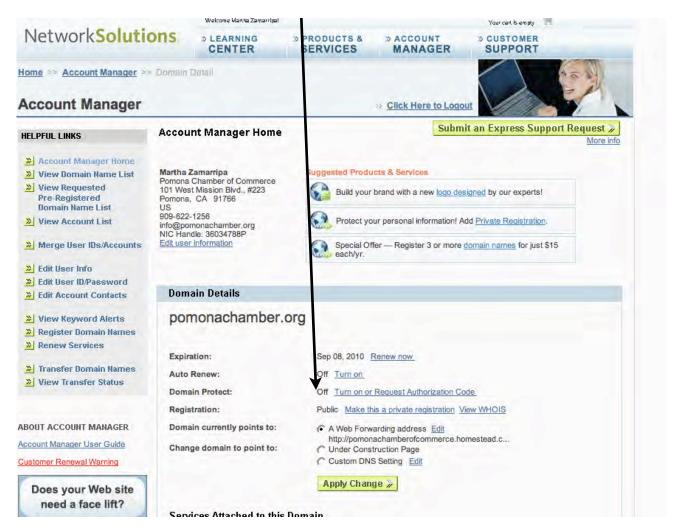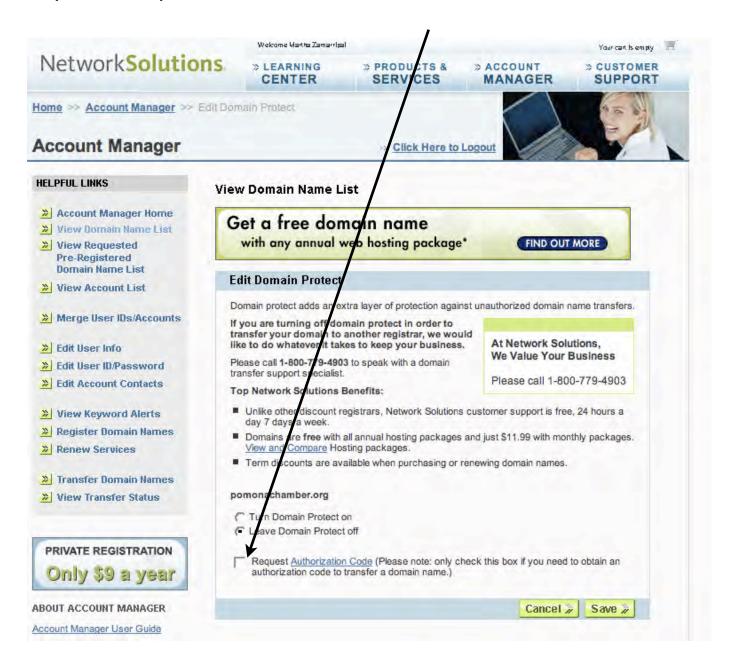**A domain name transfer can be a daunting task. Here are the steps and issues involved.**

Step one is to log into your account at the current domain name holder and unlock the domain (turn domain protection off):

Step two is to request a domain transfer authorization code:

Next, the domain holder will send an email to confirm that a request for transfer is being made and an authorization code will be sent. A link to initiate the transfer will usually be given in the email. This will be sent to the administrative contact show in the WHOIS database:

Here is an example:

From: Network Solutions
To: info@xyz.org
Sent: Tuesday, January 16, 2007 4:07 PM
Subject: Your Authorization Code Request

Dear Network Solutions® Customer,

We received your authorization code request on 01/16/2007 for your domain name XYZ.ORG.

Your authorization code is: fxv2253

If you are planning to transfer your domain to another registrar, we would like to do whatever it takes to keep your business.

If you have any questions, please contact Customer Service at registrar@networksolutions.com.

Network Solutions is committed to delivering high quality services to meet your online needs.

Sincerely,

Network Solutions® Customer Support

This e-mail was sent from a notification only address and cannot receive incoming messages.

© Copyright 2007 Network Solutions, LLC. All rights reserved.
Network Solutions, 13861 Sunrise Valley Drive, Department CCD, Herndon, VA 20171
------------------End Email-------------------------

Another email will be sent to you:

From: Network Solutions
To: info@xyz.org
Sent: Tuesday, January 16, 2007 8:12 PM
Subject: Account Update Confirmation

Dear Network Solutions® Customer,

We wanted to confirm with you that Domain Protect has been turned off for the domain name registrations listed below:

Account Number: 23329362

Domain Name Registration: xxx.ORG
Update made by: George Cancelmo
Update made: January 16, 2007 7:07:57 PM EST

Turning Domain Protect off removes an extra layer of protection against an unauthorized transfer of your domain name registration(s).

   * When turned on, Domain Protect provides protection from "domain hijackers" or others who may illegally attempt to transfer your domain name registration.
* With Domain Protect on you can still perform legal name changes and consolidate or move domain names between Network Solutions accounts.

If you intend to transfer this domain name please call Network Solutions at 1-888-642-9675 to request assistance from a transfer specialist.

Thank you for choosing Network Solutions. We are committed to providing you with the solutions, services, and support to help you succeed online.

Sincerely,

Network Solutions® Customer Support

This e-mail was sent from a notification only address and cannot receive incoming messages.

Another email will be sent to confirm transfer from the Domain name host to whom you are transferring the domain:

From: <notices@melbourneit.com.au>
To: <info@xyz.org>
Sent: Tuesday, January 16, 2007 5:03 PM
Subject: Authorisation For Transfer In: xyz.org

VERIOISERVER

 Attention: Licence Holder,

 Re: Transfer of xyz.org

 Reference: 15192267

 The current registrar of record for this domain name is Network Solutions
 Inc. for domain names, or hosting provider, who will act as manager of your
 Domain Name, and Melbourne IT, an ICANN accredited Registrar, have
 received notification Name to transfer the above Domain Name from your
 current Registrar to Melbourne IT as the new Registrar of Record

 You have received this message because you are listed as the Registered
 Name Holder or Administrative contact for this domain name in the WHOIS
 database.

 Please read the following important information about transferring your
 domain name:

 * You must agree to enter into a new Registration Agreement with Melbourne
 IT. You can review the full terms and conditions of the Agreement at
 http://www.melbourneit.com.au/policies/gtldtermcond.php3
 * Once you have entered into the Agreement, the transfer will take place
 within five (5) calendar days unless the current registrar of record
 denies the request.

 * Once a transfer takes place, you will not be able to transfer to another
 registrar for 60 days, apart from a transfer back to the original
 registrar, in cases where both registrars so agree or where a decision in
 the dispute resolution process so directs.

If you WISH TO PROCEED with the transfer, you must respond to this message
via the below method (note if you do not respond by 20-Jan-2007,
xyz.org will not be transferred to us)

Please go to our website
http://www.melbourneit.com.au/cc/transfer/blahblahblahjavex&
to confirm.

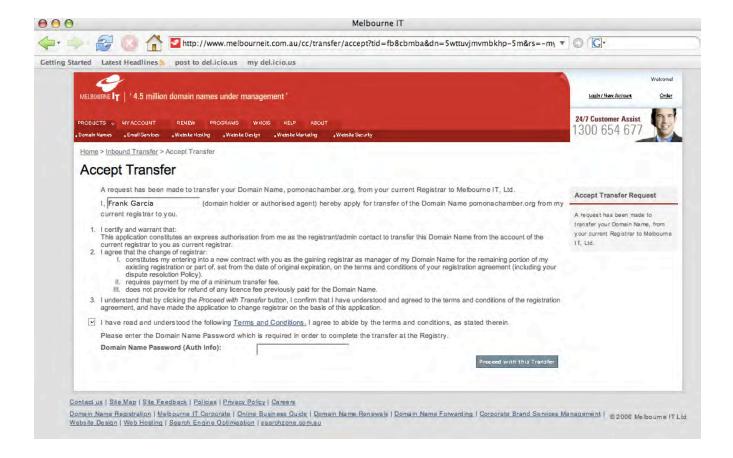If you DO NOT WANT the transfer to proceed, then don't respond to this
message.

If you have any questions about this process, please contact us at .

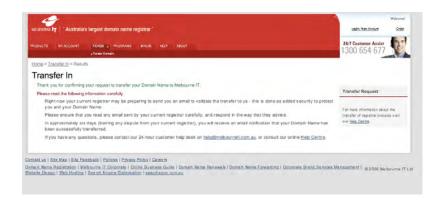Please do not reply to this email message as we cannot issue a response.

Kind Regards,

VERIOISERVER
------------------End Email------------------------

Next, log into your domain account again and authorize the transfer:

Melbourne IT

http://www.melbourneit.com.au/cc/transfer/accept?tid=fb8cbmba&dn=5wttuvjmvmbkhp-5m&rs=-my

Getting Started   Latest Headlines   post to del.icio.us   my del.icio.us

Welcome!

MELBOURNE IT | ' 4.5 million domain names under management '

Login / New Account   Order

24/7 Customer Assist
1300 654 677

PRODUCTS   MY ACCOUNT   RENEW   PROGRAMS   WHOIS   HELP   ABOUT
• Domain Names   • Email Services   • Website Hosting   • Website Design   • Website Marketing   • Website Security

Home > Inbound Transfer > Accept Transfer

Accept Transfer

A request has been made to transfer your Domain Name, pomonachamber.org, from your current Registrar to Melbourne IT, Ltd.

I, Frank Garcia   (domain holder or authorised agent) hereby apply for transfer of the Domain Name pomonachamber.org from my current registrar to you.

1. I certify and warrant that:
   This application constitutes an express authorisation from me as the registrant/admin contact to transfer this Domain Name from the account of the current registrar to you as current registrar.
2. I agree that the change of registrar:
   I. constitutes my entering into a new contract with you as the gaining registrar as manager of my Domain Name for the remaining portion of my existing registration or part of, set from the date of original expiration, on the terms and conditions of your registration agreement (including your dispute resolution Policy).
   II. requires payment by me of a minimum transfer fee.
   III. does not provide for refund of any licence fee previously paid for the Domain Name.
3. I understand that by clicking the *Proceed with Transfer* button, I confirm that I have understood and agreed to the terms and conditions of the registration agreement, and have made the application to change registrar on the basis of this application.

☑ I have read and understood the following Terms and Conditions. I agree to abide by the terms and conditions, as stated therein.

Please enter the Domain Name Password which is required in order to complete the transfer at the Registry.

Domain Name Password (Auth Info):

Proceed with this Transfer

Accept Transfer Request

A request has been made to transfer your Domain Name, from your current Registrar to Melbourne IT, Ltd.

Contact us | Site Map | Site Feedback | Policies | Privacy Policy | Careers
Domain Name Registration | Melbourne IT Corporate | Online Business Guide | Domain Name Renewals | Domain Name Forwarding | Corporate Brand Services Management | © 2006 Melbourne IT Ltd
Website Design | Web Hosting | Search Engine Optimisation | searchzone.com.au

You should get some kind of transfer notice:

MELBOURNE IT | ' Australia's largest domain name registrar '

Welcome!
Login / New Account   Order

24/7 Customer Assist
1300 654 677

PRODUCTS   MY ACCOUNT   RENEW   PROGRAMS   WHOIS   HELP   ABOUT
• Renew Domain

Home > Transfer In > Results

Transfer In

Thank you for confirming your request to transfer your Domain Name to Melbourne IT.

Please read the following information carefully

Right now your current registrar may be preparing to send you an email to validate the transfer to us - this is done as added security to protect you and your Domain Name.

Please ensure that you read any email sent by your current registrar carefully, and respond in the way that they advise.

In approximately six days (barring any dispute from your current registrar), you will receive an email notification that your Domain Name has been successfully transferred.

If you have any questions, please contact our 24-hour customer help desk on help@melbourneit.com.au, or consult our online Help Centre.

Transfer Request

For more information about the transfer of registrar process visit our Help Centre

Contact us | Site Map | Site Feedback | Policies | Privacy Policy | Careers
Domain Name Registration | Melbourne IT Corporate | Online Business Guide | Domain Name Renewals | Domain Name Forwarding | Corporate Brand Services Management | © 2006 Melbourne IT Ltd
Website Design | Web Hosting | Search Engine Optimisation | searchzone.com.au

Next you will receive yet another notice via email:

From: Network Solutions
To: info@xyz.org
Sent: Wednesday, January 17, 2007 9:57 AM
Subject: Domain Name Transfer Request

Attention: Mrs. Z (Whomever the contact person listed in the WHOIS database
Re: Transfer of XYZ.ORG

We received notification on January 17, 2007 12:51:57 PM EST that you have re-
quested to transfer to another domain name registrar. If you would like to proceed with
this transfer you do not need to respond to this message. If you wish to cancel the
transfer please contact us before January 21, 2007 12:51:57 PM EST by visiting our se-
cure website https://www.registrar-transfers.com/blahblahbalh.

If we do not hear from you by January 21, 2007 12:51:57 PM EST, this transfer will pro-
ceed.
We are committed to providing you with the solutions, services, and support to help you
succeed online. We hope to continue serving you in the future.

Sincerely,

Network Solutions® Customer Support

This e-mail was sent from a notification only address and cannot receive incoming mes-
sages.

© Copyright 2007 Network Solutions, LLC. All rights reserved.
Network Solutions, 13861 Sunrise Valley Drive, Department CCD, Herndon, VA 20171
------------------End Email-------------------------

You will then receive a final warning from the Domain controller

From: Network Solutions
To: info@xyz.org
Sent: Wednesday, January 17, 2007 9:57 AM
Subject: Domain Name Transfer Request

Dear Network Solutions® Customer,

We have received a request to transfer the domain name registration listed below to another domain name service provider. You should also have received an email from that registrar regarding this transfer request.

Domain Name: XXX.ORG
Date of original request: January 17, 2007 12:51:57 PM EST

In an effort to ensure that this request was not sent to us by mistake or in response to a "notice" sent to you by someone other than Network Solutions, we wanted to let you know that a number of our customers have informed us that they have received (and in some cases mistakenly responded to) notices they thought were from Network Solutions, but were actually from an unrelated third party. If you ever have any doubt or questions about a notice you receive, please contact us to verify its authenticity.

You do not need to transfer your domain name registration if you are only changing your ISP and/or hosting provider. In that case, you can login directly to Account Manager at http://goto.networksolutions.com/account-aoff and update your domain name servers (DNS) to match the DNS information provided by your new ISP or hosting provider.

IMPORTANT: Transferring a domain out of your Network Solutions account will result in the deletion of any other Network Solutions services that are associated with that domain.

If you have received this notification in error and do not wish to transfer your domain name registration we must hear from you before January 21, 2007 12:51:57 PM EST so we may cancel this request. Please go to https://www.registrar-transfers.com/blahblahblah (or copy and paste the URL into your browser) and follow the instructions.

If you do still wish to transfer your domain name registration, we hope that you will reconsider and choose to stay with Network Solutions. We value your business and would like to keep you as a customer.

If you have any questions or need further assistance, please visit the Customer Service Center at http://www.networksolutions.com/help/index.jsp

Thank you for choosing Network Solutions. We are committed to providing you with the solutions, services, and support to help you succeed online.

Sincerely,

Network Solutions® Customer Support
------------------End Email-------------------------

After a week or so the domain name should be turned over to the new Domain Registrar. You will recieve an email confirming that that transfer has been made:

Dear XYZ:

Congratulations! The request to transfer the domain name
xyz.org from its current registrar to MelbourneIT
Limited dba Internet Names WorldWide (MelbourneIT) has been
successful. You will subsequently be billed for request on a future
billing invoice.

Thank you for your business.

Web Hosting Service

------------------End Email-------------------------

Be sure and update your DNS servers listed in the WHOIS database.