

# Preparing your Domain to transfer from GoDaddy

# Getting Started

Before you can transfer a domain:

- **Confirm** your administration email address in the domain registry records.
- **Disable** domain privacy. If the privacy service forwards incoming email, check the 'forward to' contact email address for accuracy.
- **Verify** that the domain is unlocked.
- **Obtain** the domain's transfer authorization code (also referred to as an EPP or auth code).

**Note:** Registrar rules vary. Your domain may not be transferable within 60 to 120 days of registration, a previous transfer, or renewal.

# Your account

- Go to: [godaddy.com](https://godaddy.com)
- You will need your account login username and password.
- If you do not have your account details, you will need to contact GoDaddy. Their support number is on their website.

# Step 1: Login with your account user ID and password.

Domain Names, Web Hosting and SSL Certificates - Go Daddy - Microsoft Internet Explorer provided by Tucows.com Co.

http://www.godaddy.com/default.aspx

Live 24/7 Sales & Support (480)505-8877

Create Account Log in to Account: 31xxxxxx [password] GO!

Home Auctions Marketplace Media Support & Community Bob's Video Blog

Domains Hosting Email Site Builders Business SSL Certificates Resellers Start Domain Search GO!

Go Daddy .COM The web is your Domain!

Manage Renew Upgrade

MY PRODUCTS Show All My Products

MY ACCOUNT

MY RENEWALS & UPGRADES

BOB PARSONS **VIEWER DISCRETION ADVISED**  
Bob's tribute to the finest fighting force the world has ever known. Happy 234th birthday, Marines! "Great and informative video!" - Simon  
Straight talk from Go Daddy's CEO & Founder

Entrepreneur, IndyCar® Series Star & Go Daddy Girl®

**\$1.99\*** Domains **Buy Now!**  
For all new & current customers w/ any new, non-domain purchase! No quantity limit!\*\*

New .COMs per year & lower **\$10.69\*** .COM Transfers FREE 1-yr ext! **\$6.99\***

Start a Domain Name search:  
[input] .com GO!  
Or get your domain fast with EXPRESS BUY! >

SALE! .info \$0.89\*, SALE! .net \$9.99\*, SALE! .org \$9.99\*  
SALE! .me \$8.99, SALE! .mobi \$7.99\*, SALE! .us \$9.99

View Domain Options & Pricing · Bulk Registration  
Transfer Your Domains · Internationalized Domains

**FREE EXTRAS! OVER \$100\***

#1 in Domain Registrations \*Plus ICANN fee of 18 cents per yr

WWW Sell your domain or bid on another  
Join Go Daddy® Auctions, the auction house for the hottest domains - backed by proven Go Daddy systems and support! Just \$4.99/yr **Learn More!**

MVP SUPERPARTY WIN your own 55" LCD TV, Home Theater system and cash for your Big Game Party! Just spend \$50 or more on your purchase at GoDaddy.com before Jan. 8 and you're automatically entered! **View official rules**

Looking for fast, secure, ultra-reliable email?  
Go Daddy has the Web-based plans you need to stay

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## Step 2: Click Domain Manager. (This will open in a new window.)

Live 24/7 Sales & Support (480)505-8877 ▶ Welcome Ross! [Log out](#) | [Account Manager](#) | [Change Password](#) USD  

 Home Auctions **Marketplace** Media Support & Community Bob's Video Blog

Domains Hosting Email Site Builders Business SSL Certificates Resellers [Start Domain Search](#) **GO!**

**BOB SMITH**  
Customer Number: 31xxxxxx PIN: \*\*\*\*  
[Update Security Settings](#)  
[Contact Support](#)

**Account Alerts**  
You have no alerts at this time.

 **DOMAINS** [View Domain Manager](#)

Domains Current Auctions My Bids Search Domains:  **GO!**

My Domains Transfers

Dashboard	Expires	Domain Features	Twitter
<a href="#">SPINYNORMAN.INFO</a> <a href="#">(Advanced Details)</a>	11/5/2011 	    	 <a href="#">Check</a>

[View in Domain Manager](#)

**Step 3:** Select the check box next to your domain name to be transferred.

The screenshot shows the GoDaddy Domain Manager interface. At the top, there is a navigation bar with the GoDaddy logo, 'My Account > DOMAINMANAGER', and a welcome message 'Welcome: 31xxxxx' with a 'Log Out' link. Below this is a secondary navigation bar with 'Discount Domain Club: Not Active', 'Register Domains', and 'Feedback' links. The main content area is titled 'Domains' and includes a sidebar with 'Organize', 'History', and 'Search' tabs. The sidebar lists 'All My Domains', 'Folders', 'Saved Searches', and 'Preset Profiles'. The main area displays a table of domains with columns for 'Domain Name', 'Expires', 'Status', and 'Features'. A single domain, 'SPINYNORMAN.INFO', is listed with an expiration date of '11/5/2011' and a status of 'Active'. A red box highlights the check box next to the domain name, which is currently unchecked.

Domain Name	Expires	Status	Features
<input type="checkbox"/> <a href="#">SPINYNORMAN.INFO</a>	11/5/2011	Active	

# Step 4: Change the Lock Status to “unlocked”. Under the Domain Information, click **Manage** next to **Locked**.

The screenshot shows the GoDaddy Domain Manager interface for the domain SPINYNORMAN.INFO. The page is divided into three main sections: Domain Information, Domain Enhancements, and Related Products. In the Domain Information section, the 'Locked: Locked' status is highlighted with a red box, and a 'Manage' link is visible next to it. Other information includes the registration date (11/5/2009), expiration date (11/5/2011), and various domain settings like Auto Renew, Status, and Forwarding. The Domain Enhancements section lists various services like Privacy, Domain Ownership Protection, and Certified Domain. The Related Products section lists Hosting, SmartSpace, Email Accounts, and Domain Starter Page.

GoDaddy My Account > DOMAINMANAGER Welcome: 31xxxxx Log Out My Account GoDaddy.com

Domains Buy/Sell Tools Help Discount Domain Club: Not Active Register Domains Feedback

Back SPINYNORMAN.INFO Go Advanced View Quick View

Organize Locking Cash in Upgrade Renew Forward Contact Nameservers Account Change Delete Selected

### Domain Information

Registered: 11/5/2009

**Locked: Locked** [Manage](#)

Expires On: 11/5/2011 [Renew Now](#)

Auto Renew: Off [Manage](#)

Status: Active [Refresh Page](#)

Authorization Code: [Send by Email](#)

Forwarding: Off [Manage](#)

### Domain Enhancements

Privacy: On [Manage](#)

Domain Ownership Protection: Off [Learn More/Add](#)

Certified Domain: No certification. [Learn More/Add](#)

Domain Appraisals: No appraisals. [Learn More/Add](#)

CashParking: Disabled [Learn More/Add](#)

Business Registration: Off [Learn More/Add](#)

Twitter: [Check for Username](#)

### Related Products

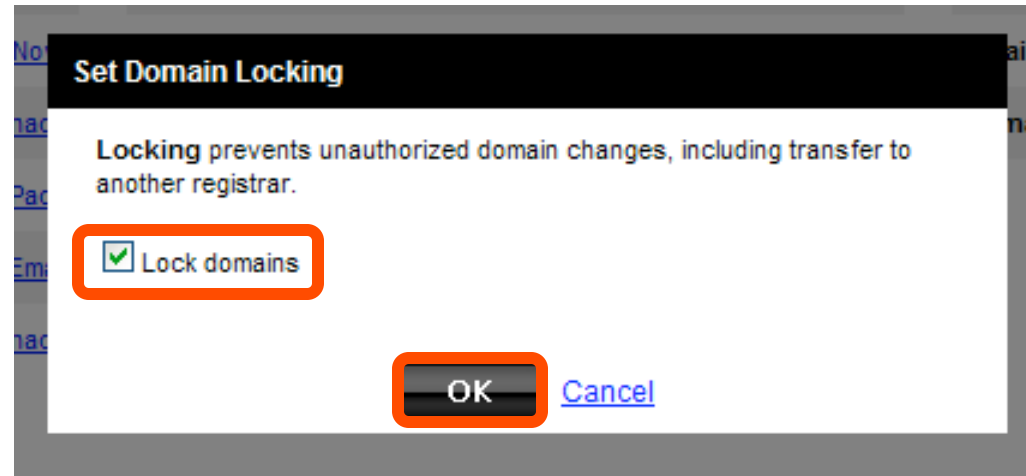
Hosting: Not hosted here. [Learn More/Add](#)

SmartSpace® : Off [Learn More/Add](#)

Email Accounts: No email accounts. [Manage](#)

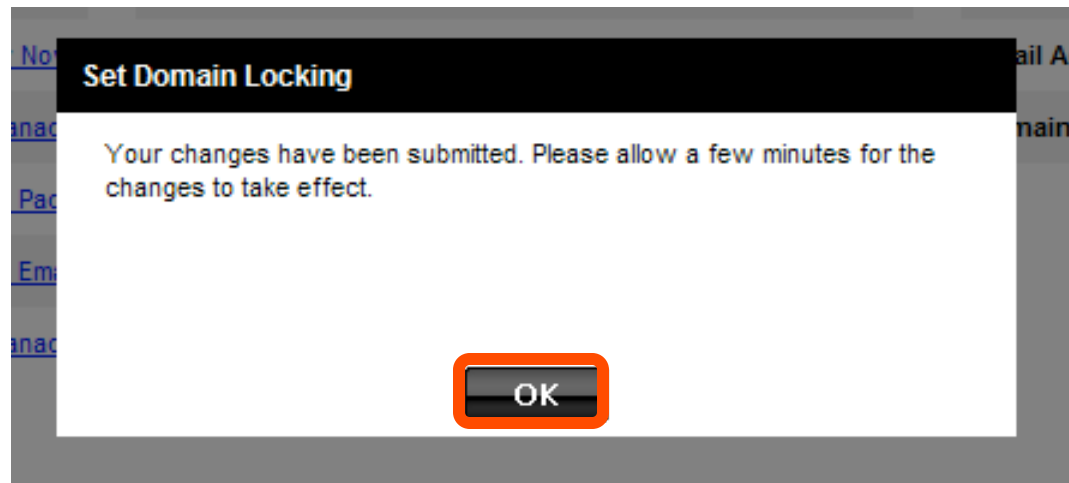
Domain Starter Page: No starter page. [Manage](#)

**Step 5:** Deselect the check box **Lock domains**, and then click **OK**.

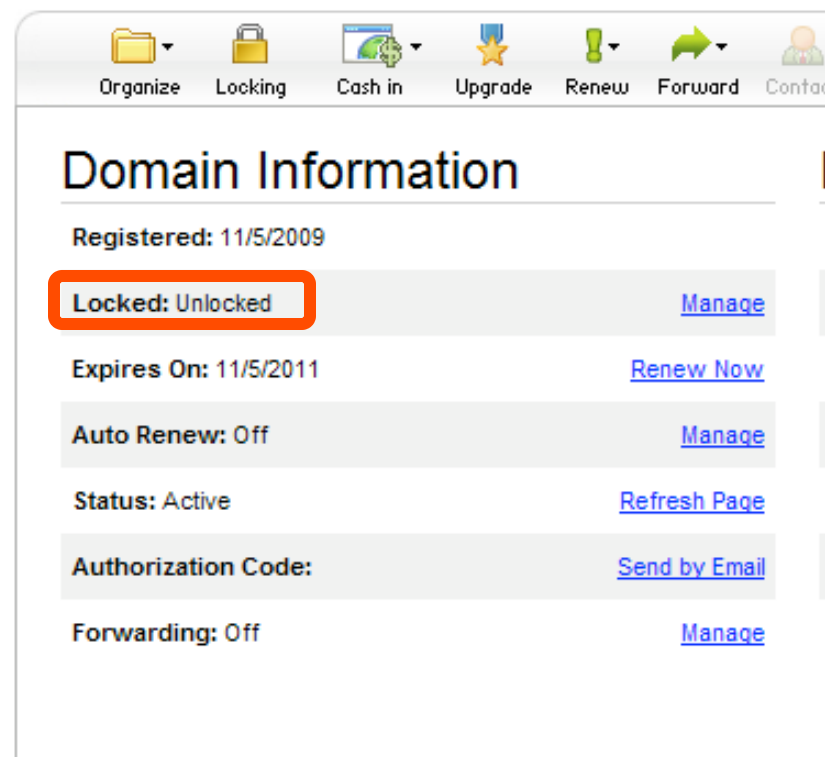




**Step 6:** A second confirmation screen will appear. Click **OK**.



**Step 7:** Refresh the browser window to **verify** that your domain is listed as unlocked.



The screenshot shows a web interface for domain management. At the top, there is a navigation bar with icons and labels: Organize, Locking, Cash in, Upgrade, Renew, Forward, and Contact. Below this is the main content area titled "Domain Information". The information is presented in a list of items, each with a status and a corresponding action link:

- Registered: 11/5/2009
- Locked: Unlocked** (highlighted with a red box) [Manage](#)
- Expires On: 11/5/2011 [Renew Now](#)
- Auto Renew: Off [Manage](#)
- Status: Active [Refresh Page](#)
- Authorization Code: [Send by Email](#)
- Forwarding: Off [Manage](#)

**Step 8:** Under **Domain Enhancements**: Check that **Privacy** is set to **Off**. To change, click **Manage** next to **Privacy**.

The screenshot shows the GoDaddy Domain Manager interface for the domain SPINYNORMAN.INFO. The page is divided into three main sections: Domain Information, Domain Enhancements, and Related Products. The 'Domain Enhancements' section is highlighted with a red box, showing the 'Privacy' status as 'On' with a 'Manage' link next to it. Other enhancements include Domain Ownership Protection, Certified Domain, Domain Appraisals, CashParking, Business Registration, and Twitter. The 'Related Products' section shows Hosting, SmartSpace, Email Accounts, and Domain Starter Page, all with 'Manage' links.

Domain Information	Domain Enhancements	Related Products
Registered: 11/5/2009	Privacy: On <a href="#">Manage</a>	Hosting: Not hosted here. <a href="#">Learn More/Add</a>
Locked: Unlocked <a href="#">Manage</a>	Domain Ownership Protection: Off <a href="#">Learn More/Add</a>	SmartSpace® : Off <a href="#">Learn More/Add</a>
Expires On: 11/5/2011 <a href="#">Renew Now</a>	Certified Domain: No certification. <a href="#">Learn More/Add</a>	Email Accounts: No email accounts. <a href="#">Manage</a>
Auto Renew: Off <a href="#">Manage</a>	Domain Appraisals: No appraisals. <a href="#">Learn More/Add</a>	Domain Starter Page: No starter page. <a href="#">Manage</a>
Status: Active <a href="#">Refresh Page</a>	CashParking: Disabled <a href="#">Learn More/Add</a>	
Authorization Code: <a href="#">Send by Email</a>	Business Registration: Off <a href="#">Learn More/Add</a>	
Forwarding: Off <a href="#">Manage</a>	Twitter: <a href="#">Check for Username</a>	

**Step 9:** Update your email address. A **Domains By Proxy** login screen will pop up in a new window. Log in with your **Domains By Proxy** login and password.

https://idp.domainsbyproxy.com/?SPKey=SPDBP03&prog\_id=&myaurl=%2flogin.aspx - My Account Login - Micr...

**Domains BY PROXY**  
PRIVATE REGISTRATIONS®

Your identity is nobody's business but Ours®

HOME MY ACCOUNT HOW PRIVATE REGISTRATIONS WORK ABOUT US SUPPORT LEGAL ISSUES

### My Account

Please login to your account in order to:

- Review and manage your private domain names;
- Review and manage your email forwarding preferences;
- View email messages from Domains By Proxy®; and
- Obtain an authorization letter in connection with a secure or digital certificate, merchant account or other business matter.

Customer # or Login Name:

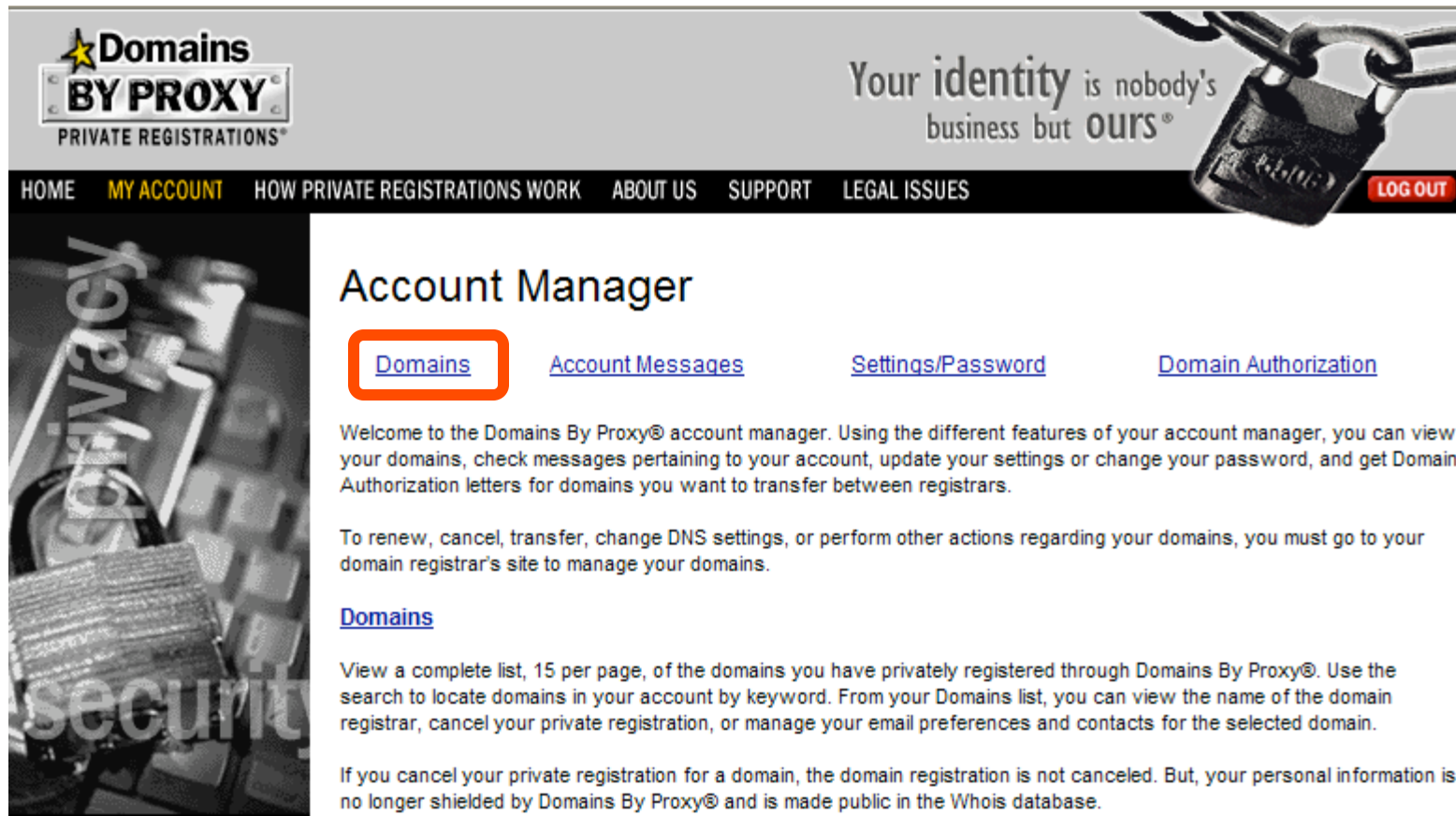
Password:  [Forgot your password?](#)

**Log On**

If you are in law enforcement, [click here](#)  
For our subpoena policies, [click here](#)

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# Step 10: Click Domains.



The screenshot shows the Domains By Proxy account manager interface. At the top left is the logo for Domains BY PROXY PRIVATE REGISTRATIONS. To the right is a banner with the text "Your identity is nobody's business but OURS" and an image of a padlock. Below the banner is a navigation bar with links for HOME, MY ACCOUNT, HOW PRIVATE REGISTRATIONS WORK, ABOUT US, SUPPORT, LEGAL ISSUES, and a LOG OUT button. The main content area is titled "Account Manager" and contains four links: Domains (highlighted with a red box), Account Messages, Settings/Password, and Domain Authorization. Below the links is a welcome message and a paragraph explaining that to manage domains, users must go to their domain registrar's site. The "Domains" link is further detailed with a paragraph explaining that it provides a list of privately registered domains and that canceling private registration does not cancel the domain registration itself.

**Domains BY PROXY**  
PRIVATE REGISTRATIONS

Your identity is nobody's business but OURS

HOME MY ACCOUNT HOW PRIVATE REGISTRATIONS WORK ABOUT US SUPPORT LEGAL ISSUES LOG OUT

## Account Manager

[Domains](#) [Account Messages](#) [Settings/Password](#) [Domain Authorization](#)

Welcome to the Domains By Proxy® account manager. Using the different features of your account manager, you can view your domains, check messages pertaining to your account, update your settings or change your password, and get Domain Authorization letters for domains you want to transfer between registrars.

To renew, cancel, transfer, change DNS settings, or perform other actions regarding your domains, you must go to your domain registrar's site to manage your domains.

### Domains

View a complete list, 15 per page, of the domains you have privately registered through Domains By Proxy®. Use the search to locate domains in your account by keyword. From your Domains list, you can view the name of the domain registrar, cancel your private registration, or manage your email preferences and contacts for the selected domain.

If you cancel your private registration for a domain, the domain registration is not canceled. But, your personal information is no longer shielded by Domains By Proxy® and is made public in the Whois database.

**Step 11:** Click the domain name that you want to transfer. Click continue.

The screenshot shows the Domains By Proxy website interface. At the top left is the logo "Domains BY PROXY PRIVATE REGISTRATIONS". To the right is the slogan "Your identity is nobody's business but OURS" with an image of a padlock. A navigation bar contains links for HOME, MY ACCOUNT, HOW PRIVATE REGISTRATIONS WORK, ABOUT US, SUPPORT, LEGAL ISSUES, and a LOG OUT button. The main heading is "Domains". Below it are links for Account Manager, Account Messages, Settings/Password, and Domain Authorization. A paragraph explains that the list shows privately registered domain names and provides instructions on how to update contact information or cancel private registration. A note states that only actively registered domain names will appear. A search bar with "Search For" text, a "Go" button, and a "Reset" button is present. To the right of the search bar is a "Rows per page" dropdown menu set to "15". Below the search bar is a table with the following structure:

1	Domain	Registered Through	Cancel Your Private Registration
1	<a href="#">SPINYNORMAN.INFO</a>	GoDaddy.com, Inc.	<input type="checkbox"/>

Page 1 / 1 is displayed at the top right and bottom right of the table. A yellow "Continue" button is located at the bottom right of the page.

**Step 12:** In the **Modify Email Preferences** section, select either **Forward all email** or **Filter for Spam and then forward remaining email**. Select **Forward all email** if transfer request messages are treated as spam; normally they are allowed by the spam filters.

**Modify Email Preferences**  
**Email Settings for: SPINYNORMAN.INFO@domainsbyproxy.com**  
All messages that you elect to "forward" or "filter for Spam and then forward" will be sent to the email address specified in [My Settings](#). To view/edit this email address go to [My Settings](#) and look for the Customer Information toolbar.  
 Use my default account setting  
 Forward all email  
 Filter for Spam and then forward remaining email  
 Do not forward any email

**Modify Non-Public Contacts**  Update ALL of my domains with the contact information below  

Registrant	Technical	Administrative	Billing
*First Name	Bob	*Last Name	Smith
*Email	mail@registrarresearchf	Company	Smith Inc.
*Address1	111 Avenue Rd.	Address2	
*City	Toronto	State	Ontario
Zip	M1M0M0	*Country	Canada
*Phone	+1.4165551212	Fax	

 Check here to apply changes across ALL of the non-public contact screens for this domain

\* Required field.

**Save** **Reset**

**Step 13:** Click **My Settings** to verify your email address used for forwarding.

**Private Domain Contacts**

[Account Manager](#)   [Domains](#)   [Account Messages](#)   [Settings/Password](#)   [Domain Authorization](#)

You may modify email preferences and/or the non-public contact information for **SPINYNORMAN.INFO**, by clicking on the applicable toolbars below, making your modifications, and then clicking "Save".

**Modify Email Preferences**

**Email Settings for: SPINYNORMAN.INFO@domainsbyproxy.com**

All messages that you elect to "forward" or "filter for Spam and then forward" will be sent to the email address specified in [My Settings](#). To view/edit this email address go to [My Settings](#) and look for the Customer Information toolbar.

Use my default account setting

Forward all email

Filter for Spam and then forward remaining email

Do not forward any email

**Modify Non-Public Contacts**    Update ALL of my domains with the contact information below

Registrant		Technical	Administrative	Billing
*First Name	<input type="text" value="Bob"/>	*Last Name	<input type="text" value="Smith"/>	
*Email	<input type="text" value="mail@registrarresearch"/>	Company	<input type="text" value="Smith Inc."/>	
*Address1	<input type="text" value="111 Avenue Rd."/>	Address2	<input type="text"/>	
*City	<input type="text" value="Toronto"/>	State	<input type="text" value="Ontario"/>	<input type="button" value="v"/>
Zip	<input type="text" value="M1M0M0"/>	*Country	<input type="text" value="Canada"/>	<input type="button" value="v"/>



# Step 14: Update the email address (if required), then click **Save**.

**Modify Email Preferences**

**Email Settings for:** SPINYNORMAN.INFO@domainsbyproxy.com

All messages that you elect to "forward" or "filter for Spam and then forward" will be sent to the email address specified in [My Settings](#). To view/edit this email address go to [My Settings](#) and look for the Customer Information toolbar.

Use my default account setting

Forward all email

Filter for Spam and then forward remaining email

Do not forward any email

**Modify Non-Public Contacts**  Update ALL of my domains with the contact information below

Registrant	Technical	Administrative	Billing
*First Name	Bob	*Last Name	Smith
*Email	mail@registrarresearch	Company	Smith Inc.
*Address1	111 Avenue Rd.	Address2	
*City	Toronto	State	Ontario
Zip	M1M0M0	*Country	Canada
*Phone	+1.4165551212	Fax	

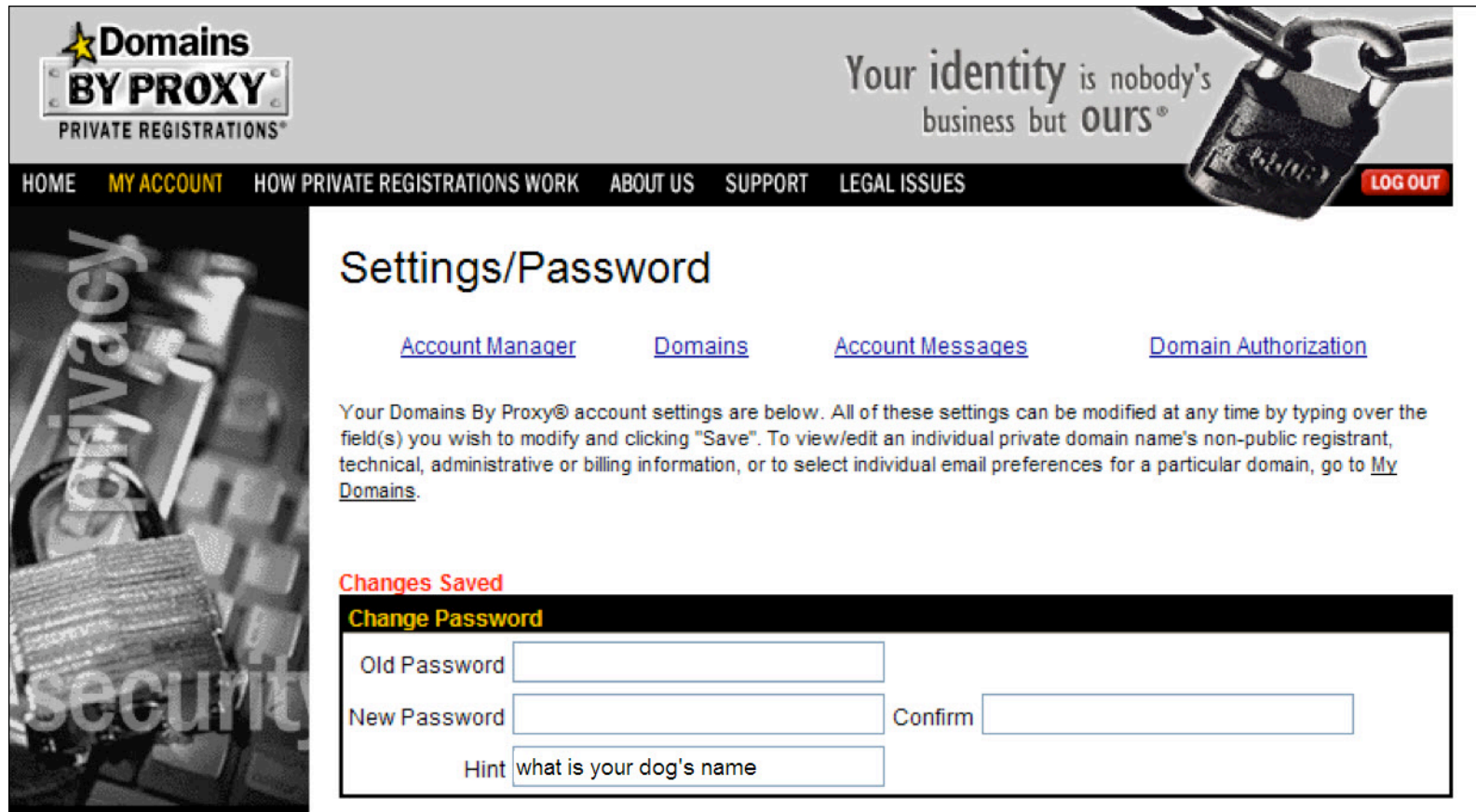
Check here to apply changes across ALL of the non-public contact screens for this domain

\* Required field.

**Save**

**Reset**

**Step 15:** A **Changes Saved** message will appear. Log out of **Domains By Proxy** to return to your GoDaddy Domain Manager page.



**Domains BY PROXY**  
PRIVATE REGISTRATIONS®

Your identity is nobody's business but **OURS**®

HOME MY ACCOUNT HOW PRIVATE REGISTRATIONS WORK ABOUT US SUPPORT LEGAL ISSUES LOG OUT

## Settings/Password

[Account Manager](#) [Domains](#) [Account Messages](#) [Domain Authorization](#)

Your Domains By Proxy® account settings are below. All of these settings can be modified at any time by typing over the field(s) you wish to modify and clicking "Save". To view/edit an individual private domain name's non-public registrant, technical, administrative or billing information, or to select individual email preferences for a particular domain, go to [My Domains](#).

**Changes Saved**

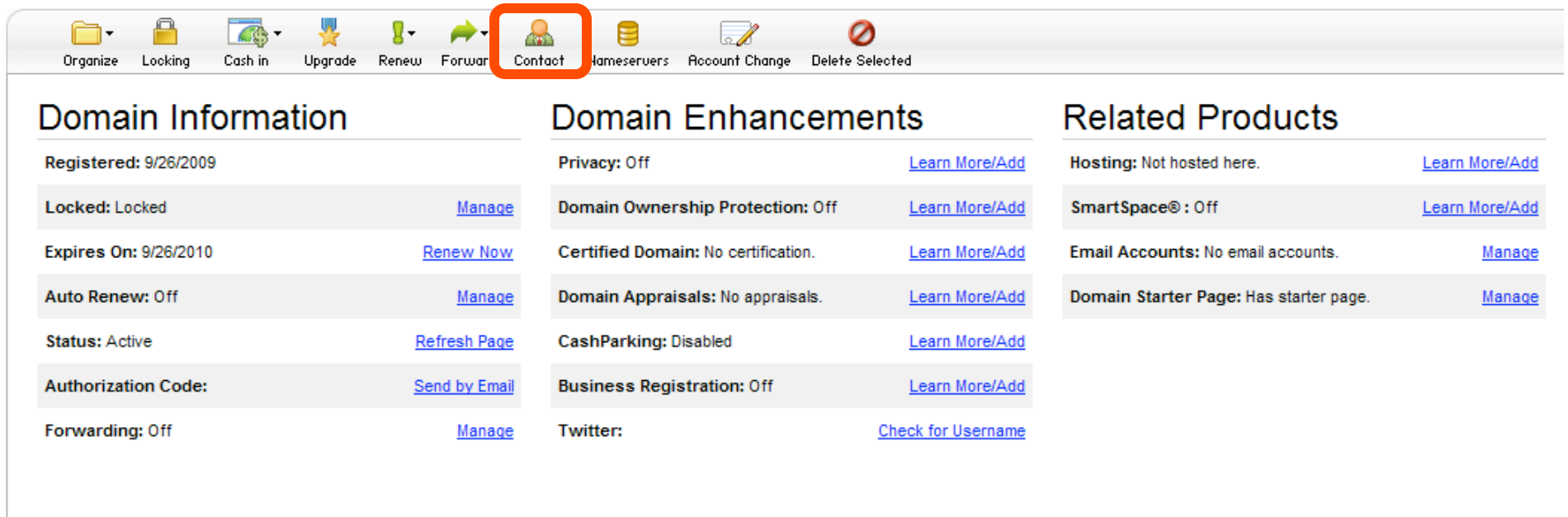
**Change Password**

Old Password

New Password  Confirm

Hint

# Step 16: In the GoDaddy Domain Manager page, click **Contact**.



The screenshot displays the GoDaddy Domain Manager interface. At the top, a navigation bar contains several icons and labels: Organize, Locking, Cash in, Upgrade, Renew, Forward, **Contact** (highlighted with a red box), Nameservers, Account Change, and Delete Selected. Below the navigation bar, the page is divided into three main sections: Domain Information, Domain Enhancements, and Related Products.

Domain Information	Domain Enhancements	Related Products
Registered: 9/26/2009	Privacy: Off <a href="#">Learn More/Add</a>	Hosting: Not hosted here. <a href="#">Learn More/Add</a>
Locked: Locked <a href="#">Manage</a>	Domain Ownership Protection: Off <a href="#">Learn More/Add</a>	SmartSpace®: Off <a href="#">Learn More/Add</a>
Expires On: 9/26/2010 <a href="#">Renew Now</a>	Certified Domain: No certification. <a href="#">Learn More/Add</a>	Email Accounts: No email accounts. <a href="#">Manage</a>
Auto Renew: Off <a href="#">Manage</a>	Domain Appraisals: No appraisals. <a href="#">Learn More/Add</a>	Domain Starter Page: Has starter page. <a href="#">Manage</a>
Status: Active <a href="#">Refresh Page</a>	CashParking: Disabled <a href="#">Learn More/Add</a>	
Authorization Code: <a href="#">Send by Email</a>	Business Registration: Off <a href="#">Learn More/Add</a>	
Forwarding: Off <a href="#">Manage</a>	Twitter: <a href="#">Check for Username</a>	

**Step 17:** Click **Administrator** and verify your associated email address. Click **OK**.

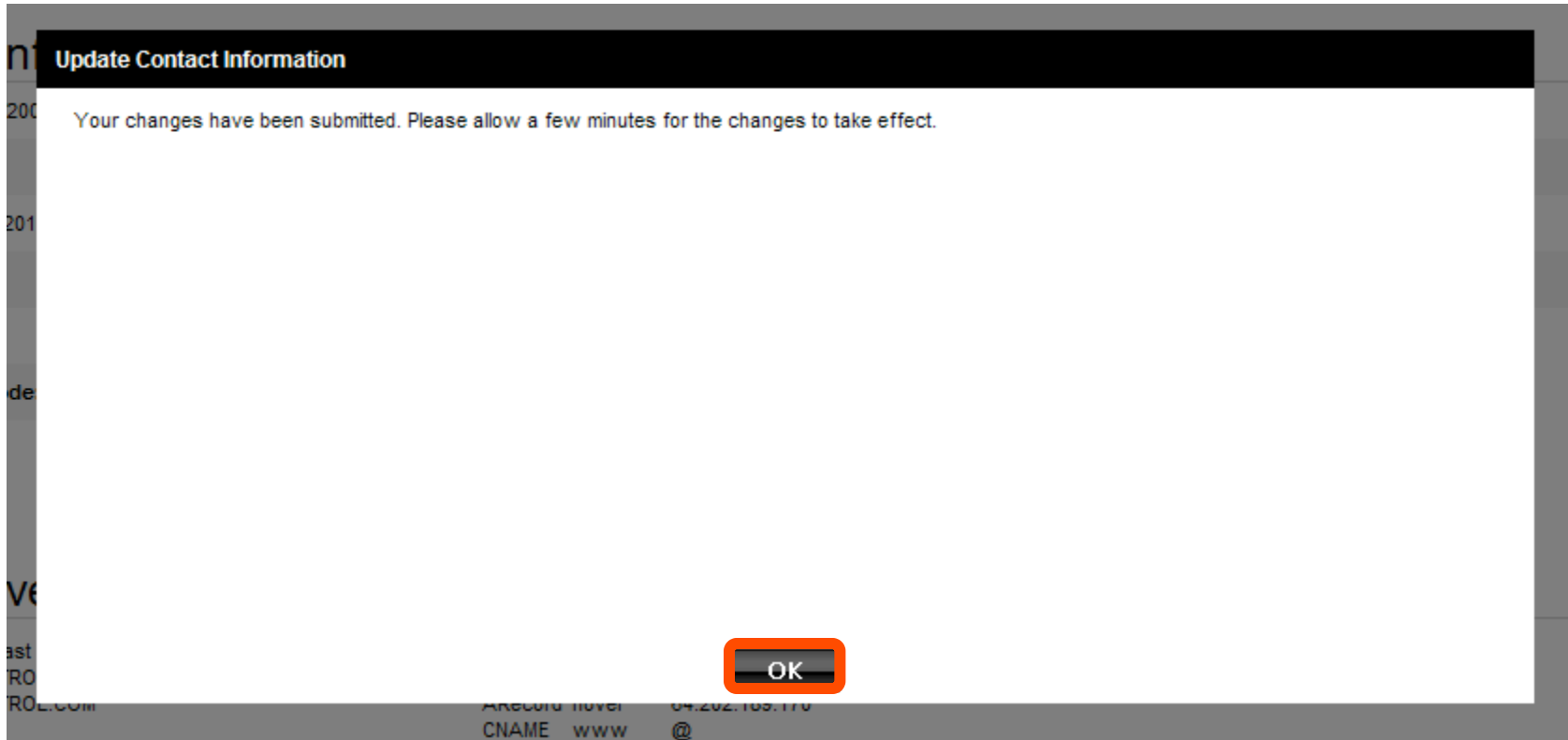
**Update Contact Information** Acltar

Registrant **Administrator** Technical Billing  Copy to all contact types \* Required

<b>Organization:</b> <input type="text"/>	<b>First name: *</b> <input type="text" value="Bob"/>	<b>Last name: *</b> <input type="text" value="Smith"/>
<b>Address 1: *</b> <input type="text" value="111 Avenue Rd."/>	<b>Address 2:</b> <input type="text"/>	<b>Country: *</b> <input type="text" value="Canada"/>
<b>City: *</b> <input type="text" value="Toronto"/>	<b>Province: *</b> <input type="text" value="Ontario"/>	<b>Postal code: *</b> <input type="text" value="M1M0M0"/>
<b>Phone number: *</b> <input type="text" value="+1 4165551212"/>	<b>Fax number:</b> <input type="text" value="+1"/>	<b>Email address: *</b> <input type="text" value="mail@registrarresearch.info"/>

[Cancel](#)

**Step 18:** A second confirmation screen will appear. Click **OK**.



**Step 19:** An authorization code is required to approve the domain transfer. Click **Send by Email** next to **Authorization Code**.

The screenshot shows the GoDaddy Domain Manager interface for the domain SPINYNORMAN.INFO. The page is divided into two main sections: Domain Information and Domain Enhancements. The Domain Information section includes fields for Registered, Locked, Expires On, Auto Renew, Status, Authorization Code, and Forwarding. The Domain Enhancements section includes Privacy, Domain Ownership Protection, Certified Domain, Domain Appraisals, CashParking, Business Registration, and Twitter. The 'Authorization Code' field is highlighted with an orange box, and the 'Send by Email' link next to it is the focus of the instruction.

Go Daddy My Account > DOMAINMANAGER

Domains Buy/Sell Tools Help

Back SPINYNORMAN.INFO Go

Organize Locking Cash in Upgrade Renew Forward Contact Nameservers Account Change Delete Selected

### Domain Information

Registered: 11/5/2009

Locked: Unlocked [Manage](#)

Expires On: 11/5/2011 [Renew Now](#)

Auto Renew: Off [Manage](#)

Status: Active [Refresh Page](#)

**Authorization Code:** [Send by Email](#)

Forwarding: Off [Manage](#)

### Domain Enhancements

Privacy: On [Manage](#)

Domain Ownership Protection: Off [Learn More/Add](#)

Certified Domain: No certification. [Learn More/Add](#)

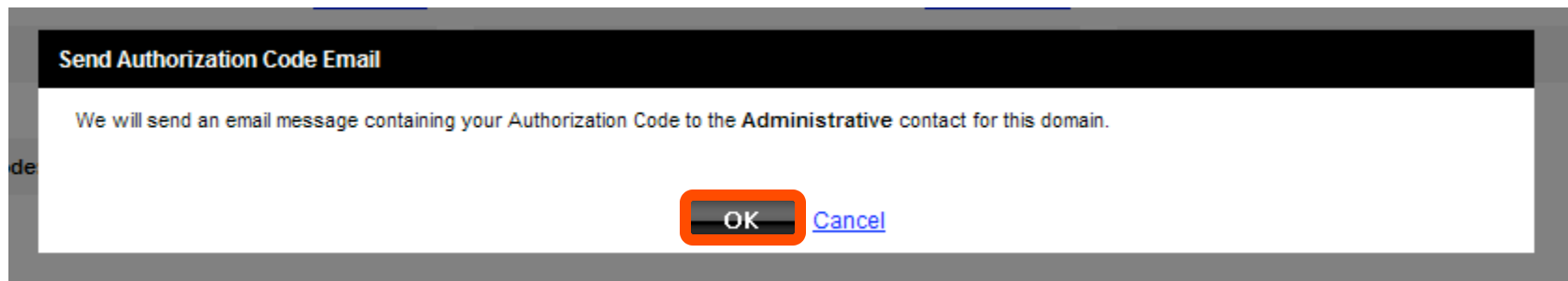
Domain Appraisals: No appraisals. [Learn More/Add](#)

CashParking: Disabled [Learn More/Add](#)

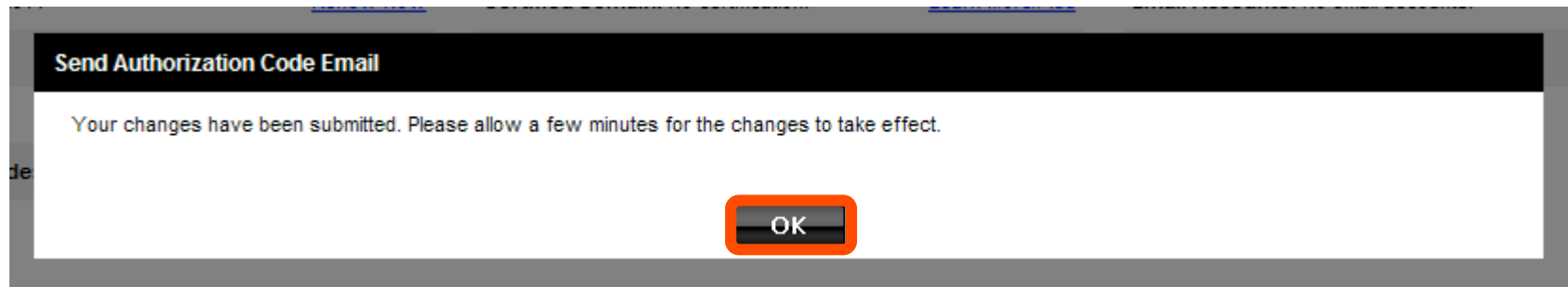
Business Registration: Off [Learn More/Add](#)

Twitter: [Check for Username](#)

## Step 20: Click OK.



**Step 21:** A second confirmation screen will appear. Click **OK** again.





**Step 22:** Check your email for the message with your authorization code. If you made changes to your email address with **Domains By Proxy**, changes may take time to propagate.

The screenshot shows an email client interface. On the left is a sidebar with folders like 'Inbox', 'Drafts', 'Sent Items', 'Spam', and 'Trash', along with an 'Address Book' and 'Settings' section. The main area displays an email with the following details:

- From:** emailservice@domainsbyproxy.com
- Date:** Nov 17, 2009 3:09 PM
- To:** mail@registrarresearch.info
- Reply-To:** support@godaddy.com

The email body contains the following text:

The authorization information you requested is as follows:

Domain Name: SPINYNORMAN.INFO

Authorization Info:

880...

You are ready to transfer your domain.