

1. Go to [https://www.mynic.net.my/mynic/auto\\_modify/](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.



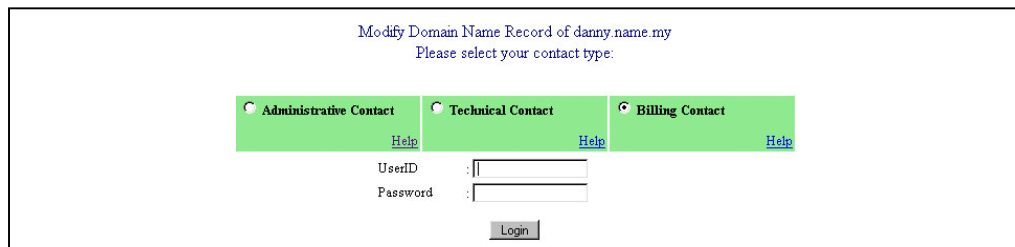
**MYNIC**

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

MYNIC Registration No.

Domain Name

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:

Administrative Contact  Technical Contact  Billing Contact

[Help](#) [Help](#) [Help](#)

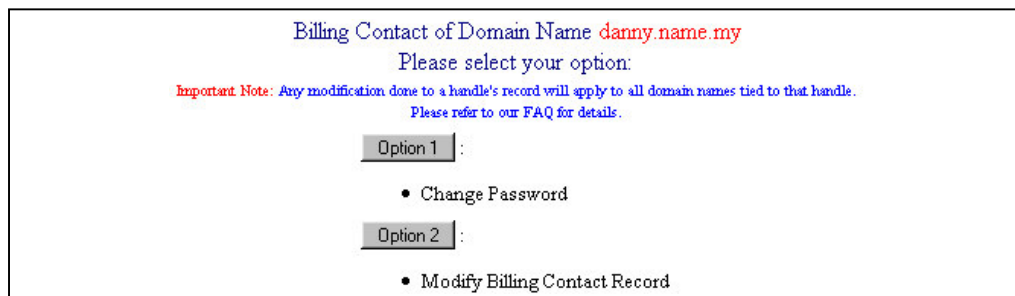
UserID :

Password :

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.

:

- Change Password

:

- Modify Billing Contact Record

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	:	PN HJ.0.CON
1a. Name	:	<small>* To appoint a new Billing Contact, please use Administrative Contact module.</small>
First Name*	:	<input type="text" value="Siti Norlin"/>
Last Name*	:	<input type="text" value="Hj. Husain"/>
1b. Organisation Name*	:	<input type="text" value="Sekolah Bistari Norlin"/>
1c. Organisation Address	:	
Address Line 1*	:	<input type="text" value="Jalan Kuching"/>
Address Line 2	:	<input type="text" value="Taman Teknologi Kajang"/>
Address Line 3	:	<input type="text" value="testing knkngkldvnrknidfbf"/>

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1c. Organisation Address	:	
Address Line 1*	:	<input type="text" value="Jalan Kuching"/>
Address Line 2	:	<input type="text" value="Taman Teknologi Kajang"/>
Address Line 3	:	<input type="text" value="testing knkngkldvnrknidfbf"/>
Postcode	:	<input type="text" value="43300"/>
Town	:	<input type="text" value="Kajang"/>
State*	:	<input type="text" value="Kelantan"/> <small>For states not listed, please : name</small>
Country*	:	<input type="text" value="Others"/> <small>For countries not listed, please : country name</small>
1d. Phone No.*	:	<input type="text" value="03-87312345"/>
1e. Fax No.	:	<input type="text" value="03-87312347"/>
1f. E-mail Address*	:	<input type="text" value="norlin@mimos.my"/>

**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 PN.HJ.0.CON is an Administrative Contact's MYNIC handle for other domain name(s). To modify this handle's record, 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 names.

7. Click **Modify** button and the next window displaying all the information will appear.

1. Modify Billing Contact Record	
<i>Note: * denotes a mandatory field</i>	
MYNIC Handle	: CPB010537
1a. Name	<i>* To appoint a new Billing Contact, please use Administrative Contact module.</i>
First Name*	: Norlida
Last Name*	: Hassan
1b. Organisation Name*	: ABC Hosting Sdn Bhd
1c. Organisation Address	
Address Line 1*	: No.1, Jalan BK 1/13, Taman Perindustrian Kinrara,
Address Line 2 (New)	: Bandar Kinrara, Batu 10 1/2, Jalan Puchong,
Address Line 3	:
Postcode	: 58200
Town	: Kuala Lumpur
State*	: Wilayah Persekutuan
Country*	: Malaysia

8. Click **Confirm** button if all the information is true and accurate or go back if he/she wishes to edit the information.

<p>Billing Contact Record has been modified. A notification has been e-mailed to <a href="mailto:lida@abc.com.my">lida@abc.com.my</a> and <a href="mailto:norlin@mimos.my">norlin@mimos.my</a>, <a href="mailto:norlida@abc.com.my">norlida@abc.com.my</a> Ticket No: 20031217-170117-94986346</p>
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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: Wed, 17 Dec 2003 17:01:45 +0800 (MYT)  
From: MYNIC Domain Name Registration <domreg@mynic.net.my>  
To: lida@abc.com.my  
Cc: norlin@abc.com.my, norlida@abc.com.my  
Subject: [20031217-170117-94986346] - Modified danny.name.my

Note: New - New value, Current - Existing Value

- Billing Contact Record Modified

1. Application to Modify Billing Contact Record

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Billing Contact MYNIC Handle: CPB010537

First Name (Current): Norlida  
Last Name (Current): Hassan  
Organisation Name (Current): ABC Hosting Sdn Bhd

Address Line 1 (Current): No.1, Jalan BK 1/13, Taman Perindustrian Kinrara,  
Address Line 2 (New): Bandar Kinrara, Batu 10 1/2, Jalan Puchong,  
Address Line 3 (Current):  
Postcode (Current): 58200  
Town (Current): Kuala Lumpur  
State (Current): Wilayah Persekutuan  
Country (Current): Malaysia  
Phone Number (New): 03-9665001  
Fax Number (Current): 03-9661672  
E-Mail Address (New): lida@abc.com.my

< MYNIC standard signature >

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