RUBY MAE
WEB CO.

DOMAIN SETUP GUIDE

Your domain is your web address, like yourbusiness.com. You buy it in your own name so you always own it, then you give me access so I can connect it to your new website. It takes about 15 minutes.

1. **Pick your web address**
   Short, easy to spell and easy to say out loud. A .com is best. Avoid dashes and odd spellings.

2. **Buy it in your own name**
   Go to GoDaddy.com, search for your address and buy it using your own email and card. It's usually about $20 to $30 a year.

3. **Skip the extras**
   You don't need GoDaddy's website builder or hosting, since I take care of your website. An email address at your domain (like you@yourbusiness.com) is optional.

4. **Turn on auto-renew**
   If your domain ever expires, your website and email stop working. Auto-renew keeps it safe.

5. **Give me access**
   GoDaddy calls this "Delegate Access." It lets me manage your domain without your password.

   a. Go to account.godaddy.com/access and sign in.
   b. Under "People who can access my account," choose Invite to Access.
   c. Enter April Everingham and service@rubymaewebco.com.
   d. Choose the access level Domains Only, with domain management. I don't need transfer access.
   e. Select Invite.

6. **Let me know**
   Text or email me once you've sent the invite. I'll accept it and connect your domain to your website.

YOUR ACCOUNT STAYS YOURS

I only change the settings that connect your website. I never see your password, and delegates can't manage your payment methods.

NOT USING GODADDY?

Most domain companies have a similar "add a user" option. Or call me and we'll set it up together.