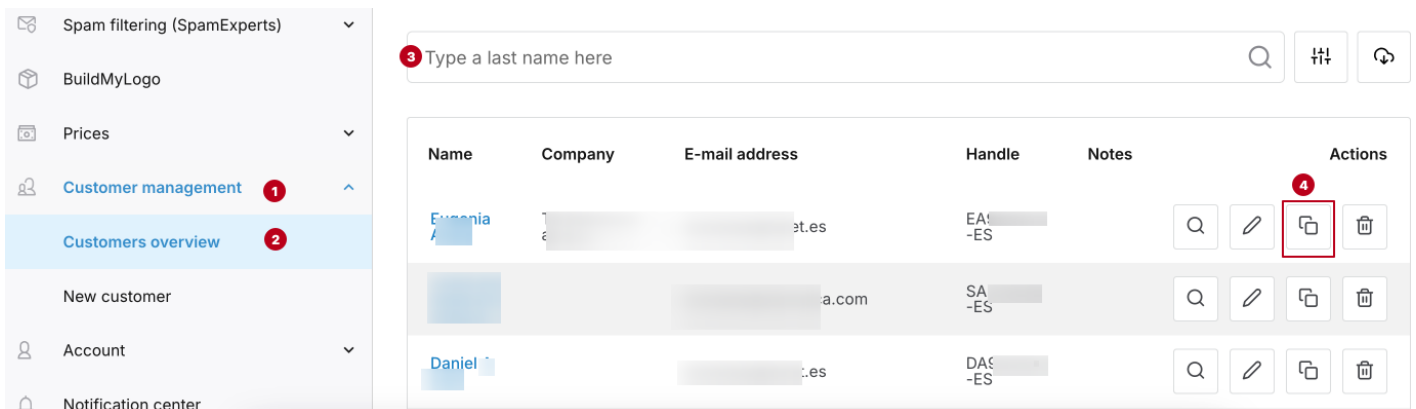


How to Clone a Contact Handle

Cloning a contact handle creates a duplicate of an existing contact profile with all its current details pre-filled, but with a new handle ID. This feature is useful when customers need to create a new contact handle with same information in most fields and make some changes like company data. For example, the only way to update the company registration number for .se and .nu domains is by creating a clone, adding a new handle and connecting domains to the new handle.

To clone a handle, please follow below steps:

- Go to “**Customer Management**” in the left-side menu.
- Select “**Customers Overview.**”
- Find the contact handle you want to clone.
- Click the “**Clone**” button next to the contact.



The screenshot shows the 'Customer management' sidebar on the left with 'Customers overview' selected (marked with a red '2'). The main area displays a table of contact handles. A search bar at the top is labeled '3 Type a last name here'. The table has columns: Name, Company, E-mail address, Handle, Notes, and Actions. The first row shows 'Eugenia' with a red '4' highlighting the 'Clone' button in the Actions column. The second row shows a contact with 'a.com' in the email address. The third row shows 'Daniel'.

Name	Company	E-mail address	Handle	Notes	Actions
Eugenia		es	EA		Search Edit Clone (4) Delete
		a.com	SA		Search Edit Clone Delete
Daniel		es	DA		Search Edit Clone Delete

- A pre-filled form will appear with the existing contact details.
- Edit any fields as needed (e.g., name, email, address, company data).

Company data

Company name

My Company

VAT number

Company registration numberCompany registration location

Company registration date

YYYY-MM-DD



Company URL

Trading name

Address of headquarters

Address

Zipcode

City

Country



Contact person data

First name *

John

Last name *

Doe

Initials

Prefix

Telephone number *

Example: +44 110
8747123

Fax number

Example: +44 110
8747123

Email address *

me@example.com

Passport/ID number

Social security number

- Save the changes.

NOTE:

It is not possible to CLONE contacts via API. You will need to use a Create Customer request via API using the same previous details.

Here you have 2 useful documents:

1- Get existing handle details - [Get Customer](#)

2- Create a new handle using the information retrieved in step 1 and with any changes required -

[Create Customer](#)

How to sync new contact Handle with Domain.

- Go to Domain Overview.
- Select Domain and click on Edit Contact Data
- After Updating the contact Handle, sync the domain.

Refer this Article [How to update or synchronize domain details](#)

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