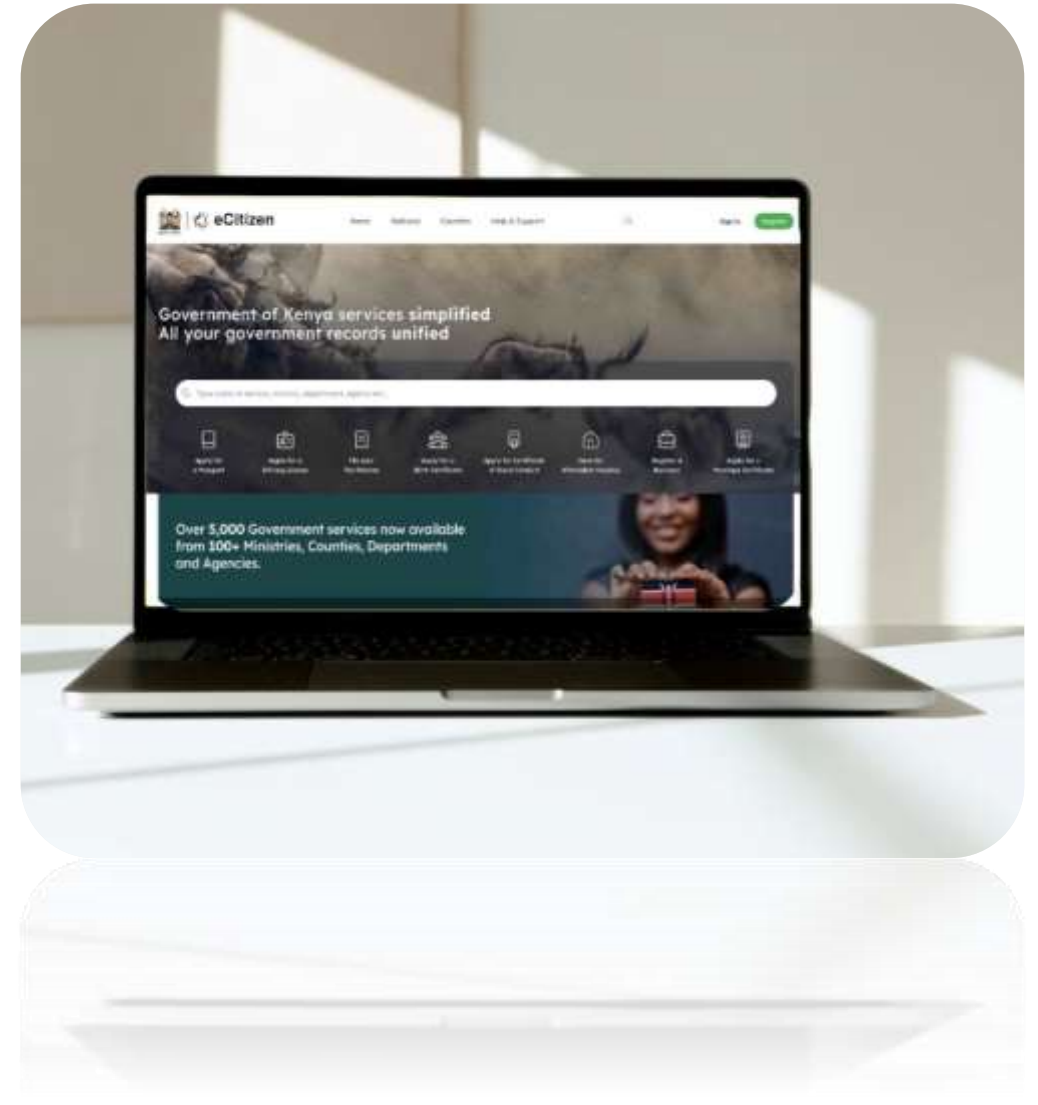


FRONTEND MANUAL

KENYA INDUSTRIAL PROPERTY INSTITUTE(KIPI) USER MANUAL

Introducing online KIPi services. Apply and pay for government approved KIPi services conveniently through your eCitizen account.



Landing page

- It gives a quick glance of **KENYA INDUSTRIAL PROPERTY INSTITUTE**.
- It contains the **MANDATE, SERVICES** and **CONTACT INFORMATION**.
- kipi.ecitizen.go.ke

Kenya Industrial Property Institute
Introducing online KIPI services. Apply and pay for government approved KIPI services conveniently through your eCitizen account.

eCitizen
Access the Kenya Industrial Property Institute services using your eCitizen account
[Sign up](#)

About KIPI
Kenya Industrial Property Institute (KIPI) is a government parastatal under the Ministry of Investments, Trade and Industry. The Institute was established on 2nd May 2002 upon the coming into force of the Industrial Property Act 2001. Previously the Institute existed as Kenya Industrial Property Office (KIPO), which was established in February 1990 after enactment of the Industrial Property Act, CAP 509 of the Laws of Kenya.

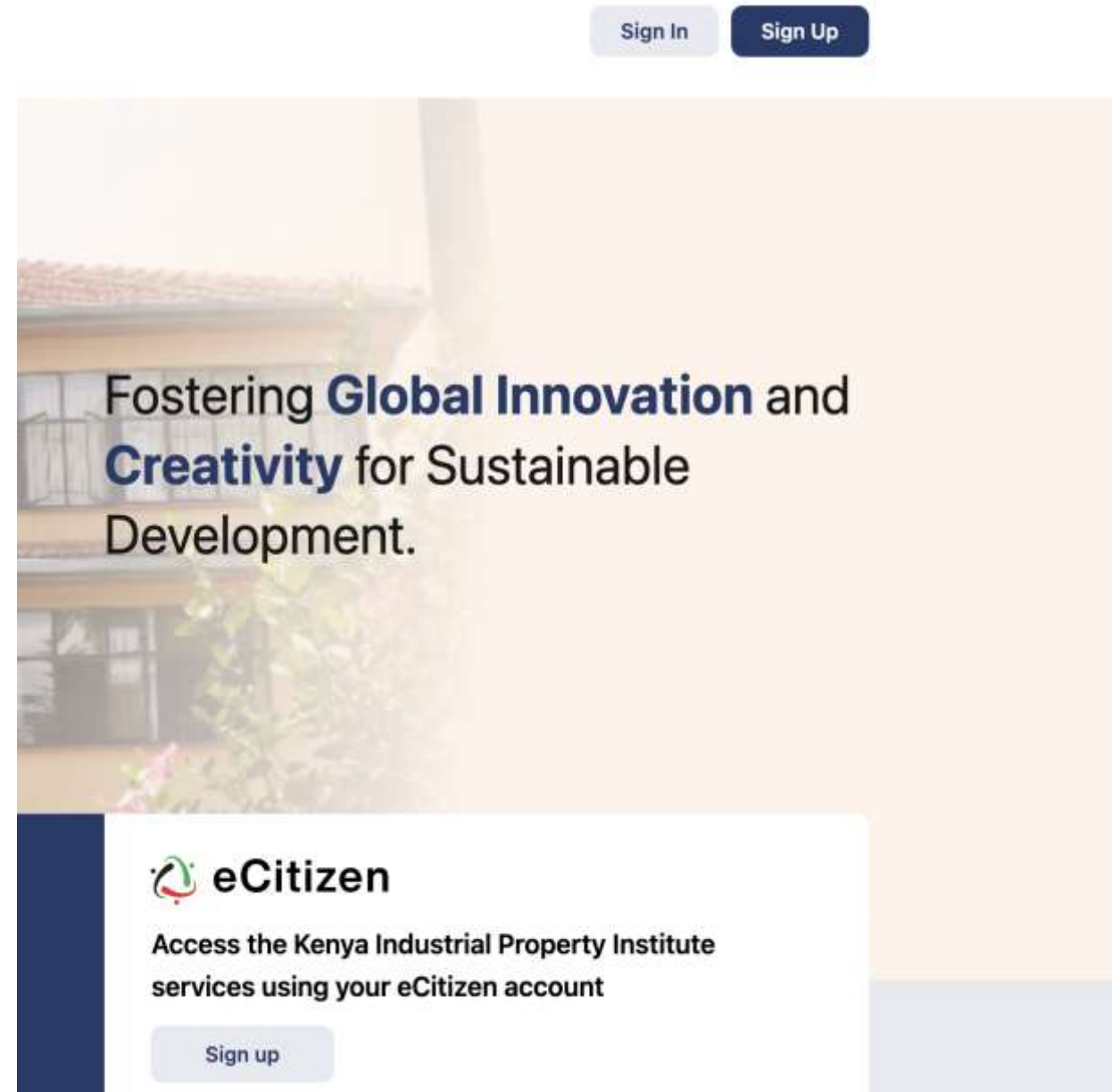
TRADEMARKS
PATENTS
INDUSTRIAL DESIGN
UTILITY MODELS

Online Services
Apply for our services and pay through eCitizen. After completing the application print the resulting document and get what you need at ease.

Kenya Industrial Property Institute Patent and Trademark Services
Kenya Industrial Property Institute Patent and Trademark Services
[Apply Now →](#)

Sign in or Sign Up

- **Sign Up** - If you do not have an eCitizen account, click “Sign Up.” You will be taken to the eCitizen website to create an account. Follow the instructions on that page to complete your registration.
- **Sign In** - If you already have an eCitizen account, click “Sign In” to access the KIPI portal. You must have an eCitizen account before you can use the portal.



Sign in or Sign Up

(Existing Account Users)

- To log in to KIPi portal, go to kipi.ecitizen.go.ke.
- Click **SIGN IN** and Key in your **EMAIL** or **ID NUMBER** and password. Once done, click the **SIGN IN** button.
- An **OTP** (one-time password) will be sent to your email or phone number. Key it in and click 'next' to proceed.



One Login
All Government Services

Email address or ID number *

Password *

Remember for 30 days

Forgot Password

Sign In



OTP Verification
All Government Services

Select where you would like to receive a verification code

Send code to my email
@gmail.com

Send code to my phone
+254***

Dashboard

- After logging in, they are directed to the **DASHBOARD** page.
- There are two functional areas: **TOP BAR** and **SIDE MENU**.
- The left side menu contains the **HELP LINE** and the **CONTACTS**.
- The top bar contains the following:
 - **HOME** - redirects the user to the main application dashboard/profile.
 - **HISTORY** - contains all the applications that the user has ever made
 - **SERVICES** - contains all the services offered on the platform. (Add Profile)

The screenshot displays the user dashboard for the Kenya Industrial Property Institute (KIPI). At the top, a navigation bar includes links for Home, History, Services, and Profile, along with a user greeting 'Hi'. The main header features the KIPI logo and name. The dashboard is divided into several sections: a user profile area with a placeholder image; a 'Popular Services' section with a search bar and a service card for 'Kenya Industrial Property Institute Patent And Trademark Services'; a 'Need Help?' section with contact information for the KIPI; and a 'Your recent applications' section with a search bar and a card for application 'KIPI-D5SBWVN' in the 'PENDING PAYMENT' stage, submitted on Feb 17 9:02 am. A 'VIEW ALL' button is present in the top right of both the Popular Services and Your recent applications sections.

Our Services And Recent Applications

Kenya Industrial property institute patent and Trademark Services

- **OUR SERVICES** - This lists the services offered by KIPi.
- **RECENT APPLICATIONS** - It lists and keeps a record of the most recent application done by the user.

The screenshot displays the KIPI website interface. At the top, there are navigation tabs for Home, History, Services, and Profile, along with a user greeting 'Hi'. The main header features the KIPI logo and the text 'Kenya Industrial Property Institute (KIPI)'. Below this, the page is divided into several sections:

- Profile Section:** A placeholder for a user profile picture.
- Popular Services:** A search bar labeled 'Search for a service' and a list item for 'Kenya Industrial Property Institute Patent And Trademark Services' with a 'VIEW ALL' button.
- Need Help?:** A section with the text 'Are you experiencing an issue? Call any of the numbers below or email for assistance.' and contact information for the Kenya Industrial Property Institute: Tel: 020-6002210/11, 6006326/29/36, 2386220; Email: info@kipi.go.ke.
- Your recent applications:** A search bar labeled 'Search ref number' and a list item for 'KIPI-D5SBWVN Kenya Industrial Property Institute Patent and Trademark Services' with a 'STAGE PENDING PAYMENT' label and a submission date of 'Submitted Feb 17 9:02 am', accompanied by a 'VIEW ALL' button.

Our Services

Kenya Industrial property institute patent and Trademark Services

- The first page of every application will contain a **CATALOGUE** to guide the user.
- Read the **CATALOGUE** carefully before proceeding to the subsequent pages.
- **PAGE TITLES** will guide the user on expectations for the contents of each page.
- After reading the catalog, click next at the **BOTTOM OF THE PAGE** to proceed to the application form.

The screenshot displays the user interface for the Kenya Industrial Property Institute (KIPI) online application form. At the top, there is a navigation menu with links for Home, History, Services, and Profile, along with a user greeting 'Hi'. Below this is a dark header bar featuring the KIPI logo and the text 'Kenya Industrial Property Institute (KIPI)'. The main content area is titled 'Kenya Industrial Property Institute Patent and Trademark Services' and includes a 'CANCEL' button. A 'FORM NAVIGATION' sidebar on the left lists 'Instructions' (highlighted in green), 'Applicant's Details', and 'Service Details'. The main content area shows the 'Instructions' section, which is 'Step 1 / 3'. It includes a title 'Kenya Industrial Property Institute Services', a 'STEPS' section with two numbered steps: '1. Fill in the online application form.' and '2. Once your application is submitted, you will be required to make a full payment for the service(s) selected.', and a 'NOTE' section with a light blue background containing the text: 'This is an INVOICE GENERATOR initiated for the purpose of payment ONLY. Hence, you will be required to visit our offices for delivery of the service requested. Each application on eCitizen attracts an eCitizen access fee of 50 KSH for local fee and 1 USD for foreign fee'. A 'NEXT' button is located at the bottom right of the form area.

Application Process

Kenya Industrial property institute patent and Trademark Services

- On the **APPLICANT DETAILS** page, there are two options:
- **SELF** - This is for individuals purchasing using their own account
- **ON BEHALF OF** - This is for individuals purchasing on behalf of an organization.
- After filling in the details, click **NEXT** at the **BOTTOM OF THE PAGE** to proceed to the products page.
- **NOTE:** This manual will contain step-by-step guide for one service. However, the customer journey for all services is the same

Kenya Industrial Property Institute Patent and Trademark Services

[CANCEL](#)

FORM NAVIGATION

- Instructions
- Applicant's Details
- **Service Details**

Service Details Step 3 / 3

Service Category *

Choose...

Description

Eg File number, reference number or proprietor's name etc.

[PREVIOUS](#) [COMPLETE](#)

Application Process CONTD.

Kenya Industrial property institute patent and Trademark Services

- Select your preferred **SERVICE CATEGORY** Next, select the exact category in the list.
- Click the **PREVIEW** button to **VERIFY** and/or **EDIT** the specific page you wish to modify.
- After verification, click **COMPLETE** at the **BOTTOM** to finish the application.

Institute Patent and Trademark Services

CANCEL

Service Details

Step 3 / 3

Service Category *

Patent Services KSH (local fee)

Patent Services KSH (local fee) *

IP3 Fee for application for a patent with a provisional specification

Description

Eg File number, reference number or proprietor's name etc.

PREVIOUS

COMPLETE



Making A Payment

Kenya Industrial property institute patent and Trademark Services

- This page shall contain payment options with payment instructions specific to each option.
- The user can **SELECT** and **PAY** through any of the payment options displayed.
- Upon payment, the applicant gets a **RECEIPT** and **SMS** both confirming the transaction has been processed successfully.

Pay for Service **KIPI-D5SBWVN**

PAYMENT REF VLZNWJQR	TOTAL BILL KES 1,050.00
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Select Payment Mode

Mpesa	Pesaflow Direct
Kenya Commercial Bank	AIRTEL MONEY

Tracing the Application

Kenya Industrial property institute patent and Trademark Services

- The user can trace their application via the **HISTORY** option on the dashboard.
- This page shows all previous and ongoing attempts to access the said service.



History Services Profile

Kenya Industrial Property Institute (KIPI)

Popular Services

Search for a service

Kenya Industrial Property Institute

Downloading the Application

Kenya Industrial property institute patent and Trademark Services

- The interface allows the client to access their **RECEIPTS** for proof of payment.
- The user can **DOWNLOAD** or **PRINT** their invoice/receipt using the blue **DOWNLOAD** or **PRINT** button.



The screenshot displays the Kenya Industrial Property Institute (KIPI) web interface. At the top, there is a navigation bar with links for Home, History, Services, and Profile. Below this is a dark header with the KIPI logo and name. The main content area shows a payment confirmation for KES 1050.00. It includes three buttons: a blue 'PAY' button, a yellow 'PRINT INVOICE' button, and a grey 'DOWNLOAD INVOICE' button. Below the payment confirmation, there is a section for 'Kenya Industrial Property Institute Patent and Trademark Services' with the application number 'KIPI-D5SBWVN'. The status is 'STAGE PENDING PAYMENT' and the date is '2026-02-17 09:38 am'. At the bottom, there is an 'Invoices' section with a 'RETRY' button for the KES 1050.00 payment, and a 'Form Data' section with a 'Go to...' dropdown menu.

THE END

<https://kipi.ecitizen.go.ke/>