Madrid Office Portal
Quick-Start Guide

Use Madrid Office Portal to view and manage all the international applications and registrations concerning your IP Office when you are the Office of Origin and when you are a Designated Office.

WIPO | MADRID
The International
Trademark System

Getting started

Use **Contact Madrid** to set up Madrid Office Portal accounts for all users in your IP Office. Make sure to set up your free **WIPO account** before contacting us to sign up for Madrid Office Portal.

Contact Madrid

Use this form to make an enqui[r]
To get started, tell us who you ar[e]

I am:

from a national or regional IP office

My request concerns:

[t]echnical assistance (for e-se[...])

WIPO

Create WIPO Account

All fields marked with * are [...] re mandatory.

User information

[...]nal and NOT generic. Please provide your own **personal details** and an indivi[...]

WIPO accounts are perso[n]

Username *

[Ti]tle *

Company/Organization

Phone

Address

City *

Country *

Preferred communication language *

E-mail

Please indicate an **individual** e-mail address below. **The same e-mail address cannot be used with an**[...]

E-mail *

Confirm E-mail *

Getting organized

Consult the **Worklist** tab to view and respond to documents issued by WIPO in relation to international applications and registrations concerning your Office. The **Search** tab lets you browse all archived documents relating to your Office and to all recordings of the International Register.
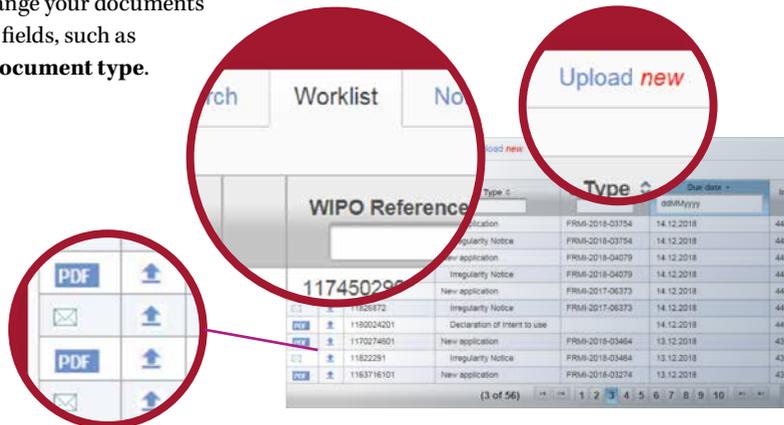
Step 1
Enter the **Worklist** tab

- The documents to which you must respond are listed by default in order of priority based on their **Due date**.
- The most recent documents will appear at the end of your worklist but can also be reordered to show the most recent one at the top of your worklist.
- You can also rearrange your documents according to other fields, such as **Holder name** or **Document type**.

Step 2
Consult, respond, upload

- Consult each document or communication sent by clicking on the PDF or envelope icon.
- Send a response to documents on your worklist by clicking on the upload button or by accessing the **Upload** tab.

Uploading a document

The **Upload new** tab lets you submit multiple new international applications, changes to existing registrations or send responses to documents detailed in your **Worklist** tab

Step 1
Start by clicking on the **Upload a document** button and choose one or more documents you want to upload.

- For each document uploaded, select the document type and enter a reference number (in most cases, this refers to an International Registration Number). The Office reference is optional and refers to an internal filing number you may wish to include.
- When accessing the upload function through the upload icon in the **Worklist** tab, the **Document type** and **Reference numbers** fields are automatically prepopulated.
- You may provide additional instructions if needed and add related documents to be linked to the transaction.
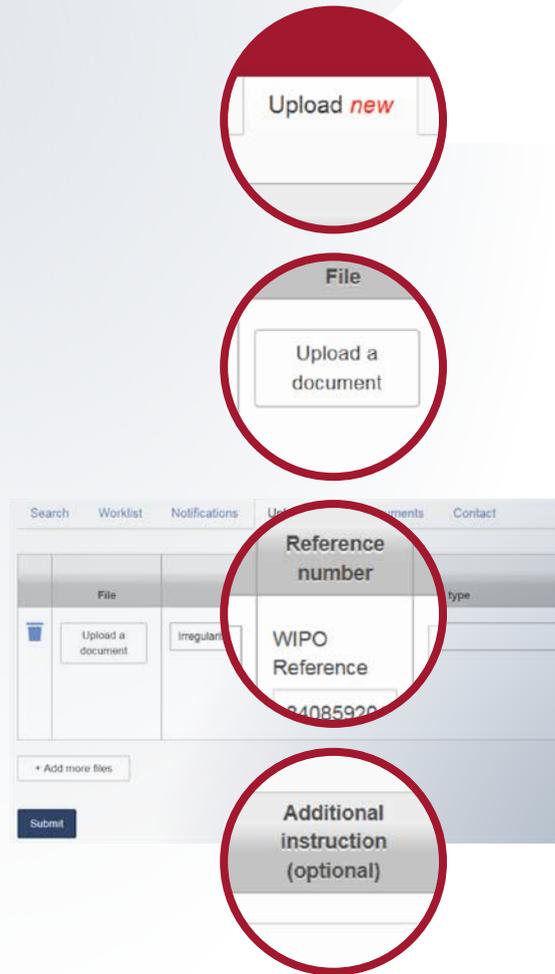
- You may add more files to submit a series of forms or documents in a single transaction. When submitting multiple documents of the same type, you can choose to apply your selection to all documents.
- When transmitting the MM2 form for a new application, you will need to upload the corresponding logo image before completing the submission. When the logo is a text, you will have to capture the text and select "build image".
- You can discard a document from your upload list by clicking on the bin icon.
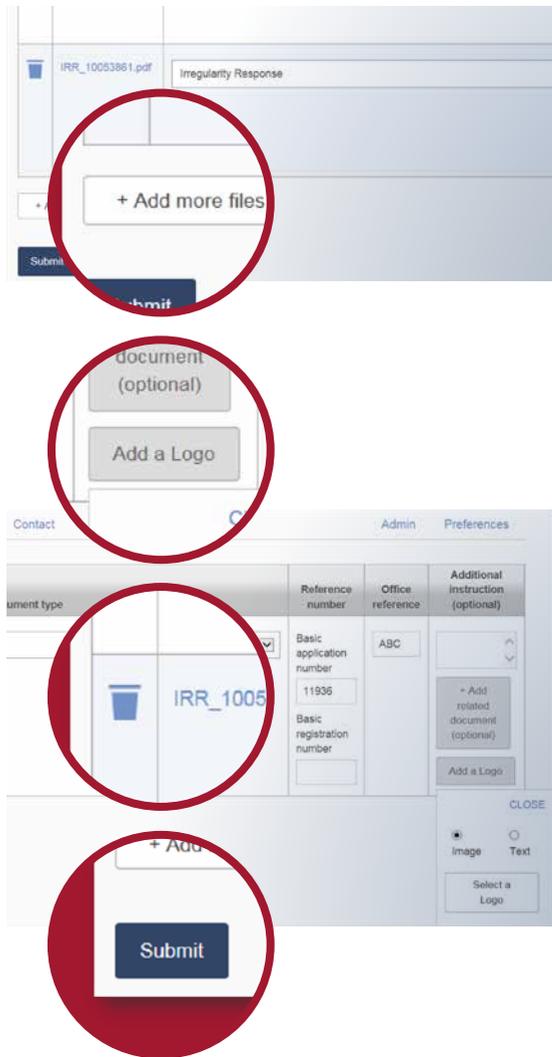
Uploading a document
continued

Step 2 – Summary
Once you **submit** your request, you will see a summary of all documents uploaded.

- You can save or print this confirmation for your records.

Step 3 – Confirmation
You will receive a confirmation email once a WIPO reference number is allocated to the files you have uploaded.

- You can also view your list of submissions by clicking on the **Documents** tab. You can use this tab as a backup of your internal systems.

Responding to designations for your Office

The **Notifications** tab lets you browse all applications where your Office has been designated.

- You can search by date range of publication of the notification of designation in the WIPO Gazette.
- You can click on the download icon to download a copy of the notification related to the application designating your Office. Send a response to these designations by clicking on the upload button or by accessing the Upload tab.

- When accessing the upload function through the upload icon in the **Notifications** tab, the **Document type** and **Reference numbers** fields are automatically prepopulated.
- When accessing the **Upload new** tab, you can upload multiple documents at a time.

Serving you better

- Use the **Preferences** tab to customize your display options.

- Get in touch with us through the **Contact** tab to send questions regarding your account or to request technical assistance.
- For other general queries, use the **Contact Madrid** service to ensure fastest response times.

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