



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

No.	Domain	Application Date	Activation Date	Expiration Date	Roles	Status	Actions
1	giorgos.cy	25/10/2019	04/11/2019	31/12/2022	Role	Active	Renewal Select All

- 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.

Domain	Duration - Expiration Date	Price	VAT 19% :	Total
giorgos.cy	1 Year 31/12/2023	16.81 €	3.19 €	20.00 €
Total Amount Without VAT :		16.81 €		
VAT Total :			3.19 €	
Total Payment :				20.00 €


- 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.

Session Timeout
04:46

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

To print your Cash Invoice:

- Payments
- Domain Payments List

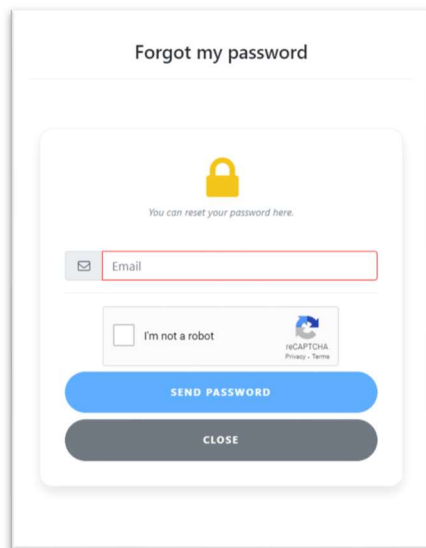
To download and print an invoice, press the  icon on the last column.

Forgot my Password Procedure

If the Billing Contact doesn't have or forgot his password, the procedure below must be followed:

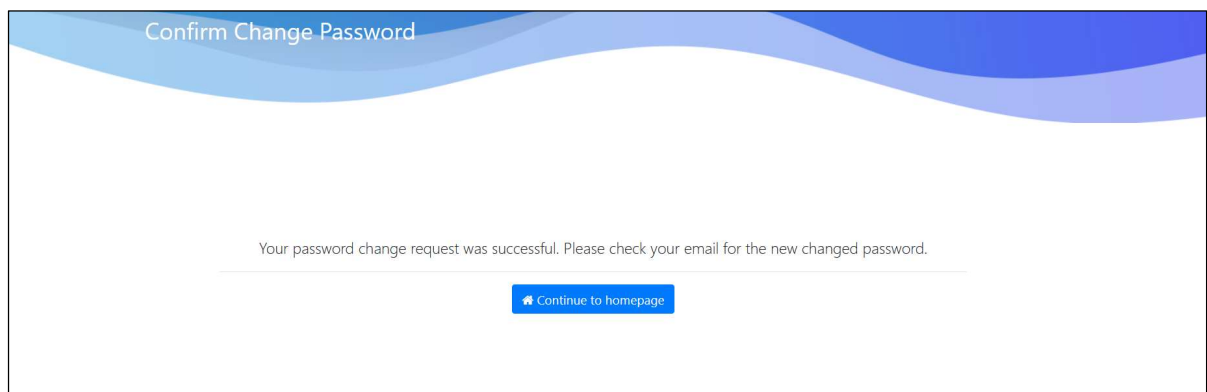
From Homepage Press "Login" (up right side of the screen) and then "Forgot Password".

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



The screenshot shows a web form titled "Forgot my password". At the top, there is a yellow padlock icon and the text "You can reset your password here." Below this is an input field labeled "Email" with an envelope icon. Underneath the email field is a CAPTCHA section with a checkbox labeled "I'm not a robot" and a CAPTCHA image. To the right of the CAPTCHA are links for "Privacy" and "Terms". At the bottom of the form are two buttons: a blue "SEND PASSWORD" button and a grey "CLOSE" button.

- 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 screenshot shows a confirmation page titled "Confirm Change Password". The page has a blue header with a wavy pattern. The main content area contains the text "Your password change request was successful. Please check your email for the new changed password." Below this text is a blue button with a white arrow icon and the text "Continue to homepage".

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