



 **Email:** support@srsrenewals.com

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A domain registrant may wish to transfer their domain names to another domain registrar. They are entitled to move to whichever domain registrar they please. They may be moving to save money or to consolidate their domains to make it more easier to manage. The entire transfer process is managed by the gaining registrar, there is **NO NEED** for SRSRenewals.com to assist the domain registrant during this process since is it automated. However, you will need to know the following to ensure that you have a trouble free transfer.

1. Since November 2004, ICANN the governing body for domain names made a policy in which all domain names need to be locked. This is to prevent theft and to secure your property from hackers. In order for you to transfer, you will need to unlock your domain name.
2. Not only do you need to unlock your domain name, you will also need to provide the gaining registrar a "transfer out password". You will need to provide this information to the gaining registrar or your transfer cannot be initiated. By unlocking your domain name, our registry will automatically e-mail you this information.
3. SRSRenewals.com cannot assist you on this transfer process since it is completely automated and managed by the gaining registrar. We are not allowed to manually help or transfer your domain name since this is **YOUR PROPERTY** and requires your consent. We are not responsible if your domain name is lost or stolen during the transfer process. We have seen hackers take away domain names when the domain name is unlocked. Your unlocked domain names are vulnerable. We can only educate you, but if you require assistance, you will **NEED TO CONTACT** the gaining registrar as they are responsible for the entire process.

Here are the steps you need to follow to transfer your domain name to another registrar.

1. Log onto to your Admin Panel in SRSRenewals.com. If you do not have your password, you may contact us.
2. Select the domain name individually. You cannot edit multiple domain names if you have more than one.
3. Ensure that your e-mail address is updated or you won't receive the transfer out password e-mail. You can check your registrant's e-mail address by going to <http://www.whois.sc>
4. Click on "Protect Domain" on the top right corner of your whois information.
5. Click on the "Unlocked" button.
6. After 30 mins, check to see if you received an e-mail from SRSPlus.com that has the transfer out password. This e-mail will be sent to the Registrant's e-mail address on file. It **CANNOT** be sent to anyone else.
7. After 24 hours, go to <http://www.internic.net> to check the whois information on your domain name. When the status says "OK", that means your domain name is 100% unlocked. The unlocking process requires time and is not instant.
8. Contact your gaining registrar and initiate the transfer process. Provide the password to them.

Tips:

- You cannot transfer an expired domain name. It is your responsibility to renew your domain name.
- The transfer process can take 7-14 days, if you need help, contact the gaining registrar.
- If you didn't get the e-mail from SRSPlus.com, check your registrants e-mail address at www.whois.sc to see if it is accurate. If not, please contact us at support@srsrenewals.com to update it. After it is updated, you will need to unlock the domain name again to receive the transfer out password.
- We are not allowed to interfere with the transfer process, therefore you will have to unlock it yourself.

Internal Use Only:

Received and Entered by: _____

Date: _____