

# Adding, Transferring or Registering Domain Names

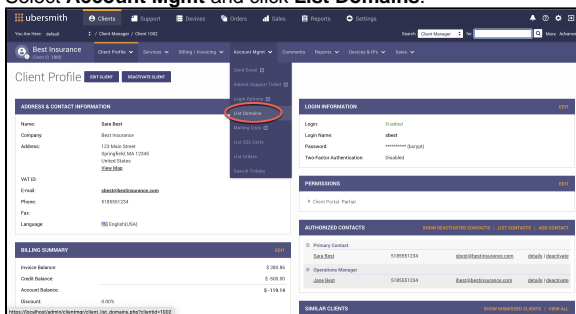
Once you have [configured domain management billing](#), you can add, transfer and register domains for your clients. Once a domain is set for your client, your domain management service handles automatic domain renewals. You can pre-bill domain renewals and provided your client pays the invoice before the domain is set to renew, Ubersmith automatically renews the domain via the registrar. If the service is cancelled or suspended Ubersmith does not renew domains.

There are four different functions that you can take with setting domains for your clients:

- add currently registered domains without contacting a registrar in order to to manage and automatically renew domains on an established date.
- manually add client-registered domains, contacting a registrar but not managing or automatically renewing.
- register new domains by contacting the registrar and renewing the domain registration on an established date.
- Transfer domains by contacting a registrar.

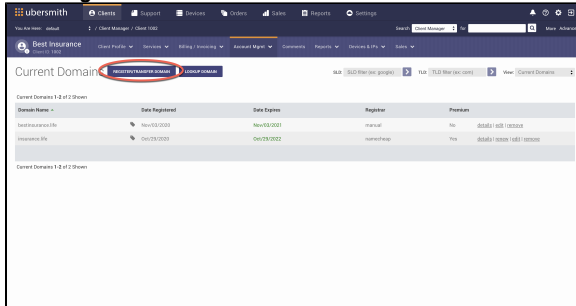
## Access the Add, Register or Transfer a Domain Page

1. [Access the Client Profile page.](#)
2. Select **Account Mgmt** and click **List Domains**.



The **Current Domains** page appears.

3. Click **Register/Transfer Domain**.



The **Add, Register or Transfer a Domain** page appears.

## Complete the Add, Register or Transfer a Domain Page

1. In the **Domain** field, enter the name of your domain and then select [the top-level domain \(TLD\)](#), such as .com or .org, from the drop-down. You can use the [Lookup Domain](#) function to ensure you are using an available domain name.
2. In the **Password** field, enter the password to log into the registrar.
3. In the **EPP Code** field, enter the Extensible Provisioning Protocol (EPP) code from the registrar only if you are transferring a domain, otherwise, leave it blank.
4. Select **Premium Domain** if the domain name is considered premium by the registrar. This field only displays when manually adding a registration.
5. In the **Registration Period** field, select the number of years the registration will remain in effect.
6. In the **Auto Renew** field, select **Yes** if you want the domain service to automatically renew upon expiration. Expiration notifications are configured in [Domain Registrar settings](#).
7. In the **Lock Domain** field, select **Yes** if you want to prevent the domain name from an authorized transfer to a different registrar.
8. In the **Service** field, select your domain billing service.
9. Select the **WHOIS Privacy Protection** field if you want to use the user's registry's domain contact information, which may be different from their Ubersmith contact information.
10. Update any contact fields, if necessary. The contact information sections are automatically populated with client contact details configured in [Domain Registrar settings](#).
11. In the **Action** field, select the action to perform. Refer to this topics introduction for an explanation of what each action entails.

### On this page:

On this page:

- [Access the Add, Register or Transfer a Domain Page](#)
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12. Click **Submit**.

ubersmith

Best Insurance Client ID: 1002

Add, Register or Transfer a Domain

Domain Information

Domain: bestinsurance site

Password: bestinsurance [Auto Generated]

EPP Code:

Premium Domain: ☒

Registration Period: 1 Year

Auto Renew: ☐ Yes ☒ No

Lock Domain: ☒ Yes ☐ No

Service: 311: Domain Management (Domain)

Registrar/TLD Specific Information

No external attributes required

Owner Contact Information

First Name: Sara

Last Name: Best

Company: Best Insurance

Email: sbest@bestinsurance.com

Address 1: 123 Main Street

Address 2:

City: Springfield

State: MA

Zip: 12345

Add Manual Registration Submit Cancel

**Note**

If you want to transfer a domain name for the same client to a different registrar, you will need to delete the domain name from Ubersmith, and add it back, using the new registrar.

## Related Topics

[Managing Domains](#)

[Verifying Available Domains](#)

[Adding Domain Registrars and Top Level Domains](#)

[Managing Domain Registrars and Top Level Domains](#)