



PLEASE NOTE:

We have recently updated our CSC MultiLock procedures. CSC will now require MultiLock subscribers to designate at least two (2) account-level, authorized MultiLock contacts for unlocking. Unless CSC is otherwise instructed, the account-level, authorized MultiLock contacts will be the default contacts used for unlocking and will be automatically added to each new MultiLock subscription.

Account–Level, Authorized MultiLock Contact Designation

Account-Level, Authorized MultiLock (Default) Contacts:

CSC requires that you designate two (2) or more representatives of your organization to serve as account–level, authorized MultiLock contacts for your domain name account with CSC. Account-level, authorized MultiLock contacts are the only individuals permitted to take the following actions:

- manually remove domain names from CSC MultiLock; and/or
- request a domain name on CSC MultiLock be unlocked to:
 - a) update name servers;
 - b) update WHOIS contact information;
 - c) delete or lapse a domain name; and/or
 - d) enable a domain name to be transferred away from CSC management

The designated account-level, authorized MultiLock contacts will be used as the default contact set for each domain name on *CSC MultiLock*, unless you designate different authorized MultiLock contacts at the Business Unit or Domain level (see below).

CSC Recommendation on Contact Selection: In order to facilitate time-sensitive changes, such as DNS modifications, we highly recommend that you select representatives of your organization who are responsible for domain and DNS management as your organization’s authorized MultiLock contacts.

Please fill in all fields for each contact.

Name	Title	E-mail Address	Office Phone #	Mobile Phone #

If any of the above contacts leave your organization or change roles and should no longer be an authorized MultiLock contact on your account, you are responsible for updating your contacts with us ASAP to ensure you are able to take the above actions on domain names secured with CSC MultiLock.



Business Unit or Domain-Level Authorized MultiLock Contact Designation

At any time, you can choose to designate authorized MultiLock contacts at either the Business Unit level or Domain Level to replace or augment the account-level, authorized MultiLock contacts. This is optional.

- ☐ Please REPLACE the account-level, authorized MultiLock contacts with the Business Unit contacts I have listed below. I understand that I must list at least two (2) authorized MultiLock contacts per Business Unit and where I have not listed Business Unit contacts for a Business Unit in my account with CSC, the account-level, authorized MultiLock contacts will be used.

Business Unit(s)	Name	Title	E-mail Address	Office Phone #	Mobile Phone #

- ☐ Please REPLACE the account-level, authorized MultiLock contacts with Domain Level contacts I have listed below. I understand that I must list at least two (2) authorized MultiLock contacts per domain name and where I have not listed Domain Level contacts for a domain name in my account with CSC, the account-level, authorized MultiLock contacts will be used.

Domain Name(s)	Name	Title	E-mail Address	Office Phone #	Mobile Phone #

Company Name (print please): _____

Account Number(s) (your CSP can assist you in completing this field): _____

Domain Authorized Contact (print please): _____

Date: _____