

How to change .hu administrative contact

Replacement of the admin contact is paid service (one-year extension fee). Signed domain contract and additional documents must be uploaded. After the successful change, we will extend the domain validity for one year.

REPLACE THE CURRENT ADMIN CONTACT OF THE DOMAIN NAME

1. Sign in with <https://admin.dotroll.com> with your username and password
2. In the top menu bar, click the **Domains / My Domains** menu.
3. Select the domain name for which you want to make the change and then click on it.
4. In the **Manage** box on the left, select **Contacts change**.
5. At the top of the page that appears, you can see the current domain admin contact and its data.
6. To find a change to the **Admin contact** item, select from the drop down list below:
 - formerly created the contact
 - or select the **Add New Contact...** option to add a new contact
7. Choose the admin contact type that can be:
 - Person
 - Company
8. Then fill out the form elements.
9. Click the **Next** button where the system will show an overview page with the data you entered.
10. If all data is correct, click **Checkout** button of the bottom of the page.
11. The system will show you the admin contact change fee, where you can choose the payment method. After selecting, click **Click Continue »** button.
12. Shortly afterwards, the proforma invoice is issued for the admin contact change. Here you can pay by credit card or PayPal or you can download the proforma invoice.
13. You can return to the online interface at the bottom of the page by clicking the « **Back to the Client Area** link.
14. Then, in the top menu bar, click **Services / My Services**.
15. On the page that appears, click the row marked **Change contacts**.
16. Here you can download the contract for the admin contact change and the Transfer agreement for the .hu domains.
17. Upload documents after they have been filled and signed there.

The admin contact change starts automatically after to the required documents and the payment arrived.

If the admin contact change completed we will notified by email.

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