

DNS Modification Form

In order to finalize your onboarding we must modify your DNS information to allow the flow of information to go to your new Virtual Office account. This is a critical step in the process, and one that requires you to either share specific information with VO or to complete the modifications yourself. While we know that it is not always and option, Virtual Office would prefer to act on your behalf to make all modifications in order to facilitate the overall onboarding process.

The following form requests technical information necessary to transition you to Virtual Office. Due to the critical nature of this data, this form is typically completed by your IT person or someone similar. Please contact VO if you have any questions or need assistance filling out this form. Please return completed form to your Onboarding Specialist or support@vofficeglobal.com.

General Information

Company Name: _____

Date Submitted: _____

Primary contact Information. Who may we contact if we have questions about your request?

Name: _____

Email: _____

Phone: _____

DNS Modification Information

Domain: _____

Will Virtual Office be permitted to perform these modifications?

YES

Please provide:

DNS Account Location? (i.e. - GoDaddy, Register.com)

Account Login Information

User Name: _____

Password: _____

NO

Please Provide:

Who will perform the modification?

Name: _____

Company: _____

Email: _____

Phone: _____

"A" Record

Please fill out the sections below that apply:

NEW "A" Record

Desired "A" Record Name: _____
(i.e. - prefix.yourdomain.com. This is often something like: mail.abcdco.com)

Point "A" Record To: _____
(i.e. - 192.168.1.2)

Completed By:
Name: _____
Date: _____

Modify "A" Record

"A" Record to Modify: _____
(i.e. - prefix.yourdomain.com)

Point "A" Record To: _____
(i.e. - 192.168.1.2)

Completed By:
Name: _____
Date: _____

Remove "A" Record

"A" Record to Remove: _____
(i.e. - prefix.yourdomain.com)

Completed By:
Name: _____
Date: _____

Modify MX Record

MX Record Priority Number to Modify: _____
Current Target (i.e. - prefix.yourmx.com)

Completed By:
Name: _____
Date: _____

Requested "MX" Record Target: _____
(i.e. - mail1.vofficeglobal.com)

Completed By:
Name: _____
Date: _____

Requested MX Record Priority: _____
(i.e. - 0, 10, 20, etc.)

Completed By:
Name: _____
Date: _____

Authorization

By my signature below:

I request Virtual Office make the necessary changes to my DNS

I hereby authorize Virtual Office to act on my behalf to make the above changes and modifications to my DNS and transition my account to Virtual Office. I understand that the modifications I have requested above will redirect the delivery of email to a new location on the Virtual Office server which is necessary to complete the setup of my new account.

I will make the necessary changes to my DNS

I, or my assigned agent (other than Virtual Office), will make the necessary changes to modify my DNS record to facilitate the transition to Virtual Office. I understand that it is my responsibility to keep Virtual Office current on the status of the change in order to onboard with the least disruption to normal operation of my account and users. I further understand that if this modification is not properly executed (by me self or my agent) that email correspondence and data may be permanently lost or irretrievable.

Authorized Signature

Date

Title

For Virtual Office Use Only:

Received by: _____ Date: _____

Scheduled Onboarding Date: _____

File path to User Information Worksheet: _____

DNS Modifications Completed by: _____ Date: _____

DNS Verified by: _____ Date: _____

Date Complete: _____ Changes Provided to VO Billing: _____

Notes: