Lexsynergy Tutorial

Domains · https://teraspore.com/docs/lexsynergy-tutorial/

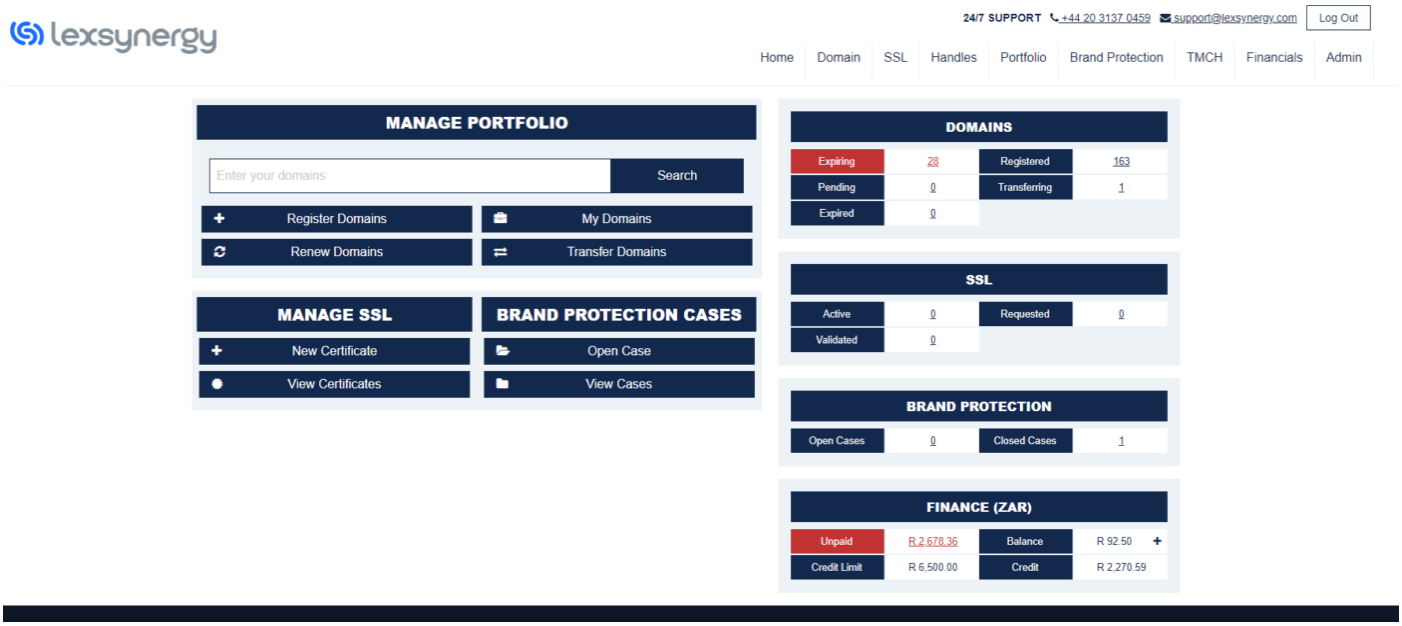
Login

Use your credentials to log in here: https://portal.lexsynergy.com/

The Dashboard

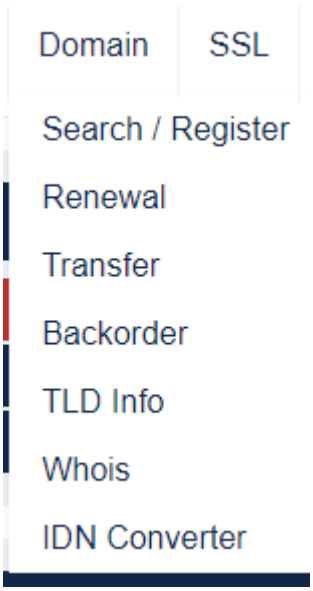
The main dashboard has quick links to all the most important features.

We will be focusing on the Domains, Handles and Portfolio tabs.



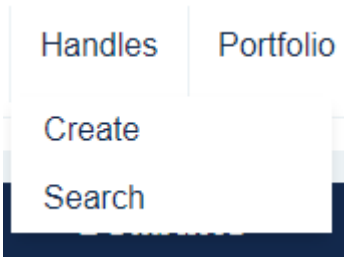
Domain Tab

The domain tab is for domain-related features such as registering a new domain, transfers and a Whois search.



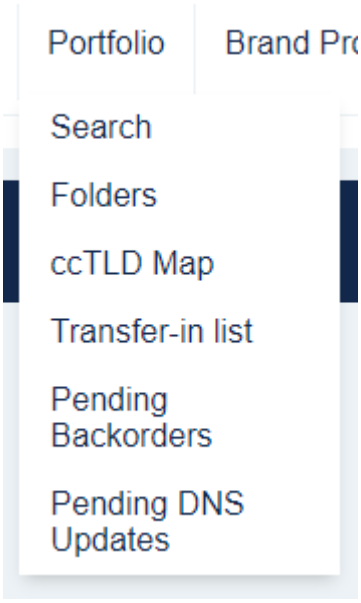
Handles Tab

The handles tab is where you go to create or manage domain Whois information handles, such as the domain owner and technical contacts.



Portfolio Tab

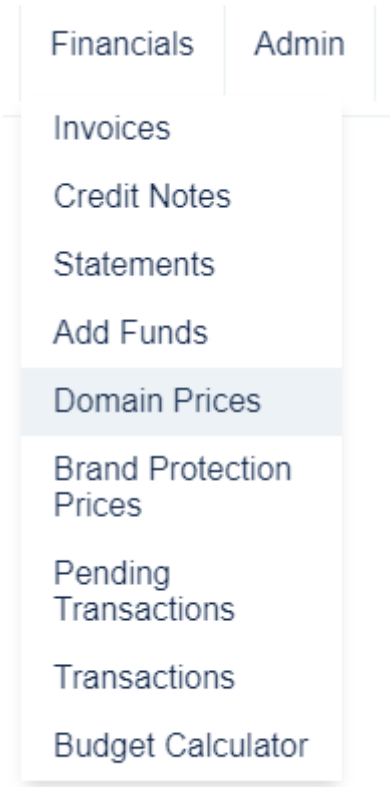
The portfolio tab lets you view the list of registered domains and their respective details, as well as which folder they reside in.



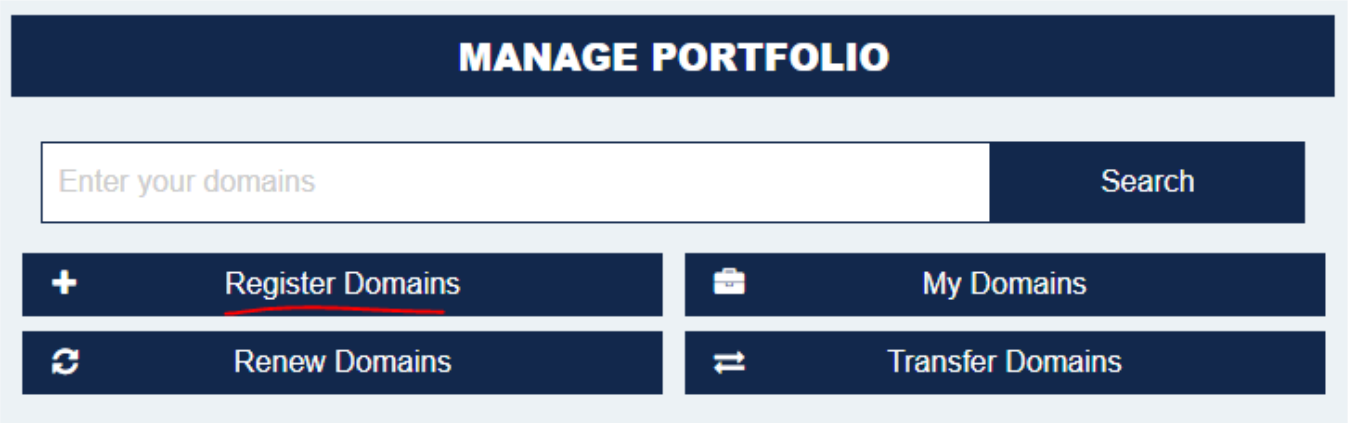
Registering a domain

*__To find the prices of domains, simply navigate to the financials section and select domain prices.__

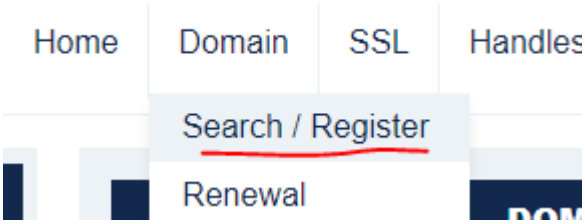
If you find the domain cheaper elsewhere, let me know (st***@*********co.za) and I will negotiate with Lexsynergy.



Click on 'Register Domains' from the main dashboard.

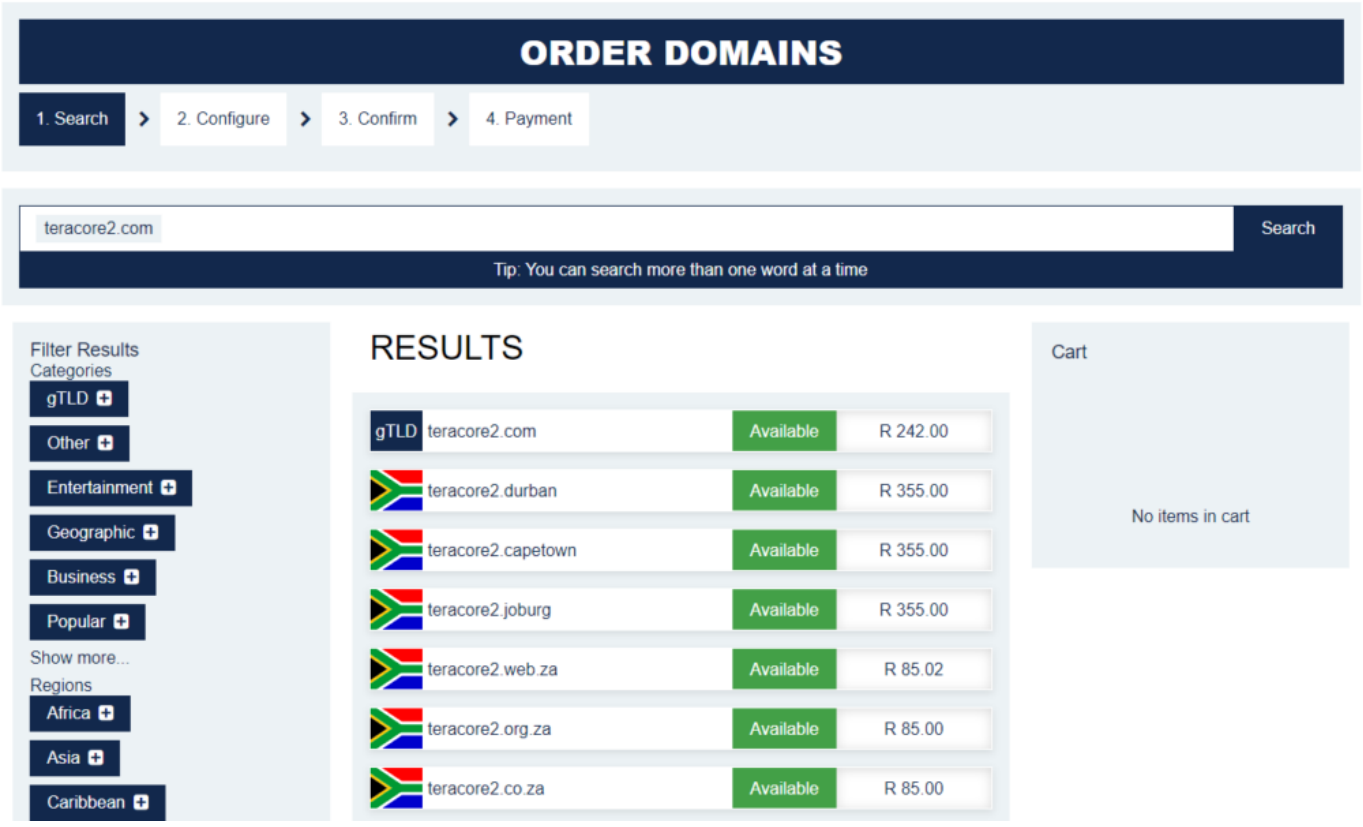


Or 'Search / Register' from the Domain menu tab.



Enter your domain and hit search.

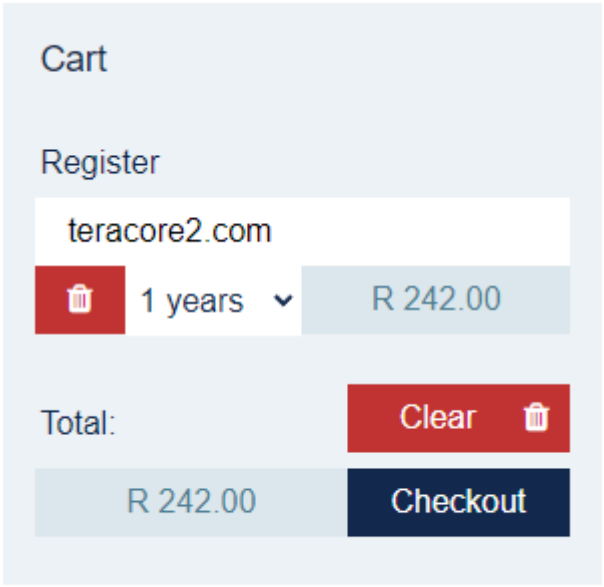
It will bring up a bunch of available TLDs and their prices; you will also see if they are available or not.



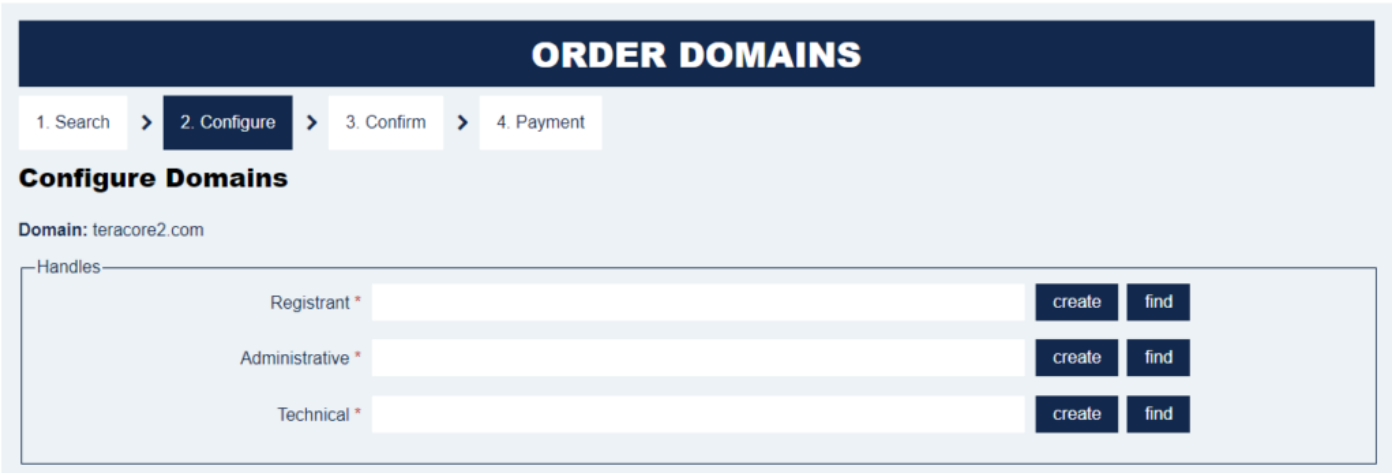
Hover over the price and click to add it to cart.



Select 1 year terms and checkout.



On the next page you will set the Registrant, admin and tech contacts.

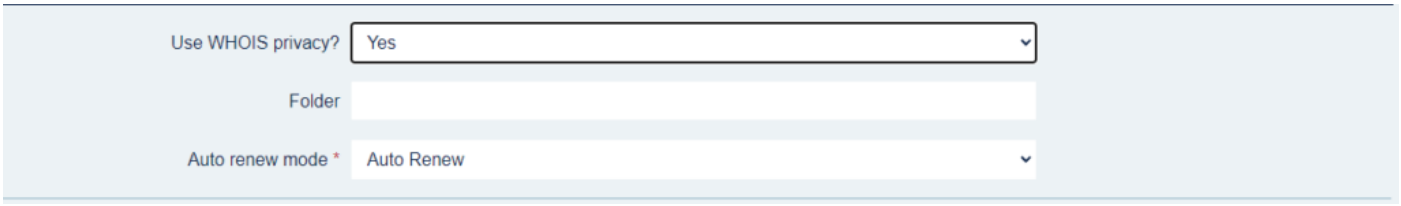


You can create new ones, or use the default handle.



Next set WHOIS privacy to yes.

Assign the folder for the domain and set its renewal period.



Next we will set the nameservers.

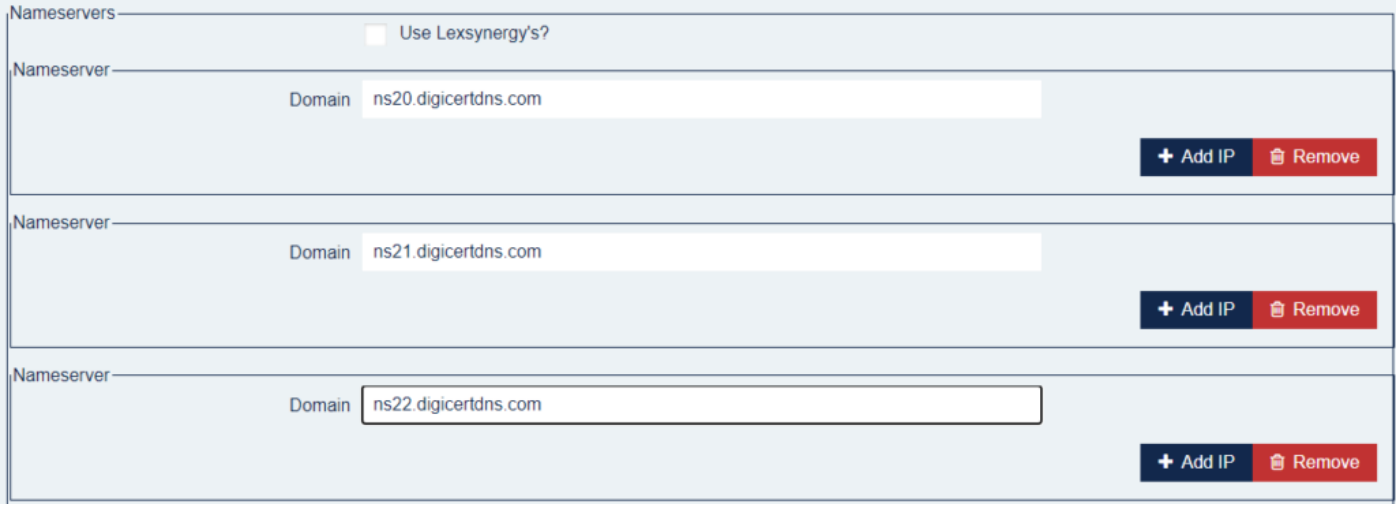
Please remove the checkmark next to "Use Lexsynergy's" and click on "+add nameserver" six times.



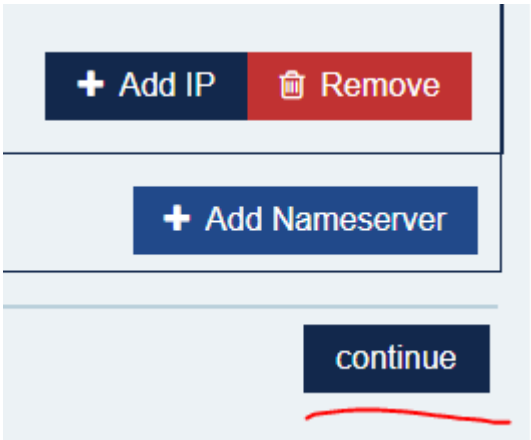
Copy and paste each nameserver domain into an individual nameserver row.

DNS Made Easy NameServers
ns20.digicertdns.com
ns21.digicertdns.com

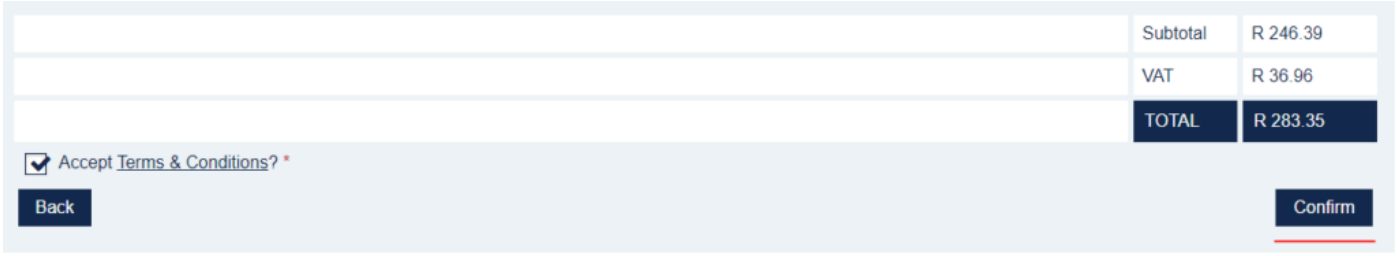
DNS Made Easy NameServers
ns22.digicertdns.com
ns23.digicertdns.net
ns24.digicertdns.net
ns25.digicertdns.net



Once you have all the nameservers added, click continue.

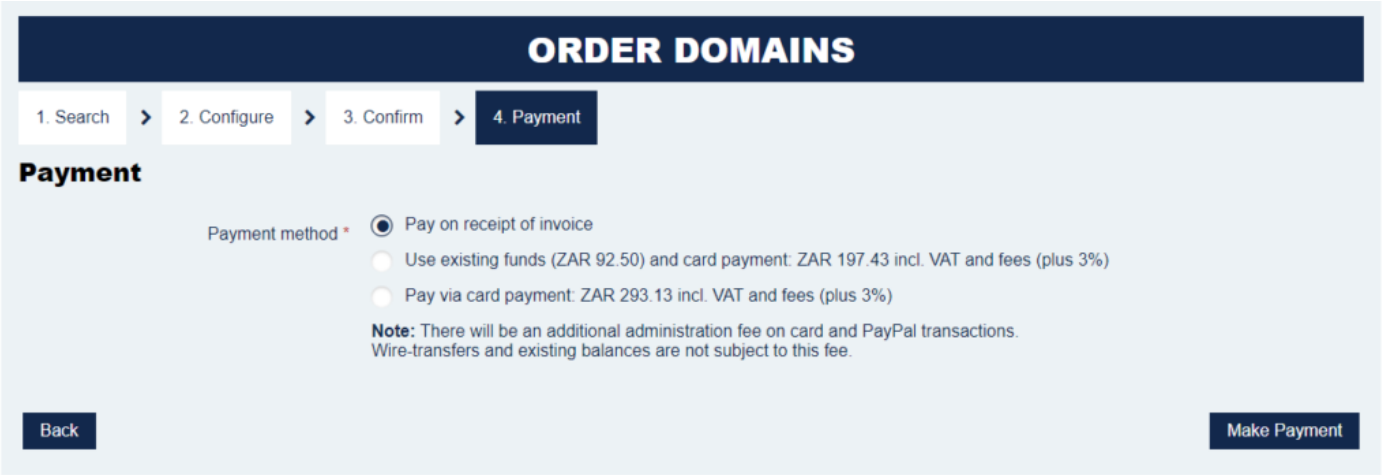


Review the details and if everything is correct, click on Confirm.



Select pay on receipt of invoice, this will add the domain to the Lexsynergy monthly bill and you will not have to pay for it up front. The domains will be added to your agency bill.

Click make payment.



Congratulations, you have registered a domain.