



# SELLING TOOLZ

## NEW CLIENT ONBOARDING

Welcome to the Selling Toolz Family. 

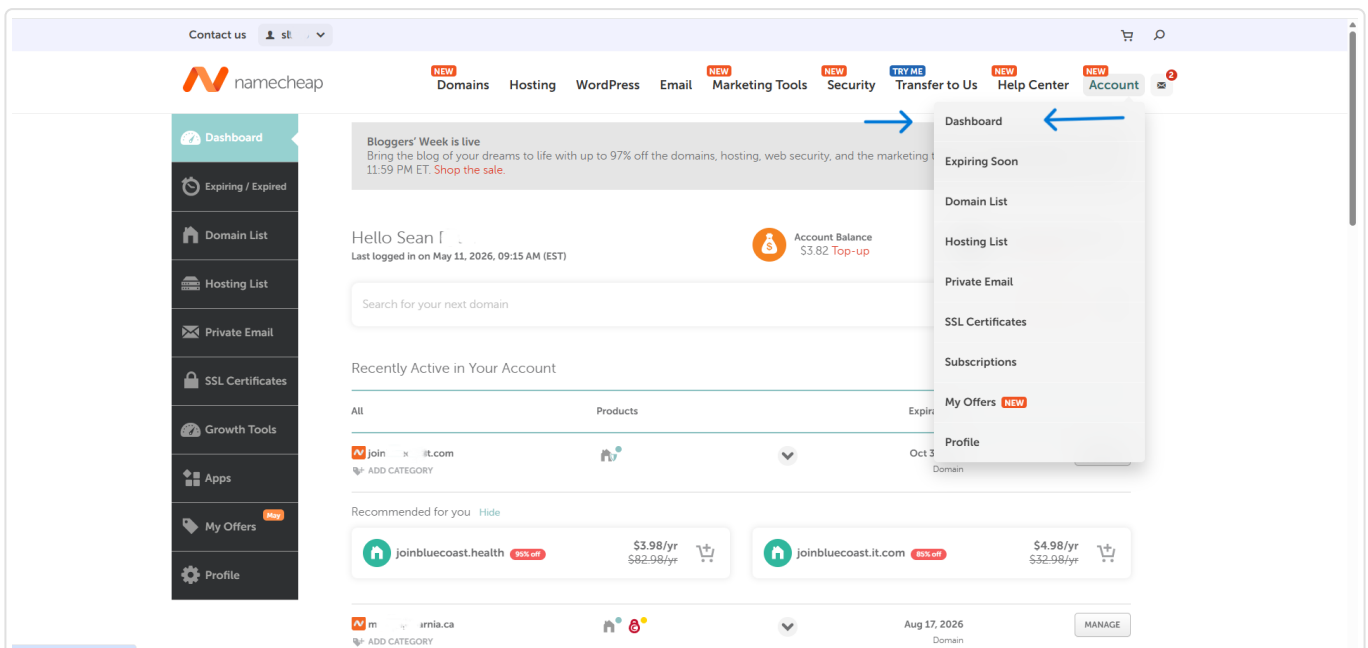
Please complete the form below to begin.



## NAMECHEAP SHARING INSTRUCTIONS

### 1 Access Domain List

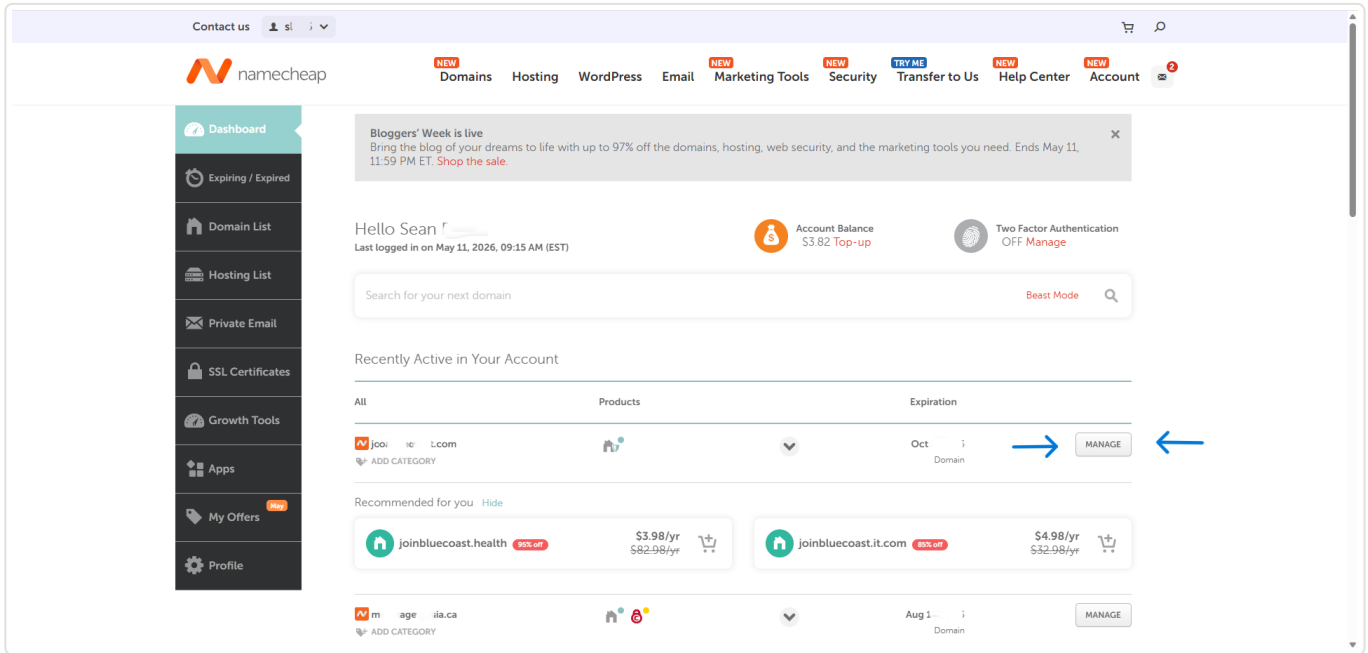
Log in to Namecheap and navigate to your **Domain List** in the left sidebar.



The screenshot shows the Namecheap dashboard interface. On the left sidebar, the 'Domain List' option is highlighted. A dropdown menu is open, showing various navigation options: Dashboard, Expiring Soon, Domain List, Hosting List, Private Email, SSL Certificates, Subscriptions, My Offers (NEW), and Profile. The main content area displays a welcome message for Sean, account balance of \$3.82, and a search bar for domains. Below, there are sections for 'Recently Active in Your Account' and 'Recommended for you' with domain listings like joinbluecoast.health and joinbluecoast.it.com.

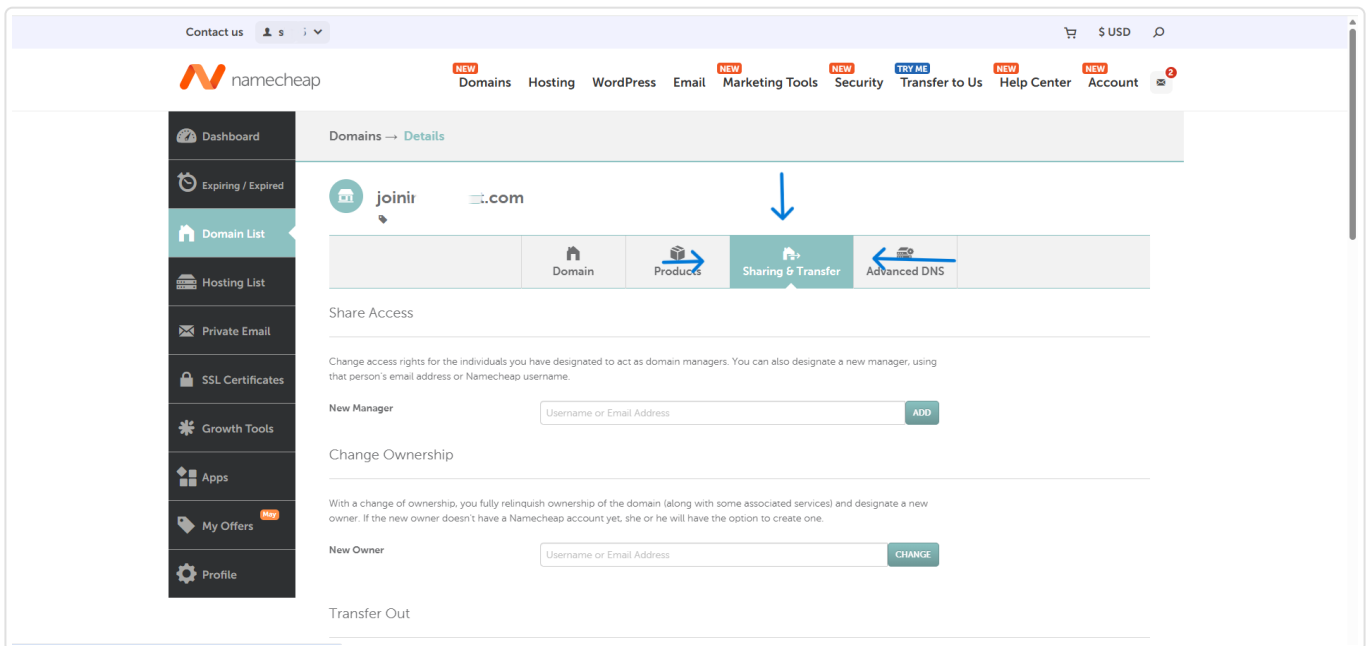
## 2 Manage Domain

Find your domain and click the **Manage** button on the right.



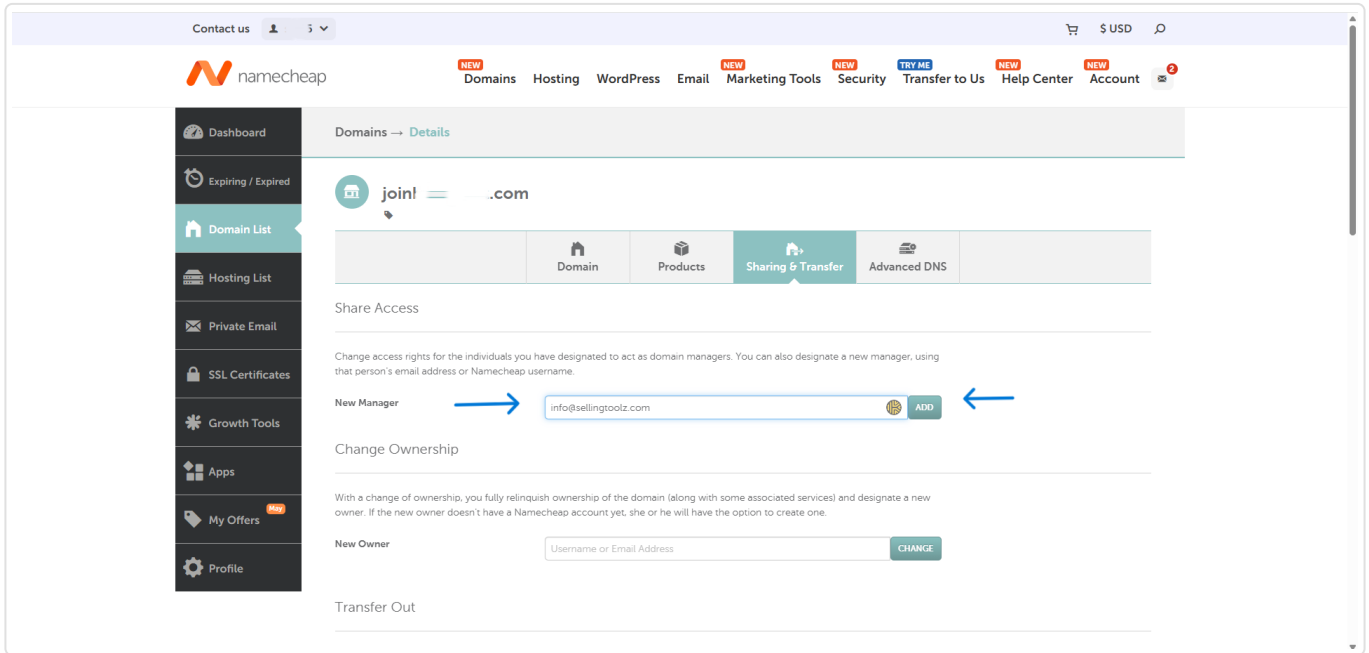
## 3 Sharing & Transfer

Select the **Sharing & Transfer** tab at the top of the domain management page.



## 4 Add Manager

Scroll down to the "Share Access" section and click **Add Manager**.

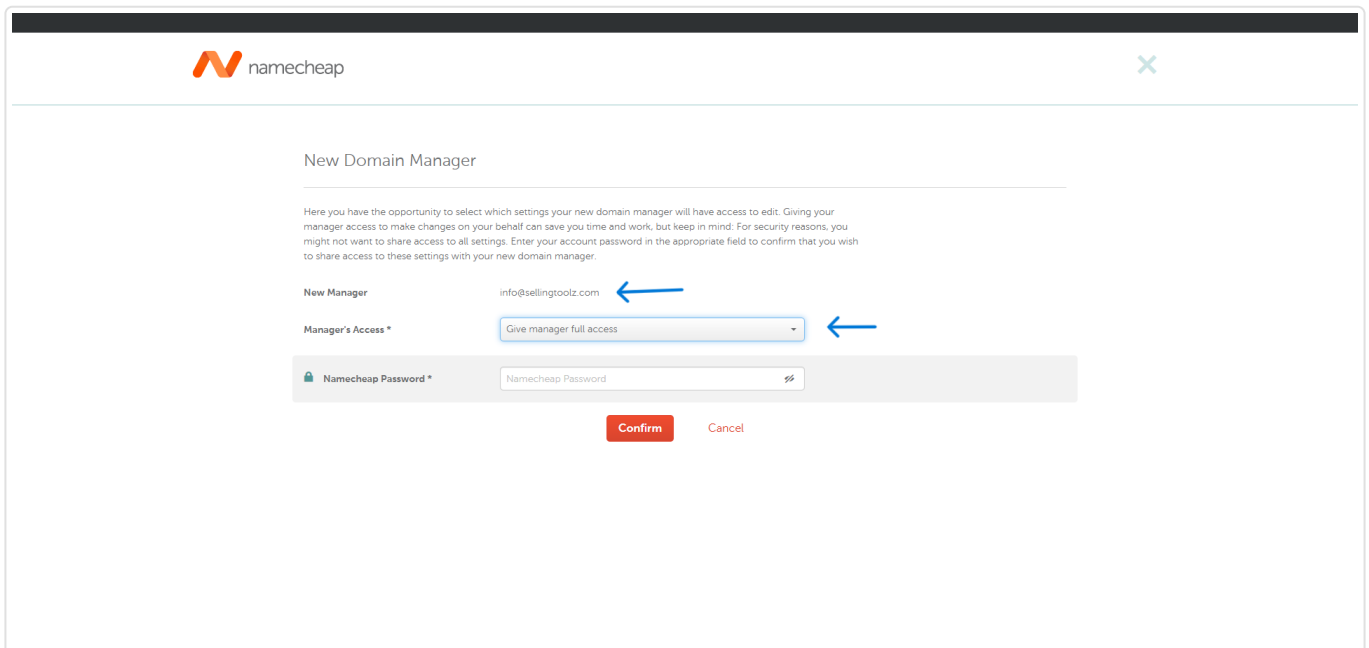


The screenshot shows the Namecheap dashboard for a domain named 'joint.com'. The left sidebar contains navigation options: Dashboard, Expiring / Expired, Domain List (selected), Hosting List, Private Email, SSL Certificates, Growth Tools, Apps, My Offers (999), and Profile. The main content area is titled 'Share Access' and includes instructions: 'Change access rights for the individuals you have designated to act as domain managers. You can also designate a new manager, using that person's email address or Namecheap username.' Below this, the 'New Manager' field is populated with 'info@sellingtoolz.com' and has an 'ADD' button next to it. Blue arrows point to the text in the field and the 'ADD' button. Other sections visible include 'Change Ownership' and 'Transfer Out'.

## 5 Enter Details & Confirm

Enter the details below and click **Confirm**:

- **Username/Email:** info@sellingtoolz.com



The screenshot shows a modal window titled 'New Domain Manager'. It contains the following information: 'Here you have the opportunity to select which settings your new domain manager will have access to edit. Giving your manager access to make changes on your behalf can save you time and work, but keep in mind: For security reasons, you might not want to share access to all settings. Enter your account password in the appropriate field to confirm that you wish to share access to these settings with your new domain manager.' Below this, the 'New Manager' field is populated with 'info@sellingtoolz.com'. The 'Manager's Access' dropdown menu is set to 'Give manager full access'. The 'Namecheap Password' field is empty. At the bottom, there are 'Confirm' and 'Cancel' buttons. Blue arrows point to the 'New Manager' field, the 'Manager's Access' dropdown, and the 'Confirm' button.

**Note:** Sharing access allows us to manage DNS and domain settings without needing your account password.

Questions? Contact us at [info@sellingtoolz.com](mailto:info@sellingtoolz.com)