GO LIVE REQUEST

Client Name	
Contact for SSL Certificate & DNS Zone	
Name	
Email	
Location (*City and State/Province*)	
Phone Number	Ext.:
Contact for Synchronization Service	
Name	
Email	
Phone Number	Ext.:

Congratulations! You are ready to activate your brand new k-eCommerce web store.

Please complete this document and return it to your k-eCommerce Project Manager in order to plan the activation of your web store (Go Live). Your web store activation will be scheduled 5-10 business days after receiving this document.

***Note that Go Live dates can only be scheduled from Monday to Thursday inclusively.

Your k-eCommerce Project Manager may contact you if some elements of this form need further clarification before proceeding.

Once the domain name of your web store changes, access to the admin panel will also change.

YOUR-WEBSTORE.kecommerce.net/admin

Will change to:

YOUR-DOMAIN-NAME.com/admin

&

FTP:// YOUR-WEBSTORE.kecommerce

Will change to:

FTP://YOUR-DOMAIN-NAME

DOMAIN NAME

Specify the main domain name for your web store. Subdomains (*e.g. www*) are not automatically included, so specify if you wish to use one in your URL.

1. Preferred or estimated Go Live date : _____

2. Do you currently own this domain name, or do you want k-eCommerce to purchase it for you? [1]

   ☐ I own this domain.

   ☐ I want k-eCommerce to purchase this domain.

3. Do you want to manage your domain name with your registrar, or transfer management to k-eCommerce?

   ☐ I manage the domain with my registrar.

   　　Name of registrar:

   ☐ I want to transfer management to k-eCommerce.

   　　Fill out the Domain Name Transfer Form.

4. Do you want to manage your DNS, or transfer management to k-eCommerce?

   ☐ I will keep managing my DNS.

   ☐ I want to transfer management to k-eCommerce.

> If you are managing your DNS, make sure someone with access to the DNS Zone is available at all times during the Go Live Process.
>
> If you are transferring DNS management to k-eCommerce, please include all DNS Zone details and content to create on our DNS server.

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[1] Acquisition of one (1) domain name is included in your standard contract. Additional domains will cost $25/domain/year. k-eCommerce reserves the right to change this pricing at any time. Please note that we can only purchase domain names that are available.

Email Service

5. Do you want k-eCommerce to host your email service on their server?

☐ Yes

☐ No

If you selected yes, please enter the principal emails and email aliases to be used in the table below.

Email	Email Alias

REDIRECTION

6. Is there a website currently hosted on your chosen domain name?

   ☐ Yes

   ☐ No

7. If you selected yes, do you want k-eCommerce to redirect pages from this hosted site to pages on your new web store?

   ☐ Yes

          Fill out the Redirection Excel Template.

   ☐ No

          By selecting this option, you understand that k-eCommerce will be replacing the current hosted website with your new k-eCommerce web store.

SSL CERTIFICATION

The SSL Security Certificate installation requires an automated email from Geotrust. For security reasons, the email can only be sent to specific email addresses. These emails must also be associated to the main domain name.

Please select one (1) email address to use for Geotrust from the list below.

- ☐ admin@domainname.com

- ☐ administrator@domainname.com

- ☐ hostmaster@domainname.com

- ☐ webmaster@domainname.com

- ☐ postmaster@domainname.com

> Make sure someone with access to the inbox of this email address is available at all times during the Go Live Process.
>
> You will receive an email from Geotrust. Forward this email to support@k-eCommerce.com so we can complete the Go Live process

SYNCHRONIZATION SERVICE

If you are integrated to an ERP, k-eCommerce will request a LogMeIn session on the Go Live date to access the server where the sync technology is hosted. Make sure someone with access to this server is available at all times during the Go Live Process.