

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 3**.

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.

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

6. **“Modify Billing Contact Name”** is for the Billing Contact to correct spelling errors of his/her name. The Billing Contact is required to furnish MYNIC with the necessary Supporting Document within 14 days.

1. Modify Billing Contact Name

*Note: * denotes a mandatory field*

MYNIC Handle : PDNA000305

1a. Name

First Name* :

Last Name* :

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.

Application to Modify Billing Contact Name has been submitted.
A notification has been e-mailed to nor@abc.com.my
Ticket No: 20031218-123714-30136568

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



10. An approval or rejection e-mail will be sent to the Billing Contact once MYNIC receives and verifies the Supporting Document.

APPENDIX 1

Date: Thu, 18 Dec 2003 12:37:20 +0800 (MYT)
From: MYNIC Domain Name Registration <domreg@mynic.net.my>
To: nor@abc.com.my
Cc: norlin@abc.com.my
Subject: [20031218-123714-30136568] danny.name.my - Application to Modify Billing Contact Name

Note: New - New value, Current - Existing Value

- Application to Modify Billing Contact Name

1. Application to Modify Billing Contact Name

Registrant MYNIC Handle: PDNA000305

First name(New): Maria

1a. First Name(Current): bbbbbb

Last name(New): Abdullah

1b. Last Name(Current): cccccc

Important Information

To Modify Billing Contact Name, please fax (new IC/ old IC/ Passport/ Birth Certificate) to MYNIC at 03-8991 7277.

This is a message to acknowledge that your request has been e-mailed to domreg@mynic.net.my. This acknowledgement is "NOT" a confirmation that your request has been processed. Please wait for an e-mail reply (approval or rejection notice) from domreg@mynic.net.my within the next working day.

If you should have need to correspond with us regarding this request, please include the ticket number [20031218-123714-30136568] and the domain name in the subject.

<MYNIC standard signature>

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