



[Watch a short video tutorial >>](#)

## ACCOUNTS:

Accounts allow you to organize your sites, users and microsites into logical groups. This way, you can group your users to be members of some Account(s) and not others. The Account name is used in your site's copyright notice at the bottom of all your web pages. An Account name can be your company's name, your family's name or anything that identifies the entity that your web sites are under. You must have at least one Account.



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- [Account Listing](#)
- [Account Information](#)
- [Billing Address](#)
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**WARNING:** If you delete an Account, EVERYTHING associated with that Account will be deleted, including:

- All Sites
- All Site Content such as:
  - Web Pages
  - News Articles
  - Events
  - Submission Forms
  - Photo Galleries
  - Directory Members
  - Job Postings
  - Multimedia Files
  - Blogs
  - Forums
  - Shopping Cart
  - Custom developed components
- All User Accounts (Except for the Primary Account)

**MOLECULAR SOFTWARE CAN RETRIEVE DELETED DATA WITHIN 24 HOURS BUT YOU WILL BE CHARGE A FEE FOR RESTORING.**



*NOTE: Element will not let you remove all of your accounts. You must have at least one. If you wish to close all your accounts, please send an email to [sales@mssitehost.com](mailto:sales@mssitehost.com) requesting to close all your accounts.*

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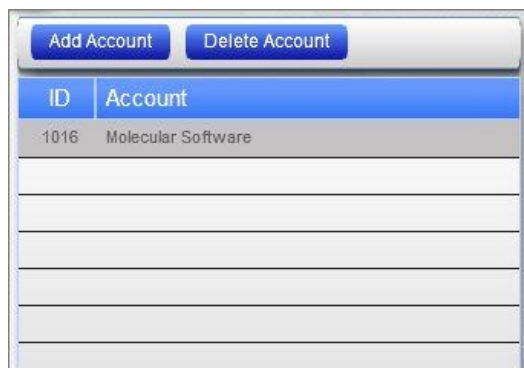
## ACCOUNTS LISTING:

### **ID:**

This is an identification number generated by Element to identify the account.

### **ACCOUNT:**

This is the account name you gave the account when you created it.



ID	Account
1016	Molecular Software

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## ACCOUNT INFORMATION:

### **ACCOUNT NAME:**

An account name can be the name of a company (Molecular Software, LLC), a family (Smith Family) or even your own personal account (John Doe). This name will appear in copyright on your web site.

### **CREATION DATE:**

The date the account was created.

### **LAST MODIFIED:**

The last date the account was modified (changed).

### **ACCOUNT STATUS:**

Your account's current financial standing with Molecular Software, LLC (Current/Past Due).

### **LAST BILLING DATE:**

The last time your credit card was charged for hosting services.

### **NEXT BILLING DATE:**

The next date your credit card will be charged for hosting services.



Account Information

Denotes a required field.

An account name can be the name of a Company (Molecular Software, LLC), a family (Smith Family) or even your own personal account (John Doe). This name will appear in copyright on your website.

Account Name

Creation Date 2/19/2010 12:00:00 AM

Last Modified 3/20/2010 5:15:36 PM

Account Status Current

Last Billing Date 4/1/2011

Next Billing Date 5/1/2011

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## BILLING ADDRESS:

### ADDRESS:

The billing street address for the account.

### CITY:

The billing city for the account.

### STATE:

The billing state for the account.

### ZIP:

The billing postal code for the account.

### COUNTRY:

The billing country for the account.



The screenshot shows a web form titled "Account Information" with a sub-section "Billing Address". A legend indicates that a red dot denotes a required field. The form contains the following fields:

- Address: 123 Wow Street (with a sub-field for Suite 820)
- City: Lewisville
- State/Province: Texas (dropdown menu)
- Zip: 75077
- Country: United States (dropdown menu)

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## CREDIT CARD INFORMATION:

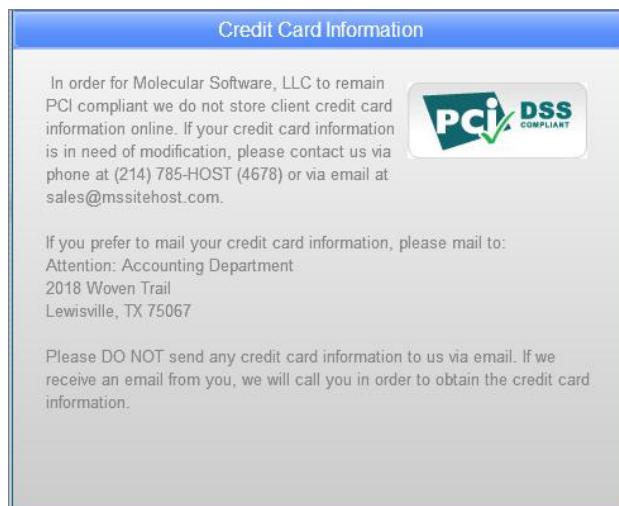
In order to protect your information, Molecular Software, LLC is PCI-DSS Compliant and does not store any of your credit card information electronically.

If you are in need of updating your credit card information, please contact us via phone at:

(214) 785-HOST (4678) 7 days a week between 8AM – 11PM CST

Please DO NOT send us any credit card information via email. If you would like to mail your information, please send it to:

Attention: Accounting Department  
2018 Woven Trail  
Lewisville, TX 75067




The screenshot shows a page titled "Credit Card Information". It contains the following text:

In order for Molecular Software, LLC to remain PCI compliant we do not store client credit card information online. If your credit card information is in need of modification, please contact us via phone at (214) 785-HOST (4678) or via email at sales@mssitehost.com.

If you prefer to mail your credit card information, please mail to:  
Attention: Accounting Department  
2018 Woven Trail  
Lewisville, TX 75067

Please DO NOT send any credit card information to us via email. If we receive an email from you, we will call you in order to obtain the credit card information.



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