

## Using Domain Names in your DistributorCentral Account

Any domain name that is purchased from a registrar can be mapped to your DistributorCentral created websites.

Below are instructions to:

1. Add your Domain name to your account and point it to a website
2. Move your domain name inside your account from one website to another
3. Create Sub-domains for websites in your main account and any child accounts.

### Add your Domain name to your Account and Point it to a website

- 1 Purchase a domain name from a registrar like Godaddy.com
- 2 Log in to your DistributorCentral account
- 3 Go to the **Websites Menu > Domain Names**
- 4 Select **Add Domain Name**
- 5 Follow the steps to map your domain to your account
  - a Type in your domain name and select the suffix (.com, .net, etc)
  - b Select your registrar from the menu available
  - c Select if you would like email hosted with us or if you already have email elsewhere
  - d Select **"Next Set up Nameservers"**
  - e In the split screen your registrar site is at the bottom, log in to that site and change the nameservers by following the instructions in the top section of the page
  - f Select **Complete Setup** in the bottom portion of the upper section of the instructions
  - g Now select the website to point your domain name to
  - h Check the box and click **SAVE: Map Domain Name** button
- 6 This will complete the setup process and in 48 - 72 hours your domain name will successfully point to the site that you created in DistributorCentral.
- 7 Now setup your mailboxes for your email. See the email video tutorial available at the top of your account.

#### DistributorCentral NameServers:

NS1.distributorcentral.com  
NS2.distributorcentral.com

#### 4 Add Domain Name

**Add New Domain Name**

DistributorCentral can host your domain name as well as your website and e-mail!  
If you own a domain name and would like DistributorCentral to host it, type in the domain name below and press **Submit**.  
NOTE: To move the domain name onto our servers, you must have access to change the nameservers of the domain.  
(This is usually located where the domain name was originally purchased)

http://www.  .com

If you have not yet purchased a domain name, DistributorCentral does not sell domain names, but you can find many domain names for sale. Be aware that you don't have to purchase website or email hosting from the registrar, we provide that free if you build your website in your account.

You may need DistributorCentral's DNS (domain name servers) at the time of purchase. They are as follows:  
**Primary DNS:** ns1.distributorcentral.com  
**Secondary DNS:** ns2.distributorcentral.com

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**Website Mapped**

### Move your domain name in your account from one website to another

- 1 Log into your DistributorCentral account
- 2 Go to **Websites Menu > Add/Edit websites**
- 3 **Edit** the website that the domain name is attached to currently
- 4 Go to **Website Publisher**
- 5 Go down to the section titled **"Domain Name Manager"** and uncheck the box to the left. Then hit **SAVE**.
- 6 Then go back to **Websites tab > Add/Edit websites**
- 7 **Edit** the website that you would like to add the domain name to
- 8 Go to **Website Publisher**
- 9 Go down to the section titled **"Domain Name Manager"** and check the box to the left. Then hit **SAVE**.
- 10 This will complete the process of moving your domain name, it can take up to 30 minutes to take effect

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(Click checkboxes then click 'Save' to map one or more domain names to this website)

Map to this Site?	Host Name - Domain Name (Edit)
<input type="checkbox"/>	www.distributorcentral.com

### Create Sub-domains for websites in your account

To utilize a sub-domain, you must have the domain name hosted and pointed to a site in DistributorCentral already. You also cannot map a sub-domain to the same website that you have mapped the domain name.

An example of a sub domain would be **catalog.domainname.com**. The section in red is the sub-domain and the section in blue is the main domain name added to your account.

- 1 Log into your DistributorCentral account
- 2 Go to **Websites tab > Add/Edit websites**
- 3 Edit the website that you would like to add a sub domain name.
- 4 Go to **Website Publisher**
- 5 Go down to the section titled **"Domain name Manager"** and add the prefix to the empty box in front of your domain name and then hit **SAVE**.

5   .domainname.com  
(choose your own host name)

Note that this will also be available in any child accounts that you create as long as the domain name is hosted and pointed to a website in the main account.