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.

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Home > Paying fo	or IP Services > WIPO Pay			
	Basket Payment history Pending bank transfer [0] Search payment			
	WIPO Pay			
	If you or your organization hold a Current Account at WIPO select "Yes, I want to pay using my Current Account at WIPO" to credentials for your Current Account at WIPO. For more information about the Current Account at WIPO <u>cick here</u>	complete this payment transaction. You will be the	n asked to enter the account	
	If you do not have a Current Account at WIPO then please select "I do not have a Current Account at WIPO".			
	Go back Yes, I want to pay using my Current Account at WIPO I do not have a Current Account at WIPO		_ (-

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.

Home Paying for IP Services Current Account at WIPO	Joint
What is a Current Account? A Current Account is a special financial account administered by WIPO. The account is managed in Swiss francs (CHF). It can be used to make payments relating to any WIPO service. • <u>General information</u> • <u>Open a Current Account</u> • <u>EAOs</u>	I already have a Current Account at WIPO If you already have a Current Account, please login with your previous credentials (so that we can link your WIPO Account with the Current Account number you used to access) Username * Password * Back

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.

Home > Paying for IP Services > Current Account at WIPO	
What is a Current Account?	I already have a Current Account at
A Current Account is a special financial account administered by WIPO. The	WIPO
account is managed in swiss trancs (CHF), it can be used to make payments relating to any WIPO service. • <u>General information</u>	If you already have a Current Account, please login with your previous credentials (so that we can link your WIPO Account with the Current Account number you used to access)
Qpen a Current Account FAQs	Username *
	Password *
	Back Submit

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

Home > Paying for IP Services > WIPO Pay Basket Payment history Pending bank transfer [0] Search payment WIPO Pay If you or your organization hold a Current Account at WIPO select "Yes, I want to pay using my Current Account at WIPO" to complete this payment transaction. You will be then asked to enter the account credentials for your Current Account at WIPO into complete this payment transaction. You will be then asked to enter the account credentials for your Current Account at WIPO into complete this payment transaction. You will be then asked to enter the account into the Current Account at WIPO into complete this payment transaction. You will be then asked to enter the account into about the Current Account at WIPO".	
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Go back Yes, I want to pay using my Current Account at WIPO 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 informati does not effe	on below is required to issue your bill and/or financial information and documents. Please ensure details are correct and accurate. This information ct to whom the paid service will be delivered.
Name *	
Company/Org	anization *
For Employees,	Collaborators or Business partners. Fill this field in if you require receipts or bills at your company name.
No Compa	ny/Organization applicable
Country *	
Postcode/Zip	
City *	

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

Address 1 *		
Street, Avenue, Number		
Address 2		
Address 3		
Address 4		
Go back 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.

Home > Paving for IP Services > WIPO Pay	
Basket Payment history Pending bank transfer [0] Search pay	ment
WIPO Pay	Cancel Proceed to payment
Basket	
Currently you can pay your fees through WIPO Pay for: PCT, el- Services.	Hague, eLisbon, Domain Name Disputes and UPOV Onl

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 deta	ails				
Your WIPO account is cu	irrently associated to the cus	tomer 180723 John Smith for bil	ling purposes, if this is incorrec	t please <u>contact us.</u>	
Choose payment method Current Account at WIPC	d D				~
Your WIPO account is lin	iked to a Current Account at	WIPO, if you wish to pay with a d	ifferent payment method pleas	e 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 statur
PCT/IB2021/059052		PCT filing fees		2981.00 CHF	Unpaid
		Total ar	nount due CHF 2981.00		

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

WIFO Fay					
Payment deta	ils				
Your WIPO account is cu	rrently associated to the cus	tomer 180723 John Smith for bil	ling purposes, if this is incorrec	t please <u>contact us.</u>	
Choose payment method Current Account at WIPC					~
Your WIPO account is lin	ked to a Current Account at 1	WIPO, if you wish to pay with a d	ifferent payment method pleas	e click below to enable other	eligible payment methods.
Enable other payment	methods				
Business reference	Your reference	Payment subject	Item description	Amount due	Payment statur
PCT/IB2021/059052		PCT filing fees		2981.00 CHF	Unpaid
		Total an	nount due CHF 2981.00		(Con

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

Payment deta	ails				
Your WIPO account is cu	urrently associated to the cus	tomer 180723 John Smith for bil	ling purposes, if this is incorrec	t please <u>contact us.</u>	
Choose payment metho Current Account at WIPO	d D				~
Your WIPO account is lin	nked to a Current Account at	WIPO, if you wish to pay with a d	ifferent payment method pleas	e 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 statur
PCT/IB2021/059052		PCT filing fees		2981.00 CHF	Unpaid
		Total an	nount due CHF 2981.00		4

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!