

## Can I transfer the ownership of my account to someone e...

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In order to transfer the ownership of the account you must do three things.

- 1.) The original owner must fax us the Account Ownership release form located at <http://www.your-site.com/forms.html> ( <http://your-site.com/forms/AOT-ORIG.pdf> ).
  - 2.) The new owner must fax us the New Owner acceptance form also located at <http://www.your-site.com/forms.html> ( <http://your-site.com/forms/AOT-NEW.pdf> ).
  - 3.) You will need to update any Admin Contact information on file with the registrar. If the domain name was registered with us, please visit <http://manage.opensrs.net> - This is our domain management area. If we did not register the domain name, you will need to contact the current registrar for assistance.
- These need to be faxed to our billing department main office at 413-499-4504 or scanned and emailed to [FAX@your-site.com](mailto:FAX@your-site.com). Once we have these we will contact the new owner to finalize the transfer process.
- As an alternative, if the current owner has the login information for the account, they can update the contact info at <http://billing.your-site.com> to select the new owner information. Step #3 from above will still need to be done.