GUIDE TO BUYING
A DOMAIN ON NAMECHEAP.COM

Thank you for your interest in using BiteSite.ca's services. The reason you have this guide is because you want a custom domain for your website. This will not explain fully every detail, but in will guide you through the basic steps of buying your domain and giving BiteSite.ca staff permissions to edit aspects of your purchase.

Although there are many "Domain Registrars" that you can purchase your domain from, BiteSite.ca prefers to use Namecheap.com. If you have a preference for another registrar, please let BiteSite.ca know and we will accommodate.
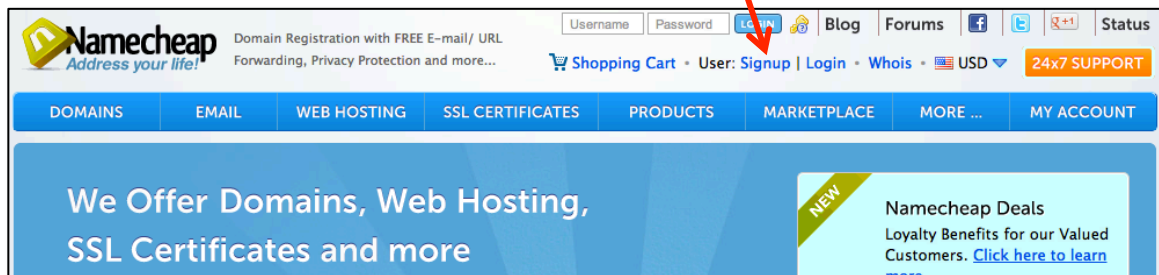
There are three main steps that this guide will walk you through:

- Signing up for a Namecheap.com Account
- Purchasing a Domain
- Granting Modification Rights to BiteSite.ca Staff

Signing Up for a Namecheap.com Account

The first step in purchasing your domain is signing up for a Namecheap.com account. By having an account you will be able to purchase and manage all of your domains. Here are the steps:

1. Go to www.namecheap.com
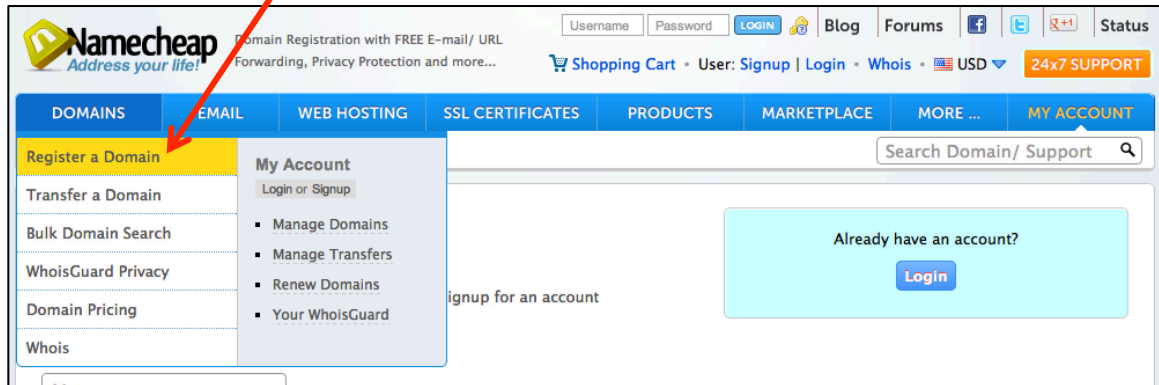2. At the top of the page, click on "**Signup**"

3. Enter all the necessary fields and click Create.

Purchasing Your Domain

Now that you're account is created, you're ready to purchase your first domain! Here are the steps:

1. If you're not already logged in, login to www.namecheap.com.
2. From the menu at the top, hover on "Domains" and select "**Register a Domain**".

3. This will bring you to the "Domain Search" page where you can see if the domain that you want is available. Fill in the domain to search and click "Search".

4. Namecheap will tell you if your domain is available or not. If it is not, you can select one of the suggested domains or search again until you find one that is available.

5. Once you have found a domain that is available, click on the "Add to Cart" button.
6. Review the summary page to make sure the domain is correct and click "Checkout".
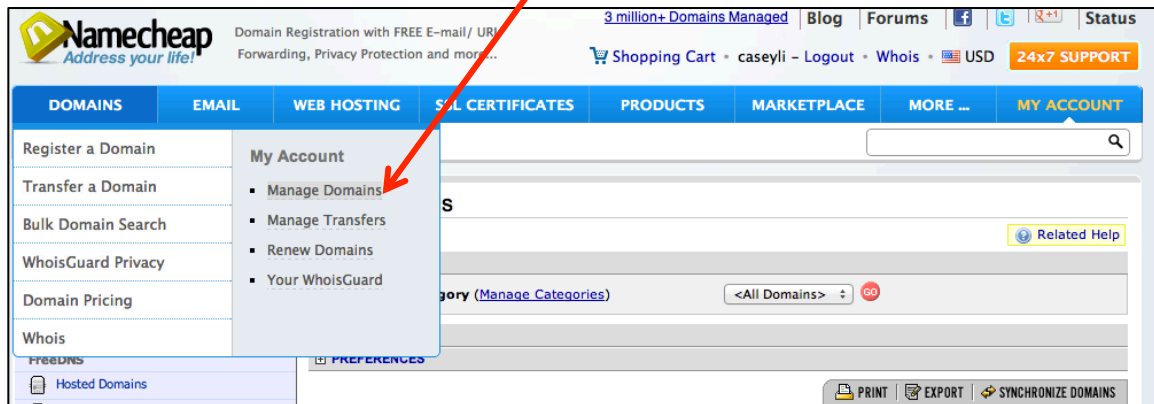
7. You will be asked to fill out contact information for Registrant, Administrative, Technical and Billing. In almost all cases, this will all be you.
8. Options
    a. ***Auto-Renew***: Select this if every year you want Namecheap to automatically renew your domain by charging your credit card
    b. ***WhoisGuard***: This is a service that prevents people from looking up anything more than basic information about the owner of the domain (you). Basic information is made available in case anybody wants to purchase your domain in the future, but if you want to block extra information. You can read more here: http://www.whoisguard.com/. This is free for one-year.
    c. ***Nameserver Settings***: Just leave it as the default "Use Our Free Name Servers".
    d. Leave the other fields as is.
    e. Click Save and Continue
9. Enter your payment information and click "Pay".

Congratulations. You have purchased your very first domain! To make sure you own it, from the top menu, select Domains > My Account > Manage Domains, and you should see your domain in the list.

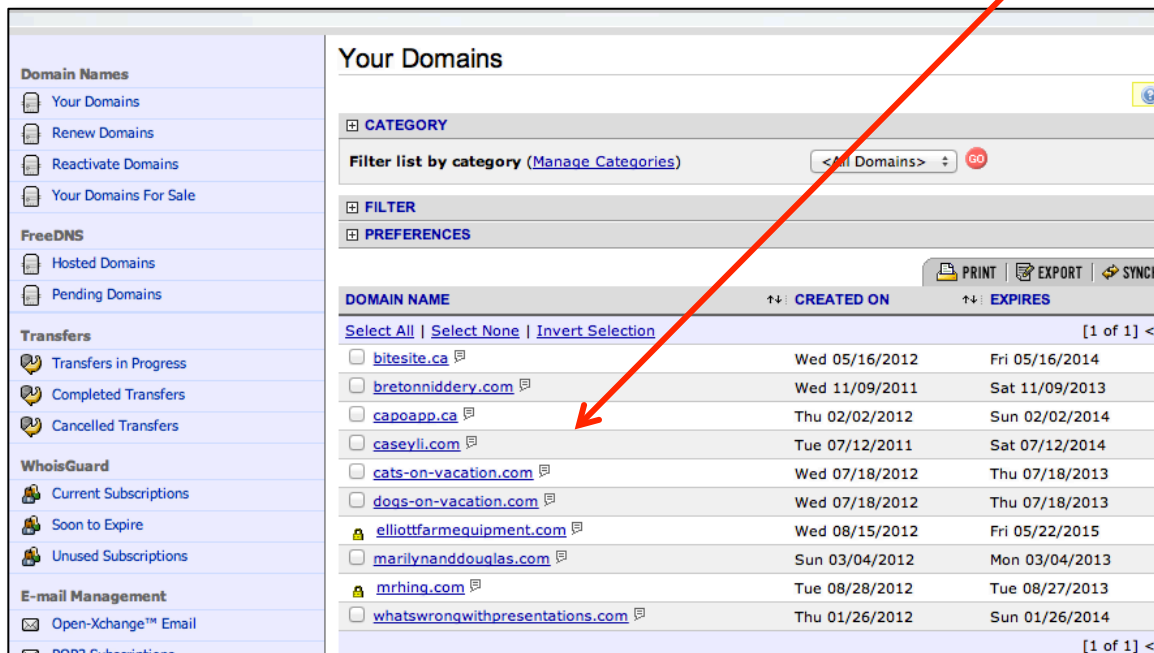## Giving BiteSite.ca Staff Permissions

The last step you need to do is give BiteSite.ca some Permissions to edit your domain. This allows BiteSite.ca's staff to point your domain to the website that they will create for you. Here are the steps:

1. From the menu at the top, hover on "Domains" and under My Account select "**Manage Domains**".

2. You should see a list of "Your Domains". Click on your domain.

3. Then from the menu on left, select "**Grant Modification Rights**".

4. You will have to enter your account password to grant modification rights. Enter
   a. Your password
   b. Grant access to "caseyli"
   c. Select the following options:
      i. Modify DNS Entries
      ii. Transfer DNS Back to Default
      iii. Email Forwarding
      iv. POP3 Email
      v. URL Forwarding
      vi. URL Forwarding – frames
      vii. All Host Records
   d. In some cases, BiteSite.ca may need additional fields, but the above fields should do. BiteSite.ca should rarely, if ever, need to

modify Billing Information. So be cautious if anybody ever asks you for those rights.

e. Click "**Grant Access to Another User**"

> ▸ **GRANT THE FOLLOWING USER WITH DOMAIN MODIFICATION RIGHTS**
>
> For the changes to be applied properly, please click the **Grant Access** button below to submit the form instead of hitting the return (Enter) key to submit.
>
> Domain Name — **bitesite.ca**
>
> Authenticate this action by entering your account password. — ••••••••
>
> Grant access to — caseyli (enter user name)
>
> **SELECT RIGHTS FOR USER**
>
> Select All | DeSelect All | Invert Selection
>
> ☐ Modify Contacts
> ☐ Modify Contacts - Registrant
> ☐ Modify Contacts - Admin
> ☐ Modify Contacts - Technical
> ☐ Modify Contacts - Billing
> ☐ Modify Contacts - WhoisGuard
> ☐ Modify Contacts - Extended Attributes
> ☑ Transfer DNS to your Webhost
> ☑ Modify DNS Entries
> ☑ Transfer DNS Back to Default
> ☑ Email Forwarding
> ☑ POP3 Email
> ☑ URL Forwarding
> ☑ URL Forwarding - frames
> ☐ Registrar Lock Toggle
> ☐ Customize Parking Page
> ☑ All Host Records
> ☐ Dynamic DNS Capability
> ☐ Extend Domain Registration
> ☐ Grant Permission for Sub Account
> ☐ New Nameserver
> ☐ Auto-Renewal
> ☐ ME.TV Social Network
> ☐ Whois Business Listing
>
> **Grant Access to Another User >>**

And you're all done!

Some Notes

Just some notes. You have now purchased a domain in your name. You own the domain and are free to do whatever you want with it in the future. For example, if in the future you are not happy with BiteSite.ca's work and want someone else to build you a website, you will still own the domain.

This being said – you are responsible for the domain and payments on the domain. If the domain expires because you have not renewed it or did not choose the "auto-renew", the domain information will be lost. Note, however, that Namecheap.com does send out e-mail notifications well in advance to warn you if your domain is about to expire.

Questions

If you have any questions at all, please do not hesitate to contact BiteSite at info@bitesite.ca or you can e-mail Casey Li directly at casey.li@bitesite.ca.