



## 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. We will arrange better pricing for you than advertised on their website - you will pay \$15 per domain name per year.

Once you create your own Moniker account, we will push your domain names into that account. You can then pay Moniker the annual renewal fees, or you can move the names to another registrar.

This is what you need to do to gain control of your domain names and **not** have Logical Sites, Inc. handle future renewals of your domain names. *Failure to follow this procedure may result in your website being disconnected, loss of your domain name, additional fees or other adverse consequences.*

1. Go to [www.moniker.com](http://www.moniker.com) . Over to the right, under "login", click on "New Account".
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 your want pushed into your account to [service@logicalsites.com](mailto:service@logicalsites.com) .
4. We will then push your domain names into your Moniker account. You will then be on your own. If you are moving your hosting, you will have to repoint 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.

Some Logical Sites clients have “forgotten” to renew their domain name, and as a result had their website become unavailable. We cannot stress enough that once you control your domain name yourself, Logical Sites is no longer responsible for your domain name(s). **You** are now responsible for keeping your registration records up to date and your account paid up. For example: 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.