

Preparing your Domain to transfer from Namecheap

Getting Started

Before you can transfer a domain:

- **Disable** domain/whois 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: 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.

The screenshot shows the Namecheap website homepage. The browser window title is "Namecheap.com - Cheap domain name registration, renewal and transfers - Free SSL Certificates - - Microsoft Inter...". The address bar shows "http://www.namecheap.com/". The website header includes the Namecheap logo, a navigation menu with items like "Home", "Register a Domain", "Transfer Your Domain", "Privacy Protection", "FreeDNS", "Web Hosting", "SSL Certificates", "Marketplace", and "My Account". A main banner features a domain registration search form with the text "REGISTER YOUR DOMAINS FOR JUST \$9.69. SEARCH NOW!". The search form has two steps: "1 Enter the domain name you want" and "2 Choose your preferred extension(s)". The domain input field contains "www." and the extension selection includes checkboxes for "com", "net", "org", "us", "biz", "info", "eu", and "me". A "Search" button is present. Below the search form, there are links for "Bulk Domain Search" and "Whois Lookup". To the right of the search form is a "Need Help? Try LIVE SUPPORT" button. Below the search form is a "Login to your account" section with fields for "Username" and "Password", and a "Login Now!" button. There are also links for "Password Reset" and "Signup for a Free Account". A "Promo: Domains \$2.99 Only" section is visible, stating "LIMITED TIME ONLY Get domains for \$2.99 when purchased with a GeoTrust RapidSSL certificate." Below this is a "What our customers say" section with a testimonial from Chris F. from Moonbox Design. The main content area includes an "Affiliate" section with the text "Earn Great Commissions" and "Make Money by Promoting NameCheap!". There is also a "Transfer Domains to Namecheap" section with a price of "969 USD" and a "Start Transfer Process!" button. The "Our Products" section features "RapidSSL™ 1095" with a description: "We now offer Geotrust RapidSSL certificates for as low as \$9.95 per year. This quality certificate is directly provided by Geotrust, but with substantial savings compared to the \$79 retail price. Don't wait! Increase your website's reputation and security. Purchase an SSL certificate for".

Step 2: Click Manage Domains.

The screenshot shows the Namecheap member dashboard. At the top, there's a navigation bar with links like Home, Register a Domain, Transfer Your Domain, Privacy Protection, FreeDNS, Web Hosting, SSL Certificates, Marketplace, and My Account. Below that, there's a search bar for domains and a 'GO' button. The main content area is titled 'Bob's Home Page' and is divided into several sections:

- ACCOUNT INFORMATION:** A table showing account details.

Number of domains in your account	1	view
Domains expiring within 30 days	0	view
Domains you have listed for sale	0	view
Domains you have placed offers for	0	view
WhoisGuard subscriptions	1	view
WhoisGuard expiring within 30 days	0	view
Transfer requests in progress	0	status
Number of unread recent messages	1	read
- QUICKLY MODIFY ONE OF YOUR DOMAIN:** A form to enter a domain name and a 'Modify >>' button.
- Special Offer:** A yellow banner for '.tv' domains, advertising a price of just \$17.99 for the first year (regularly \$24.99). It includes links for 'view chart' and 'hide this for 30 days'.
- FUNDS IN YOUR ACCOUNT:** A table showing account balances.

Available Balance	\$0.00
Account Balance	\$0.00
Earned Amount	\$0.00
Withdrawable Amount	\$0.00
Auto Renew Requires	\$0.00
- More Links:** A list of links for domain management, including 'Your Domains / Products', 'Domain Transfer Status', 'Your Hosting Accounts', 'Order History', 'Transaction History', 'Modify Multiple Queue', 'Get EPP Code', 'Affiliate Program', and 'Contact Us'.

At the bottom, there's a 'Last Login' and 'Last Transaction' section with timestamps, and logos for PayPal and Google Checkout.

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

The screenshot shows a web interface for managing domains. At the top, there is a navigation bar with a home icon, a breadcrumb trail '> My Account > Manage Domains', and a search bar containing 'Domain Search: www.' followed by a dropdown menu set to '.com' and a 'GO' button.

On the left side, there is a sidebar menu with several sections:

- Domain Names**
 - Your Domains
 - Renew Domains
 - Reactivate Domains
 - Your Domains For Sale
- FreeDNS**
 - Hosted Domains
 - Pending Domains
- Transfers**
 - Transfers in Progress
 - Completed Transfers
 - Cancelled Transfers
- WhoisGuard**
 - Current Subscriptions

The main content area is titled 'Your Domains' and includes a 'Related Help' button. Below this, there are three expandable sections:


- CATEGORY**: A filter section with the text 'Filter list by category (Manage Categories)' and a dropdown menu currently set to '<All Domains>' with a 'GO' button.
- FILTER**: A section with the text 'Enter few characters' and an empty input field with a 'GO' button.
- PREFERENCES**: An empty section.

Below these sections, there are three action buttons: 'PRINT', 'EXPORT', and 'SYNCHRONIZE DOMAINS'. Below the buttons is a table with the following columns: 'DOMAIN NAME', 'CREATED ON', 'EXPIRES', and 'STATUS'. The table contains one row with the domain 'castleanthrax.info', created on 'Thu 11/05/2009', and expires on 'Fri 11/05/2010'. The 'DOMAIN NAME' column has a checkbox and a speech bubble icon next to it. The 'STATUS' column has a speech bubble icon and a warning icon. Below the table, there is a pagination control showing '[1 of 1] < Prev | Next >'. At the bottom of the table area, there is a button labeled 'Edit Selected >>'. Below the table area, there is a legend: 'column heading legend: [up/down arrows] sortable column [down arrow] currently sorted column'.

Step 4a: Disable Privacy. This is required to complete the transfer. 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.

The screenshot shows a web interface for managing a domain. The breadcrumb trail is: My Account > Manage Domains > Modify Domain. The domain search bar contains 'www.' and '.com'. The main heading is 'Modify Domain: castleanthrax.info'. There are three main sections: 'WHOISGUARD - ENABLED', 'EMAIL ADDRESS', and 'SCHEDULE AUTOMATIC EMAIL CHANGE'. The 'WHOISGUARD - ENABLED' section contains a warning icon and text: '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'. The 'EMAIL ADDRESS' section shows the current WhoisGuard email: 'c6a1c2c18b4f402880c00bfd4e993e5b.protect@whoisguard.com'. It offers to change this to a different email address, with a dropdown menu currently showing 'mail@registrarresearch.info (Admin Email)'. A 'Change Forwarded To Email' button is present. The 'SCHEDULE AUTOMATIC EMAIL CHANGE' section has a checkbox for 'To enhance privacy, automatically change WhoisGuard email every [dropdown] days' and a 'Save Preference' button. A left sidebar contains various management options like 'Change Contacts', 'Transfer DNS to Webhost', 'Registrar Lock', 'Auto-Renew', 'List Domain For Sale', 'TypoScan', 'Whois Business Listing', 'E-mail Management', 'Host Management', 'Advanced Options', and 'Miscellaneous'.

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

 **Modify Domain: [castleanthrax.info](https://www.registrarresearch.info/castleanthrax.info)**


▶ **DISABLE WHOISGUARD NOW**

Currently, the WhoisGuard email - c6a1c2c18b4f402880c00bfd4e993e5b.protect@whoisguard.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: Update Contact Information.

This step ensures that you will receive all notifications for your transfer request. Scroll to the contacts section on the same page. Verify and make any changes to the Registrant and Administrative Contacts.

 **Modify Domain:** [castleanthrax.info](#)

REGISTRANT CONTACT PICK AN ADDRESS FROM MY PROFILE

Copy Information from: ADMINISTRATIVE | TECHNICAL | BILLING

First Name * <input type="text" value="Bob"/>	Last Name * <input type="text" value="Smith"/>	Organization Name <input type="text" value="Smith Inc."/>
Street Address * <input type="text" value="111 Avenue Rd."/>	Address 2 <input type="text"/>	Job Title <input type="text"/>
City * <input type="text" value="Toronto"/>	State/ Prov.* <input type="text" value="ON"/>	Zip / Postal Code * <input type="text" value="M1M0M0"/>
E-Mail Address * <input type="text" value="mail@registrarresearch"/>	Phone Number * <input type="text" value="+1"/> <input type="text" value="4165551212"/>	Country * <input type="text" value="Canada"/>
	<input type="text"/>	Fax Number <input type="text" value="+1"/> <input type="text"/>

ADMINISTRATIVE CONTACT PICK AN ADDRESS FROM MY PROFILE

Copy Information from: REGISTRANT | TECHNICAL | BILLING

First Name * <input type="text" value="Bob"/>	Last Name * <input type="text" value="Smith"/>	Organization Name <input type="text" value="Smith Inc."/>
Street Address * <input type="text" value="111 Avenue Rd."/>	Address 2 <input type="text"/>	Job Title <input type="text"/>
City * <input type="text" value="Toronto"/>	State/ Prov.* <input type="text" value="ON"/>	Zip/ Postal Code * <input type="text" value="M1M0M0"/>
E-Mail Address * <input type="text" value="mail@registrarresearch"/>	Phone Number * <input type="text" value="+1"/> <input type="text" value="4165551212"/>	Country * <input type="text" value="Canada"/>
	<input type="text"/>	Fax Number <input type="text" value="+1"/> <input type="text"/>

TECHNICAL CONTACT PICK AN ADDRESS FROM MY PROFILE

Copy Information from: REGISTRANT | ADMINISTRATIVE | BILLING

Step 4d: Click Save Changes.

► TECHNICAL CONTACT PICK AN ADDRESS FROM MY PROFILE

Copy Information from: REGISTRANT | ADMINISTRATIVE | BILLING

First Name *	Last Name *	Organization Name	
<input type="text" value="Bob"/>	<input type="text" value="Smith"/>	<input type="text" value="Smith Inc."/>	
Street Address *	Address 2	Job Title	
<input type="text" value="111 Avenue Rd."/>	<input type="text"/>	<input type="text"/>	
City *	State/ Prov. *	Zip/ Postal Code *	Country *
<input type="text" value="Toronto"/>	<input type="text" value="ON"/>	<input type="text" value="M1M0M0"/>	<input type="text" value="Canada"/>
E-Mail Address *	Phone Number *	Fax Number	
<input type="text" value="mail@registrarresearch"/>	<input type="text" value="+1"/> <input type="text" value="4165551212"/>	<input type="text" value="+1"/>	


► BILLING CONTACT PICK AN ADDRESS FROM MY PROFILE

Copy Information from: REGISTRANT | ADMINISTRATIVE | TECHNICAL

First Name *	Last Name *	Organization Name	
<input type="text" value="Bob"/>	<input type="text" value="Smith"/>	<input type="text" value="Smith Inc."/>	
Street Address *	Address 2	Job Title	
<input type="text" value="111 Avenue Rd."/>	<input type="text"/>	<input type="text"/>	
City *	State/ Prov. *	Zip/ Postal Code *	Country *
<input type="text" value="Toronto"/>	<input type="text" value="ON"/>	<input type="text" value="M1M0M0"/>	<input type="text" value="Canada"/>
E-Mail Address *	Phone Number *	Fax Number	
<input type="text" value="mail@registrarresearch"/>	<input type="text" value="+1"/> <input type="text" value="4165551212"/>	<input type="text" value="+1"/>	

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

▶ 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 whoisguard 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.

choose: ▼

Change 'Forwarded To' Email


▶ SCHEDULE AUTOMATIC EMAIL CHANGE

 We provide an additional option to automatically change the email shown in whois every few days. This should give additional protection from spam, as email harvested from whois will be invalid in few days. It's your choice to enable or disable this option.

To enhance privacy, automatically change WhoisGuard email every ▼ days

Save Preference

Step 5: Unlock your domain. Unlocking your domain allows your new provider to transfer the domain. 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 whoisguard 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**.

General	 Modify Domain: castleanthrax.info
 Change Contacts	▶ SET/ RELEASE REGISTRAR LOCK FOR THIS DOMAIN
 Transfer DNS to Webhost	Current Lock Status : Locked
 Switch To DNS System v1	<input type="radio"/> Set the registrar lock (Recommended). Unauthorized transfer will be prevented if lock is set.
 Registrar Lock	<input checked="" type="radio"/> Release the registrar lock so that the domain can be transferred to some other registrar
 Auto-Renew	Save Changes
 List Domain For Sale	Note: Due to registry restrictions, you may not be able to change status on some TLDs (ex: biz, info). Please try again after some time if an error occurs.
 TypoScan	Related: Planning to transfer out this domain? Get EPP code if required.
 Whois Business Listing	
E-mail Management	
 E-mail Forwarding Setup	

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

Modify Domain: [castleanthrax.info](#)

▶ SET/ RELEASE REGISTRAR LOCK FOR THIS DOMAIN

 The Registrar Lock was Successfully updated 

Current Lock Status : Not Locked

- Set the registrar lock (Recommended). Unauthorized transfer will be prevented if lock is set.
- Release the registrar lock so that the domain can be transferred to some other registrar

Save Changes

Note: Due to registry restrictions, you may not be able to change status on some TLDs (ex: biz, info). Please try again after some time if an error occurs.

Related: Planning to transfer out this domain? [Get EPP code](#) if required.

Step 8: Obtain Auth Code.

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. The auth code will be required by your new domain provider to complete the transfer.

Get EPP Code For Your Domain(s)

Use this option to obtain EPP code for your domain if you are planning to transfer the domain to some other registrar. **Please note that the EPP will be emailed to the Registrant contact on the domain**

ENTER THE DOMAIN NAME AND YOUR ACCOUNT PASSWORD TO GET EPP CODE

Domain Names

Enter one domain in each line. Please don't enter www. in front of the domain.

castleanthrax.info

Authenticate by entering your account password.

●●●●●●●●●●●●●●

[Get EPP code for my domain >>](#)

NOTE: Enter the information above to obtain EPP code for domains that you want to transfer out of namecheap. Not all domains need EPP, but some domains like .biz, .info, .org needs the code to be transferred out. If you still have problems, please contact support.

Important: Everytime you obtain an EPP, a new code **may** be generated and emailed. So, try avoiding epp generation more than once or if you do, make sure you use the latest one.

You are now ready to transfer your domain.