Quick Start Guide
TLD Application System (TAS) Registration

TAS is ICANN's online system for initiating the new gTLD application process. This guide provides step-by-step instructions on how to register to create necessary profile information and submit a request for new gTLD application with ICANN. For guidance on completing your application, see the TAS User Guide available at http://newgtlds.icann.org/en/applicants/tas.

Overview of Application Stages:

The ICANN logo indicates steps in the application process that are dependent upon ICANN.

The applicant is responsible for completing steps I-V.

I.   Register

Step 1.   **Visit TAS Registration Site.** Launch site from New gTLD page or visit directly (https://gtldreg.icann.org/)
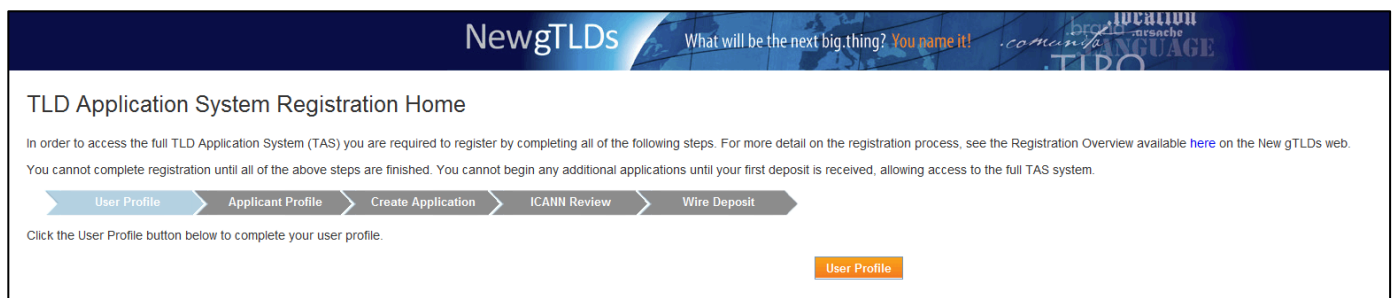
Step 2.   **Complete Fields.** Enter required information. Be aware that the name and email address entered here will automatically be populated and not editable in the Profile completion process in (II) below. Once you submit your information, you will receive an email at the email provided, asking that you confirm your registration request.

Step 3.   **Confirm Request.** Follow the link in the email to confirm your registration.
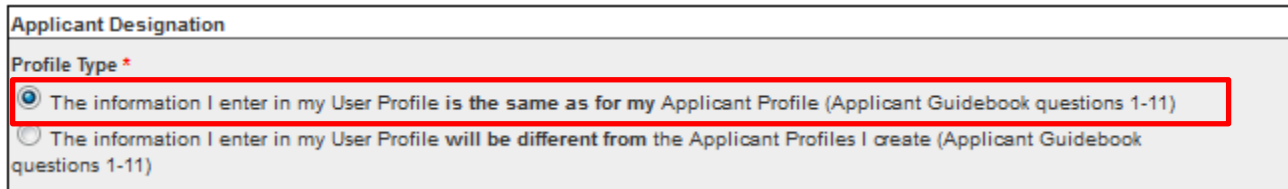
II.   Complete Your Profile

The information requested in this section represents **Applicant Guidebook** questions 1-11.

Step 1.   **Log into TAS.** The first screen you see is the TLD Application Registration Home page.

Step 2.   **Select the Appropriate Profile Type.** Click the "User Profile" button and then select the appropriate Profile Type.

*For the purposes of this Quick Start Guide, we will present the process as it relates to "…my User Profile is the same as for my Applicant Profile…" The process description of the other scenario can be found in the TAS User Guide.

Step 3.   **Complete the Contact Forms**. Provide information for the Primary and Secondary Contacts and Security Questions for both contacts. All forms must be completed by the Primary Contact.

Note: To protect your registration, do not share the answers to the Security Questions with anyone. These questions will be used by ICANN's Customer Service when confirming the identity of the Primary Contact or Secondary Contact.

Step 4.   **Provide Company Information.** Provide information on the entity applying for the new gTLD.

Step 5.   **Applicant Background.** Provide information for directors, officers, shareholders, or other executives associated with the applicant. Also include any disclosures and explanations related to these individuals and/or entities.

Step 6.   **Payer Information for this Applicant Profile.** Complete the form providing the information on the person or entity that will submit the payment.

Step 7.   **Provide Proof of Establishment.** Describe the form of the Applicant. e.g. Non-profit Institution, Corp. or LLC. Also, attach evidence of the Applicant's legal establishment by uploading the supporting documentation. Complete the questions related to your business structure as needed and provide a Business ID, Tax ID, VAT Registration or equivalent.

Step 8.   **Submit the Confirmation Page.** Review all information you provided for this application.

Carefully review all of the information you have provided, as this information cannot be modified once you submit your profile. Once submitted, you will see an on-screen notice indicating your Profile has been successfully submitted.

Since this guide follows the process for the case in which "…my User Profile is the same as for my Applicant Profile…", the Applicant Profile will automatically be populated with the information just submitted for the User Profile. You will be able to immediately proceed to Step II. Create an Application.

III.   Create an Application

The next stage in **TAS** is to request your first application. To get started, click on "Create Application."

Step 1.   **2000 Application Credit and Captcha.** You will have the opportunity to apply for the 2000 proof-of-concept round Application Credit, or simply enter the Captcha code in the box provided to proceed without.

Step 2.   **Agree to the Terms and Conditions.** You must accept all Terms and Conditions to continue. Terms and Conditions can also be downloaded and viewed in Module 6 of the Applicant Guidebook. Once you've clicked on all the check boxes, and entered your full name, it will activate the "Next" button.
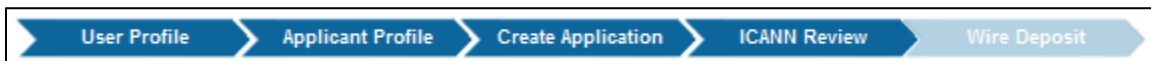
Step 3.   **Submit the Application Request.** The screen will present a short screen containing the Profile name and basic contact information. After reviewing the information, click "Submit Request" to initiate the application request with ICANN.

ICANN Review of Profile Information
After you have submitted your request for an application, ICANN will review the request. Once the review is complete, you will receive an email notifying you that your Application Registration Fee can be submitted.

IV.   Pay the Deposit

Step 1.   **Login and complete the information for your deposit Remittance.** After wiring your Application Registration Fee, provide the details of the wire transfer.

Wire Details

* Wire Date	
	dd/mm/yyyy, for example 12/01/2012 for 12 January 2012
* Wire Number	
	FedWire and SWIFT are accepted, though FedWire is encouraged for accuracy and timeliness.
* Wire Amount	180000
Remarks	
	Please enter any information that may be useful for processing your payment.

Wiring Bank Details

* Name of Wiring Bank	
Branch	
* Address 1	
Address 2	
* City	
Province/State	
* Postal Code	
* Country	
	Find your 2-letter country code

⊞ Payer Information (from your Applicant Profile)

Step 2. **Click "Submit."** Congratulations! You have now completed the requested a gTLD application through **TAS Registration**.

ICANN Confirmation of Deposit

After you have submitted the Application Registration Fee for your Application, ICANN will verify payment. Once completed, you will receive credentials to allow further access to TAS. Please see the Application Submission Quick Start Guide for instructions on subsequent steps.