Preparing your Domain to transfer from Register.com

Getting Started

Before you can transfer a domain:
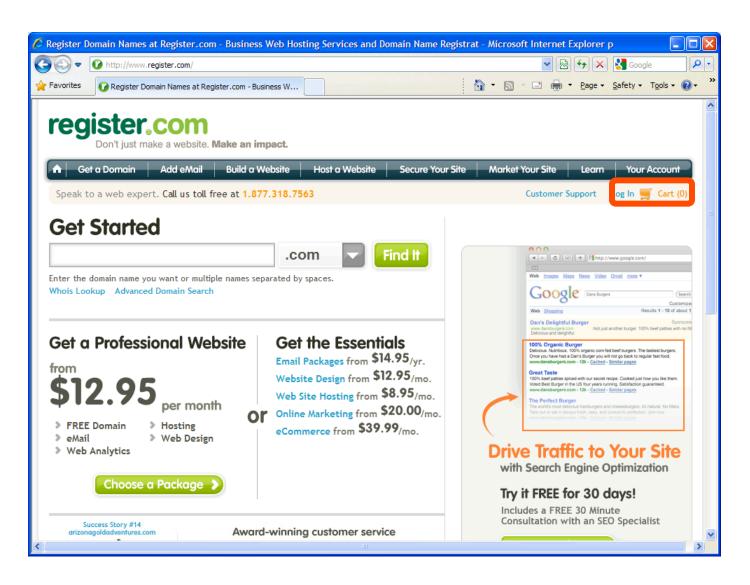
- **Confirm** your administration email address in the domain registry records.
- **Disable** domain privacy. If the privacy service forwards incoming email, check the 'forward to' contact email address for accuracy.
- **Verify** that the domain is unlocked.
- **Obtain** the domain's transfer authorization 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: register.com

- You will need your account username and password.

- If you do not have your account details, you will need to contact Register.com. Support information is on their website.
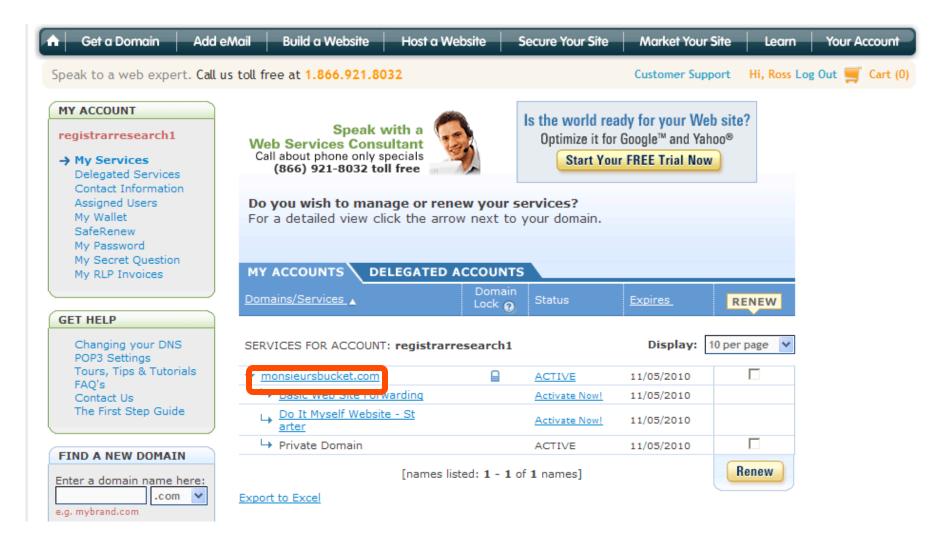
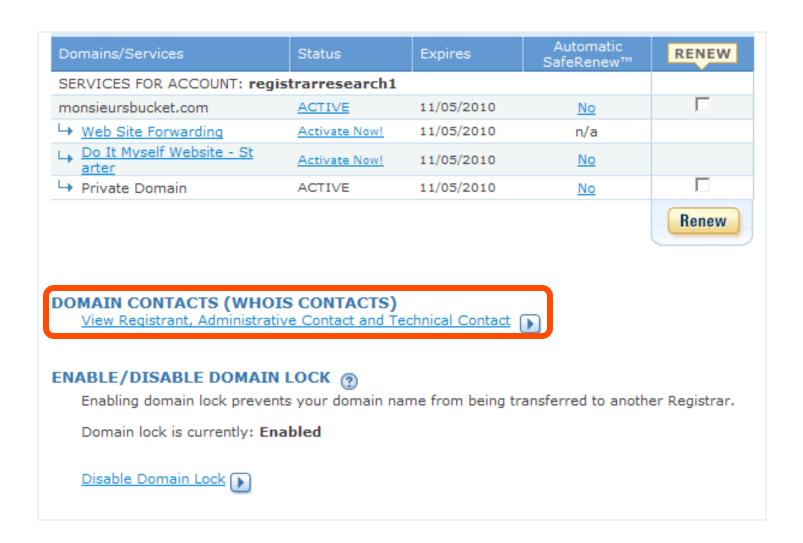**Step 1:** Login to www.register.com by clicking **Your Account**.

Step 2: Log in with your account user name and password.

Step 3: Click the domain name that you want to transfer.

Step 4: Click View Registrant, Administrative Contact and Technical Contact.

Domains/Services	Status	Expires	Automatic SafeRenew™	RENEW
SERVICES FOR ACCOUNT: **registrarresearch1**				
monsieursbucket.com	ACTIVE	11/05/2010	No	☐
↳ Web Site Forwarding	Activate Now!	11/05/2010	n/a	
↳ Do It Myself Website - Starter	Activate Now!	11/05/2010	No	
↳ Private Domain	ACTIVE	11/05/2010	No	☐

Renew

DOMAIN CONTACTS (WHOIS CONTACTS)
View Registrant, Administrative Contact and Technical Contact ▶

ENABLE/DISABLE DOMAIN LOCK ⑦

Enabling domain lock prevents your domain name from being transferred to another Registrar.

Domain lock is currently: **Enabled**

Disable Domain Lock ▶

Step 5: Transfer approval messages are sent Administrative Contact. To update address, click **Edit**.

DOMAIN CONTACTS (WHOIS CONTACTS) ⍰

Registrant	Administrative Contact	Technical Contact
(Masked from WHOIS) Smith Inc. mail@registrarresearch.info 111 Avenue Rd. Toronto, Ontario M1M0M0 Phone: 4165551212 Fax: Edit Transfer Registrant	(Masked from WHOIS) Bob Smith old@emailaddress.com 111 Avenue Rd. Toronto. Ontario M1M0M0 Phone: 4165551212 Fax: Edit	(Masked from WHOIS) Domain Registrar domainregistrar@register.com 111 Avenue Rd. Toronto, Ontario M1M0M0 Phone: 4165551212 Fax: 4165551221 Edit

Step 6: Enter the updated admin email address, then click **Continue.**

EDIT WHOIS INFORMATION

Company:	Smith Inc.
First Name:	Bob
Last Name:	Smith
Email:	mail@registrarresearch.info

You must have access to this email account.
Example: joe@aol.com

Address Line 1:	111 Avenue Rd.
Address Line 2:	
City:	Toronto
State/Province:	⦿ Ontario ○ I do not have a state/province
Zip / Postal Code:	M1M0M0
Country:	Canada ▾
Phone:	1 ▾ 4165551212

EXAMPLE: 8001234567

Fax: (Optional)	Select Country Code ▾

Cancel   Continue

Step 7: Click **Continue**.

DOMAIN WHOIS CHANGES

Domain Name	Administrative Contact
monsieursbucket.com	☑

Continue

Step 8: Click **Continue** to confirm the Whois changes.

CONFIRM DOMAIN WHOIS CHANGES

You are about to change the following contact information:

Domain Name	Administrative Contact
monsieursbucket.com	X

These domains will use the following address card:

Name	Address Card	Address	Phone/Fax
Bob Smith Smith Inc.		111 Avenue Rd. Toronto, Ontario M1M0M0 Canada mail@registrarresearch.info	4165551212

Back   Cancel   Continue

Step 9: The changes may take up to 24 hours to take effect. Click **Continue** to return to your **My Services** screen.
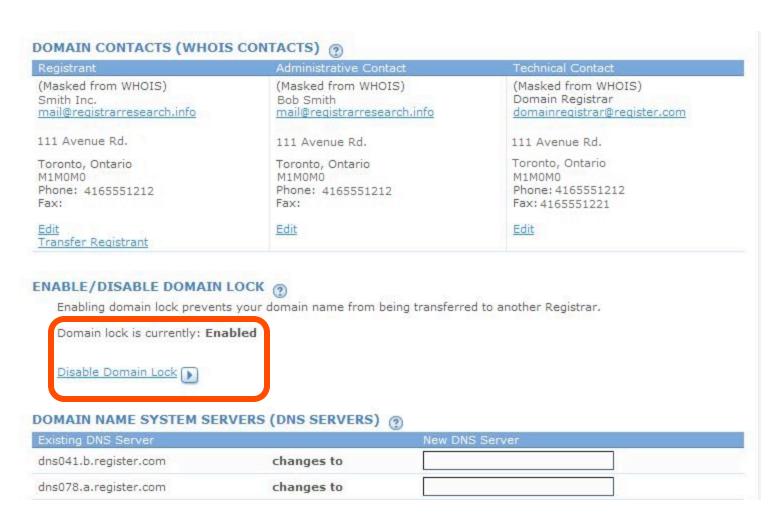
DOMAIN WHOIS CHANGES CONFIRMATION

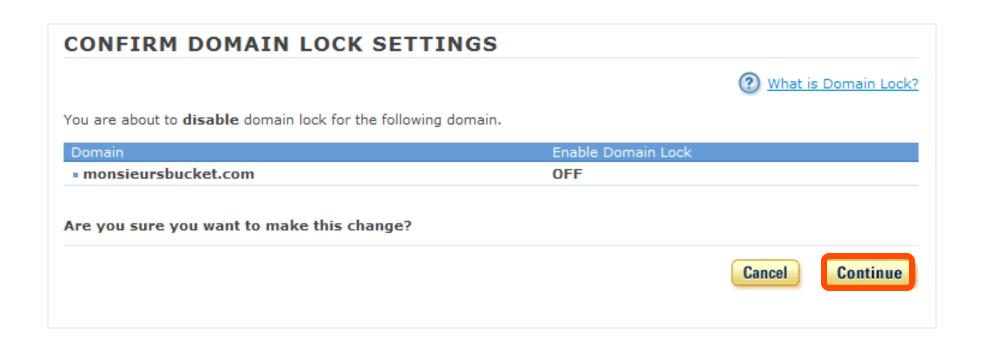Your changes have been submitted. Please allow up to 24 hours for changes to take effect.

Note: Please do not submit your changes multiple times. Changes for country code extensions are not made in real time. Contact a customer service representative if you have any questions

Continue

Step 10: If the domain lock is enabled click **Disable Domain Lock**. If lock is already disabled, scroll to **Step 14.**
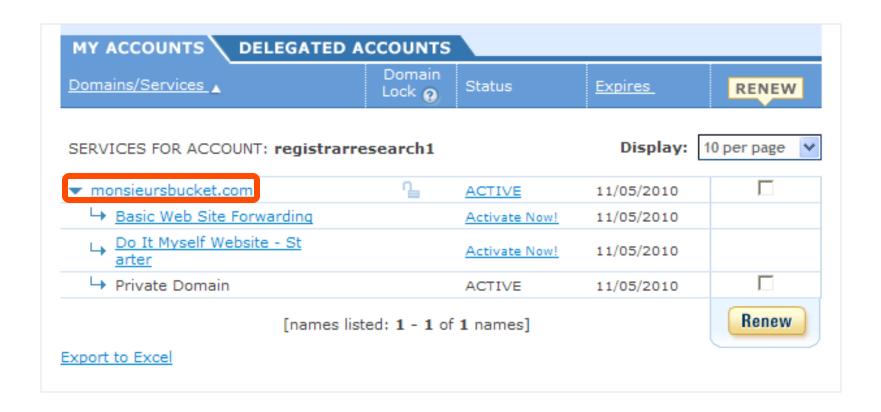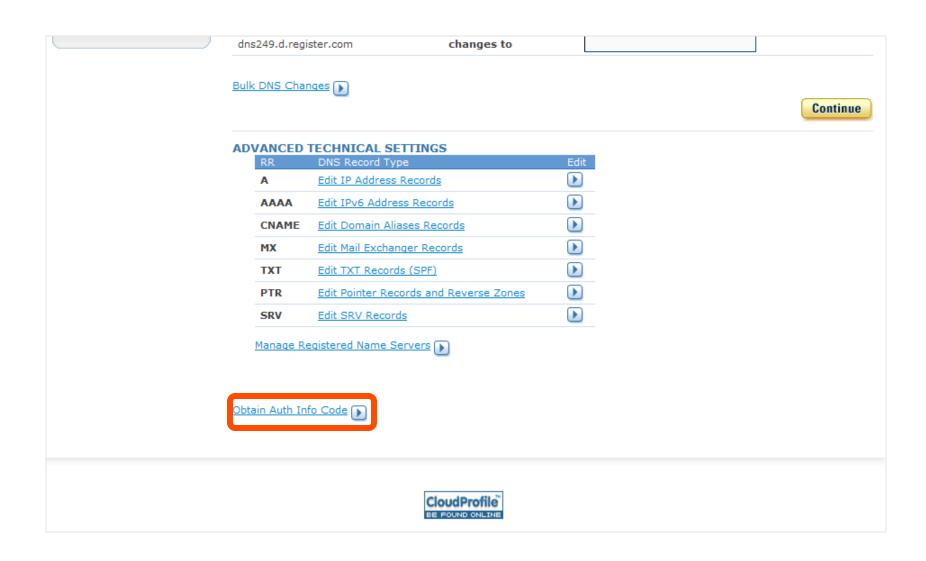
DOMAIN CONTACTS (WHOIS CONTACTS) ⦰

Registrant	Administrative Contact	Technical Contact
(Masked from WHOIS) Smith Inc. mail@registrarresearch.info	(Masked from WHOIS) Bob Smith mail@registrarresearch.info	(Masked from WHOIS) Domain Registrar domainregistrar@register.com
111 Avenue Rd.	111 Avenue Rd.	111 Avenue Rd.
Toronto, Ontario M1M0M0 Phone: 4165551212 Fax:	Toronto, Ontario M1M0M0 Phone: 4165551212 Fax:	Toronto, Ontario M1M0M0 Phone: 4165551212 Fax: 4165551221
Edit Transfer Registrant	Edit	Edit

ENABLE/DISABLE DOMAIN LOCK ⦰

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Disable Domain Lock ▶

DOMAIN NAME SYSTEM SERVERS (DNS SERVERS) ⦰

Existing DNS Server		New DNS Server
dns041.b.register.com	changes to	
dns078.a.register.com	changes to	

Step 11: Click **Continue**.

CONFIRM DOMAIN LOCK SETTINGS

(?) What is Domain Lock?

You are about to **disable** domain lock for the following domain.

Domain	Enable Domain Lock
▪ monsieursbucket.com	OFF

Are you sure you want to make this change?

[Cancel] [Continue]

Step 12: Click **Continue**.

CONFIRM DOMAIN LOCK SETTINGS

(?) What is Domain Lock?

Your domain lock changes have been made.

Continue

Step 13: Click the domain name again.

Step 14: Scroll to the bottom of the screen. Click **Obtain Auth Info Code**.

Step 15a: Click Continue Transfer

AUTHORIZATION CODE

⚠ **Stop!**

Before you transfer your domain to another company, we would like to extend to you a special promotional offer to renew your domain. This is a limited time offer so please act fast to get this renewal rate.

Your Special Renewal Rate:
Renew your Domain Name for 1 year at $20.00*.

Use **invitation code AuthReq20** at checkout to receive this offer.
This offer is valid today only.

Renew Now

Continue Transfer

Step 15b: Select the acknowledgement box and click Continue Transfer

AUTHORIZATION CODE

⚠ **Warning!**
You have just requested an auth code to transfer your domain to another company.

By transferring your domain you assume all responsibility and risk for ensuring you maintain ownership of your domain name.

Your personal contact information and details might be made public by transferring your domain.

Please click the box below to acknowledge your agreement with the above.

☐

Call us at 1.877.318.7563 if you have any questions about the transfer process.

Cancel   Continue Transfer

Step 15c: Select your provider, add the reason, select the appropriate responses and then click **Request Authorization Code.**

AUTHORIZATION CODE

In order to serve you better, please answer the following questions:

What company are you transferring your domain to?   Please Select... ▼

What is the primary reason you have decided to transfer your domain?   Please Select... ▼

Did you purchase your domain name at auction?   ○ Yes ○ No

Do you still have other domain names at Register.com?   ○ Yes ○ No   How Many? ▼

Cancel   Request Authorization Code

You may continue with your request at any time by clicking on "Request Authorization Code"

Step 15d: Your auth code request will be verified. They will send it to your email contact within 4 - 5 days.

AUTHORIZATION CODE

Your request for an Auth Code has been received and your information will be validated for security reasons. If your request is approved, you will receive your Auth Code by email in 4-5 days.

To cancel this request, please call one of our Customer Service Representatives at 1.877.318.7563.

Thank you.

You are now ready to transfer your domain.