



NewgTLDs

TAS User Guide

12 January 2012

Disclaimer

This user guide is for information purposes and might not exactly match the functionality and display of the TAS Registration system and the TLD Application 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 TAS User Guide

This TAS User Guide defines the features and functionality of the TLD Application System (TAS). It provides step-by-step guidance for the completion of the registration and application submission process. It is structured to mirror the linear process that a user of TAS will follow:

- **Registration:** includes TAS user registration, user profile completion, applicant profile creation, application creation, ICANN review, and registration fee payment (these sub-processes occur in the order listed)
- **TAS Login:** includes the process to log into TAS to submit an application
- **Application Submission:** includes application questionnaire completion, and remaining evaluation fee payment (these sub-processes can occur in any order)

In addition, this TAS User Guide will also show how you can manage your application(s) in TAS, including withdrawing an application, and completing TAS-assigned tasks such as clarification questions and application fee/applicant support.

It should be noted that this TAS User Guide is not intended to provide you with an understanding of the requirements of the gTLD Program or the Applicant Guidebook. It is an application-specific user guide and, as such, will reference rather than expound upon policies, requirements, and similar topical information related to the New gTLD Program. Applicants should familiarize themselves with the New gTLD Program and all available reference materials, in particular the Applicant Guidebook and Supplemental Notes prior to submitting an application. A listing of useful resources for applicants is available in Appendix B of this document.

About TAS

TAS is the application submission and management system for the New gTLD Program. TAS allows applicants to both register as a user and submit and manage applications. The registration process is separate and distinct. Users will not be allowed access to TAS until registration is complete. The two systems are described below:

- The registration system allows users to register, complete a user and applicant profile, and pay the USD5000 registration fee for the first application. Only the first application can be created in the registration system. Access to create subsequent applications is not granted until ICANN has received the first deposit. Users who successfully complete registration will receive a new link and credentials to access the application submission system.
- The application system allows users to create additional applicant profiles and additional applications, submit applications, and perform other tasks such as

responding to clarification questions, withdrawing an application, electing extended evaluation, electing specialized evaluation processes, performing pre-delegation tasks.

- **Create Applications:** When a user logs into TAS for the first time after completing registration, their first application will already have been created. Users may create additional applications directly in TAS. They must submit the application request, allow for ICANN review if not already completed, and wire the required USD5000 for each new application.
- **Complete and Submit Applications:** For each application, after ICANN confirms receipt of the USD5000, the user may complete and submit the application. This consists of completing and submitting the application questionnaire and wiring the required remaining application fee.
- **Receive and respond to clarification questions:** For applications where evaluation panels submit clarification questions, users will receive tasks in TAS to respond to questions.

You may begin the registration process when TAS becomes accessible at 00:01 UTC on 12 January 2012. Registration consists of several steps, as highlighted in the About the TAS User Guide section above, and therefore may take up to a few days to complete. To ensure that you will have sufficient time to complete the registration and application submission process, ICANN will close TAS registration at 23:59 UTC on 29 March 2012. Note that this date is two weeks ahead of the close of the application window (23:59 UTC 12 April 2012).

Tip

Want to get the best user experience out of TAS? Check out the TAS Tips document at <http://newgtlds.icann.org/en/applicants/tas>.

2. Registration Process

TAS registration is a linear process. You must complete each step in the order presented. The following section provides a step-by-step guide to the TAS registration process, comprised of:

- Step 1 – TAS user registration
- Step 2 – User profile completion
- Step 3 – Applicant profile completion
- Step 4 – Application creation
- Step 5 – ICANN review
- Step 6 – Registration fee payment
- Step 7 – Registration fee payment verification by ICANN

At the completion of the registration process, you will have created a user profile, an applicant profile, created your first application, and paid the USD5000 registration fee. ICANN must review and approve your application profile and also verify acceptance of the initial registration fee to complete this process.

Step 1: TAS user registration

A) Accessing the TAS User Registration Web Page

To begin the process of registering with TAS, go to the New gTLD website at <http://newgtlds.icann.org>.



ICANN **New Generic Top-Level Domains** ICANN APPLICANT GUIDEBOOK TAS CUSTOMER SERVICE CONTACT

About Applicants Program Status Announcements & Media

Get Ready for the Next Big Thing

Watch an overview of new gTLDs.

Media ▶ New gTLDs Overview ▶ Ask the Experts Series ▶ Getting Ready for New gTLDs ▶ Application and Eval

What's New With the New gTLDs

- [View Upcoming Events and Reports from Events](#)
- [EBERO RFI Q and A Published](#)
- [Deadline for EBERO RIF Extended](#)
- [Invitation to Participate in Trademark Clearinghouse Implementation](#)
- [More](#)

Blog

[EBERO Plan Moving Forward Rapidly](#)
Monday, 5 December marked the Request for Information (RFI) deadline that asked Emergency Back-End Registry Operator (EBERO) candidates to submit their proposals if they would like to be considered [Read more](#)

Benefits and Risks of Operating a New gTLD

New gTLDs promise to expand the domain name system (DNS) and change the Internet forever. The decision to apply for a new gTLD should not be entered into lightly. Learn about some of the benefits and risks involved in running your own gTLD.

[Read More](#)

Accepting Applications in **23** days

Site Map

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Click on the *Apply Now* link at the bottom-right corner of the screen. Note that prior to the opening of the application window, this area is the countdown clock.

B) Completing the User Registration

A TAS User Registration screen will appear. Complete all required fields in the form (all required fields in TAS are denoted by a red asterisk). The user information entered in this step corresponds to the Primary Contact information requested in Question 6 of the Applicant Guidebook.

Did You Know?

The information provided in this step will be used for a background check. Therefore, full legal first and family name must be provided. Once submitted this information may not be changed without contacting the New gTLD Customer Service Center.

Reminder

The primary contact will receive all communications and be responsible for completing all tasks for all applications created under this profile.



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TLD Application System User Registration

The TLD Application System (TAS) is an online system for submission of new gTLD applications.

Please provide the following information to begin the registration process. Once submitted, you will receive an email confirming your information. Follow the directions in the email to confirm your email address and continue the registration process.

IMPORTANT: completing this TAS User Registration process requires the user to submit a deposit of US \$5000. Payment of the remaining US \$180000 must be submitted with the full application.

User Registration

Enter your full legal first name and family name as you would on a legal document. This will be used to create your user profile and cannot be changed without contacting customer service.

* First Name

* Family Name

* Email

* Confirm Email

* Username

* Password

* Confirm Password

[Continue](#)

Already created an account? [Sign in here](#)

If you have any questions, please contact the [Customer Service Center](#).

Click on the **Continue** button.

Important

Make sure to remember your registration username as you will not be able to change or retrieve it. Usernames are case sensitive.

C) Accepting TAS Terms & Conditions

Before access to TAS can be granted, you must accept the *TAS Terms & Conditions* by checking the appropriate boxes, and entering the first and family names as provided on the TAS User Registration screen. You must read and scroll to the bottom of the *TAS Terms & Conditions* window before the acceptance box will activate. To download a copy of the *TAS Terms & Conditions*, click on the *TAS Terms of Use* link. The TAS Terms of Use are also available on the New gTLDs website.



NewgTLDs What will be the next big thing? *You name it!* location .comun .brasil .arsnche .TLD LANGUAGE

TLD Application System User Registration

The TLD Application System (TAS) is an online system for submission of new gTLD applications.

Please provide the following information to begin the registration process. Once submitted, you will receive an email confirming your information. Follow the directions in the email to confirm your email address and continue the registration process.

User Registration

Please note: The checkbox will be enabled once you scroll to the end of the text. Before you are permitted to use the TAS, you must select the checkbox and confirm who you are. [You may click the link to view an online copy of the relevant terms and conditions.] If these requirements have not been met, you cannot proceed.

TLD APPLICATION SYSTEM(TAS) - TERMS OF USE

BY CLICKING THE ["I AGREE"] BUTTON OR USING OR ACCESSING THE INTERNET CORPORATION FOR ASSIGNED NAMES AND NUMBERS' ("ICANN") TLD APPLICATION SYSTEM ("TAS"), YOU AGREE TO BE BOUND BY AND COMPLY WITH THESE TERMS OF USE.

IF YOU DO NOT AGREE TO THESE TERMS OF USE, DO NOT PROCEED ANY FURTHER - CLICK THE ["DISAGREE"] BUTTON TO DISCONTINUE AND DO NOT PROCEED TO USE THE TAS OR SUBMIT ANY FURTHER INFORMATION.

1. DEFINITIONS

"Applicant" means the individual or organization designated as the applicant for a Top Level Domain ("TLD") application submitted or to be submitted by the User (for and on behalf of the Applicant) using the TAS.

"Authorized Representative" means an employee, owner, principal, director, officer, agent or contractor.

* I, Jim Jones, have read, understand and agree to the [TAS Terms of Use](#).

* By entering my name here, I confirm that I am the person stated.

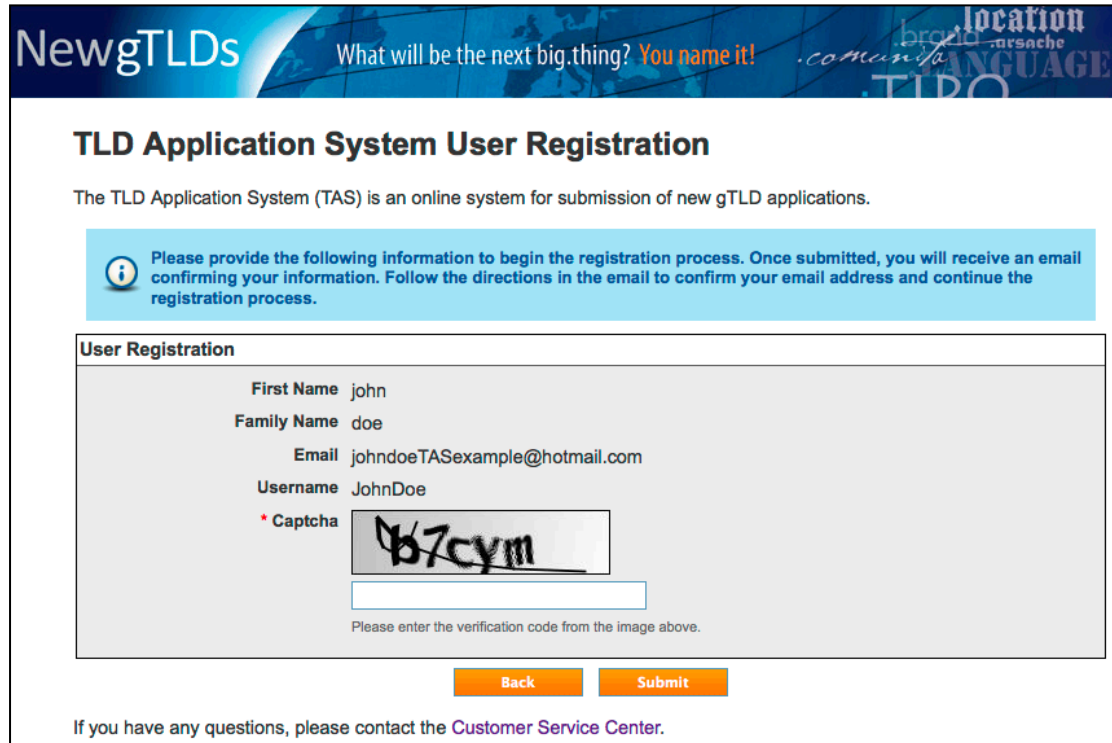
If you have any questions, please contact the [Customer Service Center](#).

Click on the **Continue** button to save your work and move to the next screen. Click the **Back** button to return to the previous screen.

D) Entering the CAPTCHA Verification Code

For security purposes, applicants will be asked to enter a CAPTCHA verification code before being allowed to proceed. Enter the CAPTCHA code. If the CAPTCHA code is not easily

discernable, enter a best guess and click on the *Submit* button. The code will refresh if it incorrectly entered and a new one will be presented.




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TLD Application System User Registration

The TLD Application System (TAS) is an online system for submission of new gTLD applications.

Please provide the following information to begin the registration process. Once submitted, you will receive an email confirming your information. Follow the directions in the email to confirm your email address and continue the registration process.

User Registration

First Name john
Family Name doe
Email johndoeTASexample@hotmail.com
Username JohnDoe
* Captcha 

Please enter the verification code from the image above.

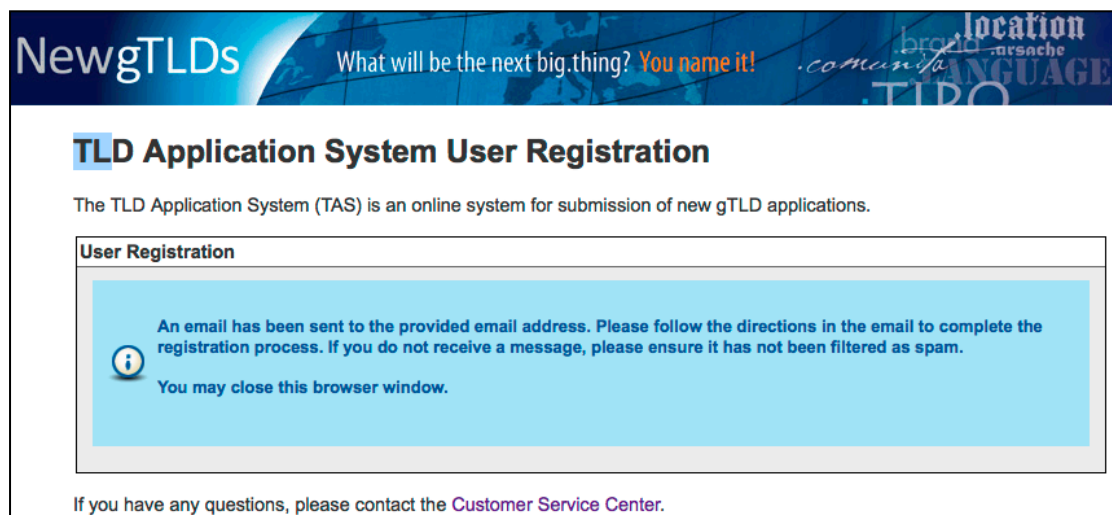
[Back](#) [Submit](#)

If you have any questions, please contact the [Customer Service Center](#).

Click on the **Submit** button to verify the CAPTCHA code entered and proceed to the next screen. Click on the *Back* button to return to the previous screen.

E) Confirming Email Address Provided

Once the CAPTCHA verification code is confirmed, a confirmation screen will display.



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TLD Application System User Registration

The TLD Application System (TAS) is an online system for submission of new gTLD applications.

User Registration

An email has been sent to the provided email address. Please follow the directions in the email to complete the registration process. If you do not receive a message, please ensure it has not been filtered as spam.

You may close this browser window.

If you have any questions, please contact the [Customer Service Center](#).

Step 2: User Profile Completion

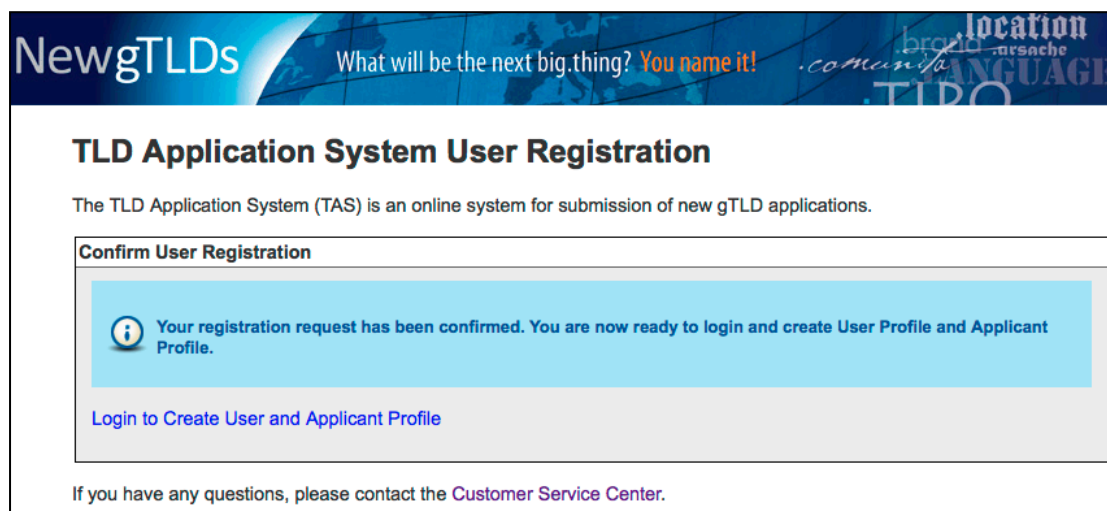
Now that you have access to the registration system, you will next need to complete your user profile.

A) Logging into TAS Registration System

Clicking on the *Confirm* button will take you to a confirmation screen with a link to log into TAS.

Tip

Bookmark this URL (<https://gtldreg.icann.org/login>) to easily access subsequent logins to complete the registration process in stages. A link to log in is also available on the initial registration page.




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TLD Application System User Registration

The TLD Application System (TAS) is an online system for submission of new gTLD applications.

Confirm User Registration

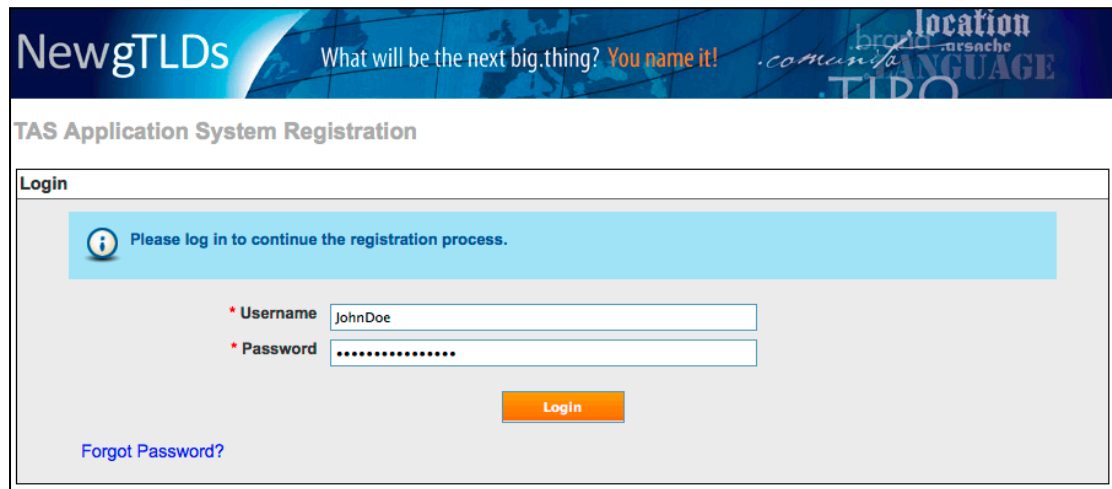
 Your registration request has been confirmed. You are now ready to login and create User Profile and Applicant Profile.

[Login to Create User and Applicant Profile](#)

If you have any questions, please contact the [Customer Service Center](#).

Click on the **Login to Create User and Applicant Profile** link.

This will take you to the Login screen. Enter your username and password. Should you forget the password, click on the *Forgot Password?* link. The system will send an email to the email address you provided in Step 1B with a link to reset the password.



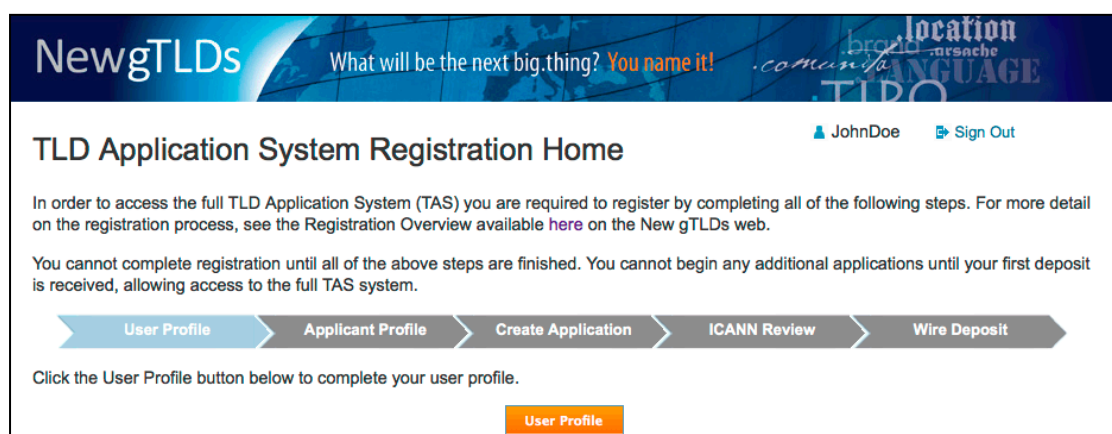
Click on the **Login** button to log into TAS.

B) Initiating the Complete User Profile Process

Logging in will take you to the TLD Application System Registration Home page. Note that your username is displayed at the top right hand corner of the screen. Next to your name is a *Sign Out* link to log out of TAS.

This TLD Application System Registration Home page shows progress against the linear steps in the TAS Registration process. The current step is highlighted in light blue. As you can see, we are now at the User Profile step.

Note	<i>At the end of each session Applicants should always click on the Sign Out link at the top-right of the screen to log out of the system.</i>
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Click on the **User Profile** button to begin.

C) Completing the User Profile – Primary Contact

The User Profile screen will appear. The first step to completing your user profile is to provide information for the primary contact. However, before you do this, you must choose from one of two user profile types:

1. Type 1 - User profile is the same as the applicant profile
2. Type 2 - User profile is different than the applicant profile

The user profile relates to creating an account to access TAS whereas the applicant profile relates to the entity that will be submitting an application. The user profile and applicant profile can be the same or they can be different.

If you are applying on behalf of yourself (either for one or multiple applications), the first user profile type is appropriate; however, you will not be able to create different applicant profiles after this point.

If you are applying on behalf of multiple entities, the second profile type is recommended. It allows you to create one user profile and additional applicant profiles after accessing TAS upon successful completion of registration. Note that under this scenario, you would be the primary contact for all applicant profiles and will receive all communications for all applications.

Note

Users who wish to apply on behalf of multiple entities also have the option to create a separate user profile for each applying entity. In order to do this, you would have to complete a separate registration process for each applying entity and provide a unique primary contact email and username for each.

The following sections will illustrate the path of user profile type 1 (user profile is the same as the applicant profile). For an illustration of the path of user profile 2 (user profile is different than the applicant profile), refer to Appendix A.

In the Applicant Designation box, click on the bottom radio button to select “The information I enter in my User Profile is the same as for my Applicant Profile (Applicant Guidebook questions 1-11)”

Then, enter the requested information for the primary contact. This corresponds to Question 6 in the Applicant Guidebook. You will also need to enter security questions for the Primary Contact in the event you need to reset your password in TAS after completing registration.

In the form below, if you need help with finding your 2-letter country code, click on the Find your 2-letter country code link for the ISO 3166-1 decoding table with the alpha-2 code of ISO’s country code standard.

Reminder	<i>The first and family name as well as email fields are pre-populated with the information that was provided in Step 1B above. As previously mentioned, once provided in step 1B, this information cannot be changed.</i>
Note	<i>The city, postal code and country fields should reflect information for the person's residence. This information will be used to accurately identify the individual for background screening purposes.</i>

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Jim Jones Sign Out

User Profile

Please complete and submit your user profile. A user profile is required to begin the application process.

Primary Contact
Secondary Contact
Company Information
Officer & Shareholder Information
Payer
Proof of Establishment
Confirmation

To save changes and continue, click the Next button below.

Applicant Designation

Profile Type *

The information I enter in my User Profile is the same as for my Applicant Profile (Applicant Guidebook questions 1-11)

The information I enter in my User Profile will be different from the Applicant Profiles I create (Applicant Guidebook questions 1-11)

The primary contact address should be the individual's permanent address, not a business address. This information will be used to uniquely identify individuals for purposes of the background check.

The primary contact provided here will be used as the primary contact for all applications created under this user account. The primary contact will be responsible for completing all application processes in TAS.

Primary Contact Information

Prefix

* First Name
Copied from registration and cannot be edited.

Middle Name

* Family Name
Copied from registration and cannot be edited.

* Date Of Birth
dd/mm/yyyy, for example, 12/01/2012 for 12 January 2012

* Country Of Birth
Find your 2-letter country code

* Position

Address 1

Address 2

* City

Province/State

* Postal Code

* Country
Find your 2-letter country code

* Phone
+CountryCode, City/AreaCode, Number (e.g. +XX YYY ZZZ ZZZZ). Only numbers/spaces allowed. "+" may be in the first position.

Fax
+CountryCode, City/AreaCode, Number (e.g. +XX YYY ZZZ ZZZZ). Only numbers/spaces allowed. "+" may be in the first position.

* Email Address
Copied from registration and cannot be edited.

Primary Security Questions

The security questions and answers below will be used to help identify and confirm the primary contact when communicating with the Customer Service Center (CSC).

Question 1

* Question

* Answer

Question 2

* Question

* Answer

Question 3

* Question

* Answer

To save changes and continue, click the Next button below.

Next

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Click on the **Next** button to save your work and continue to the next screen.

D) Completing the User Profile – Secondary Contact

Enter the required information for the secondary contact. This corresponds to Question 7 in the Applicant Guidebook. You will also need to enter security question information for the secondary contact in case it becomes necessary to transition the user profile to the secondary contact.

Tip

Primary contact should ensure that the secondary contact is aware of the security questions and answers entered in this step.

JohnDoe Sign Out

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User Profile

Please complete and submit your user profile. A user profile is required to begin the application process.

Primary Contact
Secondary Contact
Company Information
Officer & Shareholder Information
Payer
Proof of Establishment
Confirmation

To save changes and continue, click the Next button below.

The secondary contact address should be the individual's permanent address, not a business address. This information will be used to uniquely identify individuals for purposes of the background check.

Secondary Contact Information

Prefix	<input type="text"/>
* First Name	<input type="text"/>
Middle Name	<input type="text"/>
* Family Name	<input type="text"/>
* Date Of Birth	<input type="text"/>
dd/mm/yyyy, for example, 12/01/2011 for 12 January 2011	
* Country Of Birth	<input type="text"/>
* Position	<input type="text"/>
Address 1	<input type="text"/>
Address 2	<input type="text"/>
* City	<input type="text"/>
Province/State	<input type="text"/>
* Postal Code	<input type="text"/>
* Country	<input type="text"/>
* Phone	<input type="text"/>
+CountryCode, City/AreaCode, Number (e.g. +XX YYY ZZZ ZZZZ). Only numbers/spaces allowed. "+" may be in the first position.	
Fax	<input type="text"/>
+CountryCode, City/AreaCode, Number (e.g. +XX YYY ZZZ ZZZZ). Only numbers/spaces allowed. "+" may be in the first position.	
* Email Address	<input type="text"/>
* Re-enter Email Address	<input type="text"/>

Secondary Security Questions

The security questions and answers below will be used to help identify and confirm the secondary contact when communicating with the Applicant Service Center (ASC).

Question 1

* Question

* Answer

Question 2

* Question

* Answer

Question 3

* Question

* Answer

To save changes and continue, click the Next button below.
Pressing the "Previous" button will result in loss of new changes

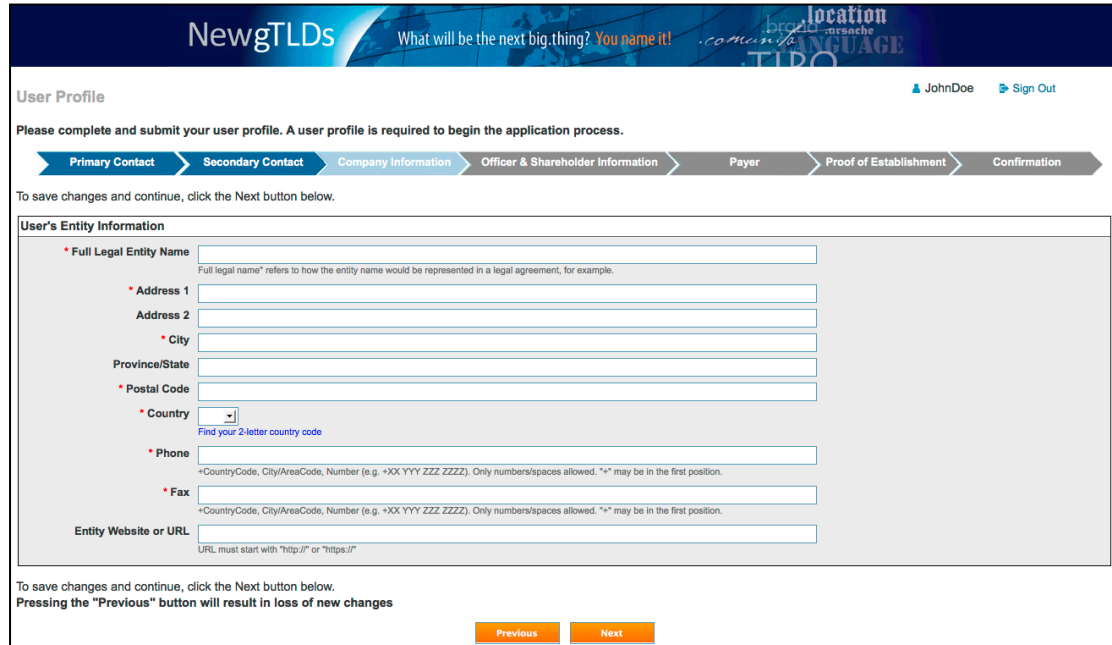
Previous
Next

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Click on the **Next** button to save your work and continue. If you would like to edit the information on the previous screen, click on the *Previous* button. Note that clicking on the *Previous* button will result in the loss of any new information on the current screen.

E) Completing the User Profile – Company Information

Enter information for the user's company. Remember that this is for the Type 1 user profile so the User and the Applicant are considered the same. This corresponds to Questions 1 through 5 in the Applicant Guidebook.



User Profile JohnDoe Sign Out

Please complete and submit your user profile. A user profile is required to begin the application process.

Primary Contact Secondary Contact Company Information **Officer & Shareholder Information** Payer Proof of Establishment Confirmation

To save changes and continue, click the Next button below.

User's Entity Information

* Full Legal Entity Name
Full legal name" refers to how the entity name would be represented in a legal agreement, for example.

* Address 1

Address 2

* City

Province/State

* Postal Code

* Country
Find your 2-letter country code

* Phone
+CountryCode, City/AreaCode, Number (e.g. +XX YYY ZZZ ZZZZ). Only numbers/spaces allowed. "*" may be in the first position.

* Fax
+CountryCode, City/AreaCode, Number (e.g. +XX YYY ZZZ ZZZZ). Only numbers/spaces allowed. "*" may be in the first position.

Entity Website or URL
URL must start with "http://" or "https://"

To save changes and continue, click the Next button below.
 Pressing the "Previous" button will result in loss of new changes

[Previous](#) [Next](#)

Click on the **Next** button to save your work and continue. Click on the *Previous* button to return to the Secondary Contact screen.

F) Completing the User Profile – Directors, Officers and Partners, Major Shareholders, and Other Executives Information

Enter officer and shareholder information as well as required disclosures. This corresponds to Question 11 in the Applicant Guidebook.

Click on the *Add a line* link to create a new row to enter the officer and shareholder information. Click on the x to the right of a row to delete it and its contents.

JohnDoe [Sign Out](#)

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User Profile

Please complete and submit your user profile. A user profile is required to begin the application process.

Primary Contact Secondary Contact Company Information Officers & Shareholder Information Payer Proof of Establishment Confirmation

To save changes and continue, click the Next button below.

i The contact address should be the individual's permanent address, not a business address. This information will be used to uniquely identify individuals for purposes of the background check. Contacts provided should be relative to the user entity. A separate list of contacts can be captured during Applicant Profile creation.

Directors

Enter the full legal name (including suffix if applicable), contact information (permanent residence address, phone, etc.), and position of all directors.

* Full Legal Name	* Date of Birth	* Country of Birth	* Title/Position	Address	* City	Province/State	* Postal Code	* Country
Add an Item								

Officers and Partners

Enter the full legal name (including suffix if applicable), contact information (permanent residence address, phone, etc.), and position of all officers and partners.

* Full Legal Name	* Date of Birth	* Country of Birth	* Title/Position	Address	* City	Province/State	* Postal Code	* Country
Add an Item								

Major Stockholders

Enter the full legal name (including suffix if applicable), contact information (permanent residence address of individuals or principal place of business of entity, etc.), and position of all shareholders holding at least 15% of shares, with percentage held. *If the shareholder is an individual, please enter the title/position.*

* Full Legal Name	* Date of Birth	* Country of Birth	Title/Position	* % Shares	Address	* City	Province/State	* Postal Code	* Country
Add an Item									

Other: Legal or Executive Responsibility For Applying Entity

i For an applying entity that does not have directors, officers, partners, or shareholders, enter the full name, contact information (permanent residence of individual or principal place of business of entity) and position of all individuals having direct responsibility or registry operations

* Full Legal Name	* Date of Birth	* Country of Birth	* Title/Position	Address	* City	Province/State	* Postal Code	* Country
Add an Item								

Disclosures and Explanations

Indicate whether the applicant, directors, officers, partners, or shareholders named above:

i. within the past ten years, has been convicted of a felony, or of a misdemeanor related to financial or corporate governance activities, or has been judged by a court to have committed fraud or breach of fiduciary duty, or has been the subject of a judicial determination that is similar or related to any of these;
ii. within the past ten years, has been disciplined by a government for conduct involving dishonesty or misuse of funds of others;
iii. is currently involved in any judicial or regulatory proceeding that could result in a conviction, judgment, determination, or discipline of the type specified in (i) or (ii); or iv. is the subject of a disqualification imposed by ICANN and in effect at the time of this application.

If any of the above events have occurred, provide details below. If not, indicate none has occurred.

Legal issue details *

0 of 4000 characters.

Indicate whether the applicant, directors, officers, partners, or shareholders named above have demonstrated a pattern or practice of, or been found liable for, cybersquatting or domain name-related abuses

If the above applies, provide details below. If not, indicate none has occurred.

Cybersquatting/Domain abuse details *

0 of 4000 characters.

Disclose whether the applicant has been involved in any administrative or other legal proceeding in which the allegations of intellectual property infringement of a domain have been made.

If the above applies, provide an explanation related to each such instance below. If no such instances exist, indicate none has occurred.

IP Infringement details *

0 of 4000 characters.

Provide an explanation for any additional background information that may be found concerning the applicant or any individual named in the application.

If the above applies, provide details below. If none, indicate as not applicable.

Additional background details *

0 of 4000 characters.

To save changes and continue, click the Next button below.
 Pressing the "Previous" button will result in loss of new changes.

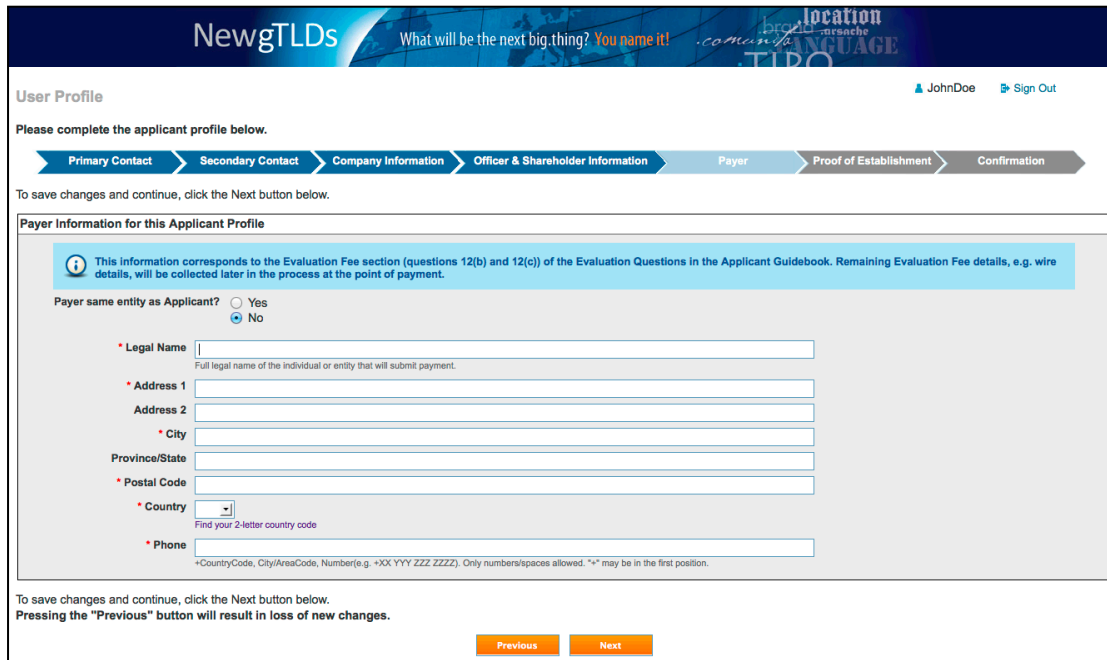
Previous Next

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Click on the **Next** button to save your work and continue. Click on the *Previous* button to return to the Company Information screen.

G) Completing the User Profile – Payer Information

Enter the payer information. Payer information corresponds to Questions 12(b) and 12(c) in the Applicant Guidebook. Wire details will be captured later in the process.



User Profile JohnDoe Sign Out

Please complete the applicant profile below.

Primary Contact Secondary Contact Company Information Officer & Shareholder Information Payer Proof of Establishment Confirmation

To save changes and continue, click the Next button below.

Payer Information for this Applicant Profile

This information corresponds to the Evaluation Fee section (questions 12(b) and 12(c)) of the Evaluation Questions in the Applicant Guidebook. Remaining Evaluation Fee details, e.g. wire details, will be collected later in the process at the point of payment.

Payer same entity as Applicant? Yes No

* Legal Name
Full legal name of the individual or entity that will submit payment.

* Address 1
Address 2

* City

Province/State

* Postal Code

* Country
Find your 2-letter country code

* Phone
CountryCode, City/AreaCode, Number(e.g. +XX YYY ZZZ ZZZZ). Only numbers/spaces allowed. "" may be in the first position.


To save changes and continue, click the Next button below.
Pressing the "Previous" button will result in loss of new changes.

Previous Next

Click on the **Next** button to save your work and continue. Click on the *Previous* button to return to the previous screen.

H) Completing the User Profile – Proof of Legal Establishment

Provide information on the form of legal establishment and other information on the applying entity. This information corresponds to Questions 8-10 of the Applicant Guidebook.



Applicant Profile JohnDoe Sign Out

Please complete the applicant profile below.

Primary Contact Secondary Contact Company Information Officer & Shareholder Information Payer Proof of Establishment Confirmation

To save changes and continue, click the Next button below.

Proof of Legal Establishment

This information corresponds to the Proof of Legal Establishment section (questions 8-10) of the Evaluation Questions in the Applicant Guidebook.

8

* (a) Legal Form of the Applicant
e.g. limited liability partnership, corporation, not-profit institution.

* (b) State the specific national or other jurisdictional law that defines the type of entity identified in 8(a)

Identify any relevant section references and provide a URL to the document if available online.

* (c) Attach evidence of the applicant's establishment as identified in 8(a) and (b) above Browse...

Allowable file types are: pdf, jpg, jpeg, gif, png, xsl, xlsx, ods

9

(a) If applicant is publicly traded, provide exchange and symbol:

Exchange

Symbol

Select from the dropdown of the top 25 exchanges. If listed on more than one, select the exchange with the highest trading volume.

(b) If applicant is a subsidiary, provide the parent company

(c) If applicant is a joint venture, provide all joint venture partners

10

* Entity Identification Number Type

* Business ID, Tax ID, VAT registration number, or equivalent of the applicant

If "Other" is selected, please include a short description of the ID number type.

To save changes and continue, click the Next button below.
Pressing the "Previous" button will result in loss of new changes.

Previous Next

© 2012 Internet Corporation For Assigned Names and Numbers

Click on the **Next** button to save your work and continue. Click on the *Previous* button to return to the Payer Information screen.

I) Completing the User Profile – User Profile Confirmation

Once all requested information has been entered, you will be prompted to submit the user profile.

Note	<i>Review the information carefully before submitting the user profile. Once submitted, you will not be able to return to this page to make changes</i>
-------------	---

Primary Contact > Secondary Contact > Company Information > Officer & Shareholder Information > Payer > Proof of Establishment > Confirmation

NOTE: You are seeing this confirmation screen because you have stated that you are applying on behalf of another entity. From your User Dashboard, you will be able to create separate Applicant Profiles for each of the entities that you represent and use these profiles to apply for new gTLD applications.

IMPORTANT: Once submitted, the information below cannot be changed. Review your below User Profile information carefully for completeness and accuracy prior to submitting.

Contact Information

Primary Contact	Secondary Contact
Prefix: . First Name: Jane Middle Name: Family Name: Doe Date of Birth: 31/12/2011 Country of Birth: US Position: President Address 1: 1234 Fake Street Address 2: City: Los Angeles State/Province: CA Postal Code: 90025 Country: US Phone: +1 310 555 1212 Fax: 310 555 1313 Email Address: tasexample@yahoo.com	Prefix: . First Name: John Middle Name: Doe Family Name: Doe Date of Birth: 25/12/2011 Country of Birth: US Position: Vice President Address 1: 1234 Fake Street Address 2: City: Los Angeles State/Province: CA Postal Code: 90025 Country: US Phone: +1 310 555 1212 Fax: 310 555 1313 Email Address: tasexample2@yahoo.com

Click on the **Submit Profile** button to submit the user profile. Click on the *Previous* button to edit any information before submitting.

A confirmation screen confirming the submission of your user profile will appear.

NewgTLDs
location
arsnche
LANGUAGE
TIPO

What will be the next big thing? You name it!

User Profile
JohnDoe [Sign Out](#)

✔ You have successfully completed your User Profile. Your Applicant Profile has automatically been populated with the information you have supplied. You may proceed with creating your first application now.

OK

Click on the **OK** button to proceed with creating the first application. This will return you to the TLD Application System Registration Home screen

Step 3 – Applicant Profile Completion

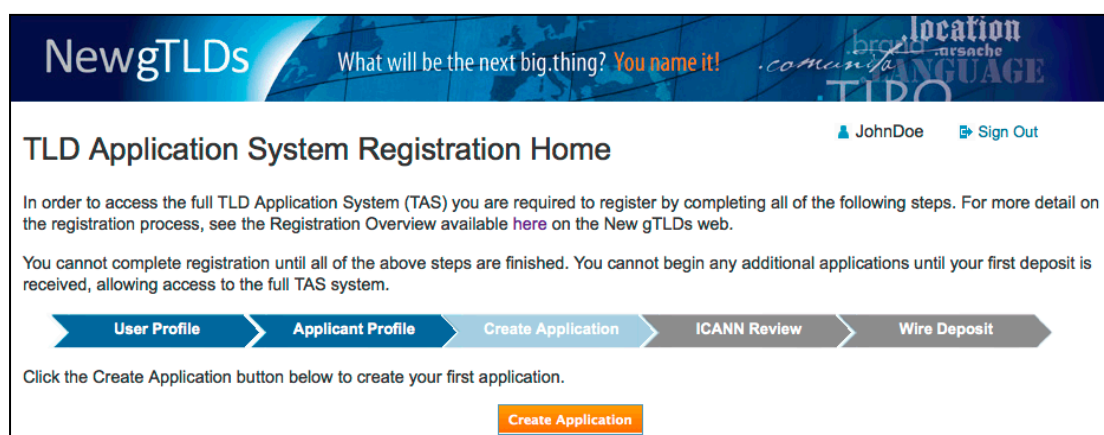
Because we selected the Type 1 user profile in Step 2C, TAS automatically completes the applicant profile creation step for you. We next proceed with creating an application.

Step 4 – Application Creation

In this step, you will be initiating an application.

A) Initiating the Application Creation Process

From the TLD Application System Registration Home page, you may initiate the application creation process.



Click on the **Create Application** button to begin.

B) Creating an Application – 2000 Proof-of-Concept Round Application Credit

If you participated in ICANN's proof-of-concept application process in 2000, you may be eligible for a credit toward the evaluation fee. If you are eligible and would like to apply for the credit, select the *Yes* radio button, if no, select the *No* radio button. Then, enter the CAPTCHA verification code. If you are not eligible and selected *Yes* your application process will be delayed.

Read and check the box next to each term & condition to acknowledge that you understand and agree to them. Then, enter your full name as provided in Step 1B above.

Click on the **Next** button to continue. To return to the 2000 Proof-of-Concept Round

NewgTLDs
What will be the next big thing? **You name it!**

[JohnDoe](#) [Sign Out](#)

Before you are permitted to create an application, you must accept the Top-Level Domain Application Terms & Conditions. Select the checkbox for each paragraph to acknowledge acceptance of said terms, enter your full user name as instructed, then click 'I Accept' to continue.

Logged-In User & Selected Applicant

Logged-In User: John Doe

Selected Applicant Profile: Example Company
Entity Name: Example Company
Address 1: 1111 Example Street
Address 2:
City: Example City
State/Province:
Postal Code: 111111
Country: US

Top-Level Domain Application Terms and Conditions

Terms and Conditions can also be downloaded and viewed in [gTLD Module 6 of the Applicant Guidebook](#)

By submitting this application through ICANN's online interface for a generic Top Level Domain (gTLD) (this application), applicant (including all parent companies, subsidiaries, affiliates, agents, contractors, employees and any and all others acting on its behalf) agrees to the following terms and conditions (these terms and conditions) without modification. Applicant understands and agrees that these terms and conditions are binding on applicant and are a material part of this application.

* 1 Applicant Agrees Applicant warrants that the statements and representations contained in the application (including any documents submitted and oral statements made and confirmed in writing in connection with the application) are true and accurate and complete in all material respects, and that ICANN may rely on those statements and representations fully in evaluating this application. Applicant

* 14 Applicant Agrees ICANN reserves the right to make reasonable updates and changes to this applicant guidebook and to the application process at any time by posting notice of such updates and changes to the ICANN website, including as the possible result

* **User's Full Name** * I Agree
Logged-In user name displayed above
By entering my name here, I certify that I am the Logged-in user named herein and I have read, understand, and agree to the above Terms.

* I Agree
By entering my name here, I certify that I am the Logged-in user named herein and am authorized to act on behalf of the Applicant named above.

Previous
Next

Application Credit screen, click on the *Previous* button.

D) Creating an Application – Request Submission

Once you agree to the TLD Application Terms & Conditions, you will be taken to a screen where an application request may be submitted. Note that this screen shows your current

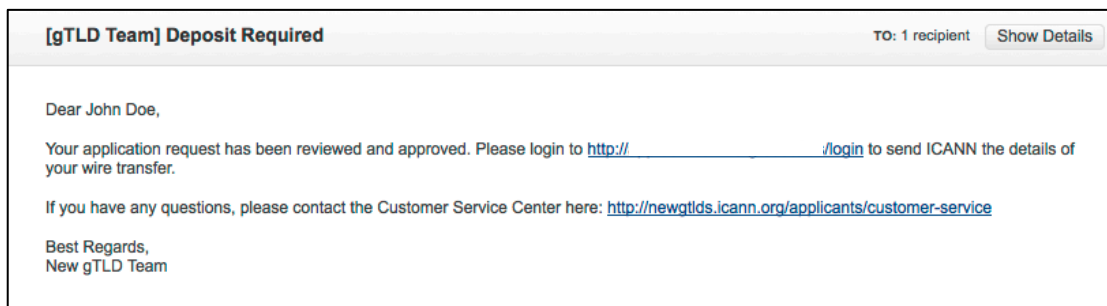
In this step, ICANN will review the information provided for the primary and secondary contacts, the entity, and all directors, officers and partners, shareholders, and other executives listed in the application. You will be notified via email when you can proceed to Step 6.

Step 6 – Registration Fee Payment

Once the application has been reviewed and approved by ICANN, you will be able to proceed with paying the USD5000 registration fee.

A) Receiving Approval for the Application Request

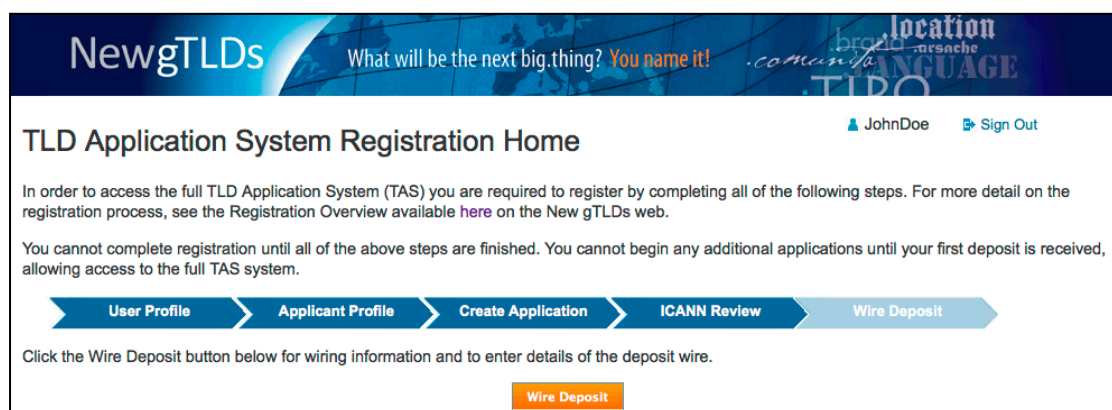
An email from TAS will be sent to the primary contact's email address with a link to submit the registration fee.



Click on the link provided in the email to log into TAS.

B) Paying the Registration Fee – Initiating the Process

Clicking on the link in the email will take you to the TLD Application System Registration



Home screen where you may begin the process of submitting the registration fee.

Click on the **Wire Deposit** button.

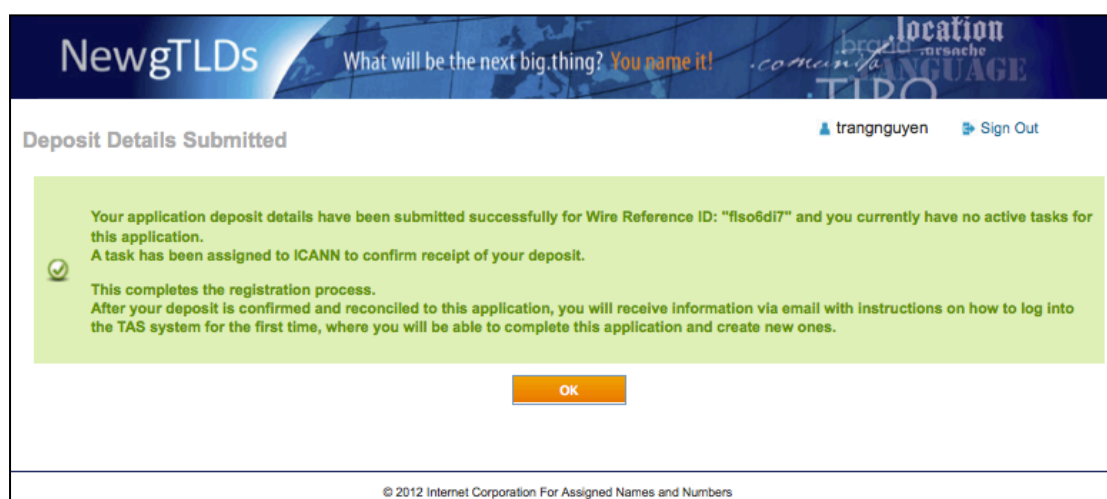
Note

Partial data entry on this screen will not be saved.

Click on the **Submit Deposit Details** button to continue. To cancel and complete the wiring information at a later time, click the *Cancel* button.

D) Paying the Registration Fee – Confirmation

Clicking on the Submit button will take you to a confirmation screen. At this point in the process, you will wait for ICANN to reconcile the registration fee payment. Once the payment is verified, you will receive an email with instructions for accessing TAS.



Click on the **OK** button to close this window.

Step 7 – Registration Fee Payment Verification by ICANN

The reconciliation process by ICANN may take some time once the wire transfer information and the funds are received by ICANN. Note, the time it takes for ICANN to receive funds may vary and is outside of the control of ICANN as this is dependent on the financial institution's processes for wiring funds. Once payment is reconciled, you will receive an email from TAS with login credentials to begin the application submission process. Applicants may contact the CSC if they have not received their new TAS credentials after more than 5 business days.

3. TAS Log-In

This next section will take you through the TAS Log-in process. This section explains the emails you will receive after ICANN receives your registration deposit, how to log into TAS, and receipt of your Customer Service credentials.

Once the registration fee has been reconciled by ICANN, you will receive the following emails:

1. The first email (Subject: TAS New Account Creation) will confirm that the registration fee has been received. This email will also provide a link for you to log into the Citrix XenApp Remote Desktop.

Dear John Doe,

Your deposit submitted through the registration process has been received and a new TLD Application System (TAS) account been created. You can now log in and complete the application questionnaire with your new credentials, provided below. After logging in, click on the Application ID in your My Applications list to view the application dashboard and access the questionnaire.

For security purposes, two sets of credentials have been created for your account. First, log in to our terminal server with your username and the URL below.

URL: <https://gtldapp.icann.org>

Username (case sensitive): "JohnDoe"

After logging into the terminal server, you can then log into TAS using the same username. Two emails will follow shortly with temporary passwords for logging into the terminal server and to TAS.

Separately, please expect to receive a username and password within 48 hours to use when contacting the New gTLD Customer Service Center (CSC).

If you have any questions, please contact the Customer Service Center here: <http://newgtlds.icann.org/applicants/customer-service>

Best Regards,
New gTLD Team

This message has been sent by TAS

2. The second email (Citrix XenApp Remote Desktop Temporary Password) provides the temporary password to log into the Citrix XenApp Remote Desktop. Upon initial login into the Citrix XenApp Remote Desktop, you will be prompted to change your password.

Dear John Doe,

For security purposes, two sets of credentials have been created for your account. Your temporary password for the terminal server is below. Please log in using your username and the URL provided in a previous email.

Temporary password: XXXXXXXXXXXX

Another email will follow shortly with a temporary password for TAS. After logging into the terminal server, use the next password to log into TAS.

Note: For security purposes, both temporary passwords will expire after 24 hours. You may request new temporary passwords via the terminal server login page.

If you have any questions, please contact the Customer Service Center here: <http://newgtlds.icann.org/applicants/customer-service>

Best Regards,
New gTLD Team

This message has been sent by TAS

3. The third email (Temporary Password) provides the temporary password to log into TAS once you are inside the Citrix XenApp Remote Desktop. Similar to the Citrix

XenApp Remote Desktop, you will be prompted to change the password upon first logging into to TAS.

A temporary password has been created for your TAS account and is shown below:

Temporary Password: XXXXXXXXXXXX

Before using this password, you first must successfully log into the terminal server at <https://gtldapp.icann.org>. After doing so, log into TAS with your username and the temporary password above. You will be prompted to select a new password after you log in.

For security purposes, your TAS temporary password will expire within 24 hours. If the password does not work, it may have expired. You may reset your passwords for both the terminal server and TAS via the terminal server login page.

If you have any questions, please contact the Customer Service Center here: <http://newgtlds.icann.org/applicants/customer-service>

Best Regards,
New gTLD Team

4. The fourth email (New Task: Application Fee/Applicant Support) is a task alert from TAS to submit the USD180000 evaluation fee or elect Applicant Support. This is the fee associated with your first application requested during registration.

Application Fee/Applicant Support

This task was assigned to you on Jan 6, 2012 7:14 PM GMT+00:00
The task priority is Normal

Please log in to the system to view this task.

If you have any questions, please contact the Customer Service Center here: <http://newgtlds.icann.org/applicants/customer-service>

Best Regards,
New gTLD Team

This message has been sent by TAS

Dear John Doe,

As you continue forward with the new gTLD application process, we encourage you to leverage the Customer Service Center (CSC) Portal to submit any inquiries you may have. Submitting your inquiries via the Portal will give you priority in the customer service queue. The URL below will direct you to our website, and the following username and password will allow you to submit your request. Please note that you will be asked to change your password upon initial login.

Username: "JohnDoe"

Password: XXXXXXXXXXXX

URL for login page: XXXXXXXXXXXXX|

If you have any questions, please contact the Customer Service Center here: <http://newgtlds.icann.org/applicants/customer-service>

Best Regards,
New gTLD Team

This message has been sent by TAS

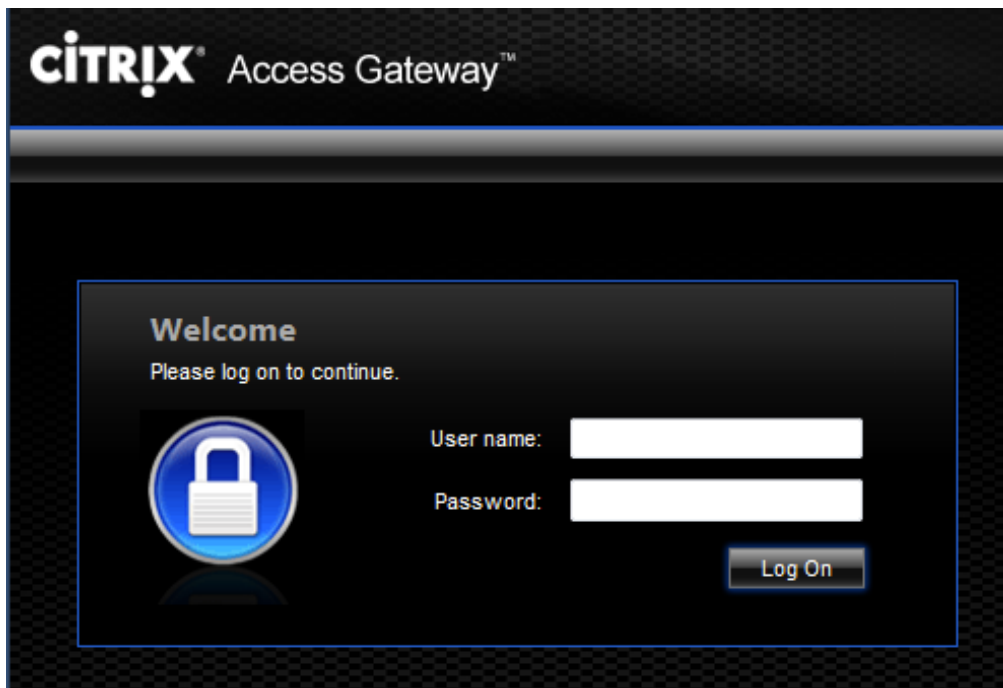
A) Citrix XenApp Remote Desktop Login – Citrix XenApp Remote Desktop Login

To provide an extra layer of security, ICANN has implemented a Citrix XenApp Remote Desktop that sits in front of TAS. From this point onward, you must log into the terminal Citrix XenApp Remote Desktop first, and then into TAS.

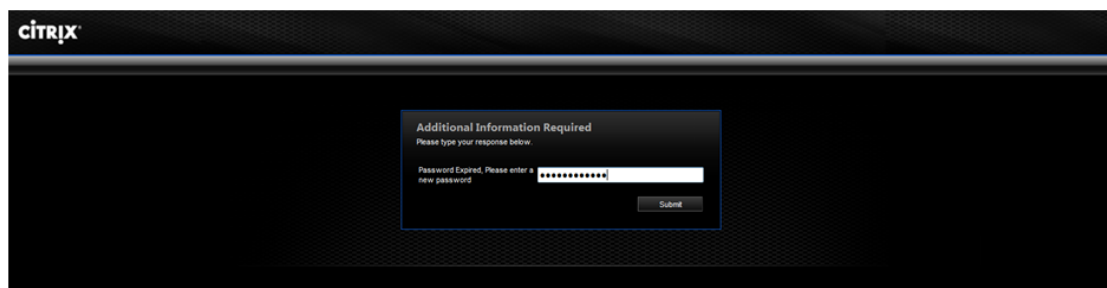
Did You Know?

What is a Citrix XenApp Remote Desktop? It is a virtualized instance of MS Windows with only enough software to run TAS in a controlled environment. The remote desktop was implemented to increase the level of security surrounding TAS and the data therein.

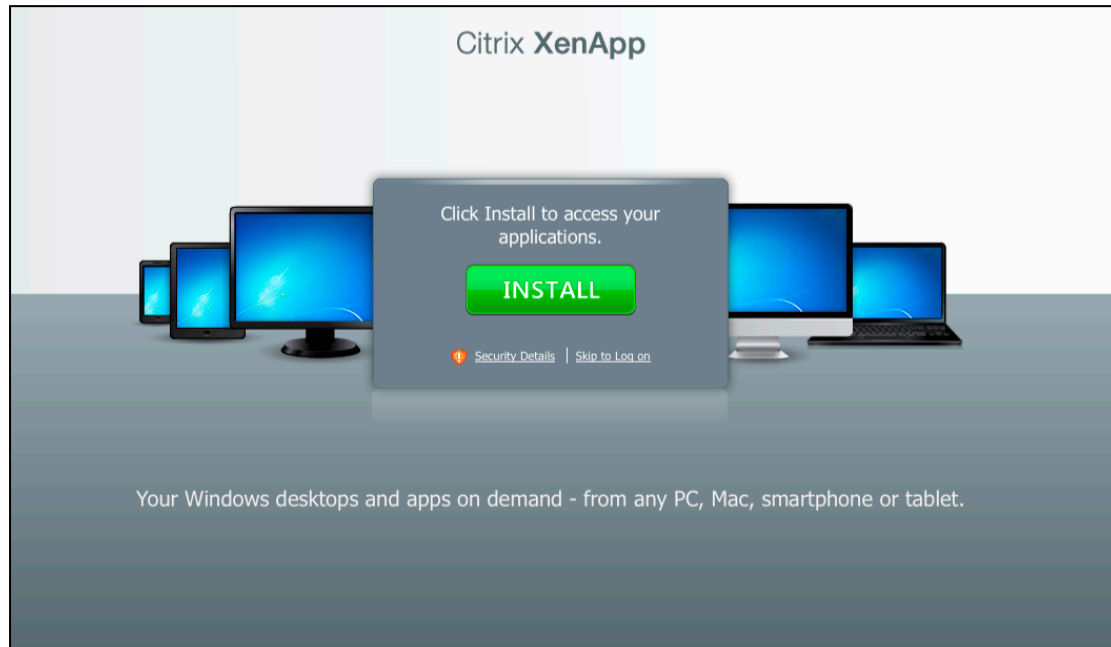
Click on the link provided in the first email to go the Citrix XenApp Remote Desktop login screen. Enter your username and temporary password provided in the first and second emails.



Click on the **Log On** button to log into the Citrix XenApp Remote Desktop. On initial login, you will be prompted to reset your password.

**B) Citrix XenApp Remote Desktop Login – Citrix ZenApp Installation**

Once logged in, you will then have to install the Citrix XenApp Receiver on to your computer. You will be prompted to save and run a file called CitrixOnlinePluginWeb.exe (or similar .dmg for Mac). You must install this software in order to run the Citrix XenApp software.



Click on the **Install** button and follow the prompts to install Citrix XenApp on your computer.

Important

If you are prompted to download or run a file called launch.ica, click cancel. This file should be run exclusively by the Citrix Receiver plugin, installed in the step above. Under no circumstance should you try and run launch.ica by itself, as this may hamper your ability to launch and run the Citrix XenApp Remote Desktop.

C) Citrix XenApp Remote Desktop Login – Accessing TAS

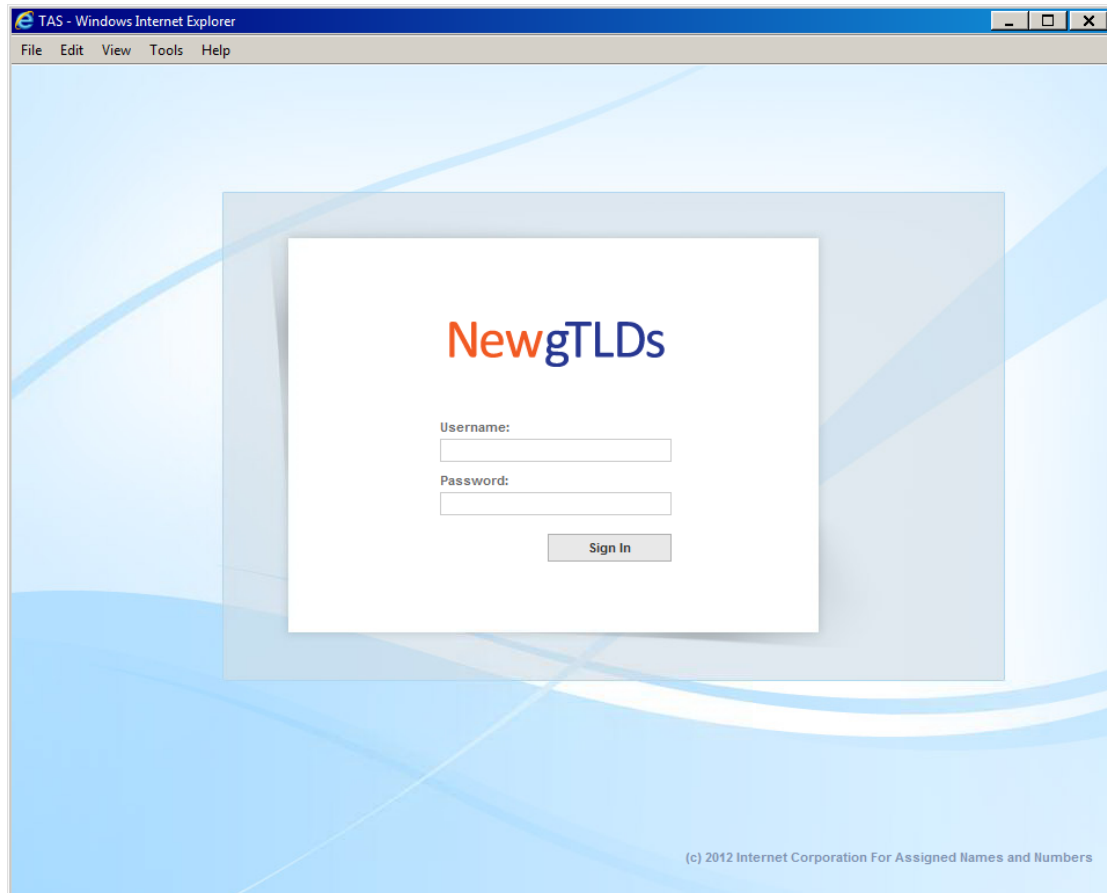
If you have successfully installed Citrix XenApp on to your computer, you are now inside the Citrix XenApp Remote Desktop and should be able to see Citrix homepage, which will allow you to access TAS.



Click the "TAS" icon shown in the above image to launch TAS inside of the the Citrix XenApp Remote Desktop . A login screen for TAS will be presented.

D) TAS Login – Logging TAS

Enter your username and the TAS temporary password that was provided in the third email, mentioned above.



Click the **Sign In** button to log into TAS.

The first time you log into TAS via the Citrix XenApp Remote Desktop you will be prompted to provide permissions to access your files. This is required in order to upload and download files in TAS. It allows you to browse to upload files and to define a location to save files. Always click Yes.

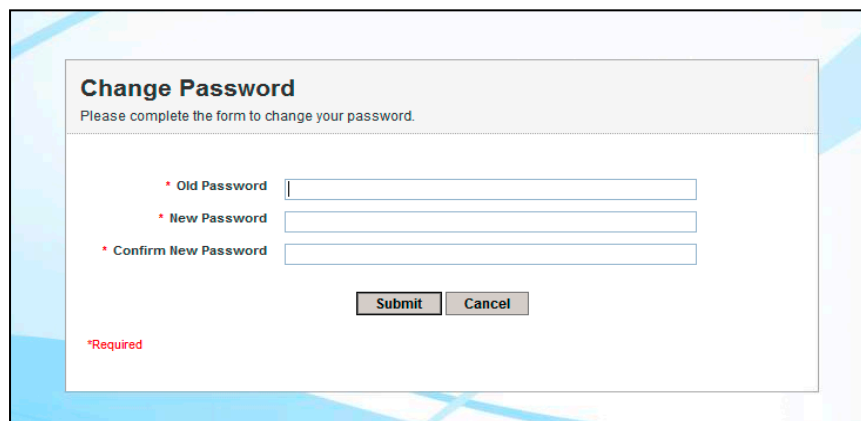


Important

You will be asked at various steps to allow an online application access to your computer (see image above). Not doing so will hamper your ability to complete your application questionnaire, including uploading/downloading documents.

E) TAS Login – Change Password

Upon first logging in, TAS will ask the applicant to change the password. Enter your temporary password. Then enter a new password. Confirm the new password. Passwords must be at least 8 characters long and contain one letter, one number, and one special character.



Click on **Submit** to continue.

Once TAS accepts the new password, you may be prompted to log in again. If so, enter your username and new password and click on the **Sign In** button to log into TAS.

F) TAS Login – TAS User Home Screen

After successfully logging in you will see your User Home screen, shown below. If this is the first time you are logging in after registration, you will see your first application, displayed in the My Applications list on the left side of the screen.

About Your TAS User Home screen

From this screen, you can:

- Access your existing applications (see section 5 of this TAS User Guide) - This area of the screen shows the status of all applications associated with your user profile.
- Manage your applicant profile(s) (see section 5 of this TAS User Guide)

- Create additional applications (see section of this TAS User Guide)
- Sign Out – At the top right hand corner of the screen is a link to sign out of TAS. For your security, remember to always click on this link to terminate a TAS session.
- Access TAS Help and Other Documentation
- View Program Alerts and Messages – This area of the screen will display important announcements relating to the New gTLD application submission and evaluation processes.
- Actions > Bookmark Page – This is not an active feature

4. Application Submission Process

The application submission process essentially comprises of (1) answering the application questionnaire and (2) submitting payment for the remaining evaluation fee. The two tasks in the application submission process may be performed in any order. For the purposes of this TAS User Guide, we will illustrate completing the application questionnaire step first, and then the evaluation fee payment step.

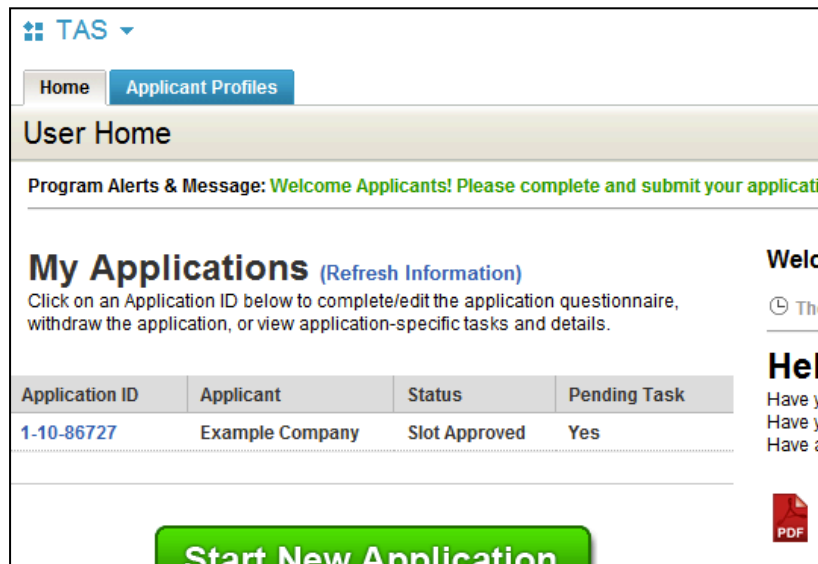
Note	<i>Indicating whether or not you will apply for the Applicant Support Program is part of the evaluation fee payment process.</i>
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Step 8 – Application Questionnaire Completion

At the completion of the application submission process, you will have submitted your application and paid your entire evaluation fee.

A) Completing the Application Questionnaire – Initiating the Process to Answer the Application Questionnaire

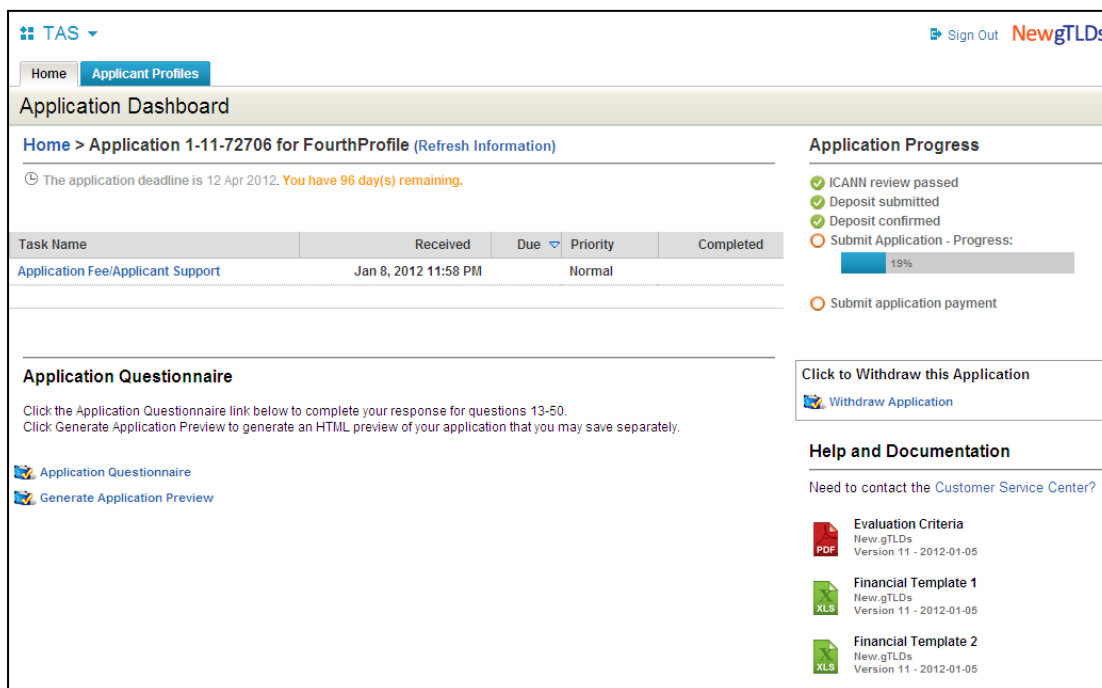
From your home screen, in the My Applications area of the screen, click on an **Application ID number** to access its Application Dashboard.



B) Completing the Application Questionnaire – Navigating the Application Dashboard

The Application Dashboard screen will appear. From this screen you can:

- Answer the application questions.
- Complete any tasks associated with the application.
- Generate a preview of your application questionnaire.
- Withdraw the application.



The screenshot shows the TAS Application Dashboard for application 1-11-72706 for FourthProfile. The dashboard includes a navigation bar with 'Home' and 'Applicant Profiles' tabs. The main content area is divided into several sections:

- Application Progress:** Shows a progress bar at 19% completion. Tasks include 'ICANN review passed', 'Deposit submitted', 'Deposit confirmed', and 'Submit Application - Progress:'. A 'Submit application payment' task is also listed.
- Task List:** A table with columns for Task Name, Received, Due, Priority, and Completed. One task is listed: 'Application Fee/Applicant Support' received on Jan 8, 2012 11:58 PM with a normal priority.
- Application Questionnaire:** Includes a link to 'Application Questionnaire' and 'Generate Application Preview'.
- Help and Documentation:** Lists documents such as 'Evaluation Criteria', 'Financial Template 1', and 'Financial Template 2'.


Note several key features available on this screen.


- **Application Progress** – This area of the screen provides you with a progress update on your registration and application submission process. It also tells you the number of days you have left before the close of the application window.
- **Help and Documentation** – Similar to the TAS User Home screen, the TAS Help and Other Documentation area of this screen provides useful TAS-related materials.
- **Generate Application Preview** – Below the Application Questionnaire header is a Generate Application Preview link that allows you to generate a file of your application for review before submission. You can also generate this file at the completion of answering the application questions for a record of your submitted application.

To complete the application questionnaire, click the Application Questionnaire link from your Application Dashboard.

Application Questionnaire

Click the [Application Questionnaire](#) link below to complete your response for questions 13-50.
Click [Generate Application Preview](#) to generate an HTML preview of your application that you may save separately.

 [Application Questionnaire](#)

 [Generate Application Preview](#)

This will launch the Application Questionnaire shown below.

Tasks
Sign Out NewgTLDs

Application Questionnaire

1-10-87970 Application Questionnaire

Use the table and respective links below to complete your application. Once all required responses and attachments are complete, you will be able to submit this application from the application dashboard. Questions 1-12 are not displayed below - they were completed as part of your application profile.

[Back to Application Dashboard](#)

NOTE: This page typically takes about 6 seconds to load after saving a question response and returning here.

Response Status Legend

- Response Required
- Attachment Required
- Data entered
- Not Applicable

String Questions	Link to Question	Response Preview	Attachments
13a IDN	Q13-17 Applied-for String		
13b Applied-for String	Q13-17 Applied-for String		
14a A-Label	Q13-17 Applied-for String		
14b English Meaning	Q13-17 Applied-for String		
14c1 Label Language	Q13-17 Applied-for String		
14c2 ISO-539-1 Code	Q13-17 Applied-for String		
14d1 Label Script	Q13-17 Applied-for String		
14d2 ISO 15824 Code	Q13-17 Applied-for String		
14e U-Label	Q13-17 Applied-for String		
15a IDN Tables	Q13-17 Applied-for String		
15b IDN Tables Development	Q13-17 Applied-for String		
15c Variant Strings	Q13-17 Applied-for String		
16 Operational Issues	Q13-17 Applied-for String		
17 Phonetic Representation	Q13-17 Applied-for String		
18a Mission/Purpose	Q18 - Mission/Purpose		
18b Benefit to Registrants, Internet Users, and Others	Q18 - Mission/Purpose		
18c Eliminate Social Costs	Q18 - Mission/Purpose		
19 Community-based Designation	Q19, 20 - Community-based Designation		
20a Name of Community	Q19, 20 - Community-based Designation		
20b Relationship to Community	Q19, 20 - Community-based Designation		
20c Community-based Purpose of gTLD	Q19, 20 - Community-based Designation		
20d Relationship Between gTLD and Community	Q19, 20 - Community-based Designation		
20e Registration Policies in Support of Community	Q19, 20 - Community-based Designation		
20f Attach Written Endorsement	Q19, 20 - Community-based Designation		
21a Geographic Name Designation	Q21 - Geographic Names		
21b Attach Support	Q21 - Geographic Names		
22 Protection of Geo Names (at 2nd level)	Q22 - Protection of Geo Names		
23 Registry Services	Q23 - Registry Services		

Technical Questions	Link to Question	Response Preview	Attachments
24	Q24 - SRS Performance		📎*
25	Q25 - EPP		📎*
26	Q26 - Whois		📎*
27	Q27 - Registration Life cycle		📎*
28	Q28 - Abuse Prevention		📎*
29	Q29 - Rights Protection		
30a	Q30a - Security Policy Summary		
30b	Q30b - Security Policy Detail		📎*
31	Q31 - Technical Overview Proposed R...		📎*
32	Q32 - Architecture		📎*
33	Q33 - Database Capabilities		📎*
34	Q34 - Geographic Diversity		
35	Q35 - DNS Service		
36	Q36 - IPv6 Reachability		
37	Q37 - Data Backup		
38	Q38 - Escrow		
39	Q39 - Registry Continuity		
40	Q40 - Registry Transition		
41	Q41 - Failover Testing		
42	Q42 - Monitoring & Fault Escalation		
43	Q43 - DNSSEC		
44	Q44 - Optional IDN		

Financial Questions	Link to Question	Response Preview	Attachments
45	Q45 - Financial Statements		📎*
46	Q46 - Projections Template		📎*
47a	Q47a - Cost and Capital Expenditures		
47b	Q47b - Ranges in Projected Costs		
48a	Q48a - Funding and Revenue		
48b	Q48b - Ranges in Projected Funding		
49a	Q49a - Contingency Planning Description		
49b	Q49b - Contingency Planning: Funding		
49c	Q49c - Contingency Planning: Volumes		📎*
50a	Q50a - Continuity: Cost Estimates		
50b	Q50b - Continuity: Evidence		

The Application Questionnaire screen has the following features:

- Link back to your Application Dashboard
- Questionnaire legend indicating required questions, questions where attachments are required, questions where a response has been entered, and questions which are not applicable (e.g. IDN-related questions are not required unless the application is for an IDN TLD)
- Three question grids for String Questions, Technical Questions, and Financial Questions. Each grid has the following columns:
 - The Question label or title
 - A link to respond to the question (Note that the link is the same for some questions. This is the case where several related questions appear on the same response form.)
 - Response preview – if you have responded to a question the first part of the response will be displayed here
 - Attachments – indicates where attachments are required and a link to any existing attachments to a particular question.

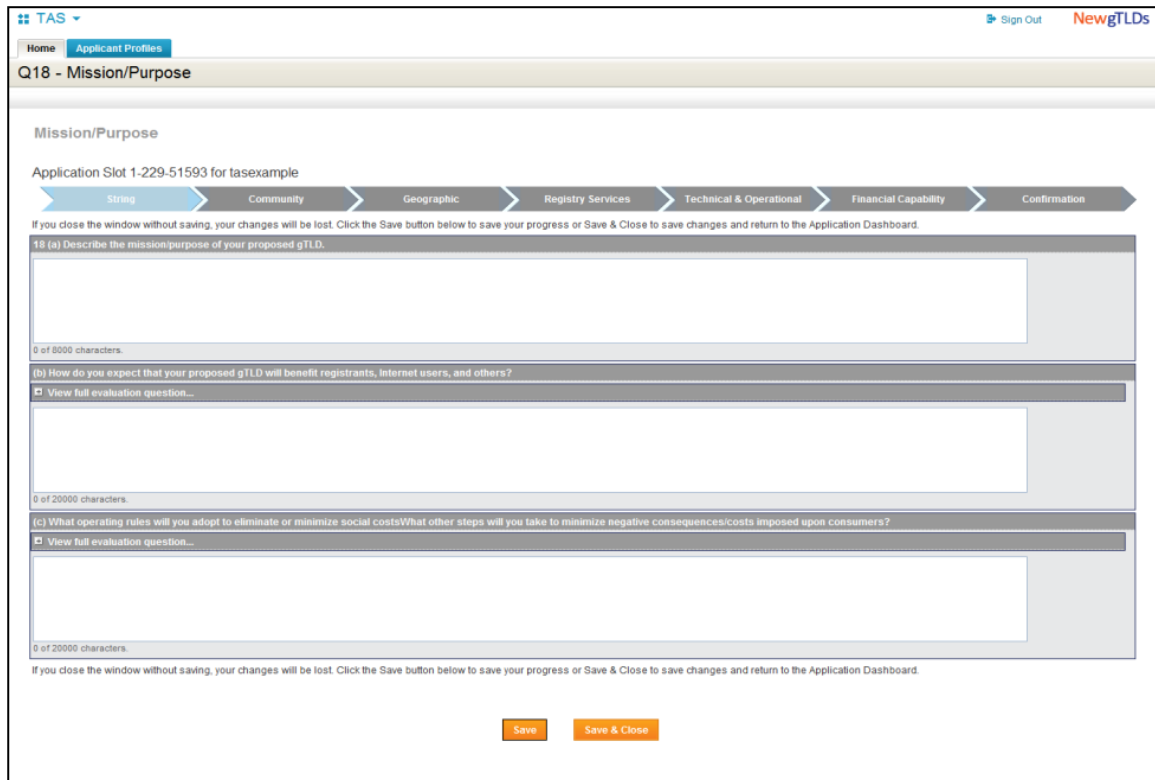
The remainder of this section will look at sample application question screens to illustrate some important points. The screens for the rest of the questions have similar functionalities to these sample screens.

C) Completing the Application Questionnaire – Answering the Application Questions

Click on the **Q18 – Mission/Purpose** link under the “Link to Question” column header. The screen for Q18 – Mission/Purpose will be displayed (see image below). Some of the features on this screen include:

- Application ID – Below the header bar is the application ID number and company name of the applicant profile for your reference as you complete the application questionnaire.
- Location Bar – The bar at the top of the screen shows your location in the application questionnaire.
- Question Text – As you answer the question, note that TAS provides that text of the question from the Applicant Guidebook. In some instances, where the question text is very long, click on the + sign next to View full evaluation question in the question header box to view the question in its entirety.
- Character Limits – TAS imposes a character limit (including spaces) for each answer. Refer to Knowledge Article TAS Character Limits. Note that as you input the answer in the provided space, TAS will do a real-time count of the number of characters entered against the maximum allowed.

Click on the **Save & Close** button to save your work and return to the Application Questionnaire screen.



TAS

Home Applicant Profiles

Q18 - Mission/Purpose

Mission/Purpose

Application Slot 1-229-51593 for taxexample

String Community Geographic Registry Services Technical & Operational Financial Capability Confirmation

If you close the window without saving, your changes will be lost. Click the Save button below to save your progress or Save & Close to save changes and return to the Application Dashboard.

18 (a) Describe the mission/purpose of your proposed gTLD.

0 of 8000 characters.

18 (b) How do you expect that your proposed gTLD will benefit registrants, Internet users, and others?

View full evaluation question...

0 of 20000 characters.

18 (c) What operating rules will you adopt to eliminate or minimize social costs? What other steps will you take to minimize negative consequences/costs imposed upon consumers?

View full evaluation question...

0 of 20000 characters.

If you close the window without saving, your changes will be lost. Click the Save button below to save your progress or Save & Close to save changes and return to the Application Dashboard.

Save Save & Close

Reminder

If you leave any screen without saving, any edits made since the last time you clicked Save and Submit or Save will be lost.

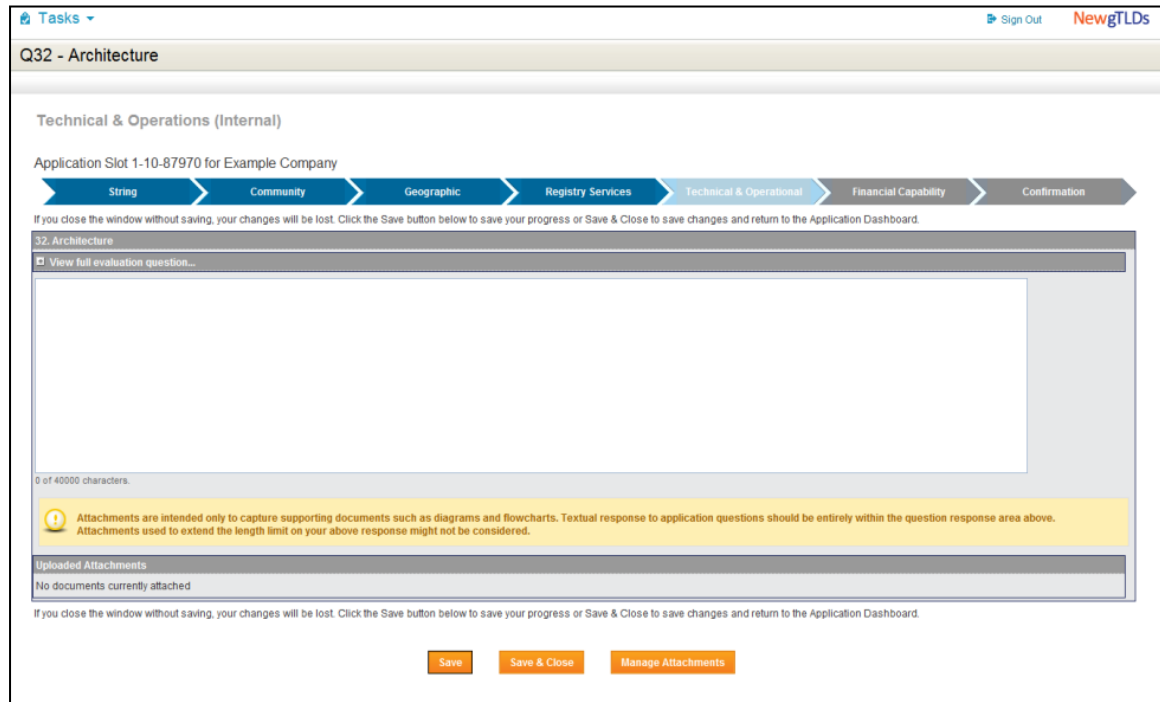
Tip

TAS only allows plain text entries so keep that in mind in as you prepare your applications. For more tips on using TAS, refer to the TAS Tips <http://newgtlds.icann.org/en/applicants/tas> document.

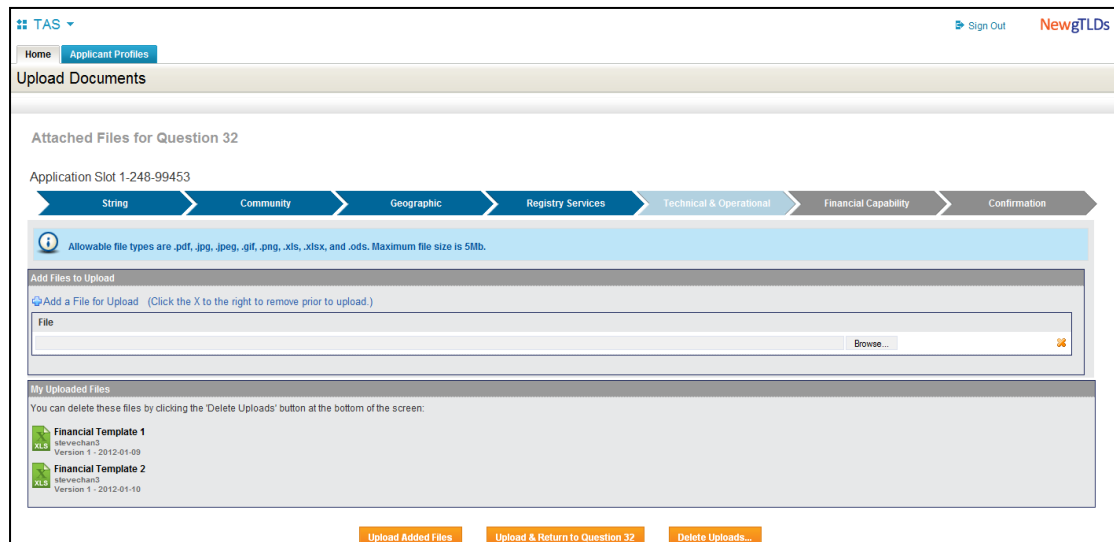
Click on the **Q32 – Architecture** link under the Link to Question column header.

The screen for Question 32 – Architecture will appear. Notice that this screen has similar features as those on the Question 18 – Mission/Purpose screen. The one feature on this screen that was not available on the Question 18 – Mission/Purpose screen is upload attachments.

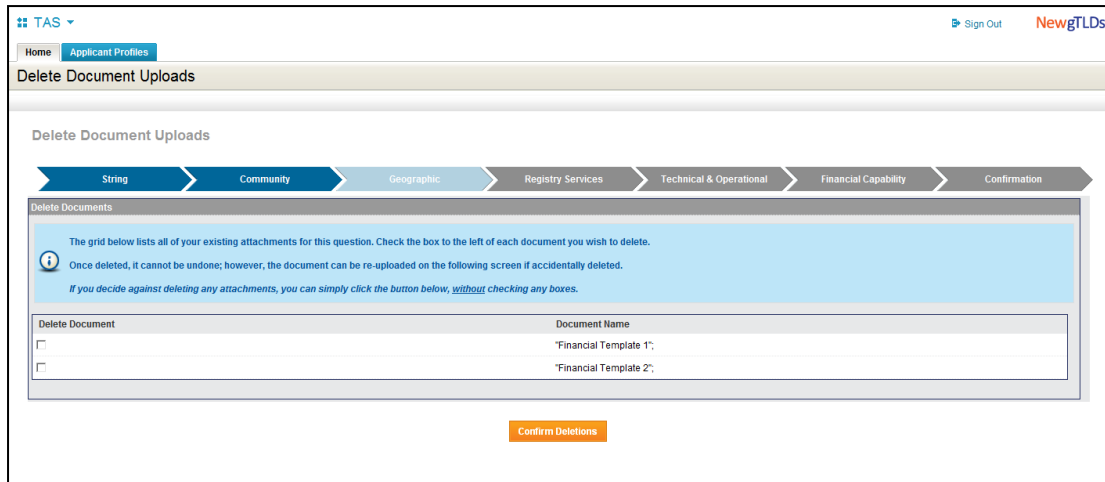
TAS allows upload of attachments for most questions, and attachments are required for certain questions. Those questions where attachments are required on the application questionnaire screen are indicated with an attachment icon in the attachments column and with a message near the bottom of the question screen. You can also refer to Knowledge Article TAS Attachments for a detailed description of attachment rules, and a listing of required, optional, and no attachments for each application question. Click on the **Manage Attachments** button to add an attachment.



The Upload Documents screen will appear. You may click the *Add a File for Upload* button to add additional rows, if you intend to upload more than one document. Click on the Browse button to select the file that you want to upload. Click on the *Upload Added Files* button to upload the selected file(s) and stay on the current screen. If you want to upload the selected file and return to the Q32 – Architecture screen, click on the *Upload & Return to Question 32* button.



Note, if you decide that you do not want to delete documents, do not select any documents and click the *Confirm Deletions* button.



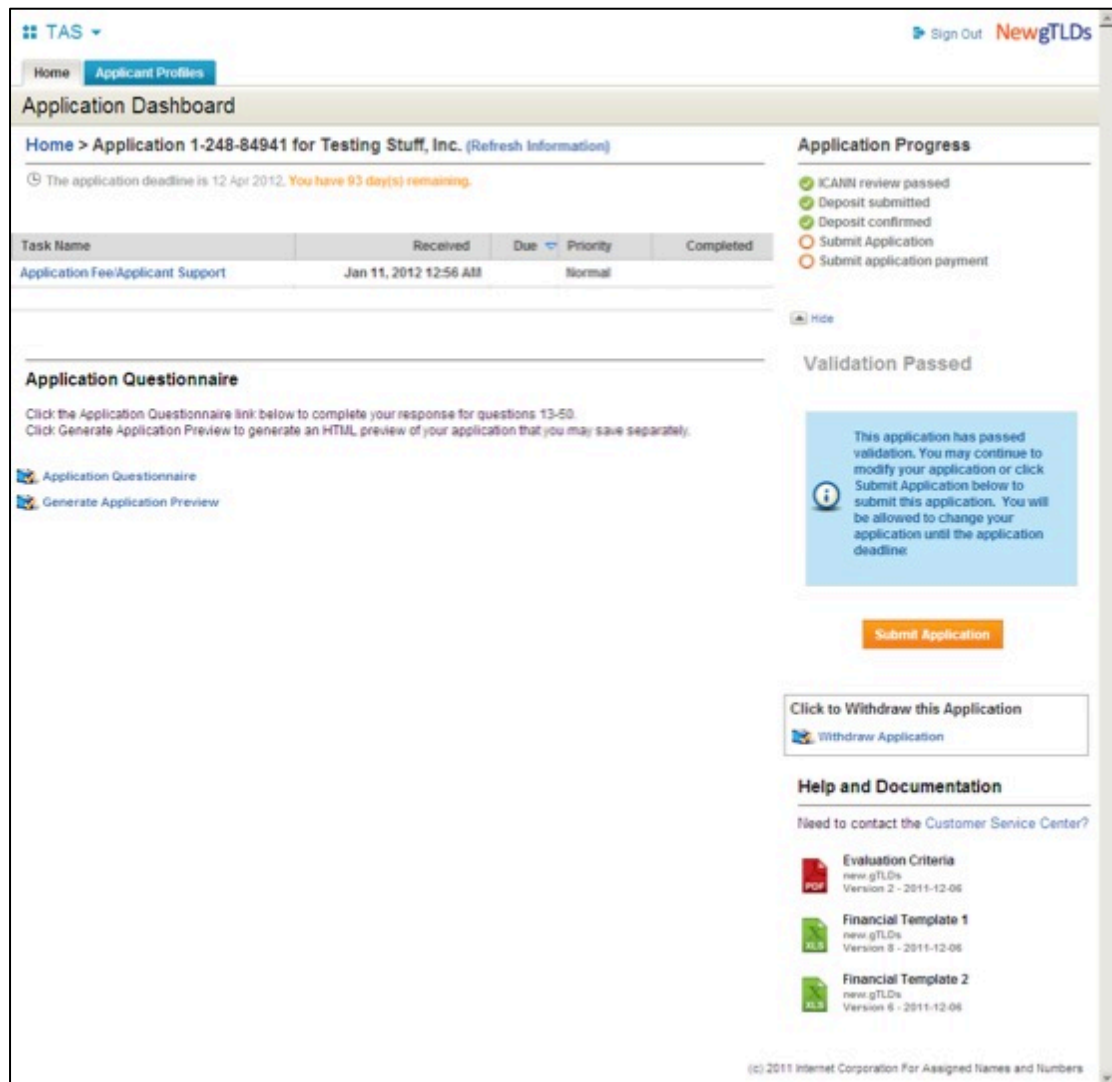
Once you return to the Uploads screen, click on the **Upload & Return to Question 32** button. The Q32 – Architecture screen will appear. Provide your answer to Question 32. Click on the **Save & Close** button to return to the Application Questionnaire screen.

Notice that the application dashboard screen refreshes to show updated responses (by changing the color coding of the application questions appropriately, as well as by providing a response preview for the question.

Did You Know?	<i>The Generate Application Preview feature may be used at any time during the application response submission process. When generated, the file will populate with the latest information in the application questionnaire.</i>
----------------------	--

Did You Know?	<i>Responses to application questions may be modified up until the end of the application window (12 April 2012), even after clicking on Submit and paying the remaining US\$180000 evaluation fee.</i>
----------------------	---

Once you have answered all of the application questions and included all required attachments (Validation Passed), you may submit your application from the Application Dashboard screen. Look for the Validation Passed message, shown in the following image. Note, if you have left a question unanswered, or did not provide an attachment where required, TAS will not allow you to submit your application.



The screenshot shows the TAS Application Dashboard for 'Testing Stuff, Inc.' with application ID 1-248-84941. The dashboard includes a navigation bar with 'Home' and 'Applicant Profiles' tabs. A 'Task Name' table lists 'Application Fee/Applicant Support' received on Jan 11, 2012. The 'Application Progress' section shows completed steps: ICANN review passed, Deposit submitted, and Deposit confirmed. A 'Validation Passed' message states: 'This application has passed validation. You may continue to modify your application or click Submit Application below to submit this application. You will be allowed to change your application until the application deadline.' A 'Submit Application' button is visible. Other sections include 'Application Questionnaire', 'Withdraw Application', and 'Help and Documentation' with links to Evaluation Criteria and Financial Templates.

Click the **Submit Application** button on the right hand side of the screen to submit your application.

Step 9 – Evaluation Fee Payment and the Applicant Support Program

Recall that at the conclusion of the registration process, you received a number of emails. The Application Fee/Applicant Support email is an alert from TAS to submit the remaining US\$180000 evaluation fee or elect Applicant Support. You may perform this task either before or after submitting the application. The only requirement is that this payment must be received by ICANN by 12 April 2012.

A) Evaluation Fee Payment – Initiating the Process to Pay the Evaluation Fee

You may initiate the evaluation fee payment process by clicking on the Application Fee/Applicant Support task on the Application Dashboard.

B) Evaluation Fee Payment – Applicant Support Option

On this screen, you will be required to choose whether to apply for Applicant Support in order to determine the amount of your application fee.

Important	<i>If you select No on the Apply for Applicant Support screen, you will not be able to return to this screen.</i>
------------------	---

Apply for Applicant Support for 1-11-73759?

Please select whether you intend to apply for financial support through ICANN's Applicant Support Program. Applicants selecting "Yes" will be subject to additional terms and conditions set forth on the next page.

For more details about the Applicant Support Program [Click Here](#)

* Apply for Applicant Support?

If you select Yes and click on the **Submit Choice** button, you will be taken to the Terms and Conditions for Applicant Support Program screen (step C below). If you select No, you will be taken to the Submit Payment screen (step G below).

Did You Know?	<i>If you wish to postpone the support decision or complete this task later, you can simply close the task browser window. It will remain in your task list and you can complete it later.</i>
----------------------	--

C) Applicant Support – Terms & Conditions

Read the entire Terms and Conditions for the Applicant Support Program.

Tasks ▾
Sign Out NewgTLDs

"Application Fee/Applicant Support"

Apply for Applicant Support for 1-14-79022

Terms and Conditions for Applicant Support Program

Applicant acknowledges and agrees to each of the following terms and conditions:

- The Applicant Support Program does not relax existing criteria for a new gTLD, but is intended and designed to measure interested new gTLD applicants against additional criteria to identify those who best demonstrate: (1) service in the public interest; (2) financial need; and (3) minimum financial capabilities, as more particularly described in the Application Criteria and Requirements for the Applicant Support Program available on the ICANN website at newgTLDs.icann.org (the "Criteria").
- Applicant hereby releases the SARP, ICANN and their respective affiliates, subsidiaries, directors, officers, employees, consultants, evaluators, and agents, from any and all claims by Applicant that arise out of, are based upon, or are in any way related to, any action, or failure to act, by the SARP, ICANN or any of their affiliates, subsidiaries, directors, officers, employees, consultants, evaluators, or agents, in connection with the SARP's or ICANN's review of the Applicant Support Application, investigation or verification, any characterization or description of Applicant or the information in the Applicant Support Application, or the decision by the SARP or ICANN to recommend, or not to recommend, that Applicant be a participant in the Applicant Support Program. APPLICANT AGREES NOT TO CHALLENGE, IN COURT OR IN ANY OTHER JUDICIAL FORA, ANY FINAL DECISION MADE BY THE SARP OR ICANN WITH RESPECT TO THE APPLICANT SUPPORT APPLICATION, AND IRREVOCABLY WAIVES ANY RIGHT TO SUE OR PROCEED IN COURT OR ANY OTHER JUDICIAL FORA ON THE BASIS OF ANY OTHER LEGAL CLAIM AGAINST THE SARP, ICANN OR ANY OF THEIR AFFILIATES WITH RESPECT TO THE APPLICANT SUPPORT APPLICATION. APPLICANT ACKNOWLEDGES AND ACCEPTS THAT APPLICANT'S NONENTITLEMENT TO PURSUE ANY RIGHTS, REMEDIES, OR LEGAL CLAIMS AGAINST THE SARP ICANN OR THEIR AFFILIATES IN COURT OR ANY OTHER JUDICIAL FORA WITH RESPECT TO THE APPLICANT SUPPORT APPLICATION SHALL MEAN THAT APPLICANT WILL FOREGO ANY RECOVERY OF ANY APPLICATION FEES, MONIES INVESTED IN BUSINESS INFRASTRUCTURE OR OTHER STARTUP COSTS AND ANY AND ALL PROFITS THAT APPLICANT MAY EXPECT TO REALIZE FROM PARTICIPATION IN THE APPLICANT SUPPORT PROGRAM OR THE OPERATION OF A REGISTRY FOR A TLD.

Cancel Request
Accept & Apply

(c) 2011 Internet Corporation For Assigned Names and Numbers


Click on **the Accept & Apply** button to continue. Click *Cancel Request* to return to the applicant support decision screen.

D) Applicant Support – Upload the Public Portion of Your Application


Once you have accepted the Terms & Conditions, you will be prompted to upload the public portion of your application.

Complete & Upload Applicant Support Application for 1-11-73759

Public Application Components

 Attach all of the **PUBLIC** components of your application in this section. All documents and respective responses submitted on this page will be posted on the ICANN website and be made public.

Instructions


 **Application Public**
New.gTLDs
Version 11 - 2012-01-05

Download the application template for the public portion of the support application.


Add and browse to upload all files associated with the public portions of your applicant support application. This includes both the application itself and any supporting attachments required by the application.

Upload Public-facing Attachments

Allowable file types are .pdf, .jpg, .jpeg, .gif, .png, .xls, .xlsx, and .ods. Maximum file size is 5Mb.

 Add an item

Supporting Attachments for Public Responses

Browse...


Current Public-facing Uploads

No documents currently attached

Cancel Request
Save
Save & Continue


Click on the **Save & Continue** button to proceed. Click on *Save* to save the information and stay on this screen. Click *Cancel Request* to cancel the Applicant Support request process and return the applicant support decision screen.

E) Applicant Support – Upload the Confidential Portion of Your Application


Next, you'll be prompted to upload the confidential portion of your application

Complete & Upload Applicant Support Application for 1-11-73759

Confidential Application Components

 Attach all of the **CONFIDENTIAL** components of your application in this section. Please see the Applicant Guidebook for details on treatment of confidential information.

Instructions

 **Application Confidential**
New.gTLDs
Version 11 - 2012-01-05

Download the application template for the confidential portion of the support application.


Add and browse to upload all files associated with the confidential portions of your applicant support application. This includes both the application itself and any supporting attachments required by the application.

Upload Confidential Attachments

Allowable file types are .pdf, .jpg, .jpeg, .gif, .png, .xls, .xlsx, and .ods. Maximum file size is 5Mb.

[Add an item](#)

Supporting Attachments for Confidential Responses

Browse... 

Current Confidential Uploads

No documents currently attached


Cancel Request
Save
Review & Submit

Click on the **Review & Submit** button to proceed. Click on *Save* to save the information and stay on this screen. Click *Cancel Request* to cancel the Applicant Support request process and return the applicant support decision screen.



F) Applicant Support – Confirmation

You'll next be taken to the confirmation screen. Here, you will have an opportunity to edit the public and confidential portions of your application before submitting.

Confirm Submission of Applicant Support Application for 1-11-73759

 The below documents will be submitted as your application for applicant support.
IMPORTANT: ONCE SUBMITTED, CHANGES CANNOT BE MADE.
Unlike the rest of the application, changes are not allowed to applicant support materials after being submitted. Please recheck all of your support application materials before submitting.

Support Application Attachments

Public Application Attachment	Confidential Application Attachments
 feltbabysshoes[1] stevechan6 Version 1 - 2012-01-07	 feltbabysshoes[1] stevechan6 Version 1 - 2012-01-07

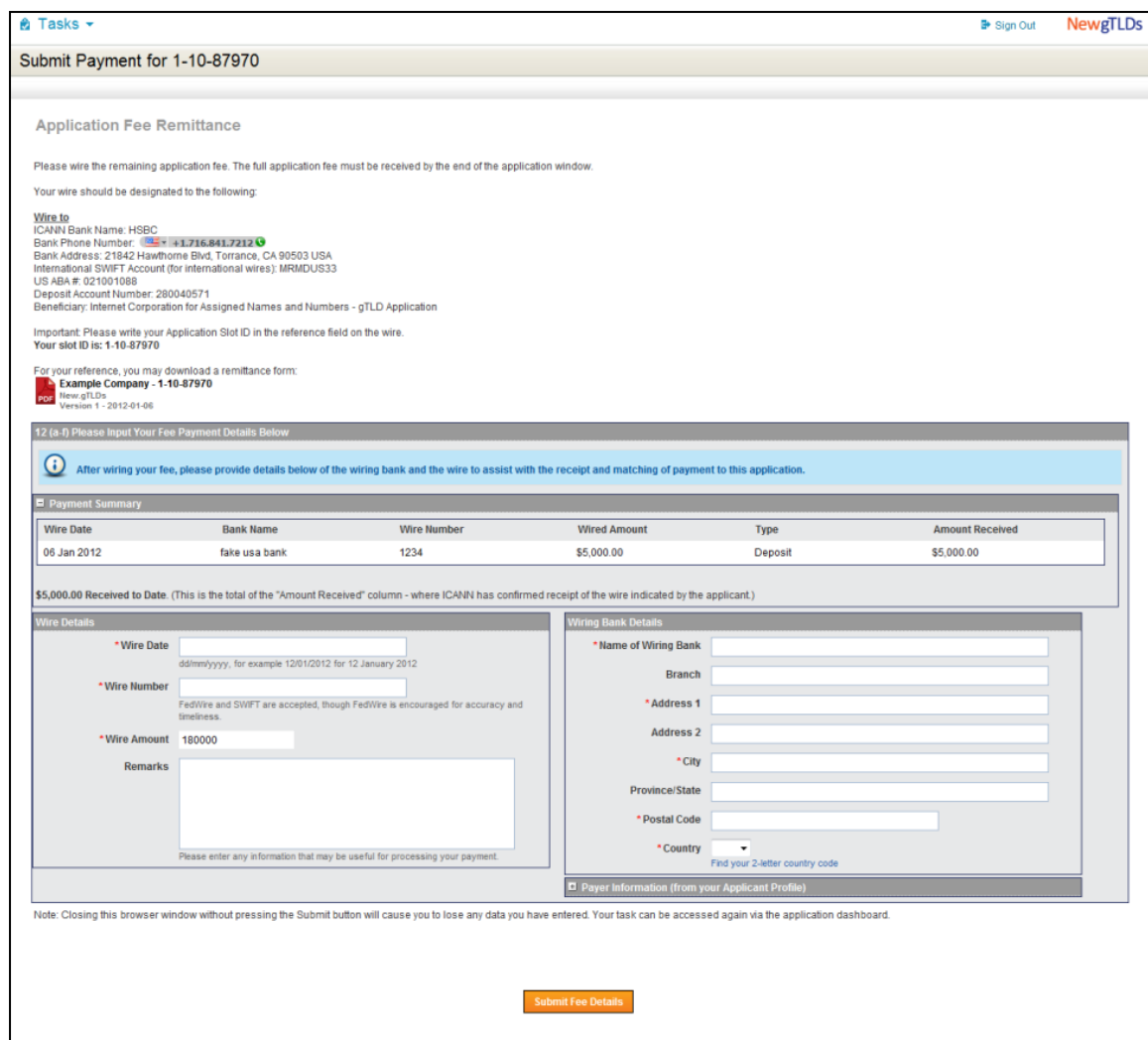
Cancel Request
Edit Public
Edit Confidential
Submit Application

Important	<i>Once submitted, you cannot make changes to your application for support. Ensure your support application documents have been reviewed and are final.</i>
------------------	---

Click on the **Submit Application** button to submit your support application. You will be taken to the Application Fee Remittance screen. If you want to cancel the Applicant Support request, click on the *Cancel Request* button. Click *Edit Public* to edit the public portion of your application. Click the *Edit Confidential* to edit the confidential portion of your application.

G) Evaluation Fee Payment – Submit Payment

Provide the requested information for the payment of the remaining fee. (Note that the amount in the wire amount box will reflect which radio button is selected in step B.)



Submit Payment for 1-10-87970


Application Fee Remittance

Please wire the remaining application fee. The full application fee must be received by the end of the application window.

Your wire should be designated to the following:

Wire to
 ICANN Bank Name: HSCB
 Bank Phone Number: +1 716 841 7212
 Bank Address: 21842 Hawthorne Blvd, Torrance, CA 90503 USA
 International SWIFT Account (for international wires): MRMDUS33
 US ABA #: 021001088
 Deposit Account Number: 280040571
 Beneficiary: Internet Corporation for Assigned Names and Numbers - gTLD Application

Important: Please write your Application Slot ID in the reference field on the wire.
 Your slot ID is: 1-10-87970

For your reference, you may download a remittance form:
 **Example Company - 1-10-87970**
 NewgTLDs
 Version 1 - 2012-01-06

12 (A-F) Please Input Your Fee Payment Details Below

After wiring your fee, please provide details below of the wiring bank and the wire to assist with the receipt and matching of payment to this application.

Wire Date	Bank Name	Wire Number	Wired Amount	Type	Amount Received
06 Jan 2012	fake usa bank	1234	\$5,000.00	Deposit	\$5,000.00

\$5,000.00 Received to Date. (This is the total of the "Amount Received" column - where ICANN has confirmed receipt of the wire indicated by the applicant.)

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

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)

Note: Closing this browser window without pressing the Submit button will cause you to lose any data you have entered. Your task can be accessed again via the application dashboard.

Submit Fee Details

Click on the **Submit Fee Details** button to submit your payment information.

G) Evaluation Fee Payment – Payment Reconciliation by ICANN

Clicking on the Submit Fee Details button will return you to the Application Dashboard screen. From here, you can complete your application if you haven't already done so. If you have already submitted your application, you will receive a confirmation email.

5. Managing Your Applications

This section focuses on other functionalities that allow you to manage your applications in TAS. Such as:

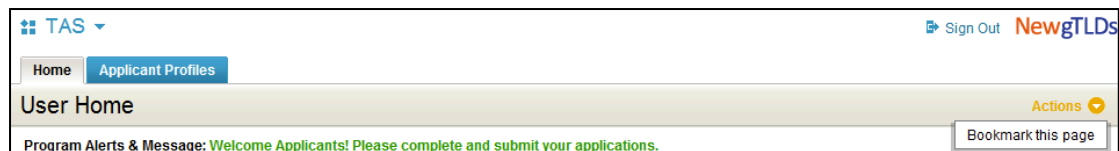
- View/Modify/Create applicant profile
- View User Profile
- Withdraw an application
- Create additional applications

In addition to these functionalities, TAS also allows you to:

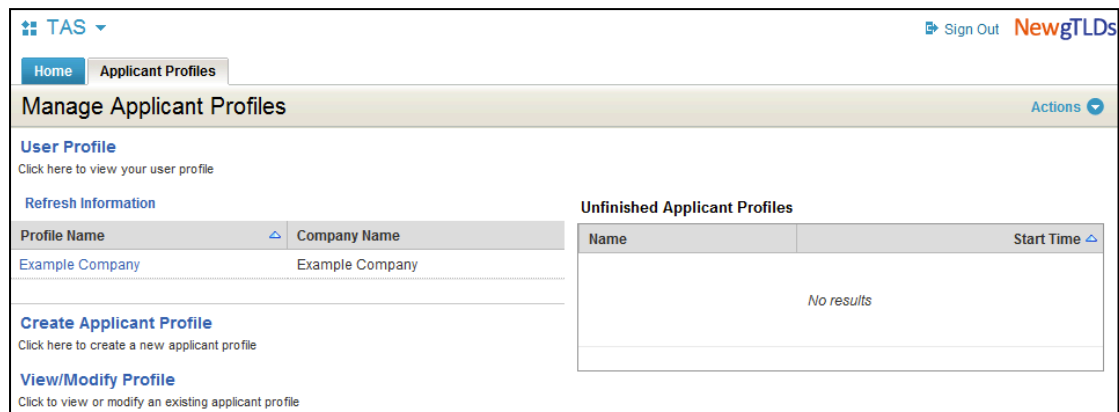
- Respond to clarification questions during initial evaluation
- Elect extended evaluation
- Elect community priority evaluation
- Elect RSTEP review
- Pay relevant fees for community priority evaluation and RSTEP review

View/Modify/Create Applicant Profile

From the TAS User Home screen, you have the option of viewing/modifying/creating applicant profiles. Note, the functionality to create new applicant profiles is only available to Type 2 users.



Click on the **Applicant Profiles** tab.



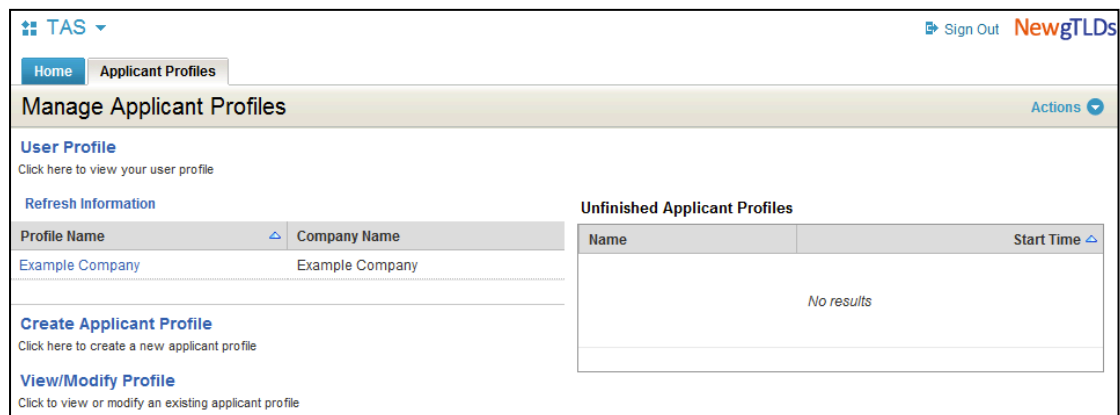
This will bring up the Manage Applicant Profiles screen.

A) Create a New Applicant Profile

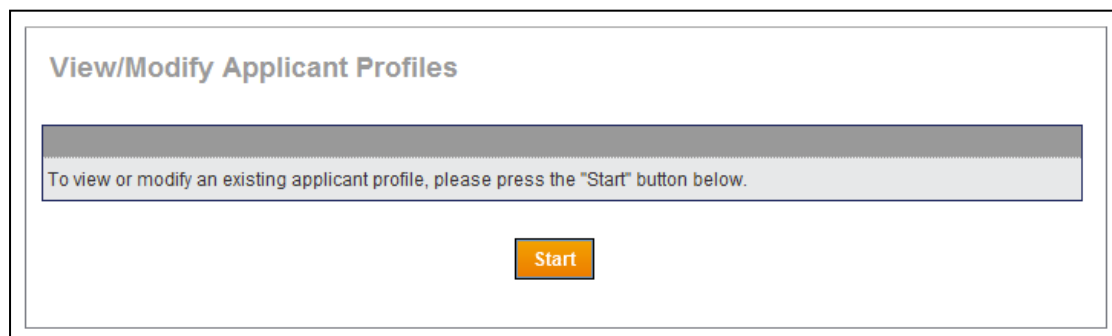
Click on the **Create Applicant Profile** link to create a new applicant profile. At this point, you would follow the steps H through O of Appendix A to complete a new Applicant Profile.

B) View/Modify an Existing Applicant Profile

From the Manage Applicant Profiles screen, click on the **View/Modify Profile** link.

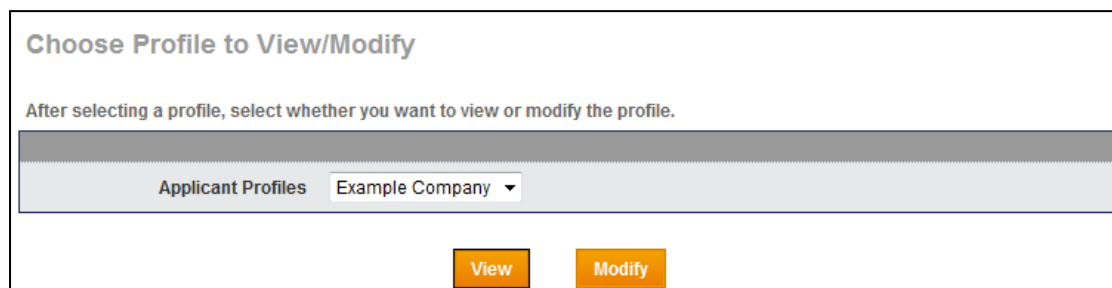


The screenshot shows the 'Manage Applicant Profiles' page. At the top, there are navigation tabs for 'Home' and 'Applicant Profiles', and a 'Sign Out' link. Below the navigation is a 'User Profile' section with a link to view the user profile and a 'Refresh Information' button. To the right is a table titled 'Unfinished Applicant Profiles' with columns for 'Name' and 'Start Time', currently showing 'No results'. On the left side, there are three main links: 'Create Applicant Profile', 'View/Modify Profile', and 'Refresh Information', each with a brief description.



The screenshot shows the 'View/Modify Applicant Profiles' start screen. It features a heading 'View/Modify Applicant Profiles' and a message: 'To view or modify an existing applicant profile, please press the "Start" button below.' Below the message is a prominent orange 'Start' button.

This will bring up the View/Modify Applicant Profiles start screen.



The screenshot shows the 'Choose Profile to View/Modify' screen. It has a heading 'Choose Profile to View/Modify' and a sub-heading 'After selecting a profile, select whether you want to view or modify the profile.' Below this is a form with a dropdown menu showing 'Applicant Profiles' and 'Example Company'. At the bottom, there are two orange buttons: 'View' and 'Modify'.

Click on the **Start** button to begin viewing/modifying an existing applicant profile.


The Choose Profile to View/Modify screen will appear. Click on the drop down box to select the profile to view or modify. Then, click on the **View** button.

Important	<p><i>You cannot modify profiles for which an application already exists. Application profiles may only be modified if an application has not been created for that profile. Changes to these profiles (once an application has been created for the profile) must be requested via the Customer Support Portal at http://newgtlds.icann.org/en/applicants/customer-service/contact.</i></p>
------------------	---

The Confirmation Page for Profile will appear. You can then review the applicant profile. Click on the **Close** button at the bottom of the screen to return to the Manage Applicant Profiles screen.

From the Choose Profile to View/Modify screen, if you click on the *Modify* button instead of the View button, an alert will appear. The alert will inform you that if the applicant profile has been used to create an application, it may not be modified in TAS. Should modification to the applicant profile be necessary, the applicant may contact New gTLD Customer Service at newgtld@icann.org.

Alert



The profile you have selected ([Example Company](#)) has already been used for a Slot Request and cannot be modified using this process.

If a modification to this profile remains necessary, please contact the Customer Support Center (CSC)

Previous
Close

Click on the **Close** button to return to the Manage Applicant Profiles screen.

View User Profile

From the Manage Applicant Profiles screen, you may view your user profile. To do this, click on the *User Profile* link.

TAS
Sign Out NewgTLDs

Home Applicant Profiles
Actions

User Profile

Click here to view your user profile

[Refresh Information](#)

Profile Name	Company Name
Example Company	Example Company

[Create Applicant Profile](#)
Click here to create a new applicant profile

[View/Modify Profile](#)
Click to view or modify an existing applicant profile

Unfinished Applicant Profiles

Name	Start Time
No results	

This will bring up the User Profile Details screen for review.

Confirmation Page for Profile: Testing Stuff, Inc.

Pressing the "Submit" button below will submit your request.

Contact Information
Company Information
Applicant Background
Payer
Proof of Establishment
Confirmation

<p>Contact Information</p> <p>1.5 - Company Information</p> <p>Name: Testing Stuff, Inc. Address 1: a2rfqwefqwef Address 2: City: wefqwefqwef Province/State: Postal Code: wefqwefqwef Country: ES Phone: 23412341231 Fax: 23412341234 Entity Website or URL:</p> <p>6 - Primary Contact</p> <p>Prefix: Mr. First Name: Steven Middle Name: Last Name: Chan Date of Birth: 12/12/1977 Country of Birth: UA Position: Blah Address 1: Address 2: City: Blob Province/State: Postal Code: 90066 Country: PA Phone: 14312341234 Fax: 123412341234 Email: steve.chan@icann.org</p>	<p>7 - Secondary Contact</p> <p>Prefix: Mr. First Name: asdfasdf'a Middle Name: Last Name: asdfasdf Date of Birth: 12/12/121 Country of Birth: BB Position: asdf Address 1: adfs Address 2: City: asdfasdfatqwf Province/State: asdfasdf Postal Code: asdfasdf Country: HK Phone: 90809709 Fax: 097567865 Email: asdfawfwqe@adfcwqef.com</p> <p>Payer</p> <p>Name: Testing Stuff, Inc. Address 1: a2rfqwefqwef Address 2: City: wefqwefqwef Province/State: Postal Code: wefqwefqwef Country: ES Phone: 23412341231</p>
<p>Proof of Legal Establishment</p> <p>8(a) Legal Form: sadfasdf 8(b) Jurisdiction: asdfasdf 8(c) Evidence of Applicant's Establishment: Not available</p>	

Click on the **Submit** button at the bottom of this screen to close the window and return to the Manage Applicant Profile screen.

Withdraw Application

From the Application Dashboard screen, you will be able to withdraw the application by clicking on the *Withdraw Application* link.

Click on the **Withdraw Application** link.

The Withdraw Application screen will appear.

Withdraw Application: 1-11-73759

Withdrawal of an application from the process cannot be undone.
 Applicant would like to withdraw the Application with the following details:

Slot ID: 1-11-73759
 Profile Name:
 Applicant: |

Cancel
Withdraw

Click on the **Withdraw** button. A dialogue box will pop up asking you to confirm that you want to proceed with withdrawing the application. Click on the *No* button to return the application dashboard. Click on the *Yes* button to proceed.

Applicant is requesting to withdraw Application: 1-11-73759

To complete withdrawal of this Application, click "Confirm Withdrawal". By withdrawing the Application, Applicant will forgo any payments made based on the Refund policy stated in the Applicant Guidebook.

This action cannot be undone. Applicant will be required to re-apply in the event they change their mind after withdrawing (if the application window is still open).

If Applicant does NOT want to withdraw this application, click "Cancel."

Cancel
Confirm Withdrawal

A screen will appear asking you to confirm withdrawing the application. Click on the *Cancel* button to return to the Application Dashboard screen. Click on the **Confirm Withdrawal** button to proceed.

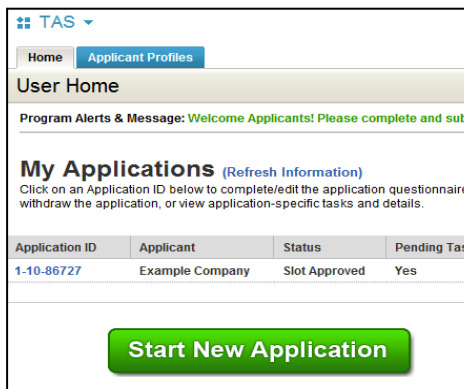
A dialogue box will pop up asking you to confirm the withdrawal of the application again. Click on *No* to return to the Application Dashboard. Click on **Yes** to confirm withdrawing the application. This option will generate a confirmation email that will be sent to the email address provided in the user profile, and return you to the Application Dashboard screen.

Complete Other Process Tasks

The Task Name area of the Application Dashboard screen displays all tasks that you must complete (e.g., responding to clarification questions, submitting the evaluation fee, etc.). To complete a task, click on the task name and follow the prompts.

Create Additional Applications

Once the initial application is created at the end of the registration process, additional applications may be created via the TAS User Home screen. To create additional applications, click on the **Start New Application** button.




The screenshot shows the TAS User Home interface. At the top, there are navigation tabs for 'Home' and 'Applicant Profiles'. Below this is a 'User Home' section with a 'Program Alerts & Message' area. The main content area is titled 'My Applications' and includes a table with the following data:

Application ID	Applicant	Status	Pending Task
1-10-86727	Example Company	Slot Approved	Yes

At the bottom of the screen, there is a prominent green button labeled 'Start New Application'.

Create New Application

This will create a new application and initiate a process to guide this application through the entire gTLD Application process.

 You will need to start this process only once for each TLD for which you are applying. Your created applications will appear in the My Applications list on your home page. Click the Application Slot ID to view application details and perform required tasks necessary to submit the application. You will also be informed of new tasks via email.

Click Start to begin the process or cancel by clicking the Home tab above to return to your home page.

[Start](#)

The Create New Application screen will appear.

To create a new application, click on the **Start** button.

TAS Sign Out **NewgTLDs**

Home **Applicant Profiles**

Request Application Slot

Create New Application

* Verification code
Please enter the verification code from the image at right.



[Next](#)

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The Request Application Slot screen will appear. Enter the CAPTCHA verification code.

Click on the **Next** button to continue.

From here, the steps are the same as demonstrated in registration. See Section 2 Step 4C through 4E.

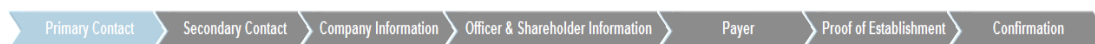
Appendix A

Registration Process for User Profile Type: User Profile Is Different Than The Applicant Profile

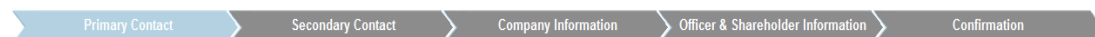
Recall that in Step 2C of Section 2 Registration Process, you can choose from two user profile types:

1. Type 1: User profile is the same as the applicant profile
2. Type 2: User profile is different than the applicant profile

Section 2 Registration Process illustrated how to complete the registration process for user profile type one. For profile type one, the required steps are illustrated below:



In this Appendix A, we will show you how the registration process looks for user profile type two. In that case, prior to completing the applicant profile steps above, the user must complete the required steps illustrated below followed by the applicant profile steps above:




Note that all of Step 1 and Step 2A and 2B are the same for both user profile types. The illustration below will start at the point at which the process diverges for the two user profile types, Step 2C) Completing the User Profile – Primary Contact.

A) Log into the registration system

B) Complete the User Profile Forms

On the User Profile screen, select the radio button next to “The information I enter in my User Profile **will be different from** the Applicant Profiles I create (Applicant Guidebook questions 1-11)”

Applicant Designation	
Profile Type * <input type="radio"/> The information I enter in my User Profile is the same as for my Applicant Profile (Applicant Guidebook questions 1-11) <input checked="" type="radio"/> The information I enter in my User Profile will be different from the Applicant Profiles I create (Applicant Guidebook questions 1-11)	 Once you complete your user profile you will have to complete an Applicant Profile for each organization you are representing.

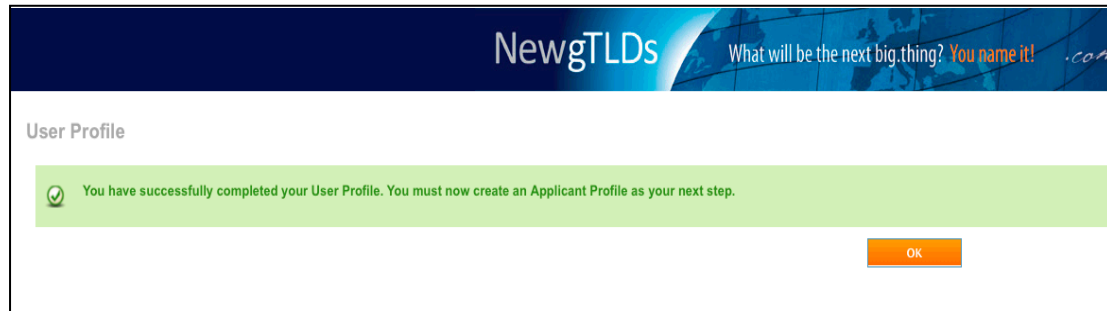
Then, enter the requested information for the primary contact, secondary contact, company information, and Officer & Shareholder Information, just as is illustrated in Section 2, Step 2 C) through F).

C) Completing the User Profile – User Profile Confirmation

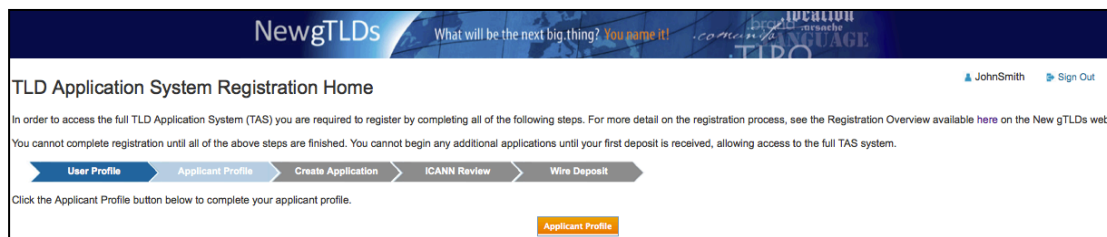
Once all requested information has been entered, you will be prompted to submit the user profile. The confirmation screen for the User Profile is the same as demonstrated in Section 2, Step 2 I).

Click on the **Submit Profile** button to submit the user profile. Click on the *Previous* button to edit any information before submitting.

A success message will appear.



Registration Home screen. To begin the process of creating an applicant profile, click on the **Applicant Profile** button.



E) Creating the Applicant Profile – Applicant Information

You will be taken to the Applicant Profile screen. Note the progress bar at the top of the screen. Current step is highlighted in light blue.

Enter the requested information. The information collected on this screen corresponds to Questions 1 through 5 of the Applicant Guidebook. You have the option of populating this form with the information from your user profile. To do this, click on the *Yes* radio button next to the Applicant the same as entity from your User Profile field at the top of the form. To view the user profile information, click on the *+* sign next to the Entity Information from your User Profile field.

Note	<i>The Applicant profile name must be 8-30 characters. Only letters and numbers are allowed. No spaces are allowed.</i>
-------------	---

Note	<i>Review the information carefully before submitting the user profile. Once submitted, you will not be able to return to this page to make changes.</i>
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Applicant Profile

Please complete and submit your applicant profile. An applicant profile is required to begin the application process.

Company
Primary Contact
Secondary Contact
Payer
Proof of Establishment
Applicant Background
Confirmation

To save changes and continue, click the Next button below.

Applicant Profile Name

* Applicant Profile Name

Enter name of applicant profile (using applicant name is advised). Must be 8-30 characters and only letters and digits are allowed, with no spaces.

Entity Information from your User Profile

1-5 - Applicant Information

This information corresponds to the Applicant Information section (questions 1-5) of the Evaluation Questions in the Applicant Guidebook.

Applicant the same as entity from your User Profile? Yes No
Note: Click on the "*" next to "Entity Information from your User Profile" to preview this information.

* Full Legal Name of the Applicant
The established entity that would enter into a registry agreement with ICANN.

* Address 1

Address 2

* City

Province/State

* Postal Code

* Country
Find your 2-letter country code

* Phone
CountryCode, City/AreaCode, Number (e.g. +XX-YYY ZZZ ZZZZ). Only numbers/spaces allowed. "" may be in first position.

Fax
CountryCode, City/AreaCode, Number (e.g. +XX-YYY ZZZ ZZZZ). Only numbers/spaces allowed. "" may be in first position.

Entity Website or URL
If available, URL must start with "http://" or "https://"

To save changes and continue, click the Next button below.

Next

Click on the **Next** button to save the information entered and continue.

I) Creating the Applicant Profile – Remaining Forms

The remaining Applicant Profile forms (Primary Contact, Secondary Contact, Payer, Proof of Establishment, and Applicant Background) are the same as for the user profile in Section 2. Applicant Background corresponds to Officer & Shareholder Information.

The primary difference in these forms is that you can select to copy information from the corresponding form completed during the user profile. Where this option occurs, a radio button is presented asking if the information is the same as from your User Profile.

The next screen displays the information for the primary contact for this applicant profile. This information is the same as what was provided in step B of Appendix A. This information corresponds to Question 6 in the Applicant Guidebook, and cannot be changed.

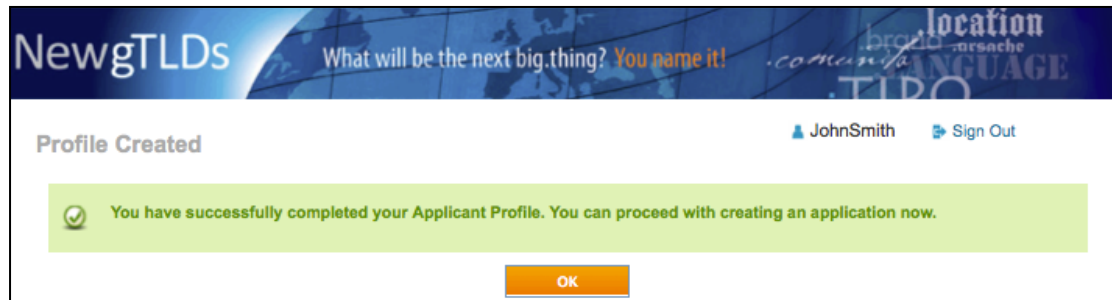
J) Creating the Applicant Profile – Confirm the Applicant Profile

Once all requested information has been entered, you will be prompted to submit the applicant profile. Click on the **Submit Profile** button to submit the applicant profile. Click on the *Previous* button to edit any information before submitting.

Note: Review your user profile carefully before submitting. Once submitted, it may only be modified by contacting New gTLD Customer Service.

J) Creating the Applicant Profile – Applicant Profile Created

Clicking on the Submit Profile button will take you to a screen that confirms you have submitted an applicant profile.



Click on the **OK** button to return to the TLD Application System Registration Home screen and begin the process of creating an application.

K) Creating an Application

To create an application, the process is the same as previously presented. Complete registration starting with Step 4 in Section 2.

Appendix B

Resources

Below are some resources to help you through the registration and application submission process.

New gTLD Customer Service

<http://newgtlds.icann.org/applicants/customer-service>
newgtld@icann.org

TAS Technical Support

1-585-249-3102

This is a non toll-free U.S. phone number for TAS technical support only. Questions regarding the program must be submitted via the Customer Service portal at <http://newgtlds.icann.org/applicants/customer-service>.

TAS Reference Materials

TAS Demo - <http://newgtlds.icann.org/applicants/tas/demo>
TAS Quick Starts – <http://newgtlds.icann.org/en/applicants/tas>
TAS Tips – <http://newgtlds.icann.org/en/applicants/tas>
TAS Q&As – <http://newgtlds.icann.org/blog/tld-tas-qa-23dec11-en>

New gTLD Program Reference Materials

Applicant Guidebook - <http://newgtlds.icann.org/applicants/agb>
Supplemental Notes to Evaluation Questions -
<http://newgtlds.icann.org/applicants/agb/supplemental-notes>
Reference Materials - <http://newgtlds.icann.org/applicants/reference-materials>
FAQs - <http://newgtlds.icann.org/applicants/customer-service/faqs>
Fact Sheets - <http://newgtlds.icann.org/about/program/materials>
Presentations - <http://newgtlds.icann.org/about/program/materials#presentations>
New gTLD Announcements - <http://newgtlds.icann.org/announcements-and-media/latest>

Terms, Acronyms and Abbreviations

New gTLD Glossary - <http://newgtlds.icann.org/applicants/glossary>