

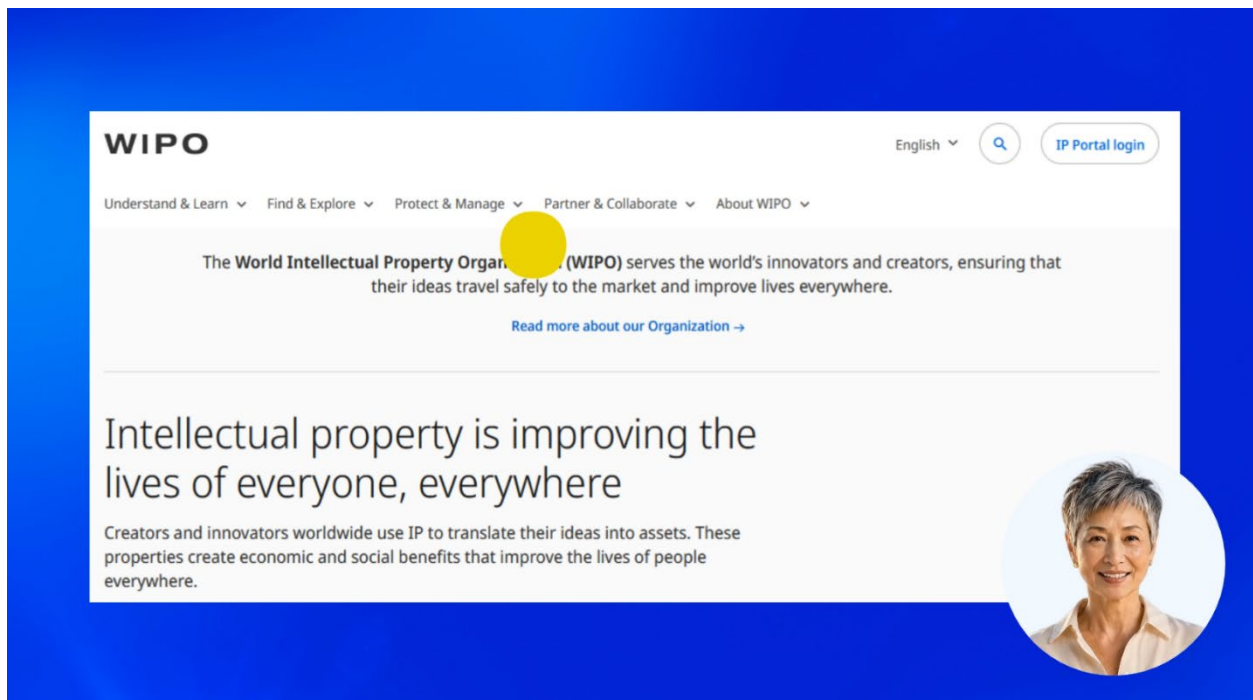
WIPO Wallet: Deposit your funds

Hey there. Welcome to our tutorial. In this video you will learn how to deposit funds into your WIPO Wallet.

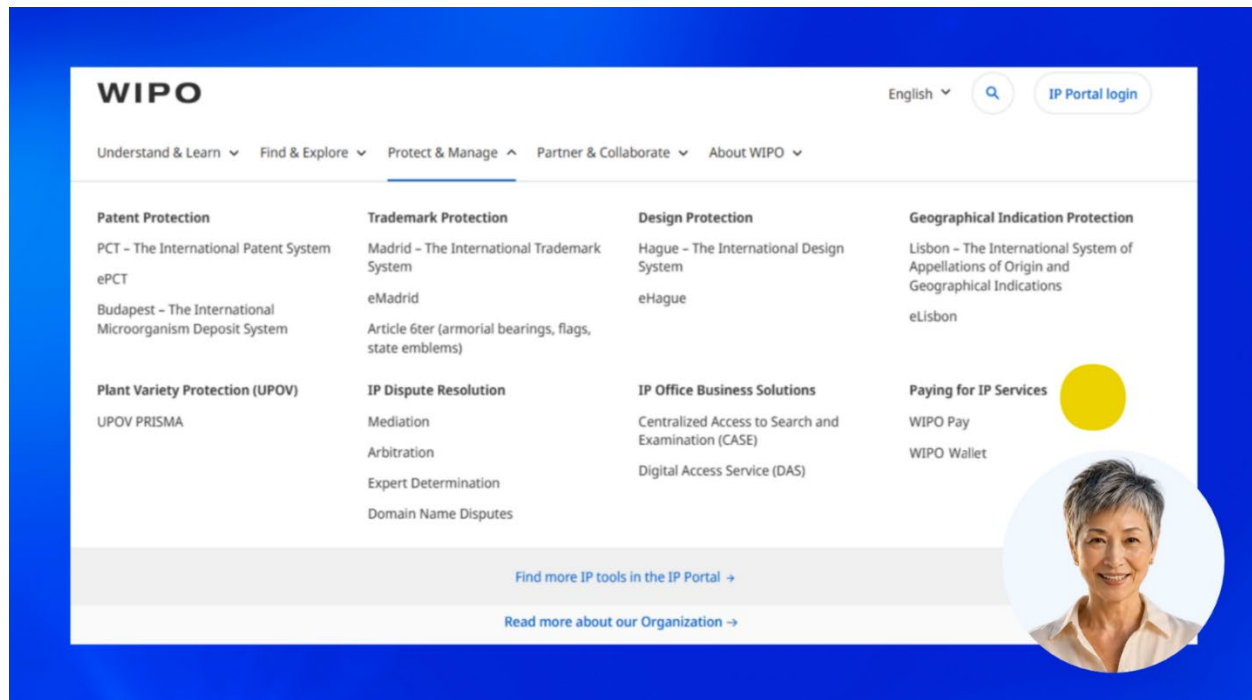
Please note that you can deposit funds to your WIPO Wallet in **Swiss Francs only**. If you do money transfers in another currency, the amount will be converted to Swiss Francs at the bank's exchange rate.

You can use **bank transfer** to replenish your WIPO Wallet.

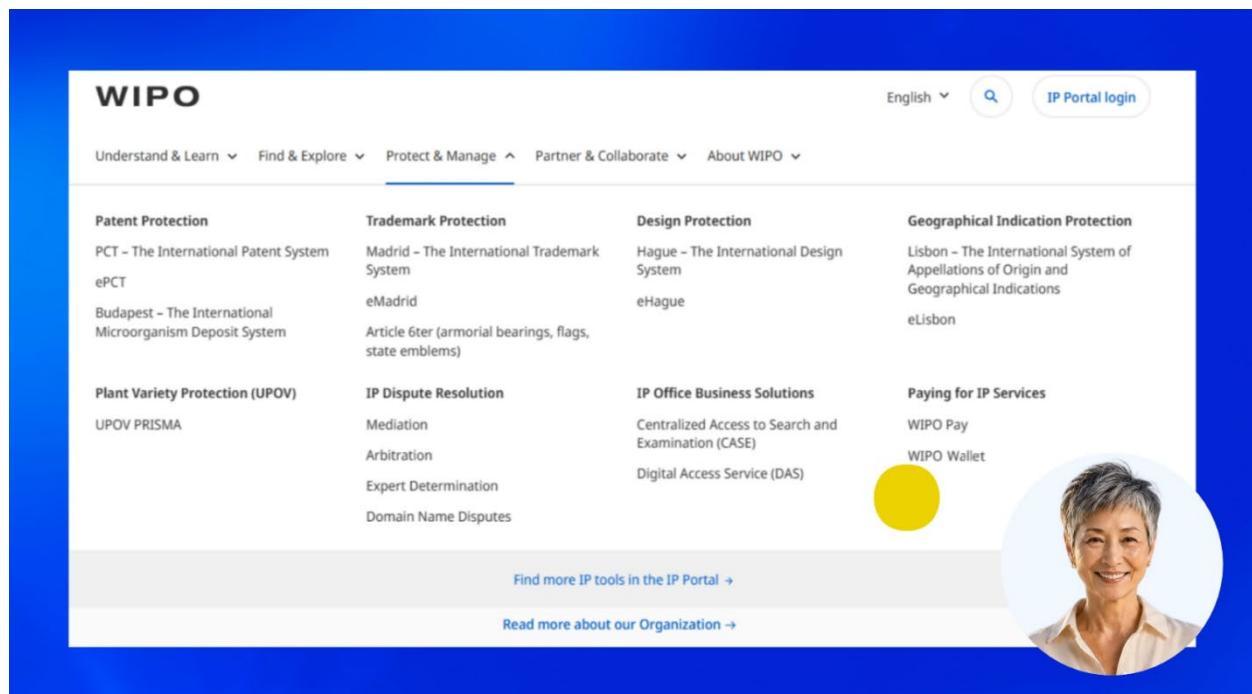
To find the bank transfer payment details, go to WIPO's official website and click on "Protect and Manage".



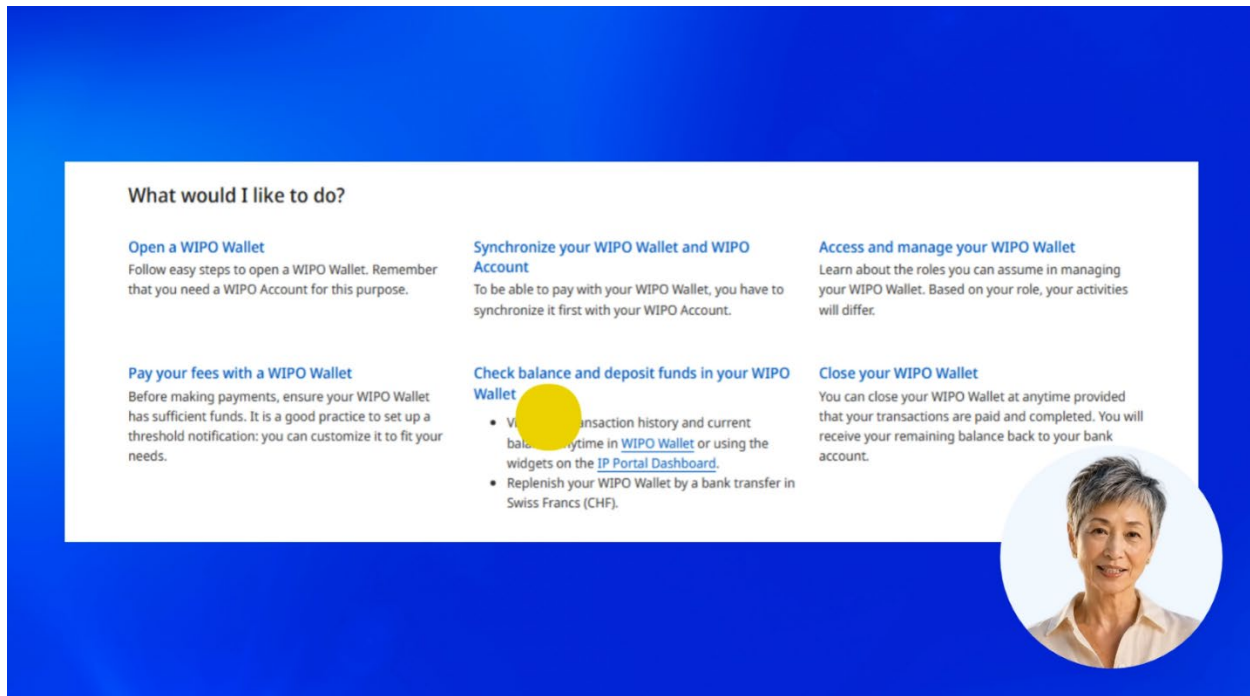
Find the menu title “Paying for IP Services”.



Click on “WIPO Wallet”.



Scroll down the page and click on the action "Check balance and deposit funds in your WIPO Wallet".



What would I like to do?

Open a WIPO Wallet
Follow easy steps to open a WIPO Wallet. Remember that you need a WIPO Account for this purpose.

Synchronize your WIPO Wallet and WIPO Account
To be able to pay with your WIPO Wallet, you have to synchronize it first with your WIPO Account.

Access and manage your WIPO Wallet
Learn about the roles you can assume in managing your WIPO Wallet. Based on your role, your activities will differ.

Pay your fees with a WIPO Wallet
Before making payments, ensure your WIPO Wallet has sufficient funds. It is a good practice to set up a threshold notification: you can customize it to fit your needs.

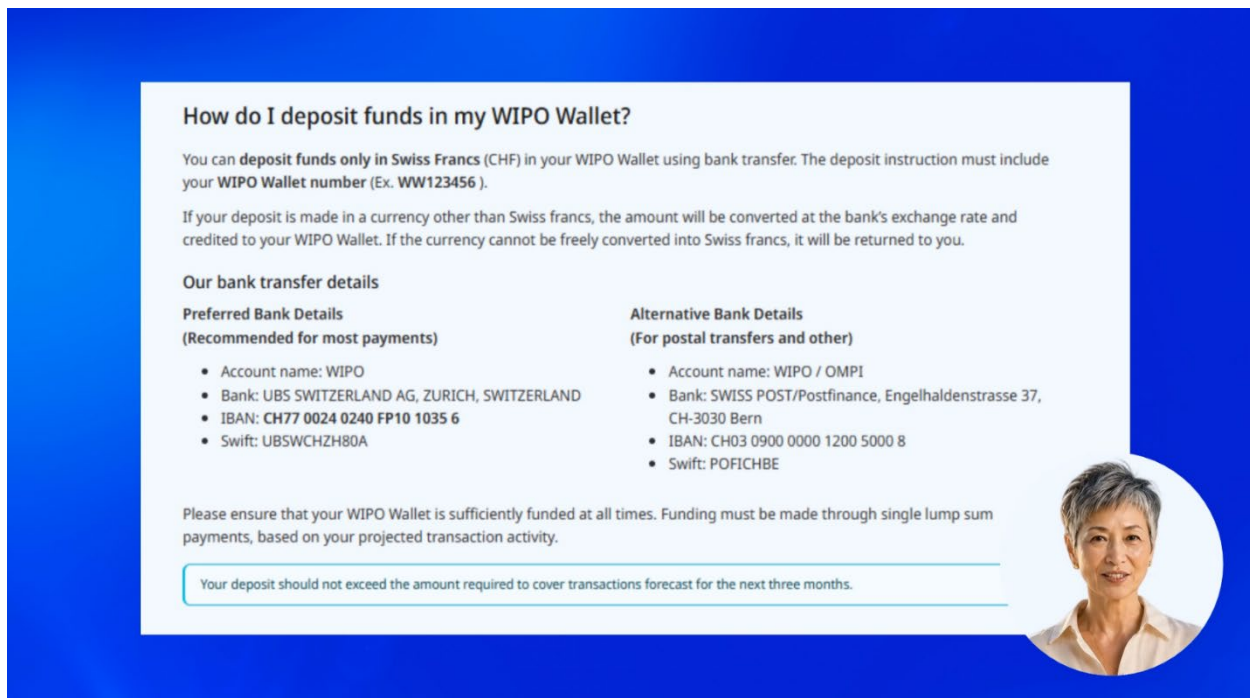
Check balance and deposit funds in your WIPO Wallet

- View your transaction history and current balance anytime in [WIPO Wallet](#) or using the widgets on the [IP Portal Dashboard](#).
- Replenish your WIPO Wallet by a bank transfer in Swiss Francs (CHF).

Close your WIPO Wallet
You can close your WIPO Wallet at anytime provided that your transactions are paid and completed. You will receive your remaining balance back to your bank account.



Here are the payment details.



How do I deposit funds in my WIPO Wallet?

You can **deposit funds only in Swiss Francs (CHF)** in your WIPO Wallet using bank transfer. The deposit instruction must include your **WIPO Wallet number** (Ex. **WW123456**).

If your deposit is made in a currency other than Swiss francs, the amount will be converted at the bank's exchange rate and credited to your WIPO Wallet. If the currency cannot be freely converted into Swiss francs, it will be returned to you.

Our bank transfer details

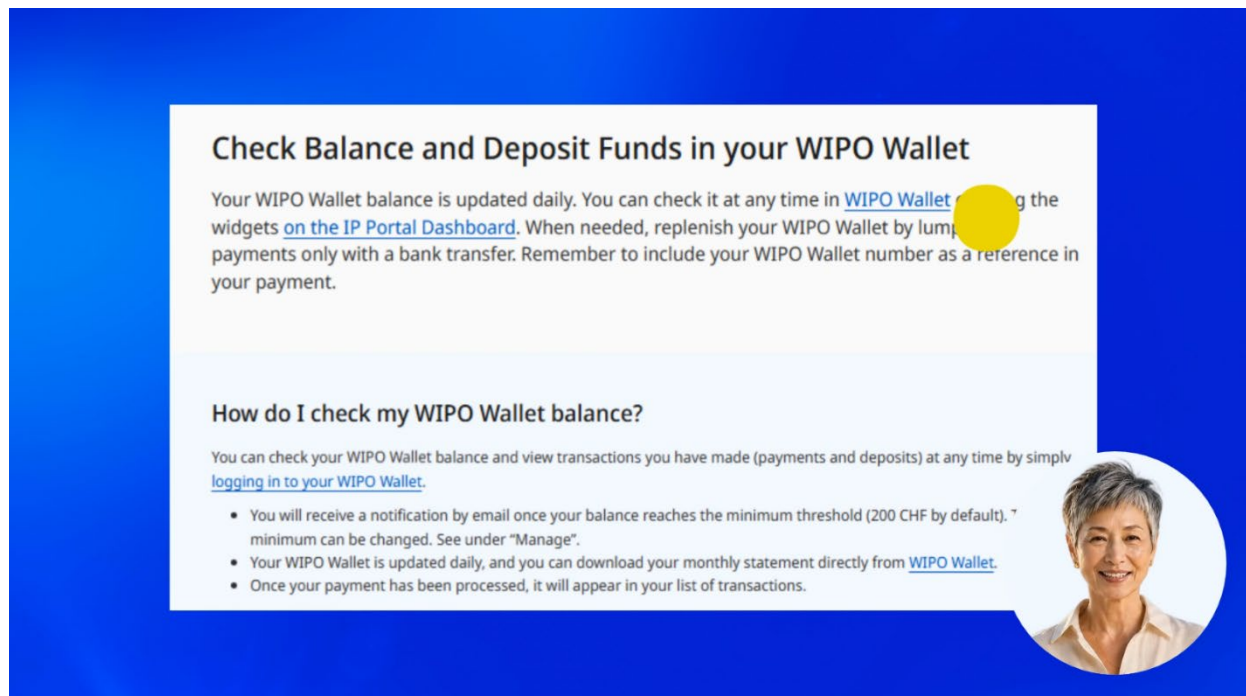
Preferred Bank Details (Recommended for most payments)	Alternative Bank Details (For postal transfers and other)
- Account name: WIPO - Bank: UBS SWITZERLAND AG, ZURICH, SWITZERLAND - IBAN: CH77 0024 0240 FP10 1035 6 - Swift: UBSWCHZH80A	- Account name: WIPO / OMPI - Bank: SWISS POST/Postfinance, Engelhaldenstrasse 37, CH-3030 Bern - IBAN: CH03 0900 0000 1200 5000 8 - Swift: POFICHBE

Please ensure that your WIPO Wallet is sufficiently funded at all times. Funding must be made through single lump sum payments, based on your projected transaction activity.

Your deposit should not exceed the amount required to cover transactions forecast for the next three months.



When you make a bank transfer remember to indicate your WIPO Wallet number in the payment reference field. Access your [WIPO Wallet](#) to know its number.



Check Balance and Deposit Funds in your WIPO Wallet

Your WIPO Wallet balance is updated daily. You can check it at any time in [WIPO Wallet](#) or using the widgets [on the IP Portal Dashboard](#). When needed, replenish your WIPO Wallet by lump sum payments only with a bank transfer. Remember to include your WIPO Wallet number as a reference in your payment.

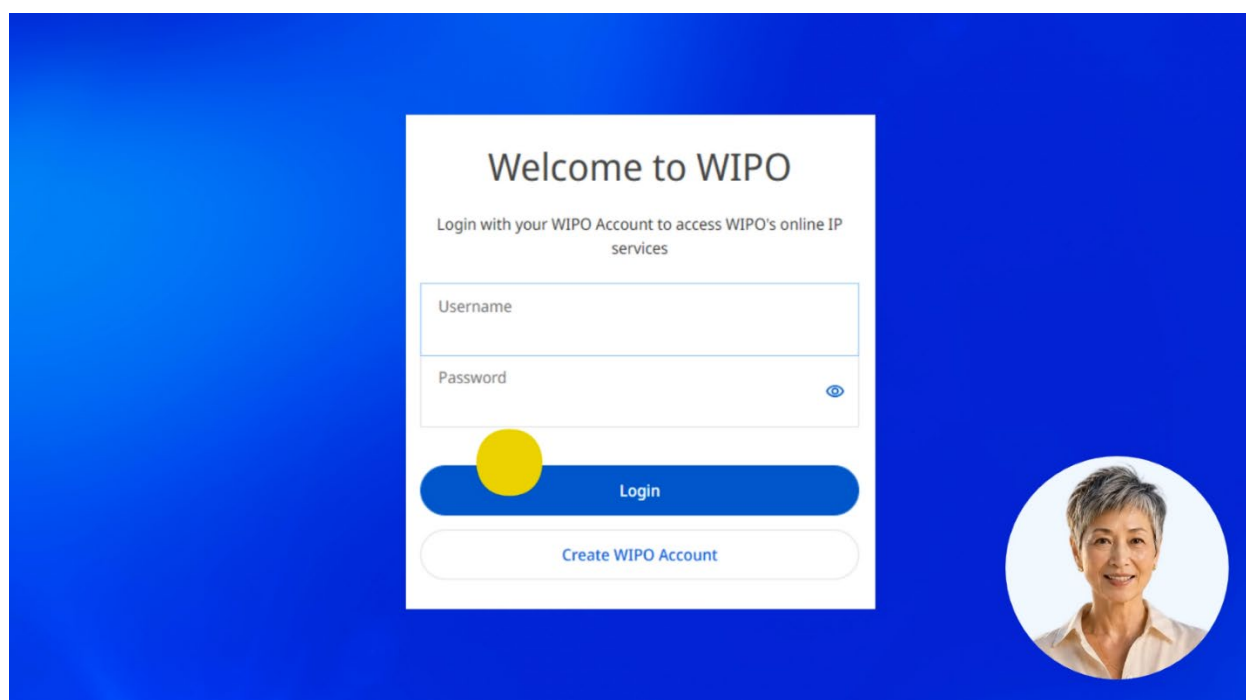
How do I check my WIPO Wallet balance?

You can check your WIPO Wallet balance and view transactions you have made (payments and deposits) at any time by simply [logging in to your WIPO Wallet](#).

- You will receive a notification by email once your balance reaches the minimum threshold (200 CHF by default). * minimum can be changed. See under "Manage".
- Your WIPO Wallet is updated daily, and you can download your monthly statement directly from [WIPO Wallet](#).
- Once your payment has been processed, it will appear in your list of transactions.



On the same page, you will also find a link to access your [WIPO Wallet](#). You will be asked to log in to your WIPO Account.



Welcome to WIPO

Login with your WIPO Account to access WIPO's online IP services

Username

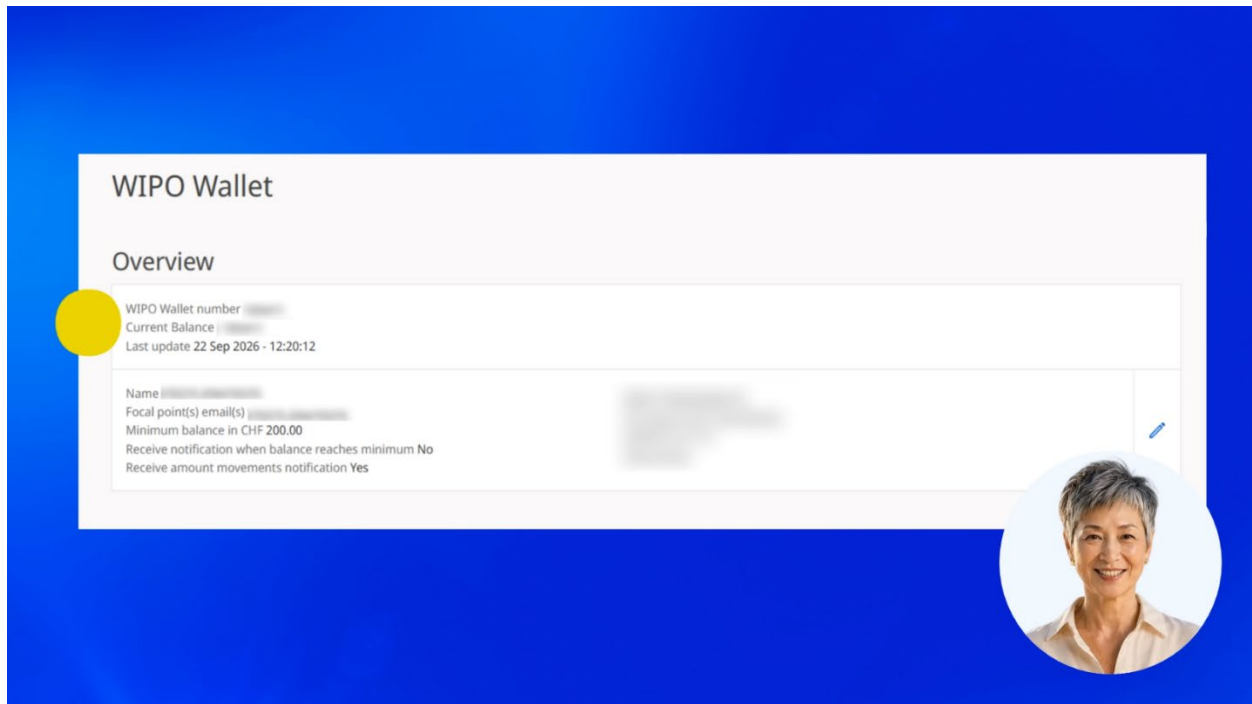
Password 

Login

[Create WIPO Account](#)



When your WIPO Account and WIPO Wallet are synchronized, you will see your WIPO Wallet number in the “Overview” section.



If your WIPO Account and WIPO Wallet are still not synchronized, please check [one of our previous tutorials](#) on this topic.

Please keep your WIPO Wallet sufficiently funded at all times. Do not replenish your WIPO Wallet with small amounts every time you have to pay your fees. Remember that funding must be made by **single lump sum payments only**.

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.