Preparing your Domain to transfer from Melbourne IT

Getting Started

Before you can transfer a domain:

- Disable domain privacy. If the privacy service forwards incoming email, check the 'forward to' contact email address for accuracy.
- Confirm your administration email address in the domain registry records.
- 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.

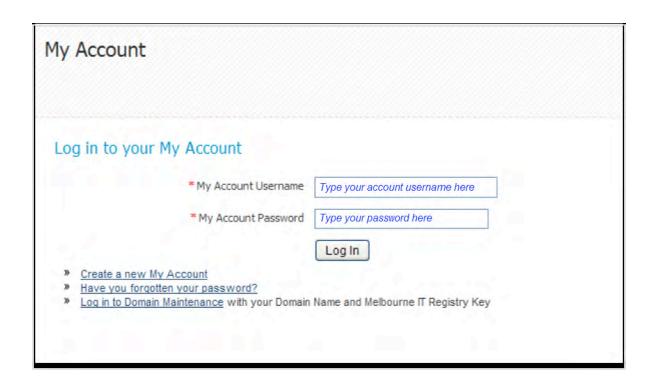
Your account

- Go to: melbourneit.com.au
- You will need your account login username and password.
- If you do not have your account details, you will need to contact Melbourneit. Their support number is on their website.

Step 1: Click Log In on the main site.



Step 2: Log in with your account username and password.



Step 3: Click Manage Domain Names.

Home > My Account > My Account Console

Welcome back, Bob

customer since 06/11/2009



DNS Management just launched (Click here to learn more)

My Purchases

Manage Domain Names

- » Manage Domain Names (1)
- » Add a Domain Name
- » View Expiring Domain Names
- » Transfer to Melbourne IT
- » View Search History

Manage Services

- » Manage Services
- » View Email Services
- » View Web Hosting Services
- » View Web Design Services
- » View Online Marketing Services
- » View Dedicated Servers

Order Summary

- » View All Orders (2)
- » View Completed Orders (1)
- » View Orders In Progress
- » View Abandoned Orders (1)

Account Management

Invoice and Payments

- » View All Invoices (2)
- » View Paid Invoices (1)
- » View Outstanding Invoices (1)

My Profile

Profile Settings

- » Update Contact Details
- » Update Password
- » Manage Payment Details

Support

- » Submit New Request
- » Find Solutions

The Melbourne IT Marketplace

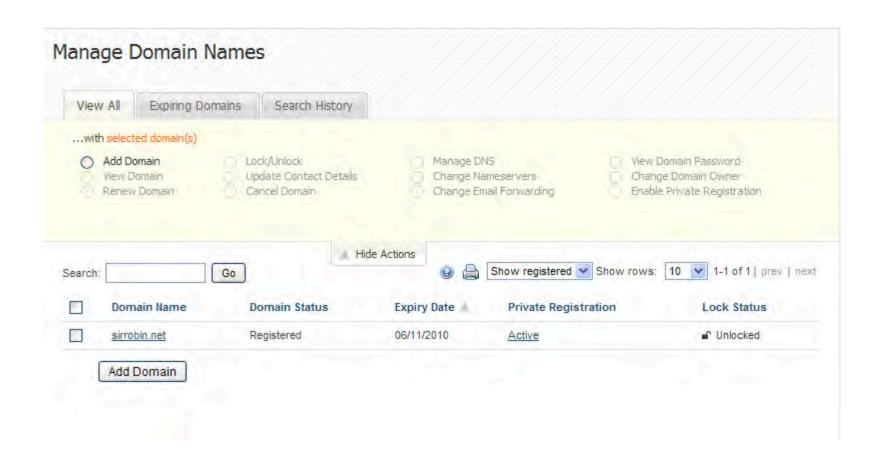


Easy to use secure backup software

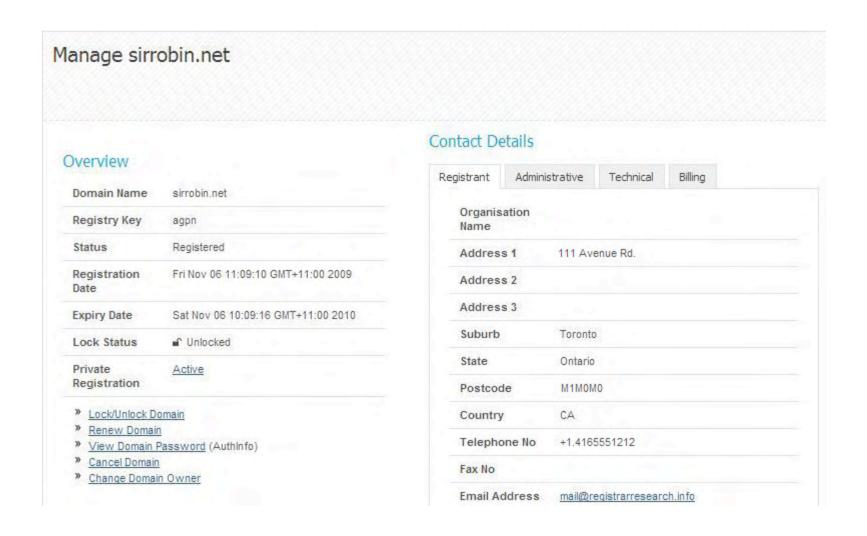
WebCentral's Managed PC Backup is an easy to use solution to securely backup important data such as documents, images and databases.

- » suitable for home, small office and enterprise
- » complete security and privacy

Step 4: Search and then click your domain name to be transferred.



Step 5: Disable Domain Privacy. This is required to complete the transfer. If **Private Registration** is active, it needs to be turned off. Next to **Private Registration**, click **Active**.



Step 6: Private Registration displays **Suspended** after it has been disabled. Please note this may take up to 24 hours to change.

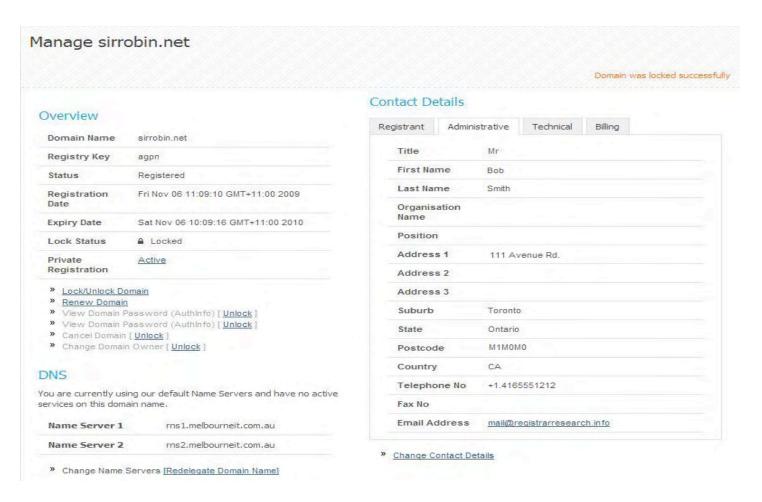
Overview Domain Name sirrobin.net Registry Key Status Registered Fri Nov 06 11:09:10 GMT+11:00 2009 Registration Date Sat Nov 06 10:09:16 GMT+11:00 2010 Expiry Date Lock Status ■ Unlocked Private Suspended Registration » Lock/Unlock Domain » Renew Domain » View Domain Password (AuthInfo)

Cancel Domain

Change Domain Owner

Step 7: Update Contact Information

Check your administrative **Contact Details** to ensure that the administrative email address is valid. This step ensures that you will receive all notifications for your transfer request. If you need to change it, click Change Contact. If not, skip to **Step 8**.



Step 8: Modify the email address, then click continue.

Update contact details for sirrobin.net Please use advanced edit mode if you would prefer to update contact details individually for registrant/organisation, administrative, technical and billing contacts. Title Mr First Name Bob Last Name Smith Position Address Line 1 111 Avenue Rd. Address Line 2 Suburb Toronto State Ontario Postal / Zip Code M1M0M0 Country Canada Email Address mail@registrarresearch.info Phone CountryCode AreaCode Phone 4165551212 Fax CountryCode AreaCode Fax

CONTINUE

Step 9: Click Manage Domain Names.

Update Contact Details

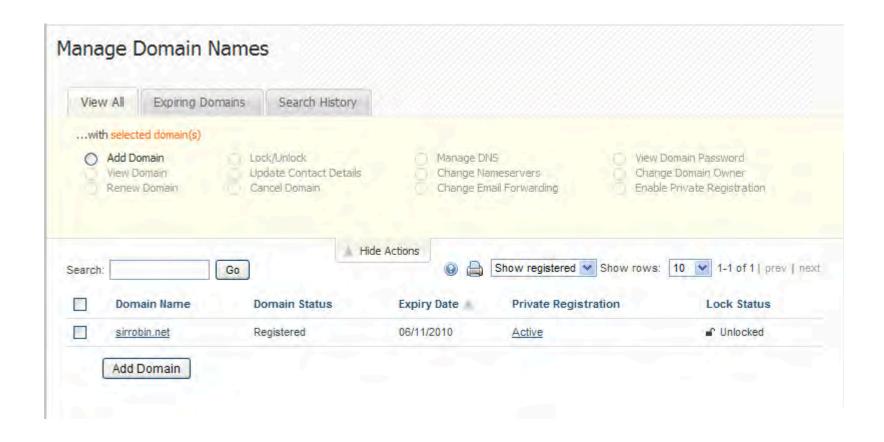
Update contact details for sirrobin.net

Update Successful!

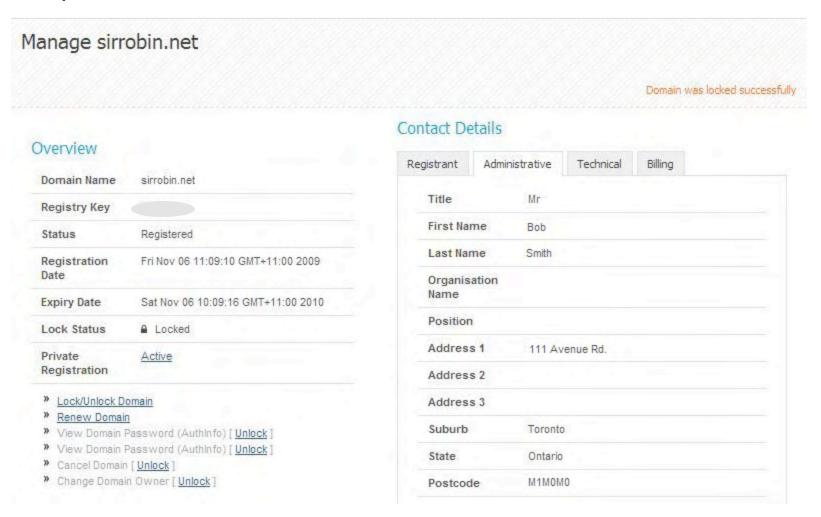
Domain Name	sirrobin.net
Details	The supplied contact information has been used to update all of the contacts associated with your domain name.

Would you like to return to Manage Domain Names?

Step 10: Click your domain name to be transferred.



Step 11: Unlock your domain. Unlocking your domain allows your new provider to transfer the domain. Click **Lock/Unlock Domain**.



Step 12: Click Unlock Domain.

Manage sirrobin.net

Unlock sirrobin.net

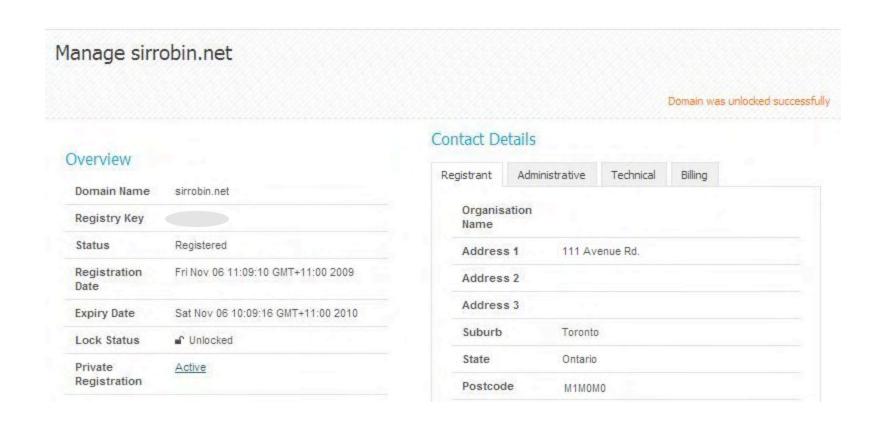
The domain name sirrobin.net is currently locked.

Locking your domain name means that it can not be transferred to another Registrar without first being unlocked (tell me more).

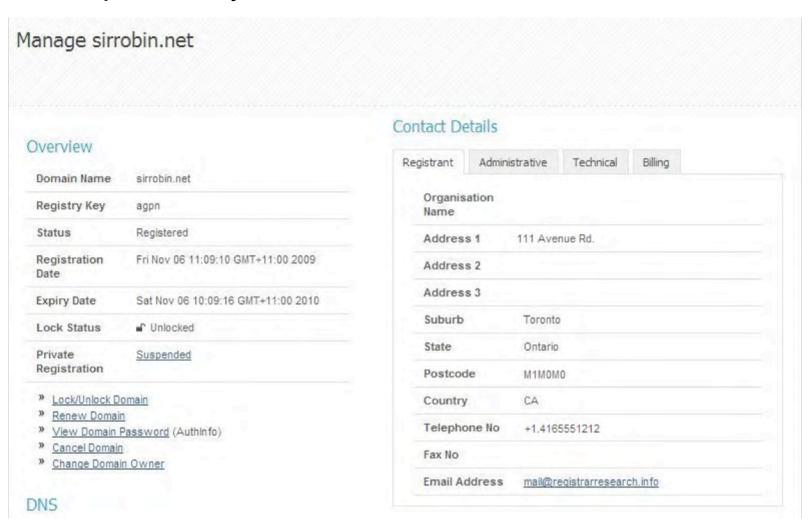
Please confirm that you would like to unlock this domain?

Unlock Domain

Step 13: The domain Lock Status should now display Unlocked.



Step 14: Obtain your Auth Code. Click **View Domain Password** (**Authinfo**) to obtain your domain transfer authorization code.



Step 15: The domain password (also known as the auth code) is displayed at the top right hand corner. Document this code for approving the domain transfer.

