

# TRANSFER DOMAINS

## How to Transfer a Domain From GoDaddy

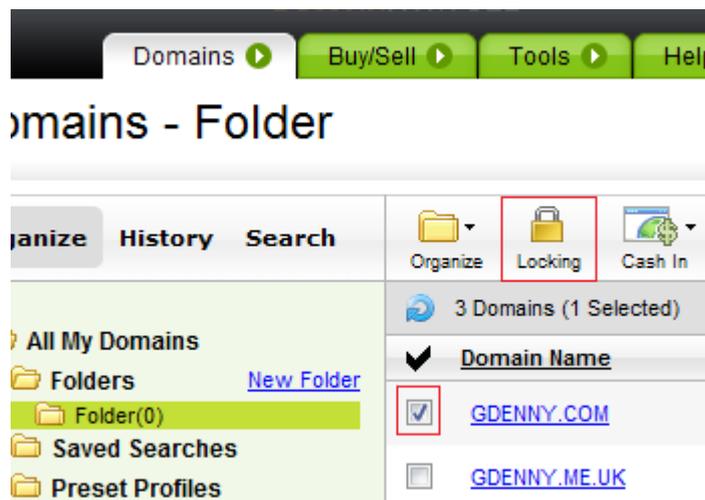
This step by Step tutorial will show you how to transfer an existing .COM domain from GoDaddy to your Vision-Hosting Account.

Before you begin your seamless transfer to Vision-Hosting there are a few steps that you need to take with GoDaddy in order to prepare your domain for transfer?

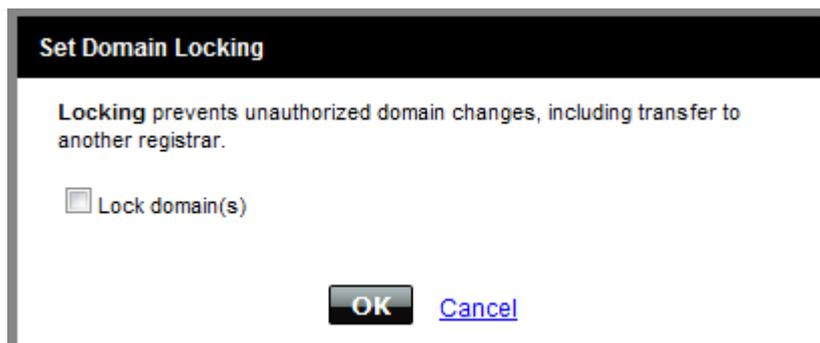
### Step 1 – Unlock your Domain Name

Sign into your GoDaddy account. Once you've signed in select the 'Launch' button that is located in the domain table.

When you reach the domain manager, tick the box next to the domain you wish to transfer to vision-hosting. Once you have this done, you can select the 'locking' icon.



Un-tick the 'Lock Domain(s)' box in the pop-up and select 'OK'. This will then unlock your domain names (The process may take a few minutes to come into effect).



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### **Step 2 - Confirm the Admin Contact**

When you order the transfer of a .COM domain name the admin contact will get an email to verify the domain ownership. With the domain you are transferring selected click on the 'Contact' icon and then select 'Set Contacts'. In the pop-up menu select 'Administrator' and then confirm your contact details. Click 'OK' to save the changes you have made.

### **Step 3 - Retrieve Auth Code**

To transfer a .COM domain you need to confirm your ownership of the domain. This is done via an Auth code (sometimes called an EPP code) which GoDaddy will email you on request. To retrieve your Auth code click the domain name you are transferring, then on the following page click 'Send by Email' under the domain information table.

### **Step 4 - Order Your Domain Transfer**

At this stage you will need to let us know you are transferring your domain to us. You can place a domain transfer order via our website and this will be charged at the rate of a year's renewal. Once the transfer is complete your details the year will be added onto the domains expiry date.