



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@rubythroatwebco.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.