

Step-by-Step Instructions for Whitelisting IP addresses and URLs.

Below is a simplified set of instructions that business owners can follow to whitelist new IP addresses / URLs. These steps work for a business to manage their own firewall/router or need to forward instructions to your IT provider.

Step 1 — Locate Where You Manage Network Access

Small businesses typically whitelist IPs or URLs in one of these places:

- Your Office Router / Firewall (e.g., Comcast, AT&T, Spectrum, UniFi, SonicWall, Fortinet)
- Your Antivirus / Security Software (e.g., Sophos, Trend Micro, Bitdefender)
- Your Cloud Systems (e.g., Microsoft 365 Admin Center, Google Admin Console)
- Your Application's Allowlist Settings (some CRMs, payment processors, APIs allow IP whitelists in their settings)

Step 2 — Refer to Data Center Move Notification

Whitelist the following IP ranges:

- **192.75.146.0/23 (CloudFlare)**
- **149.26.123.0/24 (Dayton Data Center)**

Step 3 — Log in to Your Firewall or Router, common steps:

1. Open a browser.
2. Enter your router/firewall's local IP (e.g., 192.168.1.1).
3. Log in with admin credentials.
4. Small business routers have a section called: Firewall, Security, Access Control, Whitelist, or Allowed IPs.

Step 4 — Add the New IP Addresses or URLs, look for settings such as:

- "Allow List" or "Whitelist"
 - "Trusted IP Addresses"
 - "Firewall Rules → Allow"
 - "Trusted Sites / URLs"
1. Click **Add**.
 2. Enter the new IP address(es) or URL(s) provided.
 - **192.75.146.0/23 (CloudFlare)**
 - **149.26.123.0/24 (Dayton Data Center)**
 3. If required, select "Allow," "Permit," or "Bypass filtering."

Step 5 — Keep the Old IPs Active Until Cutover is complete

Step 6 — Test Access Insert testing instructions:

- Verify readiness using the test URL prior to their migration window:
 - <https://migrationtest.servereps.com/>
- Run this test from your production environment to ensure the new Data Center IPs are properly whitelisted.

Step 7 — Remove Old IP Addresses when you receive maintenance complete notice