

IDP

Safenames

User Manual

v3.0

Section 4: Domain Transfers

www.safenames.net

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Domain Transfers

Transfers In

Before Safenames can manage your domain(s) they must be transferred into the IDP. For gTLD domains Safenames will require your AUTH CODE, for ccTLD there may be additional requirements which our transfers department will contact you to collect.

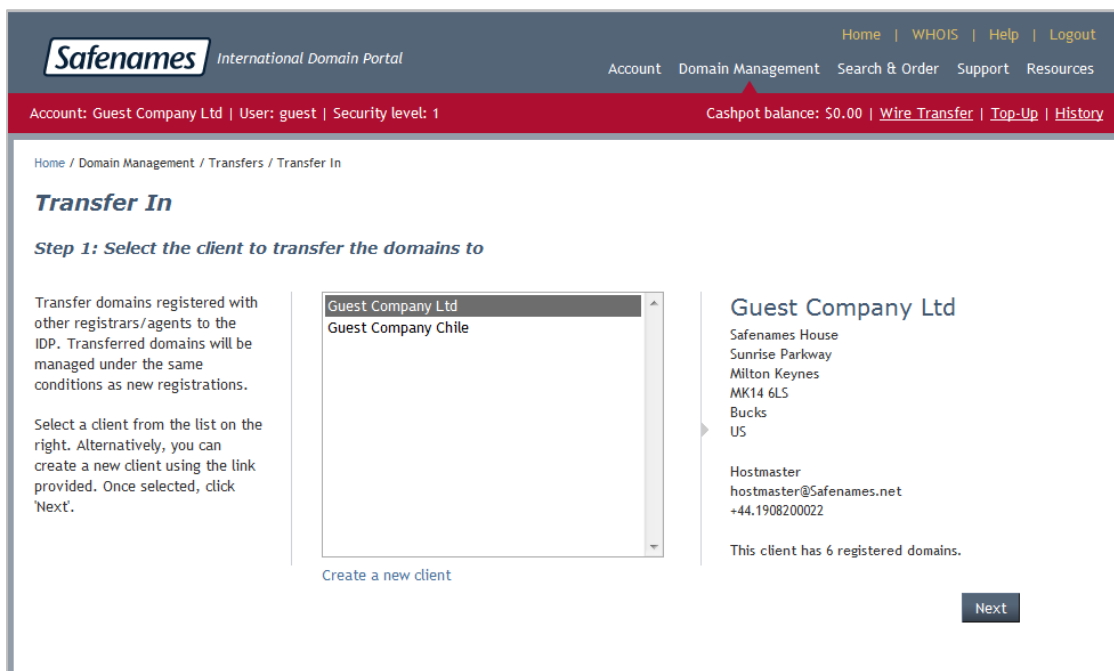
Step 1 - Select "Transfers In" from the home page, or domain management / transfers menu

The screenshot displays the Safenames International Domain Portal account dashboard. At the top, the Safenames logo and 'International Domain Portal' are visible. The navigation menu includes Home, WHOIS, Help, Logout, Account, Domain Management, Search & Order, Support, and Resources. The account information bar shows 'Account: Guest Company Ltd (1155) | User: guest | Security level: 1' and 'Cashpot balance: £7.18 | Wire Transfer | Top-Up | History'. The main content area is divided into several sections:

- Search & Order:** A search box with a 'Search' button and radio buttons for 'Top 50 Extensions', 'Top 50 Country Codes', 'All Extensions', and 'All Generic Extensions'. Below are links for 'Custom Domain Search', 'Bulk Domain Search', 'IDN Domain Search', and 'Order An SSL Certificate'.
- Renewals:** '0 domain names expiring within 60 days.' with a 'Renew My Domains' link.
- Domain Names:** '0 registered domain names, 0 pending.' with an 'SSL Certificates' link.
- Web Redirects & DNS:** 'You have 0 web redirects.' with links for 'Modify Nameservers', 'Edit DNS Records', and 'Web Redirects'.
- Transfers:** '0 pending transfer in, 0 pending transfer out.' with a 'Transfer In' link highlighted by a red hand cursor. There is also a 'Transfer Out' link.
- Account & Billing:** '2 outstanding invoices.' with links for 'Account Profile', 'Users', 'Invoices', and 'Pay Outstanding Invoices'.
- Clients:** 'You have 0 clients in your account.' with links for 'Create Client' and 'Manage Clients'.
- Brand Protection (In Development):** 'You have 4 brands being reported on.' with links for 'Manage Brands', 'View Analysis', and 'Retrievals'.

There is also a promotional banner for 'Secure your Website with an SSL Certificate' and a 'Send Us Feedback' form.

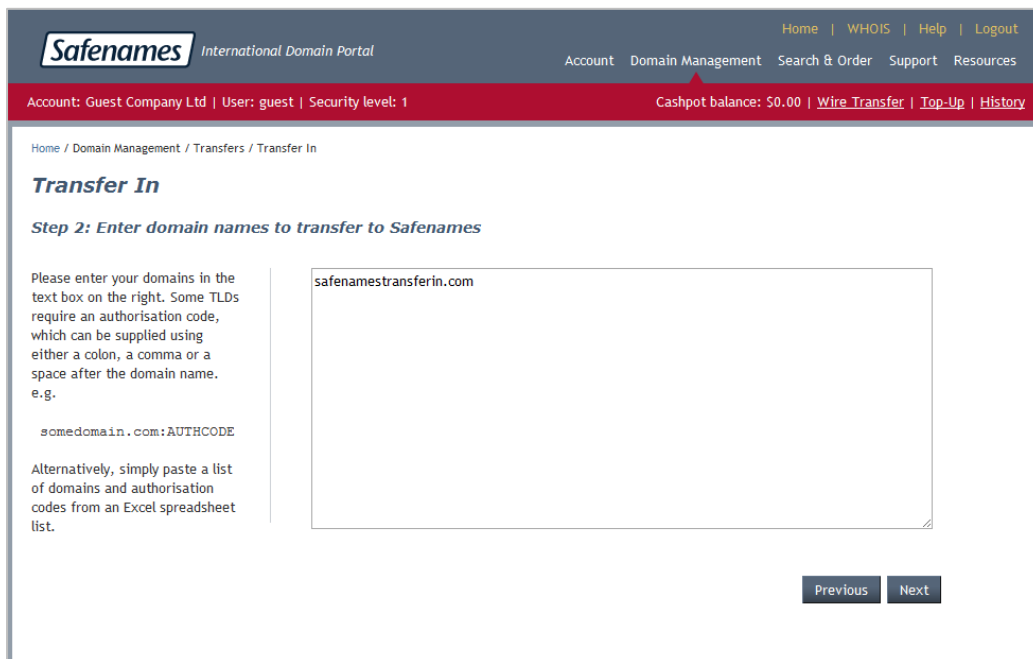
Step 1 – Select Account to transfer the domains to, if this is a new sub-account; use the “Create new sub-account” link before you start.



Step 2 – Enter your domains into the box, for advanced users you can specify the AUTH CODE separated by a colon, using the following syntax: -

Somedomain.com:AUTHCODE

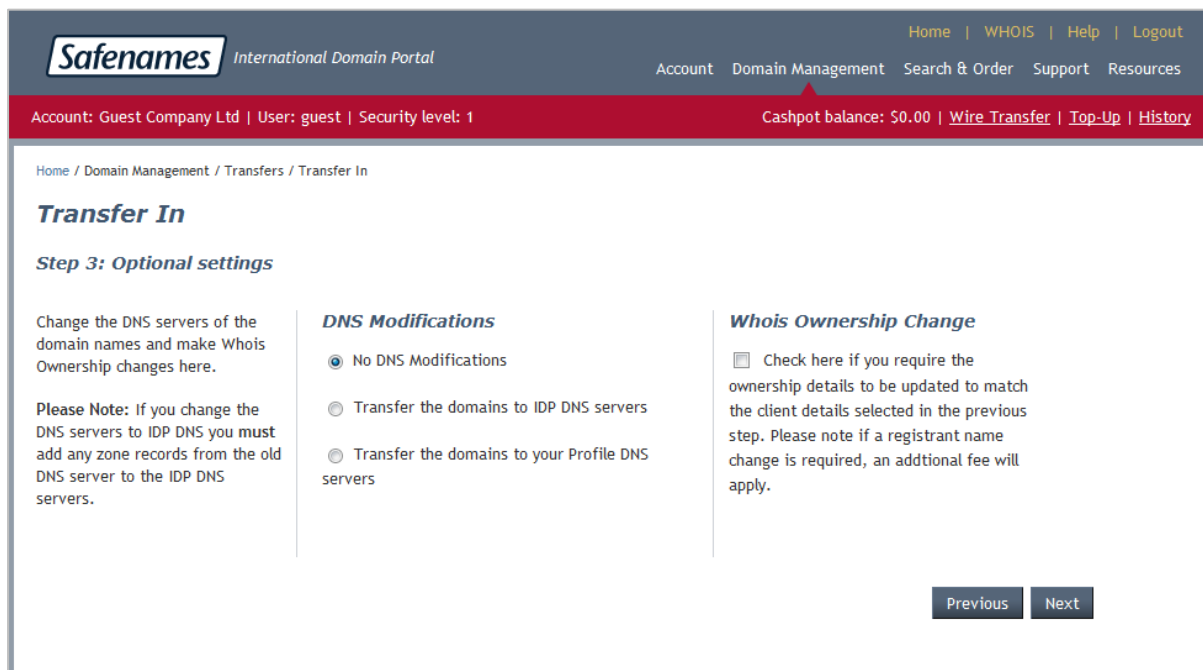
You may enter upto 1000 domains. Click “Next” to continue.



Optional Settings

By default no changes will be made to your domain at the time of transfer.. DNS nameservers and registrant information will stay exactly as they were prior to the transfer request.. However should you wish to change nameservers and registrant information during the transfer you may request those options here.

- No DNS Modifications – Default no changes will be made
- Transfer the domains to IDP DNS Servers – This will update your domain to use Safenames DNS servers
- Transfer the domains to your profile DNS Servers – This will change the domains to use the DNS servers configured in your account profile
- Whois Ownership change – Safenames will change the domain owner to match the profile selected in Step 1



After making your selections click, next or just click next to accept the default of “No changes”

Please note – If you have selected DNS server changes, please ensure your zone files are setup on your target nameservers otherwise you risk your domain going down during the transfer.

Step 4 – Enter your contact details and select payment method, you may also specify a purchase order number for your billing records. Click to accept our terms and conditions and click “Next”

Home / Domain Management / Transfers / Transfer In

Transfer In

Step 4: Enter your contact details and select payment method

Please enter your details in the boxes provided. We will use this information to contact you. Check the box to acknowledge your acceptance of the terms & conditions.

Your details

* Your Name
Please enter your name

* Your Email
Please enter an Email address

Purchase No.

I understand and accept the terms and conditions. Read the terms and conditions here.

Select payment method

Cash Pot

Invoice

Previous Next

Step 5 – IDP will request the auth code for all relevant TLDs. If you specified this using the advanced options earlier, it will automatically be filled in for you.

IDP will also attempt to determine the registration status of your domains.

Finally select all the domains you wish to transfer to us, by clicking the checkbox next to each domain. To select all domains click the “select all” checkbox and click the “Finish” button to submit your order to Safenames.

gTLD domains will complete automatically within 5 days. For ccTLDs, Safenames transfers team will contact you at your provided contact details in order to process any additional paperwork that may be required to complete the transfer.

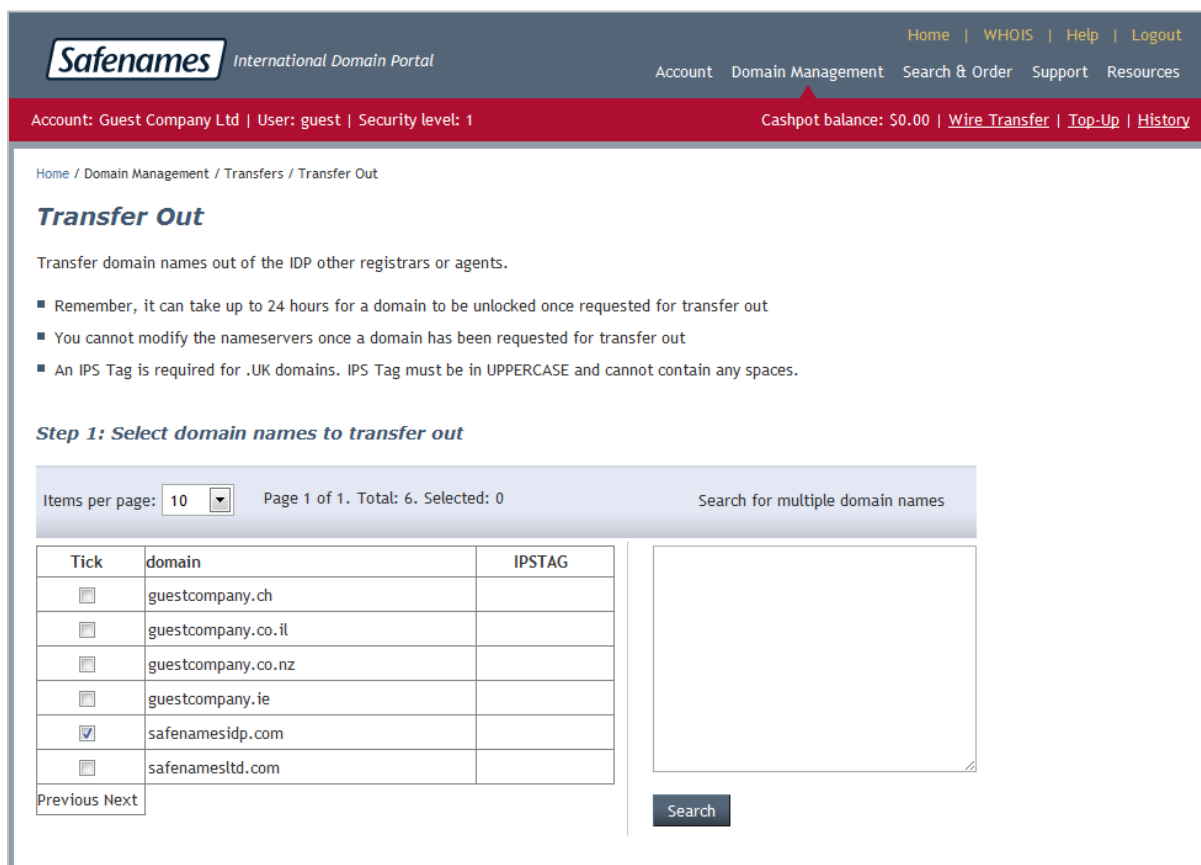
To check the status of your transfers, use the pending transfers section to review any actions required.

Transfers Out – UNLOCK domains.

To transfer your domains to another registrar, often referred to as UNLOCK, you must carry out the transfer out procedure in the IDP, this will unlock your domains and email you your AUTH CODE, which you will require to complete a transfer in procedure at your new registrar.

Select the domains you wish to transfer or paste a list into the search box.

For UK domains enter your new registrar IPSTAG, to complete the procedure automatically.



Home / Domain Management / Transfers / Transfer Out

Transfer Out

Transfer domain names out of the IDP other registrars or agents.

- Remember, it can take up to 24 hours for a domain to be unlocked once requested for transfer out
- You cannot modify the nameservers once a domain has been requested for transfer out
- An IPS Tag is required for .UK domains. IPS Tag must be in UPPERCASE and cannot contain any spaces.

Step 1: Select domain names to transfer out

Items per page: 10 Page 1 of 1. Total: 6. Selected: 0 Search for multiple domain names

Tick	domain	IPSTAG
<input type="checkbox"/>	guestcompany.ch	
<input type="checkbox"/>	guestcompany.co.il	
<input type="checkbox"/>	guestcompany.co.nz	
<input type="checkbox"/>	guestcompany.ie	
<input checked="" type="checkbox"/>	safenamesidp.com	
<input type="checkbox"/>	safenamesltd.com	

Previous Next

Search

Step 2 - Enter you contact details and select payment method.

Step 2: Your contact details

Please enter your details in the boxes below. We will use this information to contact you regarding any queries we may have.

*Your Name:

*Your Email:

Cashpot Invoice

Purchase No.

Step 3

I understand and accept the terms and conditions.
Read the terms and conditions here.

Finally click to accept our terms and conditions and click "Submit" to complete the transfer out.

You will receive your auth code via email.

Where do I find my Auth Code/Domain Password?

1. From the 'My IDP' menu, go to 'Domain Management' and click 'Search my domains'.
2. Enter your search criteria for the relevant domain name.
3. You will then see a list of results matching your search criteria, now check the 'Extra' box.
4. If the Authcode column is visible (uncheck the 'Extra' box to hide this column). If the complete Authcode is not visible due to the column width, you may hover your mouse over the Authcode to display the entire code.

Home | WHOIS | Help | Logout
Account Domain Management Search & Order Support Resources
Account: Guest Company Ltd | User: guest | Security level: 1 Cashpot balance: \$0.00 | Wire Transfer | Top-Up | History

Home / View Domain Names

View My Domain Names

View and manage the domain names in your IDP account.

Found 1 domains in your account

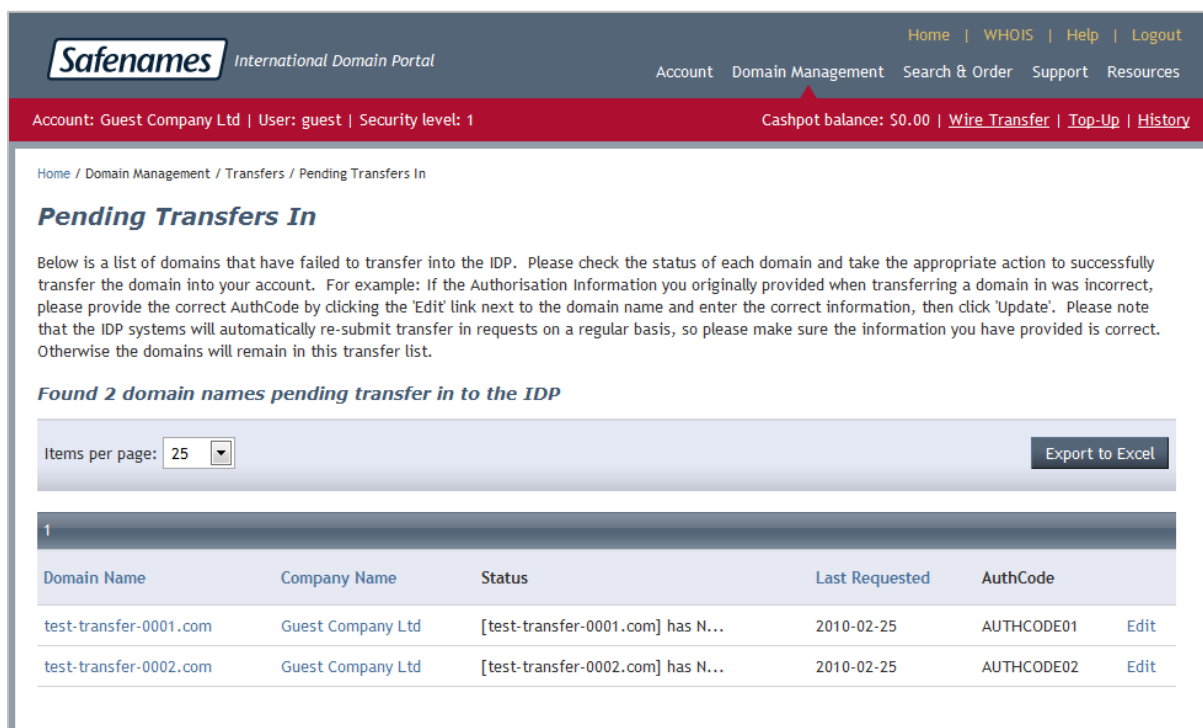
Items per page: 25 Show Extra Columns Show Deleted Domains [Advanced Search](#) [Export to Excel](#)

	Company Name	Domain Name	Status	Ordered	Update	Auth Code	Notes	Del
1	Edit Guest Company Ltd	safenamesltd.com	Registered	30/11/2009	22/01/2010	I4+i45=dp2...		Del

Pending Transfers In

Safenames IDP pending transfers section will give you upto date information relating to the status of your domain transfers, it will also allow you to specify a new AUTH CODE should the original AUTH CODE have been added incorrectly.

You can access pending transfers from the home page directly or from the menu navigation Domain Management / Domain Names / Pending transfers.



Home | WHOIS | Help | Logout

Account Domain Management Search & Order Support Resources

Account: Guest Company Ltd | User: guest | Security level: 1 Cashpot balance: \$0.00 | Wire Transfer | Top-Up | History

Home / Domain Management / Transfers / Pending Transfers In

Pending Transfers In

Below is a list of domains that have failed to transfer into the IDP. Please check the status of each domain and take the appropriate action to successfully transfer the domain into your account. For example: If the Authorisation Information you originally provided when transferring a domain in was incorrect, please provide the correct AuthCode by clicking the 'Edit' link next to the domain name and enter the correct information, then click 'Update'. Please note that the IDP systems will automatically re-submit transfer in requests on a regular basis, so please make sure the information you have provided is correct. Otherwise the domains will remain in this transfer list.

Found 2 domain names pending transfer in to the IDP

Items per page: 25 Export to Excel

Domain Name	Company Name	Status	Last Requested	AuthCode	
test-transfer-0001.com	Guest Company Ltd	[test-transfer-0001.com] has N...	2010-02-25	AUTHCODE01	Edit
test-transfer-0002.com	Guest Company Ltd	[test-transfer-0002.com] has N...	2010-02-25	AUTHCODE02	Edit