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How can I create a customer and a subscription through my Reseller account?

- 2020-03-16 - Resellers

If you have a Reseller account with Top.Host and you want to create a customer with a subscription, follow the instructions described below:

1. Log into <u>myTophost Panel</u> and click on **Plesk Login** in order to connect to the Plesk of the plan that you are interested in.

			Ш Тор	Host		GR <u>E</u>	N		
			my	Eίσοδ /Toph	ος στα ost Pa	o nnel			
			Email			1			
			Password			6			
			🔲 Εμφάνιση Ρ	assword					
				ΑΣΦΑΛΗ	Σ ΕΙΣΟΔΟΣ				
			<u>Υπενθύμιση Ι</u>	Password	Δεν έχε <u>Εγ</u>	τε λογαριασμό; γραφείτε τώρα			
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F	-					and the second s		J. Mar	
		in the					a chi		
28	Καλώς ήλθες		πηρεσίες μου						
\$	Οι υπηρεσίες μου	Πακετά Υ	πηρεσιων						ΑΓΟΡΑ ΝΕΟΥ ΠΑΚΕΤΟΥ
	Account Data	Pack Id	Πακέτο	Υπηρεσίες	Κατάσταση	<u>Ημ/α λήξης</u>	Plesk Login		Διαχείριση
	Billing	128583	Linux Starter	G	Ενεργό	11/08/2017	Plesk Login	Ανανέωσι	η Διαχείριση
R	Support	Domain N	lames						AFOPA NEOY DOMAIN

2. Click on **Customers**.

PLesk web host edition					
Search Q	Home				
🏦 Home					
Hosting Services					
L Customers	Setup date	Feb 22, 2017			
Oomains	Service plan	Default Reseller			
×	Disk space	0 MB used of Unlimited			
ter subscriptions	Traffic	0 MB/month used of Unlimited			
Service Plans	M View detailed resource usage				
Tools & Utilities	Hy resources and permissions overview				
WordPress	All subscriptions	0 total	0 overusing		
Links to Additional Services	Service plans	2 total [add new]	o over donig		
ServerShield by CloudFlare					
Google Authenticator					
My Profile 🔺					
🖻 Profile					
Change Password					

3. Click on **Add a Customer**.

Interface Preferences

plesk web host edition				
Search Q	Home			
ስ Home	Customers			
Hosting Services	This is where your canage accounts of your hosting service customers: create accounts along with service subscr Panel bycling the link in the right column of the list.			
L Customers	슈 Add a Customer Change Status ▾ 🛛 💥 Remove			
Oomains	No items found.			
🕸 Subscriptions				
Service Plans				
Tools & Utilities				
🚯 WordPress				
Links to Additional Services	·			
ServerShield by CloudFlare				
Google Authenticator				
My Profile	-			

4a. Fill in the contact information.

Contact Information

Contact name *	tophostCustomer2	<u>≜</u>
Email address *	top2@top.host	
Company name	anycompany	
Phone number	12345678910	
Fax number	12345678911	
Instant messenger		Other 🔻
Address	Sigma Street	
		11
City	Heraklion	
State/Province	Crete	
Postal/ZIP code	71601	
Country	Greece	•
Additional information		

Enter the customer contact information.

Plain text only: All HTML tags will be ignored.

Information for the administrator

4b. Enter a username and a password as credentials for your customer's Plesk.

Access to Plesk				
Credentials that the customer will u	ise to access th	neir Customer	Panel.	
Username *	tophost2			
Password *	•••••	٩	Strong	(?)
	Generate	Show		
Repeat password *	•••••	٩		
* Required fields	ОК	Cance		

4c. Check the box **Create subscription for the customer** and enter:

- 1. Your customer's domain name.
- 2. The ftp username that you will connect to the server files.
- 3. The ftp password that you will connect to the server files.
- 4. The ftp password verification that you entered in the third step.
- 5. Select the plan that you had already created.
- 6. Click on **OK**.

Subscription

Properties of the website provision	ed together with the subscription.				
Create subscription for the customer Clear this checkbox if you do not want to create a hosting service subscription or set up a website for the customer at this moment. Without a subscription, the customer will not be able to log in to Customer Panel.					
Domain name *	www. tophostnewreseller.gr				
IP address	88.99.147.146 (shared) •				
	IP address on which the website is hosted is a network address of the website's virtual host.				
Username *	tophostgr 2				
	System user account used to manage files and folders of the websites created within the subscription.				
Password *					
	Generate Show				
Repeat password *	······ @ <u>4</u>				
Your Files to Copy to Hosting	3				
Enable Git support					
lf you leave Git support disabled, th later (in Websites & Domains) and	ne root directories (website/application root and document root) will be created em upload files from a Git repository.	pty, and the site will display			
Service plan	plan1 • 5				
Add-ons	Available:	Selected:			
	Presence Builder				
	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>				
	~<				
Proceed to customizing the sub-	scription parameters after the customer is created. Note that doing this will lock the	subscription for syncing.			
Description					
	This information is visible only to the hosting provider (Plesk administrator or				
	reseller).				
* Required fields 6	OK Cancel				
0					