

Website Administration Data

The following information is a valuable tool for any website manager. Record all of the information related to your website. Additionally, if there are any Third Party Services associated with your site; record that information here as well. All information recorded here should be considered confidential and proprietary. Appropriate methods and practices must be employed to safeguard this information. Only appropriate, required, and authorized persons should be allowed access to this information.

1. Current Domain Name Registration Service Provider:

- a. Provider name: _____
- b. Hyperlink to Account Login: _____
- c. Username: _____
- d. Password: _____
- e. Renewal Date: _____
- f. Renewal Cost: _____

2. Current Hosting Service Provider:

- a. Provider name: _____
- b. Hyperlink to Account Login: _____
- c. Username: _____
- d. Password: _____
- e. Account Renewal Date: _____
- f. Renewal Cost: _____

3. Current Site Template/Theme Designer:

- a. Provider name: _____
- b. Template/Theme Name: _____
- c. Hyperlink to Account Login: _____
- d. Username: _____
- e. Password: _____

4. Current FTP (File Transfer Protocol) to site files:

- a. Hyperlink to Account Login: _____
- b. Username: _____
- c. Password: _____
- d. Site Files Folder Name: _____



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5. Current CMS (Content Management System – Word Press or Joomla!) Site Administrator Login:

- a. Hyperlink to Account Login: _____
- b. Username: _____
- c. Password: _____

6. Current MySQL Database (Content Management System – Word Press or Joomla!) Administrator Login:

- a. Provider name: _____
- b. Hyperlink to Account Login: _____
- c. DB Host: _____
- d. DB Name: _____
- e. DB Username: _____
- f. DB Password: _____

Third Party Services:

1. Current Facebook Account:

- a. Account Link: _____
- b. Username: _____
- c. Password: _____

4. Current Pinterest Account:

- a. Account Link: _____
- b. Username: _____
- c. Password: _____

2. Current Twitter Account:

- a. Account Link: _____
- b. Username: _____
- c. Password: _____

5. Current LinkedIn Account:

- a. Account Link: _____
- b. Username: _____
- c. Password: _____

3. Current Google or Google+ Account:

- a. Account Link: _____
- b. Username: _____
- c. Password: _____

6. Current Tumblr Account:

- a. Account Link: _____
- b. Username: _____
- c. Password: _____



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7. Current DriveSpace or other Remote Storage Accounts:

- a. Provider name: _____
- b. Hyperlink to Account Login: _____
- c. Username: _____
- d. Password: _____

- a. Provider name: _____
- b. Hyperlink to Account Login: _____
- c. Username: _____
- d. Password: _____

- a. Provider name: _____
- b. Hyperlink to Account Login: _____
- c. Username: _____
- d. Password: _____

8. Current Other Third Party Services not listed above:

- a. Provider name: _____
- b. Hyperlink to Account Login: _____
- c. Username: _____
- d. Password: _____

- a. Provider name: _____
- b. Hyperlink to Account Login: _____
- c. Username: _____
- d. Password: _____

- a. Provider name: _____
- b. Hyperlink to Account Login: _____
- c. Username: _____
- d. Password: _____



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9. Email accounts associated with your website:

- a. Provider name: _____
- b. Hyperlink to Account Login: _____
- c. Email address: _____
- d. Forwards to email: _____
- e. Username: _____
- f. Password: _____

- a. Provider name: _____
- b. Hyperlink to Account Login: _____
- c. Email address: _____
- d. Forwards to email: _____
- e. Username: _____
- f. Password: _____

- a. Provider name: _____
- b. Hyperlink to Account Login: _____
- c. Email address: _____
- d. Forwards to email: _____
- e. Username: _____
- f. Password: _____

- a. Provider name: _____
- b. Hyperlink to Account Login: _____
- c. Email address: _____
- d. Forwards to email: _____
- e. Username: _____
- f. Password: _____

- a. Provider name: _____
- b. Hyperlink to Account Login: _____
- c. Email address: _____
- d. Forwards to email: _____
- e. Username: _____
- f. Password: _____

- a. Provider name: _____
- b. Hyperlink to Account Login: _____
- c. Email address: _____
- d. Forwards to email: _____
- e. Username: _____
- f. Password: _____

- a. Provider name: _____
- b. Hyperlink to Account Login: _____
- c. Email address: _____
- d. Forwards to email: _____
- e. Username: _____
- f. Password: _____

- a. Provider name: _____
- b. Hyperlink to Account Login: _____
- c. Email address: _____
- d. Forwards to email: _____
- e. Username: _____
- f. Password: _____

Print this page as many times as you need for additional email accounts.

