

CLEARINGHOUSE



How to add Labels to (*verified*)
Trademark Records

Trademark Clearinghouse 30/03/2016

Version 1.1



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1. Introduction

This guide will provide guidelines on how to add domain labels (according to the [matching rules](#)) to (*verified*) Trademark Records.

These domain labels are not to be confused with **Abused** Domain Name Labels. For more information on (how to add) Abused Domain Name labels, please refer to: [TMCH FAQ's](#) and [How to manage UDRP/Court Cases and Labels](#).

The number of labels you can attach to the Trademark Record is either the number of labels originally attached to the Trademark Record or 10 labels, whichever number is biggest. Keep in mind that adding labels is not possible when a Trademark Record is expired.

2. Adding Domain Labels

2.1. Adding domain labels when submitting a new Trademark Record

To add domain labels when submitting a new Trademark Record, please also refer to '[How to submit a Trademark Record](#)'. Below, a quick guide on how to add labels next to the standard labels included in your order can be found.

2.1.1. Submit a new mark

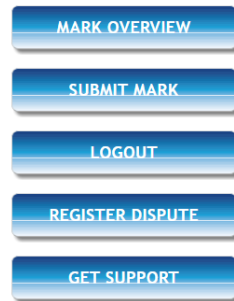
Click on 'Submit Mark' on the login page or on the right of your 'Mark Overview' page.

Welcome to the Trademark Clearinghouse!

If you are interested in protecting your brand in the New gTLD era, please register as trademark holder or trademark agent. Upon a successful registration, you will be able to submit your trademark records and be eligible for trademark claims notification and/or sunrise services.

For more information about the Trademark Clearinghouse, please go to www.trademark-clearinghouse.com.

All related documents, FAQ and "how to's" are made available on www.trademark-clearinghouse.com.



Mark overview



2.1.2. Add Trademark information and navigate to the 'Labels'-section.

Add all the necessary information to register your Trademark Record. Please also refer to '[How to submit a Trademark Record](#)'.

New mark

NAME OF THE MARK* ?

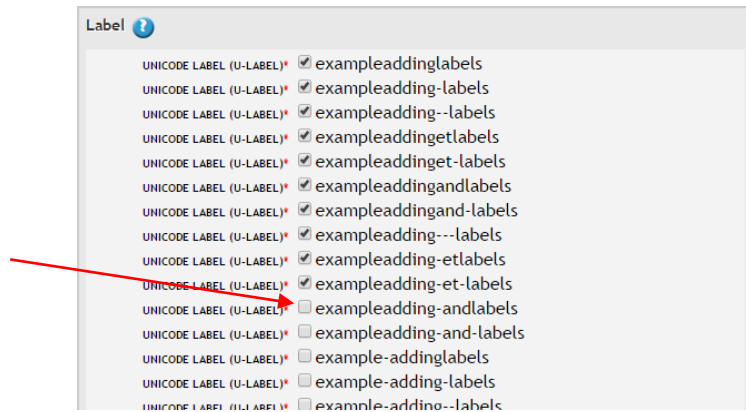


[View How To submit a mark record video](#)

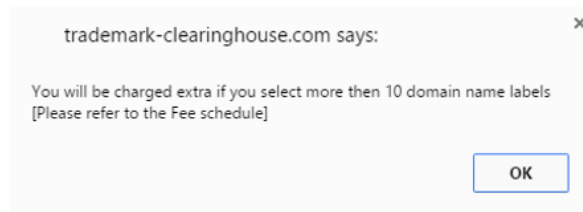
TOTAL: 17

SEARCHER: None

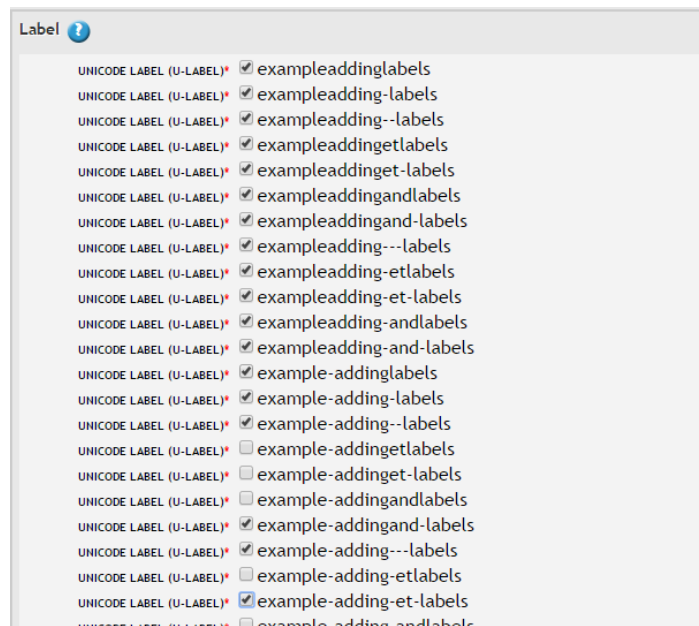
After adding all the necessary information, navigate to the 'Labels'-section.



Up to ten labels are included in the Trademark Record fee. If you wish to add more than ten labels, check the labels you wish to include. A screen will pop up:



Click on OK to add more than ten labels to your Trademark Record order. Please refer to the [fee structure](#) for an overview of the cost for additional domain labels.





When you have added all the labels you wish to include, finalize your order by clicking on ‘Submit’ on the bottom of the page, by reviewing your order and by paying the related fee.

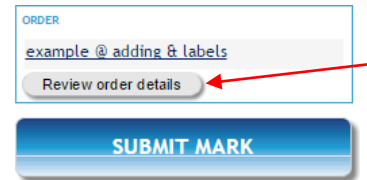
2.2. Adding domain labels when reviewing order details

After you have submitted your mark and you have not proceeded with confirming your order details, a box in the right corner of your ‘Mark Overview’ will appear.

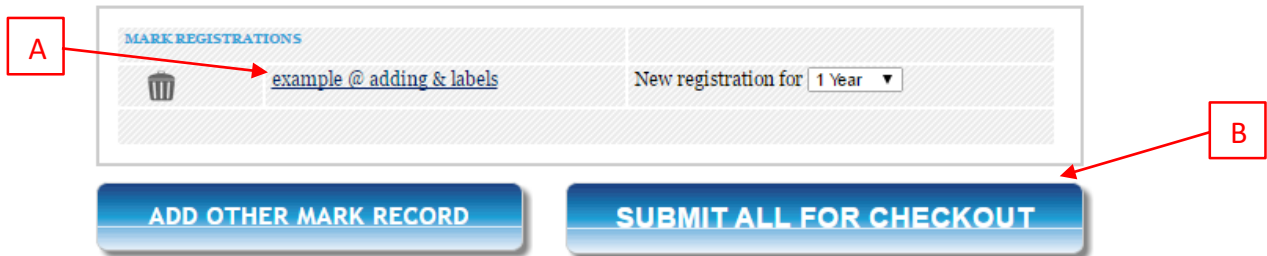
If you wish to complete your order, please click on ‘Review order details’.

Please note that your mark record has not yet been submitted to the verification queue, please review your order by clicking on review - on the ‘Review Order’ page click the ‘Submit all’ button.

Mark overview

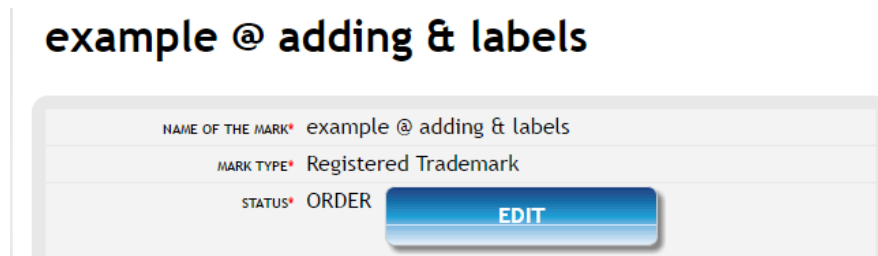


After clicking on ‘Review order details’, the following screen will pop up:



If you wish to add additional domain labels to your existing order, click on your mark (A). If you don’t wish to add additional domain labels, click on ‘Submit all for checkout’ (B) and pay the related fees.

When you have clicked on your trademark name (meaning that you wish to review/modify your current order), the following screen will appear.



On this page, two options exist to add domain labels. Please see 2.2.1 and 2.2.2 below to have a better overview of the possible scenarios.

2.2.1. Adding domain labels by inserting domain labels

When scrolling down the page, you will be able to add labels directly via a form. Please see the example below.



Insert your label in the box and click on 'Add label'. When the label does not match your mark name according to the [matching rules](#), the following message will appear on the top of your screen:

Label does not match mark name

When you have inserted a label that does match your mark name according to the [matching rules](#), the domain label will be added.

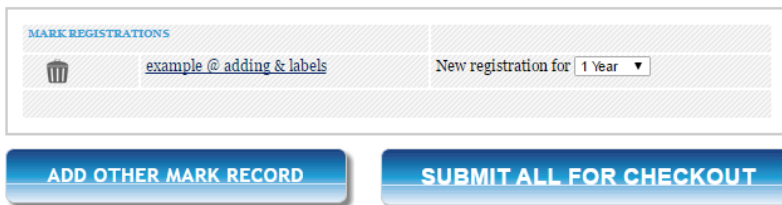
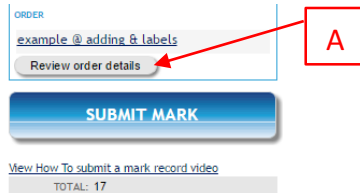
Label has been added

After the label has been added, click on 'Review order details' (A) in the right corner of the page to complete the order (B) and to pay the related fees (C).

Please note that your mark record has not yet been submitted to the verification queue, please review your order by clicking on review - on the 'Review Order' page click the 'Submit all' button.

Label has been added

example @ adding & labels



C



Upon payment your prepaid account will be credited

PAY PREPAID

RESET ORDER

2.2.2. Adding domain labels by editing the Trademark Record

example @ adding & labels

NAME OF THE MARK*	example @ adding & labels
MARK TYPE*	Registered Trademark
STATUS*	ORDER

EDIT

Click on 'EDIT' to make changes to your current order.

If you wish to add domain labels to your current order, navigate to the 'Label' section, where you will see the option to add additional domain labels. Use the drop-down lists to choose the domain labels you wish to add.

Label

label # 167098 exampleadding---labels

label # 167099 exampleadding-and-labels

label # 167100 exampleaddinglabels

label # 167101 exampleaddinggetlabels

label # 167102 example-adding-labels

label # 167103 example-addinggetlabels

label # 167104 exampleaddingget-labels

label # 167105 exampleadding-et-labels

label # 167106 exampleadding-etlabels

label # 167107 exampleadding-labels

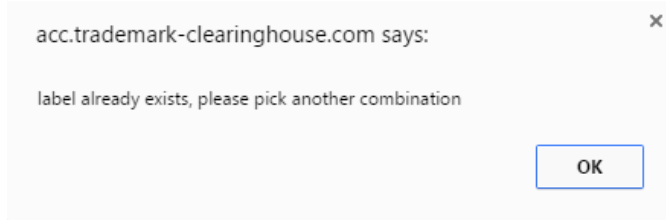
label # 167108 exampleaddingand-labels

label # 167109 exampleadding--labels

label # 167110 exampleaddingandlabels

example adding labels

If you pick a label that already exists, the system will make you aware of this and the following screen will appear:



example at - adding - and - labels
 exampleat-adding-and-labels Add label



[Trademark Holder/Trademark agent] hereby certifies that the information submitted to the Clearinghouse is, to the best of [Trademark Holder/Trademark agent] knowledge, complete and accurate, that the trademarks set forth in this submission are currently in use in the manner set forth in the accompanying specimen, in connection with the class of goods or services specified when this submission was made to the Clearinghouse; that this information is not being presented for any improper purpose; and that if, at any time, the information contained in this submission is no longer accurate, the [Trademark Holder/Trademark agent] will notify the Clearinghouse within a reasonable time of that information which is no longer accurate, and to the extent necessary, provide that additional information necessary for the submission to be accurate. Furthermore, if any Clearinghouse-verified mark subsequently becomes abandoned by the Trademark Holder, the [Trademark Holder/Trademark agent] will notify the Clearinghouse within a reasonable time that the mark has been abandoned, or has been the subject of successful opposition, invalidation, cancellation, or rectification proceedings.



UPDATE

After you have added additional domain names, make sure to check the box on the bottom of the page and click on 'Update'.

After you have clicked on 'Update', click on 'Review order details' (A) in the right corner of the page to complete the order (B) and to pay the related fees (C).

Please note that your mark record has not yet been submitted to the verification queue, please review your order by clicking on review - on the 'Review Order' page click the 'Submit all' button.

Label has been added

example @ adding & labels

ORDER
 example @ adding & labels
 Review order details **A**
 SUBMIT MARK
 View How To submit a mark record video
 TOTAL: 17

MARK REGISTRATIONS	
example @ adding & labels	New registration for 1 Year

ADD OTHER MARK RECORD

SUBMIT ALL FOR CHECKOUT **B**



Upon payment your prepaid account will be credited

PAY PREPAID **C**

RESET ORDER



2.3. Adding standard domain labels to verified Trademark Records

Adding standard domain labels to verified Trademark Records can only be done when less than ten standard domain labels are related to the Trademark Record (meaning that eligible domain labels have been unchecked at submission of the Trademark Record). You are then able to add domain labels until ten (or less) standard domain labels are related to your Trademark Record. Please refer to the example mark 'test 1 &' as used below. Standard domain labels related to this mark (according to the [matching rules](#)) are the following:

Label ?

- UNICODE LABEL (U-LABEL)* test1
- UNICODE LABEL (U-LABEL)* test1et
- UNICODE LABEL (U-LABEL)* test1and
- UNICODE LABEL (U-LABEL)* test1-et
- UNICODE LABEL (U-LABEL)* test1-and
- UNICODE LABEL (U-LABEL)* test-1
- UNICODE LABEL (U-LABEL)* test-1et
- UNICODE LABEL (U-LABEL)* test-1and
- UNICODE LABEL (U-LABEL)* test-1-et
- UNICODE LABEL (U-LABEL)* test-1-and

It is possible that some of these are unchecked at this stage. Please see the example below.

Label ?

- UNICODE LABEL (U-LABEL)* test1
- UNICODE LABEL (U-LABEL)* test1et
- UNICODE LABEL (U-LABEL)* test1and
- UNICODE LABEL (U-LABEL)* test1-et
- UNICODE LABEL (U-LABEL)* test1-and
- UNICODE LABEL (U-LABEL)* test-1
- UNICODE LABEL (U-LABEL)* test-1et
- UNICODE LABEL (U-LABEL)* test-1and
- UNICODE LABEL (U-LABEL)* test-1-et
- UNICODE LABEL (U-LABEL)* test-1-and

Only the domain labels that were unchecked at this stage can be added as standard label to the verified Trademark Record in a later stage.



2.3.1. Standard labels

Select the Trademark Record for which you want to add standard labels in your 'Mark Overview'.

Mark overview

Mark	Status	POU	Expiry	Markholder
test 1 &	✓ VERIFIED	NEW	2017-03-30	Test

In the 'Labels' section, you will see the already activated labels and a box to add labels. Enter the domain label you wish to add in this box and click on 'Add label'.

Label #167120 test1and

ADD LABEL

[View How To add a label video](#)

2.3.2. Add additional labels by using variations (Holders w/ Prepayment and Agents)

If you wish to add additional labels next to your standard labels, navigate to the 'Variations'-section. **Please note that these will only be used for Ongoing Notifications.**

Variations

Variations are labels that are non-exact matches with your mark. They will only be used for Ongoing Notifications.

[Which variations are allowed?](#)

Add more variations before ordering

Click on 'Add more variations before ordering' to order additional labels/variations and use the bulk or wizard interface to add these. For a comprehensive guide on how to add variations, please refer to '[How to add variations](#)' on the TMCH.