

WIPO Wallet: Opening Request

Hey there! Welcome to our tutorial. In this video, you will learn how to create and validate your WIPO Wallet.

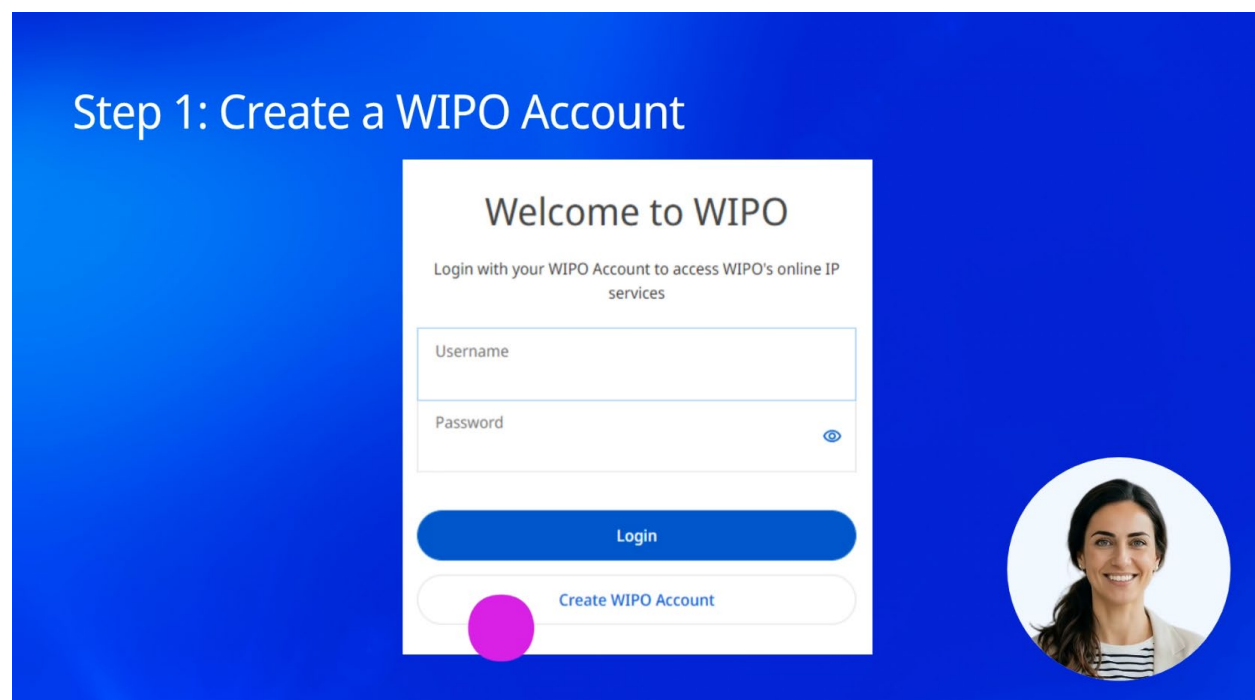
WIPO Wallet is your **deposit account** managed in **Swiss Francs (CHF)** for regular, fast, and secure transactions at WIPO. Opening a WIPO Wallet is a way to simplify the online payment process and enable you to monitor all your transactions fast and easily.

We recommend WIPO Wallet if you **often** make transactions with WIPO and would like to avoid making multiple bank transfers and paying bank charges.

Please note that it is **not possible** to open a WIPO Wallet **for a single transaction only**.

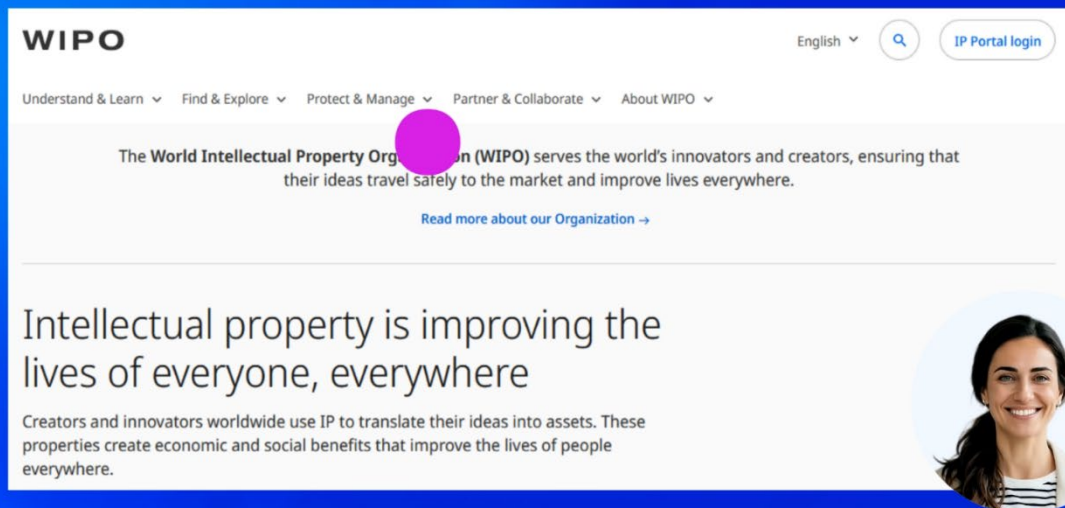
How to open a WIPO Wallet? Let's do it step by step right now!

First of all, create a WIPO Account. It is your personal user account to access all WIPO's online services. You can watch [one of our previous tutorials](#) on how to create a WIPO Account.

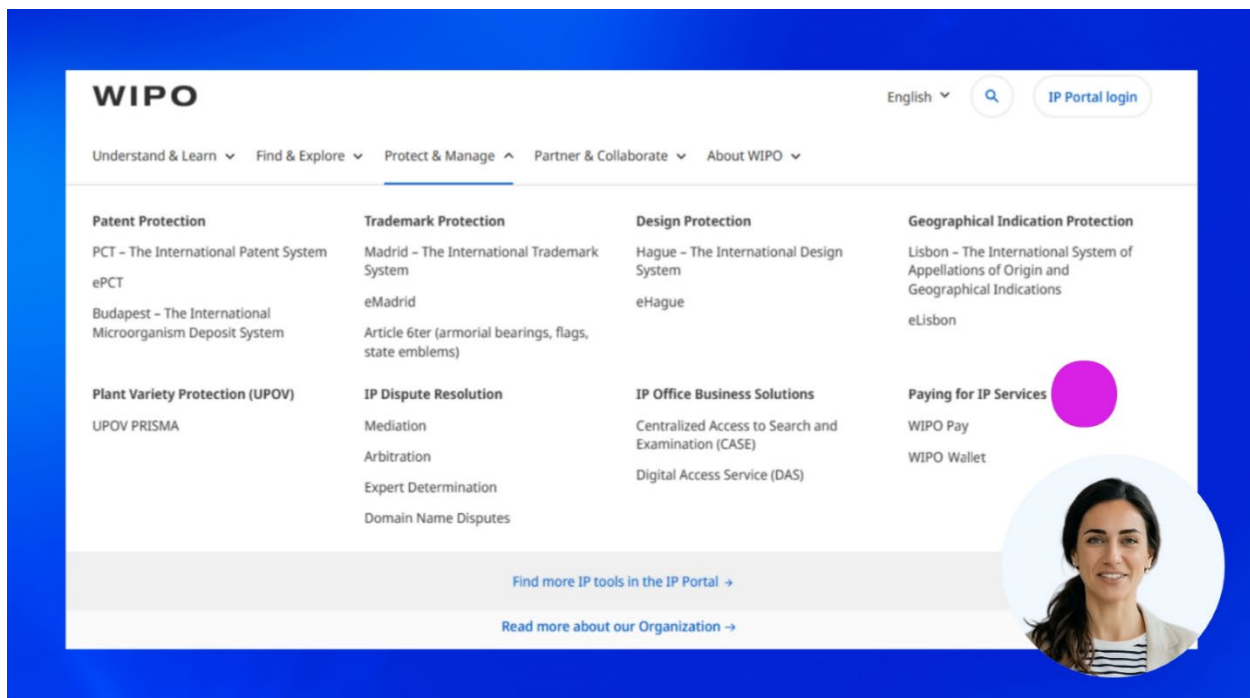


After creating a WIPO Account, fill in the WIPO Wallet request form.
Click on "Protect and Manage" in the upper menu of [WIPO's website](#).

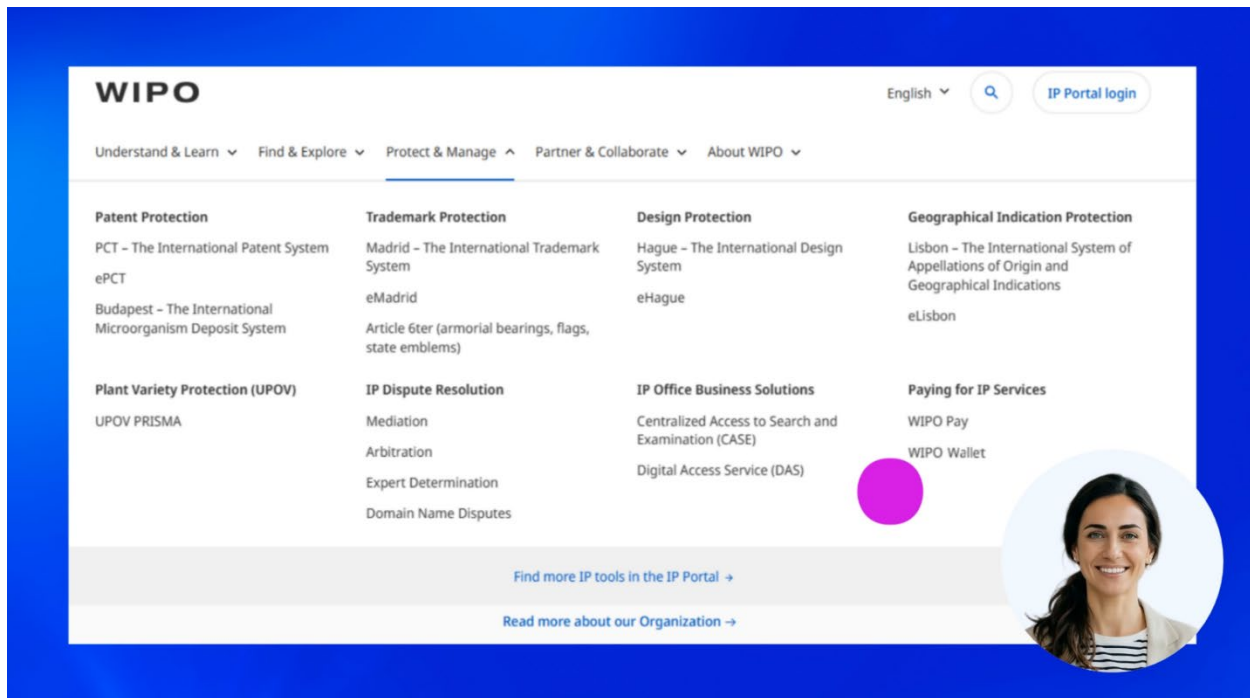
Step 2: Fill in the WIPO Wallet request form



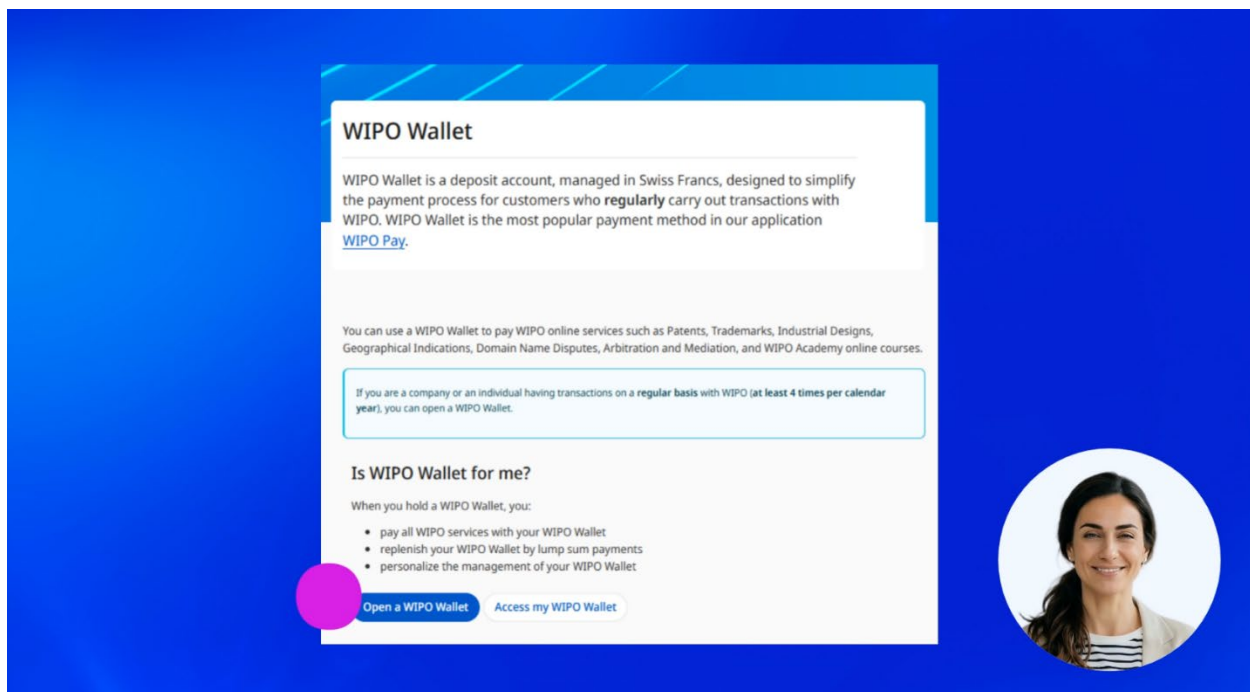
A menu will open. Find the menu title "Paying for IP Services".



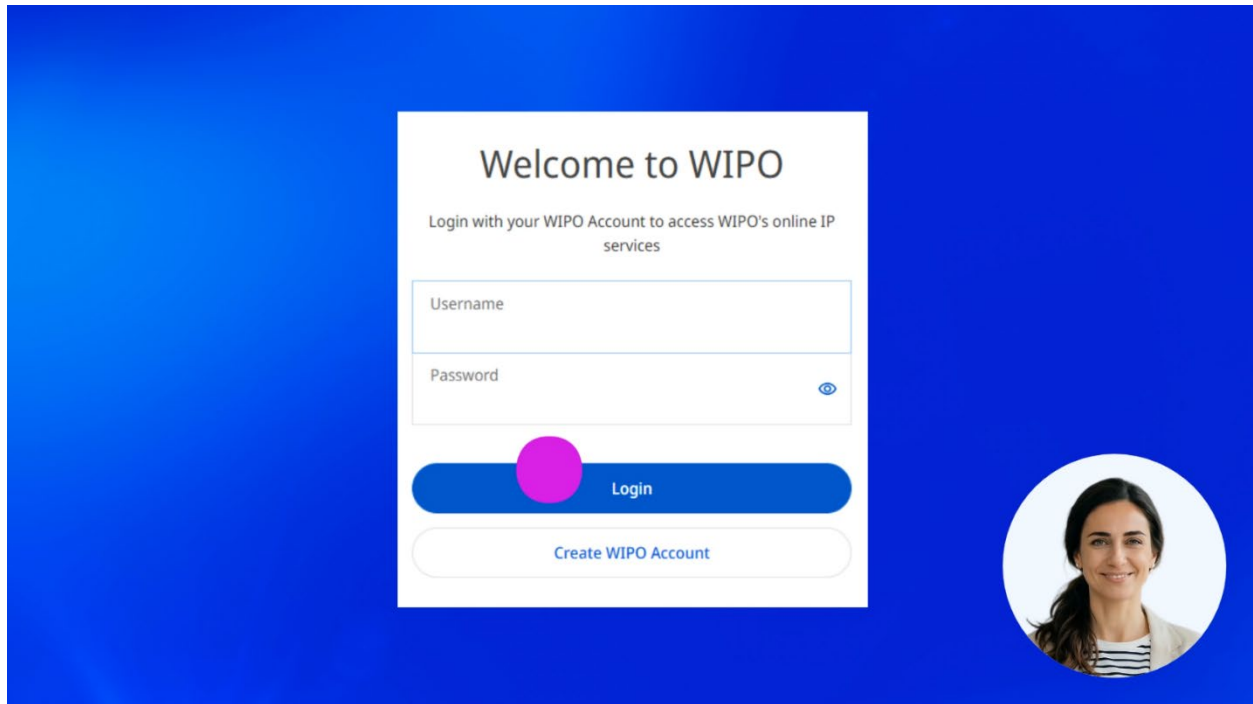
Click on "WIPO Wallet".



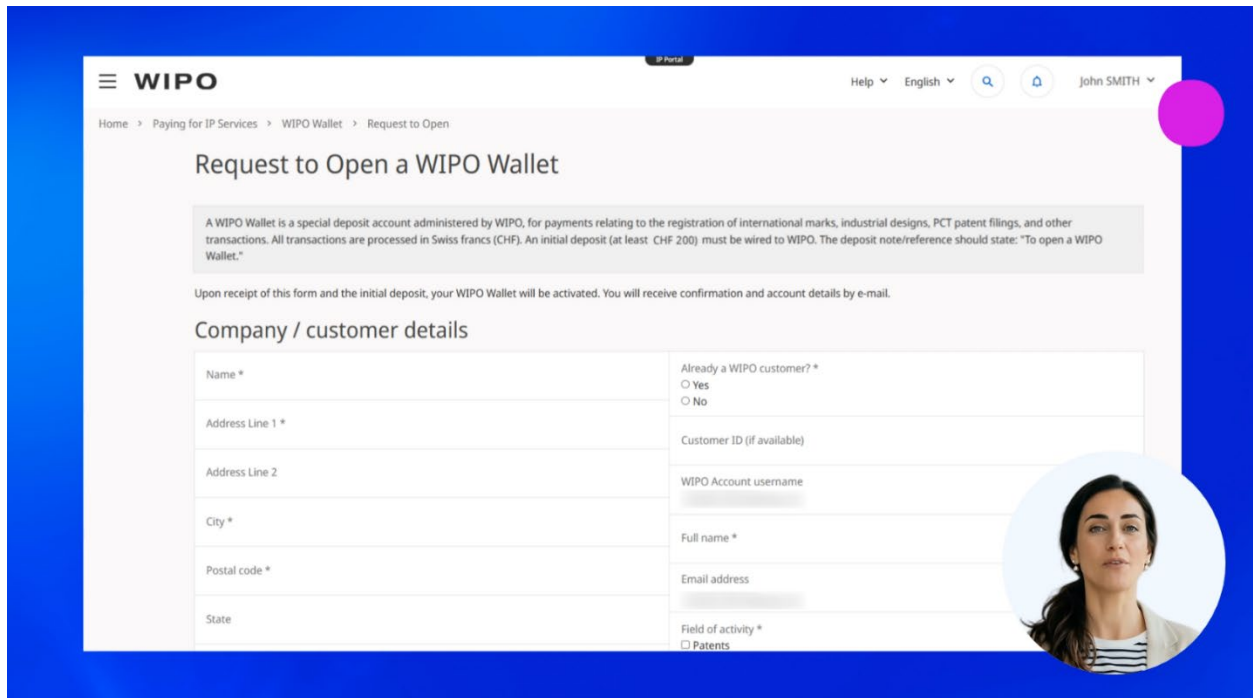
Then click on the button "Open a WIPO Wallet".



Log in to your WIPO Account to proceed.



Once you are logged in to your WIPO Account, you will see your name in the upper right corner of the webpage.



Start filling in the request form to open a WIPO Wallet.

WIPO

Home > Paying for IP Services > WIPO Wallet > Request to Open

Request to Open a WIPO Wallet

A WIPO Wallet is a special deposit account administered by WIPO, for payments relating to the registration of international marks, industrial designs, PCT patent filings, and other transactions. All transactions are processed in Swiss francs (CHF). An initial deposit (at least CHF 200) must be wired to WIPO. The deposit note/reference should state: "To open a WIPO Wallet."

Upon receipt of this form and the initial deposit, your WIPO Wallet will be activated. You will receive confirmation and account details by e-mail.

Company / customer details

Name *	Already a WIPO customer? * ☐ Yes ☐ No
Address Line 1 *	Customer ID (if available)
Address Line 2	WIPO Account username
City *	Full name *
Postal code *	Email address
State	Field of activity * ☐ Patents



Please note that fields marked with an asterisk are mandatory and all supporting documents must be submitted in **English or French**.

Company / customer details

Name *	Already a WIPO customer? * ☐ Yes ☐ No
Address Line 1 *	Customer ID (if available)
Address Line 2	WIPO Account username
City *	Full name *
Postal code *	Email address
State	Field of activity * ☐ Patents ☐ Marks ☐ Industrial designs ☐ Other
Country *	Proof of identity * Browse
Phone	Examples: your company's registration certificate, registration extract, incorporation certificate, extract of registry of registered associates/partners, lawyers registry extract, VAT registration certificate, for individuals, copy of your passport.
Fax	



The e-mail address appears automatically and corresponds to the individual e-mail you provided when opening your WIPO Account.

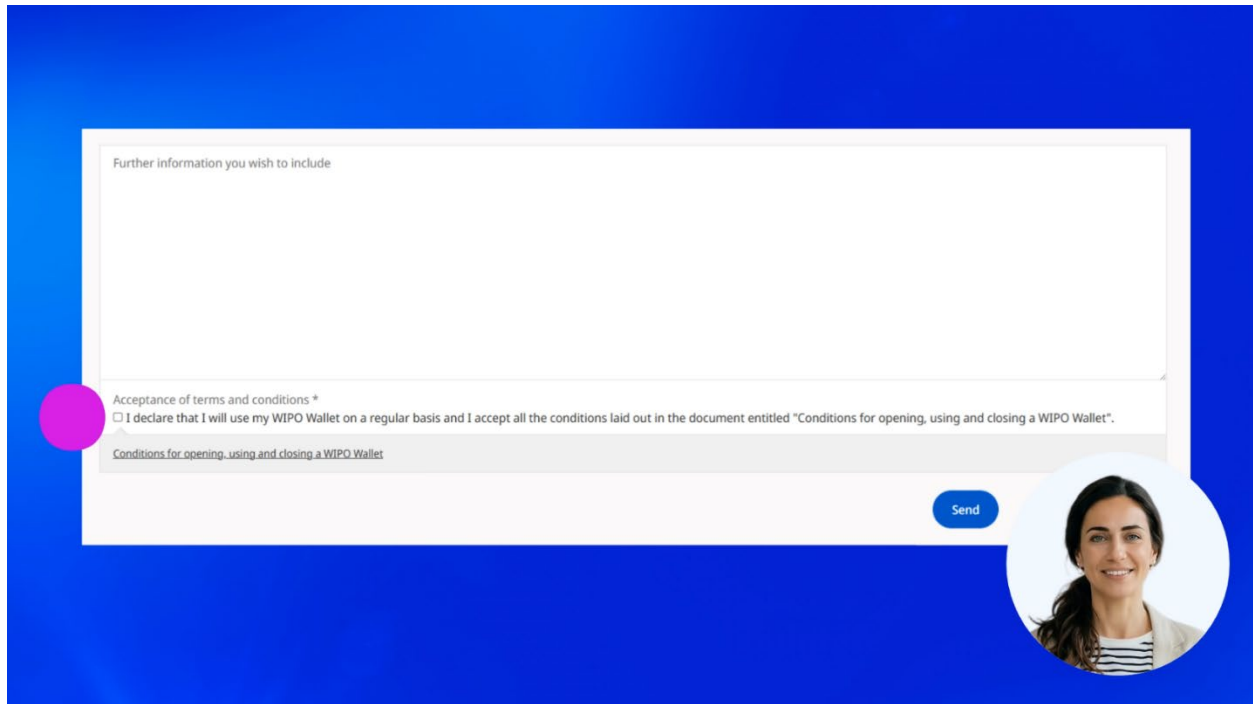
The screenshot shows a registration form titled "Company / customer details". It is divided into two columns. The left column contains fields for: Name *, Address Line 1 *, Address Line 2, City *, Postal code *, State, Country *, Phone, and Fax. The right column contains: "Already a WIPO customer? *" with radio buttons for Yes and No; "Customer ID (if available)"; "WIPO Account username"; "Full name *"; "Email address" (with a pink circle highlighting the field); "Field of activity *" with checkboxes for Patents, Marks, Industrial designs, and Other; and "Proof of identity *" with a "Browse" button. Below the "Proof of identity" field, there is a text block: "Examples: your company's registration certificate, registration extract, incorporation certificate, ext of registry of registered associates/partners, lawyers registry extract, VAT registration or, for individuals, copy of your passport." A circular inset image of a woman is visible on the right side of the form.

However, it is good practice to provide a generic company email address once the WIPO Wallet is open, to ensure you receive all our communications on time.

Remember to read the conditions for opening, using, and closing a WIPO Wallet.

The screenshot shows the bottom part of the registration form. It features a large text area labeled "Further information you wish to include". Below this is the "Acceptance of terms and conditions *" section, which includes a checkbox and the text: "I declare that I will use my WIPO Wallet on a regular basis and I accept all the conditions laid out in the document entitled 'Conditions for opening, using and closing a WIPO Wallet'." A link "Conditions for opening, using and closing a WIPO Wallet" is provided. A pink circle highlights the checkbox area. At the bottom right, there is a blue "Send" button. A circular inset image of a woman is visible on the right side of the form.

Then check the corresponding box



Further information you wish to include

Acceptance of terms and conditions *

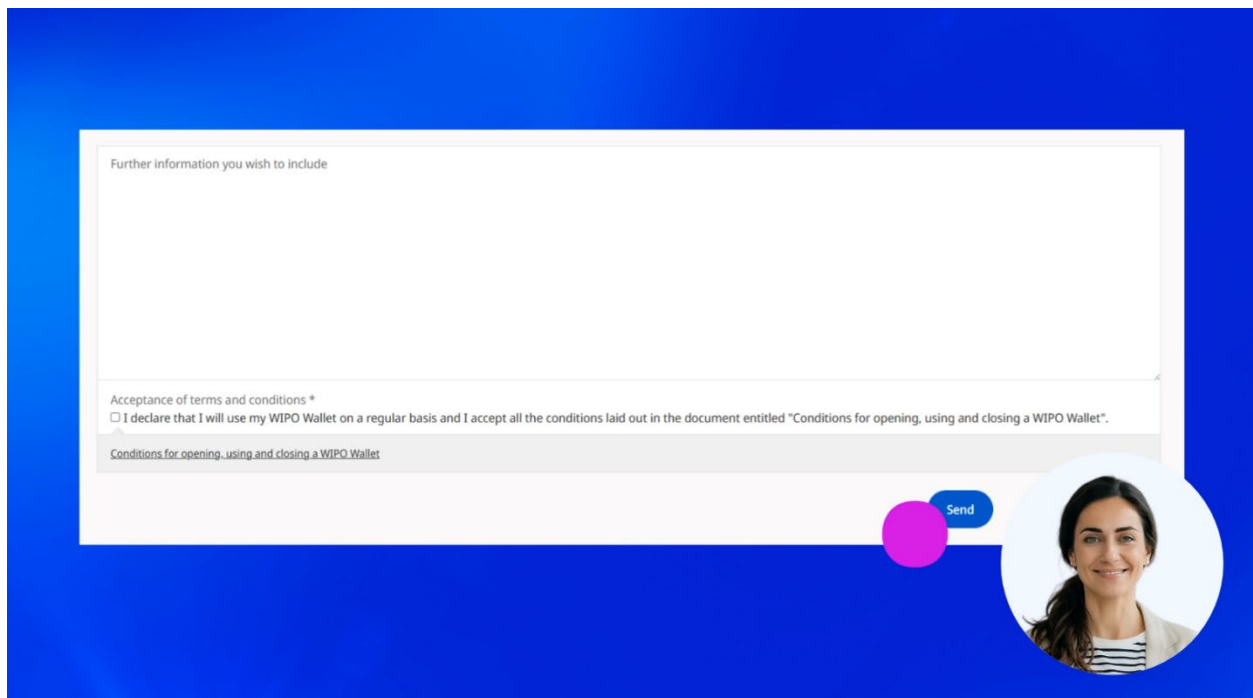
☐ I declare that I will use my WIPO Wallet on a regular basis and I accept all the conditions laid out in the document entitled "Conditions for opening, using and closing a WIPO Wallet".

[Conditions for opening, using and closing a WIPO Wallet](#)

Send



and click on "Send".



Further information you wish to include

Acceptance of terms and conditions *

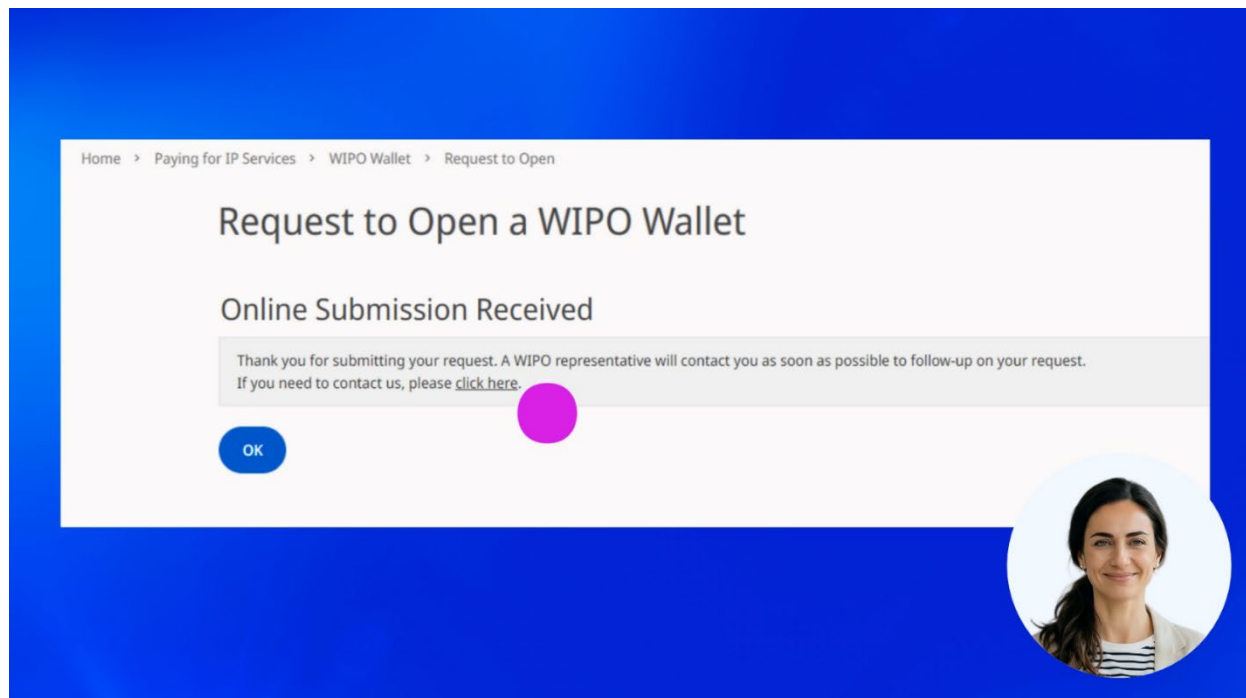
☐ I declare that I will use my WIPO Wallet on a regular basis and I accept all the conditions laid out in the document entitled "Conditions for opening, using and closing a WIPO Wallet".

[Conditions for opening, using and closing a WIPO Wallet](#)

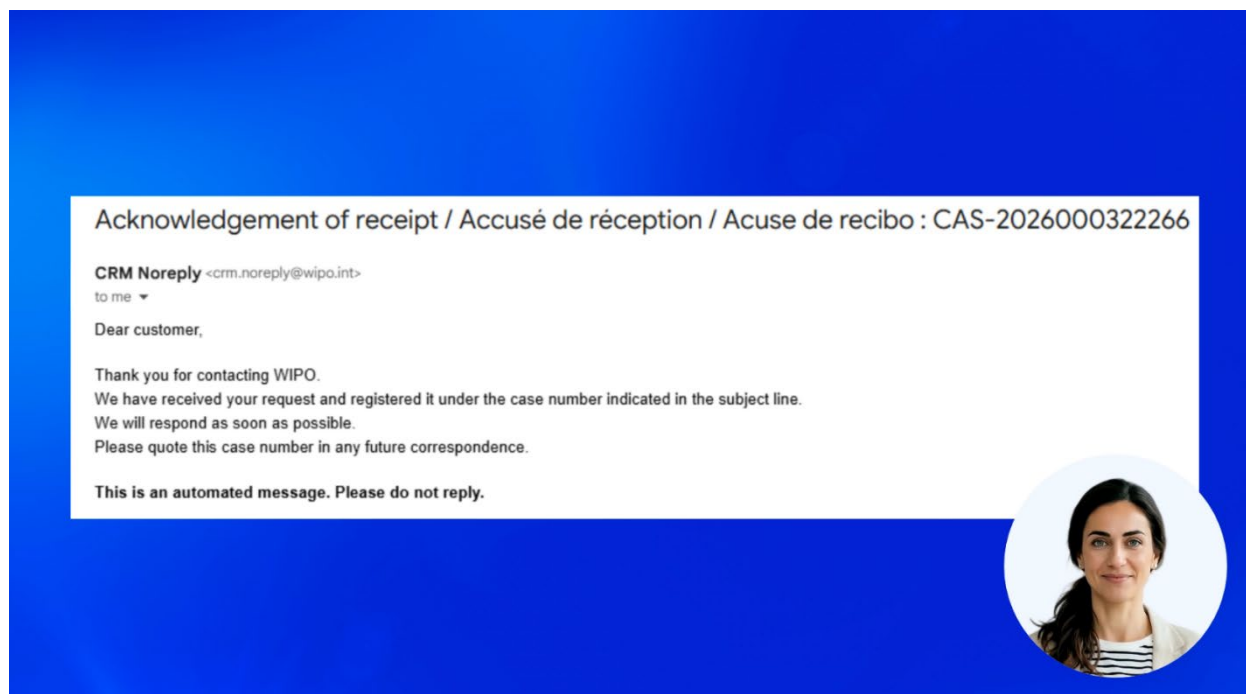
Send



Your request has been submitted. If you need to contact WIPO regarding this request, please click here.



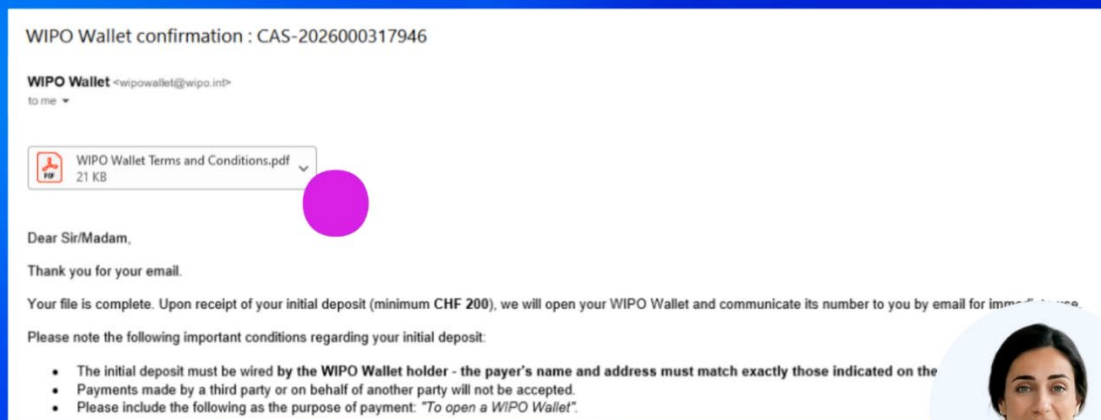
You will receive an acknowledgement of receipt of your request at the email address provided. Please do not reply to this e-mail.



If your file is incomplete or we are unable to assess the frequency of use, we will contact you for further information.

Once your request for a WIPO Wallet has been assessed and approved, you will receive another email inviting you to transfer a **minimum** of two hundred Swiss Francs (CHF 200) to your WIPO Wallet as an opening deposit. You can find the bank and postal transfer payment details in the document attached to the email.

Step 3: Pay the initial deposit - min. 200 CHF



Once we receive the deposit amount, your WIPO Wallet will be opened and ready to use. You will receive an email containing your WIPO Wallet number.

Step 4: Receive your WIPO Wallet number

Confirmation - Your WIPO Wallet has been created : CAS-2026000317946

WIPO Wallet <wipowallet@wipo.int>
to me ▾

Dear Madame/Sir,

We are pleased to acknowledge receipt of your payment of [amount] CHF for the opening of your WIPO Wallet in the name of:

[Name/Company]

Your WIPO Wallet number is:

[XXXX]

A payment receipt will be sent to you by email shortly.



Please indicate your WIPO Wallet number as the payment reference every time you make a bank transfer to top up your wallet.

In a separate email, you will receive a username and password to log in to your WIPO Wallet.

Step 5: Receive your WIPO Wallet credentials

Your WIPO Wallet Credentials and Account Synchronization Instructions : CAS-2026000317946

WIPO Wallet <wipowallet@wipo.int>
to me ▾

Dear Madame/Sir,

Please find below your WIPO Wallet login credentials.

To link your WIPO Account (user account) with your WIPO Wallet, please follow the step-by-step instructions available at the following link: <https://www.wipo.int/en/web/wipo-wallet/synchronize>

You will need:

1. Your **WIPO Account** username and password (created by you)
2. Your **WIPO Wallet** username and password (provided below)



Remember to keep these credentials in a safe place for security reasons, while ensuring they remain accessible to authorized colleagues within your company.

We recommend that you watch [our next tutorial](#) on how to synchronize your WIPO Wallet with your WIPO Account.

You can find this and other 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!