Netherlands Patent Office
Ministry of Economic Affairs

Netherlands Patent Office

MyPage User Manual

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Table of contents

NETHERLANDS PATENT OFFICE

MYPAGE USER MANUAL

1 Introduction

1.1 Brief Description

The MyPage module is a secured customer platform residing at the front-office of the Benelux Patent Platform (BPP), the software system used by the Netherlands Patent Office.

The MyPage module is available to registered clients of the Netherlands Patent Office, for monitoring their data on national patents, European patents validated in the Netherlands, supplementary protection certificates 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.

This manual is equipped with bookmarks. It is possible to navigate quickly by clicking on the table of contents or on references in the text.

2 Access and management in MyPage

2.1 Getting and managing accounts in MyPage

In order to gain access to MyPage, you have to meet one or both of the following conditions:

Access to the portfolio module in MyPage can only be given to:

- The applicant of a patent application;
- The owner/holder of a patent;
- The patent attorney of one of the above, registered at *The Netherlands Institute of Patent Attorneys*.

And/or

Access to the current account module in MyPage can only be given to:

- The holder of a current account.

For those submitting Dutch translations to validate European patents, it is possible get an account to access “received correspondence” as “Representative other”.

The Netherlands Patent Office grants access to one parent user per account. The parent user is – on behalf of the linked organization/person – the administrator and responsible for the account.

In that capacity, the parent user can invite and grant access and rights to subsidiary users. (Refer to: *Managing Subsidiary Users*.)

2.2 Safety precautions when using MyPage

Please keep in mind that MyPage provides access to (your) sensitive information.

A few tips:

- You should not lend or pass on your personal authentication tools to other persons and you have to keep your password secret.
- When you are active in MyPage and you leave your computer, please always lock your computer or end your MyPage session (log out).
- After being inactive in MyPage for more than 15 minutes, your session will be discontinued and need to log in again.
- Please note that when you grant access to MyPage to members of your team, this allows them to pay taxes on your behalf.

3 Registration as parent user in MyPage

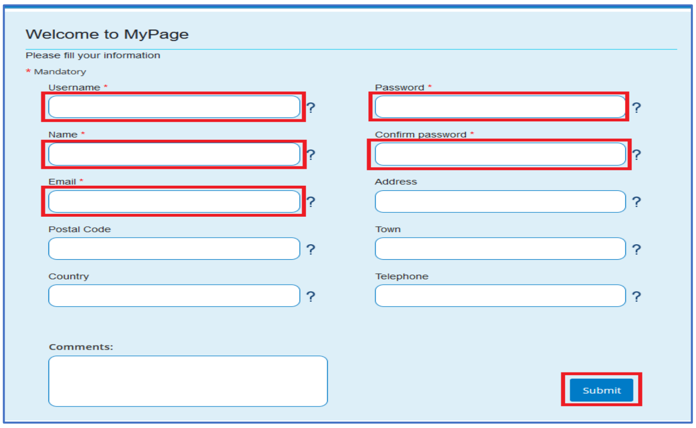
Only a parent user needs to apply for registration in MyPage.

The Netherlands Patent office will grant access to the parent user after the necessary checks have been carried out. If the user/organization wishes to grant access to more people, the parent user can add subsidiary users themselves, refer to: *Managing Subsidiary Users*.

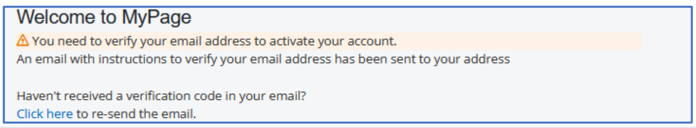
1. The parent user registers via: MyPage Login
2. Click on 'Username/Password'

3. Click on "Register"

4. Complete the registration form. Fields marked with * are mandatory.

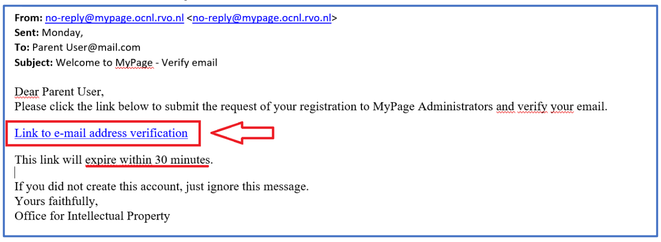


5. Click on 'Submit'.



Note: *The system sends a notification email to verify the email address. To complete the registration, click on the hyperlink in the received email.*

6. Within 30 minutes, click on the hyperlink in the received email to confirm details and email address of the parent user.



From: no-reply@mypage.ocnl.rvo.nl <no-reply@mypage.ocnl.rvo.nl>
Sent: Monday,
To: Parent User@mail.com
Subject: Welcome to MyPage - Verify email

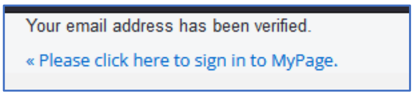
Dear Parent User,
Please click the link below to submit the request of your registration to MyPage Administrators and verify your email.

Link to e-mail address verification

This link will expire within 30 minutes.

If you did not create this account, just ignore this message.
Yours faithfully,
Office for Intellectual Property

7. The parent user now has access to MyPage. When logging in for the first time, two-factor authentication must be set up. (See *Two-factor authentication and login*.)



Note: *The parent user must first be linked to a person/organisation in order to have the account activated. This is a manual action to be executed by the Netherlands Patent Office.*

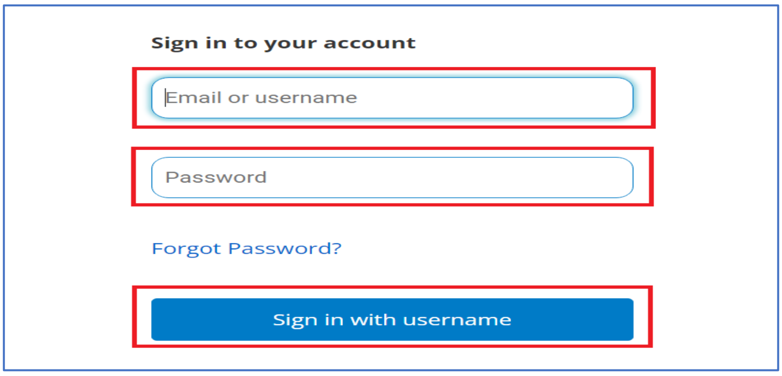
Until parent user and account are linked, the user will see the following message after logging in:
[User is not yet linked to person]

4 Two-factor authentication and login

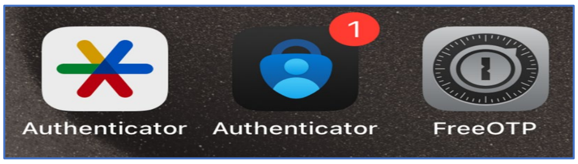
The user must **set up a two-factor authentication** (2FA) on their **first login**.

1. Go to: [MyPage Login]
2. Click on 'Username/Password'.

3. Enter "username" (= your email address) and the "password" specified in the registration form.
4. Click on 'Sign in with username'.



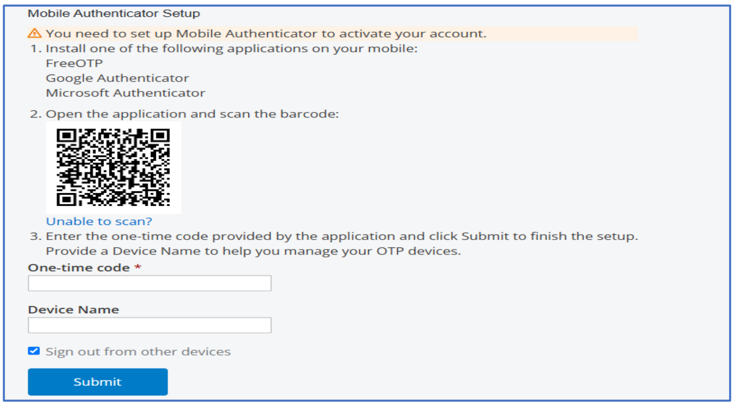
5. The system will display the following page, prompting the user to:
   A. Download one of the authentication applications on your smartphone.



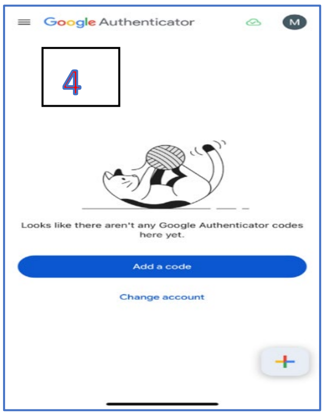
- **Google Authenticator**
- **Microsoft Authenticator**
- **FreeOTP Authenticator**

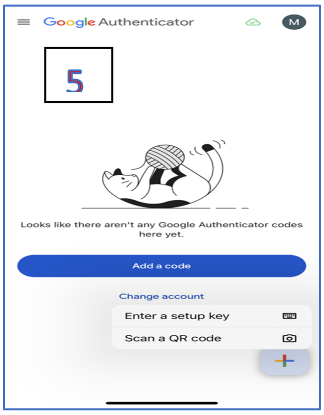
   B. Scan the QR code to set up their 2-Factor authentication.
   C. Enter the 6-digit code provided by the application.

6. Open the app. (Example is based on Google Authenticator.)

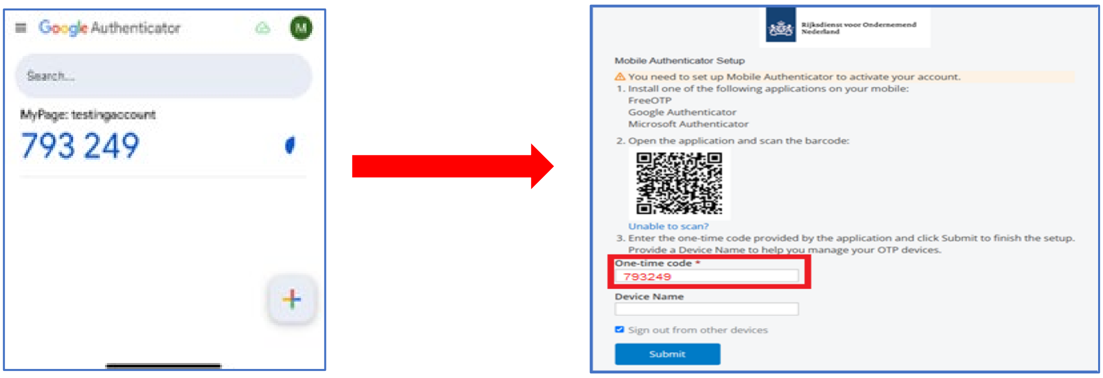


7. Click on the "+" button and selects the "Scan a QR code" button.

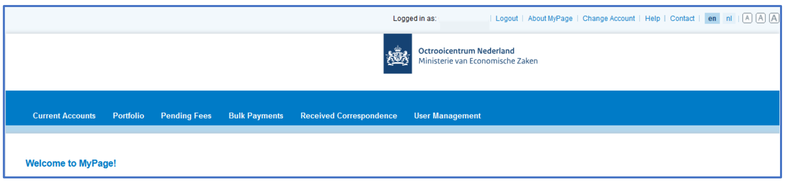




8. Scan the QR code displayed on the computer screen.
9. Enter the 6-digit code displayed on the (smartphone) authentication application in the "One-time code" field on the computer.



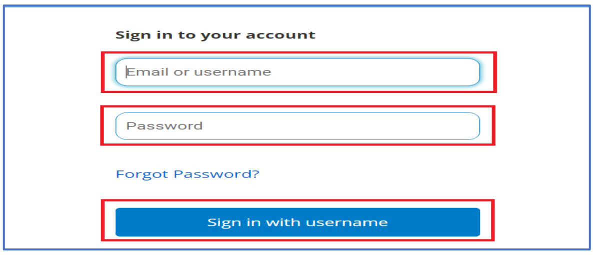
10. Click on 'Submit'. The user has successfully logged in to MyPage.



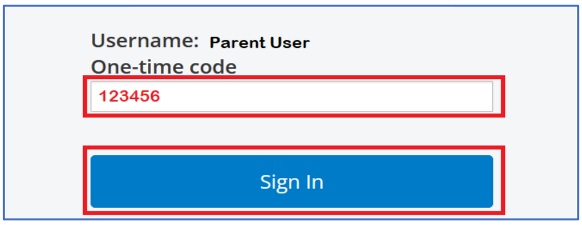
5 MyPage Login

1. Go to: [MyPage Login]
2. Click on ‘Username/Password’.

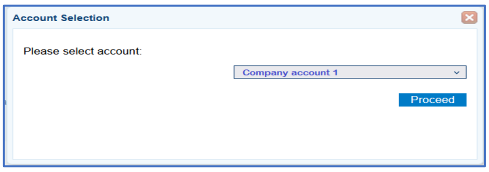
3. Enter “username” (= your email address) and the “password” specified in the registration form.
4. Click on ‘Sign in with username’.



5. Open the installed Authenticator app.
6. Enter the 6-digit code displayed on the (smartphone) authentication application in the “One-time code” field on the computer.



7. Click on ‘Sign in’
8. If applicable, select the desired account and click on ‘Proceed’.



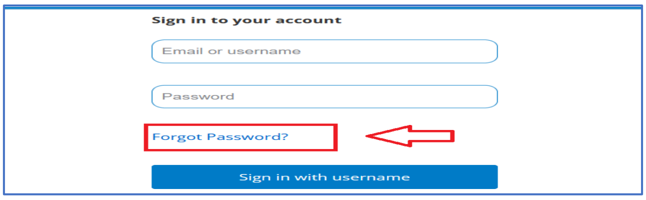
Note: *The pop-up window is only visible to users linked to multiple persons/organizations.*

6 Forgot Password/Reset 2FA

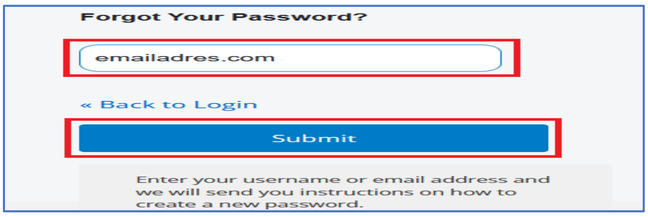
If a user has forgotten their password or, for example, wants to transfer the authenticator to another or new phone, they can use the "Forgot Password?" functionality.

1. Click on 'Username/Password'.

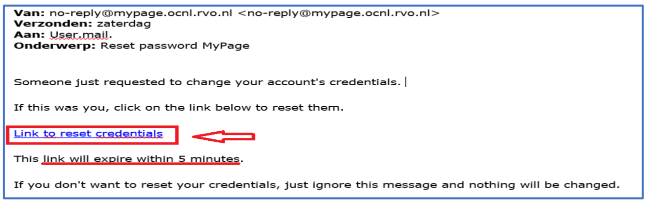
2. Click on 'Forgot Password'



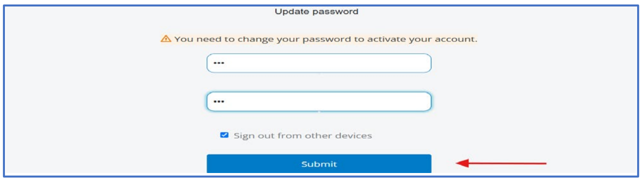
3. Enter username or email address and click on 'Submit'.



4. Click on the hyperlink in the received email.



5. Enter the new password twice and click on 'Submit'.



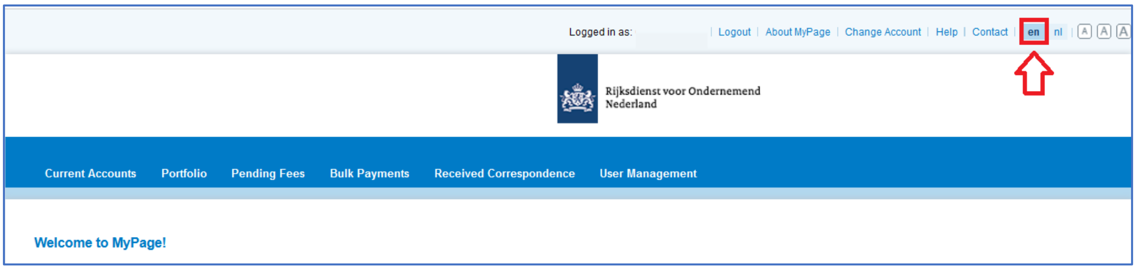
Note: *If the hyperlink in the email expired, reset again using the "Forgot password" functionality.*

7 Settings in MyPage

7.1 Language Settings in MyPage

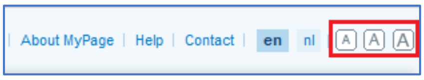
By default language MyPage is set to English.

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



7.2 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.



8 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 MyPage Account Details page, click on your name link, displayed on top of the page, and subsequently click on the MyPage Account Details tab.*

9 How to Switch between Accounts in MyPage

Access to the various modules depends on the type of user. In exceptional cases, a user may therefore be linked to a second account. For example: a patent attorney has access to the portfolio and correspondence, but payments are made by a payment office that only has access to the financial module.

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/organization.*

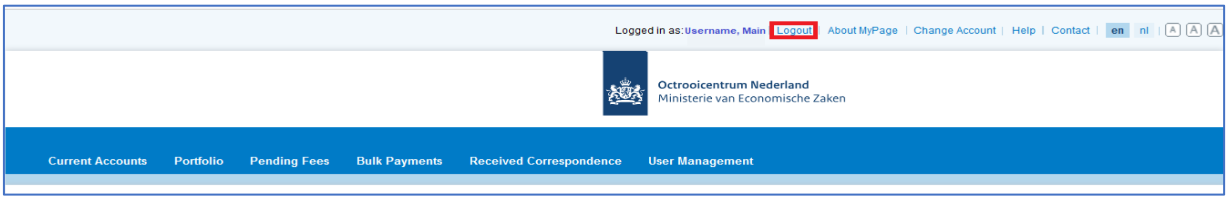
2. Select a person by the use of the drop down list.
3. Click on the "proceed" button.

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.*

10 How to Logout from MyPage

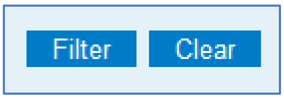
1. Click on the Logout link available in the header.

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



11 How to Search in MyPage

1. Access the target Filter section (Refer to: 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.

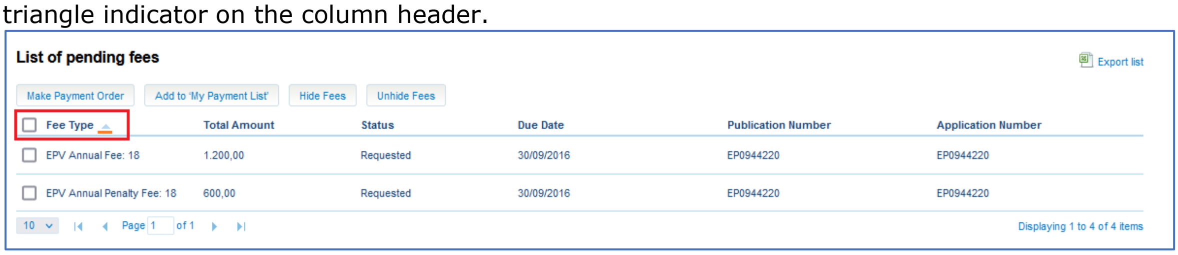


Note: *Text fields support wildcards * and ? for searching. To perform a single character wildcard, use the ? symbol. For example search for T?STVALUE will return results for TESTVALUE. To perform a multiple character wildcard search, use the* symbol. For example search for TEST*LUE will return results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

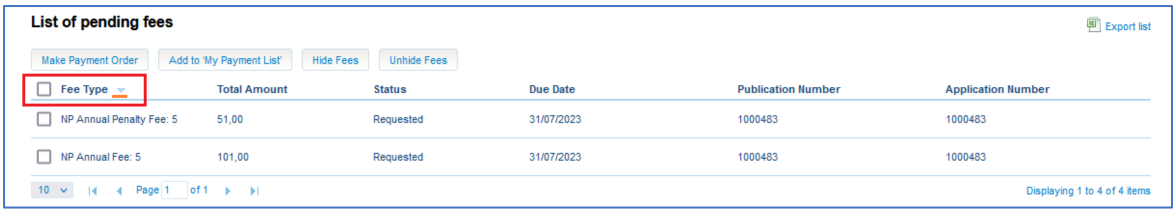
Note: *You may use the date fields or calendars in order to search for a date or date range. The left date-field corresponds to the "From" date value, and the right date-field corresponds to the "To" date-value. In order to search for a certain date, insert the target date in the form of DD/MM/YYYY in 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.*

11.1 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.



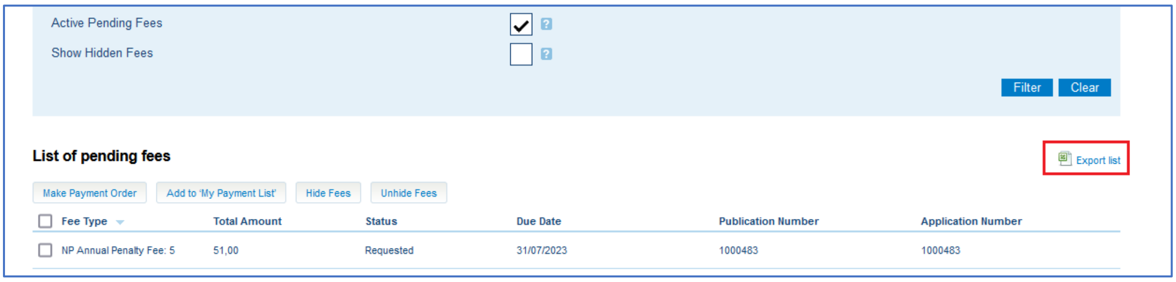
2. To sort results in descending order, click the same column header again. The system displays a respective triangle indicator on the column header.



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.*

12 How to Export Results

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

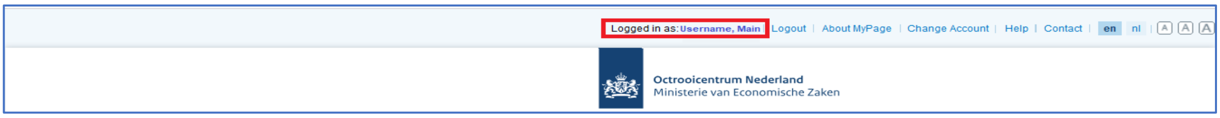


The system creates and provides for download a CSV file with the displayed results.

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

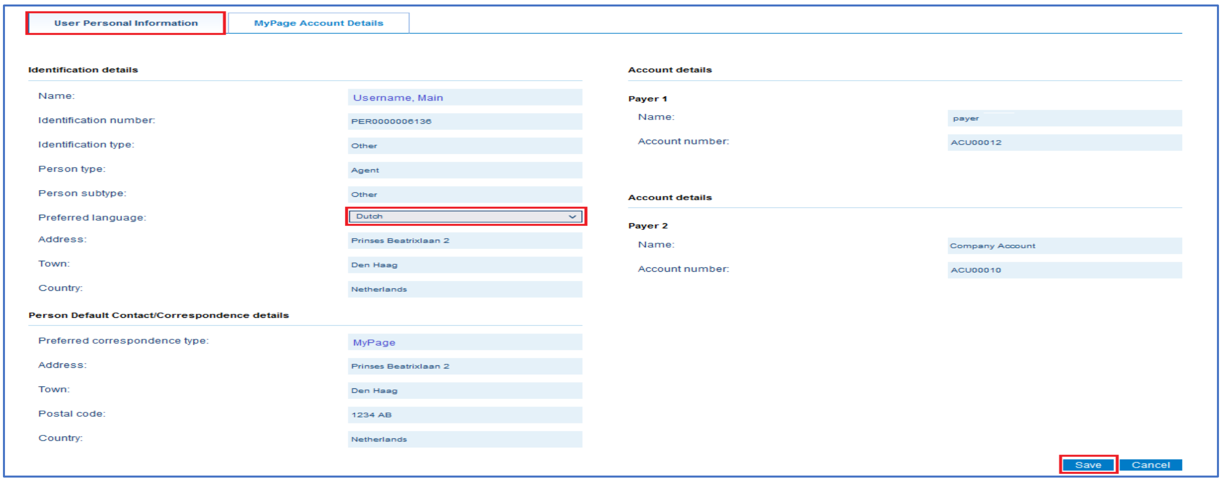
13 Managing User Preferences

13.1 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

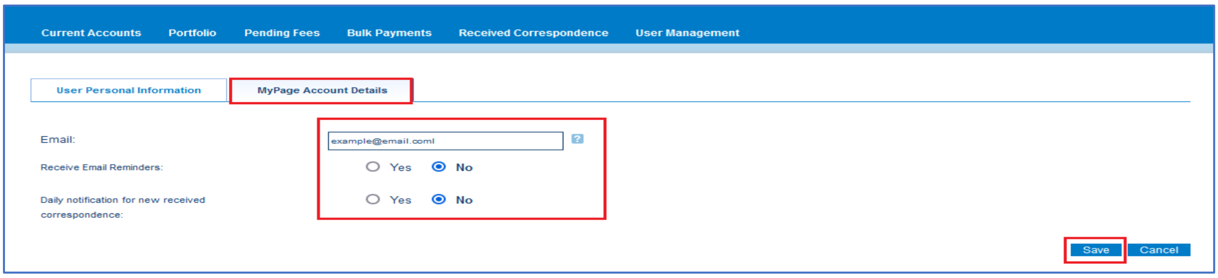


2. Click on the "Save" button.

13.2 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)

   Only the parent user can indicate whether notifications should be sent:
   - Receive Email Reminders
   - Receive Daily Notifications



2. Click on the "Save" button

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

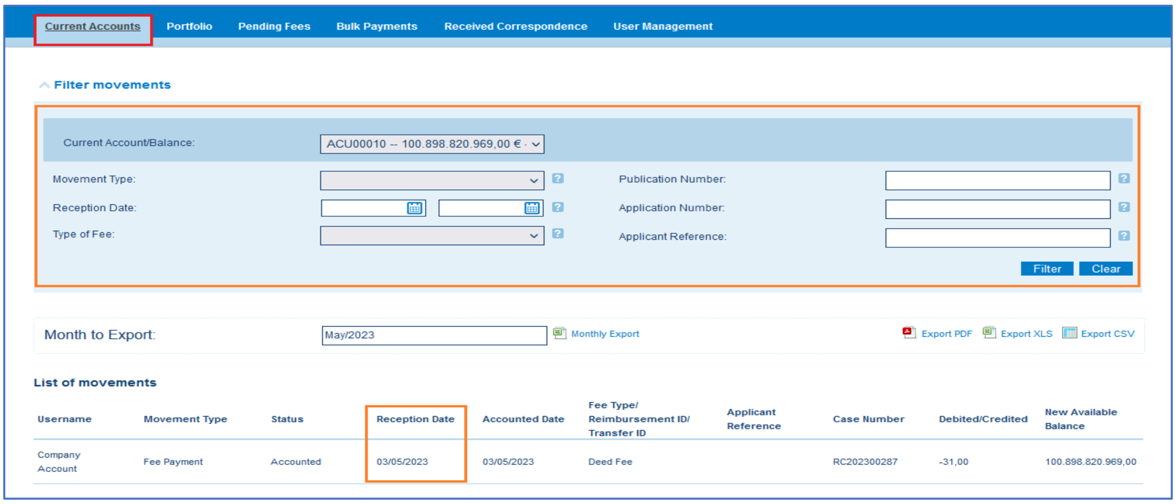
14 Monitoring Current Account

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

14.1 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*).
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.*



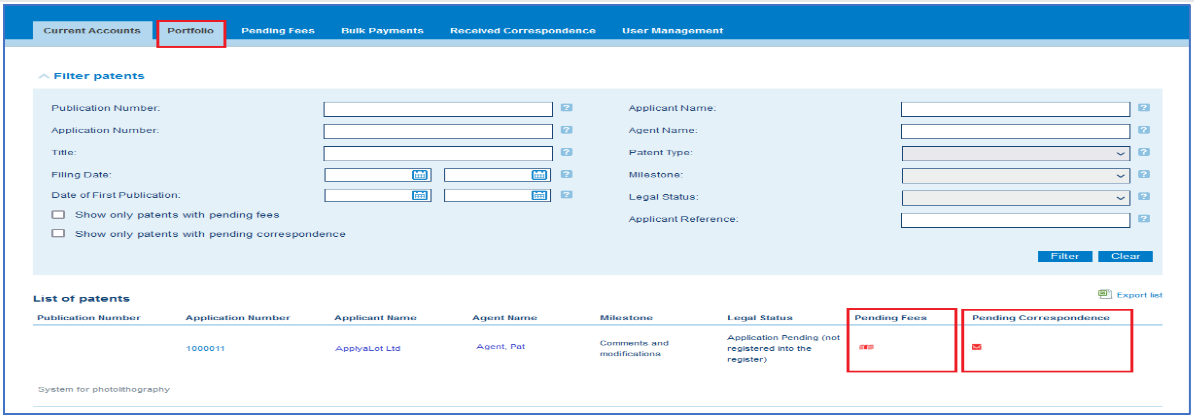
15 Monitoring Portfolio

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.*

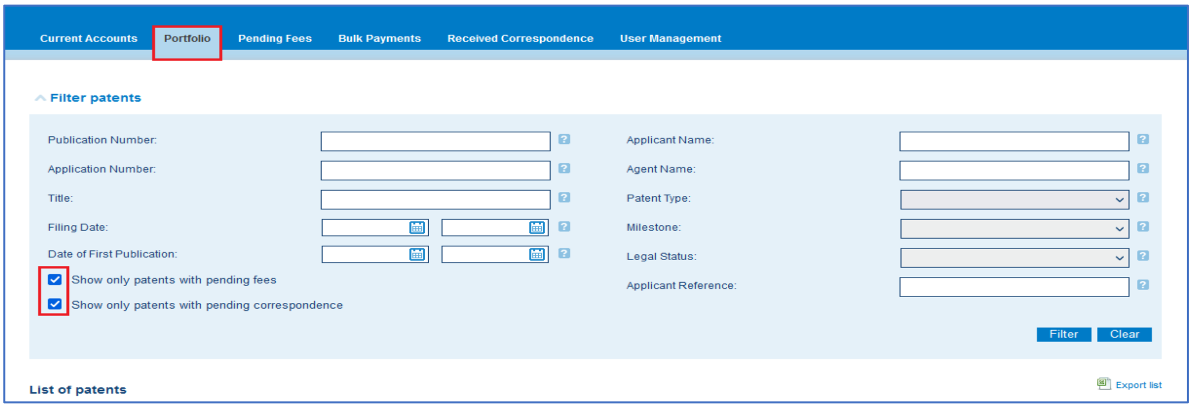


15.1 How to Search for Patents

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*).

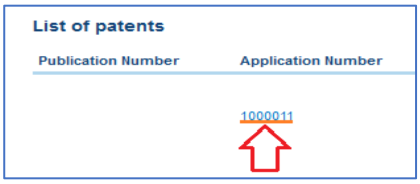
Note: *In order to search for patents with pending fees, check the checkbox "Show only patents with pending fees" and click on "Filter" or press Enter.*

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.*

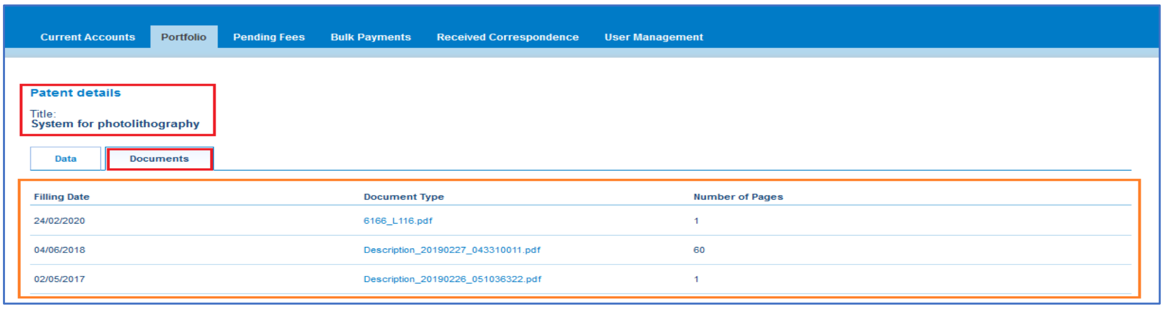


15.2 How to Access Patent Details

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.

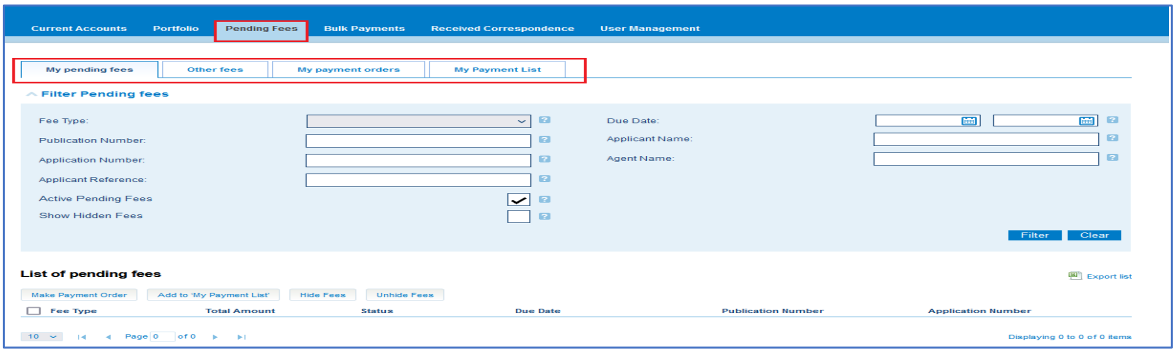


16 Managing Pending Fees and Payment Orders

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.*



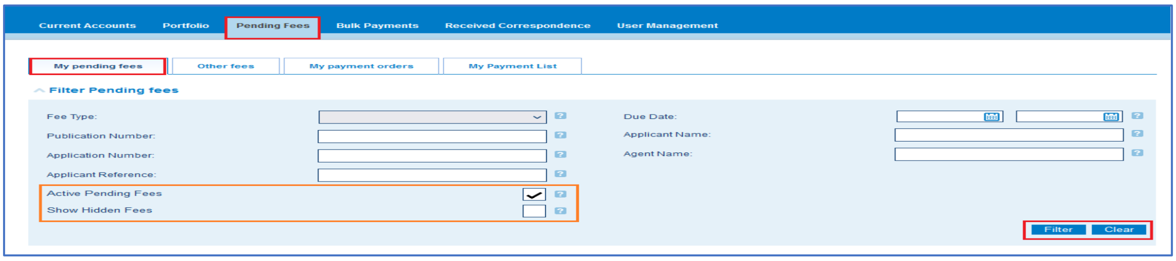
Note: *The maximum number of fees + increments (penalties) that can be selected in order to make a payment order is 50 (i.e. the maximum number of fees + increments that can be displayed in one page). If you wish to make one payment order with more than 50 fees/increments, you can use the bulk payments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

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).*

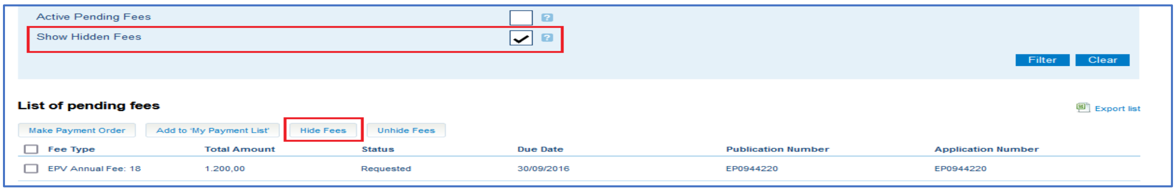
16.1 Managing My Pending Fees

16.1.1 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*).
3. By checking the box "Active Pending Fees" will reveal only the fees that can and should be paid within 6 months.

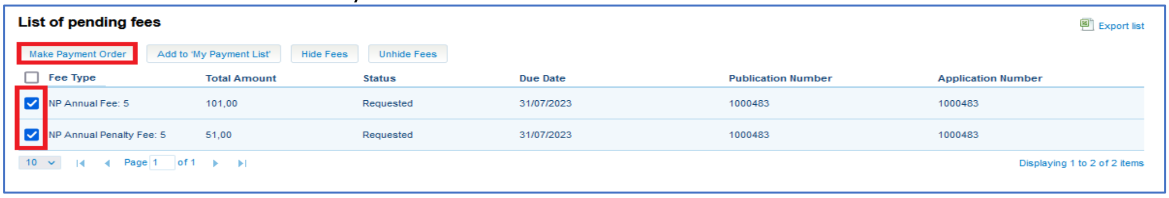


4. Using functionalities "Hide fees" and "Show hidden fees", fees can be made invisible and visible again in the list.

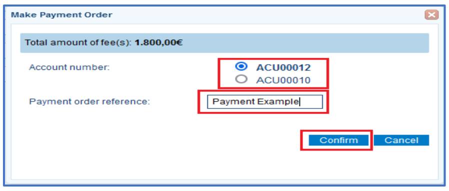


16.1.2 How to Make a Payment Order for My Pending Fees using Current Account

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.*

16.2 Managing 3rd party Fees

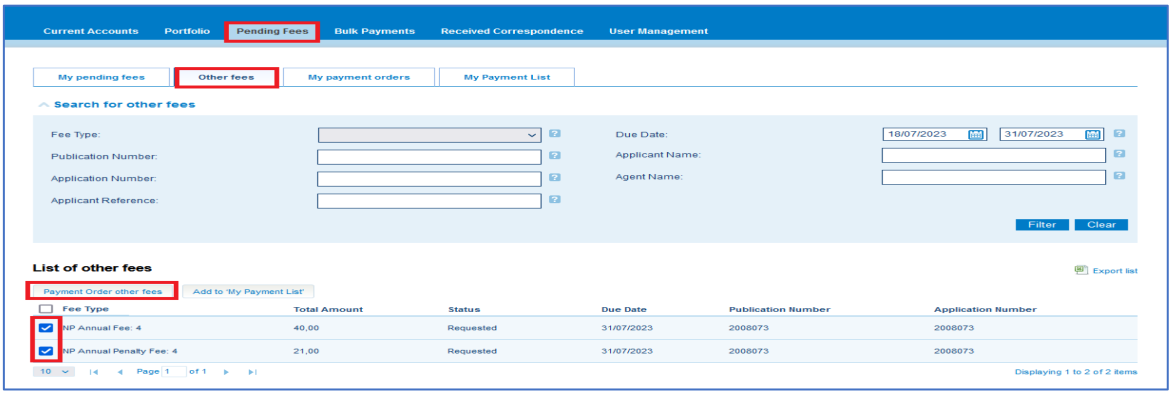
16.2.1 How to Search for 3rd Party Fees

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

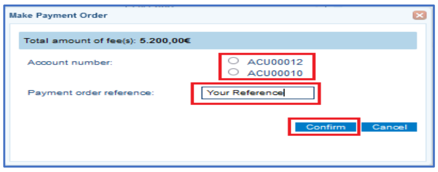
Note: *You can only search for annuity and respective penalty fees.*

16.2.2 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 per line.
2. Click on the button "Payment Order other fees".



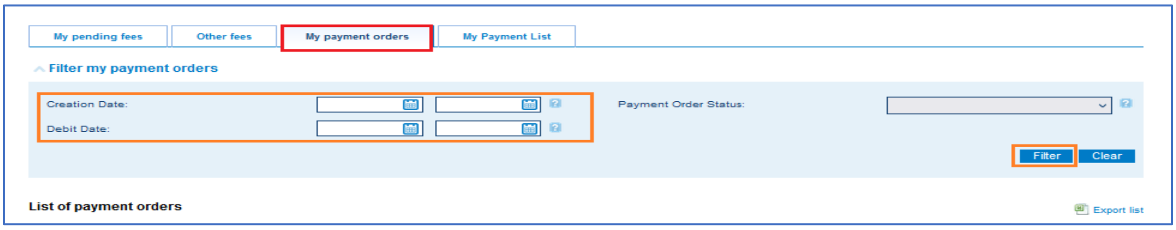
3. Select the Account number.
4. Enter the Payment order reference.
5. Click on the button "Confirm".



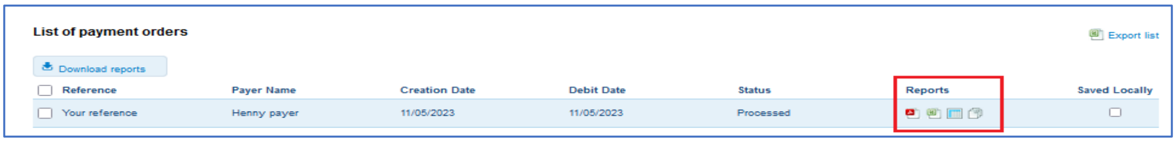
16.3 Monitoring Payment Orders

16.3.1 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*).



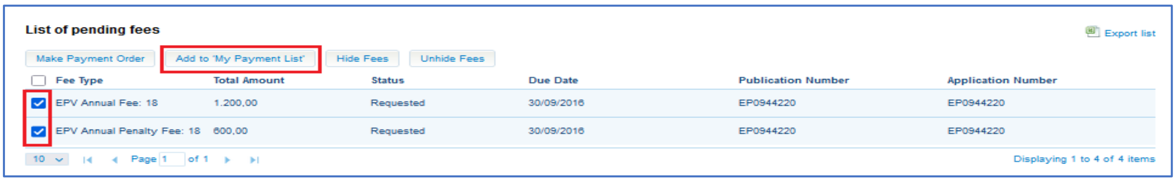
Note: *You can review the details about the payment order processing from the Office, by clicking on the "Report" link for one of the result entries.*



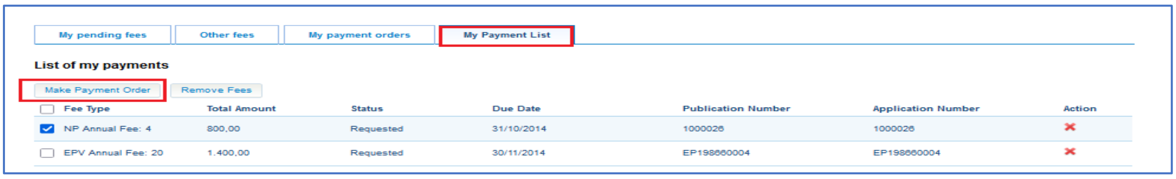
16.4 Managing "My Payment List"

16.4.1 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".

17 Managing Bulk Payments

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

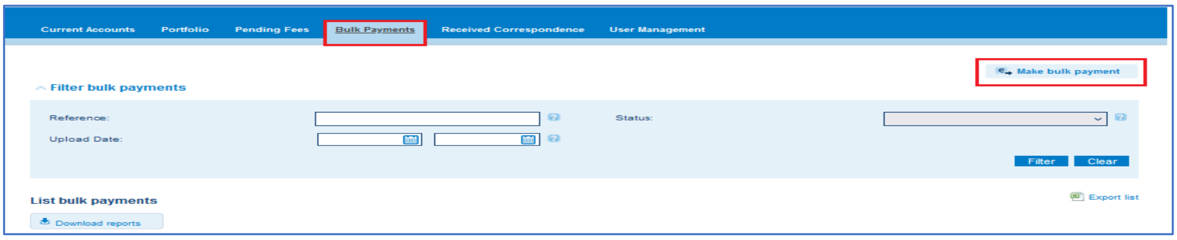
17.1 How to Search for Bulk Payments

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*).

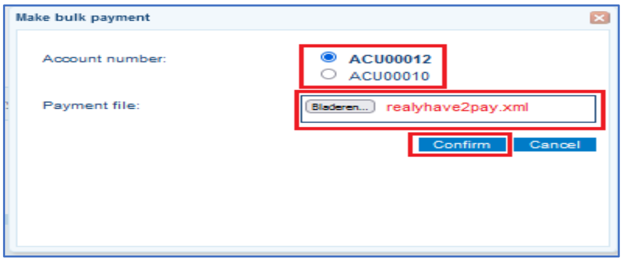
Note: *You can review the details about the bulk payment processing from the Office, by clicking on the PDF or XML Report link for one of the result entries (only default reports provided by the Netherlands Patent Office).*

17.2 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).

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.

18 Monitoring Received Correspondence

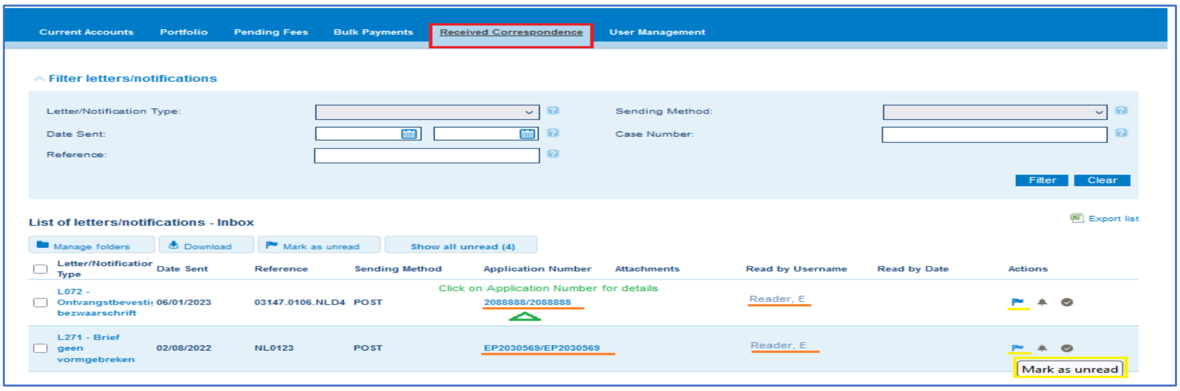
The “Received Correspondence” page allows you to review the correspondence sent to you (either by post or by email) by the Office in one dedicated page, and search for any received correspondence with various criteria.

18.1 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](#)).

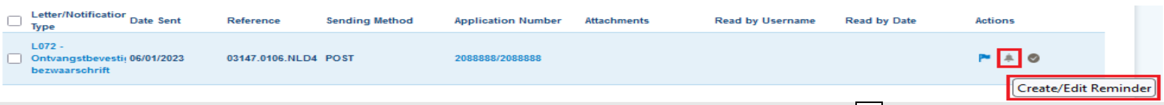
Note: *You can search using any of the: Application Number, Publication Number, Request for Change Number, at Case number text-field in the Filter section.*



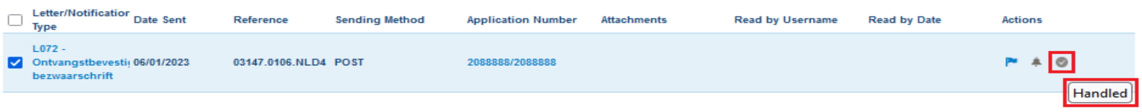
Note: *Unread records are marked by the system in bold. By clicking on the letter, the system marks it as read and un-bolds it. You can set the letter as unread by clicking the -button ‘Mark as unread’.*

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.*



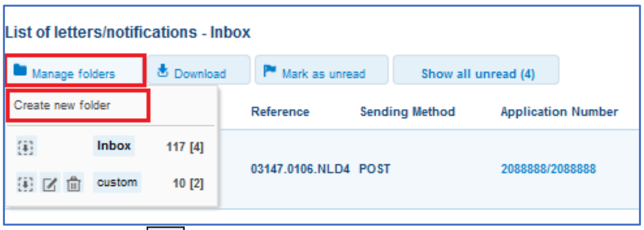
Note: *Letters dispatched to MyPage users do not become immediately available in Received Correspondence section. The letters become available on the next day. MyPage users receive an email notification daily at 6am informing them about the new correspondence of the day.*

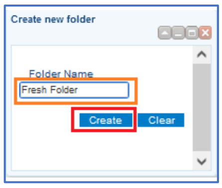
18.2 How to Manage folders in Received Correspondence

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

18.2.1 How to Create New Folder

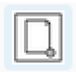
1. Click on the drop-down button “Manage Folders”.
2. Click on the button “Create new folder”.
3. Set a name for the new folder and click the “Create” button.

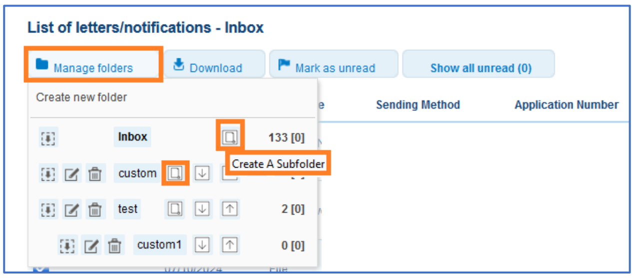


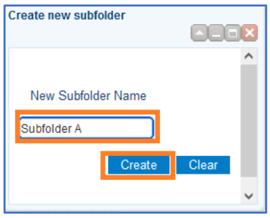


4. Click on the -icon if you want to rename a folder
5. Click on the -icon if you want to delete a folder (the underlying items will be moved to the inbox folder).

18.2.2 How to create a subfolder

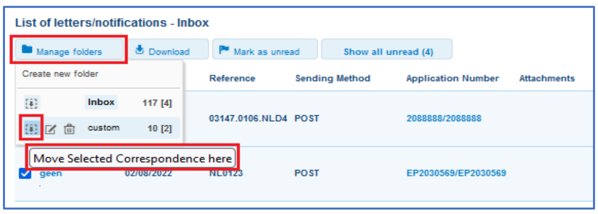
1. Click on the drop-down button “Manage Folders”.
2. Click on the  -icon next to the folder, where you want to add a subfolder.
3. Set a name for the new subfolder and click the “Create” button.





18.2.3 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.

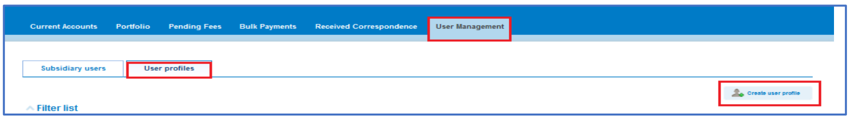


19 Managing User Profiles

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.

19.1 How to Create a new User Profile

1. Click on the button "Create user profile".



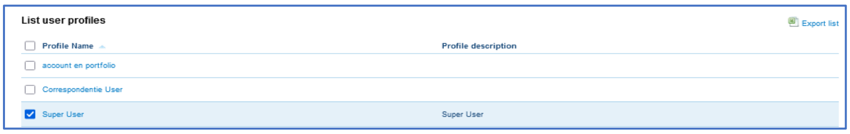
2. Fill in the respective fields. Mandatory field is the "Profile Name".
3. Select one or multiple Access Rights. The user is able to select multiple rights by holding the CTRL button and left click on the option.
4. Click on "Save".

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.*

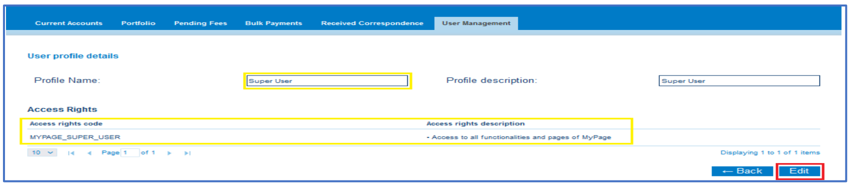
The definition of the Access rights can be found in the table in the Annexes. (refer to: [Access Rights](#))

19.2 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])

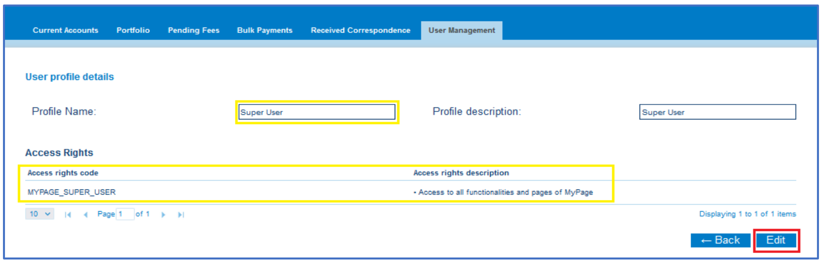
19.3 How to Search for User Profiles

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.

19.4 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 subsidiary user has one assigned profile(name) under which a collection of access rights may be linked.*

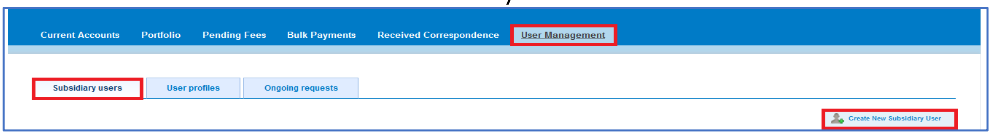
20 Managing Subsidiary Users

20.1 How to Search for Subsidiary Users

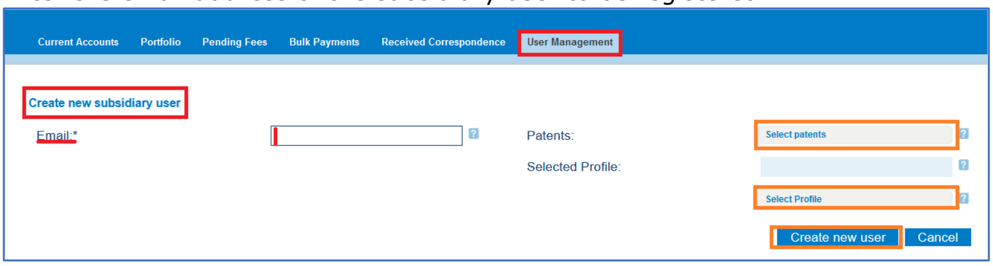
1. By default, all subsidiary users are displayed in the "User Management" page. Ongoing new subsidiary user requests are shown in the tab "Ongoing requests".
2. In order to filter your list of subsidiary users, use the Filter section (refer to: *How to Search in MyPage*).

20.2 How to Create a new Subsidiary User

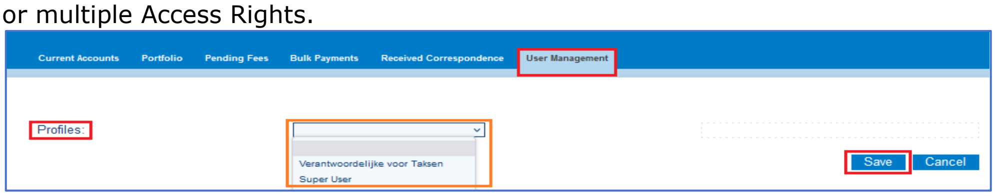
1. Click on the button "Create new subsidiary user".



2. Enter the email address of the subsidiary user to be registered.



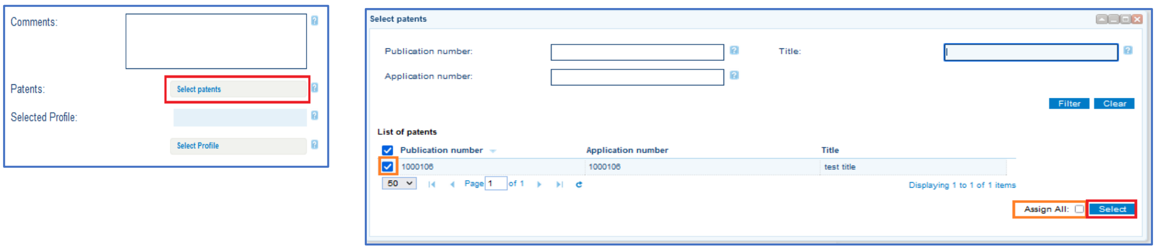
3. Select the Profile to be associated to the subsidiary user by selecting a profile that includes one or multiple Access Rights.



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

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 can select option "Assign All" which will assign the subsidiary user to all patents of the parent user.

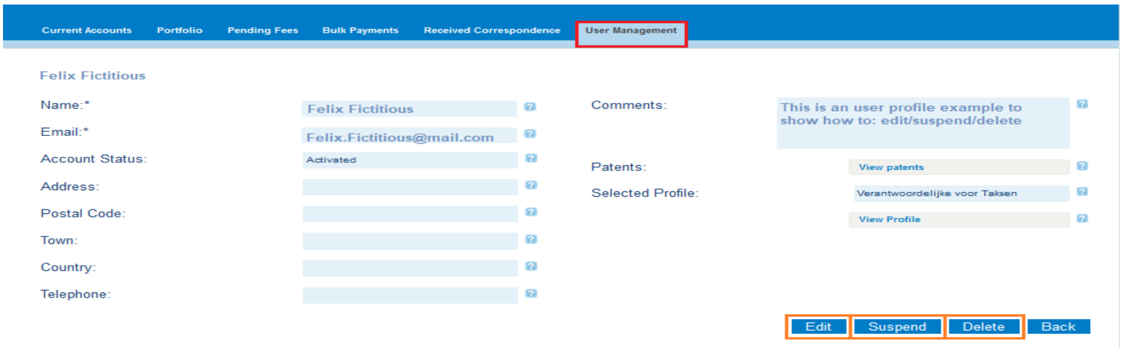


5. Click on the button 'Create New User.'

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.*

20.3 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)*

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.*

20.4 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.

20.5 How 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.

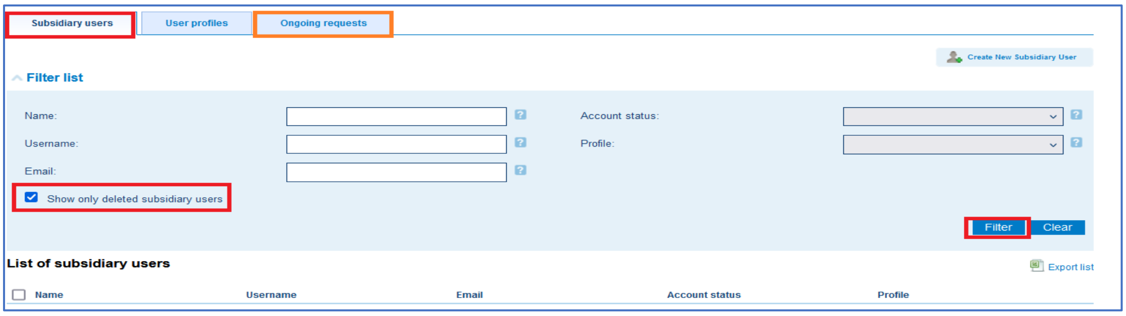
20.6 How to Delete an Ongoing Request for a Subsidiary User

4. Click on the tab "Ongoing requests.
5. Select the Subsidiary user to be deleted.
6. Click on the button "Delete" (or "Un-delete").

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

20.7 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 "Un-Delete" button.

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

21 ANNEXES

21.1 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>
```

21.2 *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>
```

21.3 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