

# Preparing your Domain to transfer from Namecat

# 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.
- **Verify** that the domain is unlocked.
- **Confirm** your administration email address in the domain registry records.
- **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: [namecat.com](http://namecat.com)
- You will need your customer number or login name and password.
- If you do not have your account details, you will need to contact Namecat. Their support number is on their website.

# Step 1: Log in to your account with your user ID and password.

The screenshot shows the Namecat.com website interface. At the top, there is a blue banner with the Namecat logo (a cartoon cat) and the text "Namecat.com" and "get your name on! SINCE 2001". A green box on the right says "GET HELP 24/7 OR EVEN ORDER BY PHONE call any time 1-480-624-2500". Below the banner, there is a navigation bar with "Support:(480) 624-2500" and "Welcome Michael! | Log out | Account Manager | Change Password | USD | [Canada Flag] | [Shopping Cart Icon]". A secondary navigation bar includes "Home · ICANN · My Account · What's New · FAQ" and a "Start Domain Search" button with a "GO!" button.

The main content area features a green navigation bar with categories: "Domain Names", "Web Hosting", "SSL Certificates", "Email Accounts", "Marketing Tools", and "Build a Website". Below this, there are buttons for "Manage", "Renew", and "Upgrade".

The central focus is a login form titled "Please log in to continue". The form contains two input fields: "Customer # or Login Name: Type your customer ID here" and "Password: Type your password here". A red "Secure Login" button is positioned below the password field. The entire login form area is enclosed in an orange rectangular box.

To the right of the login form, there are two bullet points: "I need to [setup a new account](#)." and "Help me [retrieve my password](#).". Below these is a section titled "Buyer Profile" with the text: "Create a Buyer Profile to use for all upcoming purchases. It's a safe, easy way to store payment information, product preferences and recently viewed items. Login now to set up your profile!".

The left sidebar contains several sections: "MY PRODUCTS" with a "Show All My Products" link; "MY ACCOUNT" with a user icon; "MY RENEWALS & UPGRADES" with a calendar icon; "SUPPORT" with a telephone icon, including "Telephone Support & Sales Est. Wait Time: 4 minutes.", "24x7 Technical Support U.S. (480) 624-2500", "24x7 Billing Support U.S. (480) 624-2515", "Email Support Est. Wait Time: 3 hours.", and "Access Email Support System"; "Online Help Visit the Help Center"; and "MY EMAIL ACCOUNT" with an envelope icon.

The footer contains a navigation bar with links: "Store Home | Catalog | Shopping Cart | My Account | Frequently Asked Questions | Support | Whois | What's New | Legal Agreements | Bookmark This Site". On the right, it says "Now Pay with ".

# Step 2: Click Domain Manager. (This will open in a new window.)

The screenshot shows a web hosting control panel with a green navigation bar at the top containing tabs for Domain Names, Web Hosting, SSL Certificates, Email Accounts, Marketing Tools, and Build a Website. A sidebar on the left lists various services, with 'Domain Manager' highlighted in an orange box. The main content area displays the user's name 'BOB SMITH', account details, and an 'Account Alerts' section. Below this is a 'DOMAINS' section with a search bar and a table of domain information.

**Navigation Tabs:** Domain Names, Web Hosting, SSL Certificates, Email Accounts, Marketing Tools, Build a Website

**Sidebar Menu:** Manage, Renew, Upgrade, MY PRODUCTS (Domains, Domain Manager), Free Products, MY ACCOUNT, MY RENEWALS & UPGRADES, SUPPORT (Telephone Support & Sales, 24x7 Technical Support, 24x7 Billing Support, Email Support), Access Email Support System, Online Help, MY EMAIL ACCOUNT, RECOMMENDED PRODUCTS (Web Site Hosting, Email, Search Engine Visibility, Quick Shopping Cart®)

**Account Information:** BOB SMITH, Customer Number: 84654321, PIN: \*\*\*\*, Update Security Settings, Contact Support

**Account Alerts:** You have no alerts at this time.

**DOMAINS Section:** View Domain Manager, Search Domains: [Enter Domain Name] GO!

Domain Name	Expires	Domain Features
BOBSMITHSMILES1.COM	3/30/2011	[Advanced Details] [Icons]

**PRODUCTS Section:** Domains, Accounts: 1

**RECENT ORDERS Section:** View Order History

**Step 3:** Select the check box next to your domain name to be transferred. You can also double-click on the domain.

The screenshot shows the NameCat.com Domain Manager interface. The top navigation bar includes "NameCat.com", "My Account > DOMAINMANAGER", "Welcome: bob...", "Log Out", "My Account", and "Storefront". Below this is a secondary navigation bar with "Domains", "Buy/Sell", "Tools", and "Help" buttons, along with "Register Domains" and "Feedback" links. The main content area is titled "Domains" and features a "New! Protect Your Domain Name See More ..." notification. A sidebar on the left contains "Organize", "History", and "Search" tabs, and a list of "All My Domains", "Folders", "Saved Searches", and "Preset Profiles". The main table displays a list of domains with columns for "Domain Name", "Expires", "Status", and "Features". The domain "BOBSMITHSMILES1.COM" is highlighted with a red box, and its selection checkbox is checked. The table also includes a "Print List" button.

Domain Name	Expires	Status	Features
<input checked="" type="checkbox"/> BOBSMITHSMILES1.COM	3/30/2011	Active	

**Step 4:** Disable Privacy. This is required to complete the transfer. Under **Domain Enhancements**: Check that **Privacy** is set to **Off**. To change, click **Manage** next to **Privacy**.

## Domain Enhancements

Privacy: On

[Learn More/Add](#)

Domain Ownership Protection: Off

[Learn More/Add](#)

Certified Domain: No certification.

[Learn More/Add](#)

Domain Appraisals: No appraisals.

[Learn More/Add](#)

Business Registration: Off

[Learn More/Add](#)

**Step 5:** A Domains By Proxy login screen will pop up in a new window. Log in with your **Domains By Proxy** login and password.

https://idp.domainsbyproxy.com/?SPKey=SPDBP03&prog\_id=&myaurl=%2flogin.aspx - My Account Login - Micr...

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### My Account

Please login to your account in order to:

- Review and manage your private domain names;
- Review and manage your email forwarding preferences;
- View email messages from Domains By Proxy®; and
- Obtain an authorization letter in connection with a secure or digital certificate, merchant account or other business matter.

Customer # or Login Name:

Password:  [Forgot your password?](#)

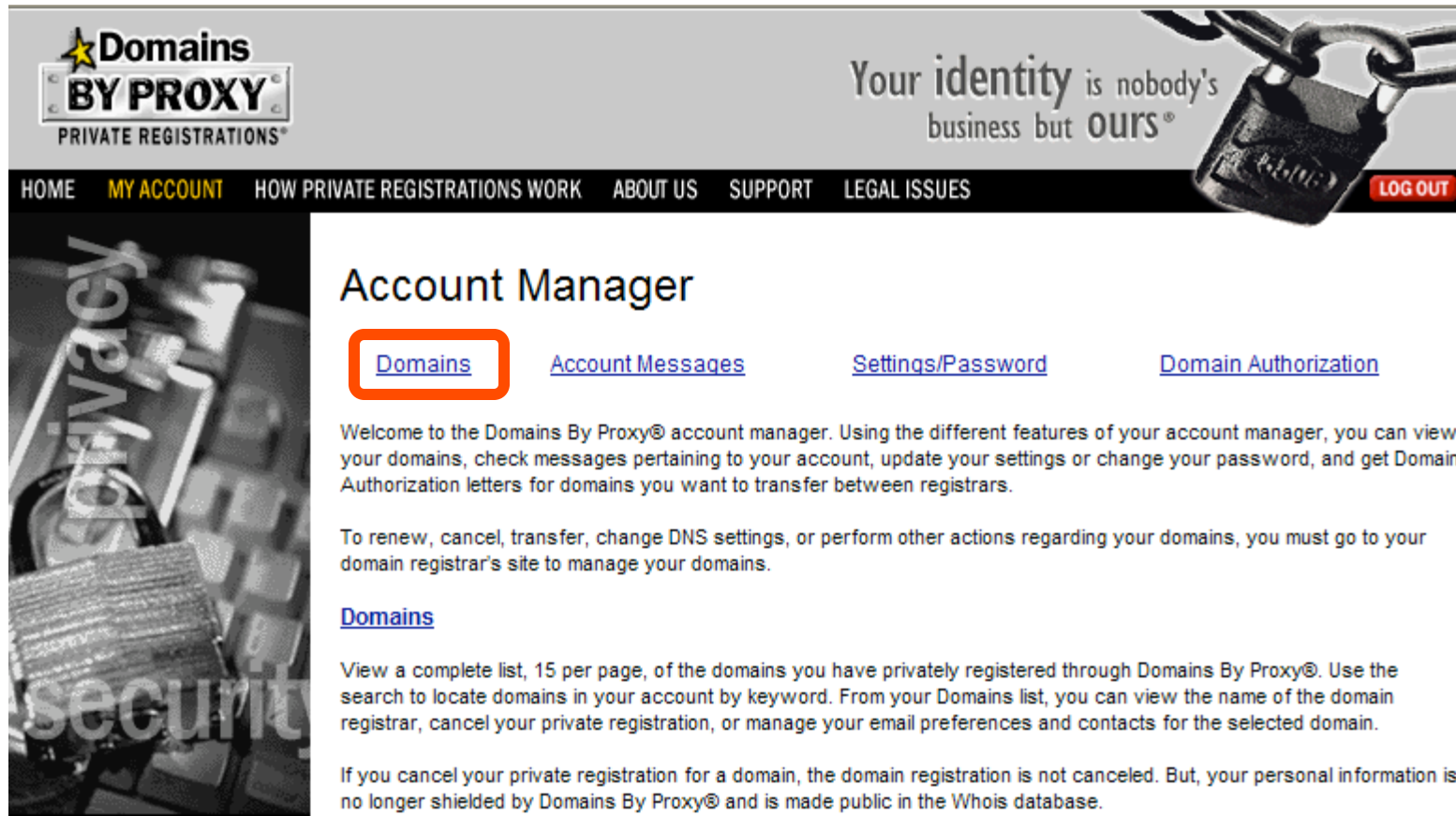
**Log On**

If you are in law enforcement, [click here](#)  
For our subpoena policies, [click here](#)

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## Step 6: Click Domains.



The screenshot shows the Domains By Proxy account manager interface. At the top left is the logo for Domains BY PROXY PRIVATE REGISTRATIONS. To the right is a banner with the text "Your identity is nobody's business but OURS" and an image of a padlock. Below the banner is a navigation bar with links for HOME, MY ACCOUNT, HOW PRIVATE REGISTRATIONS WORK, ABOUT US, SUPPORT, LEGAL ISSUES, and a LOG OUT button. The main content area is titled "Account Manager" and features four navigation links: Domains (highlighted with a red box), Account Messages, Settings/Password, and Domain Authorization. Below these links is a welcome message and a paragraph explaining that users must go to their domain registrar's site to manage domains. A "Domains" link is provided, followed by a paragraph explaining that users can view a list of domains and manage their private registration. A final paragraph states that canceling private registration does not cancel the domain registration and that personal information is made public in the Whois database.

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### Account Manager

[Domains](#) [Account Messages](#) [Settings/Password](#) [Domain Authorization](#)

Welcome to the Domains By Proxy® account manager. Using the different features of your account manager, you can view your domains, check messages pertaining to your account, update your settings or change your password, and get Domain Authorization letters for domains you want to transfer between registrars.

To renew, cancel, transfer, change DNS settings, or perform other actions regarding your domains, you must go to your domain registrar's site to manage your domains.

[Domains](#)

View a complete list, 15 per page, of the domains you have privately registered through Domains By Proxy®. Use the search to locate domains in your account by keyword. From your Domains list, you can view the name of the domain registrar, cancel your private registration, or manage your email preferences and contacts for the selected domain.

If you cancel your private registration for a domain, the domain registration is not canceled. But, your personal information is no longer shielded by Domains By Proxy® and is made public in the Whois database.

**Step 7:** Search for the domain name that you want to transfer. Click **Continue**. Select the check box below **Cancel your Private Registration**. Click **Continue**.

The screenshot shows the Domains By Proxy website. The header includes the logo "Domains BY PROXY PRIVATE REGISTRATIONS" and a slogan "Your identity is nobody's business but OURS" with a padlock icon. A navigation bar contains links for HOME, MY ACCOUNT, HOW PRIVATE REGISTRATIONS WORK, ABOUT US, SUPPORT, LEGAL ISSUES, and a LOG OUT button. The main content area is titled "Domains" and includes links for Account Manager, Account Messages, Settings/Password, and Domain Authorization. A paragraph explains that the list shows privately registered domain names and provides instructions on how to update contact information or cancel a registration. A note states that only actively registered domain names will appear. Below this is a search bar with a "Search For" field, "Go" and "Reset" buttons, and a "Rows per page" dropdown set to 15. A table displays one domain: MICHAELGOLDSTEINSMILES.COM, registered through NameCat.com. The table has columns for domain name, registered through, and a checkbox for "Cancel Your Private Registration". The checkbox is checked. The page number "Page 1 / 1" is shown at the bottom right of the table. A yellow "Continue" button is located at the bottom right of the page.

**Domains**

[Account Manager](#)   [Account Messages](#)   [Settings/Password](#)   [Domain Authorization](#)

Below is a list of all your privately registered domain names. To update the domain's non-public registrant, technical, administrative or billing contacts, or to select a particular email preference for a particular domain, click on the domain name. To Cancel Domains By Proxy® for a privately registered domain name, select the check box and click Continue.

**NOTE:** Only actively registered domain names will appear on this list. If you have purchased a private registration for a domain name and it does not appear on this list, please contact your domain registrar to determine the status of that domain name.


Search For

Rows per page: 15


	<a href="#">Registered Through</a>	<input type="checkbox"/>
<a href="#">MICHAELGOLDSTEINSMILES.COM</a>	NameCat.com	<input checked="" type="checkbox"/>

Page 1 / 1  
Page 1 / 1

# Step 8: Select the check box below **Cancel your Private Registration.** Click **Continue.**



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HOME MY ACCOUNT HOW PRIVATE REGISTRATIONS WORK ABOUT US SUPPORT LEGAL ISSUES LOG OUT

## Cancel Domains By Proxy

[Account Manager](#) [Domains](#) [Account Messages](#) [Settings/Password](#) [Domain Authorization](#)

When you cancel Domains By Proxy®, your private registration will revert to a public one. This means **your** name, email, postal address, phone number, and fax number (if applicable) will be available for public viewing in Whois.

**Canceling your private registration service does not entitle you to a refund.**  
**Are you sure you want to cancel Domains by Proxy® for the following domain name(s)?**

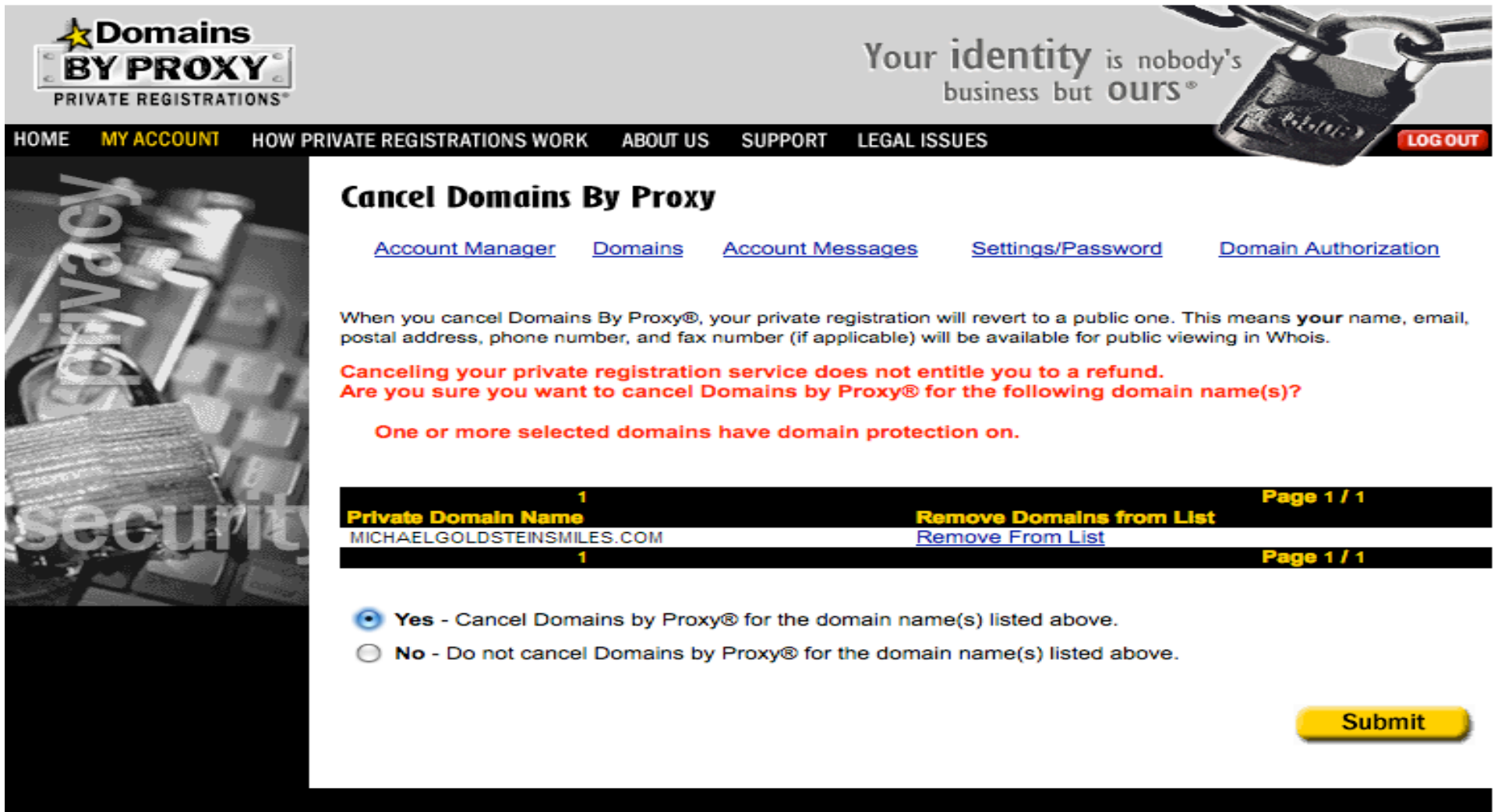
1	Page 1 / 1
<b>Private Domain Name</b>	<b>Remove Domains from List</b>
MICHAELGOLDSTEINSMILES.COM	<a href="#">Remove From List</a>
1	Page 1 / 1

**Yes** - Cancel Domains by Proxy® for the domain name(s) listed above.

**No** - Do not cancel Domains by Proxy® for the domain name(s) listed above.

**Submit**

**Step 9:** A second confirmation screen will appear. Select “Yes – Cancel Domains by Proxy for domain name(s) listed above”. Click **Submit**.



The screenshot shows the Domains By Proxy website interface. At the top left is the logo with a star and the text "Domains BY PROXY PRIVATE REGISTRATIONS". To the right is a banner with the text "Your identity is nobody's business but OURS" and an image of a padlock. Below the banner is a navigation bar with links: HOME, MY ACCOUNT, HOW PRIVATE REGISTRATIONS WORK, ABOUT US, SUPPORT, LEGAL ISSUES, and a red LOG OUT button. The main content area is titled "Cancel Domains By Proxy" and contains several links: Account Manager, Domains, Account Messages, Settings/Password, and Domain Authorization. A paragraph explains that canceling private registration reverts it to public, making contact information available in Whois. A red warning states: "Canceling your private registration service does not entitle you to a refund. Are you sure you want to cancel Domains by Proxy® for the following domain name(s)?" Below this, another red warning says: "One or more selected domains have domain protection on." A table lists the domain name and a link to remove it from the list. At the bottom, there are two radio button options: "Yes - Cancel Domains by Proxy® for the domain name(s) listed above." (which is selected) and "No - Do not cancel Domains by Proxy® for the domain name(s) listed above." A yellow Submit button is located at the bottom right.

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HOME MY ACCOUNT HOW PRIVATE REGISTRATIONS WORK ABOUT US SUPPORT LEGAL ISSUES LOG OUT

### Cancel Domains By Proxy

[Account Manager](#) [Domains](#) [Account Messages](#) [Settings/Password](#) [Domain Authorization](#)

When you cancel Domains By Proxy®, your private registration will revert to a public one. This means **your** name, email, postal address, phone number, and fax number (if applicable) will be available for public viewing in Whois.

**Canceling your private registration service does not entitle you to a refund.**  
**Are you sure you want to cancel Domains by Proxy® for the following domain name(s)?**

**One or more selected domains have domain protection on.**

Private Domain Name	Remove Domains from List	Page 1 / 1
MICHAELGOLDSTEINMILES.COM	<a href="#">Remove From List</a>	Page 1 / 1

**Yes** - Cancel Domains by Proxy® for the domain name(s) listed above.  
 **No** - Do not cancel Domains by Proxy® for the domain name(s) listed above.

**Submit**

## Step 10:

A confirmation screen will appear. Close the Domains by Proxy Window. Return to the Namecat Domain Manager page.

Below is a list of all your privately registered domain names. To update the domain's non-public registrant, technical, administrative or billing contacts, or to select a particular email preference for a particular domain, click on the domain name. To Cancel Domains By Proxy® for a privately registered domain name, select the check box and click Continue.

**NOTE:** Only actively registered domain names will appear on this list. If you have purchased a private registration for a domain name and it does not appear on this list, please contact your domain registrar to determine the status of that domain name.

Your request has been processed but may take a few minutes to appear. Please be patient.

<b>Search For</b> <input type="text"/>		<b>Go</b>	<b>Reset</b>	Rows per page: <input type="text" value="15"/>
1				Page 1 / 1
<b>Domain</b>	<b>Registered Through</b>			<b>Cancel Your Private Registration</b>
<a href="#">MICHAELGOLDSTEINSMILES.COM</a>	Namecat			<input type="checkbox"/>
1				Page 1 / 1

**Continue**

The status message "Your request has been processed but may take a few minutes to appear. Please be patient." will be displayed.

You can close the Domains By Proxy window and return to your Namecat Domain Manager page.

## Step 11: Unlock your domain.

Unlocking your domain allows your new provider to transfer the domain. Change the **Lock** Status to “unlocked”. Under the **Domain Information**, click **Manage** next to **Locked**.

### Domain Information

---

Registered: 3/30/2010

Locked: Locked

[Manage](#)

Expires On: 3/30/2011

[Renew Now](#)

Auto Renew: On

[Manage](#)

Status: Active

[Refresh Page](#)

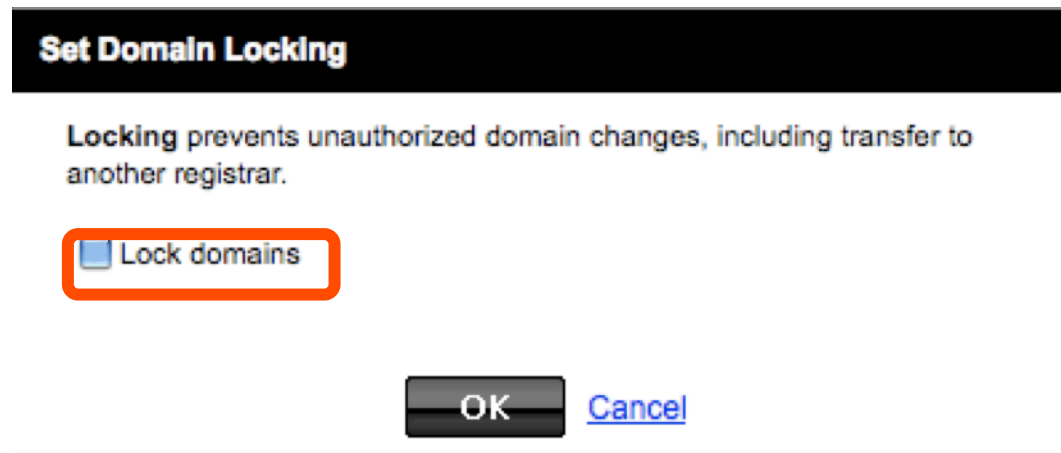
Authorization Code:

[Send by Email](#)

Forwarding: Off

[Manage](#)

**Step 12:** Deselect the check box **Lock domains**, and then click **OK**.



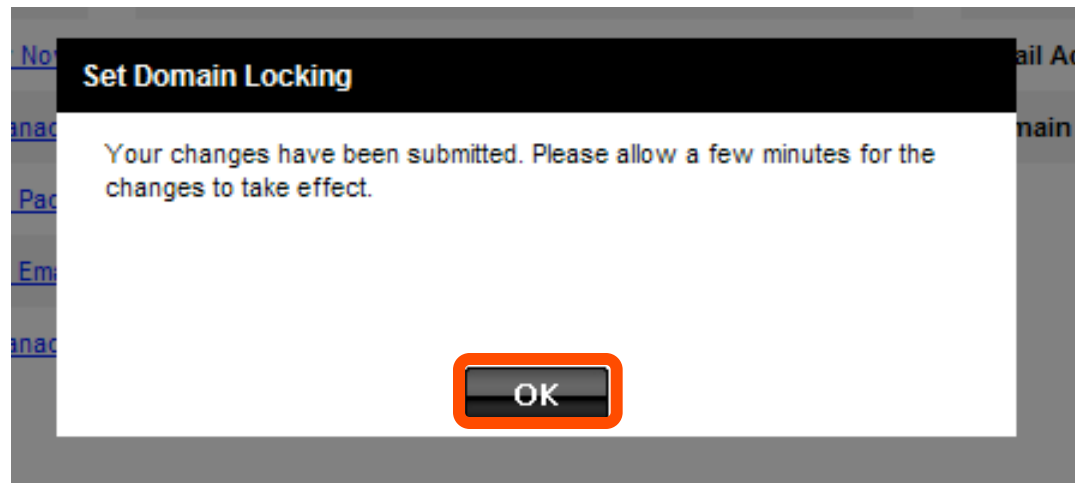
**Set Domain Locking**

Locking prevents unauthorized domain changes, including transfer to another registrar.

Lock domains

OK [Cancel](#)

**Step 13:** A second confirmation screen will appear. Click **OK**.





**Step 14:** Refresh the browser window to **verify** that your domain is listed as unlocked.

## Domain Information

---

Registered: 3/30/2010

**Locked: Unlocked**

[Manage](#)

Expires On: 3/30/2011

[Renew Now](#)

Auto Renew: On

[Manage](#)

Status: Active

[Refresh Page](#)

Authorization Code:

[Send by Email](#)

Forwarding: Off

[Manage](#)

**Step 15:** Update contact information. This step ensures that you will receive all notifications for your transfer request. In the Namecat Domain Manager page, click **Contact**. If you change your email address, changes may take a few hours to complete in the systems.

The screenshot shows the Namecat Domain Manager interface for the domain BOBSMITHSMILES1.COM. The top navigation bar includes links for Domains, Buy/Sell, Tools, and Help. The main content area is divided into several sections:

- Domain Information:** Registered: 3/30/2010, Locked: Locked, Expires On: 3/30/2011, Auto Renew: On, Status: Active, Authorization Code, Forwarding: Off.
- Domain Enhancements:** Privacy: Off, Domain Ownership Protection: Off, Certified Domain: No certification, Domain Appraisals: No appraisals, Business Registration: Off.
- Related Products:** Hosting: Not hosted here, Email Accounts: No email accounts, Domain Starter Page: No starter page, Domain Bundle: Options available.
- Nameservers:** NS25.DOMAINCONTROL.COM, NS26.DOMAINCONTROL.COM.
- Total DNS:** ARecord @ 68.178.232.99, CNAME www @, CNAME mobilemail mobilemail-v01.prod.mesa1.secureserver.net, CNAME pda mobilemail-v01.prod.mesa1.secureserver.net, MX @ smtp.secureserver.net, MX @ mailstore1.secureserver.net.
- TLD Specific:** Not Applicable.

The 'Contact' icon in the top navigation bar is highlighted with a red circle.

**Step 16:** Click **Administrator** and verify your associated email address. Click **OK**.

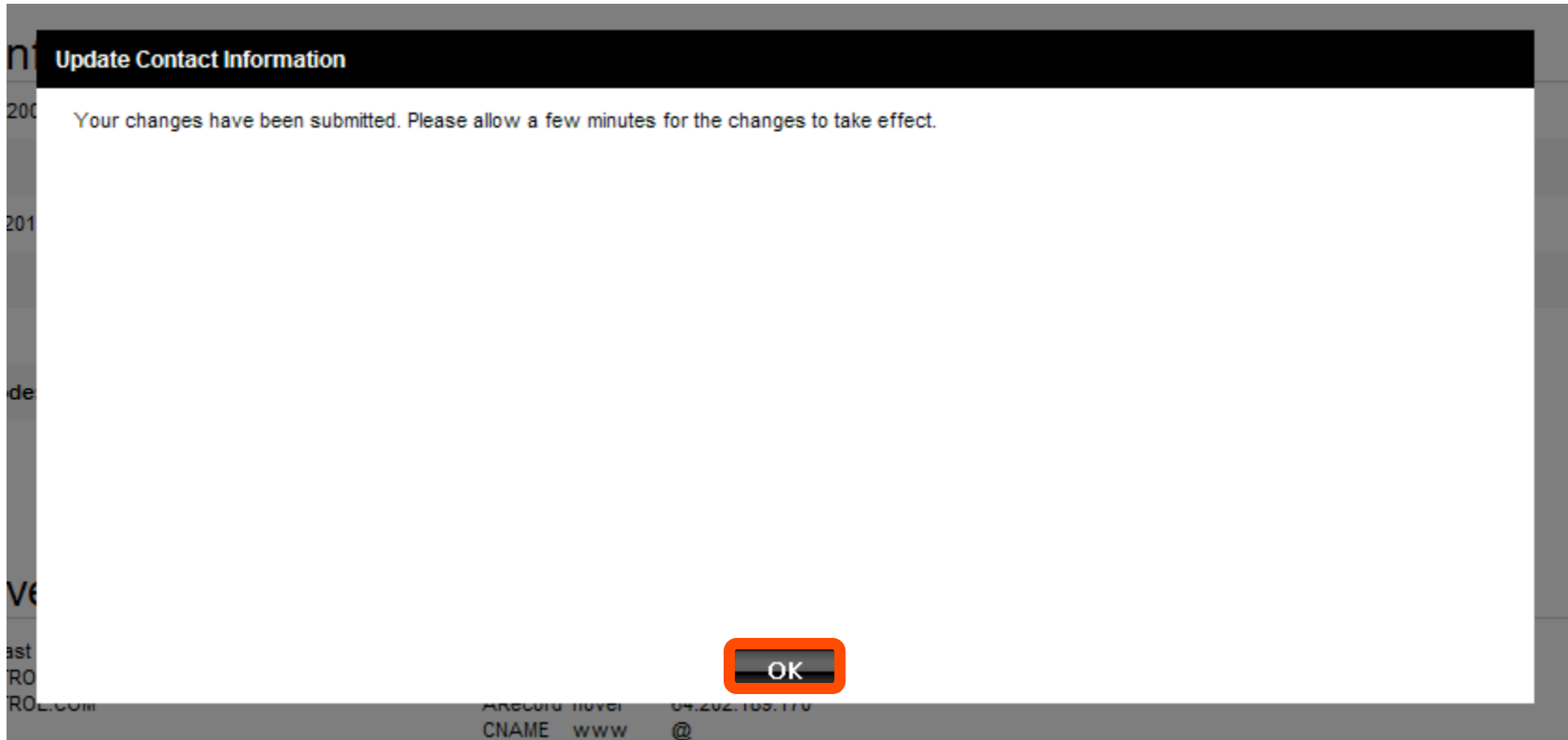
**Update Contact Information**

Registrant Administrator Technical Billing  Copy to all contact types \* Required

<b>Organization:</b> <input type="text"/>	<b>First name: *</b> <input type="text" value="Bob"/>	<b>Last name: *</b> <input type="text" value="Smith"/>
<b>Address 1: *</b> <input type="text" value="111 Avenue Rd."/>	<b>Address 2:</b> <input type="text"/>	<b>Country: *</b> <input type="text" value="Canada"/>
<b>City: *</b> <input type="text" value="Toronto"/>	<b>Province: *</b> <input type="text" value="Ontario"/>	<b>Postal code: *</b> <input type="text" value="M1M0M0"/>
<b>Phone number: *</b> <input type="text" value="+1 (416) 555-1212"/>	<b>Fax number:</b> <input type="text" value="+1"/>	<b>Email address: *</b> <input type="text" value="bobsmith1s@smith.net"/>

[Cancel](#)

**Step 17:** A second confirmation screen will appear. Click **OK**.



**Step 18:** Obtain auth code. An authorization code is required to initiate the domain transfer. Click **Send by Email** next to **Authorization Code**.

The screenshot shows a domain management dashboard for the domain BOBSMITHSMILES1.COM. The interface includes a navigation bar with 'Domains', 'Buy/Sell', 'Tools', and 'Help' buttons, and a search bar with a 'Go' button. Below the search bar is a toolbar with icons for various actions: Organize, Locking, Cash in, Upgrade, Renew, Forward, Contact, Nameservers, Account Change, and Delete Selected. The main content area is divided into three columns: Domain Information, Domain Enhancements, and Related Products. In the Domain Information column, the 'Authorization Code' field has a 'Send by Email' button highlighted with a red box. Other buttons in this column include 'Manage', 'Renew Now', 'Refresh Page', and 'Manage'. The Domain Enhancements column lists various services like Privacy, Domain Ownership Protection, Certified Domain, Domain Appraisals, and Business Registration, each with a 'Learn More/Add' link. The Related Products column lists services like Hosting, Email Accounts, Domain Starter Page, and Domain Bundle, each with a 'Learn More/Add' or 'Manage' link.

Domains | Buy/Sell | Tools | Help | Register Domains | Feedback

Back | BOBSMITHSMILES1.COM | Go

Organize | Locking | Cash in | Upgrade | Renew | Forward | Contact | Nameservers | Account Change | Delete Selected

### Domain Information

Registered: 3/30/2010

Locked: Locked [Manage](#)

Expires On: 3/30/2011 [Renew Now](#)

Auto Renew: On [Manage](#)

Status: Active [Refresh Page](#)

Authorization Code: [Send by Email](#)

Forwarding: Off [Manage](#)

### Domain Enhancements

Privacy: Off [Learn More/Add](#)

Domain Ownership Protection: Off [Learn More/Add](#)

Certified Domain: No certification. [Learn More/Add](#)

Domain Appraisals: No appraisals. [Learn More/Add](#)

Business Registration: Off [Learn More/Add](#)

### Related Products

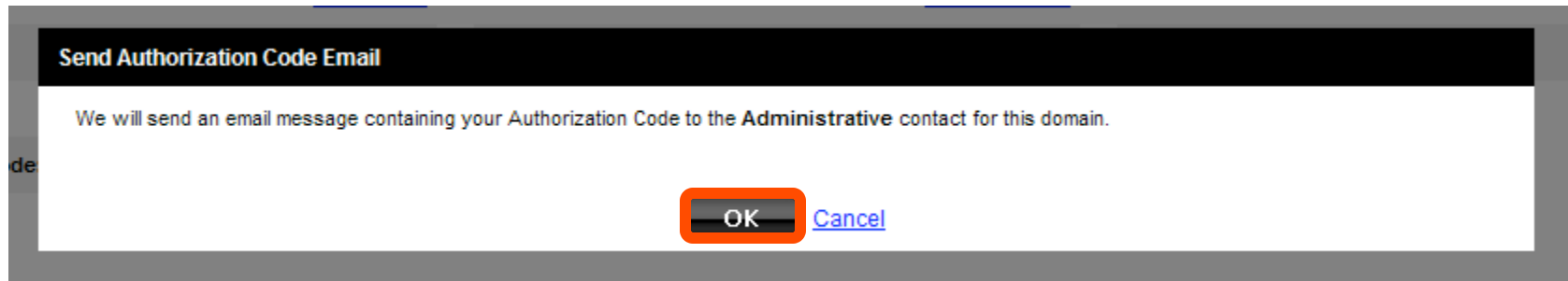
Hosting: Not hosted here. [Learn More/Add](#)

Email Accounts: No email accounts. [Manage](#)

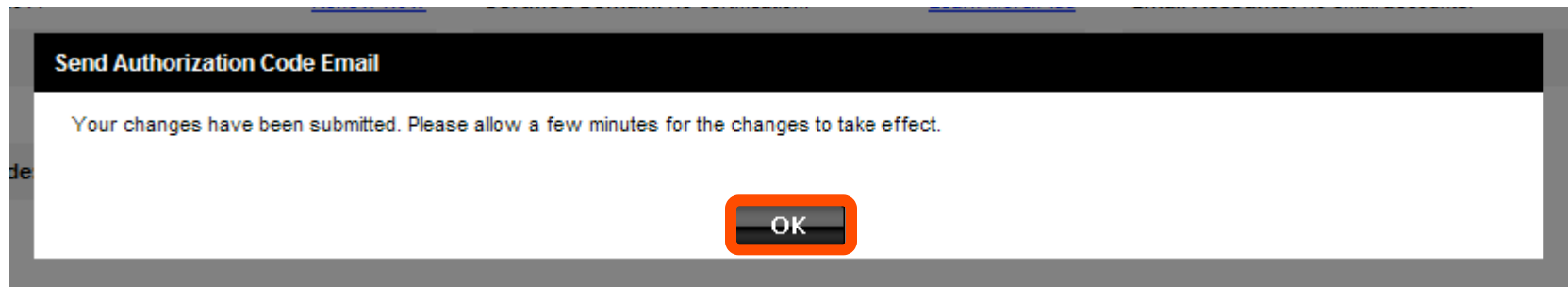
Domain Starter Page: No starter page. [Manage](#)

Domain Bundle: Options available [Learn More/Add](#)

## Step 19: Click OK.



**Step 20:** A second confirmation screen will appear. Click **OK** again.



**Step 21:** Check your email for the message with your authorization code

The authorization information you requested is as follows:

Domain Name: BOBSMITHSMILES1.COM

Authorization Info: 234K2093Y



You are ready to transfer your domain.