

Please complete the following two items if you are registering a new domain and want **tw telecom** to host it for you.

## 1) Register the Domain with a Domain Registrar

When you do this, you will have to choose Primary and Secondary nameservers to host the domain. If you wish to have **tw telecom** host the domain, you must provide the Registrar with information about one or more of our nameservers when you register the domain. Our nameserver information is provided below.

<b>Primary DNS server</b>	ns1.twtelecom.net	216.136.95.2
<b>Secondary DNS server</b>	ns2.twtelecom.net	64.132.94.250

## 2) Submit a DNS Request

Once the domain is registered and assigned to **tw telecom** nameservers, submit a DNS request with instructions on how you would like the domain set up. Be as specific as possible. For more information on how to set up a domain, see our DNS Basics – Guide to a Zone Listing.

To submit a DNS request:

- Log in to the **tw telecom** Customer Portal - MyPortal - <https://customerportal.twtelecom.com/>
- Click 'MyChangeRequests' on the main toolbar, then click 'Create New Change Request'
- Select 'DNS' from the drop-down menu
- Fill out the online Create DNS Request and click 'Submit'

It may take up to 2 business days to complete a request so please keep this in mind when making your transition plans.