



VMS MANAGER 4.0

User Guide

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Legend



= important notes.

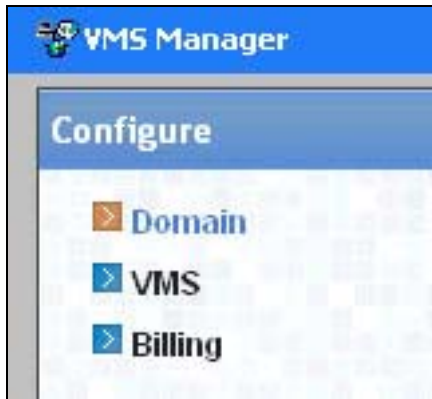


= feature specifications.

1 VMS Manager

The VMS (Virtual Manage Server) Manager allows the user to administer domains. This application gives the user the ability to import domains, set package types, set billing etc.

Image 1: Configure Panel



Located on the top left corner of the VMS Manager.

The **Configure** panel enables the user to select the configuration setting they wish to modify such as Domain, VMS, and Billing.

These options can be selected in any order. The selected configuration setting is specified in blue text, while the black text indicates non selected configure options.

3 Main Primary Configuration Options

1. Domains

Allows the user to modify the number of email accounts per domain, add/remove WebsiteOS4™ applications, update contact information, change forwarding, change package type, change password for domain, change status, switch to selected domain WebsiteOS4™ control panel.

2. VMS

Allows you to change branding on WebsiteOS4™ control panel, import domains, change master password.

3. Billing

Allows you to change payment gateway settings, change products and pricing, customize billing, change billing preferences.

2 Domains

Domain is where the users are able to modify the following: email, add/remove applications, and update contact information, forwarding, package types, passwords, domain status, switch to domain WebsiteOS4™ control panel.

Image 2: Domains

Domain						
Domains						
Search			60		View all	
<input type="checkbox"/>	Domain (9 / 10)	Package	Status	Mailboxes (175 / 188)	Disk Usage (MB) (123 / 1500)	Bandwidth Usage (MB) (1.02 / 180000)
<input type="checkbox"/>	david.com	Hosted	OK	37	0	0
<input type="checkbox"/>	demo.imaaxoc.com	Hosted	OK	73	0	0.05
<input type="checkbox"/>	demo.vmsol.com	Hosted	OK	17	123	0.97
<input type="checkbox"/>	demo.websiteos.com	Hosted	OK	17	0	0

The domain panel summarizes the number of domains, shows the package type of the domains, indicates the status of the domains, lists the disk usage and bandwidth (in MB) utilized by the domains; that are within the VMS Manager.



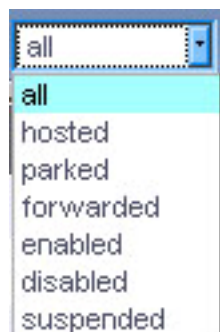
You can select more than one domain to be modified simultaneously. Click the boxes next to the domain you wish to modify, or to select all click the box located next to domain. Any changes will be applied to all selected domains.



You can search domains by typing the domain name in the Search field located in the top middle of Domains.

To list/sort the domains select the following from the drop down menu

Image 3: View (Drop down menu)



This list is located in the top right corner.

- **All:** lists all domains
- **Hosted:** lists domains package types that are hosted on the server.
- **Parked:** lists domains that are set to park
- **Forwarded:** lists domains that are forwarded
- **Enabled:** lists domains that have been enabled
- **Disabled:** lists all disabled domains
- **Suspended:** lists domains that are suspended.

There are 8 different options which you can modify within Domain.

Image 4: Feature Modifications (I Want to...)

I want to	
<input type="checkbox"/> Modify Emails	<input type="checkbox"/> Change Package Type
<input type="checkbox"/> Change Applications	<input type="checkbox"/> Change Password
<input type="checkbox"/> Update Contact Information	<input type="checkbox"/> Change Status
<input type="checkbox"/> Change Forwarding	<input type="checkbox"/> Switch To

To Modify a feature with in a Domain:

1. Click on the box next to the domain you wish to modify.
2. Select from the following:
 - a. Modify Email
 - b. Change Applications
 - c. Update Contact Information
 - d. Change Forwarding
 - e. Change Package Type
 - f. Change Password
 - g. Change Status
 - h. Switch To

a) Modify Email

The selected domain will provide a summary of email information within the domain (i.e. Base Emails, Float Emails, Mailboxes, and Used Emails).

Image 5: Modify Email

Modify Emails					
Selected Domains					
Domain Total: 9	Package	Base Emails	Float Emails	Mailboxes	Used Emails
david.com	Hosted	2	30	32	0
<p style="text-align: center;">▼</p> <p style="text-align: center; color: red;">All domains listed above will be affected by any changes made.</p> <p style="text-align: center; color: red;">You can only set values for hosted accounts.</p>					
Number of additional email accounts:					
<input type="text" value="Set to"/> <input type="text" value="35"/>		Additional Emails			
Total Floaters:		168			
Available:		14			
				OK	Cancel
				Apply	

Type	Description
Domain Total	Lists the total number of domains, and the domain that has been selected.
Package	Specifies the package type the domain is hosted on. (i.e. Hosted, Parked, Forwarded, etc)
Base Emails	Default mailboxes within a domain. i.e. postmaster@domain.com
Float Emails	Additional mailboxes within a domain.
Mailboxes	The total number of mailboxes. (i.e. Base Emails + Float Emails)
Used Emails	Total number of mailboxes being used.



You can change the number of mail boxes you have per domain in the bottom middle of the screen. There is a drop down menu below.

Image 6: Drop down menu for Email

To Set Mailboxes

1. Click on the drop down menu located in the bottom middle
2. Select
 - a. **Set to:** which sets the total number of Float Emails a domain can have.
 - b. **Add:** allow you to add a set increment of mailboxes to the domain.
 - c. **Remove:** allows you remove a set number of mailboxes within a domain.
3. Type in the Number of mailboxes you wish to set, add, remove.
4. Click on one of the buttons in the bottom right corner.
 - a. **OK,** will add the mailboxes and return you to the Domain screen.
 - b. **Cancel,** will not apply changes and return you to the Domain screen.
 - c. **Apply,** will apply the changes and keep you within the Modify Emails Screen.

b) Change Applications

The selected domain lists all the applications that have been activated. It will also summarize the total number of domains, the selected domain, the package type and the applications that are present within the domain WebsiteOS4TM.

To Add/Remove Applications

1. Check/uncheck the box next to the application(s) you wish to add/remove
2. Click on one of the buttons in the bottom right corner.
 - a. **OK**, will add the mailboxes and return you to the Domain screen.
 - b. **Cancel**, will not apply changes and return you to the Domain screen.
 - c. **Apply**, will apply the changes and keep you within the screen.

Image 7: Change Applications

Change Applications

Selected Domains

Domain	Package
Total: 9	
david.com	Hosted

All domains listed above will be affected by any changes made.

You can only set values for hosted accounts.

Make the following applications available:

<input type="checkbox"/> Ad Manager	<input type="checkbox"/> Advanced Template Manager	<input type="checkbox"/> Announcer
<input checked="" type="checkbox"/> Appointment Scheduler	<input checked="" type="checkbox"/> Change Password	<input type="checkbox"/> DNS Manager
<input type="checkbox"/> Database Manager	<input type="checkbox"/> Disk Usage	<input checked="" type="checkbox"/> Easy Blog Builder
<input checked="" type="checkbox"/> EasyLiveChat	<input type="checkbox"/> EasySiteWizard	<input type="checkbox"/> EasyStoreMaker
<input type="checkbox"/> EasyStoreMaker PRO	<input checked="" type="checkbox"/> Easymail Setup	<input checked="" type="checkbox"/> FTP Access
<input checked="" type="checkbox"/> FTP Manager	<input type="checkbox"/> File Manager	<input checked="" type="checkbox"/> File Restore
<input type="checkbox"/> FrontPage Manager	<input type="checkbox"/> Log Manager	<input type="checkbox"/> Miva Manager
<input type="checkbox"/> Plug-in Scripts	<input type="checkbox"/> SEO Workshop	<input type="checkbox"/> SSL Manager
<input checked="" type="checkbox"/> Secure Shell	<input type="checkbox"/> Site Checker	<input type="checkbox"/> Site Promoter
<input checked="" type="checkbox"/> Web Stats	<input checked="" type="checkbox"/> Webmaster Tools	<input checked="" type="checkbox"/> Website Security
<input type="checkbox"/> Windows(TM) Services		

OK Cancel Apply

c) Update Contact Information

You can update the contact information of the selected domain here.

1. Type in the information into the following fields:
 - a. Company
 - b. First Name, Last Name
 - c. Address
 - d. City
 - e. State/Province
 - f. Zip/ Postal Code
 - g. Country
 - h. Phone Number
 - i. Fax Number
 - j. Email Address
2. Click on the drop down menu **Import Information Here** and select a domain.
3. Click on one of the buttons in the bottom right corner.
 - a. **OK**, will add the mailboxes and return you to the Domain screen.
 - b. **Cancel**, will not apply changes and return you to the Domain screen.
 - c. **Apply**, will apply the changes and keep you within the screen.



If you have the same contact information for multiple domains, you only need to enter the contact information once for a specific domain. Once you have done so you can import the information into the next domain.

Image 8: Customer Information

Update Customer Information

Selected Domains

Domain Total: 9	Package	Status
david.com	Hosted	OK

All domains listed above will be affected by any changes made.

Update Contact Information

☐ Delete contact information for domains shown above

Import information from

Company

Type in Company Name Here

First Name

Jane

Last Name

Doe

Address

123 Address St.

City

Cityville

State/Province

NY

Zip / Postal Code

12345

Country

USA

Phone Number

123456789

Fax Number

987654321

Email Address

email@domain.com

OK

Cancel

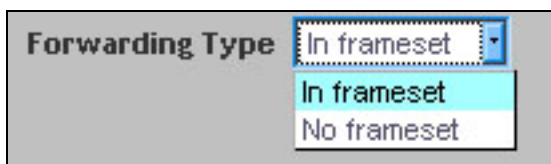
Apply

d) Change Forwarding

When an individual types in a domain into a browser, the domain will refer to another domain. This is termed as "Forwarding" or "Domain Pointing."

1. Type in the URL i.e. <http://www.domain.com>
2. Set a Catchall email i.e. email@otherdomain.com (this will collect any email that is sent to current domain, and forwarded to the specified email.)
3. In the drop down menu select from:
 - a. In frameset (Opens the website within current browser)
 - b. No frameset (Opens the website in a new browser)

Image 9: Frameset / No Frameset



4. Click on one of the buttons in the bottom right corner.
 - a. **OK**, will add the mailboxes and return you to the Domain screen.
 - b. **Cancel**, will not apply changes and return you to the Domain screen.
 - c. **Apply**, will apply the changes and keep you within the screen.

Image 10: Forwarding

 A screenshot of the "Change Forwarding" web interface. The interface has a blue header bar with the title "Change Forwarding". Below the header is a section titled "Selected Domains" which contains a table with three columns: "Domain", "Catch-all Email", and "Forwarding URL". The table is currently empty, with a "Total: 9" shown in the first column. Below the table is a green bar with a downward arrow and a message: "All domains listed above will be affected by any changes made. You can only set values for forwarded accounts." Below this is a section titled "Forwarding Address:". This section contains two checkboxes: "Remove the current forwarding URL" and "Remove the current catch-all email address", both of which are unchecked. Below the checkboxes are three input fields: "Set forward to", "Set catch-all email to", and "Forwarding Type". The "Forwarding Type" dropdown is currently set to "In frameset". At the bottom right of the interface are three buttons: "OK", "Cancel", and "Apply".

To Remove Forwarding from a Domain

1. Check Remove the current forwarding URL.
2. Check Remove the current catch-all email address.
3. Click on one of the buttons in the bottom right corner.
 - a. **OK**, will add the mailboxes and return you to the Domain screen.
 - b. **Cancel**, will not apply changes and return you to the Domain screen.
 - c. **Apply**, will apply the changes and keep you within the screen.

e) Change Package Type

You can change your package type in this section once you have selected the domain you wish to modify.

1. Select from the drop down menu **Set Package to:**
 - a. Hosted
 - b. Parked
 - c. Forwarded
2. Click on one of the buttons in the bottom right corner.
 - a. **OK**, will add the mailboxes and return you to the Domain screen.
 - b. **Cancel**, will not apply changes and return you to the Domain screen.
 - c. **Apply**, will apply the changes and keep you within the screen.

Image 11: Change Package Type

Change Package Type

Selected Domains

Domain	Package
david.com	Hosted

All domains listed above will be affected by any changes made.

Modify Package Type:

Changing from hosted to parked or forwarded will cause all email accounts to be permanently deleted.

Set package to: * Select

OK Cancel Apply

f) Change Password

You can change the password of the domain(s) here.

1. Type in a new password in **New Password**.
2. Type in password again in **Verify Password**.
3. Click on one of the buttons in the bottom right corner.
 - a. **OK**, will add the mailboxes and return you to the Domain screen.
 - b. **Cancel**, will not apply changes and return you to the Domain screen.
 - c. **Apply**, will apply the changes and keep you within the screen.

Image 12: Change Password

Change Password

Selected Domains

Domain	Status
Total: 9	
david.com	OK

All domains listed above will be affected by any changes made.

Change Password:

New Password:

Verify Password:

OK Cancel Apply

g) Change Status

Change Status allows you to manage the status of the specified domain(s). You have the option to enable, disable, suspended, delete.

1. Select from the drop down menu
 - a. Enabled
 - b. Disabled
 - c. Suspended
 - d. Delete
2. Click on one of the buttons in the bottom right corner.
 - a. **OK**, will add the mailboxes and return you to the Domain screen.
 - b. **Cancel**, will not apply changes and return you to the Domain screen.
 - c. **Apply**, will apply the changes and keep you within the Change Password Screen

Image 13: Change Status

Change Status

Selected Domains

Domain	Status	Package
Total: 9		
david.com	OK	Hosted

All domains listed above will be affected by any changes made.

Modify status:

Set status to

* Select

OK

Cancel

Apply

h) Switch To

Once you have selected the specified domain and you wish to view the WebsiteOS4TM for that domain, click **Switch To**. WebsiteOS4TM for the selected domain will be launched.

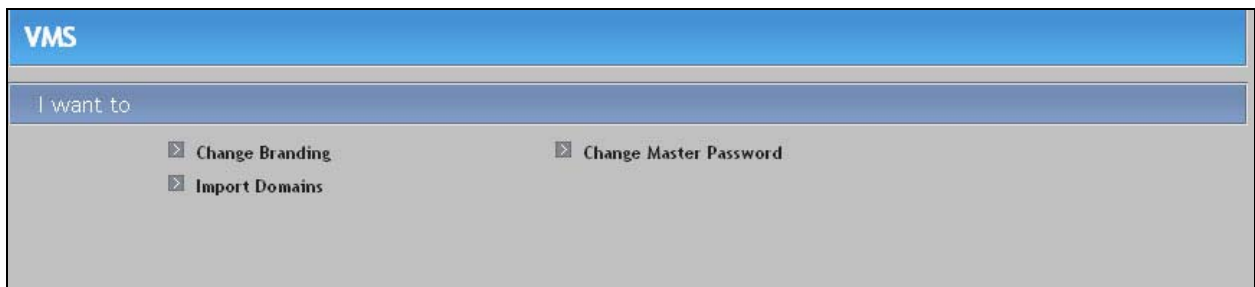
3 VMS

VMS allows you to change the branding on WebsiteOS4™, import domains, and change master passwords.

To Modify changes within VMS click one of the following:

- a. Change Branding
- b. Import Domains
- c. Change Master Password

Image 14: VMS



a) Change Branding (Under Constructions Pages and Custom Logos)

There are options available in Change Branding:

- I. Custom "Under Construction" Page.
- II. Custom WebsiteOS Logo.

To Add a Custom "Under Construction" Page

1. Click Browse to Add
2. Search and Select the page you wish to be the "Under Construction" Page.
3. Click Upload to upload the file
 - a. **OK**, will add the mailboxes and return you to the Domain screen.
 - b. **Cancel**, will not apply changes and return you to the Domain screen.
 - c. **Apply**, will apply the changes and keep you within the Custom Screen

To Remove a Custom "Under Construction" Page

1. Click "Remove the current "Under Construction" page"
2. Click on one of the buttons in the bottom right corner.
 - a. **OK**, will add the mailboxes and return you to the Domain screen.
 - b. **Cancel**, will not apply changes and return you to the Domain screen.
 - c. **Apply**, will apply the changes and keep you within the Custom Screen

To Add a Customized Logo to WebsiteOS

1. Type in the URL in which the logo has been uploaded to

2. Type in the URL in which the logo will be linked to (optional)
3. Click on one of the buttons in the bottom right corner.
 - a. **OK**, will add the mailboxes and return you to the Domain screen.
 - b. **Cancel**, will not apply changes and return you to the Domain screen.
 - c. **Apply**, will apply the changes and keep you within the Custom Screen

To Remove a Customized Logo from WebsiteOS

1. Click on Remove the current logo
2. Click on Remove the current logo link
3. Click on one of the buttons in the bottom right corner.
 - a. **OK**, will add the mailboxes and return you to the Domain screen.
 - b. **Cancel**, will not apply changes and return you to the Domain screen.
 - c. **Apply**, will apply the changes and keep you within the Custom Screen

Image 15: Change Branding

Change Branding

Custom "Under Construction" Page

Select an HTML file to upload. Maximum file size is 10Kb.

☐ Remove the current "Under Construction" page

Use the following file:

Custom WebsiteOS Logo

☐ Remove the current logo

☐ Remove the current logo link

Enter the URL of the logo you want to display in WebsiteOS:

(Maximum size is 480x60 pixels.)

If you would like the logo to link to a URL, enter it below:

b) Import Domains

1. Type in the domain name
2. Type in the password
3. Select the type of package (i.e. hosted, parked, forwarded)
4. Click
 - a. Import, to import the domain.
 - b. Cancel, to erase the information you have entered in.

Image 16: Import Domains

c) Change Master Password of the VMS

1. Type in the current master password into “Enter your current master password”
2. Type in the new password into “New Password”
3. Type in the password again into “Verify Password”
4. Click on one of the buttons in the bottom right corner.
 - a. **OK**, will add the mailboxes and return you to the Domain screen.
 - b. **Cancel**, will not apply changes and return you to the Domain screen.
 - c. **Apply**, will apply the changes and keep you within the Custom Screen

Image 17: Master Password

4 Billing

You can modify payment gateway settings, products and pricing, customize bills, and change billing preferences within this section.

- a. Payment Gateway Settings
- b. Products and Pricing
- c. Custom Billing
- d. Billing Preference

Image 18: Billing



a) Payment Gateway Settings

You can select the type of payment gateway you wish to use for billing.
i.e. Authorize.Net



You must be registered with your specified payment gateway in order to utilize this option.

To enable Payment Gateway


1. Click on Payment Gateway Settings
2. Select the Payment Gateway by clicking on 
 - a. Type in the require information specified by the Payment Gateway
i.e. Authorize.Net
 - i. Merchant Username
 - ii. Transaction Key
 - iii. Currency
 - iv. Enable Credit Card billing
 - v. Click "How to," to get setup with this payment gateway
3. Click on one of the buttons in the bottom right corner.
 - a. **OK**, will add the mailboxes and return you to the Domain screen.
 - b. **Cancel**, will not apply changes and return you to the Domain screen.
 - c. **Apply**, will apply the changes and keep you within the Payment Gateway Settings Screen

Image 19: Payment Gateway Settings

Payment Gateway Settings

Current Gateway:

NOTE: An enabled gateway cannot be modified or disabled until Billing is turned off.
You have No Payment gateway Enabled

Configure Other Gateway

Authorize.net	CONFIGURE
BluePay	CONFIGURE
CardService, LinkPoint	CONFIGURE
Cybersource	CONFIGURE
ECHO	CONFIGURE
eSelectplus	CONFIGURE
E-xact	CONFIGURE
MerchantPartners	CONFIGURE
PayFlowPRO, VeriSign	CONFIGURE
PaymentTech	CONFIGURE
PsiGate	CONFIGURE
SkipJack	CONFIGURE
WorldPay	CONFIGURE

OK Cancel Apply

b) Products and Pricing

You can change the pricing of forwarded or hosting packages here.

1. Type in the set up fee
2. Type in the Monthly price
3. Type in the Quarterly Price
4. Type in Semi-Annual Price
5. Type in the Annual Price
6. Click on one of the buttons in the bottom right corner.
 - a. **OK**, will add the mailboxes and return you to the Domain screen.
 - b. **Cancel**, will not apply changes and return you to the Domain screen.
 - c. **Apply**, will apply the changes and keep you within the Packages Screen

Image 20: Packages

Products and Pricing

Packages

Currency: USD

	FORWARDED	HOSTED
PACKAGE PRICES		
Setup Fee	\$ 12.00	\$ 50.00
Monthly Price	\$ 2.00	\$ 14.00
Quarterly Price	\$ 10.00	\$ 25.00
Semi-Annual Price	\$ 15.00	\$ 45.00
Annual Price	\$ 30.00	\$ 85.00

OK Cancel Apply

c) Custom Billing

There are several features that you can modify within Custom Billing:

- a. Billing Details
- b. Add One-time Fees
- c. Review Pending One-time Fees
- d. Invoices

Image 21: Custom Billing

Custom Billing

Domains Search View

	Domain	Package	Status	Billing Frequency	Next Billing Date	PayMethod
Total: 9						
<input type="checkbox"/>	demo.websiteos.com	Hosted	OK	Monthly	2006-08-02	Free
<input type="checkbox"/>	vmsol-1.com	Hosted	OK			
<input type="checkbox"/>	vmsol-2.com	Hosted	OK			
<input type="checkbox"/>	vmsol-3.com	Hosted	OK			

▼

Note: Only billable domains are shown above. A billable domain must have a contact email address and its status set to "OK".

I want to view or modify:

☒ Billing Details
☒ Add One-time Fees

☒ Review Pending One-time Fees
☒ Invoices

To Modify Billing Details

1. Select the domain
2. Select Billing Details
3. Select Billing Frequency (i.e. Monthly, Annually, Semi-annually, Quarterly)
4. Type in the Billing Start Date
5. Select Payment Type (i.e. Free, Check, Credit Card)
6. Click on one of the buttons in the bottom right corner.
 - a. **OK**, will add the mailboxes and return you to the Domain screen.
 - b. **Cancel**, will not apply changes and return you to the Domain screen.
 - c. **Apply**, will apply the changes and keep you within the screen

Image 22: Billing Details

Custom Billing: Billing Details

Selected Domains

Domain Total: 9	Package	Status	Billing Frequency	Next Billing Date	Price
demo.websitesos.com	Hosted	OK	Monthly	2006-08-02	14.00

All domains listed above will be affected by any changes made.

Customize Fees:

Billing Frequency

Monthly

Price

\$14.00

Set Billing Date:

Billing Start Date

2006 08 02

Payment Type:

☐ Free
 ☐ Check
 ☒ Credit Card

Card Holder

Card Number

Expiry

 / mm / yy

OK

Cancel

Apply

Add One-Time Fees

1. Select the Domain
2. Click **"Add One-time Fee"**
3. Type in the amount you wish to add
4. Type in the description
5. Select either custom Date this one time fee will be charged or Add it to the next billing date

6. Click on one of the buttons in the bottom right corner.
 - a. **OK**, will add the mailboxes and return you to the Domain screen.
 - b. **Cancel**, will not apply changes and return you to the Domain screen.
 - c. **Apply**, will apply the changes and keep you within the screen

Image 23: Add One-time Fees

Custom Billing: Add One-time Fees

Selected Domains

Domain	Package	Status	Billing Frequency	Next Billing Date
demo.websitesos.com	Hosted	OK	Monthly	2006-08-02

All domains listed above will be affected by any changes made.

Fee details:

Amount: \$

Description:

Billing Date:

☒ Custom Date: 2006 08 18

☐ Next billing date

OK Cancel Apply

To review Pending One-time Fees

You may modify the One-time fee

1. Select the Domain
2. Type in any modifications you wish to change
3. Click on one of the buttons in the bottom right corner.
 - a. **OK**, will add the mailboxes and return you to the Domain screen.
 - b. **Cancel**, will not apply changes and return you to the Domain screen.
 - c. **Apply**, will apply the changes and keep you within the screen

To Remove a Pending One-time Fee

1. Select the Domain
2. Click on the box next to Delete
3. Click on one of the buttons in the bottom right corner.
 - d. **OK**, will add the mailboxes and return you to the Domain screen.
 - e. **Cancel**, will not apply changes and return you to the Domain screen.
 - f. **Apply**, will apply the changes and keep you within the screen

Image 24: Review Pending One-Time Fees

Custom Billing: Review Pending One-time Fees

Selected Domains

ID	Domain	Amount	Description	Billing Date
	demo.websiteos.com			

Fee details:

Domain

Amount

Description

Billing Date

\$

yyyy

mm

dd

☐ Delete

OK

Cancel

Apply

To View Invoices

To view Invoices

1. Select the domain
2. Click on the invoice number to display details
3. Click on one of the buttons in the bottom right corner.
 - a. **OK**, will add the mailboxes and return you to the Domain screen.
 - b. **Cancel**, will not apply changes and return you to the Domain screen.
 - c. **Apply**, will apply the changes and keep you within the screen

Image 25: Invoices

Custom Billing: Invoices

demo.websiteos.comdemo.websiteos.com Invoices:

Date	Invoice Number	Amount	Product	Status	Date Paid
------	----------------	--------	---------	--------	-----------

Billing Details:

Click on invoice number above to display details

OK

Cancel

Apply

d) Billing Preferences

1. Select the domain you wish to modify
2. Click on Enable Billing
3. Type in Tax Name
4. Type in Tax Rate
5. Type in
 - a. Company
 - b. Address
 - c. City
 - d. Province/State
 - e. Country
 - f. Zip Code/Postal Code
 - g. Phone
 - h. Fax
 - i. Email
6. Click on one of the buttons in the bottom right corner.
 - a. **OK**, will add the mailboxes and return you to the Domain screen.
 - b. **Cancel**, will not apply changes and return you to the Domain screen.
 - c. **Apply**, will apply the changes and keep you within the screen

Image 26: Billing

Billing Preferences

Selected Gateway: Currency: USD

☐ Enable Billing

Billing Start Date* \$SHOWBILLINGDATELISTBOX

Tax Name

Tax Rate

Message Configuration

Company*

Address*

City*

Prov/State*

Country*

Zip / PostalCode*

Phone*

Fax

Email*