

REGISTRAR ACCREDITATION GUIDELINES

**ZACR REGISTRAR ACCREDITATION
GUIDELINES**

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1. EXECUTIVE SUMMARY

The purpose of this document is to provide guidelines for the accreditation process and guidelines for ZA Central Registry (ZACR) administered Second-Level Domains (SLD) registration and the process to be followed.

2. INTRODUCTION

2.1 Background

Registrar Accreditation is a process whereby the potential Registrars who wishes to obtain access to the ZACR Registry panel can be tested and given access to perform activities like create, edit/update, delete the domain names objects.

Several benefits of being accredited exists, such as low cost on domain annual fees, payment for domains is done automatically through the systems and it is prepaid model, invoicing every week rather than monthly and that EPP system have a faster, more reliable, response automated system for registering and maintaining domains around the clock.

2.2 Registrar Onboarding

Registrar Onboarding is a process that an applicant/registrar must complete to obtain Accreditation from a Registry so that it can provision domain names in the zones that have been delegated to that Registry.

Potential Registrars must first go through the Onboarding which is the process that an Applicant/Registrar must complete to obtain accreditation from a Registry so that it can provision domain names in the zones that have been delegated to that Registry.

Onboarding process includes, among others, signing the prescribed or relevant Registrar Agreement, paying an accreditation fee and passing a series of technical Operation Test and Evaluation (OT&Es) and legal checks.

There are tests that a Registrar needs to pass before the Registrar can provision domain names in the zone administered by the ZACR. The following are the .ZA administered SLDs that a Registrar can be accredited: co.za org.za net.za and web.za. All these SLDs are offered on an Extensible Provisioning Protocol (EPP) platform which is a robust and flexible tool that provides communication between domain name Registries and domain name Registrars.

Once a Registrar has been accredited by the Registry and has passed selected OT&Es, it can provision domain names in the zones administered by that Registrar. Only on completion of the accreditation tests will Registry accreditation be considered.

3. ZACR ACCREDITATION PROCESS

3.1 Signup

The first step of the accreditation process is for the prospective Registrar to [sign up](#) to the Registry panel. Potential Registrar will provide Trading Name, First name, Last name and email address upon signing up.

All applicants are required to activate an online service account with the ZA Central Registry during an application window period to obtain access to the Registry Services.

This is an important first step as it creates the communication and transactional channel in terms of which Registrars may engage with the Registry and vice versa.

ZACR publishes the start and end date of an application window period on its website for prospective registrars to sign up.

3.2 Registrar Agreement and Fees

Registrars must agree to the terms and conditions contained in the Registry-Registrar Agreement before they can make use of the registry services. Registrars must click on the link provided in the signup confirmation email, review the latest Registry-Registrar Agreement and accept the terms of the Agreement as part of the online Signup Process.

ZACR charges an Accreditation Fee of [ZAR 5000](#) which must be paid prior to the review of any new application. This fee must be paid prior to the review of any new application. This can be performed directly via credit card through the Registrar Panel after [login](#) in, or alternatively by making a wire transfer.

3.3 ZACR Accreditation

Once a registrar has accepted the Registry-Registrar Agreement and paid the associated Accreditation Fee, it must provide the Registry with the necessary legal and administrative information required to pass legal verification. This includes submitting current and accurate primary and secondary contact information, legally acceptable company registration documentation and ICANN Accreditation information, where applicable.

Registrars are required to upload a copy of their company registration document which will be reviewed for accuracy and legality by the ZACR legal team. This process may take up to 5 working days.

ZACR will also conduct its own verification process for applicants who represent that they are ICANN Accredited Registrars.

If the information and/or documentation provided by an applicant is deficient for any reason, a representative from the ZACR will contact the primary contact on the application to remedy the defect, failing which, the accreditation process will be stopped.

3.4 Select Products and Namespaces

Applicants who have passed accreditation will receive an email notification from the ZACR which contains their registrar accreditation credentials. This email will also contain all the information regarding the Technical OT&Es that are available from the Registry.

Registrars may select the Technical OT&Es that they wish to prove and the ZACR will provide OT&E credentials and other information pertaining to each Technical OT&E, such as, server documentation, available tools and tracking capabilities.

Registrars that have completed an OT&E for a particular name space will receive Live Server credentials from the registry thereby enabling it to provision domain names in their selected namespace.

SSL certificates as well as incoming IP addresses must be made available on activation of a namespace.

3.5 Terms and Compliance

Registrars that have been given credentials to provision domains in multiple domain namespaces are required to familiarise themselves with the Registry policies applicable to each of these name spaces. All policies are available online at the ZACR website.

3.6 Notification, EPP and Further Info

The ZACR will from time to time send registrar emails related to updates to the registry system as well as any changes to its Policies.

3.7 Technical Support

All issues and questions relating to the EPP Registry-Registrar System must be raised in the Contact/Support pages through the Registrar Panel so that the support department can track and address all issues.