

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.". The extension options are: com, net, org, us, biz, info, eu, and me. A "Search" button is to the right. Below the search form are links for "Bulk Domain Search" and "Whois Lookup". A "Need Help? Try LIVE SUPPORT" button is in the top right of the banner. Below the banner is an "Affiliate" section with the text "Earn Great Commissions" and "Make Money by Promoting NameCheap!". To the right of this is a "Transfer Domains to Namecheap" section with a "969 USD" price tag and a "Start Transfer Process!" button. Below that is an "Our Products" section for "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...". On the right side of the page, there is a "Login to your account" section with input fields for "Username:" and "Password:", a "Login Now!" button, and links for "Password Reset" and "Signup for a Free Account". Below that is a "Promo: Domains \$2.99 Only" section with the text "LIMITED TIME ONLY Get domains for \$2.99 when purchased with a GeoTrust RapidSSL certificate. You get a secure domain package (RapidSSL + domain) for less than \$14/yr" and a "Learn More..." link. At the bottom right is a "What our customers say" section with a testimonial from Chris F. from Moonbox Design.

Step 2: Click Manage Domains.

The screenshot shows the Namecheap member dashboard. At the top, there is a navigation bar with links for Home, Register a Domain, Transfer Your Domain, Privacy Protection, FreeDNS, Web Hosting, SSL Certificates, Marketplace, and My Account. Below this is a secondary navigation bar with links for Member Home, Manage Domains, Manage Transfers, Renew/Reactivate Domains, Manage Profile, Add Funds, Withdraw Funds, and Reports. A search bar is present with the text "Domain Search: www." and ".com" selected, followed by a "GO" button.

Bob's Home Page

ACCOUNT INFORMATION

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

Enter domain: www.

[Modify >>](#)

Last Login: 11/18/09 02:24 PM
Last Transaction: 11/05/09 05:05 PM

Special Offer

.tv
just \$17.99 only
For 1st year. Regular \$24.99
[more...](#)

[view chart](#) | [hide this for 30 days](#)

FUNDS IN YOUR ACCOUNT

Available Balance	\$0.00
Account Balance	\$0.00
Earned Amount	\$0.00
Withdrawable Amount	\$0.00
Auto Renew Requires	\$0.00

[Add Funds to your account](#)

More Links

- [Your Domains / Products](#)
- [Domain Transfer Status](#)
- [Your Hosting Accounts](#)
- [Order History](#)
- [Transaction History](#)
- [Modify Multiple Queue](#)
- [Get EPP Code](#)
- [Affiliate Program](#)

- [Contact Us](#)

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

Home > [My Account](#) > Manage Domains

Domain Search: .com

Your Domains

[Related Help](#)

CATEGORY

Filter list by category ([Manage Categories](#))

FILTER

Enter few characters

PREFERENCES

DOMAIN NAME	↑↓ CREATED ON	↑↓ EXPIRES	↑↓ STATUS
<input type="checkbox"/> castleanthrax.info	Thu 11/05/2009	Fri 11/05/2010	

[1 of 1] < Prev | Next >

column heading legend: sortable column 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 has a red arrow pointing to the 'WhoisGuard is currently enabled for this domain.' message. The 'EMAIL ADDRESS' section shows the current WhoisGuard email and a dropdown menu set to 'mail@registrarresearch.info (Admin Email)'. The 'SCHEDULE AUTOMATIC EMAIL CHANGE' section has a checkbox for automatic email changes, which is currently unchecked.

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

Host Management

- URL Forwarding
- URL Frame Meta Tags
- All Host Records

Advanced Options

- Nameserver Registration
- Push Domain To User
- Grant Modification Rights

Miscellaneous

Domain Search: www. .com GO

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.

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

 **Modify Domain: [castleanthrax.info](https://www.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	
Bob	Smith	Smith Inc.	
Street Address *	Address 2	Job Title	
111 Avenue Rd.			
City *	State/ Prov. *	Zip/ Postal Code *	Country *
Toronto	ON	M1M0M0	Canada
E-Mail Address *	Phone Number *	Fax Number	
mail@registrarresearch	+1 4165551212	+1	

BILLING CONTACT PICK AN ADDRESS FROM MY PROFILE


Copy Information from: REGISTRANT | **ADMINISTRATIVE** | TECHNICAL

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

Save Changes

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**.

The screenshot shows a domain management interface for 'castleanthrax.info'. On the left is a navigation menu with options like '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', and 'POP3 E-mail Setup'. The main content area is titled 'Modify Domain: castleanthrax.info' and contains two expandable sections: 'WHOISGUARD - ENABLED' and 'EMAIL ADDRESS'. The 'WHOISGUARD - ENABLED' section shows that WhoisGuard is currently enabled, protecting personal information from public access. It provides links to 'Disable WhoisGuard' and 'Change Protected Contact Information', and states that the subscription expires on Friday, November 05, 2010. The 'EMAIL ADDRESS' section shows the current WhoisGuard email address as 'c6a1c2c18b4f402880c00bfd4e993e5b.protect@whoisguard.com' and offers a link to 'Set a new random whoisguard email in whois'. Below this, it explains that the current email forwards to 'mail@registrarresearch.info' and offers the option to choose a different email address for forwarding.

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.