Registry Data Escrow Onboarding Manual v2

Start here →
Content

1. Escrow Contracting .............................................................................................................................................. 3
   1.1. How is the contract concluded? .................................................................................................................. 3
   1.2. What information is needed for the contract? .......................................................................................... 3
2. Change Request and Transition Plan .................................................................................................................. 4
   2.1. Change Request ......................................................................................................................................... 4
   2.2. Transition Plan .......................................................................................................................................... 4
3. Technical Onboarding ......................................................................................................................................... 4
   3.1. Registry Data Escrow Account and Credentials ...................................................................................... 4
   3.2. PGP Key for signing and encrypting deposits .......................................................................................... 5
   3.3. SSH Key(s) for automatic login to the SFTP server ............................................................................... 6
   3.4. Deposit preparation .................................................................................................................................. 6
   3.5. Deposit upload to DENIC Services SFTP server ..................................................................................... 7
4. Switch and ONBIR Update .................................................................................................................................. 8
   4.1. Overlap ...................................................................................................................................................... 8
   4.2. Switch to DENIC Services ...................................................................................................................... 8
   4.3. Process for updating RRI DEA Credentials according to ICANN .......................................................... 9
5. Deposit Reporting .................................................................................................................................................. 9
   5.1. ONBIR update accepted by ICANN ......................................................................................................... 9
I - Customer Service Portal .................................................................................................................................. 10
II - Contact and Support ...................................................................................................................................... 11
III - Additional Information .................................................................................................................................. 11
Links and Ressources ............................................................................................................................................. 11
1. Escrow Contracting

1.1. How is the contract concluded?

The whole process starts with signing our Escrow contract and with cancelling the actual Escrow agent.

The contract will be prepared via DocuSign, where it will be signed electronically. Once the documents are completed a PDF document will be sent out.

1.2. What information is needed for the contract?

Following information is needed:

- Full Registry Operator name
- TLD
- Address
- E-Mail-Address
- Phone and Fax
- Contractual partner with position
- E-Mail-Address of Contractual partner
- E-Mail-Address for deposit notifications
- E-Mail-Address for for maintenance information
- Place of jurisdiction
- Planned start date

To send the needed information the webform shall be used:

Registry Data Escrow Details Form or via email to: escrow@denic-services.de.

You can find a template of the agreement here: DENIC Services RyDE Agreement Template.

We will provide you also with a cancellation template for different Escrow agents.
2. Change Request and Transition Plan

2.1. Change Request

ICANN wants you to submit a Change Request over the Naming Services Portal (former GDD Portal). The Secondary Contact for the New Data Escrow Agent is optional. The same address could be used once with info@denic-services.de and once with escrow@denic-services.de. The address can be found at the end of this document.

https://portal.icann.org

To request direct assistance, you may also log into the Naming Services Portal to open a case or send an email to globalsupport@icann.org.

Please send us a copy of the Change Request with Transition Plan.

2.2. Transition Plan

As part of the Change Request a Transition Plan has to be submitted.

For this Transition Plan specific dates are needed:

- Termination of current Data Escrow Agent
- Activation of new Data Escrow Agent
- Duration of overlap (30-days recommended by ICANN)

We will provide an example Transition Plan with suggestions for the needed dates.

ICANN has to accept and confirm the Transition Plan.

3. Technical Onboarding

3.1. Registry Data Escrow Account and Credentials

The Registry Data Escrow Account will be created in the DENIC Services Data Escrow system. Once the account is created, credentials will be sent out via E-Mail, which can be changed in the Customer Service Portal as well. It is recommended to change the password immediately after the first login.

Customer Service Portal escrow.denic-services.de

These credentials are used for both, SFTP server and the Customer Service Portal.

An example for the credentials look like this:

<table>
<thead>
<tr>
<th>Login: e.g. RyDE-example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Password: initial password will be provided by our team</td>
</tr>
</tbody>
</table>
3.2. PGP Key for signing and encrypting deposits

Please provide us your public PGP key through the Customer Service Portal. The key needs to be valid. Your PGP key is necessary for uploading a deposit successfully.

For creating a PGP Key we recommend to use GnuPG:

- https://gnupg.org (Linux)
- https://www.gpg4win.org (Windows)

Validation period of at least 5 years and length 2048 Bit

**Algorithms**

<table>
<thead>
<tr>
<th>Algorithm</th>
<th>Hash 1</th>
<th>Hash 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>RIPEMD160withRSA</td>
<td>SHA256withECDSA</td>
<td>SHA512withECDSA</td>
</tr>
<tr>
<td>RIPEMD160withECDSA</td>
<td>SHA384withDSA</td>
<td>SHA256withRSA</td>
</tr>
<tr>
<td>RIPEMD256withRSA</td>
<td>SHA384withECDSA</td>
<td>SHA384withRSA</td>
</tr>
<tr>
<td>SHA256withDSA</td>
<td>SHA512withDSA</td>
<td>SHA512withRSA</td>
</tr>
</tbody>
</table>
3.3. SSH Key(s) for automatic login to the SFTP server

Please provide us your public SSH key(s) via the Customer Service Portal. The key(s) need(s) to be valid. We support more than one key if you work with different keys on different servers.

To create a SSH key you may use ssh-keygen at the command line for creating the SSH Key

For example ssh-keygen -t rsa -b 4096

3.4. Deposit preparation

Please prepare your deposit files according to the official ICANN specifications:

ICANN Registry Agreement

XML Schema by Arias & Noguchi (legacy) [11]

XML Schema by IETF (latest) [00]

You have to use our public production key to encrypt the deposit:

DENIC Services RyDE public PGP Key.
3.5. Deposit upload to DENIC Services SFTP server

Please use the provided credentials for uploading to our SFTP server.

<table>
<thead>
<tr>
<th>FQDN: escrow.denic-services.de</th>
</tr>
</thead>
<tbody>
<tr>
<td>Login: e.g. RyDE-example</td>
</tr>
<tr>
<td>Password: initial password will be provided by our team</td>
</tr>
</tbody>
</table>

You may use any SFTP application via terminal or client such as FileZilla:

FileZilla Project.

The number of simultaneous connections has to be set to 1.

In FileZilla it is:

"Transfer Settings" → "Limit number of simultaneous connections" and set to 1.

After successful upload to the DENIC Services server the overlap period can run according to the Transition Plan.
4. Switch and ONBIR Update

4.1. Overlap

The overlap period is taking place to ensure the uploading to the New Data Escrow Agent without problems and interruptions. During this time the deposits have also to be submitted to the Actual Data Escrow Agent.

4.2. Switch to DENIC Services

At the end of the overlap period you will have a 24 hour window for changing the ONBIR credentials in the Naming Services Portal (former GDD Portal). You will get these credentials around a week before the Transition Day.

ONBIR credentials

<table>
<thead>
<tr>
<th align="left">Login: e.g. tld_dea</th>
</tr>
</thead>
<tbody>
<tr>
<td align="left">Password: will be provided by our team</td>
</tr>
</tbody>
</table>

RRI DEA IP Addresses

| RRI DEA IP Address 1: 81.91.160.0/24 |
| RRI DEA IP Address 2: 81.91.173.0/24 |

Data Escrow Agent Contact

The Secondary Contact is optional.
You can also use the Primary Contact as Secondary Contact with different e-mail-address.

Data Escrow Agent: DENIC Services GmbH & Co. KG
Address: Heinrich-Hertz-Str. 6, 64295 Darmstadt, Germany
Primary Contact: DENIC Services Data Escrow
Primary Contact Phone: +49-6151-62 92 710
Primary Email Address: escrow@denic-services.de

Data Escrow Agent: DENIC Services GmbH & Co. KG
Address: Heinrich-Hertz-Str. 6, 64295 Darmstadt, Germany
Secondary Contact: DENIC Services Data Escrow
Secondary Contact Phone: +49-6151-62 92 710
Secondary Email Address: info@denic-services.de
4.3. Process for updating RRI DEA Credentials according to ICANN

1. Login to the Naming Services Portal.
2. Select your TLD to update.
3. Click on **RRI DEA Credentials** button.
4. A pop-up window will be showed “SUBMIT RRI DEA CREDENTIALS”.
5. Please note the Username must show the TLD
   i. follow by an underscore "_"
   ii. follow by "dea".
6. Type the new password to share with the DEA.
7. You may select the checkbox “Show Password?” in order to see what you are typing.
8. Click **Submit** button.
9. A success message will be displayed.

Date: 28 August 2019

**Naming Services Portal**

https://portal.icann.org

5. Deposit Reporting

5.1. ONBIR update accepted by ICANN

After ICANN accepted the ONBIR update and change the data in their systems the reporting will officially executed by DENIC Services.

You can stop delivering deposits to your old Data Escrow Agent now.

Congratulations!
I - Customer Service Portal

Features

- Credential handling
- Deposit overview
- Statistics
- SLA Information
- Change customer data

Customer Service Portal escrow.denic-services.de
II - Contact and Support

DENIC Services GmbH & Co. KG
Heinrich-Hertz-Str. 6
64295 Darmstadt
Germany

Phone       +49-6151-62 92 710
Fax         +49-6151-62 92 711
E-Mail      escrow@denic-services.de
Internet    https://www.denic-services.de/en

III - Additional Information

Links and Resources
- DENIC Services Data Escrow Website
- ICANN Registry Data Escrow Program
- ICANN Naming Services Portal (former GDD Portal)
- ICANN Registry Agreement
- Registry Data Escrow Agreement Template