

Worry Free Website Support

Client Registration Process

WORRY FREE
WEBSITE SUPPORT BY: WELL DRESSED WALRUS

The purpose of this document is to help you with registering with our services before your big launch day.

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How to register:

Why do I need to register on my.worryfreewebsitesupport.com?

Worry Free Website Support is our new product, offering a lot of control over your hosting account and email hosting (if you host your email with us).

1. Navigate to <https://my.worryfreewebsitesupport.com/register.php>

The screenshot shows the registration page for Worry Free Website Support. The page has a white background with an orange navigation bar at the top. The navigation bar contains the following items: Home, Store, Announcements, Knowledgebase, Network Status, Contact Us, and Account. The main content area is titled 'Register' and includes a 'Sign Up' button, a 'Sign Up with Facebook' button, and several input fields for personal information, billing address, and account security.

Navigation Bar: Home, Store, Announcements, Knowledgebase, Network Status, Contact Us, Account

Header: Worry Free Website Support BY: WELLDRESSED WALRUS, English, Login, Register, View Cart

Left Sidebar: Already Registered? (Login, Lost Password Reset)

Main Content: Register Create an account with us...
Portal Home / Register
Sign Up
Sign Up with Facebook
Personal Information
First Name, Last Name, Email Address, Phone Number
Billing Address
Company Name (Optional), Street Address, Street Address 2, City, Country (United States), Postcode, Tax ID (Optional)
Account Security
Password, Confirm Password

2. Once on the page above, fill out the information for who will be the main contact. (You can add more contacts later. [Here is how to add more contacts.](#))

Sign Up

[f Sign Up with Facebook](#)

Personal Information

<input type="text" value="Andy"/>	<input type="text" value="Dentone"/>
<input type="text" value="andy@wdwalrus.com"/>	<input type="text" value="(509) 309-0975"/>

Billing Address

<input type="text" value="Well Dressed Walrus"/>		
<input type="text" value="104 S Freya St STE 227b, Turquoise Flag Bldg"/>		
<input type="text" value="Street Address 2"/>		
<input type="text" value="Spokane"/>	<input type="text" value="Washington"/>	<input type="text" value="99202"/>
<input type="text" value="United States"/>		
<input type="text" value="Tax ID (Optional)"/>		

Account Security

<input type="password" value="....."/>	<input type="password" value="....."/>
----------------------------------------	----------------------------------------

Password Strength: 100% Strong

Join our mailing list

We would like to send you occasional news, information and special offers by email. To join our mailing list, simply tick the box below. You can unsubscribe at any time.

Yes

⚠ Terms of Service

I have read and agree to the [Terms of Service](#)

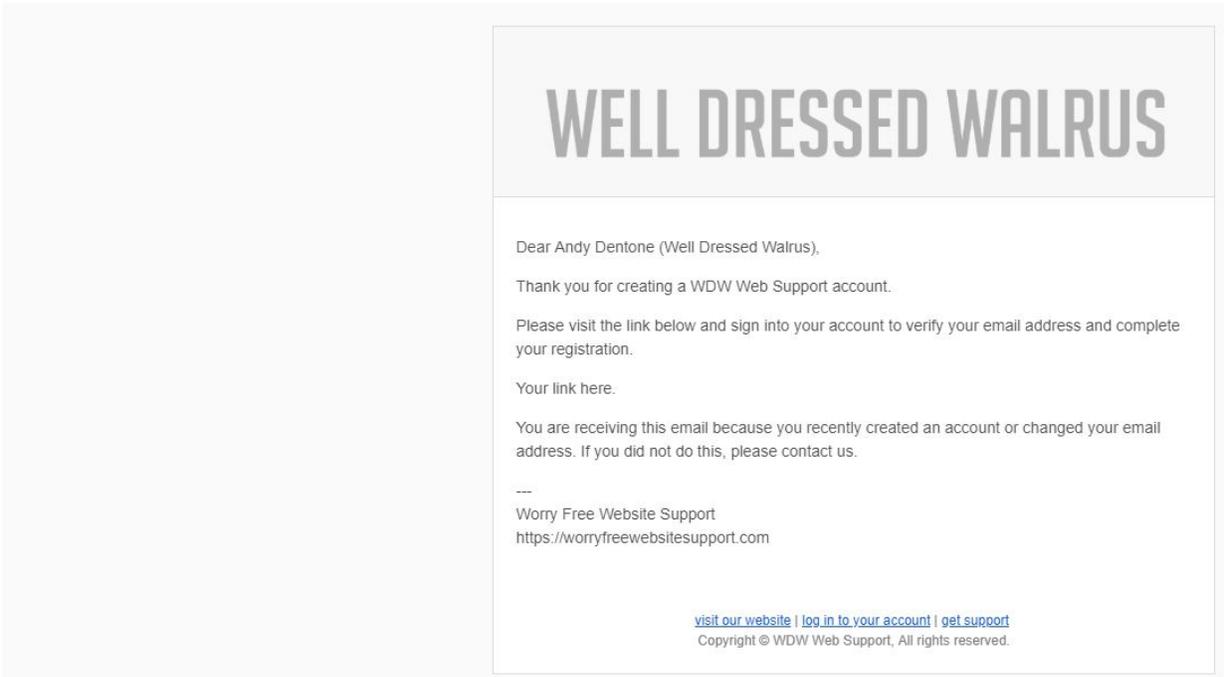
[Register](#)

3. After you have filled out all of the information and agreed to our Terms of Service. Check to make sure all of the info. Once that is done, click "Register".

4. Check your email for a email to verify your email address. (The email can take up to 5 minutes to get delivered to your inbox.) Once you get the email click the link to verify your account. (The email will look similar to the example below)

Confirm Your Registration Support Email x

WDW Web Support <noreply@my.worryfreewebsitesupport.com>
to WDW ▾



5. You have completed the registration process and we will complete the rest of the process on our side.
 - a. If you need to add more contacts to the account so more people have access to the account (Billing, Create and View Support Tickets, Hosting account access, email management [If purchased]) [click here](#) for instructions.

How to add other contacts:

Why should we add contacts?

You should add contacts if you have someone else on your team or company who needs access to the account so they can open support tickets, check billing information, and so on.

Example of why you should add contacts:

- Your accountant might need access to the billing information
- Your co-worker might needs the ability to open support tickets for website updates or issues.
- Your IT staff might need to access the server or change email settings (if hosting email with us).

We have a permissions system in place so you can give them as much access or as little of access you want provide them with. (The main account will still have full access to everything.)

1. Login to your account at <https://my.worryfreewebsitesupport.com/clientarea.php>
2. Once logged in go to “Contacts” in the left hand menu

The screenshot displays the client area interface for Worry Free Website Support. At the top, there is a navigation bar with links for Home, Services, Domains, Billing, Support, and Open Ticket. The main content area is titled "Welcome Back, WDW" and features a dashboard with four key metrics: 11 Services, 3 Domains, 0 Tickets, and 0 Invoices. Below this is a search bar for the knowledgebase. The left sidebar contains sections for "Your Info" (with contact details for Well Dressed Walrus), "Contacts" (showing "No Contacts Found" and a "+ New Contact..." button highlighted with a red arrow), and "Shortcuts" (including "Order New Services", "Register a New Domain", and "Logout"). The main content area also includes "Your Active Products/Services" (listing "Email Hosting - Standard Email Hosting" for "worryfreewebsitesupport.com"), "Recent Support Tickets" (showing a closed ticket #454342), and "Recent News" (with a "+ View All" button).

3. Click on the “New Contact”
4. This will bring you to the add a contact form. In the form fill out with the contact details for this person.

Add New Contact

Portal Home / Client Area / My Details / Add New Contact

Choose Contact

First Name	Address 1
<input type="text"/>	<input type="text"/>
Last Name	Address 2
<input type="text"/>	<input type="text"/>
Company Name	City
<input type="text"/>	<input type="text"/>
Email Address	State/Region
<input type="text"/>	<input type="text" value="—"/>
Phone Number	Zip Code
<input type="text"/>	<input type="text"/>
Tax ID	Country
<input type="text"/>	<input type="text" value="United States"/>

Activate Sub-Account

- Tick to configure as a sub-account with client area access

Email Preferences

- General Emails - General Announcements & Password Reminders
- Product Emails - Order Details, Welcome Emails, etc...
- Domain Emails - Renewal Notices, Registration Confirmations, etc...
- Invoice Emails - Invoices & Billing Reminders
- Support Emails - Allow this user to open tickets in your account

5. If you want to allow access to them for to the client area, check the box just below “Active Sub-Account. Check all of the boxes for items you want to allow them to access or be able to do. And enter a password for them.

Activate Sub-Account

- Tick to configure as a sub-account with client area access

Sub-Account Permissions

<input type="checkbox"/> Modify Master Account Profile	<input type="checkbox"/> View & Manage Contacts
<input type="checkbox"/> View Products & Services	<input type="checkbox"/> View & Modify Product Passwords
<input type="checkbox"/> Perform Single Sign-On	<input type="checkbox"/> View Domains
<input type="checkbox"/> Manage Domain Settings	<input type="checkbox"/> View & Pay Invoices
<input type="checkbox"/> View & Accept Quotes	<input type="checkbox"/> View & Open Support Tickets
<input type="checkbox"/> View & Manage Affiliate Account	<input type="checkbox"/> View Emails
<input type="checkbox"/> Place New Orders/Upgrades/Cancellations	

New Password

Tips for a good password
Use both upper and lowercase characters
Include at least one symbol (# \$! % & etc...)
Don't use dictionary words

Confirm New Password

6. The final step before you hit “Save Changes” is to setup the email preferences. Select the emails they should receive when something happens on the account.

Email Preferences

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- Support Emails - Allow this user to open tickets in your account

7. Last Step is to check all of the information and then hit “Save Changes.”