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. Select from the list of available domain names to display the Domain Details for a specific domain name.

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, name server settings, forwarding settings, etc.

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.

- **Name Servers Summary** - The name servers currently in use. May either be the default hosting name servers, default parked name servers, or custom name servers from your ISP.

- **Forwarding -** Indicates if the domain name is forwarded or not. If it is forwareded, lists the URL that the domain name is forwarded to.

- **Email Summary** - Lists the email accounts associated with the selected domain.

- **Total DNS Control -** 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. These options should be used with caution.

- **Domain Host Summary** - Lists the domain hosts currently on file for the selected domain.

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.
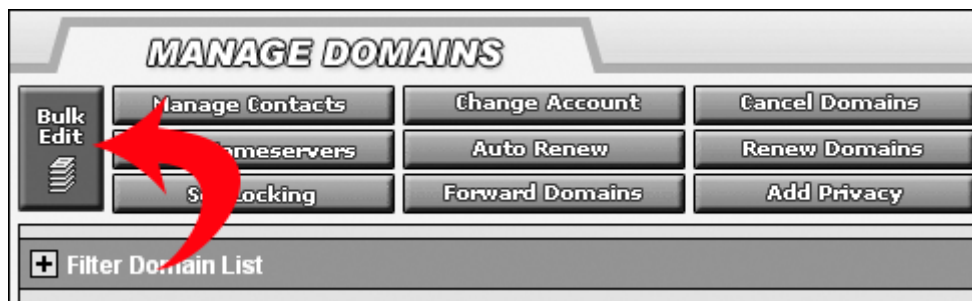
Using Bulk Edit

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.
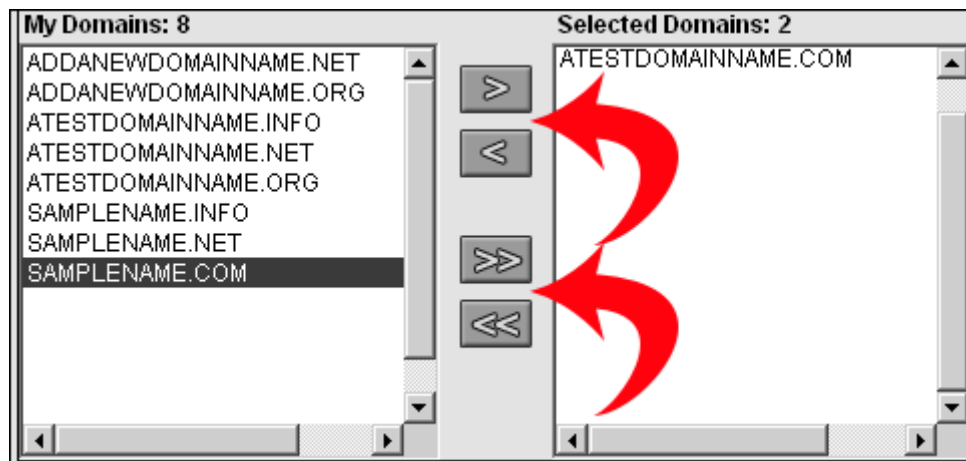
- Click on the single arrows to move the selected domains between the Registered Domains list and the Selected Domains list.
- Click on the double arrows to move ALL of the domains between the Registered Domains list and the Selected Domains list.
- Use the Filter List tool to sort the domains in both 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.
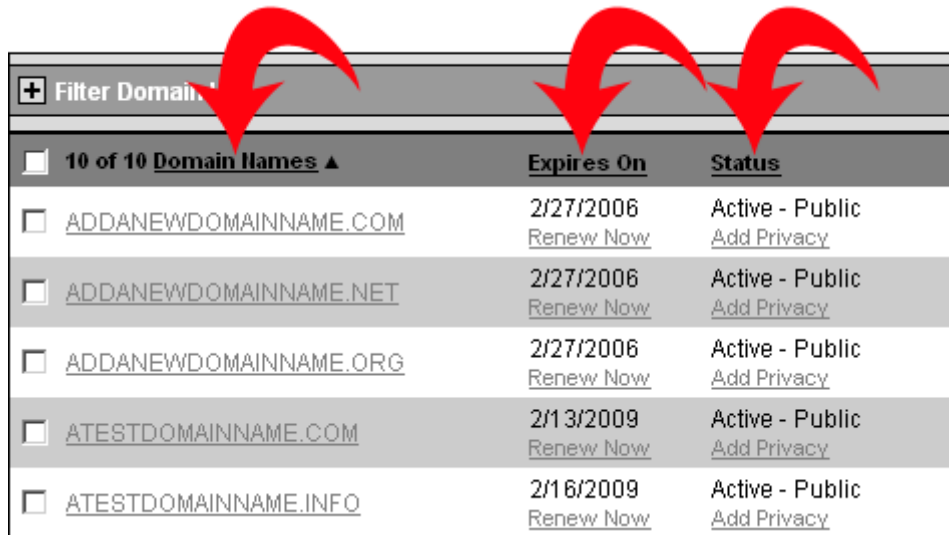
Using Checkboxes

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.
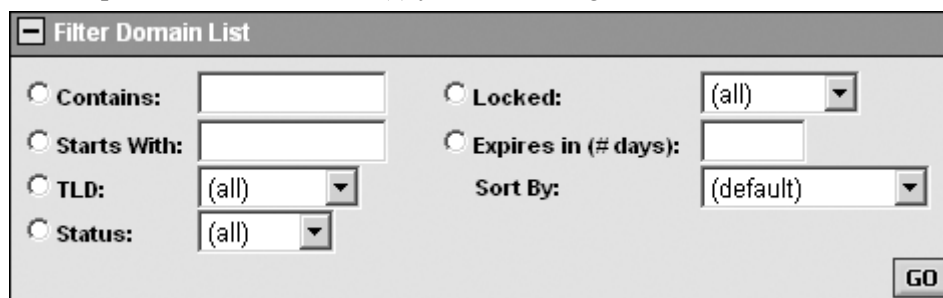
Sorting the Domains Names List

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.

Filtering the Domain Names List

If you have a large list of Domain Names, you may find it helpful to filter your list based on the information of the particular domain name(s) you are looking for.

To filter the domain names in your list:

1. Click the + icon next to Filter Domain List, in the Domain List view. The filter pane opens.

2. Select how you would like to filter your domain names.
    - **Starts With**- Enter the letter, number, symbol, or combination of characters that the domain or domains you wish to view starts with. Domain names that start with the indicated character(s) will appear in the Domain Names list.

- **TLD -** Select the TLD extension of the domain name(s) you wish to view, for example, .com, .net, .us, .info, .biz, .ws. Domain names with the indicated TLD will appear in the Domain Names list.
- **Status -** Shows those domain names that are either Active or Inactive, based on the choice selected.
- **Locked**- Shows those domain names that are either Locked or Unlocked, based on the choice selected.
- **Expires in (# days)**- Shows the domains that are scheduled to expire within the number of days specified.

3. Click Go.

Filtering in the Bulk Edit View

If you are using the Bulk Edit view, you more than likely have several domain names registered. You may find it helpful to filter your list based on the information of the particular type of domain name(s) you are looking for.

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

1. Click the + icon next to Filter Domain List, in the Domain List view. The filter pane opens.
2. Select how you would like to filter your domain names.
   - **Starts With**- Enter the letter, number, symbol, or combination of characters that the domain or domains you wish to view starts with. Domain names that start with the indicated character(s) will appear in the Domain Names list.
   - **TLD -** Select the TLD extension of the domain name(s) you wish to view, for example, .com, .net, .us, .info, .biz, .ws. Domain names with the indicated TLD will appear in the Domain Names list.
   - **Status -** Shows those domain names that are either Active or Inactive, based on the choice selected.
   - **Locked**- Shows those domain names that are either Locked or Unlocked, based on the choice selected.
   - **Expires in (# days)**- Shows the domains that are scheduled to expire within the number of days specified.

You may also choose to select to view only a particular list of domain names. To do this, select the Domain List option under Filter Domain List, then enter the domain names you wish to view. Note: you must separate each domain name with a comma, semicolon, or put each domain name on a new line.

Managing Domains

To manage one or more domain names:

1. Select the domain name(s) you want to manage and click the button for the action you wish to perform.
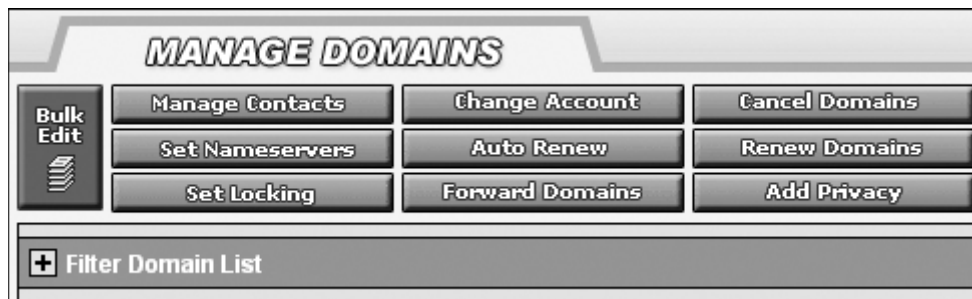
2. Indicate if changes apply to only the Single Domain, Selected Domains, or All Eligible Domains.
    *   Single Domain is the domain that you have selected in the Domain Name list.
    *   Selected Domains appears only if you have more than one domain selected.
    *   All Eligible Domains are all active domains that are not pending, private, or locked.
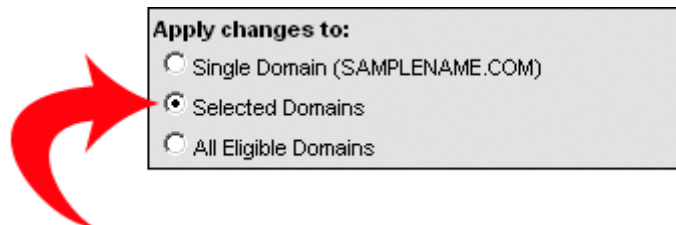
Manage Contacts

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.

To edit contact information:

1. Select a domain name and click **Manage Contacts**.

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. To update all contact types with the same information, select, "Update the contact information for all contact types or expand the contact type you wish to edit. ."

4. Make the desired changes and click Save Changes.
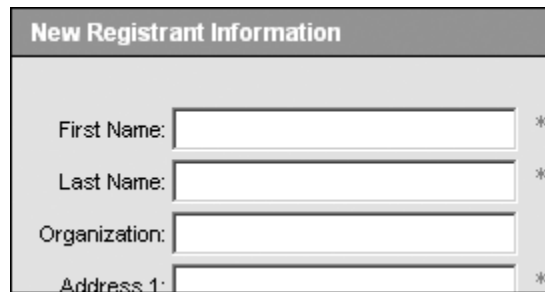

Change Account

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 **Change Account**.

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.

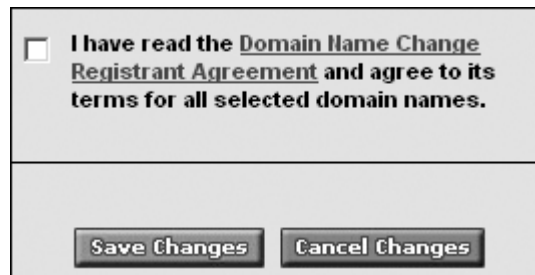**4.** Read and accept the Domain Name Change Registrant Agreement and click **Save Changes**.
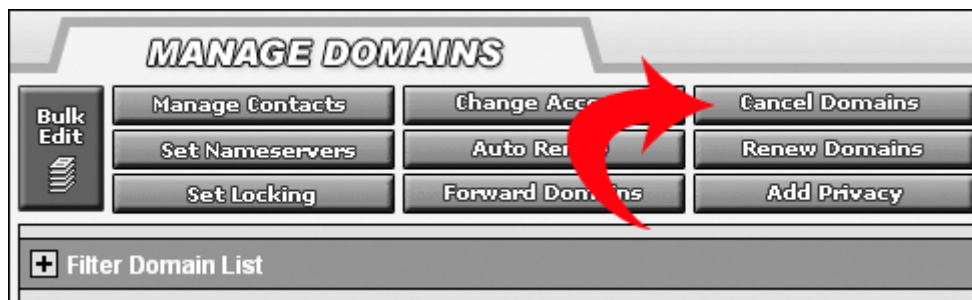

Cancel Domains

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 **Cancel Domains**.
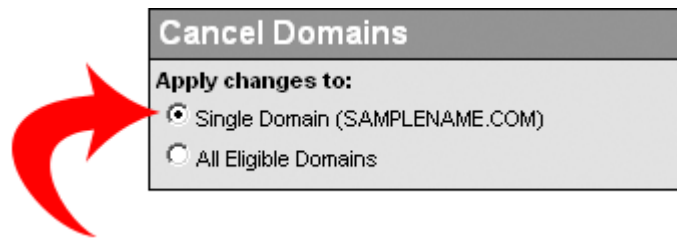
2. Indicate if changes apply to only the Single Domain, Selected Domains, or All Eligible Domains.
- Single Domain is the domain that you have selected in the Domain Name list.
- Selected Domains appears only if you have more than one domain selected.

- All Eligible Domains are all active domains that are not pending, private, or locked.

3. Select Please Cancel Domain(s).

4. Click Save Changes.

Set Name Servers

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

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

To enter or update name servers:

1. Select a domain name and click Set Name Servers.

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 name servers provided by your ISP or click Default Hosting or Default Parked.
   - A minimum of 2 name servers is required.

4. If necessary, click Add New Name Server, to add additional name server fields. **Note:** Entering two name servers is usually sufficient.
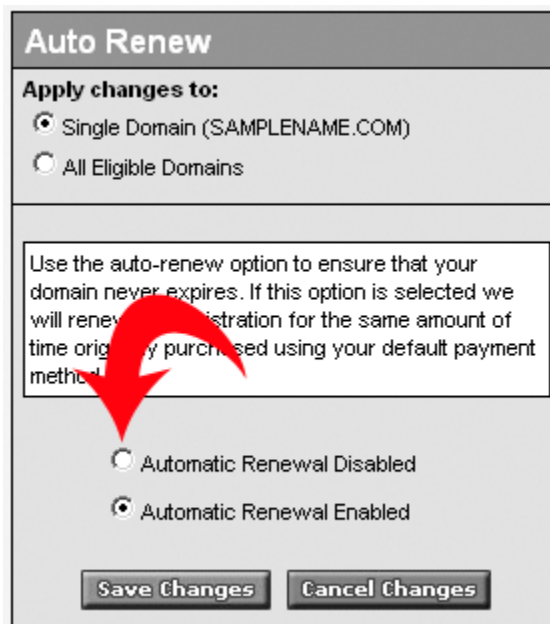

5. Click Save Changes.

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.

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

1. Select a domain name and click **Auto Renew**.

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.

To renew a domain name(s):

1. Select a domain name and click **Renew Domains**.

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.

Length of Renewal

Choose Renewal Length:

2 Year

Multi-year renewal (non-bulk) price chart

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

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.

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 view; you control who reaches you and when!

~~Only $12.00/yr.~~

Today's Special!
Just $9.00/yr. per domain

Learn More   See the Difference

NEW

Standard/
Public
⊙

Make it
Private
("Unlisted")
○

The registration period will match your domain(s).

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.

To Lock or Unlock a domain name:

1. Select a domain name and click **Set Locking**.

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
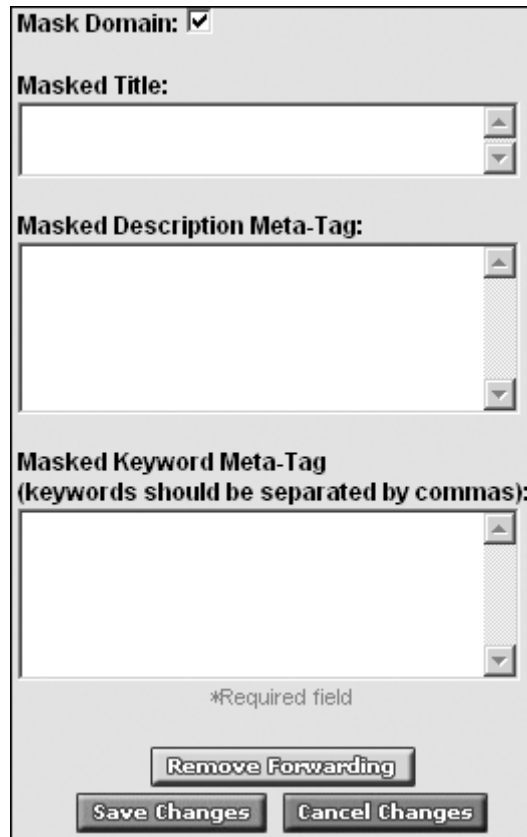
The Forwarded To column lists what URL, if any, the domain names are forwarded to.

To forward a domain name:

1. Select the domain name(s) that you want to forward and click **Forward Domains**.

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. 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.

5. 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.

To add privacy to a domain name(s):

1. Select the domain name(s) that you want to add privacy to and click **Add Privacy**.

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.