































**► To Decline an Account Change**

1. Log in to your **Account Manager**.
2. In the **My Products** section, click **Manage Domains**. The Domain Manager displays.
3. From the **Domains** menu, select **Pending Account Changes**.
4. Use the checkboxes to select the domain name(s) for which you want to decline the account change.
5. Above your list of domain names, click **Decline**.

**► To Accept an Account Change**

1. Log in to your **Account Manager**.
2. In the **My Products** section, click **Manage Domains**. The Domain Manager displays.
3. From the **Domains** menu, select **Pending Account Changes**.
4. Click the **Manually Accept Domains** button.
5. In the **Accept Account Change** section, enter the **Transaction ID** and **Security Code** that you received in the Confirm Account Change email you received when the account change was initiated, and then click **Next**.
6. Select the checkboxes to accept the **Transfer of Registration Agreement** and the **Domain Registration Agreement**, and then click **Next**.

## MANAGING 100 OR MORE DOMAIN NAMES

If you have 100 or more domain names in your account, some additional navigation and organizational features are available to assist you in managing your domains.

### ► To Use Bulk Search to Find Specific Domain Names

1. Log in to your **Account Manager**.
2. In the **My Products** section, click **Manage Domains**. The Domain Manager displays.
3. Click **Search** above your folder list.
4. Click the **Bulk Search** hyperlink.
5. Type the exact domain name(s) that you want to view. You can enter as many domain names as you want, one domain name per line.
6. Once you have entered all of the domain names you want to manage, click **Search** to display only those names in your domain names list.

### ► To Find a Domain Name Based on Spelling

- Scroll through an alphabetized list of your domain names by clicking the right and left arrows in the upper left corner above your list of domain names. Your current location in the alphabetized list is indicated between the arrows (i.e., Displaying aaa.com – bbb.com).

### ► To Find a Domain Name Based on Expiration Date

- Scroll through your domain names, sorted by expiration date, by clicking the right and left arrows in the upper left corner above your list of domain names. Your current location in the list is indicated between the arrows (i.e., Displaying 08/17/08 – 07/21/07).

### ► To Organize Your Domain Names Into Folders

1. Log in to your **Account Manager**.
2. In the **My Products** section, click **Manage Domains**. The Domain Manager displays.
3. Click **New Folder**.



4. In the **Folder name** field, enter a folder name.
5. In the **Description** field, enter a description of the folder.
6. Click **OK**.
7. In your list of domain names, use the checkboxes to select the domains that you want to add to a folder.
8. From the **Organize** menu, select **Copy to Folder**.
9. From the **Folder** list, select the folder to which you want to move the domains.
10. Click **OK**.

#### ► To Edit a Domain Folder

1. Log in to your **Account Manager**.
2. In the **My Products** section, click **Manage Domains**. The Domain Manager displays.
3. Click **Folders**.
4. Use the checkbox to select the folder you want to edit.
5. Click **Edit**.
6. Edit the folder, and then click **OK**.

#### ► To Delete a Domain Folder

1. Log in to your **Account Manager**.
2. In the **My Products** section, click **Manage Domains**. The Domain Manager displays.
3. Click **Folders**.
4. Use the checkbox to select the folder you want to delete.
5. Click **Delete**.
6. Select **Delete folder(s)**, and then click **OK**.

