



## Business Domain Name User Guide



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## Assign User from myBusiness

This is to allow you to launch Business Domain Name from your myBusiness dashboard.

1. Go to <https://marketplace.singtel.com> and enter with your myBusiness login ID and password.

Please login below

Login ID

Password

Remember Login ID


[Forgot your password? Click here.](#)

2. After you login, you will see your Business Domain Name application icon. Click Assign user(s).

### Access Apps (Dashboard)

Launchpad | Manage Apps | Manage Users | Reports

#### Launchpad



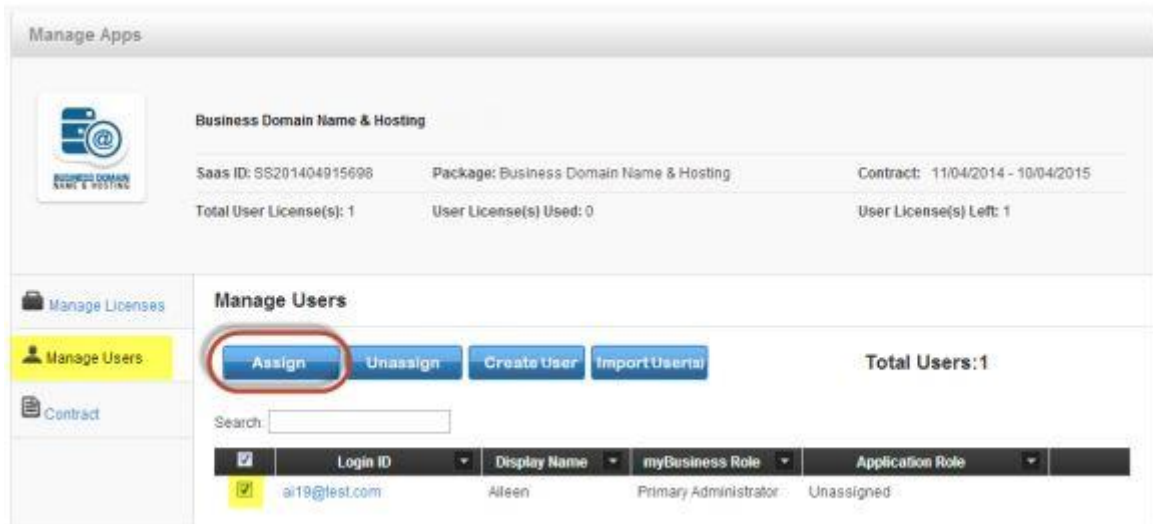
**Business Domain Name & Hosting**

More ▾

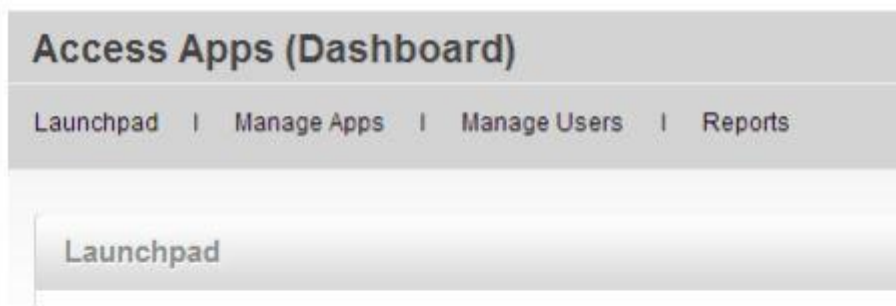
No user(s) assigned ⓘ

[Assign user\(s\)](#)

3. Tick user and click “Assign” button to make user assignment.



- Once user assignment is done, you will see power button in Launchpad. Click on power button or the application icon or Launch under More drop down list to launch application.



- You will see this Administrator Dashboard. Click the cPanel link.

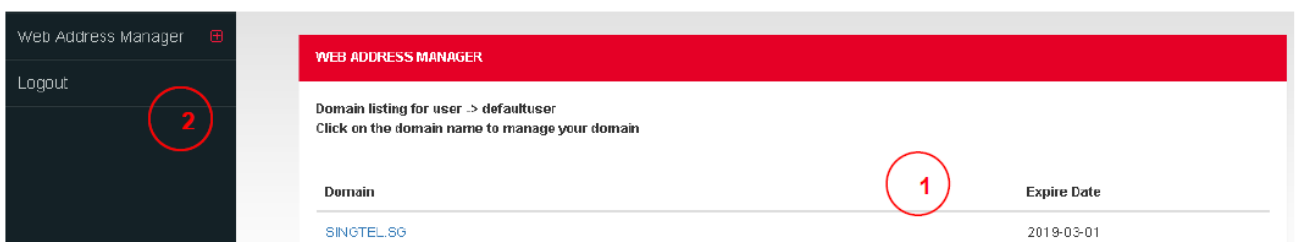


Figure 1.2.1: Main Panel

6. To view all domain(s) that belong to Singtel customer.

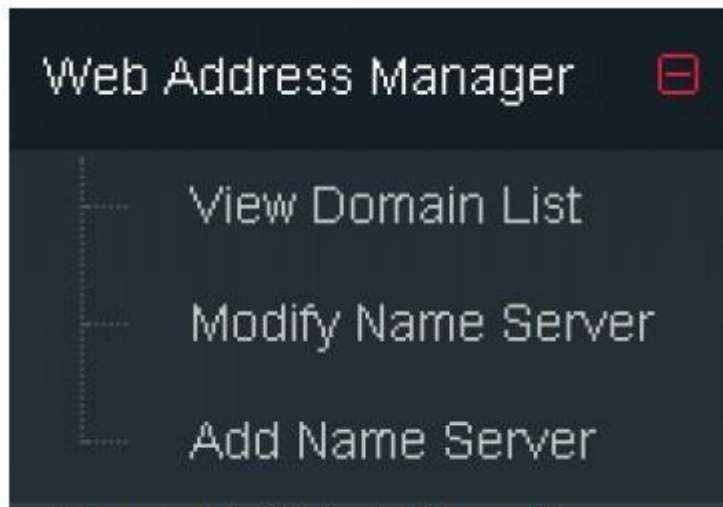


Figure 4.1: Web Address Manager

WEB ADDRESS MANAGER	
Domain listing for user -> defaultuser Click on the domain name to manage your domain	
Domain	Expire Date
<a href="#">SDPDNSUAT01.SG</a> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">1</span>	2017-10-07 <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">2</span>
<a href="#">SDPDNSUAT10.SG</a>	2017-10-17
<a href="#">DIXONBLA2D1WD03.SG</a>	2017-10-18
<a href="#">SDPDNSUAT12.SG</a>	2017-10-18
<a href="#">SDPDNSUAT23.SG</a>	2017-11-24
<a href="#">SDPDNSUAT24.SG</a>	2017-11-25
<a href="#">SDPDNSUAT35.SG</a>	2017-12-08
<a href="#">SDPDNSUAT51.COM.SG</a>	2017-12-09
<a href="#">DNS1UAT08.SG</a>	2017-12-13

7. The below result will be display after click on the domain name hyperlink.

**WEB ADDRESS MANAGER**

Now Managing: DNSMARCH2016UAT01.SG (Status: Active)

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[Home](#) → View Domain listing

---

[View Whois Information](#) → View all the Information for the domain name

---

[Modify Whois Information](#) → Modify the Information for the domain name

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[Modify DNS](#) → User can modify the DNS for your domain to any other external DNS, provided the domain is NOT protected. To activate your protected domain, please contact [example@example.com]

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[DNS Hosting](#) → Manage the A pointer and MX record for your domain

---

[Send Auth Info](#) → Send authorization information

**Figure 4.1.2: Search Domain – Search domain result**

## Modify DNS Records

1. This page will show status, expiry date, and domain's Registrant / Administrative / Technical / Billing contact information.

**WHOIS INFORMATION**

**Domain Information**

Domain	SINGTEL.SG
Status	Active
Expiry Date	2019-03-01 17:22:30

**Registrant Information**

Contact Identifier	SONIC-ORG1042509
Contact Type	Organisation
First Name	Singtel
Last Name	-
Company	Singapore Telecommunications Limited
Address 1	31 Exeter Road Comcentre #01-00
Address 2	
City	
Zip	239732
State	
Country	SG
Phone	+65.62351688
Fax	
Email	support@singtel.sg
Identity Number	123456789D



**Administrative Information**

Contact Identifier	SGNIC-PER1730826
Contact Type	Individual
First Name	John Doe
Last Name	-
Company	DNS MAR2018 UAT01
Address 1	31 Exeter Road
Address 2	
City	
Zip	239732
State	
Country	SG
Phone	+65.90113382
Fax	
Email	dnsmar2018-ust01@getnada.com
Identity Number	T5000142Z

**Technical Information**

Contact Identifier	SONIC-PER1730827
Contact Type	Individual
First Name	John Doe
Last Name	-
Company	DNS MAR2018 UAT01
Address 1	31 Exeter Road
Address 2	
City	
Zip	239732
State	
Country	SG
Phone	+65.90113382
Fax	
Email	dnsmar2018-uat01@getnada.com
Identity Number	N/A

**Billing Information**

Contact Identifier	SONIC-ORG1042510
Contact Type	Organisation
First Name	John Doe
Last Name	-
Company	DNS MAR2018 UAT01
Address 1	31 Exeter Road
Address 2	
City	
Zip	239732
State	
Country	SG
Phone	+65.90113382
Fax	
Email	dnsmar2018-uat01@getnada.com
Identity Number	N/A

**Figure 4.1.2: Domain Contact Information**

2. This page allow Singtel customer to update domain's Registrant / Administrative / Technical / Billing contact information.

MODIFY WHOIS INFORMATION

Registrant Contact

Company

DNS MAR2018 UAT01

BR/NIEN \*

123456789D

First Name \*

John Doe

Last Name \*

-

Email Address \*

dnsmar2018-uat01@getnada.com

Phone Number \*

+ 65 90113382

Fax Number

+ [ ] [ ]

Address1 \*

31 Exeter Road

Address2

[ ]

City

[ ]

State

[ ]

Country

Singapore (SG) ▼

Postal Code \*

239732

Administrative Contact  Same as Registrant Contact

Company

DNS MAR2018 UAT01

First Name \*

John Doe

Last Name \*

-

Email Address \*

dnsmar2018-uat01@getnada.com

NRIC/FIN \*

T5000142Z

Phone Number \*

+ 65 90113382

Fax Number

+ [ ] [ ]

Address1 \*

31 Exeter Road

Address2

[ ]

**Technical Contact**  Same as Registrant Contact

**Company**  
DNS MAR2018 UAT01

**First Name \***  
John Doe

**Email Address \***  
dnsmar2018-uat01@getnada.com

**Phone Number \***  
+ 65 90113382

**Address1 \***  
31 Exeter Road

**City**

**Country**  
Singapore (SG)

**Last Name \***  
-

**NRIC/FIN \***

**Fax Number**  
+

**Address2**

**State**

**Postal Code \***  
239732

---

**Billing Contact**  Same as Registrant Contact

**Company**  
DNS MAR2018 UAT01

**First Name \***  
John Doe

**Email Address \***  
dnsmar2018-uat01@getnada.com

**Phone Number \***  
+ 65 90113382

**Address1 \***  
31 Exeter Road

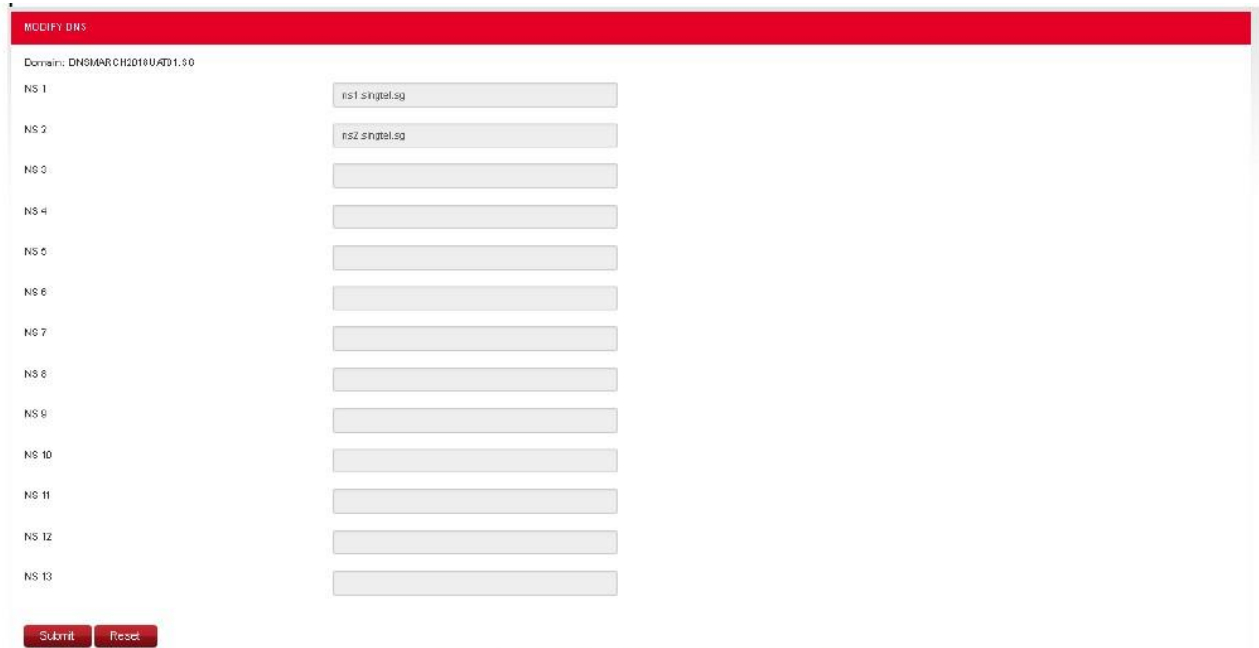
**BRN/UEI**

**Last Name \***  
-

**Fax Number**  
+

**Address2**

3. User can insert / update the domain's DNS to any external DNS, provided the domain is NOT protect



NS ID	Value
NS 1	ns1.singtel.sg
NS 2	ns2.singtel.sg
NS 3	
NS 4	
NS 5	
NS 6	
NS 7	
NS 8	
NS 9	
NS 10	
NS 11	
NS 12	
NS 13	

Figure 4.1.4: Modify DNS - Overview

## DNS Hosting

1. Manage DNS / NAPTR / SRV / MX / CNAME / PTR configuration for your domain, if your domain had hosted under Singtel default name server. To edit the DNS Hosting configuration, click on “Edit” button to proceed.

**DNS HOSTING**

Manage DNS Zone for: **DNSMARCH2018UAT01.SG**

**DNS Record**

#	Type	Name	Value	TTL
No record found				

**NAPTR Record**

#	Name	Order	Flags	Pref	Service	Regexp	Replacement	TTL
No record found								

**SRV**

#	Name	Pref	Weight	Port	Target	TTL
No record found						

**Mail Server (MX)**

#	Name	Priority	Mail Server	TTL
No record found				

- After clicked on “Edit” button the below screen will show. Click on “Add New Entry” button to add additional DNS Record configuration. DNS Record capable to configure NS / A Record / AAAA / TXT / SPF.

**DNS HOSTING**

Manage DNS Zone for : **DNSMARCH2018UAT01.SG**

---

**DNS Record**

Record 1

Name	<input type="text" value="WWW"/> .DNSMARCH2018UAT01.SG	TTL	<input type="text"/>
Type	<div style="border: 1px solid #ccc; padding: 2px;">             NS  <span style="background-color: #2196f3; color: white; padding: 2px;">NS</span>              A Record              AAAA              TXT              SPF           </div>	Value *	<input type="text"/>

---

**NAPTR Record**

Record 1

Name	<input type="text"/> .DNSMARCH2018UAT01.SG	TTL	<input type="text"/>
Order *	<input type="text"/>	Prof *	<input type="text"/>
Flags	<input type="text"/>	Service	<input type="text"/>
Regexp	<input type="text"/>	Replacement	<input type="text"/>

## Send Auth Info

1. System will send an email to the domain owner regarding the authorization information of the domain once clicked.

**SEND AUTH INFO**

Domain: DNSMARCH2018UAT01.SG

Email Sent (Auth Info sent to Admin's email address( dnsmar2018-uat01@getnada.com))

Figure 4.1.7: Send Authorization Information

## Modify Name Server

The feature allow Singtel customer to update SG extension name server. Only SG extension (e.g. .sg, .com.sg, .net.sg, .org.sg, gov.sg, per.sg, edu.sg etc.) name server is allow to modify.

**MODIFY NAME SERVER**

Name Server :

Update the name server IP to desire IP and click on “Modify” button.

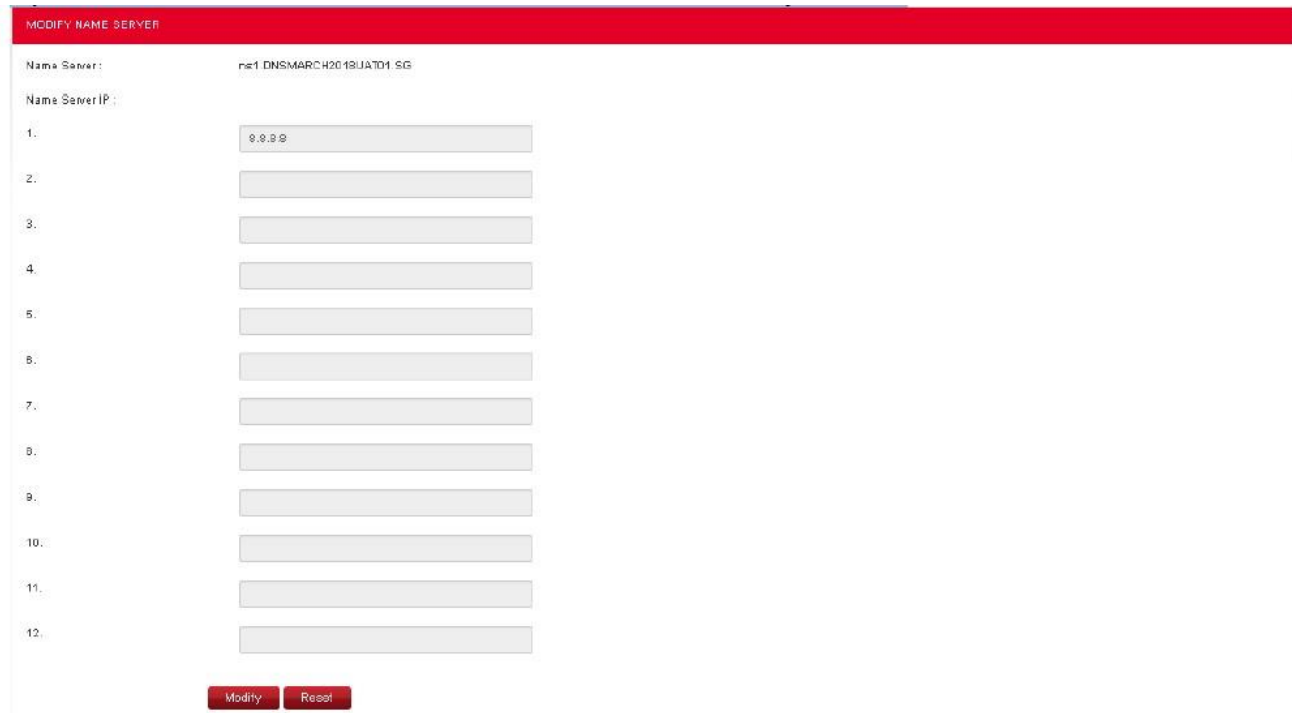


Figure 4.2.2: Modify Name Server - Update Name Server IP

## Add Name Server

The feature allow Singtel customer to add name server for name server that is under SG extension (e.g. .sg, .com.sg, .net.sg, .org.sg, gov.sg, per.sg, edu.sg etc.). Click on “Add” button to add new name server.

Please make sure your domain name meet the following requirements:

1. The domain must be a valid and active domain registered under your account.
2. The server IP must be active and valid.
3. The domain status must be "Active" status.
4. IP is required when register a nameserver into same registry (Example: Registering ns1.example.sg into .SG Registry).
5. IP is not require when register a nameserver into cross registry (Example: Registering ns1.example.com into .SG Registry).

**ADD NAME SERVER**

Name Server :

Name Server IP :

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

**Note:**

- If you are unable to add a nameserver (e.g. Nameserver register failed), these are the two possibilities:
  - 1) Error connecting to registry. Try again later at another time
  - 2) The nameserver's parent domain is not registered under your account
- Please make sure your domain name meet the following requirements:
  - 1) The domain must be a valid and active domain registered under your account
  - 2) The server IP must be active and valid
  - 3) The domain status must be "Active" status
  - 4) IP is required when register a nameserver into same registry (Example: Registering ns1.example.sg into .SG Registry)
  - 5) IP is not require when register a nameserver into cross registry (Example: Registering ns1.example.com into .SG Registry)

## Logging Out

- When you have finished using the system, click on the LOGOUT hyperlink to logout from the system. Your session will be remove.