



NewgTLDs

# New gTLD Application Comments Forum User Guide

1 October 2012

This document was updated on 1 October 2012 to correct spelling errors on page 13.

### **Disclaimer**

This user guide is for information purposes and might not exactly match the functionality and display of the Application Comments system (which are subject to change). This guide is not intended to modify the Applicant Guidebook or any other aspect of the ICANN New gTLD Program. If any information provided here appears to be inconsistent with any information published elsewhere by ICANN, please do not rely on this information without confirmation or clarification from ICANN.

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## 1. Overview

### About the Application Comments Forum

The Application Comments Forum gives the public the opportunity to [view](#) and [submit](#) comments on any application.

Comments submitted between 13 June 2012 and ~~12 August 2012~~ 26 September 2012 and directed to an evaluation panel will be reviewed and considered as part of the application's evaluations. Comments submitted outside of this period will be available for public viewing in the View Comments section of the Forum.

Comments directed to one of four available [objection grounds](#) (string confusion, legal rights, limited public interest, community) will be available in the View Comments section of the Forum for viewing by the public, independent objector, and dispute resolution service providers. Note that comments made on the Application Comments Forum WILL NOT be considered as formal objections and WILL NOT by themselves block an application from being evaluated.

Comments not intended to be directed to an evaluation panel or objection ground can be made under the "Other" category. Comments directed to this category will not be summarized, analyzed, or sent to the evaluation panels, and will play no part in the evaluation process of an application. They will be available for public viewing in the View Comments section of the Forum.

### About This User Guide

This user guide provides a detailed step-by-step description of:

- Creating and managing an Application Comments user account
- Submitting comments
- Viewing comments

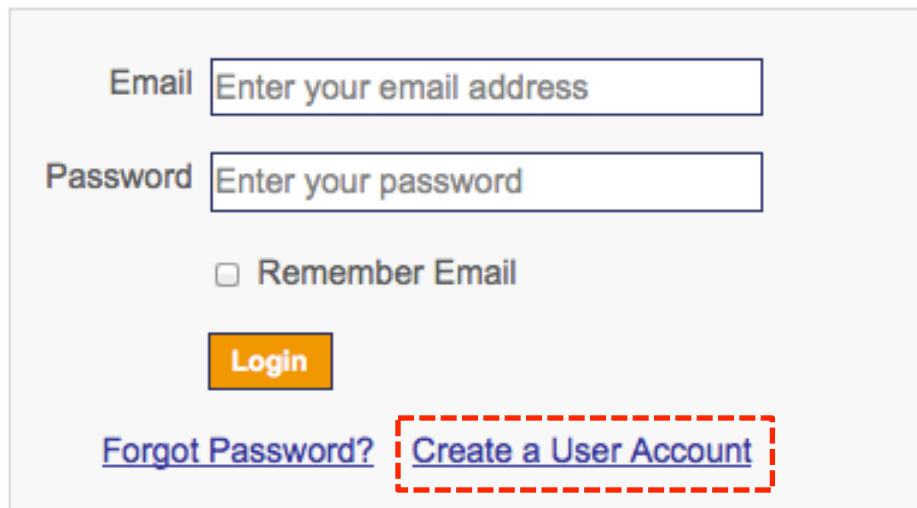
## 2. Application Comments User Account

### Create a User Account

To submit a comment on the Application Comments Forum, you must have a user account. This user account will also allow you to submit feedback on the [New gTLD Program Feedback Forum](#).

#### A) Initiate User Account Creation

From the home page of the Application Comments Forum, click on the **Create a User Account** link in the login box.



Email

Password

Remember Email

[Forgot Password?](#) [Create a User Account](#)

#### B) Complete and Submit User Account Creation Form

Complete all required fields in the form (all required fields are denoted by a red asterisk). Enter the captcha code, and then click on the **Create User Account** button to submit the form. Click Cancel to return to the Application Comments Forum homepage.

Note that your name and affiliation will be displayed next to your comment in the View Comments section of the Forum.

<b>Note</b>	<i>The password must meet all of the following criteria: is at least 8 characters; contains at least 1 character in the English alphabet (A through Z and a through z); contains at least 1 numeral (0 through 9).</i>
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\* Name:

Affiliation:

\* Email:

\* Password:

\* Confirm Password:

\* Captcha: 

[Already have a user account? Click here to login.](#)

<b>Tip</b>	<i>If the captcha code is not easily discernable, enter a best guess and click on the <b>Create User Account</b> button. The code will refresh if it is incorrectly entered and a new one will be presented.</i>
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<b>Note</b>	<i>If you receive an "Unexpected Error" message after clicking on Create User Account, please close the browser, launch it again, and retry creating an account.</i>
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### C) Confirm User Account Creation

A confirmation screen will appear confirming your submission of the information provided. Follow the directions on this screen to validate your user account.

**Thank you for creating a user account!**

An email from [gTLDComments@gtld.icann.org](mailto:gTLDComments@gtld.icann.org) has been sent to the email address you provided. Please click on the link in that email to validate your user account.

For security purposes, if you do not validate your user account within 5 hours, it will be removed from our system.

### D) Validate User Account Creation

To complete the user account creation process, you must validate your email address. You should have received an email from [gTLDComments@gtld.icann.org](mailto:gTLDComments@gtld.icann.org). Click on the link provide in that email to confirm our user account.

Dear :

Please click on the following link to confirm your user account, or copy and paste the link into your browser.  
<https://gtldcomment.icann.org:443/comments-feedback/confirmuserprofile/00188dsqau8>

If the above link does not work, use the below link instead and type in the following confirmation token: 00188dsqau8  
<https://gtldcomment.icann.org:443/comments-feedback/confirmuserprofile/>

These links will expire in 5 hours.

Best Regards,  
New gTLD Team

<b>Reminder</b>	<i>For security purposes, if you do not validate your user account within 5 hours, it will be removed from our system.</i>
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An Account Confirmation screen will open. Click on the **Login to Submit an Application Comment** link to log in and submit a comment.

Thank You! Your user account has been confirmed.

[Login to Submit an Application Comment](#)

### Login

To submit a comment, login using credentials from user account created on the Application Comments or New gTLD Program Feedback Forum. TAS and New gTLD Customer Service login credentials are not valid on the Application Comment Forum.

From the homepage of the Application Comments Forum, enter your email address and password in the login form and click on the **Login** button.

Email

Password

Remember Email

[Forgot Password?](#) [Create a User Account](#)

## Edit User Account

To edit your user account, you must first login. Then, from the Submit Application Comments screen, click on your name in the upper right hand corner of the screen.

Make a Comment View Comments

### Submit an Application Comment

Your Name Logout

#### Comments for evaluation panels

Comments may be submitted on any active New gTLD application. Comments directed to the [evaluation panels](#) and submitted between 13 June 2012 and 12 August 2012 will be forwarded to the evaluation panels to review and consider as part of the application's evaluations. Comments submitted outside of this period will be available for public viewing in the View Comments section of this Forum.

For consideration by the evaluation panel, your comment should:

- Be directed to the relevant evaluation panel (e.g., an application comment directed to the Financial Capability evaluation panel should cover topics relevant to application questions 45-50). If your comment is irrelevant to the reviews performed by the panel it is directed, it will not be considered. For a description of the various evaluation panels, [click here](#).
- Provide rationale for relevancy to selected panel's evaluations.
- Be as factual as possible
- Include sources or references if available

The Edit User Account screen will appear. Edit your name and/or affiliation and then click on the **Save** button. Click on the Cancel button to return to the Submit an Application Comment screen. Note that your email address may not be changed.

\* Email:

\* Name:

Affiliation:

Save Cancel

## Reset Password

If you forget your password, you can request a password reset from the homepage of the Application Comments Forum. Click on the **Forgot Password?** link in the login form.



Email

Password

Remember Email

[Forgot Password?](#) [Create a User Account](#)

The Forgot Password screen will appear. Enter your email address and click on the **Reset** button. Click on the Cancel button to exit password reset and return to the homepage of the Application Comments Forum.

\* Email

If your email address matches a record in the Application Comments system, an email will be sent to that email address.

Click on the link in that email to reset your password.

Dear

Please click the following link, or copy and paste the link into your browser to reset the password:  
<https://gtldcomment.icann.org:443/comments-feedback/account/createnewpassword/001sb30cqf2>

Best Regards,  
New gTLD Team

You'll be taken to a password reset page. Enter your email address and a new password. Then enter the new password again to confirm it and click on the **Submit** button.

\* Email

\* New Password

\* Confirm New Password

A password reset confirmation screen will appear. Click on the **Login to Submit an Application Comment** link to proceed.

Your password has been successfully reset. You may now login using your new password.

[Login to Submit an Application Comment](#)

### 3. Application Comment Submission

You may submit comments on any active application. Comments submitted will be displayed in real-time on the View Comments section of the Forum. You may submit comments in any language. ICANN reserves the right to remove comments that do not adhere to [ICANN Expected Standards of Behavior](#) and [ICANN's Open Comment Forum Process and Standards](#).

#### Submit an Application Comment

If you haven't already done so, log into the Application Comments Forum using your credentials.

After logging in, you will be taken to the Submit Comment page. Complete the Submit a Comment form. All required fields are denoted by an asterisk.

**Applying Entity:** Begin by selecting an applicant.

**String:** The system will filter for the strings (applications) associated with the selected applicant. Click on the down arrow to select the string.

**Panel/Objection Ground:** Next, select the panel or objection ground you'd like to direct your comment. Options available under the Panel/Objection Ground field include:

- **Background Screening** – This service provider performs background screening on the applicant. Comments directed to this service provider and made between 13 June 2012 and ~~12 August 2012~~ 26 September 2012 will be considered as part of the application's evaluations. Comments directed to this service provider, but made outside of this period will be available for viewing in the View Comments section of the Forum.
- **Other** – This category of comments will not be summarized, analyzed, or sent to the evaluation panels, and will play no part in the evaluation process of an application. They will be available for public viewing in the View Comments section of the Forum.
- **Technical/Operational Capability** – This evaluation panel reviews the technical components of each application against the criteria in the [Applicant Guidebook](#), along with proposed registry operations, in order to determine whether the applicant is technically and operationally capable of operating a gTLD registry as proposed in the application. Comments directed to this panel and made between 13 June 2012 and ~~12 August 2012~~ 26 September 2012 will be considered as part of the application's evaluations. Comments directed to this panel, but made outside of this period will be available for viewing in the View Comments section of the Forum.
- **Financial Capability** – This evaluation panel reviews each application against the relevant business, financial and organizational criteria contained in the [Applicant Guidebook](#), to determine whether the applicant is financially capable of maintaining a gTLD registry as proposed in the application. Comments directed to this panel and made between 13 June 2012 and ~~12 August 2012~~ 26 September 2012 will be considered as part of the application's evaluations. Comments directed to this panel, but made outside of this period will be available for viewing in the View Comments section of the Forum.

- **String Similarity** – This evaluation panel assesses whether a proposed gTLD string is likely to result in user confusion due to similarity with any reserved name, any existing TLD, any requested IDN ccTLD, or any new gTLD string applied for in the current application round. Comments directed to this panel and made between 13 June 2012 and ~~12 August 2012~~ 26 September 2012 will be considered as part of the application’s evaluations. Comments directed to this panel, but made outside of this period will be available for viewing in the View Comments section of the Forum.
- **Community Priority Evaluation** – This evaluation panel reviews community-designated applications that elect community priority evaluation to gain priority in a contention set. This panel determines whether the community-based application fulfills the community priority criteria according to the [Applicant Guidebook](#). Comments directed to this panel and made between 13 June 2012 and ~~12 August 2012~~ 26 September 2012 will be considered as part of the application’s evaluations. Comments directed to this panel, but made outside of this period will be available for viewing in the View Comments section of the Forum.
- **DNS Stability** – This evaluation panel reviews each applied-for string to determine whether the proposed string might adversely affect the security or stability of the DNS. Comments directed to this panel and made between 13 June 2012 and ~~12 August 2012~~ 26 September 2012 will be considered as part of the application’s evaluations. Comments directed to this panel, but made outside of this period will be available for viewing in the View Comments section of the Forum.
- **Registry Services** – This evaluation panel reviews the proposed registry services in the application to determine if any registry services pose a risk of a meaningful adverse impact on security or stability. Comments directed to this panel and made between 13 June 2012 and ~~12 August 2012~~ 26 September 2012 will be considered as part of the application’s evaluations. Comments directed to this panel, but made outside of this period will be available for viewing in the View Comments section of the Forum.
- **Geographic Name** – This evaluation panel reviews each application to determine whether the applied-for gTLD represents a geographic name, as defined in the Applicant Guidebook. In the event that the string represents a geographic name and requires government support, the panel will review and verify that the documentation provided with the application is from the relevant governments or public authorities, and is authentic. Comments directed to this panel and made between 13 June 2012 and ~~12 August 2012~~ 26 September 2012 will be considered as part of the application’s evaluations. Comments directed to this service provider, but made outside of this period will be available for viewing in the View Comments section of the Forum.
- **Limited Public Interest** – This objection ground allows formal objections to be filed by parties with standing if the applied-for gTLD string is contrary to generally accepted legal norms of morality and public order that are recognized under principles of international law. Comments directed to this objection ground are available in the View Comments section of the Forum for viewing by the public, dispute resolution service providers, and the independent objector. Note that comments directed to this objection ground will not be considered as formal objections and will not by themselves block an application from being evaluated. Formal objections must be filed with the Limited Public Interest dispute resolution service provider following the process in Module 3 of the [Applicant Guidebook](#).

- **Community** – This objection ground allows formal objections to be filed by parties with standing if there is substantial opposition to the gTLD application from a significant portion of the community to which the gTLD string may be explicitly or implicitly targeted. Comments directed to this objection ground are available in the View Comments section of the Forum for viewing by the public, dispute resolution service providers, and the independent objector. Note that comments directed to this objection ground will not be considered as formal objections and will not by themselves block an application from being evaluated. Formal objections must be filed with the Community dispute resolution service provider following the process in Module 3 of the [Applicant Guidebook](#).
- **Legal Rights** – This objection ground allows formal objections to be filed by parties with standing if the applied-for gTLD string infringes the existing legal rights of the objector. Comments directed to this objection ground are available in the View Comments section of the Forum for viewing by the public, and dispute resolution service providers. Note that comments directed to this objection ground will not be considered as formal objections and will not by themselves block an application from being evaluated. Formal objections must be filed with the Legal Rights dispute resolution service provider following the process in Module 3 of the [Applicant Guidebook](#).
- **String Confusion** – This objection ground allows formal objections to be filed by parties with standing if the applied-for gTLD string is confusingly similar to an existing TLD or to another applied-for gTLD string in the same round of applications. Comments directed to this objection ground are available in the View Comments section of the Forum for viewing by the public, and dispute resolution service providers. Note that comments directed to this objection ground will not be considered as formal objections and will not by themselves block an application from being evaluated. Formal objections must be filed with the String Confusion dispute resolution service provider following the process in Module 3 of the [Applicant Guidebook](#).

**Subject:** Enter the subject of your comment. This field has a limit of 40 characters.

**Comment and Rationale:** Type your comment here. Comments directed to the evaluation panels should:

- Be directed to the relevant evaluation panel (e.g., an application comment directed to the Financial Capability evaluation panel should cover topics relevant to application questions 45-50). If your comment is irrelevant to the reviews performed by the panel to which it is directed, it will not be considered.
- Provide rationale for relevancy to selected panel's evaluations.
- Be as factual as possible.
- Include sources or references if available.

Comment can be made in any language. Right-to-left scripts will be displayed right-aligned in the comment field. There is a 3,500 character-limit for this field.

Note that all information entered in this field will be displayed as-is in the View Comments section of the Forum. Be sure to not include any information you do not want publicly displayed.

**Captcha:** Enter the captcha code.

Click on the **Submit Comment** button.

The screenshot shows a web form for submitting a comment. It includes the following fields and elements:

- \* Applicant:** A dropdown menu with "Select..." as the placeholder.
- \* String:** A dropdown menu with "Select..." as the placeholder.
- \* Panel/Objection Ground:** A dropdown menu with "Select..." as the placeholder.
- \* Subject:** A text input field with the placeholder "Enter Subject (40 characters limit)".
- \* Comment and Rationale:** A large text area with the placeholder "Provide comment and rationale for comment's relevancy to selected panel or objection ground (3,500 characters limit). Comments may be provided in any language. Note that comments in right-to-left scripts will be displayed left-aligned in this box."
- \* Captcha:** A captcha image showing the word "mecdf" in a stylized font, with a text input field below it labeled "Enter Captcha Code".
- Submit Comment:** An orange button with a dashed red border, highlighted by a red dashed box.

<b>Note</b>	<i>If a comment has been submitted on your application, you can submit a response comment. Be sure to reference the comment ID that you are responding to in your comment.</i>
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A confirmation screen will appear validating the submission of your comment. Click on the View Comments link on this screen to go to the View Comments section of the Forum. If you want to submit another comment, click on the Submit Another Application Comment link.

Thank You! Your application comment has been submitted.

[Submit Another Application Comment](#)

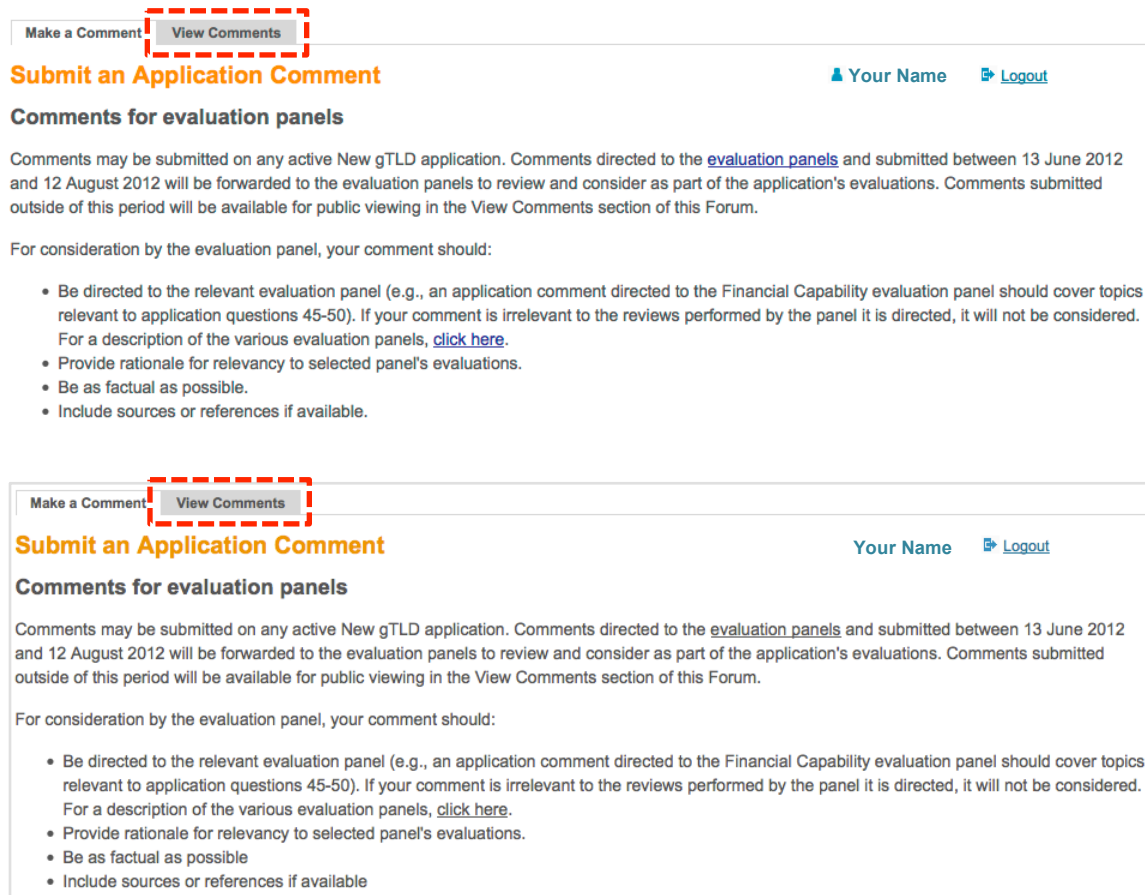
[View Comments](#)

## 4. Application Comments Viewing

Comments made on the Application Comments Forum are displayed in real-time on this page. ICANN reserves the the right to remove comments that do not adhere to [ICANN Expected Standards of Behavior](#) and [ICANN’s Open Comment Forum Process and Standards](#).

### Access View Comments

The View Comments section of the Application Comments Forum can be accessed via the URL <https://gtldcomment.icann.org/comments-feedback/applicationcomment/viewcomments>. You can also access this page by clicking on the View Comments tab at the top of the homepage and Submit Application Comments pages.



The screenshot displays the top navigation bar of the ICANN Application Comments Forum. It features two buttons: 'Make a Comment' and 'View Comments'. The 'View Comments' button is highlighted with a red dashed rectangular border. Below the navigation bar, the page content includes a heading 'Submit an Application Comment', a user profile section with 'Your Name' and a 'Logout' link, and a section titled 'Comments for evaluation panels'. This section contains a paragraph of text and a bulleted list of guidelines for comments. The entire content area is enclosed in a light gray border.

Make a Comment View Comments

**Submit an Application Comment** [Your Name](#) [Logout](#)

### Comments for evaluation panels

Comments may be submitted on any active New gTLD application. Comments directed to the [evaluation panels](#) and submitted between 13 June 2012 and 12 August 2012 will be forwarded to the evaluation panels to review and consider as part of the application's evaluations. Comments submitted outside of this period will be available for public viewing in the View Comments section of this Forum.

For consideration by the evaluation panel, your comment should:

- Be directed to the relevant evaluation panel (e.g., an application comment directed to the Financial Capability evaluation panel should cover topics relevant to application questions 45-50). If your comment is irrelevant to the reviews performed by the panel it is directed, it will not be considered. For a description of the various evaluation panels, [click here](#).
- Provide rationale for relevancy to selected panel's evaluations.
- Be as factual as possible.
- Include sources or references if available.

Make a Comment View Comments

**Submit an Application Comment** [Your Name](#) [Logout](#)

### Comments for evaluation panels

Comments may be submitted on any active New gTLD application. Comments directed to the [evaluation panels](#) and submitted between 13 June 2012 and 12 August 2012 will be forwarded to the evaluation panels to review and consider as part of the application's evaluations. Comments submitted outside of this period will be available for public viewing in the View Comments section of this Forum.

For consideration by the evaluation panel, your comment should:

- Be directed to the relevant evaluation panel (e.g., an application comment directed to the Financial Capability evaluation panel should cover topics relevant to application questions 45-50). If your comment is irrelevant to the reviews performed by the panel it is directed, it will not be considered. For a description of the various evaluation panels, [click here](#).
- Provide rationale for relevancy to selected panel's evaluations.
- Be as factual as possible
- Include sources or references if available

## Search Comments

Search for comments by first selecting a search criteria from the drop down box next to the Search By field. Then, type in the keyword for your search and click on the **Go** button.

Search By:

## Sort Comments

Click on the header of any column to sort the comments in the table.

<a href="#">Comment ID</a>	<a href="#">Applicant</a>	<a href="#">String</a>	<a href="#">Application ID</a>	<a href="#">Application Status</a>	<a href="#">Name</a>	<a href="#">Subject</a>	<a href="#">Panel/Objection Ground</a>	<a href="#">Date</a>
<a href="#">1339175843174-0</a>	ZW_ZW	100TLD	10-01339175837748	Active	Commenter0	<a href="#">Comment 0 on application 100TLD</a>	String Confusion Objection Ground	8 Jun 2012
<a href="#">1339175843180-1</a>	ZW_ZW	10100TLD	10-1001339175838943	Active	Commenter1	<a href="#">Comment 1 on application 10100TLD</a>	Legal Rights Objection Ground	9 Jun 2012
<a href="#">1339175843188-2</a>	ZW_ZW	10101TLD	10-1011339175838958	Active	Commenter2	<a href="#">Comment 2 on application 10101TLD</a>	Limited Public Interest Objection Ground	10 Jun 2012
<a href="#">hu3zs35l</a>	ZW_ZW	10101TLD	10-1011339175838958	Active	trang nguyen	<a href="#">test</a>	Geographic Names Evaluation Panel	10 Jun 2012
<a href="#">lvtf1360</a>	ZW_ZW	10101TLD	10-1011339175838958	Active	trang nguyen 1	<a href="#">test</a>	Technical & Operational Capability Evaluation Panel	10 Jun 2012
<a href="#">1339175843194-3</a>	ZW_ZW	10102TLD	10-1021339175838969	Active	Commenter3	<a href="#">Comment 3 on application 10102TLD</a>	Community Objection Ground	11 Jun 2012
<a href="#">1339175843200-4</a>	ZW_ZW	10103TLD	10-1031339175838983	Active	Commenter4	<a href="#">Comment 4 on application 10103TLD</a>	Background Screening	12 Jun 2012
<a href="#">1339175843207-5</a>	ZW_ZW	10104TLD	10-1041339175838994	Active	Commenter5	<a href="#">Comment 5 on application 10104TLD</a>	Other	13 Jun 2012
<a href="#">beszrevk</a>	ZW_ZW	10104TLD	10-1041339175838994	Active	trang nguyen	<a href="#">test</a>	Technical & Operational Capability Evaluation Panel	10 Jun 2012

## View Comment Details

To view a comment, click on the Comment ID or the Comment Subject. The Application Comments Detail page will appear. Click on the View Comments tab to return to the Comments Summary table. Click on the Make a Comment tab to submit a comment.

Comment ID:  
Name:  
Affiliation:  
Applicant:  
String:  
Application ID:  
Panel/Objection Ground:  
Subject:  
Comment Submission Date:  
Comment: