

Front Office eFiling

Account & Organisations



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

Rue du Progrès 50
1210 Brussels
Enterprise number: 0314.595.348

-  ○ 0800 120 33 (free number)
-  ○ SPFEco
-  ○ @spfeconomie
-  ○ [linkedin.com/company/fod-economie](https://www.linkedin.com/company/fod-economie) (bilingual page)
-  ○ [instagram.com/spfecoeconomie](https://www.instagram.com/spfecoeconomie)
-  ○ [youtube.com/user/SPFEconomie](https://www.youtube.com/user/SPFEconomie)
-  ○ <https://economie.fgov.be>

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Table of contents

1. Individual account.....	4
1.1. Creation.....	4
1.2. Forgotten your password or need to reset your multifactor authentication method	11
1.3. Changing your details and requesting account deactivation	12
2. Organisations.....	13
2.1. Creation.....	13
2.2. Inviting other members.....	15
2.3. Modification	19
2.4. Deletion.....	20

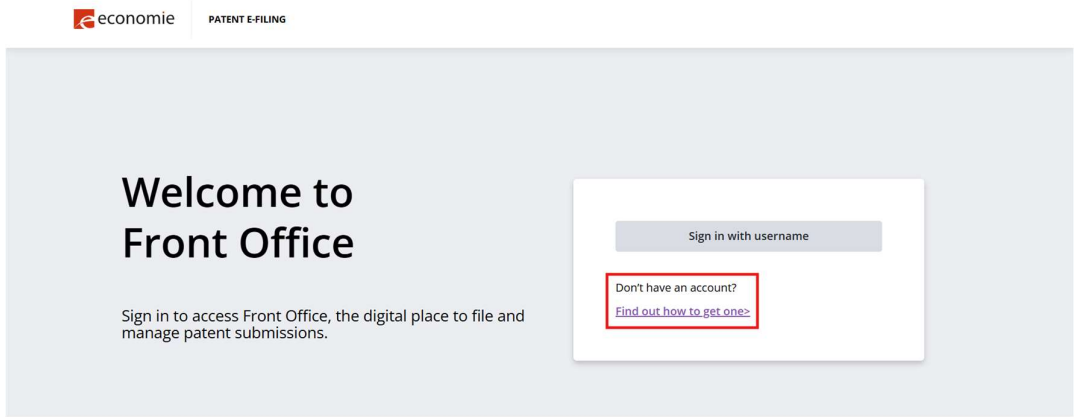
1. Individual account

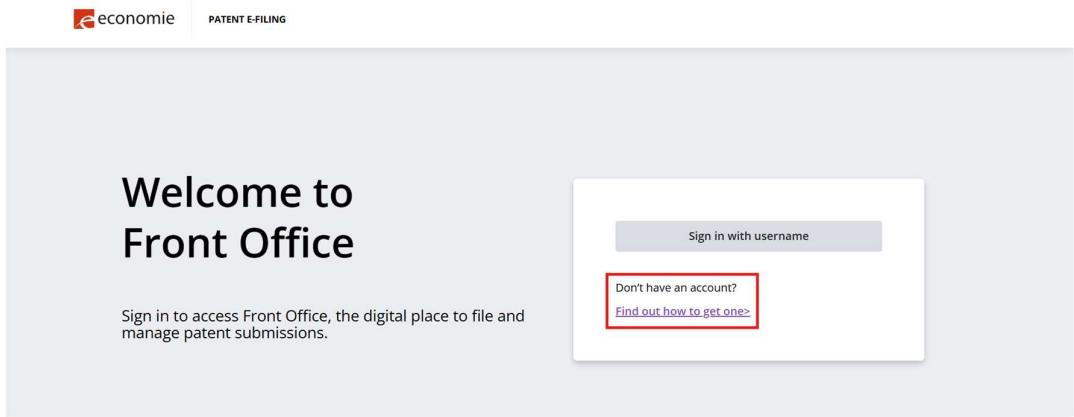
To use Front Office (FO) eFiling, you need an individual account. This chapter explains:

- How to create an account (1.1.);
- What to do if you forget your password (1.2.);
- How to reset the multifactor authentication method (1.2.);
- How to change your contact details (1.3.); and
- How to request the deactivation of your account (1.3.).

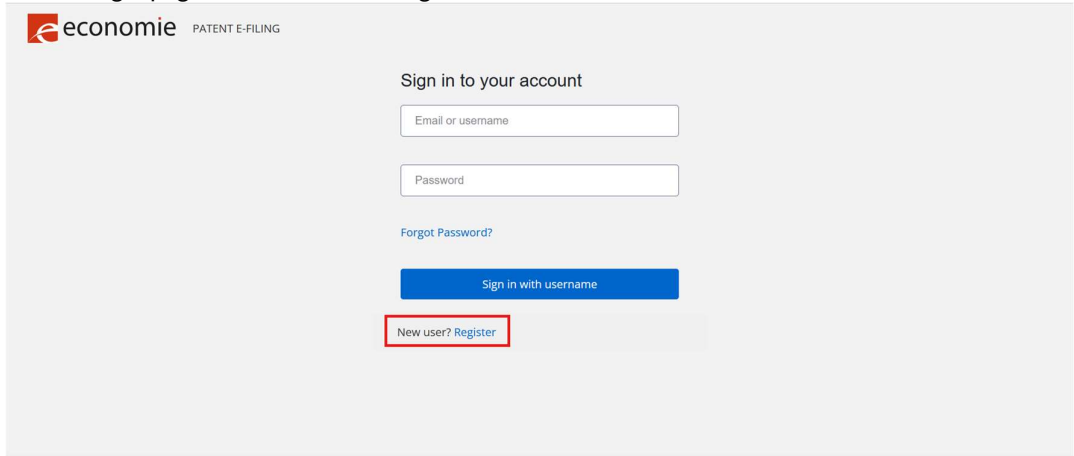
1.1. Creation

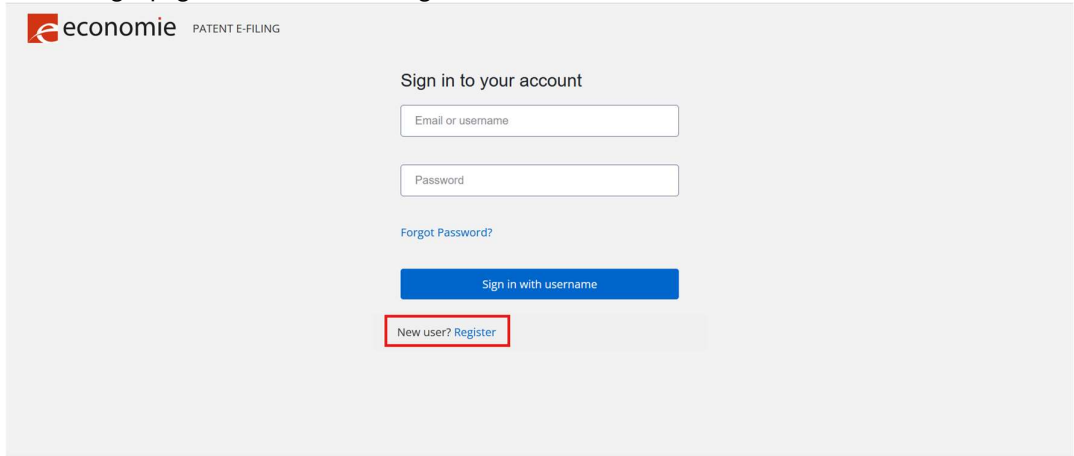
To create an account, you must complete the registration form. There are two ways to do this:

- Via the FO eFiling home page: link 'Don't have an account? Find out how to get one >'.




In cooperation with the European Patent Office

- Via the login page: link 'New user? Register'.




In cooperation with the European Patent Office

This will take you to the registration form page.

Welcome to your personal Front Office

Welcome to the registration page for the eFiling application of the Belgian Intellectual Property Office (IPObel). Please fill in the required information and click on the 'Register' button. Registration may take a few days: if you wish to file an urgent application, please do so via another legal means of communication, i.e. by post, fax or eOLF.

User Details (all fields are required)

The registration form contains three sections to complete. Depending on your situation, you may also be asked to submit certain documents by another legal means of communication with the Office (post or fax).

The first section concerns your contact details and asks for the following information:

- First and last name
- Email address (an email address can only be linked to one account)
- Username (this cannot be changed later)
- Full postal address (preferably your business address): street, number, postcode, town and country
- Telephone number
- Password (known only to you)

User Details (all fields are required)

<p><small>First name</small></p> <div style="border: 1px solid #ccc; padding: 5px;">Piie</div>	<p><small>Last name</small></p> <div style="border: 1px solid #ccc; padding: 5px;">CONTACT</div>
<p><small>Email</small></p> <div style="border: 1px solid #ccc; padding: 5px;">iie.contact@economie.fgov.be</div>	<p><small>Username</small></p> <div style="border: 1px solid #ccc; padding: 5px;">piie.contact</div> <p style="font-size: small;">This is your unique username. You can create it now.</p>
<p><small>Address</small></p> <div style="border: 1px solid #ccc; padding: 5px;">Rue du Progrès, 50 1210 Brussels Belgium</div>	
<p><small>Phone number</small></p> <div style="border: 1px solid #ccc; padding: 5px;">003280012033</div>	
<p><small>Password</small></p> <div style="border: 1px solid #ccc; padding: 5px;">●●●●●●●●</div>	<p><small>Confirm password</small></p> <div style="border: 1px solid #ccc; padding: 5px;">●●●●●●●●</div>

Password must be at least 8 characters long and must contain at least one digit and one uppercase character.

The second section of the form allows you to indicate your situation.

- 1) **Option 'Applicant':** You wish to file one or more applications for a national patent or supplementary protection certificate. ***This option is not yet available.***

You will need to send proof of identity by one of the other legal means of communication (post or fax).

Personal Situation

Please select the situation that fits you the most:

☒ I want to file one or several National patent(s) or a Supplementary protection certificate(s) [Applicant]

This option is not yet available. Please submit your application by another legal means of communication, i.e. by post, fax or eOLF.

To register as an applicant in order to use the eFiling application, you must send the following document:

- Proof of identity.

This document should be submitted by:

- **Mail:** FPS Economy - The Belgian Intellectual Property Office, Rue du Progrès 50, 1210 Brussels, Belgium
- **Fax:** +32 2 277 52 75

☐ I sent the requested document via a legal communication mode.

- 2) **Option 'Representative':** You are a patent attorney, solicitor or employee-representative of an applicant or proprietor.

- a. **Option 'Known representative':** If you are already registered in the Register of Representatives, you will simply need to enter your representative number.

Personal Situation

Please select the situation that fits you the most:

☐ I want to file one or several National patent(s) or a Supplementary protection certificate(s) [Applicant]

☒ I am a representative : patent attorney, solicitor or employee [Representative]

☐ I am working as paralegal for a representative [Paralegal]

☐ I want to file a Third party observation or a Request for change, as authorized in the Code of Economic Law [Third party]

Representative Details

☒ I am already registered as representative before IPObel [Known representative]

☐ I would like to be registered as representative before IPObel [New representative]

Representative Number

- b. **Option 'New representative':** If you are not yet registered in the Register of Representatives, a text setting out the conditions for registration in this register will appear. Your account will only be activated once your registration in this register has been finalised.

Personal Situation

Please select the situation that fits you the most:

- ☐ I want to file one or several National patent(s) or a Supplementary protection certificate(s) [Applicant]
- ☒ I am a representative : patent attorney, solicitor or employee [Representative]
- ☐ I am working as paralegal for a representative [Paralegal]
- ☐ I want to file a Third party observation or a Request for change, as authorized in the Code of Economic Law [Third party]

Representative Details

- ☐ I am already registered as representative before IPObel [Known representative]
- ☒ I would like to be registered as representative before IPObel [New representative]

To register as a representative before IPObel, you must send the following documents:

If you are a Patent Attorney:

- A declaration of free provision of services as patent attorney stating your surname and first name, your professional address in the Member State of professional establishment, any professional address in Belgium, details of insurance cover or other forms of professional

- 3) **Option 'Paralegal':** You work as a paralegal for a representative listed in the Register of Representatives.

You must send proof of identity and a certificate from your employer, who must have at least one representative registered with the Office, by one of the other legal means of communication (post or fax).

Personal Situation

Please select the situation that fits you the most:

- ☐ I want to file one or several National patent(s) or a Supplementary protection certificate(s) [Applicant]
- ☐ I am a representative : patent attorney, solicitor or employee [Representative]
- ☒ I am working as paralegal for a representative [Paralegal]

To register as a paralegal before IPObel, you must send the following documents:

- Proof of identity.
- Certificate from the firm you work for. In this firm, at least one patent attorney or solicitor must be registered as a representative before IPObel.

These documents should be submitted by:

- **Mail:** FPS Economy - The Belgian Intellectual Property Office, Rue du Progrès 50, 1210 Brussels, Belgium
- **Fax:** +32 2 277 52 75

☐ I sent the requested documents via a legal communication mode.

- 4) **Option 'Third Party':** You wish to submit a third party observation or a request for change. ***This option is not yet available.***

You will need to send proof of identity by one of the other legal means of communication (post or fax) and indicate the purpose of your registration request.

Personal Situation

Please select the situation that fits you the most:

- ☐ I want to file one or several National patent(s) or a Supplementary protection certificate(s) [Applicant]
☐ I am a representative : patent attorney, solicitor or employee [Representative]
☐ I am working as paralegal for a representative [Paralegal]
☒ I want to file a Third party observation or a Request for change, as authorized in the Code of Economic Law [Third party]

This option is not yet available. Please submit your application by another legal means of communication, i.e. by post, fax or eOLF.

To register as a third party in order to use the eFiling application, you must send the following document:

- Proof of identity.

This document should be submitted by:

- **Mail:** FPS Economy - The Belgian Intellectual Property Office, Rue du Progrès 50, 1210 Brussels, Belgium
- **Fax:** +32 2 277 52 75

☐ I sent the requested document via a legal communication mode.

Purpose of registration

The third section allows you to provide your company's contact details. This information is mandatory for the 'Paralegal' option. However, the Office advises you to fill in this information if it applies to your situation. The fields allow you to fill in the following information:

- Name/Company name
- Email address
- Full postal address: street, number, postcode, town/city and country
- Telephone number

Company

Company Name

IPObel

Company Address

Rue du Progrès, 50 | 1210 Brussels | Belgium

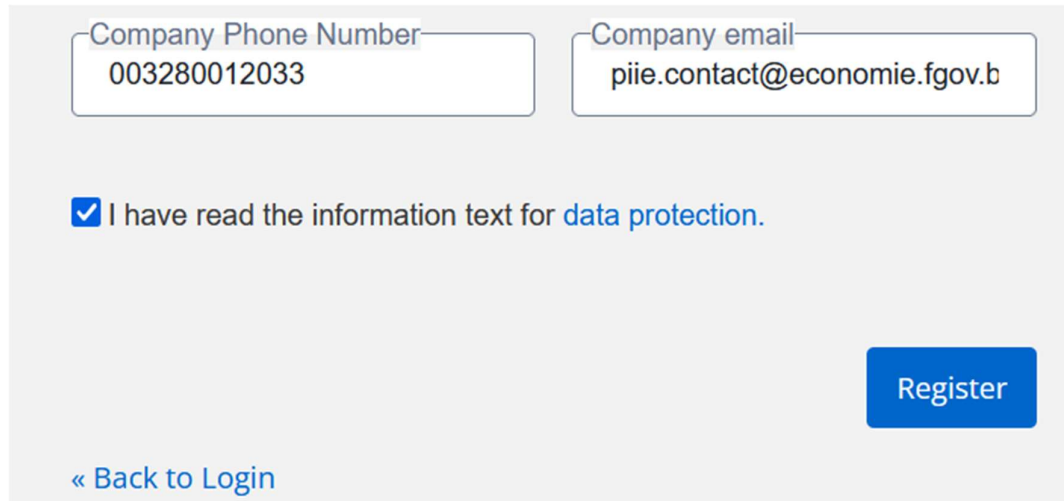
Company Phone Number

003280012033

Company email

pie.contact@economie.fgov.b

Before you can register, you must read and agree to the data protection policy, available via the link on the form page. Once the form is complete, you can submit it by clicking on the blue 'Register' button.



Company Phone Number
003280012033

Company email
piie.contact@economie.fgov.b

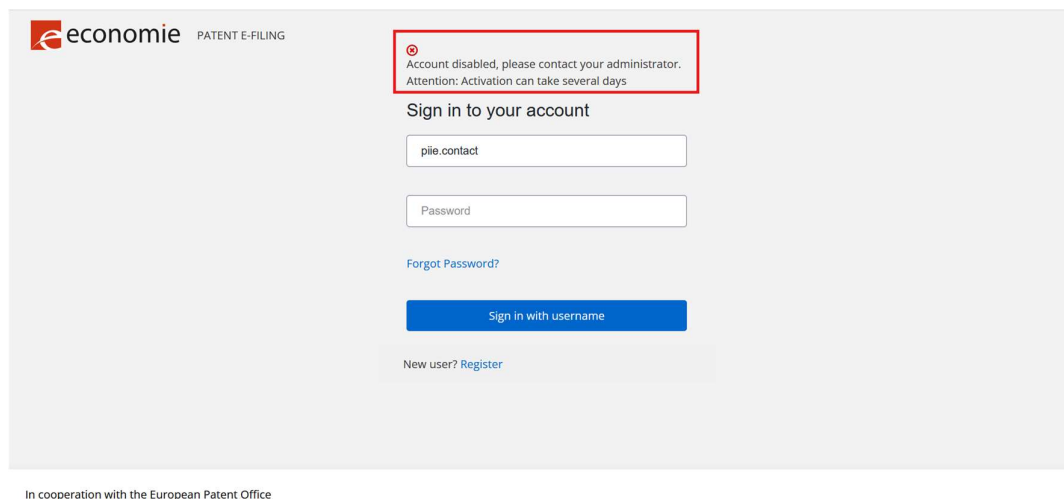
☒ I have read the information text for [data protection](#).

[« Back to Login](#)

[Register](#)

Following this action, the Office will receive your registration request and check the information and documents submitted.

This check may take several days. If you attempt to log in during this period, you will receive a message informing you that your account has not yet been activated.



economie PATENT E-FILING

Account disabled, please contact your administrator.
Attention: Activation can take several days

Sign in to your account

piie.contact

Password

[Forgot Password?](#)

[Sign in with username](#)

New user? [Register](#)

In cooperation with the European Patent Office

When the Office activates your account, you will receive an email informing you of this.

Your user has been enabled.




Dear **Piie CONTACT**,


You now have access to eFiling.

When you log in for the first time, the system will ask you to set up a multifactor authentication method. You can choose between Google Authenticator, Microsoft Authenticator and FreeOTP.

Mobile Authenticator Setup

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

1. Install one of the following applications on your mobile:
 - Microsoft Authenticator
 - FreeOTP
 - 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



The next time you log in, you will simply need to enter the unique code provided by your chosen multifactor authentication method.




piie.contact 



One-time code

Sign In

When you log in, you should be taken to the FO eFiling home page.



EFILING - ELECTRONIC ONLINE FILING OF PATENT AND SUPPLEMENTARY PROTECTION CERTIFICATE APPLICATIONS



EN


Welcome Piie CONTACT

This is your national electronic filing portal for patents. Here you can manage all your submissions.

[National submissions](#)

1.2. Forgotten your password or need to reset your multifactor authentication method

If you have forgotten your password or wish to update your multifactor authentication method (for example, if you change your smartphone), you can click on the 'Forgot your password?' option.

economie PATENT E-FILING

Sign in to your account

Email or username

Password

Forgot Password?

Sign in with username

New user? Register

In cooperation with the European Patent Office

You will need to enter your username or email address and click on the blue 'Submit' button.

Forgot Your Password?

Username or email

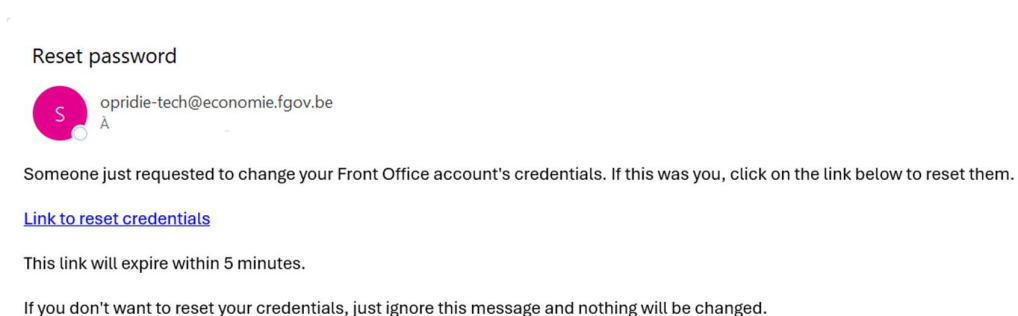
pile.contact

« Back to Login

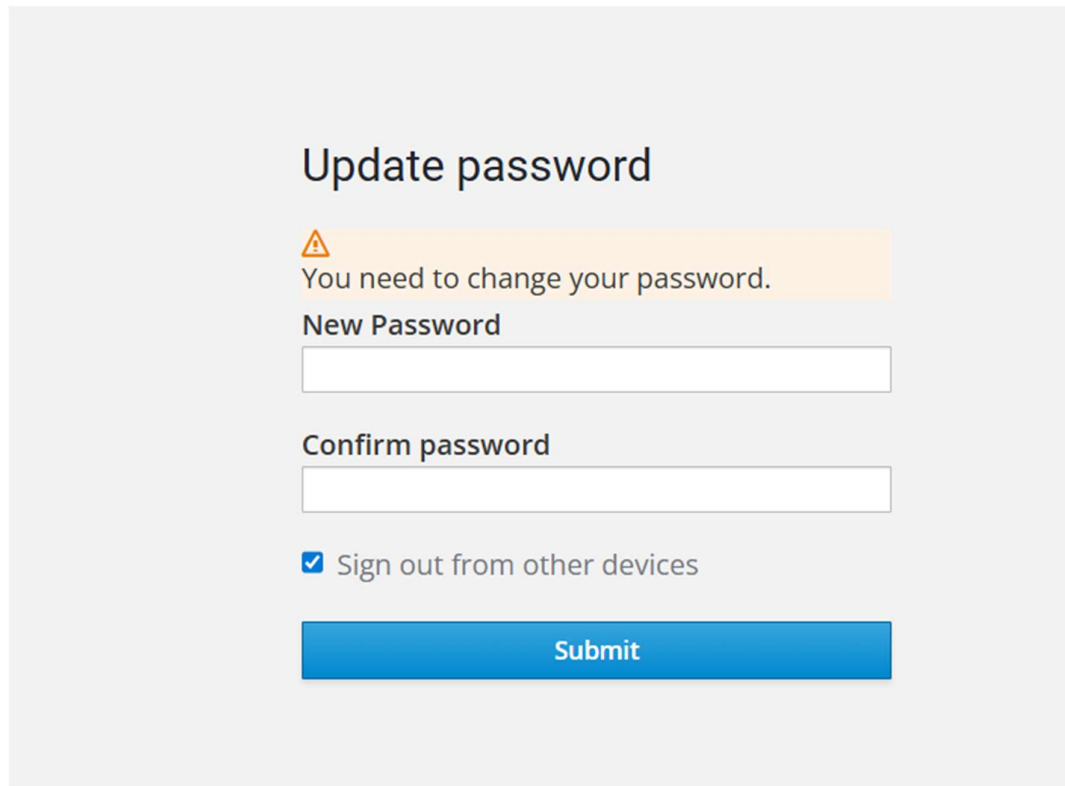
Submit

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


The system will send you an email containing a link to reset your password.



Clicking on this link will take you to the page where you can enter your new password.

A screenshot of a web form titled "Update password". At the top, there is a warning icon (a triangle with an exclamation mark) and a message: "You need to change your password." Below this, there are two input fields: "New Password" and "Confirm password". Under the "Confirm password" field, there is a checked checkbox with the text "Sign out from other devices". At the bottom of the form is a blue button labeled "Submit".

Update password

 You need to change your password.

New Password

Confirm password

☒ Sign out from other devices

Submit

During this procedure, the multifactor authentication method configuration page (see above) will appear, allowing you to update it.

1.3. Changing your details and requesting account deactivation

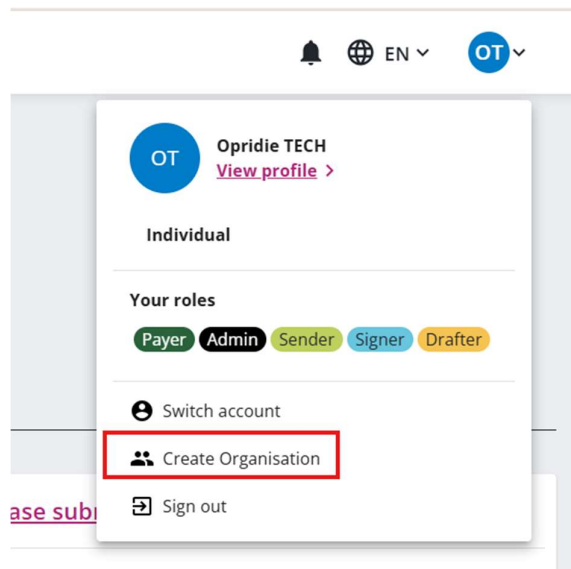
You may request to change your details (with the exception of your username, which cannot be changed) or to deactivate your account at any time by sending an email to: efiling@economie.fgov.be.

2. Organisations

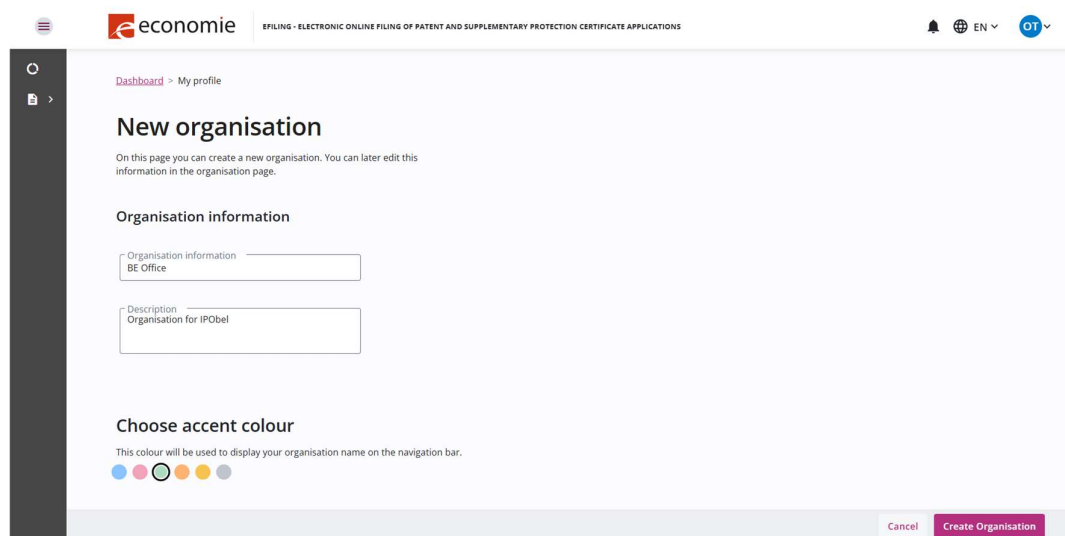
The FO eFiling application allows you to work as a team using the 'Organisation' feature. You are in control of the organisations you create: the Office has no view of your organisations.

2.1. Creation

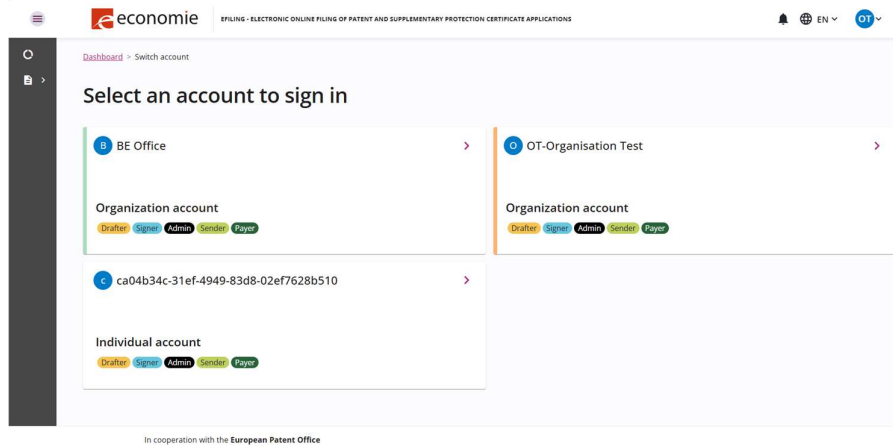
To create an organisation, click on 'Create Organisation' in the menu available by clicking on your initials.



The system will then open a creation page where you will be asked to give the future organisation a name, description and colour.

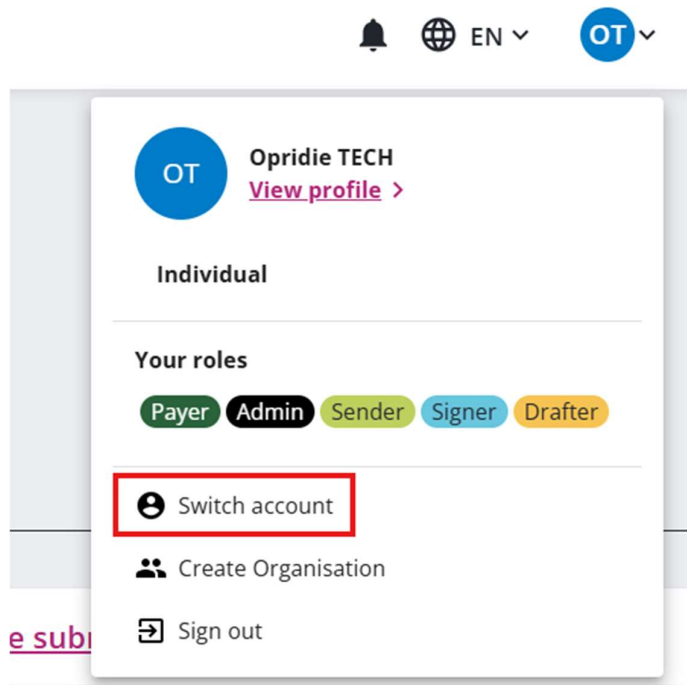


After clicking on the pink 'Create Organisation' button, the system creates the organisation and takes you to the page where you can choose between your personal account (in white) and your access to the newly created organisation (in green), as well as other organisations of which you are a member (an example here in orange).

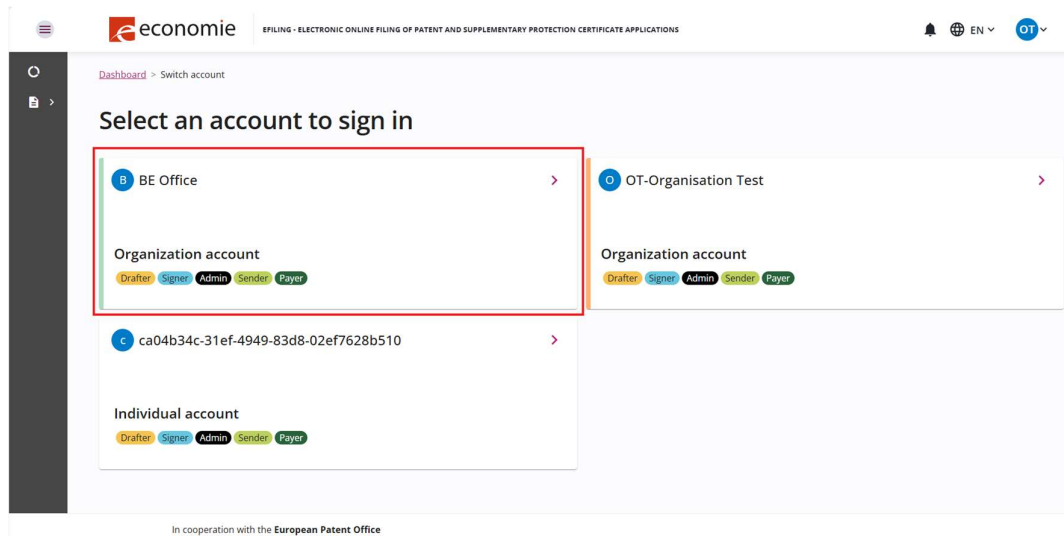


Please note: as you are the creator of the organisation, you have all the roles within it, including the 'Admin' role, which allows you to manage it (see below).

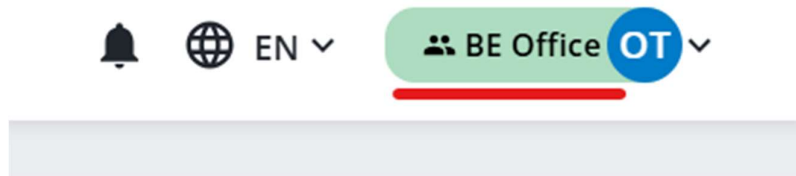
This page is also available via the 'Switch account' option in the menu available by clicking on your initials.



To join the newly created organisation, you must click on it.



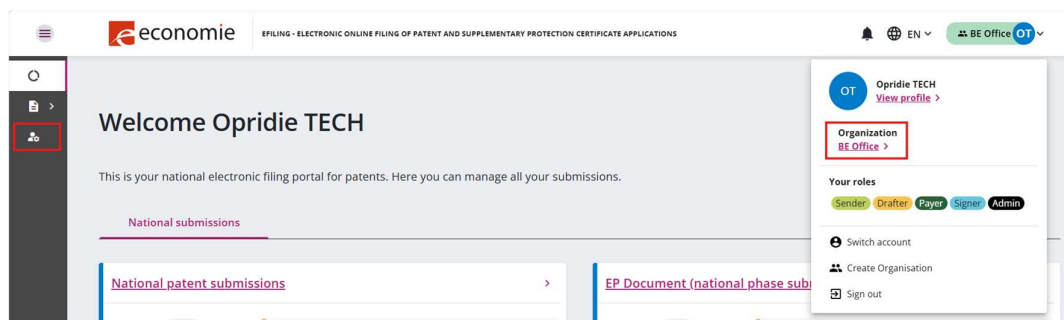
After doing so, the system will open the organisation's page. You can always tell whether you are in an organisation or in your personal account by looking at your initials. When you are in an organisation, its name appears in its colour to the left of your initials.



2.2. Inviting other members

As an administrator of the organisation, you can add other people to your organisation. The organisation management page can be accessed:

- Via the 'User Management' icon in the left-hand column; or
- Via a link in the menu available by clicking on your initials.



The organisation management page contains two tabs: the 'Members' tab with the active members of the organisation and the 'Manage invitations' tab showing the status of invitations sent. To add a new member to your organisation, click on the pink 'Invite Members' button.

My organisation

BE Office

Admin

Opridie TECH

Organisation for IPObel

Members Manage invitations

Invite Members

Filters

Name	Email	Roles	Edit	Remove	View
opridie.tech	opridie-tech@economie.fgov.be	Drafter Signer Admin Sender Payer			

Rows per page: 10 Showing 1-1 of 1 results

Edit Organisation

In the pop-up window that opens, you can enter the email address(es) of the person(s) you wish to invite to the organisation. Please note: they must already have an individual account in FO eFiling. Press "Enter" so that the email address appears in blue.

You must also indicate what role(s) these people will have in the organisation by ticking the appropriate boxes.

Invite members

To invite members to join your organization in Front Office, please enter their email address and click enter. Please note that when adding multiple users, they will have the same roles.

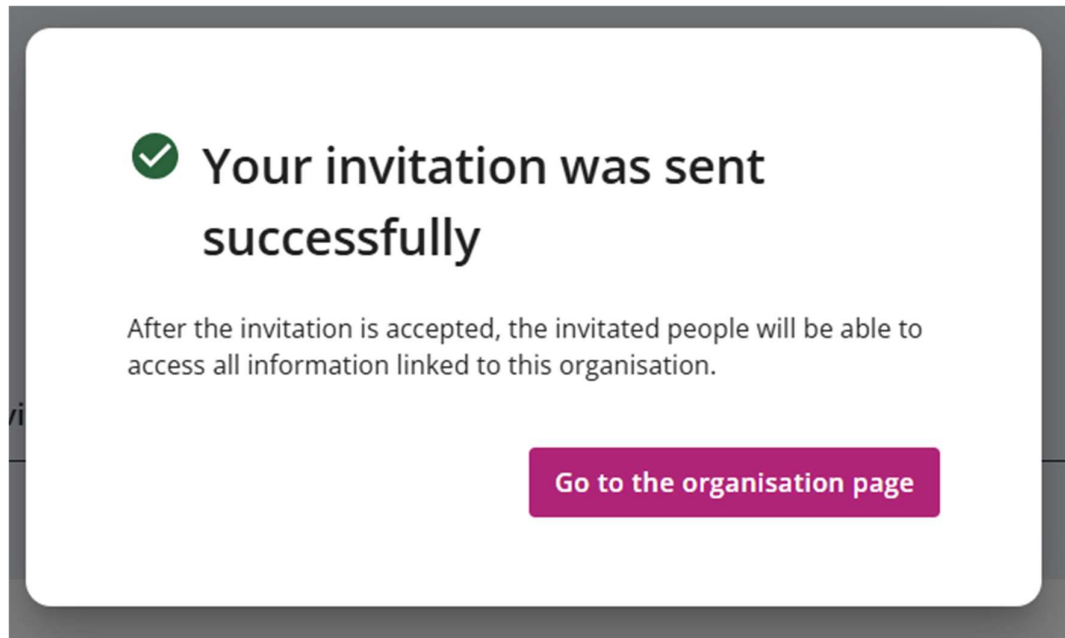
piie.register@economie.fgov.be x

Roles

- ☒ Drafter
- ☒ Signer
- ☒ Sender
- ☐ Payer
- ☐ Admin

Cancel Confirm

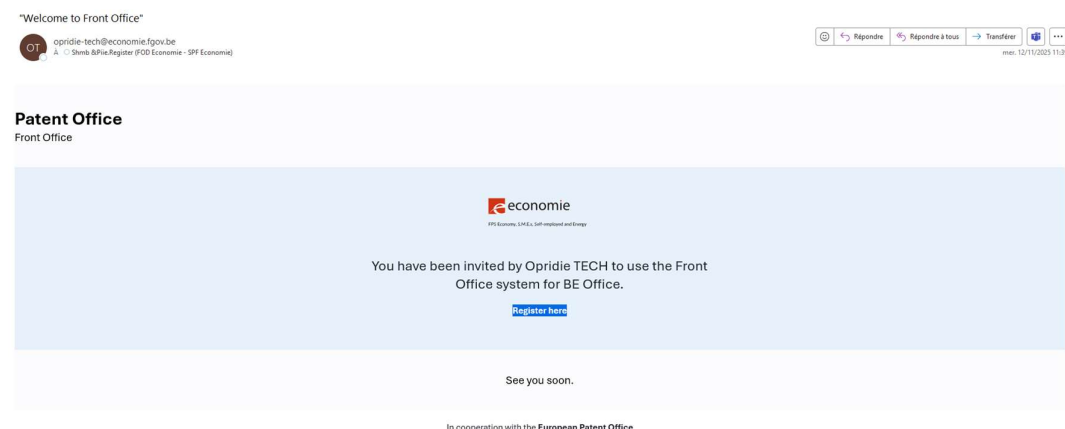
After confirmation, you will receive a pop-up confirming that an invitation email has been sent.



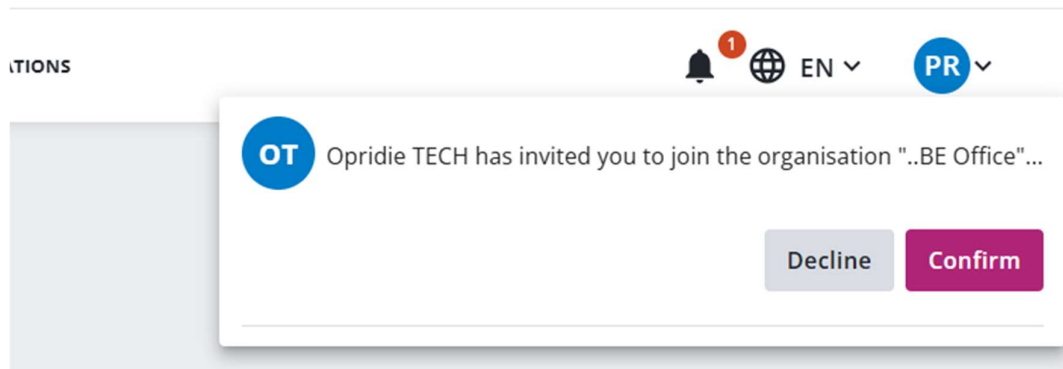
On the organisation management page, in the 'Manage invitations' tab, you can see the invitations that have been sent and their status. You can send a reminder (by clicking on the 'Resend' icon) or delete the invitation (by clicking on the 'Remove' icon).

Members					
Manage invitations					
					Invite Members
Filters					
Email	Name	Roles	Status	Resend	Remove
<input type="checkbox"/> <p>pile.register@economie.fgov.be</p>	<p>pile.register</p>	<p>Drafter Signer Sender</p>	<p>Pending</p>	<p>▶</p>	<p>✕</p>
Rows per page: 10 Showing 1-1 of 1 results					
Edit Organisation					

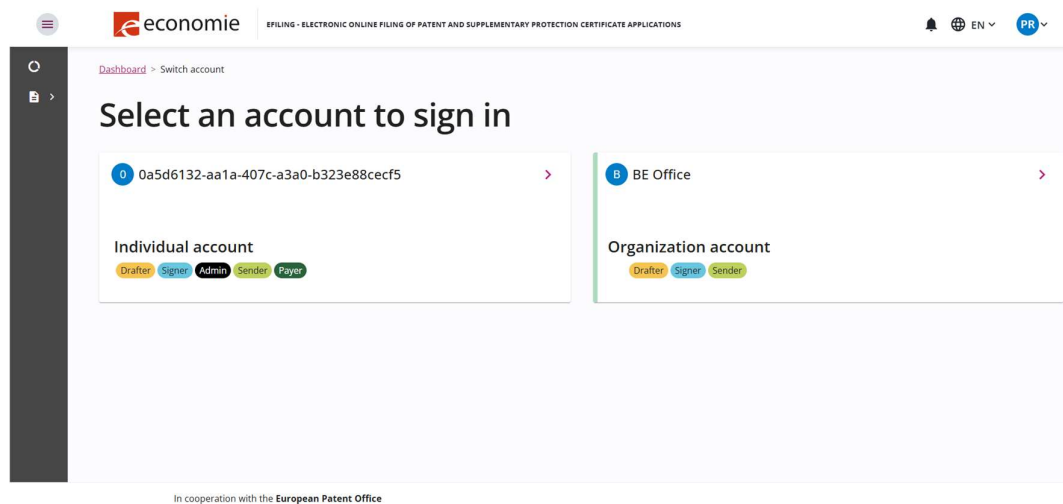
The invited person will receive an email inviting them to join the organisation and a link to connect to the organisation.



Another way to accept the invitation is as follows: if the invited person logs into their individual account, a notification appears in the bell icon allowing them to accept or decline the invitation.



By accepting the invitation, the invitee will see the organisation appear on their account overview page, along with the roles assigned to them for that organisation.

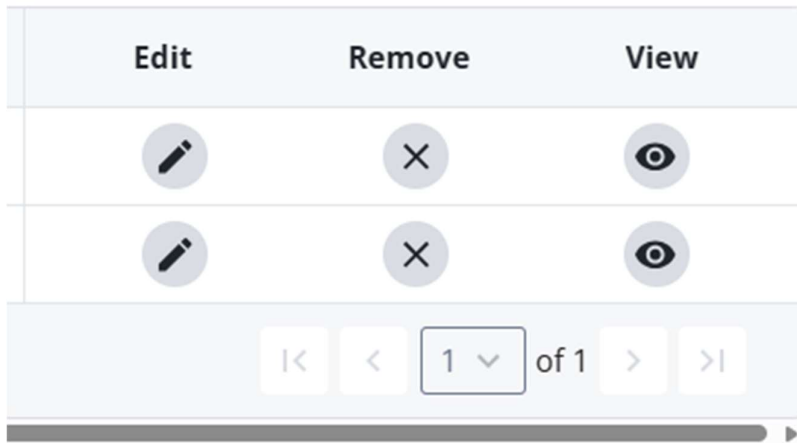


On the organisation management page, the new member of the organisation appears in the list of active members.



2.3. Modification

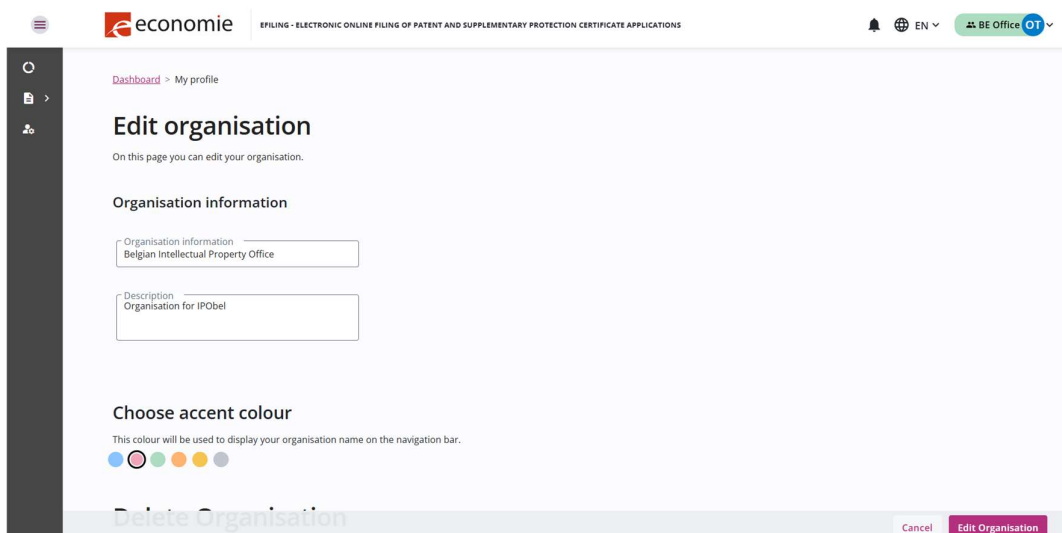
You can modify the composition or roles at any time using the 'Edit' and 'Remove' buttons.



To modify other data relating to the organisation, you must click on the pink 'Edit Organisation' button.



On the organisation editing page, you can then modify the name, description and colour of the organisation, and click on the pink 'Edit Organisation' button.



The system will make the change you requested.

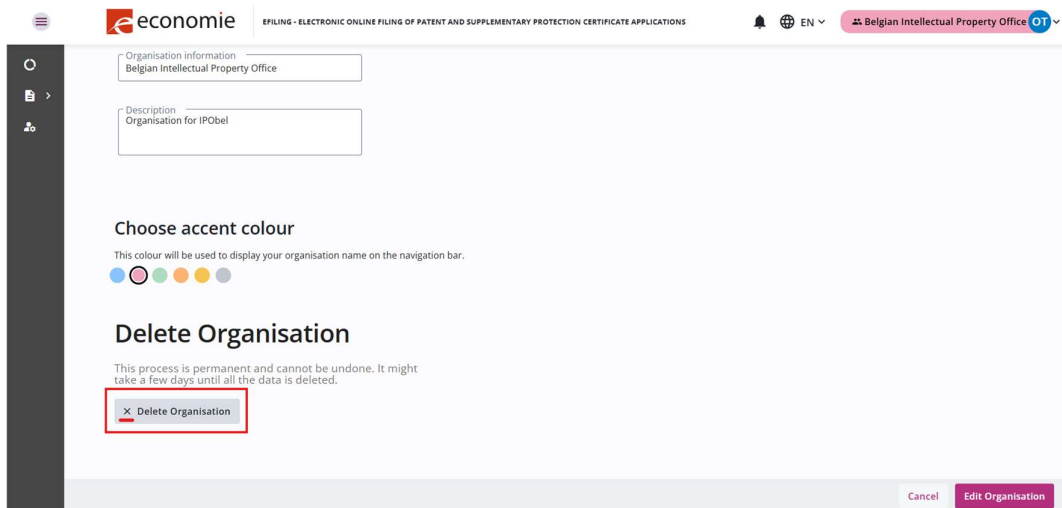


2.4. Deletion

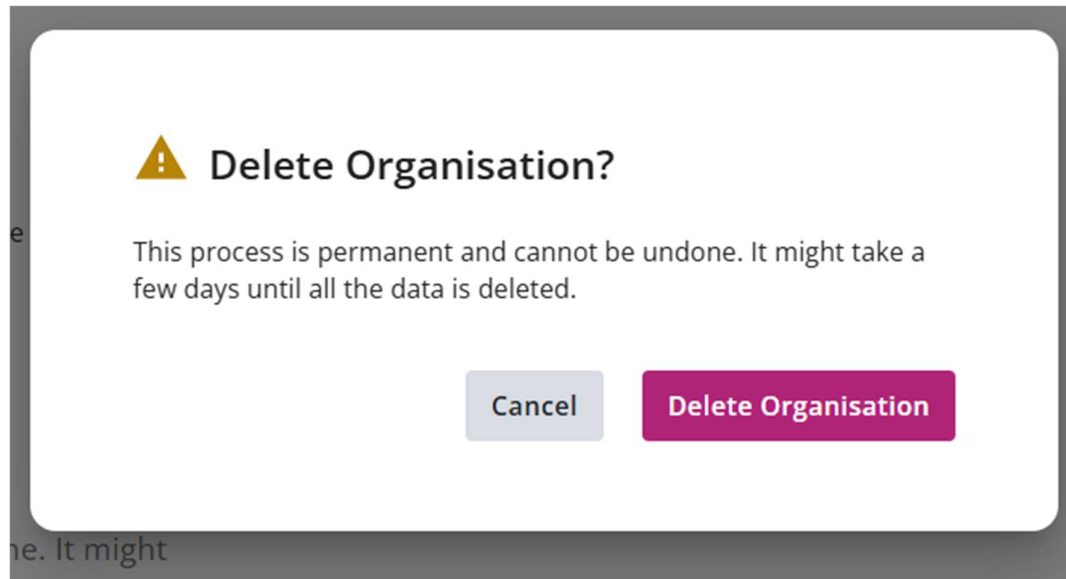
To delete the organisation, you must first delete all its active members and delete or change the organisation for all submissions, then click on the pink 'Edit Organisation' button.



On the organisation editing page, you can delete the organisation by clicking on the cross on the grey 'Delete organisation' button.



The system will ask you for confirmation.



After confirmation, the system will delete the organisation. It will no longer appear in your list of accounts and accesses.

