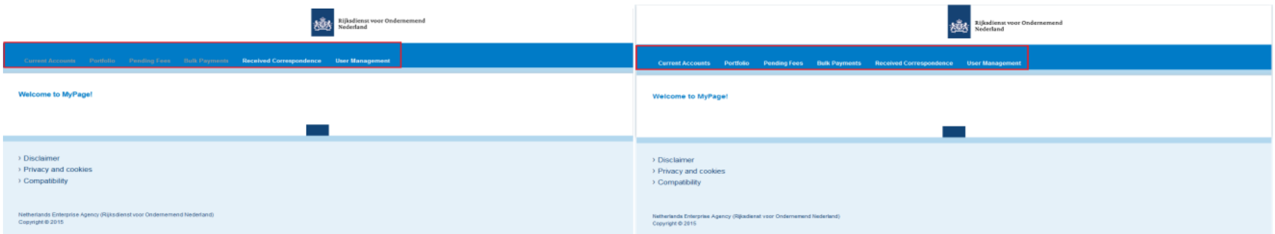


3 How to Navigate in MyPage

1. Click on the respective tab on top of the page:

- Current Accounts
- Portfolio
- Pending Fees: the system shows “My pending fees”
    a. The system shows “My pending fees”
    b. Click on the 3rd Party Fees sub-tab, in order to access the respective page
    c. Click on the My Payment list sub-tab, in order to access the respective page
    d. Click on the My Payment Orders sub-tab, in order to access the respective page
- Bulk Payments
- Received Correspondence
- User Management

Note: *The availability of the system tabs depends on your rights. You are not able to access tabs marked as greyed-out.*

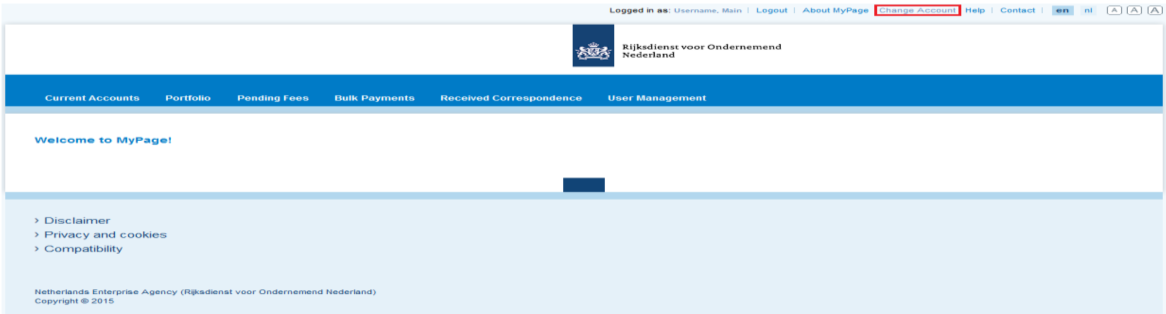


Note: *In order to access the User Personal Information page, click on your name link, displayed on top of the page.*

Note: *In order to access the MyPage Account Details page, click on your name link, displayed on top of the page, and subsequently click on the MyPage Account Details tab.*

4 How to Change Account in MyPage

1. Click on the “change account” link available in the header.



Note: *The change account link is displayed only if the MyPage user is associated with more than one person.*

2. Select a person by the use of the drop down list.
3. Click on the “proceed” button.

Note: *The system displays the User homepage for the selected account. The availability of the system tabs depends on your rights. You are not able to access tabs marked as greyed-out.*

5 How to Search in MyPage

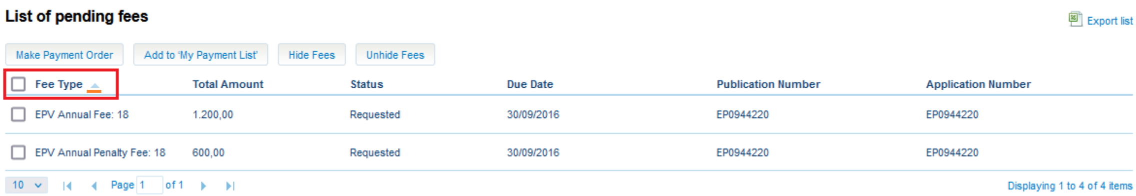
1. Access the target Filter section (Refer to: How to Navigate in MyPage~~How to Navigate in MyPage~~).
2. Specify at least one search criterion using the drop-down menus, text-fields and date pickers/calendars.
3. Click Search/Filter or press Enter.

Note: *Text fields support wildcards * and ? for searching. To perform a single character wildcard, use the ? symbol. For example search for T?STVALUE will return results for TESTVALUE. To perform a multiple character wildcard search, use the* symbol. For example search for TEST*LUE will return results for TEST1VALUE, TEST2VALUE, TESTINGVALUE etc.*

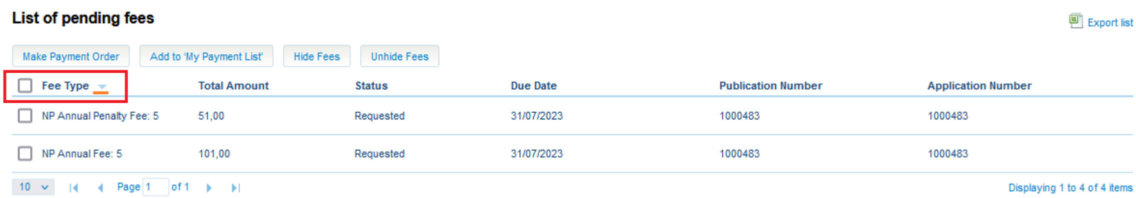
Note: *You may use the date fields or calendars in order to search for a date or date range. The left date-field corresponds to the "From" date value, and the right date-field corresponds to the "To" date-value. In order to search for a certain date, insert the target date in the form of DD/MM/YYYY in both the left ("From") and right ("Up to") date-fields. For example search for Due Date From 31/03/2014 – Up to 31/03/2014 will return results with Due Date 31/03/2014 only. In order to search for a certain date range, insert the target dates in the form of DD/MM/YYYY in the left ("From") or/and the right ("Up to") date-fields. For example search for Due Date From 31/03/2014 will return results with Due Date equal or after 31/03/2014.*

5.1 How to Sort Search Results in MyPage

1. To sort results in ascending order, click the column header. The system displays a respective triangle indicator on the column header.



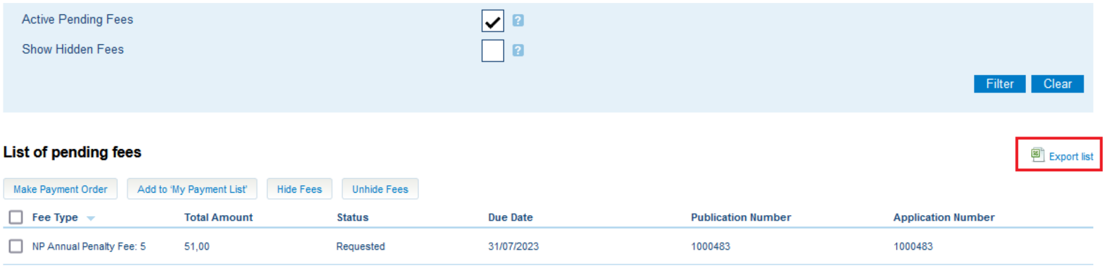
2. To sort results in descending order, click the same column header again. The system displays a respective triangle indicator on the column header.



Note: *Not all result columns are available for sorting. Columns for which sorting is not applicable will not display any triangle indicator if you try to click on them.*

6 How to Export Results

1. Click on the Export list link displayed in the target results section.



The system creates and provides for download a CSV file with the displayed results.

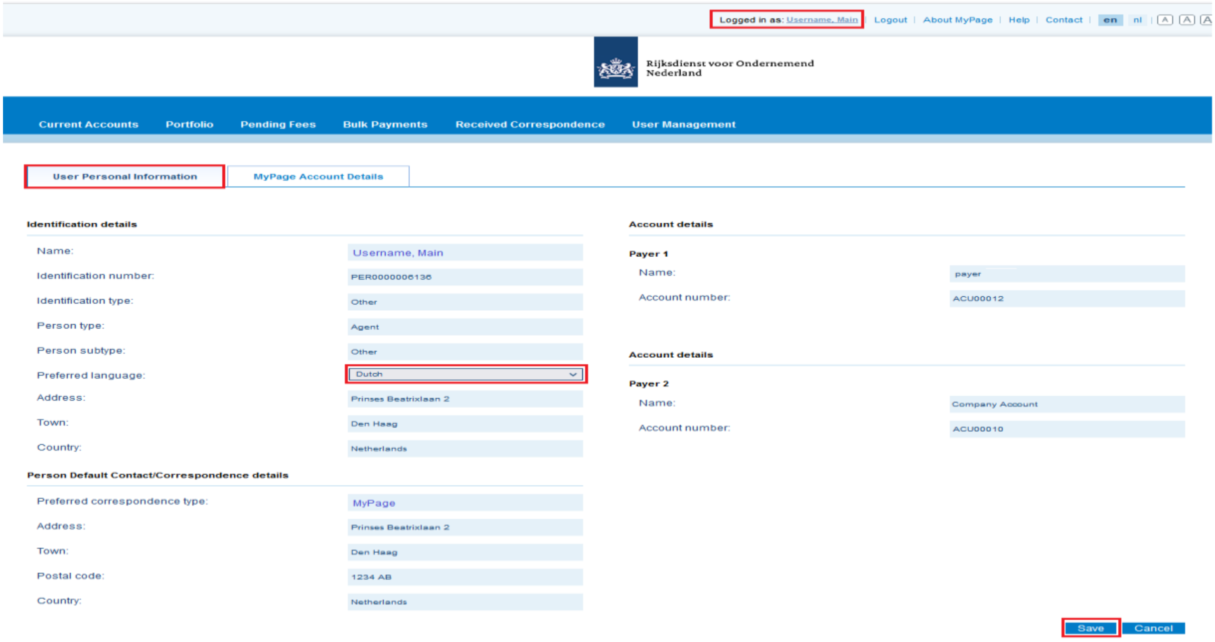
Note: *The export file includes the full result list, with maximum of 1000 records.*

7 Managing User Preferences

7.1 How to Update User Personal Information Preferences:

1. On the Preferences Page - User Personal Information tab, update any of the following editable details:

   - Preferred (correspondence) language

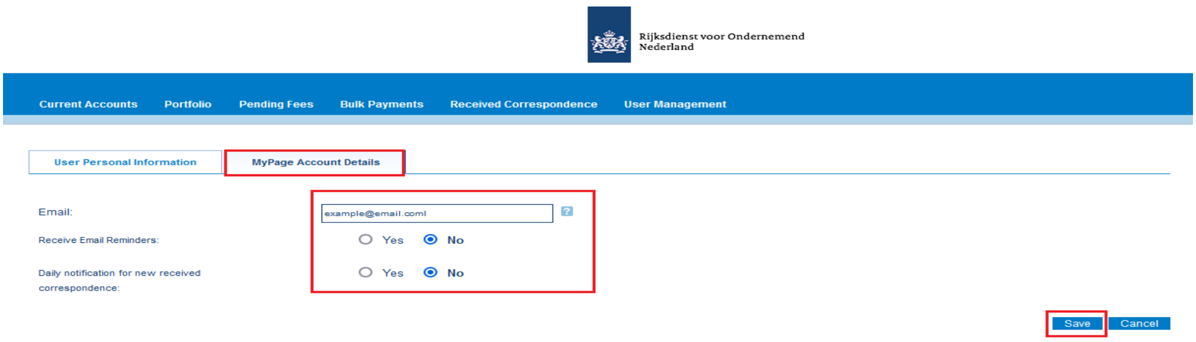


2. Click on the "Save" button.

7.2 How to Update User MyPage Account Preferences

1. On the Preferences Page - MyPage Account Details tab, update any of the following editable details:

   - The user email (for receiving reminders/notifications)
   - The option to Receive Email Reminders



2. Click on the "Save" button

Note: *The email address is not checked, correct input is the responsibility of the user.*

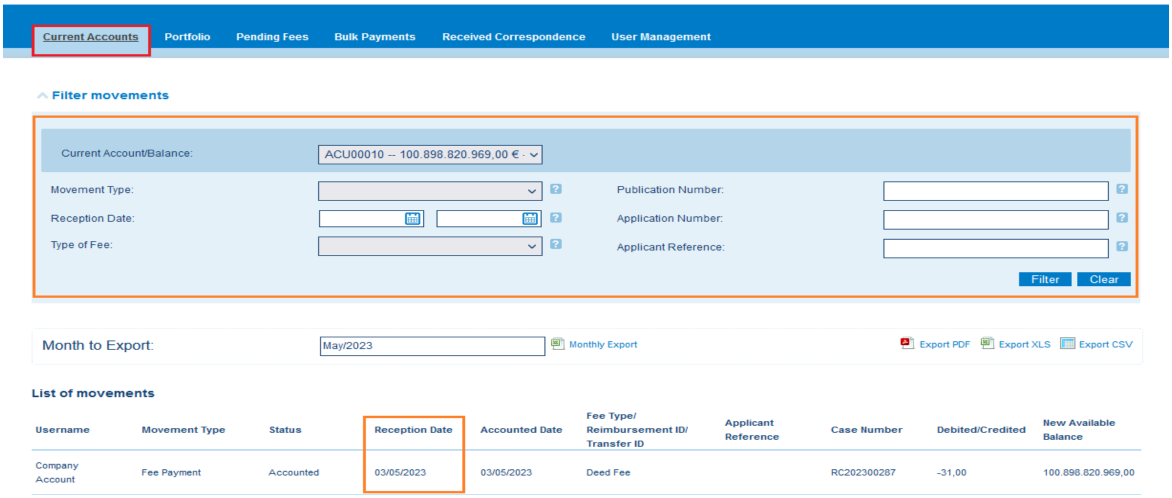
8 Monitoring Current Account

The Current Accounts page allows you to review your current account available balance, and search for any account movements with various criteria.

8.1 How to Search for Current Account Movements

1. By default, the account movements for the last 2 months of the target current account are displayed in the Current Accounts page (select another current account if desired).
2. In order to filter your list of movements, use the Filter section (refer to: How to Search in MyPage~~How to Search in MyPage~~).
3. Monthly statements can be exported as an Excel file.
4. Filtered statements can be exported as: PDF, XLS or CSV file

Note: *In order to search for movements related to certain patent, enter the patent's application and/or publication number on the respective text-field and click on Filter or press Enter.*



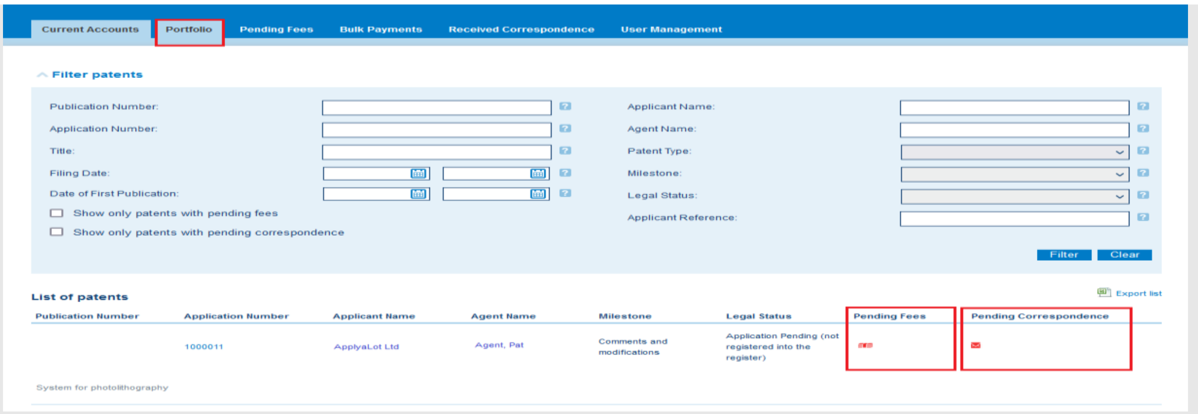
9 Monitoring Portfolio

The Portfolio page allows you to review details about all patents for which you are applicant or agent, including bibliographical data, documents and due fees (if any).

Note: *If you are marked as employer of certain persons in the National Office system, then you are able to additionally review details about patents associated to your employees (as applicant or agent).*

Note: *The Pending Fees column shows indicates with a red coloured icon whether you have pending fees for the respective patent in "Pending Fees" page.*

Note: *The Pending Correspondence column indicates with a red coloured icon whether you have unread correspondence for the respective patent in "Received Correspondence" page.*

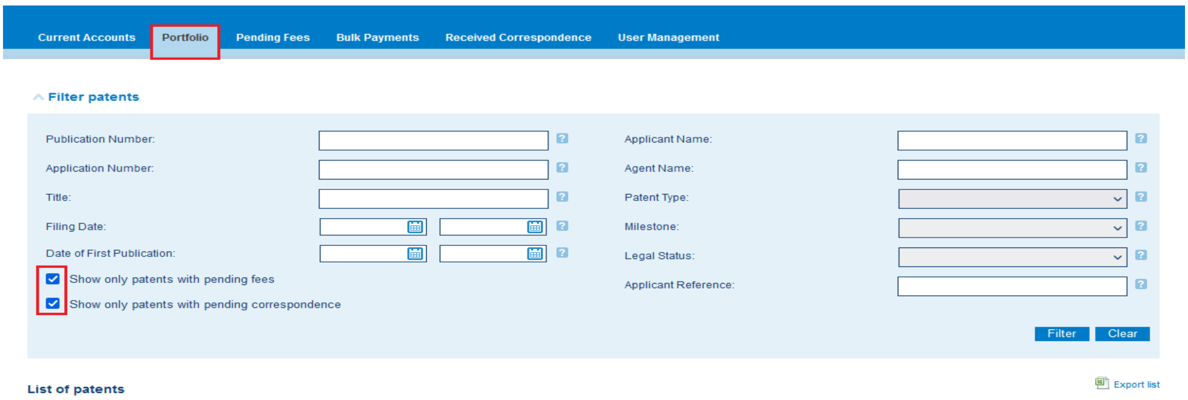


9.1 How to Search for Patents

1. By default, all patents associated to you are displayed in the Portfolio page.
2. In order to filter your list of patents, use the Filter section (refer to: How to Search in MyPage~~How to Search in MyPage~~).

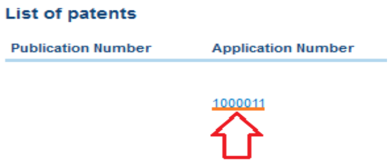
Note: *In order to search for patents with pending fees, check the checkbox "Show only patents with pending fees" and click on "Filter" or press Enter.*

Note: *In order to search for patents with pending correspondence, check the checkbox and "Show only patents with pending correspondence" and click on "Filter" or press Enter.*

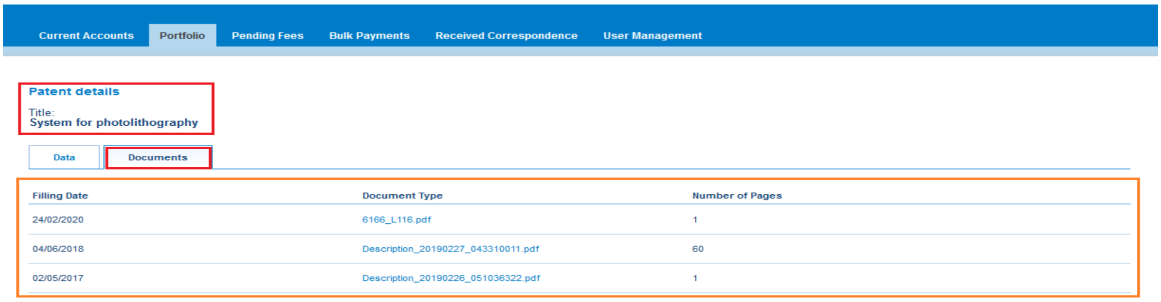


9.2 How to Access Patent Details

1. Click on the Application Number link for one of the result entries. The system displays the Patent Information Page, which consists of the patent's bibliographical details and related documents.



2. Click on the Documents tab in order to review the patent's associated documents.

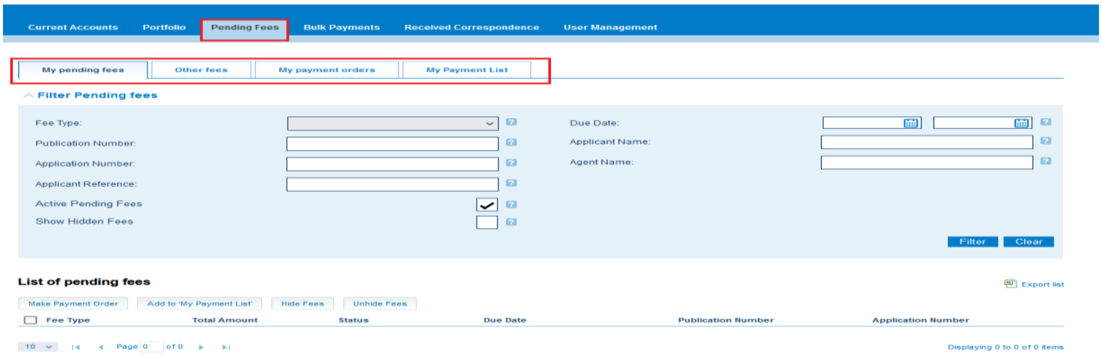


10 Managing Pending Fees and Payment Orders

The Pending Fees page allows you to monitor:

- Your Pending Fees
- Other Fees
- My Payment Orders
- My Payment List

Note: *The availability of the Pending Fees functionalities depends on your rights.*



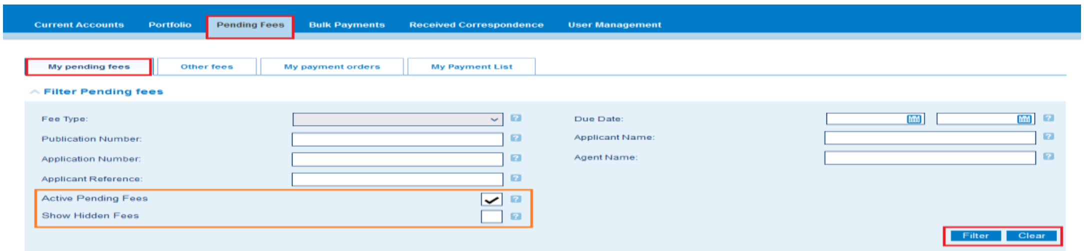
Note: *The maximum number of fees + increments (penalties) that can be selected in order to make a payment order is 50 (i.e. the maximum number of fees + increments that can be displayed in one page). If you wish to make one payment order with more than 50 fees/increments, you can use the bulk payments page (refer to: How to Make a Bulk Payment~~How to Make a Bulk Payment~~).*

Note: *An annuity fee must be paid together with the respective annual penalty fee (i.e. the payment order cannot include only the annual fee or only the penalty fee for a patent which has both).*

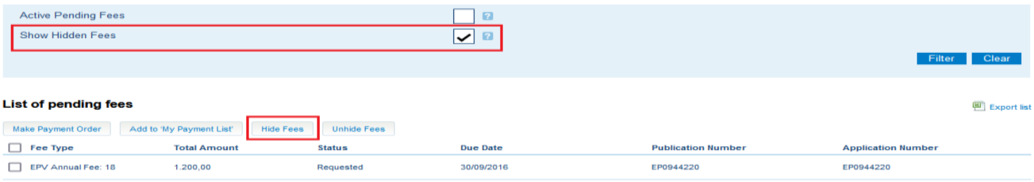
10.1 Managing My Pending Fees

10.1.1 How to Search for My Pending Fees

1. By default, all pending fees of your patents are displayed in the "My Pending Fees" page.
2. In order to filter your list of pending fees, use the Filter section (refer to: How to Search in MyPage~~How to Search in MyPage~~).
3. By checking the box "Active Pending Fees" will reveal only the fees that can and should be paid within 6 months.

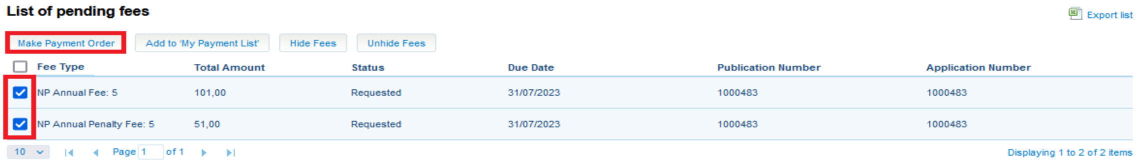


4. Using functionalities "Hide fees" and "Show hidden fees", fees can be made invisible and visible again in the list.

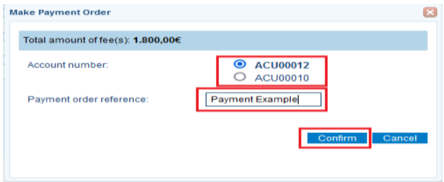


10.1.2 How to Make a Payment Order for My Pending Fees using Current Account

1. Select the target fee(s), by checking on the respective checkbox(es) displayed on the left of the target fee result(s).
2. Click on the button "Make Payment Order".



3. Select the Account number.
4. Enter the Payment order reference.
5. Click on the button "Confirm".



Note: *The Account number selection is available if more than one current account exist. The Payment order reference field is optional.*

Note: *The debit date (current date) cannot exceed the due date of a selected fee and cannot be earlier than 6 months from the annuity fee(s) due date.*

10.2 Managing 3rd party Fees

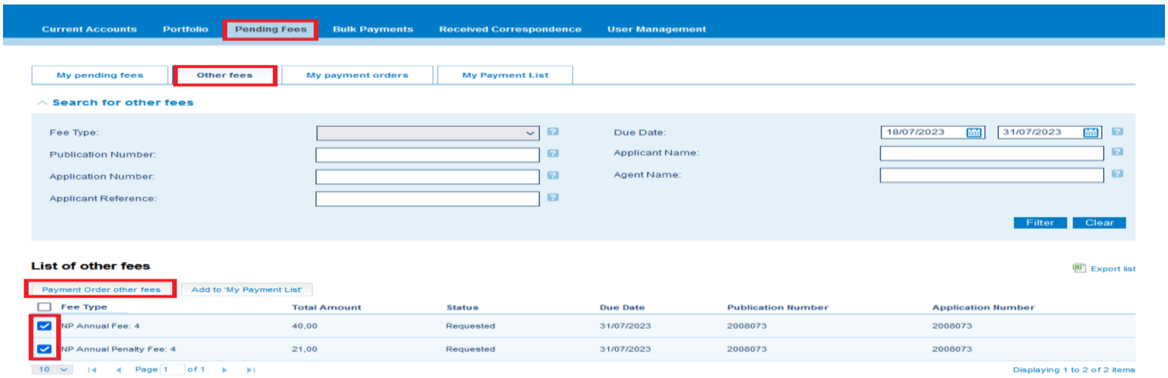
10.2.1 How to Search for 3rd Party Fees

In order to search for 3rd party fees, use the Search section (refer to: *How to Search in MyPage*~~How to Search in MyPage~~).

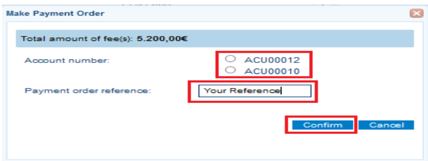
Note: *You can only search for annuity and respective penalty fees.*

10.2.2 How to Make a Payment Order for 3rd Party Fees Using Current Account

1. Select the target fee(s), by checking on the respective checkbox(es) displayed on the left of the target fee result(s).
2. Click on the button 3rd Party Payment Order.



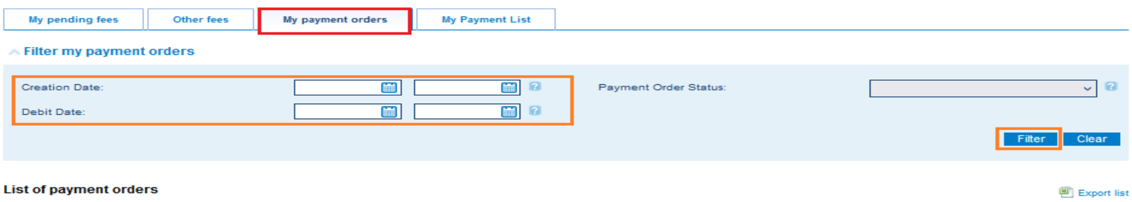
3. Select the Account number.
4. Enter the Payment order reference.
5. Click on the button "Confirm".



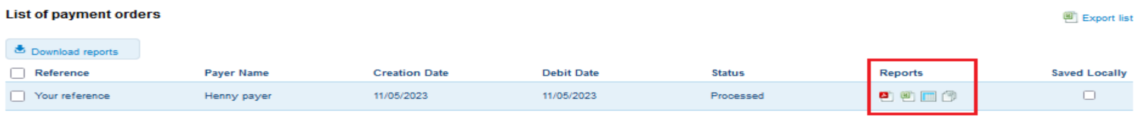
10.3 Monitoring Payment Orders

10.3.1 How to Search for Payment Orders

1. By default, all your performed payment orders are displayed in the My Payment Orders page.
2. In order to filter your list of payment orders, use the Filter section (refer to: How to Search in MyPage~~How to Search in MyPage~~).



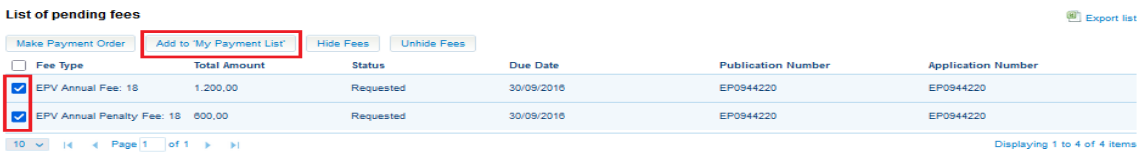
Note: *You can review the details about the payment order processing from the Office, by clicking on the "Report" link for one of the result entries.*



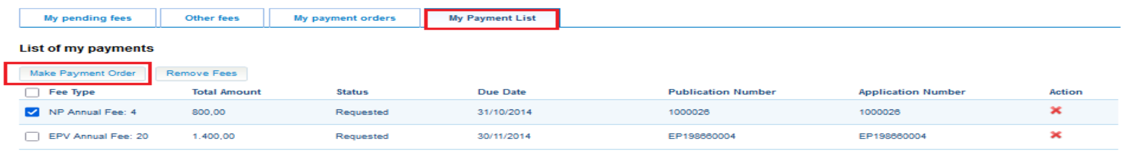
10.4 Managing "My Payment List"

10.4.1 How to Make a Payment Order through "My Payment List"

1. Access either "My Pending Fees" tab or "3rd Party Fees" tab.
2. Select the target fee(s), by checking on the respective checkbox(es) displayed on the left of the target fee result(s).
3. Click on the button "Add to My Payment List''.



4. Access the "My Payment" List tab.
5. Click on the button "Make Payment Order".



6. Select the "current account" type and a current account number.
7. Click on the button "Confirm".

11 Managing Bulk Payments

The “Current Accounts” page allows you to perform bulk payments and monitor the processing of previously submitted bulk payments.

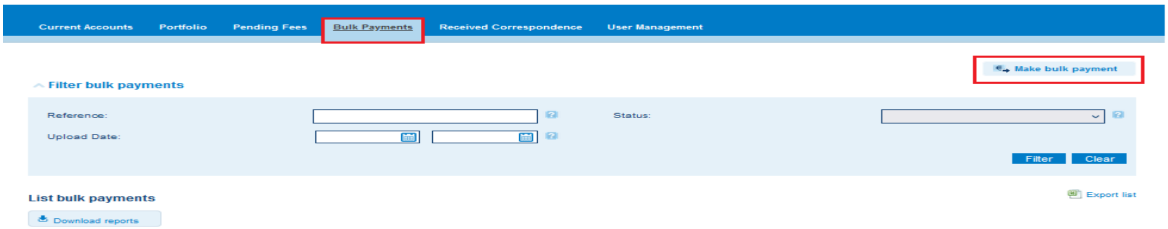
11.1 How to Search for Bulk Payments

1. By default, all your performed bulk payments are displayed in the “Bulk Payments” page.
2. In In order to filter your list of performed bulk payments, use the Filter section (refer to: How to Search in MyPage~~How to Search in MyPage~~).

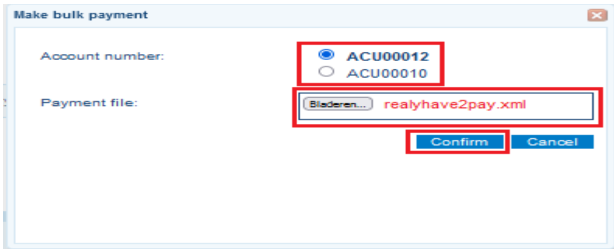
Note: *You can review the details about the bulk payment processing from the Office, by clicking on the PDF or XML Report link for one of the result entries (only default reports provided by the Netherlands Patent Office).*

11.2 How to Make a Bulk Payment

1. Click on the “Make Bulk Payment” button.



2. Select the Account number.
3. Upload the XML file containing the payment orders.
4. Click on the button “Confirm”.



Note: *Het The format of the XML file must be in accordance with the Bulk Payment schema*

(Refer to: Bulk Payment Schema~~Bulk Payment Schema~~).

The system allows the processing of 1200 annuities (2400 annuities in total, in case each case has a penalty fee).
The XML file can contain up to 1200 occurrences of <PaymentOrderRecord> instance.
The maximum upload file size is 10mb.

12 Monitoring Received Correspondence

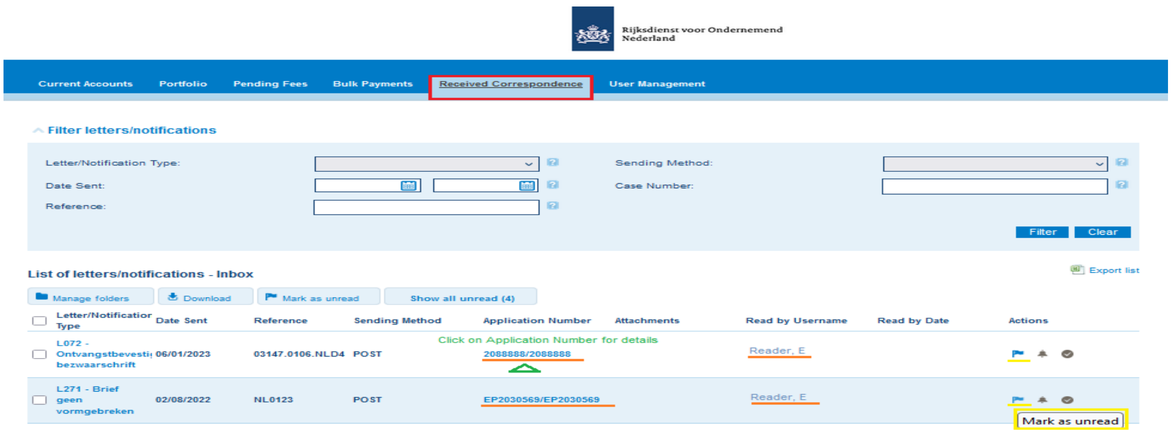
The “Received Correspondence” page allows you to review the correspondence sent to you (either by post or by email) by the Office in one dedicated page, and search for any received correspondence with various criteria.

12.1 How to Search for Received Correspondence

1. By default, all correspondence sent to you is displayed in the Received Correspondence page.
2. In order to filter your list of received correspondence, use the Filter section

   (refer to: *How to Search in MyPage~~How to Search in MyPage~~*).

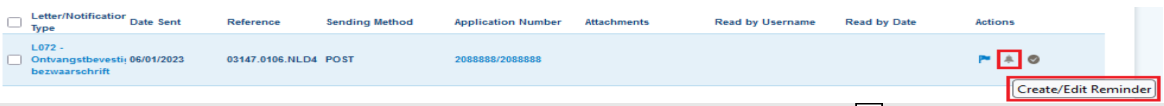
Note: *You can search using any of the: Application Number, Publication Number, Request for Change Number, at Case number text-field in the Filter section.*



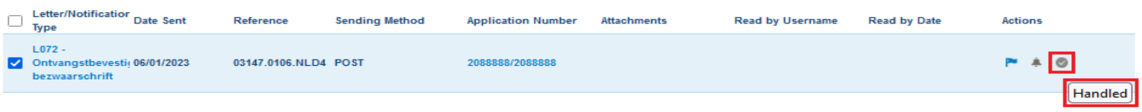
Note: *Unread records are marked by the system in bold. By clicking on the letter, the system marks it as read and un-bolds it. You can set the letter as unread by clicking the -button ‘Mark as unread’.*

Note: *You can view the Patent Information page by clicking on the Case Number link for one of the result entries (provided that the access rights for you are covered by your applicable user profile).*

Note: *You can set/edit a reminder to a received correspondence by clicking on the “Create/Edit reminder” -button for one of the result entries.*



Note: *You can mark a received correspondence as Handled by clicking on the handled -icon for one of the result entries. You can mark it as Not Handled by clicking on the relevant -icon again.*



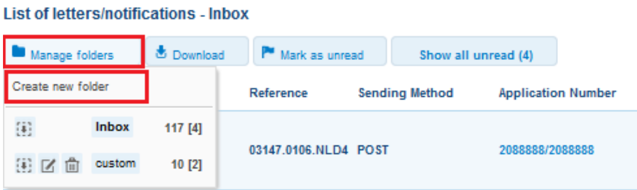
Note: *Letters dispatched to MyPage users do not become immediately available in Received Correspondence section. The letters become available on the next day. MyPage users receive an email notification daily at 6am informing them about the new correspondence of the day.*

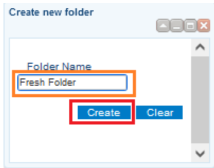
12.2 How to Manage folders in Received Correspondence

By default, all correspondence sent to you are received in the Inbox folder.

12.2.1 How to Create New Folder

1. Click on the drop-down button Manage Folders.
2. Click on the button "Create new folder".
3. Set a name for the new folder and click the "Create" button.

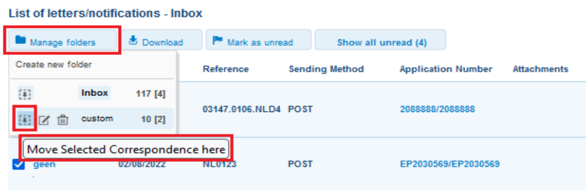




4. Click on the -icon if you want to rename a folder
5. Click on the -icon if you want to delete a folder (the underlying items will be moved to the inbox folder).

12.2.2 How to Move Received Correspondence in Different Folders

1. Select the target received correspondence, by checking on the respective checkbox(es) displayed on the left of the target received correspondence result(s).
2. Click on the drop-down button Manage Folders.
3. Click on the button "Move Selected Correspondence here" in order for the selected letters to be moved.

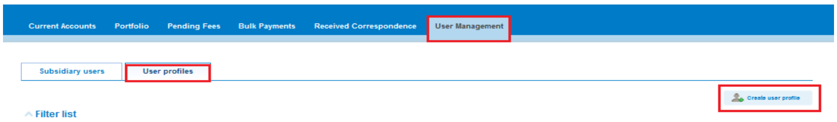


13 Managing User Profiles

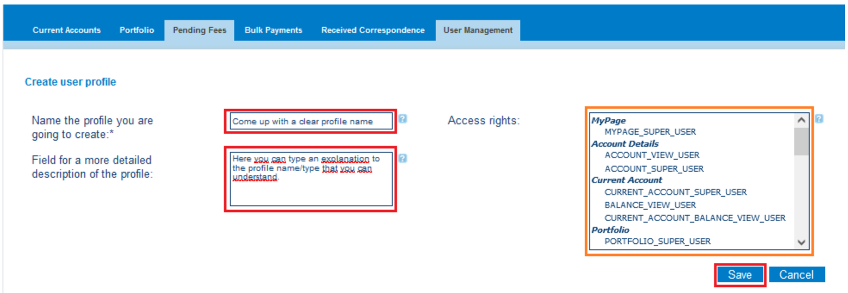
Before creating sub-users, make sure that user profiles have already been created. You can choose to create different user profiles such as super-user (all rights) or payer (limited rights), etc.

13.1 How to Create a new User Profile

1. Click on the button “Create user profile”.



2. Fill in the respective fields. Mandatory field is the “Profile Name”.
3. Select one or multiple Access Rights. The user is able to select multiple rights by holding the CTRL button and left click on the option.
4. Click on “Save”.

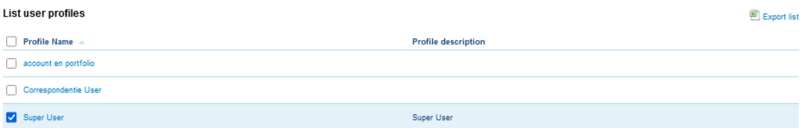


Note: *The system will warn the user if the Profile Name is left blank or if the name already exists. The system will not warn if no Access Rights are selected.*

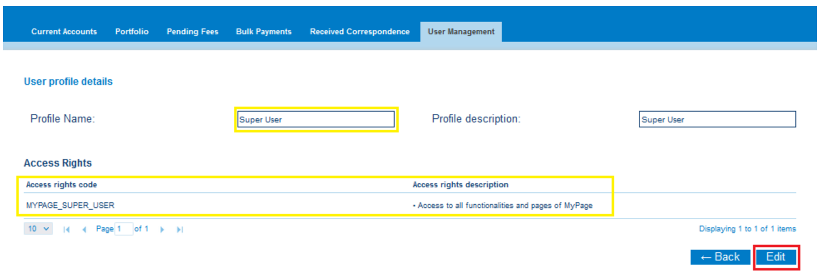
The definition of the Access rights can be found in the table in the Annexes. (refer to: Access Rights~~Access Rights~~)

13.2 How to Edit a User Profile

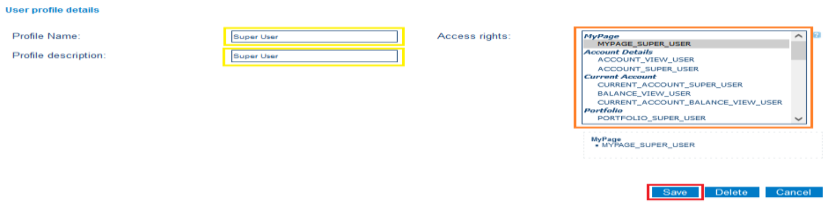
1. Click on the User Profile name (hyperlink). The system displays the User Profile details and the associated Access Rights (if any) with their codes and descriptions.



2. Click on the button “Edit”.



3. Edit the respective fields. The user is able to select multiple rights by holding the CTRL button and left click on the option.



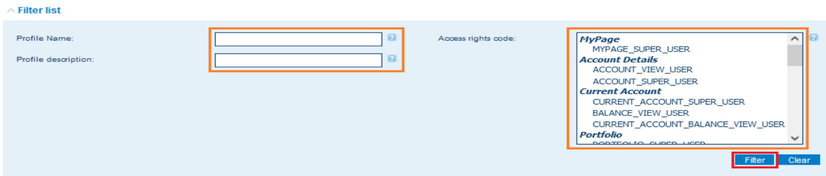
4. Click on "Save".
5. Click on "Back".

Note: *The system will warn the user if the Profile Name is left blank or if the name already exists. The system will not warn if no Access Rights are selected.*

The definition of the Access rights can be found in the table in the Annexes. (refer to: Access Rights~~Access Rights~~)

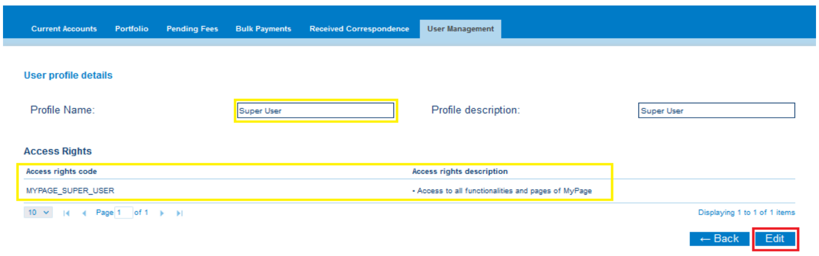
13.3 How to Search for User Profiles

1. By default, all user profiles are displayed in the "User Profiles" page.
2. In order to filter your list of user profiles, use the "Filter" Section.



13.4 How to Delete a User Profile

1. Click on the User Profile name (hyperlink). The system displays the User Profile details and the associated Access Rights (if any) with their codes and descriptions.
2. Click on the button "Edit".



3. Click on the button "Delete".

4. The system asks in a pop-up "Are you sure you want to delete this profile?".
5. Click on "Delete".

Note: *If a Profile is deleted, then* ***all subsidiary users*** *associated to this profile will no longer have any Access Rights. Each subsidairy user has one assigned profile(name) under which a collection of access rights may be linked.*

14 Managing Subsidiary Users

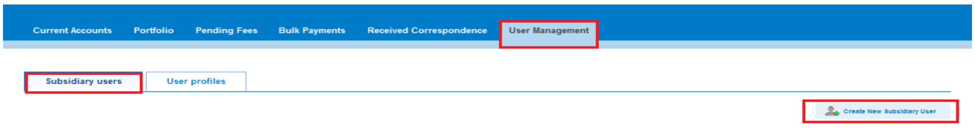
14.1 How to Search for Subsidiary Users

1. By default, all subsidiary users are displayed in the "User Management" page.

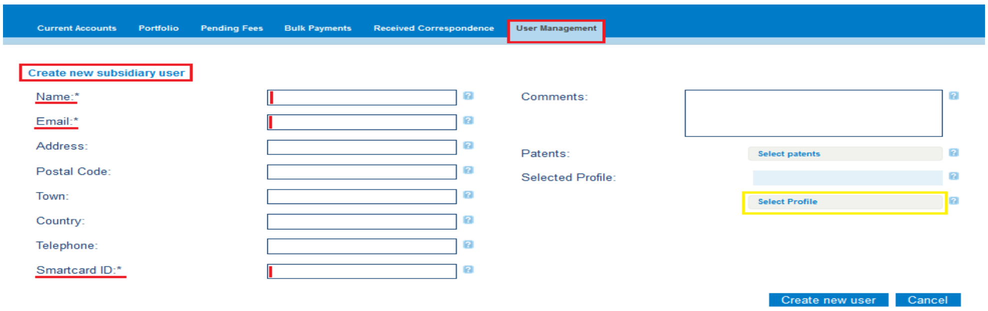
   In order to filter your list of subsidiary users, use the Filter section (refer to: How to Search in MyPage~~How to Search in MyPage~~).

14.2 How to Create a new Subsidiary User

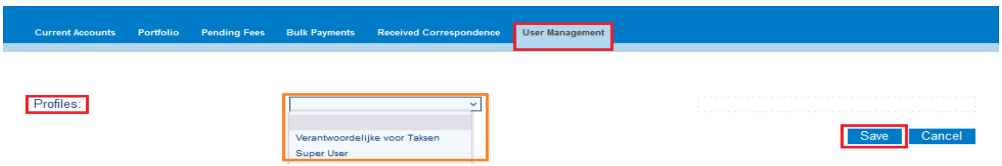
1. Click on the button "Create new subsidiary user".



2. Fill in the respective fields. Mandatory fields are "Name", "Email" and "Smartcard ID".



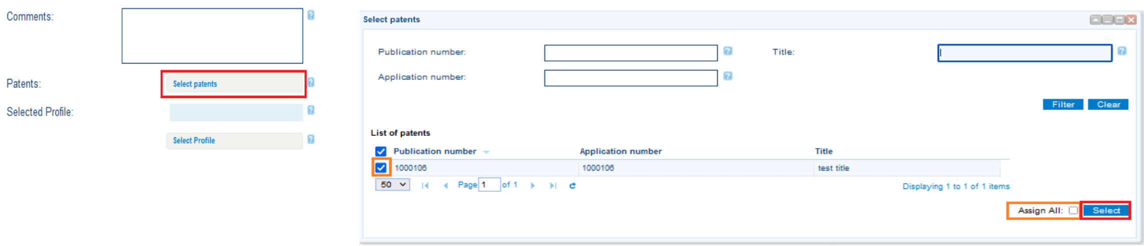
3. Select the Profile to be associated to the subsidiary user by selecting a profile that includes one or multiple Access Rights.



Note: *The definition of the Access rights can be found in the table in the Annexes. (refer to: Access Rights~~Access Rights~~)*

Note: *A user can create/edit/delete Profiles during the creation of a subsidiary user.*

4. Click on the "Select patents" button and assign the patents the subsidiary user shall have access to. The user may select the option "Assign All" which will assign the subsidiary user to all the patents of the parent user.

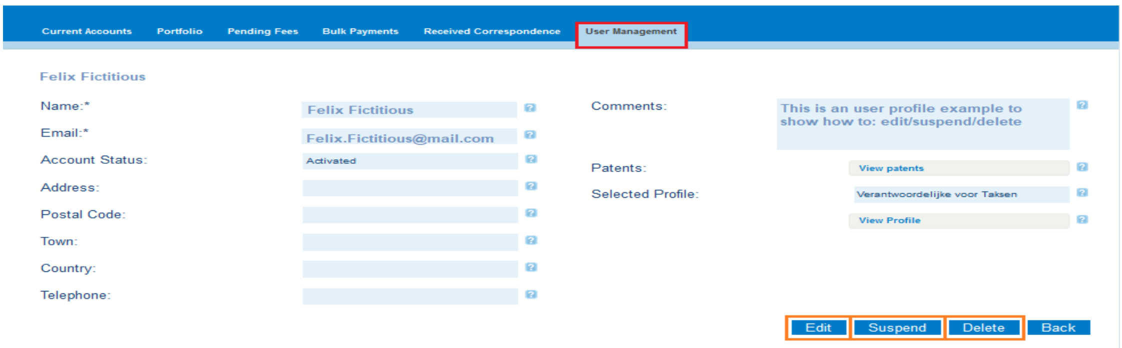


5. Click on the button 'Create New User.'

Note: *Upon successful subsidiary user creation, an email notification is dispatched to the subsidiary user including a link which the subsidiary user has to click in order to complete the registration procedure.*

14.3 How to Edit a Subsidiary User

1. Select the respective Subsidiary user to be edited.
2. Click on the button "Edit".



3. Fill in the respective fields.
4. Edit the Profile to be associated to the subsidiary user by selecting a profile included one or multiple Access Rights.
5. Click on the 'Select patents' button and assign/un-assign the patents the subsidiary user shall have/have not access. The user may select the option "Assign All" which will assign the subsidiary user to all the patents of the parent user.
6. Click on the button "Update".

Note: *The definition of the Access rights can be found in the table in the Annexes. (refer to: Access Rights~~Access Rights~~)*

Note: *A user can create/edit/delete Profiles during the edit of a subsidiary user.*

Note: *Patents must be associated with a user. Without this action, the user will not see patents in MyPage.*

14.4 How to Suspend/Un-suspend a Subsidiary User

1. Select the respective Subsidiary user to be edited.
2. Click on the button “Suspend” (or “Un-Suspend”).
3. Click on the button “Confirm” in the pop-up window.

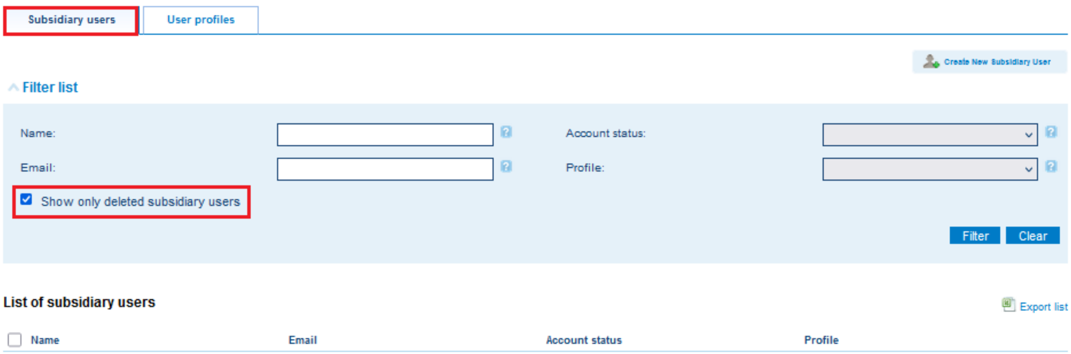
14.5 Howe to Delete a Subsidiary User

1. Select the respective Subsidiary user to be deleted.
2. Click on the button “Delete”.
3. Click on the button “Confirm” in the pop-up window.

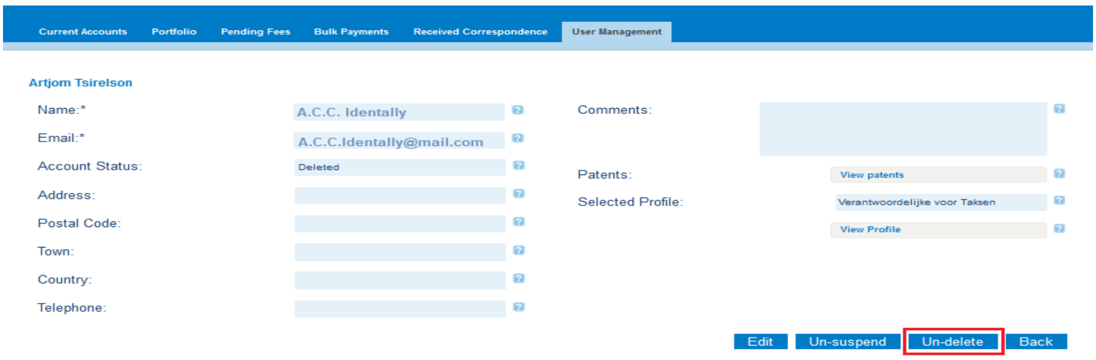
Note: *When a user is deleted, his/her smart card is blocked at the same time. Deletions can be undone.*

14.6 How to Undo Removal/Deletion of a Subsidiary User

1. Check the functionality 'Show only deleted accounts' box and click 'Filter.



2. Select the secondary user whose deletion is to be undone.
3. Click the "Undo Deletion" button.

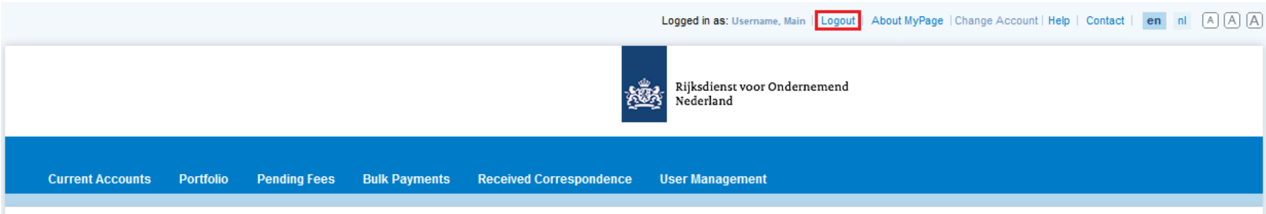


4. Click on the button “Confirm” in the pop-up window.

15 How to Logout from MyPage

1. Click on the Logout link available in the header.

Note: *The system will display the Logout Page and prompt you to close the browser in order to complete the log out process.*



16 ANNEXES

16.1 Bulk Payment Schema


```
<?xml version="1.0" encoding="ISO-8859-1"?>
<xs:schema xmlns:xs="http://www.w3.org/2001/XMLSchema">
 <xs:element name="PaymentOrder">
  <xs:complexType>
   <xs:sequence>
    <xs:element name="PaymentOrderReference" type="xs:string"/>
    <xs:element name="PaymentOrderRecord" maxOccurs="unbounded">
     <xs:complexType>
      <xs:sequence>
       <xs:element name="CaseNumber" type="xs:string"/>
       <xs:element name="CaseType" type="caseType"/>
       <xs:element name="ApplicantReference" type="xs:string" minOccurs="0"/>
       <xs:element name="Fee">
        <xs:complexType>
         <xs:sequence>
          <xs:element name="AnnualFeeNumber" type="annualFeeNumber" minOccurs="0"/>
          <xs:element name="FeeAmount" type="amount"/>
          <xs:element name="PenaltyAmount" type="amount" minOccurs="0"/>
         </xs:sequence>
        </xs:complexType>
       </xs:element>       </xs:sequence>
     </xs:complexType>
    </xs:element>     </xs:sequence>
  </xs:complexType>
 </xs:element>
 <xs:simpleType name="amount">
  <xs:restriction base="xs:decimal">
   <xs:minInclusive value="0.0"/>
   <xs:maxInclusive value="1000000"/>
  </xs:restriction>
 </xs:simpleType>
 <xs:simpleType name="annualFeeNumber">
  <xs:restriction base="xs:integer">
   <xs:minInclusive value="4"/>
   <xs:maxInclusive value="26"/>
  </xs:restriction>
 </xs:simpleType>
 <xs:simpleType name="caseType">
  <xs:restriction base="xs:string">
   <xs:enumeration value="EPV"/>    <xs:enumeration value="NP"/>
   <xs:enumeration value="SPC"/>
  </xs:restriction>
 </xs:simpleType>
</xs:schema>
```


16.2 *Bulk Payment (example)*


```
<?xml version="1.0" encoding="UTF-8"?>
<PaymentOrder>
 <PaymentOrderReference>M12345</PaymentOrderReference>
 <PaymentOrderRecord>
   <CaseNumber>NP0000000001</CaseNumber>        <CaseType>NP</CaseType>
 <ApplicantReference>ref1</ApplicantReference>
<Fee>
   <AnnualFeeNumber>4</AnnualFeeNumber>
   <FeeAmount>40</FeeAmount>
   <PenaltyAmount>20</PenaltyAmount>
</Fee>
</PaymentOrderRecord>
<PaymentOrderRecord>
   <CaseNumber>EP000000002</CaseNumber>
      <CaseType>EPV</CaseType>
 <ApplicantReference>ref2</ApplicantReference>
<Fee>
   <AnnualFeeNumber>6</AnnualFeeNumber>
   <FeeAmount>160</FeeAmount>
</Fee>
</PaymentOrderRecord>
</PaymentOrder>
```

16.3 Access Rights

This Annex contains the access rights that a parent user may grant to his/her associated subsidiary accounts.

Right Name	MyPage Section	Right Description
ACCOUNT_VIEW_USER	Account Details	• View the account details page
ACCOUNT_SUPER_USER	Account Details	• View the account details page • Edit the account details page
BALANCE_VIEW_USER	Current Account	• View the Current Account/Balance
CURRENT_ACCOUNT_BALANCE_VIEW_USER	Current Account	• View the Current Account/Balance • Search and view the movements for all patents associated to the "parent" user
CURRENT_ACCOUNT_SUPER_USER	Current Account	• View the Current Account/Balance • Search and view the movements for all patents associated to the "parent" user • Download the list of movements for all patents associated to the "parent" user
PORTFOLIO_SUPER_USER	Portfolio	• Search and view the patents that the user has been granted access • Export the list of the patents that the user has been granted access • Access Patent Details Page and Patent Documents for the patents that the user has been granted access
FEES_VIEW_USER	Pending Fees	• Search and view the pending fees of the patents that the user has been granted access • Export the list of the pending fees of the patents that the user has been granted access
FEES_SUPER_USER	Pending Fees	• Search and view the pending fees of the patents that the user has been granted access • Export the list of the pending fees of the patents that the user has been granted access • Pay any of the pending fees • Add any of the pending fees to "My Payment List" • Access the "My Payment list" section and pay fees
PARTY_FEES_VIEW_USER	3rd Party Fees	• Search and view the 3rd party pending fees • Export the list of the 3rd party pending fees
PARTY_FEES_SUPER_USER	3rd Party Fees	• Search and view the 3rd party pending fees • Export the list of the 3rd party pending fees • Pay any of the 3rd party pending fees • Add any of the 3rd party pending fees to "My Payment List" • Access the "My Payment list" section and pay fees
PO_REPORTS_VIEW_USER	My Payment Orders	• Search and view the payment orders of paid fees that the 'parent' user and his/her subsidiary users have done
PO_REPORTS_SUPER_USER	My Payment Orders	• Search and view the payment orders of paid fees that the 'parent' user and his/her subsidiary users have done • Export the list of the payment orders of paid fees that the 'parent' user and his/her subsidiary users have done
PARTY_PO_REPORTS_VIEW_USER	My Payment Orders	• Search and view the payment orders of paid 3rd party fees
PARTY_PO_REPORTS_SUPER_USER	My Payment Orders	• Search and view the payment orders of paid 3rd party fees • Export the list of the payment orders of paid 3rd party fees
BULK_REPORTS_VIEW_USER	Bulk Payments	• Search and view available bulk payments
BULK_REPORTS_VIEW_DOWNLOAD_USER	Bulk Payments	• Search and view available bulk payments • Export the list of available bulk payments
BULK_REPORTS_SUPER_USER	Bulk Payments	• Search and view available bulk payments • Export the list of available bulk payments • Make bulk payments

CORRESPONDENCE_VIEW _USER	Received Correspondence	• Search and view Letters and Notifications and their attachments of the patents that the user has been granted access • Access Patent Details Page and Patent Documents of the patents that the user has been granted access
CORRESPONDENCE_VIEW_EXPORT_USER	Received Correspondence	• Search and view Letters and Notifications and their attachments of the patents that the user has been granted access • Access Patent Details Page and Patent Documents of the patents that the user has been granted access • Export the list of Letters and Notifications
CORRESPONDENCE_REPLY _USER	Received Correspondence	• Reply on the received Letters of the patents that the user has been granted access
CORRESPONDENCE REMINDER USER	Received Correspondence	• Create, Edit and Remove Reminders
CORRESPONDENCE_FOLDERS_MNG_USER	Received Correspondence	• Create, rename, move and delete folders
CORRESPONDENCE_UNREAD_USER	Received Correspondence	• Mark any read Letter/Notification as 'Unread'
CORRESPONDENCE_SUPER_USER	Received Correspondence	• Search and view Letters and Notifications and their attachments of the patents that the user has been granted access • Access Patent Details Page and Patent Documents • Export the list of Letters and Notifications • Reply on the received Letters • Create, rename, move and delete folders • Mark any read Letter/Notification as 'Unread'
USERMANAGEMENT_SUPER_USER	User Management	• Search and view subsidiary users • Export the list of subsidiary users • Manage access rights and assigned patents • Create new subsidiary users • Suspend/unsuspend subsidiary users
MYPAGE_SUPER_USER	N/A	• Access to all functionalities and pages of MyPage

Table 16-1: Subsidiary Users - Access Rights