**How to Create a Pre-pay Account on the OBRS**

Visit [www.cipa.co.bw](http://www.cipa.co.bw) and log onto the OBRS

1. On the top right of the screen click on your name and then click on MANAGE BILLING DETAILS.
2. Click on Actions.
3. Click Payment Methods.
4. Click on Add.
5. Select Pre-pay account.
6. Click on Submit.

NB: Your pre-pay account is your reference number when making a deposit into the CIPA Bank Account.

**Bank: First National Bank**

**Account Name**:  Companies And Intellectual Property Authority

**Account Number:** 62813051365

**Branch Code :** 282267

**Branch Name:** First Place

**Swift Code:** FIRNBWGX