CLEARINGHOUSE

How to manage your TREx service

Trademark Clearinghouse

January 2019

Contents

1. Introduction 3
2. How to subscribe to the TREx service 4
2.1. Log into your account 4
2.2. Select the trademark record 4
2.3. Click on "**Manage**" TREx Service 5
2.4. Select the labels and click on the "**Order TREx**" button 7
3. How to renew your TREx service 10
3.1. Log into your account 10
3.2. Select the trademark record 10
3.3. Click on "**Manage**" TREx Service 11
3.4. Select the labels and click on the "**Order TREx**" button 12

1. Introduction

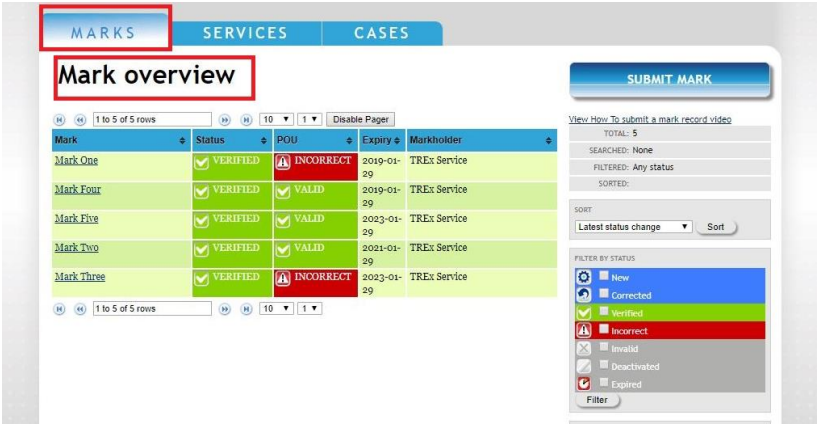
This document provides you with the instructions on how to manage your TREx service.

Please note that before you can subscribe to the TREx service, you will need to opt-in to the TREx service via your account. To do so, please refer to the “How to opt-in to the TREx Service” document.

2. How to subscribe to the TREx service

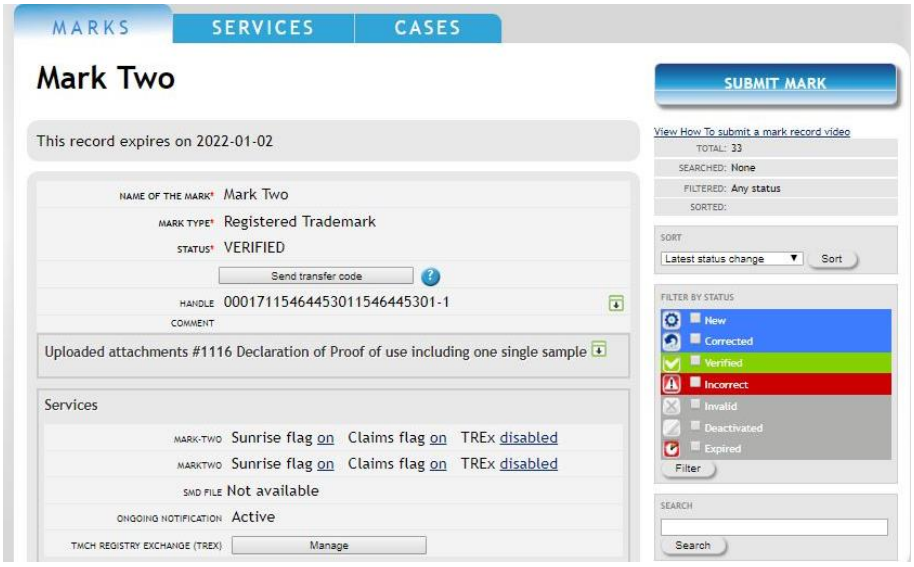
2.1. Log into your account

Once you are logged into your account, you are directed to the “Mark overview” page in the “Marks” tab.



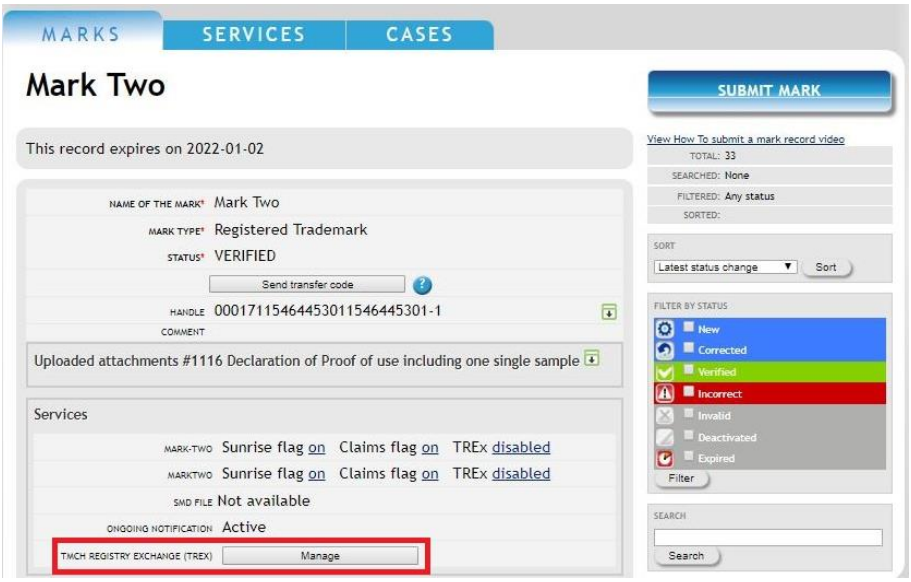
2.2. Select the trademark record

Via the “Mark overview” page, you can select the specific sunrise eligible trademark record that contains the labels you want TREx protected. When you **click** on the applicable trademark record you will be redirected to the “Mark details” page for that specific trademark record:

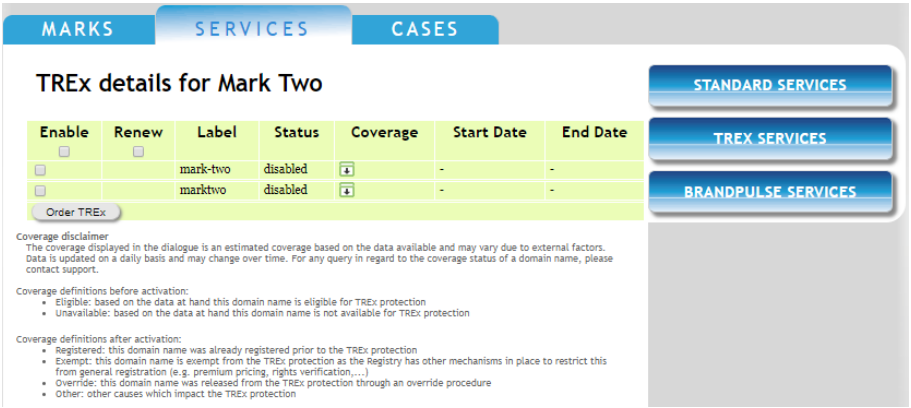


2.3. Click on "**Manage**" TREx Service

Via the services section of the Marks detail page of the trademark record there is the option to **manage** your TREx service:



Once you click on the "manage" button you will be redirected to the "TREx details" page on the "Services" tab as demonstrated below.

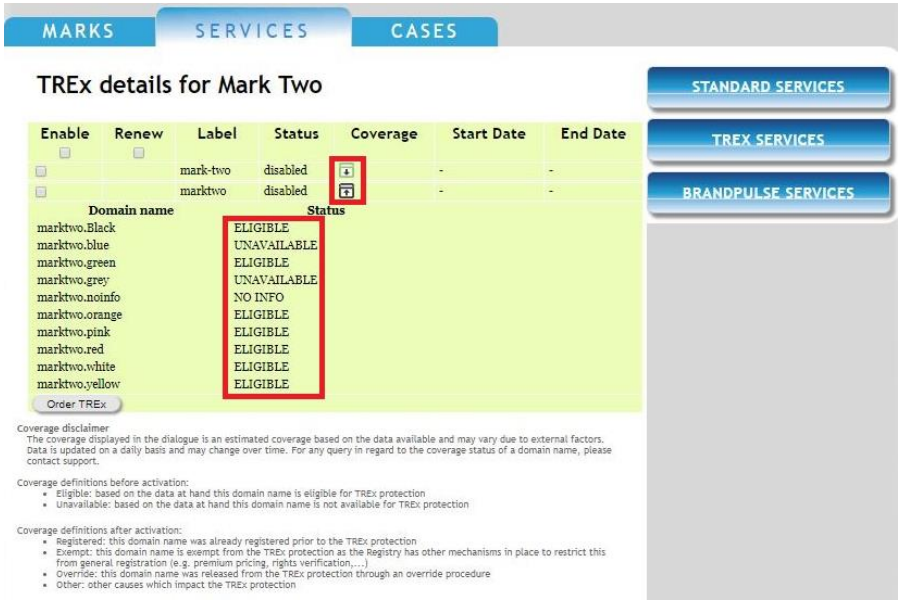


You will find on this page:

The TREx status per label. The status will be either:

- '**Enabled'** in case you have already subscribed to the TREx Service for this label
- '**Disabled**' in case you have not subscribed to the TREx Service for this label.

The TREx coverage is provided per label[1]. By clicking on the expand button (see below), you will obtain an overview in which specific TLD the label is 'eligible' or 'unavailable' for the TREx service.



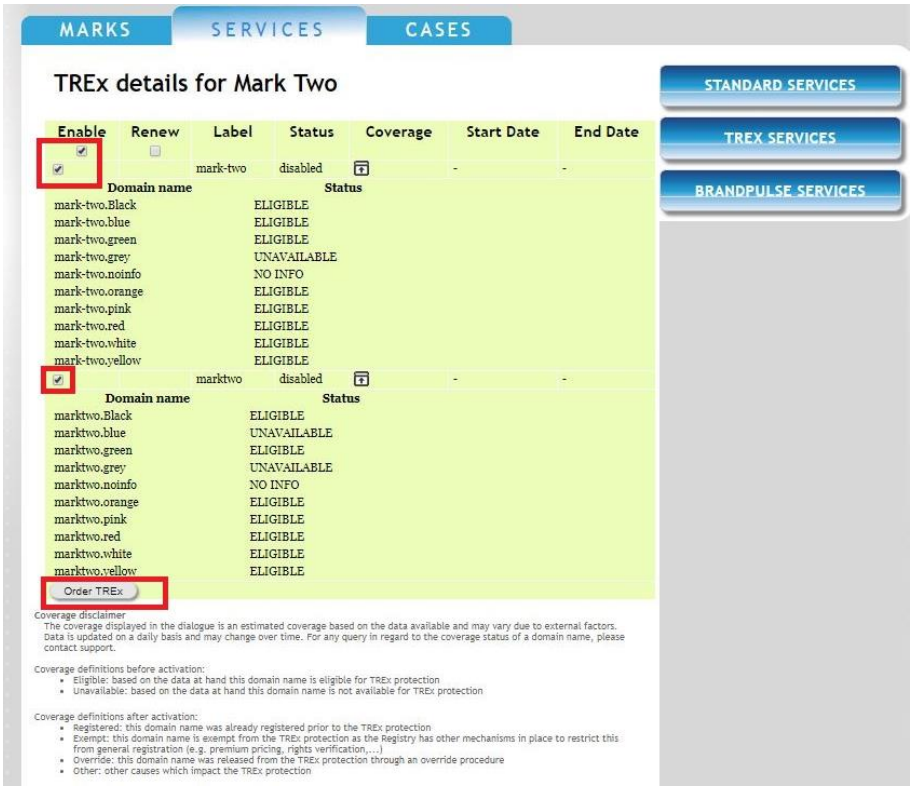
- '**Eligible**' means that the label will be made unavailable for registration upon subscription of TREx.
- '**Unavailable**' means that the label is either already registered, included in a premium name list, reserved, etc.
- **'No Info'** means an estimated coverage cannot be provided due to technical limitations.

The TREx protection is offered in a bundle. It is not possible to choose the TLDs.

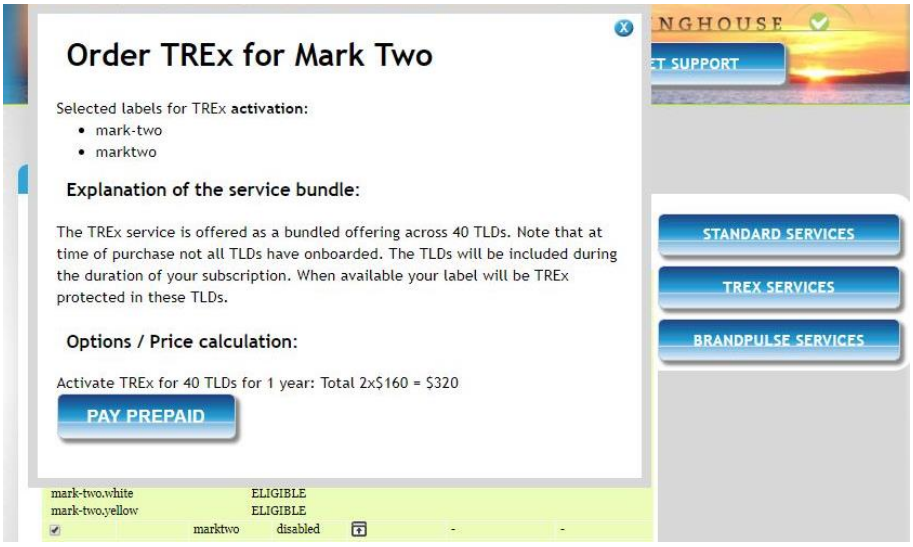
[1] *Note that this is an estimated coverage. It is up to the Registry Operator to provide insight in which labels can be TREx protected.*

2.4. Select the labels and click on the "**Order TREx**" button

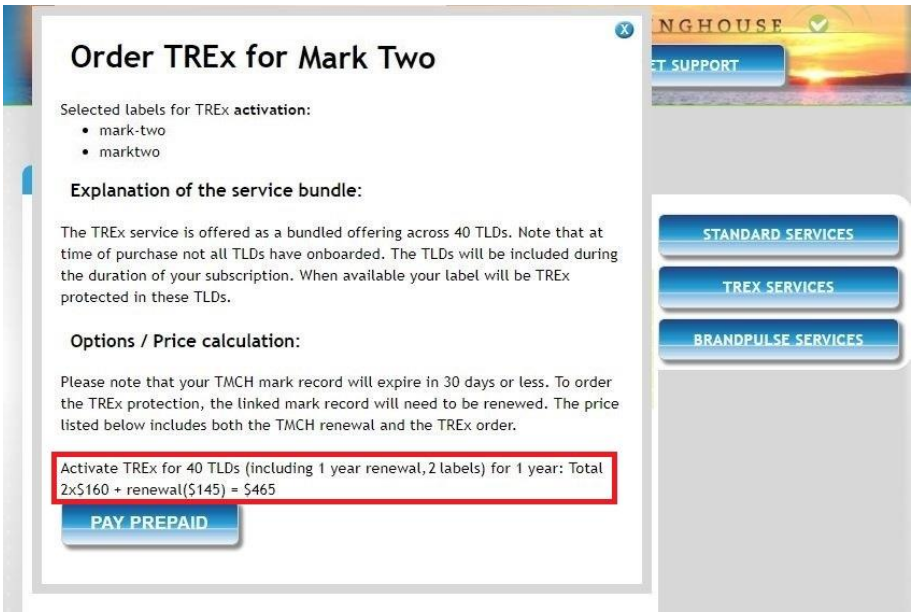
To activate the TREx protection, select the labels and then click on the "Order TREx" button as shown below:



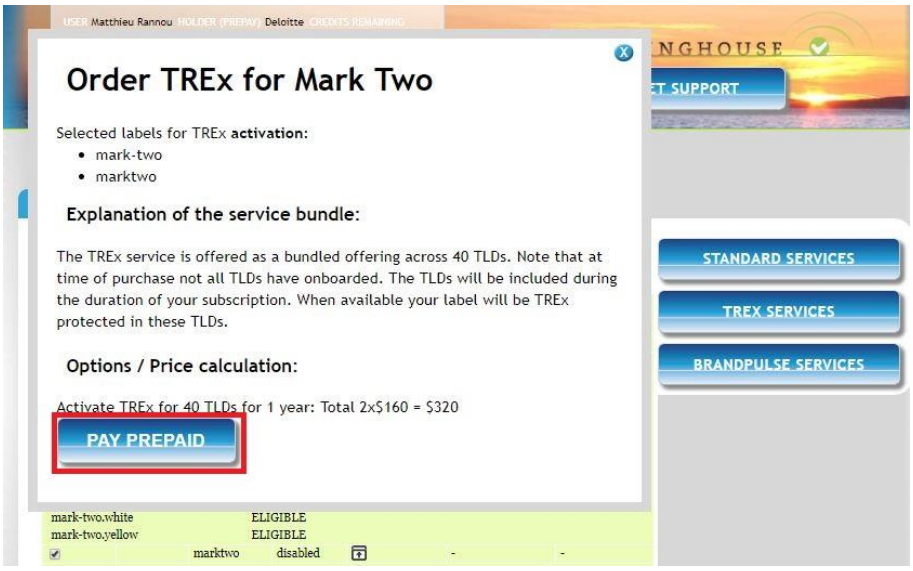
A pop-up screen will appear with an overview of the selected labels, an explanation of the TREx bundle and the total price.



Note that in case your trademark record will expire in one month or less, you will need to renew your trademark record first before you can subscribe to TREx. A combo deal will be offered by the TMCH including the renewal of your trademark record for a 1 year-period plus the activation of the TREx protection on the selected labels (see below). In case, you would like to renew your trademark record for a multi-year period, please renew it separately via the trademark record interface.

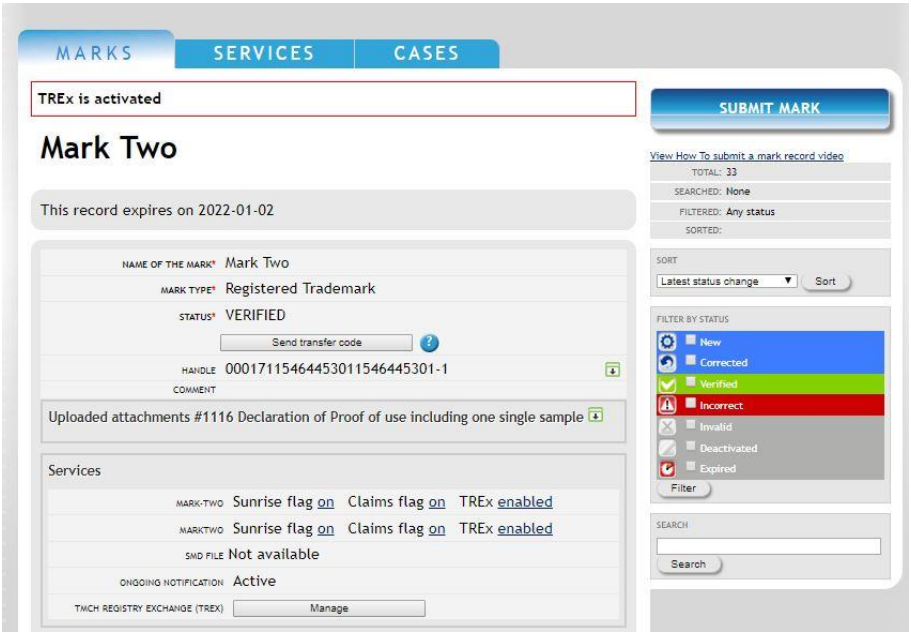


To finalize, click on the "Pay prepaid" button as shown below.[2]



[2] *If you want to cancel the order you can click on the "close" button in the upper right corner of the pop-up.*

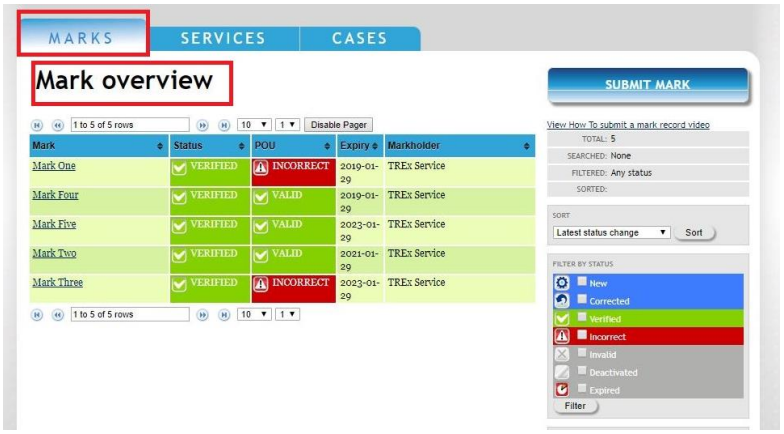
Once you have clicked on the “Pay prepaid” button, the pop-up will close and you will be redirected to the “Mark details” page. A message will confirm your TREx service activation as shown below.



3. How to renew your TREx service

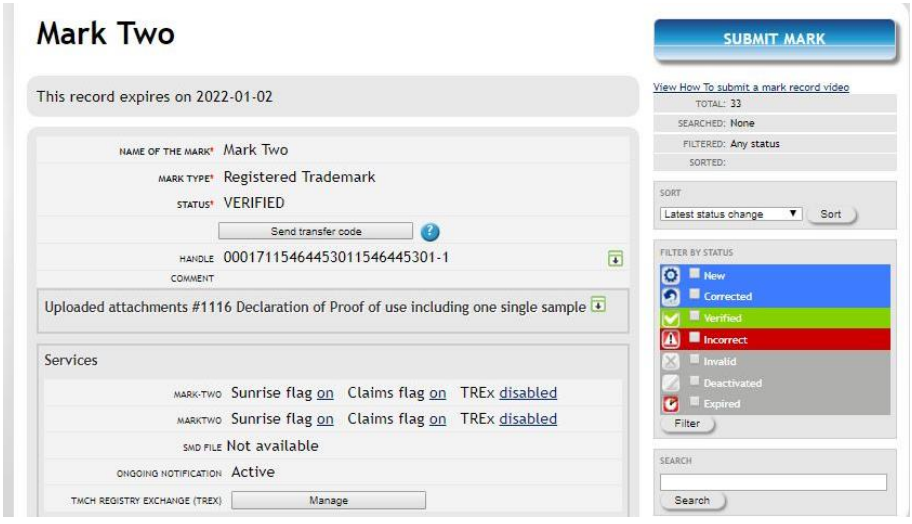
3.1. Log into your account

Once you are logged into your account, you are directed to the “Mark overview” page in the “Marks” tab.



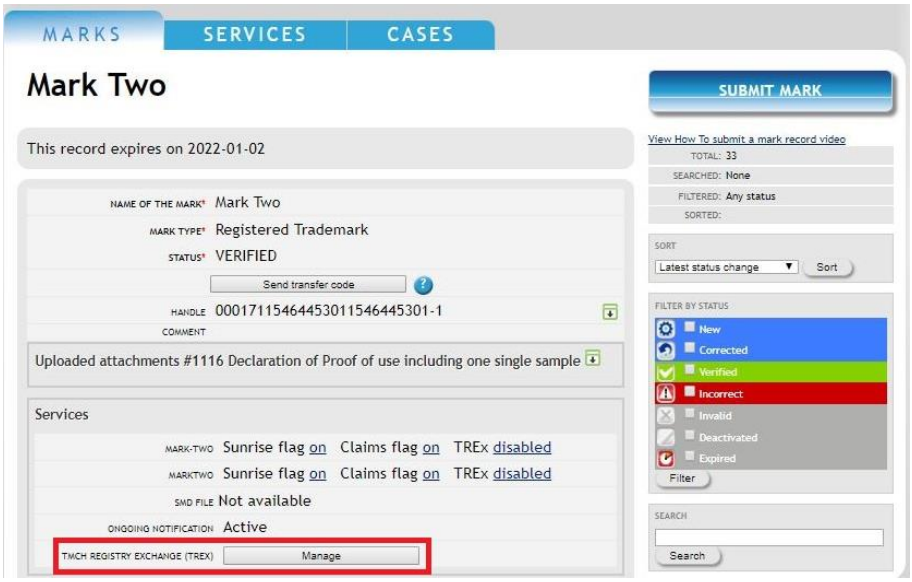
3.2. Select the trademark record

Via the “Mark overview” page, you can select the specific sunrise eligible trademark record that contains the labels you want your TREx protection renewed. When you **click** on the applicable trademark record you will be redirected to the “Mark details” page for that specific trademark record:



3.3. Click on "**Manage**" TREx Service

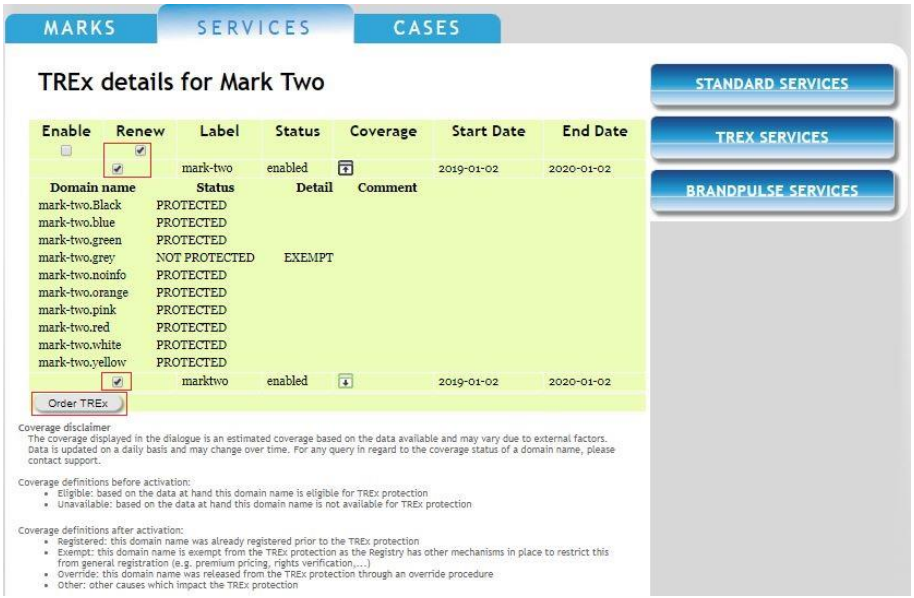
Via the services section of the Marks detail page of the trademark record there is the option to **manage** your TREx service:



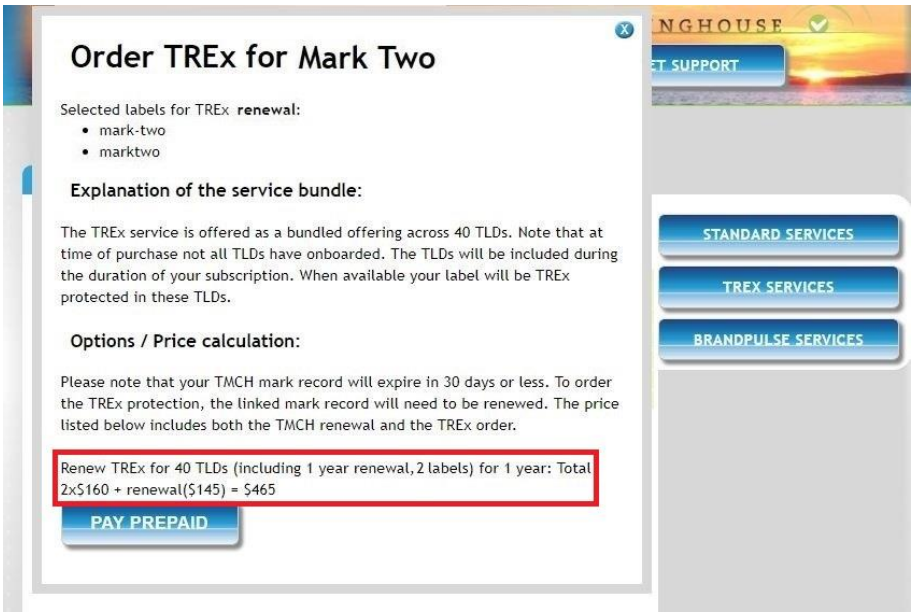
Once you click on the "manage" button you will be redirected to the "TREx details" page on the "Services" tab as demonstrated below.

3.4. Select the labels and click on the "**Order TREx**" button

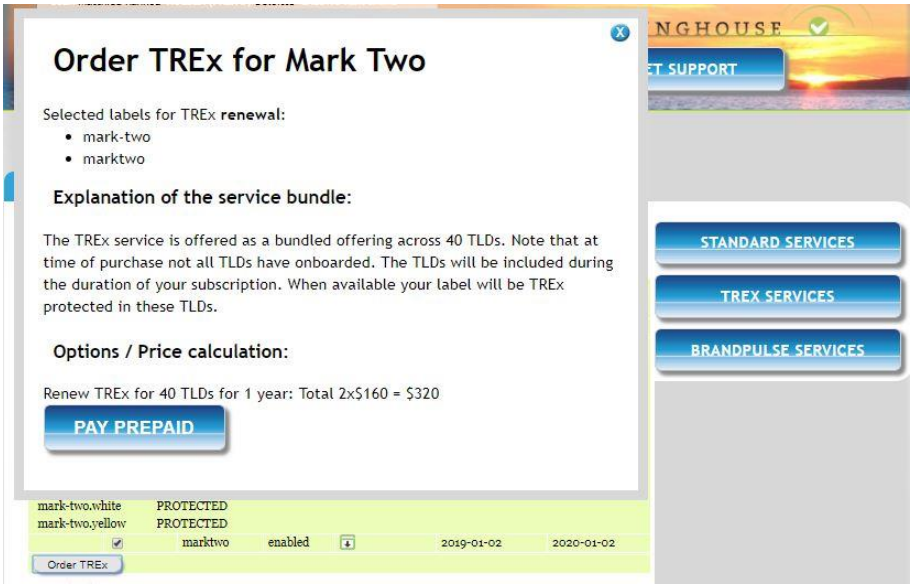
To renew the TREx protection, select the labels and then click on the "Order TREx" button as shown below:



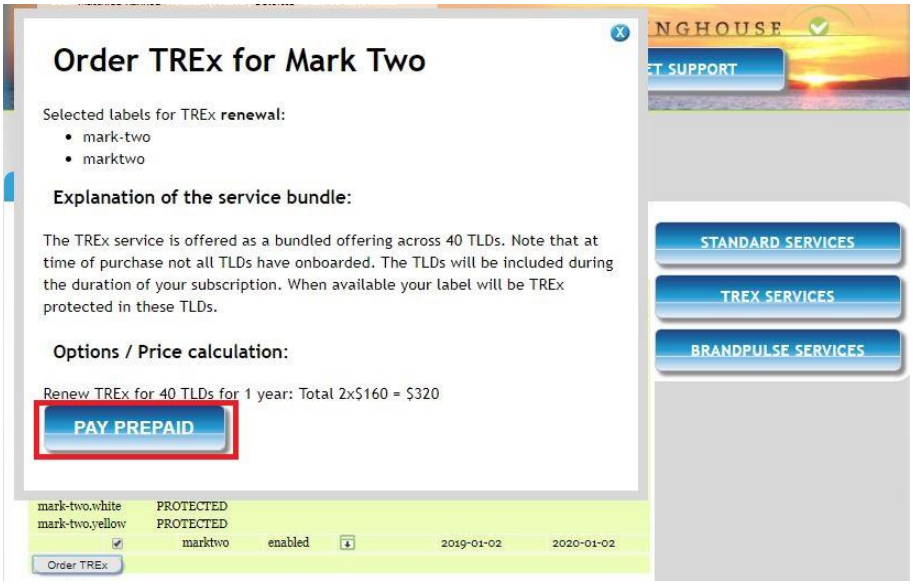
Note that in case your trademark record will expire in one month or less, you will need to renew your trademark record first before you can renew your TREx protection. A combo deal will be offered by the TMCH including the renewal of your trademark record for a one 1 year-period plus the renewal of your TREx protection on the selected labels (see below).



A pop-up screen will appear with an overview of the selected labels, an explanation of the TREx bundle and the total price.

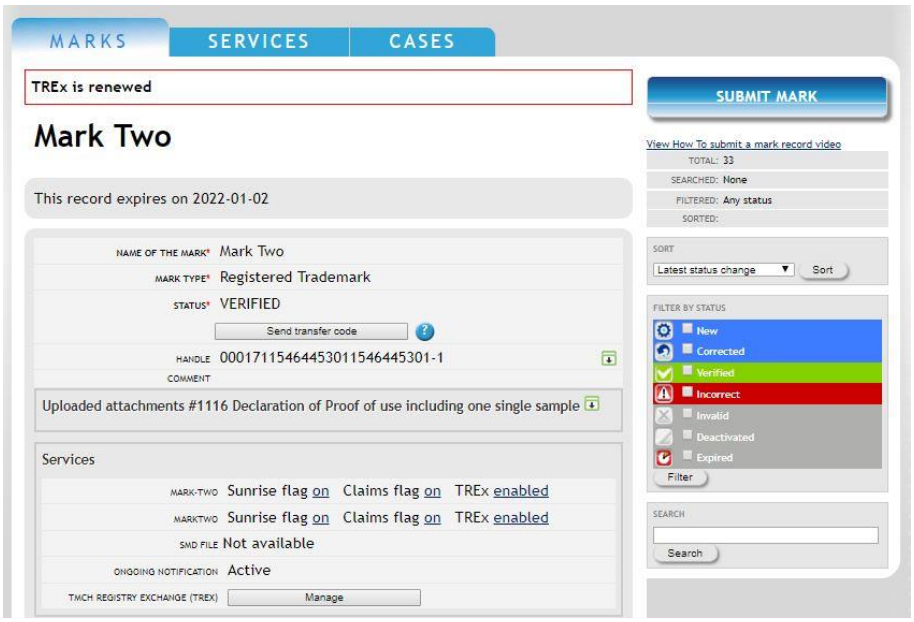


To finalize, click on the "Pay prepaid" button as shown below.[3]



Once you have clicked on the "Pay prepaid" button, the pop-up will close and you will be redirected to the "Mark details" page. A message will confirm your TREx service renewal as shown below.

[3] *If you want to cancel the order you can click on the "close" button in the upper right corner of the pop-up.*


MARKS
SERVICES
CASES
TREx is renewed
Mark Two
This record expires on 2022-01-02
NAME OF THE MARK* Mark Two
MARK TYPE* Registered Trademark
STATUS* VERIFIED
Send transfer code
HANDLE 000171154644530115464453O1-1
COMMENT
Uploaded attachments #1116 Declaration of Proof of use including one single sample
Services
MARK-TWO Sunrise flag on Claims flag on TREx enabled
MARKTWO Sunrise flag on Claims flag on TREx enabled
SMD FILE Not available
ONGOING NOTIFICATION Active
TMCH REGISTRY EXCHANGE (TREX) Manage
SUBMIT MARK
View How To submit a mark record video
TOTAL: 33
SEARCHED: None
FILTERED: Any status
SORTED:
SORT
Latest status change
Sort
FILTER BY STATUS
New
Corrected
Verified
Incorrect
Invalid
Deactivated
Expired
Filter
SEARCH
Search