

web records worksheet

Name

Website Address

Telephone

History:

List of all the domains you own, who they are owned by, who they are registered with, when they expire, logins to your domain company:

List all your logins and access to your hosting records. Include website login URL, username, password, etc. Ensure you have access to your customer administrative panel (typically where you submit help tickets, manage passwords, payments, services, etc) AND your FTP administrative panel (typically where you manage the details of your actual website, as well as passwords and permissions).

Be sure you have access to BOTH!

Domain Owner Registrar Account Password Expires

Hosting Provider Account # Login Password Expires

FTP Host Host Directory Login Password

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List logins and access to your web analytics (such as Google Analytics and Webmaster Tools) If your webmaster owns this, get access but try to own direct login access to all of this on your own.

List logins and access ALL of your social media accounts such as Facebook, Twitter, Blog, LinkedIn, YouTube etc.

Provider Login Password

Accounts Login Password

List email system logins and email marketing accounts (For example, Google Mail, Constant Contact and Outlook)

Do you have access or records of your logo files, templates, designs – both current and past versions? (Request for the files to be in graphic AND editable format, for example photoshop format)

Emergency Contacts: List contact phone numbers and or emails to all your service providers (domain, hosting, marketing support, etc.)

Accounts Login Password
