

# Nonprofit Website Safety Checklist

DATE CREATED:

LAST UPDATED:

Use this worksheet to document critical account information related to your website and be sure to review it at least once a year to ensure that it's kept up-to-date and is useful to you in an emergency.

## DOMAIN REGISTRATION(S)

Domain name(s)	
Registrar	
Login link / URL	https://
Username	
Password	
Email	
Credit card on file	exp. date: __ / __
<input type="checkbox"/> domain is set to auto-renew each year	

## WEB HOSTING

Hosting Company	
Login link / URL	https://
Username	
Password	
Email	
Credit card on file	exp. date: __ / __
Renewal period	monthly / quarterly / annually / other:
<input type="checkbox"/> web hosting is set to auto-renew	

# Website Safety Checklist, p. 2

CONTENT MANAGEMENT SYSTEM or WEBSITE BUILDER	
CMS software	
Software license	
Website dashboard login	https://
-- Username	
-- Password	
-- Email	
If there is an annual licensing fee: -- Credit card on file: _____ -- <input type="checkbox"/> software license is set-up to auto-renew	
List the name, email + username for any additional users here: 1: _____ 2: _____ 3: _____ 4: _____ 5: _____	

WEBSITE BACK-UPS
Name of back-up service or software used:
<input type="checkbox"/> Back-ups are enabled // Back-up frequency:
What to do / who to call if back-up is needed:

SECURITY TOOL
Any tools or service(s) used:
Additional cost/payment info:
Separate login credentials (if any):