



266 Main St. Spencer, MA 01562 –Tel: 508-885-2040 Fax: 508-885-2101

### **Transferring Your Domain Name to Your New Website**

In order to get your new website up and running as soon as possible, RLS2000 needs to transfer your domain name (www.mywebsite.com) to its servers. To speed up this process, please read below.

#### **Domain names, User Names and Passwords**

When you or your previous web hosting company originally purchased/registered your **domain name**, you were given a **USER NAME** and **PASSWORD**. To help facilitate this transfer we need that **USER NAME** and **PASSWORD**. It was sent to you in an email the day you made the purchase. We must change the name server records so that your RLS2000 website can reside on our servers. If you *can* locate your **USER NAME** and **PASSWORD**, please email it to [transfers@RLS2000.com](mailto:transfers@RLS2000.com) attn Please include your domain name (www.mywebsite.com), your name, company's name, and a contact number. Or you can call Robin directly at [508-885-2040 x29](tel:508-885-2040). Once we receive this information from you we can get your website up within 7 to 10 days!

#### **What to do if you cannot locate your USER NAME and PASSWORD**

If you cannot find your **USER NAME** and **PASSWORD** we will be happy to assist you in retrieving it. \* It is extremely important that you cooperate with us to help you get your website transferred as soon as possible.

Email [transfers@RLS2000.com](mailto:transfers@RLS2000.com), explaining that you do not have your **USER NAME** and **PASSWORD**. Please include in the email your name, company name, domain name and your contact number.

#### **Helpful Hints**

Sometimes a friend, relative or co-worker originally helped you with your domain name purchase/registration. Try speaking with that individual to see if they remember which company they used. This may then help you to find the email with your **USER NAME** and **PASSWORD**. You may have used a third party to make the purchase/registration. It may have been a website designer or hosting company. Try contacting them to resend to you the email containing your **USER NAME** and **PASSWORD**.

**Once you have located your User Name and Password Please Fax to: 508-885-2101**

Your Name: \_\_\_\_\_ Company Name \_\_\_\_\_  
Domain Name: \_\_\_\_\_ Tel. # \_\_\_\_\_  
User Name \_\_\_\_\_ Password: \_\_\_\_\_