

ORDERING PROCEDURES

SCENARIOS:

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SCENARIO I: Buy Domain Name Only (With or Without Domain Forwarding)

STEP 1. Domain Search

1.1 Domain Name Search (Ano ang pangalan mo?)

Check the availability of your preferred domain name by typing it in the empty field then click on "Start Domain Search". You can search for domain name/s either at the [Homepage](#), [Domain Page](#) or using [Pangalan Order System](#).

Example Domain name: www.pangalan.com

1.2 Choose Preferred Domain Name

Choose your preferred domain name you want to register. Here you will also find out if a certain domain name is available or not. After you choose, you will be redirected to Pangalan's Order System page.

1.3 Add to Cart

You can also select multiple domains. First, click on "Add To Cart" button at the bottom of the list. You will notice that your shopping cart has updated. Then click on the "Continue to Next Step" button at the bottom-right.

STEP 2. Skip Hosting Package

2.1 Skip Hosting Package

Since you wish to register your domain without a web hosting, click Continue to Next Step.

STEP 3. Domain Forwarding

3.1 If you Wish to Add Domain Forwarding Plan

Choose your plan, click Order. To learn more about our packages, please visit our [Domain Forwarding Page](#).

STEP 4. Log-in or Sign-Up

4.1 Log-in or Register for New Account

Choose whether you are a new customer or an existing customer. Select your account type as either Personal or Company, then enter your registration details.

Note: Password should contain at least 12 symbols. Password should contain both lower case and upper case letters.

4.2 Add Contacts

Choose domain contacts (refers to specifying the registrant, admin-c, tech-c). If the Use DNS Hosting service checkbox is checked, it will use our default nameservers; If unchecked, customer can specify his preferred name servers and IP address. Then click on "Checkout" button or "Continue to Next Step".

STEP 5. Checkout

5.1 Place Your Order

Once your order is prepared, click on "Place Order" to checkout and you will proceed to the next step.

STEP 6. Payment Options

6.1 Payment Options

On the payment page, choose Paypal for online payment (credit cards) or Offline Payment via Dragonpay (Online Banking, Over-the-Counter, ATM). Follow payment instructions accordingly.

STEP 7. Confirmation

7.1 Payment Confirmation

After you confirmed your purchase and payment, you will receive an e-mail from us which has your Control Panel log In.

SCENARIO II: Buy .PH Domain Name

STEP 1. .PH Domain Search

1.1 .PH Domain Name Search (Ano ang pangalan mo?)

Check the availability of your preferred .PH domain name by typing it in the empty field then click on "Start Domain Search". To search for .ph domains visit [.PH Domain page](#).

Example Domain Name: www.pangalan.com.ph

1.2 Choose Preferred Domain Name

Choose your preferred .PH domain name you want to register. Here you will also find out if a certain domain name is available or not. After you choose, you will be redirected to .PH Order System page.

STEP 2. Order .PH Domain

2.1 Type Customer Information

Fill up the Order form with the following information:

1. Corporate Name (Optional if Domain is for a Business)
2. Full Name
3. Gender
4. Email Address (Confirm Email Address)
5. Password
6. Choose your Web Hosting or Domain Forwarding Plan (Optional)
7. Address
8. Country
9. Zip/ Postal Code
10. Phone Number
11. Fax (Optional)

And then, Click Submit button.

Note: Password should contain at least 12 symbols. Password should contain both lower case and upper case letters.

STEP 3. Order Confirmation

3.1 E-mail Confirmation

You will receive an email from Pangalan.com, confirming your request

for .PH Domain. The order will be process, and wait for another email from Pangalan.com before proceeding to payment.

STEP 4. Payment Options

4.1 Choose Payment Option

Once second email was received, you may verify your order and the total amount indicated on the email.

Then, you may choose between the following Payment Options:

Paypal For online payment and credit cards:

1. Log In to your Control Panel using the Username and ID emailed to you.
2. Go to Billing History
3. Click Order
4. Choose Paypal
5. Follow payment instructions accordingly.

DragonPay For Offline Payments, Online Banking, Over-the-Counter, ATM:

1. Click on the Dragonpay URL emailed to you
2. Follow payment instructions accordingly.

STEP 5. Confirmation

5.1 Payment Confirmation

After we confirmed your payment, you will receive an e-mail from us that the order was completed and your domain is ready. You can manage your domain by logging in to your control panel.

SCENARIO III: BUY WEB HOSTING ONLY

STEP 1. Choose Web Hosting Plan

1.1 Choose Preferred Web Hosting Plan

Choose your web hosting plan, then click "Order". To learn more about our packages, please visit our [Web Hosting Page](#).

STEP 2. Skip Domain Search

2.1 Skip Domain Name Registration

Since you only wish to buy a web hosting subscription, you may click on "Skip Domain Registration" button to continue.

STEP 3. Add-Ons

3.1 List of Add-Ons

Our system will inform you of what add-ons are included in the package. Just click on "Continue to Next Step" button to proceed.

STEP 4. Log-in or Sign-Up

4.1 Log-in or Register for New Account

Choose whether you are a new customer or an existing customer. Select your account type as either Personal or Company, then enter your registration details.

Note: Password should contain at least 12 symbols. Password should contain both lower case and upper case letters.

4.2 Web Hosting Configuration

Since you skipped the Domain registration, the default is "No Hostname". So just click on "Continue to Next Step" button to proceed.

STEP 5. Checkout

5.1 Place Your Order

Once your order is prepared, click on "Place Order" to checkout and you will proceed to the next step.

STEP 6. Payment Options

6.1 Payment Options

On the payment page, choose Paypal for online payment (credit cards) or Offline Payment via Dragonpay (Online Banking, Over-the-Counter, ATM). Follow payment instructions accordingly.

STEP 7. Confirmation

7.1 Payment Confirmation

After you confirmed your purchase and payment, you will receive an e-mail from us which has your Control Panel log In.

SCENARIO IV: Buy Both Domain Name and Web Hosting

STEP 1. Domain Search

1.1 Domain Name Search (Ano ang pangalan mo?)

Check the availability of your preferred domain name by typing it in the empty field then click on "Start Domain Search". You can search for domain name/s either at the [Homepage](#), [Domain Page](#) or using [Pangalan Order System](#).

Example Domain name: www.pangalan.com

1.2 Choose Preferred Domain Name

Choose your preferred domain name you want to register. Here you will also find out if a certain domain name is available or not. After you choose, you will be redirected to Pangalan's Order System page.

1.3 Add to Cart

You can also select multiple domains. First, click on "Add To Cart" button at the bottom of the list. You will notice that your shopping cart has already items. After that, click on the "Continue to Next Step" button at the bottom-right.

STEP 2. Choose Web Hosting Plan

2.1 Choose Preferred Web Hosting Plan

Choose your web hosting plan, then click "Order". To learn more about our packages, please visit our [Web Hosting Page](#).

STEP 3. Add-Ons

3.1 List of Add-Ons

Our system will inform you of what add-ons are included in the package. Just click on "Continue to Next Step" button to proceed.

STEP 4. Log-in or Sign-Up

4.1 Log-in or Register for New Account

Choose whether you are a new customer or an existing customer. Select your account type as either Personal or Company, then enter your registration details.

Note: Password should contain at least 12 symbols. Password should contain both lower case and upper case letters.

4.2 Configuration and Add Contacts

Choose domain contacts (refers to specifying the registrant, admin-c, tech-c). If the Use DNS Hosting service checkbox is checked, it will use our default name servers; If unchecked, customer can specify his preferred name servers and IP address. And you will also choose whether you want a hostname or no hostname.

STEP 5. Checkout

5.1 Place Your Order

Once your order is prepared, click on "Place Order" to checkout and you will proceed to the next step.

STEP 6. Payment Options

6.1 Payment Options

On the payment page, choose Paypal for online payment (credit cards) or Offline Payment via Dragonpay (Online Banking, Over-the-Counter, ATM). Follow payment instructions accordingly.

STEP 7. Confirmation

7.1 Payment Confirmation

After you confirmed your purchase and payment, you will receive an e-mail from us which has your Control Panel log In.

Finish-