



Domainz Password User Guide
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Domainz Name Holder ID

When you register your domain name with Domainz we issue you an ID and Name Holder password for security.

You can use this Name Holder ID and Name Holder password to login to your account through the Domainz website to:

- View your account details
- Make payments
- Update address details
- Check renewal/expiry dates
- Register new names for .nz and other types of names
- Manage your Domainz hosting and email services
- Modify the name servers for your domain name
- Move your domain name between hosting providers (Re-delegate)

Quoting your ID and/or password when you phone us will help us know who you are, allowing a secure means of authorizing certain types of changes.

A Name Holder ID is an 8 digit number also known as your customer ID.

You should keep your Name Holder ID Safe and you should not generally supply it to external parties.

SECURITY WARNING

Your Name Holder Password is like a Bank Pin and should be kept secure:

- If a party has requested that you make changes to a name server, perform a re-delegation or change hosting providers and you do not feel comfortable providing your Name Holder password to them, contact the Domainz Team for assistance.
- If you do provide your Name Holder ID and Password to an external party to make a change to your domain name, be certain that you reset the password afterwards as a security precaution
- Name Holder ID and password are different to your UDAI.



Unique Domain Authentication Identifier (UDAI)

Each domain name has a UDAI (Unique Domain Authentication ID.) This will have been emailed to you when you did one of the following things:

- When you first registered a .nz domain name
- When you changed Registrar for a .nz domain name
- When you changed the Name Holder for a .nz domain name

A UDAI is 8 characters long and is made up of both number and letters, in upper and lower case, and is case sensitive.

SECURITY WARNING

Your UDAI is like a Bank Pin and should be kept secure at all times:

- Generally, your UDAI should only be provided in the course of transferring management from one registrar to another
- Your UDAI is not required to change your hosting provider, update your name servers or move your web site hosting
- Your UDAI is different to your Name Holder ID and password.



Domainz Email Address Log-in

For Each Domainz Email address you set-up, there will be a unique POP Account User Name and Password.

For Quick Start emails:

- Your Email User Name will be the FULL email address
- Your Email Password will be 6-10 alphanumeric characters and will be sent out initially by the automatic system.

For Premier emails:

- Your Email User Name will be the USER ID set in the Control Panel and will be whatever you have BEFORE the '@' symbol. i.e. example@domainz.net.nz (user ID is 'example')
- Your Email Password will be set by you or your administrator and will be at least six characters long and must include at least one numeric character.

Domainz Quick-Start Web Mail Log-In

If you have any of the Domainz Quick-Start Email and Hosting Solutions or the Domainz Email Only Packages, you will also have access to Domainz Quick Start Web Mail.

- Access Domainz Web Mail log-in at: www.domainz.net.nz
- For Domainz Web Mail the User Name will always be your email address
- The password will be 6-10 alphanumeric characters

Please visit the help file for setting up the Quick Start email accounts in a mail client (such as Outlook).

Domainz Premier Web Mail Log-In

If you have any of the Domainz Premier Email and Hosting Solutions such as the 'COMMUNICATOR' or 'SIGNATURE STARTER', you will also have access to Domainz Premier Web Mail.

- Access Premier Web Mail log-in at: <http://yourdomainname/ControlPanel/>
- For Premier Web Mail the User Name will be your User ID
- The password will be set in the Control Panel by the administrator

Please visit the help file for setting up the Premier email accounts in a mail client (such as Outlook).



Domainz FTP Password (File Transfer Protocol)

When you want to publish information, pages and images to your web site, you will use a process called FTP

If you have any of the following hosting solutions with Domainz, you will also have an FTP Password:

- A Domainz Quick-Start Web and Email Package, or
- A Domainz Premier Hosting Package. This includes the 'COMMUNICATOR' plan which is html-only and does not include anything extra like FrontPage Server Extensions.

When you want to upload your website content to the Internet you will need to use an FTP program to do this.

For Quick Start Packages:

- For FTP the User Name will always be your domain name.
- For FTP the password will be 6-10 alphanumeric characters

For Premier Packages:

- For FTP the User Name will be the main User ID of your hosting package
- For FTP the password will be the main password of your hosting package.

To see a full help file on accessing the Domainz recommended FTP program, Filezilla.



Thank you for choosing Domainz Limited

These guides are available for you to print out and keep alongside your PC, or you can save them into your Internet favourite for easy access.

For further assistance don't hesitate to contact us

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