



How-To Register a Domain Name

For businesses today, web addresses/domain names are a valuable business asset. This how-to will walk you through the process of securing a domain name(s). To begin, you must first decide on a name and check its availability. Many domain names have already been taken and it may require some trial and error to find one that fits your business. Because of the scarcity of available domain names, we recommend registering your name even if you do not plan on developing and launching a web site yet. There is no downside to acquiring and holding the name for future use. It may not be available later.

For the purpose of this How-To we will use www.webhero.com. If you choose to use a different registrar's site, the process should be similar.

Check for Domain Availability:

1. On www.webhero.com's main page you'll see a blue box that says "Domain Registration" In the text box, type in your desired domain name. Click the "Go!" button.
 - a. If you want your domain name to end in something other than ".com" (such as .net, .org, etc.), select the appropriate type (extension) from the drop-down list to the right of the text box.
2. If the domain name you entered is . . .
 - a. *Unavailable*, it will say "YOURDOMAIN.COM IS TAKEN!" Then it will give you the following options:
 - i. Select another Domain – Type another domain name possibility in the text box and click "Continue" to check its availability.
 - ii. Suggested Domains – The site suggests other possible domain names similar to what you were looking for. If you see one you like, check the box next to it.
 - b. *Available*, you'll see a screen that says "Select Your Domains" and a list of your domain name with various extensions (.com, .net, .org). Check the box next to the domain you want to register.

Register Your Domain Name

Once you have selected an available domain name you are now ready to register it.

3. Click the "Continue" button under New Customers.
4. Registration Step 1 - Select the number of years (1, 2, or 5 years) you would like to retain the domain name before renewing it. Click "Continue."
 - a. We recommend that you register the name for the longest term that your budget will allow.
5. Registration Step 2 - Select your Hosting Plan and Billing Period (yearly or monthly). Click "Continue."
 - a. If you are *not* going to develop a web site soon, you should choose the "No Hosting" option.
 - b. If you plan on developing your web site in the near term, choose the hosting product. The basic hosting package offered is generally suitable for most small business sites. With this company, that product is called "Everything Hosting."
6. Registration Step 4 - Complete the order form with your contact and payment information. Make sure that the email address that you use here is one that you are likely to have for a while – it is the only way that you are contacted about your domain name. Click "Finish Order."
 - a. Print out the confirmation information and keep it in a safe place so that you can easily find it when you need it.

Your new domain name is now registered!

3324 Eaton Road, Birmingham, AL 35223, Phone: 205.298.7655