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Getting Started - FCR Account Administrators

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This document provides the information you need as an FCR Account Administrator to quickly start using the HTML interface of the FCR API in order to:

- open your FCR account
- credit your FCR account
- register Frogans addresses and Frogans networks
- access the download repository of your FCR account

In order to use the HTML interface of the FCR API, you need a Web browser with JavaScript activated.

Note: This document is a practical guide for getting started with the HTML interface of the FCR API; for contractual information concerning FCR account administrators, see <https://fcr.frogans/>

To access the HTML interface

1. Click the following link: <https://accadmin.api.fcr.frogans/interface.html>
This page shows how to connect to your FCR server.
2. Click the link to access your FCR server.

Note: the HTML interface provides detailed information about how the FCR API works, the requirements for the information you enter, and the results of each action. You should carefully read and understand this information.

To open your FCR account

Opening your FCR account involves two actions:

- ACCOUNT-OPEN-ACCADMIN-START
- ACCOUNT-OPEN-ACCADMIN-CONFIRM

ACCOUNT-OPEN-ACCADMIN-START action:

1. In Step 1 of 6 of the interface, choose the ACCOUNT section, then click **Select**.
2. In Step 2 of 6 of the interface, choose the ACCOUNT-OPEN process, then click **Select**.
3. In Step 3 of 6 of the interface, choose the ACCOUNT-OPEN-ACCADMIN-START action, then click **Select**.
4. In Step 4 of 6 of the interface, enter the information requested in the fields.
After reading the information on a given field, you can optionally click **less** to hide the information.
If you see an underlined term in the detailed information, you can click on it to view its definition.
5. After reviewing the Frogans Core Registry Account Administrator Agreement, check the box in the **Send your query** Step, click **Send query**, then click **Confirm**.
Your FCR Account Administrator credentials are displayed in the answer.
6. **IMPORTANT:** Copy the confidential access key contained in the credentials and store it in a safe place. This is the only time that the access key is displayed. If you lose your access key, you will need to request a new key.
7. Within minutes you will receive an E-mail message from the FCR Operator containing the confirmation token necessary for the next action in the process.

Once you have received the E-mail message, execute the ACCOUNT-OPEN-ACCADMIN-CONFIRM action.

ACCOUNT-OPEN-ACCADMIN-CONFIRM action:

1. In Step 1 of 6 of the interface, choose the ACCOUNT section, then click **Select**.
2. In Step 2 of 6 of the interface, choose the ACCOUNT-OPEN process, then click **Select**.
3. In Step 3 of 6 of the interface, choose the ACCOUNT-OPEN-ACCADMIN-CONFIRM action, click **Select**, then click **Confirm**.
4. Enter your credentials (i.e. your account administrator identifier and your access key) and the token received in the E-mail message.
Note that you can temporarily store your credentials in the HTML interface by clicking **Hold credentials** at the top right of the page. Enter your credentials in the fields that appear, then click **Hold credentials**. Your credentials will be stored until you close your Web browser window.
5. Click **Send query**, then click **Confirm**.

Your FCR account is now open. You are ready to credit your FCR account.

To credit your FCR account

1. Select the ACCOUNT section, the ACCOUNT-CREDIT process, and the ACCOUNT-CREDIT-ACCADMIN-START action. Enter the information requested in the fields, click **Send query**, then click **Confirm**.
You will receive an E-mail message from the FCR Operator with a pro forma invoice attached.
2. Once you have received the E-mail message, make a bank transfer to the FCR Operator for the amount stated on the pro forma invoice.
Once the FCR Operator has received your payment, you will receive a second E-mail message from the FCR Operator with an invoice attached.

Your FCR account has now been credited. You are ready to register a Frogans address of a public Frogans network, or a dedicated Frogans network.

To register a Frogans address of a public Frogans network

Registering a Frogans address of a public Frogans network involves two actions:

- PFNFA-REGISTER-ACCADMIN-START
- PFNFA-REGISTER-ACCADMIN-CONFIRM

PFNFA-REGISTER-ACCADMIN-START action:

1. Select the PFNFA section, the PFNFA-REGISTER process, and the PFNFA-REGISTER-ACCADMIN-START action. Enter the information requested in the fields.
2. Carefully check the information entered. Note that the linguistic category and the site name of the Frogans address cannot be modified after this action is executed.
3. Click **Send query**.
Read the important note displayed, reminding you that your account will be debited immediately for the corresponding fee.
4. Click **Confirm**.
An E-mail message is sent to the holder of the Frogans address. It contains a confirmation token.

If the holder of the Frogans address is a third party, the holder needs to verify the contact information included in the E-mail message and transmit the confirmation token to you. Note that if the contact information is incorrect, you can change it using the PFNFA-REGISTER-ACCADMIN-REVISE action.

The Frogans address is now registered in the FCR. You are ready to confirm the registration.

PFNFA-REGISTER-ACCADMIN-CONFIRM action:

1. Select the PFNFA section, the PFNFA-REGISTER process, and the PFNFA-REGISTER-ACCADMIN-CONFIRM action. Enter the information requested in the fields.
2. Click **Send query**, then click **Confirm**.

The process to register the Frogans address of a public Frogans network is now completed.

To register a dedicated Frogans network

Registering a dedicated Frogans network involves two actions:

- DFN-REGISTER-ACCADMIN-START
- DFN-REGISTER-ACCADMIN-CONFIRM

DFN-REGISTER-ACCADMIN-START action:

1. Select the DFN section, the DFN-REGISTER process, and the DFN-REGISTER-ACCADMIN-START action. Enter the information requested in the fields.
2. Carefully check the information entered. Note that the linguistic category and the network name of the dedicated Frogans network cannot be modified after this action is executed.
3. Click **Send query**.
Read the important note displayed, reminding you that your account will be debited immediately for the corresponding fee.
4. Click **Confirm**.
An E-mail message is sent to the holder of the dedicated Frogans address. It contains a confirmation token.

If the holder of the dedicated Frogans network is a third party, the holder needs to verify the contact information included in the E-mail message and transmit the confirmation token to you. Note that if the contact information is incorrect, you can change it using the DFN-REGISTER-ACCADMIN-REVISE action.

The dedicated Frogans network is now registered in the FCR. You are ready to confirm the registration.

DFN-REGISTER-ACCADMIN-CONFIRM action:

1. Select the DFN section, the DFN-REGISTER process, and the DFN-REGISTER-ACCADMIN-CONFIRM action. Enter the information requested in the fields.
2. Click **Send query**, then click **Confirm**.

The process to register the dedicated Frogans network is now completed.

To access the download repository of your FCR account

Accessing the download repository of your FCR account involves two actions:

- ACCOUNT-ACCESS-ACCADMIN-START
- ACCOUNT-ACCESS-ACCADMIN-END

ACCOUNT-ACCESS-ACCADMIN-START action:

1. Select the ACCOUNT section, the ACCOUNT-ACCESS process, and the ACCOUNT-ACCESS-ACCADMIN-START action. Enter the information requested in the fields.
2. Click **Send query**, then click **Confirm**.
An access instance identifier and a temporary link to access the download repository of your FCR account are displayed in the answer. Make a note of the instance identifier: you will need it to end the access process later (otherwise it will be stopped automatically after 24 hours).
3. Click the link.
A new tab opens in your Web browser for navigating in the download repository of your FCR account:
 - The **accounting** subdirectory contains invoices and pro forma invoices in PDF format (digitally signed).
 - The **reports** subdirectory contains two further subdirectories from which you can download reports in CSV format (using the tab character as a separator). The reports are generated daily:
 - The **main** subdirectory contains reports on your transactions and registrations managed in your FCR account.
 - The **processes** subdirectory contains reports on all processes of the FCR API related to your FCR account.

Once you have finished downloading, you are ready to end the access process.

ACCOUNT-ACCESS-ACCADMIN-END action:

1. Select the ACCOUNT section, the ACCOUNT-ACCESS process, and the ACCOUNT-ACCESS-ACCADMIN-END action and click **Select**. Enter the information requested in the fields.
2. Click **Send query**, then click **Confirm**.

The process to access the download repository of your FCR account is now completed.

Tips

At the top right of the page:

- [Terminology](#) displays the complete list of terms and their definition.
- [Hold credentials](#) stores your credentials in the HTML interface until you close your Web browser window.
- [Set partial display mode](#) and [Set full display mode](#) toggle all the **more...** and **less** buttons at the same time. Note that before setting partial display mode you should carefully read and understand all the information that is presented in full display mode.

For more help

Additional help for using the HTML interface of the FCR API is available at the following permanent URL:

<https://support.fcr.frogans/en/main.html>