Preparing your Domain to transfer from Namecheap

# Getting Started

Before you can transfer a domain:

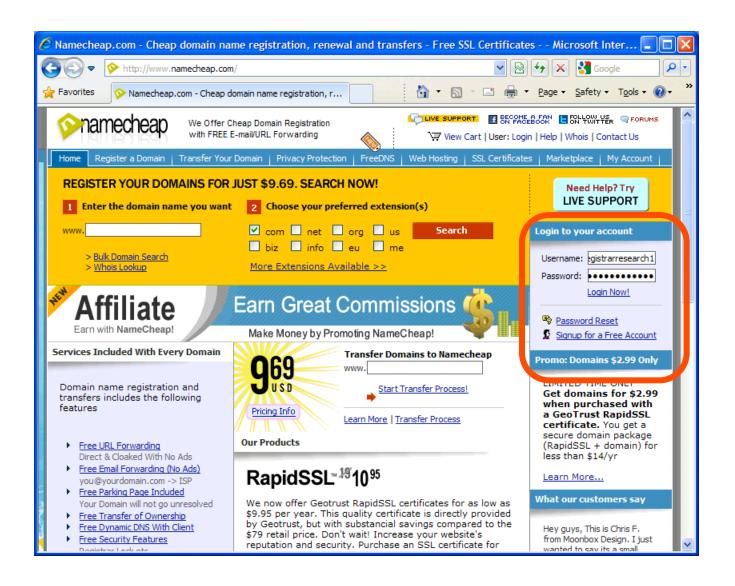
- Confirm your administration email address in the domain registry records.
- Disable domain/whois privacy. If the privacy service forwards incoming email, check the 'forward to' contact email address for accuracy.
- Verify that the domain is unlocked.
- Obtain the domain's transfer authorization code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

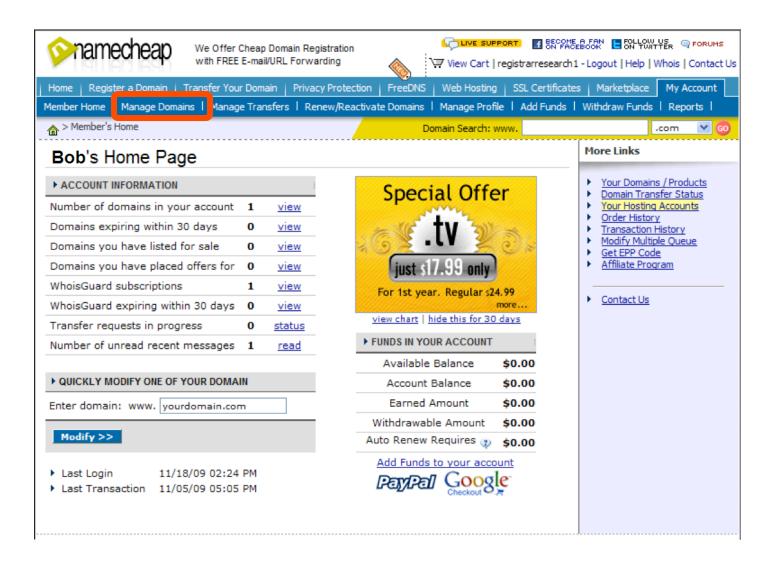
## Your account

- Go to: namecheap.com
- You will need your account username and password.
- If you do not have your account details, you will need to contact Namecheap. You can contact support by opening a ticket or via live chat.

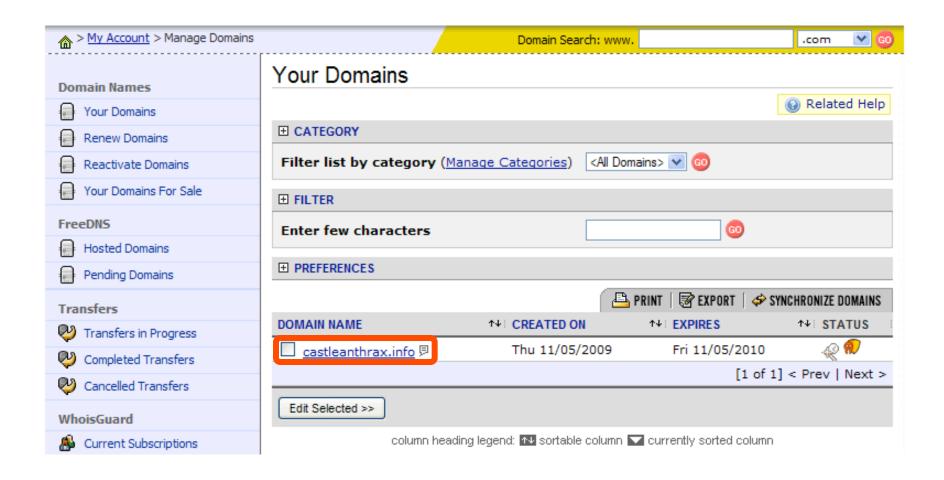
### Step 1: Go to namecheap.com and login to your account



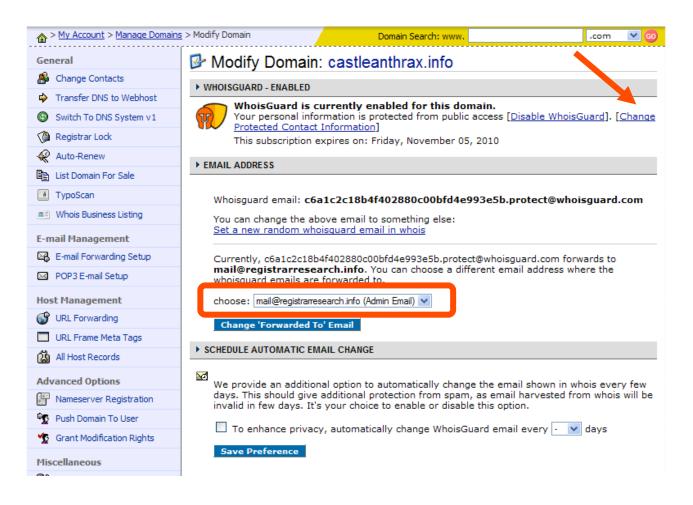
#### Step 2: Click Manage Domains.



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



**Step 4a:** If **WhoisGuard** is disabled, skip to **Step 4c.** If not, click **Disable WhoisGuard.** Then, under **Email Address**, check the forwarded to (Admin) email address. If the email address is incorrect, click **Change Protected Contact Information** in the **WhoisGuard – Enabled** section.



Step 4b: When you click, Disable WhoisGuard, you will be asked to reconfirm by selected the check box.



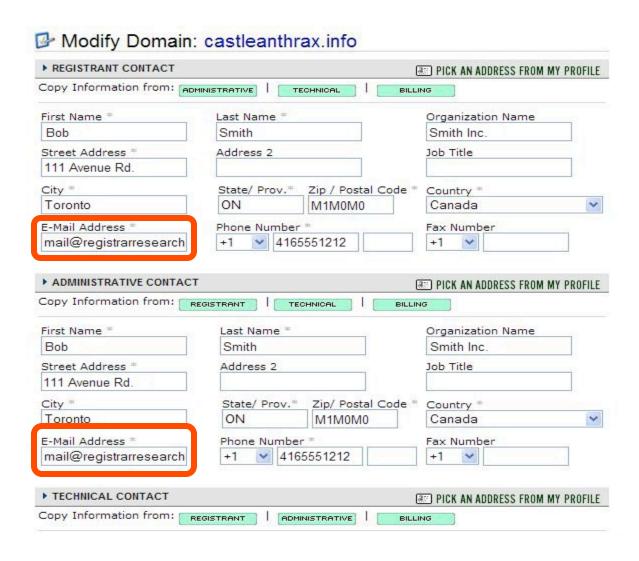
#### Modify Domain: castleanthrax.info

#### DISABLE WHOISGUARD NOW

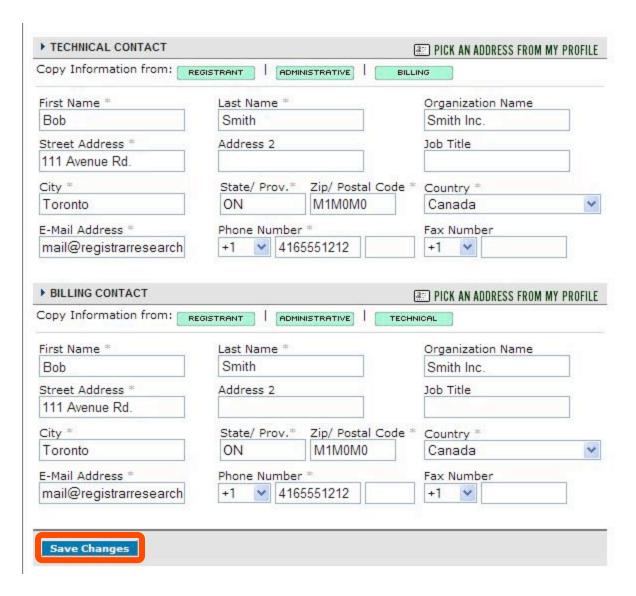
Currently, the WhoisGuard email c6a1c2c18b4f402880c00bfd4e993e5b.protect@whoisquard.com is being forward to mail@registrarresearch.info. If you disable WhoisGuard, the WhoisGuard email will be removed and any emails to that address will be rejected.

Disable WhoisGuard protection and use the information provided below. (You should click the 'Save Changes' button below)

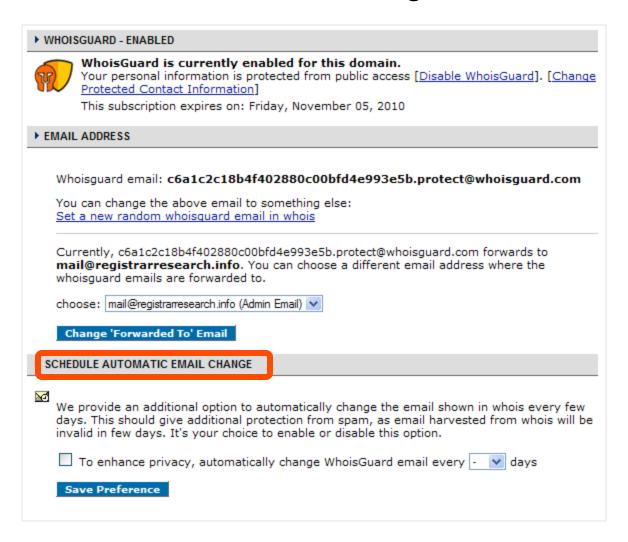
**Step 4c:** Scroll to the contacts section on the same page. Verify and make any changes to the Registrant and Administrative Contacts.



## Step 4d: Click Save Changes.



# **Step 4e:** Ensure that the Admin Email address is selected as the forwarded to address, and then click **Change 'Forwarded To' Email**.



### Step 5: Click Registrar Lock.

# General Change Contacts Transfer DNS to Webhost Switch To DNS System v1 Registrar Lock Auto-Renew List Domain For Sale TypoScan Whois Business Listing E-mail Management E-mail Forwarding Setup POP3 E-mail Setup

#### Modify Domain: castleanthrax.info

#### WHOISGUARD - ENABLED



#### WhoisGuard is currently enabled for this domain.

Your personal information is protected from public access [Disable WhoisGuard]. [Change Protected Contact Information]

This subscription expires on: Friday, November 05, 2010

#### ▶ EMAIL ADDRESS

Whoisguard email: c6a1c2c18b4f402880c00bfd4e993e5b.protect@whoisguard.com

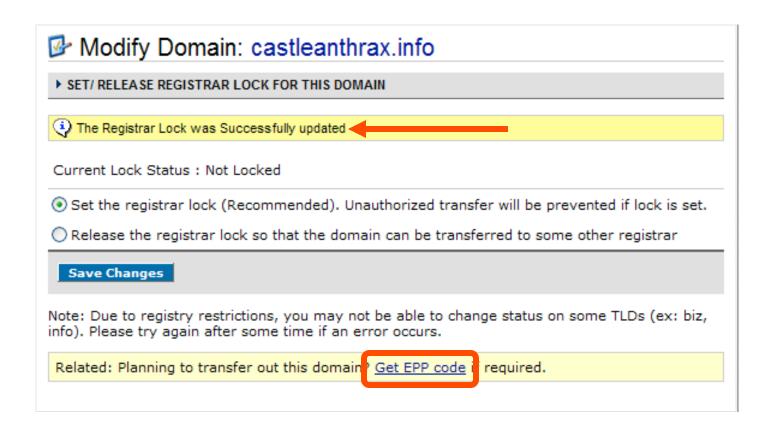
You can change the above email to something else: Set a new random whoisquard email in whois

Currently, c6a1c2c18b4f402880c00bfd4e993e5b.protect@whoisguard.com forwards to mail@registrarresearch.info. You can choose a different email address where the whoisguard emails are forwarded to.

# **Step 6:** Select Release the registrar lock so that the domain can be transferred to some other registrar, and then click Save Changes.



#### Step 7: The domain is unlocked. Click Get EPP code (Auth Code).



**Step 8:** Enter the domain name that you want to transfer and your account password, and then click **Get EPP code for my domain**. The authorization code will be emailed to your administration email address.

