

Eidgenössisches Institut für Geistiges Eigentum Institut Fédéral de la Propriété Intellectuelle Istituto Federale della Proprietà Intellettuale Swiss Federal Institute of Intellectual Property Stauffacherstrasse 65/59g
CH-3003 Bern
T +41 31 377 77 77
info@ipi.ch | www.ipi.ch

## Short guide for online queries about your current account data

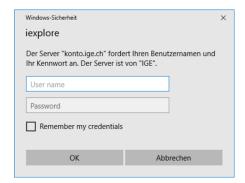
The IPI provides you with the opportunity to make online queries about your current account data. You can download daily statements from the past 12-month period as a PDF file, at any time and for free. Statements list all account transactions including some more detailed information.

## 1 How to make queries

Open your internet browser and enter the following address: <a href="https://konto.ige.ch/documents/">https://konto.ige.ch/documents/</a>(Your account number)

Example: https://konto.ige.ch/documents/000XXXXXXX

Please note that your account number has ten digits.



If you save your password by clicking on the relevant box, you will be connected directly with your current account data each time without re-entering your details.

You can download your account statement as a PDF file as often as you like. The link at the top always shows the most current statement. Statements older than 12 months are automatically removed from the user inter–face. However, you can request older account statements for earlier dates from our finance and accounting department at any time.

## 2 Logging out

To log out, simply close your browser.

## 3 Questions

If you have questions about your online access, our finance and accounting staff will gladly help you. Contact us via telephone on 031 377 75 11 or to email <a href="mailto:finance@ekomm.ipi.ch">finance@ekomm.ipi.ch</a>

Here you can find the contact details.