

.pt

Change of the Admin Contact

Transfer key



What is the transfer key?

The **transfer key** is a unique code associated with every .pt registered domain and allows a new admin contact to take over its management.

Note: Once a transfer key is used, the .PT system automatically generates a new one.

Who can request it?



The domain
Owner

OR



The current
Admin Contact



To obtain the transfer key, you must:

1. Go to www.pt.pt; >
2. Click **Reserved Area**; >
3. Log in using the **predefined credentials** (username/password)

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Register Domain | Reserved Area | PT EN | Q

register your website name here .pt Search

We are even more .pt

You are accessing the new .PT Domain Registration and Management System, if this is the first time you visit this new platform, you must create a new user [here](#).

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USERNAME
Insert your username

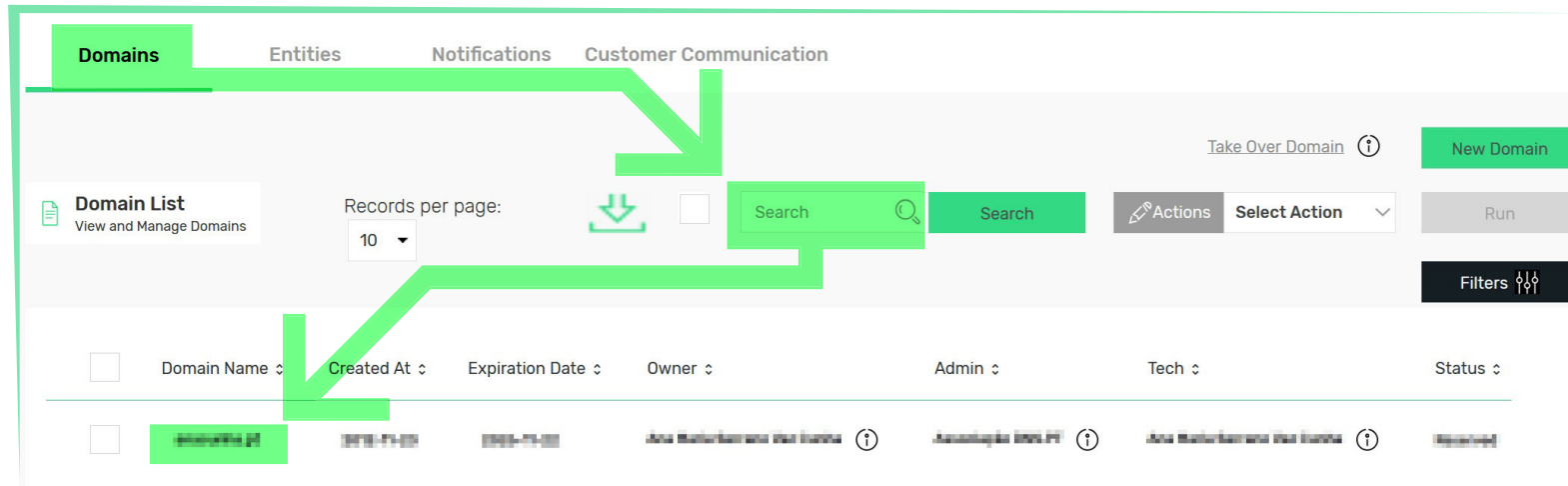
PASSWORD
Insert your password

Login

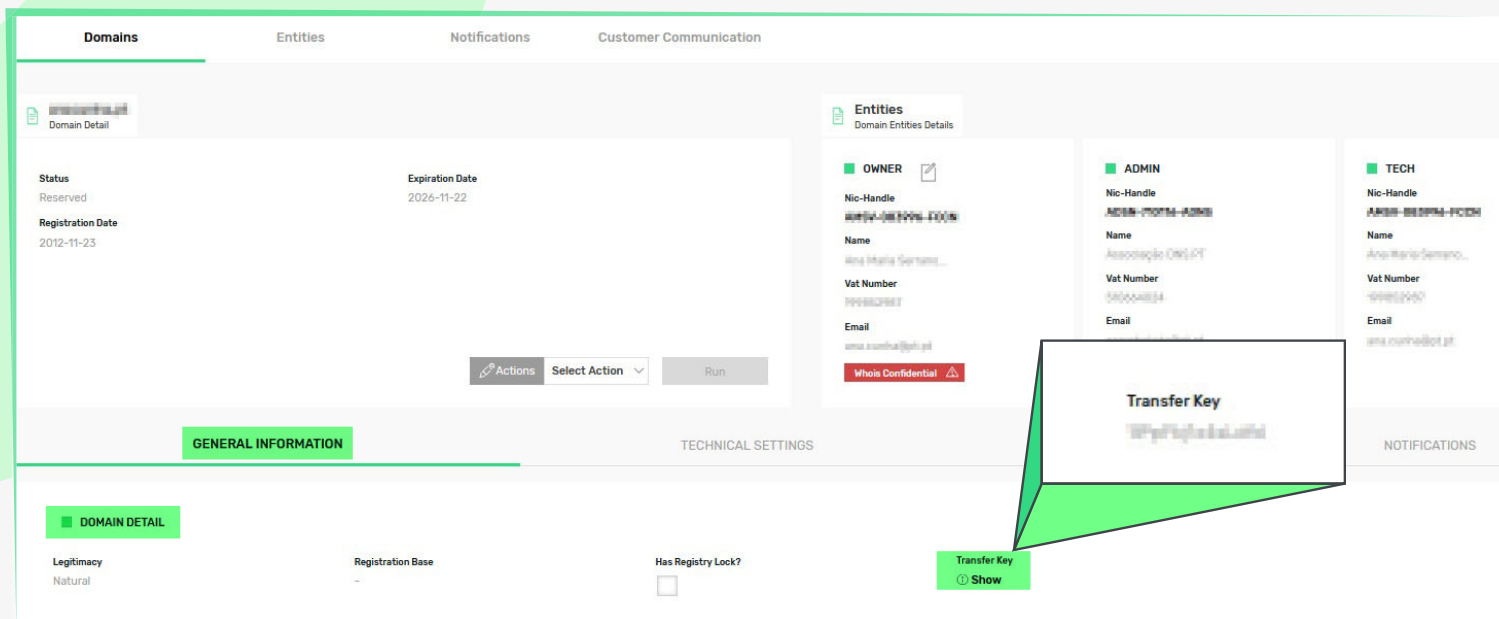
Create User Forgot Password?

PT | EN

4. In the “Domains” tab, search for and select the intended domain;



5. In the tab “General Information”, in the “Domain Details” section, locate the field “Transfer Key”. Click “Show” to visualize the desired key;



6. Write down the key and provide it to the new admin contact so they can proceed with the take over of the domain management.

To take over the management, the new admin contact must:

1. Go to www.pt.pt; >
2. Click **Reserved Area**; >
3. Log in using the **predefined credentials** (username/password)

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USERNAME
Insert your username

PASSWORD
Insert your password

Login

Create User Forgot Password?

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4. In the “Domains” tab, click “Take Over Domain”;

Domains Entities Notifications Customer Communication

Take Over Domain ⓘ New Domain

Domain List View and Manage Domains

Records per page: 10

Search Search

Actions Select Action ▾

Run

Filters

<input type="checkbox"/>	Domain Name ▾	Created At ▾	Expiration Date ▾	Owner ▾	Admin ▾	Tech ▾	Status ▾
<input type="checkbox"/>	XXXXXXXXXX.pt	2018-11-05	2023-11-05	Ana Maria Barros da Costa ⓘ	Armando 2018-11 ⓘ	Ana Maria Barros da Costa ⓘ	Approved

5. In the pop-up window, enter the **domain name** and **transfer key**, then click “Confirm”;

Take Over Domain Administration Transfer the domain administration

IMPORT DOMAINS LIST Please upload a excel file. **Template File**

Explorar... Nenhum ficheiro selecionado.

DOMAINS LIST The following domains will be affected by this action

Name	Code

Cancel Confirm

6. The Admin Contact change is now complete.

🟢 Action completed. The administration of the selected domains was successfully transferred to you. You can check the results file [here](#).

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**We are
connected!**

Thank you!

