

## Pointing a Registered Domain Name To Your real.leads Web Site

### For The Office Website:

Associating a domain name (e.g. “www.WeSellHomes.com”) to your real.leads website is a fairly simple process:

1. First, you must register at least one domain name. Registration is necessary because a domain name provides you world-wide, exclusive use, so a search must be first performed to insure that someone else has not already registered the name you are choosing. Once you have secured a domain name, you are guaranteed to have exclusive use of it for the period of time you maintain the registration. Typically, registration periods are a minimum of one year. There are literally hundreds of web sites that offer domain registration services and you can use any of them. We use and recommend [www.godaddy.com](http://www.godaddy.com). (These instructions use that service as an example)
2. Second, you need to designate real.leads as the “name server” for your domain(s).

On [godaddy.com](http://godaddy.com), that is accomplished by doing the following:

- a. Login to your GoDaddy account using the user name and password you obtained when you registered your domain name.
  - b. Select the **Domain Manager** option in the left column under My Products.
  - c. Locate the desired domain on the list and click its name.
  - d. On the toolbar along the top of the page, click the **Nameservers** button.
  - e. In the editing window, select the “I host my domains with another provider” option and enter “ns1.realleads.net” in the Name Server 1 box, and “ns2.realleads.net” in the Name Server 2 box. Click the **OK** button.
3. Notify us of the change by emailing [support@realleads.net](mailto:support@realleads.net) with your domain name and contact information. We will then make the appropriate changes on our end.

It will require up to 48 hours for these changes to propagate throughout the Internet, therefore, you can expect some delay before the domain name resolves properly.

### For A Premier Agent:

Premier agents have all the same domain options as the office does, so the above instructions apply for premier agents as well.

## For A Basic Agent:

Real.leads does not offer domain name management services to basic agents. However, it is still possible for a basic agent to use a custom domain (URL) to direct visitors to their cobranded office website, using the following procedure:

1. First, you must register at least one domain name. Registration is necessary because a domain name provides you world-wide, exclusive use, so a search must be first performed to insure that someone else has not already registered the name you are choosing. Once you have secured a domain name, you are guaranteed to have exclusive use of it for the period of time you maintain the registration. Typically, registration periods are a minimum of one year. There are literally hundreds of web sites that offer domain registration services and you can use any of them. We use and recommend [www.godaddy.com](http://www.godaddy.com). (These instructions use that service as an example)
2. Second, you need to “forward” this new domain to your co-branded, personal version of the office website. On godaddy.com, that is accomplished by doing the following:
  - a. Login to your GoDaddy account using the user name and password you obtained when you registered your domain name.
  - b. Select the **Domain Manager** option in the left column under My Products.
  - c. Locate your domain on the list and click its name.
  - d. On the toolbar along the top of the page, click the **Forward** button and then on **Forwarding Domain**.
  - e. On the Domain Forwarding page, enter your co-branded version of your office domain name (e.g. “[first][last].[officedomain].com”) in the available box. Click the **OK** button.

## Establishing a real.leads Administrative Email Account

As consumers interact with your real.leads web site, email messages are automatically dispatched in response to certain events (e.g. consumer requests contact, consumer registers with agent, etc.). This email address should be in the form of info@[your domain name].

To provide you with the greatest flexibility in managing who receives these email messages, we recommend that this “forwarding-only” email account be established to direct all administrative emails to the desired recipient(s). In this way, you will have direct control over the selected recipient, able to make immediate changes whenever required.

As with domain registration, any number of services offers this capability. With GoDaddy.com, email hosting is provided free of charge for any domain registered with them.

To setup a real.leads administrative email account on Go Daddy, do the following:

1. Sign into your Go Daddy account, using the user name and password you established when you registered your domain.
2. Select **My Account** from the second level (gray) menu bar.
3. Select **Email Account List** from the list of choices.
4. Click the **Manage Free Accounts** button. Then click the **Setup Account** link in the list of free email accounts.
5. Enter “info” for **Email Account** and choose your domain from the adjacent dropdown list.
6. Create and confirm a **Password**, and enable spam filtering. Typically, you will not need to retrieve email from this account directly (you will rely upon the forwarding to do that) - so this password will never be used.
7. Enter the desired recipient(s) in the **Send Carbon Copies To:** entry. Multiple entries should be separated by commas.
8. Leave the defaults for all other entries and choose the **Save Settings** button at the bottom of the page.