Website Security function allows you to set up an authorization list in order to restrict parts of your website. This list will restrict browser access to specific website directories.
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**Locate your Advanced Tools and Applications**

Once you log into your Online Presence Portal you will find your name in the upper right corner of the blue task bar. When you place your mouse on the blue down arrow, a menu will open; select the Advanced Tools to open a new window with the list of all Advanced Tools that are available with your specific plan. You can also use the Quick Access menu to find Advanced Tools.

When the new window opens, you can choose from various Apps/Tools by choosing to view ALL or a specific category. Tiles for the tools are color coded based on their category. Note that only available tools based on product plan and purchases will be shown.
Website Security is located in the Utilities category.

Website Security function allows you to set up an authorization list in order to restrict parts of your website. This list will restrict browser access to specific website directories. Access to restricted areas of the website can be granted with a username/password combination or by hostname/IP address.
Navigation
The main menu is located on the top right corner of Website Security:

- **Set Protection**: allows you to restrict access to certain sections of your website
- **Support**: opens online help files for Website Security in a new window
- **Feedback**: allows you to send feedback concerning Website Security

Website Security
Set Protection
In this section you will be able to restrict the access to certain sections of your website, create and manage a list of users who will have access to the protected section(s).

To Set Protection:
1. Select a directory that you want to modify
2. Click Edit Directory.
3. Add user, enable security.

4. Click Apply.

Add User
This section allows you to add new user.

To Add User:

1. Complete the following:
   - User – enter a user
   - Password – enter a password
   - Confirm Password – re-enter a password

2. Click Add User.

Delete User
This section allows you to delete any user.

To Delete User:

1. Select a user from the drop down menu

2. Click Delete User.
Enable security settings

Allows you to enable the security settings for the selected directory

To Enable Security:

1. Select enabled from the dropdown

2. Click Apply.

Advanced Settings

Allows you to set Prompt, Site or IP address.

To Set Advanced Settings:

1. Check Advanced Settings.

2. If you would like to set a prompt enter it into the Set prompt.

3. If you would like to restrict access by hostname or IP address, enter a new site or IP into the Add new Site or IP. You can restrict access to a directory by hostname or IP address.
Before entering a hostname or IP address, ensure that the enable option is set.

4. Click **Add**.

5. Click **Apply**.