Registry .cy

INSTRUCTIONS FOR DOMAIN NAMES LICENSE RENEWAL

The **Billing Contact** must log in to the ".cy Registry" System via our website www.nic.cy (Firefox or Chrome Browsers only) by entering the email address and password. To renew, follow the **Domain Name License Renewal Procedure** below.

If the Billing Contact, doesn't have or forgot his password, the **"Forget My Password Procedure"** must be followed first in order to gain access to the system. Once logged in to the System, the **Domain Name License Renewal Procedure** below must be followed.

Domain Name License Renewal Procedure

Select:

➢ Domain List
  ➢ My Domains

- A list of all domain names that can be renewed is displayed. Select the domains that you want to renew, by clicking the checkbox on the right side of the screen and then press "Renewal".

If you have more than one domain names for renewal and you want to renew them all, the system will give the option "Renew all". Press it to select all the domain names and then press "Renewal".

- You will be prompted to the "Total Domain Costing" Page to complete your renewal procedure. Define the renewal period from the drop down menu. The total amount to be paid, will be displayed.

- Press "Order Confirmation" and you will be prompted to the JCC gateway page (as shown below) in order to complete your payment by Credit Card.

After a successful payment, the domain name will be renewed automatically.

To print your Cash Invoice:
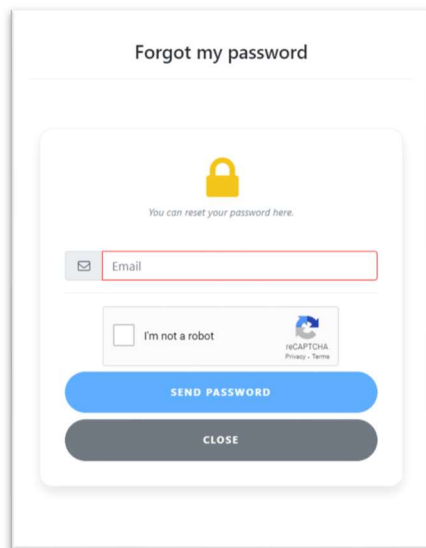- ➤ Payments
- ➤ Domain Payments List

To download and print an invoice, press the icon on the last column.

Forgot my Password Procedure

If the Billing Contact doesn't have or forgot his password, the procedure below must be followed:
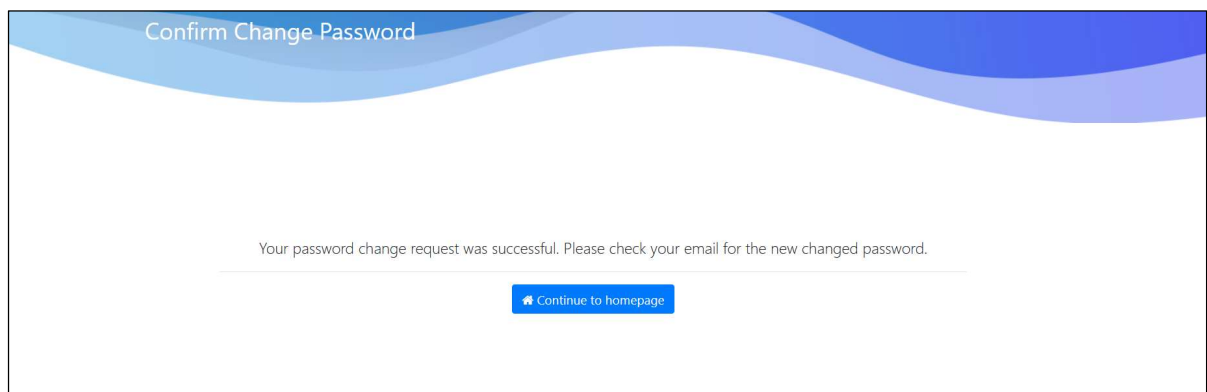
From Homepage Press "Login" (up right side of the screen) and then "Forgot Password".

- Fill in your email account, do the "I'm not a robot" procedure and press "Send Password",

- An email with a link will be sent to your email account. By clicking the link, a second email will be sent with the new password.

- The Billing contact can now log in to System and follow the "**Domain Name License Renewal Procedure**".

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