

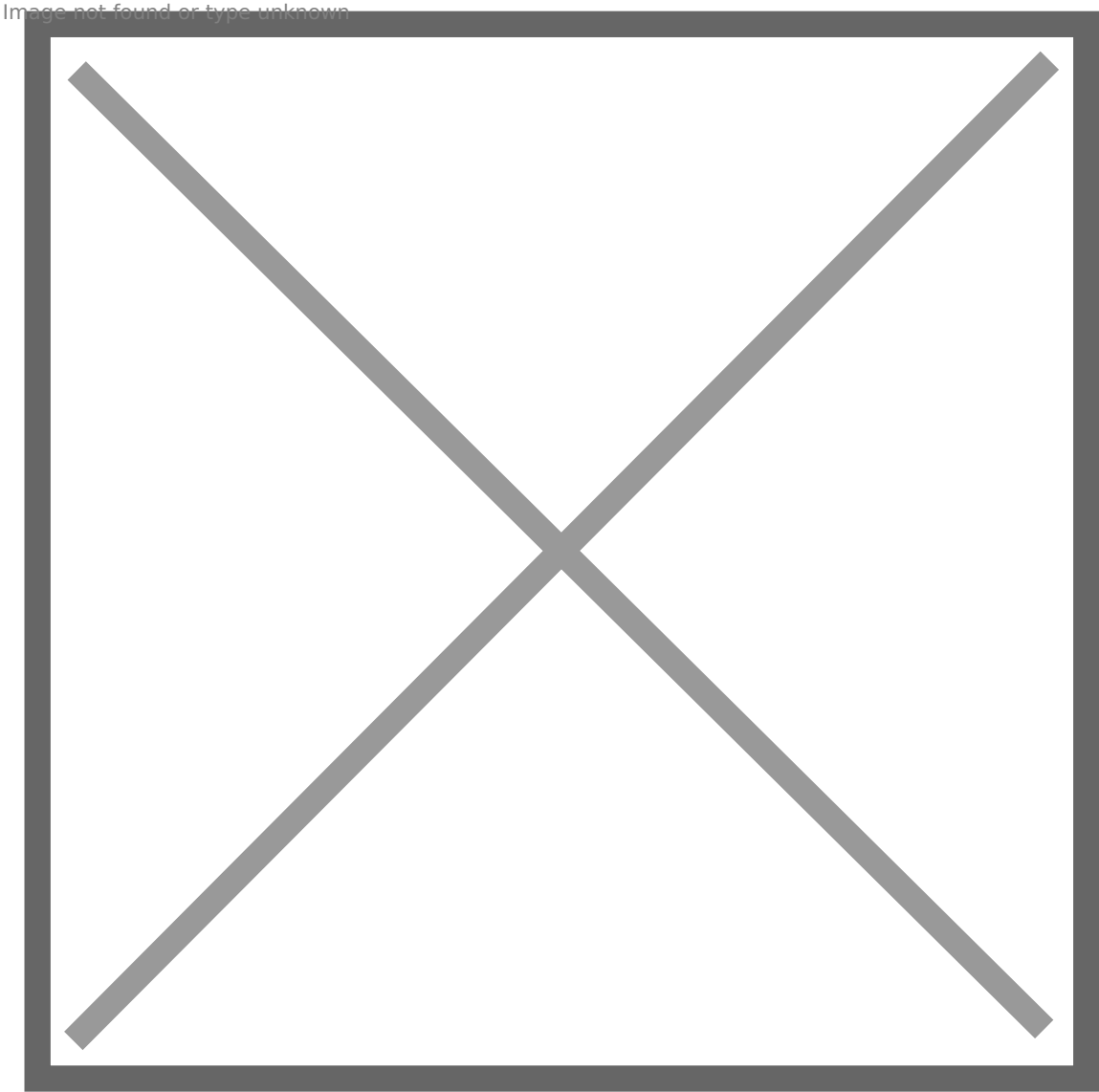
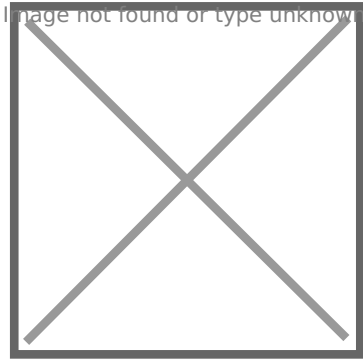
# Onboarding

Welcome! Please follow the documentation to make sure we can manage your systems efficiently.

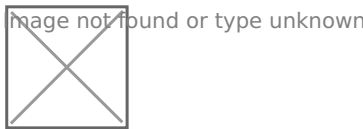
- [Adding Domain Onto CloudFlare From Namecheap](#)
- [Inviting Management To CloudFlare](#)
- [Hosting Provider Access](#)
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  - [Subuser Account Invitation For Bloom.Host](#)
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# Adding Domain Onto CloudFlare From Namecheap

Login to Namecheap in the top right corner. If you have two factor, put it in.



Find the domain you wish to add and press the "Manage" button on the right.



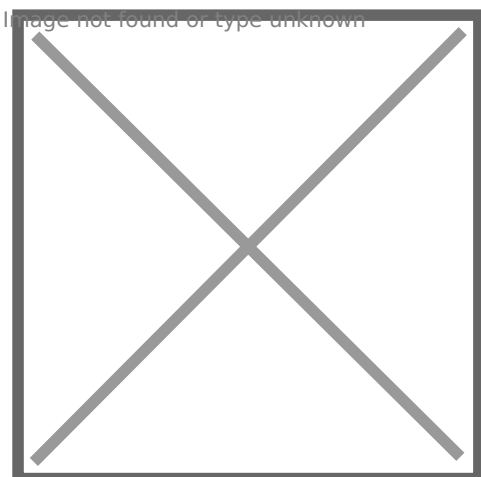
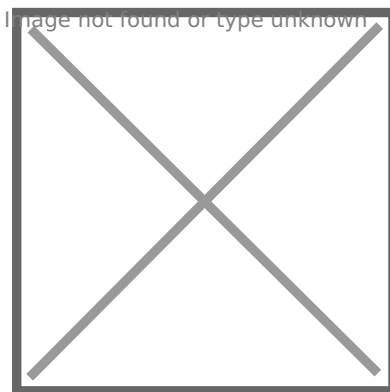
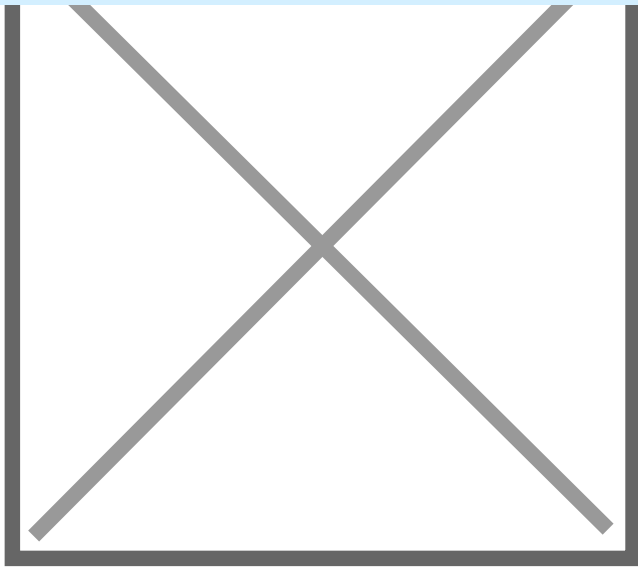
Currently, the nameservers are pointing to Namecheap, meaning that all the DNS records for the domain have to be managed on their dashboard, meaning no

protection is in place such as A records not being proxied, so we want to change them to CloudFlare's nameservers.

Under the "Domain" tab along the top, locate the "Nameservers" dropdown box and click on "Custom DNS". In each box, put the two nameservers provided to you in **either** your [1-800-393-8847](#) **or** **from CloudFlare** itself, as you may of done the domain configuration yourself after going through the steps.

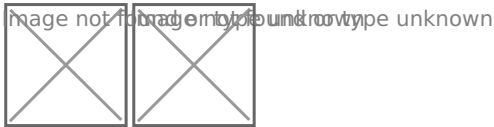
Each account in CloudFlare has two separate nameservers provided to you when you add your first domain and will always be the same on each domain you add, so noting them down is a good idea but not really needed, just helpful if you are adding loads of domains at once.

As an example, our account uses Earl and Samara. This isn't a security issue whatsoever as nameservers are searchable the same as any other DNS record, and don't tie to a single "account". If you lookup Earl for example, you will see 1000's of domains using that nameserver.



Once put in, click the green tick top right. You'll get a success banner at the top stating it's been changed.

Even though it states 48 hours, NS changes normally take 1-2 hours. These records are always persistent and more important than MX or A records for example so it **can** take up to 48 hours to change, unlike warnings on other registrar sites that state A records take 48 hours, they take less than 10 minutes normally.



We will do the rest in terms of adding it to your account. If you haven't already, please make an account on CloudFlare and then add us as normal [following the management guide](#). Once that's done, we will move your domain over.

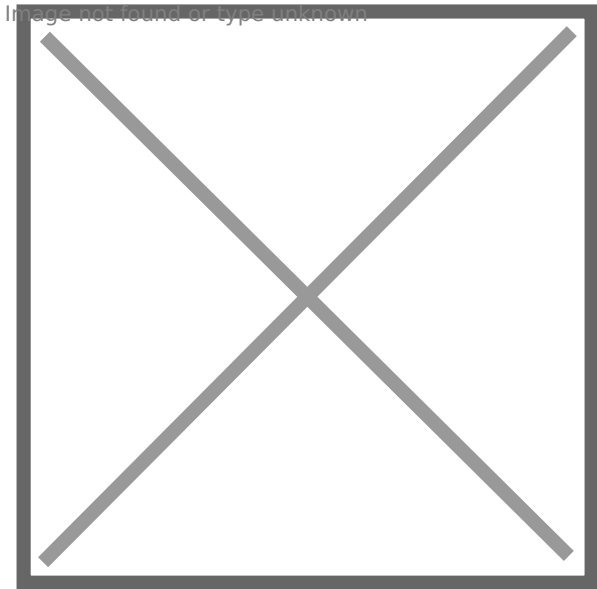
We are not "migrating" the domain to CloudFlare. That's not how nameservers work. This costs money, moving a domain from registrar to registrar, like GoDaddy to Namecheap.

Think of nameservers as the phone book. When you lookup "google.com" in your browser, you go from your PC to the nameservers of the domain, which then "rings" up the registrar hosting your DNS, and they return your domain records. Using a A record, they provide your PC with an IP address which takes you to their site.

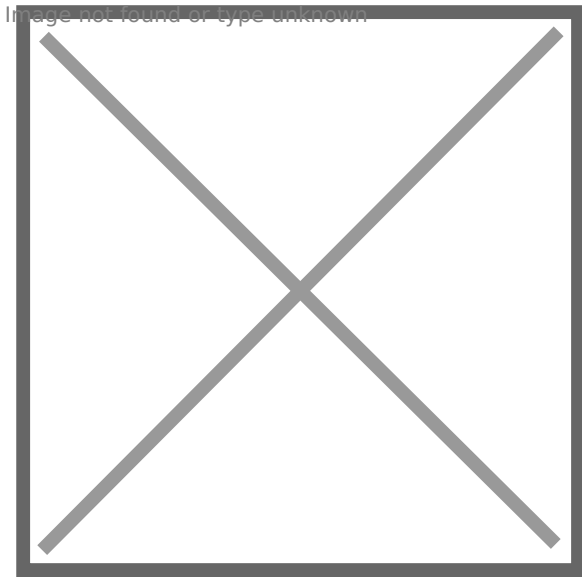
# Inviting Management To CloudFlare

You will need to add us to your CloudFlare account so we can manage your DNS records and firewall rules accordingly.

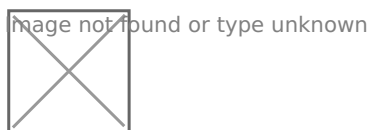
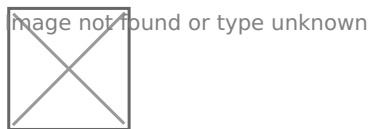
Head over to <https://www.cloudflare.com/> and click "Log In" in the top right.



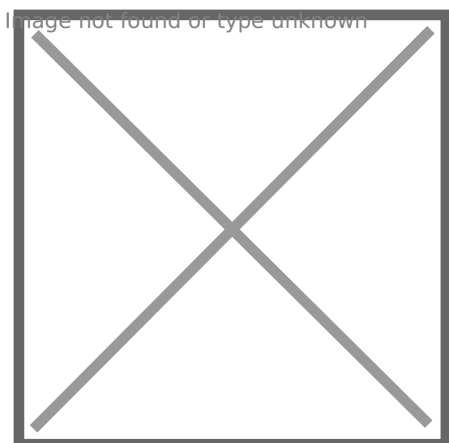
Login with your details and 2FA code if required.



You will be taken to a page that looks like the below. Do not click into one of your domains, stay on this screen. If you do click on a domain, click back by clicking the blue arrow just under the CloudFlare logo next to your domain name.

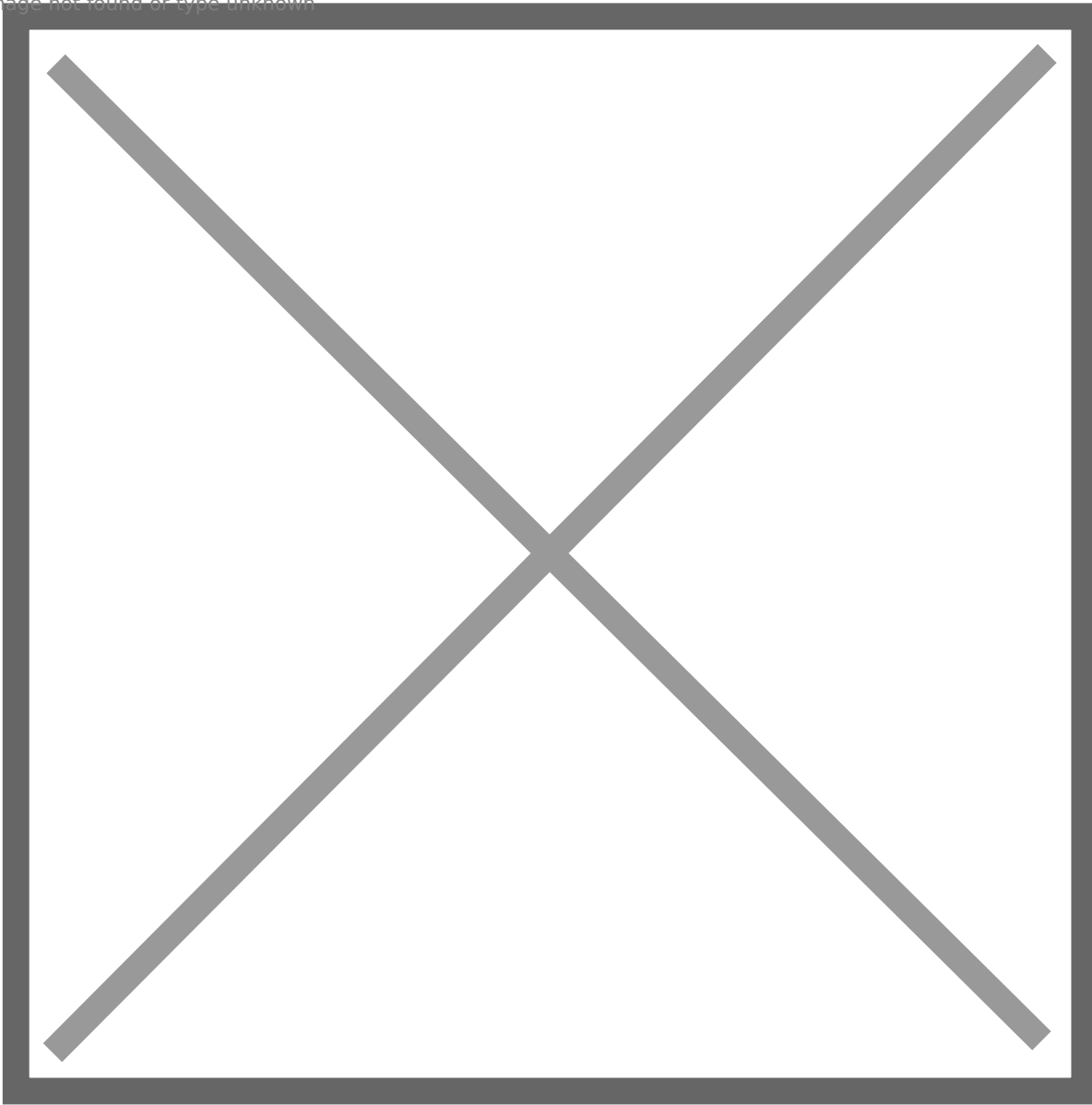


In the bottom left, click "Manage Account" then "Members" should automatically select.



Under the main members title, click the blue "Invite" button next to "Invite Members to join..." header.

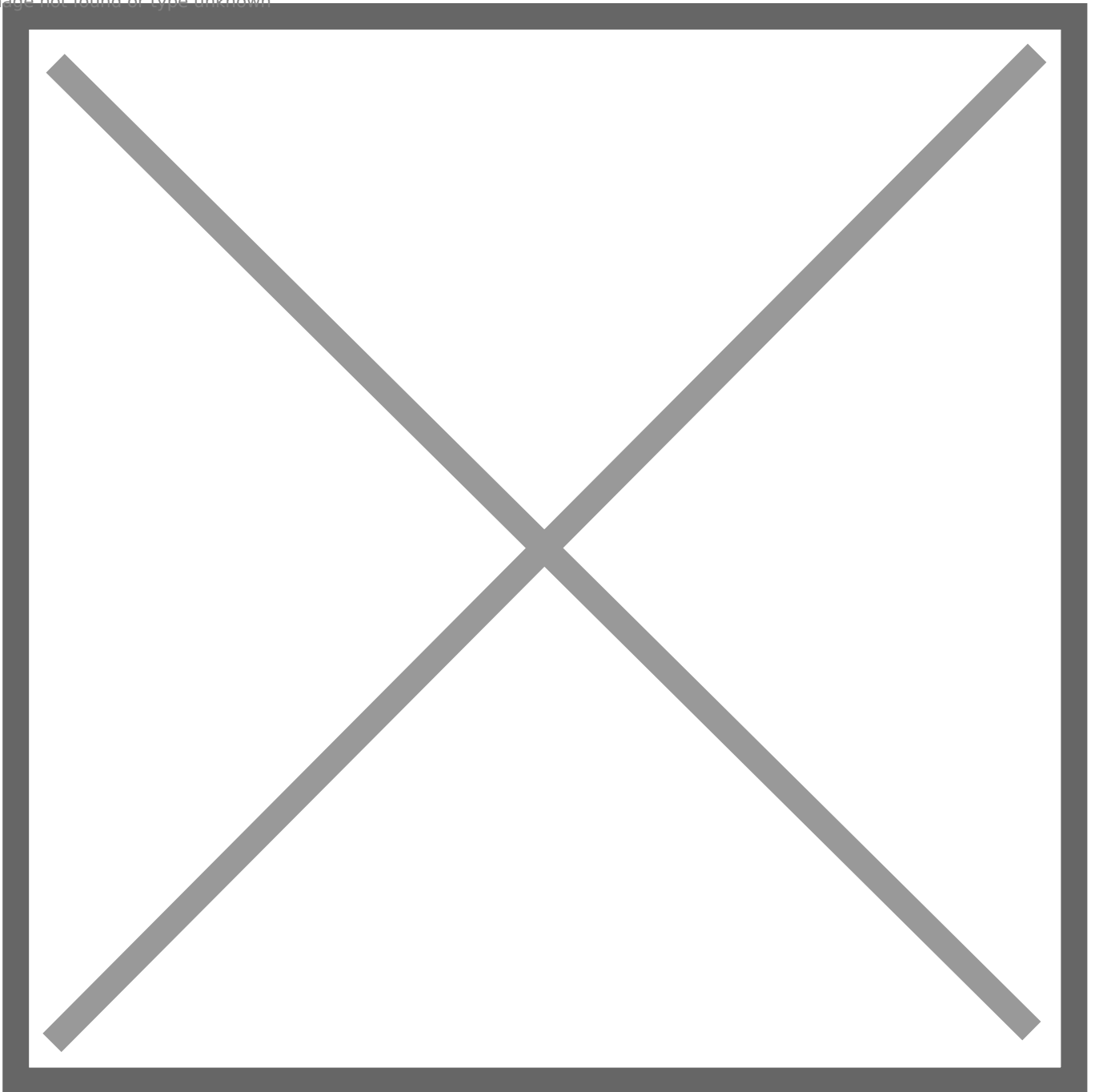
Image not found or type unknown



In the "Invite members" field, please type in `jasmine@jasmeow.systems` so I can be added. When you click the blue "Add" button or hit enter, it will put it into a box underneath as shown below.



Image not found or type unknown



Change the scope "Type" to "All domains" so we can manage all domains under your account.

Please select "*All domains*" and not "*A specific domain*". We are not interested in the other domains on your account if they are not related to your business or network unless you tell us to modify them. You cannot invite us as Super Administrators if you do not do this.

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## **STOP IGNORING THIS STEP. CHOOSE ALL DOMAINS.**

**The amount of times we have to keep repeating this is becoming a joke. Follow this guide to the point. It is a waste of your time and ours if you don't.**

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Image not found or type unknown



Scroll down to "Account Scoped Roles" and choose "Super Administrator - All Privileges".

Please invite us as "*Super Administrator - All Privileges*" and not anything else such as "*Administrator*" - This wastes time and proper setup where we need it in the future. We as a team aren't going to remove you and only the management team will need this role.

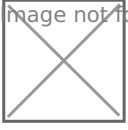
When we invite other system administrators to help on your network, we give them specific permissions for their job role. You don't need to worry about us changing your staff users or giving access where they shouldn't need it to other domains.

image not found or type unknown



Scroll to the bottom and click on "Continue to summary".

image not found or type unknown



Press the blue "Invite" button on the review screen.

image not found or type unknown



You should see in the bottom left that a policy has been made so that means we have been invited successfully.

✔ Policy has been created

# Hosting Provider Access

# Subuser Account Invitation For OVH

Head over to your OVH domain where you have purchased your server from.

Make sure you use the right domain where you purchased your dedicated system from as we will need this after you have created the subuser account. OVH's login systems don't share account credentials across their databases, so if you try to login to **ca** for example it won't work if you have a system bought on **us**.

Login to your account using the My account or My customer account button situated on the header of the website.



**I'm already an OVHcloud US customer**

**Login**

[Reset your password](#)


Existing US customers prior to Jan. 17, 2018 can access OVHcloud Manager at [ovh.com/world](https://ovh.com/world)


**I'm new to OVHcloud US**

☐ I confirm that I am at least 18 years old and accept the [Terms of Service](#) and [Privacy Policy](#)

**Create an account**

To add someone as a subuser you will have to get to your Account Settings by clicking your name in the top right corner and then clicking on your profile picture as highlighted below.

 [Dashboard](#) [Bare Metal Cloud](#) [Hosted Private Cloud](#) [Public Cloud](#) [Web Cloud](#) [Telecom](#) [Sunrise](#) [English](#)  **Jasmeow Systems**

**JS**

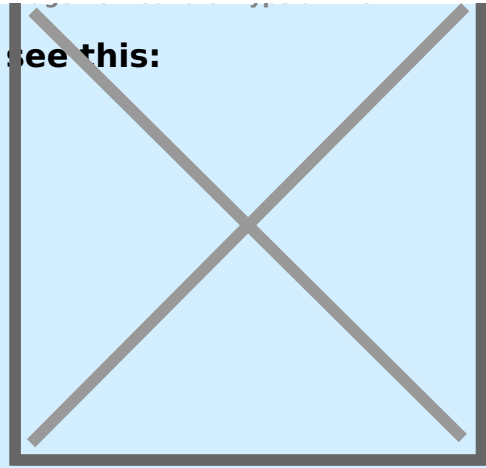
Standard Support

**Jasmeow Systems**  
test@jasmeow.systems  
js694201337-ovh

[Log out](#)

Proceed to the User Management tab and follow the step below.

**!! If user management is missing, please see this:**



OVH has moved it to along the left side bar >

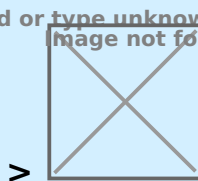
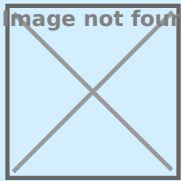


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General information

Security

Emails received

Level of Support

User management

Advanced settings

Add user

SSO connection

Username

Role

Created

Password last updated

Status

1

10

Page /

Please use the provided information in your **comms-channel** to create the subuser account and press confirm when done.

Do not put the ID in the login box. Put the name of "Jasmine" into the box, otherwise our login becomes 29-xx/29-xx and not 29-xx/Jasmine.

**You are not finished, please continue reading.**

We need the ID + the URL to login.

## Add user

To connect to the interface, the user will need to enter your **6969-6969-69** ID and their username separated by a '/', along with their password.

Please enter the new user information

Login

Jasmine

6969-6969-69/Jasmine

Email address

jasmine@jasmewow.systems

Password


\*\*\*\*\*

Role

Administrator

Description

After creating the subuser account **please** send the **ID** that OVH gives you right after. If you see below, it states **Example: 6969-6969-69/Jasmine**. **PROVIDE THE ID.**

 To connect to the interface, the user will need to enter your **6969-6969-69** ID and their username separated by a '/', along with their password.  
Example: 6969-6969-69/Jasmine

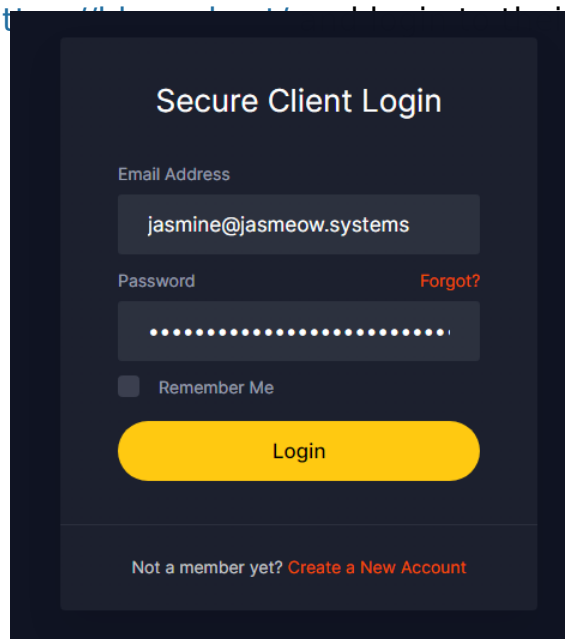
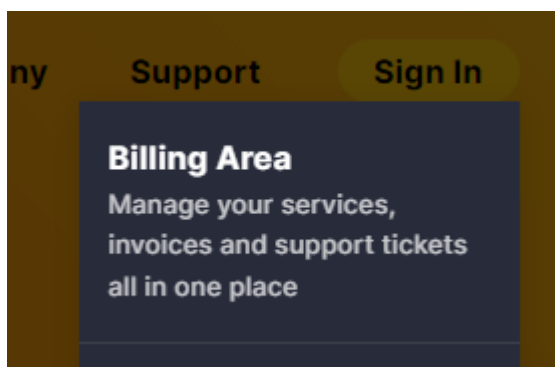
Additionally, make sure you inform us what domain it is, such as <https://ca.ovh.com>, <https://us.ovhcloud.com>, etc. They have around 7 different login pages. Get it from the address bar in the top left. **PROVIDE THE URL.**



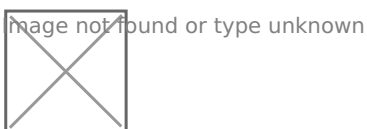


# Subuser Account Invitation For Bloom.Host

Head to Bloom.Host's website at <https://bloom.host> and click on the Billing Area in the top right.



In the top right corner, click your name, then in the dropdown, click "User Management".



Click "Invite New User" in yellow then put in our email [clientsystems@jasmeow.systems](mailto:clientsystems@jasmeow.systems) to add us.

Invite New User

×

Inviting a new user allows you to invite a new user to your account. If the invitee already has an existing user account, they will be able to access your account using their existing login credentials. If the user does not yet have a user account, they will be able to create one.

clientsystems@jasmeow.systems

☒ All Permissions

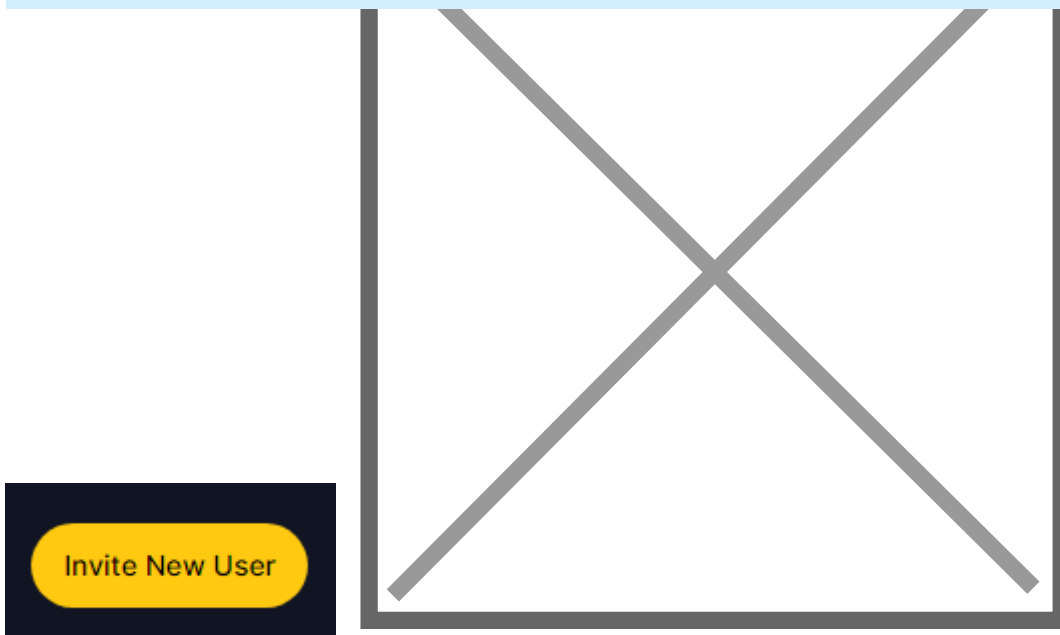
☐ Choose Permissions

Send Invite

Cancel

Please select all permissions, but if you want to limit access, we must at least have the following as we need to see the systems, complete product password resets, use single sign-on to access the control panels for the systems and opening or viewing current support tickets. The other ones are optional and domains are not required if you don't have them. If you do choose all permissions, we can add additional system administrators who might need to login as management can add them.

We see your details in the billing area anyway such as name and address, so turning off the tick for modifying master account profile is slightly pointless as it says "Access" when this just means we can't change your name or details like that.



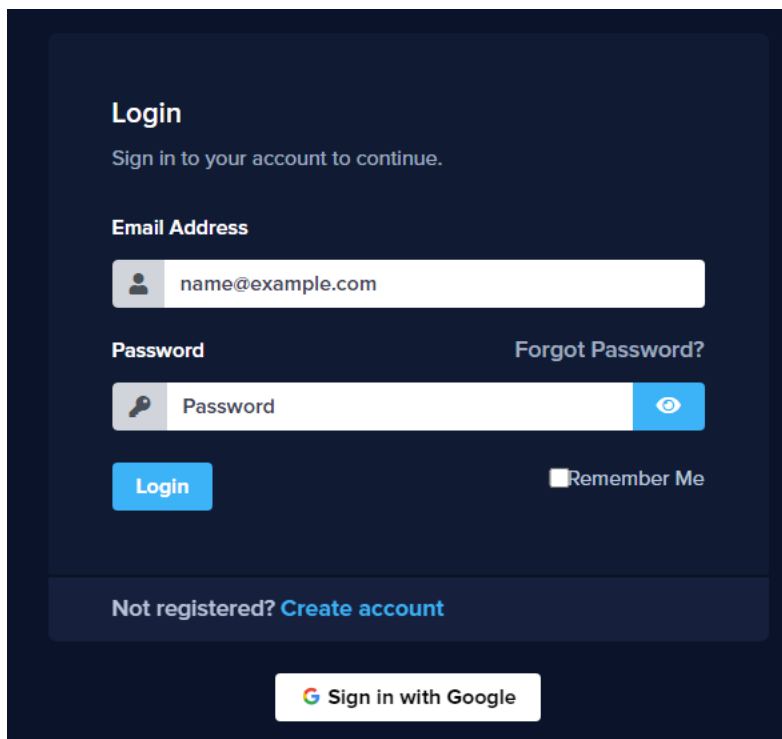
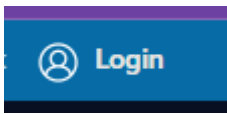
Click "Send Invite" at the bottom. We are now added and can view your account.

image not found or type unknown

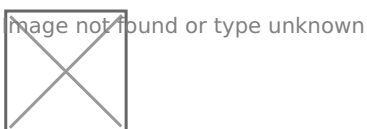


# Subuser Account Invitation For Hosturly

Head to Hosturly's website at <https://hosturly.com> and click "Login" in the top right to go to their Billing Area.

A dark blue login form with a white border. At the top, it says "Login" and "Sign in to your account to continue." Below this are two input fields: "Email Address" with the placeholder "name@example.com" and "Password" with the placeholder "Password". To the right of the password field is a link "Forgot Password?". Below the password field is a blue "Login" button and a checkbox labeled "Remember Me". At the bottom, there is a link "Not registered? Create account" and a "Sign in with Google" button.

In the top right corner, click your name, then in the dropdown, click "User Management".



Click "Invite New User" in yellow then put in our email [clientsystems@jasmeow.systems](mailto:clientsystems@jasmeow.systems) to add us.

### Invite New User

Inviting a new user allows you to invite a new user to your account. If the invitee already has an existing user account, they will be able to access your account using their existing login credentials. If the user does not yet have a user account, they will be able to create one.

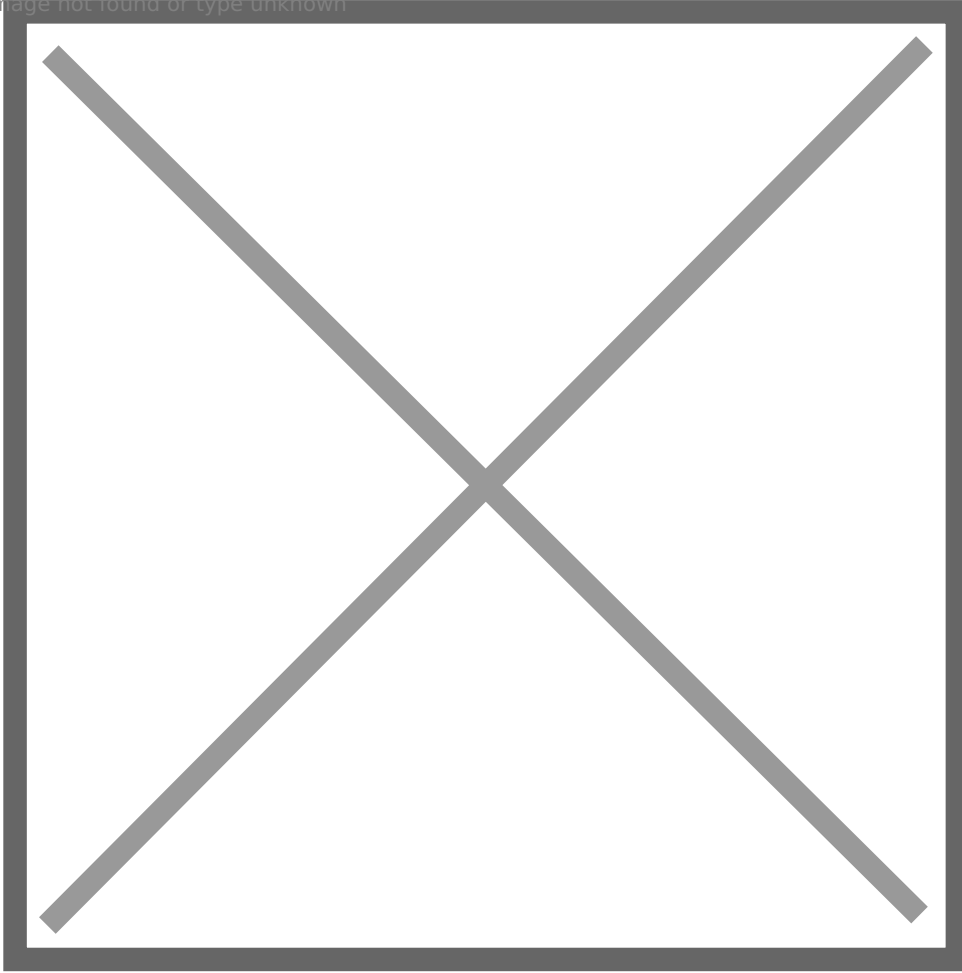
☒ All Permissions ☐ Choose Permissions

Send Invite

Please select all permissions, but if you want to limit access, we must at least have the following as we need to see the systems, complete product password resets, use single sign-on to access the control panels for the systems and opening or viewing current support tickets. The other ones are optional and domains are not required if you don't have them. If you do choose all permissions, we can add additional system administrators who might need to login as management can add them.

We see your details in the billing area anyway such as name and address, so turning off the tick for modifying master account profile is slightly pointless as it says "Access" when this just means we can't change your name or details like that.

Image not found or type unknown



Click "Send Invite" at the bottom. We are now added and can view your account.

Image not found or type unknown

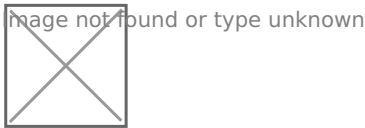


# Subuser Account Invitation For PebbleHost

Head to PebbleHost's website at <https://pebblehost.com/> and login by hovering over "Panel Login" in the top right and clicking "Billing Panel".



In the top right corner, click your name, then in the dropdown, click "User Management".



Click "Invite New User" in yellow then put in our email [clientsystems@jasmeow.systems](mailto:clientsystems@jasmeow.systems) to add us.

## Invite New User

Inviting a new user allows you to invite a new user to your account. If the invitee already has an existing user account, they will be able to access your account using their existing login credentials. If the user does not yet have a user account, they will be able to create one.

☒ All Permissions ☐ Choose Permissions

Send Invite

Please select all permissions, but if you want to limit access, we must at least have the following as we need to see the systems, complete product password resets, use single sign-on to access the control panels for the systems and opening or viewing current support tickets. The other ones are optional and domains are not required if you don't have them. If you do choose all permissions, we can add additional system administrators who might need to login as management can add them.

We see your details in the billing area anyway such as name and address, so turning off the tick for modifying master account profile is slightly pointless as it says "Access" when this just means we can't change your name or details like that.

☐ All Permissions ☒ Choose Permissions

- ☐ **Modify Master Account Profile -**  
Access and modify the client profile information
- ☐ **View & Manage Contacts -**  
Access and manage contacts
- ☒ **View Products & Services -**  
View access to products, services and addons
- ☒ **View & Modify Product Passwords -**  
Allow password resets and other actions
- ☒ **Perform Single Sign-On -**  
Allow single sign-on into services
- ☒ **View Domains -**  
View access to domain registrations
- ☒ **Manage Domain Settings -**  
Allow domain management eg. nameservers/whois/transfers
- ☒ **View & Pay Invoices -**  
View and payment access to invoices
- ☒ **View & Accept Quotes -**  
View and acceptance permissions for quotes
- ☒ **View & Open Support Tickets -**  
Access to open, respond and manage support tickets
- ☐ **View & Manage Affiliate Account -**  
Access to view and request withdrawals
- ☒ **View Emails -**  
Access to view account email history
- ☒ **Place New Orders/Upgrades/Cancellations -**  
Allow placing of new orders

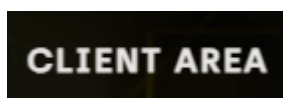
Click "Send Invite" at the bottom. We are now added and can view your account.



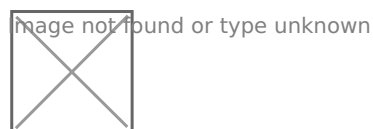
Send Invite

# Subuser Account Invitation For SparkedHost

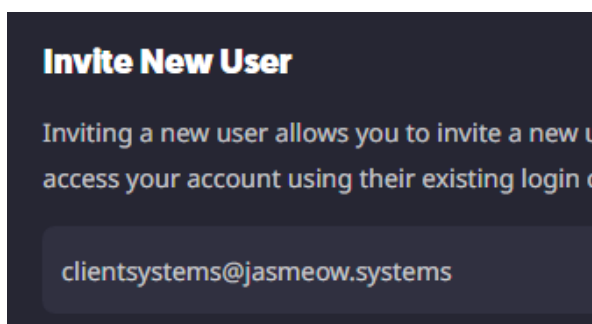
Head to SparkedHost's website at <https://sparkedhost.com/> and click "Client Area" in the top right.



In the top right corner, click your name, then in the dropdown, click "User Management".



Click "Invite New User" in yellow then put in our email [clientsystems@jasmeow.systems](mailto:clientsystems@jasmeow.systems) to add us.



Please select all permissions, but if you want to limit access, we must at least have the following as we need to see the systems, complete product password resets, use single sign-on to access the control panels for the systems and opening or viewing

current support tickets. The other ones are optional and domains are not required if you don't have them. If you do choose all permissions, we can add additional system administrators who might need to login as management can add them.

We see your details in the billing area anyway such as name and address, so turning off the tick for modifying master account profile is slightly pointless as it says "Access" when this just means we can't change your name or details like that.

☐ All Permissions ☒ Choose Permissions

- ☐ Modify Master Account Profile - Access and modify the client profile information
- ☐ View & Manage Contacts - Access and manage contacts
- ☒ View Products & Services - View access to products, services and addons
- ☒ View & Modify Product Passwords - Allow password resets and other actions
- ☒ Perform Single Sign-On - Allow single sign-on into services
- ☒ View Domains - View access to domain registrations
- ☒ Manage Domain Settings - Allow domain management eg. nameservers/whois/transfers
- ☒ View & Pay Invoices - View and payment access to invoices
- ☒ View & Accept Quotes - View and acceptance permissions for quotes
- ☒ View & Open Support Tickets - Access to open, respond and manage support tickets
- ☐ View & Manage Affiliate Account - Access to view and request withdrawals
- ☒ View Emails - Access to view account email history
- ☒ Place New Orders/Upgrades/Cancellations - Allow placing of new orders

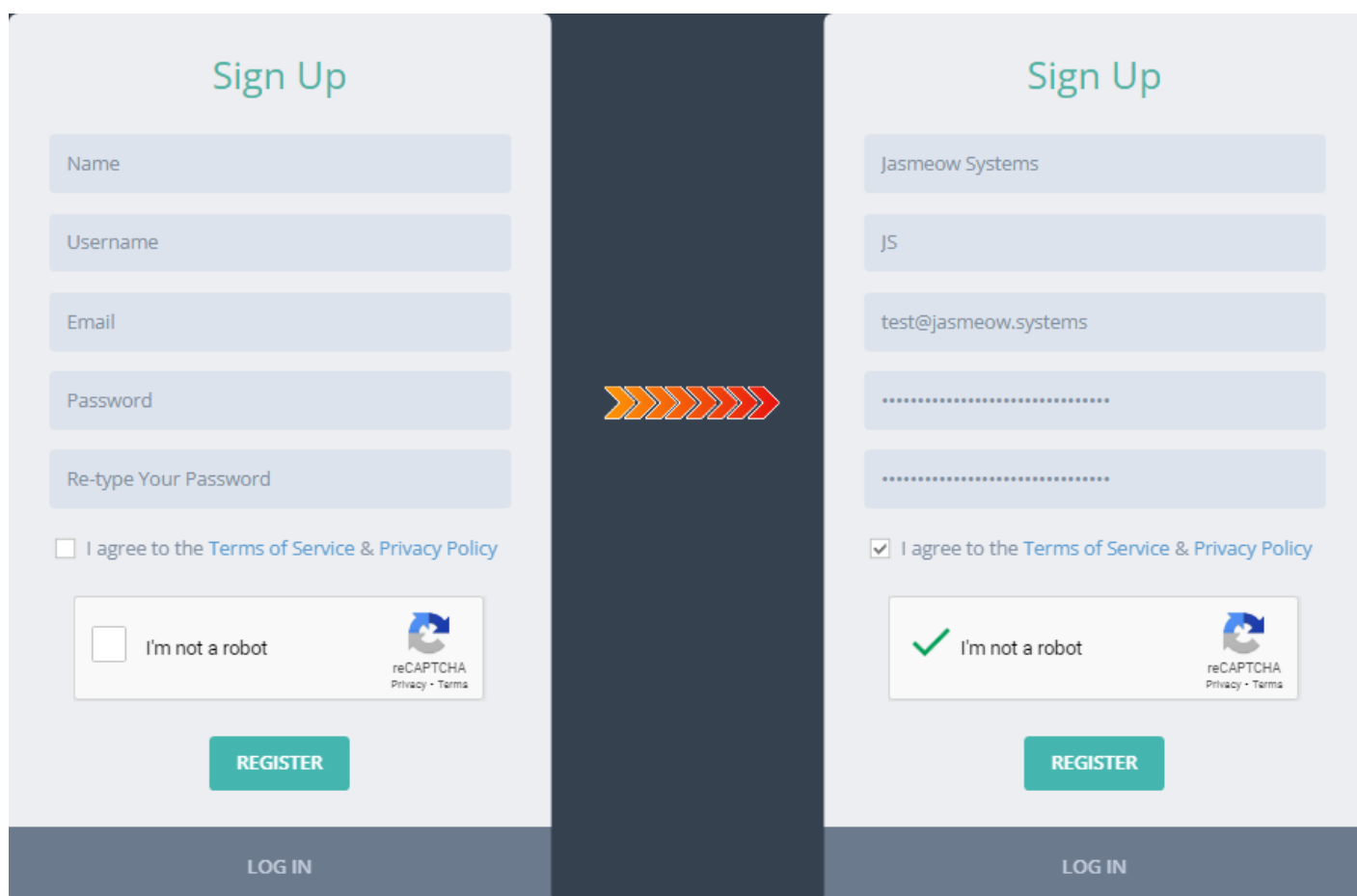
Click "Send Invite" at the bottom. We are now added and can view your account.

**Send Invite**

# HetrixTools Setup

HetrixTools is the tool that we use to monitor your dedicated machines. It's designed to notify us about any faults that may occur and help us determine the issue quickly so we can get the issue fixed immediately.

Head over to <https://hetrixtools.com/register> and create an account with your information. Please use a randomly generated password as we will require this login to setup your dedicated systems.



The image displays two versions of the 'Sign Up' form for HetrixTools, separated by a central graphic of five orange chevrons pointing right.

**Left Screenshot (Empty Form):**

- Title: Sign Up
- Fields: Name, Username, Email, Password, Re-type Your Password.
- Checkbox: ☐ I agree to the [Terms of Service & Privacy Policy](#)
- reCAPTCHA: ☐ I'm not a robot. Includes reCAPTCHA logo and links for Privacy and Terms.
- Button: REGISTER
- Footer: LOG IN

**Right Screenshot (Filled Form):**

- Title: Sign Up
- Fields: Jasmeow Systems, JS, test@jasmeow.systems, [masked password], [masked password].
- Checkbox: ☒ I agree to the [Terms of Service & Privacy Policy](#)
- reCAPTCHA: ☒ I'm not a robot. Includes reCAPTCHA logo and links for Privacy and Terms.
- Button: REGISTER
- Footer: LOG IN

After you have registered you need to confirm your email. Failing to do this will result in us not being able to configure monitoring on your systems. Once verified, provide us the login.

**⚠** Your account has limited functionality. We've sent you an email to verify your email address. If you haven't received the verification email yet, please [click here](#) to resend it.