Getting Started Guide
Super Resellers

Getting Started Guide: Super Resellers

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Introduction

Congratulations on your new business venture! As a Super Reseller, you not only resell our excellent products, but also offer others the opportunity to become resellers.

Super Reseller accounts have two parts. The first is the Super Reseller account itself. You use this account to sell reseller accounts to your customers. The second part is your free Pro Reseller account. You use this account to resell our products and services.

This guide walks you through setting up your Super Reseller account. At the end of the guide, we provide a link to set up your free Pro Reseller account.

Let's get started.

LOGGING IN TO YOUR ACCOUNT

The first step in setting up your reseller plan is logging in.

To Log In to Your Account

1. In the **Customer #** or **Login name** field, enter your account login information.

2. In the **Password** field, enter your account password (all passwords are case sensitive).

3. Click **Secure Login**.

ESTABLISHING YOUR PAYEE ACCOUNT

Your Payee Account tells us how you want to receive commission payments. Payee accounts include contact information, tax information, and preferred method of payment. You must set up your Payee Account before making your storefront.

To Set up Your Payee Account

1. Log in to your Account Manager.

The Account Manager is where you manage account administrative functions and details. This is also where you launch any applications or manage products that were purchased in this account.

The Reseller Control Center is where you manage your site content and activity.

2. Go to the **Payments** tab, and then click **Payee Accounts**.

3. Click **Create Payee**.

4. Enter your payee details and click **Continue**.

5. Review the payee details, and then click **Submit**.

LINKING YOUR PAYEE ACCOUNT TO YOUR STOREFRONT

Now that you have specified how you want to receive your commissions, you need to link those details to your Reseller plan and storefront.

To Specify a Payee for your Storefront

1. Log in to your account at www.resellercontrolcenter.com.

2. Go to the **Settings** tab, and then click **Payment & Tax Information**.

3. Select the name of the **Payee Account**, and then click **Apply**.

Designing Your Reseller Storefront

Now that you defined your account details, it's time to design your storefront. In this chapter, you'll learn how to set the colors of your Super Reseller storefront Web site, add custom content to headers and footers, and change other storefront settings.

Once you have completed customizing your storefront, just click **Go Live** to publish your site.

SUPER RESELLER PLAN PRICING

As a Super Reseller, you can sell Basic Reseller and Pro Reseller Plans through your storefront. You set the prices for each of these plans, as well as prices for disk space and bandwidth overages for the WebSite Tonight accounts provided with each reseller plan. Your resellers who use more than the allotted disk space or bandwidth must pay overage fees, which earns you commission.

You can change your prices at any time.

To Set Your Super Reseller Plan Pricing

1. From the Products & Pricing menu, select **Product Pricing**.

2. For each product, enter a **Retail Price** and a **Renewal Price**.

3. Click **Apply**.

CUSTOMIZING YOUR RESELLER STOREFRONT

To customize your Reseller Storefront, access the Design Wizard by logging into your account at www.resellercontrolcenter.com, and from the **Design & Layout** menu, select **Design Wizard**.

STOREFRONT HOMEPAGE

On the Storefront Home Page, you can add a custom Tagline to display in the header, change the colors of the section headers, and create custom content to display on the right side of your home page.

To Add a Tagline

1. Expand the **Tagline** section.

2. In the **Tagline** field, enter the tagline message.

3. From the **Tagline Color** options, select a color.

4. From the **Tagline Font** list, select a font.

To Customize the Section Headers

1. Expand the **Section Headers** section.

2. From the **Section Header Text Color** options, select a color.

3. From the **Section Header Background Color** options, select a color. You can see the result of your color selections in the Preview area.

To Add Custom Item

1. Expand the **Custom Item** section.

2. In the **Custom Item** field, enter the message that you want to display using plain text or HTML. You can also use HTML for images and hyperlinks.

STOREFRONT HEADER

You can display your company name or logo in the header on every page of your storefront. To customize your header, go to the Storefront Header tab.

To Select the Header Type

1. Expand the **Basic Settings** section.

2. Select one of the header type options. The next section changes based on the option you select.

3. Select the **Background Color**.

4. If you selected Text or Graphic, enter a URL to link to or leave this field blank to link to your storefront homepage.

To Change the Text Settings

1. Expand the **Text Settings** section.

2. Select a text color.

3. Select a text font.

To Change the Graphic Settings

1. In the **Select Custom Graphic** field, enter the path to your image or click **Browse** to search for it.

2. Click **Upload**. Your image displays in the Preview area.

To Change the Custom Text Settings

1. Expand the **Custom Text Settings** section.

2. In the **Custom Text** field, enter your text or HTML and click **Preview**. Your message displays in the Preview area.

To Change the SWF Settings

1. Expand the **SWF Settings** section.

2. In the **Width** field, enter the width in pixels for your image.

3. In the **Height** field, enter the height in pixels for your image.

4. In the **Select Custom SWF** field, enter the path to your image or click **Browse** to search for it and click **Upload**.

5. Click **Preview**. Your image displays in the Preview area.

SETTING CUSTOMER LINKS

You can add custom links and text to your storefront header. The Custom Header Link displays the text and a link to the site you specify. The Custom Home Link redirects users from the provided home page to the site you specify.

To use the default home page and header links, leave these fields blank.

To Add a Custom Header Link

1. Expand the **Set Custom Links** section.

2. In the **Custom Link Text** field, enter the text you want to display.

3. In the **Custom Link URL** field, enter the URL you want to link to.

To Add a Custom Home Link

In the **Custom Home URL** field, enter the URL of the home page you want to use.

STOREFRONT FOOTER

You can use a custom footer on every page of your Super Reseller storefront.

To Set up a Custom Footer

On the Storefront Footer tab, under Enable Custom Footer, select the type of footer you want to use. Once you select the footer type, the settings for that footer display.

To Use a Graphic in the Footer

1. In the **Select Custom Image** field, enter the path to your image file or browse to locate it and click **Upload**. Your graphic displays in the Preview field.

2. To specify a link for your image, enter the URL in the **Enter URL Link** field.

To Use Custom HTML/Text in the Footer

In the **Select Custom Text** field, enter the HTML or text and click **Preview**. The message displays in the Preview area.

To Use an SWF File in the Footer

1. In the **Width** field, enter the width in pixels for your image.

2. In the **Height** field, enter the height in pixels for your image.

3. In the **Select Custom SWF** field, enter the path to your image or click **Browse** to search for it and click **Upload**.

4. Click **Preview**. Your image displays in the Preview area.

RESELLER CONTROL CENTER HEADER

You can customize your Reseller Control Center header to display your company name. This is the site that resellers who purchase their plan from you access to configure their storefront. (This will not change the header for your Super Reseller storefront.)

To Change the Basic Settings

1. From the **Select a Header Type** options, select **Text** or **Graphic**.

2. From the **Select Background Color** options, select a color.

To Change Text Settings

1. From the **Select Text Color** options, select a color.

2. From the **Select Text Font**, select a font.

To Change Graphic Settings

In the Select Custom Graphic field, enter the location of the image you want to display or browse to find it and click **Upload**.

RESELLER CONTROL CENTER FOOTER

You can customize your Reseller Control Center footer. This is the site that resellers who purchase their plan from you access to configure their storefront. (This will not change the footer for your Super Reseller storefront.)

To Add a Custom Footer

1. For Enable a Custom Footer, select **Yes**.

2. In the **Select Custom Image** field, enter the location of the image you want to display or browse to find it and click **Upload**.

3. To specify a link for your image, enter the URL in the **Enter URL Link** field.

PUBLISHING YOUR SITE

You have finally reached the end of the design process. Now you are ready to make your site live and start generating money. Click **GO LIVE** and get on your way.

You can view your storefront by either selecting **View Storefront** from the Design & Layout menu, or by clicking on **View Storefront** in the Reseller Control Center header.

SETTING UP DOMAIN FORWARDING

If your domain is registered with us, you can forward it to your storefront URL. This lets you use a shorter, easier to remember domain name to provide customers.

To locate your storefront's URL click **View Storefront** in your Reseller Control Center. You can copy the URL from your browser's address bar.

To Forward Your Domain to Your Reseller Storefront

1. Log in to your Account Manager.

2. Next to **Domains**, click **Launch**.

3. Select the domains to modify.

4. Click **Forward**, and then select **Forward Domain**.

5. Select **http://** server settings.

6. In the **Forward to** field, enter **https://www.securepaynet.net/default.asp?prog_id=**XXX, where XXX is your reseller prog id.

7. To automatically update your nameservers to accommodate your forwarding changes, select **Update my DNS setting to support this change**.

Activating this setting updates your domain name's nameservers and IP address. If you are currently hosting a website for this domain name, the website will no longer be accessible using this domain name once the changes are saved and propagated.

8. To view additional options, including masking, click the **Advanced Options** hyperlink.

9. Select one of the following:

    Forward Only
    I am permanently forwarding my domain.

    Forward with Masking
    Prevents the forwarded domain URL from displaying in the browser's address bar, and lets you specify Meta Tags for search engine crawlers by completing the following fields:

Title	Displays at the top of the browser window and in search results.
Description	A short description of your website to display in search engine results.
Keyword	A list of comma-separated keywords that describes the content and purpose of your website.

10. Click **OK**.

Creating Your Free Pro Reseller Plan

Your Super Reseller plan comes with a free Pro Reseller plan, which we add to the customer account we create under your Super Reseller storefront.

If you already have a Pro Reseller plan set up, you can choose to designate your existing plan as your free one, or you may set up a new Pro Reseller plan with this free credit.

This chapter assumes that you do not already have a Pro Reseller plan, and takes you through the process of setting up your free one.

To Apply Your Free Pro Reseller Plan Credit

1. Log into your account at www.resellercontrolcenter.com.

2. From the Products and Pricing menu, select **Free Reseller Settings**.

3. From the **Setting Up Your Free Pro Reseller Account** section, select **I don't have an existing Pro reseller account. Please set up a new account for me**.

4. Click **Apply**.

This option takes you through "purchasing" the Free Pro Reseller Plan through your Super Reseller storefront.

SHOPPING CART CHECKOUT

Your shopping cart displays the details of your "purchase" and no charges. Select the checkbox to confirm that you have read the **Universal Terms of Service,** and click **Checkout Now**.

Proceed with the checkout process until you get to the Order Confirmation screen. Make note of your customer number, and click **Login to My Account**.

Use your new customer number and your Super Reseller account password to log into your Pro Reseller account.

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To access your free Pro Reseller account, you will need to go through the Super Reseller storefront.

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SETTING UP YOUR PRO RESELLER ACCOUNT

Now that you have your Pro Reseller account activated, you can set it up using the Getting Started as a Basic or Pro Reseller Guide. Once you open the guide, skip ahead to the **Linking Your Payee Account to Your Storefront** section.