

WIPO Wallet: Paying for Trademark Fees after receiving an Irregularity Notice

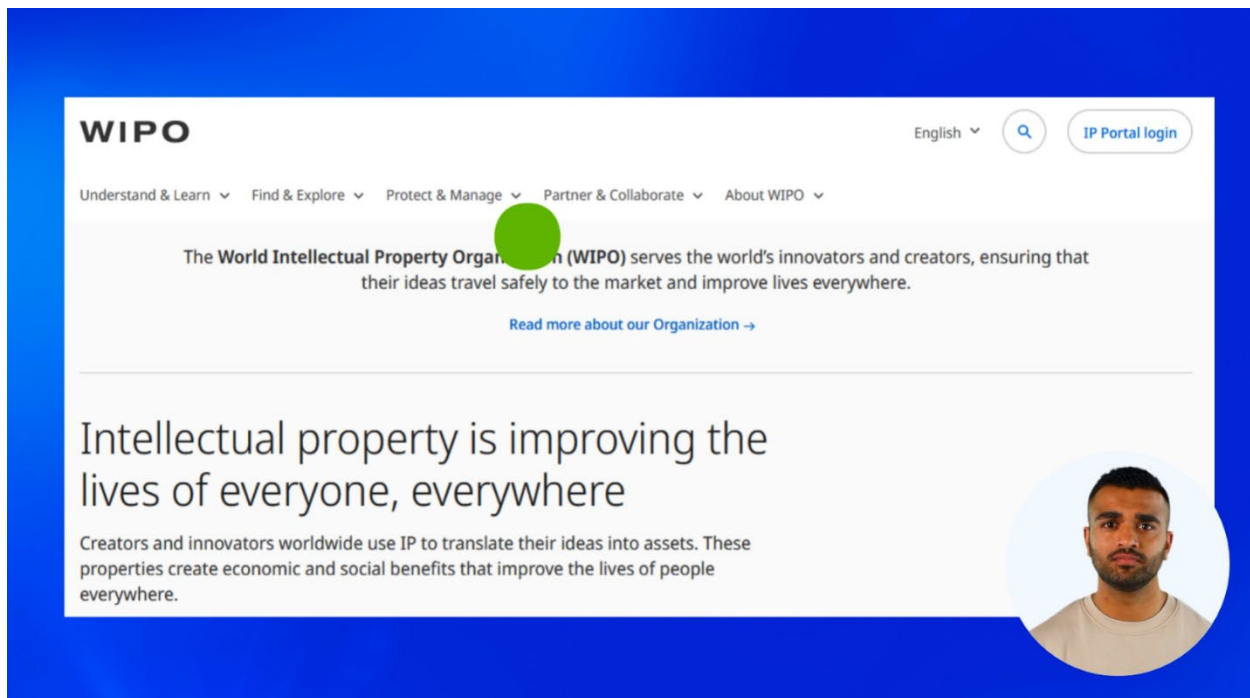
Hey there! Welcome to our tutorial.

In this video you will learn how to pay your trademark fees with a WIPO Wallet in the case of reception of an irregularity notice. This happens in case you didn't pay your fees within the initial deadline.

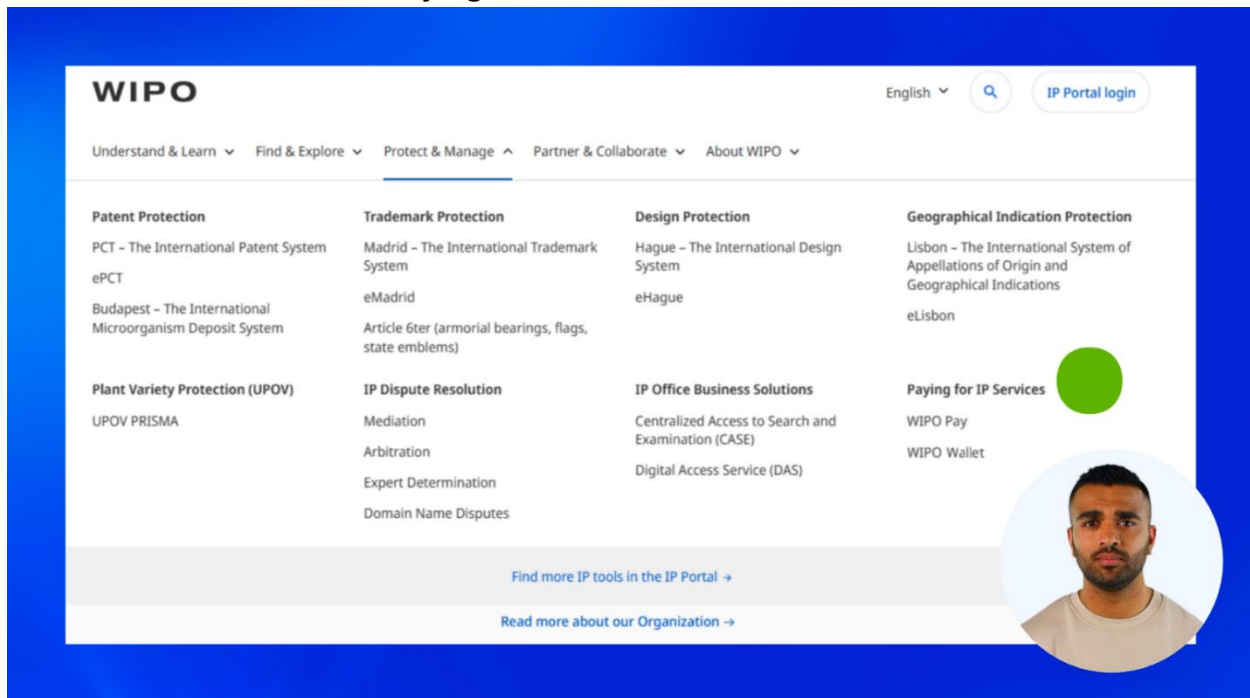
Before authorizing any payments with a WIPO Wallet, please **make sure that your WIPO Wallet has sufficient funds to make the payment.**

Let's pay your trademark fee with a WIPO Wallet right now.

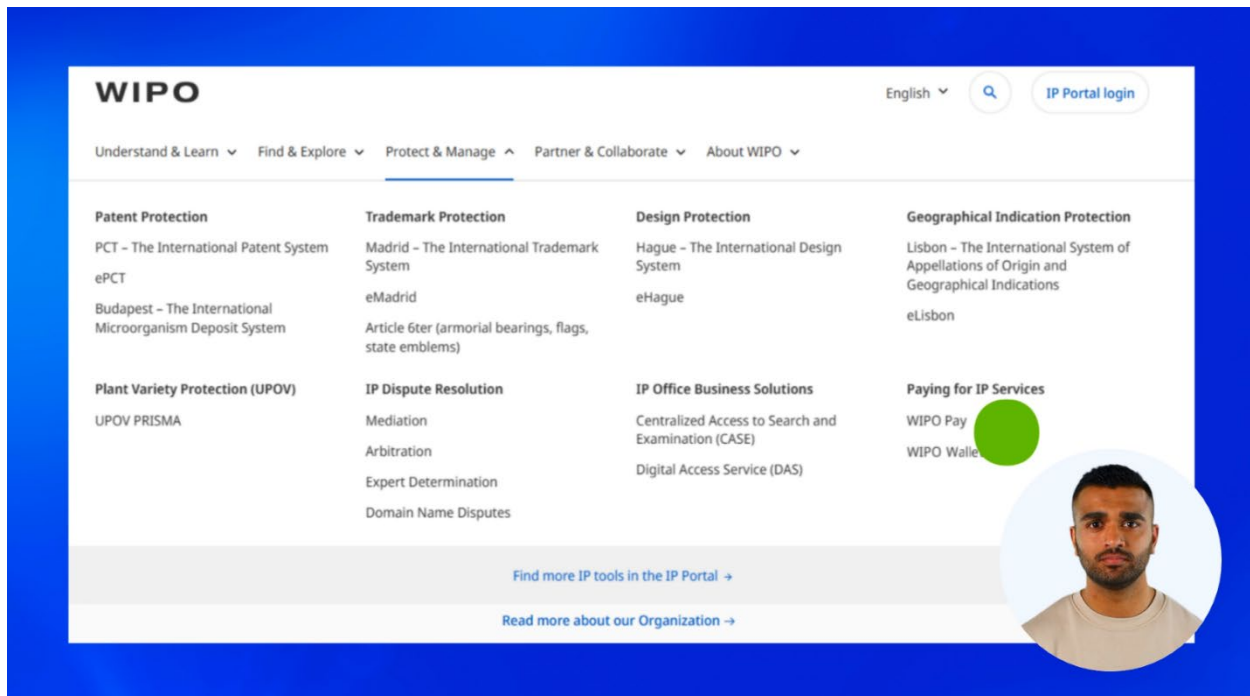
On WIPO's website click on "Protect and Manage".



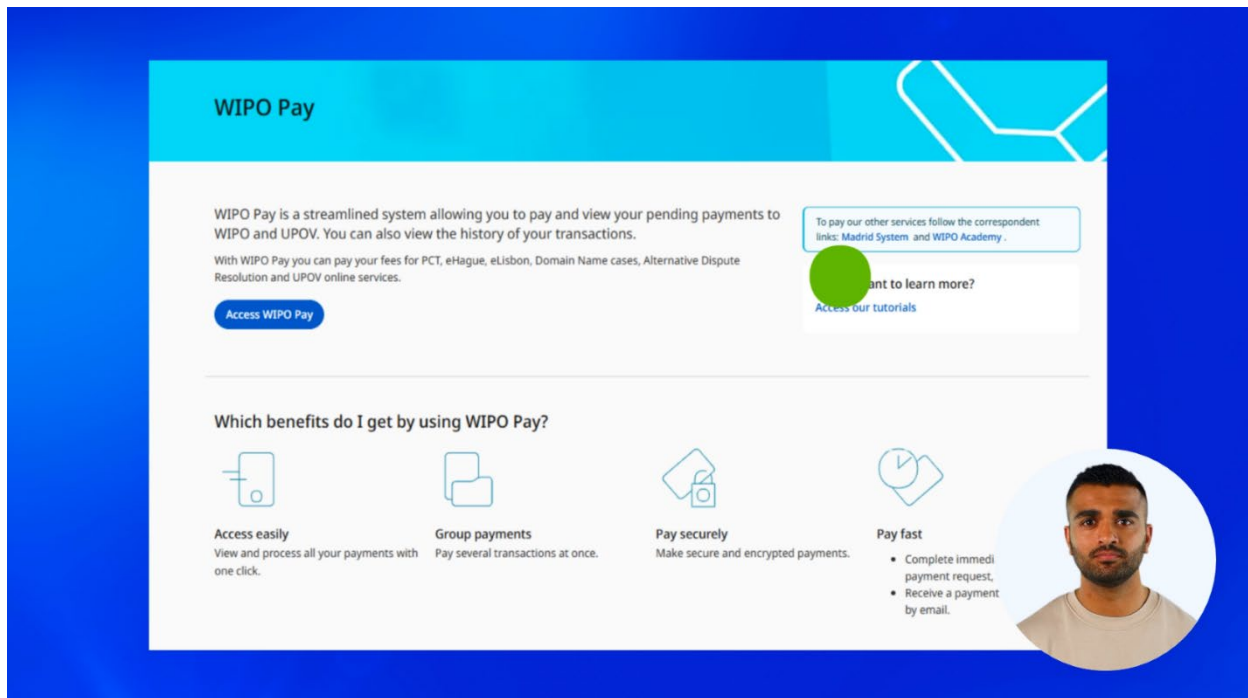
Now find the menu titled “Paying for IP Services”.



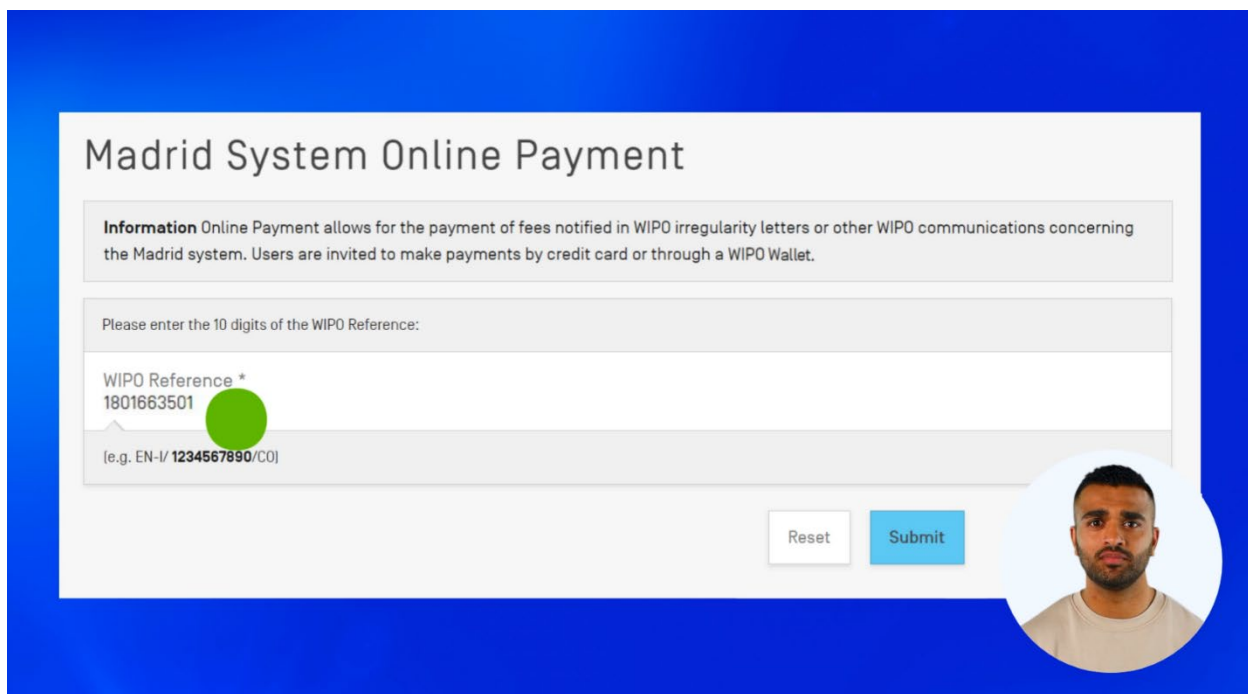
Click on “WIPO Pay”.



Then click on “Madrid System”.



The Madrid System Online Payment application will open. Enter the reference you have received by e-mail or by post from WIPO.



Then click on “Submit”.

Madrid System Online Payment

Information Online Payment allows for the payment of fees notified in WIPO irregularity letters or other WIPO communications concerning the Madrid system. Users are invited to make payments by credit card or through a WIPO Wallet.

Please enter the 10 digits of the WIPO Reference:

WIPO Reference *
1801663501

(e.g. EN-/I/ 1234567890/CO)

Reset Submit

Check the displayed information and click on “Continue”.

Madrid System Online Payment 1801663501

1 General Information 2 Fee Details 3 Payment

General Information

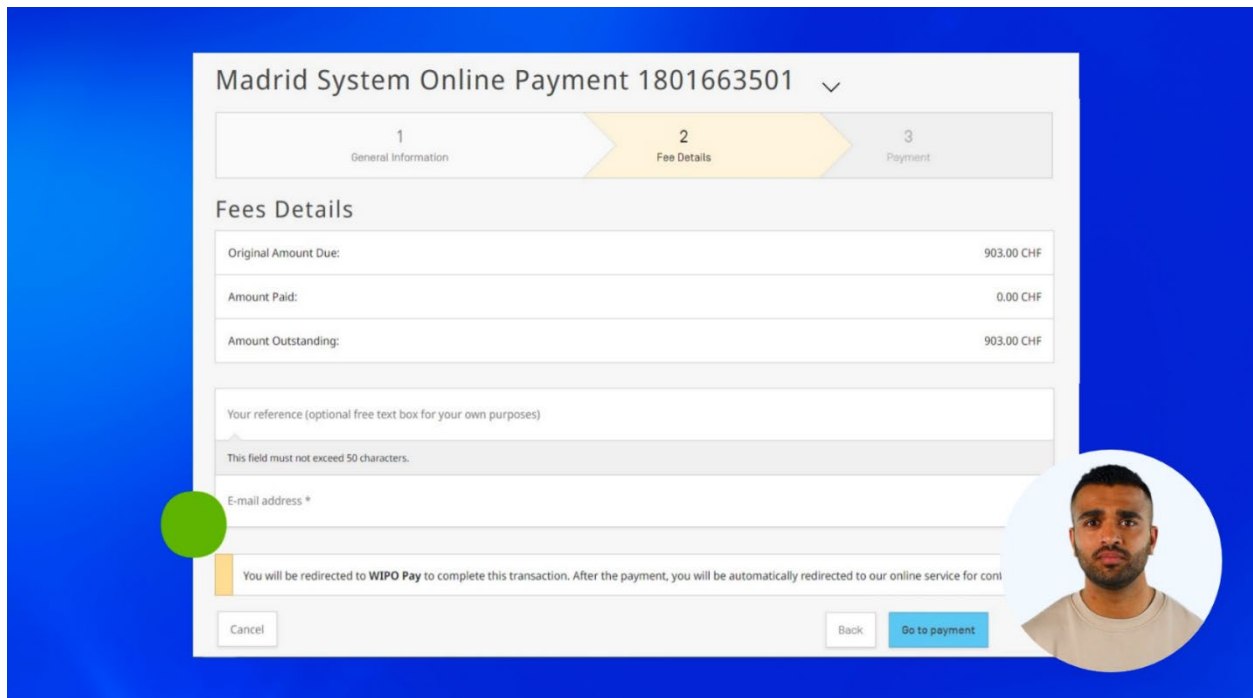
Please, review the details of the concerned transaction.

Holder Name: [redacted]
Holder Address: [redacted]

WIPO Reference: 1801663501
Service Type: New application
Basic Application Number (first number displayed if more than one): 4887358
Basic Registration Number (first number displayed if more than one): 4887358

Cancel Continue

Enter your e-mail address for billing purposes.



Madrid System Online Payment 1801663501

1 General Information 2 Fee Details 3 Payment

Fees Details

Original Amount Due:	903.00 CHF
Amount Paid:	0.00 CHF
Amount Outstanding:	903.00 CHF

Your reference (optional free text box for your own purposes)

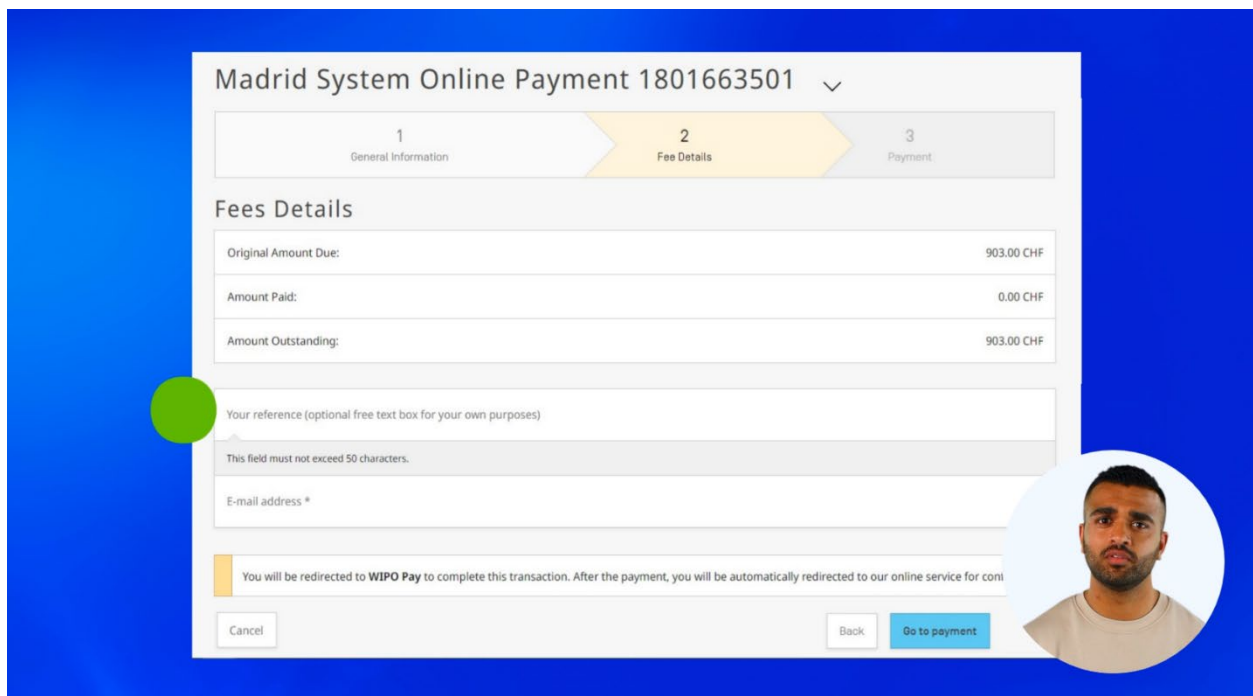
This field must not exceed 50 characters.

E-mail address *

You will be redirected to **WIPO Pay** to complete this transaction. After the payment, you will be automatically redirected to our online service for con

Cancel Back Go to payment

You can also insert your own reference in this field.



Madrid System Online Payment 1801663501

1 General Information 2 Fee Details 3 Payment

Fees Details

Original Amount Due:	903.00 CHF
Amount Paid:	0.00 CHF
Amount Outstanding:	903.00 CHF

Your reference (optional free text box for your own purposes)

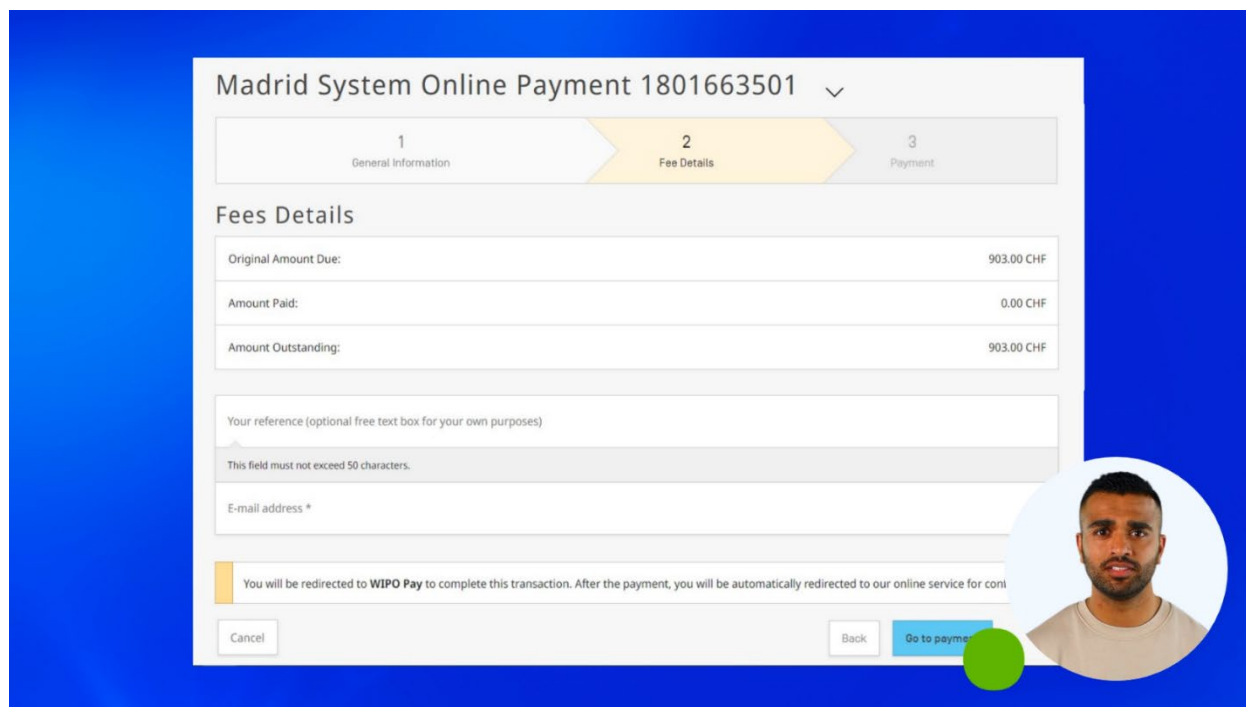
This field must not exceed 50 characters.

E-mail address *

You will be redirected to **WIPO Pay** to complete this transaction. After the payment, you will be automatically redirected to our online service for con

Cancel Back Go to payment

Click on "Go to payment" to proceed.

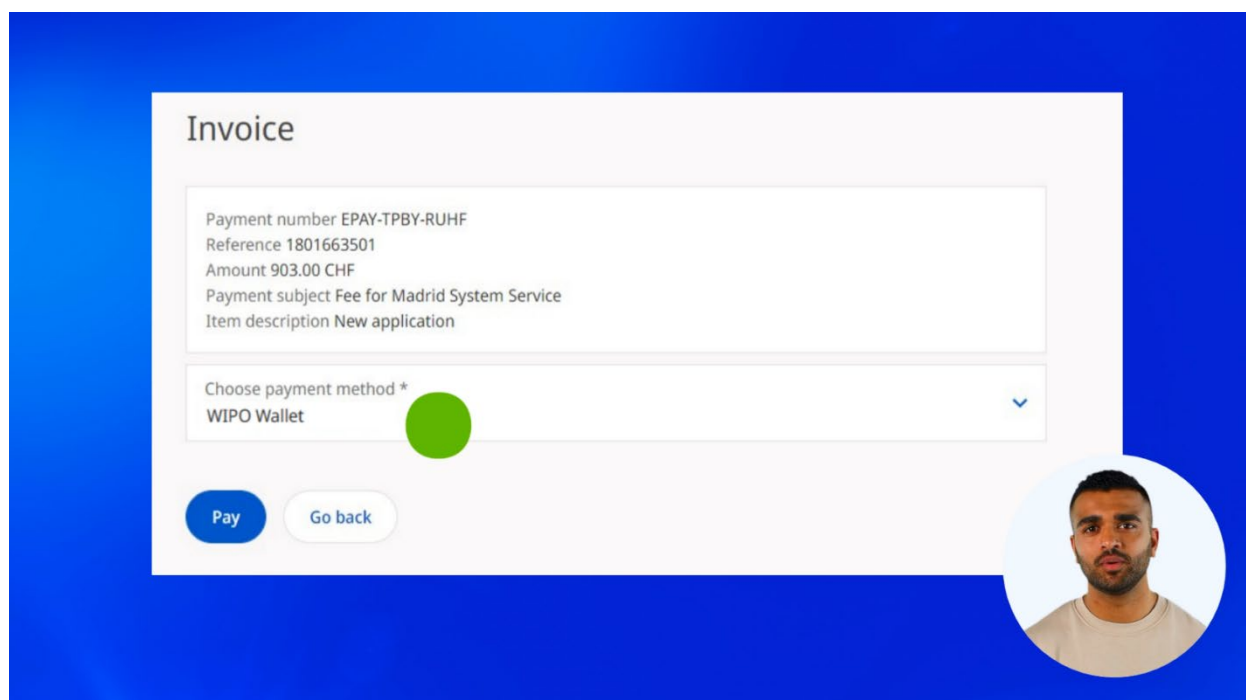


The screenshot shows the 'Madrid System Online Payment 1801663501' interface. At the top, there are three steps: 1 General Information, 2 Fee Details (highlighted in yellow), and 3 Payment. Below the steps, the 'Fees Details' section contains a table with the following information:

Original Amount Due:	903.00 CHF
Amount Paid:	0.00 CHF
Amount Outstanding:	903.00 CHF

Below the table, there is a text box for 'Your reference (optional free text box for your own purposes)' with a note 'This field must not exceed 50 characters.' and an 'E-mail address *' field. At the bottom, a yellow box states: 'You will be redirected to **WIPO Pay** to complete this transaction. After the payment, you will be automatically redirected to our online service for con'. There are three buttons: 'Cancel', 'Back', and 'Go to payment' (highlighted with a green circle). A circular profile picture of a man is visible on the right side of the interface.

Select WIPO Wallet as your payment method

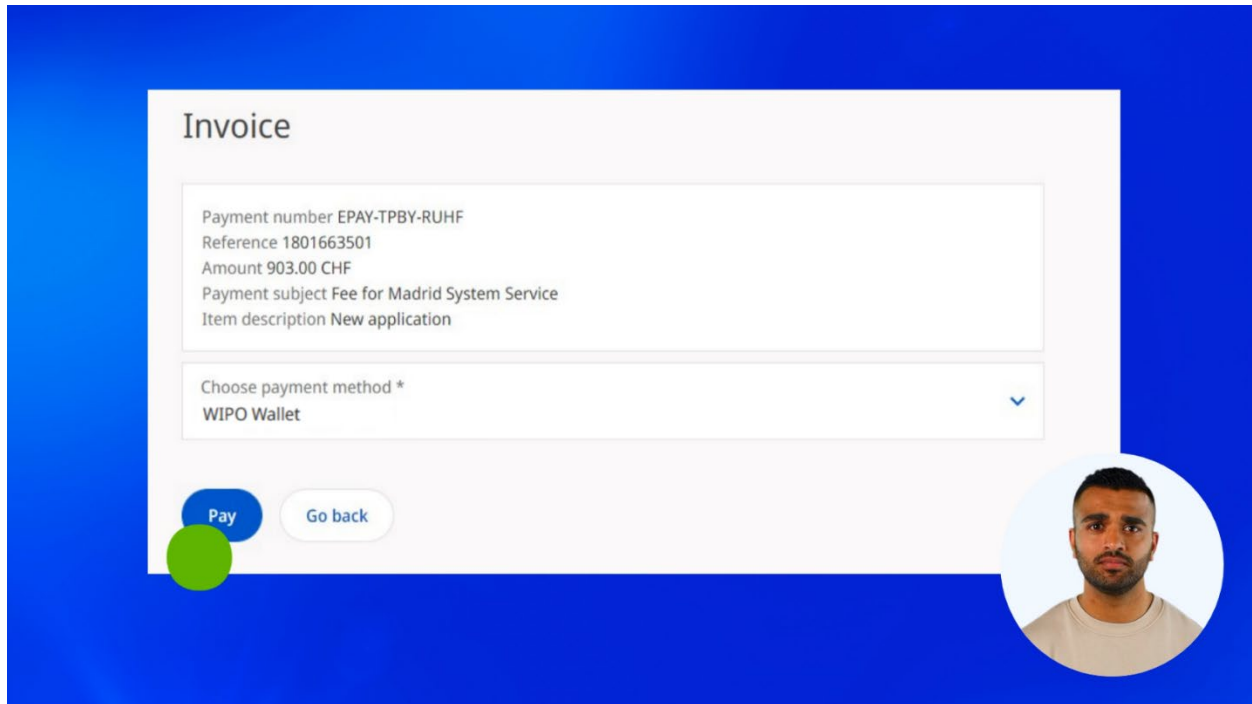


The screenshot shows the 'Invoice' page. It displays the following payment details:

- Payment number EPAY-TPBY-RUHF
- Reference 1801663501
- Amount 903.00 CHF
- Payment subject Fee for Madrid System Service
- Item description New application

Below the details, there is a dropdown menu for 'Choose payment method *' with 'WIPO Wallet' selected (highlighted with a green circle). At the bottom, there are two buttons: 'Pay' and 'Go back'. A circular profile picture of a man is visible on the right side of the interface.

and click on “Pay”.

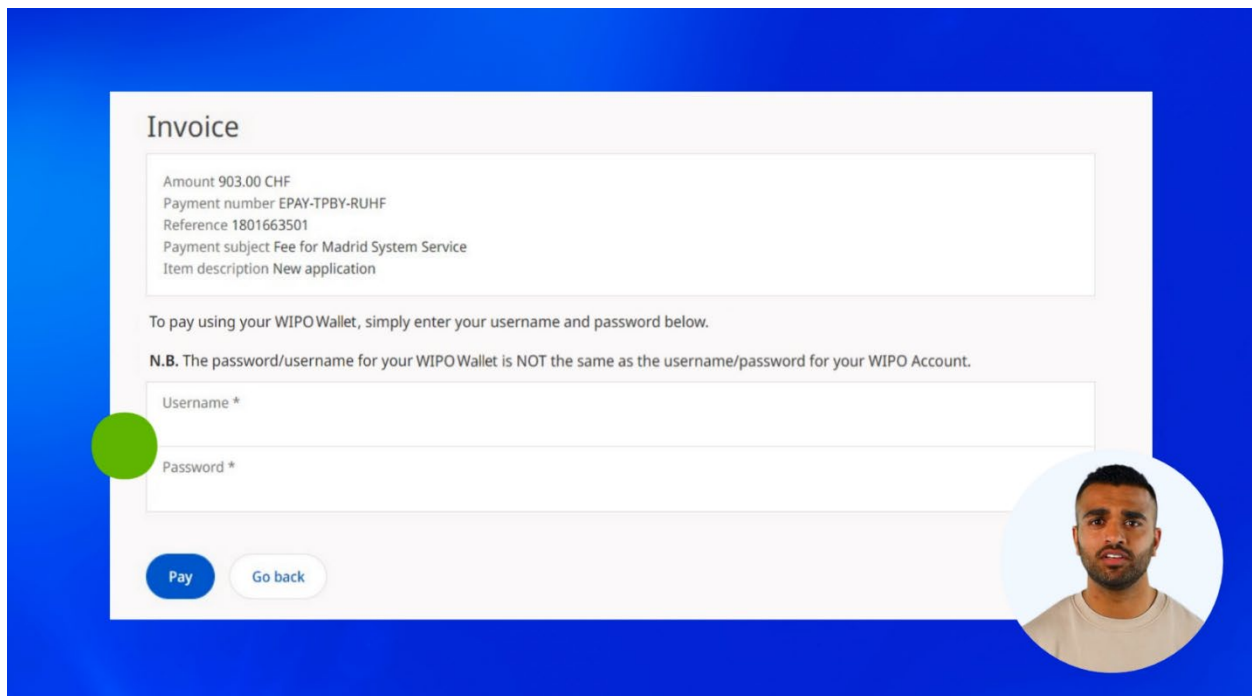


The screenshot shows a white 'Invoice' form on a blue background. The form contains the following text:

Payment number EPAY-TPBY-RUHF
Reference 1801663501
Amount 903.00 CHF
Payment subject Fee for Madrid System Service
Item description New application

Below this is a dropdown menu labeled 'Choose payment method *' with 'WIPO Wallet' selected. At the bottom left of the form, a blue 'Pay' button is highlighted with a green circle, and a grey 'Go back' button is next to it. On the right side of the form, there is a circular profile picture of a man with a beard and short dark hair, wearing a light-colored shirt.

Enter the credentials provided by WIPO when you opened a WIPO Wallet or by your WIPO Wallet administrator in your company.



This screenshot shows the same 'Invoice' form, but with additional instructions and login fields. The invoice details are repeated in a box:

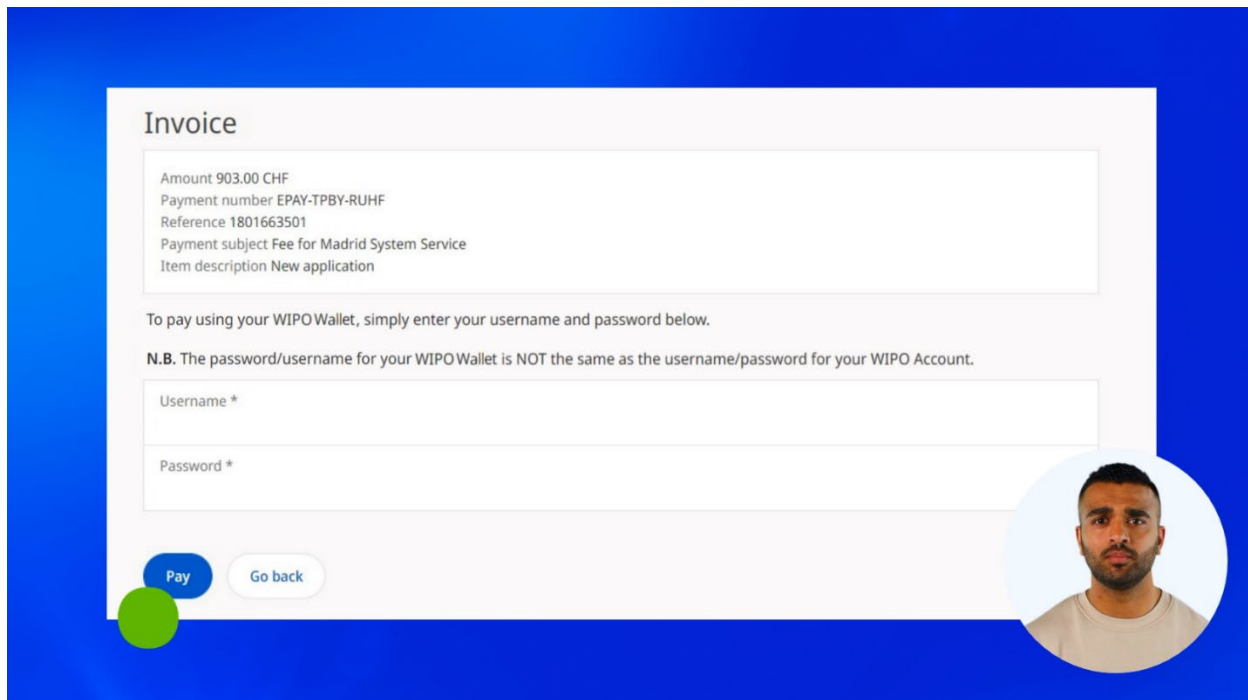
Amount 903.00 CHF
Payment number EPAY-TPBY-RUHF
Reference 1801663501
Payment subject Fee for Madrid System Service
Item description New application

Below the invoice details, the text reads: 'To pay using your WIPO Wallet, simply enter your username and password below.'

Below that is a note: 'N.B. The password/username for your WIPO Wallet is NOT the same as the username/password for your WIPO Account.'

There are two input fields: 'Username *' and 'Password *'. The 'Password *' field is highlighted with a green circle. At the bottom left, the 'Pay' and 'Go back' buttons are visible. The circular profile picture of the man is also present on the right.

Then click on “Pay”.



Invoice

Amount 903.00 CHF
Payment number EPAY-TPBY-RUHF
Reference 1801663501
Payment subject Fee for Madrid System Service
Item description New application

To pay using your WIPO Wallet, simply enter your username and password below.

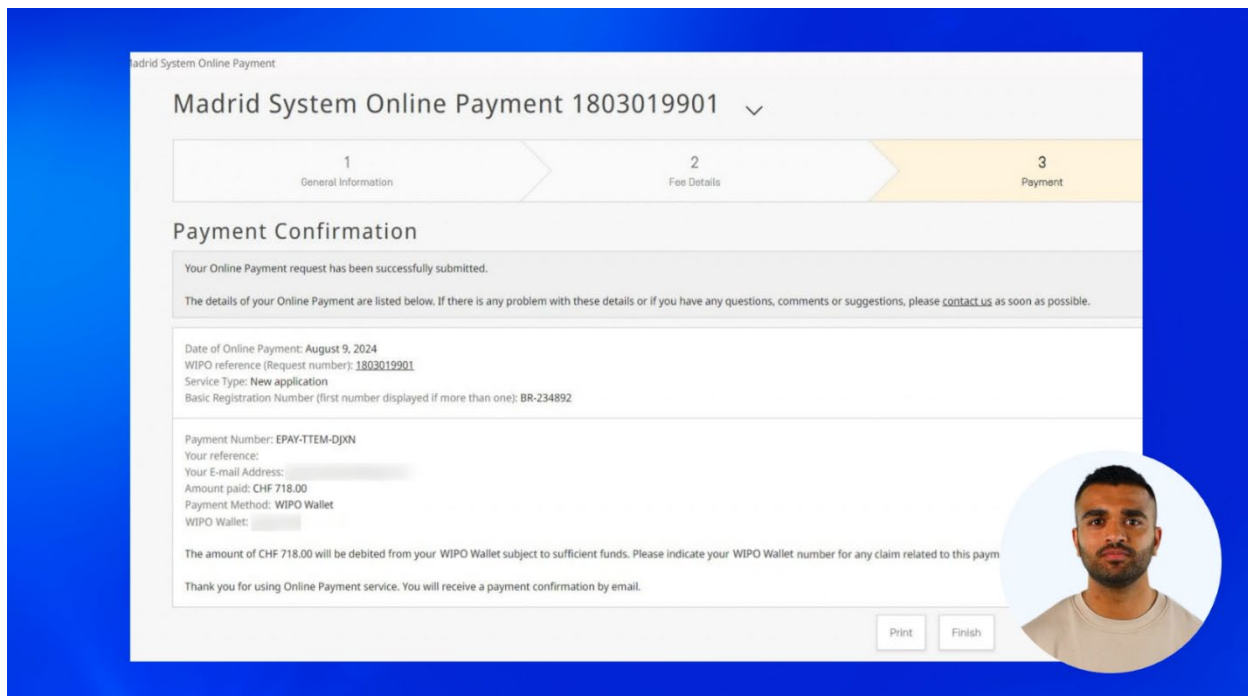
N.B. The password/username for your WIPO Wallet is NOT the same as the username/password for your WIPO Account.

Username *

Password *

Pay **Go back**

Congratulations! Your payment was successful. Check your e-mail connected to your WIPO Account: you will shortly receive a payment confirmation.



Madrid System Online Payment

Madrid System Online Payment 1803019901

1 General Information 2 Fee Details 3 Payment

Payment Confirmation

Your Online Payment request has been successfully submitted.

The details of your Online Payment are listed below. If there is any problem with these details or if you have any questions, comments or suggestions, please [contact us](#) as soon as possible.

Date of Online Payment: August 9, 2024
WIPO reference (Request number): 1803019901
Service Type: New application
Basic Registration Number (first number displayed if more than one): BR-234892

Payment Number: EPAY-TTEM-DJXN
Your reference:
Your E-mail Address:
Amount paid: CHF 718.00
Payment Method: WIPO Wallet
WIPO Wallet:

The amount of CHF 718.00 will be debited from your WIPO Wallet subject to sufficient funds. Please indicate your WIPO Wallet number for any claim related to this payment.

Thank you for using Online Payment service. You will receive a payment confirmation by email.

Print **Finish**

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!