



Webtimes Professional Online Package

How To Get Started

Getting Started

1. Register on our website: <https://client.webtimes.co.za/register.php>
2. Ensure that you fill in all your details... Make sure to fill in the **company name**.
3. Ensure to remember the email and password you created to login later to your account.
4. You will be redirected to your accounts Dashboard where you will be able to access all info and perform any task.
5. To place a new order, you are going find the header just under the Webtimes logo and click the dropdown menu "Services"
6. Find "Order New Services" and select.
7. You will now be on our page to find any service you need. To get your website hosted and designed... Find "Categories" and select "Web Design & Hosting"
8. For the "Professional Online Package" You are going to click the green button labelled "Order Now" on the Professional Online Package or your preferred package.
9. You will then be redirected to a page to select your preferred domain name (for example www.yourbusiness.co.za). Type it in and check its availability.
10. .co.za domains are free with this package, but .com will be an extra R299 to purchase.
11. Once you have typed in your preferred domain you can click "Check" to see its availability. If it is not available, it will tell you and you can try another one.
12. Once you have found an available domain you can click the "Continue" button on the bottom.
13. It will give you an overview of your order... You will be able to fill in your promotion code for 50% off later in the journey. You can click "Continue" again.
14. You can ignore the next screen as this is for DNS management, as we will be creating the site for you... There is no need for this, so you can click "Continue" again.

15. You will again see a summary of your order... But at the bottom you will find a promotion code block. To get 50% off you can fill in the following there: COUPON50% and click "Validate Code"
16. You will see 50% come off and you can click "Checkout"
17. Scroll all the way to the bottom and find the "Terms of Service" hyperlink which you can read and then tick the box and click "Complete Order."
18. You will then be redirected to a payment portal where you can choose your method of payment and fill in the details and click "Pay"
19. You may be required to open your bank app on your phone to authenticate the purchase.
20. Once you have paid and it tells you the payment has been authorized. You are good to go.

Hosting Details and Company Information

1. Once payment has gone through you will receive 2 immediate emails... One for the Invoice Payment Confirmation and one for the Hosting Account Information.
2. The Invoice Payment Confirmation email will contain the details of your transaction and your copy of the paid invoice.
3. The Hosting Account Information email will contain the new account information, the domain and billing cycle. It also contains the login details for your own personal cPanel account... You can login and with those details and perform a host of different functions.
4. You will as receive an email within 24 hours requesting the details for your website.
5. It will request the following... Fill in the website form with your company details. A company profile, logo, and any pictures you want on the site.
6. Once all that information is provided the design can begin... You will receive another email labelled: Website Copy Approval. This document will contain all the website copy (writing) for you to approve.
7. Once the copy is approved it can be inserted into the website and you will receive the first draft within 1-2 weeks of all the information being provided.
8. If you wish to have your custom emails sooner than that (for example yourname@yourbusiness.co.za) You can request their creation and the email details will be sent within 1-2 days after requested.

Completion Of Order

1. Once you have received the first draft... You will have 14 days to request any changes you want.
2. Those changes will be made within 4 days of receiving the email. Then you will receive an email with the 2nd draft approval request.
3. You will approve the 2nd draft and the website will be indexed on google (this means that your website will be searchable on google.com)
4. The index process can take anywhere from 1 day to 1 week. Once it is available on google the job is complete.

Continued Support and Info

1. Once the order has been completed any further communication and help needed regarding the website and email address will have to be requested through our support email: support@webtimes.co.za
2. We will ensure the website and emails are up, if you experience a problem, please let us know and we will work on getting it sorted ASAP.
3. If you wish to request any changes to the website, you can also email support@webtimes.co.za. If it is a layout change, there will be a quote sent. However, if you wish to change a picture or text we can login and do that quickly for you at no charge, as long as it takes less than 10 min to do.
4. Once you have paid for the invoice sent for the website changes it will take 1-4 days to get the changes done, depending on the complexity and time needed.
5. You also could also request the login details for the backend of the website. This will allow you to login and make the changes yourself. The software is simple to use, it will require some learning but not too much, especially for simple changes.
6. Once you have requested the login details they will be sent along with steps to login and a video tutorial on how to make simple changes on the website.
7. We are also available via WhatsApp if you wish to speak to someone urgently... [072 054 8568](tel:0720548568)

We thank you for your continued support! And wish you the best of luck... If you want any information on growing your professional online package, don't hesitate to get in touch and we will give you steps to growing your business bigger and bigger online!