

# DRS Web Application Manual

Manual describing use of the web forms for the  
DRS domain registration system for .amsterdam

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DRS Web Application Manual (version 1.10)

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# Changes

## Version 1.9 → 1.10

Sign-on and user account management using PingID.

## Version 1.8 → 1.9

References to password expiry removed after functionality was made obsolete.

## Version 1.7 → 1.8

Subsection 2.1 revised in line with the introduction of two-factor authentication. New subsection 2.2 added describing the forgotten password procedure.

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# Introduction

This manual has been developed to provide registrars affiliated to dotAmsterdam BV (the registry) with information about using the Domain Registration System's web forms.

This manual relates exclusively to the registration of domain names within the .amsterdam domain. In this manual, therefore, 'domain name' always means '.amsterdam domain name', unless indicated otherwise. The word 'application' (and 'apply' etc) are used extensively in this manual. In many cases, they are used in a general sense, to refer to any request or enquiry submitted to the DRS. Where this manual uses the notation <label>.amsterdam, you need to insert a real domain name.

The DRS is being improved all the time. This can lead to discrepancies between the images and descriptions in this manual and what a DRS user actually encounters.

This manual is intended only to provide general assistance with the registration of .amsterdam domain names and more specific guidance on using the DRS. No rights can therefore be derived from this manual.

Web forms can be used by registrars to submit applications in connection with the .amsterdam domain registration processes. The web forms are HTML forms, which communicate with the DRS by means of JavaScript. We advise against using your browser's 'Back' and 'Forward' buttons when working with the web forms.

# Web forms

## Access to web forms

The DRS web application's production environment can be accessed at <https://portal.sidn.nl>. For full details of the sign-on procedure and how to manage user accounts, refer to our Sign-on Guide. Once you've signed on successfully, you'll be directed to the access point for the DRS.amsterdam application.

# Menu

The menu is part of the Dashboard. From the Menu, you can access DRS processes.

## Dashboard

### Domain name

- Overview
- New domain name
- Undo deletion
- View with token

### Transfer

- Key Relay
- Transfer
- Escalate
- Check status of transfer request
- Pending transfer requests
- Partial takeover

### Contact

- Overview
- New contact

### Name server

- Overview
- New name server

### User



Overschakelen naar Nederlands

### Admin

- Registrar's details
- Whitelist

### Close application

Log out

# Dashboard

Once you have logged in, the dashboard serves as your 'control centre'; the starting point for your registration activities. It provides details of the five most recently edited domain names, contacts and name servers.

## Dashboard

Welcome, Deelnemer\_1 [update details](#)

### Planned maintenance

Maintenance	Start date/time	End date/time
AANKONDIGING: 07-12-12 Onderhoudsvenster infrastructuur	07-12-2012 06:00	07-12-2012 08:00

[→ naar alle meldingen](#)

### Recently updated domain names

Domain name	Last action	Last updated	
domeinnaam2.amsterdam	updated	18-11-2014	<a href="#">Q</a> <a href="#">✎</a> <a href="#">⌂</a>

[→ to domain names overview](#) [→ new domain name](#)

### Recently updated contacts

Contact	Handle	Last updated	
Contactpersoon9	CON009046-DEEL1	18-11-2014	<a href="#">Q</a> <a href="#">✎</a>

[→ to contacts overview](#) [→ new contact](#)

### Recently updated name servers

Name server	Status	Last updated	
ns11.domeinnaam2.amsterdam	ok	18-11-2014	<a href="#">Q</a> <a href="#">✎</a>
ns2.domeinnaam1.amsterdam	linked,ok	20-03-2012	<a href="#">Q</a> <a href="#">✎</a>
ns1.domeinnaam2.amsterdam	ok	20-03-2012	<a href="#">Q</a> <a href="#">✎</a>
ns1.domeinnaam1.amsterdam	linked,ok	15-02-2012	<a href="#">Q</a> <a href="#">✎</a>

[→ to name servers overview](#) [→ new name server](#)

From the dashboard, you can:

- Navigate straight to a topic area (via the main menu on the left);
- **View** and **edit** existing domain names, contacts and name servers
- Access a comprehensive **overview**
- Add a new domain name, contact or name server
- Change your password or registrarship details



# Domain names

## Create domain name

<b>aim:</b>	To register a new domain name for a registrant.
<b>requirements:</b>	Domain name, handle, administrative contact handle, technical contact handle, registration period and name servers. Optional: DNSSEC data and reference number.
<b>condition:</b>	Domain name's status is <i>available</i> .
<b>outcome:</b>	Domain name acquires the status <i>Active</i> (details of two or more name servers provided in the application). Domain name acquires the status <i>Inactive</i> (details of fewer than two name servers provided in the application).

## Register new domain name

Use the web form below to apply for a new domain name. You must create at least three contacts: the registrant, an administrative contact and at least one technical contact. You can also use the form to associate name servers with the new domain name. Your default name servers are automatically associated with the domain name.

\* Mandatory field

### Domain name's details

Domain name\*

Registration period

### Contacts ?

Contact	Role	Handle	
	REGISTRANT*	<input type="text"/>	+
	ADMINC*	<input type="text"/>	+
	TECHC*	<input type="text"/>	+

### Name servers

Name server	Type	
<input type="text" value="ns1.domeinnaam1.amsterdam"/>	name server	
<input type="text" value="ns11.domeinnaam2.amsterdam"/>	name server	
<input type="text"/>		+

### DNSSEC data

Flag ?	Algorithm ?	Public key ?	
			+

Your reference code

[< Back to overview](#)

## About the individual fields

Guidance on filling in the web form is given below.

<b>Details of domain name</b>	In this section, enter the <b>Domain name</b> you want to register. You need to make sure that its status is <i>Available</i> . Enter the domain name in full, including the extension .gTld (e.g. 'testsidn.gTld').
<b>Registration period</b>	This field can be used to enter the period for which the domain name is to be registered. The default minimum registration period is one year. A longer period of up to ten years may be defined.
<b>Contacts</b>	<p>You need to select a <b>Registrant</b> (registrant), an <b>Administrative contact</b> (admin-c) and a <b>Technical contact</b> (tech-c).</p> <p>A new contact can be added for linking to a new domain name as follows:</p> <ul style="list-style-type: none"> <li>• Click 'Add new' to add a new contact, or</li> <li>• Click 'link' to link an existing contact, or</li> <li>• Enter an existing handle (the handle must be one that you manage)</li> </ul> <p>You can register more than one <b>Technical contact</b>.</p> <p>For more information about contacts see the General DRS Manual.</p>
<b>Name servers</b>	<p>Use this part of the form to link <b>name servers</b> to the domain name. Unless you specify otherwise, your default name servers will be linked to the domain name.</p> <p>For the domain to be resolved, at least two name servers must be specified at the time of registration. If fewer than two name servers are specified the domain name will be registered, but will not be added to the zone file. Its status will then be <i>Inactive</i>.</p>
<b>DNSSEC data</b>	<p>You have the option of securing the domain name with DNSSEC. If you want to use DNSSEC, the <b>Public key</b> from the KSK or ZSK key pair that you have generated needs to be published in the DRS, together with the <b>Flag</b> and the <b>Algorithm</b> used to generate the key.</p> <p>The registry uses this information to generate a Delegation Signer, which is published in the zone file. In this way, the DNSSEC security is established all along the chain of name servers. To enable your <b>Public keys</b> to be changed in the future (key rollover), you can specify up to four <b>Public keys</b> for the domain name.</p>
<b>Your reference number</b>	In the <b>Your reference number</b> field, you have the option of entering your own identifier for this application/request. The registry will quote your reference number in all related correspondence. The reference number has no influence on the registration process.

## Query domain name details

If you select **List** from the **Domain name** section of the Dashboard menu, the web form 'List domain names' opens.

### View domain name

Use the web form below to view the details of a domain name.

#### Details domain name

Domain name	domeinnaam2.amsterdam		
Token	handleid02		<a href="#">COPY TO CLIPBOARD</a>
Managing registrar	DEEL1		
Status(es)	inactive serverHold		
Date of update	18-11-2014		
Creation date	05-08-2011		
Expiry date	07-03-2015		

#### Contacts

Contact	Role	Handle	
Contactpersoon2	REGISTRANT	CON000526-DEEL1	<a href="#">?</a>
Contactpersoon2	ADMINC	CON000526-DEEL1	<a href="#">?</a>
Contactpersoon2	TECHC	CON000526-DEEL1	<a href="#">?</a>
Contactpersoon9	TECHC	CON009046-DEEL1	<a href="#">?</a>

#### Name servers

Name server	Type
No name servers found	

#### DNSSEC data

Keytag	Flag	Algorithm	Public key
No DNS SEC information found			

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[UPDATE](#)
[DELETE](#)
[RENEW](#)

Using this form, you can look up domain names (using the wildcards \* and % if you wish) and filter the search results by domain name status. The statuses you can filter for are *All*, *Limited*, *OK* and *pendingUpdate*.

Enter a search term in the search box, then click **Search** to obtain a list of matching domain names.

#### NOTE

*Search terms starting with a wildcard are not allowed, and the search field cannot be left blank.*

*The maximum number of results that can be displayed is 500.*

*Search screens that allow the use of wildcards only return results relating to domain names under your control. If you do not manage any domain names that match the search term, you will get the message 'Search term not found'.*

From the list of search results, you can do four things:

1. Create a new domain name.
1. Update a domain name.
2. Delete a domain name.
3. Renew a domain name.
4. View a domain name.

Using this web form, you can **view** details of a selected domain name. You can also **update** the details or **delete** the domain name.

## Domain name overview

Use the web form below to look up domain names that you manage. You may use wildcard characters (\* or %) if you wish. A wildcard may be included anywhere in the search string, but a search string made up entirely of wildcards isn't allowed. The use of wildcards can influence the search performance. You can view and update the records that you find.

Search for domain name

Filter by status: All ▼

SEARCH

Overview

Number of results per page 25 ▼

Result 1 - 1 (of 1)

→ add new domain name

Domain name	Status(es)	Created	Updated	
domeinnaam2.amsterdam	inactive,serverHold	05-08-2011	18-11-2014	<a href="#">🔍</a> <a href="#">✎</a> <a href="#">🗑️</a> <a href="#">🕒</a>

[Back](#)
[1](#)
[Next](#)

A domain name can have the following statuses:

- **Inactive:** Not enough name servers are linked to the domain name.
- **OK:** The domain name's status is normal; it is not the subject of any ongoing process and it is not limited.
- **pendingCreate:** Domain name <create> process currently in progress.
- **pendingDelete:** Domain name <delete> process currently in progress.
- **pendingTransfer:** Domain name <transfer> process currently in progress.
- **pendingRenew:** Domain name <renew> process currently in progress.
- **pendingUpdate:** Domain name <update> process currently in progress.
- **Limited:** One or more limitations apply to the domain name.
- **serverHold:** The RSP has placed a serverHold on the domain name; in consequence the domain name may not be included in the zone file.
- **serverDeleteProhibited:** The RSP has placed a serverDeleteProhibited on the domain name; in consequence the domain name may not be deleted by anyone.
- **serverTransferProhibited:** The RSP has placed a serverTransferProhibited on the domain name; in consequence the domain name may not be transferred by anyone.
- **serverUpdateProhibited:** The RSP has placed a serverUpdateProhibited on the domain name; in consequence the domain name may not be updated by anyone, except to modify its status.

- **serverRenewProhibited:** The RSP has placed a serverRenewProhibited on the domain name; in consequence the domain name may not be renewed by the registrar.
- **clientHold:** The registrar has placed a clientHold on the domain name; in consequence the domain name may not be included in the zone file.
- **clientDeleteProhibited:** Identical to serverDeleteProhibited, except insofar as the domain name's status may be defined by the registrar.
- **clientTransferProhibited:** Identical to serverTransferProhibited, except insofar as the domain name's status may be defined by the registrar.
- **clientUpdateProhibited:** Identical to serverUpdateProhibited, except insofar as the domain name's status may be defined by the registrar.
- **clientRenewProhibited:** Identical to serverRenewProhibited, except insofar as the domain name's status may be defined by the registrar.

## Query domain name details using token

Form for looking up the details of a domain name that you do not manage. If you select **View with token** under **Domain name**, the form 'View domain name with token' will open.

If you enter both a domain name and its correct token, details of the domain name will be provided. You will then have the option of transferring the domain name to your control.

<b>Aim:</b>	query domain name details of a domain name managed by another registrar
<b>Requirements:</b>	domain name, token associated with domain name
<b>Condition:</b>	token and domain name must match
<b>Outcome:</b>	details of the domain name are displayed

### View domain name with token

Use the form below to search the domain name information based on recieved domain name and token.

Domain name\*

Token\*

## Registrar domain name update

Before you can update a domain name's details, you need to look up the domain name under 'Overview'. In the search results, click the spanner icon ('Update') that appears after the appropriate domain name. The web form 'Domain name update' will open.

<b>aim:</b>	To amend one or more of the following pieces of information registered for a domain name: registrant, administrative contact, technical contact, name server, token and DNSSEC data and to set a client status.
<b>requirements:</b>	Domain name, known contact handle and/or name server known in the DRS and/or DNSSEC data. Optional: reference number.
<b>condition:</b>	Registrant's consent (if update involves a token change and if another handle with the role 'registrant' is being linked).
<b>outcome:</b>	Updated domain name registration.

## Domain name update

Use the web form below to update a domain name's registrant. The form can also be used to reset the token, to view, update, associate and dissociate contacts and name servers and to append, update and delete DNSSEC data.

\* Mandatory field

### Domain name's details

Domain name	domeinnaam2.amsterdam		
Token	<input type="text" value="handleid02"/> <input type="button" value="COPY TO CLIPBOARD"/>	<input type="checkbox"/> Reset token	
Managing registrar	DEEL1		
Status(es)	<input checked="" type="checkbox"/> inactive <input type="checkbox"/> serverHold <input type="checkbox"/> clientHold <input type="checkbox"/> clientDeleteProhibited <input type="checkbox"/> clientTransferProhibited <input type="checkbox"/> clientUpdateProhibited <input type="checkbox"/> clientRenewProhibited		
Date of update	18-11-2014		
Creation date	05-08-2011		
Expiry date	07-03-2015		

### Contacts

Contact	Role	Handle	
Contactpersoon2	REGISTRANT*	CON000526-DEEL1	
Contactpersoon2	ADMINC*	CON000526-DEEL1	
Contactpersoon2	TECHC*	CON000526-DEEL1	
Contactpersoon9	TECHC	CON009046-DEEL1	
	TECHC	<input type="text"/>	

### Name servers

Name server	Type
<input type="text"/>	

### DNSSEC data

Keytag	Flag	Algorithm	Public key
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Your reference code

[< Back to overview](#)

## About the individual fields

- Details of domain name** This section of the form contains the **domain name** to be updated, the transfer token and a token reset checkbox.
- Before resetting a **domain name's token**, you must obtain the registrant's consent. The registrar's consent is a procedural requirement.
- Under Status(es), the domain name's current status(es) are listed and checkboxes are provided, which may be used to associate the following client statuses with the domain name:
- **clientHold**: If this status is active, the domain name will not be included in the zone file.
  - **clientDeleteProhibited**: If this status is active, the domain name cannot be deleted by anyone.
  - **clientTransferProhibited**: If this status is active, the domain name cannot be transferred by anyone.
  - **clientUpdateProhibited**: If this status is active, the domain name cannot be updated by anyone, except insofar as its status may be changed.
  - **clientRenewProhibited**: If this status is active, the domain name cannot be renewed by the registrar.

- Contacts** In this section of the form, you can view, update or delink a **contact** that is currently linked to the domain name, or you can link a new contact. Contacts have the following roles:
- REGISTRANT: Mandatory, maximum 1 contact person, maximum 1 handle.
  - ADMINIC: Mandatory, maximum 1 contact person, maximum 1 handle.
  - TECHC: Mandatory, minimum 1 contact person, maximum 1 handle per contact person.

Another technical contact may be added by clicking on the 'plus' sign beside TECHC.

For more information about contacts, see the General DRS Manual.

- Name servers** In this section of the form, you can view, update or delink a **name server** that is currently linked to the domain name, or you can link a new name server. Your default name servers are linked to the domain name by default.
- For the domain to be resolved successfully, a minimum of two name servers are required. If fewer than two name servers are linked to the domain name, it will be excluded from the zone file. It will remain recorded in the DRS, however, and its details will remain visible in the Whois. The status of a domain name that has fewer than two name servers is *inactive*.

**DNSSEC data**

You have the option of securing the domain name with DNSSEC. If you want to use DNSSEC, the **Public key** from the KSK or ZSK key pair that you have generated needs to be published in the DRS, together with the **Flag** and the **Algorithm** used to generate the key.

The registry uses this information to generate a Delegation Signer, which is published in the zone file. In this way, the DNSSEC security is established all along the chain of name servers. To enable your **Public keys** to be changed in the future (key rollover), you can specify up to four **Public keys** for the domain name.

To simplify communication regarding the **Public keys**, a short identifier known as a **Key tag** is generated from each key. The key tag is not necessarily unique: it is possible for the same key tag to be generated from two different keys.

**Your reference number**

In the **Your reference number** field, you have the option of entering your own identifier for this application/request. The registry will quote your reference number in all related correspondence. The reference number has no influence on the registration process.

## Delete domain name

Before you can delete a domain name, you need to look up the domain name under 'Overview'. In the search results, click the 'Delete' link that appears after the appropriate domain name. The web form 'Domain name delete' will open. A domain name can also be deleted by first clicking on 'View' or 'Update' and then using the 'Delete' button at the bottom of the screen.

<b>aim:</b>	To end the domain name's registration.
<b>requirements:</b>	Domain name
<b>condition:</b>	Registrant's consent
<b>outcome:</b>	The domain name is placed in quarantine for forty days.



The screenshot shows a web form for domain management. On the left, there are sections for 'Contacts' (a table with columns 'Contact' and 'Role'), 'Name servers' (a list of servers), and 'DNSSEC data' (a table with columns 'Keytag', 'Flag', 'Algorithm', and 'Public key'). At the bottom, there is a 'Your reference code' field and buttons for '< Back to overview', 'SAVE', 'DELETE', and 'RENEW'. A 'Delete' dialog box is open on the right, with a title bar containing a close button. The dialog text reads: 'Delete', 'You are about to delete the domainname "domeinnaam2.amsterdam".', 'If you go ahead with this transaction, the domain name will be placed in quarantine. Within that period, only the person or legal entity that was the name's registrant immediately before it went into quarantine can reactivate it.', 'NB: Charges apply.', and 'Are you sure you want to delete this domain name?'. At the bottom of the dialog are two buttons: 'YES' and 'NO'.

You are asked to confirm that you really want to delete the domain name. Following deletion, a domain name is placed in quarantine for 40 days. At the end of the quarantine period, it is definitively removed from the DRS. While in quarantine, the domain name is not included in the zone file and cannot be updated.

At the registrant's request, you can **Cancel** (undo) the **deletion**, as long as the domain name's status is *pendingDelete*.

## Cancel deletion

If a domain name is deleted in error, you can undo the deletion at the registrant's request. The deletion may be undone during the quarantine period, as long as the domain name's status remains *pendingDelete*.

From the main menu, select **Cancel deletion**. The web form 'Cancel domain name deletion' will open. First, you need to look up the domain name whose deletion you want to cancel. The **Details** of the **domain name** are then displayed. If the domain name's status is *pendingDelete*, the following web form opens.

# Undo domain name deletion

Use the web form below to reactivate a quarantined domain name. Only the person or organisation who was the registrant when the name was quarantined can reactivate the name during the quarantine period.

Please note: charges apply.

Domain name\*



SEARCH

## Domain name details

Domain name intakedrseppdomeinnaam1.amsterdam

Name of registrant Contactpersoon8

Registrar Deelnemer\_1

Restore report\*



Your reference code



[< Cancel](#)

REINSTATE

## About the individual fields

<b>Details of domain name</b>	This section of the form contains the <b>Domain name</b> whose deletion you want to cancel.
<b>Restore report</b>	<p>This field is used to provide a restore report, using the following format (where the data between brackets is illustrative):</p> <pre>&lt;preData&gt;Pre-delete registration&lt;/preData&gt;&lt;postData&gt;Post-restore registration&lt;/postData&gt;&lt;delTime&gt;2003-07- 10T22:00:00.0Z&lt;/delTime&gt;&lt;resTime&gt;2003-07- 20T22:00:00.0Z&lt;/resTime&gt;&lt;resReason&gt;Registrant error.&lt;/resReason&gt;&lt;statement&gt;The first statement goes here&lt;/statement&gt;&lt;statement&gt;The second statement goes here&lt;/statement&gt;&lt;other&gt;Supporting information goes here.&lt;/other&gt;</pre> <p>More information about the background and ICANN conditions relating to restore reports are available here: <a href="http://www.ietf.org/rfc/rfc3915.txt">http://www.ietf.org/rfc/rfc3915.txt</a></p>
<b>Your reference number</b>	In the <b>Your reference number</b> field, you have the option of entering your own identifier for this application/request. The registry will quote your reference number in all related correspondence. The reference number has no influence on the registration process.

## Transfer domain name

The 'Transfer domain name' web form is used to transfer a domain name to your control, at the request of the registrant. When you transfer a domain name, one year is automatically added to the existing expiration date. That is unless the existing expiration date is more than nine years in the future, in which case the expiration date is adjusted to ten years in the future. A transfer must always be initiated by the registrar that is assuming control of the domain name (the 'receiving registrar').

It is not currently possible to transfer a domain name securely, i.e. without interrupting DNSSEC protection.

### Token

A token is required in order to transfer a domain name. A token is a code that is unique to the individual domain name. The DRS generates a token for a domain name when the name is created.

A new token is generated and recorded in the DRS whenever:

- the domain name is transferred from one registrar to another;
- the domain name is reinstated from quarantine by a registrar other than the one that cancelled it;
- the registrant changes;
- the token is reset.

The releasing registrar can find out what the domain name's token is by using the web form 'Query a domain name's details'.

Many registries allow what is known as a 'trade': a combined transfer and registrant change. dotAmsterdam BV does not support trades. You must first transfer the domain name, then separately perform an update to change the registrant.

Following the initiation of a transfer by the receiving registrar, the releasing registrar has five calendar days in which to approve or reject the transfer. If the releasing registrar approves the transfer, the domain name is immediately transferred. If the releasing registrar rejects the transfer, the process is cancelled and the domain name remains under the control of the existing registrar. The requesting registrar can cancel a requested transfer at any time until it is executed.

## Transfer domain name

Use the web form below to transfer a domain name. To set up a transfer, you need the token for the relevant domain name. If the releasing registrar fails to provide the token as required, the transfer process can be [escalated](#).

\* Mandatory field

Domain name\*

SEARCH

### Domain name details

Domain name domeinnaam2.amsterdam

Releasing registrar Deelnemer\_1

Token\*

?

Renewal period\*

?



Your reference code

?

[< Cancel](#)

TRANSFER

## About the individual fields

- Details of domain name** This section of the form contains the **Domain name** that you want to transfer. It also shows the name of the **Releasing registrar**.
- In the **Token** field, enter the token given to you by the registrant or the releasing registrar.
- The 'Renewal period' field can be used to enter the length of time by which the registration period is to be extended. By default, one year is added to the existing expiration date upon successful completion of the transfer. So, for example, if a domain name with an expiration date of 5 April 2014 is transferred, the expiration date becomes 5 April 2015 upon transfer. The maximum renewal period is the period that will extend the registration period to ten years.
- Your reference number** In the **Your reference number** field, you have the option of entering your own identifier for this application/request. The registry will quote your reference number in all related correspondence. The reference number has no influence on the registration process.

## Escalate transfer

The transfer escalation procedure is initiated if a releasing registrar is unable or unwilling to provide the token for a domain name as required. Only the registry can initiate a transfer escalation procedure. Any escalation request entered on the system without the explicit authorisation of the registry will automatically be rejected.

## Check status of transfer request

If you select **Check status of transfer request** from the **Transfer** section of the Dashboard menu, the web form 'Check transfer status' opens.

First, you need to look up the domain name whose transfer request status you want to check. The domain name's status must currently be *pendingTransfer* or must have been *pendingTransfer* in the last month. In addition, you must have been involved with the transfer in question (the most recent transfer) as either releasing or acquiring registrar.

## Check transfer status

Use the web form below to check the status of the most recent transfer. Information can be retrieved only if the domain name's status is currently 'pendingTransfer' or has been 'pendingTransfer' in the last month. You can view details of a transfer only if you are/were involved as the releasing or receiving registrar.

- The status of the domain name transfer has been checked.

\* Mandatory field

Domain name\*



### Domain name details

Domain name	domeinnaam2.amsterdam
Status	pending
Requesting registrar	DEEL2
Request date	25-11-2014
Releasing registrar	DEEL1
Acceptance date	25-11-2014

About the individual fields

**Details of domain name** The **Domain name** section of the form shows the domain name whose transfer request status you want to check.

The **Status** field shows the status of the transfer request; this may be *serverApproved* or *PendingTransfer*.

The **Acceptance date** field shows the date that the transfer request was/will be accepted and the transfer performed.

### Transfers pending

If you select **Transfers pending** from the **Transfer** section of the Dashboard menu, you can view and assess all pending transfers, i.e. both inward and outward transfers.

As long as a domain name's transfer has not yet been completed, you may:

- Cancel any transfers that you have requested
- Assess and either approve or reject any transfer requests made by other registrars concerning domain names under currently your control

## Pending transfer requests

Use the form below to look up domain names that are in the process of being transferred to you from another registrar, or from you to another registrar. From the resulting list of transfers currently in progress, you can take further action. The use of wildcards (\* or %) is permitted. A wildcard may be used anywhere in the search string, but a search string consisting entirely of wildcards is not permitted. The use of wildcards may influence the speed of the search.

### Domain name



### Overview

 Number of results per page 

Result 1 - 1 (of 1)

Domain name	Date requested	Requesting registrar	
domeinnaam2.amsterdam	25-11-2014	self	<a href="#">undo</a>

[Back](#) [1](#) [Next](#)

## Renew domain name

If you select **List** from the **Domain name** section of the Dashboard menu, the web form 'List domain names' opens.

First, you need to look up the domain name whose registration period you want to extend.

The domain name's current expiration date is shown and you have the option of adjusting the renewal period. The maximum renewal period is ten years.

## Renew a domain name's registration

Use the form below to renew a domain name.

\* Mandatory field

### Details domain name

Domain name

Current expiry date

Renewal period\*

Your reference code

[< Back to overview](#)

# Contacts

## Create contact

Use this web form to add a new contact. In the DRS, a contact may be associated with a domain name as the registrant, as the administrative contact, or as the technical contact. If the same contact performs more than one role, you can re-use the contact's handle each time. A contact may be a person or a business/organisation. In either case, you need to specify the contact's legal form when creating the contact. You may assign your own



reference number to the transaction if you wish. Before creating a contact, check whether the contact already exists by using the web form 'Query contact'.

# Add contact

Use the web form below to create a contact. The contact may be a natural person, or a legal entity (an organisation or body). Once you have created a contact, you will be able to associate the contact with a domain name. The contact can be associated in the role of 'registrant', 'administrative contact' or 'technical contact'. You can make the association either when registering a new domain name or updating an existing registration.

\* Mandatory field

## Contact's details

Name*	<input type="text"/>
Department	<input type="text"/>
Legal form*	<input type="radio"/> Natural person <input checked="" type="radio"/> Legal entity
	Legal form* <input type="text"/> <input type="button" value="v"/>
	Registration number <input type="text"/>
	Show address in Whois <input type="checkbox"/>
E-mail address*	<input type="text"/>
Phone number*	<input type="text" value="+31"/> <input type="text"/>
Fax number	<input type="text" value="+31"/> <input type="text"/>

## Address details

Country*	<input type="text" value="Netherlands"/> <input type="button" value="v"/>
Postcode*	<input type="text"/>
Look up street address	<input type="text" value="Building/property number"/> <input type="button" value="SEARCH"/>
Street address*	<input type="text"/> <input type="text"/> <input type="text"/>
City*	<input type="text"/>
Your reference code	<input type="text"/>

[< Back to overview](#)

[Add another contact](#)

## Add contact

Use the web form below to create a contact. The contact may be a natural person, or a legal entity (an organisation or body). Once you have created a contact, you will be able to associate the contact with a domain name. The contact can be associated in the role of 'registrant', 'administrative contact' or 'technical contact'. You can make the association either when registering a new domain name or updating an existing registration.

\* Mandatory field

## Contact's details

Name*	<input type="text" value="New contact"/>
Department	<input type="text"/>
Legal form*	<input checked="" type="radio"/> Natural person

## About the individual fields

**Contact's details**

Enter the new contact's details in this section. About the individual fields:

The **Name** field is for the name of the contact person or organisation. This field has identification value.

The **Department** field may be used to record the contact's department within the organisation. This field is optional and has *no* identification value.

**Legal form:** If the contact is a natural person, select 'Natural person'. Otherwise select 'Legal entity', then select the appropriate legal form and enter the entity's registration number where applicable. A list of possible legal forms is given in the General DRS Manual. This field has identification value.

**Address**

In this section, enter the contact's physical address (i.e. the address for callers); you must not enter an address that is purely a postal address. By default, a contact's address is not visible in the Whois. The address is visible only if 'Legal entity' is selected for the contact, and if the option 'Show address in Whois' is enabled.

The address **search** utility works only for addresses in the Netherlands. To use the utility, complete the **Postcode** field, then hit Tab/Enter to jump to the **Property number** field and complete that as well. When you hit Tab/Enter again, the DRS looks up the postcode; if it is found, the matching address is entered in the address fields.

If the DRS can't find the postcode you have entered, the **Property number** field is cleared and the cursor jumps to the first **Address** field. You can then enter the address manually.

**Your reference number**

In the **Your reference number** field, you have the option of entering your own identifier for this application/request. The registry will quote your reference number in all related correspondence. The reference number has no influence on the registration process.

## Query contact

### Contact overview

Use the web form below to look up contacts that you manage. You must enter at least one search term. When searching for a name of street address, you only need to enter the first few characters of your search term, followed by a wildcard character (\* or %). The use of wildcards can influence the search performance. You can view and update the records that you find.

**Look up contact** ?

Name

Street address

Postcode

City

Country  ▼

E-mail address

Phone number ?

Handle ?

Filter by status  ▼

**Overview** Number of results per page  ▼

Result 1 - 1 (of 1) → new contact

Contact	Handle	Street address	Status(es)	
Contactpersoon9	CON009046-DEEL1	Dorpsplein 2, 6817AX, Arnhem	linked,ok	

Back 1 Next

If you select **List** from the **Contact** section of the Dashboard menu, the web form 'List contacts' opens.

Using this form, you can look up contacts and filter the search results by contact status. The statuses you can filter for are *All*, *Limited*, *Linked*, *OK* and *pendingUpdate*. You can also search using the contact's handle.

Enter a search term in the search box, then click **search** to obtain a list of matching contacts.

### NOTE

*Search terms starting with a wildcard are not allowed, and the search field cannot be left blank. The maximum number of results that can be displayed is 500. You can only look up contacts associated with your registrarship. If you do not manage any contacts that match the search term, you will get the message 'Search term not found'.*

From the list of search results, you can do four things:

1. Add a new contact
2. Update a contact
3. Delete a contact
4. View a contact

Using this web form, you can **view** a contact's details. You can also **update** a contact's details or delete a contact (provided that the contact's status is not *Linked*).

The overview below gives all the data recorded for the contact you looked up.

## Contact's details

Name	Contactpersoon9
Handle	<a href="#">?</a> CON000053-EBMCF <a href="#">→</a> COPY TO CLIPBOARD
Status(es)	ok
Department	
Legal form	Legal entity
Legal form	COOP
Registration number	12345678
Show address in Whois	<a href="#">?</a> <input checked="" type="checkbox"/>
E-mail address	info@contactpersoon9.amsterdam
Phone number	<a href="#">?</a> +31.612345678
Fax number	<a href="#">?</a>

## Address details

Country	Netherlands
Postcode	6817AX
Street address	Dorpspein 2
City	Arnhem

## Other details

Managing registrar	EBMCF
Creation date	08-02-2017
Created by	EBMCF
Date of update	
Updated by	

[< Back to overview](#)

UPDATE

DELETE

## View contact

The overview below gives all the data recorded for the contact you looked up.

## Contact's details

Name	Contactpersoon9
Handle	<a href="#">?</a> CON009046-DEEL1 <a href="#">→</a> COPY TO CLIPBOARD
Status(es)	linked ok

A contact can have the following statuses:

- **Linked:** The contact is linked to a domain name.
- **OK:** The contact's status is normal; it is not the subject of any ongoing process and it is not limited.
- **pendingUpdate:** Contact <update> process currently in progress.

## Update contact

First, you need to look up the contact you want to update, using the 'Query contact' web form. In the search results, click the 'Update' link that appears after the appropriate contact. The web form 'Update contact' will open.

You can edit all the details of the person or legal entity you have looked up, unless the contact is currently linked to any domain name as the registrant. In that case, you can edit everything except the contact's identification details (name, legal form and registration number).

NB:

*If you want to change a registrant's name, refer to 2.4.3 'Registrar domain name update'. If a registrant's name needs to be changed, that can be done only by creating a new handle and then linking it to the domain name.*



## Update contact

Use the web form below to update an existing contact.

\* Mandatory field

### Contact's details

Name\*

Handle  [COPY TO CLIPBOARD](#)

Status(es)

Department

Legal form\* ☒ Natural   
☐ Legal entity

Legal form\*   
Registration number

E-mail address\*

Phone number\*

Fax number

### Address details

Country\*

Postcode\*

Look up street address   [SEARCH](#)

Street address\*

City\*

### Other details

Managing registrar

Creation date

Created by

Date of update

Updated by

Your reference code

### Associated domain names

Domain name	Status(es)	Role(s)	
domeinnaam2.amsterdam	inactive,serverHold	TECHC	<a href="#">Q</a> <a href="#">P</a>

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[< Back to overview](#)

[SAVE](#)

[DELETE](#)

## About the individual fields

### Contact's details

This section of the form is used to update the contact's details. The **Handle** is a unique code used to identify the contact in the DRS. You cannot change a contact's handle. It can easily be copied, though, by clicking 'Copy to clipboard'.

Under **Legal form**, select the legal form of the contact (natural person, legal entity, or an option from the drop-down list). An explanatory list of legal forms is given in the General DRS Manual.

Where applicable, enter the registration number of the legal entity (e.g. company number) in the **Registration number** field.

### Address

In this section, enter the contact's physical address (i.e. the address for callers); you must not enter an address that is purely a postal address. By default, a contact's address is not visible in the Whois. The address is visible only if 'Legal entity' is selected for the contact, and if the option 'Show address in Whois' is enabled.

The address **search** utility works only for addresses in the Netherlands. To use the utility, complete the **Postcode** field, then hit Tab/Enter to jump to the **Property number** field and complete that as well. When you hit Tab/Enter again, the DRS looks up the postcode; if it is found, the matching address is entered in the address fields.

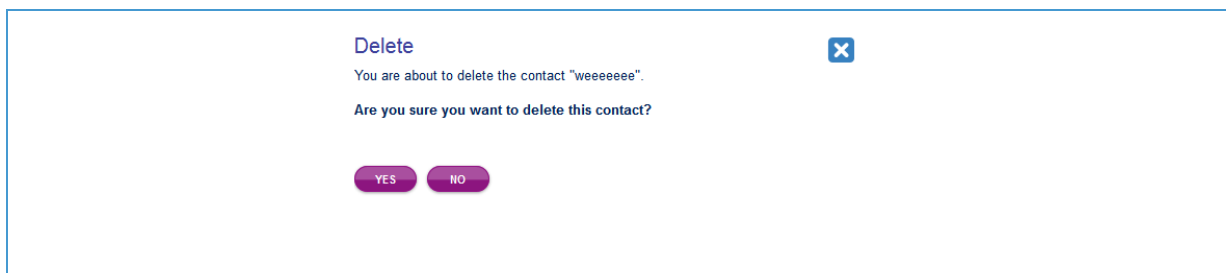
If the DRS can't find the postcode you have entered, the **Property number** field is cleared and the cursor jumps to the first **Address** field. You can then enter the address manually.

### Your reference number

In the **Your reference number** field, you have the option of entering your own identifier for this application/request. The registry will quote your reference number in all related correspondence. The reference number has no influence on the registration process.

## Delete contact

If you no longer need a particular contact, the contact can be removed from the DRS, provided that he/she/it is not still linked to any domain name under your control. First, you need to look up the contact you want to delete, using the 'Query contact' web form. In the search results, click the 'Delete' link that appears after the appropriate contact. The web form 'Delete contact' will open.



**Delete** ✕

You are about to delete the contact "weeeeeee".

Are you sure you want to delete this contact?

**YES** **NO**

A contact cannot be deleted if still linked to any domain name. A contact can be delinked from a domain name by following the procedure '

# Name servers

## Create name server

The 'Create name server' web form is used to enter the details of a new name server in the DRS.

requirements: name of the DNS server to be created and its IP address if it is a subordinate name server. The DNS server is the authoritative name server that currently hosts or will host the domain name.

NB:

*You can create name servers only for .amsterdam domain names that have already been registered. That is in contrast to name servers for other extensions (e.g. .com, .nl etc). If, for example, you want to create ns.exemplename.amsterdam, the domain name exemplename.amsterdam must already be registered.*

IP addresses may be IPv4 format or IPv6 format.

### Add name server

Use the web form below to create a name server, associate IP addresses with a name server and identify a name server as a default. The form can also be used to associate the relevant name server with a domain name.

\* Mandatory field

#### Name server details

Name\*

☐ Display as default name server on new domain name applications ?

IP address(es) ? **IP address**

IP address to associate ?  **ASSOCIATE**

Your reference code ?

**SAVE**

#### Associated domain names

Domain name(s)	Domain name	Status(es)
Domain name to associate	<input type="text"/>	
Your reference code	<input type="text"/>	<b>ASSOCIATE</b>

[< Back to overview](#)    Add another name server

## About the individual fields

- Details of name server** In this section of the form, you need to enter the **Name** of the name server. You can also tick 'Default name server' if you want the new name server to be listed as one of your default name servers when you apply to register domain names.
- The form also enables you to specify one or more **IP addresses**. If the new name server is an in-zone name server, you *must* enter at least one IP address, so that a glue record can be included in the zone file. Both IPv4 addresses and IPv6 addresses are acceptable. Enter an IP address, then click 'Link' to associate it with the name server.
- Linked domain names** Once you have entered the **Name** and one or more **IP addresses**, you can use the 'Linked domain names' section to immediately link the new name server to a domain name. Enter the domain name, then click 'Link'.
- Your reference number** In the **Your reference number** field, you have the option of entering your own identifier for this application/request. The registry will quote your reference number in all related correspondence. The reference number has no influence on the registration process.

## Name server update

First, you need to look up the name server you want to update, using the web form 'Query a name server'. In the search results, click the 'Update' link that appears after the appropriate name server. The web form 'Name server update' will open.

You can use this form to update the details of a name server recorded on the DRS. For example, you can link or delink IP addresses to make glue record changes. However, you cannot change the host name itself. If you change the IP address for a name server, the change will affect all the domain names linked to that host. The 'Name server update' form can also be used to link or delink domain names to/from the name server in question. You additionally have the option of entering your own identifier for the transaction.

## Name server update

Use the web form below to update a name server that you created, to associate domain names with it, or to dissociate domain names. You can also use the form to update a name server's glue records.

NB: Care is required when using this form to dissociate a domain name, because a domain name's status is automatically set to 'inactive' if fewer than two name servers are associated with it. Inactive domains are unreachable. When you need to dissociate a domain name, we advise using the 'Registrar domain name update' web form, because you can more easily see how many name servers are associated with the domain name.

### Name server details

Name	ns11.domeinnaam2.amsterdam		
	<input type="checkbox"/> Display as default name server on new domain name applications		
Status(es)	ok		
Managing registrar	DEEL1		
Creation date	18-11-2014		
Created by	DEEL1		
Date of update			
Updated by			
IP address(es)	<b>IP address</b>		
	120.122.120.120		
	IP address to associate	<input type="text"/>	ASSOCIATE
Your reference code	<input type="text"/>		
	<input type="button" value="SAVE"/> <input type="button" value="DELETE"/>		

### Associated domain names

Domain name(s)	<b>Domain name</b>		<b>Status(es)</b>	
	Domain name to associate	<input type="text"/>		
	Your reference code	<input type="text"/>		ASSOCIATE

[< Back to overview](#)

## About the individual fields

**Details of name server** In this section of the form, tick or untick 'Default name server' to indicate whether you want the new name server to be listed as one of your default name servers when you apply to register domain names.

You can also delink one of the currently linked **IP addresses** *must* enter at least one IP address, so that a glue record<sup>[6]</sup>. Both IPv4 addresses and IPv6 addresses are acceptable. Enter an IP address, then click 'Link'. Both IPv4 addresses and IPv6 addresses are acceptable. Enter an IP address, then click 'Link' to associate it with the name server.

**Linked domain names** This section of the form lists the **domain names** linked to the name server. You can delink any of the listed names by clicking the 'Delink' link that appears after the appropriate name. Be careful about delinking domain names using this form, however. If a domain name is left with fewer than two name servers, its status will automatically become *Inactive*. The domain in question will then be unreachable. We therefore recommend that, when you need to delink domain names, you use the web form '2.4.2 Query domain name details', where it is easier to see how many name servers remain linked to a given domain name.

Once you have entered the **Name** and one or more **IP addresses**, you can use the 'Linked domain names' section to immediately link the new name server to a domain name. Enter the domain name, then click 'Link'.

**Your reference number** In the **Your reference number** field, you have the option of entering your own identifier for this application/request. The registry will quote your reference number in all related correspondence. The reference number has no influence on the registration process.

## Delete name server

First, you need to look up the name server you want to delete, using the web form 'Query a name server'. In the search results, click the 'Delete' link that appears after the appropriate name server. The web form 'Name server delete' will open. However, deletion is possible only if the name server in question is no longer linked to any domain name, and if it is controlled by the requesting registrar.

A name server that is currently linked to a domain name cannot be deleted, unless it is a subordinate name server, which may be deleted as a consequence of the deletion of the associated superordinate domain name. When a superordinate domain is deleted, all subordinate hosts are automatically deleted as well, whether they are linked to domain names or not. That happens as soon as the superordinate domain's status becomes *Available*. If a domain name is left with no name servers, its status automatically becomes *inactive*; if a domain name is left with only one name server, its status remains *active*. Having only one name server is regarded as a temporary error situation, which the registrar is expected to resolve as a matter of urgency.

Delete

✕

You are about to delete the name server "ns.testtest01.net".

Are you sure you want to delete this name server?

YES

NO

## Query name server

If under '**Name server**' you click on '**Overview**', the 'Name server overview' screen appears.

### Name server overview

Use the web form below to look up name servers known by DRS. You may use wildcard characters (\* or %) if you wish. A wildcard may be included anywhere in the search string, but a search string made up entirely of wildcards isn't allowed. The use of wildcards can influence the search performance. You can view and update the records that you find. A maximum of 50 name servers will be returned.

Look up name server

Overview Number of results per page 25 ▼

Result 1 - 1 (of 1)
→ new name server

Name server	Default
ns11.domeinnaam2.amsterdam	<input type="button" value="Q"/> <input type="button" value="P"/> <input type="button" value="X"/>

Back 1 Next

Using this form, you can look up a name server (using the wildcards \* and % if you wish).

Enter a search term in the search box, then click **search** to obtain a list of matching name servers.

### NOTE

*Search terms starting with a wildcard are not allowed, and the search field cannot be left blank. The search results will include all matching name servers in the DRS, not just your own.*

From the list of search results, you can do four things:

1. Add a new name server
2. Update a name server
3. Delete a name server
4. View a name server

Using this web form, you can **view** details of a selected name server. You can also **update** the details or delete the name server (provided that its status is not *Linked*).

## View name server

The overview below gives all the data recorded for the name server you looked up.

### Name server details

Name	ns11.domeinnaam2.amsterdam		
	<input type="checkbox"/> Display as default name server on new domain name applications ?		
Status(es)	? ok		
IP address(es)	? 120.122.120.120		
Domain name(s)	? <div></div>		
	Domain name	⇅ Status(es)	⇅
	No domain names found		
Managing registrar	DEEL1		
Creation date	18-11-2014		
Created by	DEEL1		
Date of update			
Updated by			

[< Back to overview](#)

UPDATEDELETE



## Other

### Change password

This web form is used to change your password. The new password must contain at least ten characters, but no more than eighty. The password must contain at least three letters (including at least one capital and at least one lower-case letter), at least one number and at least one special character. In addition, the password must not incorporate the associated user name and should not start or end with a space.

## Change password

---

Use the web form below to change your password for the DRS web interface.

\* Mandatory field

### Change web interface password

Existing password\*

New password\*

?

Repeat new password\*

< [Cancel](#)

SAVE

### Partial takeover

The 'Partial takeover' form is used to transfer multiple domain names from one registrar to another as a single process.

A partial takeover is permitted only if initiated by ICANN. Under such circumstances, you will be contacted and given instructions on how to proceed using this form.

## Partial takeover

Use the web form below to upload a CSV file with details of a number of domain names that you wish to take over from another registrar. Your takeover request will be processed once your written declaration has been received and approved.

### Look up releasing registrar

Number

Registrar

File
 No file selected.

Domain names

Domain name

No domain names found

Number of domain names 0

First domain name

Last domain name

## Exchanging DNSSEC keys

Use this web form to exchange DNSSEC key material ahead of a secure transfer.

**Aim:** To securely and automatically exchange public keys between the releasing and receiving registrars.

**Requirements:** DNSSEC data, domain name, token

**Condition:** The domain name and token must match.

## Key Relay

Use the web form below to transfer DNSSEC key material, in preparation for a domain transfer while maintaining DNSSEC.

\* Mandatory field

Domain name\*

### Domain name's details

Domain name

Releasing registrar

Token \*

Expiration keys ☐ Not applicable  
☐ Keys expire at (absolute time)  
☐ Keys expire in (relative time)

### DNSSEC data

Flag <input type="text"/>	Algorithm <input type="text"/>	Public key <input type="text"/>
+		

Your reference code

[< Cancel](#)

#### About the individual fields

<b>Domain name</b>	This section of the form contains the domain name whose DNSSEC data is to be exchanged.
<b>Token</b>	The token for the specified domain name.
<b>Key expiry</b>	In this field, indicate when the DNSSEC key material expires by selecting 'Not applicable', entering an absolute time or a relative time. Unlike the standard described in RFC8063, only one key can be specified via the web interface. The full functionality of RFC8063 can only be used via EPP.
<b>DNSSEC data</b>	The DNSSEC data that the domain name's current managing registrar should add to their zone.
<b>Your reference number</b>	In the <b>Your reference number</b> field, you have the option of entering your own identifier for this application/request. SIDN will quote your reference number in all related correspondence. The reference number has no influence on the registration process.

General principles, that are not automated:

- A new keyrelay message replaces a previously sent message. This old message will not be removed from the poll queue.

- To check whether the new material has been processed, DNS can be checked. This will not be automated.
- Expiration of a relative expiration date is not verified. Also, the message will not expire if the relative expiration date has expired.
- The expiration of the expiration date must be acknowledged by the receiving registrar if the message has expired. Previously posted messages on the poll will not be deleted.
- Validation does not occur if a leaving registrar does not support DNSSEC (and thus doesn't want / can't handle the keyrelay message).

Prior to the transfer of a domain name, the old Zone Signing Key (ZSK) is placed in the new DNS operator's zone and signed with a new Key Signing Key (KSK).

Using the procedure 'Exchange DNSSEC data', the new DNS operator (usually the new registrar) can send up to 4 new ZSKs to the registry via the new registrar. The registry then forwards the new ZSK(s) to the existing registrar, who passes it/them on to the existing DNS operator.

The new ZSK(s) can then be included in the old DNS operator's zone and signed with the old KSK. Once that has been done, the administrative transfer (change of registrar) can be performed.

An acquiring registrar can now decide whether to transfer a domain name securely or insecurely, depending on whether the old DNS operator is cooperating with the transfer process and whether the new ZSK has therefore been added to the old zone.

If the old DNS operator cooperates with the transfer, the procedure is as follows:

5. The new KSK is submitted to SIDN and then added to the DS RRset by SIDN. That enables the new zone to be validated.
6. Once the new keys have been added to the .nl zone, and once both the maximum TTL of the old zone's DNSKEY RRset and the TTL of the DS RRset in the .nl zone have expired, a DNS operator change (NS change) can take place.
7. After a delay of at least 1 TTL of the old zone's NS RRset, the old KSK (DS) held by SIDN can be deleted. After a delay equal to the TTL of the DS RRset in the .nl zone (a fixed value), the old ZSK can also be deleted from the new zone, and the old DNS operator can delete the old zone.

# Admin-user

## Menu Admin-user

The menu is part of the Dashboard. From the menu, you can access the various DRS processes.

### Dashboard

Domain name

- Overview
- New domain name
- Undo deletion
- View with token

Transfer

- Key Relay
- Transfer
- Escalate
- Check status of transfer request
- Pending transfer requests
- Partial takeover

Contact

- Overview
- New contact

Name server

- Overview
- New name server

User



Overschakelen naar Nederlands

Admin

- Registrar's details
- Whitelist

Close application

Log out

mnkn

## Update registrarship details

### Registrar's details

Use the web form below to update your business details and contact details.

\* Mandatory field

#### Registrar's details

Registrar number

IANA ID

Activation date

Registrar list name ?

URL\* ?

WHOIS server URL\* ?

DRS response settings\* ? ☒ e-mail ☒ poll

Conserve DNSKEY's ? ☐

#### Legal entity

Name

Legal form

Registration number

#### Business contact details

Correspondence language ☐ Dutch ☒ English

Notify e-mail address\* ?

Phone number\* ?

Fax number ?

E-mail address for transfers ?

Abuse Contact Phone\* ?

Abuse Contact Email\* ?

**Address for callers**

Country*	<input type="text"/>	▼
Street*	<input type="text"/>	
	<input type="text"/>	
City*	<input type="text"/>	
Postcode	<input type="text"/>	
State/Province	<input type="text"/>	

**Postal address**

SAME AS ADDRESS FOR CALLERS

Country*	<input type="text"/>	▼
Street*	<input type="text"/>	
	<input type="text"/>	
City*	<input type="text"/>	
Postcode	<input type="text"/>	
State/Province	<input type="text"/>	

**Billing address**

SAME AS POSTAL ADDRESS

Invoicing	SAME AS POSTAL ADDRESS	
Country*	<input type="text"/>	▼
Street*	<input type="text"/>	
	<input type="text"/>	
City*	<input type="text"/>	
Postcode	<input type="text"/>	
State/Province	<input type="text"/>	

**Contacts****Registrar's primary contact** ⓘ

Title	<input checked="" type="radio"/> Mr <input type="radio"/> Ms <input type="radio"/> None
Initials*	<input type="text"/>
Prefix to surname	<input type="text"/>
Surname*	<input type="text"/>
Phone number*	ⓘ <input type="text"/> <input type="text"/>
E-mail address*	<input type="text"/>

### Technical contact

Title ☒ Mr ☐ Ms ☐ None

Initials\*

Prefix to surname

Surname\*

Phone number\*

E-mail address\*

---

### Technical contact

Title ☐ Mr ☐ Ms ☒ None

Initials\*

Prefix to surname

Surname\*

Phone number\*

E-mail address\*

[< Cancel](#)

## About the individual fields

### Registrarship details

This section of the form shows general information about your registrarship.

Use the checkboxes **by e-mail** and **by polling** to indicate whether you want messages from the DRS to be sent by e-mail or you prefer to pick them up by EPP polling.

The **Retain DNSKEYs** field is used to indicate whether you want DNS key material to be retained when you transfer in domain names, take over domain names or undo domain name deletions.

### Business contact details

In the **Correspondence language** field, you can indicate whether you prefer to receive messages from the DRS in Dutch or English.

In the **Notify e-mail address** field, you can update the e-mail address that registration-related e-mail messages from the DRS are sent to.

The **E-mail address for transfers** field is used to give the e-mail address to which the RSP should send non-automated messages about domain name transfers.

In the Abuse phone number field and the Abuse e-mail address field, you can enter contact details for the person or department that handles reports of abuse. If you provide abuse contact information, it will be shown in the Whois so that reports can be sent straight to the appropriate recipient.



<b>Addresses</b>	Using this section of the form, you can update your address for callers, your postal address and your billing address.
<b>Contacts</b>	These are the people the registry may contact if the need arises.

## Change password

This web form is used to change your password. The new password must contain at least ten characters, but no more than eighty. The password must contain at least three letters (including at least one capital and at least one lower-case letter), at least one number and at least one special character. In addition, the password must not incorporate the associated user name and should not start or end with a space.

### Change password

---

Use the web form below to change your password for the DRS web interface.

\* Mandatory field

#### Change web interface password

Existing password\*

New password\*

Repeat new password\*

[< Cancel](#) [SAVE](#)

## Whitelist

Use this web form to submit and manage the IP addresses you will use for accessing the DRS's web and EPP interfaces. You cannot access the DRS's web interface or EPP interface unless the IP address of the machine you are using appears on the whitelist maintained by SIDN.

You may have up to twenty IP addresses on the whitelist. The submission of CIDR blocks is not supported. Each IP address you submit may be accompanied by a note. At least one application (DRS-EPP and/or DRS-WEB) must be selected for each address.

When specifying an IPv6 address for the web interface, you can choose between /64 and /128 block. Where the DRS's EPP interface is concerned, each IPv6 address that you enter will continue to be treated as a single unique address.

The whitelist is updated four times per hour.

## Overview IP Whitelist

Use the form below to manage your whitelisted IP addresses. You may whitelist up to twenty IP addresses.

### Overview

→ add new

IP address	Comment	Application(s)	IPv6-mask
The whitelist is empty.			

### NOTE

*Access to the Operational Test Environment (OTE) is not controlled by whitelisting.*

## Manage user

From **Manage user**, you can create web user accounts for people within your organisation. Each user has personalised access to the DRS web application. When creating an account, a mobile phone number must be provided for the user. The number is required for two-factor authentication, which is not currently enabled for .amsterdam.

From the **User list**, you can look up and edit existing web users and add new ones. By selecting **New web user**, you can create a new web user account without going via the list.

Two-factor authentication is not used in the Operational Test Environment (OTE) either.

### User list

From the **User list**, you can add a new user, update a user's mobile phone number, withdraw a user account or release a withdrawn user account. You also have the option of resetting a user's password.

The filter functionality enables you to control whether locked and deactivated users are displayed in the list. Only SIDN can deactivate or reactivate users.

As an admin user, you cannot edit your own user details (RegistrarAdmin user group). If your details change, you will need to contact our support desk. If contacting the support desk by phone, you will need to identify yourself using your SID (SIDN identification code). More information about the SID is given in the General DRS Manual.

## User list

Your registrar user accounts are shown below. You may search for an individual user if you wish. The use of wildcards (\* or %) is permitted. The use of wildcards may influence the speed of the search. The value of "enabled" is managed by the admin-user, the value of "active" is managed by the registry.

### Look up user

User name

- ☐ Display disabled users  
☐ Display inactive users

SEARCH

Number of results per page 25

Result 1 - 3 (of 3)

[→ Add new user](#)

User name	Mobile phone number	Type	Enabled	Active	User groups	
304538		epp	J	J	Dlnmr	
ADM304538	+316223334	nonEpp	J	J	RegistrarAdmin	
DSU304538	+316444111	nonEpp	J	J	Dlnmr	

Back 1 Next

## Reset password

The admin user for your registrar account has his/her own DRS log-in details and can reset other users' passwords. The functionality is accessed by clicking the **Reset password** icon for the relevant user in the **User list**.

## Reset password user

As your account's 'admin' user, you can use this web form to reset the password of any other user associated with the account. The new password must contain at least ten characters, but no more than eighty. The password must contain at least three letters (including at least one capital and at least one lower-case letter), at least one number and at least one special character. In addition, the password must not incorporate the associated user name and should not start or end with a space.

\* Mandatory field

User name

Handleiding

New password user\*

Repeat new password\*

Registrar admin password\*

[< Back to overview](#)

SAVE

If you are your organisation's admin user and you have lost your password for the Operational Test Environment (OTE), unfortunately we will not be able to reset it for you. In appropriate circumstances, we can set up a new OTE account for you, however. If that proves necessary, all the data associated with your old OTE account will be lost.

## New web user

This form is used to create new web users.

## New web user

---

\* Mandatory field

User name*	<input type="text"/>
Mobile phone number*	<input type="text"/>
Password*	<input type="password"/>
Repeat password*	<input type="password"/>

[< Back to overview](#)

SAVE

# Appendix A

## Glossary

### Application

A request to the registry to perform a particular procedure involving the details of a domain name, a registrant or a registrar.

### Admin-c

The administrative contact (admin-c) nominated by the registrant is the person who is considered to represent the registrant. Correspondence and messages that the registry sends to the admin-c are considered to have been received by the registrant.

### DNS

The Domain Name System (DNS) is a globally distributed database containing data on all the systems making up the internet, including data linking symbolic names (domain names) and IP addresses.

### DNSSEC

DNSSEC stands for Domain Name System Security Extensions, which is an extension to the existing DNS. DNSSEC makes the DNS more reliable by adding security to the various components.

### Domain name

In the context of this manual: a combination of characters at the first level below the .amsterdam domain, in the form: <label>.amsterdam.

### Domain Registration System

Electronic system for the registration of .amsterdam domain names (often abbreviated to 'DRS').

### DRS

See: Domain Registration System.

### DRS ticket number

See: Ticket number.

### EPP

EPP is a protocol for registering domain names and updating existing registrations. The registry uses EPP for communication between registrars and the DRS.

## Glue record

A glue record is a record in the DNS, which links an IP address to a subdomain. In the case of an in-zone name server (e.g. the name server 'ns1.example1.amsterdam' serving 'example1.amsterdam') you must provide an IP address so that a glue record can be added to the zone file. To that end, you must specify the name server's IP address, as well as its name, when creating the name server in the DRS. Where an out-of-zone name server is concerned, you are not allowed to specify an IP address when creating the name server.

## Handle

A unique code that enables the details of registrants, administrative contacts and technical contacts to be reused within the DRS.

## IP address

A unique number used to identify a system on the internet. The DRS supports IP addresses formatted in accordance with IPv4 or IPv6.

## IPv4

Version 4 of the Internet Protocol (IPv4 for short) is a protocol for formatting IP addresses. An IPv4 address is made up of four numbers (octets) in the range 0 to 255, each separated from the next by a dot, e.g.: '203.0.113.123'.

## IPv6

Version 6 of the Internet Protocol (IPv6 for short) is the successor to the existing version of the Internet Protocol (IPv4). IPv6 enables a much larger number of IP addresses to be defined. An IPv6 address is made up of eight groups of four hexadecimal numbers, each separated from the next by a colon. A hexadecimal number is a character in the range 0 to 9 and A to F. An example of an IPv6 address is: '2001:db8:0:fd:230:5ff:fe3a:36b3'.

## Is

Utility for looking up the status of a domain name.

## Notify e-mail address

The e-mail address of a registrar, to which the DRS sends all communications relating to domain name applications (e.g. ticket numbers and interaction codes).

## Quarantine

A system under which, for a period of forty days, a cancelled domain name is unavailable for registration by anyone other than the registrant at the time of cancellation. The length of the quarantine period is recommended by RIPE as sufficient to ensure that the domain name is no longer present anywhere in the DNS.

The purpose of quarantine is to ensure that registrants are not disproportionately disadvantaged by the erroneous deletion of a .amsterdam domain name. It is a form of after-care, mainly of benefit to the registrant, but also of benefit to the registrar.

## Register

The (electronic) register of .amsterdam domain names.

## Registrant

The person in whose name a domain name is registered with the registry, as specified in the domain name register.

**Registrar**

An organisation that, on the basis of a registrarship contract with the registry, is able to register domain names and manage existing registrations on behalf of applicants and registrants.

**RSP**

Registry Service Provider; the administrator of the Domain Registration System and related systems such as the Whois.

**Tech-c**

The technical contact (tech-c) is the person who can be contacted about technical issues involving a domain name. The tech-c may be the registrant, an employee of the registrant, or someone else, such as an employee of the registrar.

**Ticket number**

Every application or request submitted to the DRS is assigned a ticket number by the registry. This number is quoted in all correspondence relating to the relevant application/request. In most cases, a registrar may additionally specify its own ticket number.

**Token**

A validation code used in domain name transfers. The releasing registrar must provide the code on request; the acquiring registrar requires the code in order to arrange the transfer. Tokens are also known as 'auth info'.

**Transfer**

Moving an existing domain name from one registrar's control to another's.

**Whois**

A utility for looking up information in the database. The Whois can provide information about domain names, name servers, registrars and registrants.

**Zone file**

Electronic file containing the data required by the internet Domain Name System (DNS).



# Appendix B

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