## Preparing your Domain to transfer from Network Solutions

### Getting Started

Before you can transfer a domain:

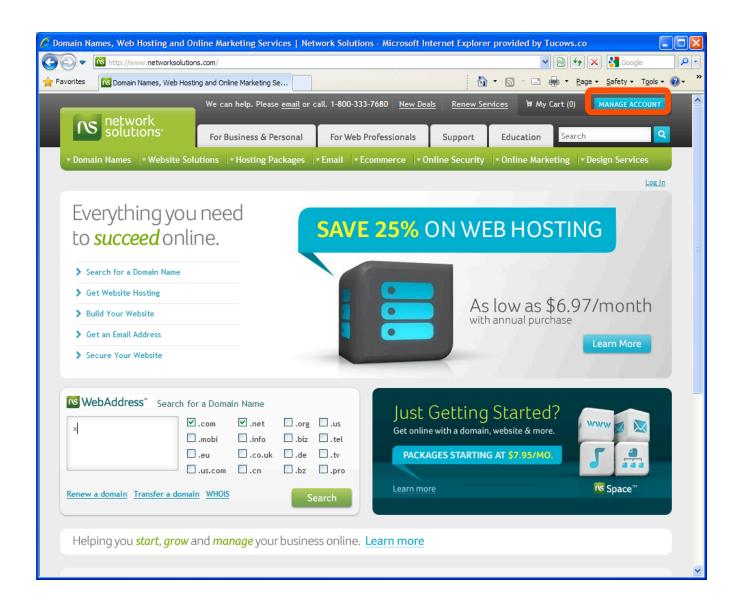
- Confirm your administration email address in the domain registry records.
- Disable domain privacy. If the privacy service forwards incoming email, check the 'forward to' contact email address for accuracy.
- Verify that the domain is unlocked.
- **Obtain** the domain's transfer authorization code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

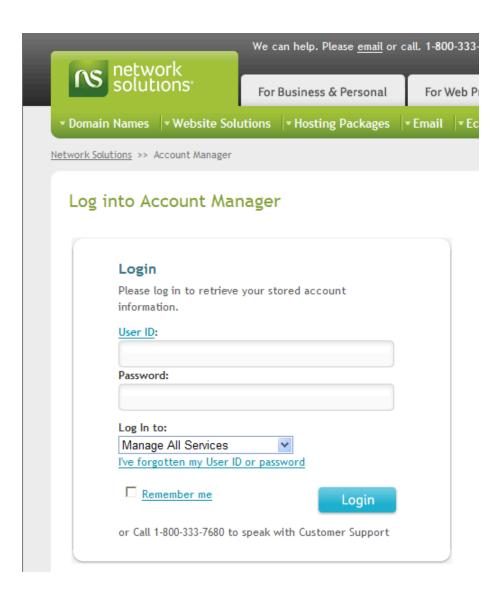
### Your account

- 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.

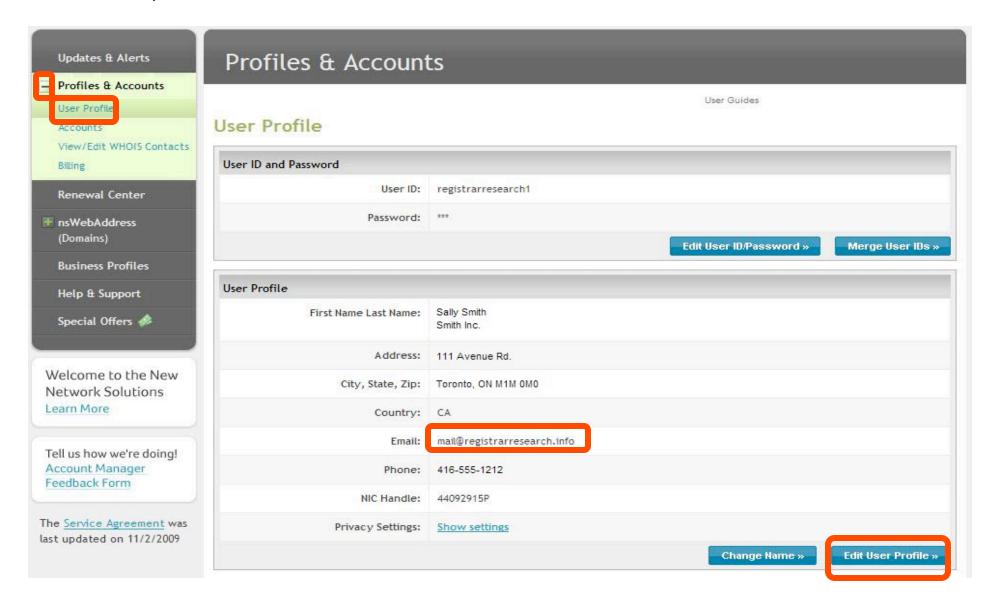
#### Step 1: Click Manage Account.



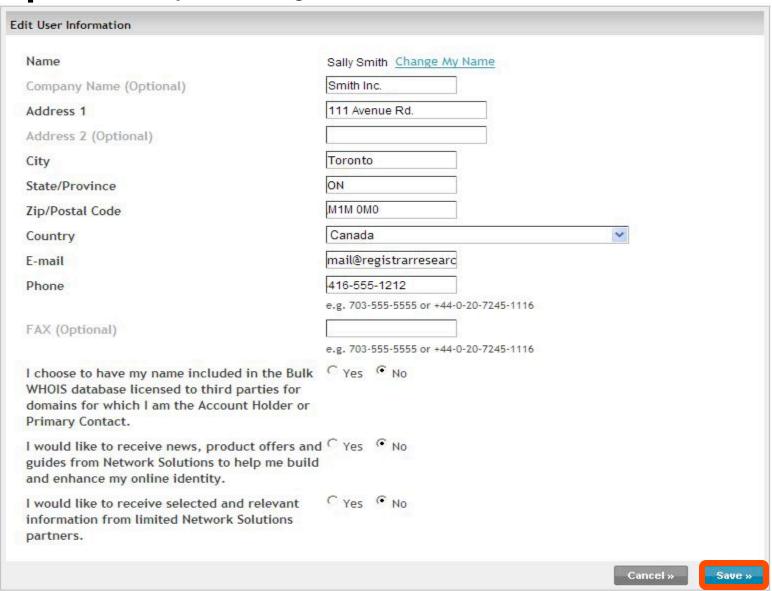
#### Step 2: Enter your User ID and Password. Click Login.



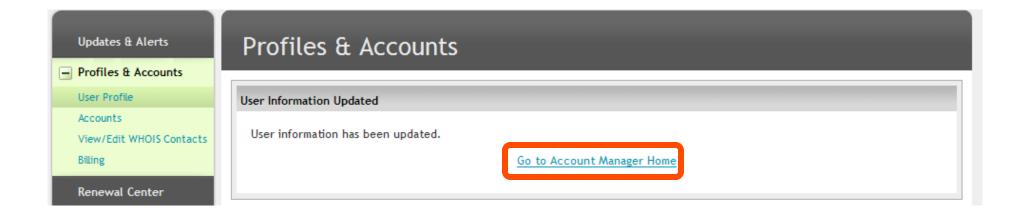
**Step 3:** Click the plus sign next to **Profile & Accounts**, and then click **User Profile**. If the Email address in the User Profile is not correct, click **Edit User Profile**.



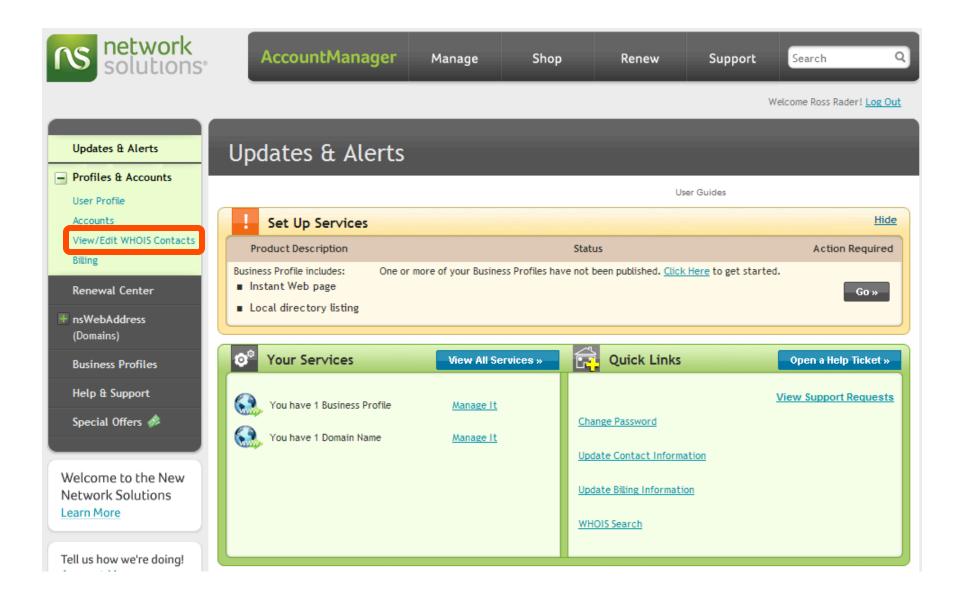
#### **Step 4:** Make your changes and click **Save**.



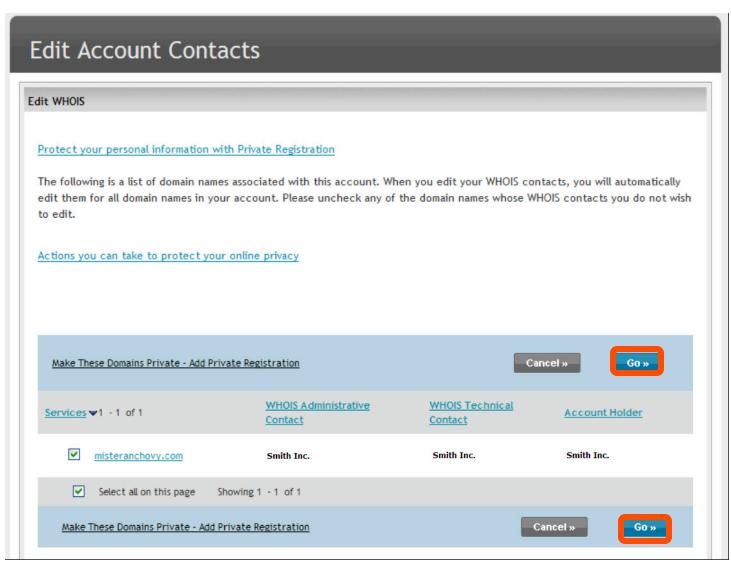
#### Step 5: Click Go to Account Manager Home.



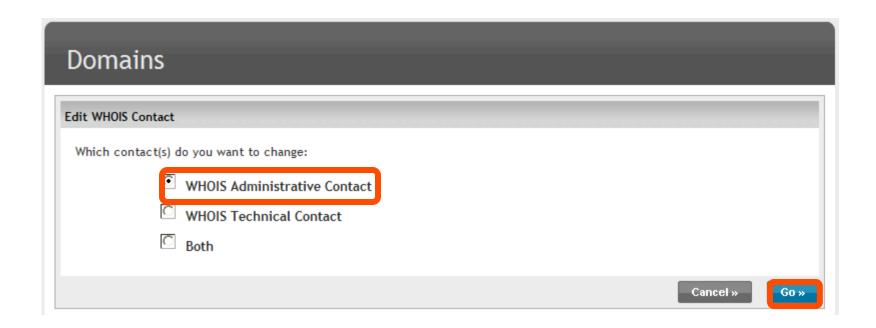
### Step 6: Click View/Edit WHOIS Contacts under Profiles & Accounts.



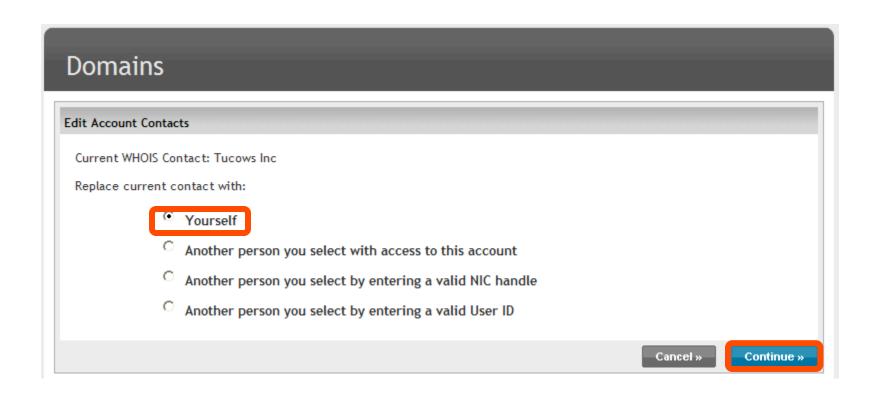
## **Step 7:** Select the check box next to your domain name to be transferred. Click **Go**.



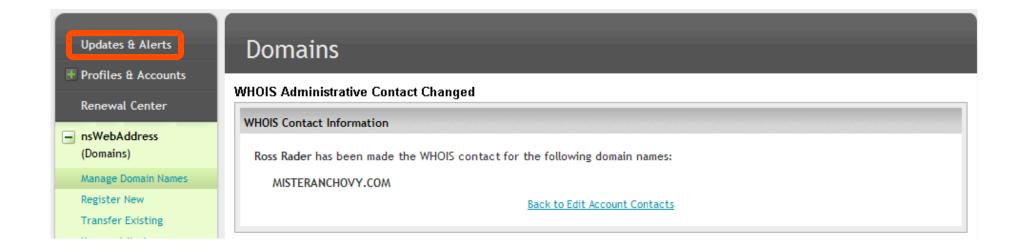
**Step 8:** Select the radio button next to **WHOIS Administrative Contact**. Click **Go**.



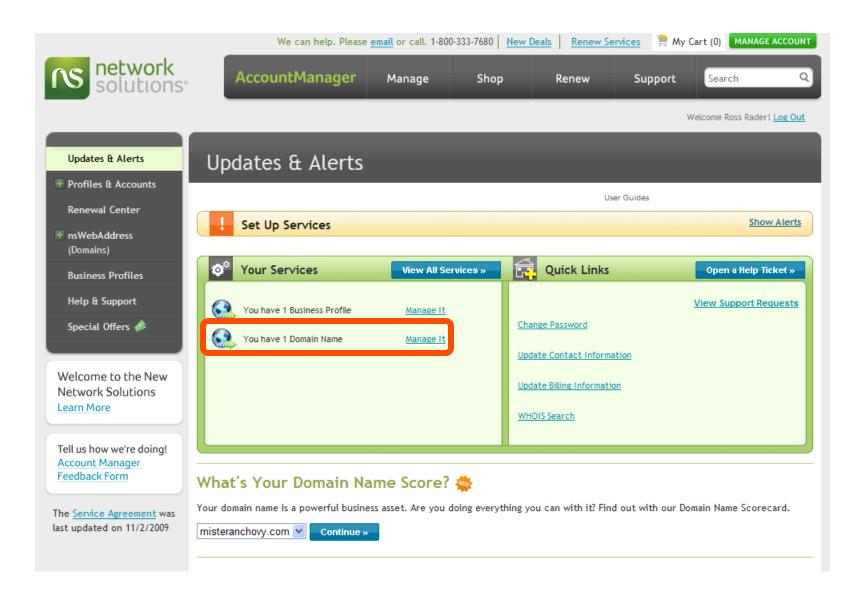
#### **Step 9:** Select the radio button next to **Yourself.** Click **Continue**.



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

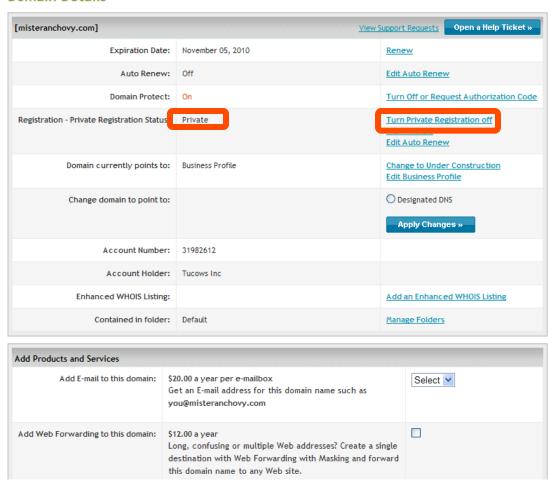


## **Step 11:** Under **Your Services**, click **Manage It** for your domain name.

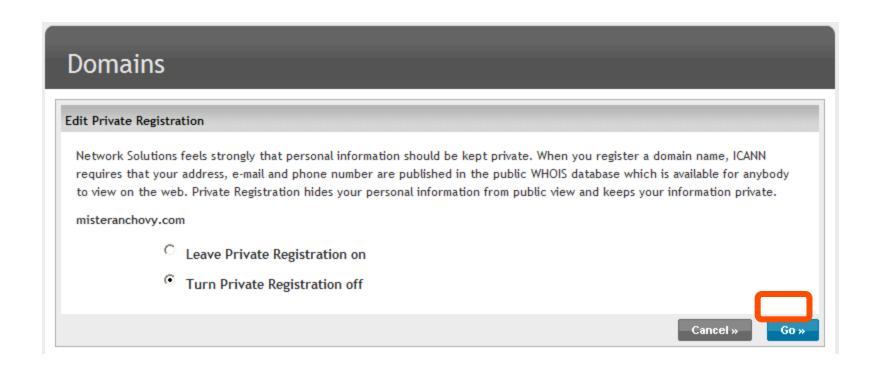


## **Step 12:** If **Private Registration Status** is set to **Private**, click **Turn Private Registration off**.

#### Domain Details



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

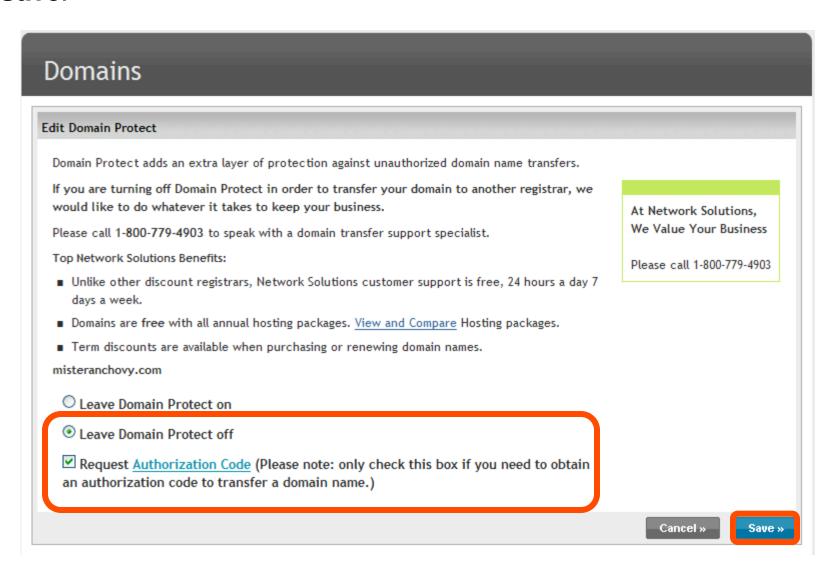


## **Step 14:** If **Domain Protect** is set to **On**, click **Turn Off or Request Authorization Code**.

#### **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:		O 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**

[misteranchovy.com] <u>View Support Requests</u> Open a Help Ticket »		
Expiration Date:	November 05, 2010	Renew
Auto Renew:	Off	Edit Auto Renew
Domain Protect:	Off	Turn On 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:		O 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 16:** Log into your email and obtain your domain authorization code.

