



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 send it to us by replying to this email as soon as possible or email it to transfers@RLS2000.com attn: Robin. 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 attn: Laura, explaining that you do not have your **USER NAME** and **PASSWORD**. Please include in the email your name, company name, domain name (www.mywebsite.com) and your contact number. From that point she will contact you and help you locate your **USER NAME** and **PASSWORD**. You can speed up this process by contacting Laura directly at [508-425-6358](tel:508-425-6358).

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: _____