

THE HANDOFF · DAY 7

Connect your new website. **Four steps, two are yours.**

About ten minutes of your time, on launch day. Here is what each step looks like, and your email is never touched.

01 **YOU** About 5 minutes

Send me one limited invite

From the company that holds your domain. It lets me change website settings and nothing else. No password, no card, no transfer. Your exact clicks are on page 2.

02 **ME** Launch day

I change two settings, and only two

I save a copy of every setting first. Then **www** points to your new site and your bare address forwards to it. Email settings stay as they are.

03 **YOU** About 5 minutes

Take the keys to your hosting

The account that runs your site is in your name and you choose the password. \$0 a month. Then I remove my access.

04 **DONE** Usually within the hour

Your site is live, and it is yours

Your own address, with the padlock. You get a sheet of where everything lives and a copy of every file.

Simplified pictures. Your screens will look a little different, but the choices are the same.

THE DETAILS

The clicks, and what never changes.

STEP 01, FOR YOUR DOMAIN

GoDaddy

1. Sign in at **account.godaddy.com/access**
2. Click **Invite to Access**
3. Name **Novyx**, email **ricky.ybarra@novyxsites.com**, choose **Domains Only**
4. If asked: **Management on, Transfer off**

Namecheap

1. Sign in, open **Domain List**
2. **Manage** next to your domain
3. **Sharing & Transfer** tab, **Share Access**
4. Add Novyx as a **New Manager**, DNS options only

Squarespace

1. Sign in at **account.squarespace.com/domains**
2. Click your domain, then **Permissions**
3. **Invite domain manager**
4. Name **Novyx**, email **ricky.ybarra@novyxsites.com**

Somewhere else, or not sure? Send me your web address and I will send the steps for yours. **You never need to send me a password.**

WHAT I NEVER TOUCH

Your email keeps working.

MX records, which decide where your mail goes

TXT records Google, Microsoft and your email rely on

Nameservers, so your domain stays managed where it is

Billing: no card, no purchase, no transfer rights

If your email and your old website share a server, or your settings live somewhere unexpected, I stop and talk to you first.

WHAT YOU PAY AFTER LAUNCH

The build, from Novyx **\$500 once**

Website hosting, on your own account **\$0 a month**

Contact form emails (free up to 100 a day) **\$0**

Your domain, paid to your registrar **about \$10–\$23/yr**

Your email **unchanged**

.com renewals checked September 27, 2026: Cloudflare \$10.46, Namecheap \$18.48 + \$0.20 fee, GoDaddy \$22.99. Your old site keeps showing until the change reaches each visitor, usually within the hour, at most 48 hours.

STRAIGHT ANSWERS

Will my website go down during the switch?

No. Your old site keeps showing until the change reaches each visitor, usually within the hour and at most 48 hours. Both work in between.

Will my email stop working?

No. Email runs on its own settings, which I never change. If your email and old website share a server, I stop and talk to you first.

What if we stop working together?

Nothing changes. The site lives in your own account and does not depend on me or any Novyx account to keep running.