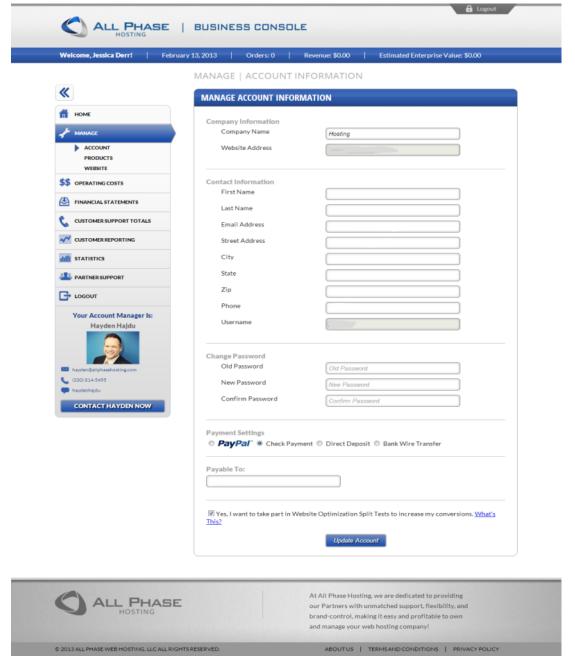
How to manage your ACCOUNT:

1. First click MANAGE → ACCOUNT

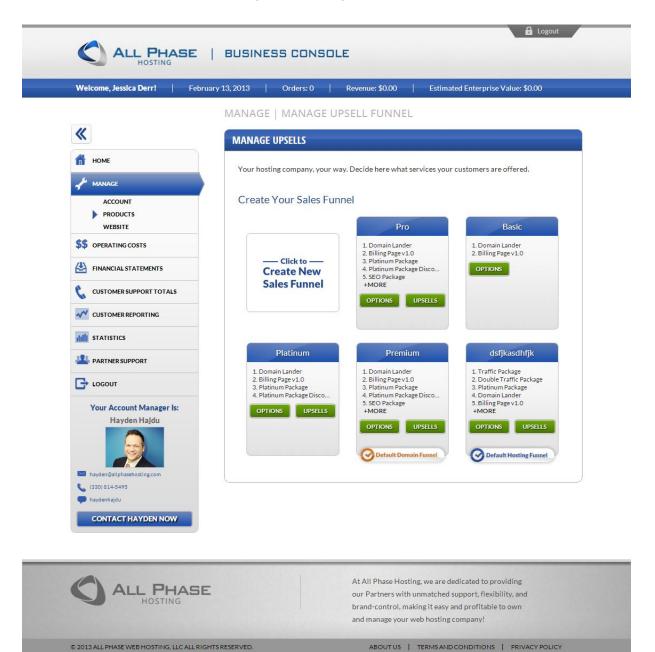
From here you can change all your information such as name, address, phone, company name (NOTE, you CANNOT change your website address), passwords, and payment settings. (NOTE: Bank wire transfers are for outside United States locations). Make sure to click UPDATE ACCOUNT at the end of changes.



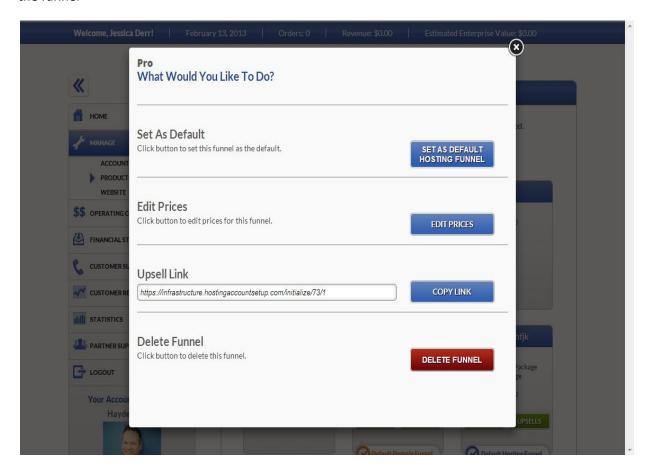
How to manage your UPSELLS

1. Click MANAGE → PRODUCTS

This is where you can decide what services you want to be offered to your customers. You can choice **PRO, BASIC, PLATINUM, PREMIUM**, or you can make your own!



2. By clicking options on a package you can set it as the default, edit prices, get your upsell link, or delete the funnel



How to create your own funnel

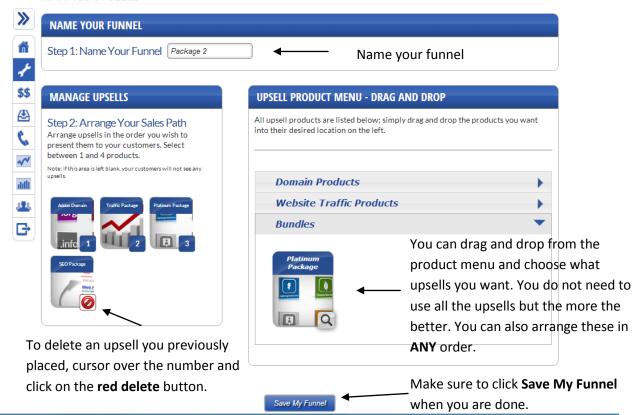
click "Click to create new sales funnel" in the box by your other packages.

Create Your Sales Funnel



Here is where you will be able to name your funnel and arrange what upsells you want to have offered and when you want the customer to see them.

MANAGE UPSELLS

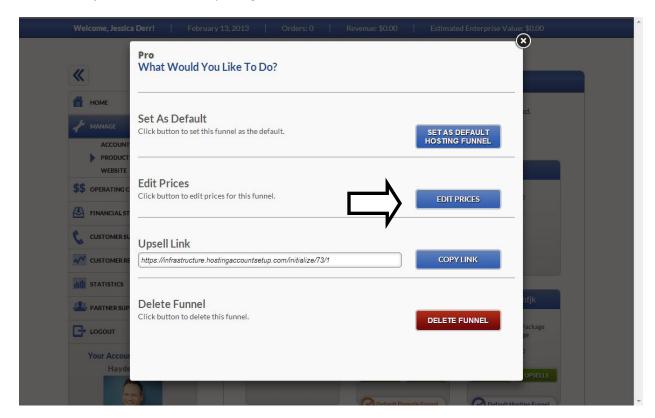


When you click on **UPSELL** on the package you can see what packages are chosen for the customer.

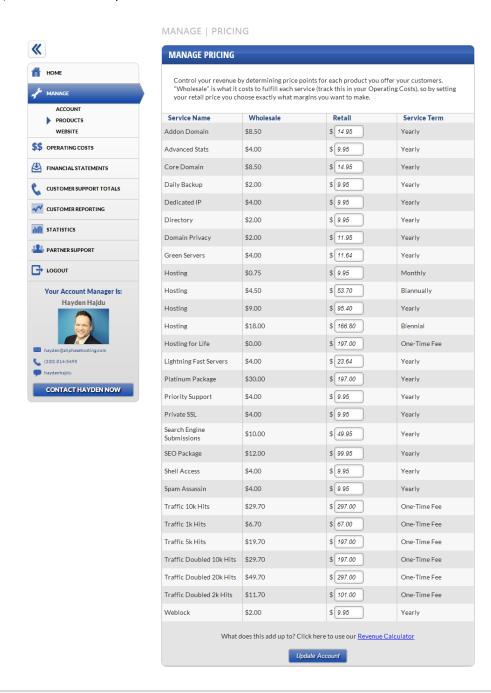


How to edit prices for your package

1. Click the option button on the package and then click Edit Prices.

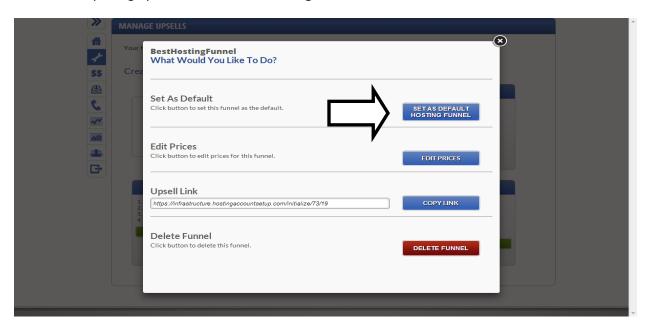


Here you can see the **wholesale price** (the price as which you pay to us). Then you can make your own prices in the **retail** section. These prices are what your customers are going to pay. Then under the **service terms**, this is how often your customer will be billed this price (i.e. yearly, monthly, biannually, biennial, or a one-time-fee).

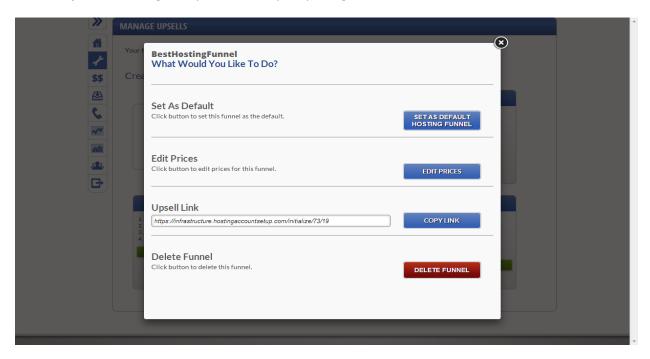


When you change a price in the retail section, it will reflect on the page. An example is followed in the pictures below.

First set the package you want to default hosting funnel.



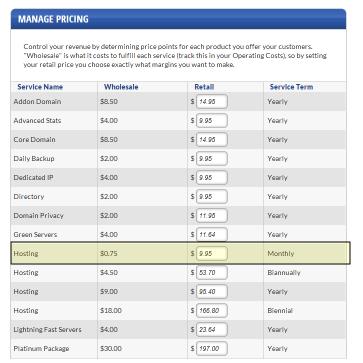
Click edit prices to change the prices within your package



Here the price is \$9.95 for hosting.

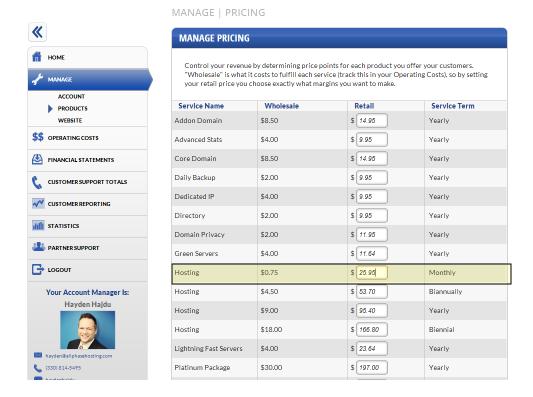


MANAGE | PRICING



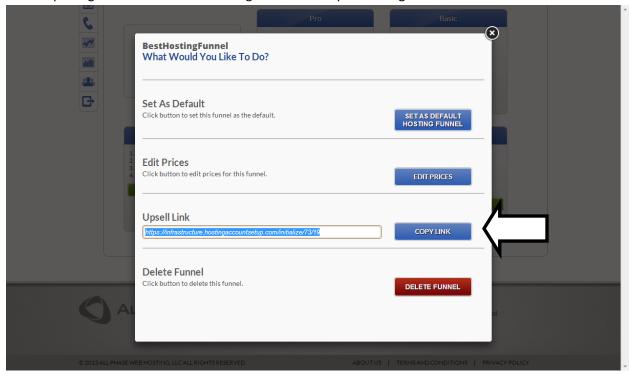


I want to change the \$9.95 to \$25.95

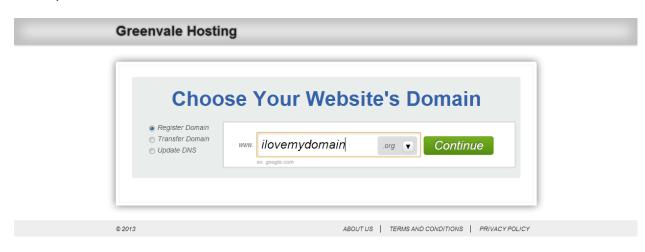


^{*}MAKE SURE TO UPDATE YOUR ACCOUNT AT THE BOTTOM WHEN FINISHED WITH CHANGES*

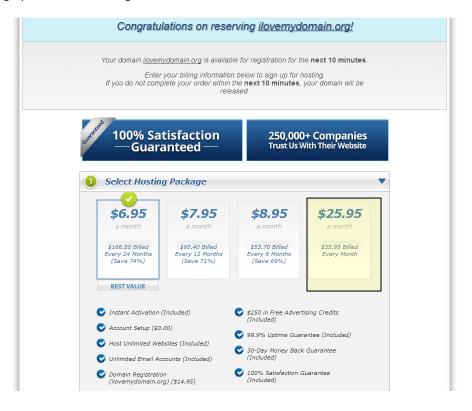
Click on options on the package and copy the link to a new browser window. Again, make sure you have set that package to be the default hosting funnel or the price changes will not be reflected.



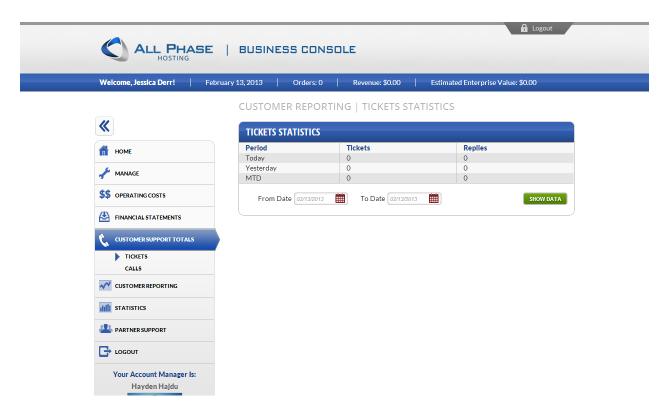
Create your domain



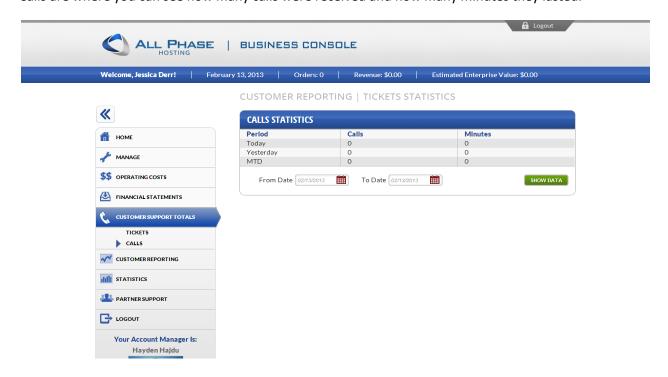
And the package price will be changed.



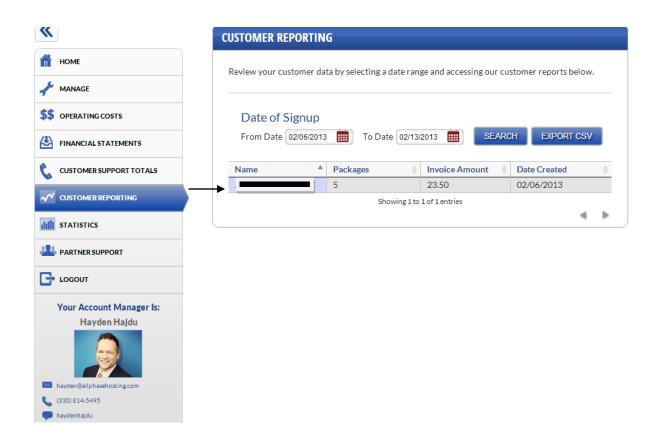
Tickets are where you can view how many emails were sent to customer support and how many have replies.



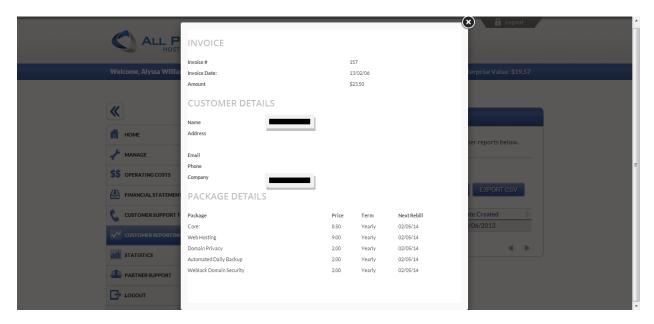
Calls are where you can see how many calls were received and how many minutes they lasted.



This is where you can access customer reports. By clicking on the customer name, you can pull up their account page and view more details.

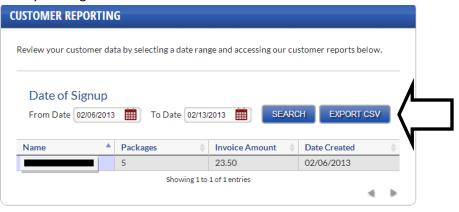


After clicking on the customer's name, you can view their invoice page. This shows the invoice #, date, and amount. You can see their name, address, company, what package they purchased, the price they paid, how often they will be billed, and when the next billing date is. (We blocked out this information for training purposes.)



You can also export this information by clicking on **EXPORT CSV**



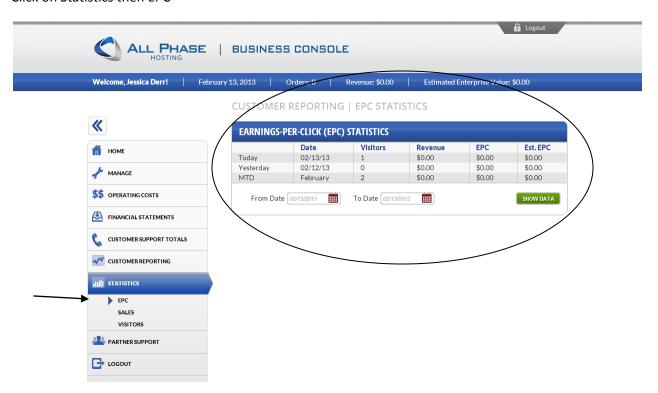


When you export this information you will be shown in excel:

- date
- first name
- last name
- company
- address
- city
- state
- zip
- phone
- email
- amount unpaid
- account balance
- funnel id
- partner id
- offer id
- browser (your customers)
- browser version (browser your using)
- operating system
- ip

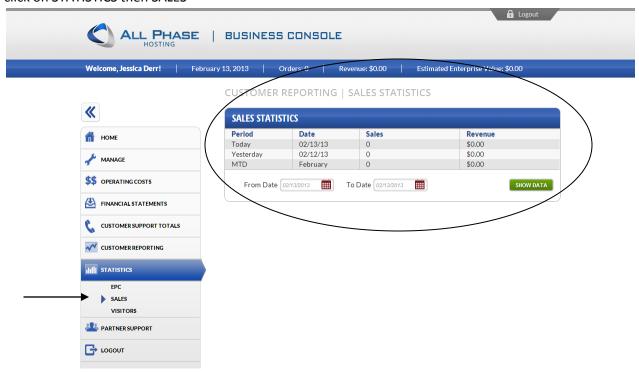
How to find the earnings per click statistics

Click on Statistics then EPC



How to find the Sales statistics

click on STATISTICS then SALES



How to find Visitor Statistics

Click on STATISTICS then VISTORS

