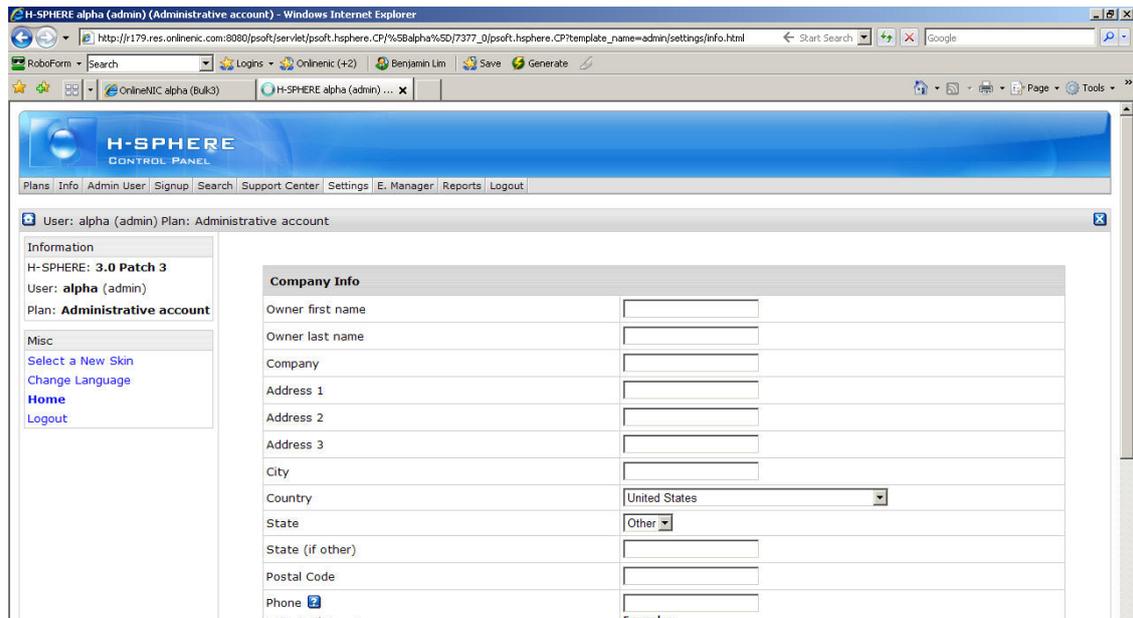


Step 5: Entering your Company Info

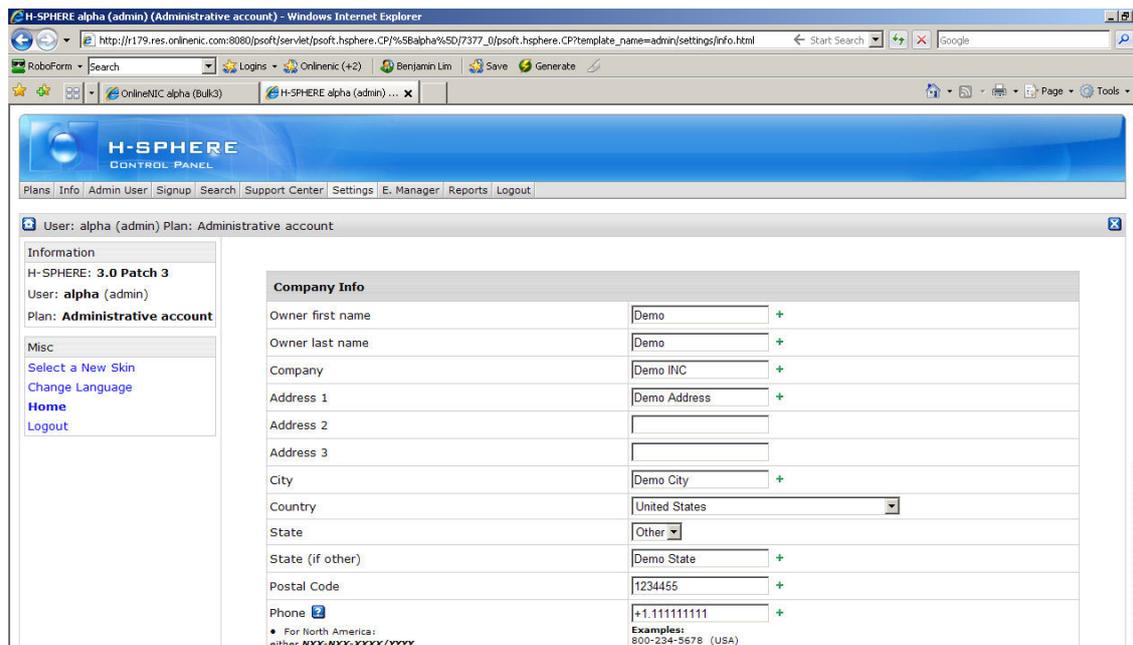
The first thing you must do once you have entered your Administrative Account is enter your company information

From the top navigation menu, click on Settings > Look and Feel > Company Info



The screenshot shows the 'Company Info' form in the H-SPHERE Control Panel. The form is currently empty, with input fields for Owner first name, Owner last name, Company, Address 1, Address 2, Address 3, City, Country (set to United States), State (set to Other), State (if other), Postal Code, and Phone. A left sidebar contains navigation links like 'Select a New Skin', 'Change Language', 'Home', and 'Logout'.

Lets assume you are the owner of Demo Inc and your hosting/corporate website is www.mydemo.net. Fill in your company details:



The screenshot shows the 'Company Info' form with the following demo data entered:

Field	Value
Owner first name	Demo
Owner last name	Demo
Company	Demo INC
Address 1	Demo Address
Address 2	
Address 3	
City	Demo City
Country	United States
State	Other
State (if other)	Demo State
Postal Code	1234455
Phone	+1.111111111

Below the form, there are examples for North America: 800-234-5678 (USA) and a note: either NXX-NXX-XXXX/XXXX.

Notes:

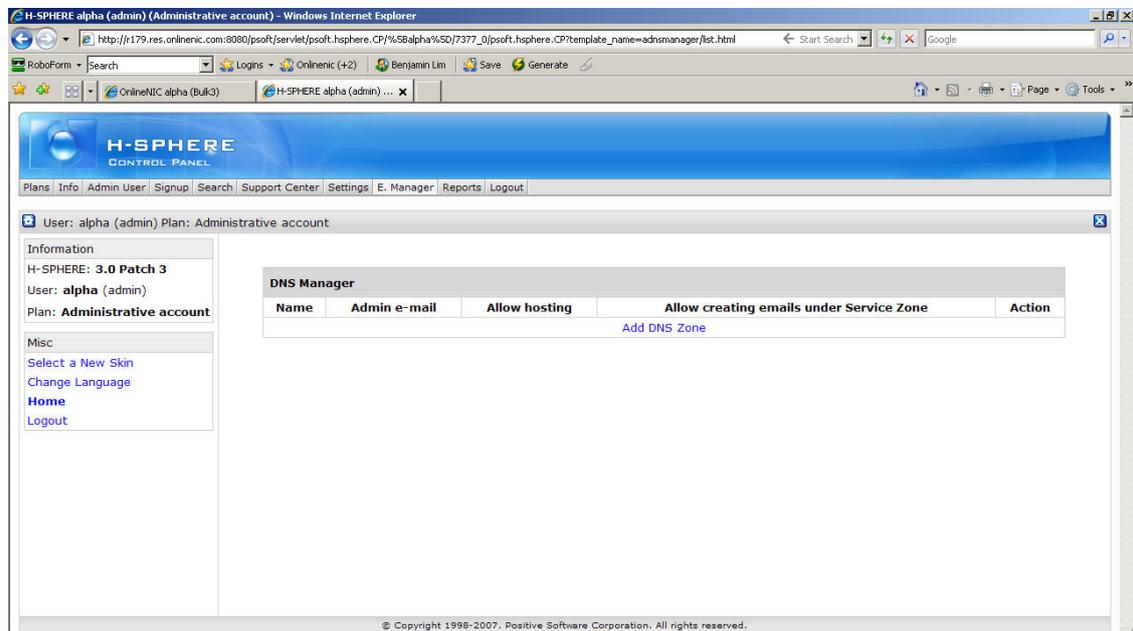
Hostmaster Email - Fill in any email address as your hostmaster email here. Note that you must use "." instead of ""@". So if your website was mydemo.net, your hostmaster email could be webmaster.mywehbst.net or admin.mywehbhost.net.

Once you have filled out the form, click on "Save"

2 - DNS Zone

Step 1: Create a DNS Zone

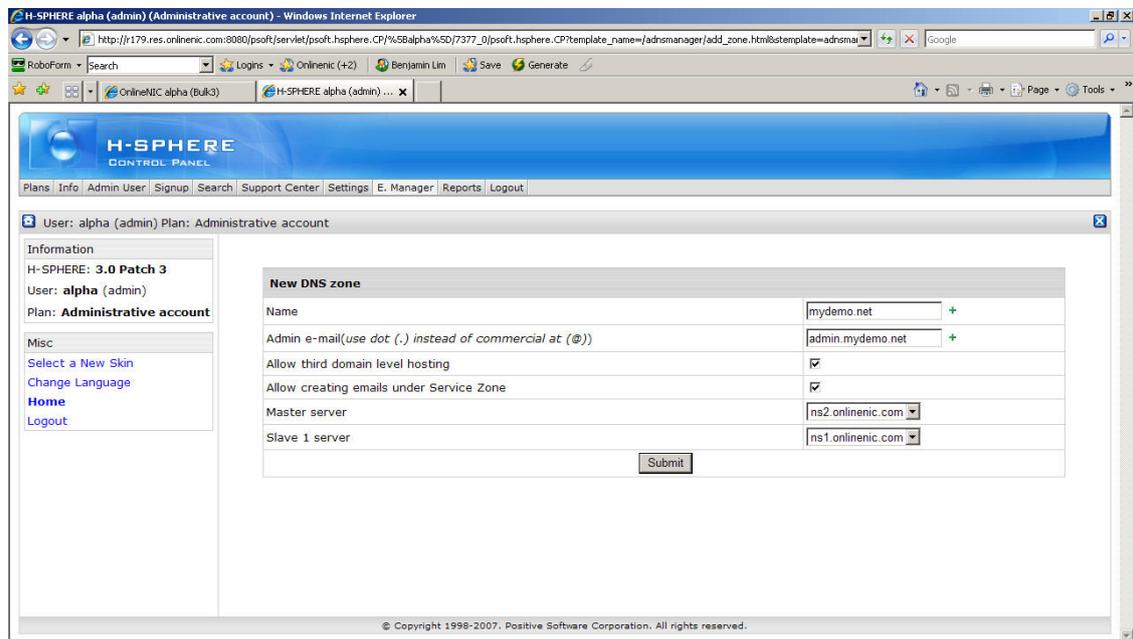
In your Administrative Account, click on "E.Manager" from top navigation menu and select "DNS Manager"



To the right, you'll see the DNS Manager:

DNS Manager				
Name	Admin e-mail	Allow hosting	Allow creating emails under Service Zone	Action
Add DNS Zone				

Click on "Add DNS Zone". You'll then see a screen like this:



Fill in your DNS zone details:

Name - must be the host name of your new DNS zone. If mydemo.net is your hosting company site and you want ns1.mydemo.net and ns2.mydemo.net to be your name servers, enter mydemo.net as your DNS host name here. You can however put in any registered domain as your DNS host name. Some resellers prefer to put a host name different from their corporate site (such as mydemodns.net). It really makes no difference technically.

Admin Email - The admin email address for your DNS zone. Replace "@" with ".". If mydemo.net is your DNS host name, enter webmaster.mydemo.net or admin.mydemo.net here.

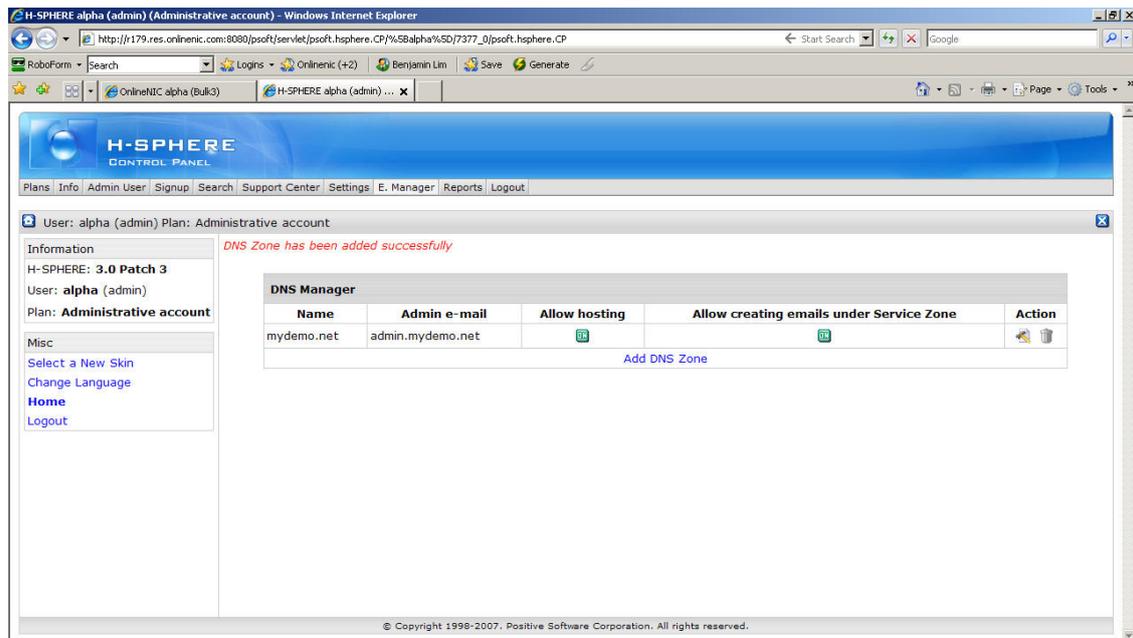
Master Server - Leave it as it is.

Slave 1 server - Leave it as it is

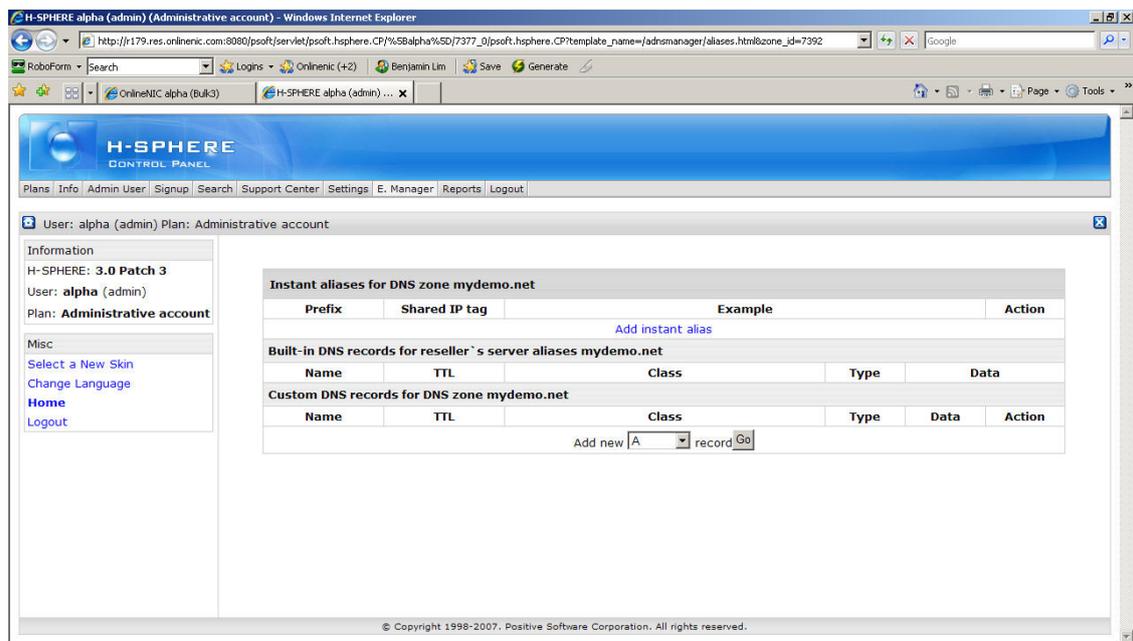
Once done, click on Submit to create your DNS zone

Step 2: Setting up Instant Domain Aliases

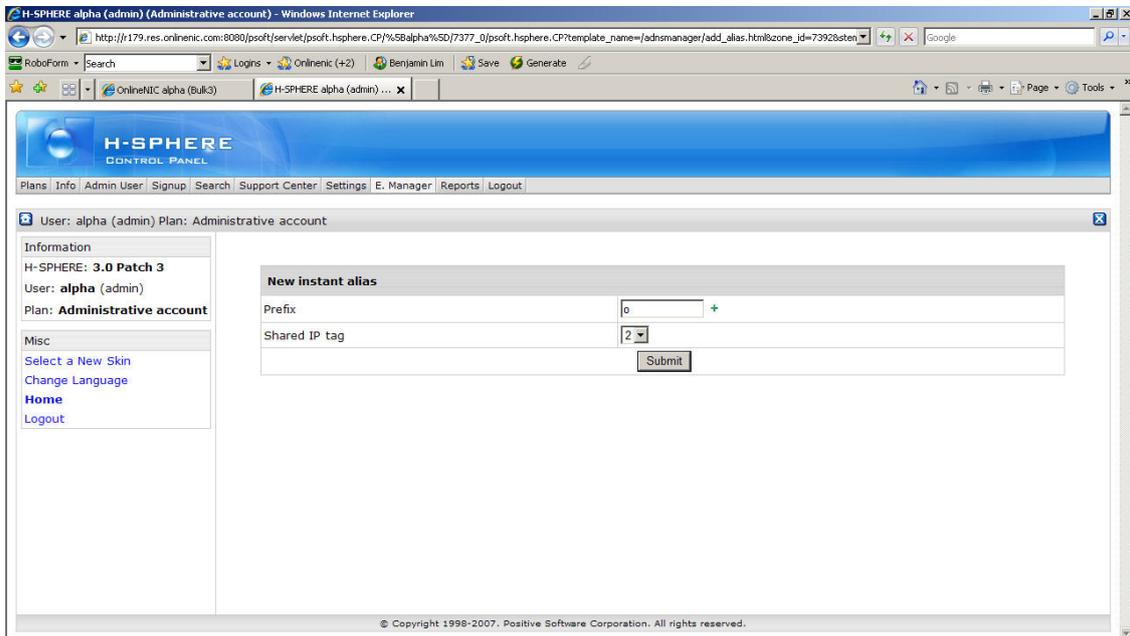
Instant Domain Aliases will allow your customers to access their website before their domain is actually pointing to your name servers. You need to set them up in order for customers to be able to use them. Once you have created your DNS Zone, you'll see a screen like this:



Click on "Edit" under "Action". You'll get a screen like this then:

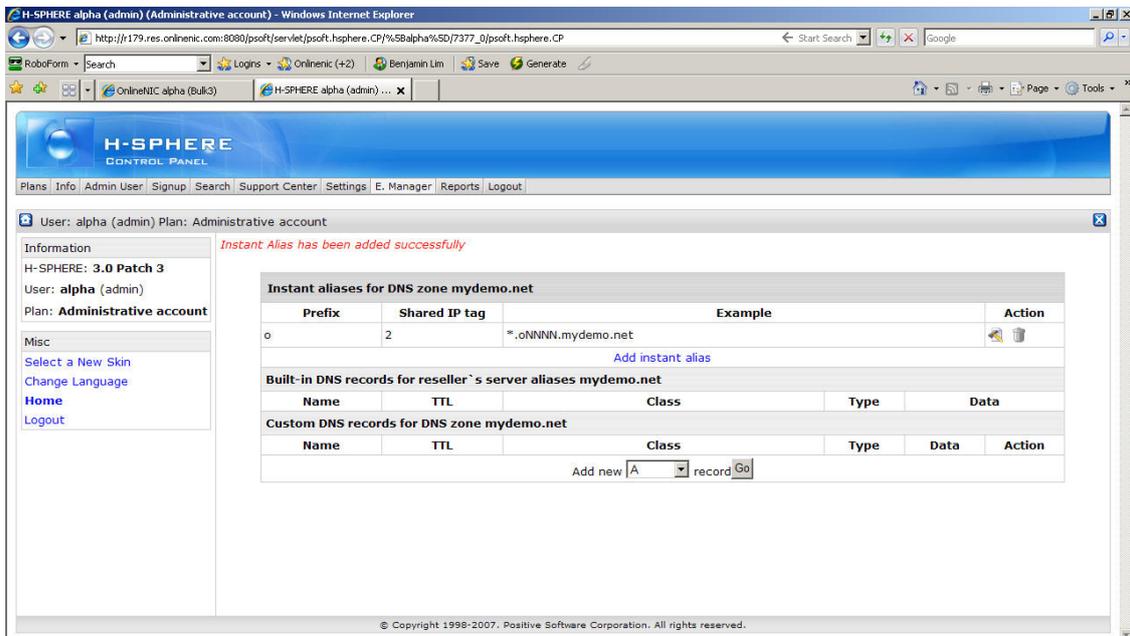


Click on "Add instant alias":



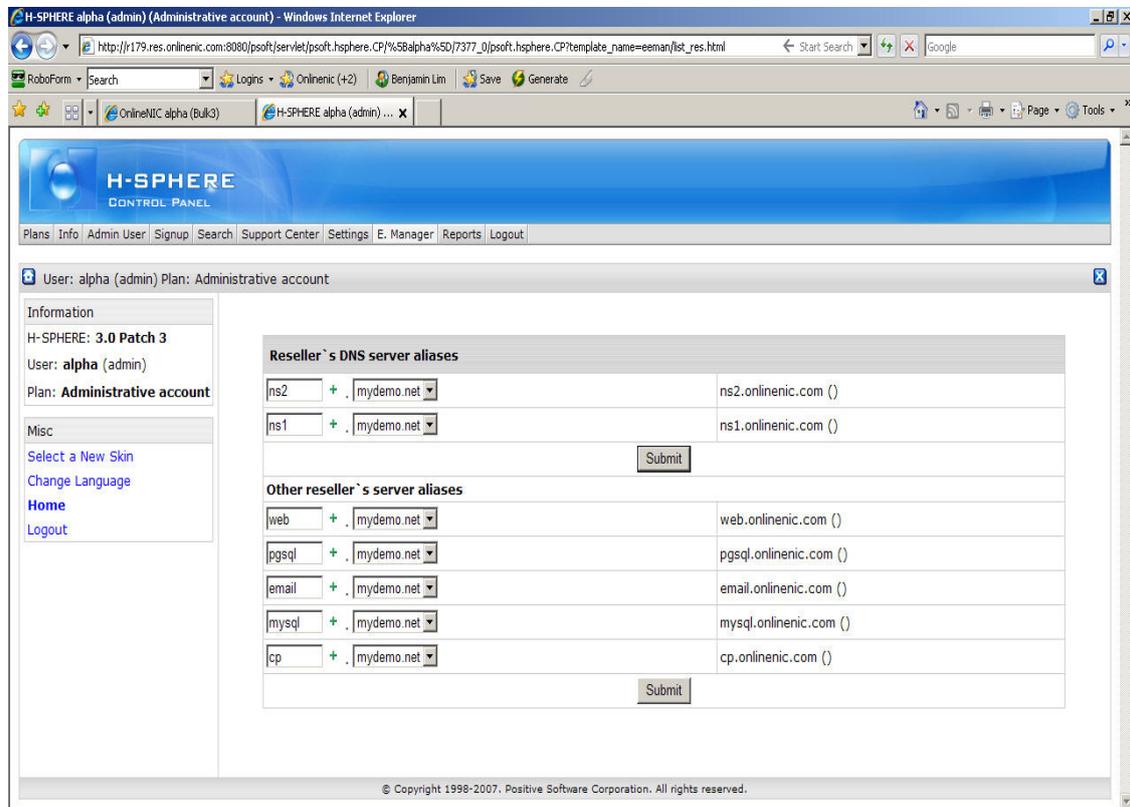
Prefix - Enter any letter
Shared IP Tag - leave as it is

Press Submit. Once done, you'll see a screen as follows indicating Instant Aliases have been configured properly



Step 3: Creating your Name Servers

From the top navigation bar, click on "E.Manager" and select "Server Aliases"



Under Reseller's DNS Server aliases, fill out the aliases you'd like for your nameservers. It's advisable to keep them the same

Reseller's DNS server aliases		
ns2	mydemo.net	ns2.onlinenic.com ()
ns1	mydemo.net	ns1.onlinenic.com ()
<input type="button" value="Submit"/>		

Once done, press "Submit". You'll see a screen like this then:

Reseller`s DNS server aliases		
ns2.mydemo.net	ns2.onlinenic.com () 64.38.63.3	
ns1.mydemo.net	ns1.onlinenic.com () 64.38.63.4	
Other reseller`s server aliases		
web	+ . mydemo.net	web.onlinenic.com ()
pgsql	+ . mydemo.net	pgsql.onlinenic.com ()
email	+ . mydemo.net	email.onlinenic.com ()
mysql	+ . mydemo.net	mysql.onlinenic.com ()
cp	+ . mydemo.net	cp.onlinenic.com ()
<input type="button" value="Submit"/>		

You'll notice that now you have been assigned IPs for your name servers.

Step 5: Create other Server Aliases

Once you have created your name servers, move down to the Server aliases.

Other reseller`s server aliases		
web	+ . mydemo.net	web.onlinenic.com ()
pgsql	+ . mydemo.net	pgsql.onlinenic.com ()
email	+ . mydemo.net	email.onlinenic.com ()
mysql	+ . mydemo.net	mysql.onlinenic.com ()
cp	+ . mydemo.net	cp.onlinenic.com ()
<input type="button" value="Submit"/>		

Click on "Submit". You'll see a screen like this then:

Reseller`s DNS server aliases		
ns2.mydemo.net	ns2.onlinenic.com () 64.38.63.3	
ns1.mydemo.net	ns1.onlinenic.com () 64.38.63.4	
Other reseller`s server aliases		
web.mydemo.net	web.onlinenic.com ()	
pgsql.mydemo.net	pgsql.onlinenic.com ()	
email.mydemo.net	email.onlinenic.com ()	
mysql.mydemo.net	mysql.onlinenic.com ()	
cp.mydemo.net	cp.onlinenic.com ()	

3 - DNS Zone propagation

Step 1: Creating Name servers

Once you have created your name servers in the Control Panel, you will have been assigned unique IP addresses for each of them

Reseller`s DNS server aliases		
ns2.mydemo.net	ns2.onlinenic.com () 64.38.63.3	
ns1.mydemo.net	ns1.onlinenic.com () 64.38.63.4	
Other reseller`s server aliases		
web.mydemo.net	web.onlinenic.com ()	
ppgsql.mydemo.net	ppgsql.onlinenic.com ()	
email.mydemo.net	email.onlinenic.com ()	
mysql.mydemo.net	mysql.onlinenic.com ()	
cp.mydemo.net	cp.onlinenic.com ()	

In order for your name servers and DNS zone to work, you must create these name servers with the Domain Registrar you have registered your dns zone domain with. Most domain registrars provide some provision to allow you to create your own name servers with them. Please contact them or read their Help guides to find out how.

In the case above (if mydemo.net was your DNS host name), you'd have to create all the listed name servers for mydemo.net at your domain registrar, pointing to each of their corresponding IPs. i.e.

ns1.mydemo.net	>	64.38.63.3
ns2.mydemo.net	>	64.38.63.4

(your actual IPs may vary)

Once you have created the name servers at your domain registrar, you must then point your DNS Zone domain to its authoritative DNS servers so your server aliases (such as cp.mydemo.net) would work. Hence you'd need to set the name servers of mydemo.net at your registrar to:

ns1.mydemo.net (64.38.63.3)

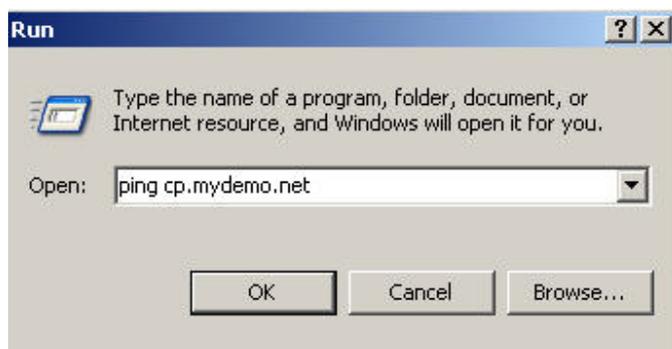
ns2.mydemo.net (64.38.63.3)

Once again, mydemo.net is just a demonstration domain name for this Step by Step guide. Please use your ACTUAL domain name. Once you complete these steps for your DNS zone host name, you'd have to wait up to 72 hours for DNS zone propagation to complete.

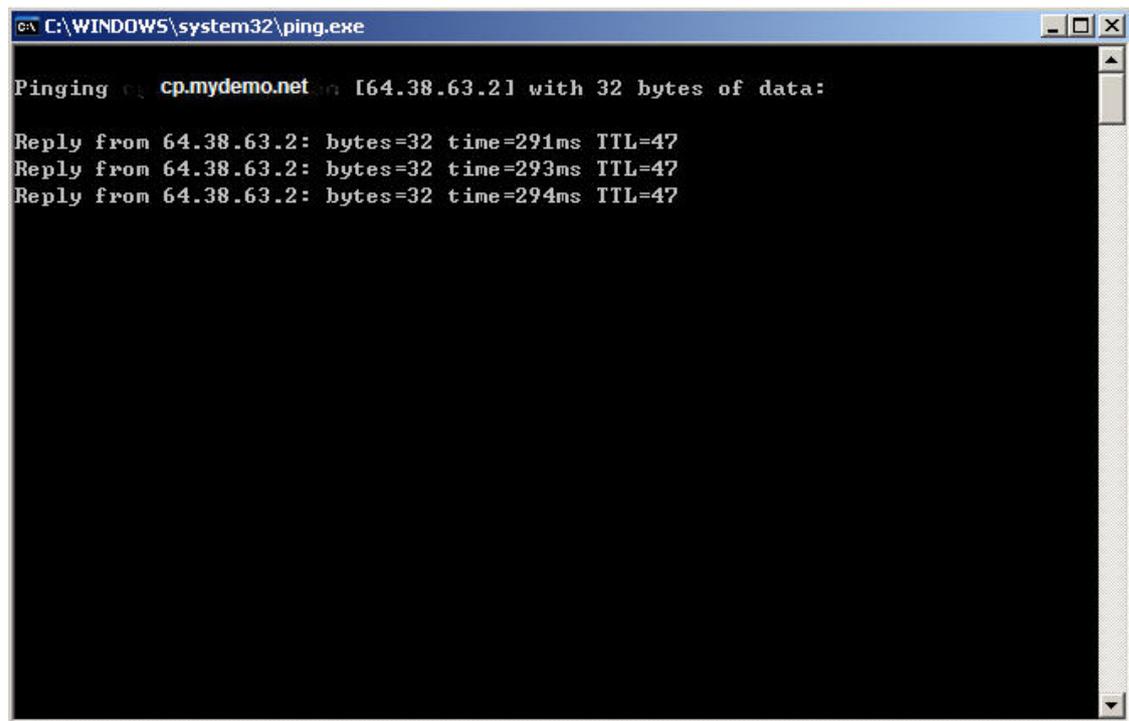
Step 2: Verifying your DNS zone

Once you have waited 72 hours for your DNS zone to propagate, you'll have to verify that you can "ping" your name servers as well as server aliases. If your DNS host name were mydemo.net, try pinging cp.mdemo.net to see if your DNS zone has propagated correctly. **If you have not yet waited 72 hours, please skip this step and the next step and come back here once you have waited 72 hours.**

In Windows, Click on the "Start" Button and then click Run. Type in cp.mydemo.net (where mydemo.net is replaced with YOUR DNS host name)



Click the OK button. If you see a screen like below where cp.mydemo.net is resolving into an IP, your DNS zone has propagated properly



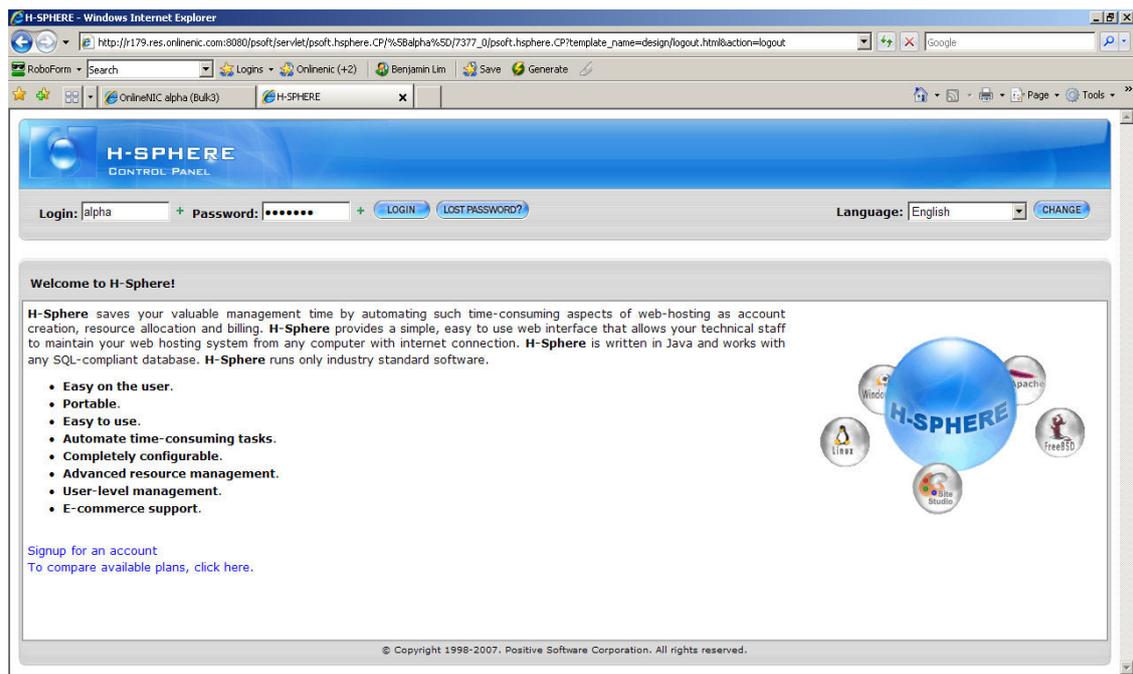
If you do not see a screen like this and instead, the Window closes immediately or you get "Host cannot be found", then your DNS zone hasn't propagated correctly and you should contact webhost-support@onlinenic.com

You can also use this method to ping and check your name servers and other server aliases (mail.mydemo.net, web.mydemo.net, etc.) If anyone of them doesn't resolve into an IP, contact webhost-support@onlinenic.com

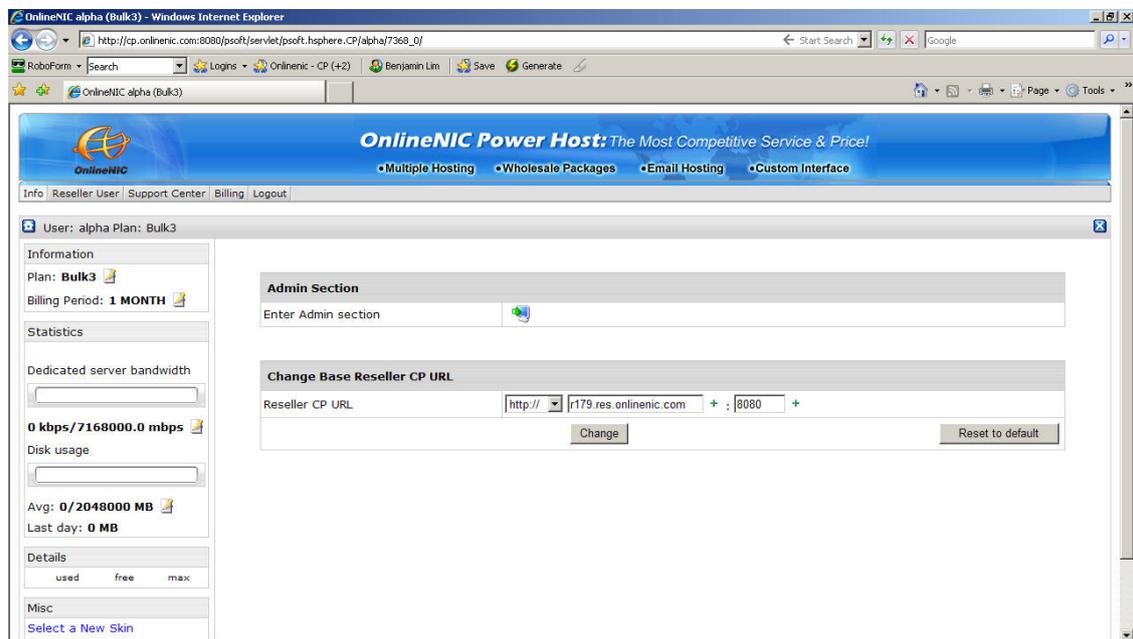
Step 3: Changing your Control Panel's URL.

After DNS zone propagation has been completed and you can ping cp.mydemo.net (where mydemo.net is replaced by your DNS host name), you must follow these steps to make your control panel actually work. **If your DNS zone has not propagated yet (if you have not waited 72 hours), please skip this step and move to the next.** You can come back to this step when propagation is complete

Login to your reseller account like before from the CP url sent to you in your Welcome email:



After logging on, you should see a screen like this:



Look at the "Change Base Reseller CP URL" table



Ensure:

- 1) Protocol is http:// and NOT https:// (Use HTTPS only when CP SSL is enabled)
- 2) Control panel url is cp.mydemo.net (where mydemo.net is replaced by your DNS host name)
- 3) Port is 8080



Once done, click "Change". You'll be taken back to the same screen.

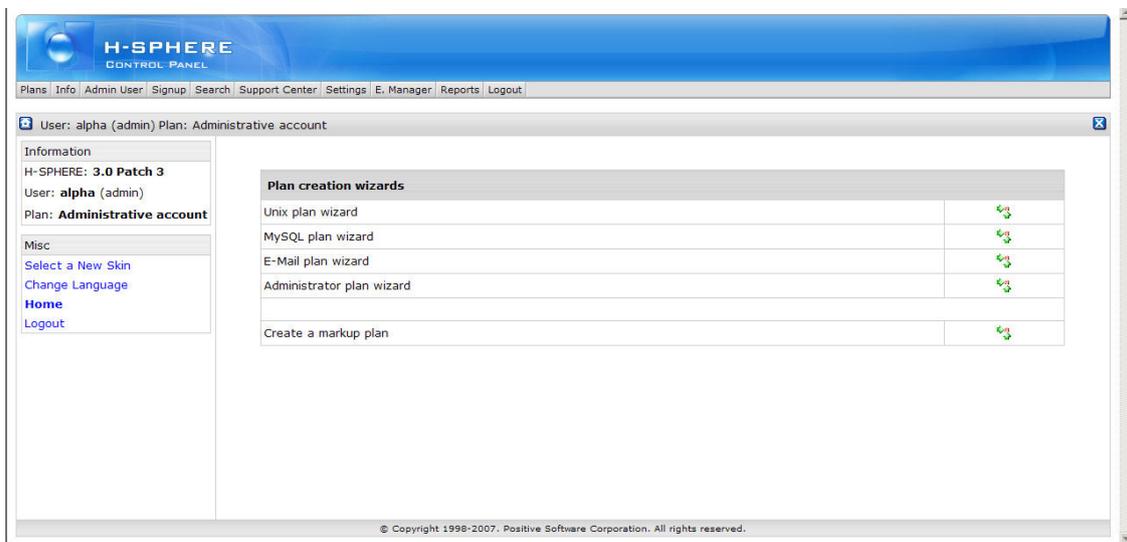
Now, when you enter the Admin CP section, you will see that the CP URL has changed to cp.mydemo.net. Your customers will be able to login to their webhosting accounts from <http://cp.mydemo.net>

4 - Setting up Service Account

Step 1: Creating Service Account Plan

In order to host any website in your reseller account, you must first create a hosting plan/package and then have yourself or your customer signup for an account under that plan. For technical reasons, its recommend you create a separate hosting plan to host your corporate website and other related websites.

From the Plans menu, select "Create" so that you see this screen:



Choose a Windows or UNIX plan to host your corporate website. For this demonstration, we will be creating a Unix Service Account:

Unix Plan Creation Wizard. Step 1.	
Plan Name	<input type="text" value="Unix Service"/> +
Quotas	
Summary Disk Usage	<input type="checkbox"/> Include
Domain Resources 	
Host Existing Site	<input checked="" type="checkbox"/> Include
Domain registration	<input checked="" type="checkbox"/> Include <input checked="" type="checkbox"/> Leave registrar prices as they are
Domain Transfer	<input type="checkbox"/> Include <input checked="" type="checkbox"/> Leave domain transfer prices as they are
Other Domain Resources	
SubDomain	<input checked="" type="checkbox"/> Include
Stoppgap Domain	<input checked="" type="checkbox"/> Include
Third level domain	<input type="checkbox"/> Include
Third level domain. (Mail Under Host Domain)	<input type="checkbox"/> Include
Domain alias	<input checked="" type="checkbox"/> Include
Parked domain	<input checked="" type="checkbox"/> Include
Service Domain	<input type="checkbox"/> Include
Signup Without Domains	<input checked="" type="checkbox"/> Include

For Plan Name, fill in "Unix Service". Some of the options are explained below –

Summary Disk Usage: Leave this unchecked. An explanation will be provided later

Domain Registration: Always leave unchecked, this feature is currently not supported

StopGap Domain: Allows you to create a random domain in the form of abcd.u12.mydemo.net to host a temporary site if you don't own a domain

Third level Domain: Will allow you to host domains in the form anyone.mydemo.net

Service Domain: Very important. Make sure this is checked. If mydemo.net is the DNS Zone you set up in step 2 & 3, this option will allow you to host a website for it. This option should only be selected on your Service Account plan which you are creating

Web Services	
CGI Resource ?	<input checked="" type="checkbox"/> Include <input checked="" type="checkbox"/> Activated
cgi-bin Resource ?	<input checked="" type="checkbox"/> Include <input checked="" type="checkbox"/> Activated
Server Side Include ?	<input checked="" type="checkbox"/> Include <input type="checkbox"/> Activated
PHP Module ?	<input checked="" type="checkbox"/> Include <input checked="" type="checkbox"/> Activated
Redirect Url ?	<input checked="" type="checkbox"/> Include
Directory Index ?	<input checked="" type="checkbox"/> Include
Server Side Imagemap ?	<input type="checkbox"/> Include
Throttle Resource ?	<input type="checkbox"/> Include
mnogoSearch ?	<input type="checkbox"/> Include
phpBB ?	<input type="checkbox"/> Include
Error Document ?	<input checked="" type="checkbox"/> Include
Logical Server Group (Unix web servers) ?	web servers
EasyApp PHP/MySQL applications	<input checked="" type="checkbox"/> Include

CGI & CGI-BIN resource: Allows you to host custom perl scripts

Directory Index - Allows you to set alternate home pages for your website

phpBB - Free bulletin board software

Error Document - Allows you to specify custom 404 or 500 error pages

Logical Servers: From here you can select Win Servers or Cold Fusion Servers. If you select Win Servers, you MUST NOT enable/allow Cold Fusion on this Plan. If you select Cold Fusion Servers, you must NOT allow ASP & ASP.NET on this plan. This means that you cannot host ASP/ASP.NET & ColdFusion on one plan and must create separate plans for them. If you enable ColdFusion on a plan configured to Win Servers, you'll get an account creation error

EasyApp Applications: This is a feature that allows you to install 20+ PHP/MySQL scripts from the end-user CP. This feature cannot be used on Windows accounts.

Statistics	
Referrer Log ?	<input checked="" type="checkbox"/> Include <input type="checkbox"/> Activated
Agent Log ?	<input checked="" type="checkbox"/> Include <input type="checkbox"/> Activated
Error Log ?	<input checked="" type="checkbox"/> Include <input type="checkbox"/> Activated
Webalizer Resource ?	<input type="checkbox"/> Include <input type="checkbox"/> Activated
Modlogan Resource ?	<input checked="" type="checkbox"/> Include <input type="checkbox"/> Activated
AWStats ?	<input type="checkbox"/> Include <input type="checkbox"/> Activated
Transfer Log ?	<input checked="" type="checkbox"/> Include <input type="checkbox"/> Activated
Web Stats Password Protection	<input checked="" type="checkbox"/> Include <input type="checkbox"/> Activated
Mail Services	
Email Auto Responder ?	<input checked="" type="checkbox"/> Include
Mail Box Alias ?	<input checked="" type="checkbox"/> Include
Mail Forward ?	<input checked="" type="checkbox"/> Include
Mailing List ?	<input checked="" type="checkbox"/> Include
Mail Domain Alias ?	<input type="checkbox"/> Include
Mail Relay ?	<input type="checkbox"/> Include <input type="checkbox"/> Activated
AntiSpam ?	<input type="checkbox"/> Include <input type="checkbox"/> Activated
AntiVirus ?	<input type="checkbox"/> Include <input type="checkbox"/> Activated
Mail SPF ?	<input type="checkbox"/> Include <input type="checkbox"/> Activated
Logical Server Group (Mail servers) ?	mail servers
E-Commerce Options	
SSL Module ?	<input checked="" type="checkbox"/> Include
Comodo SSL ?	<input checked="" type="checkbox"/> Include
Shared SSL ?	<input type="checkbox"/> Include
osCommerce ?	<input type="checkbox"/> Include

Transfer Log: Allows you to access raw logs

Webalizer: Analyzes log files

AwStats: Analyzes web files

Mailing List: Allows you to setup a Yahoo! group style mailing list

Mail Relay: A secondary mailserver that will capture email for you if the primary one goes down

Mail SPF: This is if you wish to use the Sender-Policy Framework on your email. For more visit their [website](#)

Shared SSL: Allows you to setup Shared SSL on any domain based on our certificate unless you have installed your own Shared SSL certificate

OsCommerce: Free shopping cart system

Other	
FTP sub-account ?	<input checked="" type="checkbox"/> Include
Virtual FTP Server ?	<input checked="" type="checkbox"/> Include
Anonymous FTP Server ?	<input checked="" type="checkbox"/> Include
Custom DNS Record ?	<input type="checkbox"/> Include
Shell Access ?	<input type="checkbox"/> Include
Crontab ?	<input type="checkbox"/> Include
Kanoodle ?	<input type="checkbox"/> Include
RLimitCPU ?	<input type="checkbox"/> Include
RLimitCPU Min	<input type="text" value="10"/> +
RLimitCPU Max	<input type="text" value="20"/> +
RLimitMEM ?	<input type="checkbox"/> Include
RLimitMEM Min	<input type="text" value="6291456"/> +
RLimitMEM Max	<input type="text" value="6291456"/> +
RLimitNPROC ?	<input type="checkbox"/> Include
RLimitNPROC Min	<input type="text" value="3"/> +
RLimitNPROC Max	<input type="text" value="5"/> +
SiteStudio ?	<input checked="" type="checkbox"/> Include
MySQL ?	<input type="checkbox"/> Include
Logical Server Group (MySQL servers) ?	MySQL servers

Anonymous FTP Server: Allows end-users to configure anonymous FTP under this plan if needed

SiteStudio: Allows end-users on this plan to create websites using an online wizard

MySQL, MSSQL, PGSQL: These resources can be enabled on both Windows & Linux plans since Database resources are hosted on their own database servers independent of the web servers.

MSSQL Manager: Provides a web-interface for end-users to manage their MSSQL database. ASP.NET must be enabled to support this feature. Using MSSQL manager is not possible on ColdFusion plans and you must directly use Enterprise Manager or visit its online version here: www.aspenterprisemanager.com

Settings	
Money Back Guarantee ?	<input type="text"/> Days Enable
E-mail order confirmation ?	<input checked="" type="checkbox"/>
Billing type ?	<input type="radio"/> Paid <input type="radio"/> Trial Duration <input type="text"/> lit+ <input type="text"/> + <input checked="" type="radio"/> Without billing
Credit limit ?	<input type="text"/> +
Default IP type ?	<input checked="" type="radio"/> Shared <input type="radio"/> Dedicated
Shared IP Tag ?	2
Instant alias appearance for given shared IP tag ?	dNNNN.oNNN.mydemo.net
Stopgap domain appearance for given shared IP tag ?	username.oNNN.mydemo.net
Demo only mode Be careful! ?	<input type="checkbox"/>
<input type="button" value="Next"/>	

Since this is a Service Account plan and you will only host your sites from it, select "Without Billing" as your Billing Type. Leave rest as it is and click "Next". Billing options will be explained later in this tutorial. You should see this screen next

Unix Plan Creation Wizard. Step 2.	
Plan Name: Unix Service	
Set the prices for the DEFAULT BILLING PERIOD. These are BASE prices used to calculate prices for ACTUAL BILLING PERIODS (e.g. 2 weeks, 1 month, 2 month, 1 year, etc.) SETUP - the single-time amount payable at the moment when a unit of the resource is purchased; FREE - the number of resource units users get for free; MONTHLY - the advance payment for one unit of this resource; EXTRA - the payment for every resource unit used beyond the quota. *Leave fields blank instead of entering zeros.	
Quotas	
Summary traffic	Free <input type="text" value="50000"/> +
Disk space Quota	Free <input type="text" value="20000"/> +
Domain Resources ?	
Other Domain Resources	
Web Services	
Statistics	
Mail Services	
Mailbox quota	Free <input type="text" value="2048"/> !
E-Commerce Options	
Other	
<input type="button" value="CREATE Unix Service"/>	

Since this is a "Without Billing" plan, you can create unlimited quantities of these resources and change their quotas once the account has been created without being billed. Click the "Create Account button" so that you reach this screen:

Plans					
<u>Plan ID</u>	<u>Plan Description</u>	<u>Group</u>	<u>Signup Access</u>	<u>Advanced</u>	<u>Action</u>
116	Unix Service				
Signup Links Deleted plans					
[1]					

From here, turn on "Signup Access" for this plan.

Step 2: Signing up for Service Account

Once you have turned on Signup Access, you should see this screen:

Plans					
<u>Plan ID</u>	<u>Plan Description</u>	<u>Group</u>	<u>Signup Access</u>	<u>Advanced</u>	<u>Action</u>
116	Unix Service				
Signup Links Deleted plans					
[1]					

Click on the magnifying glass against "Service Account" to launch the registration wizard. In the middle of the registration wizard, you should see this screen:

Domain Information

- Transfer an existing domain
Choose this option if you already have a domain or if you would like to register it by yourself later.
- Register a 3rd level domain
Register a domain based on a domain name offered by our company, such as *yourdomain.providersdomain.net*.
- Register a service domain
Choose this option to host the promotional website of your hosting company.
- Register a stopgap domain
You will have no DNS zone or e-mail service, but you will be able to ftp, configure and view your site from the Internet by an instant domain alias that looks similar to *123.unnnn.providersdomain.com*. You will also have virtual and anonymous FTP, FTP subaccounts, and dedicated IP support.

If the primary domain you wish to host under the Service Account is the same as the dns zone you setup previously (i.e. mydemo.net), select "Register a Service domain". if you want to host a different domain, select "Transfer an existing domain". You can add more domains at a later time once you have created this account

Complete the registration wizard and your account will be activated immediately. Your Administrative account page should refresh into the control panel of this new account. Press the back button (or relogin) to return to the Administrative control panel

You have now successfully created your first account.

5 - Creating an Account with Billing

Step 1: Creating a Unix Plan with billing

You'll now learn how to create a Unix Plan with billing. We understand that you may have not yet decided on what plans to create and what prices to set but it is strongly recommended you continue with this tutorial and not skip this step as it also provides valuable knowledge on the system. Since you already created a Unix plan called "Service Account", only the new steps in the plan creation wizard will be explained

From the Info menu, please select "Plan Creation Wizards" so that you see this:

Plan creation wizards	
Unix plan wizard	
Windows plan wizard	
MySQL plan wizard	
E-Mail plan wizard	
Administrator plan wizard	
Virtual Private Server plan wizard	

Select "Unix plan wizard":

Unix Plan Creation Wizard. Step 1.	
Plan Name	Unix Demo +
Quotas	
Summary Disk Usage ?	<input checked="" type="checkbox"/> Include
Domain Resources ?	
Host Existing Site ?	<input checked="" type="checkbox"/> Include
Domain registration ?	<input checked="" type="checkbox"/> Include <input checked="" type="checkbox"/> Leave registrar prices as they are
Domain Transfer ?	<input type="checkbox"/> Include <input checked="" type="checkbox"/> Leave domain transfer prices as they are
Other Domain Resources	
SubDomain ?	<input checked="" type="checkbox"/> Include
Stopgap Domain ?	<input checked="" type="checkbox"/> Include
Third level domain ?	<input checked="" type="checkbox"/> Include
Third level domain. (Mail Under Host Domain) ?	<input checked="" type="checkbox"/> Include
Domain alias ?	<input checked="" type="checkbox"/> Include
Parked domain ?	<input checked="" type="checkbox"/> Include
Service Domain ?	<input type="checkbox"/> Include
Signup Without Domains	<input checked="" type="checkbox"/> Include

Summary Disk Usage

HSphere offers two resource allocation systems - Fixed Quota and Summary Disk Usage. There are 3 fundamental quotas in any hosting account - Web Space (for web files), Database space (for MySQL, MS SQL databases) and email space (for email accounts). In the Summary Disk Usage system, you can specify one big allocation of MB called Summary Disk Space and the customer can divide this allocation into web space (known as Disk Space or FTP space), database space and email space as he desires.

In the fixed quota system (you must uncheck Summary Disk Usage), you will have to specify separate allocations for Web Space, Database space and Email Space. Customers cannot convert one allocation into another

In the Summary Disk Usage system, you'd have to not only specify the Summary Disk space quota but also the default quotas for Web Space (known as Disk Space or FTP space), Database and Email space quotas. The default web space, database space and email space quotas can be readjusted by the customer as he wants later (without being charged). You must not specify overage rates (i.e. rates for extra space) for any of these 3 individual quotas (i.e. web space, database and email space). If you were to specify overage rates for summary disk space and also database space then the customer may be charged double if he used extra database space and the used summary disk space (sum of web space, database space and email space) also exceeds the available summary disk space quota.

In the fixed quota system, no Summary Disk Space quota has to be specified but only the Web Space (known as Disk Space), Database space and Email space quotas have to be specified. The customer would be charged for using more resources than allocated in any of these individual quotas. Overage rates for each of these individual quotas must be specified

It must also be understood that database quota and email quota are imaginary quotas. You actually specify the number of databases and the quota for each database. Similarly, you have to specify the number of email accounts and the quota of each email account. per database quota * number of databases would make up database quota. Same applies for email quota. In the Summary Disk usage system, the per database quota for any database and per mail box quota for any mail box can be changed by customers without being charged (as long as the sum of the space used in the mail quota, web quota and database quota falls below the amount allocated as Summary Disk Space). The per database and per mail box quotas you specify while creating this plan are only the default quotas to start with. It should also be noted that in the Summary Disk usage system, the database quota (per database quota * databases) and email quota (per mail box quota * email accounts) can exceed the summary disk space quota. What will actually be counted against the summary disk space quota is the MB used in the database quota and email quota. Similarly, you can specify a Disk/Web/FTP Space quota higher than the Summary Disk Space quota but what will actually count is the actual number of MB stored in this quota. None of this holds true in the fixed quota system. If more email accounts are

created then allowed, or the per mail box quota of an individual mail box is increased, the customer will be charged

Thus, the summary disk space system offers the customer the flexibility to decide how to use his single space allocation called Summary Disk Space while in the fixed quota system, the customer would have to deal with 3 individual quotas. For this demonstration, we will create a plan based on Summary Disk Usage.

Service Domain: Ensure this option is not selected!

Let's move down to billing

Settings	
Money Back Guarantee ?	<input type="text" value="30"/> + Days <input checked="" type="checkbox"/> Enable
E-mail order confirmation ?	<input checked="" type="checkbox"/>
Billing type ?	<input checked="" type="radio"/> Paid <input type="radio"/> Trial Duration <input type="text"/> + Credit limit <input type="text"/> + <input type="radio"/> Without billing
Credit limit ?	<input type="text"/> +
Default IP type ?	<input checked="" type="radio"/> Shared <input type="radio"/> Dedicated
Shared IP Tag ?	<input type="text" value="2"/>
Instant alias appearance for given shared IP tag ?	<input type="text" value="dNNN.oNNN.mydemo.net"/>
Stopgap domain appearance for given shared IP tag ?	<input type="text" value="username.oNNN.mydemo.net"/>
Demo only mode Be careful! ?	<input type="checkbox"/>
<input type="button" value="Next"/>	

Money Back Guarantee: Allows your customers to request a refund within the Money Back guarantee period

Billing Type: Both "Paid" and "Trial" Billing Type options enable billing on this plan. The "Trial" option allows your customer to try this hosting plan without paying anything while signing up. After the duration is over, the customer must pay in order to continue to pay their services with you. Please note that if the customer decides to pay, he or she will also have to pay for the Trial duration and any resources used during that period. Credit limit for the trial period specifies how much the customer can buy during his trial.

Credit Limit: This specifies how much worth of resources the customer can buy without having to pay immediately. Once the customer's debt exceeds the credit limit, he cannot buy any more resources or use his control panel until he pays. You can optionally configure auto-suspension and warning email.

Default IP type: Specifies whether the domains on this account will be created with a dedicated or shared IP address by default. It's strongly recommended you leave this as Shared. Resellers have limited number of dedicated IPs available.

Shared IP Tag: Please leave as-is

Instant Alias appearance: Specifies the appearance of the instant access domain alias your customers will get for each of the domains they add to their account. This would allow them to access their website while their domain is not pointed to your name servers or while their domain is in propagation. Please note that the Instant alias will only start working after your DNS Zone (mydemo.net) has propagated (see [Step 3](#))

Please click the "Next" button to proceed. You should see this screen:

Unix Plan Creation Wizard. Step 2.			
Plan Name: Unix Demo			
Set the prices for the DEFAULT BILLING PERIOD. These are BASE prices used to calculate prices for ACTUAL BILLING PERIODS (e.g. 2 weeks, 1 month, 2 month, 1 year, etc.)			
SETUP - the single-time amount payable at the moment when a unit of the resource is purchased;			
FREE - the number of resource units users get for free;			
MONTHLY - the advance payment for one unit of this resource;			
EXTRA - the payment for every resource unit used beyond the quota.			
*Leave fields blank instead of entering zeros.			
CP Account	Setup	<input type="text" value="0"/>	+ \$ Monthly <input type="text" value="59.99"/> + \$
Quotas			
Summary traffic	Free	<input type="text" value="100"/>	+ GB Monthly <input type="text" value="20000"/> + \$/GB Extra <input type="text" value="4"/> + \$/GB
Disk space Quota	Free	<input type="text" value="200"/>	+ MB Monthly <input type="text"/> + \$/MB
Summary Disk Usage	Free	<input type="text" value="2000"/>	+ MB Monthly <input type="text" value="0.10"/> + \$/MB Extra <input type="text" value="0.20"/> + \$/MB
Domain Resources 			
Domain	Free	<input type="text" value="5"/>	+ Setup <input type="text"/> + \$ Monthly <input type="text"/> + \$
Other Domain Resources			
SubDomain	Free	<input type="text" value="20"/>	+ Setup <input type="text"/> + \$ Monthly <input type="text"/> + \$
Stopgap Domain	Free	<input type="text"/>	+ Setup <input type="text"/> + \$ Monthly <input type="text"/> + \$
Third level domain	Free	<input type="text"/>	+ Setup <input type="text"/> + \$ Monthly <input type="text"/> + \$

Here you can specify the prices of this plan and its resources. Some concepts explained:

Free: Specifies how many free units of a resource a customer would get. If you want to allow unlimited units of the resource, leave blank and also leave blank setup, monthly and extra.

Setup: Specifies the one-time fee a customer would be charged for buying/activating more resources than allocated. To charge no setup fee, leave blank.

Monthly and Extra: Many of the space resources have 2 columns called Monthly and Extra. Monthly specifies how much a customer would be charged if he bought extra amounts of that resource himself proactively and Extra specifies how much the customer would be charged if he used more of that resource during account operation. Normally "Extra" should be set higher than "Monthly" to encourage customers to buy additional resources in bulk, in advance. If only a "monthly" and no "Extra" field is available, it means that the customer will not be allowed to exceed this resource while in account operation but must buy beforehand to use more.

Summary Disk Quota: Explanation provided above. Specify the amount you want to allocate to this plan and its "Monthly" and "extra". If you were using the fixed quota system, you would leave all 3 fields blank.

Disk Space Quota: Specifies the default web space or FTP quota. This should be set to the same value as the Summary Disk Space quota. Only the actual usage of this quota would count towards Summary Disk Space usage and not how much you allocate. You could even allocate more disk space than the summary disk space usage and the customer could increase or decrease this quota without being charged. In the fixed quota system, the customer would be charged for increasing this quota. Monthly for Disk Space should not be specified if you are using Summary Disk Space but should be if you are using fixed-quota.

Press the "Create Account" button and the plan is created. Turn on "Signup Access" for this plan and register a test account by clicking the magnifying glass icon. In the middle of the registration wizard, you should see this screen:

Payment Information

If you choose a credit card, the billing procedure will be fully automated. Also, a credit card will be much faster than sending a bill via mail and waiting for your check to arrive.

If you are signing up for a trial account, select Trial from the Payment Type drop-down box.

Payment type

Billing Period

Use my contact information as my billing information



For this demonstration, please select "Check" as your payment type. Please note that you can add more payment modes (such as credit card, PayPal and eCheck) from the Merchant Manager in your Administrative control panel. You can also specify longer billing periods (such as 6 Months or 1 Year).

Once you have registered the account, your Administrative control panel will refresh into the account you just created. But you will see a message saying "Please check your email for account status". This means the account has not be activated immediately like it was done in the case in the case of the "Service Account". Please press the back button (or relogin) to return back to the administrative control panel.

6 - Basic Account Management

Step 1: Activating a Moderated Account

In the last step, you registered a paid account. This paid account was not activated immediately. This was so because you had chosen "check" as your billing type and payment for that account hadn't been received for that account immediately. If you had created that account in trial mode, it would have been activated immediately. You could however force Trial accounts to be activated manually by you (called moderation) or have a paid account activated immediately (by integrating a merchant gateway such as authorize.net or paypal that would send credit card payment confirmations back to the control panel immediately).

From the Signup Menu, please select "Moderate". You'll see a screen as follows with the account you just created

Moderated Signup		
Unix Demo		
retail	9/3/07 12:30 AM	Delete

Click on the account username. You'll be presented with a screen that would allow you to review the details of this account. You can activate it by scrolling down to the "Create" button

BILLING STATEMENT		
RECURRENT	Monthly fee for Unix Demo Plan (9/3/07 - 10/3/07)	\$59.99
Total		\$59.99

Moderation Actions	
Create	Delete

Credit to account	
Amount	<input type="text" value="59.99"/> +
Description	<input type="text" value="CHECK"/>
ID String	<input type="text"/>
Include taxes	<input type="checkbox"/>
Comment	<input type="text" value="check received on 03/09"/>
<input type="button" value="Submit"/>	

Press the submit button and the account has been credited. You have now registered, activated and credited your first paid account

Any easy way to view all accounts present in the system is by selecting "Generic" from the Search menu so you end up on this screen:

Generic Search	
Payment type	Any
Status	Any
Plan	Any
User name	<input type="text"/>
Account ID	<input type="text"/>
E-mail	<input type="text"/>
Email type for Mass Mail	<input checked="" type="radio"/> Contact Info <input type="radio"/> Billing Info
Registration Date	
From	01/31/2000
To	<input type="text"/>
Entries Per Page	5
<input type="button" value="Search"/>	

Do not enter any parameters and press the "Search" button. You'll now see a list of all accounts on the system and be presented with options to credit, debit, delete, suspend and login to them:

Generic Search									
User name	Account ID	Created	Plan	E-mail	Payment type	Balance	Credit	Billing	Controls
retail	7408	9/3/07	Unix Demo	retail@retail.com	Check	\$0.00 CR	\$0.00		
[1] [Mass Mail]									

Congratulations! You now have enough basic knowledge to operate and run your hosting business. If you are still waiting for your DNS zone to propagate, it is recommended you wait for that to be completed before selling any hosting. Once completed, you should revert to Step 3 to test your DNS zone and to change your control panel URL to <http://cp.mydemo.net>.