

Domain Transfer Checklist

Use this checklist when transferring your domain from RevenueWell to an account you manage.

- **Before your transfer, you should:**
 - Choose your new hosting company and domain registrar.
 - Create your new registrar account and have the account information ready.

- **Initiate the Transfer with RevenueWell:**
 - **Important:** Requester must be an authorized user/contact with RevenueWell.
 - Authorized user can send a request to support@pbhs.com or your Customer Success Manager.
 - Subject: Domain Transfer Out
 - Include the following information:
 - Intent to cancel and transfer your domain
 - Domain the transfer is requested for
 - New hosting company
 - New domain registrar
 - Account number
 - Contact email for the new registrar account owner who will coordinate the domain transfer (if Godaddy, provide the email address associated with the Godaddy account).

- **Complete Your Domain Transfer:** The next steps depend on where your domain is being transferred.
 - **Transferring to Another GoDaddy Account -**
 - Watch for the domain transfer request at the email address provided to RevenueWell.
 - Follow the instructions from GoDaddy to claim the domain.
 - **Claim the domain within 10 days.** The transfer request will expire if it is not claimed within this timeframe.
 - **Transferring to a Registrar Other Than GoDaddy -**
 - RevenueWell Technical Support will unlock the domain and provide an **authorization code** for the transfer.



- Provide the authorization code to your new registrar and follow their instructions to complete the transfer.
- **Complete the transfer within 30 days.** The transfer request will expire after this timeframe.

Important: The domain must be unlocked for an authorization-code transfer to work.

□ **After Your Transfer:**

- Confirm the domain has been successfully added to your new registrar account.
- Keep your new registrar account information and login credentials in a secure location.
- Contact your new registrar if you need help managing the domain after the transfer is complete.

If you have questions or concerns about these new employee steps, please contact the Customer Support Team at support@pbhs.com or 847-597-1745.