



**LET'S GET STARTED WITH  
GRANTING NETWORK  
SOLUTIONS ACCESS**

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HOW - TO

# BUT FIRST- WHAT IS NETWORK SOLUTIONS?

Network Solutions is a web hosting and domain registration company that helps individuals and businesses create, host, and manage websites.



# STEP 1:

Proceed to [Networksolutions.com](https://Networksolutions.com) and log in to your Network Solutions account



## Log Into Your Account

+ Login as another user

User ID\* i

[FORGOT USER ID?](#)

**NEXT**

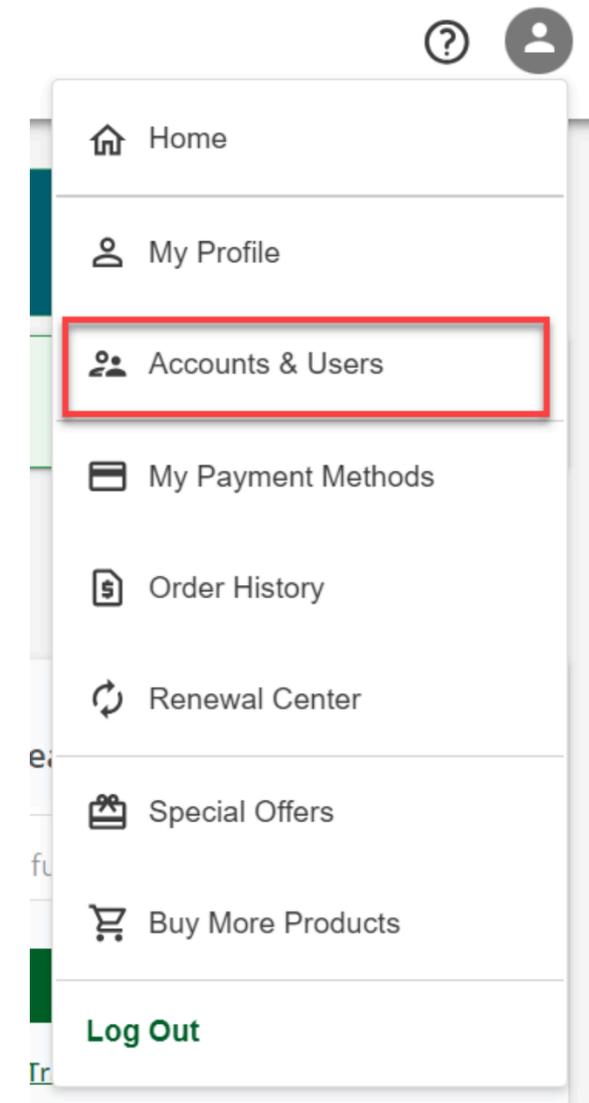
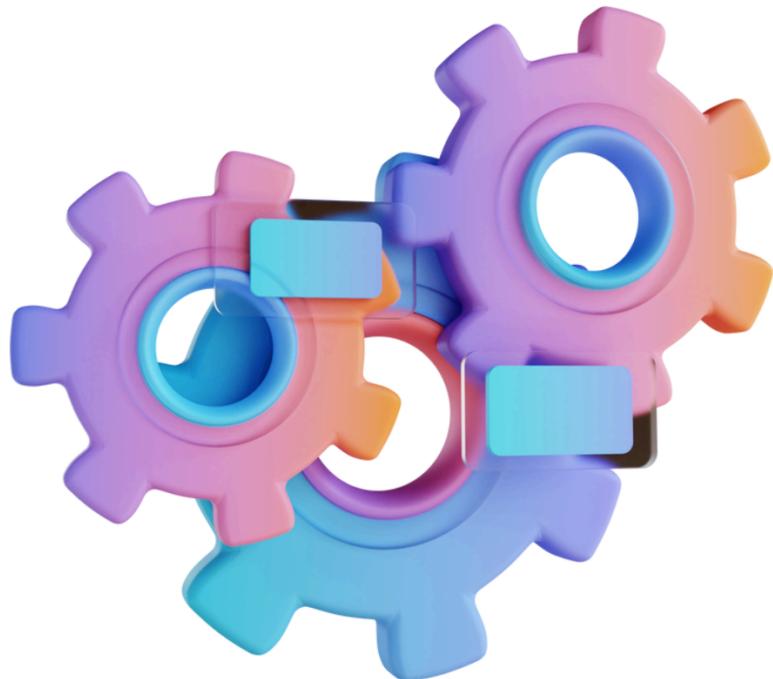
Don't have an account?  
[Get started now!](#)

# STEP 2:

Click the drop-down arrow next to your name on the upper right corner of the Account Manager page and select

**Users & Roles** or **Accounts & Users**.

\*\*Note: Customers with a single account will see Users & Roles under My Profile, while customers with multiple accounts will see Accounts & Users.



# STEP 3:

If you have a **single account**, click the **+ADD USER** button under **User Roles & Permissions**.

OR

If you have **multiple accounts**, click the **MANAGE** button next to the account you want to edit. Under **User Roles & Permissions**, click **+ADD USER**.

## User Roles & Permissions

Your Account Users have permission to manage various aspects of your accounts. [Learn more about roles.](#)

+ ADD USER

Role	Name	Email	
Account Holder	Network Solutions		
Primary			
Tech			EDIT

## Accounts & Users

### All Accounts

MERGE ACCOUNTS

Account ↑	Account Holder ↑	My Role ↑	Products/Services ↑	
		Account Holder	0 products/services	MANAGE
		Primary	<a href="#">9 products/services</a>	MANAGE
		Account Holder	0 products/services	MANAGE

## User Roles & Permissions

Your Account Users have permission to manage various aspects of your accounts. [Learn more about roles.](#)

+ ADD USER

Role	Name	Email	
Account Holder	Network Solutions		

# STEP 4:

- In the pop-up, enter the **Name: One Firefly** and **Email: onboarding@onefirefly.com** of the user you would like to invite.
- Select the user's role, “**Tech**” then click **INVITE**.  
**Technical** – The “**Tech**” Contact has limited permissions on the account. Select this option for someone who only needs to manage products and services.
- Click **Invite!**

Invite someone to become a user on this account and choose their role.

Name Onefirefly

Email onboarding@onefirefly.com

Role  
Select (1) of the following:

 <b>Admin</b> Total access to the account EXCEPT, updating Primary & WHOIS Registrant info	 <b>Tech</b> Manage/renew products & services
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CANCEL INVITE



# STEP 5:

**Email Onboarding@onefirefly.com** once you have sent the invite for us to accept.



**THANK YOU!**