

# Alibaba Cloud ICP

## ICP Filing Procedures

Issue: 20190219

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## Generic conventions

Table -1: Style conventions

Style	Description	Example
	This warning information indicates a situation that will cause major system changes, faults, physical injuries, and other adverse results.	 <b>Danger:</b> Resetting will result in the loss of user configuration data.
	This warning information indicates a situation that may cause major system changes, faults, physical injuries, and other adverse results.	 <b>Warning:</b> Restarting will cause business interruption. About 10 minutes are required to restore business.
	This indicates warning information, supplementary instructions, and other content that the user must understand.	 <b>Notice:</b> Take the necessary precautions to save exported data containing sensitive information.
	This indicates supplemental instructions, best practices, tips, and other content that is good to know for the user.	 <b>Note:</b> You can use Ctrl + A to select all files.
>	Multi-level menu cascade.	Settings > Network > Set network type
<b>Bold</b>	It is used for buttons, menus, page names, and other UI elements.	Click <b>OK</b> .
Courier font	It is used for commands.	Run the <code>cd /d C:/windows</code> command to enter the Windows system folder.
<i>Italics</i>	It is used for parameters and variables.	<code>bae log list --instanceid Instance_ID</code>
[ ] or [a b]	It indicates that it is an optional value, and only one item can be selected.	<code>ipconfig [-all -t]</code>

Style	Description	Example
{ } or {a b}	It indicates that it is a required value, and only one item can be selected.	<code>swich {stand   slave}</code>



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# 1 Overview

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If you use a server in mainland China to host your website, you must complete ICP Filing.

If you want to host your website on an Alibaba Cloud ECS instance in any mainland China regions, you must apply for an ICP Filing through the [Alibaba Cloud ICP Filing system](#) (only available in Chinese) according to the [ICP Filing regulations](#) of the province where your business is registered. After your application is approved, you can configure your domain name resolution to direct your domain name to your Alibaba Cloud ECS instance.

You can carry out the following filing operations on the [Alibaba Cloud ICP Filing system](#) (only available in Chinese):

- [First ICP Filing](#)

Neither the license or certificate of the organization or individual (that is, the subject of the ICP Filing), nor the website domain name which directs to a mainland China Alibaba Cloud ECS instance, has been filed with the Ministry of Industry and Information Technology (MIIT). In this case, you must complete ICP Filing through the Alibaba Cloud Filing system.

- [Transfer an ICP Filing](#) (transfers an existing ICP Filing license to Alibaba Cloud)

If your domain name has already been filed through another service provider, and now you want to host your website on an Alibaba Cloud ECS instance in a mainland China region, you must transfer the ICP Filing to the Alibaba Cloud ICP Filing system. The transfer-in procedures for new Alibaba Cloud ICP Filing system users are slightly different from the transfer-in procedures for Alibaba Cloud ICP Filing system users who have ever filed through the Alibaba Cloud system.

- [Add a new website for ICP Filing \(for new Alibaba Cloud ICP Filing system users\)](#)

The license or certificate of the organization or individual (that is, the subject of the ICP Filing) has been filed with the MIIT through another service provider. However, a new website is hosted on an Alibaba Cloud ECS instance in a mainland China region, so you must file your new website domain names with the MIIT through Alibaba Cloud.

- [Add a new website for ICP Filing \(the previous filings are on Alibaba Cloud system\)](#)

The license or certificate of the organization or individual (that is, the subject of the ICP Filing) has been filed with MIIT through Alibaba Cloud, and you want to host a new website on an Alibaba Cloud ECS instance in a mainland China region.

- [ICP Filing information change](#)

If you have completed an ICP Filing through the Alibaba Cloud ICP Filing system, and want to edit the information of the filing subject (such as the name or license number of the organization) or the website (such as adding or removing a domain name), you can change the information on the Alibaba Cloud ICP Filing system.

- [Claim an ICP Filing](#)

You have successfully filed for ICP record with HiChina before June 2010, and the ICP Filing has never been transferred to other service providers or the new Alibaba Cloud ICP Filing system. Now, you must claim the ICP Filing.

- [Cancel an ICP Filing](#)

If you do not use your website filed through Alibaba Cloud, you must cancel the filing (of the subject/website) or cancel the ICP Filing transfer. If you want to cancel one of the multiple domain names bound to a website, delete this domain name by modifying the website information instead of canceling the ICP Filing of the website.

You apply for the [Public Security Bureau \(PSB\) Filing](#) and [ICP Commercial License](#) from the relevant authorities.

- **PSB Filing:** According to the “Protection and Management Regulations for Computer Information Network and Internet Security” , within 30 days after opening a website, a PSB Filing application must be submitted through the [Security Management Service Platform of the National Public Security Authorities Website](#).
- **ICP Commercial License:** An online sales platform or third-party sales website for products or services must be with a business license from the local industrial and commercial administration, and an ICP Commercial License from the local communications administration. Contact your local authorities for the list of required documents and the filing procedure that you must follow. Go to the MIIT filing management system ([www.miitbeian.gov.cn](http://www.miitbeian.gov.cn)) for information about provincial administrations.

## 2 ICP Filing for the first time

---

An ICP Filing record is required to host a website on a mainland Chinese server. You can use the Alibaba Cloud ICP Filing system to apply for an ICP Filing.



**Note:**

The screenshots in this document describe the ICP Filing procedures for an enterprise. The ICP Filing subject can be an individual or an entity. Entities can include enterprises, public utilities, and organizations. All subjects share the same filing procedures. However, for personal website filings, please pay attention to the [personal website naming requirements](#).

### Prerequisites

Before you apply for an ICP Filing, read [ICP Prepare for ICP Filing](#) and [ICP Filing procedures](#).

### Procedures

1. Enter the required information to determine the ICP Filing type.

Log on to the [Alibaba Cloud ICP Filing system](#), enter a specified ICP Filing subject and a domain name, enter the CAPTCHA and click Verify Filing Type. The system automatically determines the filing type based on the information given.



**Note:**

- **Subject Region:** Select the region according to the location of the ICP Filing subject. The system automatically matches the local communications administration requirements based on the selected region.

- **Subject Type:** Choose a subject type for ICP Filing based on your requirements. For personal websites, select Personal.

开始备案：备案帮助

请填写以下信息开始备案，系统将根据您填写的域名和证件，自动验证您的备案类型

\* 主办单位所属区域:

\* 主办单位性质:

\* 主办单位证件类型:

\* 主办单位证件号码:

\* 域名: www.

\* 验证码:   看不清，换一张

## 2. Verify your Alibaba Cloud ECS instance.

For Product Type, select Alibaba Cloud and enter the ICP Filing Service Number. Click Verify.



Note:

For how to obtain an ICP Filing service number, see [Apply for ICP Filing service numbers](#).

## 3. Enter the subject information.

On the Subject Information page, enter the required information based on actual conditions. Click Next to enter the website information.



Note:

- For Subject Mailing Address, you can enter a certification address, office address or residential address.
- The Subject Document Address and the Subject Mailing Address must be in the same province.
- If you cannot provide a specific street number, you must provide an explanation in the remarks.
- Make sure the contact information you have provided is valid, including the email address and the phone number. If your contact information changes after

the filing is completed, update the filing information to prevent missing filing notifications.

主办单位信息	
主办单位性质:	企业
主办单位证件类型:	营业执照(个人或企业)
主办单位证件号码:	<input type="text"/>
主办单位所属区域:	<input type="text" value="北京市"/> <input type="text" value="市辖区"/> <input type="text" value="宣武区"/>
* 主办单位或主办人名称:	<input type="text"/> <a href="#">工商营业执照主办单位名称图示</a>
* 主办单位证件住所:	<input type="text"/> <a href="#">工商营业执照证件住所图示</a>
* 主办单位通讯地址:	北京市宣武区 <input type="text" value="请填写街道地址, 不要重复填写省市区"/>
* 投资人或主管单位:	<input type="text"/>
主办单位负责人信息	
* 负责人姓名:	<input type="text"/> <input type="text" value="单位用户请填写法定代表人姓名"/>
* 负责人证件类型:	<input type="text" value="选择负责人证件类型"/>
* 负责人证件号码:	<input type="text"/>
* 联系方式1:	<input type="text"/>
* 验证码:	<input type="text"/> <input type="button" value="获取手机验证码"/>
* 联系方式2:	086-010- <input type="text"/> - <input type="text"/>
应急联系电话:	<input type="text"/>
* 电子邮件地址:	<input type="text"/>

#### 4. Enter the website information.

On the Website Information page, enter the required information based on actual conditions. Click Next to upload the filing materials.



**Note:**

- **Website Name:** Follow the instructions on the right side to enter the website name. Some provinces have special requirements for personal website names. For more information, see [Personal website name requirements](#).
- The Pre-Approval List is optional. If your website involves any of the content types in the pre-approval list, consult the local authority and prepare the required documents.
- If the website administrator is not the person applying for the ICP Filing, click **Add New Administrator** in the **Website Administrator Information** column. The website administrator must take a photo as required and upload the photo for verification.

For filing applications made by entities, check if the local authority requires the applicant and the website administrator to be the legal representatives of the entities. See [ICP Filing regulations](#) of the place of ICP license issue. The application requirements vary by province, autonomous region, and direct-administered municipality.

- If you have other websites to file, click **Save**, and **Add Another Website**.

- For other website information, see [Subject and website information FAQs](#).

网站基本信息

\* 网站名称:

已验证域名:

[+ 继续增加域名](#)

\* 网站首页URL:

\* 网站服务内容:  综合门户  单位门户网站  网络图片  网站建设  
 其他

\* 网站语言:

前置或专项审批内容类型:

备注:

网站负责人信息

\* 请选择网站负责人:    
 填写新负责人信息

[+ 保存, 并继续添加网站](#)

下一步, 上传备案资料
查看备案信息

## 5. Upload the required materials.

Follow the instructions to upload copies of the required materials. Click Submit.



### Note:

- Download the authenticity statement, and fill in the statement with a black pen. Upload the scanned copy or a photo of the statement. The authenticity statement requirements vary according to region and ICP Filing type. For more information, see [Notes on authenticity statements](#).
- You can [use the Alibaba Cloud app to upload documents and verify the website administrator with photos](#), if you apply for a filing in Guangdong, Chongqing, Liaoning, Anhui, and Fujian.

- If the local authority requires domain name certificates, contact your domain name service provider for the domain name certificates.

6. Submit the application to Alibaba Cloud. The submitted application will be reviewed within one working day. Make sure your phone number is in service and you answer the phone call to verify information from service staff.
7. Upload a photo for verification.

After you pass the initial review, log on to the [Alibaba Cloud ICP Filing system](#) to upload a photo of the website administrator for verification. The photo verification methods vary by region.

Region	Verification method
Users in Shanghai	ICP Filing applicants in Shanghai must use the Shanghai Communications Administration app to verify the website administrator. For more information, see <a href="#">Use the Shanghai Communications Administration app to verify the website administrator</a> .
Users in other regions	Alibaba Cloud will send you an official photo backdrop. Click Enter Your Address to apply for the official photo backdrop. After you receive the backdrop, you can take a photo in front of the backdrop and upload the photo for review. <a href="#">Click here</a> to see the photo shoot requirements.

初审完成
办理拍照
提交管局
备案完成



## 恭喜您通过备案初审，请及时 **办理拍照**！

备案订单号： 
当前备案进度：待办理拍照
[浏览备案信息](#) | [查看审核历史](#) | [撤销备案](#) | [下载检验单](#)



办理拍照

**购买收费幕布，自行拍照后上传** \*需等待幕布邮寄

我没有幕布：

第1步、请您提供收费幕布邮寄地址 填写邮寄地址

第2步、购买拍照专用幕布

第3步、收到幕布后按《拍照说明》拍摄  本人照片, [点击查看拍照说明](#)

第4步、将拍好的幕布背景照片上传至系统 上传 照片

我已有幕布：

第1步、按《拍照说明》拍摄  本人照片, [点击查看拍照说明](#)

第2步、将拍好的幕布背景照片上传至系统 上传照片



Note:

If your photo passes review, Alibaba Cloud will forward your application to the communications administration for review within one working day.

#### 8. Text message verification (Optional).

According to the Ministry of Industry and Information Technology (MIIT), the pilot provinces for text verification are as follows: Tianjin, Gansu, Tibet, Ningxia, Hainan, Xinjiang, Qinghai, Zhejiang, Sichuan, Fujian, Shaanxi, Chongqing, Guangxi, Yunnan, Shandong, Henan, Anhui, Hunan, Shanxi, Heilongjiang, Inner Mongolia, and Hubei. The applicant must complete text verification before the application is submitted to the communications administration for review. Text verification is optional in other provinces. Check the text verification code sent by the MIIT. Follow the instructions to log on to the communications administration website to complete the verification.



Note:

For more information about text verification, see [Text verification for ICP Filing](#).

#### 提示



**请您保持备案信息中的联系电话畅通！**

依据《非经营性互联网备案管理办法》规定，如备案信息不真实，将关闭网站并注销备案。

1、阿里云可能会拨打您备案信息中的电话进行核实，请注意接听，阿里云外呼电话号码为：95187、0571-88158388。

2、备案成功后，工信部会不定期抽查备案信息的真实性，请保持备案信息中的联系电话畅通，避免工信部核查不合格影响网站访问。

温馨提醒：您的备案提交管局后，备案负责人会收到工信部发出的短信通知，请您按照短信提示到工信部验证页面完成短信验证，验证通过之后即可进入管局审核。

确认提交

暂不提交

## Next steps

- You will receive emails and text notifications about the review results. Log on to the [Alibaba Cloud ICP Filing system](#) to check the ICP Filing status.
- The review process usually takes 3 to 20 working days after your application documents are submitted.



### Note:

- After your ICP Filing information passes the communications administration review, it will take a while before the review information is uploaded to the Alibaba Cloud ICP Filing system.
- During this period, you can check for website vulnerabilities and block malicious attackers. You can also check website content to avoid the risks of being shut down and blacklisted by the MIIT for not abiding to Chinese content law. For more information, see [Website Threat Inspector](#).

## 3 Transfer ICP Filings

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If you have filed a website domain name ICP Filing through another service provider, you must transfer this application to Alibaba Cloud web hosting or set Alibaba Cloud as your server provider.

Alibaba Cloud provides two types of ICP Filing transfer:

- *Transfer an external ICP Filing*: The ICP Filing subject has never been filed through the Alibaba Cloud ICP Filing
- *Continue to transfer an ICP Filing*: The ICP Filing subject was filed through the Alibaba Cloud ICP Filing system.

### Note

- When you transfer an existing ICP Filing to Alibaba Cloud, Alibaba Cloud is added as a service provider. You cannot modify the filed information during the transfer.
- Your ICP Filing data with the previous service provider is unaffected. You can use both service provider servers.
- You must follow the local *ICP Filing regulations* when entering the filing information and uploading the required documents.
- If you have submitted an ICP Filing subject to Alibaba Cloud, but want to transfer the subject's domain name from another service provider to Alibaba Cloud, log on to the Alibaba Cloud ICP Filing system using the account that submitted the initial ICP Filing and update your submission to include the domain name.
- If you use the HiChina ICP Filing platform, you need to import your ICP Filing information to the Alibaba Cloud ICP Filing system first. For more information about the importing procedures, see *Alibaba Cloud ICP Filing system FAQs*.
- If you change the filing subject or the website administrator after the ICP Filing transfer is completed, update the filing information in time.

### Transfer an external ICP Filing

1. Enter the required information to determine the ICP Filing type.

Log on to the *Alibaba Cloud ICP Filing system*. Enter a specified ICP Filing subject and a domain name, and enter the CAPTCHA, and then click Verify Filing Type. The

system automatically determines the ICP Filing type based on the information given.



Note:

The information you entered must be consistent with the original filing information, or the system will misdetermine the ICP Filing type.

开始备案：

请填写以下信息开始备案，系统将根据您填写的域名和证件，自动验证您的备案类型

\* 主办单位所属区域: --请选择-- --请选择-- --请选择--

\* 主办单位性质: 请选择单位性质

\* 主办单位证件类型: 请选择证件类型

\* 主办单位证件号码:

\* 域名: www:

\* 验证码:  FPC4 看不清, 换一张

验证备案类型

## 2. Verify your Alibaba Cloud ECS instance.

For Product Type, select Alibaba Cloud and enter the ICP Filing Service Number. Click Verify.



Note:

For how to obtain a service number, see [Apply for ICP Filing service numbers](#).

## 3. Verify your ICP Filing password issued by the MIIT.



Note:

If you forget your ICP Filing password, you can retrieve it from the [MIIT website](#). See [How to retrieve my MIIT ICP Filing password](#).

备案密码验证：● 备案帮助

产品类型：阿里云 备案服务号：

ICP备案密码提交后将直接由通管局审核验证，如果您忘记密码，请通过各地通讯管理局网站重新获取。如何找回工信部备案密码？

网站备案号：皖ICP备

▪ ICP备案密码：

您的申请接入资料提交至通管局审核，备案密码错误会被通管局直接驳回，为了不影响您的备案进度，请务必输入正确的备案密码。

#### 4. Enter the ICP Filing subject and the website administrator information.

On the Transfer Information page, enter the required information based on actual conditions. Click Next to upload the filing materials.



#### Note:

- For Subject Mailing Address, you can enter a certification address, office address or residential address.
- The Subject Document Address and the Subject Mailing Address must be in the same province.
- If you cannot provide a specific street number, you must provide an explanation in remarks.
- Make sure you have provided valid contact information, including the email address and the phone number. If your contact information changes after the

**filing is completed, make sure you update the filing information in time to prevent missing filing messages.**

填写接入信息    上传资料    办理拍照    提交管局    备案完成

填写主体信息 (请务必填写真实有效信息) :

[备案帮助](#)

网站备案号: 京ICP备[ ] 验证域名: b[ ]

### 主办单位信息

主办单位性质: 企业

主办单位证件类型: 工商营业执照

主办单位证件号码: 是地方是否是

主办单位所属区域: 北京市 市辖区 东城区

\* 主办单位或主办人名称:   
[工商营业执照主办单位名称图示](#)

\* 主办单位证件住所:   
[工商营业执照证件住所图示](#)

主体负责人姓名:

### 网站负责人信息

\* 网站负责人姓名:

\* 网站负责人证件类型: -选择负责人证件类型-

\* 网站负责人证件号码:

\* 联系方式1:

\* 验证码:

联系方式2: 086-010-  -

应急联系电话:

\* 电子邮件地址:

### 网站其他域名

已验证域名: [REDACTED]

网站备案号: 京 [REDACTED] 854

网站其他域名: www. [REDACTED]

[+ 继续增加域名](#)

1、2018年1月1日0点起,对提交的网站备案申请,进行网站备案域名核验。详情请查看帮助中心

2、个人性质备案,域名持有者应为本人;单位性质备案,域名持有者需为主办单位名称;如有设置域名隐私保护,请在审核期间关闭隐私保护;

3、北京地区常见可备案域名后缀  
有 .xin/.top/.citic/.mobi/.tel/.wang/.ren/.com/.cn/.net/.cc/.tv/.gov/.org/.shop/.vip/.ltd/.biz/.club/.site/中文后缀域名(例如: .中国/网络/公司/我爱你,等),暂不支持备案的域名后缀  
有 .hk/.tw/.aisa/.jp/.co/.so/.me/.xyz等;

4、如多个域名均指向同一网站,请在同一网站填写并在网站备案中说明“域名指向同一网站”;如多个域名指向不同网站或前缀明显不一致的域名,请分为不同的网站依次添加;

[下一步,上传备案资料](#) [返回,重新验证备案类型](#)

## 5. Upload the required materials.

Follow instructions to upload copies of the required materials. Click Submit.



### Note:

- Download the authenticity statement, and fill in the statement with a black pen. Upload the scanned copy or photo of the statement.
- You can *use the Alibaba Cloud app to upload documents and verify the website administrator photos*, if your ICF Filing is applied from Guangdong, Chongqing, Liaoning, Anhui, and Fujian.
- For more information, see *Document uploading FAQs*.
- After you submit the application for initial review, make sure your phone number is in service and you answer the phone call from Alibaba Cloud service staff. If you encounter any problems during review, the service staff will use the phone number provided in the ICP Filing to contact you.

## 6. Upload a photo for verification.

After your application passes the initial review, log on to the [Alibaba Cloud ICP Filing system](#) to upload a website administrator photo for verification. The photo verification methods vary by region.

Region	Verification method
Users in Shanghai	ICP Filing applicants in Shanghai must use the Shanghai Communications Administration app to verify the website administrator. For more information, see <a href="#">Use the Shanghai Communications Administration app to verify the website administrator</a> .
Users in other regions	Alibaba Cloud will send you an official photo backdrop. Click Enter Your Address to apply for the official photo backdrop. After you receive the backdrop, you can take a headshot with it, and upload the photo for review. <a href="#">Click here</a> to see the photo shot requirements.

初筛完成 → **办理拍照** → 提交管局 → 备案完成

 **恭喜您通过备案初审，请及时办理拍照！**

备案订单号：[ ] 当前备案进度：待办理拍照 | 浏览备案信息 | 查看审核历史 | 撤销备案 | 下载检验单

**办理拍照**

购买收费幕布，自行拍照后上传 \*需等待幕布部署

我没有幕布：

第1步、请您提供收费幕布邮寄地址 填写邮寄地址

第2步、购买拍照专用幕布

第3步、收到幕布后按《拍照说明》拍摄 本人照片，[点击查看拍照说明](#)

第4步、将拍好的幕布背景照片上传至系统 上传 照片

我已有幕布：

第1步、按《拍照说明》拍摄 本人照片，[点击查看拍照说明](#)

第2步、将拍好的幕布背景照片上传至系统 上传照片



### Note:

If your photo passes review, Alibaba Cloud will forward your application to the communications administration for review within one working day.

## 7. Text message verification (Optional).

According to China's Ministry of Industry and Information Technology (MIIT), the pilot provinces for text message verification are as follows: Tianjin, Gansu, Tibet, Ningxia, Hainan, Xinjiang, Qinghai, Zhejiang, Sichuan, Fujian, Shaanxi, Chongqing, Guangxi, Yunnan, Shandong, Henan, Anhui, Hunan, Shanxi, Heilongjiang, Inner Mongolia, and Hubei. The application can only be submitted to the communications administration for review after the applicant completes the text message verification. The text message verification is optional in other provinces. Check the text message verification code sent by the MIIT. Follow the instructions to log on to the communications administration website to complete the verification.



Note:

For more information about text message verification, see [Text message verification for ICP Filing](#).

### Next steps

- You will receive emails and text notifications about the results. Log on to the [Alibaba Cloud ICP Filing system](#) to check the ICP Filing status.
- The review process usually takes 3 to 20 business days after your application documents are submitted.

### Continue to transfer an ICP Filing

1. Log on to the [Alibaba Cloud ICP Filing system](#).
2. Click Continue to transfer an ICP Filing.



Note:

If the Continue to transfer an ICP Filing button is not displayed, your ICP Filing order might already be in process. You must finish that order or withdraw it before submitting another application. Before you transfer an external ICP Filing, you can cancel the filing order in progress or wait for the filing order to pass the communications administration review.

3. For next steps, see [Transfer an external ICP Filing](#).



Note:

- After your ICP Filing information passes the communications administration review, it will take a while to upload the reviewed information to the Alibaba Cloud ICP Filing system.
- During this period, you can check for website vulnerabilities and block malicious attackers. You can also check website content to avoid the risks of being shut down and blacklisted by the MIIT for not abiding to Chinese content law. For more information, see [Website Threat Inspector](#).

## 4 Add new websites for ICP Filing (for new Alibaba Cloud ICP Filing users)

You have filed the website domain name through another service provider. Your website is currently hosted by an Alibaba Cloud server, and you need to file the domain name with Alibaba Cloud.

### Prerequisites

Before you apply for an ICP Filing, read [ICP Prepare for ICP Filing](#) and [ICP Filing procedures](#).

### Procedures

#### 1. Enter the required information to determine the ICP Filing type.

Log on to the [Alibaba Cloud ICP Filing system](#), enter a specified ICP Filing subject and a domain name, enter the CAPTCHA and click Verify Filing Type. The system automatically determines the filing type based on the information given.



#### Note:

- **Subject Region:** Select the region according to the location of the ICP Filing subject. The system automatically matches the local communications administration requirements based on the selected region.
- **Subject Type:** Choose a subject type for ICP Filing based on your requirements. For personal websites, select Personal.

开始备案：备案帮助

请填写以下信息开始备案，系统将根据您填写的域名和证件，自动验证您的备案类型

\* 主办单位所属区域:

\* 主办单位性质:

\* 主办单位证件类型:

\* 主办单位证件号码:

\* 域名: www.

\* 验证码:   看不清，换一张

## 2. Verify your Alibaba Cloud ECS instance.

For Product Type, select Alibaba Cloud and enter the ICP Filing Service Number. Click Verify.



Note:

For how to obtain a service number, see [Apply for ICP Filing service numbers](#).

## 3. Enter the subject information.

On the Subject Information page, enter the required information based on actual conditions. Click Next to enter the website information.



Note:

- For Subject Mailing Address, you can enter a certification address, office address or residential address.
- The Subject Document Address and the Subject Mailing Address must be in the same province.
- If you cannot provide a specific street number, you must provide an explanation in the remarks.
- Make sure the contact information you have provided is valid, including the email address and the phone number. If your contact information changes after

the filing is completed, update the filing information to prevent missing filing notifications.

主办单位信息	
主办单位性质:	企业
主办单位证件类型:	营业执照(个人或企业)
主办单位证件号码:	<input type="text"/>
主办单位所属区域:	北京市 ▼ 市辖区 ▼ 宣武区 ▼
* 主办单位或主办人名称:	<input type="text"/> <a href="#">工商营业执照主办单位名称图示</a>
* 主办单位证件住所:	<input type="text"/> <a href="#">工商营业执照证件住所图示</a>
* 主办单位通讯地址:	北京市宣武区 <input type="text"/> 请填写街道地址, 不要重复填写省市区
* 投资人或主管单位:	<input type="text"/>
主办单位负责人信息	
* 负责人姓名:	<input type="text"/> <input type="text" value="单位用户请填写法定代表人姓名"/>
* 负责人证件类型:	选择负责人证件类型 ▼
* 负责人证件号码:	<input type="text"/>
* 联系方式1:	<input type="text"/>
* 验证码:	<input type="text"/> <input type="button" value="获取手机验证码"/>
* 联系方式2:	086-010- <input type="text"/> - <input type="text"/>
应急联系电话:	<input type="text"/>
* 电子邮件地址:	<input type="text"/>

#### 4. Enter the website information.

On the Website Information page, enter the required information based on actual conditions. Click Next to upload the filing materials.



**Note:**

- **Website Name:** Follow the instructions on the right side to enter the website name. Some provinces have special requirements for personal website names. For more information, see [Personal website name requirements](#).
- **The Pre-Approval List is optional.** If your website involves any of the content types in the pre-approval list, consult the local authority and prepare the required documents.
- **If the website administrator is not the person applying for the ICP Filing, click Add New Administrator in the Website Administrator Information column.** The website administrator must take a photo as required and upload the photo for verification.

For filing applications made by entities, check if the local authority requires the applicant and the website administrator to be the legal representatives of the entities. See [ICP Filing regulations](#) of the place of ICP license issue. The application requirements vary by province, autonomous region, and direct-administered municipality.

- **If you have other websites to file, click Save, and Add Another Website.**

- For other website information, see [Subject and website information FAQs](#).

网站基本信息

\* 网站名称:

已验证域名:

[+ 继续增加域名](#)

\* 网站首页URL:

\* 网站服务内容:  综合门户  单位门户网站  网络图片  网站建设

其他

\* 网站语言:

前置或专项审批内容类型:

备注:

网站负责人信息

\* 请选择网站负责人:

填写新负责人信息

[+ 保存, 并继续添加网站](#)

[下一步, 上传备案资料](#)    [查看备案信息](#)

## 5. Upload the required materials.

Follow the instructions to upload copies of the required materials. Click Submit.



### Note:

- Download the authenticity statement, and fill in the statement with a black pen. Upload the scanned copy or a photo of the statement. The authenticity statement requirements vary according to region and ICP Filing type. For more information, see [Notes on authenticity statements](#).
- You can [use the Alibaba Cloud app to upload documents and verify the website administrator with photos](#), if you apply for a filing in Guangdong, Chongqing, Liaoning, Anhui, and Fujian.

- If the local authority requires domain name certificates, contact your domain name service provider for the domain name certificates.

6. Upload a photo for verification.

After you pass the initial review, log on to the [Alibaba Cloud ICP Filing system](#) to upload a photo of the website administrator for verification. The photo verification methods vary by region.

Region	Verification method
Users in Shanghai	ICP Filing applicants in Shanghai must use the Shanghai Communications Administration app to verify the website administrator. For more information, see <a href="#">Use the Shanghai Communications Administration app to verify the website administrator</a> .
Users in other regions	Alibaba Cloud will send you an official photo backdrop. Click Enter Your Address to apply for the official photo backdrop. After you receive the backdrop, you can take a photo in front of the backdrop and upload the photo for review. <a href="#">Click here</a> to see the photo shoot requirements.



Note:

If your photo passes review, Alibaba Cloud will forward your application to the communications administration for review within one working day.

## 7. Text message verification (Optional).

According to the Ministry of Industry and Information Technology (MIIT), the pilot provinces for text verification are as follows: Tianjin, Gansu, Tibet, Ningxia, Hainan, Xinjiang, Qinghai, Zhejiang, Sichuan, Fujian, Shaanxi, Chongqing, Guangxi, Yunnan, Shandong, Henan, Anhui, Hunan, Shanxi, Heilongjiang, Inner Mongolia, and Hubei. The applicant must complete text verification before the application is submitted to the communications administration for review. Text verification is optional in other provinces. Check the text verification code sent by the MIIT. Follow the instructions to log on to the communications administration website to complete the verification.



Note:

For more information about text verification, see [Text verification for ICP Filing](#).

### 提示



**请您保持备案信息中的联系电话畅通！**

依据《非经营性互联网备案管理办法》规定，如备案信息不真实，将关闭网站并注销备案。

1、阿里云可能会拨打您备案信息中的电话进行核实，请注意接听，阿里云外呼电话号码为：95187、0571-88158388。

2、备案成功后，工信部会不定期抽查备案信息的真实性，请保持备案信息中的联系电话畅通，避免工信部核查不合格影响网站访问。

温馨提醒：您的备案提交管局后，备案负责人会收到工信部发出的短信通知，请您按照短信提示到工信部验证页面完成短信验证，验证通过之后即可进入管局审核。

确认提交

暂不提交

## Next steps

- You will receive emails and text notifications about the review results. Log on to the [Alibaba Cloud ICP Filing system](#) to check the ICP Filing status.
- The review process usually takes 3 to 20 working days after your application documents are submitted.



### Note:

- After your ICP Filing information passes the communications administration review, it will take a while before the review information is uploaded to the Alibaba Cloud ICP Filing system.
- During this period, you can check for website vulnerabilities and block malicious attackers. You can also check website content to avoid the risks of being shut down and blacklisted by the MIIT for not abiding to Chinese content law. For more information, see [Website Threat Inspector](#).

## 5 Add a new website for ICP Filing (for old users that have filed website domain names with Alibaba Cloud)

If the ICP Filing subject has been filed with Alibaba Cloud and has a new website hosted on an ECS instance, a new ICP Filing is required.

### Prerequisites

- Before you apply for an ICP Filing, read [Prepare for ICP Filing](#).
- If you have used the [Alibaba Cloud ICP Filing system](#) or the HiChina ICP Filing platform before, import your ICP Filing information to the [Alibaba Cloud ICP Filing system](#) first. For more information about the import process, see [Alibaba Cloud ICP Filing system FAQs](#).

### Procedures

1. Log on to the [Alibaba Cloud ICP Filing system](#).
2. Locate the ICP Filing subject, and click Add Website.



#### Note:

If the Add Website button is not displayed, you might already have an ICP Filing order in process. You must complete the order or withdraw it before submitting another application. You can cancel the filing order that is in progress or wait for the filing order to pass the communications administration review.

首页	核验点地址	备案帮助			
温馨提示：为确保您的网站尽快上线，请及时提交备案					
我的ICP备案信息：					
ICP主体备案号	主办单位名称	负责人	ICP主体备案状态	操作	
测BA2015102716520003 2号			正常	<a href="#">查看审核历史</a> <a href="#">查看详细信息</a> <a href="#">变更主体</a> <a href="#">注销主体</a>	
我已成功备案的网站			<a href="#">增加网站</a>	<a href="#">继续接入备案</a>	
网站备案号	网站名称	负责人	网站备案信息	操作	

3. Confirm the subject information. Make sure the subject information is correct, and click Next.



Note:

If the subject information is incorrect, click **Modify Subject Information** to modify the information. You cannot add a new website ICP Filing when modifying the subject information. For information about how to modify the ICP Filing information, see [Modify ICP Filing information](#).

主体信息：

您的主体信息如下，请先核对。如果有变更请先进行主体信息变更；如果信息准确，点击继续下一步，添加网站。

主办单位或主人全称：		主办单位性质：	企业
主办单位证件类型：	工商营业执照	主办单位证件号码：	
主办单位证件住所：		主办单位所属区域：	北京市东城区
主办单位通信地址：	北京市东城区	投资人或主管单位：	
负责人姓名：		负责人证件类型：	身份证
负责人证件号码：		办公室电话：	086-010-
手机号码：		电子邮件地址：	

4. Verify your Alibaba Cloud ECS instance.

For Product Type, select Alibaba Cloud, and enter the ICP Filing Service Number. Click Verify.



Note:

For more information about how to obtain a service number, see [Apply for ICP Filing service numbers](#).

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## 5. Enter the website information.

On the Website Information page, enter the required information based on actual conditions. Click Next to upload the filing materials.



### Note:

- **Website Name:** Follow the instructions on the right side to enter the website name. Some provinces have special requirements for personal website names. For more information, see [Personal website name requirements](#).
- **The Pre-Approval List is optional.** If your website involves any of the content types in the pre-approval list, consult the local authority and prepare the required documents.
- **If the website administrator is not the person applying for the ICP Filing, click Add New Administrator in the Website Administrator Information column.** The website administrator must take a photo as required and upload the photo for verification.

For filing applications made by entities, check if the local authority requires the applicant and the website administrator to be the legal representatives of the entities. See [ICP Filing regulations](#) of the place of ICP license issue. The application requirements vary by province, autonomous region, and direct-administered municipality.

- **If you have other websites to file, click Save, and Add Another Website.**

- For other website information, see [Subject and website information FAQs](#).

网站基本信息

\* 网站名称:

已验证域名:

\* 网站首页URL:

\* 网站服务内容:  综合门户  单位门户网站  网络图片  网站建设  
 其他

\* 网站语言:

前置或专项审批内容类型:

备注:

网站负责人信息

\* 请选择网站负责人:    
 填写新负责人信息

## 6. Upload the required materials.

Follow the instructions to upload copies of the required materials. Click Submit.



Note:

- Download the authenticity statement, and fill in the statement with a black pen. Upload the scanned copy or a photo of the statement. The authenticity statement requirements vary according to region and ICP Filing type. For more information, see [Notes on authenticity statements](#).
- You can [use the Alibaba Cloud app to upload documents and verify the website administrator with photos](#), if you apply for a filing in Guangdong, Chongqing, Liaoning, Anhui, and Fujian.

- If the local authority requires domain name certificates, contact your domain name service provider for the domain name certificates.

7. Upload a photo for verification.

After you pass the initial review, log on to the [Alibaba Cloud ICP Filing system](#) to upload a photo of the website administrator for verification. The photo verification methods vary by region.

Region	Verification method
Users in Shanghai	ICP Filing applicants in Shanghai must use the Shanghai Communications Administration app to verify the website administrator. For more information, see <a href="#">Use the Shanghai Communications Administration app to verify the website administrator</a> .
Users in other regions	Alibaba Cloud will send you an official photo backdrop. Click Enter Your Address to apply for the official photo backdrop. After you receive the backdrop, you can take a photo in front of the backdrop and upload the photo for review. <a href="#">Click here</a> to see the photo shoot requirements.



Note:

If your photo passes review, Alibaba Cloud will forward your application to the communications administration for review within one working day.

## 8. Text message verification (Optional).

According to the Ministry of Industry and Information Technology (MIIT), the pilot provinces for text verification are as follows: Tianjin, Gansu, Tibet, Ningxia, Hainan, Xinjiang, Qinghai, Zhejiang, Sichuan, Fujian, Shaanxi, Chongqing, Guangxi, Yunnan, Shandong, Henan, Anhui, Hunan, Shanxi, Heilongjiang, Inner Mongolia, and Hubei. The applicant must complete text verification before the application is submitted to the communications administration for review. Text verification is optional in other provinces. Check the text verification code sent by the MIIT. Follow the instructions to log on to the communications administration website to complete the verification.



Note:

For more information about text verification, see [Text verification for ICP Filing](#).

### 提示



**请您保持备案信息中的联系电话畅通！**

依据《非经营性互联网备案管理办法》规定，如备案信息不真实，将关闭网站并注销备案。

1、阿里云可能会拨打您备案信息中的电话进行核实，请注意接听，阿里云外呼电话号码为：95187、0571-88158388。

2、备案成功后，工信部会不定期抽查备案信息的真实性，请保持备案信息中的联系电话畅通，避免工信部核查不合格影响网站访问。

温馨提醒：您的备案提交管局后，备案负责人会收到工信部发出的短信通知，请您按照短信提示到工信部验证页面完成短信验证，验证通过之后即可进入管局审核。

确认提交

暂不提交

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**Next steps**

- You will receive emails and text notifications about the review results. Log on to the [Alibaba Cloud ICP Filing system](#) to check the ICP Filing status.
- The review process usually takes 3 to 20 working days after your application documents are submitted.

**Note:**

- After your ICP Filing information passes the communications administration review, it will take a while before the review information is uploaded to the Alibaba Cloud ICP Filing system.
- During this period, you can check for website vulnerabilities and block malicious attackers. You can also check website content to avoid the risks of being shut down and blacklisted by the MIIT for not abiding to Chinese content law. For more information, see [Website Threat Inspector](#).

## 6 Change ICP Filing information

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You have obtained an ICP Filing license with your domain name and identifications, and you want to change the information of the subject or a website. When you are modifying your ICP Filing information, your website can be accessed as normal.



### Note:

- Before you modify your ICP Filing information, read the ICP Filing change rules in the local *ICP Filing rules* (in Chinese), and make sure that you follow the rules.
- You cannot change the province where your ICP Filing is registered. If you want to change the province, you must cancel the ICP Filing and apply for a new ICP Filing from the new province administration.
- Some provincial and municipal authorities do not permit ICP Filing information changes. In this case, you must cancel the ICP Filing and apply for a new ICP Filing.
- If you use a new domain name to replace the old one, you cannot visit the website with the old domain name after the new domain name is approved by the communications administration.
- You cannot modify your ICP Filing information if you have another ICP Filing order in process. If you have another ICP Filing order in process, the buttons are not displayed.

### Procedure

1. Log on to the *ICP Filing system* (only available in Chinese). On the homepage, you can view successfully filed records.
2. Click **Modify Subject Information** or **Modify Website Information** to edit the ICP subject information or website information.
  - **Modify subject information:** If you want to modify the information of the ICP Filing subject, the new information must also meet the requirements of the local administration.
  - **Modify website information:** Modify the website information according to your actual situation.



### Note:

From 00:00 January 1, 2018, the relevant provincial/municipal authorities perform domain name verification to all submitted ICP Filing applications. MIIT has published requirements for domain name verification. For more information, see [Domain name information verification](#).

If you cannot find the related button, the reason may be that:

- you have another ICP Filing in progress that uses your ICP Filing information. Different types of ICP Filing cannot be processed at the same time.
- The local administration does not allow information modification. In this case, you must cancel the ICP Filing first and apply for an ICP Filing again.

ICP代备案管理系统 备案管理 备案专区 备案帮助 转移备案信息

开门红 分百万红包 网站公安 备案公告 查看详情 全民建站 仅需9元 还送.xin域名60元代金券和云解析, 值!

温馨提示: 备案订单有效期为45天(自提交当天开始计算), 订单超期后自动失效, 请您尽快提交审核并完成备案。为避免影响网站备案及访问, 请注意服务器的服务期限及时续费。

我的ICP备案信息:

ICP主体备案号	主办单位名称	负责人	ICP主体备案状态	操作
[REDACTED]	[REDACTED]	[REDACTED]	正常	<a href="#">查看备案历史</a> <a href="#">查看详细信息</a> <a href="#">变更主体</a> <a href="#">注销主体</a>

我已成功备案的网站 增加网站 继续接入备案

网站备案号	网站名称	负责人	网站备案信息	操作
[REDACTED]	[REDACTED]	[REDACTED]	备案成功	<a href="#">查看详细信息</a> <a href="#">变更网站信息</a> <a href="#">注销网站</a> <a href="#">取消接入</a>

3. Enter your new information. For more information about what information you must provide, see [Subject and website information FAQs](#)

#### 4. Upload all the required documents.

- Upload scanned copies or photos of your ID card and other required documents.
- You must download the authenticity statement template from this page.
- If domain name certificates are required by the local authorities, contact your domain name provider for your domain name certificates.

After you upload all the required documents, click submit, and click OK.

For more information, see [Document uploading FAQs](#).

Screenshot examples of the document uploading page.



#### \* 上传网站备案信息真实性核验单



After you submit your information and documents, Alibaba Cloud will review your information and documents in one workday. After you submit your ICP Filing

information for Alibaba Cloud review, make sure that your phone number is in service and the call is answered during the normal working hours in China. If we find any problem, we contact you by the phone number in your ICP Filing information.

5. After your information passes Alibaba Cloud review, log on to the [Alibaba Cloud ICP Filing system](#) to upload a picture of the website administrator as required for verification.

**Note for Shanghai users:** Shanghai Communications Administration requires that ICP Filing applicants in Shanghai must use Shanghai Communications Administration app (only available in Chinese) to verify the website administrator.

For more information, see [Using Shanghai communications administration app to verify the website administrator](#).

For other regions, ICP applicants can select one of several designated places, which are scattered in most major cities in China, to take an official photo and upload the photo for verification as part of the application process. This rule demands the applicants to physically present in China long enough to have a picture taken. However, Alibaba Cloud can make it easier. You can apply for an official background (that is, “photo backdrop”) from the document uploading page of your ICP Filing process. Click **Enter Your Address**, and enter an address of mainland China. Alibaba Cloud can mail the photo backdrop to any region in

mainland China. The website administrator takes a picture in front of the backdrop and upload the picture. Do not wear in red or blue when taking the picture.

For more information, see [Website administrator verification FAQs](#).

Alibaba Cloud submits your information for the local communications administration review in one workday after you upload acceptable picture.

6. Verify the mobile phone number of the subject and website administrators. Currently, mobile phone verification is supported in Tianjin, Gansu, Tibet,

Ningxia, Hainan, Xinjiang, and Qinghai. Other provinces do not require mobile phone number verification.



If you apply for ICP Filing in these regions, you will receive a text message (in Chinese) from the MIIT in five minutes after you get a message and an email from Alibaba Cloud.

You must follow the message to verify your mobile phone number within 48 hours . If you have not finish the verification in 48 hours, your ICP Filing application will be rejected.

For more information about mobile phone number verification, see [Mobile phone number verification for ICP Filing](#).

The local communications administration may take 3 to 20 workdays to review your ICP Filing information.。

The review result is sent to you by a text message and an email. You can view your ICP Filing status on the [ICP Filing system](#) .

## 7 Cancel an ICP Filing

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If the domain name you have ICP filed through Alibaba Cloud is not in use, or your new domain name already has an ICP Filing number, you must log on to the Alibaba Cloud ICP Filing system to cancel ICP Filing. After the ICP Filing is cancelled, you can apply for another ICP Filing for the domain name.

If you are the ICP Filing subject, you can [Cancel an ICP Filing on Alibaba Cloud](#).

If you are not the ICP Filing subject, or you cannot cancel it online for some reason, you visit the local communication administration website to download the application form, and then [Cancel an ICP Filing directly through MIIT](#).

For the ICP Filing information of the domain name, you can query it on the Public Query page of the MIIT system ([www.miitbeian.gov.cn](http://www.miitbeian.gov.cn)).

### Types of ICP Filing cancellation

The two types of ICP Filing cancellation are *Cancel Subject* and *Cancel Website*.

- *Cancel Subject*: Deletes the ICP number and all the websites filed under the ICP number.
- *Cancel Website*: Deletes an ICP Filing of a certain website.



#### Note:

If you want to cancel a domain name of a website which has multiple domain names, do not click **Cancel Website**, but click **Change Website Information** to delete domain names in the domain name list.

After the ICP Filing of the domain name has been cancelled, the website cannot be accessed.

### Cancel an ICP Filing on Alibaba Cloud

1. Log on to the [ICP Filing system](#) (only available in Chinese).
2. Click **Cancel Subject** or **Cancel Website** on your ICP Filing information page.



#### Note:

If the buttons are not displayed, it may be because that you have another ICP Filing order in process. You must finish this order or withdraw it before submitting an cancelling application.

我的ICP备案信息：

ICP主体备案号	主办单位名称	负责人	ICP主体备案状态	操作
██████████	██████████	██████████	正常	<a href="#">查看审核历史</a> <a href="#">查看详情信息</a> <a href="#">变更主体</a> <a href="#">注销主体</a>

我已成功备案的网站

[增加网站](#) [继续接入备案](#)

网站备案号	网站名称	负责人	网站备案信息	操作
██████████	██████████	██████████	备案成功	<a href="#">查看详情信息</a> <a href="#">变更网站信息</a> <a href="#">注销网站</a> <a href="#">取消接入</a>

3. Enter your ICP Filing password issued by the MIIT, and confirm the cancellation. If you forget your ICP Filing password, you can retrieve it from the MIIT website. See [How can I retrieve my MIIT ICP Filing password.](#)

Once the application has passed the local communications administration review, the ICP Filing is cancelled.

#### Cancel an ICP Filing directly through MIIT

If you cannot cancel your ICP Filing on Alibaba Cloud, you can cancel ICP Filing on the communications administration website (only available in Chinese). Submit the application form along with your identification documents to the local communications administration. The application form shows the method to submit your identification documents. Once the application has passed the local communications administration review, the ICP Filing is cancelled. After the ICP Filing is cancelled, you can apply for another ICP Filing for the domain name.

If you forget your ICP Filing password, you can retrieve it from the MIIT website. See [How can I retrieve my MIIT ICP Filing password.](#)

Go to the local communications administration website to download the application form: [Beijing](#), [Guangdong](#), [Zhejiang](#), [Jiangsu](#), [Hebei](#), [Henan](#), [Shandong](#), [Shanxi](#), [Hubei](#), [Tianjin](#), [Chongqing](#), [Liaoning](#), [Jilin](#), [Yunnan](#), [Guizhou](#), [Jiangxi](#), [Anhui](#), [Fujian](#), [Guangxi](#), [Hainan](#), [Inner Mongolia](#), [Shaanxi](#), [Qinghai](#), [Ningxia](#), [Xinjiang](#), [Gansu](#), [Tibet](#), and [Heilongjiang](#).

To cancel ICP records filed in the following provinces, click to go to the related websites and follow the instructions.

- [Shanghai](https://beian.shca.gov.cn) (website URL: <https://beian.shca.gov.cn>)

- *Sichuan* (Website domain name: 028icp.com )



Note:

**You must log on, and then you can cancel your ICP Filing.**

- *Hunan* (website: [bsdt.xca.gov.cn/zwdtportal/wzzxManage/toSitesLogoutPage.jsi?](http://bsdt.xca.gov.cn/zwdtportal/wzzxManage/toSitesLogoutPage.jsi?))  
Each Friday, the communications administration processes all applications submitted online during the week.

If you forget your ICP Filing information, you can query it on the Public Query page of the MIIT system([www.miitbeian.gov.cn](http://www.miitbeian.gov.cn)).

## 8 PSB Filing FAQs

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After ICP Filing, you must apply for PSB Filing.

You must log on to the [Internet Security Administration Service Platform of the National Public Security Bureau of China](#) (available in Chinese only) and submit an Public Security Bureau (PSB) ICP registration application within 30 days since you open the website, which already has an MIIT ICP number, for public visit.

After your PSB filing is successful, you must log on to the [Internet Security Administration Service Platform of the National Public Security Bureau of China](#) (available in Chinese only) .

On the File Website page, copy the PSB Filing Number and HTML Filing Code , and download the Filing Code Icon. You must display them on the homepage of your website.

### Guide of Public Security

Download the "Guide for PSB Filing" from the [PSB Filing system](#) (available in Chinese only).

For how to enter PSB Filing information, see [PSB Filing FAQs](#).

### Handle illegal information

Carefully read and follow the rules and regulations mentioned on the [PSB Filing website](#) .

According to Chinese regulations governing PSB Filing, any illegal information presented on any websites must be immediately removed. Once illegal information is detected on a website hosted in an Alibaba Cloud instance, Alibaba Cloud notifies the client to remove the illegal information. If the client does not respond, the service is suspended without any refund.

Alibaba Cloud suspends the website services without any refund in the following cases:

- If a website is found to involve illegal information and violate the rule of posting illegal information for more than three times within 24 hours, Alibaba Cloud notifies the website owner by phone of the website shutdown and instance service suspension without any refund.

- If the client cannot be contacted within one hour after the illegal information is detected, the website is suspended and cannot resume service for 12 hours. If such situation occurs for three times, Alibaba Cloud suspends the client' s service without any refund.
- If the client has provided false information during PSB Filing (for example, fake phone number or email address), Alibaba Cloud shuts down the client' s website and suspends the client' s service without any refund.
- If the client does not delete the illegal information after receiving the phone call from Alibaba Cloud, Alibaba Cloud shuts down the website and suspends the client' s service without any refund.

## 9 ICP Commercial License filing links

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If the website is an e-commercial platform, you must apply for an ICP Commercial License from the local authorities.

- [How to apply for an ICP Commercial License?](#)
- [Considerations for ICP Commercial License application](#)

### How to apply for an ICP Commercial License?

An ICP Commercial License is required for e-commercial platforms. Before you apply for an ICP Commercial License, you must have an ICP Filing number (that is Filing ). For ICP Commercial License, go to the competent authority and complete the procedure, and your service provider can assist you by providing their qualifications and service agreement. For more information, visit the local communications administration websites.

Links for commercial filing websites for each province/municipality are as follows ( only available in Chinese):

*An'hui, Beijing, Chongqing, Fujian, Guangdong, Gansu, Guangxi, Guizhou, Hainan, Hebei, Hubei, Henan, Hunan, Heilongjiang, Jilin, Jiangsu, Jiangxi, Liaoning, Ningxia, Inner Mongolia, Qinghai, Shandong, Sichuan, Shanghai, Shanxi, Shaanxi, Tianjin, Xinjiang, Tibet, Yunnan, Zhejiang.*

### Requirements for IP address

Some local authorities have special requirements on IP addresses when you apply for an ICP Commercial License.

**Beijing:** The IP addresses on the contract, website IP addresses, and filing IP addresses must be the same, and must be IP addresses in Beijing.

**Guangdong (excluding Shenzhen ):** The IP addresses on the contract, websites IP addresses, and filing IP addresses must be IP addresses in Guangdong. Shenzhen has no special requirements.

**Liaoning:** The IP addresses on the contract, websites IP addresses, and filing IP addresses must be the same.

**Shanghai and Hebei Province:** The IP addresses in the contract must be the actual IP addresses of websites.

If you want to change your IP addresses, you must modify the filing information. Log on to [Alibaba Cloud ICP Filing system](#), click Modify ICP Filing information to update the information, and note that "Change IP address to XXXX. The data center is XXXX" in remarks. Submit the order for review. Then finish all the ICP Filing information modification procedures.

If you have any questions, contact us by 95187-3 (available in China).

## 10 Apply for ICP Filing service numbers

The ICP Filing service number can associate the website to be filed with the cloud server that hosts the website. When you apply for an ICP Filing in the Alibaba Cloud ICP Filing Management console, an ICP filing service number is required for each website.

You can apply for an ICP Filing service number using one of the following methods:

- (Recommended) Log on to the [Alibaba Cloud ICP Filing Management console](#) with the same account you used to purchase your Alibaba Cloud ECS instance. The system automatically generates and associates a service number with the server.
- Apply for an ICP Filing service number manually, and log on to the [Alibaba Cloud ICP Filing Management console](#) for filing.



### Note:

Regardless of the filing method used, the number of websites that can be filed per server remains the same.

### Restrictions

If the website server is an ECS instance in mainland China, you need to apply a service number during the ICP Filing application. The ECS instances that you apply a service number for must meet the following requirements:

Location	Purchased instance duration	ICP Filing service numbers	Description
Mainland China	ECS instances with a public network bandwidth and a minimum three-month subscription	You can apply for at most five service numbers for each ECS instance.	The Alibaba Cloud ICP Filing system does not support Pay-As-You-Go instances.
			To purchase public network bandwidth, see the instructions in <a href="#">Change configurations</a> .

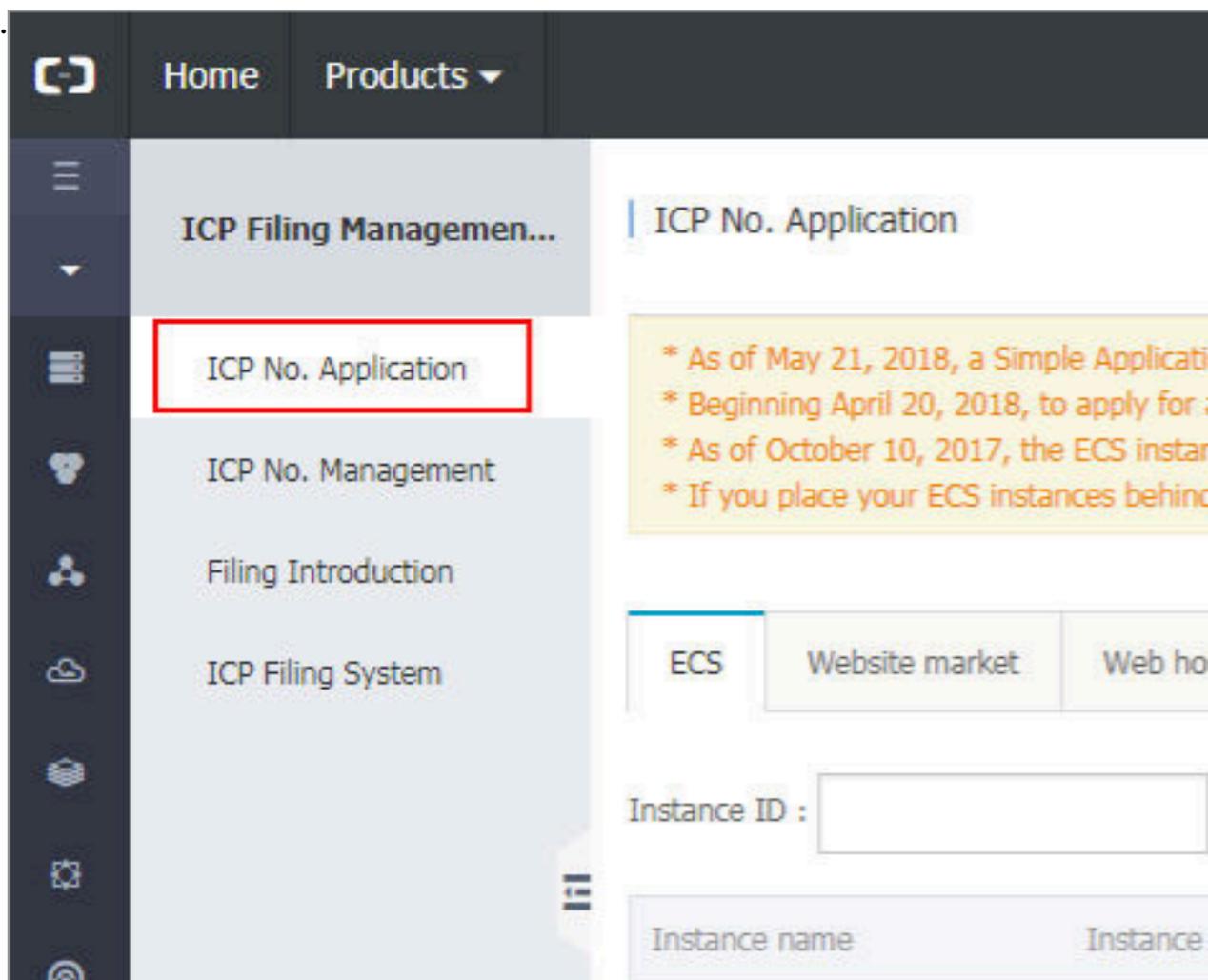


### Note:

- If the remaining subscription period is less than three months, renew the subscription to meet the requirements.
- You can only use one service number once. A service number becomes invalid after the ICP Filing is completed. You cannot use the service number for another website domain name filing.

## Procedures

1. Log on to the [Alibaba Cloud ICP Filing Management console](#) with the initial account used for purchasing the Alibaba Cloud ECS instance.
2. On the ICP Filing Management page, click ICP No. Application in the left-side navigation pane.



3. Locate the instance that you want to apply for an ICP Filing service number, and click Apply in the information column of the instance.



Note:

If the button **Apply** is not displayed, it indicates this instance does not meet the filing requirements. For more information, see [ICP Filing service number FAQs](#).

4. In the dialog box that appears, click **OK**.



**Note:**

Once your application is completed, you can check the service number in **ICP No. Management** on the **ICP Filing Management** page.

## 11 SMS message verification for ICP Filing

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China's Ministry of Industry and Information Technology (MIIT) has selected several provinces and municipalities for the pilot project of SMS message verification for ICP Filing. After users in those provinces and municipalities apply for ICP Filing on the Alibaba Cloud ICP Filing platform, they need to complete SMS message verification so that their filing applications can be accepted by administration offices.

### Provinces that require SMS message verification

Users in the following provinces and municipalities are required to complete SMS message verification after applying for ICP Filing on the Alibaba Cloud ICP Filing platform:

From December 18, 2017, *Tianjin*, *Gansu*, *Tibet*, *Ningxia*, *Hainan*, *Xinjiang*, and *Qinghai* are listed as pilot provinces.

From September 10, 2018, *Zhejiang*, *Sichuan*, *Fujian*, *Shaanxi*, *Chongqing*, *Guangxi*, and *Yunnan* are listed as pilot provinces.

From September 24, 2018, *Shandong*, *Henan*, *Anhui*, *Hunan*, *Shanxi*, *Heilongjiang*, *Inner Mongolia*, and *Hubei* are listed as pilot provinces.

### Verification code transmission

- The verification code is only sent to the mobile number entered in the Contact method 1 field in the filing information.
- If this mobile number has been changed in the filing information, the verification code is sent to the new mobile number.
- The verification code is a six-digit number.
- After receiving a notification stating that Alibaba Cloud has submitted your filing information to the communications administration office, you will receive the verification SMS message in about five minutes.

## ICP Filing type verification instructions

ICP Filing type	Verification logic	Remarks
Initial ICP Filing	The mobile numbers of the subject and website owner are verified.	<ul style="list-style-type: none"> <li>· If the subject and the website owner are the same person (with the same mobile number), only one message containing the verification code is sent.</li> <li>· If the subject and the website owner are different persons (with different mobile numbers), a verification code is sent to each mobile number, and both persons must complete verification.</li> </ul>
ICP Filing for a new website	The mobile number of the website owner is verified.	None
ICP Filing transfer	The mobile number of the website owner is verified.	<ul style="list-style-type: none"> <li>· If your mobile number is changed, you must update the new number with your original service provider before performing the ICP Filing transfer.</li> <li>· If your website is an "empty-shell" website (with no access service provider), you cannot update your new mobile number at the original service provider. In this case, you have to cancel the ICP Filing, and submit a new ICP Filing application.</li> </ul>
ICP Filing information change	The mobile number of the subject or website owner is verified.	<ul style="list-style-type: none"> <li>· If the subject information is changed, the mobile number of the subject is verified.</li> <li>· If the website information is changed, the mobile number of the website owner is verified.</li> </ul>
Cancel a subject	No verification.	None
Cancel a website ICP Filing	No verification.	None

ICP Filing type	Verification logic	Remarks
Cancel an ICP Filing transfer	No verification.	None

#### Verification code validity period

You need to visit the provincial administration website to perform verification within 24 hours. After you complete SMS message verification for your mobile phone, your filing information is transferred to the administration office for review.

If you fail to complete the verification within 24 hours or the verification fails, your filing information is automatically returned. There are two scenarios in this case:

- Scenario 1: If your filing information has not been modified and it meets the current requirements, click Submit ICP Filing on the ICP Filing platform to directly enter the SMS message verification process.
- Scenario 2: If your filing information or materials do not meet the current requirements, you must modify it, re-submit the filing application, and enter the SMS message verification process again after review by Alibaba Cloud.

#### Verification code transmission number

The codes sent to users of China Telecom, China Unicom, and China Mobile are sent by a fixed number. There is no fixed number for transmission of verification codes to users of virtual providers.

Provider	Transfer number
China Telecom	106598051001
China Unicom	10655113
China Mobile	106575000130
Virtual providers	No fixed number

#### SMS message verification process

After the SMS message containing the verification code is sent from the MIIT to the mobile number to be verified, log on to the website of the provincial or municipal authority (only available in Chinese) promptly and complete the SMS message verification.

1. Visit the *provincial or municipal administration website* for your ICP Filing, and click ICP Filing SMS Message Verification in the lower-right corner of the home page.



2. Enter your verification code, mobile number, and the *last six digits of your ID card number*. Complete the verification and then click Submit. When you pass the verification, the system displays a prompt stating that the verification is

completed. If another mobile number in your ICP Filing order must be verified, repeat this process.

短信核验短信重发

🔒 短信验证码

📱 手机号码

📄 证件号码后六位

🛡️ 点击获取拼图验证

提交



Note:

- If the information that you entered is incorrect, or any of the entries (the verification code, mobile number, and *last six digits of your ID card number*) does not match, you cannot retrieve the corresponding order. Then, the system

will display a prompt that it cannot find the record. In this case, check the information and try again.



- If you enter the incorrect ID number for five times consecutively, the system displays a prompt that the verification fails. In this case, your ICP Filing application is rejected by the MIIT system.



## SMS message resending process

If you do not receive a verification SMS message from the MIIT, you can request that the SMS message be resent.

1. Log on to the *provincial or municipal website* for your ICP Filing.
2. Click Filing SMS Message Verification.



3. Click Resend SMS Message.



4. Fill in the mobile number and the *last six digits of your ID card number*, and complete image splice verification.

5. Click Submit.
6. Check your mobile phone to get the verification code, and then complete the verification on the website.

For more information about SMS message verification, see [SMS message verification FAQs](#).

# 12 Claim an ICP Filing

You have successfully filed for ICP record through HiChina before June 2010, and the ICP Filing has never been transferred to other service providers or the new Alibaba Cloud ICP Filing system. Now, you must claim the ICP Filing.

1. Log on to the [Alibaba Cloud ICP Filing System](#) (only available in Chinese).
2. Enter the information of the ICP Filing subject and the filed domain name.

The screenshot shows the '开始备案' (Start Filing) page. At the top, it says '请填写以下信息开始备案, 系统将根据您填写的域名和证件, 自动验证您的备案类型' (Please fill in the following information to start filing, the system will automatically verify your filing type based on the domain name and documents you enter). The form includes several fields: '主办单位所属区域' (Main Unit Region) with three dropdown menus; '主办单位性质' (Main Unit Nature) with a dropdown menu; '主办单位证件类型' (Main Unit Document Type) with a dropdown menu; '主办单位证件号码' (Main Unit Document Number) with a text input field; '域名' (Domain Name) with a text input field containing 'www.'; and '验证码' (Verification Code) with a text input field containing 'FPCH' and a '看不清, 换一张' (Can't see, change one) link. A blue button labeled '验证备案类型' (Verify Filing Type) is located below the form.

The system automatically identifies whether your domain name and the subject information have been filed, and then displays the filing type.

The screenshot shows the result of the verification. A grey box at the top states '您的备案类型为认领备案' (Your filing type is 'Claim Filing'). Below this, the system has identified the following information: '主办单位性质: 个人' (Main Unit Nature: Individual), '主办单位所属区域: 北京市朝阳' (Main Unit Region: Beijing Chaoyang), '主办单位证件类型: 身份证' (Main Unit Document Type: ID Card), and '主办单位证件号码:' (Main Unit Document Number:). There are also fields for '主体负责人证件类型:' (Main Unit Responsible Person Document Type) and '主体负责人证件号码:' (Main Unit Responsible Person Document Number). At the bottom, there is an 'ICP备案号:' (ICP Filing Number) field and two buttons: '上传证件, 认领备案' (Upload Documents, Claim Filing) and '返回' (Return).

### 3. Upload the pictures of your identification documents for review.

上传备案资料图片：

\*请将证件原件、核验单原件、协议原件用清晰拍照或彩色扫描后上传，图片文件格式只能是：jpg、png、gif格式，文件大小建议4M以下。

\*上传 身份证：

上传身份证正面图片      上传身份证反面图片

等待上传      等待上传

示例：

正面      查看大图      反面      查看大图

提交认领      返回查询结果

查询认领信息      上传照片      认领审核      认领成功

✓ 上传成功！  
您已经提交认领备案信息，阿里云将在一个工作日内进行审核，请您耐心等待。

查看备案信息

After your application passes the review, you can see your ICP Filing information on the new Alibaba Cloud ICP Filing system.

## 13 Using Shanghai Communications Administration app to verify the website administrator

Shanghai Communications Administration requires that ICP Filing applicants in Shanghai must use Shanghai Communications Administration app (only available in Chinese) to verify the website administrator.

Shanghai Communications Administration also requires that the photo for verification must be taken in Shanghai, and the mobile phone number used in verification is the mobile phone number of the website administrator in the ICP Filing information.

Allow the app to access your location when installing it.

The procedure is as follows:

1. After your ICP Filing information passes Alibaba Cloud review, log on to the [ICP Filing system](#), and use the mobile phone app to scan the QR code on the page (We recommend you use Alipay or DingTalk to scan the QR code. Scanning with WeChat is not supported) to download the installation file.

安装手机核验APP，自行拍照上传 无需等待，当天即可办完

**第1步：** 请用手机直接扫描右方二维码下载安装APP，或下载到本地安装；APP核验要求拍照地为上海，请下载APP时选择同意获取您的定位；

**第2步：** 请打开APP点击“备案网站负责人手机核验” [点此查看详细操作流程](#)

**第3步：** 请网站负责人  在APP依次完成手机核验、本人核验、证件核验，注意核验绑定的手机号码需与网站负责人手机号码138  保持一致；手持证件照片中的证件信息需清晰无遮挡；

**第4步：** 核验完成后记录图片验证码，登录备案系统提交

(注意：不支持微信扫描二维码下载APP)

图片验证码:



## 2. Open the app on your phone and tap Verify Now.



## 3. Verify the mobile phone number. Enter the mobile phone number of the website administrator that is the same as in the ICP Filing information, enter the verification code received in the mobile phone, and tap Mobile Phone Verification.



4. Verify the ID card of the website administrator. Tap Document Acquisition and take photos of the front and back sides of the ID card.



5. Take a photo with the ID card in hands. The photo must show the full face with clear facial features and the ID card clearly.



6. Go to the [ICP Filing system](#) on your computer to confirm the photos. Enter the Picture Code displayed on the mobile phone, and then the ICP Filing system displays the

photos you have taken with the app. If you have no problems with the photos, click Confirm.



After you successfully submit the photos for verification, Alibaba Cloud reviews it within one business day. If it passes the review, Alibaba Cloud submits your ICP Filing information to the communications administration.

