

## Account Management Overview

The **Account Management** option provides detailed information on different aspects of your account. Some of this information is summarized on the main Control Panel page in the **Account Glance** and **Resources Available** sections.



### How To Use the Account Management Option:

1. From the Control Panel, select the **Account Management** icon. The **Account Management** page displays.

Account Information				
User Name:	user			
Status:	Normal			
Package:	Professional			
Activation Date:	01/27/00			
Domain:	user.alabanza.com			
Home Directory Path:	/home/user			
IP:	208.56.69.67			
Hosting Server:	employee.alabanza.com			

Package Information				
Package Name	Contract Length	Start Date	Next Due Date	Discount
Professional	12	01/27/00	01/27/01	0.0000000000

Resource Information
Disk Quota: 200 M
E-mail: 100 Address
Mailing List: 20 List(s)
Transfer: 5000 MB

Edit Billing Information and  
Off Network E-mail Address  
link

Edit Personal Information link

Billing Information				
Customer:	Customer Name			
Contract Length:	12 Months			
Last Billing:	01/27/00			
Next Billing:	01/27/01			
Payment Terms:	Check			
Invoice Delivery:	E-mail			

Edit Alarm Limit				
When my total data transfer exceeds	<input type="text" value="0"/>	megabytes:	<input type="radio"/> Send me an E-mail	<input checked="" type="radio"/> Don't bug me!
When my total disk space exceeds	<input type="text" value="0"/>	megabytes:	<input type="radio"/> Send me an E-mail	<input checked="" type="radio"/> Don't bug me!
<input type="button" value="submit"/>				

[Edit Personal Information](#)   [Edit Billing Information and Off Network E-mail Address](#)

2. A great deal of information is displayed here. Additionally, there are links at the bottom of the page, titled **Edit Personal Information** and **Edit Billing Information and Off Network E-mail Address**, which can be used to change certain aspects of your account information. The use of these links is covered in more detail in the pages that follow.

Section	Field Name	Explanation
Account Information	<b>User Name</b>	The user name of the person for whom the account has been set up.
	<b>Status</b>	The status of the current account, whether it is <b>Normal</b> , <b>Suspended</b> , <b>Grace Period</b> or <b>Deleted</b> .
	<b>Package</b>	This is the package for which you signed up. Packages can vary depending on your web hosting company, but generally are set up in grades, such as <i>Budget</i> , <i>Economy</i> , <i>Business</i> , or <i>Professional</i> . Different packages contain different quantities or combinations of features and tools.
	<b>Activation Date</b>	The date the account was started. In conjunction with your <b>Contract Length</b> , you can determine the amount of time before your current contract expires from this date.
	<b>Domain</b>	The domain name for your account (e.g., <i>yourname.companyname.com</i> ).
	<b>Home Directory Path</b>	The path to the home directory of your account on the server.
	<b>IP</b>	The IP number for your account, which is the actual address of your <b>Domain</b> on the internet.
	<b>Hosting Server</b>	The name of the server on which your site resides.
Package Information	<b>Package Name</b>	The package that you purchased.
	<b>Contract Length</b>	The duration of the contract agreement you have with your hosting company for this account.
	<b>Start Date</b>	The date the account was started.
	<b>Next Due Date</b>	The date by which you will need to renew your contract agreement with your hosting company.

## ACCOUNT MANAGEMENT

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	<b>Discount</b>	The discount rate, if any, applied to your account by your hosting company.
Resource Information	<b>Disk Quota</b>	The amount of disk space, in megabytes, that you are allowed to use under the terms of your contract agreement.
	<b>E-mail</b>	The number of e-mail address that you are allowed to have under the terms of your contract agreement.
	<b>Mailing List</b>	The number of mailing lists that you are allowed to have under the terms of your contract agreement.
	<b>Transfer</b>	The amount of data, in megabytes, that you are allowed to transfer using your account under the terms of your contract agreement.
Billing Information	<b>Customer</b>	The name of the customer to be billed for the account.
	<b>Contract Length</b>	The duration of the contract agreement you have with your hosting company for this account.
	<b>Last Billing</b>	The date of the last time you were billed for the account.
	<b>Next Billing</b>	The date the next payment for this account is due.
	<b>Payment Terms</b>	The method by which you pay for your account.
	<b>Invoice Delivery</b>	The method by which invoices for your account are delivered to you.
Edit Alarm Limit	<b>... data transfer...</b>	You can use this section of the Account Management Option to have an alarm sent to you if you exceed a specified amount of data transferred in your account. You specify the amount of data transferred required to trigger the alarm. To enable the alarm, select the <b>Send me an E-mail</b> option. To disable the alarm, select the <b>Don't bug me</b> option.
	<b>...disk space...</b>	You can also set up an alarm to tell you when you have used a specified amount of disk space. You specify the amount of disk space used required to trigger the alarm. To enable the alarm, select the <b>Send me an E-mail</b> option. To disable the alarm, select the <b>Don't bug me</b> option.

### Editing Personal Information

The **Edit Personal Information** tool allows you to change certain information relating your account. This information includes:

- *Start Date*: Note: This is only the start date for the client. Changing this will not change the start date for any domains owned by this client.
- *Owner Information*
  - First Name
  - Last Name
  - Company
  - E-mail Address
  - Street Address
  - City, State and Zip code
  - Country
  - Non-U.S. or Non-Canadian State
  - Phone Number
  - Fax Number
- *Billing Information*
  - Billing Same as Owner Option
  - *A repeat of all the fields listed above to be used if the Billing Information is different from the Owner Information. For example, if you want the bill for your account sent to an address different from the one listed in the Owner Information section, you would list that here.*



#### How To Edit Personal Information:

1. From the **Account Management** page, select the **Edit Personal Information** link (located near the bottom of the page). The **Add/Edit Client Information** page displays.

Add/Edit Client Information			
<b>Start Date</b>			
Start Date:	<input type="text" value="01-27-2000"/> <small>Note: This is only the start date of the client. Changing this will not change the start date for any domains owned by this client</small>		
<b>Owner</b>			
First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Company:	<input type="text" value="na"/>		
E-mail:	<input type="text"/>		
Address:	<input type="text" value="na"/>		
City, State, Zipcode:	<input type="text" value="na"/>	Ohio <input type="text" value="na"/>	<input type="text" value="na"/>
Country:	<input type="text" value="United States"/>		
Please input state if not the United States or Canada <input type="text"/>			
Phone:	<input type="text" value="111-1111"/>	Fax:	<input type="text"/>

Billing			
<input checked="" type="checkbox"/> Billing is the same as Owner			
First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Company:	<input type="text"/>		
E-mail:	<input type="text"/>		
Address:	<input type="text"/>		
City, State, Zipcode:	<input type="text"/>	- <input type="text"/>	<input type="text"/>
Country:	<input type="text" value="United States"/>		
Please input state if not the United States or Canada <input type="text"/>			
Phone:	<input type="text"/>	Fax:	<input type="text"/>
<input type="button" value="submit"/>			

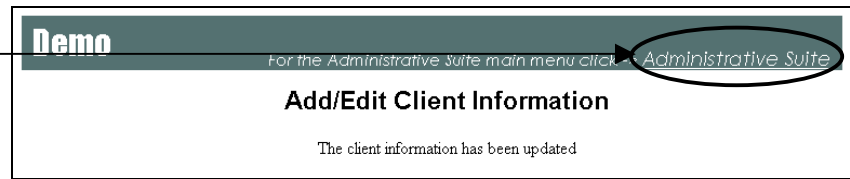
2. Make any necessary changes to the information that is listed or provide additional information if so desired.



**Note:**

- If the billing information is the same as the owner information, you do not need to re-enter the information. Simply ensure that the checkbox beside the **Billing is the same as Owner** option is filled.
3. Once your changes have been made (if any), select the **Submit** button to have the information in the account change.
  4. A message appears stating, **"The client information has been updated"**.

Control Panel link



5. Once the message displays, you can use the Control Panel link to return to the main Control Panel page.



**Note:**

- The Control Panel link can be named something else (e.g., Administrative Suite), but it is always located in the upper right frame of your screen.

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## Editing Billing Information and Off Network E-mail Address

The **Edit Billing Information and Off Network E-mail Address** tool allows you to change certain information relating to how your account is billed. These pieces of information are:

- *Payment Method Information*
  - Payment Method
  - Name of Credit Card
  - Cardholder Name
  - Credit Card Number
  - Credit Card Expiration Date
- *Off Network E-mail Address*



### How To Change your Payment Method Information:

1. From the Control Panel **Account Management** option, select the **Edit Billing Information and Off Network E-mail Address** link located near the bottom of the page.

### Update your credit card information here:

Payment Method     Credit Card    Wire Transfer    Check

Name of Credit Card   

Cardholder Name   

Credit Card Number   

Credit Card Expiration Date     /

### Update your Off Network E-mail address here:

2. In the **Update your credit card information here:** section of this page, make any necessary changes to your payment method. If you select the **Credit Card** option, you will need to complete the information in this section. If you select **Wire Transfer** or **Check**, the remaining information is not needed.
3. Once the changes or additions have been made, select the **Update Billing Information** button.
4. A page appears with the message **"Your payment information has been updated in our database"**.
5. Once the message is displayed, you can use the Control Panel link to return to the main Control Panel page.

The **Off Network E-mail Address** is a contact address for you which is not associated with your account. This can be a web-based e-mail account (e.g., Hot Mail or Yahoo Mail). It is used to contact you in the event of a problem.



### How To Change Your Off Network E-mail Address:

1. From the Control Panel **Account Management** option, select the **Edit Billing Information and Off Network E-mail Address** link located near the bottom of the page.
2. In the **Update your Off Network E-mail address here:** section of this page, change your Off Network e-mail address.
3. Once the changes or additions have been made, select the **Change Off Network E-mail** button.
4. A page appears with the message **"Your 'Off Network E-mail' address has been updated."**
5. Once the message is displayed, you can use the Control Panel link to return to the main Control Panel page.