

# List Accounts

(WHM >> Home >> Account Information >> List Accounts)

## Overview

The *List Accounts* interface displays your server's accounts and allows you to perform certain actions on them.

## Account information



### Note:

If your hosting provider enables the *Create Accounts* privilege in WHM's *Edit Reseller Nameservers and Privileges* interface (WHM >> Home >> Resellers >> Edit Reseller Nameservers and Privileges), this interface will display a link to WHM's *Create a New Account* interface (WHM >> Home >> Account Functions >> Create a New Account).

The list of accounts displays detailed information about each account on your server, and allows you to perform certain actions on each account.

- Click the plus icon (+) to view the available actions for the associated account. For more information, read the [Actions](#) section below.
- Click a domain name in the *Domain* column to navigate to that site.
- Click the cPanel logo (CP) in the *cPanel* column to log in to the [cPanel interface](#) for that account with the `root` or reseller password.



### Notes:

- If you disabled `root` or reseller logins to cPanel user accounts, this icon does not display. You can enable this feature in the [System](#) section of WHM's *Tweak Settings* interface (WHM >> Home >> Server Configuration >> Tweak Settings).
  - This feature uses the *Internal Session Tool* and *Single Sign On* system to generate a temporary user. For more information, read our [Guide to API Authentication](#) documentation.
- Click the IP address in the *IP Address* column to view the contents of the user's home directory in a new browser tab.
  - Click the email address in the *Contact Email* column to send an email to the account's owner.
  - Click the account's assigned package (for example, *default*) in the *Package* column to open the *Edit a Package* interface (WHM >> Home >> Packages >> Edit a Package).



### Note:

A red warning icon (!) and *Unknown* appear in the *Package* column if the account does **not** have an assigned package.

## Actions



### Note:

When you use any of these actions to navigate to another WHM interface, WHM automatically selects the correct account.

When you expand the information for an account, you can perform the following actions:

- *Change Password*— To change an account's password, enter the desired password, select the desired options, and click *Change*.
  - Select the *Synchronize MySQL password with account password* checkbox if you want to use the same password for the user's MySQL® account.



### Note:

This option is only available for users who possess an installed `.my.cnf` file.

- Select the *Enable Digest Authentication* checkbox to enable Digest Authentication support.
- *Change Contact Email*— To change the contact email address for the account, enter a new address in the text box and click *Change*.



### Important:

The Reset Password feature uses this email address to verify the account user's identity. If you do **not** set the contact email address, the user **cannot** use the Reset Password feature.

- *Change IP Address*— Click *Change IP Address* to navigate to WHM's [Change a Site's IP Address](#) interface (*WHM >> Home >> IP Functions >> Change a Site's IP Address*).
- *Change Disk Partition*— Click *Change Disk Partition* to navigate to WHM's [Rearrange an Account](#) interface (*WHM >> Home >> Account Functions >> Rearrange an Account*).
- *Change Quota*— Click *Change Quota* to navigate to WHM's [Quota Modification](#) interface (*WHM >> Home >> Account Functions >> Quota Modification*).



**Important:**

When you change a quota, we recommend that you first examine the contents of the account to ensure that the account does not already exceed the quota. If this is the case, request that the owner of the account remove files to comply with the new disk quota.

- *Change Plan*— Click *Change Plan* to navigate to WHM's [Upgrade/Downgrade an Account](#) interface (*WHM >> Home >> Account Functions >> Upgrade/Downgrade an Account*).
- *Modify Account*— Click *Modify Account* to navigate to WHM's [Modify an Account](#) interface (*WHM >> Home >> Account Functions >> Modify an Account*).

## Download records

When you click *Download these records to a CSV file*, WHM opens a new browser tab that displays the information from the *List Accounts* table as a comma-separated list. You can then copy and paste this information into a text document. If you wish to use the file in Microsoft® Excel® or another spreadsheet program, save it as a `.csv` file.



**Note:**

This `.csv` file lists all accounts, up to the first 999,999,999 accounts.

## Additional documentation

- [Modify an Account](#)
- [Create a New Account - Settings](#)
- [Convert Addon Domain to Account](#)
- [Create a New Account](#)
- [The modify\\_accounts Script](#)