

- Registering a Domain Name
- About the Domain Name Industry (For Registrants)
- Registrant Rights and Responsibilities
- Maintaining/Managing; Renewing and Transferring Domain Names

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NPOC Webinar Series #3

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- ⦿ Free, online learning platform: <https://learn.icann.org>
- ⦿ Set your dashboard to your preferred language.
- ⦿ Registrant Basics: Essentials for Domain Name Holders.
 - Course launched in March 2020.
- ⦿ This course will teach domain name holders (registrants) and the broader end-user community:
 - Registrant rights and responsibilities
 - Registrants' important role in the domain name ecosystem
 - Best practices in domain name management
 - ICANN policies that impact registrants

NPOC Webinar Series – February-March 2021

Webinars 3, 4 & 5 (5.5).

17 February, 24 February and 3 March; 14:00 UTC

- Rights and Responsibilities
- Registering a domain name
- Maintaining/managing; renewing and transferring domain names
- Rights protection mechanisms:
 - Uniform Domain-Name Dispute Resolution Policy (UDRP)
 - Uniform Rapid Suspension (URS)
- Review of relevant consensus and other policies that impact registrants:
 - WHOIS Data Reminder Policy (WDRP), Transfer Policy, Expired Registration Recovery policy (ERRP), etc.
- Protecting and securing a domain names:
 - Passwords, authentication, lock

Who is a Registrant?

- ⦿ A domain name registrant/domain name holder is an individual or entity who registers a domain name. Upon registration of a domain name, a registrant enters into a contract with a registrar. The contract describes the terms under which the registrar agrees to register and maintain the requested name.
- ⦿ After registration, registrants manage their domain name settings through their registrar. To modify a setting, a registrant submits the changes to the registrar, and the registrar sends the change to the registry.
- ⦿ As a domain name registrant, you have certain rights and responsibilities. Your rights include access to information from your registrar regarding processes for registering, managing, transferring, renewing, and restoring your domain name registration.

Registering a Domain Name

Registering a Domain Name

Before You Register a Domain Name

You will find multiple companies offering various types of domain name registration services. Before completing any transaction relating to domain name registration, ICANN offers these general guidelines:

- ⦿ ***Know who you are dealing with.*** ICANN has accredited a number of companies for provision of domain-name registration services. We recommend dealing directly with an ICANN-accredited registrar. The full list of accredited registrars is available [here](#). If you choose to register a domain name with a company that is not an accredited registrar, make sure to read the registration agreement carefully to identify any other parties you may also be contracting with.
- ⦿ ***Research the registrar's customer service.*** Does the registrar offer the types of services you require? What type of support do they offer for their services? Do they have readily accessible contact information? Can they answer the questions you have? When you do an online search, is there a list of complaints against them? Checking this information ahead of time can alleviate problems later.

Registering a Domain Name

Before You Register a Domain Name

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- ⦿ ***Read and understand the terms and conditions.*** When registering a domain name online, you will be asked to accept the terms and conditions of a registration agreement. By completing the domain registration, you are agreeing to these terms. The agreement contains important information about the rights you have in the domain name, the use of your personal data, the fees a registrar may charge you, and under what conditions you may switch service to new providers. While it may be tempting to speed through this step and click "I AGREE," taking the time to read this first can save you from unpleasant surprises later.

Registering a Domain Name

How do I register a domain name?

- ⦿ Domain names can be registered through many different companies (known as "registrars") that compete with one another. A listing of these companies appears in the [Registrar Directory](#) on this site.
- ⦿ The registrar you choose will ask you to provide various contact and technical information that makes up the registration. The registrar will then keep records of the contact information and submit the technical information to a central directory known as the "registry." This registry provides other computers on the Internet the information necessary to send you e-mail or to find your web site. You will also be required to enter a registration contract with the registrar, which sets forth the terms under which your registration is accepted and will be maintained.
- ⦿ There are now also many different top-level domains (TLDs) in which domain names can be registered. For more information, contact your registrar or visit the list of TLDs at <http://www.iana.org/domains/root/db>.

Registering a Domain Name

My domain name? Oh, you mean my website name! Why do you call it a domain name?

- ⦿ Your domain name registration is not the same as a website or a Uniform Resource Locator (URL).
- ⦿ While some people assume that the registration of a domain name automatically means you have a website, what they do not understand is that a domain name is like a street address for getting postal mail: there must still be a building or post office box at the street address for delivering letters or packages.
- ⦿ You must purchase, find, or implement services like web-hosting or email to make your Internet presence known and make your domain name functional and accessible to others.

About the Domain Name Industry (For Registrants)

About the Domain Name Industry (For Registrants)

Through the process of registering for a [domain name](#), you may have had exposure to some of the players in the domain name industry. A more in-depth understanding of the roles of these and other players within the domain name industry will help you be more informed and knowledgeable about managing your domain names.

The domain name ecosystem includes organizations, businesses, and individuals involved in the provision, support, and registration of domain names and related services. When you registered your domain name, you might have come across one or more of the following entities.

- ⦿ **Registrars** are companies that you can contact to register a domain name. The terms of your domain name registration, including fees, transfers, and renewals are governed by the Registration Agreement between you and your registrar. ICANN-accredited registrars have agreements with ICANN and registry operators to offer domain name registration services. Many registrars also offer other services such as web hosting, privacy/proxy, website builder, etc. There are over a thousand ICANN-accredited registrars throughout the world that provide support in local languages. A list of [current ICANN-accredited registrars](#) can be found [here](#).
- ⦿ **Resellers** are companies affiliated with or are under contract with registrars to register domain names and offer other services provided by the registrars such as web hosting. Resellers are bound by their agreements with the registrar(s) and are not accredited by ICANN. The registrars remain the responsible and accountable party for all domain name registrations made by their resellers.

About the Domain Name Industry (For Registrants)

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- ⦿ **DNS hosts** are companies that manage your domain's configuration (also known as DNS resource records). These configurations point your domain name to your website and email. Many registrars include DNS hosting service with domain name registrations.
- ⦿ **Web hosting companies** provide server storage space and an IP address for your website. With an IP address, your website can then be accessed from a web browser.
- ⦿ **Privacy and proxy service providers** enable the registration of a domain name without displaying your contact information in the Registration Data Directory Service. Privacy and proxy services are frequently offered by the registrar during the registration process but may also be obtained from a third-party service provider. ICANN org is currently implementing an accreditation program for privacy and proxy service providers, pursuant to policy recommendations developed through the multistakeholder policy development process.
- ⦿ **Registries** are organizations that are responsible for maintaining the records of domain names registered under each top-level domain (TLD). They also set the rules for registration under their TLDs. The responsibilities of the registries include accepting domain name registration requests from registrars, maintaining a database of the necessary registration data associated with domain names, and providing name servers to publish the zone file data (e.g., the list of all the domain names and their associated IP addresses) throughout the Internet. Registry operators have agreements with ICANN to operate generic top-level domains (gTLDs). A list of all gTLDs and their respective registry operators can be found [here](#).

Registrant Rights and Responsibilities

Registrant Rights and Responsibilities

- ⦿ Registrant Rights and Responsibilities are written into the Registrar Accreditation Agreement (RAA); which is the contract between all ICANN accredited Registrars and ICANN.
- ⦿ As a domain name holder/registrant, you do indeed have certain [rights and responsibilities](#). Your rights include access to information from your registrar regarding processes for registering, managing, transferring, renewing, and restoring your domain name registration.

Registrants' Rights

1. Your domain name registration and any privacy/proxy services you may use in conjunction with it must be subject to a Registration Agreement with an ICANN Accredited Registrar.
 - You are entitled to review this Registration Agreement at any time and download a copy for your records.

2. You are entitled to accurate and accessible information about:
 - The identity of your ICANN Accredited Registrar;
 - The identity of any proxy or privacy service provider affiliated with your Registrar;
 - Your Registrar's terms and conditions, including pricing information, applicable to domain name registrations;
 - The terms and conditions, including pricing information, applicable to any privacy services offered by your Registrar;
 - The customer support services offered by your Registrar and the privacy services provider, and how to access them;

Registrants' Rights

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- How to raise concerns and resolve disputes with your Registrar and any privacy services offered by them; and
 - Instructions that explain your Registrar's processes for registering, managing, transferring, renewing, and restoring your domain name registrations, including through any proxy or privacy services made available by your Registrar.
3. You shall not be subject to false advertising or deceptive practices by your Registrar or through any proxy or privacy services made available by your Registrar. This includes deceptive notices, hidden fees, and any practices that are illegal under the consumer protection law of your residence.

Registrants' Responsibilities

1. You must comply with the terms and conditions posted by your Registrar, including applicable policies from your Registrar, the Registry and ICANN.
2. You must review your Registrar's current Registration Agreement, along with any updates.
3. You will assume sole responsibility for the registration and use of your domain name.
4. You must provide accurate information for publication in directories such as WHOIS, and promptly update this to reflect any changes.
5. You must respond to inquiries from your Registrar within fifteen (15) days and keep your Registrar account data current. If you choose to have your domain name registration renew automatically, you must also keep your payment information current.

Managing and Maintaining Domain Names: Renewals/Transfers

Domain Name Management Best Practices

- ⦿ **Keep contact information associated with your domain name registration up-to-date at all times** so you receive important notifications about your domain name.
- ⦿ **Know the terms of your domain name registration.** Options and fees for renewing domain names, including expired ones, vary by registrar so be sure to read your registrar's terms of service carefully to understand the options, fees, and terms of renewing your domain name registration.
- ⦿ Remember, paying to register a domain name is not the same as "buying" it outright or permanently. **You do not "own" a domain name.** What you are doing is more like leasing the domain name from the registry operator that the domain name is associated with. Registration periods can vary depending on the registry operator.
- ⦿ You cannot buy a domain name forever. However, you can continually renew its registration (before the registration period expires) to maintain control over it. While the term "buying a domain name" is also commonly used in relation to purchasing an existing domain name registered to someone else, the purchaser is not buying the domain name, but just acquiring the rights to register it to themselves and continue to manage and re-register it in the future.

Managing/Maintaining Domain Names

Why do I need to keep contact information associated with my domain name registration up-to-date?

- ◎ It is very important to keep your contact information up-to-date at all times so that you receive important notifications about your domain name from your registrar. These notifications are typically sent via email, and if your email is not updated, you may not receive important notifications that are designed for your protection. For example, your registrar will notify you of changes to your account and domain name registrations so that you can confirm the changes. If your email information is not up-to-date, unauthorized changes could be made to your account without your knowledge.

Managing/Renewing Domain Names

- ⦿ When you register a domain name, you're able to use it for the period of time you registered it for, which is typically between one to ten years. If you want to keep using the domain name and any of the services associated with it (like a website or email service) you need to renew the domain name registration prior to its expiration. If you don't, you risk losing your domain name. ICANN does not have the authority to transfer domain names, including expired ones, back to you.
- ⦿ How do you avoid losing your domain name and causing significant disruption or damage to the information, service, brand or business associated with it? Here are a few pointers to help you avoid the hassle of disruptions, or the possibility of losing your domain name altogether:

Managing/Renewing Domain Names

Know the Terms of Your Domain Name Registration

- ⦿ The most important thing you can do to protect your domain name is to know the terms of your domain name registration. Options and fees for renewing domain names, including expired ones, vary by registrar so be sure to read your registrar's terms of service carefully to understand the options, fees, and terms of renewing your domain name registration. It's also important to keep your contact information up to date so you receive notices of any changes to your registrar's terms of service. If you are unsure who your registrar is, you can [perform a search to find out here](#).

Mark Your Calendar

- ⦿ Keep track of your domain name expiration date so you can renew it before it expires. Contact your registrar if you are unsure of the expiration date of your domain name.

Consider the Auto-Renew Option

- ⦿ Most registrars offer auto-renewal option for domain name registrations. If you sign up for this service, be sure to keep payment information up-to-date.

Keep an Eye Out for Renewal Reminders

- ⦿ ICANN policy requires registrars to send you two renewal reminders approximately one month and one week before expiration of a domain name. Take immediate action when you receive these reminders to avoid the potential of losing your domain name. Be sure to keep your contact information up to date so that you receive these important reminders.

Renewing Domain Names

Once I register a domain name, how long does it last? Can it be renewed?

- ⦿ When you register a domain name, you're able to use it for the period of time you registered it for, which is typically between one to ten years. If you want to keep using the domain name and any of the services associated with it (like a website or email service) you need to renew the domain name registration prior to its expiration.

What are my terms and options for renewing my domain name?

- ⦿ Options and fees for renewing domain names, including expired ones, vary by registrar so be sure to read your registrar's terms of service carefully to understand the options, fees, and terms of renewing your domain name registration.

How do I renew my domain name?

- ⦿ If you need help renewing your domain name, contact the registrar who you registered your domain name with. If you're not sure which registrar you used, conduct a search at <https://whois.icann.org/en>. The registrar's name will be included in the results. A link to your registrar's website is on the [ICANN-Accredited Registrar](#) list.

Engage with ICANN



Thank You and Questions

For more information: icann.org/registrant



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