

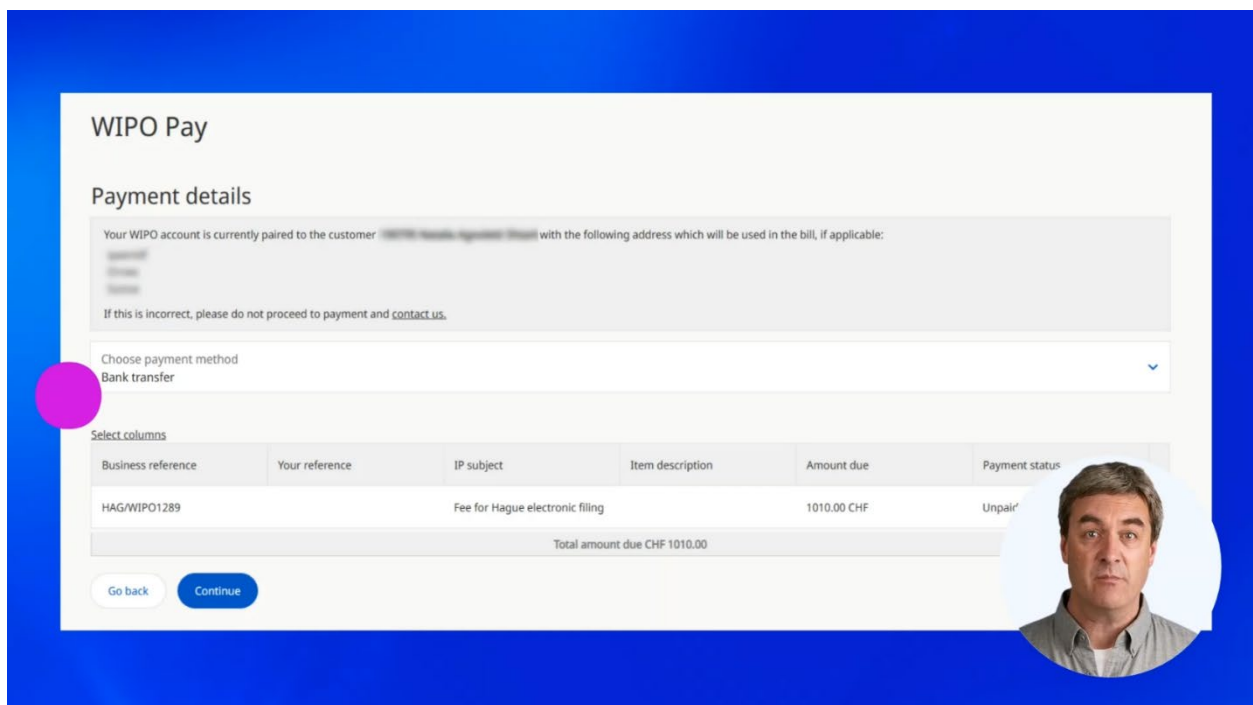
CHANGING THE PAYMENT METHOD

Hey there!

Welcome to our tutorial.

In this video you will learn how to change your payment method in WIPO Pay.

This can be useful if you have previously selected **bank transfer** as a payment method.



You selected bank transfer as your payment method and you were redirected to the page where our bank transfer payment details are displayed.

WIPO Pay Continue

Payment details

▼ Details of the bank account to make the transfer to

The International Bureau of WIPO will send a receipt within 10 days of the date your bank or postal transfer is received. If you do not receive a WIPO receipt within 10 days of submitting your payment, please [contact us](#).

Please ensure that the Basket ID is included in your bank transfer, failure to do so will lead to a subsequent delay in the processing of your payment.


Basket ID EPMT-1584-JGUR
 Beneficiary WIPO
 IBAN CH77 0024 0240 FP10 1035 6
 Swift/BIC UBSWCHZH80A
 Bank UBS SWITZERLAND AG, ZÜRICH, SWITZERLAND

Total amount due **CHF 1010.00**

A pro-forma has been sent to [redacted] with the following address:
 [redacted]
 [redacted]
 [redacted]

If you would like a different address to appear on the invoice, [contact us](#)

If you have not received the email with the pro-forma and would like to receive a new copy, together with the payment details please click the button below



If paying with a bank transfer is not what you would like to do, scroll down the page and click on "I don't want to pay by bank transfer but want to pay by another payment method".


▼ Breakdown of payment

This section shows the payment items that are covered by the payment transaction, a single transaction may pay for one or more items.

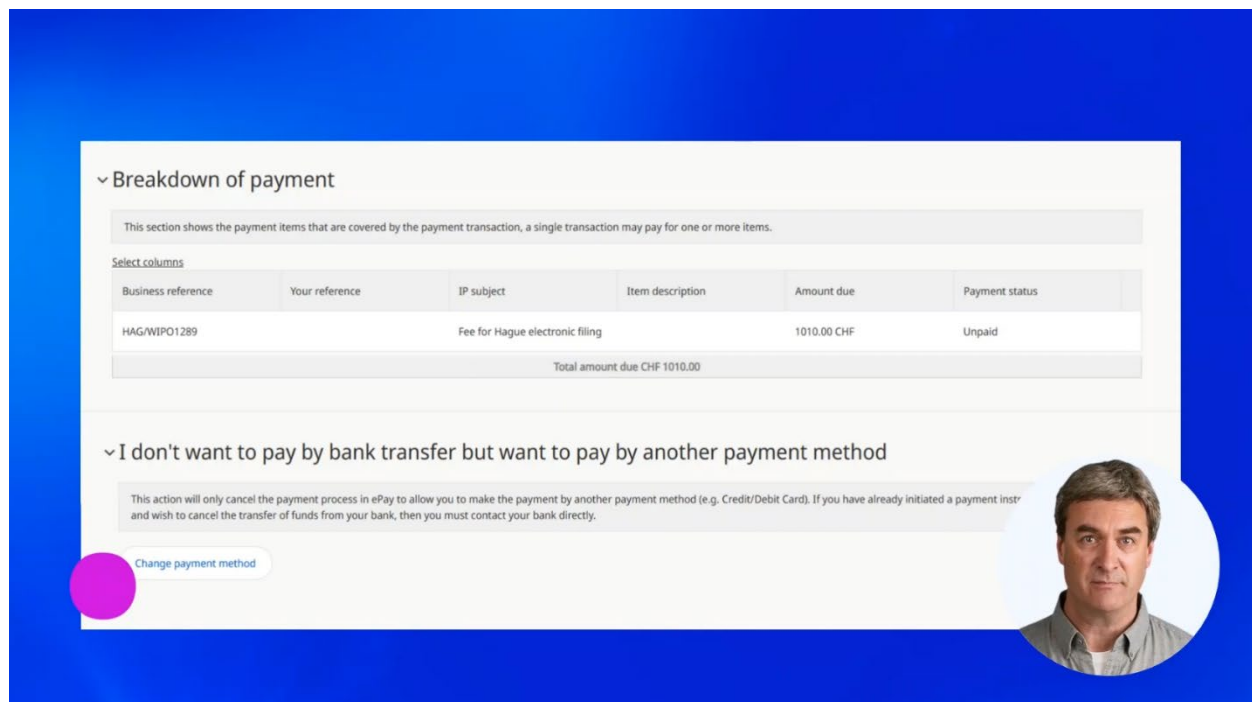
Select columns

Business reference	Your reference	IP subject	Item description	Amount due	Payment status
HAG/WIPO1289			Fee for Hague electronic filing	1010.00 CHF	Unpaid
Total amount due CHF 1010.00					

> I don't want to pay by bank transfer but want to pay by another payment method



Then click on "Change payment method".



~ Breakdown of payment

This section shows the payment items that are covered by the payment transaction, a single transaction may pay for one or more items.

Select columns

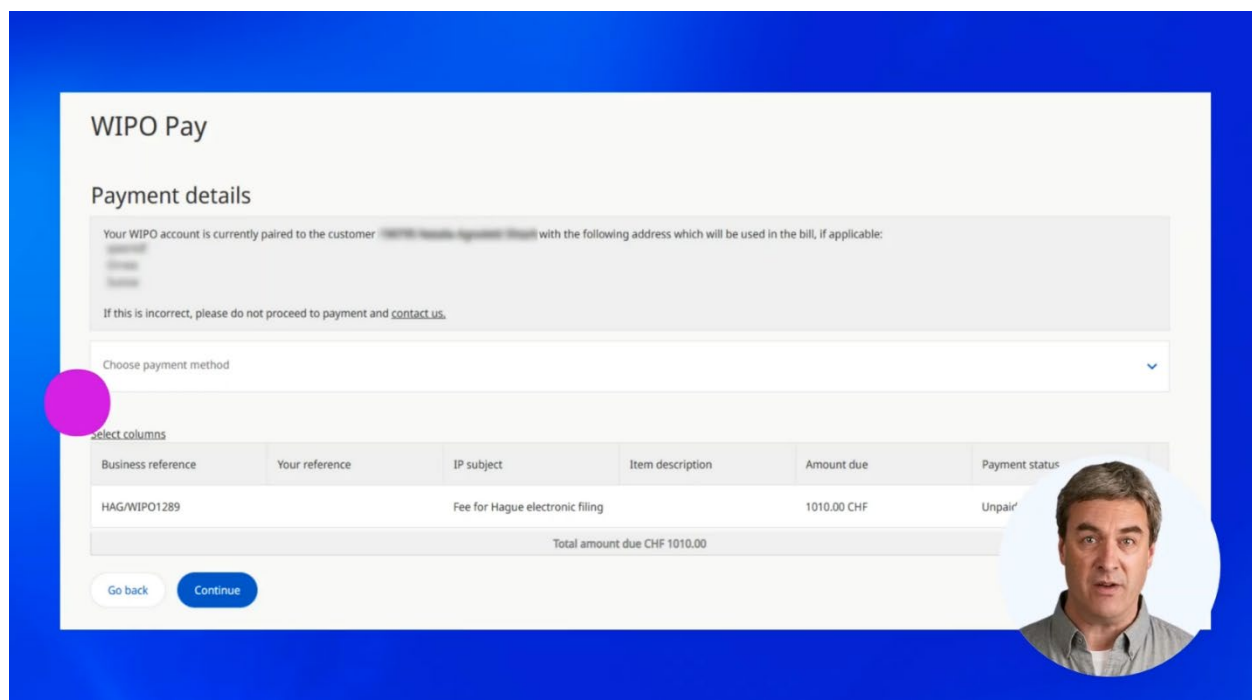
Business reference	Your reference	IP subject	Item description	Amount due	Payment status
HAG/WIPO1289			Fee for Hague electronic filing	1010.00 CHF	Unpaid
Total amount due CHF 1010.00					

~ I don't want to pay by bank transfer but want to pay by another payment method

This action will only cancel the payment process in ePay to allow you to make the payment by another payment method (e.g. Credit/Debit Card). If you have already initiated a payment instr and wish to cancel the transfer of funds from your bank, then you must contact your bank directly.

Change payment method

You will be re-directed to the page where you can select another payment method from the menu.



WIPO Pay

Payment details

Your WIPO account is currently paired to the customer **WIPO Account Agreement: 12345** with the following address which will be used in the bill, if applicable:

If this is incorrect, please do not proceed to payment and [contact us](#).

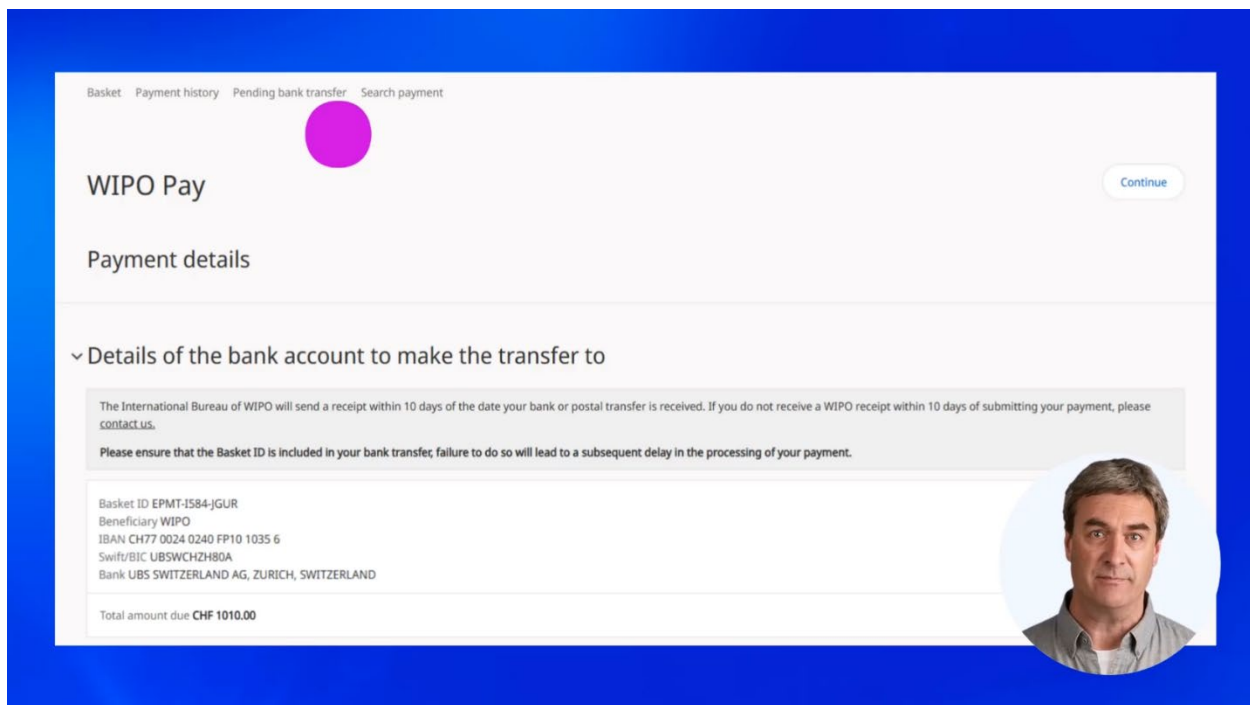
Choose payment method

Select columns

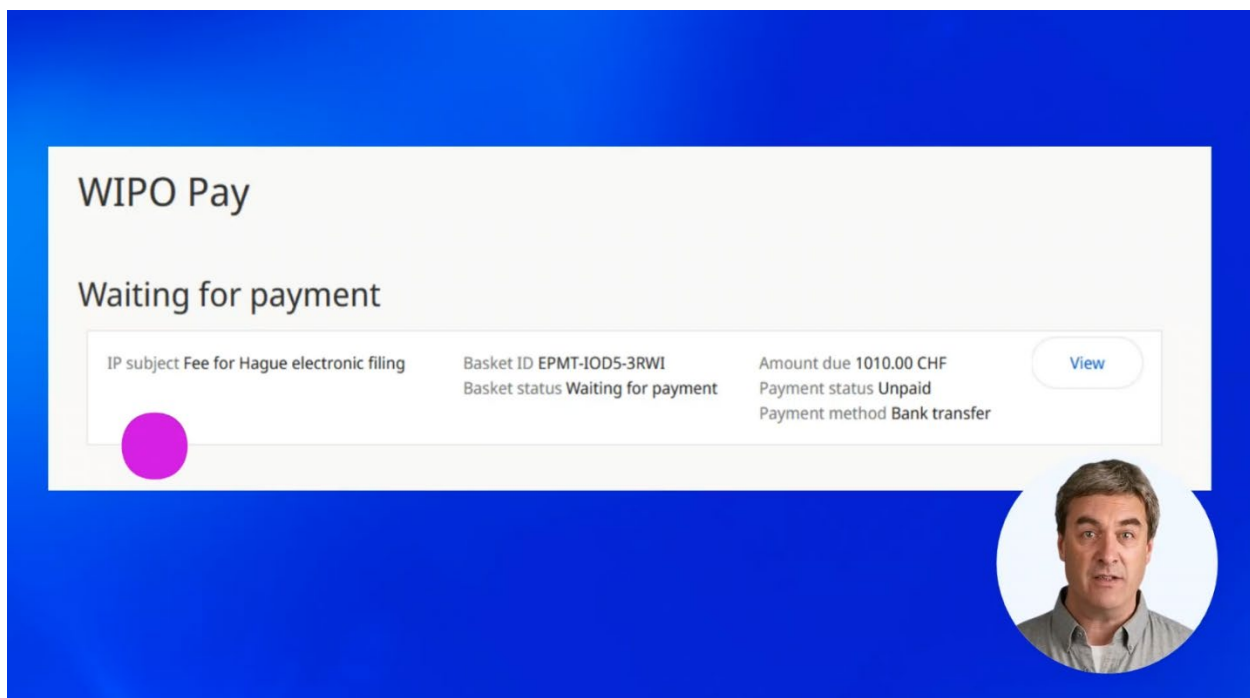
Business reference	Your reference	IP subject	Item description	Amount due	Payment status
HAG/WIPO1289			Fee for Hague electronic filing	1010.00 CHF	Unpaid
Total amount due CHF 1010.00					

Go back Continue

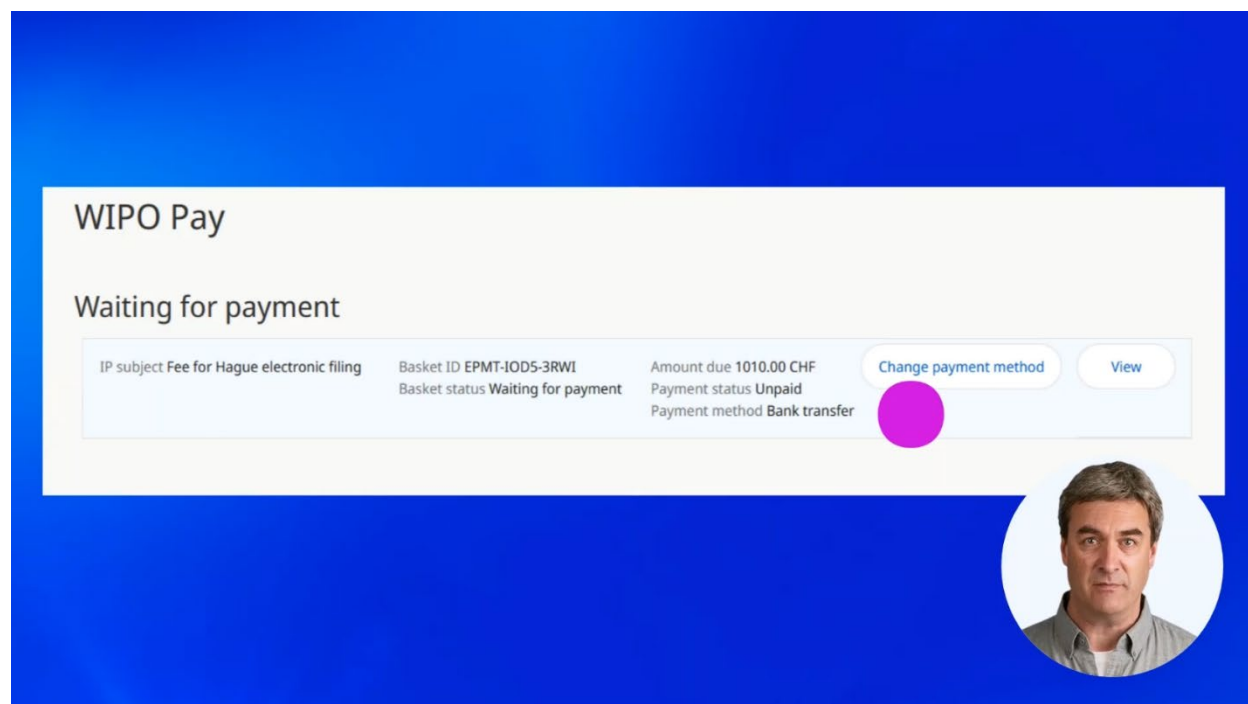
You can change your payment method also by clicking on "Pending bank transfer" in the top menu.



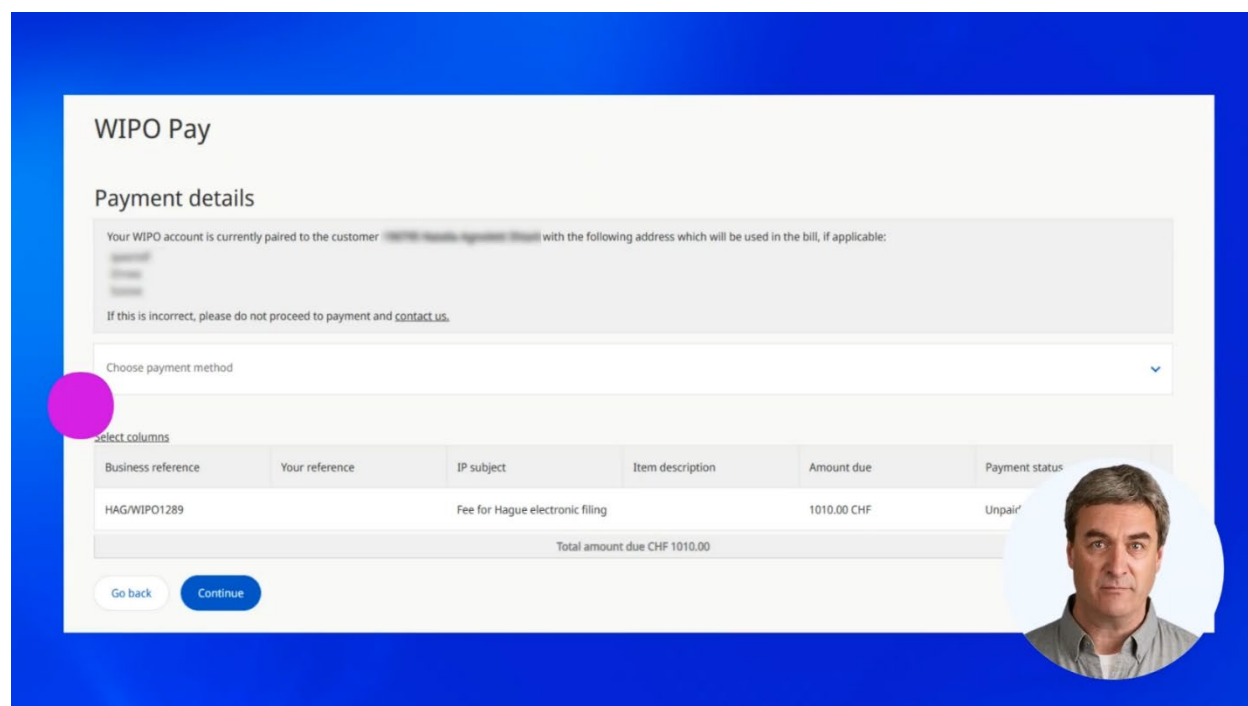
Hover the rectangle with the payment information to see the button "Change payment method".



Click on that button to proceed.



Select another payment method from the menu.



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!