

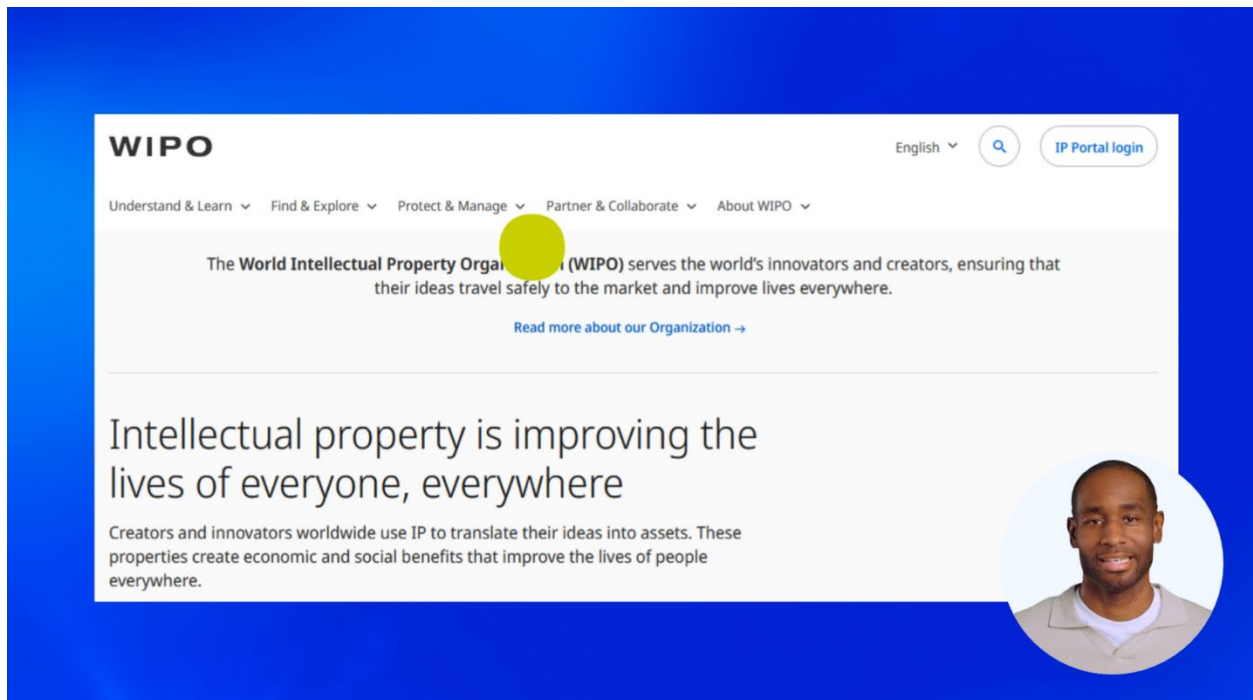
WIPO Wallet: Understanding the Statements

Hey there. Welcome to our tutorial.

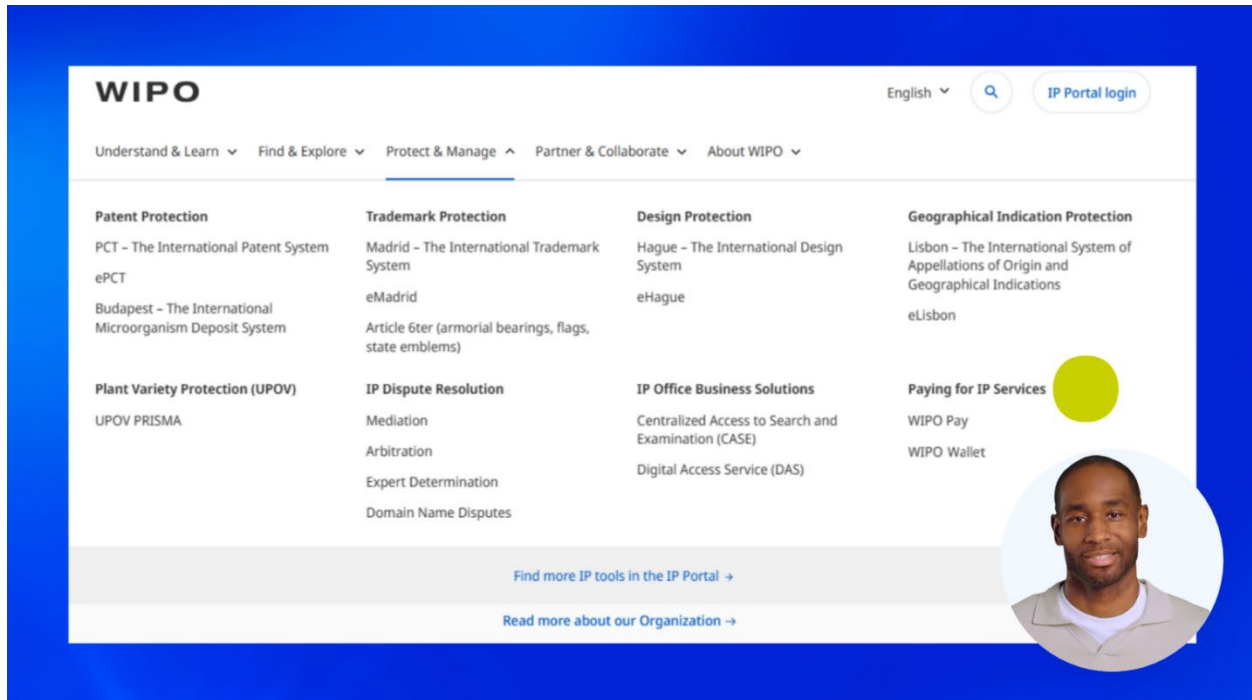
In this video you will learn how to download and understand your WIPO Wallet statements.

Let's access your WIPO Wallet.

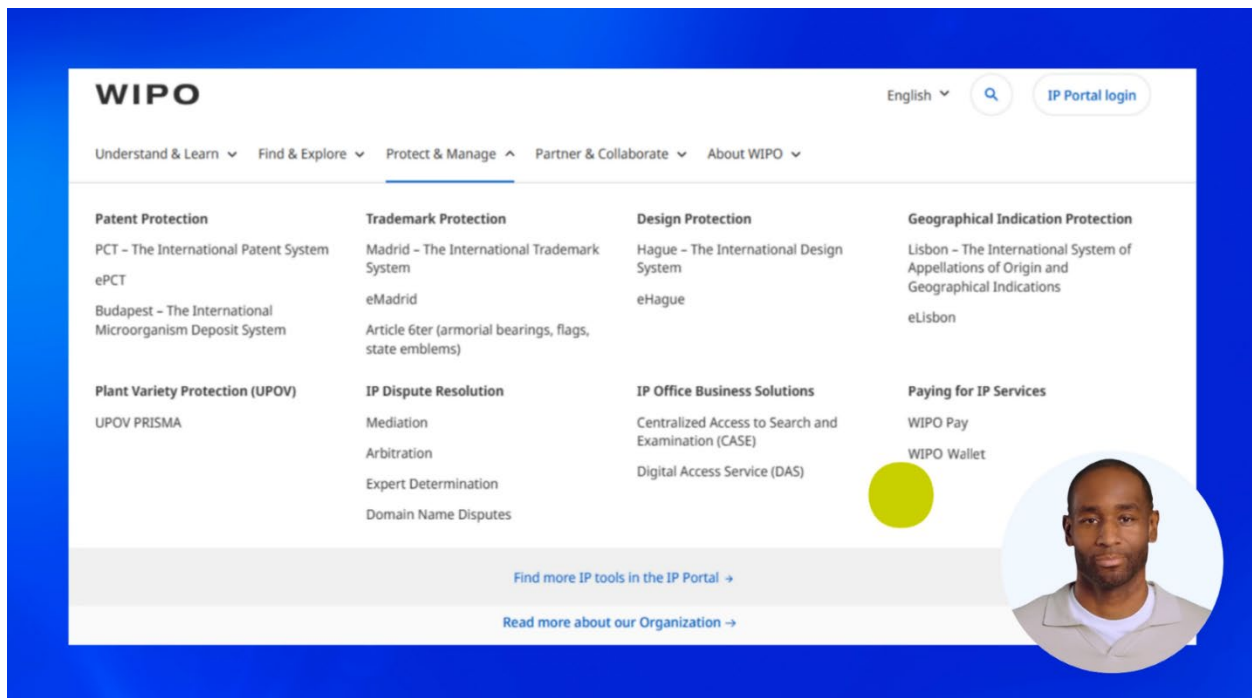
Go to "Protect and Manage".



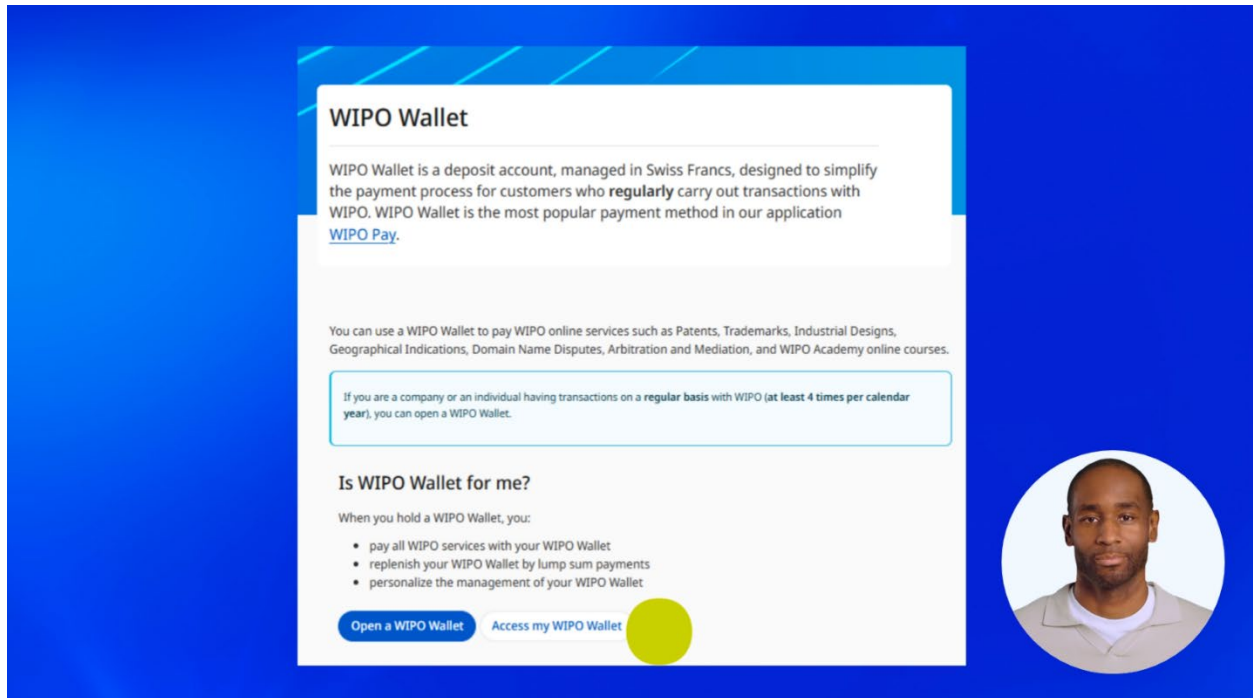
Find the menu title "Paying for IP Services".



Click on "WIPO Wallet".



Click on the button “Access my WIPO Wallet”.



The image shows a webpage titled "WIPO Wallet" with a blue header. The main content area is white and contains the following text:

WIPO Wallet

WIPO Wallet is a deposit account, managed in Swiss Francs, designed to simplify the payment process for customers who **regularly** carry out transactions with WIPO. WIPO Wallet is the most popular payment method in our application [WIPO Pay](#).

You can use a WIPO Wallet to pay WIPO online services such as Patents, Trademarks, Industrial Designs, Geographical Indications, Domain Name Disputes, Arbitration and Mediation, and WIPO Academy online courses.

If you are a company or an individual having transactions on a **regular basis** with WIPO (at least 4 times per calendar year), you can open a WIPO Wallet.

Is WIPO Wallet for me?

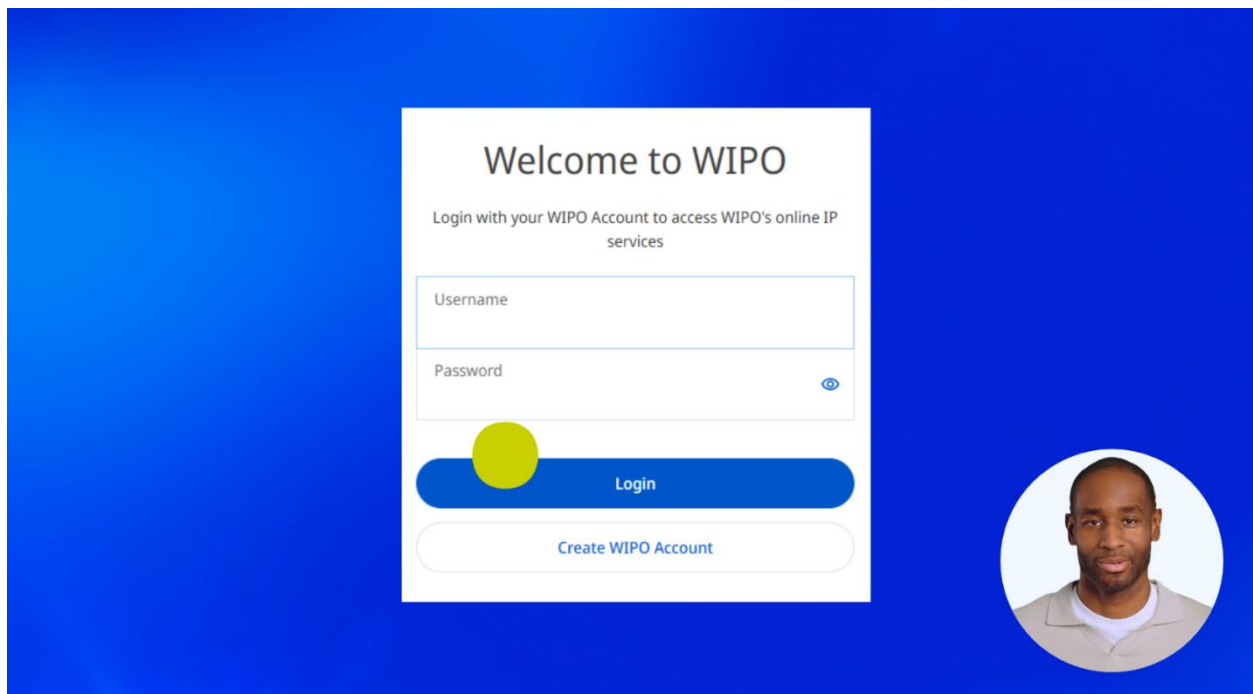
When you hold a WIPO Wallet, you:

- pay all WIPO services with your WIPO Wallet
- replenish your WIPO Wallet by lump sum payments
- personalize the management of your WIPO Wallet

At the bottom, there are two buttons: "Open a WIPO Wallet" and "Access my WIPO Wallet". A yellow circle highlights the "Access my WIPO Wallet" button.



You will be asked to log in to your WIPO Account.



The image shows a webpage titled "Welcome to WIPO" with a blue header. The main content area is white and contains the following text:

Welcome to WIPO

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

Username

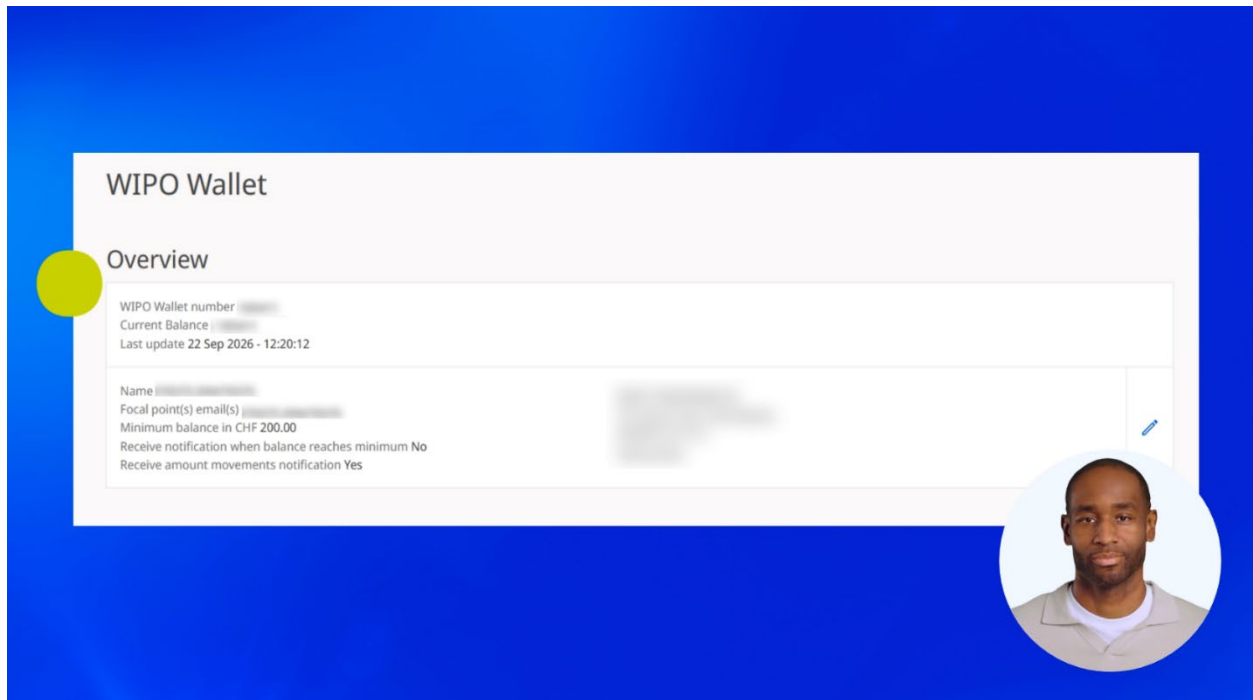
Password 

Login

[Create WIPO Account](#)



When your WIPO Account and WIPO Wallet are synchronized, you will see your WIPO Wallet information 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.

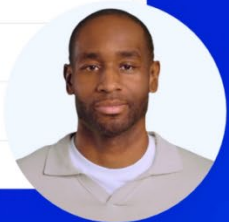
Under the “Overview section” you will find all the information about your transactions. You can use filters to find the transactions you are interested in.

Transactions

Search / Filter

☒ Group transactions by month

Date ▾	Balance in CHF ↕
June 2024	4,621.45
May 2024	4,471.45
April 2024	4,471.45
March 2024	5,555.45



You can select a specific time period. Select the dates and click on “Apply”.

Transactions

Search / Filter

Date from 01/06/2024 Date to 20/06/2024

Jun 2024

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

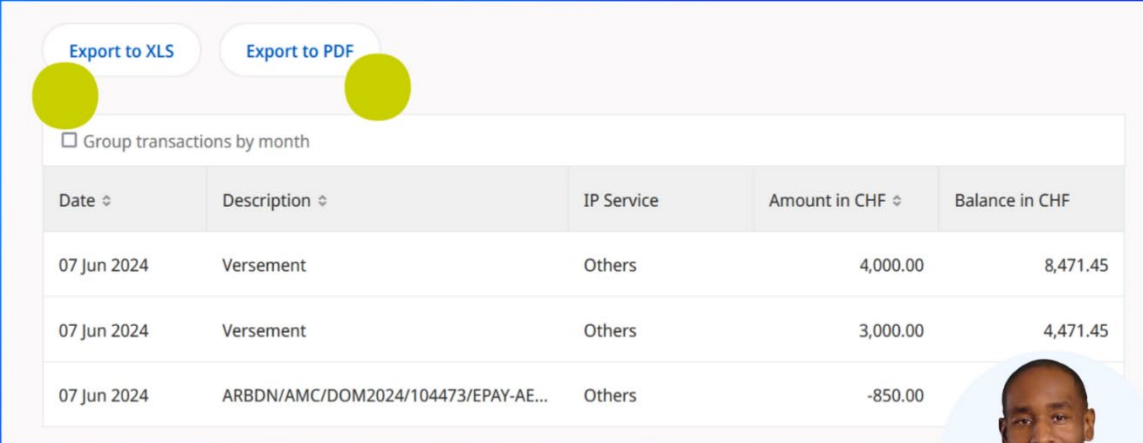
Today Close

Cancel Clear Filters Apply

Balance in CHF ↕



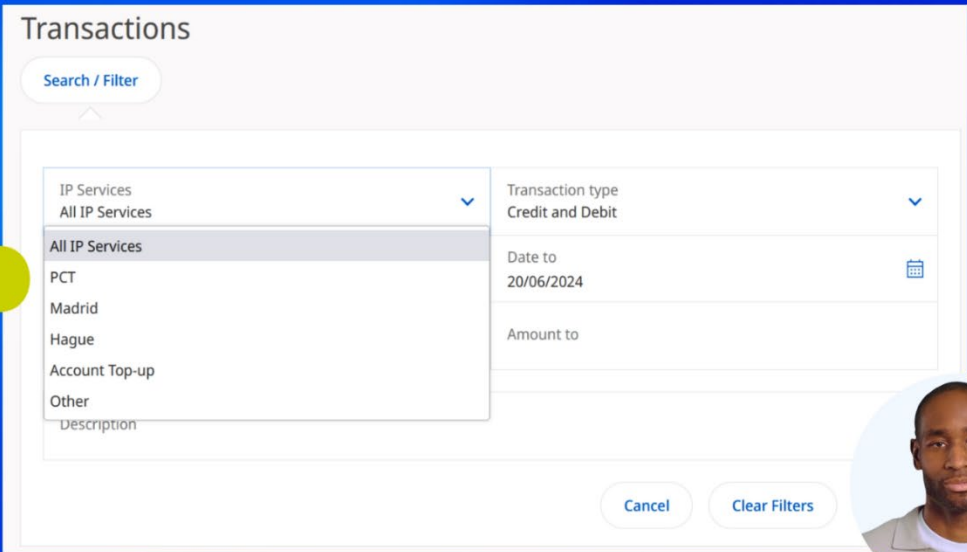
After applying the filter, you can see that during the selected period only three transactions were made: two replenishments, called "versements", and one payment. You can export the results in two formats for your business usage: in PDF or in XLS.



The screenshot shows a user interface with two buttons at the top: "Export to XLS" and "Export to PDF". Below these buttons is a checkbox labeled "Group transactions by month". A table displays three transactions, all dated "07 Jun 2024". The first two are "Versement" (replenishments) with amounts of 4,000.00 and 3,000.00 CHF. The third is a payment with a negative amount of -850.00 CHF. The table columns are Date, Description, IP Service, Amount in CHF, and Balance in CHF.

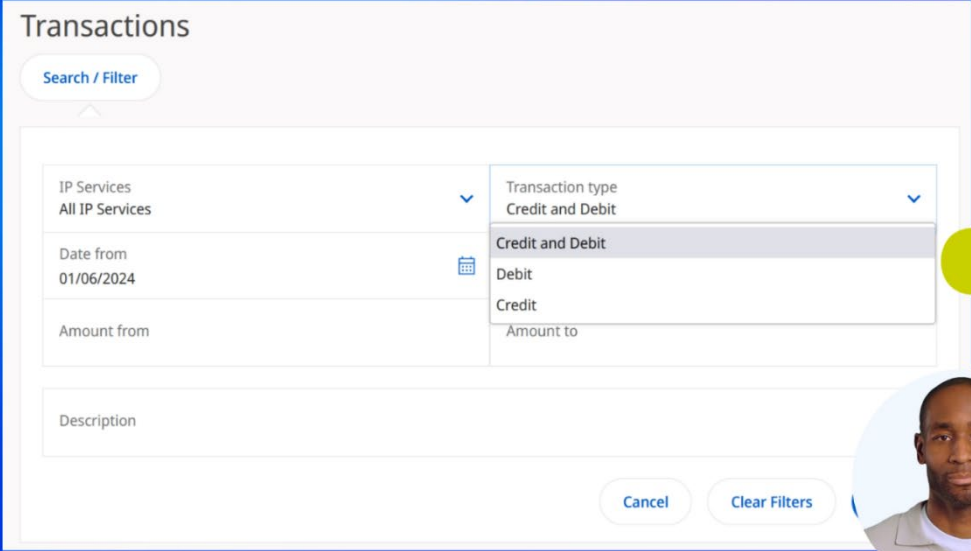
Date	Description	IP Service	Amount in CHF	Balance in CHF
07 Jun 2024	Versement	Others	4,000.00	8,471.45
07 Jun 2024	Versement	Others	3,000.00	4,471.45
07 Jun 2024	ARBDN/AMC/DOM2024/104473/EPAY-AE...	Others	-850.00	

After selecting the time period, you can apply more filters by selecting a specific IP Service,



The screenshot shows a "Transactions" filter modal. It has a "Search / Filter" button at the top. Below it, there are two main filter sections. The first section, "IP Services", has a dropdown menu with "All IP Services" selected. The second section, "Transaction type", has a dropdown menu with "Credit and Debit" selected. There are also fields for "Date to" (set to 20/06/2024) and "Amount to". At the bottom, there are "Cancel" and "Clear Filters" buttons.

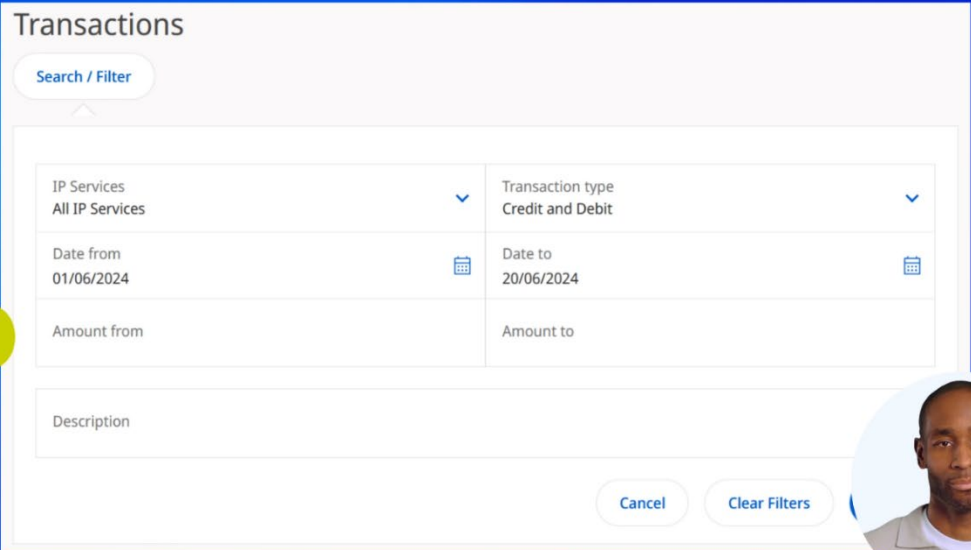
by selecting a specific transaction type,



The screenshot shows a 'Transactions' filter interface. At the top is a 'Search / Filter' button. Below it is a table with filter criteria. The 'Transaction type' dropdown menu is open, showing options: 'Credit and Debit' (highlighted), 'Debit', 'Credit', and 'Amount to'. Other filters include 'IP Services' (set to 'All IP Services'), 'Date from' (set to '01/06/2024'), and 'Amount from'. A 'Description' field is at the bottom. 'Cancel' and 'Clear Filters' buttons are at the bottom right. A yellow circle highlights the 'Credit and Debit' option in the dropdown. A circular profile picture of a man is in the bottom right corner.

Transactions	
Search / Filter	
IP Services All IP Services	Transaction type Credit and Debit
Date from 01/06/2024	Credit and Debit
Amount from	Debit
	Credit
	Amount to
Description	
Cancel Clear Filters	

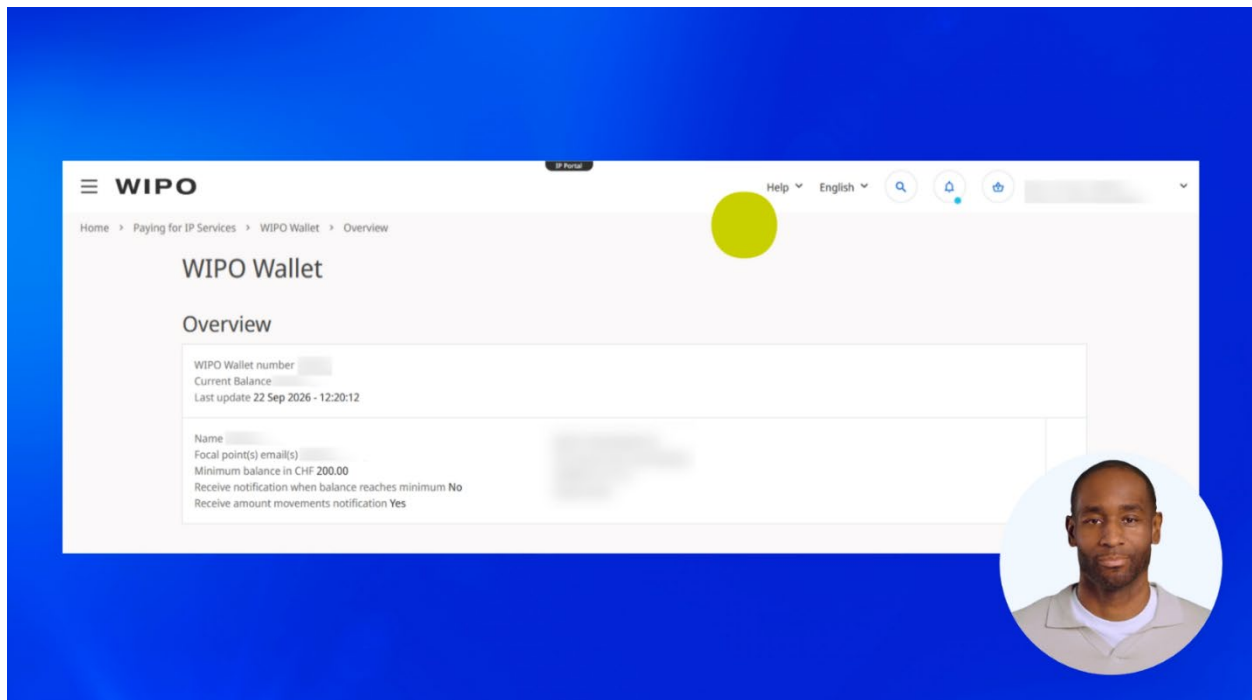
or by selecting a specific amount range.



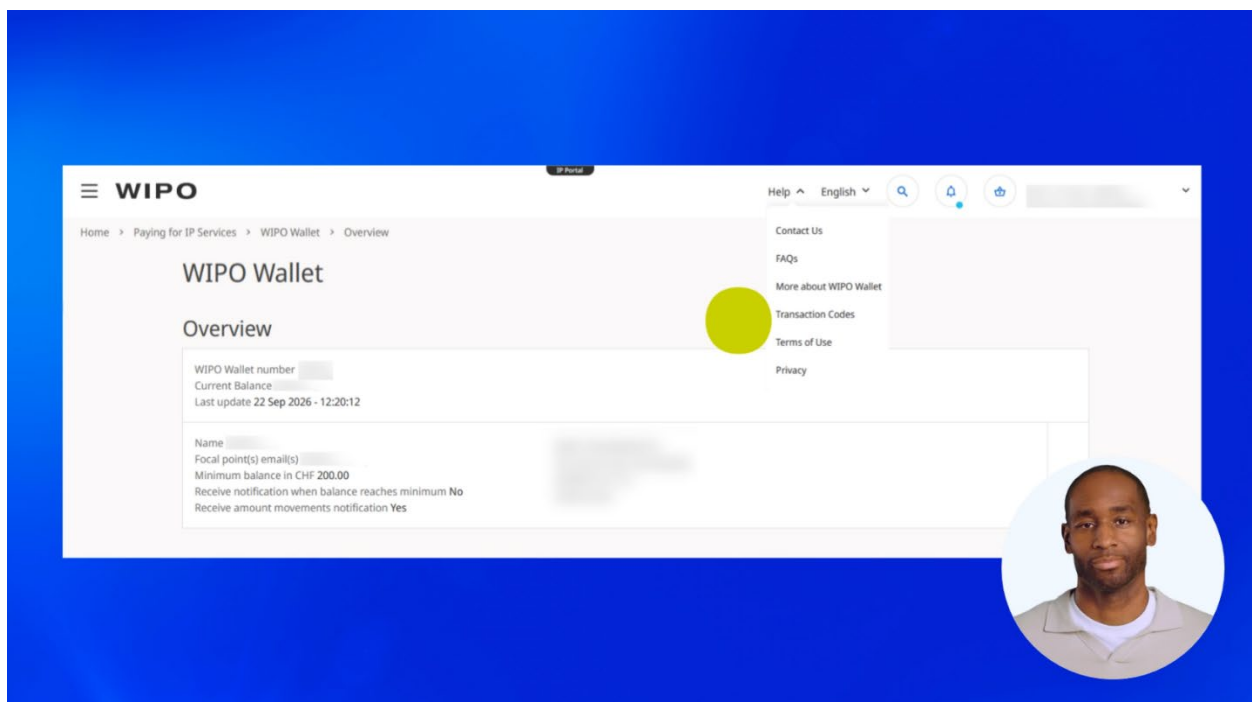
The screenshot shows the same 'Transactions' filter interface. The 'Date to' field is now set to '20/06/2024'. The 'Transaction type' dropdown is closed. A yellow circle highlights the 'Date to' field. A circular profile picture of a man is in the bottom right corner.

Transactions	
Search / Filter	
IP Services All IP Services	Transaction type Credit and Debit
Date from 01/06/2024	Date to 20/06/2024
Amount from	Amount to
Description	
Cancel Clear Filters	

Consult the list of transaction codes by clicking on "Help"



and then by selecting "Transaction Codes" in the menu.



Transaction Codes

Madrid System

CE	Request for continuation of effects
CP	Partial cessation
CPR	Request for continued processing
DR	Division of an international registration
EE	Renewal (Rule 40.3)
EN	International application
EX	Subsequent designation
LI	Request for limitation
LLC	Request for amendment of the recording of a license
MT	Request for change in name and/or address of Holder
NLC	Request for recording of a license
NT	Second part of individual fee (Brazil, Cuba and Japan only)
OB	EU conversion (<i>subsequent designation resulting from conversion of EU designation</i>)
RC	Complementary renewal
RE	Renewal
RI	Correction
TR	Request for change in ownership

Hague System

D60/D34/DEN	Registration
DRE	Renewal
DPR	Prorogation
DTR/DMT	Various modifications

You can find more tutorials on our website - [wipo.int](https://www.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!