IP PORTAL: PAIRING WITH A WIPO ACCOUNT

Hello! Welcome to our first tutorial for IP Offices.

This video will explain how to pair your personal WIPO Account with the IP Portal to be able to use the widgets.

First of all, login to your WIPO Account. Click on "IP Portal login" in the upper right corner.



Enter your WIPO Account username and password.

Welcome to WIPO	
Login with your WIPO Account to access WIPO's onl services	ine IP
Username	
Password	•
Login	
Create WIPO Account	
Forgot your username? Forgot your password?	

Then click on "Login".

Welcome to WIPO	
Login with your WIPO Account to access WIPO's online IP services	
Username	
Password	
Login	
Create WIPO Account	
Forgot your username? Forgot your password?	

When you are logged in to your WIPO Account, you will see your name in the upper right corner. Click there.



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



This is your IP Portal Dashboard where all the widgets are.

You can find the list of widgets by clicking on "Widgets" on the left side of the page.

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Then click on "Payments"

Widgets <u>Clear Dashboard</u>	PATENTSCOPE		Global Brand Database		Global Design Database	
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and check the boxes "Distribution Reports" and "Annual Contributions".

The widgets are now on your dashboard.

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Now you have to pair your WIPO Account and the IP Portal Dashboard to be able to use the widgets. Click on the "Pair" buttons to proceed.

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For both of the widgets pairing works in the same way.

Enter your Office Customer ID and the Access Code. The office Customer ID is a 5 or 6 digits number. The Access Code is a password that contains both numerical characters and letters. You can obtain your Office Customer ID and the Access Code by contacting our <u>Finance Infoline</u>.

The Office Customer ID and the Access Code are the same for all the colleagues in your IP Office.

Please enter your Office Customer ID and Access Code	provided by WIPO and Submit.			
Office Customer ID 00000				
Access Code				
How does it work?				
Your Office was provided with a unique Access Code and is rec Since you are authenticated, by providing information restricted	orded at WIPO with a unique Customer ID. ed to your Office. we can create a link between your WIPO	D Account and your Office. This will enable you to	access the financial documents related to your Offic	e, when you are authenticated.
				Reset

Click on "Submit".

Please enter your Office Customer ID and Acc	:ess Code provided by WIPO and Submit.		
Office Customer ID 00000			
Access Code			
How does it work?			
You are logged in with your WIPO Account			
Your Office was provided with a unique Access Code Since you are authenticated, by providing informati	le and is recorded at WIPO with a unique Customer ID. ion restricted to your Office, we can create a link between your WIPO A	ount and your Office. This will enable you to access the final	icial documents related to your Office, when you are authenticated.
Your Office was provided with a unique Access Cod Since you are authenticated, by providing informati	le and is recorded at WIPO with a unique Customer ID. ion restricted to your Office, we can create a link between your WIPO J	ount and your Office. This will enable you to access the fina	cial documents related to your Office, when you are authenticated. Reset
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Your Office was provided with a unique Access Cod Since you are authenticated, by providing informat	le and is recorded at WIPO with a unique Customer ID.	ount and your Office. This will enable you to access the fina	cial documents related to your Office, when you are authenticated. Reset Submit

Once your WIPO Account and IP Dashboard are paired, you will have the whole view of the widgets on your dashboard

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and you will see the Customer ID of your IP Office and your name in the upper right corner.

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Widgets &	IPO Pay Summary O Unpaid	 O Basket	Distribution Reports (IP Offices) Quick start guide Definition of terms		Annual Contri (WIPO - UPOV <u>Quick start guid</u> Financial regula	butions Members) e tions and ru	lles			
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			No results were found. Please to or year.	ry another month	No results were organization of the second s	re found. P or year.	lease try anothe	r		

If you face any problems in accessing the widgets and the content after the pairing has been done, please contact WIPO's <u>Finance Infoline</u>.

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.