

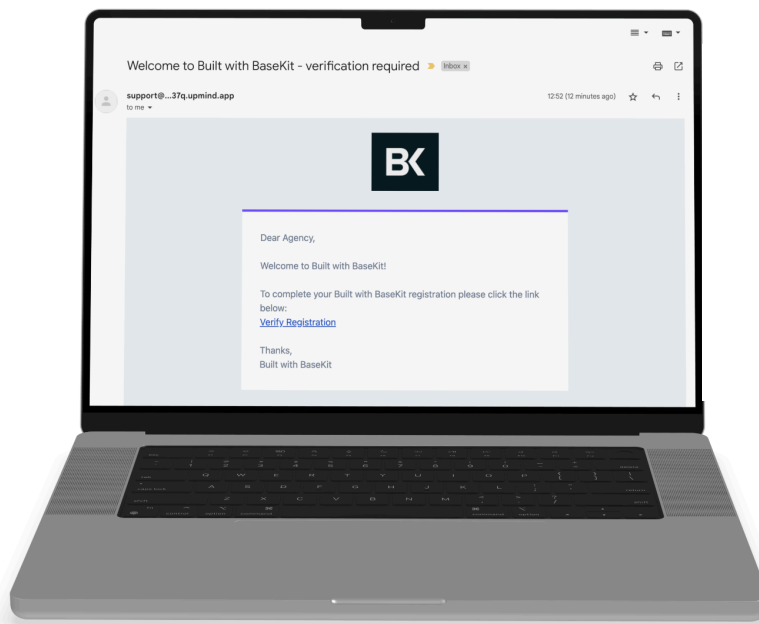
Built with BaseKit

For agencies and professionals

Getting started

By creating your account ([through this link](#)) you will be agreeing to the Built with BaseKit terms & conditions, so please ensure you read these before proceeding.

You will then receive the email below after registering.



Please verify your registration, and create a memorable password to log in to Upmind for the first time.

You can then log in to purchase and manage all your customer websites any time by bookmarking and using the following URL:

<https://admin.builtwithbasekit.com/login>

Purchasing websites for new customers

[How to video](#)

The **“Active products & Services”** area is where you will be able to view and manage all your customer websites. To add a new customer website, click **“place a new order”** - in the top right of the dashboard homepage.

You will then be given a choice of products to buy; **Simple**, or, **Premium**.

Simple - this is the site only package

Premium - this is the transactional package which allows payments to be taken through store & bookings software.

- **Select the option you need for your customer**
- **Select the billing term you need for your customer (monthly or annual)**
- **Choose and enter a domain name for your customer website**
- **Add to your basket and check out by following the instructions on screen**

You will then receive an invoice for the website purchase direct to your inbox.

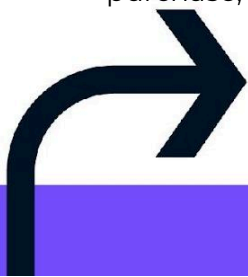
Managing and building your customers' websites

[How to video](#)

Once each customer website is purchased and paid for, you can manage each website by clicking on it from the **‘Products and services’** menu, or, clicking on the **‘Show more’** button under **‘Active products & services’**

Within the **‘Products and services’** section, you can view All customers, customers who have active websites, and customers who have cancelled their website purchase for any reason.

Select the customer website you want to manage to view an overview of their purchase, their billing status and **settings**.



To make each customer website easily identifiable, within the **settings** tab, you can create a **'custom label or reference'** - this will then show on the thumbnail in **'products and services'** and make the customer easily searchable.

To start building each customer website in the BaseKit Platform, simply select the website in your product and services page and click on **'Manage website'**.

This will take you to the **BaseKit Platform**, where you can start building with BaseKit!

Sharing websites with your customers

[How to video](#)

Once the website is ready and your customer is happy, you need to hand it over to your customer. To do this, go into the customer website in the BaseKit Platform, on the left hand side, select the **'menu'** drop down, and then select **'account'**.

Once in the account, this is where you can amend the email address and username of your customer and create a temporary password for them, so they can access the website in the future.

Share the login details with your customer along with the following url so they can access their website, change their password, and log into the BaseKit Platform, to view and edit their website for the future.

Please send your customers the following URL to login to their new website:

<https://login.sites.builtwithbasekit.com/>

Partner Portal Details

URL: <https://www.basekit.com/built-with-basekit-partner-portal/>

Password: Bu1ldW1thB4s3Kit2023

