

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](https://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**.

Register Domain Names at Register.com - Business Web Hosting Services and Domain Name Registrat - Microsoft Internet Explorer p

http://www.register.com/

Register.com  
Don't just make a website. **Make an impact.**

Get a Domain | Add eMail | Build a Website | Host a Website | Secure Your Site | Market Your Site | Learn | **Your Account**

Speak to a web expert. Call us toll free at 1.877.318.7563

Customer Support **Log In** **Cart (0)**

## Get Started

.com **Find It**

Enter the domain name you want or multiple names separated by spaces.  
[Whois Lookup](#) [Advanced Domain Search](#)

### Get a Professional Website

from **\$12.95** per month

- FREE Domain
- Hosting
- eMail
- Web Design
- Web Analytics

**or**

### Get the Essentials

- Email Packages from **\$14.95/yr.**
- Website Design from **\$12.95/mo.**
- Web Site Hosting from **\$8.95/mo.**
- Online Marketing from **\$20.00/mo.**
- eCommerce from **\$39.99/mo.**

**Choose a Package**

Success Story #14  
arizonagoldadventures.com

Award-winning customer service

Drive Traffic to Your Site  
with Search Engine Optimization

Try it FREE for 30 days!  
Includes a FREE 30 Minute  
Consultation with an SEO Specialist

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

**LOG IN**

[? Having trouble logging in?](#)

Select what account you would like to access

**Log In To:**

- [Web Hosting Account](#)
- [Web Mail](#)
- [Multi-user Email Control Panel](#)
- [Hosted Microsoft® Exchange](#)

**User Name:**

**Password:**

(User Name & Password are case-sensitive)

→ Forgot your user name or password?  
[Click here](#) to change it online  
-or-  
To chat with a service representative, [click here](#)

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

Home | [Get a Domain](#) | [Add eMail](#) | [Build a Website](#) | [Host a Website](#) | [Secure Your Site](#) | [Market Your Site](#) | [Learn](#) | [Your Account](#)

Speak to a web expert. Call us toll free at **1.866.921.8032** [Customer Support](#) [Hi, Ross Log Out](#) **Cart (0)**

### MY ACCOUNT

**registrarresearch1**

→ **My Services**

- Delegated Services
- Contact Information
- Assigned Users
- My Wallet
- SafeRenew
- My Password
- My Secret Question
- My RLP Invoices

### GET HELP

- Changing your DNS
- POP3 Settings
- Tours, Tips & Tutorials
- FAQ's
- Contact Us
- The First Step Guide

### FIND A NEW DOMAIN

Enter a domain name here:

  

e.g. mybrand.com

**Speak with a Web Services Consultant**  
Call about phone only specials  
**(866) 921-8032 toll free**

**Is the world ready for your Web site?**  
Optimize it for Google™ and Yahoo®

**Start Your FREE Trial Now**

**Do you wish to manage or renew your services?**  
For a detailed view click the arrow next to your domain.

MY ACCOUNTS	DELEGATED ACCOUNTS	Domain Lock	Status	Expires	RENEW
Domains/Services ▲					
SERVICES FOR ACCOUNT: <b>registrarresearch1</b> <span style="float: right;">Display: 10 per page ▼</span>					
<a href="#">monsieursbucket.com</a> <b>ACTIVE</b> 11/05/2010 <input type="checkbox"/>					
↳ <a href="#">Basic Web Site Forwarding</a> <b>Activate Now!</b> 11/05/2010					
↳ <a href="#">Do It Myself Website - Starter</a> <b>Activate Now!</b> 11/05/2010					
↳ Private Domain <b>ACTIVE</b> 11/05/2010 <input type="checkbox"/>					
[names listed: 1 - 1 of 1 names]					
<a href="#">Export to Excel</a> <b>Renew</b>					

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

Domains/Services	Status	Expires	Automatic SafeRenew™	RENEW
SERVICES FOR ACCOUNT: <b>registrarresearch1</b>				
monsieursbucket.com	<a href="#">ACTIVE</a>	11/05/2010	<a href="#">No</a>	<input type="checkbox"/>
↳ <a href="#">Web Site Forwarding</a>	<a href="#">Activate Now!</a>	11/05/2010	n/a	
↳ <a href="#">Do It Myself Website - Starter</a>	<a href="#">Activate Now!</a>	11/05/2010	<a href="#">No</a>	
↳ Private Domain	ACTIVE	11/05/2010	<a href="#">No</a>	<input type="checkbox"/>

**DOMAIN CONTACTS (WHOIS CONTACTS)**  
[View Registrant, Administrative Contact and Technical Contact](#) ▶

**ENABLE/DISABLE DOMAIN LOCK** ?

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. <a href="mailto:mail@registrarresearch.info">mail@registrarresearch.info</a>  111 Avenue Rd.  Toronto, Ontario M1M0M0 Phone: 4165551212 Fax:  <a href="#">Edit</a> <a href="#">Transfer Registrant</a>	(Masked from WHOIS) Bob Smith <a href="mailto:old@emailaddress.com">old@emailaddress.com</a>  111 Avenue Rd.  Toronto, Ontario M1M0M0 Phone: 4165551212 Fax:  <a href="#">Edit</a>	(Masked from WHOIS) Domain Registrar <a href="mailto:domainregistrar@register.com">domainregistrar@register.com</a>  111 Avenue Rd.  Toronto, Ontario M1M0M0 Phone: 4165551212 Fax: 4165551221  <a href="#">Edit</a>



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

### EDIT WHOIS INFORMATION

Company:	<input type="text" value="Smith Inc."/>
First Name:	<input type="text" value="Bob"/>
Last Name:	<input type="text" value="Smith"/>
Email:	<input type="text" value="mail@registrarresearch.info"/> 
<small>You must have access to this email account. Example: joe@aol.com</small>	
Address Line 1:	<input type="text" value="111 Avenue Rd."/>
Address Line 2:	<input type="text"/>
City:	<input type="text" value="Toronto"/>
State/Province:	<input checked="" type="radio"/> Ontario <input type="radio"/> I do not have a state/province
Zip / Postal Code:	<input type="text" value="M1M0M0"/>
Country:	<input type="text" value="Canada"/> 
Phone:	<input type="text" value="1"/>  <input type="text" value="4165551212"/>
<small>EXAMPLE: 8001234567</small>	
Fax: (Optional)	<input type="text" value="Select Country Code"/>  <input type="text"/>

Cancel

Continue

## Step 7: Click Continue.

### DOMAIN WHOIS CHANGES

Domain Name	Administrative Contact
monsieursbucket.com	<input checked="" type="checkbox"/>

**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**

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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

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**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. <a href="mailto:mail@registrarresearch.info">mail@registrarresearch.info</a>  111 Avenue Rd.  Toronto, Ontario M1M0M0 Phone: 4165551212 Fax:  <a href="#">Edit</a> <a href="#">Transfer Registrant</a>	(Masked from WHOIS) Bob Smith <a href="mailto:mail@registrarresearch.info">mail@registrarresearch.info</a>  111 Avenue Rd.  Toronto, Ontario M1M0M0 Phone: 4165551212 Fax:  <a href="#">Edit</a>	(Masked from WHOIS) Domain Registrar <a href="mailto:domainregistrar@register.com">domainregistrar@register.com</a>  111 Avenue Rd.  Toronto, Ontario M1M0M0 Phone: 4165551212 Fax: 4165551221  <a href="#">Edit</a>

#### ENABLE/DISABLE DOMAIN LOCK ?

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

Domain lock is currently: **Enabled**

[Disable Domain Lock](#) ▶

#### DOMAIN NAME SYSTEM SERVERS (DNS SERVERS) ?

Existing DNS Server		New DNS Server
dns041.b.register.com	changes to	<input type="text"/>
dns078.a.register.com	changes to	<input type="text"/>

# 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
■ <b>monsieursbucket.com</b>	<b>OFF</b>

Are you sure you want to make this change?

Cancel

Continue

## Step 12: Click Continue.

### CONFIRM DOMAIN LOCK SETTINGS

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[? What is Domain Lock?](#)

Your domain lock changes have been made.

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**Continue**

# Step 13: Click the domain name again.

MY ACCOUNTS / DELEGATED ACCOUNTS

Domains/Services ▲    Domain Lock ?    Status    Expires    **RENEW**

SERVICES FOR ACCOUNT: **registrarresearch1**    Display: 10 per page ▼

▼ <b>monsieursbucket.com</b>		<a href="#">ACTIVE</a>	11/05/2010	<input type="checkbox"/>
↳ <a href="#">Basic Web Site Forwarding</a>		<a href="#">Activate Now!</a>	11/05/2010	
↳ <a href="#">Do It Myself Website - Starter</a>		<a href="#">Activate Now!</a>	11/05/2010	
↳ Private Domain		ACTIVE	11/05/2010	<input type="checkbox"/>

[names listed: 1 - 1 of 1 names]

[Export to Excel](#)    **Renew**



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

dns249.d.register.com      changes to

[Bulk DNS Changes](#) ▶

**Continue**

**ADVANCED TECHNICAL SETTINGS**

RR	DNS Record Type	Edit
<b>A</b>	<a href="#">Edit IP Address Records</a>	▶
<b>AAAA</b>	<a href="#">Edit IPv6 Address Records</a>	▶
<b>CNAME</b>	<a href="#">Edit Domain Aliases Records</a>	▶
<b>MX</b>	<a href="#">Edit Mail Exchanger Records</a>	▶
<b>TXT</b>	<a href="#">Edit TXT Records (SPF)</a>	▶
<b>PTR</b>	<a href="#">Edit Pointer Records and Reverse Zones</a>	▶
<b>SRV</b>	<a href="#">Edit SRV Records</a>	▶

[Manage Registered Name Servers](#) ▶

[Obtain Auth Info Code](#) ▶

**CloudProfile™**  
BE FOUND ONLINE

## Step 15a: Click Continue Transfer

### AUTHORIZATION CODE

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#### 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

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### **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

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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**

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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.