

1. Go to https://www.mynic.net.my/mynic/auto_modify/
2. The Billing Contact needs to enter the **MYNIC Registration No.** or **Domain Name**. Click **Modify** button.

MYNIC

Please enter MYNIC Registration No. **or** Domain Name

MYNIC Registration No.

Domain Name .name.my

3. The Billing Contact needs to choose **Billing Contact** for his/her contact type and enter his/her **User ID** together with **Password** for authentication. Click **Login** button.

Modify Domain Name Record of danny.name.my
Please select your contact type:

<input type="radio"/> Administrative Contact Help	<input type="radio"/> Technical Contact Help	<input checked="" type="radio"/> Billing Contact Help
UserID : <input type="text"/>		
Password : <input type="text"/>		
<input type="button" value="Login"/>		

Note 1:

There is a **Help** page that Contact Person can go to for more information on the types of modification that can be carried out by the relevant Contact Person.

4. Click **Option 2**.

Billing Contact of Domain Name danny.name.my

Please select your option:

Important Note: Any modification done to a handle's record will apply to all domain names tied to that handle.
Please refer to our FAQ for details.

<input type="button" value="Option 1"/> : <ul style="list-style-type: none">• Change Password <input type="button" value="Option 2"/> : <ul style="list-style-type: none">• Modify Billing Contact Record	<input type="button" value="Option 3"/> : <ul style="list-style-type: none">• *Subject to MYNIC's verification• Modify Billing Contact Name
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5. Under this option, the Billing Contact can modify the Billing Contact record.



6. **“Modify Billing Contact Record”** is for the Billing Contact to update the current Billing Contact records such as address, phone, fax number and e-mail address.

Billing Contact Module of Domain Name danny.name.my
Please modify your option:

1. Modify Billing Contact Record

*Note: * denotes a mandatory field*

MYNIC Handle : PDNA000305

1a. Name * To appoint a new Billing Contact, please use Administrative Contact module.

First Name : maria

Last Name : kamal

1b. Address

Address Line 1* :

Address Line 2 :

Address Line 3 :

Postcode :

State* : For states not listed, please specify the state name

Country* : For countries not listed, please specify the country name

1c. Phone No.* :

1d. Fax No. :

1e. E-mail Address* :

Note 2 :

If the Billing Contact's MYNIC Handle is also an Administrative Contact's MYNIC Handle, he/she must apply the changes under Administrative Contact's module. System will display advice message for the user to use the correct module.

Billing Contact Module of Domain Name danny.name.my
Errors detected. Please modify your option:

1. Modify Billing Contact Record

This MYNIC Handle PDNA000305 is an Administrative Contact's MYNIC Handle for other domain name(s). To Modify this handle's account, please use Administrative Contact module

Note 3:

If the Billing Contact's MYNIC Handle is used for more than one domain name, the changes will affect all other related domain names. Therefore Billing Contact does not need to repeat the same modification for other domain name.



7. Click **Modify** button and the next window displaying all the information will appear.
8. Click **Confirm** button if all the information is true and accurate or go back if he/she wishes to edit the information.

Billing Contact Record has been modified.
A notification has been e-mailed to nor@abc.com.my and norlin@mimos.my
Ticket No: 20031218-113814-31075185

9. The Billing Contact will be informed that his/her request has been updated and an acknowledgement e-mail has been sent to the relevant Contact Person(s) (**Appendix 1**).

APPENDIX 1

Date: Thu, 18 Dec 2003 11:38:17 +0800 (MYT)
From: MYNIC Domain Name Registration <domreg@mynic.net.my>
To: nor@abc.com.my
Cc: norlin@abc.com.my
Subject: [20031218-113814-31075185] - Modified danny.name.my

Note: New - New value, Current - Existing Value

- Billing Contact Record Modified

1. Application to Modify Billing Contact Record

Billing Contact MYNIC Handle: PDNA000305

Address Line 1 (New): jalan sayang
Address Line 2 (Current):
Address Line 3 (Current):
Postcode (New): 333333
Town (New): kajang
State (New): Selangor
Country (New): Malaysia
Phone Number (Current): 77777777
Fax Number (Current):
E-Mail Address (Current): nor@abc.com.my

<MYNIC standard signature>

* Please note that content of e-mail may change.