ACI365™ Configuring a Domain

Contents

Domain Setup
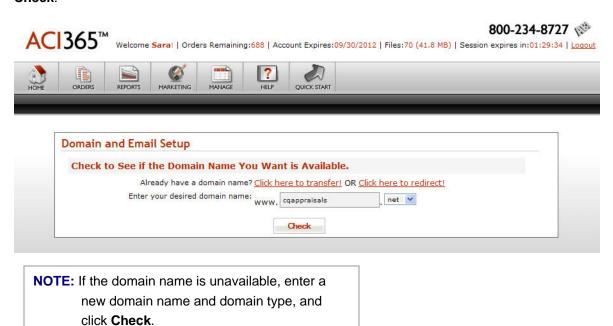
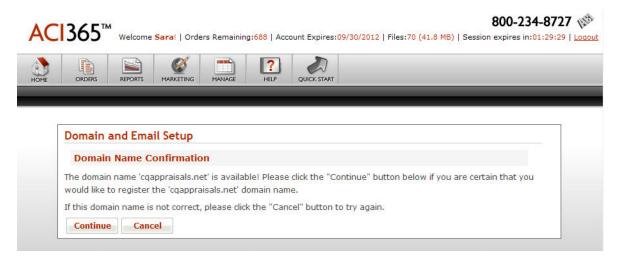Use Domain Setup to obtain a new domain or website address, or transfer or redirect an existing domain.

Create a New Domain

1. In the *Management* section, click **Domain and E-Mail Setup**.

2. Enter a domain name for the site, select **.com**, **.net** or **.org** for the domain type, and click **Check**.
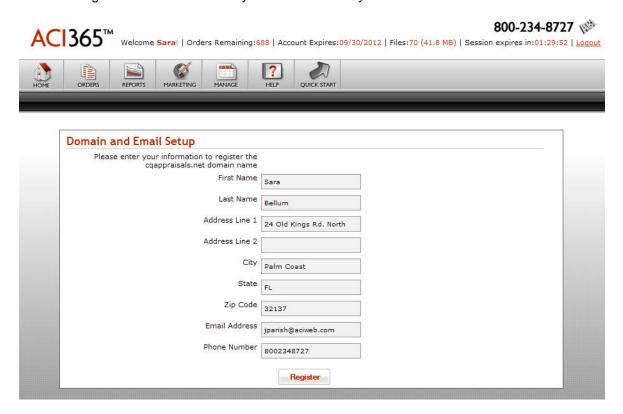

> **NOTE:** If the domain name is unavailable, enter a new domain name and domain type, and click **Check**.

3. Confirm the domain name and click **Continue**.

4. Read the *Registration Agreement* and click **Accept** to accept the terms, or click **Decline** to cancel.

5. Verify the contact information. Update the information if necessary, and click **Register**. The domain is registered and accessible by clients immediately.

Transfer an Existing Domain

Domains purchased through another registrar may be transferred to ACI365. Contact your current registrar to determine whether your domain is eligible for transfer.

1. In the *Management* section, click **Domain and E-Mail Setup**.

2. Select the **Click here to transfer** link, and enter the domain name in the *Existing Domain Name* field. Click **Transfer**.

3. Read the *Registration Agreement* and click **Accept** to accept the terms, or click **Decline** to cancel without transferring the domain.

4. Enter the *Authorization Key* provided by the current registrar and click **Transfer**.

> **NOTE**: Authorization keys may expire. Enter the authorization key the same day it is obtained.

5. ACI365 submits the transfer request and sends a confirmation e-mail to the office's technical contact. After confirmation, domain transfer may take five to seven business days.

Redirect an Existing Domain

Domains purchased through another registrar may be redirected to ACI365. The domain is hosted on one server but references a website hosted on the ACI365 server. The domain is pointed to the website.

1. In the Management section, click **Domain and E-Mail Setup**.

2. Select the **Click here to redirect** link and enter the domain name in the *Existing Domain Name* field. Click **Redirect**.

3. Read the *Registration Agreement* and click **Accept** to accept the terms, or click **Decline** to cancel without redirecting the domain.

4. Contact the current domain registrar to update the host settings. Host settings should point to 66.129.125.200.

Edit Domain Contact Information

Edit registrant, administrator and technical contact information.

1. In the *Management* section, click **Domain and E-Mail Setup**.

2. Edit the contact information for one or all domain contacts, and click **Update**.

   ### Registrant Contact Information
   The registrant is the person who registered the domain name.

   ### Administrative Contact Information
   The administrator is the person responsible for site management.

   ### Technical Contact Information
   The technical contact is the person responsible for domain maintenance and troubleshooting.

   > **NOTE**: Contact information updates in the system but may take up to 48 hours to display in the site. If the updated contact information does not display within 48 hours, please contact ACI Support at 800.274.8727.

3. Click **Home** on the toolbar to return to the main page.