



# Legal Documents Editor

## User Guide

### 1. Where is it?

<https://www.hostinger.com/admin/documents/brands>

Brand	# of documents	Actions
default	15	<a href="#">View</a>
www.hostinger.com	3	<a href="#">View</a>
www.hostinger.co.uk	0	<a href="#">View</a>
www.hostinger.com.br	8	<a href="#">View</a>

### 2. Who can access it?

Only people who are allowed to access the document editor will be able to see and use it. Ask **Hostinger Devs** to allow access for your email address if you need to access it.

### 3. Default brand

**Default** brand holds all the documents that will be displayed in every brand. So if you create a document there, it will be available in all Hostinger, Hosting24, Weblink, Hostmania websites.

#### Legal Documents | default

Title	Slug	Type	Last updated	Actions
Expired Registration Recovery Policy	<a href="/expired-registration-recovery-policy">/expired-registration-recovery-policy</a>	policy	2019-02-27 15:43:09 linas.levanas@hostinger.com	<a href="#">Edit</a> <a href="#">Delete</a>
Domain Name Dispute Resolution	<a href="/domain-name-dispute-resolution">/domain-name-dispute-resolution</a>	policy	2019-02-27 10:54:48 linas.levanas@hostinger.com	<a href="#">Edit</a> <a href="#">Delete</a>
Trademark/Copyright	<a href="/trademark-copyright-infringement">/trademark-copyright-infringement</a>	policy	2019-02-27 10:52:06 linas.levanas@hostinger.com	<a href="#">Edit</a> <a href="#">Delete</a>
Brand Guidelines and Permissions	<a href="/brand-guidelines-permissions">/brand-guidelines-permissions</a>	policy	2019-02-27 10:49:31 linas.levanas@hostinger.com	<a href="#">Edit</a> <a href="#">Delete</a>
TLD Registry Policies	<a href="/tld-registry-policy">/tld-registry-policy</a>	policy	2019-02-27 10:48:06 linas.levanas@hostinger.com	<a href="#">Edit</a> <a href="#">Delete</a>

## 4. Translations (overrides)

If it is needed to translate or override a document for a specific brand you can easily do it by creating a new document in that specific brand using **the same slug** as default document has.

### Legal Documents | www.hostinger.com.br







Legal Documents / www.hostinger.com.br

List of documents for **www.hostinger.com.br** brand

**Important!** To override (translate) **default** document, use **THE SAME** slug.

Create New

#### Active

Title	Slug	Type	Last updated	Actions
Universal Terms Of Service Agreement <b>Overrides default</b>	/universal-terms-of-service-agreement	agreement	2019-02-27 15:22:07 linas.levanas@hostinger.com	 
Migration Terms <b>Custom</b>	/migration-terms	agreement	2019-02-27 12:33:25 linas.levanas@hostinger.com	 
Trademark/Copyright <b>Overrides default</b>	/trademark-copyright-infringement	policy	2019-02-27 12:29:43 linas.levanas@hostinger.com	 

## 5. Custom documents

If you need to have a custom document for a specific brand, simply create a new document with a unique slug that wasn't used before. This document will now show up only for that brand.

## 6. Basic usage

### 6.1. Creating a document

- Click **Create New** when you are in brand document list.
- Fill in the **Title** of the document (in English, translate the title later via Translate tool if needed).
- Fill in the **Slug** of the document (it will be in the URL of the document page). Don't add **/** symbol in the slug, as it will be added automatically. Don't translate the slug
- Choose the type (**Agreement** or **Policy**)

Legal Documents / www.hostinger.com / Create New

Save as Draft

Title

It's recommended to write title in English and translate it via **Translate tool**.

New Hostinger Agreement

Slug

Don't translate slug in this field. Slug is used in the URL of the document and relates overridden documents together. Use **Translate tool** to translate it.

/ new-hostinger-agreement

Type

Agreement

Are you enio

### 6.3. Saving a document

There are two options of saving a document:







- Save as Draft (**yellow button**)
- Publish (Save) (**green button**)

While you are still not finished editing your document you can just save it as a draft and come back to it anytime later.



When you are ready to Publish the document just click the Green button and it will be published to live website.

### 6.4. Deleting a document

At some point you will surely need to delete some draft documents or even ones which are live. There is a button for deleting a document in the list of documents:

Active				
Title	Slug	Type	Last updated	Actions
Customer Service Policy <b>Custom</b>	/customer-service-policy	policy	2019-02-27 10:47:10 linas.levanas@hostinger.com	 
Reseller Master Agreement <b>Custom</b>	/reseller-master-agreement	agreement	2019-02-27 10:27:26 linas.levanas@hostinger.com	 
Domain Registrant Agreement <b>Custom</b>	/domain-registrant-agreement	agreement	2019-02-27 10:26:28 linas.levanas@hostinger.com	 

Drafts				
Title	Slug	Type	Last updated	Actions
New Hostinger Agreement <b>Custom</b>	/new-hostinger-agreement	agreement	2019-02-28 13:37:15	 

### 6.5. Document sidebar tools

Information in the right sidebar shows you available **Active** and **Draft** documents of the document you are editing for this brand. You can jump to them just by clicking on.

Editing **default** document **Expired Registration Recovery Policy** **Active**

**Save** **Save as Draft**

**Title**  
*It's recommended to write title in English and translate it via [Translate tool](#).*

Expired Registration Recovery Policy

**Slug**  
*Don't translate slug in this field. Slug is used in the URL of the document and relates overridden documents together. Use [Translate tool](#) to translate it.*

/ expired-registration-recovery-policy

**Type**  
*Never change the type of the document if it overrides **default** document. It will cause website to break.*

Policy

On Aug. 31, 2013, ICANN adopted the [Expired Registration Recovery Policy](#), which requires registrars to disclose important information to Registrants and prospective customers about expiration notices, fees, and redemption procedures.

This article contains links to all required elements in the new policy. Below information is based on .com domain names.

**Active**

**Expired Registration Recovery Policy**  
2019-02-28 13:47:40  
linas.levanas@hostinger.com

**Drafts**

**Expired Registration Recovery Policy**  
2019-02-28 13:48:10

**History**

**Expired Registration Recovery Policy**  
2019-02-28 13:47:40  
linas.levanas@hostinger.com

**Expired Registration Recovery Policy**  
2019-02-27 15:43:09  
linas.levanas@hostinger.com

**History** tool allows you to see the history of changes for this document. Clicking on Archived document name in this toolbar shows you a **comparison with the next version**.

The screenshot shows a 'Document comparison' window. At the top, it says 'Comparing' and lists two versions of the 'Expired Registration Recovery Policy' document, both dated '2019-02-28 13:47:40'. The first version is marked 'Archived' and the second is marked 'Active'. The main content area shows the text of the document, with some parts highlighted in red and green to indicate differences between the two versions. The text discusses ICANN's adoption of the policy on August 31, 2013, and the steps that occur after a domain name expires. A table titled 'What happens after domain names expire?' details the timeline of events from Day 0 to Day 67. The table has two columns: 'Days after expiration' and 'Action'. The actions include sending a notification email, entering a redemption grace period, and returning the domain to the registry. The document also mentions a \$53 redemption fee and a renewal grace period.

Document comparison

Comparing  
Expired Registration Recovery Policy **Archived** 2019-02-28 13:47:40  
to  
Expired Registration Recovery Policy **Active** 2019-02-28 13:47:40

On Aug. 31, 2013, ICANN adopted the [Expired Registration Recovery Policy](#), which requires registrars to disclose important information to Registrants and prospective customers about expiration notices, fees, and redemption procedures.  
This article contains links to all required elements in the new policy. Below information is based on .com domain names.

### What happens after domain names expire?

Once a domain name expires, it goes through few stages before being released to the general public. Hostinger sends two renewal emails to the Registered Name Holder prior to the expiration date. If the registrant pays the domain renewal invoice before expiration, the domain is renewed automatically. **I just changed this part.**

These timelines do not apply to ccTLD and gTLD domain names.

Days after expiration	Action
Day 0	On the expiration day, we send an Expired Domain Name Notification email to the registrant. The domain name can be renewed manually by the registrant at no extra cost for the next 36 days.
Day 37	Domain enters Redemption Grace Period for a total of 30 days. The domain name can be renewed by the registrant for the cost of \$53 redemption fee.
Day 67	We return the domain name to the registry.

A registrant may renew an expired domain name at no extra cost until the domain is in Renewal Grace Period. Afterwards, the original registrant can attempt to redeem the domain up until day 67 with the \$53 redemption fee.

## 7. IMPORTANT Notes!

- **Don't** translate **Title** and **Slug** in the Editor. Use Translate tool for that.
- **Don't** change the type of document (Agreement, Policy) **IF document overrides default document**. This will cause the **website to break**.
- **Don't** type slash symbol (/) in the slug field because it will be added there automatically.
- **If you are not sure about something, do not hesitate contacting developers and asking 😊 It is always better than breaking stuff.**