

Rijksdienst voor Ondernemend Nederland

Netherlands Patents Office

User Manual MyPage 2FA Login

Version: 1.0 Date: January 2025

Introduction

This User Manual will guide an existing user through the changed login procedure, setting a password.

It is important for existing users to follow the correct order or the current data might not be accessible anymore.

<u>Secondly</u> it shows how to set up and use 2 Factor Authentication (2FA) replacing SmartCards/Digital Certificates.

Should you have any questions or need assistance, please contact the Netherlands Patents Office team: <u>MyPage@rvo.nl</u>.

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1 First Login to MyPage for an Existing User

1. The user accesses MyPage on the Web browser: <u>iam.mijnoctrooi.mypage.rvo.nl</u>

2. The user MUST click on the 'EPO SmartCard or DigiCert' button.

(Smartcard/digicert is connected.)

Note: <u>This is the only option</u> that a migrated user must follow when they login for their first after the maintenance (of 18/01/2025).

 Rijksdienst voor Ondernemend Nederland	
Login with:	
EPO SmartCard or DigiCert	
Username/Password	-
(OC)NL Administrator Login	

- 3. The user selects their EPO SmartCard (or DigiCert) from the drop-down list.
- 4. The user shall set their password and click the 'Submit' button.

	Rijksdienst voor Ondernemend Nederland	
	Update password	
🛆 You ne	ed to change your password to activate your ac	count.
	Sign out from other devices	
	Submit	

5. The user has successfully logged in to MyPage.

					Logged in as: no name Logout
				1 1 1	Rijksdienst voor Ondernemend Nederland
Current Accounts	Portfolio	Pending Fees	Bulk Payments	Received Correspondence	User Management
Welcome to MyPa	ge!				

IMPORTANT:

Please remember your email as you will need to provide it to login with username and password. To verify that you have the correct email address, click on your name on top of the page, and select the MyPage Account Details Tab.

		Legged in as: no name Logout About MyPage Help Contact en nt A A
		Rijkalienst voor Ondernemend Nederland
Current Accounts Portfolio Pending Fees	Bulk Payments Received Corresponden	ce User Management
User Personal Information MyPage Acc	ount Details	
Username:	mata 🔡	
Email	user@mail.com	
Receive Email Reminders:	🖲 Yes 🔿 No	
Daily notification for new received correspondence:	🔿 Yes 🏾 No	
Certificate type:	Offer 8	
Certificate Serial Number:	ar 🔒	
		Undate Certificate/Smartcant Save Carcel

2 How to login after setting up your password

Once the user has set up a password on their *first* login (See: First Login to MyPage for an Existing User), they will be able to login either with the two existing login methods i.e. "EPO Smartcard or DigiCert" or with the new "Username/Password" (2FA) method as described below.

2.1.1 "EPO SmartCard or DigiCert" option

- 1. The user accesses MyPage on the Web browser: <u>iam.mijnoctrooi.mypage.rvo.nl</u>
- 2. The user clicks on the 'EPO SmartCard or DigiCert' button.

 Rijksdienst voor Ondernemend Nederland	
Login with:	
EPO SmartCard or DigiCert]←───
Username/Password	-

- 3. The user selects their EPO SmartCard (or DigiCert) from the drop-down list.
- 4. The user has successfully logged in to MyPage.

					Logged in as: no name Logout
				1	Rijksdienst voor Ondernemend Nederland
Current Accounts	Portfolio	Pending Fees	Bulk Payments	Received Correspondence	User Management
Welcome to MyPa	ge!				

2.1.2 "Username/Password" option (2FA)

- 1. The user accesses MyPage on the Web browser: <u>iam.mijnoctrooi.mypage.rvo.nl</u>
- 2. The user clicks on the 'Username/Password' button.

Rijkadienst Nederland	voor Ondernemend
Login with:	
EPO SmartC	ard or DigiCert
Username	/Password

3. The user fills in the username (which is your email address registered in MyPage) and password (that was setup on <u>First Login to MyPage for an Existing User</u>) and clicks on the 'Sign in with username' button.

邀	Rijksdienst voor Ondernemend Nederland
Sign in to your a	account
User@mail.com	
Sign i	n with username
New user? Reg	ister

4. The user fills in the 6-digit code from the authentication app (if 2FA has been configured – See: <u>3 How to set up the 2 Factor Authentication (2FA)</u>) and clicks the "Sign in" button.

Rijksdienst voor o Nederland	Ondernemend
Username: testingaccou One-time code 060120	Int
Sign In	←
Back	

5. The user has successfully logged in to MyPage.

					Logged in as: no name Logout
				Ś	Rijksdienst voor Ondernemend Nederland
Current Accounts	Portfolio	Pending Fees	Bulk Payments	Received Correspondence	User Management
Welcome to MyPa	ige!				

3 How to set up the 2 Factor Authentication (2FA)

 The very first time that the user will choose to login with 'username/password' (See: 2.1.2 "Username/Password" Option), the user will fill in their username and password and click on

'Sign in with username'.

- 2. The system will display the following page, prompting the user to :
 - 1. Download one of the authentication applications on your smartphone.
 - 2. Scan the QR code to set up their 2-Factor authentication.
 - 3. Enter the 6-digit code provided by the application.

		tijksdienst voor Ondernemend Vederland	
Mobile Authenticator Setup	c		
You need to set up Mo 1. Install one of the follow FreeOTP Google Authenticator Microsoft Authenticator	bile Authent wing applicat or	<mark>icator to activate your ac</mark> ions on your mobile:	count.
 Open the application a Open the applicat	ind scan the	barcode: by the application and cli	ck Submit to finish the setup.
Provide a Device Name One-time code *	a to help you	manage your OTP devic	es.
Device Name			

- 3. The user has installed one of the recommended applications to their smartphone.
 - Google Authenticator
 - Microsoft Authenticator
 - FreeOTP Authenticator



4. The user opens the app. (Example is based on Google Authenticator.)

5. The user clicks the "+" button and selects the "Scan a QR code" button.

≡ Google Authenticator 🗠 M	≡ Google Authenticator 🖉 М
4	5
Looks like there aren't any Google Authenticator codes here yet.	Looks like there aren't any Google Authenticator codes here yet.
Add a code	Add a code
Change account	Change account
	Enter a setup key 📼
	Scan a QR code 💿
+	+

- 6. The user scans the QR code they see on the screen.
- 7. The user enters the 6-digit code that he sees on the authentication application installed on his smartphone in the One-time code field.

Google Authenticator	۵ 🔕	Nijodinus voor Ondernemend Nederland
Search		Mobile Authenticator Setup (a) You need to set up Mobile Authenticator to activate your account. T, Install one of the following applications on your mobile:
MyPage: testingaccount		FreeOTP Google Authenticator Microsoft Authenticator
793 249		
	_	Unable to scan? 3. Enter the one-time code provided by the application and click Submit to finish the setup. Provide a Device Name to help you manage your OTP devices. One-time code = 793249
	+	Device Name Sign out from other devices
	_	Submit

- 8. The user clicks the 'Submit' button.
- 9. The user has successfully logged in to MyPage.

					Logged in as: no name Logout
				透	Rijksdienst voor Ondernemend Nederland
Current Accounts	Portfolio	Pending Fees	Bulk Payments	Received Correspondence	User Management
Welcome to MyPa	ge!				