

How to import domains to WHMCS manually

Question

How to synchronize a domain that has been created in RCP (Reseller Control Panel) with WHMCS?

Answer

NB: This article assumes the Openprovider domain registrar module has been already configured. Information about the installation can be found in [the repository](#).

1. Login to the WHMCS Admin area and navigate to: **Orders > Add New Order**.

Add New Order

Client	Start Typing to Search Clients
Payment Method	PayPal
Promotion Code	None + Create Custom Promo
Order Status	Pending
☒ Order Confirmation ☒ Generate Invoice ☒ Send Email	

Product/Service

Product/Service	None
Domain	
Billing Cycle	Monthly
Quantity	1
Price Override	(Only enter to manually override default product pricing)

[+ Add Another Product](#)

Domain Registration

Registration Type	☒ None ☐ Registration ☐ Transfer
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[+ Add Another Domain](#)

Order Summary

No Items Selected	
Sub Total	\$0.00 USD
Total	\$0.00 USD

[Submit Order »](#)

Note: You can also click Add New Order in the client's profile's [Summary](#) tab.

Products/Services	
Shared Hosting	0 (0 Total)
Reseller Hosting	0 (0 Total)
VPS/Server	0 (0 Total)
Product/Service	1 (1 Total)
Domains	0 (1 Total)
Accepted Quotes	0 (0 Total)
Support Tickets	0 (0 Total)
Affiliate Signups	0
View Orders	
Add New Order	

2. Select the client (search name or select from drop down list). For steps to create a new client, see [Add a Client](#).
3. Select a payment method.
4. Click **Create Custom Promo** and create a 100% non-recurring discount (this ensures neither the admin nor the client is going to be charged)
NB: Creating custom promotions requires the **Use Any Promotion Code on Order** and **Create/Edit Promotions** permissions (**Configuration > System Settings > Administrator Roles & Permissions**).
5. Set order status to '**Pending**'.
6. Deselect **Order Confirmation**, **Generate Invoice**, and **Send Email**.
7. Under **Domain Registration** click **Registration/Transfer** and fill in all the relevant fields.
Important: When ordering domains via the Admin Area, the system does not look up the domain's availability or whether it is a premium domain. For premium domains, log in as the account owner and order them via the Client Area.
8. Click **Submit Order**.
9. Accept the order but don't assign it to a Registrar! This will result in billing charges.
10. Find the domain under the client you have assigned it to and select Openprovider as the registrar. Save the changes.
11. Run the domain sync cron** to sync the Expiry Date automatically.

```
php -q /path-to/whmcs/crons/cron.php do -vvv --DomainStatusSync
```

** **Note:** If you have hundreds of domains in your WHMCS installation, it is recommended that you manually update the Expiry and due dates in WHMCS for the imported domain as the WHMCS cron will only sync 50 domains during each run.

Note: WHMCS official documentation for adding/importing an existing domain can be found [here](#).

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