

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 it 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.

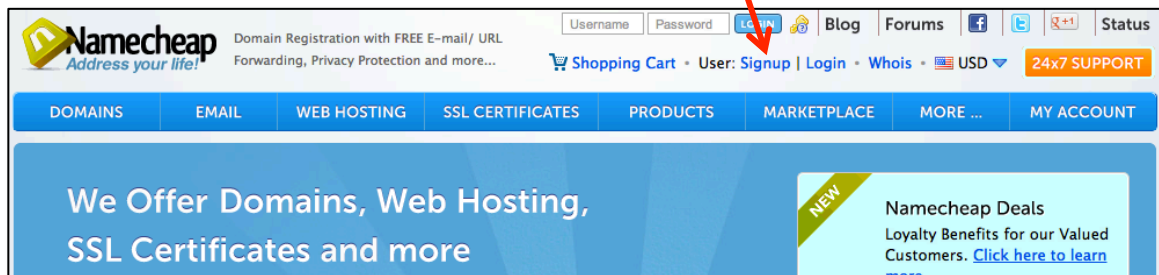
There are three main steps that this guide will walk you through:

- 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”



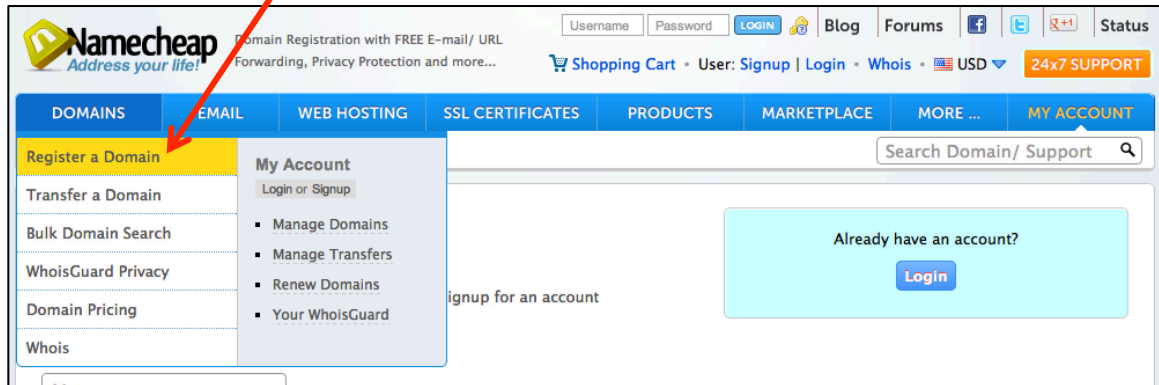
3. Enter all the necessary fields and click Create.

A screenshot of the Namecheap.com 'Create an Account' signup form. The form is titled 'New to Namecheap? Please, Create an Account' and includes a message: 'The page you requested requires a username. Quickly signup for an account now. All fields are required.' The form fields are: Username (with a placeholder 'Username'), Password (with a placeholder 'Password'), Confirm Password (with a placeholder 'Password again' and a note '6+ character password recommended'), First Name (with a placeholder 'Your first name'), Last Name (with a placeholder 'Your last name'), and Email (with a placeholder 'Your email address'). There is a 'Login' button for users who already have an account.

Purchasing Your Domain

Now that your 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".

A screenshot of the Namecheap 'Domain Name Search' page. The title is 'Domain Name Search'. Below it is a subtitle: 'Use the form below to check for domain name availability and find your low cost domains today.' The main content area has a blue background with a white box containing the text 'START YOUR DOMAIN SEARCH HERE' and 'Registration includes free WhoisGuard**, \$1.99 Comodo PositiveSSL***, DNS Management & more'. Below this is a text input field with the placeholder 'Enter a domain name or keyword to search'. The input field contains 'www. myreallycoolsite'. To the right of the input field is a dropdown menu showing '.com' with a checkmark icon. To the right of the dropdown is a 'Search' button.


- 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.

**myreallycoolsite.com** is available from just \$10.69/yr*

 **ADD TO CART** or,  [shortlist](#)


search again

www.

 **SEARCH**


- Once you have found a domain that is available, click on the “Add to Cart” button.
- Review the summary page to make sure the domain is correct and click “Checkout”.

Shopping Cart

 The item was successfully added/updated to the cart.

Your Shopping Cart Items

[✕ Clear Cart](#)

PRODUCT	QTY	DURATION	TOTAL	
Register myreallycooldomain.com	<input type="text" value="1"/>	<input type="text" value="1 Year"/>	\$10.69	remove
			\$0.18 ICANN fee	save
 Add value Web Hosting for just \$47.40/year <i>This package includes WordPress 1-click install, cPanel, full Email, FTP, 20GB storage and more</i>				
▶ Free WhoisGuard		<input type="text" value="1 Year"/>	\$0.00 \$2.88 Free!**	remove
▶ Secure your website with PositiveSSL for just \$1.99				
▶ Get 1 Year Free OX Personal Email				

If you made changes,
[Update Cart](#)

Cart Total \$10.87

[EXPRESS CHECKOUT](#) [CHECKOUT »](#)

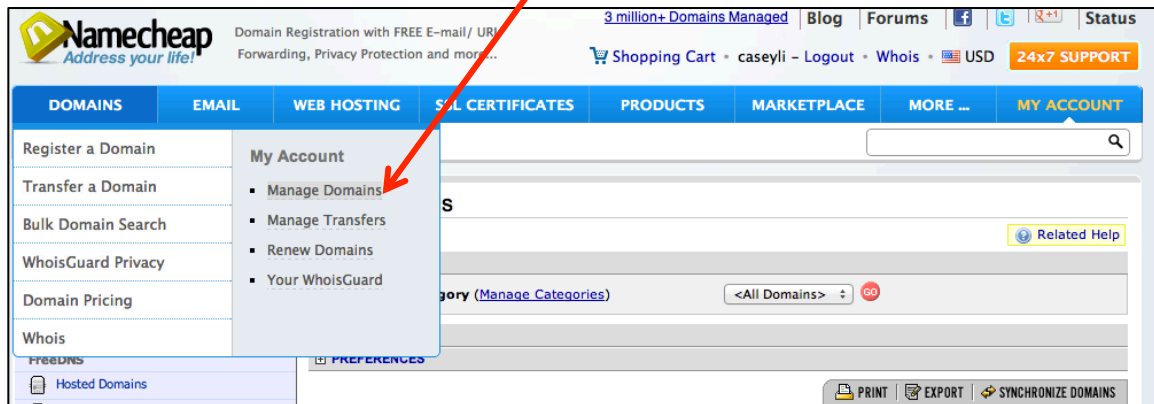
7. You will be asked to fill out contact information for Registrant, Administrative, Technical and Billing. In almost all cases, this will all be you.
8. Options
 - a. **Auto-Renew**: Select this if every year you want Namecheap to automatically renew your domain by charging your credit card
 - b. **WhoisGuard**: 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.

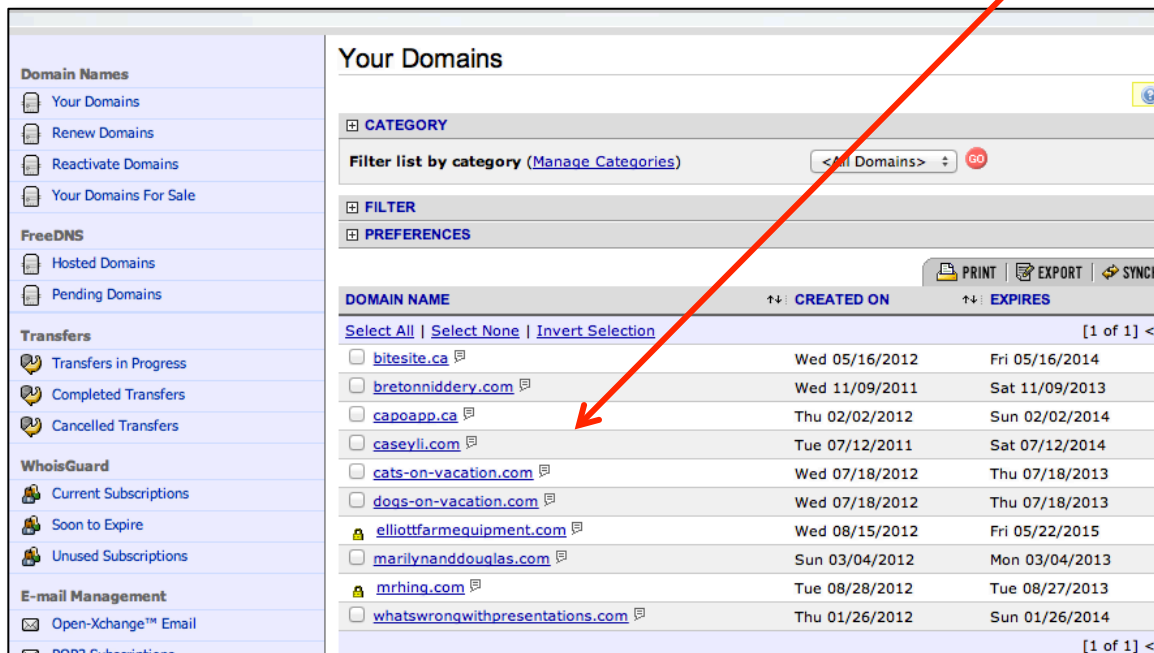
Giving BiteSite.ca Staff Permissions

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**”.

The screenshot shows the Namecheap website interface. The top navigation bar includes links for '800,000+ Customers Served', 'Blog', 'Forums', 'Shopping Cart', 'caseyli', 'Logout', 'Whois', 'USD', and '24x7 SUPPORT'. The main navigation bar has tabs for 'DOMAINS', 'EMAIL', 'WEB HOSTING', 'SSL CERTIFICATES', 'PRODUCTS', 'MARKETPLACE', 'MORE ...', and 'MY ACCOUNT'. The breadcrumb trail indicates the path: 'My Account > Manage Domains > Modify Domain'. The left sidebar menu is expanded, showing categories like 'General', 'E-mail Management', 'Host Management', 'Advanced Options', and 'Miscellaneous'. The 'Grant Modification Rights' option under 'Advanced Options' is highlighted with a red arrow. The main content area is titled 'Modify Domain: bitesite.ca' and contains three contact forms: 'REGISTRANT CONTACT', 'ADMINISTRATIVE CONTACT', and 'TECHNICAL CONTACT'. Each form has tabs for 'COPY INFORMATION FROM: ADMINISTRATIVE', 'TECHNICAL', and 'BILLING'. The forms include fields for First Name, Last Name, Organization Name, Street Address, Address 2, Job Title, City, State/Prov., Zip/Postal Code, Country, E-Mail Address, Phone Number, and Fax Number. The 'REGISTRANT CONTACT' form is currently active, showing the details for Casey Li, Software Engineer, residing at 234 Rideau St., Ottawa, ON, K1N 0A1, Canada, with email casey.li@gmail.com and phone number +1 613 291 1888.

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 (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.