

### **Account Administration**

This document is intended to be a guide for assistance while navigating through Account Administration.

### 1. Accessing Account Administration

• Click on ADMIN from the selection tab.

â	MANAGE 🗸	ORDERS 🗸	ADMIN <b>^</b>		
All new (0) Inc (0) HO (0) Saved (0) ET (0) Additional services		Projects Business units	Whois contact Digital cert contacts	Name servers Name server groups	
Service categories		Brands	TMCH contacts	45 day report	
Acquisitions		Order templates Documents	Extension specific defaults		
N	ew GTLDs				

### 2. Manage Business Units

• Click on BUSINESS UNITS.

Projects Business units Brands	Whois contact Digital cert contacts TMCH contacts	Name servers Name server groups 
Order templates Documents	Extension specific defaults	



• All business units for the account will be listed. To view the details of an existing business unit, click on the name of the business unit link on the left of the page.

	manage business ornes	mining startive on a						
				Courts, Business, Vert				
l	Dusiness Unit	Usage	Natur					
l	intractivities	Without Withold Services Withold Wede	€Adva ⊜ractve	Determ				
ľ	Lean	Yoursen KReisted Services Klodis Medie	Active Ciractive	Delete				
	Manaona	Roman Related Services Report Nets	Active      Othermal	Centra				
	Inte	Roman Restand Services Established	SADA Chadra	Datate				
				Re-set Seve Changes				

• Clicking on the desired business unit will take you to the edit business unit screen.

Clicking on the "Return to business unit list" will return you to the Manage Business Unit List

Edit Business Uni	t	
Associate Contacts		
Contacts   Name Server Groups	Users	
* Business Unit Name	Infrastructure	
Business Unit Description		 * *

• To create a new business unit, click the "Create Business Unit" link in the upper right of the page.

Manage Busine	Aanage Business Units				
		Create Business Uni			
Business Unit	Usage	Status			
Infrastructure	Domain Related Services Social Media	Active Inactive			
Legal	☑Domain ☑Related Services ☑Social Media	Active Inactive			
Marketing	Domain Related Services Social Media	Active Inactive			
Re-set		Save Changes			



 The next page is the "Assign Unique Name" page. Enter a unique business unit name and a description (optional). Select the usages for the business units that apply individually by clicking on the desired usage. "CTRL-click" will allow you to select multiple usages. Once selected, click "Add" and click "Continue".

* Business Unit Name	That Barris Commission		
Desiress one name	2013 Brano Campaign		
Description		Ċ.	
Status : agera Domain Related Services Social Media	Active Tractive		

• The next page is the "Associate Contacts" page. This page will allow you to select your default contacts that are associated with your business unit

#### **Associate Contacts**

Select Contacts You must select at least one contact for each contact type (Registrant, Administrative and Technical). These contacts will then be available to the business unit.

Contact	Contact Type			
	Reg	Admin	Tech	
(01) apostrafie's	Reg	Admin	Tech	
(RAJESH TEST WHOIS)	Reg	Admin	Tech	
Uk Contact	Reg	Admin	Tech	
ABCD Test 2	Reg			
ABCDTest	Reg			

Create Contact Profile



• On the next page, all associated contacts are listed. To view the details of a contact, "mouse-over" the name and the details will be shown in a separate window.

			r	
Associate Contac			(01) apostrafie's	
	Select (	Contacts	Organization	CSC
	You mus	t select at least or	First Name	Test
			Last Name	User
		Contact	Address	123 Main Street
		(01) apostrafield	City	Rio De Janario
		(01) apositalies	State/Province	RJ
		(RAJESH TEST	Zip Code	123456
		Uk Contact	Country	Brazil
		ABCD Test 2	Phone	+55.7897987444648
			Fax	+55.1321321387579
		ABCDTest	Contact Type	
		test123		
		Uk Contactsds		

• If your desired contact is not in your list, you may add a new contact profile by creating a new contact. Click the "Create Contact Profile" link.

#### Associate Contacts

Select Contacts You must select at least one contact for each contact type (Registrant, Administrative and Technical). These contacts will then be available to the business unit.					
	Contact		Contact Ty	pe	
		Reg	Admin	Tech	
	( <u>01) apostrafie's</u>	Reg	Admin	Tech	
	(RAJESH TEST WHOIS)	Reg	Admin	Tech	
	Uk Contact	Reg	Admin	Tech	
	ABCD Test 2	Reg			
	ABCDTest	Reg			



• The next page is the "Create Contact Profile" screen. On this screen you should populate the fields with your provided information for the contact.

Profile name	CSC Reg/Admin				
Infor	mation	Accounts 8	& Business Units		
• First name	Domain			Contact type	
* Last name	Administrator			specify one or more contact types.	
Organization	CSC Corporate Do	mains, Inc.		Administrative Technical	
* Address	251 Little Parls Driv	C			
Address 2					
• City	Wilmington				
* Country	United States				
State/Province	Delaware	•			
Postal/Zip Code	19808				
• Email	admin@internation	aladmin.com			
* Phone	+ 1	3026365400	Extension		
Fax	+ 1	3026365454			
					Cancel

- The asterisk (\*) indicates a required field. However, you should note that the required fields will change depending on the selection you choose for country
  - \*Profile Name You are creating default contacts to use in this account. This field should contain Default/Name of the Company. This will make the contact unique and easy to identify during selection.
  - Select Profile If this contact has the same contact information, such as address, phone or email, you may select it from the drop-down and it will auto-populate that information into the below fill-in.
  - \*First Name For individuals, this should be the first and middle name(s) of the person. For roles, this should be the first name of the role (DNS Administrator, Technical Advisor, Domain Manager).
  - \*Last Name For individuals, this should be the last name(s) of the person. For roles, this should be the last name of the role (DNS Administrator, Technical Advisor, Domain Manager).
  - Organization While this field is not required, you should enter the name of the company that the contact is associated with. Failure to add something in this field will result in your contact, publicly showing on the WHOIS as an individual or role. If the contact is used for a registrant (owner of the domain), your domain could be accidentally registered and legally owned by a person. Generally, it will be the same company name that you have named your profile.



- \*Address Street address
- o Address 2 Suite, Building or Department,
- o \*City City or Town
- \*Country Listed alphabetically. For UK, please select GB for Great Britain.
- \*State/Province Depending upon the selection you have chosen for country, this field will remain mandatory or change to no longer required. For some countries, you will receive a drop-down menu to select your state, province, etc. (e.g. Australia, Canada, Germany, Great Britain, Mexico, United States)
- \*Postal/Zip Code Most countries use postal codes. However if your country does not (e.g. Hong Kong, Ireland), you may enter 00000 to fill in this required field.
- \*Email The email address of the contact. Role emails are better to use than an individual's email in case an individual leaves the company. If you would like, you may use CSC's role email address: admin@internationaladmin.com
- \*Phone You will notice that the country dialling code is pre-populated based on the country you selected. This is due to the requirement from most country-code top-level domain registries that the phone and fax be located in the same country as the contact. Simply enter the phone number.
- Fax Not a required field, however you should complete this section, as some country-code top-level domain registries require a fax. Failure to do so will result in delays with your orders. If no fax number available, please copy the phone number into this field.
- \*Contact Types Which WHOIS contact will you use this for:
  - Registrant Owner of your domain
  - Administrative Requests changes
  - Technical Responsible for DNS
- You must select at least one default contact for each contact type. To set a default, check the box of each contact you would like to use for your default.
- Once you have selected contacts, they will become available to select from the dropdown. Simply, select the desired contact from the drop-down list. After selecting



contacts for Registrant, Administrative and Technical, click "Continue".

- CSC Basic DNS servers will be associated with the account (CSC Advanced will be listed and available only if the account has been setup with an Advanced DNS agreement).
  - To create a new name server group, click the "Create Name Server Group"
  - Once this link is clicked, you must first click the link labelled "Create Nameserver" and enter each name server and IP Address and Save.
  - Once all name servers are added, you may then click the link to "Create Nameserver Group" and you must select your newly added servers from the drop-down list and select the Business Unit(s) and click save.
- You can select default servers as well. Defaults are not mandatory, and you can elect to not make a selection. Once you have made your selections, click "Continue".

#### Create Business Unit

Asso	ciate Name Servers		
Select	Name Server Groups		
	Managed Groups		
1	Basic DNS		
	·		Create Name Server Group
Set Nam You may N B	e Server Defaults assign a default name server group for the business unit. Iy Own No default selected asic DNS		
		Cancel	Back Continue

• Select at least one user to have access to the business unit (you can select all with the upper-most check box).

c	Create Business Unit							
A	Assign Users							
s	elect	Users						
Y	ou mu	st select at least one user for a b	usiness unit.					
ſ		First Name	Last Name	User ID	Email			
		Approver	Role	RAPPROVE	kbiesenb@cscinfo.com			
		Domain	Admin	ADOMA18	kbiesenb@cscinfo.com			
		Domain	Admin 2	ADOMA36	karen.biesenbach@cscglobal.com			
		French	Contact	CFRENCH	kbiesenb@cscinfo.com			
		German	Contact	CGERMAN	kbiesenb@cscinfo.com			

• Of the users assigned, you must select at least one to be the renewal contact. This person 07/05/2018 16:37:00Revised: 8/2/2019 7



will receive the monthly notification email for accessing the renewal report. If Digital Certificates are associated with this business unit, you must select at least one to be the renewal contact for Digital Certificates. Once you have made your selection from the drop-down, click the "Create Business Unit" button in the lower right of the page.

• You will return to the Manage Business Units page, with a confirmation message and your new business unit displayed.

#### Manage Business Units

You have successfully c	reated a new business unit!		
		<u>c</u>	Create Business Unit
Business Unit	Usage	Status	



### 3. Manage Whois Contacts

• From the ADMIN screen, click on 'Whois contact'.

Projects	Whois contact	Name servers
Business units Brands	Digital cert contacts TMCH contacts	Name server groups
Order templates	Extension specific defaults	45 day report
Documents		

• All WHOIS contacts will be listed here. To create a new one, click the "Create Contact Profile" link in the upper-right of the page.

Manage Contact Profiles	
	Create Contact Profile

• Enter a unique profile name, following established naming conventions, and enter all the required fields (refer to page 5 and 6 for assistance). You can also select the contact type. Any contact must be associated to at least one contact type, but can be assigned to two or all three by selecting the proper check boxes.

Inform	ation	Accounts & Business	Units	
Copy from Profile	Select		Giear all details	Contact type
* First name				Specify one or more contact types Registrant
* Last name				Administrative
Organization				
<ul> <li>Address</li> </ul>				
Address 2				
* City				
* Country	Select			
* State/Province	Select	•		
* Postal/Zip Code				
* Email				



On the second tab, you can associate your contact to business units. You must associate the contact to at least one business unit, but can select any or all using the selection buttons.
 Once you have completed your selections, click the Save button in the lower right corner of the page.

Information	Accounts & Business Units			
count		Business Unit Assign All	Status	Action
Corporation Service Company (766	6903)		Not Assigned	0
oration Service Company UK Limite	d (7891706)		Not Assigned	0
oration Service Company (7848789	1		Not Assigned	0
oration Service Company (7463135	1		Not Assigned	0
oration Service Company Maintena	sce (7858955)		Not Assigned	0
oration Service Company Australia	(7890591)		Not Assigned	0
oration Service Company France (7	849507)		Not Assigned	0
oration Service Company, S.A. (78)	(3851)		Not Assigned	0
The Company Corporation (765707)	0		Not Assigned	0

• Your newly created contact will now be displayed on the Manage Contact Profiles page (sorted alphabetically by default).

Manage Contact Profiles										
Select the account for which you wish to manage contacts Corporation Service Company (7848789)									Create Contact P	holik
			Contact Type						CIVER CONSELL	
Contact Profile Name	Account Information	Registrant	Administrative	Technical		Status	Action	15		
(CA) CSC Canada	View Accounts	*	*	*	Active	Inactive	Edit	Clone	Delete	~
(FR) Corporation Service Company France	View Accounts	*	*	*	Active	Inactive	Edit	Clone	Delete	
(SG) Corporation Service Company Singapore	View Accounts	*	*	*	Active	Inactive	Edit	Clone	Delete	
(UK) Corporation Service Company	View Accounts	*			Active	Inactive	Edit	Clone	Delete	
(US) Corporation Service Company	View Accounts	*	*	*	Active	Inactive	Edit	Clone	Delete	
(US) CSC Corporate Domains, Inc	View Accounts	*	*	*	Active	Inactive	Edit	Clone	Delete	
(US) w/name Corporation Service Company	View Accounts	*	*	*	Active	Inactive	Edit	Clone	Delete	
CSC Corporate Domains - Person	View Accounts	*	4	4	Active	Inactive	Edit	Clone	Delete	
CSC Tech	View Accounts			*	Active	Inactive	Edit	Clone	Delete	
Default/ Corporation service company/ Admin	View Accounts		*		Active	Inactive	Edit	Clone	Delete	
NO.Contact	View Accounts		*	*	Active	Inactive	Edit	Clone	Delete	
								Reset	Save Chang	es



 Making a contact inactive will make it unavailable in all contact drop-down lists within Domain Manager. This will not affect any open orders. From the Manage Contact Profiles page, simply select the "Inactive" radio button, and then click the "Save Changes" button.

										Create Contas
			Contest Type							
start Profile Kame	Account Information	Registrant	2 Administrative	1 Technical			Statute	Actio	-	
ALCOC. Casheda	Sitest Accounts	*	× .	*	Ad	he C	in active	12.000	Clone	Delete
C, Carporation Service, Company, France	View Accounts	*	*	*		- 0	inachen	1.m	Clane	Delete
0) Consecution Service Conserve Services	View Accounts	*	*	*	A	•• C	inactive .	Lor	Game	Date:
G Generation Decision Community	32mm Addenitie	*			Ad	n C	Distant C	2.00	Shine	Sinite .
SI Countation Service Company	View Accounts	*	*	*	Au	ne 🤆	inactive 📃	tom:	Class	Delute
LLCSG Comerante Demokra. Inc	View Accounts	*	*	4	- 44	we 🤆	Datha	6.00	Clone	Defaile
S) within the Database Sendor. Company	View Accounts	*	*	*	Au	- C	hailes	East	Clone	D-eMite.
G Greanaith Domanna - Perton	Xiew Assessed	× .	*	*	-74	ine 🕑	hachve	5.60	Silvin	Datate.
C. Tech	Ymm. Accounts			*	M	we 🤇	That Tree	5.00	CRIDE	Dente
fault Corporation service company: Admin	View Accounts		*		A.0	ine : 🤆	D tailte	0.00	Class	Delvie
	View Accounts	~					ingenteen and in the second	2.47	Classif	Datate

#### 4. Manage Extension Specific Defaults

- Important Note: Before creating an extension specific default, be aware that these defaults will override any other defaults that you have established for individual business units for the account. These defaults are applied at the account level, and will be for all orders for that specific extension.
- From the ADMIN screen, click on EXTENSION SPECIFIC DEFAULTS.

ADMIN		
Projects	Whois contact	Name servers
Business units	Digital cert contacts	Name server groups
Brands	TMCH contacts	
		45 day report
Order templates	Extension specific defaults	
Documents		

• Any defaults that are created will appear here. To create a new default, click the "Create Extension Specific Defaults" link in the upper right of the screen.



• Enter the extension, and click the "Go" button to the right.

#### Manage Extension Specific Defaults



• The system does have a listing of all active and current extensions. If you enter something invalid, you will be prompted.



- The rules responses for each type of order for the extension you have selected will appear. These will vary by extension, and list all the rules and requirements. If a local contact or specific requirement is needed, select them from the drop-down lists. If an authorization code or other entry is required, add it in the field provided.
- Note: It is not necessary to complete all fields or sections to create an extension specific default. You will always have the option of updating the default selections within the workflow of an order, and you can setup defaults for as many or as few fields as necessary for each extension.

Cancel

Clear



• For a registration on a restricted extension, you may be required to provide country specific requirements such as a local contact or local qualifications such a trademark or local office. In this extension, specific default setup the registry allows you to base your registration on one of below qualifications.

ate Extension Specific Defaults	
t Extension	
sion	
gistration	
ise select the option below that describes how you qualify (or qualified) for registration	
vide a local administrative contact           ste New Contact Profile	
nain name must contain a minimum of 2 and a maximum of 40 characters	
ne servers must be configured before the registry will approve the order	
Crequires at least 2 name servers be designated	
record and postmaster email address must be operational if zone will be active.	
ne servers must be configured. Verify it here: http://www.domain.hu/domain/English/regcheck/	

Please select the option below that describes how you qualify (or qualified) for registration	
	-
Trademark	
EU based registrant	
CSC as Agent	

• We have selected the basis of a trademark. We are now prompted to enter that trademark number, and provide a local registrant. Enter the trademark number and select the local registrant contact from the drop-down list.

Please select the option below that describes how you qualify (or qualified) for registration Trademark  Th number valid in Hungary (i.e. either a Hungarian TM or a CTM or a WIPO TM protected in Hungary) Registrant must match the trademark owner Trademark must be valid in the European Union i.e. CTM Domain name must exactly match the trademark
Trademark  The number valid in Hungary (i.e. either a Hungarian TM or a CTM or a WIPO TM protected in Hungary)  Registrant must match the trademark owner  Trademark must be valid in the European Union i.e. CTM Domain name must exactly match the trademark
TM number valid in Hungary (i.e. either a Hungarian TM or a CTM or a WIPO TM protected in Hungary) Registrant must match the trademark owner Trademark must be valid in the European Union i.e. CTM Domain name must exactly match the trademark
Registrant must match the trademark owner Trademark must be valid in the European Union i.e. CTM Domain name must exactly match the trademark
Trademark must be valid in the European Union i.e. CTM Domain name must exactly match the trademark
Trademark must be valid in the European Union Le. CTM Domain name must exactly match the trademark
Domain name must exactly match the trademark



• In this example, we are setting up extension specific defaults for an .fr modification and we only need to provide a local admin contact. Select one from the drop-downlist.



• For modification with ownership change, the current owner field can be left blank. Typically, each domain would be dealt with on a case-by-case basis, and could have varying information. We would still fill in the new owner default qualifications and contacts.

Drdering contact must type their name in the box to acknowledge that they have re http://www.afnic.fr/medias/documents/AFNIC-naming-policy2012.pdf	ad, understood, and agree to the terms and conditions of AFNIC's Naming Policy located at this link:
Karen Biesenbach	
Inglish.pdf (FR) Corporation Service Company France	Ŧ
Create New Contact Profile	
<u>Create New Contact Profile</u> \dministrative Contact must be from an approved European country from the list pr	rovided by AFNIC here: (Appendix 1) http://www.afnic.fr/medias/documents/afnic-qualification-2011-09-
<u>Create New Contact Profile</u> Administrative Contact must be from an approved European country from the list pr 18-english.pdf	rovided by AFNIC here: (Appendix 1) http://www.afnic.fr/medias/documents/afnic-qualification-2011-09-



For this transfer in example when setting up extension specific defaults you are requested to select the local admin from the drop-down as part of the requirements. Although the system has a field for the authorization code, these are typically unique to each domain being transferred. If there is a common authorization code or password for all .fr domains for a customer, you could enter that here. Otherwise, you can leave this field blank.

Transfer In	
Ordering contact must type their name in the box to admoviedge that they have read, understood, and agree to the terms and conditions of AFNIC's Naming Policy located at this link: http://www.ahic.fr/medias/documents/AFNIC-naming-policy2012.pdf Karen Biesenbach	
Registrant must be from an approved European country from the list provided by AFNIC here: (Appendix 1) http://www.afnic.fr/medias/documents/afnic-qualification-2011-09-26- english pdf [(FR) Corporation Service Company France Create New Contact Profile	
Administrative Contact must be from an approved European country from the list provided by AFNIC here: (Appendix 1) http://www.afnic.fr/medias/documents/afnic-qualification-2011-09 26-english.pdf (FR) Corporation Service Company France Create New Contact Profile	09-

 For Transfer In with ownership change, the current owner field can be left blank. Typically, each domain would be dealt with on a case-by-case basis, and could have varying information. Fill in the new owner default qualifications and contacts, and leave the authorization code field blank.

Transfer In with Ownershin Change
nanati ni mu omotonip onango
Ordering contact must type their name in the box to acknowledge that they have read, understood, and agree to the terms and conditions of AFNIC's Naming Policy located at this link: http://www.afnic.fr/medias/documents/AFNIC-naming-policy/2012.pdf
Karen Beisenbach
Registrant must be from an approved European country from the list provided by AFNIC here: (Appendix 1) http://www.afnic.fr/medias/documents/afnic-qualification-2011-09-26- english.pdf
(FR) Corporation Service Company France
Create New Contact Profile
Administrative Contact must be from an approved European country from the list provided by AFNIC here: (Appendix 1) http://www.afnic.fr/medias/documents/afnic-qualification-2011-09-
26-english.pdf
(FR) Corporation Service Company France
Create New Contact Profile
No special characters or numbers allowed for the admin or tech contact name (eg: $\delta_i$ , (), [], etc.)
All contacts' phone/fax numbers must be from the country listed for the contact
Registrant and Administrative contacts' email address must be valid and active
Please leave out the word "Cedex" from the contact template address as it will not show up in the Whois and the registry does not allow it in the template.
Your current registrar can decline the transfer. Please contact them request they release the domain
Please provide the authorization code (password) associated with the domain



• Once you have double-checked all your selections and entries are accurate for all sections, click the "Save Changes" button in the lower-right corner of the page.

#### Save Changes

• Once completed, your extension specific default will be displayed on the main page, listing the extension and country.

Manage Extension Specific Defaults					
Create Extension Specific Defaults     Create Extension Specific Defaults					
Extension	Country	Remove			
fr	FRANCE	Remove			
1 Extension with Defaults found   Displaying 1 - 1					

• It is worth reiterating that an extension specific default will override the default contacts and input selected for any given business unit for the customer. Once the extension specific default is created, all orders for that extension will be populated with the selections designated.

### 5. Editing and Removing Extension Specific Defaults

• To remove an extension specific default, click the "Remove" link on the far right of the extension you wish to remove.

Manage Extension Specific Defaults         7 Extensions with Defaults found   Displaying 1 - 7			
<u>co.uk</u>	UNITED KINGDOM	Remove	
<u>com.au</u>	AUSTRALIA	Remove	
<u>com.tr</u>	TURKEY	Remove	
de	GERMANY	Remove	
fr	FRANCE	Remove	
ie	GTLD	Remove	
<u>sq</u>	SINGAPORE	Remove	



• If you click the "Remove" link, you will be prompted to confirm. Once you click "OK" the extension default will be removed and no longer appear in the list.

Window	s Internet Explorer 🛛 🔀				
?	Are you sure you want to remove all defaults specified for this extension				
	OK Cancel				

#### 6. Manage Name Servers

• From the ADMIN menu, click on NAME SERVERS. The "Manage Name Servers" screen will appear. Click on the "Create Name Server" link.

ADMIN ^		
Projects	Whois contact	Name servers
Business units	Digital cert contacts	Name server groups
Brands	TMCH contacts	45 day report
Order templates	Extension specific defaults	
Documents		

1	ì	MANAGE 🗸	ORDERS 🗸							٩	i
Å	All new	v (0) Inc (0) HO (0)	Saved (0) ET (0)			Search for domains in portfolio					*
N	<b>/</b> an	nage Name	Servers								
									Create N	ame S	Server
	Name	Server			-	IP Address	- :	Actions			



- You will see a pop up window, enter the Name Server and the IP Address, the Status will default to "Active". Once you have entered this information, click "Save Name Server."
- Repeat this step for each name server that is to be added to your account.

	1.1.1.1
Create Name Server	×
* Asterisk indicates required fie * Name Server :	ld
* IP Address :	
Vanity :	Share Across Accounts :
	Cancel Save Name Server

• You will be taken back to the Manage Name Servers Screen, and will see the below message stating that you have successfully created the new Name Server.





### 7. Manage Name Server Groups

• From the ACCOUNT ADMIN menu, click on NAME SERVER GROUPS. The "Manage Name Server Groups" screen will appear. Click on the "Create Name Server Group" link.

Projects	Whois contact	Name servers
Business units	Digital cert contacts	Name server groups
Brands	TMCH contacts	45 day report
Order templates	Extension specific defaults	
Documents		

- On the Manage Name Server Groups Screen, you will see all of the Name Server Groups that are associated with this account. If you need to create a new group, click on "Create Name Server Group" in the upper right hand corner.
- On this screen, you will create your new Name Server Group. Enter a name for this group on the upper section of the screen. We suggest using the following naming conventions:
  - Default Name Server Group at the account level = Default/Org.Name
  - Default Name Server Group for a Business Unit = Default/BU Name
  - Variations by server name using the root domain as an identifier
  - Servername.com (ns1 & ns2)
  - Servername.com (ns1-ns4, pdns1 & pdns2)
  - o Two distinctly different servers are listed
  - Servername.com (ns1) & nameofserver.com (dns1)
- Combinations of the above, structure as follows:
  - Servername.com (ns1 & ns2) & nameofserver.com (dns)
- Select the DNS you would like to be a part of this group from the drop-down menus. The IP Address will show next to the servers.



- In the Business Units tab, select which Business Units you would like the Name Server Group to apply to.
- Once you have entered all of the information, click 'Save' in the lower right-hand corner of the screen.

Nanage Name Server Groups						
Create Name Server Group						
Add or modify the name server information below. Se * Asterisk indicates required field.	elect Accounts & Business Units to add or modify					
* Name Server Group						
Name Server Information	Business Units					
Server My Own	•					
Name Servers Create Name Server						
Server sequence does not impact utilization. Serve	ers will be displayed in alphabetical order.					
Please Select	•					
Please Select	•					
Please Select	•					
Please Select	×					
Please Select	•					
Please Select	•					
Please Select	•					
Please Select	•					
Please Select	•					
Please Select	•					
Please Select	¥					
Please Select	•					
Please Select	•					
		Cancel Reset Save				

• Upon saving, you will be taken back to the Manage Name Server Groups screen and you will see the new Name Server Group that you have created.



#### 8. Manage Brands

• From the ADMIN menu, click on BRANDS. The "Manage Brands" screen will appear.

ADMIN <b>^</b>		
Designation		N
Projects	Whois contact	Name servers
Business units	Digital cert contacts	Name server groups
Brands	TMCH contacts	45 day report
Order templates	Extension specific defaults	
Documents		

• The Manage Brands page will list any brands created for the account, as well as their status (active or inactive).

	Create Bra
Status	Remove
Active      Inactive	Remove
Active      Inactive	Remove
Active      Inactive	Remove
	Active hactive     Active hactive     Active hactive     Active

- Brands are an additional way to identify certain domains with a specific brand or trademark you own. This is an optional addition, and the field isn't mandatory when raising an order.
- To create a brand, click the "Create Brand" link in the upper right of the page.



• A pop-up window will appear, and require you to enter the Brand, which is the name of the brand or client-specified title.

Create Brand		
* Asterisk indicates req	uired field.	
* Brand		
Status	Active Inactive	
Cancel		Save Brand

• Since you are creating a new brand, the status will default to "Active". Click the "Save Brand" button in the lower right.

Create Brand			
* Asterisk indicates req	uired field.		
* Brand	Campaign 2		
Status	Active	Inactive	
Cancel			Save Brand

Your newly created brand will be added to the list, and you will see the confirmation message in green in the upper left of the screen.

anage brands				
Campaign 2 has been successfully created				
rands found   Displaying 1 - 4				
Brands found   Displaying 1 - 4				
rands found   Displaying 1 - 4	Status	Remove		
rands trund   Dispeying 1 - 4 Brand Irand Protection	Status & Active Inactive	Remove		
Srands Itund   Displaying 1 - 4 Brand Brand Protection Campaign 2	Status Active interference int	Remove Remove Remove		
Brands tound   Depleying 1 - 4 © Brand Brand Protection Campaion 2 CSC	Status & Active hactive & Active hactive & Active hactive	Remove Remove Remove		

• To edit a brand, click on the brand name link. This will display the details in a pop-up window, similar to when you create a brand. The brand name is not editable, but the other details can all be changed by selecting from the drop-down lists.



• To make a brand inactive, select the "Inactive" radio button, and then click the "Save changes" button.

dit Brand			
Asterisk indicat	es required field.		
B	rand Campaign 2		
s	tatus 🔘 Active 🔘 Ir	nactive	
Cancel		Save Ch	anges

• To remove a brand, you will first need to make it inactive. Once the brand has been made inactive, click the "Remove" link will that is now available on the right of the screen.

Campaign 2 has been successfully updated!		
Brands found   Displaying 1 - 4		Create Br
Brand	Status	Remove
Brand Protection	Active Inactive	Remove
Campaign 2	Active Inactive	Remove
CSC	Active Inactive	Remove

• You will be prompted to confirm the removal of the brand. Click "OK".



• The brand will be removed from the list, and you will receive a confirmation message in green in the upper left of the page.





### 9. Manage Documents

• From the ADMIN menu, click on DOCUMENTS. The "Manage Documents" screen will appear.

ADMIN <b>^</b>		
Projects	Whois contact	Name servers
Business units	Digital cert contacts	Name server groups
Brands	TMCH contacts	
		45 day report
Order templates	Extension specific defaults	
Documents		

- You will be taken to the Search Documents screen. On the left, you will see all of the document types available and a number indicating how many of each documenthave been uploaded into the account. To see the documents by type, click on the type.
- If you want to perform a broader search, you can use the drop-down fields on the right to search by document type, brand, country, title, keywords, or dates. Click "Search" when ready.

arch Document	Upload Doc
My Documents	Search Documents
Juick access to uploaded documents	Search for a single document
<u>Trademark (0)</u> <u>Corporate Documentation (0)</u>	Select 💌
<u>Signed domain request form (0)</u> Letter of Authority (0)	Search for a single brand
<u>SSL Documentation (0)</u> Other (0)	Select 💌
Identification card/Passport (0)	Search Single Country
	Select
	Search by document title
	Search by keywords
	Search by valid date range
	between and
	Clear Search



• Your search results will appear at the bottom of the screen, if you want to view the document, click on the Title link and your document will open in a new window

1 Records found						Delete all		
Title	Туре	Version	Keywords	Brand	Country	Start Date	End Date	
Test	Trademark	1						×

- If you need to attach a new document to this account, click on "Upload Documents" in the upper right hand corner of the screen.
- You will be taken to the Upload Documents screen. You must enter both a document type and a title. All of the other fields are optional but will assist your search for documents in the future. To attach your document, click "Choose File" and find the file you wish. When ready, click "Upload Document."

* Document Type		Ŧ	
* Title			
Keywords	[]		
Country		•	
Brand		•	
Valid Date Range		ind	(iiiii)
* File	Choose File No file c	hosen	

Manage Documents

You will receive a message stating that your document was successfully uploaded. You can attach additional documents from this screen.

Upload Document	
Document successfully uploaded!	