

Preparing your Domain to transfer from 1&1

Getting Started

Before you can transfer a domain:

- **Disable** domain 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: 1and1.com
- You will need your account login username and password.
- If you do not have your account details, you will need to contact 1 & 1. Their support number is on their website.

Step 1: Go to 1and1.com. Click **Customer Login**.

Web Hosting Services and Domain Name Registration : 1&1 Internet Inc. - Microsoft Internet Explorer provided by Tucows.com Co.

http://order.1and1.com/xml/order/Home;jsessionid=65603821E138009C33EB97E524F90289.TCpfix141a?__reuse=12536

Customer Login | Webmail Login | 1&1 Products | About 1&1 | Affiliate Program | Contact | FAQ

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- UNLIMITED traffic

3 months FREE!

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- Mail
- eCommerce
- Servers
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3 months FREE!

Domains

Get your domain today. It takes just seconds to find and buy!

| | | |
|-------|--------|--------|
| .info | \$8.99 | \$0.99 |
| .com | \$8.99 | \$6.99 |
| .net | \$8.99 | \$8.99 |

www.

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Bring your team together!

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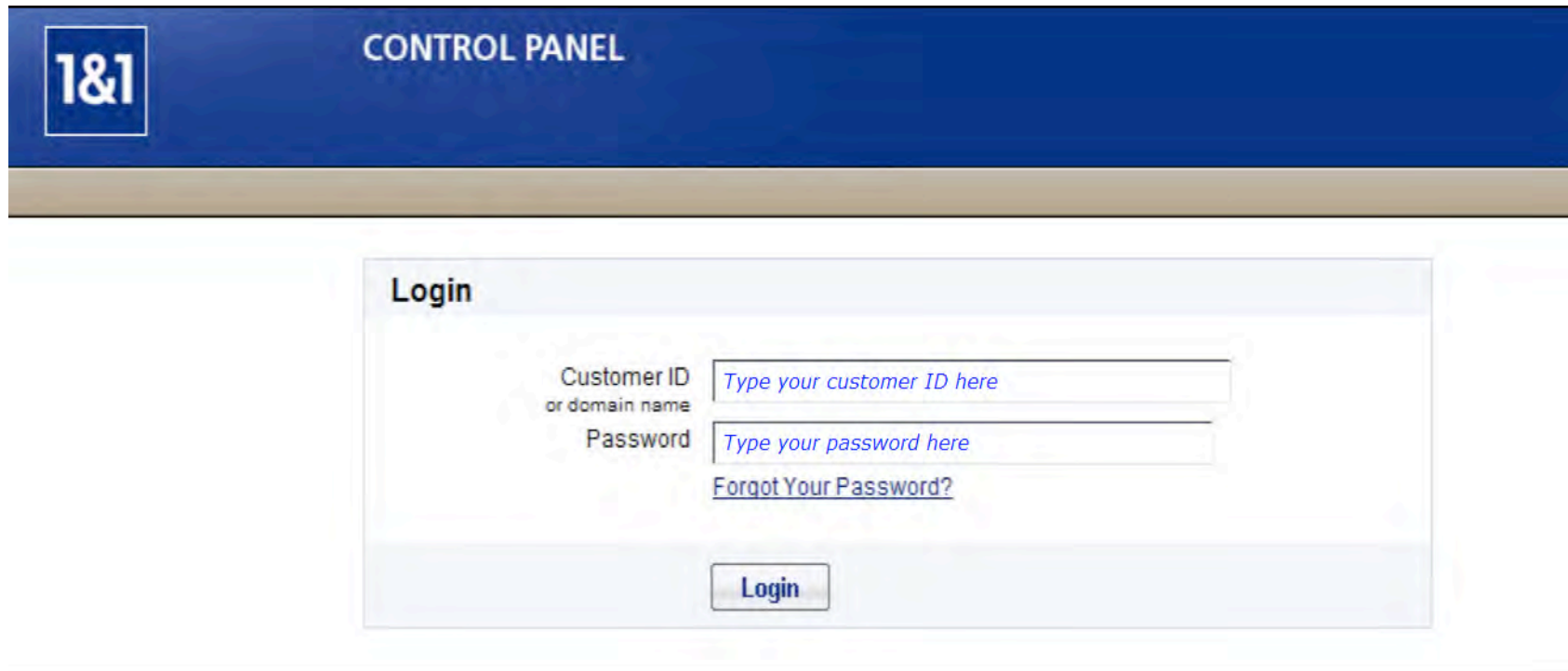
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Your Professional Collaboration Solution

Microsoft® Exchange

Seamless communication collaboration

Step 2: Login with your customer ID and password.



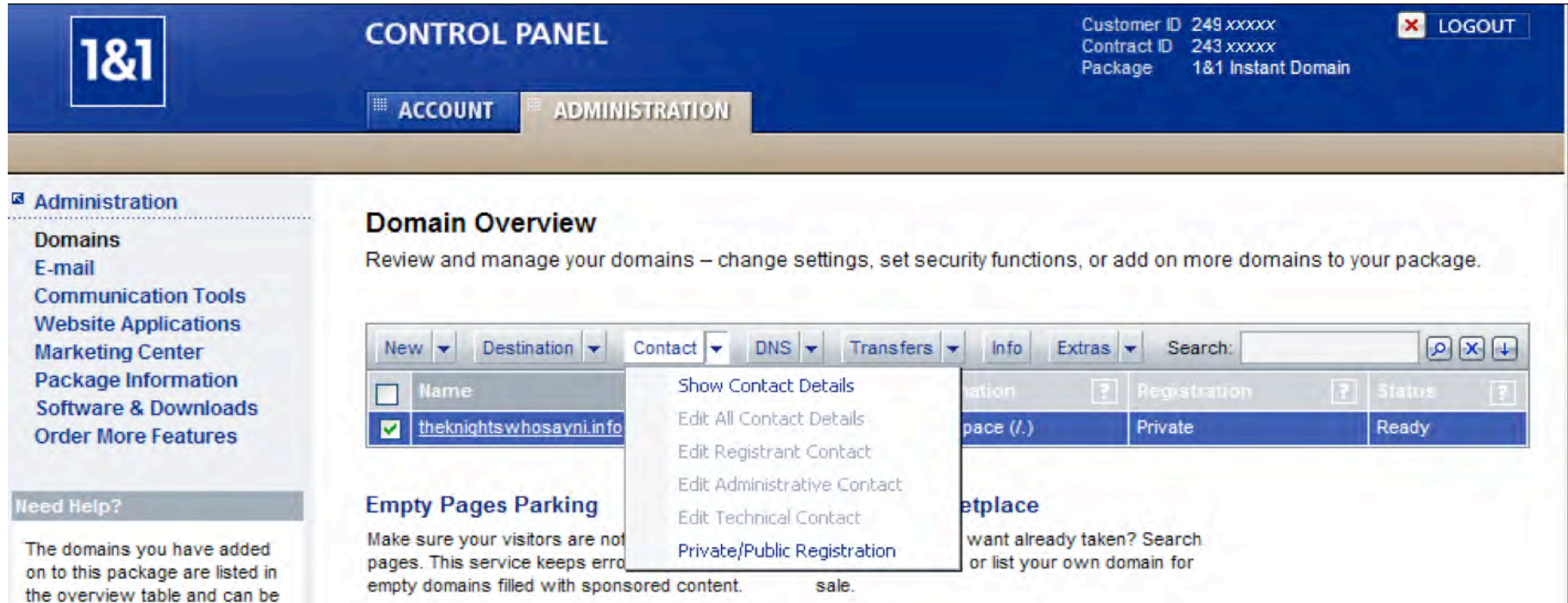
The image shows a screenshot of the 1&1 Control Panel login interface. At the top, there is a dark blue header with the 1&1 logo on the left and the text "CONTROL PANEL" in white. Below the header is a light blue box titled "Login". Inside this box, there are two input fields: the first is labeled "Customer ID or domain name" and contains the placeholder text "Type your customer ID here"; the second is labeled "Password" and contains the placeholder text "Type your password here". Below the password field is a blue link that says "Forgot Your Password?". At the bottom of the login box is a blue button labeled "Login".

Step 3: Select **Manage Domains**. Select the domain to be transferred.

The screenshot shows the 1&1 Control Panel interface. At the top, the 1&1 logo is on the left, and the text 'CONTROL PANEL' is in the center. On the right, account details are listed: Customer ID 2499, Contract ID 2435, and Package 1&1. Below the header, there are two tabs: 'ACCOUNT' and 'ADMINISTRATION', with 'ADMINISTRATION' being the active tab. The main content area shows 'Selected package: 1&1 Instant Domain'. Below this is a 'MESSAGE BOARD' section with a notification: 'You have 1 new message.' with a subject line 'Your order with 1&1 Internet'. A 'Go Directly To' section contains a list of links: 'Manage Domains', 'Payment Method', 'Package Usage', 'Account Settings', 'Affiliate Program', and 'Show E-mail Settings'. To the right of this list are links for 'Help (FAQs) & Contact', 'Video Tours', 'Easy Setup Guide (PDF 1.5 MB)', and 'Manuals'. At the bottom, there is a 'Basic Settings' section with two icons: a house icon for 'Domains' and an envelope icon for 'E-mail'.

Step 4a: Disable Privacy

To update contact information, domain privacy must be disabled. The "public" setting is required to complete the transfer. From the Contact drop-down list, choose **Private/Public Registration**. If your registration is already set to **Public**, skip to the **Step 5a: Update Domain Contacts - Domain Registration Public**.



The screenshot shows the 1&1 Control Panel interface. At the top, there is a blue header with the 1&1 logo, the text "CONTROL PANEL", and user information: "Customer ID 249 xxxxx", "Contract ID 243 xxxxx", and "Package 1&1 Instant Domain". A "LOGOUT" button is in the top right. Below the header are two tabs: "ACCOUNT" and "ADMINISTRATION".

The main content area is titled "Domain Overview" and includes the instruction: "Review and manage your domains – change settings, set security functions, or add on more domains to your package." Below this is a table with columns for "Name", "Registration", and "Status". A context menu is open over the "Contact" column of the first row, which contains the following options: "Show Contact Details", "Edit All Contact Details", "Edit Registrant Contact", "Edit Administrative Contact", "Edit Technical Contact", and "Private/Public Registration".

On the left side, there is a navigation menu under "Administration" with links for "Domains", "E-mail", "Communication Tools", "Website Applications", "Marketing Center", "Package Information", "Software & Downloads", and "Order More Features". Below this is a "Need Help?" section with the text: "The domains you have added on to this package are listed in the overview table and can be".


| | Name | Registration | Status |
|-------------------------------------|-------------------------|--------------|--------|
| <input checked="" type="checkbox"/> | theknightswhosayni.info | Private | Ready |

Step 4b: Select **Public**. Click **OK**.

Private/Public Registration

Decide whether to show your contact details online or to use 1&1 private registration service.

Selected Domain(s)
theknightswhosayni.info (Private)

Registration
Register domain(s) Public  Private

Your domain contact details will be made public and listed in WHOIS.
To make changes to your contact details, click on **OK** to return to the overview page. Select the domain from the table and click on **Contact** to reach the edit page.

Step 5a: Update Contact Information

This step ensures that you will receive all notifications for your transfer request.

The registrant contact details screen will appear.

From the **Data Source** drop-down list, there are two different contact options. You can use the existing contact or make changes.

To keep the current contact, select **Use this data for the administrative (Admin-C) and technical (Tech-C) domain contact details**. To make changes, go to **Step 6**.

Select the check box: I am aware that I am conducting a change of ownership of the domain(s) and confirm that this is made with the consent of or at the request of the current owner (registrant: Reg-C)

Click **Next**.

Step 5b: (cont.)

Registrant Contact Details (Reg-C)

Change the registrant (Reg-C) of the chosen domain(s).

Reg-C Data

Data source

Title Mr.
First name Bob
Last name Smith
Company Smith Inc.
Address 111 Avenue Rd.
Address 2
City Toronto
State or province ON
Zip or postal code M1M 0M0
Country CDN
E-mail mail@registrarresearch.info
Phone +1.4165551212
Fax

I am aware that I am conducting a change of ownership of the domain(s) and confirm that this is made with the consent of or at the request of the current owner (registrant; Reg-C).

Admin-C and Tech-C Use this data for the administrative (Admin-C) and technical (Tech-C) domain contact details.
 Set a different administrative contact (Admin-C) and a technical contact (Tech-C) than the Reg-C.

Mr.

Step 5c: Scroll down the **Domain Contact Details Overview** screen, and then click **Submit**.

+1.416.5551212

Admin-C Data

Mr. Bob Smith
Smith Inc.
111 Avenue Rd.
Toronto, ON M1M 0M0
CDN
mail@registrarresearch.info
+1.416.5551212

Tech-C Data

Mr. Bob Smith
Smith Inc.
111 Avenue Rd.
Toronto, ON M1M 0M0
CDN
mail@registrarresearch.info
+1.416.5551212

Step 5d: Click **Go To Overview**. Skip to **Step 8**.

Process Finished

All changes have been applied to the selected domain(s). They will be updated with the respective registry.

[Go To Overview](#)

Step 6a: (instructions for next slide)

From the Data Source drop-down list, select **Let me use an alternate Reg-C**. Enter your contact information. These changes may take time for the system to update. All changes will need to be completed in the system before you can proceed with the transfer request.

Select the check box next to: **I am aware that I am conducting a change of ownership of the domain(s) and confirm that this is made with the consent of or at the request of the current owner (registrant; Reg-C) and select Use this data for the administrative (Admin-C) and technical (Tech-C) domain contact details.**

Click **Next**.

Step 6b: (cont.)

Registrant Contact Details (Reg-C)

Change the registrant (Reg-C) of the chosen domain(s).

Reg-C Data

| | | | |
|----------------------------------|-----------------------------------|-----|------|
| Data source | Let me use an alternative Reg-C ▾ | | |
| Title | Mr. ▾ | | |
| First name | Bob | | |
| Last name | Smith | | |
| Company | Smith Inc. | | |
| Address | 111 Avenue Rd. | | |
| Address 2 | | | |
| City | Toronto | | |
| State or province | Ontario (ON) ▾ | | |
| Zip or postal code | M1M 0M0 | | |
| Country | Canada ▾ | | |
| E-mail | mail@registrarresearch.info | | |
| Country code / Area code / Phone | 416 | 555 | 1212 |
| Country code / Area code / Fax | | | |

I am aware that I am conducting a change of ownership of the domain(s) and confirm that this is made with the consent of or at the request of the current owner (registrant, Reg-C).

- Admin-C and Tech-C
- Use this data for the administrative (Admin-C) and technical (Tech-C) domain contact details.
 - Set a different administrative contact (Admin-C) and a technical contact (Tech-C) than the Reg-C.

Cancel

Next

Step 6c: Scroll down the **Domain Contact Details Overview** screen and click **Submit**.

+1.416.5551212

Admin-C Data

Mr. Bob Smith
Smith Inc.
111 Avenue Rd.
Toronto, ON M1M 0M0
CDN
mail@registrarresearch.info
+1.416.5551212

Tech-C Data

Mr. Bob Smith
Smith Inc.
111 Avenue Rd.
Toronto, ON M1M 0M0
CDN
mail@registrarresearch.info
+1.416.5551212

Step 6d: Click **Go To Overview**.

Process Finished

All changes have been applied to the selected domain(s). They will be updated with the respective registry.

[Go To Overview](#)


Step 7:

The domain status will be listed as **‘updating’** until the changes have completed.

You will be unable to make further changes until the domain status is set to **Ready**.

Domain Overview

Review and manage your domains – change settings, set security functions, or add on more domains to your package.

| <input type="checkbox"/> | Name | Type | Web space (I.) | Registration | Status |
|--------------------------|---|------------|----------------|--------------|--|
| <input type="checkbox"/> | theknightswhosayni.info | 1&1 Domain | Web space (I.) | Public |  updating |

Step 8a: Unlock your Domain

Choose **Lock/Unlock** from the **Transfers** menu. Unlocking your domain allows your new provider to transfer the domain.

Domain Overview

Review and manage your domains – change settings, set security functions, or add on more domains to your package.

| New ▾ | | | | Destination ▾ | | Contact ▾ | | DNS ▾ | | Transfers ▾ | | Info | | Extras ▾ | |
|-------------------------------------|---|---|---|----------------|---|--------------|--|-------|--|-------------|--|------|--|----------|--|
| <input type="checkbox"/> | Name | ? | ↓ | Destination | ? | Registration | | | | | | | | | |
| <input checked="" type="checkbox"/> | theknightswhosayni.info | | | Web space (/.) | | Public | | | | | | | | | |

Step 8b: Change the **Status** to **Unlock**, and then click **OK**.

Domain Locks

Domain: **theknightswhosayni.info**

Status Lock
 Unlock

Warning: If a domain is unlocked, we will allow transfers to registrars on their demand without further notice. Be sure always to have your domain in a locked status.

Step 8c: Click **Go To Overview**.

Action Successful

We have unlocked your domain and will acknowledge ("ACK") claims from other registrars for this domain! For security reasons, we recommend to leave your domain in a locked status, if you would not like to allow transfers.

[Go To Overview](#)

Step 9: Obtain the authorization code. The auth code will be required by your new domain provider to complete the transfer. Select the check box next to the domain name, and then click **Info**.

Domain Overview

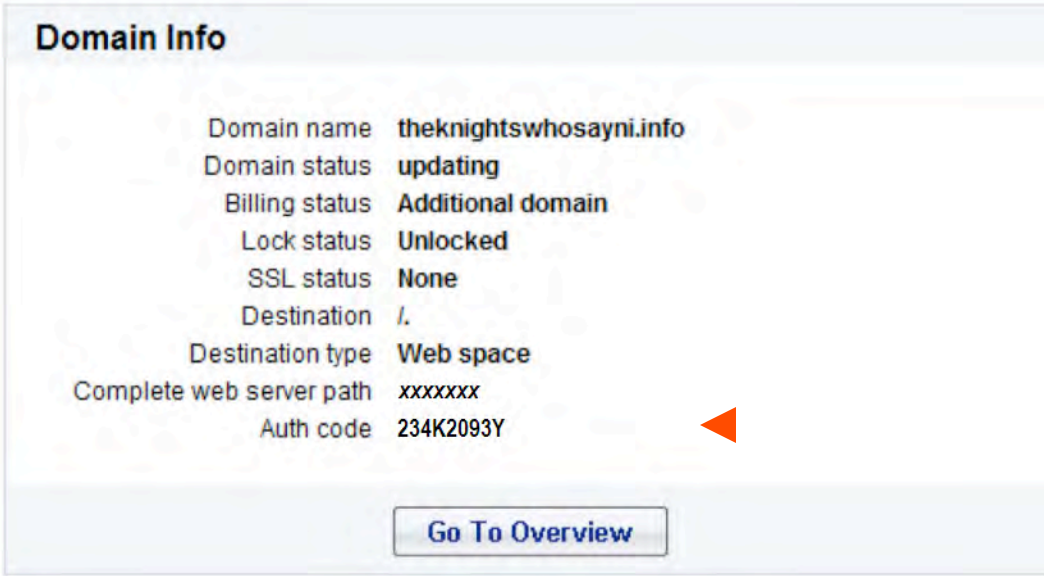
Review and manage your domains – change settings, set security functions, or add on more domains to your package.

| <input type="checkbox"/> | Name <input type="button" value="?"/> <input type="button" value="↓"/> | Type <input type="button" value="?"/> | Destination <input type="button" value="?"/> | Registration |
|-------------------------------------|--|---------------------------------------|--|--------------|
| <input checked="" type="checkbox"/> | theknightswhosayni.info | 1&1 Domain | Web space (/.) | Public |

...

Step 10:

Record your domain auth code, and then click **Go To Overview**.



The screenshot shows a 'Domain Info' panel with the following details:

| | |
|--------------------------|-------------------------|
| Domain name | theknightswhosayni.info |
| Domain status | updating |
| Billing status | Additional domain |
| Lock status | Unlocked |
| SSL status | None |
| Destination | /. |
| Destination type | Web space |
| Complete web server path | xxxxxxx |
| Auth code | 234K2093Y |

An orange arrow points to the 'Auth code' field. Below the table is a button labeled 'Go To Overview'.

You are ready to transfer your domain.