



All,

Please use this procedure only as an exception as per Kony.

Roumen

Procedure for Using Customer-Owned Domains

1. Procedure

If a customer wants us to use a domain they own for our Pro Marketing Website:

- The Agent must inform the customer that the domain **must be inspected** in order to determine whether or not it is **good for optimization**.
- The Agent must immediately contact a **Advertising TL** via **Skype** and ask them for approval.

1.1. If the Advertising TL does not approve

- The Agent must explain to the customer that using their domain name will be **against Google Guidelines** and will have a **negative effect** on the optimization.
- The Agent must explain to the customer that we will purchase a new domain name that will be **good for the optimization**. The customer may **suggest** domain names that they like.

1.2. If the Advertising TL approves

The customer must be informed that there are **two available options** for us using their domain name.

- **Option 1: The customer sends their login credentials to us**

The customer agrees that they will **send in their login credentials within 7 days** of making the deal. The customer must be informed that **all we will do is change the Nameservers of their domain with ours**.

- ★ If the login credentials are **not received** within 7 days, 411 Locals will **create the Pro Marketing Website on a domain chosen by Advertising Department**.

- **Option 2: The customer changes the Nameservers of their domain with ours**

The customer agrees that they will **change the Nameservers of their domain with ours within 7 days of making the deal and send us a confirmation email at info@411locals.com**.

- ★ If the Nameservers are **not changed** within 7 days, 411 Locals will **create the Pro Marketing Website on a domain chosen by Advertising Department**.

IMPORTANT

- The customer acknowledges that renewing their domain name **will remain their responsibility**. 411 Locals **cannot and will not renew** a customer-owned domain in case it expires.
- The customer **must agree** to inform 411 Locals if they decide to **change the Nameservers** on their domain, as this will cause the Pro Marketing Website to become inactive.

