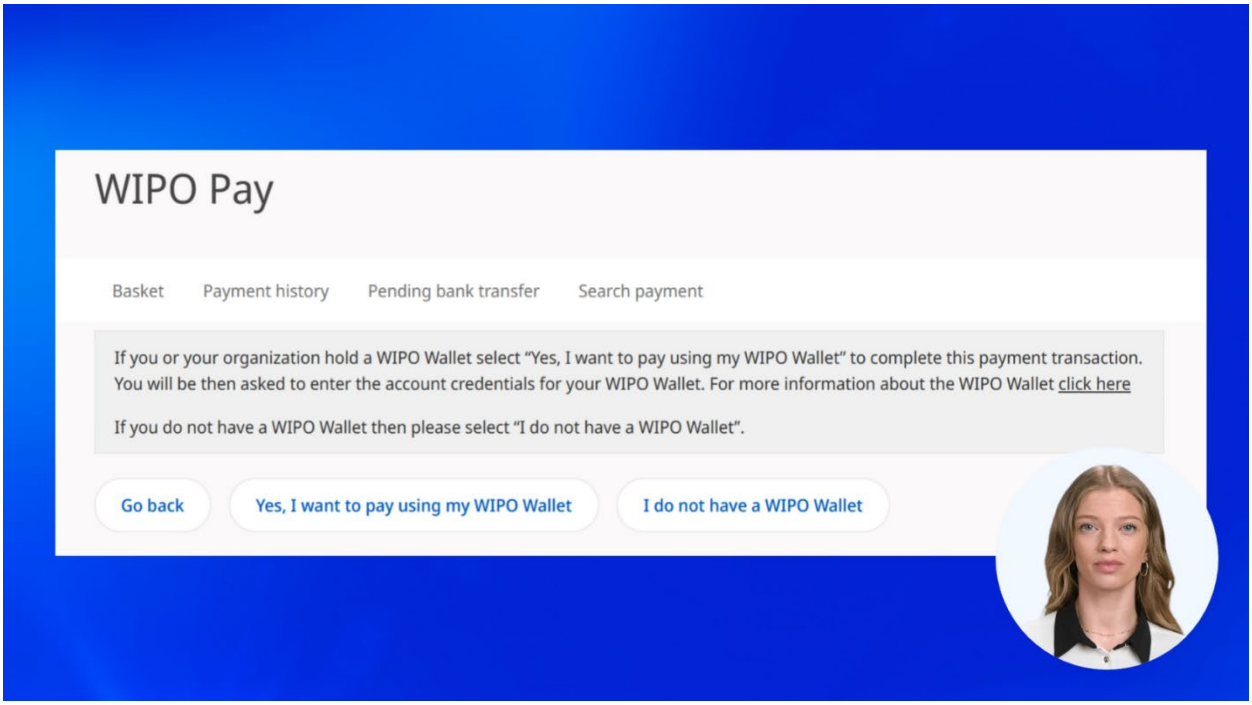
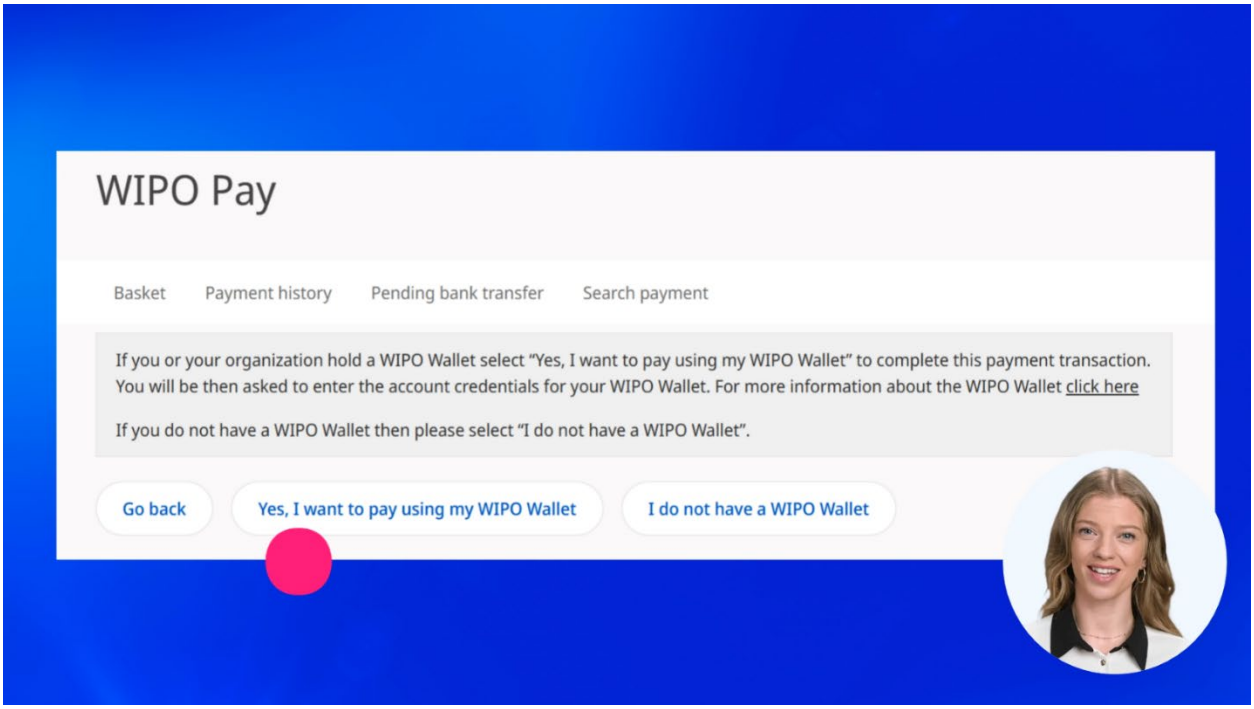
WIPO Pay: Configurations

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.

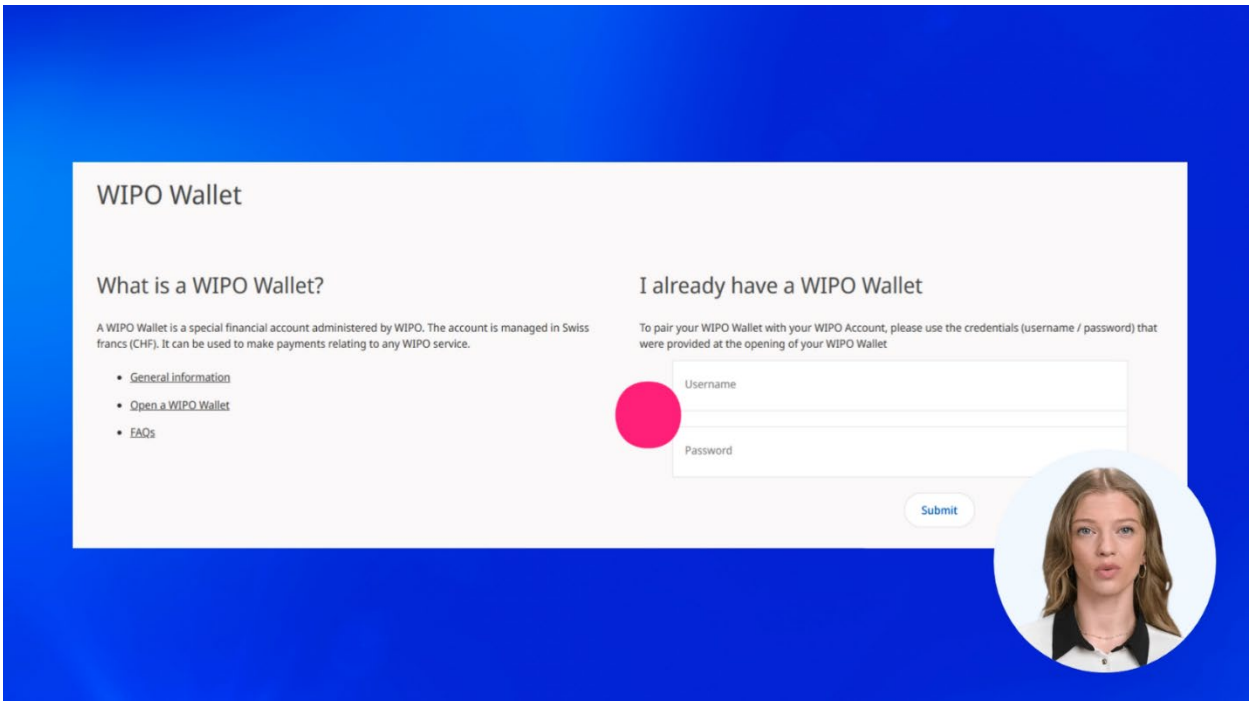
When you access WIPO Pay for the first time, the system asks you if you are a WIPO Wallet holder.



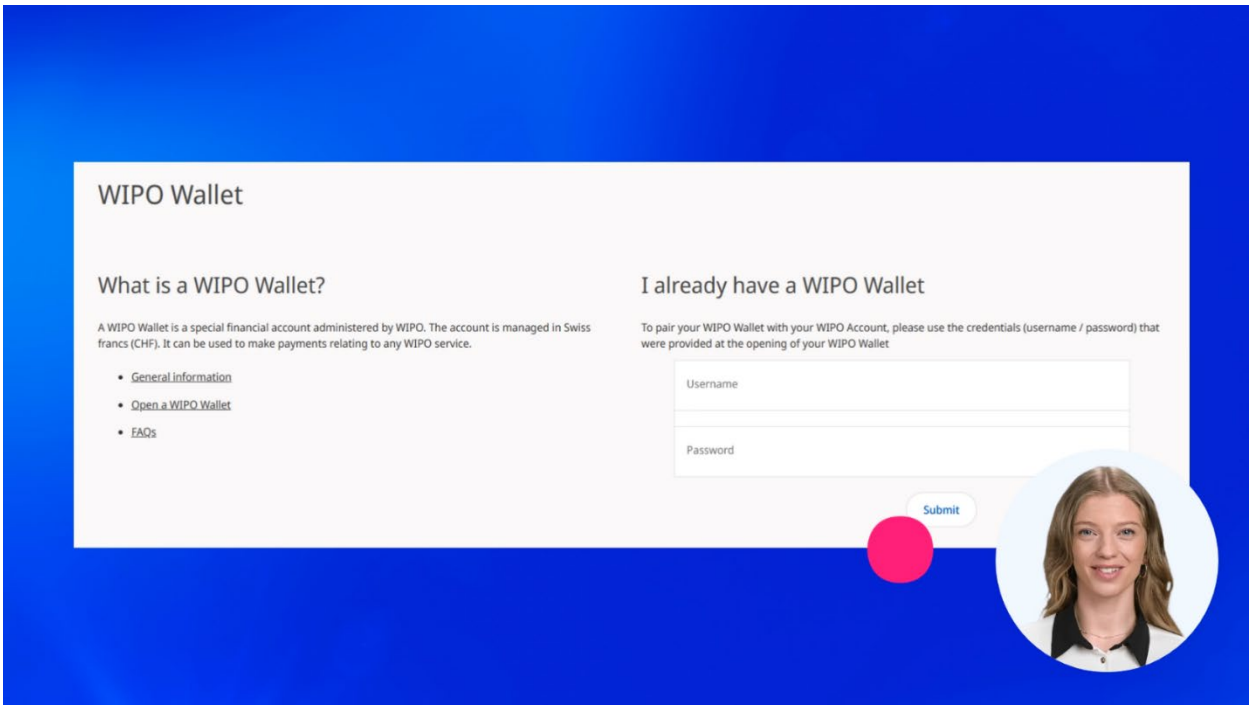
If you have a WIPO Wallet and it is not yet synchronized with your WIPO Account, you can do it by clicking on "Yes, I want to pay using my WIPO Wallet".



You will be prompted to enter your WIPO Wallet credentials. Enter the username and the password provided by WIPO when you opened a WIPO Wallet or by your WIPO Wallet administrator in your company.

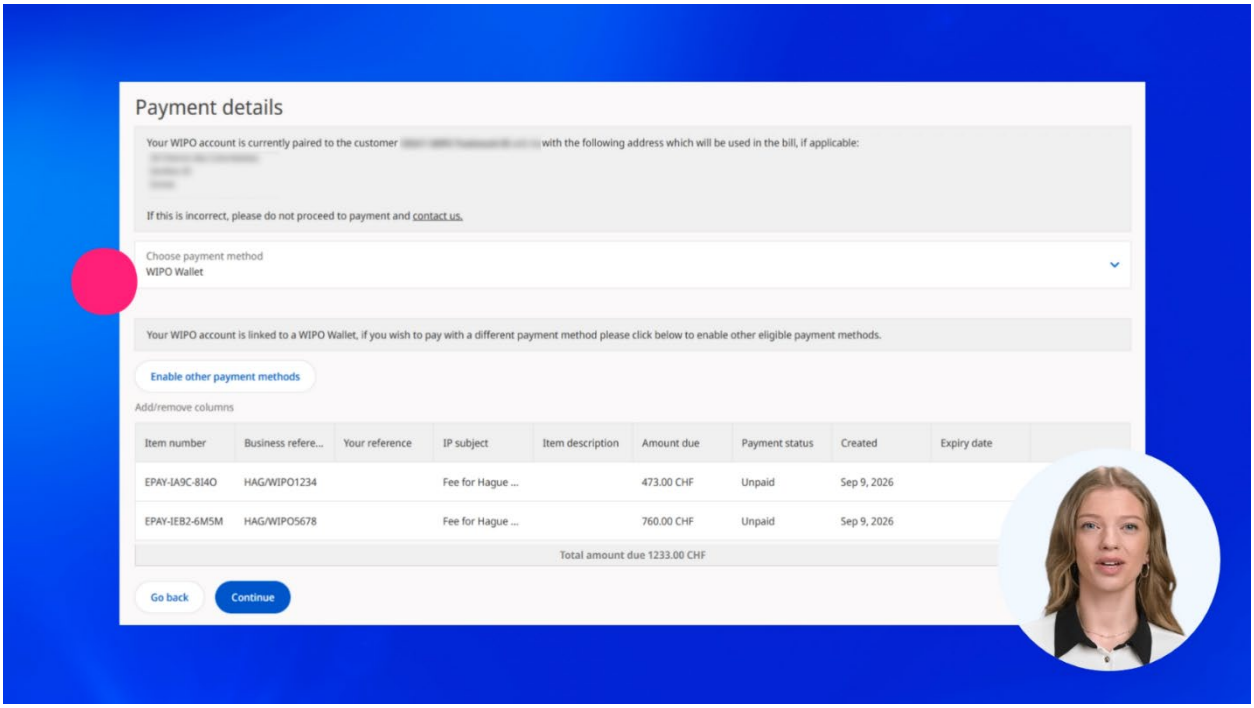


Click on "Submit".

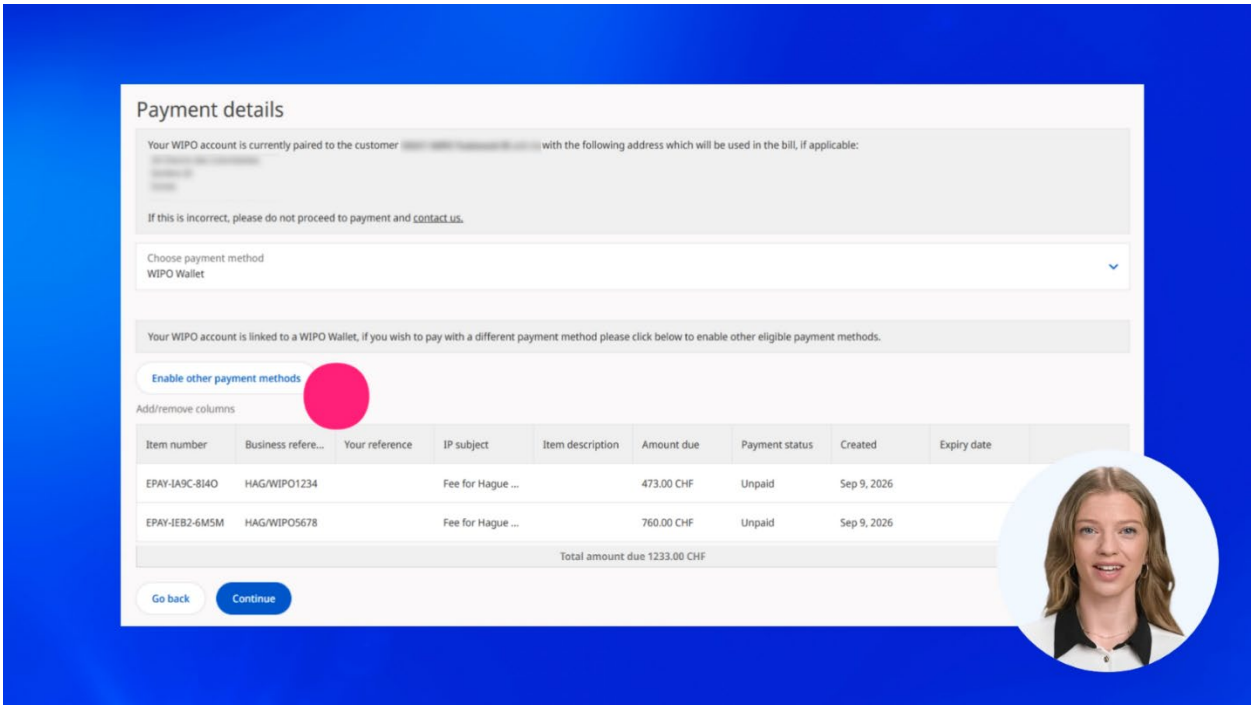


When the synchronization is completed, you don't need to repeat this process again and WIPO Wallet will always appear among the available payment methods in WIPO Pay.

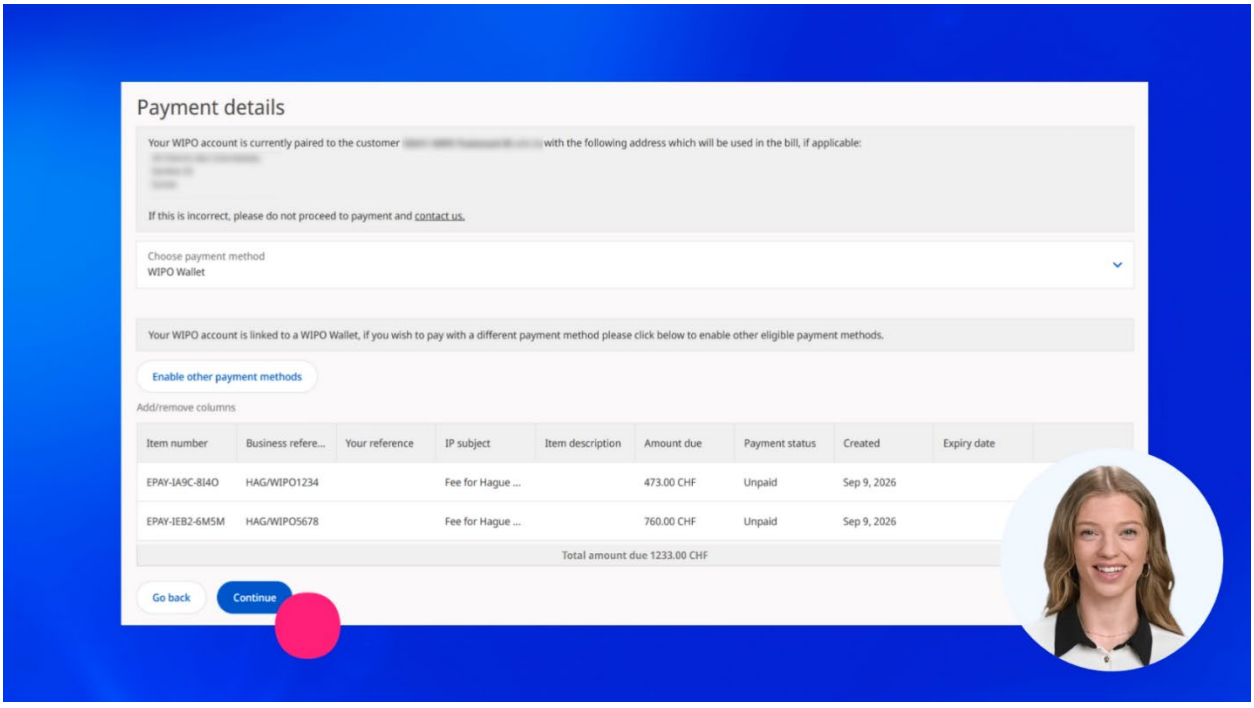
For WIPO Wallet holders, WIPO Wallet is a default payment method.



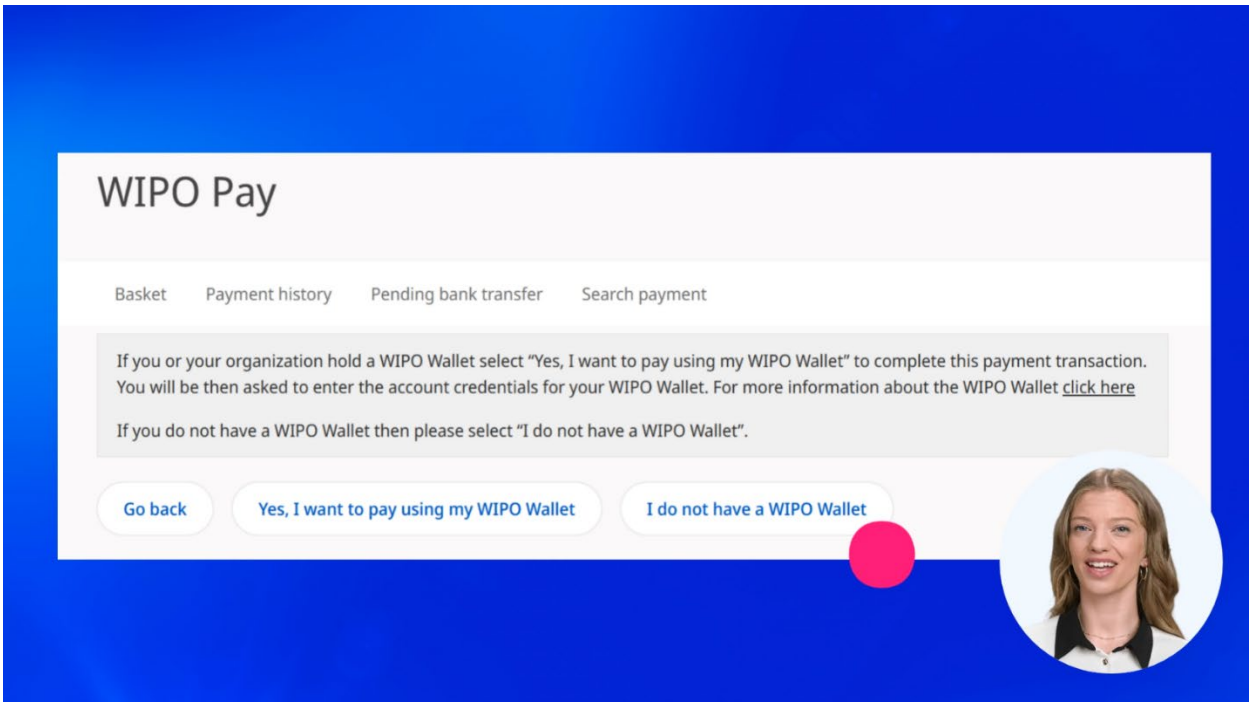
Before paying with a WIPO Wallet, remember to **verify that your WIPO Wallet balance is sufficient**. If you would like to pay with another payment method, enable it by clicking on the appropriate button.



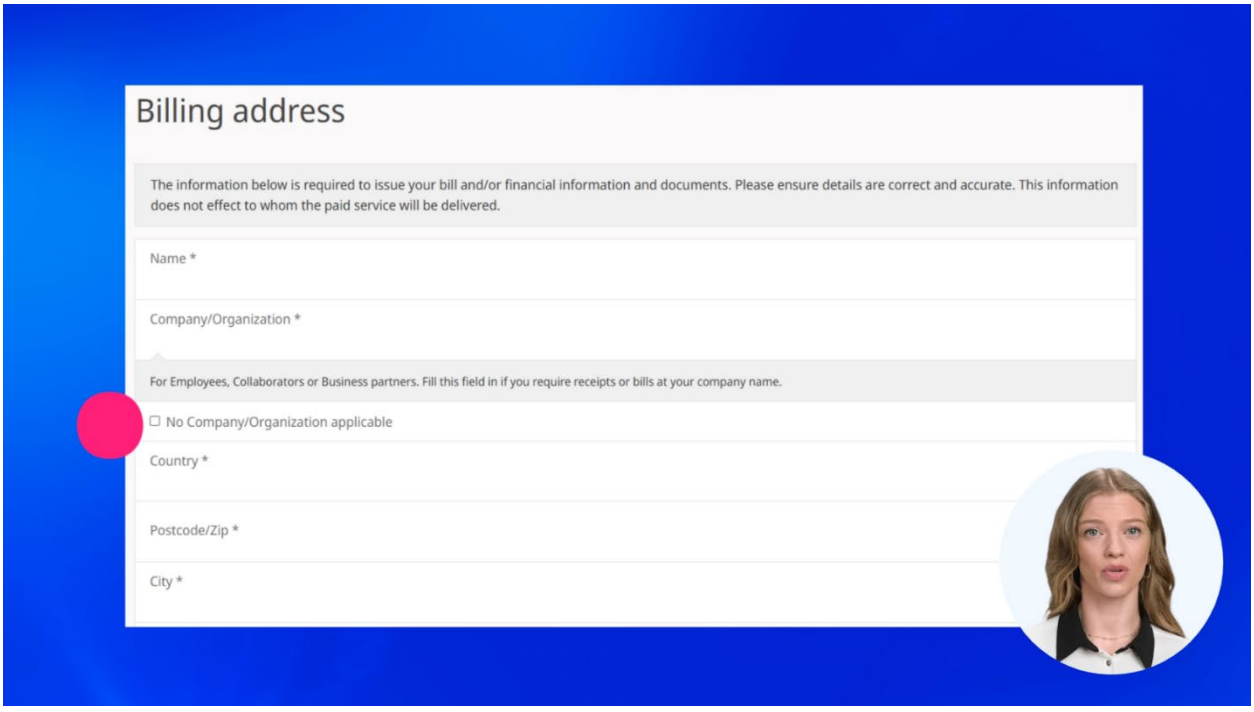
When you are ready to proceed with the payment, click on "Continue".



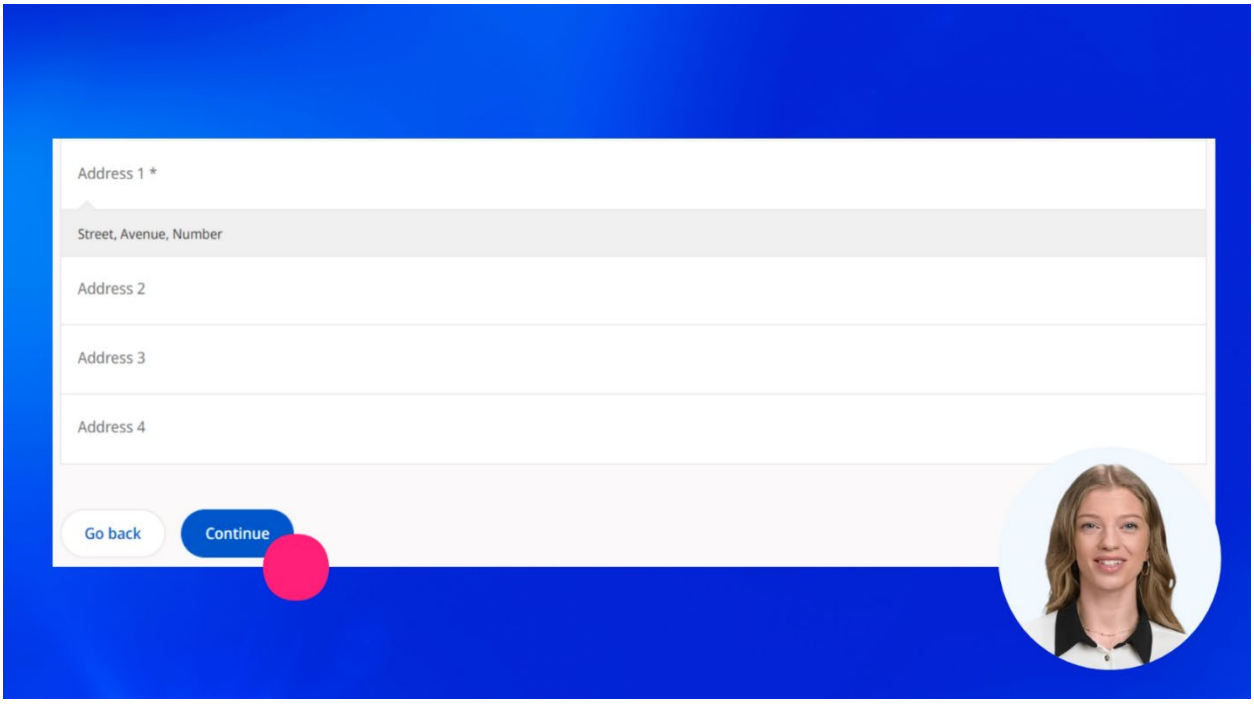
If you are not a WIPO Wallet holder, click on "I do not have a WIPO Wallet".



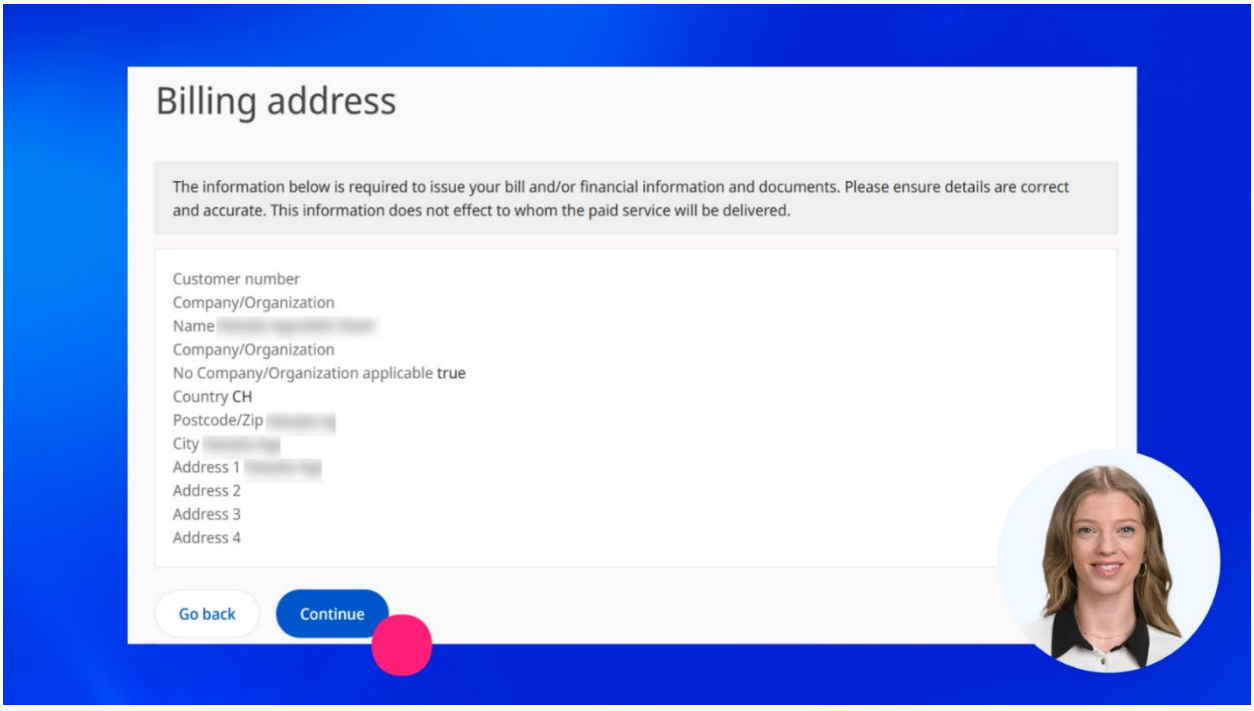
You will be asked to fill in your billing information. You can indicate your company, or if this is not relevant, check the box "No Company/Organization applicable".



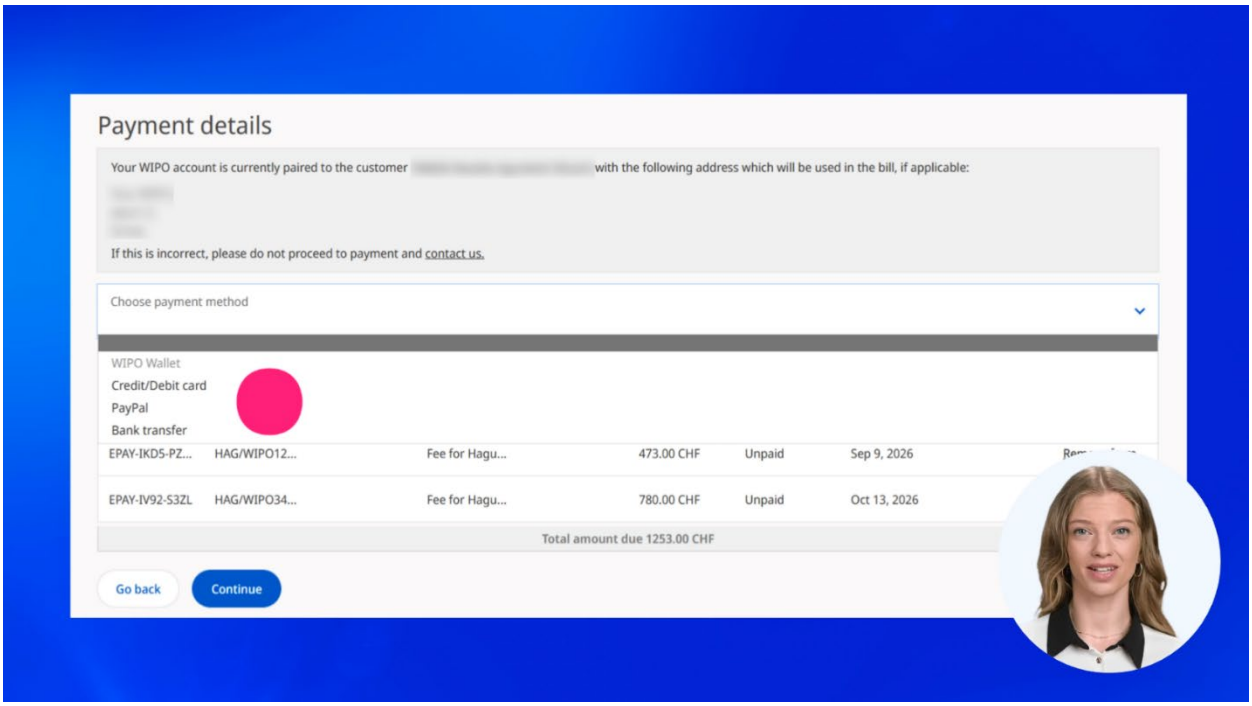
The billing information that you insert in this form will further appear on all the receipts and **can not be changed**. Once all the required billing information is inserted, click on "Continue".



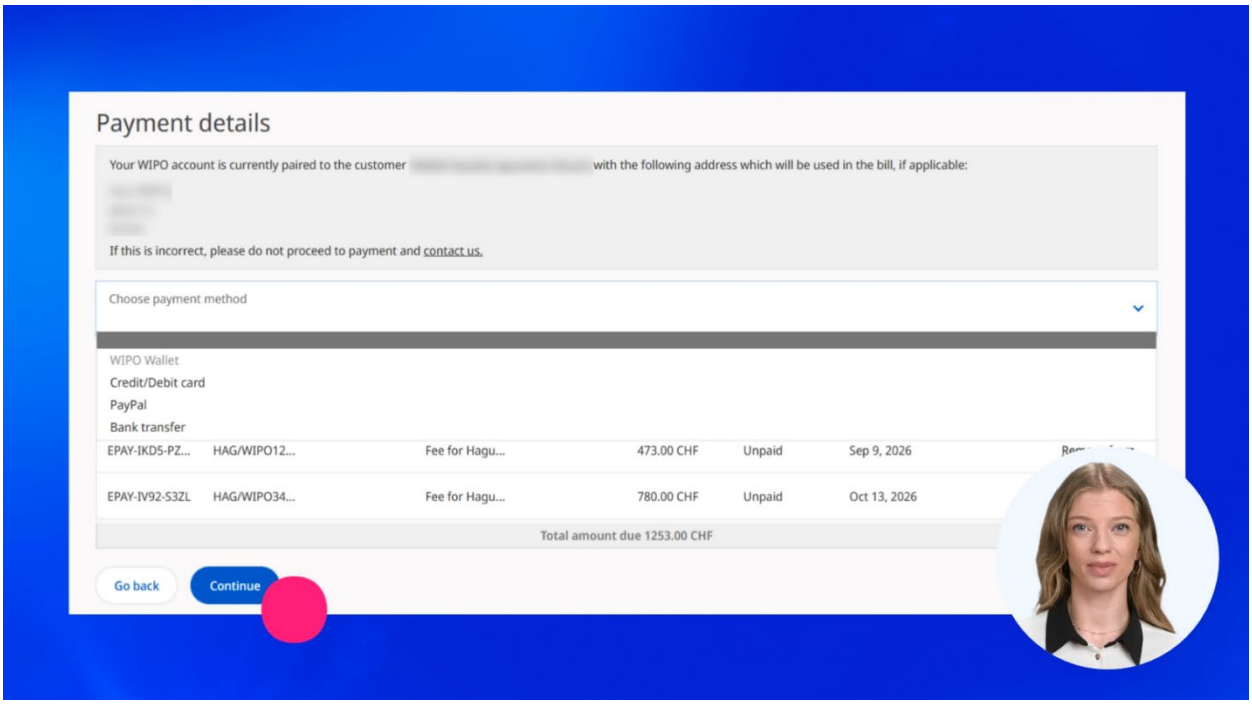
Please check your billing address details. Then click "Continue".



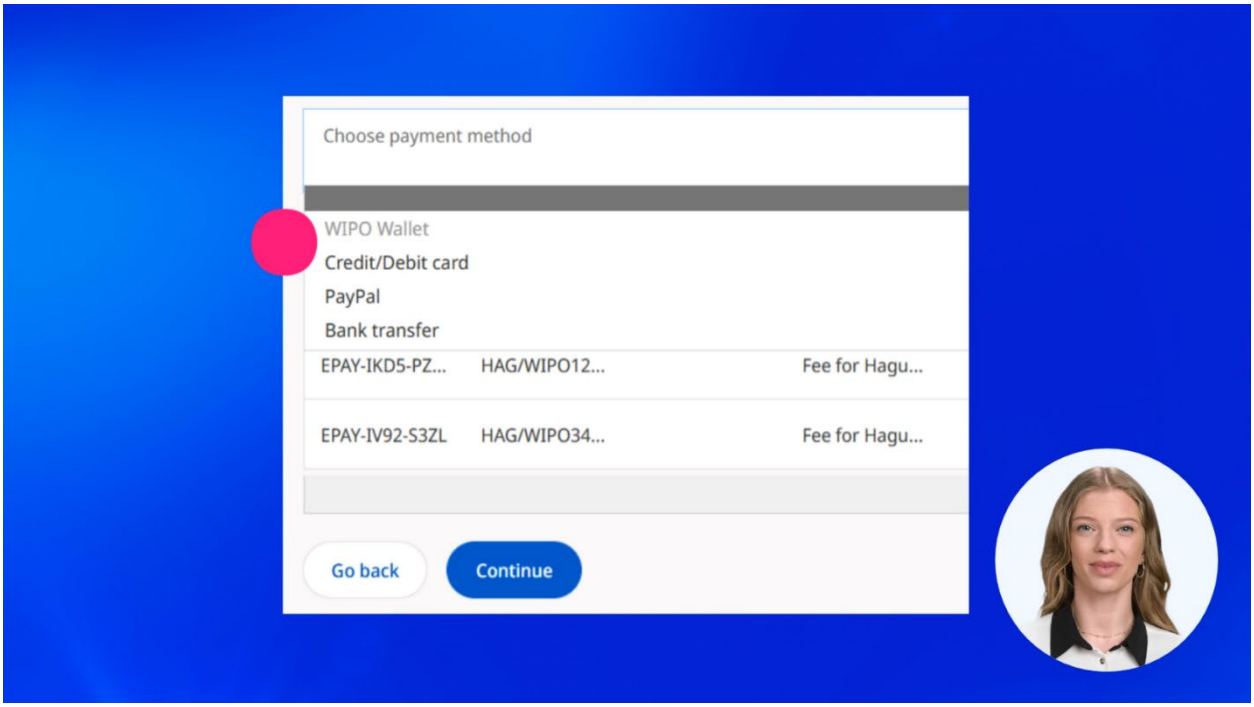
Select your payment method from the list



and proceed with the payment.



Please note that if you are a WIPO Wallet holder but still see it greyed out in the list of available payment methods, remember that you need to synchronize it with your WIPO Account before you can use it.



To learn how to synchronize your WIPO Wallet with your WIPO Account, watch our tutorial on this topic.

For PCT transactions, please also ensure that you select CHF as your currency during the filing step. Otherwise, WIPO Wallet will appear greyed out, even if your WIPO Wallet and WIPO Account are synchronized.

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!