

CORONAVIRUS WEBSITE READINESS CHECKLIST

Wash your hands, wipe down your keyboard with that hand sanitizer you've been hoarding and review this simple checklist to make sure your website is ready for the next weeks or months.

Logins & Contact Info

This information should be readily accessible by YOU and at least one other TRUSTED person (business partner, spouse, attorney, webmaster) in case of emergency. Use the "One Sheet" provided

- Internal Website Person Contact Info
- Domain Registrar, Username & Password
- Hosting Company, Username & Password
- Website Username & Password
- Website Support Contact Info/Login

Domain, Hosting & Site Back-end

- Domain registration current.
- Web Hosting account current.
- Support accounts are current.
- Website is hosted in a managed environment or I'm experienced enough to manage my own website hosting and have a backup person in case I get sick.
- Website is backed up at least daily off-site.
- Website is automatically scanned multiple times daily for security breaches and hacks.
- Any plugins, framework or code base my website uses are up to date with the latest security or critical updates.

Site Content & Notifications

- Hours of Operation updated and clearly visible on the website.
- Shipping Times & Costs updated and clearly visible on the website.
- Any changes to return policies or terms clearly communicated on the website.
- Special precautions or processes clearly communicated on the website (*For example: No In Person Pickup Until Further Notice*)
- Special sales or promotions clearly visible on the home page of the site.
- If it applies to your business, a copy of your Readiness Plan or Business Continuation Plan on your site. (*The reason the big companies are doing this is because it reassures customers that you care and that you'll be around when this is all over!*)

Items Unique to Your Business

- _____
- _____
- _____

Website Information One Sheet For:

Your website address: _____

Logins & Passwords

Keep this in a safe place!

- Domain Registrar:

- Domain Registrar Username:

- Domain Registrar Password:

- Web Hosting Company:

- Hosting Username:

- Hosting Password:

- Website Login Address:

- Website Username:

- Website Password:



You can look up where your website domain is registered at <https://lookup.icann.org/>

Once you enter your website name you can scroll down to see the "Registrar Information". If you don't have your username and password you can visit the registrar's website to reset it.

Registrar Information

Name: GoDaddy.com, LLC

NA ID: 146

- Main Contact for this information:

- Contact's Mobile Phone #:

- Contact's Email Address:

- Phone or Email for 2 Factor Verification:

If you can't figure some of these out or don't have them we'll be happy to help you find them out during this crisis - FREE OF CHARGE

Support Contacts

- My Website Support Company Is:

- Support Email Address:

- Support Phone #:

- Support Portal Website:

- Support Portal Username:

- Support Portal Password:
