

WIPO Wallet: Paying fees to manage or renew an international trademark registration

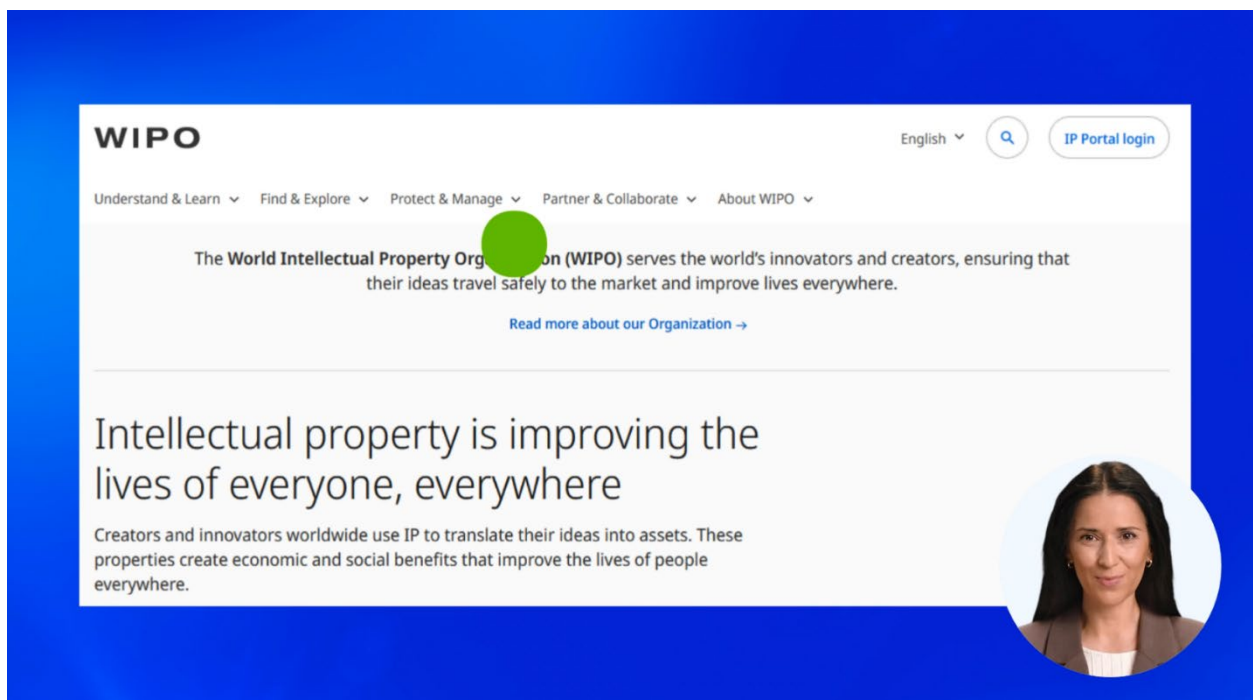
Hey there. Welcome to our tutorial.

In this video you will learn how to pay fees to manage or renew your international trademark registration using a WIPO Wallet.

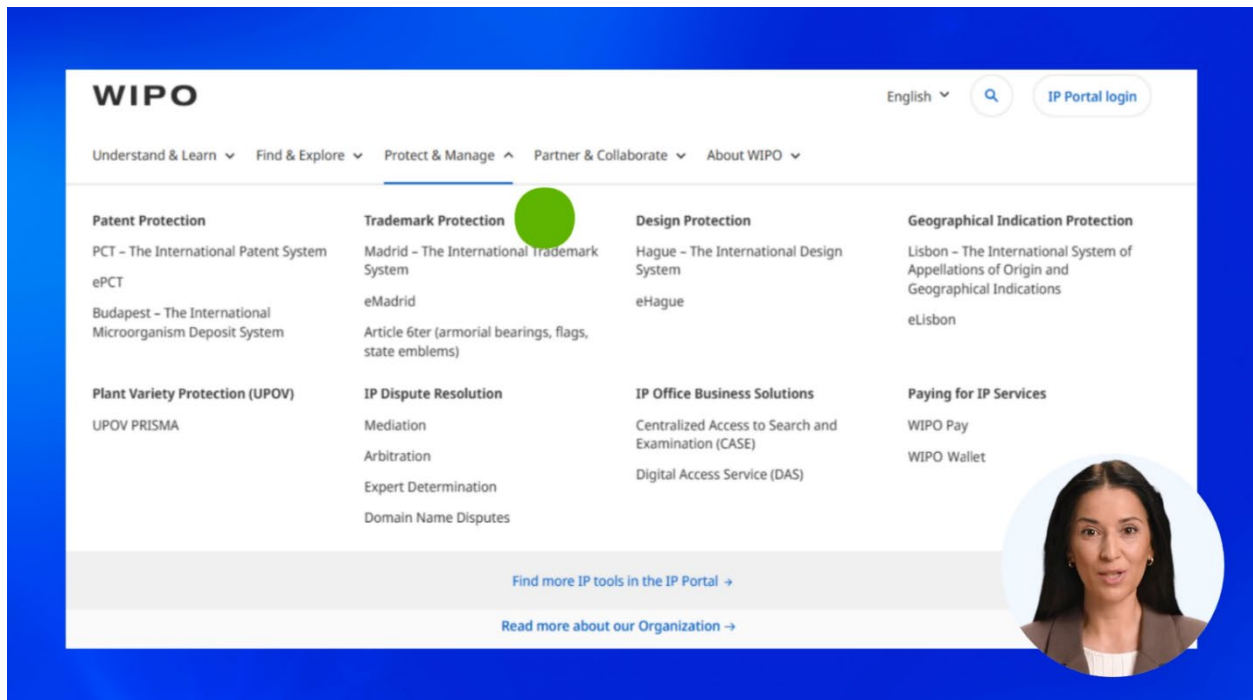
First, make sure that you have enough funds in your WIPO Wallet before you make a payment.

Now let's get started!

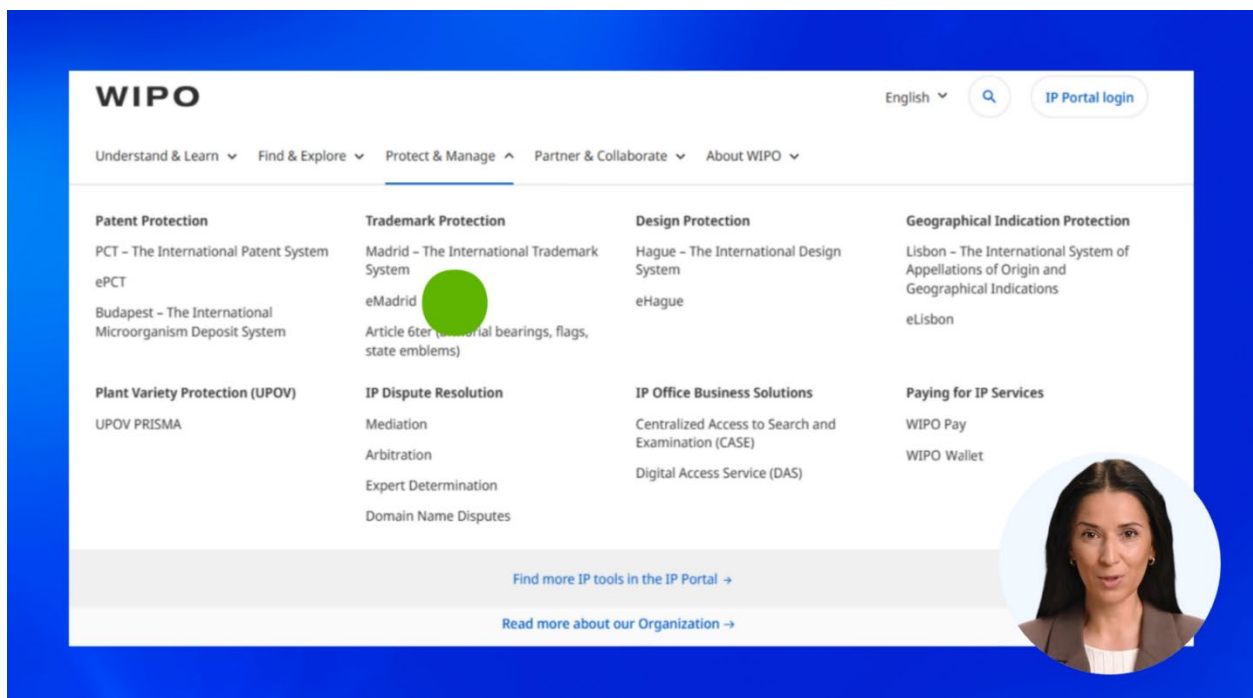
Go to WIPO's official website and click on "Protect and Manage".



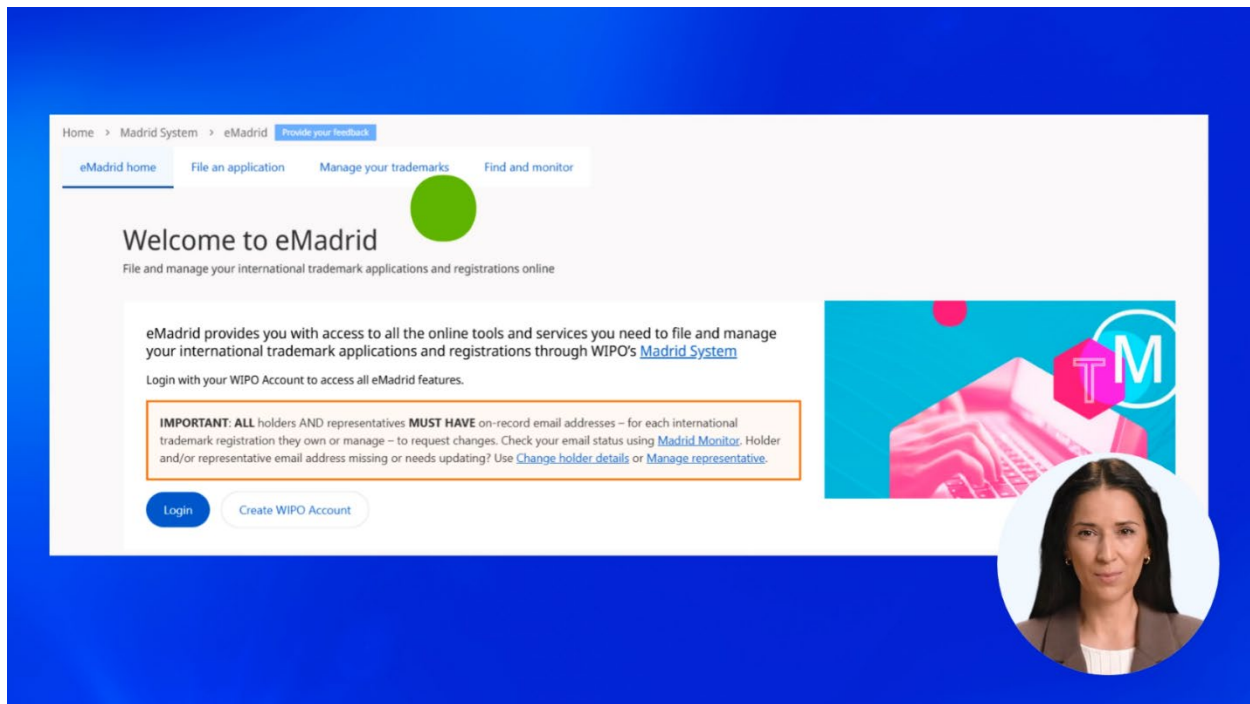
A menu will open. Find the menu titled “Trademark Protection”.



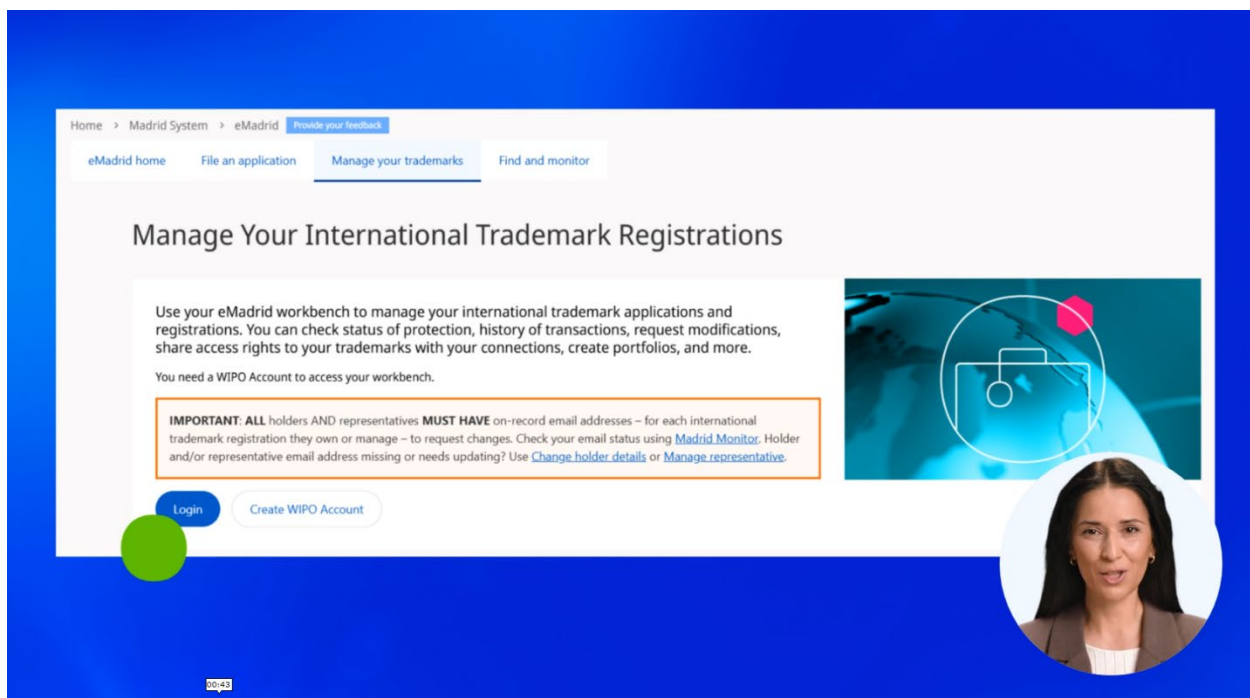
Click on “eMadrid”.



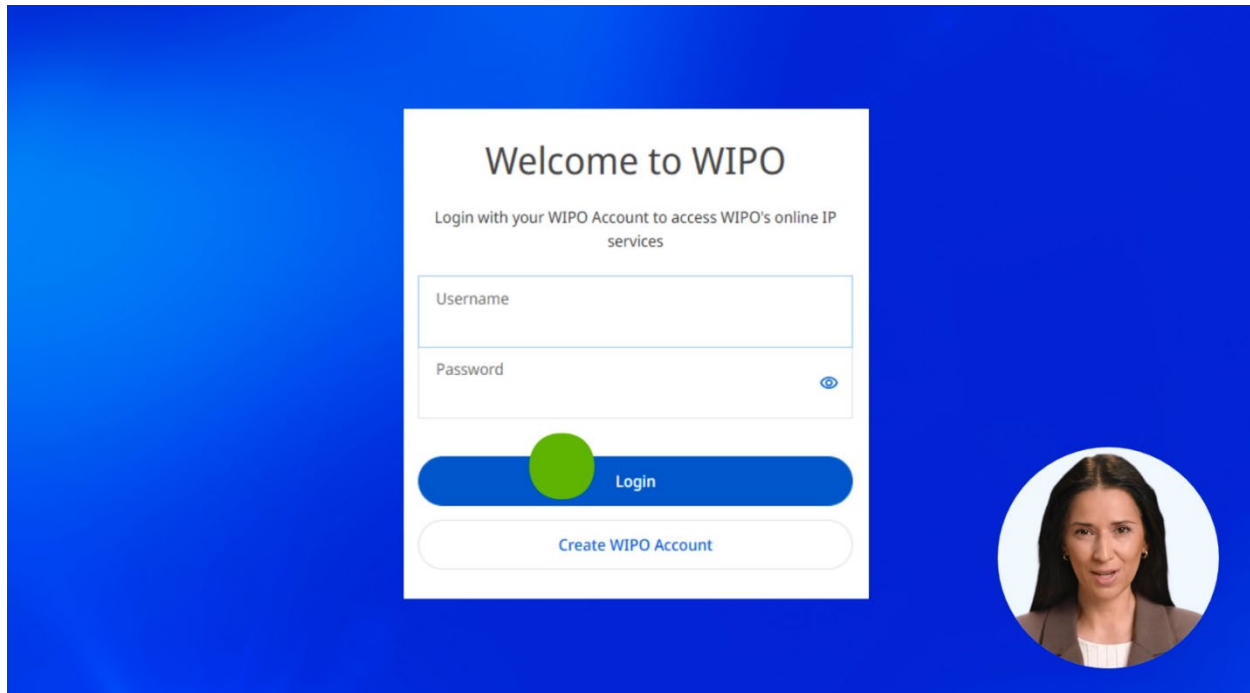
Select “Manage your trademarks”.



And then choose “Login”.

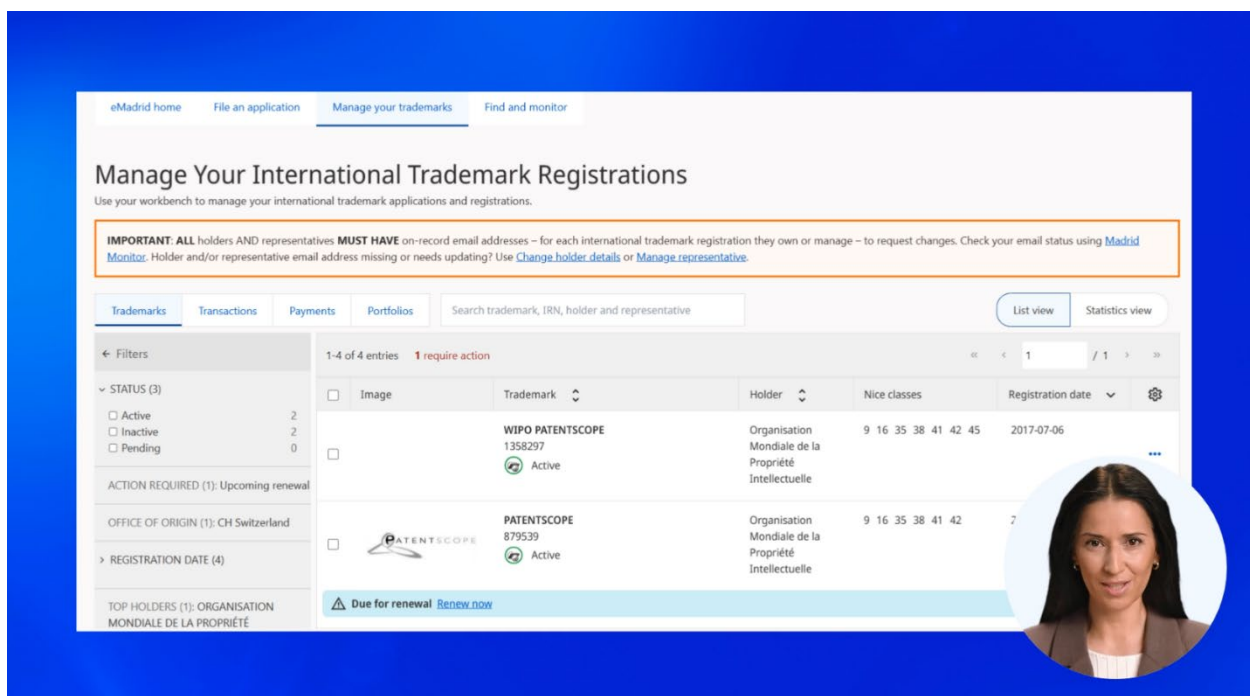


Enter your WIPO Account credentials and log in.



If you don't have a WIPO Account, you can easily create one for free. If you need guidance, you can check our tutorial [WIPO Account Creation and Validation](#).

You are now in your eMadrid workbench. It contains all the international trademark registrations that use the same on-record email address as your WIPO Account.



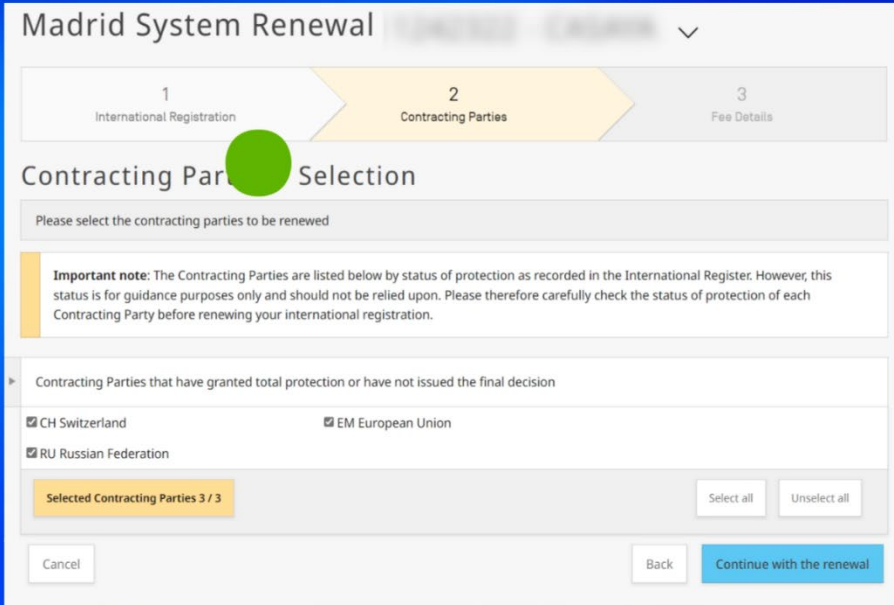
Find the registration you want to manage or renew and click the three dots to the right of the asset.

The screenshot displays the 'Manage Your International Trademark Registrations' interface. At the top, there are navigation tabs: 'eMadrid home', 'File an application', 'Manage your trademarks', and 'Find and monitor'. Below the title, a sub-header reads 'Use your workbench to manage your international trademark applications and registrations.' A prominent orange box contains an important notice: 'IMPORTANT: ALL holders AND representatives MUST HAVE on-record email addresses – for each international trademark registration they own or manage – to request changes. Check your email status using [Madrid Monitor](#). Holder and/or representative email address missing or needs updating? Use [Change holder details](#) or [Manage representative](#).' Below this, there are tabs for 'Trademarks', 'Transactions', 'Payments', and 'Portfolios'. A search bar is present. On the left, a 'Filters' sidebar shows 'STATUS (3)' with options for Active (2), Inactive (2), and Pending (0). The main table lists 1-4 of 4 entries, with 1 requiring action. The first entry is 'WIPO PATENTSCOPE 1358297', which is 'Active'. It is held by 'Organisation Mondiale de la Propriété Intellectuelle' and covers Nice classes 9, 16, 35, 38, 41, 42, and 45, with a registration date of 2017-07-06. The second entry is 'PATENTSCOPE 879539', also 'Active', held by the same organization, covering classes 9, 16, 35, 38, 41, and 42, with a registration date of 2005-12-27. A blue banner at the bottom indicates 'Due for renewal' with a 'Renew now' link. A green circle highlights the three-dot menu icon next to the first registration. A circular inset shows a woman's face.

A menu with all available eMadrid services will open. The payment steps are similar for all eMadrid transactions. Let's use Renew registration as an example.

This screenshot shows the same 'Manage Your International Trademark Registrations' page, but with the 'PATENTSCOPE' registration selected. A side panel on the right is open, displaying the 'PATENTSCOPE' details. The panel includes 'Your access rights' (Editor & Admin: 1 trademark(s)), 'Access shared with' (T O A M +4), and 'Editor actions'. The 'Editor actions' list includes: 'Renew registration' (highlighted with a green circle), 'Expand protection', 'Renounce protection', 'Limit goods and service', 'Cancel registration (p)', 'Cancel registration (t)', and 'Make a correction'. A circular inset shows a woman's face.

Your international trademark registration details will already be filled in for you.



Madrid System Renewal

1 International Registration 2 Contracting Parties 3 Fee Details

Contracting Parties Selection

Please select the contracting parties to be renewed

Important note: The Contracting Parties are listed below by status of protection as recorded in the International Register. However, this status is for guidance purposes only and should not be relied upon. Please therefore carefully check the status of protection of each Contracting Party before renewing your international registration.

Contracting Parties that have granted total protection or have not issued the final decision

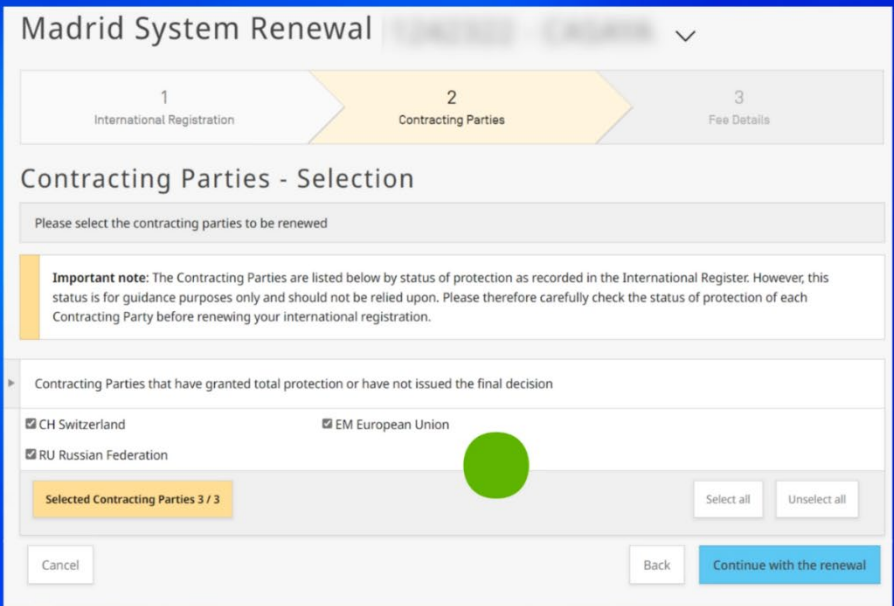
☒ CH Switzerland ☒ EM European Union
☒ RU Russian Federation

Selected Contracting Parties 3 / 3

Cancel Back Continue with the renewal



Now check the boxes of the countries in which you would like to renew your trademark protection.



Madrid System Renewal

1 International Registration 2 Contracting Parties 3 Fee Details

Contracting Parties - Selection

Please select the contracting parties to be renewed

Important note: The Contracting Parties are listed below by status of protection as recorded in the International Register. However, this status is for guidance purposes only and should not be relied upon. Please therefore carefully check the status of protection of each Contracting Party before renewing your international registration.

Contracting Parties that have granted total protection or have not issued the final decision

☒ CH Switzerland ☒ EM European Union
☒ RU Russian Federation

Selected Contracting Parties 3 / 3

Cancel Back Continue with the renewal



Then click on “Continue with the renewal”.

Madrid System Renewal

1 International Registration

2 Contracting Parties

3 Fee Details

Contracting Parties - Selection

Please select the contracting parties to be renewed

Important note: The Contracting Parties are listed below by status of protection as recorded in the International Register. However, this status is for guidance purposes only and should not be relied upon. Please therefore carefully check the status of protection of each Contracting Party before renewing your international registration.

Contracting Parties that have granted total protection or have not issued the final decision

☒ CH Switzerland ☒ EM European Union

☒ RU Russian Federation

Selected Contracting Parties 3 / 3

Select all Unselect all

Cancel Back Continue with the renewal

Review the selected data and continue with the renewal.

Madrid System Renewal

1 International Registration

2 Contracting Parties

3 Fee Details

Contracting Parties - Summary

Please review the selected contracting parties

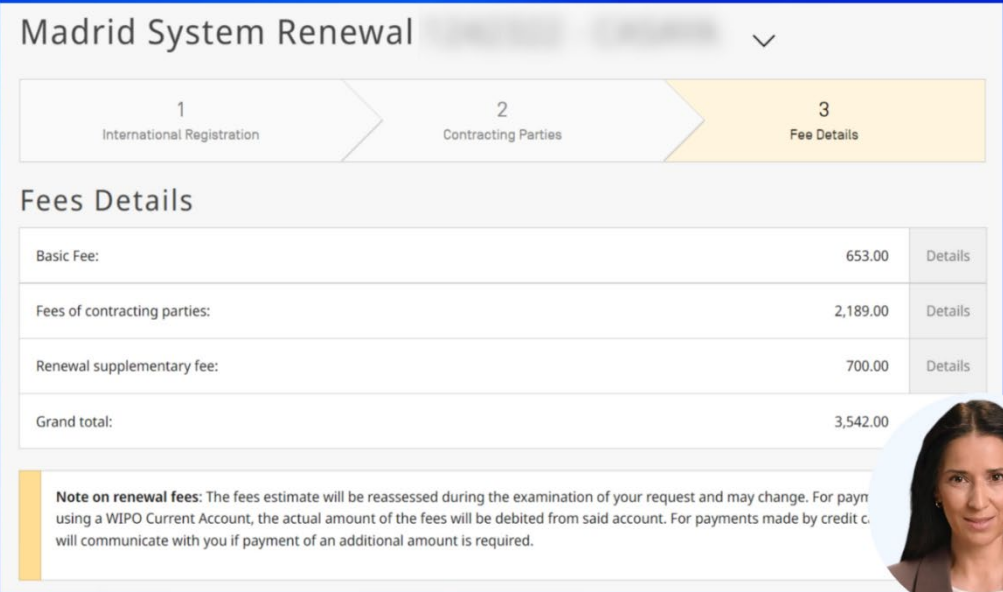
Contracting Parties that have granted total protection or have not issued the final decision

CH Switzerland EM European Union

RU Russian Federation

Cancel Back Continue with the renewal

Please remember that the fees amount might change after the examination. We will send you an irregularity notice in case you have to pay more or we will contact you for reimbursement in case you paid too much. When you pay with your WIPO Wallet, any difference will be debited or refunded to your account automatically.



Madrid System Renewal

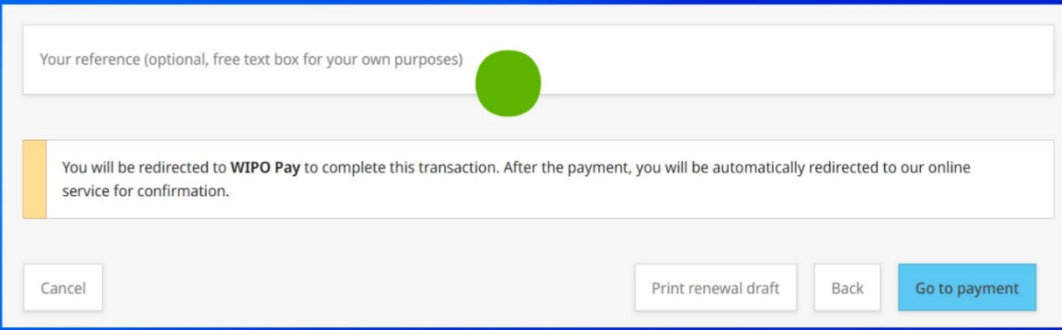
1 International Registration 2 Contracting Parties 3 Fee Details

Fees Details

Basic Fee:	653.00	Details
Fees of contracting parties:	2,189.00	Details
Renewal supplementary fee:	700.00	Details
Grand total:	3,542.00	

Note on renewal fees: The fees estimate will be reassessed during the examination of your request and may change. For payments made by credit card, the actual amount of the fees will be debited from said account. For payments made by credit card, we will communicate with you if payment of an additional amount is required.

You can enter your own reference for your business purposes.

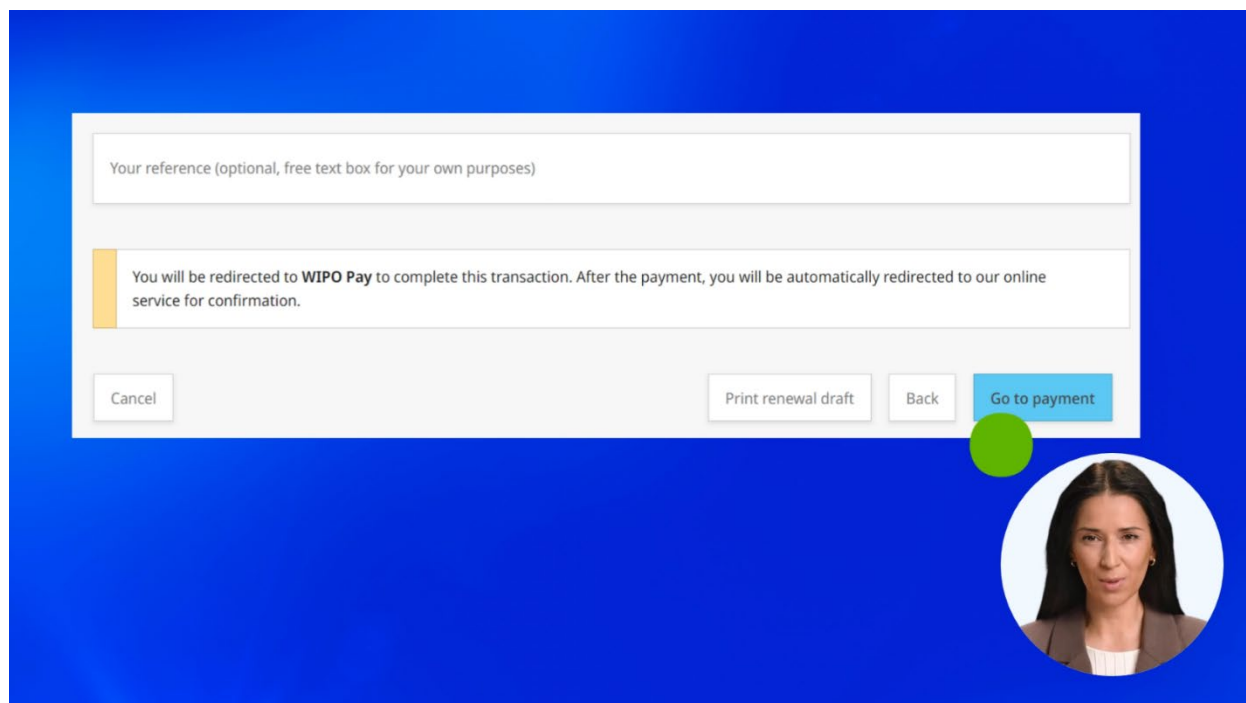


Your reference (optional, free text box for your own purposes)

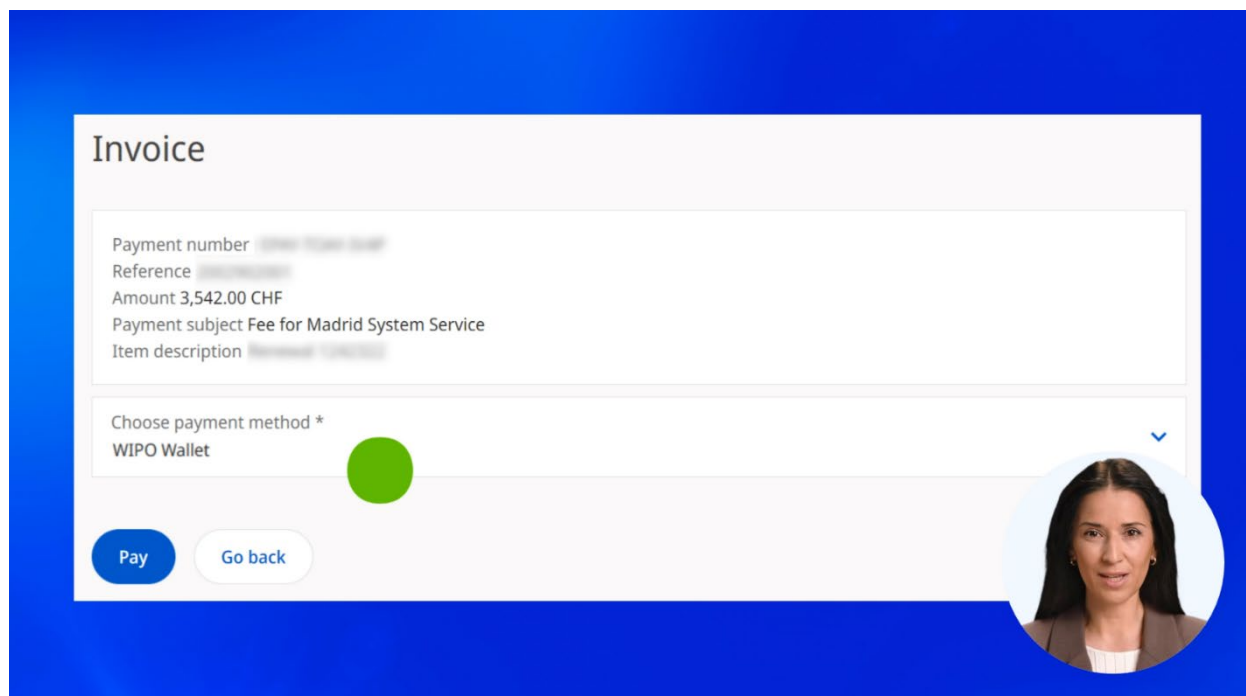
You will be redirected to **WIPO Pay** to complete this transaction. After the payment, you will be automatically redirected to our online service for confirmation.

Cancel Print renewal draft Back Go to payment

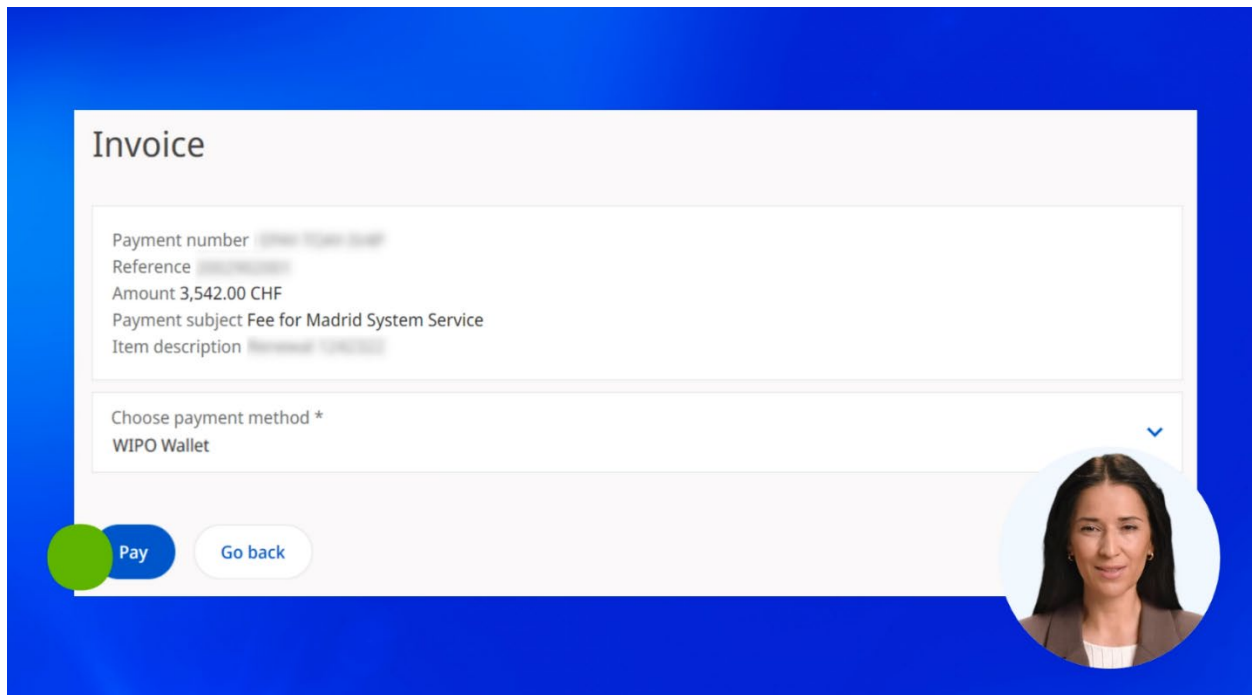
Then click on “Go to payment”.



Choose WIPO Wallet as your payment method.



Then click on “Pay”.



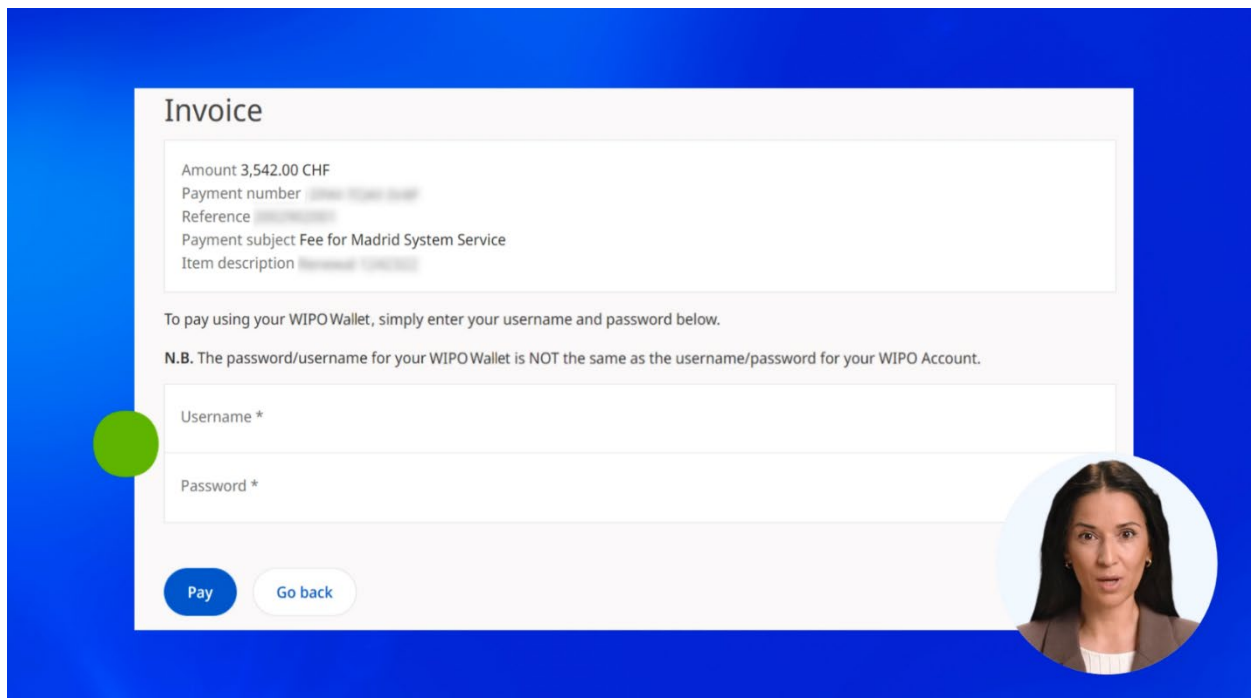
Invoice

Payment number [REDACTED]
Reference [REDACTED]
Amount 3,542.00 CHF
Payment subject Fee for Madrid System Service
Item description [REDACTED]

Choose payment method *
WIPO Wallet

Pay Go back

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



Invoice

Amount 3,542.00 CHF
Payment number [REDACTED]
Reference [REDACTED]
Payment subject Fee for Madrid System Service
Item description [REDACTED]

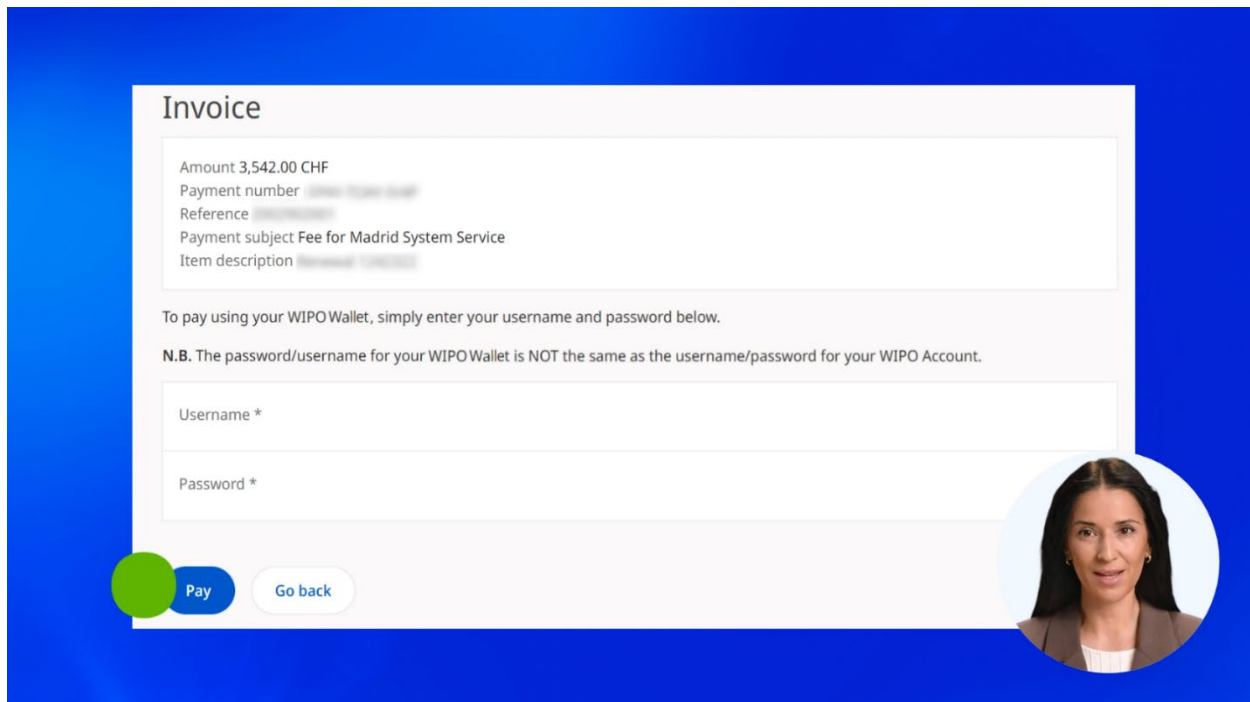
To pay using your WIPO Wallet, simply enter your username and password below.

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

Then click on “Pay”.



Congratulations! Your renewal request has been successfully submitted. You will soon receive a payment confirmation to the e-mail connected to your WIPO Account.

Under the payment confirmation you will find the details of your payment. You can print the payment confirmation for your business purposes.

We appreciate if you decide to take our Customer Satisfaction Survey.

If you haven't paid your fees within the deadline and you have received an irregularity notice, please watch [our next tutorial](#) about how to pay your Madrid System fees in that case.

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!