



What to Expect:

Over the next 6 to 8 weeks we will be working with you and your company on some awesome stuff. Below you will find a rough timeline of what to expect and some important things to lookout for. We will be in touch by phone and email so please check daily for any approvals or messages to help us, help you.

1. By now you have received an email with your User Name and Password to login to your Dashboard on YourAreaCode.com.
2. Within days of signing up you will receive an email with a link for approval of your buzzcard design. Once you approve you can expect to see these on your doorstep in roughly 2 weeks!
3. Within two weeks of signing up you will receive an email with a link for approval of the initial website design based on your direction.
4. Once your website design is approved it can take up to 2 weeks to be developed.
5. After your website is developed, we will then work with you to enter content into the site. Depending on how much content is needed on your site this process could take up to 2 weeks.
6. After your website has been designed, built and content has been entered, you are ready to launch!
7. To prep your website for a successful launch we may need one or more of the following
 - a. Registrar Company Name, username and password
 - b. Hosting Company Name, Username and password
 - c. FTP Host URL, username and password
 - d. *If we bought your domain, sit back and relax and we'll do the rest.*
8. Congratulations, your website is now launched and we can schedule a training to go over the dashboard modules so you can start updating your website today!



**Keep in mind time frames listed above may increase depending on your response time.*

Website Launch Prep Cheat Sheet		
Registrar Company Name	User Name	Password
GoDaddy.com	SampleName	Password123!
Hosting Company Name	User Name	Password
JustHost.com	SampleName	Password123!
FTP Host URL	User Name	Password
coolexample.com	SampleName	Password123!

For further information on Domain Name Registrar, Hosting and FTP please follow these links below:

- [What is a Domain Registrar?](#)
- [What is Hosting?](#)
- [What is FTP?](#)

Contact us anytime for help, questions, or concerns we're here for you!

Visit our [Helpdesk](#) for [Frequently Asked Questions](#) about the YourAreaCode dashboard

General Customer Support - email clientcare@yourareacode.com or Call (888) 244-7751

24/7 Technical Support - email support@yourareacode.com or Call (888) 244-7751 (Press option #2)



What is a domain name?

Simply put, a domain name, like **www.coolexample.com**, is a lot like a street address for a house or business. It's an easy way to reach the exact location of a website without having to remember its numeric IP address. The most common domains consist of top-level extension of a .com or .net.

**If you cannot access your current domain YourAreaCode will purchase a domain of your choosing on your behalf or help you transfer your existing domain to YourAreaCode. If you own your domain your responsible for renewing your domain annually unless you transfer it.*

Transferring Domain Names to Us

Note: To prepare your domain for transfer disable any locks or privacy settings on your domain and verify the admin and technical contact with a valid email address that you use frequently to ensure delivery of important transfer instructions and codes.

You can use these instructions to transfer a domain name from your current registrar to us. Before you can authorize a domain name transfer from another registrar to us, you must prepare the domain name and purchase the transfer

NOTE: For most domain name extensions, a transfer between registrars takes five to seven days from the time you authorize it.

To Prepare to Transfer Your Domain Name to Us

1. Verify that the administrative contact (admin) for your domain name (has a valid email address in the Whois database. Both registrars use this email address to send you important information about the transfer.

Check your current domain registrar information by looking up the

Whois data <http://who.is/>

2. Unlock your domain name at your current registrar.

3. Get an **authorization code** (also known as an EPP code or transfer key) from your current registrar, if required.

Some registrars display the authorization code in your account with them, while others email it upon request to the administrative contact's email address for your domain name. In some instances you may need to contact your current registrar to get your authorization code.

Note: If your domain was purchased through GoDaddy.com and wants to manage it you can do an account transfer that takes less than 24 hours, please contact us for more information.



What is a Domain Registrar?

A domain name registrar is a service that allows you to officially register your desired website domain name like **www.coolexample.com** so that it is unique, and no one else can own it.

Some Popular Registrar Companies:

- <http://www.godaddy.com/>
- <https://www.networksolutions.com>

Note: Your Domain registrar and hosting company can be the same or different. For example I can buy **www.coolexample.com** from GoDaddy but host it at JustHost or I could buy and host **www.coolexample.com** at GoDaddy.

How do I locate my current Registrar?

You may look up your Whois information here <http://who.is/> enter your domain and hit enter.

The Whois lookup will display your current Registrar info and give you a referral URL if you copy and paste this URL into your browser it should redirect you to the registrar website with contact info.

Why do I need my Registrar information?

If we are hosting your new website we will need this information to host the website. Unless you provide FTP to your current Hosting Company we need registrar information such as a user name and password and the name of the current registrar for example GoDaddy.

Do I need to renewal my domain name?

Yes, unless you transferred your domain to YourAreaCode, you are responsible for renewing and maintaining your domain annually through your current registrar.



What is a Hosting Company?

This is the Company whose server hosts your website to make it active to the world. Without hosting you could own a domain name but that does not mean that your website will be viewable on the internet.

Examples of some popular hosting companies are JustHost and GoDaddy.

Note: Your Domain registrar and hosting company can be the same or different. For example I can buy **www.coolexample.com** from GoDaddy but my host is JustHost or I could buy and host **www.coolexample.com** at GoDaddy.

What is FTP?

FTP is usually used to send files from computers to hosting web servers when creating a website.

You will need to know the FTP address of your web server, a user name, and a password. You will get this information from your current website hosting company. It is important information and you need to write it down.

Do I need to renew my domain name if YourAreaCode is hosting my website?

Yes, unless you transferred your domain to YourAreaCode, you are responsible for renewing and maintaining your domain annually through your current domain registrar.

How do I locate my current domain registrar and host?

You may look up your Whois information here <http://who.is/> enter your domain and hit enter.

The Whois lookup will display your current registrar and hosting information and give you a referral URL if you copy and paste this URL into your browser it should redirect you to the registrar or hosting website with contact information.