Create a New Account

Contents

For WHM version 11.32

Goals

This account creation feature is essential for web hosting, as it allows you to create new cPanel accounts. You can then use a cPanel account to setup FTP accounts, email accounts, and databases. There are several topics that will be addressed in order to successfully setup a cPanel account using WHM.

1. Domain Information
2. Package
3. Settings
4. Reseller Settings
5. DNS Settings
6. Mail Routing Settings

Create a New Domain Account

To get started, please follow these steps:

1. Open a web browser and connect to your WHM control panel located at https://IPADDRESS:2086.
2. Login as the administrator using the information located in your control panel at http://manage.myhosting.com.
3. On the right-hand side menu, under Account Functions, click Create a New Account (Main >> Account Functions >> Create a New Account).
4. There, you will find the six sections that we have listed above.
5. Please fill out the information required, which you can get more information about using this guide.
6. Click the Create button below.

1. Domain Information

This section defines basic settings for a user's account. If you are only familiar with cPanel, this area is where you create the username for your new cPanel account.

To set up a domain:

1. Enter the new account's domain name in the Domain field. (An example of a proper domain: example.com.)
2. Enter the new account's username into the Username field.
3. Enter the new account's password into the Password field and again in the Re-type Password field. (You may obtain a secure password by clicking the Password Generator button.)
4. Enter the account's main contact email address in the Email field.

2. Package

This area of the interface allows you to assign a package to a new account. A package defines the limitations of an account. For example, a package determines how much disk space the new account will be allowed to use or how much information the new account can transfer.

You can use the pull-down Choose a Package menu to assign an existing package to the account. You can also customize the new account's package using the Select Options Manually checkbox. When you select this box, a new menu will open, providing access to a series of text boxes where you can define

the limitations of an account. These options can be found under the Manual Resource Options heading as shown below.

Once these options have been defined, you may use the Save manual settings as a Package checkbox to store the new package. This checkbox is located under the Package heading as show above. You will need to assign the new package a name in the Package Name field.
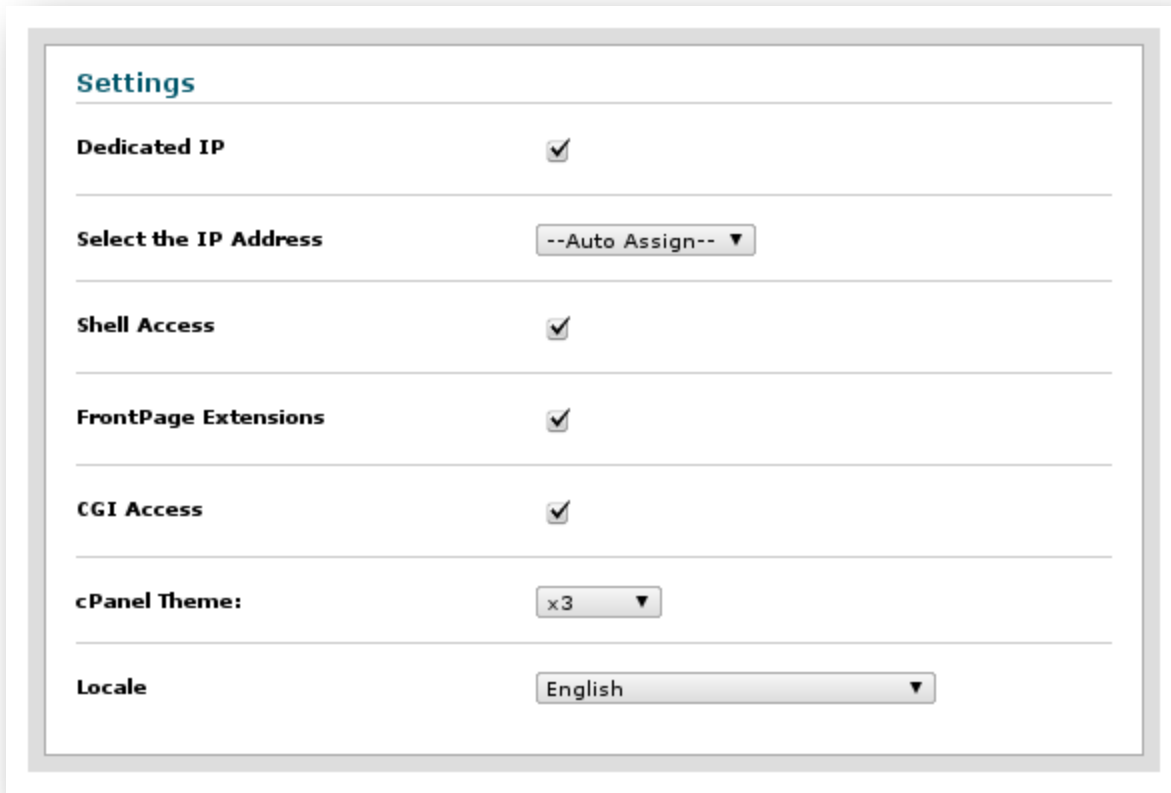
To save the selected options as a new package, please follow the steps below:

1. Click the Save manual settings as a Package checkbox.
2. Enter a name for the new package in the Package Name field.
3. Select a feature list from the Feature List pull-down menu if available. Otherwise, you can leave it as default.

Note: Feature lists define which cPanel features the new account's owner is able to access. To edit or create a feature list, you will need to use the WHM Feature Manager.

3. Settings

Using the Settings option you can assign a particular theme or dedicated IP for your cPanel account. To access all of the options listed below, you will need to click the Select Options Manually checkbox under the Package heading. The settings available are shown in the screenshot below. If you are allowing a new dedicated IP address for your account, select the IP from the Select the IP Address pull-down menu, or select --Auto Assign-- to allow the system to assign an IP automatically.
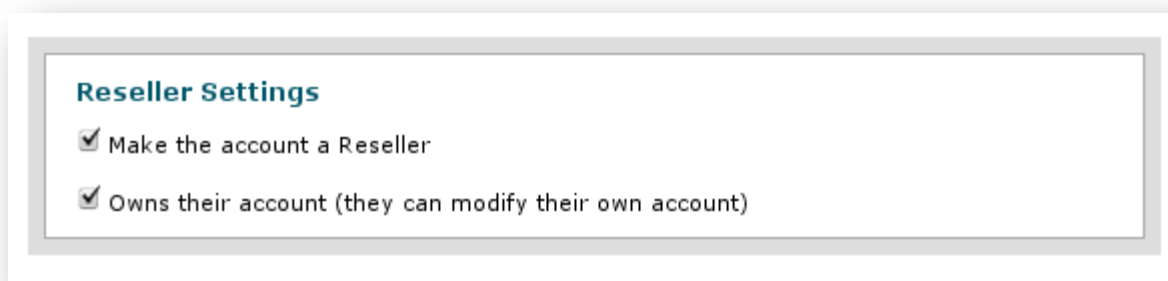

4. Reseller Settings

Resellers sell cPanel accounts that can also be hosted on your server. These accounts created by the reseller will be owned by the reseller, and the reseller will be able to modify these accounts via his or her own WHM interface.

Click the Make the account a Reseller checkbox if the new account is intended for a reseller.

If you wish to allow the new reseller ownership of the account, click the Owns their account checkbox. This will allow the reseller to change his or her own hosting package.
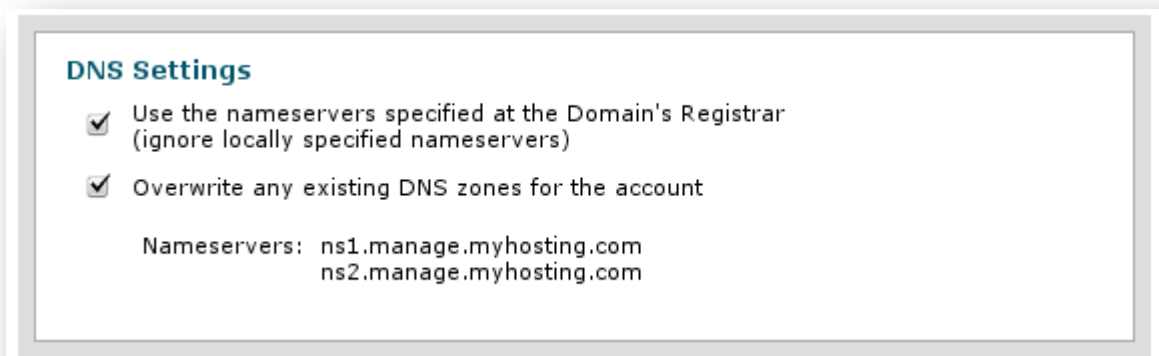

6

5. DNS Settings

Nameservers are very important because they allow visitors to find your domain on the Internet. You can choose whether to use your local nameservers or to overwrite DNS zones.

You should click the <u>Use the nameservers specified at the Domain's Registrar</u> option if the nameservers for this account will be hosted on a different server. This will allow the new account's domain to begin the propagation process.

Clicking the <u>Overwrite any existing DNS zones for the account</u> option will check for potentially conflicting DNS zones. If a conflict is found, the program will not shut down in error but rather overwrite the existing DNS zone so that the new account's domain can begin the propagation process.

DNS Settings

☑ Use the nameservers specified at the Domain's Registrar
(ignore locally specified nameservers)

☑ Overwrite any existing DNS zones for the account

Nameservers: ns1.manage.myhosting.com
ns2.manage.myhosting.com

6. Mail Routing Settings

These settings allow you to specify how mail should be routed for your new account. You may select one of the following settings:
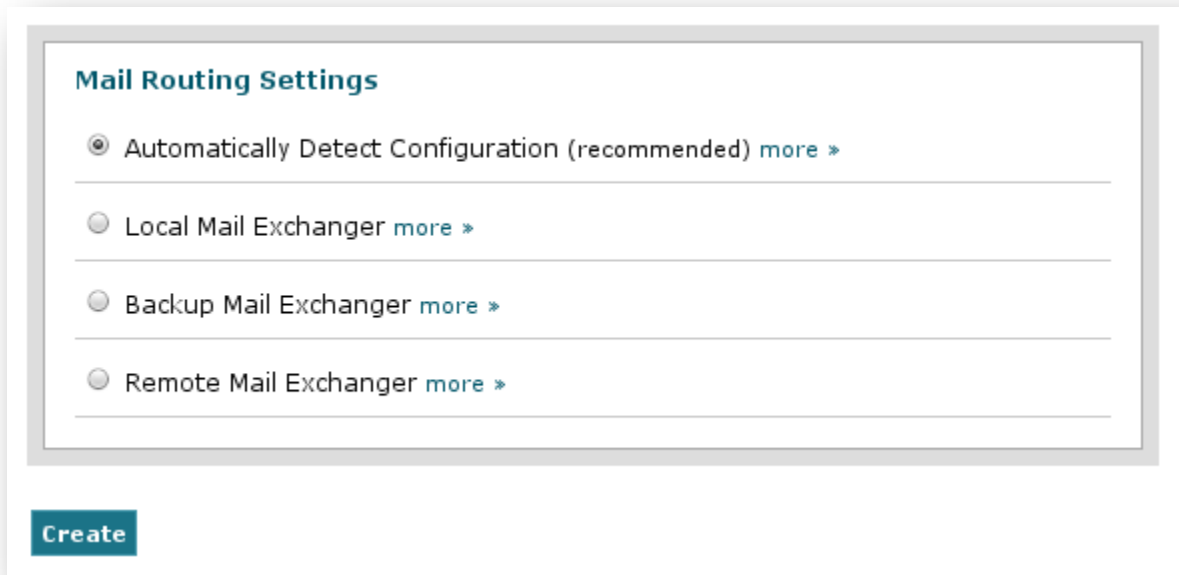
<u>Automatically Detect Configuration</u>: Automatically detect which setting to use.
Note: We recommend that you select this setting.
<u>Local Mail Exchanger</u>: Accept mail locally for the new domain. (Use your VPS as the domain's mail server.)
<u>Backup Mail Exchanger</u>: Configure the server to be a backup mail exchanger for this domain.

<u>Remote Mail Exchanger</u>: Do not accept mail locally for this domain.

Conclusion

Finally, click <u>Create</u> to create the new account. You can then finish the Create Account steps within WHM itself. You do not need to do anything on your end in order to for your domain to function properly if the nameserver settings and DNS records settings are already set with your domain name registrar. You can then start the file uploading process from your end. If you encountered any issues with this guide, please also note that there is additional information available in our Wiki database at http://myhosting.com/kb. Finally, we encourage you to contact our technical support team by email at vps@myhosting.com, or calling us at 1-866-289-5091 with any questions or concerns.