

MyPage

User manual



FPS Economy, S.M.E.s, Self-employed and Energy

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 SPFEco

 @spfeconomie

 [linkedin.com/company/fod-economie](https://www.linkedin.com/company/fod-economie) (bilingual page)

 [instagram.com/spfecoe](https://www.instagram.com/spfecoe)

 [youtube.com/user/SPFEconomie](https://www.youtube.com/user/SPFEconomie)

 <https://economie.fgov.be>

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Introduction

This document contains all the necessary information related to the use of MyPage: a secure customer platform for accessing data on intellectual property titles and related payments.

Among other things, you will find an overview of the types of access, how to request access, how to log in, how to use MyPage, an overview of available data throughout the system and information regarding XML files.¹

Please note that only one main user (also called “parent user”) can be registered per office. This person must request access to MyPage as described under point 3 “Request access to MyPage”. Once this access is activated, the parent user can create accesses for the team members (also called “subsidiary users”). The information regarding this procedure can be found under point 6.6. “User Management tab”.

If you have any questions on the use of MyPage or in case of problems, please contact the BPP Helpdesk via e-mail (piie.bpp-helpdesk@economie.fgov.be).

¹ Confidential data are blackened throughout this document.

1. What is MyPage?

MyPage is a secure customer platform (like, for example, MyMinfin or MyPension) for accessing your data on national patents, European patents validated in Belgium (hereinafter, European patents), supplementary protection certificates and payments related to those intellectual property rights.

MyPage is NOT a platform for online filing. Online filing is only possible through an electronic filing service such as eOLF (electronic On Line Filing) or Front Office eFiling. You can apply for access to these services by sending an email to, respectively, piie.bpp-helpdesk@economie.fgov.be or efiling@economie.fgov.be.

Credit card payments are NOT possible in MyPage. You need to have a current account to execute your payment orders through MyPage.

1.1. Two types of access: payer and portfolio

You can request one of those accesses separately or both together.

1.1.1. Payer access

This access is only possible for patent attorneys, payment agencies and natural persons who have a current account with the Belgian Intellectual Property Office (hereinafter, the Office). For more information on current accounts and payments made by this method, please contact the Financial Services at the following address: piie.accountancy@economie.fgov.be.

With this access, you can consult the data related to your current account, as well as the account statements and the list of payments made. You can also enter individual electronic payment orders or upload such payment orders for large numbers of patents in XML format.

1.1.2. Portfolio access

This access allows patent attorneys registered with the Office to consult the data related to their patent portfolio, as well as the documents in the patent files they manage.

2. Safety instructions while using MyPage

Please always keep in mind that MyPage provides access to sensitive information.

In this context, we provide some tips:

- It is obvious that you should not lend or pass on your personal authenticator to other people and that you keep your PIN/password secret.
- When you are active in MyPage and you leave your computer, please always lock it, or end your MyPage session (Log out).
- After you have been inactive in the MyPage browser for more than 15 minutes, you should refresh the browser. You may also need to log in again.
- Please note that when you give access to MyPage to members of your team, it allows them to pay fees on your behalf.

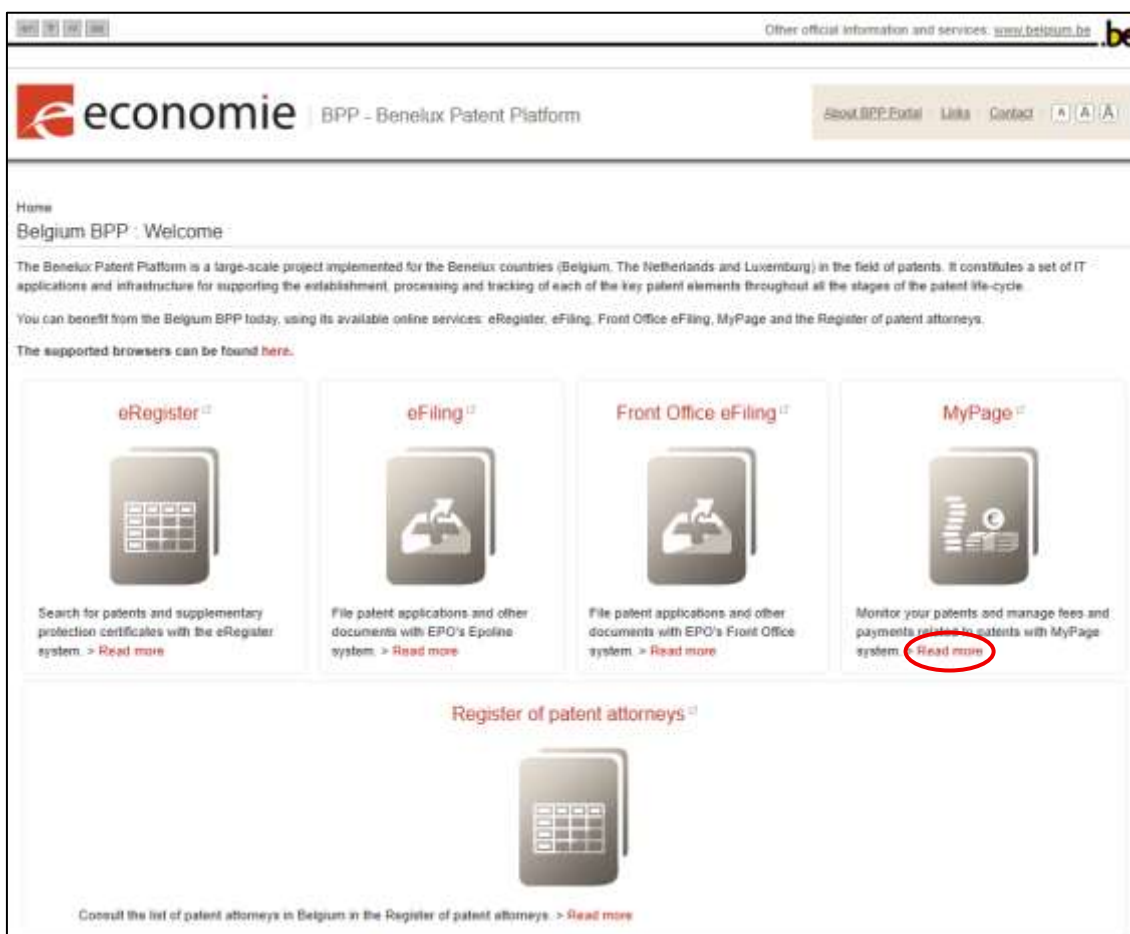
3. Request access to MyPage (only for new parent users)

To log in to MyPage you use the "Username/password" authentication method with two-factor authentication (hereinafter referred to as 2FA).

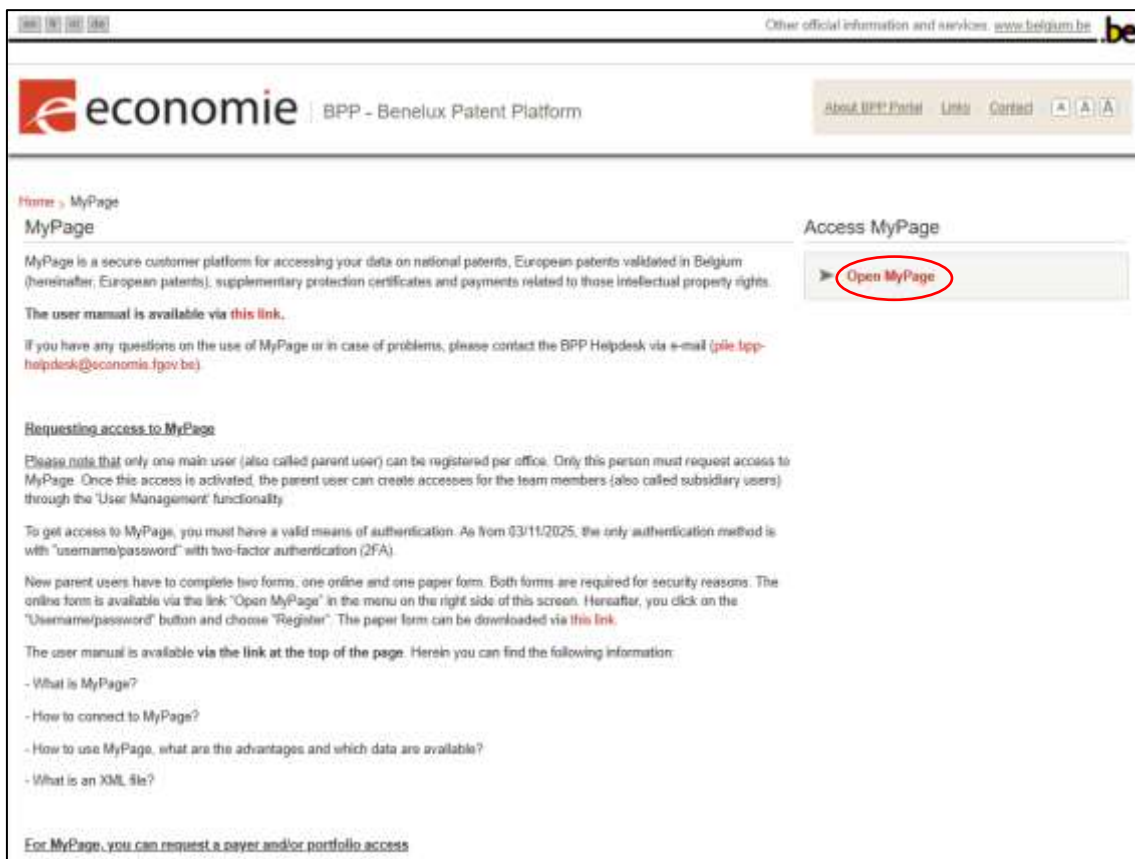
New MyPage parent users must complete two forms, one online and one paper form. Both forms are required for security reasons.

3.1. Fill out the online form

Open the portal of the Benelux Patent Platform (hereinafter, the BPP portal) via the following link: <https://bpp.economie.fgov.be/bpp-portal/>. Then click on "Read more" under the MyPage icon.



Then, click on the "Open MyPage" button



Other official information and services: www.belgium.be

economie | BPP - Benelux Patent Platform

Home > MyPage

MyPage

MyPage is a secure customer platform for accessing your data on national patents, European patents validated in Belgium (hereinafter, European patents), supplementary protection certificates and payments related to those intellectual property rights.

The user manual is available via [this link](#).

If you have any questions on the use of MyPage or in case of problems, please contact the BPP Helpdesk via e-mail (pole.bpp-helpdesk@economie.fgov.be).

Requesting access to MyPage

Please note that only one main user (also called parent user) can be registered per office. Only this person must request access to MyPage. Once this access is activated, the parent user can create accesses for the team members (also called subsidiary users) through the 'User Management' functionality.

To get access to MyPage, you must have a valid means of authentication. As from 03/11/2025, the only authentication method is with 'username/password' with two-factor authentication (2FA).

New parent users have to complete two forms, one online and one paper form. Both forms are required for security reasons. The online form is available via the link "Open MyPage" in the menu on the right side of this screen. Hereafter, you click on the "Username/password" button and choose "Register". The paper form can be downloaded via [this link](#).

The user manual is available via the link at the top of the page. Herein you can find the following information:

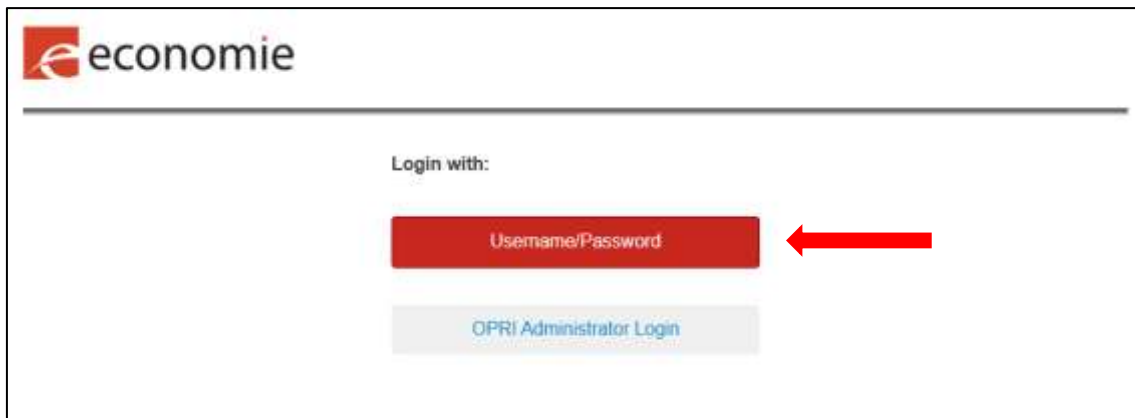
- What is MyPage?
- How to connect to MyPage?
- How to use MyPage, what are the advantages and which data are available?
- What is an XML file?

For MyPage, you can request a payer and/or portfolio access

Access MyPage

Open MyPage

A new window appears showing the authentication method. You must click on the "Username/Password" button.



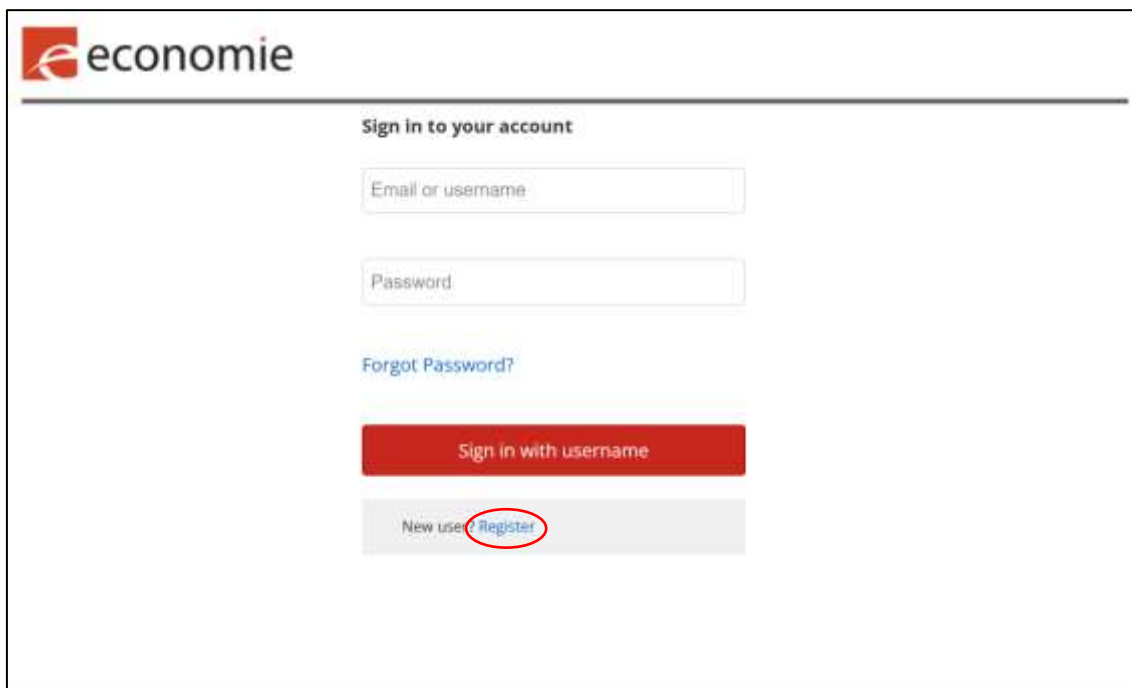
economie

Login with:

Username/Password

OPRI Administrator Login

A new window appears with the possibility to log in with username and password or the possibility to register for new parent users. You have to click on the "Register" button.



economie

Sign in to your account

Email or username

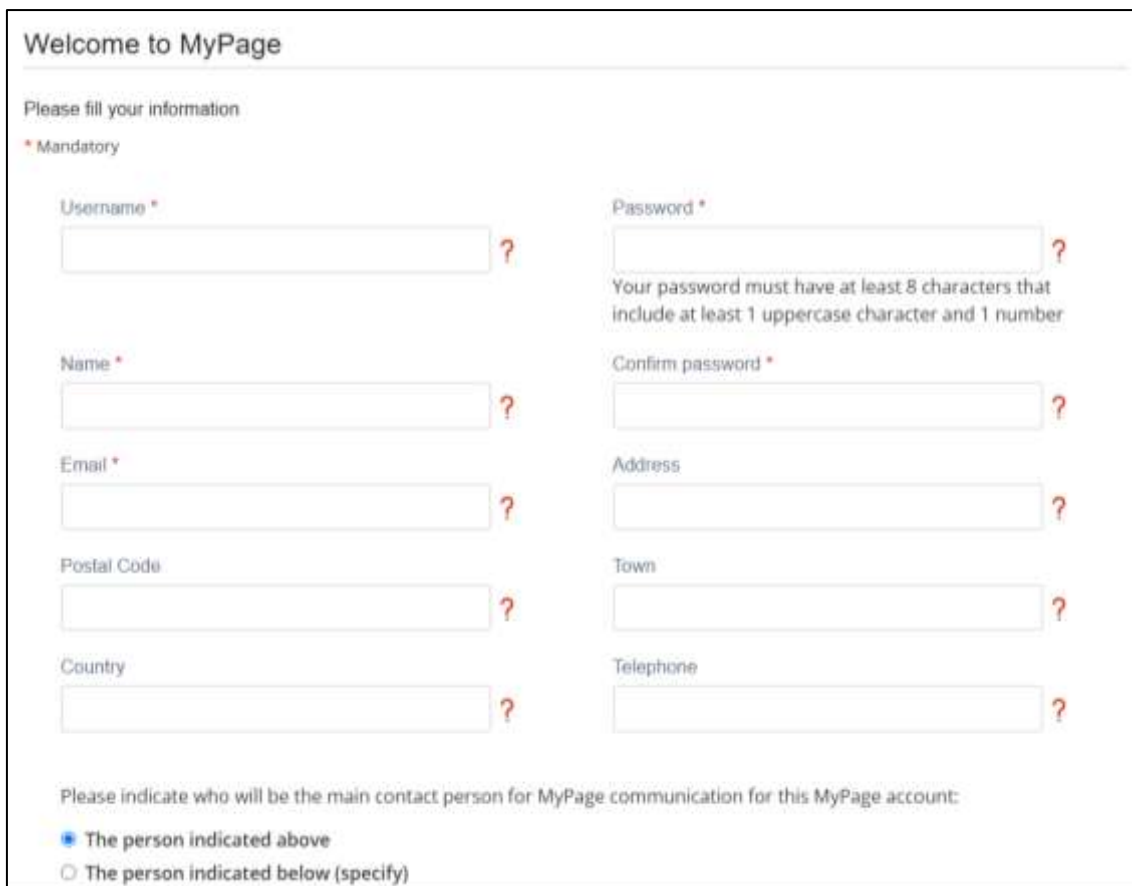
Password

[Forgot Password?](#)

Sign in with username

New user: [Register](#)

Then, the form below will be displayed. In order to get access to MyPage, it is essential that all fields of the form are filled in correctly. The fields "Contact name" and "Contact Email" at the bottom of the page do not have to be filled in.



Welcome to MyPage

Please fill your information

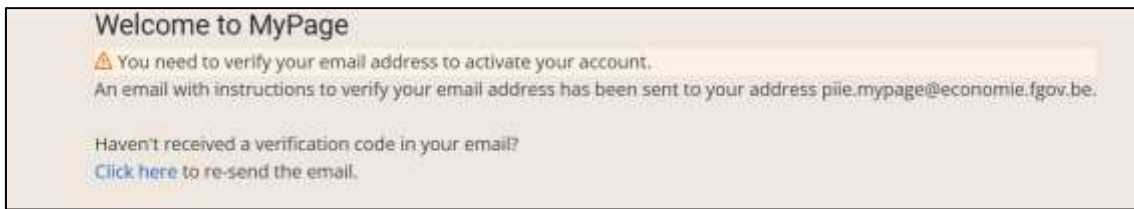
* Mandatory

Username * ?	Password * ? Your password must have at least 8 characters that include at least 1 uppercase character and 1 number
Name * ?	Confirm password * ?
Email * ?	Address ?
Postal Code ?	Town ?
Country ?	Telephone ?

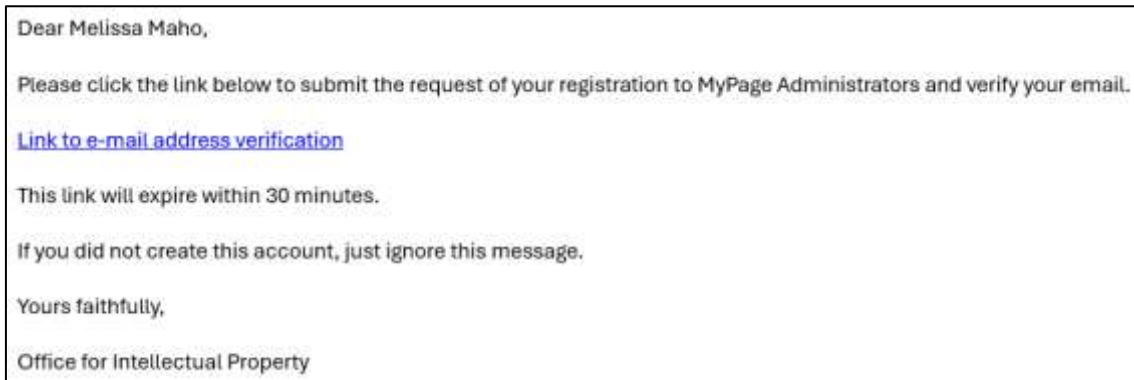
Please indicate who will be the main contact person for MyPage communication for this MyPage account:

☒ The person indicated above
☐ The person indicated below (specify)

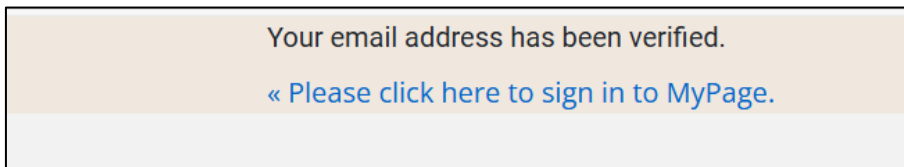
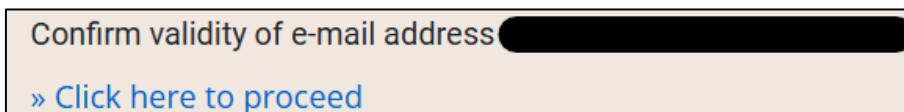
Once you click on 'Save', a new window appears:



You will receive the e-mail below and have to click on the verification link.



Hereafter, the next window will be shown. Here you have to click on "Click here to proceed" in order to finalise your e-mail address.



3.1.1. Fill out the paper form

After completing the online form, you have to download the paper form in Word format from the BPP Portal.

This form, duly completed and signed, must also be returned to the BPP Helpdesk at the following email address: piie.bpp-helpdesk@economie.fgov.be.

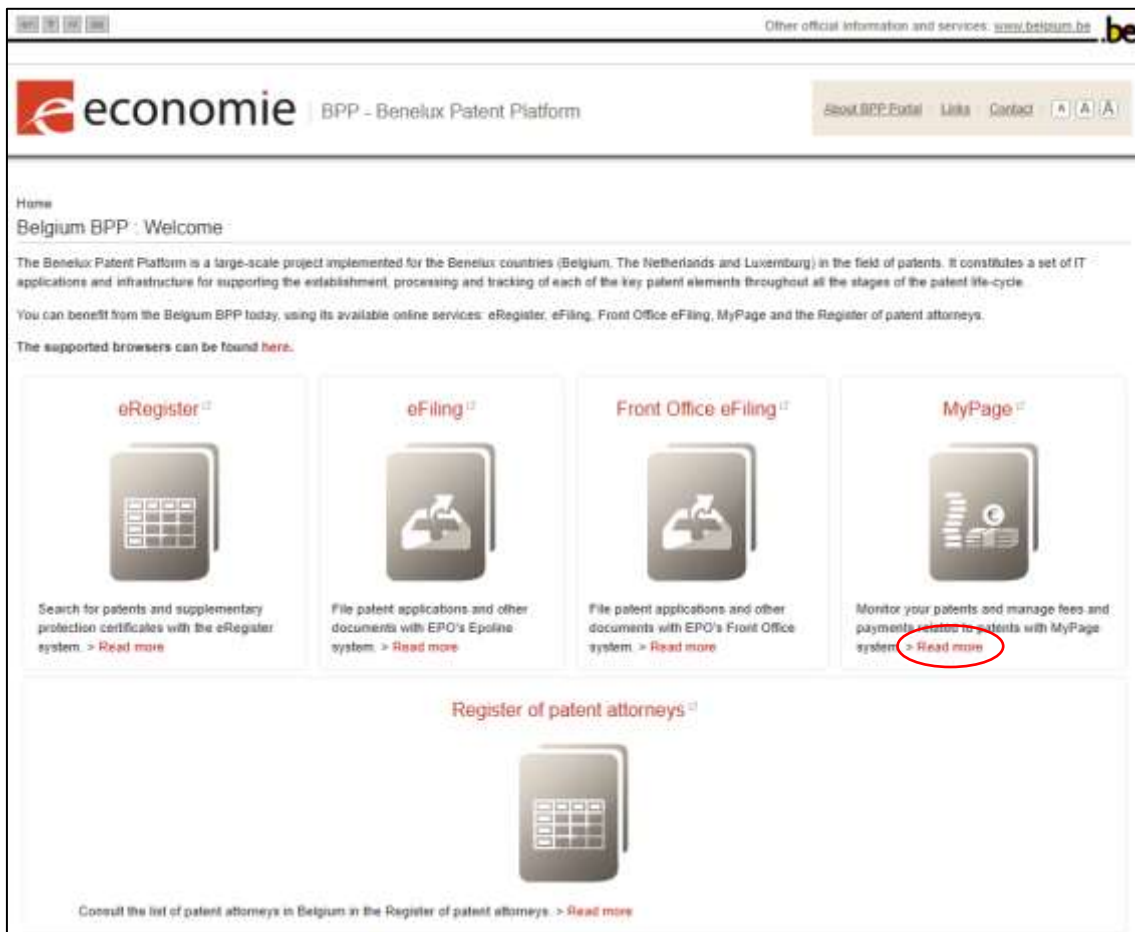
Please note: after completing these documents, the Office will analyse your application, open a current account if necessary and activate your access. You will therefore not have immediate access to MyPage. As soon as your access is activated, you will be notified via an automatic email.

Once your MyPage access is activated, please follow the instructions in **section 4.1.** for your first login.

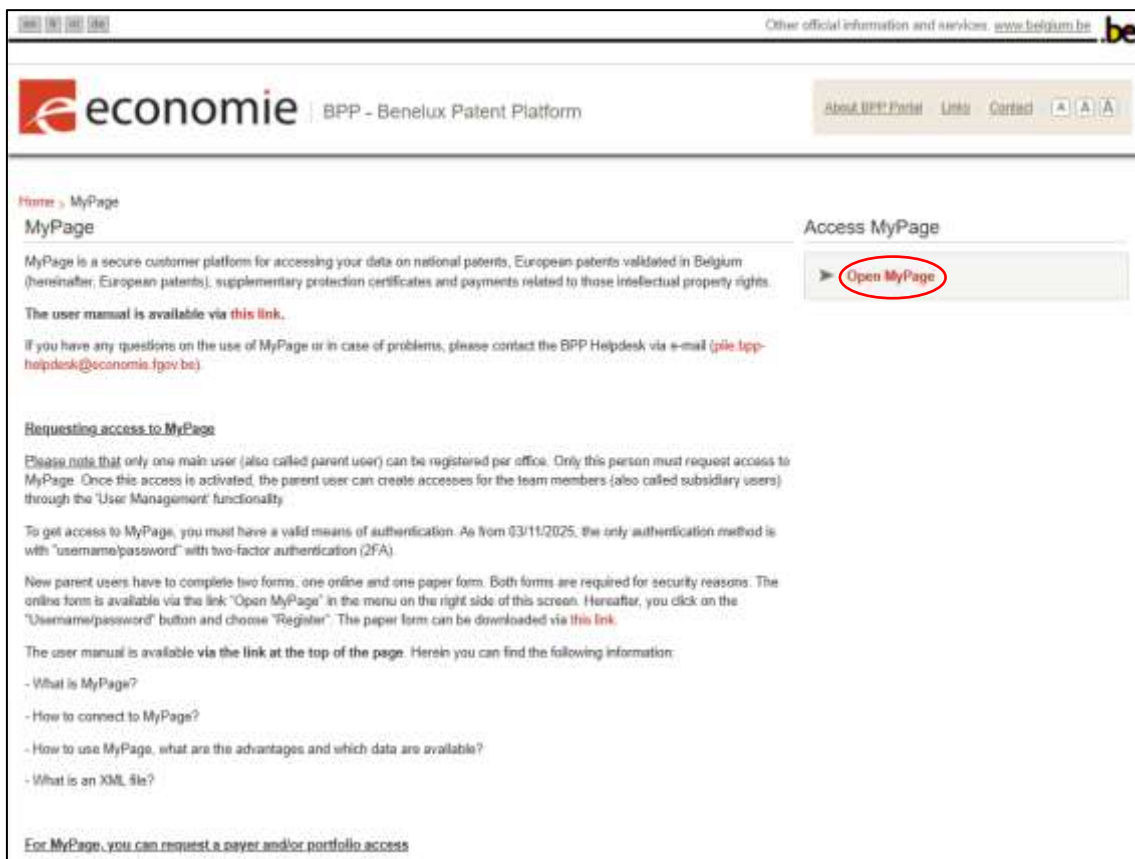
4. Log in to MyPage

Open the BPP portal via the following link: <https://bpp.economie.fgov.be/bpp-portal/>.

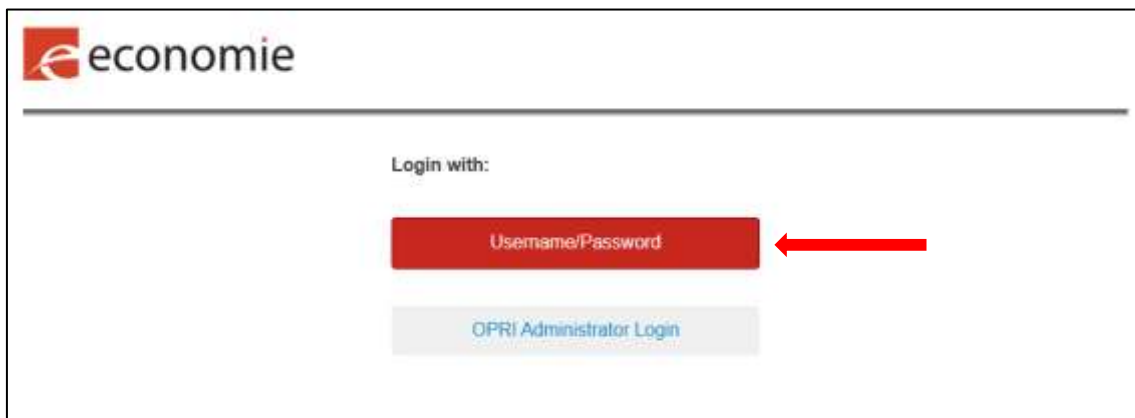
Once you are on the BPP portal, click on "Read more" under the MyPage icon.



Then, click on the "Open MyPage" button



A new window appears showing the connection method. You must click on the "Username/Password" button.



Please note that

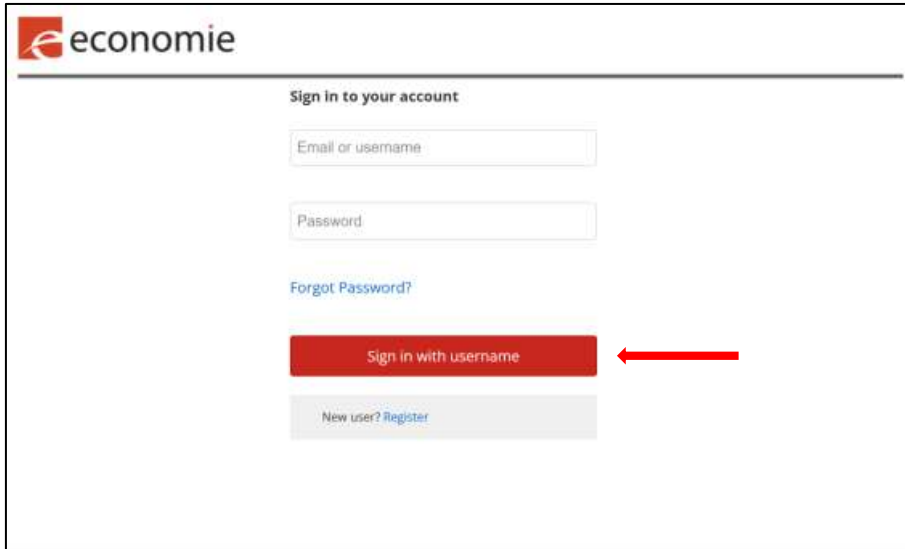
If you connect to MyPage for the first time as a parent user, you can go directly to **section 4.1**.

If you connect to MyPage after the configuration of your password, you can go directly to **section 4.2**.

If you have forgotten your password or if you have not configured it before 03/11/2025, you can go directly to **section 4.3**.

4.1. First connection to MyPage for new parent users

The very first time you choose to log in with your username/password, you enter your credentials (i.e. your email address and the password you chose in the online form – see **section 3.1.**) and click "Sign in with Username".



The system displays the following page, prompting you to:

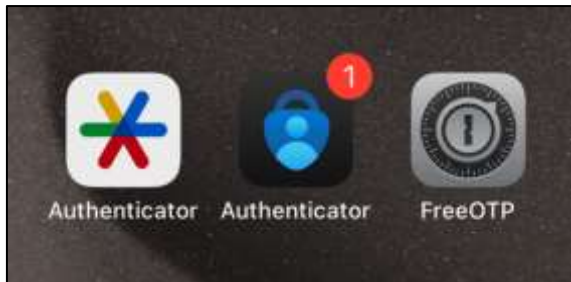
1. Download one of the authenticator apps on your smartphone.
2. Scan the QR code to set up 2-factor authentication.
3. Enter the 6-digit code provided by the app.



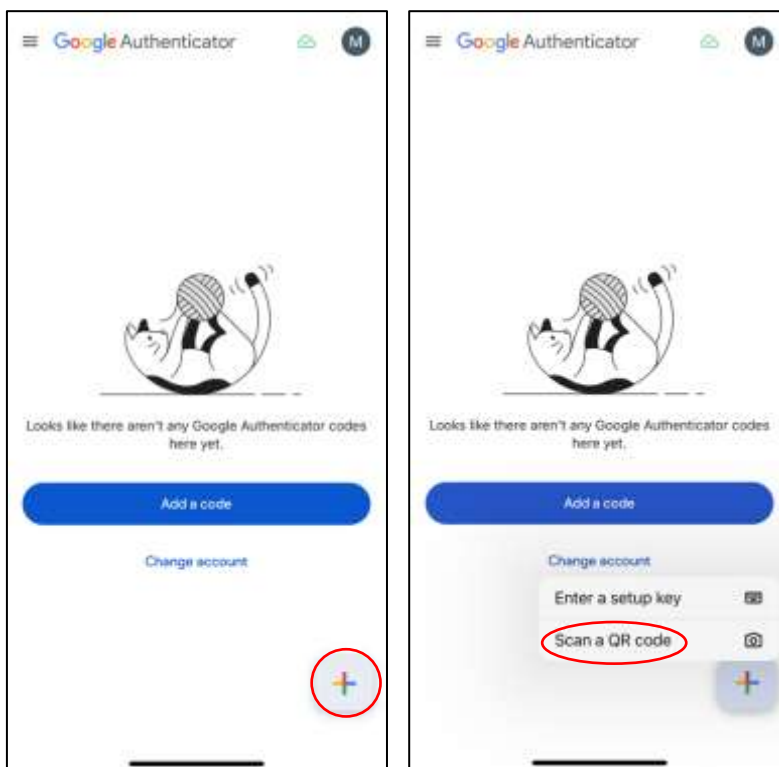
On the next page, you will find an example based on Google Authenticator.

Example:

1. Make sure you have one of the recommended authenticator apps installed on your smartphone.



2. Open the app, click on the "+" button and select the "Scan a QR code" button.



3. Scan the QR code you see on the screen.



economie

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

4. In the field "One-time code", you enter the 6-digit code that you see on the authenticator app installed on your smartphone.





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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

5. Click on the "Submit" button.



economie

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

6. You are now successfully logged in to MyPage*.



economie | BPP - MyPage | Logged in as: Graphic Package

Current Accounts | Portfolio | Pending Fees | Bulk F

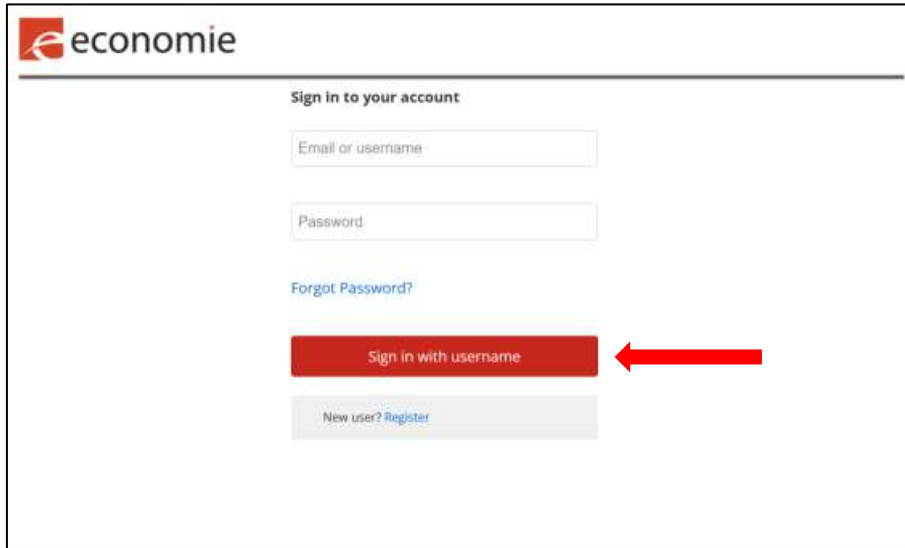
Welcome to MyPage!

* A user can have access to multiple accounts in MyPage. If this applies to you, the next step is to select an account.

4.2. How to log in after setting up your password?

Once you have set up your password during your *first* login (see **section 4.1.**), you will be able to log in using the button "username/password" with 2FA as described below.

Fill in your username (your email address registered in MyPage) and your password. Then click the "Sign in with username" button.



Enter the 6-digit code from the authenticator app (see **section 4.1.**) and click the "Sign In" button.



You are now successfully logged in to MyPage*.

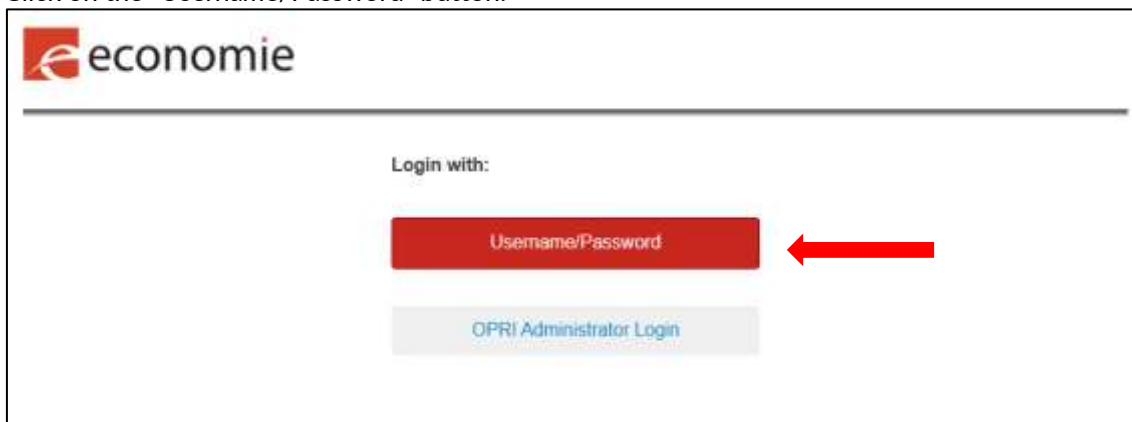


* A user can have access to multiple accounts in MyPage. If this applies to you, the next step is to select an account.

4.3. How to reset your password?

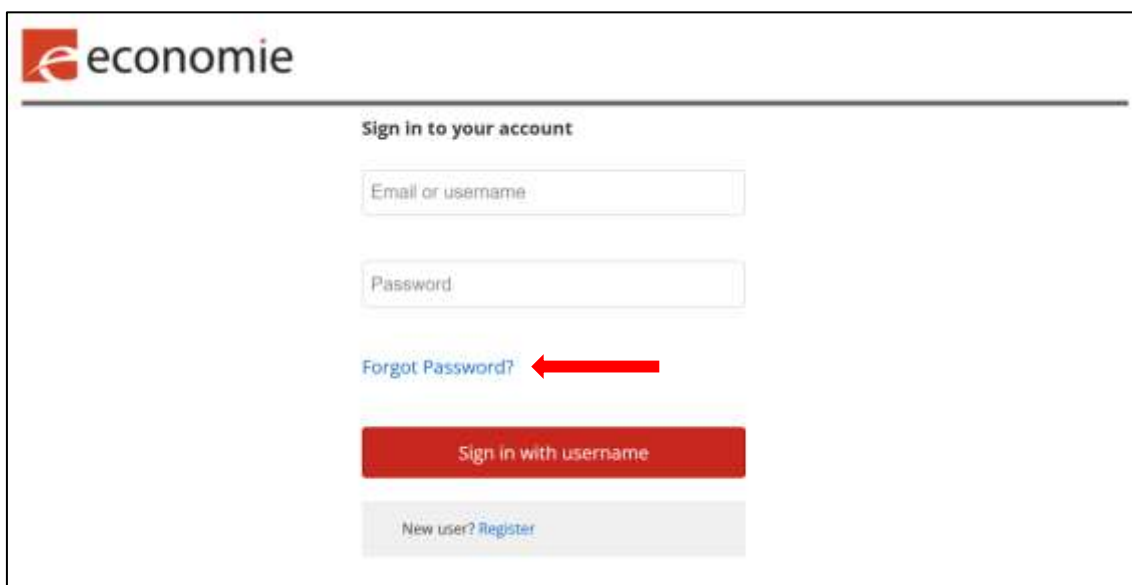
If you have forgotten your password or if you do not have configured it before 03/11/2025, go to the window displaying the authentication method.

Click on the "Username/Password" button.



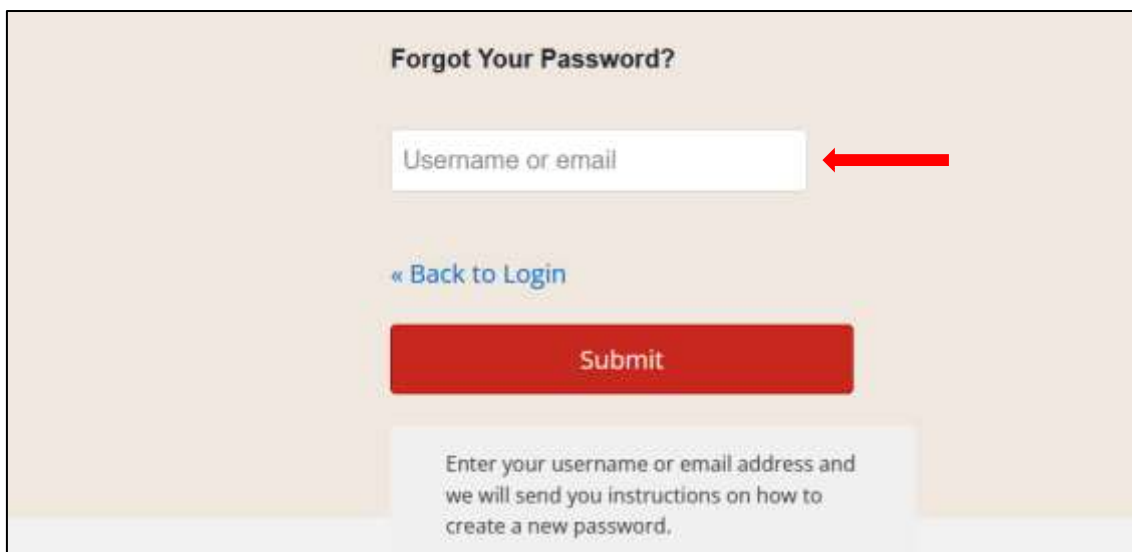
The screenshot shows the 'economie' login interface. At the top is the 'economie' logo. Below it, the text 'Login with:' is displayed. There are two buttons: a red button labeled 'Username/Password' and a grey button labeled 'OPRI Administrator Login'. A red arrow points to the 'Username/Password' button.

Click on "Forgot Password?".



The screenshot shows the 'economie' sign-in interface. At the top is the 'economie' logo. Below it, the text 'Sign in to your account' is displayed. There are two input fields: 'Email or username' and 'Password'. Below the input fields is a link labeled 'Forgot Password?' with a red arrow pointing to it. At the bottom, there are two buttons: a red button labeled 'Sign in with username' and a grey button labeled 'New user? Register'.

Fill in your email address and click on "Submit".



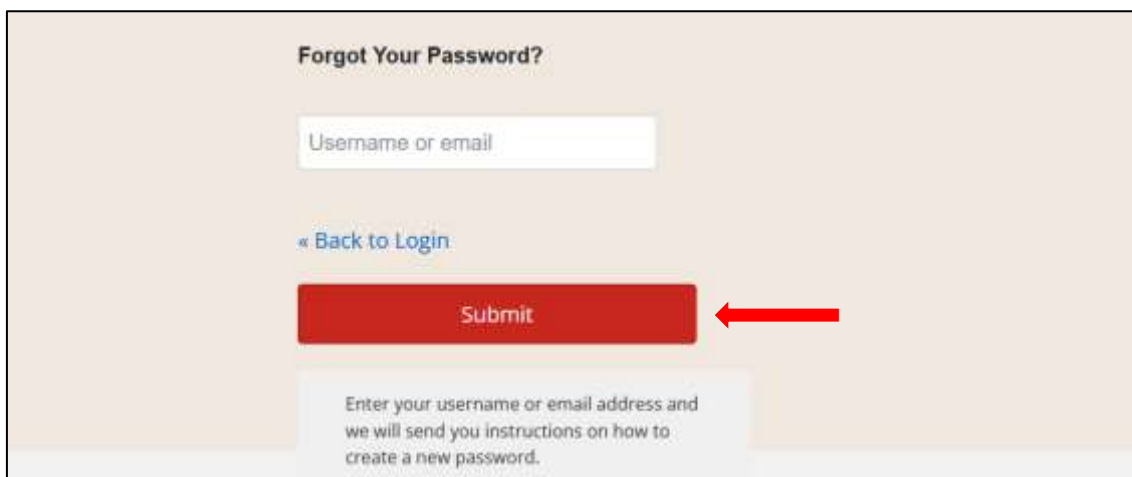
Forgot Your Password?

Username or email

[« Back to Login](#)

Submit

Enter your username or email address and we will send you instructions on how to create a new password.



Forgot Your Password?

Username or email

[« Back to Login](#)

Submit

Enter your username or email address and we will send you instructions on how to create a new password.

Hereafter, you will receive instructions by email to set up a new password.

5. Available data

At the top of the page, you will find some general links and six tabs. Depending on the profile (payer and/or portfolio), some tabs are available and others are not.

5.1. Account details

This tab is visible for every MyPage user.

To access this section, click on your account name at the top of the page.

User Personal Information tab

Here you can consult the information related to the chosen account (in the left-hand column) and the current accounts linked to it (in the right-hand column).

Other official information and services: www.belgium.be

economie BPP - MyPage

Logged in: [Redacted] [Logout](#) [Change Account](#) [About MyPage](#) [Help](#) [Contact](#)

Current Accounts Portfolio Pending Fees Bulk Payments Received Correspondence User Management

User Personal Information MyPage Account Details

Identification details

Name: [Redacted]
 Identification number: PER0000000019
 Identification type: Company / Organisation
 Person type: Agent
 Person subtype: Patent Attorney Firm
 Nationality: Belgium
 Preferred language: [Dropdown]
 Address: [Redacted]
 Town: [Redacted]
 Postal code: [Redacted]
 Country: [Redacted]
 County/State/Province: [Redacted]

Person Default Contact/Correspondence details

Preferred correspondence type: POST
 Address: [Redacted]
 Town: [Redacted]
 Postal code: [Redacted]
 Country: [Redacted]

Account details

Payer 1
 Name: [Redacted]
 Account number: ACU0000000002
 Receive payment receipt: ☒ Yes ☐ No

Account details

Payer 2
 Name: [Redacted]
 Account number: ACU0000000001
 Receive payment receipt: ☒ Yes ☐ No

Account details

Payer 3
 Name: [Redacted]
 Account number: ACU0000000003
 Receive payment receipt: ☒ Yes ☐ No

Account details

Payer 4
 Name: [Redacted]
 Account number: ACU0000000002
 Receive payment receipt: ☒ Yes ☐ No

Account details

Payer 5
 Name: [Redacted]
 Account number: ACU0000000008
 Receive payment receipt: ☒ Yes ☐ No

Save Cancel

MyPage Accounts Details tab

Here you can change your email address and choose whether or not to receive email reminders for electronic correspondence. You can also update your certificate.

The screenshot shows the 'economie BPP - MyPage' interface. The 'MyPage Account Details' tab is selected and highlighted with a red circle. The form contains the following fields:

- Username:
- Email:
- Receive Email Reminders: ☐ Yes ☒ No
- Certificate type:
- Certificate Serial Number:
- Certificate Expiration Date:

At the bottom right, there are three buttons: 'Update Certificate', 'Save', and 'Cancel'.

If you have access to multiple accounts, you can switch between them by clicking on the “Change Account” button and then selecting the account of your choice.

The screenshot shows the 'economie BPP - MyPage' interface. The 'Change Account' button is highlighted with a red circle. The page displays a welcome message: 'Welcome to MyPage!'. The footer contains the following text:

The Belgian Office for Intellectual Property (OPRI) - FPS Economy SMEs, Self-Employed and Energy
Copyright © 2018 Belgian Federal Government

Other official information and services: www.digipunt.be

Disclaimer | Privacy and cookies | Compatibility

The screenshot shows the 'economie BPP - MyPage' interface. An 'Account Selection' dialog box is open, prompting the user to 'Please select account:'. The dialog box lists three options:

- ☐ R Person ID: 33
- ☐ R Person ID: 33
- ☒ R Person ID: 58

The third option is highlighted with a blue bar.

5.2. Current Accounts tab

This tab is available if you have a payer access.

Here you can:

- check your current account balance (Current Account/Balance);
- generate account excerpts in Excel format (Create Excerpt); and
- consult and download the debit and credit transactions executed on this account (List of movements).

The screenshot shows the 'economie BPP - MyPage' interface. The 'Current Accounts' tab is selected. The 'Filter movements' section includes a 'Current Account/Balance' dropdown (highlighted with a red circle), a 'From' and 'To' date range (highlighted with a red circle), and a 'Create Excerpt' button (highlighted with a red circle). Below this is a 'List of movements (Up to 1 year ago.)' section (highlighted with a red circle). The table below shows the list of movements.

Username	Movement Type	Status	Reception Date	Accounted Date	Fee Type / Reimbursement ID / Transfer ID	Application Reference	Case Number	Debited / Credited	New Balance
DEMOKRITOS Patent Firm	Fee Payment	Reserved	08/05/2024		F106 - NP Annual Fee: 3		BE2021/5074	-40.00 EUR	EUR
DEMOKRITOS Patent Firm	Fee Payment	Reserved	08/05/2024		F106P - NP Annual Penalty Fee: 3		BE2021/5074	-85.00 EUR	EUR
DEMOKRITOS Patent Firm	Fee Payment	Reserved	08/05/2024		F106 - NP Annual Fee: 3	test be 2022 feb 24	BE2022/5017	-40.00 EUR	EUR
DEMOKRITOS Patent Firm	Fee Payment	Reserved	08/05/2024		F106P - NP Annual Penalty Fee: 3	test be 2022 feb 24	BE2022/5017	-85.00 EUR	EUR

Page 1 of 1
Displaying 1 to 4 of 4 items

In the “Filter movements” section, you can set a filter to display the desired transactions. The “Filter” button applies the chosen selection criteria. The “Clear” button returns to the basic view without filter.

The “List of movements” section shows the selected data. By clicking on the column title, you can sort the list in ascending or descending order.

For each transaction, you will find the following information:

- **Username**
- **Movement Type**
- **Status:** the status of the payment order if it has been submitted via MyPage. If it has not yet been processed, the status is “Reserved”. Once the payment order has been processed, the status will be “Validated”. When the payment order is registered, the status is “Accounted”.

- **Reception Date:** the date of the payment order, except when the Office receives a deposit or executes a refund. In these two cases, the creation date in the system will be used.
- **Accounted Date:** the date on which the payment was processed for accounting purposes.
- **Fee Type/Reimbursement ID/Transfer ID**
- **Application Reference:** the reference of the patent or certificate itself, not of the payment order
- **Case Number**
- **Debited/Credited**
- **New Balance**

Using the “Export PDF”, “Export XLS” and “Export CSV” buttons, you can download a list of the currently shown transactions, based on the filters or not.

In addition, you can also export all transactions that took place in a certain month using the “Monthly Export” button.

5.3. Portfolio tab

This tab is available if you have a payer access.

Here you can consult the intellectual property titles associated with your profile and of which visibility in MyPage has been validated by the Office.

Other official information and services: www.bcpium.be

economie BPP - MyPage

Logged in as [redacted] Logout Change Account About MyPage Hide Contact [A] [A] [A]

Current Accounts **Portfolio** Pending Fees Bulk Payments Received Correspondence User Management

Filter patents

Publication Number: [input] ?

Application Number: [input] ?

Title: [input] ?

Filing Date: [input] [input] ?

Date of First Publication: [input] [input] ?

Applicant Name: [input] ?

Agent Name: [input] ?

Patent Type: [input] ?

Milestone: [input] ?

Legal Status: [input] ?

Application Reference: [input] ?

☐ Show only patents with pending fees

☐ Show only patents with pending correspondence

☐ Show only patents without associations to subsidiaries

Filter **Clear**

List of patents [Export list](#)

Publication Number	Application Number	Applicant Name	Agent Name	Milestone	Legal Status	Pending Fees	Pending Correspondence	Subsidiary Users
9781746	981129659	[redacted]	[redacted]	EP Validated	Open	000	000	[redacted]
1080978	001172667	[redacted]	[redacted]	EP Validated	Lapsed	000	000	[redacted]
1089361	001214741	[redacted]	[redacted]	EP Received	Deemed Void	000	000	[redacted]
1090412	999534019	[redacted]	[redacted]	EP Validated	Lapsed	000	000	[redacted]

SOUS-SYSTEME ELECTRONIQUE

In the “Filter patents” section, you can set a filter to display the desired patents and/or certificates. The “Filter” button applies the chosen selection criteria. The “Clear” button returns to the basic view without filter.

The “List of patents” section shows the selected data. By clicking on the column title, you can sort the list in ascending or descending order.

For each patent or certificate, you will find the following information:

- **Publication Number**
- **Application Number**
- **Title**
- **Applicant Name**
- **Agent Name**
- **Milestone**
- **Legal Status**
- **Pending Fees:** if the symbol in this column is coloured red, a fee can be paid for the patent. By clicking on the symbol, you can navigate directly to the “Pending Fees” tab. If the symbol is grey, no fees can currently be paid.
- **Pending Correspondence:** if the symbol in this column is coloured red, a letter for the patent is available in MyPage. By clicking on the symbol, you can navigate directly to the “Received Correspondence” tab.
- **List of subsidiary users** having access to the patent or certificate concerned

Using the “Export list” button, you can download a list in Excel format of the currently shown patents and/or certificates, based on the filters or not.

By clicking on a patent number in the list, you will see the corresponding bibliographic data and a number of documents in the electronic file (Patent details).

For national patents: the documents relating to open applications or applications being processed as from 08/05/2019, will gradually be made available in the course of processing the application.² Documents relating to applications that have already been published or issued between the dates of 22/09/2014³ and 08/05/2019 will not be accessible via MyPage, but can be consulted in the Belgian Public Patent Register (hereinafter, eRegister).

For supplementary protection certificates (hereinafter, SPCs): the documents relating to (applications for) SPCs filed as from 22/09/2024 are available via MyPage. The documents relating to SPC applications filed before 22/09/2014 and which are still being processed are gradually made available via MyPage while processing the application. Finally, the documents relating to SPC requests filed before 22/09/2014 and which were no longer being processed at that date, are not accessible via MyPage, but can be consulted in eRegister.

For European patents: documents relating to European patents issued and designating Belgium which were in force on or after 22/09/2024; as well as the documents relating to a translation of claims for published European patent applications designating Belgium and for which the registration and publication were requested and accepted as from 22/09/2014.

For European patent applications, also called European Patent Applications (hereinafter, EPA) and international patent applications, also called Patent Cooperation Treaty (hereinafter, PCT): documents relating to these applications filed with the Belgian Office for Intellectual Property until 31/03/2018 are not accessible via MyPage.

² For requests that are rejected or withdrawn, the documents will be accessible either during the processing of the application, or during the rejection or withdrawal.

³ Launch date of the Benelux Patent Platform in Belgium.

Furthermore, all the documents relating to Requests for Change (hereinafter, RFC) will also be accessible via MyPage and, in the event of a request for restoration, the notification of the final decision accepting or refusing this request.

5.4. Pending Fees tab

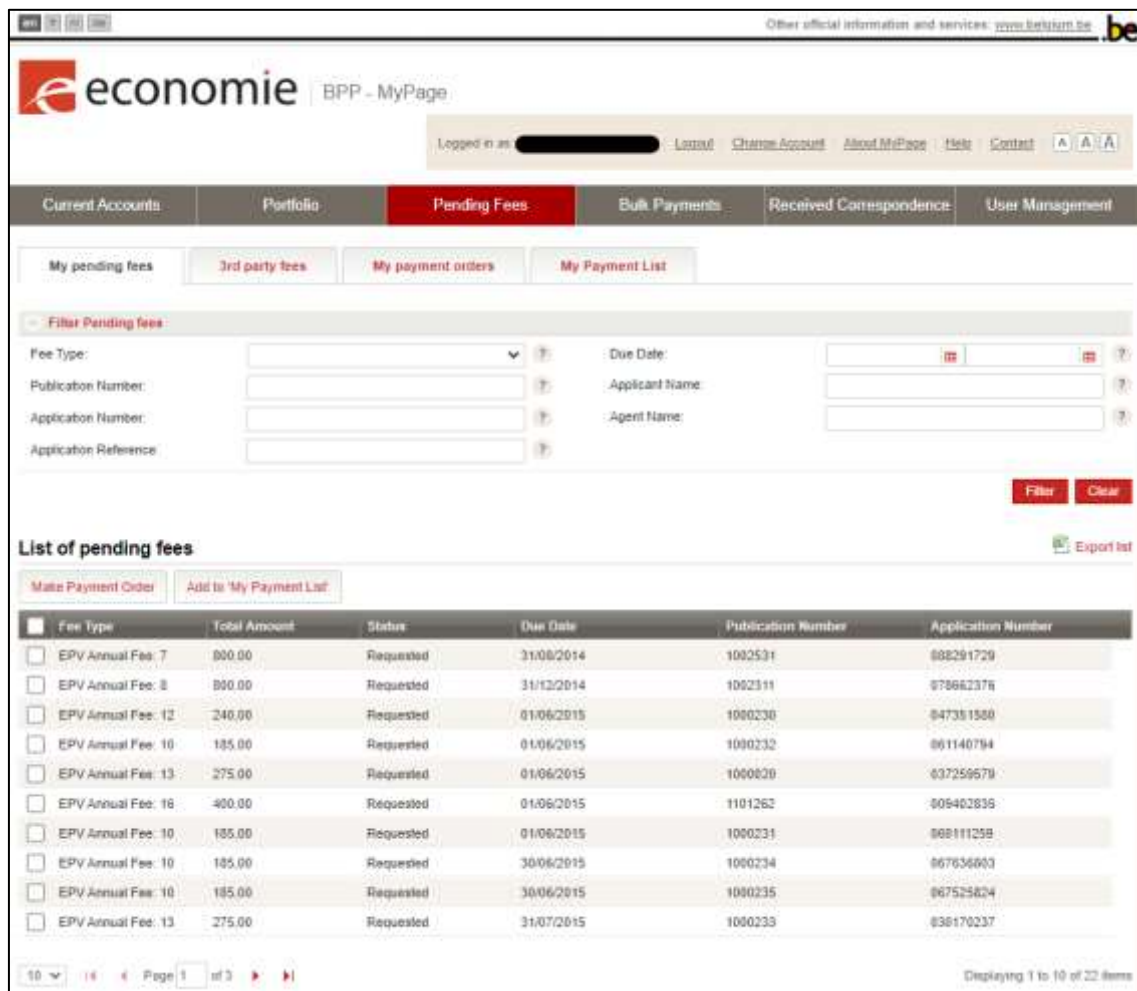
Four subtabs are available within this section, depending on the type of access:

- My pending fees: portfolio access
- 3rd party fees: payer access
- My payment orders: payer access
- My payment list: payer access

Please note that the annuities for European patents with unitary effect are not visible in MyPage since these fees must be paid to the European Patent Office and not to the Belgian Intellectual Property Office.

5.4.1. My pending fees

Here you can check the annuities due in the files assigned to you.



Other official information and services: www.belgium.be

economie BPP - MyPage

Logged in as [redacted] [Logout](#) [Change Account](#) [About MyPage](#) [Help](#) [Contact](#) [A](#) [A](#) [A](#)

Current Accounts Portfolio **Pending Fees** Bulk Payments Received Correspondence User Management

My pending fees 3rd party fees My payment orders My Payment List

Filter Pending fees:

Fee Type: [dropdown] ? Due Date: [calendar] ?

Publication Number: [text] ? Applicant Name: [text] ?

Application Number: [text] ? Agent Name: [text] ?

Application Reference: [text] ?

[Filter](#) [Clear](#)

List of pending fees [Export list](#)

[Make Payment Order](#) [Add to 'My Payment List'](#)

☐	Fee Type	Total Amount	Status	Due Date	Publication Number	Application Number
☐	EPV Annual Fee: 7	800.00	Requested	31/08/2014	1002531	082291729
☐	EPV Annual Fee: 8	800.00	Requested	31/12/2014	1002311	078662376
☐	EPV Annual Fee: 12	240.00	Requested	01/06/2015	1000230	047351580
☐	EPV Annual Fee: 10	185.00	Requested	01/06/2015	1000232	061140794
☐	EPV Annual Fee: 13	275.00	Requested	01/06/2015	1000020	037259579
☐	EPV Annual Fee: 16	400.00	Requested	01/06/2015	1101262	005402835
☐	EPV Annual Fee: 10	185.00	Requested	01/06/2015	1000231	068111259
☐	EPV Annual Fee: 10	185.00	Requested	30/06/2015	1000234	067636603
☐	EPV Annual Fee: 10	185.00	Requested	30/06/2015	1000235	067525824
☐	EPV Annual Fee: 13	275.00	Requested	31/07/2015	1000233	038170237

10 ▼ 16 Page 1 of 3

Displaying 1 to 10 of 22 items

In the “Filter Pending Fees” section, you can set a filter to display the desired transactions. The “Filter” button applies the chosen selection criteria. The “Clear” button returns to the basic view without filter.

The “List of pending fees” section shows the selected data. By clicking on the column title, you can sort the list in ascending or descending order.

For each transaction, you will find the following information:

- **Fee Type**
- **Total Amount**
- **Status**
- **Due Date**
- **Publication Number**
- **Application Number**

Using the “Export list” button, you can download a list in Excel format of the currently shown fees, based on the filters or not.

The functionalities below are only available if you have both portfolio and payer access.

After selecting one or more annuities and/or penalty fees, you can:

- use the “Make Payment Order” button to create a payment order for this selection.
- use the “Add to 'My Payment List' button to add this selection to a list of fees to be paid. You can consult this list in the “My Payment List” subtab.

5.4.2. 3rd party fees

Here you can consult all outstanding fees and create a payment order to pay them with your current account, even if they are due in files which are not assigned to you.

The screenshot shows the 'economie BPP - MyPage' interface. At the top, there's a navigation bar with 'economie' and 'BPP - MyPage'. Below it, a status bar indicates 'Logged in as [redacted]' with links for 'Logout', 'Change Account', 'About MyPage', 'Help', and 'Contact'. The main navigation menu includes 'Current Accounts', 'Portfolio', 'Pending Fees' (highlighted), 'Bulk Payments', 'Received Correspondence', and 'User Management'. Under 'Pending Fees', there are sub-tabs: 'My pending fees', '3rd party fees', 'My payment orders', and 'My Payment List'. The '3rd party fees' sub-tab is active, showing a search section titled 'Search for third party fees'. This section contains six input fields: 'Fee Type' (a dropdown), 'Publication Number', 'Application Number', 'Due Date' (with a calendar icon), 'Applicant Name', and 'Agent Name'. Below these fields are 'Filter' and 'Clear' buttons. The main content area is titled 'List of third party fees' and features a table with the following columns: 'Fee Type', 'Total Amount', 'Status', 'Due Date', 'Publication Number', and 'Application Number'. The table is currently empty, and the footer indicates 'Page: 0 of 0' and 'Displaying 0 to 0 of 0 items'. An 'Export list' button is located at the top right of the table area.

In the “Search for third party fees” section, you can set a filter to display the desired transactions. The “Filter” button applies the chosen selection criteria. The “Clear” button returns to the basic view without filter.

The “List of third party fees” section shows the selected data. By clicking on the column title, you can sort the list in ascending or descending order.

For each transaction, you will find the following information:

- **Fee type**
- **Total Amount**
- **Status**
- **Due Date**
- **Publication Number**
- **Application Number**

Using the “Export list” button, you can download a list in Excel format of the currently shown patents and/or certificates, based on the filters or not.

After selecting one or more annuities and/or penalty fees, you can:

- use the “Make Payment Order” button to create a payment order for this selection.
- use the “Add to 'My Payment List'” button to add this selection to a list of fees to be paid. You can consult this list in the “My Payment List” subtab.

5.4.3. [My payment orders](#)

Here you can:

- check the status of the payment orders you made in the other subtabs; and
- consult the receipts and processing reports of your payment orders.

Other official information and services: www.belgium.be

economie BPP - MyPage

Logged in as [redacted] [Logout](#) [Change Account](#) [About MyPage](#) [Help](#) [Contact](#)

Current Accounts | Portfolio | **Pending Fees** | Bulk Payments | Received Correspondence | User Management

My pending fees | 3rd party fees | **My payment orders** | My Payment List

Filter my payment orders

Creation Date: [dropdown] [dropdown] [dropdown] Payment Order Status: [dropdown]

Debit Date: [dropdown] [dropdown] [dropdown]

Filter **Clear**

List of payment orders [Export list](#)

[Download reports](#)

Reference	Creation Date	Debit Date	Status	Receipts
☐	16/01/2024	16/01/2024	Pending Processing	
☐	01/06/2023	01/06/2023	Processed	
☐	26/06/2022	26/06/2022	Pending Processing	
☐	18/11/2021	18/11/2021	Pending Processing	
☐	26/05/2021	26/05/2021	Processed	
☐	07/10/2020	07/10/2020	Processed	
☐	02/10/2020	02/10/2020	Processed	
☐	03/09/2020	03/09/2020	Processed	
☐	02/09/2020	02/09/2020	Pending Processing	
☐	02/09/2020	02/09/2020	Pending Processing	

10 Page 1 of 7 Displaying 1 to 10 of 67 items

In the “Filter my payment order” section, you can set a filter to display the desired transactions. The “Filter” button applies the chosen selection criteria. The “Clear” button returns to the basic view without filter.

The “List of payment orders” section shows the selected data. By clicking on the column title, you can sort the list in ascending or descending order.

For each payment order, you will find the following information:

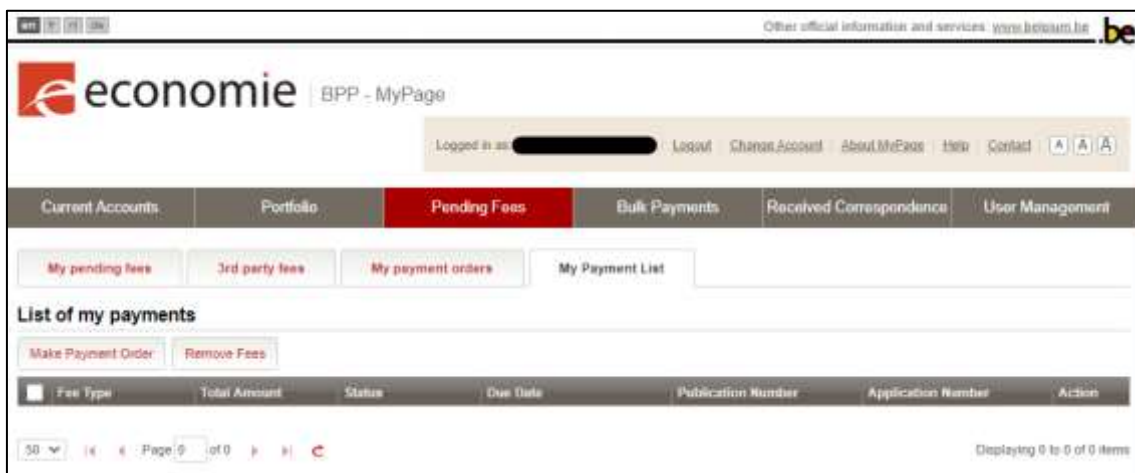
- **Reference**
- **Creation Date:** date on which the payment order is made
- **Debit Date:** date on which the amount of the payment order will be debited. If you choose the “Debit Later Date” option, this will be the “Debit Date”. If you did not choose this option, it will be the same as the “Creation Date”.
- **Status**
- **Reports**

Using the “Export list” button, you can download a list in Excel format of the currently shown patents and/or certificates, based on the filters or not.

The reports are available in PDF, Excel and CSV formats via the “Download reports” button or via the buttons in the last column. You can also download all three formats at once, by clicking the last button in the row.

5.4.4. [My payment list](#)

Here you can find the fees you have selected in the tabs “My pending fees” and “3rd party fees” using the button “Add to 'My Payment List'”. You can then select the fees you wish to pay and then click on “Make Payment Order”. You can also delete the selected fees by clicking on the “Remove Fees” button.



For each fee, you will find the following information:

- **Fee Type**
- **Total Amount**
- **Status**
- **Due Date**
- **Publication Number**
- **Application Number**
- **Action**

5.5. Bulk Payments tab

This tab is available if you have a payer access.

Here you can:

- send the Office an XML file containing payment orders for up to 500 patents and/or certificates; and
- consult and download an overview of these bulk payments.

The screenshot shows the 'BPP - MyPage' interface. The 'Bulk Payments' tab is selected in the navigation bar. Below the navigation bar, there is a 'Filter bulk payments' section with input fields for 'Reference', 'Upload Date', and 'Status', along with 'Filter' and 'Clear' buttons. The main section is titled 'List of bulk payments' and contains a table with columns: Reference, Upload Date, Status, and Reports. The table lists several bulk payments with their respective dates and statuses. At the bottom, there is a pagination bar showing 'Page 1 of 3' and a 'Displaying 1 to 10 of 30 items' message.

Reference	Upload Date	Status	Reports
ANB031	20/05/2021	Processed	
ANB030	06/02/2021	Pending Processing	
Testing	26/04/2020	Processed	
Testing	24/04/2020	Pending Processing	
doelennietoe	26/11/2019	Pending Processing	
Wim15181	06/11/2018	Processed	
Wim14991	25/03/2018	Processed	
PRESENTATION 2604	26/06/2018	Pending Processing	
Presentation 2S-03	26/06/2018	Pending Processing	
PRESENTATION2S-01	26/06/2018	Pending Processing	

In the “Filter bulk payments” section, you can set a filter to display the desired transactions. The “Filter” button applies the chosen selection criteria. The “Clear” button returns to the basic view without filter.

The “List of bulk payments” section shows the selected data. By clicking on the column title, you can sort the list in ascending or descending order.

For each bulk payment, you will find the following information:

- **Reference:** the reference of the bulk payment.
- **Upload Date**
- **Status**
- **Reports**

Using the “Export list” button, you can download a list in Excel format of the currently shown patents and/or certificates, based on the filters or not.

The reports are available in PDF, Excel and CSV formats via the “Download reports” button or via the buttons in the last column. You can also download all three formats at once by clicking the last button in the row.

5.5.1. Sending an XML file

Appendix 1 provides more information on drawing up an XML file and some common problems.

To upload a file, click “Make bulk payment” in the top right corner.

Other official information and services: www.belgium.be

economie BPP - MyPage

Logged in as [redacted] Logout Change Account About MyPage Help Contact

Current Accounts Portfolio Pending Fees **Bulk Payments** Received Correspondence User Management

Make bulk payment

Filter bulk payments

Reference: [input] Status: [dropdown]

Upload Date: [input] [input]

Filter Clear

List of bulk payments

Download reports

Reference	Upload Date	Status	Reports
☐ ANB001	30/05/2021	Processed	[PDF] [Excel] [CSV]
☐ ANB030	06/02/2021	Pending Processing	[PDF] [Excel] [CSV]
☐ Testing	30/04/2020	Processed	[PDF] [Excel] [CSV]
☐ Testing	24/04/2020	Pending Processing	[PDF] [Excel] [CSV]
☐ doelenmetoet	26/11/2019	Pending Processing	[PDF] [Excel] [CSV]
☐ Wlm18181	06/11/2019	Processed	[PDF] [Excel] [CSV]
☐ Wlm14991	25/02/2019	Processed	[PDF] [Excel] [CSV]
☐ PRESENTATION 2604	26/06/2018	Pending Processing	[PDF] [Excel] [CSV]
☐ Presentation 2S-03	26/06/2018	Pending Processing	[PDF] [Excel] [CSV]
☐ PRESENTATION2S-01	26/06/2018	Pending Processing	[PDF] [Excel] [CSV]

Page 1 of 3

Displaying 1 to 10 of 30 items

The system will then ask to confirm the account number to be used (if you have only one current account, this will be the default choice) and to upload the file in the “Payment file” section.

Make bulk payment

Account number:

☐ ACU00000000027

☐ ACU00000000001

☐ ACU00000000003

☐ ACU00000000088

Payment file:

Bestand kiezen Geen bestand gekozen

Confirm Cancel

Once the XML file is uploaded, you will receive a confirmation that the payment order has been saved.

Please note that some errors in the XML may result in the upload being rejected. Other errors will not result in a rejection at this stage, but may result in the rejection of some lines of the payment order.

5.6. Received Correspondence tab

This tab is available if you have a payer access.

Here you can digitally consult the letters relating to your payments (e.g. of annuities, reimbursements, etc.) which you receive from the Office.

The screenshot shows the 'Received Correspondence' tab in the 'economie BPP - MyPage' interface. The page has a navigation bar with tabs: Current Accounts, Portfolio, Pending Fees, Bulk Payments, Received Correspondence (selected), and User Management. Below the navigation bar is a 'Filter letters/notifications' section with fields for Letter/Notification Type, Date Sent, Reference, Sending Method, and Case Number. There are 'Filter' and 'Clear' buttons. Below the filter section is a 'List of letters/notifications' section with a table of letters/notifications. The table has columns: Letter/Notification Type, Date Sent, Reference, Sending Method, Application Number, Attachments, Read by Username, Read by Date, and Actions. The table contains three rows of data, each representing a letter/notification.

Letter/Notification Type	Date Sent	Reference	Sending Method	Application Number	Attachments	Read by Username	Read by Date	Actions
PAVM002E - Letter accompanying Payment Receipts and Processing Report (Electronic)	09/04/2024		POST					
PAVM002M - Letter accompanying Payment Receipts and Processing report (Manual)	13/10/2023		POST				10/11/2023	
PAVM002M - Letter accompanying Payment	14/08/2023		POST				08/03/2024	

In the “Filter letters/notifications” section, you can set a filter to display the desired transactions. The “Filter” button applies the chosen selection criteria. The “Clear” button returns to the basic view without filter.

The “List of letters/notifications” section shows the selected data. By clicking on the column title, you can sort the list in ascending or descending order.

For each transaction, you will find the following information:

- **Letter/Notification Type**
- **Date Sent**
- **Reference:** the reference indicated in the letter as “your reference”.

- **Sending Method**
- **Case Number/Application Number:** the “Case Number” filter refers to the “Application Number” column and will only contain information for letters concerning one specific intellectual property title.
- **Attachments:** the enclosed documents can be downloaded by clicking on the icons in this column.
- **Read by User Name**
- **Read by Date**
- **Actions**

Using the “Export list” button, you can download a list in Excel format of the currently shown patents and/or certificates, based on the filters or not.

You can use the buttons at the top of the list to:

- make folders (Manage folders);
- download letters with a maximum of 10 at the same time (Download); and
- mark a letter as unread (Mark as unread).

The last column “Actions” also contains buttons to perform certain actions:

- The red arrow “Quick Reply” allows you to reply to the letter directly to the Office.
- The red flag “Mark as unread” allows you to mark a letter as unread.
- The bell “Create/Edit Reminder” allows you to set or change a reminder. If the symbol is red, a reminder is set.
- The checkmark “Not Handled” will automatically turn red for new letters. Once processed, you can uncheck this symbol.

5.7. User Management tab

This tab is available if you are the parent user or if you have been assigned the access rights “USERMANAGEMENT_SUPER_USER” or “MYPAGE_SUPER_USER” as a subsidiary user.

Here you can manage the access rights of your team members. This creates an overview of users within your own structure.

5.7.1. [Overview of the different subtabs](#)

Subsidiary users tab

Here you will find an overview of all existing users. For each user, you will find his personal data, status and profile:

- **Activated:** the access is activated and the user can make use of the assigned access rights.
- **Pending activation:** the application remains to be validated by the subsidiary user via the activation email.
- **Suspended:** the user’s previously assigned access rights have been temporarily suspended.
- **Deleted:** the user’s access has been permanently deleted.

On this tab, you can also add or delete users and change their data.

Other official information and services: www.bpp.be

economie BPP - MyPage

Logged in as [redacted] Logout Change Account About MyPage Help Contact

Current Accounts Portfolio Pending Fees Bulk Payments Received Correspondence **User Management**

Subsidiary users **User profiles** Ongoing requests

Create new subsidiary user

Filter list

Name: [input] Account status: [dropdown]
 Username: [input] Profile: [input]
 Email: [input]
☐ Show only deleted subsidiary users

Filter Clear

List of subsidiary users Export list

Name	Username	Email	Account status	Profile
[redacted]	[redacted]	[redacted]	Suspended	super user
Isabelle Henne	[redacted]	[redacted]	Activated	super user
Melissa Maho	melissamaho	[redacted]	Activated	super user
[redacted]	melissa	gile.bpp-ecorrespondence@economie.fgov.be	Activated	super user

10 Page 1 of 1 Displaying 1 to 4 of 4 items

User profiles tab

Here you will find an overview of the various user profiles that can be assigned to subsidiary users. You can also create new user profiles or modify existing ones.

A user profile contains the various access rights that a user with this profile will have. Appendix 2 provides more information on the possible access rights.

The number of profiles is unlimited, so you can create a profile for any type of employee.

Other official information and services: www.bpp.be

economie BPP - MyPage

Logged in as [redacted] Logout Change Account About MyPage Help Contact

Current Accounts Portfolio Pending Fees Bulk Payments Received Correspondence **User Management**

Subsidiary users **User profiles** Ongoing requests

Create new user profile

Filter list

Profile name: [input] Access rights code: [input]
 Profile description: [input]

Filter Clear

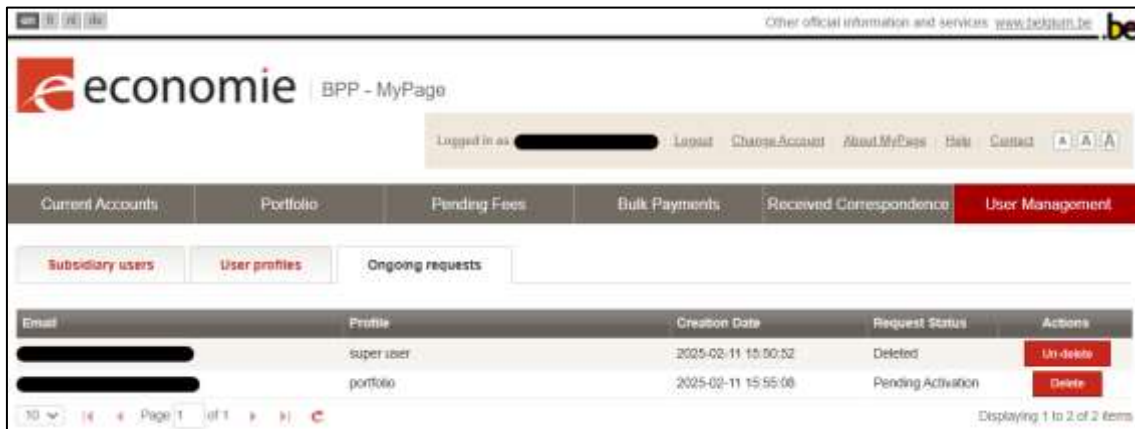
List of user profiles Export list

Profile name	Profile description
portfolio	
super user	

10 Page 1 of 1 Displaying 1 to 2 of 2 items

Onglet Ongoing requests

Here you will find an overview of current requests for new subsidiary users who have not yet clicked on the activation link (see **section 5.7.2.**). You can also delete the ongoing requests or cancel the deletion using the buttons in the column “Actions”.

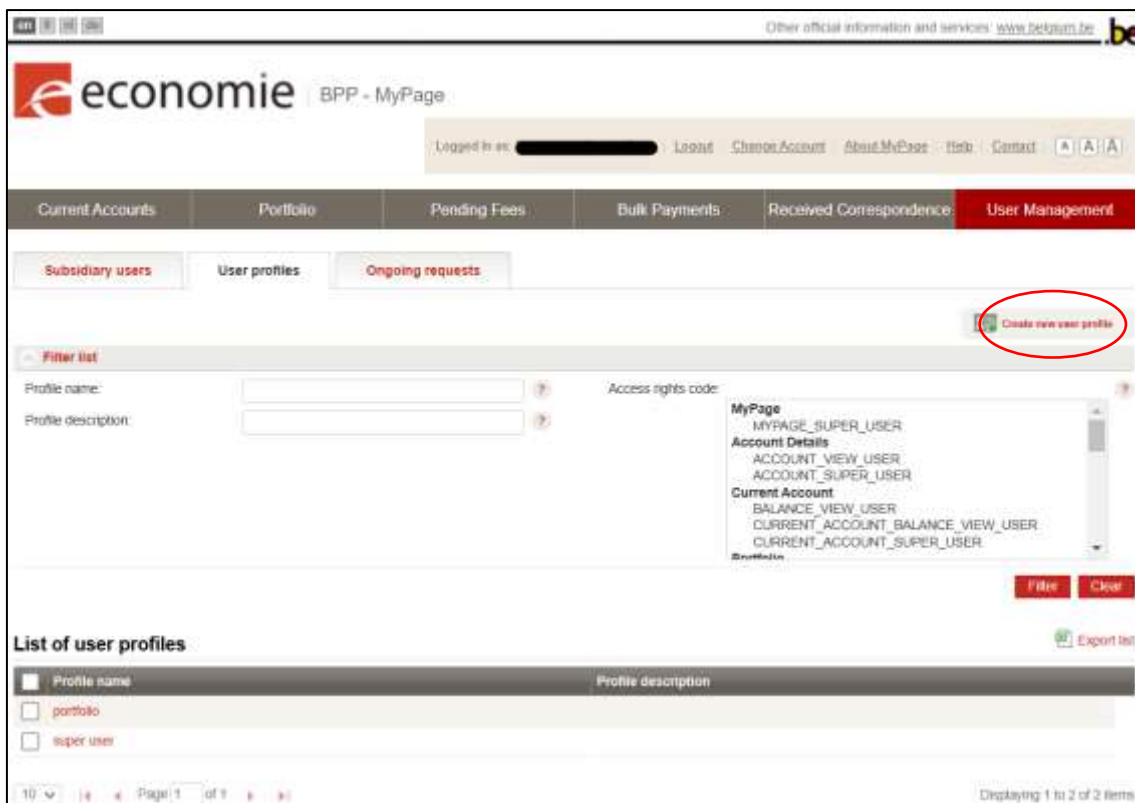


5.7.2. Creating a new subsidiary user

Note: it is very important that the parent user and the subsidiary user fill in the same email address in order for the system to properly link the parent user’s request to the activation carried out by the subsidiary user.

Step 1: creating a user profile

Open the “User profiles” tab and click on the button “Create user profile” in the top right corner.



In the left-hand column you can enter a name and description of the profile. In the right-hand column you can select the desired access rights. The chosen access rights are marked in grey.

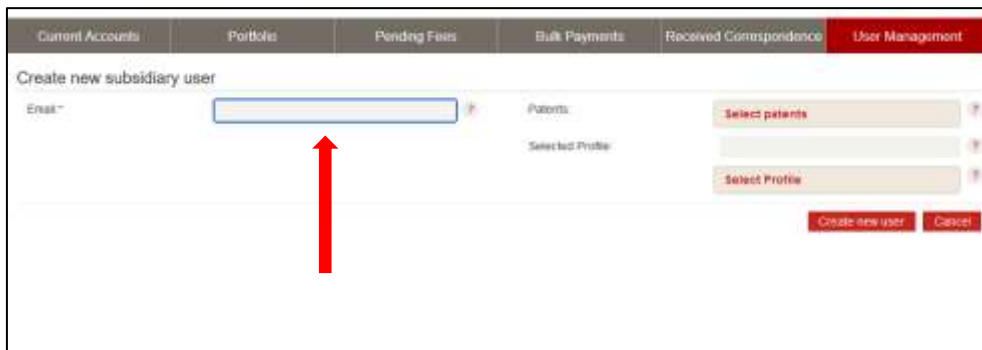
Do not forget to save the profile by clicking on the “Save” button.

Step 2: creating a subsidiary user

Return to the “Subsidiary users” tab by clicking on the main tab “User Management”. Then click on the button “Create New Subsidiary User”.

Name	Username	Email	Account status	Profile
[Redacted]	[Redacted]	[Redacted]	Suspended	super user
Isabelle Henne	[Redacted]	[Redacted]	Activated	super user
Melissa Maho	melissamaho	[Redacted]	Activated	super user
[Redacted]	melissa	plm.bpp-ecorrespondence@economie.fgov.be	Activated	super user

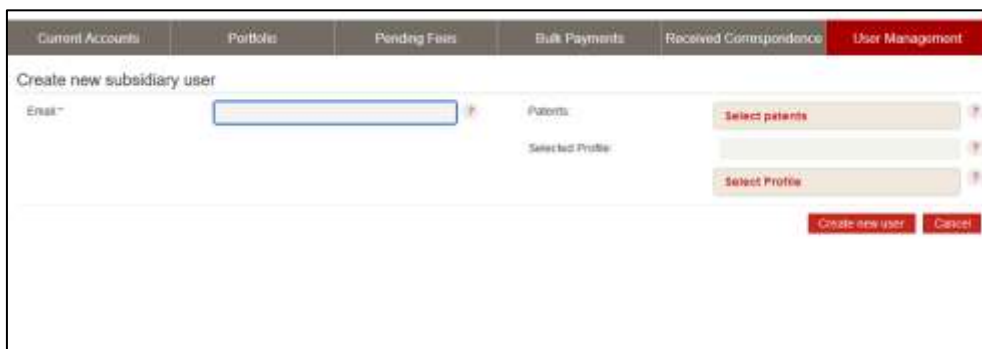
Fill in the "Email" field with the email address of the new subsidiary user.



The screenshot shows the 'Create new subsidiary user' form. The 'Email' field is highlighted with a red arrow. The form includes fields for 'Email', 'Patents', and 'Selected Profile', each with a 'Select' button. At the bottom right, there are 'Create new user' and 'Cancel' buttons.

Select the patents to which the user must have access (Patents)

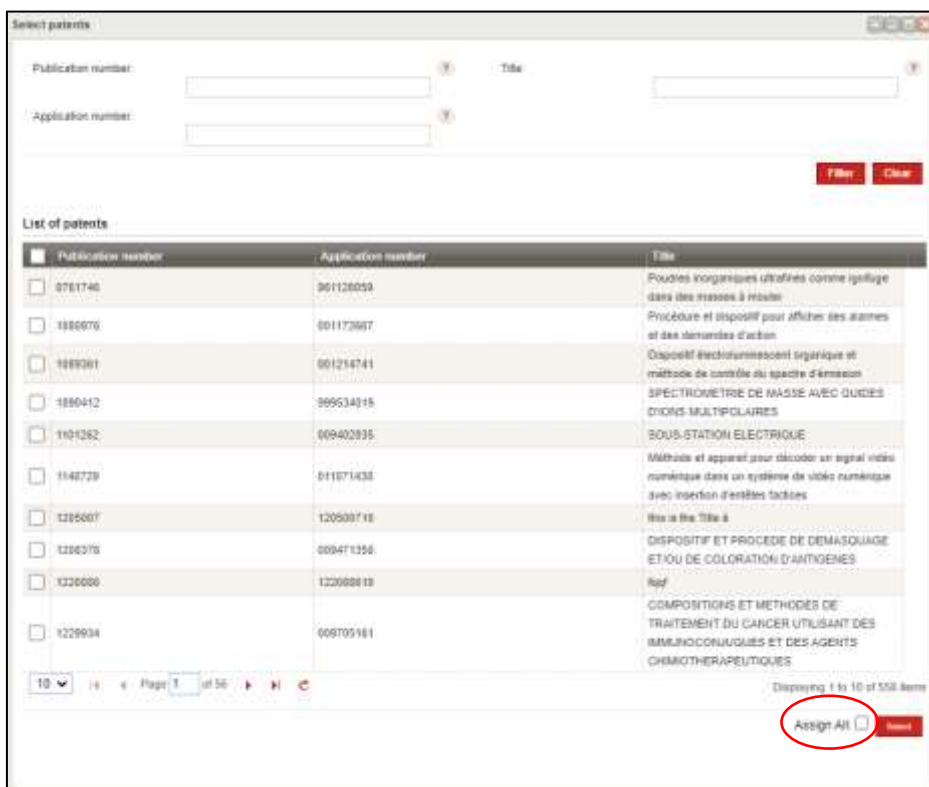
Click on "Select patents".



This screenshot is identical to the previous one, but a red arrow points to the 'Select patents' button next to the 'Patents' field.

If you want to give the user access to all current and future IP titles in your firm's portfolio, you can use the "Assign all" button at the bottom of the page.

If you want to give the user access to certain existing IP titles, you need to select the appropriate patents and add them by clicking on the "Select" button.



The screenshot shows the 'Select patents' dialog box. It has search fields for 'Publication number', 'Application number', and 'Title'. Below these is a 'List of patents' table with columns for 'Publication number', 'Application number', and 'Title'. At the bottom right, the 'Assign All' button is circled in red.

Publication number	Application number	Title
☐ 0761746	961126059	Poudres inorganiques ultrafines comme ignifuge dans des masses à matrie
☐ 1880976	001173687	Procédure et dispositif pour afficher des armes et des demandes d'action
☐ 1889361	001214741	Dispositif électroluminescent organique et méthode de contrôle du spectre d'émission
☐ 1880412	99534915	SPECTROMETRE DE MASSE AVEC GUIDES IONIS MULTIPOLAIRES
☐ 1101262	009402935	BOUS-STATION ELECTRIQUE
☐ 1142729	011071435	Méthode et appareil pour décoder un signal vidéo numérique dans un système de vidéo numérique avec insertion d'entités tactiles
☐ 1285007	120500716	Procédé de titration
☐ 1286376	009471356	DISPOSITIF ET PROCÉDE DE DEMASQUAGE ET/OU DE COLORATION D'ANTIGENES
☐ 1320606	122060619	App
☐ 1229934	008705181	COMPOSITIONS ET METHODES DE TRAITEMENT DU CANCER UTILISANT DES IMMUNOCONJUGUES ET DES AGENTS CHEMOTHERAPEUTIQUES

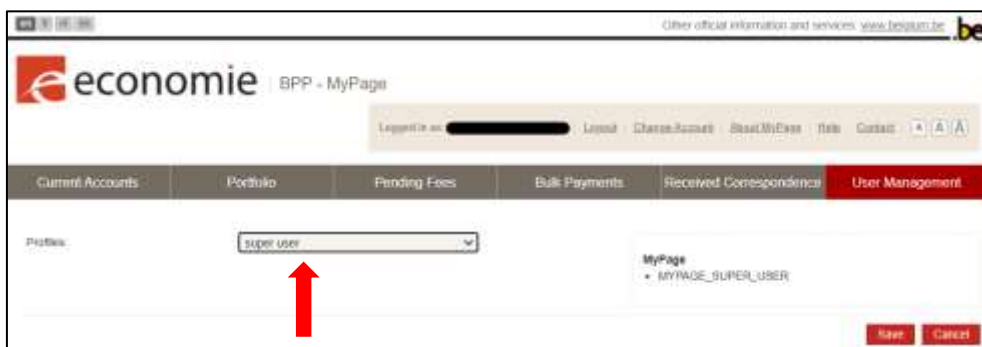
Select the user Profile

Click on "Select profile".



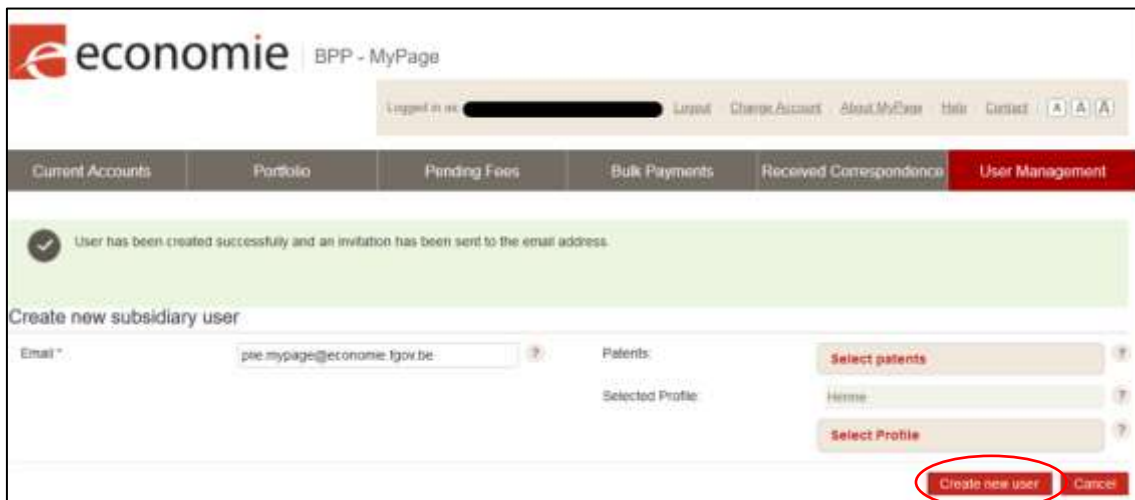
The screenshot shows the 'Create new subsidiary user' form in the 'User Management' tab. The form has three main sections: 'Email', 'Patents', and 'Selected Profile'. The 'Email' field is empty. The 'Patents' field has a 'Select patents' button. The 'Selected Profile' field has a 'Select Profile' button. A red arrow points to the 'Select Profile' button. At the bottom right, there are 'Create new user' and 'Cancel' buttons.

Then select one of the profiles created in the "User profiles" tab



The screenshot shows the 'Create new subsidiary user' form in the 'User Management' tab. The 'Selected Profile' dropdown menu is open, showing 'super user' as the selected option. A red arrow points to the 'super user' option. At the bottom right, there are 'Save' and 'Cancel' buttons.

Once all this information has been completed, you can create the new user by clicking on "Create new user".



The screenshot shows the 'Create new subsidiary user' form in the 'User Management' tab. A green success message is displayed: 'User has been created successfully and an invitation has been sent to the email address.' The 'Create new user' button is circled in red. The form fields are now populated: 'Email' is 'pie.mypage@economie.tgov.be', 'Patents' is 'Select patents', and 'Selected Profile' is 'Home'.

Step 3 (for the new subsidiary user): activate the account

An automatic confirmation email including an activation link will be sent to the email address indicated by the parent user in the "Email" field. The user needs to click on the activation link.

Dear User,

You have been registered as a subsidiary account of user [REDACTED]

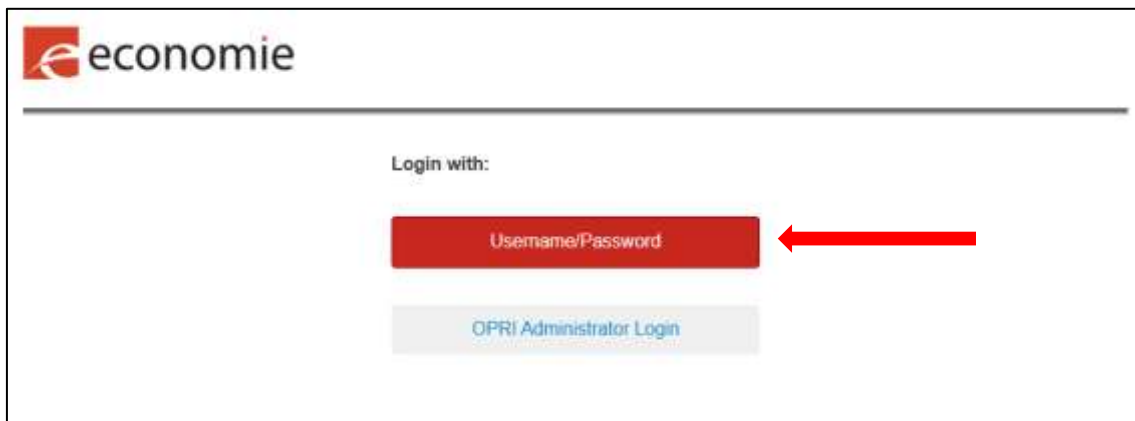
Please click the link below to complete the registration.

<https://preprod.mypage.patents.economie.fgov.be/fo-mypage>

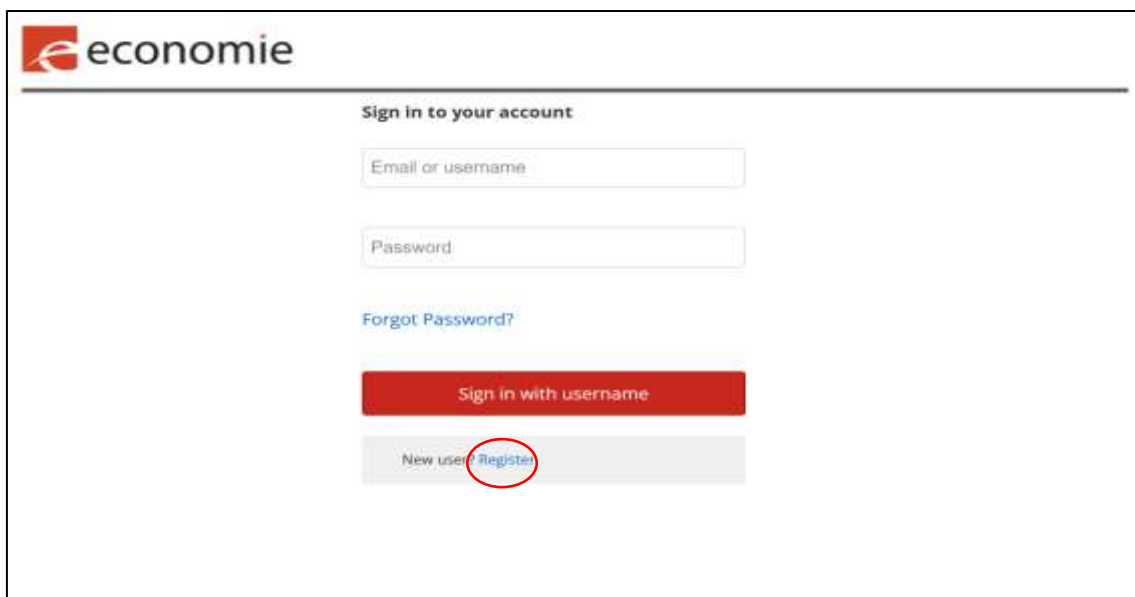
Yours faithfully,

Office for Intellectual Property

A new window appears showing the authentication method. The user must click on the "Username/Password" button.



Then, the user must click on "Register" to access the registration form.



It is essential that all fields of the form are filled in correctly. The fields "Contact name" and "Contact Email" at the bottom of the page do not have to be filled in.

Welcome to MyPage

Please fill your information

* Mandatory

Username * ?	Password * ? Your password must have at least 8 characters that include at least 1 uppercase character and 1 number
Name * ?	Confirm password * ?
Email * ?	Address ?
Postal Code ?	Town ?
Country ?	Telephone ?

Please indicate who will be the main contact person for MyPage communication for this MyPage account:

☒ The person indicated above
☐ The person indicated below (specify)

Once the user clicks save, a new window appears:

Welcome to MyPage

⚠ You need to verify your email address to activate your account.
 An email with instructions to verify your email address has been sent to your address piie.mypage@economie.fgov.be.

Haven't received a verification code in your email?
[Click here](#) to re-send the email.

The user receives a second email with a new link. He needs to click on this link to view the window on the next page.

Dear Isabelle,

Please click the link below to activate your subsidiary account of user [REDACTED]

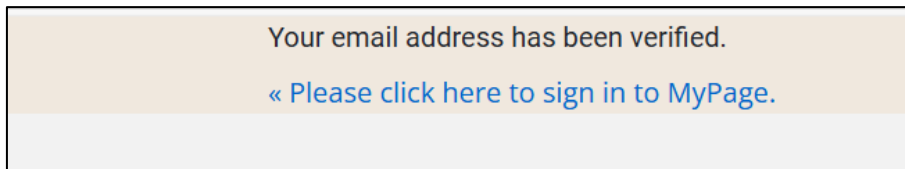
[Link to e-mail address verification](#)

This link will expire within 30 minutes.

If you didn't create this account, just ignore this message.

Yours faithfully,

Office for Intellectual Property



The user clicks on the link and ends up on the login page. Here, the user must indicate his/her email address and the password chosen during registration. Hereafter, the user clicks on the "Sign in with username" button.

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⚠ Your login attempt timed out. Login will start from the beginning.

Sign in to your account

Sign in with username ←

[New user? Register](#)

The user will now be prompted to configure two-factor authentication (see **section 4.2.**)

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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
- Microsoft Authenticator
- Google 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 *

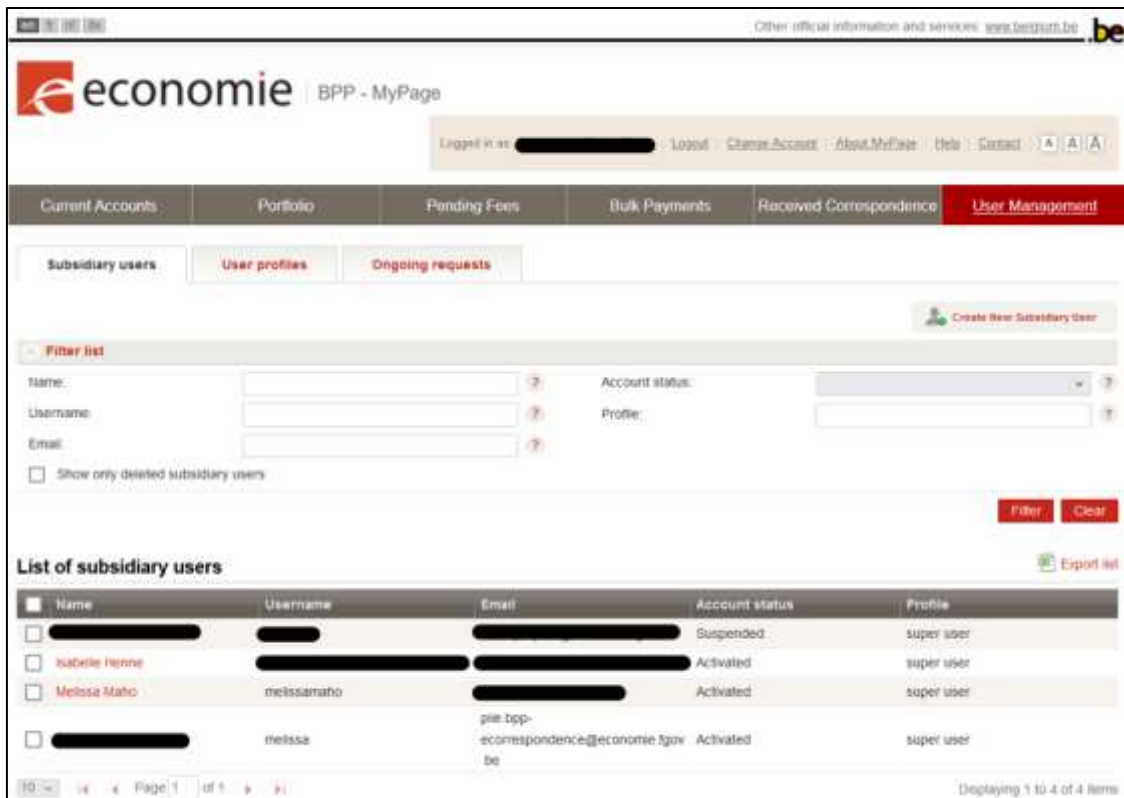
Device Name

☒ Sign out from other devices

Submit

5.7.3. Modify an existing subsidiary user

Find the user whose data you want to edit and open it by clicking on the name.



Other official information and services: www.belgium.be

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Logged in as: [redacted] | Logout | Change Account | About MyPage | Help | Contact | [A] [A] [A]

Current Accounts | Portfolio | Pending Fees | Bulk Payments | Received Correspondence | **User Management**

Subsidiary users | User profiles | Ongoing requests

Create New Subsidiary User

Filter list

Name: [input] ? Account status: [dropdown] ?
 Username: [input] ? Profile: [input] ?
 Email: [input] ?
☐ Show only deleted subsidiary users

Filter **Clear**

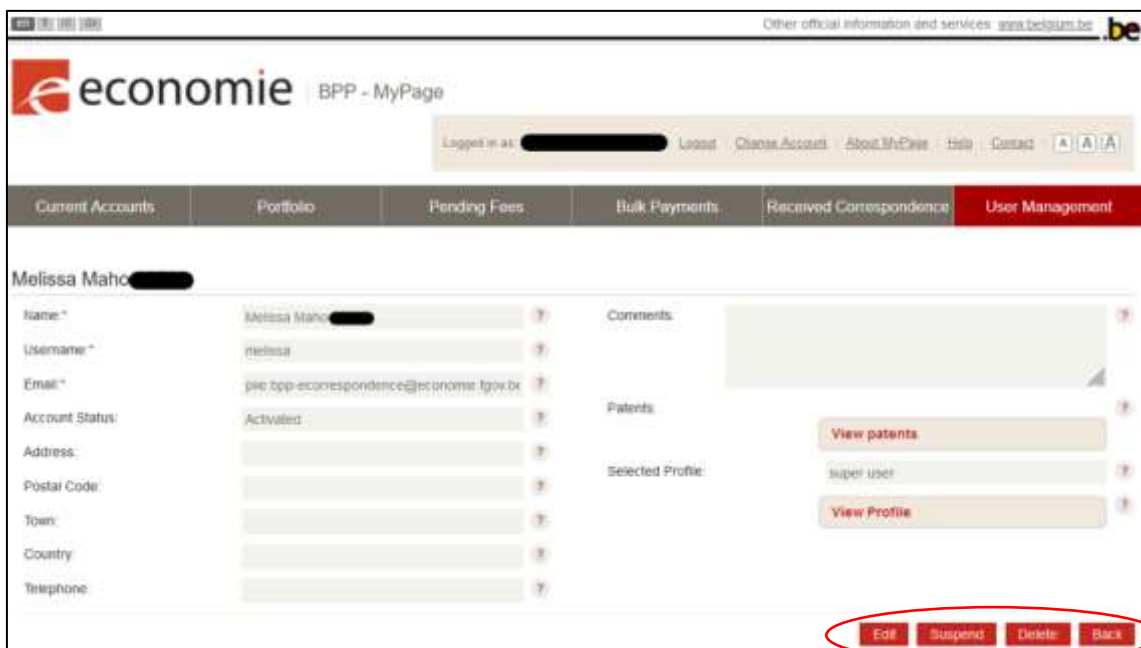
List of subsidiary users **Export list**

	Name	Username	Email	Account status	Profile
☐	[redacted]	[redacted]	[redacted]	Suspended	super user
☐	Isabelle Henne	[redacted]	[redacted]	Activated	super user
☐	Melissa Maho	melissamaho	[redacted]	Activated	super user
☐	[redacted]	melissa	pie.bpp-ecorrespondence@economie.fgov.be	Activated	super user

10 | Page 1 of 1 | Displaying 1 to 4 of 4 items

You can then perform various actions by clicking on the buttons at the bottom right:

- **Edit** : edit contact information, assigned patents, and user profile. To commit the changes, click on "Update". To cancel the changes, click on "Cancel".
- **Suspends** : temporarily suspend a user's access without removing them. To reactivate access, click on "Un-suspend".
- **Delete** : permanently remove the user's access.



Other official information and services: www.belgium.be

economie BPP - MyPage

Logged in as: [redacted] | Logout | Change Account | About MyPage | Help | Contact | [A] [A] [A]

Current Accounts | Portfolio | Pending Fees | Bulk Payments | Received Correspondence | **User Management**

Melissa Maho [redacted]

Name: * Melissa Maho [input] ? Comments: [input] ?
 Username: * melissa [input] ?
 Email: * pie.bpp-ecorrespondence@economie.fgov.be [input] ?
 Account Status: Activated [input] ? Patents: [input] ?
 Address: [input] ? Selected Profile: super user [input] ?
 Postal Code: [input] ?
 Town: [input] ?
 Country: [input] ?
 Telephone: [input] ?

View patents
View Profile

Edit Suspend Delete Back

Appendices

Appendix 1: Information on XML files

XML stands for “eXtensible Markup Language”: it is a descriptive language used to organise data, with the aim of exchanging data between machines.

Within MyPage, you can upload an XML file in the “Bulk Payments” tab to send payment orders for up to 500 intellectual property titles combined in one file. For more info, please consult point 6.4.1. “Sending an XML file”.

Structure of an XML file

This depends on the sending method (via email or via MyPage). In MyPage, the Payer ID and reception date are not necessary.

On the next page you will find what a valid XML payment order looks like, with additional explanations for each field.

```

<?xml version="1.0" encoding="UTF-8"?>
<PaymentOrder>
  <DebitLaterDate>DATE</DebitLaterDate>
  <PaymentOrderReference>REF</PaymentOrderReference>
  <PaymentOrderRecord>
    <CaseNumber>NUMBER</CaseNumber>
    <CaseType>TYPE</CaseType>
    <Fee>
      <FeeType>FEECODE</FeeType>
      <Amount>AMOUNT</Amount>
      <PenaltyAmount>AMOUNT</PenaltyAmount>
    </Fee>
  </PaymentOrderRecord>
</PaymentOrder>

```

Overview of data in an XML file

Data relating to the entire payment order (in red)	
<PaymentOrder>	This tag indicates the beginning and the end of the payment order.
<DebitLaterDate>DATE</DebitLaterDate>	This is an optional entry that you can use if you want to debit the payment later. The "DATE" field should be no later than 5 days after the day the payment order was uploaded and should be formatted as follows: yyyy-mm-dd.
<PaymentOrderReference>REF</PaymentOrderReference>	The "REF" field is your reference for the payment order.

Gegevens i.v.m. de te betalen taken (in het blauw)	
<PaymentOrderRecord>	This field is used to separate the different lines of the XML file.
<CaseNumber>NUMBER</CaseNumber>	The “NUMBER” field is the identification number of the intellectual property title for which a fee is paid: • for a national patent: the application number yyyy/nnnn* or BEyyyy/nnnn** • for a European patent: the publication number nnnnnnn (without “EP” in front of it) • for a supplementary protection certificate (SPC): the application number yyyyC/nnnn or nnCnnnn
<CaseType>TYPE</CaseType>	The “TYPE” field is the type of intellectual property right and should only be used if an additional fee for overdue payment has to be paid: • for a national patent: NP • for a European patent: EPV • for a supplementary protection certificate: SPC • for an international patent (Patent Cooperation Treaty): PCT
<FeeType>FEECODE</FeeType>	The “FEECODE” field depends on the type of fee and the type of intellectual property right: • annuities for a national patent: F106 to F123 • annuities for a European patent: F503 to 520 • annuities for an SPC based on national patents: F406 to F410 • annuities for an SPC based on European patents: F412 to F416
<Amount>AMOUNT</Amount>	The “AMOUNT” field is the amount of the fee expressed as an integer.
<PenaltyAmount>AMOUNT</PenaltyAmount>	The “AMOUNT” field is the amount of the <u>additional</u> fee for overdue payment, expressed as an integer 85 or 230. This entry should only be used if an additional fee for overdue payment has to be paid.

* for Belgian patents with a number up to 2014/0656

** for Belgian patents with a number starting from BE2014/0657

Common problems with XML files

For national patents:

Concerning the "NUMBER" field:

- For patents with a number up to 2014/0656, the indication "BE" should not be included in the patent number.
- For patents with a number starting from BE2014/0657, the indication "BE" has to be included in the patent number.
- The application number should be used and not the application number.

For European patents:

Concerning the "NUMBER" field:

- The publication number should be used and not the application number.
- The indication "EP" should not be included in the patent number.

For SPC's:

Concerning the "FEECODE" field:

- This code depends on the type of basic patent.

Appendix 2: Overview of access rights

This appendix contains the access rights that a parent user can grant to the accounts of subsidiary users (see point 6.6 User Management tab).

Access rights	MyPage section	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 Account/Balance.
CURRENT_ACCOUNT_BALANCE_VIEW_USER	Current Account	- View the Account/Balance. - Look up and view the transactions on the current account.
CURRENT_ACCOUNT_SUPER_GEBRUIKER	Current Account	- View the Account/Balance. - Look up and view the transactions on the current account. - Download a list of the transactions on the current account.
PORTFOLIO_SUPER_USER	Portfolio	- Look up and view the intellectual property titles the user is granted access to. - Export a list of intellectual property titles the user is granted access to. - View the Patent Details and Patent Documents of the intellectual property titles the user is granted access to.

FEES_VIEW_USER	Pending Fees	• Look up and view the fees due for the patents the user is granted access to. • Export a list of fees due for the patents the user is granted access to.
FEES_SUPER_USER	Pending Fees	• Look up and view the fees due for the patents the user is granted access to. • Export a list of fees due for the patents the user is granted access to. • Pay the fees due. • Add the fees due to “My Payment List”. • Pay the fees due via “My Payment List”.
PARTY_FEES_VIEW_USER	3rd Party Fees	• Look up and view the 3rd party fees. • Export a list of 3rd party fees.
PARTY_FEES_SUPER_USER	3rd Party Fees	• Look up and view the 3rd party fees. • Export a list of 3rd party fees. • Pay the 3rd party fees due. • Add the 3rd party fees due to “My Payment List”. • Pay the 3rd party fees due via “My Payment List”.
PO_REPORTS_VIEW_USER	My Payment Orders	• Look up and view the registered payment orders that have been created by the parent user and subsidiary users.
PO_REPORTS_SUPER_USER	My Payment Orders	• Look up and view the registered payment orders that have been created by the parent user and subsidiary users. • Export a list of registered payment orders that have been created by the parent user and subsidiary users.

PARTY_PO_REPORTS_VIEW_USER	My Payment Orders	Look up and view the payment orders of paid 3rd party fees.
PARTY_PO_REPORTS_SUPER_USER	My Payment Orders	- Look up and view the payment orders of paid 3rd party fees. - Export a list of payment orders of paid 3rd party fees.
BULK_REPORTS_VIEW_USER	Bulk Payments	Look up and view the available bulk payments.
BULK_REPORTS_VIEW_DOWNLOAD_USER	Bulk Payments	- Look up and view the available bulk payments. - Export a list of available bulk payments.
BULK_REPORTS_SUPER_USER	Bulk Payments	- Look up and view the available bulk payments. - Export a list of available bulk payments. - Make bulk payments.
USERMANAGEMENT_SUPER_USER	User Management	- Look up and view subsidiary users. - Export a list of subsidiary users. - Manage the access rights of subsidiary users and assign patents to them. - Create new subsidiary users. - Suspend, reactivate, or delete subsidiary users.
MYPAGE_SUPER_USER	N/A	Access to all functionalities and pages of MyPage.