

GDD Portal Training

11 March 2014



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Webinar Information

US Toll-free: 1-877-941-9321

US Toll: 1-480-629-9846

International Numbers: Download at <http://newgtlds.icann.org/webinars>

Conference ID: 4672329 GDD Portal Training (1st session; 0:00 UTC)

Conference ID: 4672330 GDD Portal Training (2nd session; 15:00 UTC)

+ Q&A session after the presentation

- Phone questions

- + To ask a question dial *1 (star one)

- + To exit the question queue dial *2 (star two)

- Questions will be answered as time permits

+ Recordings and slides available after the webinar:

<http://newgtlds.icann.org/webinars>

Agenda

+ Logistics and Admin

Nicole Davenport

+ GDD Portal: Introduction

Krista Papac

+ GDD Portal: Demonstration

Ann Yamashita

+ Q&A

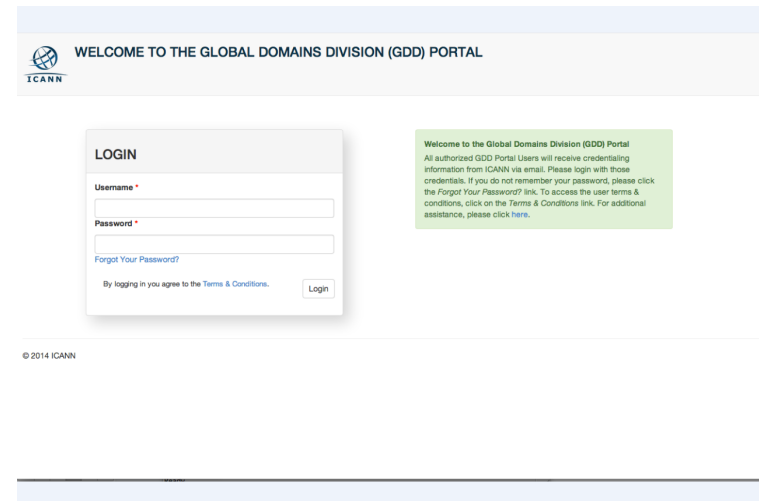
Ann Yamashita

New GDD Portal: Introduction

Key Features of the New GDD Portal

Centralized location to communicate with ICANN

- + Registry Onboarding and Sunrise processes
- + Coordination of future Registry activities
- + Registry Contact Information
- + Registry Public Contact Information
- + Onboarding Information Request (ONBIR)
- + TLD Startup Information
- + Going live in mid-March 2014



The screenshot shows the ICANN GDD Portal login interface. At the top, it says "WELCOME TO THE GLOBAL DOMAINS DIVISION (GDD) PORTAL" with the ICANN logo. Below this is a "LOGIN" form with fields for "Username" and "Password", both marked with a red asterisk. There is a "Forgot Your Password?" link and a "Login" button. A small green box on the right contains a welcome message and instructions. At the bottom left, it says "© 2014 ICANN".

New GDD Portal: Demonstration

GDD Portal Login Page



LOGIN

Username *

Password *

[Forgot Your Password?](#)

By logging in you agree to the [Terms & Conditions](#).

Welcome to the Global Domains Division (GDD) Portal

All authorized GDD Portal Users will receive credentialing information from ICANN via email. Please login with those credentials. If you do not remember your password, please click the [Forgot Your Password?](#) link. To access the user terms & conditions, click on the [Terms & Conditions](#) link. For additional assistance, please click [here](#).

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- You will receive an email from ICANN with credentialing information
- Click on the embedded link from the email, or go to: gddportal.icann.org
- Input username and password

TLD List View

The screenshot shows a web interface for managing TLDs. At the top, there are three navigation tabs: 'TLDs' (selected), 'Work Items', and 'Cases'. Below the tabs is a 'TLD List' section. It features a green instruction box, a search bar, and a table with columns for TLD, Registry Contact Information, Registry Public Contact Info Status, Registry ONBIR Status, and Registry TLD Startup Information Status. The table lists three TLDs: klic7, klic8, and klic9, all associated with the account 'zTest Karthika LLC.'. At the bottom, there is a pagination control showing 'Showing 1 to 3 of 3 entries' and navigation arrows.

TLDs **Work Items** **Cases**

TLD List

Instructions
You have been designated as the Registry Primary Contact for the TLD(s) listed below. Please select a TLD to access specific work items for the TLD. The processing status for your Registry Contact Information, Registry Public Contact Information, Registry Onboarding Information Request (ONBIR), and Registry TLD Startup Information are visible to the right of the TLD.

10 records per page Search:

TLD	Registry Contact Information	Registry Public Contact Info Status	Registry ONBIR Status	Registry TLD Startup Information Status
klic7 Account : zTest Karthika LLC.	Submitted for Approval	Not Started	Approved	Approved
klic8 Account : zTest Karthika LLC.	Not Started	Not Started	Not Started	In Progress
klic9 Account : zTest Karthika LLC.	Not Started	Not Started	Not Started	N/A

Showing 1 to 3 of 3 entries ← Previous 1 Next →

- Listing of all your TLDs
- Select a specific TLD to access the Work Items associated with it

TLD Specific Work Items

The screenshot shows a web interface for managing TLD-specific work items. At the top, there are three tabs: 'TLDs', 'Work Items', and 'Cases'. The 'Work Items' tab is active. Below the tabs, the user is identified as working on the 'klic8' TLD, with a 'Back to TLDs' link. The main content area is divided into two columns. The left column, titled 'Instructions', contains a list of work items with detailed descriptions. The right column is a table listing the work items and their current status.

You are working on **klic8**
[Back to TLDs](#)

Instructions

For the selected TLD, please complete the required work items as described below:

- **Registry Contact Information:** This is used to submit your Registry's contact information that ICANN will use to communicate with the selected TLD. Registries are required to complete this work item.
- **Registry Public Contact Information:** This is used to submit your Registry's public information for the selected TLD that will be available to the public on the Registry Listing page of ICANN's website: <http://www.icann.org/en/resources/registries/listing>. Registries are required to complete this work item.
- **Registry Onboarding Information Request (ONBIR):** This is used to submit your Registry's technical information specific for the selected TLD. Registries are required to complete this work item.
- **Registry TLD Startup Information:** This is used to submit your TLD Startup Information and required Sunrise documents for the selected TLD. This work item will only be functional after the delegation of the TLD. Registries are required to complete this work item.
- **Cases:** This is used to create cases to ICANN for the selected TLD. Cases are generally created (and are not limited to) when you have an inquiry or if you wish to change previously submitted information. This work item can be used on an as needed basis.

For detailed guidance related to these work items, please click [here](#).

Registry Contact Information	Not Started
Public Contact Information	Not Started
Registry ONBIR	Not Started
Registry TLD Startup Information	In Progress
New Case	

- Shows status of all work items related to the TLD
- Click on specific work items for additional detail and to input information

Registry Contact Information

TLDs Work Items Cases

You are working on **klc9**
[Back to Work Items](#)

Registry Contact Information

Instructions

Please provide the requested information below. The Registry Primary Contact, Legal (Notice) Contact, and Billing/Financial Primary Contact have been pre-populated with the information provided in your Contracting Information Request (CIR). All required fields are outlined in red. Click the Save button to save your work, and click the Submit button when you are ready to submit your response to ICANN. Once you click Submit you will no longer be able to edit the provided information. To request changes to any pre-populated or submitted information, please go to the Cases work item for the specific TLD and submit a case. For detailed guidance, click [here](#).

Reference Contact:
If you are responsible for multiple TLDs, you can select another TLD to pre-populate information.

-- Select a TLD --

Contact Type	Contact	Name	Title	Address	Phone	Email
Registry Primary Contact		icanregistry services		test3 demo3 demo3 US	(510) 214-3434 (230) 845-3826 (234) 356-7564	registryportal1@gmail.com
Registry Secondary Contact	<input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>
Backend Technical Service Provider Primary Contact	<input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>

- Input registry contact information
- Required fields are in red
- Click “Save” to save your work; “Cancel” to erase and start over; “Submit” when ready to submit your responses to ICANN

Registry Public Contact Information

Instructions

Please provide the requested Registry contact information below. This information will be used to inform the community about the Registry's contact information and will be publicly posted on [ICANN's Registry Listing page](#). All required fields are outlined in red. Click the *Save* button to save your work, and click the *Submit* button when you are ready to submit your response to ICANN. Once you click *Submit* you will no longer be able to edit the provided information. To request changes to any submitted information, please go to the *Cases* work item for the specific TLD and submit a case. For detailed guidance, please click [here](#).

Registry Name	zTest Winnie		
TLD	WLLCO	Publicly Displayed Registry Address	12025 E. Waterfront Dr.
Registry Agreement Activation Date	2/24/2014	Publicly Displayed Registry City	Los Angeles
Publicly Displayed Registry Name	Registry Name	Publicly Displayed Registry State	California
Publicly Displayed Point of Contact Name		Publicly Displayed Registry Country	United States
		Publicly Displayed Registry Postal	ere
		Publicly Displayed Telephone	(310) 301-5800
		Publicly Displayed Fax	Testing 1a

- Input contact information
- Required fields are in red
- Click “Save” to save your work; “Cancel” to erase and start over; “Submit” when ready to submit your responses to ICANN

Registry ONBIR

Registry ONBIR

Instructions

Please provide the requested information below. All required fields are outlined in red. Click the *Save* button to save your work, and click the *Submit* button when you are ready to submit your response to ICANN. Once you click *Submit* you will no longer be able to edit the provided information. To request changes to any submitted information, please go to the *Cases* work item for the specific TLD and submit a case. For detailed guidance and listing of ICANN's PGP keys, please click [here](#).

Centralized Zone Data System/Zone File Access (CZDS / ZFA)

CZDS Username :

CZDS Email :

Delivery Method :

CZDS SFTP Server :

ZFA SFTP URI : @ : /

Thin Bulk Registration Data Access (BRDA)

BRDA SFTP URI : @ : /

BRDA Day of the Week :

BRDA Public Key :

- Input ONBIR information
- Required fields are in red
- Click “Save” to save your work; “Cancel” to erase and start over; “Submit” when ready to submit your responses to ICANN

Registry TLD Startup Information

TLDs Work Items Cases

You are working on **klc8**
[Back to Work Items](#)

Registry TLD Startup Information

Instructions
Please provide the requested information below. All required fields are outlined in red. Please click the Save button to save your work, and click the Submit button when you are ready to submit your response to ICANN. Once you click Submit you will no longer be able to edit the provided information. To request changes to any submitted information, please go to the Cases work item for the specific TLD and submit a case. For more detailed guidance, please click [here](#).

Status In Progress

TLD (A-Label for IDNs): KLLC8

Registry Operator: zTest Karthika LLC.

Type of Sunrise: Start Date Sunrise

Registry Url: fcd/gf

URL of Registrars:

Sunrise Period Start Date: 4/3/2014

Sunrise Period End Date: 5/5/2014

Trademark Claims Period Start Date: 7/14/2014

Trademark Claims Period End Date: 12/15/2014

[Save](#)

Other Periods

Note
While adding other periods is optional, the required fields must be populated in order to save the period.

Name	Type	Start Date	End Date	Action
Limited Registration Period		12/29/2014	3/9/2015	✕ +

[Add More Periods](#)

Attachments

File Name	Created Date	Action
Browse... No file selected.		

[Upload](#)

[Submit](#) [Cancel](#)

- Input Registry Startup Information
- Required fields are in red
- Click “Save” to save your work; “Cancel” to erase and start over; “Submit” when ready to submit your responses to ICANN

New Case

TLDs

Work Items

Cases

You are working on **kllic8**

[Back to Work Items](#)

New Case

TLD

Registry: KLLC8



Subject

Description

Submit

Submit & Add Attachment

Cancel

- Used to create a case related to your Registry or TLD
- Required fields are in red
- If your case includes attachments, click “Submit & Add Attachment”

Case List View

Case List

Instructions

This is a list of cases related to your Registry and/or TLD(s). All cases that you have generated from the GDD Portal will be located in this view. In some instances, this list may include ICANN generated cases. Please click on the *Case No.* to view the details of the case.

To submit a case, please click a TLD from the *TLD* navigation tab, and select the *Cases* work item. Once your case is submitted through the work item, it will display on this page.

New Case

10 records per page Search:

Case No	Subject	Status	TLD	Case Created By	Created Date
00118737	test3	New	Registry: KLLC7	CUSTOMER	2/6/2014 9:59 AM
00118755	regservtest1	New	Registry: KLLC7	CUSTOMER	2/6/2014 3:33 PM
00118765	test_07	New	Registry: KLLC9	CUSTOMER	2/7/2014 9:12 AM

Showing 1 to 3 of 3 entries ← Previous 1 Next →

- Access and see statuses of all cases related to your Registry or TLD
- Can set customized number of records per page
- Real-time search functionality

Next Steps

- + Deploy GDD Portal (Mid-March)
- + Send GDD Portal Credentialing Information
- + Portal users to re-validate previously submitted information

Which portal should I use?

	Process	New gTLD Applicant Portal	GDD Portal
Evaluation - Contracting	Application	✓	
	Initial Evaluation	✓	
	Contracting	✓	
	General Customer Service Inquiries (before signing a Registry Agreement)	✓	
Post-Contracting - Delegation	Registry Contact Information		✓
	On-Boarding Information Request		✓
	Pre-Delegation Testing	✓	
	Approved Launch Program Requests		✓
	Transition-to-Delegation	✓	
	Delegation	✓	
Post-Delegation	General Customer Service Inquiries (after signing a Registry Agreement)		✓
	TLD Startup Information		✓
	General Customer Service Inquiries (after signing a Registry Agreement)		✓

Thank You & Questions?

US Toll-free: 1-877-941-1227

US Toll: 1-480-629-9656

International Numbers: <http://newgtlds.icann.org/webinars>

Conference ID: New GDD Portal Demo and Webinar 4672330

- + Ask a question: Dial *1 (star one)
- + Exit the question queue: Dial *2 (star two)
- + We will alternate between questions submitted in the Questions & Comments pod and phone questions
- + Questions will be answered as time permits

We value your feedback! Please take a few minutes to complete a brief survey about the new GDD Portal here: <https://www.surveymonkey.com/s/F82J8XW>