Preparing your Domain to transfer from Melbourne IT

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: melbourneit.com.au

- You will need your account login username and password.

- If you do not have your account details, you will need to contact Melbourneit. Their support number is on their website.

Step 1: Click Log In on the main site.

Step 2: Log in with your account username and password.

My Account

Log in to your My Account

* My Account Username   Type your account username here

* My Account Password   Type your password here

Log In

» Create a new My Account
» Have you forgotten your password?
» Log in to Domain Maintenance with your Domain Name and Melbourne IT Registry Key

Step 3: Click **Manage Domain Names**.

Home > My Account > My Account Console

Welcome back, Bob
customer since 06/11/2009

DNS Management just launched (Click here to learn more)

My Purchases

Manage Domain Names

» Manage Domain Names (1)
» Add a Domain Name
» View Expiring Domain Names
» Transfer to Melbourne IT
» View Search History

Manage Services

» Manage Services
» View Email Services
» View Web Hosting Services
» View Web Design Services
» View Online Marketing Services
» View Dedicated Servers

Order Summary

» View All Orders (2)
» View Completed Orders (1)
» View Orders In Progress
» View Abandoned Orders (1)

Account Management

Invoice and Payments

» View All Invoices (2)
» View Paid Invoices (1)
» View Outstanding Invoices (1)

My Profile

Profile Settings

» Update Contact Details
» Update Password
» Manage Payment Details

Support

» Submit New Request
» Find Solutions

The Melbourne IT Marketplace

Managed PC Backup
backing up your business

Easy to use secure backup software

WebCentral's Managed PC Backup is an easy to use solution to securely backup important data such as documents, images and databases.

» suitable for home, small office and enterprise
» complete security and privacy

Step 4: Search and then click your domain name to be transferred.

Manage Domain Names

| View All | Expiring Domains | Search History |

...with selected domain(s)

○ Add Domain   ○ Lock/Unlock   ○ Manage DNS   ○ View Domain Password
○ View Domain   ○ Update Contact Details ○ Change Nameservers   ○ Change Domain Owner
○ Renew Domain   ○ Cancel Domain   ○ Change Email Forwarding ○ Enable Private Registration

▲ Hide Actions

Search: [   ] [Go]   ? 🖨 [Show registered ▾] Show rows: [10 ▾] 1-1 of 1 | prev | next

☐	Domain Name	Domain Status	Expiry Date ▲	Private Registration	Lock Status
☐	sirrobin.net	Registered	06/11/2010	Active	🔓 Unlocked

[Add Domain]

Step 5: Disable Domain Privacy. This is required to complete the transfer. If **Private Registration** is active, it needs to be turned off. Next to **Private Registration**, click **Active**.

Step 6: Private Registration displays **Suspended** after it has been disabled. Please note this may take up to 24 hours to change.

Overview

Domain Name	sirrobin.net
Registry Key	
Status	Registered
Registration Date	Fri Nov 06 11:09:10 GMT+11:00 2009
Expiry Date	Sat Nov 06 10:09:16 GMT+11:00 2010
Lock Status	Unlocked
Private Registration	Suspended

» Lock/Unlock Domain
» Renew Domain
» View Domain Password (AuthInfo)
» Cancel Domain
» Change Domain Owner

Step 7: Update Contact Information

Check your administrative **Contact Details** to ensure that the administrative email address is valid. This step ensures that you will receive all notifications for your transfer request. If you need to change it, click Change Contact. If not, skip to **Step 8**.

Step 8: Modify the email address, then click continue.

Update contact details for sirrobin.net

Please use advanced edit mode if you would prefer to update contact details individually for registrant/organisation, administrative, technical and billing contacts.

Title	Mr
First Name	Bob
Last Name	Smith
Position	
Address Line 1	111 Avenue Rd.
Address Line 2	
Suburb	Toronto
State	Ontario
Postal / Zip Code	M1M0M0
Country	Canada
Email Address	mail@registrarresearch.info
Phone	CountryCode: 1 AreaCode Phone: 4165551212
Fax	CountryCode AreaCode Fax

CONTINUE

Step 9: Click **Manage Domain Names.**

Update Contact Details

Update contact details for sirrobin.net

Update Successful!

Domain Name	sirrobin.net
Details	The supplied contact information has been used to update all of the contacts associated with your domain name.

Would you like to return to Manage Domain Names?

Step 10: Click your domain name to be transferred.

Step 11: Unlock your domain. Unlocking your domain allows your new provider to transfer the domain. Click **Lock/Unlock Domain**.

Manage sirrobin.net

Domain was locked successfully

Overview

Domain Name	sirrobin.net
Registry Key	
Status	Registered
Registration Date	Fri Nov 06 11:09:10 GMT+11:00 2009
Expiry Date	Sat Nov 06 10:09:16 GMT+11:00 2010
Lock Status	🔒 Locked
Private Registration	Active

» Lock/Unlock Domain
» Renew Domain
» View Domain Password (AuthInfo) [Unlock]
» View Domain Password (AuthInfo) [Unlock]
» Cancel Domain [Unlock]
» Change Domain Owner [Unlock]

Contact Details

Registrant | Administrative | Technical | Billing

Title	Mr
First Name	Bob
Last Name	Smith
Organisation Name	
Position	
Address 1	111 Avenue Rd.
Address 2	
Address 3	
Suburb	Toronto
State	Ontario
Postcode	M1M0M0

Step 12: Click **Unlock Domain**.

Manage sirrobin.net

Unlock sirrobin.net

The domain name **sirrobin.net is currently locked.**

Locking your domain name means that it can not be transferred to another Registrar without first being unlocked (tell me more).

Please confirm that you would like to unlock this domain?

Unlock Domain

Step 13: The domain **Lock Status** should now display **Unlocked**.

Step 14: Obtain your Auth Code. Click **View Domain Password (Authinfo)** to obtain your domain transfer authorization code.

Step 15: The domain password (also known as the auth code) is displayed at the top right hand corner. Document this code for approving the domain transfer.

Manage sirrobin.net

Domain name password (authinfo): 234K2093Y

Overview

Domain Name	sirrobin.net
Registry Key	12345
Status	Registered
Registration Date	Fri Nov 06 11:09:10 GMT+11:00 2009
Expiry Date	Sat Nov 06 10:09:16 GMT+11:00 2010
Lock Status	🔓 Unlocked

Contact Details

Registrant   Administrative   Technical   Billing

Organisation Name	
Address 1	111 Avenue Rd.
Address 2	
Address 3	
Suburb	Toronto
State	Ontario

You are now ready to transfer your domain.