

Chapter 2: Account Manager

Feature Overview

The Account Management option allows you manage all the information pertaining to your account. This page displays the details of your account, package, resource, and billing information. You may also manage alarms and determine your invoice delivery format.

To access your Account Manager:

Click the Account Management icon in your Control Panel.



Account Information

The Account Information section lists your basic user and account information:

User Name The username you use to log into the Control Panel.

Status Your Control Panel's current status. Generally, this is *Normal*, but can also be *Grace Period* or *Suspended*. *Grace Period* means that payment for your domain is late, but your hosting provider has given you a grace period to settle the outstanding account before your account is *Suspended*.

Package The base package of your domain. Your package determines the options available to you in your Control Panel.

Activation Date The date the Control Panel was created.

Domain Your domain name.

Home Directory Path The path you will access if you log-in to your domain via SSH or FTP.

IP address The numerical internet address of your domain.

Hosting Server The server your domain resides on.

Package Information This is information specific to your package(s).

Package Name The name of the package. Control Panel packages generally begin with BASE. Optional packages may begin with other characters.

Contract Length The length of the package contract, in months.

Start Date The date the package was activated on your Control Panel.

Next Due Date Your next billing date for the package.

Discount The percentage discount you received when you signed up for the package, if any.

Resource Information

This section discusses your account's used and available resources.

Disk Quota The amount of space your domain may occupy on the server.

Email The number of POP and IMAP email accounts you may give out.

Mailing List The number of mailing lists you may create to be hosted on your domain.

Transfer The amount of data that may pass in and out of your domain during a 30-day period.

Billing Information

Customer Your name.

Contract Length The length of your Control Panel contract.

Last Billing The due date of your last payment.

Next Billing The due date of your next payment.

Payment Terms Your payment method.

Invoice Delivery The manner in which you receive your invoices.

Edit Alarm Limit

Request an email notice when your total data transfer, disk space, or database space exceed certain limits, which you determine. A confirmation appears at the top of the screen when you click Submit.

To change the Alarm Limit Notification:

- 1 Enter the new usage level at which you will to be notified if your account exceeds, or enter zero if you would not like to be notified.
- 2 Select whether you would like to be notified by email or not alerted.

3 Click Submit.

Invoice Delivery Format

Determine the manner in which your invoices will be delivered.

To change the invoice delivery format:

- 1** Select the radio button beside the method of delivery you would like (*HTML* or *Text*).
- 2** Click Submit.

Editing Personal Information

To edit your personal information:

- 1** Click the Edit Personal Information link at the bottom of the Account Management page.
- 2** Edit the fields you wish to change.
 - Start Date
 - Personal Information
 - Billing Information
- 3** Click Submit. A confirmation page will be displayed.