

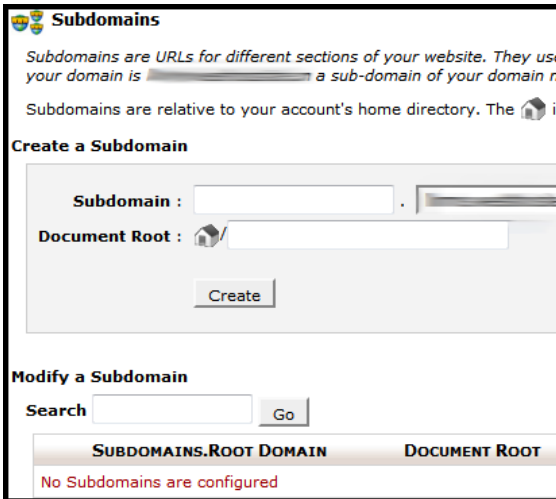
# How To Create A Subdomain In My cPanel Account


In order to create a sub-domain, connect to your cPanel account and navigate to the Domains >> Subdomains section.



From there you can type in the subdomain you wish to create, select the domain name it is for, configure the folder where that subdomain needs to point, and create it.

You can also manage existing subdomains.



 that a new subdomain can take 3 - 6 hours to propagate with the DNS servers.

Clients who are using the CHI nameservers (dns1.westhost.com, dns2.westhost.com, dns3.westhost.com) will also need to visit <https://chi.westhost.com> to [add an A record for the subdomain](#).

When adding an A record for your subdomain in CHI, this should match the A record for your domain in CHI if you are using the name servers above. You can also [find your account's IP address in cPanel](#).