



Internet Corporation for Assigned Names and Numbers

Trademark Clearinghouse Sunrise & Claims Database (TMDB) Access

Process to Provide Registries and Registrars Access to the TMDB Platform

Table of Contents

1	Purpose	3
2	Obtaining a TMDB Registration Token.....	3
3	Process	4
3.1	Account Setup and Initial Access	4
3.2	Testing	5
4	Access Suspension	6
5	Review.....	6

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 for Registries and Registrars to obtain access to the TMDB platform begins upon signing of the Base Registry Agreement (RA) or 2013 Registrar Accreditation Agreement (RAA).

2 Obtaining a TMDB Registration Token

For new Registry Operators and Registrars, a Registration Token will be provided by ICANN Registry Services or the Customer Service Center (CSC) during the onboarding process after the RA or RAA has been signed. The steps required to request a token for Registries and Registrars are below.

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

For ICANN accredited **Registrars** that have signed an 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.

For New gTLD **Registry** Operators that have signed an RA:

- 1) The Primary Registry Point of Contact must login to the GDD Portal (<https://gddportal.icann.org>).
- 2) Select the TLD for which you are requesting the token.
- 3) On the Work Items view, select the Registry Contact Information Request Work Item.
 - a. Complete all required point of contact information including the Trademark Database contact.
 - b. All required information is highlighted in red.
 - c. Every required item must be completed in order to submit the information to ICANN.
- 4) When the work item is submitted, ICANN will review and approve the data.

- 5) Once the data is approved, Registry Services will provide a registration token to the Registry via a GDD Portal case and an email to the TMDB point of contact.

3 Process

3.1 Account Setup and Initial Access

To obtain access to the TMDB, an account setup process must be completed.

For New gTLD **Registries** that have signed an RA:

- 1) Go to the TMDB registration page here: <https://marksdb.org/tmdb/public/>.
 - a. Click on the “Start Registration as a Registry” link.
 - b. 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.
 - c. Accept the “Terms and Conditions” and click “Submit”.
- 2) The TMDB system will generate and send an email to the TMDB point of contact email address 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 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 3.2 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/>.
 - a. Click on the “Start Registration as a Registrar” link.
 - b. A “First Time Registration” page will display; enter your Registrar ID also known as your IANA ID and the registration token provided. If you are unsure of the correct IANA ID, a full list is available at: <http://www.iana.org/assignments/registrar-ids/registrar-ids.xhtml>.
 - c. Accept the “Terms and Conditions” and click “Submit”.
- 2) The TMDB system will generate and send an email to the TMDB point of contact email address 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 3.2 Testing below*).

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/registries-registrars>.

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.

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) Download a Trademark Notice (CNIS file) using a test ‘Lookup Key’ obtained by downloading a “sample DNL” file from the TMDB OT&E. Upload a Claims LORDN file with at least three (3) domain names that have been validated using the “testing CNIS files”; retrieve the related LORDN log file.

For **Registrars**, the following tests must be performed:

- 1) Download a SMD Revocation List.
- 2) Download a Trademark Notice (CNIS file) using a test ‘Lookup Key’ obtained by downloading a “sample DNL” file from the TMDB OT&E.
- 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 tests have been successfully performed by a Registry or Registrar, a Service Request must be submitted to IBM to obtain a certification.

For **Registries**, the TLD name must be included in the request; for **Registrars**, the IANA ID, Company Name and a copy of the screen shot rendering of the Trademark Notice must be attached to the request. Please note that Registrars must also have a fully executed 2013 RAA before they will be certified. IBM will verify the test results and send an email notifying ICANN of successful test completion. To submit a Service Request, email IBM at ICANNSD@nl.ibm.com.

Registries may, after the successful completion of their TMDB testing AND after their TLD has delegated, submit their TLD Startup Information and request Sunrise and Claims dates via the GDD Portal located at <https://gddportal.icann.org/>. After Sunrise and Claims start and end dates have been confirmed compliant with the Rights Protection Mechanisms document by the ICANN Registry Services team, they will be uploaded to the TMDB system and access to the TMDB production environment will automatically begin on the Sunrise start date.

After certifying three or more TLDs, Registries have the option to request exemptions for future TMDB testing. The exemption process can be found at <http://newgtlds.icann.org/en/about/trademark-clearinghouse/registries-registrars>.

In the case of Registrars, successful completion of the tests will be logged and tracked to ensure compliance with the Rights Protection Mechanisms document. After certification is received from IBM, the Registrar will be added to the Certified Registrar List.

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/registries-registrars>.

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 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.