

# 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](https://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, 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 main banner promotes domain registration for \$9.69. Below this, there are sections for affiliate programs, domain services, and SSL certificates. The SSL section highlights a price of \$9.95 per year for Geotrust RapidSSL certificates. A sidebar on the right contains a login form, password reset options, and a promotional offer for domains at \$2.99.

**REGISTER YOUR DOMAINS FOR JUST \$9.69. SEARCH NOW!**

1 Enter the domain name you want  
2 Choose your preferred extension(s)

www.

com  net  org  us  
 biz  info  eu  me

[Search](#)

[Bulk Domain Search](#)  
[Whois Lookup](#)

[More Extensions Available >>](#)

**Need Help? Try LIVE SUPPORT**

**Login to your account**

Username:   
Password:   
[Login Now!](#)

[Password Reset](#)  
[Signup for a Free Account](#)

**Promo: Domains \$2.99 Only**

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  
[Learn More...](#)

**What our customers say**

Hey guys, This is Chris F. from Moonbox Design. I just wanted to say its a small

**Affiliate Earn Great Commissions**  
Make Money by Promoting NameCheap!

**Services Included With Every Domain**

Domain name registration and transfers includes the following features

- Free URL Forwarding  
Direct & Cloaked With No Ads
- Free Email Forwarding (No Ads)  
you@yourdomain.com -> ISP
- Free Parking Page Included  
Your Domain will not go unresolved
- Free Transfer of Ownership
- Free Dynamic DNS With Client
- Free Security Features

**Transfer Domains to Namecheap**

www.

[Start Transfer Process!](#)

[Pricing Info](#) [Learn More](#) | [Transfer Process](#)

**Our Products**

**RapidSSL™ ~~19~~ 10<sup>95</sup>**

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 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 located at the top right, with the text "Domain Search: www." and ".com" selected, 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 | <a href="#">view</a>   |
| Domains expiring within 30 days    | 0 | <a href="#">view</a>   |
| Domains you have listed for sale   | 0 | <a href="#">view</a>   |
| Domains you have placed offers for | 0 | <a href="#">view</a>   |
| WhoisGuard subscriptions           | 1 | <a href="#">view</a>   |
| WhoisGuard expiring within 30 days | 0 | <a href="#">view</a>   |
| Transfer requests in progress      | 0 | <a href="#">status</a> |
| Number of unread recent messages   | 1 | <a href="#">read</a>   |
- QUICKLY MODIFY ONE OF YOUR DOMAIN:** A form with the text "Enter domain: www." followed by an input field containing "yourdomain.com" and a "Modify >>" button.
- Special Offer:** A yellow banner for ".tv" domains, stating "just \$17.99 only" for the 1st year, with a regular price of \$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 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"/> <a href="#">castleanthrax.info</a> | 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 contains a message: '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@registrarsearch.info (Admin Email)'. There is a 'Change Forwarded To Email' button. The 'SCHEDULE AUTOMATIC EMAIL CHANGE' section has a checkbox for 'To enhance privacy, automatically change WhoisGuard email every [ ] 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.

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 **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](#)

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**REGISTRANT CONTACT** PICK AN ADDRESS FROM MY PROFILE

Copy Information from:  ADMINISTRATIVE |  TECHNICAL |  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"/> |                                     |

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**ADMINISTRATIVE CONTACT** PICK AN ADDRESS FROM MY PROFILE

Copy Information from:  REGISTRANT |  TECHNICAL |  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"/> |                                     |

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**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](#)


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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 includes 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 provides 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**.

|   |   |
|---|---|
| <b>General</b>  |  <b>Modify Domain: <a href="#">castleanthrax.info</a></b>                  |
|  <a href="#">Change Contacts</a>           | <b>▶ SET/ RELEASE REGISTRAR LOCK FOR THIS DOMAIN</b>  |
|  <a href="#">Transfer DNS to Webhost</a>   | Current Lock Status : Locked  |
|  <a href="#">Switch To DNS System v1</a>   | <input type="radio"/> Set the registrar lock (Recommended). Unauthorized transfer will be prevented if lock is set.   |
|  <a href="#">Registrar Lock</a>            | <input checked="" type="radio"/> Release the registrar lock so that the domain can be transferred to some other registrar                                   |
|  <a href="#">Auto-Renew</a>                | <b>Save Changes</b>   |
|  <a href="#">List Domain For Sale</a>      | 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. |
|  <a href="#">TypoScan</a>                  | Related: Planning to transfer out this domain? <a href="#">Get EPP code</a> if required.  |
|  <a href="#">Whois Business Listing</a>    |   |
| <b>E-mail Management</b>  |   |
|  <a href="#">E-mail Forwarding Setup</a> |   |

**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.