



Internet Corporation for Assigned Names and Numbers

Trademark Clearinghouse Sunrise & Claims Database (TMDB) Access

Process to Provide Registries, Registrars and Prospective Registry Service Providers (with an active gTLD application) a Registration Token to Gain Access to the TMDB Platform

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1 Purpose

The purpose of this document is to detail the process ICANN will use to provide a Registry Operator, Registrar or Prospective Registry Service Provider access to the Trademark Clearinghouse Sunrise and Claims Database (TMDB) Platform. The process for Registries and Registrars to obtain access to the TMDB platform begins upon signing of the Registry Agreement (RA) or 2013 Registrar Accreditation Agreement (RAA). Prospective Registry Service Providers that have an active gTLD application may request access to the OT&E of the TMDB.

2 Obtaining a TMDB Registration Token

For new Registry Operators and Registrars, a Registration Token will be provided by ICANN in the Registry or Registrar Welcome Package during the onboarding process after the RA or RAA has been signed.

ICANN accredited Registrars that have signed the 2013 RAA as well as Prospective Registry Service Providers that have not yet signed an RA but that have an active gTLD may request a registration token by following the steps below.

For ICANN accredited Registrars that have signed a 2013 RAA:

- 1) Send an email with a subject line of "TMDB Test Registration Token" to ICANN's Customer Support Center (CSC) Team at newgtld@icann.org. The request should be sent by the primary contact at the Registrar and the following information must be provided in the request:
 - a. The Registrar ID (this must be the IANA ID – use this link: <http://www.iana.org/assignments/registrar-ids/registrar-ids.xhtml> to obtain/verify the ID).
 - b. The contact name and email address to which the TMDB credentials will be emailed (this occurs AFTER using the token to register at the TMDB site).
 - c. The Customer Service Center (CSC) will generate the token and respond back to the requestor providing them with the registration token to be used in the registration process.

Please note: Tokens are generally active within four hours of being generated and they do not expire, so registration can occur when convenient.

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For Prospective Registry Service Providers with an active gTLD application:

- 1) The Primary Contact for a gTLD application connected to the relevant Prospective Registry Service Provider may request access by submitting a case/request through the Customer Service portal (myicann.secure.force.com) with a subject line of "TMDB Test Registration Token." The following information must be provided with the request:
 - a. The Application ID as well as the contact name and email address to which the TMDB credentials will be emailed (this occurs AFTER using the token to register at the TMDB site).
 - b. The Customer Service Center (CSC) will generate the token and respond back to the Primary Contact providing them with the token and a "test TLD name" that will be used in the registration process (do not use an actual, applied-for TLD as it will not register).

Please note: Tokens are generally active within four hours of being generated and they do not expire, so registration can occur when convenient. Only one token should be requested per Registry Service Provider regardless of the number of applicants/applications...select any **one** of your active Application IDs to use for the request.

Prospective Registry Service Providers will only have access to the OT&E environment. Once the 2013 RA has been signed, the Registry will be provided a new TMDB registration token in a Welcome Package that will allow access to the production TMDB environment.

3 Process

3.1 Initial Access and Account Setup

To obtain access to the OT&E of the TMDB, a setup process must be completed as follows:

For Registries that have signed a 2013 RA:

- 1) Go to the TMDB registration page here: <https://marksdb.org/tmdb/public/> and click on the "Start Registration as a Registry" link. A "First Time Registration" page will display; enter your gTLD Name (this must be in the A-label format used on your application) and the registration token provided. Accept the "Terms and Conditions" and click "Submit".
- 2) The TMDB system will generate and send an email to the email address provided to ICANN (and, subsequently, to IBM via token file) 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 and login credentials provided in the email from step 2 above. You will be asked to set a new login password.
- 4) Navigate to the configuration screen by clicking on the “Profile” button. A Profile Configuration Screen will be displayed in which you are able to:
 - a. Change the password for the Administrator Account which is used to log 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. Configure the connections to the TMDB test and production services (*see Section 2.2 Testing below*).
- 5) Please note that each registration token is valid for only one TLD.

For ICANN accredited Registrars that have signed a 2013 RAA:

- 1) Go to the TMDB registration page here: <https://marksdb.org/tmdb/public/> and click on the “Start Registration as a Registrar” link. A “First Time Registration” page will display; enter your Registrar ID (this must be your IANA ID – go here <http://www.iana.org/assignments/registrar-ids/registrar-ids.xhtml> if you are unsure what your IANA ID is) and the registration token provided. Accept the “Terms and Conditions” and click “Submit”.
- 2) The TMDB system will generate and send an email to the email address provided to ICANN (and, subsequently, to IBM) 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 and login credentials provided in the email from step 2 above. You will be asked to set a new login password.
- 4) Navigate to the configuration screen by clicking on the “Profile” button. A Profile Configuration Screen will be displayed in which you are able to:
 - a. Change the password for the Administrator Account which is used to log 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. Configure the connections to the TMDB test and production services (*see Section 2.2 Testing below*).

For Prospective Registry Service Providers that have an active gTLD application:

- 1) Go to the TMDB registration page here: <https://marksdb.org/tmdb/registry/> and click on the “Start Registration as a Registry” link. A “First Time Registration” page will display; enter the **TEST** gTLD Name and the registration token provided by the CSC. Accept the “Terms and Conditions” and click “Submit”.
- 2) The TMDB system will generate and send an email to the email address provided to ICANN (and, subsequently, to IBM) 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 and login credentials provided in the email from step 2 above. You will be asked to set a new login password.
- 4) Navigate to the configuration screen by clicking on the “Profile” button. A Profile Configuration Screen will be displayed in which you are able to:
 - a. Change the password for the Administrator Account which is used to log 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. Configure the connections to the TMDB test and production services (*see Section 2.2 Testing below*).
- 5) Please note that only one registration token is needed regardless of the number of active applications.

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

3.2 Testing

To obtain access to the TMDB test services, click “Switch to Test Settings”. A list of services will be displayed in a configuration screen. To “activate” these test services and perform testing, create user names and passwords for each of the displayed services as well as up to 5 IP addresses for each service connection.

Prospective Registry Service Providers may perform any testing desired once the test services have been configured but will only have access to the OT&E; access to the production platform will not be granted until after the RA has been signed and the registration and testing process has been completed for the actual TLD.

Registries and Registrars must perform several tests before obtaining access to TMDB production services.

For Registries, the following tests must be performed:

- 1) Download a SMD Revocation List.
- 2) Download a DNL list.
- 3) 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; retrieve the related LORDN log file.
- 4) Upload a Claims LORDN file with at least three (3) domain names that have been validated using the “testing SMDs” generated by the Trademark Clearinghouse; retrieve the related LORDN log file.

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For Registrars, the following tests must be performed:

- 1) Download a SMD Revocation List.
- 2) Download a Trademark Notice (CNIS file) using the test 'Lookup Key' provided to you by your Registry Operator.
- 3) 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.

After all the tests have been successfully performed by a Registry or Registrar, a Service Request must be submitted by the Registry/Registrar in the IBM Service Portal (to register, go to IBM.com and click "Register"). For Registrars, a copy of the screen shot rendering of the Trademark Notice must be attached to the request. IBM will verify the test results and send an email notifying ICANN of successful test completion. The Service Request will be updated and closed notifying the requestor of the status; in the case of a failure, only the requestor will be informed.

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>.

4 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.

5 Review

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

6 Attachments

6.1 TMDB Registration and Production Platform Access Swim Lane Diagram