

## How to register a new domain through the Webservio Bill...

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Once you have decided on the domain(s) you would like to register, you may use the following steps to purchase the domain through your existing account in the Webservio Billing Portal.

### **If you are only registering the domain(s) and do not need any additional services at this time:**

- » Log into your account.
- » On the right sidebar, click Order.
- » Select Domain Registration from the dropdown menu.
- » Type in the domain name you would like to register and select the applicable extension from the dropdown menu. Click Check Availability.
- » Select the domain or domains you would like to purchase. Click Add to Cart.
- » Change the name server records if needed or leave the default. Click Update Cart.
- » Review your order and follow the prompts to complete the purchase process.

### **If you would like to purchase new services along with the domain registration(s):**

- » Log into your account.
- » On the right sidebar, click Order.
- » Select the service you would like to purchase from the dropdown menu.
- » Select the plan and any other options as needed, then click Order Now.
- » Type in the domain name you would like to register and select the applicable extension from the dropdown menu. (If you have multiple domains to register, just type in the primary one for now). Click the Click to Continue button.
- » Select the domain or domains you would like to purchase. Click the Click to Continue button.
- » Review the service selections, enter any additional information as needed, and click Add to Cart.
- » Review your order and follow the prompts to complete the purchase process.