



## INSTRUCTIONS FOR THE DOMAIN NAMES LICENSE RENEWAL

The **Billing Contact** must log in to the ".cy Registry" System via our website [www.nic.cy](http://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

S/N	Domain	Application Date	Activation Date	Expiration Date	Roles	Status	Actions	Renewal
1	www.giorgos.cy	25/10/2019	04/11/2019	31/12/2020	Role	Active	[Edit] [Delete] [Refresh] [Print] [Share]	<input type="checkbox"/>

- 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 all of them, the System will give the option “Select all”. Press it to select all the domain names and then press “Renewal”.

- You will be prompted to the Payment 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 31/12/2021	16.81 €	3.19 €	20.00 €
		Price Without VAT :		16.81 €
			Total :	3.19 €
<b>Total Payment :</b>				20.00 €

Order Confirmation

- 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.

**JCC gateway**

If the transaction is approved, a purchase for the name **EUR** will appear in your bank statement under the name

**VISA** **mastercard**

Card Number :  0

Expiry Date (Month / Year) :  11  20

CVV2/CSC :  ?

**SUBMIT**

[Cancel and return to Merchant's website](#)

**JCC** PAYMENT SYSTEMS

Session Timeout  
04:46

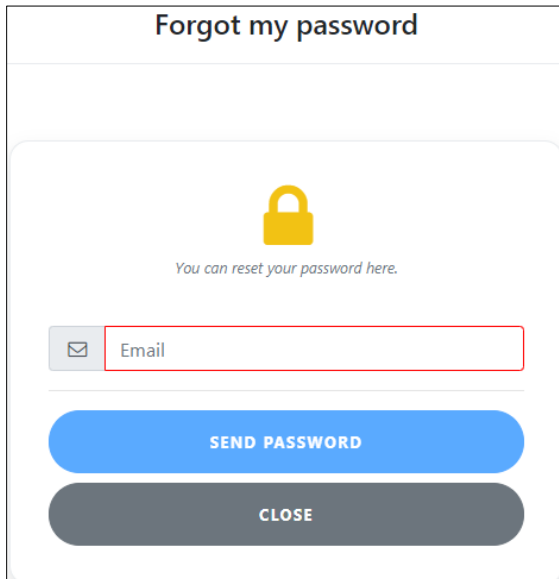
After a successful payment the domain name will be renewed automatically.

## Forgot my Password Procedure

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

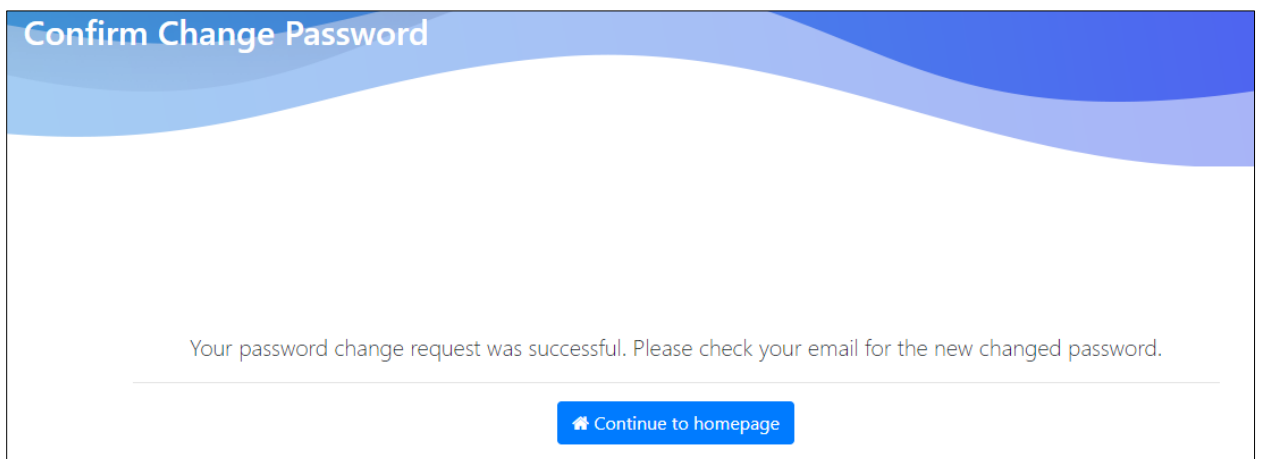
From Homepage Press "Login" (up right side of the screen) and then "Forgot my Password"

- Fill in your email account and press "Send Password".



The screenshot shows a web form titled "Forgot my password". At the top center is a yellow padlock icon with the text "You can reset your password here." below it. There is an input field for an email address, indicated by an envelope icon and the word "Email". Below the input field are two buttons: a blue button labeled "SEND PASSWORD" and a dark grey button labeled "CLOSE".

- 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 the title. 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 home icon and the text "Continue to homepage".

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