



## Getting My Website Online

Number 1 – 4 below are steps that must take place in order for a website to be online and available for people to see. It is not necessary for you to do them by yourself, but they must be done. It helps for number 1 - 5 to be through the same source (like [www.HISCommunications.net](http://www.HISCommunications.net)). Number 5 & 6 are optional. We at HIS Communications can accomplish any or all of these for you.

### 1. Domain Name

- a. You need to determine a domain name and make sure that your choice is available by checking it on domain registration sites like [www.HISCommunications.net](http://www.HISCommunications.net). If it is not available you will have to choose another name or buy the domain name from the person or company that owns it.
- b. You have many choices as to the “top level domain” ending (.com, .org, .net, etc.). Sometimes your desired domain name is taken as [www.mydomain.com](http://www.mydomain.com), but is not as [www.mydomain.net](http://www.mydomain.net).

### 2. Domain Registration

- a. Once you have chosen a domain name and found that it is available it will need to be registered with one of these domain registration sites. These companies take care of informing the rest of the world that your domain name is no longer available for them to buy and what Domain Name Server is handling your Domain Name. This is usually a yearly charge (DNS can cost extra at some registration sites, but not at [www.HISCommunications.net](http://www.HISCommunications.net)).

### 3. Website Host

- a. Once you have your domain registered you will need to rent space on an internet connected computer where you can place your website. There are many who host websites like [www.HISCommunications.net](http://www.HISCommunications.net). This is usually a monthly or yearly charge and they vary greatly.

### 4. Build your website

- a. This is the actually coding of the computer languages (HTML, PHP, ASP, .NET, etc.) that will display your words and pictures on the internet when people type into their browser the URL for your domain name (like <http://www.HISCommunications.com>). This coding can accomplish all of the things you see on the internet; however, there are some functions that are not available unless a specific language is used. The price of building your website varies greatly according to the complexity of your web pages and the functionality of the web pages. You can build it yourself or hire someone like [www.HISCommunications.com](http://www.HISCommunications.com).

### 5. Email

- a. Not all website hosts include email in their pricing. If you want to receive email at an email address that includes your domain name (i.e.: [sales@mydomain.com](mailto:sales@mydomain.com)) you will need to either choose a host that provides this as part of the package or buy email addresses through an email provider that can use your domain name in the process, like [www.HISCommunications.net](http://www.HISCommunications.net).

### 6. E-Commerce

- a. If you want to sell items via the internet there are other things that must be done:
  - i. You must get an account with which to sell. These cost (per sale; per month; transaction fees; etc.) and can be obtained from places like:
    1. Paypal.com (you will need a business checking account)
    2. Merchant account with bank or other financial facility & a credit card processor
  - ii. You may need a “shopping cart” of some type. There are many of these available. Those that use credit cards usually cost per month or year in addition to the transaction fee and per sale percentage. You will need to learn to use the features well.
  - iii. You may also need an SSL certificate (especially if all shopping cart activities are taking place on your server / site). [www.HISCommunications.net](http://www.HISCommunications.net) has these.
  - iv. All this must also be coded into your website, so this can be an extra cost of building your website even if you buy a packaged “shopping cart”.