



# Registry Onboarding and TLD Startup

# Background



# From Registry Onboarding to TLD Launch



Registry Agreement Executed



Delegation



General  
Registration

# What is Onboarding ?

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# From Registry Onboarding to TLD Launch



Registry Agreement Executed



Delegation



General  
Registration

# From Registry Onboarding to TLD Launch



Registry Agreement Executed



Delegation



General  
Registration



Onboarding

A large, light grey arrow pointing from left to right, spanning the width of the diagram. The word "Onboarding" is centered within the arrow's body.

# What is Onboarding ?

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- Purpose

  - Setup your Registry Account with ICANN

  - For the needs of Ongoing Operations

  - Before your TLD is delegated (prerequisite)

- Principles

  - Starts when applicant executes the Registry Agreement

  - Completed before Delegation

  - Tasks can be completed in parallel

  - Prepared, Registry Operator can move quickly through the process

# Why Onboarding Matters ?

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- Foundation of the operational relationship between the Registry Operator and ICANN (GDD)
- On the critical path to delegation



# Be Prepared

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# Be Prepared

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- Follow instructions carefully
  - Registry Operator Welcome Kit
  - Customer Portal User Guide, GDD Portal Guidance Document
  - [newgtlds.icann.org](http://newgtlds.icann.org) for PDT, Delegation & TMDB
- Provide detailed technical information about Registry Systems
- Provide detailed contact information for 22 operational registry functions (or roles)
- Be ready for TMDB integration testing

# What is TLD Startup ?

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# From Registry Onboarding to TLD Launch



Registry Agreement Executed



Delegation



General  
Registration



Onboarding

A large, light grey arrow pointing from left to right, spanning the width of the diagram. The word "Onboarding" is centered within the arrow's body.

# From Registry Onboarding to TLD Launch



Registry Agreement Executed

Onboarding



Delegation

TLD Startup



General  
Registration

# What is TLD Startup ?

---

- Purpose

  - Taking the TLD to General Registration

  - While ensuring Launch Program complies with Requirements

  - If needed, securing approval of specific “Launch Program”

- Principles

  - Starts when TLD is Delegated

  - Completed before registrations are accepted

  - Activation of names must comply with Name Collision Occurrence Management Requirements

Question 1:  
How many of you  
will be going through  
Onboarding in the  
future ?

Question 2:  
How many of you  
have never gone through  
Onboarding before ?



# Agenda

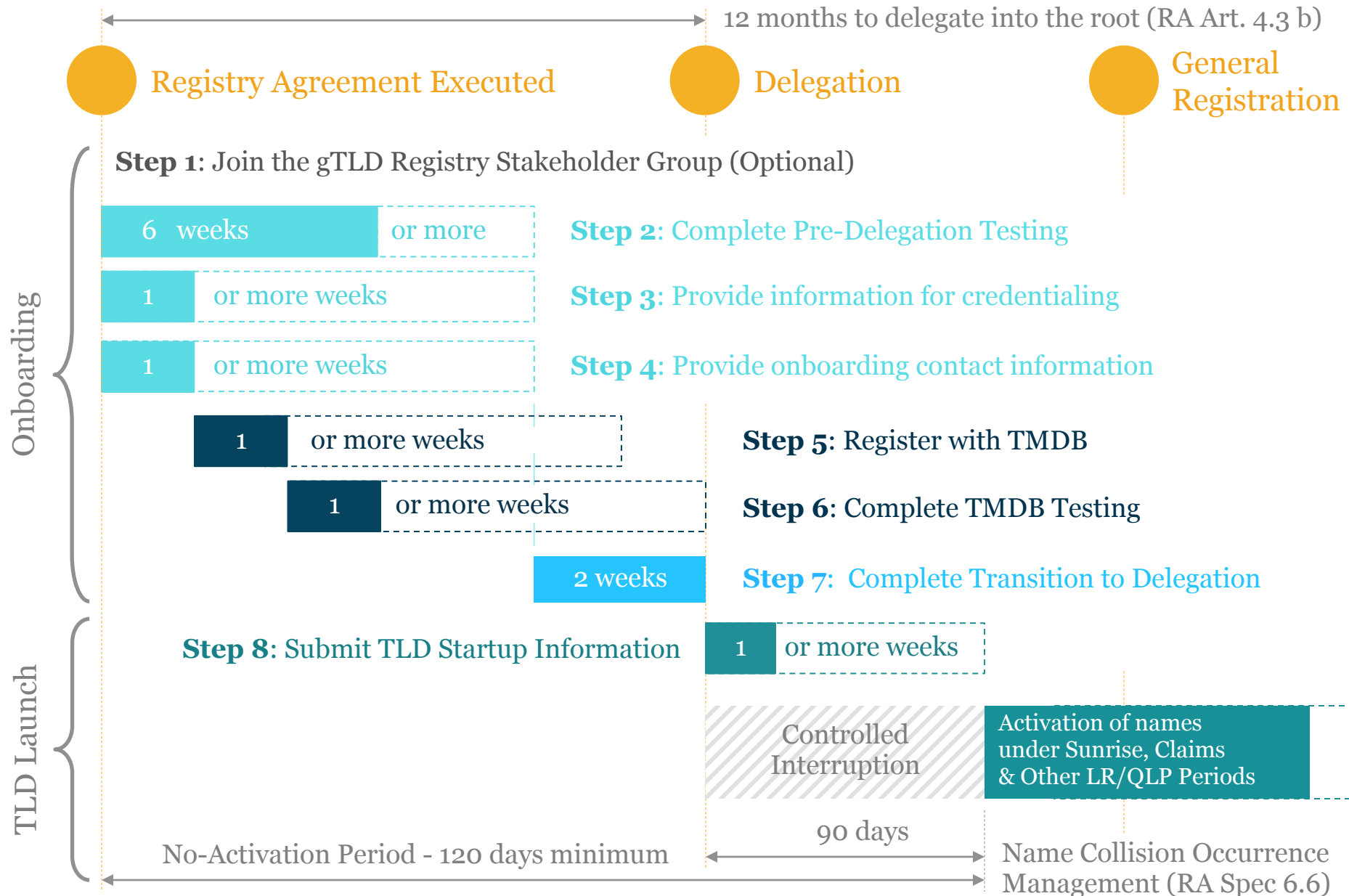
---

- Timeline Overview
- Process Walkthrough  
with Guidance on How To Avoid  
Common Challenges
- Onboarding Systems Recap.
- Latest Updates

# Timeline Overview



# From Registry Onboarding to TLD Launch



# Process Walkthrough

# From Registry Onboarding to TLD Launch



Registry Agreement Executed



Delegation



General  
Registration

**Step 1:** Join the gTLD Registry Stakeholder Group (Optional)

Onboarding

TLD Launch

# Step 1 - Join the gTLD RySG

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- The Registry Stakeholder Group (RySG) is a recognized entity within the GNSO
- *“The primary role of the RySG is to represent the interests of gTLD Registry Operators ... under contract with ICANN ...”* (RySG Charter)
- More information at [www.gtldregistries.org](http://www.gtldregistries.org) (charter, membership, registration, news...)
- Membership is optional

# From Registry Onboarding to TLD Launch



Registry Agreement Executed



Delegation



General  
Registration

**Step 1:** Join the gTLD Registry Stakeholder Group (Optional)

Onboarding

TLD Launch

# From Registry Onboarding to TLD Launch



Registry Agreement Executed



Delegation



General Registration

**Step 1:** Join the gTLD Registry Stakeholder Group (Optional)

6 weeks

or more

**Step 2:** Complete Pre-Delegation Testing

Onboarding

TLD Launch



# Step 2 - Complete PDT

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- Prerequisites
  - Registry Agreement Executed
  - ICANN invites Registry Operator to PDT
  - Registry has entered into a Data Escrow agreement with an approved Data Escrow Provider
  - Registry is prepared and has set appointment with PDT Provider
- Registry Operator demonstrates operational readiness



- **When** : Schedule within 9 month of RA Execution
- **Who** : Application Primary Contact
- **Where** : Customer Service Portal + PDT System

# Step 2 - Complete PDT

ICANN Customer Portal

myicann.uat.cs9.force.com

ICANN | APPLICANT GUIDEBOOK | TAS | CUSTOMER SERVICE

ICANN New Generic Top-Level Domains

About Applicants Program Status News & Media

Secure Customer Login

User Name \*

Password \* [Forgot your password?](#)

Login

Customer Service Portal

© 2013 Internet Corporation For Assigned Names and Numbers

ICANN Pre-Delegation Testing System

More information

Home Applications My Page

Logged in as [redacted] Logout

You are here: [Applications](#) > [Application 987654321](#)

**Application**

Application ID:	987654321
Applicant:	Example
String:	微博 (xn--9krt00a)
Contact:	[redacted]
Email:	[redacted]
Phone:	+46
PDT Test Start:	2013-04-22 12:00:00 UTC
PDT Test End:	2013-04-29 11:59:59 UTC
Status:	REVIEW
Last Update:	2013-04-15 08:46:24 UTC

**Application Data**

Title	Status	Action
Data Escrow	SUBMITTED	<a href="#">View</a>
DNS	SUBMITTED	<a href="#">View</a>
Documentation	SUBMITTED	<a href="#">View</a>
EPP	SUBMITTED	<a href="#">View</a>
IDN	SUBMITTED	<a href="#">View</a>
Whois	SUBMITTED	<a href="#">View</a>

Must be submitted before: 2013-04-15 11:59:59 UTC

# Step 2 - Complete PDT

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- More information at <http://newgtlds.icann.org/en/applicants/pdt>

# From Registry Onboarding to TLD Launch



Registry Agreement Executed



Delegation



General Registration

**Step 1:** Join the gTLD Registry Stakeholder Group (Optional)

6 weeks

or more

**Step 2:** Complete Pre-Delegation Testing

Onboarding

TLD Launch

# From Registry Onboarding to TLD Launch



Registry Agreement Executed



Delegation



General Registration

Onboarding

TLD Launch

**Step 1:** Join the gTLD Registry Stakeholder Group (Optional)

6 weeks

or more

**Step 2:** Complete Pre-Delegation Testing

1

or more weeks

**Step 3:** Provide information for credentialing

# Step 3 – Provide information for Credentialing

---

- Prerequisites
  - Registry Agreement Executed
  - Registry has GDD Portal Credentials
  - Registry is prepared to provide detailed technical information
- Registry On-Boarding Information Request (ONBIR) Work Item



- **When** : Asap, in parallel with PDT
- **Who** : Registry Primary Contact (CIR Registry PoC )
- **Where** : GDD Portal + CZDS

# Step 3 – Provide information for Credentialing

The screenshot displays the ICANN TLDs management interface. At the top, there are navigation tabs for 'TLDs', 'Work Items', and 'Cases'. The current view is for the TLD 'klic8'. On the left, there is an 'Instructions' section with a green background, detailing the required work items. On the right, there is a list of work items with their status:

- Registry Contact Information: Not Started
- Public Contact Information: Not Started
- Registry ONBIR: Not Started (highlighted with a red border)
- Registry TLD Startup Information: In Progress
- New Case

**Instructions**

For the selected TLD, please complete the required work items as described below:

- **Registry Contact Information:** This is used to submit your Registry's contact information that ICANN will use to communicate with the selected TLD. Registries are required to complete this work item.
- **Registry Public Contact Information:** This is used to submit your Registry's public information for the selected TLD that will be available to the public on the Registry Listing page of ICANN's website: <http://www.icann.org/en/resources/registries/listing>. Registries are required to complete this work item.
- **Registry Onboarding Information Request (ONBIR):** This is used to submit your Registry's technical information specific for the selected TLD. Registries are required to complete this work item.
- **Registry TLD Startup Information:** This is used to submit your TLD Startup Information and required Sunrise documents for the selected TLD. This work item will only be functional after the delegation of the TLD. Registries are required to complete this work item.
- **Cases:** This is used to create cases to ICANN for the selected TLD. Cases are generally created (and are not limited to) when you have an inquiry or if you wish to change previously submitted information. This work item can be used on an as needed basis.

For detailed guidance related to these work items, please click [here](#).

# Step 3 – Provide information for Credentialing

Registry ONBIR

## Instructions

Please provide the requested information below. All required fields are outlined in red. Click the *Save* button to save your work, and click the *Submit* button when you are ready to submit your response to ICANN. Once you click *Submit* you will no longer be able to edit the provided information. To request changes to any submitted information, please go to the *Cases* work item for the specific TLD and submit a case. For detailed guidance and listing of ICANN's PGP keys, please click [here](#).

### Centralized Zone Data System/Zone File Access (CZDS / ZFA)

<b>CZDS Username :</b>	<input type="text" value="testing2outof2"/>
<b>CZDS Email :</b>	<input type="text" value="winnie.uat@gmail.com"/>
<b>Delivery Method :</b>	<input type="text" value="SFTP"/>
<b>CZDS SFTP Server :</b>	<input type="text" value="sftp:// testing.testing"/>
<b>ZFA SFTP URI :</b>	<input type="text" value="sftp:// 123"/> @ <input type="text" value="2230:1:2d1:151:242c"/> : <input type="text" value="22"/> / <input type="text" value="113"/>

### Thin Bulk Registration Data Access (BRDA)

<b>BRDA SFTP URI :</b>	<input type="text" value="sftp:// testing"/> @ <input type="text" value="2230:1:2d1:151:242c"/> : <input type="text" value="22"/> / <input type="text" value="113"/>
<b>BRDA Day of the Week :</b>	<input type="text" value="Thursday"/>
<b>BRDA Public Key :</b>	<input type="text" value="-----BEGIN PGP PUBLIC KEY BLOCK-----&lt;br/&gt;Version: 9.10.0.500"/>




ICANN



# Step 3 – Provide information for Credentialing

Browser address bar: <https://czds.icann.org/en/user/register>

[Back to ICANN.org](#)



## Centralized Zone Data Service

[Login](#) [Dashboard](#) [Help](#)

## User account

Create new account

[Log in](#)

[Request new password](#)

**Username \***

Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

**E-mail address \***

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

**First Name \***

**Last Name \***

**Organization \***

# Step 3 – Provide information for Credentialing

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- Information to be provided include :
  - CZDS Account + Protocol details (AXFR | SFTP) + Relevant Cryptographic Keys
  - BRDA Account + SFTP URI + PGP Keys
  - EPP Extensions
  - RRI Account Passwords + Client IPs (Registry + Escrow Agent)
  - URS PGP Key + Account Password
  - EPP Servers + SLA Monitoring Account credentials



The Welcome Kit also includes instructions on ICANN IP addresses range to be whitelisted for the relevant services.

# Step 3 – Provide information for Credentialing

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- More information
  - Welcome Kit
  - GDD Portal Guidance Document
  - Registry Agreement Specifications 2, 3, 4, 6
  - [www.icann.org](http://www.icann.org) > Resources > Registries > CZDS
  - <http://newgtlds.icann.org/en/applicants/urs>

# From Registry Onboarding to TLD Launch



Registry Agreement Executed



Delegation



General Registration

**Step 1:** Join the gTLD Registry Stakeholder Group (Optional)

6 weeks

or more

**Step 2:** Complete Pre-Delegation Testing

1

or more weeks

**Step 3:** Provide information for credentialing

Onboarding

TLD Launch

# From Registry Onboarding to TLD Launch



Registry Agreement Executed



Delegation



General Registration

Onboarding

TLD Launch

**Step 1:** Join the gTLD Registry Stakeholder Group (Optional)

6 weeks

or more

**Step 2:** Complete Pre-Delegation Testing

1

or more weeks

**Step 3:** Provide information for credentialing

1

or more weeks

**Step 4:** Provide onboarding contact information

# Step 4 – Provide On-Boarding Contact Info.

---

- Prerequisites
  - Registry Agreement Executed
  - Registry has GDD Portal Credentials
  - Registry is prepared to provide operation contact information
- Registry Contact Information Work Item
- Public Contact Information Work Item



- **When** : Asap, in parallel with PDT
- **Who** : Registry Primary Contact
- **Where** : GDD Portal

# Step 4 – Provide On-Boarding Contact Info.

TLDs Work Items Cases

You are working on **klc8**






[← Back to TLDs](#)


### Instructions

For the selected TLD, please complete the required work items as described below:

- **Registry Contact Information:** This is used to submit your Registry's contact information that ICANN will use to communicate with the selected TLD. Registries are required to complete this work item.
- **Registry Public Contact Information:** This is used to submit your Registry's public information for the selected TLD that will be available to the public on the Registry Listing page of ICANN's website: <http://www.icann.org/en/resources/registries/listing>. Registries are required to complete this work item.
- **Registry Onboarding Information Request (ONBIR):** This is used to submit your Registry's technical information specific for the selected TLD. Registries are required to complete this work item.
- **Registry TLD Startup Information:** This is used to submit your TLD Startup Information and required Sunrise documents for the selected TLD. This work item will only be functional after the delegation of the TLD. Registries are required to complete this work item.
- **Cases:** This is used to create cases to ICANN for the selected TLD. Cases are generally created (and are not limited to) when you have an inquiry or if you wish to change previously submitted information. This work item can be used on an as needed basis.

For detailed guidance related to these work items, please click [here](#).

 Registry Contact Information	Not Started
 Public Contact Information	Not Started
 Registry ONBIR	Not Started
 Registry TLD Startup Information	In Progress
 New Case	



# Step 4 – Provide On-Boarding Contact Info.

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- Registry Contact Information Work Item

Registry Primary	24x7 Emergency – Escalation 1
Registry Secondary	24x7 Emergency – Escalation 2
RSP Primary	24x7 Emergency – Escalation 3
RSP Secondary	CZDS Primary
Escrow Agent Primary	CZDS Secondary
Escrow Agent Secondary	TMDB
Technical Contact	Abuse
Legal Notice Contact	Compliance
Communications Contact	URS – Registry Operator
Billing Primary Contact	URS – Registry Serv. Provider
Billing Secondary Contact	



# Step 4 – Provide On-Boarding Contact Info.

- Public Contact Information Work Item



GET STARTED

NEWS & MEDIA

POLICY

PUBLIC COMMENT

RESOURCES

COMMUNITY

IANA STEWARDSHIP



## Resources

- ▼ About ICANN
- ▼ Board
- ▼ Accountability & Transparency
- ▼ Governance
- ▼ Groups
- ▼ Contractual Compliance
- ▼ Registrars
- ▼ Registries
  - About
  - Agreements
  - Advisories
  - Consensus Policies
  - Contact
  - ▼ Continuity
  - ▼ CZDS
  - ▼ Emergency Back-end Registry Operator
  - ▼ Expedited Registry Security Request Process
  - List of Registries
  - List of Top-Level Domains

## Registry Listing

TLD	Introduced	WHOIS Directory Service	Contact
<a href="#">.abogado</a>	2014	<a href="https://whois.nic.abogado/">https://whois.nic.abogado/</a>	Top Level Domain Holdings Limited (Minds + Machines Group) 32 Nassau Street Dublin 2, IE Tel: +353 (01) 677 8933 <a href="http://mm-registry.com">http://mm-registry.com</a>
<a href="#">.academy</a>	2013	<a href="http://whois.nic.academy/">http://whois.nic.academy/</a>	Half Oaks, LLC (Donuts Inc.) 10500 NE 8th Street, Suite 350 Bellevue WA, 98004 US Tel: 1 424 254 8537 Fax: 1 425 671 0020 <a href="http://www.donuts.co">http://www.donuts.co</a>
<a href="#">.accountants</a>	2014	<a href="http://whois.nic.accountants/">http://whois.nic.accountants/</a>	Knob Town, LLC (Donuts, Inc.) 10500 NE 8th Street, Suite 350 Bellevue WA, 98004 US Tel: 1 424 254 8537 Fax: 1 425 671 0020 <a href="http://www.donuts.co">http://www.donuts.co</a>
<a href="#">.actor</a>	2014	<a href="http://whois.nic.actor/">http://whois.nic.actor/</a>	United TLD Holdco Ltd. (Rightside Registry) One Clarendon row Dublin 2 IE Tel: 00353 1 9012188 Fax: 00353 1 9012199 <a href="mailto:publiccontact@rightside.co">publiccontact@rightside.co</a> <a href="http://www.rightside.co">http://www.rightside.co</a>
<a href="#">.active</a>	2014	<a href="https://whois.nic.active/">https://whois.nic.active/</a>	Afilias Limited The Active Network, Inc 2 La Touche House, IFSC Dublin 1 IE



# Step 4 – Provide On-Boarding Contact Info.

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- More information
  - Welcome Kit
  - GDD Portal Guidance Document

# From Registry Onboarding to TLD Launch



Registry Agreement Executed



Delegation



General Registration

Onboarding

TLD Launch

**Step 1:** Join the gTLD Registry Stakeholder Group (Optional)

6 weeks

or more

**Step 2:** Complete Pre-Delegation Testing

1

or more weeks

**Step 3:** Provide information for credentialing

1

or more weeks

**Step 4:** Provide onboarding contact information

# From Registry Onboarding to TLD Launch



Registry Agreement Executed



Delegation



General Registration

Onboarding

**Step 1:** Join the gTLD Registry Stakeholder Group (Optional)

6 weeks

or more

**Step 2:** Complete Pre-Delegation Testing

1

or more weeks

**Step 3:** Provide information for credentialing

1

or more weeks

**Step 4:** Provide onboarding contact information

1

or more weeks

**Step 5:** Register with TMDB

TLD Launch

# Step 5 – Register with the TMDB

---

- Prerequisites
  - ICANN Approves Registry Contact Information (Step 4)
- ICANN Issues a TMDB Token
- Registry uses token to register with TMDB
- TMDB Provider issues credentials



- **When** : Asap, after Step 4
- **Who** : TMDB Contact
- **Where** : GDD Portal Case + TMDB System

# Step 5 – Register with the TMDb

- Token sent through GDD Portal Case

The screenshot shows the 'Case List' page in the GDD Portal. At the top, there are navigation tabs for 'TLDs', 'Work Items', and 'Cases'. The 'Cases' tab is active. Below the tabs, the page title is 'Case List'. A green box contains instructions: 'This is a list of cases related to your Registry and/or TLD(s). All cases that you have generated from the GDD Portal will be located in this view. In some instances, this list may include ICANN generated cases. Please click on the Case No. to view the details of the case. To submit a case, please click a TLD from the TLD navigation tab, and select the Cases work item. Once your case is submitted through the work item, it will display on this page.' Below the instructions, there is a 'New Case' button. A dropdown menu shows '10 records per page'. A search box is labeled 'Search:'. The main content is a table with the following columns: Case No, Subject, Status, TLD, Case Created By, and Created Date. The table contains three entries. At the bottom, it says 'Showing 1 to 3 of 3 entries' and has navigation links '← Previous 1 Next →'.

Case No	Subject	Status	TLD	Case Created By	Created Date
<a href="#">00118737</a>	test3	New	Registry: KLLC7	CUSTOMER	2/6/2014 9:59 AM
<a href="#">00118755</a>	regservtest1	New	Registry: KLLC7	CUSTOMER	2/6/2014 3:33 PM
<a href="#">00118765</a>	test_07	New	Registry: KLLC9	CUSTOMER	2/7/2014 9:12 AM

# Step 5 – Register with the TMDB

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- Sample content of GDD Portal Case with TMDB Token

Subject: TMDB registration process - Your sign in details

Dear <"name">,

Thank you for completing the Registry registration process, you are now also granted access to the TMDB environment.

The Web interface can be accessed via "<https://marksdb.org/tmdb/>"

Your credentials to access the TMDB environment are:

- gTLD: <gTLD>
- Token: <token>

Contact us for additional information regarding the environment <https://marksdb.org/tmdb/public/contact>

Please use the ticketing system available on the Clearinghouse User Interface to submit any issues or questions. We look forward to receiving your comments.

We thank you for your trust.

The Clearinghouse

Please do not reply to this e-mail address. If you should have any queries, then please submit your questions through the ticketing system available on the Clearinghouse User Interface.



Figure 2: Example of an account sent by email

# Step 5 – Register with the TMDB

- TMDB Registration Screen

International Business Machines of Belgium bvba [BE] <https://marksdb.org/tmdb/public/register?profile=TLD>

**TMDB**  
TRADEMARK-DATABASE

[Home](#) [Release notes](#)

First time registration:

gTLD name:   
Enter your token:

Terms and Conditions:

Trademark Clearinghouse

Terms of Service Agreement for Registries and Registrars

These Trademark Clearinghouse Terms of Service Agreement for Registries and Registrars (this "Agreement") is entered into by and between the Internet Corporation for Assigned Names and Numbers, a California public-benefit non-profit corporation ("ICANN"), and you.

I Accept the Terms & Conditions:

**SUBMIT**



# Step 5 – Register with the TMDB

---

- More information :
  - Welcome Kit
  - TMDB System User Manual (Registry)
  - <http://newgtlds.icann.org/en/about/trademark-clearinghouse/registries-registrars>

# From Registry Onboarding to TLD Launch



Registry Agreement Executed



Delegation



General Registration

Onboarding

TLD Launch

**Step 1:** Join the gTLD Registry Stakeholder Group (Optional)

6 weeks

or more

**Step 2:** Complete Pre-Delegation Testing

1

or more weeks

**Step 3:** Provide information for credentialing

1

or more weeks

**Step 4:** Provide onboarding contact information

1

or more weeks

**Step 5:** Register with TMDB

# From Registry Onboarding to TLD Launch



Registry Agreement Executed



Delegation



General Registration



# Step 6 – Complete TMDB Testing

---

- Prerequisites
  - Registry has registered with TMDB and obtained TMDB Credentials from IBM (Step 5)
- Registry completes testing protocol with TMDB Provider
  - SMD Revocation List, DNL List, Sunrise LORDN, Claims LORDN, LORDN log file
- TMDB Provider issues TMDB Certification
- Registry may qualify for exemption from Certification



- **When** : Asap, after Step 5
- **Who** : TMDB Contact + Technical Expertise
- **Where** : TMDB System

# Step 6 – Complete TMDB Testing

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- More information :
  - Welcome Kit
  - TMDB System User Manual (Registry)
  - <http://newgtlds.icann.org/en/about/trademark-clearinghouse/registries-registrars>

# From Registry Onboarding to TLD Launch



Registry Agreement Executed



Delegation



General Registration



# From Registry Onboarding to TLD Launch



Registry Agreement Executed



Delegation



General Registration

Onboarding

TLD Launch

**Step 1:** Join the gTLD Registry Stakeholder Group (Optional)

6 weeks or more

**Step 2:** Complete Pre-Delegation Testing

1 or more weeks

**Step 3:** Provide information for credentialing

1 or more weeks

**Step 4:** Provide onboarding contact information

1 or more weeks

**Step 5:** Register with TMDB

1 or more weeks

**Step 6:** Complete TMDB Testing

2 weeks

**Step 7:** Complete Transition to Delegation

# Step 7 – Complete Transition to Delegation

---

- Prerequisites
  - Registry has completed PDT (Step 2)
  - Contact info. & Credentialing info. approved by ICANN (Step 3 & 4)
- Registry is invited to Transition to Delegation
- Registry Provides Delegation PoC if not on file (CIR v2)
- Registry logs into RZM with IANA Token
- IANA Completes Requirements Verification
- IANA Proceeds to Delegation into the Root



- **Who** : Delegation PoC | Application Primary Contact
- **Where** : Customer Portal + IANA RZM
- **When** : before end of 12 months to delegate



# From Registry Onboarding to TLD Launch



Registry Agreement Executed



Delegation



General Registration

Onboarding

TLD Launch

**Step 1:** Join the gTLD Registry Stakeholder Group (Optional)

6 weeks

or more

**Step 2:** Complete Pre-Delegation Testing

1

or more weeks

**Step 3:** Provide information for credentialing

1

or more weeks

**Step 4:** Provide onboarding contact information

1

or more weeks

**Step 5:** Register with TMDB

1

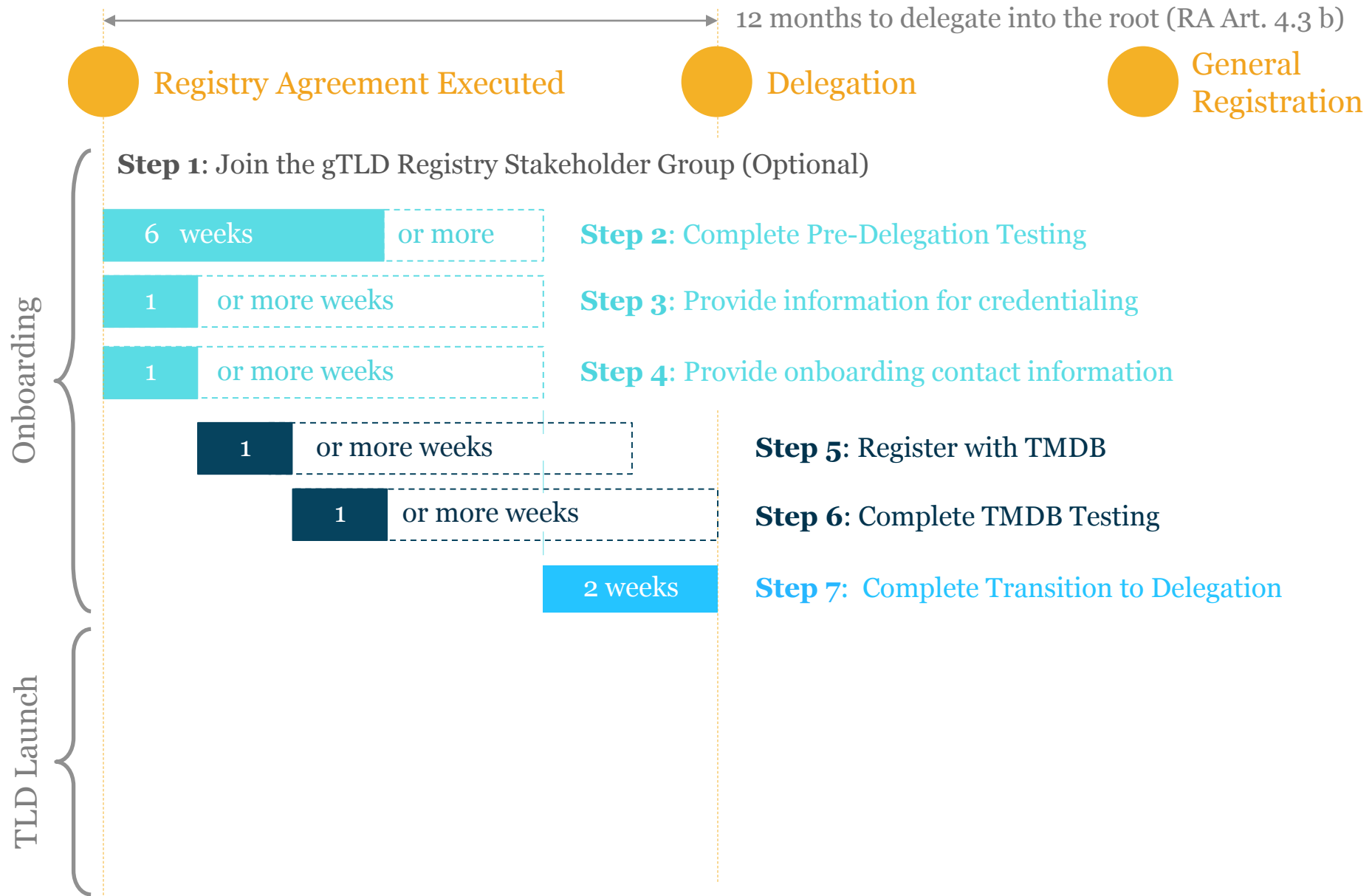
or more weeks

**Step 6:** Complete TMDB Testing

2 weeks

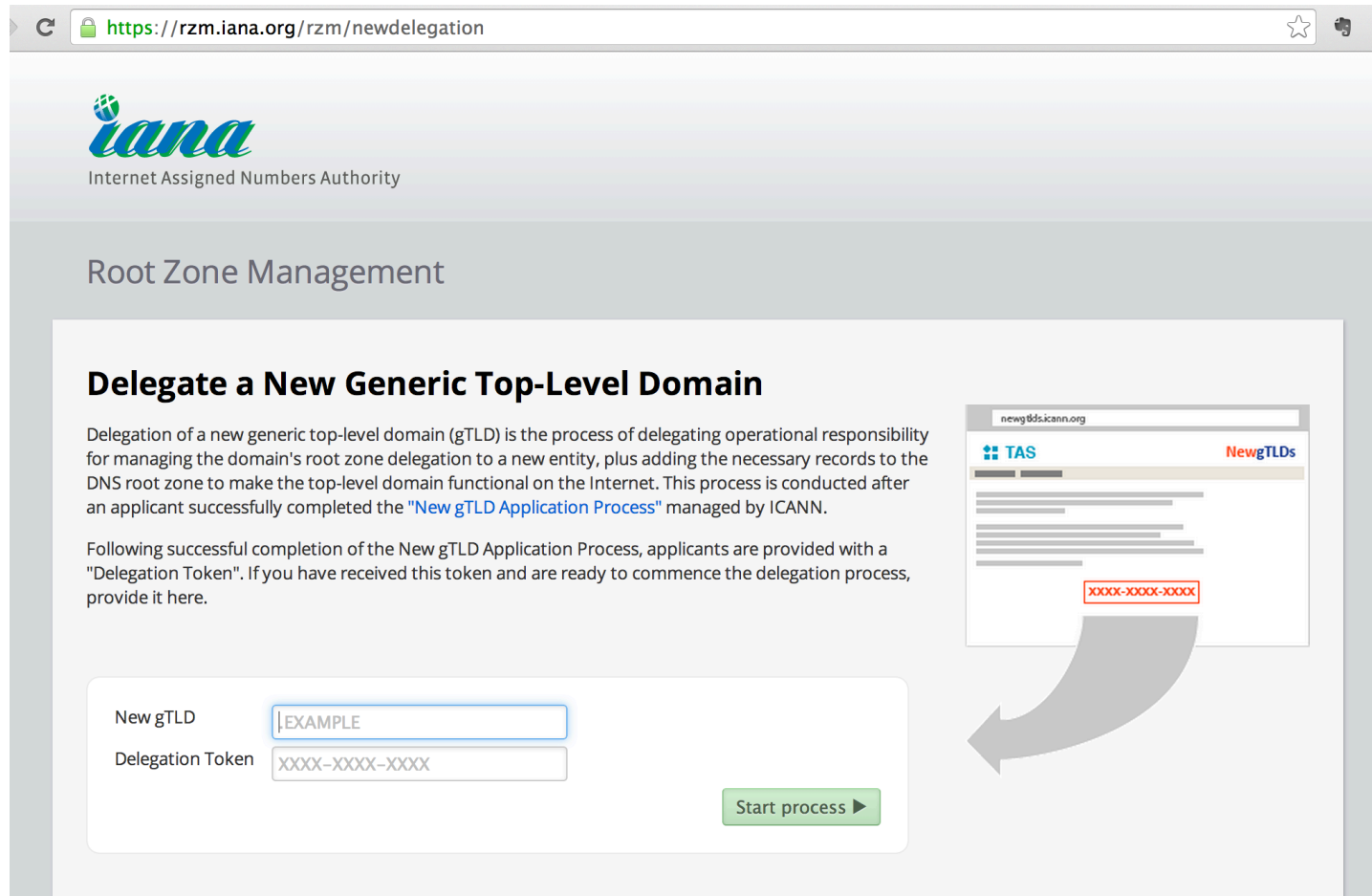
**Step 7:** Complete Transition to Delegation

# From Registry Onboarding to TLD Launch



# Step 7 – Complete Transition to Delegation

- Root Zone Management System (RZM)



The screenshot shows a web browser window with the URL <https://rzm.iana.org/rzm/newdelegation>. The page header features the IANA logo and the text "Internet Assigned Numbers Authority". Below this, the heading "Root Zone Management" is displayed. The main content area is titled "Delegate a New Generic Top-Level Domain".

Delegation of a new generic top-level domain (gTLD) is the process of delegating operational responsibility for managing the domain's root zone delegation to a new entity, plus adding the necessary records to the DNS root zone to make the top-level domain functional on the Internet. This process is conducted after an applicant successfully completed the "New gTLD Application Process" managed by ICANN.

Following successful completion of the New gTLD Application Process, applicants are provided with a "Delegation Token". If you have received this token and are ready to commence the delegation process, provide it here.

The form contains two input fields: "New gTLD" with the value "EXAMPLE" and "Delegation Token" with the value "XXXX-XXXX-XXXX". A green "Start process" button is located to the right of the fields. To the right of the form, there is a screenshot of a "newglds.icann.org" interface showing a "TAS" section with a red box containing "XXXX-XXXX-XXXX" and a large grey arrow pointing from this box to the "Delegation Token" field in the main form.

# Step 7 – Complete Transition to Delegation

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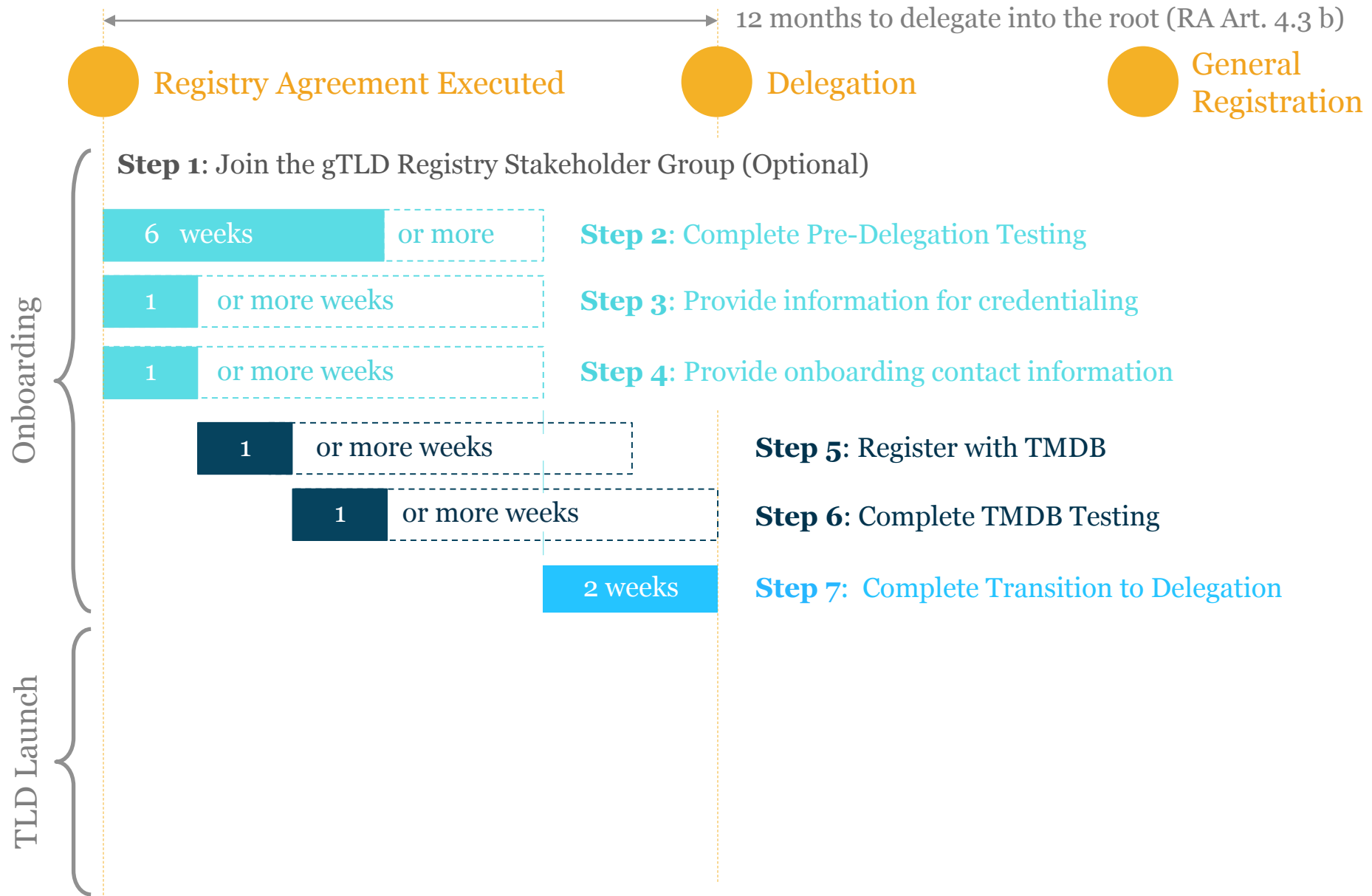
- IANA Delegation Tips
  - Delegation POC should be ready and available to consent to proceeding with Delegation
  - All contact email addresses must respond to confirmation email
  - “Sponsoring organization” must exactly match the contracted party with ICANN (Registry Operator as specified on RA)
  - Emails such as name@nic.tld are not allowed in RZM
  - Most errors during IANA’s technical verifications can be resolved through direct engagement with IANA (root-mgmt@iana.org)

# Step 7 – Complete Transition to Delegation

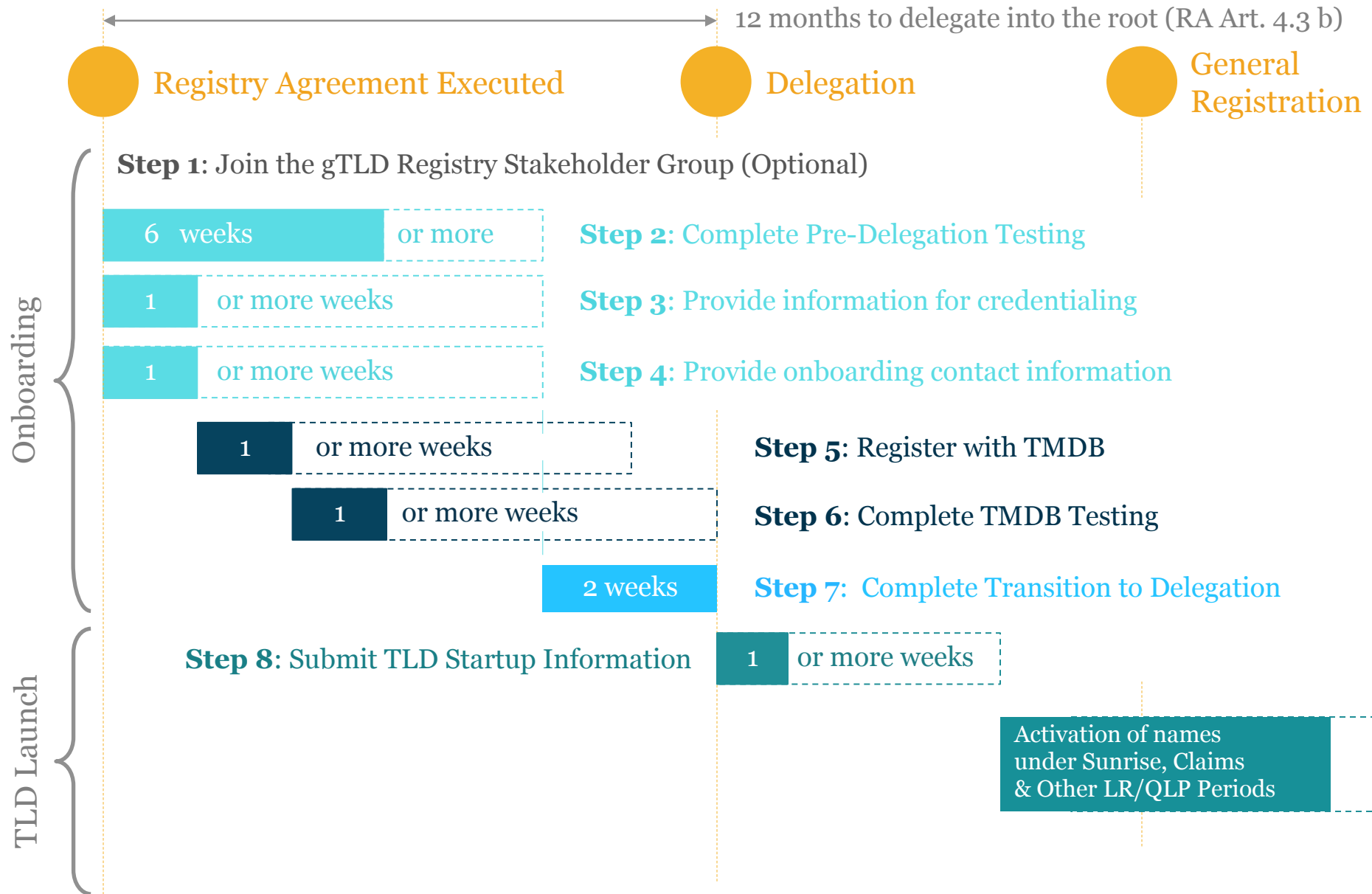
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- More information :
  - Welcome Kit
  - [www.iana.org/domains/root/help](http://www.iana.org/domains/root/help)

# From Registry Onboarding to TLD Launch



# From Registry Onboarding to TLD Launch



# Step 8 – Submit TLD Startup Information

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- Prerequisites
  - TLD is delegated (Step 7)
  - TMDB Testing is certified or exemption applies (Step 6)
- Registry TLD Startup Information Work Item
  - Registry Submits Sunrise + Claims + LRP Information (optional), TMDB Certificate, Registration Policies & Sunrise Dispute Resolution Procedure
  - ICANN Reviews for completeness & compliance with RPM Requirements, Approves, and Schedules Dates with TMDB Provider
  - When all dates are confirmed, ICANN Publishes Startup Information



- **When** : Anytime after Delegation
- **Who** : Registry Primary Contact
- **Where** : GDD Portal



# Step 8 – Submit TLD Startup Information

TLDs Work Items Cases

You are working on **klc8**






[← Back to TLDs](#)


### Instructions

For the selected TLD, please complete the required work items as described below:

- **Registry Contact Information:** This is used to submit your Registry's contact information that ICANN will use to communicate with the selected TLD. Registries are required to complete this work item.
- **Registry Public Contact Information:** This is used to submit your Registry's public information for the selected TLD that will be available to the public on the Registry Listing page of ICANN's website: <http://www.icann.org/en/resources/registries/listing>. Registries are required to complete this work item.
- **Registry Onboarding Information Request (ONBIR):** This is used to submit your Registry's technical information specific for the selected TLD. Registries are required to complete this work item.
- **Registry TLD Startup Information:** This is used to submit your TLD Startup Information and required Sunrise documents for the selected TLD. This work item will only be functional after the delegation of the TLD. Registries are required to complete this work item.
- **Cases:** This is used to create cases to ICANN for the selected TLD. Cases are generally created (and are not limited to) when you have an inquiry or if you wish to change previously submitted information. This work item can be used on an as needed basis.

For detailed guidance related to these work items, please click [here](#).

 Registry Contact Information	Not Started
 Public Contact Information	Not Started
 Registry ONBIR	Not Started
 Registry TLD Startup Information	In Progress
 New Case	



# Step 8 – Submit TLD Startup Information

The screenshot shows the 'Registry TLD Startup Information' form for the TLD 'kilo8'. The form is divided into several sections:

- Instructions:** A green box with text: "Please provide the requested information below. All required fields are outlined in red. Please click the Save button to save your work, and click the Submit button when you are ready to submit your response to ICANN. Once you click Submit you will no longer be able to edit the provided information. To request changes to any submitted information, please go to the Cases work item for the specific TLD and submit a case. For more detailed guidance, please click [here](#)."
- Status:** In Progress
- TLD (A-Label for IDNs):** KLLCB
- Registry Operator:** zTest Karthika LLC.
- Type of Sunrise:** Start Date Sunrise (dropdown menu)
- Registry Url:** /sdg/
- URL of Registrars:** (empty field)
- Sunrise Period Start Date:** 4/3/2014
- Sunrise Period End Date:** 5/5/2014
- Trademark Claims Period Start Date:** 7/14/2014
- Trademark Claims Period End Date:** 12/15/2014

Below the main form is a section for 'Other Periods' with a note: "While adding other periods is optional, the required fields must be populated in order to save the period." It contains a table with one entry:

Name	Type	Start Date	End Date	Action
Limited Registration Period		12/29/2014	3/5/2015	<a href="#">✕</a> <a href="#">+</a>

There is an 'Add More Periods' button below the table.

The bottom section is 'Attachments', which has a 'Browse...' button (no file selected) and an 'Upload' button.

Type of Sunrise

URL for Registry info.

Sunrise Start & End Dates

TM Claims Start & End Dates

Required Attachments  
(actual documents)

Required

URL for Registrars info.

Other Periods (incl. QLP)

- Name

- Type

- Start & End Date

Optional

# Step 8 – Submit TLD Startup Information

- Public posting page

newgtlds.icann.org/en/program-status/sunrise-claims-periods

ICANN APPLICANT GUIDEBOOK CUSTOMER PORTAL CUSTOMER SERVICE

**New Generic Top-Level Domains** ICANN

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### TLD STARTUP INFORMATION - SUNRISE AND CLAIMS PERIODS

Search gTLDs and Sunrise Information

Search gTLDs

After Sunrise Open Date: Sunrise Open

Before Sunrise Close Date: Sunrise Close

Hide closed sunrise periods

Apply Reset

This page displays Sunrise and Trademark Claims dates related to new gTLDs, with links to more detailed Sunrise Policy and Sunrise Dispute Resolutions Procedure documentation.

Export Data

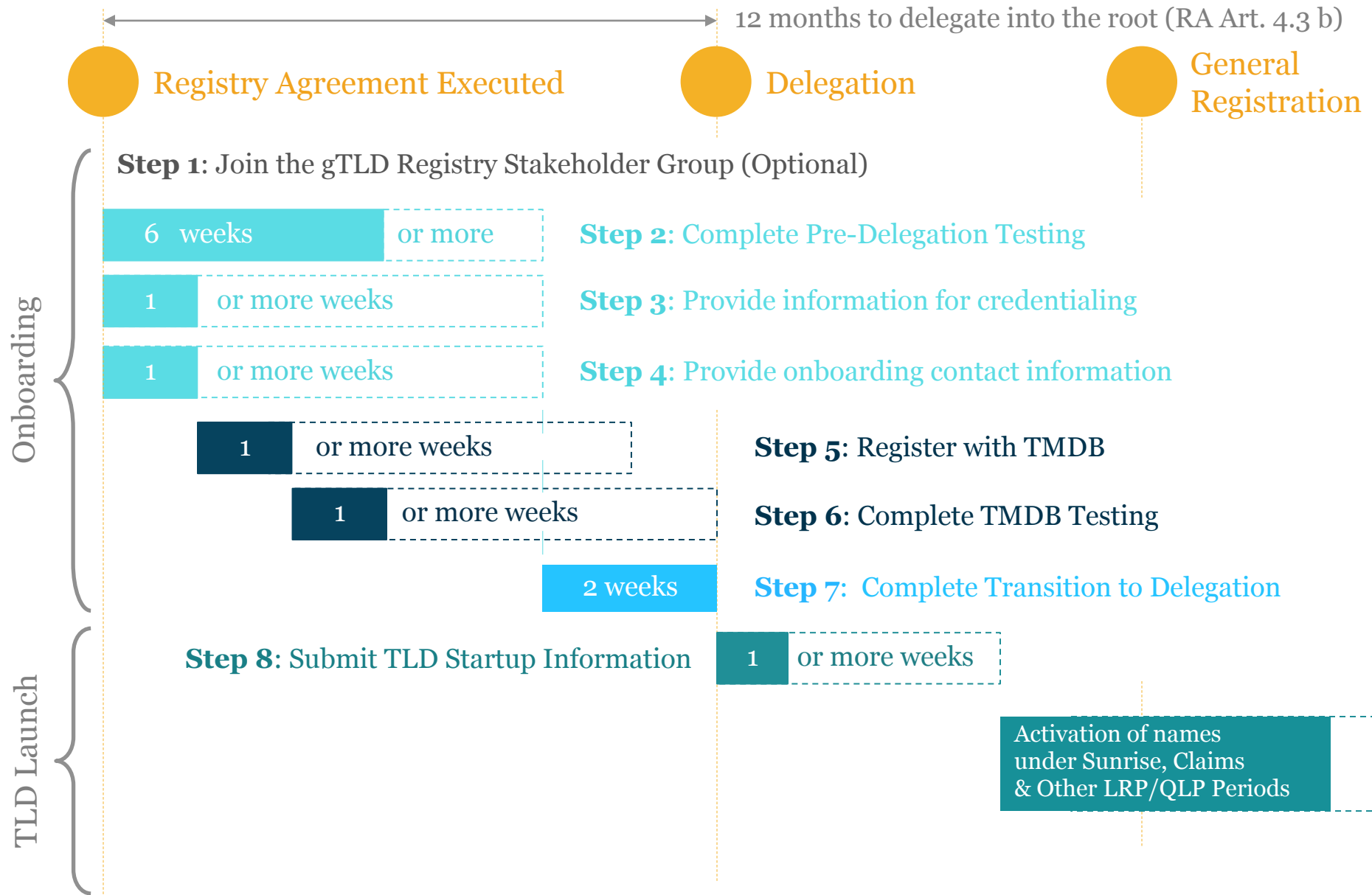
TLD	Type	Sunrise		Trademark Claims		Other Periods		Published		
		Open	Close	Open	Close	Type	Name		Open	Close
top	Start Date Sunrise	15 Oct 2014	15 Nov 2014	18 Nov 2014	18 Feb 2015					5 Sep 2014
hosting	End Date Sunrise	3 Sep 2014	3 Nov 2014	25 Nov 2014	23 Feb 2015	Limited Registration Period	Sunrise B	3 Sep 2014	3 Nov 2014	29 Aug 2014

# Step 8 – Submit TLD Startup Information

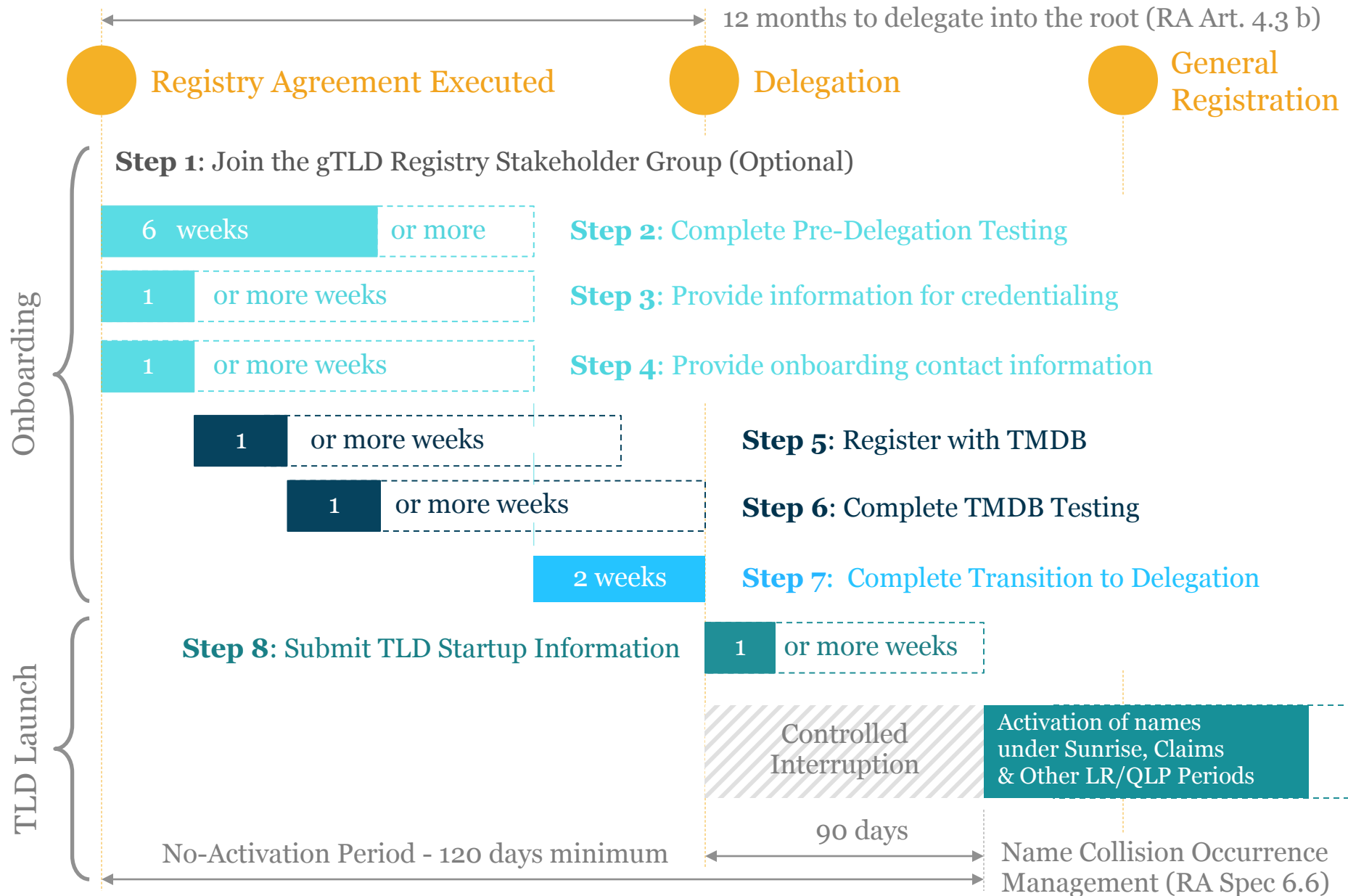
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- More information :
  - Welcome Kit
  - RPM Requirements Document (<https://www.icann.org/resources/pages/tmch-requirements-2014-01-09-en>)
  - <http://newgtlds.icann.org/en/about/trademark-clearinghouse/registries-registrars>
  - <http://newgtlds.icann.org/en/program-status/sunrise-claims-periods>

# From Registry Onboarding to TLD Launch

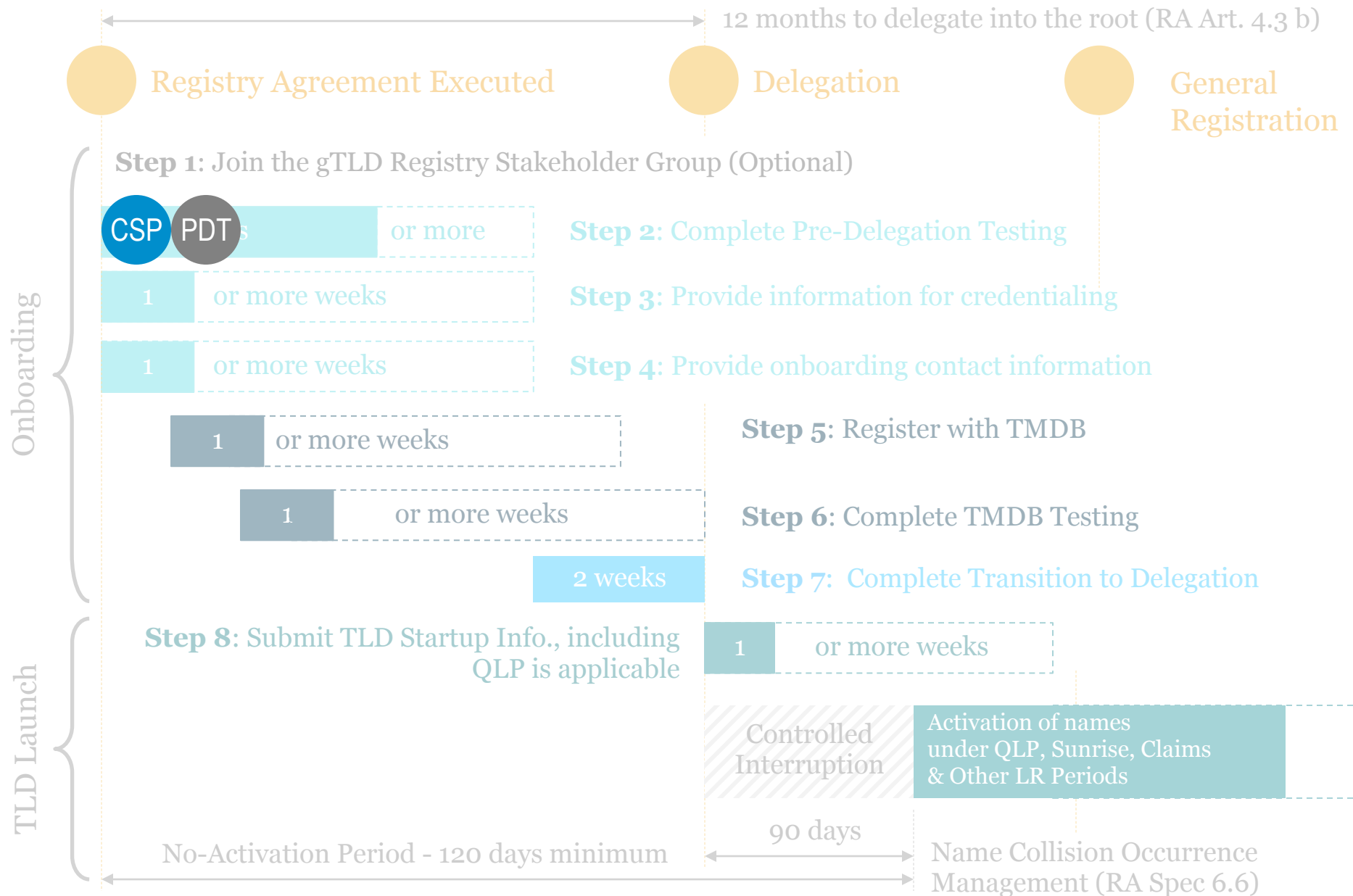


# From Registry Onboarding to TLD Launch



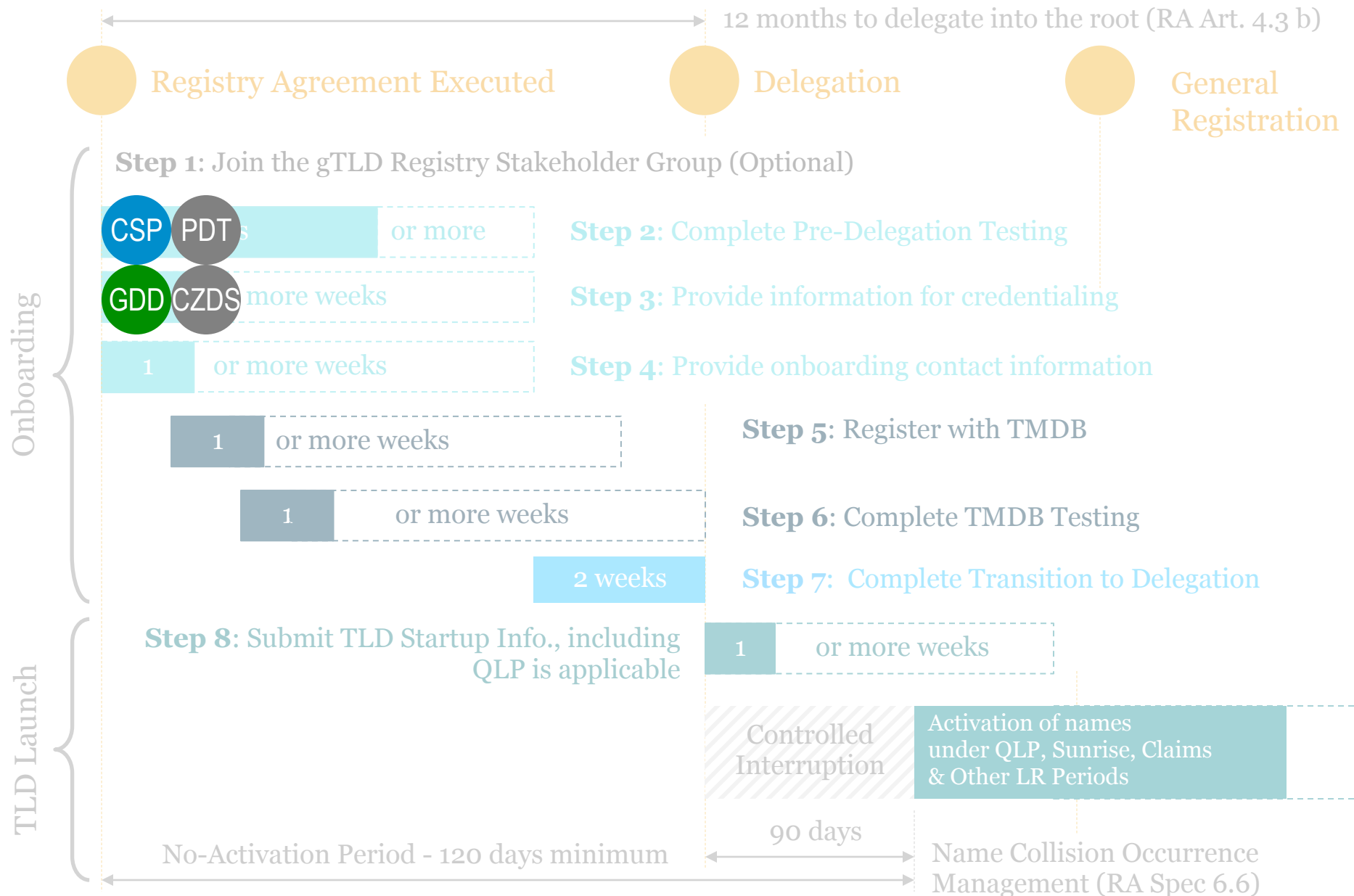
# Onboarding Systems Recap.

# From Registry Onboarding to TLD Launch

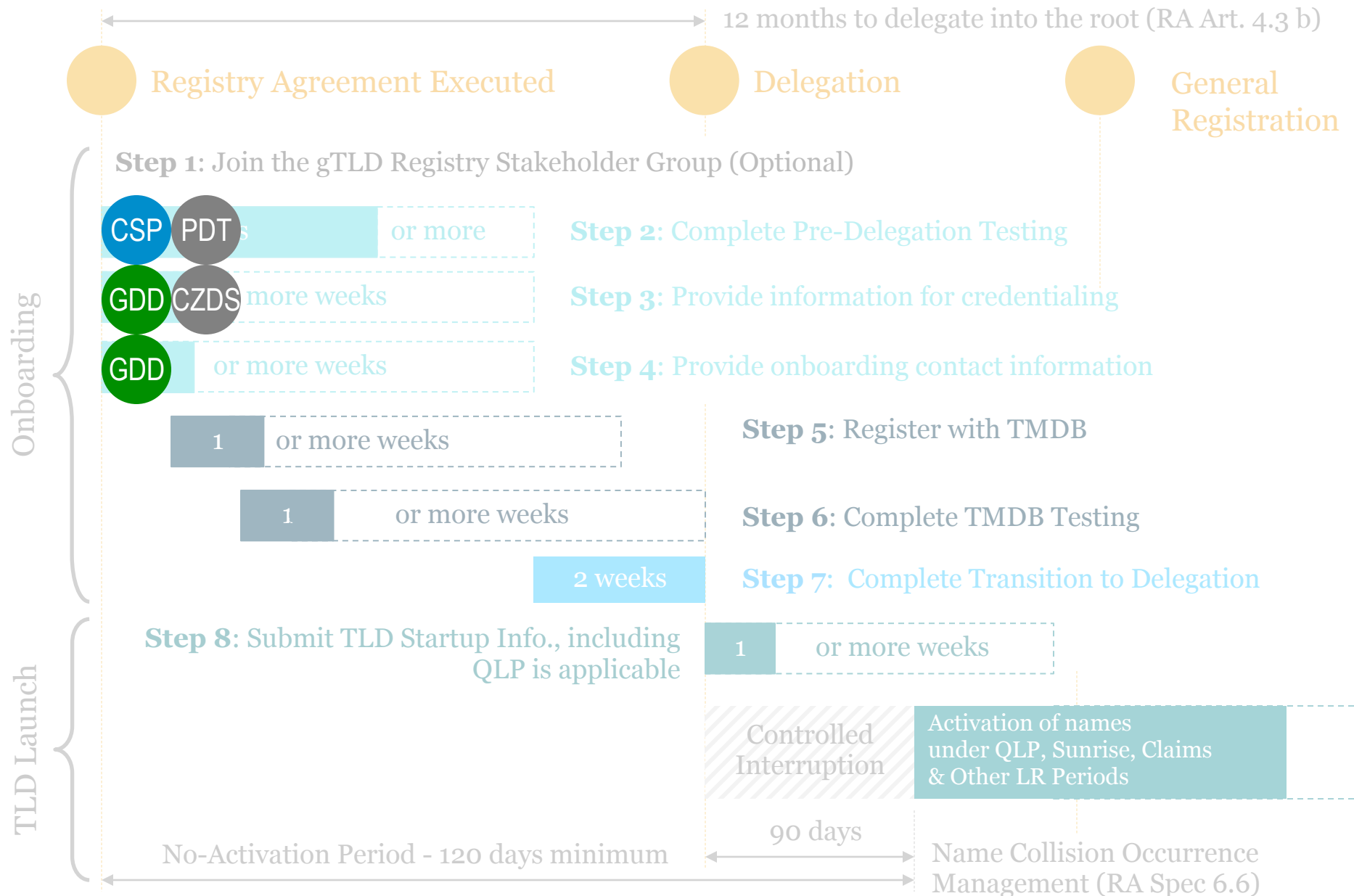




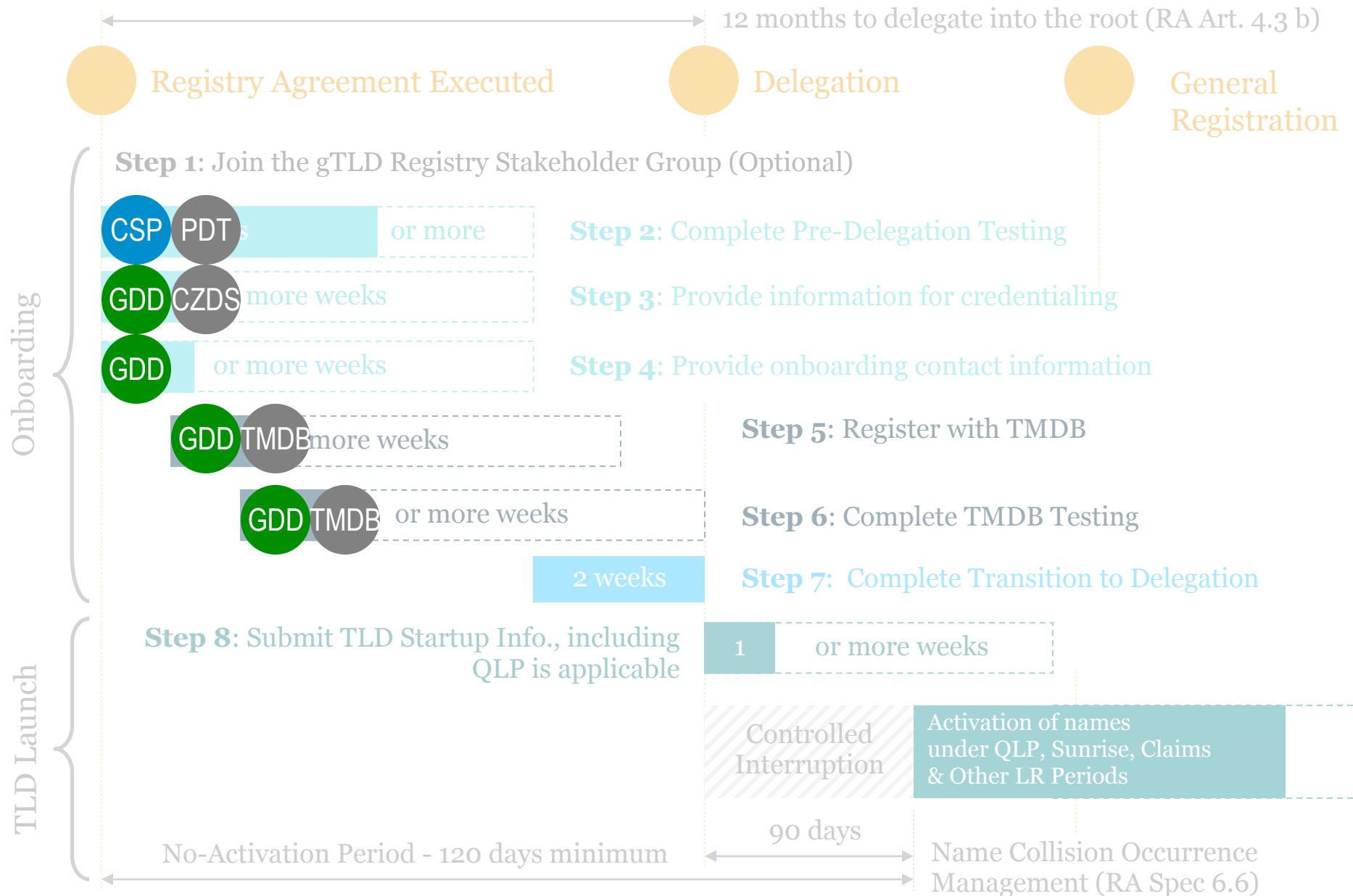
# From Registry Onboarding to TLD Launch



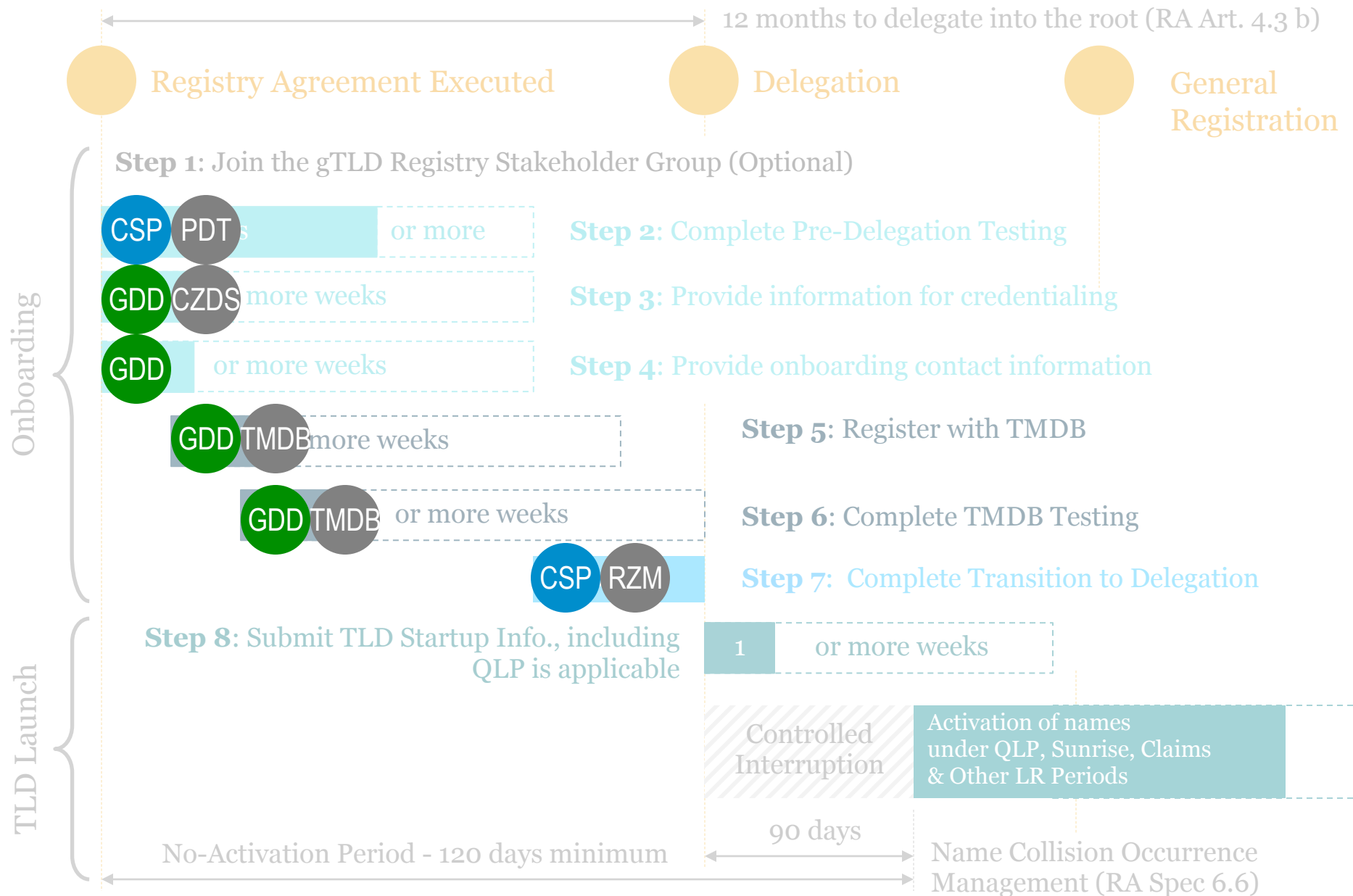
# From Registry Onboarding to TLD Launch



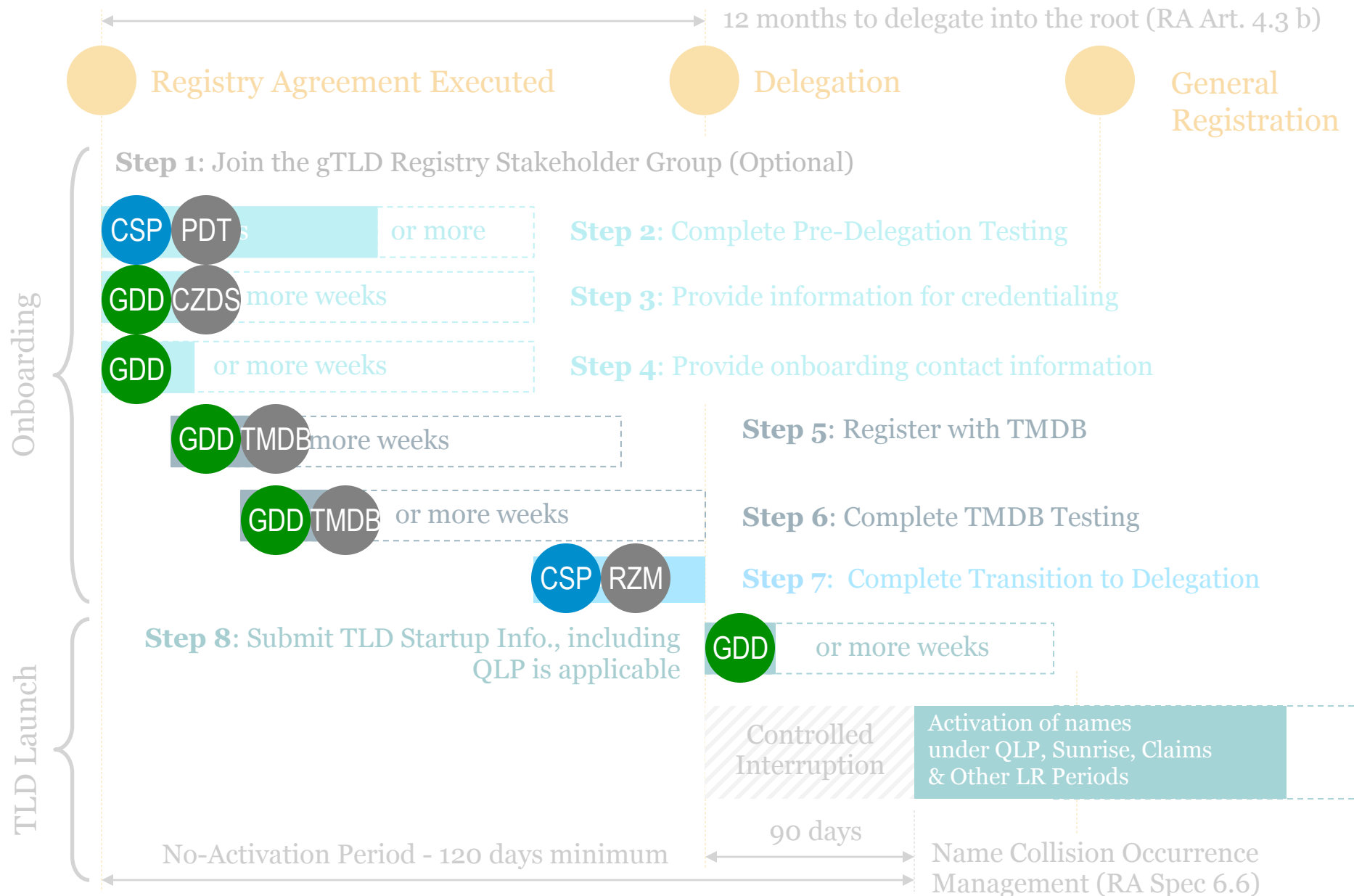
# From Registry Onboarding to TLD Launch



# From Registry Onboarding to TLD Launch



# From Registry Onboarding to TLD Launch



# GDD Portal Updates

# GDD Portal Enhancements

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- Discussion & Collaboration

- GDD Portal User Group workshop at ICANN 51 in Los Angeles
- Release notification emails sent out to all users in October 2014

- Recent Enhancements

- Usability: Summary case count; Sort and filter case list; Emergency contact information;
- Spec 13 option added to Sunrise Period
- Perpetual Claims Period option added

- Upcoming Enhancements

- New service requests via input forms without using cases (ex: RSEP)
- Option to add Exclusive Sunrise Period

# Q&A

