

# Transferring Domain Names from Network Solutions

Domain name transfers can usually be completed in five days or less, but some transfers may take up to seven days.

To transfer a domain name from Network Solutions to us, you will need the following:

- ✓ Your domain name unlocked
- ✓ Access to the email address on file for the Administrative Contact for the domain name
- ✓ Authorization or EPP code (for .com, .net, .org, .biz, .info, .us, .tv, .name, .de, and .asia domain names only)

Note that the domain name transfer cannot succeed unless the domain name is unlocked, the Administrative Contact email address is valid, and the correct authorization code is provided (for .com, .net, .org, .biz, .info, .us, .tv, .name, .de, and .asia domain names).

See below for a description of the specific elements and issues involved in transferring a domain name from Network Solutions to us.

## Unlocking a Domain Name

By default, most domain names registered with Network Solutions are locked. Domain name locking prevents unauthorized transfers of your domain name. Before a domain name transfer is requested, the lock must be removed.

### To Unlock a Domain Name

1. Log in to your Network Solutions Account Manager at <https://www.networksolutions.com/manage-it/index.jsp>.
2. Click **nsWebAddress (Domains)**.
3. Click **Manage Domains**.

4. Click the domain name to be unlocked.
5. Click **Turn Off or Request Authorization Code**.
6. Select **Leave Domain Protect Off**, and then click **Save**.
7. Click **Save**.

Allow up to 24 hours for our system to recognize the status change. If you attempt to respond to the transfer approval message before our system recognizes the status change, the transfer will fail.

### The Importance of the Domain Name's Administrative Contact

The Administrative Contact, defined by the registrant, is one of the four contacts listed in the Whois database for a registered domain name. As part of the domain name transfer process, we email the Administrative Contact at the address listed in the Whois database. The email contains the Transaction ID, Security Code, and instructions that are used to approve the transfer.

### Changing Administrative Contact Information

If the Administrative Contact's email address on file for the domain name at Network Solutions is not correct, update the email address through your account at Network Solutions.

#### To Change Administrative Contact Information

1. Log in to the Network Solutions Account Manager at <https://www.networksolutions.com/manage-it/index.jsp>.
2. Click **Edit Account Contacts**.
3. Click the domain name to be edited.
4. In the **Edit WHOIS** Contacts section, click **View/Edit WHOIS Contacts**.
5. Select the the domain name to be edited, and then click **Continue**.
6. Select **Administrative Contact**, and then click **Continue**.
7. Edit the Administrative Contact's email address.
8. Click **Submit**.

Allow up to 24 hours for our system to recognize the change.

## Authorization Code

To transfer a .com, .net, .org, .biz, .info, .us, .tv, .name, .de, or .asia domain name, you need an authorization code. This is a unique code assigned by registrars to these domain names at the time of registration.

### To Obtain the Authorization Code

1. Log in to the Network Solutions Account Manager at <https://www.networksolutions.com/manage-it/index.jsp>.
2. Click **Web Address (Domains)**.
3. Click the domain name that you want to manage.
4. In the **Domain Protect** row, click **Turn Off or Request Authorization**.
5. Select **Request Authorization Code**.
6. Click **Save**. The authorization code displays in the **Auth code** field.

## Transferring a Domain Name

After you've prepared the domain name and obtained the required information, you're ready to begin the transfer.

### To Transfer a Domain Name to Us

You have 30 days from the transfer purchase date to complete the transfer. If the transfer fails, you may resubmit your transfer request after correcting the problem causing the failure, and then re-try the transfer during that 30-day window.

1. Advise the domain name's Administrative Contact of the transfer.
2. Purchase the transfer from our website. Within 24 hours, we email the domain name's Administrative Contact with instructions on approving the transfer.
3. Approving the transfer requires access to the account in which the transfer was purchased. If the Administrative Contact doesn't have access to the account, the email (containing the Transaction ID, Security Code, and instructions) should be forwarded to someone who does.

4. After the transfer is approved, we send a transfer request to the registry.
5. The registry notifies Network Solutions of the request.
6. Network Solutions sends an acceptance or denial notice to the registry. They have five calendar days to deny the transfer. Otherwise, the transfer is automatically approved.
7. The registry notifies us of the acknowledgement or denial.
8. We send an email confirming the transfer outcome to the email address on file in the customer account where the transfer was purchased.