



## Setup an Account in Plesk

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## Goals

This guide will help you to create new accounts through your Plesk control panel. Accounts can be classified into two types:

Customer Accounts – For end-users of hosting services; they cannot resell hosting services.

Reseller Accounts – For those who resell hosting services to end-users. Resellers cannot create reseller accounts for other users.

## How to Setup a Customer Account

Here are the steps to setup a customer account in Plesk:

1. Login to your Plesk admin panel. Use your server IP, and its port like this example <https://yourserveriphere:8443> (don't forget the port 8443)

A screenshot of the Plesk login interface. It features a light blue header and a white background. There are three input fields: 'Username', 'Password', and 'Interface language'. The 'Interface language' field is a dropdown menu currently set to 'Default'. Below the 'Password' field is a blue link that says 'Forgot your password?'. To the right of the input fields is a grey 'Log in' button.

2. In the left-hand menu, click the Customers option under the Hosting Services heading.



3. Click on the Add New Customer option at the top of the webpage.



4. In the Customer Information form, enter your Contact name, E-mail Address, etc.

**Contact Information**

Enter the customer contact and billing information. In case you have Customer & Business Manager set up with

Contact name \*

E-mail address \*

Company name

Phone number

Fax number

Instant messenger  Other

Address

City

State/Province

Postal/ZIP code

Country

5. In the Access to Panel section, provide the username and password so as to access the control panel.

**Access to Panel**

Snapshot delay: No delay

Credentials that the customer will use to access their Control Panel.

Username \*

Password \*   (?)

Repeat password \*

6. Click the Create subscription for the customer checkbox if you want to create a hosting service subscription or set up a website.

**Subscription**

Properties of the website provisioned together with the subscription.

Create subscription for the customer  
Clear this checkbox if you do not want to create a hosting service subscription or set up a website for

Domain name \*                      www.

7. Finally, click the OK button to create the account.

\* Required fields

Your new account has been created.

## ***Manage Customer Accounts***

Now, you have created a customer account in Plesk. You can manage the accounts you have created.

- To manage the accounts you have created, click on the customer's linked name.

1 items total

<input type="checkbox"/>	Customer Name ▲	Subscription
<input type="checkbox"/>	<a href="#">John Test</a>	johntest.com (Default Domain)

- To remove any of the customers, click the checkboxes against the customers and then click the Remove link.



## ***How to Setup a Reseller Account***

Here are the steps to setup a reseller account in Plesk:

1. Login to your Plesk admin panel.

Username

Password

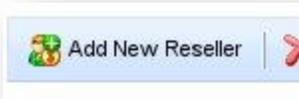
Interface language

[Forgot your password?](#)

2. In the left-hand menu, click the Resellers option under the Hosting Services heading.



3. Click on the Add New Reseller icon at the top of the webpage.



4. In the reseller Contact Information form, enter your Contact name, E-mail address, etc.

A web form titled "Contact Information" with a subtitle "Enter the reseller contact and billing information. In case you have Customer & Business Ma". The form contains several input fields: "Contact name \*" (required), "E-mail address \*" (required), "Company name", "Phone number", "Fax number", and "Instant messenger". There is also a dropdown menu labeled "Other" with a double-headed arrow icon.

5. In the Access to Panel section, provide a username and password so as to access the control panel.

A web form titled "Access to Panel" with a subtitle "Credentials that the reseller will use to access the Panel to manage". The form contains three input fields: "Username \*" (required), "Password \*" (required), and "Repeat password \*" (required).

6. Select a Service plan to which the reseller has to be subscribed.

**Subscription**

Select a service plan to which the reseller will be subscribed.

Service plan Default Reseller ▾

Proceed to customizing the subscription parameters after the

7. Finally, click the OK button to create the account.

\* Required fields

OK Cancel

Your new reseller account has been created.

## ***Manage Reseller Accounts***

Now, you have created a reseller account in Plesk. You can manage the accounts you have created.

- To manage the accounts you have created, click on the reseller's linked name.

1 items total

<input type="checkbox"/>	<b>Reseller Name</b> ▲	<b>Service Plan</b>
<input type="checkbox"/>	<a href="#">Reseller1</a>	Default Reseller

- To remove any of the resellers, click the checkboxes against the resellers and then click the Remove link.



## ***Conclusion***

Now that you have successfully created your own customer account and/or reseller account, you can use them to manage your customers and assign hosting packages. 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](mailto:vps@myhosting.com), or calling us at 1-866-289-5091 with any questions or concerns.