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What is the procedure to change registrar?

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The procedure of **Registrar Change** is conducted in case you want to transfer a domain name from another registrar to Top.Host. After the transfer is completed, you will be able to manage and renew your domain name through myTophost Panel.

Registrar change for .GR extensions

- 1. In the $\underline{\text{Domain Names Transfer}}$ page of Top.Host, insert the .GR domain name you wish to transfer and click on $\underline{\text{Transfer}}$.
- 2. If you are already a customer of Top.Host, log into myTophost Panel. If not, sign up to create an account.
- 3. Fill in the <u>Authorization Code</u> for your domain name. If you don't have it, click on the link Forgot my Code, and it will be sent to the owner's email.
- 4. If the code is correct, the domain name is immediately transferred to Top. Host.
- 5. Read more information about the conditions for a successful transfer, here.
- 6. The transfer for .GR domains is free of charge.

Registrar change for .EU extensions

- 1. In the $\underline{\text{Domain Names Transfer}}$ page of Top.Host, insert the .EU domain name you wish to transfer and click on $\underline{\text{Transfer}}$.
- 2. If you are already a customer of Top. Host, log into myTophost Panel. If not, sign up to create an account.
- 3. Fill in the Authorization Code for your domain name. If you don't have it, click on the link **Remind Code**, and it will be sent to the owner's email.
- 4. After successfully applying for registrar change, a verification email will be sent to the owner of the domain name and they should approve the transfer in order for the procedure to be completed. When the transfer is completed, the domain name will be automatically renewed for 1 year from its expiration date.
- 5. Read more information about the .EU extensions:
 - the transfer cost, here.
 - the conditions for a successful transfer, here.

- 1. In the <u>Domain Names Transfer</u> page of Top.Host, insert the .NET, .COM, .INFO or .ORG domain name you wish to transfer and click on **Transfer**.
- 2. If you are already a customer of Top.Host, log into myTophost Panel. If not, sign up to create an account.
- 3. Fill in the <u>Authorization Code</u> for your domain name. For these extensions, there is no remind option. You will have to contact your registrar to retrieve the code.
- 4. After successfully applying for registrar change, a verification email will be sent to the owner of the domain name and they should approve the transfer in order for the procedure to be completed. When the transfer is completed, the domain name will be automatically renewed for 1 year from its expiration date.
- 5. Read more information about the .NET, .COM, .INFO & .ORG extensions:
 - the transfer cost, here.
 - the conditions for a successful transfer, here.

Steps after submitting the transfer application

- 1. After successfully submitting the application for registrar change, a verification email will be sent to the owner of the domain name. It is necessary that the owner clicks on the verification link to approve the transfer.
- 2. If the approval is not given on time (within 5 days), the application is cancelled and must be submitted again.
- 3. Once the approval is given, Top.Host informs the initial registrar about the transfer application. The initial registrar must give the final approval for the transfer to be completed.
- 4. With the approval of the initial registrar, the transfer is completed and the owner of the domain is informed via email.
- 5. You can now manage your domain name through myTophost Panel.

Related Articles:

- The procedure to change Administrator.
- The procedure to **<u>change Owner</u>**.