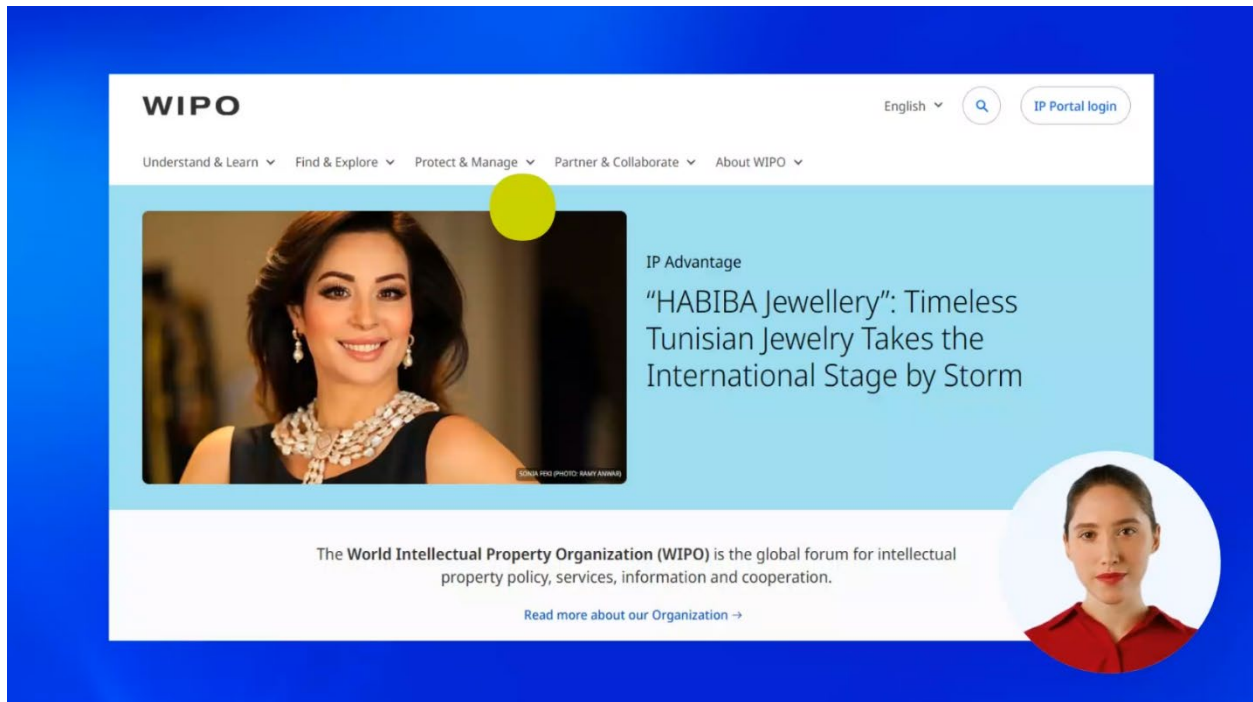


CURRENT ACCOUNT AT WIPO: UNDERSTANDING THE STATEMENTS

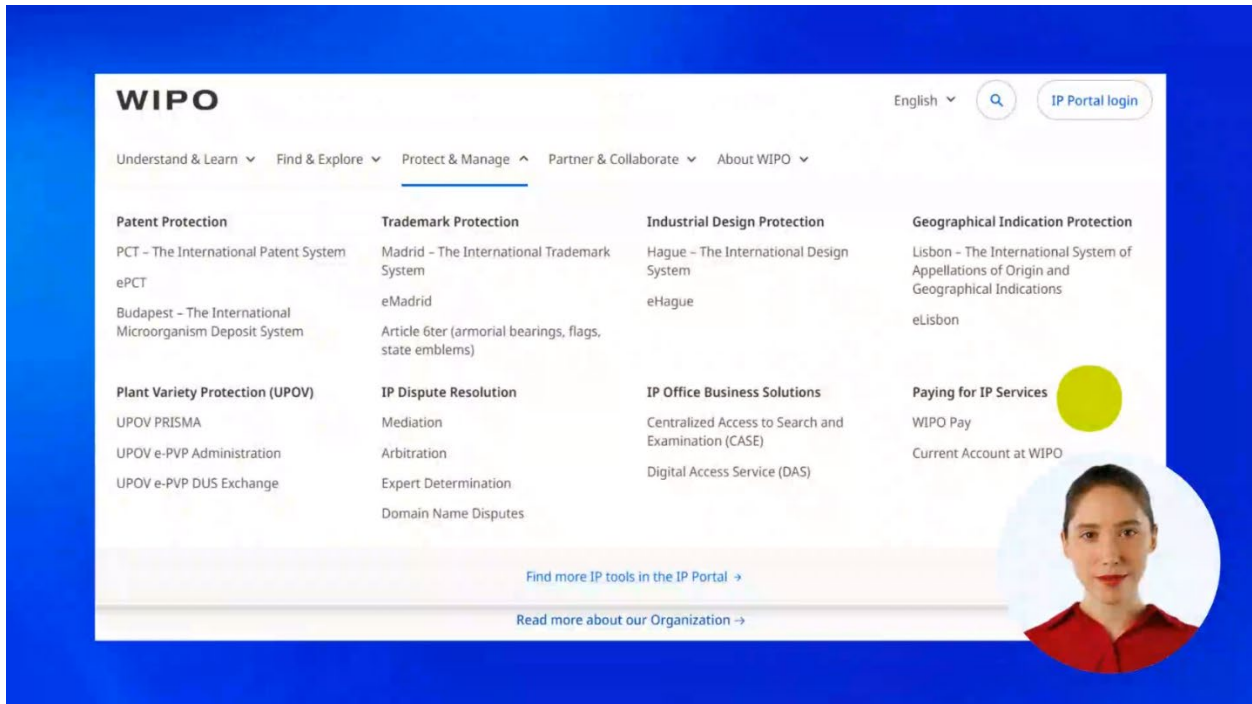
Hey there! Welcome to our tutorial.

In this video you will learn how to download and understand your Current Account at WIPO statements.

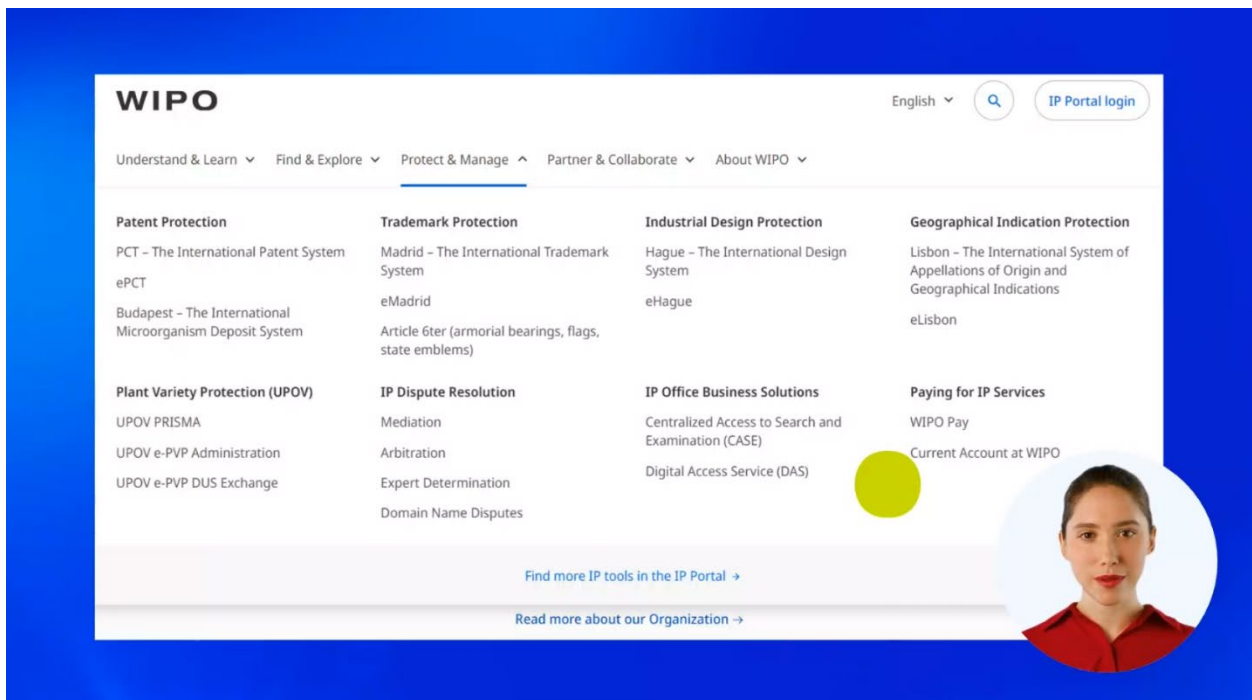
Let's access your Current Account at WIPO. Go to "Protect and Manage".



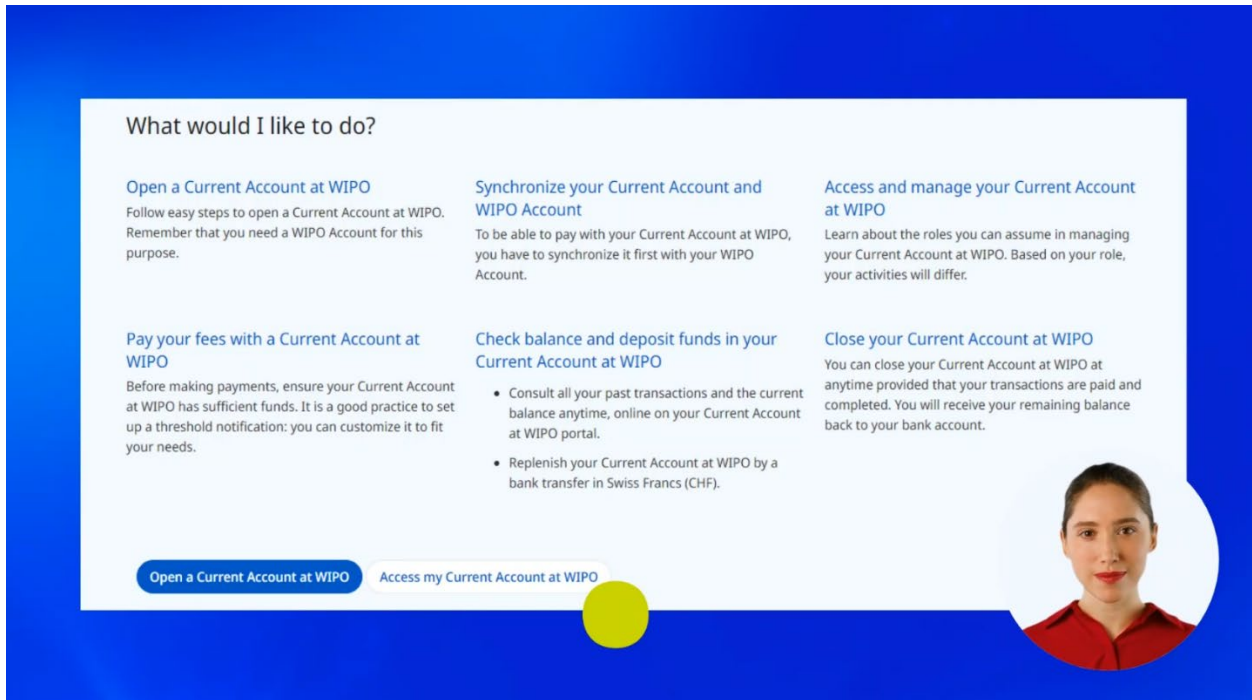
Find the menu title "Paying for IP Services".



Click on "Current Account at WIPO".



Scroll down the page and click on "Access my Current Account at WIPO".



What would I like to do?

Open a Current Account at WIPO
Follow easy steps to open a Current Account at WIPO. Remember that you need a WIPO Account for this purpose.

Synchronize your Current Account and WIPO Account
To be able to pay with your Current Account at WIPO, you have to synchronize it first with your WIPO Account.

Access and manage your Current Account at WIPO
Learn about the roles you can assume in managing your Current Account at WIPO. Based on your role, your activities will differ.


Pay your fees with a Current Account at WIPO
Before making payments, ensure your Current Account at WIPO has sufficient funds. It is a good practice to set up a threshold notification: you can customize it to fit your needs.

Check balance and deposit funds in your Current Account at WIPO

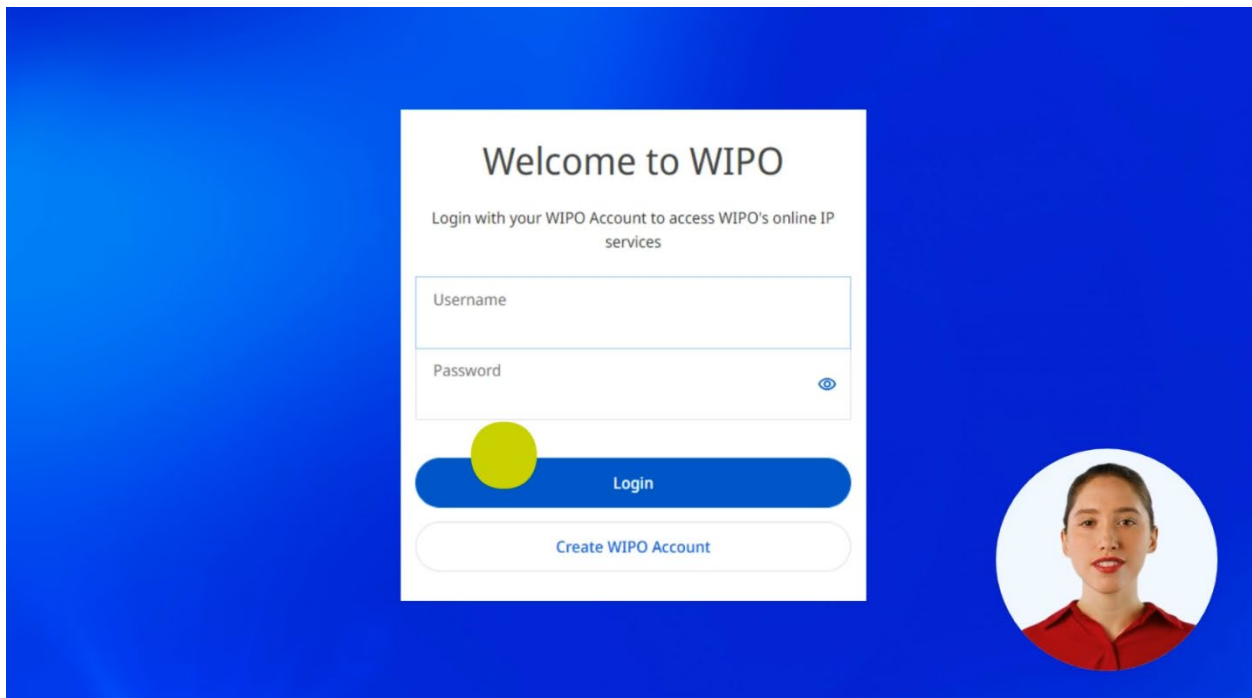
- Consult all your past transactions and the current balance anytime, online on your Current Account at WIPO portal.
- Replenish your Current Account at WIPO by a bank transfer in Swiss Francs (CHF).

Close your Current Account at WIPO
You can close your Current Account at WIPO at anytime provided that your transactions are paid and completed. You will receive your remaining balance back to your bank account.

[Open a Current Account at WIPO](#) [Access my Current Account at WIPO](#)




You will be asked to log in to your WIPO Account.



Welcome to WIPO


Login with your WIPO Account to access WIPO's online IP services

Username

Password 

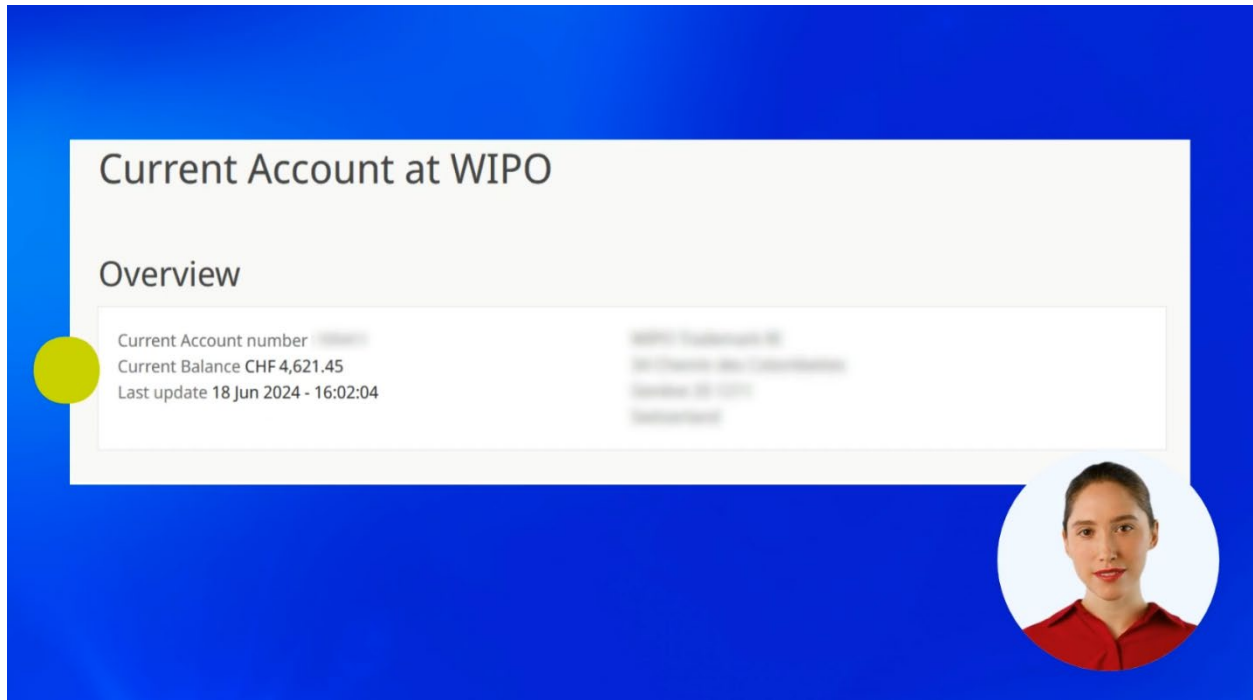
[Login](#)

[Create WIPO Account](#)



When your WIPO Account and Current Account at WIPO are synchronized, you will see your Current Account at WIPO information in the Overview section of your financial account.

If the two accounts are still not synchronized, please check one of our previous tutorials on this topic.



Under the Overview section you will find all the information about your transactions.


You can use filters to find the transactions you are interested in.

Transactions

Search / Filter

Group transactions by month

Date ▾	Balance in CHF ◊
<u>June 2024</u>	4,621.45
May 2024	4,471.45
<u>April 2024</u>	4,471.45
March 2024	5,555.45



You can select a specific time period. Let's say you are interested to see all the transactions for the last three weeks. Select the dates

Transactions

Search / Filter

Date from: 01/06/2024 Date to: 20/06/2024


Jun 2024

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

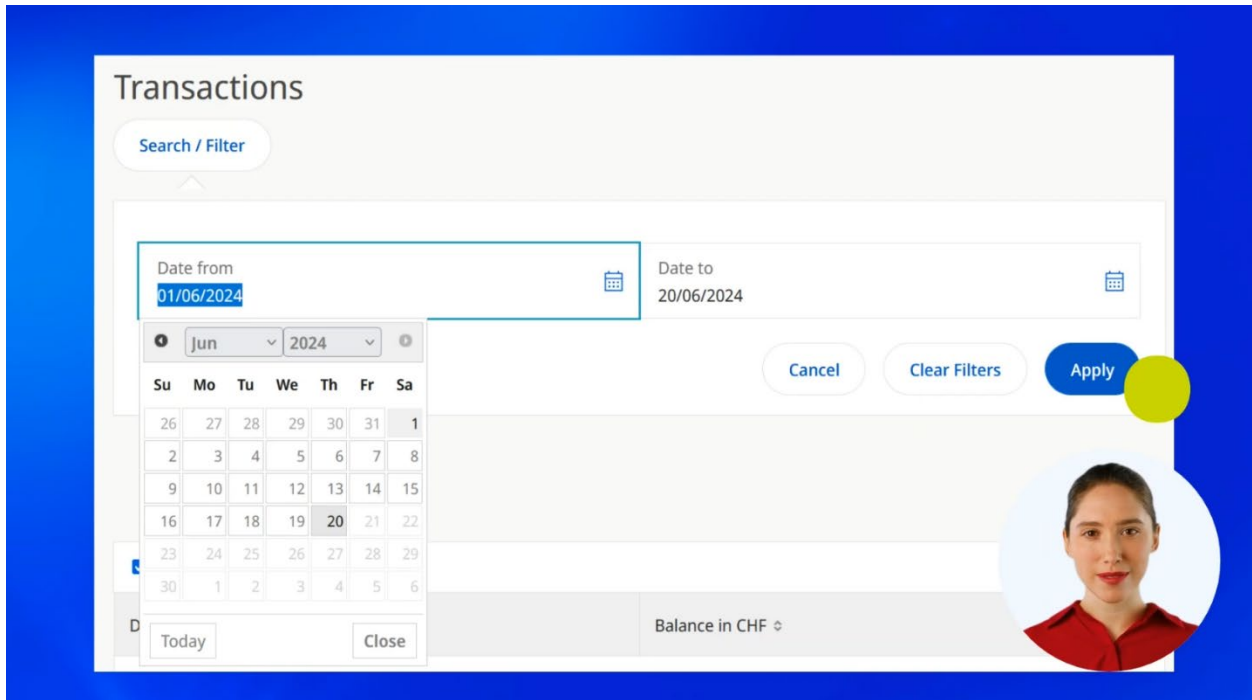
Today Close

Balance in CHF ◊

Cancel Clear Filters Apply

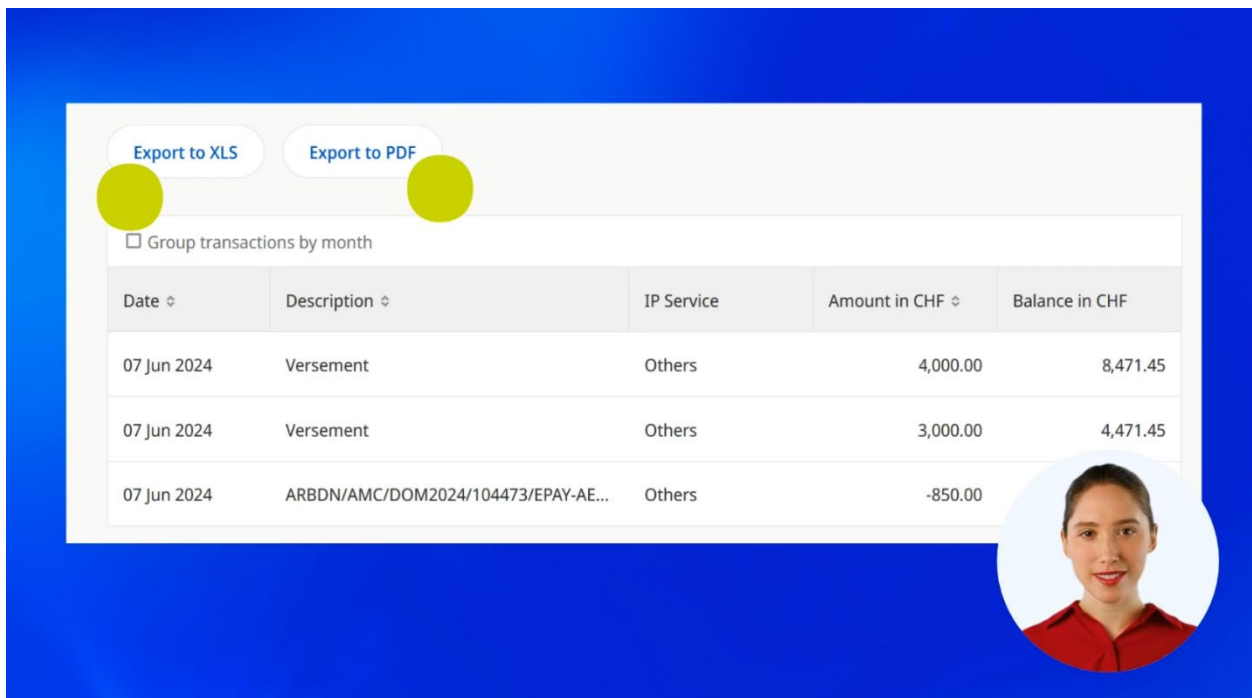


and click on "Apply".

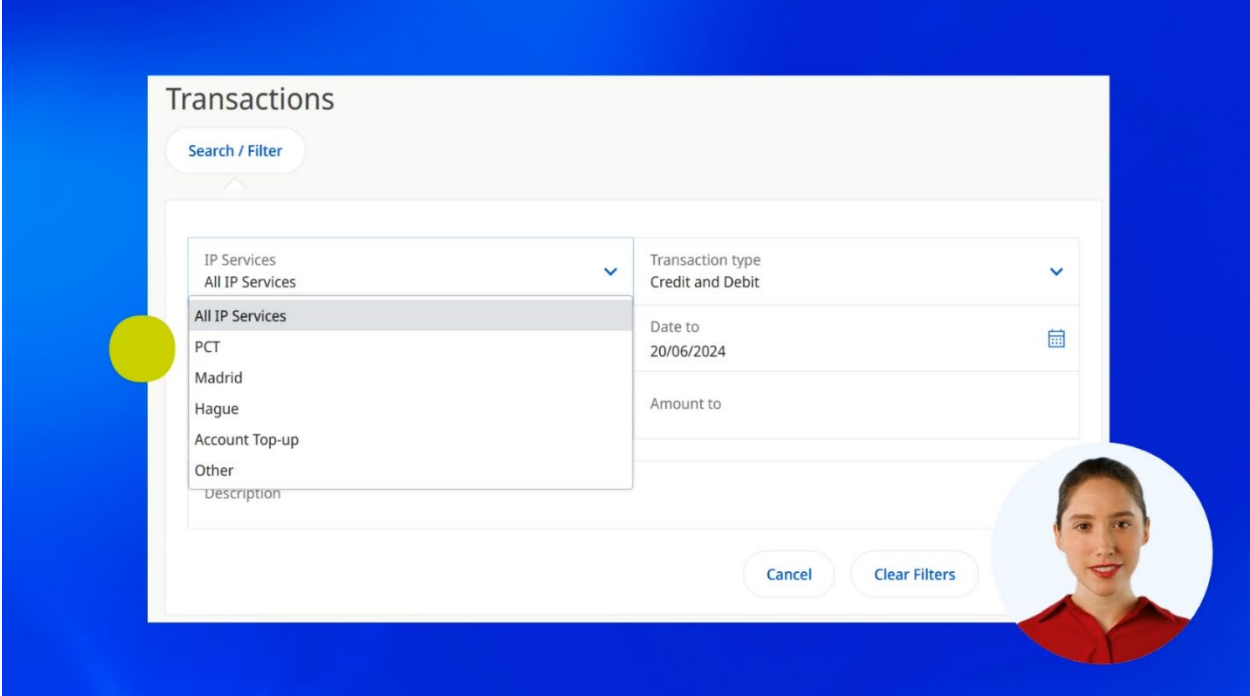


After applying the filter, you can see that during the selected period only three transactions were made: two replenishments, called "versements", and one payment.

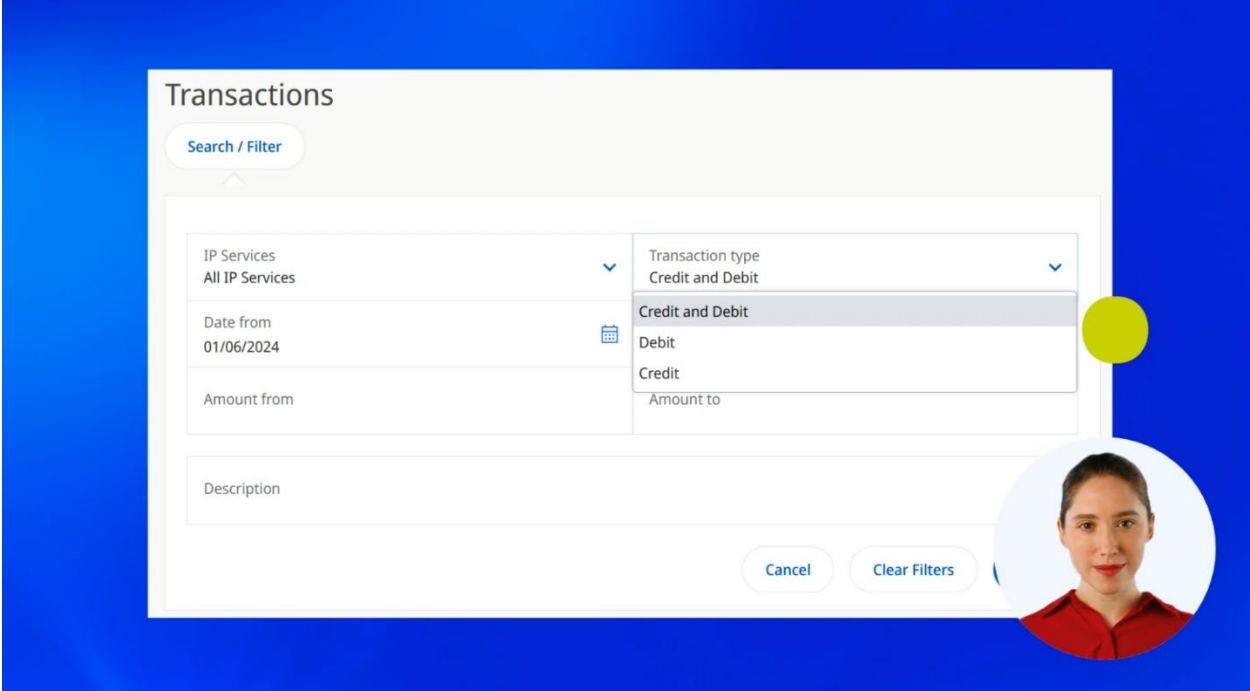
You can export the results in two formats for your business usage: in PDF or in XLS.



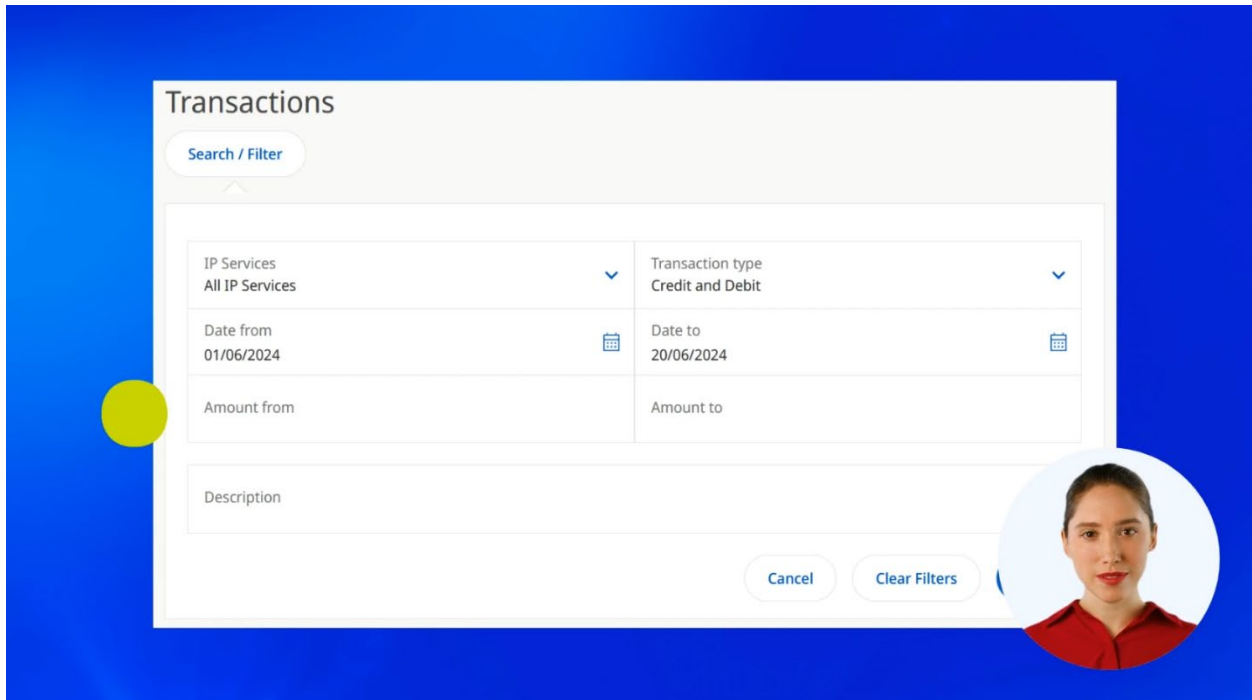
After selecting the time period, you can apply more filters by selecting a specific IP Service,



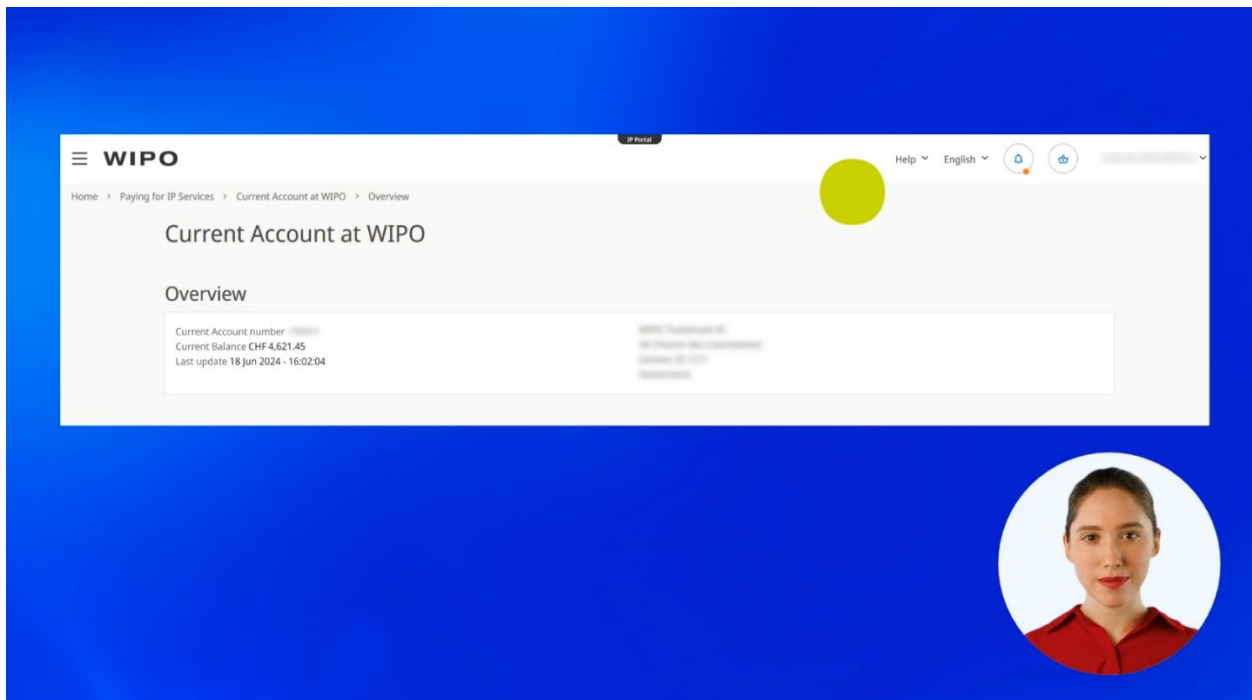
by selecting a specific transaction type,



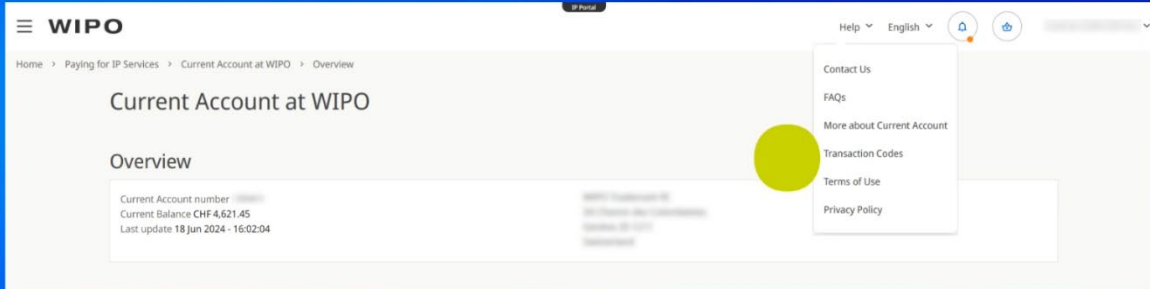
or by selecting a specific amount range.



Consult the list of transaction codes by clicking on "Help"



and then by selecting "Transaction Codes" in the menu.





The screenshot shows the WIPO website interface. The breadcrumb trail is: Home > Paying for IP Services > Current Account at WIPO > Overview. The page title is "Current Account at WIPO". Under the "Overview" section, the following information is displayed:

- Current Account number: [redacted]
- Current Balance CHF 4,621.45
- Last update 18 Jun 2024 - 16:02:04

A dropdown menu is open, showing the following options:

- Contact Us
- FAQs
- More about Current Account
- Transaction Codes
- Terms of Use
- Privacy Policy




The screenshot shows the "Transaction Codes" page. It is divided into two sections: "Madrid System" and "Hague System".

Madrid System

CE	Request for continuation of effects
CP	Partial cessation
CPR	Request for continued processing
DR	Division of an international registration
EE	Renewal (Rule 40.3)
EN	International application
EX	Subsequent designation
LI	Request for limitation
LLC	Request for amendment of the recording of a license
MT	Request for change in name and/or address of Holder
NLC	Request for recording of a license
NT	Second part of individual fee (Brazil, Cuba and Japan only)
OB	EU conversion (subsequent designation resulting from conversion of EU designation)
RC	Complementary renewal
RE	Renewal
RI	Correction
TR	Request for change in ownership

Hague System

D60/O34/DEN	Registration
DRE	Renewal
DPR	Prorogation
DTR/DMT	Various modifications



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

Finally, a reminder to **be aware of possible scam attempts** by phone, email, or text message. You can learn more about how to protect yourself from different types of scams on the dedicated webpage on our website.

Thank you for watching our tutorial. See you next time!