

## **Administration**

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# Logging In and Logging Out

[Login](#) | [Forgot Your Password?](#) | [Logout](#)

## Overview

You would log in to the Administration in order to access the [Account Manager](#), [Website Editor](#), and other areas of the Administration. To [log in](#), you must have a user ID. If you do not yet have a user ID, please contact Technical Support for further assistance. A link is also provided in case you [forgot your user password](#). For security, you should exit Administration by [logging out](#).

## Login

In the address field in your Internet browser, type the address of your starting page (provided when your site was activated), and then click on the button "Go" or press the enter key on your keyboard.

In the text boxes provided, enter your username and password. When done, click on the button "Login" to log in to the Administration. Please keep in mind that the username and password are both case sensitive.



User Login

Username:

Password:

[Forgot Your Password?](#)  
[Terms Of Service](#) | [Privacy Policy](#)

If you do not know your password, please contact Technical Support so that we can send you a temporary password or click the "Forgot password?" link on the login page.



[Forgot Your Password?](#)  
[Terms Of Service](#) | [Privacy Policy](#)

You can also view the Terms of Service and Privacy Policy when you are attempting to log in to the Administration. The Terms of Service must be agreed upon before activation of the Web site. Please read the Terms of Service periodically for any possible changes that might affect you. The Terms of Service is

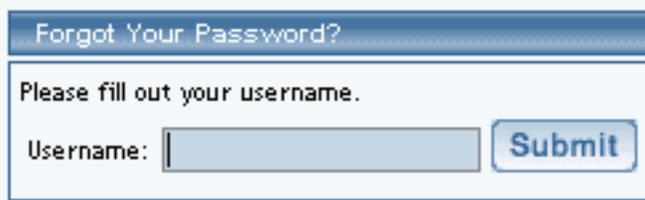
the legal agreement between you and us, your Web site hosting company. The Privacy Policy explains your privacy rights when you use the Web site building software and when you [register as a new user](#).



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### Forgot Your Password?

If you cannot remember your password when attempting to log in to the Administration, click on the blue text "Forgot Password?". The Administration will then ask you to verify your username. After you enter the username, click on the button "Submit".



The Administration will send an e-mail to the e-mail address listed for your username account:



Once you have the e-mail, go to the Web address that is provided in the e-mail to change your password.

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### Logout

Click on this link to log out of the Site Administration.



It is preferable to log out of the Administration using the above link - especially for security purposes should another person immediately use your computer after you.

Related Links:

[Change Your password](#)

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# General Navigation

[Overview](#) | [Main Navigation Menu](#) | [Secondary Navigation Menu](#) | [Options Area](#)

## Overview

The Administration window includes a [main navigation menu](#), a [secondary navigation bar](#) with tabs to subareas of Administration and text indicating which area of Administration you are in, and an [options area](#) which provides information about your current settings and the actual options that you will use to perform administrative functions. The screenshot below illustrates the general areas:

The screenshot shows the Administration window with three main areas highlighted by colored boxes and lines:

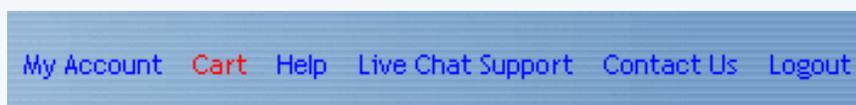
- Website Editor** (Green box): A horizontal bar at the top containing tabs for "Website Editor", "Edit Pages", "Properties", "Ecommerce", "Change Website", and "Tool Box".
- MAIN NAVIGATION MENU** (Red box): A horizontal bar at the top right containing links for "My Account", "Cart", "Help", "Live Chat Support", "Contact Us", and "Logout".
- SECONDARY NAVIGATION MENU** (Blue box): A large central area containing a "Page Modifier" table and various administrative options.

The "Page Modifier" table is as follows:

Select	Title	Filename	Menu Name	Status	Editor
<input type="checkbox"/>	Home	index.html	Home	Active	Edit / View
<input type="checkbox"/>	About Us	about.html	About Us	Active	Edit / View
<input type="checkbox"/>	Contact Us	contact.html	Contact Us	Active	Edit / View
<input type="checkbox"/>	cart	cart.html	cart	Active	Edit / View
<input type="checkbox"/>	catalog	catalog.html	catalog	Active	Edit / View
<input type="checkbox"/>	FAQ	faq.html	FAQ	Active	Edit / View
<input type="checkbox"/>	test form page	formtest.html	Test Form Page	Active	Edit / View
<input type="checkbox"/>	Long Test	longtest.html		Active	Edit / View
<input type="checkbox"/>	Test of Copy	copytest.html	Test of Copy	Active	Edit / View
<input type="checkbox"/>	splash	splash.html		Disabled	Edit / View
<input type="checkbox"/>	Template	TEMPLATE.html		Disabled	Edit / View

## Main Navigation

In the top-right corner of the Administration window, links are provided to navigate to the following areas: "[My Account](#)", "[Cart](#)", "[Help](#)", [Live Chat Support](#)", "[Contact Us](#)", and "[Logout](#)". These navigation links always appear in the upper part of the Administration window, except when editing a page (the page editor window has its own top [navigation bar](#)). Here is the main navigation menu:



## Secondary Navigation

When you click on the main navigation menu links, the Administration will display the appropriate secondary navigation bar for that section of the Administration. Text is displayed detailing the main menu section that you are in. For example, if you are in the "My Account" section, you will see "Account Manager":



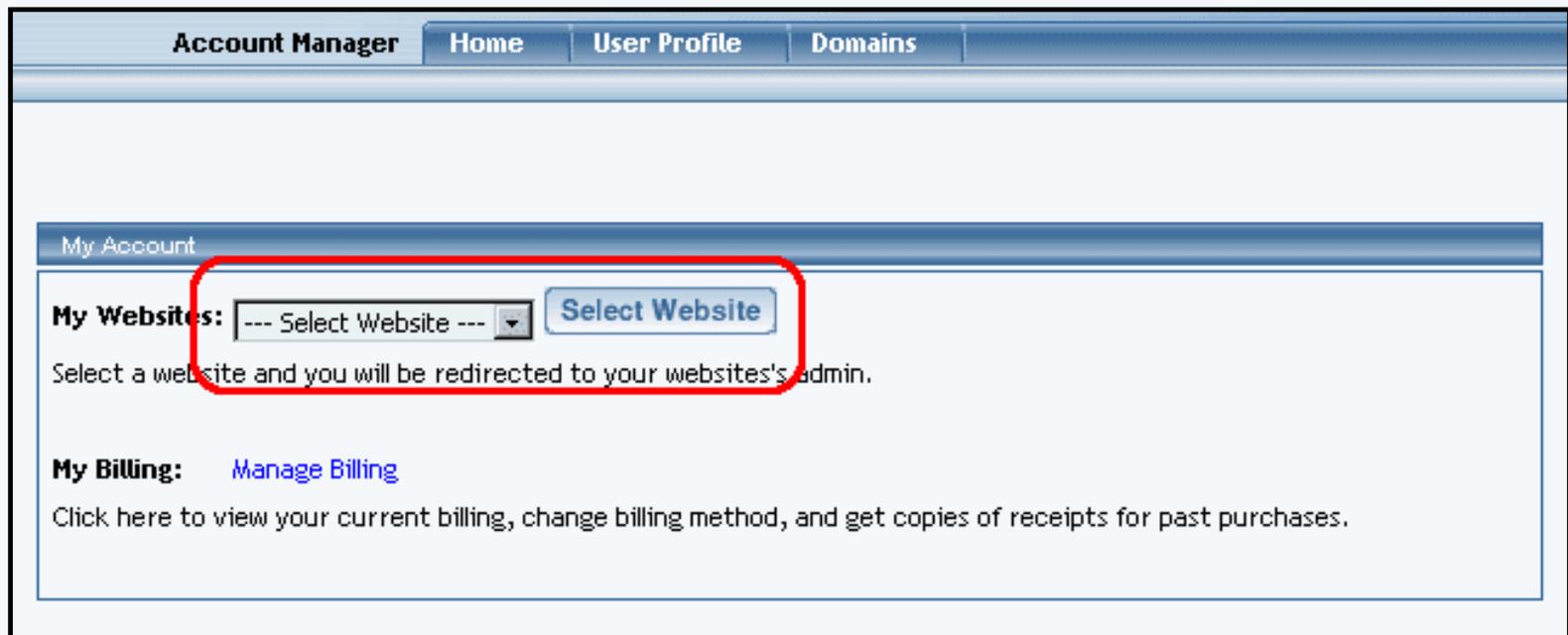
To the right of that text are tabs for the secondary navigation options. The tabs vary according to which main menu section you are in. For example, in the "My Account" section, the following secondary navigation bar will appear:



## Options Area

Clicking on a tab on the secondary navigation bar will display options for that secondary navigation menu. These will appear in the large content area of the Administration window, and may include links, menus, forms, selection lists, etc.

If you click the "Home" tab on the Account Manager secondary navigation bar, for example, then the lower area of the Administration window will change to provide a dropdown menu to access any Web site(s) assigned to your username, a dropdown menu to access any other users' Web sites to which you have been given access, and a link to your user account's billing:



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# My Account

Related Links: [Domains](#) | [My Billing](#)

[Overview](#) | [My Account Main Menu](#) | [User Profile](#) | [Change Password](#) | [Manage Addresses](#) | [Cart](#)

## Overview

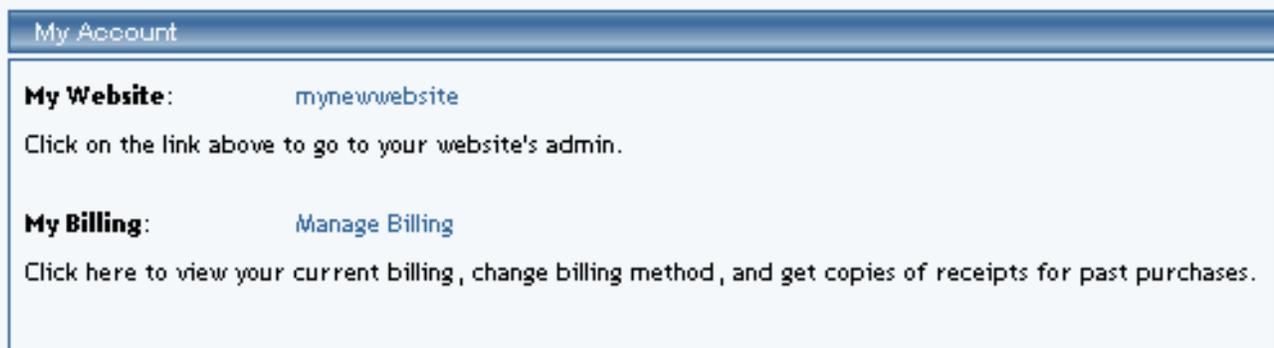
The Account Manager is the first area of the Administration that appears after you have logged in. It provides options to:

- manage your user account's [user profile](#)
- [change the password](#) of your user account
- [manage your addresses](#)
- purchase and manage [domain names](#)
- complete the purchase of domain names and Web sites via an online [shopping cart](#)
- [edit your Web sites](#)
- [manage your billing](#)

## My Account Home Menu

When you log in to the Administration, this is the home page that will load first. It is also the page that will appear when you click the "Home" tab of the Account Manager or if you click the "My Account" link in the main navigation area.

"My Website" allows you to jump to the Website Editor for your Web site. The [Website Editor](#) is the tool to modify and manage your Web site. If you only have one Web site, you will see the following screen:



You would then click on the blue text of your sitename to go to the Website Editor.

If you have multiple Websites, you will see the following screen:

My Account

**My Websites:**

Select a website and you will be redirected to your websites's admin.

**My Billing:** [Manage Billing](#)

Click here to view your current billing, change billing method, and get copies of receipts for past purchases.

Select the site you wish to edit from the dropdown menu provided, and then click the "Select Website" button to enter the Website Editor for that site.

If you have been given permission to access Administration for other users' Web sites, then a second dropdown menu will appear listing those Web sites. You may select a Web site to work with from the dropdown menu and click "Select Website" to edit the site.

"My Billing" allows you to view your current billing method, change your billing method, and view receipts of your past purchases. Click on the blue text "Manage Billing" to the right of the text "My Billing" to go to the [Billing Admin](#).

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### User Profile

In this section, you can change your account information. You can change your name, username, e-mail address, phone numbers, password hint question, the answer to the password hint question, and your password. It also provides access to the [manage addresses](#) section of the Account Manager.

**Personal Information**

First Name:

Last Name:

Username:

Email:

It is **highly** recommended that you have an email address. If you do have one, please use it as your username as well.

Work Phone:   -

Home Phone:   -

Fax Phone:   -

Mobile Phone:   -

Hint Question:

Hint Answer:

Only fill out these fields if you want to change your password.

New Password:

Confirm Password:

**Update**

**Manage Addresses**

123 Test Way  
Las Vegas  
Nevada 89121  
United States

[ [Set Default Addresses](#) ]

Please keep in mind that your e-mail address is a required field. It is also very important to note exactly what you typed for your password hint question and answer. The password hint question and answer are used by Technical Support to identify you as the owner or as approved personnel for this website.

When you are done making changes to your account, click on the button "Update" to store and apply your changes.

Hint Question:

Hint Answer:

**Update**

At the bottom of the Personal Information section of "User Profile", you have the option to change your password for your username. This password must be either letters or numbers. This password is also case sensitive, so a password "HelloWorld2468" is different than "helloworld2468". Your password must include at least one letter and at least one number.

Enter in a new password twice, then click on the button "Update" to change the password for your username.

HINT ANSWER:

Only fill out these fields if you want to change your password.

New Password:

Confirm Password:

**Update**

The "Manage Addresses" section allows you to maintain sets of addresses.

Manage Addresses

**Edit** **Delete** 123 E. Hummingbird Lane  
Los Angeles  
California 91111  
United States

**New Address**

[ Set Default Addresses ]

To add an address, click on the button "New Address".

**New Address**

[ Set Default Addresses ]

In the new window that the Administration opened, fill out all of the information for your new address. When

done entering your information, click on the button "Create".

**Creating New Address**

First Name

Last Name

Address

Address 2

Address 3

City

Zip Code

Country

State

**Create**

To edit an existing address, click on the button "Edit" next to the address you want to modify.

**Manage Addresses**

**Edit** **Delete** 123 E. Hummingbird Lane  
Los Angeles  
California 91111  
United States

**New Address**

[ Set Default Addresses ]

Modify the address as you desire, then click on the button "Update" when done.

To delete an existing address, click on the button "Delete" next to the address you want to delete. When the pop-up dialog window appears, click "OK" to confirm deletion of the address.



To set an address as a default address for your account, click on the blue text "Set Default Addresses".



With the new window that appears, click on the radio button for each address to specify whether the address set is for your Home, Billing, or Work. Please keep in mind that you may only have one listed address designated for your Home, Billing, or Work addresses. When done, click on the button "Update" to save and apply your changes.

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## Cart

The Cart is used to purchase your Web site and other Web site-related tools. Anything you purchase within the Administration will be held here for checkout.

In the top-right corner of an Administration page (except when editing a web page), click on the red text of "Cart".

You will see a list of all the items that you have selected to purchase for your Web site. To remove any items, click on the checkbox for the item you wish to remove, and then click on the button "Remove".

Description	Price	
Website Signup (Standard) for mynewwebsite	\$XXX.XX	<input type="checkbox"/>

**Total** Remove  
\$XXX.XX **Checkout**

To continue with the checkout process, click on the button "Checkout".

Section 1 lists and details all of the items to purchase for your Web site. If you decline to purchase an item at this time, you may click on the button "Save For Later" for that item.

In Section 2, you would specify your payment method.

When finished looking over the items in your Cart, click on the button "Continue" to continue checking out.

### 1. Item Details - Select the items you wish to purchase later.

	Item	Description	Price
<input type="button" value="Save For Later"/>	1	2 Year Website Domain Purchase for [redacted] - letsgetmyfirstdomainname.com	\$ [redacted]
<input type="button" value="Save For Later"/>	2	2 Year Website Domain Purchase for [redacted] - letsgetanotherdomain.net	\$ [redacted]
<input type="button" value="Save For Later"/>	3	2 Year Website Domain Purchase for [redacted] - anotherofmydomains.biz	\$ [redacted]

**Total:** \$ [redacted]

### 2. Payment Details - Select the payment method you wish to use for this purchase.

#### Purchase using one of your credit card methods

	Credit Card Type	Credit Card Number	Credit Card Expiration
<input checked="" type="radio"/>	Visa	*****1111	4/2008

- OR -

#### Purchase using a new payment method

	New Payment Method
<input type="radio"/>	New Creditcard Method
<input type="radio"/>	New Echeck Method

Specify your payment information and your billing address.

New Credit Card Payment

### 1. Enter Credit Card Information

*Please enter the credit card information for your new payment method.*

**Credit Card Type:** MasterCard

**Credit Card Number:**

**Credit Card Expiration:** 04 2003

**Name On Card:**

### 2. Select Billing Address

*Please select the address that this payment method is being billed to.*

7777 Lucky Drive  
Las Vegas  
Nevada 89121  
United States

[\[ Set Default Addresses \]](#)

When done, click on the button "Save" to save your payment information and billing address.

The Administration will then separate the page to detail the item(s) you are purchasing, the payment method you are using, and your current billing address. Click on the button "Purchase Now" to continue to purchase the items for your Web site.

Please check each section for its correctness and confirm your purchase request.

### 1. The items you are purchasing are...

Item	Description	Price
1	2 Year Website Domain Purchase for [redacted] - letsgetmyfirstdomainname.com	\$ [redacted]
2	2 Year Website Domain Purchase for [redacted] - letsgetanotherdomain.net	\$ [redacted]
3	2 Year Website Domain Purchase for [redacted] - anotherofmydomains.biz	\$ [redacted]
<b>Total:</b>		<b>\$ [redacted]</b>

### 2. The payment method you are using for this purchase is...

<b>Credit Card Type:</b>	Visa
<b>Credit Card Number:</b>	*****1111
<b>Credit Card Expiration:</b>	4/2008
<b>Name On Credit Card:</b>	Test Tester

The total charge to your Visa Credit Card will be \$ [redacted]

### 3. The current billing address for this payment method is...

<b>Address:</b>	1234567 test way
<b>City:</b>	Las Vegas
<b>State:</b>	Nevada
<b>ZipCode:</b>	89074
<b>Country:</b>	United States

[Purchase Now](#)[Back](#)

Please read the entire Terms of Service for purchasing these items for your Web site. If you do not have the time to read it now, please print this page out for your records to read at another time. To continue, scroll down to the bottom of the page and click on the button "I Agree".

TELUS TERMS OF SERVICE FOR WIRELESS SERVICE AND WIRELESS DEVICES

1.1 By accepting the terms and conditions of the agreement, you do represent and warrant that (1) you are a company or business located within the United States or Canada, (2) you have the authorization, authority and authority to use the service to be in an individual, (3) you warrant such representation to persons 18 years old or older, (4) you agree to provide true, accurate and complete information, (5) you are prohibited from using Registration from... of (6) you agree to... the information... accounts... If you... service... complete... service... liability... or liability... or liability... or liability... the goods or services... or the contract... to any other... resulting from... or liability to access... or writing out of your... or use of goods or services... or liability... may be prohibited to your area. If you have any questions or comments regarding the goods or services of any other, please contact the other merchant directly and not Telus. Each other will have a link to their contact information as their... may conflict with, modify, or are in contravention of the provisions of agreement or any term under which... optional telecommunications services are provided. Each other accepts the notice provided by the terms of agreement and the constructive notice of the terms, conditions and rules governing... telecommunications services provided under... such as those with the Federal Communications Commission and state public utility commissions. No agent, representative or marketing personnel may change, alter, modify, delete or terminate the terms of any other's service without the express written and authorized consent of Telus.

The last screen will display a receipt of your purchase. Please print this page out for your records.

**Thank you for your submission...**  
**Your transaction has been APPROVED**  
**Please see your receipt below....**



**12345 My Billing Street**  
**#222222**  
**Henderson , Nevada 89074**  
**United States**

**Invoice Number: 11**  
**Invoice Date: 04-15-2003**

Item	Description	Price
1	2 Year Website Domain Purchase for <a href="mailto:letsgetmyfirstdomainname.com">letsgetmyfirstdomainname.com</a>	\$ 99.95
2	2 Year Website Domain Purchase for <a href="mailto:letsgetanotherdomain.net">letsgetanotherdomain.net</a>	\$ 99.95
3	2 Year Website Domain Purchase for <a href="mailto:anotherofmydomains.biz">anotherofmydomains.biz</a>	\$ 99.95
	<b>Total Due:</b>	\$ 299.85
	Payment made on 04/15/2003	\$ 299.85
	<b>Balance Due:</b>	\$ 0.00

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# My Billing

Related Links: [My Account](#) | [Domains](#)

[Overview](#) | [Your Information](#) | [Your Websites](#) | [Your Payment Methods](#) | [Your Invoice](#)

## Overview

The "My Billing" section of the [Account Manager](#) allows you to view your [account information](#), view and modify your [billing method](#), view dates and billing information about your [Web sites](#), and view [receipts](#) of your past purchases.

## My Billing

Current User:

**myusername**

[Return to My Account](#)

Your Information		
<b>Website Owner Information</b>		
John Doe 1234567 test way Las Vegas,Nevada 89074	<b>Current Billing Address</b> 12345 My Billing Street #222222 Henderson,Nevada 89074	<b>Contact Details</b>

Your Websites				
	Website Name	Company Name	Setup Date	Billing Day
<a href="#">View</a>	mynewwebsite	My Second Company	04/09/2003	9

Your Payment Methods					
Credit Card Methods...					
	Credit Card Type	Credit Card Number	Credit Card Expiration	Default	
<a href="#">View</a>	Visa	*****1111	4/2008	Yes	
<a href="#">New</a>					
Echeck Methods...					
	Bank Name	Account Type	Account Number	Routing Number	Default
<a href="#">New</a>					
<b>Note:</b> To add a new payment method click the "New" button.					

Your Invoices				
	Invoice Number	Invoice Date	Amount	Status
<a href="#">View</a>	11	04/15/2003	\$XXX.XX	Approved
<a href="#">View</a>	6	04/10/2003	\$XXX.XX	Approved
<a href="#">View</a>	2	04/09/2003	\$XXX.XX	Approved

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### Your Information

This section displays the information that we have on your User Account. It will list your name, your address, your billing address, and any other contact details that you have filled out. You may change this information from clicking "[My Account](#)" in the top-right corner. When the Administration reloads, click on the secondary navigation menu link "User Profile".

Your Information		
<b>Website Owner Information</b>		
<b>John Doe</b> 12345 Test Way Las Vegas, Nevada 89121	<b>Current Billing Address</b> 12345 Test Way Las Vegas, Nevada 89121	<b>Contact Details</b>

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### Your Websites

This section displays the information that we have on your Web sites.

Your Websites				
	Website Name	Company Name	Setup Date	Billing Day
<a href="#">View</a>	mynewwebsite	My Second Company	04/09/2003	9

You can view a detailed information on your Web site by clicking on the button "View" next to the name of your Web site.

Website Details			
<b>Website Information</b>			
<b>Website Name:</b>	mynewwebsite	<b>Setup Date:</b>	2003-04-09
<b>Company Name:</b>	My Second Company	<b>Status:</b>	Active / Paid
		<b>Cancel Date:</b>	--
		<b>Billing Day:</b>	9
<a href="#">Close</a>			

A new window will open up with information about your Web site Name, Company Name, Setup Date, Status, Cancel Date, and Billing Day. When done viewing information about your Web site, click on the button "Close" to close the window.

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### Your Payment Methods

This section displays the default payment information that we have for your User Account; you may also add new payment information.

Your Payment Methods				
Credit Card Methods...				
	Credit Card Type	Credit Card Number	Credit Card Expiration	Default
	Visa	*****1111	4/2008	Yes

You can view detailed payment information by clicking on the button "View" next to the payment.

Payment Method Details	
<b>Creditcard Payment Method Details.</b>	
<b>Billing Name:</b>	<input type="text" value="Test Tester"/>
<b>Credit Card Type:</b>	Visa
<b>Credit Card Number:</b>	*****1111
<b>Expiration Date:</b>	<input type="text" value="4"/> <input type="text" value="2008"/> <small>Month Year</small>
<input type="radio"/>	Do not change default preferences.
<input checked="" type="radio"/>	Set as default payment method for all websites.
<input type="radio"/>	Set as default payment method for selected websites.
 <input type="button" value="Delete"/> <input type="button" value="Close"/>	
* Note: Clicking the delete button will remove the payment method completely.	

A new window will appear with information about your Billing Name, Credit Card Type, partial Credit Card Number, and Expiration Date. You can change the name as it appears on the card in the field "Billing Name". You may also change the expiration date of the credit card that we have on file. There are also options to set this payment method as the default payment method for all Web sites and set as the default payment method for selected sites. When you are done making changes, click on the button "Update" to save and apply your changes. When done viewing your payment information, click on the button "Close" to close the window. If you want to delete this payment method from the system, click on the button "Delete".

To add new payment information, click on the button "New".

Your Payment Methods					
Credit Card Methods...					
	Credit Card Type	Credit Card Number	Credit Card Expiration	Default	
					
Echeck Methods...					
	Bank Name	Account Type	Account Number	Routing Number	Default
					
<b>Note:</b> To add a new payment method click the "New" button.					

If you are entering new credit card information, fill out all of the credit card information and select a billing address. Click on the button "Continue" to add the payment information.

**Add Credit Card Method**

**1. Enter Credit Card Information**  
*Please enter the credit card information for your new payment method.*

**Credit Card Type:**

**Credit Card Number:**

**Credit Card Expiration:**

**Name On Card:**

**2. Select Billing Address**  
*Please select the address that this payment method is being billed to.*

123 Test Way  
Las Vegas  
Nevada 89121  
United States

[\[Set Default Addresses\]](#)

If you are entering new e-check information, fill out all of the e-check information and select a billing address. Click on the button "Continue" to add the payment information.

**Add Credit Card Method**

**1. Enter Echeck Information**  
*Please enter the Echeck information for your new payment method.*

**Bank Account Number:**

**Bank Routing Number:**

**Bank Name:**

**Bank Account Type:**

**Account Contact:**

**2. Select Billing Address**  
*Please select the address that this payment method is being billed to.*

123 Test Way  
 Las Vegas  
 Nevada 89121  
 United States

[\[ Set Default Addresses \]](#)

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**Your Invoice**

This section displays all the invoices that we have for your User Account.

Your Invoices				
	Invoice Number	Invoice Date	Amount	Status
<input type="button" value="View"/>	11	04/15/2003	\$XXX.XX	Approved
<input type="button" value="View"/>	6	04/10/2003	\$XXX.XX	Approved
<input type="button" value="View"/>	2	04/09/2003	\$XXX.XX	Approved

You can view detailed invoices by clicking on the button "View" next to the invoice.

**Invoice Details**

**12345 My Billing Street**  
**#222222**  
**Henderson, Nevada 89074**  
**United States**

**Invoice Number:** 2  
**Invoice Date:** 04-15-2003

Item	Description	Price
1	Website Signup (Standard) for mynewwebsite	\$ 200.00
2	10 Year Website Domain Purchase for <a href="#">www.mynewwebsite.org</a> - <a href="#">www.mynewwebsite.net</a>	\$ 400.00
	<b>Total Due:</b>	<b>\$ 600.00</b>
	Payment made on 04/09/2003	\$ 400.00
	<b>Balance Due:</b>	<b>\$ 200.00</b>

[Email](#) [Print](#) [Close](#)

A new window will appear with the receipt information on your purchases and charges.

You can e-mail the receipt to yourself by clicking on the button "Email". If you click on the button "Print", the Administration will print the page using your default printer settings. When you are done viewing the invoice, click on the button "Close".

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# Domain Manager

[Overview](#) | [Main menu](#) | [Register a New Domain](#) | [Transfer your Domain](#) | [Email Aliases](#) | [Hostnames](#) | [Mail Servers](#) | [Checkup on your Domain Settings](#) | [Renew Domains](#) | [Contact Details](#)

## Overview

The Domains section of the [Account Manager](#) allows you to manage your domain names. You may:

- [register new domain names](#)
- [transfer your existing domain names](#) to your user account
- assign your domain names to [websites](#)
- define [email aliases](#) based upon your domain names, which will forward automatically to the "real" email addresses that you specify
- assign your own [mail servers](#) to handle email addresses based upon your domain names
- set up [host names](#) based upon your domain names
- [check up](#) on the domain name settings that you have entered, to ensure that they are correct
- [renew your domain names](#) that you have purchased through your user account
- [change the contact information](#) for domain names purchased through your user account.

To access the Domains tool, first [log in](#) to your user account. The [Account Manager](#) home page will appear. On its secondary navigation bar, click the "Domains" tab.



If you have multiple domain names, select the domain that you want to manage and then click on the button "Select Domain".



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## Main

This section allows you to choose the Web site that the domain will point to. You can also register a new domain and transfer a domain to your Web site.

Select A Domain:

**Selected Domain:** myownwebsitebiz.com (active)  
[\[ Main \]](#) [\[ Email Aliases \]](#) [\[ Hostnames \]](#) [\[ Mail Servers \]](#) [\[ Check Up \]](#)

---

Point Selected Domain To:

**Website:**

---

[\[ Register New Domain \]](#) [\[ Transfer Your Domain \]](#)

To select a Web site that the domain will point to, choose your Web site in the drop-down menu next to the text "Website". After you have chosen a Web site,...

Point Selected Domain To:

**Website:**

- Disable ---
- mynewwebsite
- myotherwebsite
- mythirdwebsite
- myfourthwebsite

---

[\[ Register New Domain \]](#) [\[ Transfer Your Domain \]](#)

... you must click on the button "Update" to save and apply your changes.

Point Selected Domain To:

**Website:**

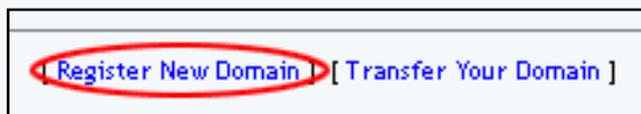
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[\[ Register New Domain \]](#) [\[ Transfer Your Domain \]](#)

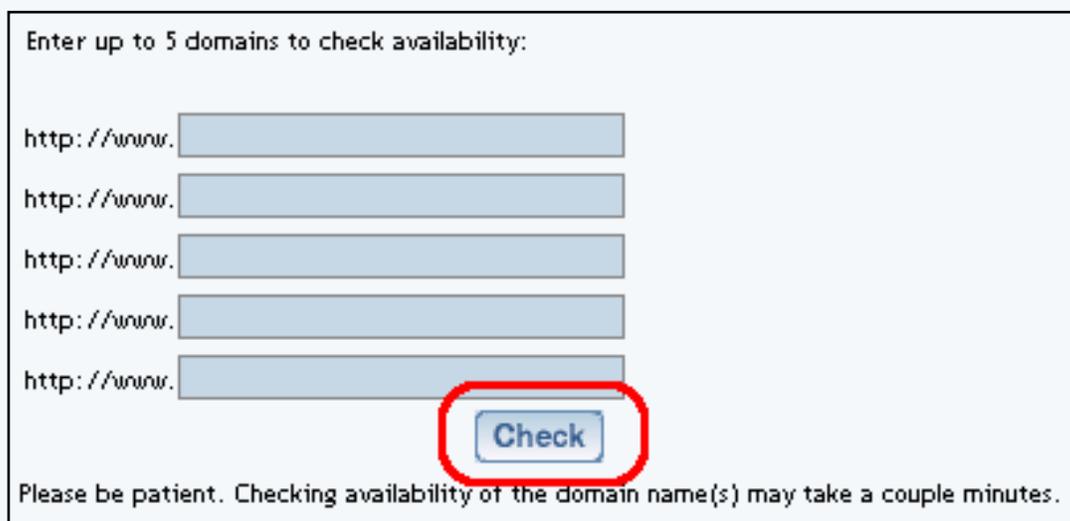
If you need to disable the domain name so that it does not work (temporarily or permanently), select the website as "--Disable--" for the domain name. [Back to the Top of the Page](#)

## Register New Domain

To register a new domain, click on the "Register a New Domain" link at the bottom of the Domains tool window.



Enter in up to five domain names in the provided fields and then click on the button "Check". The system will then check for the availability of those domain names. (Do not enter "www".)



A screenshot of a domain availability checker form. It contains the text "Enter up to 5 domains to check availability:" followed by five input fields, each starting with "http://www.". A "Check" button is located below the input fields and is highlighted with a red oval. At the bottom of the form, there is a message: "Please be patient. Checking availability of the domain name(s) may take a couple minutes."

The system will then inform you which domains are available to register, which domains are already taken, and which domains are not formatted properly. If the domain is available, click on the box to the left of the domain name to checkmark the box and select domains. Choose the length of your registration period in the drop-down menu next to the text "Please select the number of years you would like to register your domains for." Once you have selected the domains and specified a registration period, click on the button "Add Domains To Cart".

Check the domains you would like to register:

mynewwebsitebiz.com

Please select the number of years you would like to register your domains for.

10 Year Website Domain Purchase

[Add Domains To Cart](#)

Click on the red text ["Cart"](#) in the top-right corner of the web page to continue with purchasing the domain name(s).

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### Transfer Your Domain

To transfer a domain name to our name servers which will in turn point the domain name to your site, you would use this tool. Please keep in mind that this tool will only allow you to point the domain to a site listed on our servers.

To Transfer Your Domain, click on the blue text "Transfer Your Domain" at the bottom of the Domains tool window. Important: if you have email addresses based upon your domain names, then you will need to perform Step 2 before Step 1 so that you may use the Domains tool to set up any [host names](#) and [mail server information](#) needed to keep email working once the domain names are transferred to our nameservers.



Contact the registrar of your domain name so that you can transfer your domain name to our name servers. Step 1 gives detailed information on what information to provide to your registrar. Or log in to your registrar's Web site "manage account" area and change your domain name's nameserver information to our nameservers, following the information provided under Step 1. Some registrars require that you specify the nameservers' IP addresses as well as their names.

For Step 2, enter the domain name in the blue text field next to the text "www.", then click on the button "Transfer This Domain". This will add your domain name to your user account so that you may use the Domains tool to point it to your Web site, manage its email, etc.



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### Email Aliases

By default, your domain name is set up for email forwarding. Email forwarding allows you to define email aliases that will redirect email to an actual email address. So, for example, you can set up test@mydomainname.com to redirect to your real email address of testingemail@yahoo.com. Important: Email alias settings will not be used if you have set up your own [mail server](#) information.

To set up email aliases, click the "Email Aliases" link in the Domains tool.

**Selected Domain:** myownwebsitebiz.com (active)  
[ Main ] [ **Email Aliases** ] [ Hostnames ] [ Mail Servers ] [ Check Up ]

Point Selected Domain To:

**Website:** [ --- Disable --- ]

[ Register New Domain ] [ Transfer Your Domain ]

Specify your default email address in the field next to the text "Default Address". Any email aliases that you do not define will re-route email to the default email address. For example if you do not define GGGGG@mydomainname.com and someone sends to that email alias, you will still get that person's email at your default email address.

**Email Aliases**

Default Address:

Status	Email Alias		Email Address	Delete
	<input type="text"/>	forwards to	<input type="text"/>	<input type="checkbox"/>

In the text boxes provided, specify the email aliases under the column "Email Alias" and specify the email address the alias will re-route to under the column "Email Address". For the earlier example given above, "test" would be in the left column and "testingemail@yahoo.com" would be in the right column.

**Email Aliases**

Default Address:

Status	Email Alias		Email Address	Delete
	test	forwards to	testingemail@yahoo.com	<input type="checkbox"/>
	<input type="text"/>	forwards to	<input type="text"/>	<input type="checkbox"/>
	<input type="text"/>	forwards to	<input type="text"/>	<input type="checkbox"/>
	<input type="text"/>	forwards to	<input type="text"/>	<input type="checkbox"/>

To delete email aliases, checkmark the box in the column "Delete" for the email alias.

## Email Aliases

Default Address

Status	Email Alias		Email Address	Delete
	test	forwards to	testingemail@yahoo.com	<input checked="" type="checkbox"/>
	<input type="text"/>	forwards to	<input type="text"/>	<input type="checkbox"/>
	<input type="text"/>	forwards to	<input type="text"/>	<input type="checkbox"/>
	<input type="text"/>	forwards to	<input type="text"/>	<input type="checkbox"/>

When done modifying your email aliases, click on the button "Update" to save and apply your changes. Your changes will take effect in approximately 24 to 48 hours.

## Email Aliases

Default Address

Status	Email Alias		Email Address	Delete
	test	forwards to	testingemail@yahoo.com	<input checked="" type="checkbox"/>
	<input type="text"/>	forwards to	<input type="text"/>	<input type="checkbox"/>
	<input type="text"/>	forwards to	<input type="text"/>	<input type="checkbox"/>
	<input type="text"/>	forwards to	<input type="text"/>	<input type="checkbox"/>

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## Hostnames

The "www." that you often use when typing a domain name is referred to as a subdomain. Our system automatically sets up the "www." for you, to point to your assigned Web site. The Hostnames section allows you to assign additional subdomains for your domain name, for example if your email provider requires special host names. Examples of such custom subdomains are smtp.mydomainname.com, webmail.mydomainname.com, etc.

To set up subdomains based upon your domain names, click the "Hostnames" link on the Domains tool page.

**Selected Domain:** myownwebsitebiz.com (active)

[ Main ] [ Email Aliases ] [ **Hostnames** ] [ Mail Servers ] [ Check Up ]

Point Selected Domain To:

**Website:** [ --- Disable --- ]

[ Register New Domain ] [ Transfer Your Domain ]

If you want to point your domain name to another Web site hosting server, specify the IP address of the Web site hosting server in the provided field next to the text "Default Host XXXXX.YYY points to".

### Host Records

Default Host: mydomainname.com points to  (IP address only. See other notes below)

Status	Host		Host/IP	Delete
<a href="#">Add New</a>	<input type="text"/> . mydomainname.com	points to	<input type="text"/>	<input type="checkbox"/>

**Note:** If the default host (mydomainname.com) is not filled in, it will default to the assigned website. This also applies if you do not create the host www.mydomainname.com

To set up your hostnames, enter the subdomain under the column "Host" and enter the IP address or existing hostname that it will point to under the column "Host/IP". For example, let's say that your email provider has set up a mail server for you named "mail.mydomainname.com", and has assigned it the IP address "201.87.111.6". In the first empty box on the left, type "mail" (without the quotes). In the box on the right, type "201.87.111.6".

Or to set up hostname "webmail.mydomainname.com" and make it point to the same location as your email provider's mail server named "mail.emailco.net", you would enter "webmail" in the box on the left and "mail.emailco.net" in the box on the right. Our software will automatically generate A or CNAME records as needed, depending upon whether an IP address or host name is entered in the box on the right.

## Host Records

Default Host: mydomainname.com points to  (IP address only. See other notes below)

Status	Host		Host/IP	Delete
Add New	<input type="text" value="mail"/> . mydomainname.com	points to	<input type="text" value="201.87.111.6"/>	<input type="checkbox"/>

**Note:** If the default host (mydomainname.com) is not filled in, it will default to the assigned website. This also applies if you do not create the host www.mydomainname.com

To delete your hostnames, checkmark the box in the column "Delete" for your hostname.

## Host Records

Default Host: mydomainname.com points to  (IP address only. See other notes below)

Status	Host		Host/IP	Delete
Add New	<input type="text" value="mail"/> . mydomainname.com	points to	<input type="text" value="201.87.111.6"/>	<input type="checkbox"/>

**Note:** If the default host (mydomainname.com) is not filled in, it will default to the assigned website. This also applies if you do not create the host www.mydomainname.com

When you are done making modifications to your hostnames, click "Update" to save and apply your changes. The changes will take effect in approximately 24 to 48 hours.

## Host Records

Default Host: mydomainname.com points to  (IP address only. See other notes below)

Status	Host		Host/IP	Delete
Add New	<input type="text" value="mail"/> . mydomainname.com	points to	<input type="text" value="201.87.111.6"/>	<input type="checkbox"/>

**Note:** If the default host (mydomainname.com) is not filled in, it will default to the assigned website. This also applies if you do not create the host www.mydomainname.com

**Please keep in mind that if you are unsure of what information to put where, please consult with Technical Support before proceeding. Entering incorrect data could cause your domain name or email to not function properly.**

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## Mail Servers

If you already have email addresses associated with the domain name (that is, you have set up email accounts that are based upon your domain name, and you log in to those actual accounts to send and receive email, e.g. sales@myowndomainname.com), contact the company that is providing you with email and ask them for how your mail servers need to be identified to the Internet. This will include the settings needed in MX records plus any special [hostnames](#) based upon your domain name that need to be defined.

To set up your mail server information, click the "Mail Servers" link on the Domains tool page. Important: If you set up your own mail server information, any [email alias](#) settings that you have entered will not be used.

**Selected Domain:** myownwebsitebiz.com (active)  
[ Main ] [ Email Aliases ] [ Hostnames ] [ **Mail Servers** ] [ Check Up ]

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Point Selected Domain To:

**Website:** --- Disable ---

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[ Register New Domain ] [ Transfer Your Domain ]

First, define any [hostnames](#) based upon your domain name that are needed for your email setup (such as "mail.yourdomainname.com"), and have obtained any other necessary mail server information from your email provider, then enter the mail server name(s) in the provided fields under the column "Server". Set the priority for each mail server by selecting the number from the dropdown menu under the column "Priority". The mail server with the lowest number will be used first when email is sent to your email addresses.

For example, if your email provider says that your domain name's email addresses use a mail server named "mxmail.samplecompany.thatdoesnotexist.com", then enter "mxmail.samplecompany.thatdoesnotexist.com" under the column "Server" and select any number from the dropdown menu under the column "Priority". If your email provider tells you that a secondary mail server also needs to be defined, in case the first one isn't working, then enter the second mail server's name or IP address in the second row's "Server" text box, and select a number from the second row's "Priority" dropdown menu that is higher than the number you chose for the first mail server.

If you do not set up any mail servers , we will set up one for you and it will use our mail servers.  
If you want to set up a mail server that is based on your domain name , you must first go to the "Hostnames" section and set up the host.

	Server	Priority	Delete
Add New	plecompany.thatdoesnotexist.com	2	<input type="checkbox"/>

[Update](#)

To delete a mail server entry, check mark the box under the column "Delete" for the mail server. (You will need to delete all mail server entries in order to re-enable the use of [email aliases](#).)

If you do not set up any mail servers , we will set up one for you and it will use our mail servers.  
If you want to set up a mail server that is based on your domain name , you must first go to the "Hostnames" section and set up the host.

	Server	Priority	Delete
Add New	plecompany.thatdoesnotexist.com	2	<input checked="" type="checkbox"/>

[Update](#)

When done making modifications to your mail server, click on the link "Update" to apply your changes. The changes will take approximately 24 to 48 hours to take effect.

If you do not set up any mail servers , we will set up one for you and it will use our mail servers.  
If you want to set up a mail server that is based on your domain name , you must first go to the "Hostnames" section and set up the host.

	Server	Priority	Delete
Add New	plecompany.thatdoesnotexist.com	2	<input checked="" type="checkbox"/>

[Update](#)

**Please keep in mind that if you are unsure of what information to put where, please consult with Technical Support before proceeding. Entering incorrect data could cause your domain name or email to not function properly.** Use the [Check Up](#) link on the Domains tool page to check for basic errors such as misspelled or undefined mail server hostnames.

**Selected Domain:** myownwebsitebiz.com (active)  
[ Main ] [ Email Aliases ] [ Hostnames ] [ Mail Servers ] [ Check Up ]

---

Point Selected Domain To:

**Website:** --- Disable ---

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### Check Up

This option allows you to run a check on your domain name settings to detect any basic errors. The Domains Tool will then report back any warnings or problems with the Domain Name(s). Common errors that can be detected include typos in your mail server settings, or invalid hostname settings such as trying to make a subdomain point to a hostname that does not exist.

**If you are unsure about a warning or issue, please contact and consult with Technical Support before proceeding. Certain warnings or issues may cause your domain name or email to not function properly.**

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### Renew

If you purchased a domain name from us, you will have the ability to renew the domain name via the Domains tool. If you have not registered your domain name from us, you will need to contact its registrar to renew it.

To renew your domain name, click the "Renew" link on the Domains tool page. Choose the length of your renewal period in the drop-down menu next to the text "Please select the number of years you would like to renew your domain for." Then click on the button "Add Domain Renewal To Cart".

[\[ Main \]](#) [\[ Email Aliases \]](#) [\[ Hostnames \]](#) [\[ Mail Servers \]](#) [\[ Check Up \]](#)  
[\[ Renew \]](#) [\[ Contact Details \]](#)

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**Renew Domain**

This Domain expires on: Month Day, Year

Please select the number of years you would like to renew your domain for.

2 Year Website Domain Renewal

**Add Domain Renewal To Cart**

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[\[ Register New Domain \]](#) [\[ Transfer Your Domain \]](#)

Click on the ["Cart"](#) tab on the Account Manager's secondary navigation bar to continue with renewing the Domain Name.

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### **Contact Details**

To change the registered information for a domain that you purchased with us, you would click on the blue text link "Contact Details". You will see the following screen where you can change the information for your domain:

Contact Details

\*Required Fields

**Organization Info:**

*Name:	<input type="text"/>
*Address:	<input type="text"/> <input type="text"/> <input type="text"/>
*City:	<input type="text"/>
*State	<input type="text" value="--- Select State ---"/>
*Zip Code:	<input type="text"/>
*Country	<input type="text" value="United States"/>

**Admin Contact:**

*First Name:	<input type="text"/>
*Last Name:	<input type="text"/>
Title:	<input type="text"/>
Position:	<input type="text"/>
*Address:	<input type="text"/> <input type="text"/> <input type="text"/>
*City:	<input type="text"/>
*State	<input type="text" value="--- Select State ---"/>
*Zip Code:	<input type="text"/>
*Country	<input type="text" value="United States"/>
*Email:	<input type="text"/>
*Phone Number:	<input type="text"/>
Fax Number:	<input type="text"/>

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All fields marked with a red asteriks are required fields. When you are done making the changes, you would click on the button "Submit Changes" to save your changes to your domain name. Changes will take approximately 24 hours to propagate.

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