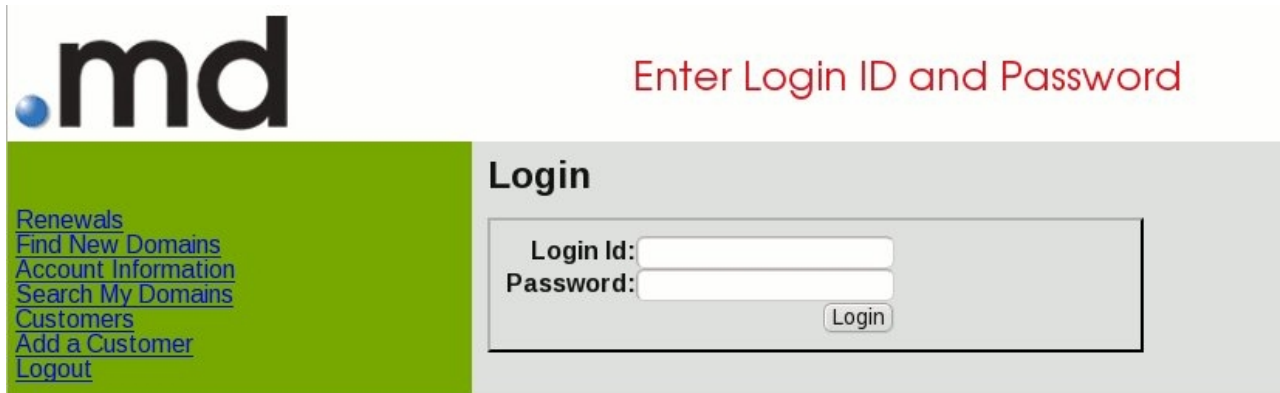


reseller.max.md Site Procedural Guide

This document will provide you with guidance regarding the options available to you on the Max.md Reseller web site. Each menu choice is explained below.

1) Reseller Site Login



Enter Login ID and Password

Login

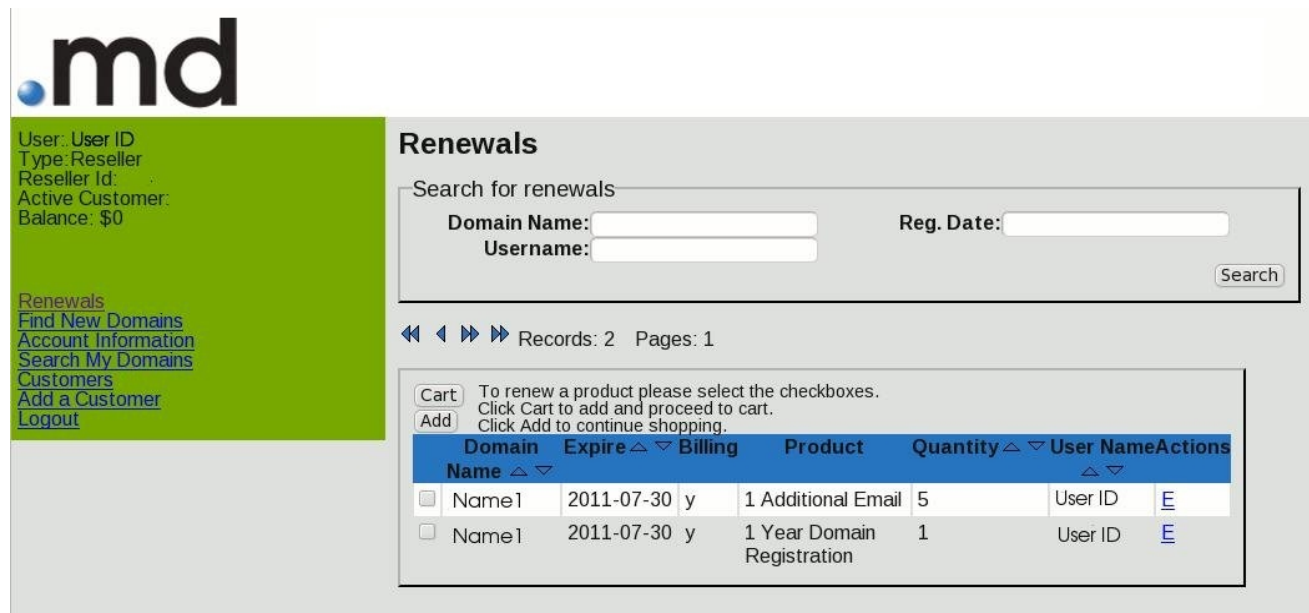
Login Id:

Password:

Login

To gain access into the “reseller.max.md” web site, enter the Login ID and Password provided to you, then click “Login”.

2) Renewals (Select “Renewals” from the left side menu)



Renewals

User: User ID
Type: Reseller
Reseller Id:
Active Customer:
Balance: \$0

Renewals
Find New Domains
Account Information
Search My Domains
Customers
Add a Customer
Logout

Search for renewals

Domain Name: Reg. Date:

Username:

Search

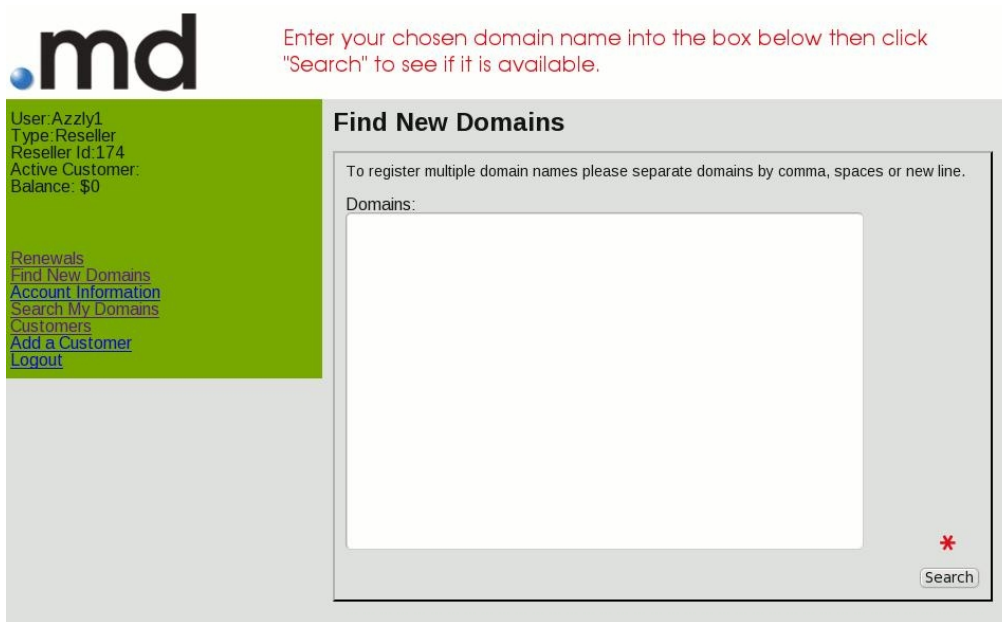
Records: 2 Pages: 1

Cart To renew a product please select the checkboxes.
Add Click Cart to add and proceed to cart.
Click Add to continue shopping.

Domain Name	Expire	Billing	Product	Quantity	User Name	Actions
<input type="checkbox"/> Name1	2011-07-30	y	1 Additional Email	5	User ID	E
<input type="checkbox"/> Name1	2011-07-30	y	1 Year Domain Registration	1	User ID	E

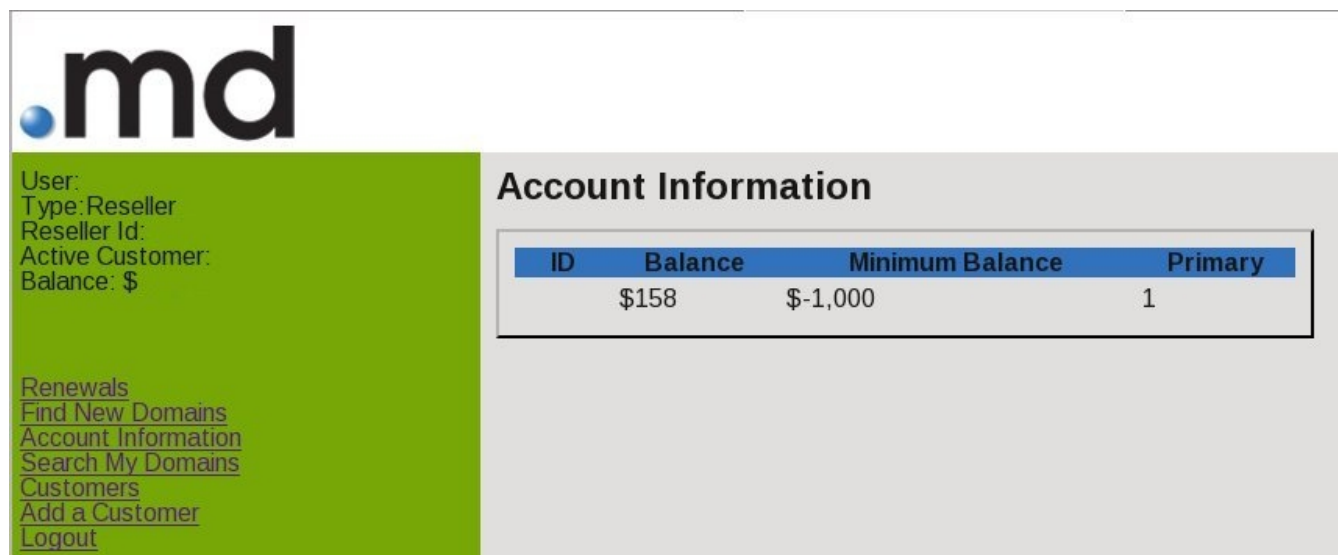
You can sort the information presented to you by clicking the up and down arrows in each column. By clicking the check box next to each renewing customer you can also purchase new products.

3) Find New Domains (Select “Find New Domains” from the left side menu)



On this screen, you can enter your chosen domain name and see if it is available. If it is, you will be able to register the domain. If it is not available, you will be given the ability to enter a new name.

4) Account Information (Select “Account Information” from the left side menu)



This screen provides you with the amount of money in your present account. The account information is tied to the Reseller ID and Active Customer.

5) Search My Domains (Select “Search My Domains” from the left side menu)

On this screen you can SEARCH for your registered domain name.

Under Actions: "E" - Manage Email accounts; "R" - Renew email accounts; "+" Add Products

User: User ID
Type: Reseller
Reseller Id:
Active Customer:
Balance: \$0

Renewals
Find New Domains
Account Information
Search My Domains
Customers
Add a Customer
Logout

Search My Domains

Domain Search

Domain Name Reg. Date (YYYY-mm-dd)
Exp. Date (YYYY-mm-dd)

Records: 1 Pages: 1

Domain Name	User Name	Registrant	Expire	Reg	Updated	Actions
Domain	User Name	MaxMD	2011-07-30	2010-07-30 14:21:36	2010-11-04 09:57:39	E R ±

If you maintain a large number of accounts, this option allows you to search the entire database of information related to your accounts. The information available to you on this screen are the domain name, user name of that account, who registered the domain, as well as the expiration date, and when it was registered or updated. You also are able to (E) Administer Email Accounts, (R) Renew Domain names and purchase additional products, or (+) Add additional mdEmail accounts or purchase other products. (see Addendum for detailed information on E, R, and +)

You can easily search by domain name, domain registration date, or expiration date.

6) Customers (Select “Customers” from the left side menu)

User: User ID
Type: Reseller
Reseller Id. Number
Active Customer:
Balance: \$0

Renewals
Find New Domains
Account Information
Search My Domains
Customers
Add a Customer
Logout

Customers

[Create a New Customer](#)

Search for users

Username: Status:
User type: Created (after):

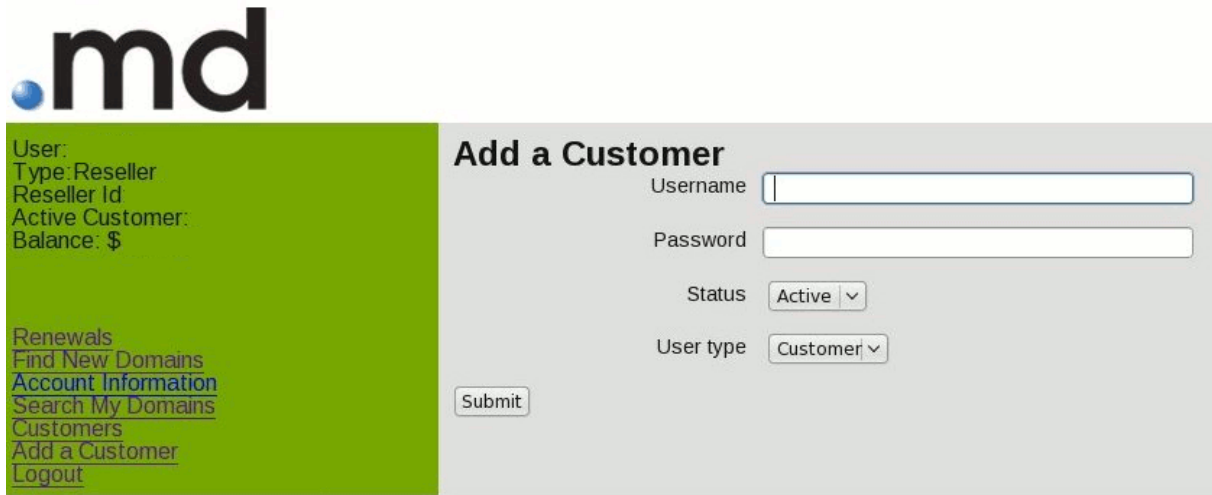
Records: 1 Pages: 1

Select Customer For new registrations please select a user account

Username	Status	Usertype	Last Login	Created	Actions
<input checked="" type="radio"/> Username	1	Reseller	2010-10-19 13:00:49	2010-10-19 12:53:02	E

You have the opportunity to search for your present customer's or Create a new Customer. If you wish to, you may also select a customer from the list presented to you after a search and register new domains under that user account.

7) **Add a Customer** (Select “Add a Customer” from the left side menu)



The screenshot shows the 'Add a Customer' form in the md interface. On the left, there is a green sidebar with the md logo and a menu containing: User: Type: Reseller, Reseller Id, Active Customer, Balance: \$, Renewals, Find New Domains, Account Information, Search My Domains, Customers, Add a Customer, and Logout. The main form area is titled 'Add a Customer' and contains the following fields: Username (text input), Password (text input), Status (dropdown menu with 'Active' selected), and User type (dropdown menu with 'Customer' selected). A 'Submit' button is located at the bottom left of the form area.

A customer is a party that can manage a domain name account. Here you can provide a Username and Password to serve as Login credentials for the customer.

Enter the following information.

Select “Status”: 1=Active, 2=Disabled.

Select “User Type”: Agent or Customer.

Agent: can register or access any domain name or mdEmail account in the Resellers database for management or renewal

Customer: can only access their individual domain name for data updates and their mdEmail account for email management.

Click “Submit” when you are ready to proceed.

(Addendum Follows)

Addendum

Search My Domain Actions - Explained

(E): Manage Existing mdEmail Accounts (View Your Accounts):

md View your current Email accounts in your domain, or Change the account password, or delete it

User: User ID
Type: Reseller
Reseller Id: Number
Active Customer:
Balance: \$0

Renewals
Find New Domains
[Account Information](#)
[Search My Domains](#)
Customers
[Add a Customer](#)
[Logout](#)

Manage .mdEmail™ Accounts

.mdEmail™ User Management

Existing users under your.domain.md
[all](#) | [a](#) | [b](#) | [c](#) | [d](#) | [e](#) | [f](#) | [g](#) | [h](#) | [i](#) | [j](#) | [k](#) | [l](#) | [m](#) | [n](#) | [o](#) | [p](#) | [q](#) | [r](#) | [s](#) | [t](#) | [u](#) | [v](#) | [w](#) | [x](#) | [y](#) | [z](#)

Users:

yourname@domain.md	Change Password Delete User
yourname@domain.md	Change Password Delete User

[Add User](#)

◀ [Back](#)

This screen will enable you to Change the customer's password or delete the customer's account completely. You also have the opportunity to add a new user. You can also search for your customer's under a given domain name by name.

(continued on page 6)

(R): Renew Account Subscription

The screenshot shows the 'md' website interface for account renewals. On the left, a green sidebar contains user information: 'User: User ID', 'Type: Reseller', 'Reseller Id:', 'Active Customer:', and 'Balance: \$0'. Below this are links for 'Renewals', 'Find New Domains', 'Account Information', 'Search My Domains', 'Customers', 'Add a Customer', and 'Logout'. The main content area is titled 'Renewals' and features a search bar with fields for 'Domain Name', 'Username', and 'Reg. Date', along with a 'Search' button. Below the search bar, there are navigation arrows and the text 'Records: 2 Pages: 1'. A table lists two items for renewal, each with a checkbox. The first item is '1 Additional Email' with a quantity of 5, and the second is '1 Year Domain Registration' with a quantity of 1. Both items show an expiration date of '2011-07-30' and a billing cycle of 'y'. The 'Actions' column for each item contains a link labeled 'E'.

Domain Name	Expire	Billing	Product	Quantity	User Name	Actions
<input type="checkbox"/> Name1	2011-07-30	y	1 Additional Email	5	User ID	E
<input type="checkbox"/> Name1	2011-07-30	y	1 Year Domain Registration	1	User ID	E

You'll see that you need to click the check box next to the customer's domain name to renew that subscription.

- ◆ Click “Cart” to add new products and check out.
- ◆ Click “Add” to continue shopping for products.
- ◆ You can clear the cart by inserting “0” and clicking “Update”.

You also have the ability to manage a customer's mdEmail account by clicking “E” under Actions for that particular domain name.

(continued on page 7)

(+): Add Additional Items to Existing Accounts

You can also select additional products to add to a presently registered md domain name.

The screenshot shows the md website interface. On the left, a green sidebar contains the md logo and a list of navigation links: Renewals, Find New Domains, Account Information, Search My Domains, Customers, Add a Customer, and Logout. The main content area is titled 'Add Products to Cart' and features a 'Checkout' button and a list of products with checkboxes: Additional .mdEmail accounts, HIPAA/HITECH Package, Audit Feature, .md® SecureSend, .md® Client Hosting, .mdEmail™ Package, .mdEmail™ Storage Upgrade, and .mdEmail™ User Upgrade.

You have the option of adding additional mdEmail packages, additional mdEmail accounts, and other products. You can also upgrade your present mdEmail users to include new features. Just select which products you wish to add and click “Checkout”. You will then proceed to the shopping cart and complete your purchases.

When you click “Checkout” you move to the Shopping Cart. You can clear the Qty field (quantity) by entering “0” and Click “Update”. Click “Checkout” when you are ready to complete the purchase.

All Checkout's are FINAL. If you need to undo a transaction, call Max.MD (877 – 629 - 6363)

The screenshot shows the md website's shopping cart. The green sidebar on the left contains the md logo and navigation links: Renewals, Find New Domains, Account Information, Search My Domains, Customers, Add a Customer, and Logout. The main content area is titled 'Cart' and includes buttons for 'Checkout', 'Update', and 'Add Products'. A table displays the cart items:

Domain	Qty	Duration	Billing	Price
	1	1 year domain registration - \$125	yearly	\$125.00

Below the table, a red message states: "You have added a renewal for crs.md to your cart." There is also a 'Promotion Code' field with a text input box.