



## Contact Modifications

This document is intended to provide step-by-step instructions for modifying WHOIS contacts in CSCDomainManager<sup>SM</sup>.

### 1. Manage Domains and Create Reports

- To manage domains in the portfolio or create specialized portfolio reports, simply navigate to MANAGE option and click 'Domains'. t select the domain(s) by hovering over "Domains," then "Portfolio Search," and select "Domains."

The screenshot shows the top navigation bar with 'MANAGE' selected. Below it, the 'Domains' menu item is highlighted with a red box. The 'Search domains for registration' section is also highlighted with a red box, showing a search input field with a placeholder text 'Separate multiple entries with a line break, comma or space' and a 'CHECK AVAILABILITY' button.

- This will bring you to the domain portfolio page. Click on the 'Search' button with magnifier to go to the portfolio search screen.

The screenshot shows a table with columns: Country, Registration Date, Registry Expiry Date, Paid Until Date, Business Unit, Status, and DNS Type. A search button with a magnifying glass icon is highlighted with a red box in the top right corner of the table.

Country	Registration Date	Registry Expiry Date	Paid Until Date	Business Unit	Status	DNS Type
gTLD	02-Oct-2012	27-Jul-2017	30-Oct-2012	0001 new business uni...	Pending Lapse	Basic DNS
gTLD	10-Mar-2014	27-Jul-2017	29-Dec-2016	baseline business unit B	Pending Lapse	Other DNS
gTLD	20-Aug-2012	27-Jul-2017	20-Aug-2014	0001 new business uni...	Active	Basic DNS



# CSCDomainManager User Guide

- The first screen will be the basic search screen. It is important to leave the default checked for “Domains UnderCSC Management” when performing domain modifications. CSC cannot modify a domain that is not under our management or is currently being modified. Placing a check in “Search across all accounts” will return results of all managed domains within the hierarchy.

Domains Under CSC Management

Search across all accounts  [View](#)

[Reset](#) [Export](#) [Search](#)

- If you are searching for a specific list of domain names, paste in the list of domains (or use other search options). Click “Search.”

**Manage Domains**

[GO TO ADVANCED SEARCH](#)

**Search Domain Portfolio**  
Search for multiple domain names separated by a new line, white space, or comma. Example: mydomain.com

brandxyz.biz  
brandxyz.co.uk  
brandxyz.com

[Export](#) [Search](#)

- Domains not under CSC management will not be returned in the normal search, but will appear under the “Not Found” view:

**Manage Domains**

**Portfolio search results**

2 records found | 1 records not found [View](#)

Your search criteria included 1 domains that were not found or not accessible to you:  
brandzyx.com

- Accessible domains will appear in the list below, where you may select domains to modify. Click anywhere in the row of the domain(s) you want to select; they will turn blue to indicate selected. To select a batch, click the first domain you want to select, hold down the shift key and click the last name in the batch. To select multiple single rows, hold down the control key and click each row individually.

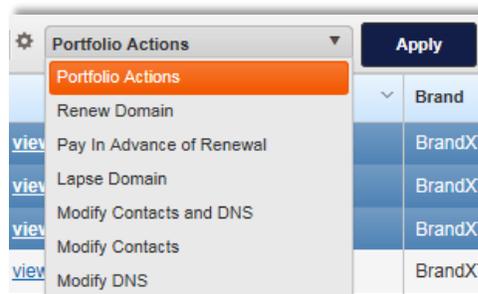
**Manage Domains**

Portfolio search results [What is CSC MultiLock?](#)

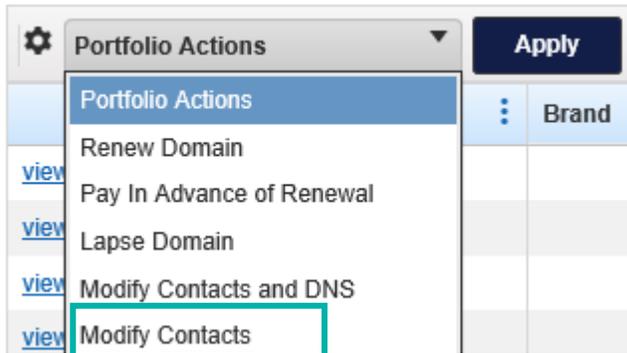
13 records found [Reset Columns](#) [Filtered Columns](#) [Save as Template](#) [Search Again](#)

Domain Name ▲	Brand ▼	Extension ▼	Country ▼	Registration Date ▼	Registry Expiry Date ▼
<a href="#">view</a> brandxyz.biz	BrandXYZ	biz	gTLD	09-Nov-2012	08-Nov-2013
<a href="#">view</a> brandxyz.ca	BrandXYZ	ca	CANADA	09-Nov-2012	09-Nov-2013
<a href="#">view</a> brandxyz.co.uk	BrandXYZ	co.uk	UNITED KINGDOM	09-Nov-2012	09-Nov-2013
<a href="#">view</a> brandxyz.com	BrandXYZ	com	gTLD	09-Nov-2012	09-Nov-2014
<a href="#">view</a> brandxyz.com.au	BrandXYZ	com.au	AUSTRALIA	08-Nov-2012	08-Nov-2014
<a href="#">view</a> brandxyz.de	BrandXYZ	de	GERMANY	09-Nov-2012	09-Nov-2013
<a href="#">view</a> brandxyz.dk	BrandXYZ	dk	DENMARK	08-Nov-2012	08-Nov-2013

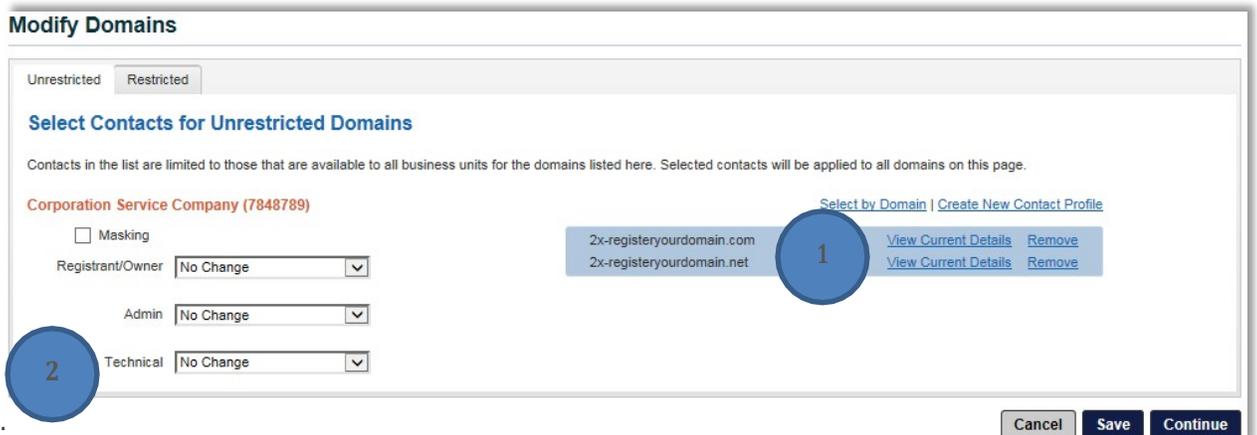
- Once all are selected, click on the drop-down menu in the upper left of the screen and select the appropriate modification type. Click “Apply.”



## 2. Generic Top-Level Domains (gTLDs) and Internet Corporation for Assigned Names and Numbers (ICANN)-Managed Modifications



- In the “Portfolio Actions” drop-down menu, select “Modify Contacts.”
- The screen that appears next comprises two sections—“View Contacts”, and “Contact Selection”.



1.
  - The View Contacts section will allow you to view the current details on the domain. Click “View Current Details” to see the information.



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close or Esc Key

**2x-registeryourdomain.com**

**Business Unit: Marketing**

	Registrant Contact	Administrative Contact	Technical Contact	Billing Contact
<b>Name:</b>	Domain Administrator	Domain Administrator	Stephen Facciolo	ccTLD Billing
<b>Organization:</b>	Corporation Service Company	Corporation Service Company	CSC Corporate Domains, Inc	Corporation Service Company
<b>Address:</b>	2711 Centerville Road	2711 Centerville Road	2711 Centerville Road	2711 Centerville Rd.
<b>City / State:</b>	Wilmington, DE	Wilmington, DE	Wilmington, DE	Wilmington, DE
<b>Postal Code:</b>	19808	19808	19808	19808
<b>Country:</b>	United States	United States	United States	United States
<b>Email:</b>	admin@internationaladmin.com	admin@internationaladmin.com	kblesenb@cscinfo.com	ccTld-billing@cscinfo.com
<b>Phone:</b>	+1.3026365400	+1.3026365400	+1.3026365400	+1.3026365400
<b>Fax:</b>	+1.3026365454	+1.3026365454	+1.3026365454	+1.3026365454

**Close**

- 2. Contact Selection Section
  - In the Contact Selection section, you can only change the registrant email and contact name. Select the correct contact from the "Registrant/Owner" drop-down list only (leave the administration and technology contacts as "No Change"), click "Continue."

Registrant/Owner **No Change**

Admin (FR) Corporation Service Company France  
(SG) Corporation Service Company Singapore

Technical (UK) Corporation Service Company  
(US) Corporation Service Company  
(US) CSC Corporate Domains, Inc  
(US) w/name Corporation Service Company  
CSC Corporate Domains - Person

- To change domain management to multiple different owners, choose "Select by Domain."

**Modify Domains**

Unrestricted **Restricted**

**Select Contacts for Unrestricted Domains**

Contacts in the list are limited to those that are available to all business units for the domains listed here. Selected contacts will be applied to all domains on this page.

**Corporation Service Company (7848789)** [Select by Domain](#) [Create New Contact Profile](#)

Masking

Registrant/Owner (FR) Corporation Service [View Contact](#)

Admin **No Change**

Technical **No Change**

2x-registeryourdomain.com [View Current Details](#) [Remove](#)

2x-registeryourdomain.net [View Current Details](#) [Remove](#)

**Cancel Save Continue**



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- If you need to change to multiple different owners, you may do so by selecting Select by Domain.

Domain Name	Masking	Registrant/Owner	Administrative Contact	Technical Contact
	<input type="checkbox"/>	No Change <input type="button" value="Apply"/>	No Change <input type="button" value="Apply"/>	No Change <input type="button" value="Apply"/>
2x-registeryourdomain.net	<input type="checkbox"/>	No Change <input type="button" value="Apply"/>	No Change <input type="button" value="Apply"/>	No Change <input type="button" value="Apply"/>
2x-registeryourdomain.com	<input type="checkbox"/>	No Change <input type="button" value="Apply"/>	No Change <input type="button" value="Apply"/>	No Change <input type="button" value="Apply"/>

- If you accidentally select a contact that has the exact same profile information as the current one, you will receive an error:

 **Please address the following:**  
One or more domains have not been modified. Please modify these domains to continue: 2x-brandxyz.se

- If the domain name cannot be modified, it will be listed under the “Not Possible” tab, and list the reason that you are unable to modify it.

Domain	Status
3x-renewalreportdemo.com	Open Modification order in progress.
3x-renewalreportdemo.de	Open Modification order in progress.
3x-renewalreportdemo.mx	Open Modification order in progress.



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Once you have all of the domain names you wish to modify selected, click “Continue” in the lower right corner.

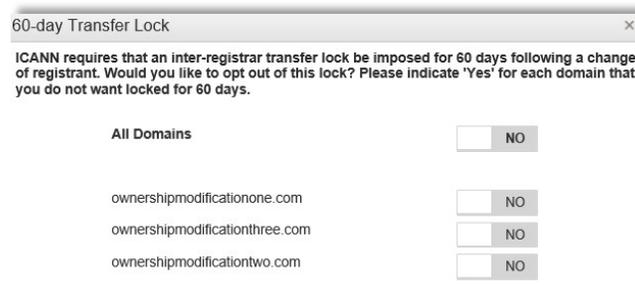
- The “Custom Fields” section will appear with pre-populated information. You may update the custom fields on this page. You may need to fill this in if you have created a new custom field that is now mandatory, but was not at the original time of registration/transfer-in.

Domain	Purchase Order	Cost Centre	Requestor
brandxyz.biz	523		
brandxyz.ca			

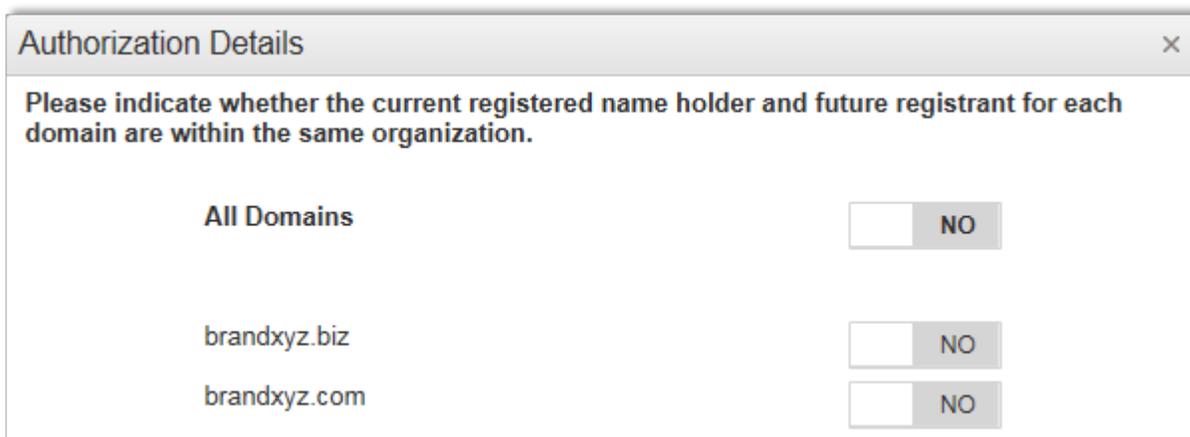
- The last page contains “Confirm Order” information. There are four sections to note: status updates, 60-day lock, authorization details, and submit as a request.

Domain	Business Unit	Service Details	Term	Ownership Change	Price	
brandxyz.biz	Marketing	Selected Contacts: Registrant/Owner: (FR) Corporation Service Company France	N/A	✓	\$ 20.00 USD	<a href="#">Remove</a>
brandxyz.ca	Marketing	Selected Contacts: Registrant/Owner: (UK) Corporation Service Company	N/A	✓	\$ 250.00 USD	<a href="#">Remove</a>
brandxyz.co.uk	Marketing	Selected Contacts: Registrant/Owner: (FR) Corporation Service Company France	N/A	✓	\$ 250.00 USD	<a href="#">Remove</a>
brandxyz.com	Marketing	Selected Contacts: Registrant/Owner: (FR) Corporation Service Company France	N/A	✓	\$ 20.00 USD	<a href="#">Remove</a>
brandxyz.de	Marketing	Selected Contacts: Registrant/Owner: (SG) Corporation Service Company Singapore	N/A	✓	\$ 250.00 USD	<a href="#">Remove</a>
brandxyz.dk	Legal	Selected Contacts: Registrant/Owner: (SG) Corporation Service Company Singapore	N/A	✓	\$ 250.00 USD	<a href="#">Remove</a>
brandxyz.es	Marketing	Selected Contacts: Registrant/Owner: (SG) Corporation Service Company Singapore	N/A	✓	\$ 250.00 USD	<a href="#">Remove</a>

- 1. Status Updates (Optional)
  - Select “If you would like to receive status updates for this order, please click here” if you would like an email when the status of the order changes.
- 2. 60-Day Lock (Optional; **this is the opt-out section**)
  - NO: The default is “no,” which means the domain will be prohibited from being transferred to another registrar for 60 days after the modification is complete.
  - YES: You may select “yes” by clicking inside the box, and should do so if you are planning to transfer to another registrar within 60 days.



- 3. Authorization Details (Optional)
  - NO: The default is “no,” which results in an email being sent to the current registrant email to approve.
  - YES: If you select “yes” and a Letter of Authorization (LOA) is on file, no additional confirmation is needed. If there is no specific LOA, an email will be sent to the registrant for them to approve.



- 4. Submit as Request (Optional)
  - Check the “Approver Required” box if the order must be approved by a third party. Any person with approver permissions assigned to that business unit can approve the order.

## 3. Country Code Top-Level Domains (ccTLD) and Rules Restricted Modifications

- The order flow for ccTLDs is exactly the same as for gTLDs, with the exception of the “Contact Selection” screen and the “Confirm Order” screen. Three important points will be highlighted here:
  - View Contact
  - Rules
  - Confirm Order
  - View Contacts
  - Unless you are updating the same extensions, you will see each domain has its own “View Contact” link that will show the current registrant in our system.
  - Additionally, when you select a new registrant contact, a red information notification will appear. If you hover over the information bubble, it will tell you whether additional rules will apply.



- If you do not see the information bubble when changing the registrant contact, it means the contact you have selected is no different from the current contact. If you attempt to continue, and no other contacts were modified, you will receive an error.



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- Rules

- Domains with rules that must be satisfied will have them listed with the information that must be completed before you can submit the order. Now the rules and contact selection are on the same page.
- If there are any rules surrounding the contact choice, modifying a contact may generate a new rule to appear.

E.g., Rules for .hk without an ownership change:

Extension - .hk

brandxyz.hk [View Current Details](#) | [Remove](#)

Masking

Registrant/Owner

Admin  [View Contact](#)

Technical

\* Is this a Chinese IDN that you are bundling with the English (ASCII) version?

E.g., Rules for .hk with an ownership change:

Extension - .hk

brandxyz.hk [View Current Details](#) | [Remove](#)

Masking [Override Owner Change](#)

Registrant/Owner  [View Contact](#) !

Admin  [View Contact](#)

Technical

Company formation documents are required, select document type you will provide for this domain:

\* Please enter your Company Document Number

If applying for an English .hk, enter your country of registration

\* Is this a Chinese IDN that you are bundling with the English (ASCII) version?



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- For rules with location restrictions (e.g., a contact must be local), when you select the contact, all contacts available in the business unit will be displayed in the drop-down menu:

The screenshot shows the 'Extension - .de' configuration page for 'brandxyz.de'. It includes options for 'Masking' and 'Use CSC agent'. A dropdown menu for 'Registrant/Owner' is open, displaying a list of contacts: '(FR) Corporation Service Company France', '(SG) Corporation Service Company Singapore', '(UK) Corporation Service Company', '(US) Corporation Service Company', '(US) CSC Corporate Domains, Inc', and '(US) w/name Corporation Service Company'. Below the menu is a note: '\* Please choose which contact will be used for local presence in Germany, or choose CSC Agent:' followed by a dropdown menu.

- If the answer to the rule renders your initial contact selection invalid, the system will clear the initial selection and display a blue caution sign next to the contact field:

The screenshot shows the 'Extension - .de' configuration page for 'brandxyz.de'. The 'Registrant/Owner' dropdown menu is empty and has a blue caution sign next to it. A 'View Contact' link with a warning icon is visible. The 'Admin' and 'Technical' dropdown menus are set to 'No Change'. A note at the bottom reads: '\* Please choose which contact will be used for local presence in Germany, or choose CSC Agent:' followed by a dropdown menu set to 'Registrant contact'. A new link 'Override Owner Change' is present in the top right.

- In the above example, the French contact was selected as the new registrant. However, because the registrant contact was chosen to serve as local presence, the system determined the French contact would not satisfy the rule.



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*Please note: This feature only works on location-based rules and will not function with role/name distinction (i.e., contact must be a person's name and not a role).*

- When you select the rule first:
  - Only contacts available in the business unit which fulfill any location requirements will be present. If none are available, but CSC offers local presence for that extension, "Local Agent" will automatically be selected.
- Confirm Order
  - There is no option to opt out of the lock or advise order authorization details.

## 4. Multiple Restriction Types Modifications

- Contact Selection
  - The list is broken out into two tabs by "Unrestricted" and "Restricted." You must complete both tabs before you click "Continue." If you do not, you will receive a system error message.

### Modify Domains

**⚠ Please address the following:**  
One or more domains have not been modified. Please modify these domains to continue: brandxyz.biz, brandxyz.ca, brandxyz.co.uk, brandxyz.com

Unrestricted **Restricted** Not Possible

#### Select Contacts for Unrestricted Domains

Contacts in the list are limited to those that are available to all business units for the domains listed here. Selected contacts will be applied to all domains on this page.

Corporation Service Company (7848789) [Select by Domain](#) | [Create New Contact Profile](#)

Masking

Registrant/Owner:

Admin:

Technical:

brandxyz.biz	<a href="#">View Current Details</a>	<a href="#">Remove</a>
brandxyz.co.uk	<a href="#">View Current Details</a>	<a href="#">Remove</a>
brandxyz.com	<a href="#">View Current Details</a>	<a href="#">Remove</a>



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- Unrestricted
  - The domains that do not require rules responses will be grouped together under the “Unrestricted” tab, along with any of the ICANN gTLDs you have included.
  - You can view the current details listed on the domain by clicking the link in the blue box.
  - When you have made your selection, click the second tab to place details for the restricted extensions.

- Restricted
  - Carefully read the rules and restrictions and select your contact.
  - Remember to hover over the information button to get additional information about ownership changes for this extension, and answer the additional questions as listed below the contact selection.



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- Confirm Order
  - There will be “60-day Transfer Lock” and “Authorization Details” links in the top right if any of your domains are ICANN gTLDs. If there is no option to opt out of the lock or advise order authorization details, then you have no ICANN gTLDs.

**Modify Domains**

**Confirm Order**

If you would like to receive status updates for this order, please check here

[60-day Transfer Lock](#) [Authorization Details](#)

**Order Totals**  
Cats R Us (7890165) € 1,335.00 GBP

**Domains ready for processing**  
Cats R Us (7890165)

Ordering Contact:

submit as request - approver required

Domain	Business Unit	Service Details	Term	Ownership Change	Price	
catrus.com	Cats R Us	Selected Contacts: Registrant/Owner: (DE) Cats R Us GmbH/CSC Email	N/A	✓	€ 15.00 GBP	<a href="#">Remove</a>
catrus.la	Cats R Us	Selected Contacts: Registrant/Owner: (DE) Cats R Us GmbH/CSC Email	N/A	✓	€ 165.00 GBP	<a href="#">Remove</a>
catrus.md	Cats R Us	Selected Contacts: Registrant/Owner: (DE) Cats R Us GmbH/CSC Email	N/A	✓	€ 165.00 GBP	<a href="#">Remove</a>

## 5. Modify True Owner

- After you have searched for your domain(s) through the portfolio and selected them for edit, choose “Modify Contacts” from the drop-down and click “Apply.”

**Manage Domains**

**Portfolio search results**

3 records found

Portfolio Actions

	Domain Name ▲	Masked	Brand
<a href="#">view</a>	demo2-4-2014.co.uk	Yes <a href="#">View Owner</a>	CSC

- Select Contacts
  - The list is broken out into two tabs by “Unrestricted” and “Restricted.”
  - In addition to selecting the contact, you may need to update the requested information in the rules, depending on the extension. In most cases, you follow the same procedure as you would during a registration, and fill in CSC’s information.
  - You will notice the “Masking” box is checked and there is now a mask icon to the right of each information file, indicating the domain is currently under CSC masking service.

**Modify Domains**

Unrestricted

**Select Contacts for Unrestricted Domains**

Contacts in the list are limited to those that are available to all business units for the domains listed here. Selected contacts will be applied to all domains on this page.

Corporation Service Company (7848789) [Select by Domain](#) | [Create New Contact Profile](#)

Masking ⓘ

Registrant/Owner:

Admin:

Technical:

demo2-4-2014.co.uk ⓘ	<a href="#">View Current Details</a>	<a href="#">Remove</a>
dmdemo-17dec2015a.info ⓘ	<a href="#">View Current Details</a>	<a href="#">Remove</a>
dmdemo-28dec2015a.com ⓘ	<a href="#">View Current Details</a>	<a href="#">Remove</a>

- You can view the current true owner by clicking on “View Current Details.”

[close](#) or Esc Key

**demo2-4-2014.co.uk**

**Business Unit: Legal**

	Owner Contact	Registrant Contact	Administrative Contact	Technical Contact	Billing Contact
<b>Name:</b>	Domain Administrator	Domain Registrar	Domain Registrar	Domain Registrar	ccTLD Billing
<b>Organization:</b>	Corporation Service Company France	Corporation Service Company	Corporation Service Company	Corporation Service Company	Corporation Serv Company
<b>Address:</b>	55 rue de CSC	2711 Centerville Road Suite 400	2711 Centerville Road Suite 400	2711 Centerville Road Suite 400	2711 Centerville Rd.
<b>City / State:</b>	Paris, DE	Wilmington, DE	Wilmington, DE	Wilmington, DE	Wilmington, DE
<b>Postal Code:</b>	12323	19808	19808	19808	19808
<b>Country:</b>	FR	United States	United States	United States	United States
<b>Email:</b>	admin@internationaladmin.com	admin@internationaladmin.com	admin@internationaladmin.com	admin@internationaladmin.com	ccTld-billing@cscinfo.c
<b>Phone:</b>	+33.9823749837	+1.3026365400	+1.3026365400	+1.3026365400	+1.3026365400
<b>Fax:</b>	+33.293840398	+1.3026365454	+1.3026365454	+1.3026365454	+1.3026365454

- You will then notice that you have the ability to change the “Registrant/Owner” and “Technical” from the drop-down. “Admin” will be shaded in gray to indicate that you cannot modify that contact because of masking in use.

Masking ⓘ

Registrant/Owner:

Admin:

Technical:



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- Select the new true owner from the registrant drop-down, but leave masking checked, and click “Continue” to proceed. This will indicate to the system that you wish to request a change to update the owner on the backend, but leave the domain masked at the registry.

**Corporation Service Company (7848789)**

Masking **No Change**

Registrant/Owner **(SG) Corporation Service Company Singapore**

Admin **CSC Corporate Domains - Person**

(FR) Corporation Service Company France  
(US) CSC Corporate Domains, Inc  
(US) w/name Corporation Service Company

- Custom Fields
  - The previous custom fields are auto-populated on the next screen. However, you may change them by clicking “Continue” to proceed.

**Modify Domains**

**Custom Fields**

Corporation Service Company (7848789) [Notes](#)

<input checked="" type="checkbox"/>	Domain	* Purchase Order <input type="text"/> <a href="#">Apply</a>	Cost Centre <input type="text"/> <a href="#">Apply</a>	Requestor <input type="text"/> <a href="#">Apply</a>
<input checked="" type="checkbox"/>	demo2-4-2014.co.uk	<input type="text" value="09234-290"/>	<input type="text"/>	<input type="text" value="Marketing"/>
<input checked="" type="checkbox"/>	dmdemo-17dec2015a.info	<input type="text" value="094234-6789"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	dmdemo-28dec2015a.com	<input type="text" value="312321000"/>	<input type="text" value="Marketing"/>	<input type="text"/>

- Confirm Order
  - This will summarize the changes you made to the domain names.
  - If you only updated the true owner of the domain and kept masking, we do not ask about opting out of the 60-day lock or authorization details because we are only updating the owner for ICANN’s records and no changes are being made at the registry level.
  - However, because it is an ownership change, we will send the authorization email for approval.

**Confirm Order**

If you would like to receive status updates for this order, please check here

**Order Totals**

Corporation Service Company (7848789) : \$ 0.00 USD

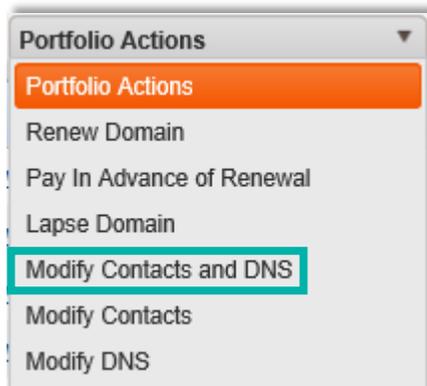
**Domains ready for processing**

Corporation Service Company (7848789)

Domain	Business Unit	Service Details	Term	Ownership Change	Price	
demo2-4-2014.co.uk	Legal	Selected Contacts: Registrant/Owner: (SG) Corporation Service Company Singapore	N/A		\$ 0.00 USD	<a href="#">Remove</a>
dmdemo-17dec2015a.info	Legal	Selected Contacts: Registrant/Owner: (SG) Corporation Service Company Singapore	N/A		\$ 0.00 USD	<a href="#">Remove</a>
dmdemo-28dec2015a.com	Marketing	Selected Contacts: Registrant/Owner: (SG) Corporation Service Company Singapore	N/A		\$ 0.00 USD	<a href="#">Remove</a>

## 6. Contacts and DNS Modifications

- Select “Modify Contacts and DNS” from the “Portfolio Actions” drop-down.



- DNS and Contact Modification
  - When requesting a DNS change while changing contacts, the DNS sections follow the contacts and rules page. The screens are as follows:
    - Select “Contacts and Rules”
    - Select “DNS”
    - Select “Manage Zones”
    - Configuration set-up next (only for third party to CSC DNS)
    - Sign off (only for third party to CSC DNS)
    - Choose “Custom Fields”
    - And last, “Confirm Order with Extra DNS”



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- CSC DNS: Third Party to Third Party
  - When moving from CSC DNS or third-party DNS to third-party DNS, you will be asked to make the following changes:

- To select DNS:

**Modify Domains**

Select DNS

Corporation Service Company (7848789) -- Please select DNS -- [Apply Bulk](#)

<input checked="" type="checkbox"/>	Domain	Changed	Name Servers <a href="#">Create New</a>	No Change	My own	Basic	Advanced	
<input checked="" type="checkbox"/>	brandxyz.de		demo.com (ns1 & ns2) <a href="#">View</a>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<a href="#">Remove</a>

- To manage zones, confirm the domain is configured (use registry zone check if required):

**Modify Domains**

**Manage Zones**

Corporation Service Company (7848789)

Domain Name	Edit Status	DNS Product Type	Action	Configured? <input type="checkbox"/>	
brandxyz.de	N/A	DNS hosted by third party		<input type="checkbox"/>	<a href="#">Remove</a>

- To confirm order, and that the client has signed off on the DNS change:

**Modify Domains**

**Confirm Order**

By checking this box, I confirm that I have validated all DNS changes made for domains in this order. I understand that an invalid DNS configuration could make my domains unreachable.

- Third Party to CSC DNS
  - When moving from third-party DNS to CSC DNS, you will be asked to make the following changes:

- To select DNS:

**Modify Domains**

Select DNS

Corporation Service Company (7848789) -- Please select DNS -- [Apply Bulk](#)

<input checked="" type="checkbox"/>	Domain	Changed	Name Servers <a href="#">Create New</a>	No Change	My own	Basic	Advanced	
<input checked="" type="checkbox"/>	2x-renewalreportdemo.mx		Basic DNS	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<a href="#">Remove</a>

- Manage Zones:
  - Step 1: Set up zone by clicking “Edit” under the action section.
  - Step 2: Confirm that the client has signed off on your zone set-up.

Edit Status	DNS Product Type	Action	Configured? <input type="checkbox"/>	
	Basic DNS	<a href="#">View</a> <a href="#">Edit</a>	<input type="checkbox"/>	<a href="#">Remove</a>



- Confirm Order:
  - Step 1: Confirm that the client has signed off on the DNS change.
  - Step 2: Confirm that the DNS subscription will match domain renewal.

## Modify Domains

### Confirm Order

By checking this box, I confirm that I have validated all DNS changes made for domains in this order. I understand that an invalid DNS configuration could make my domains unreachable.

## 7. Ownership Change Authorization Approvals

- In the event of an ownership change or a change to the true owner (if the domain is masked), CSC must obtain authorization from both the current and new registrant contacts to proceed with the change, per ICANN policy.
  - Emails are sent to the registrant or administration contact providing them with a web link to approve or reject the request.
  - Contacts have 60 days to complete this before the link expires.

Subject line: Request for Change of Registrant for domain(s)

Dear Sir or Madam,

CSC Corporate Domains, Inc. has received a request to change the registrant for the domain(s) listed on the page linked below. You have received this message because you are listed as the current and/or requesting Registered Name Holder and/or Administrative contact for this domain name in the WHOIS database.

**Please read the following important information about changing the registrant for your domain name:**

As per the ICANN rules detailed in the Registration Agreement you have with CSC, if responses are not obtained from both the current and requesting name holder within 60 days, the registrant change request will be cancelled.

Once a change of registrant takes place, you will not be able to transfer to another registrar for 60 days, apart from but not limited to a transfer back to the original registrar, cases where both registrars so agree, if you have opted out of the 60-day inter-registrar transfer lock prior to any Change of Registrant request, or where a decision in the dispute resolution process so directs.

TO PROCEED WITH OR REJECT THE CHANGE(S), please click here [<link>](#)

- If either the current or new registrant contact rejects the change, or if the link times out, the order will not continue. Your client service partner will be in contact to get clarification and re-initiate the email if necessary.