Setting up Full DNS Branding

PRIMARY DATA CENTER SITE SETUP (SALT LAKE CITY, UTAH)

In order for DocuMatix to send emails using your domain name, we will need to have a sub-domain created, i.e. 'email' (email.yourdomain.com). IT and marketing will most likely coordinate with each other to determine a sub-domain name. To set up a sub-domain, you will need to do the following:

STEP #1:   CREATE AN A RECORD FOR YOUR SUB-DOMAIN

The purpose of an A record is to brand the email "from" name, as well as all email links. This makes it so that when we send out emails, it will show up with your domain name.

The A record of the sub-domain will need to be pointed to 206.71.80.80

STEP #2:   CREATE AN MX RECORD FOR YOUR SUB-DOMAIN

In order for us to receive and track your bouncebacks, you will need to create an MX record for your sub-domain. You will still be able to see the data on all your reports, but this specifies how email will be routed.

The MX record of the sub-domain will need to be pointed to **mail.documatix.com**

STEP #3:   CREATE A TXT RECORD FOR YOUR SUB-DOMAIN

This is part of the Sender Policy Framework that authorizes our servers to send on behalf of your subdomain.

The TXT record of the sub-domain will need to contain the following:

"v=spf1 ip4:206.71.80.64/27 ip4:216.145.127.64/27"

AFTER SUB-DOMAIN CREATION

Once these steps are completed you will need to determine a username for each account that you have. For example a general marketing account may have 'marketing' as the username (marketing@email.yourdomain.com). You will pick the username you would like to use, but we will create it for you. **Please note: The above steps are required in order for DocuMatix to deliver emails on your behalf.** Please contact customer support at 877-DOCUMATIX if you have any questions about setup.

OPTIONAL DATA CENTER SITE SETUP (LAS VEGAS, NEVADA)

In the unlikely event that there is a disaster that renders the Salt Lake City Data Center inoperable, Documatix is able to redirect services to be facilitated from our Las Vegas, Nevada site. In order for DocuMatix to launch and track your campaigns from Las Vegas you will need to create an alternate sub-domain similar to the sub-domain that is created for us to use in Salt Lake City (see above).

STEP #1:   CREATE AN A RECORD FOR YOUR SUB-DOMAIN

The A record of the sub-domain will need to be pointed to 216.145.127.80.

STEP #2:   CREATE AN MX RECORD FOR YOUR SUB-DOMAIN

The MX record of the sub-domain will need to be pointed to **mail.documatix.com**

STEP #3:   CREATE A TXT RECORD FOR YOUR SUB-DOMAIN

The TXT record of the sub-domain will need to contain the following:
"v=spf1 ip4:206.71.80.64/27 ip4:216.145.127.64/27"

AFTER ALTERNATE SUB-DOMAIN CREATION

Once the alternate sub-domain is created, you will need to determine a username for each account that you have. For example a general marketing account may have 'marketing' as the username (marketing@email.yourdomain.com). You will pick the username you would like to use, but we will create it for you.