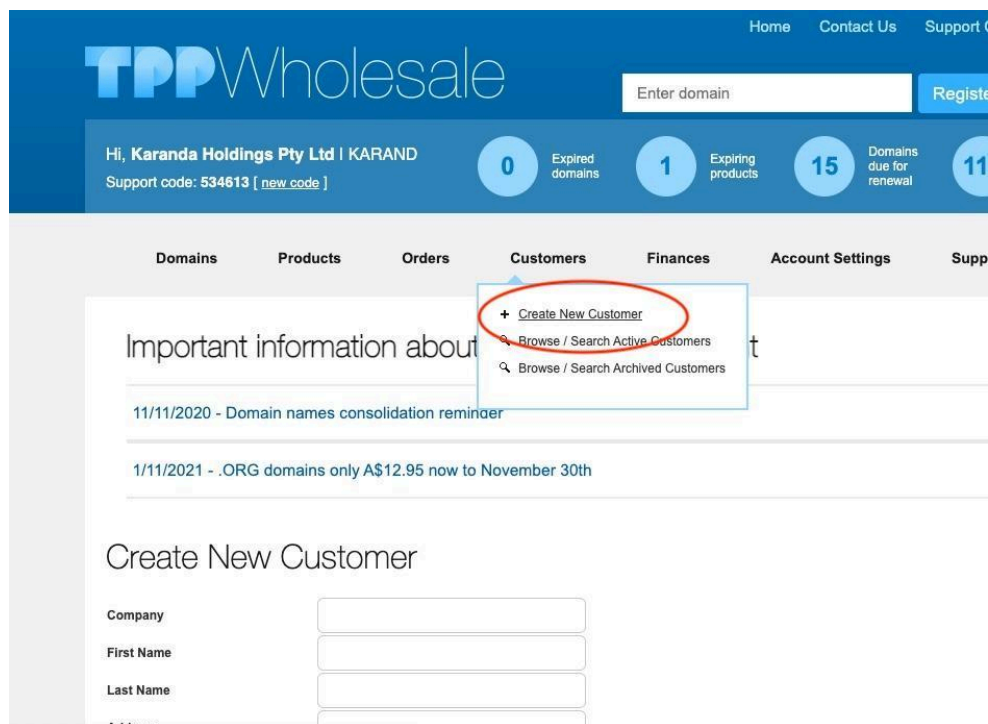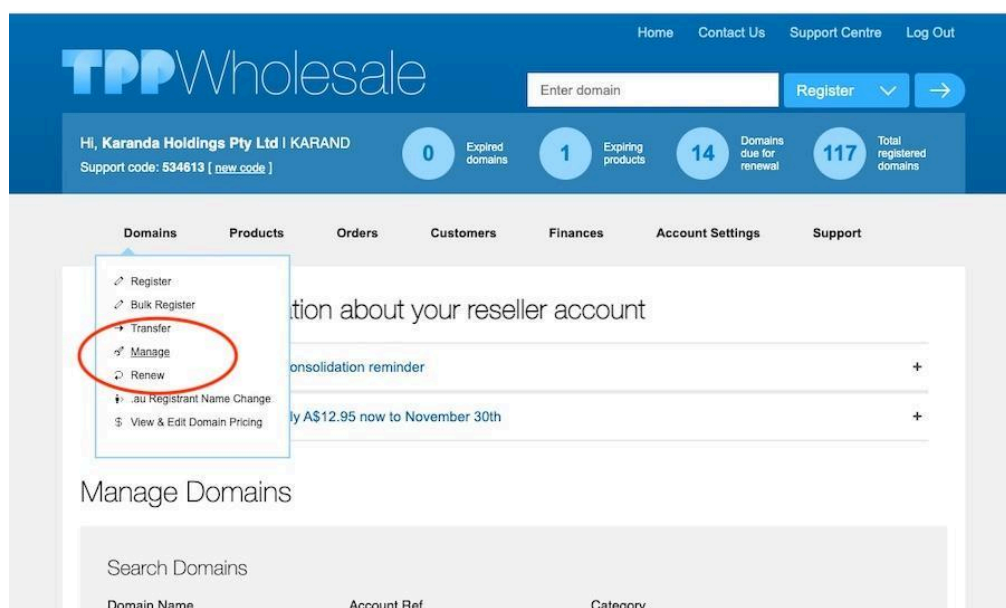# TPP Wholesale – Add Services and Change Domain Managers

Change Domain Owners on TPP Wholesale

1. Login to the Admin Panel - https://www.tppwholesale.com.au/login
2. Go to 'Customers'
3. Create New Customer
4. Fill in the fields to Create the New Customer
5. Click Register and you will get Account Reference (normally 3 letters – 3 numbers eg ABC-123)

6. While logged in the main Admin Panel
7. Hover over 'Domains' and click 'Manage'

8. Check the box next to the domain you want to transfer

9. At the bottom of the screen, click 'Change Account'
10. Scroll down and type in the new account reference
11. Click 'Change Account'

Add Credit Card to Domain Owner

- log-in to your reseller's portal - https://www.tppwholesale.com.au/login
- under Customers, select "Browse / Search Active Customers"
- then select the Client's Account click "Account Ref"
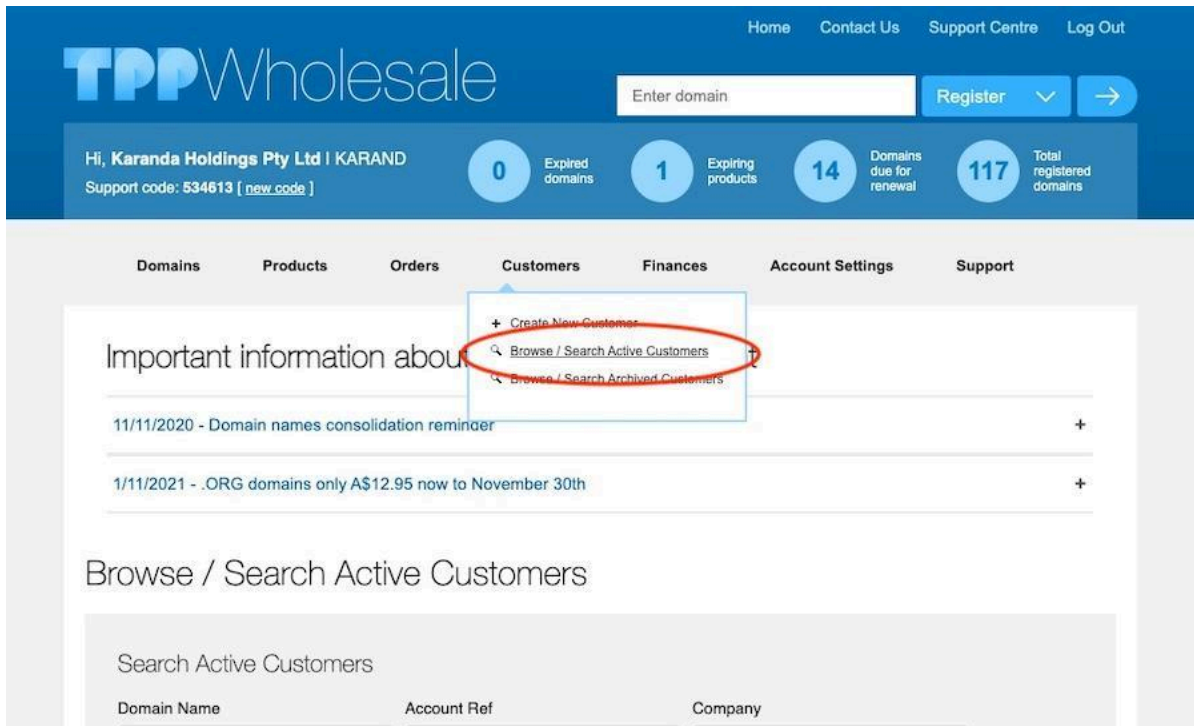
Clients Username and Password
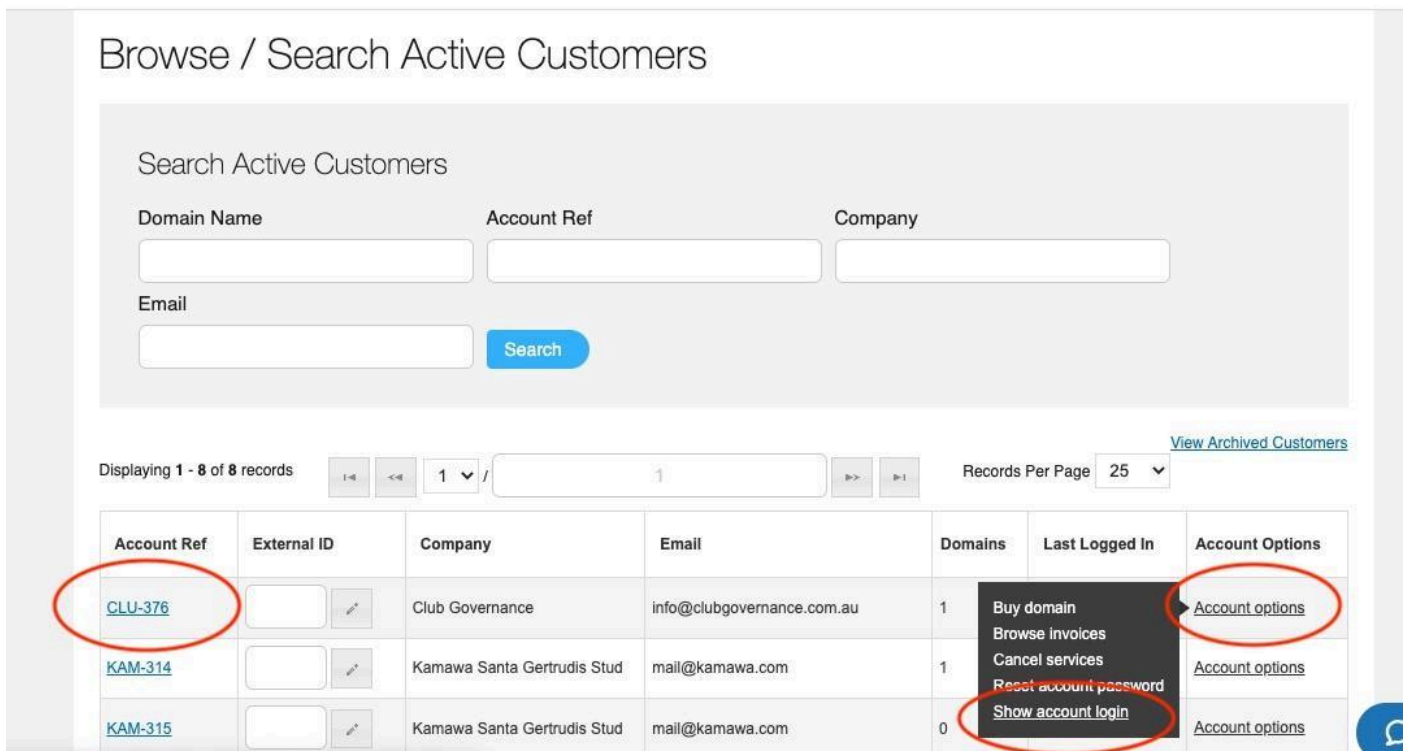
- **Click Account Options** to get the Clients Account Login Username and Password.

NOTE: PLEASE Log in as the Client and you will be prompted to change the Password.
Change it to our default - OurN3wP@$$w0rd
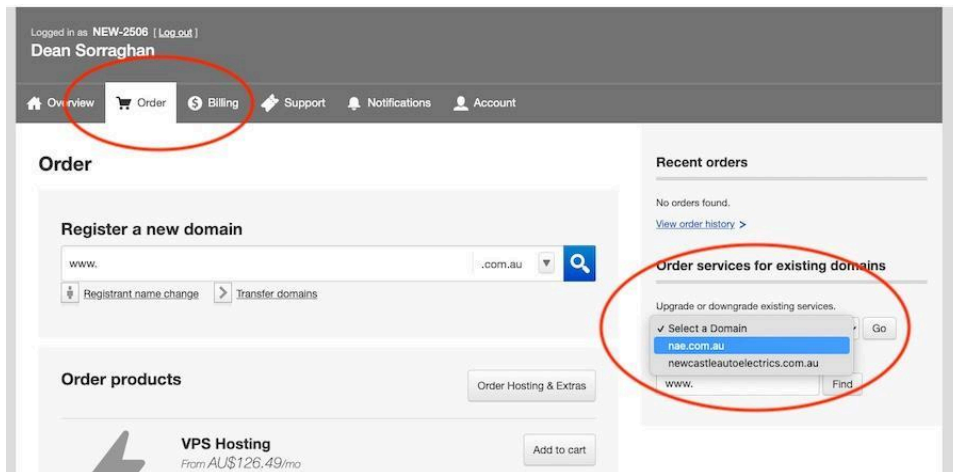
Billing – You can Add or edit a Credit Card or Contact details

Orders will give access to Add Service and Products to an Account
Either Log into the Clients Account as the Client (Domain Level) - https://www.tppwholesale.com.au/login

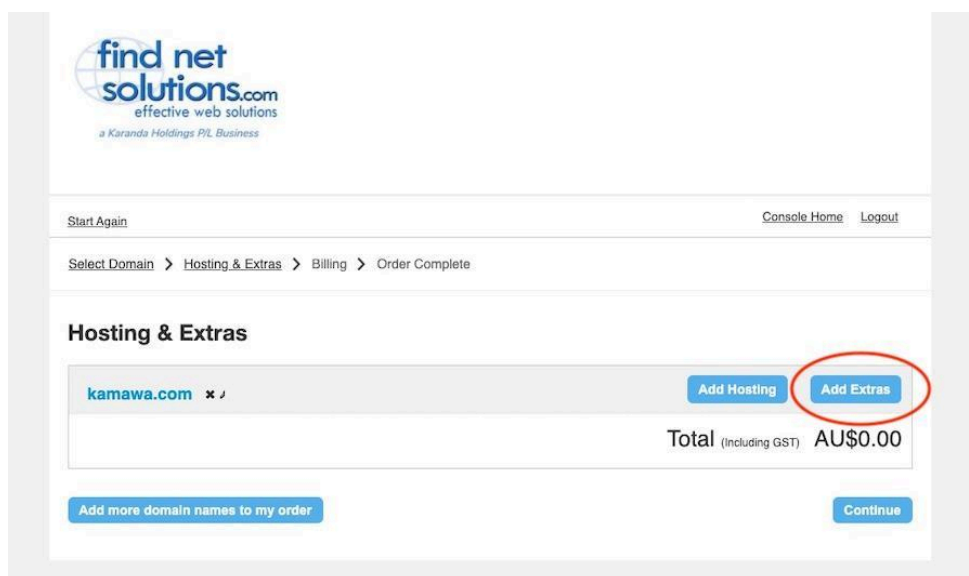OR follow the steps above to get here.

Go to Orders
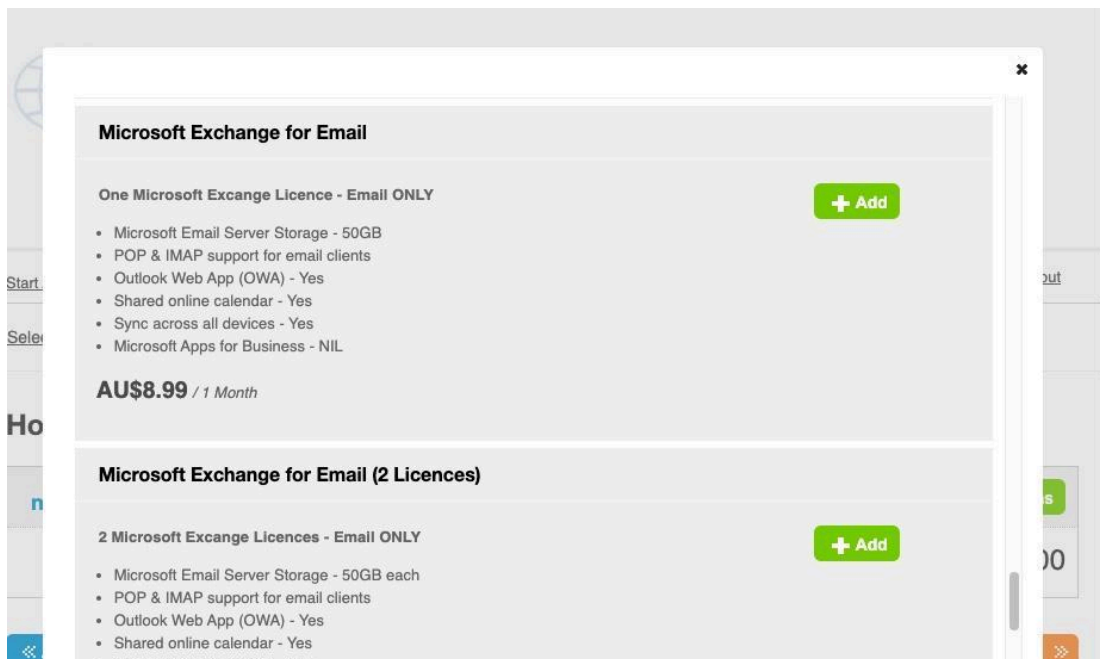Select the Domain you want to add the service to.

Order services for existing domains

Click + Add Extras
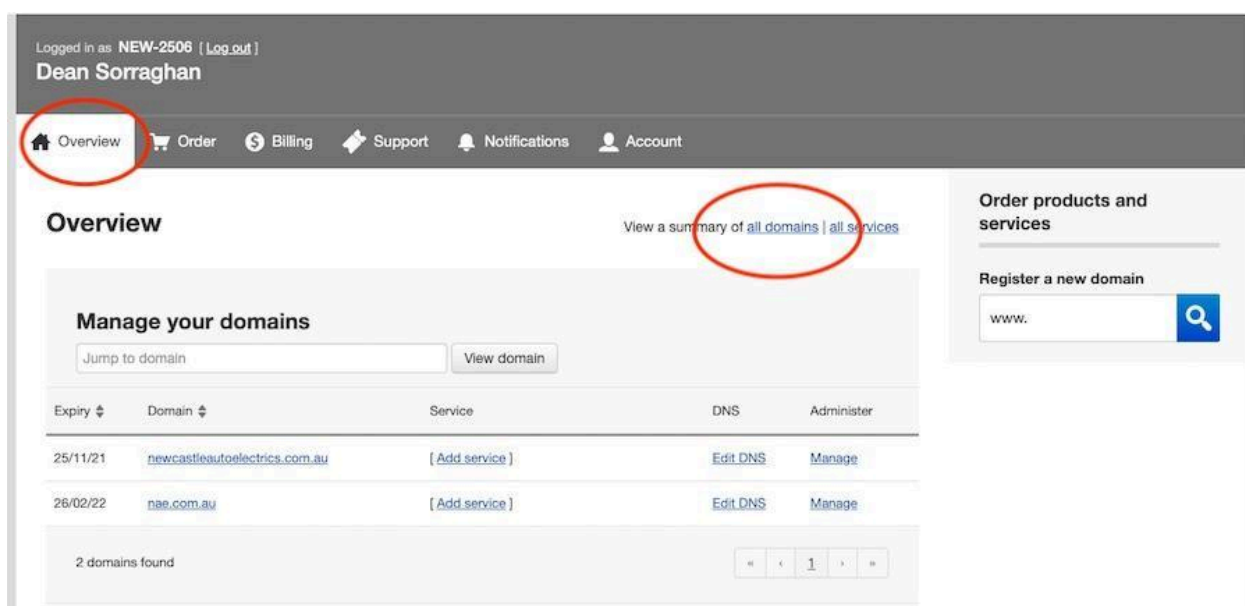Note: Our Clients have Managed Hosting, so we Do NOT Add Hosting Here

If you want Microsoft Exchange for Email, scroll down the page and click + Add on a single or multiple licences.

Then Select Monthly Billing or Quarterly Billing

Go to a Clients Account 'Overview'
Click "View a summary of all Domains or all Service"

From here you can make sure they are set to Auto-Renew