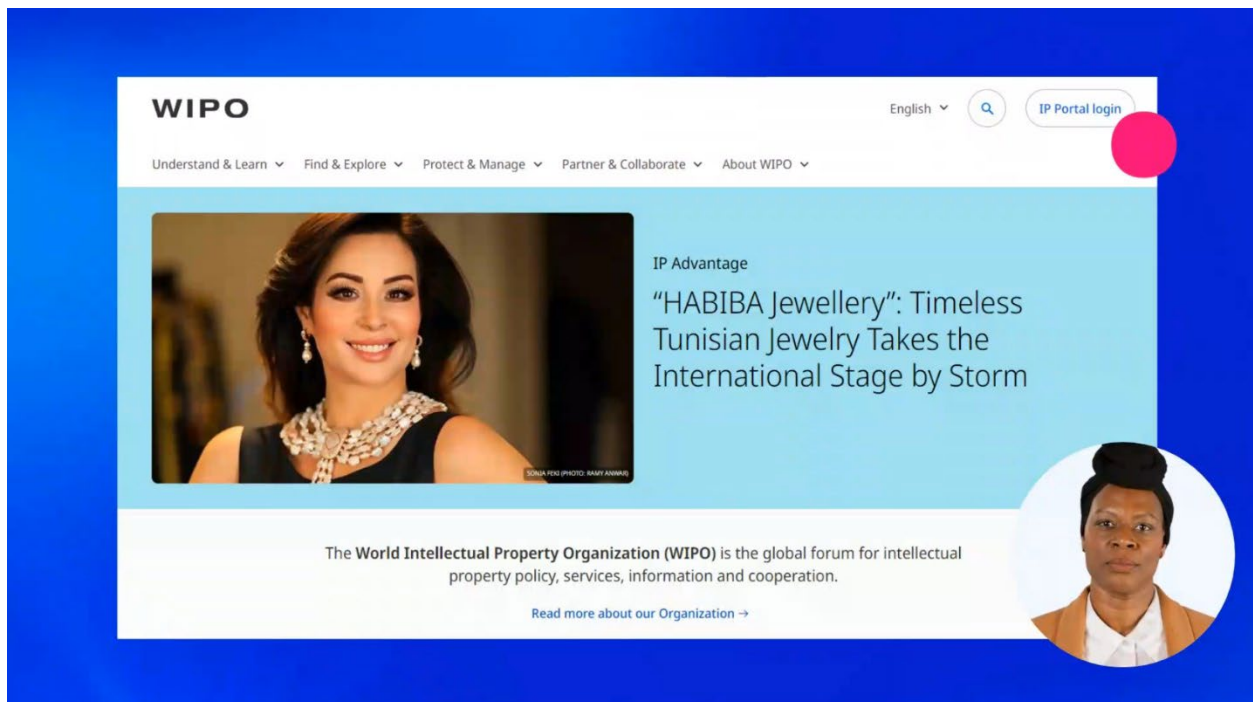


IP PORTAL: PAIRING WITH A WIPO ACCOUNT

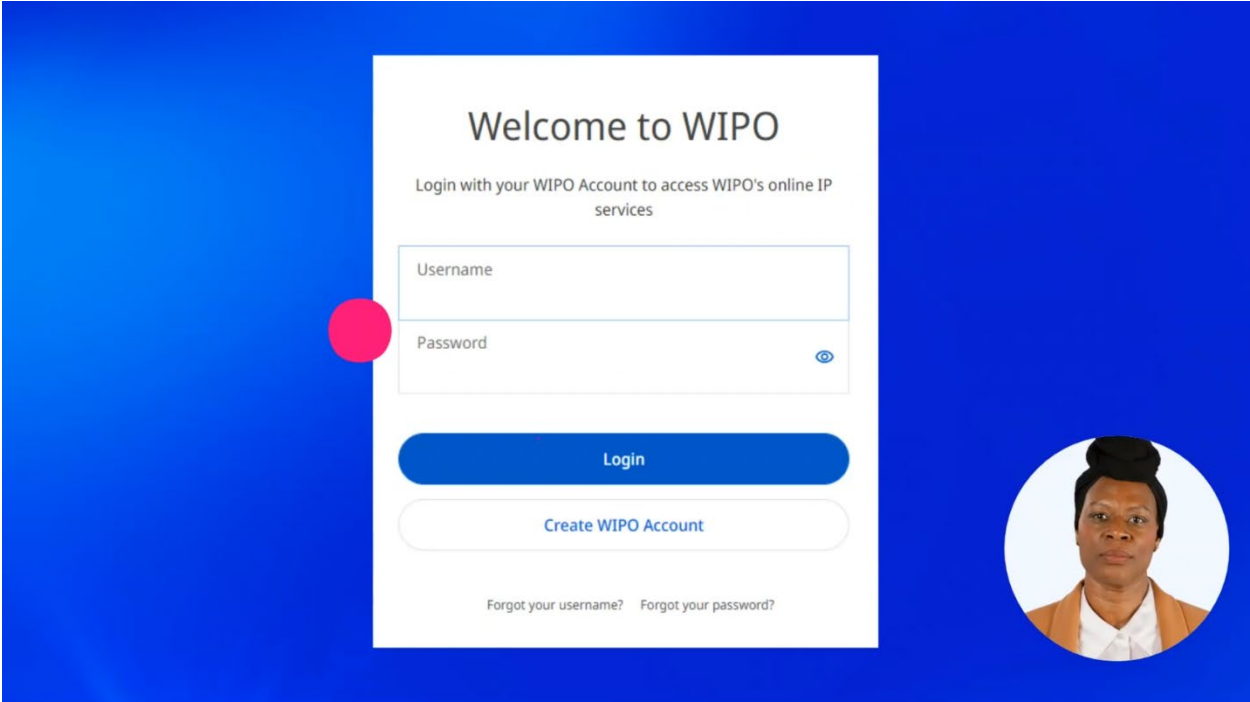
Hello! Welcome to our first tutorial for IP Offices.

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

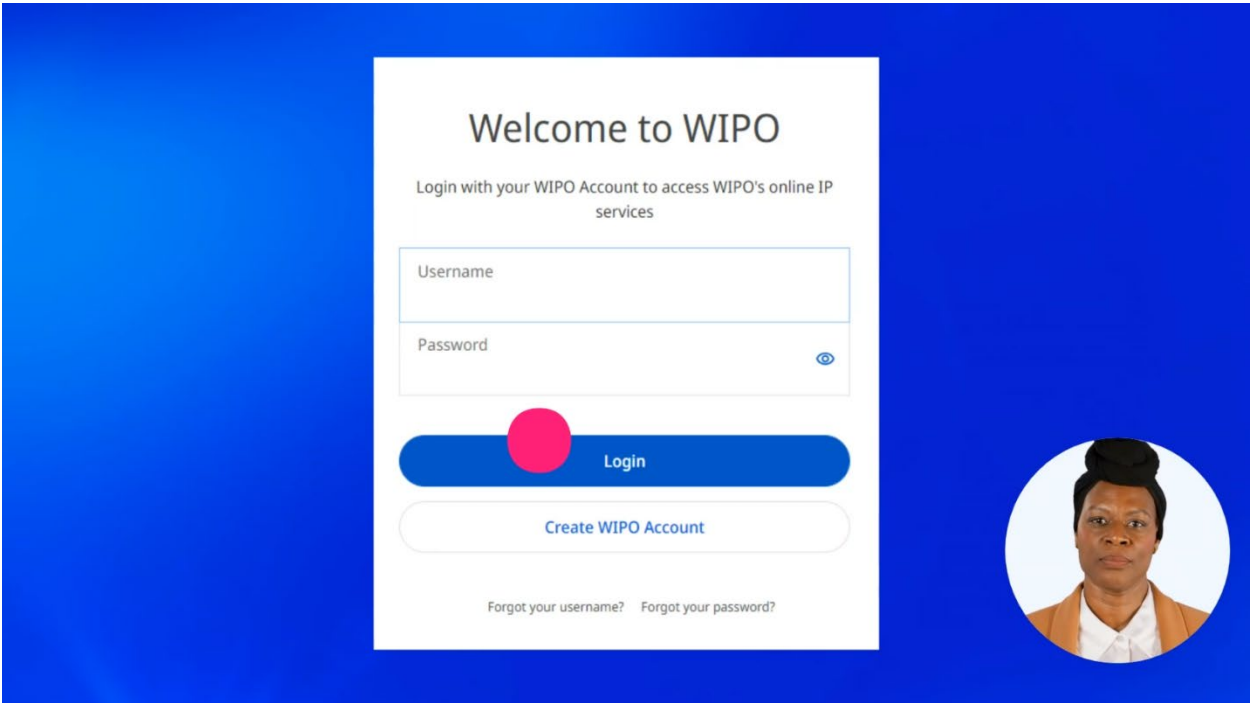
First of all, login to your WIPO Account. Click on "IP Portal login" in the upper right corner.



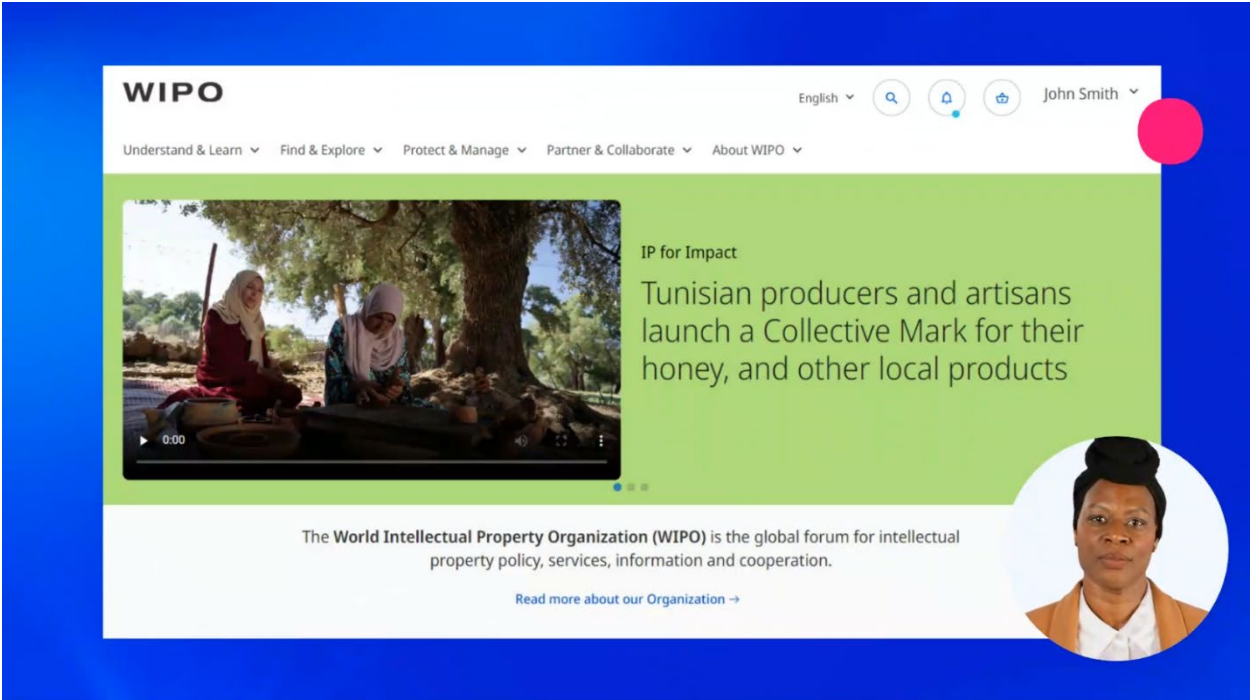
Enter your WIPO Account username and password.



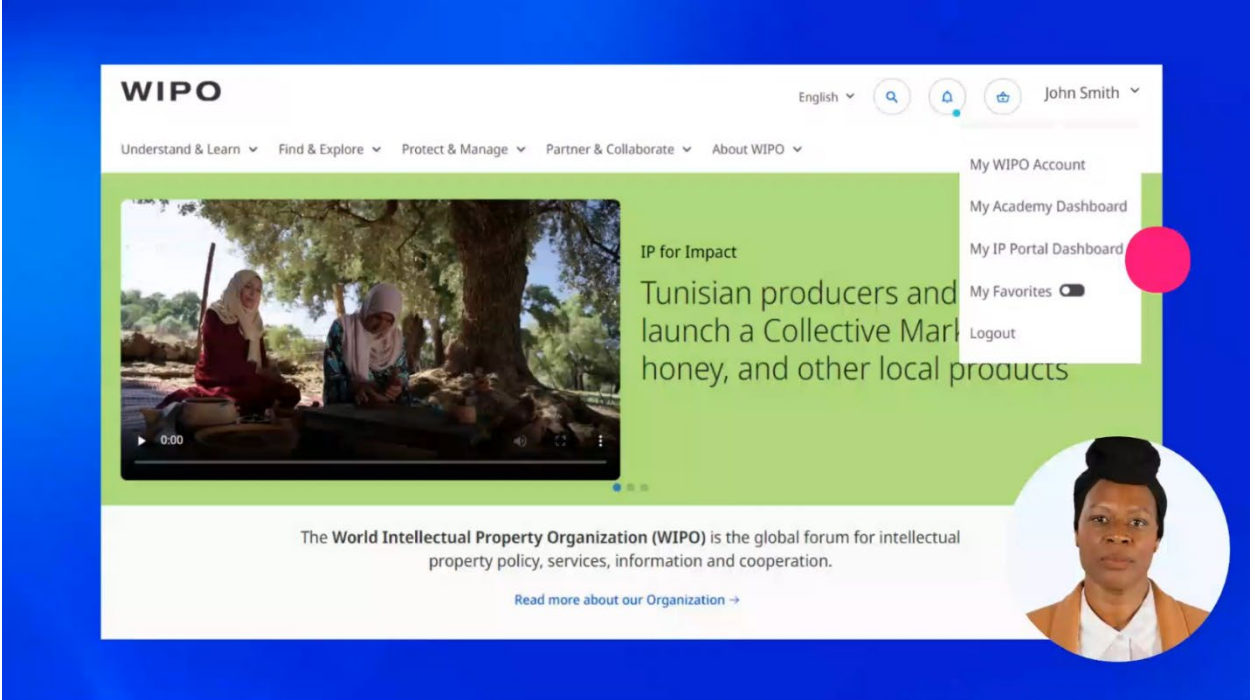
Then click on "Login".



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

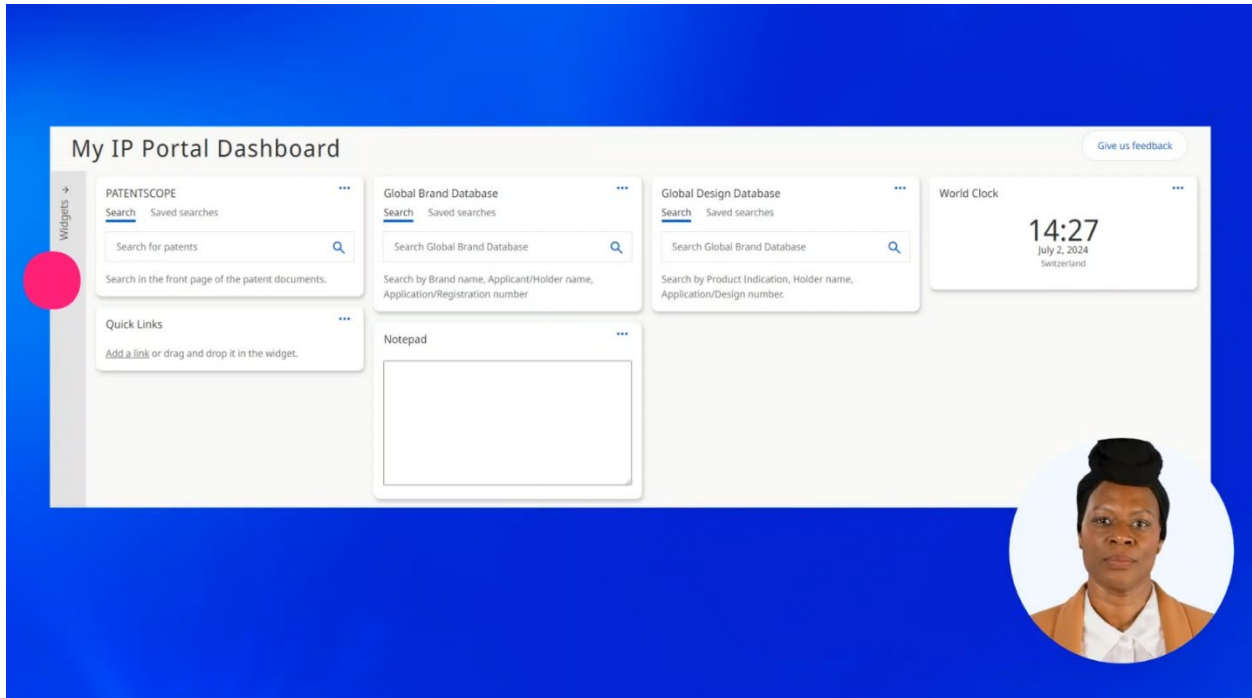


A menu will open. Select "My IP Portal Dashboard" from the list.

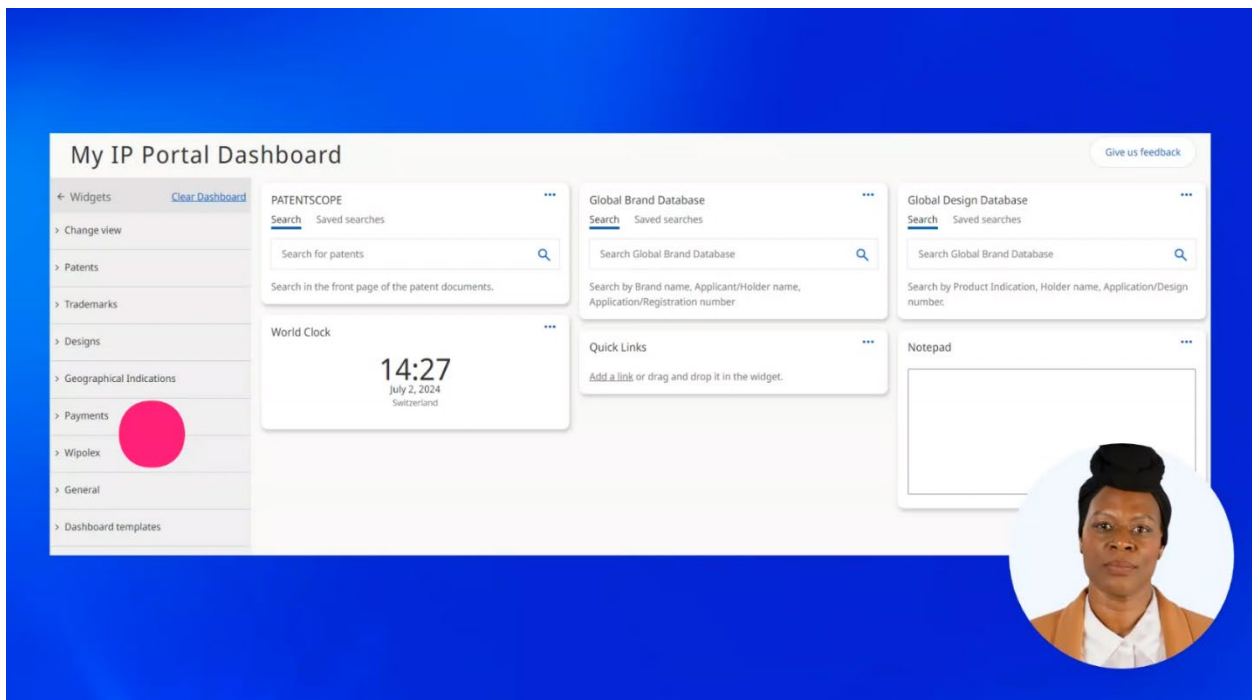


This is your IP Portal Dashboard where all the widgets are.

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

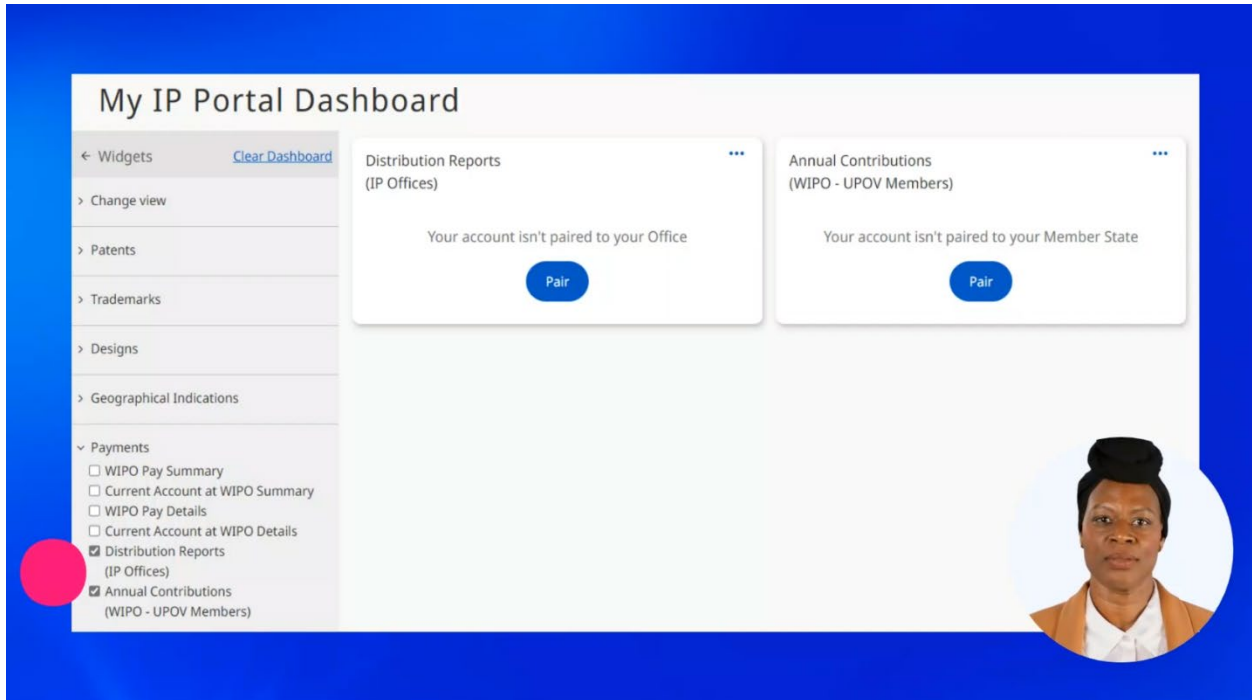


Then click on "Payments"

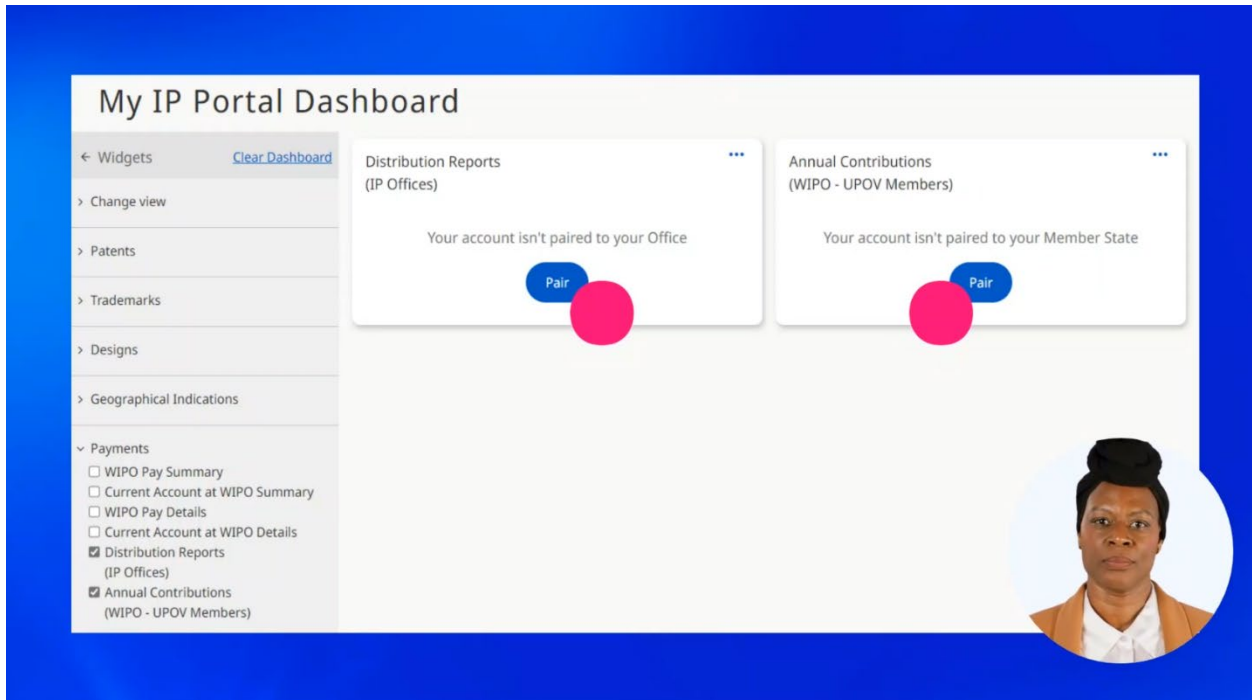


and check the boxes "Distribution Reports" and "Annual Contributions".

The widgets are now on your dashboard.



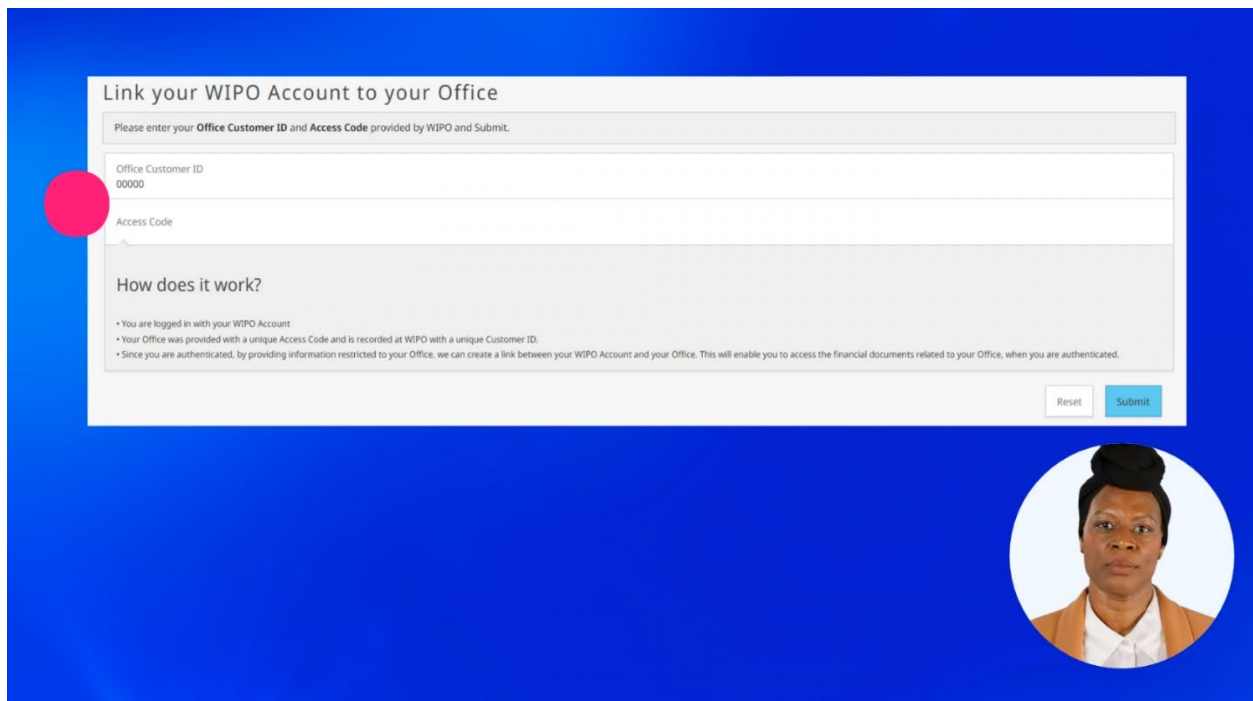
Now you have to pair your WIPO Account and the IP Portal Dashboard to be able to use the widgets. Click on the "Pair" buttons to proceed.



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 [Finance Infoline](#).

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



Link your WIPO Account to your Office

Please enter your **Office Customer ID** and **Access Code** provided by WIPO and Submit.

Office Customer ID
00000

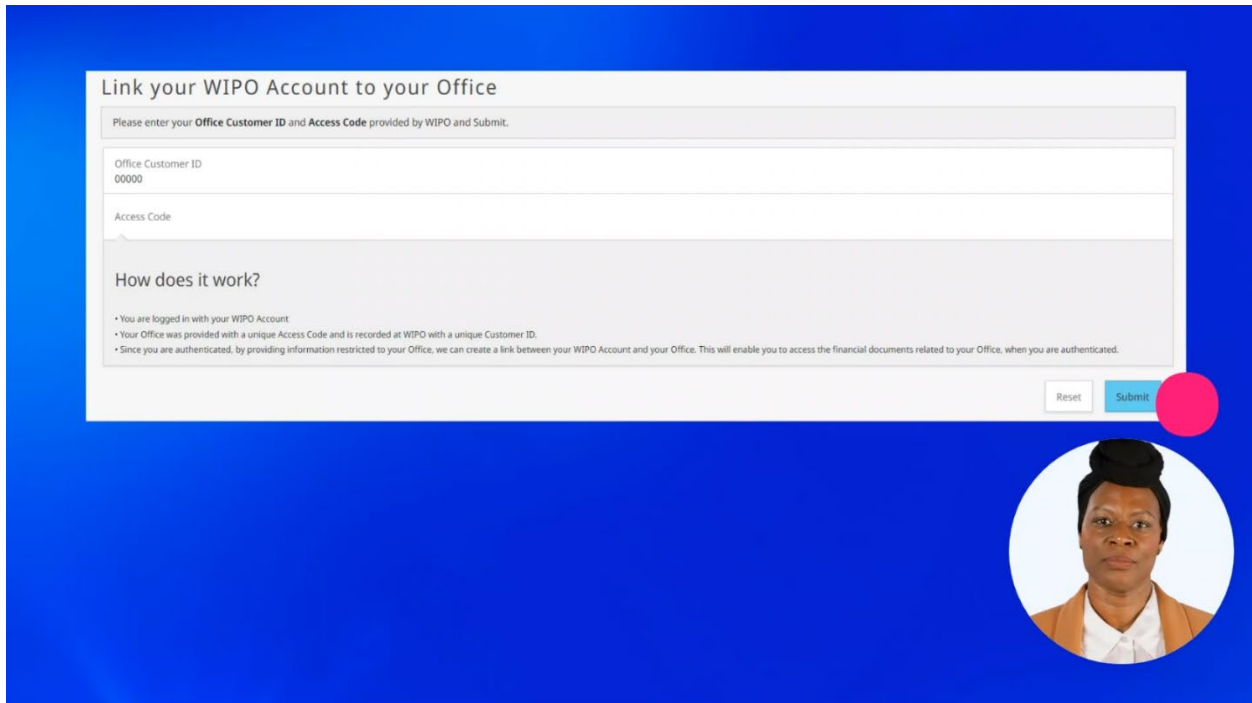
Access Code

How does it work?

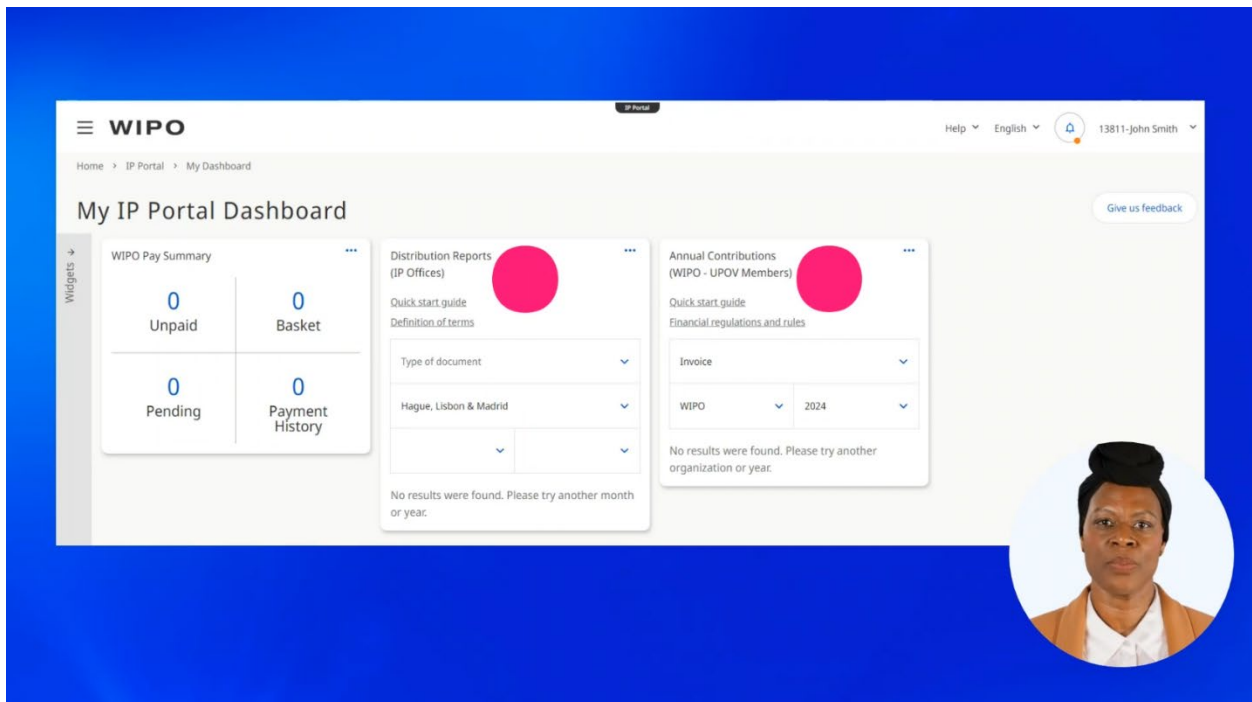
- You are logged in with your WIPO Account
- Your Office was provided with a unique Access Code and is recorded at WIPO with a unique Customer ID.
- Since you are authenticated, by providing information restricted to your Office, we can create a link between your WIPO Account and your Office. This will enable you to access the financial documents related to your Office, when you are authenticated.

Reset Submit

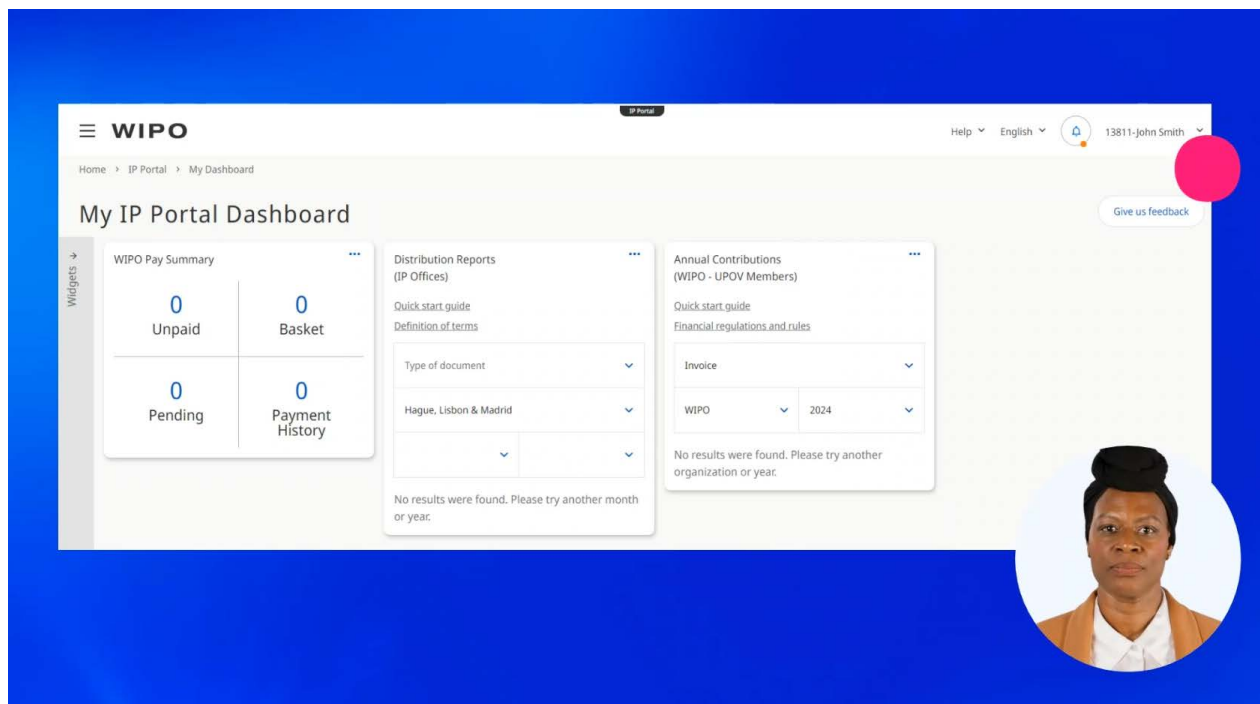
Click on "Submit".



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



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



If you face any problems in accessing the widgets and the content after the pairing has been done, please contact WIPO's [Finance Infoline](#).

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.