



Netherlands Patents Office

User Manual MyPage 2FA Login

Version: 1.0
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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.

Secondly 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: MyPage@rvo.nl.

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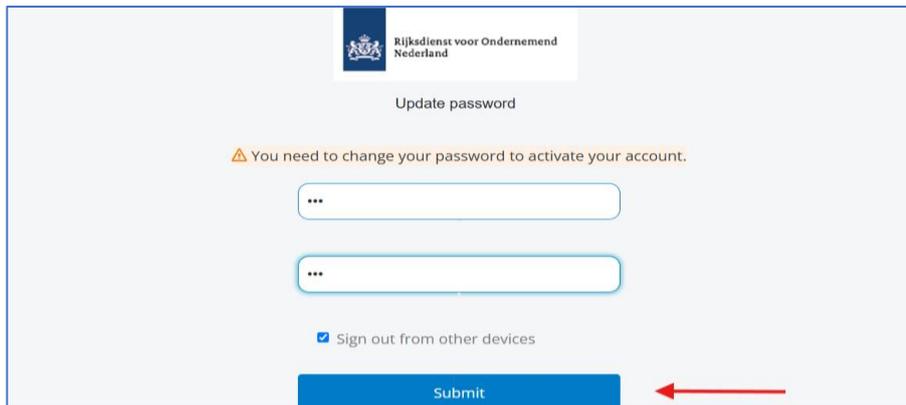
1 First Login to MyPage for an Existing User

1. The user accesses MyPage on the Web browser: iam.mijnrooij.mypage.rvo.nl
2. The user **MUST click on the 'EPO SmartCard or DigiCert' button.**
(Smartcard/digicert is connected.)

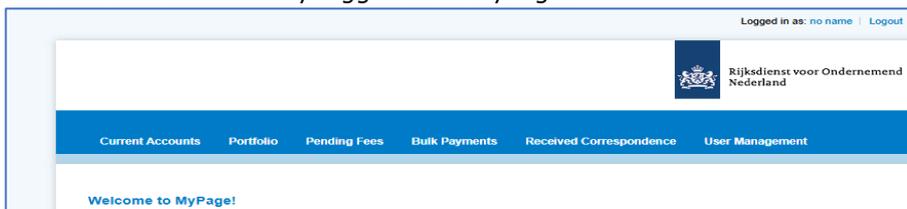
Note: This is the only option that a migrated user must follow when they login for their first after the maintenance (of 18/01/2025).



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.

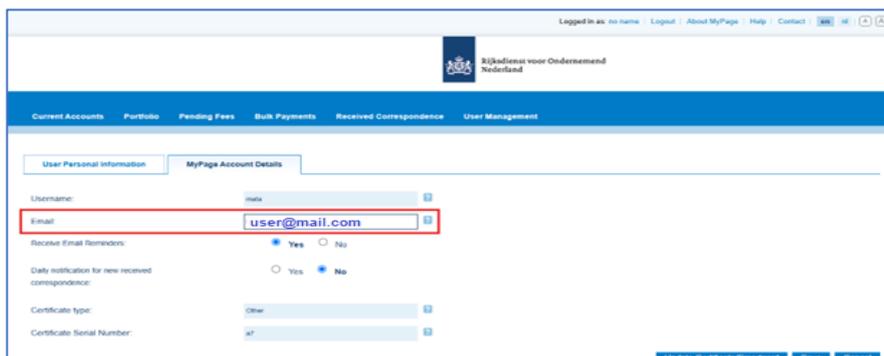


5. The user has successfully logged in to MyPage.



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.



2 How to login after setting up your password

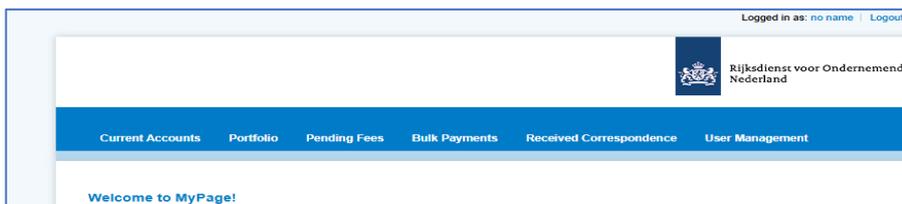
Once the user has set up a password on their *first* login (See: [First Login to MyPage for an Existing User](#)), they will be able to login either with the two existing login methods i.e. "EPO Smartcard or DigiCert" ór with the new "Username/Password" (2FA) method as described below.

2.1.1 "EPO SmartCard or DigiCert" option

1. The user accesses MyPage on the Web browser: iam.mijnocctrooi.mypage.rvo.nl
2. The user clicks on the 'EPO SmartCard or DigiCert' button.

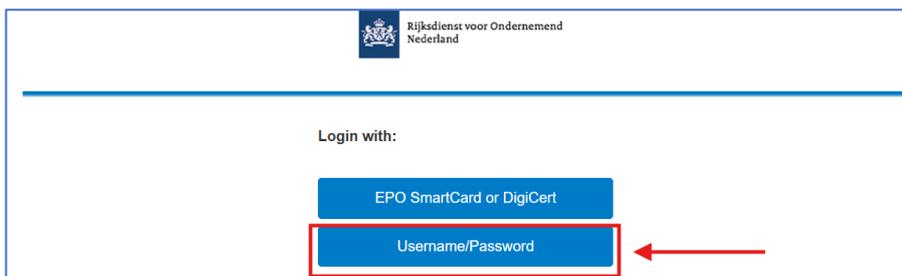


3. The user selects their EPO SmartCard (or DigiCert) from the drop-down list.
4. The user has successfully logged in to MyPage.

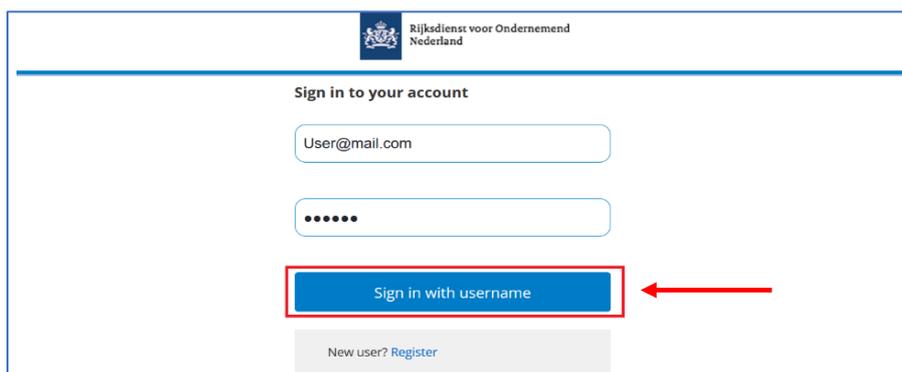


2.1.2 "Username/Password" option (2FA)

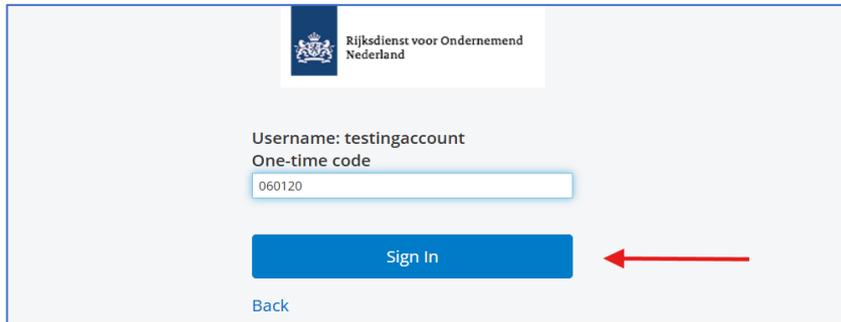
1. The user accesses MyPage on the Web browser: iam.mijnocctrooi.mypage.rvo.nl
2. The user clicks on the 'Username/Password' button.



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



4. The user fills in the 6-digit code from the authentication app (if 2FA has been configured – See: [3 How to set up the 2 Factor Authentication \(2FA\)](#)) and clicks the “Sign in” button.



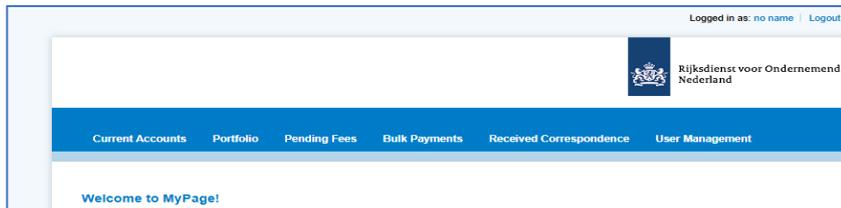
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Username: testingaccount
One-time code
060120

Sign In

Back

5. The user has successfully logged in to MyPage.



Logged in as: no name | Logout

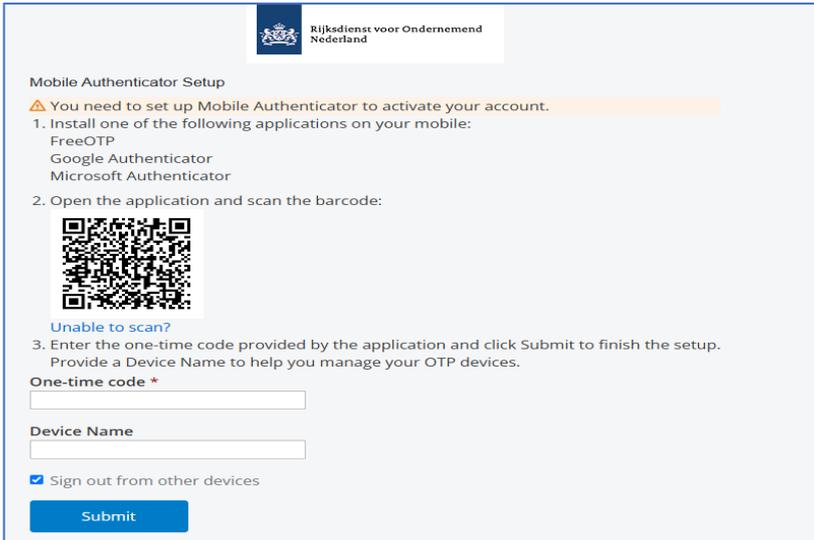
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Current Accounts Portfolio Pending Fees Bulk Payments Received Correspondence User Management

Welcome to MyPage!

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

1. 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.



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Mobile Authenticator Setup

⚠ You need to set up Mobile Authenticator to activate your account.

1. Install one of the following applications on your mobile:
 - FreeOTP
 - Google Authenticator
 - Microsoft Authenticator
2. Open the application and scan the barcode:

- 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 *

Device Name

Sign out from other devices

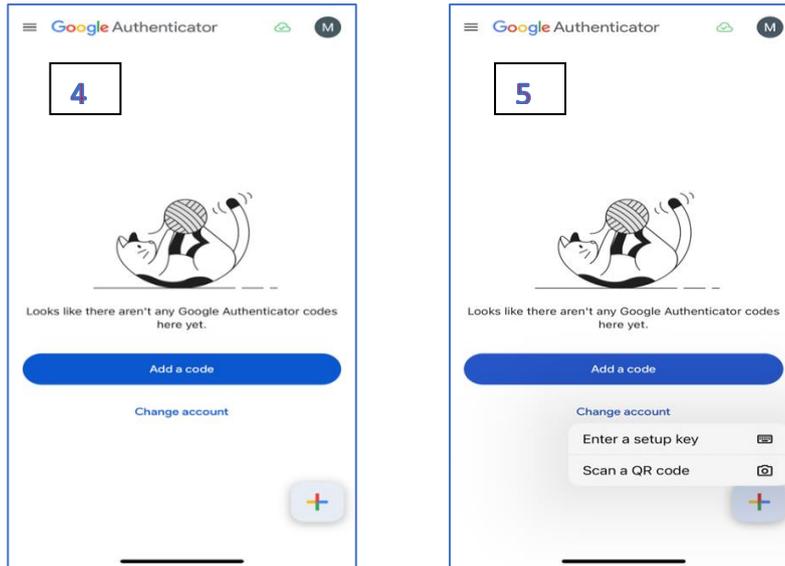
Submit

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

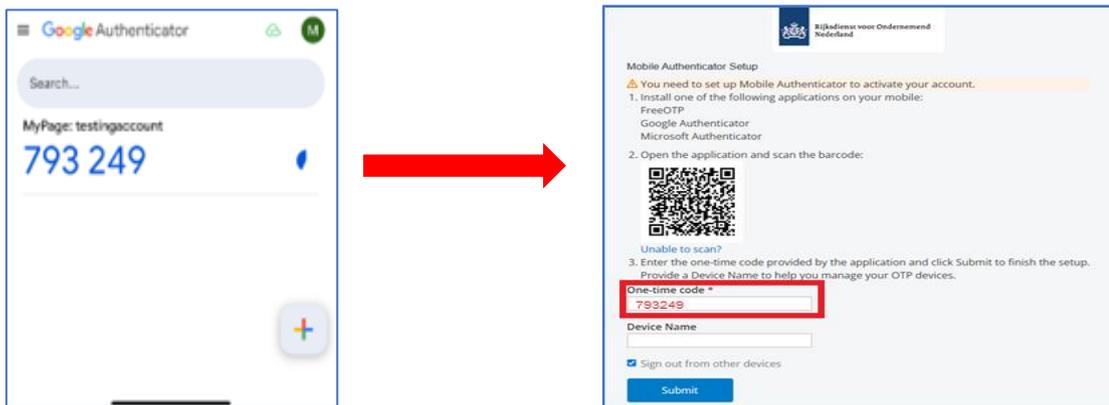


4. The user opens the app. (Example is based on Google Authenticator.)

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



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.



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

