Preparing your Domain to transfer from Melbourne IT

Getting Started

Before you can transfer a domain:

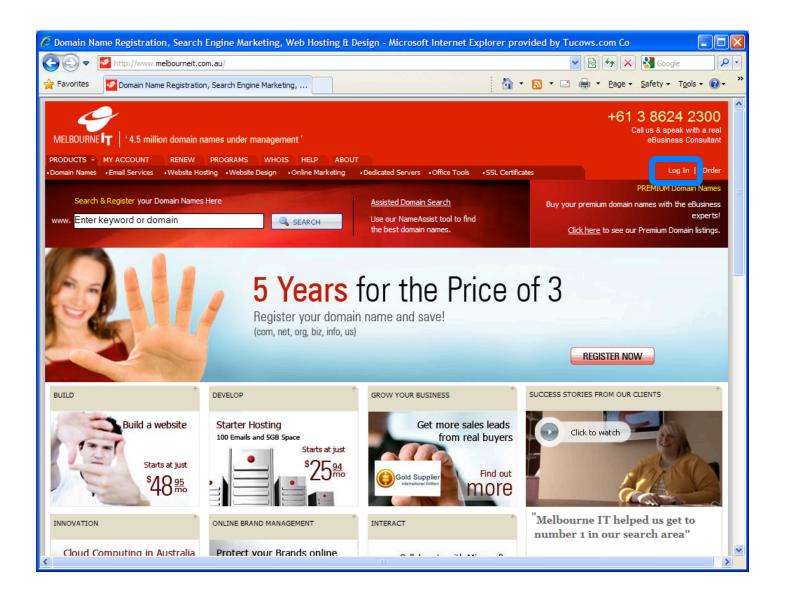
- Confirm your administration email address in the domain registry records.
- Disable domain privacy. If the privacy service forwards incoming email, check the 'forward to' contact email address for accuracy.
- Verify that the domain is unlocked.
- **Obtain** the domain's transfer authorization code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

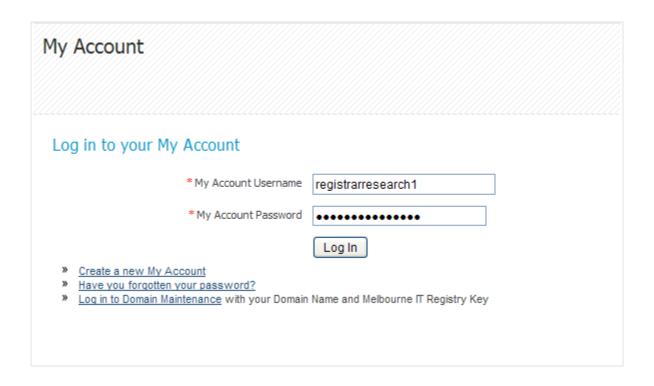
Your account

- Go to: melbourneit.com.au
- You will need your account login username and password.
- If you do not have your account details, you will need to contact Melbourneit. Their support number is on their website.

Step 1: Click Log In on the main site.



Step 2: Log in with your account username and password.



Step 3: Click Manage Domain Names.

Home > My Account > My Account Console

Welcome back, Bob

customer since 06/11/2009



DNS Management just launched (Click here to learn more)

My Purchases

Manage Domain Names

- » Manage Domain Names (1)
- » Add a Domain Name
- » View Expiring Domain Names
- » Transfer to Melbourne IT
- » View Search History

Manage Services

- » Manage Services
- » View Email Services
- » View Web Hosting Services
- » View Web Design Services
- » View Online Marketing Services
- » View Dedicated Servers

Order Summary

- » View All Orders (2)
- » View Completed Orders (1)
- » View Orders In Progress
- » View Abandoned Orders (1)

Account Management

Invoice and Payments

- » View All Invoices (2)
- » View Paid Invoices (1)
- » View Outstanding Invoices (1)

My Profile

Profile Settings

- » Update Contact Details
- » Update Password
- » Manage Payment Details

Support

- » Submit New Request
- » Find Solutions

The Melbourne IT Marketplace



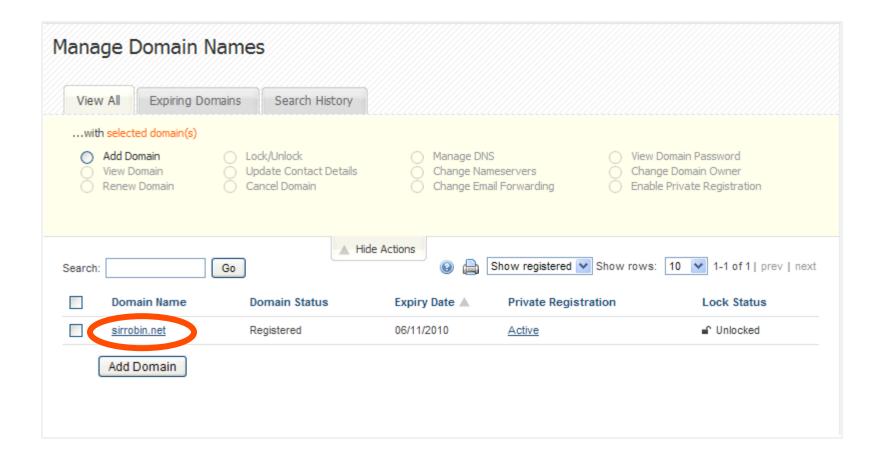
backing up your business

Easy to use secure backup software

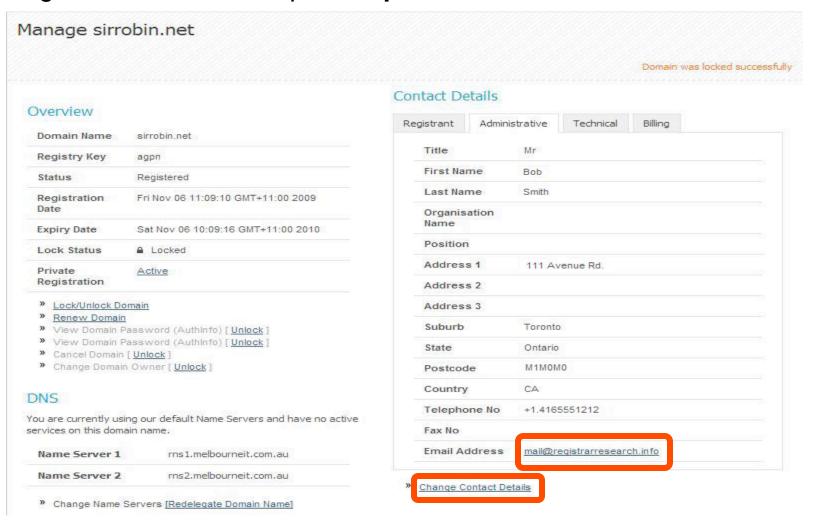
WebCentral's Managed PC Backup is an easy to use solution to securely backup important data such as documents, images and databases.

- » suitable for home, small office and enterprise
- » complete security and privacy

Step 4: Search and then click your domain name to be transferred.



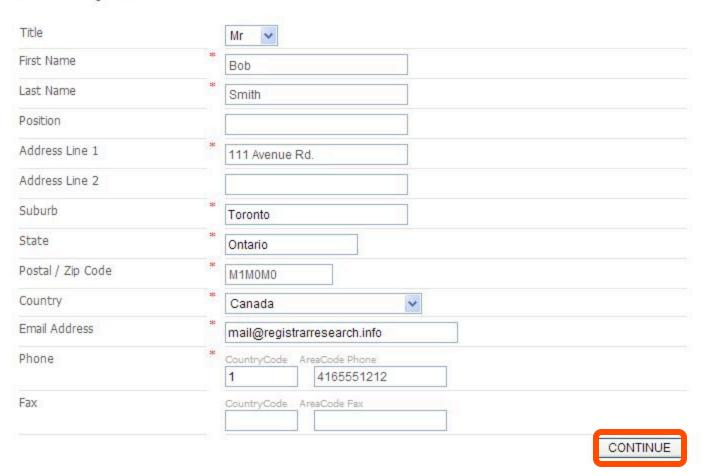
Step 5: Check your administrative **Contact Details** to ensure that the administrative email address is valid. If you need to change it, click Change Contact. If not, skip to **Step 8**.



Step 6: Modify the email address, then click continue.

Update contact details for sirrobin.net

Please use <u>advanced edit mode</u> if you would prefer to update contact details individually for registrant/organisation, administrative, technical and billing contacts.



Step 7: Click Manage Domain Names.

Update Contact Details

Update contact details for sirrobin.net

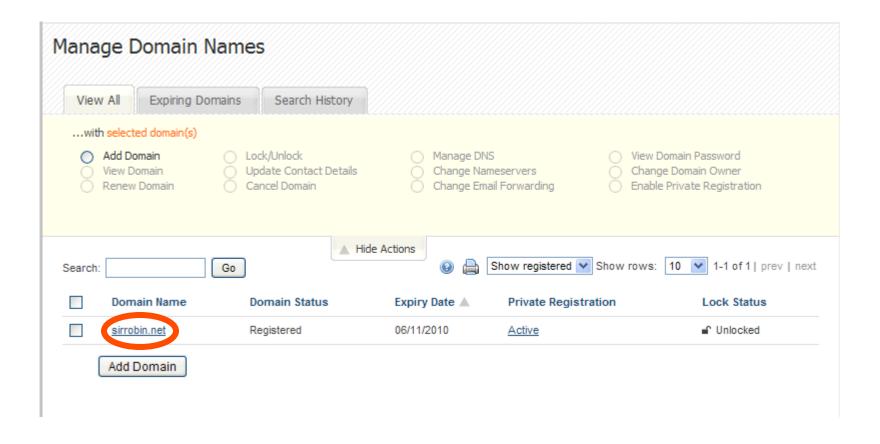
Update Successful!

Domain Name sirrobin.net

Details The supplied contact information has been used to update all of the contacts associated with your domain name.

Would you like to return to Manage Domain Names?

Step 8: Click your domain name to be transferred.



Step 9: Click Lock/Unlock Domain.

Manage sirrobin.net Domain was locked successfully Contact Details Overview Registrant Administrative Technical Billing Domain Name sirrobin.net Title Mr Registry Key First Name Bob Status Registered Last Name Smith Fri Nov 06 11:09:10 GMT+11:00 2009 Registration Date Organisation Name Expiry Date Sat Nov 06 10:09:16 GMT+11:00 2010 Position ■ Locked Lock Status Address 1 111 Avenue Rd. Private Active Registration Address 2 » Lock/Unlock Domain Address 3 » Renew Domain > View Domain Password (AuthInfo) [Unlock] Suburb Toronto > View Domain Password (AuthInfo) [Unlock] State Ontario » Cancel Domain [Unlock] » Change Domain Owner [Unlock] M1M0M0 Postcode

Step 10: Click Unlock Domain.

Manage sirrobin.net

Unlock sirrobin.net

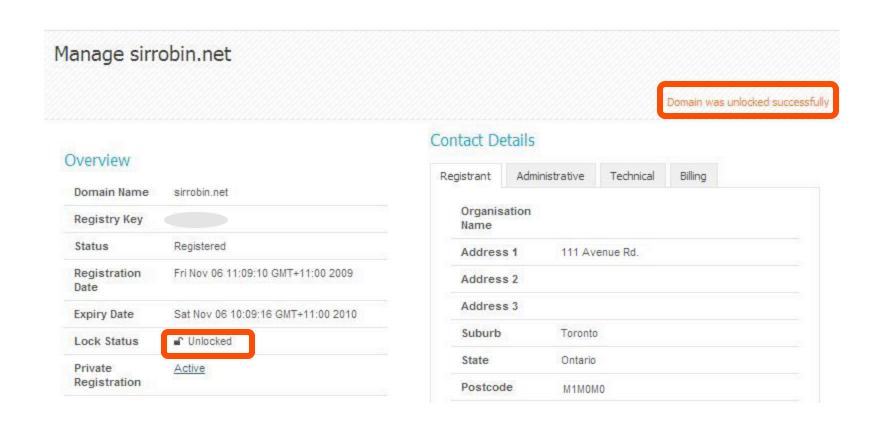
The domain name sirrobin.net is currently locked.

Locking your domain name means that it can not be transferred to another Registrar without first being unlocked (tell me more).

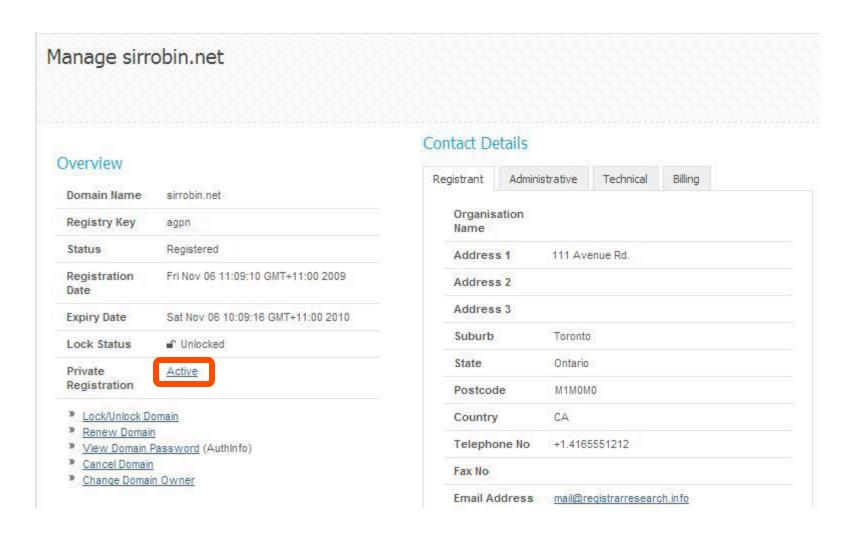
Please confirm that you would like to unlock this domain?

Unlock Domain

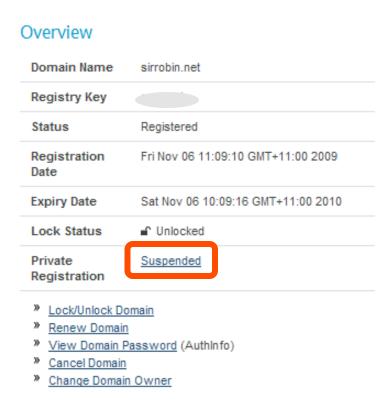
Step 10a: The domain Lock Status should now display Unlocked.



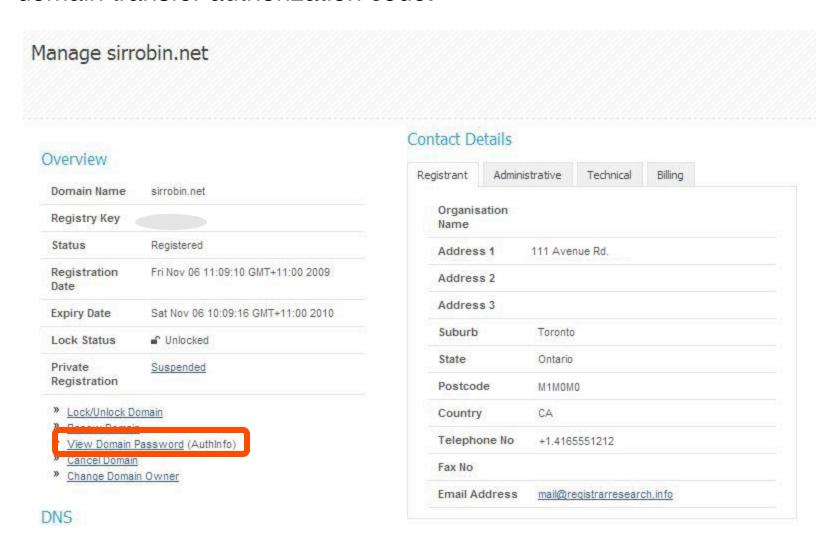
Step 11: If **Private Registration** is active, it needs to be turned off. This change permits transfer approval messages to be sent to your administrative email address. Next to **Private Registration**, click **Active**.



Step 12: Private Registration displays **Suspended** after it has been disabled. Please note this may take up to 24 hours to propagate.



Step 13: Click **View Domain Password (Authinfo)** to obtain your domain transfer authorization code.



Step 14: The domain password (also known as the auth code) is displayed at the top right hand corner. Document this code for approving the domain transfer.

