

Welcome to the Online Payment and Registration Portal of the Trademarks, Patents and Designs Registry of the Commercial Law Department, Federal Ministry of Industry, Trade and Investment.

## FREQUENTLY ASKED QUESTIONS (FAQs)

### What is the Online Payment and Registration Portal?

The Online Payment and Registration portal is a web-based software designed to improve and enhance the processes of Payment, Registration and Document Management. The software seeks to eliminate long queues at the registry. All services can be accessed from the comfort of your homes and offices via an internet-enabled computer device.

### What Are The Benefits Of The Online Payment And Registration Portal?

The system enables you

1. Make Web payments using Debit cards powered by Interswitch
2. Generate a Single Transaction Invoice for multiple items selected
3. Fill and submit online application forms for Trademark, Patents and Designs
4. Fill and submit online application forms for Renewals, Assignments, Search, mergers, Certificates etc.
5. Track, trace and monitor the progress of your applications online
6. Upload and submit required documents in PDF and JPEG formats
7. Print online forms such as Acknowledgment forms, renewal certificates etc.

### How can I access the Online Payment and Registration Portal?

Only accredited agents can access the portal. To get accredited, kindly click the “get accredited” link on the website, [www.iponigeria.com](http://www.iponigeria.com) and complete the form for accreditation.

A one-off payment of 23, 500 naira is required to complete accreditation.

### **How do I login to the site?**

Type your username (if you are already accredited); select AGENT OR SUB-AGENT, the "CAPTCHA" code and your password. Click "login" to access your dashboard

### **How do I update my profile and change my password?**

Once logged in to your agent dashboard, select the UPDATE MY PROFILE option to edit the accreditation information provided and your password, click UPDATE APPLICATION to submit and upload your company logo and passport photograph of the principal partner of your organization.

### **How do I make payment for my applications?**

This process is in 4 steps

1. Fill the Applicant Information Form
2. Select the items to pay for
3. Generate an invoice
4. Make payment using the web-payment option or the Bank-Deposit method

### **Which payment applications are available?**

Payment for applications can be made using debit cards powered by Interswitch such as Verve and naira MasterCard or Bank-Deposit method to designated banks listed on the platform.

### **How do I access my services after payment?**

All approved payments for applications/services/forms are accessible by selecting the VIEW BASKET option on your agent dashboard.

### **How do I fill and submit the online forms?**

Select the VIEW BASKET option on your agent dashboard; select the application/service/form you wish complete and type the Product title. The product title could be you Trademark, Patent title or title of design, click PROCEED to fill, upload

documents required and submit form online. It is important to note, that you cannot proceed without filling the product title field.

#### **What format is acceptable for uploading documents?**

For Designs and Trademark representations/ logo/device or BROMIDE, the format must be JPEG or PNG with a maximum height of 600px for both square and rectangular images, and maximum width for square images is 600px and while 1000px is for rectangular images.

For documents, PDF formats are preferred

#### **What happens after I submit my application?**

You will be issued an acknowledgment form immediately after submission, which contains the information submitted and an online application id

#### **Do I need to come to the registry to follow up my application?**

NO, you can Track and monitor the progress of your application using the online application ID provided on your acknowledgment form. Also, you will receive an automated email each time your application moves from one stage to another.

#### **How do I check the status of my application?**

Select the STATUS option on your dashboard, choose from the options provided and enter your online application id and click SEARCH to view status.

#### **How do I re-print my acknowledgment form?**

Select the STATUS option on your agent dashboard, choose from the options provided, type in your online application id, click search to view the application status and click the RE-PRINT ACKNOWLEDGMENT button to print out acknowledgment form.

## Which of the application forms can I access online?

1. Application for Registration of Trademark/Patent
2. Renewal of Registrations for Trademark/Patent
3. Certificate of Registration of Trademark

## FOR MORE INFORMATION

### ***Payment enquiries:***

[paymentsupport@einaosolutions.com](mailto:paymentsupport@einaosolutions.com) , phone: +2349038979681

### ***Online Registrations***

[info@iponigeria.com](mailto:info@iponigeria.com), [customersupport@iponigeria.com](mailto:customersupport@iponigeria.com)

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