

22603 West Main Street
Sussex, WI 53089

Ph: 262.820.8201 Fax: 262.820.8202
Outside Metro Milwaukee Call Toll Free: 800.747.3399

www.OnYourMark.com
office@OnYourMark.com

Overview

Gateway is a password-protected area of your website which contains useful information about your account with OnYourMark, LLC, Web-Based Email, Access Logs & Stats, tutorials, forms and more!

Accessing Gateway



The Gateway login is located at <http://gateway.onyourmark.com>

Enter the Username and Password below to access Gateway. Your Username is the address of your website without the "www." and ".com" extensions. For example, the Username for the website www.onyourmark.com would be "onyourmark".

Username: _____

Password: _____

If you cannot locate your Gateway password, please call or email us to retrieve it. You may also click the [Request Password](#) link on the Gateway log-in page and complete the online form. We will contact you with your password.

Gateway Home

The first page that you will see after logging in to Gateway is the Gateway **Home**. This homepage contains links to all sections of Gateway. You may click the [Logout](#) link to log out of Gateway at any time. The [Gateway Tutorial](#) link will open this PDF tutorial.



The "blog" on the left side features information on the latest updates, upgrades and news about Gateway. Click the headline of the article to learn more. Clicking [Archive](#) will bring up previous articles.

Latests Updates:

- New: Logs & Stats links added! (03/18/03)
- Welcome to the redesign of Gateway! (03/18/03)

[Archive](#)

My Account

The **My Account** section allows you to obtain information about your account with OnYourMark, LLC. Your top-level domain will be listed, along with the date the domain is set to expire. The date of the domain's last search engine registration (SER) will also be listed. If your company owns several domains that "fold" under one top-level domain, expiration and SER dates for these domains will be listed in **My Account**. If your domains exist as independent websites, each website's individual Gateway will list the site's domain expiration and SER dates.

kleininternet.com	
Expiration Date:	July 22nd, 2007
Last SER Date:	December 11th, 2003

Email

The **Email** section of Gateway contains information about the email accounts we host for your domains, along with Web-Based Email and email assistance. The sections of the **Email** portion of Gateway are available by clicking the links of the **Email** tab.

Email List shows a list of the emails we currently have set up for your domain. This will only apply if OnYourMark, LLC hosts your email. The "Email Address" column shows the email addresses we have listed for your domain. The "Alias" column shows the account the email address forwards to. If the "Email Address" is forwarded to an email account on another host, the email it is forwarded to will be listed in the "Alias" column (ex: msmith@gmail.com).

Email Address	Alias
info@onyourmark.com	info@onyourmark.com
sales@onyourmark.com	info@onyourmark.com
mary@onyourmark.com	msmith@gmail.com

Web-Based Email allows you to access email on the Internet. See onyourmark.com/tutorials/hswebmailtutorial.pdf. **Web-Based Email Tutorial** will take you directly to the Web-Based Email Tutorial listed above. **Email Change Form** allows you to request additions, deletions and modification to your email accounts. **Email Setup Help** contains instructions on how to set common email programs.

Logs And Stats

Logs And Stats provided detailed information on the traffic coming to your website. A detailed tutorial on Logs & Stats can be found at: onyourmark.com/tutorials/hslogstutorial.pdf



Forms

The **Forms** section of Gateway offers quick links to online forms. Use these forms to send information to OnYourMark.

Power Tools

Power Tools allow you to update and manage aspects of your website.

Contact Form Management

Note: You do not have to use the Contact Form Management database to keep track of form responses. It is provided as an additional resource to help you manage your form inquiries.

The [Contact Form Management](#) link will take you to a database of your website's Contact Us form submissions. Each time a website visitor completes your site's Contact Us form, you will receive an email and a copy of the form's content will be stored in this database. The list shows all Contact Us form submissions, color-coded based on status. You may sort forms by clicking the heading of each column (ID, Date, etc.).

ID#	Date	From	Reason For Request	Status
1068	May 25, 2007	AndreID Barbosa (200.141.157.28)	For information gathering only	Open
1067	May 20, 2007	anthony (97.159.24.229)	For information gathering only	In Progress
1038	Apr 23, 2007	Yan Fortin (161.216.124.2)	For information gathering only	Open
1028	Apr 9, 2007	Scott Rodgers (12.145.165.246)		Resolved
1014	Mar 16, 2007	Gwen Toliver (64.135.204.226)	Immediate Need - Contact me ASAP	Resolved
1008	Feb 28, 2007	(203.144.160.248)		Email Only

Each form has a checkbox. You can check the box next to the form and use the drop-down menu at the bottom of the screen to change the form's status.

The following status options can be assigned to the forms:

Open	In Progress	Resolved	Email Only	Spam
The form's inquiry has not yet been addressed by your staff or the status has not been changed.	The form's inquiry is currently being addressed by your staff or is not yet resolved.	The form inquiry has been completed by your staff and marked complete.	The form was sent as email and not added to the database. This will apply to forms sent before we upgraded the code for database insertion.	The form submission is spam. Forms tagged as spam will be moved to the Spam folder.

To get more detail about a specific entry, click on the **ID#** located on the left side of the row. This will take you to a details page.

The details page will show you all the information that was entered into the contact form plus the date, time, and IP of the submitter. On the bottom of the page you will find a notes section where you may leave notes based on how you handled the form's inquiry.

Other Power Tools

The [Blog Administration](#) link will take you to your website's blog login page. See onyourmark.com/view.php?id=190 for blog tutorials and resources.

[#1014] Registersuccess.com Contact Us Form Data			
Name:	Gwen Toliver	Date of Request:	Mar 16, 2007 12:41pm
Company:	Co-Owner from Blue Bench Woodworking	IP of requester:	64.135.204.226
Phone:		Contact Method:	Email
Fax:		Request Reason:	Immediate Need - Contact me ASAP
Email:	gwen@bluebenchwoodworking.com		
Address:	Capron, IL		
Comments:	We are a small family owned custom woodworking business near Rockford. Within the past 6 months we launched a website to expand our business beyond the local area. We are trying to increase our contacts through SEO. Our website is bluebenchwoodworking.com		
Change Status To: <input type="text" value="Open"/> <input type="button" value="Change Status"/>			
Notes			
Date	Name (user)	Note	
Mar 17, 2007 11:22am	Kristen (registersuccess)	A quote was emailed on March 17.	

[WisEmployment Employer Login](#) takes you to WisEmployment, our Wisconsin employment website. Clients get free job listings and access to WisEmployment's resume database. Please call us if you are interested in this service.

Tutorials

We offer many **Tutorials** on a variety of online topics. Tutorials for Power Tools, spam control and more are available.