

# New Doing Business As (DBA) Email Addendum

Instructions: LPL operates an Exchange server that can host the email addresses you will use for securities related business. You can request to add a new domain that matches an approved Doing Business As (DBA) name at any time you choose. There are settings that must be configured to point email service to LPL.

After updating the DNS settings to direct services to LPL, please submit a completed RE-BNEMAIL-A for each individual that will use the new domain to Client Technology Management for processing.

Once the completed form is received and DNS settings verified, LPL's systems will be set up to accept mail from the domain. Confirmation will be sent when the new DBA email address is functional.

It is common to have your local IT or Web Host/Designer assist, but many Registrar Vendors have their own Technical Support available as well. The settings, if incorrect or missing, can cause functional issues with your email.

**Please use the settings below to update the DNS.**

**Please Note:** These are generic instructions for changing DNS records. Keep in mind that these vary from host to host.

## 1. Updating the Settings

1. Log in to your account with your domain host.
2. Navigate to the MX record maintenance page.
3. MX records may be located in DNS Management, Mail Server Configuration, or Name Server Management. It's possible that you will have to enable advanced settings to edit your MX records.
4. **Change** the following MX records to:

Priority	Host	Points to	TTL
10	@	mx-a-0017a502.gslb.pphosted.com	3600 seconds (1/2 hour)
10	@	mx-b-0017a502.gslb.pphosted.com	3600 seconds (1/2 hour)

5. **Add** the following A record (used for autodiscover), where <DOMAIN> is your DBA website address. If there is a CNAME record for autodiscover or mail, please remove before adding.

Priority	Host	Points to	TTL
n/a	autodiscover or autodiscover.<domain>.com	97.107.125.201	3600 seconds (1/2 hour)

6. **Add** the following SPF record (TXT Record)

Priority	Host	Value/TXT	TTL
n/a	@	v=spf1 mx a ip4:67.231.148.255/32 ip4:67.231.156.254/32 ip4:67.231.149.97/32 ip4:67.231.157.93/32 include:spf-0017a501.pphosted.com~all	3600 seconds (1/2 hour)

7. Click Submit, Save, or Update to make sure you save the changes.

