

DOMAIN NAMES

Manage Domains

The Manage Domains page displays a list of your registered domain names. All domain purchases are automatically renewed at the end of their registration period, unless you instruct otherwise (See “Auto Renew” on page 14). Select from the list of available domain names to display the Domain Details for a specific domain name.

MANAGE DOMAINS Search Your Domains For:

Bulk Edit

Manage Contacts	Change Account	Cancel Domains
Set Nameservers	Auto Renew	Renew Domains
Set Locking	Forward Domains	Add Privacy

<input type="checkbox"/> (10 of 10) Domain Names ▲	Expires On	Status
<input type="checkbox"/> DOMAINNAME1234.INFO <small>Renew Now</small>	2/2/2006	Active - Public <small>Add Privacy</small>
<input type="checkbox"/> DOMAINNAME1234.ORG <small>Renew Now</small>	2/2/2006	Active - Public <small>Add Privacy</small>
<input type="checkbox"/> DOMAINTEST.CC <small>Renew Now</small>	2/2/2006	Active - Public <small>Add Privacy</small>
<input type="checkbox"/> DOMAINTEST.WS <small>Renew Now</small>	2/2/2006	Active - Public <small>Add Privacy</small>
<input type="checkbox"/> SAMPLEDOMAINNAME1.COM <small>Renew Now</small>	1/30/2006	Active - Private <small>Manage Privacy</small>
<input type="checkbox"/> SAMPLEDOMAINNAME1.INFO <small>Renew Now</small>	1/30/2006	Active - Private <small>Manage Privacy</small>
<input type="checkbox"/> SAMPLEDOMAINNAME1.NET <small>Renew Now</small>	1/30/2006	Active - Private <small>Manage Privacy</small>
<input type="checkbox"/> SAMPLEDOMAINNAME1.ORG <small>Renew Now</small>	1/30/2006	Active - Private <small>Manage Privacy</small>
<input type="checkbox"/> SAMPLEDOMAINNAME1.US <small>Renew Now</small>	1/29/2006	Active - Public <small>Add Privacy</small>
<input type="checkbox"/> SAMPLEDOMAINNAME1.WS <small>Renew Now</small>	1/30/2006	Active - Public <small>Add Privacy</small>
<input type="checkbox"/> (10 of 10) Domain Names ▲	Expires On	Status

Managing Your Domain Names

Managing Single Domain Names
To manage an individual domain name, click on that domain name.

Managing More than One Name
There are two ways to manage more than one domain name:

1. Check the boxes to the left of each domain name that you want to manage, and use the buttons above the domain list to edit them.
2. Click the "Bulk Edit" button located above the domain list. There you'll be able to quickly edit all or a majority of your domain names at one time.

1-Year Pricing

.com .us .net .org .biz

Search for a New Domain

.com

Domain Details

Click on any domain name in the list to access its Domain Details. As its name implies, Domain Details gives you detailed information regarding the domain name, including registrant and contact information, nameserver settings, forwarding settings, etc.

The screenshot shows a web interface titled 'MANAGE DOMAINS'. At the top, there is a search bar and a 'GO' button. Below the search bar are several management buttons: 'Bulk Edit', 'Manage Contacts', 'Change Account', 'Cancel', 'Set Nameservers', 'Auto Renew', 'Re...', 'Set Locking', 'Forward Domains', and 'Privacy'. A table lists 10 domain names with columns for 'Expires On', 'Status', and 'Action'. The first domain, 'DOMAINNAME1234.INFO', is selected, and a red arrow points from its name to the 'Domain Details' pane on the right. The details pane shows information for 'DOMAINNAME1234.INFO', including status (Active), registration type (Public), registered date (2/2/2004), expiration date (2/2/2006), auto-renew status (On), website hosted (No), and auth info code. It also includes sections for Registrant Contact Summary, Nameservers Summary, Email Summary, and Domain Host Summary.

The following information is found in the Domain Details pane:

- **Status** - Indicates the current status of this domain.
 - **Active** - The domain is currently active and can be managed.
 - **Locked** - Domain is locked, and must be unlocked by the domain administrator before any changes can be made to the account.
- **Registration Type** - Indicates if this domain is Public or Private.
 - **Public** - The Registrant's information is public and can be viewed by anyone at anytime in the Whois database.
 - **Private** - Privacy has been added to this domain registration. Domains By Proxy is listed as the registrant and their information appears in the Whois database. The domain registration still belongs to you. Domains By Proxy is a proxy registrant who is listed as the contact on your behalf.
- **Registered Date** - The date that this domain name was first registered by you.
- **Expiration Date** - The date that the registration for this domain name will expire.
- **Auto Renew** - Indicates if the auto-renew feature is turned on or off.
 - **Auto-renew On** - This domain name will automatically be renewed on the expiration date, provided that all contact and payment information is up-to-date.
 - **Auto-renew Off** - This domain name will not automatically be renewed on the expiration date. You must manually renew this domain name or select Auto-renew, or this domain name will expire and may be lost on its expiration date.
- **Registrant Contact Summary** - The Registrant's contact information.

- **Nameservers Summary** - The nameservers currently in use. May either be the default hosting nameservers, default parked nameservers, or custom nameservers from your ISP.
- **Email Summary** - Lists the email accounts associated with the selected domain.
- **Domain Host Summary** - DNS allows you to modify the zone files for your domain, including Custom MX record settings, subdomains, etc. Do not use this tool unless you have a thorough understanding of DNS.

To make changes to the information for the selected domain, click the link next to the item you want to manage in the Domain Details pane.

Manage Multiple Domains

You may manage one or multiple domains by clicking the checkboxes next to the desired domain names. To manage one domain, click on the name in the Domain Names list and click a button under Manage Domains to select an area to manage. To manage multiple domain names at once, you can use the Bulk Edit feature or select domain names by clicking each checkbox.

The screenshot shows the 'MANAGE DOMAINS' interface. At the top, there is a search bar and a 'GO' button. Below the search bar are several buttons: 'Bulk Edit', 'Manage Contacts', 'Change Account', 'Cancel Domains', 'Auto Renew', 'Renew Domains', 'Forward Domains', and 'Add Privacy'. A red arrow points to the 'Bulk Edit' button. The main area displays a list of domains with columns for 'Expires On' and 'Status'. The right sidebar contains instructions for managing domain names and a section for 1-year pricing.

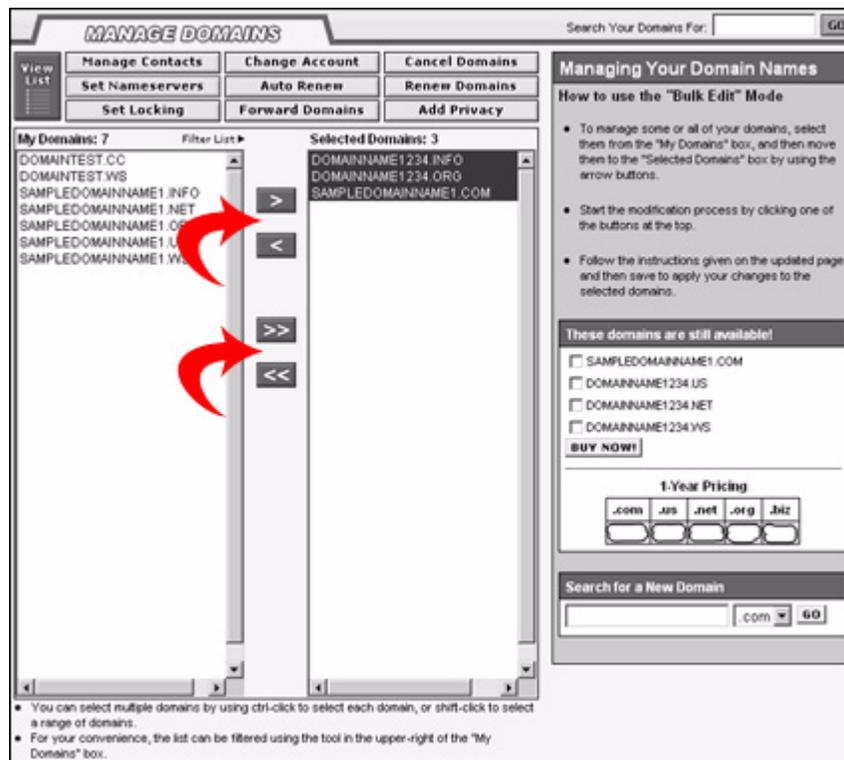
Expires On	Status
2/2/2006	Active - Public
1/30/2006	Active - Private
1/29/2006	Active - Public
1/30/2006	Active - Public

Using Bulk Edit

Bulk Edit allows you to manage some or all of your domains at one time. When using the Bulk Edit mode, the fields in the Domain Details are not automatically populated. If you would like to view the details of a specific domain, use the View List mode to select a single domain. To switch back to the View List from the Bulk Edit mode, click on the View List button. (**Note:** Bulk Edit is not supported with IE 5.2.)

To use the Bulk Edit feature:

1. Click the Bulk Edit button.
2. Select the domains you wish to edit in the "My Domains" box. Select multiple domains by using ctrl-click (for Mac users use Apple-click) to select each domain or shift-click to select a range of domains. The list can be sorted using the filter tool in the upper right hand corner above the "My Domains" box.



- Click on the single arrows to move the selected domains between the Registered Domains list and the Selected Domains list.
 - Click on the double arrows to move ALL of the domains between the Registered Domains list and the Selected Domains list.
 - Use the Filter List tool to sort the domains in both lists.
3. Click one of the buttons under Manage Domains to select an area to manage.
 4. Indicate if changes apply to the Selected Domains or All Eligible Domains.
 - Selected domains are the domains currently listed in the Selected Domains list.
 - Eligible domains are all domains that are active and not private, pending, or locked.
 5. Follow the instructions on the management page to make your updates.
 6. Click Save Changes to apply your changes to the domains indicated.

You may select additional domains to manage at any time. Only changes made AFTER the additional domains are selected will be applied to the newly selected domains. In the Bulk Edit view, simply select the additional domains and add them to the Selected Domains list.

MANAGE DOMAINS Search Your Domains For:

Bulk Edit		Manage Contacts	Change Account	Cancel Domains
		Set Nameservers	Auto Renew	Renew Domains
		Set Locking	Forward Domains	Add Privacy
<input type="checkbox"/>	(10 of 10) Domain Names ▲	Expires On	Status	
<input type="checkbox"/>	DOMAINNAME1234.INFO	2/2/2006 Renew Now	Active - Public Add Privacy	
<input type="checkbox"/>	DOMAINNAME1234.ORG	2/2/2006 Renew Now	Active - Public Add Privacy	
<input type="checkbox"/>	DOMANTEST.CC	2/2/2006 Renew Now	Active - Public Add Privacy	
<input type="checkbox"/>	DOMANTEST.WS	2/2/2006 Renew Now	Active - Public Add Privacy	
<input type="checkbox"/>	SAMPLEDOMAIN1.COM	1/30/2006 Renew Now	Active - Private Manage Privacy	
<input type="checkbox"/>	SAMPLEDOMAIN1.INFO	1/30/2006 Renew Now	Active - Private Manage Privacy	
<input type="checkbox"/>	SAMPLEDOMAIN1.NET	1/30/2006 Renew Now	Active - Private Manage Privacy	
<input type="checkbox"/>	SAMPLEDOMAIN1.ORG	1/30/2006 Renew Now	Active - Private Manage Privacy	
<input type="checkbox"/>	SAMPLEDOMAIN1.US	1/29/2006 Renew Now	Active - Public Add Privacy	
<input type="checkbox"/>	SAMPLEDOMAIN1.WS	1/30/2006 Renew Now	Active - Public Add Privacy	
<input type="checkbox"/>	(10 of 10) Domain Names ▲	Expires On	Status	

Managing Your Domain Names

Managing Single Domain Names
To manage an individual domain name, click on that domain name.

Managing More than One Name
There are two ways to manage more than one domain name:

1. Check the boxes to the left of each domain name that you want to manage, and use the buttons above the domain list to edit them.
2. Click the "Bulk Edit" button located above the domain list. There you'll be able to quickly edit all or a majority of your domain names at one time.

1-Year Pricing

.com	.us	.net	.org	.biz
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Search for a New Domain

Using Checkboxes

1. Select the checkboxes for each domain name you wish to manage.
Note: You cannot select domains that appear on different pages in the Domain Names list using the checkboxes. If the domains you want to manage appear on different pages, you must use the Bulk Edit feature.
2. Click a button under Manage Domains to select an area to manage.
3. Indicate if changes apply to the Selected Domains or All Eligible Domains.
 - Selected domains are the domains you have selected in the Domain Names list.
 - Eligible domains are all domains that are active and not private, pending, or locked.
4. Follow the instructions on the management page to make your updates.
5. Click Save Changes to apply your changes to the domains you selected.

You may select additional domains to manage at any time. Only changes made AFTER the additional domains are selected will be applied to the newly selected domains. In the View List, simply select the checkboxes next to the additional domains.

Sorting the Domains List

The screenshot shows the 'MANAGE DOMAINS' interface. At the top, there are buttons for 'Bulk Edit', 'Manage Contacts', 'Change Account', 'Cancel Domains', 'Set Nameservers', 'Auto Renew', 'Renew Domains', 'Set Locking', 'Forward Domains', and 'Add Privacy'. Below these is a table of domain names with columns for 'Expires On' and 'Status'. Red arrows point to the 'Expires On' and 'Status' headers, indicating they can be clicked to sort the list. The table contains 10 domain names, each with a checkbox, an expiration date, and a status (e.g., 'Active - Public').

To sort the Domain Name list in the View List:

- Click one of the table headings to sort the list in ascending order by that criterion.
- Click the same heading again to sort the list in descending order.
 - Click **Domain Name** to sort the list alphabetically by domain name.
 - Click **Expires On** to sort the list by expiration date.
 - Click **Status** to sort the list alphabetically by status name.

The screenshot shows the 'MANAGE DOMAINS' interface in 'View List' mode. A filter menu is open, showing options for sorting the domain names. The menu includes 'No Filter', 'A-Z', 'M-Z', '0-9', and various domain extensions (.com, .net, .org, .us, .info, .biz, .ws) and statuses (Active, Inactive, Locked, Unlocked, Expiring Soon). The 'My Domains' list shows 10 domain names, and the 'Selected Domains' list is empty.

To sort the My Domains and Selected Domains lists in the Bulk Edit view:

1. Move your cursor over the Filter List tool located in the upper right hand corner above the My Domains box. The filter menu appears.
2. Select how you would like to sort your domain names.
 - **No Filter** - Indicates that no sorting filter is to be applied to the domains lists.

- **A-L, M-Z, 0-9** - Shows those domain names that fall alphabetically within the range indicated.
- **.com, .net, .us, .info, .biz, .ws** - Shows those domain names with the indicated TLD.
- **Active/Inactive** - Shows those domain names that are either Active or Inactive, based on the choice selected.
- **Locked/Unlocked** - Shows those domain names that are either Locked or Unlocked, based on the choice selected.
- **Expiring Soon** - Sorts the domains based on the expiration date, with the nearest expiration date listed first.

Manage Contacts

The Manage Contacts page enables you to update the contact information for the registrant, technical contact, administrative contact, and billing contact. The contact information cannot be changed for domains that are locked, private, or have a pending status.

- Registrant - The person or organization to which the domain is registered.
- Technical Contact - The person to contact in regards to technical questions.
- Administrative Contact - The person with administrative control of the account.
- Billing Contact - The person to contact in regards to billing questions.

The screenshot shows the 'MANAGE DOMAINS' interface. At the top, there is a search bar and a 'GO' button. Below this is a navigation menu with buttons for 'Bulk Edit', 'Manage Contacts', 'Change Account', 'Cancel Domains', 'Set Nameservers', 'Auto Renew', 'Renew Domains', 'Set Locking', 'Forward Domains', and 'Add Privacy'. A red arrow labeled '1' points to the 'Manage Contacts' button. Below the navigation menu is a table of domain names with columns for 'Expires On' and 'Status'. A red arrow labeled '2' points to the 'Manage Contacts' button for the first domain, 'DOMAINNAME1234.INFO'. A red arrow labeled '3' points to the 'Add Privacy' link for the same domain. The table lists several domains with their expiration dates and statuses (Active - Public or Active - Private). Below the table is a 'Contacts' form. The form has a section for 'Apply changes to:' with radio buttons for 'Single Domain (DOMAINNAME1234.INFO)' and 'All Eligible Domains'. There is a checkbox for 'Update contact information for all contact types.' Below this is a section for 'Registrant' with fields for First Name, Last Name, Organization, Address 1, Address 2, City, State, ZIP Code, Country, and Email Address. There are also fields for Phone and Fac. A checkbox at the bottom of the form asks for certification of the registrant information. Below the form are buttons for 'Save Changes' and 'Cancel Changes'. A red arrow labeled '4' points to the 'Save Changes' button.

(10 of 10) Domain Names ▲	Expires On	Status
<input checked="" type="checkbox"/> DOMAINNAME1234.INFO	2/2/2006 Renew Now	Active - Public Add Privacy
<input type="checkbox"/> DOMAINNAME1234.ORG	2/2/2006 Renew Now	Active - Public Add Privacy
<input type="checkbox"/> DOMAINTEST.CC	2/2/2006 Renew Now	Active - Public Add Privacy
<input type="checkbox"/> DOMAINTEST.WS	2/2/2006 Renew Now	Active - Public Add Privacy
<input type="checkbox"/> SAMPLEDOMAINNAME1.COM	1/30/2006 Renew Now	Active - Private Manage Privacy
<input type="checkbox"/> SAMPLEDOMAINNAME1.INFO	1/30/2006 Renew Now	Active - Private Manage Privacy
<input type="checkbox"/> SAMPLEDOMAINNAME1.NET	1/30/2006 Renew Now	Active - Private Manage Privacy
<input type="checkbox"/> SAMPLEDOMAINNAME1.ORG	1/30/2006 Renew Now	Active - Private Manage Privacy
<input type="checkbox"/> SAMPLEDOMAINNAME1.US	1/29/2006 Renew Now	Active - Public Add Privacy
<input type="checkbox"/> SAMPLEDOMAINNAME1.WS	1/30/2006 Renew Now	Active - Public Add Privacy
(10 of 10) Domain Names ▲	Expires On	Status

To edit contact information:

1. Select a domain name and click the Manage Contacts button.

2. Indicate if changes apply to only the Single Domain or all eligible domains.
 - Single Domain is the domain that you have selected in the Domain Name list.
 - Eligible Domains are all active domains that are not private, pending, or locked.
3. Expand the contact type you wish to edit or to update all contact types with the same information, select, "Update the contact information for all contact types."
4. Make the desired changes and click Save Changes.

Change Account

Use the Change Account feature to move domain names from one account to another. Moving a domain name to another account will remove it from your domain account and place it in an account for the new registrant. Select the domain name(s) and submit the contact information for the new registrant.

The new registrant (the person or organization receiving the domain) will be notified by email with instructions on how to complete the process and assume registration of the domain names. The new registrant does not need a current account with us in order to start this process. However, that person will need one in order to accept the domain names and finalize the process.

To move a domain to a different account:

1. Select a domain name and click the Change Account button.
2. Indicate if changes apply to only the Single Domain, Selected Domains, or All Eligible Domains.
 - Single Domain is the domain that you have selected in the Domain Name list.
 - Selected Domains appears only if you have more than one domain selected.
 - Eligible domains are all active domains that are not pending, private, or locked.
3. Enter the new registrant's contact information.
4. Read and accept the Domain Name Change Registrant Agreement.
5. Click Save Changes.

MANAGE DOMAINS
Search Your Domains For:

Bulk Edit

Manage Contacts	Change Account	Cancel Domains
Set Nameservers	Auto Renew	Renew Domains
Set Locking	Forward Domains	Add Privacy

Change Account

Apply changes to:

Single Domain (DOMAINNAME1234.INFO)

All Eligible Domains

This is the process that you use to give domain names to another registrant or to move domain names to another account. Moving a domain name to another account will remove it from your domain account and place it in an account for the new registrant.

The **current registrant** selects the domain names and submits the contact information for the new registrant.

The **new registrant** (the person or organization receiving the domain) will be notified by email with instructions on how to complete the process and assume registration of the domain names.

The new registrant does not need a current account with **Sample Store** in order to start this process but will need one in order to accept the domain names and finalize the process.

New Registrant Information

First Name:

Last Name:

Organization:

Address 1:

Address 2:

City:

State:

ZIP Code:

Country:

Email Address:

Phone: +1.

Fax: +1.

I certify that the organization specified above will be the new legal registrant of this domain name.

I have read the [Domain Name Change Registrant Agreement](#) and agree to its terms for all selected domain names.

*Required field

(10 of 10) Domain Names ▲	Expires On	Status
<input checked="" type="checkbox"/> DOMAINNAME1234.INFO	2/2/2006 <small>Renew Now</small>	Active - Public <small>Add Privacy</small>
<input type="checkbox"/> DOMAINNAME1234.ORG	2/2/2006 <small>Renew Now</small>	Active - Public <small>Add Privacy</small>
<input type="checkbox"/> DOMAINTEST.CC	2/2/2006 <small>Renew Now</small>	Active - Public <small>Add Privacy</small>
<input type="checkbox"/> DOMAINTEST.WS	2/2/2006 <small>Renew Now</small>	Active - Public <small>Add Privacy</small>
<input type="checkbox"/> SAMPLEDOMAINNAME1.COM	1/30/2006 <small>Renew Now</small>	Active - Private <small>Manage Privacy</small>
<input type="checkbox"/> SAMPLEDOMAINNAME1.INFO	1/30/2006 <small>Renew Now</small>	Active - Private <small>Manage Privacy</small>
<input type="checkbox"/> SAMPLEDOMAINNAME1.NET	1/30/2006 <small>Renew Now</small>	Active - Private <small>Manage Privacy</small>
<input type="checkbox"/> SAMPLEDOMAINNAME1.ORG	1/30/2006 <small>Renew Now</small>	Active - Private <small>Manage Privacy</small>
<input type="checkbox"/> SAMPLEDOMAINNAME1.US	1/29/2006 <small>Renew Now</small>	Active - Public <small>Add Privacy</small>
<input type="checkbox"/> SAMPLEDOMAINNAME1.WS	1/30/2006 <small>Renew Now</small>	Active - Public <small>Add Privacy</small>
(10 of 10) Domain Names ▲	Expires On	Status

Cancel Domains

Once you cancel a domain name, it may be released and may be purchased by others on the Internet.

NOTE: Canceling a domain name does not entitle you to a refund of any registration or transfer fees.

To cancel a domain:

1. Select a domain name and click the Cancel Domains button.
2. Indicate if changes apply to only the Single Domain, Selected Domains, or All Eligible Domains.
 - Single Domain is the domain that you have selected in the Domain Name list.
 - Selected Domains appears only if you have more than one domain selected.
 - All Eligible Domains are all active domains that are not pending, private, or locked.
3. Select Please Cancel Domain(s).
4. Click Save Changes.

The screenshot shows the 'MANAGE DOMAINS' interface. At the top, there is a search bar and a 'GO' button. Below the search bar are several tabs: 'Manage Contacts', 'Change Account', 'Cancel Domains', 'Set Nameservers', 'Auto Renew', 'Renew Domains', 'Set Locking', 'Forward Domains', and 'Add Privacy'. The 'Cancel Domains' tab is selected. Below the tabs is a table of domain names with columns for 'Expires On' and 'Status'. The first domain, 'DOMAINNAME1234.INFO', is selected with a checkmark. To the right of the table is a 'Cancel Domains' dialog box. The dialog box has a title 'Cancel Domains' and a section 'Apply changes to:' with two radio buttons: 'Single Domain (DOMAINNAME1234.INFO)' (selected) and 'All Eligible Domains'. Below this is a note: 'Once you cancel a domain name, it will no longer be owned by you and may be purchased by others on the Internet. NOTE: Canceling a domain name does not entitle you to a refund of any registration or transfer fees.' At the bottom of the dialog box, there is a checkbox labeled 'Please Cancel Domain(s)' and two buttons: 'Save Changes' and 'Cancel Changes'. Red arrows point to the 'Cancel Domains' tab, the 'Apply changes to:' section, the 'Please Cancel Domain(s)' checkbox, and the 'Save Changes' button.

(10 of 10) Domain Names ▲	Expires On	Status
<input checked="" type="checkbox"/> DOMAINNAME1234.INFO	2/2/2006 Renew Now	Active - Public Add Privacy
<input type="checkbox"/> DOMAINNAME1234.ORG	2/2/2006 Renew Now	Active - Public Add Privacy
<input type="checkbox"/> DOMAINTEST.CC	2/2/2006 Renew Now	Active - Public Add Privacy
<input type="checkbox"/> DOMAINTEST.WS	2/2/2006 Renew Now	Active - Public Add Privacy
<input type="checkbox"/> SAMPLEDOMAINNAME1.COM	1/30/2006 Renew Now	Active - Private Manage Privacy
<input type="checkbox"/> SAMPLEDOMAINNAME1.INFO	1/30/2006 Renew Now	Active - Private Manage Privacy
<input type="checkbox"/> SAMPLEDOMAINNAME1.NET	1/30/2006 Renew Now	Active - Private Manage Privacy
<input type="checkbox"/> SAMPLEDOMAINNAME1.ORG	1/30/2006 Renew Now	Active - Private Manage Privacy
<input type="checkbox"/> SAMPLEDOMAINNAME1.US	1/29/2006 Renew Now	Active - Public Add Privacy
<input type="checkbox"/> SAMPLEDOMAINNAME1.WS	1/30/2006 Renew Now	Active - Public Add Privacy
(10 of 10) Domain Names ▲	Expires On	Status

Set Nameservers

Changes to nameservers may take up to 48 hours to take effect. The nameservers cannot be changed for domains that are locked or have a pending status.

- Default Hosting Nameservers - Select this option if you are hosting with us, and we will fill in the values for you.
- Default Parked Nameservers - Select this option to use one of our Parked Pages until you build a site of your own.
- Custom Nameservers - Select this option if you are not hosting with us. You will fill in the addresses of the nameservers you get from your ISP.

The screenshot shows the 'MANAGE DOMAINS' interface. On the left, there is a table of domains with columns for 'Expires On' and 'Status'. The first domain, 'DOMAINNAME1234.INFO', is selected. On the right, the 'Nameservers' configuration panel is visible. It includes a search bar, a 'GO' button, and a 'Nameservers' section with radio buttons for 'Single Domain (DOMAINNAME1234.INFO)', 'Selected Domains', and 'All Eligible Domains'. Below this, there is a text box explaining nameservers and a warning: 'Changes to nameservers may take up to 48 hours to take effect.' At the bottom, there are three radio buttons: 'Default Hosting Nameservers', 'Default Parked Nameservers', and 'Custom Nameservers'. The 'Custom Nameservers' option is selected, and there are three input fields for 'Nameserver 1', 'Nameserver 2', and 'Nameserver 3'. A 'Required field' asterisk is next to the 'Nameserver 3' field. At the bottom of the panel, there is an 'Add New Nameserver' button and 'Save Changes' and 'Cancel Changes' buttons.

To enter or update nameservers:

1. Select a domain name and click the Set Nameservers button.
2. Indicate if changes apply to only the Single Domain, Selected Domains, or All Eligible Domains.
 - Single Domain is the domain that you have selected in the Domain Name list.
 - Selected Domains appears only if you have more than one domain selected.
 - All Eligible Domains are all active domains that are not pending, private, or locked.
3. Enter the nameservers provided by your ISP or click Default Hosting or Default Parked.
 - A minimum of 2 nameservers is required.
4. If necessary, click Add New Nameserver, to add additional nameserver fields. **Note:** Entering two nameservers is usually sufficient.
5. Click Save Changes.

Auto Renew

Use the auto-renew option to ensure that your domain never expires. If this option is selected, we will renew the registration for the same amount of time originally purchased using your default payment method.

The screenshot shows the 'MANAGE DOMAINS' interface. At the top, there is a search bar and a 'GO' button. Below the search bar are several navigation buttons: 'Bulk Edit', 'Manage Contacts', 'Change Account', 'Cancel Domains', 'Set Nameservers', 'Auto Renew', 'Renew Domains', 'Set Locking', 'Forward Domains', and 'Add Privacy'. A red arrow points to the 'Auto Renew' button. Below the navigation bar is a table of domain names. The table has columns for 'Expires On' and 'Status'. A red arrow points to the first row of the table. To the right of the table is the 'Automatic Renewal' section. It contains a text box explaining the auto-renew option. Below the text box are two radio buttons: 'Automatic Renewal Disabled' and 'Automatic Renewal Enabled'. A red arrow points to the 'Automatic Renewal Enabled' radio button. Below the radio buttons are two buttons: 'Save Changes' and 'Cancel Changes'. A red arrow points to the 'Save Changes' button.

(10 of 10) Domain Names ▲	Expires On	Status
<input checked="" type="checkbox"/> DOMAINNAME1234.INFO	2/2/2006 Renew Now	Active - Public Add Privacy
<input type="checkbox"/> DOMAINNAME1234.ORG	2/2/2006 Renew Now	Active - Public Add Privacy
<input type="checkbox"/> DOMAINTEST.CC	2/2/2006 Renew Now	Active - Public Add Privacy
<input type="checkbox"/> DOMAINTEST.WS	2/2/2006 Renew Now	Active - Public Add Privacy
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<input type="checkbox"/> SAMPLEDOMAINNAME1.INFO	1/30/2006 Renew Now	Active - Private Manage Privacy
<input type="checkbox"/> SAMPLEDOMAINNAME1.NET	1/30/2006 Renew Now	Active - Private Manage Privacy
<input type="checkbox"/> SAMPLEDOMAINNAME1.ORG	1/30/2006 Renew Now	Active - Private Manage Privacy
<input type="checkbox"/> SAMPLEDOMAINNAME1.US	1/29/2006 Renew Now	Active - Public Add Privacy
<input type="checkbox"/> SAMPLEDOMAINNAME1.WS	1/30/2006 Renew Now	Active - Public Add Privacy
(10 of 10) Domain Names ▲	Expires On	Status

To enable or disable the auto-renew feature on a domain:

1. Select a domain name and click the Auto Renew button.
2. Indicate if changes apply to only the Single Domain, Selected Domains, or All Eligible Domains.
 - Single Domain is the domain that you have selected in the Domain Name list.
 - Selected Domains appears only if you have more than one domain selected.
3. Select “Automatic Renewal Disabled” or “Automatic Renewal Enabled”.
4. Click “Save Changes.”

This will enable or disable the auto-renewal feature on the selected domain name.

Renew Domains

Domain names may be registered for a maximum of 10 years. When renewing multiple domains, actual renewal lengths may vary due to this maximum registration length constraint, imposed by the domain registry.

The screenshot shows the 'MANAGE DOMAINS' interface. On the left is a table of domain names with columns for 'Expires On' and 'Status'. On the right is a 'Renew Domains' sidebar with various options and a 'Proceed to Checkout' button. Red callout boxes with numbers 1 through 6 point to specific elements: 1 points to the domain list header, 2 to the 'Renew Domains' button, 3 to the 'Apply changes to' section, 4 to the 'Standard or Private' selection area, 5a to the 'Use Existing Private Registration Account' section, 5b to the 'Domains By Proxy Agreement' section, and 6 to the 'Proceed to Checkout' button.

	Expires On	Status
<input checked="" type="checkbox"/> DOMAINNAME1234.INFO	2/2/2006 Renew Now	Active - Public Add Privacy
<input type="checkbox"/> DOMAINNAME1234.ORG	2/2/2006 Renew Now	Active - Public Add Privacy
<input type="checkbox"/> DOMAINTEST.CC	2/2/2006 Renew Now	Active - Public Add Privacy
<input type="checkbox"/> DOMAINTEST.WS	2/2/2006 Renew Now	Active - Public Add Privacy
<input type="checkbox"/> SAMPLEDOMAINNAME1.COM	1/30/2006 Renew Now	Active - Private Manage Privacy
<input type="checkbox"/> SAMPLEDOMAINNAME1.INFO	1/30/2006 Renew Now	Active - Private Manage Privacy
<input type="checkbox"/> SAMPLEDOMAINNAME1.NET	1/30/2006 Renew Now	Active - Private Manage Privacy
<input type="checkbox"/> SAMPLEDOMAINNAME1.ORG	1/30/2006 Renew Now	Active - Private Manage Privacy
<input type="checkbox"/> SAMPLEDOMAINNAME1.US	1/29/2006 Renew Now	Active - Public Add Privacy
<input type="checkbox"/> SAMPLEDOMAINNAME1.WS	1/30/2006 Renew Now	Active - Public Add Privacy

Renew Domains

Apply changes to:
 Single Domain (DOMAINNAME1234.INFO)
 All Eligible Domains

Length of Renewal
 Choose Renewal Length:
 2 Year
[Multi-year renewal \(200-2001\) price chart](#)

* For multiple domain renewals, actual renewal lengths may vary due to maximum registration length constraints imposed by the domain registry.

Make This Private?
 Choose a **Standard or Private (Unlisted)** Registration

With a **standard registration**, your name, phone number, postal and email address are listed in the public WHOIS directory. Your personal information is available to anyone, anywhere, anytime - exposing you to an untold number of potential problems. And yes, it CAN happen to You!

But a **private registration** shields your personal information from public views; you control who reaches you and when!

Only \$8.95/yr
 Today's Special!
 Just \$3.95/yr. per domain

[Learn More](#) [See the Difference](#)

Standard Public Make it Private ("Unlisted")

The registration period will match your domain(s)

Use Existing Private Registration Account
 Select this if you want the above domain(s) added to your existing account. If you forgot your User ID or Password, create a new account instead. The accounts can be merged together later.

User ID:
 Password:

Create a new Private Registration Account

Domains By Proxy Agreement:
 I have read the [Domain Name Proxy Agreement](#) and agree to its terms for all selected private domain names.

Proceed to Checkout **Cancel Changes**

To renew a domain name(s):

1. Select a domain name and click the Renew Domains button.
2. Indicate if changes apply to only the Single Domain, Selected Domains, or All Eligible Domains.
 - Single Domain is the domain that you have selected in the Domain Name list.
 - Selected Domains appears only if you have more than one domain selected.

- All Eligible Domains are all active domains that are not pending, private, or locked.
3. Choose the length of time you wish to renew the domain name(s) for.
 4. If the domain is currently public, choose if you would it to remain public (standard) or if you would like to make it a private registration.
 5. If you choose to make the domain registration private:
 - You may enter a current Domains By Proxy account user ID and password or create a new Domains By Proxy account.
 - Read and accept the Domains By Proxy Agreement.
 6. Click Proceed to Checkout.

Set Locking

Locking your domain prevents changes to contacts and name servers. It also prevents the domain name from being transferred to another registrar. You may lock or unlock your domain at any time.

The screenshot shows the 'MANAGE DOMAINS' interface. On the left, there is a table of domain names with columns for 'Expires On' and 'Status'. A red arrow points to the 'Set Locking' button in the top navigation bar. On the right, the 'Locking' panel is visible, showing options to 'Apply changes to:' and 'Unlocked' or 'Locked' radio buttons. A red arrow points to the 'Unlocked' radio button. Below the panel are 'Save Changes' and 'Cancel Changes' buttons.

(10 of 10) Domain Names ▲	Expires On	Status
<input checked="" type="checkbox"/> DOMAINNAME1234.INFO	2/2/2006 <small>Renew Now</small>	Active - Public <small>Add Privacy</small>
<input type="checkbox"/> DOMAINNAME1234.ORG	2/2/2006 <small>Renew Now</small>	Active - Public <small>Add Privacy</small>
<input type="checkbox"/> DOMAINTEST.CC	2/2/2006 <small>Renew Now</small>	Active - Public <small>Add Privacy</small>
<input type="checkbox"/> DOMAINTEST.WS	2/2/2006 <small>Renew Now</small>	Active - Public <small>Add Privacy</small>
<input type="checkbox"/> SAMPLEDOMAINNAME1.COM	1/30/2006 <small>Renew Now</small>	Active - Private <small>Manage Privacy</small>
<input checked="" type="checkbox"/> SAMPLEDOMAINNAME1.INFO	1/30/2006 <small>Renew Now</small>	Active - Private <small>Manage Privacy</small>
<input type="checkbox"/> SAMPLEDOMAINNAME1.NET	1/30/2006 <small>Renew Now</small>	Active - Private <small>Manage Privacy</small>
<input type="checkbox"/> SAMPLEDOMAINNAME1.ORG	1/30/2006 <small>Renew Now</small>	Active - Private <small>Manage Privacy</small>
<input type="checkbox"/> SAMPLEDOMAINNAME1.US	1/29/2006 <small>Renew Now</small>	Active - Public <small>Add Privacy</small>
<input type="checkbox"/> SAMPLEDOMAINNAME1.WS	1/30/2006 <small>Renew Now</small>	Active - Public <small>Add Privacy</small>
(10 of 10) Domain Names ▲	Expires On	Status

To Lock or Unlock a domain name:

1. Select a domain name and click the Set Locking button.
2. Indicate if changes apply to only the Single Domain, Selected Domains, or All Eligible Domains.
 - Single Domain is the domain that you have selected in the Domain Name list.
 - Selected Domains appears only if you have more than one domain selected.
 - All Eligible Domains are all active domains that are not pending, private, or locked.
3. Choose Unlocked or Locked, as appropriate.
4. Click Save Changes.

Forward Domains

Domain forwarding allows you to point your domain to any URL on the Web. Most often, this is used if you own multiple domain names and want to point them to the same Web site.

Domain masking hides the destination address when used in conjunction with domain forwarding. Masking lets you protect the address of a particular site, while still allowing visitors to access the content.

Use the Manage Domain Name Forwarding page to purchase, setup, and manage your forwarded and masked domain names. You can set up new forwarding accounts, edit existing forwarded accounts, or remove forwarding from an account. In addition, you can add masking to a forwarded account.

MANAGE DOMAINS Search Your Domains For:

(10 of 10) Domain Names ▲	Expires On	Status
<input checked="" type="checkbox"/> DOMAINNAME1234.INFO	2/2/2006 Renew Now	Active - Public Add Privacy
<input type="checkbox"/> DOMAINNAME1234.ORG	2/2/2006 Renew Now	Active - Public Add Privacy
<input type="checkbox"/> DOMAINTEST.CO	2/2/2006 Renew Now	Active - Public Add Privacy
<input type="checkbox"/> DOMAINTEST.WS	2/2/2006 Renew Now	Active - Public Add Privacy
<input type="checkbox"/> SAMPLEDOMAINNAME1.COM	1/30/2006 Renew Now	Active - Private Manage Privacy
<input type="checkbox"/> SAMPLEDOMAINNAME1.INFO	1/30/2006 Renew Now	Active - Private Manage Privacy
<input type="checkbox"/> SAMPLEDOMAINNAME1.NET	1/30/2006 Renew Now	Active - Private Manage Privacy
<input type="checkbox"/> SAMPLEDOMAINNAME1.ORG	1/30/2006 Renew Now	Active - Private Manage Privacy
<input type="checkbox"/> SAMPLEDOMAINNAME1.US	1/29/2006 Renew Now	Active - Public Add Privacy
<input type="checkbox"/> SAMPLEDOMAINNAME1.WS	1/30/2006 Renew Now	Active - Public Add Privacy
(10 of 10) Domain Names ▲	Expires On	Status

Forward Domains

Apply changes to:

Single Domain (DOMAINNAME1234.INFO)

All Eligible Domains

Domain Name Forwarding allows you to redirect or "point" your domain name to another location. Most often, this is used if you own multiple domain names and want to "point" them to the same web site. Enter the URL to forward these domain name(s) to below and click "Save Changes".

Status: Not Forwarded
Free Forwarding Credits: 9
Paid Forwarding Credits: 0
Free Masking Credits: 10
Paid Masking Credits: 0

Forward To:

ex: (<http://www.anotherdomain.com>)

Mask Domain:

Masked Title:

Masked Description Meta-Tag:

Masked Keyword Meta-Tag
(keywords should be separated by commas):

Required field

To forward a domain name:

1. Select the domain name(s) that you want to forward.
2. Indicate if changes apply to only the Single Domain, Selected Domains, or All Eligible Domains.
 - Single Domain is the domain that you have selected in the Domain Name list.
 - Selected Domains appears only if you have more than one domain selected.
 - All Eligible Domains are all active domains that are not pending, private, or locked.
3. Enter the URL of the Web site that you want the domain(s) to be forwarded to.

4. Indicate if you want to apply masking to the domain name.
5. If you choose to mask the domain name, enter the following information:
 - Masked Title: the title to be displayed on the browser window for the forwarded page.
 - Masked Description Meta-Tags: the description of the forwarded page.
 - Masked Keyword Meta-Tags: keywords that describe the content and/or can be found in the content of the forwarded page.
6. Click Save Changes.

Add Privacy

A private registration, through Domains By Proxy, shields your personal information from public view. When you register a domain name, your contact information is available in the Whois database for anyone and everyone to see. Now you can hide your information, but still meet ICANN regulations for providing real and correct contact information through Domains By Proxy.

MANAGE DOMAINS Search Your Domains For:

Bulk Edit	Manage Contacts	Change Account	Cancel Domains
	Set Nameservers	Auto Renew	Renew Domains
	Set Locking	Forward Domains	Add Privacy

(10 of 10) Domain Names ▲	Expires On	Status
<input checked="" type="checkbox"/> DOMAINNAME1234.INFO	2/2/2006 Renew Now	Active - Public Add Privacy
<input type="checkbox"/> DOMAINNAME1234.ORG	2/2/2006 Renew Now	Active - Public Add Privacy
<input type="checkbox"/> DOMAINTEST.CC	2/2/2006 Renew Now	Active - Public Add Privacy
<input type="checkbox"/> DOMAINTEST.WS	2/2/2006 Renew Now	Active - Public Add Privacy
<input type="checkbox"/> SAMPLEDOMAINNAME1.COM	1/30/2006 Renew Now	Active - Private Manage Privacy
<input type="checkbox"/> SAMPLEDOMAINNAME1.INFO	1/30/2006 Renew Now	Active - Private Manage Privacy
<input type="checkbox"/> SAMPLEDOMAINNAME1.NET	1/30/2006 Renew Now	Active - Private Manage Privacy
<input type="checkbox"/> SAMPLEDOMAINNAME1.ORG	1/30/2006 Renew Now	Active - Private Manage Privacy
<input type="checkbox"/> SAMPLEDOMAINNAME1.US	1/29/2006 Renew Now	Active - Public Add Privacy
<input type="checkbox"/> SAMPLEDOMAINNAME1.WS	1/30/2006 Renew Now	Active - Public Add Privacy
(10 of 10) Domain Names ▲	Expires On	Status

Privacy

Apply changes to:

Single Domain (DOMAINNAME1234.INFO)

All Eligible Domains

Choose a Standard or Private (Unlisted) Registration

With a **standard** registration, your name, phone number, postal and email address are listed in the public WHOIS directory. Your personal information is available to anyone, anywhere, anytime - exposing you to an untold number of potential problems. And yes, it CAN happen to You!

But a **private** registration shields your personal information from public view; you control who reaches you and when!

Only \$8.96/yr.

Today's Special! Just \$8.96/yr. per domain

[Learn More](#) [See the Difference](#)

The registration period will match your domain(s). DOMAINNAME1234.INFO has 1.997 years remaining

Use Existing Private Registration Account
Select this if you want the above domain(s) added to your existing account. If you forget your User ID or Password, create a new account instead. The accounts can be merged together later.

User ID:

Password:

Create a new Private Registration Account

Domains By Proxy Agreement:

I have read the [Domain Name Proxy Agreement](#) and agree to its terms for all selected private domain names.

To add privacy to a domain name(s):

1. Select the domain name(s) that you want to add privacy to.
2. Indicate if changes apply to only the Single Domain, Selected Domains, or All Eligible Domains.
 - Single Domain is the domain that you have selected in the Domain Name list.

- Selected Domains appears only if you have more than one domain selected.
 - All Eligible Domains are all active domains that are not pending, private, or locked.
3. You may enter a current Domains By Proxy account user ID and password or create a new Domains By Proxy account. Note: If you forgot your User ID or Password for your existing account, simply create a new account now and contact customer service to merge your accounts later.
 4. Read and accept the Domains By Proxy Agreement.
 5. Click Proceed to Checkout.

Pending Transfers

The Pending Transfers page allows you to easily monitor the progress of your transfer requests. Certain actions will become available to you as a transfer progresses. These will appear in the dropdowns to the right of your domain names. Most likely you will not need to use these options. However, these options are available in the event that the approval email is accidentally deleted or the transfer fails and needs to be retried.

This page gives you the ability to monitor the progress of your transfer requests. Certain actions will become available to you as a transfer progresses. These will appear in the dropdowns on the right of your domains. Most likely you will not need to use these options, but they are there in case the admin approval email is accidentally deleted, or the transfer fails and needs to be retried. As always, you may contact our [Transfer Concierge](#) for assistance.

[Return](#)

Domain Name	Status	Order ID	Admin Email	Action
ADOMABNAME100.BIZ	Contact Lockup Pending	1046341	N/A	
ADOMABNAME100.COM	Contact Lockup Pending	1046341	N/A	
ADOMABNAME100.NET	Contact Lockup Pending	1046341	N/A	

Pending Account Changes

After you have initiated an Account Change for a domain name, the pending transaction will be listed on the Pending Account Changes page. For each transaction, you can view:

- the date the transaction was created
- the domain names associated with that transaction
- the contact information for the account the domains are being sent to

PENDING ACCOUNT CHANGES		
<input type="button" value="Resend Notification"/>	<input type="button" value="Cancel Entire Transaction"/>	
Transaction	Domain Name(s)	Sent To
<input type="checkbox"/> 22 Created: 2/5/2004 4:36 52 PM	PTESTPLDOM002.COM PTESTPLDOM002.NET	Sample Customer Customer@Sample.com 456 Street Name Columbus Ohio 43224 United States tel. +1.7808514226

Notification of the Account Change is sent to the contact listed under Sent To. If the transaction remains pending for an extended period of time, you may:

- Resend Notification - If you resend the notification, another account change notification will be sent to the email address listed for the contact under Sent To. It will be up to that person to enter their account and accept the account changes.
- Cancel Entire Transaction - If you cancel the transaction, the transaction will be canceled, and if the person who was to receive the domain names attempts to accept the account change, they will receive an error message.

Accept an Account Change

If you are on the receiving end of a Change Account Request, you will receive an email with instructions on how to complete the process and assume registration of the domain name(s). Once you have received the email notification, log into your account and go to Accept Account Change under the Domain Names menu.

To accept an account change:

1. Enter your Transaction ID and Security Code from the email notification.
2. Click Next.

3. Read and indicate that you agree to the Transfer of Registration Agreement and the Domain Registration Agreement.
4. Click Accept Change.

5. Review your order. The total price, for just the Change of Ownership, should be \$0.00. However, in order for us to process the change request, you must complete the transaction and check out.
6. Click Check Out.

To change an item's quantity, edit the number and press "Update Cart".

Item #	Name	Unit Price	Today's Price	Qty	Extra Disc.	Total Price
260112-1-110002	Domain Name New Ownership	\$0.00	\$0.00	2	\$0.00	\$0.00 delete
						one time

Subtotal (US Dollars): \$0.00

[UPDATE CART](#)
[EMPTY CART](#)
[SHOP MORE](#)
[CHECK OUT](#)

7. Verify your billing information and shipping address.
 - To update your billing or shipping address, click Edit Addresses.
8. Click Continue with Checkout to complete your purchase

Billing Information	Shipping Address
Sample Customer 3514 Homestead Dr Anytown, CA Sample@Customer.com	Sample Customer 3514 Homestead Dr Anytown, CA Sample@Customer.com

[Edit Address](#)
[Our Privacy Policy](#)
[CONTINUE WITH CHECK OUT](#)

9. Click Complete Your Purchase to finalize your order.

To change your order return to the [shopping cart page](#).

To finalize this order please click "Complete Purchase" below.

Item #	Name	Qty	Total Price
260112-1-105404	Domain Name New Ownership	1	\$0.00

Subtotal: \$0.00
Shipping and Handling: \$0.00
Tax: \$0.00
Total: \$0.00

The following process may take a few moments. Please click on the purchase button only once. Clicking on the purchase button more than once may result in multiple charges.

[COMPLETE YOUR PURCHASE](#)