

# How to Transfer a Service to Another Billing Account

Transfer steps:

- Log in to our system with your email address and password, then click on the **Services / My Services** menu item in the top menu line.
- Next, click the service you want to transfer, and then click **Transfer service to user** in the **Actions** box on the left.
- On the page that appears, in the **Transfer to user:** field, enter the email address or username of the person or organization to whom you want to transfer the service name, and then click **Check user name** button.
- Our system then checks to see if this is a genuine bill payer based on the information you provided, and then displays the information. If you find the information correct, click the **Confirm** button.
- The interface will then display the services already handed over, here you have the option to cancel the previous handover.
- The system alerts the other user after logging in that services are waiting to be received.

---

Revision #3

Created 20 October 2023 12:00:48 by DotRoll Knowledge Base

Updated 18 May 2026 11:33:24 by DotRoll Knowledge Base