

Chapter 5: Resource Meter

Overview

The Resource Meter displays your disk space, email, and transfer usage. This information may also be found on your Control Panel's main page.

Chapter 6: Newsletter

Feature Overview

The Newsletter option allows you read newsletters sent out by your hosting provider,

To access the Newsletter:

Click the Newsletter icon in your Control Panel.



Using newsletter

If newsletters are available, they will display in a list, by date. If not, you will see a message stating that no newsletter is available.

To view a Newsletter:

Click on the newsletter's title.

Date	Subject
08/17/04	Sample Newsletter

Chapter 7: Change Password

Feature Overview

This option allows you to change your Control Panel password. Your password must be between six and eight characters long, begin with a letter, and be made up of alphanumeric characters.

To access Change Password:

Click the Change Password icon in your Control Panel.



Changing your password

To change your password:

Change Password

Change the password for user **screen**

Enter your current password:

Enter your new password:

(It must be between 6 and 8 characters.)

Enter the new password again (for confirmation):

- 1 Enter password.
- 2 Enter new password.
- 3 Enter new password again for confirmation.
- 4 You will also be given the option of changing the password for your domain database. If you wish to change your domain database password, click on the radio button beside Change my domain database password. Otherwise, make sure the button beside Do not change my domain database password is selected.

Note: Your Control Panel password affects your ability to access your domain database installation from your Control Panel. If you do not change your database password at same time as your Control Panel password, you will not be able to access your MySQL database from the Control Panel.

5 Click Submit.

6 Verify the change. Click OK to continue. A confirmation page should appear, informing you that the change will take affect within ten (10) minutes.

Note: If NetBuilder is installed, changing your password will also change your NetBuilder password.

Chapter 8: Billing Update

Feature Overview

Billing Update lets you update your billing information and your off-network email address.

Note: You will be asked to provide your Control Panel username and password when you click on the Billing Update icon.

To access Billing Updates:

Click the Billing Updates icon in your Control Panel.



Updating your information

To update your billing information:

Update your billing information here:

Payment Method Credit Card Wire Transfer Check

Name of Credit Card

Cardholder Name

Credit Card Number

Credit Card Expiration Date /

Enter **Start Date** and **Issue Number** only if using **Solo™** or **Switch™** cards.
Depending on the issuer of your **Switch** card, you may not have a **Issue Number**.

Start Date: /

Issue Number:

1 Update the appropriate items (payment method, name of card, cardholder name, card number, expiration date).

2 Click Update Billing Information.

3 A confirmation message will appear at the top of the window.

To update your Off-Network E-mail Address:

1 Fill in the Off-Network email address form.

2 Click Change Off-Network E-mail.

3 A confirmation message will appear at the top of the window.

Chapter 9: Billing History

Feature Overview

Billing History allows you to review the billing history associated with your domain. You can view past invoices, added packages, payment methods, and your current balance.

To access your billing history:

Click the Billing History icon in your Control Panel.



Your current balance will be displayed at the top of your screen.

Billing History

Balance : -\$397.06

Billing History (1 - 6 of 6)													
Ref#	Domain	Package	Type	Date	Notes	StartDate	Unit Price	Length	Discount	credit	Debit	Balance	
341	screenshot.com	ESTP	setup fee	07/30/04	Setup	07/30/04		0	-	-	19.00	19.00	Invoice
342	screenshot.com	BECN	Economy	07/30/04	-	07/30/04	9.95/mo	1	-	-	9.95	28.95	Invoice
343	screenshot.com	EPCK	pay by check	07/30/04	placed order payment - by check					0.00	-	28.95	

Understanding the table

Reference Number The number used to track each billable action.

Domain Your domain name (the address users type into their browser to access your website).

Package The name of the package a particular entrie concerns. Control Panel packages generally begin with BASE. Optional packages may begin with other characters.

Type of Package The name or description of a package.

Date The date the package was ordered.

Notes Any notes regarding the package.

Start Date The day the package was activated.

Unit Price The price of the package.

Length The length of the package contract, in months.

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

Credit The amount your account was credited.

Debit The amount your account was charged.

Balance Your current balance.

To print a hard copy of an invoice:

Click on the date and then use your browser's print command to print the invoice. Click your browser's Back button to return to the Billing History page after printing.

Note: If you have not yet received your first bill, no dates will be displayed.

Chapter 10: Add Package

Feature Overview

As a domain owner, you may want to add more resources and services to your control panel, as your website grows. The Add Package tool allows you to do this, by listing the package upgrades available to you with your current package. If you would like to add something that isn't listed, please contact your hosting provider.

To access Add Package:

Click the Add Package icon in your Control Panel.



Adding a Package

To Add a Package:

Add Package		
Adding additional packages to your Control Panel gives you a way to increase the resources available to you as well as gain access to additional tools and services that are not already present in your current Control Panel. The following additional packages are available for your domain:		
Package Choice		
	Package Name	Monthly Price
<input type="radio"/>	FREE +1meg MySQL Disk Quota	\$0.00
<input type="radio"/>	FREE +1 MySQL Db Count	\$0.00
<input type="radio"/>	email +10addrs	\$4.00
<input type="radio"/>	disk space +20m	\$5.00
<input type="radio"/>	transfer data +1000mb	\$40.00
Please select the contract length <input type="text" value="Quarterly"/>		
<input type="button" value="Next"/> <input type="button" value="Clear"/>		

- 1 Select the packages you would like to add (if the package you wish to add is not available, contact your account representative).
- 2 Select the contract length from the drop-down menu.
- 3 Click Next.

- 4 The package name, notes, price, contract length, discount, set-up fee, and totals will display. If the information is correct, click Apply.
- 5 You will receive a notification if the package was successfully added.