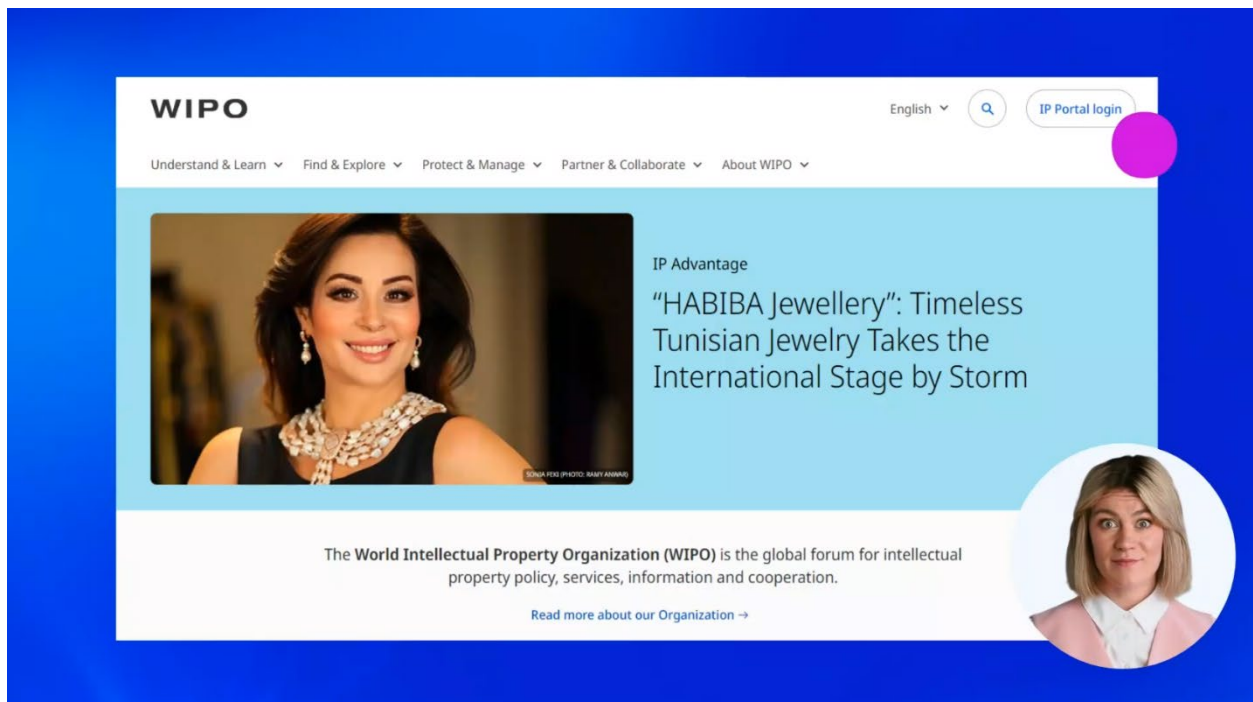


ANNUAL CONTRIBUTIONS: WIDGET OVERVIEW

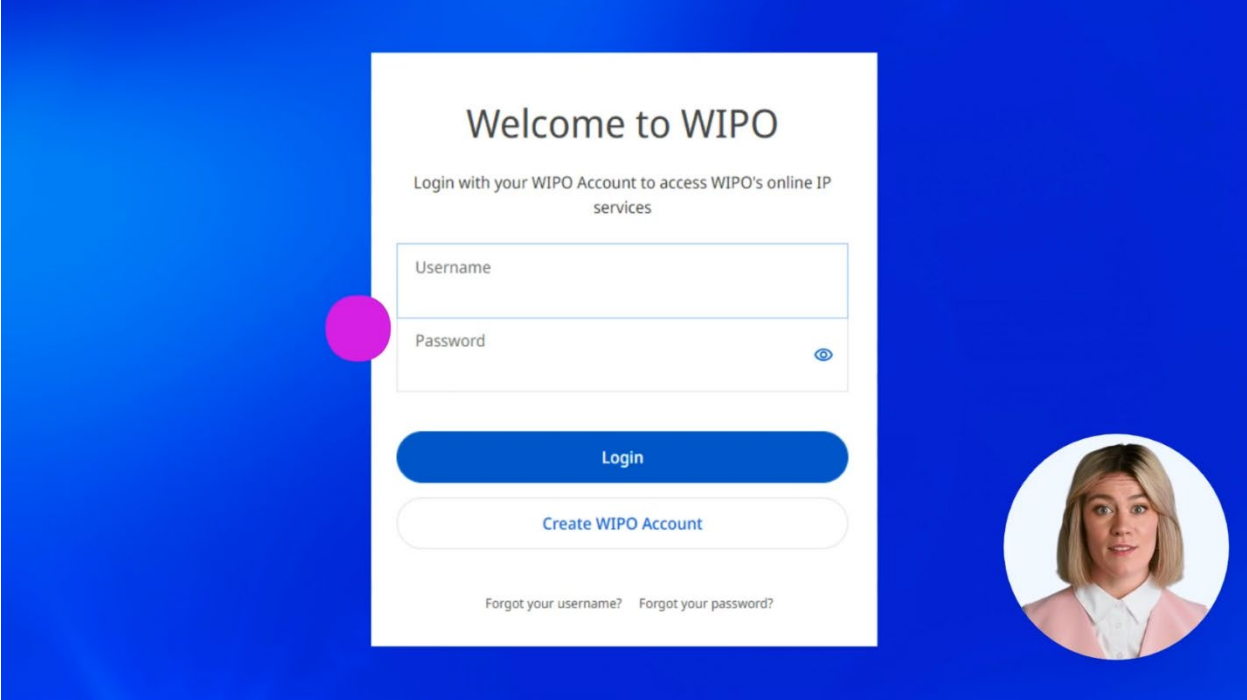
Hello! Welcome to our tutorial.

In this video you will learn how to use the "Annual Contributions" widget.

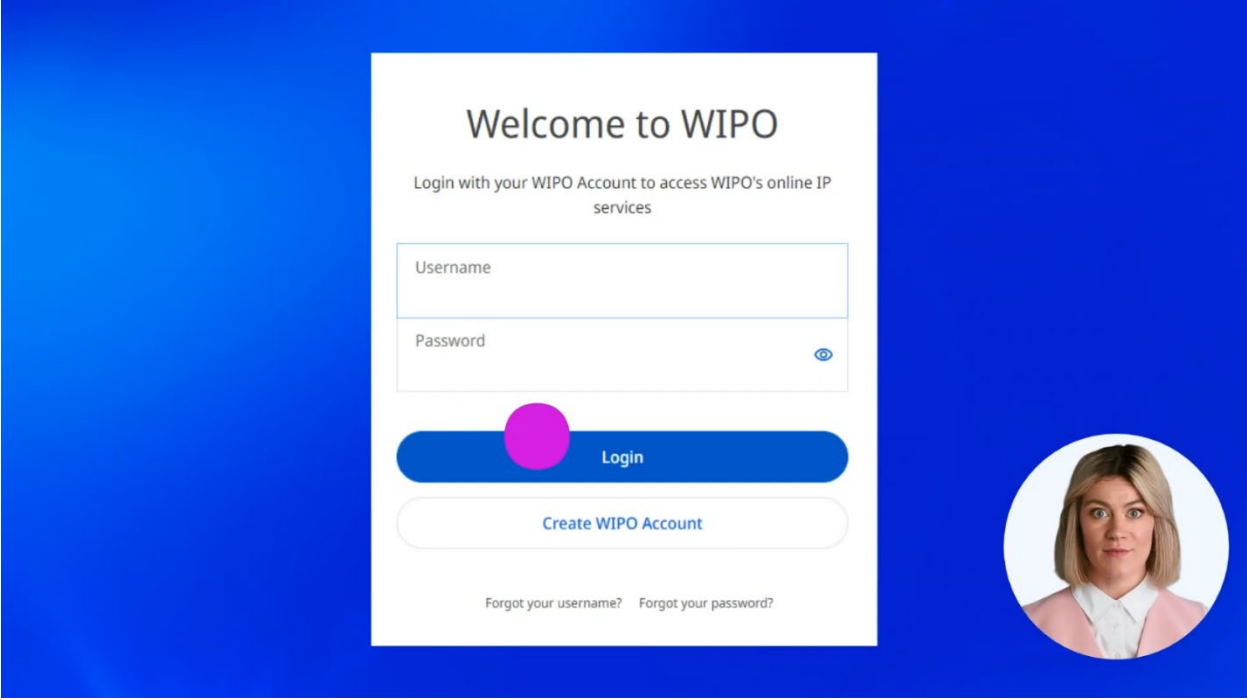
First of all, access your IP Portal Dashboard. Click on "IP Portal login" in the upper right corner.



Enter your WIPO Account username and password.



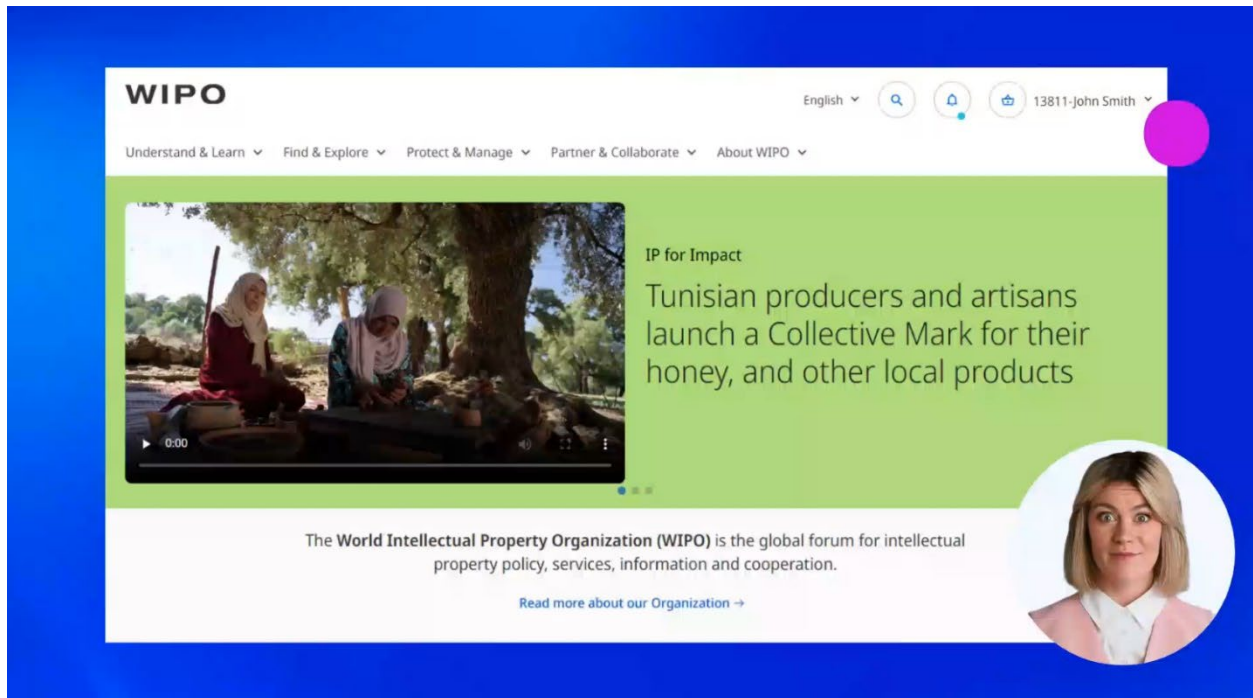
Then click on "Login".



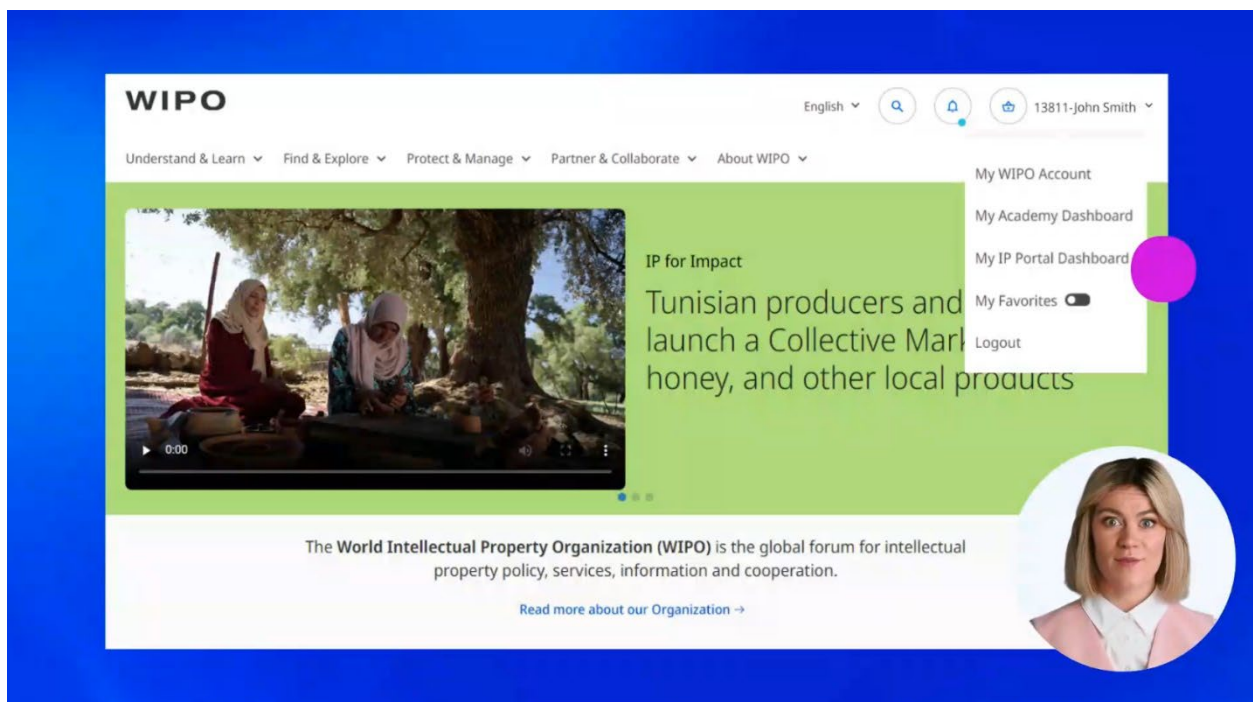
Now you are logged in to your WIPO Account.

When your WIPO Account and the IP Portal are paired, you will see the Customer ID of your IP Office and your name in the upper right corner.

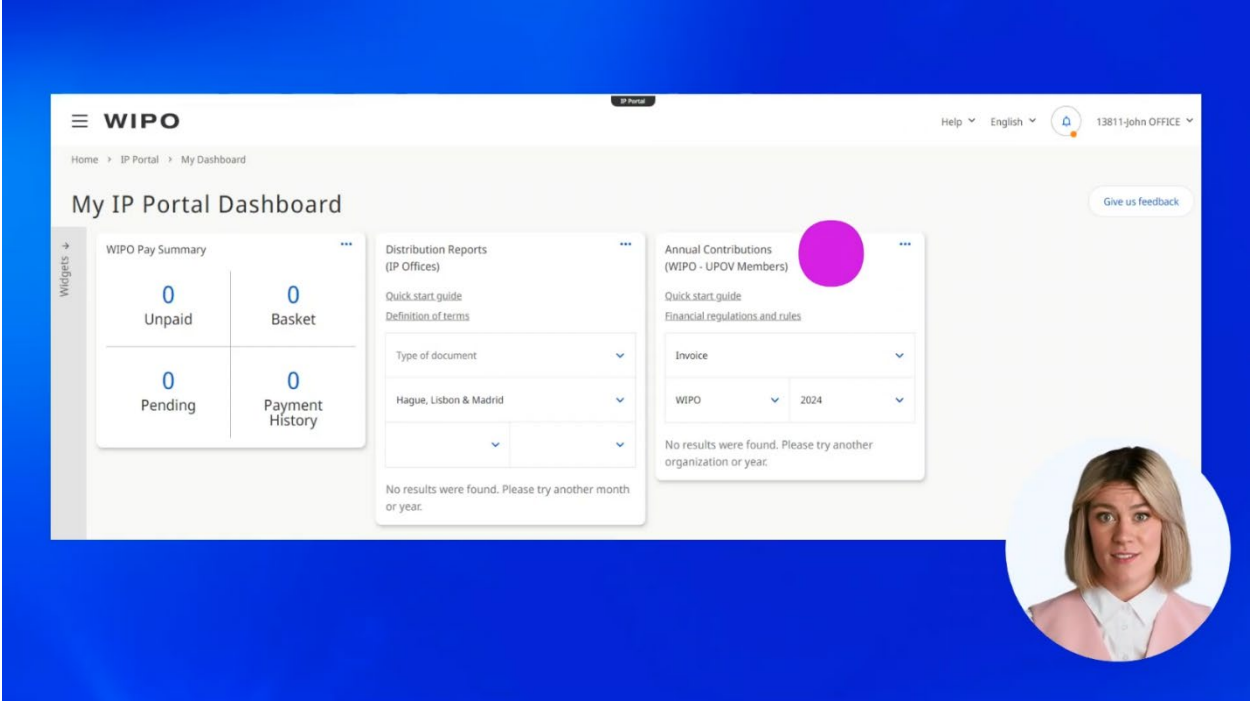
If you haven't still paired them, please watch our previous tutorial on this subject.
Now click on your name in the upper right corner.



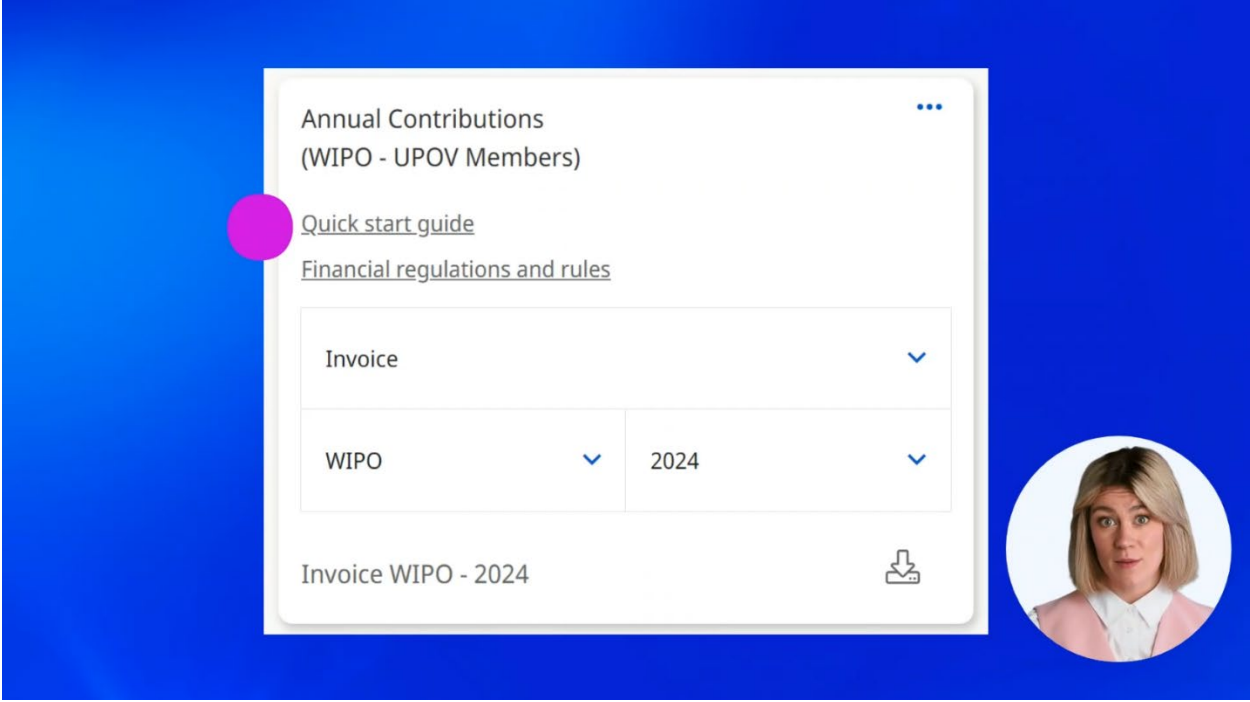
A menu will open. Select "My IP Portal Dashboard" from the list.



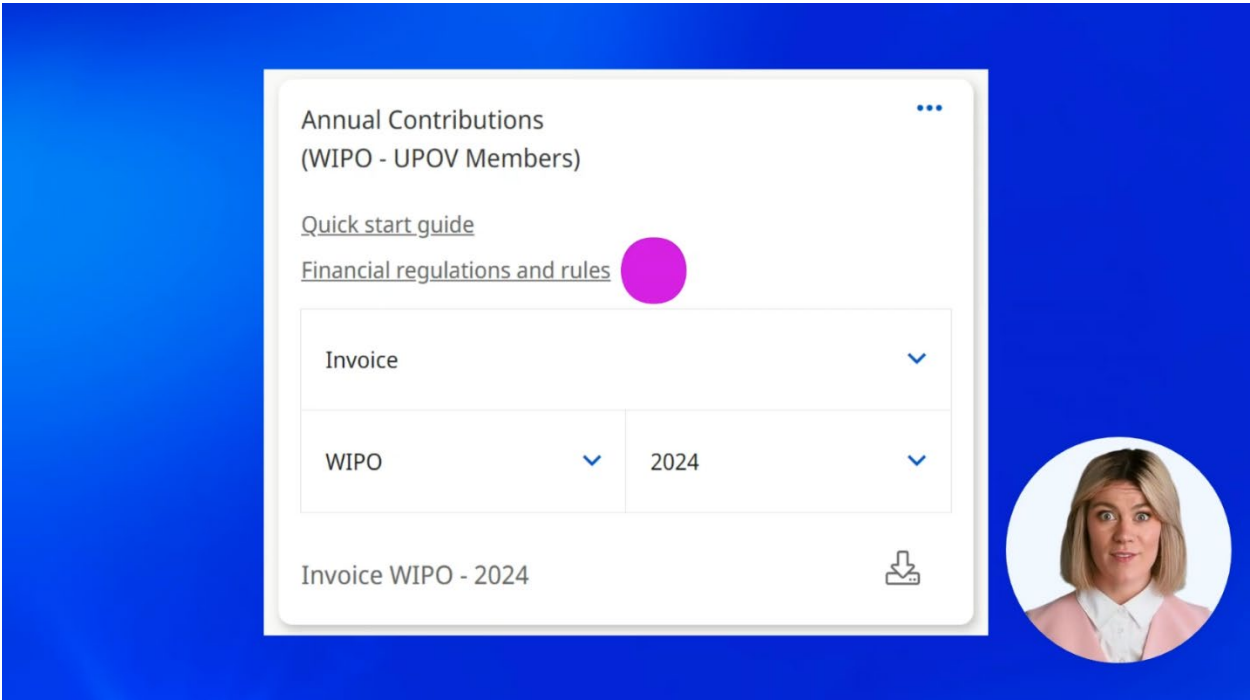
Find the widget "Annual Contributions". The widget contains some useful information we recommend to read before starting using it.



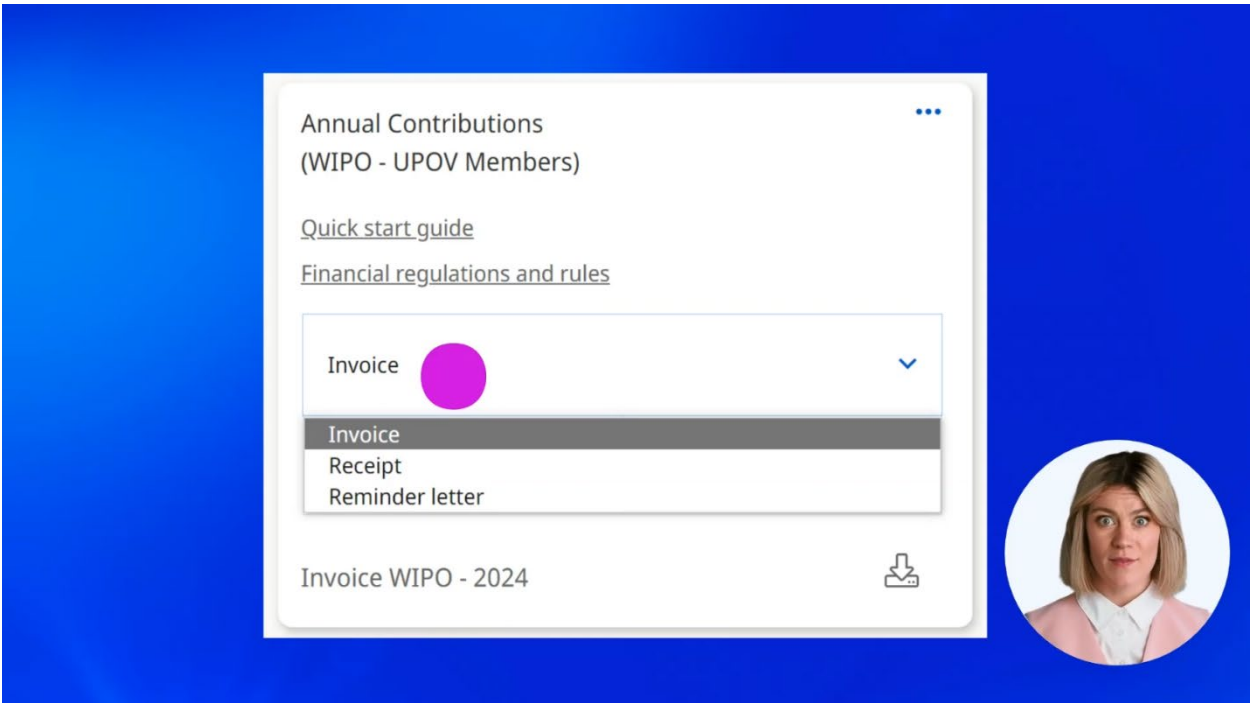
"Quick start guide" is a practical manual that can answer your questions about report data and presentation formats.



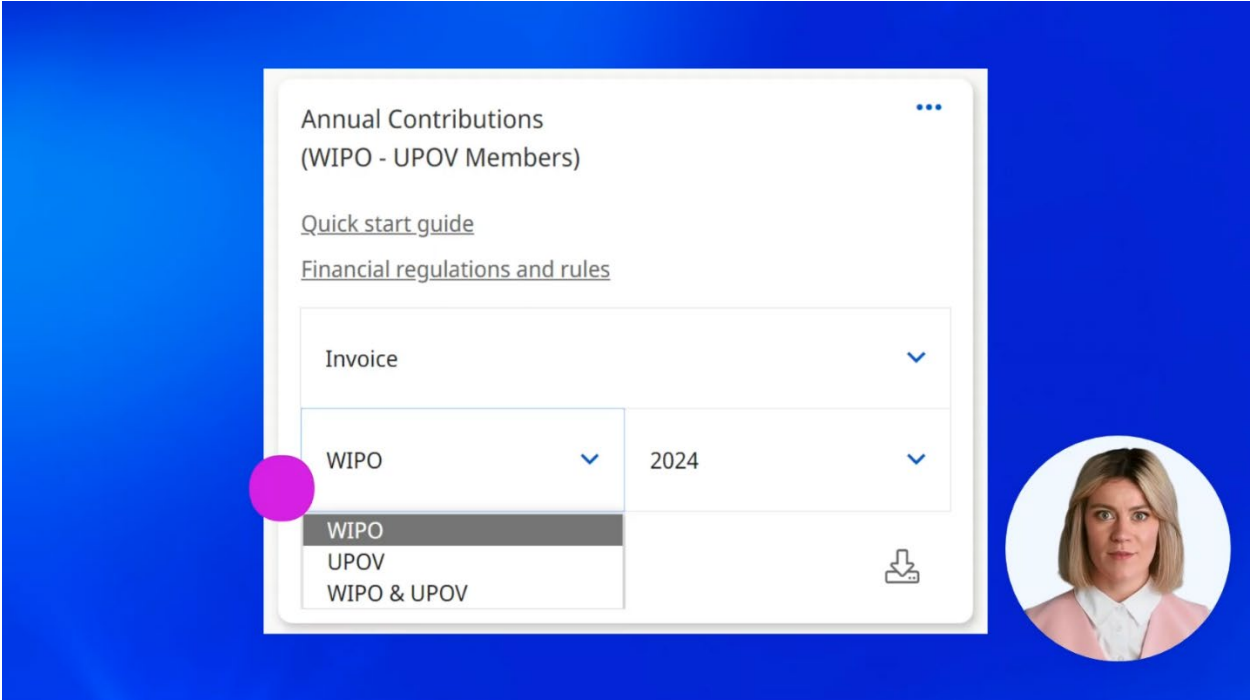
"Financial regulations and rules" contains the regulations and rules of WIPO and UPOV.



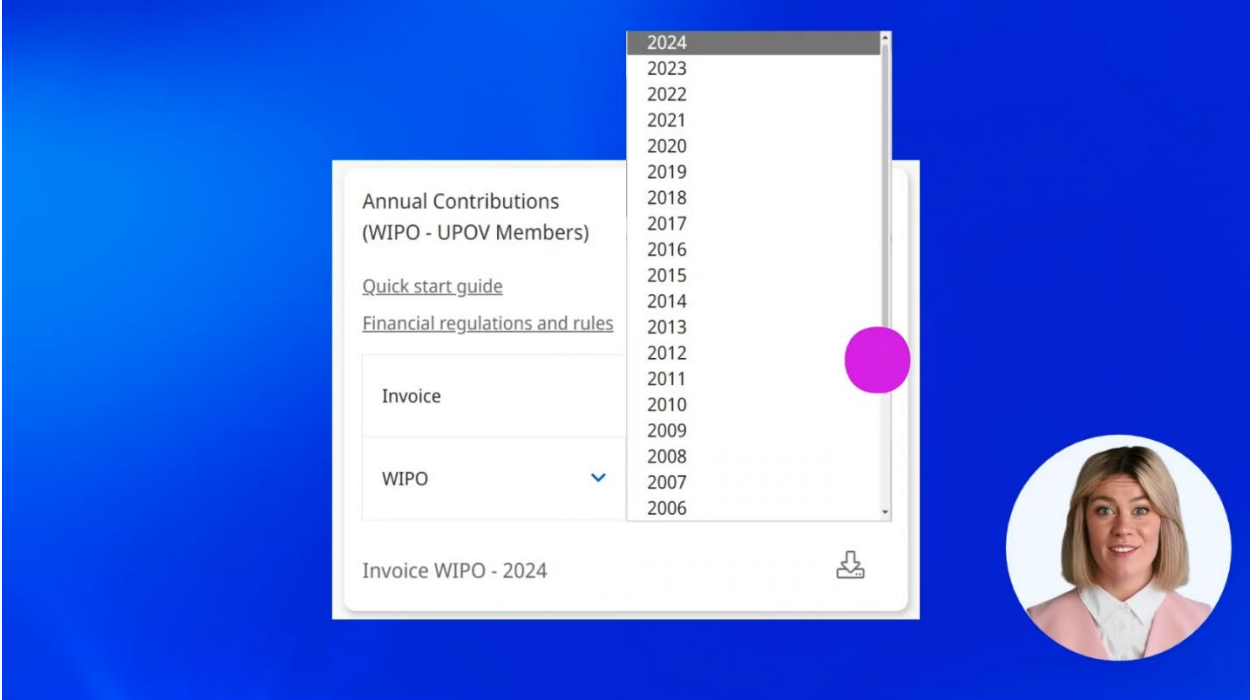
Click on "Invoice" to open the menu and select from the list the document of your interest that can be an invoice, a receipt, or a reminder letter.



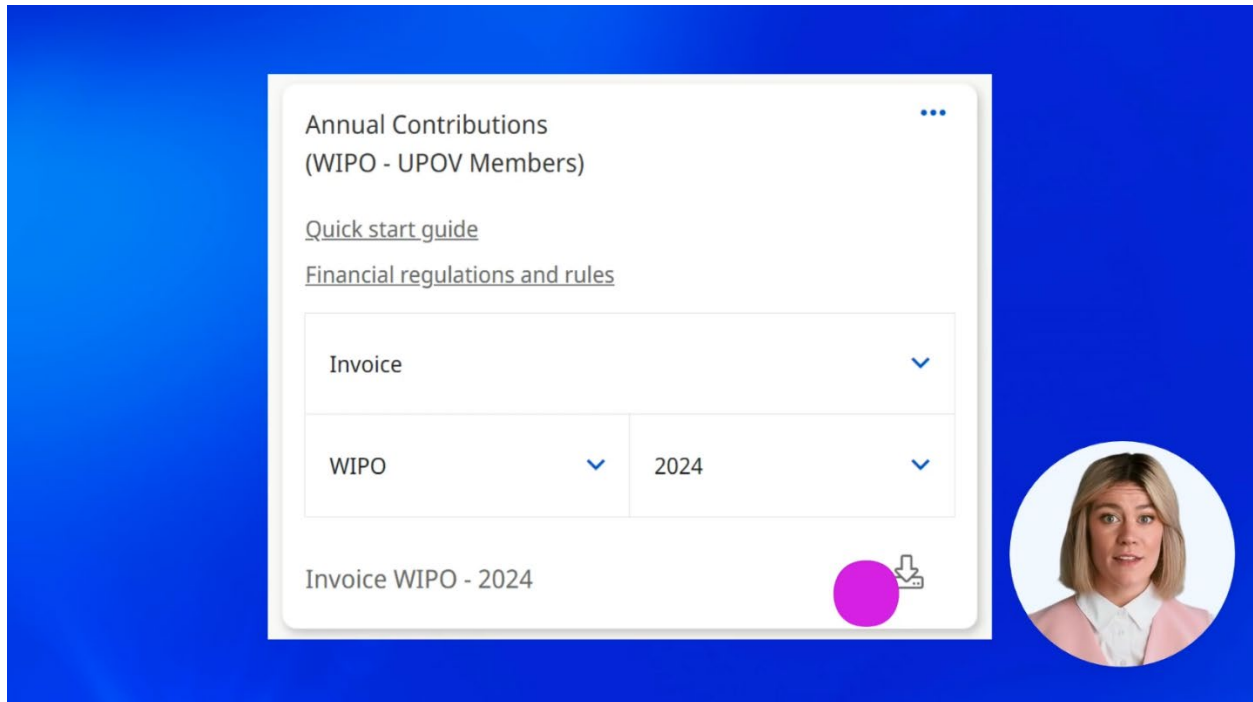
Then select the organization: WIPO, UPOV, or both.



And finally choose a year. Note that data about contributions are available on an annual basis.

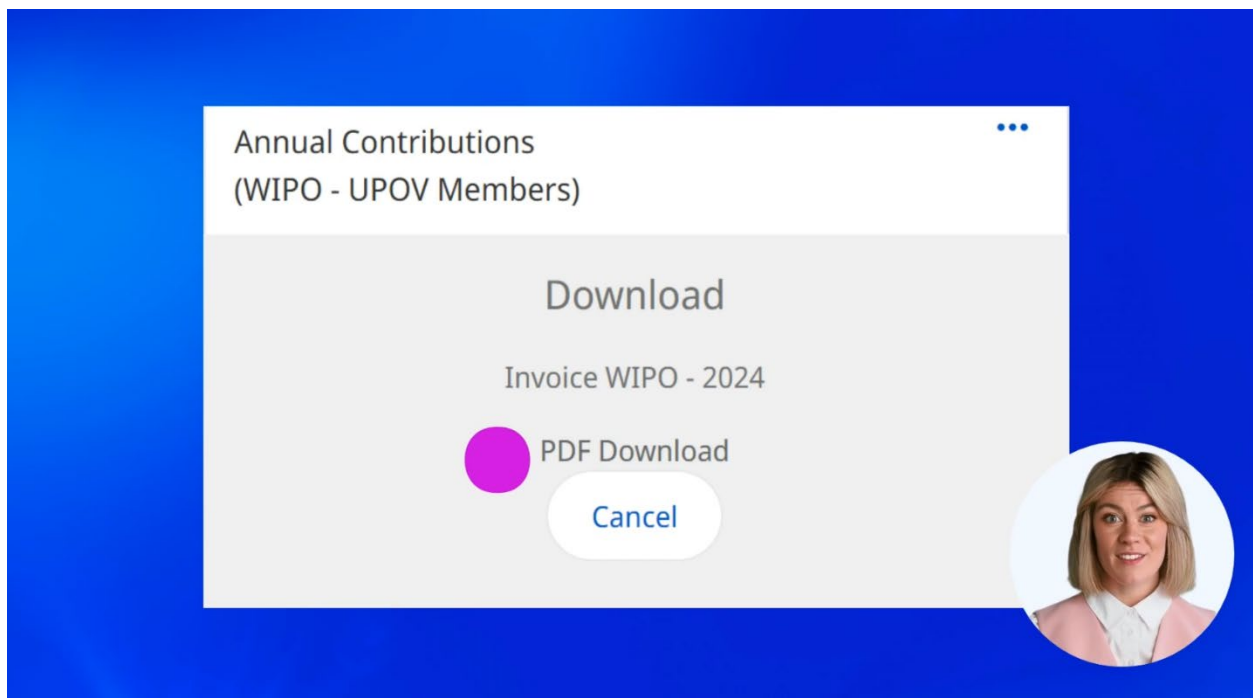


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You can find more videos on our website - wipo.int.

Finally, we remind you to **be aware of possible scam attempts** by phone, email, or text message. You can learn more about how to protect your IP Office and yourself from different types of scams on the dedicated webpage on our website.

Thank you for watching our tutorial. We are looking forward to seeing you again at our next tutorial.