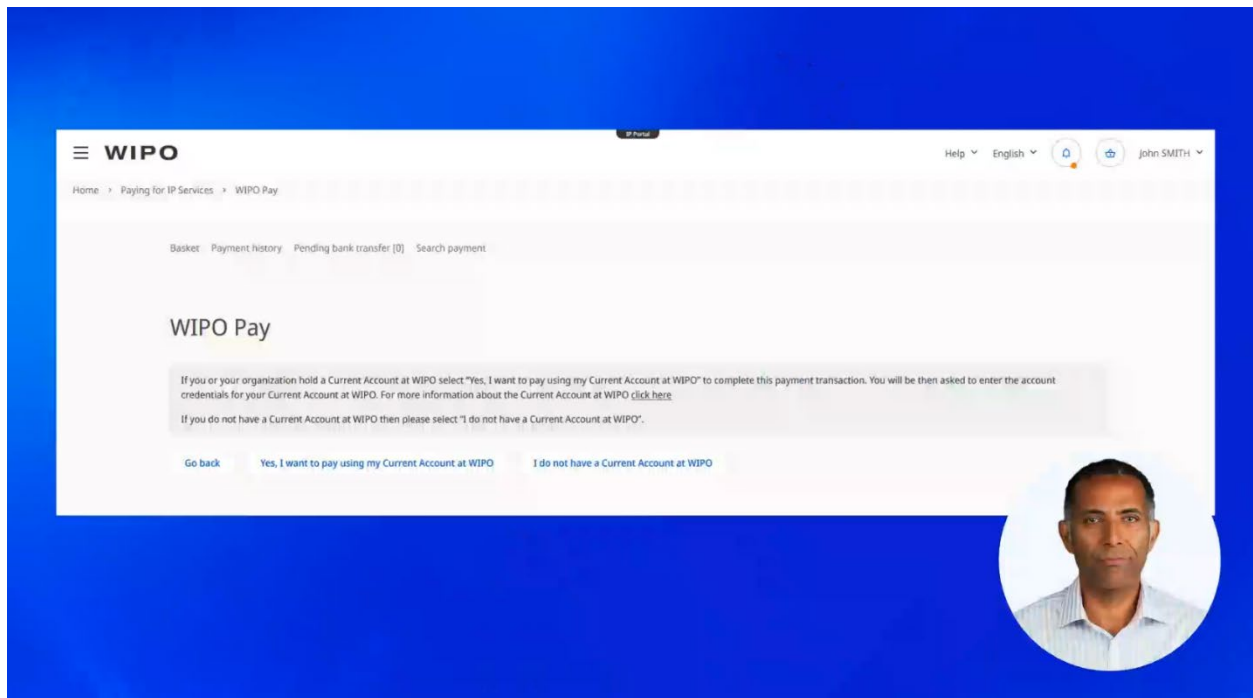


WIPO PAY: CONFIGURATIONS

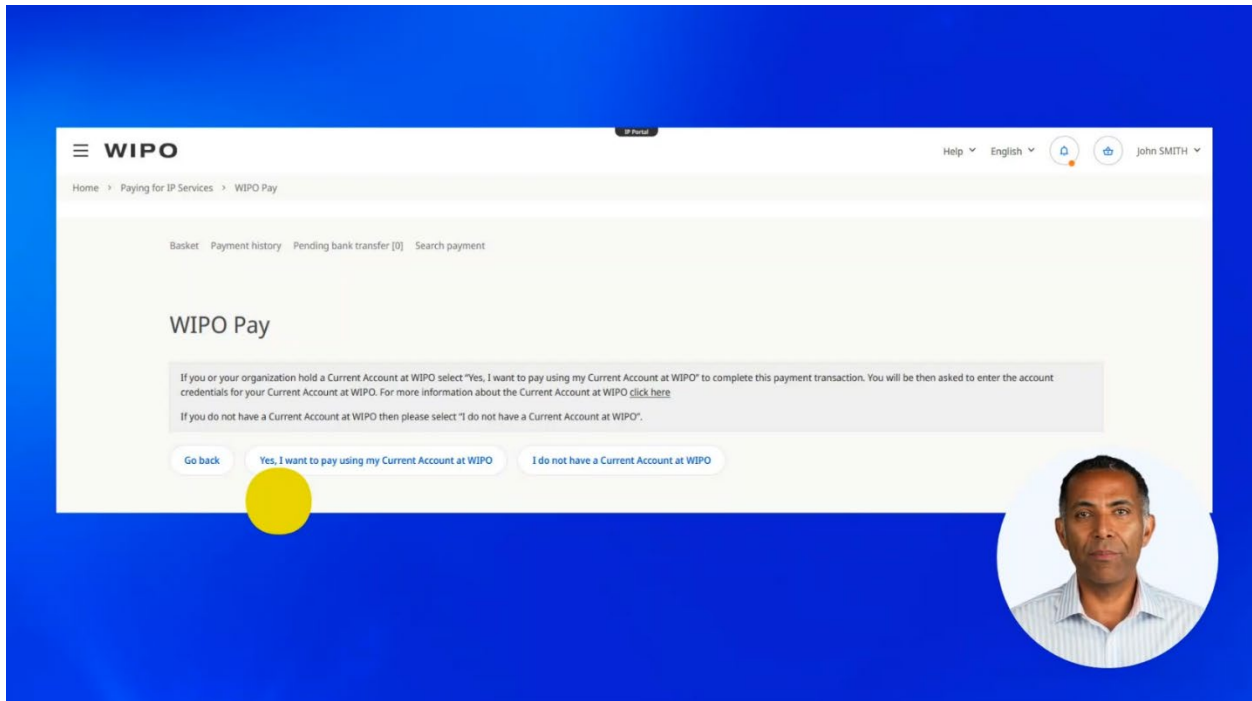
Hey there. Welcome to our tutorial.

In this video you will learn how to configure WIPO Pay to be able to pay with a desired payment method.

When you access WIPO Pay for the first time, the system asks you if you are a Current Account at WIPO holder.

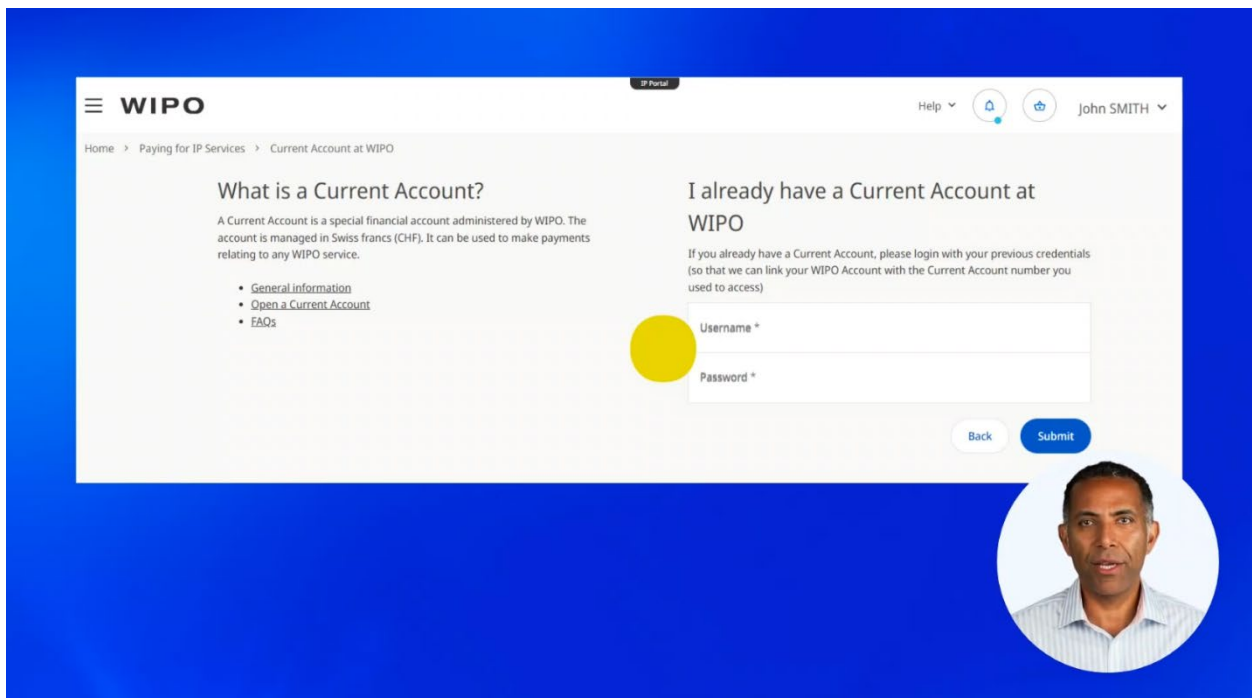


If you have a Current Account at WIPO and it is not yet synchronized with your WIPO Account, you can do it by clicking on "Yes, I want to pay using my Current Account at WIPO".

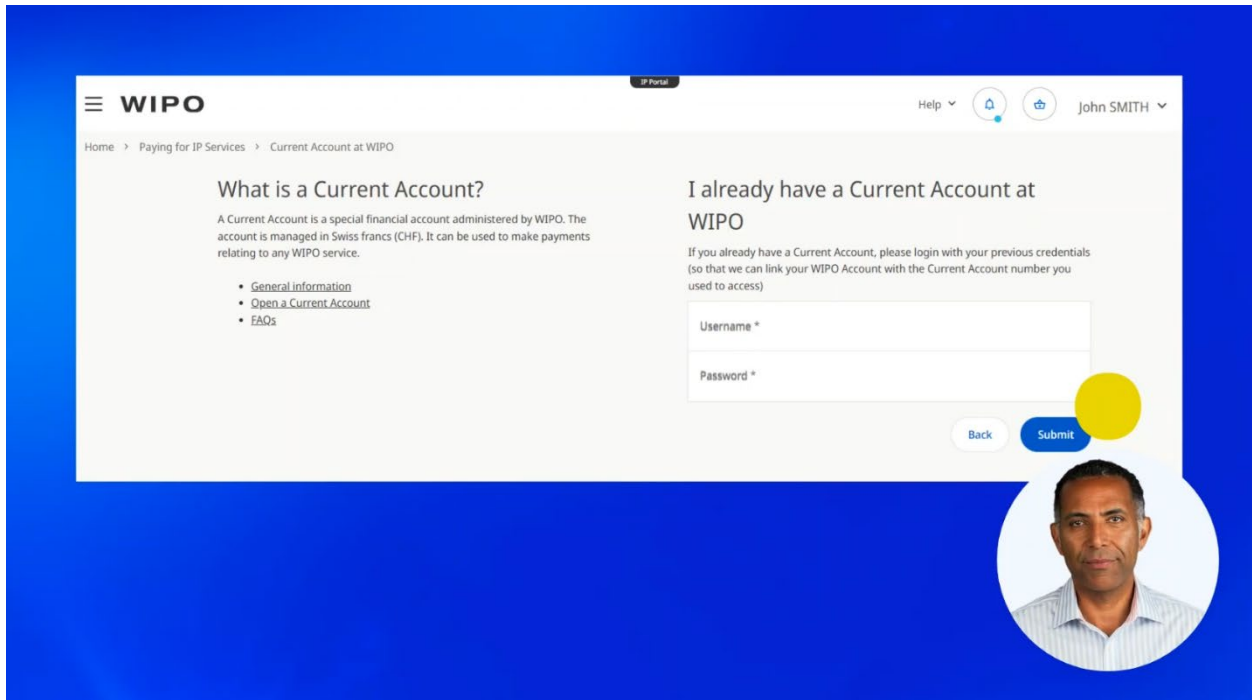


You will be prompted to enter your Current Account credentials.

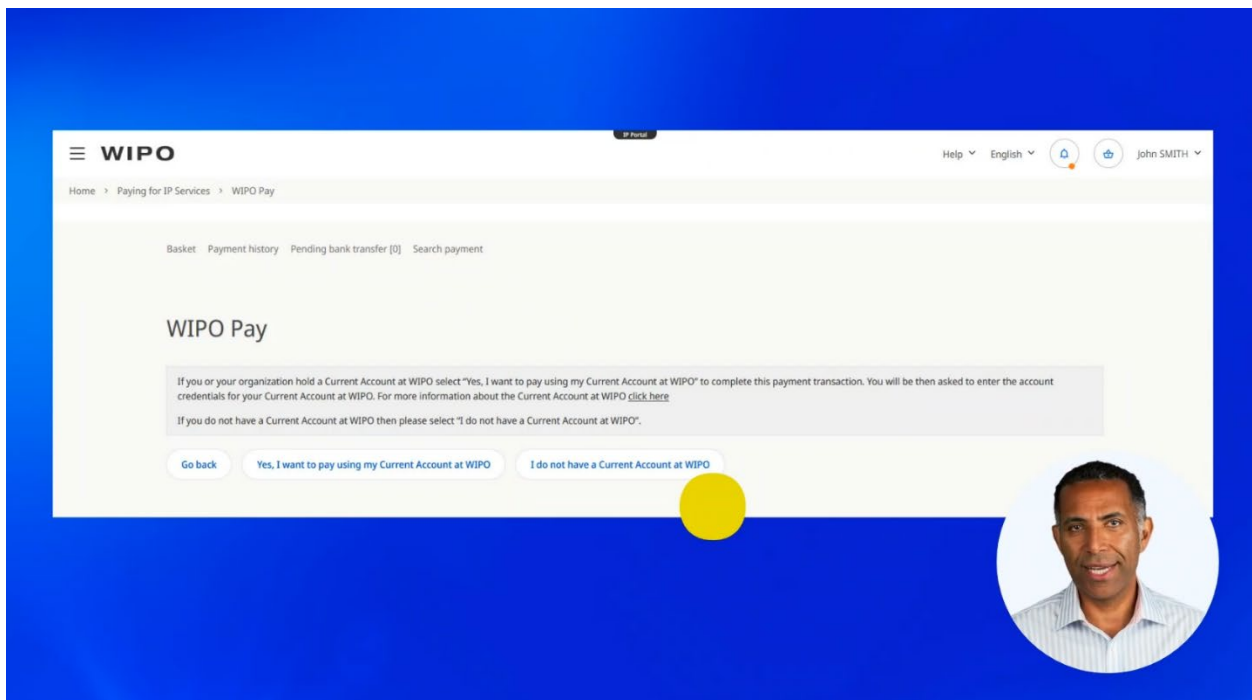
Enter the username and the password provided by WIPO when you opened a Current Account or by your Current Account administrator in your company.



Click on "Submit". When the synchronization is completed, you don't need to repeat this process again and Current Account at WIPO will always appear among the available payment methods in WIPO Pay.



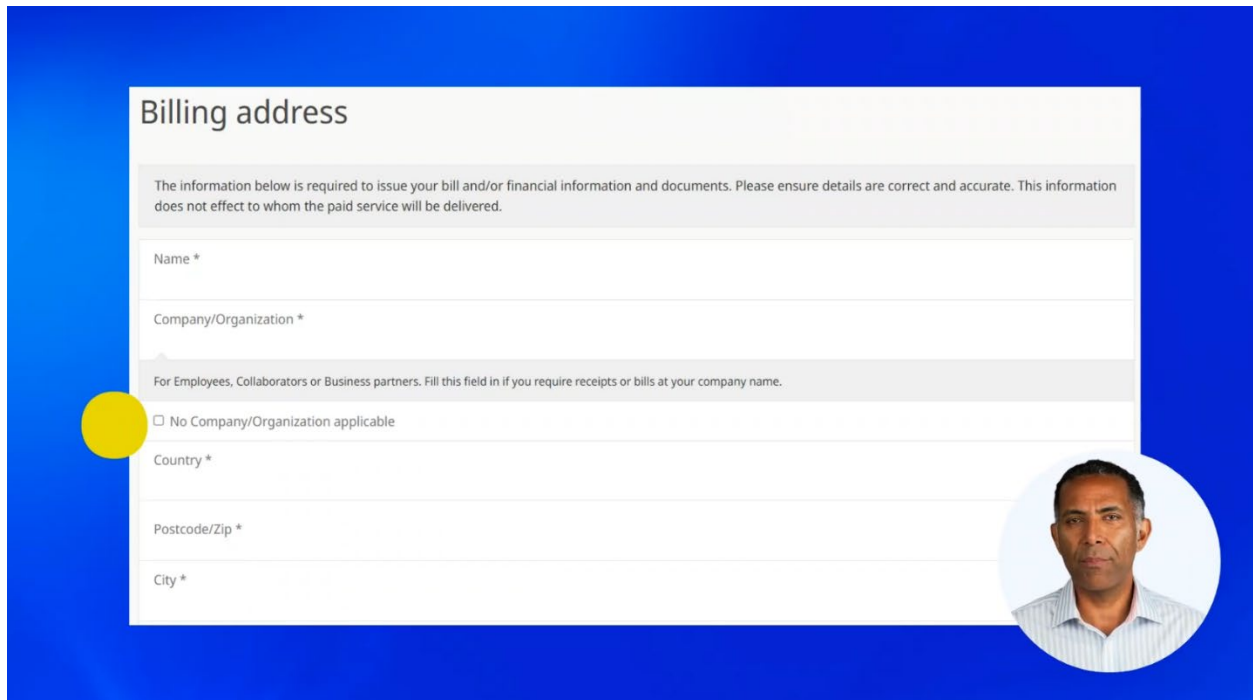
If you are not a Current Account at WIPO holder, click on "I do not have a Current Account at WIPO".



You will be asked to fill in your billing information.

You can indicate your company, or if this is not relevant, check the box "No Company/Organization applicable".

The billing information that you insert in this form will further appear on all the receipts and can not be changed.



Billing address

The information below is required to issue your bill and/or financial information and documents. Please ensure details are correct and accurate. This information does not effect to whom the paid service will be delivered.

Name *

Company/Organization *


For Employees, Collaborators or Business partners. Fill this field in if you require receipts or bills at your company name.

No Company/Organization applicable

Country *

Postcode/Zip *

City *

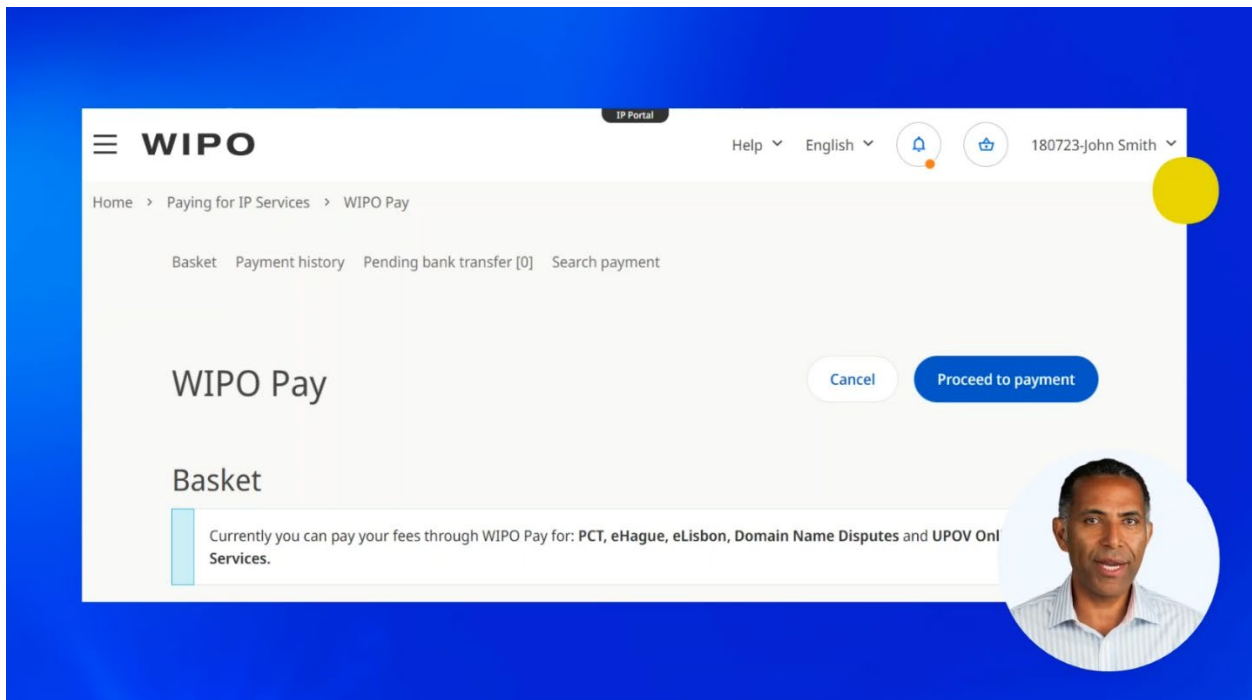


Once all the required billing information is inserted, click on "Continue".

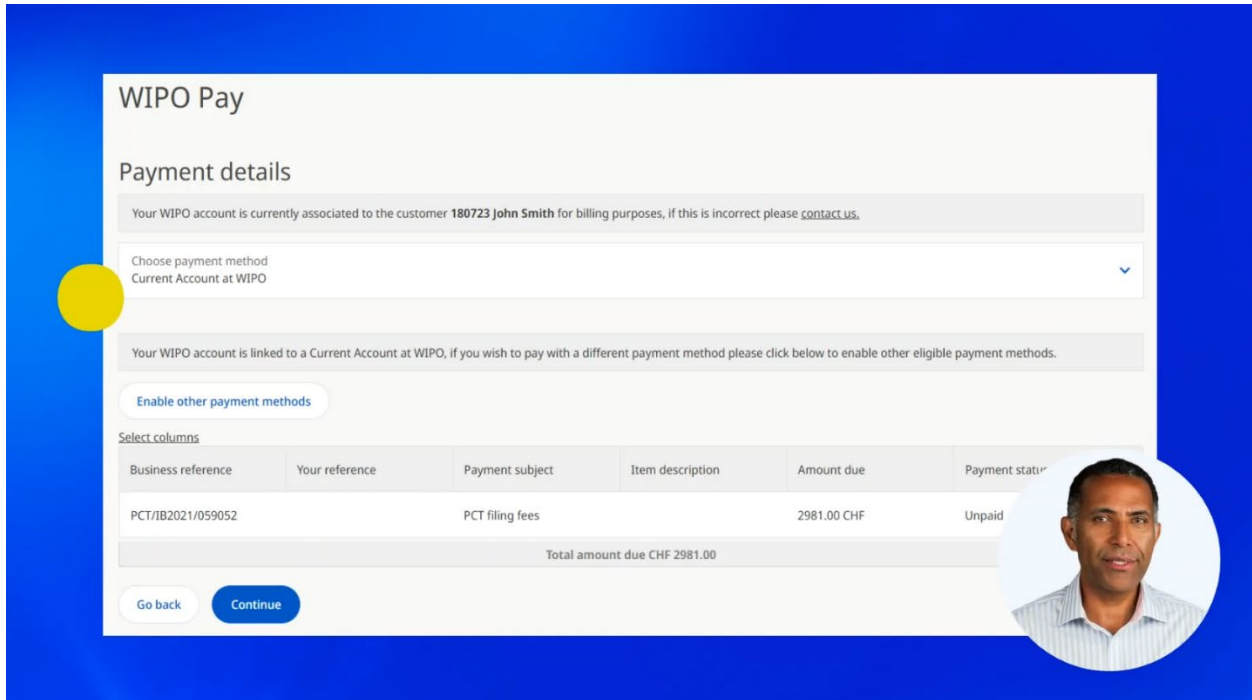


Your customer ID has been created and now appears next to your name in the upper right corner.

In our example the customer ID of John Smith is 180723.



For Current Account at WIPO holders, Current Account is a default payment method.
Before paying with a Current Account at WIPO, remember to verify that your Current Account balance is sufficient.



WIPO Pay

Payment details

Your WIPO account is currently associated to the customer **180723 John Smith** for billing purposes, if this is incorrect please [contact us](#).

Choose payment method
Current Account at WIPO


Your WIPO account is linked to a Current Account at WIPO, if you wish to pay with a different payment method please click below to enable other eligible payment methods.

[Enable other payment methods](#)

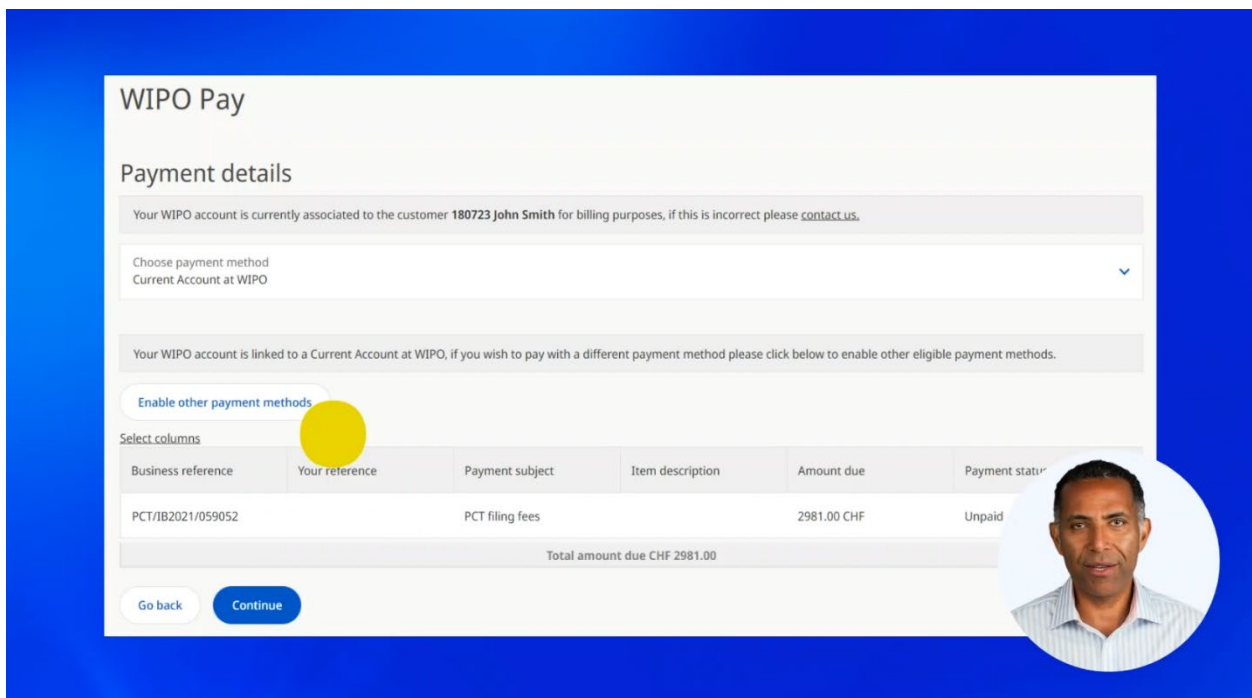
Select columns

Business reference	Your reference	Payment subject	Item description	Amount due	Payment status
PCT/IB2021/059052		PCT filing fees		2981.00 CHF	Unpaid
Total amount due CHF 2981.00					

[Go back](#) [Continue](#)



If you would like to pay with another payment method, enable it by clicking on the appropriate button.



WIPO Pay

Payment details

Your WIPO account is currently associated to the customer **180723 John Smith** for billing purposes, if this is incorrect please [contact us](#).

Choose payment method
Current Account at WIPO


Your WIPO account is linked to a Current Account at WIPO, if you wish to pay with a different payment method please click below to enable other eligible payment methods.

[Enable other payment methods](#)

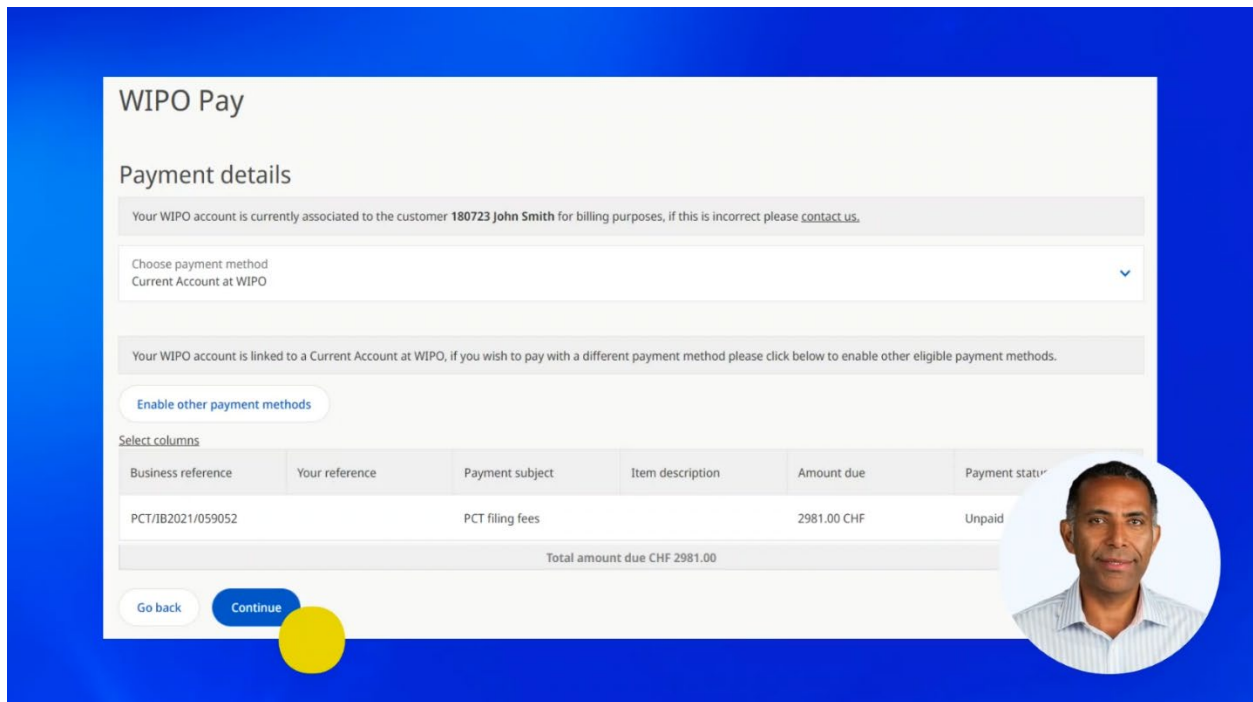
Select columns

Business reference	Your reference	Payment subject	Item description	Amount due	Payment status
PCT/IB2021/059052		PCT filing fees		2981.00 CHF	Unpaid
Total amount due CHF 2981.00					

[Go back](#) [Continue](#)



When you are ready to proceed with the payment, click on "Continue".



The screenshot displays the 'WIPO Pay' interface. At the top, it says 'Payment details'. Below this, there is a message: 'Your WIPO account is currently associated to the customer 180723 John Smith for billing purposes, if this is incorrect please [contact us](#).' A dropdown menu for 'Choose payment method' is set to 'Current Account at WIPO'. Another message states: 'Your WIPO account is linked to a Current Account at WIPO, if you wish to pay with a different payment method please click below to enable other eligible payment methods.' There is a button labeled 'Enable other payment methods'. Below this is a table with columns: Business reference, Your reference, Payment subject, Item description, Amount due, and Payment status. The table contains one row for 'PCT/IB2021/059052' with 'PCT filing fees' as the item description, '2981.00 CHF' as the amount due, and 'Unpaid' as the payment status. A 'Total amount due CHF 2981.00' is shown at the bottom of the table. At the bottom left of the interface are 'Go back' and 'Continue' buttons. A yellow circle highlights the 'Continue' button. On the right side of the interface, there is a circular profile picture of a man.

Business reference	Your reference	Payment subject	Item description	Amount due	Payment status
PCT/IB2021/059052		PCT filing fees		2981.00 CHF	Unpaid
Total amount due CHF 2981.00					

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!