



Internet Corporation for Assigned Names and Numbers

Trademark Clearinghouse Sunrise & Claims Database (TMDB) Access

Process to Provide Registries and Registrars a Registration Token to Gain Access to the TMDB Production Platform

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Version 1.0

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1 Purpose

The purpose of this document is to detail the process ICANN will use to provide a Registry Operator or Registrar access to the Trademark Clearinghouse Sunrise and Claims Database (TMDB) Platform. The process to obtain access to the TMDB platform begins upon signing of the Registry Agreement (RA) or Registrar Accreditation Agreement (RAA).

2 Process

2.1 Initial Access and Account Setup

A Registration Token will be provided by ICANN in the Registry or Registrar Welcome Package during the onboarding process. Existing Accredited Registrars may request a registration token by sending an email to ICANN's Customer Support Center (CSC) Team at newgtld@icann.org. Please note that for Registry Operators each registration token is valid for only one TLD. Registration tokens are active within 2 to 4 hours of being generated. To obtain access to the test environment of the TMDB, a setup process must be completed as follows:

For Registries:

- 1) Using the registration token provided in the welcome package, go to the TMDB registration page here: <https://marksdb.org/tmdb/registry/> and enter your gTLD Name (this must be in the A-label format used on your application) and the registration token provided.
- 2) The TMDB system will generate and send an email to the email address provided to ICANN containing a unique user ID, a temporary password and the URL (link) to the setup/login page.
- 3) Log into the TMDB system using the URL provided in the email from step 2 above.
- 4) A configuration screen will be displayed and you will be asked to:
 - a. Define a password to be used with the Administrator Account. The Administrator Account will be used going forward to login in to the system;
 - b. Provide contact information for the main TMDB Person of Contact (POC) as well as a Technical Person of Contact (TPOC); and
 - c. Accept the TMCH Terms and Conditions.

For Registrars:

- 1) Using the registration token provided in the welcome package, go to the TMDB registration page here: <https://marksdb.org/tmdb/registrar/> and enter your Registrar ID (this must be your IANA ID) and the registration token provided.
- 2) The TMDB system will generate and send an email to the email address provided to ICANN containing a unique user ID, a temporary password and the URL (link) to the setup/login page.

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- 3) Log into the TMDB system using the URL provided in the email from step 2 above.
- 4) A configuration screen will be displayed and you will be asked to:
 - a. Define a password to be used with the Administrator Account. The Administrator Account will be used going forward to login in to the system;
 - b. Provide contact information for the main TMDB Person of Contact (POC) as well as a Technical Person of Contact (TPOC); and
 - c. Accept the TMCH Terms and Conditions.

2.2 Testing

After obtaining the credentials for the operational test and evaluation platform (OT&E), the Registry and Registrar must perform several tests before obtaining access to the TMDB platform. The testing process is as follows:

- 1) A list of services will be displayed to you in the TMDB configuration screen. In order to “activate” the services and perform the necessary testing, usernames and passwords must first be created for each “connection”.
- 2) For the Registry, the following tests must be performed:
 - a. Download a SMD Revocation List.
 - b. Download a DNL list.
 - c. Upload a Sunrise LORDN file with at least three (3) domain names that have been validated using the “testing SMDs” generated by the Trademark Clearinghouse.
- 3) For the Registrar, the following tests must be performed:
 - a. Download a Trademark Notice (CNIS file) using the test ‘Lookup Key’ provided to you by your Registry Operator.
 - b. Validate/compare a screen shot of the rendering of the Trademark Notice (in English) to the sample Trademark Notice located here:
<http://newgtlds.icann.org/en/applicants/agb/guidebook-full-04jun12-en.pdf>, page 298.

IBM frequently verifies through log files that tests have been successfully performed and marks them as valid.

After all the tests have been successfully performed by a Registry or Registrar, IBM will send an email notifying ICANN of successful test completion. Registries may, after the successful completion of their TMDB testing, provide notice of their Sunrise and Claims periods using the ICANN portal. Actual (Registry-provided) Sunrise and Claims start and end dates will then be uploaded to the TMDB system and access to the TMDB production environment will begin on the Sunrise start date. In the case of Registrars, successful completion of the tests will be logged and tracked to ensure compliance with the Rights Protection Mechanisms document.

For more details on registration and testing in the TMDB platform, please refer to the User Manuals located here <http://newgtlds.icann.org/en/about/trademark-clearinghouse/scsvcs>.

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3 Access Suspension

If a determination is made by IBM that a Registry Operator or Registrar is negatively affecting the TMDB platform and if the issue impacting the TMDB platform is not resolved, service/access for the TLD may be suspended.

4 Review

This document will be reviewed at least annually for accuracy and relevance.

5 Attachments

5.1 TMDB Registration and Production Platform Access Swim Lane Diagram