1 - Getting Started

Step 1: Your Welcome Email

After you finish the signup wizard for your new reseller account, you'll have to wait for 24 hours before your account is activated. When your account isactivated, you'll receive an email like below.

Dear XXX,

Thank you for choosing OnlineNIC for your Web hosting needs. We look forward to working with you to make sure you get the most of your account, and we wish you success with your online venture.

To access your account with the Control Panel, use the following information: URL: https://cp.onlinenic.com/ Login: myaccount Password: mypassword Account ID: 33685

Thank you for your business, Onlinenic

Step 2: Logging into your account

Click on the control panel link in your Welcome Email and you should see a screen like this:

| 🖉 OnlineNIC - Windows Inte | rnet Explorer | | | _ 8 × |
|--|--|--|---|-------------|
| 🔆 🕤 🔻 🙋 http://cp.on | Induce minister consisting tables - CPladmini (1, 0) (soft highere CP) template name-design (logut hinklaction=logut) | | | |
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| OnlineNIC | | OnlineNIC Power Host: The Most Comp • Multiple Hosting • Wholesale Packages • Email Hostin | petitive Service & Price! ng •Custom Interface | |
| Login: alpha | + Password: | + LOGIN (LOST PASSWORD?) | Language: English | INGE |
| Welcome to Online OnlineNIC saves y creation, resource al to maintain your web any SQL-compliant d • Easy on the u • Portable. • Easy to use. • Automate tim • Completely co • Advanced ress | NIC! our valuable management time llocation and billing. OnlineNIC op hosting system from any comp atabase. OnlineNIC runs only in ser. e-consuming tasks. onfigurable. iource management. | by automating such time-consuming aspects of web-hosting rovides a simple, easy to use web interface that allows your te uter with internet connection. OnlineNIC is written in Java and dustry standard software. | as account chnical staff d works with | |

Type in your username and password and then click "Login"

Step 3: Logging into your Administrative Account

Once you have logged into your account, you'll see a screen with a button to "Enter Admin CP". This logs you into your Reseller Administrative CP.

| Ga | OnlineNIC I | Power Host: The | e Most Competit | tive Service & Price! |
|---|-----------------------------|------------------------|-----------------|-----------------------|
| OnlineHIC | Multiple Hosting | Wholesale Packages | •Email Hosting | Custom Interface |
| nfo Reseller User Support Center Billi | ng Logout | | | |
| User: alpha Plan: Bulk3 | | | | |
| Information | | | | |
| Plan: Bulk3 🛃 Billing Period: 1 MONTH 泽 | Admin Section | | | |
| Statistics | Enter Admin section | 4 | | |
| Dedicated server bandwidth | Change Base Reseller CP URL | | | |
| | Reseller CP URL | http:// 💌 r179.res.onl | inenic.com + : | 8080 + |
| 0 kbps/7168000.0 mbps 🎽 | | Change | | |
| | | | | |
| | | | | |
| Avg: 0/2048000 MB 🛃 Last day: 0 MB | | | | |
| Details | | | | |
| used free max | | | | |

Please enter the Admin Section. You will then see a screen as shown below

| Search Inttp://r179.res.onlinenic.com:8080/psoft/serv RoboForm < Search Search | /et/nsoft.bsnbere.CP/%5Balnba%5D/7377_0/ | | | | |
|--|--|--|--------------------|------------------|----------------------|
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| 🚖 🍄 🔠 🖌 🌽 OnlineNIC alpha (Bulk3) 🛛 🏉 H-S | PHERE alpha (admin) 🗙 | | | 🚹 • 🖾 • i | 🖶 🔹 🔂 Page 🔹 🎯 Tools |
| H-SPHERE CONTROL PANEL Plans Info Admin User Signup Search Support C | enter Settings E. Manager Reports Logout | | | | |
| User: alpha (admin) Plan: Administrative ad | count | | | | X |
| Information Unfortunate H-SPHERE: 3.0 Patch 3 User: alpha (admin) | ily your Company Info has not been entered complete correct data on the Company Info page (Look And Fee | ly/correctly. This may cause I menu). | e some problems wi | ith domain regis | stration. Please |
| Plan: Administrative account Misc Plan | <u>1D</u> Plan Description | Group | Signup | Advanced | Action |
| Select a New Skin | | | Access | | |
| Change Language | Signu | p Links Deleted plans | | | |
| Home | | | | | |
| Logout | | | | | |

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

| H-SPHERE alpha (admin) (Administrative ac | count) - Windows Internet Explorer | | | | | <u>_8×</u> |
|---|--|---|------------------|--------------------|---------------|--------------------|
| G - Filtp://r179.res.onlinenic.com:808 | 0/psoft/servlet/psoft.hsphere.CP/%5Balpha%5D | /7377_0/psoft.hsphere.CP?template_name=admin/se | ttings/info.html | 🗲 Start Search 💌 🍫 | Google | ₽ - |
| 🚾 RoboForm 🔻 Search 💽 🎎 L | ogins 👻 🖓 Onlinenic (+2) 🛛 🌡 Benjamin Lim | 🎲 Save 🥳 Generate 🏑 | | | | |
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| Plans Info Admin User Signup Search | Support Center Settings E. Manager R | sports Logaut | | | | |
| 🖸 User: alpha (admin) Plan: Administ | trative account | | | | | |
| Information H-SPHERE: 3.0 Patch 3 User: alpha (admin) | Company Info | | | | | |
| Plan: Administrative account | Owner first name | | | | | |
| Misc | Owner last name | | | | | |
| Select a New Skin | Company | | | | | |
| Change Language | Address 1 | | | | | |
| Logout | Address 2 | | | | | |
| | Address 3 | | | | | |
| | City | | | | | |
| | Country | United Sta | ites | • | | |
| | State | Other 💌 | | | | |
| | State (if other) | | | | | |
| | Postal Code | | | | | |
| | Phone 😰 | Examples | | | | |

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

| 🙋 H-SPHERE alpha (admin) (Administrative a | ccount) - Windows Internet Explorer | | | _ 8 |
|--|---|---|-----------------------------|--------------------|
| | 80/psoft/servlet/psoft.hsphere.CP/%5Balpha%5D/7377_0/psoft. | hsphere.CP?template_name=admin/settings/info.html | ← Start Search 💌 🍫 🗶 Google | P |
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| H-SPHERE CONTROL PANEL Plans Info Admin User Signup Search | Support Center Settings E. Manager Reports Logo | it | | |
| 🖸 User: alpha (admin) Plan: Adminis | trative account | | | × |
| Information | | | | |
| H-SPHERE: 3.0 Patch 3 | Company Info | | | |
| User: alpha (admin) | Owner first name | Domo | | |
| Plan. Administrative account | owner nist name | | | |
| Misc | Owner last name | Demo | + | |
| Select a New Skin | Company | Demo INC | + | |
| Change Language | Address 1 | Demo Address | + | |
| Logout | Address 2 | | | |
| | Address 3 | | | |
| | City | Demo City | + | |
| | Country | United States | <u>•</u> | |
| | State | Other 💌 | | |
| | State (if other) | Demo State | + | |
| | Postal Code | 1234455 | + | |
| | Phone 😰 | +1.11111111 | + | |
| | For North America: either NXX-NXX-XXX/YYYY | Examples: 800-234-5678 (USA) | 55 Herri | |

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.mywehbost.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"

| 🖉 H-SPHERE alpha (admin) (Administrative ac | count) - Windows Internet Explorer | | | | _ 8 × |
|--|---|-----------------------------------|-------------------------------|-----------------------------|----------------------------|
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| 🔜 RoboForm 🔻 Search 💽 🙀 L | .ogins 🔻 🎎 Onlinenic (+2) 🛛 🕹 Benjamin Lim | ॷ Save Generate 🏑 | | | |
| 🙀 🏘 🔡 🖌 🌽 OnlineNIC alpha (Bulk3) | 6 H-SPHERE alpha (admin) 🗙 | | | 🚹 • 🖾 · | 🖶 * 🔂 Page * 🎯 Tools * 🏾 * |
| H-SPHERE CONTROL PANEL Plans Info Admin User Signup Search | Support Center Settings E. Manager Rep | orts Logout | | | |
| Dilleren eleke (ederie) Diene Administ | | | | | |
| Information H-SPHERE: 3.0 Patch 3 | DNS Manager | | | | |
| Plan: Administrative account | Name Admin e-mail | Allow hosting | Allow creating | emails under Service Zone | Action |
| | | | Add DNS Zone | | |
| Select a New Skin Change Language Home Logout | | | | | |
| | © Copyright 19 | 98-2007. Positive Software Corpo | pration. All rights reserved. | | |

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

| DNS Mana | iger | | | |
|----------|--------------|---------------|--|--------|
| 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:

| 🙋 H-SPHERE alpha (admin) (Administrative a | account) - Windows Internet Explorer | | _ 8 × |
|---|---|---|------------|
| 🔆 🕤 🕶 🙋 http://r179.res.onlinenic.com:80 | 080/psoft/servlet/psoft.hsphere.CP/%5Balpha%5D/7377_0/psoft.hsphere.CP?template_name=/adnsm | anager/add_zone.html8stemplate=adnsmar 🄄 🍫 🔀 Google | P - |
| 🔤 RoboForm 🔹 Search 💽 🎎 | Logins 👻 🖓 Onlinenic (+2) 🛛 🌡 Benjamin Lim 🛛 🎲 Save 🛭 🍎 Generate 🏾 🏑 | | |
| 🙀 🎄 🔡 🗸 🌽 OnlineNIC alpha (Bulk3) | (€ H-SPHERE alpha (admin) × | 🏠 + 🔂 - 🚔 + 🕃 Page + 🌀 | Tools + " |
| H-SPHERE CONTROL PANEL | Support Center Settings E. Manager Reports Logout | | |
| User: alpha (admin) Plan: Adminis | strative account | | |
| Information H-SPHERE: 3.0 Patch 3 User: alpha (admin) | New DNS zone | | |
| Plan: Administrative account | Name | mydemo.net + | |
| Misc | Admin e-mail(use dot (.) instead of commercial at (@)) | admin.mydemo.net + | |
| Select a New Skin | Allow third domain level hosting | | |
| Change Language | Allow creating emails under Service Zone | | |
| Logout | Master server | ns2.onlinenic.com 💌 | |
| Letter Contraction | Slave 1 server | ns1.onlinenic.com | |
| | Subn | nit | |
| | | | |
| | © Copyright 1998-2007. Positive Software Corporation. All r | ignts reserved. | |

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:

| 🥖 H-SPHERE alpha (admin) (Administrati | ive account) - Windows Int | ernet Explorer | | | | _ 8 × |
|--|---------------------------------|----------------------------------|-------------------------------|--|-------------------|----------|
| 😋 🕤 👻 🙋 http://r179.res.onlinenic.co | om:8080/psoft/servlet/psoft.hsp | ohere.CP/%5Balpha%5D/7377_0/psof | t.hsphere.CP | 🗲 Start Search 🔽 😽 🔀 Google | | P - |
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| H-SPHER CONTROL PANEL Plans Info Admin User Signup Sea | E arch Support Center Set | ings E. Manager Reports Log | out | | | |
| 🖸 User: alpha (admin) Plan: Adn | ministrative account | | | | | |
| Information H-SPHERE: 3.0 Patch 3 | DNS Zone has been a | dded successfully | | | | |
| User: alpha (admin) | DNS Manage | r | | | | |
| Plan: Administrative account | Name | Admin e-mail | Allow hosting | Allow creating emails under Service Zone | Action | |
| Misc | mydemo.net | admin.mydemo.net | • | | 🛃 🗊 | |
| Select a New Skin | | | Add | DNS Zone | | |
| Change Language Home Logout | | | | | | |
| | | © Copyright 1998-2007. F | Positive Software Corporation | a. All rights reserved. | | |

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

| 🥖 H-SPHERE alpha (admin) (Administrative a | ccount) - Windows Internet | Explorer | | | | | _ 8 × |
|---|---------------------------------|-------------------------------|---|------------|-----------|--------------|-------------|
| 😋 🔄 🔻 🙋 http://r179.res.onlinenic.com:80 | 80/psoft/servlet/psoft.hsphere. | CP/%5Balpha%5D/7377_0/psoft.1 | hsphere.CP?template_name=/adnsmanager/aliases.html&zone_id=7392 | • * | × Google | | ₽ - |
| 🔄 RoboForm 🔻 Search 📃 🎲 I | Logins 🔻 🎇 Onlinenic (+2) | 🕹 Benjamin Lim 🛛 🎲 Save 💡 | 🕽 Generate 🦾 | | | | |
| 🚖 🔅 🔡 🔹 🌽 OnlineNIC alpha (Bulk3) | 🖉 H-SPHERE alpha (admi | n) 🗙 📃 | | | 🚹 • 📾 • d | 🖶 🔹 🔂 Page 🔹 | 🕥 Tools 🔹 " |
| H-SPHERE CONTROL PANEL Plans Info Admin User Signup Search | Support Center Settings | E. Manager Reports Logou | a | | | | |
| User: alpha (admin) Plan: Adminis | trative account | | | | | | × |
| Information H-SPHERE: 3.0 Patch 3 User: alpha (admin) | Instant aliases f | or DNS zone mydemo.r | net | | | | |
| Plan: Administrative account | Prefix | Shared IP tag | Example | | | Action | |
| No. | | | Add instant alias | | | | |
| Misc Select a New Skin | Built-in DNS reco | ords for reseller`s serve | er aliases mydemo.net | | | | |
| Change Language | Name | TTL | Class | Туре | Da | ata | |
| Home | Custom DNS rec | ords for DNS zone myde | emo.net | | | | |
| Logout | Name | TTL | Class | Туре | Data | Action | |
| | | | Add new A record Go | | | | |
| | | © Copyright 1998-2007. Po | sitive Software Corporation, All rights reserved. | | | | |
| | | @ Copyright 1990 20071 PO | sure service corporation in rights reserved. | | | | * |

Click on "Add instant alias":

| 💋 H-SPHERE alpha (admin) (Administrative a | account) - Windows Internet Explorer | |
|---|---|----------------------------------|
| G - Inttp://r179.res.onlinenic.com:80 | 080/psoft/servlet/psoft.hsphere.CP/%5Balpha%5D/7377_0/psoft.hsphere.CP?template_name=/adnsmanager/add_alias.html8zone_id=7392 | 8sten 🔽 🖘 🗙 Google 🖉 🖓 🔹 |
| 🔤 RoboForm 🔹 Search 💽 🔐 | (Logins 🗸 🖓 Onlinenic (+2) 🛛 🕹 Benjamin Lim 🛛 🎲 Save 🛛 🥩 Generate 🏑 | |
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| H-SPHERE CONTROL PANEL Plans Info Admin User Signup Search | Support Center Settings E. Manager Reports Logout | |
| User: alpha (admin) Plan: Adminis | strative account | X |
| Information H-SPHERE: 3.0 Patch 3 User: alpha (admin) Plan: Administrative account Misc Select a New Skin Change Language Home Logout | Prefix o * Shared IP tag 2 Submit | |
| | © Copyright 1998-2007. Positive Software Corporation. All rights reserved. | |
| | | ¥ |

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

| 🗯 H-SPHERE alpha (admin) (Administrati | ive accou | int) - Windows Interne | t Explorer | | | | | _ 8 × |
|--|----------------|----------------------------|-----------------------|--|--------------------|---------|--------------|-------------|
| 🗿 🕤 👻 http://r179.res.onlinenic.co | om:8080/p | soft/servlet/psoft.hsphere | .CP/%5Balpha%5D/7377_ | _0/psoft.hsphere.CP | 🗲 Start Search 💌 😽 | Google | | P - |
| RoboForm • Search • | 🍰 Login | is 🔻 🎎 Onlinenic (+2) | 🕹 Benjamin Lim 🛛 🎡 | Save 🧭 Generate 💋 | | | | |
| 🚖 💠 💠 😽 🖌 🏈 OnlineNIC alpha (Bulk3 | 3) | 🔏 H-SPHERE alpha (adn | nin) 🗙 📗 | | | 👌 • 🗟 · | 🖶 🔸 🔂 Page 🔸 | 🗿 Tools 🔹 👌 |
| H-SPHER CONTROL PANEL Plans Info Admin User Signup See | 3E arch Sup | oport Center Settings | E. Manager Reports | Lagout | | | | |
| 🖸 User: alpha (admin) Plan: Adr | ministral | tive account | | | | | | |
| Information | Instan | nt Alias has been ad | dded successfully | | | | | |
| H-SPHERE: 3.0 Patch 3 | | | | | | | | |
| User: alpha (admin) | | Instant aliases | for DNS zone myd | emo.net | | | | |
| Plan: Administrative account | | Prefix | Shared IP ta | g Example | | | Action | |
| Misc | | 0 | 2 | *.oNNNN.mydemo.net | | | 🐴 📋 | |
| Select a New Skin | | | | Add instant alias | | | | |
| Change Language | | Built-in DNS rec | ords for reseller` | s server aliases mydemo.net | | | | |
| Home | | Name | TL | Class | Туре | D | ata | |
| Logout | | Custom DNS red | cords for DNS zone | e mydemo.net | | | | |
| | | Name | ΠL | Class | Туре | Data | Action | |
| | | | | Add new A record Go | | | | |
| | | | | | | | | |
| | | | | | | | | |
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| | | | | | | | | |
| | | | | | | | | |
| | | | © Copyright 1998-2 | 007. Positive Software Corporation. All rights reserved. | | | | |

Step 3: Creating your Name Servers

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

| CH-SPHERE alpha (admin) (Administrative ac | count) - Windows Internet Explorer | | _ (#) × |
|--|---|---------------------------------------|----------------------------------|
| 🔆 💽 🔻 🖉 http://r179.res.onlinenic.com:808 | 30/psoft/servlet/psoft.hsphere.CP/%5Balpha%5D/7377_0/psoft.hsphere.CP?template_name | =eeman/list_res.html 🔶 Start Search 💌 | 😽 🗙 Google 🖉 🖓 |
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| H-SPHERE CONTROL PANEL | Support Coster Settings E. Manager, Departs Legent | | × |
| Titana Tito Kanini osci Signop Scoreri | Support Center Settings E. Handger Reports Eugent | | |
| 🖸 User: alpha (admin) Plan: Administ | trative account | | X |
| Information | | | |
| H-SPHERE: 3.0 Patch 3 | Reseller`s DNS server aliases | | |
| User: alpha (admin) | ne2 + mvdamo net 💌 | ns2 onlinenic com () | |
| | ns1 + mydema net x | ns1 onlinenic com () | |
| MISC Select a New Skin | | Colomit | |
| Change Language | Other recoller's conversion | Submit | |
| Home | web + mydama net | web onlinenic com () | |
| Logout | | web.oninienic.com () | |
| | pgsqi + , mydemo.net | pgsqi.oniinenic.com () | |
| | email + Imydemo.net 🔽 | email.onlinenic.com () | |
| | mysql + . mydemo.net | mysql.onlinenic.com () | |
| | cp + . mydemo.net 💌 | cp.onlinenic.com () | |
| | | Submit | |
| | | | |
| | | | |
| | © Copyright 1998-2007. Positive Software Corporat | on. All rights reserved. | |

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 () | | |
| Submit | | | |

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

| ns2.mydemo.net | ns2.onlinenic.com () 64.38.63.3 | 1 |
|---------------------------------|---------------------------------|---|
| 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 () | |
| | 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 () | |
| | 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 | Û |
| ns1.mydemo.net | ns1.onlinenic.com () 64.38.63.4 | Ì |
| Other reseller`s server aliases | | |
| web.mydemo.net | web.onlinenic.com () | Ì |
| pgsql.mydemo.net | pgsql.onlinenic.com () | Ì |
| email.mydemo.net | email.onlinenic.com () | 1 |
| mysql.mydemo.net | mysql.onlinenic.com () | Û |
| cp.mydemo.net | cp.onlinenic.com () | 1 |

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 | Û |
| ns1.mydemo.net | ns1.onlinenic.com () 64.38.63.4 | Û |
| Other reseller`s server aliases | | |
| web.mydemo.net | web.onlinenic.com () | Û |
| pgsql.mydemo.net | pgsql.onlinenic.com () | Û |
| email.mydemo.net | email.onlinenic.com () | Ì |
| mysql.mydemo.net | mysql.onlinenic.com () | Û |
| cp.mydemo.net | cp.onlinenic.com () | Ĵ |

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 propgated 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)

| Run | | ?× |
|-------|--|----|
| | Type the name of a program, folder, document, or Internet resource, and Windows will open it for you. | |
| Open: | ping cp.mydemo.net | |
| | OK Cancel Browse | |

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 <u>webhost-support@onlinenic.com</u>

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:

| 🙋 OnlineNIC alpha (Bulk3) - Windows Intern | et Explorer | | | X |
|--|---|--------------------------------------|---------------------------|---|
| 🚱 🕤 👻 http://cp.onlinenic.com:8080/p | soft/servlet/psoft.hsphere.CP/alpha/7368_0/ | | 🗲 Start Search 💌 😽 🗙 Goog | jle 🖉 🗧 |
| 🔤 RoboForm 🔻 Search 💽 쑳 Logi | ns 🔻 🥋 Onlinenic - CP (+2) 🛛 🕹 Benjamin Lim 🛛 🎲 S | jave 🧭 Generate 🏑 | | |
| 🙀 🏟 🔏 OnlineNIC alpha (Bulk3) | | | 🙆 • I | 🔊 👻 🖶 🔹 🔂 Page 🔹 🎯 Tools 🔹 🎽 |
| () | OnlineNIC | Power Host: The Most Competit | ive Service & Price! | |
| OnlineNIC | Multiple Hosting | Wholesale Packages Email Hosting | Custom Interface | and the second se |
| Info Reseller User Support Center Bill | ing Logout | | | |
| 🖸 User: alpha Plan: Bulk3 | | | | |
| Information | | | | |
| Plan: Bulk3 🎽 | | | | |
| Billing Period: 1 MONTH 🎽 | Admin Section | | | |
| Statistics | Enter Admin section | | | |
| Dedicated server bandwidth | Change Base Reseller CP URL Reseller CP URL | http:// 💌 r179.res.onlinenic.com + ; | 8080 + | |
| 0 kbps/7168000.0 mbps 🌛 Disk usage | | Change | | Reset to default |
| Avg: 0/2048000 MB 🛃 Last day: 0 MB | | | | |
| Details | | | | _ |
| used free max | | | | |
| Misc | | | | |
| Select a New Skin | | | | - |

Look at the "Change Base Reseller CP URL" table

| Change Base Reseller CP | URL | |
|-------------------------|---|------------------|
| Reseller CP URL | http:// 💌 r179.res.onlinenic.com + : 8080 + | |
| | Change | Reset to default |

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

| Change Base Reseller CP URL | | | |
|---|--------|------------------|--|
| Reseller CP URL http:// v cp.mydem.net + : 8080 + | | | |
| | Change | Reset to default | |

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:

| H-SPHERE CONTROL PANEL | | | | |
|--|--|-----------|--|--|
| Plans Info Admin User Signup Search | Support Center Settings E. Manager Reports Logout | | | |
| User: alpha (admin) Plan: Adminis | rative account | 8 | | |
| Information | | | | |
| H-SPHERE: 3.0 Patch 3 User: alpha (admin) | Plan creation wizards | | | |
| Plan: Administrative account | Unix plan wizard | *3 | | |
| Misc | MySQL plan wizard | \$3 | | |
| Select a New Skin | E-Mail plan wizard | *3 | | |
| Change Language | Administrator plan wizard | *3 | | |
| Home | | | | |
| Logout | Create a markup plan | *3 | | |
| | | | | |
| | © Copyright 1998-2007. Positive Software Corporation. All rights | reserved. | | |

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 | Unix Service + | | |
| | Quotas | | |
| Summary Disk Usage 😰 | | | |
| Do | omain Resources 🔞 | | |
| Host Existing Site 😰 | ☑ Include | | |
| Domain registration 😰 | ☑ Include ☑ Leave registrar prices as they are | | |
| Domain Transfer 😰 | \square Include ${\overline{\!$ | | |
| Oth | er Domain Resources | | |
| SubDomain 😰 | Include | | |
| Stopgap Domain 😰 | ✓ Include | | |
| Third level domain 😰 🗖 Include | | | |
| Third level domain. (Mail Under Host Domain) 😰 | | | |
| Domain alias 😰 | ☑ Include | | |
| Parked domain | ☑ Include | | |
| Service Domain 😰 | | | |
| Signup Without Domains | ☑ 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 anyname.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 😰 | 🔽 Include 🔽 Activated | |
| cgi-bin Resource 😰 | 🔽 Include 🔽 Activated | |
| Server Side Include 😰 | 🗹 Include 🗆 Activated | |
| PHP Module 😰 | 🗹 Include 🗹 Activated | |
| Redirect Url 😰 | ✓ Include | |
| Directory Index 😰 | ✓ Include | |
| Server Side Imagemap 😰 | | |
| Throttle Resource 😰 | | |
| mnogoSearch 😰 | | |
| phpBB 😰 | | |
| Error Document 😰 | ✓ Include | |
| Logical Server Group (Unix web servers) | web servers | |
| EasyApp PHP/MySQL applications | ☑ 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 😰 | Include / Ttivated |
| Agent Log 🛐 | Include / Tivated |
| Error Log 😰 | ☑ Include /□tivated |
| Webalizer Resource 😰 | □ Include <i>I</i> □tivated |
| Modlogan Resource 👔 | Include / Tivated |
| AWStats 🙆 | □ Include <i>I</i> □tivated |
| Transfer Log 😰 | ☑ Include Ætivated |
| Web Stats Password Protection | Include 🚛 Tivated |
| | MailServices |
| Email Auto Responder 📓 | Include |
| Mail Box Alias 🛃 | Include |
| Mail Forward 🙆 | ☑ Include |
| Mailing List | Include |
| Mail Domain Alias | |
| Mail Relay 🛃 | □ Include /□tivated |
| AntiSpam 😰 | □ Include /□tivated |
| AntiVirus 😰 | □ Include /□tivated |
| Mail SPF 🛛 | □ Include /□tivated |
| Logical Server Group (Mail servers) | mailservers |
| | E-Commerce Options |
| SSL Module | ☑ Include |
| Comodo SSL 🛃 | Include |
| Shared SSL 😰 | □ Include |
| osCommerce 😰 | □ 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 <u>website</u>

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

| | Other |
|--------------------------------------|---------------|
| FTP sub-account | Include |
| Virtual FTP Server | ☑ Include |
| Anonymous FTP Server | ☑ Include |
| Custom DNS Record | 🗖 Include |
| Shell Access | 🗖 Include |
| Crontab 😰 | Include |
| Kanoodle 😰 | 🗆 Include |
| RLimitCPU 😰 | 🗖 Include |
| RLimitCPU Min | 10 + |
| RLimitCPU Max | 20 + |
| RLimitMEM | 🗖 Include |
| RLimitMEM Min | 6291456 + |
| RLimitMEM Max | 6291456 + |
| RLimitNPROC 😰 | 🗖 Include |
| RLimitNPROC Min | 3 + |
| RLimitNPROC Max | 5 + |
| SiteStudio 😰 | Include |
| MySQL 😰 | 🗖 Include |
| Logical Server Group (MySQL servers) | MySQL servers |

OsCommerce: Free shopping cart system

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: <u>www.aspenterprisemanager.com</u>

| | Settings |
|---|--|
| Money Back Guarantee 😰 | bays End le |
| E-mail order confirmation 😰 | |
| Billing type 💈 | C Paid C Trial Duration itt ⁴ + © Without billing |
| Credit limit 😰 | + |
| Default IP type 🙎 | • Shared Codicated |
| Shared IP Tag 🙆 | 2 💌 |
| Instant alias appearance for given shared IP tag 🛛 😰 | dNNN.oNNN.mydemo.net |
| Stopgap domain appearance for given shared IP tag 🛛 😰 | username.oNNN.mydemo.net |
| Demo only mode Be careful! ᠌ | |
| | 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 BILLIN weeks, 1 month, 2 month, 1 year, etc. SETUP - the single-time amount payab FREE - the number of resource units u MONTHLY - the advance payment for EXTRA - the payment for every resou *Leave fields blank instead of entering | G PERIOD. These are BASE prices used to calculate prices for ACTUAL BILLING PERIODS (e.g. 2) le at the moment when a unit of the resource is purchased; sers get for free; one unit of this resource; ree unit used beyond the quota. zeros. |
| | Quotas |
| Summary traffic | Free 50000 + |
| Disk space Quota | Free 20000 + |
| | Domain Resources 🙆 |
| | Other Domain Resources |
| | Web Services |
| | Statistics |
| | MailServices |
| Mailbox quota | Free 2048 |
| | E-Commerce Options |
| | Other |
| | 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:

| <u>Plan</u> ID | Plan Description | Grou | n <u>p</u> Sig | nup Access | | Advanced | Action |
|-------------------|------------------|-----------------|----------------|------------|---|----------|--------|
| 116 | Unix Service | | m | (TLL) | ۵ | 2 | A 🗊 🕯 |
| | | Signup Links De | leted plans | | | | |

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:

| <u>Plan</u> ID | Plan Description | Group | Signup Access | | Advanced | Action |
|-------------------|------------------|----------------------------|---------------|---|----------|--------|
| 116 | Unix Service 🤇 | | 💷 🧰LL) | 3 | A 🐴 | 🗟 🗍 👔 |
| | | Signup Links Deleted plans | | | | |

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

Domain Information

| С | Transfer an existing domain | Choose this option if you already have a domain or if you would like to register it by yourself later. |
|---|-----------------------------------|--|
| C | Register a 3rd level domain | Register a domain based on a domain name offered by our company, such as <i>yourdomain.providersdomain.net</i> . |
| С | Register a service domain | Choose this option to host the promotional website of your hosting company. |
| C | 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 <i>123.uNNNN.providersdomain.com</i> . You will also have virtual and anonymous FTP, FTP subaccounts, and dedicated IP support. |

T

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 | 43 | |
| Windows plan wizard | *3 | |
| MySQL plan wizard | | |
| E-Mail plan wizard | 43 | |
| Administrator plan wizard | 43 | |
| Virtual Private Server plan wizard | \$ <u>5</u> | |

Select "Unix plan wizard":

| Unix Plan Creation Wizard. Step 1. | | | |
|--|--|--|--|
| Plan Name | Unix Demo + | | |
| | Quotas | | |
| Summary Disk Usage 😰 | ✓ Include | | |
| Do | omain Resources 🔛 | | |
| Host Existing Site 😰 | ✓ Include | | |
| Domain registration 😰 | ✓ Include ✓ Leave registrar prices as they are | | |
| Domain Transfer 😰 | □ Include 🔽 Leave domain transfer prices as they are | | |
| Oth | er Domain Resources | | |
| SubDomain 😰 | ✓ Include | | |
| Stopgap Domain 😰 | ✓ Include | | |
| Third level domain 🙆 | ✓ Include | | |
| Third level domain. (Mail Under Host Domain) 😰 | ✓ Include | | |
| Domain alias | ✓ Include | | |
| Parked domain 😰 | ☑ Include | | |
| Service Domain 😰 | | | |
| Signup Without Domains | ✓ 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 (know 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 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 demostration, 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 😰 30 * Days 🔽 Enable | |
| E-mail order confirmation 😰 | <u>ञ</u> |
| Billing type 😰 | Paid Trial Duration + Credit limit + Without billing |
| Credit limit 😰 | + |
| Default IP type 😰 | Shared C Dedicated |
| Shared IP Tag 😰 | 2 💌 |
| Instant alias appearance for given shared IP tag 😰 | dNNN.oNNN.mydemo.net |
| Stopgap domain appearance for given shared IP tag 😰 | username.oNNN.mydemo.net |
| Demo only mode Be careful! 🛃 | |
| | 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 propogation. Please note that the Instant alias will only start working after your DNS Zone (mydemo.net) has propogated (see <u>Step 3</u>)

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

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

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 Check 🔽 Check Trial

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 Sig | jnup | |
|---------------|-----------------|--------|
| 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 STAT | EMENT | | |
|---------------|---|--------|---------|
| RECURRENT | Monthly fee for Unix Demo Plan (9/3/07 - 10/3/07) | | \$59.99 |
| | | Total | \$59.99 |
| Moderation Ac | ctions | | |
| | Create | Delete | |

| Credit to account | |
|-------------------------|---------|
| Amount | 59.99 + |
| Description | CHECK |
| ID String | |
| Include taxes | |
| Comment | |
| check received on 03/09 | × |
| | 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 | | |
| Account ID | | |
| E-mail | | |
| Email type for Mass Mail | Contact Info C Billing Info | |
| | Registration Date | |
| From | 01/31/2000 | |
| То | I I | |
| Entries Per Page | 5 💌 | |
| | 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 | | | | | | | | | |
|------------------|------------|---------|-------------|-------------------|-------------------|-------------|--------|------------------------|----------|
| <u>User name</u> | Account ID | Created | <u>Plan</u> | <u>E-mail</u> | Payment type | Balance | Credit | Billing | Controls |
| retail | 7408 | 9/3/07 | Unix Demo | retail@retail.com | Check | \$0.00 CR 🔍 | \$0.00 | \$\$\$ | 🍕 🖬 🍵 |
| [1] [Mass Ma | ii] | 00 M | | | u i Teoretania | n i | | Trease portion and the | |

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 <u>http://cp.mydemo.net</u>.