# *Domain Monitoring/Backordering*

From Monitoring and Backordering page you may select domain names to monitor for changes in their critical information. If you do not have any monitoring credits, click on the Purchase DomainAlert Monitoring link to purchase monitoring credits and begin watching a domain name.





To set up monitoring on a domain name after you have purchased monitoring credits:

1.  Click the Setup Account button.

2.  Enter the domain name you wish to monitor and indicate what TLD extension the domain name is listed under. **Note:** If you wish to monitor other TLDs with the same name, you must set up monitoring for each instance. For example, selecting a .com domain name, will only monitor that one .com domain name, it will not monitor all TLD variations of the same domain name.

3.  Click the checkbox if you would like to backorder the domain name. **Note:** You must have or purchase backorder credits in order to backorder a domain name.

4.  Verify, and change if necessary, the Registrant information if you elected to backorder the domain.

5.  Enter one or two email address where notifications of changes to the domain name should be sent.

6.  Select if you want to receive notifications even if there is no change.

7.  Click Save.

To add backordering to a domain name you are monitoring:

1. Click on the Add Backordering link next to the domain name you are monitoring that you want to backorder.

2. If you have backordering credits, verify your registrant and domain name information.

3. If you do not have backordering credits, you must first purchase backordering credits, then verify your registrant and domain name information.

4. Click Save.



To add privacy to a domain name you have backordered:

1. Click the "Make this Private" link next to the backordered domain name in your DomainAlert Monitoring list.

2. On the Private Backordering screen, click "Yes", under "Make these backorders private?"

3. Click the Proceed to Checkout button.

4. If you would like to use an existing Domains By Proxy account, enter your User ID and password, otherwise select, "Create a new Private Registration account."

5. Click the Proceed to Checkout button.

6. Agree to the license agreements.

7. Click the Proceed to Checkout button.

8. Verify your order, then click Check Out.

To view Changes for a domain name you are monitoring:

1. Click on the View Changes link next to the domain name you wish to view.

2. The following information will be listed in the report for each change:
   - date of the change
   - type of change
   - previous data
   - current (changed to) data

3. You can elect to resend the email notice for a change to the address you have set up in your monitoring settings by clicking on the Resend Email link next to the change.

4. To return to the Monitored Names List, click the link on the right hand side, above the change list.



To Change your monitoring settings for a domain name:

1. Click on the Change Settings link next to the domain name you wish to update.

2. You may change the following:
   - the domain name you are monitoring
   - the TLD associated with the domain name
   - your notification email address

3. You may elect to backorder the domain name or to remove monitoring from the domain name.

4. Click Save.