WEBSITE OWNER AUDIT

Are you the owner of a company with a website being maintained by staff or contractors? What would happen if that staff or contractor became unreachable or, worse yet, began engaging in a vendetta against your company on your website? Are you in a position to assert your ownership and control of your website?

You may not know how to update your website but you still need to be able to hand over the keys to others who can. Providing the following information is how you do that. Take the time and locate and record the following information so you'll never get locked out of your own online assets.

WEBHOSTING

Your website is composed of a bunch of files. Those files are located on a server somewhere. This is called a webhost and you're likely being billed monthly, quarterly or annually for this service. If your website goes down, this is one of the first places to check for problems.

Webhost company: _____

Login address: http:// _____

Login username/ID: _____   **Password:** _____

DOMAIN RECORDS

When you type in your website address (e.g. yourwebsite.com) a process occurs that looks up the address and if found retrieves records that tell your browser where to find the website's files (at your webhost). After you buy a domain you need to create and maintain these records to ensure your website is accessible. These records may be with your domain registrar, webhost or another company.

Domain Records location: _____

Login address: http:// _____

Login username/ID: _____   **Password:** _____

CONTENT MANAGEMENT SYSTEM

Many websites are created using a framework that makes creation and maintenance simpler than having to write lines of source code. Popular frameworks include WordPress, Drupal and Joomla but there are many others. In order to make site changes, it will be necessary to log into the website's CMS as a user with administrator privileges.

CMS Type: _____

Login address: http:// _____

Login username/ID: _____   **Password:** _____

This form has been provided by: **W**HATCOM MARKETING
WhatcomMarketing.com