Preparing your Domain to transfer from Network Solutions

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: networksolutions.com

- You will need your account login userid and password.

- If you do not have your account details, you will need to contact networksolutions.com. Support information is on their website.

Step 1: Click **Manage Account**.

Step 2: Enter your **User ID** and **Password**. Click **Login**.

Step 3: Click the plus sign next to **Profile & Accounts**, and then click **User Profile**. If the Email address in the User Profile is not correct, click **Edit User Profile**.

Step 4: Make your changes and click **Save**.

Step 5: Click **Go to Account Manager Home**.

Step 6: Click **View/Edit WHOIS Contacts** under **Profiles & Accounts**.

Step 7: Select the check box next to your domain name to be transferred. Click **Go**.

Step 8: Select the radio button next to **WHOIS Administrative Contact**. Click **Go**.

Step 9: Select the radio button next to **Yourself.** Click **Continue**.

Step 10: In the top right hand corner, click **Updates & Alerts.** You will return to the main page.

Step 11: Under **Your Services**, click **Manage It** for your domain name.

Step 12: If **Private Registration Status** is set to **Private**, click **Turn Private Registration off**.

Domain Details

[misteranchovy.com]		View Support Requests **Open a Help Ticket »**
Expiration Date:	November 05, 2010	Renew
Auto Renew:	Off	Edit Auto Renew
Domain Protect:	On	Turn Off or Request Authorization Code
Registration - Private Registration Status	Private	Turn Private Registration off
		Edit Auto Renew
Domain currently points to:	Business Profile	Change to Under Construction Edit Business Profile
Change domain to point to:		○ Designated DNS **Apply Changes »**
Account Number:	31982612	
Account Holder:	Tucows Inc	
Enhanced WHOIS Listing:		Add an Enhanced WHOIS Listing
Contained in folder:	Default	Manage Folders

Add Products and Services

Add E-mail to this domain:	$20.00 a year per e-mailbox Get an E-mail address for this domain name such as you@misteranchovy.com	Select ▼
Add Web Forwarding to this domain:	$12.00 a year Long, confusing or multiple Web addresses? Create a single destination with Web Forwarding with Masking and forward this domain name to any Web site.	☐

Step 13: Select the radio button next to **Turn Private Registration off**. Click **Go**. You will be returned to **Domain Details** page.

Step 14: If **Domain Protect** is set to **On**, click **Turn Off or Request Authorization Code**.

Domain Details

[misteranchovy.com]		View Support Requests	Open a Help Ticket »
Expiration Date:	November 05, 2010	Renew	
Auto Renew:	Off	Edit Auto Renew	
Domain Protect:	On	Turn Off or Request Authorization Code	
Registration - Private Registration Status:	Public	Turn Private Registration on View WHOIS Edit Auto Renew	
Domain currently points to:	Business Profile	Change to Under Construction Edit Business Profile	
Change domain to point to:		○ Designated DNS **Apply Changes »**	
Account Number:	31982612		
Account Holder:	Tucows Inc		
Enhanced WHOIS Listing:		Add an Enhanced WHOIS Listing	
Contained in folder:	Default	Manage Folders	

Step 15: Click the radio button next to **Leave Domain Protect off.**
Select the check box next to **Request Authorization Code.** Click
Save.

Step 15a: The domain has been unlocked. Privacy is disabled.

Domain Details

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Account Holder:	Tucows Inc		
Enhanced WHOIS Listing:			Add an Enhanced WHOIS Listing
Contained in folder:	Default		Manage Folders

Step 16: Log into your email and obtain your domain authorization code.

Subject: **Your Authorization Code Request**

From: Network Solutions <support@networksolutions.com>
Date: Nov 18, 2009 2:17 PM
To: mail@registrarresearch.info
Reply-To: NSCC0+2993046210@networksolutions.com

Reply | Reply All | Forward | Print | Delete | More Options ▼

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Your Authorization Code Request

Dear Bob Smith,

We received your authorization code request on 2009-11-18 for your domain name MISTERANCHOVY.COM.

Your authorization code is:

The authorization code is case sensitive; please copy and paste it to ensure accuracy.

You are now ready to transfer your domain.