

# How To Transfer A Domain To WestHost

Transferring a domain to WestHost can be done easily from most other registrars. Follow the steps below to do so.

## Step 1: Preparing your Domain

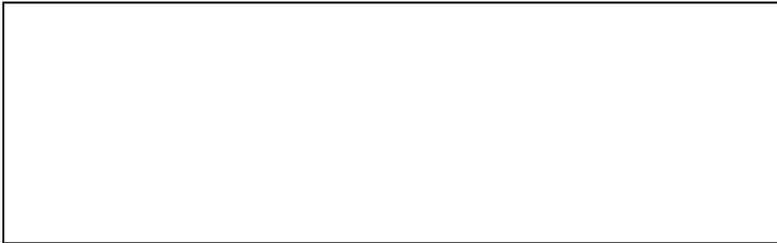
Please make sure that you meet the following requirements:

1. Your domain has been registered for at least 60 days
2. Please ask your current registrar to change the **Administrative Contact** email address for the domain to an email address that you actively monitor. We may need to email this address to gain approval to transfer the domain.
3. You will also need to ask your current Registrar to '**Unlock**' the domain for transfer.

## Step 2: Placing the Order with WestHost

Once your Domain is prepared, you can place a transfer order from the Domain Transfer section of the WestHost.com website: <https://www.westhost.com/domain-names/domain-transfers/>

On the next page, click the transfer link that appears next to your domain and complete your order:



## Step 3: After the Order is Placed

After the order has been placed, you will need to provide us with the Auth Code (EPP Code) in order to start the transfer on our end. Submitting a support ticket is the best way to provide this. You can do so [here](#). (CHI clients can do so through the support section of your CHI account)

If you do not have an Auth Code (EPP Code), you can obtain one by contacting your current registrar. Once WestHost has entered the Auth Code (EPP Code), the transfer will be initiated.

Your domain transfer will require Administrative Authorization. This means that when WestHost initiates the transfer, an automated email will be sent to the 'Administrative Contact' for the Domain requesting permission to transfer the Domain. This should go to your email address. Instructions on how to approve this request will be included in this email.

## How long will the Transfer take?

After you have placed your order with WestHost, it can take up to five days before the Registry organization for the Domain sends out the automated approval request email. If you have not heard anything after five days, please contact WestHost Technical Support by opening a WestHost Support Ticket [here](#). (CHI clients can do so through the support section of your CHI account)

You will then need to respond to the approval email and follow any specific instructions provided by your registrar to complete this process.

Once you have responded correctly to the approval email, the domain will take about 24 hours to be 'Registered' with WestHost.