



Guide to Authentication

January 2006

Introduction

This is your Guide to Authentication for the **.travel** top level domain. It is designed to briefly familiarize you with Authentication and the **.travel** Registry Authentication Website.

Eligibility

Any business, individual or organization (“applicant”) that would like to register a **.travel** domain name must be eligible to hold that name.

Eligibility is verified by the **.travel** Registry reviewing information provided by the applicant to determine that the applicant is primarily carrying on business or operations in the travel industry within one or more of the following industry segments:

- a. Airlines
- b. Attractions/Theme Parks
- c. Bed & Breakfast Houses
- d. Bus/Taxi/Limousine Operators
- e. Camp Facility Operators
- f. Vehicle Rental Companies/Airport Specialty Car Park Companies
- g. Computer Reservation/Travel Technology Provider
- h. Convention & Visitor's Bureaus
- i. Cruise Lines
- j. Ferries
- k. Hotels/Resorts/Casinos
- l. National Tourism Offices
- m. Passenger Rail Lines
- n. Restaurants
- o. Tour Operators
- p. Travel Agents
- q. Travel Media
- r. Travel-Consumer and Market Research Organizations

Authentication

The **.travel** Registry began to accept registrations for **.travel** domain names from eligible applicants on October 3, 2005. Name registrations are now accepted from all eligible applicants. All applicants must have their eligibility confirmed prior to the time that they apply to register a domain name. The confirmation of eligibility is called “Authentication”.

Online Authentication

Authentication is easy. All you do is go to the **.travel** Authentication Website and fill in one simple information form. Everything is done online. Your information will then be reviewed by one of **.travel**'s authentication partners (a travel association or Dun and Bradstreet), who will confirm the accuracy of your information. With that confirmation the **.travel** Registry will complete your authentication and generate a list of **.travel** domain names that you are eligible to apply for in the future.

Key Reminders

The Authentication process is very easy, but there are a few things you should bear in mind:

- Authentication information includes the names that you hold or use in your travel business or operations ("additional names"). You are not required to provide those names but if you would like to register any of those names in the future, they must each be authenticated. Your legal name must be provided and it is not considered an additional name.
- Authentication of the additional names you hold or use does not guarantee that you will be able to register those names in the future. Registration is first-come-first-served and there may be other applicants who are also eligible to apply to register one or more of the same names that you are eligible for.
- Your Authentication review does not happen in real-time when you are online. You will submit your information for later review. Review is a human process that may take some time.
- If you are entering additional names in your Authentication information you are required to send a document to your authentication reviewer (you will be informed of the reviewer email address on your association's website). The document must be in digital form (unless your association offers an alternative means, such as fax) and must show that your business or organization (giving its name) holds or uses the particular name that you have entered. The document could be a brochure, a page from an annual report, a business license, or even the text from your website, along with the URL.
- Your basic eligibility and your legal name can be authenticated without delivery of the document supporting your additional names,

but no additional names will be authenticated until that document has been delivered and reviewed.

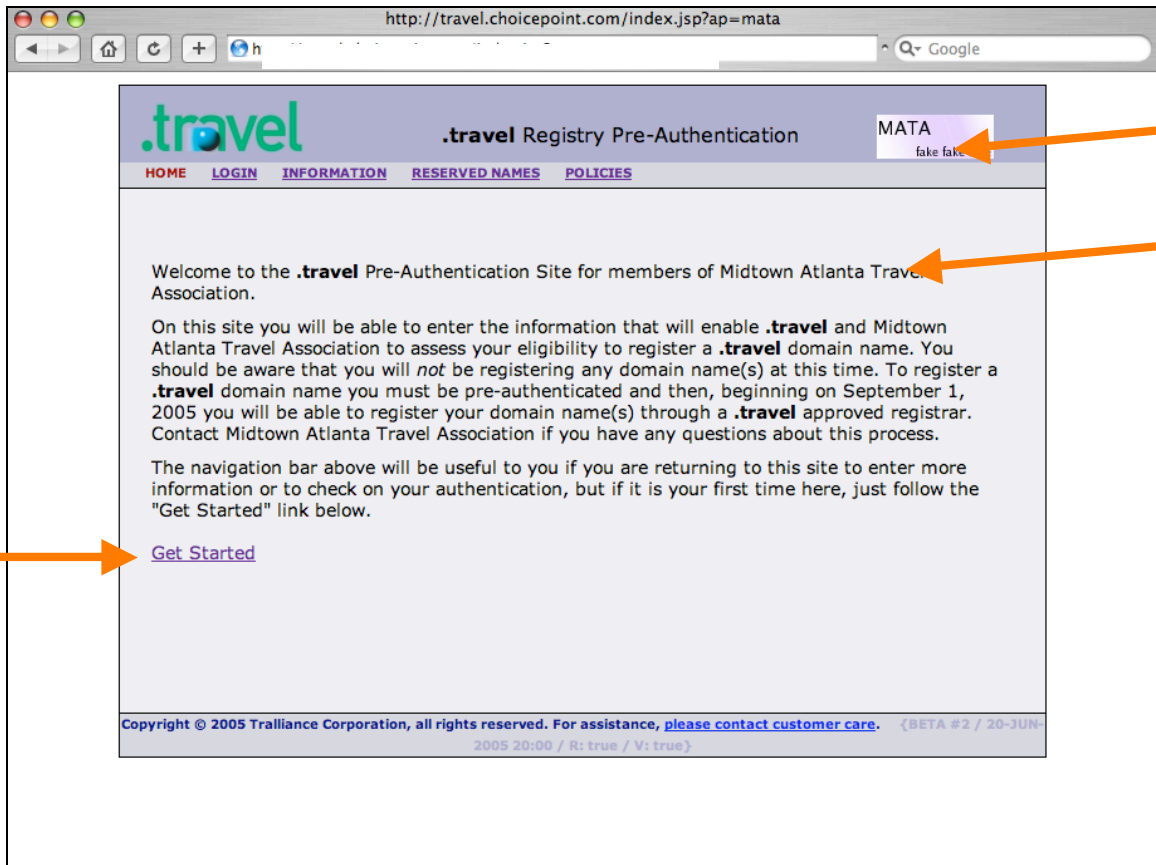
The Authentication Website

The Authentication website is operated by the **.travel** Registry. It is run on a secure server. Your information will be held on that server and not transferred to the authentication reviewer or to any other party.

You can use any standard browser or computer to connect to the Authentication Website. The site is equally accessible through dial-up or broadband.

The remainder of this Guide will take you through each page that you may use on the site.

Entry Page



What is this page for?

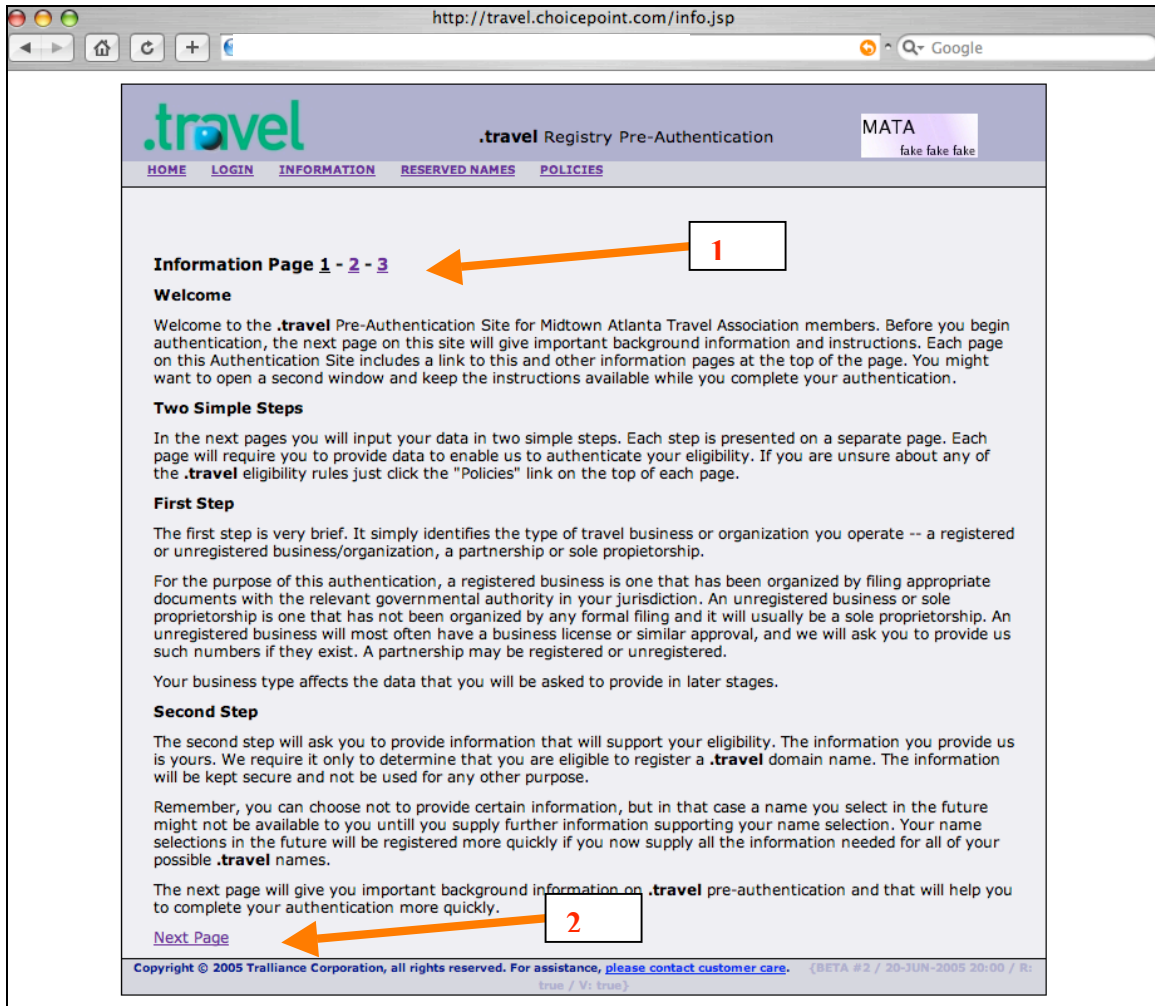
This is the first page that you will see when you click the Authentication link on your association's Authentication information page. Notice that it has the logo of your association (arrow 1—showing a false name in this example). The first line of text also shows the name of your association (arrow 2).

Things to note on this page.

This is just an information page. The navigation links across the top banner of the page can be disregarded at this point. You do not need to login. Login is used when you return to this site after you have entered your authentication information.

What do I do on this page?

Just read the text and click the "Get Started" link (arrow 3)



What is this page for?

This page gives you information on the two simple steps to complete your Authentication information.

Things to note on this page.

Note that there are three information pages (arrow 1). If you need to go back to review any information you can always click one of these numbers to return to the right page

What do I do on this page?

Just read the text and click the "Next Page" link (arrow 2).

The screenshot shows a web browser window with the address bar displaying `http://travel.choicepoint.com/info2.jsp`. The page header includes the **.travel** logo, the title **.travel Registry Pre-Authentication**, and a **MATA** box with the text "fake fake fake". A navigation bar contains links: **HOME**, **LOGIN**, **INFORMATION**, **RESERVED NAMES**, and **POLICIES**.

The main content area is titled **Information Page 1 - 2 - 3** and **Important Information on Authentication for Eligibility and Name Selection**. It states: "It will only take you a few minutes to complete the authentication form, but you should read all of the following background information:".

There are three numbered annotations with arrows pointing to specific parts of the page:

- 1**: Points to item 1a in the list: "Before you begin you should have your business or organization information (if applicable) a. Registration number and name of the business or organization (if applicable) b. The full and complete trademarks, service marks, vessel names, association name, club name for all such names that you may wish to apply to register in the future. c. The names, addresses, email addresses, phone numbers, and fax numbers of a contact person in your organization."
- 2**: Points to item 4: "When you are confirmed you will be sent an email including a link to a secure page on this Authentication Site where you can enter your eligibility confirmation number and a list of names that you may apply to register. These names are subject to review. If you do not provide a name you use and you will not be able to later register that name since only the names included on your list will be accepted at the time of registration."
- 3**: Points to the **.travel Data Privacy Policy** section, which states: "All data that you provide here will remain yours at all times, but by submitting it for authentication you are agreeing to its use by .travel solely for the purpose of authenticating your eligibility and name selection. This data will be kept secure and will not be made available to any other purpose or made available to any party for any other purpose."

The page also includes a **Next Page** link and a footer with copyright information: "Copyright © 2005 Tralliance Corporation, all rights reserved. For assistance, please contact customer care. (BETA #2 / 20-JUN-2005 20:00 / R: true / V: true)"

What is this page for?

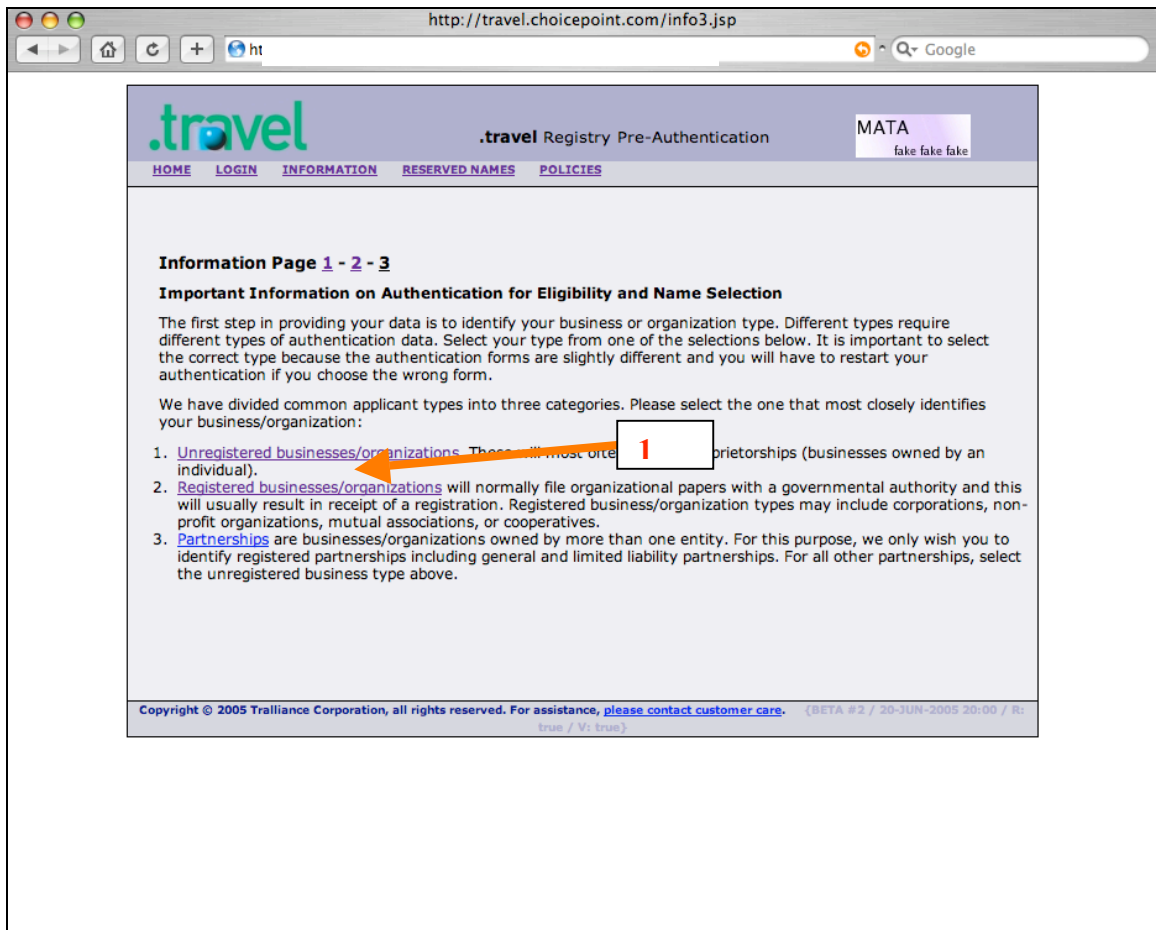
This page gives you more detailed information about what information you will need to complete your authentication and some important details to note.

Things to note on this page.

Item 1 (arrow 1) gives you important information about the details of your business or organization that you will need in order to complete your information form. When you start to fill out the form you may find that you do not have all the information you need. That is fine. You can save the information you have entered to that point (arrow 2). In that case you will have 48 hours to return and complete your form. You should also note our privacy policy (arrow 3)

What do I do on this page?

Just read the text and click the “Next Page” link.



What is this page for?

This page is your first step in entering your information. Here you will select the business or organization type that best describes you.

Things to note on this page.

The page will usually show three types (tourist and convention bureaus will see a fourth that is for them alone). The information you are required to give varies slightly based on your organization type. Make sure you choose the one that best describes you. You will not be able to change your choice if you make a mistake!

What do I do on this page?

Just read the text and click the link organization name that describes you (arrow 1).

http://travel.choicepoint.com/register.jsp?type=R

.travel Registry Pre-Authentication MATA
fake fake fake

HOME LOGIN INFORMATION RESERVED NAMES POLICIES

Please enter your registration information. Required fields are highlighted.

Enter your account setup information. The user id and password you select here will be used to log in.

User ID: [More Info](#)

Password: Please select a password. [More Info](#)

Association: Midtown Atlanta Travel Association [More Info](#)

Enter information about your travel-related business.

Type of Business: **Registered** [More Info](#)

Business Name: Enter your business name. Do not include registration descriptions such as: Ltd, Inc, SA, etc. [More Info](#)

Travel Sector: Select your travel sector from the drop down list. [More Info](#)

Registration: Enter your business registration or license number. [More Info](#)

Issuing Authority: Enter the issuing authority for your business license. [More Info](#)

Division: Enter your division name if you plan to register it. [More Info](#)

Subsidiary: Enter your subsidiary name if you plan to register it. [More Info](#)

Please enter your primary contact information. If you have additional contact information to enter, you may press "SAVE" below and add it to your profile later.

First Name: Please enter your first name.

Last Name: Please enter your last name. [More Info](#)

Title: Please enter your title. [More Info](#)

Address #1: Please enter your address. [More Info](#)

Address #2:

Address #3:

City:

Country: [More Info](#)

State: For U.S. Addresses.

Zip:

Province/State: For International Addresses.

Postal Code:

What is this page for?

This page is your information entry page. It is the last step in your pre-authentication. Here you will enter all of your authentication information. This screen shot shows the top portion of the page.

Things to note on this page.

You must select a User ID and Password (arrow 1). These can be anything you like. Keep a note of them, you will need them to view your authentication information and your eligible names list in the future. Note that an entry has been made showing the organization type that you selected on the prior page (arrow 2). If you are in doubt about what is required for any entry, you can always click the "More Info" link beside the entry (arrow 3).

What do I do on this page?

Just fill in all of the required boxes (indicated with a yellow #).

Now take a look at the next screen shot, which shows the bottom portion of the same screen.

http://travel.choicepoint.com/register.jsp?type=R

"SAVE" below and add it to your profile later.

First Name: Please enter your first name.

Last Name: Please enter your last name.

Title: Please enter your title. [More Info](#)

Address #1: Please enter your address. [More Info](#)

Address #2:

Address #3:

City:

Country: -- please choose --

State: -- please choose -- For U.S. Addresses.

Zip:

Province/State: For International Addresses.

Postal Code:

Phone: + Use international dialing format with no spaces or hyphens. [More Info](#)

Fax: Use international dialing format with no spaces or hyphens. [More Info](#)

Email: Please enter your email address. [More Info](#)

Please enter any names that you wish to have included in your authentication review. When name registration begins September 1, 2005, and thereafter, you will not be able to register any name that has not been reviewed. You should select the name type (from the pulldown) that describes the name(s) you are entering and then enter the full name in the text box beside the name type. For each name that you enter here you must send a document to Midtown Atlanta Travel Association that demonstrates that your named business or organization uses the exact name that you enter here. You will be sent the email address of Midtown Atlanta Travel Association once you have submitted your information here. If you have more than five names to enter, you may press "SAVE" below and add them to your authentication information later. You are not required to enter names here.

Additional Name: -- please choose -- [More Info](#)

Additional Name: -- please choose --

Additional Name: -- please choose --

Additional Name: -- please choose --

Additional Name: -- please choose --

By pressing "SUBMIT" below I/we warrant that all of the information that I/we have provided in support of this application for pre-authentication for a .travel domain name(s) is true and correct and I/we acknowledge that in the event that, during the authentication process conducted by an association I designate, or by the .travel Registry, at any time, it is found that any of the information I/we have provided is incorrect, inaccurate or misleading, any .travel domain name(s) that I have applied for or hold may be revoked in the sole discretion of the .travel Registry and I will not be entitled to any refund for any name(s) applied for or registered.

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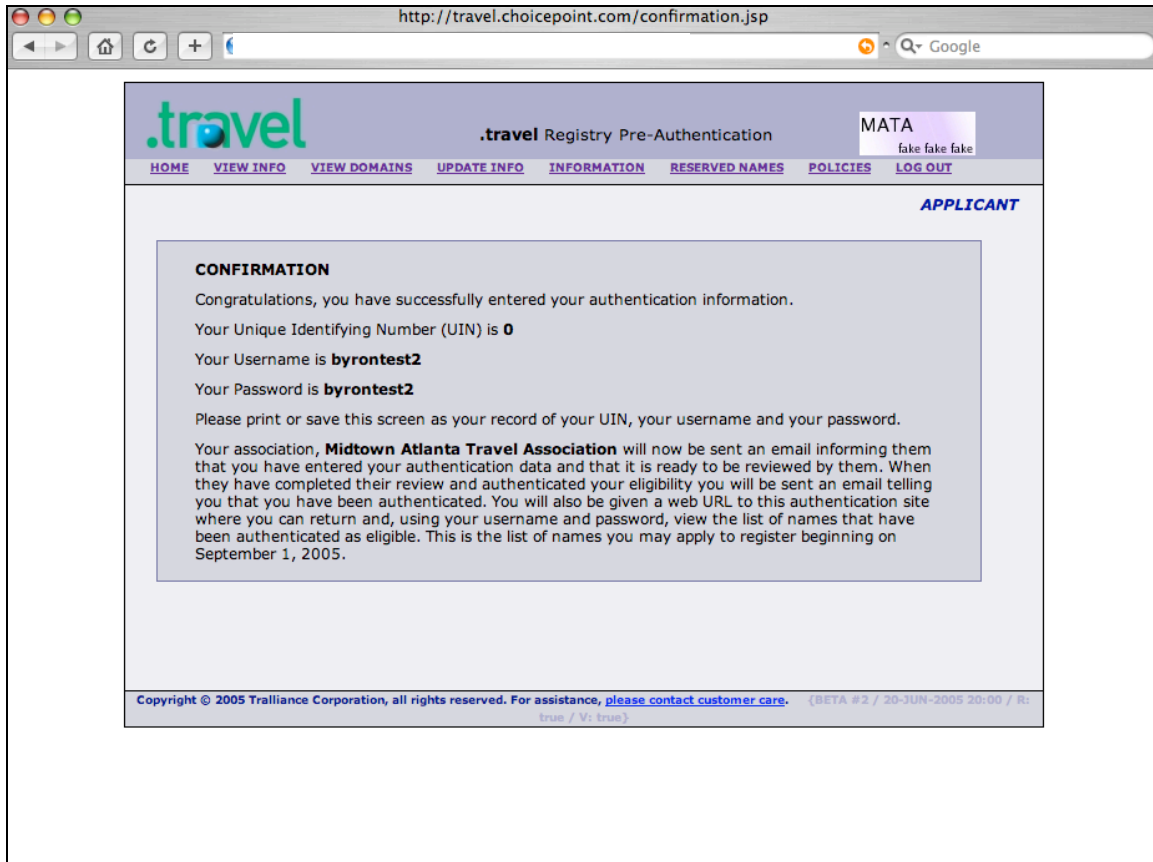
This is the bottom portion of the information entry page. You will be able to enter your additional names in the lower part of this page (arrow 1)

Things to note on this portion of the page.

You will select a "type" from the pulldown. Select the one that best describes your name (arrow 2). It might be a trademark or a service mark. All of the entries can be of the same name type.

What do I do on this page?

On this segment of the page you will enter any additional names. This is optional. When you are done you will click the “Submit” button (arrow 3).



You're Done!

This is your confirmation page. When you click “Submit” your information will be stored in our database and the confirmation page will be generated to list your important information.

The information on this page is important. You should save the page or print it out. It includes:

1. Your Username
2. Your Password
3. Your Unique Identifying Number (UIN), which is the number you must provide to your registrar in order to register a **.travel** domain name. Your UIN is your permanent confirmation of eligibility.
4. A note that your authenticator will be sent an email informing them that your information is ready to be reviewed.

Special Features

1. Adding More Than Five Additional Names

http://travel.choicepoint.com/register.jsp?type=R

"SAVE" below and add it to your profile later.

First Name: Please enter your first name.

Last Name: Please enter your last name.

Title: Please enter your title. [More Info](#)

Address #1: Please enter your address. [More Info](#)

Address #2:

Address #3:

City:

Country: -- please choose -- [More Info](#)

State: -- please choose -- For U.S. Addresses.

Zip:

Province/State: For International Addresses.

Postal Code:

Phone: + Use international dialing format with no spaces or hyphens. For North America, "+12225551212". [More Info](#)

Fax: Use international dialing format with no spaces or hyphens. For North America, "+12225551212".

Email: Please enter your email address. [More Info](#)

Please enter any names that you wish to have included in your authentication review. When name registration begins September 1, 2005, and thereafter, you will not be able to register any name that has not been reviewed. You should select the name type (from the pulldown) that describes the name(s) you are entering and then enter the full name in the text box beside the name type. For each name that you enter here you must send a document to Midtown Atlanta Travel Association that demonstrates that your named business or organization uses the exact name that you enter here. You will be sent the email address of Midtown Atlanta Travel Association once you have submitted your information here. If you have more than five names to enter, you may press "SAVE" below and add them to your authentication information later. You are not required to enter names here.

Additional Name: -- please choose -- [More Info](#)

Additional Name: -- please choose --

Additional Name: -- please choose --

Additional Name: -- please choose --

Additional Name: -- please choose --

By pressing "SUBMIT" below I/we warrant that all of the information that I/we have provided in support of this application for pre-authentication for a .travel domain name(s) is true and correct and I/we acknowledge that in the event that, during the authentication process conducted by an association I designate, or by the .travel Registry, at any time, it is found that any of the information I/we have provided is incorrect, inaccurate or misleading, any .travel domain name(s) that I have applied for or hold may be revoked in the sole discretion of the .travel Registry and I will not be entitled to any refund for any name(s) applied for or registered.

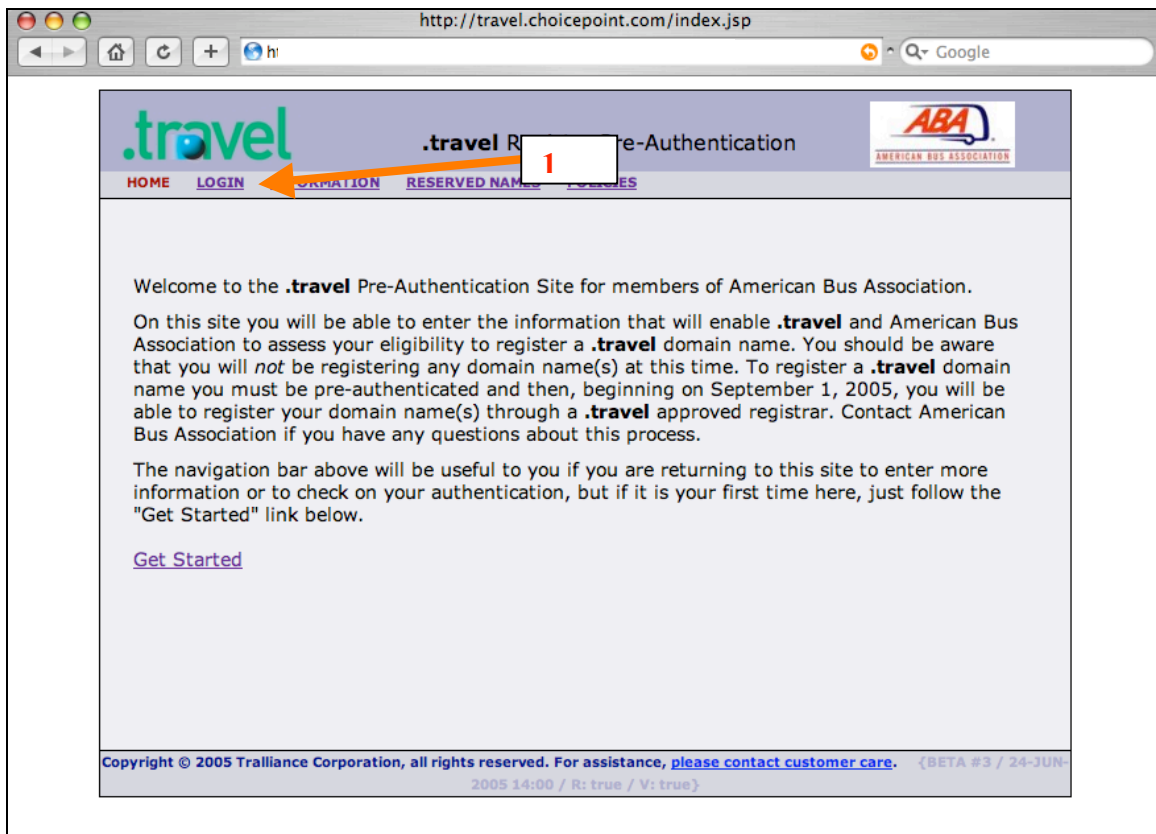
SUBMIT SAVE

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The Authentication information form is set up to allow you to enter up five names. You will note that the explanation leading to the "Additional Names" entry segment (arrow 1) tells you that you should press "Save" (arrow 2) if you would like to enter more than five names. This section of the Guide will show you how to enter more than five names. The system is set up to allow you to easily enter up to 10,000 names by cut-and-paste into one screen.

When you hit "Save" your information is saved in the system and you have up to 48 hours to return to enter additional names. Adding up to thousands of names is a simple, three-step process.

Step 1—Login



Just return to the “Home” page of the Authentication website and hit the “LOGIN” link on the menu bar (arrow 1).

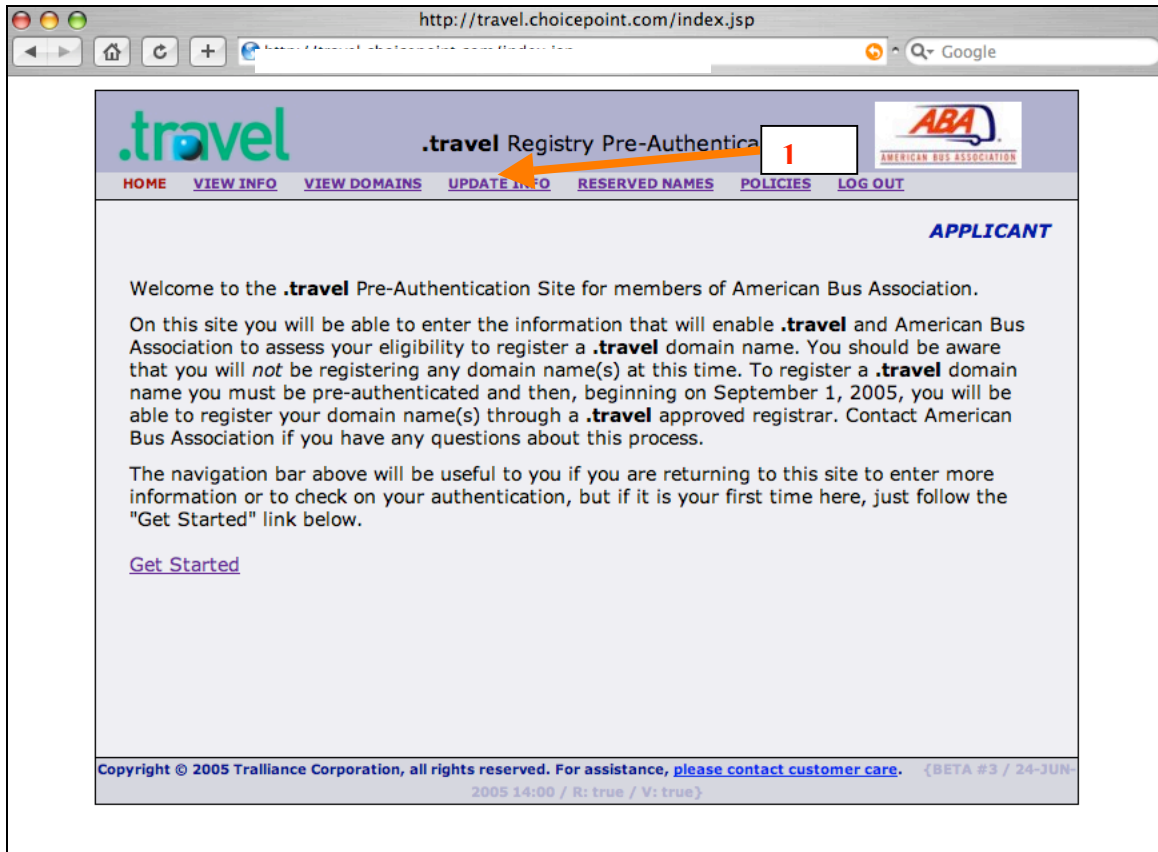
This will take you to the login page.

The screenshot shows a web browser window with the address bar displaying `http://travel.choicepoint.com/login.jsp`. The page features the .travel logo and the text ".travel Registry Pre-Authentication" at the top. A navigation bar includes links for HOME, LOGIN, INFORMATION, RESERVED NAMES, and POLICIES. On the right, there is an ABA American Bus Association logo. The main content area contains a login form with the instruction "Please enter your login id and password." It includes input fields for "User ID:" and "Password:" (masked with dots), and a "LOGIN" button. The footer contains copyright information for Trilliance Corporation, a link to customer care, and a beta notice: "{BETA #3 / 24-JUN-2005 14:00 / R: true / V: true}".

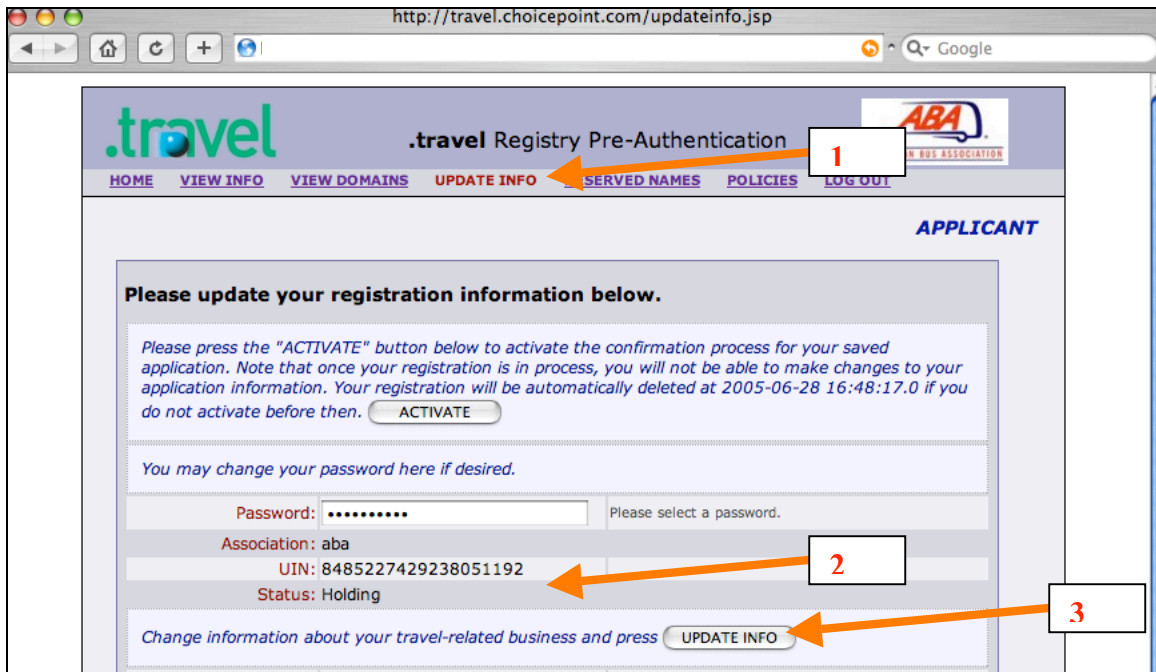
Now, login with the User ID and Password that you selected when you entered your information (You were reminded of these on a confirmation page when you hit “SAVE”. You *did* save that page or print it out, didn’t you!)

Step 2—Update

Once you have logged in you will be shown the following screen.



Just hit the “UPDATE INFO” link on the menu bar (arrow 1). You will be taken to the following screen.



We are now on the “UPDATE INFO” screen as you can see by looking at the menu bar (arrow 1).

If you look at the top of this screen you will see that it confirms your UIN and your status (arrow 2).

When you are on this screen you can change any of your information, as well as adding additional names (The screenshot above only shows the top of this screen. We’ll look at the bottom below.) You should also note that when you change your information you should hit the “UPDATE INFO” button (arrow 3).

Now, let’s look at the bottom of the same screen.



At the bottom of the screen you will see that it allows you to add additional names, referred to as “additional name basis information” (arrow 1). Of course, this screen also lets you delete any names that you have already added (arrow 2). But we’ll assume you want to add 100 trademarks. To do that just hit the “ADD NAMEBASIS” button (arrow 3).

Hitting that button will take you to your last step.

Step 3—Add Additional Names

http://travel.choicepoint.com/addnamebasis.jsp

.travel Registry Pre-Authentication

HOME VIEW INFO VIEW DOMAINS UPDATE INFO RESERVED NAMES POLICIES LOG OUT

APPLICANT

Add Name Basis [Bulk Entry]

Please enter any additional names that you wish to have included in your authentication review. You will not be able to register any name that has not been reviewed. You should select the name type that describes the name(s) you are entering and then enter or cut and paste a list of those types of names into the text box beside the name type. Each name must be on a line by itself. There cannot be more than 10,000 names registered for your account.

For each name that you enter here you must send a document to American Bus Association that demonstrates that your named business or organization uses the exact name that you enter here.

You will be sent the email address of American Bus Association once you have registered here.

-- please choose --
Acronym
Usual Business Name
Club
Event/Product
Association
Service Mark
Trademark
Vessel

Happy Holidays
Very Happy Holidays
Happy World Holiday

1

2

This is the screen where you can do bulk entry of names. It is set up in the same fashion as the basic information screen where you entered a single additional name. The first thing you do is to select a “name type”, listed in the selection box to the left (arrow 1). One important thing to note is that all of the names you insert in the box to the right (arrow 2) must be of the same name type—all Trademarks, or all Service Marks etc.

It’s very easy to enter large numbers of names. You can add hundreds or thousands of names, just make sure that they’re each on one line. When you’re done just hit the “SAVE” button at the bottom of the page.

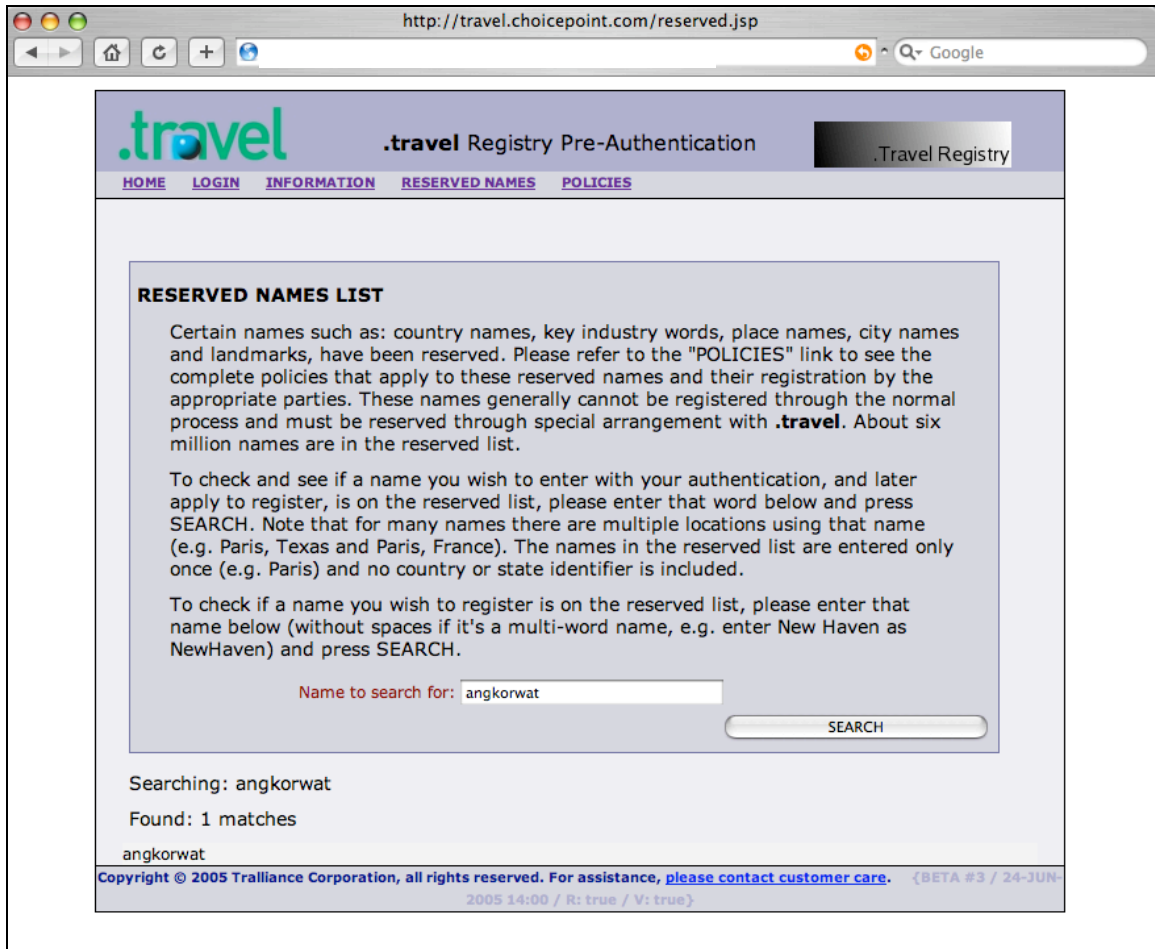
Remember, you must complete the posting of your authentication information by hitting the “ACTIVATE” button on your “UPDATE INFO” screen. You must do this within 48 hours, otherwise all of your data will be lost and you will have to start over!

2. Checking the Reserved Names List

You may be wondering whether one of your desired names is a reserved name. Reserved Names are Country Names (e.g. France, Canada), Industry Names (e.g. holiday) and Registry Names (e.g. directory). You should check the **.travel** Registry Policies by hitting the “Policies” link on your menu bar if you are interested in more detail on these policies. There are a few things of special importance to note about Reserved Names:

1. The Reserved Names list is checked when you enter your authentication information. That means that even if you happen to use “France” as your usual business name and you enter it into your authentication data, it will not appear as one of your eligible names, since that list is generated after checking the Reserved Names list. However, you may be entitled to register that name after application to the **.travel** Registry, so it is important to enter it into your authentication data.
2. Some Reserved Names will never be made available for registration. These are Industry Names and Registry Names. The Reserved Names tool on the Authentication website does not list the type of a particular Reserved Name. If you are interested in this information you should search the complete Reserved Names list on the **.travel** Registry website at www.Tralliance.info.

If you would like to check the reserved list while you are looking at your domain names list just hit the “VIEW DOMAINS” link on your menu bar to look at your current names, then go to the Reserved Names tool by hitting the “RESERVED NAMES” link on the menu bar. You will see the following screen.



There are just a couple of things to note on this screen.

First, entries in the list are in “domain name format” which means that there are no spaces. So, to search the name “New Zealand” you will enter it as “NEWZEALAND” (Or the same name in lower case; system treats upper and lower case as interchangeable.) Second, only one name at a time may be searched.
