

How to manage your standard

TMCH services

Trademark Clearinghouse
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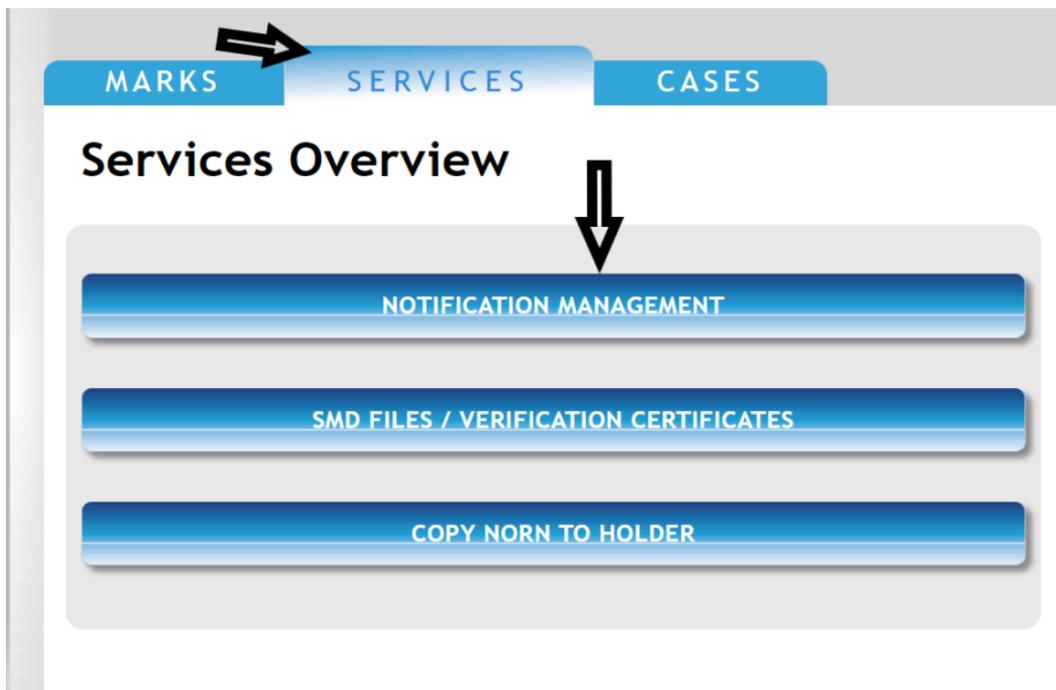


1. Introduction

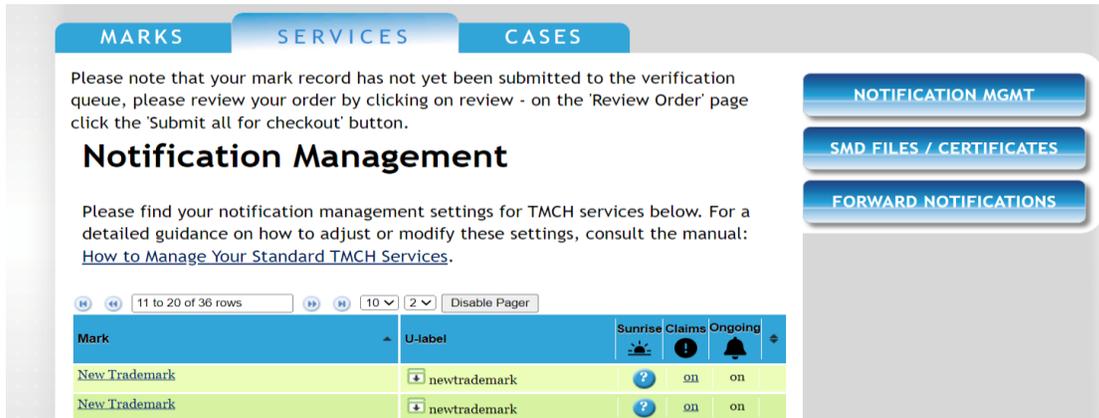
This document will guide TMCH users on how to manage their standard TMCH services:

- Sunrise service
- Claims service
- Ongoing notifications service

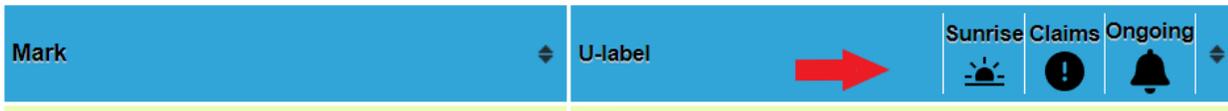
After logging into the Trademark Clearinghouse, you are automatically redirected to the “Mark Overview” page. In order to have an overview on the status of the standard services, you can navigate to the “Services” tab and select “Notification Management”.



After clicking the “Notification Management” button, you will be directed to the dedicated page, like the one shown below.

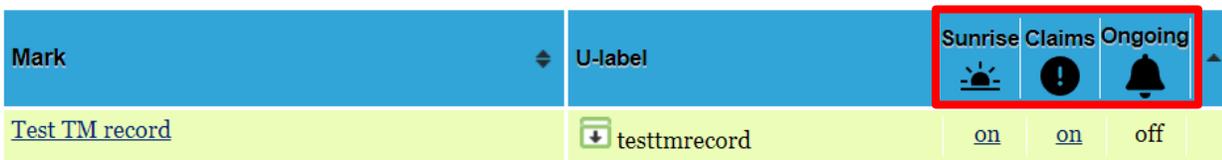


This page contains a table listing your trademark records. The header of this table includes the standard services for TMCH, as shown below:



2. Sunrise service

After signing in to the TMCH web interface, navigate to the "Services" tab and click on the "Notification Management" button. Here, you will find a table listing your trademark records in the “Mark” column. This table provides an overview of the Sunrise service, the Claims service, and the Ongoing notifications service.



In the ‘U-label’ column, you will find all labels associated with your trademark record. By clicking on the arrow in the U-label column, you can view all labels related to the trademark record, if applicable.



Mark	U-label	Sunrise	Claims	Ongoing
Test TM record	testtmrecord	off	off	on
	testtm-record	on	on	on
	test-tmrecord	on	on	on

In general, the “on/off” buttons indicate whether the Sunrise service, Claims service, and Ongoing notifications service are activated or deactivated for the labels of a trademark record.

Mark	U-label	Sunrise	Claims	Ongoing
Test TM record	testtmrecord	off	off	on
	testtm-record	on	on	on
	test-tmrecord	on	on	on

In this section, we refer to the Sunrise service. The “on/off” buttons for the Sunrise service mean that the labels are included/excluded from the current SMD file. As a result, this determines whether the labels are protected during the Sunrise period of a new gTLD.

Mark	U-label	Sunrise	Claims	Ongoing
Test TM record	testtmrecord	off	off	on
	testtm-record	on	on	on
	test-tmrecord	on	on	on

e.g. the ‘testtmrecord’ is not included in the current SMD file.

e.g. the ‘test-tmrecord’ is included in the SMD file.

If you want to alter the Sunrise service settings, you should follow the steps below.

- To exclude a label from the SMD file, click the “on” button to switch the status to “off”.



Mark	U-label	Sunrise	Claims	Ongoing
Test TM record	testtmrecord	off	off	on
	testtm-record	on	on	on
	test-tmrecord	on	on	on

After clicking the “on” button, a message will pop up, explaining the impact of the status switch:

Please note that toggling the Sunrise services on/off will revoke your current SMD file. When you toggle the sunrise services on/off you include/exclude the relevant labels from the SMD file. Therefore, your initial SMD file will be revoked and a new SMD file will be generated. Please ensure that you use the new SMD file when you want to participate in a new gTLD sunrise period, since your old SMD file will no longer be valid.



By clicking the "OK" in the pop-up, your SMD file will be revoked and regenerated. Labels with Sunrise service toggled off will be removed from the SMD file.

- To include a label in the SMD file, click the “off” button, to switch the status to “on”.

Mark	U-label	Sunrise	Claims	Ongoing
Test TM record	testtmrecord	off	off	on
	testtm-record	on	on	on
	test-tmrecord	on	on	on

After clicking the “off” button, a message will pop up, explaining the impact of the status switch:



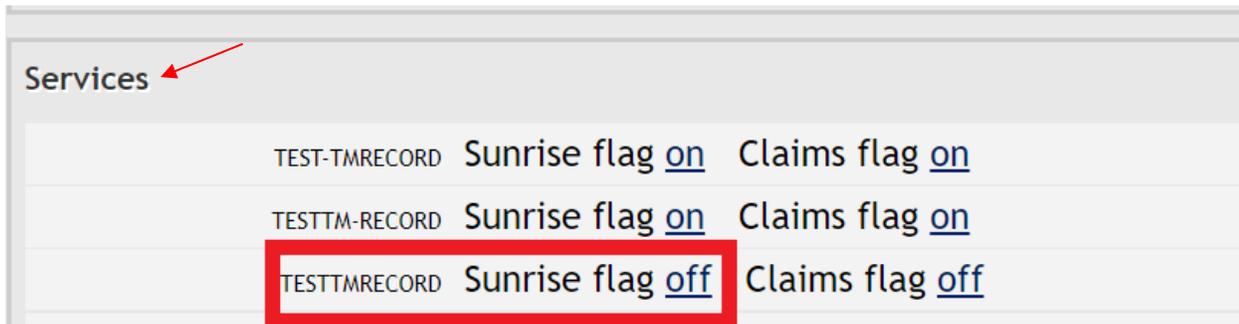


Please note that toggling the Sunrise services on/off will revoke your current SMD file. When you toggle the sunrise services on/off you include/exclude the relevant labels from the SMD file. Therefore, your initial SMD file will be revoked and a new SMD file will be generated. Please ensure that you use the new SMD file when you want to participate in a new gTLD sunrise period, since your old SMD file will no longer be valid.



By clicking the "OK" button in the pop-up, your SMD file will be revoked and regenerated. Labels with Sunrise service toggled on will be included in the SMD file.

An alternative method to alter the Sunrise service settings is to navigate to the "Mark Overview" page in your TMCH account and select a trademark record. Once you have chosen a trademark record, you will be directed to the "Mark Details" page. From there, you can go to the "Services" section and toggle the Sunrise service on or off for each label you wish to include or exclude from the SMD file.



3. Claims service

After signing in to the TMCH web interface, navigate to the "Services" tab and click on the "Notification Management" button. Here, you will find a table listing your trademark records in the "Mark" column. This table provides an overview of the Sunrise service, the Claims service, and the Ongoing notifications service.

Mark	U-label	Sunrise	Claims	Ongoing
Test TM record	testtmrecord	on	on	off

In the 'U-label' column, you will find all labels associated with your trademark record. By clicking on the arrow in the U-label column, you can view all labels related to the trademark record, if applicable.

Mark	U-label	Sunrise	Claims	Ongoing
Test TM record	testtmrecord	off	off	on
	testtm-record	on	on	on
	test-tmrecord	on	on	on

In general, the "on/off" buttons indicate whether the Sunrise service, Claims service, and Ongoing notifications service are activated or deactivated for the labels of this trademark record.

Mark	U-label	Sunrise	Claims	Ongoing
Test TM record	testtmrecord	off	off	on
	testtm-record	on	on	on
	test-tmrecord	on	on	on

In this section, we refer to the Claims Service. The "on/off" buttons indicate whether you are currently receiving Claims notifications for these labels.



Mark	U-label	Sunrise	Claims	Ongoing
Test TM record	testtmrecord	on	off	on
	testtm-record	on	on	on
	test-tmrecord	off	on	on

e.g. for the 'testtmrecord' you do not receive Claims notifications

e.g. for the 'testtm-record' you do receive Claims notifications.

If you want to alter the Claims service settings, you should follow the steps below.

- To receive Claims notifications for a trademark label, click the "off" button to switch the status to "on"

Mark	U-label	Sunrise	Claims	Ongoing
Test TM record	testtmrecord	off	off	on
	testtm-record	on	on	on
	test-tmrecord	on	on	on

A message will pop up, asking to confirm toggling "on" the Claims service:

Are you sure you want to toggle the Claims Notifications for this label?



After you have clicked on "OK" in the pop-up, you will receive Claims notifications for the selected label(s).

- If you don't want to receive Claims notifications for a trademark label, click the "on" button to switch the status to "off"



Mark	U-label	Sunrise	Claims	Ongoing
Test TM record	testtmrecord	off	off	on
	testtm-record	on	on	on
	test-tmrecord	on	on	on

A message will pop up, explaining the impact of toggling “off” the Claims service:

Are you sure you want to toggle the Claims Notifications for this label?
 Kindly note that end users will no longer receive Claims Notifications
 for this label if you toggle this 'off'.



After you have clicked “OK” in the pop-up, you will no longer receive Claims notification for the selected label(s).

An alternative method to alter the Claims service settings is to navigate to the “Mark Overview” page in your TMCH account and select a trademark record. Once you have chosen a trademark record, you will be directed to the “Mark Details” page. From there, you can go to the “Services” section and toggle the Claims service on or off for each label you want to receive/not receive Claims notifications.

Services		
TEST-TMRECORD	Sunrise flag on	Claims flag on
TESTTM-RECORD	Sunrise flag on	Claims flag on
TESTTMRECORD	Sunrise flag off	Claims flag off



4. Ongoing notifications service

After signing in to the TMCH web interface, navigate to the "Services" tab and click on the "Notification Management" button. Here, you will find a table listing your trademark records in the "Mark" column. This table provides an overview of the Sunrise service, the Claims service, and the Ongoing notifications service.

Mark	U-label	Sunrise	Claims	Ongoing
Test TM record	testtmrecord	off	on	on
	testtm-record	on	on	on
	test-tmrecord	on	on	on

In the 'U-label' column, you will find all labels associated with your trademark record. By clicking on the arrow in the U-label column, you can view all labels related to the trademark record, if applicable.

Mark	U-label	Sunrise	Claims	Ongoing
Test TM record	testtmrecord	off	off	on
	testtm-record	on	on	on
	test-tmrecord	on	on	on

In general, the "on/off" buttons indicate whether the Sunrise service, Claims service, and Ongoing notifications service are activated or deactivated for the labels of this trademark record.

Mark	U-label	Sunrise	Claims	Ongoing
Test TM record	testtmrecord	off	off	on
	testtm-record	on	on	on
	test-tmrecord	on	on	on

In this section, we refer to the Ongoing Notifications. The Ongoing Notifications service is linked to the entire account, not to individual trademark records. Therefore, the "on/off" button cannot be toggled from this table.



Instead, if you want to alter the Ongoing Notifications you should access the “My Account” page, which can be found at the top left corner of the interface.



On the “My Account” page, navigate to the “Ancillary Services – Ongoing Notifications” section.

In order to activate Ongoing notifications, click on the “Activate” button (A). You will see a message “Ongoing notifications has been activated” (B). Ongoing notifications will now be sent to the e-mail address linked to your TMCH account. You can add additional email addresses to your account by navigating to the “Additional email notifications” section on the “My Account” page and by clicking on “Configure additional email addresses” (C). You will now be able to add additional email addresses.

A

ANCILLARY SERVICES - ONGOING NOTIFICATIONS

Ongoing Notifications is NOT active

ACTIVATE

By opting for these services, you agree that you would like to receive ongoing notifications. Please note that It is not possible, however, to guarantee that transmitting data electronically is totally secure, virus-free or without error and, hence, such transmissions may be intercepted, tampered with, lost, destroyed, delayed or rendered unusable. You and us hereby recognize that no systems or procedures can wholly mitigate such risks. You and we hereby confirm that we accept these risks, duly authorize the use of electronic communications and agree to use commercially reasonable means to detect the more widely known viruses prior to sending information by electronic means. Each party shall be responsible for the protection of its own systems and interests in respect of electronic communications, and neither party shall be held liable in any manner or form, whether on a contractual, criminal (including negligence) or any other basis, for any loss, error or omission resulting from or relating to the use of electronic communications between the parties.

B

Ongoing Notifications has been activated

C

ADDITIONAL EMAIL NOTIFICATIONS

CONFIGURE ADDITIONAL EMAIL ADDRESSES



If you wish to deactivate the Ongoing notifications, click on the “Deactivate” button (A). You will see a message showing that “Ongoing notifications have been deactivated” (B). Ongoing notifications will no longer be sent to the e-mail address(es) linked to your account.

ANCILLARY SERVICES - ONGOING NOTIFICATIONS

Ongoing Notifications is ACTIVE

DEACTIVATE

By opting for these services, you agree that you would like to receive ongoing notifications. Please note that It is not possible, however, to guarantee that transmitting data electronically is totally secure, virus-free or without error and, hence, such transmissions may be intercepted, tampered with, lost, destroyed, delayed or rendered unusable. You and us hereby recognize that no systems or procedures can wholly mitigate such risks. You and we hereby confirm that we accept these risks, duly authorize the use of electronic communications and agree to use commercially reasonable means to detect the more widely known viruses prior to sending information by electronic means. Each party shall be responsible for the protection of its own systems and interests in respect of electronic communications, and neither party shall be held liable in any manner or form, whether on a contractual, criminal (including negligence) or any other basis, for any loss, error or omission resulting from or relating to the use of electronic communications between the parties.

B Ongoing Notifications has been deactivated

After clicking the “Activate/Deactivate” button for the Ongoing Notifications, this action will also be reflected in the table found in the “Services > Notification Management” tab.

1 to 10 of 35 rows				10	1	Disable Pager
Mark	U-label	Sunrise	Claims	Ongoing		
teletex pou test	teletexpoutest	?	on	on		
POUtest2	poutest2	?	on	on		

