

Domain Name Service Transfer

Transferring a Domain Name (DNS) to Commerce Connections ®:

If you currently have a registered domain name that is being hosted by another provider and you would like to transfer it to Commerce Connections Virtual Server System, it is relatively easy to do.

Please refer to the guidelines outlined below. By following these simple steps, you will be able to effect a seamless transfer from your current hosting provider to Commerce Connections ®.

Order:

- Order your new Commerce Connections ® Virtual Server System using our on-line Virtual Server Order Form.
- When you are prompted for the domain name of the new Virtual Server, enter the domain name you would like to transfer.
- The Order Processing System will detect that it is currently registered.
- Be sure you pay close attention to the E-mail Configuration Letter you will receive regarding your new Virtual Server.
- The letter will include important domain name registration information tailored specifically to your situation.

Upload:

- After your new Virtual Server System has been configured, you will need to upload your existing website content from your current hosting provider to your new Commerce Connections ® Virtual Server.
- Use any good FTP client such as CuteFTP.
- After you have uploaded the files to your Virtual Server, you can review the content by using either the temporary domain name we will provide you with or the IP address given you in the E-mail Configuration Letter.
- After you are sure that your new site is working correctly, you are ready to submit a domain name modification request to the domain name registry (described in the next step).

Modify:

- You now need to modify the Domain Name Service (DNS) information for your domain name. This can be easily accomplished using the method described below.
- You can modify your Name Server information with your domain name registrar (such as InterNIC) by sending them a domain name modification request. Basically, you will want to change the Primary and Secondary Name Server information such that you use the Commerce Connections ® Primary and Secondary Name Servers (rather than the Primary and Secondary Name Servers of your former hosting provider).
- The Commerce Connections ® Primary and Secondary Name Server information is included below for your convenience.
- NS1.SECURE.NET 192.41.1.10

- **NS2.SECURE.NET 161.58.9.10**
- **If your domain name is one which InterNIC acts as the registrar (i.e. your top level domain is ".com", ".net", or ".org"), then a domain name modification request form is included in your E-mail Configuration Letter.**
- **Simply forward this form to Hostmaster@InterNic.net.**
- **You can also generate a domain name modification request form using our on-line Domain Name Modification Request Generator.**
- **For non-InterNIC top level domains, please contact your local domain name registrar for a domain name modification request form.**
- **If you would like to continue to use the Primary and Secondary Name Server that currently services your domain name, then you will need to:**
 - **Request that the address (A) record be changed in the zone file for your domain name.**
 - **The address record should be changed from your old IP address to the IP address of your new Virtual Server.**
 - **The new IP address is included in your E-mail Configuration Letter you receive after your Virtual Server is configured.**

Wait...!

- **After you modify your Domain Name Service (DNS) information, you will want to have both sites active for a period equivalent to the "time to live" (TTL) information for your domain name.**
- **The "time to live" is the amount of time that any name server on the Internet is allowed to cache the data (such as the IP address) associated with your domain name.**
- **After the "time to live" expires, a name server discards cached data and contacts the authoritative name server (the Primary or Secondary Name Server for your domain name) to retrieve updated data.**
- **In short, don't cancel your current account with your previous hosting provider until after a time equivalent to your TTL has elapsed!**

Cancel:

- **Now that the TTL for your domain name has expired (see previous step), you can safely cancel your account with your previous hosting provider.**

Enjoy!

- **You should be set to go with your new Commerce Connections ® Virtual Server!**

If you have any questions not answered in this document, please contact us.

In advance, *Thank You!*

Provided by: www.CommerceConnections.com