



Comodo Accounts Manager

Software Version 0.5

User Guide

Guide Version 0.5.052719



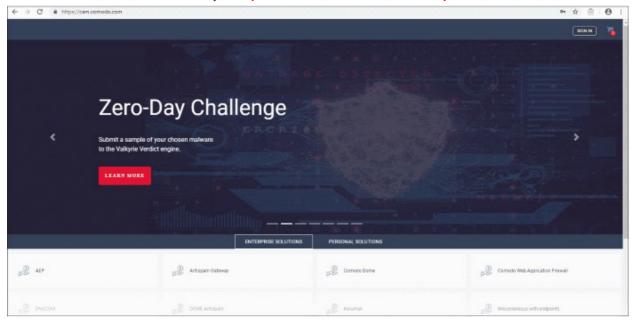
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Introduction to Comodo Accounts Manager

- Comodo Accounts Manager (CAM) lets you manage licenses and payments for your Comodo products.
- You can log into CAM at https://cam.comodo.com/
- You can create a CAM account using any of the following methods:
 - Create a Comodo One / ITarian account (login to CAM account using the C1 / ITarian credentials)
 - Purchase a Comodo product at https://accounts.comodo.com/account/signup (login to CAM account at using credentials created during sign-up for your product)
 - Create an account directly at https://cam.com/do.com/



Click the following links for more information:

- Introduction to Comodo Accounts Manager
- Sign up for a CAM Account
 - Log-in to your CAM Account
- The Main Interface
- Manage your Account
 - Update your Account Details
 - Change your Passsword
 - Change Lock Out Time
 - Change your Email / Billing Addresses
 - Request Parent
- Switch to Old CAM Interface
- Purchase Comodo Products
- View your Orders
- View your Subscription History

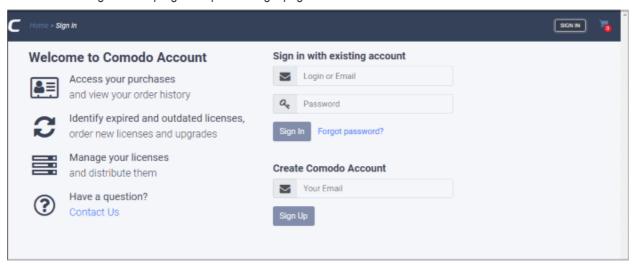


- Manage your Credit Cards
- Become a Comodo Reseller
- Comodo Support
- Contact Us
- Logout of CAM

2. Sign up for a CAM Account

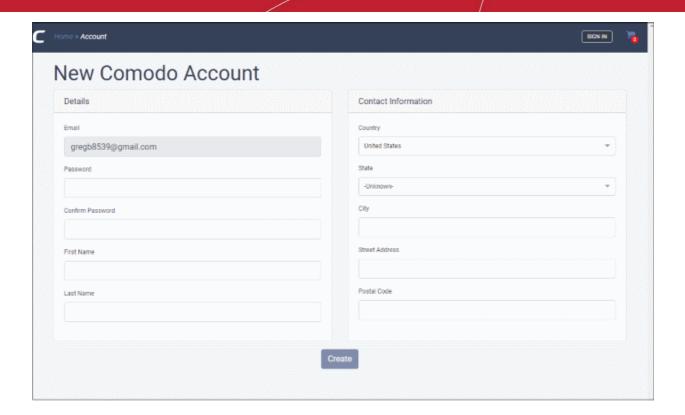
The following tutorial explains how to sign up for a CAM account. This simple procedure is completed in just a few steps.

- Visit https://cam.comodo.com/
- Click 'Sign In' at top-right to open the login page:



- Enter your email address under 'Create Comodo Account'
- The email you enter here will become your CAM username. The account confirmation mail is also sent to this address.
- Click 'Sign Up' to open the account details form:





Details

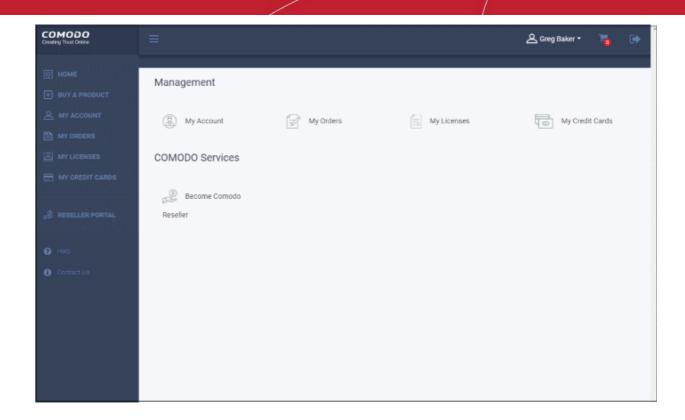
- Email This is auto-populated from the previous step
- Passwords Create a login password and confirm it in the next field.
- First Name Enter your given name
- Last Name Enter your surname

Contact Information

- Country Select your nation from the drop-down
- State Select your region from the drop-down (applies only if you select United States as the country)
- City Enter the name of your city of residence.
- Street Address Provide your street details.
- Postal Code Enter your zip or post code
- · Click 'Create'

That's it. Your CAM account is created and the home screen opens:

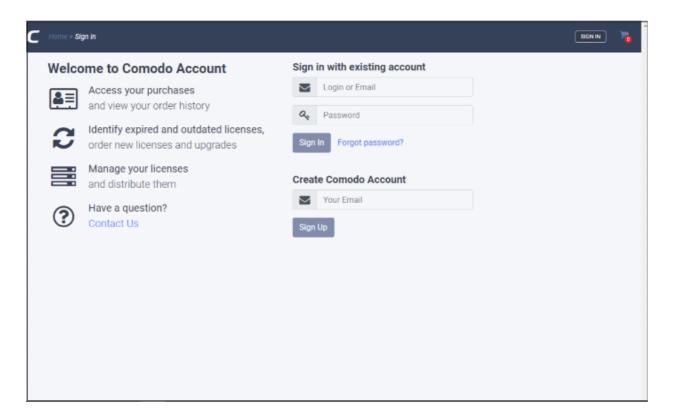




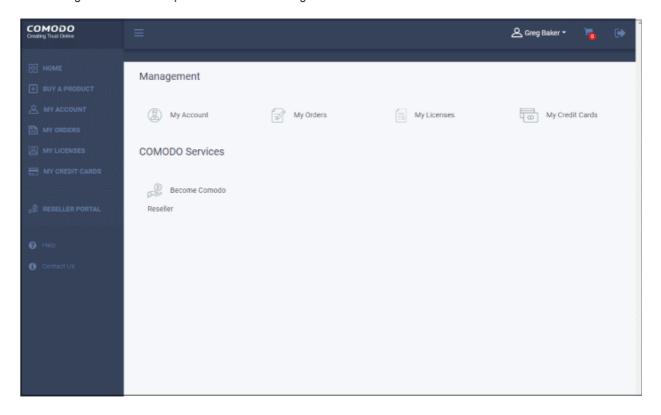


2.1. Log-in to your CAM Account

- Visit https://cam.comodo.com/
- Click 'Sign In' at top-right to open the login page.
- · Enter your username and password under 'Sign in with existing account':



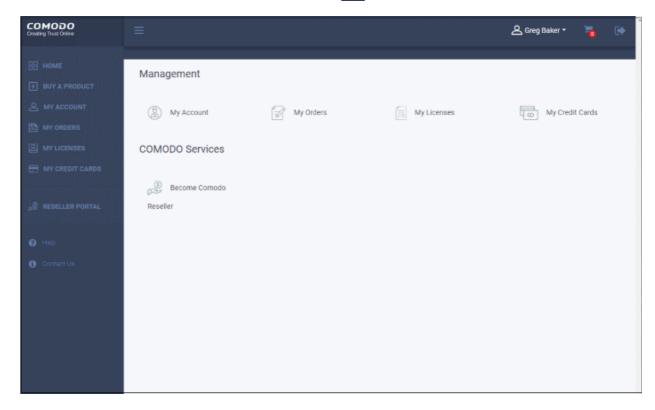
The management interface opens after successful login:





3. The Main Interface

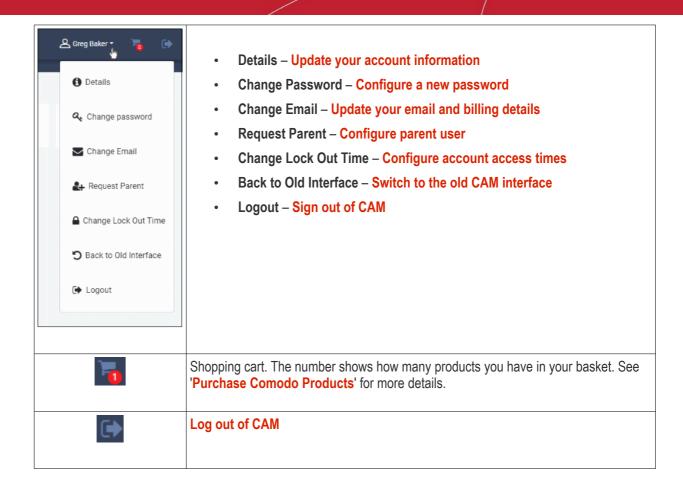
Click the hamburger icon at top-left to open the main menu:



- Home Returns you to the main CAM management page.
- Buy a Product Purchase Comodo enterprise and consumer solutions. See 'Purchase Comodo Products'
- My Account Update your account information. See 'Update your Account Details'
- My Orders Manage your payments, view order detail and configure automatic renewals. See 'Manage your Orders'
- My Licenses View your subscription history. See 'View your Subscription History'
- My Credit Cards Add or remove payment cards from CAM. See 'Manage your Credit Cards'
- Reseller Portal Sign up to the Comodo partner program. See 'Become a Comodo Reseller'
- Help Opens the support page where you can submit a ticket, access the knowledgebase and more. See 'Comodo Support'
- Contact Us Get in touch with Comodo. See 'Contact Us'

Click your username at top-right to access the following options:





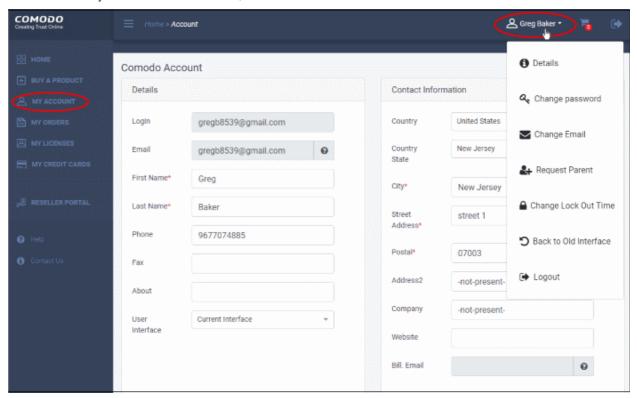
The details in the main pane next to the left menu changes according to the selected menu. For example, if you select "Buy a Product', the main pane will display the list of Comodo products for you to view and subscribe.



4. Manage your Account

The account section lets you change your password, contact information, and more.

• Click 'My Account' in the left-menu, or 'Details' in the username menu:



You can also access this from the home page.

Click the following links for help with each area:

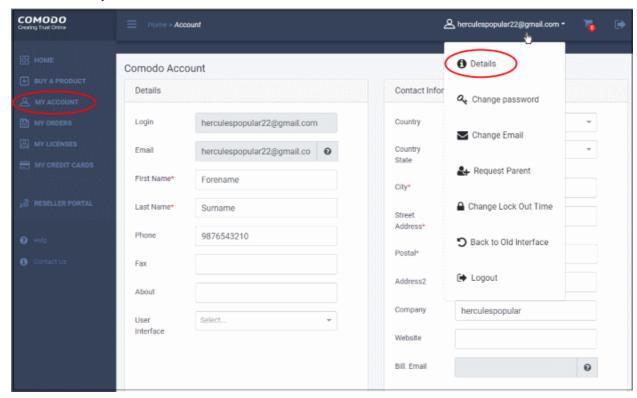
- Update your Account Details
- Change your Password
- Change Lock Out Time
- Change your Email / Billing Addresses
- Request Parent User



4.1. Update your Account Details

The account details area lets you modify the account information you provided at sign up.

Click 'My Account' in the left-menu, or 'Details' in the username menu:



You can update the following items:

Personal details

- Login Your username. This cannot be modified
- Email The address to which CAM will send account and product emails. Opens the change email screen
- First Name Your forename
- Last Name Your surname
- Phone Your contact number
- Fax Fax number
- About User's description for example, 'Company Account', 'Personal Account'
- **User Interface** Choose whether you want to use the new or previous CAM interface. Your preference is applied at next login.

Contact information

- Country Your nation of residence
- Country State The state in which you currently reside. Only applies to the United States.
- City Your city of residence.
- Street Address Your street name and number.
- Postal Your zip or post code
- Address 2 Enter secondary street details. For example, your apartment number or office suite.
- **Company** The name of your organization.
- Website Your customer-facing website

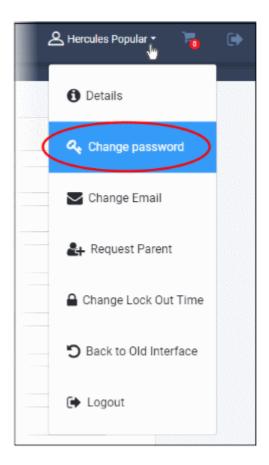


- **Bill Email** The address to which we will send finance-related emails such as invoices. This address will not receive system emails. Opens the **change email** screen.
- Click 'Update' to save your changes

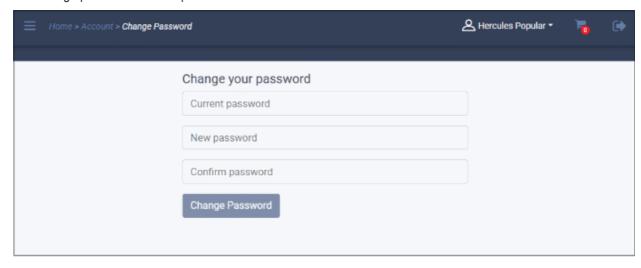
4.2. Change your Password

This area lets you change the secret phrase or string you use to access your account.

Click 'Change password' in the username menu:



The change password screen opens:





- Current password Enter your existing password
- New passwords Enter your new password and confirm it in the next field
- · Click 'Change Password'

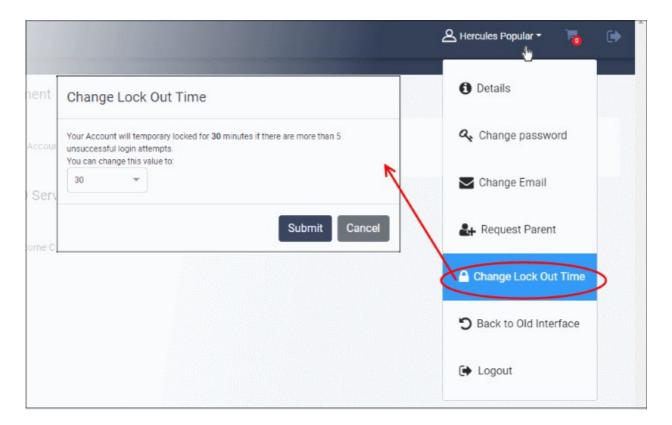
Your access password is now changed. You need to enter your new password to login from now onward.

4.3. Change Lock Out Time

- Comodo will temporarily disable access to your account if there are more than 5 unsuccessful login attempts.
- You can decide for how long access is disabled. Default = 30 minutes.

Configure lock out time

Click 'Change Lock Out Time' in the username menu:



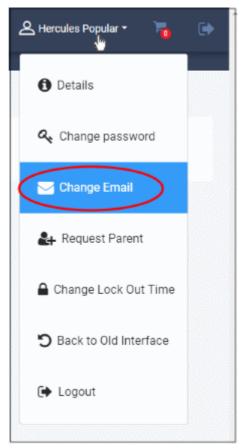
- The default lockout time is 30 minutes.
- You can set the lockout time from 30 to 150 minutes.
- Click 'Submit' to apply your changes.



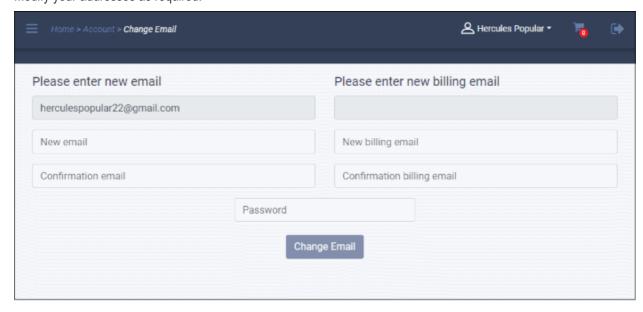
4.4. Change your Email / Billing Addresses

You can update your contact email and billing email addresses if required.

Click 'Change Email' in the username menu:



Modify your addresses as required:





Contact email

- This is the address to which we send system and product emails. For example, password reset emails, order confirmations, and emails about new features.
- Note Changing this address does not change your username. Your login username will remain as the email address you signed up with.
- Update your new contact email address and reenter in the next field to confirm

Billing email

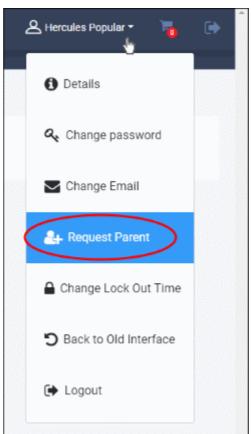
- (Optional). This is the address to which we send finance related emails such as invoices.
- If you do not enter anything here, then the billing emails are sent to your contact address.
- · Add or update your billing email and reenter in the next field to confirm
- Enter your password to authenticate the request
- · Click 'Change Email'

Future communications will be sent to the new email addresses.

4.5. Request Parent

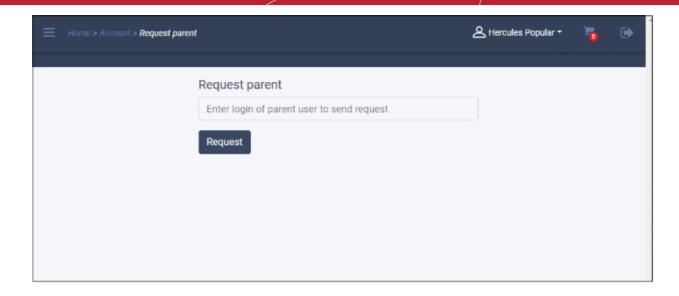
Request parent lets you unify multiple Comodo accounts by making this account a child of another account. This lets you login to the parent account and view all activity and users in your other, child accounts.

Click 'Request Parent' in the username menu:



Enter the username of the parent account in the field provided:



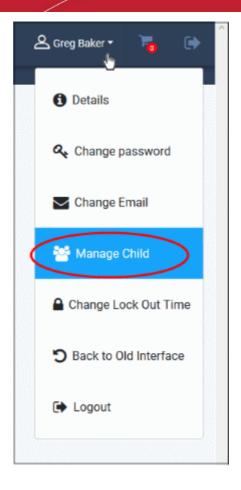


- Click 'Request'
- This will send an email to the parent account contact address:

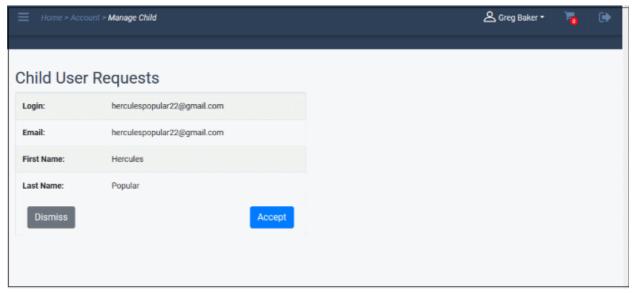


Accept the request

- Login to the parent account
- Click 'Manage Child' in the username menu:



Click 'Accept' in the request screen:

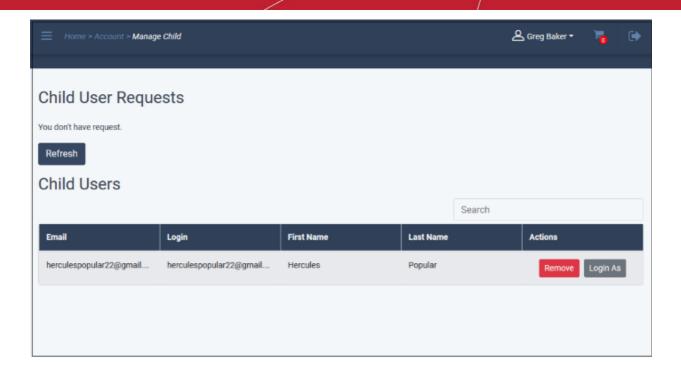


· You can now view all activity in the child account by logging into the parent account.

Manage child users

- Login to the parent account
- · Click your username at top-right
- Select 'Manage Child'
- You will see the list of all sub-users:

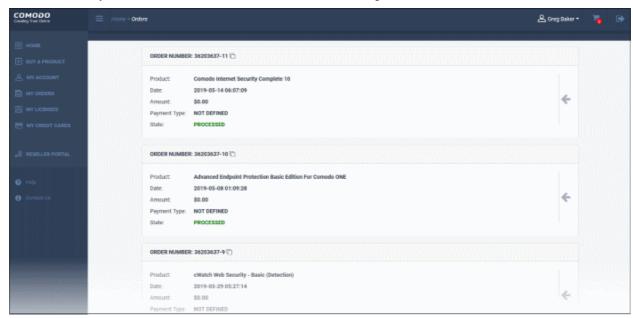




- Click 'Login As' in the 'Action' column to sign in to the user account
- Click 'Remove' to delete the child user

The parent user can view all purchases by child users.

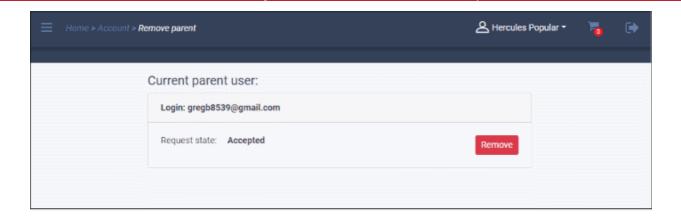
· Click 'My Orders' in the left menu to view all orders, including those of child users:



Remove Parent

- · Login to user CAM account
- Click your username at top-right
- · Click 'Remove Parent'
- Click 'Remove' in the next screen:

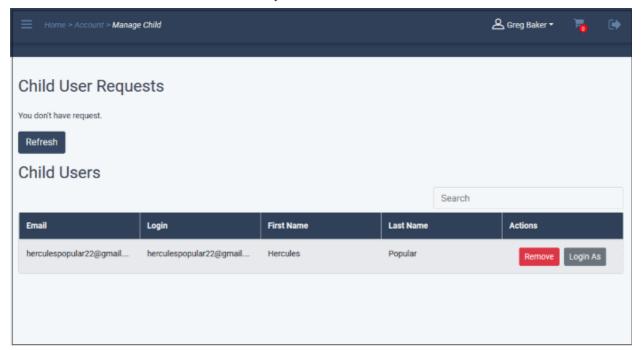




· Click 'OK' in the confirmation screen to remove the parent

Remove child users

- · Login to parent CAM account
- · Click your username at top-right
- Click 'Manage Child'
- · Click 'Remove' in the child user row that you want to delete



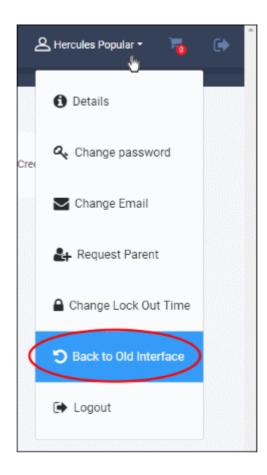
· Click 'OK' in the confirmation dialog to remove the child user



5. Switch to Old CAM Interface

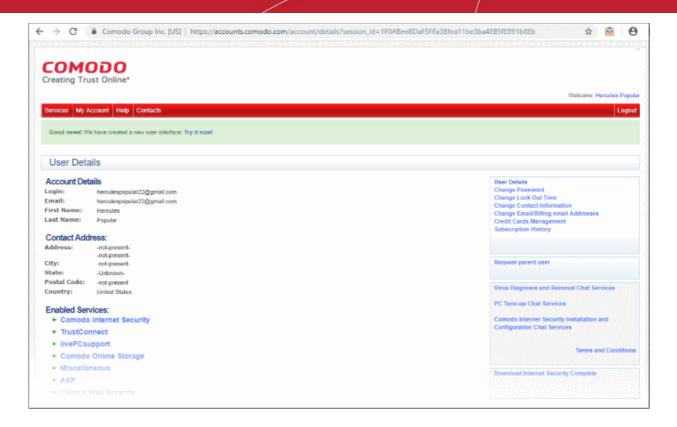
To switch between the old and new CAM interfaces:

- Login to your account at https://cam.comodo.com
- · Click your username at top-right
- · Click 'Back to Old Interface':



Note. The new, blue interface is hosted at cam.comodo.com. The older, red interface is hosted at accounts.comodo.com. This does not affect data or functionality in any way.





Switch to the new CAM interface

- Login to your account at https://accounts.comodo.com
- · Click 'Try it now' in the message below the menu bar

Good news! We have created a new user interface! Try it now!

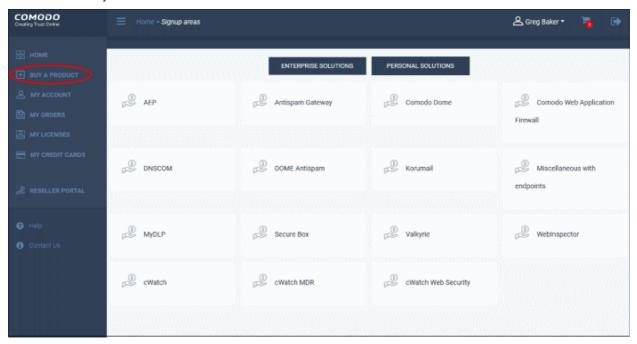


6. Purchase Comodo Products

Comodo offers a range of enterprise and personal solutions. Both trials and paid versions are available.

Subscribe for a product

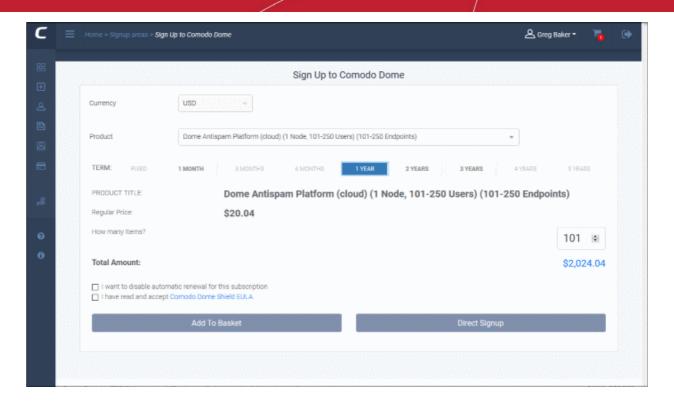
Click 'Buy A Product' in the left-menu



- Click 'Enterprise Solutions' / 'Personal Solutions' to view the products in each category
- · Select the product that you want to purchase

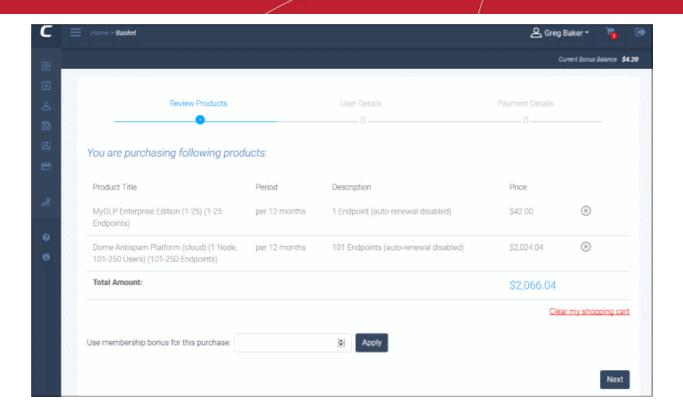
You will be taken to the product sign up page:





- Currency By default it is USD
- **Product** This depends on the selected category. For example, under Comodo Dome there are various products such as Dome Antispam, Secure Web Gateway and so on.
 - Select the product including number of users / endpoints
- Term Select the subscription period
- How many items Allows you to select the exact number of users / endpoints
- I want to disable automatic renewal for this subscription Select this option if you want to renew
 the license manually.
- EULA Click the link, read the end user license agreement, and tick the check box.
- Add To Basket The product is added to your shopping cart.
 - Repeat the process above to add more products to your cart.
- Direct Signup Click to proceed to the next step
- Click 'Direct Signup' or the shopping cart icon at top-right to proceed to next step:

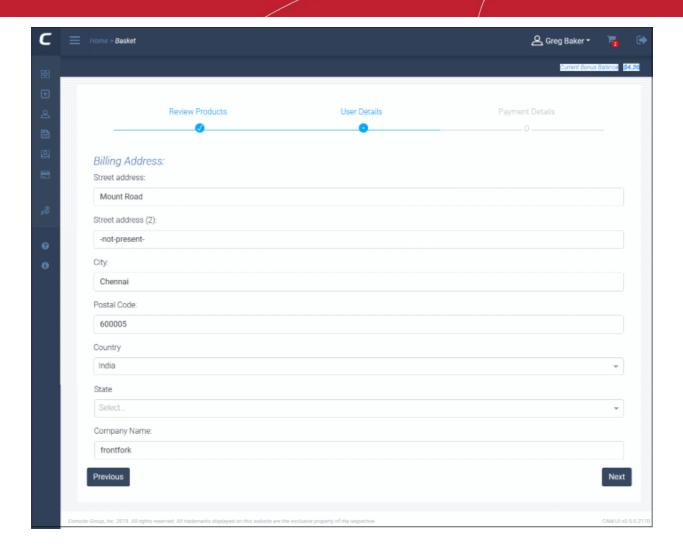




- Review your products Click 'Clear my shopping cart' link to remove all products or click the cross mark beside each product to remove it.
- Use membership bonus for this purchase Enter the bonus amount in your account that you want to use for purchasing the product(s) and click 'Apply'
- · Click 'Next'

The billing address information in the user details step is shown:



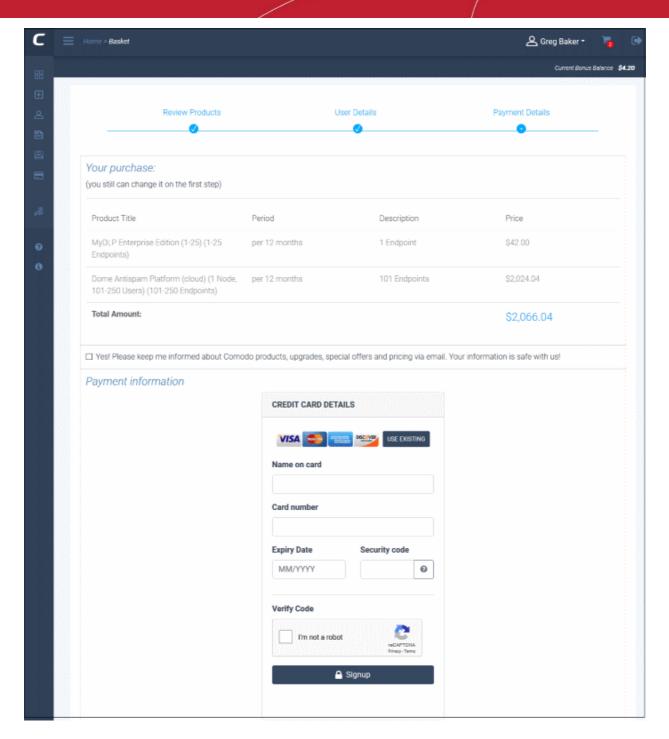


This form is populated with the information already provided.

- · Click 'Previous' to review your selected products
- Update the form if required and click 'Next'

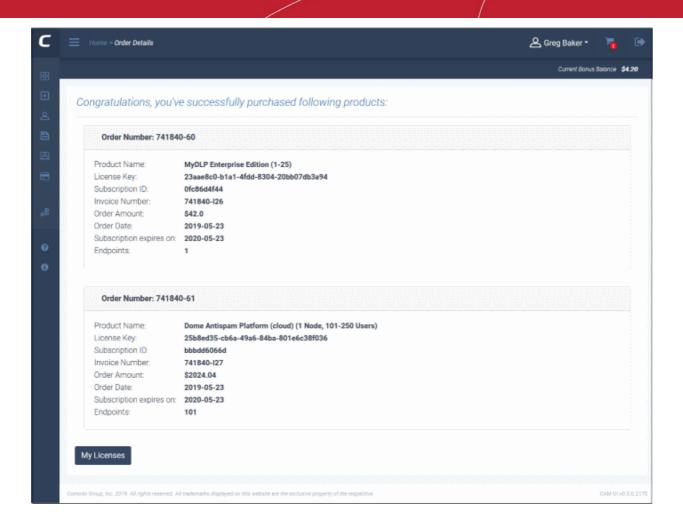
The payment details screen is shown:





- You can go back to previous steps to review by clicking the links at the top.
- Yes! Please keep me....' Select this to get updates about Comodo products and special offers.
- Payment Information Fill your credit card details.
 - Use Existing You should have already added your card to your Comodo account. See 'Manage your Credit Cards'
 - Click 'Signup'
 - The order is processed and a success message is shown:





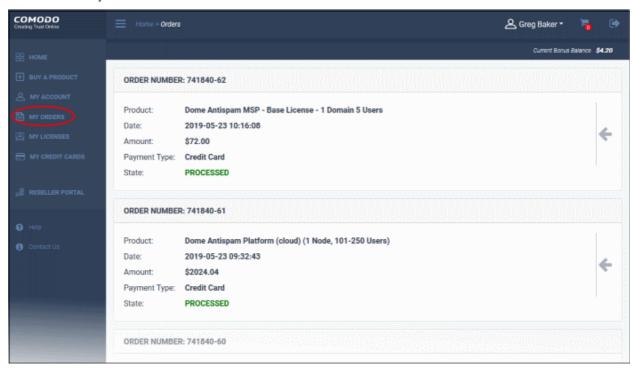
- Click 'My Licenses' to view the subscription details.
- You can view all your purchases in 'My Orders'



7. View your Orders

You can view the details of all your purchases in the 'My Orders' screen.

· Click 'My Orders' in the left menu or in the home screen



The screen shows your product purchase history. Each tile on the right contains details about an individual purchase.

- Scroll down to view details of all products
- Click the arrow then 'Info' to view an order's full details:





order Number: 741840-62	
	Order Info
Product Name:	Dome Antispam MSP - Base License - 1 Domain 5 Users
Date:	2019-05-23 10:16:07
Amount:	\$72.00
	Customer Info
Customer Name:	Greg Baker
Phone Number:	9876543121
Email:	herculespopular22@gmail.com
Organization Name:	frontfork
Street Address:	Mount Road
City:	Madras
State:	
Postal Code:	600005
Country:	India
	Payment Info
Order State:	Processed
Invoice Date:	2019-05-23
Payment Type:	Credit Card
Payment Date:	2019-05-23
CC INFO:	xxxx4242 10/2021
Automatic Renewal Enabled:	Yes

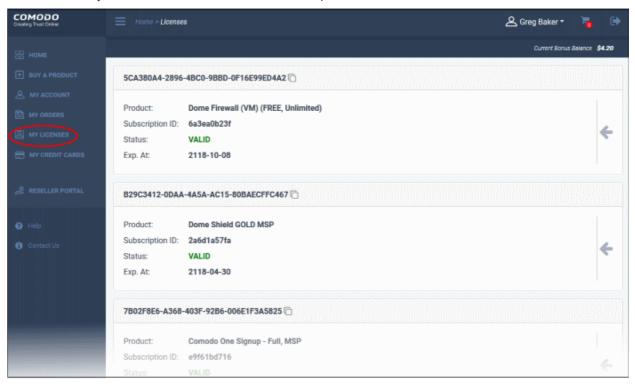
• Click 'Close' after viewing the details.



8. View your Subscription History

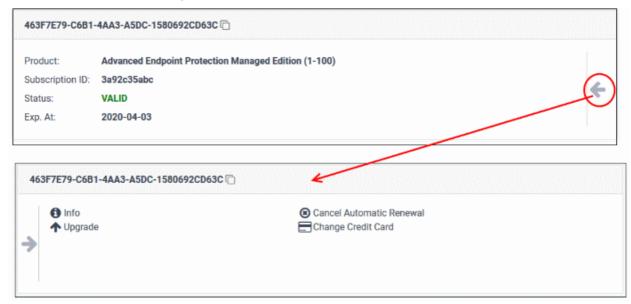
The licenses interface lists all Comodo licenses you have purchased and their validity periods. You can also stop auto-renewal of licenses from here.

• Click 'My Licenses' in the left-menu, or click the equivalent tile on the home screen



Details about each your licenses are shown in the main panel. Scroll down to view all your subscriptions.

- Each tile shows the product name, subscription ID, license validity and expiry date.
- The license key is shown at the top of each tile.
 - Click the icon beside the key to copy it to the clipboard.
- Click the arrow of the right, then 'Info' to view more options:



The options shown depend on the product and subscription type. For example, only 'Info' is available for trial



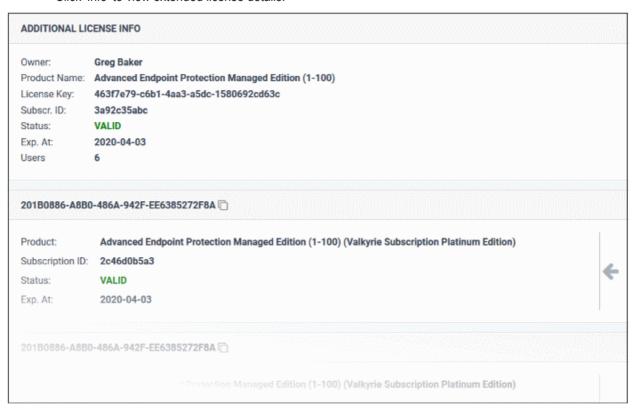
licenses.

Click the following links for help with each option:

- Additional License Info
- Change Credit Card
- Configure Automatic Renewal
- Cancel Automatic Renewal
- Upgrade

Additional License Info

Click 'Info' to view extended license details:

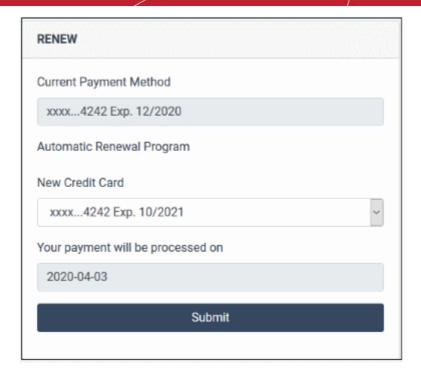


Change Credit Card for Auto Renewal

You can **add credit cards** and set one as default for purchases and renewals. This pane lets you change the card used for auto-renewals.

Click 'Change Credit Card'



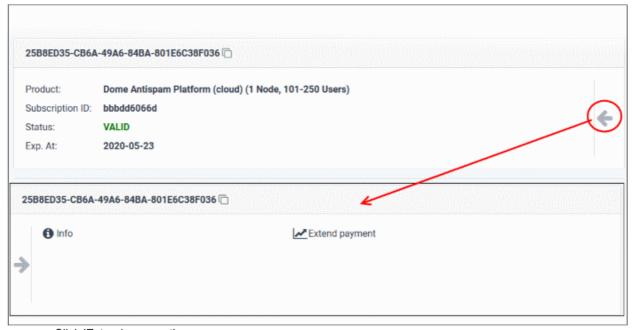


- Current Payment Method The card set as default for renewal of the subscription
- Automatic Renewal Program:
 - New Credit Card The drop down shows the cards that you have added in credit cards section.
 - · Select the card that you want to use for auto-renewal and click 'Submit'

The selected card will now show in current payment method field.

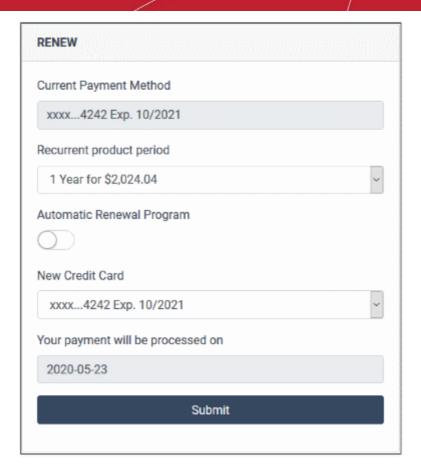
Configure Automatic Renewal

Click the arrow in the product pane



Click 'Extend payment'





- Current Payment Method The card used for payment of the subscription
- Recurrent product period The term of the new subscription
- Automatic Renewal Program Enable or disable auto-renewals
- New Credit Card The drop down shows the cards that you have already added.
 - Select the card that you want to use for auto-renewal and click 'Submit'

The selected card will now show in current payment method field. A success message is shown:

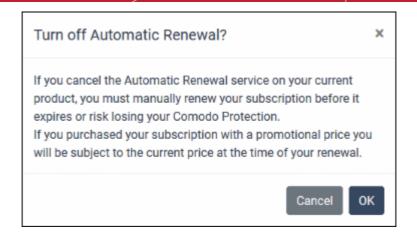


Cancel Automatic Renewal Option

If you have opted for subscription auto-renewal at the time purchasing the product or in the license details screen, you can delete the option from this screen.

Click 'Cancel Automatic Renewal'



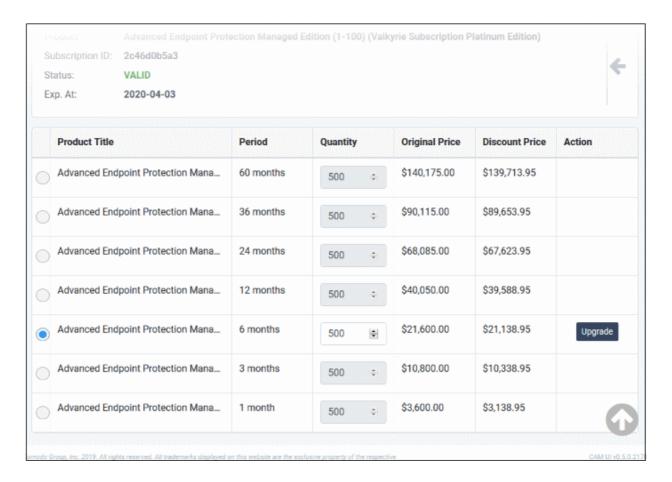


· Click 'OK' to confirm

Upgrade

You can upgrade the license to add more users / endpoints as appropriate

· Click 'Upgrade'

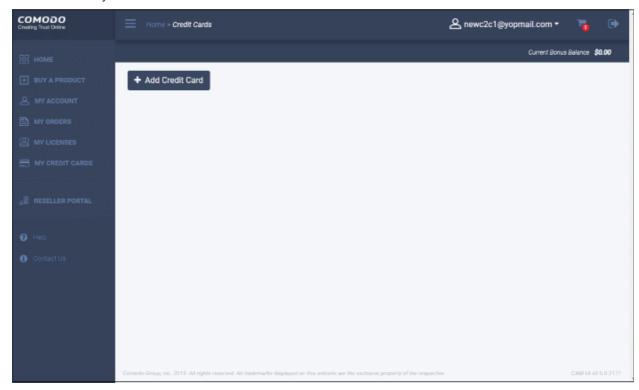


- · Select the product
- · Select the number of users / endpoints in the quantity column
- Click 'Upgrade' and complete the purchase procedure. See 'Purchase Comodo Products'



9. Manage your Credit Cards

- Comodo Accounts Manager automatically saves cards that you use to make purchases or deposit funds.
- You have the option to use a saved card whenever you make a deposit or a purchase.
- The card management area lets you view card information and any purchases/deposits made using each card.
- You can also add new cards and set the default payment card.
 - Note You can manually add up to 3 credit cards. There is no restriction on the amount of cards saved automatically via purchases. For example, if there are already two cards auto-saved from purchases, you can add one more card manually. If there are 3 cards auto-saved from purchases, you cannot manually add any more.
- · Click 'My Credit Cards' in the left menu or in the home screen



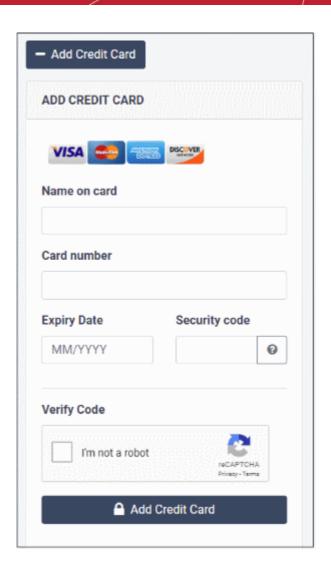
Click the following links for help with each area:

- Add a credit card
- View details of subscriptions linked to a card

Add a credit card

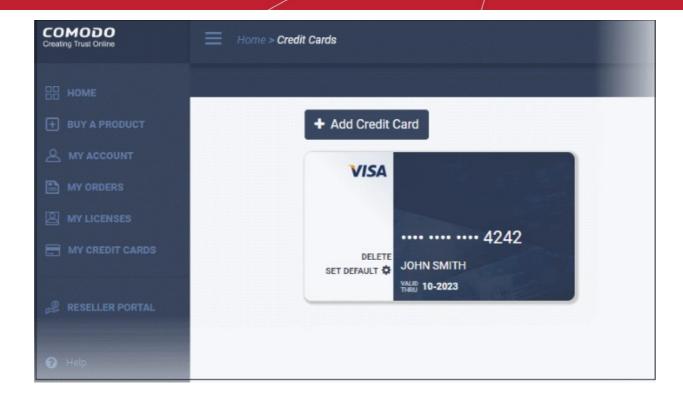
Click 'Add Credit Card'





- · Complete the credit card form and click 'Add Credit Card' at the bottom
- After card validation, a success message is shown and card added to your account.





- Delete This option is available for cards that are not used for any purchase / renewal. You cannot remove a card that is used.
- Set Default Only one card can be set as default. Default card is used for recurring payments if card used for purchase is expired or has not enough funds. Click the link to make it as default card.

The card will be available for selection when you purchase / renew a subscription.

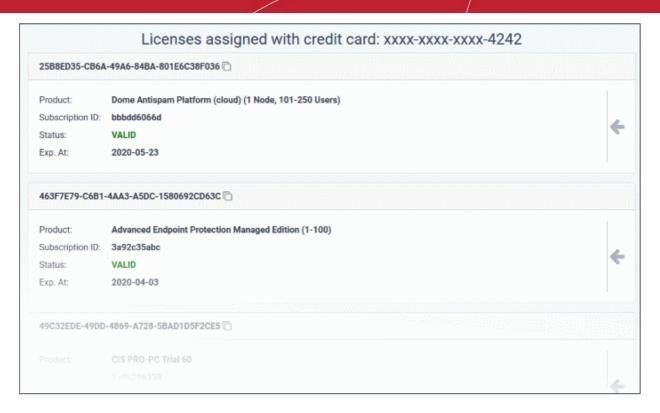
View details of subscriptions linked to a card

Click the 'Subscriptions' link in a card



The details of products and licenses assigned to the credit card is shown:





The screen shows license details of:

- Products purchased using the card
- Products assigned to the card for auto-renewal. See 'Change credit card' and 'Configure automatic renewal' in the section 'View your Subscription History'.

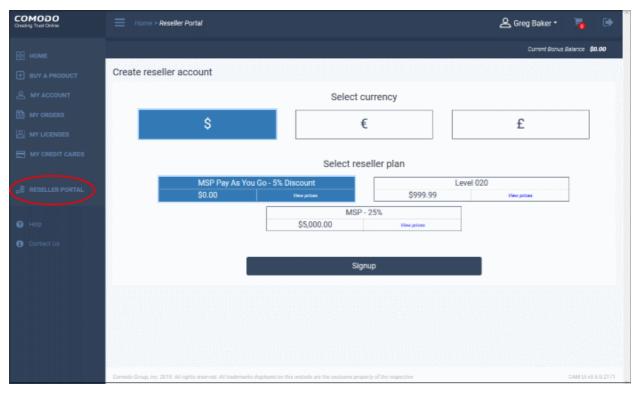
Click the arrow in a pane to view the full details such as additional license information, option to upgrade, configure auto-renewal, cancel auto-renewal. These tasks are same as explained in the section 'View your Subscription History'.



10. Become a Comodo Reseller

The Comodo partner program allows you to resell Comodo's highly successful enterprise and personal solutions at good margins. To become a Comodo partner, you have to first sign up for the program.

Click 'Reseller Portal' in the left menu



Click here to find open the reseller help guide

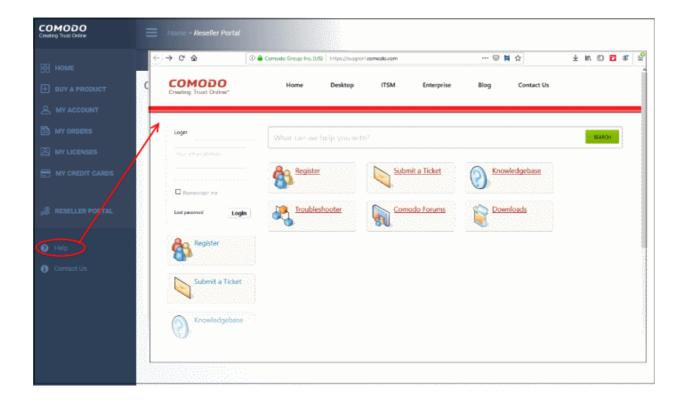


11. Comodo Support

The help page allows you to submit a ticket, access the Comodo knowledgeable, and join the Comodo forums.

· Click 'Help' in the left-menu

Comodo support page opens at https://support.comodo.com/

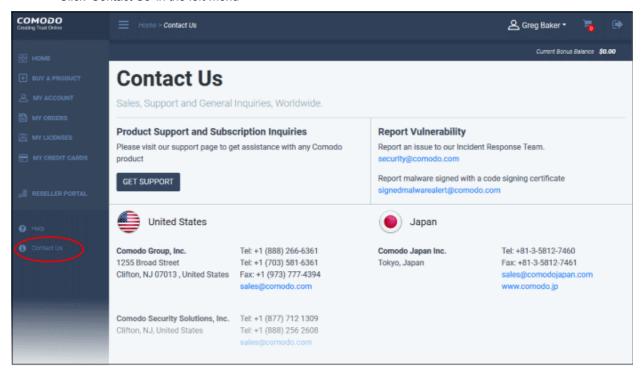


- · Register an account
- Click 'submit a Ticket' and select a product that you want to raise an issue.
- Click 'Next' and complete the process.



12. Contact Us

Click 'Contact Us' in the left-menu

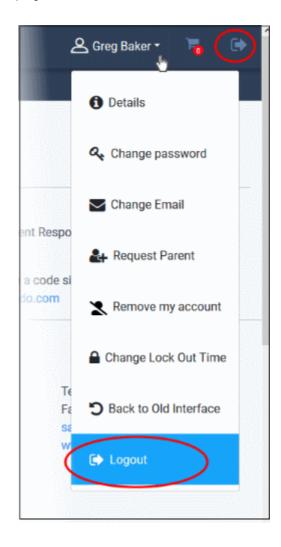


Comodo contact details of all offices are available in the page. You can reach us via phone, fax or mail.



13. Logout of CAM

Click the logout icon at top-right or in the username menu:





About Comodo Security Solutions

Comodo Security Solutions is a global innovator of cybersecurity solutions, protecting critical information across the digital landscape. Comodo provides complete, end-to-end security solutions across the boundary, internal network and endpoint with innovative technologies solving the most advanced malware threats. With over 80 million installations of its threat prevention products, Comodo provides an extensive suite of endpoint, website and network security products for MSPs, enterprises and consumers.

Continual innovation and a commitment to reversing the growth of zero-day malware, ransomware, data-breaches and internet-crime distinguish Comodo Security Solutions as a vital player in today's enterprise and home security markets.

About Comodo Cybersecurity

In a world where preventing all cyberattacks is impossible, Comodo Cybersecurity delivers an innovative cybersecurity platform that renders threats useless, across the LAN, web and cloud. The Comodo Cybersecurity platform enables customers to protect their systems and data against even military-grade threats, including zero-day attacks. Based in Clifton, New Jersey, Comodo Cybersecurity has a 20-year history of protecting the most sensitive data for both businesses and consumers globally. For more information, visit comodo.com or our **blog**. You can also follow us on **Twitter** (@ComodoDesktop) or **LinkedIn**.

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