LQ✦

CLIENT GUIDE

DOMAIN ✦ HOSTING ✦ YOUR NEW WEBSITE

LET'S GET YOU ONLINE.

Follow these 8 steps to buy your **domain name** (your web address, like *yourbusiness.com*) and your **WordPress hosting** (the place your website lives online). When you're done, I'll have everything I need to start building your website.

OPEN THE STORE ↗ ABOUT 20 MINUTES

The store is called **La Quiel.com**: www.secureserver.net/?pl_id=601753

HAVE THESE READY

- An email address you check every day
- Your phone, in case the store texts you a code
- A debit card, credit card, or PayPal
- 2 or 3 ideas for your website name, in case your first pick is taken

YOUR CHECKLIST

- [ ] Create your account and verify your email
- [ ] Find your domain and add it to your cart
- [ ] Add Full Domain Protection
- [ ] Pick how many years (3 is best)
- [ ] Add WordPress Basic hosting for the same years as your domain
- [ ] Check your cart
- [ ] Check out and pay
- [ ] Give me access and send me a message

0 OF 8 DONE

01 / MAKE YOUR ACCOUNT

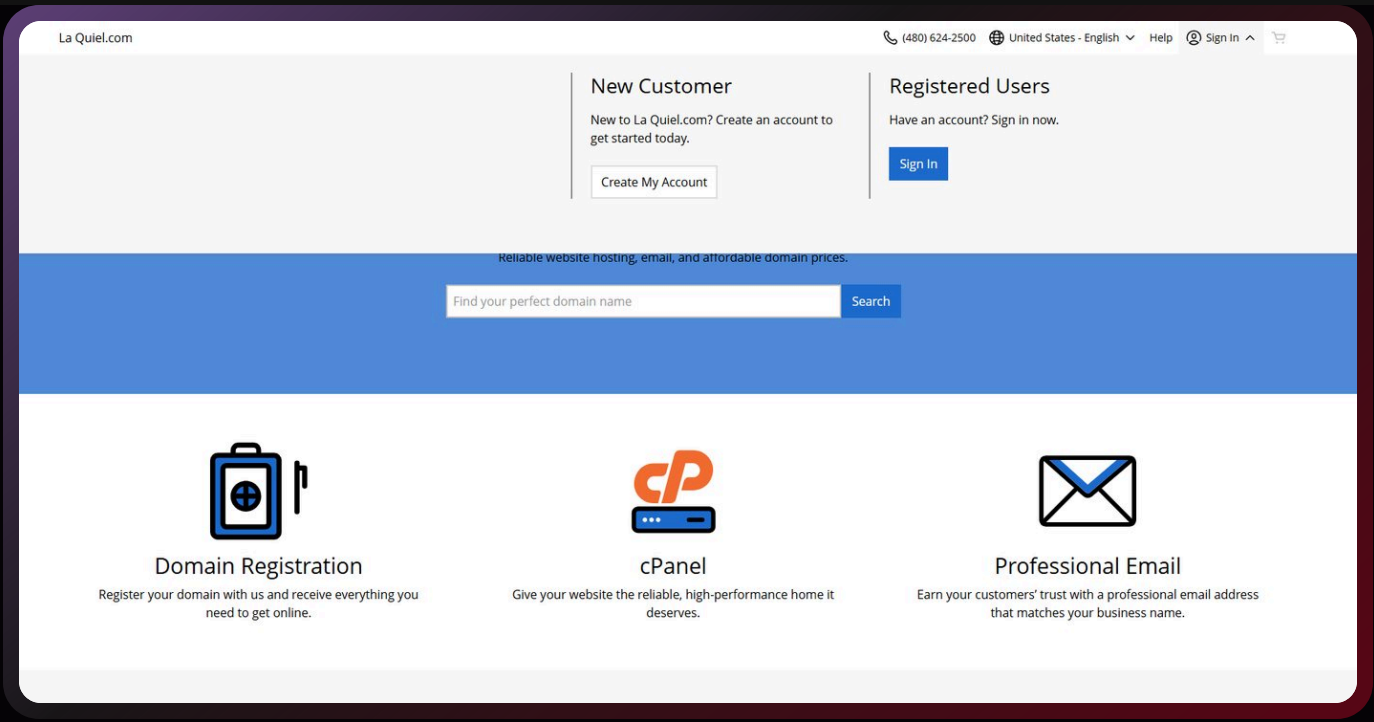
CREATE YOUR ACCOUNT

Your account is like a locker. Everything you buy goes inside it, and only you have the key.

1. Open the store with the **Open the store** button above. You'll see **La Quiel.com** at the top.
2. At the top right, click **Sign In** .
3. Under **New Customer**, click **Create My Account** .
4. Type your email, make a username, and make a strong password. Then finish signing up.
5. Check your email for a message from the store. Click the link inside to **verify your email**.

> **WHY VERIFY?**
> If you skip it, you could get locked out of your account later.

> **KEEP IT SAFE**
> Write down your username and password somewhere safe. Never post them or text them to anyone, including me.



✧ Click Sign In, then Create My Account.

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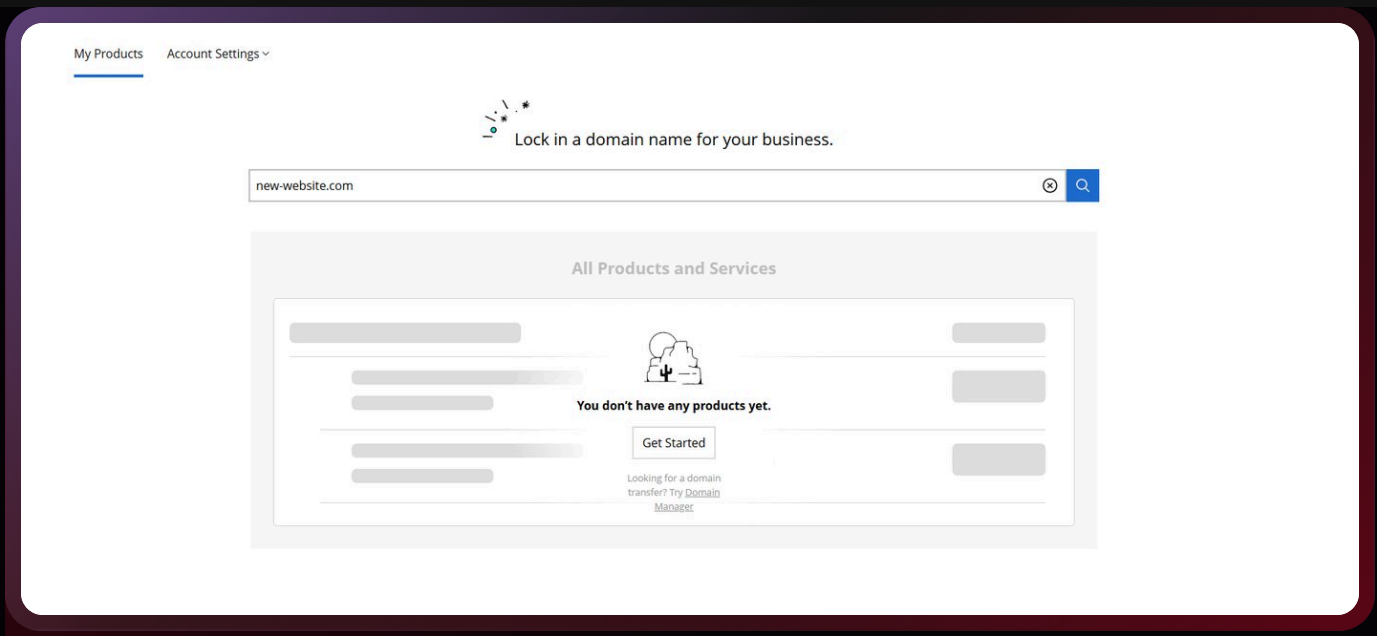
02 / PICK YOUR WEB ADDRESS

FIND YOUR DOMAIN NAME

Your domain is your website's address. It's what people type to find you, like *yourbusiness.com*.

1. Find the search box that says **Find your perfect domain name** (or **Lock in a domain name for your business** if you're in your account).
2. Type the name you want, like *yourbusinessname.com*, and click **Search**.
3. If it says the name **is taken**, someone already owns it. Try one of your other ideas.
4. When you find one that's open, click the **cart button** next to it. It turns into a blue check that says **Continue**. Click it.



✧ After you sign up, you can search for a domain right from your account.

PICK .COM IF YOU CAN

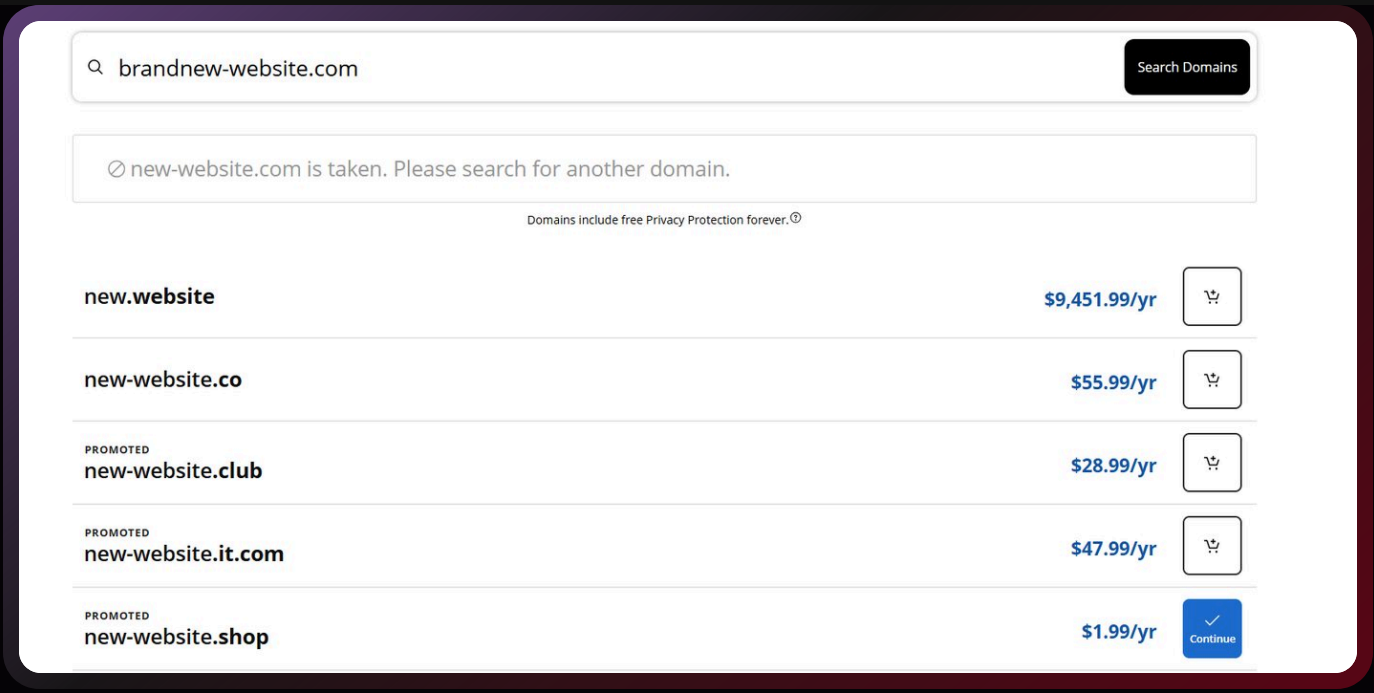
It's the one people trust and remember most. A new .com is about $23.99 a year.

KEEP IT SHORT

If you have to spell it out loud, it's too hard.

WATCH OUT FOR SUPER-CHEAP ENDINGS

Some, like .shop, cost $1.99 the first year but jump to $57.99 every year after. Look for the small gray words that say **Auto-renews every 1 Year for...** to see the real price. Skip the "premium" names too. Some cost thousands of dollars a year.



✧ Taken names show at the top. Click the cart button next to the one you want.

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03 / LOCK THE DOOR

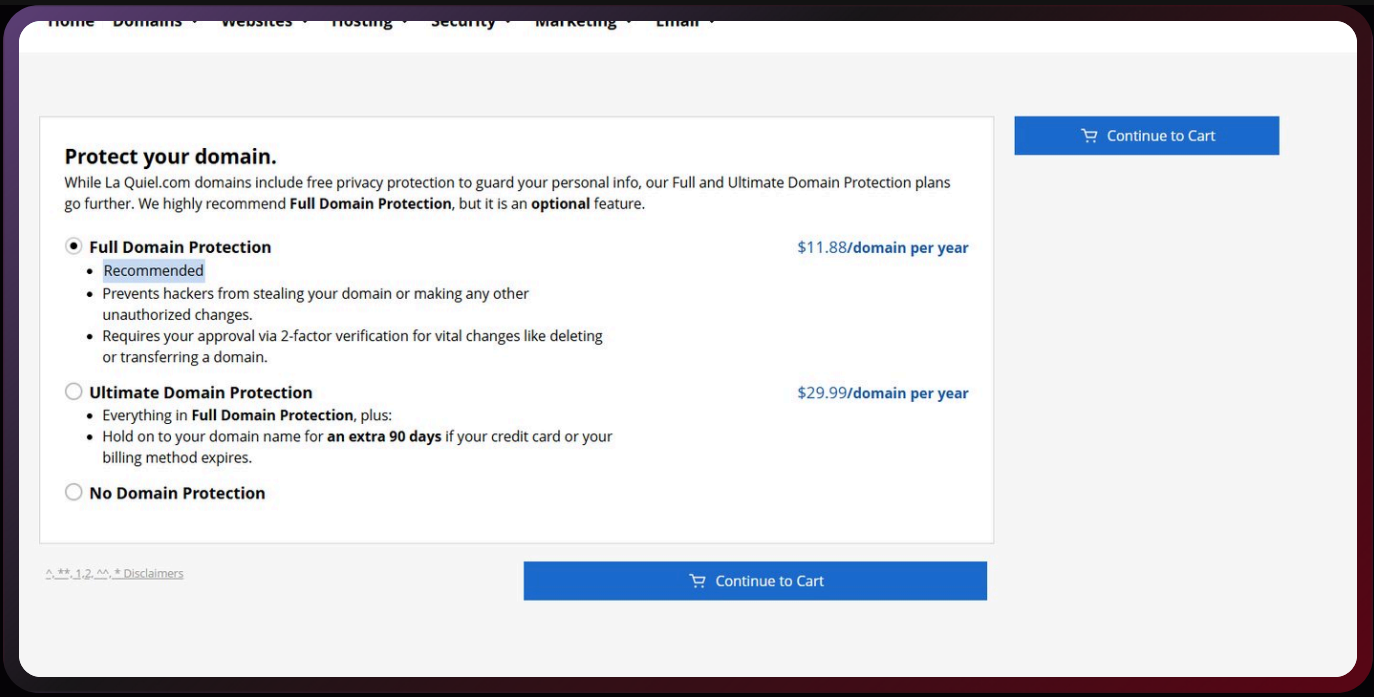
ADD FULL DOMAIN PROTECTION

Next you'll see a page called **Protect your domain.** I recommend protecting it. Think of it like a lock on your front door.

1. Click the circle next to **Full Domain Protection** ($11.88 a year, about $1 a month).
2. Click **Continue to Cart**.

> **WHY IT MATTERS**
>
> It stops hackers from stealing your domain or changing it. If anyone tries to delete or move your domain, the store asks *you* to approve it first with a code.

> **SKIP THE OTHERS**
>
> You don't need Ultimate Domain Protection. Don't pick No Domain Protection.



✧ Full Domain Protection is the first choice. Then click Continue to Cart.

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04 / HOW LONG TO OWN IT

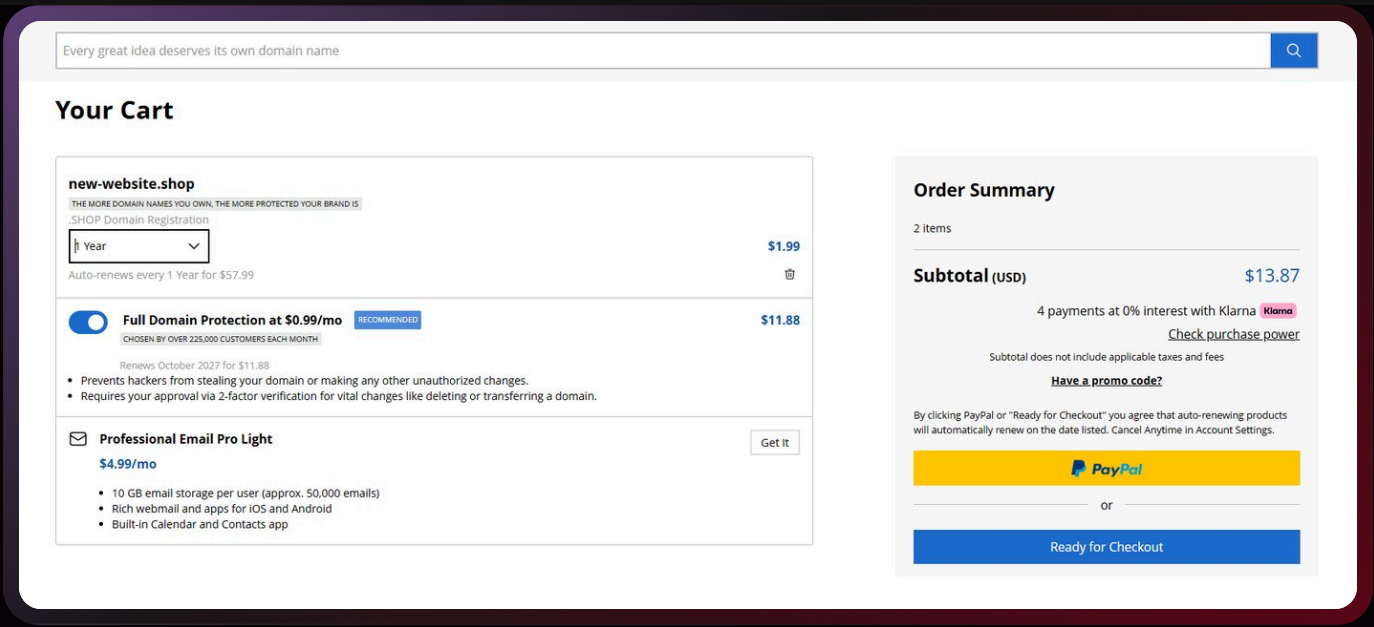
PICK HOW MANY YEARS

You're now in **Your Cart**. Under your domain name there's a box that says **1 Year**.

1. Click the **1 Year** box.
2. Pick how long you want to own your domain:
   - **1 year** is the least you can buy.
   - **3 years is what I recommend** if you're serious about your business. You won't have to think about renewing for a long time.

> **REMEMBER YOUR NUMBER**
> Whatever number of years you pick here, you'll pick the **same number of years for hosting** in Step 5. If you buy your domain for 3 years, buy 3 years of hosting too.

> **GOOD TO KNOW**
> Your domain is set to **auto-renew**. The store renews it for you each time, as long as the card on your account still works.



✧ The year box is right under your domain name. Make sure the protection switch is blue (on).

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05 / A HOME FOR YOUR SITE

ADD WORDPRESS HOSTING

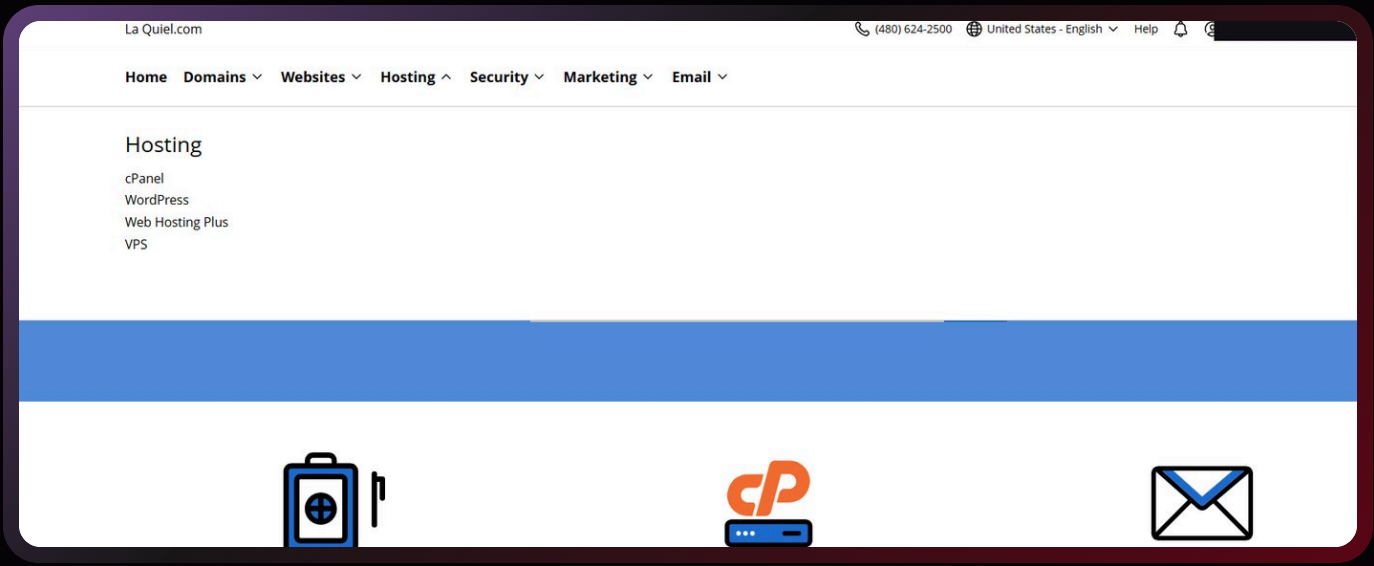
Hosting is the land your website's house is built on. Without it, your website has nowhere to live.

1. At the top of the page, click **Hosting**, then click **WordPress**.
2. You'll see 3 plans: **Basic**, **Deluxe**, and **Ultimate**.
3. Under **Basic** ($12.99 a month), click **Add to Cart**.
4. In your cart, click the hosting box and **match it to your domain**:
   - Domain for 1 year → pick **12 Months**
   - Domain for 3 years → pick **36 Months**

> **MATCH YOUR YEARS**
> Your domain is the address and hosting is the house. If the hosting runs out before the domain does, your website goes offline, even though you still own the address. Keeping them the same length keeps your site up the whole time.

DON'T PICK MONTH TO MONTH

The free SSL lock only comes with a yearly plan. If you don't see the length that matches your domain, pick the closest one and tell me.



✧ Hosting menu → WordPress.

WHY WORDPRESS HOSTING?

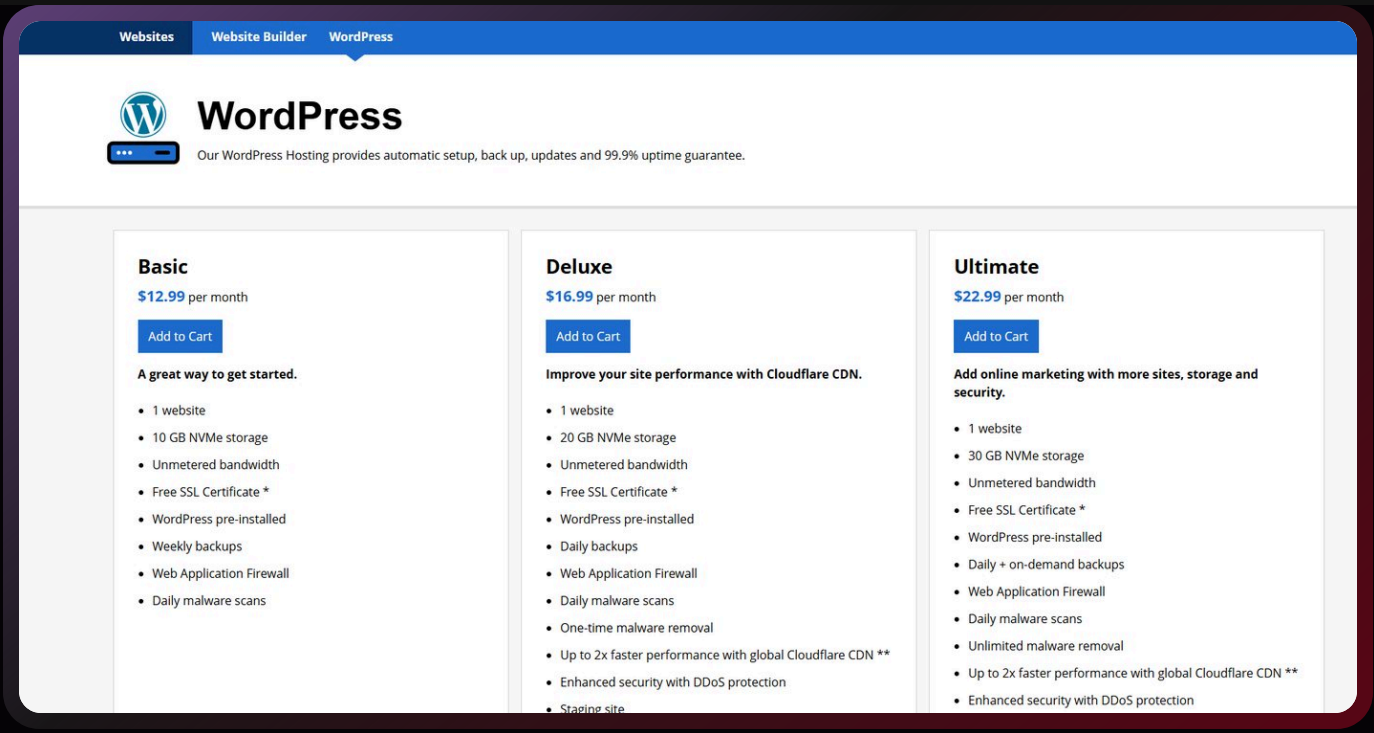
My website templates are built with WordPress. This hosting comes with WordPress already installed, plus backups and daily virus scans.

WHY THE SSL MATTERS

The plan includes a **free SSL certificate**. That's the little lock next to your web address. It keeps your customers' info private and safe, like names, emails, and payments. Without it, browsers warn visitors that your site is "Not Secure."

WHY BASIC?

It's all you need to start. If your site grows and needs more room, the plan is easy to upgrade later. You won't lose anything.



✧ Click Add to Cart under Basic, the first plan.

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06 / DOUBLE-CHECK

CHECK YOUR CART

Click the **cart** icon at the top right. You should see **3 items**:

IN YOUR CART	WHAT TO CHECK	ABOUT HOW MUCH
Your domain (like *yourbusiness.com*)	Says **3 Years** (or at least 1 Year)	**$23.99 / yr (.com)**
Full Domain Protection	Switch is **on** (blue)	**$11.88 / yr**
Basic Managed Hosting for WordPress	**Same length as your domain** (36 Months for 3 years)	**$155.88 / yr**

1 YEAR OF EVERYTHING

≈ $192

.com domain, protection, and hosting

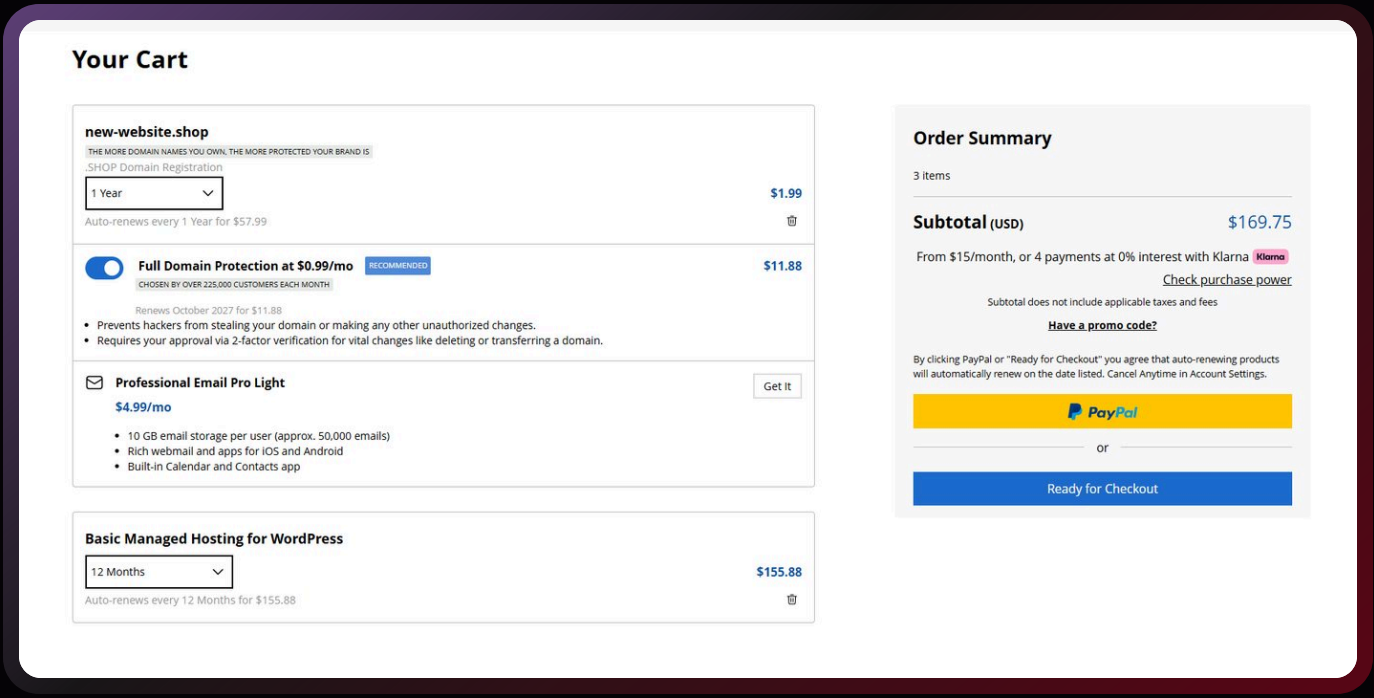
MY PICK: 3 YEARS OF EVERYTHING

≈ $575

Domain, protection, and hosting all for 3 years

These are estimates at today's prices. Your cart shows the real total, and taxes and a small domain fee get added at checkout.

> **SKIP THE EXTRAS**
>
> You'll see offers like **Professional Email Pro Light**. You don't need it right now, so don't click **Get It** . We can add email later if you want it.

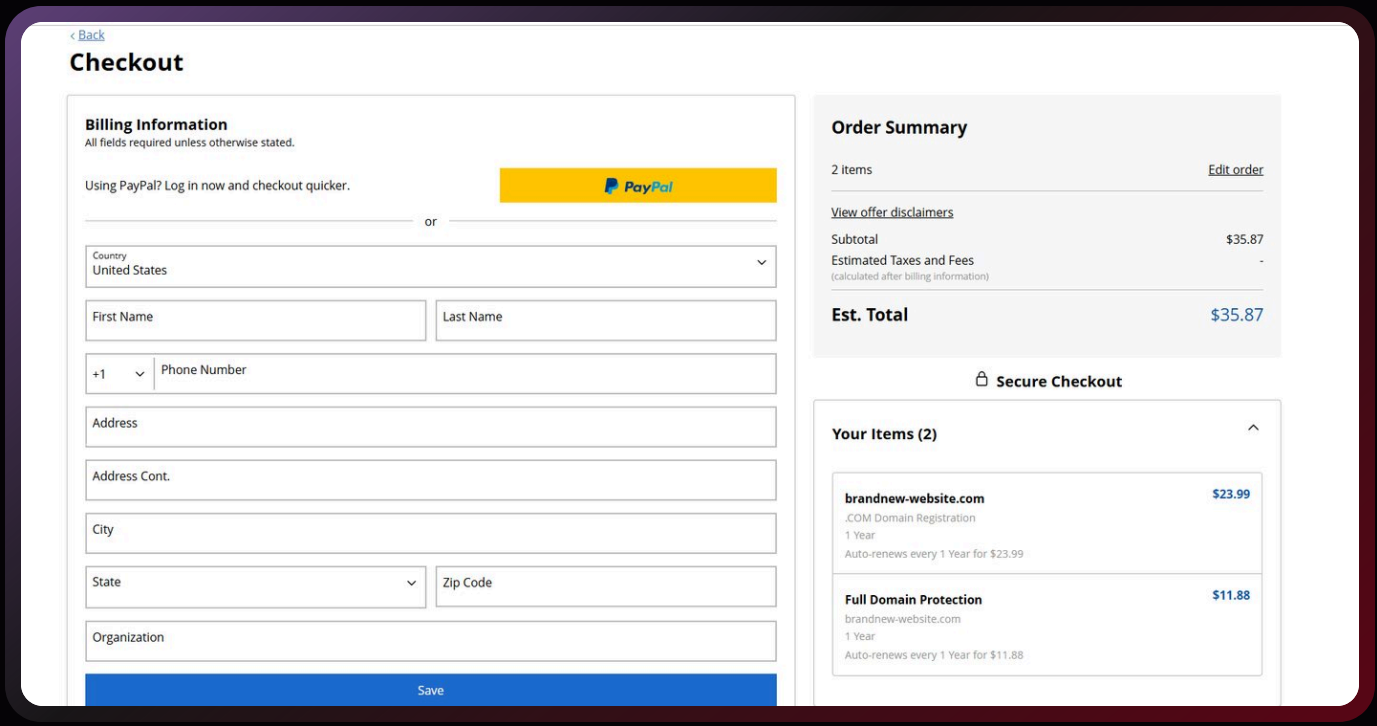


✧ A full cart: domain, protection, and hosting. This example shows 1 year. Yours should match the years you picked.

CHECK OUT AND PAY

1. In your cart, click **Ready for Checkout**. Or click the yellow **PayPal** button to pay with PayPal.
2. Fill in your **Billing Information**: name, phone, and address. Use your real info. This is who legally owns the domain.
3. Click **Save**.
4. Enter your card info and finish paying.
5. Look for a **thank-you page** and an **email receipt**. Keep the receipt.

> **GOOD TO KNOW**
>
> Everything you bought is set to **auto-renew**, so your site never goes offline by accident. You can change this anytime in Account Settings.



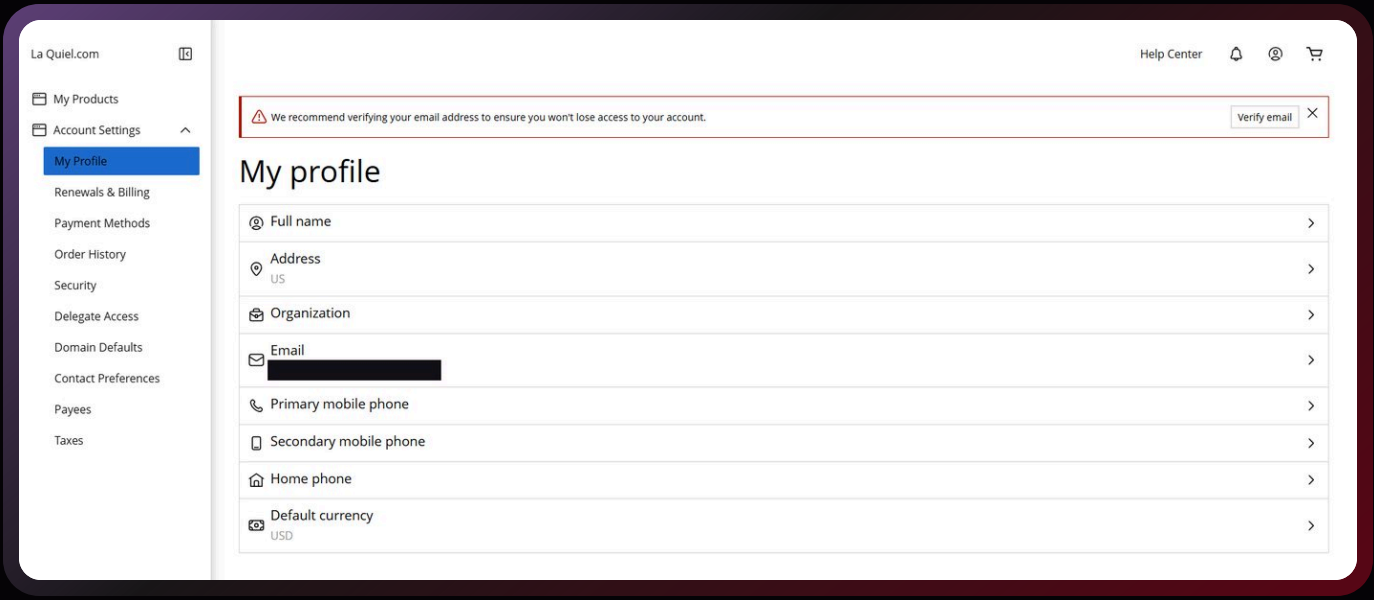
✧ Fill in your billing info, click Save, then pay.

08 / HAND ME THE KEYS

GIVE ME ACCESS

This lets me build your website **without you ever sharing your password**. You still own everything.

1. Sign in and click the **person icon** at the top right.
2. Go to **Account Settings**, then **Delegate Access**.
3. Click to **invite** someone. Type my email: **laquielratliff@gmail.com**
4. Pick the access level that lets me manage your **products and domains**. Then send the invite.



✧ Delegate Access is in the Account Settings menu on the left.

YOU DID IT ✦

SEND ME A MESSAGE

Email me at **laquielratliff@gmail.com** with these 3 things:

- ✦ Your domain name (like *yourbusiness.com*)
- ✦ The email you used to make your account
- ✦ “I sent the Delegate Access invite”

That’s it! Once I hear from you, I’ll start building your website.

QUICK HELP

The name I want is taken. What now? −

Add a word like your city or what you do. For example, *smithcleaning.com* could become *smithcleaningaz.com*.

I clicked the wrong thing. −

No problem. In your cart, click the trash can next to anything you don’t want.

Do my domain and hosting need to be the same length? −

Yes. If your hosting ends before your domain, your website goes offline. Buy the same number of years for both, like 3 years and 36 months.

My cart says 2 items, not 3. −

You probably haven’t added hosting yet. Go back to Step 5.

Why is my domain so cheap?

Check the gray “Auto-renews” words. A $1.99 domain might cost $57.99 next year. A .com is the safer pick.

I’m stuck on the store’s website.

Call the store’s help line any time at **(480) 624-2500**, or reach out to me.