

A HOW-TO GUIDE

How to do get a Personalised Domain name:

1. Log in to the website management portal
2. Go to Settings & Admin
3. Upgrade and get a Personalised Domain Name
4. Choose a package (Client Reseller, SME, Starter)
5. Fill out the online debit order form
6. Fill out the Domain and Email Selections
7. Submit

How to Upgrade / Downgrade your domain package:

1. Log in to the website management portal
2. Go to Settings & Admin
3. System and Package Admin
4. Upgrade / Downgrade Package

How to update your banking details:

1. Log in to the website management portal
2. Go to Settings & Admin
3. System and Package Admin
4. Update banking details

How to add a Personalised Domain Name:

1. Log in to the website management portal
2. Go to Settings & Admin
3. Personalised Domain Admin
4. Add a Personalised Domain Name (Additional Domain)

How to manage your domains (Additional Domains):

1. Log in to the website management portal
2. Go to Settings & Admin
3. Personalised Domain Admin
4. Manage Domains



These options will appear next to each additional domain that you have under your main website

You can click the switch button to make that particular domain your main website, or the delete button to remove it.

You can also add your own domain forward/redirect

Enter full domain: http://www.website.com	Update Redirect
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How to create new e-mail accounts:

1. Log in to the website management portal
2. Go to Settings & Admin
3. E-mail account Admin
4. Create New E-mail account

You can also set up a forward, edit your passwords or delete an account when viewing your current E-mail accounts



How to Point E-mails to Google:

1. Log in to the website management portal
2. Go to Settings & Admin
3. E-mail account Admin
4. Point E-mails to Google