



Logical Sites, Inc.

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GAINING CONTROL OF YOUR DOMAIN NAME(S)

Domain names are registered through registrars - we use one called Moniker. We recommend Moniker because they are the only registrar who has never lost a domain name. You will pay about \$10-\$15 per domain name per year to renew through Moniker.

Below is what you must do to gain control of your domain names and *not* have Logical Sites, Inc. handle future renewals of your domain names.

1. Go to www.moniker.com . Click on the "Create Account / Login" link.
2. Create the account as you want it. Make the password 'rosebud'
3. E-mail your Moniker account number and a list of the domain names you want pushed into your account to service@logicalsites.com .
4. We will put your domain names into your Moniker account. You will then be responsible for renewing your domain name(s) yourself. If you are moving your hosting, you will have to re-point your domain names to your new host. If you have any questions about how to do that, contact Moniker or your new host.
5. Remember to change your Moniker password and to record your account access information in a safe place once your names have been transferred into your account.

You can now pay Moniker the annual renewal domain name fees, or you can move the names to another registrar and pay them. It is your choice.

Some of our clients who handled their own domain name renewals failed to renew their domain name(s). As a result, they had their website become unavailable or lost their domain name(s). We cannot stress enough that once you control your domain name yourself, then **Logical Sites is no longer responsible for your domain name(s)**. Your organization will then be responsible for keeping your registration records up to date and your account paid up.

Here are some examples of what can go wrong: failure to provide a correct e-mail address to your registrar means you won't get the renewal notice. Improperly set SPAM filtering at your end could *also* mean that you don't get the renewal notice. So we suggest you renew for 5-years at a time to avoid these issues as much as possible.