

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.com website in a Microsoft Internet Explorer browser window. The address bar displays "http://www.namecheap.com/". The website header includes the Namecheap logo, navigation links (Home, Register a Domain, Transfer Your Domain, Privacy Protection, FreeDNS, Web Hosting, SSL Certificates, Marketplace, My Account), and social media links (LIVE SUPPORT, BECOME A FAN ON FACEBOOK, FOLLOW US ON TWITTER, FORUMS). A prominent yellow banner reads "REGISTER YOUR DOMAINS FOR JUST \$9.69. SEARCH NOW!". Below this, there are two steps: "1 Enter the domain name you want" and "2 Choose your preferred extension(s)". The domain search input field contains "www." and the extension selection includes checkboxes for com, net, org, us, biz, info, eu, and me. A "Search" button is visible. To the right of the search area is a "Need Help? Try LIVE SUPPORT" button. Below the search area, there is a "Login to your account" section with fields for "Username: Type username here" and "Password: Type password here", and a "Login Now!" button. Further down, there are links for "Password Reset" and "Signup for a Free Account". A "Promo: Domains \$2.99 Only" section features a "LIMITED TIME ONLY Get domains for \$2.99 when purchased with a GeoTrust RapidSSL certificate." and a "Learn More..." link. The "Our Products" section highlights "RapidSSL™ 10⁹⁵" for \$9.95 per year, with a "Start Transfer Process!" button and a "Learn More | Transfer Process" link. On the left side, there is an "Affiliate Earn Great Commissions" section and a "Services Included With Every Domain" section listing features like "Free URL Forwarding", "Free Email Forwarding (No Ads)", "Free Parking Page Included", "Free Transfer of Ownership", "Free Dynamic DNS With Client", and "Free Security Features".

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. 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 with the text "Enter domain: www." and a text input field containing "yourdomain.com". Below the form is a blue button labeled "Modify >>".
- Special Offer:** A yellow banner for ".tv" domains, stating "just \$17.99 only" for the 1st year, with a regular price of \$24.99. Below the banner are 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 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".
- Last Login:** 11/18/09 02:24 PM
- Last Transaction:** 11/05/09 05:05 PM

At the bottom of the dashboard, there are logos for PayPal and Google Checkout.

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

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 expandable sections: 'WHOISGUARD - ENABLED', 'EMAIL ADDRESS', and 'SCHEDULE AUTOMATIC EMAIL CHANGE'. The 'WHOISGUARD - ENABLED' section contains a shield 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 lists 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](#)**


▶ **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"/> <input type="text"/> | |


► 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"/> <input type="text"/> | |

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 as 'c6a1c2c18b4f402880c00bfd4e993e5b.protect@whoisguard.com' and offers a link to 'Set a new random whoisguard email in whois'. A note at the bottom explains that the current email forwards to 'mail@registrarresearch.info' and that a different email address can be chosen 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.