Preparing your Domain to transfer from GoDaddy

Getting Started

Before you can transfer a domain:
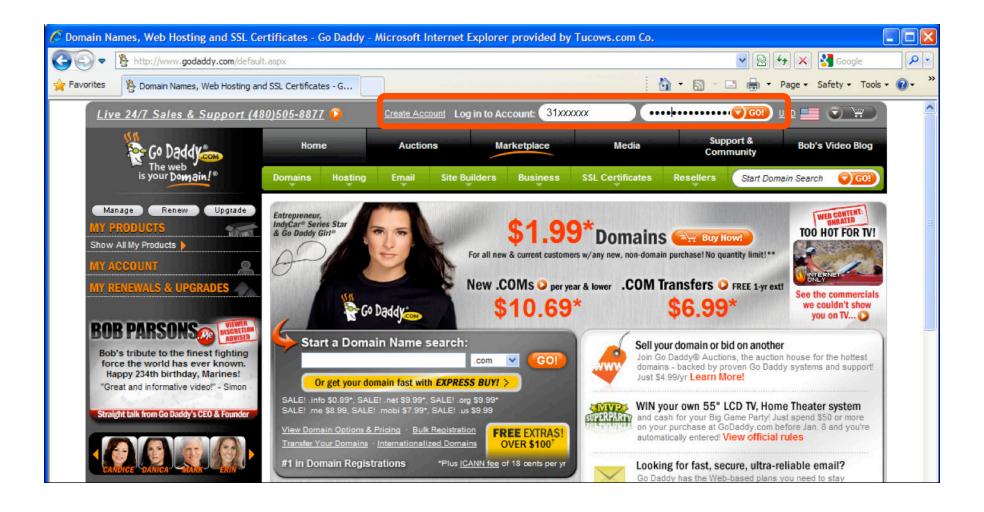
- **Confirm** your administration email address in the domain registry records.

- **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.
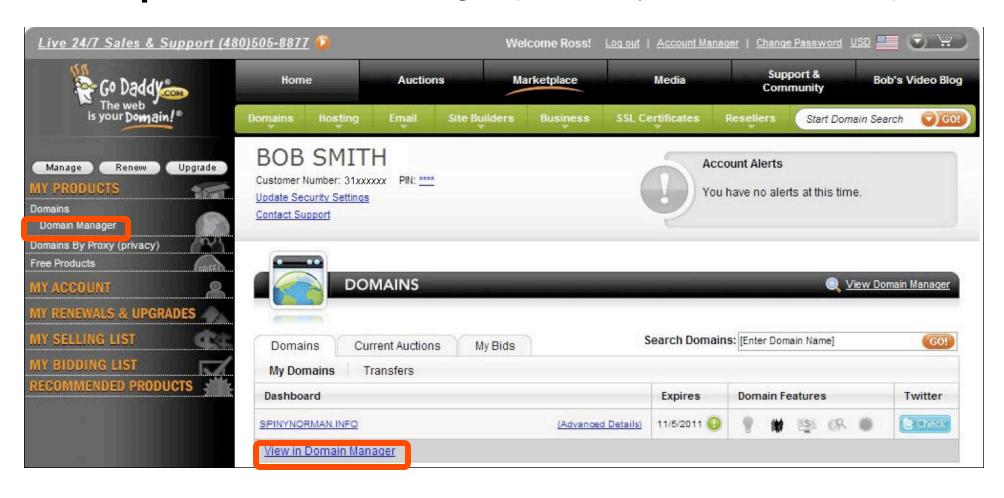
Your account

- Go to: godaddy.com

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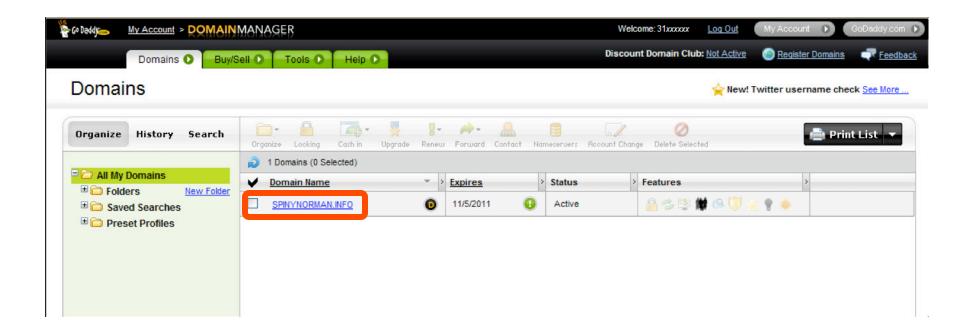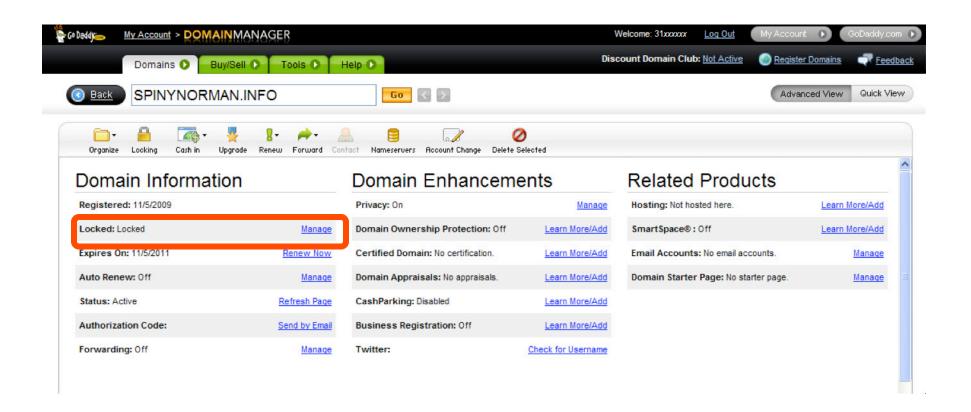
Step 1: Login with your account user ID and password.

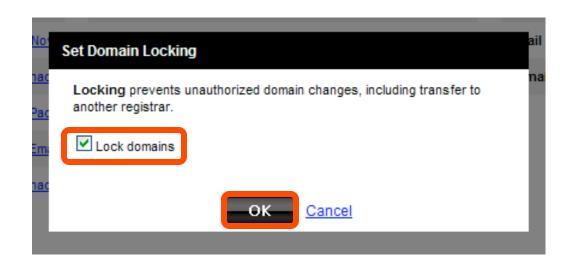# Step 2: Click **Domain Manager**. (This will open in a new window.)

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

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

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.

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

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.

Step 10: Click **Domains**.

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

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

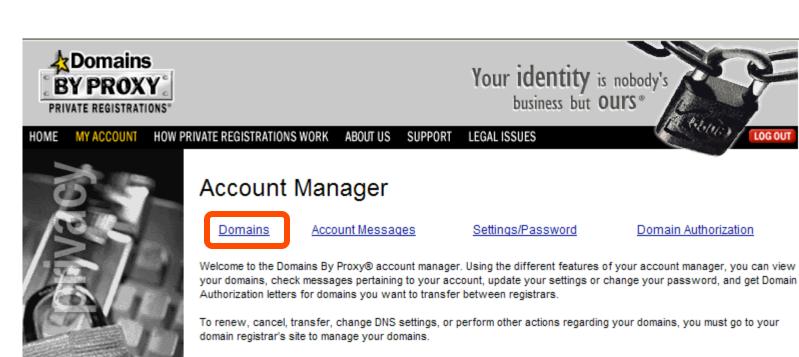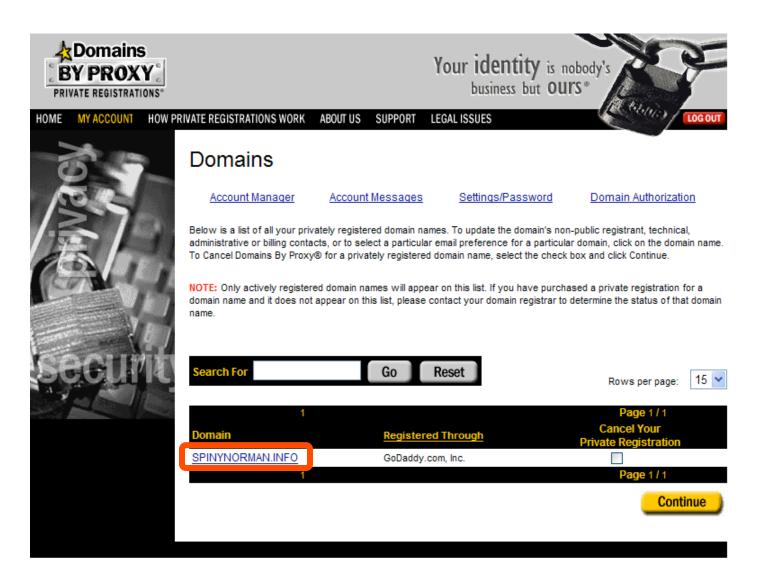All messages that you elect to "forward" or "filter for Spam and then forward" will be sent to the email address specified in My Settings. To view/edit this email address go to My Settings and look for the Customer Information toolbar.

○ 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@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 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	Bob	*Last Name	Smith	
*Email	mail@registrarresearch	Company	Smith Inc.	
*Address1	111 Avenue Rd.	Address2		
*City	Toronto	State	Ontario ▾	
Zip	M1M0M0	*Country	Canada ▾	

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

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

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

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

Domain Information

Registered: 9/26/2009

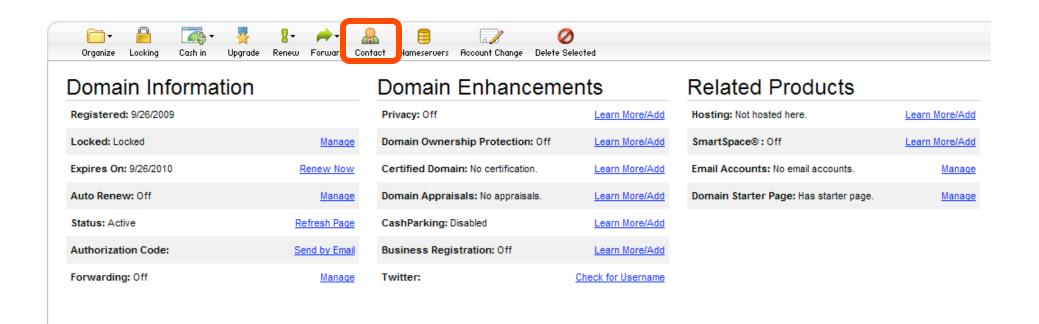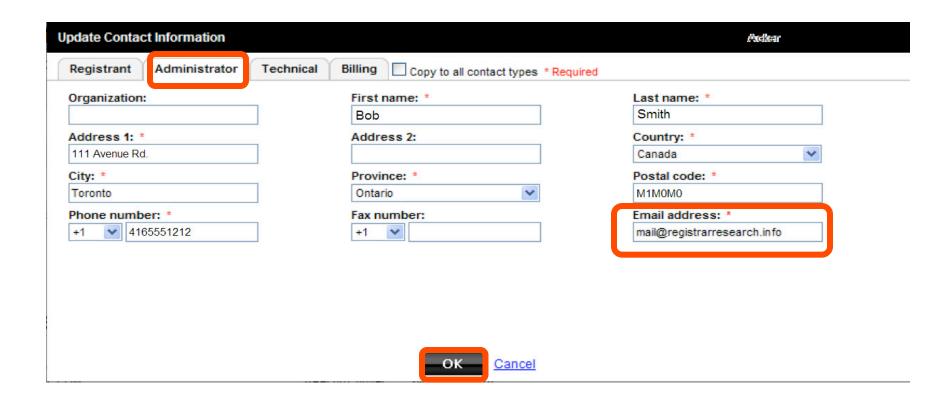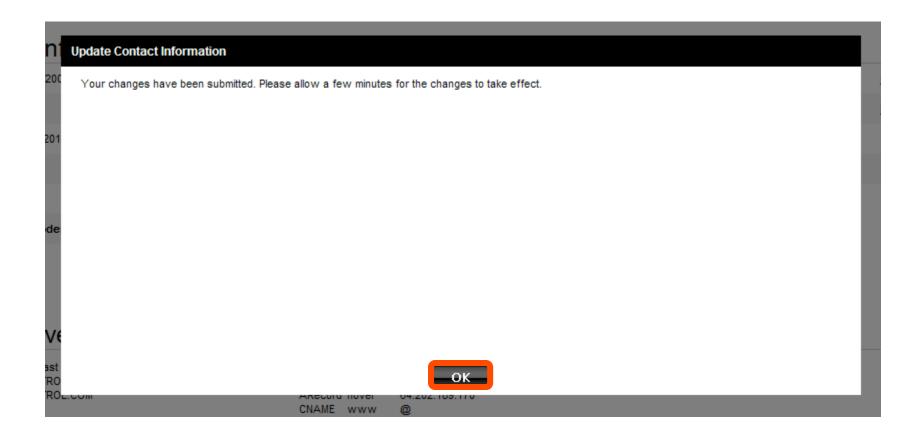**Locked:** Locked — Manage

Expires On: 9/26/2010 — Renew Now

Auto Renew: Off — Manage

Status: Active — Refresh Page

Authorization Code: — Send by Email

Forwarding: Off — Manage

Domain Enhancements

Privacy: Off — Learn More/Add

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
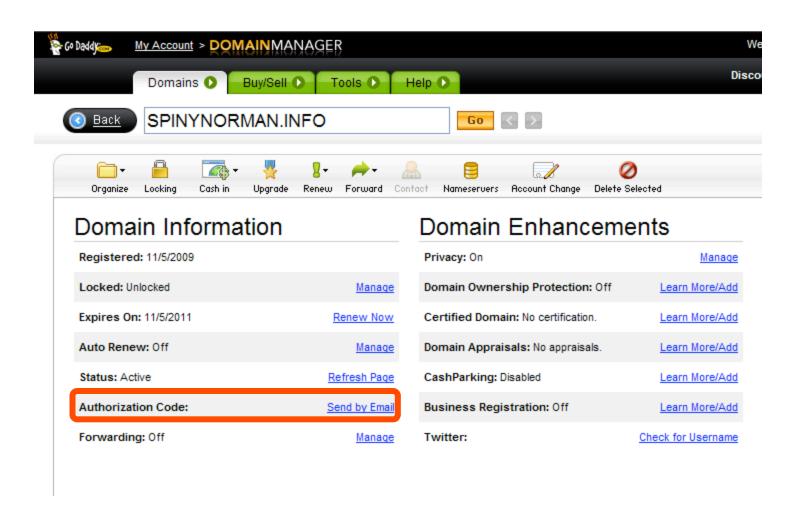
Domain Starter Page: Has starter page. — Manage

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

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

Update Contact Information

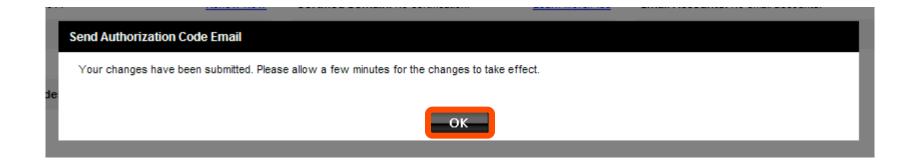Your changes have been submitted. Please allow a few minutes for the changes to take effect.

OK

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

Step 20: Click **OK**.

Send Authorization Code Email

We will send an email message containing your Authorization Code to the **Administrative** contact for this domain.

de

OK   Cancel

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

Send Authorization Code Email

Your changes have been submitted. Please allow a few minutes for the changes to take effect.

OK

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.

You are ready to transfer your domain.