

Great Lynx Designs

Web & Software Development · Design · Consulting

Springfield, OR · greatlynxdesigns.com · joel@greatlynxdesigns.com

Subject: Steps to Transfer Your Domain to Your New Host

Hello Brandon,

Here's a quick walkthrough of how to transfer your domain to the new hosting service:

1. **Log in** to your current domain registrar account.
2. **Unlock your domain.** You'll usually find a setting called *Domain Lock* or *Registrar Lock* — toggle that off.
3. **Locate the authorization (EPP) code.** Copy that code — you'll need it to confirm the transfer.
4. **Send me the EPP code** by email or through our project portal so I can start the transfer on my end.
5. **Approve the transfer request** when you receive it from your current registrar.

Once that's done, the transfer process normally takes **24–48 hours** to complete. Your website and email will stay online the entire time; I'll monitor the transition and confirm once it's finished.

If anything in those steps looks confusing, just let me know and I can walk you through it on a quick call.

Best,

Joel Southall

Owner, *Great Lynx Designs*

greatlynxdesigns.com | joel@greatlynxdesigns.com