

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

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**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.

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.

## 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 restore the access 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 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.

## To update the administrative information of your FCR account

Updating the administrative information of your FCR account involves three actions:

- ACCOUNT-UPDATE-ACCADMIN-CHECK
- ACCOUNT-UPDATE-ACCADMIN-START
- ACCOUNT-UPDATE-ACCADMIN-CONFIRM

### ACCOUNT-UPDATE-ACCADMIN-CHECK action:

1. Select the ACCOUNT section, the ACCOUNT-UPDATE process, and the ACCOUNT-UPDATE-ACCADMIN-CHECK action. Enter the information requested in the fields, click **Send query**, then click **Confirm**.

The interface displays the current administrative information associated with the FCR account. Review the current administrative information and go to the next step if they need to be updated.

2. Click the **Copy information...** button located after the answer; this automatically selects the ACCOUNT-UPDATE-ACCADMIN-START action and copies all the current administrative information associated with the FCR account into its fields.

### ACCOUNT-UPDATE-ACCADMIN-START action

1. The ACCOUNT-UPDATE-ACCADMIN-START action is already selected and its fields contain the current administrative information associated with the FCR account (see above).
2. Update the administrative information in the fields.
3. Carefully check the information entered.
4. Click **Send query**, then click **Confirm**.

An E-mail message is sent to the E-mail address associated with the FCR account. It contains a confirmation token. If the E-mail address was updated, the E-mail message is sent to this new E-mail address.

### ACCOUNT-UPDATE-ACCADMIN-CONFIRM action

1. Select the ACCOUNT section, the ACCOUNT-UPDATE process, and the ACCOUNT-UPDATE-ACCADMIN-CONFIRM action. Enter the information requested in the fields, click **Send query**, then click **Confirm**.

The process to update your FCR account is now completed.

## To restore the access key of your FCR account

Restoring the access key of your FCR account involves two actions:

- ACCOUNT-KEYRESTORE-ACCADMIN-START
- ACCOUNT-KEYRESTORE-ACCADMIN-CONFIRM

### ACCOUNT-KEYRESTORE-ACCADMIN-START action

1. Select the ACCOUNT section, the ACCOUNT-KEYRESTORE process, and the ACCOUNT-KEYRESTORE-ACCADMIN-START action. Enter the information requested in the fields, click **Send query**, then click **Confirm**.

An E-mail message is sent to the E-mail address associated with the FCR account. It contains a confirmation token.

Within the 60 minutes which follow the execution of this action, you need to execute the ACCOUNT-KEYRESTORE-ACCADMIN-CONFIRM action.

### ACCOUNT-KEYRESTORE-ACCADMIN-CONFIRM action

1. Select the ACCOUNT section, the ACCOUNT-KEYRESTORE process, and the ACCOUNT-KEYRESTORE-ACCADMIN-CONFIRM action. Enter the information requested in the fields, click **Send query**, then click **Confirm**.

A new FCR Account Administrator Access Key is displayed.

2. **IMPORTANT:** Copy the confidential access key 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 restore the access key again.

The process to restore the access key for your FCR account is now completed.

## 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 change the settings of a Frogans address of a public Frogans network

Changing the settings of a Frogans address of a public Frogans network involves two actions:

- PFNFA-SETTINGSCHANGE-ACCADMIN-CHECK
- PFNFA-SETTINGSCHANGE-ACCADMIN-PERFORM

### **PFNFA-SETTINGSCHANGE-ACCADMIN-CHECK action:**

1. Select the PFNFA section, the PFNFA-SETTINGSCHANGE process, and the PFNFA-SETTINGSCHANGE-ACCADMIN-CHECK action. Enter the information requested in the fields, click **Send query**, then click **Confirm**.  
The interface displays the current settings of the Frogans address. Review the current settings and go to the next step if they need to be changed.
2. Click the **Copy information...** button located after the answer; this automatically selects the PFNFA-SETTINGSCHANGE-ACCADMIN-PERFORM action and copies all the current settings of the Frogans address into its fields.

### **PFNFA-SETTINGSCHANGE-ACCADMIN- PERFORM action:**

1. The PFNFA-SETTINGSCHANGE-ACCADMIN-PERFORM action is already selected and its fields contain the current settings of the Frogans address (see above).
2. Update the information in the fields, including:
  - The preferred form of the site name of the Frogans address (used by Frogans Player to display the Frogans address)
  - The intended audience of the Frogans site, as declared by the holder of the Frogans address
  - If the Frogans site is online:
    - Technical information related to the hosting and development of the Frogans site
    - The hosting provider contact information
3. Carefully check the information entered.
4. Click **Send query**, then click **Confirm**.

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

The FCR Operator subsequently performs the PFNFA-FNSUPDATE process to synchronize the FNS record in the FNS corresponding to the Frogans address.

By executing the PFNFA-SETTINGSCHANGE-ACCADMIN-CHECK action again, you can check the synchronization of the FNS record in the FNS corresponding to the Frogans address, with information stored in the FCR (see FNS synchronization state).

## To transfer the registration of a Frogans address of a public Frogans network to a new holder

Transferring the registration of a Frogans address of a public Frogans network to a new holder involves two actions:

- PFNFA-HOLDERTRANSFER-ACCADMIN-START
- PFNFA-HOLDERTRANSFER-ACCADMIN-CONFIRM

### **PFNFA-HOLDERTRANSFER-ACCADMIN-START action:**

1. Select the PFNFA section, the PFNFA-HOLDERTRANSFER process, and the PFNFA-HOLDERTRANSFER-ACCADMIN-START action. Enter the information requested in the fields.
2. Carefully check the information entered.
3. Click **Send query**.
4. Click **Confirm**.

An E-mail message is sent to the current holder of the Frogans address and another E-mail message is sent to the new holder of the Frogans address. Each of these E-mail messages contains a unique confirmation token.

If the current holder of the Frogans address is a third party, the current holder needs to verify the information concerning the transfer included in the E-mail message and transmit the confirmation token to you.

If the new holder of the Frogans address is a third party, the new 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 of the new holder is incorrect, you can change it using the PFNFA-HOLDERTRANSFER-ACCADMIN-REVISE action.

Once you have received the confirmation tokens from both the current holder and the new holder, you are ready to confirm the transfer.

**PFNFA-HOLDERTRANSFER-ACCADMIN-CONFIRM action:**

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

The process to transfer the registration of a Frogans address of a public Frogans network to a new holder is now completed.

## **To transfer the registration of a dedicated Frogans network to a new holder**

Transferring the registration of a dedicated Frogans network to a new holder involves two actions:

- DFN-HOLDERTRANSFER-ACCADMIN-START
- DFN-HOLDERTRANSFER-ACCADMIN-CONFIRM

**DFN-HOLDERTRANSFER-ACCADMIN-START action:**

1. Select the DFN section, the DFN-HOLDERTRANSFER process, and the DFN-HOLDERTRANSFER-ACCADMIN-START action. Enter the information requested in the fields.
2. Carefully check the information entered.
3. Click **Send query**.
4. Click **Confirm**.

An E-mail message is sent to the current holder of the dedicated Frogans network and another E-mail message is sent to the new holder of the dedicated Frogans network. Each of these E-mail messages contains a unique confirmation token.

If the current holder of the dedicated Frogans network is a third party, the current holder needs to verify the information concerning the transfer included in the E-mail message and transmit the confirmation token to you.

If the new holder of the dedicated Frogans network is a third party, the new 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 of the new holder is incorrect, you can change it using the DFN-HOLDERTRANSFER-ACCADMIN-REVISE action.

Once you have received the confirmation tokens from both the current holder and the new holder, you are ready to confirm the transfer.

**DFN-HOLDERTRANSFER-ACCADMIN-CONFIRM action:**

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

The process to transfer the registration of a dedicated Frogans network to a new holder is now completed.

## **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>