

# Zip360 Guide: When Does Your Client Need Their Own Account?

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## You Can Use Your Own Account If...

You're building a simple website for your client.

This includes:

- Basic pages like Home, About, Services, Contact
- A contact form that emails your client directly
- Linking the website to your client's own domain
- You continue to manage the site on their behalf

In this case, you can safely build the website inside your own Zip360 account.

## Your Client Needs Their Own Account If...

They want to use any of the following advanced website features:

### An Online Store

If your client wants to sell products or services online:

- You can't connect their Paystack or Payfast details in your own account
- Client needs to run their own shop, invoices, order tracking.
- Refunds and payments will be linked to your business, not theirs

They need their own Zip360 account to connect their own payment gateway.

### Google Reviews Widget

If your client wants to show live Google Reviews on their website:

- The review widget pulls from a Google Business account
- You can't connect their profile from your account

They need their own account to connect their own Google Business profile.

That requires their own Zip360 account.

## Calendar and Appointment System

If your client wants to have an appointment system on their website:

- They need their contacts, not yours
- Appointments will clash with others if they are all in the same account

They need their own account to prevent clashes and they need to run the system themselves.

That requires their own Zip360 account

## Full Ownership of the Website

If you build the site in your own account:

- The domain can still be linked correctly to their business
- You manage the files and updates
- You send them the live link

But if the client wants:

- Full ownership of the site files
- Their own login
- Ability to make changes themselves

Then they need their own Zip360 account where the website is built inside their own workspace.

## Quick Summary Table

Feature	Build in Your Account?	Needs Their Own Account?	Why?
Feature	Build in Your Account?	Needs Their Own Account?	Why?
Basic website	✓ Yes	✗ No	Totally fine
Contact form with client alert	✓ Yes	✗ No	Can send to their email
Google Reviews widget	✗ No	✓ Yes	Needs their Google profile
Calendar and Appointments	✗ No	✓ Yes	Appointments will clash
Online store with checkout	✗ No	✓ Yes	Connects to their Paystack/Payfast
Full ownership of the website	✗ No	✓ Yes	Website lives in your account otherwise

# How to Create a Client Their Own Account + Pricing Tips

The easiest way to set up a client with their own Zip360 account is:

1. **Subscribe with your own bank card** to create a new account at **R235/month**.
2. **Build the website** inside this new account, as normal.
3. When it's done, **contact Cindy** to:
  - Add your client as a **user**
  - Give them access to only their **website**
  - **Turn off the template library**, so they can't see how it was built

If you already built the website in your own account, it can be **copied over** to the client's new account. Just ask Cindy to help you move it.

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## What Should You Charge?

You're charged R235/month — but you can charge your client **whatever you like**.

Examples:

- R299/month or more if you're managing the site for them
- A **once-off build fee** (e.g. R1000–R2000) for the full website setup

You're in full control of how you price and package your service.

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## Will My Client See Billing Info?

No they won't see this. They are added as a user with limited access.

This keeps things clean, private, and professional.

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## How to use Gmail Alias Email accounts to sign up for your client's Zip360 Account

You will need to use Gmail Alias accounts to sign up to a new Zip360 account. You cannot use the same primary email addresses to sign up for multiple accounts. So here is an easy way to sign up to multiple Zip360 accounts. This gives you full admin access and your client a user when added. It keeps things private and it also helps you to not have to create new Gmails every time you have a client needing their own account.

Do not use your client's email address for this sign up. You don't want them to have admin access. Your client will get their own sign up with their email address after they are added as a user in the account.

Instructions on next page.

## ✅ How to Use Gmail Aliases (No New Email Accounts Needed)

If your original email is **cindy@gmail.com**, you can create unlimited *aliases* by adding a **+** and **any word** before the @.

### 💡 Examples:

- cindy+store1@gmail.com
- cindy+store2@gmail.com
- cindy+store3@gmail.com

All of these still go to your **main Gmail inbox** — you don't need to create or log into new Gmail accounts.